

QUICK INSTALLATION GUIDE <G120-8701>

Please read the Safety Information in the Maintenance Guide before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

1

WHERE TO PUT THE PRINTER

The printer's location should be carefully chosen because environmental conditions greatly affect its performance.

Warning

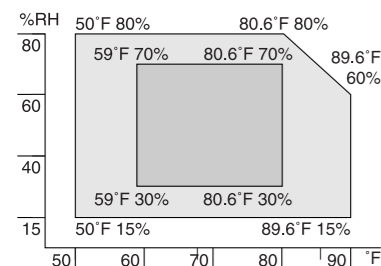
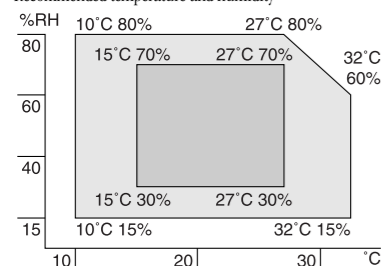
- Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.
- Only connect the machine to the power source described on this manual.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.

Caution

- Keep the machine away from humidity and dust. A fire or an electric shock might occur.
- Place the machine on a strong and level surface. Otherwise, the machine might fall and result in an injury.
- If you use the machine in a confined space, confirm that there is a continuous flow of air.

Optimum Environmental Conditions

Recommended temperature and humidity



□ Possible operation range □ Recommended range

The machine must be level within 5 mm (0.2 inch) both front to rear and left to right.

To avoid possible build-up of ozone, place this printer in a large well ventilated room that has an air turnover of more than 30 m³ (183 cubic inch)/hr/person.

If you use this printer in a cold area, leave the printer on or severe cold might damage sensitive components inside the printer.

Depending on the temperature and humidity around the machine, vapor might occur when printing. Thus steam can be seen when prints come out.

2 Environments to Avoid

Important

- Locations exposed to direct sunlight or strong light
- Dusty areas
- Areas with corrosive gases
- Areas excessively cold, hot, or humid
- Locations near an air conditioner or humidifier
- Locations near other electronic equipment
- Locations where the printer might be subjected to frequent strong vibration

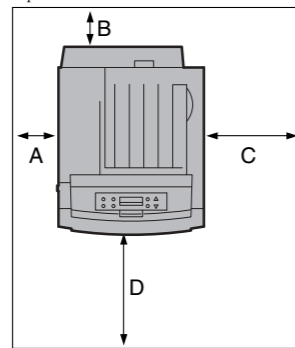
3 Power Connection

Connect the power cord to a power source with the following specifications:

- 220-240 V, 50/60 Hz

4 Space Required for Installing the Printer

Leave enough space around the printer. This space is necessary to operate the printer. The recommended (or minimum) space requirement is as follows:



- A: 13 cm (5.2 inches) or more
- B: 11 cm (4.4 inches) or more
- C: 35 cm (14.0 inches) or more
- D: 61 cm (24.4 inches) or more

2

UNPACKING THE PRINTER AND CHECKING THE CONTENTS OF THE BOX

Caution

- To prevent an injury, this printer should be lifted by at least two people.

1

Check the contents of the box according to the following list. If one or some items are missing, please contact your sales or service representative.

Important

- This package does not include an interface cable. Please purchase one for use with your host computer. See "Appendix" in the Administrator Reference.

- MANUALS FOR THIS PRINTER
 - Quick Installation Guide (This manual)
 - Maintenance Guide
 - Option Setup Guide
 - CD-ROM "Printer Drivers and Utilities"
 - CD-ROM "Operating Instructions"
 - CD-ROM "Document Management Utility"
- Power Cable
- Toner Cartridge (Black)
- Toner Cartridge (Yellow)
- Toner Cartridge (Cyan)
- Toner Cartridge (Magenta)
- Photo Conductor Unit (Black)
- Photo Conductor Unit (Color)
- Waste Toner Bottle
- Ferrite Core (2)
- Image density adjusting card
- User registration card

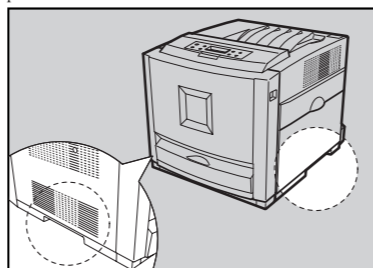
2

Remove the plastic bag.

3

Lift the printer at least two people and move it to the place where you want to install it.

When lifting the printer, use the inset grips on both sides of the printer.



