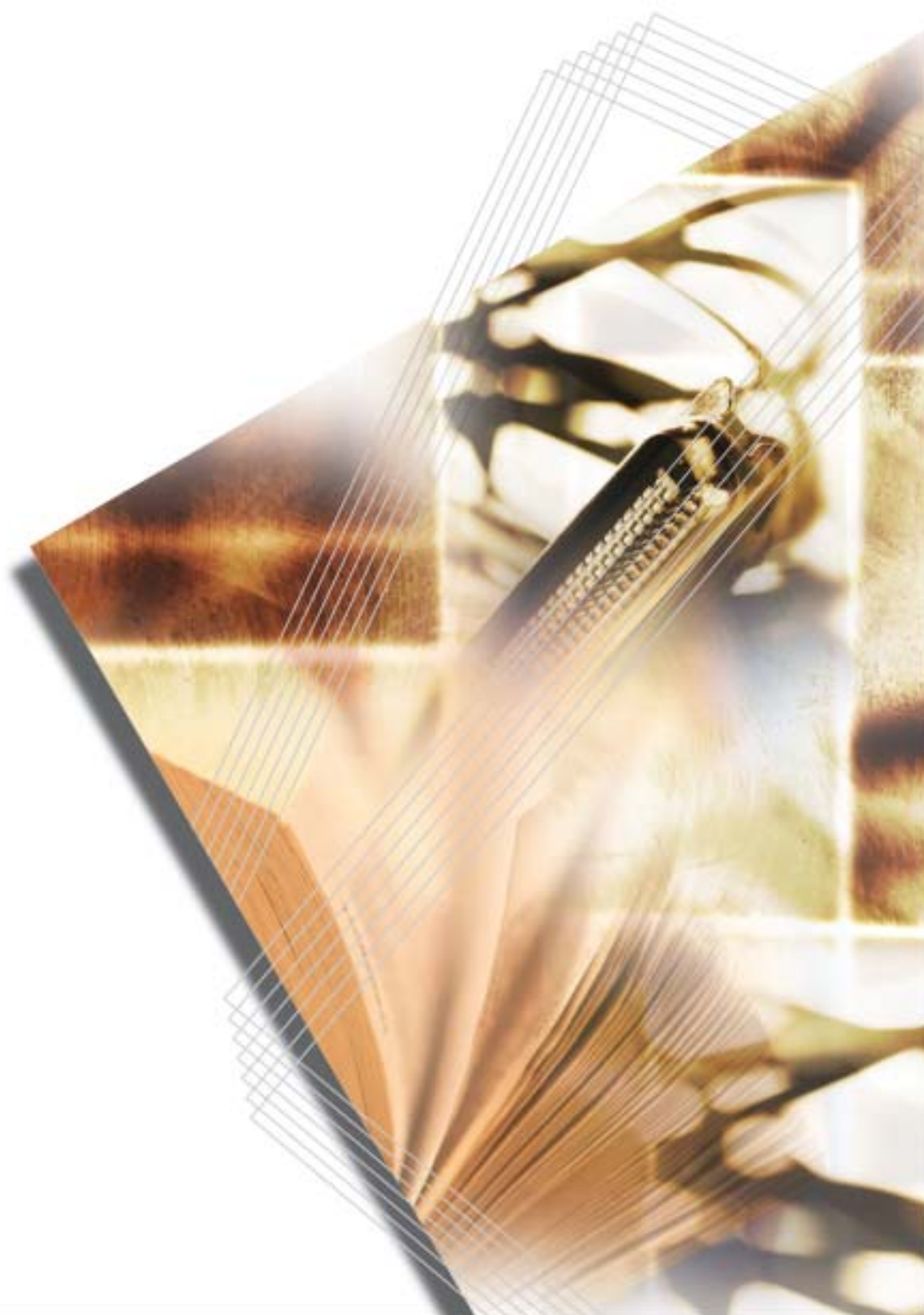


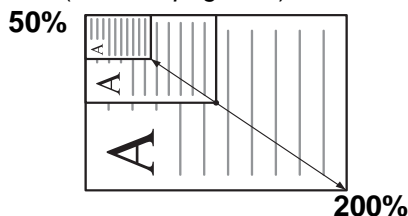
FS-1018MFP

Basic Operation Guide

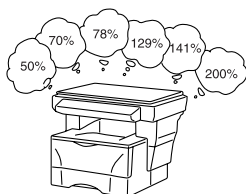


Making Full Use of Advanced Functions

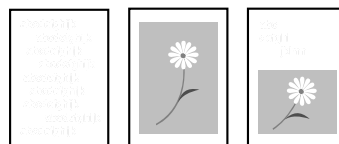
- 1** Enlarging/reducing copies to a desired size between 50 % and 200 %: **Zoom mode.**
(Refer to page 4-9)



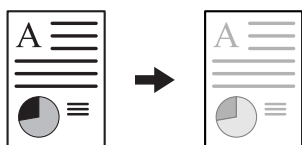
- 2** Copying at a previously registered Zoom ratio: **Standard Zoom mode.**
(Refer to page 4-8)



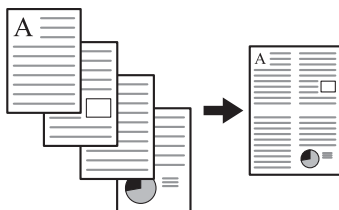
- 3** Making clear reproductions of photographs: **Image quality selection.**
(Refer to page 4-2)



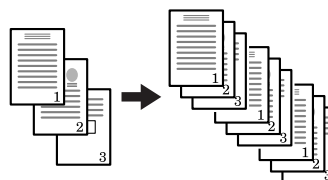
- 4** Saving on toner use: **EcoPrint mode.**
(Refer to the *Advanced Operation Guide*)



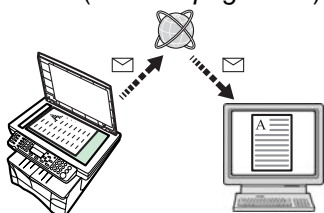
- 5** Making one copy from either two or four originals: **Combine modes.** (Refer to page 4-14)



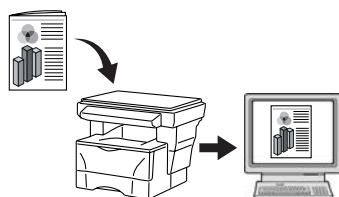
- 6** Collating automatically: **Collate mode.**
(Refer to page 4-11)



- 7** Sending scanned data by e-mail. (Refer to page 4-19)

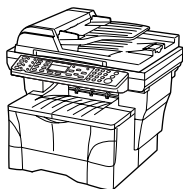


- 8** Making full-color scans. (Refer to page 4-22)

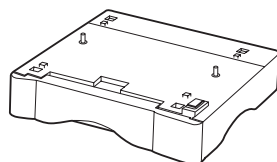


- 9** A full range of optional equipment is available:

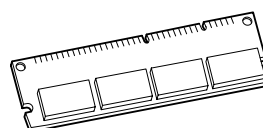
Document Processor
(Refer to page 5-3)



Paper Feeder
(Refer to page 5-6)



Expansion Memory
(Refer to page 5-7)



Legal and Safety Information

Please read this information prior to using your machine. This chapter explains the following topics:

- Legal Information iv
- Energy Star Program..... vi
- Safety Conventions vii
- Caution Labels ix
- Installation Precautions x
- Power Supply/Grounding the Machine..... xi
- Precautions for Use..... xii
- Laser Safety xv
- Disconnection of Power xvi
- CE Declaration of Conformity..... xvi

Legal Information



CAUTION: No liability is assumed for any damage caused by improper installation

Notice

The information in this guide is subject to change without notification. Additional pages may be inserted in future editions. The user is asked to excuse any technical inaccuracies or typographical errors in the present edition.

No responsibility is assumed if accidents occur while the user is following the instructions in this manual. No responsibility is assumed for defects in the printer's firmware (contents of its read-only memory).

Copyright

This guide, and any copyrightable subject matter sold or provided with, or in connection with the sale of the machine, are protected by copyright. All rights are reserved. Any copies made of all or part of this manual, or any copyrightable subject must contain the same copyright notice as the material from which the copying is done.

Regarding Trade names

PRESCRIBE is a registered trademark of Kyocera Corporation. KPDL and KIR (Kyocera Image Refinement) are trademarks of Kyocera Corporation.

Diablo 630 is a product of Xerox Corporation. IBM Proprinter X24E is a product of International Business Machines Corporation. Epson LQ-850 is a product of Seiko Epson Corporation. Hewlett-Packard, PCL, and PJL are registered trademarks of Hewlett-Packard Company. Centronics is a trade name of Centronics Data Computer Corp. PostScript is a registered trademark of Adobe Systems Incorporated. Macintosh is a registered trademark of Apple computer, Inc. Microsoft, Windows, and Windows NT are registered trademarks of Microsoft Corporation. PowerPC is a trademark of International Business Machines Corporation. ENERGY STAR is a U.S. registered mark. All other brand and product names are registered trademarks or trademarks of their respective companies.

GPL

This product contains GPL (www.fsf.org/copyleft/gpl.html) software as part of its firmware. For information on availability of the source code, see the Kyocera Mita dealer from which you purchased this product.

Legal Restriction On Copying

- It may be prohibited to copy copyrighted material without permission of the copyright owner.
- It is prohibited under any circumstances to copy domestic or foreign currencies.
- Copying other items may be prohibited.

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*.

The *International Energy Star Program* has as its basic goals the promotion of efficient energy use and the reduction of the environmental pollution that accompanies energy consumption by promoting the manufacture and sale of products that fulfill program standards.

International Energy Star Program standards require that multifunction devices come equipped with *Low Power Mode* and *Auto Sleep Mode*. After a specified period of time since the last operation the machine remains in a waiting state but enters *Lower Power Mode* or *Auto Sleep Mode* and reduces power consumption. This product is equipped with the following features as a result of its compliance with *International Energy Star Program* standards:

Low Power Mode

The device automatically enters *Low Power Mode* after 5 minutes of machine inactivity. The period of time the machine is idle before entering *Low Power Mode* can be lengthened. Refer to *Low Power Mode* on page 4-17 for more information.

Auto Sleep Mode

The device automatically enters *Auto Sleep Mode* after 30 minutes of machine inactivity. The period of time the machine is idle before entering *Auto Sleep Mode* can be lengthened. Refer to *Auto Sleep Mode* on page 4-18 for more information.

Paper Recycling

The *Energy Star Program* encourages use of environmentally friendly recycled paper. Your Sales or Service Representative can provide information about recommended paper types.

Safety Conventions

Please read this Operation Guide before using the machine. Keep it close to the machine for easy reference.

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. Also, to ensure correct and safe usage of the machine.

The symbols and their meanings are indicated below.



DANGER: Indicates that serious injury or even death will very possibly result from insufficient attention to or incorrect compliance with the related points.



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 following symbols indicate 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 following symbols indicate 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 following symbols indicate 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]



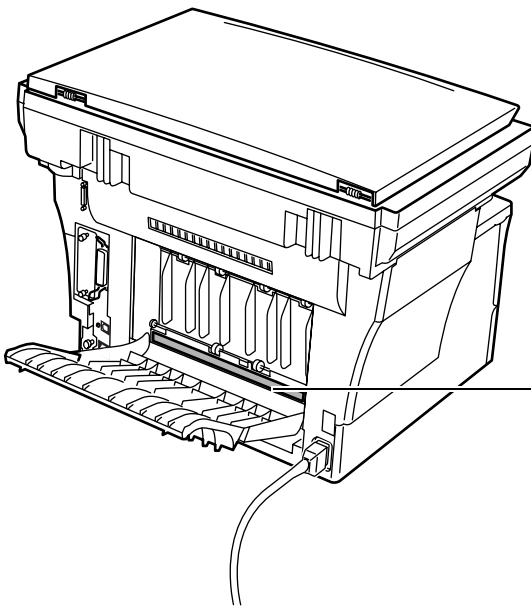
.... [Always connect the machine to an outlet with a ground connection]

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.*)



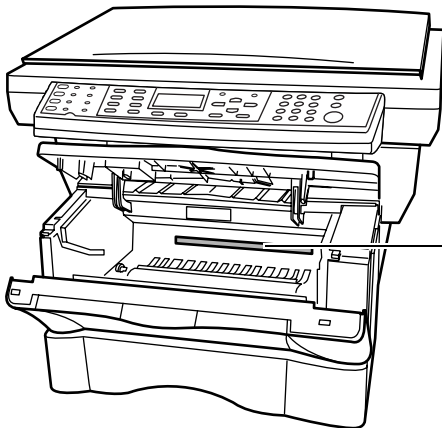
Caution Labels

Caution labels have been attached to the machine at the following locations for safety purposes. Take care to avoid fire or electric shock when removing a paper jam or when replacing toner.



Label 1

High temperature inside.
Do not touch parts in this area,
because there is a danger of getting
burned.



Label 2

High temperature inside.
Do not touch parts in this area,
because there is a danger of getting



NOTE: Do not remove these labels.



Installation Precautions

Environment

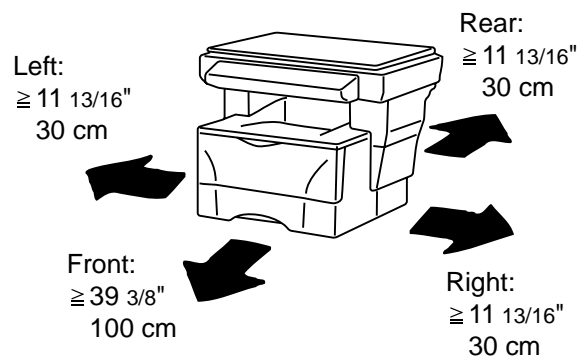


CAUTION: Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine to fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters, or other heat sources, or locations near flammable items, to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the vents, to allow air to be properly ventilated out of the machine.



Other Precautions

Adverse environmental conditions may affect the safe operation and performance of the machine. Install in an air-conditioned room (recommended room temperature: around 68 °F (20 °C), humidity: around 65 %), and 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.

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.

Power Supply/Grounding the Machine



WARNING: Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.



WARNING: Plug the power cord securely into the outlet. If metallic objects come in contact with the prongs on the plug, it may cause a fire or electric shock.



WARNING: Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.



Other Precautions

Connect the power plug to the closest outlet possible to the machine.

The power supply cord is used as the main disconnect device. Ensure that the socket/outlet is located/installed near the equipment and is easily accessible.

Handling of Plastic Bags



WARNING: Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.





Precautions for Use

Cautions when Using the Machine



WARNING: Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This situation presents a danger of fire or electrical shock should they fall inside.



WARNING: Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.



WARNING: Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it, bend it unnecessarily or cause any other type of damage.



These types of situations present a danger of fire or electrical shock.

WARNING: Never attempt to repair or disassemble the machine or its parts as there is a danger of fire, electrical shock or damage to the laser. If the laser beam escapes, there is a danger of it causing blindness.



WARNING: If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the power switch off (O) immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.



WARNING: If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the power switch off (O) immediately. Next, be absolutely certain to remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.



WARNING: Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.



WARNING: Always contact your service representative for maintenance or repair of internal parts.



CAUTION: Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)



CAUTION: Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.



If the machine will not be used for a short period of time (overnight, etc.), turn the power switch off (O). If it will not be used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes during the time the machine is not in use.



Always only hold the designated parts when lifting or moving the machine.



For safety purposes, always remove the power plug from the outlet when performing cleaning operations.



If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.



Other Precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the upper front cover, turn off the power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this handbook.



CAUTION: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

Cautions when Handling Consumables



CAUTION: Do not attempt to incinerate the Toner Container. Dangerous sparks may cause burns.

Keep the Toner Container out of the reach of children.

If toner happens to spill from the Toner Container, 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 out 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.



Other Precautions

After use, always dispose of the *Toner Container* in accordance with Federal, State and Local rules and regulations.

Store all consumables in a cool, dark location.

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

Laser Safety

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 a user, no radiation can leak from the machine.

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

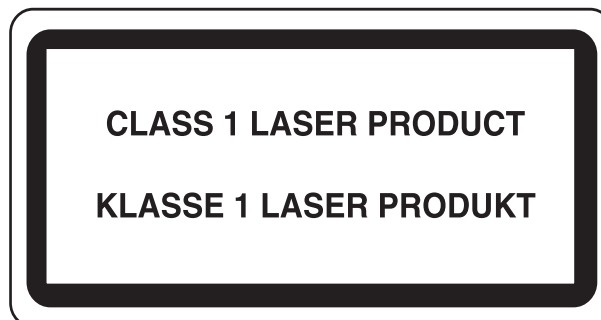


CAUTION: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This label is attached to the laser scanner unit inside the machine and is not in a user access area.

	DANGER	· INVISIBLE LASER RADIATION WHEN OPEN. · AVOID DIRECT EXPOSURE TO BEAM.
	ATTENTION	· RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. · EXPOSITION DANGEREUSE AU FAISCEAU.
	VORSICHT	· UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. · NICHT DEM STRAHL AUSSETZEN.
	ATTENZIONE	· RADIAZIONE LASER INVISIBILE IN CASO DI APERTURA. · EVITARE L'ESPOSIZIONE AL FASCIO.
	PRECAUCION	· RADIACIONE LASER INVISIBLE CUANDO SE ABRE. · EVITAR EXPONERSE AL RAYO.
	VARO!	· AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. · ÄLÄ KATSO SÄTEESEEN.
	警告	· 开盖时, 可能有激光外溢! 应避免激光直接照射。
	警告	· 内部雷射放射中, 請勿隨意打開蓋子。
위험	· 레이저 광선을 직접 보지 마세요.	
警告	· このカバーの内部では不可視レーザー光が放射されています。 · レーザー光にさらされないようにしてください。	

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



Disconnection of Power



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.

CAUTION: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE Declaration of Conformity



**DECLARATION OF CONFORMITY
TO
89/336/EEC, 73/23/EEC and 93/68/EEC**

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

Limits and methods of measurement for immunity characteristics of information technology equipment	EN55024
Limits and methods of measurement for radio interference characteristics of information technology equipment	EN55022 Class B
Limits for harmonic currents emissions for equipment input current $\leq 16A$ per phase	EN61000-3-2
Limitation of voltage fluctuations and flicker in low-voltage supply systems for equipment with rated current $\leq 16A$	EN61000-3-3
Safety of information technology equipment, including electrical equipment	EN60950
Radiation Safety of laser products, equipment classification, requirements and user's guide	EN60825-1

Introduction

This Basic Operation Guide has the following chapters:

- **1 Installation**
Contains initial installation and set-up procedures.
- **2 Machine Parts**
Identifies the names and functions of the machine and operation panel.
- **3 Preparation**
Contains explanations on loading paper and attaching the Face-up Tray.
- **4 Basic Operation**
Explains how to make simple copies and prints and how to scan originals.
- **5 Optional Equipment**
Describes the available optional equipment.
- **6 Maintenance**
Describes the maintenance and toner replenishment procedures.
- **7 Troubleshooting**
Explains how to handle problems such as error indications or paper jams.
- **Appendix**
Contains machine specifications.

Guides included

The following guides are included with this machine. Refer to the guide that corresponds to your particular objective.

Basic Operation Guide (this guide)

This *Basic Operation Guide* contains procedural steps for initial installation and set-up of the machine and connection to a computer. It also includes basic procedures for using the machine as a copier, printer and scanner and has a *Troubleshooting* section.

Advanced Operation Guide

The *Advanced Operation Guide* contains explanations on copier, printer, and scanner functions as well as default settings adjusted on the machine. This guide is stored on the CD-ROM as a PDF document.

KX Printer Driver Operation Guide

Describes how to install and set-up the printer driver. This guide is stored on the CD-ROM as a PDF document.

PRESCRIBE Technical Reference

PRESCRIBE is the native language of the Kyocera Mita printers. This *Technical Reference* contains information about how printing is performed using the PRESCRIBE commands, as well as a font and emulation description. This guide is stored on the CD-ROM as a PDF document.

PRESCRIBE Command Reference

Gives a detailed explanation of the PRESCRIBE command syntax and parameters with the aid of print examples. This guide is stored on the CD-ROM as a PDF document.

KM-NET for Clients Operation Guide

KM-NET for Clients is a network printing utility intended to monitor and configure the printing system. This guide describes how to install and operate *KM-NET for Clients*. This guide is stored on the CD-ROM as a PDF document. *[CD-ROM drive]:\Document\Utility\Clients\ClientsE.pdf*.

KM-NET Direct Printing Operation Guide

KM-NET for Direct Printing is a utility that allows you to directly print PDF files without starting Adobe Acrobat by directly sending a PDF file through the Windows spooler. This guide describes how to install and operate *KM-NET for Direct Printing*. This guide is stored on the CD-ROM as a PDF document. *[CD-ROM drive]:\Document\Utility\D_Printing\DirectPrintingE.pdf*.

KM-NET for Accounting Operation Guide

KM-NET for Accounting is a utility that tracks usage and supports department management. This guide describes how to install and operate *KM-NET for Accounting*. This guide is stored on the CD-ROM as a PDF document.

[CD-ROM drive]:\Document\Utility\Accounting\AccountingE.pdf.

Conventions

This manual uses the following conventions.

Convention	Description	Example
Italic Typeface	Used to emphasise a key word, phrase or message. In addition, references to other publications are displayed in italic typeface.	A <i>Completed</i> message displays and the <i>Copy Basic</i> screen returns.
Bracket Bold Text Typeface	Used to emphasise the selection of a feature mode or key.	Press [Copy] .
Notes	Used to provide additional or useful information about a function or feature. Can also contain references to other publications.	NOTE: For information about storing the pin, refer to step 10.
Important	Use to provide important information.	IMPORTANT: Ensure paper is not folded, curled, or damaged.
Caution	Cautions are statements that suggest <i>mechanical</i> damage as a result of an action.	CAUTION: Do not pull the cassette out when holding the front of the machine.
Warning	Used to alert users to the possibility of <i>personal</i> injury.	WARNING: High voltage is present in the charger section.

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1 Installation

This chapter explains the following topics:

- Installation Procedure 1-2
- One Touch Key Sheet 1-8

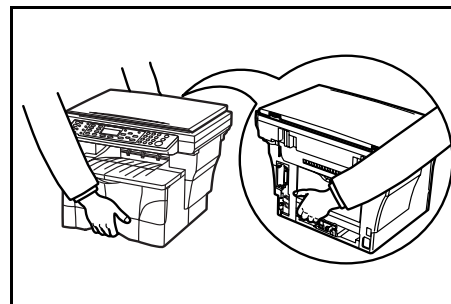
Installation Procedure

The following installation procedure must be performed prior to using the machine

CAUTION: Hold both the front and rear sides of the machine when carrying it, as shown in the illustration.

Do not pull the cassette out when holding the front of the machine.

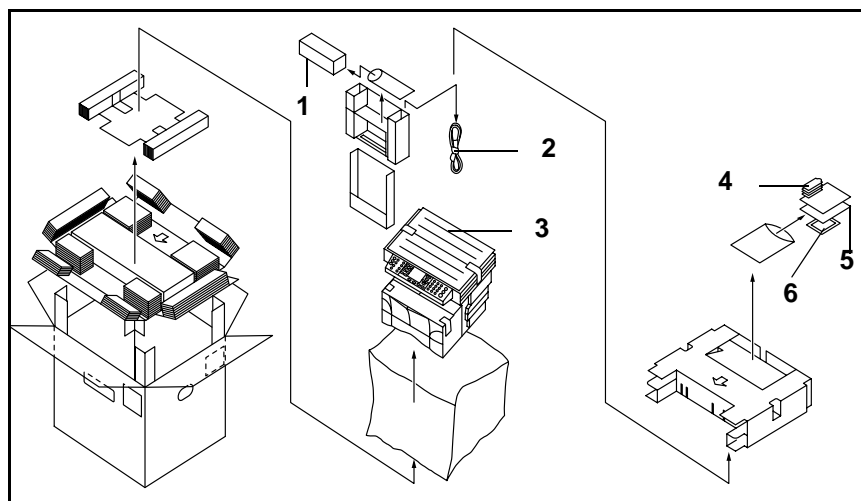
Ensure that the original cover is closed whenever transporting the machine.



Do not attempt to carry the machine by holding only the top portion. Doing so may result in you dropping the machine and thereby damaging the machine and/or its covers.

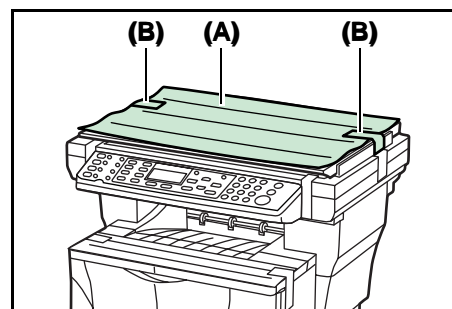
Unpacking the machine

- 1 Remove all the machine components from the box.

