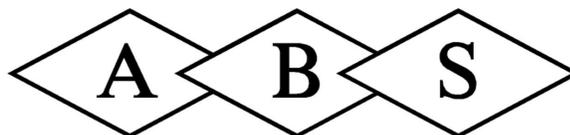




Kyocera MFP Quick Guide



ABSOLUTE BUSINESS SOLUTIONS

E-Mail operation

ENG

Sending



- 1 Press the [Home] key.
- 2 Press [Send].
- 3 Place the originals on the platen or in the document processor.
- 4 Enter the destination address.

From the address book:

Press [Address Book]. Press the checkbox to select the desired destination from the list. Press [Search (Name)] to find the destination. Enter the name you search for. Confirm with [OK].

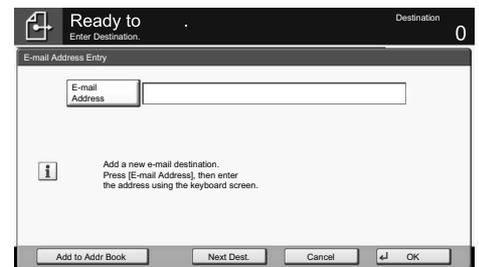
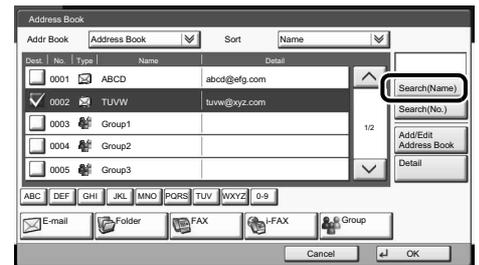
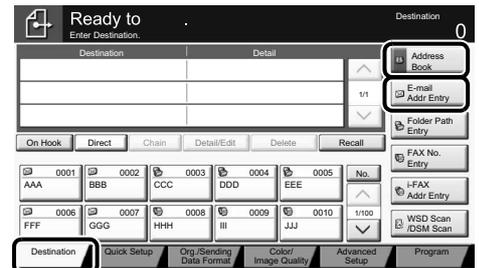
You may choose multiple destinations.

Enter an e-mail address:

Press [E-mail Addr Entry] and [E-mail Address]. Enter the E-Mail address on the touch screen. After that press [OK].

If you want to send the e-mail to several destinations, go back to step 4.

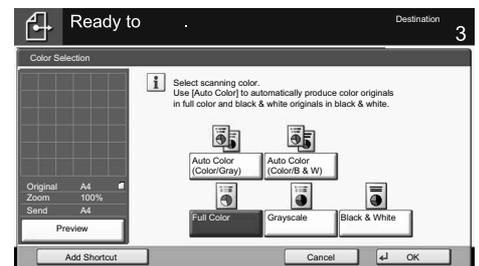
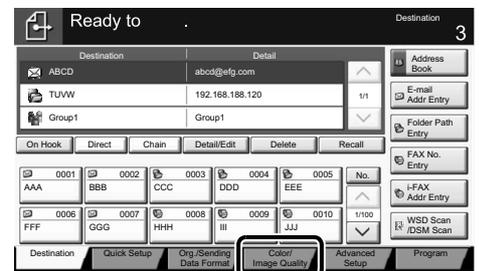
- 5 To send the e-mail press the [Start] key.



Scan settings



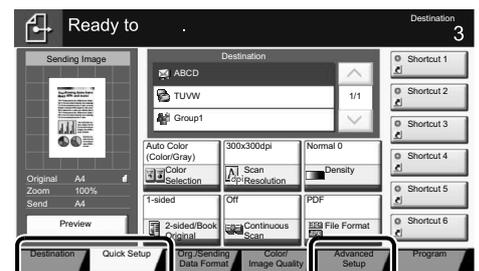
- 1 Press the [Home] key.
- 2 Press [Send].
- 3 Press [Color/Image Quality].
- 4 Press [Color Selection].
- 5 Choose the Color to be used.
- 6 Confirm with [OK].



Further settings



- 1 Press the [Home] key.
 - 2 Press [Send].
 - 3 Press [Quick Setup].
- Choose an item to be changed. After changing confirm with [OK].
- To enter a file name press [Advanced Setup]. Press [File Name Entry] and change the name. Confirm with [OK].
- 4 Press [Destination] to return.



