

Kyocera Taskalfa MFP Copying Guide



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These instructions are a quick guide only:

For detailed instructions, please refer to the manuals supplied with your device or

Download from www.kyocera.eu

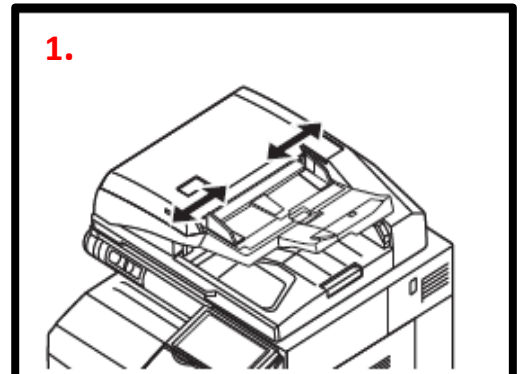
Control Panel



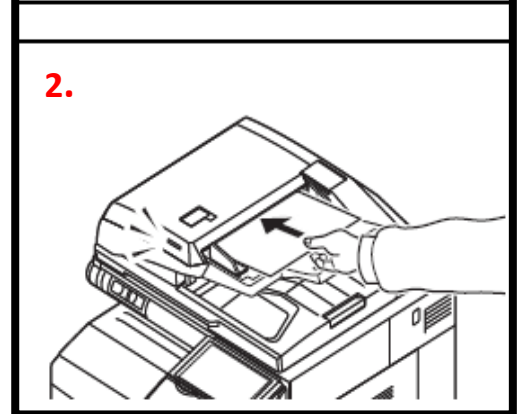
1. Start Key
2. Reset Key (All settings back to default)
3. Function Keys (Copy, Fax, Send a scan)
4. Colour Modes coloured toners)

Quick Copy

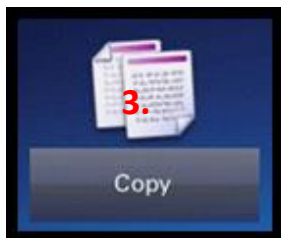
1. Adjust side fences to correct width.



2. To make a **Copy**:
Place document on the feeder (face up).
Or place on the glass (face down).



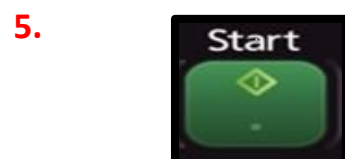
3. Press copy on the home screen.



4. Key in the number of copies required.

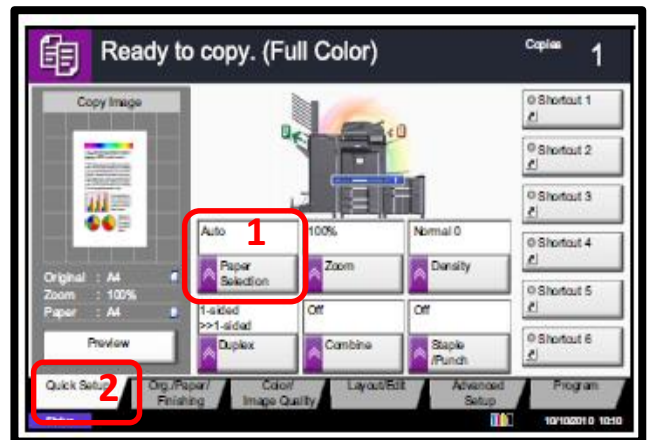


5. Then press the **GREEN** Start key.

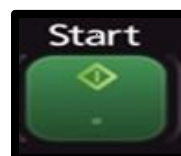
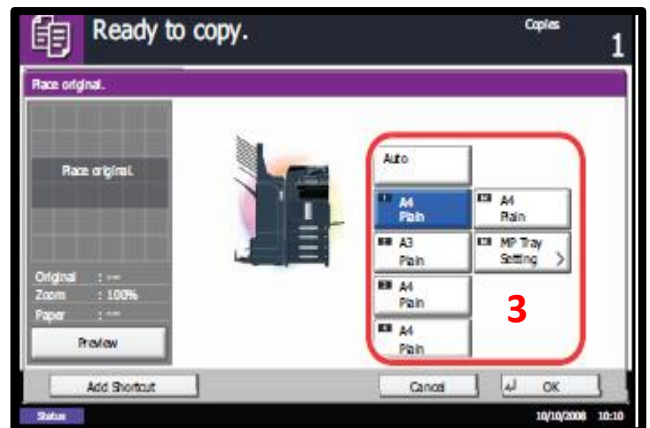


Paper Trays

1. If **Auto** is selected the paper size is automatically matched to the size of your original document.
2. To manually select a Paper Tray from the Quick Setup Tab select Paper Selection.



3. Then select the required tray then **OK**.



Press the **GREEN Start** key to copy.

