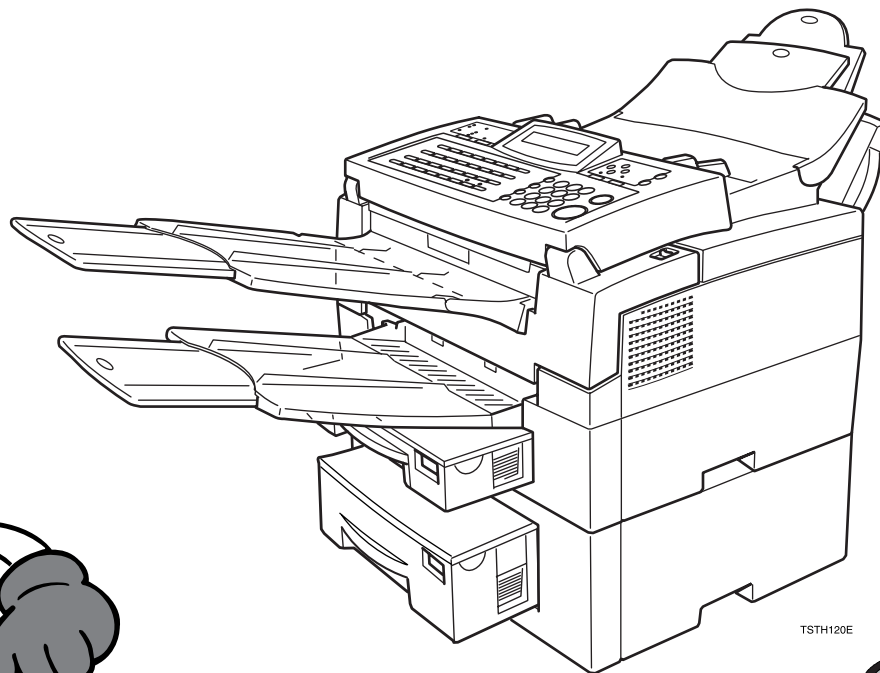


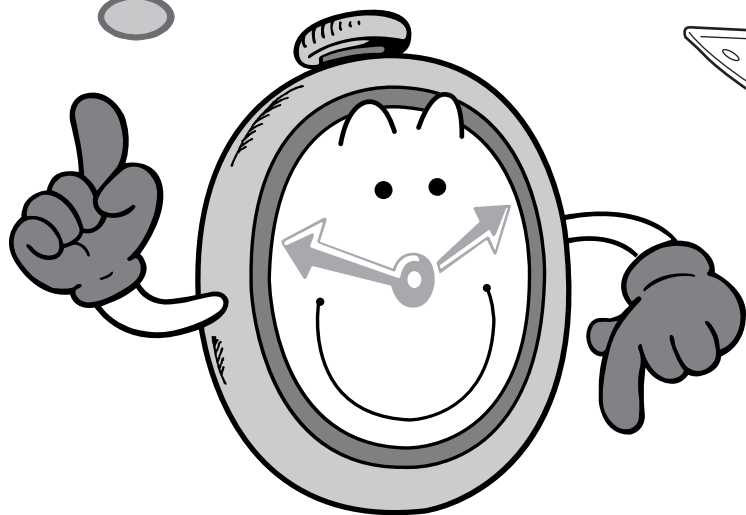
Before You Use This Machine

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

Set up your machine as in the following procedures.



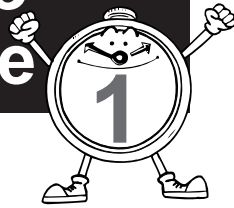
TSTH120E



Keep going...



