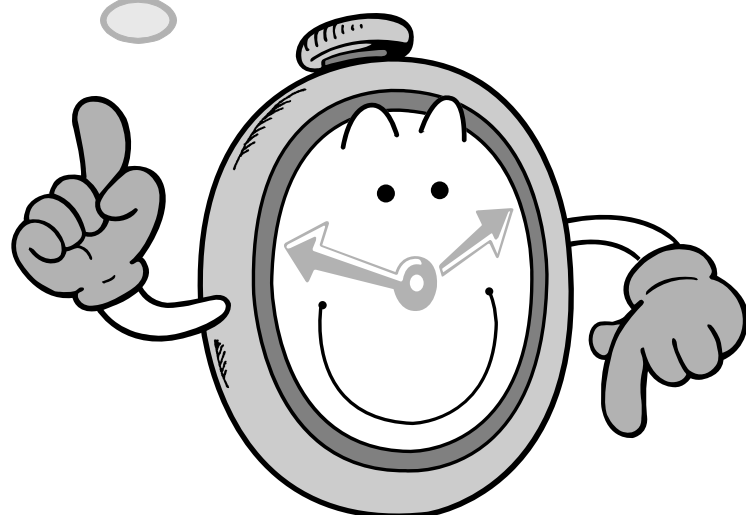
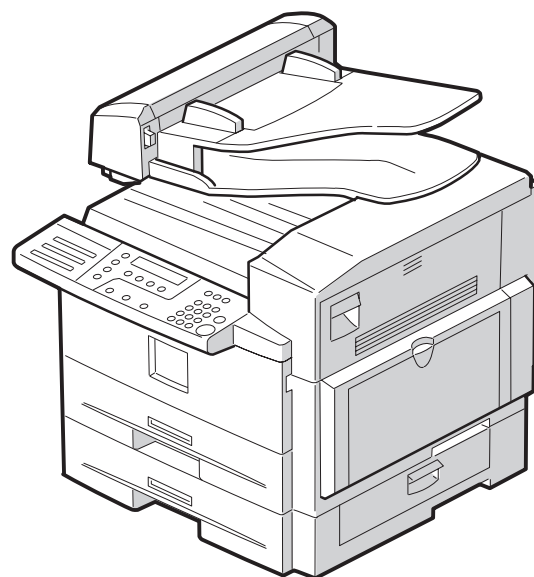


# Before You Use This Machine

**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.**



**Keep going...**



**⚠ WARNING:**

- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*
- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:*
  - *You spill something into the machine.*
  - *You suspect that your machine needs service or repair.*
  - *The external housing of your machine has been damaged.*
- *Disposal can take place at our authorized dealer.*

**⚠ CAUTION:**

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you use only the expendable supplies available at an authorized dealer.*

# Preparing the Toner Cassette



**⚠ WARNING:**

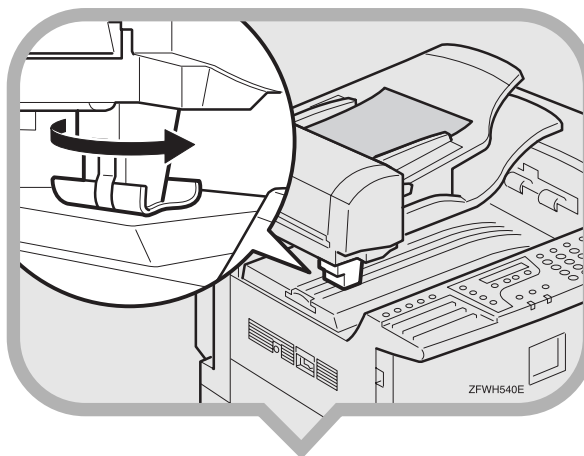
- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*
- *Dispose of the used toner cartridge in accordance with the local regulations.*

**⚠ CAUTION:**

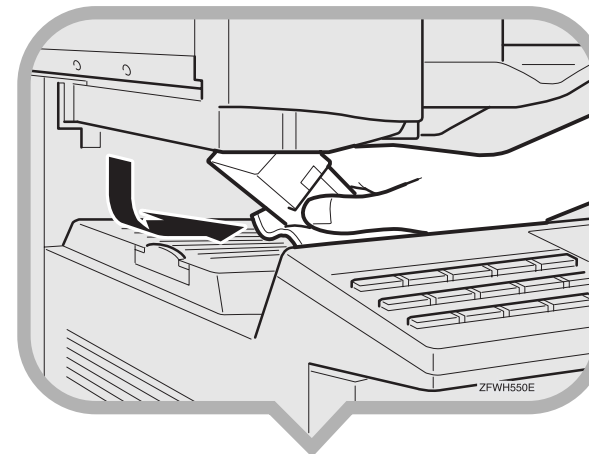
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

**1.** Remove the plastic wrapping sheet from the machine, and then remove all shipping tape.

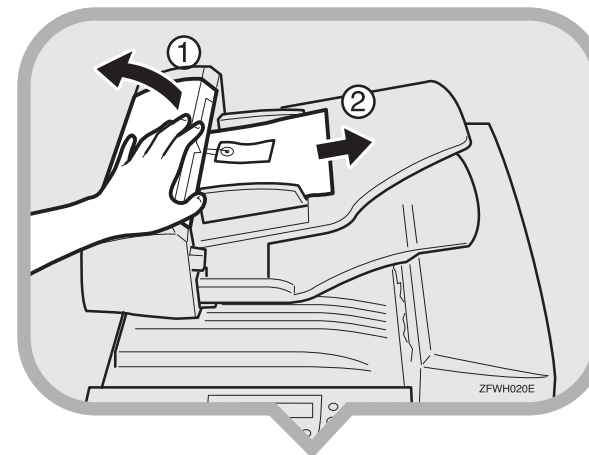
**2.** Turn the fixing material 90° counterclockwise.



