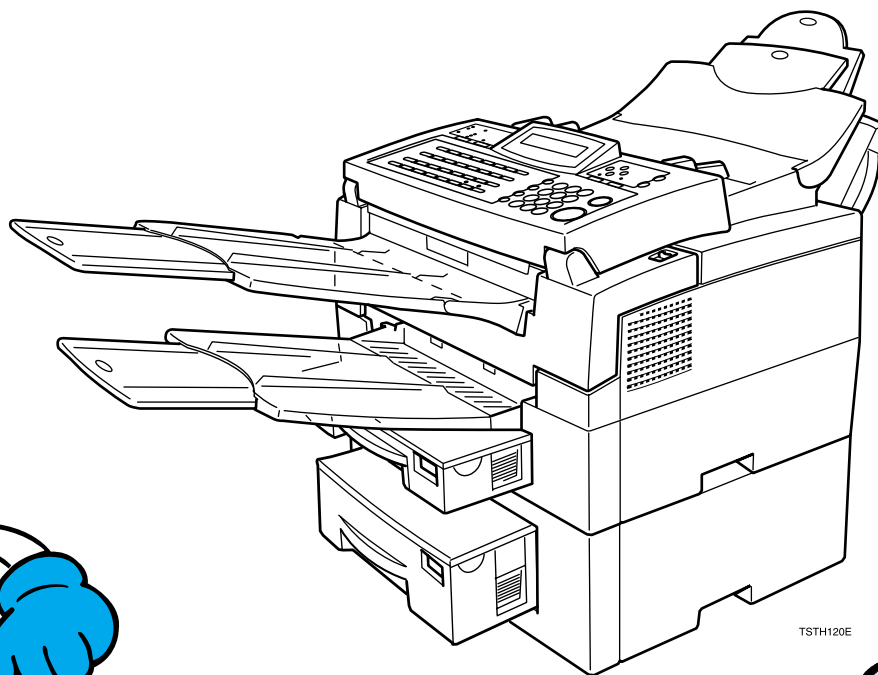


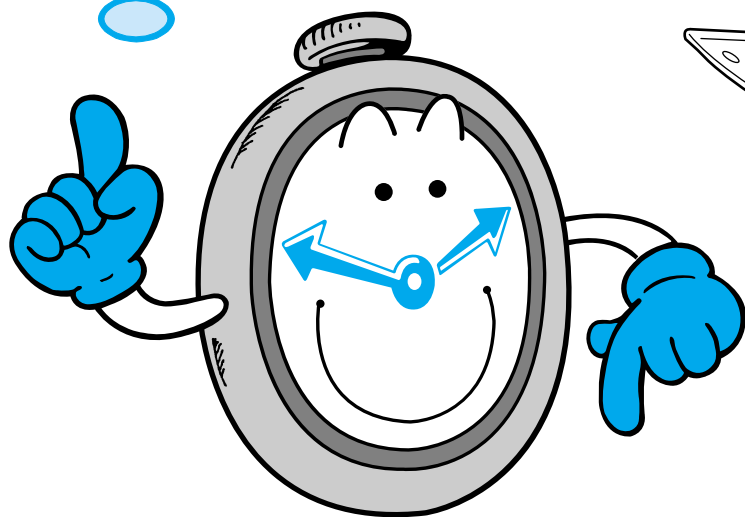
Before You Use This Machine

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

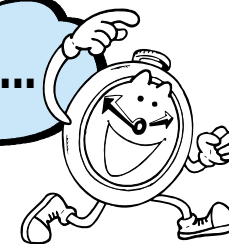
Set up your machine as in the following procedures.



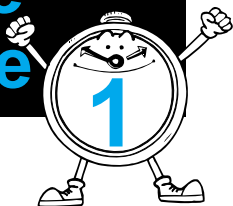
TSTH120E



Keep going...



