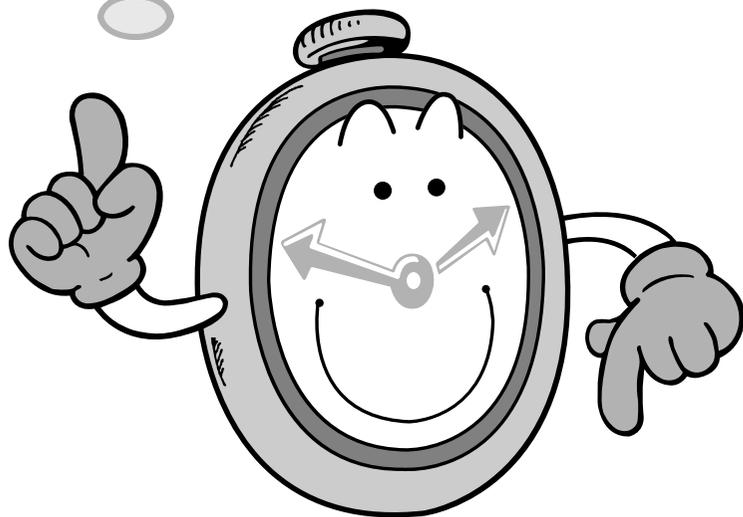
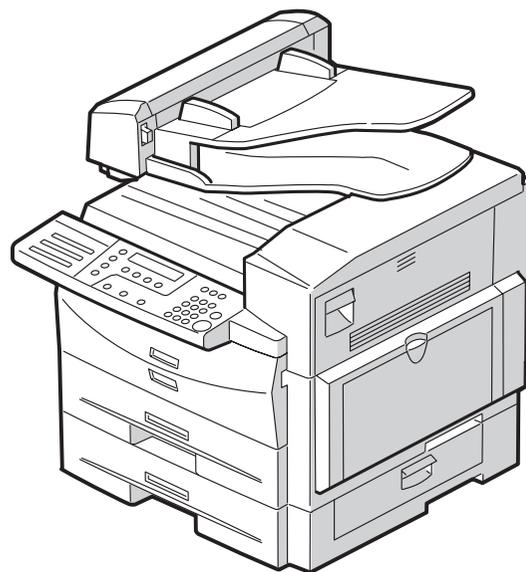


Before You Use This Machine

**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:

- Connect the power cord directly into a wall outlet and never use an extension cord.
- 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 Basic Features.
- 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.
- Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.
- Disposal can take place at our authorized dealer.
- Dispose of the used toner cartridge in accordance with the local regulations.
- Keep the machine away from flammable liquids, gases, and aerosols. A fire or an electric shock might occur.
- Connect the machine only to the power source described on the inside front cover of Basic Features. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

⚠ CAUTION:

- Protect the machine from dampness or wet weather, such as rain and snow.
- 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).
- Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.
- Keep toner (used or unused) and toner cartridge out of reach of children.
- 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 "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.
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself.
Doing so may result in damage to the cord, leading to fire or electric shock.
- For safety reason, unplug the power cord from the wall outlet if the machine will not be used for an extended period of time such as holidays.
- The fusing section of this machine might be very hot. Caution should be taken when removing misfed paper.
- Keep the machine away from humidity and dust. Otherwise a fire or an electric shock might occur. Do not place the machine on an unstable or tilted surface. If it topples over, an injury might occur.
- Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or a machine failure.
- Make sure the room where you are using the machine is well ventilated and spacious. Good ventilation is especially important when the machine is used heavily.

- Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush thoroughly with eyewash or water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
- During operation, rollers for transporting the paper and originals revolve. A safety device is being installed so that the machine can be operated safely. But take care not to touch the rollers during operation. An injury might occur.
- Fire and breakdown can result from heavy accumulation of dust inside this machine. Consult your service representative for details about and charges for cleaning the machine's interior.
- If you have to move the machine when the optional paper tray unit is attached, do not push on the main unit's top section. Doing so can cause the optional paper tray unit to detach, possibly resulting in injury.



