



# TASKalfa MFP Series Job Shops



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## Color / Black & White Copying

(Actions performed through the Copy function on the control panel.)

The following step-by-step exercises will familiarize you with the available image adjustments on the new TASKalfa MFP Series. These enhanced features are available through the control panel, offering intuitive operation, and, if needed, on-screen assistance.

### Single Color

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Color Selection**.
4. Select **Single Color**.
5. Select **Red**.
6. Select **OK**.
7. Place originals in the Document Processor and press **[Start]**.

### Color Balance

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Color Balance**.
4. Select **On**.
5. Set Magenta to -3 by selecting arrow left (◀) 3 times.
6. Set Cyan to +4 by selecting arrow right (▶) 3 times.
7. Select **OK**.
8. Place originals in the Document Processor and press **[Start]**.

### Improved Photo Mode Copying

Produce improved output of an original image.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Original Image**.
4. Select **Photo**.
5. Select desired type of original (**Printer Output, Book/Magazine** or **Photo Paper**).

6. Select **OK**.
7. Place originals in the Document Processor and press **[Start]**.

### Highlighter Reproduction

Accurately reproduce highlighter marks made on an original document.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Original Image**.
4. Check **Highlighter**.
5. Select **OK**.
6. Place originals, with yellow highlighter, in the Document Processor and press **[Start]**.

### Adjusting Color

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **One-touch Image Adjust**.
4. Select **Portrait Photo**.
5. Select **Color Shade**.
6. Select **Portrait 3**.
7. Select **OK** twice.
8. Place originals in the Document Processor and press **[Start]**.

### Vivid Color

Vivid color now offers even more adjustments to customize your output. Other image adjustment options include Muted, Sharp, Smooth, Light and Dark, all of which can be selected on the Color/Image Quality tab.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **One-Touch Image Adjust**.
4. Select **Vivid**.
5. Select **OK**.
6. Place originals in the Document Processor and press **[Start]**.

### Saturation

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Saturation**.
4. Under Vivid, select **3**.
5. Select **OK**.
6. Place originals in the Document Processor and press **[Start]**.

### Prevent Bleed-Through

Prevent Bleed-Through is an ideal function if you are copying or scanning thin, double-sided originals such as magazines and newspapers.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Density**.
4. Select desired density (**+1**).
5. Select **OK**.
6. Select **Prevent Bleed-Through**.
7. Select **On**.
8. Press **OK**.
9. If using a newspaper clipping place it on the glass and press **[Start]**.

### Hue Adjustment

Fine color adjustments allow precise control to produce outstanding output.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **Hue Adjustment**.
4. Select **All**.
5. Rotate wheel clockwise by selecting the right arrow (**➤**) twice.
6. Select **OK**.
7. Place originals in the Document Processor and press **[Start]**.

## EcoPrint

The EcoPrint feature applies less toner on the printed pages, conserving toner and reducing costs when quality is not the main priority. EcoPrint is often used for draft versions before a quality final document needs to be produced.

1. Select **Copy**.
2. Select the **Color/Image Quality** tab.
3. Select **EcoPrint**.
4. Select **On**.
5. Select **OK**.
6. Place originals in Document Processor and press [**Start**].

## Page Numbering

1. Select **Copy**.
2. Select the **Layout/Edit** tab.
3. Select **Page #**.
4. Select **P.1**.
5. Select **Top Right**.
6. Under 1<sup>st</sup> Page, select plus (+) twice to display a **3**.
7. Select **OK**.
8. Place originals in the Document Processor and press [**Start**].

## Stamping

The Text Stamp and Bates Stamping features can be combined, or used independently, to designate a defined stamp, such as date, time, user ID or page count, on copied output. You also have the flexibility to select from various locations that the stamp appears on the page based on your specific needs.

1. Select **Copy**.
2. Select the **Layout/Edit** tab.
3. Scroll with the down arrow (▼) to the second screen.
4. Select **Text Stamp**.
5. Select **On**.
6. Select the confidential preset.
7. Select **position**

8. Set to **Bottom Middle**
9. Select **OK** twice (Note: Stamp Method, Position, Font and Original Orientation can all be adjusted).
10. Select **Bates Stamp**.
11. Select **On**.
12. Select **Date** and **User Name**.
13. Select **OK**.
14. Place originals in the Document Processor and press **[Start]**.

