**Kyocera Machine Set-Up Guide**

Customer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Model #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Serial #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KFS Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activation Codes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Unlock Scanner Before Start Up
* Install Options
* Update Firmware
* Print Status Page (KEEP THIS WITH MACHINE)

System Menu >Reports>Print Reports>Status Page>Yes

* DHCP Off-Test Print

System Menu>Page 2>System/Network>Network>Wired Network>Settings>TCP/IP>DHCP Off>Enter New IP Address

* Turn on Remote Operation

(Turn on DHCP see above) System Menu>Page 2>System/Network>Page 2>Remote Services Settings>Remote services ON

* Turn Off Motion Sensor

System Menu>Page 2>System/Network>Page 2>Motion Sensor OFF

* Adjust Energy Save Settings (Low Power Timer to 10 Min/Sleep Timer to 30 Min)

System Menu>Page 2>Date/Time/Energy Save>Low Power Timer 10 Min/Sleep Timer30 Min

* Low Toner Alert – Turned On (Set to 5%)

System Menu>Common Settings>Page 2>Low Toner Alert 5%

* Waste Toner Alert – Turned On (High End Copiers)

System Menu>Common Settings>Page 2>Waste Toner full Alert to 90%

* Black line cleaning indication Maint Mode U336 or U326 (Depending on Model) Turn Off
* Maintenance Mode U952 Set Up calibrations

Select Continue Set Up>Select U464>Start (ID Correction Setting) (leave all settings at default)>Select Calib>Execute>Start>Stop>Stop. Select U469>Start>Select Auto>Select Print>Execute. Select U410 Auto Color Calib (pages Print Put on Glass). Select U000>Start>Print Status Page>Stop. U927 Ignore. U278 Delivery Date Setting>Select today

* Tiered Color Set Up / Color Copiers / Maintenance Mode U332 (Mode To 1 / Level 1 To 2.0 / Level 2 To 5.0)
* Tiered Color Set Up / **Color Printers Only** (See Ray for a Script to turn this on)
* Default Copier to B/W

System Menu>Common Settings>Page 2>Faction Default>Color Selection Copy to Black and White

* Test Copy Functions
* Test Fax Function (If Installed)
* Fax Send Result Report (Transaction Report) turn ON (If Fax Installed)

System Menu>Reports>Results Reports settings>Send Results Report>Fax>set to ON (Attach Transmitted Image YES)

* Input EID (2 locations) and Customer name on webpage

Open Webpage>login as Admin (Username: Admin/Password: Admin)>Device Settings>System>Asset # is EID#/Location is Customer Name and internal Location if you have it (i.e. CBE Copy Room)>Management Settings>Notification and Reports>Equipment ID

* Set Password to: Admin
* Kyocera Fleet Services (Use Customers KFS Access Code)

System Menu>Page 2>System/Network>Page 2>Remote Services Settings>Server Settings>Access Code>Enter Customer Access Code

* Fax Batch Printing (ON) Small Machines Only System Menu>Fax>Fax Reception>Batch Printing (ON)

**Tech: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **THIS DOCUMENT IS TO STAY WITH THE MACHINE!!**

**OVER SEE PAGE 2 // Meter Notification Settings**

**Kyocera Meter Notification Settings**

1. Access Web Page
2. Login as Administrator
3. Left column Management Settings
4. Notification/Reports
5. Under Maintenance Repots
   1. Be sure EID # is in Equipment ID:
   2. Recipient E-Mail Address: Enter [meter@cbesc.com](mailto:meter@cbesc.com;supplies@cbesc.com) (example below is incorrect only meter@cbesc.com)
   3. Maintenance Report Interval: Monthly
   4. Day: 14
   5. Time: 02:00
6. Submit

