



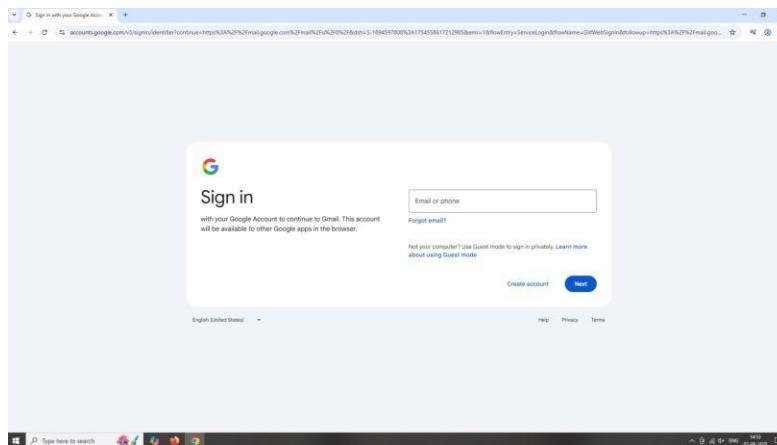
# Standard Operating Procedure (SOP): How to Use the Kyocera Printer for Printing & Copying

**Need to bring your own paper.**

## Printing:

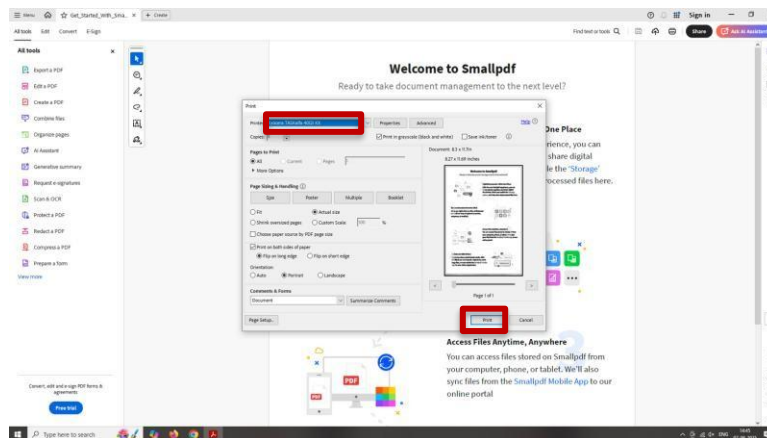
This SOP outlines the step-by-step process to use the Kyocera TASKalfa printer for **printing** documents. This guide ensures efficient and error-free usage of the machine.

### Step 1: Sign-in into your google account and download your file.



### Step 2: Select the printer option: Kyocera TASKalfa 4012i KX

Click Print to print.





# Copying:

This SOP outlines the step-by-step process to use the Kyocera TASKalfa printer for **copying** documents. This guide ensures efficient and error-free usage of the machine.

## Step 1: Power On the Printer and Access Home Screen

Ensure the printer is plugged in and switched on. The home screen displays options such as 'Copy' and 'Send'. Select 'Copy' to proceed with document duplication.



## Step 2: Load the Document

Place the original document face-down on the scanner glass or face-up in the document feeder tray.

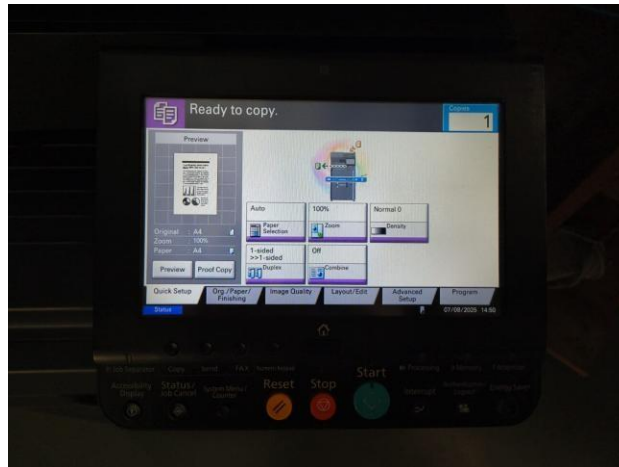




### Step 3: Configure Copy Settings

Use the control panel to set:

