

# Before You Use This Machine

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

**Set up your machine using the following procedures.**

**First,  
check the supplies.**

- ☐ Basic Features manual
- ☐ Advanced Features manual (CD-ROM)
- ☒ Before You Use This Machine (this manual)
- ☐ Safety Information sheet
- ☐ Paper size decals
- ☐ Control panel sheets (three)
- ☐ Key layout sheets (three) \*1
- ☐ Symbol decals (for languages other than English) \*2
- ☐ Ferrite core (for G3)
- ☐ Bland plaque \*3
- ☐ Harness set \*4

Type 2 (NIC FAX Unit and Color Unit standard) only:

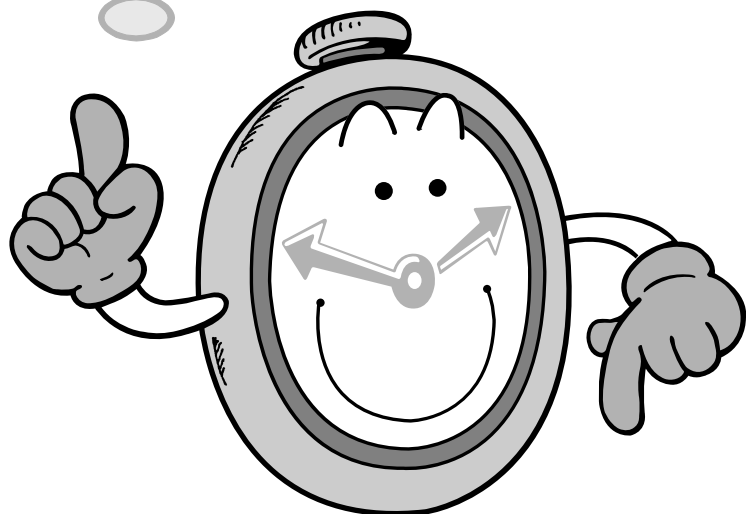
- ☐ CD-ROM (LAN-Fax driver & Operating Instructions)
- ☐ End-User License Agreements
- ☐ NIC FAX UNIT CD-ROM Operating Instructions
- ☐ Ferrite core (for LAN)

\*1 : Attach these if you want to use a non-QWERTY layout.

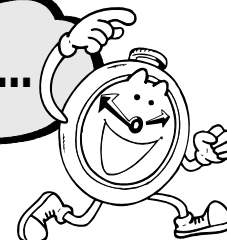
\*2 : Make sure you attach the symbol decal after the key layout sheet.

\*3 : Not supplied in some areas

\*4 : Used by your service representative to install the second optional paper tray unit



**Keep going...**



**⚠ WARNING:**

- *Disconnect the power (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid 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 (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 be done by our authorized dealer.*

**⚠ CAUTION:**

- *Protect the machine from damp and 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 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 labelled "hot surface". Otherwise injury might occur.*
- *Our products are engineered to high standards of quality and functionality, and we recommend that you use only the supplies available at an authorized dealer.*

# Preparing the Toner Cartridge



**Note**

The protective sheet on the ADF (Auto Document Feeder) refers to this section as "Preparing the Toner Cassette".