Important

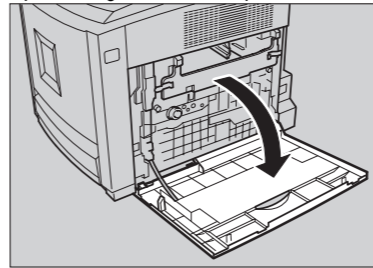
- When installing the printer to a low position, be careful not to get your hand or clothes caught under the printer.

3

INSTALLING THE WASTE TONER BOTTLE AND PHOTO CONDUCTOR UNIT

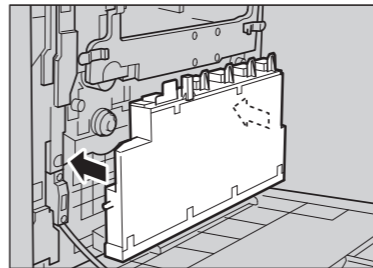
1

Open the right cover of the printer.



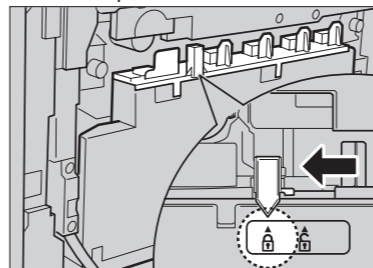
2

Place the waste toner bottle in the position as shown in the illustration.



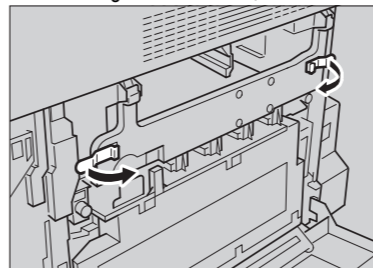
3

Lock the waste toner bottle by sliding the green arrow to the position as shown.



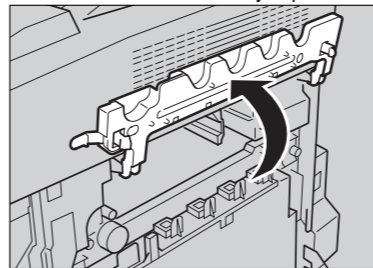
4

Pull out the green levers on the left and right that are fastening the inner cover, and then unlock.



5

Lift the inner cover until it stays up.

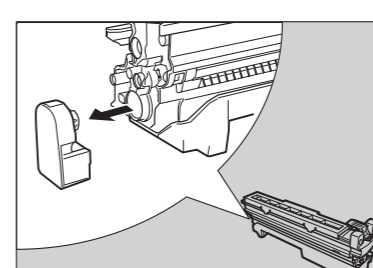


6

Take out the black photo conductor unit.

7

Remove the cap attached to the photo conductor unit.

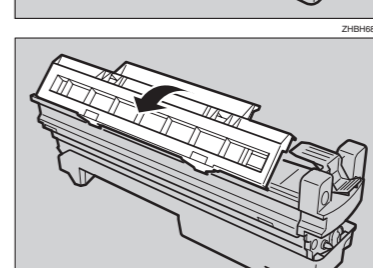
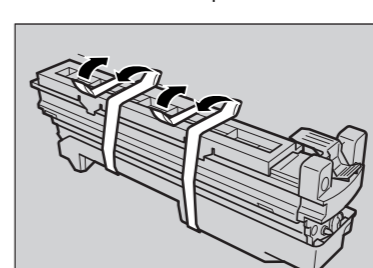


Note

- The cap will not be needed again and should be disposed of.

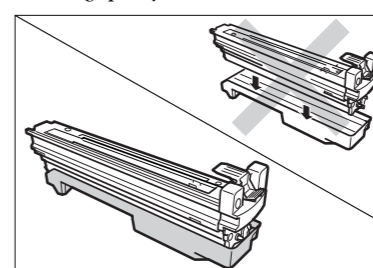
8

Peel off the tape, which is around Photo Conductor Unit by peeling it downward, and remove the cover on top of the Unit.



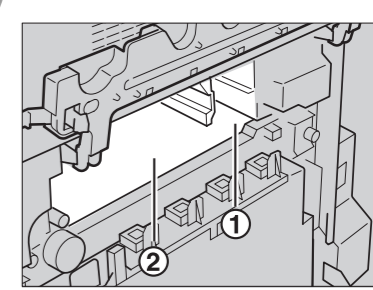
Important

- Do not remove the cover attached to the bottom of the photo conductor unit yet.
- After you take the new Photo Conductor Unit out of the bag, quickly install it.



