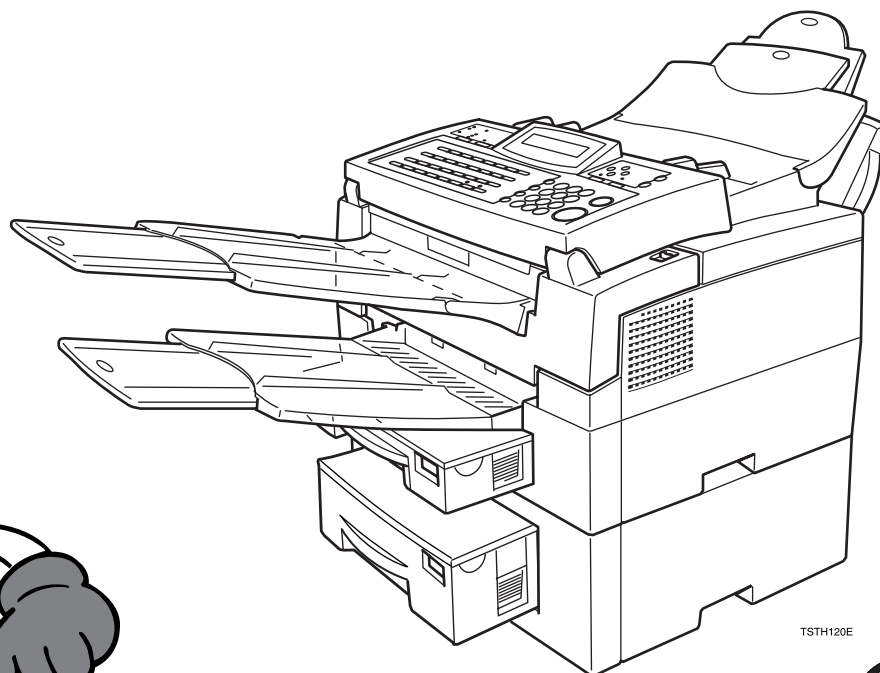


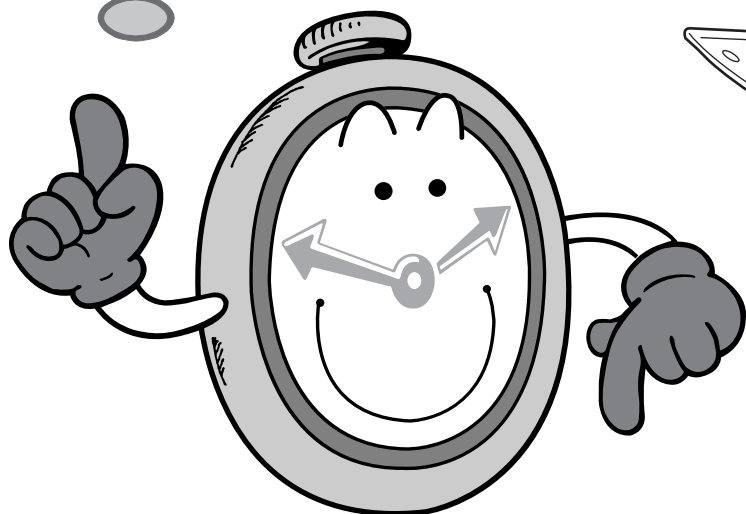
# Before You Use This Machine

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

**Set up your machine as in the following procedures.**



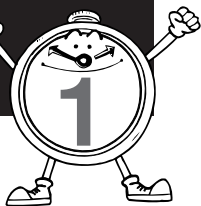
TSTH120E



**Keep going...**



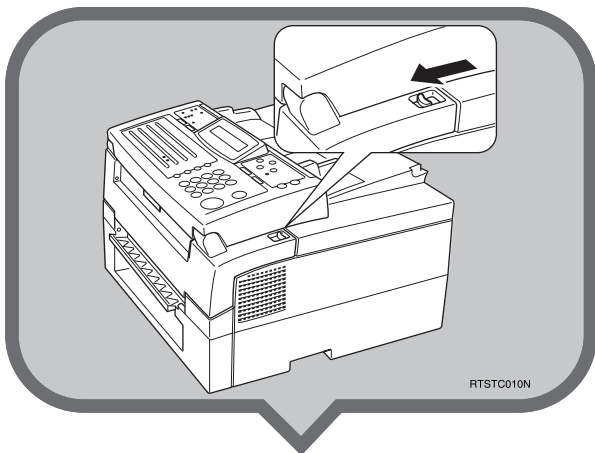
# Installing the Toner Cassette



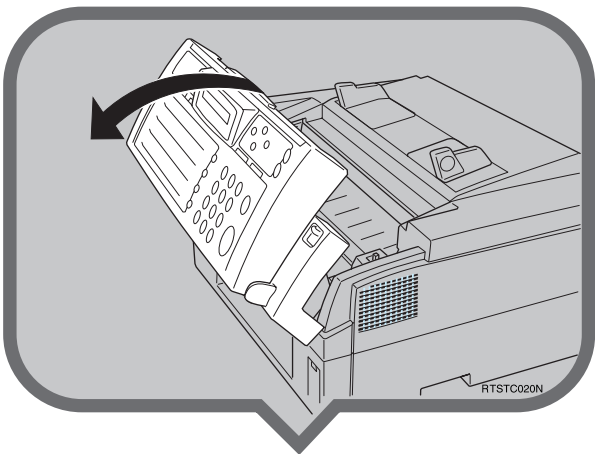
- 1. Remove all tape from the machine.**  
Pull the cover release lever towards you and open the top cover.

