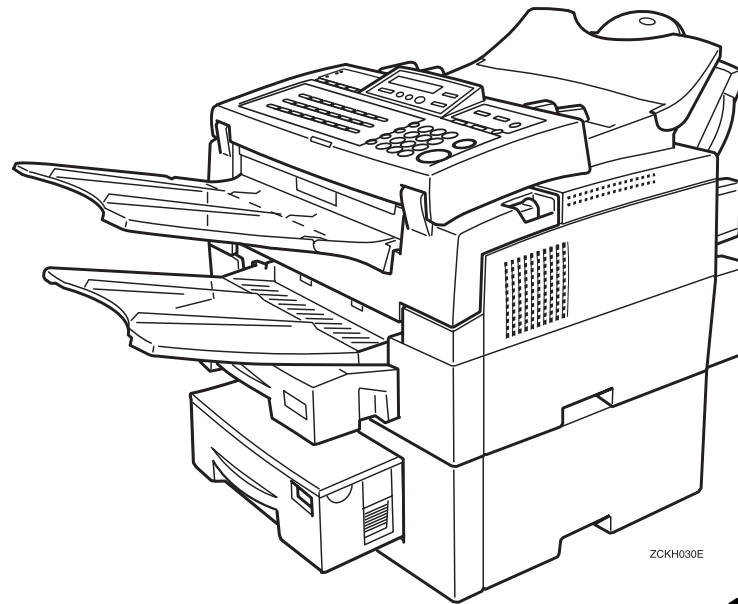
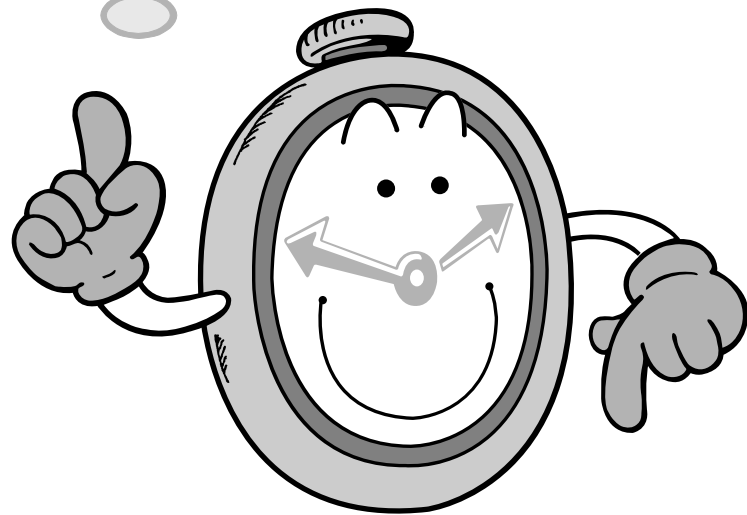




# Before You Use This Machine

**Before you can send or receive fax messages, please take about 30 minutes to set up your machine. Set up your machine using the following procedures.**