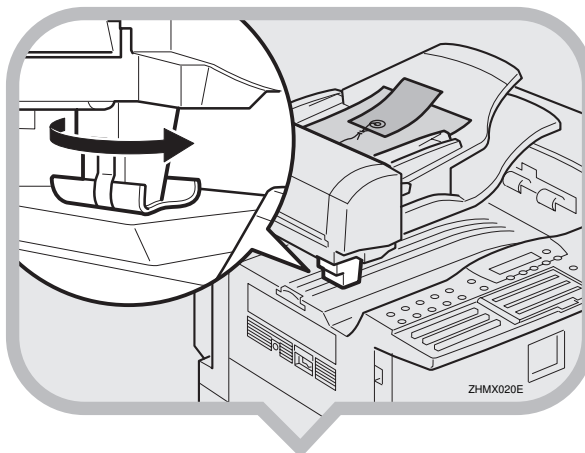
**⚠ WARNING:**

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

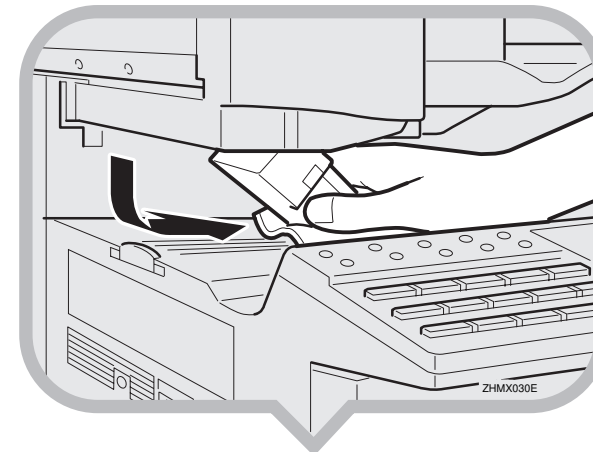
**⚠ CAUTION:**

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

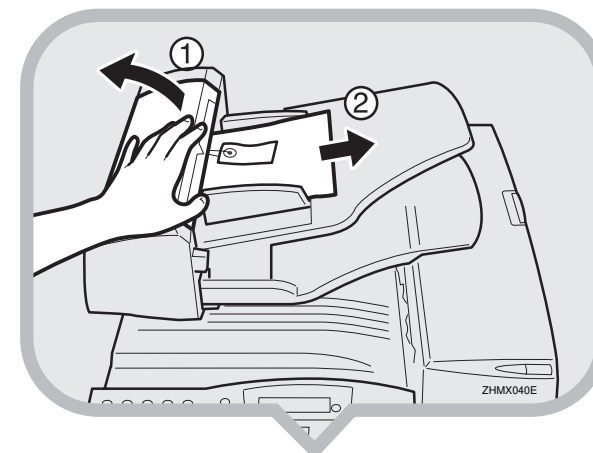
1. Remove the plastic wrapping from the machine, and then remove all shipping tape.
2. Turn the foam block 90° counterclockwise.



3. Pull the fixing material to the right to remove.



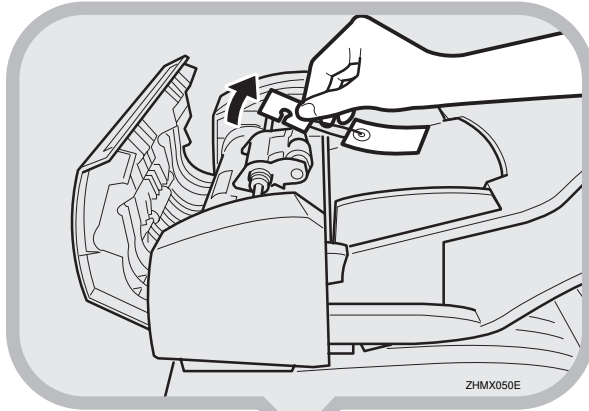
4. Open the Auto Document Feeder (ADF) and take out the protective sheet.



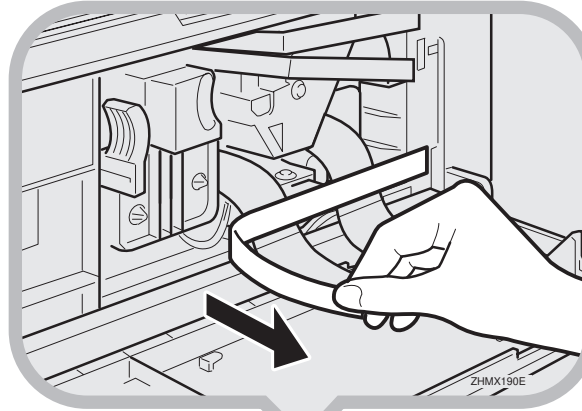
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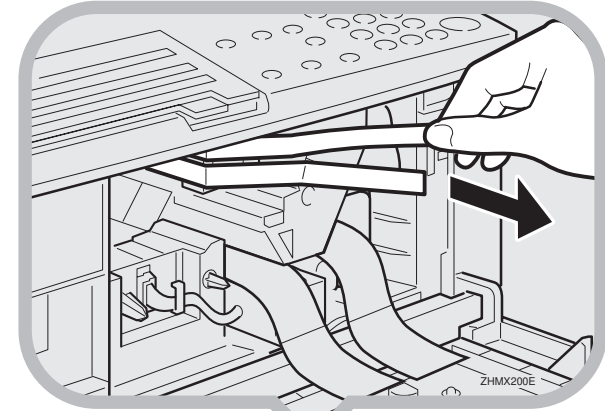
**5. Remove the protective material from the axis.**