Fax operation

Sending a fax



- ❶ Press the [Home] key.
- ❷ Press [FAX].
- ❸ Place the originals on the platen or in the document processor.
- ❹ Enter the destination address.

Enter the destination:

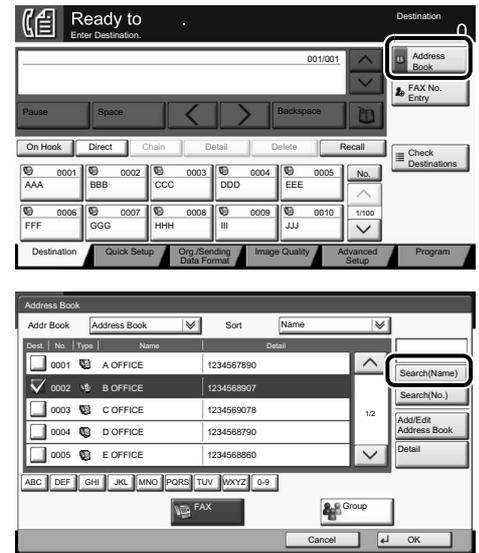
Enter the fax number with the numeric keys. After that press [OK].

From the address book:

Press [Address Book]. Press the checkbox to select the desired destination from the list. Press [Search (Name)] to find the destination. Enter the name you search for. Confirm with [OK].

You may choose multiple destinations. If you want to send the fax to several destinations, go back to step 4.

- ❺ To send the fax press the [Start] key.



Canceling fax job

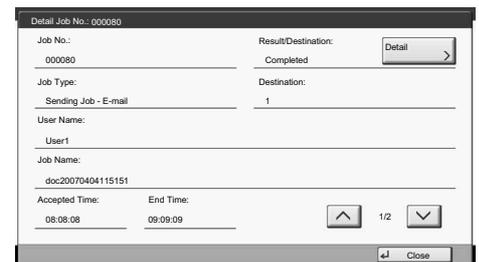
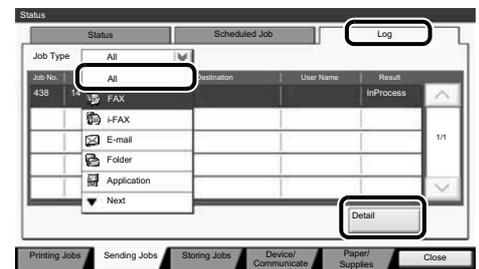


Check transmission result



- ❶ Press the [Status/Job Cancel] key.
- ❷ Press [Sending Jobs].
- ❸ Press [Log].
- ❹ Under Job Type, select [FAX].
- ❺ Select a job to be checked.
- ❻ Press [Detail].

The details are displayed.



For more details refer to the Operation Guide on the co-packed DVD.

Private printing



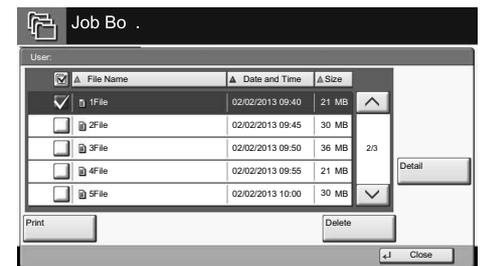
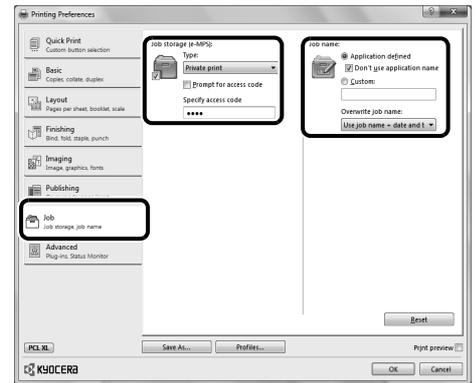
Note: To activate the private printing from the PC, select the [Job] tab in the printer driver, select [Job storage (e-MPS)] checkbox, and then select [Private print] from [Type] list.

Remove the checkmark from [Prompt for access code], and enter 4 digits number in [Specify access code].

The section [Job name] allows you to type in your name directly.

