



FS-C2026MFP/FS-C2126MFP

OPERATION GUIDE



Introduction

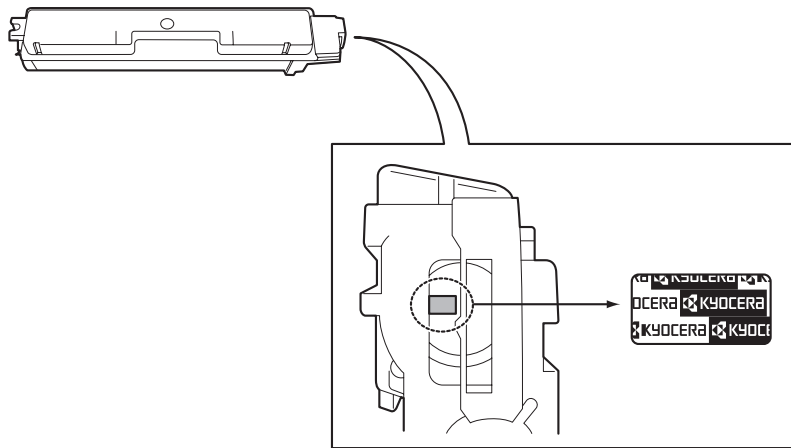
Thank you for your purchase of FS-C2026MFP/FS-C2126MFP.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine.

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

A label shown in the illustration assures that the supplies are our own brand.



Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Quick Installation Guide

Describes the procedures for installation of the machine, frequently-used operations, routine maintenance, and troubleshooting action.

CD-ROM (Product Library)

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Fax Operation Guide

KYOCERA COMMAND CENTER Operation Guide

Printer Driver User Guide

Network FAX Driver Operation Guide

KM-NET for Direct Printing Operation Guide

KMnet Viewer User Guide

PRESCRIBE Commands Technical Reference

PRESCRIBE Commands Command Reference

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.



WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.



CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The \triangle symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.



.... [General warning]



.... [Warning of danger of electrical shock]



.... [Warning of high temperature]

The \odot symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.



.... [Warning of prohibited action]



.... [Disassembly prohibited]

The \bullet symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.



.... [Alert of required action]



.... [Remove the power plug from the outlet]



.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE: An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

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Quick Guide

Be sure to read **Legal and Safety Information** before using this machine.

Administrator tasks

To make copies

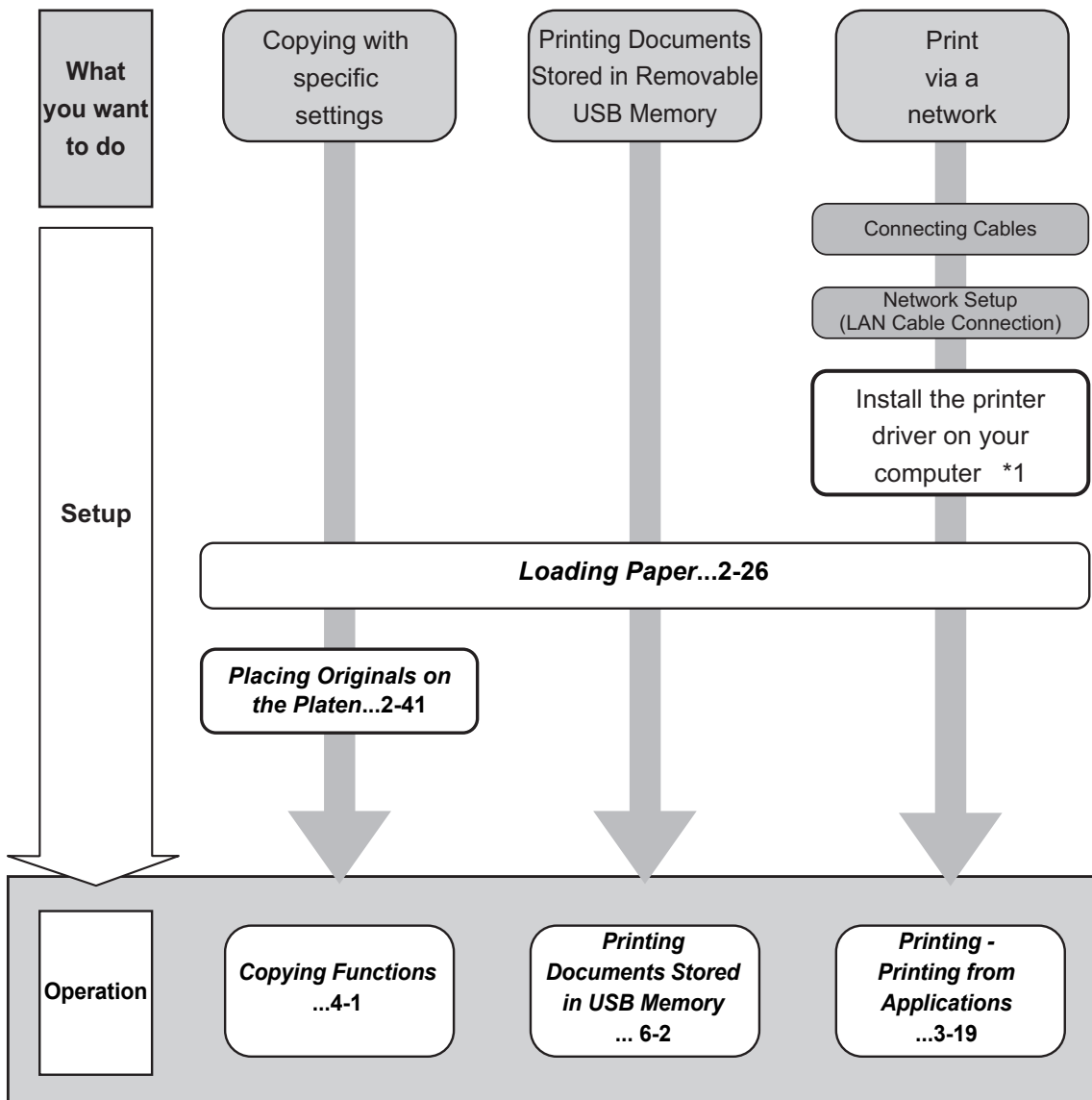


Simply press the **Start** key to make copies. You can also fine tune the copy settings by changing the paper size, adjusting the density, etc.

To print



You can print via a network or print a PDF file directly from USB memory.

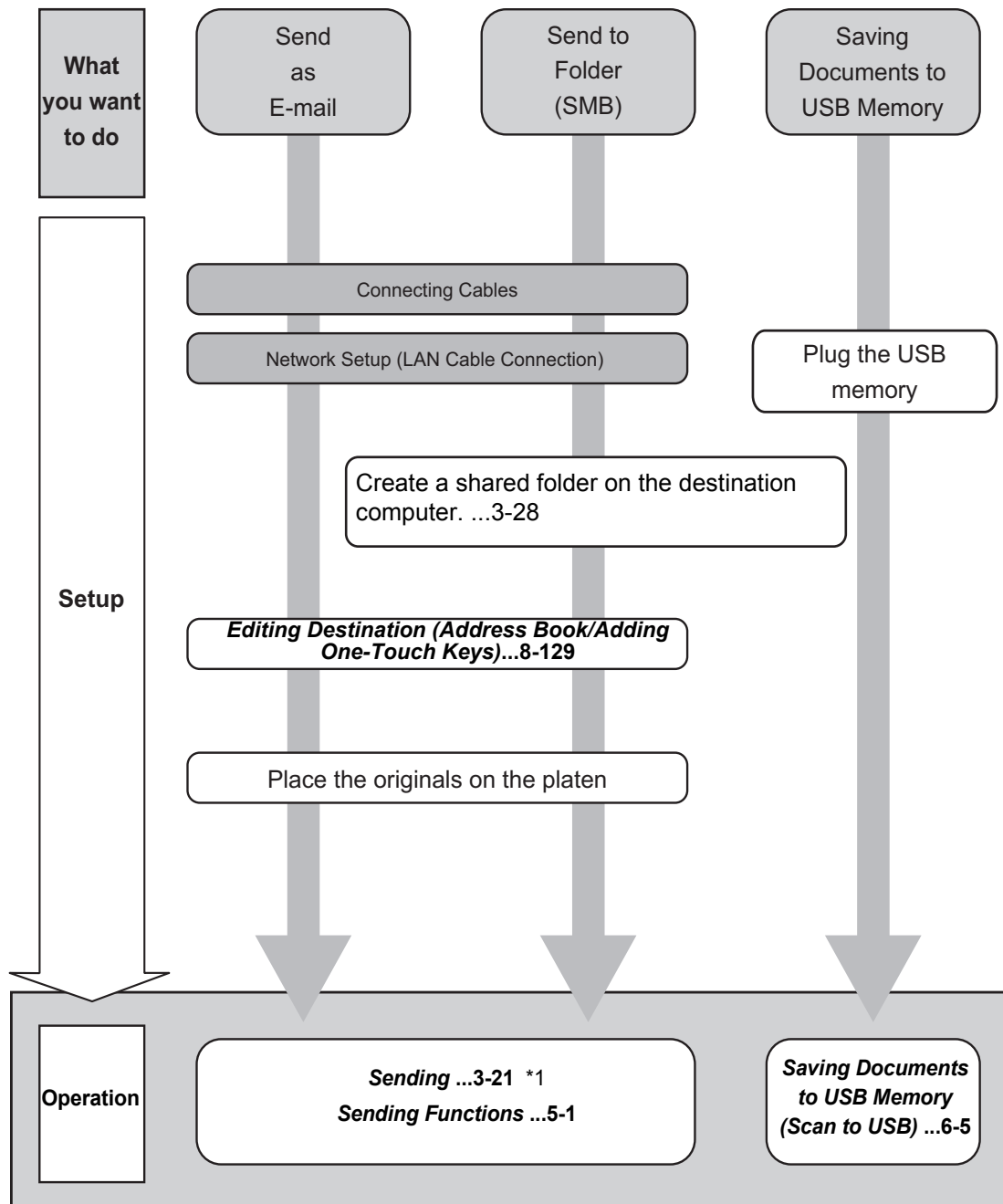


*1: For more information, refer to the *Printer Driver User Guide*.

To send documents



You can send scanned images via a network. Or, you can also store scanned images in USB memory.



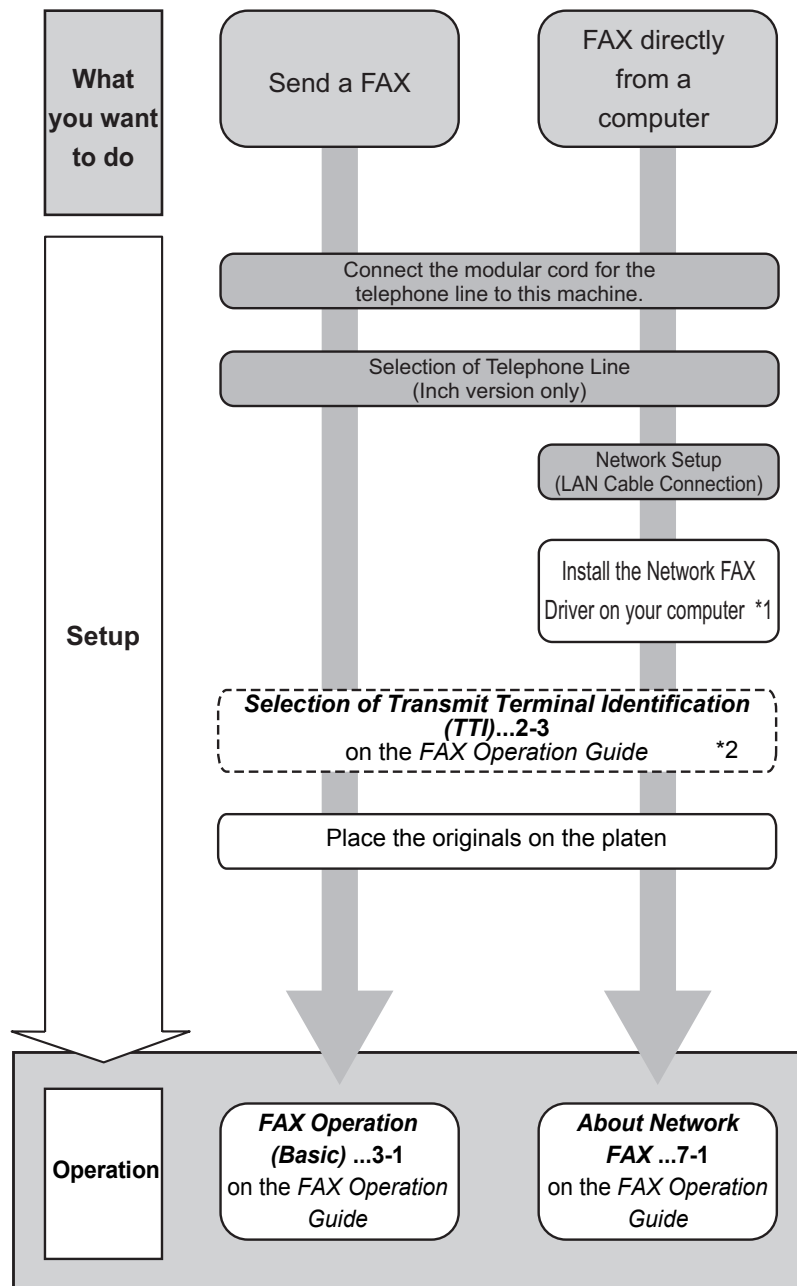
*1: If the destination is not stored in the address book, you can send by entering the address directly.

To send a FAX (Only on products with the fax function installed)



As well as sending a FAX via the telephone lines, you can also send a FAX via a network.

NOTE: For more information on setting up and sending a FAX, refer to the *FAX Operation Guide*.



*1: For more information, refer to the *Network FAX Driver Operation Guide*.

*2: If the destination is not stored in the address book, you can send the FAX by entering the address directly.

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Environment

The service environmental conditions are as follows:

- Temperature: 50 to 90.5 °F (10 to 32.5 °C)
- Humidity: 15 to 80 %

However, adverse environmental conditions may affect the image quality. Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.
- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Cautions when handling consumables

CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.



Keep the toner container and the waste toner box out of the reach of children.



If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.



- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.



If using the products with the fax function installed the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep mode.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40°C while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.


Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

This machine is classified as Class 1 laser product under IEC 60825.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

	DANGER • CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.	ATTENZIONE • CLASSE 3B RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.	警告 • 该产品为3B类不可见激光产品。打开盖子后会有激光辐射，请避免光束照射。
	ATTENTION • CLASSE 3B RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.	PRECAUCION • CLASSE 3B RADIAZIONE LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPOSICION AL RAYO.	警告 • 該產品為3B類不可見激光產品。打開蓋子後會有激光輻射，請避免光束照射。
	VORSICHT • KLASSE 3B UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.	VARO! • AVATTAESSA OLET ALTTIINA LUOKAN 3B NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.	위험 • CLASS 3B 불가시 레이저광선을 직접 보지마십시오.
			警告 • ここを開くとクラス3B不可視レーザー光がでます。ビームを直接見たり、触れないでください。

The label shown below is attached on the rear side of the machine.



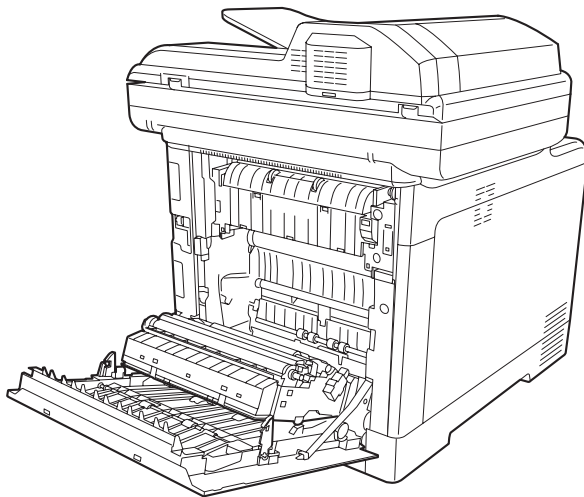
SAFETY OF LASER BEAM (USA)

1. Safety of laser beam

This machine has been certified by the manufacturer to Class 1 level under the radiation performance standards established by the U.S.DHHS (Department of Health and Human Services) in 1968. This indicates that the product is safe to use during normal operation and maintenance. The laser optical system, enclosed in a protective housing and sealed within the external covers, never permits the laser beam to escape.

