

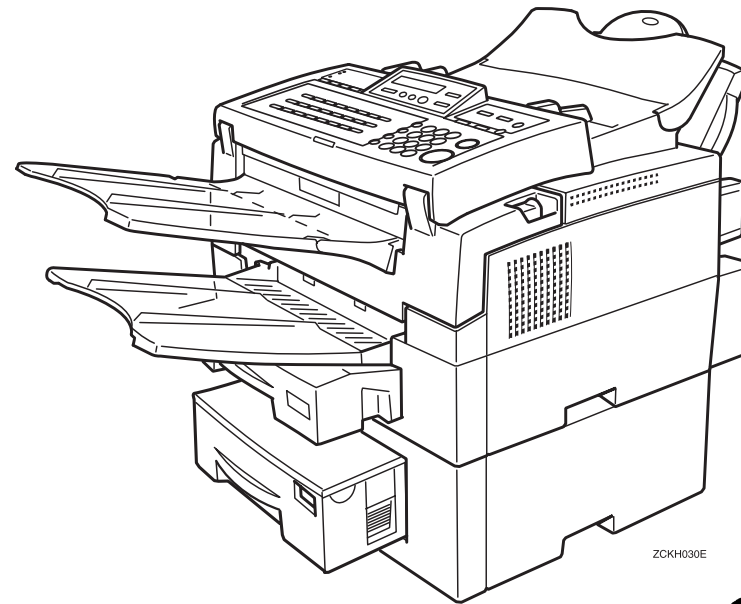
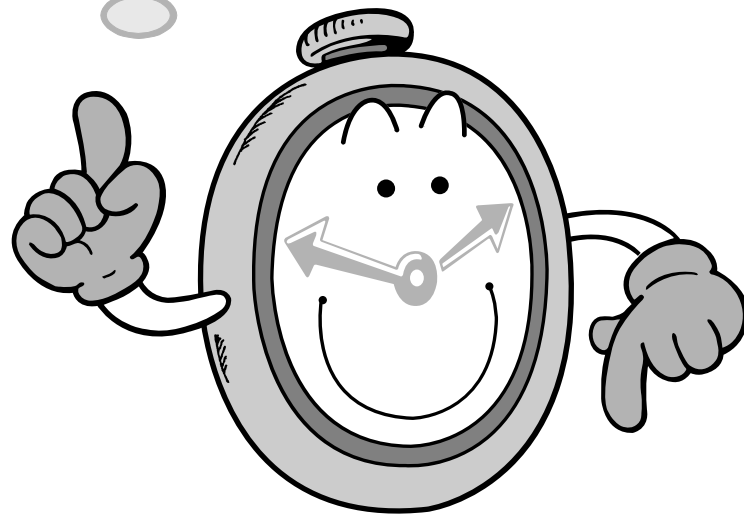


Before You Use This Machine

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.

Your service representative is responsible for performing all installation procedures, including connecting the fax machine to an ISDN line. This document is intended solely for reference; please do not perform the setup procedure yourself. Be sure to contact your service representative for assistance in the event that setup needs to be repeated, such as when moving to another location.





Installing the Toner Cassette

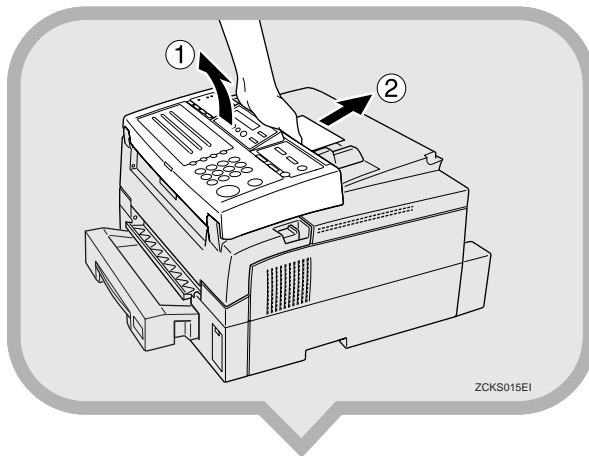


1. Remove the plastic wrapping sheet from the machine, and then remove all shipping tape.

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

Note

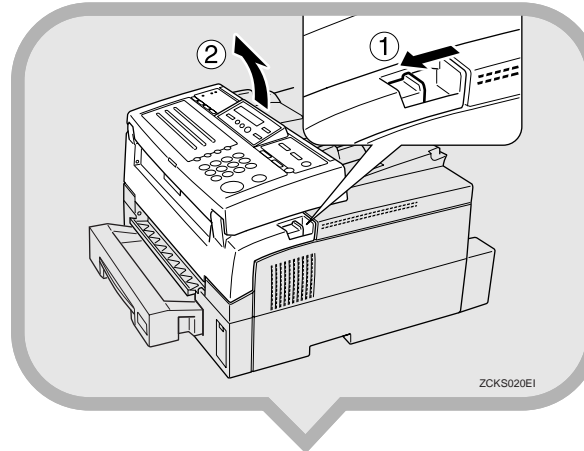
▼ Please refer to the illustration printed on the protective sheet.