Preparing the Toner Cassette



⚠ WARNING:

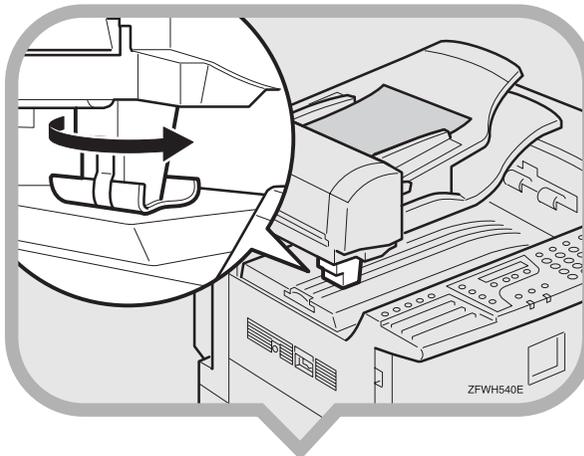
- Do not incinerate used toner or toner cartridge. Toner dust might ignite when exposed to an open flame. Dispose of the used toner cartridge in accordance with the local regulations.

⚠ CAUTION:

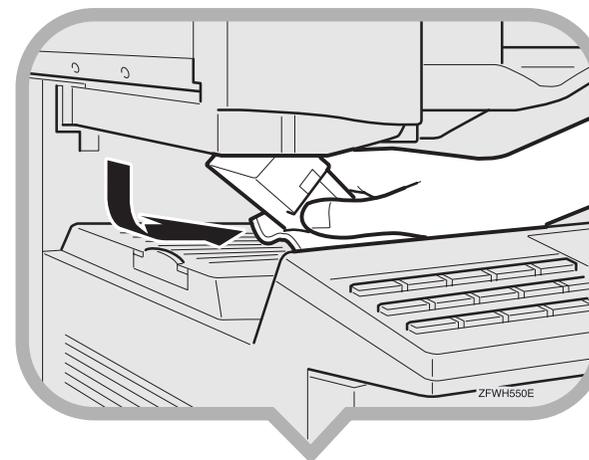
- Keep toner (used or unused) and toner cartridges out of the reach of children.
- Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If toner or used toner gets into your eyes, flush thoroughly with eyewash or water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes or skin when removing a paper jam or replacing toner. If your skin comes into contact with toner, wash the affected area thoroughly with soap and water.
- If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.

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

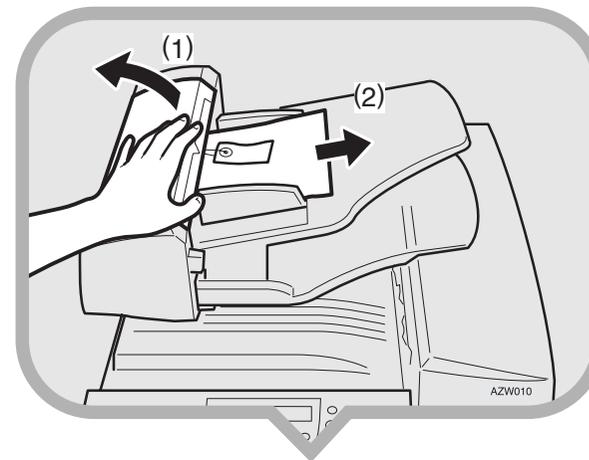
2. Turn the fixing material 90° counterclockwise.