2. The CDRH Act

A laser-product-related act was implemented on Aug. 2, 1976, by the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration (FDA). This act prohibits the sale of laser products in the U.S. without certification, and applies to laser products manufactured after Aug. 1, 1976. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States. On this machine, the label is on the rear.




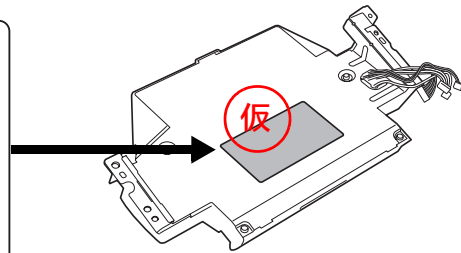
FS-C2026MFP
AC 120V 60Hz 7.8A
TAMAKI PLANT 704-19 NOJINO, TAMAKI-TOWN WATARAI-COUNTY, MIE-PREF. JAPAN MANUFACTURED: C11
Contains FCC ID: E522KP0110 Contains IC: 1059B-KP0110
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
Complies with FDA radiation performance standards, 21 CFR Subchapter J.
*REMOVE POWER CORD BEFORE SERVICE AND FUSE REPLACEMENT. *POUR PREVENIR LES CHOCS ELECTRIQUES, COUPER L'ALIMENTATION AVANT DE REMPLACER LE FUSIBLE.
24855C KYOCERA MITA Corporation DESIGNED IN JAPAN / ASSEMBLED IN CHINA

FS-1128MFP
AC 120V 60Hz 7.8A
TAMAKI PLANT 704-19 NOJINO, TAMAKI-TOWN WATARAI-COUNTY, MIE-PREF. JAPAN MANUFACTURED: C11
Contains FCC ID: E522KP0110 Contains IC: 1059B-KP0110
This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.
This Class B digital apparatus complies with Canadian ICES-003. Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.
Complies with FDA radiation performance standards, 21 CFR Subchapter J.
*REMOVE POWER CORD BEFORE SERVICE AND FUSE REPLACEMENT. *POUR PREVENIR LES CHOCS ELECTRIQUES, COUPER L'ALIMENTATION AVANT DE REMPLACER LE FUSIBLE.
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3. Optical unit

When checking the optical unit, avoid direct exposure to the laser beam, which is invisible. Shown at below is the label located on the cover of the optical unit.

	DANGER · CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
	ATTENTION · CLASSE 3B RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
	VORSICHT · KLASSE 3B UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHLEN AUSSETZEN.
	ATTENZIONE · CLASSE 3B RADIAZIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
	PRECAUCION · CLASSE 3B RADIACIONE LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
	VARO! · AVATTAESSA OLET ALTTIINA LUOKAN 3B NÄKYMÄTTÖMÄLLE LASERSÄTELYLLE. ÄLÄ KATSO SÄTEESEEN.
	警告 · 该产品为3B类不可见激光产品。打开盖子后会有激光辐射，请避免光束照射。
	警告 · 該產品為3B類不可見激光產品。打開蓋子後會有激光輻射，請避免光束照射。
	위험 · CLASS 3B 불가시 레이저광선을 직접 보지마십시오.
	警告 · ここを覗くとクラス3B 不可視レーザー光がでます。ビームを直接見たり、触れないでください。



4. Maintenance

For safety of the service personnel, follow the maintenance instructions in the other section of this manual.

Safety Instructions Regarding the Disconnection of Power (USA)

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

Attention: Le débranchement de la fiche secteur est le seul moyen de mettre l'appareil hors tension. Les interrupteurs sur l'appareil ne sont que des interrupteurs de fonctionnement: ils ne mettent pas l'appareil hors tension.

WARNING

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.
- The use of a non-shielded interface cable with the referenced device is prohibited.

CAUTION — The changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

This device complies with Part 15 of FCC Rules and RSS-Gen of IC Rules.

Operation is subject to the following two conditions; (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

* The above warning is valid only in the United States of America.

Radio Tag Technology

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

MERCURY WARNING



THE LAMP(S) INSIDE THIS PRODUCT CONTAIN MERCURY AND MUST BE RECYCLED OR DISPOSED OF ACCORDING TO LOCAL, STATE OR FEDERAL LAWS.

Other precautions (for users in California, the United States)

This product contains a CR Coin Lithium Battery which contains Perchlorate Material - special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate.

Warranty (USA)

FS-C2026MFP/FS-C2126MFP MULTIFUNCTIONAL PRODUCT LIMITED WARRANTY

Kyocera Mita America, Inc. and Kyocera Mita Canada, Ltd. (both referred to as “Kyocera”) warrant the Customer’s new Multifunctional Product (referred to as “MFP”), and the new accessories installed with the initial installation of the MFP, against any defects in material and workmanship for a period of one (1) year, or 100,000 copies/prints from date of installation, whichever first occurs. In the event the MFP or an accessory is found to be defective within the warranty period, Kyocera’s only obligation and the Customer’s exclusive remedy shall be replacement of any defective parts. Kyocera shall have no obligation to furnish labor.

This warranty covers Maintenance Kits and the components of Maintenance Kits included with the original MFP for a period of three years or 100,000 copies/prints, whichever first occurs. Maintenance Kits consist of the developing unit, the drum unit, the transfer belt, and the fixing unit. Replacement Maintenance Kits have a 90 day Limited Warranty.

This warranty is valid only for the original retail purchaser (referred to as the “Customer”) of a new Kyocera MFP in the United States of America or Canada, based upon the country of purchase.

In order to obtain performance of this warranty, the Customer must immediately notify the Authorized Kyocera Dealer from whom the product was purchased. If the Kyocera Dealer is not able to provide service, write to Kyocera at the address below for the name and address of the Authorized Kyocera Dealer in your area, or check Kyocera’s website at www.kyoceramita.com/us.

This warranty does not cover MFPs or accessories which: (a) have become damaged due to operator negligence, misuse, accidents, improper storage or unusual physical or electrical stress, (b) have used parts or supplies which are not genuine Kyocera brand parts or supplies, (c) have been installed or serviced by a technician not employed by Kyocera or an Authorized Kyocera Dealer, or (d) have had the serial number modified, altered, or removed.

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KYOCERA MITA AMERICA, INC.

225 Sand Road
Fairfield, New Jersey
07004-0008, USA

KYOCERA MITA CANADA, LTD.

6120 Kestrel Road
Mississauga, Ontario L5T 1S8
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Securities

Stamp

Passport

Certificate

- Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

- Legal Information..... xxx
- Regarding Trade Names xxxi
- Energy Saving Control Function..... xxxv
- Automatic 2-Sided Copy Function xxxv
- Paper Recycling xxxv
- Energy Star (ENERGY STAR®) Program xxxv
- About this Operation Guide xxxvi
- Conventions in This Guide xxxvii

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Energy Saving Control Function

The device comes equipped with a **Sleep Mode** where copier, printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

Sleep

The device automatically enters Sleep when 1 minute has passed since the device was last used. Automatic authentication does not take place in sleep mode or energy saver mode. To continue the installation, press the **Power** key to wake the machine from sleep mode or energy saver mode.

Automatic 2-Sided Copy Function

This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see *Duplex Copying on page 3-14*.

Paper Recycling

This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®) Program



We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Part Names

Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use

Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use.

Chapter 3 - Basic Operation

Describes the procedures for basic copying, printing and scanning.

Chapter 4 - Copying Functions

Describes the functions you can use when copying.

Chapter 5 - Sending Functions

Describes the functions you can use when sending originals.

Chapter 6 - Document Box

Provides a basic guide to using document boxes.

Chapter 7 - Status / Job Cancel

Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print. Also explains how to check the remaining paper and device status and how to cancel a transmission

Chapter 8 - Default Setting (System Menu)

Describes the System Menu options for general machine operation.

Chapter 9 - Maintenance

Describes cleaning and toner replacement.

Chapter 10 - Troubleshooting

Explains how to handle error messages, paper jams and other problems.

Chapter 11 - Management

Explains user login administration and job accounting.

Appendix

Explains how to enter characters, and lists the machine specifications.

Introduces the convenient optional equipment available for this machine.

Provides information on media types and paper sizes. Also includes a glossary of terms.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the Start key.
[Regular]	Indicates a selection item on the Message Display.	Select [System].
<i>Italic</i>	Indicates a message displayed on the Message Display.	<i>Ready to copy</i> is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to <i>Sleep and Auto Sleep on page 2-9</i> .
Note	Indicates supplemental information or operations for reference.	<u>NOTE:</u>
Important	Indicates items that are required or prohibited so as to avoid problems.	<u>IMPORTANT:</u>
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	<u>CAUTION:</u>

1 Part Names

This chapter identifies the machine parts and operation panel keys.

- Operation Panel..... 1-2
- Machine..... 1-4

Operation Panel

Displays the System Menu/Counter menu screen, where you can check the system settings and counters.

Displays the Document Box screen, where you can operate the document box and USB memory.

Displays the Status screen, where you can check the status, print a status report, and pause or cancel the job in process.

Displays the Copy screen, where you can make settings required for copying.

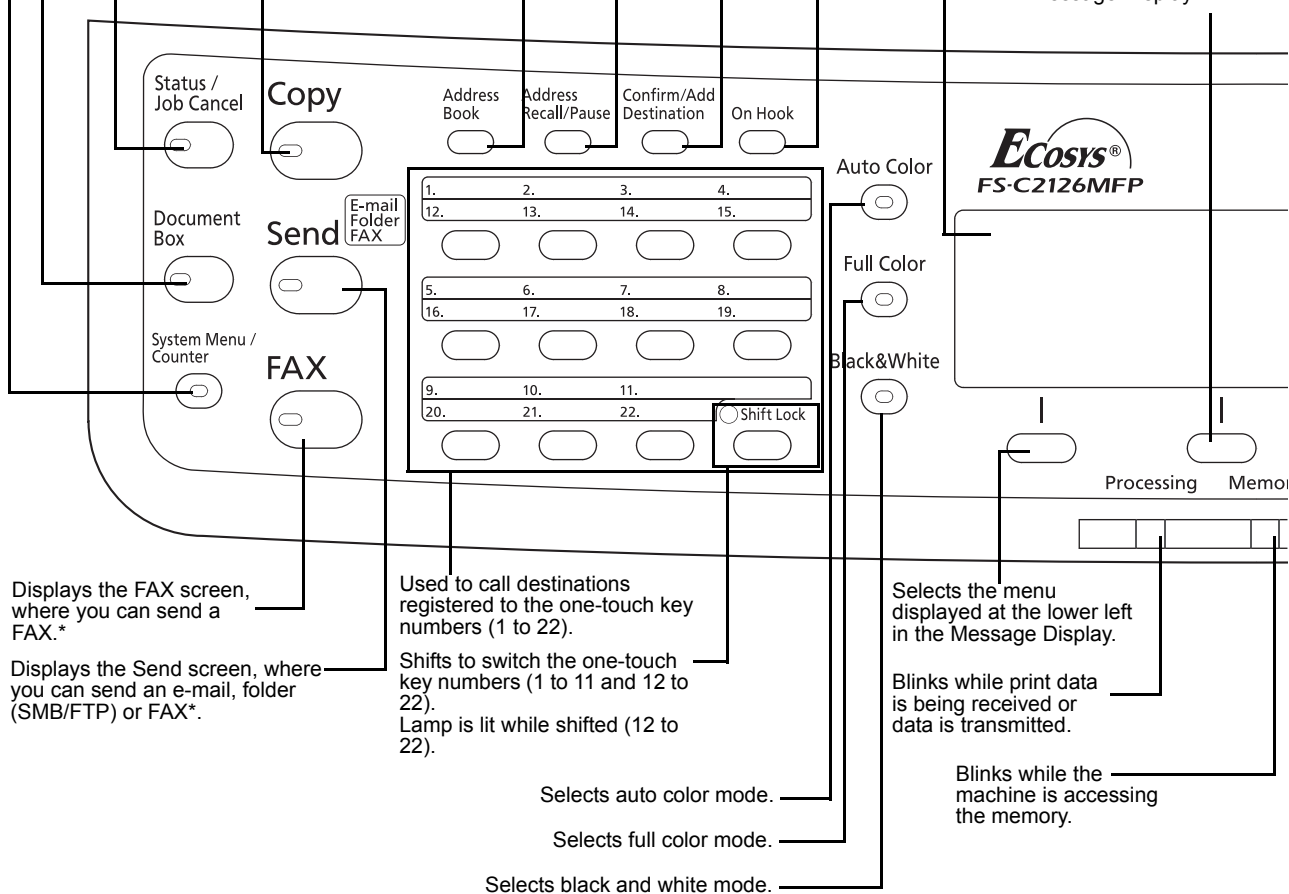
Displays the Address Book screen, where you can add, edit and delete destinations. Calls the previous destination. Also used to enter a pause when entering a FAX number.*

Displays the Add Destination screen, where you can add destinations.

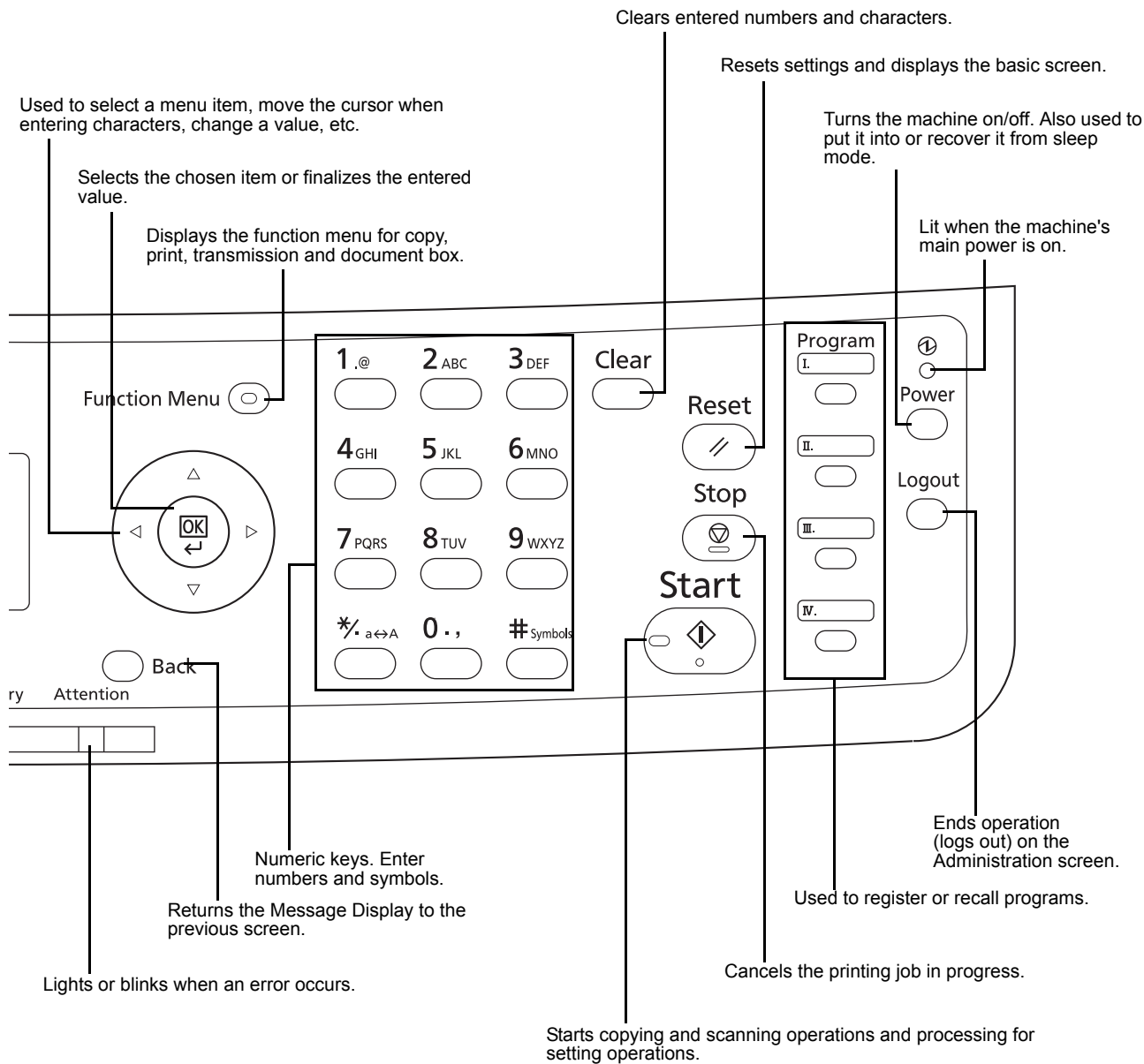
Switches between on-hook and off-hook when manually sending a FAX.*

Message Display. Check what is shown here while operating the machine.