**3.** Remove the fixing material to the right.



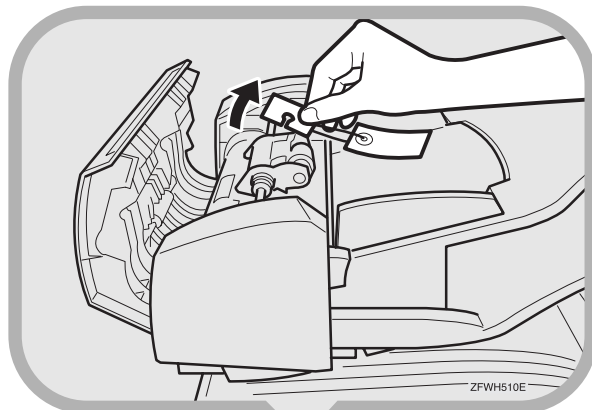
**4.** Open the Document Feeder (ADF) and take out the protective sheet.



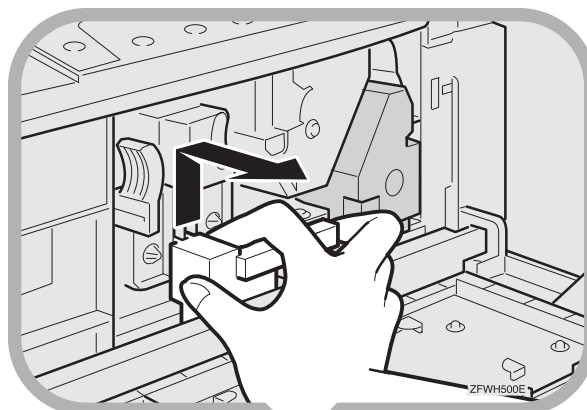
Continued on next page



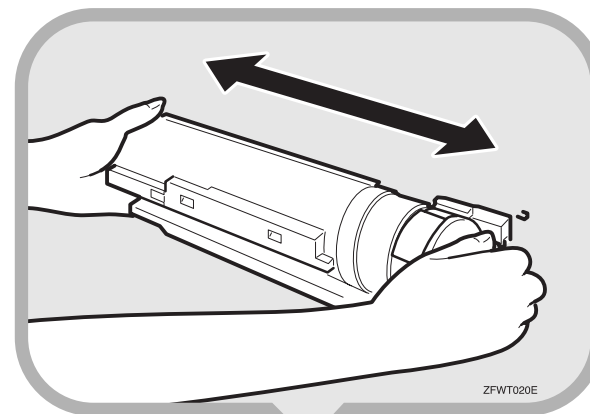
**5. Remove the fixing material from the axis.**