3. Remove the fixing material to the right.



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

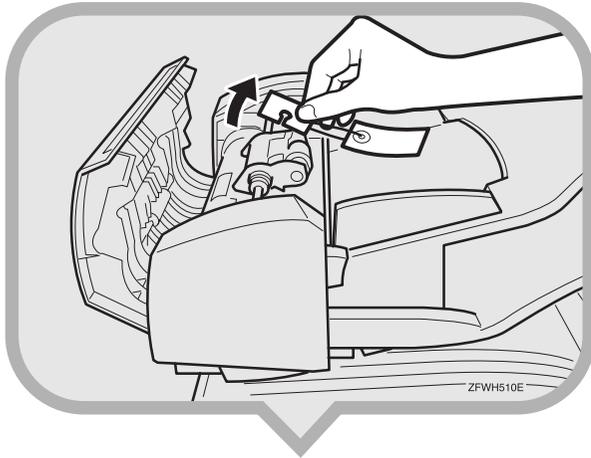


2

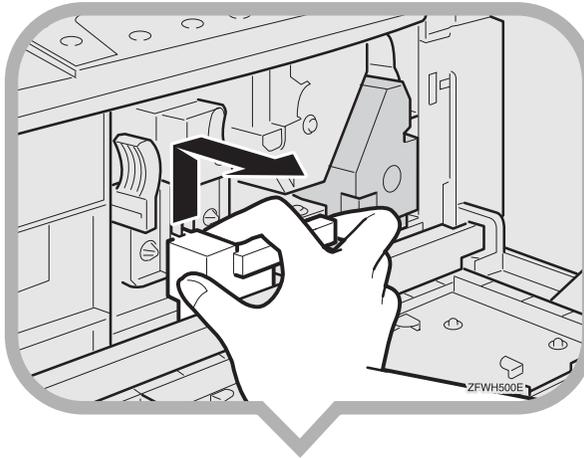
Continued on next page



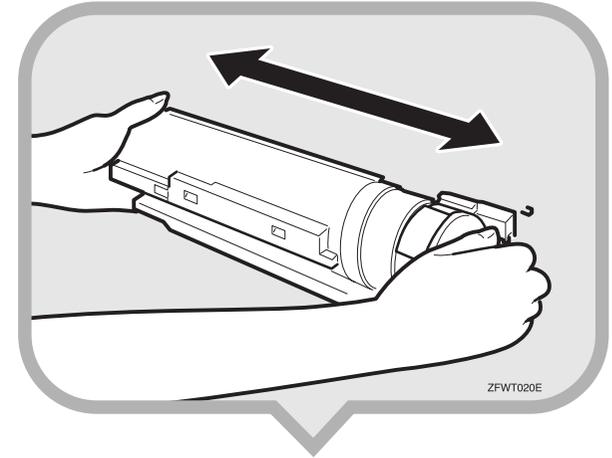
5. Remove the fixing material from the axis.



8. Remove the fixing material.

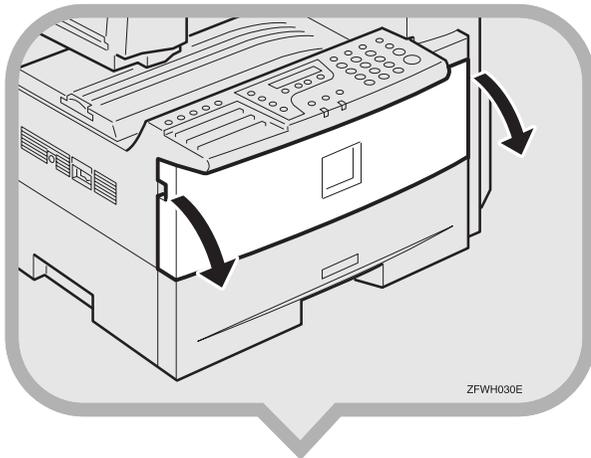


10. Hold the cassette horizontally and shake it gently from side to side a few times.

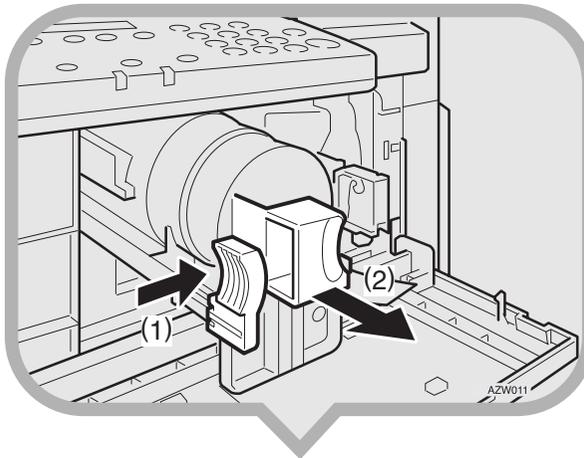


6. Close the Document Feeder (ADF) and make sure it locks securely into place.

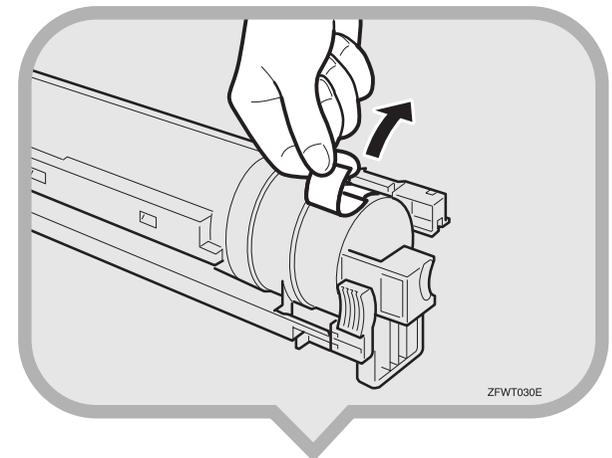
7. Open the front cover.