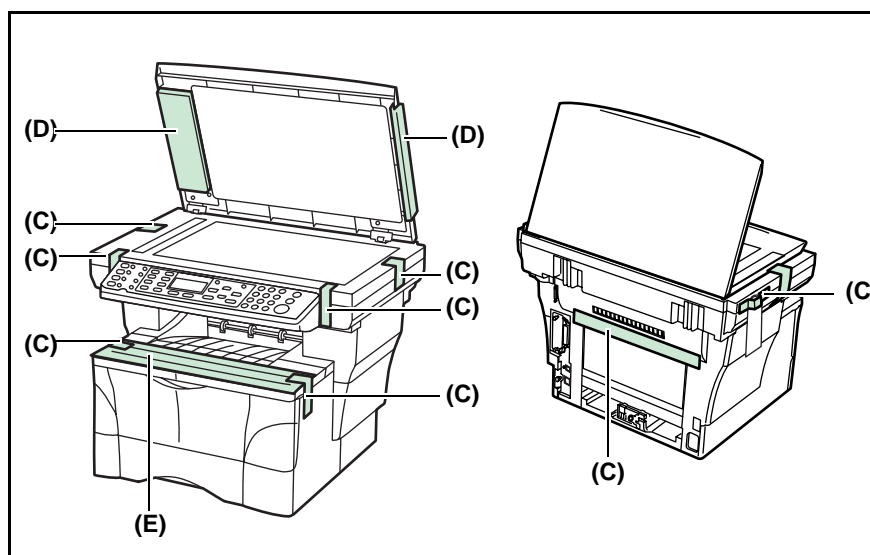
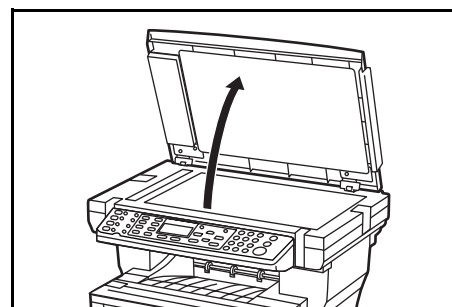


- | | | |
|-----------------------|---|------------------|
| 1 Toner Container | 2 Power Cord | 3 Main Body |
| 4 One-touch Key Sheet | 5 Basic Operation Guide
(this guide) and CD-ROMs | 6 Cleaning Cloth |

- 2** Remove the protective sheet (A) and the 2 pieces of packing tape (B).

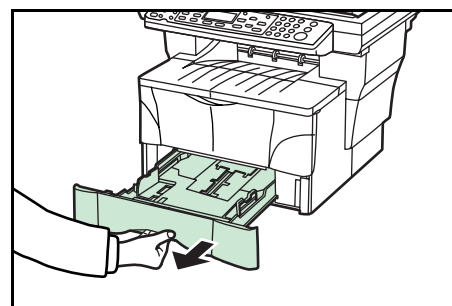


- 3** Open the *Original Cover*.

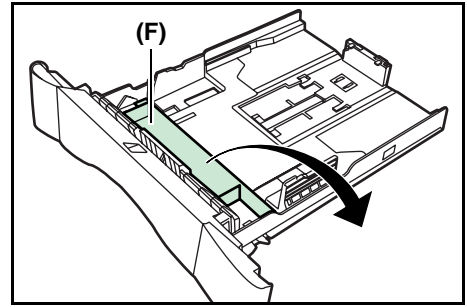


- 4** Remove the 8 pieces of packing tape (C), the 2 pieces of protective packing (D) and the protective sheet (E).

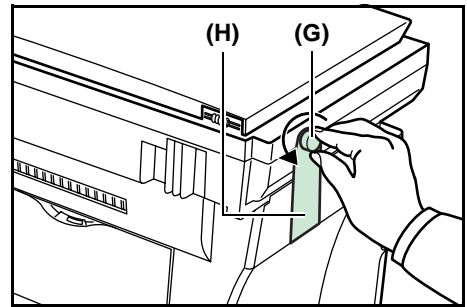
- 5** Pull the cassette out of the machine.



- 6 Remove the protective packing (F) from inside the cassette.

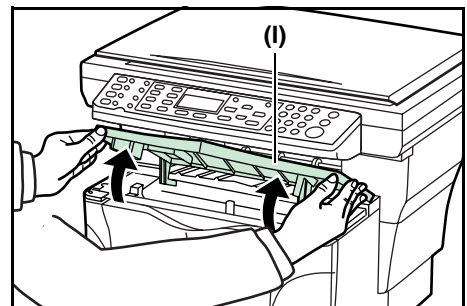


- 7 Rotate the yellow transport pin (G) on the left side of the machine counter-clockwise to remove it and the paper tag (H).

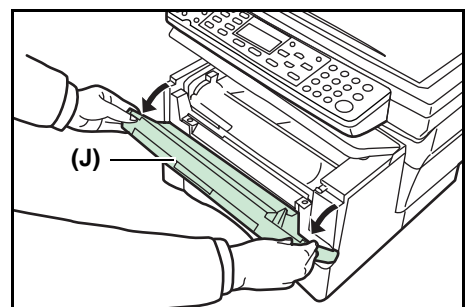


NOTE: For information about storing the pin, refer to step 10.

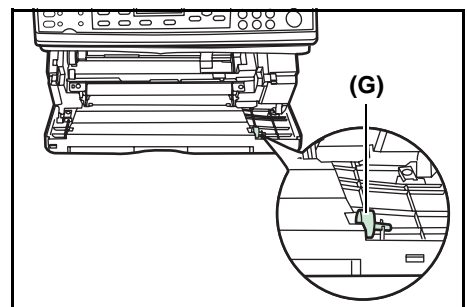
- 8 Open the Top Cover (I).



- 9 Open the Front Cover (J).



- 10 Store the yellow transport pin (G) (removed in step 7) on the inside of the front cover, as shown in the illustration. Ensure the pin is kept as it is essential that it is used whenever the machine is moved.



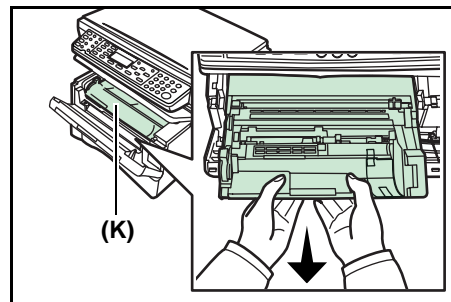
Installing the Toner Container

- 1 Remove the *process unit (K)* from the machine.

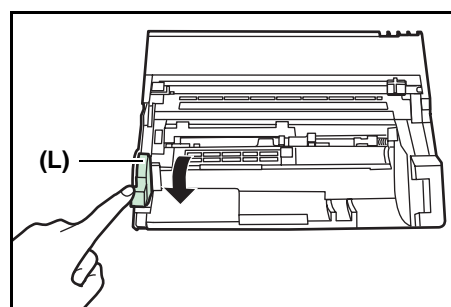
IMPORTANT: Place the process unit on a clean, level surface.

Never expose the process unit to any sort of impact or shock.

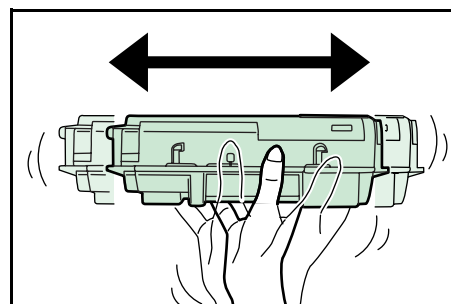
The drum in the process unit is sensitive to light. Never expose the drum, even to normal office lighting (500 lux), for more than five minutes.



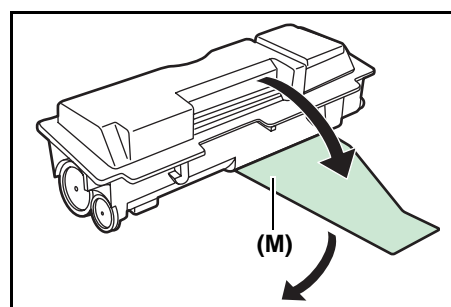
- 2 Move the *lock lever (L)* towards you into its release position (marked **UNLOCK**).



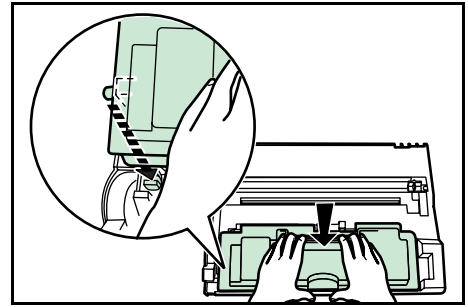
- 3 Shake the *Toner Container* horizontally back and forth 5 or 6 times to evenly distribute the toner inside.



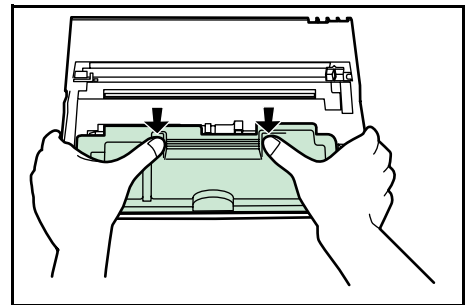
- 4 Remove the orange protective seal (**M**).



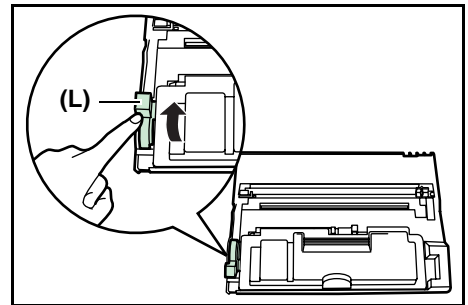
- 5** Align the knob on the left side of the container with the groove in the *process unit* and place the *Toner Container* into the process unit.



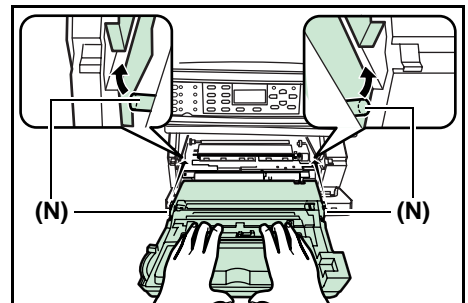
- 6** Push on the areas marked **PUSH HERE** until the container clicks into place.



- 7** Push the lock lever (**L**) back into the locked position (away from you).



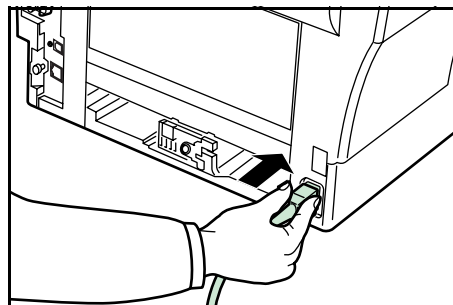
- 8** Align the pins (**N**) on both sides of the process unit with the guides inside the machine, then slide the process unit into the machine until it stops.



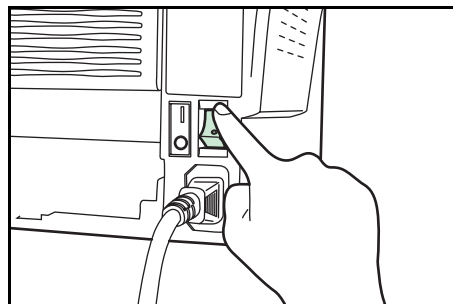
- 9** Close the *Front and Top Covers*.

Turning the Machine On

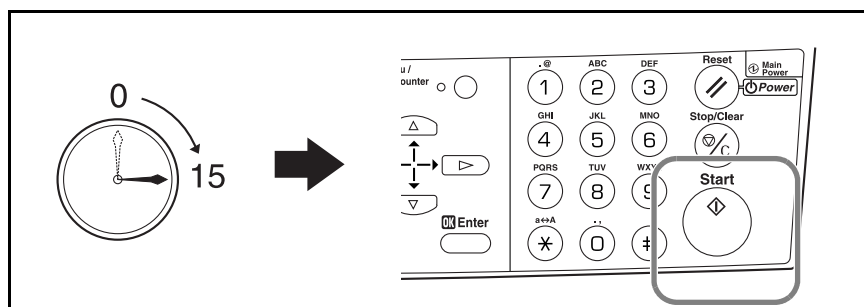
- 1** Connect the *Power Cord*.



- 2** Press the *Power Switch* to the ON position (I).



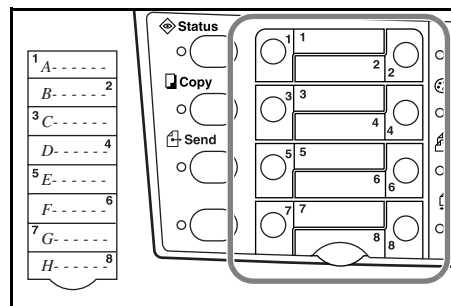
- 3** The machine will replenish the toner. When the toner has been replenished (15 minutes) and the machine is in a ready-to-use state, *Ready to copy* or *Ready to send* displays and the green *Start* indicator illuminates.



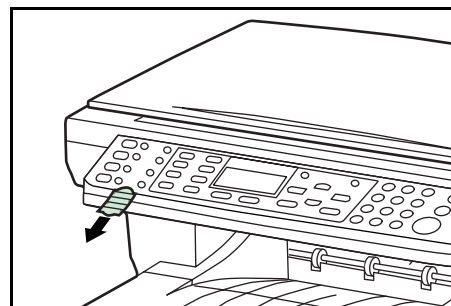
- 4** Load paper into the cassette. Refer to *Loading Paper on page 3-2* for instructions.

One Touch Key Sheet

The *One Touch Key sheet* allows you to record destination information registered under the *One Touch Keys*. Place the sheet next to the *One Touch Keys*.



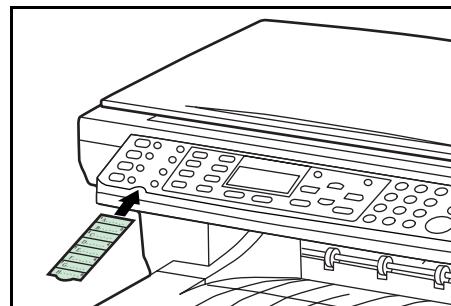
- 1 Remove the *One Touch Key sheet* from the bottom side of the *Operation Panel*.



- 2 Enter the destination information on the *One Touch Key sheet*.

NOTE: There are 4 spare One Touch Key sheets included with the machine.

- 3 Insert the sheet between the *One Touch Keys* from the bottom side of the *Operation Panel*.

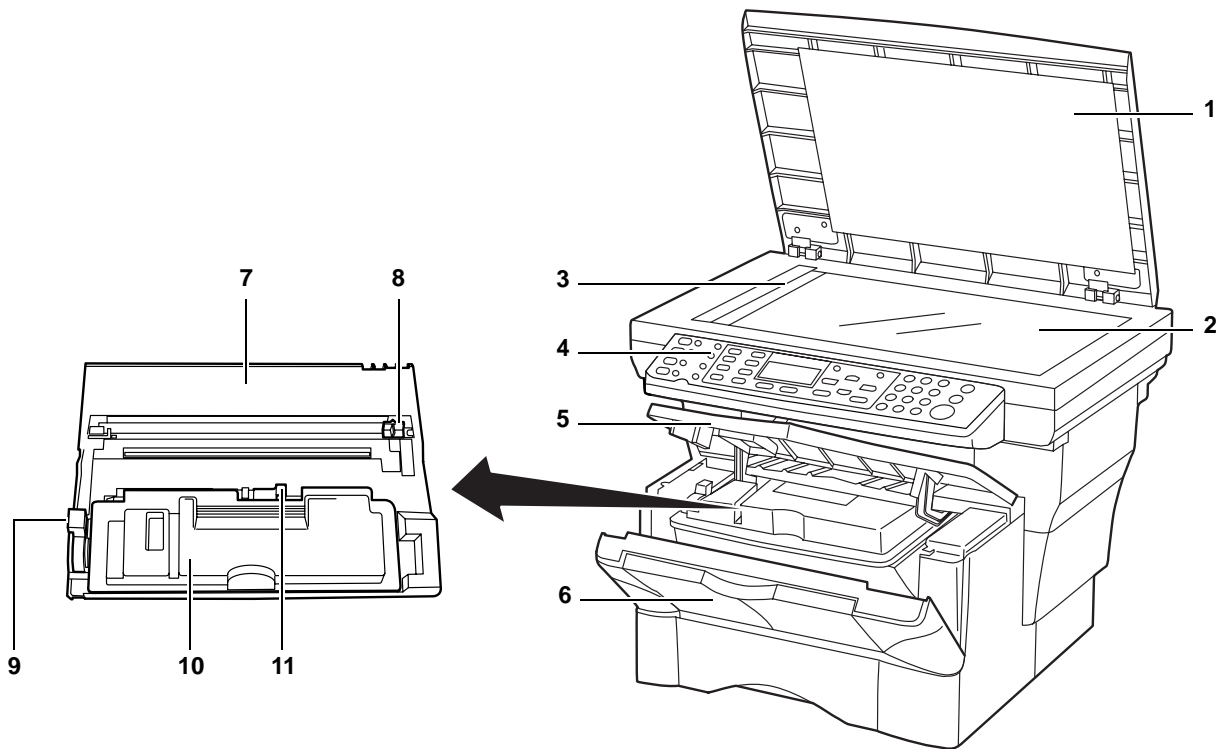


2 Machine Parts

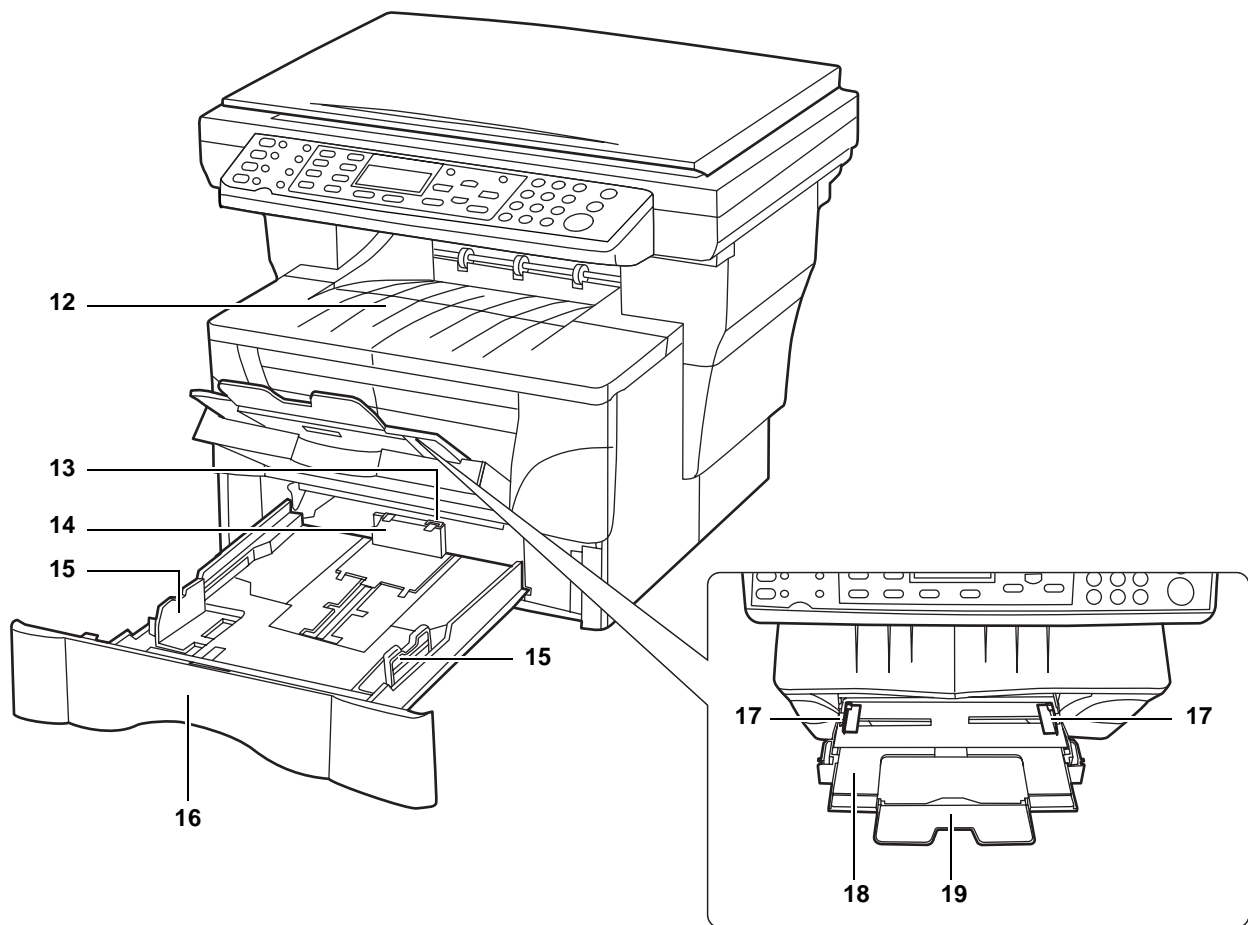
This chapter explains the following topics:

- Main Body 2-2
- Operation Panel 2-5

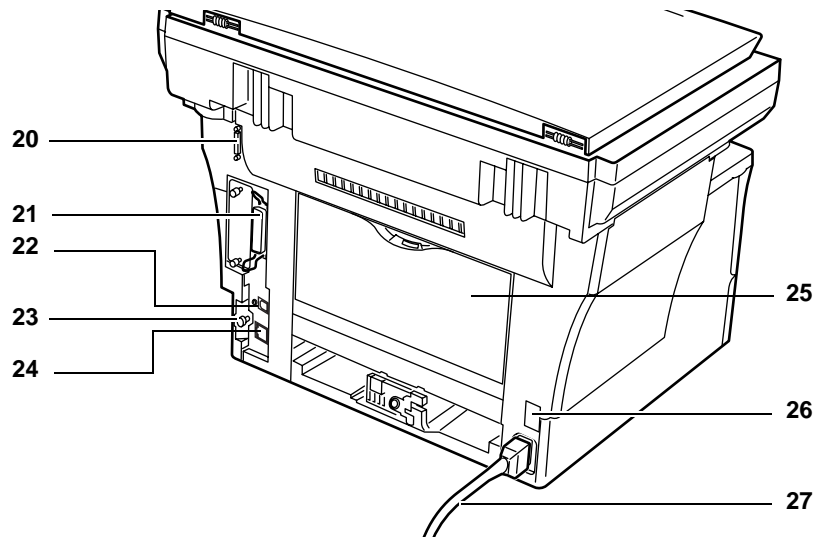
Main Body



- 1 **Original Cover** — Open/close when you are positioning the original on the *Platen*.
- 2 **Platen** — Place originals here for copying. Ensure originals are face-down and align them against the left rear corner of the *Platen*.
- 3 **Original Size Indicator Plate** — Ensure originals are aligned against this plate when positioning them on the *Platen*.
- 4 **Operation Panel** — Perform operations here.
- 5 **Top Cover** — Open when you need to replace the *Toner Container*, or if a paper jam occurs inside the machine.
- 6 **Front Cover** — Open to replace the *Toner Container*, or if a paper jam occurs inside the machine.
- 7 **Process Unit** — Remove to replace the *Toner Container* or if a paper jam occurs inside the machine
- 8 **Charger Cleaner** — Slide this knob back and forth to clean the *charger*.
- 9 **Lock Lever** — Operate to replace the *Toner Container*.
- 10 **Toner Container**
- 11 **Toner Container Release Lever** — Operate to replace the *Toner Container*.

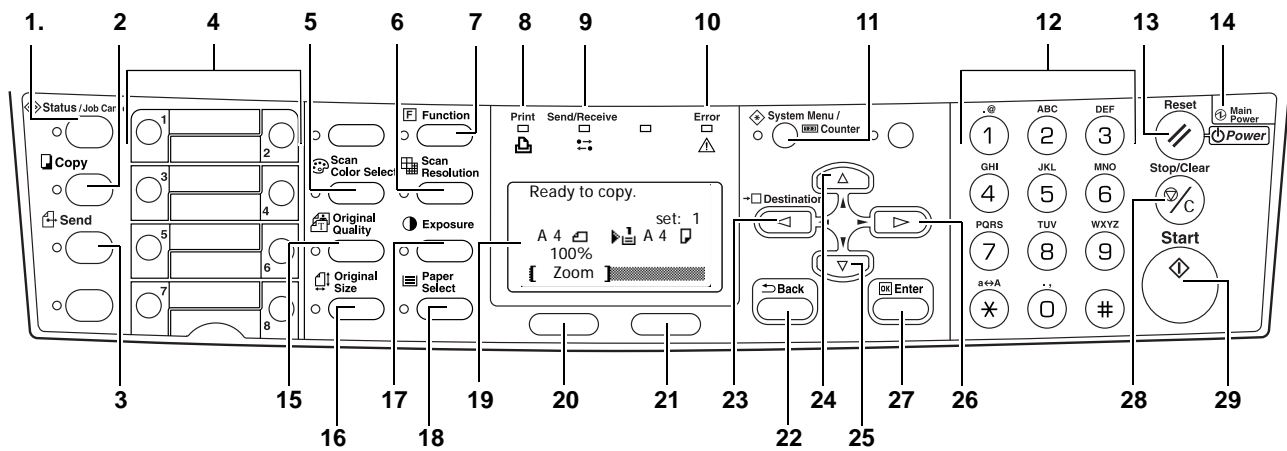


- 12 Output Tray** — Finished copies or printouts can be ejected and stored on this tray. The output tray has a storage capacity of approximately 150 sheets of standard paper (20lb or 80 g/m²).
- 13 Stopper Extension Lock** — Use this lock when loading Folio or Oficio II size paper in the cassette.
- 14 Paper Stopper** — Adjust to fit the length of the paper loaded in the cassette.
- 15 Paper Width Guides** — Adjust to fit the width of the paper loaded in the cassette.
- 16 Cassette** — Holds 250 sheets of standard paper (20lb or 80 g/m²).
- 17 Insert Guides** — Align to fit the width of paper loaded in the MP tray.
- 18 MP (Multi-Purpose) Tray** — Use when copying or printing onto small-size or special paper.
- 19 MP Tray Extension** — Pull out when using the MP tray.



