Reference Guide:
Kyocera Taskalfa 408ci

Device Panel Home Page, Copy, Send, Fax and KX Print Driver Overviews

ubeo
BUSINESS
SERVICES

Table of Contents

ubeo BUSINESS SERVICES

HOME SCREEN OVERVIEW

Toner Level Indicator

Device information, status and settings are located at the top of the touch screen.

Numeric Keypad, Copy job Interrupt, Authentication login/logout.

Copy, Send, Fax are also available by using the function keys below the touch panel.

Reset, Stop and Start

Energy Saver, Status/Job Cancel and System Menu and Counter

Return to Home
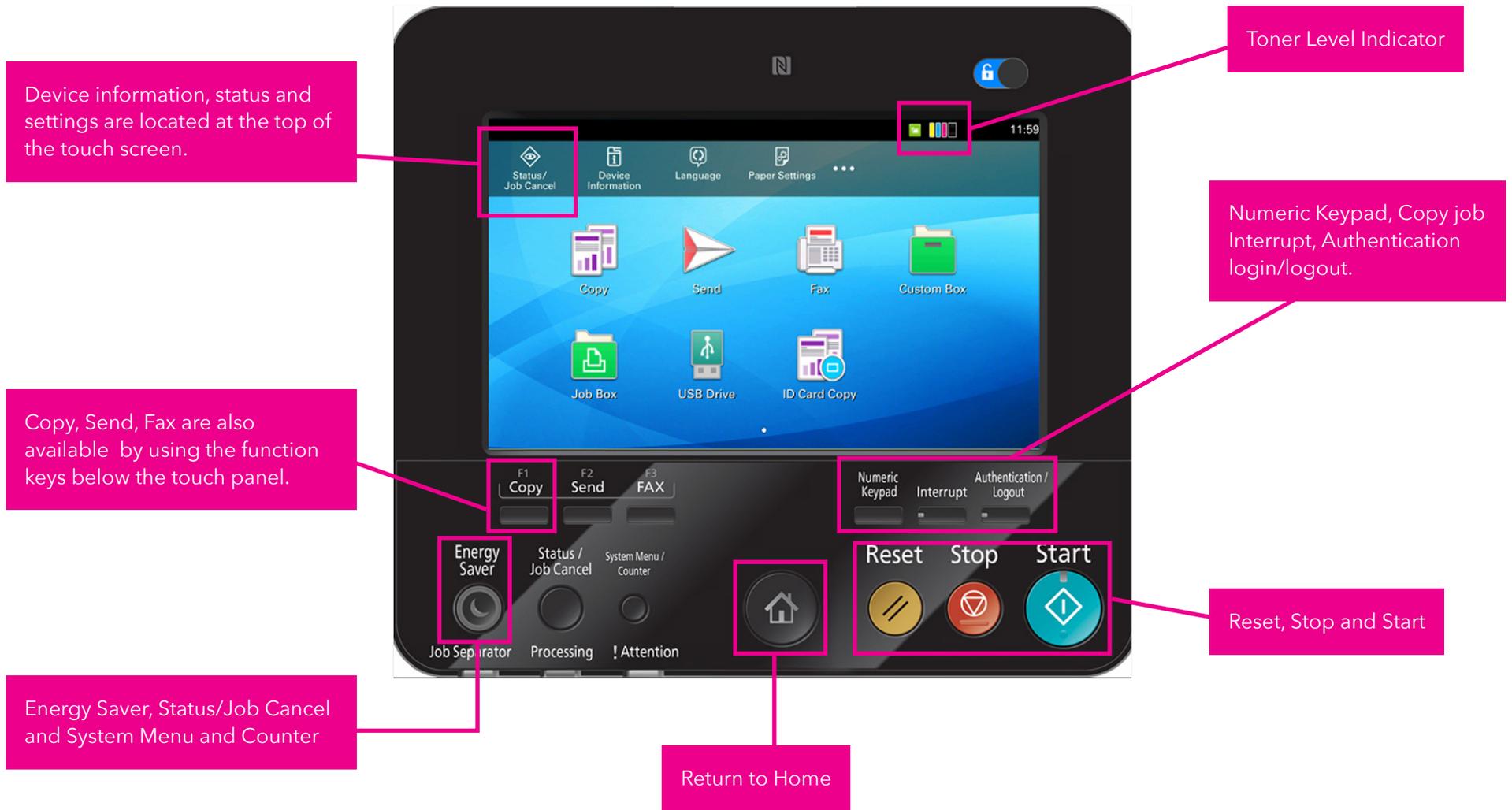
HOME SCREEN OVERVIEW

The Home Screen application icons can be customized.

To Customize, click on System Menu.

Next choose Function Settings, scroll down and choose Home. Icons can then be deleted or added. Copy and Send shortcuts can also be added to the Home Screen.
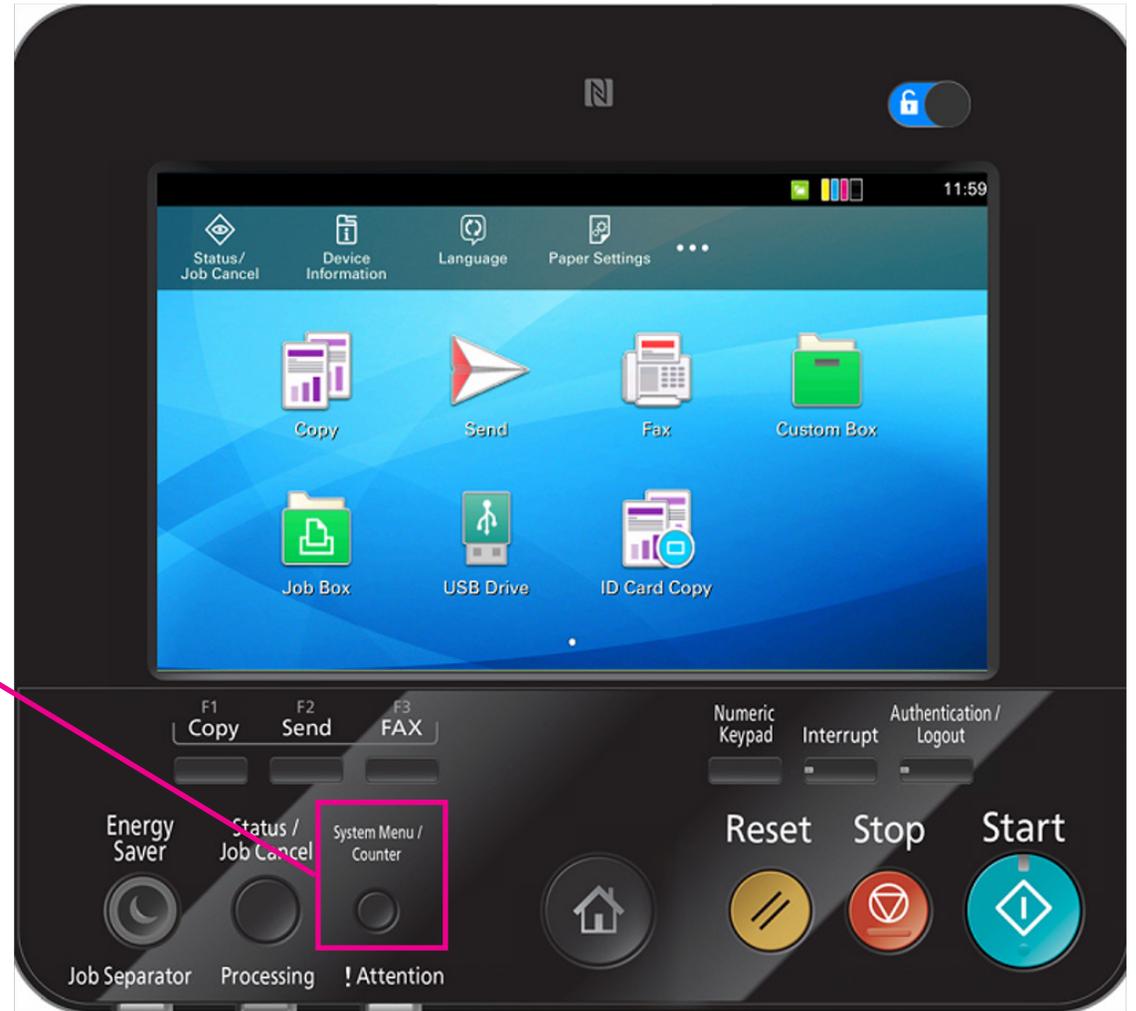
HOME SCREEN OVERVIEW

Status/Job Cancel view.
This includes pending
jobs and job logs.

HOME SCREEN OVERVIEW

To change Paper Settings, Click on Paper Settings

Inside Paper Settings, click on a paper cassette to change settings.
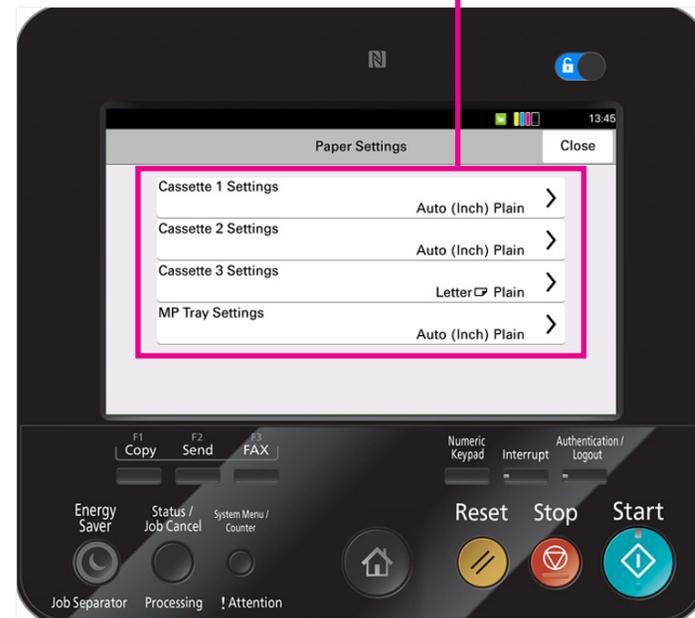
COPY

NOTE: The default view is Quick Setup. This Category displays common features and settings for basic copying.

The Copy application view includes a scrolling category list on the left.

The contents of the selected category will display on the right.

COPY

Preview will show a preview before you begin copying.

Paper Selection is set to Auto. The copy paper size will match the original paper size. Click to change to a specific paper drawer.

Proof Copy will print a proof before printing additional copies.

Color selection shows the current setting and can be changed to color or black & white.

Zoom includes several options for reducing or enlarging.

Combine includes various combining options such as 2 up and 4 up on a page.

Staple will show staple position options.

Duplexing creates 2 sided documents or 1 sided documents from 2 sided originals.

COPY

This view shows paper cassette options in Paper Selection.

Click on a paper cassette to change the setting.

The MP tray (Multi-Purpose Tray) is on the right side of the machine and is used for copying or printing onto various media types.

Click on the tray to change to a specific media/paper type.

