

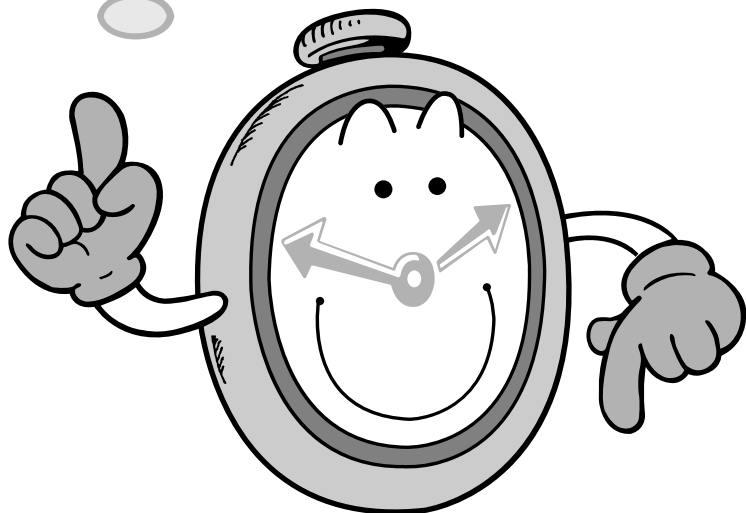
# Before You Use This Machine

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

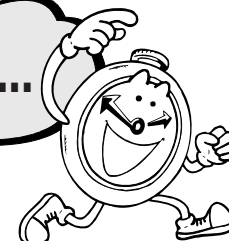
**Set up your machine using the following procedures.**

**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)
  - ☐ Brand plaque \*3
  - ☐ Harness set \*4
  - ☐ 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:**

- 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 Cartridge



## Note

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

## ⚠ WARNING:

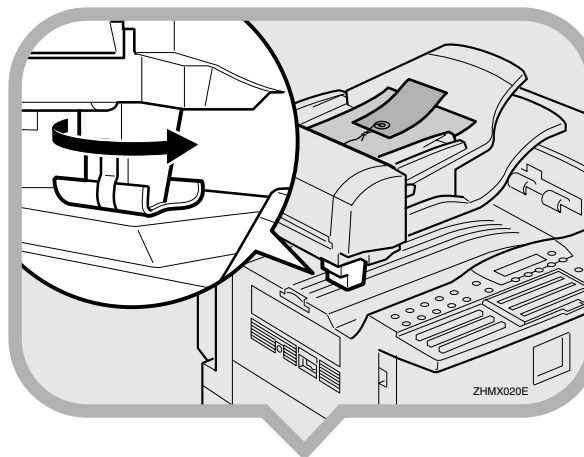
- Do not incinerate used toner or toner cartridge. Toner dust might ignite when exposed to an open flame. Dispose of used toner cartridge in accordance with local regulations.

## ⚠ CAUTION:

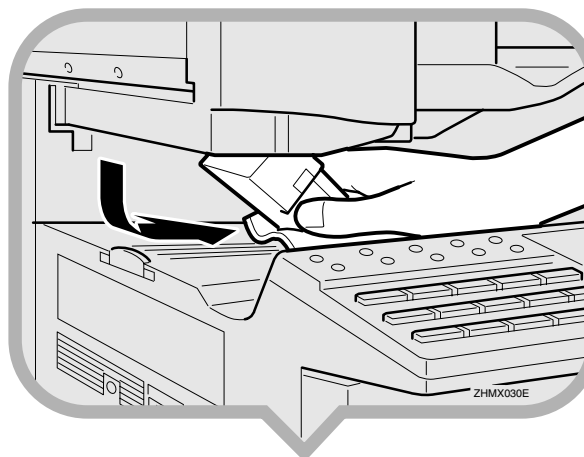
- Keep toner (used or unused) and toner cartridge out of the reach of children.
- Do not open toner cartridges forcefully. Toner can spill, dirtying your clothes or hands, and possibly resulting in accidental ingestion.
- If toner or used toner is inhaled, gargle with plenty of water and move into a 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 from the machine, and then remove all shipping tape.