- Paper Size (A4 Plain)
- Auto (Preferably)
- Original Size (e.g., A3)
- 1-sided or Duplex

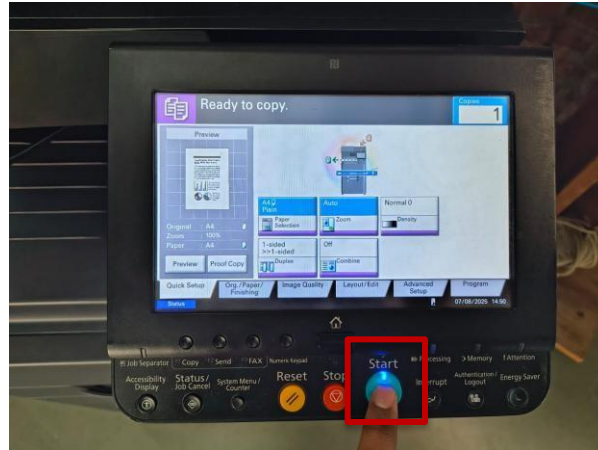


Make sure to check paper availability in the cassette.



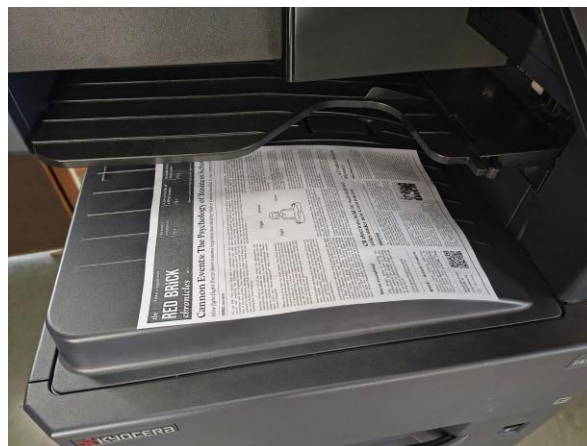
### Step 4: Start Copying

Once settings are configured, press the 'Start' button. The printer will begin scanning and copying the document.



### Step 5: Collect the Copies

After completion, collect the copied documents from the output tray.



### Tip: Ensure Paper is Loaded

If the screen displays 'No paper in cassette', ensure A4 paper is properly loaded in the input tray.



## Precautions:

### 1. Prepare A4 Sheets Properly

Before loading, **shuffle the A4 sheets on all four sides** to prevent them from sticking together and to remove trapped air.

### 2. Align Paper Size Correctly

**Adjust the paper guides/sliders** in the tray to fit the A4 sheets snugly. Loose alignment can lead to paper jams.

### 3. Avoid Force-Stopping Ongoing Prints

If someone else's document is printing and you're in a hurry, **please use the STOP button** to halt the process & **do not open the paper tray**.

**Do NOT pull out the paper tray mid-print**—this often causes severe paper jams.

### 4. Be Cautious When Opening the Side Door

When checking for paper jams, **do not touch the black rectangular component inside**—it can reach temperatures up to **200°C** and may cause burns.

### 5. Use Blue Levers to Remove Paper Jams

Always use the **blue levers** to remove jammed paper. Turn them **in the direction of paper flow (clockwise)** to safely release the paper.

### 6. Maintain Safe Distance During Operation

Avoid leaning on or placing hands on top of the printer while it's working—**even light pressure can disrupt internal rollers and cause jams**.

### 7. Check Hard Copies Before Scanning/Copying

Ensure that the page is **free from staples, pins, or thread bindings** before placing it on the scanner. These can scratch the glass or cause jams