### **Form Overlay**

Form Overlay allows you to overlay a scanned image on all subsequent copied originals, or overlay a previously stored form on original documents.

- 1) Select **Copy**.
- 2) Select the **Layout/Edit** tab.
- 3) Select **Form Overlay**.
- 4) Select **Scan new form**.
- 5) Select the desired density (10% intervals).
- 6) Select **OK** to scan the form that you wish to be overlaid on to the other documents (by pressing **[Start]**).
- 7) Load the originals to be copied into the document feeder.
- 8) Choose your desired settings for overlay.
- 9) Press **[Start]**.

### **Blank Page Skip**

Blank Page Skip is a new feature that allows you to reduce paper waste by omitting original pages with little or no text from the original document you are copying. Sensitivity can be adjusted based on the detection level selected.

- 1) Select **Copy**.
- 2) Select **Advanced Setup**.
- 3) Select **Skip Blank Page**.
- 4) Select **On**.
- 5) Set detection level (the higher the detection level the more “blank” pages will be skipped).
- 6) Select **OK**.
- 7) Load originals and press **[Start]**.

## Booklet Finishing

The Booklet function allows you to scan multiple original documents and then print copies that can be folded into a single booklet and stapled if desired (requires optional BF-730).

- 1) Select **Copy**.
- 2) Select the **Layout / Edit** tab.
- 3) Select **Booklet**.
- 4) Select either **1 sided to Booklet** or **2 sided to Booklet** depending on if you have 2 sided originals.
- 5) At this point you have many other setting options to choose from, but for this example I will use the default settings.
- 6) Press **OK**.
- 7) Load originals in the document feeder and press [**Start**].
- 8) If the Optional DF-790 Finisher with BF-730 Unit is installed, you can automatically fold or saddle stitch the Booklet.

## Shortcut Keys

Creating shortcut keys allows the user experience to be customized on each MFP. There are six shortcut keys available on both the Copy and Send Quick Setup screens. Each shortcut provides one-touch access to a single pre-programmed function. For this example, we will demonstrate setting Bates stamp as a shortcut.

1. Select **Copy**.
2. Select the **Layout/Edit** tab.
3. Scroll with the down arrow (▼) to the second screen.
4. Select **Bates Stamp**.
5. Select **On**.
6. Select **Date, Serial Number** and **Numbering**.
7. Select **Position**.
8. Select **Bottom Middle**.
9. Select **OK**.
10. Select **Add Shortcut**.
11. Select the desired numeric position for the shortcut.
12. Press the [**Clear (C)**] button.
13. Enter "**Bates Stamp**" as shortcut name.
14. If shortcut is being stored in an empty slot:

- a. Select **Save**.
- b. Select **Close**.

If shortcut is being stored over an existing slot:

- c. Select **Save**.
  - d. Select **Yes** to overwrite.
15. Select **Close**.
  16. Press [**Reset**] to go back to Copy screen and observe new shortcut.

### **Program Key**

Program keys go a step further than Shortcut Keys by allowing multiple functions to be pre-programmed and stored together under one Program button on the control panel. For this example, we will create a program combining Duplex and EcoPrint functions to save as a single programmed job.

1. Select **Copy**.
2. Select **Duplex**.
3. Select **1-sided >> 2-sided**.
4. Select the **Color/Image Quality** tab.
5. Select **EcoPrint**.
6. Select **On**.
7. Under High, select **5**.
8. Select **OK**.
9. Press the [**Program**] button on the control panel.
10. Select the **Add** tab.
11. Select an open position (1-50).
12. Select **Next**.
13. Enter "**Meeting Notes**".
14. Select **Save**.

### **Job Finish Notice**

Utilize Job Finish Notice to receive an e-mail when a large job is finished.