COPY

Copying or Printing Envelopes using the MP Tray
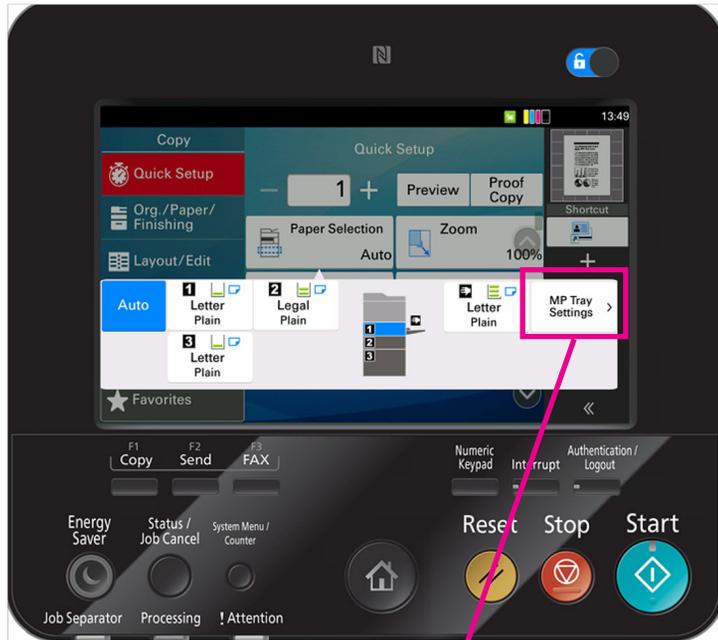

Click Paper Selection then click on MP Tray Settings.

Click Paper Size
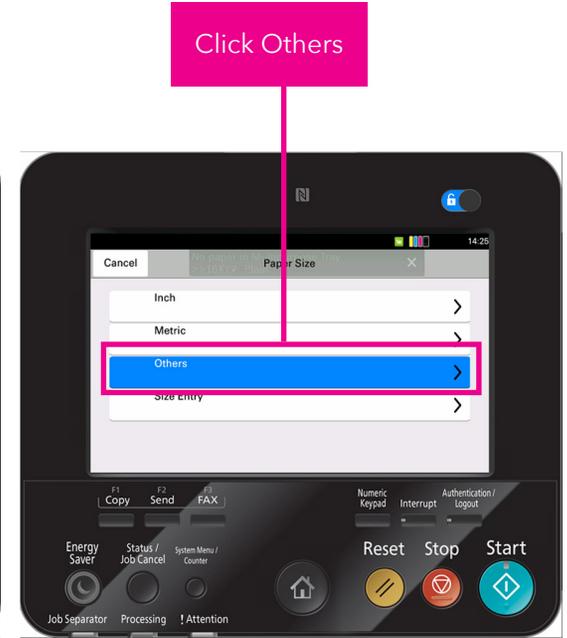

Click Others
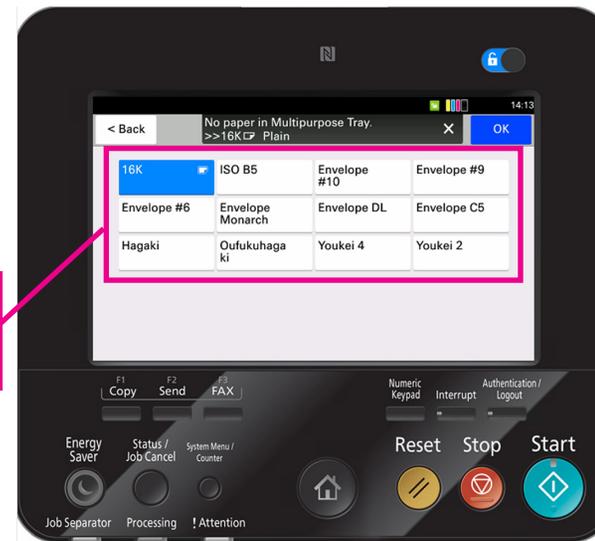

In Others, Choose the type of envelope.

COPY

**Copying or Printing Envelopes using the MP Tray continued...**
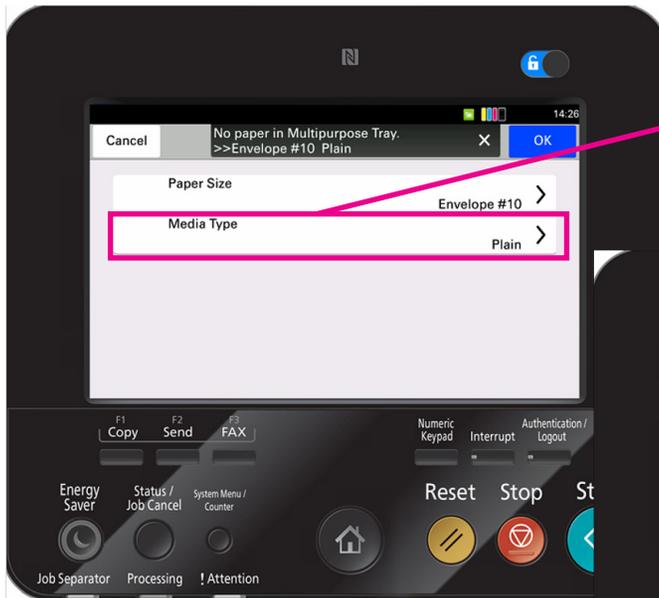
Choose Media Type
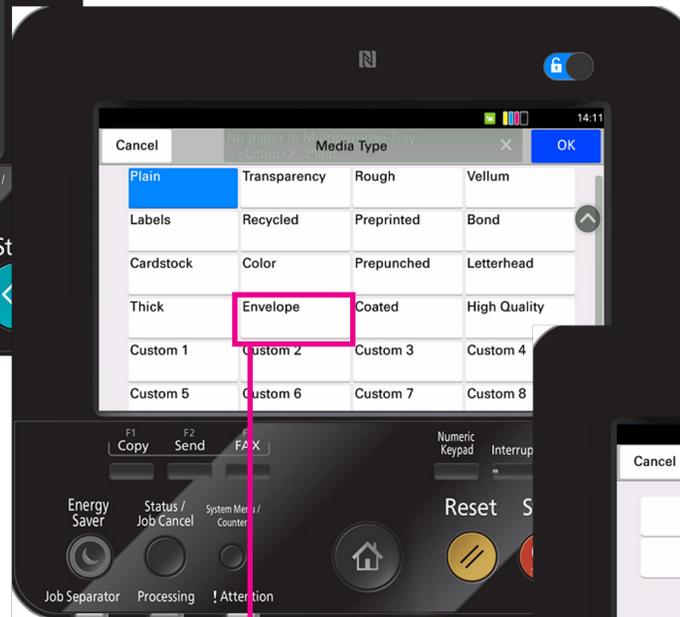
Change to Envelope

Note: This is also where the MP tray can be changed to Thick paper, Cardstock, Labels and more.

Click OK.
The device is now ready to copy or print envelopes.
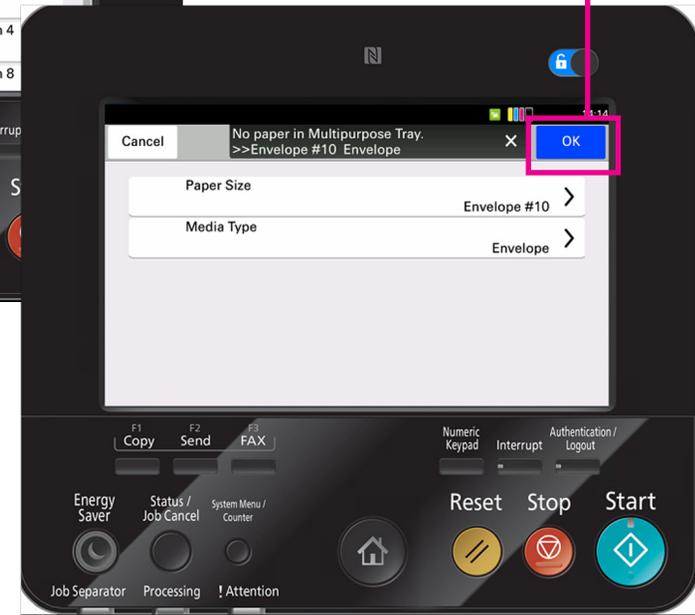
COPY
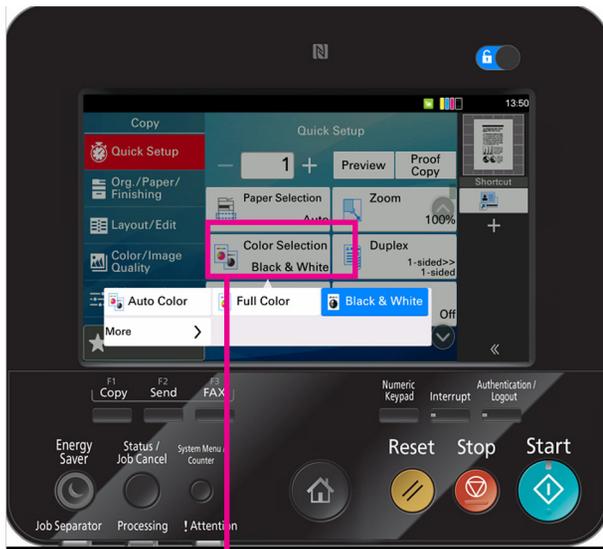
Color Selection shows 4 options. For a Color copies that include black & white and color pages within a document, choose Auto Color.

This view shows Duplex options.
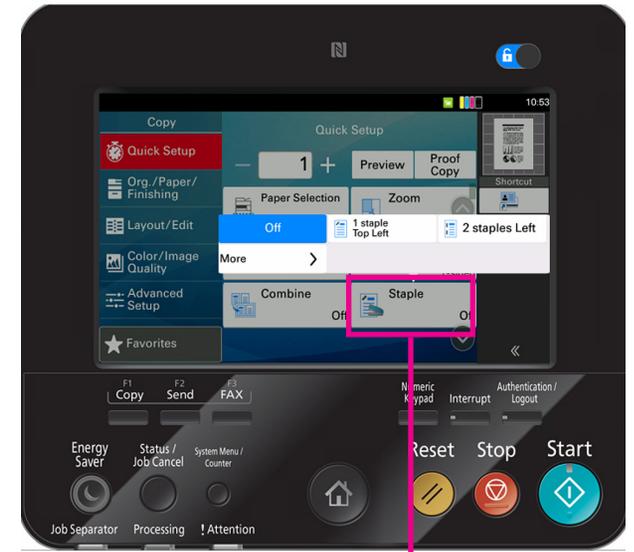
The Staple option shows the various staple positions available.