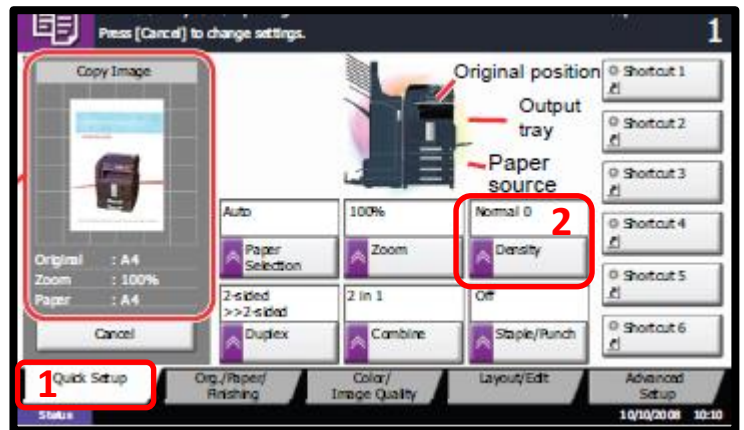
Transparencies, Labels, Cardstock etc. must be placed in the MP Tray.

Density Adjustment

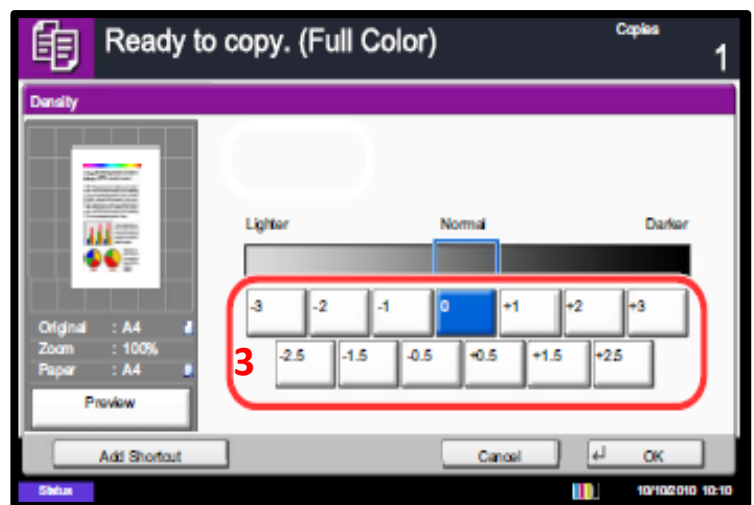
Use this to make a copy lighter or darker.

1. Select the **Quick Setup** tab.

2. Density option.



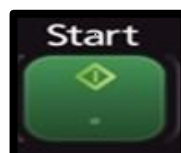
3. Select the required density required 0 is the default setting if you select **-1** the copies will be lighter **+1** the copies will be darker. Make your selection then press **OK**.



Place your originals in the feeder or on the glass.

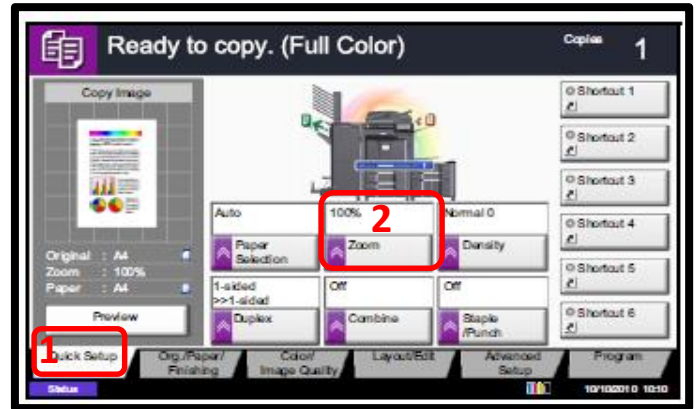
Key in the number of copies required.

Press the **Green** start key.



Reduction/Enlargement

1. From the **Quick Setup** tab.
2. Select the **Zoom** Key.

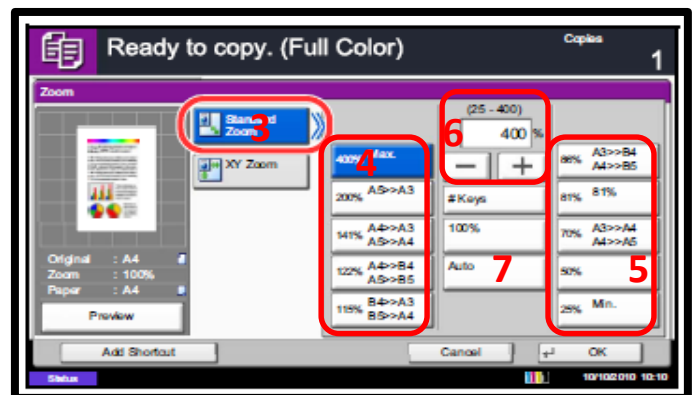


3. Select **Standard Zoom**.
4. **Preset Enlargements**.

5. **Preset Reductions**.

