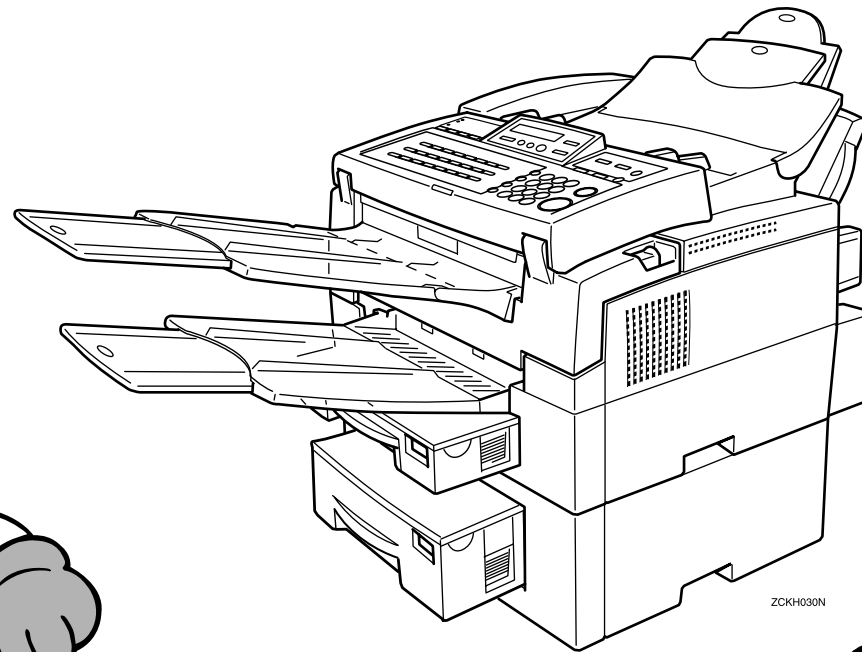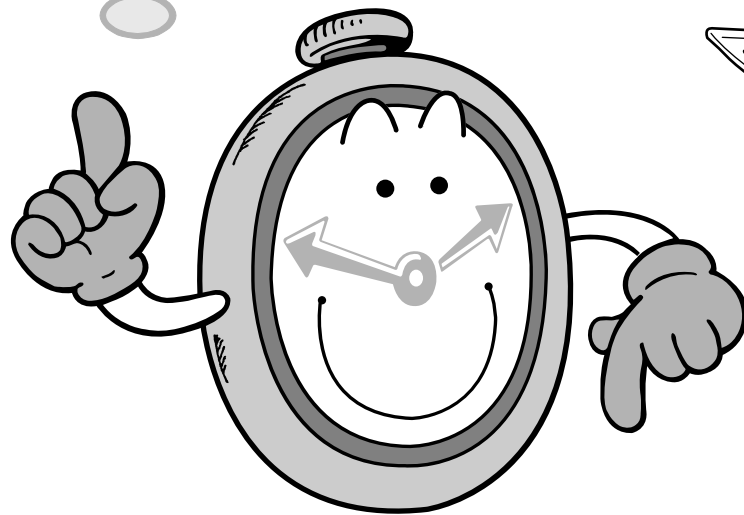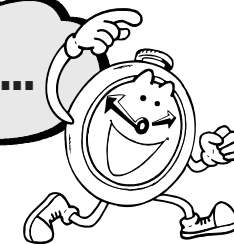# Before You Use This Machine

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.

ZCKH030N

Keep going...
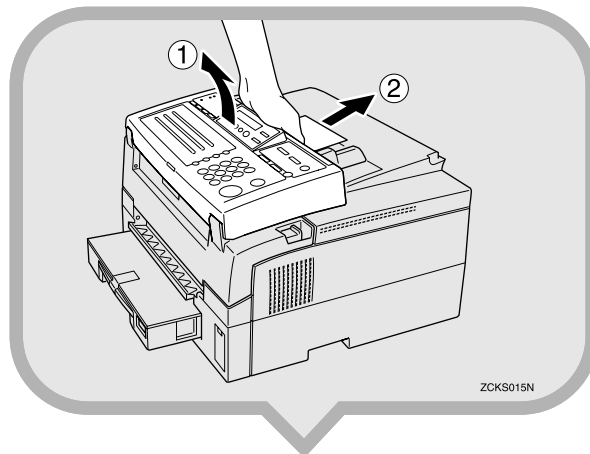
Installing the Toner Cassette