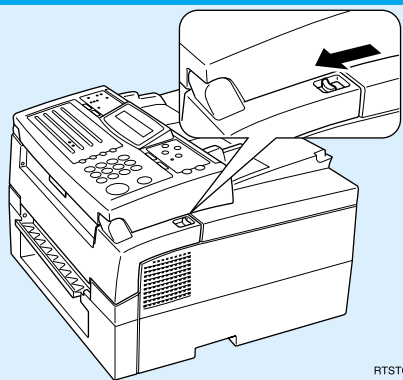
Installing the Toner Cassette



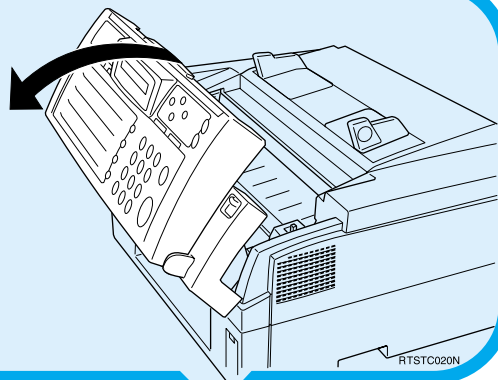
- 1. Remove all tape from the machine. Pull the cover release lever towards you and open the top cover.**

Note

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



RTSTC010N



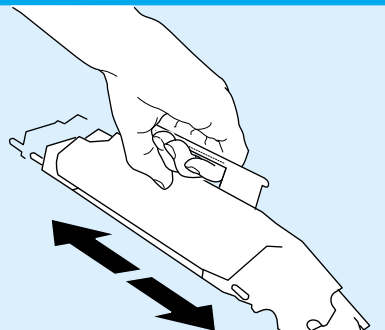
RTSTC020N

- 2. Prepare the toner cassette.**

Important

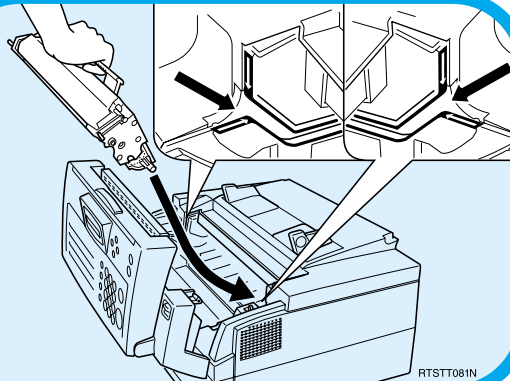
▼ Do not touch the green drum.

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.