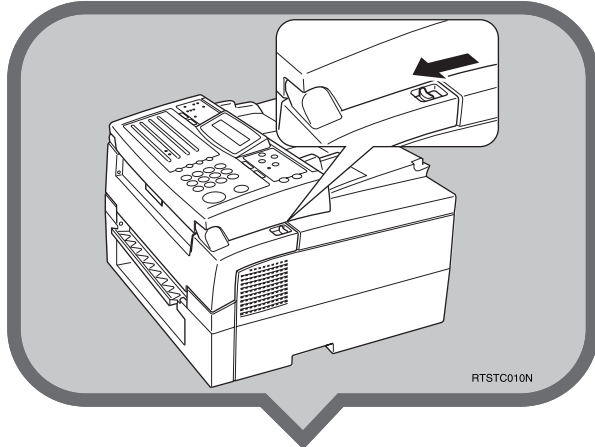
Installing the Toner Cassette



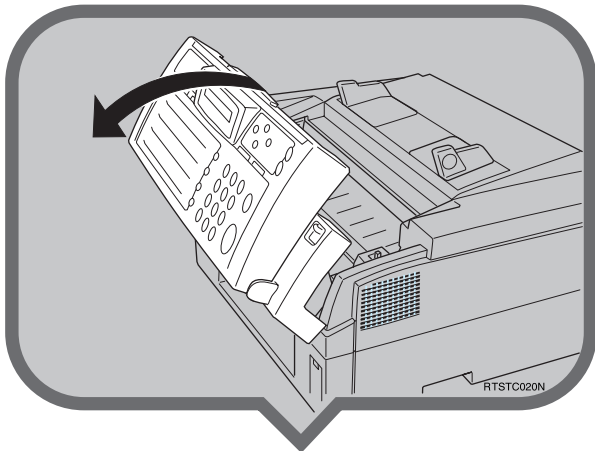
- 1. Remove all tape from the machine. Pull the cover release lever towards you and open the top cover.**

Note

▼ If you do not pull the lever, only the upper unit will open.



1

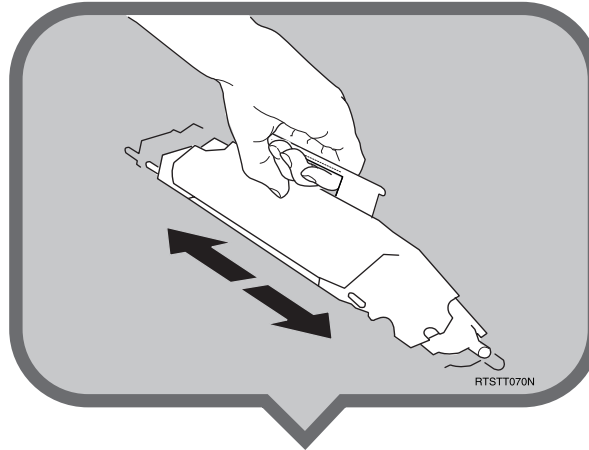


- 2. Prepare the toner cassette.**

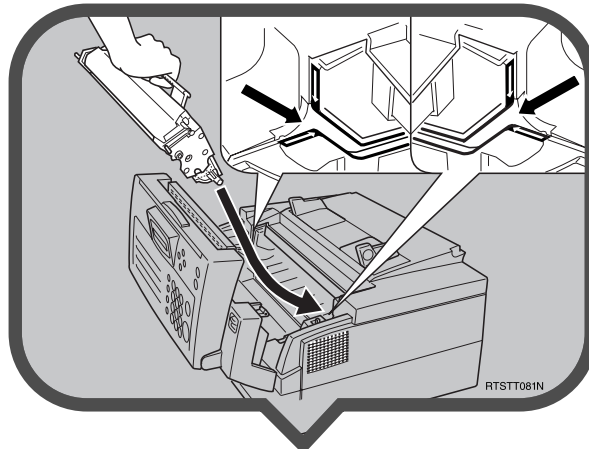
Important

▼ Do not touch the green drum.