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.
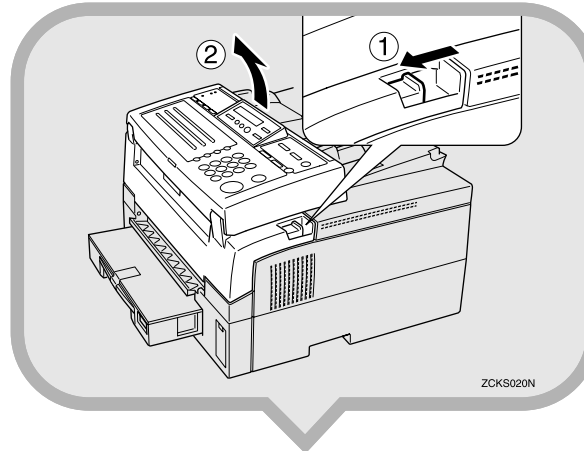
Note

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

ZCKS015N

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

Note

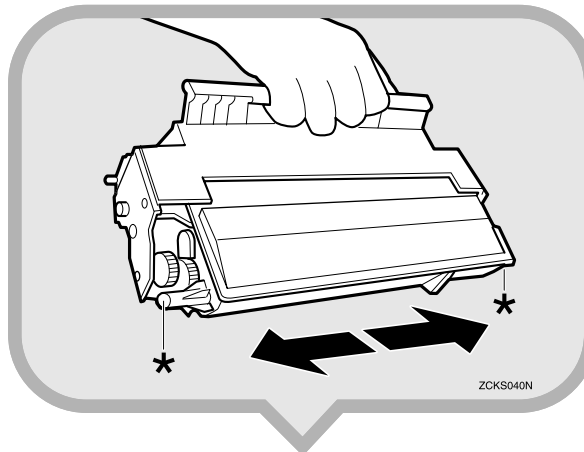▼ If you do not pull the lever, only the operation panel will open.

ZCKS020N

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.

ZCKS040N

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.

ZCKS050N
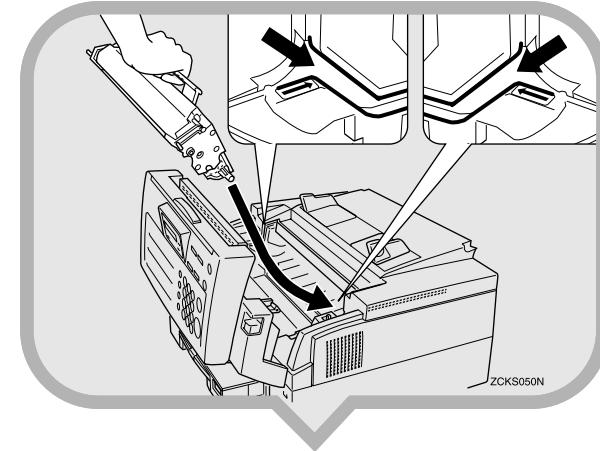
Keep going...

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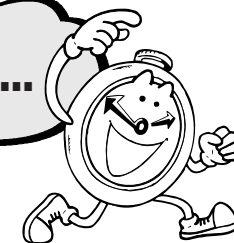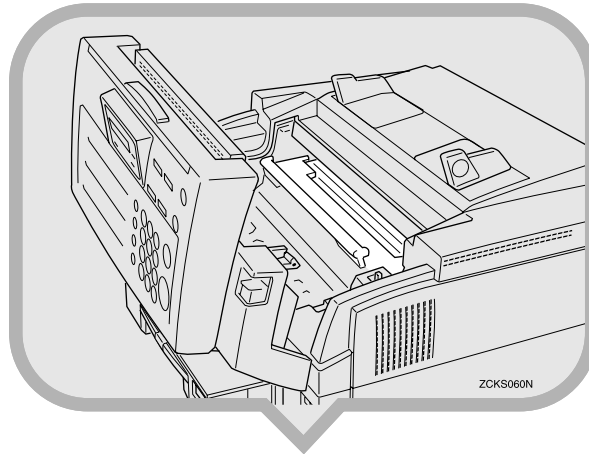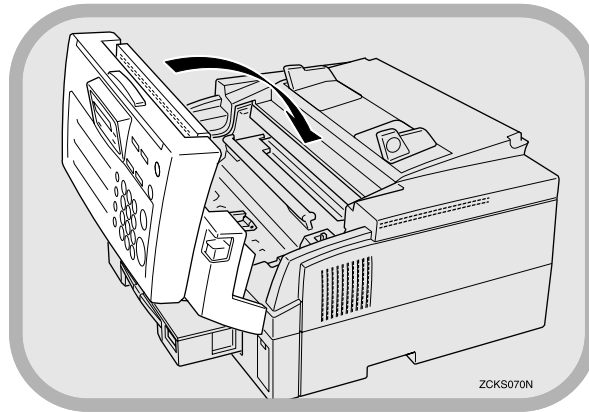
Note