COPY
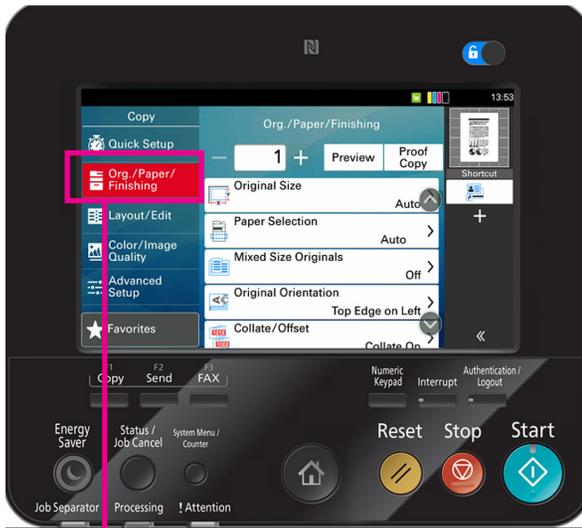
Orig./Paper/Finishing category: This category includes additional options such as mixed size originals, original orientation and collate/offset.
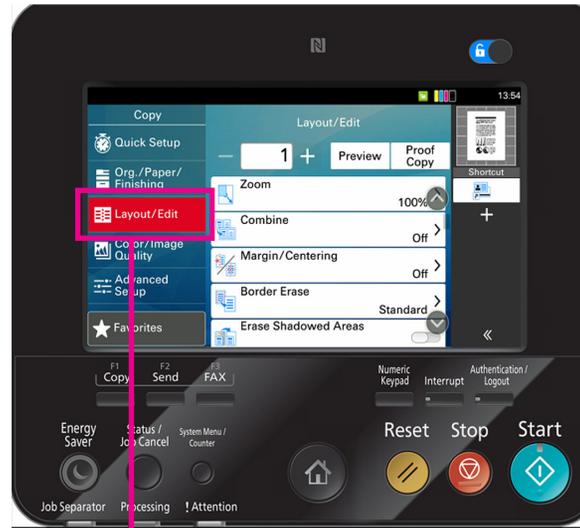

Layout/Edit Category: This category includes additional options such as margin/centering, border erase and erase shadowed areas.
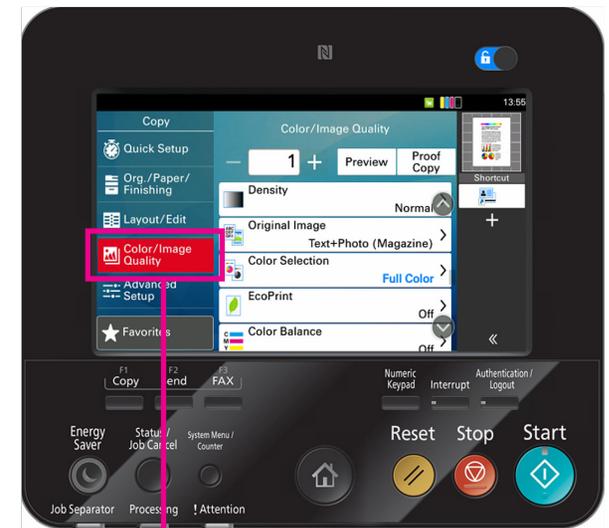
Color/Image Quality Category: This category includes additional options such as Density, Eco Print and Color Balance.

COPY

Advanced Setup Category Page 2: Additional options in this category include Priority Override, Repeat Copy, OHP Backing and more.
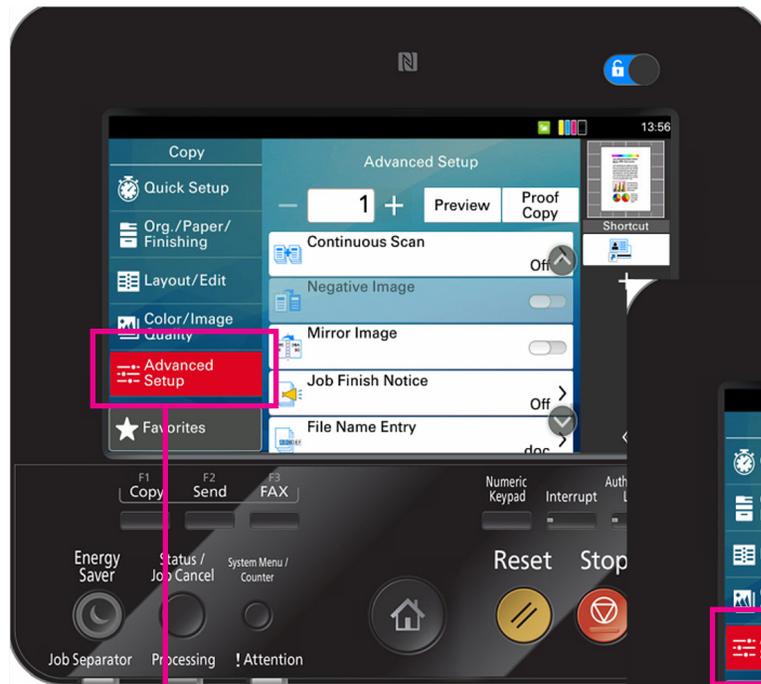
Advanced Setup Category: This category includes options such as continuous scan, Mirror Image, Job Finish Notice and more.
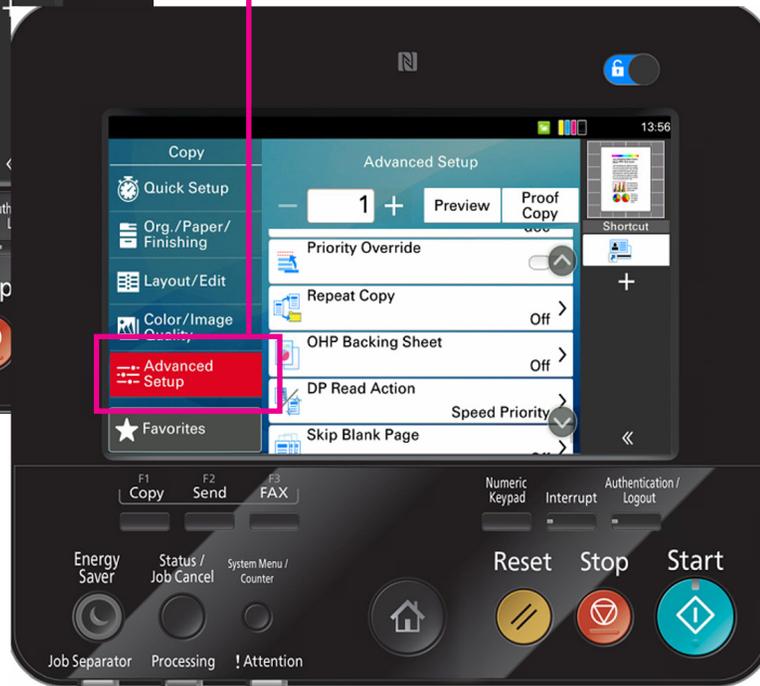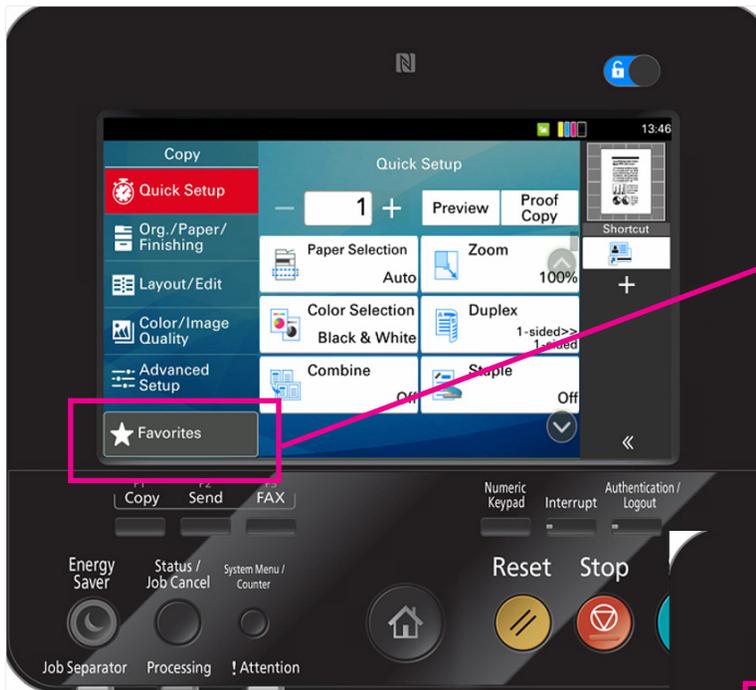
COPY

Favorites: Favorites are shortcut presets for copy job settings.

Create a new Favorite or recall a previously saved Favorite.

Inside the Favorites window shows existing Favorites. Click on Add/Edit to create a new Favorite or to Edit/delete an existing Favorite.
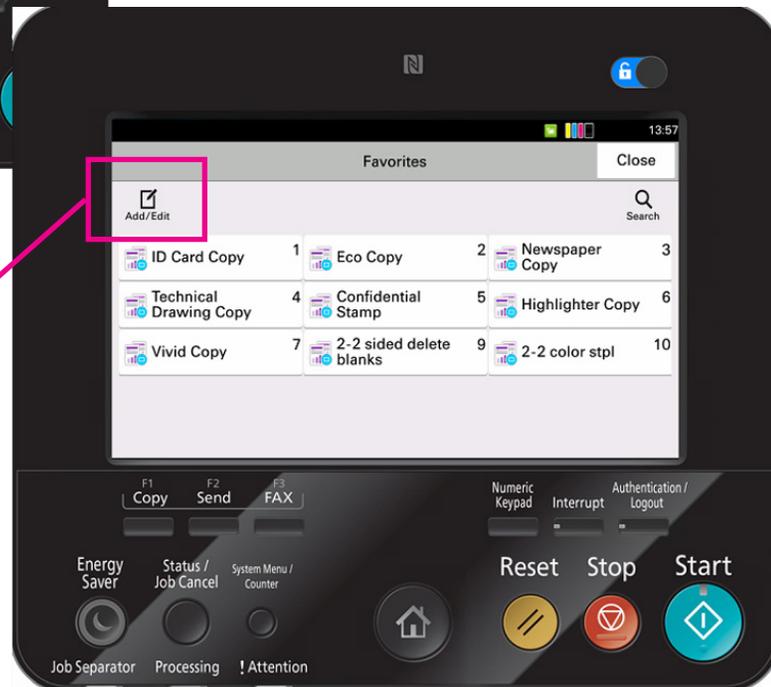
SEND

Send is used for scanning to various locations such as scanning to email or folder. The send application view includes a scrolling category list on the left.

The contents of the selected category will display on the right.

The default view is Destination. This Category Includes Enter Destination and One-Touch Destinations.

To add a destination from the Address Book click on the Address Book Icon. Or enter a destination manually.

Place documents face up in the document feeder or face down on the glass then Click Start to begin Scanning.


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SEND

By clicking on the Address Book Icon you can add a new Address to the Address book. Click Add/Edit.

Choose Contact

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SEND

Add Name.

Click on Mail Icon for email.

If entering a fax number, click on the fax/phone icon.