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



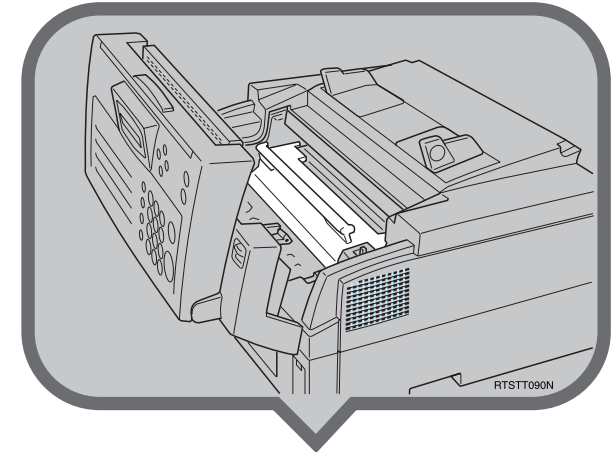
- 3. Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.**



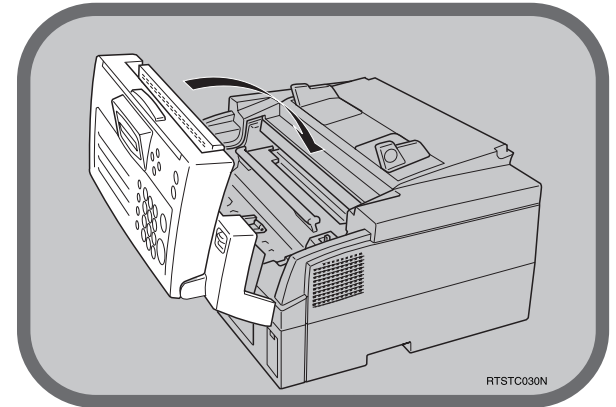
- 4. Press down on the cassette until it locks into place.**

Note

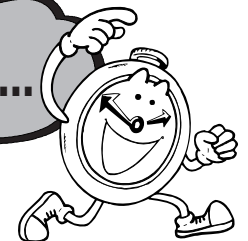
▼ If you do not push the cassette right in, the cover will not close.



- 5. Close the top cover.**



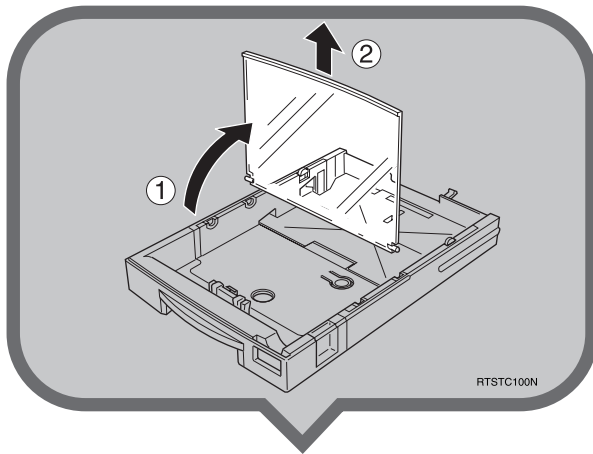
Keep going...



Installing the Main Paper Cassette



1. Unpack the cassette.
2. Peel off the 3 pieces of tape from the cassette cover. Remove the card that is holding the metal base plate down.
3. Raise the cassette cover.



4. If necessary, adjust the paper size.

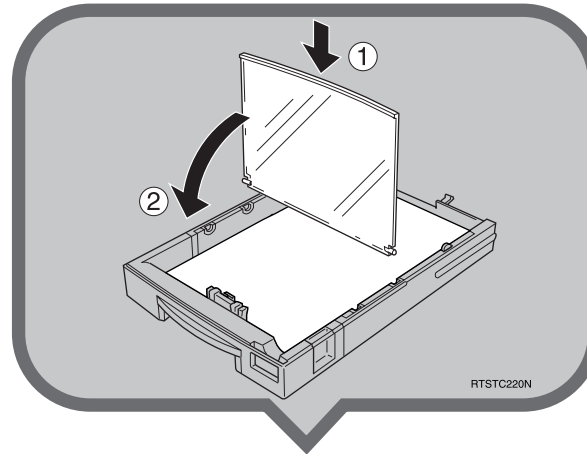
Note

▼ To change the paper size in the cassette, see “Changing the Paper Size in the Main Cassette” in the fax manual.