**8. Remove the shipping tape.**

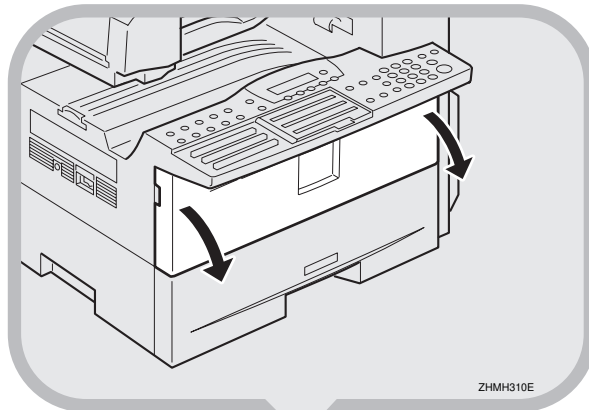


**10. Remove the shipping tape.**

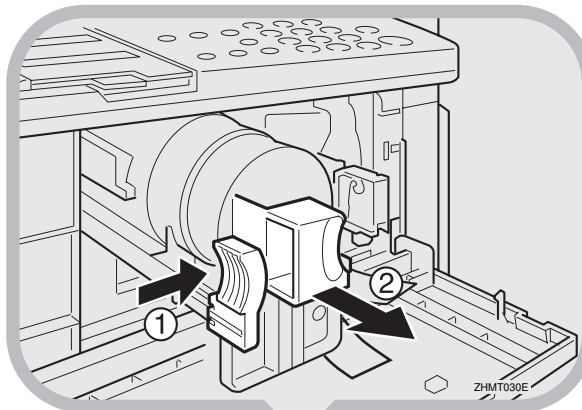


**6. Close the ADF and make sure it locks securely into place.**

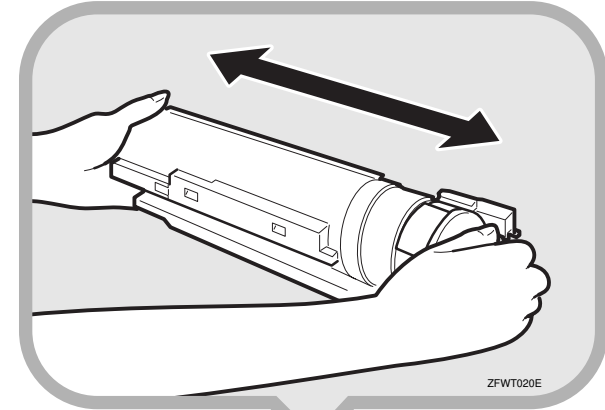
**7. Open the front cover.**



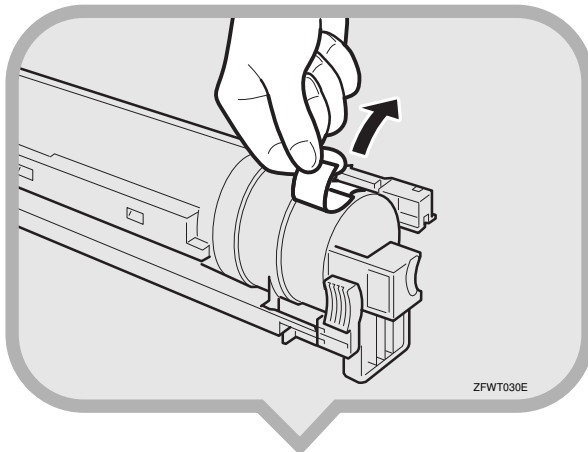
**9. Push the lever (①) and pull out the toner cartridge holding ① and ②.**



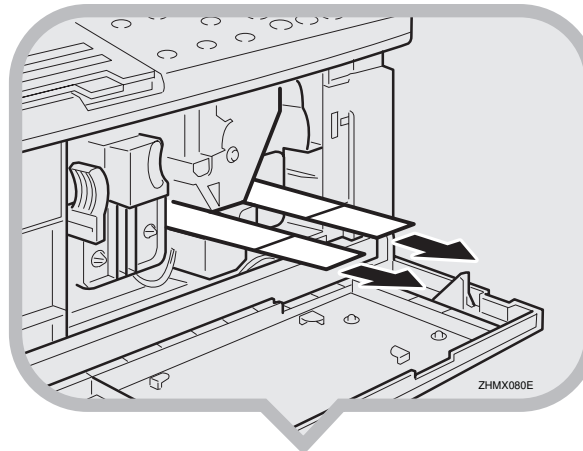
**11. Hold the cartridge horizontally and shake it gently from side to side a few times.**



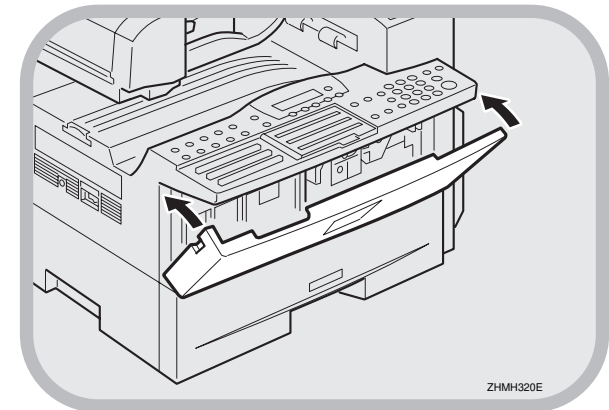
12. Remove the tape from the toner cartridge.



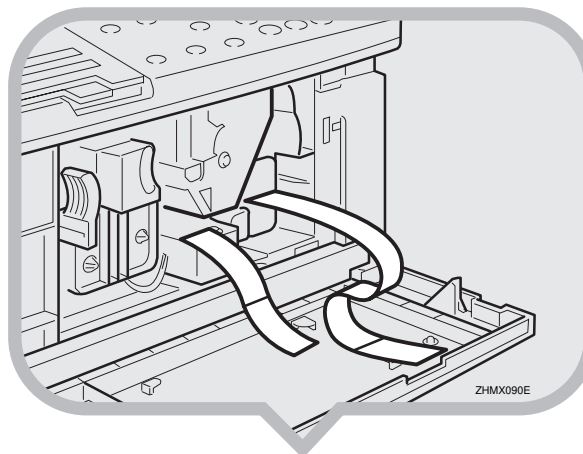
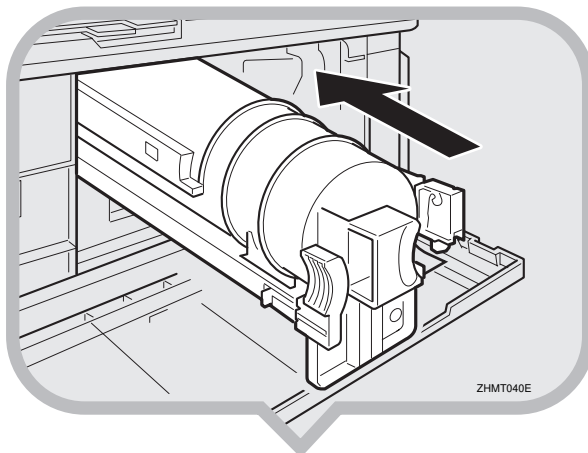
14. Pull the two red tags to remove the plastic strips.



