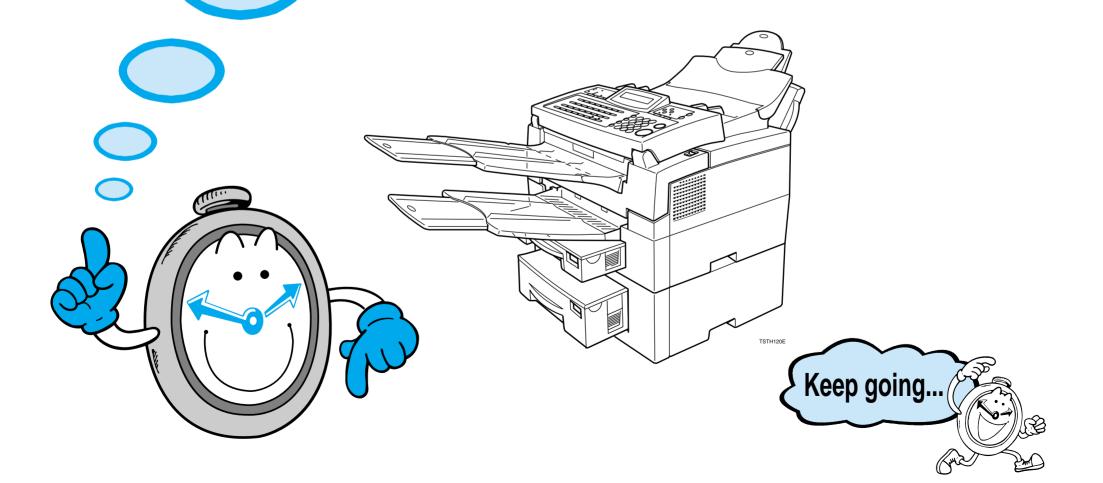
Before You Use This Machine

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.

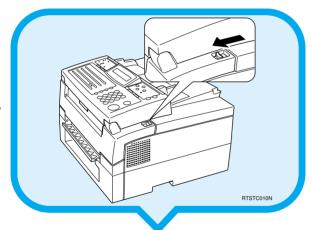


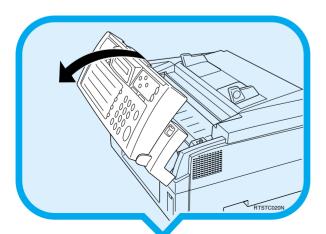
Installing the Toner Cassette 1

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.

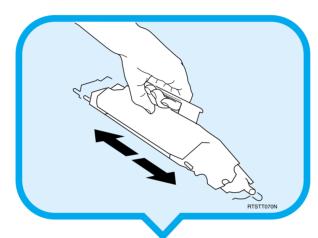




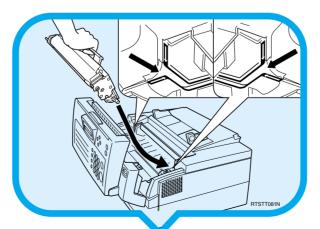
2. Prepare the toner cassette.

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.



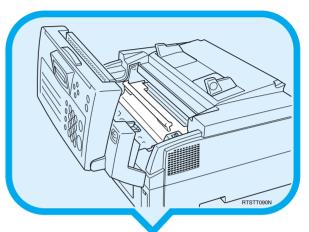
3. Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.



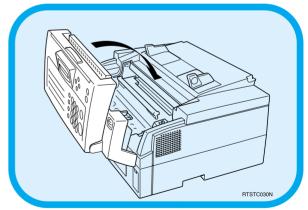
4. Press down on the cassette until it locks into place.

Note

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



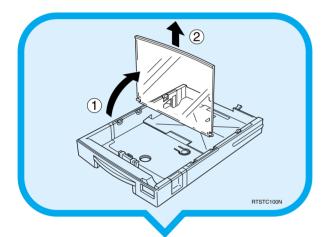
5. Close the top cover.





Installing the Main Paper « Cassette

- 1. Unpack the cassette.
- 2. Peel off the 3 pieces of tape from the cassette cover.
- 3. Raise the cassette cover.



4. If necessary, adjust the paper size.

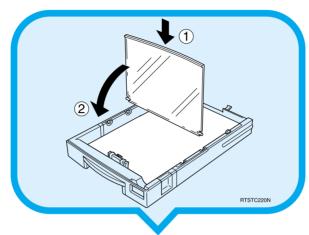
Note

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

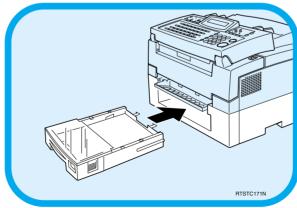
5. Set the paper then lower the cassette cover.