**8. Remove the fixing material.**

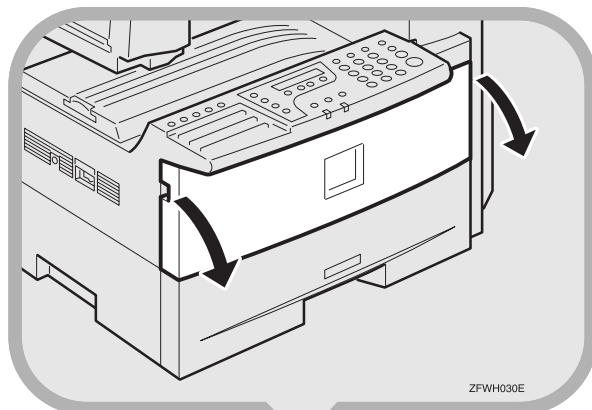


**10. Hold the cassette horizontally and shake it gently from side to side a few times.**

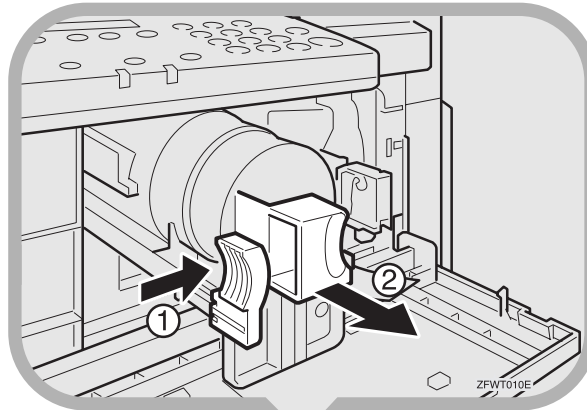


**6. Close the Document Feeder (ADF) and make sure it locks securely into place.**

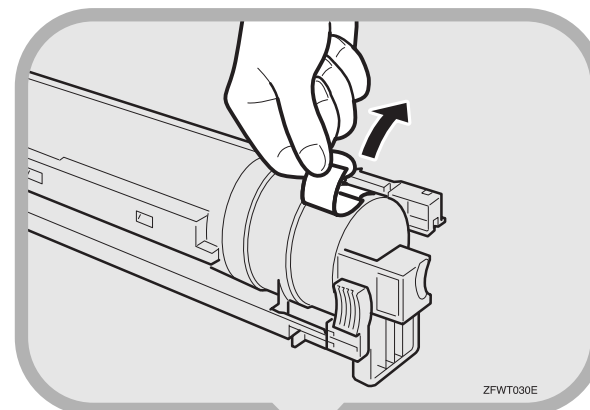
**7. Open the front cover.**



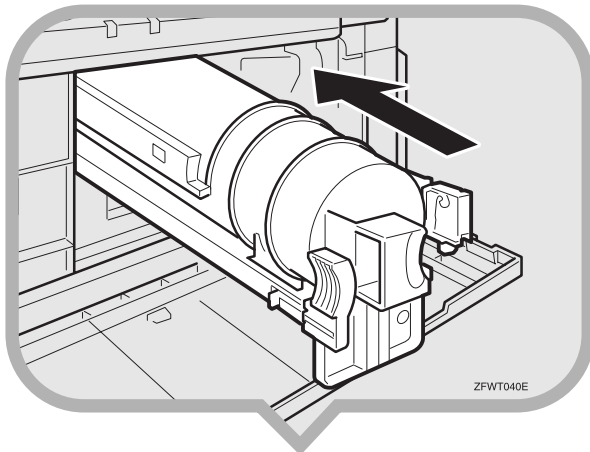
**9. Push the lever (1) and pull out the toner cassette holding (1) and (2).**



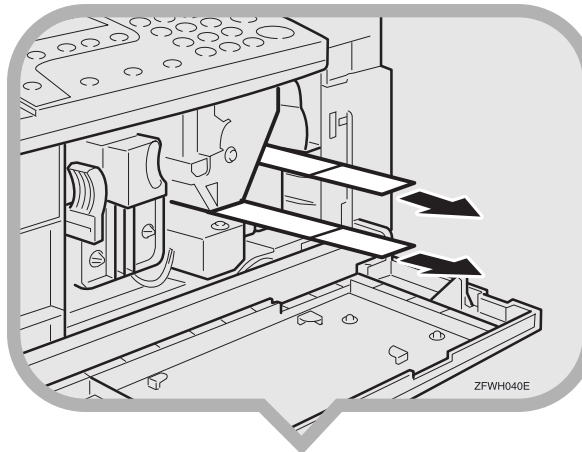
**11. Remove the tape from the toner cassette.**



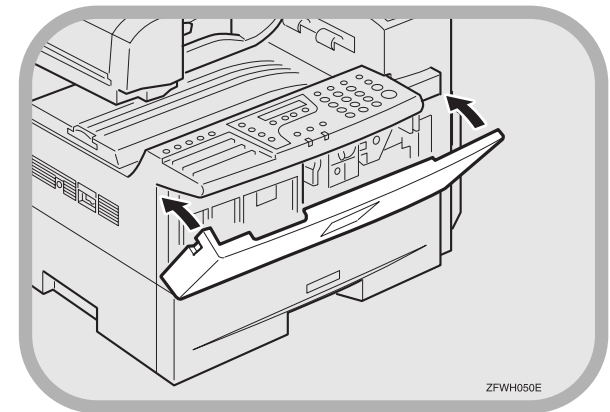
- 12. Return the toner cassette.**  
Push the toner cassette in until it locks securely into place.



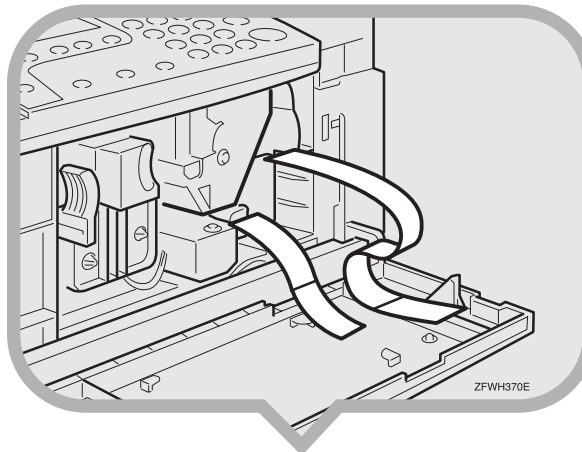
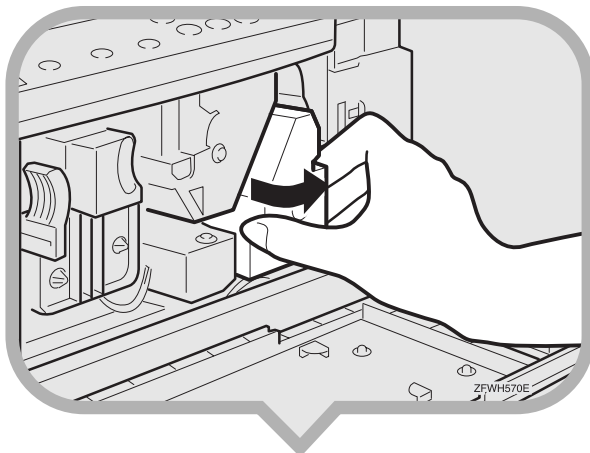
- 14. Pull the two red tags to remove the plastic strips.**



