

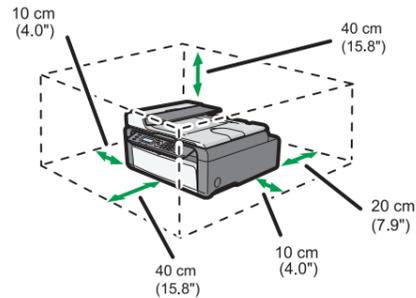


Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information before using the machine. This manual briefly describes the procedure for installing this machine. For more details about other information, see User Guide in the CD-ROM.

Space Required for Installation

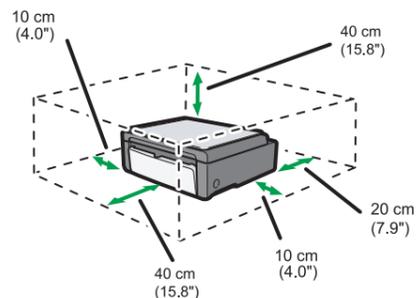
The recommended (or minimum) space requirements are as follows:

Aficio SP 100SF



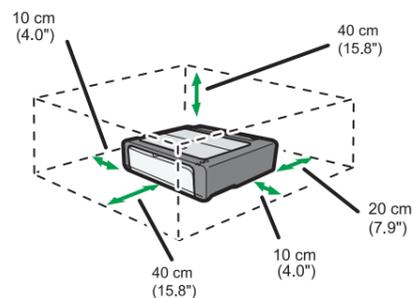
CH2040

Aficio SP 100SU



CH2041

Aficio SP 100



CH2042



Power Source

- 220 - 240 V, 50/60 Hz, 4 A or less

Note

- Aficio SP 100SF is shown in the following procedure.

1 Unpacking

- 1 Remove the adhesive tape.

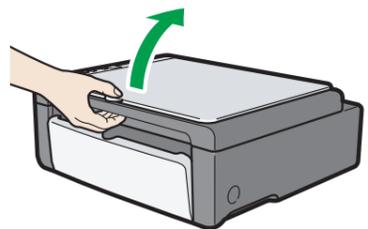
- 2 Open the maintenance cover.

Aficio SP 100SF



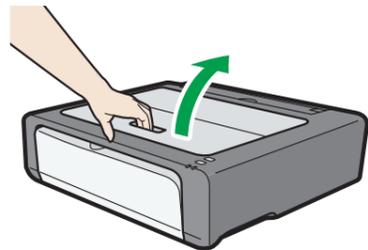
CH2043

Aficio SP 100SU



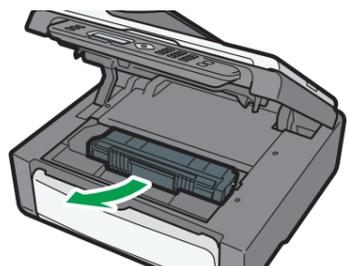
CH2072

Aficio SP 100



CH2071

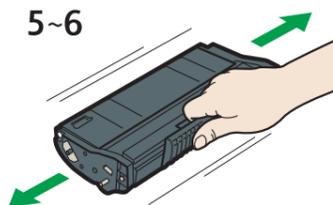
- 3 Pull out the print cartridge.



CH2044

- 4 Shake the print cartridge.

Shake the print cartridge horizontally in the direction shown in this illustration. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.



CH2047

Important

Do not touch the print cartridge's photo conductor unit.



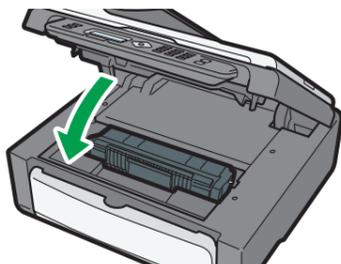
CH2046

- 5 Install the print cartridge



CH2048

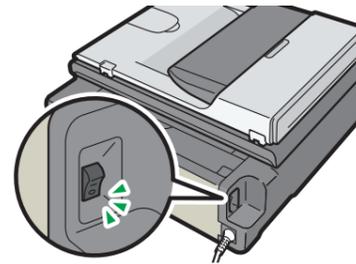
- 6 Close the maintenance cover.



CH2049

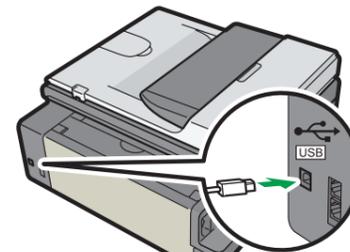
2 Connection

- 1 Make sure the power of the machine is turned off.



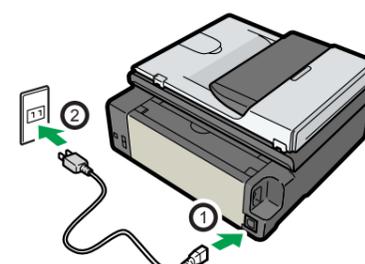
CH2076

- 2 Connect the USB cable to the USB port.



CH2053

- 3 Plug the power cable into the machine and then into the wall outlet.



CH2053

3 Installing the Software

- 1 Insert the CD-ROM into the CD-ROM drive.

- 2 Click [USB Quick Install] to install the driver and utility software. Follow the instructions in the installation wizard.

- 3 Connect the USB cable to the USB port of your computer.

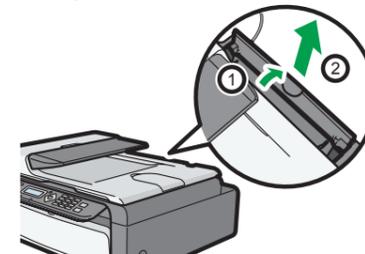
- 4 Turn on the machine.