1. Select **Copy**.
2. Select the **Advanced Setup** tab.
3. Select **Job Finish Notice**.

4. Select **Address Entry**.
5. Select **E-mail Address**.
6. Enter the e-mail address of the person who should receive notification when the job is done.
7. Select **OK** twice.
8. Place originals in the Document Processor and Press **[Start]**.

### **Interrupt**

1. Select **Copy**.
2. Place originals in Document Processor.
3. Enter "**10**" for the number of copies.
4. Press **[Start]**.
5. Allow entire document to scan.
6. Press the **[Interrupt]** button on the control panel.
7. Enter "**1**" (Notice the current job has paused).
8. Press **[Start]**.
9. Press the **[Interrupt]** button again for the job you interrupted to resume automatically.
10. Press **[Status/Job Cancel]**.
11. Select the job and cancel.

## Send / Scan

(Actions performed through the Send function on the control panel.)

The Send feature allows users to send (scan) color or black and white documents to folder, e-mail, FTP, fax and Internet fax, either singly or at the same time, using the multi-send capability. (Note: Scan-to destinations for these job shops should be preprogrammed.)

### Sending Documents Using One-Touch

1. Select **Send**.
2. Select a destination.
3. Make any other desired setting changes.
4. Place originals in the Document Processor and press [**Start**].

### Selecting File Format

For this example we will send a document as a PDF/A file.

1. Select **Send**.
2. Press the **Org./Sending Data Format** tab.
3. Select **File Format**.
4. Select **PDF/A**.
5. Select **PDF/A-1a**.
6. Select **OK** twice.
7. Place originals in the Document Processor and press [**Start**].

### Naming a File

1. Select **Send**.
2. Select a destination.
3. Select the **Advanced Setup** tab.
4. Select **File Name Entry**.
5. Select **File Name**.
6. Press the [**Clear, (C)**] button.
7. Enter "**Test File**" (Note: Job No. & Date and Time are automatically selected).
8. Select **OK**.
9. Place originals in the Document Processor and press [**Start**].

## PDF Encryption

To increase security on confidential documents, an encrypted password-protected PDF file can be sent from the MFP to restrict the opening, editing and printing of documents.

1. Select **Send**.
2. Select **Address Book**.
3. Select the group you created.
4. Select **OK**.
5. Select the **Color/Image Quality** tab.
6. Select **Color Selection**.
7. Select **Full Color**.
8. Select **OK**.
9. Select the **Org. Sending/Data Format** tab.
10. Select **File Format**.
11. Select **High Compression PDF**.
12. Select **Encryption**.
13. Select **On** next to Password to Open Document.
14. Enter Password “**1234**”.
15. Confirm Password “**1234**”.
16. Select **OK** twice.
17. Place originals in the Document Processor and press [**Start**].

## Sending a File via E-mail – Creating a File Name, Entering an E-mail Subject Line and Body

1. Select **Send**.
2. Select **E-mail Addr Entry**.
3. Select **E-mail Address**.
4. Enter the e-mail destination.
5. Select **OK** twice.
6. Select the **Advanced Setup** tab.
7. Select **E-mail Subject/Body**.
8. Select **Subject**.
9. Enter “**Invoice**” on the subject line.
10. Select **OK**.

11. Select **Body**.
12. Enter the following as the body of the e-mail (Note: max of 500 characters):
 

**Ms. Smith**

<< select CarriageReturn >>

**Here is the invoice you wanted.**

<< select CarriageReturn >>

**Thank you,**

<<select CarriageReturn >>

**Jim**
13. Select **OK** twice.
14. Select **File Name Entry**.
15. Select **File Name**.
16. Press the **[Clear (C)]** button.
17. Enter **"Smith Invoice"** (Note: under Additional Info, Job No. and Data and Time can be included).
18. Select **OK** twice.
19. Place originals in the Document Processor and press **[Start]**.

### **Sending a File: Full Color Scans, File Formats, Simultaneous Send and Print**

#### **Setting up Full Color Scans**

1. Select **Send**.
2. Select the **Color/Image Quality** tab.
3. Select **Color Selection**.
4. Select **Full Color**.
5. Select **OK**.