- 15. Close the front cover.**

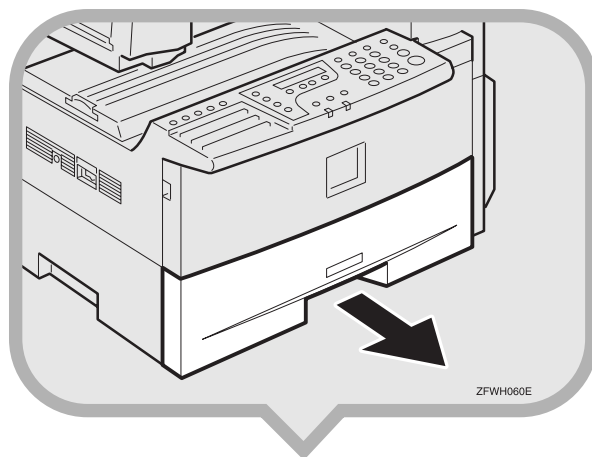


- 13. Remove the fixing material.**



# Preparing the Main Paper Tray

1. Pull the paper tray out of the main unit.



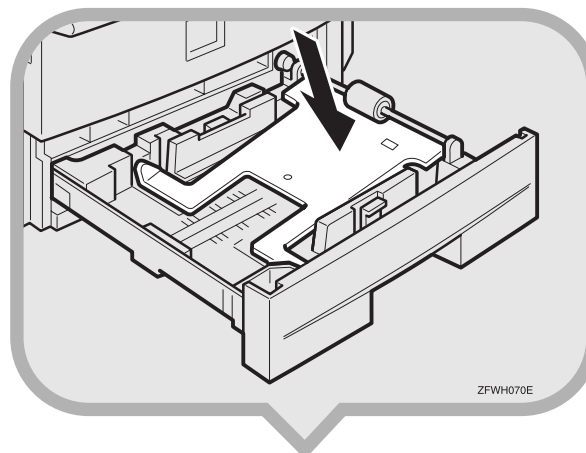
2. If necessary, adjust the paper size.  
As a default, the paper size in the tray is set as 8½"×11".

## Reference

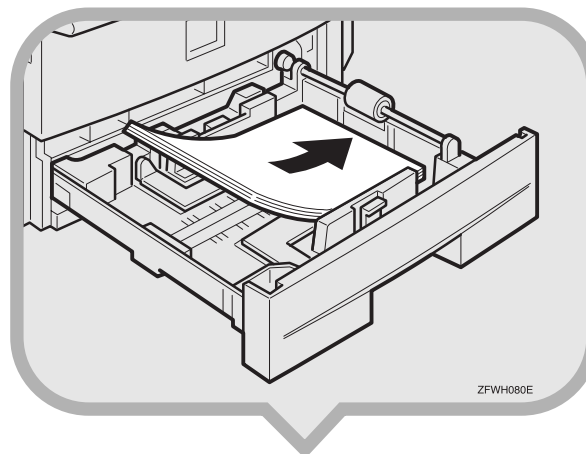
▼ To change the paper size in the paper tray, see "Changing the Paper Size in the Main paper tray" in the Advanced Features manual.



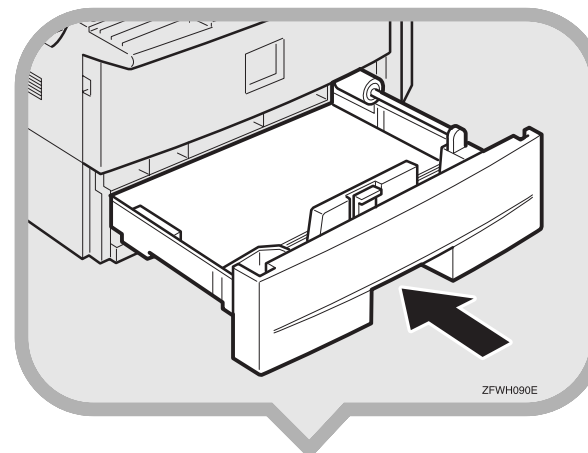
3. Push the metal base plate firmly down until it locks into place.