Add Email Address.
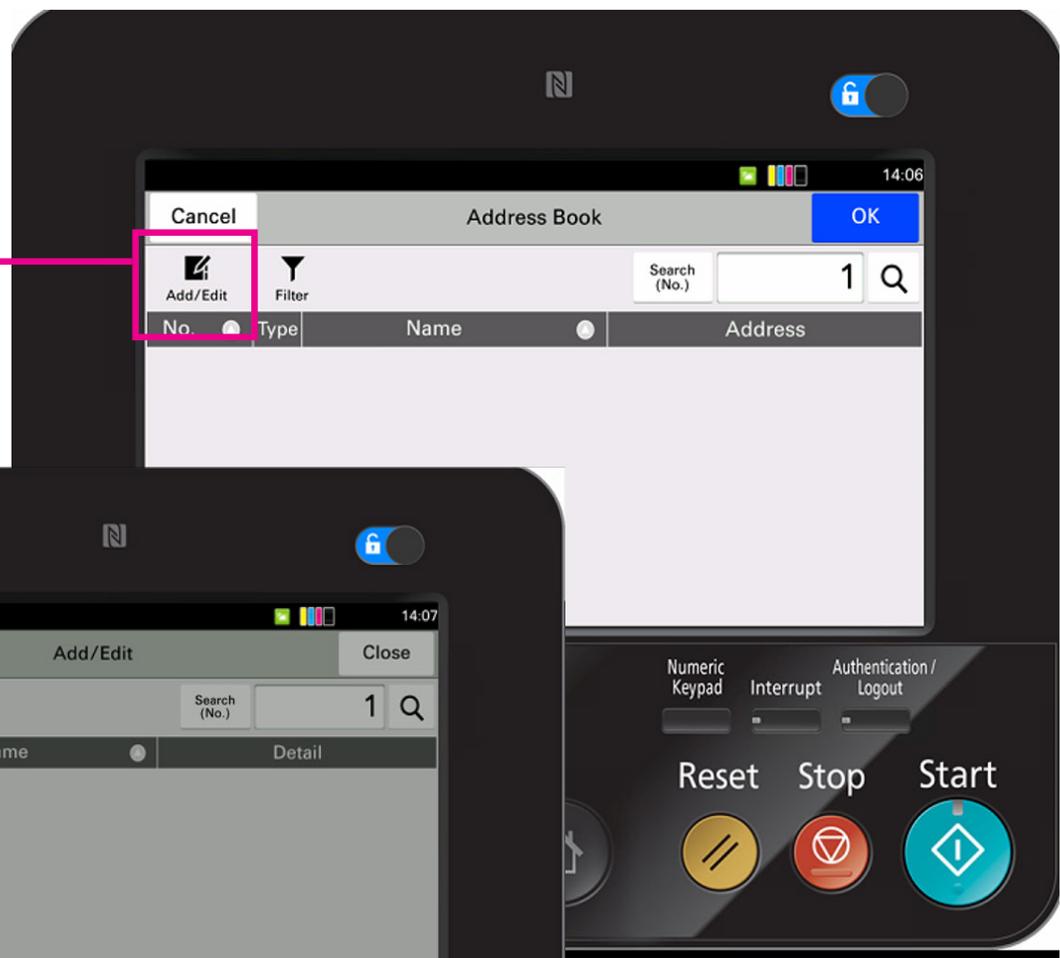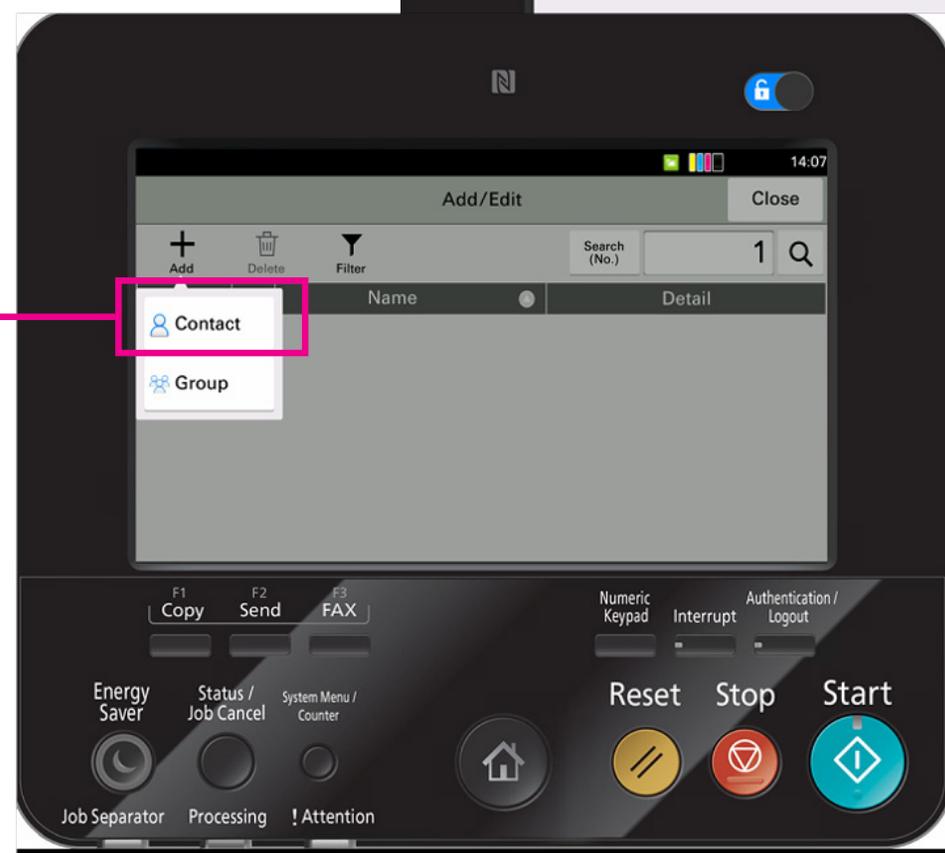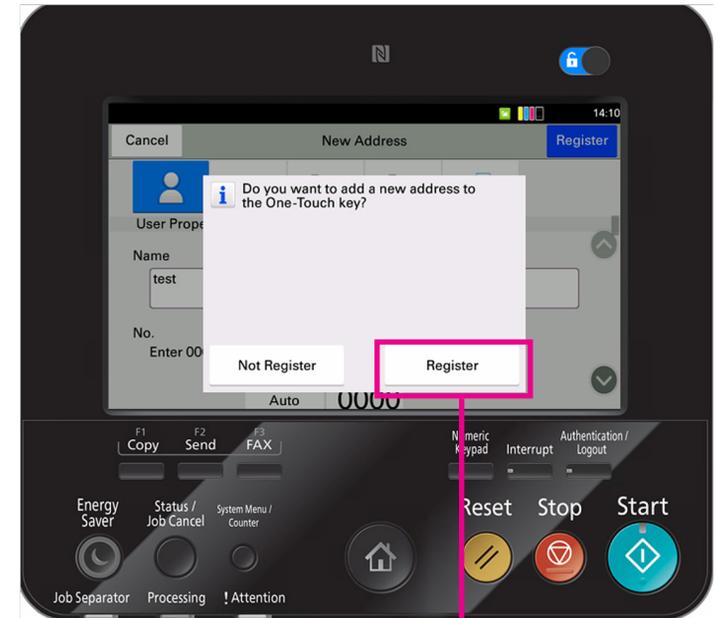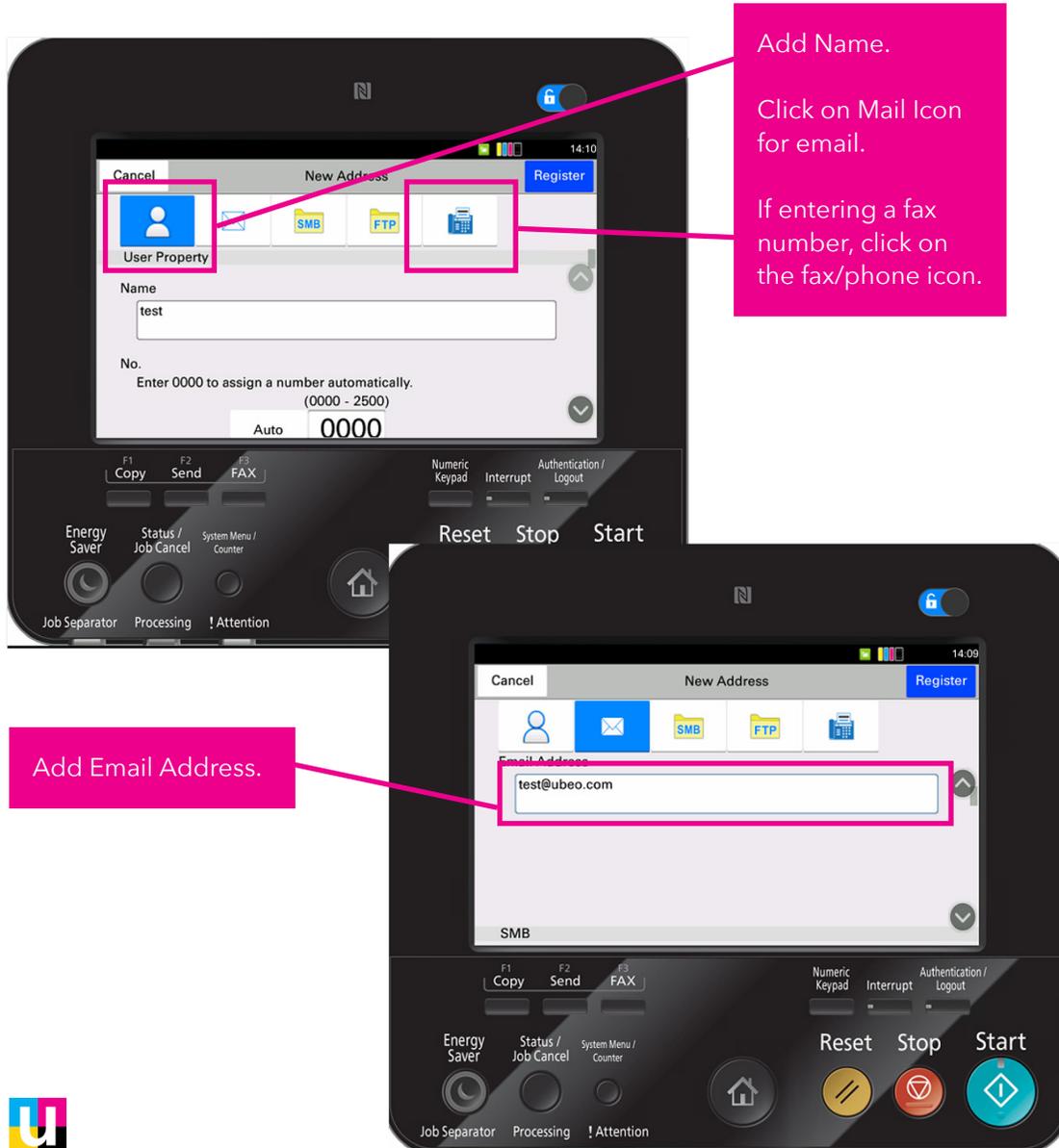
After registering a new email, it will prompt asking if you want to add to the One-Touch key.