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

ZCKS060N

7. **Close the front cover.**

ZCKS070N

Installing the Main Paper Cassette

2

1. **Pull the cassette out of the main unit.**

2. **Remove the 3 pieces of tape from the cassette cover. Then remove the plastic sheet from between the cassette cover and the body of the cassette.**

3. **Open the cassette cover, and then remove it from the cassette.**

ZCKS080N
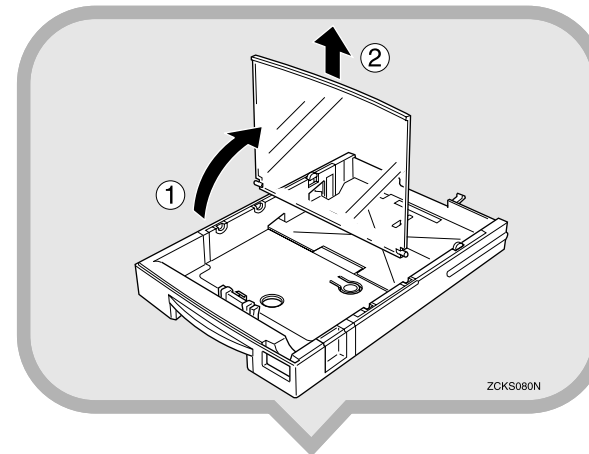
4. **If necessary, adjust the paper size.**

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.

5. **Load paper into the cassette, and then replace the cassette cover.**

Note

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

ZCKS090N

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

ZCKS100N

Attaching the Quick Dial Sheet
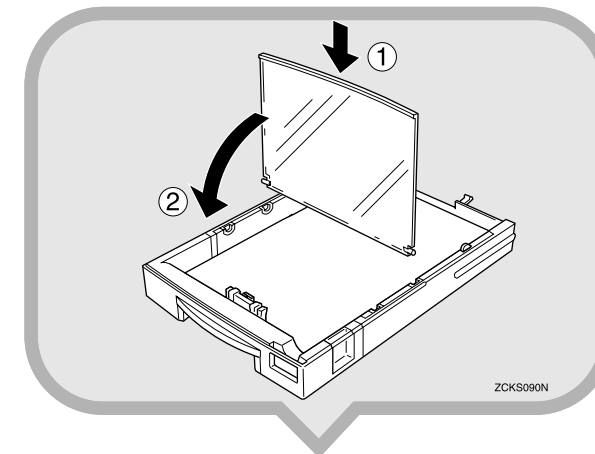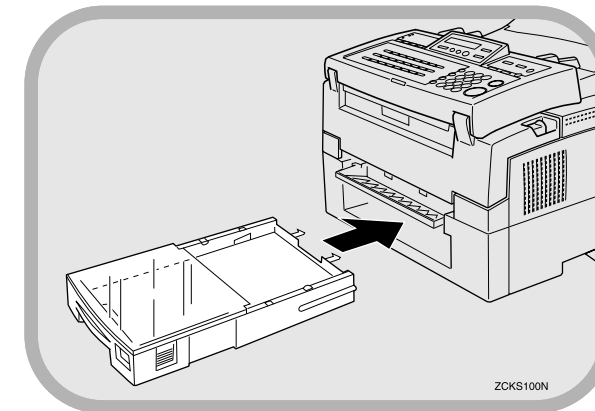
3

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. To change the layout, see Chapter 7, "Key Layout" in the Advanced Features manual.