9

Check the locations for each Photo Conductor Unit.



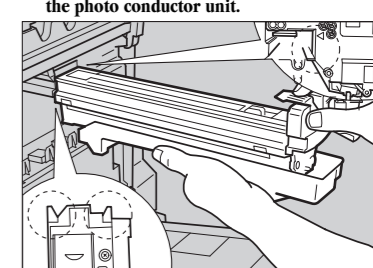
- ① Photo Conductor Unit (Black)
- ② Photo Conductor Unit (Color)

10

Match the green arrow at the tip of the photo conductor unit to the rail inside the printer.

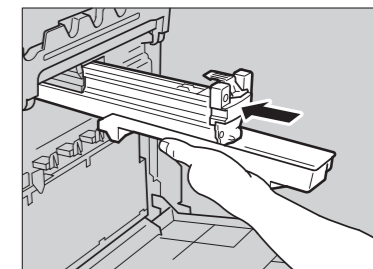
Important

- Make sure the green arrow fits securely on the rail before proceeding to the next step.
- If you do not attach the green arrow of the photo conductor unit securely to the rail, you may damage the photo conductor unit.



11

Push the front of the photo conductor unit slowly, slide the unit on the cover, and then push the unit in until it clicks.

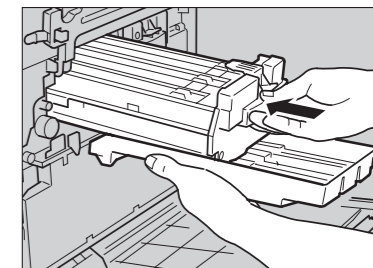


Caution

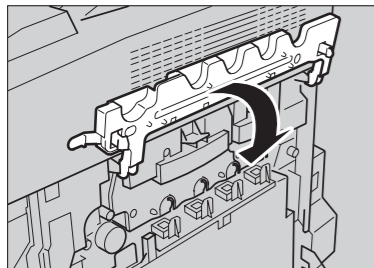
- If the photo conductor unit is not installed correctly, the print quality will be affected. For example, certain colors may fail to print.

12

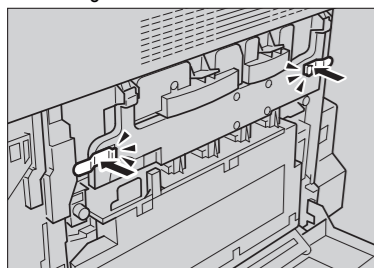
Repeat steps 10 to 11 to install the color photo conductor unit.



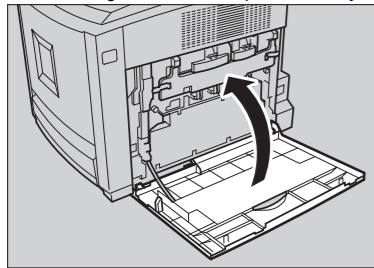
13 Lower the inner cover slowly.



14 Push the green lever to fasten the inner cover.



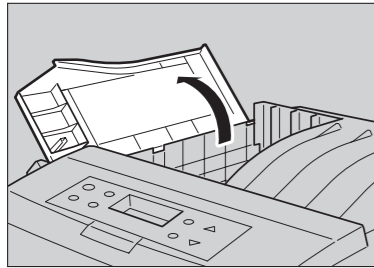
15 Close the right cover of the printer slowly.



4

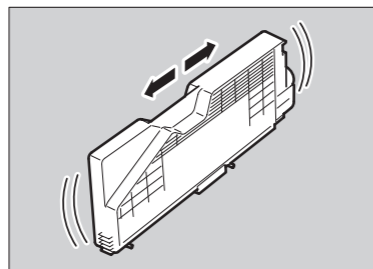
INSTALLING THE TONER CARTRIDGE

1 Open the upper left cover of the printer.



2 Take out the toner cartridge.

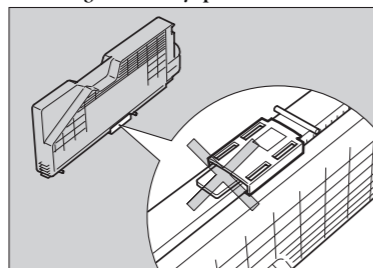
3 Hold the toner cartridge horizontally as illustrated, and then shake it back and forth about 10 times.