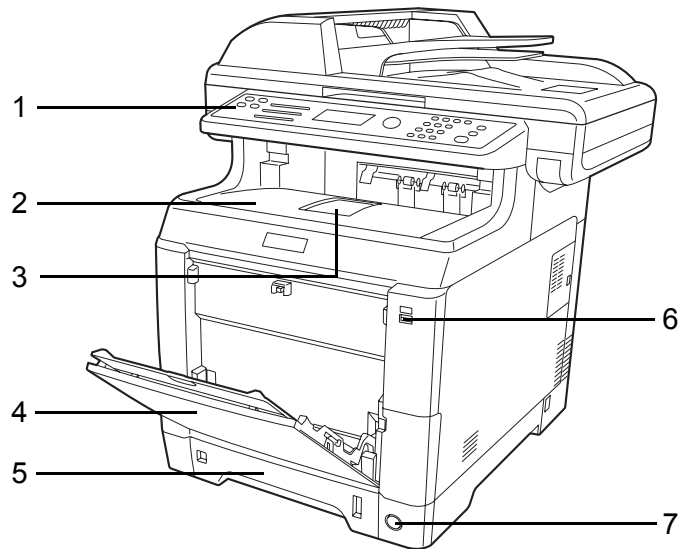
Selects the menu displayed at the lower right in the Message Display.



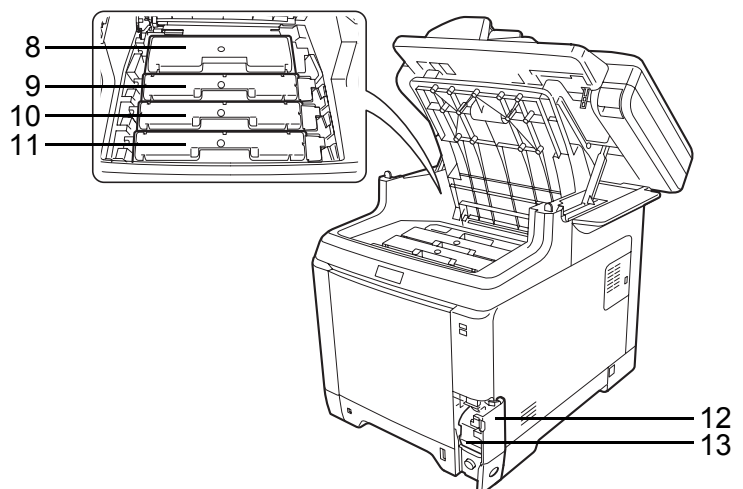
* Only on products with the fax function installed.



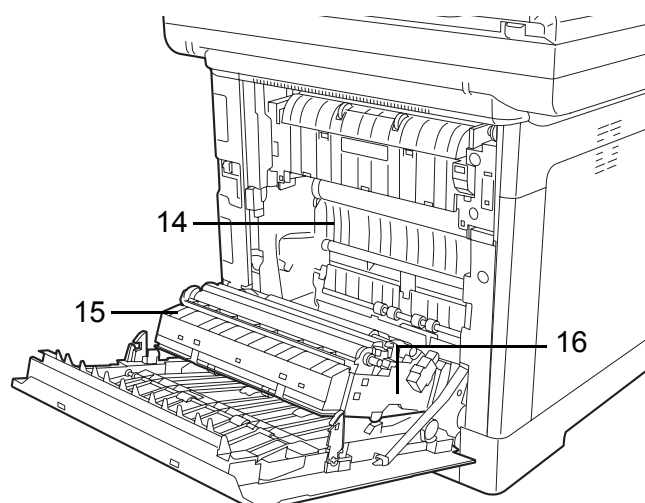
Machine



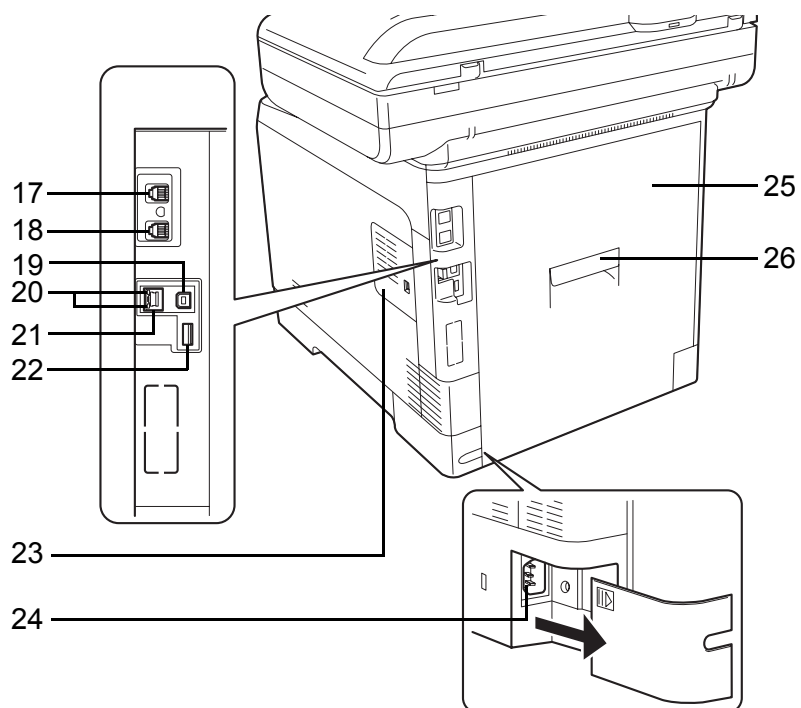
- 1** Operation Panel
- 2** Top Cover (Top Tray)
- 3** Paper Stopper
- 4** MP (Multi-Purpose) Tray
- 5** Paper Cassette
- 6** USB Memory Slot
- 7** Main Power Switch



- 8** Black Toner Container (K)
- 9** Magenta Toner Container (M)
- 10** Cyan Toner Container (C)
- 11** Yellow Toner Container (Y)
- 12** Waste Toner Cover
- 13** Waste Toner Box



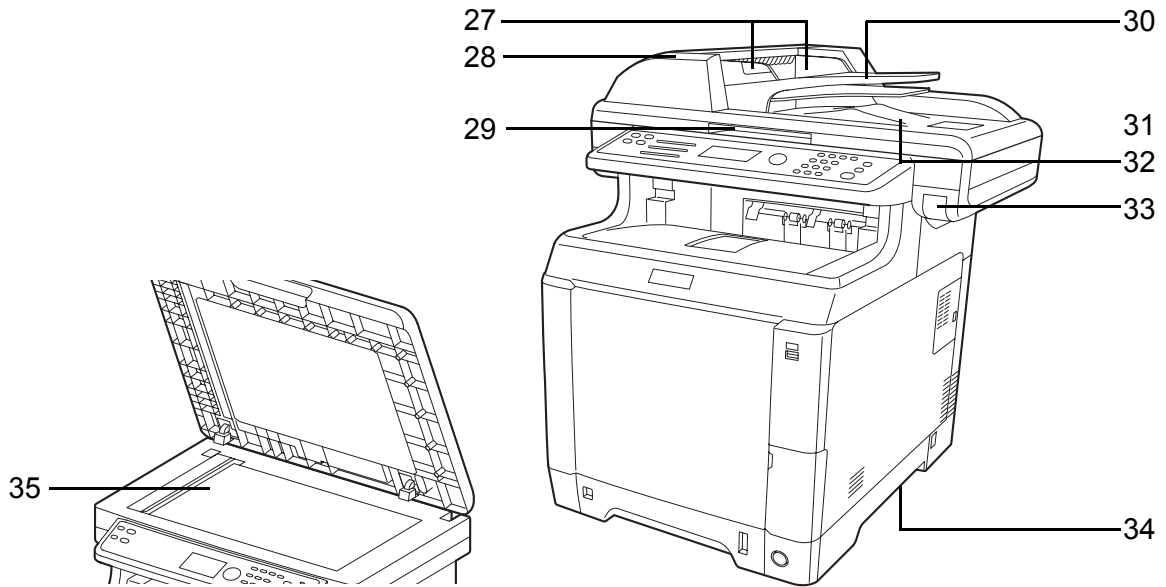
- 14** Paper Transfer Unit
- 15** Paper Ramp
- 16** Duplex Unit



- 17** LINE connector*
- 18** TEL connector*
- 19** Network Interface Connector
- 20** Network Indicators
- 21** Network Interface Connector

* Only on products with the fax function installed

- 22 USB Memory Slot
- 23 Right Cover
- 24 Power Cord Connector
- 25 Rear Cover
- 26 Rear Cover Lever



- 27 Original Width Guides
- 28 Document Processor Cover
- 29 Opening Handle
- 30 Original Table
- 31 Original Stopper
- 32 Original Eject Table
- 33 Top Cover Lever
- 34 Handles for moving
- 35 Platen

2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading papers and originals.

- Check bundled items 2-2
- Determining the Connection Method and Preparing Cables 2-3
- Connecting Cables 2-5
- Power On/Off..... 2-7
- Sleep and Auto Sleep..... 2-9
- Switching the Language for Display [Language] 2-10
- Setting Date and Time 2-11
- Network Setup (LAN Cable Connection) 2-14
- Installing Software 2-22
- COMMAND CENTER (Settings for E-mail) 2-23
- Sending E-mail 2-24
- Loading Paper 2-26
- Loading Originals..... 2-41
- Installing Printer Driver 2-44

Check bundled items

Check that the following items have been bundled.

- Quick Installation Guide
- CD-ROM (Product Library)
- CD-ROM (TWAIN compatible application)

Documents Contained in the Included CD-ROM

The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary.

Documents

Operation Guide (This Guide)

Fax Operation Guide

KYOCERA COMMAND CENTER Operation Guide

Printer Driver User Guide

Network FAX Driver Operation Guide

KM-NET for Direct Printing Operation Guide

KMnet Viewer User Guide

PRESCRIBE Commands Technical Reference

PRESCRIBE Commands Command Reference

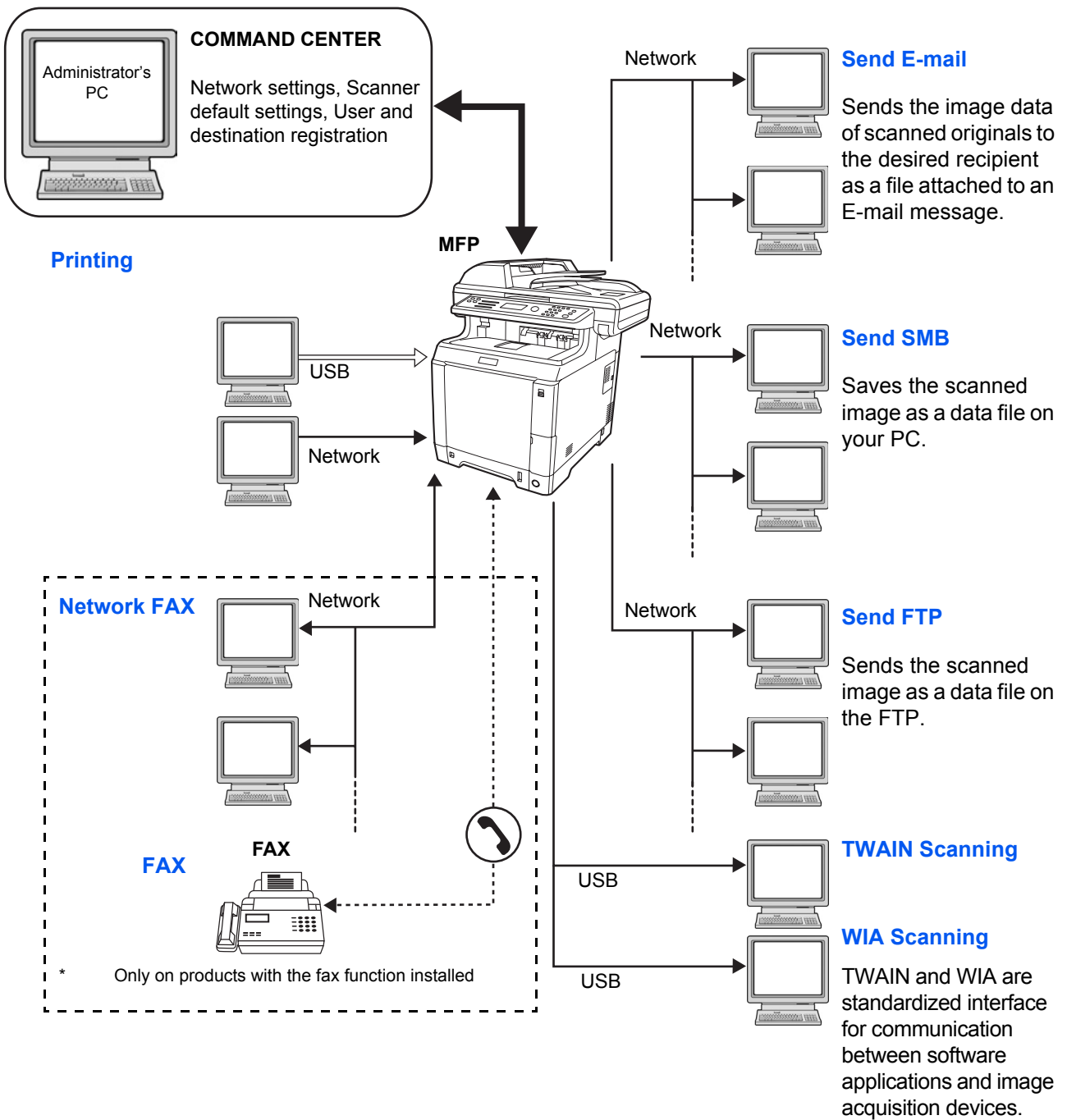
Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC or network, and prepare the necessary cables.

Connection Example

Determine the method to connect the equipment to a PC or network by referring to the illustration below.

Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T)



Preparing Necessary Cables

The following interfaces are available to connect the equipment to a PC. Prepare the necessary cables according to the interface you use.

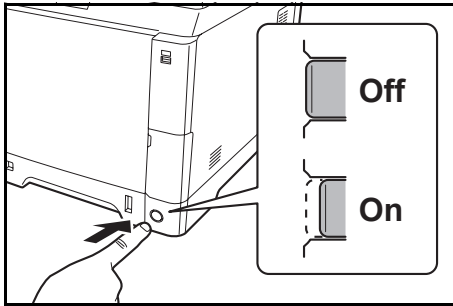
Available Standard Interfaces

Function	Interface	Necessary Cable
Printer/Scanner /Network FAX*	Network interface	LAN (10Base-T or 100Base-TX, Shielded)
Printer/TWAIN Scanning/WIA Scanning	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)

* Network FAX and FAX functions available only on products with the fax function installed. For details on Network FAX, refer to the *FAX Operation Guide*.

Connecting Cables

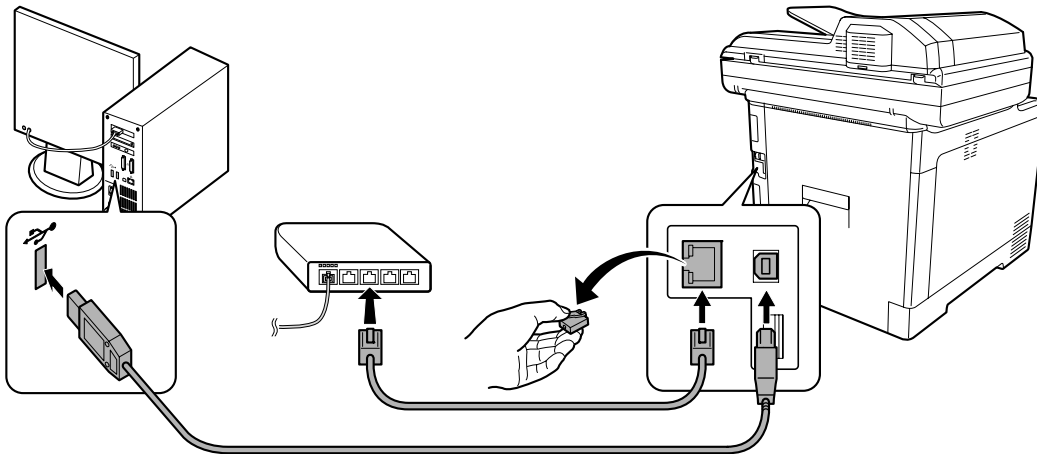
Follow the steps below to connect cables to the machine.