6. **Zoom** in 1% increments.

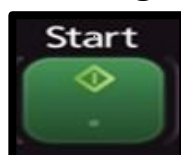
7. **Auto** will automatically reduce or enlarge the original to fit onto the selected paper.



TIP: If you insert an A4 original and select A3 paper the machine will Auto select 141%.

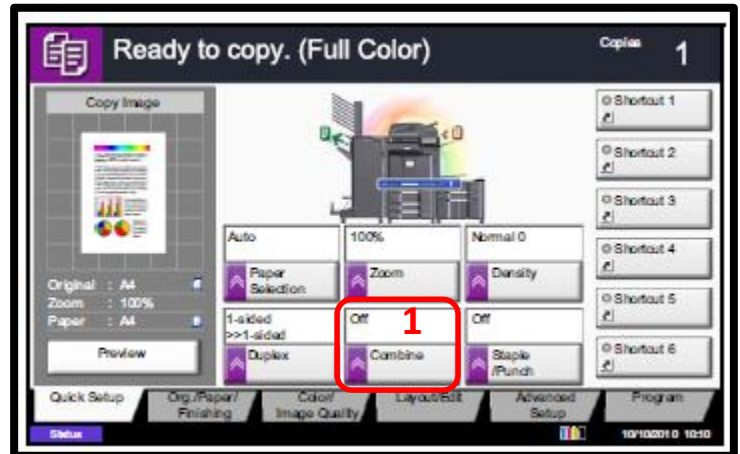
Select the required **Reduction /Enlargement** press **OK** then

press the **Green Start Key**.



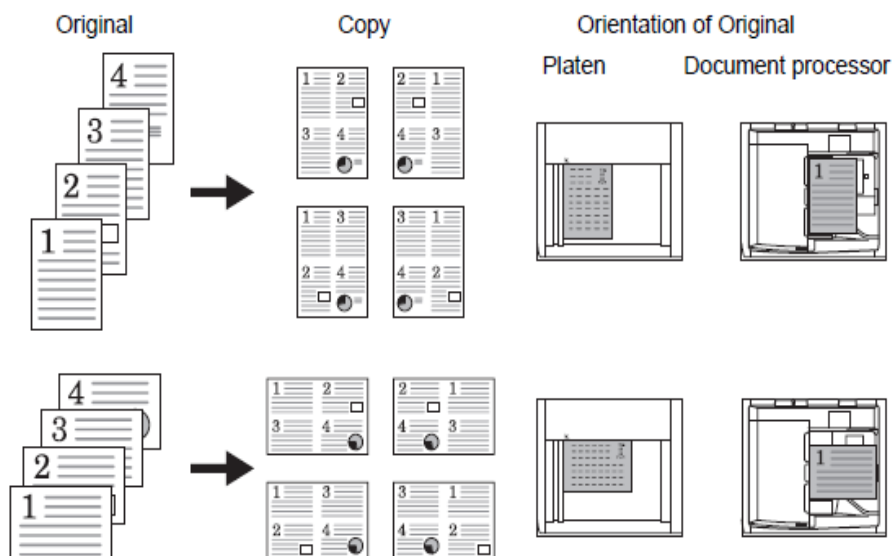
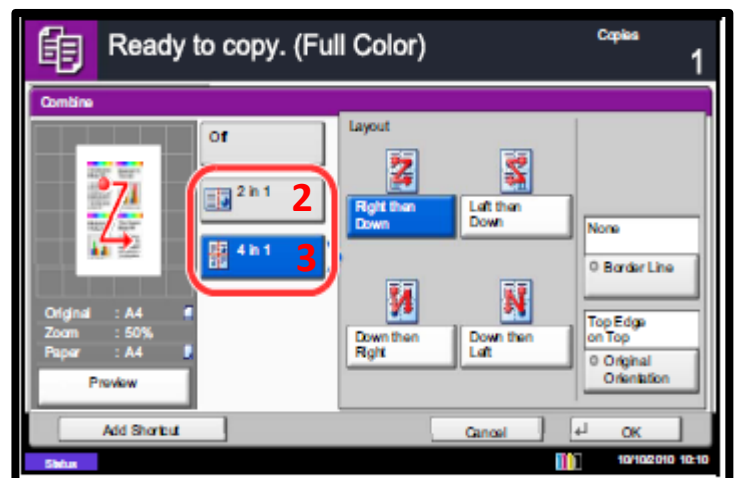
Combine Originals

1. Select Combine.



2. **2 in 1** combines 2 documents onto 1 sheet.