RTSTT070N

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

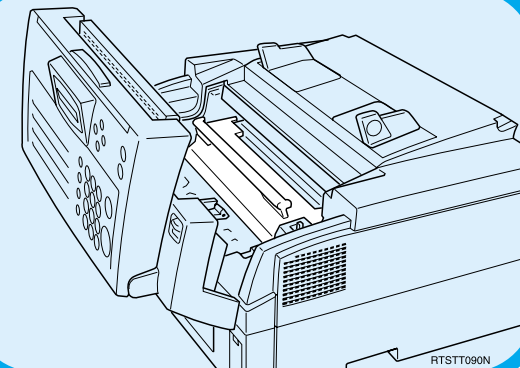


RTSTT081N

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

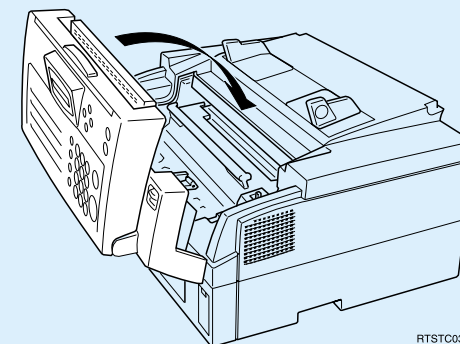
Note

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



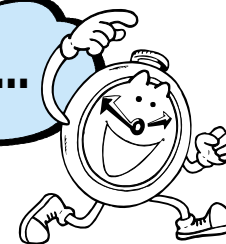
RTSTT090N

- 5. Close the top cover.**

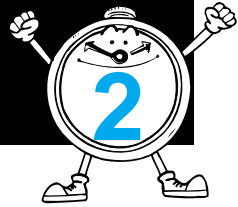


RTSTC030N

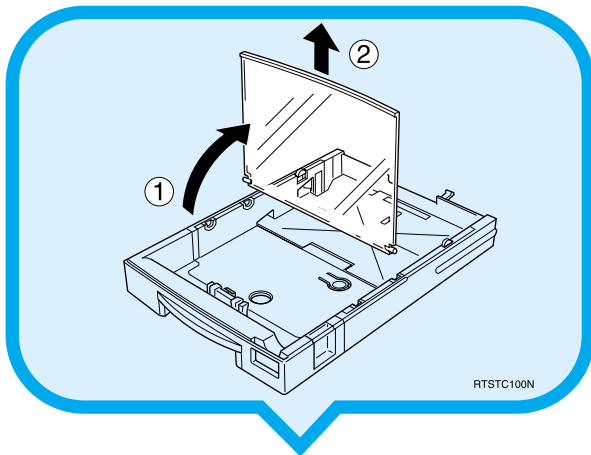
Keep going...



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.

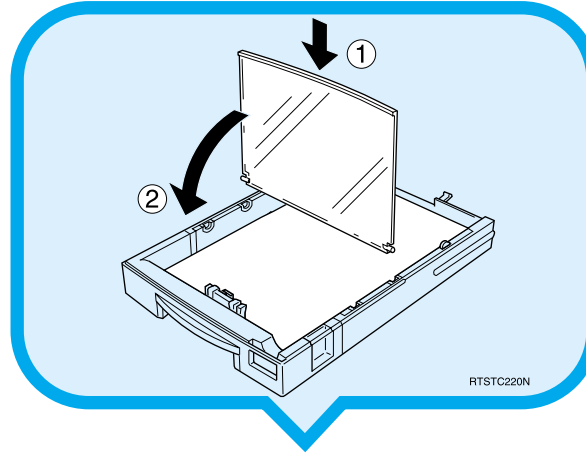
Note

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

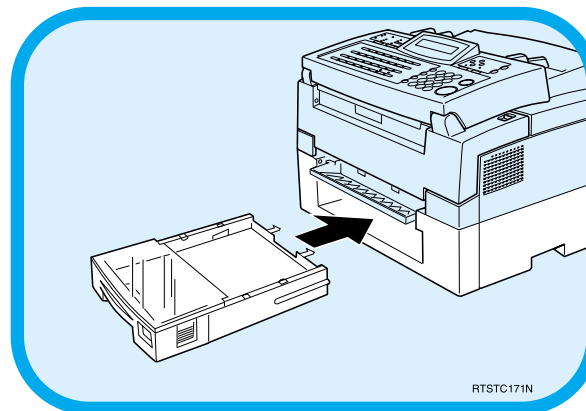
5. Set the paper then lower the cassette cover.

Note

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



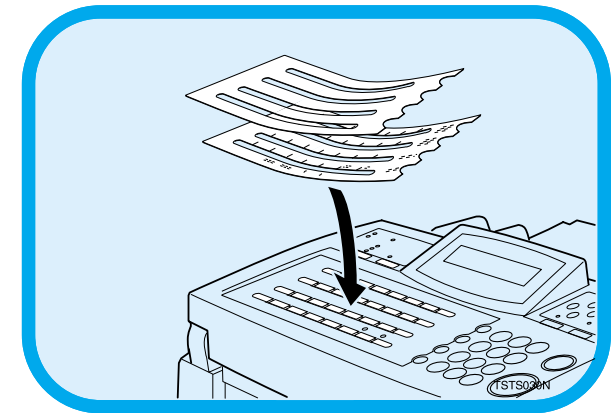
6. Install the cassette. Push it in firmly until it locks into place.