ZCKS110N
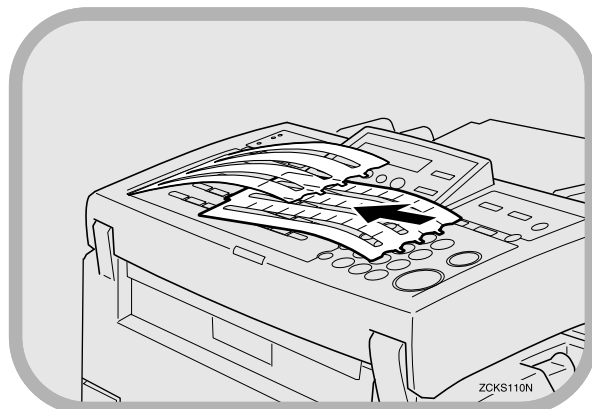
Note

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

Attaching the Trays And Document Table

4

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.

ZCKS120N
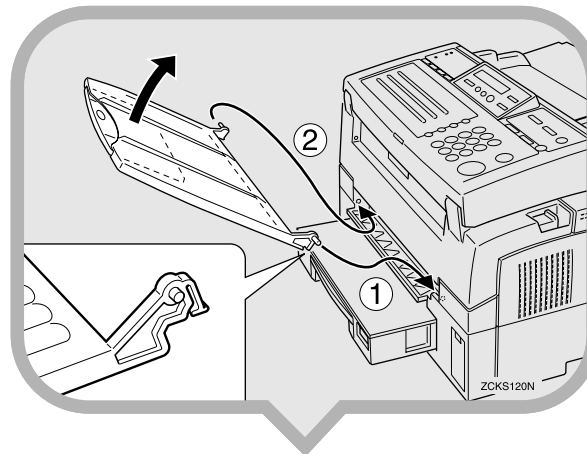
3. Hold the Document Delivery Tray at the points indicated by the circles in the illustration, then attach it to the fax machine. Attach the Document Delivery Tray.

ZCKS130N
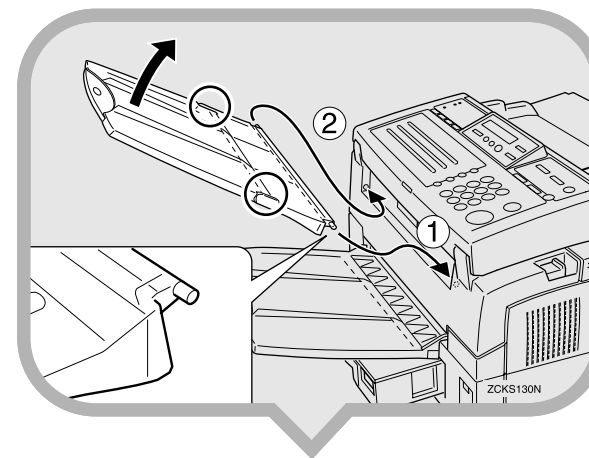
4. Attach the Document Table.

ZCKS140N

Keep going...

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

ZCKS150N

ZCKS160N

Connecting to the Tele- phone Line

5
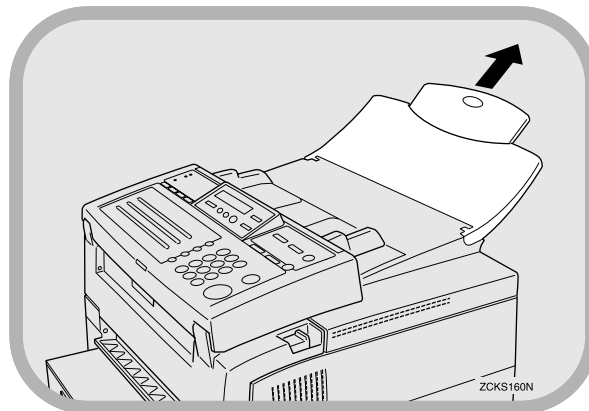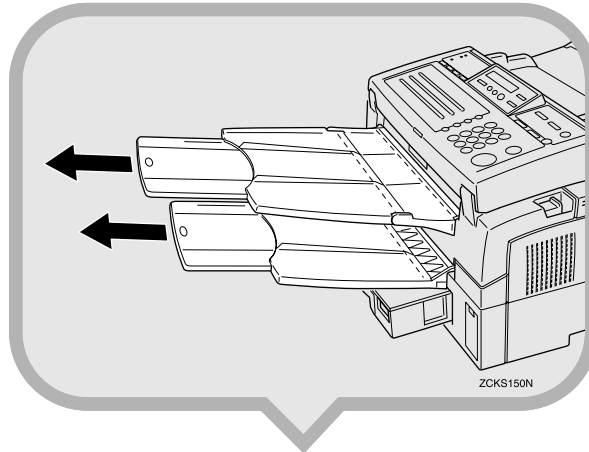
There are two similar sockets located at the rear of the machine:

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".

TEL2
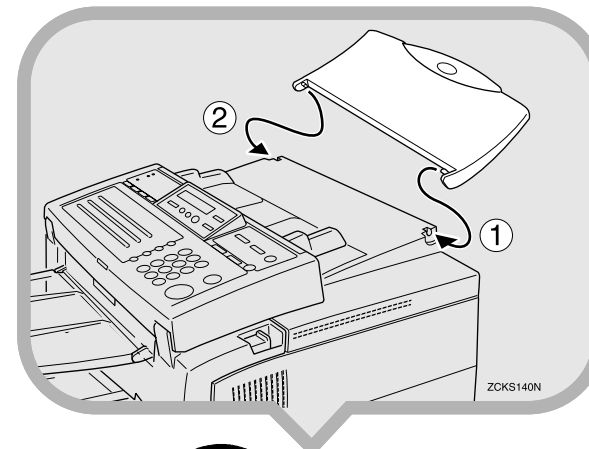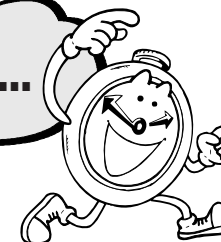TEL1
LINE

ZCKS170N
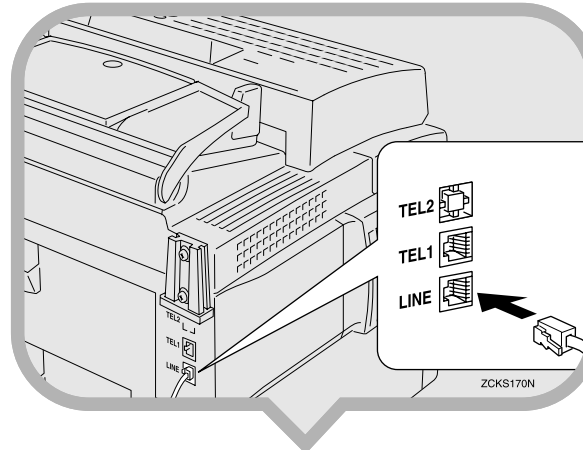
2. Connect the other end to your telephone line.

ZCKS180N
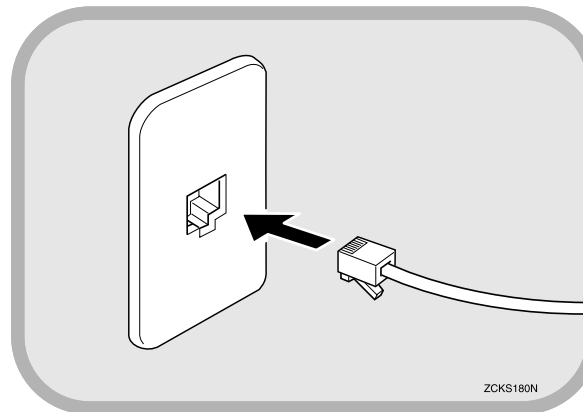
Connecting the Power and Switching On

6

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: 120 V, 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.

4

On

On

ZCKS190N
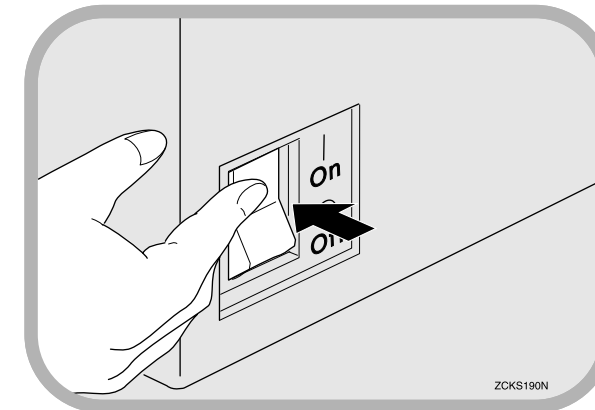
Before you can use the fax machine, you must perform some simple initial settings.