**Note**

▼ If you do not pull the lever, only the upper unit will open.



1

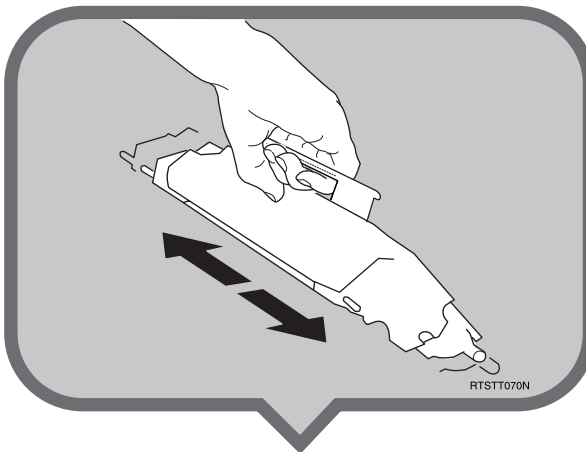


- 2. Prepare the toner cassette.**

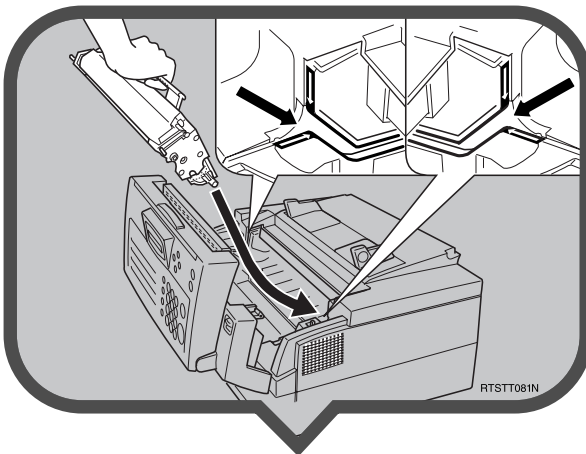
**Important**

▼ Do not touch the green drum.

1. Remove the toner cassette from its bag.
2. Hold the cassette level horizontally and shake it gently from side to side a few times.



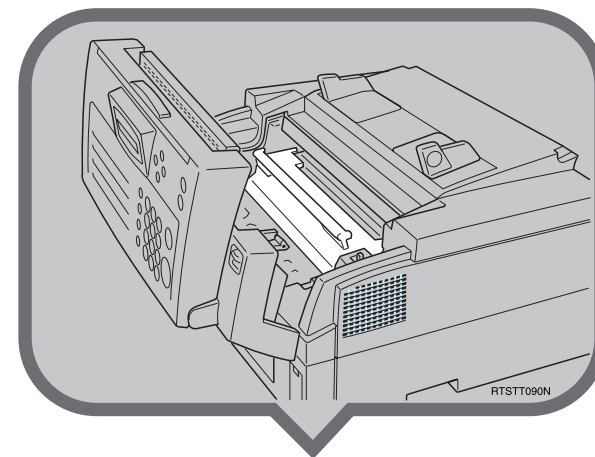
- 3. Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.**