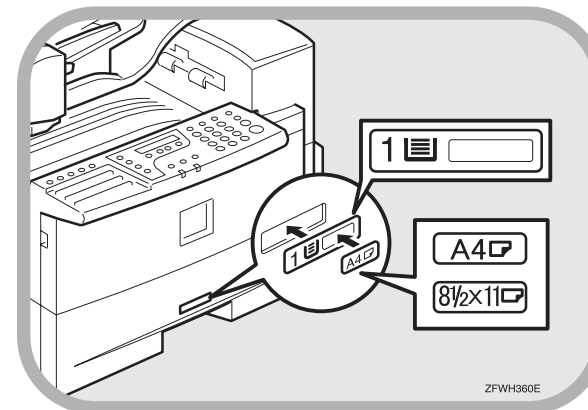
4. Load the paper into the paper tray.



5. Push the paper tray firmly until it locks into place.



6. Stick the appropriate tray-number decal and paper size decal on the locations indicated in the illustration.

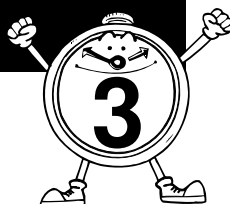


7. If you changed the paper size of the paper tray, set the paper size with the User Tools.

## Reference

▼ See "Changing the Paper Size Setting" in the Advanced Features manual.

# Installing the Optional Paper Tray Unit



If you install the Optional Paper Tray Unit later, read the following WARNING, CAUTION and Important, and then perform ① to ③.

## ⚠ WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.

## ⚠ CAUTION:

- Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine. Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

## Important

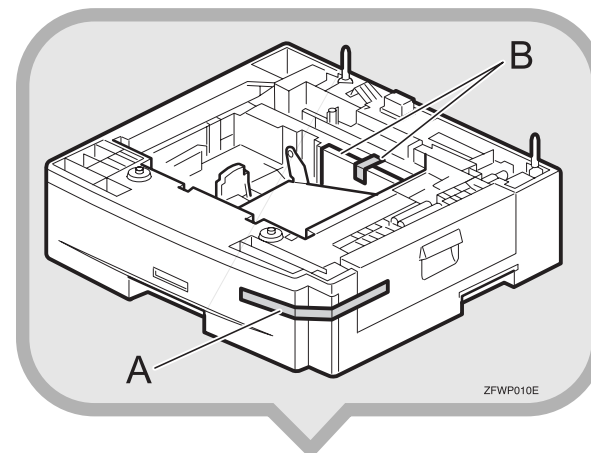
- Do not plug or unplug the power cord with wet hands or an electric shock might occur.
- Check the facsimile machine nameplate to confirm the model code.
- Make sure that 100% is shown on the display before you turn the power switch off or unplug the power cord. Fax files programmed in memory will be deleted 12 hours after you turn the power switch off or unplug the power cord.
- Do not pull two paper trays out at the same time. Having two paper trays filled with paper in a fully extended position could cause the machine to fall over.

- ① Turn off the power switch of the machine.
- ② Unplug the power cord of the machine from the outlet.
- ③ Unplug the telephone line from the machine.

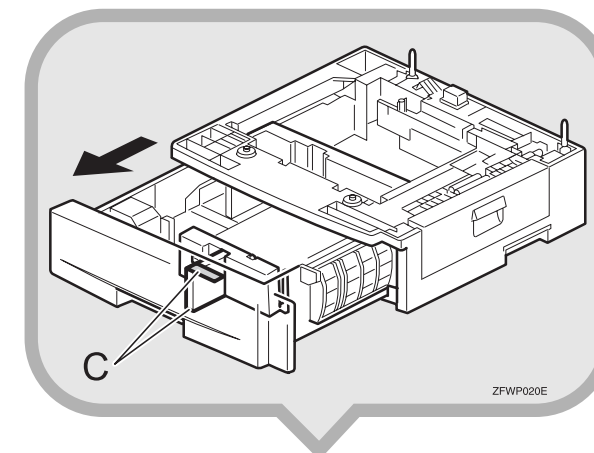
## Note

After the installation, plug the power cord of the machine back into the outlet, turn the power switch on, and then connect the telephone line to the machine.

1. Remove the tape at [A], and then remove the tape and cardboard at [B].



2. Pull the paper tray part out of the unit, and then remove the tape and cardboard at [C].



3. If necessary, adjust the paper size of the paper tray.

## Reference

- ▼ For information about changing paper size, see “Changing the Paper Size in the Optional Paper Tray Unit” in the Advanced Features manual.

4. Push the paper tray in until it stops.

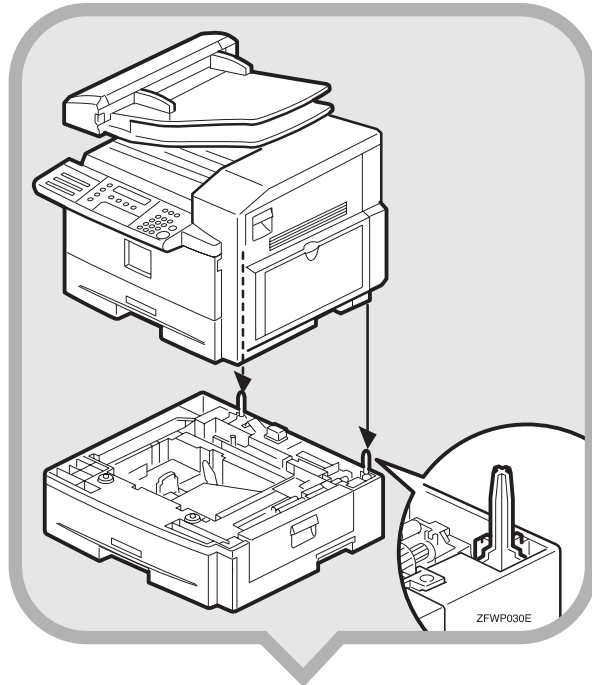
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5. There are two pins on the top of the Paper Tray Unit that point straight up. On the bottom of the machine there are two holes. Align the holes over the pins and lower the machine gently onto the Paper Tray Unit.