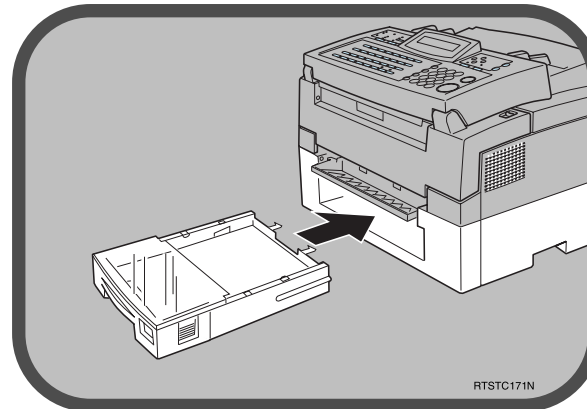
5. Set the paper then lower the cassette cover.

Note

▼ The frosted side of the cover must be face up when closed.



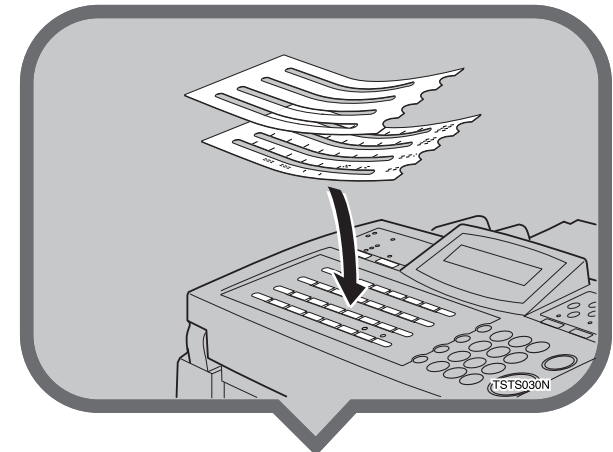
6. Install the cassette. Push it in firmly until it locks into place.



Attaching the Quick Dial Sheet And Operation Panel Sheet

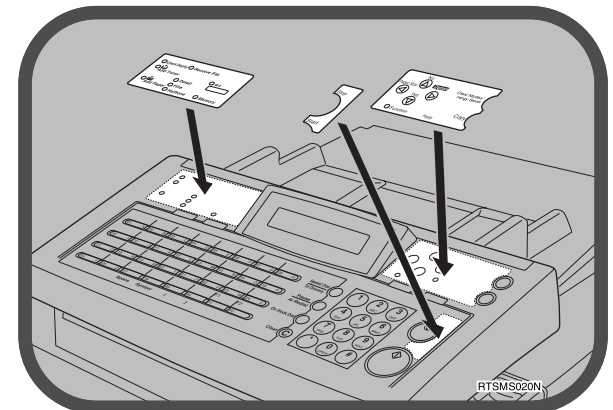


1. Fit the Quick Dial Sheet and Cover Sheet over the Quick Dial keys.

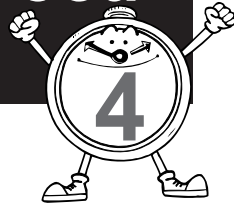


2

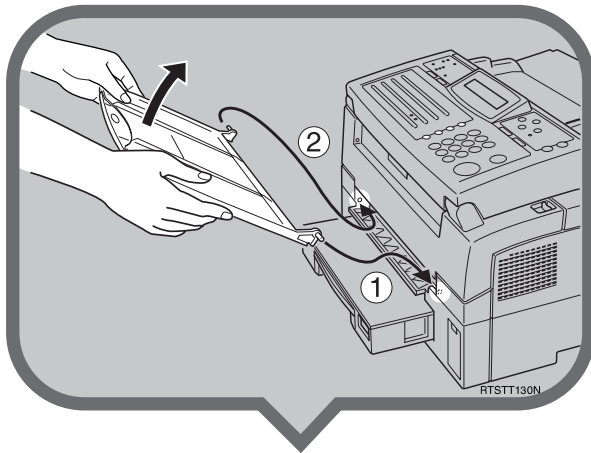
2. Fit the 3 Operation Panel Sheets as shown.