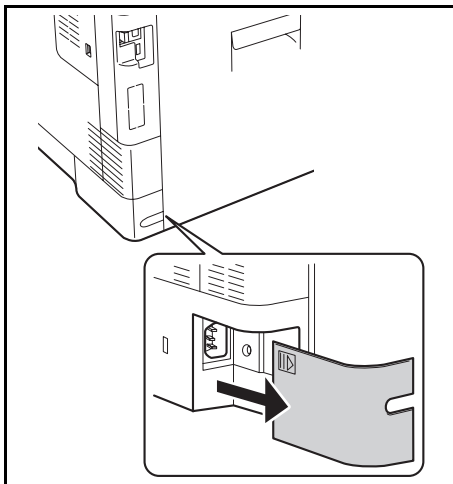
- 1 If the machine power is on, press the power key on the operation panel and make sure that the message displayed and memory light are off. Then, press the main power switch to turn off the power.

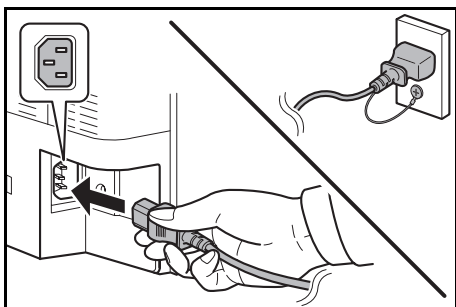
2

- 2 Connect the machine to the PC or your network device. When using the network interface, remove the cap.



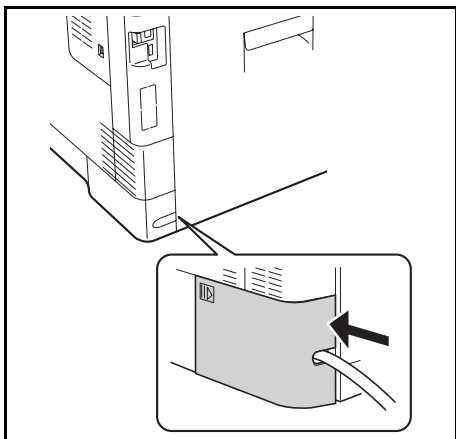
- 3 Remove the Power Cord Connector Cover.



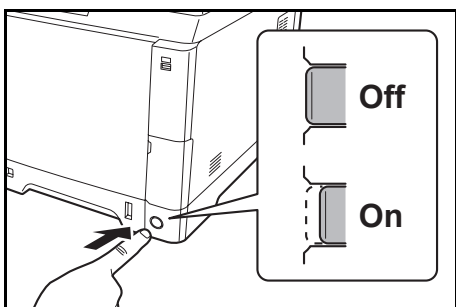


- 4 Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT: Only use the power cable that comes with the machine.



- 5 Replace the Power Cord Connector Cover.



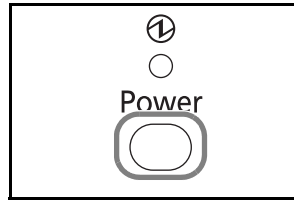
- 6 Turn the main power switch on. The machine begins to warm up.

- 7 When connecting the network cable, configure the network. For details, refer to *Network Setup (LAN Cable Connection)* on page 2-14.

Power On/Off

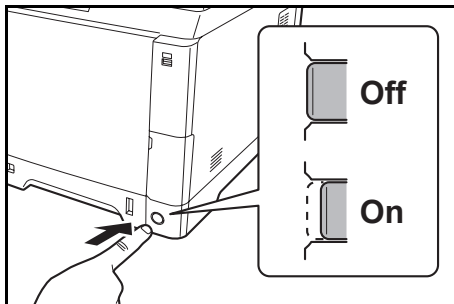
Power On

When the main power indicator is lit...



Press the **Power** key.

When the main power indicator is off...

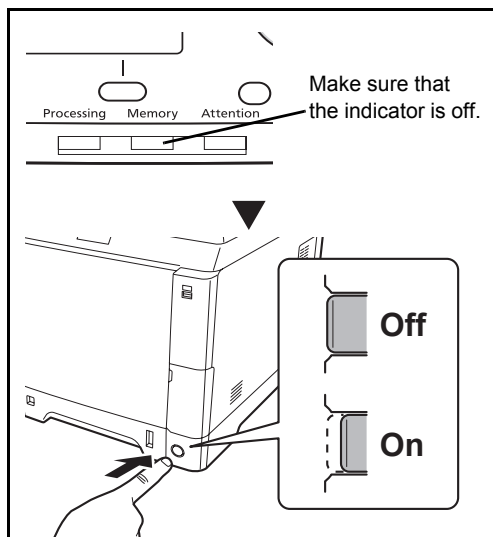


Turn the main power switch on.

IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the memory indicator is off before turning off the main power switch.



In case of not using the machine for a extended period of time

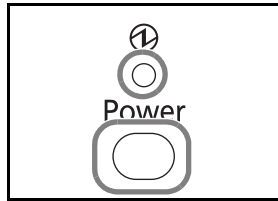


CAUTION: If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If using the products equipped with the fax function, note that turning the machine off at the main power switch disables fax transmission and reception.

IMPORTANT: Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

Sleep and Auto Sleep

Sleep



To enter Sleep, press the **Power** key. Message Display and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the print job is performed while the Message Display remains unlit.

If you are using the products equipped with the fax function, received fax data is printed out while the operation panel also remains unlit.

To resume, press the **Power** key. The machine will be ready to operate in about 20 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep Mode if left idle for 1 minutes.

Energy Saver (products that is not equipped with the fax function)

This mode reduces power consumption even more than normal sleep mode, and allows sleep mode to be set separately for each function. Settings can be specified to prevent access from a computer, such as printing from a computer or accessing COMMAND CENTER, while the machine is asleep.

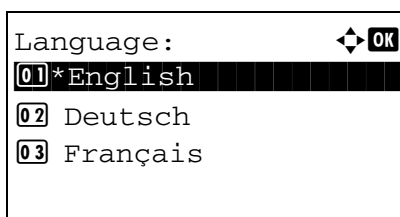
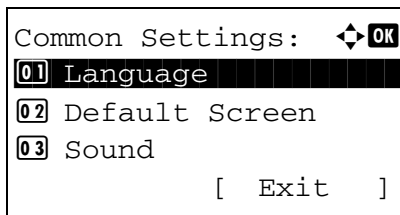
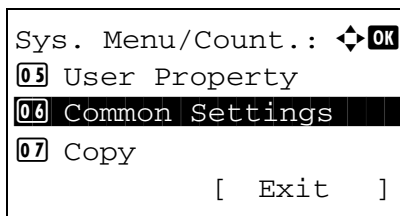
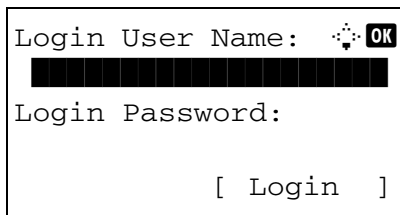
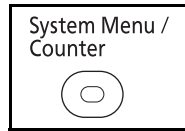
The time required for the machine to return to normal operation from Energy Saver mode is longer than regular sleep mode.

NOTE: Energy Saver mode settings, see *Sleep Level* on page 8-122.

Switching the Language for Display [Language]

Select the language displayed on the Message Display.

Use the procedure below to select the language.



- 1 Press the **System Menu/Counter** key on the main unit operation panel.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

NOTE: Refer to *Character Entry Method on Appendix-7* for details on entering characters.

- 2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [Common Settings].

- 3 Press the **OK** key. The Common Settings menu appears.

- 4 Press the Δ or ∇ key to select [Language].

- 5 Press the **OK** key. Language appears.

- 6 Press the Δ or ∇ key to select the desired language and then press the **OK** key.

Completed. is displayed and the screen returns to the Common Settings menu.

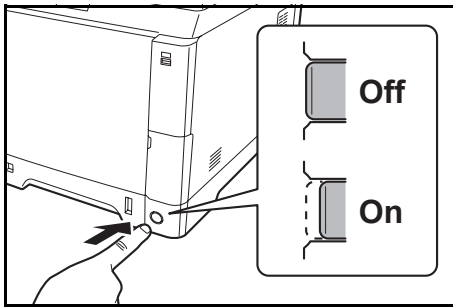
Setting Date and Time

Follow the steps below to set the local date and time at the place of installation.

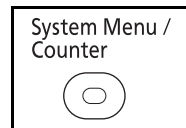
When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

2

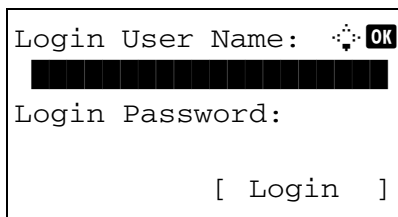
NOTE: Be sure to set the time difference before setting the date and time.



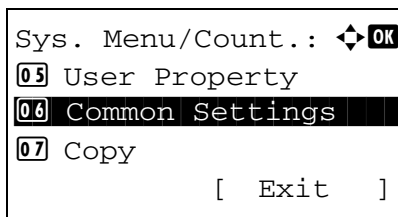
- 1 Turn on the main power switch.



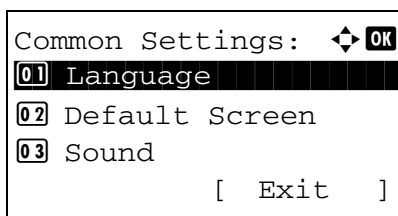
- 2 Press the **System Menu/Counter** key on the main unit operation panel.



When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.



- 3 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [Common Settings].



- 4 Press the **OK** key. The Common Settings menu appears.

- 5 Press the Δ or ∇ key to select [Date Setting].

```

Login User Name:  [OK]
[ ]
Login Password:
[ Menu ] [ Login ]

```

- 6 A login screen will appear. Then, enter the user ID and password to log in.

```

Date Setting:  [OK]
[01] Date/Time
[02] Date Format
[03] Time Zone
[ Exit ]

```

- 7 Press the **OK** key. The Date Setting menu appears.

```

Time Zone:  [OK]
[01] -12:00 Internati
[02] -11:00 Midway
[03] -10:00 Hawaii

```

- 8 Press the Δ or ∇ key to select [Time Zone].

- 9 Press the **OK** key. Time Zone appears.

- 10 Press the Δ or ∇ key to select your region and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

```

Date Setting:  [OK]
[02] Date Format
[03] Time Zone
[04] Summer Time
[ Exit ]

```

- 11 Press the Δ or ∇ key to select [Summer Time].

```

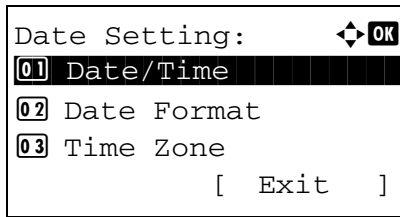
Summer Time:  [OK]
[01]*Off
[02] On

```

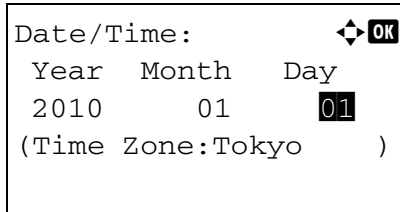
- 12 Press the **OK** key. Summer Time appears.

- 13 Press the Δ or ∇ key to select [On] or [Off] and then press the **OK** key.

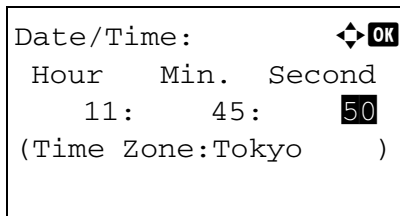
Completed. is displayed and the screen returns to the Date Setting menu.



- 14 Press the Δ or ∇ key to select [Date/Time].



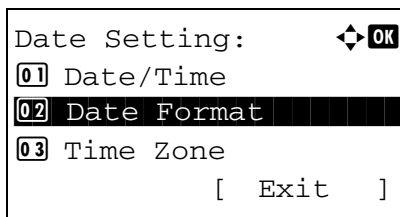
- 15 Press the **OK** key. Date/Time appears.



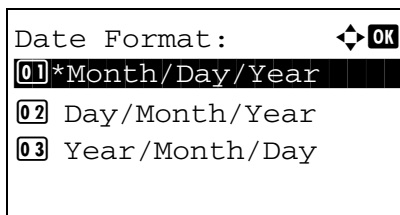
- 16 Press the \triangleleft or \triangleright key to move the cursor position, press the Δ or ∇ key to enter year, month and day, and then press the **OK** key.

- 17 Press the \triangleleft or \triangleright key to move the cursor position, press the Δ or ∇ key to enter hours, minutes and seconds, and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.



- 18 Press the Δ or ∇ key to select [Date Format].



- 19 Press the **OK** key. Date Format appears.

- 20 Press the Δ or ∇ key to select the desired display format and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

Network Setup (LAN Cable Connection)

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), IPX/SPX, NetBEUI, IPsec, and AppleTalk. It enables network printing on the Windows, Macintosh, UNIX, NetWare and other platforms.

This section explains the *TCP/IP (IPv4) Setup* procedures. For other network settings, refer to *Network Setup on page 8-145*.

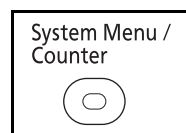
- *TCP/IP (IPv4) Setup (when an IP address is automatically assigned) ...2-16*
- *TCP/IP (IPv4) Setup (by Entering IP Addresses) ...2-16*

TCP/IP (IPv4) Setup (when an IP address is automatically assigned)

If an IP address will be automatically assigned, configure the settings below.

NOTE: The [DHCP] and [Auto-IP] settings are enabled by default. Specify the settings below when *Network Setup on page 8-145* have been changed from their default state.

Use the procedure below to setup the TCP/IP (IPv4) setting.



- 1 Press the **System Menu/Counter** key on the main unit operation panel.

 A login screen with the following text: "Login User Name:" followed by a cursor and an "OK" key icon. Below it is a blacked-out password field. Then "Login Password:" followed by a cursor. At the bottom, there is a "[Login]" button.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

NOTE: Refer to *Character Entry Method on Appendix-7* for details on entering characters.

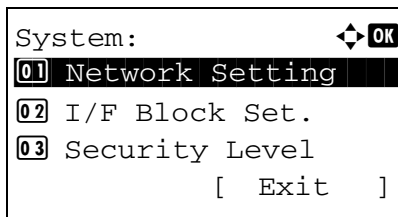
 A menu screen with the following text: "Sys. Menu/Count.:" followed by a cursor and an "OK" key icon. Below it are three options: "01 Report", "02 Counter", and "03 System" (which is highlighted with a black bar). At the bottom, there is a "[Exit]" button.

- 2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [System], and then press the **OK** key.

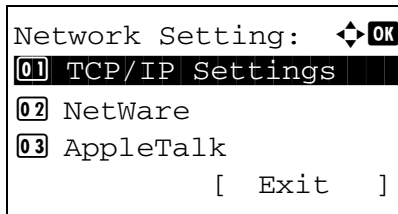
 A screen displaying the text "Administrator only." in a monospaced font.

IMPORTANT: To make the settings, you must have logged in using a user ID with administrator privileges. The default settings of the login user name and login password are both "2600".

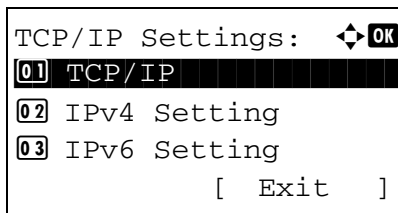
If you have logged in using a user ID without administrator privileges, the screen will display *Administrator only.* and return to the standby screen.



- 3 In the System menu, press the Δ or ∇ key to select [Network Setting].

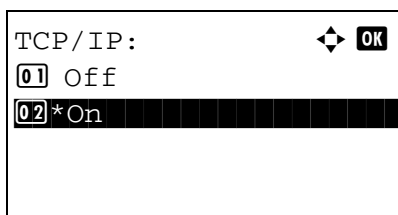


- 4 Press the **OK** key. The Network Setting menu appears.



- 5 Press the Δ or ∇ key to select [TCP/IP Settings].

- 6 Press the **OK** key. The TCP/IP Settings menu appears.

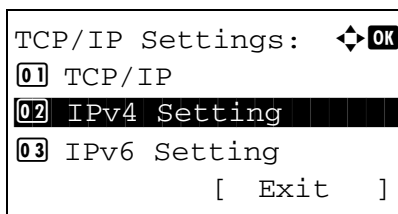


- 7 Press the Δ or ∇ key to select [TCP/IP].