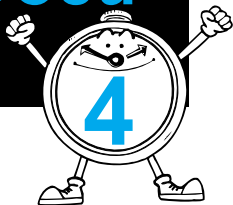
Attaching the Quick Dial Sheet



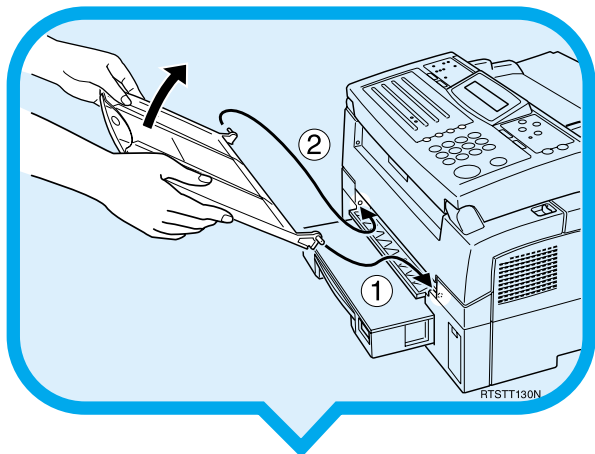
1. Unpack the Quick Dial Sheet and Cover Sheet.
2. Fit the Quick Dial Sheet over the Quick Dial keys.



Attaching the Trays And Document Table

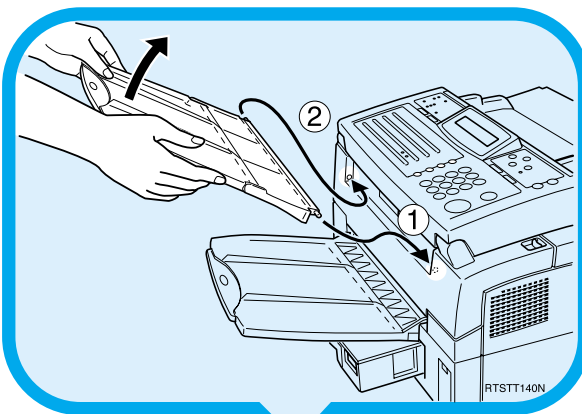


1. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.

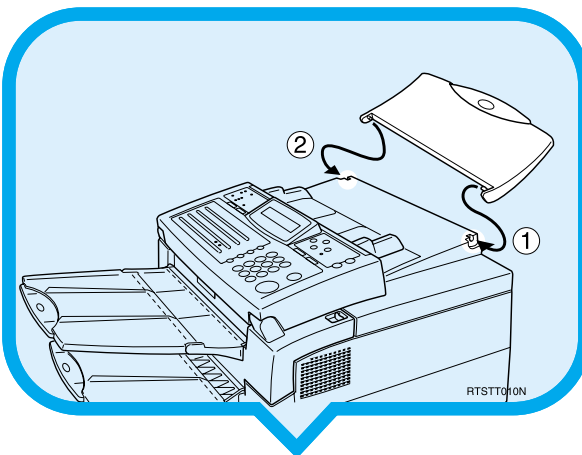


3

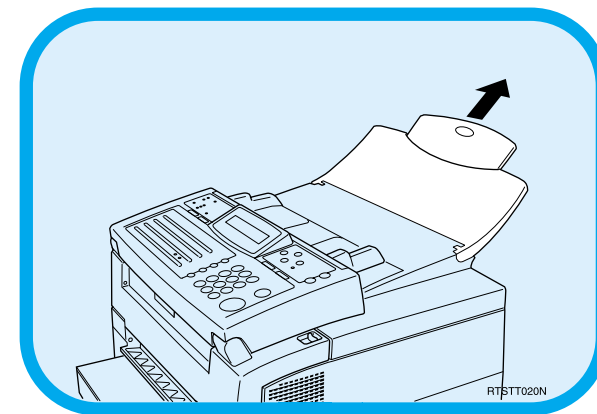
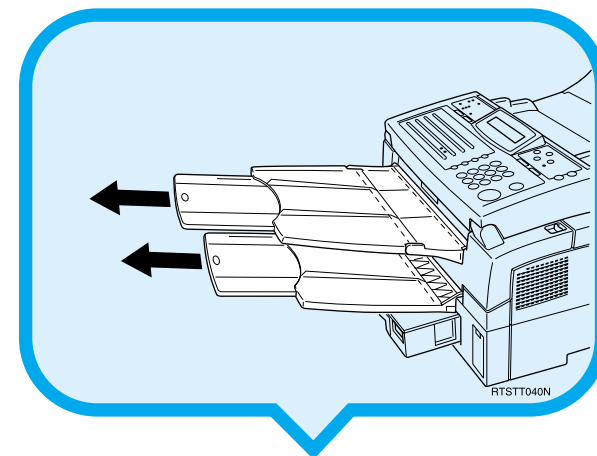
2. Attach the Document Delivery Tray.