15. Close the front cover.



13. Re-position the toner cartridge.  
Push the toner cartridge in until it locks securely into place.



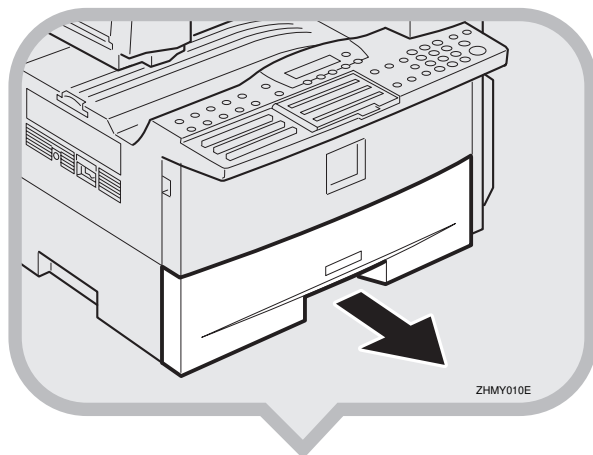
**Important**

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



# Preparing the Main Paper Tray

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

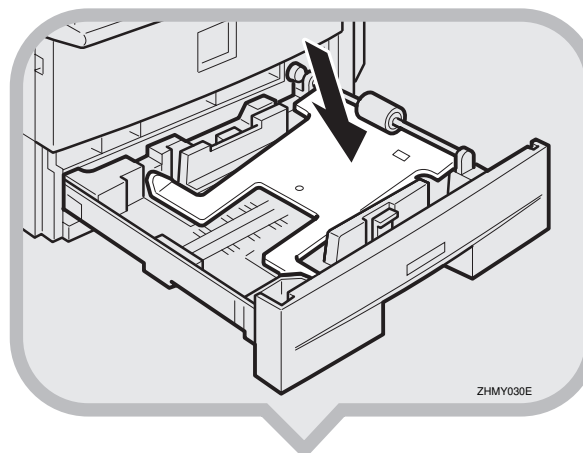


2. If necessary, adjust the paper size.  
As default, the paper size in the tray is set as A4.

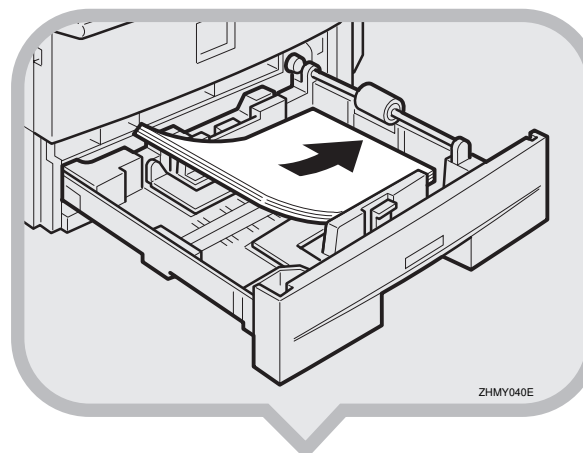
## Reference

▼ To change the paper size in the paper tray, see Chapter 9 “Changing the Paper Size in the Main Paper Tray”, *Advanced Features*.

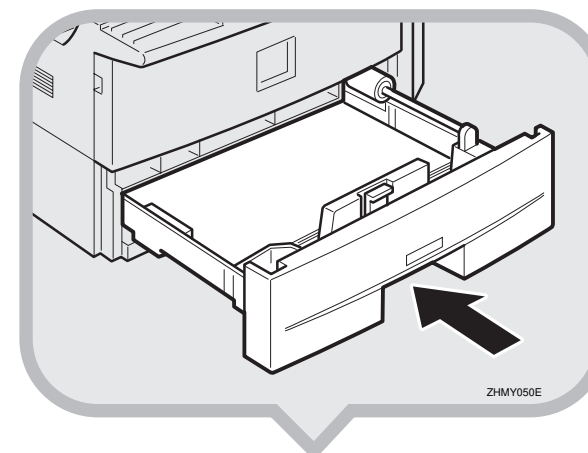
3. Push the metal base plate firmly down until it locks into place.