#### **Changing Send File Formats**

1. Select the **Org./Sending Data Format** tab.
2. Select **File Format**.
3. Select **TIFF**.
4. Select **OK**.

#### **Simultaneously Send and Print**

1. Select the **Advanced Setup** tab.
2. Select **Send and Print**.

3. Select **On**.
4. Select **OK**.
5. Select the **Destination** tab.
6. Select a destination.
7. Place color originals in the Document Processor and press **[Start]**.

### Sending Mixed Originals

Send files that contain different paper sizes.

1. Select **Send**.
2. Select the **Org./Sending Data Format** tab.
3. Select **Mixed Sized Originals**.
4. Select **Same Width**.
5. Select **OK**.
6. Select the **Destination** tab.
7. Select **Address Book**.
8. Select a destination.
9. Select **OK**.
10. Place one Letter- and one Legal-size original in the Document Processor and press **[Start]**.

### Quick Number Search

1. Select **Send**.
2. Select the **Quick No. Search** button on the control panel.
3. Enter a previously stored location (e.g., 0001).
4. Make any other desired setting changes.
5. Place originals in the Document Processor and press **[Start]**.

### File Separation

Save documents as separate files without having to send each file as an individual job.

1. Select **Send**.
2. Select the **Org./Sending Data Format** tab.
3. Select **File Separation**.
4. Select **Each Page**.

5. Select **OK**.
6. Select the **Advanced Setup** tab.
7. Select **File Name Entry**.
8. Select File Name.
9. Press the **[Clear (C)]** button.
10. Enter a file name.
11. Select **OK** twice.
12. Select the **Destination** tab.
13. Select **Address Book**.
14. Select the destination folder.
15. Select **OK**.
16. Place four originals in the Document Processor and press **[Start]**.

## USB Functionality

Standard USB Host Interface with Print-from/Scan-to capabilities provides users with greater options to access and store documents with ease. The interface makes it easier for mobile users to work between hard copy and electronic files without a PC.

### USB Host Storage

1. Insert USB drive into port on the right side of the control panel.
2. “Removable Memory was recognized Displaying Files. Are you Sure” → **Yes**
3. Select **Store File**.
4. Select the **Functions** tab.
5. Select the down arrow (▼) to the second screen.
6. Select **File Name Entry**.
7. Select **File Name**.
8. Press the [**Clear, (C)**] button.
9. Enter “**USB Sample**”.
10. Select **OK**.
11. Deselect **Job No.** and **Date and Time**.
12. Select **OK**.
13. Select **File Format**.
14. Select **PDF/A**.
15. Select **PDF/A-1a**.
16. Select **OK** twice.
17. Place originals in the Document Processor and press [**Start**].

### USB Printing

1. With the USB drive still in place, select **Removable Memory**.
2. Scroll using the down arrow (▼), if necessary, to find USB Sample.
  1. Check **USB Sample**.
  2. Select **Print**.
  3. Select **Duplex**.
  4. Select **2-Sided**.
  5. Select the **Functions** tab.
  6. Scroll using the down arrow (▼) to the second screen.

7. Select **Text Stamp**.
8. Select **On**.
9. Select **Copy**.
10. Select **OK**.
11. Press [**Start**].

### Scanning Documents to a USB Drive

1. Select **Removable Memory**.
2. Select the folder (sub-directory) of the desired location for the scanned file.
3. Select **Store File**.
4. Select the **Functions** tab.
5. Scroll with the down arrow (▼) to the second screen.
6. Select **File Format**.
7. Select **PDF**.
8. Select **OK**.
9. Place original documents in the Document Processor and press [**Start**].

### OCR

Optional Optical Character Recognition (OCR) allows you to quickly and accurately convert hardcopy documents into electronic files that can be edited, searched, or shared in PDF format.

- 1) Make sure the optional OCR is enabled on the device.
- 2) Insert USB drive.
- 3) Select **Store File**.
- 4) Select **Functions** and scroll with the down arrow (▼) to the second screen.
- 5) Select **File Format**.
- 6) Select OCR to **On**.
- 7) Language selection.
- 8) Select **OK**.
- 9) (There are additional options you can choose here)
- 10) Place documents in the Document Processor and press [**Start**].
- 11) Remove USB.
- 12) Insert USB at PC.