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.



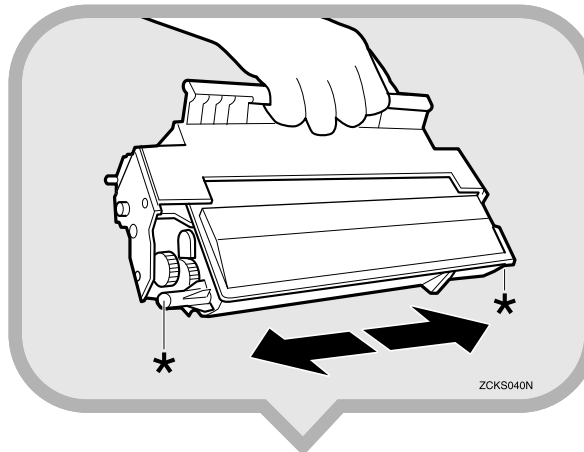
4. Prepare the toner cassette.

Important

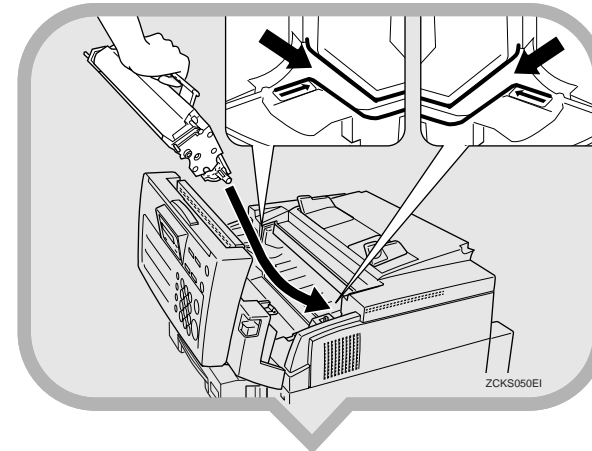
▼ Do not touch the green drum.

1. Remove the toner cassette from its bag.

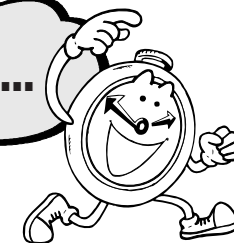
2. Hold the cassette horizontally and shake it gently from side to side a few times to loosen the toner.



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.



Keep going...





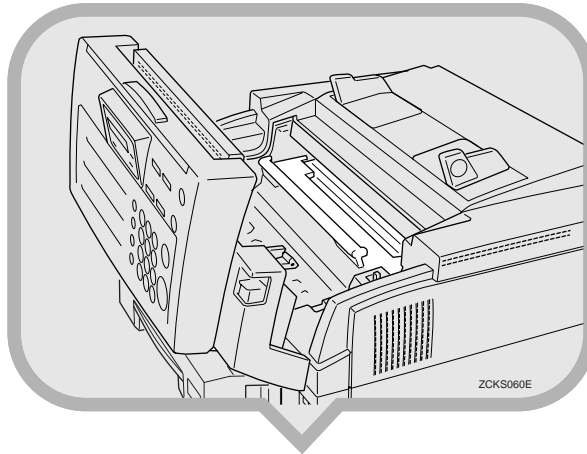
Installing the Main Paper Cassette



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.



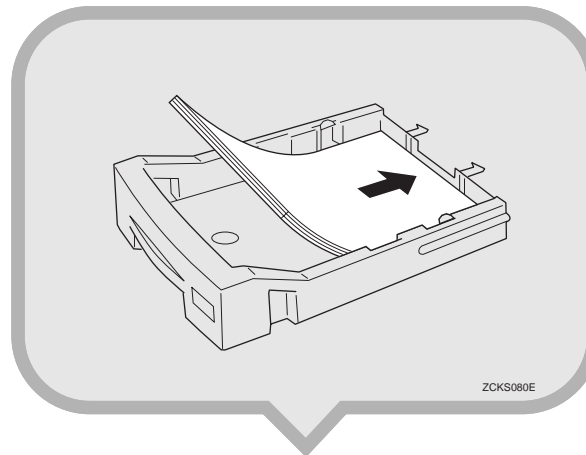
1. Pull the cassette out of the main unit.