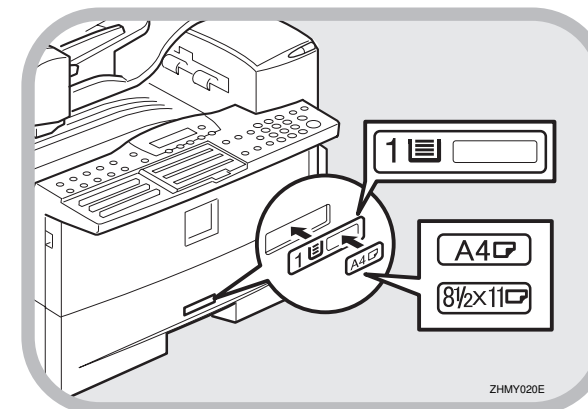
4. Load the paper into the paper tray.



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



6. Stick the appropriate tray-number decal and paper size decal onto the places indicated in the illustration.



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

## Reference

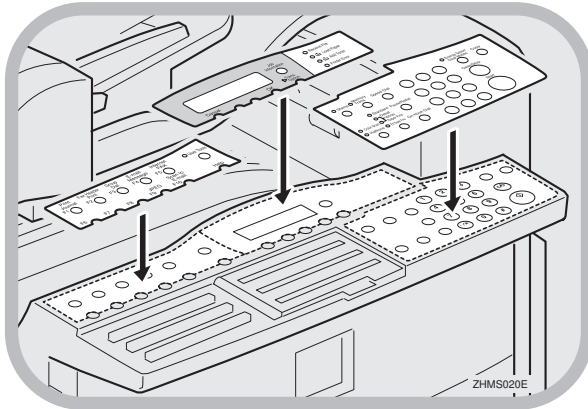
▼ Chapter 6 “Tray Paper Size”, *Advanced Features*

# Attaching the Control Panel Sheets

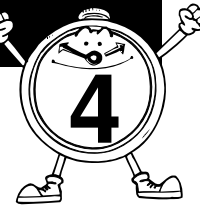


## 1. Remove the transparent sheet from the display, and then attach the control panel sheets as shown.

The following illustrations of the control panel sheets are for Type2.



# 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, take care that the power cord is not damaged under the machine. Unplug the power cord from the wall outlet before you move the machine.*
- *When you disconnect the power cord from the wall outlet, always pull the plug (not the cord).*

### Important

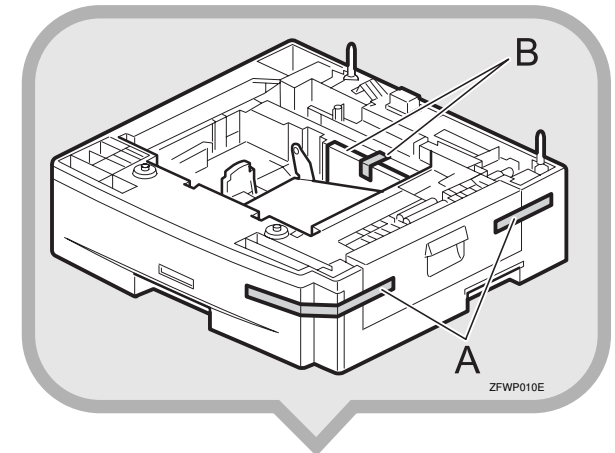
- There is a risk of electric shock if you plug or unplug the power cord with wet hands.
- Check the machine's nameplate to confirm the model code.
- Make sure that 100% is shown on the display before you turn the power switch off or unplug the power cord. Fax files stored in memory will be deleted 12 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 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.
- You can install the first optional paper tray unit yourself. If you want to install the second optional paper tray unit, please contact your service representative.

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

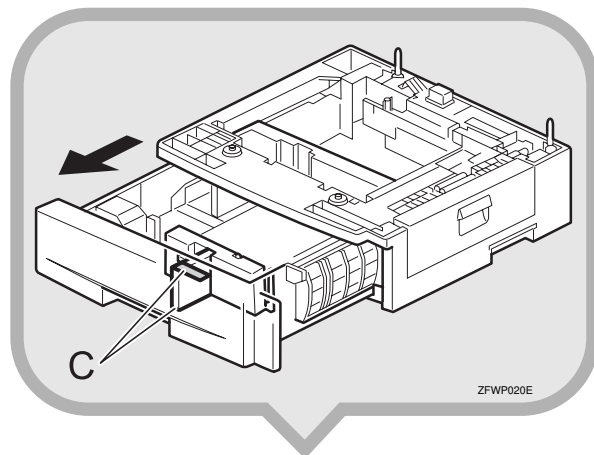


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2. Pull the paper tray out of the unit, and then remove the tape and cardboard at [C].



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

**Reference**

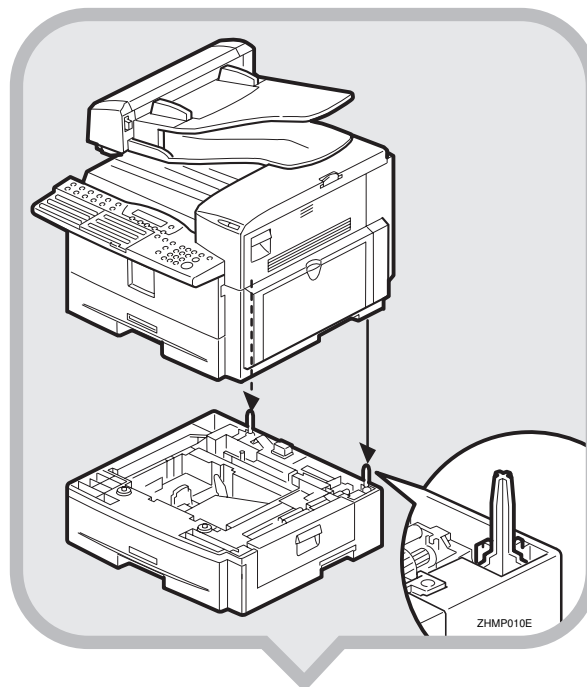
- ▼ For information about changing paper size, see Chapter 9 “Changing the Paper Size in the Optional Paper Tray Unit”, *Advanced Features*.