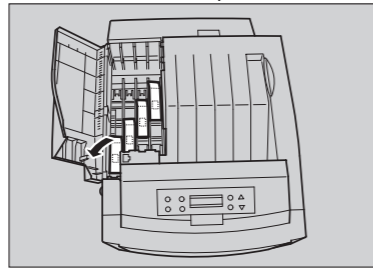
In the illustration, black cartridge is used as an example.

Important

- Do not open the shutter on the bottom of the toner cartridge. Toner may spill.

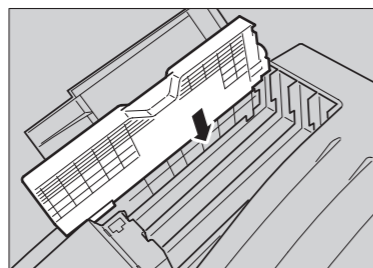


4 Remove the adhesive tapes.



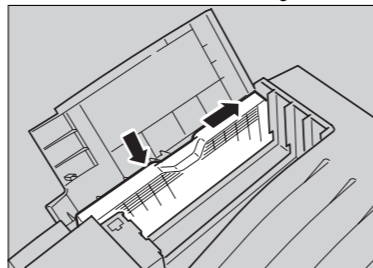
5 Check the toner color and location are correct, and then insert the toner cartridge vertically and slowly.

You can check the location for each toner cartridge by reading the labels on the printer.



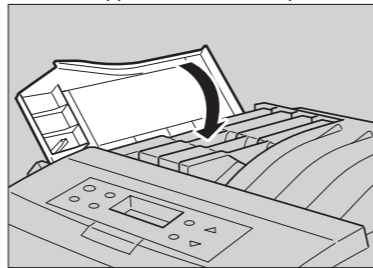
In the illustration, yellow cartridge is used as an example.

6 Push the toner cartridge in the direction of the arrow to fasten the toner cartridge.



7 Repeat steps 2 to 6, to install the other color toner cartridges.

8 Close the upper left cover of the printer.



Note

- If the toner cartridge is not set properly, you cannot close the upper left cover of this printer.

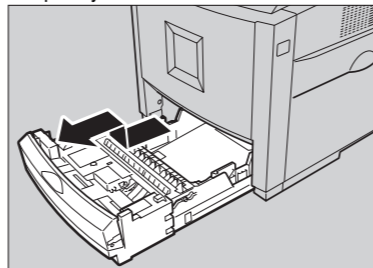
5

LOADING PAPER

Caution

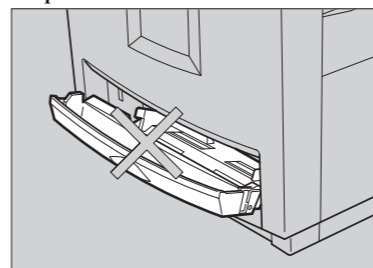
- When pulling the paper tray out, be careful not to pull it strongly. If you do, the tray might fall and cause personal injury.

1 Pull the paper tray out of the printer until it stops. After that, lift it slightly, and then pull it out completely. Place it on a flat surface.

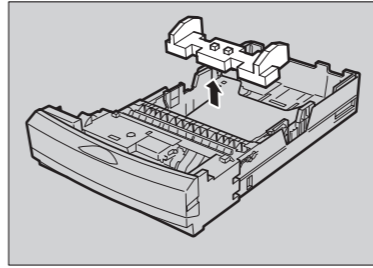


Note

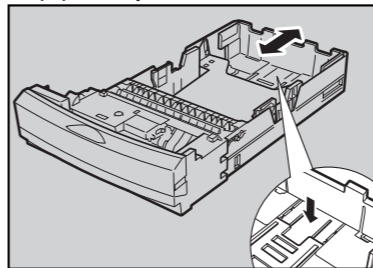
- You cannot pull the Tray 1 out if the Bypass Tray is open.



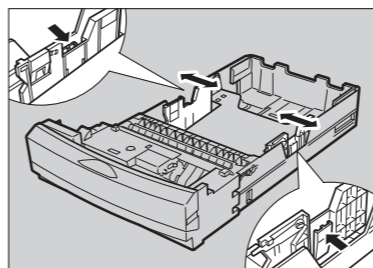
2 Remove the adhesive tape and packing material.



3 Press "Push", and then adjust the rear guide to the paper size you want to load.



4 Adjust the side guides to the paper size you want to load.



5 Load paper into the paper tray with the print side up.

Important

- Make sure that the top of the stack is not higher than the limit mark inside the tray.
- The rear and side guides should be set exactly to the paper size to avoid paper misfeeds.