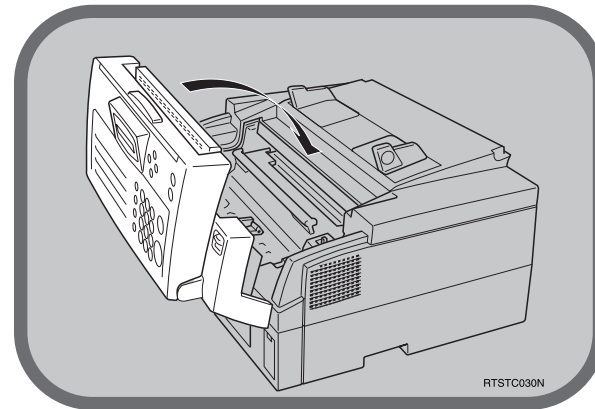
- 4. Press down on the cassette until it locks into place.**

**Note**

▼ If you do not push the cassette right in, the cover will not close.



- 5. Close the top cover.**



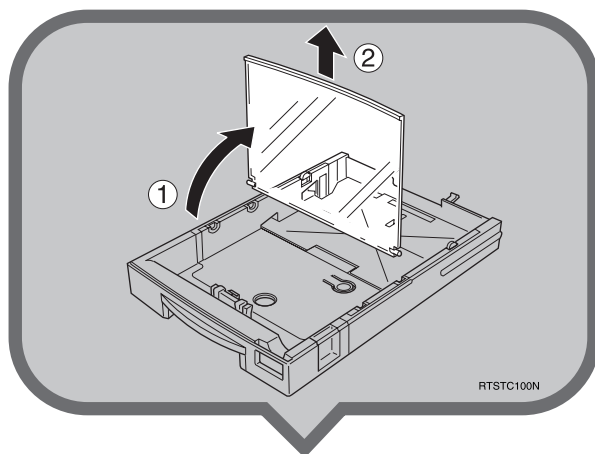
Keep going...



# Installing the Main Paper Cassette



1. Unpack the cassette.
2. Peel off the 3 pieces of tape from the cassette cover. Remove the card that is holding the metal base plate down.
3. Raise the cassette cover.



4. If necessary, adjust the paper size.

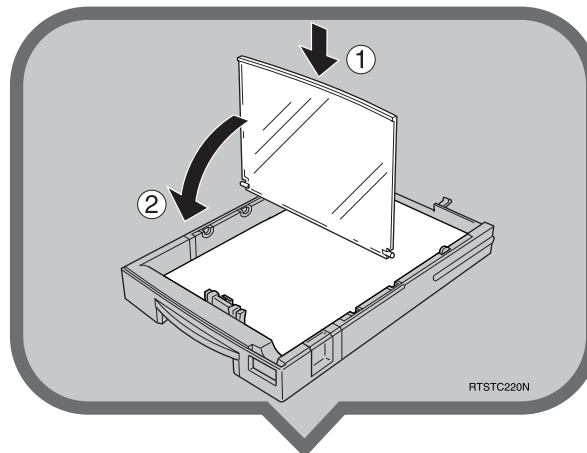
## Note

▼ To change the paper size in the cassette, see “Changing the Paper Size in the Main Cassette” in the fax manual.

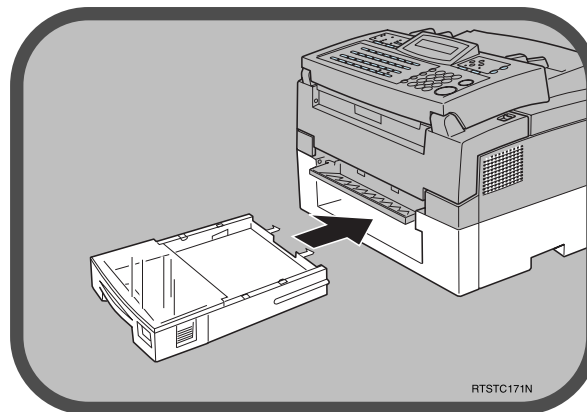
5. Set the paper then lower the cassette cover.

## Note

▼ The frosted side of the cover must be face up when closed.