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**

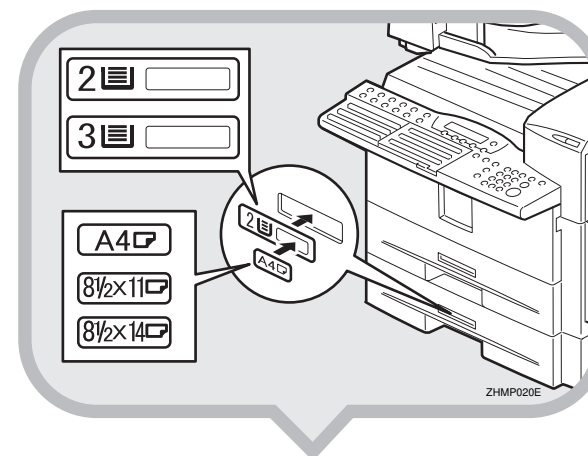
- Two people are better for lifting the machine.
- Be careful not to trap your fingers.



**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 onto the places 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 Chapter 6 “Tray Paper Size”, *Advanced Features*.

## After Setting the Paper Tray Unit

**Reference**

- ▼ For information about loading paper, see Chapter 9 “Loading Paper in the Optional Paper Tray Unit”, *Advanced Features*.



# Installing the Optional 40MB Memory Card

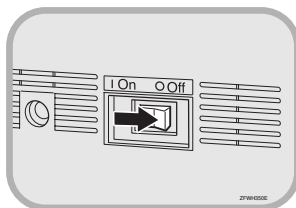


If you install the optional 40MB memory card later, read the following "Important", and then perform ①.

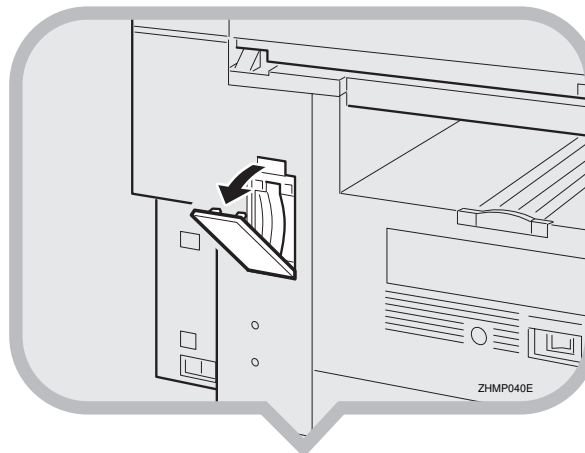
## Important

- Turn the power switch off before installing cards, otherwise they could be damaged.
- Fax files stored in memory will not be deleted while the optional 40MB memory card is installed.
- When you install the optional 40MB memory card, make sure that 100% is shown on the display, and then turn off the power switch.
- If you want to use the machine without the optional 40MB memory card installed, contact your service representative. If you turn the power on after removing the optional 40MB memory card, a high-pitched alarm sounds and the machine will not start up. If the alarm sounds when you turn the power on after installing the optional 40MB memory card, see Chapter4 "Solving Problems", Basic Features.

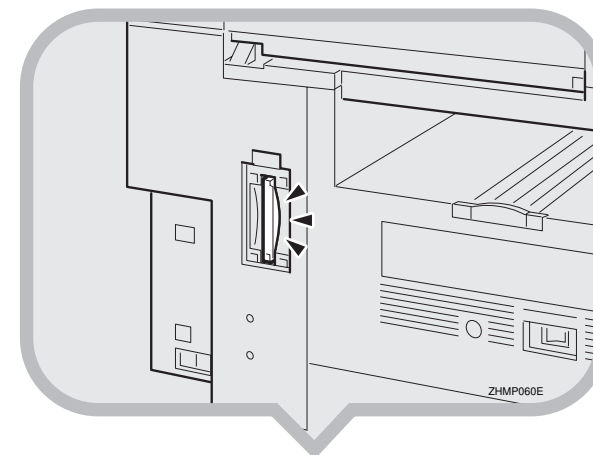
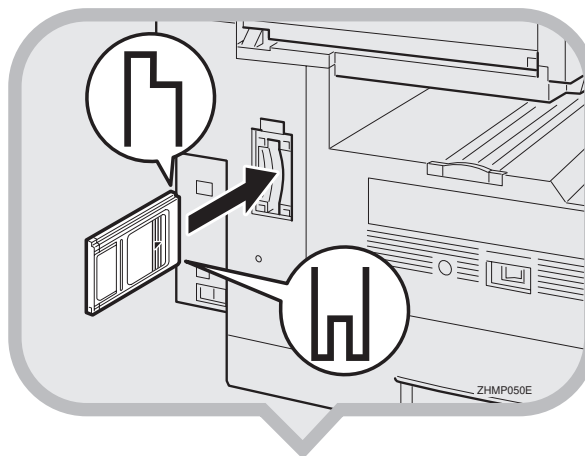
- ① Turn off the power switch.