6 Slide the paper tray completely into the printer.

6

CONNECTING THE POWER CORD

Warning

- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.

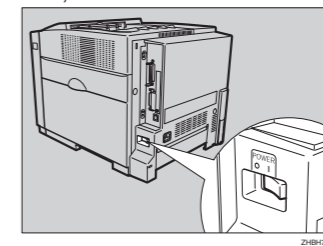
Caution

- When you pull the plug out of the socket, grip the plug, not the cord, to avoid damaging the cord and causing a fire or an electric shock.

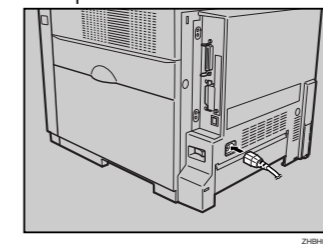
Important

- Be sure to connect the power plug to the socket or the wall outlet firmly.
- The printer power must be off when plugging in and removing the power cord.

1 Confirm that the printer's power switch is off. If it is on, turn it off.



2 Attach the power cord to the socket on the back of the printer.



3 Plug the other end securely into the wall outlet.

7

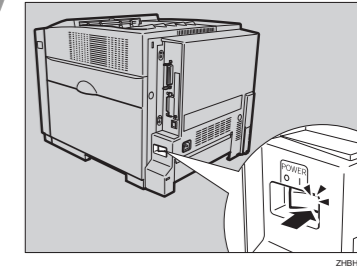
SELECTING THE PANEL DISPLAY LANGUAGE

Follow the procedure to select a language.

Note

- You can select one of the following languages: English, German, French, Italian, Dutch, Swedish, Norwegian, Danish, Spanish, Finnish, Portuguese, Czech, Polish or Hungarian.
- The default setting is English.
- If you want to use the English panel display, it is not necessary for you to take the following procedures.
- The label for selected language can be stuck on the control panel.

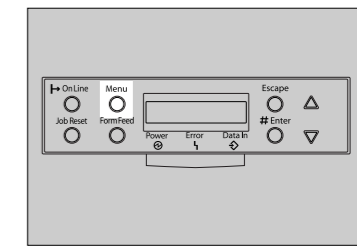
1 Turn on the printer.



After the machine warms up, "Ready" appears on the panel display.

Ready

2 Press the [Menu] key.



The following message appears on the panel display.

Menu:
Paper Input

3 Press the [▲] or [▼] key to display "Language".

Menu:
Language

4 Press the [Enter #] key.

The following message appears on the panel display.

Language:
*English

5 Press the [▲] or [▼] key to display the language you want to select.

6 Press the [Enter #] key.

"Menu" appears on the panel display.

Menu:
Language

7 Press the [On Line] key.

"Ready" appears on the panel display.

Ready

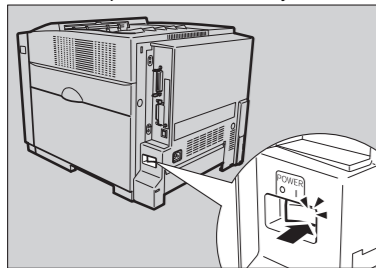
Go to sheet 2/2.

8

PRINTING THE TEST PAGE

You can check if the printer works properly by printing a test page such as the configuration page. However, you cannot check the connection between the printer and the computer by printing the test page.

- 1 Turn on the printer if it is not on yet.



After the machine warms up, "Ready" appears on the panel display.

Ready

- 2 Press the [Menu] key.

Menu:
Paper Input

- 3 Press the [▲] or [▼] key to display "List/Test Print".

Menu:
List/Test Print

- 4 Press the [Enter #] key.

The following message appears on the panel display.

List/Test Print:
Config. Page

- 5 Confirm that "Config. Page" is on the display, and then press the [Enter #] key.

- 6 In a short time, the test printing will start.

Printing...

Important

❑ If you cannot complete the test printing correctly, see if an error message appears on the panel display. For more information about error messages, see "Troubleshooting" in the Maintenance Guide.

- 7 Press the [On Line] key.

"Ready" appears on the panel display.

Ready

- 8 Turn off the printer's power switch.

9

ADJUSTING THE IMAGE DENSITY

To use the printer in its best condition, adjust the image density.

- 1 Press the [Menu] key.

Menu:
Paper Input

"Menu" appears on the panel display.