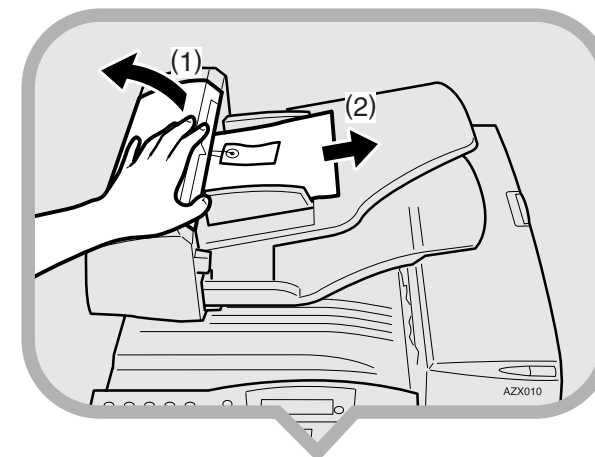
2. Turn the foam block 90° counterclockwise.



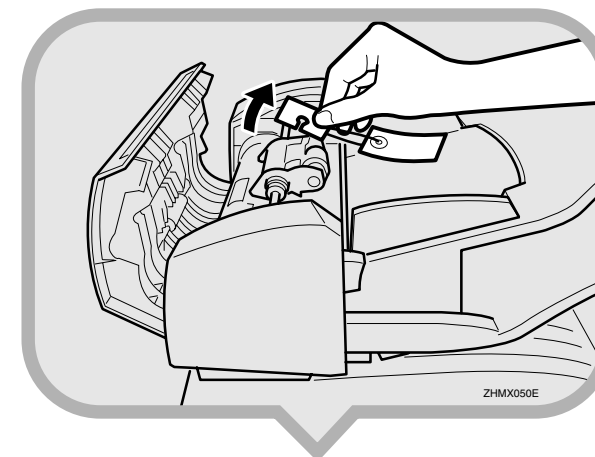
3. Pull the fixing material to the right to remove.



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



5. Remove the protective material from the axis.



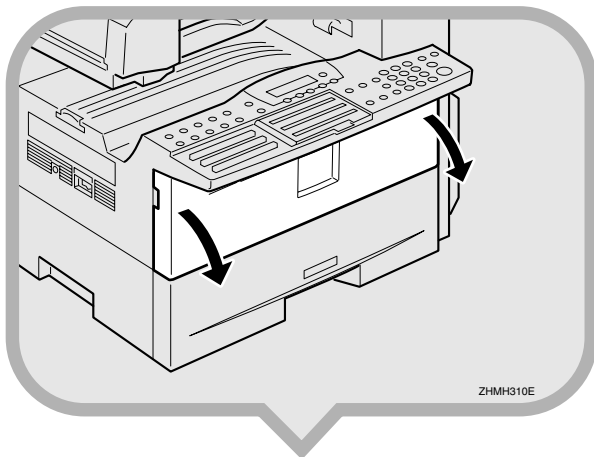
2

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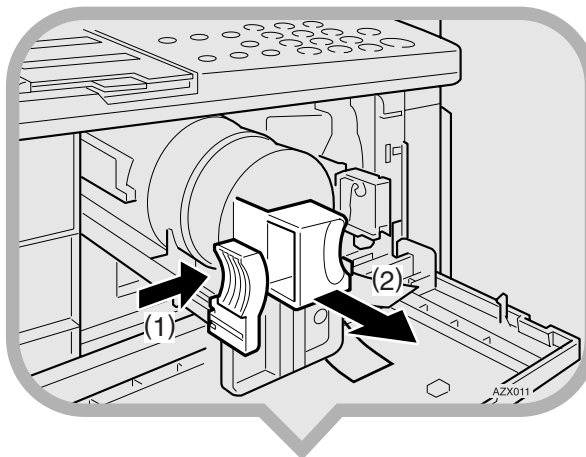


**6.** Close the ADF and make sure it locks securely into place.

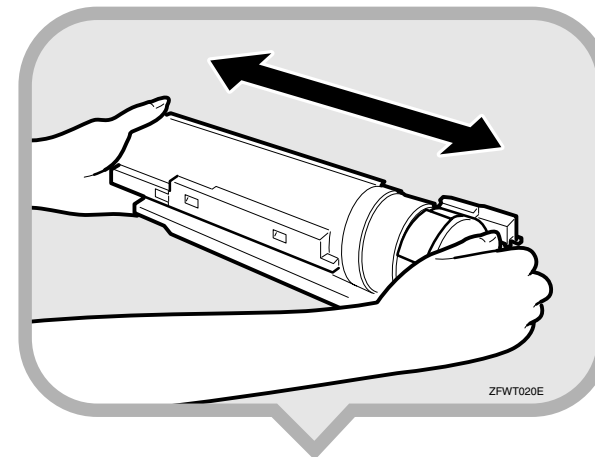
**7.** Open the front cover.