1. Open the memory card cover on the left side of the machine.



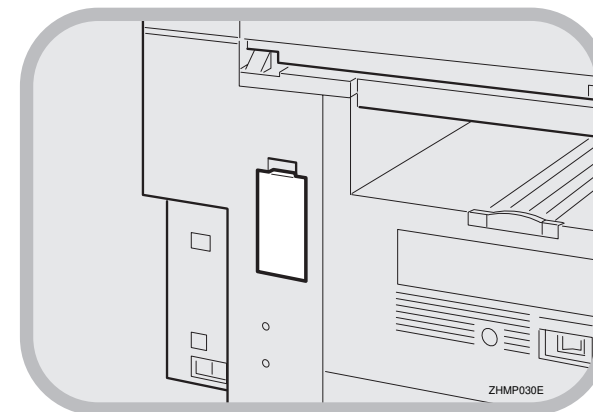
2. Insert the optional 40MB memory card carefully into the slot.



## Note

- Insert the optional 40MB memory card firmly, otherwise the machine may not work properly.

3. Close the memory card cover.

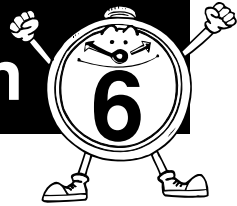


Keep going...





# Connecting the Power and Switching On



## ⚠ WARNING:

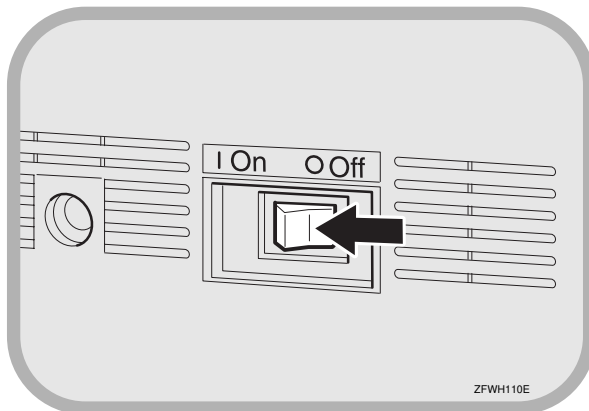
- Connect the power cord directly into a wall outlet. Never use an extension cord.

### 1. Plug the cable into the outlet.

#### Important

- Power requirements : 220-240 V, 50/60 Hz
- Insert the power plug securely into the outlet.
- Make sure 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 cartridge and PCU. See "1. Preparing the Toner Cartridge".

# Connecting the Telephone Line

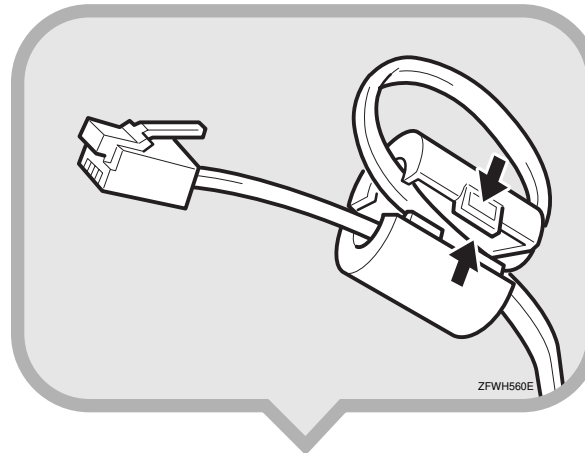


There are similar sockets located on the left side of the machine:

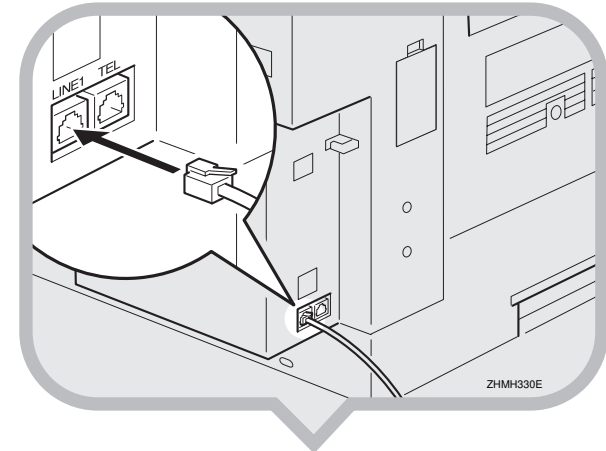
TEL: For the external telephone  
LINE1: Telephone line connection

### 1. Attach the ferrite core.

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



### 2. Insert the telephone line cable into the socket labelled "Line1".



### 3. Connect the other end to your telephone line socket.

Keep going...