- 2 Press the [▲] or [▼] key to display "Maintenance", and then press the [Enter #] key.

Menu:
Maintenance

- 3 Press the [▲] or [▼] key to display "Image Density", and then press the [Enter #] key.

Maintenance:
Image Density

The following message appears on the panel display.

Image Density:
Prt. Test Sheet

- 4 Press the [Enter #] key.

The following message appears on the panel display, and then Press the [Enter #] key.

Prt. Test Sheet:
Press # to Start

Printing...

- 5 Compare the colors on the printed image density test sheet with those on the Image Density Adjusting Card.

Note

❑ If the image density of the Image Density Adjusting Card is equal to the framed part of the test sheet, you do not need to adjust the image density value.

- 6 Press the [▲] or [▼] key to select the color you want to adjust, and then press the [Enter #] key.

Image Density
Black

- 7 Press the [▲] or [▼] key to set the image density value, and then press the [Enter #] key.

Black
(-10 +10) 0

Note

❑ You can adjust the image density from -10 to +10. Increasing the value makes the printouts darker and decreasing the value makes the printouts lighter.

❑ Pressing the [▲] or [▼] key makes the value increase or decrease by one.

To adjust another color, repeat the steps 6 to 7.

- 8 Print another image density test sheet and check if the colors on the test sheet now match those on the Image Density Adjusting Card. If they still do not match, adjust the image density again.

- 9 Press the [On Line] key.

"Ready" appears on the panel display.

Ready

10

CONNECTING THE PRINTER TO A COMPUTER

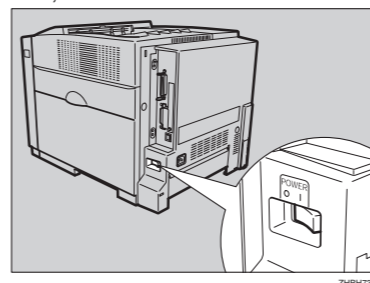
❖ Connecting the printer to a computer using a network interface cable.

If your printer is installed with the Network Interface Board, follow the procedures below.

Important

❑ The interface cable is not provided with the printer. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

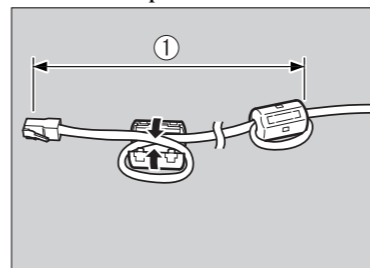
- 1 Confirm that the printer's power switch is off. If it is on, turn it off.



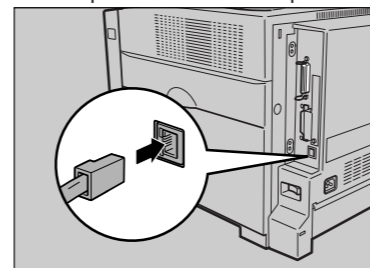
- 2 Loop the network interface cable and attach the ferrite core.

Note

❑ Attach two ferrite cores to the network interface cable. One of them must be attached close to the end of the cable (on the end closest to the printer). The other must be attached approximately 45 cm (18") (1) apart from the end. Attach each ferrite core with a loop.



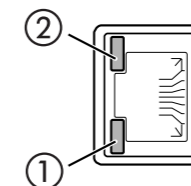
- 3 Connect the network interface cable to the Ethernet port on the back of the printer.



- 4 Connect the other end of the cable to the network, e.g. hub.

- 5 Turn on the printer.

- 6 Confirm the LEDs on the Ethernet port.



① is lit when 100 BASE-TX is in use and not lit when 10 BASE-T is in use.
② is lit when the printer is securely connected to the network.

- 7 Go to 11 "CONFIGURING THE PRINTER FOR THE NETWORK".

❖ Connecting the printer to a computer using a parallel cable.

Important

❑ The parallel cable is not provided with the printer. It is your responsibility to provide the parallel cable appropriate for the computer that you are using.

❑ The printer's parallel connection is a standard bi-directional interface. It requires a standard 36-pin parallel cable compliant with IEEE1284 and the parallel port on the computer.

❑ To avoid electrical interference, use a shielded cable.

Note

❑ Do not use a parallel cable longer than 2.5 meters (8.2 feet).