- 20 Document Processor Connector** — Attach the connection cable to install the optional *Document Processor*.
- 21 Parallel Interface Connector** — Use a parallel cable to connect to the parallel port of your computer.
- 22 USB Interface Connector** — Conforms to Hi-Speed USB2.0. Use a USB cable to connect with a USB port on your computer.
- 23 Right Cover Anchor Pin** — Remove this pin and open the right cover to access the additional memory slot. To add additional memory, contact your *Service Representative* or an *Authorized Service Center*.
- 24 Network Interface Connector** — Use a 10Base-T/100Base-TX network cable to connect the machine to a network.
- 25 Rear Cover (Face-up Tray)** — When open, it is used as the *Face-up Tray*. Finished copies or prints can be output face up to this tray.
- 26 Power Switch** — Press to on (|) to power on the machine.
- 27 Power Cord**

Operation Panel



- 1 **Status/Job Cancel Key and Indicator** — Press to access the *Status Menu* screen. (For information, refer to **Chapter 4, Advanced Operation Guide**.)
- 2 **Copy Key and Indicator** — Press to use the copier functions. The indicator will light when the machine is in *Copying Operation* mode.
- 3 **E-Mail (Scan) Key and Indicator** — Press to use the scanner functions. The indicator will light when the machine is in the *Scanning Operation* mode.
- 4 **One Touch Keys (1 to 8)** — The *One Touch Keys* can be used to register e-mail destination information. (For information, refer to **Chapter 5, Advanced Operation Guide**.) Enter information for the registered destinations on the supplied *One Touch Key* sheet and insert it between the *One Touch Keys* from the bottom side of the *Operation Panel*.
- 5 **Scan Color Select Key and Indicator** — Press to change the *Scan Color* mode. (For information, refer to **Chapter 2, Advanced Operation Guide**.)
- 6 **Scan Resolution Key and Indicator** — Press to change the *Scan Resolution*. (For information, refer to **Chapter 2, Advanced Operation Guide**.)
- 7 **Function Key and Indicator** — Press to access the *Function* screen.
- 8 **Print Indicator** — Flashes green when the machine is processing a printing job.
- 9 **Send/Receive Indicator** — Flashes green when the machine is sending or receiving data.

- 10 Error Indicator** — Flashes red when an error occurs. Check the message display and follow instructions to correct the error. (Refer to page 7-5)
A red light displays when the machine is experiencing a mechanical problem. Switch off the power (O) and then switch on (|) again. If the Error indication still displays, make a note of the message displayed.
- 11 System Menu/Counter Key and Indicator** — Press to change the display language and program default and other settings. (For information, refer to the **Advanced Operation Guide**.)
- 12 Keypad** — Use to enter the number of copies and other values. Also used to enter characters.
- 13 Reset/Power Key** — Press to reset all temporary selections made. The machine returns to the *Initial Mode*. Press for at least two seconds to engage *auto sleep* mode. To release the machine from *auto sleep mode*, press again. (Refer to *Auto Sleep Mode* on page 4-18.)

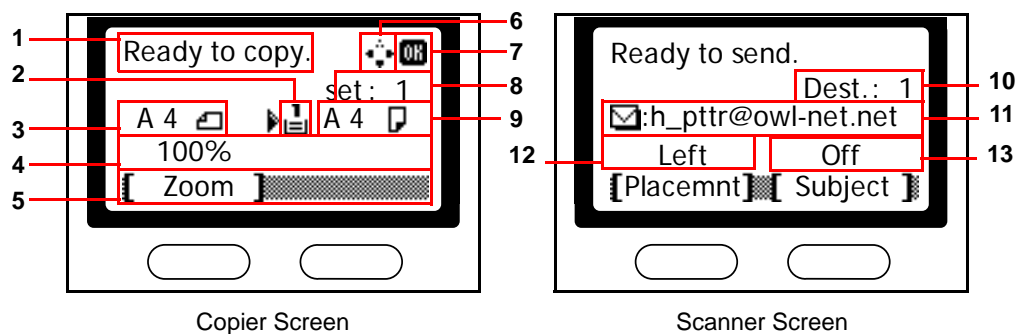
NOTE: Initial Mode is the state the machine enters after warm-up. If no operations are performed for a preset period of time, the machine returns to initial mode. Any settings that have been selected will be cleared. For more information, refer to the **Advanced Operation Guide**.






- 14 Main Power Indicator** — A red light displays when the power switch is on (|).
- 15 Original Quality Key and Indicator** — Press to select the *Original Quality*. (Refer to *Basic Copying Procedure* on page 4-2.)
- 16 Original Size Key and Indicator** — Press this key to light the indicator to select the size of the original. (For details, refer to the **Advanced Operation Guide**.)
- 17 Exposure Key and Indicator** — Press to change the *Exposure* setting.
- 18 Paper Select key and Indicator** — Press to switch paper feed between the cassette(s) and the MP tray.
- 19 Message Display** — Displays messages about machine operation and errors. (Refer to *Message Display* on page 2-7.)
- 20 Left Select Key** — Press to select options available on the bottom left of the display. If pressed when *Cancel* displays, the top screen for the current menu returns.
- 21 Right Select Key** — Press to select options available on the bottom right of the display.
- 22 Back Key** — Press to go back to the previous screen of the current menu.
- 23 ◀ Key** - Press to move the display cursor to the left. Also used to verify, enter or delete an e-mail destination.

- 24 ▲ Key** — Press to move the display cursor upwards. When setting the *Zoom* ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value. Hold down the key to continuously change the selected value.
- 25 ▼ Key** — Press to move the display cursor downwards. When setting the *Zoom* ratio, registering a custom paper size, or making settings for one of the timers, use this key to change the currently selected value. Hold down the key to continuously change the selected value.
- 26 ► Key** — Press to move the display cursor to the right.
- 27 Enter Key** — Press to select the current default item or register the currently displayed setting.
- 28 Stop/Clear Key** — Press to stop scanning or copying.
- 29 Start Key and Indicator** — Press to start copying or scanning. The operation will begin immediately if pressed when the green indicator is lit.

Message Display

The following examples explain the messages and icons used on the message display.



Reference number	Meaning
1	Indicates the current machine status. Also displays the title of the current menu when the <i>Operation Panel</i> is being used.
2	Displays an icon indicating the source of paper feed selected. The meaning of each icon is described below.
	 The standard paper cassette is selected. When the icon displays as  , the cassette is empty.
	 The optional paper feeder cassette is selected. When the icon displays as  , the cassette is empty.
	 The MP Tray is selected.

Reference number	Meaning
3	Displays the original(s) size.
4	Displays the current setting for a menu that can be set using the left or right Select keys.
5	Displays the title of the menu that can be set using the left or right Select keys.
6	Indicates the keys which can be used when scrolling through menus or entering characters: ▲ ▼ ◀ or ▶.
7	Indicates if the current setting can be registered using the Enter key.
8	Displays the number of copies.
9	Displays the size of paper to be copied.
10	Displays the number of destinations. Only 1 destination can be used on this machine.
11	Displays the destination e-mail address.
12	Displays <i>Rear</i> when top edge to rear has been selected as the original placement setting, and <i>Left</i> when top edge to left has been selected.
13	Displays <i>On</i> during a scan transmission (e-mail) if characters are entered in the Subject or the Message, and <i>Off</i> if no characters are entered.

3 Preparation

This chapter explains the following topics:

- Loading Paper 3-2
- Using the Face-up Tray 3-7
- Connecting the Cables 3-8
- Connecting the Power Cord 3-9
- Powering On 3-10
- Network Settings 3-11
- Setting the Time Zone 3-14
- Setting the Date and Time 3-15
- Summer Time Setting 3-17
- Setting the Default Operation Mode 3-18
- Character Entry 3-19
- Language Selection Function 3-24
- Other Settings 3-24

Loading Paper

Paper and media can be loaded in the *Cassette* or *MP Tray*.

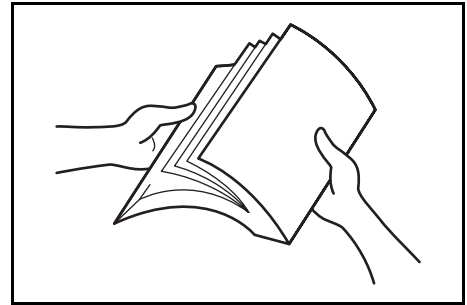
NOTE: For information about the types of media that can be used, refer to **Chapter 5, Advanced Operation Guide**.

Prepare the Paper

After removing paper from the packaging, fan through the sheets to separate prior to loading.

If using paper that has been folded or is curled, straighten it prior to loading. Failure to do so may result in a paper jam.

If using paper that has already been copied or printed on, ensure staples or clips are removed.



Loading Paper into a Cassette

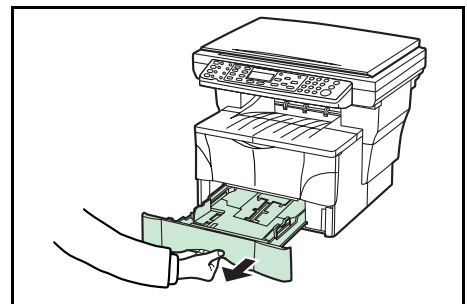
Standard paper (60 to 90 g/m²), thick paper (90 to 105 g/m²), recycled paper, or color paper can be loaded. Up to 250 sheets of standard paper (80 g/m²) can be loaded into each cassette at one time.

The paper sizes which can be loaded are: A4, A5R, ISO B5, JIS B5, Folio, 16K, 8 1/2 x 14" (Legal), 8 1/2 x 11" (Letter), Executive, and 8 1/2 x 13" (Oficio II).

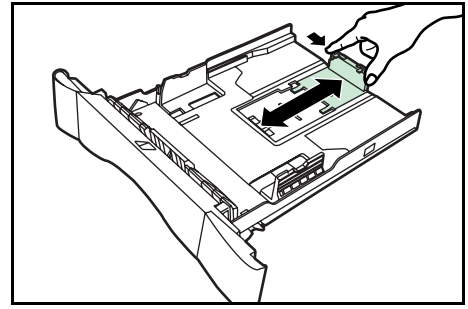
NOTE: When loading paper for the first time, or when changing paper sizes, use the Operation Panel to register the paper size. Refer to page 3-5.

- 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 suddenly.

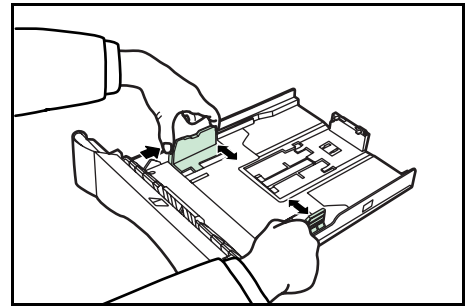


- 2** Adjust the *Paper Stopper* located at the rear of the cassette by pressing the release buttons and sliding the stopper to fit the size of the paper being loaded. The paper sizes are marked on the base of the cassette - the factory default setting is A4/Letter.

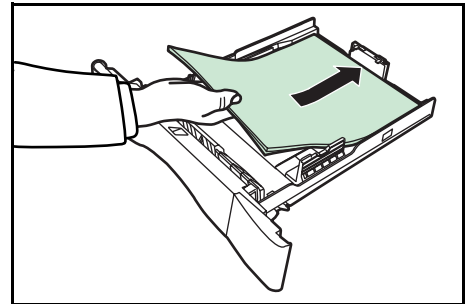


NOTE: For information on adjusting the Paper Stopper for Folio or Oficio II size paper, refer to page 3-4.

- 3** Adjust the paper width guides on both sides of the cassette by pressing the release buttons and sliding the guides to fit the width of the paper - the factory default setting is for A4/Letter.



- 4** Load the paper in the cassette, the leading edge must be aligned against the *Paper Stopper*. Ensure the paper doesn't catch on the overhanging tabs.

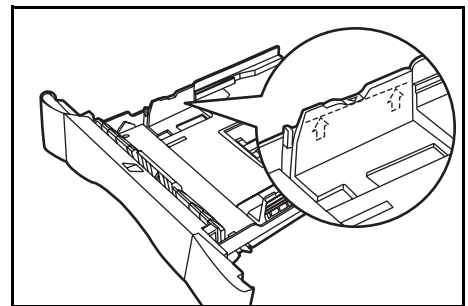


IMPORTANT: Always adjust the paper stopper and paper width guides before loading paper to avoid skewed paper feed and/or a paper jam.

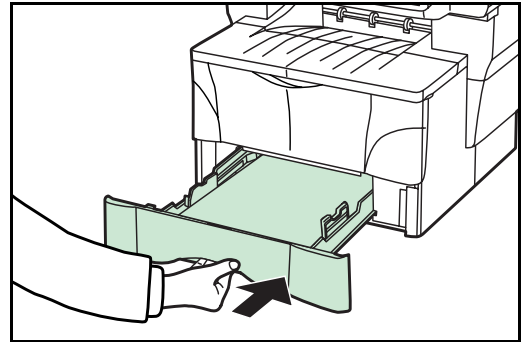
Ensure the paper is placed securely against the paper stopper and the paper width guides with no gap.

Ensure the side to be printed is facing downward and the paper is not folded, curled, or damaged.

Do not load paper above the fill lines located on the width guides.



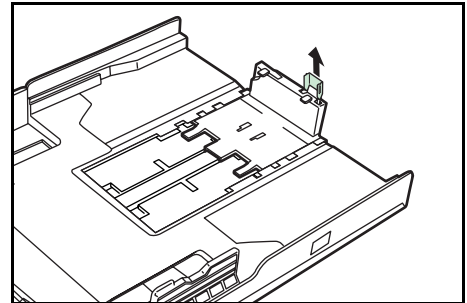
- 5 Push the cassette securely back into the machine until it stops.



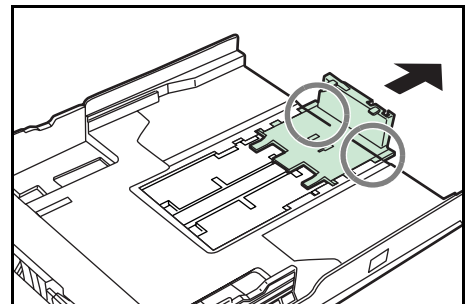
NOTE: If the machine is not being used for a prolonged period of time, remove all paper from the cassette(s) and reseal it in its original packaging to protect against moisture.

Adjusting the Paper Stopper for Folio or Oficio II Size Paper

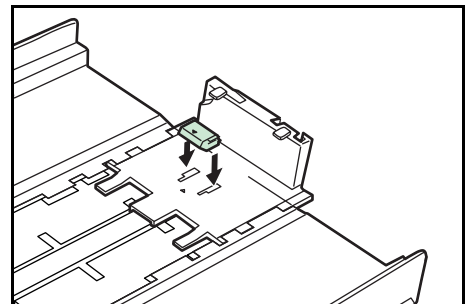
- 1 Remove the *Stopper Extension Lock* from the *Paper Stopper*.



- 2 Slide the *Paper Stopper* towards the rear of the cassette until the grooves in the *Paper Stopper* are aligned with the rear edge of the cassette.

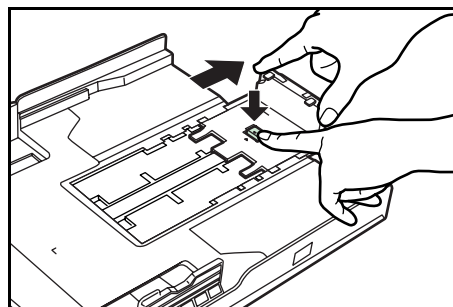


- 3 Insert the *Stopper Extension Lock* into the holes in the *Paper Stopper*.



- 4** Press down on the *Stopper Extension Lock* and slide the *Paper Stopper* towards the rear of the cassette, to lock into place.

The *Paper Stopper* is now in position for Folio and Oficio II size paper.



Loading Paper in the MP Tray

Standard paper (60 to 90 g/m²), thick paper (90 to 163 g/m²), color paper, transparencies, and letterhead paper can be used in the *MP Tray*. Always use the *MP tray* when copying and printing onto special paper.

The types of paper and the number of sheets that can be loaded are as follows:

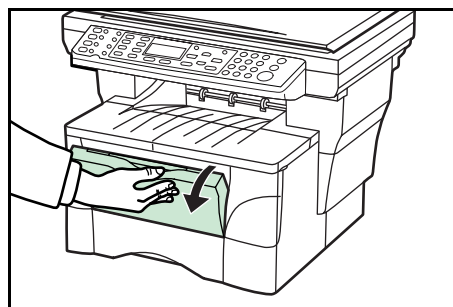
- Standard paper (80 g/m²): 50 sheets
- Thick paper (120 g/m²): 25 sheets
- Thick paper (160 g/m²): 10 sheets
- Transparencies: 1 sheet

IMPORTANT: After loading the MP tray, use the Operation Panel to select the paper size. (For details, refer to [Chapter 5, Advanced Operation Guide](#).)

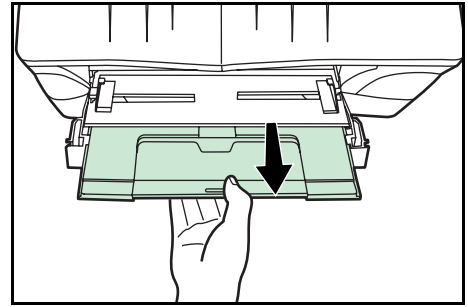
To use non-standard size paper, register the default paper size. (For details, refer to [Chapter 5, Advanced Operation Guide](#).)

When using transparencies, use a type of film that can withstand the heat of the fixing process. The following products are recommended: Arkwright (LTR) and 3M PP2500 (A4).

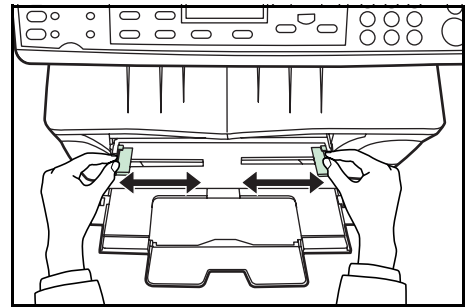
- 1** Open the *MP Tray* until you hear it click into place.



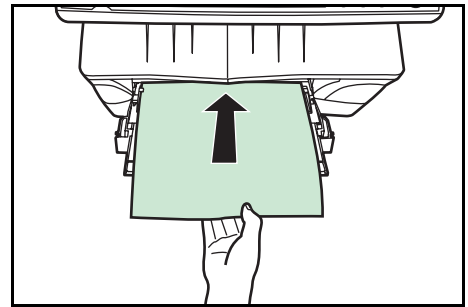
- 2** Pull out the *MP Tray Extension* and then flip it open.



- 3** Adjust the insert guides to fit the width of the paper.



- 4** Slide the paper along the insert guides and into the tray as far as it will go.



IMPORTANT: Only load the MP Tray when you are planning to use it. Do not leave paper in the MP tray for long periods of time.

When loading the MP Tray, ensure the side to be copied or printed onto is facing upward.

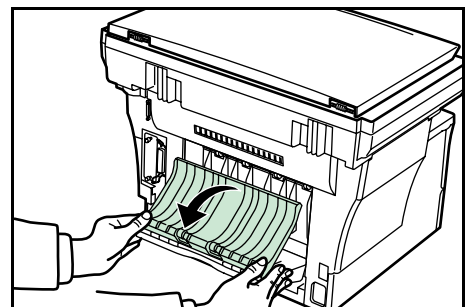
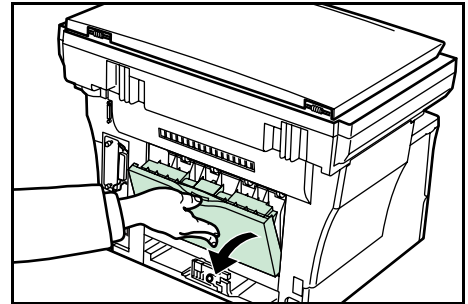
When using 8 1/2 x 14" (Legal), 8 1/2 x 13" (Oficio II), or Folio size paper, it is recommended that you use the cassette(s). If you need to use the MP Tray and the paper does not feed smoothly, continue to support the paper by its trailing edge until all of the paper has been fed into the machine.

Using the Face-up Tray

When copying and printing onto special paper, such as thick paper (90 to 163 g/m²) and transparencies, always use the *Face-up Tray*. The *Face-up Tray* can hold approximately 30 sheets of standard paper (80 g/m²), but only 1 sheet of special paper can be stored there at one time.

NOTE: To avoid paper jams or damage to the machine, do not leave more than approximately 30 sheets of standard paper or one sheet of special paper in the *Face-up Tray*.

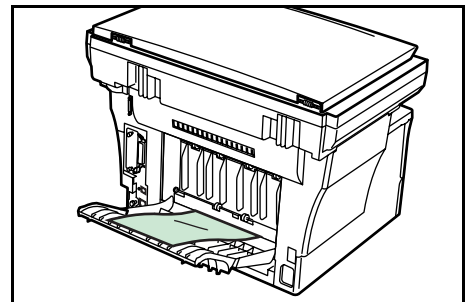
- 1 Open the *Face-up Tray* (located at the rear of the machine).



- 2 Perform the standard copying or printing procedure.

Finished copies or prints will be delivered to the *Face-up Tray*.

IMPORTANT: Always close the *Face-up Tray* after use, it should not be left open.



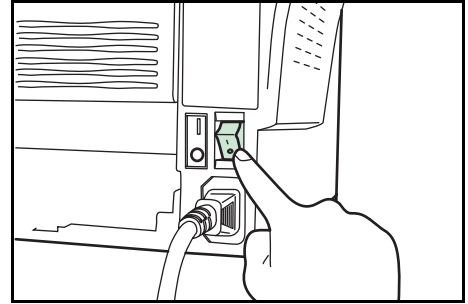
Connecting the Cables

The machine can be connected to a network or directly to a single computer. This section describes the procedures to make both types of connection.

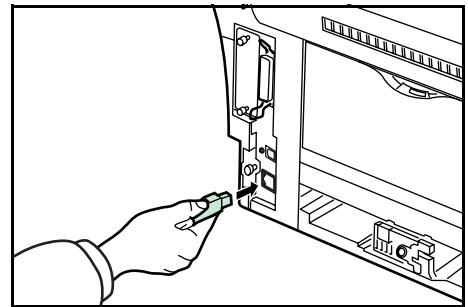
Connecting the Network Cable

To connect the machine to a network, use a network cable (10Base-T or 100Base-TX).

- 1** Press the *Power Switch* located on the rear side of the machine to *Off* (O), and remove the power cord from the outlet.



- 2** Connect the network cable to the *Network Interface Connector* on the rear side of the machine.



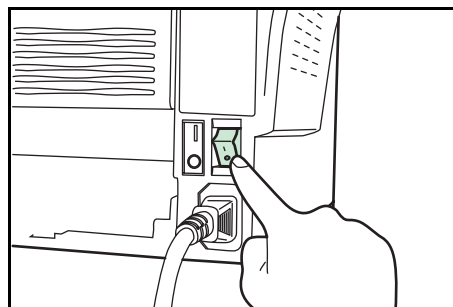
- 3** Connect the other end of the network cable to your network device (hub).
- 4** Program the required network settings. Refer to *Network Settings* on page 3-11.

Connecting the Parallel or USB Cable

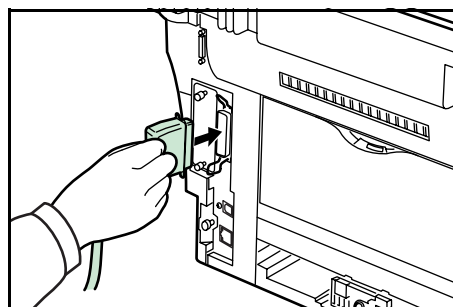
To connect the machine directly to your computer, use a parallel cable or a USB cable.

IMPORTANT: Always power off the machine (O) and remove the power cord from the outlet before connecting the printer cable.

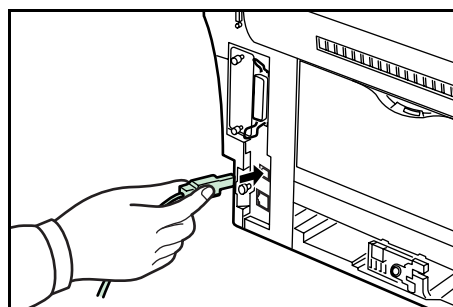
- 1 Press the *Power Switch* located on the rear side of the machine to *Off (O)*, and remove the power cord from the outlet.



- 2 Connect the printer cable (not included) to the *Parallel Interface Connector* or *USB Interface Connector* located on the rear side of the machine.



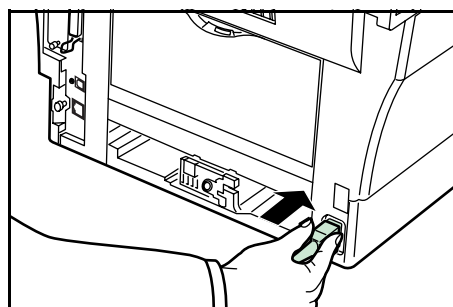
NOTE: Use a USB cable that complies with Revision 2.0 of USB standard (a rectangular Type A plug and a square Type B plug). The USB cable should be shielded and not be longer than 5 meters (16 feet).



- 3 Connect the other end of the printer cable to the *Parallel Interface Connector* or *USB Interface Connector* on your computer.

Connecting the Power Cord

- 1 Connect the power cord to the *Power Cord Connector* on the rear side of the machine.