ZCKH030E





# Installing the Toner Cassette

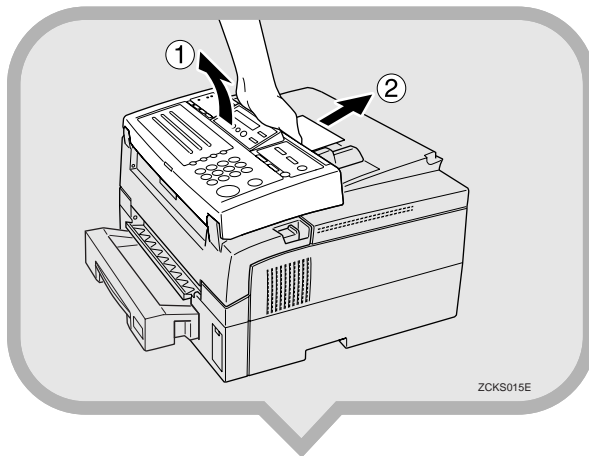


1. Remove the plastic wrapping sheet from the machine, and then remove all shipping tape.

2. Open the operation panel and remove the protective sheet, then re-close the operation panel.

**Note**

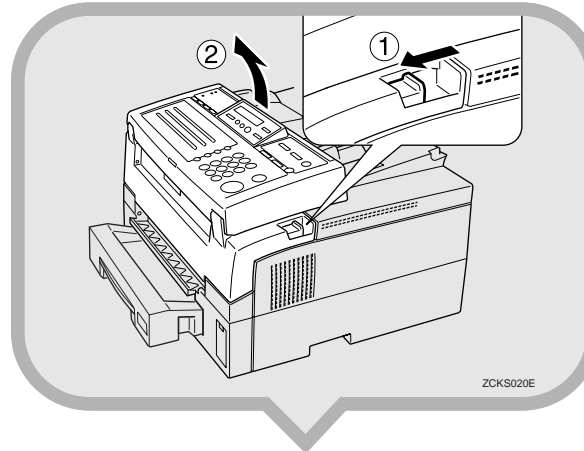
▼ Please refer to the illustration printed on the protective sheet.



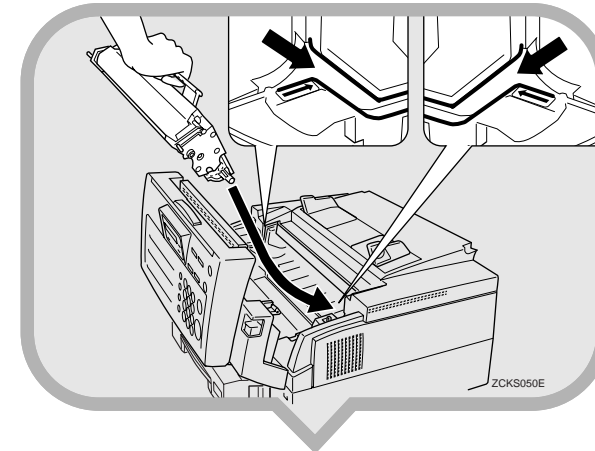
3. Pull the front cover release lever in the direction indicated by the arrow and open the front cover.

**Note**

▼ If you do not pull the lever, only the operation panel will open.



5. Hold the toner cassette as shown in the illustration and set it in the machine. Make sure that the pins (marked with “\*” in the step 4 illustration) on either side of the toner cassette slide along the guides inside the machine.

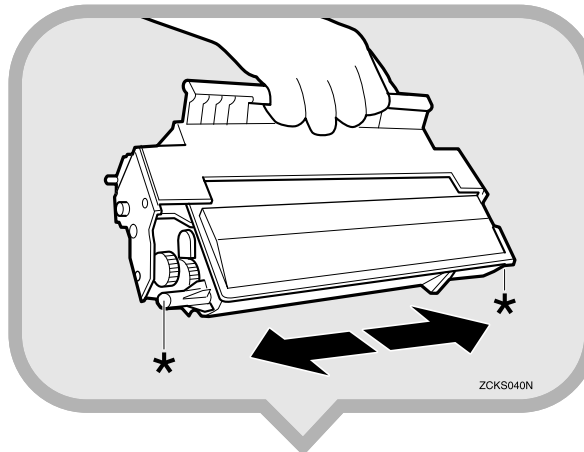


4. Prepare the toner cassette.

**Important**

▼ Do not touch the green drum.

1. Remove the toner cassette from its bag.
2. Hold the cassette horizontally and shake it gently from side to side a few times to loosen the toner.





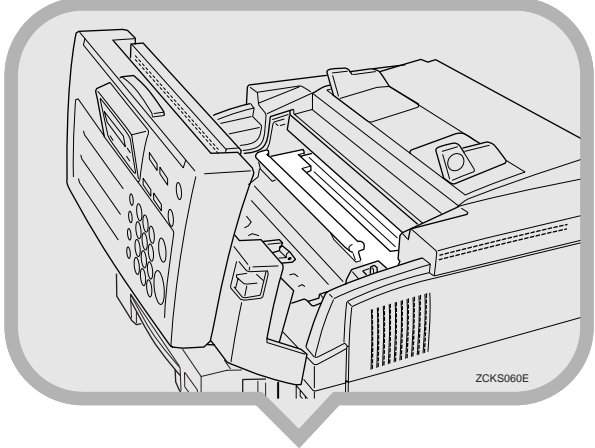
# Installing the Main Paper Cassette



**6. Press down on the cassette until it locks into place.**

**Note**

▼ If you do not push the cassette in fully, the cover will not close.