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

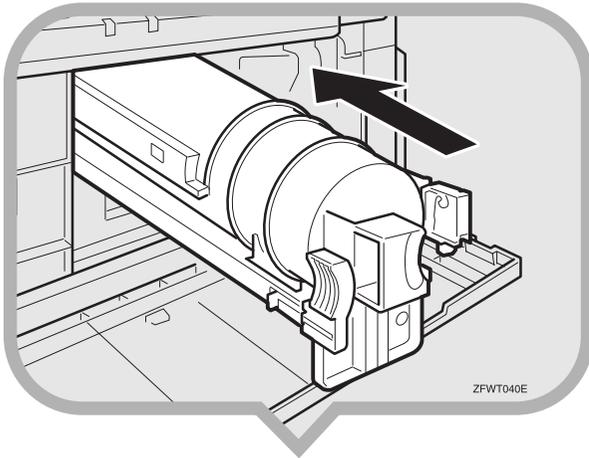


11. Remove the tape from the toner cassette.

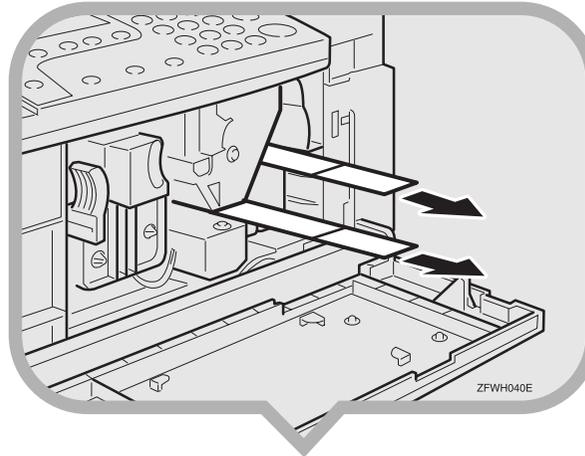


3

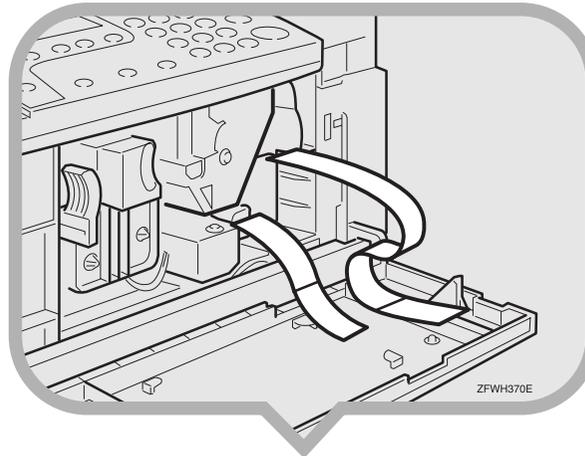
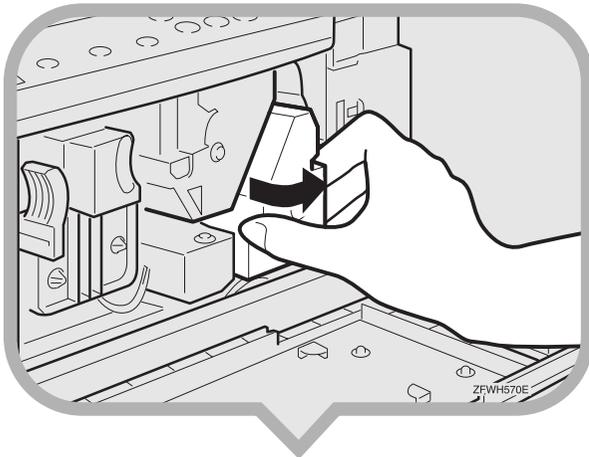
12. Return the toner cassette.
Push the toner cassette in until it locks securely into place.



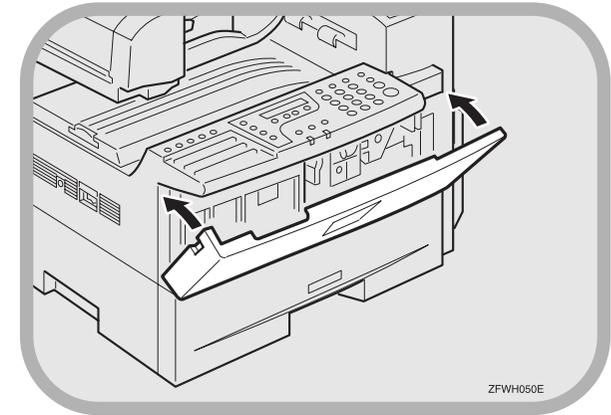
14. Pull the two red tags to remove the plastic strips.