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

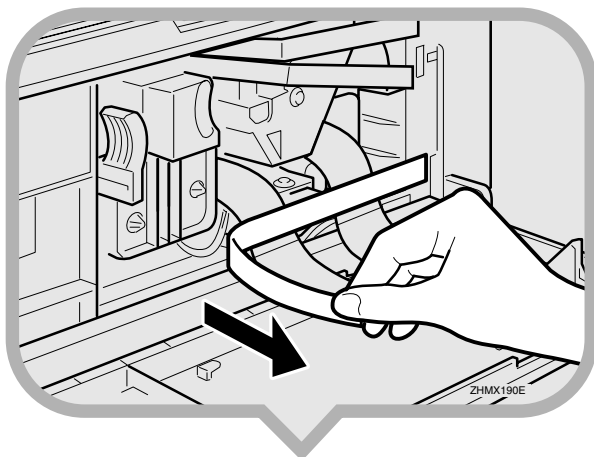


**11.** Hold the cartridge horizontally and shake it gently from side to side a few times.

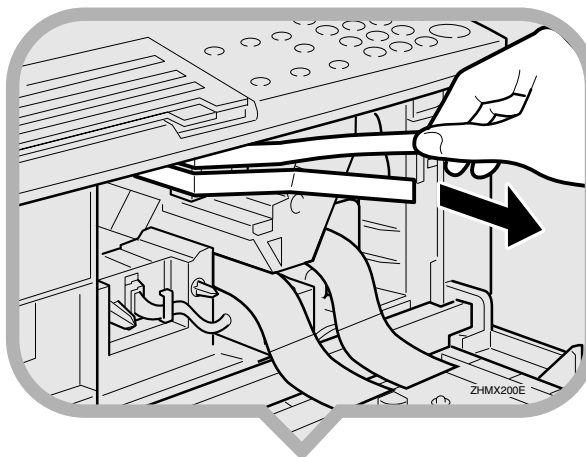


**3**

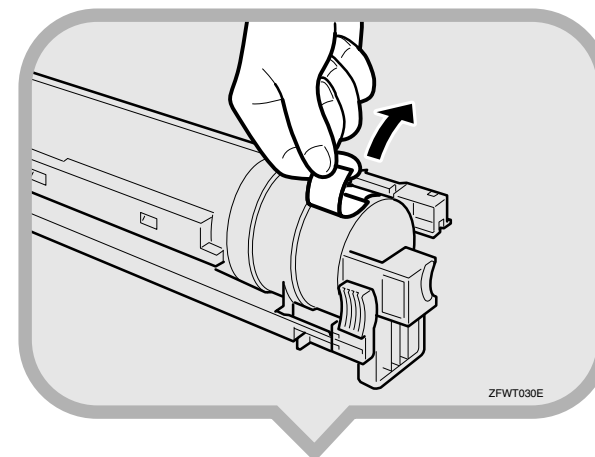
**8.** Remove the shipping tape.



**10.** Remove the shipping tape.



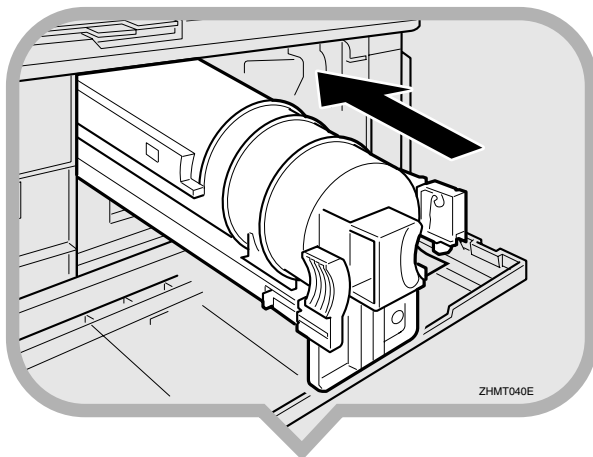
**12.** Remove the tape from the toner cartridge.