13) Open the file you scanned.

14) The PDF is now searchable and editable with Adobe Acrobat.

### **Safely Removing USB Memory**

1. Select **Removable Memory**.
2. Select **Remove Memory**.
3. Wait for the “Removable Memory can be Safely Removed” message to appear.
4. Select **OK**.
5. Remove the USB drive from the right side of the control panel.

## Custom Box Applications

The Custom Box brings the handling of files, including both scanned images of hard copy and electronic documents to the device, as well as to the desktop.

### Custom Box Creation

Create a Custom Box for storing and print files from the control panel.

1. Select **Custom Box**.
2. Select **Add/Edit Box**.
3. Select **Add**.
4. Open Box Name by selecting **Change**.
5. Enter "**Jones Case**" (Note: can also set password usage restriction and auto file deletion).
6. Select **OK**.
7. Select **Save**.
8. Select **Close**.

### Storing Hard Copy Documents in a Custom Box

1. Select **Custom Box**.
2. Select the desired box into which to store a document.
3. Select **Open**.
4. Select **Store File**.
5. Select **2-sided/Book Original**.
6. Select the **Functions** tab.
7. Select the down arrow (▼) to the second screen.
8. Select **File Name Entry**.
9. Select **File Name**.
10. Press the **[Clear (C)]** button.
11. Enter a file name (32 character limit).
12. Select **OK**.
13. Deselect **Job No**.
14. Select **OK**.
15. Place two Letter-size, double-sided originals in the document processor and press **[Start]**.

### Print a Single Document from a Custom Box

1. Select **Custom Box**.
2. Select the box containing documents to print.
3. Select **Open**.
4. Select document to print.
5. Select **Print**.
6. Make any desired changes (stapling, duplex, etc.)
7. Press [**Start**].

### Printing 2 or More Documents from a Custom Box

1. Select **Custom Box**.
2. Select the box containing the documents to print.
3. Select **Open**.
4. Select the individual documents in the order you wish to print them.
5. Select **Print**.
6. Make any desired finishing selections for the document.
7. Press [**Start**].

## Print Applications

The following tasks are all accessed via the KX Driver on an end user's computer. Layout, Finishing, and Imaging properties provide users with advanced printing options, expanding in-house abilities and reducing outside printing costs.

### Full Bleed

1. Open a multi-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
4. Click **Properties**.
5. Click the **Layout** tab.
6. Under **Full Bleed**: select **Border**.
7. Click **OK** twice.

### Tri-Fold

1. Open a multi-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
4. Click **Properties**.
5. Click the **Finishing** tab.
6. Check **Tri-Fold**.
7. Under Print Slide, select **Inside**.
8. In the Direction of fold drop down, select **Left to right / Top to bottom**.
9. In the Number of sheets drop down, select **2**.
10. Select **OK** twice.

### EcoPrint

1. Open a multi-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
4. Click **Properties**.
5. Click the **Imaging** tab.

6. In the Print quality drop down, select **Custom**.
7. Check **EcoPrint**.
8. On the Toner save level, drop down to select **Most-toner saved**.
9. Select **OK** twice.

### **Private Print**

From KX Driver at the PC/workstation:

1. Open a document in Word.
2. Click **Office Button > Print**.
3. Click the **Job** tab.
4. Check **Job Storage (e-MPS)**.
5. In the drop down box, select **Private Print**.
6. Deselect **Prompt for Access Code**.
7. Enter **1234**.
8. Select **OK** twice.

At Device:

1. Select **Job Box**.
2. Select **Private Print/Stored Job**.
3. Select **Open**.
4. Check box to select your file.
5. Select **Print**.
6. Enter **1234**.
7. Enter number of copies (**1**).
8. Select **Start Print**.

### **Color Balance**

9. Open a multi-page document in Word.
10. Click **Office Button > Print**.
11. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
12. Click **Properties**.
13. Click the **Imaging** tab.
14. In the Adjustment drop down, select **Edit**.