Initial Settings & Adjustments

7

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.

```
Year:        Press OK
[2000]
```

Before using the machine, make the following settings.

▼ Date and time
▼ Line type
▼ Your own name, fax header, and fax number

5

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.

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.
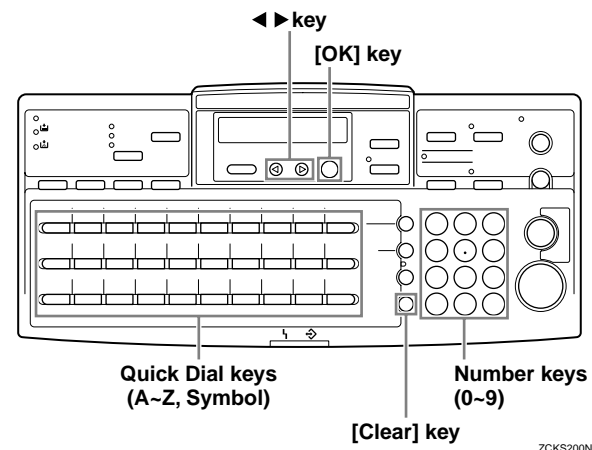

The keys used for making settings are as follows.

◄ ► key
[OK] key

Quick Dial keys (A~Z, Symbol)   Number keys (0~9)
[Clear] key
ZCKS200N

1. Use the number keys to enter the year, if the year is correct, press the [OK] key.

```
Year:        Press OK
[2000]
```

2. Press the ◄ or ► key to select the correct month and press the [OK] key.

```
Month:          ◄►/OK
 [January]
```

3. Use the number keys to enter the correct number for the date (01~31) and press the [OK] key.

```
Day:         Press OK
[ 4]
```

4. Press the ◄ or ► key to select AM or PM for the time you are going to enter, and then press the [OK] key.

```
AM/PM:          ◄►/OK
 [AM]    PM
```

---

5. Use the number keys to enter the correct time.

```
Time:        Press OK
[ 9:30]
```

Enter the current hour setting (1~12). If the hour is a single digit, press the ► key to continue.

```
Time:        Press OK
[ 4:30]
```

Press the number keys to enter a 2-digit number for the correct minute setting (00~59) and press the [OK] key.

```
Time:        Press OK
[ 4:55]
```

After "Function Accepted" flashes briefly in the display, the next setting is displayed.

6. 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.

```
Line Type:      ◄►/OK
 Pulse [Tone]
```

7. 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.

```
Own Name[ABC]      OK
ABC COMPANY_████████
```

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.

UE USA H535

8. **The name you just entered for Own Name flashes in the Header display.**
In the USA, law requires that the telephone number of your fax machine be included in your fax header.

```
Header[ABC]          OK
ABC COMPANY■■■■■■■■■
```

If you want to use the Own Name entry for the Header entry, just press the [OK] key.
If you want to enter a different name for the Header, use the A~Z keys to enter another name, and then press the [OK] key.

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.

9. **Use the number keys to enter your fax number as it must be dialed from outside the United States. (You cannot enter pauses.)**

```
Fax Number           OK
+11234567890
```

Note
▼ The format of the number is normally as follows: International Dial Prefix, Your County 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 United States; the codes to add are 1.

10. **Press the [OK] key.**
"Initial Setup Completed" will flash briefly in the display.

```
Ready   100%  4:55AM
Set Orig./ Enter No.
```

After Initial Settings

You can check and adjust these settings.
▼ To change the date and time, see Chapter 6, "Setting the Date and Time" in the Advanced Features manual.
▼ To change the line type, see Chapter 7, "Line Type" in the Advanced Features manual.
▼ 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 for further information regarding installation.
▼ If you are using NIC FAX, you will need to connect a LAN cable and make network settings. See Chapter 1 in the NIC FAX KIT manual.

6

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

That's it!