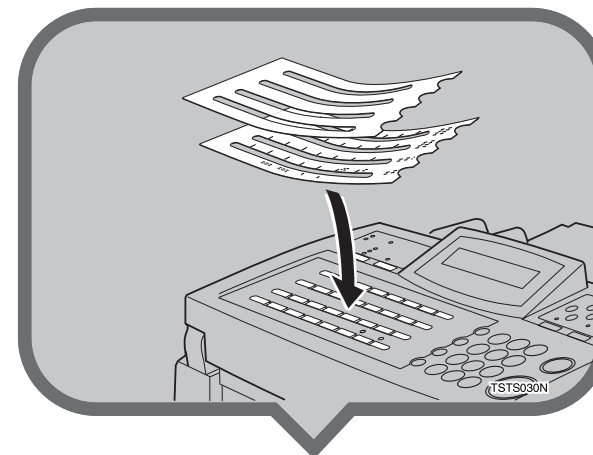
6. Install the cassette. Push it in firmly until it locks into place.



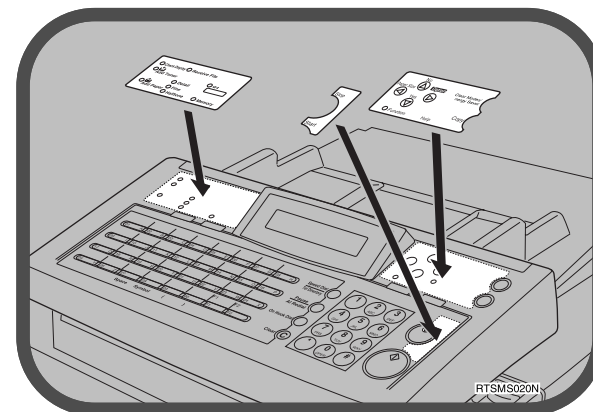
# Attaching the Quick Dial Sheet And Operation Panel Sheet



1. Fit the Quick Dial Sheet and Cover Sheet over the Quick Dial keys.



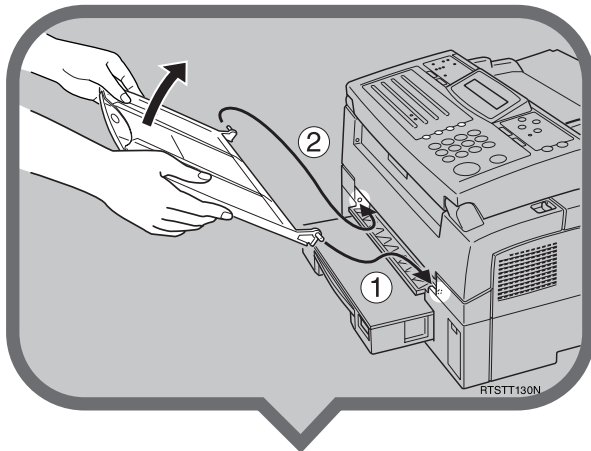
2. Fit the 3 Operation Panel Sheets as shown.



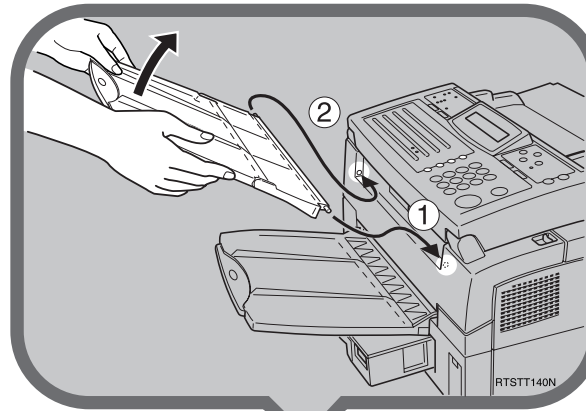
# Attaching the Trays And Document Table



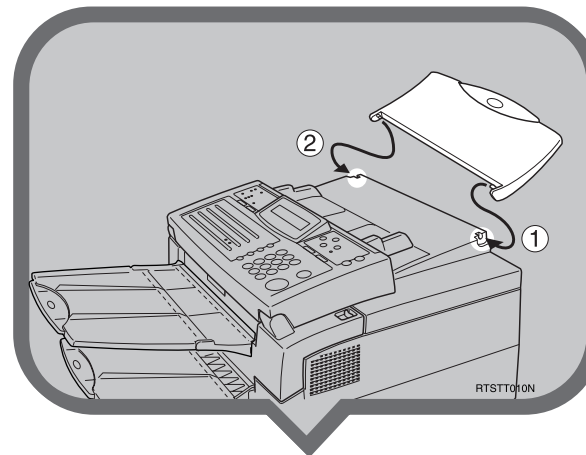
- 1. Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.**