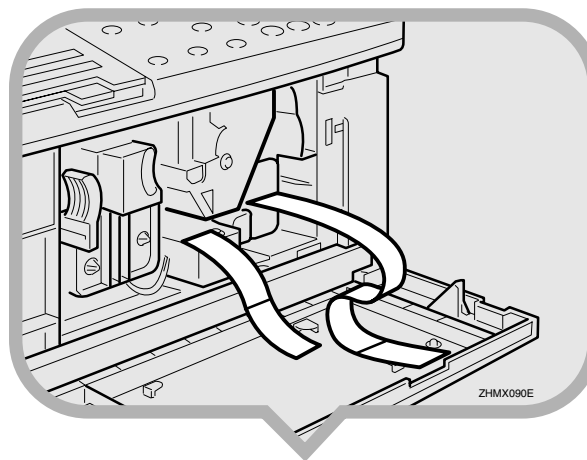
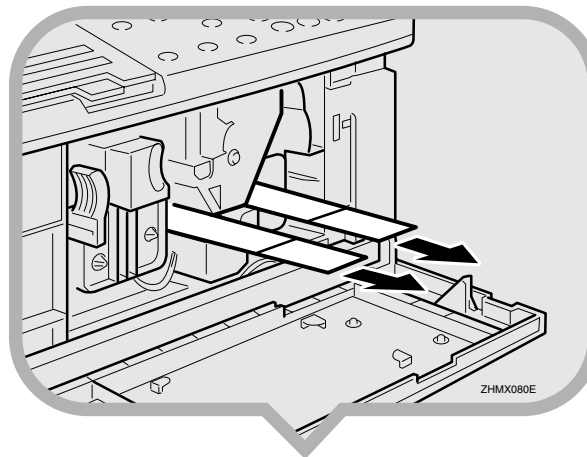
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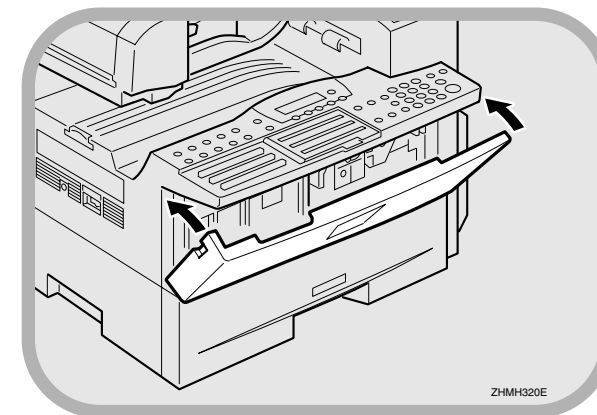
- 13. Re-position the toner cartridge.**  
Push the toner cartridge in until it locks securely into place.



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



- 15. Close the front cover.**



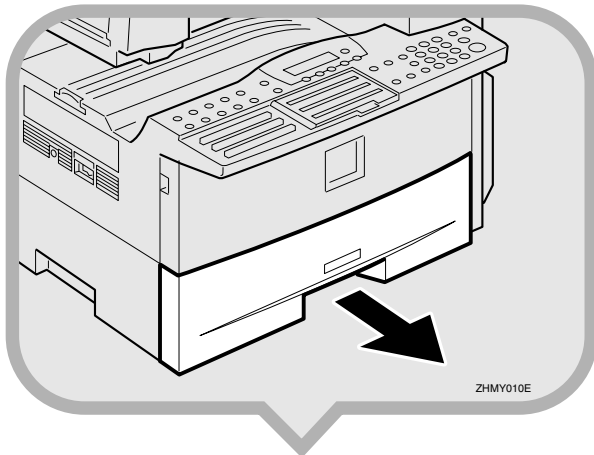
**Important**

- 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.