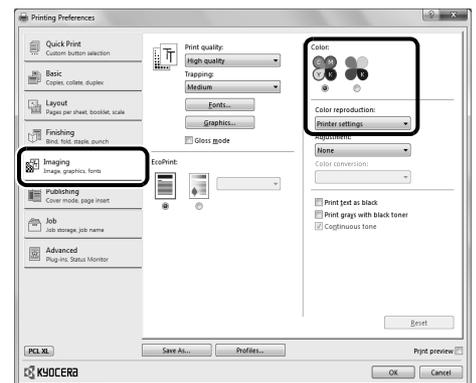
- 1 Press the [Home] key.
- 2 Press [Job Box].
- 3 Select the creator of the private print job.
- 4 Select the document to be printed from the list.
- 5 Press [Print]. Type in the access code with the numeric keys.
- 6 Press [Start Print] to start printing.

Note: By pressing [Delete] jobs can be canceled.



Color settings

- 1 When printing from an application press the [Properties] button.
- 2 Choose [Imaging] tab.
- 3 Choose [Full color] or [Black].
- 4 When [Full color] is selected, use [Color reproduction] to choose object types depending on your original to be printed. Standard selection is [Printer settings]. Options are: [Text and graphics], [Text and photos], [Vivid colors], [Publications], [Line art], [Custom table] or [Advanced].
- 5 Confirm with [OK].



Cancel print job



Preparation



Auto Color



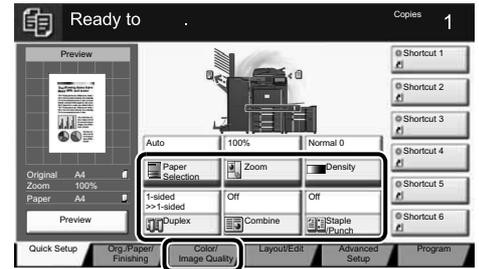
Full Color



Black&Whi



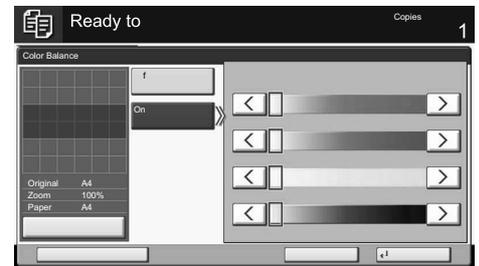
- ❶ Press the [Home] key.
- ❷ Press [Copy].
- ❸ Place the originals on the platen or in the document processor.
- ❹ Choose the color mode.
- ❺ Choose [Paper Selection], [Duplex] [Zoom], [Combine], [Density] or [Staple/Punch] (optional) in the sub menu from the main screen.
- ❻ Confirm all settings with [OK].
- ❼ Enter the number of copies with the numeric keys.
- ❽ Press the [Start] key.



Optional functions:

The color settings can be changed.

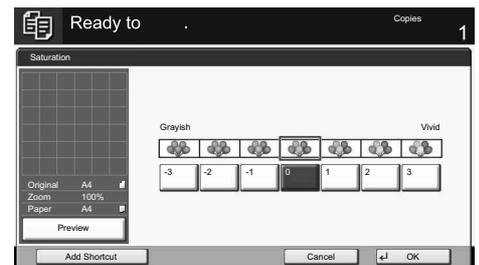
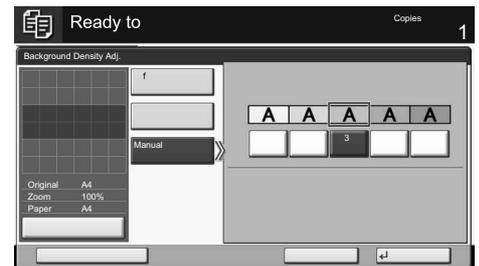
- ❶ Press [Color/Image Quality].
- ❷ Choose [Color Balance], [Hue Adjustment], [One-touch Image Adjust], [Sharpness], [Background Density Adj.], [Saturation] in the sub menu from the main screen.
- ❸ Confirm all settings with [OK].



Help



A [Help] key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the [Help] key to view a detailed explanation on the touch panel.



For more details refer to the Operation Guide on the co-packed DVD.



Kyocera Print Driver Guide

Quick Print Tab- This screen allows you to do the basic print settings and profiles saved.