3. Attach the Document Table.



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



Connecting up to the Telephone Line

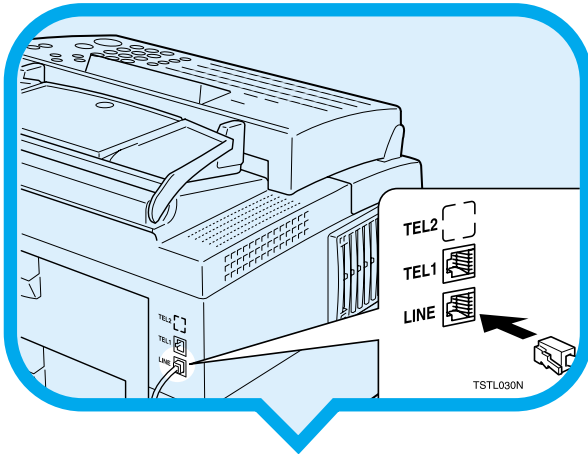


There are two similar sockets located at the rear of the machine:

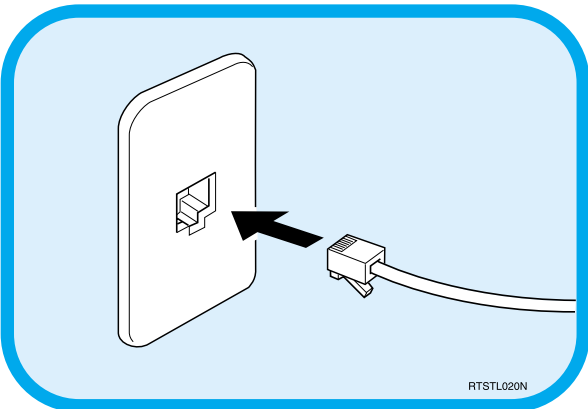
TEL1: For the external telephone

LINE: Telephone line connection

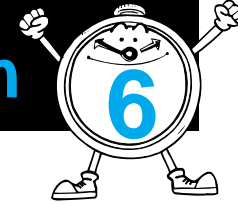
1. Insert the line cable into the socket labeled "LINE".



2. Connect the other end to your telephone line.



Connecting the Power and Switching on



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 : 115V, 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.



Initial Settings & Adjustments



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.

5

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.

```
CSI          KPAD
■■■■■■■■■■■■■■■■■■
```

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.

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



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.

```
Y/NEXT ▶
SELECT LINE
```

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.

```
SELECT LINE Y/◀▶
▶TT PD
```

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

```
READY 100% 10:00AM
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 */#/Y
JUL 24 1999 01:35PM
```

3. Change the month using [*] or [#] (* to scroll forward, or # to scroll backward) on the ten key pad, then press ▶ to move the cursor.

```
TUE KPAD/Y
AUG 24 1999 01:35PM
```

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

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

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

```
MON */#/Y
AUG 30 1999 10:25PM
```

6. Change AM/PM using [*] or [#] on the ten key pad.

```
MON */#/Y
AUG 30 1999 10:25AM
```

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

```
READY 100% 10:25AM
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/N/◀▶
MAIN CASSETTE
```

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

```
Y/N/◀▶
2ND CASSETTE
```

Note

▼ Only the cassettes installed appear in the display.

3. Press the [Yes] key.

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

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

```
2ND PAPER SIZE Y/◀▶
LEGAL (8.5×14 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 then the [Function] key. "PROGRAMMED" will flash on the display.

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