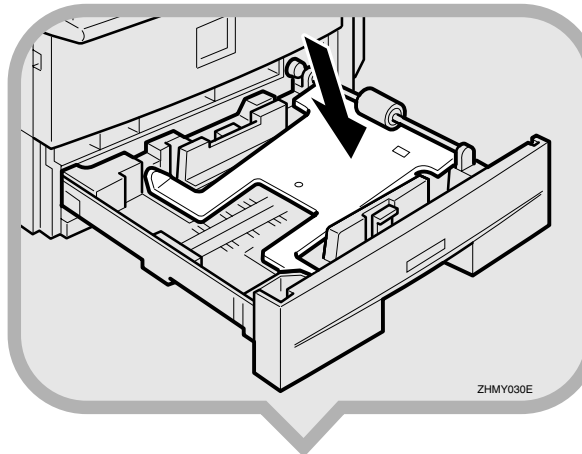


2. If necessary, adjust the paper size.  
As default, the paper size in the tray is set as A4.

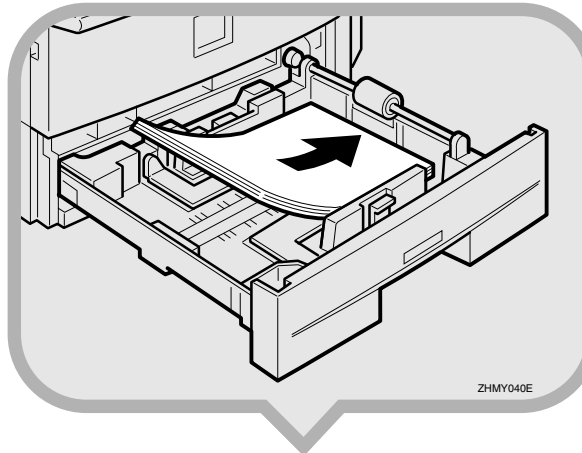
## Reference

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

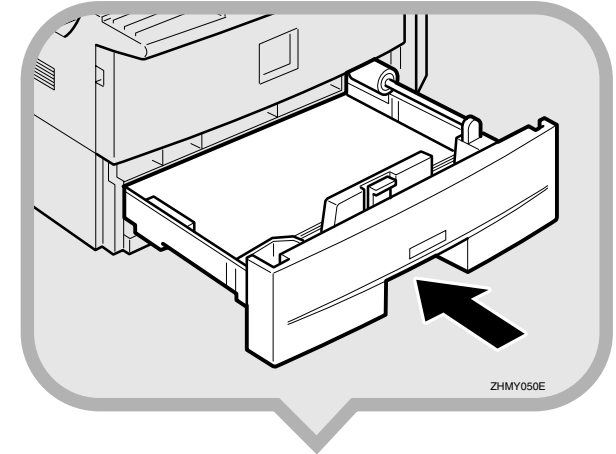
3. Push the metal base plate firmly down until it locks into place.



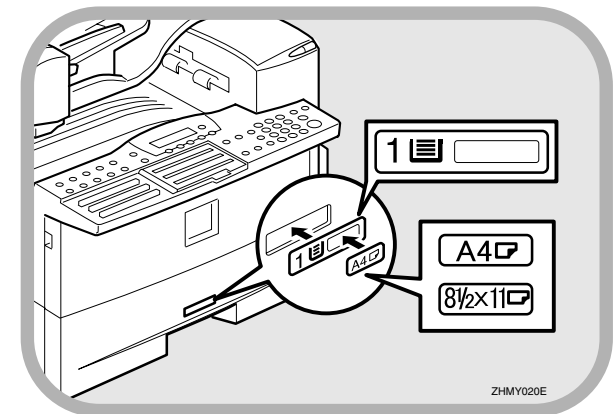
4. Load the paper into the paper tray.



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*

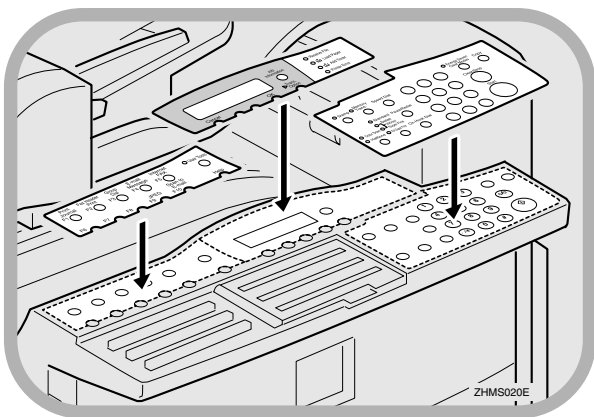


# Attaching the Control Panel Sheets



## 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.*
- *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

- 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.