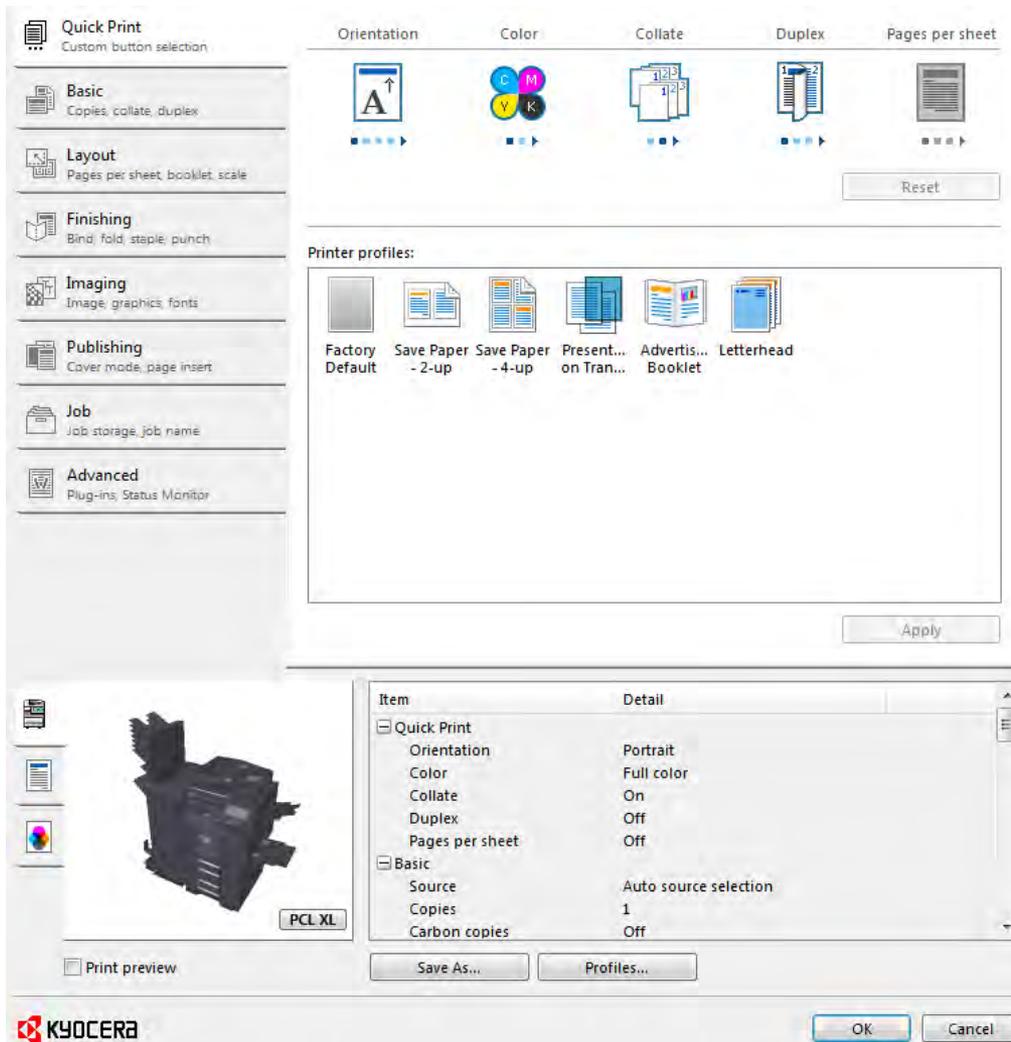
From this screen you can select options for your print job.