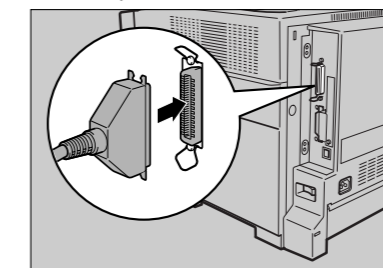
- 1 Confirm that the printer's power switch is off. If it is on, turn it off.

- 2 Turn the computer off.

- 3 Attach the parallel cable to the port of the printer. Secure the cable with the metal fittings as shown in the illustration.

Important

❑ Rating voltage of the parallel port for the computer; Max. DC 5V.



- 4 Attach the other end of the parallel cable to the port of the computer. Secure the cable.

- 5 Turn on the printer and the computer.

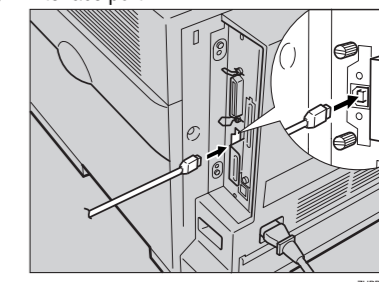
- 6 Go to 12 "INSTALLING THE PRINTER DRIVER".

❖ Connecting the printer to a computer using a USB cable.

Important

❑ The interface cable is not provided with the printer. It is your responsibility to provide the interface cable appropriate for the computer that you are using.

- 1 Connect the interface cable to the USB2.0 interface port.



- 2 Connect the other end of the interface cable to the USB interface connector of the computer or the USB Hub.

11

CONFIGURING THE PRINTER FOR THE NETWORK

You must configure the printer setting using the control panel when using in a network environment. The following list is the items you can set and their default settings.

DHCP	On
IP Address	011.022.033.044
Subnet Mask	000.000.000.000
Gateway Address	000.000.000.000
Frame Type (NW)	Auto
Active Protocol	TCP/IP
Ethernet	Auto

The procedure below shows how to set the TCP/IP protocol. Make the settings for the other items by taking the same procedure.

1 Press the **[Menu]** key.

"Menu" appears on the panel display.

Menu:
Paper Input

2 Press the **[▲]** or **[▼]** key to display "Host Interface", and then press the **[Enter #]** key.

Menu:
Host Interface

The interface setting menu appears.

3 Start the protocol for use.

1 Press the **[▲]** or **[▼]** key to display "Network Setup", and then press the **[Enter #]** key.

Host Interface:
Network Setup

2 Press the **[▲]** or **[▼]** key to display "Active Protocol", and then press the **[Enter #]** key.

Network Setup:
Active Protocol

3 Press the **[▲]** or **[▼]** key to display "TCP/IP", and then press the **[Enter #]** key.

Active Protocol:
TCP/IP

4 Press the **[▲]** or **[▼]** key to display "Active", and then press the **[Enter #]** key.

TCP/IP:
*Active

Note

* shows the current setting.

In about two seconds, the display returns to the "Active Protocol" setting screen.

5 Set the rest of the protocols for use.

6 When all settings for the protocol are done, press the **[Escape]** key.

The "Network Setup" setting screen appears.

Note

The default settings for all of the protocols are "Active".

It is recommended to set the unused protocols "Not Active".

4 When you use this machine under DHCP environment, go to step 8. When you use this machine with a fixed IP address, you must make the setting for the required item after making the setting for DHCP Off. Go to step 5.

Important

When DHCP is On, you cannot make the setting for the following menus:

IP Address
Subnet Mask
Gateway Address

Note

Consult the network administrator for information about how to make the setting for the network

5 Make the setting for DHCP Off.

1 Press **[▲]** or **[▼]** to display "DHCP", and then press **[Enter #]**.

Network Setup:
DHCP

2 Press **[▲]** or **[▼]** to display "Off", and then press **[Enter #]**.

DHCP:
*Off

Note

* shows the current setting.

In about two seconds, the display returns to the "Network Setup" setting screen.

6 Set the IP address for the printer.

Note

Confirm the IP address to the network administrator.

1 Press the **[▲]** or **[▼]** key to display "IP Address", and then press the **[Enter #]** key.

Network Setup:
IP Address

The currently selected IP address appears.

Note

When the **[Enter #]** key is pressed, the cursor moves to the next field.

When the **[▲]** or **[▼]** key is kept pressed for a few seconds, the value changes by 10.

2 Press the **[▲]** or **[▼]** key to set the value for the field.

IP Address:
199.022.033.044

3 Press the **[Enter #]** key.

The cursor moves to the next field.