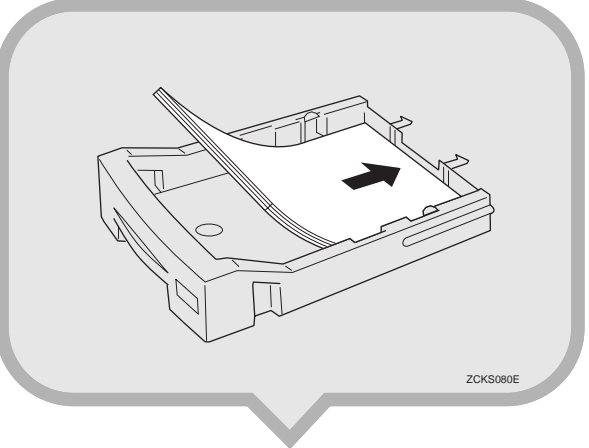


- 1. Pull the cassette out of the main unit.
- 2. If necessary, adjust the paper size.

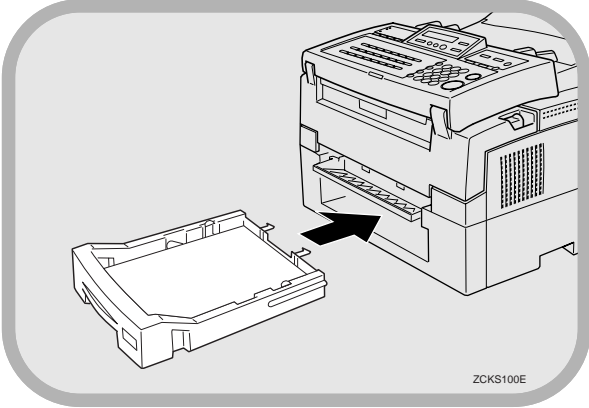
**Reference**

▼ To change the paper size in the cassette, see Chapter 9, “Changing the Paper Size in the Main Cassette” in the Advanced Features manual.

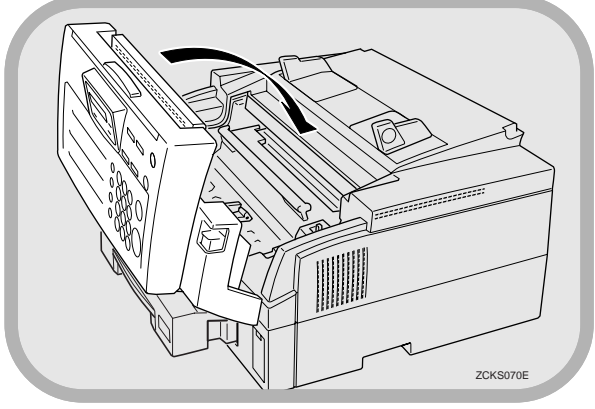
**3. Load paper into the cassette.**



**4. Install the cassette. Push it in firmly until it locks into place.**



**7. Close the front cover.**



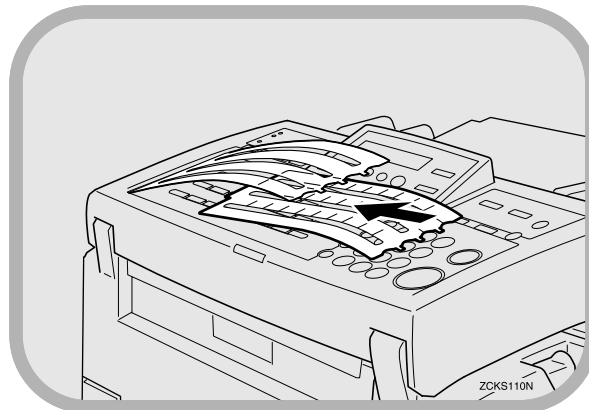
## Attaching the Quick Dial Sheet



1. Unpack the Quick Dial sheet, then remove the cover sheet from the Quick Dial keys.
2. Holding the Quick Dial sheet so that the QWERTY layout faces up, fit the sheet over the Quick Dial keys. Then affix the cover sheet over the Quick Dial sheet. Insert the tabs on either side of the Quick Dial Cover into the slots on the machine.

### Reference

▼ Upon shipment from the factory, this machine's Quick Dial keys are arranged in a QWERTY layout. Please use the QWERTY layout while doing the setup procedure. If desired, you may then change to the QWERTZ, AZERT, or ABC layout. To change the layout, see Chapter 7, "Key Layout" in the Advanced Features manual.