Click on Register
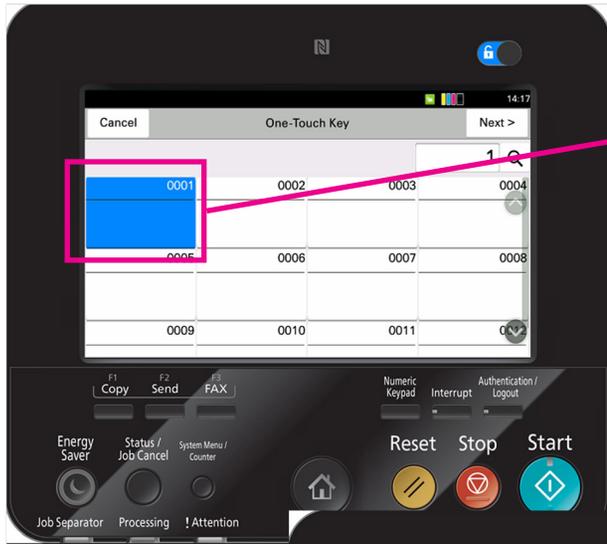
SEND

Next, Choose a One-Touch number.
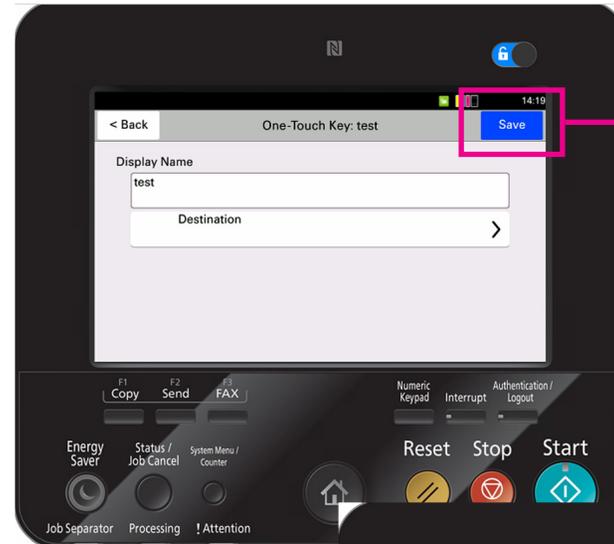
Then Choose an email for that number.

Click Save
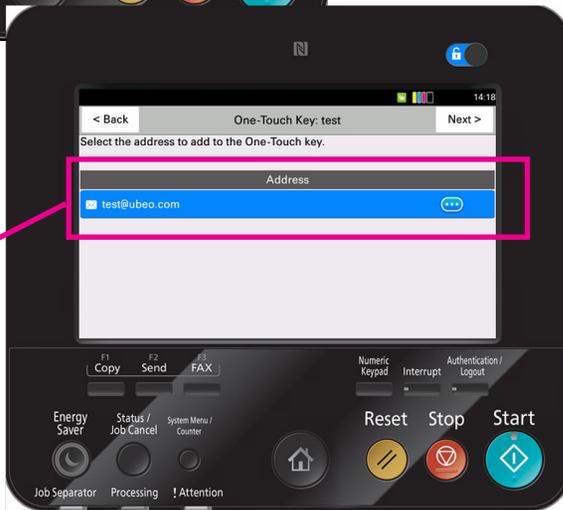
The One-Touch Destination will now show in the display.

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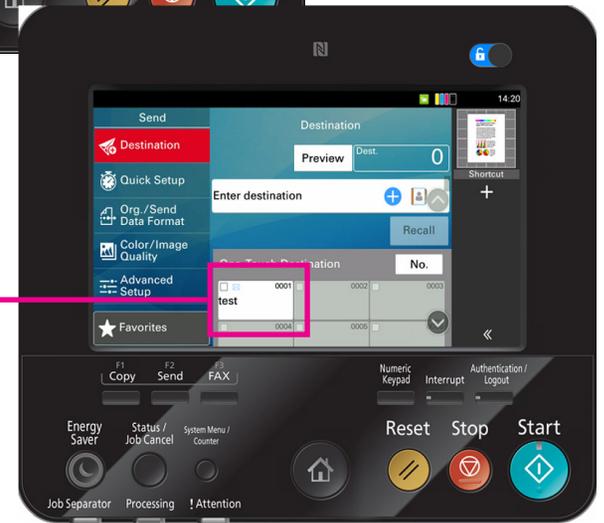
SEND

Quick Setup displays commonly used settings for scanning.

Color Selection includes Auto Color, Full Color or B&W scanning.

Density lightens or darkens the scan.

Continuous Scan is a job build feature. This is when using the glass and the feeder for a scan job or if the originals exceed the feeder capacity.

Scan Resolution includes resolutions from 100 to up to 600 dpi.

2 sided original/Book for various 2 sided originals and book original scanning.

File Format includes PDF, TIFF, High Compression PDF and more.

SEND

The Orig/Send Data Format category includes additional options related to originals such as Mixed Size Originals, Sending Size, and Original Orientation.
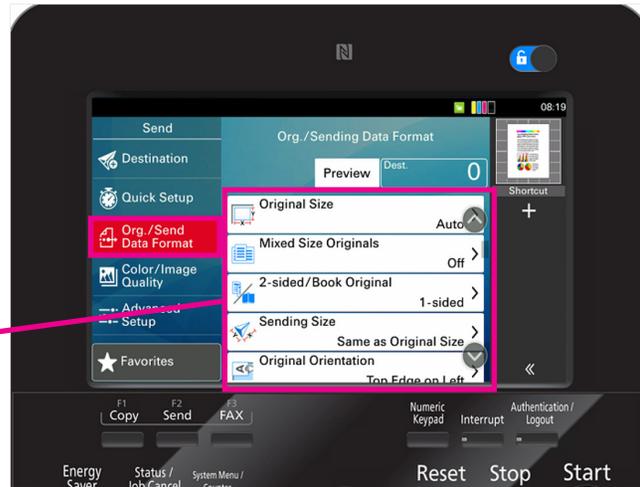
The Orig/Send Data Format also includes additional features such as Long Original and File Separation. File Separation separates pages into individual files.
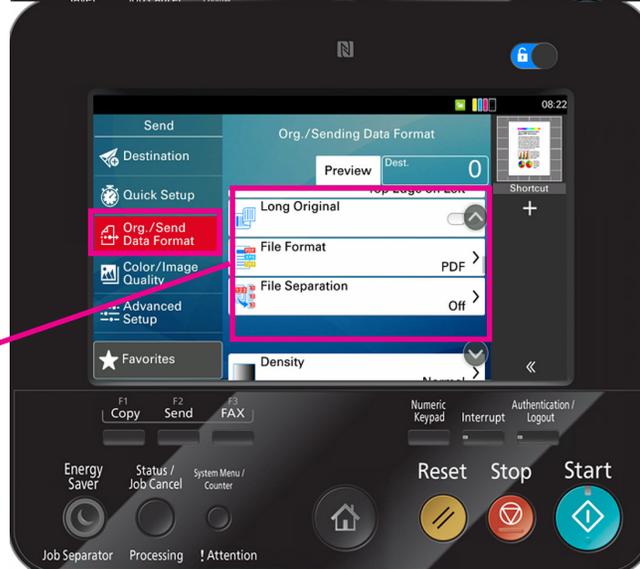
Color/Image Quality includes additional options such as Sharpness, Background Density, Prevent Bleed-thru and Contrast.
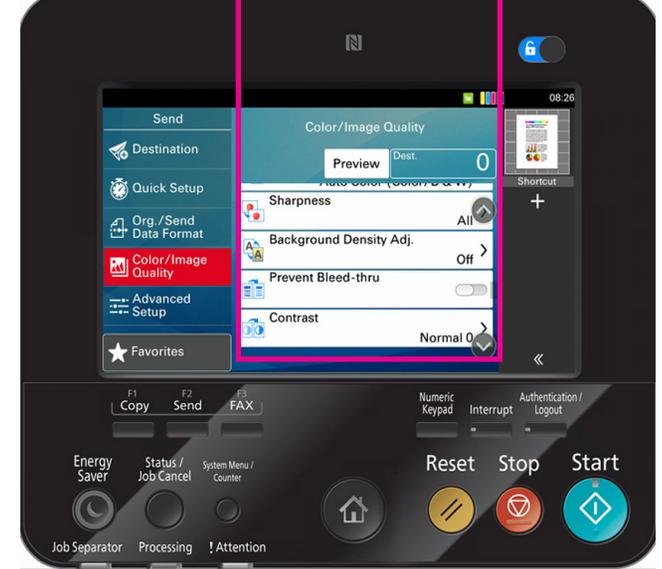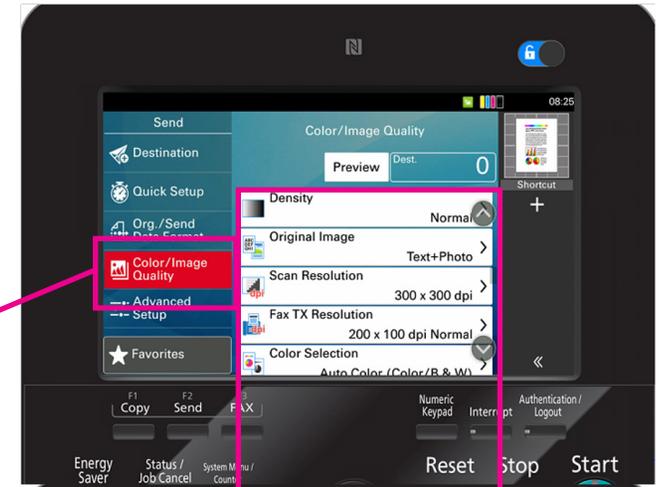
SEND

Advanced Setup Features Page 1: Advanced Setup includes additional features such as Border Erase/Full Scan, Erase Shadowed Areas and Job finish Notice.

Advanced Setup Features Page 2: Advanced Setup includes additional features such as File Name Entry, Continuous scan (Job Building), Email Subject/Body, Centering.

Advanced Setup Features Page 3: Advanced Setup includes additional features such as Send and Print, Send and Store, and Text Stamp.

Advanced Setup Features Page 4: Advanced Setup includes additional features such as Bates Stamp, File Size Confirmation, Skip Blank Page, Quiet Mode.

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SEND

Delete Blank Pages
To eliminate blank pages from documents when scanning mixed 1 and 2 sided documents, first choose 2 sided original from Quick Setup then turn on Skip Blank Pages.