Reference

- For details, see the instructions provided on the driver CD-ROM.

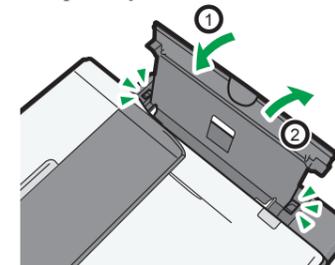
4 Loading Paper

- 1 Open the input tray cover and pull out the tray.



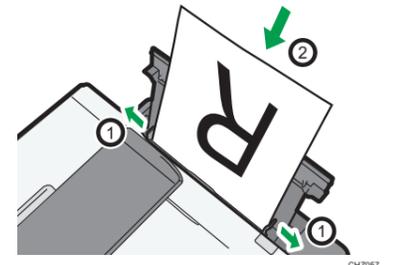
CH2051

- 2 After pulling out the tray, tilt it back and forth, and then attach the end of the input tray to the machine.



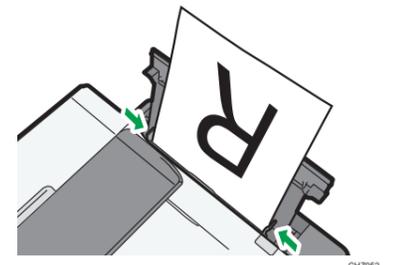
CH2056

- 3 Open the paper guide, and then load paper into the tray.



CH2057

- 4 Close the paper guide.



CH2052

- 5 Open the front cover and tray extension.



CH2075



5 Reading the Manual

For details about how to use this machine, see User Guide.

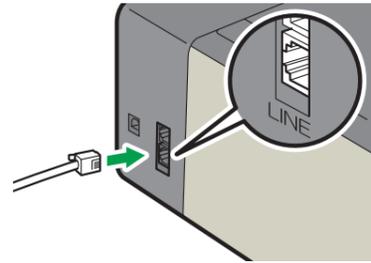
- 1 Insert the CD-ROM into the CD-ROM drive.
- 2 Click [Browse This CD-ROM].
- 3 Double click [MANUAL_PDF] to open the folder that has the operating instructions.
- 4 Double click the folder with the name of the language you want to read, and then open the PDF file in the folder.

Using the Fax Function

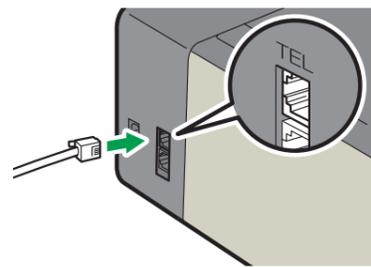
Aficio SP 100SF Only

1 Connection

- 1 Connect a telephone line cord to LINE. Use the telephone line cord provided with the machine. Plug the ferrite core end of the telephone line into the machine.

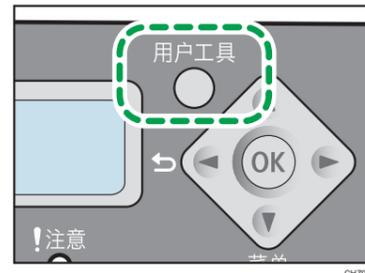


- 2 If using an external telephone, connect the telephone to TEL.



2 Selecting the Telephone Line Type

- 1 Press the [用户工具] key.



- 2 Press the [▲] or [▼] keys to select [Fax Features], and then press the [OK] key.
- 3 Press the [▲] or [▼] keys to select [Comm.Settings], and then press the [OK] key.
- 4 Press the [▲] or [▼] keys to select [Dial/Push Phone], and then press the [OK] key.
- 5 Press the [▲] or [▼] keys to select the telephone line type appropriate for your telephone service, and then press the [OK] key.
- 6 Press the [用户工具] key to return to the initial screen.

3 Selecting the Telephone Network Connection Type

- 1 Press the [用户工具] key.
- 2 Press the [▲] or [▼] keys to select [Fax Features], and then press the [OK] key.
- 3 Press the [▲] or [▼] keys to select [Comm.Settings], and then press the [OK] key.
- 4 Press the [▲] or [▼] keys to select [PSTN / PBX], and then press the [OK] key.
- 5 Press the [▲] or [▼] keys to select [PSTN] or [PBX], and then press the [OK] key.
- 6 Press the [用户工具] key to return to the initial screen.

4 Setting the Outside Line Access Number

If you have selected PBX, use the following procedure.

- 1 Press the [用户工具] key.
- 2 Press the [▲] or [▼] keys to select [Fax Features], and then press the [OK] key.
- 3 Press the [▲] or [▼] keys to select [Comm.Settings], and then press the [OK] key.
- 4 Press the [▲] or [▼] keys to select [PBX Access Number], and then press the [OK] key.
- 5 Enter the outside line access number using the number keys, and then press the [OK] key.
- 6 Press the [用户工具] key to return to the initial screen.

5 Basic Operation for Sending a Fax

- 1 Make sure that the fax mode screen is displayed. When the copier mode screen is displayed, press the [复印/传真] key to switch to the fax mode screen.
- 2 Place the original on the exposure glass or in the ADF.
- 3 Enter the fax number using the number keys.
- 4 Press the [开始] key. When you place original on the exposure glass and Memory Transmission mode is enabled, perform the following steps to scan the subsequent pages of the original.
- 5 If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all originals are scanned.
- 6 When all originals have been scanned, press the [2] key to start sending the fax.

Notes regarding the toner

To continue printing after "Out of Toner" is displayed, set [Toner End Option] to [Continue Printing].

However, since any trouble caused by using this setup is outside of the scope of the manufacturer's warranty, this setup should be used with care.

For details about [Toner End Option], see "System Settings", User Guide.