13. Remove the fixing material.



15. Close the front cover.



Important

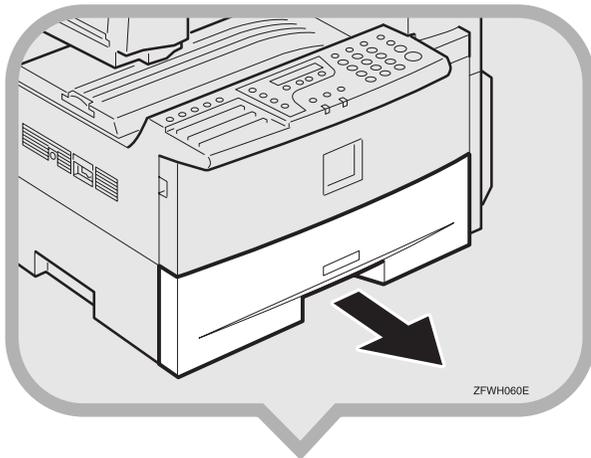
- To avoid spilling toner, leave the toner cassette installed while moving or transporting the unit.



Preparing the Main Paper Tray



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

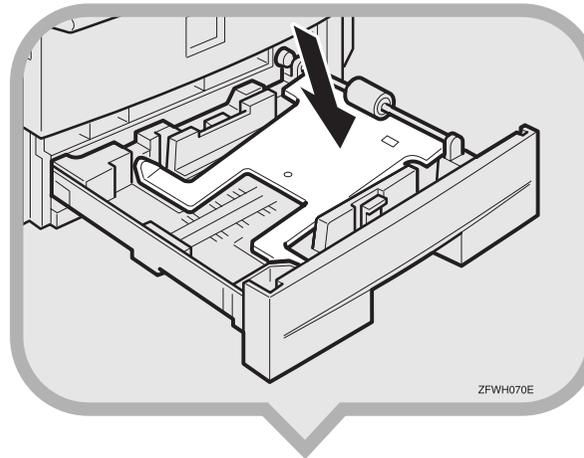


2. If necessary, adjust the paper size. As a default, the paper size in the tray is set as A4.

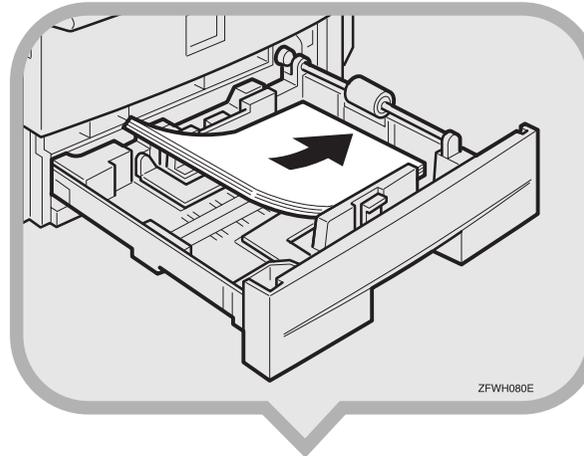
Reference

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

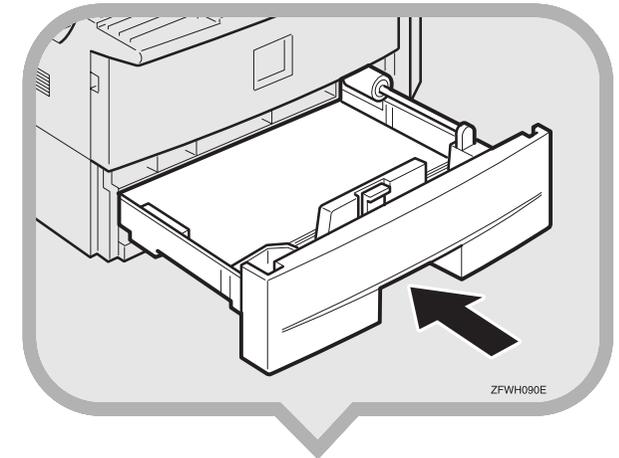
3. Push the metal base plate firmly down until it locks into place.



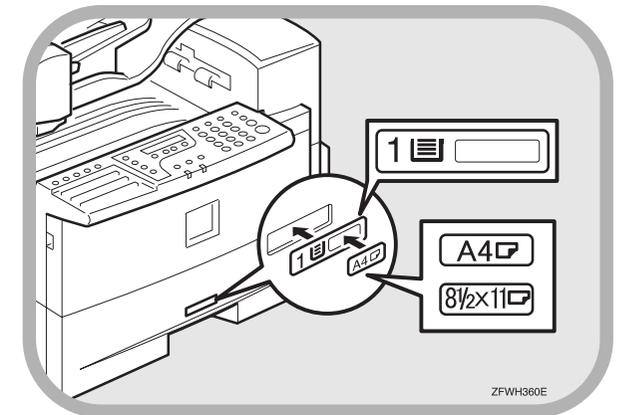
4. Load the paper into the paper tray.