**Note**

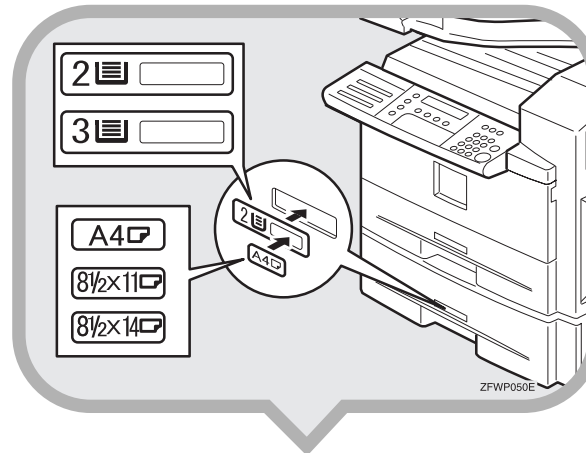
- Two people are better for lifting the machine.
- Be careful not to pinch your fingers.



**Important**

When lifting the machine, use the inset grips on both sides. The machine could be damaged or cause injury if dropped.

6. Stick the appropriate tray-number decal and paper-size decal on the locations indicated in the illustration.



7. If you changed the paper size of the paper tray, set the paper size with the User Tools.

**Reference**

- ▼ For information about setting paper size, see “Changing the Paper Size Setting” in the Advanced Features manual.

**After Setting the Paper Tray Unit**

**Reference**

- ▼ For information about loading paper, see “Loading Paper in the Optional Paper Tray Unit” in the Advanced Features manual.

# Installing the Optional Memory Card



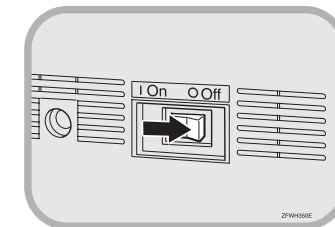
If you install the optional memory card later, read the following Important, and then perform ①.

**Important**

- Turn the power switch off before installing cards or they could be damaged.
- Fax files programmed in memory will not be deleted while the optional memory card is installed.
- When you install the optional memory card to the machine, make sure that 100% is shown on the display and turn off the power switch.

- ① Turn off the power switch.

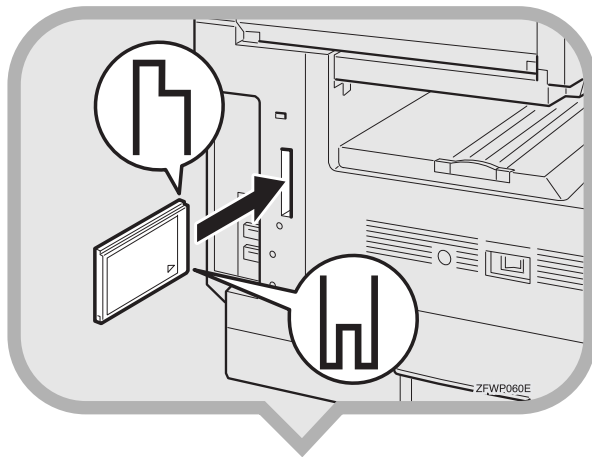
6



Continued on next page



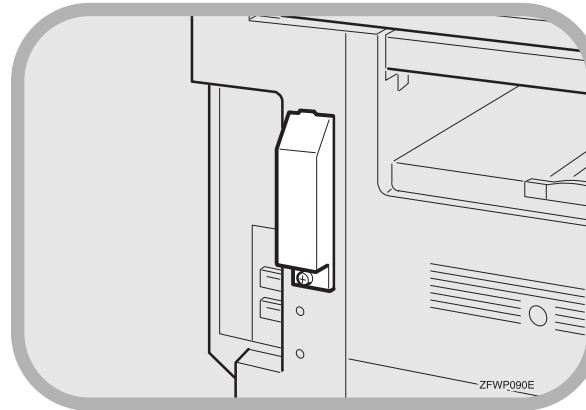
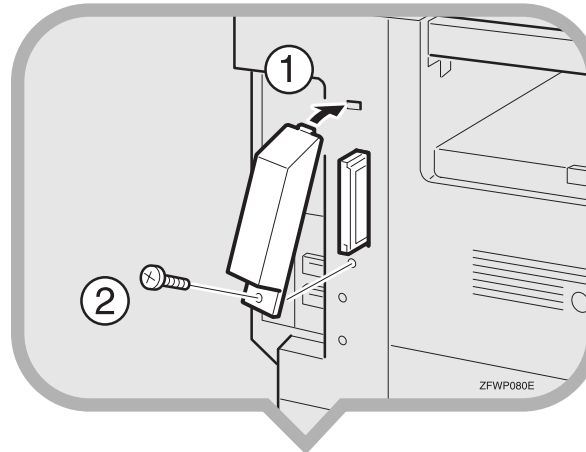
1. Insert the memory card carefully into the slot on the left side of the machine.