Examples: 2 Sided Printing

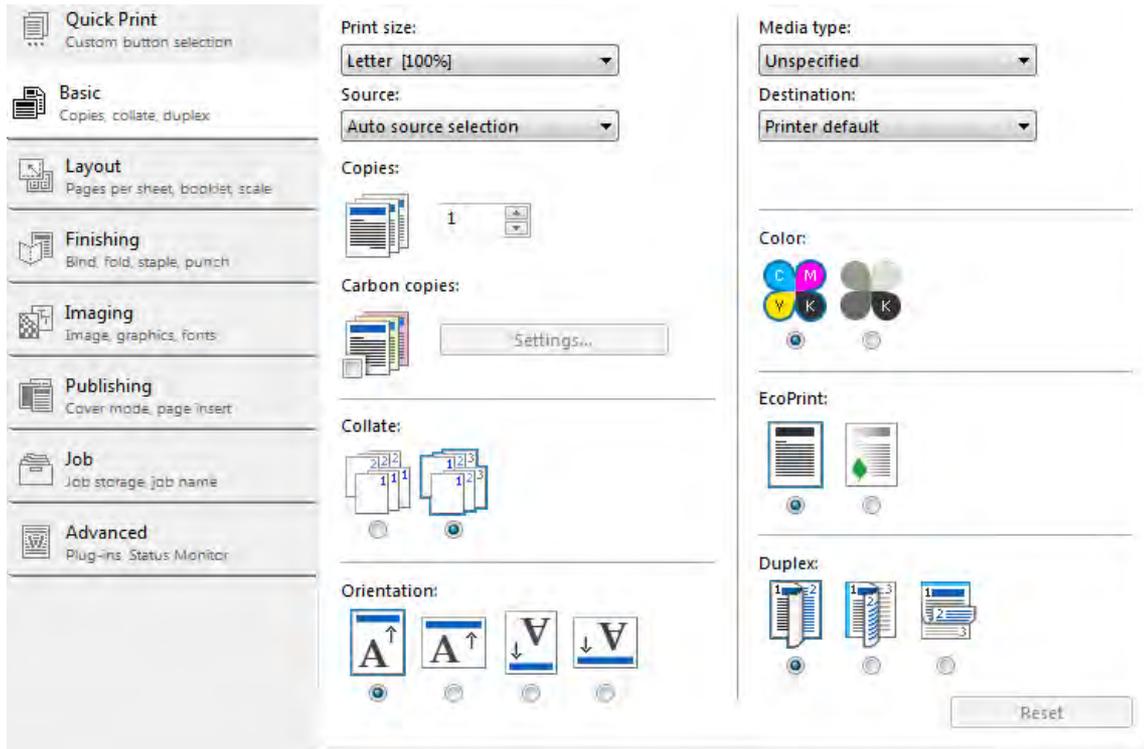
1. Quick Print
2. Select Print on both sides

To Print in color

1. Quick Print
2. Select Color Mode



Basic Tab- This screen allows you to change paper size, paper trays and media. It also allows you to change the color settings, duplex, collate options and orientation of document.



To Select Paper Trays:

1. Source
2. Drop down arrow and select tray.

To Select Media type:

1. Media Type
2. Drop down to Unspecified and select media. (ex: Cardstock, labels, envelopes)

Layout Tab- This screen allows you to make booklets, scale documents, posters, multiple pages and full bleed.

The screenshot displays the 'Layout Tab' of a printing software interface. On the left is a vertical sidebar with the following sections:

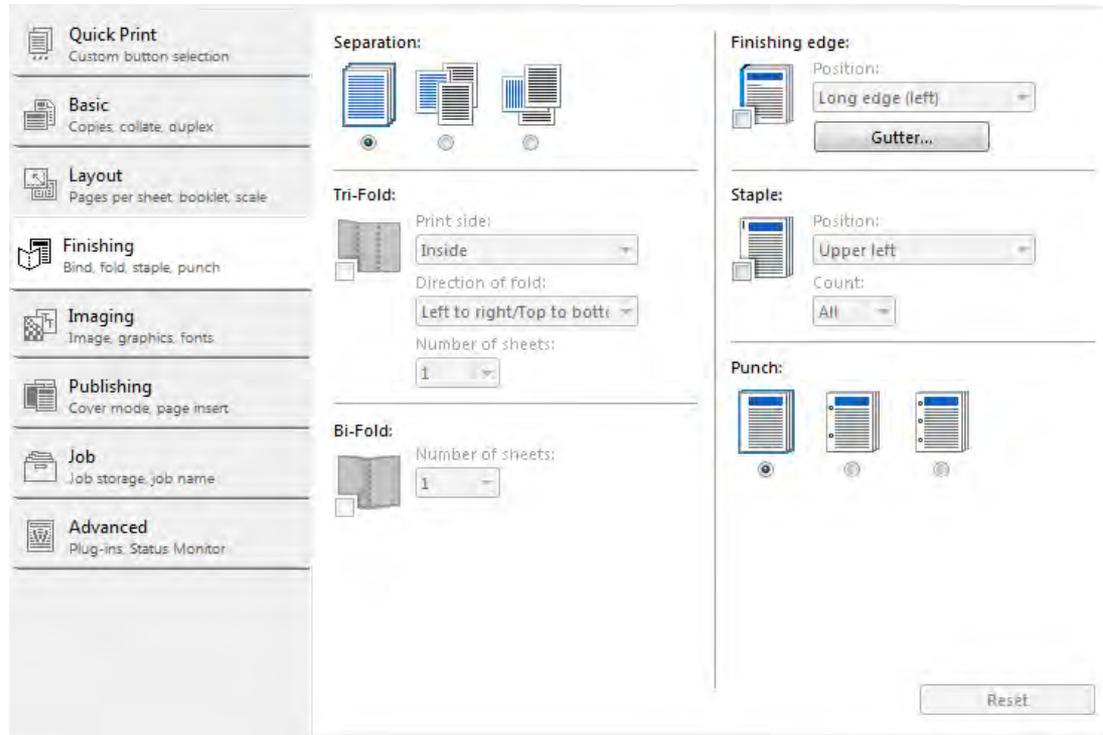
- Quick Print**: Custom button selection
- Basic**: Copies, collate, duplex
- Layout**: Pages per sheet, booklet, scale
- Finishing**: Bind, fold, staple, punch
- Imaging**: Image, graphics, fonts
- Publishing**: Cover mode, page insert
- Job**: Job storage, job name
- Advanced**: Plug-ins, Status Monitor