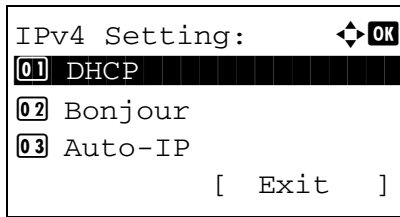
- 8 Press the **OK** key. TCP/IP appears.

- 9 Press the Δ or ∇ key to select [On] and then press the **OK** key.

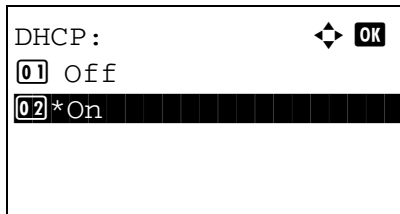
Completed. is displayed and the screen returns to the TCP/IP Settings menu.



- 10 Press the Δ or ∇ key to select [IPv4 Setting].



11 Press the **OK** key. The IPv4 Setting menu appears.

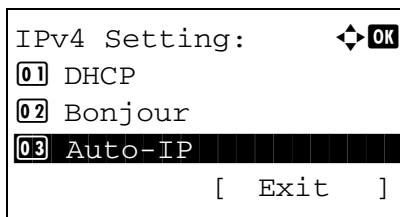


12 Press the Δ or ∇ key to select [DHCP].

13 Press the **OK** key. DHCP appears.

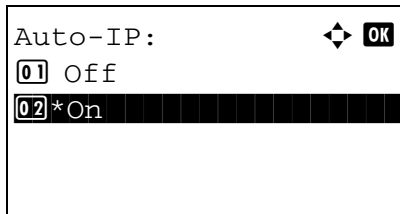
14 Press the Δ or ∇ key to select [On] and then press the **OK** key.

Completed. is displayed and the screen returns to the IPv4 Setting menu.



15 Press the Δ or ∇ key to select [Auto-IP].

16 Press the **OK** key. Auto-IP appears.



17 Press the Δ or ∇ key to select [On] and then press the **OK** key.

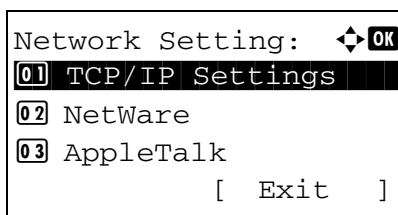
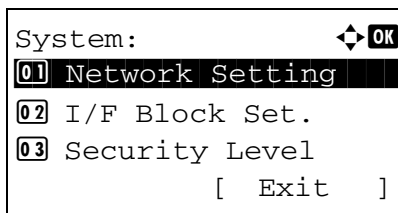
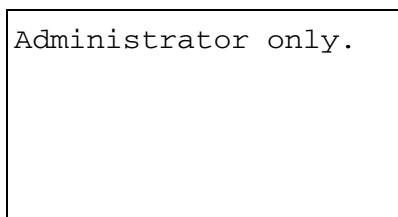
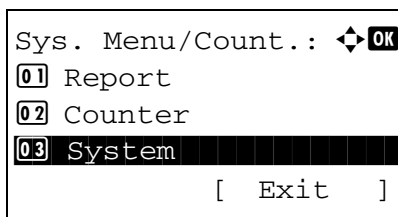
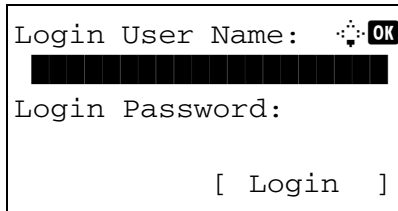
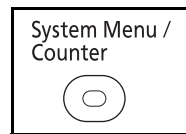
Completed. is displayed and the screen returns to the IPv4 Setting menu.

TCP/IP (IPv4) Setup (by Entering IP Addresses)

Set up TCP/IP to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: *On*, DHCP: *On*, Bonjour: *Off*, Auto-IP: *On*".

NOTE: Before setting an IP address, ask your network administrator if your network environment requires input of an IP address. If input is necessary, ask your network administrator to obtain an IP address for you.

Use the procedure below to setup the TCP/IP (IPv4) setting.



- 1 Press the **System Menu/Counter** key on the main unit operation panel.

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

NOTE: Refer to *Character Entry Method on Appendix-7* for details on entering characters.

- 2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [System], and then press the **OK** key.

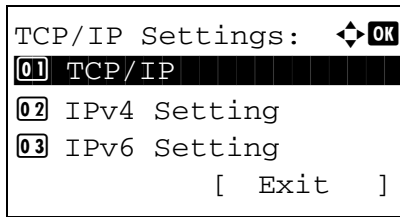
IMPORTANT: To make the settings, you must have logged in using a user ID with administrator privileges. The default settings of the login user name and login password are both "2600".

If you have logged in using a user ID without administrator privileges, the screen will display *Administrator only.* and return to the standby screen.

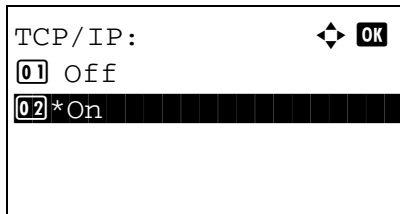
- 3 In the System menu, press the Δ or ∇ key to select [Network Setting].

- 4 Press the **OK** key. The Network Setting menu appears.

- 5 Press the Δ or ∇ key to select [TCP/IP Settings].



- 6 Press the **OK** key. The TCP/IP Settings menu appears.

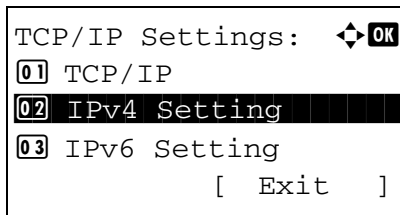


- 7 Press the Δ or ∇ key to select [TCP/IP].

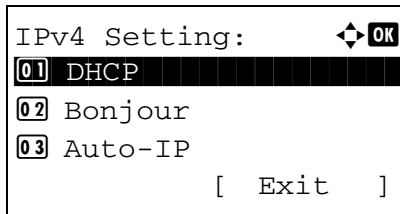
- 8 Press the **OK** key. TCP/IP appears.

- 9 Press the Δ or ∇ key to select [On] and then press the **OK** key.

Completed. is displayed and the screen returns to the TCP/IP Settings menu.



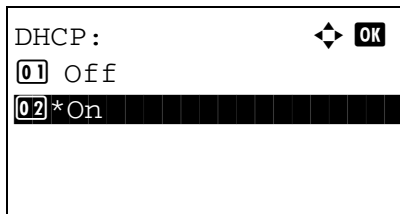
- 10 Press the Δ or ∇ key to select [IPv4 Setting].



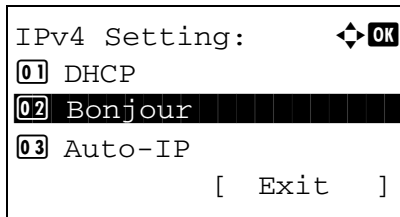
- 11 Press the **OK** key. The IPv4 Setting menu appears.

- 12 Press the Δ or ∇ key to select [DHCP].

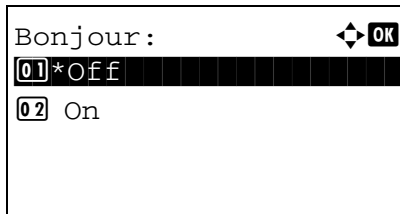
- 13 Press the **OK** key. DHCP appears.



- 14 Press the Δ or ∇ key to select [Off] and then press the **OK** key.



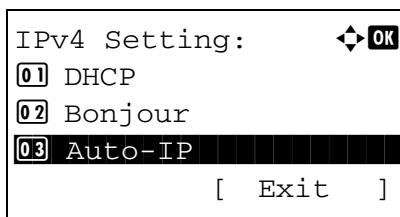
- 15 Press the Δ or ∇ key to select [Bonjour].



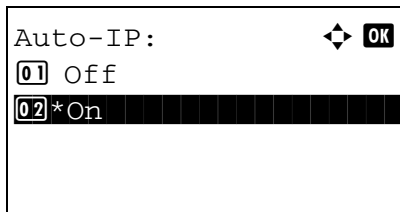
- 16 Press the **OK** key. Bonjour appears.

- 17 Press the Δ or ∇ key to select [Off] and then press the **OK** key.

Completed. is displayed and the screen returns to the IPv4 Setting menu.



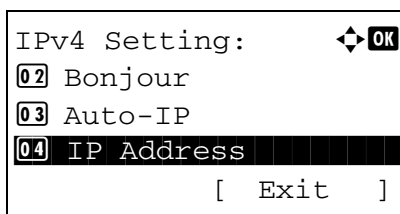
- 18 Press the Δ or ∇ key to select [Auto-IP].



- 19 Press the **OK** key. Auto-IP appears.

- 20 Press the Δ or ∇ key to select [Off] and then press the **OK** key.

- 21 Press the Δ or ∇ key to select [IP Address].



22 Press the **OK** key. IP Address appears.

23 Use the arrow keys to enter the IP address.

Press the ◀ or ▶ key to move the cursor position horizontally.

Press the ▲ or ▼ key or the numeric keys to enter the IP Address. Each 3 digits can be set between 000 and 255.

IMPORTANT: When the DHCP Setting (*page 2-14*) is [On], the current IP address is displayed and cannot be changed.

When setting an IP address, set the DHCP Setting (*page 2-14*) to Off.

24 Press the **OK** key. *Completed.* is displayed and the screen returns to the IPv4 Setting menu.

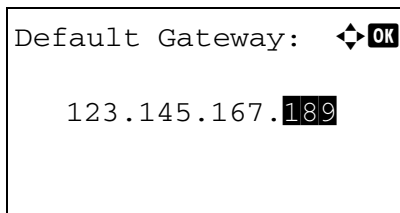
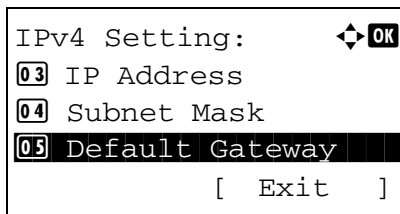
25 Press the ▲ or ▼ key to select [Subnet Mask].

26 Press the **OK** key. Subnet Mask appears.

27 Use the arrow keys to enter the Subnet Mask.

Press the ◀ or ▶ key to move the cursor position horizontally.

Press the ▲ or ▼ key or the numeric keys to enter the Subnet Mask. Each 3 digits can be set between 000 and 255.



IMPORTANT: When the DHCP Setting (page 2-14) is [On], the current Subnet Mask is displayed and cannot be changed.

When setting an Subnet Mask, set the DHCP Setting (page 2-14) to Off.

28 Press the **OK** key. *Completed.* is displayed and the screen returns to the IPv4 Setting menu.

29 Press the Δ or ∇ key to select [Default Gateway].

30 Press the **OK** key. Default Gateway appears.

31 Use the arrow keys to enter the Default Gateway.

Press the \triangleleft or \triangleright key to move the cursor position horizontally.

Press the Δ or ∇ key or the numeric keys to enter the Default Gateway. Each 3 digits can be set between 000 and 255.

IMPORTANT: When the DHCP Setting (page 2-14) is [On], the current Default Gateway is displayed and cannot be changed.

When setting an Default Gateway, set the DHCP Setting (page 2-14) to Off.

32 Press the **OK** key. *Completed.* is displayed and the screen returns to the IPv4 Setting menu.

Installing Software

Install appropriate software on your PC from the included Product Library CD-ROM (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or FAX transmission from your PC.

NOTE: Installation on Windows XP, Windows 2000, Server 2003, Windows Vista and Windows 7 must be done by a user logged on with administrator privileges.

Plug and Play is disabled on this device when in Sleep Mode. Wake the device from Sleep Mode before continuing. See *Sleep and Auto Sleep on page 2-9*.

FAX functions available only on products with the fax function installed.

COMMAND CENTER (Settings for E-mail)

COMMAND CENTER is a tool used for tasks such as verifying the operating status of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking.

NOTE: Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to the *FAX Operation Guide*.

FAX functions available only on products with the fax function installed.

The procedure for accessing COMMAND CENTER is explained below.

- 1 Launch your Web browser.
- 2 In the Address or Location bar, enter the machine's IP address.

E.g.) <http://192.168.48.21/>

The web page displays basic information about the machine and COMMAND CENTER as well as their current status.



- 3 Select a category from the navigation bar on the left of the screen. The values for each category must be set separately.

If restrictions have been set for COMMAND CENTER, enter the correct password to access pages other than the startup page. The default setting is admin00. The password can be changed.

For details, refer to the *KYOCERA COMMAND CENTER Operation Guide*.

Sending E-mail

Specifying the SMTP settings allows you to send images loaded onto this machine as E-mail attachments.

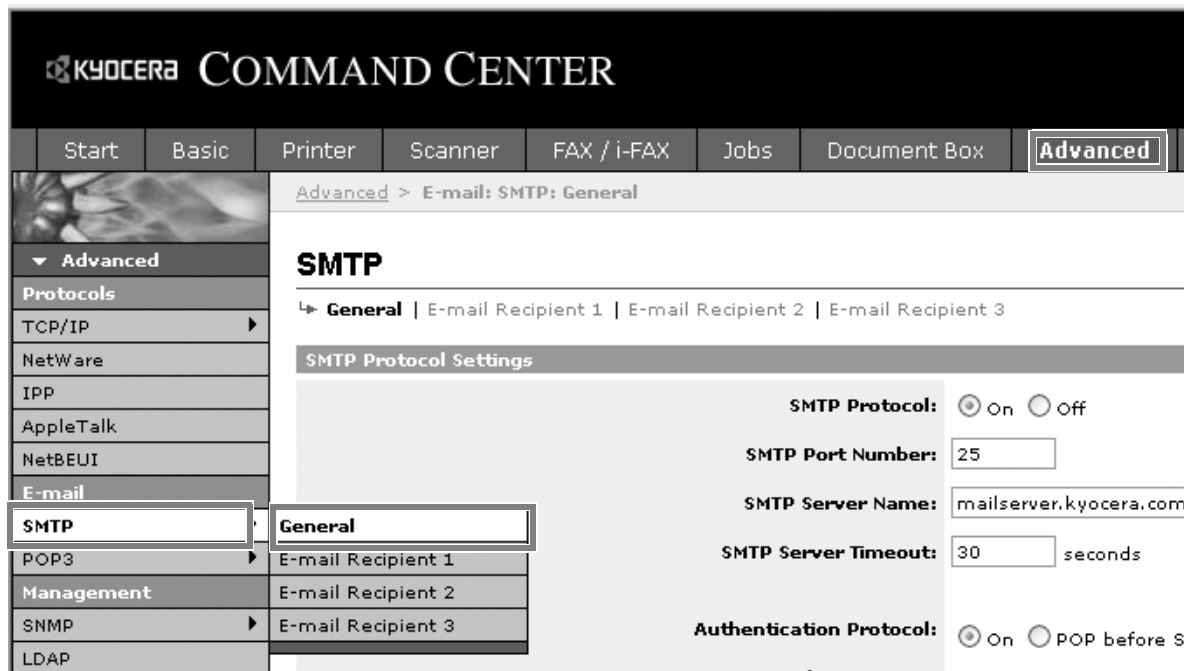
To use this function, this machine must be connected to a mail server using the SMTP protocol.

Before sending images loaded onto this machine as E-mail attachments, check the following:

- The network environment used to connect this machine to the mail server
A full-time connection via a LAN is recommended.
- SMTP Settings
Use COMMAND CENTER to register the IP address or host name of the SMTP server.
- If limits have been set on the size of E-mail messages, it may not be possible to send very large E-mails.
- Sender address

The procedure for specifying the SMTP settings is explained below.

- 1 Click Advanced -> SMTP -> General.



2 Enter the correct settings in each field.

The settings to be specified in the SMTP settings screen are shown below.

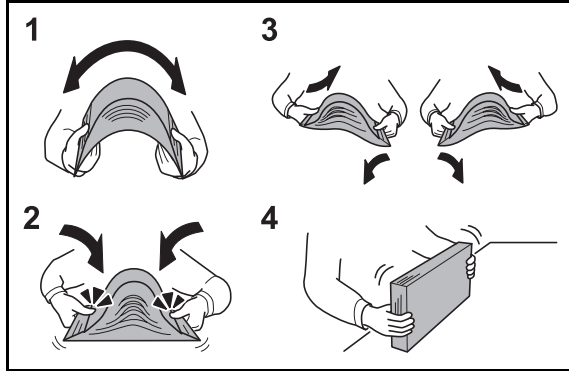
Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server IP address or its name. The maximum length of the SMTP server name and IP address is 64 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Enter the default time out for the server in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login User Name	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 64 characters.
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 64 characters.
POP before SMTP Timeout	Enter the timeout (in seconds) if you chose POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, the limitation for E-mail size is disabled.
Sender Address	Enter the E-mail address of the person responsible for the machine, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
Domain Restriction	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 32 characters. You can also specify E-mail addresses.