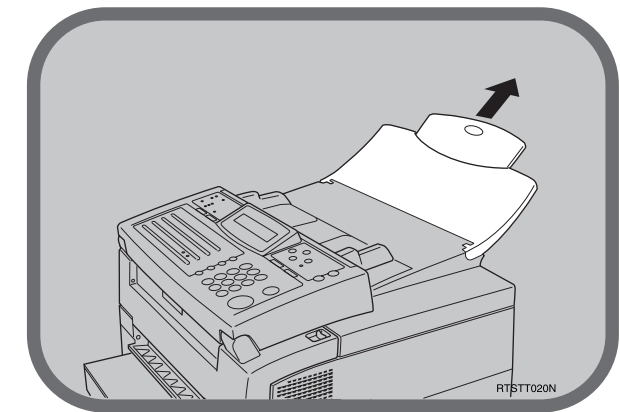
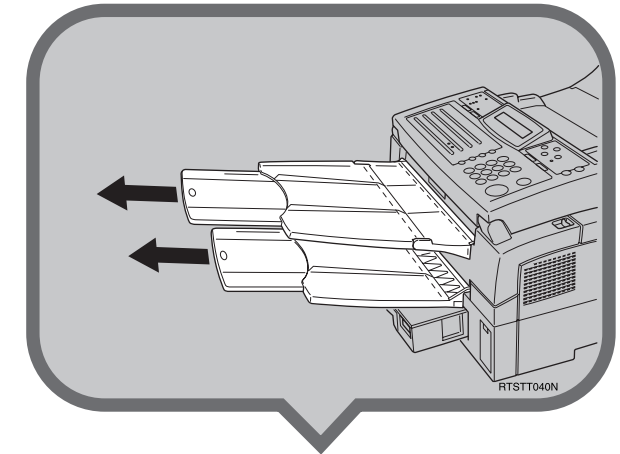
- 2. Attach the Document Delivery Tray.**



- 3. Attach the Document Table.**



- 4. If necessary, pull out the extensions on the Document Table and trays.**



Keep going...

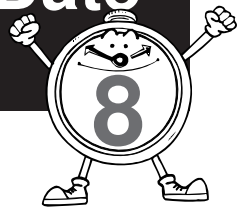








# Setting the Date & Time



1. Press the [Function] key and [6], enter the access code [2][2][2][2], then enter [9][1].

ADJUSTMENT	Y/NEXT ▶
91 ADJUST CLOCK	

2. Press the [Yes] key.

A date and time will appear.

SAT	KPAD/Y
24 JUL 1999	01:35

3. Enter the date on the ten key pad, e.g. [3][0].

FRI	* / # / Y
30 JUL 1999	01:35

4. Change the month using \* or # (\* to scroll forward, or # to scroll backward) on the ten key pad and press ▶ to move the cursor.

MON	KPAD/Y
30 AUG 1999	01:35

5. Enter the year and time with the ten key pad, e.g. [9][9][1][0][2][5].

MON	KPAD/Y
30 AUG 1999	10:25

6. Press the [Yes] key then the [Function] key.  
“PROGRAMMED” will flash on the display.

READY	100%	10:25
SET DOC. OR DIAL NO.		

# Changing the Paper Size Settings



When you change the paper size loaded in the main cassette, optional second cassette or optional Multi-purpose Feeder, you need to change the paper size settings.

1. Press the [Function] key and [3][7], and the [Yes] key.

Y/ ◀ ▶
MAIN CASSETTE

2. Press the ◀ and ▶ keys to select the cassette.

Y/ ◀ ▶
2ND CASSETTE

## Note

▼ Only the cassette installed appear in the display.

3. Press the [Yes] key.

2ND CASSETTE	Y/N/ ◀ ▶
A4 (210×297 MM)	

4. Press the ◀ and ▶ keys to select the paper size in the cassette.

2ND PAPER SIZE	Y/ ◀ ▶
LETTER (8.5×11 INCH)	

5. Press the [Yes] key.

“PROGRAMMED” will flash on the display.

Y/N/ ◀ ▶
MULTIPURPOSE FEEDER

6. To program another cassette, repeat 2 to 5.

7. Press the [Yes] key and the [Function] key.  
“PROGRAMMED” will flash on the display.

READY	100%	10:00
SET DOC. OR DIAL NO.		