The main content area is divided into several functional sections:

- Multiple pages per sheet:** Includes a 'Pages per sheet' dropdown menu set to '2', a 'Layout' dropdown menu set to 'Auto', and a 'Print borders' checkbox which is currently unchecked.
- Scaling:** Features a '20 - 500:' range indicator, a '100%' scale value with up/down arrows, and a 'Gutter...' button.
- Full bleed:** Shows four icons representing different full-bleed options, with the first icon selected via a radio button.
- Poster:** Includes a 'Pages per poster' dropdown menu set to '4 - 17 x 22 inches', a 'Print format' dropdown menu set to 'Poster pages', and a 'Poster Settings...' button.
- Booklet:** Shows three icons representing different booklet layouts, with the first icon selected via a radio button, and a 'Booklet Settings...' button.

A 'Reset' button is located at the bottom right of the main content area.

Finishing Tab- This screen allows you to give a the document a finishing feature such as stapling folding, hole punch and gutters.



Stapling a Print Job

1. In the Finishing tab, click the Staple icon.
2. Select the position from available options. The position options vary based on settings in Finishing edge, which provides custom staple locations in the document.

If a folding unit is installed and Booklet is selected in the Layout tab, Booklet (fold) is automatically selected. The job is printed in booklet format and folded, with two staples placed in the binding.

3. Select the count for stapling: Under Count, select the number of sheets for each stapled set, or select All to staple all sheets.
4. Click OK to return to the Print dialog box.
5. Click OK to start printing.

Printing with Tri-Fold

1. In the Basic tab, under Destination, select Printer default or Folding tray.
2. In the Finishing tab, click the Tri-Fold icon
3. In Print side, select one of the two options:

Inside

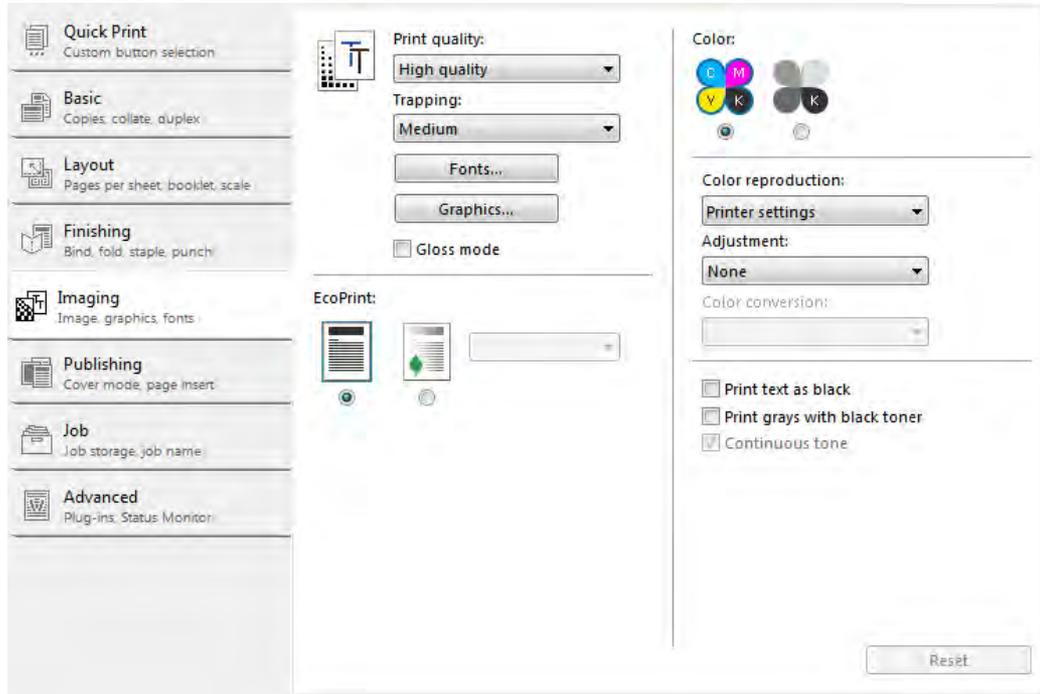
This selection prints on the inside of the folded document.