2. If necessary, adjust the paper size.

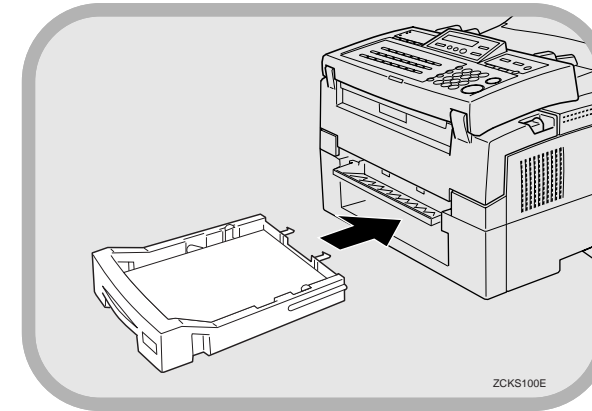
Reference

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

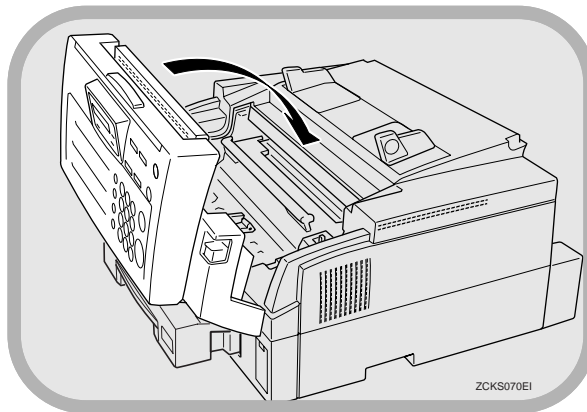
3. Load paper into the cassette.



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



7. Close the front cover.



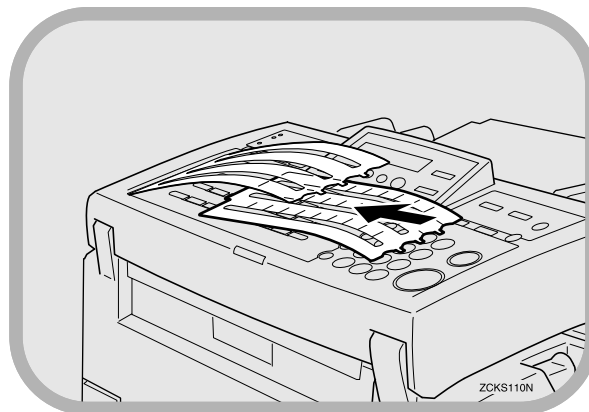
Attaching the Quick Dial Sheet



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

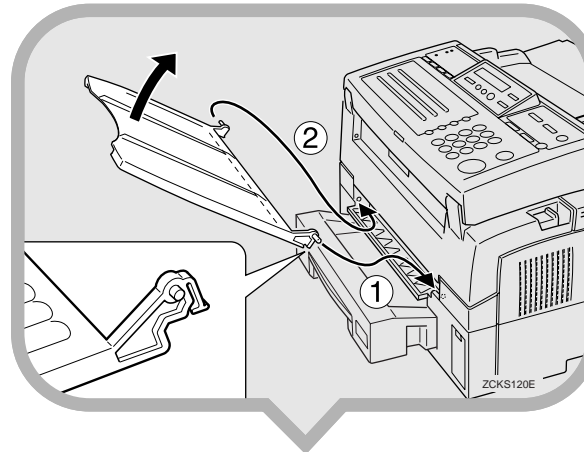
▼ Remove the glossy plastic coating sheets from the display and other surfaces.

Attaching the Trays And Document Table

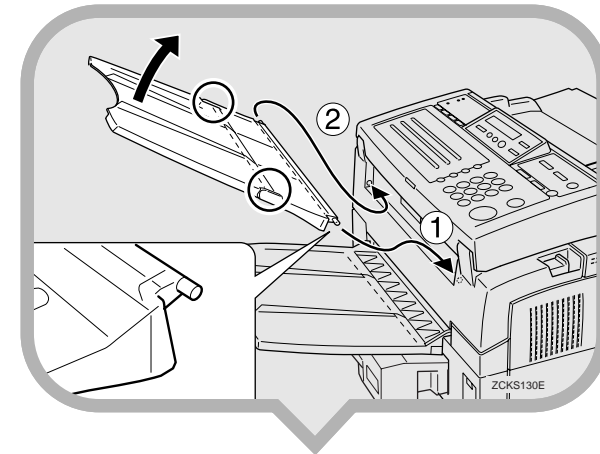


The machine has three types of trays. Please carefully refer to the illustrations when attaching them. Make sure that the frosted side faces up.