Attaching the Trays And Document Table

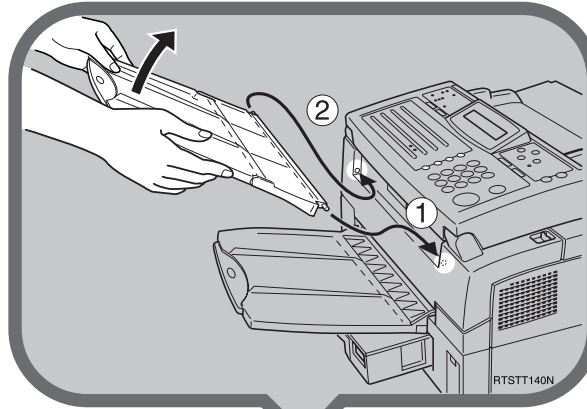


1. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.

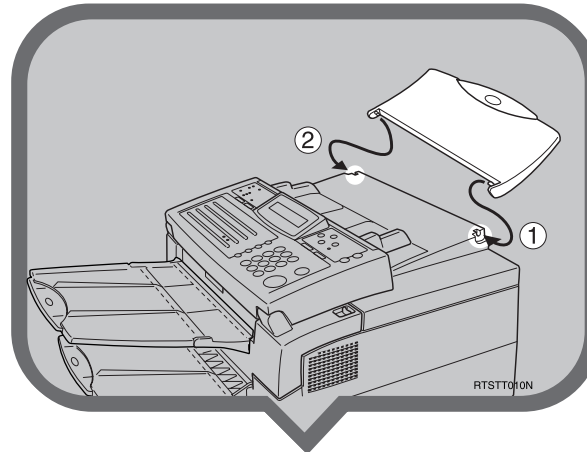


3

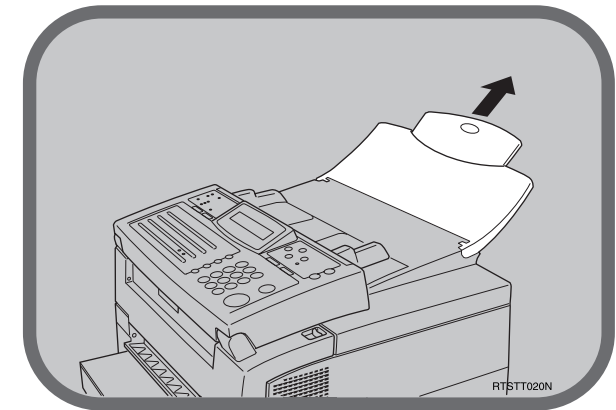
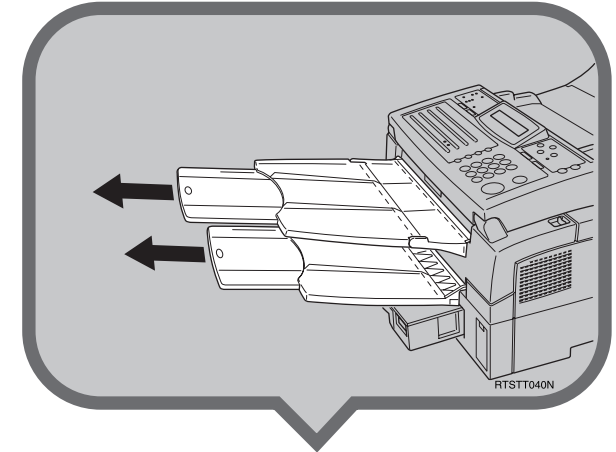
2. Attach the Document Delivery Tray.



3. Attach the Document Table.



4. If necessary, pull out the extensions on the Document Table and trays.



4. Enter your phone number.

Note

▼The format of the number is normally as follows: International Dial Prefix, Your Country Code, Your Area Code, then **you must add a Pause**, followed by your telephone number. Check the International Dialing Prefix and the Country Code with your local telecommunications operator. The example shown is for the USA; the codes to add are 011 and 1.

```
G3 OWN NO.   KPAD/Y/N
0111212-5551234 █
```

5. Press the [Yes] key.

“PROGRAMMED” will flash on the display and you’ll get the display.

```
Y/NEXT ▶
SET G4 OWN NUMBER
```