Outside

This selection prints on the outside of the folded document.

4. In Direction of fold, select from the options available.
Left to right/Top to bottom
Right to left/Bottom to top
5. In Number of sheets, type or select the number of sheets that will be folded
6. Click OK to return to the Print dialog box.
7. Click OK to start printing.

Imaging Tab- This screen allows you to manage print quality and color settings.



Trapping-In color printing, color inks or toners are applied separately to a page. A color image has its component colors applied in color separations of cyan, magenta, yellow and black. These color separations must be aligned (registered) precisely to produce a quality full-color image. During printing, the paper or media type may shift slightly. While the shift might be very small, the gaps between the colors in the image can be noticeable. Color trapping corrects it by overlapping colors slightly so that minor alignment issues are corrected

Font- The **Font Settings dialog box lets you specify how TrueType fonts are sent to the printing system.** The chosen method affects the speed and quality of the print job.

Graphics- Graphics are pictorial representations of information. Graphics can be functional(charts, diagrams) or artistic (drawings, photographs). **Graphics Settings let you select options for your printed graphics.**

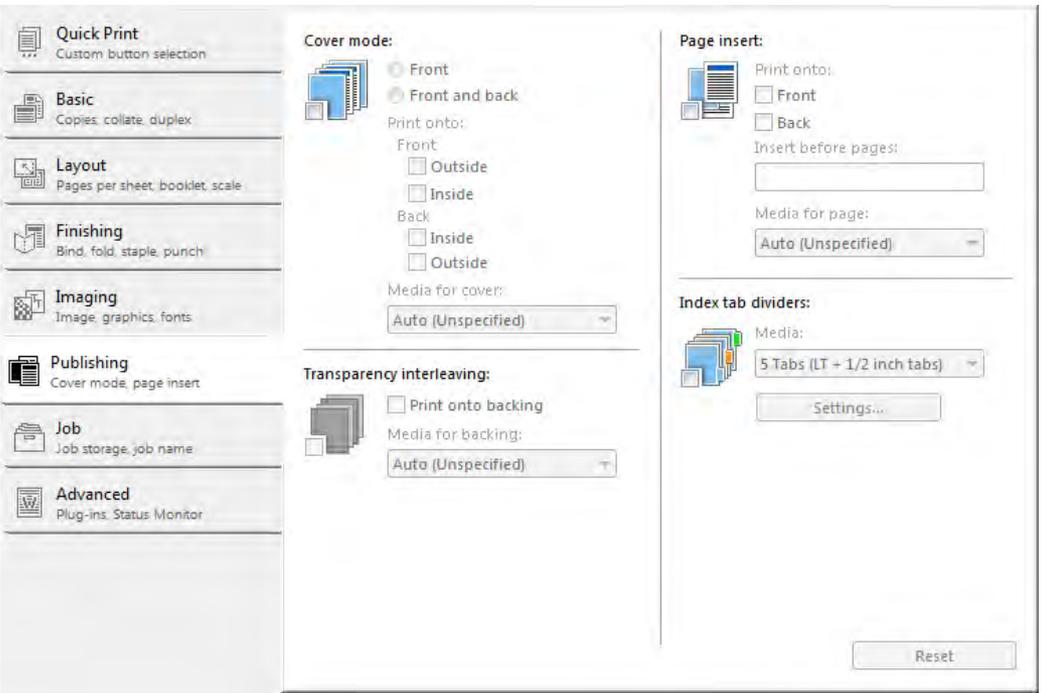
Color Reproduction- **Color reproduction lets you optimize the color rendering of photos and graphics.** This feature is available when **Full color is selected under Color.**

Color Adjustment- Color adjustment lets you customize the two color spaces in the driver and save up to three custom groups. Color space changes can be made to hue, saturation, and lightness (HSL) or to color balance levels.