3 Click Submit.

Loading Paper

Paper can be loaded standardly in the cassette and the multi purpose tray. A paper feeder is also available as an option (refer to *Optional Equipment on Appendix-2*).

Before Loading Paper



When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.

- 1 Bend the whole set of sheets to swell them in the middle.
- 2 Hold the stack at both ends and stretch it while keeping the entire stack swelled.
- 3 Raise the right and left hands alternately to create a gap and feed air between the papers.
- 4 Finally, align the papers on a level, flat table.

If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

CAUTION: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE: If printouts are curled or not neatly stapled, turn the stack in the cassette upside down.

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

NOTE: If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *Paper on Appendix-11*.

Loading Paper in the Cassettes

The standard cassette will each hold plain paper, recycled paper or color paper.

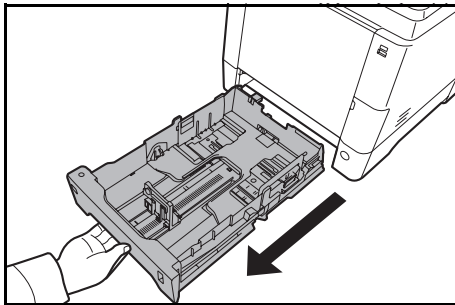
The standard cassette holds up to 250 sheets of A4 or smaller plain paper (80 g/m²).

The following paper sizes are supported: Legal, Oficio II, Letter, Executive, Statement, A4, B5, A5, A6, Folio, 16K and Envelope C5.

2

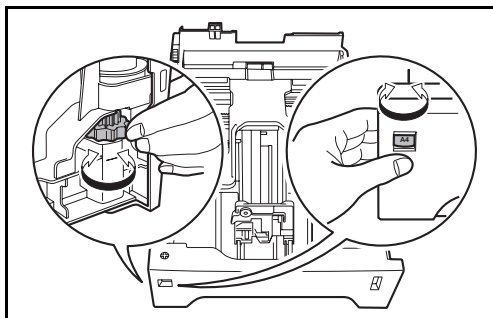
IMPORTANT:

- You should not use inkjet printer paper or any paper with a special surface coating. (Such papers may cause paper jams or other faults.)
- When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-35*) The cassettes can hold paper with weights up to 163 g/m².
- Do not load thick paper that is heavier than 163 g/m² in the cassettes. Use the multi purpose tray for paper that is heavier than 163 g/m².



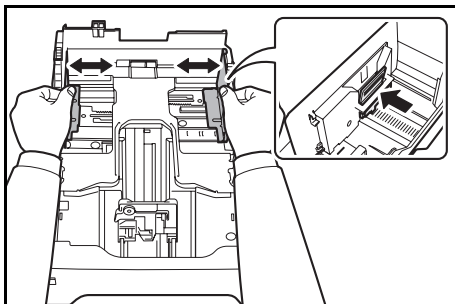
- 1 Pull the cassette completely out of the machine.

IMPORTANT: When pulling the cassette out of the machine, ensure it is supported and does not fall out.

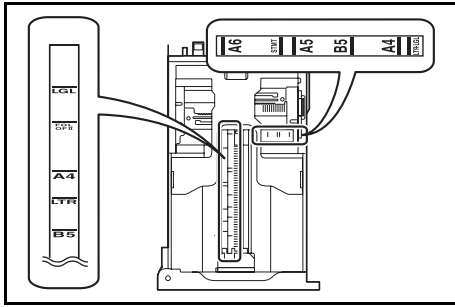


- 2 Turn the Paper Size Dial until the paper size you are using is visible. The paper size set here is recognized by the machine.

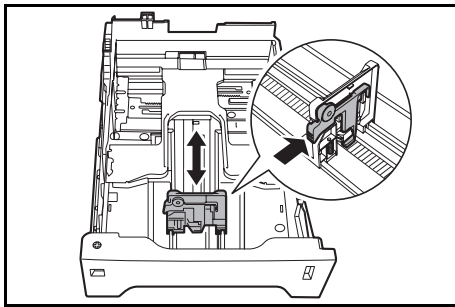
IMPORTANT: When using a non-standard size of paper, set the Paper Size Dial to "Other". The paper size must also be set from the operation panel. For details, see *Specifying Paper Size and Media on page 2-35*.



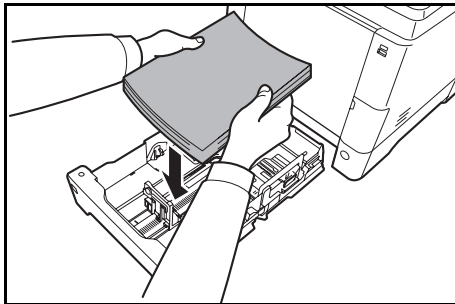
- 3 Adjust the position of the paper width guides located on the left and right sides of the cassette.



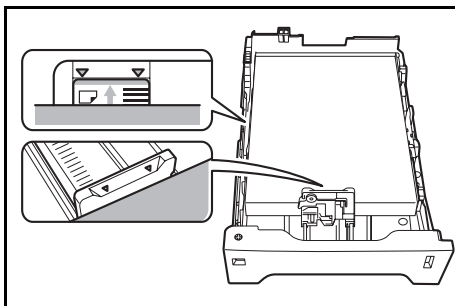
NOTE: Paper sizes are marked on the cassette.



4 Adjust the paper length guide to the paper size required.

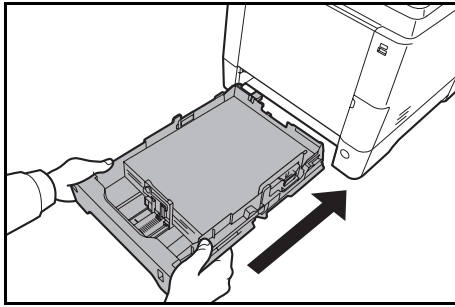


5 Load the paper in the cassette. Ensure the side to be printed is facing up and the paper is not folded, curled, or damaged.

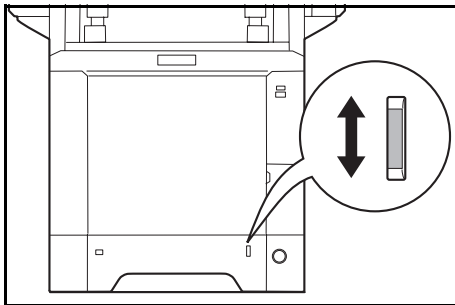


IMPORTANT: Do not load paper above the triangle mark located on the width guide.

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration below).
- When loading the paper, keep the side that was closest the package seal facing up.
- The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.
- Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.



- 6** Insert the paper cassette into the slot in the machine. Push it straight in as far as it will go.



There is a paper gauge on the right side of the front of the paper cassette to indicate the remaining paper supply. When paper is exhausted, the pointer will go down to the level of (empty).

NOTE: If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

- 7** Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Specifying Paper Size and Media Type for the Cassettes* on page 2-35.)

Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 50 sheets of A4 or smaller plain paper (80 g/m²).

The multi purpose tray accepts paper sizes from A4 to A6 and Hagaki and from Legal to Statement-R, and 16K. Be sure to use the multi purpose tray when you print on any special paper.

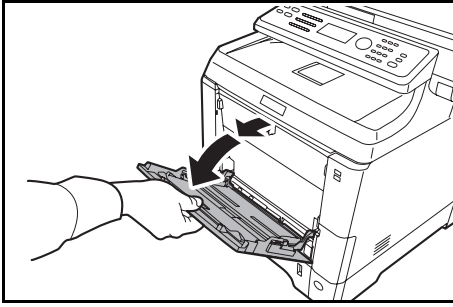
IMPORTANT: When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray* on page 2-38.) If you are using a paper weight of 106 g/m² or more, set the media type to *Thick*.

The capacity of the multi purpose tray is as follows.

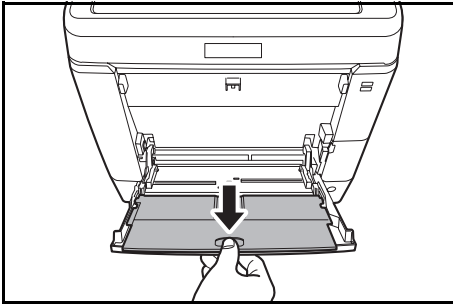
- A4 or smaller plain paper (80 g/m²), recycled paper or color paper: 50 sheets
- Hagaki: 15 sheets
- OHP film: 1 sheet
- Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Monarch, Youkei 4, Youkei 2: 5 sheets

NOTE: When you load custom size paper, enter the paper size by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray* on page 2-38.

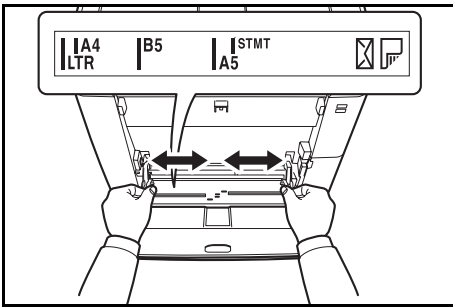
When you use special paper such as transparencies or thick paper, select the media type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray* on page 2-38.



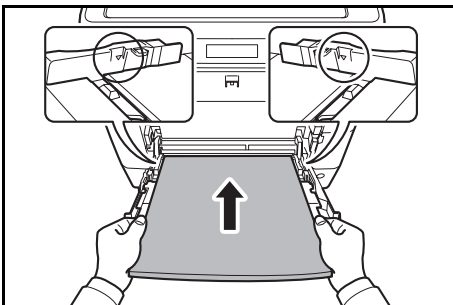
1 Pull the MP tray towards you until it stops.



2 Pull out the subtray.



3 Adjust the position of the paper guides on the MP tray. Standard paper sizes are marked on the MP tray or Manual Feed tray. For standard paper sizes, slide the paper guides to the corresponding mark.



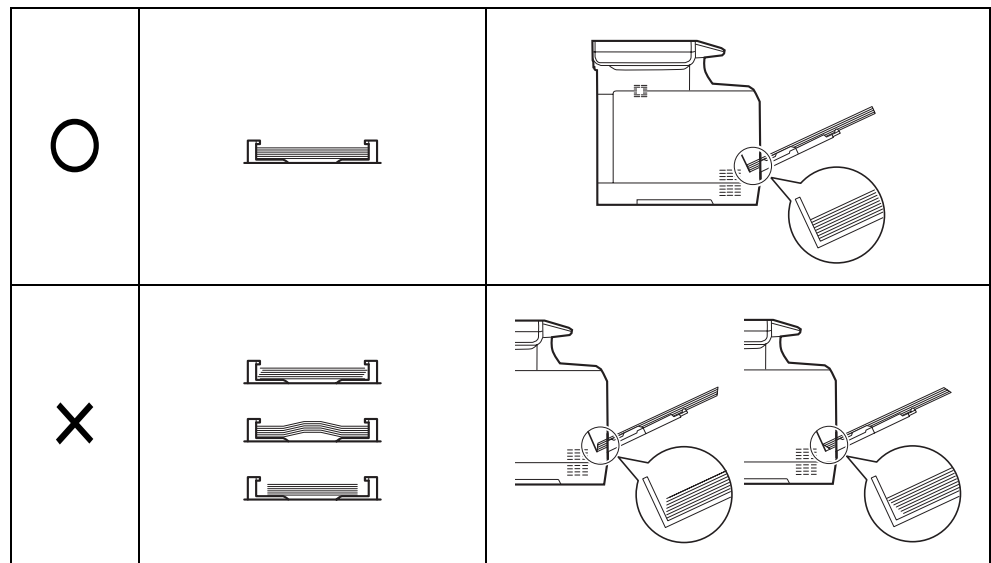
4 Align the paper with the paper guides and insert as far as it will go.

IMPORTANT: Keep the side that was closest the package seal facing up.

Curled paper must be uncurled before use.

Straighten the top edge if it is curled.

When loading paper into the multi purpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multi purpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

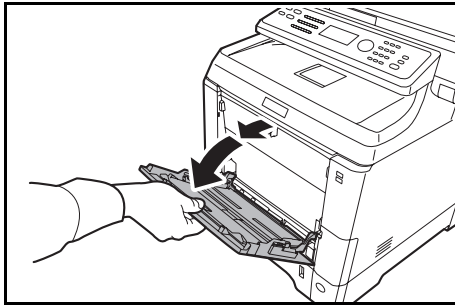


Loading Envelopes or Hagaki

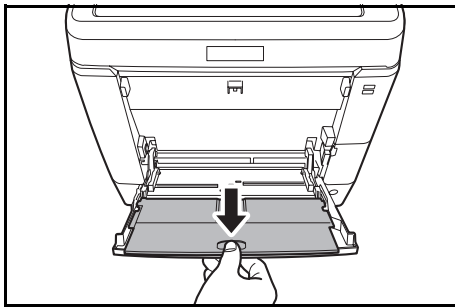
5 envelopes may be loaded in the multi purpose tray.

Acceptable envelope and Hagaki sizes are as follows.

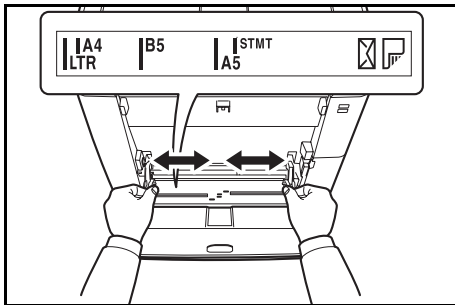
Acceptable Envelope	Size
Hagaki	148×100 (mm)
Oufuku Hagaki	148×200 (mm)
Youkei 2	162×114 (mm)
Youkei 4	235×105 (mm)
Monarch	3 7/8"×7 1/2"
Envelope #10 (Commercial #10)	4 1/8"×9 1/2"
Envelope DL	110×220 (mm)
Envelope C5	162×229 (mm)
Executive	7 1/4"×10 1/2"
Envelope #9 (Commercial #9)	3 7/8"×8 7/8"
Envelope #6 (Commercial #6 3/4)	3 5/8"×6 1/2"



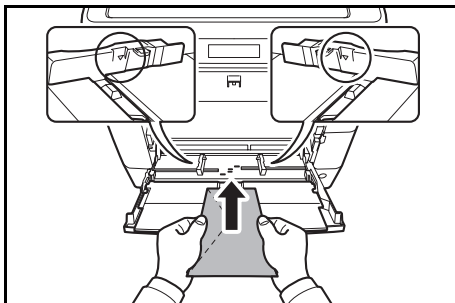
- 1 Pull the MP tray towards you until it stops.



- 2 Pull out the subtray.



- 3 Adjust the position of the paper guides on the MP tray. Standard paper sizes are marked on the MP tray or Manual Feed tray. For standard paper sizes, slide the paper guides to the corresponding mark.



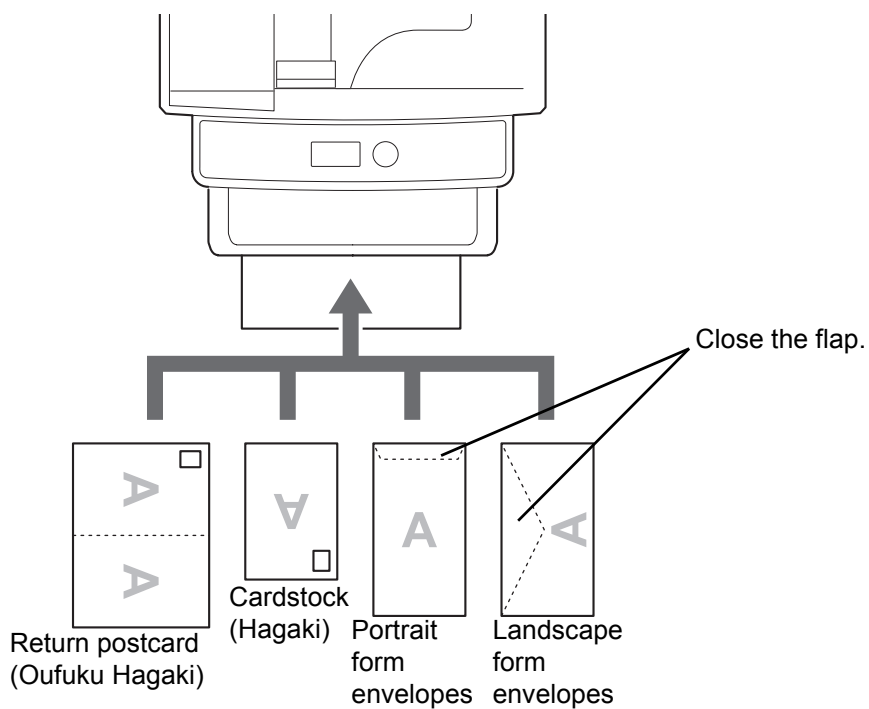
- 4 Align the paper with the paper guides and insert as far as it will go.