2. Attach the memory card cover. Insert the tab of the cover in the slot (1), and fix the cover with the screw (2).

**Note**

- You can use a coin-like object to fix the screw.



**Note**

- Insert the Memory Card firmly or the machine may not work properly.

# Connecting the Power and Switching On



**WARNING:**

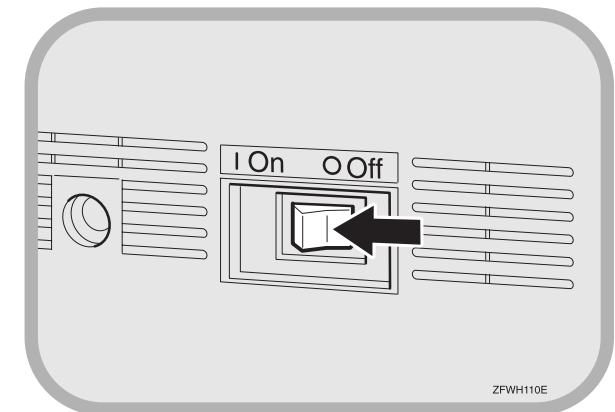
- Connect the power cord directly into a wall outlet and never use an extension cord.

1. Plug the cable into the outlet.

**Warning**

- ▼ Power requirements : 115V, 60Hz
- ▼ Insert the power plug securely into the outlet.
- ▼ Make sure that the outlet is near the machine and readily accessible.
- ▼ Do not connect other equipment to the same outlet.

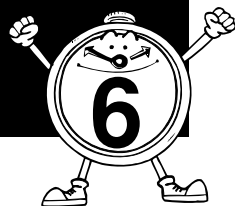
2. Turn the power switch on.



**Note**

- If "Call Service" appears on the display after the power switch is turned on, turn the power switch off, and check whether the tape has been removed from the toner cassette and PCU. See "1. Preparing the Toner Cassette".

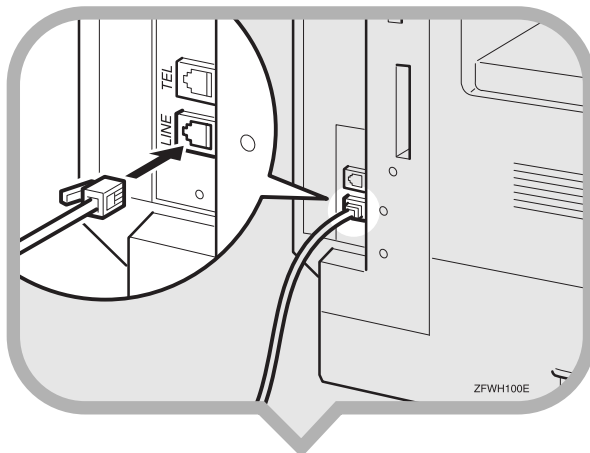
# Connecting the Telephone Line



There are similar sockets located at the left side of the machine:

TEL: For the optional handset or the external telephone  
LINE: Telephone line connection

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

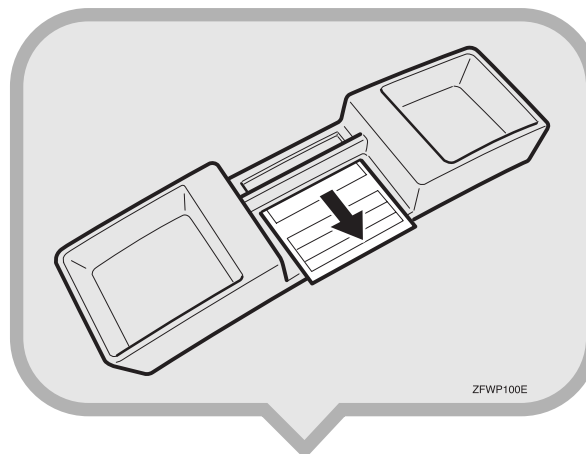


2. Connect the other end to your telephone line.

# Installing the Optional Handset



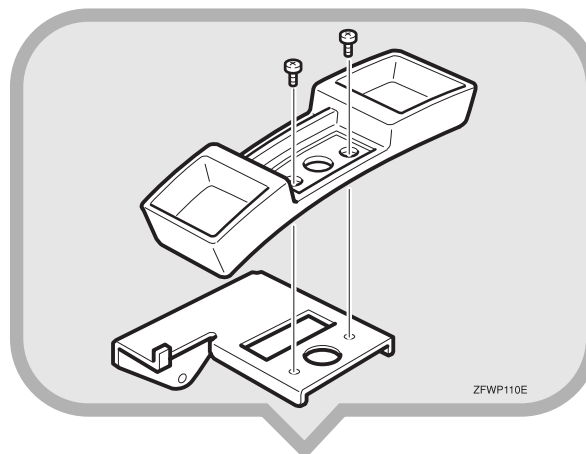
1. Remove the information card from the holder.