# 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 procedures.

Language?: [English] ◀/OK

Before using the machine, please make the following settings:

- Language
  - Country Code
  - Date & Time
  - Line Type
  - Own Name, Fax Header, Fax Number
- Line Type and Fax Number Settings are not available in some areas.

## Important

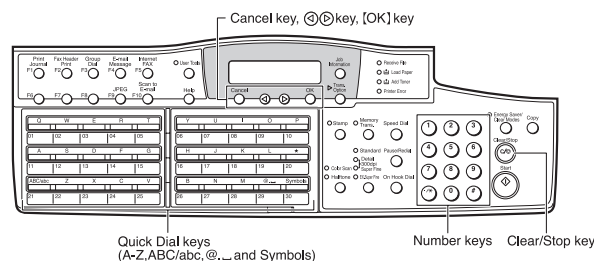
If you make a mistake, press the [Cancel] key, and then the [OK] key to register again. This function is not available with "Language" and "Country Code".

## Note

When entering characters, use the following keys.

Entering letters (A-Z, a-z)	【A】-【Z】 keys (Quick Dial keys )
Entering a space	Space key (Quick Dial keys 29, 59, or 89)
Entering symbols	【Symbols】 key (Quick Dial keys 30, 60, or 90)
Switching between uppercase and lowercase	【ABC/abc】 key (Quick Dial keys 21, 51, or 81)
Entering digits	Number keys
Deleting characters	【Clear/Stop】 key
Moving the cursor	◀▶ keys

The following illustration is for Type2.



1. Press the ◀ or ▶ key to select a language.  
Your screen should now display in the language of your choice.

Language?: [English] ◀/OK

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

A.

Date/Time:  
Press OK to Set

B.

Country Code: ◀/OK  
Germany

When A is displayed: proceed to step 7.  
When B is displayed: select a country or region name (country code) for your machine. Proceed 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 selected a country or region name in step 3, the following display will appear.)

Date/Time:  
Press OK to Set

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

Country Code:  
[02]

When A is displayed: proceed to step 7.  
When B is displayed: proceed to step 5.

**Caution**

Country Code: Press OK  
[02]

## 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		

“Programmed” will flash on the display.  
The following display appears.

Date/Time:  
Press OK to Set

The following display appears.

Year: Keypad/OK  
[2003]

Year: Keypad/OK  
[2003]

**10. Press ◀ or ▶ key to select the month.**

Month: April

**12. Enter the date with the number keys.**

Day: Keypad/OK  
[15]

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

Time: Keypad/OK  
[12:00]

**Note**

- To set 0 to 9, press  the key after entering 0 to 9.

Time: Keypad/OK  
[12:30]

“Programmed” will flash on the display.  
One of the following is displayed.


Outside Line Type:  
Press OK to Set

**B.**


Own Name:  
Press OK to Set

**When A is displayed: proceed to step 17.**  
**When B is displayed: proceed to step 20.**

The following display appears.

Line Type: /OK  
Pulse [Tone]

**18. Press the ◀ or ▶ key to set your machine to work on a tone dial line or a pulse dial line.**

Line Type: /OK  
[Pulse] Tone

**19. Press the [OK] key.**

“Programmed” will flash on the display.  
The following display appears.

Own Name:  
Press OK to Set

**20. Press the [OK] key.**

The following display appears.

Own Name: [ABC]  
[XXXXXXXXXXXXXXXXXXXX]

**21. Enter your office, company, personal name, or any other appropriate identification.**

Own Name: [ABC] /OK  
[XYZ COMPANY] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

**Note**

- The [ABC/abc] key does not work when entering “Own Name”. Only uppercase is available for “Own Name”.

**22. Press the [OK] key.**

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

Fax Header:  
Press OK to Set

**23. Press the [OK] key.**

The Own Name programmed in step 21 appears. You should retain it.

Header: [ABC] /OK  
XYZ COMPANY

**Note**

- If you want to program the second Fax Header too, see Chapter 3 "Own Name/Fax Header", *Basic Features*.

**24. Press the [OK] key to keep the Fax Header as it is.**

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

Own Fax Number:  
Press OK to Set

**25. Press the [OK] key.**

The following display appears.

Own Fax No.:  
☎

**26. Enter your fax number, including the country and area code (but no pauses).**

Own Fax No.: /OK  
☎+4401234567890

**Note**

- Enter "+" with the [Symbols] key.

**27. Press the [OK] key.**

"Initial Setup Completed" will flash on the display.

**After Initial Settings**

- You can check and adjust these settings using function keys.
  - ▼Language : See Chapter 6, "Selecting the Display Language", *Advanced Features*.
  - ▼Country Code : See Chapter 7, "Country", *Advanced Features*.
  - ▼Date & Time : See Chapter 6, "Date/Time", *Advanced Features*.
  - ▼Line Type : See Chapter 7, "G3 Analog Line - Line Type", *Advanced Features*.
  - ▼Own Name, Fax Header, Fax Number : See Chapter 3, "Own Name/Fax Header" and "Own Fax Number", *Basic Features*.

**Reference**

See Chapter 10, "Installation, Moving and Disposing of the Machine", *Advanced Features* for further information about installation.



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