- 5 For landscape form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap left.

For portrait form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing the insertion slot.

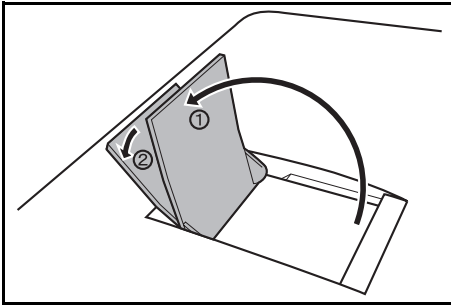
When you load envelopes or cardstock in the multi purpose tray

Load envelope with the print side facing up.

**NOTE:** Use unfolded return postcard (Oufuku Hagaki).**IMPORTANT:** How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.**NOTE:** When you load envelopes in the multi purpose tray, select the envelope type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray* on page 2-38.

Paper stopper

Align the paper stopper to the desired paper size.



- For A4 or Letter size paper : Align with position ①.
- For A4 or Letter size paper : Align with position ②.

Specifying Paper Size and Media

The default paper size setting for cassette, for multi purpose tray and for the optional paper feeder (cassettes 2 and 3) is [Letter], and the default media type setting is [Plain].

If the paper used in the cassette will be fixed and the paper is a standard size, set the Paper Size Dial as explained in *Loading Paper in the Cassettes on page 2-27*, and set the paper type as explained in *Specifying Paper Size and Media Type for the Cassettes on page 2-35*. If the paper is a non-standard size, set the paper size and paper type as explained in *Specifying Paper Size and Media Type for the Cassettes on page 2-35*.

To fix the type of paper to be used in multi purpose tray, specify the paper size setting. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-38*.)

Specifying Paper Size and Media Type for the Cassettes

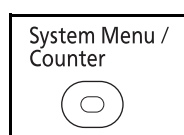
To fix the type of paper to be used in cassette or the optional paper feeder (cassettes 2 and 3), specify the paper size. Also, you use a media type other than plain paper, specify the media type setting.

Selection Item	Selectable Size/Type
Paper Size	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Letter, Legal, Statement and Oficio II Metric size: A4, A5, A6, B5, Folio, 16K, Executive and Envelope C5
Media Type	Plain, Recycled, Preprinted, Bond, Color, Prepunched, Letterhead, High Quality and Custom 1~8

* To change to a media type other than *Plain*, refer to *Paper Weight on page 8-17*.

NOTE: If using the products equipped with the fax function, the available media types for printing received faxes are as shown below.

Plain, Recycled, Bond, Color, and High Quality



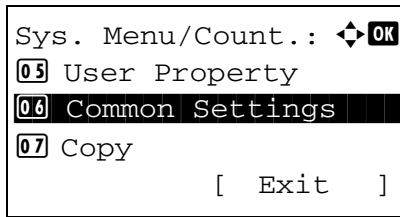
- 1 Press the **System Menu/Counter** key on the main unit operation panel.

```

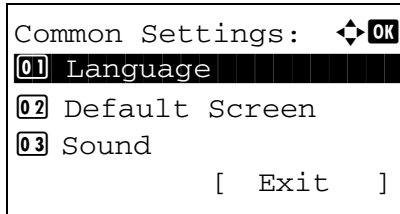
Login User Name:  [OK]
[REDACTED]
Login Password:
[ Login ]
  
```

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

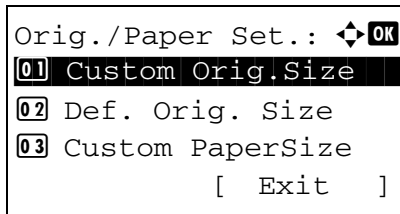
NOTE: Refer to *Character Entry Method on Appendix-7* for details on entering characters.



- 2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [Common Settings].



- 3 Press the **OK** key. The Common Settings menu appears.

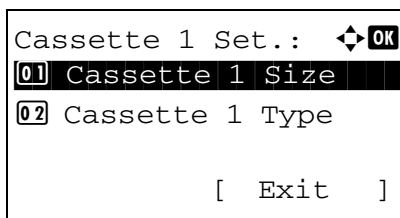


- 4 Press the Δ or ∇ key to select [Orig./Paper Set.].
- 5 Press the **OK** key. The Orig./Paper Set. menu appears.

- 6 Press the Δ or ∇ key to select from [Cassette 1 Set.] to [Cassette 3 Set.].

NOTE: [Cassette 2] and [Cassette 3] are shown when the optional cassettes are installed.

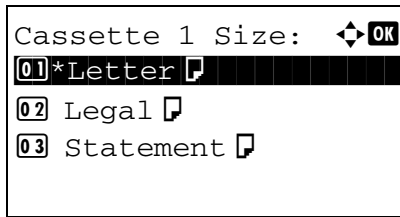
Follow the steps below when you select the main unit cassette (Cassette 1). Operate in a similar fashion when you select an optional cassette (Cassette 2 or 3).



- 7 Press the **OK** key. The Cassette 1 Set. menu appears.

- 8 When the Paper Size Dial on the cassette is set to [Other], set the paper size. Press the Δ or ∇ key to select [Cassette 1 Size].

NOTE: When the Paper Size Dial on the cassette is set to a standard paper size, this setting does not appear. Go to step 11.

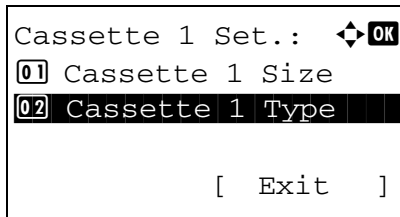


- 9 Press the **OK** key. Cassette 1 Size appears.

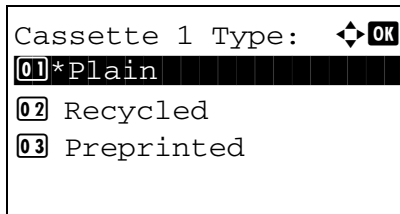
- 10 Press the Δ or ∇ key to select the desired paper size and then press the **OK** key.

Completed. is displayed and the screen returns to the Cassette 1 Set. menu.

- 11 Press the Δ or ∇ key to select [Cassette 1 Type].



- 12 Press the **OK** key. Cassette 1 Type appears.



- 13 Press the Δ or ∇ key to select the desired paper type and then press the **OK** key.

Completed. is displayed and the screen returns to the Cassette 1 Set. menu.

Specifying Paper Size and Media Type for the Multi Purpose Tray

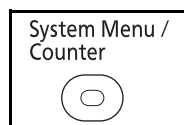
To fix the type of paper to be used in the multi purpose tray, specify the paper size. When using other than a plain paper, specify the media type.

Item		Description
Paper Size	Standard Sizes	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Letter, Legal, Statement, Executive, and Oficio II Metric size: A4, A5, A6, B5, B6, Folio and 16K ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter the size not included in the standard size. Selectable paper sizes are as follows. Inch size X (Horizontal): 5.83~14.02" (in 0.01" increments), Y (Vertical): 2.76~8.50" (in 0.01" increments) Metric size X (Horizontal): 148~356 mm (in 1mm increments), Y (Vertical): 70~216 mm (in 1mm increments)
Media Type		Selectable media types are as follows. Plain, Transparency, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Envelope, Thick, High Quality and Custom 1~8

* To change to a media type other than *Plain*, refer to *Paper Weight* on page 8-17.

NOTE: If using the products equipped with the fax function and the multi purpose tray is used to print a received FAX, the available media types are as shown below.

Plain, Recycled, Bond, Color, and High Quality



- 1 Press the **System Menu/Counter** key on the main unit operation panel.

Login User Name: ⋮ OK

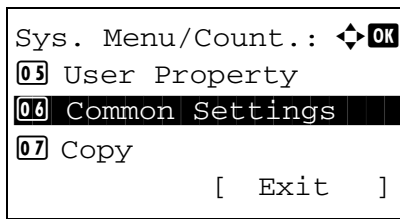
XXXXXXXXXXXXXXXXXXXX

Login Password:

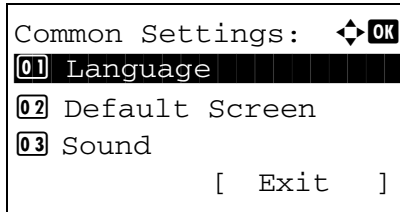
[Login]

When you are performing user management and have not logged in, a login screen will appear. Then, enter the user ID and password to log in.

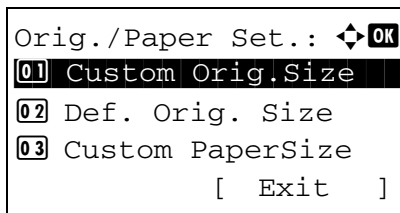
NOTE: Refer to *Character Entry Method* on *Appendix-7* for details on entering characters.



- 2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [Common Settings].

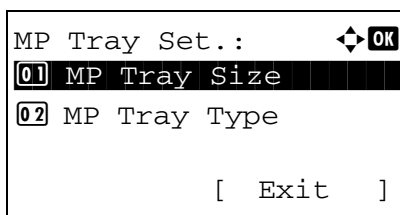


- 3 Press the **OK** key. The Common Settings menu appears.



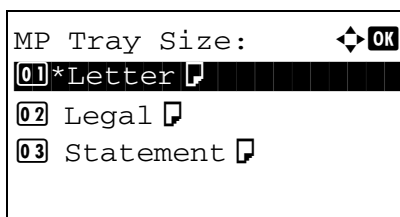
- 4 Press the Δ or ∇ key to select [Orig./Paper Set.].

- 5 Press the **OK** key. The Orig./Paper Set. menu appears.



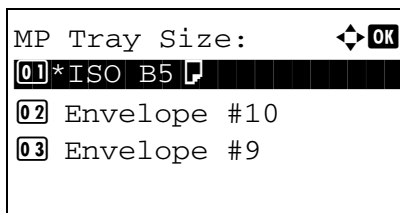
- 6 Press the Δ or ∇ key to select [MP Tray Set.].

- 7 Press the **OK** key. The MP Tray Set. menu appears.

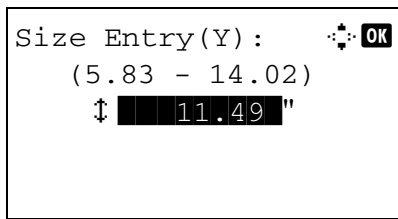


- 8 Press the Δ or ∇ key to select [MP Tray Size].

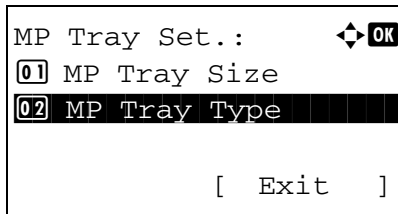
- 9 Press the **OK** key. MP Tray Size appears.



- 10 Press the Δ or ∇ key to select the desired paper size and then press the **OK** key.

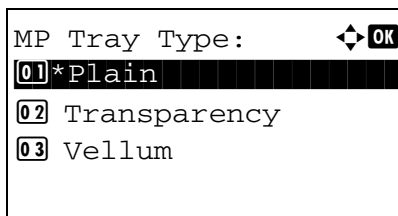


If you select [Size Entry], use the numeric keys to enter the Y (vertical) size and press the **OK** key, and then enter the X (horizontal) size and press the **OK** key.



Completed. is displayed and the screen returns to the MP Tray Set. menu.

- 11** Press the Δ or ∇ key to select [MP Tray Type].



- 12** Press the **OK** key. MP Tray Type appears.

- 13** Press the Δ or ∇ key to select the desired paper type and then press the **OK** key.

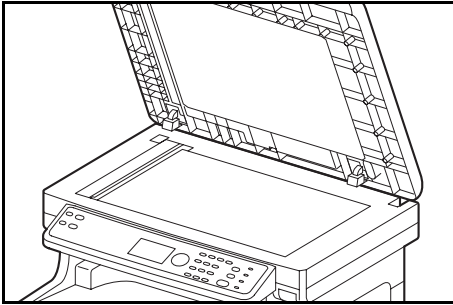
Completed. is displayed and the screen returns to the MP Tray Set. menu.

Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

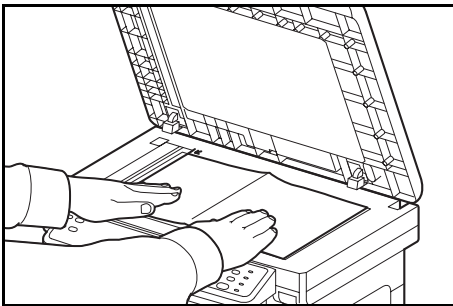
You may place books or magazines on the platen in addition to ordinary sheet originals.



- 1 Open the document processor.

NOTE: Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Keep the document processor open if the original is 25 mm or thicker.



- 2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.

- 3 Close the document processor.

IMPORTANT: Do not push the document processor forcefully when you close it. Excessive pressure may crack the platen glass.

Do not close the document processor when the original is 25 mm or thicker. The connector of the document processor will be removed from the machine.

NOTE: Shadows may be produced around the edges and in the middle of open-faced originals.

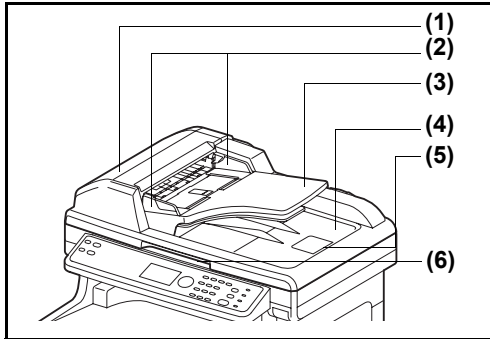


CAUTION: Do not leave the document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor

The document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Part Names of the Document Processor



- (1) Document processor cover
- (2) Original width guides
- (3) Original table
- (4) Original eject table
- (5) Original stopper
- (6) Opening handle

Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	50 to 120 g/m ² (duplex: 50 to 110 g/m ²)
Size	Maximum A4 to Minimum A5 Maximum Legal to Minimum Statement
Capacity	Plain paper, Colored paper, Recycled paper, High quality paper: 50 sheets Thick paper (110 g/m ²): 36 sheets Thick paper (120 g/m ²): 33 sheets Art paper: 1 sheet

Originals Not Supported by the Document Processor

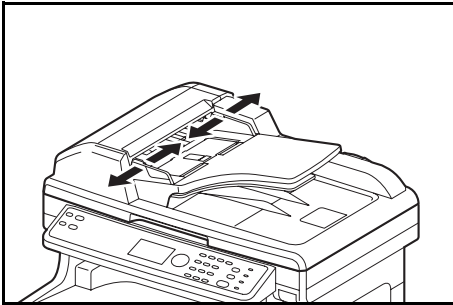
Do not use the document processor for the following types of originals.

- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals
- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

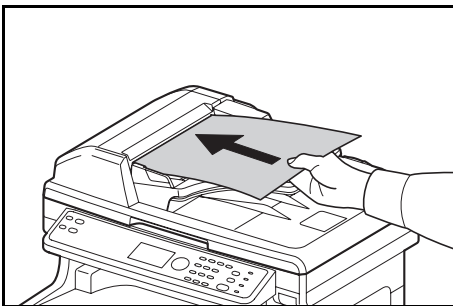
How to Load Originals

IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

2

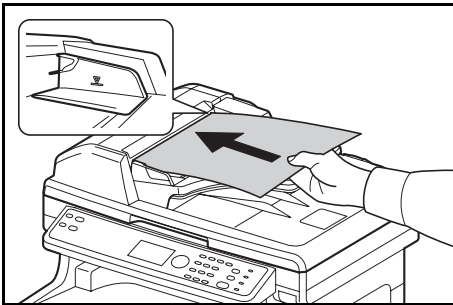


- 1 Adjust the original width guides to fit the originals.



- 2 Place the originals. Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go.

IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

Installing Printer Driver

Ensure the machine is plugged in and connected to the PC before installing the printer driver from the CD-ROM.

Installing Printer Driver in Windows

If you are connecting this machine to a Windows PC, follow the next steps to install the printer driver. The example shows you how to connect your machine to a Windows 7 PC.