3. **4 in 1** combines 4 documents on to 1 sheet.



Staple/Hole Punch

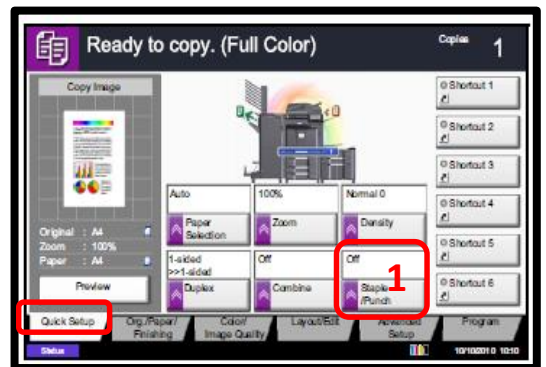
*NOTE: These options are not available on all devices.
Only available on devices with an external finisher.*

Place your originals on the Document Feeder.

Select the **Copy** option from the main panel.



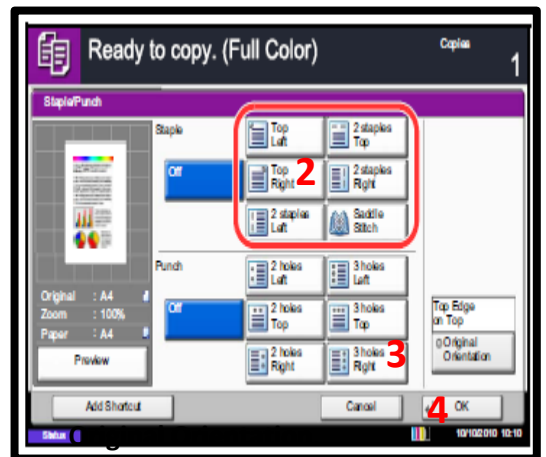
1. From the Quick setup screen select **Staple/Punch**.



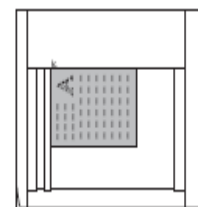
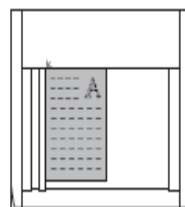
2. From the new screen select the required **Staple/Punch** position.

3. Then check **Original Orientation**.

4. Press **OK** then press the **Start Key**.



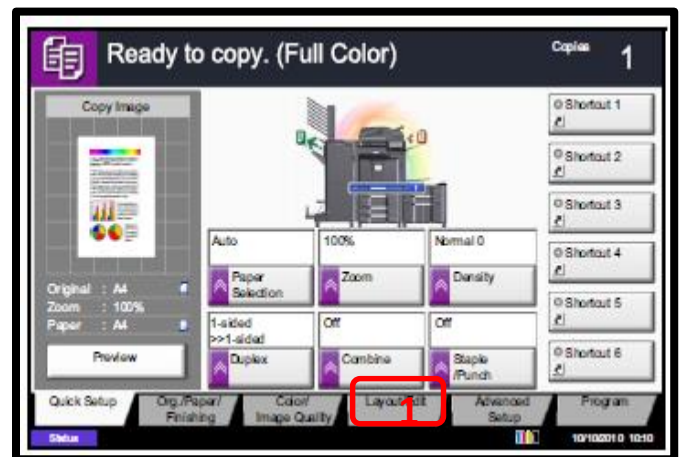
Original Top Edge on Top Top Edge on Left



Booklet Mode

1. Select Layout/Edit

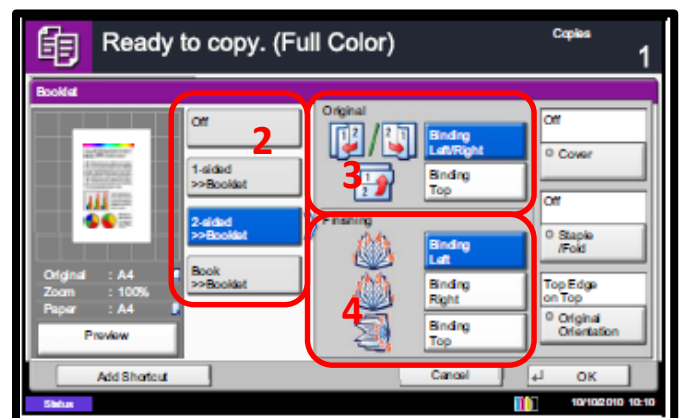
Select Booklet



2. Select the type of originals you are placing in the feeder i.e: single sided or double sided

3.Original - Binding option

Select this mode to set the to change the orientation of the originals



4. Finishing – Select which way you want the finished booklet to read i.e: left bind or top bind.