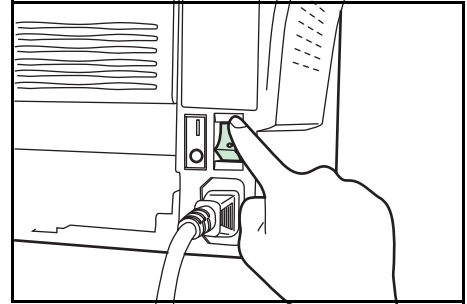
- 2 Connect the other end of the power cord to a power outlet.

Powering On

Press the *power switch* to the *On* (|) position.

The machine begins to warm up.

Once warm-up is complete, the *Basic Screen* displays.



Network Settings

IP Address Setting

Use the following procedure to register the *IP Address*.

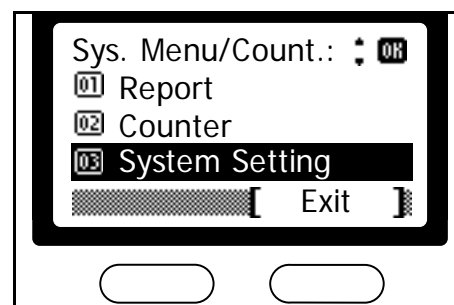
NOTE: The IP Address could differ depending on your network environment. Check with your Network Administrator before programming this setting. Any changes made to the network settings will become valid after you power the machine off then on.

If you use the following procedure to register the IP Address manually, ensure the DHCP setting is Off and the TCP/IP setting is On, refer to **Chapter 3, Advanced Operation Guide** for details.

- 1 Press **[System Menu / Counter]**. The *System Menu/Count* screen displays.

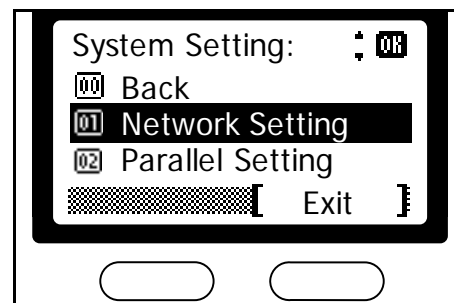
- 2 Press **▲** or **▼** to select *System Setting* and press **[Enter]**.

The *System Setting* screen displays.



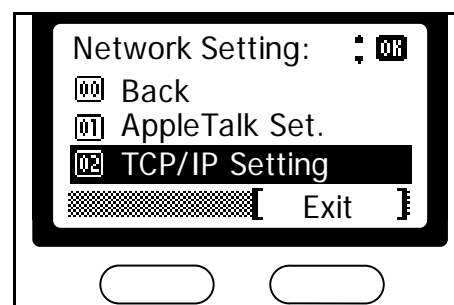
- 3 Press **▲** or **▼** to select *Network Setting* and press **[Enter]**.

The *Network Setting* screen displays.

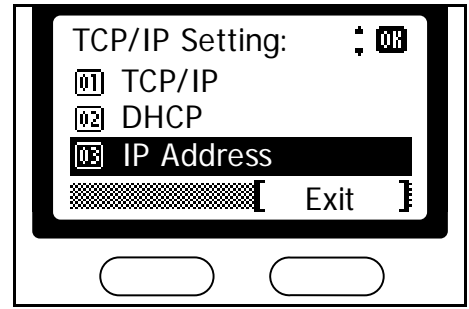


- 4 Press **▲** or **▼** to select *TCP/IP Setting* and press **[Enter]**.

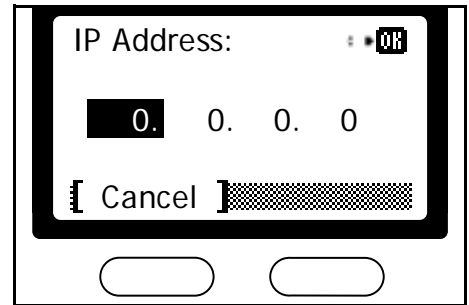
The *TCP/IP Setting* screen displays.



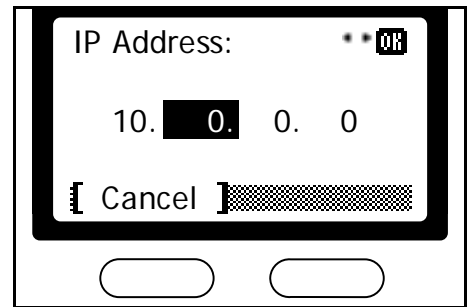
- 5** Press ▲ or ▼ to select *IP Address* and press [Enter].
The *IP Address* screen displays.



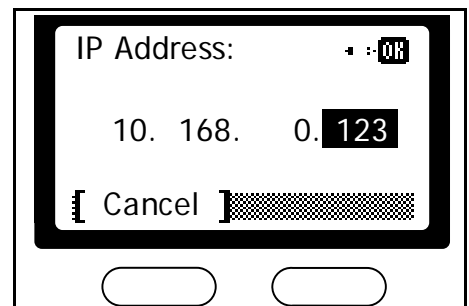
- 6** Use the keypad to enter the address. Enter the first block of 3 digits in the highlighted area.



- 7** Press ► and enter the next 3 digits of the *IP Address*.
Press [Enter].



- 8** Enter the digits for the next 2 blocks using the same procedure, then press [Enter].
A *Completed* message displays and the *TCP/IP Setting* screen returns.



NOTE: If you make an error when entering the IP Address, press ◀ to return to the previous block of digits and reenter the correct number.

Subnet Mask Setting

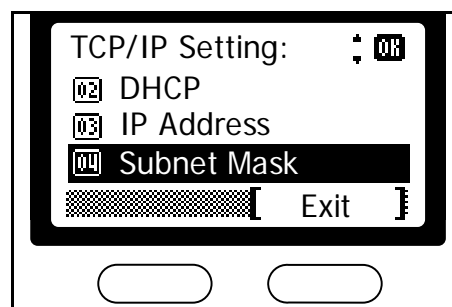
Continue from the previous Step 8 to register the *Subnet Mask* address.

NOTE: If you are not sure of the appropriate *Subnet Mask* address, contact your Network Administrator.

1 Access the *TCP/IP Settings* screen.

2 Press ▲ or ▼ to select *Subnet Mask* and press **[Enter]**.

The *Subnet Mask* screen displays.



3 Enter the *Subnet Mask* address using the same procedure used for the *IP Address* in steps 6 through 8 of **IP Address Setting**.

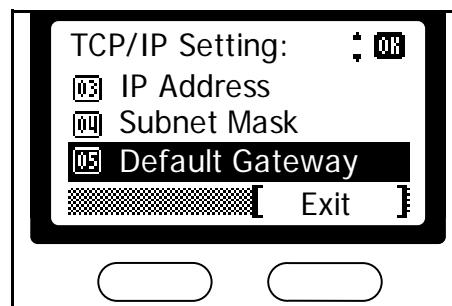
Registering the Default Gateway

Use the following procedure to register the *Default Gateway* address. If you are not sure of the appropriate *Default Gateway* address, contact your Network Administrator.

1 Access the *TCP/IP Setting* screen.

2 Press ▲ or ▼ to select *Default Gateway* and press **[Enter]**.

The *Default Gateway* screen displays.



3 Enter the *Default Gateway* address using the same procedure used for the *IP Address* in steps 6 through 8 of **IP Address Setting**.

Setting the Time Zone

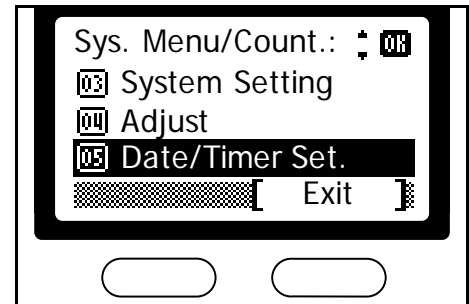
Use the following procedure to designate the time zone that you are in.

NOTE: COMMAND CENTER can also be used to program this setting, refer to the *Advanced Operation Guide* for information.

1 Press **[System Menu/Counter]**. The *Sys. Menu/Count* screen displays.

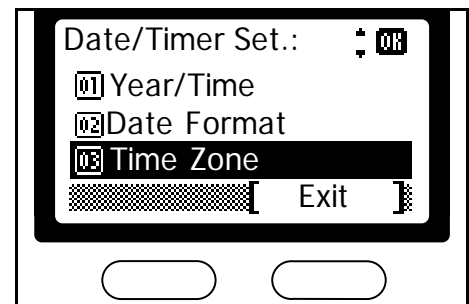
2 Press **▲** or **▼** to select *Date/Timer Set* and press **[Enter]**.

The *Date/Timer Set* screen displays.



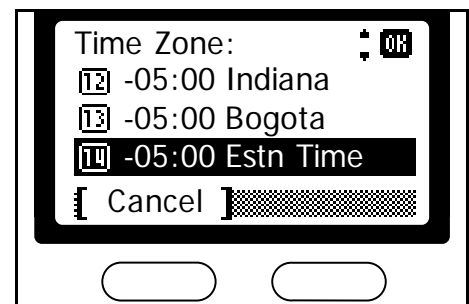
3 Press **▲** or **▼** to select *Time Zone* and press **[Enter]**.

The *Time Zone* screen displays.



4 Press **▲** or **▼** to select the *Time Zone* required and press **[Enter]**.

A *Completed* message displays and the *Date/Timer Set* screen returns.



Setting the Date and Time

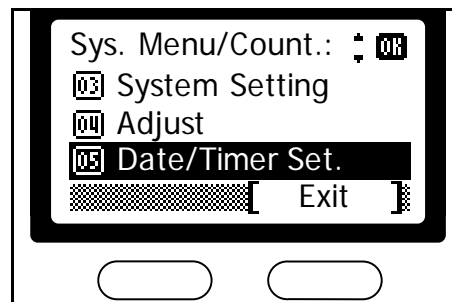
It is recommended that you follow the instructions below to set the date and time correctly prior to using the machine for sending scan data by e-mail.

NOTE: COMMAND CENTER can also be used to program this setting, refer to the **Advanced Operation Guide** for information.

1 Press the **[System Menu / Counter]** key. The *Sys. Menu/Count* screen displays.

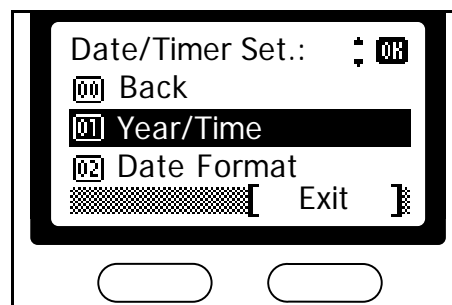
2 Press **▲** or **▼** to select *Date/Timer Set* and press **[Enter]**.

The *Date/Timer Set* screen displays.

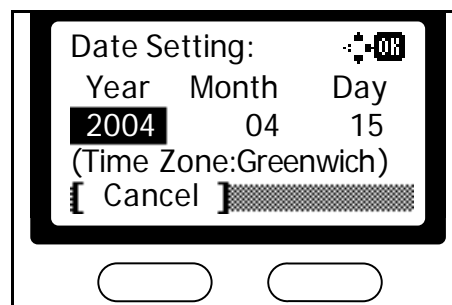


3 Press **▲** or **▼** to select *Year/Time* and press **[Enter]**.

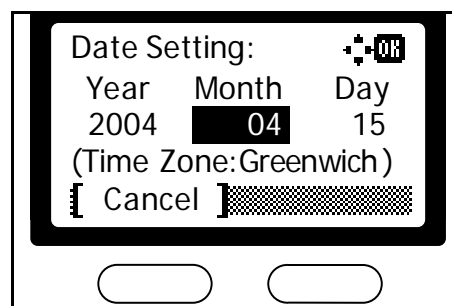
The *Date Setting* screen displays.



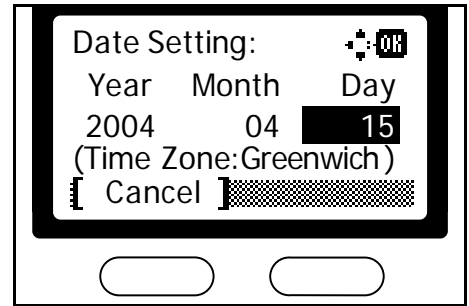
4 Press **▲** or **▼** to register the current *Year* and press **▶**.



5 Press **▲** or **▼** to register the current *Month* and press **▶**.

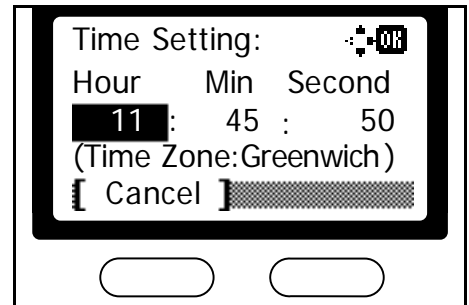


- 6 Press ▲ or ▼ to register the current *Day* and press [Enter].
The *Time Setting* screen displays.

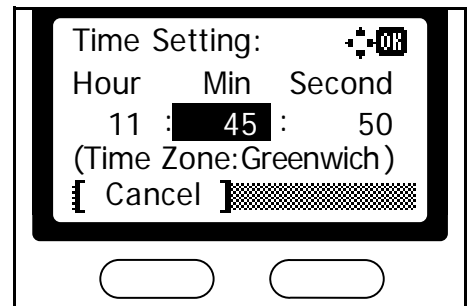


NOTE: To correct an error, press ◀ to return to the Year or Month setting.

- 7 Press ▲ or ▼ to register the current *Hour* and press ▶.



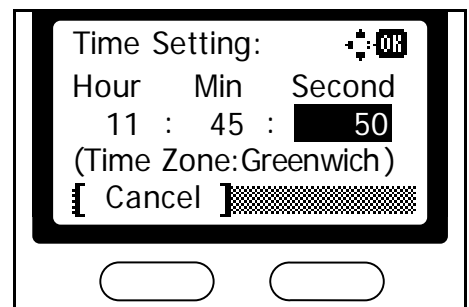
- 8 Press ▲ or ▼ to register the current *Minute* and press ▶.



- 9 Press ▲ or ▼ to register the current *Second*.

Press [Enter].

A *Completed* message displays and the *Date/Timer Set* screen returns.



NOTE: To correct an error, press ◀ to return to the Hour or Minute setting.

Summer Time Setting

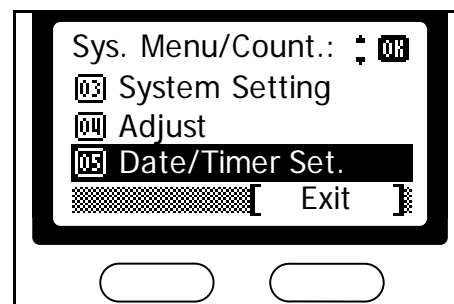
Use the following procedure to set the summer (daylight saving) time.

NOTE: COMMAND CENTER can be used to program this setting, refer to the *Advanced Operation Guide* for information.

1 Press **[System Menu / Counter]**. The *Sys. Menu/Count* screen displays.

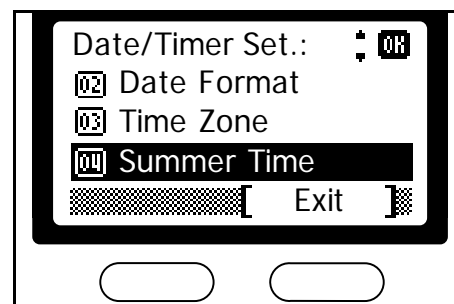
2 Press **▲** or **▼** to select *Date/Timer Set* and press **[Enter]**.

The *Date/Timer Set* screen displays.



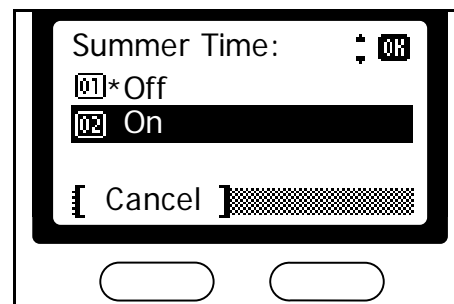
3 Press **▲** or **▼** to select *Summer Time* and press **[Enter]**.

The *Summer Time* screen displays.



4 Press **▲** or **▼** to select *On* or *Off* and press **[Enter]**.

A *Completed* message displays and the *Date/Timer Set* screen returns.



NOTE: This setting is only valid in the an area where summer time is observed.

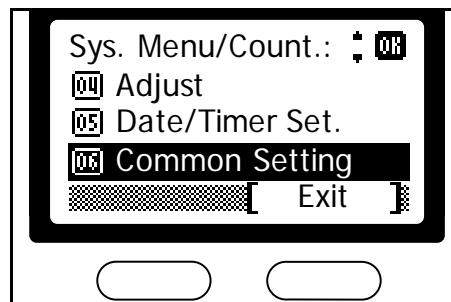
Setting the Default Operation Mode

Use the following procedure to set the operation mode displayed when the machine is powered on. Modes available are *Copy Operation*, *Scanner Operation* or *Status Operation*. It is recommended you select the most commonly used mode as the default.

1 Press **[System Menu/Counter]**. The *Sys. Menu/Count* screen displays.

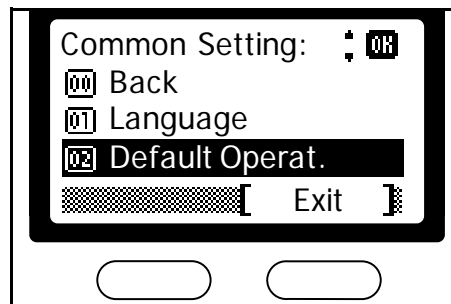
2 Press **▲** or **▼** to select **Common Setting** and press **[Enter]**.

The *Common Setting* screen displays.



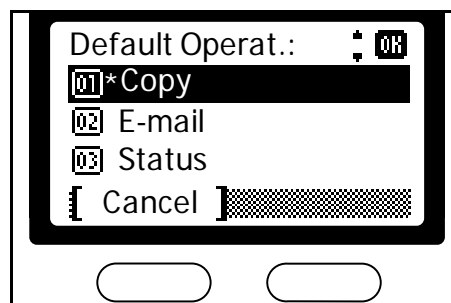
3 Press **▲** or **▼** to select **Default Operat.** and press **[Enter]**.

The *Default Operat.* screen displays.



4 Press **▲** or **▼** to select the default operation mode required and press **[Enter]**.

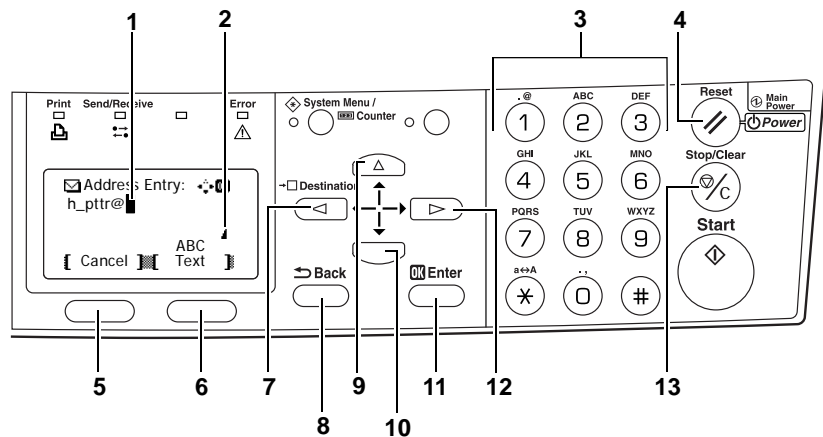
A *Completed* message displays and the *Common Setting* screen returns.



Character Entry

Input screen and key functions

To enter e-mail addresses, file names, etc. the characters are entered using the keypad. To move the cursor, use the ◀ and ▶ keys.



- 1 Cursor** - Characters are entered in the location of the cursor. To delete a character, move the cursor to the location of the corresponding character and press **[Stop/Clear]**.
- 2 Character Limit Icon** - Indicates when character entry has reached the maximum number allowed.
- 3 Keypad** - Use to enter characters. Refer to *page 3-20* for a list of characters that can be entered using each key.
- 4 Reset/Power Key** - Use to cancel the machine's temporary conditions and character entry procedure.
- 5 Select Key (left)** - Press to select options available on the bottom left of the display.
- 6 Select Key (right)** - Press to switch between character entry modes.
- 7 ◀ Key** - Press to move the display cursor to the left.
- 8 Back key** - Press to go back to the previous screen of the current menu.
- 9 ▲ Key** - Press to move the display cursor upwards.
- 10 ▼ Key** - Press to move the display cursor downwards.
- 11 Enter Key** - Press this key to register the currently entered characters.
- 12 ▶ Key** - Press to move the display cursor to the right.
- 13 Stop/Clear Key** - Press to delete the character in the cursor position. If the cursor is in an open position, the character to the left of the cursor is deleted.

Available Characters






The following three character entry modes are available. Press the right [Select] key to switch between character types.

Mode	Available characters
Alphabetic/Symbol Text ABC	Refer to the list of character assignments below.
Numeric Text 123	
Symbol Text Symbols	! " # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ ` { } ~

Character Assignments

The following characters can be entered using the keypad. Each time a key is pressed the character changes. For example, press key 1 twice to enter the character @. Use ► or another key to register each character after entry. This procedure is repeated until all the characters are entered.

Key	Entry mode	Available characters
① ^{·@}	Alphabetic/Symbol	. @ - _ / : ~ 1
	Numeric	1
② ^{ABC}	Alphabetic/Symbol	a b c A B C 2
	Numeric	2
③ ^{DEF}	Alphabetic/Symbol	d e f D E F 3
	Numeric	3
④ ^{GHI}	Alphabetic/Symbol	g h i G H I 4
	Numeric	4
⑤ ^{JKL}	Alphabetic/Symbol	j k l J K L 5
	Numeric	5
⑥ ^{MNO}	Alphabetic/Symbol	m n o M N O 6
	Numeric	6
⑦ ^{PQRS}	Alphabetic/Symbol	p q r s P Q R S 7
	Numeric	7

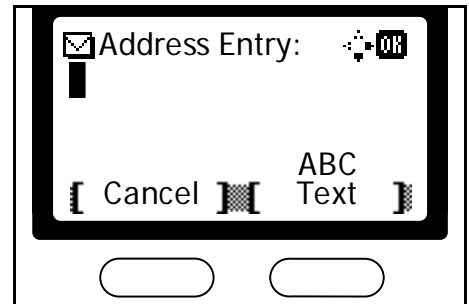
Key	Entry mode	Available characters
<small>TUV</small> 	Alphabetic/Symbol	t u v T U V 8
	Numeric	8
<small>WXYZ</small> 	Alphabetic/Symbol	w x y z W X Y Z 9
	Numeric	9
<small>0</small> 	Alphabetic/Symbol	. , - _ ' ! ? (space) 0
	Numeric	0
<small>a↔A</small> 	Alphabetic/Symbol	Switch between upper-/ lowercase
	Numeric	*
	Alphabetic/Symbol/Numeric	#

Entering Characters

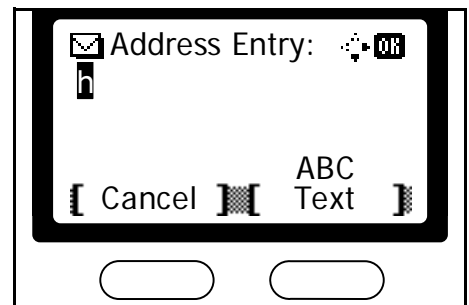
The following example shows how to enter the e-mail address:
h_pttr@owl-net.net

Access *Address Entry*. Refer to *Basic Scanning Procedure* on page 4-19.

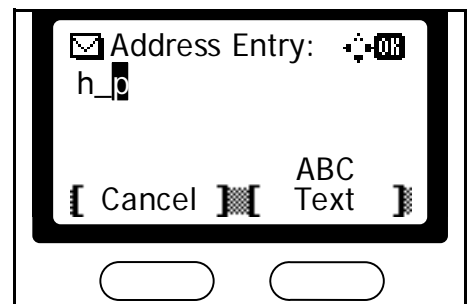
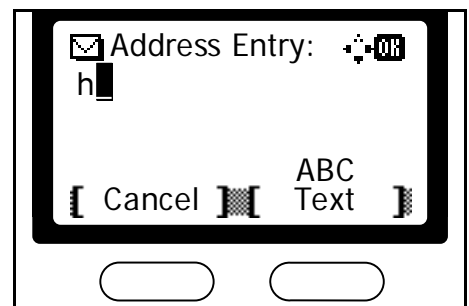
1 Press **4** 2 times. *h* displays.



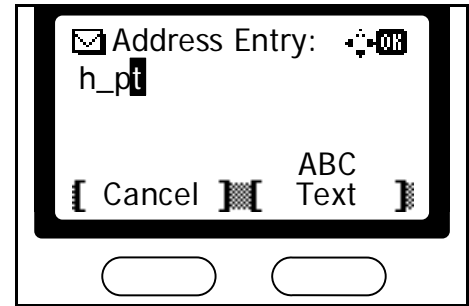
2 Press **1** 4 times. *_* displays.



3 Press **7**. *p* displays.

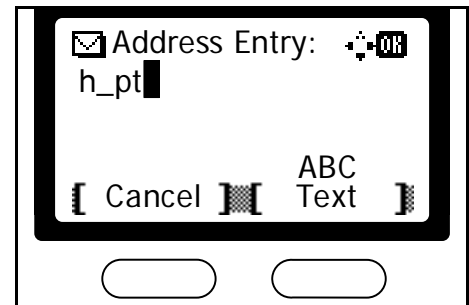


- 4 Press **Ⓢ**. *t* displays.