NOTE: In Windows 7, Windows Vista, Windows XP and Windows 2000, you must be logged on with administrator privileges.

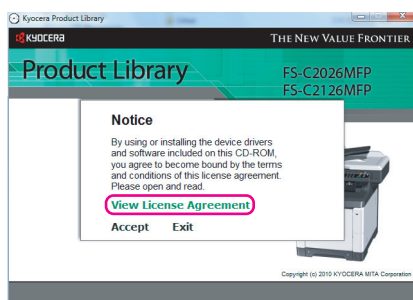
You can use either Express Mode or Custom Mode to install the software. Express Mode automatically detects connected machines and installs the required software. Use Custom Mode if you want to specify the printer port and select the software to be installed.

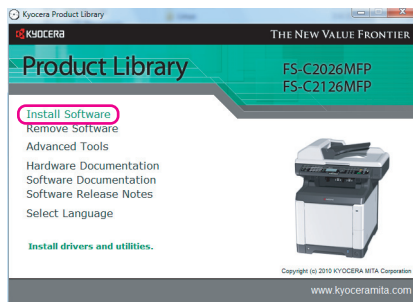
- 1 Turn on the computer and start up Windows.
If the Welcome to the Found New Hardware Wizard dialog box displays, select **Cancel**.
- 2 Insert the CD-ROM supplied with the machine into the optical drive of the PC. In Windows 7/Windows Vista, the user account management window appears. Click **Allow**.

The installation program launches.

NOTE: If the software install wizard does not launch automatically, open the CD-ROM window in Windows Explorer and double-click **Setup.exe**.

- 3 Click **View License Agreement** and read the License Agreement. Click **Accept**.





- 4 Click **Install Software**. The software install wizard starts up.

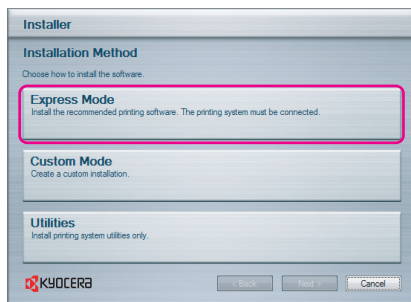
From this point, the procedure differs depending on your version of Windows and your connection method. Proceed to the correct procedure for your connection type.

- Express Mode
- Custom Mode

2

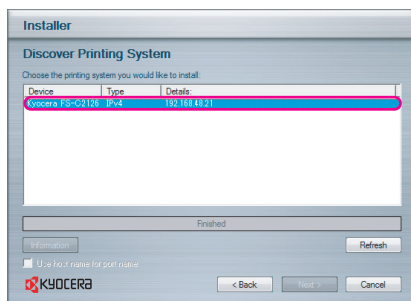
Express Mode

In Express Mode, the installer automatically detects the machine when it is turned on. Use Express Mode for standard connection methods.

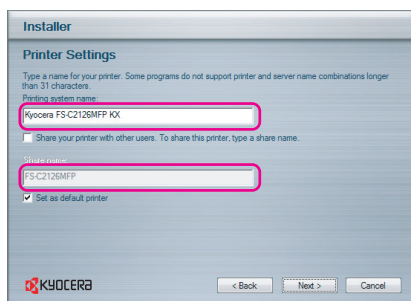


- 1 In the installation method selection window, select **Express Mode**. The print system detection window appears and the installer detects the connected machines. If the installer does not detect a print system, check that the print system is connected via USB or a network and that it is turned on. Then return to the print system detection window.

NOTE: While the information shown in Windows 7, Windows Vista and Windows XP installation dialog boxes differs slightly, the installation procedure is the same.



- 2 Select the print system to be installed and click **Next**.



- 3 You can customize the print system name in the installation settings window. This will be the name displayed in the Printer window and in the printer lists displayed in applications. Specify whether to share the print system name or set the print system as an existing machine and then click **Next**.

IMPORTANT: Step 3 only appears if the print system is connected via a network. It does not appear if the print system is connected via a USB.

- 4 A window appears in which you can check the settings. Check the settings carefully and then click **Install**.

NOTE: If the Windows security window appears, click Install this driver software anyway.

- 5 A message appears saying that the printer has been installed successfully. Click Finish to exit the printer installation wizard and return the CD-ROM main menu.

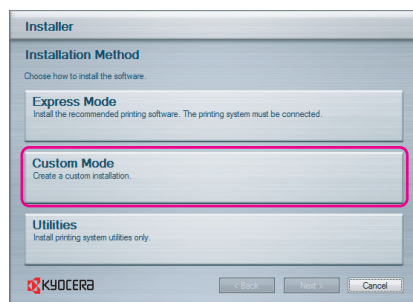
If the device setup dialog box appears after you click Finish, you can specify the settings for items such as optional features installed in the print system. You can also specify the device settings after you exit the installation. For details, refer to Device Settings in the printer driver operation manual on the CD-ROM.

This completes the printer driver installation procedure. Follow the on-screen instructions to restart the system, if required.

Custom Mode

Use Custom Mode if you want to specify the printer port and select the software to be installed. For example, if you do not want fonts installed on your computer to be replaced, select **Custom Mode** and deselect the **Fonts** checkbox in the utility tab.

NOTE: Install TWAIN driver or WIA driver on your computer in this mode.



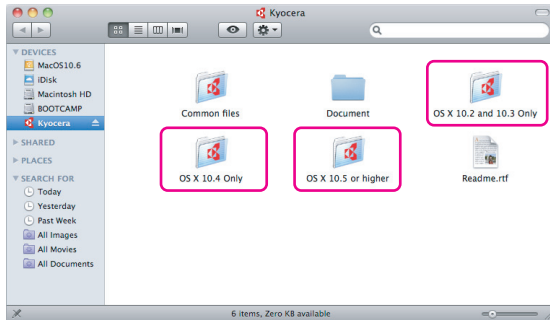
- 1 Select **Custom Mode**.

- 2 Following the instructions in the install wizard window, select the software packages to be installed and specify the port, etc. For details, refer to Custom Installation in the printer driver operation manual on the CD-ROM.

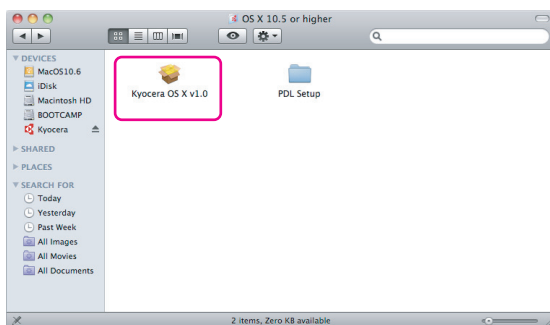
Installing Printer Driver in Macintosh

- 1 Turn on the machine and the Macintosh.
- 2 Insert the included CD-ROM (Product Library) into the CD-ROM drive.
- 3 Double-click the CD-ROM icon.
- 4 Double-click either **OS X 10.2 and 10.3 Only**, **OS X 10.4 Only** or **OS X 10.4 or higher** depending on your Mac OS version.

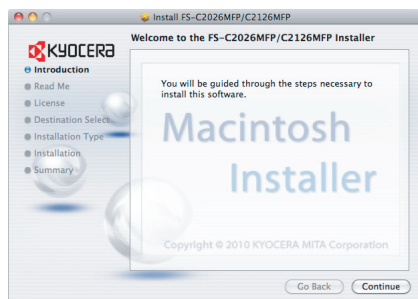
2



- 5 Double-click **Kyocera OS X vx.x**.



- 6 The printer driver installation program starts up.

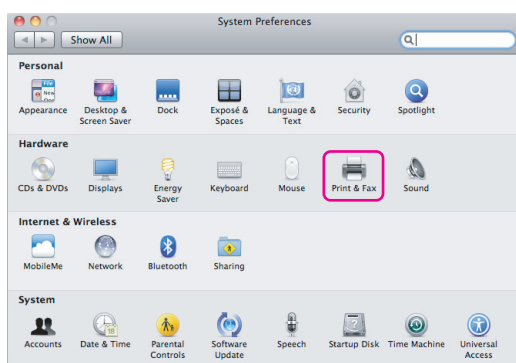


- 7 Choose **Select Destination, Installation Type** and then install the printer driver as directed by the instructions in the installation software.

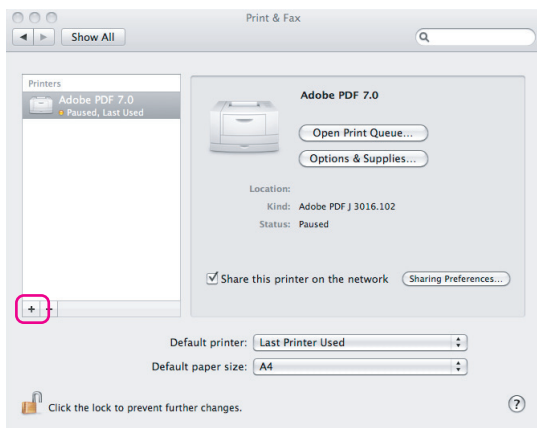
In addition to **Easy Install**, the **Installation Type** options include **Custom Install**, which allows you to specify the components to be installed.

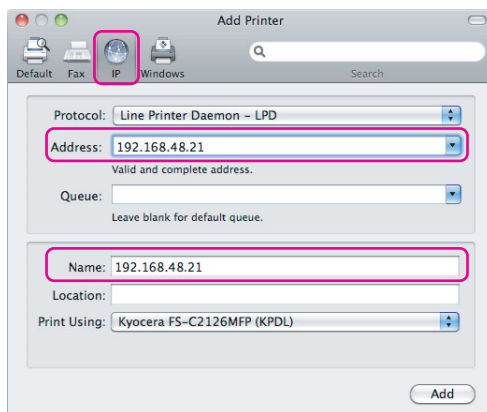
IMPORTANT: In the Authenticate screen, enter the name and password used to log in to the operating system. This completes the printer driver installation. Next, specify the print settings. If an IP or AppleTalk connection is used, the settings below are required. If a USB connection is used, the machine is automatically recognized and connected.

- 8 Open **System Preferences** and click **Print & Fax**.



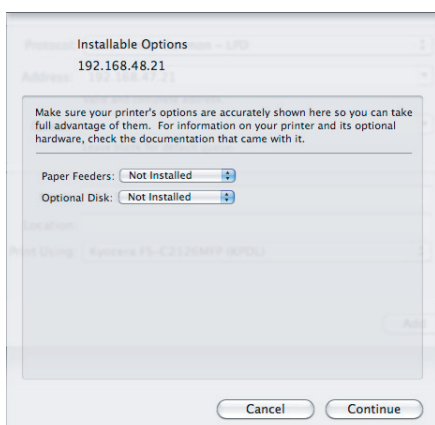
- 9 Click the plus symbol (+) to add the installed printer driver.



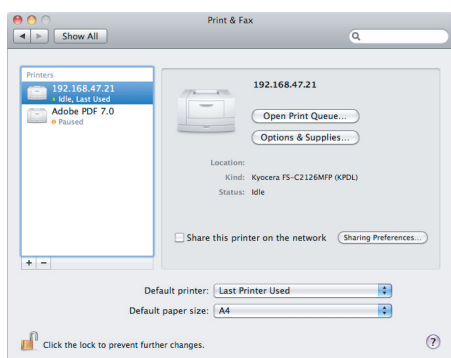


- 10 Click the IP icon for an IP connection or the AppleTalk icon for an AppleTalk connection and then enter the IP address and printer name.

2



- 11 Select the options available for the machine and click **Continue**



- 12 The selected machine is added. This completes the printer setup procedure.

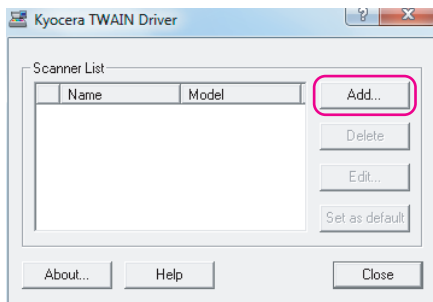
Setting TWAIN Driver

Register this machine to the TWAIN Driver.

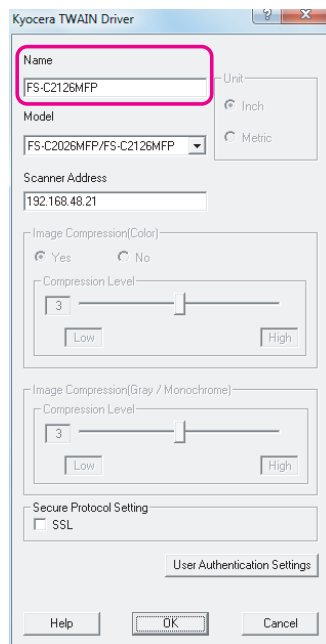
- 1 Select **Start** button of the Windows display, **All Programs**, **Kyocera** and then **TWAIN Driver Setting**.

NOTE: You can also add the machine to a PC when selecting **Start** of the Windows display, **Control Panel** and then **Kyocera TWAIN**.

- 2 Click **Add**.

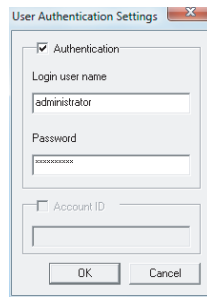


- 3 Enter the machine name in the Name field.

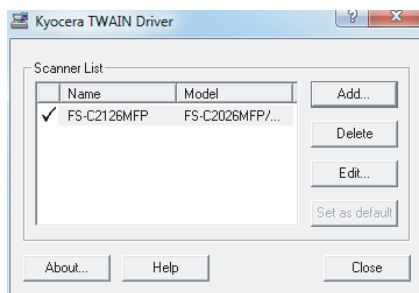


- 4 Click ▼ next to the Model field and select this machine from the list.
- 5 Enter the machine's IP address or host name in the Scanner Address.

NOTE: When the machine's IP address is unknown, contact Administrator.



- 6 Click **User Authentication Settings**. If user login administration is invalid, go to Step 8.
- 7 Select the checkbox beside Authentication, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click **OK**.



- 8 Click **OK**.
- 9 The machine is registered to the PC and the machine name and model name are displayed in the **Scanner List** field.

NOTE: Click **Delete** to delete the added machine. Click **Edit** to change names.

Setting WIA Driver (Windows 7, Windows Vista and Windows Server 2008)

Register this machine to the WIA Driver.

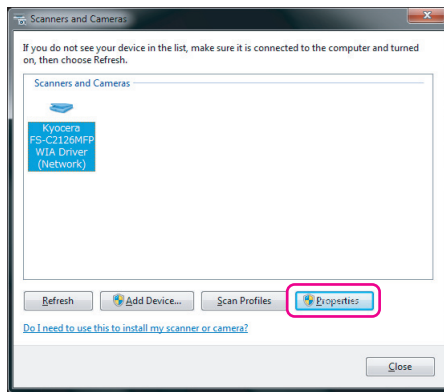
NOTE: The following is not necessary to register when using the machine possesses an IP address or host name that you have specified during installation of WIA Driver.

- 1 Click the Windows Start button and enter **Scanner** in **Program and File Search**. Click **Show scanners and cameras** in the search list.

The Scanners and Cameras screen appears. You can also directly open the Scanners and Cameras screen by specifying the path below.

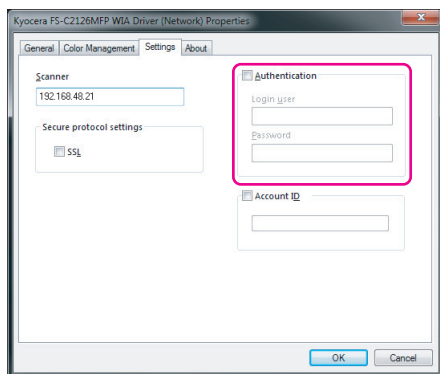
C:\Program Files\Windows Photo Viewer\ImagingDevices.exe

NOTE: In Windows Vista/Windows Server 2008, select the Windows Start button, **Control Panel**, **Hardware and Sound**, and then **Scanners and Cameras**.



- 2 Select the same name as this machine from WIA Drivers, and press the **Properties**.

NOTE: If Windows Security and User Account Control are displayed, no trouble should be found with operation after installing the driver and software we have provided. Continue installation.



- 3 Select the checkbox beside **Authentication**, enter Login User Name (up to 64 characters) and Password (up to 64 characters) and then click **OK**.

If user login administration is invalid, go to Step 4.

NOTE: When the machine's IP address is unknown, contact Administrator.

- 4 Click **Close**.

The machine is registered to the PC.