Note

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

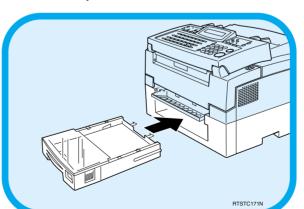


6. Install the cassette. Push it in firmly until it locks into place.



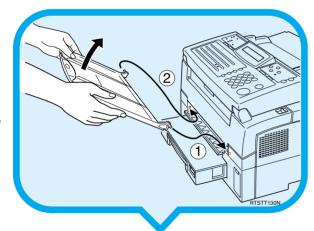


- 1. Unpack the Quick Dial Sheet and Cover Sheet.
- 2. Fit the Quick Dial Sheet over the Quick Dial

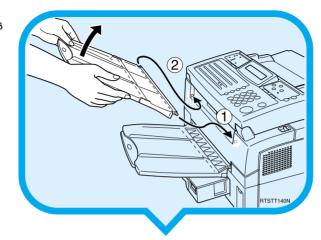


Attaching the Trays And Document Table

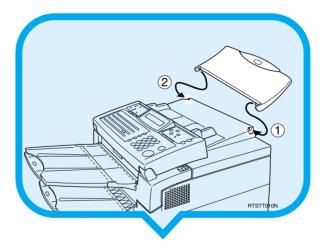
1. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



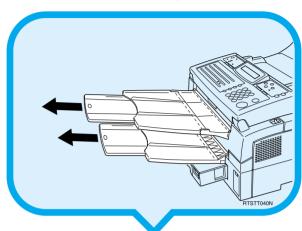
2. Attach the Document Delivery Tray.

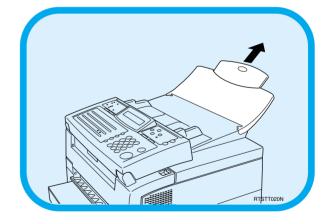


3. Attach the Document Table.



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







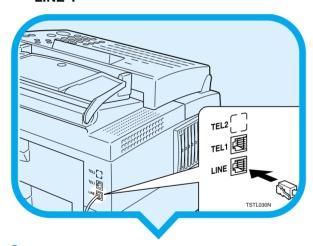
-

Connecting up to the Telephone Line 5

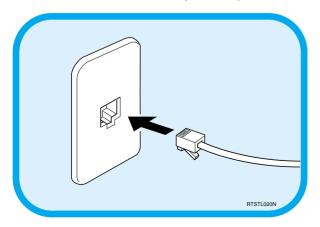
There are two similar sockets located at the rear of the machine:

TEL1: For the external telephone LINE: Telephone line connection

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



2. Connect the other end to your telephone line.





- 1. Insert the power cable into the socket located at the rear of the machine.
- 2. Plug in the cable to the mains.

Warning

- ▼Power requirements: 220-240V, 50/60Hz
- ▼ 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 using the machine, please adjust the following settings:

- G3 Own Number
- RTI (Remote Terminal Identification), TTI (Transmitter Terminal Identification), and CSI (Called Station Identification)
- Phone Line Type
- Date & Time

To enter letters, use the A-Z keys (Quick Dial 01-26). To enter a space, press Quick Dial 27. To enter Symbols, press Quick Dial 28. To enter digits, use the ten key pad.

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

INITIAL MODE Y/NEXT► 61 INITIAL SET

2. Press the [Yes] key.

Y/NEXT► SET G3 OWN NUMBER

3. Press the [Yes] key again.

G3 OWN NO. KPAD

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 CONFIDENTIAL ID

6. Press the ▶ key.

Y/NEXT▶ SET RTI

7. Press the [Yes] key.

RTI ABC

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

RTI ABC Y/N XYZ COMPANY

9. Press the [Yes] key.

"PROGRAMMED" will flash on the display.

Y/NEXT► SET TTI 10. Press the [Yes] key.

TTI CHANGE? Y/N XYZ COMPANY

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

Y/NEXT▶ SET CSI

12.Press the [Yes] key.



13. Enter your phone number including the country and area codes (but no pauses).

Note

▼This should be the same as your fax number.

CSI KPAD/Y/N 12125551234

14. Press the [Yes] key then the [Function] key. "PROGRAMMED" will flash on the display.

1000 10 00

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



5

G

Setting the Phone Line



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

INITIAL MODE Y/NEXT►
62 SELECT FUNCTION

2. Press the [Yes] key.



3. Press the [Yes] key again.

SELECT	LINE	Y/ ∢ ▶
▶TT	PD	

4. Press and to set your machine for a tone dial line (TT) or a pulse dial line (PD).

Note

▼ If the appropriate line type is selected, you don't need to change the setting.

SEI	LECT	LINE	Y/ ∢▶
▶ T	Γ	PD	

5. 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, then 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%	
SET DOC.	OR DIA	AL NO.

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

Changing the Paper

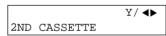
1. Press the [Function] key and [3][7], and the [Yes] key.



the paper size settings.

Size Settings

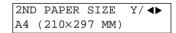
2. Press the ◀ and ▶ keys to select the cassette.



Note

lacktriangledown Only the cassettes installed appear in the display.

3. Press the [Yes] key.

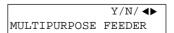


4. Press the and ▶ keys to select the paper size in the cassette.

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

5. Press the [Yes] key.

"PROGRAMMED" will flash on the display.



- 6. To program another cassette, repeat 2 to 5.
- 7. Press the [Yes] key then the [Function] key. "PROGRAMMED" will flash on the display.

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