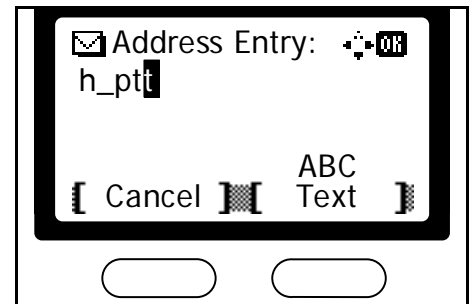


- 5 Press **▶**. The cursor moves one space to the right.

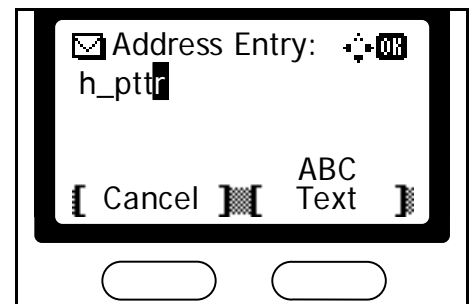
To repeatedly enter the same character, press **▶** to move the cursor and then enter the character again.



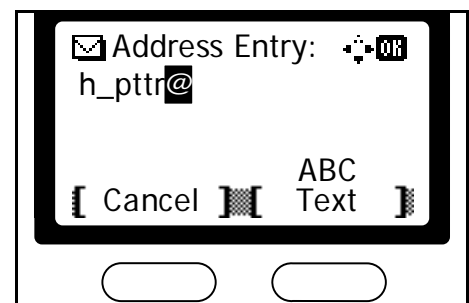
- 6 Press **Ⓢ**. *t* displays.



- 7 Press **Ⓢ** 3 times. *r* displays.

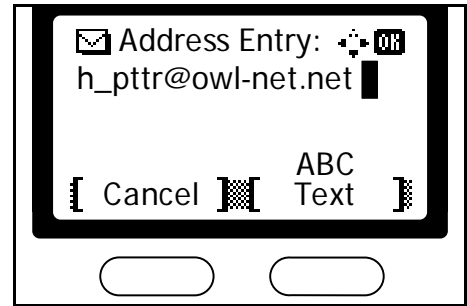


- 8 Press **Ⓢ** 2 times. **@** displays.



- 9** Enter the remaining characters using the same procedure and press **[Enter]**.

Registered displays and the *Basic screen* returns.



Language Selection Function

You can select the language that will be used in the message display.

The following languages are available for selection: *English*, *French (Français)*, *German (Deutsch)*, *Italian (Italiano)*, *Nederlands (Nederlands)*, *Spanish (Español)*, and *Portuguese (Português)*. You can also download messages in other languages. Contact your dealer for information.

Other Settings

Various default settings on the machine can be adjusted to your preference. For information about adjustable default items, refer to **Chapter 5, Advanced Operation Guide**.

4 Basic Operation

This chapter contains explanations on the following topics:

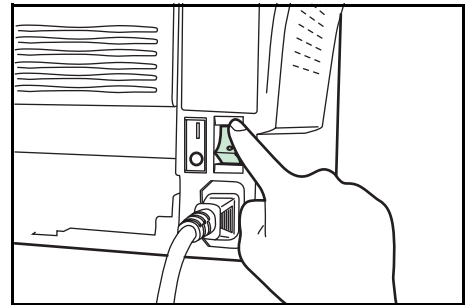
- Basic Copying Procedure..... 4-2
- Canceling Copy..... 4-6
- Making Zoom Copies 4-8
- Using Collate Mode.....4-11
- Combine Modes..... 4-14
- Low Power Mode 4-17
- Auto Sleep Mode..... 4-18
- Basic Scanning Procedure..... 4-19
- Selecting Scan Color Mode..... 4-22
- Basic Printing Procedure..... 4-23

Refer to the **Advanced Operation Guide** for details of the additional functions.

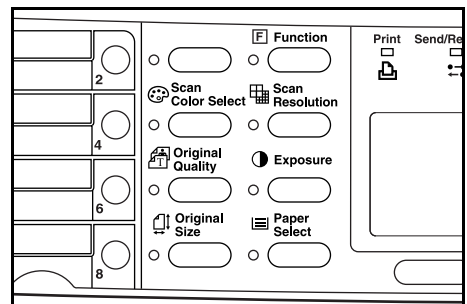
Basic Copying Procedure

- 1 Press the power switch to the *On* (|) position.

At the end of warm-up, the **Start** indicator lights.

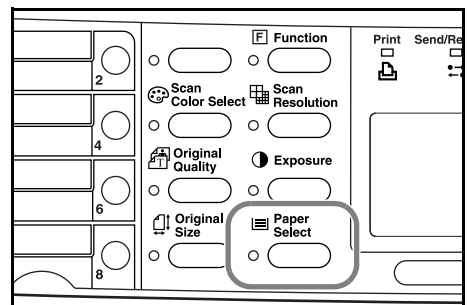


- 2 Select from the copier's various functions.

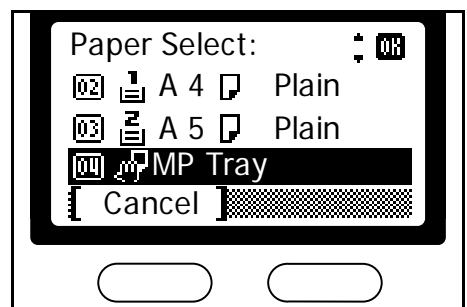


- 3 Press [**Paper Select**] to select the paper feed location, and press [**Enter**].

The *Basic* screen displays.



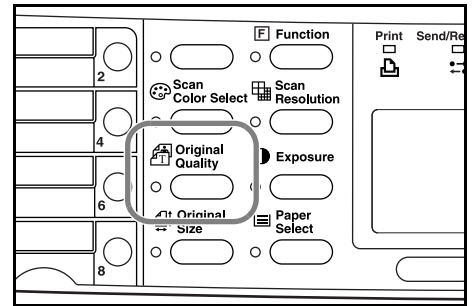
If you select *MP Tray*, enter the size and type of paper or media being loaded.



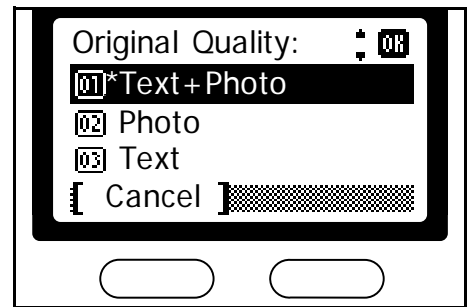
NOTE: For details on entering the size and type of paper or media being used in the Cassette and MP Tray, refer to the **Advanced Operation Guide**

You can change the default setting for which Cassette will be automatically selected. For details, refer to the **Advanced Operation Guide**.

- 4** Press [**Original Quality**].
The *Original Quality* screen displays.



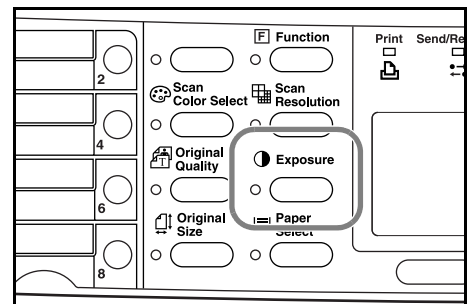
- 5** Press ▲ or ▼ to select the required option and press [**Enter**].
The *Basic* screen displays



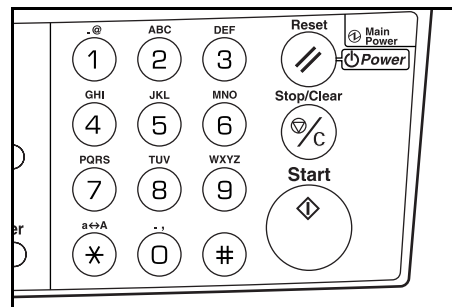
Mode	Description
Text+Photo	Select for originals containing a mixture of both text and photographs.
Photo	Select for originals containing mostly photographs.
Text	Select for originals containing mostly text.

NOTE: To adjust the default Copy Exposure in each of the Image Quality modes, refer to **Chapter 5, Advanced Operation Guide**. You can also select which Image Quality mode will be the default setting in the initial mode, refer to **Chapter 5, Advanced Operation Guide** for details.

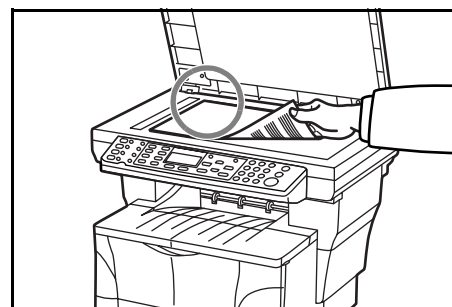
- 6** *Copy Exposure* can be adjusted automatically or manually.
Manual adjustment is set as the default mode initially. Usually there is no need to adjust the *Copy Exposure*, if it does require adjustments, refer to **Chapter 1, Advanced Operation Guide**.



- 7 Enter the number of copies required.
Up to 999 can be entered.

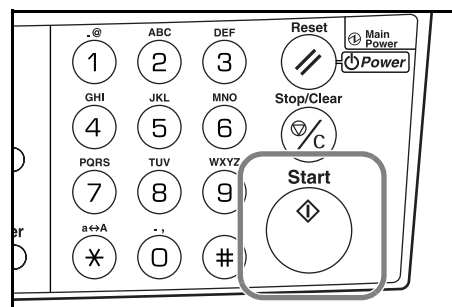


- 8 Open the *Original Cover* and place the original face-down onto the *Platen*. Align the original flush up against the left rear corner of the *Platen*.



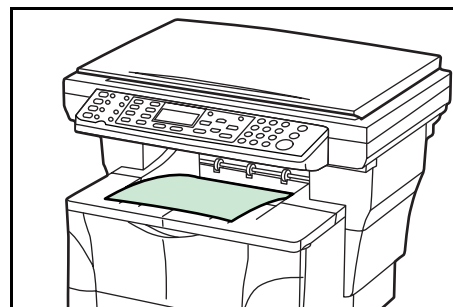
NOTE: If the optional Document Processor is installed on your machine. Refer to *Document Processor* on page 5-3.

- 9 Press [**Start**]. Copying begins immediately once the green *Start* indicator is lit.



NOTE: To cancel copying press [**Stop/Clear**]. Refer to page 4-6.

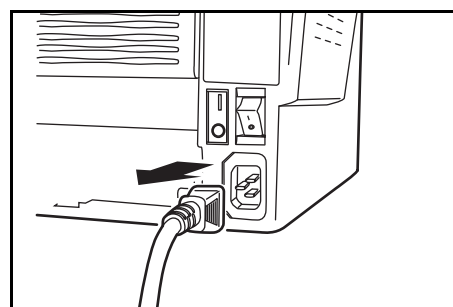
- 10** Finished copies are delivered to the *Output Tray*.



NOTE: To avoid paper jams or damage to the machine, do not leave more than approximately 150 sheets in the Output Tray. To deliver output face-up when copying onto label sheets, thick paper, and transparencies, use the Face-up Tray. Refer to *Using the Face-up Tray* on page 3-7.



CAUTION: If the machine is not being used for an extended period of time (vacations, etc.), remove the power plug from the outlet for safety purposes.

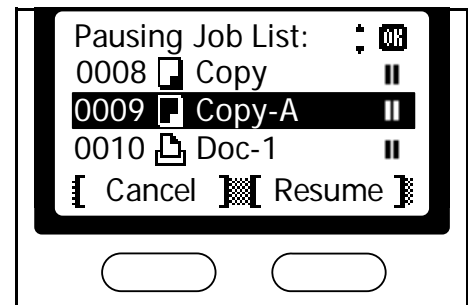


Canceling Copy

1 Press **[Stop/Clear]**. The *Status Menu* screen displays.

2 Press **[Select]**.

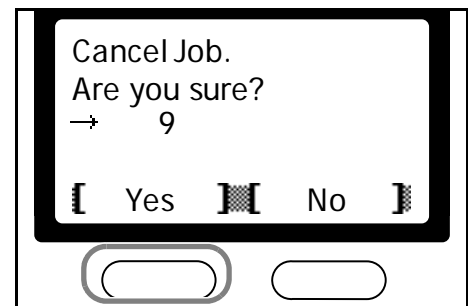
The *Pausing Job List* displays a list of copying jobs being processed.



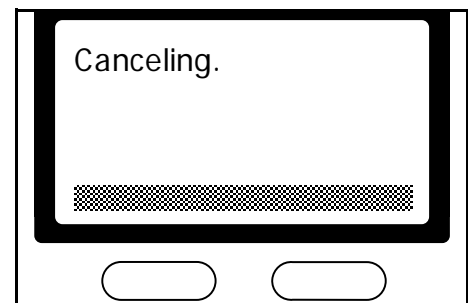
3 Press **▲** or **▼** to select the copying job to cancel.

4 Press the left **[Select]** key.

A *Cancel Job. Are you sure?* message displays. Press the left **[Select]** key.

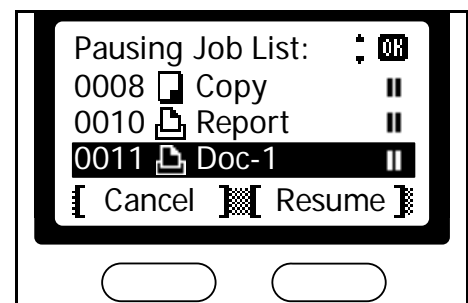


A *Canceling* message displays and the copying job is canceled.



5 The message display returns to the *Pausing Job List* screen.

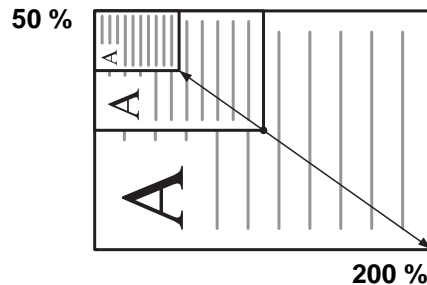
If you want to cancel another job, repeat steps 2 through 5.



- 6** Press the right **[Select]** key. The *Status Menu* screen is displayed and processing of jobs is resumed.
- 7** Press **[Copy]**. The *Basic* screen displays.

Making Zoom Copies

It is possible to change the *Zoom* ratio in order to make copies of an enlarged or reduced size.

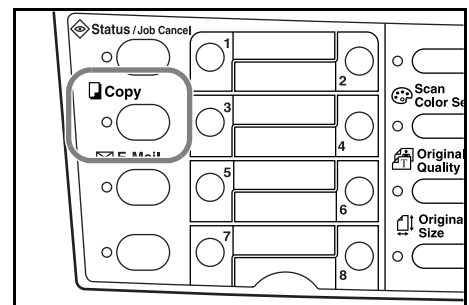


The following modes are available for selecting the required *Zoom* ratio.

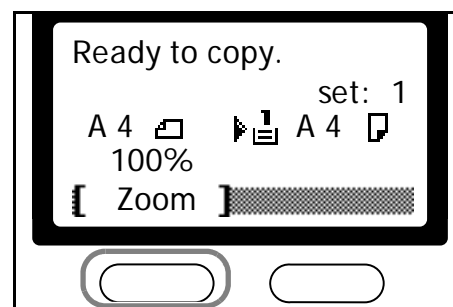
Mode	Description
Standard Zoom mode	Copies can be made at one of the fixed <i>Zoom</i> ratios. The following ratios are registered in the machine: 200 %, 141 % (A5 → A4), 129 % (Statement → Letter), 115 % (B5 → A4), 100 % (default setting), 90 % (Folio → A4), 86 % (A4 → B5), 78 % (Legal → Letter), 70 % (A4 → A5), 64 % (Letter → Statement), and 50 %.
Variable Zoom mode	The <i>Zoom</i> ratio can be set to any 1 % increment between 50 % and 200 %, as desired.

Standard Zoom

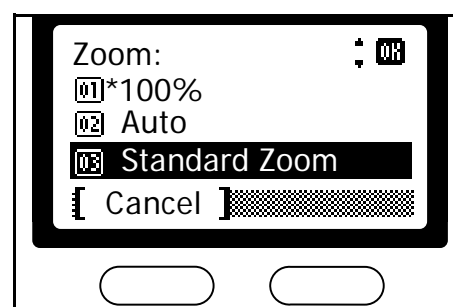
- 1 Press [Copy].



- 2 Press the left **[Select]** key.



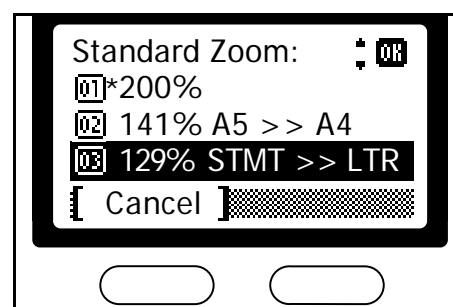
- 3 Press **▲** or **▼** to select *Standard Zoom* and then press **[Enter]**. The *Standard Zoom* screen displays.



- 4 Press **▲** or **▼** to select a *Standard Zoom* ratio, then press **[Enter]**.

A *Completed* message displays and the *Copy Basic* screen returns.

Place the original on the *Platen* and press **[Start]**.

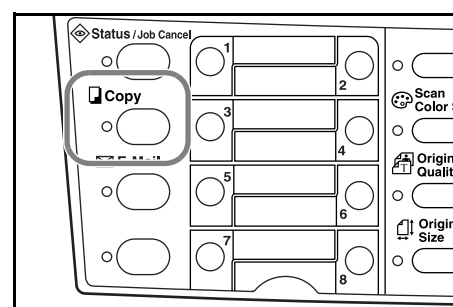


The original is copied using the selected *Zoom* ratio.

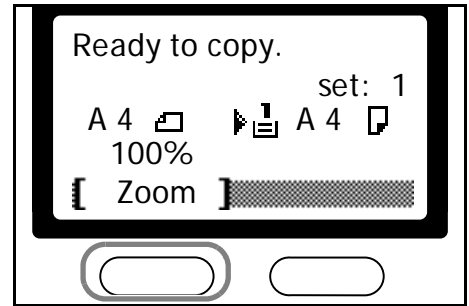
Variable Zoom

Use the following procedure to program *Variable Zoom* mode.

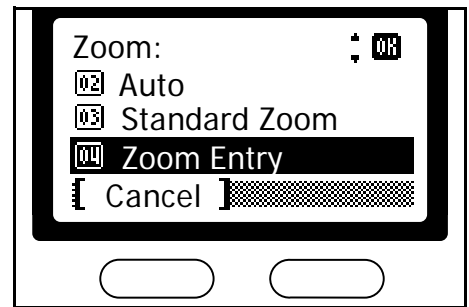
- 1 Press **[Copy]**.



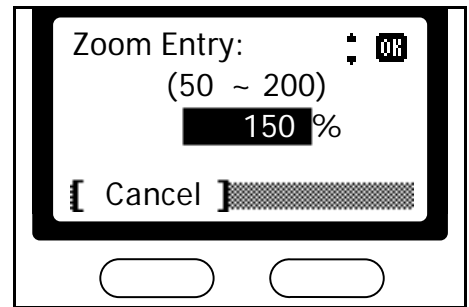
2 Press the left **[Select]** key.



3 Press **▲** or **▼** to select *Zoom Entry*, then press **[Enter]**.
The *Zoom Entry* screen displays.



4 Press **▲** or **▼** to select a *Zoom* ratio in 1 % increments. Then press **[Enter]**.
A *Completed* message displays and the *Copy Basic* screen returns.

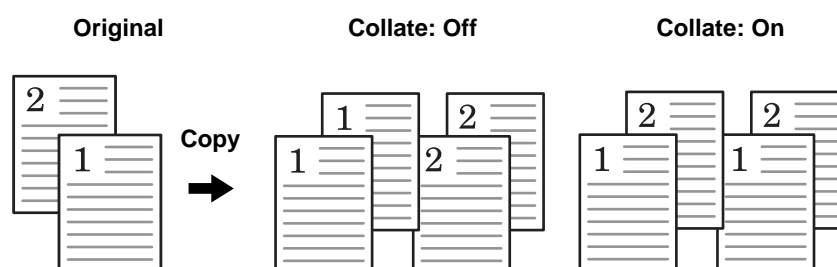


Using Collate Mode

Multiple originals can be scanned into memory in a single operation and the required number of copy sets created.

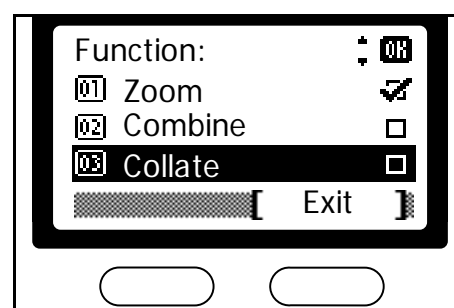
The maximum number of originals which can be scanned depends on the machine's available memory.

If the optional Document Processor is installed, *Collate* mode is selected automatically when originals are loaded in the *Document Processor*.



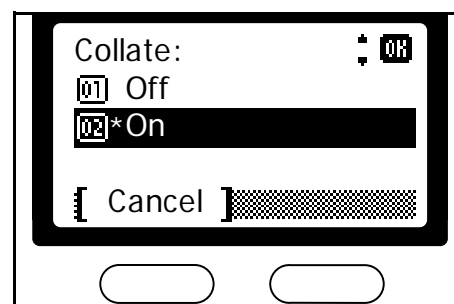
NOTE: *Continuous Scan* must be *On* if using *Collate* mode. For details, refer to **Chapter 1, Advanced Operation Guide**.

- 1 Press **[Copy]**. The *Copy Basic* screen displays.
- 2 Press **[Function]**.
- 3 Press **▲** or **▼** to select *Collate* and then press **[Enter]**. The *Collate* screen displays.



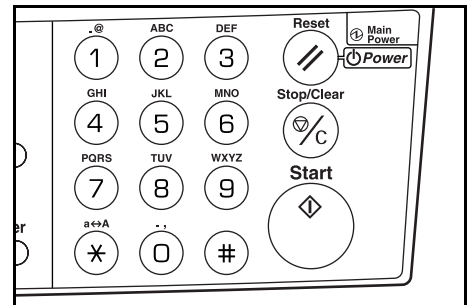
- 4 Press **▲** or **▼** to select *On* or *Off* and then press **[Enter]**.

A *Completed* message displays and the *Function* screen returns.

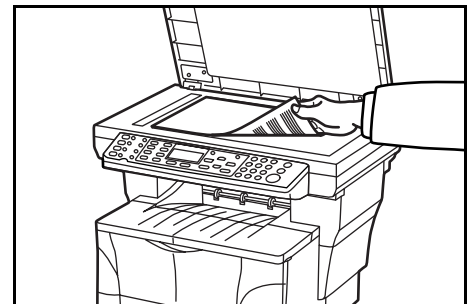


- 5 Press the right **[Select]** key.
The *Copy Basic* screen displays.

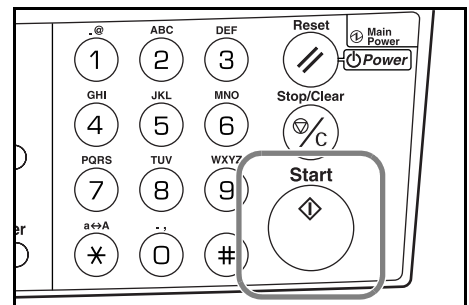
- 6 Use the *Numeric* keys to enter the number of copies required.



- 7 Position the original.

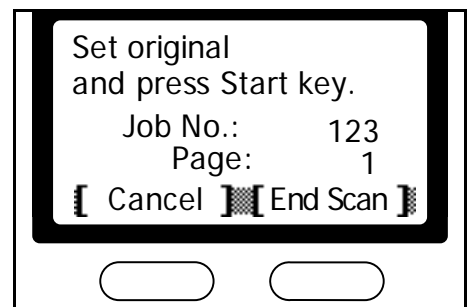


- 8 Press **[Start]**. The original is scanned.
If using the *Platen*, a message displays *Set original and press Start Key*.

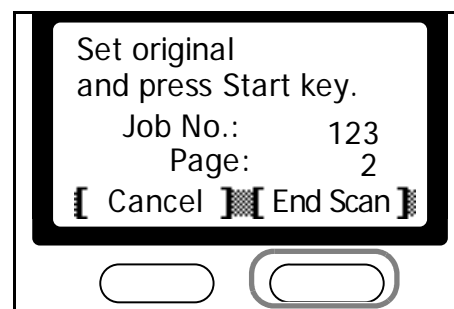


- 9 Place the next original on the *Platen* ready for scanning and press **[Start]**.

The next original is scanned.
Repeat until all the originals have been scanned.



- 10** When all originals have been scanned, press the right **[Select]** key. An *Accepted* message displays and copying commences.



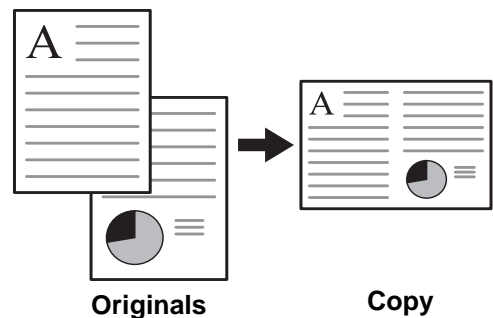
Combine Modes

The images from either 2 or 4 originals can be reduced and combined onto a single copy. The *Border Line* of each original can also be marked with a solid or dotted line.