SAVING FAVORITES
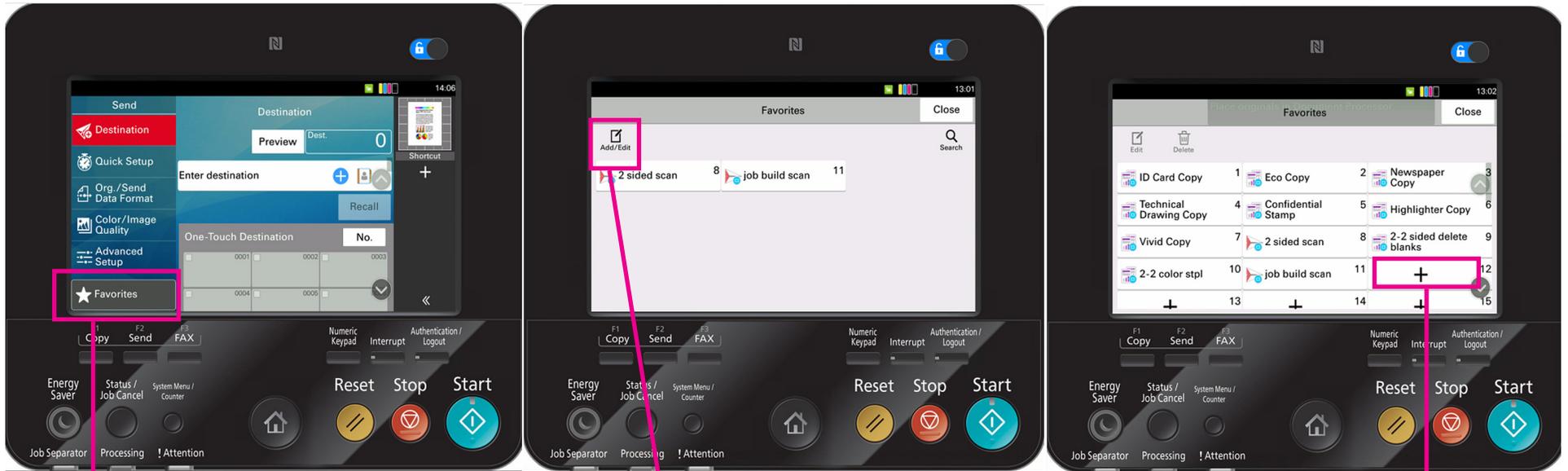
Saving Favorites (This Applies to Copy, Send and Fax)

Saving favorite settings is a time saver, especially for jobs that require several steps to setup. This can done in either the Copy, Send or Fax. After setting up your job that you would like to save, Click on Favorites.

Saving Favorites

Existing favorites for the particular app will display in the window. Click on an existing favorite to open it.

Click Add/Edit to add a new favorite.

Saving Favorites

Now the favorites for all apps will appear. Click on an empty preset that shows a + sign

SAVING FAVORITES
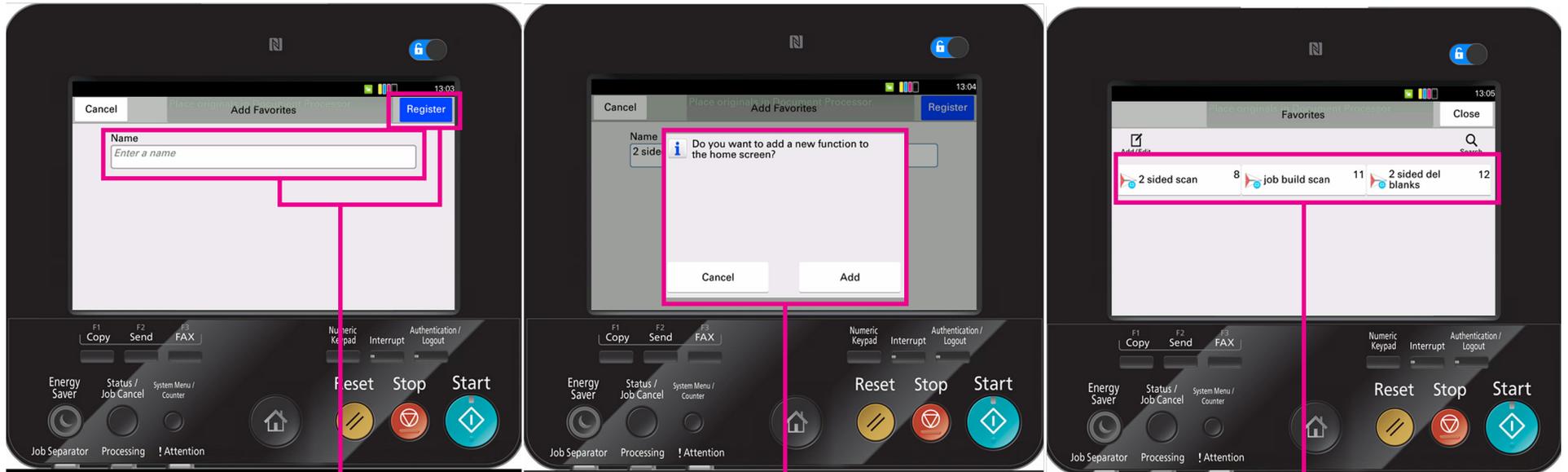
SAVING FAVORITES
Give the favorite a name and click Register.

SAVING FAVORITES
A prompt will ask if you would like to add this new favorite to the Home Screen. If you do not want to add to the home screen click cancel.

SAVING FAVORITES
The new favorite will now appear in the favorites window for that app.

FAX

Address Book icon. Refer to pages 26-30 on how to add an address to the address book.

The Destination category is the default view.

Enter the number Manually, add from address book or One-Touch Destination.

One-Touch Destinations

Load original in Document Feeder and press start to begin faxing.

FAX

The Quick Setup category shows common features and settings.

Original size is set to Auto read by default.

The resolution can be changed, density adjusted, the original changed from 1 sided to 2 sided, the type of original and continuous scan (job build) can be turned on.
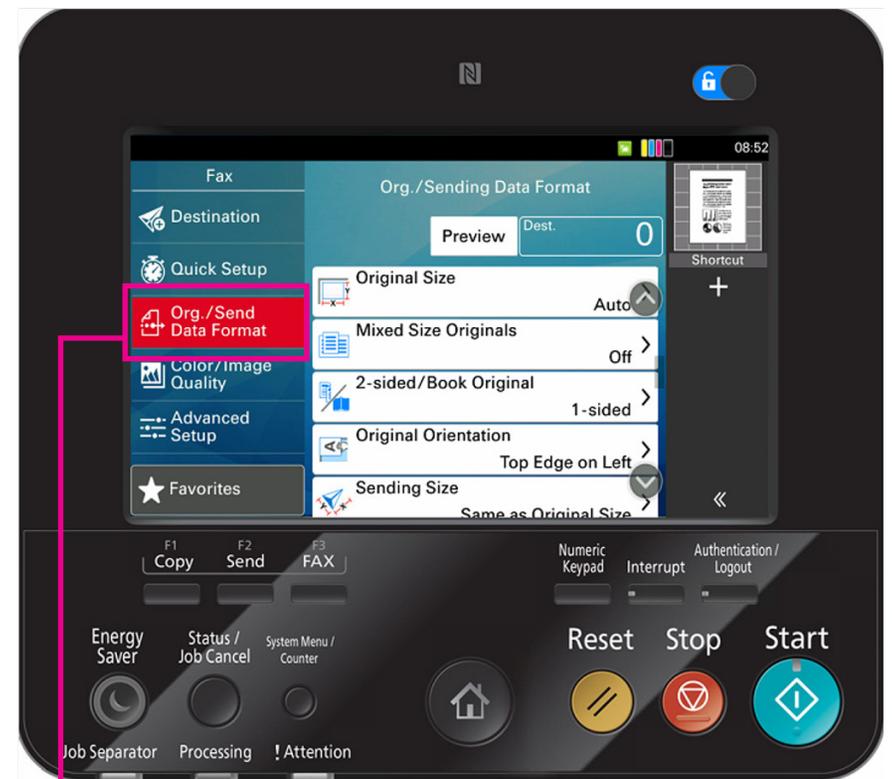
The Orig/Send Data Format category includes additional options such as Mixed size Originals, Original Orientation and sending document size.

FAX
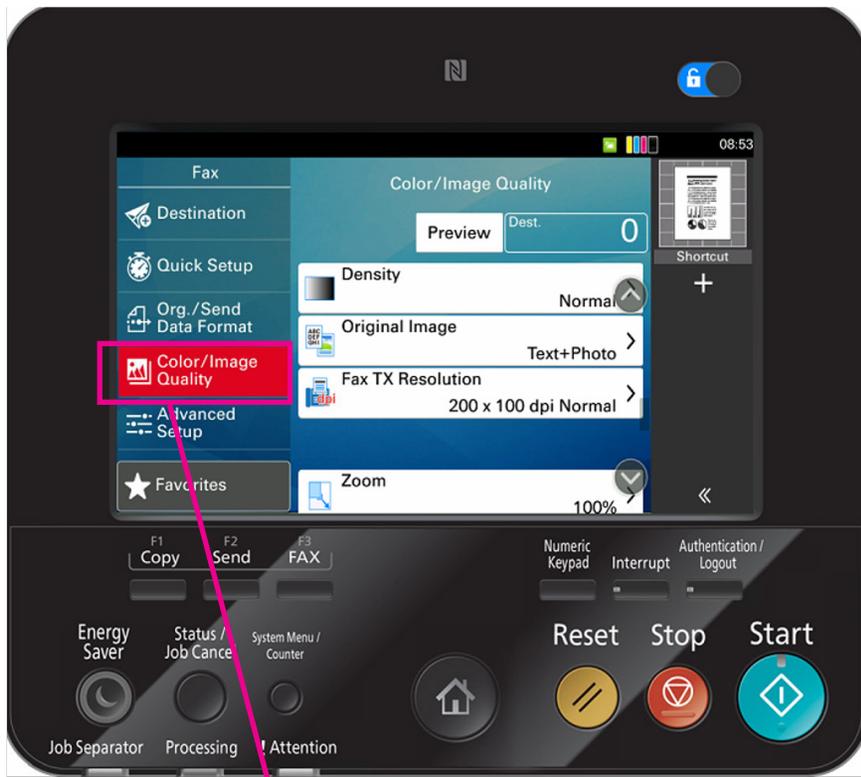
The Color/Image Quality category includes Density, Original Image type and fax resolution. These are also displayed on Quick Setup.
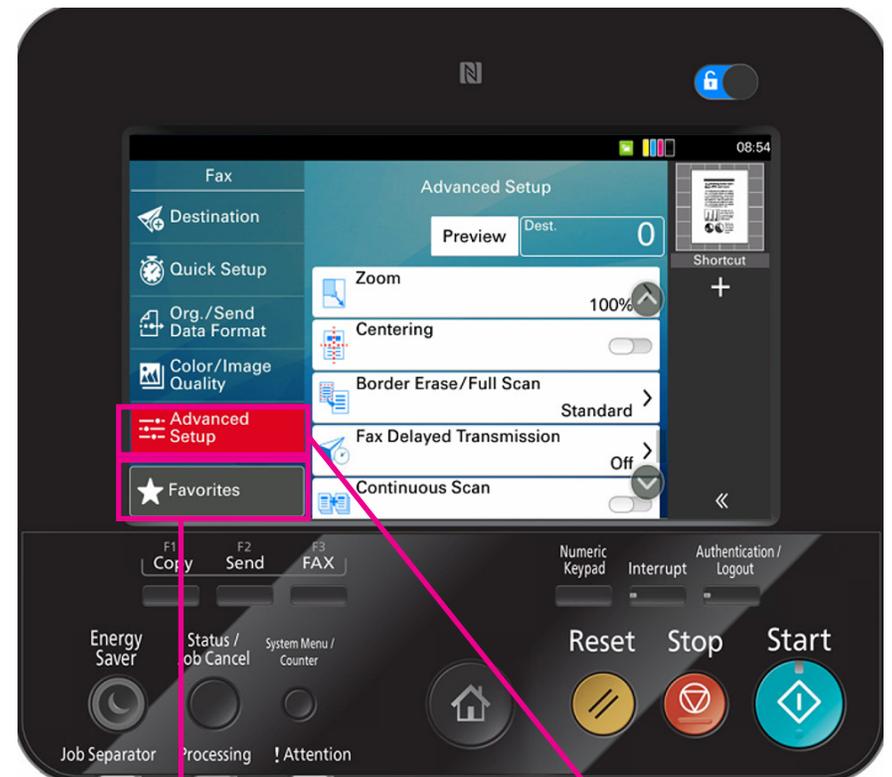
Refer to pages 39-44 for Saving Favorites.