15. Check **Color balance**.
16. In Color levels, move Cyan / Red slider to **-3.49**.
17. Move the Magenta / Green slider to **4.00**.
18. Move the Yellow / Blue slider to **-1.23**.
19. Select **OK** three times.

### **Print a Saddle-stitched, Folded Booklet**

With the Optional DF-790 Finisher and BF-730 Unit is installed, you can automatically saddle-stitch the Booklet.

1. Open a multi-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
4. Click **Properties**.
5. Click the **Basic** tab.
6. Change the Print Size to **Ledger (11 x 17) [129%]**.
7. Click the **Layout** tab.
8. Under **Booklet**: check **Left edge binding**.
9. Click **OK** twice.

### **Print, Punch and Staple a Duplex Document**

1. Open a multi-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select an MFP with appropriate finishing capabilities.
4. Click **Properties**.
5. Under Duplex: check **Flip on long edge**.
6. Click the **Finishing** tab.
7. Check **Staple**.
8. Check **Punch**.
9. In the Punch drop down, select **3 hole**.
10. Click **OK** twice.

### **Create and Print a Watermark**

1. Open a document in Word.

2. Click **Office Button > Print**.
3. In the Printer Name drop down, select appropriate MFP.
4. Click **Properties**.
5. Click the **Advanced** tab.
6. Click **Watermark**.
7. Click **New**.
8. Under Watermark name, type **“Do Not Duplicate”**.
9. Under Watermark text, re-type **“Do Not Duplicate”**.
10. Click **OK** twice.
11. Click the **Finishing** tab.
12. Check **Staple**.
13. Click the **Basic** tab.
14. Under Duplex: check **Flip on long edge**.
15. Click **OK** twice.

### Covers and Page Inserts

Print cover pages and page inserts with specialized card stock or media types through the multipurpose tray.

This allows you to insert pages at designated locations within a job.

- 1) Open an 8-10 page document in Word.
- 2) Click **Office Button > Print**.
- 3) Select MFP ( TASKalfa 5551ci).
- 4) In the print driver select **Properties**.
- 5) Select the **Publishing** tab.
- 6) Check the **Cover Mode** box.
- 7) Select **Front and back**.
- 8) Under the **Print Onto** option, select **Outside** under **Front**.
- 9) Check the **Page insert** box.
- 10) Check the **Print onto front** box.
- 11) In the **Insert before pages** box enter **“3,5,7”**
- 12) Click **OK** twice.

## Tab Printing

Tab Printing allows you to stay organized and divide sections of a project by printing on index tab dividers through the Kyocera MFP's multipurpose tray. These tab dividers can be found in 3, 5, or 8 tab configurations and can be purchased from most office supply companies.

### From KX Driver at the PC/workstation:

- 1) Click **Office Button > Print**.
- 2) Select MFP ( TASKalfa 5551ci).
- 3) In the print driver select **Properties**.
- 4) Select the **Publishing** tab
- 5) Check **Index tab dividers**.
- 6) In **Media** drop down: Select the # of tabs in each set (Ex: 8 Tabs).
- 7) Select **Settings**.
- 8) Select **New**.
- 9) In **Insert before page** field type the number of the page you'd like the insert to appear before.
- 10) Under **Print onto**: select **Print onto front** to include text or image on the front of the tab.
- 11) **Position** drop down (Ex: Auto).
- 12) In **Tab text** type label for your tab (Ex: "Tab 1").
- 13) Customize the tab font
  - a. Style of font
  - b. Color of font (color has to be the same on all tabs in same set)
  - c. Size of font (recommend 12pt)
- 14) Keep adding **New** tabs based on the amount of inserts you wish to print and select **OK**.

### At Device:

- 1) Place tabs in MPT - tabs must be in reverse collate order (**Note**: they can be purchased this way)
- 2) Select **System Menu**.
- 3) Select **Common Settings**.
- 4) Select **Orig/Paper Settings > Next**.
- 5) Select **Media Type Setting**.
- 6) Scroll to the 2<sup>nd</sup> page.
- 7) Select **Index Tab Dividers**.
- 8) Set Weight (based on tabs used).
- 9) Select **OK**.