Mode	Description
2 in 1	Copies two originals onto one sheet.
4 in 1	Copies four originals onto one sheet.

2-in-1

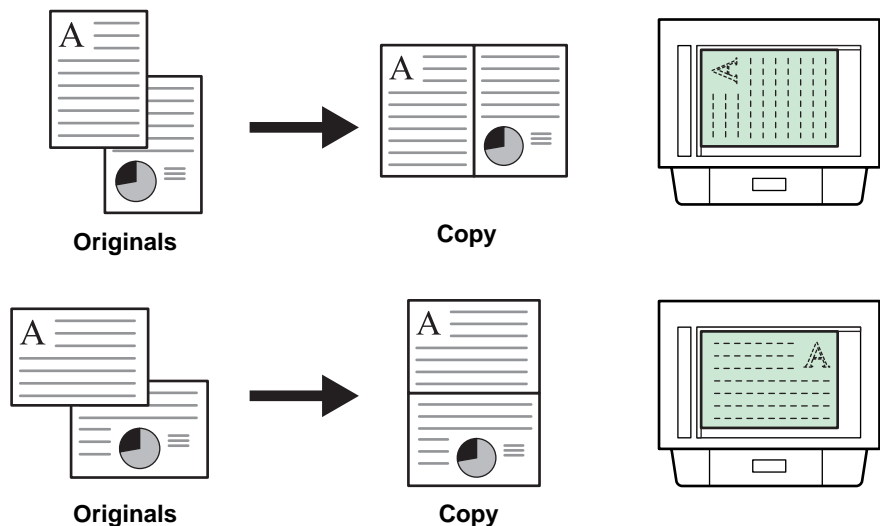
Use this mode to copy two originals onto each sheet of copy paper.



Positioning the originals

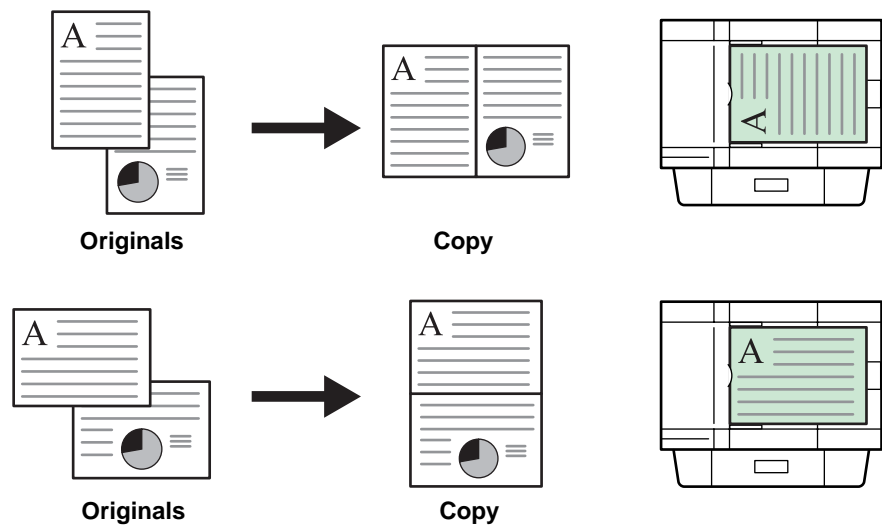
The following illustrations indicate how the orientation of the original will affect the resulting copies:

Using the Platen



NOTE: Ensure that the first page of the originals is scanned first.

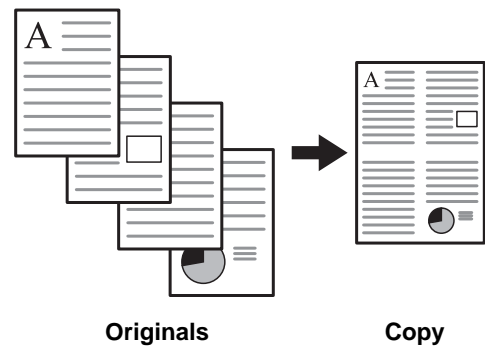
Using the Document Processor



NOTE: Refer to *Chapter 1, Advanced Operation Guide* for the procedure to set the Combine modes.

4-in-1

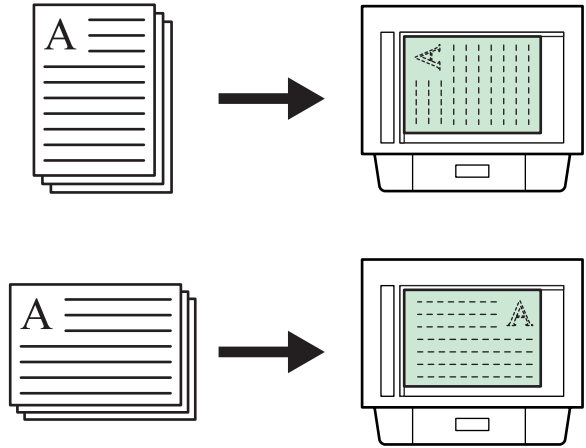
Use this mode to copy four originals onto each sheet of copy paper.



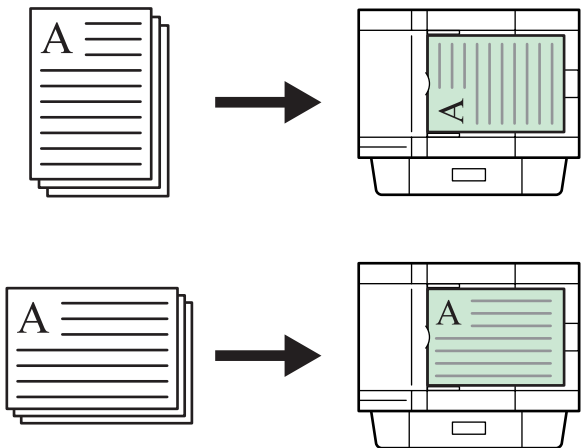
Position the originals

Ensure to position the originals as shown in the following illustrations.

Using the Platen



Using the Document Processor

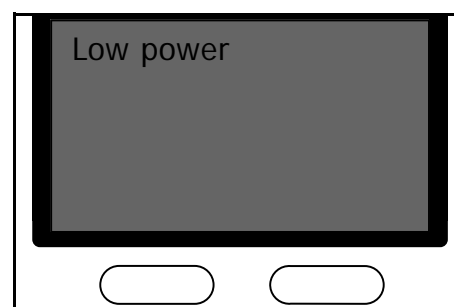


NOTE: Ensure the originals are positioned so that the first page is scanned first.
Refer to **Chapter 1, Advanced Operation Guide** for the procedure to set the Combine modes.

Low Power Mode

Low Power mode automatically puts the machine into an energy-saving state if no operation has been performed for a preset period of time (between 1 minute and 240 minutes). The factory default setting is 5 minutes.

The message display shows *Low Power Mode*, and nothing is shown on the *Operation Panel*.



To enable copying or scanning, press any key on the *Operation Panel*. If the optional *Document Processor* is installed, copying will be enabled automatically when an original is loaded in the *Document Processor*.

NOTE: It is possible to set the amount of time before *Low Power* mode engages. For details, refer to the ***Advanced Operation Guide***. When *Low Power* mode is engaged, the optical lamp will be dimly lit.

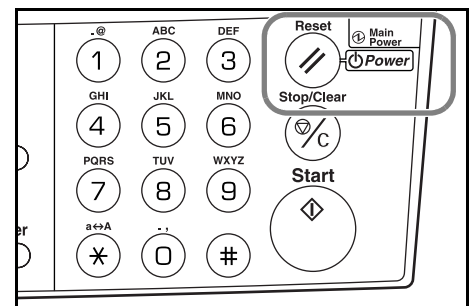
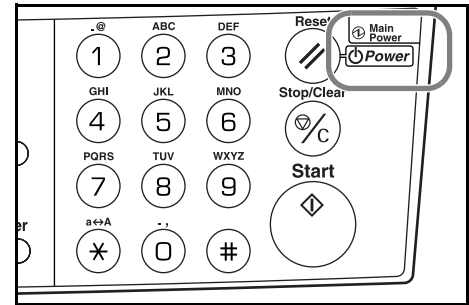
Auto Sleep Mode

The *Auto Sleep* mode automatically puts the machine into a state of sleep if no operation has been performed for a preset period of time (between 1 and 240 minutes). The factory default setting is for 30 minutes.

The main power indicator will light, and nothing is shown on the *Operation Panel*.

It is possible to engage *Auto Sleep* mode manually. Press down on the **[Reset/Power]** key for at least two seconds. *Auto Sleep* mode engages immediately.

To enable copying or scanning again, press **[Power/Reset]**.



NOTE: When *Auto Sleep* mode is engaged, all power to the machine, except to the operation panel, is switched off. When power is switched *Off* (O), all power to the machine, including to the operation panel, is off. It is possible to set the amount of time before *Auto Sleep* mode engages. For details, refer to **Chapter 5, Advanced Operation Guide**.

Basic Scanning Procedure

This section explains the basic procedures for scanning documents and the method for attaching scan data to an e-mail for transmission.

To use the e-mail function a network environment which enables the machine to connect to a mail server is required. It is recommended that a *Local Area Network (LAN)* is used to assist with transmission speed and security issues.

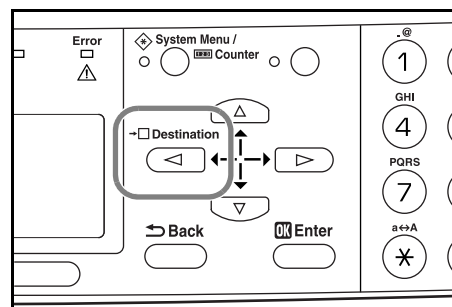
To attach a scanned data file to an e-mail and send it, the SMTP settings must be completed.

NOTE: There may be instances where a particular e-mail cannot be transmitted. For example, if Internet Service Providers (ISPs) and hosting services place a limit on the size or volume of e-mails sent. Attaching a large scanned image to e-mail will result in increased network traffic and longer transmission times.

1 Press **[E-Mail]**. The *Scanner Basic* screen displays.

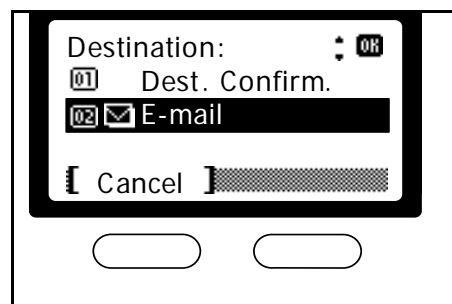
2 Press **◀**.

The *Destination* screen displays.



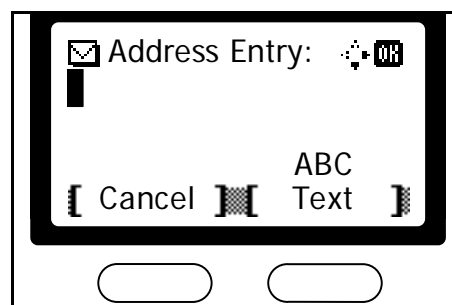
3 Press **▲** or **▼** to select *E-mail* and press **[Enter]**.

The *Address Entry* screen displays.



4 Enter the destination e-mail address and press **[Enter]**.

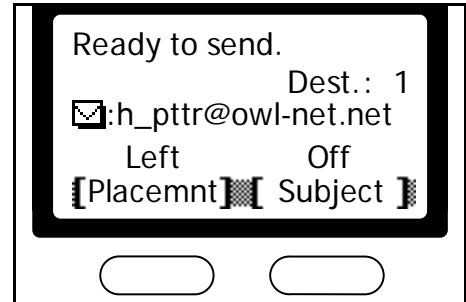
The *Scanner Basic* screen displays.



NOTE: For information about entering characters, refer to *page 3-19*.

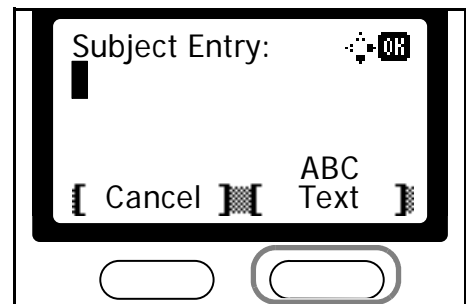
- 5** To enter a subject and/or message, press the right **[Select]** key.

The *Subject Entry* screen displays.



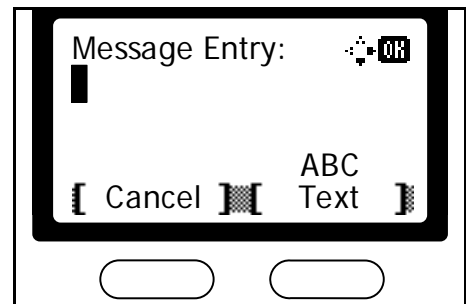
- 6** Enter the subject for the e-mail, up to 60 characters can be entered. Press **[Enter]**.

The *Message Entry* screen displays.



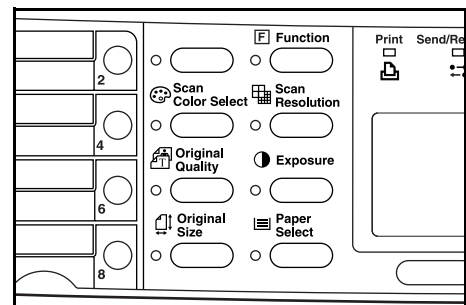
- 7** Enter the message for the e-mail, up to 60 characters can be entered. Press **[Enter]**.

A *Registered* message displays and the *Scanner Basic* screen returns.

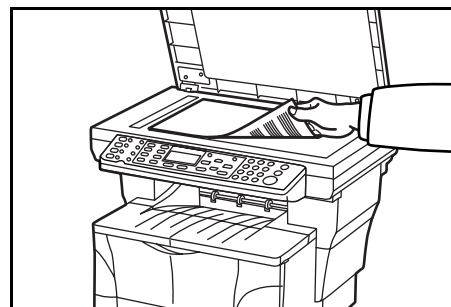


- 8** Select the options required for the job, for example *Original Quality* and *Scan Resolution*.

For details, refer to the **Advanced Operation Guide**.

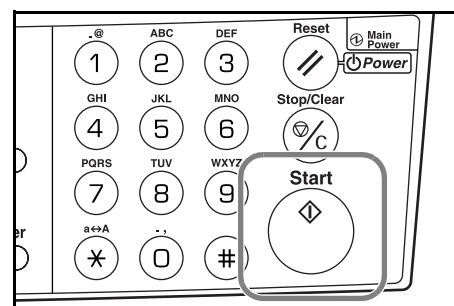


- 9 Position the original.



- 10 Press **[Start]**. Scanning begins immediately if the green **Start** indicator is lit.

The scanned image is sent as an attachment. The image is named as doc.pdf (default).



Selecting Scan Color Mode

The following color modes are available for scanning:

Mode	Description
Full Color	The original will be scanned in full color.
Grayscale	The shading of the original will be reproduced.
Monochrome	The original will be scanned in monochrome. The resulting file size for the scan data will be smaller in comparison with the other color modes.

NOTE: Refer to the *Advanced Operation Guide* for the procedure to set the Scan Color mode.

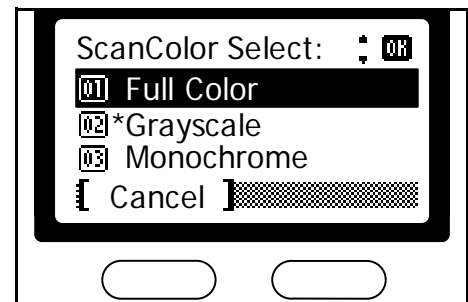
The maximum resolution using full color and grayscale modes is 300 dpi. To scan in full color or grayscale at 400 dpi or 600 dpi resolution, expand the amount of the internal memory. Refer to *Expansion Memory on page 5-7*.

1 Press **[E-Mail]**. The *Scanner Basic* screen displays.

2 Press **[Scan Color Select]**.

3 Press **▲** or **▼** to select the required mode and press **[Enter]**.

A *Completed* message displays and the *Scanner Basic* screen returns.



4 Press **[Start]** to commence scanning.

When scanning is completed, the machine automatically sends an e-mail to the destination address with the scanned image attached.

Basic Printing Procedure

Ensure the machine's printer and network cables and the power cord are connected correctly.

Installing the Printer Driver

To use the printer function of your machine, the printer driver software must be installed in your computer. For information on how to install the printer driver software, refer to the ***KX Printer Drivers Operation Guide***.

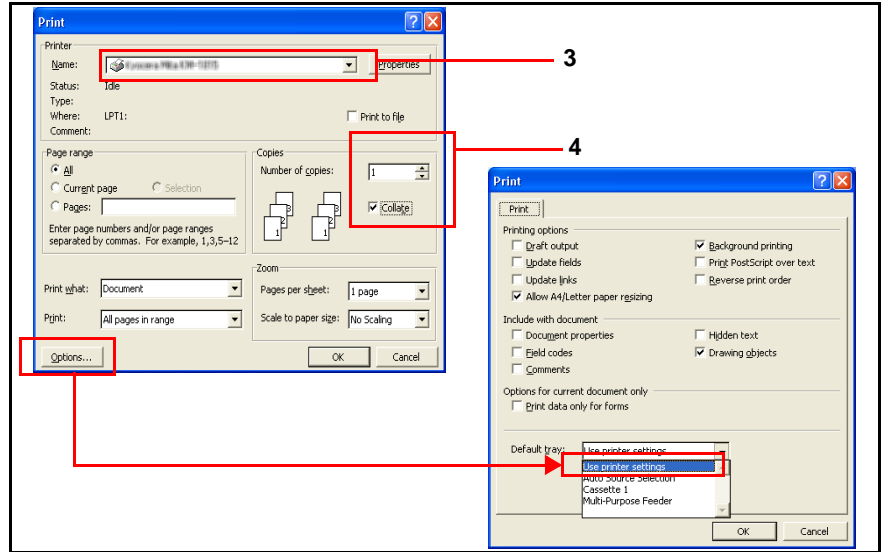
Printing from Application Software

The steps required to print a document created with an application are explained below. You can select the printing *Paper Size* and *Output Destination*.

NOTE: The following procedure explains how to print from Microsoft Word as an example. Steps may vary if using a different application.

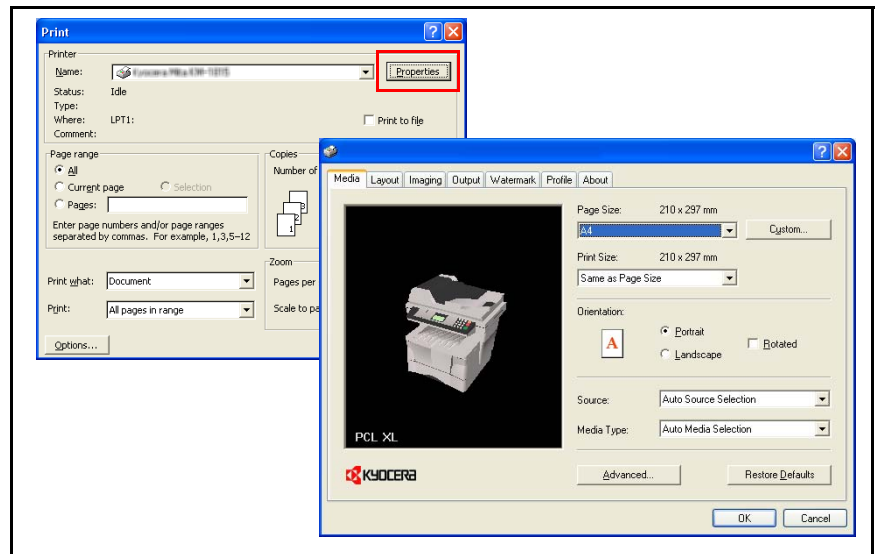
- 1** Load the paper required into the paper cassette.
- 2** From the application *File* menu, select **[Print]**. The *Print* dialog box displays.
- 3** Click the drop down list of printer names. All the printers installed in Windows are listed. Click the name of the machine.
- 4** Use **[Number of copies]** to enter the number of prints required. Up to 999 copies can be entered.

When printing 2 or more copies, click to add a check mark (✓) in the **[Collate]** check box for collated sets.



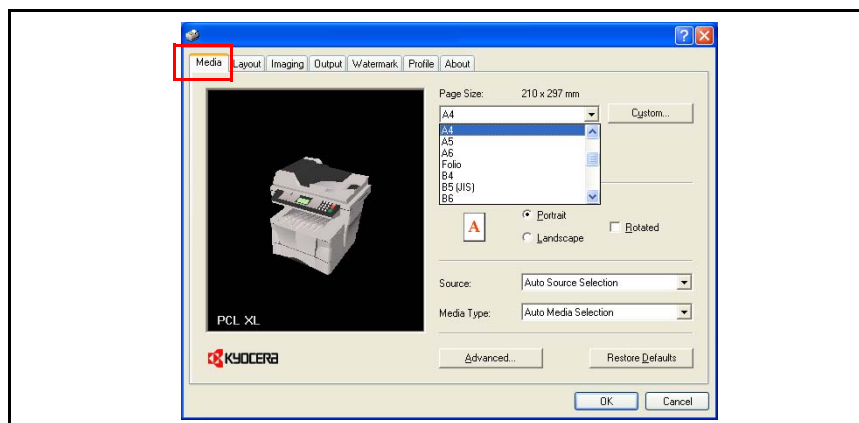
For Microsoft Word, we recommend that you click **[Options]** and specify **[Use printer settings]** for the **[Default tray]**.

- 5** Click the **[Properties]** button to access the *Properties* dialog box.



- 6** From the *Media* tab, click the **[Page Size]** drop down list and select the page size that matches the document to print. The example below shows A4 size selected.

NOTE: For best results when printing on transparencies or recycled paper, click the **[Media Type]** drop down list and select the media type. For details, refer to the *KX Printer Driver Operation Guide*.



The printer will automatically select paper that matches the size specified for printing.

NOTE: If there is no paper matching the size requested, a message displays requesting you to fill the MP Tray.

To specify the cassette for printing, click the **[Source]** drop down list to select it.

- 7** Click the **[Portrait]** or **[Landscape]** check boxes to match the document page orientation. You can rotate the document 180 degrees by clicking the **[Rotated]** check box.
- 8** Click **[OK]** to return to the *Print* dialog box.
- 9** To start printing, click **[OK]**.

NOTE: For information on how to use the printer driver software, refer to the ***KX Printer Driver Operation Guide*** that is included on the CD-ROM.

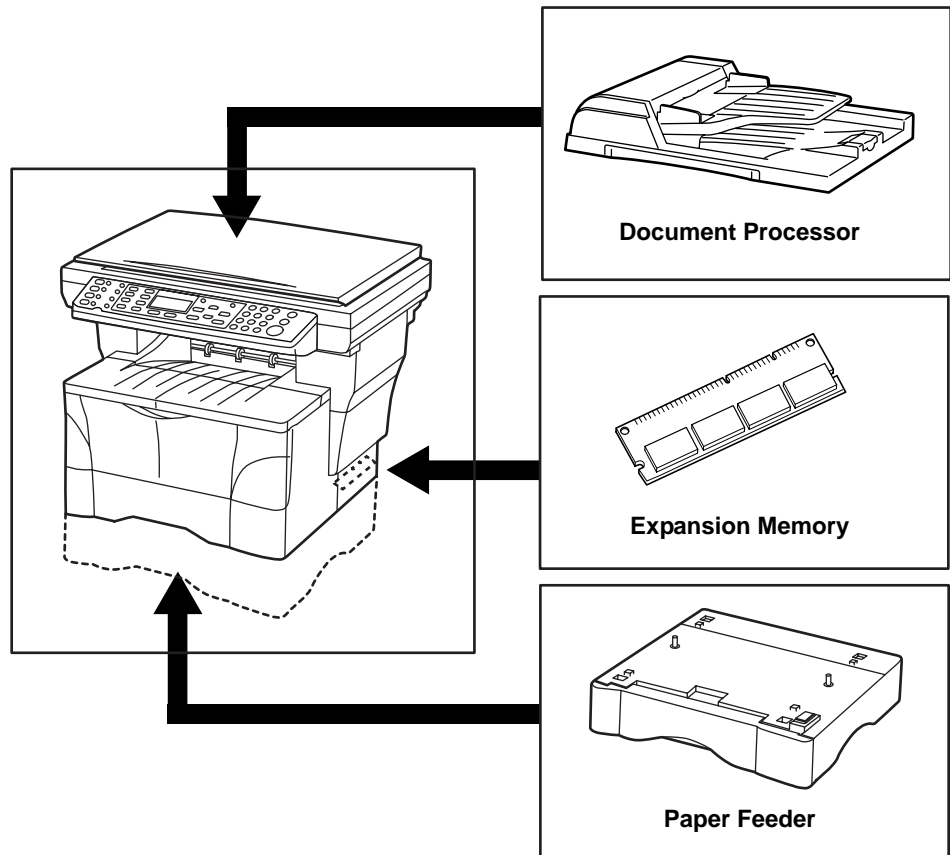
5 Optional Equipment

The following optional equipment is available for use with your machine

- Optional Equipment Overview..... 5-2
- Document Processor..... 5-3
- Paper Feeder 5-6
- Expansion Memory 5-7

Optional Equipment Overview

The following optional equipment is available for use with your machine.