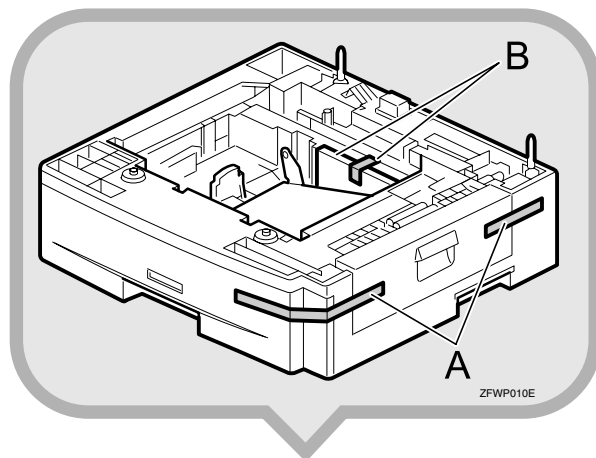
(3) Unplug the telephone line from the machine.

### Note

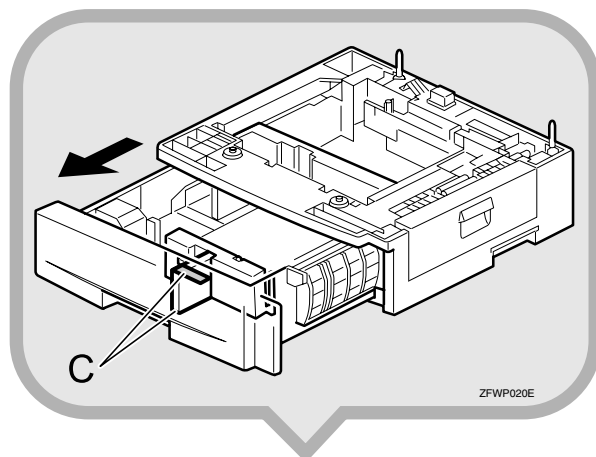
- After installation, plug the power cord of the machine back into the outlet, turn the power switch on, and then connect the telephone line to the machine.
- You can install the first optional paper tray unit yourself. If you want to install the second optional paper tray unit, please contact your service representative.



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



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**

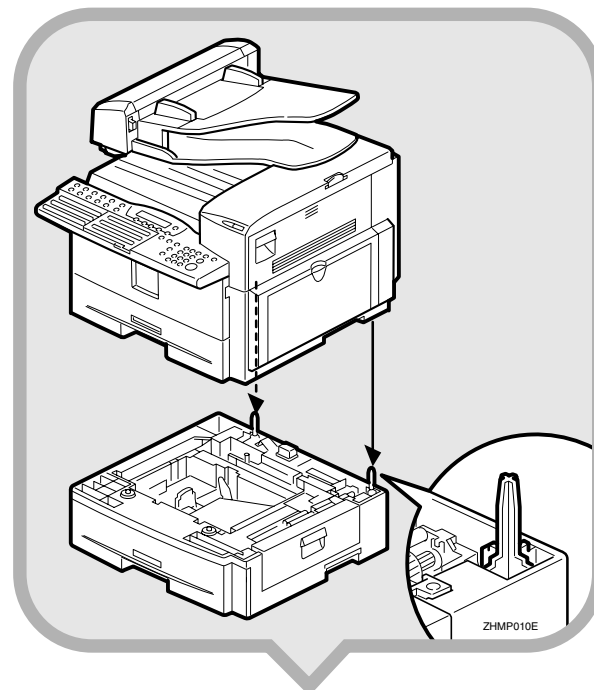
▼ For information about changing paper size, see Chapter 9 “Changing the Paper Size in the Optional Paper Tray Unit”, *Advanced Features*.

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**

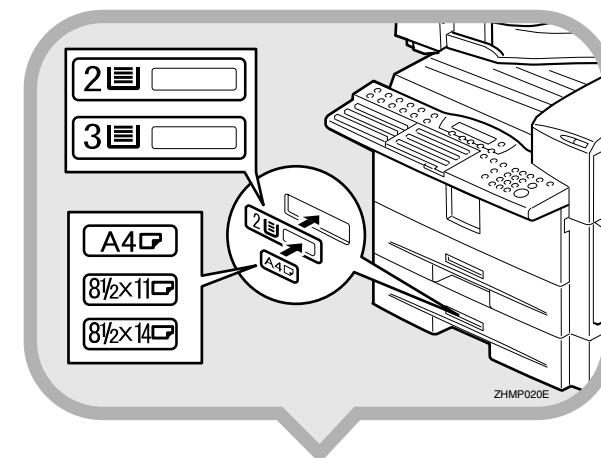
- Two people are better for lifting the machine.
- Be careful not to trap your fingers.