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.

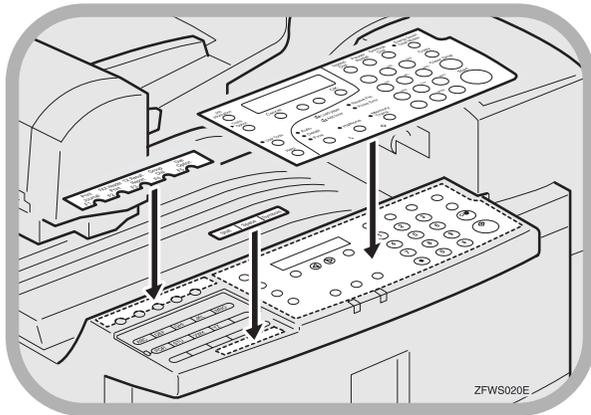
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Attaching the Control Panel Sheets



1. Attach the three Control Panel Sheets as shown.



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.
- Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.
- Connect the machine only to the power source described on this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

⚠ 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.
- When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).
- Before moving the machine, be sure to disconnect all external connections, especially the power cord from the wall outlet. Damaged power cords are a fire and electric shock hazard.
- To disconnect the power cord, pull it out by plug. Do not drag the cord itself. Doing so may result in damage to the cord, leading to fire or electric shock.

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.

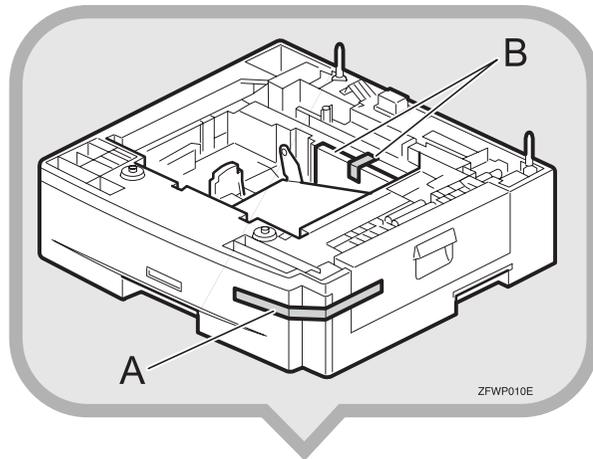
- (1) Turn off the power switch of the machine.
- (2) Unplug the power cord of the machine from the outlet.
- (3) Unplug the telephone line from the machine.

Note

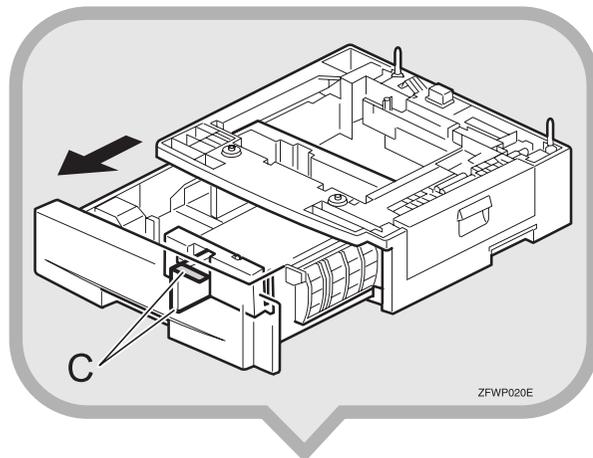
After the installation, plug the power cord of the machine back into the outlet, turn the power switch on, and then connect the telephone line to the machine.