The Advanced Setup category includes additional features such as image centering, border erase and delayed transmission.

FAX FORWARDING TO EMAIL

Inside System Menu choose Function settings.

To forward incoming faxes to a destination, click on System Menu.

Click on RX/Forward Rules/Fax Box

Click on RX/Forward Rules.

FAX FORWARDING TO EMAIL
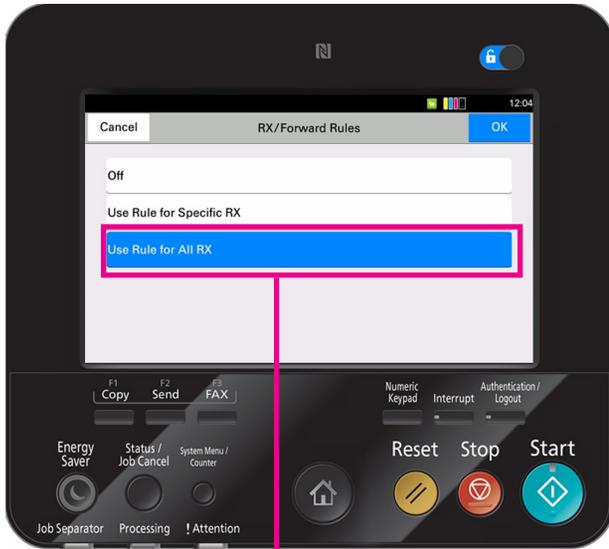
Choose Use Rule for All RX
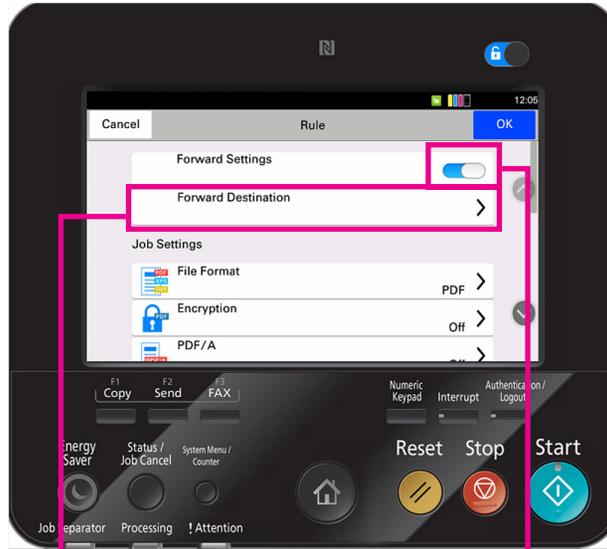
Turn on Forward Settings then click on Forward Destination.
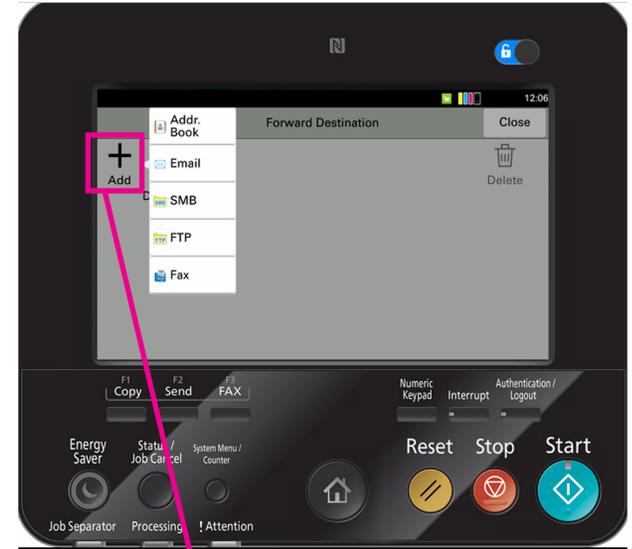

Add an email destination.

KX PRINT DRIVER OVERVIEW

The KX Driver for Windows® environments was the industry's first "single interface" print driver. This innovative design offers the same basic look and feel to the user regardless of the Windows operating system (OS.) This interface is also accessible with a Mac driver.

Click File/Print, choose the Kyocera KX driver then click on Properties.

KX PRINT DRIVER OVERVIEW

The Basic Tab is the default view. This tab has the primary features all on one page.

The Left Column includes Print Size, Paper Source, Media Type, Output destination, number of copies, batch copies.

Save as and Profiles are for saving setting presets.

The Right Column includes Collating, Print Orientation, Duplexing, Color/B/W mode.

KX PRINT DRIVER OVERVIEW
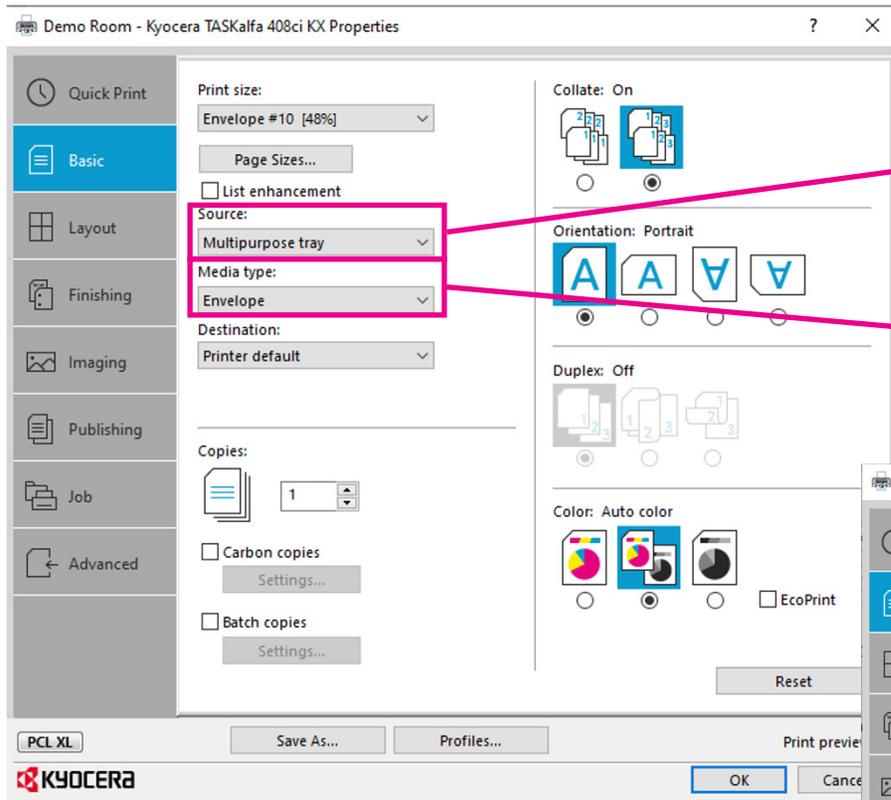
To change a paper source from auto, drop down and choose a cassette or the Multipurpose Tray.

Media Type includes a list of media options.
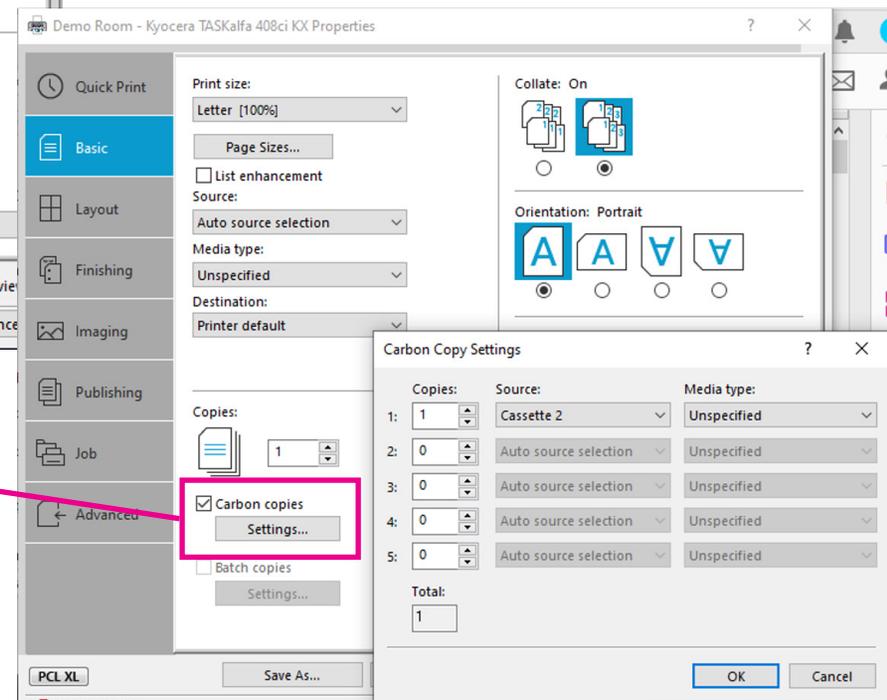
Carbon Copy option allows up to 5 different carbon copies.

KX PRINT DRIVER OVERVIEW

Save As creates Setting Presets for easy retrieval. After setting up a print job, click Save as then Name the job.

To retrieve the Saved Profile click on Profiles.
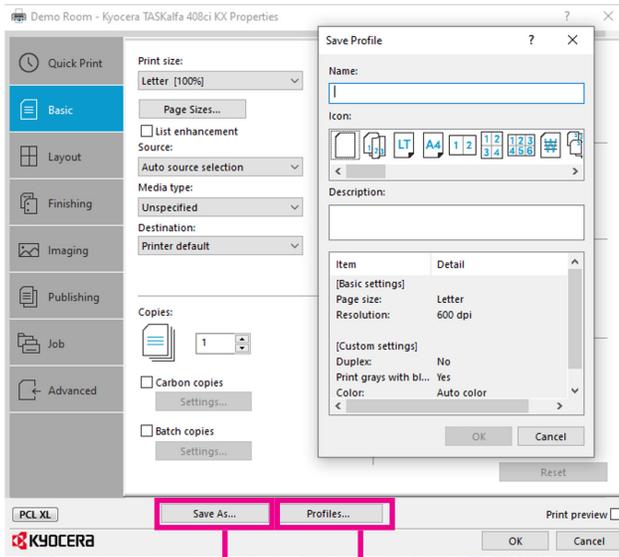
LAYOUT TAB
The left column includes combining multiple pages per sheet and Reduction/Enlargement.