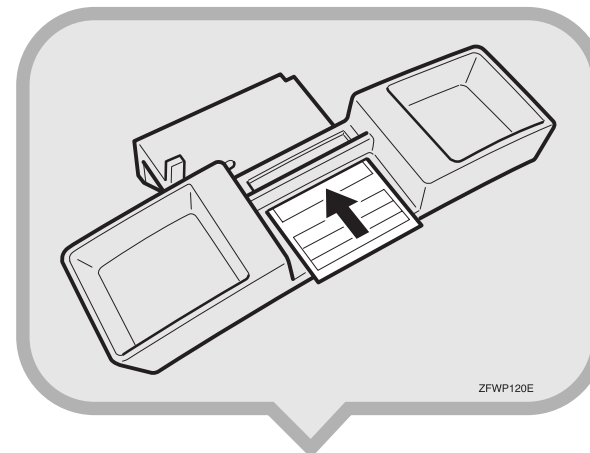
2. Attach the holder to the bracket with the two screws provided.

**Note**

- You can use a coin-like object to fix the screw.



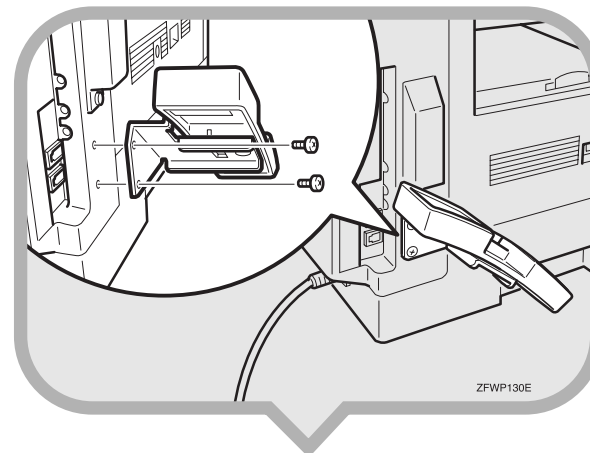
3. Replace the information card.



4. Attach the bracket to the machine with the two screws provided.

**Note**

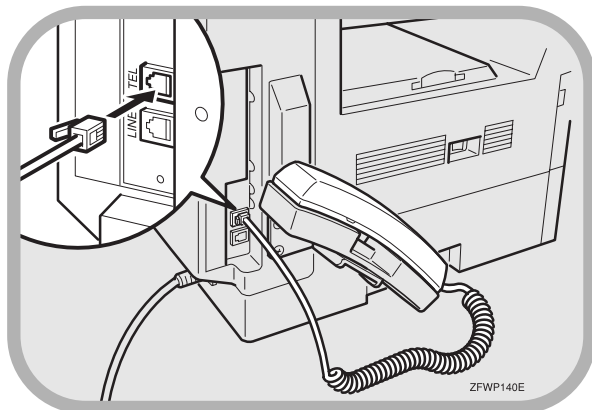
- You can use a coin-like object to fix the screw.



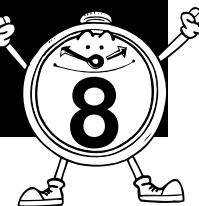
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5. Insert the handset jack into the “TEL” socket.



# Initial Settings & Adjustments



The following display appears after 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  
[2002]

Before using the machine, please adjust the following settings:

- Date & Time
- Line Type
- Own Name, Fax Header, Fax Number

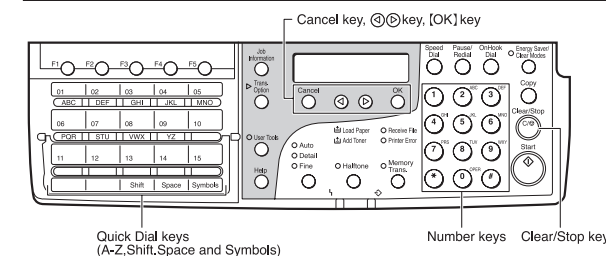
## Important

For mistakes, press the [Cancel] key, and then the [OK] key to register again.

## Note

When entering characters, use the following keys.

Entering Letters (A-Z, a-z)	【ABC】-【YZ】 keys (Quick Dial Keys 01-09 or 16-24)
Entering a Space	【Space】 key (Quick Dial key 14 or 29)
Entering Symbols	【Symbols】 key (Quick Dial Keys 15 or 30)
Switching between uppercase and lowercase	【Shift】 key (Quick Dial key 13 or 28)
Entering digits	Number keys
Deleting characters	【Clear/Stop】 key
Moving the cursor	◀▶ keys



1. Make sure the current year setting is correct. If it is not, enter the year with the number keys.

Year:                      Press OK  
[2002]

2. Press the [OK] key.

3. Press ◀ or ▶ key to select the month.

Month:                      ▶/OK  
March

4. Press the [OK] key.