6. Press the [Yes] key.

```
G4 OWN NO.   KPAD
████████████████████
```

7. Enter your phone number for Group 4.

```
G4 OWN NO.   KPAD/Y/N
0011212-5551234██████
```

8. Press the [Yes] key.

```
Y/NEXT ▶
SET POLLING ID
```

9. Press the ▶ key until the following display is shown.

```
Y/NEXT ▶
SET RTI
```

10. Press the [Yes] key.

```
RTI           ABC
████████████████████
```

11. Enter your office, company, or personal name, or any other appropriate identification.

```
RTI           ABC Y/N
XYZ COMPANY ██████████
```

12. Press the [Yes] key.

“PROGRAMMED” will flash on the display.

```
Y/NEXT ▶
SET TTI
```

13. Press the [Yes] key.

```
TTI           CHANGE? Y/N
XYZ COMPANY
```

14. Press the [No] key to keep the TTI as it is.

```
Y/NEXT ▶
SET G4_TID
```

15. Press the [Yes] key.

```
G4_TID        KPAD
--████████████████████
```

16. Enter the country code, your machine’s telephone number and terminal code.

```
G4_TID        ABC Y/N
1-2125551234=ZY LTD.
```

17. Press the [Yes] key.

```
Y/NEXT ▶
SET IG3_CSI
```

18. Press the [Yes] key.

```
IG3_CSI      KPAD
████████████████████
```

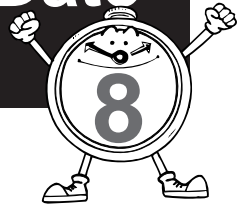
19. Enter your phone number.

```
IG3_CSI      KPAD/Y/N
2125556489 ██████████
```

20. Press the [Yes] key then the [Function] key.
“PROGRAMMED” will flash on the display.

```
READY        100% 10:00
SET DOC. OR DIAL NO.
```

Setting the Date & Time



1. Press the [Function] key and [6], enter the access code [2][2][2][2], then enter [9][1].

```
ADJUSTMENT  Y/NEXT ▶  
91 ADJUST CLOCK
```

2. Press the [Yes] key.

A date and time will appear.

```
SAT          KPAD/Y  
24 JUL 1999  01:35
```

3. Enter the date on the ten key pad, e.g. [3][0].

```
FRI          */#/Y  
30 JUL 1999  01:35
```

4. Change the month using * or # (* to scroll forward, or # to scroll backward) on the ten key pad and press ▶ to move the cursor.

```
MON          KPAD/Y  
30 AUG 1999  01:35
```

5. Enter the year and time with the ten key pad, e.g. [9][9][1][0][2][5].

```
MON          KPAD/Y  
30 AUG 1999  10:25
```

6. Press the [Yes] key then the [Function] key. “PROGRAMMED” will flash on the display.

```
READY 100% 10:25  
SET DOC. OR DIAL NO.
```

Changing the Paper Size Settings



When you change the paper size loaded in the main cassette, optional second cassette or optional Multi-purpose Feeder, you need to change the paper size settings.

1. Press the [Function] key and [3][7], and the [Yes] key.

```
Y/ ◀▶  
MAIN CASSETTE
```

2. Press the ◀ and ▶ keys to select the cassette.

```
Y/ ◀▶  
2ND CASSETTE
```

Note

▼ Only the cassette installed appear in the display.

3. Press the [Yes] key.

```
2ND CASSETTE  Y/N/ ◀▶  
A4 (210×297 MM)
```

4. Press the ◀ and ▶ keys to select the paper size in the cassette.

```
2ND PAPER SIZE  Y/ ◀▶  
LETTER (8.5×11 INCH)
```

5. Press the [Yes] key.

“PROGRAMMED” will flash on the display.

```
Y/N/ ◀▶  
MULTIPURPOSE FEEDER
```

6. To program another cassette, repeat 2 to 5.

7. Press the [Yes] key and the [Function] key. “PROGRAMMED” will flash on the display.

```
READY 100% 10:00  
SET DOC. OR DIAL NO.
```