- 10) Select **Default Paper**.
- 11) Select **Source: MPT**.

### Quick Print Tab

Create intuitive icon-based access to commonly used print features.

1. Click the **Windows Start** button.
2. Click **Settings > Control Panel > Printers** or **Devices and Printers** (Note: may vary depending on Operating System configuration).
3. **Right click** on the appropriate print driver.
4. Click **Properties**.
5. Click the **Device Settings** tab.
6. Click **Administrator**.
7. Under Quick Print, check **Show Quick Print tab**.
8. Click **OK** twice.

### Changing the KX Driver to Black & White Mode

Lock color completely from specific users by setting the MFP to Black & White Only Mode.

1. Click the **Windows Start** button.
2. Click **Settings > Control Panel > Printers** or **Devices and Printers** (Note: may vary depending on Operating System configuration).
3. **Right click** on the appropriate print driver.
4. Click **Properties**.
5. Click the **Device Settings** tab.
6. Click **Administrator**.
7. Click the **Lock Settings** tab.
8. Check **Black & White Mode**.
9. Click the **General** tab.
10. Under Miscellaneous, check **Password protect administrator settings**.
11. Enter Password "**1234**".
12. Re-enter Password "**1234**".
13. Click **OK** three times.

## Profiles

Set profiles for the most commonly printed jobs within an environment.

1. Open a four-page document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select appropriate MFP.
4. Click **Properties**.
5. Click the **Basic** tab.
6. Under Duplex, check **Flip on long edge**.
7. Click the **Finishing** tab.
8. Check **Staple**.
9. In the position drop down, select **Upper left**.
10. Click **Profiles**.
11. Click **Save**.
12. Under name, type "**Duplex / Staple**".
13. Select an icon and enter a description.
14. Click **OK**.
15. Click **Apply**.
16. Click **OK**.
17. Click the **Quick Print** tab.
18. Click the profile you created.
19. Click **Apply**.
20. Click **OK** twice.

## Set Banner Size in Driver and Printing a Banner Sheet

For banner-sized printing, output on paper sizes up to 12x48 inches is available through the Kyocera MFP's multipurpose tray. In order to accurately print on banners, both the file page size and the size set in the driver must match.

1. Open a document in Word.
2. Click **Office Button > Print**.
3. In the Printer Name drop down, select MFP in KX Print Driver (TASKalfa 5551ci).
4. Click **Properties**.
5. Click the **Basic** tab.

6. Click the drop down menu under **Print size** and select **Custom**.
7. Click **New**.
8. Enter the desired height and width (enter whatever sized banner you are using, here Height: 36.00 Width: 12.00).
9. Enter "**Banner**" in the name field.
10. Select **Apply**.
11. Select **OK**.
12. In the **Print Size** drop down select **Banner**.
13. In the **Source** drop down select **MP tray**.
14. Press **OK**.
15. Press **Print**.
16. Select **Status** and **Continue** on the control panel to confirm you are printing a Banner.

## AirPrint

AirPrint is an Apple technology that enables printing from iOS or OS X devices without installing any applications or drivers. With AirPrint, you can take advantage of driverless printing from Apple products to a Kyocera MFP on the same network.

- 1) Make sure that your Apple AirPrint enabled device is on the same wireless network as a KYOCERA AirPrint enabled MFP or printer (AirPrint Compatible Models: TASKalfa 5551ci/4551ci/3551ci/3051ci, TASKalfa 5501i/4501i/3501i, and FS-4300DN/4200DN/4100DN/2100DN).
- 2) On your Apple AirPrint enabled device view the page that you want to print.
- 3) Tap the center icon at the bottom of the screen.
- 4) Tap the **Print** icon.
- 5) Select the device, page range and number of copies.
- 6) Press **Print**.

## Command Center

Command Center has been redesigned for the end user to have a more graphical and friendly feel. The user can also now manipulate documents stored in the Document Box.