Document Processor

Automatically feeds and scans multiple originals one by one. Up to 50 originals can be loaded at one time. *Refer to page 5-3.*

Paper Feeder

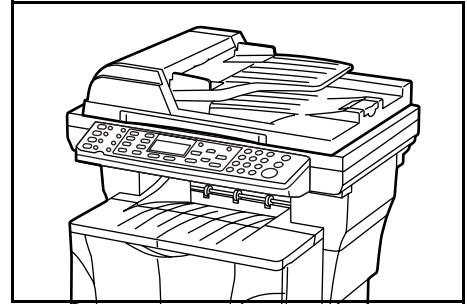
An extra cassette can be added below the standard cassette. The type, sizes and amount of media or paper that can be loaded are the same as with the standard cassette. *Refer to page 5-6*

Expansion Memory

By adding additional memory it is possible to increase the number of originals scanned at one time. *Refer to page 5-7*

Document Processor

Automatically feeds and scans multiple originals one by one.



Acceptable Originals

- Use sheet originals only
- Paper weight: 50 to 120 g/m²
- Paper sizes: 8.5 x 14"/Legal and Folio (Maximum), 5.5 x 8.5"/Statement and A5R (Minimum)
- Maximum capacity: 50 sheets (50 to 80 g/m²) at one time.

Notes on Acceptable Documents

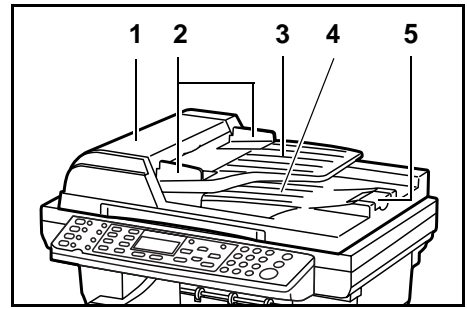
Do not use the following originals in the *Document Processor*. In addition, originals with punched holes or perforations should be loaded with the hole punched or perforated edge facing away from the direction of insertion into the *Document Processor*.

- OHP and other transparency films.
- Soft originals, for example carbon or vinyl paper, or other originals that are curled, wrinkled or creased.
- Irregularly shaped originals, wet originals, or originals that contain adhesive tape or glue.
- Originals bound with clips or staples. If using these originals, to avoid jams remove the clips or staples and straighten any curls, wrinkles or creases, before loading in the *Document Processor*.
- Originals with cut-out sections or that have a slippery surface on either side.
- Originals on which any correction fluid is still wet.
- Originals with strong folds. If using these originals, smooth out the folds before loading in the *Document Processor*. Failure to do so may result in the originals becoming jammed.

IMPORTANT: Ensure the *Document Processor* is closed whenever transporting the machine.

Names of Parts

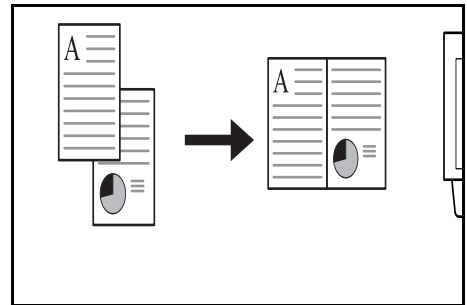
- 1 Left Cover** — Open this cover if an original jam occurs.
- 2 Original Insert Guides** — Align these guides to fit the width of the originals to be copied.
- 3 Original Table** — Place originals to be copied on this table.
- 4 Original Eject Table** — Originals that have been copied are ejected and stored here.
- 5 Ejection Extension** — Open this extension when using larger sized originals such as 8 1/2 x 13" (Oficio II), 8 1/2 x 14" (Legal) and Folio.



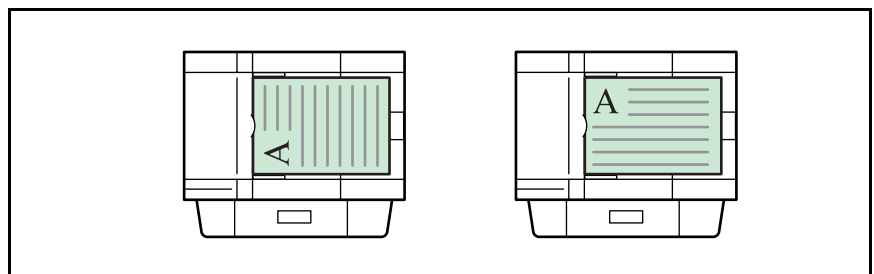
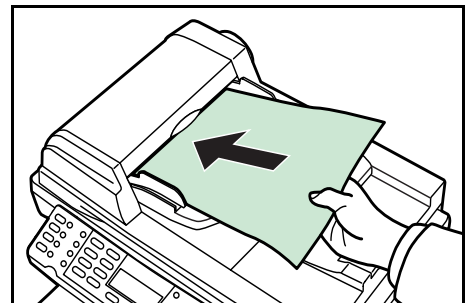
Placing Originals in the Document Processor

- Adjust the original insert guides to fit the width of the original(s).

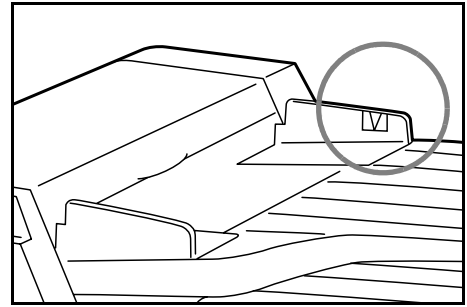
IMPORTANT: To prevent jams, remove any originals remaining on the Original Eject Table and 'fan' the originals to separate the sheets before loading them.



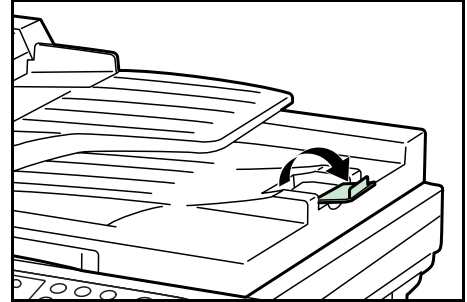
- Arrange the originals in order and place face up on the *Original Table*. Slide the leading edge of the originals into the *Document Processor*, as far as they will go.



IMPORTANT: To avoid jams, ensure originals do not exceed the level indicator on the inside of the rear insert guide.

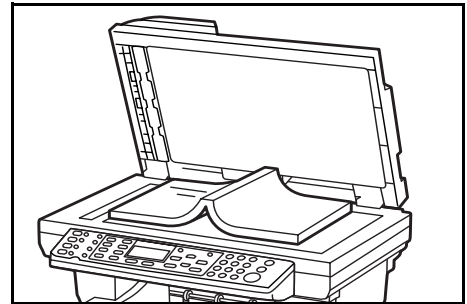


- 3** To ensure originals delivered to the Eject Table do not fall out, open the *Ejection Extension* when using larger sized originals such as 8 1/2 x 13" (Oficio II), 8 1/2 x 14" (Legal), and Folio.



Positioning Bound Originals on the Platen

When copying from an original which cannot be loaded in the *Document Processor* (for example books, magazines, objects, etc.), lift open the *Document Processor* and place the original directly on to the *Platen*.



NOTE: Shadows may appear around the edges and up the middle of copies made from open-faced originals such as books.

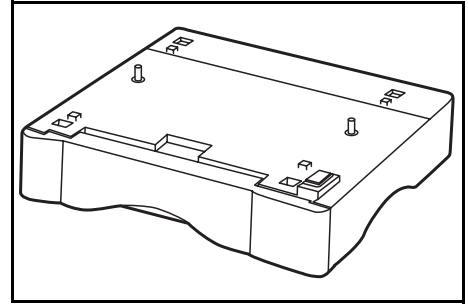


CAUTION: Do not leave the Document Processor open as there is a danger of personal injury.

Paper Feeder

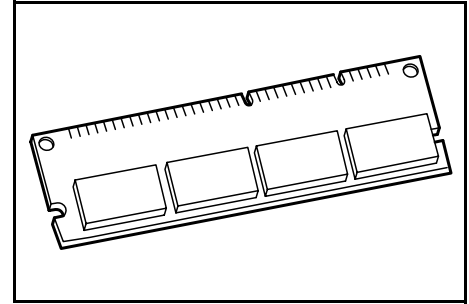
An extra cassette can be added below the standard cassette. The type, sizes, and amount of paper that can be loaded are the same as with the standard cassette.

IMPORTANT: If the optional cassette is installed, always detach it before attempting to pick up or transport the machine.



Expansion Memory

It is possible to increase the memory in your machine. Adding additional memory will increase the number of originals that can be scanned at one time. An additional 64 MB, 128 MB, or 256 MB is effective when copying from originals with photos, due to their normally low compression ratio.



To expand memory up to 320 MB, remove the 32 MB memory module that is installed at the factory and install a 256 MB memory module.

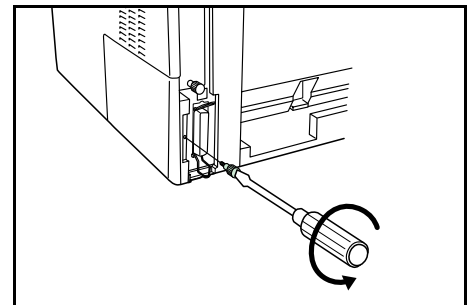
IMPORTANT: The expansion memory should only be installed by your dealer. We shall not be liable for any damages caused by improper installation of expansion memory.

Installing the DIMM (Dual Inline Memory Module)

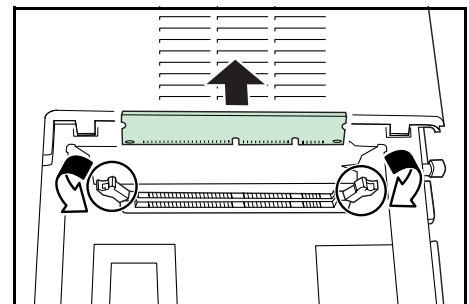
Contact your dealer for information about purchasing a *DIMM* which is suitable for use with this printer. Insert the *DIMM* into the socket as follows:

1 Switch off the machine and disconnect the power cord and machine cable.

2 Remove the screw from the rear of the machine and remove the side cover.



3 Remove the *DIMM* by carefully pulling the end stoppers outwards, then pulling the *DIMM* out of the socket.



4 Insert the replacement *DIMM* into the *DIMM* socket so that the notches on the *DIMM* align with the corresponding protrusions in the slot.

When you have finished installing the *DIMM*, replace the side cover and fasten it with the screw.

6 Maintenance

This chapter explains the following topics:

- Cleaning the Machine 6-2
- Replacing the Toner Container..... 6-3

Cleaning the Machine

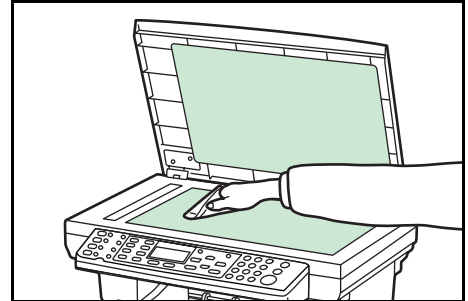


CAUTION: For safety purposes, always remove the power plug from the outlet when cleaning the machine.

Cleaning your machine regularly will ensure optimum copy quality.

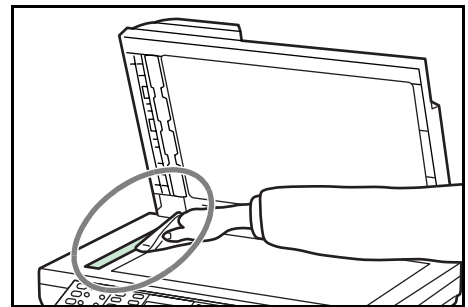
- 1 Use a soft cloth dampened with alcohol or mild detergent to clean the platen and the *Original Cover* or *Document Processor*.

IMPORTANT: Never use thinner or other organic solvents to clean the original cover or Document Processor.



- 2 If copies appear soiled while using the optional *Document Processor*, e.g. black lines appear on the copy image, the slit glass is probably dirty. Clean the slit glass with a dry soft cloth, or one dampened with alcohol.

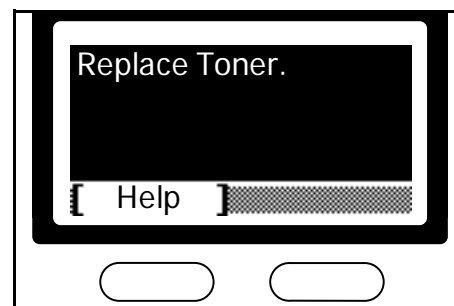
IMPORTANT: Never use water, thinner or other organic solvents to clean the slit glass.



Replacing the Toner Container

If *Replace Toner* displays, replace the *Toner Container*.

Also, perform the appropriate cleaning operation whenever the *Toner Container* is replaced.



Online Help Messages

With the online help message function, this machine can display the procedure to replace the toner container on the message display. When the *Replace Toner* message is displayed, press the left **[Select]** (Help) key.

Press the ▲ key to show the next step or the ▼ key to show the previous step.

To exit the online help message display, press the **[Enter]** key. The previously shown *Replace Toner* message appears.

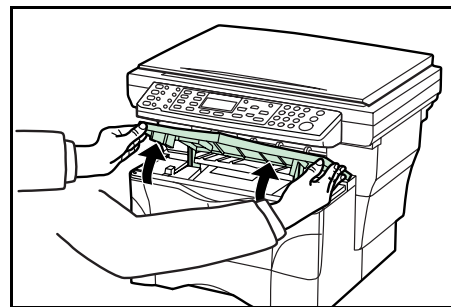


CAUTION: Do not attempt to incinerate the Toner Container. Dangerous sparks may cause burns.

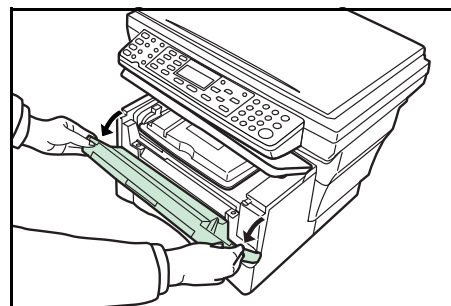
Do not attempt to force open or destroy the Toner Container.

Replenishing Toner

- 1 Open the *Top Cover*.



- 2 Open the *Front Cover*.

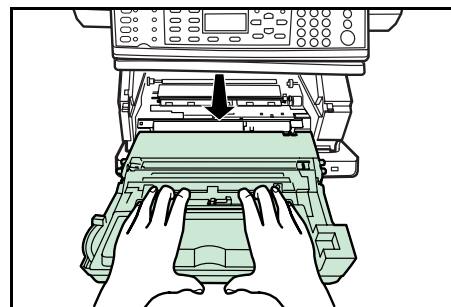


- 3 Lift the *Process Unit* and the *Toner Container*, out of the machine.

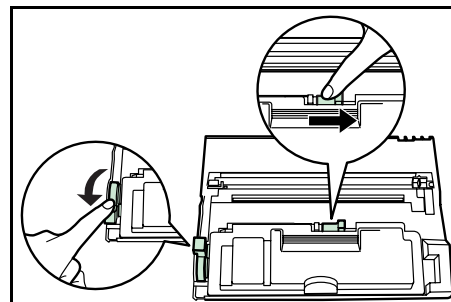
IMPORTANT: Place the process unit on a clean, level surface.

The drum in the process unit is sensitive to light. Never expose the drum even to normal office lighting (500 lux) for more than five minutes.

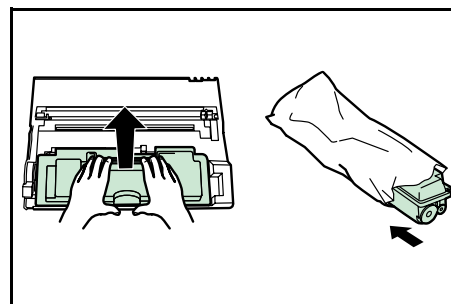
Never stand the process unit on end.



- 4 Pull the lock lever towards you into its release position (marked **UNLOCK**), then pull the *Toner Container* release lever to the right as indicated by the arrow (→).

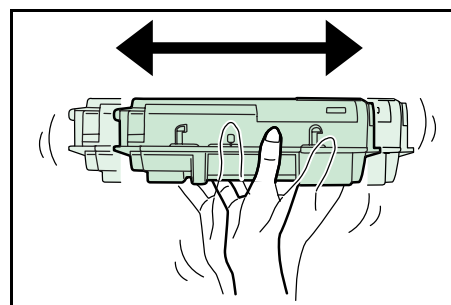


- 5 Gently remove the old *Toner Container*. Place it in the supplied plastic bag and dispose of it.

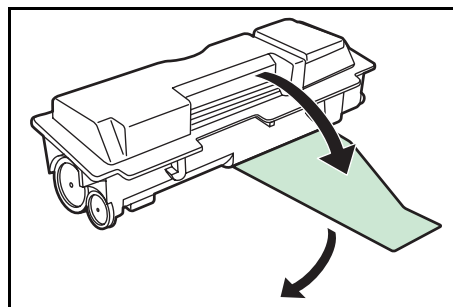


WARNING: Do not attempt to incinerate the *Toner Container*. Dangerous sparks may cause burns. Do not attempt to force open or destroy the *Toner Container*

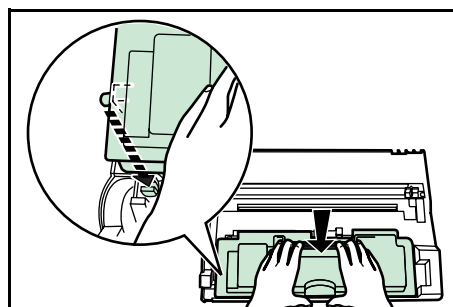
- 6 Shake the new *Toner Container* horizontally 5 or 6 times to ensure the toner is evenly distributed.



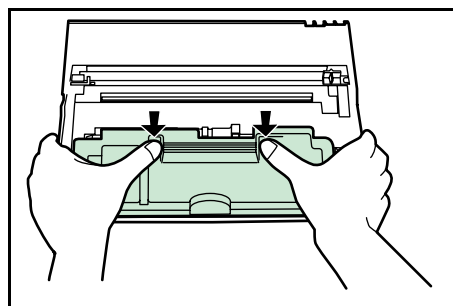
- 7** Remove the orange protective seal.



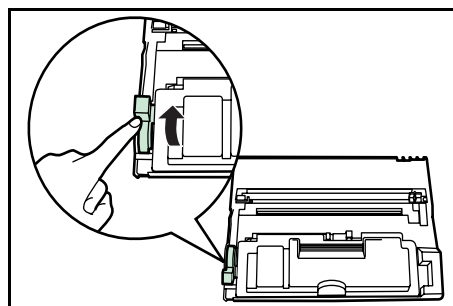
- 8** Align the knob on the left side of the container with the groove in the *process unit* and place the *Toner Container* into the process unit.



- 9** Push on the areas marked **PUSH HERE** until the container clicks into place.



- 10** Push the lock lever away from you back into its locked position.



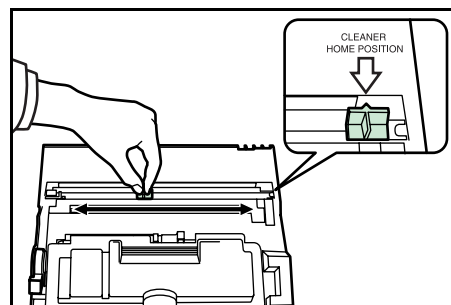
Cleaning the Charger and the Registration Roller

Use the following cleaning operation whenever you replace the *Toner Container*.

- 1 Slide the charger cleaner knob back and forth 2 to 3 times, then return it to its home position (marked **CLEANER HOME POSITION**).

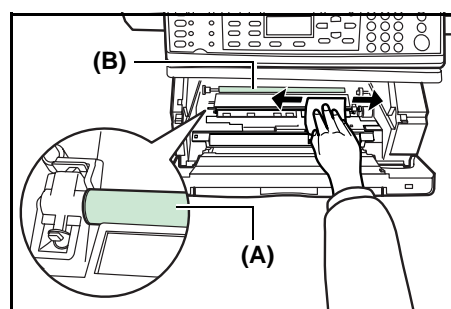
IMPORTANT: After cleaning, ensure the charger cleaner returns to its home position.

If the charger cleaner is not returned to the **CLEANER HOME POSITION**, a black band will appear on subsequent copies.

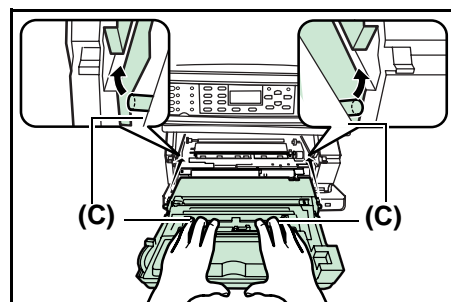


- 2 Use the cleaning cloth supplied with the new toner kit to wipe off any paper dust and dirt that has accumulated on the metal registration roller (A) inside the machine.

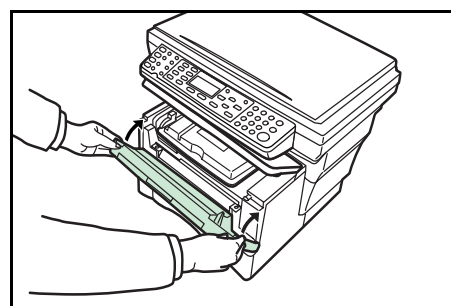
IMPORTANT: When cleaning, avoid touching the black transfer roller (B).



- 3 After cleaning, align the pins (C) on both sides of the process unit with the guides inside the machine, and slide the process unit slowly back into its original position, until in stops.

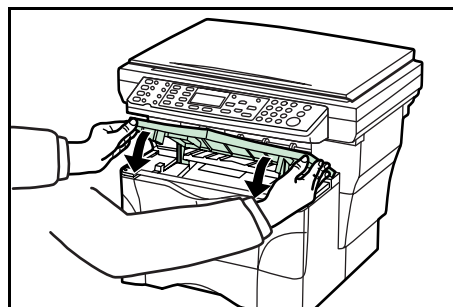


- 4 Close the *Front Cover*.



5 Close the *Top Cover*.

When the toner container is replaced, reset the toner gauge (For details, refer to **Chapter 5, Advanced Operation Guide.**)



NOTE: After use, always dispose of the Toner Container in accordance with local rules and regulations.

7 Troubleshooting

This chapter explains the following topics:

- Problem Solving..... 7-2
- Error Messages and Correction 7-5
- Paper Jams 7-8

Problem Solving

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, carry out the checkpoints and procedures indicated on the following pages. If the problem persists, contact your *Service Representative* or *Authorized Service Center*.

Problem	Checkpoint	Procedure	Reference Page
Nothing lights on the operation panel when the power switch is turned on.	Is the power plug connected to an AC outlet?	Connect the plug to an AC outlet.	—
No copies come out when [Start] is pressed.	Is there some indication of the trouble on the operation panel?	Check the appropriate response to that indication and perform the corresponding procedure.	Refer to page 7-5
The copies are blank.	Were the originals set correctly?	When setting originals on the <i>Platen</i> , set them face-down.	Refer to page 4-2
		When setting originals in the optional <i>Document Processor</i> , set them face-up.	Refer to page 5-4
The copies are too light.	Is the copier in <i>Auto Exposure Adjustment</i> mode?	In order to adjust the overall exposure level, perform the <i>Auto Exposure Adjustment</i> procedure.	—
	Is the copier in <i>Photo</i> , <i>Text+photo</i> , or <i>Text</i> mode?	Adjust the exposure to the correct level.	Refer to page 4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	—
	Is the copier in <i>EcoPrint</i> mode?	Select an image quality mode other than the <i>EcoPrint</i> mode.	—
	Is the <i>Add Toner</i> indicator lit?	Replace the <i>Toner Container</i> .	Refer to page 6-3
	Is the copy paper wet?	Replace the copy paper with new paper.	Refer to page 3-2

Problem	Checkpoint	Procedure	Reference Page
The copies are too dark.	Is the copier in <i>Auto Exposure Adjustment</i> mode?	In order to adjust the overall exposure level, perform the <i>Auto Exposure Adjustment</i> procedure.	—
	Is the copier in <i>Photo</i> , <i>Text+photo</i> , or <i>Text mode</i> ?	Adjust the exposure to the correct level.	Refer to page 4-2
		To adjust the overall exposure, perform the corresponding exposure adjustment procedure.	—
The copies are dirty.	Is the <i>Platen</i> or the optional <i>Document Processor</i> dirty?	Clean the <i>Platen</i> and/or the optional <i>Document Processor</i> .	Refer to page 6-2
		Remove the <i>Process Unit</i> and perform the cleaning operation on the <i>Charger</i> .	Refer to page 6-6
Black or white vertical bands appear on the copies.	Is the <i>Charger Cleaner</i> in its home position (marked CLEANER HOME POSITION)?	Remove the <i>Process Unit</i> and return the <i>Charger Cleaner</i> to its home position.	Refer to page 6-6
	If using the optional <i>Document Processor</i> , is the slit glass dirty?	Clean the slit glass. It is also possible to use the <i>Scan Noise Reduction</i> function to make black lines on the copies less apparent. (For details, refer to Chapter 5, Advanced Operation Guide .)	Refer to page 6-2
The copy image is skewed.	Were the originals loaded correctly?	When positioning originals on the <i>Platen</i> , align them flush up against its upper left corner.	Refer to page 4-2
		When placing originals in the optional <i>Document Processor</i> , align the original insert guides securely before loading the originals.	Refer to page 5-4

Problem	Checkpoint	Procedure	Reference Page
Paper jams occur often.	Is paper loaded correctly in the cassette?	Load the paper correctly.	<i>Refer to page 3-2</i>
	Is paper curled, folded or wrinkled?	Replace the paper with new paper.	—
	Is there any jammed or loose scraps of paper remaining inside the machine?	Carry out the appropriate procedure to remove the paper.	<i>Refer to page 7-8</i>
	Does the registered paper size match the size being used?	Make sure the registered paper size matches the size you are actually using.	—
The <i>Add Toner</i> indicator doesn't go out even after replacing the <i>Toner Container</i> .	Did you shake the new <i>Toner Container</i> enough?	Shake the <i>Toner Container</i> a number of times.	—

Error Messages and Correction

When any of the following messages appear perform the procedures listed below.