### Note

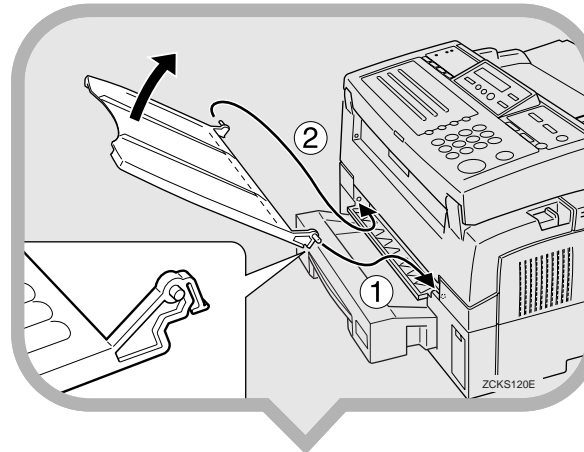
▼ Remove the glossy plastic coating sheets from the display and other surfaces.

## Attaching the Trays And Document Table

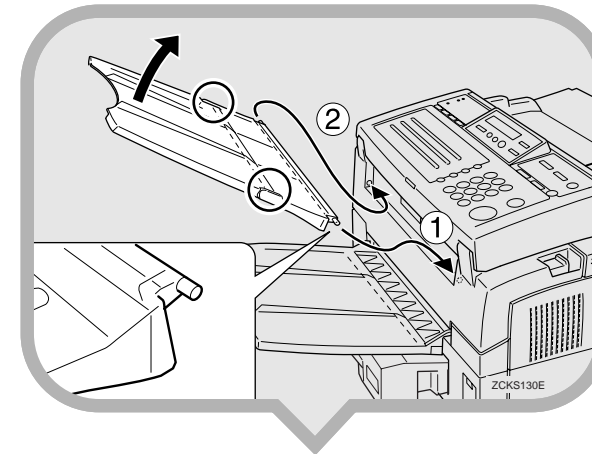


The machine has three types of trays. Please carefully refer to the illustrations when attaching them. Make sure that the frosted side faces up.

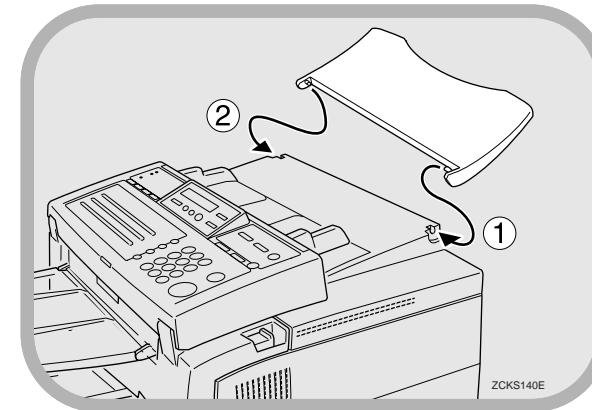
1. Remove the trays and document table from their shipping bags.
2. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



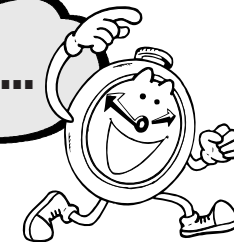
3. Hold the Document Delivery Tray at the points indicated by the circles in the illustration, then attach it to the fax machine. Attach the Document Delivery Tray.



4. Attach the Document Table.



Keep going...



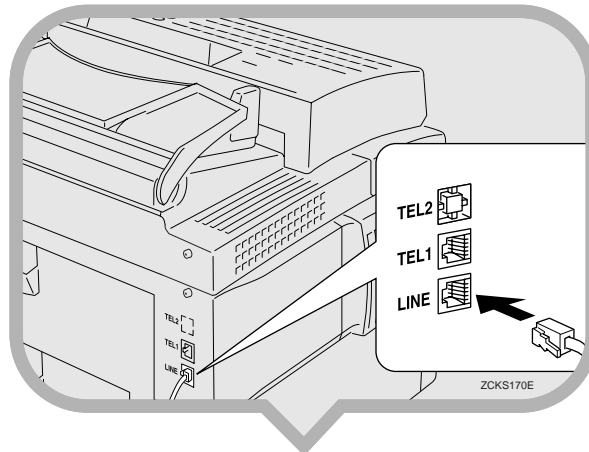
## Connecting to the Telephone Line



There are two similar sockets located at the rear of the machine:

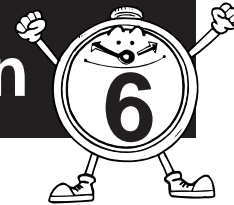
TEL1: For the optional handset or external telephone  
LINE: For connecting to the telephone line