LAYOUT TAB
The right column includes Poster mode creating booklets.
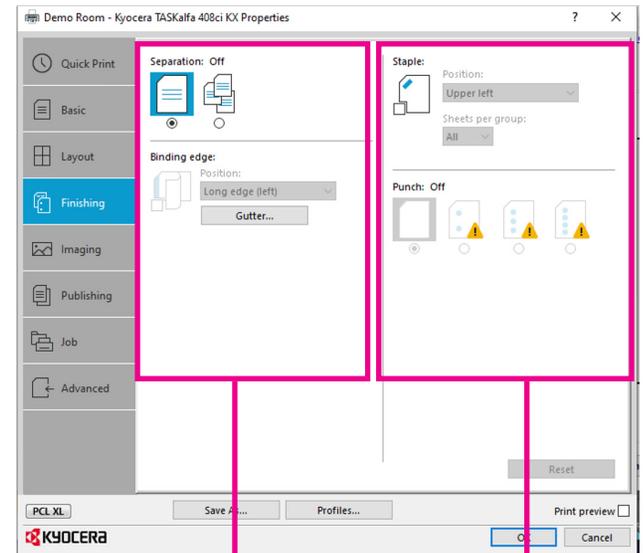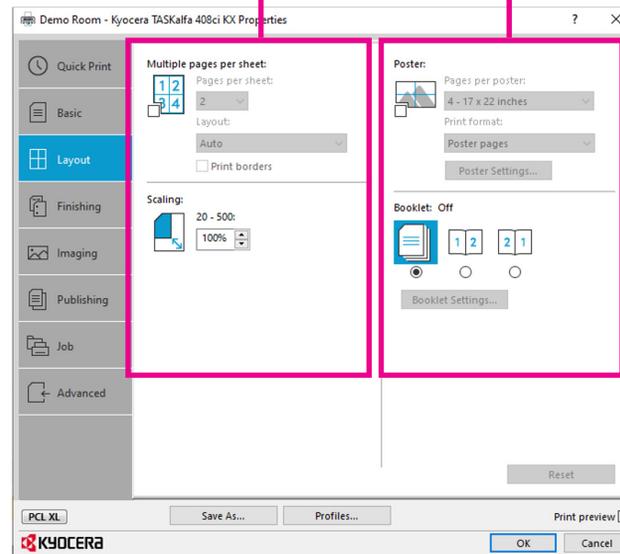
FINISHING TAB
The left column includes Separation (off-set) And Binding/Gutter adjustment (adjusting the binding edge.)

FINISHING TAB
The right column includes Staple mode/position options and Hole Punching.

KX PRINT DRIVER OVERVIEW
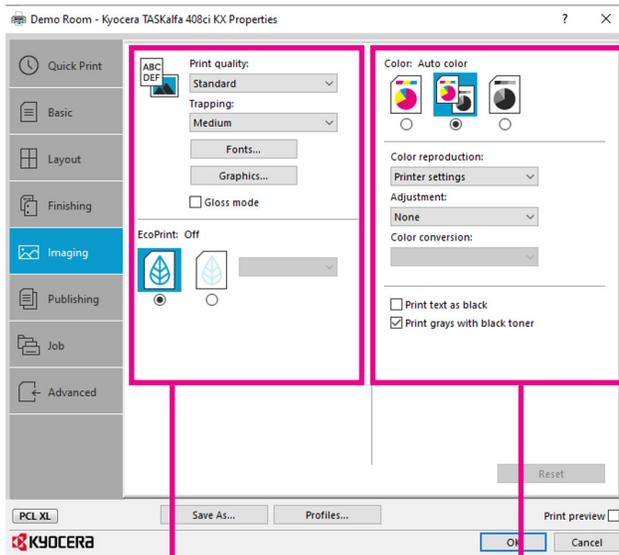
Imaging Tab
The left column includes Print quality adjustment options and EcoPrint.

Imaging Tab
The right column includes Color/ Auto Color/BW selection and Color adjustments.

Publishing Tab
The left column includes Cover insertion mode and Transparency Interleaving.

Publishing Tab
The right column includes Page insertion and Chapter page insertion.
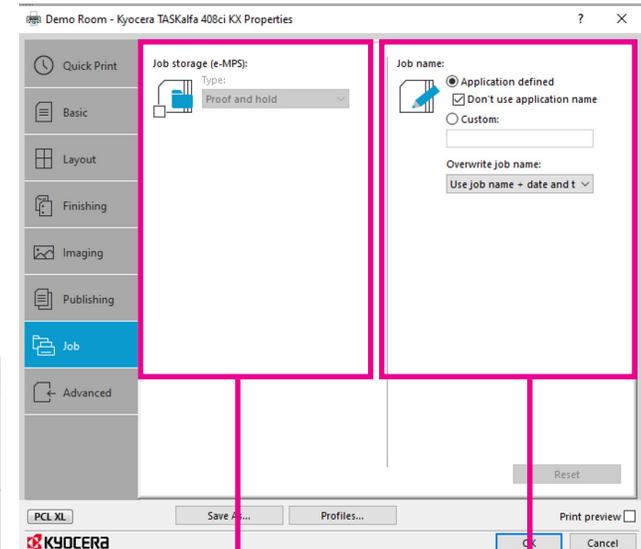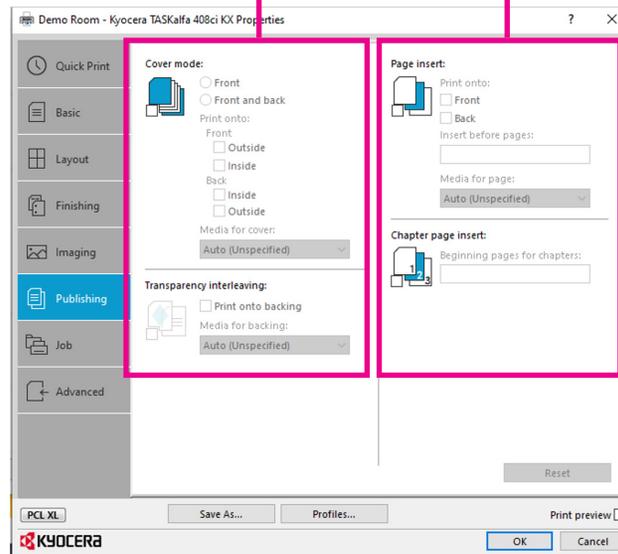
Job Tab
The left column includes Job Storage options such as proof and hold and private print.

Job Tab
The right column includes Job name options and customizing the job name.

KX PRINT DRIVER OVERVIEW

The Prologue/Epilogue feature lets you insert a command file at the beginning of a print job or at the end.

The command file, prepared in a text editor, utilizes programming commands from the printer resident PRESCRIBE language.

A command file is a set of instructions the printing system interprets to produce a given output. For example, a Prologue/Epilogue command file may contain a macro that places a graphic object such as a logo at the top of a letterhead document. Or a heading can be added to carbon copies when using the Carbon copies feature in the Basic tab.

A Prologue/Epilogue file must be available on your computer before it can be added to a print job.

To create this file, use a text editor like Windows Notepad.

JOB TAB
The left column includes Prologue/Epilogue.

The right column includes Watermark options.

KX PRINT DRIVER OVERVIEW

Accessing KX driver view on Mac
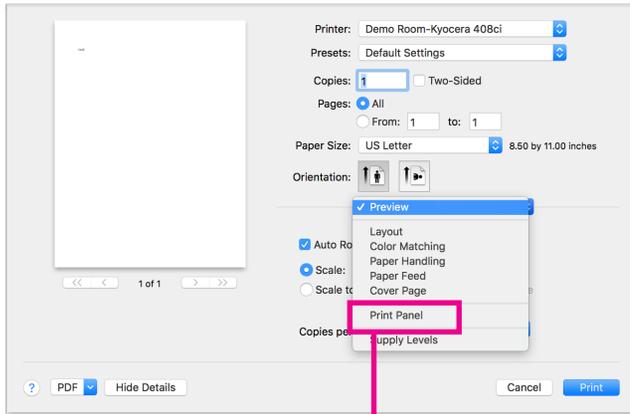
From the Mac driver click on the drop down that says Preview and choose Print Panel.
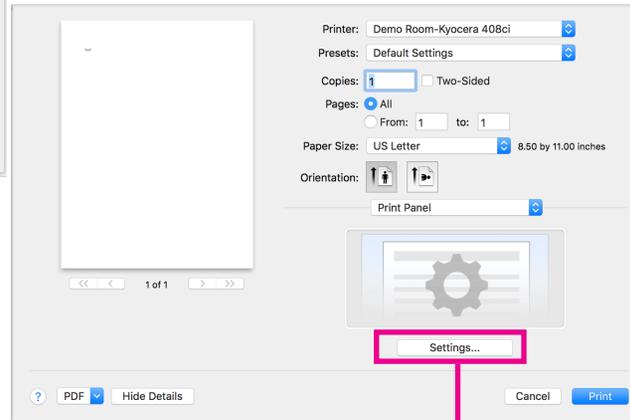
Next, Choose Settings.

After Choosing Setting, the KX driver look will appear with the same look and feature set.
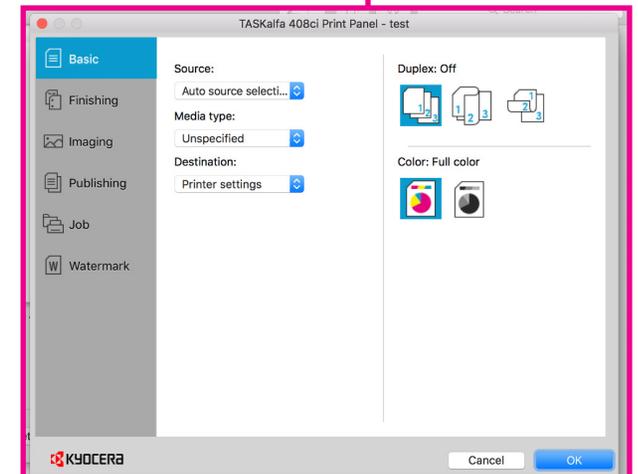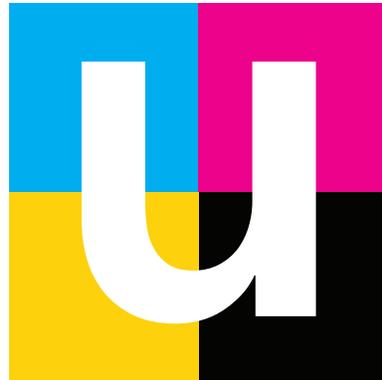
Need additional training?
Visit: ubeo.com/customer-service-request
or call **1.888.201.8431**