**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*.





# Connecting the Power and Switching On



## ⚠ WARNING:

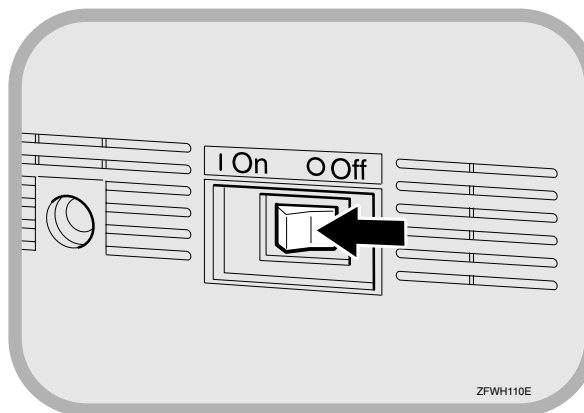
- Connect the power cord directly into a wall outlet and never use an extension cord.
- Connect the machine only to the power source described on this manual. Connect the power cord directly into a wall outlet and do not use an extension cord.
- Do not damage, break or make any modifications to the power 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 : 220-240 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

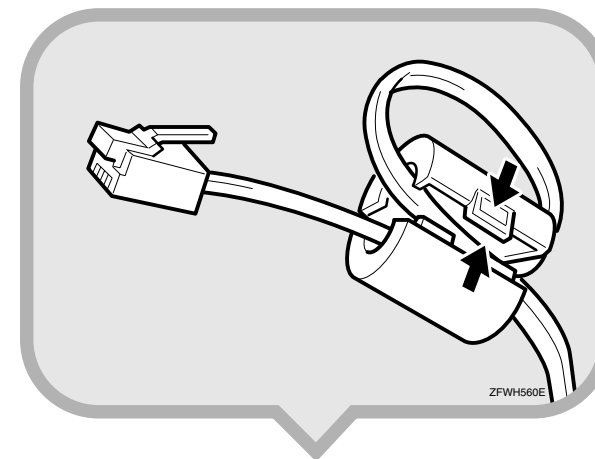


There are similar sockets located on the left side of the machine:

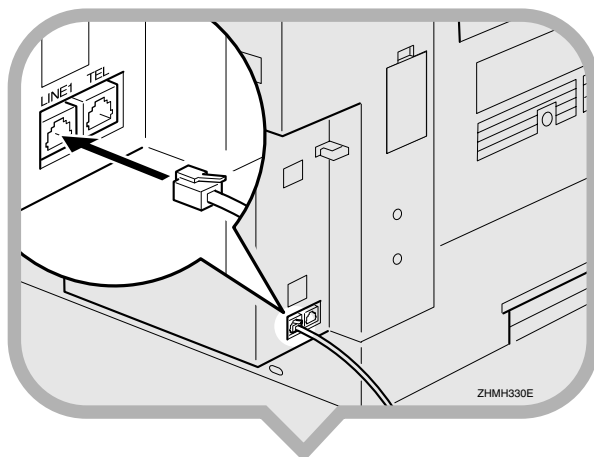
TEL: For the external telephone  
LINE1: Telephone line connection

## 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.

9

# 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.

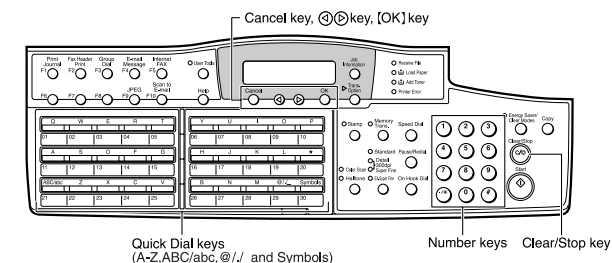
## Important

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



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

Language?: [English] ◀/OK

Continued on next page



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.

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: Press OK  
[02]

Press the **[Clear/Stop]** key to erase wrong 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.

Date/Time:  
Press OK to Set

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

The following display appears.

Year: Keypad/OK  
[2003]

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

Year: Keypad/OK  
[2003]

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

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

Month: ◀/OK  
April

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

12. Enter the date with the number keys.

Day: Keypad/OK  
[15]

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

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.

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

Time: Keypad/OK  
[12:30]