Message	Procedure	Reference Page
Add paper to (paper source)	The paper has run out. Supply paper according to the paper source that is <i>set for Casset.1</i> or <i>Casset.2</i> (option paper feeder) and <i>MP Tray</i> . The cassette is not properly closed. Make sure the cassette is closed securely.	<i>Refer to page 3-2</i>
Error occurred Call service person	Turn the power switch off (O) and then back on () again. If this message still remains, make a note of the number that is displayed together with the letter C. Then, turn the power switch off (O), and contact your service representative or authorized service center.	—
Close Document Processor	The <i>Document Processor</i> is still open even though an original has been set. Close the <i>Document Processor</i> .	—
Close <i>Document Processor</i> Cover.	The left cover to the <i>Document Processor</i> is open. Close the cover securely.	—
Close Top Cover.	The top cover or the front cover is open. Close the covers securely.	—
Insert Cassette1.	The paper feeder was selected, but the upper cassette is not installed or is not inserted properly. Push the upper cassette securely into the machine.	—
KPDL error Job is ended. #####	Current print processing cannot continue. If you want to cancel printing, press the right [Select] key. If Auto Error Clear is set to <i>On</i> , printing will be automatically resumed after a preset period of time. Refer to the <i>Advanced Operation Guide</i> .	—
Load paper in Cassette1. Size # Type # Load paper in Cassette2. Size # Type # Load paper in MP Tray. Size # Type #	There is no paper in the indicated cassette. Press the right [Select] key. If you have loaded paper in the cassette, select <i>Print (Continue)</i> and press [Enter] . To switch to another paper feed location, select <i>Paper Select</i> and press [Enter] . The available paper feed locations will display. Select the paper feed location required and press [Enter] .	<i>Refer to page 3-2</i>
Memory overflow. Part of the job end is printed.	The machine's memory is full. Press the left [Select] key to cancel the copying procedure. Set a lesser number of originals and try to copy again. Try adding more memory. Refer to <i>Expansion Memory</i> on page 5-7.	<i>Refer to page 5-7</i>

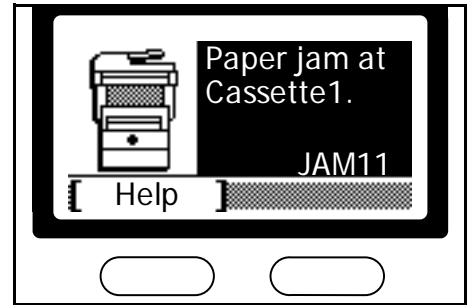
Message	Procedure	Reference Page
<p>Paper jam at Cassette1. Paper jam at Cassette2. Paper jam at Mp Tray. Paper jam at Document Processor. Paper jam in printer.</p>	<p>A paper jam has occurred. Press the left [Select] key to cancel the copying procedure. Refer to <i>Paper Jams on page 7-8</i> and remove the jammed paper.</p>	<p><i>Refer to page 7-8</i></p>
<p>Place original and press [Start].</p>	<p>The machine will attempt to make copies from any originals that remain uncopied. Reset all of the originals on the original table and try to copy again.</p>	<p>—</p>
<p>Print overrun This page isn't complete.</p>	<p>A data overrun error has occurred due to insufficient memory. To continue printing, press the right [Select] key. To cancel printing, press the left [Select] key.</p>	<p>—</p>
<p>Remove originals in document processor.</p>	<p>This appears if there is a document in the document processor when the power is turned on. It also appears when the paper has jammed while being fed from the document processor because of the way it was placed. Remove all the document pages inside the document processor, and position them again correctly.</p>	<p><i>Refer to page 7-12</i></p>
<p>Replace Toner.</p>	<p>Toner has run out so further copying or printing is impossible. Replace the <i>Toner Container</i>.</p>	<p><i>Refer to page 6-3</i></p>
<p>Scan memory overflow. Job is ended.</p>	<p>Scan memory overflow. Job is ended. Press the left [Select] key to cancel the copying procedure. There is insufficient memory available. To verify the current amount of memory, print out a Status Page. Add memory if necessary. To cancel printing, press the right [Select] key. If Auto Error Clear is set to <i>On</i>, printing will be automatically resumed after a preset period of time. Refer to the Advanced Operation Guide. Try adding more memory. Refer to <i>Expansion Memory on page 5-7</i></p>	<p>—</p>

Message	Procedure	Reference Page
Send error.	<p>An error has occurred during e-mail transmission. The possible error codes and their descriptions are as follows.</p> <p>1101: The server name of the SMTP server is not set correctly. Use <i>COMMAND CENTER</i> and register the SMTP Server Name setting correctly. Refer to Chapter 6, <i>Advanced Operation Guide</i>.</p> <p>1105: The SMTP protocol setting is turned off. Use <i>COMMAND CENTER</i> and turn on the SMTP protocol setting. Refer to Chapter 6, <i>Advanced Operation Guide</i>.</p> <p>1106: The Sender Address setting under E-mail:SMTP is not registered. Use <i>COMMAND CENTER</i> and register the Sender Address setting. Refer to Chapter 6, <i>Advanced Operation Guide</i>.</p> <p>210#: The network cable is disconnected or the hub that it is connected to is not operating properly. Check to see whether the cable is not connected properly or the hub is not working properly.</p> <p>220#: The network cable has become disconnected during transmission or the hub that it is connected to has stopped operating. Check to see whether the cable is not connected properly or the hub is not working properly.</p>	<p>—</p> <p>—</p> <p>—</p> <p><i>Refer to page 3-11</i></p> <p><i>Refer to page 3-8</i></p>
Toner low.	<p>Toner is running low. Replace the toner container using a new toner kit.</p>	<p><i>Refer to page 6-3</i></p>

Paper Jams

If a paper jam occurs, a message displays and copying or printing stops.

Leave the power switch on (|). Refer to *MP Tray and inside the Machine* on page 7-9 to remove the jammed paper.



Jam Location Indicators

	1	Original jam in the optional Document Processor.	Refer to page 7-12
	2	Paper jam inside the machine	Refer to page 7-9
	3	Paper jam in the MP tray.	Refer to page 7-9
	4	Paper jam in the upper cassette.	Refer to page 7-10
	5	Paper jam in the optional paper feeder.	Refer to page 7-10



WARNING: High voltage is present in the charger section. Take sufficient care when working in this area, as there is a danger of electrical shock.



CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

IMPORTANT: Do not reuse jammed paper.

If paper is torn during removal, be sure to remove any loose scraps of paper from inside the machine. Failure to do so could cause another paper jam later.

Once all jammed paper has been removed, warm-up will begin. The jam indications will disappear as well and the machine will return to the same settings as prior to the paper jam.

Online Help Messages

With the online help message function, this machine can display the procedure to correct a paper jam on the message display. When a paper jam message is displayed, press the left **[Select]** (Help) key.

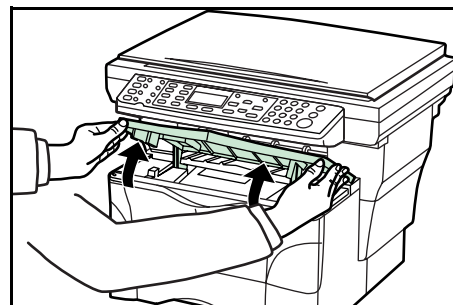
Pressing the **▲** key at the online help message display shows the next step; pressing the **▼** key shows the previous step.

To exit the online help message display, press the **[Enter]** key. The previously shown paper jam message appears.

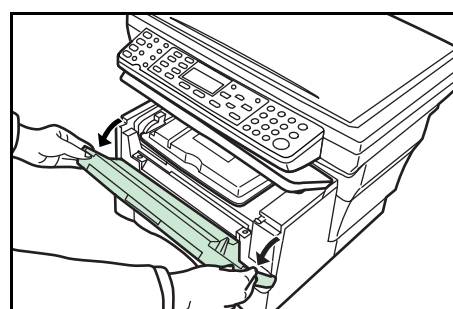
MP Tray and inside the Machine

NOTE: If there are any finished copies or printouts on the Output Tray, remove them first before performing this procedure.

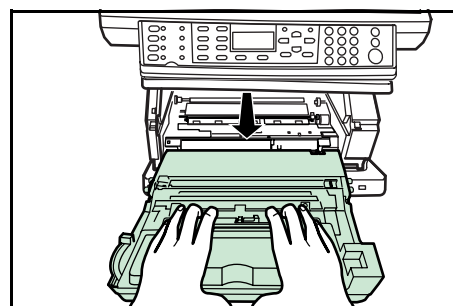
- 1** Open the *Top Cover*.



- 2** Open the *Front Cover*.



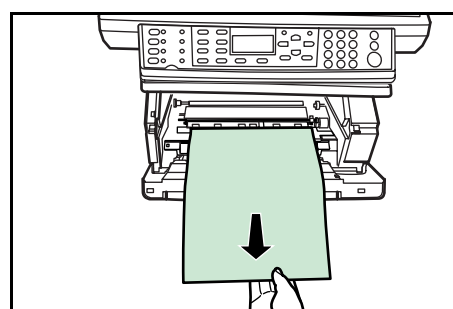
- 3** Remove the *Process Unit* from the machine.



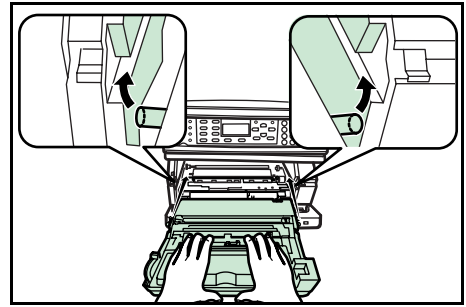
- 4** If the leading edge of the jammed paper is visible, pull it out.

If the paper is not visible, perform the *Cassette* procedure.

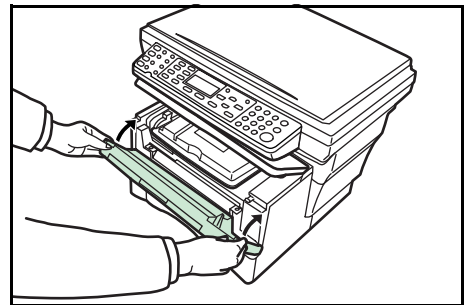
If the paper has been fed to the rear of the machine but the leading edge is not visible, perform the *Face-up Tray* procedure.



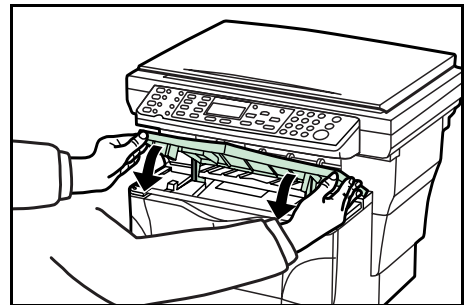
- 5** Set the *Process Unit* into the machine by aligning the pins on both sides with the guides inside the machine. Slide the *Process Unit* all the way back into the machine until it stops.



- 6** Close the *Front Cover*.

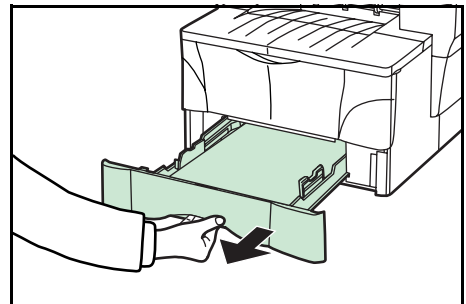


- 7** Close the *Top Cover*.

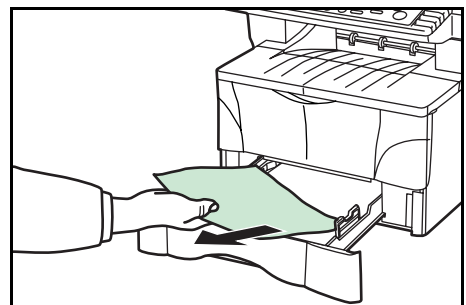


Cassette

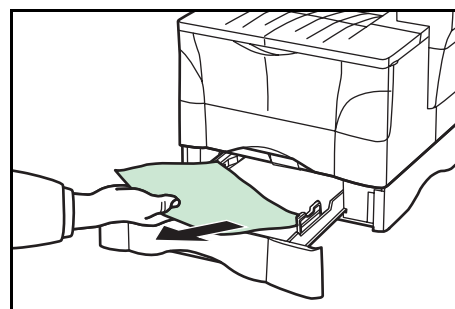
- 1** Pull out the cassette currently being used.



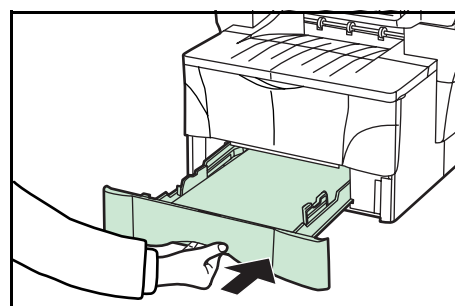
- 2** Remove the jammed paper.



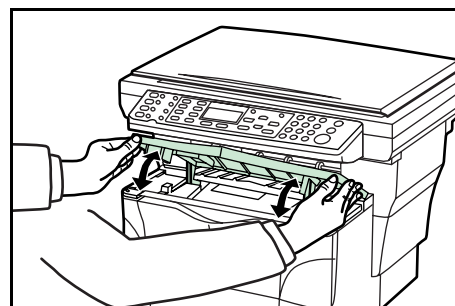
If a paper jam occurs in the *Optional Paper Feeder*, the procedure to remove jammed paper is the same.



- 3** Push the cassette back in firmly.

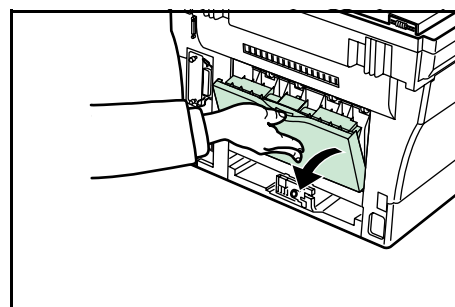


- 4** Open and then close the *Top Cover*. The jam indications will disappear.



Face-up Tray

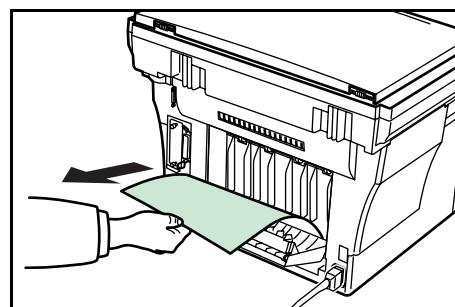
- 1** Open the *Rear Cover*.



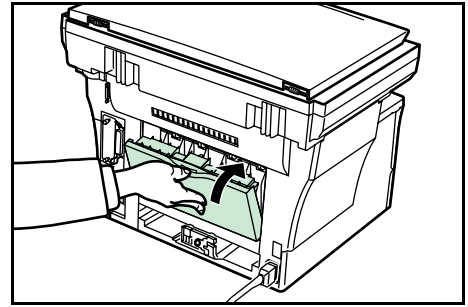
- 2** Remove the jammed paper.



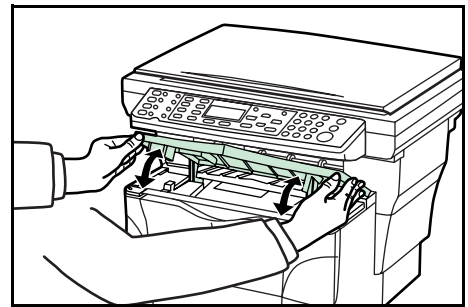
CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.



- 3 Close the *Rear Cover*.

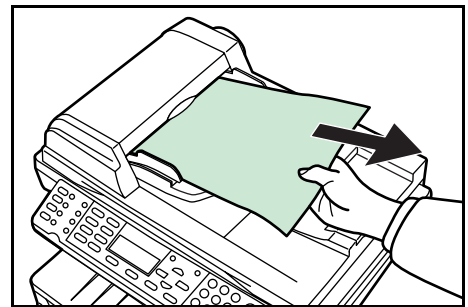


- 4 Open and then close the *Top Cover*. The jam indications will disappear.

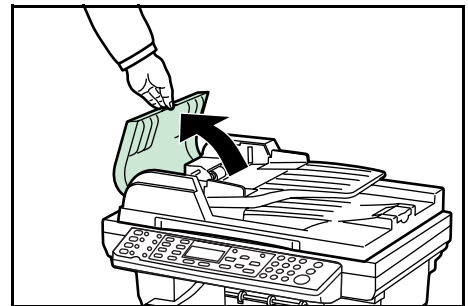


Optional Document Processor

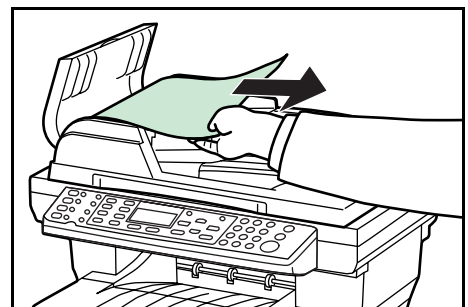
- 1 Remove all the originals remaining on the *Original Table*.



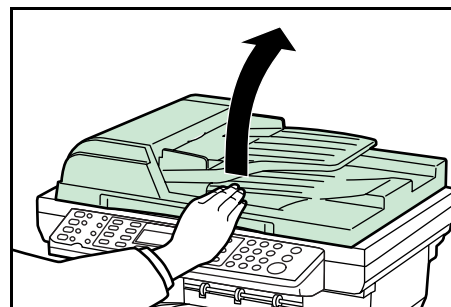
- 2 Open the *Document Processor Left Cover*.



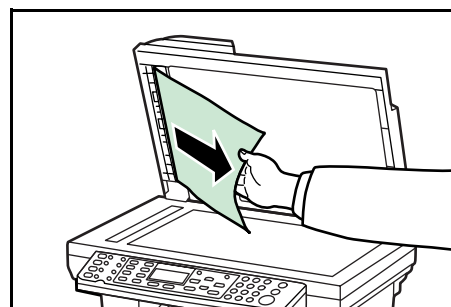
- 3 Remove the jammed original.
If the original is caught in the rollers or difficult to remove, proceed to the next step.



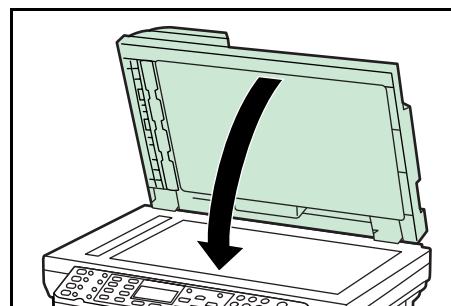
- 4** Open the *Document Processor*.



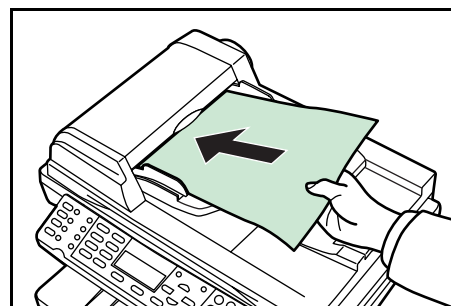
- 5** Remove the jammed original.



- 6** Close the *Document Processor*.



- 7** Reload the originals.



Appendix

The Appendix contains the following specifications:

- Machine..... Appendix-2
- Copy..... Appendix-3
- Print..... Appendix-3
- Scan..... Appendix-3
- Document Processor (option) Appendix-4
- Paper Feeder (option) Appendix-4

Specifications

NOTE: Specifications are subject to change without notice

Machine

Item	Specification
Printing system	Electro-photographic
Originals	Sheets of paper, books and 3-dimensional objects
Copy sizes	
Cassette	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14"/Legal, 8 1/2 × 11"/Letter, 7 1/4 × 10 1/2"/Executive, and 8 1/2 × 13"/Oficio II
MP tray	3.15 to 8.50 inches × 5.83 to 14.02 inches 80 to 216 mm × 148 to 356 mm
Print margin loss	0.5 to 5.5 mm
Paper	Refer to the Appendix, Advanced Operation Guide.
Paper feed capacity	Paper cassettes: 250 sheets (80 g/m ²) MP tray: 50 sheets (80 g/m ²)
Stacking capacity	Output tray: Approx. 150 sheets (80 g/m ²) Face-up tray: Approx. 30 sheets (80 g/m ²)
Warm-up time	Normal: 30 sec. or less Recovery from low power mode: 10 sec. or less Recovery from auto sleep mode: 15 sec. or less (At room temperature of 73.4 °F/23 °C, humidity 60 %)
Memory	
Standard model	96MB (64MB fixed and 32MB detachable)
Option memory	Up to 256MB to replace 32MB
Ambient conditions	
Temperature	10 to 32.5 °C
Humidity	20 to 80 %RH
Altitude	Maximum 2,000 m (6,500 feet)
Illumination	1,500 lux or less
Power source	120 V AC, 60 Hz, 7.8 A 220 to 240 V AC, 50/60 Hz, 4.0 A
Dimensions (W) × (D) × (H)	19 9/16 × 16 5/8 × 15 3/16" 496 × 421 × 385 mm
Weight	Approx. 32 lbs. Approx. 14.5 kg
Noise emission	≤ 70 dB(A)
Required space (W) × (D)	19 9/16 × 29 3/16" 496 × 740 mm

Copy

Item	Specification
Copying speed Platen (1:1)	8 1/2 × 11"/Letter/A4: 18 copies/min. A5: 18 copies/min. 8 1/2 × 14"/Legal: 10 copies/min. 8 1/2 × 11"/Letter/A4: 16 copies/min.
Document Processor (1:1)	18 copies/min. (8 1/2 × 11"/Letter/A4)
First copy	Approx. 10 sec. (1:1, 8 1/2"× 11"/Letter/A4)
Resolution	Scanning: 600 × 600 dpi Printing: 600 × 600 dpi
Continuous copying	1 to 999 sheets
Zoom ratios	50, 64, 70, 78, 86, 90, 100, 115, 129, 141, and 200 % Any 1 % increment between 50 and 200 %

Print

Item	Specification
Printing speed	8 1/2 × 11"/Letter/A4: 18 copies/min. A5: 18 copies/min. 8 1/2 × 14"/Legal: 10 copies/min.
First print	Approx. 8 sec. (8 1/2 × 11"/Letter/A4)
Resolution	300, 600 dpi, and Fast 1200
Compatible operation system	Microsoft Windows 95/98/Me Microsoft Windows NT 4.x/2000/XP Apple Macintosh OS 9.x/OS X 10.x UNIX/Linux
Host Interface	Parallel: 1 port (IEEE1284) USB: 1 port (Hi-speed USB 2.0) Ethernet: 1 port (10BASE-T/100BASE-TX)
Emulations	Line printer, IBM proprinter, DIABLO 630, EPSON LQ-850, PCL6, and KPDL

Scan

Item	Specification
Resolution [†]	200, 300, 400, and 600 dpi
Color mode	Full Color: 8 bit/dot (each color) Grayscale: 8 bit/dot Monochrome: 1 bit/dot
File format	PDF, TIFF (Only monochrome mode), JPEG (Only full color and grayscale modes)

Zoom ratios	100 % and Auto
Host Interface	Ethernet: 1 port (10BASE-T/100BASE-TX)

† The maximum resolution using full color or grayscale modes is 300 dpi. To scan in full color or grayscale with 400 dpi or 600 dpi resolution, expansion the amount of the internal memory is required. Refer to *Expansion Memory on page 5-7*.

Document Processor (option)

Item	Specification
Original feed system	Automatic feeding
Originals	Sheets of paper
Original sizes	Maximum: 8 1/2 × 14"/Legal and Folio Minimum: 5 1/2 × 8 1/2"/Statement and A5R
Original paper weight	50 to 120 g/m ²
Maximum number of originals	50 (50 to 80 g/m ²)
Dimensions (W) × (D) × (H)	17 15/16 × 13 1/16 × 3 11/16" 455 × 331 × 93 mm
Weight	Approx. 5 lbs. Approx. 2.3 kg

Paper Feeder (option)

Item	Specification
Stacking capacity	250 sheets (80 g/m ²)
Paper sizes	A4, A5, ISO B5, JIS B5, Folio, 16K, 8 1/2 × 14"/Legal, 8 1/2 × 11"/Letter, 7 1/4 × 10 1/2"/Executive, and 8 1/2 × 13"/Oficio II
Paper	Refer to the Appendix, Advanced Operation Guide .
Dimensions (W) × (D) × (H)	14 7/8 × 14 3/4 × 3 1/8" 378 × 375 × 79 mm
Weight	Approx. 4.5 lbs. Approx. 2.0 kg

Environmental

Item	Specification
Duplex copying	Not available
Paper feed	Recycled paper made from 100% recycled pulp may be used with this product.

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MEMO

For best print results and machine performance, we recommend that you use only KYOCERA MITA original supplies for your KYOCERA MITA products.



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