1. Open Command Center on a computer by entering the MFP's IP address in an Internet browser address bar.
2. Click **Document Box**.
3. Click **Custom Box**.
4. Click Box No. or Box Name (e.g., **0001** or **Stored**). This opens that particular box and shows the contents with thumbnails or a list.
5. Notice the graphical choices above the existing documents.
6. Check two documents.
7. Click **Join**.
8. Type a file name in the **File Name** field.
9. Click the green **Join** button.
10. The screen will show "Completed" when done.
11. Click **OK** and the new document will be included in the box.

### Sending Documents from the Custom Box

1. With the box still open, check the newly created document.
2. Click **Send**.
3. Scroll down to destination.
4. Click **Address Book**.
5. Check the desired location.
6. Click **Submit**.
7. Scroll down to the File Name field and replace "doc." with your name.
8. Click **Send**.
9. When the "Completed" message comes up, click **OK**.

## System Defaults

(Actions performed through System Menu on the control panel.)

### Creating a Group Key

Store a combination of e-mail, scan-to-folder, scan-to-FTP and fax destinations in the same group.

1. Select **System Menu**.
2. Scroll with the down arrow (▼) to the second screen.
3. Select **Edit Destination**.
4. Open Address Book by selecting **Add/Edit**.
5. Select **Add**.
6. Select **Group**.
7. Select **Next**.
8. Open Name by selecting **Change**.
9. Enter a name.
10. Select **OK**.
11. Select the **Member** tab.
12. Select **Add**.
13. Check each of the e-mail destinations you wish to include in the group (Note: there must be at least five different destinations stored in the Address Book).
14. Select **OK**.
15. Select **Save**.

### Setting Up One-Touch Destinations

One-touch destinations can be created to make accessing destinations in the Address Book quick and easy.

1. Select **System Menu**.
2. Scroll with the down arrow (▼) to the second screen.
3. Select **Edit Destination**.
4. Open One Touch Key by selecting **Add/Edit**.
5. Select the next available one-touch position.
6. Select **Add/Edit**.
7. Select the group key you created previously.
8. Select **OK**.

9. Select **Close** twice.

### Changing Control Panel Default Screen

Change the default screen of the control panel to any core function (Copy, Send, Status, Custom Box, Program or Application).

1. Select **System Menu**.
2. Select **Common Settings**.
3. Open Default Screen by selecting **Change**.
4. Select **Status**.
5. Select **OK**.
6. Select **Close** twice.
7. Press the **[Power]** button on the control panel to turn the system OFF.
8. Press the **[Power]** button on the control panel to turn the system ON (TSI will now default to Status).

### Color Selection (Copy)

Set the system default to Auto Color, Full Color or Black & White to control the amount of color output.

1. Select **System Menu**.
2. Select **Common Settings**.
3. Select the down arrow (▼) to the second screen.
4. Open Functions Defaults by selecting **Next**.
5. Open Color Selection (Copy) by selecting **Change**.
6. Select **Auto Color**.
7. Select **OK**.
8. Select **Close** three times.
9. Press the **[Power]** button on the control panel to turn the system OFF.
10. Press the **[Power]** button on the control panel to turn the system ON (TSI will now default to Auto Color).

### Copy Screen Quick Setup Registration

1. Select **System Menu**.
2. Select **Copy**.
3. Open Quick Setup Registration by selecting **Next**.

4. Open Duplex by selecting **Change**.
5. Select **Key 1**.
6. Select **OK**.
7. "This will be overwritten. Are you sure?" " → **Yes**
8. Select **Close** three times.
9. Press the [**Copy**] button.

### Stamping Default

The default Text Stamp can be changed to ensure all stamped documents are consistent.

1. Select **System Menu**.
2. Select **Common Settings**.
3. Select the down arrow (▼) to the second screen.
4. Open System Stamp by selecting **Next**.
5. Open Basic by selecting **Next**.
6. Open Text (Text Stamp) by selecting select **Add/Edit**.
7. Select an empty stamp.
8. Select **Add/Edit**.
9. Enter desired stamp text.
10. Select **OK**.
11. Select **Close** four times.
12. Press the [**Copy**] button.
13. The new stamp will now be one of the choices under Text Stamp. Follow the same procedure to Send, Print or Store Jobs.