4 Repeat 2 and 3 to set the value for the rest of the fields.

7 Set "Subnet Mask" and "Gateway Address" by following the same procedure for setting the IP address.

Important

The subnet mask is the mask value to use a part of the IP address as a network address. Confirm the value to the network administrator.

The gateway address is the address of the host or router that acts as a gateway when interacting with work stations in another network. Confirm the value to the network administrator.

Note

If you are not sure of the setting addresses, leave them as default.

8 When all of the settings are done, press the **[On Line]** key.

"Ready" appears on the panel display.

Ready

9 Print the configuration page to confirm the settings made.

See 9 "PRINTING THE TEST PAGE" for printing the configuration page.

12

INSTALLING THE PRINTER DRIVER

You can install the printer drivers and software easily from the CD-ROM labeled "Printer Drivers and Utilities".

The supported operating systems are Windows 95/98/Me/2000/XP, Windows Server 2003, and Windows NT 4.0.

Click **[Quick Install]** in the window of the CD-ROM to install PCL5c and RPCS printer drivers. To install the PostScript 3 printer driver, click the **[PostScript 3 printer driver]** button. For more information about the environment you use in.

When the TCP/IP protocol is used, SmartDevice Monitor for Client will be installed as well.

When using with TCP/IP protocol, confirm the followings:

- The printer is connected to a network with the network interface cable.
- The TCP/IP protocol is set.
- The IP address is set for the printer and the computer.

1 Insert the CD-ROM labeled "Printer Drivers and Utilities" into the CD-ROM drive.

Auto Run will start the installer.

2 Select a language to change the interface language, and then click **[OK]**.

The following languages are available:

Cestina (Czech), Dansk (Danish), Deutsch (German), English (English), Espanol (Spanish), Francais (French), Italiano (Italian), Magyar (Hungarian), Nederlands (Dutch), Norsk (Norwegian), Polski (Polish), Portugues (Portuguese), Suomi (Finnish), Svenska (Swedish)

Default interface language is English.



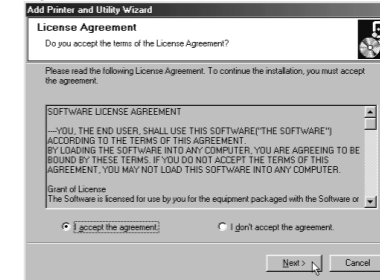
3 Select **[Quick Install]**.

The software license agreement appears in the [License Agreement] dialog box.

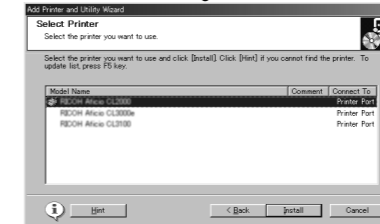


This is an example when English is selected in step 2.

4 After reading through all of the contents, click **[I accept the agreement]** to agree with the License Agreement, and then click **[Next]**.



5 Select the printer model you want to install in the "Select Printer" dialog box.

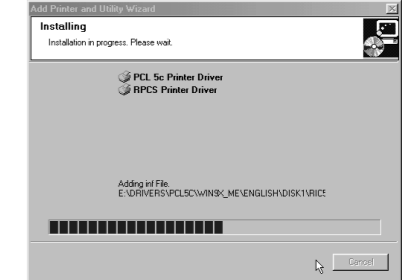


Note

- For a network connection with TCP/IP, select the printer whose IP address is displayed in [Connect to].
- For parallel connection, select the printer whose printer port is displayed in [Connect to].

6 Click **[Install]**.

The following display appears while installing the printer driver.

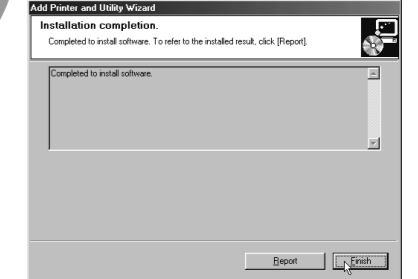


When finished, the [Installation Completion] dialog box appears.

Note

- Under Windows 2000, the **[Digital Signature Not Found]** dialog box may appear when installing the printer driver. In this case, click **[Yes]** to continue the installation.
- Under Windows XP, the **[Hardware Installation]** dialog box may appear. In this case, click **[Continue Anyway]** to continue the installation.

7 Click **[Finish]**.



Note

- A message directing to restart the computer may appear. In this case, restart your computer to complete the installation. If no a message appears, go to step 8.

8 Click **[Exit]**.



The installation is now complete.