1. Insert the line cable into the socket labeled "LINE".



2. Connect the other end to your telephone line.

## Connecting the Power and Switching On



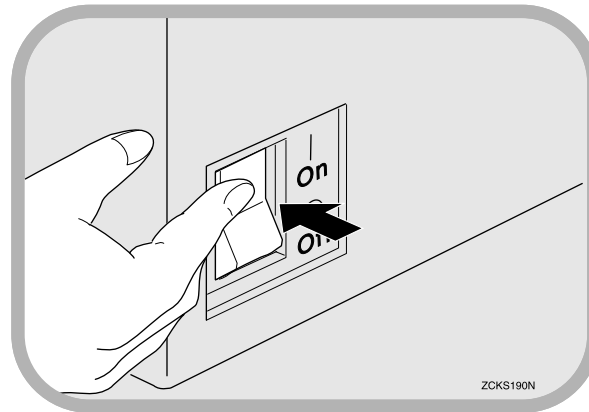
1. Insert the power cable into the socket located at the rear of the machine.

2. Plug the cable into a wall socket.

### Warning

- ▼ Power requirements: 220-240 V, 50/60 Hz
- ▼ Insert the power plug securely into the wall socket.
- ▼ Make sure that the wall outlet is near the machine and readily accessible.
- ▼ Do not connect other equipment to the same socket.

3. Turn the power switch on.



Before you can use the fax machine, you must perform some simple initial settings.

# Initial Settings & Adjustments



The following display appears when the power is turned on for the first time. Do not turn off the power until you have completed the following procedure.

Language? : ◀▶/OK  
[ ENGLISH ]

Before using the machine, make the following settings.

- ▼ Language
- ▼ Country Code
- ▼ Date and time
- ▼ Line type
- ▼ Your own name, fax header, and fax number

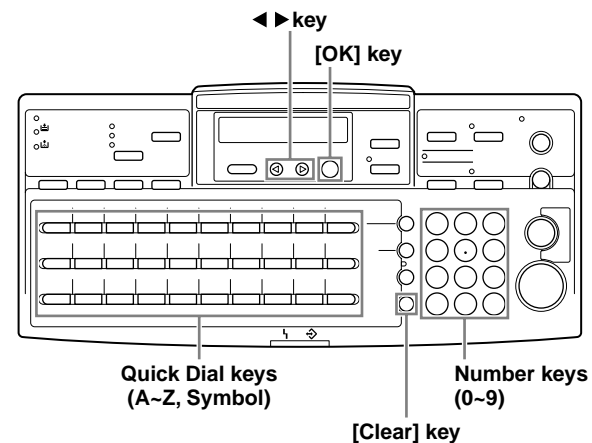
## Important

- ▼ If you press the [Cancel] key while making settings, "Completed?" is displayed. To end setup, select "Yes" by pressing ◀ or ▶, then press the [OK] key. If you select "No" and press the [OK] key, the display returns to the screen for year entry if you were entering the date and time. If you were making some other setting, the display returns to the entry that was being made. This function is not available with "Language" and "Country Code".

## Note

- ▼ You can enter uppercase characters from A to Z, symbols, and spaces using the Quick Dial keys. Numbers can be entered using the number keys.
- ▼ If you make a mistake, press the [Clear] key and try again.

The keys used for making settings are as follows.



## 1. Press the ◀ or ▶ key to select a language.

Your screen should now be displayed in the language of your choice.

Language? : ◀▶/OK  
[ ENGLISH ]

## 2. Press the [OK] key. One of the following is displayed.

A.

Year: Press OK  
[ 2001 ]

B.

Country? : ◀▶/OK  
Germany

When A is displayed: Go to step 7.

When B is displayed: You must select a country or region name (country code) for your machine. Go to step 3.

## 3. Press the ◀ or ▶ key to select a country or region name. If your country or region name is not displayed, select "Others".

## 4. Press the [OK] key.

A. (If you select a country or region name in step 3, the following display will appear.)

Year: Press OK  
[ 2001 ]

B. (If you select "Others" in step 3, the following display will appear.)

Country Code:  
[ 02 ]

When A is displayed: Go to step 7.

When B is displayed: Go to step 5.

## 5. Enter the country code. You can confirm country codes on the "Country code List".

### Caution

Make sure you enter the proper country code. The machine might function improperly if you enter the wrong code.