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

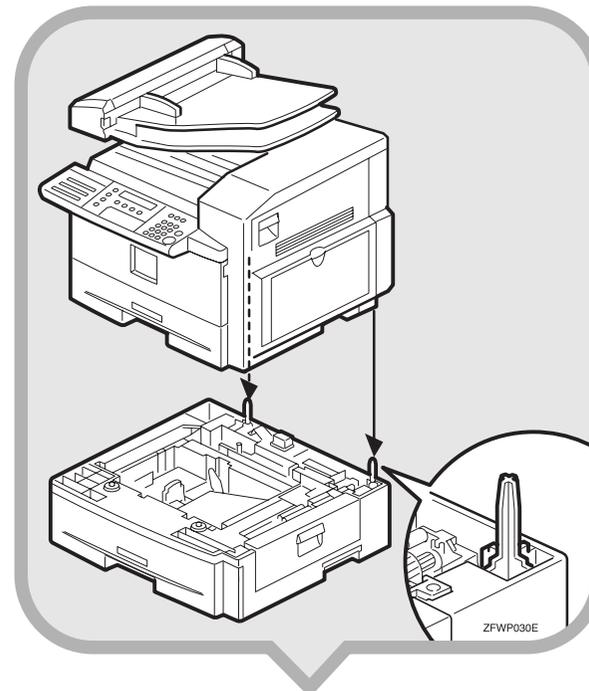
▼ For information about changing paper size, see “Changing the Paper Size in the Optional Paper Tray Unit” in the Advanced Features manual.

4. Push the paper tray in until it stops.

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

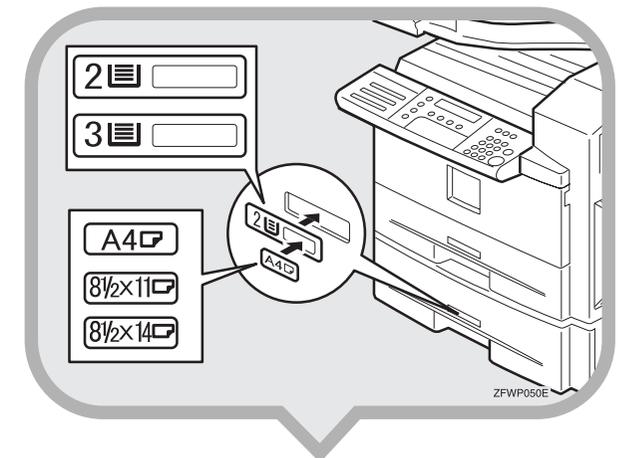
- Two people are better for lifting the machine.
- Be careful not to pinch your fingers.



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

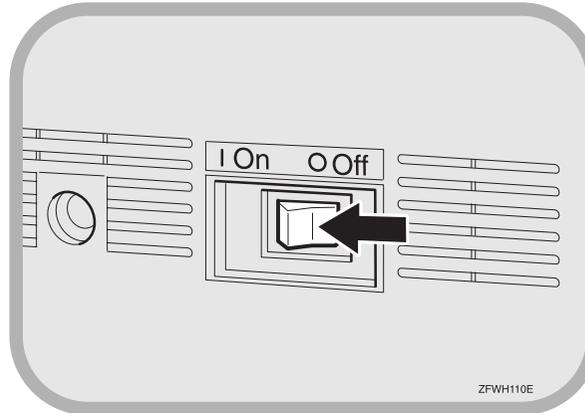
▼ For information about loading paper, see “Loading Paper in the Optional Paper Tray Unit” in the Advanced Features manual.



Connecting the Power and Switching On



2. Turn the power switch on.



⚠ WARNING:

- Connect the power cord directly into a wall outlet and never use an extension cord.
- Connect the machine only to the power source described on this Manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it. Do not pull it hard nor bend it more than necessary. These actions could cause an electric shock or fire.
- If the power cord is damaged (exposure of the core, disconnection, etc.), contact your service representative to change a new one. Operating the machine with a damaged power cord may cause an electric shock or fire.

1. Plug the cable into the outlet.

Important

- Power requirements : 220-240V, 50/60Hz
- 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.

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

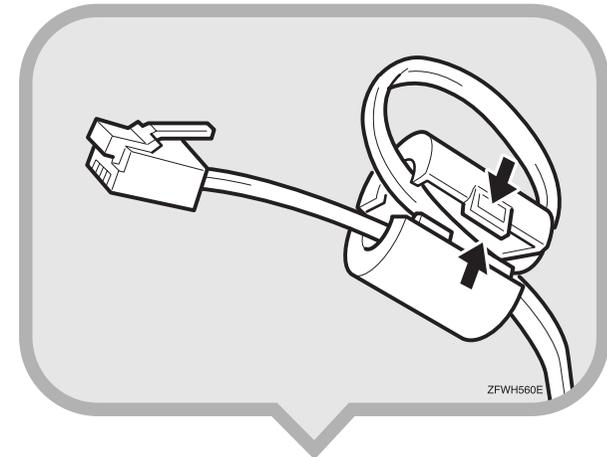


There are similar sockets located at the left side of the machine:

TEL: For the external telephone
LINE: Telephone line connection

1. Attach the ferrite core.

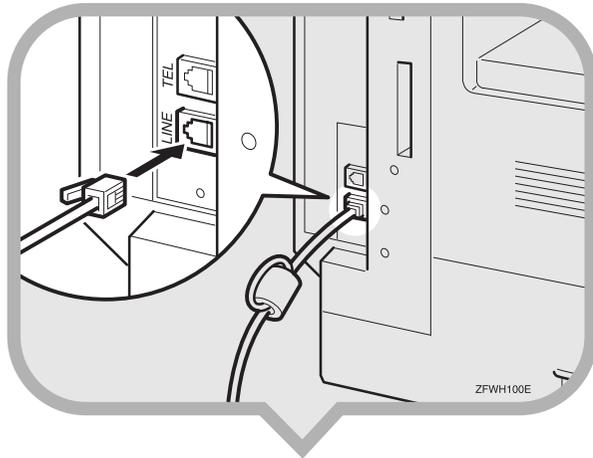
Loop the cable and attach the ferrite core as shown in the illustration.



Keep going...



2. Insert the line cable into the socket labeled “Line”.

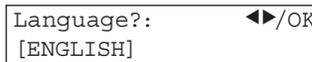


3. Connect the other end to your telephone line.

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.



Before using the machine, please adjust the following settings:

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

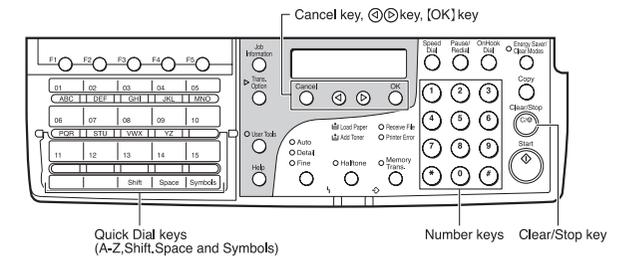
Important

For mistakes, press the **[Cancel]** key, and then the **[OK]** key to register again. This function is not available with “Language” and “Country Code”.

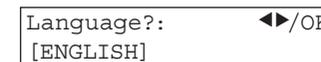
Note

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. Press the **◀** or **▶** key to select a language. Your screen should now be displayed in the language of your choice.



Continued on next page



2. Press the [OK] key. One of the following is displayed.

A.

Year:	Press OK
[2002]	

B.

Country Code:	◀/OK
Germany	

When A is displayed: Go to step 7.

When B is displayed: You must select a country or region name (country code) for your machine. Go to step 3.

3. Press the ◀ or ▶ key to select a country or region name. If your country or region name is not displayed, select "Others".

4. Press the [OK] key.

A. (If you select a country or region name in step 3, the following display will appear.)

Year:	Press OK
[2002]	

B. (If you select "Others" in step 3, the following display will appear.)

Country Code:	
[02]	

When A is displayed: Go to step 7.

When B is displayed: Go to step 5.

5. Enter the country code. You can confirm country codes on the "Country Code List".

Caution

Make sure you enter the proper country code. The machine might function improperly if you enter the wrong code.

Country Code:	/OK
[02]	

Press the [Clear/Stop] key to erase mistaken numbers.

Country Code List

Code	Country/Region	Code	Country/Region
00	France	34	Hungary
01	Germany	35	Czech
02	UK	36	Poland
03	Italy	02	Cyprus
04	Austria	06	Iceland
05	Belgium	02	Malta
06	Denmark	02	Saudi Arabia
07	Finland	18	Morocco
08	Ireland	18	Bahrain
09	Norway	02	Egypt
10	Sweden	02	Iran
11	Switzerland	02	Jordan
12	Portugal	18	Kuwait
13	The Netherlands	02	Mauritius
14	Spain	02	Qatar
15	Israel	02	Oman
21	South Africa	02	UAE
32	Turkey	02	Zimbabwe
33	Greece		

6. Press the [OK] key.

"Programmed" will flash on the display. The following display appears.

Year:	Press OK
[2002]	

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

Year:	Press OK
[2002]	

8. Press the [OK] key.

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

Month:	◀/OK
[March]	

10. Press the [OK] key.

11. Enter the date with the number keys.

Day:	Press OK
[1]	

12. Press the [OK] key.

13. Enter the current hour setting (0 to 23) with the number keys.

Time:	Press OK
[12:00]	

14. Enter the current minute setting (00 to 59) with the number keys.

Time:	Press OK
[12:30]	