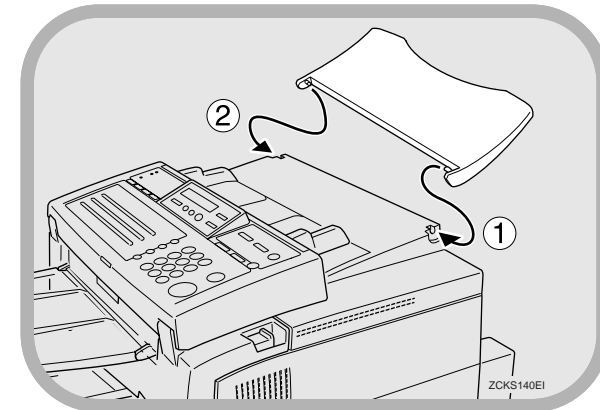
1. Remove the trays and document table from their shipping bags.
2. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



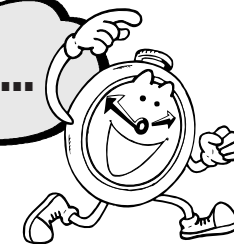
3. Hold the Document Delivery Tray at the points indicated by the circles in the illustration, then attach it to the fax machine. Attach the Document Delivery Tray.



4. Attach the Document Table.



Keep going...



Connecting the Power



1. Verify that the power switch is turned off.
2. Insert the power cable into the socket located at the rear of the machine.
3. Plug the cable into a wall socket.

Warning

- ▼ The machine must be connected to a properly-grounded socket outlet.
- ▼ 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.

Connecting to the ISDN Line

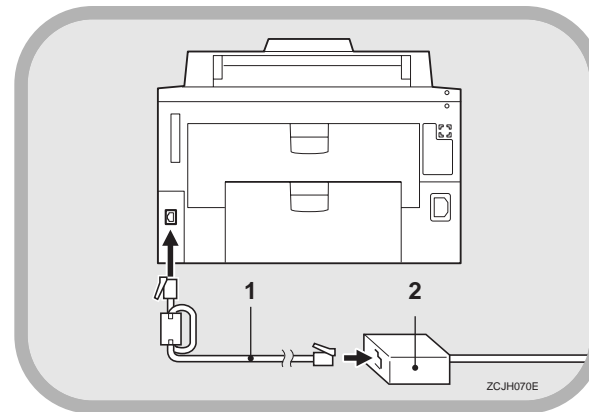


This procedure is intended to be carried out by a service representative. Connect the ISDN socket on the rear of your fax machine to your ISDN line as follows.

Note

- ▼ Only ISDN connection is possible with the model that has the factory-installed G4 unit.

1. Connect one end of the ISDN cable to the connector on the fax machine that has the label "ISDN". Connect the other end to the rosette.

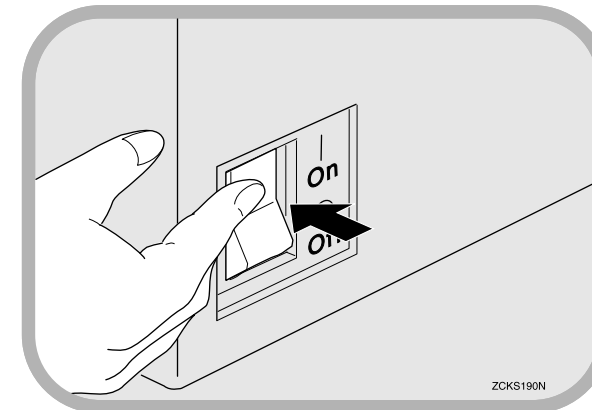


1. ISDN modular cable.
2. Rosette.

Switching On

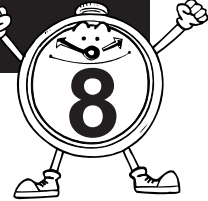


1. Turn the power switch on.



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
- ▼ Your own name, fax header, and fax number

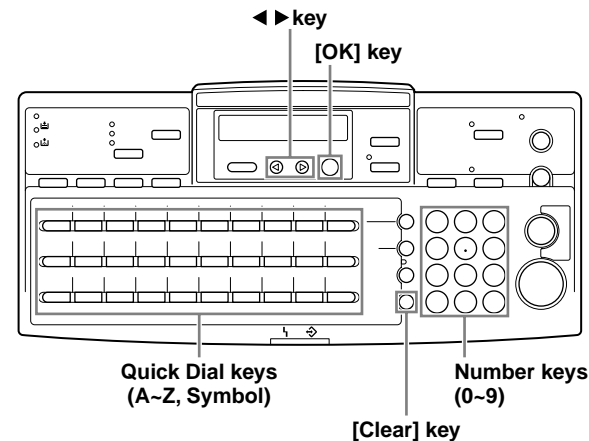
Important

- ▼ 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.



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

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