Country Code: /OK  
[ 02 ]

Press the [Clear] key to erase mistaken characters.



Country Code List

Code	Country / Region Name	Code	Country / Region Name
00	France	34	Hungary
01	Germany	35	Czech
02	UK	36	Poland
03	Italy	02	Cyprus
04	Austria	06	Iceland
05	Belgium	02	Malta
06	Denmark	02	Saudi Arabia
07	Finland	18	Morocco
08	Ireland	18	Bahrain
09	Norway	02	Egypt
10	Sweden	02	Iran
11	Switzerland	02	Jordan
12	Portugal	18	Kuwait
13	The Netherlands	02	Mauritius
14	Spain	02	Qatar
15	Israel	02	Oman
21	South Africa	02	UAE
32	Turkey	02	Zimbabwe
33	Greece		

**6. Press the [OK] key.**

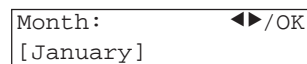
“PROGRAMMED” will flash on the display. The following display appears.



**7. Use the number keys to enter the year. If the year is correct, press the [OK] key.**



**8. Press ◀ or ▶ key to select the correct month and press the [OK] key.**



**9. Use the number keys to enter the correct number for the date (1~31) and press the [OK] key.**



**10. Use the number keys to enter the correct time.**



Enter the current hour setting (0~23). If the hour is a single digit, press the ▶ key to continue.

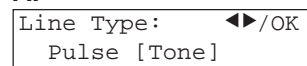


Press the number keys to enter a 2-digit number for the correct minute setting (00~59).



**11. Press the [OK] key. “Function Accepted” will flash on the display. One of the following is displayed.**

A.

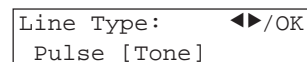


B.

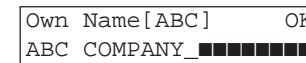


When A is displayed: Go to step 12.  
When B is displayed: Go to step 13.

**12. Press the ◀ or ▶ key to select “Tone” or “Pulse” for the type of telephone line connected to the fax machine, and then press the [OK] key.**



**13. Enter your office, company, or personal name, or any other appropriate identification, and then press the [OK] key. You can enter uppercase characters from A to Z, symbols, and spaces using the Quick Dial keys. Numbers can be entered using the number keys.**



**Reference**

- ▼ For details, see Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual.
- ▼ Also see Chapter 3, “Entering Characters” in the Basic Features manual.

**14. The name you just entered for Own Name flashes in the Header display.**



If you want to use the Own Name entry for the Header entry, go to step 15.  
If you want to enter a different name for the Header, use the A~Z keys to enter another name.

**Reference**

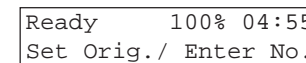
- ▼ For details, see Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual.
- ▼ Also see Chapter 3, “Entering Characters” in the Basic Features Manual.

**15. Press the [OK] key. One of the following is displayed.**

A.



B.



When A is displayed: Go to step 16.  
When B is displayed: The initial settings are finished.





**16. Use the number keys to enter your fax number as it must be dialed from outside of your country. (You cannot enter pauses.)**

Fax Number	OK
+4401234567890	

**Note**

- ▼ The format of the number is normally as follows: International Dial Prefix, your Country Code, your Area Code, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator.

**17. Press the [OK] key. “Initial Setup Completed” will flash briefly in the display.**

Ready	100%	04:55
Set Orig./ Enter No.		

**7**

**After Initial Settings**

- You can check and adjust these settings.
- ▼ To change the Language, see Chapter 6, “Selecting the Display Language” in the Advanced Features manual (CD-ROM).
  - ▼ To change the Country Code, see Chapter 7, “Country” in the Advanced Features manual (CD-ROM).
  - ▼ To change the date and time, see Chapter 6, “Setting the Date and Time” in the Advanced Features manual (CD-ROM).
  - ▼ To change the line type, see Chapter 7, “Line Type” in the Advanced Features manual (CD-ROM).
  - ▼ To change your own name, fax header, and fax number settings, see Chapter 3, “Initial Settings and Adjustments” in the Basic Features manual.

**Reference**

- ▼ See Chapter 10, “Installation” in the Advanced Features manual (CD-ROM) for further information regarding installation.



**Please keep this manual and any leftover parts in a safe place.**

Printed in The Netherlands  
EE (GB) H535-8671