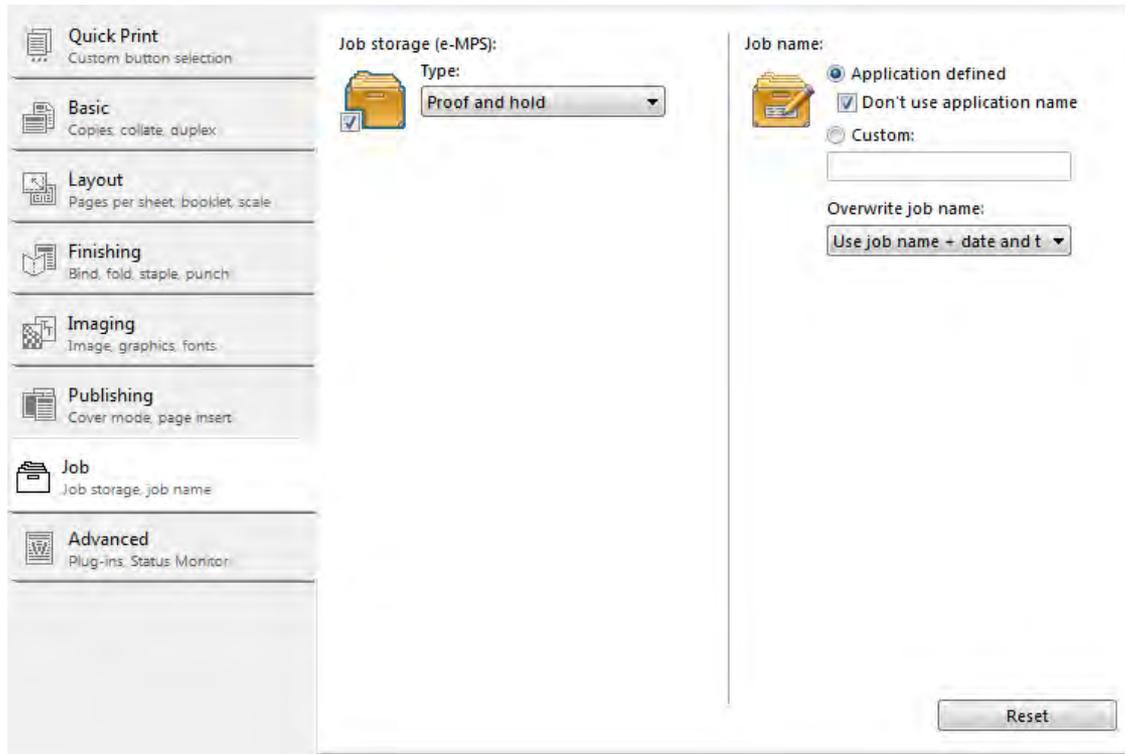
Print Text as Black-This option prints all color text as black. It produces faster printing of color print jobs by reducing the amount of data sent to the printer. In black and white printing, it increases the detail for light-colored text printed. White text and image colors are unaffected. Available with all of the **Color mode** options.

Print grays with black toner-This option prints grayscale with black only. **Full color must be selected as the Color mode.**

Publishing-In the Publishing tab, you can create covers and inserts for a print job, insert sheets between transparencies, and insert tab divider sheets.



Job-In the Job tab, you can store print jobs in the memory installed in the printing system.
Example: Private Prints.



Storing a Private Print Job

Private print lets you store a document temporarily in printing system memory without printing, and protect it with an Access code. The job is stored on the storage device until it is printed or manually deleted, or the printing system is turned off.

1 In the Job tab, click the Job storage (e-MPS) icon.

2 In the Type list, select Private print.

3 Select a method for choosing an access code:

Clear **Prompt** for access code, and then type four numbers in the **Specify access code** box. You do not need to type the access code each time you print. Select **Prompt** for access code. The **Private Print** dialog box appears when you print. Type the access code in the dialog box.

4 Click OK to return to the Print dialog box.

5 Click OK to start printing.

Advance-In the Advanced tab, you can choose special features that extend the capabilities of the printing system. Example: Adding watermarks

