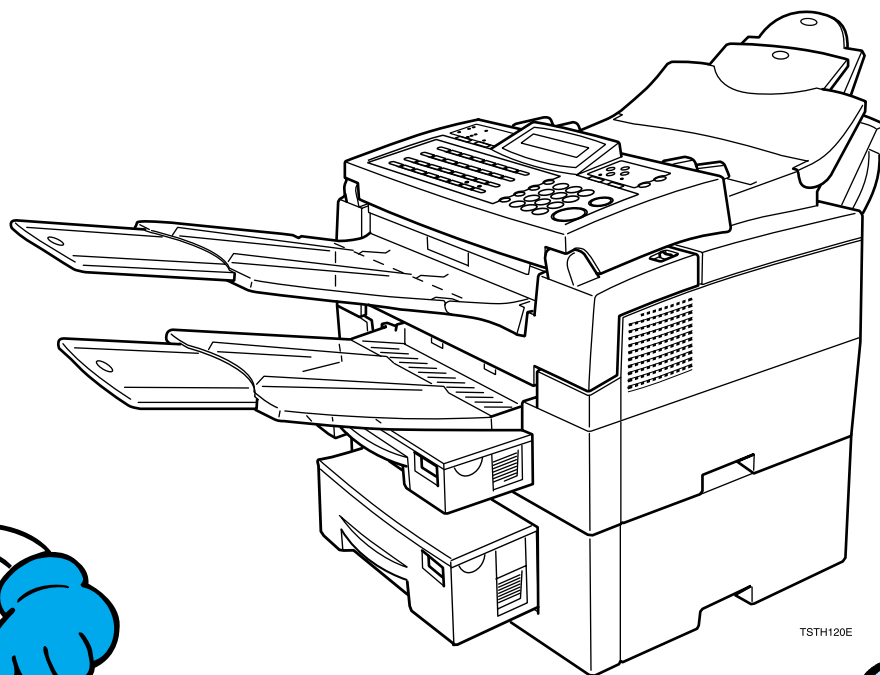


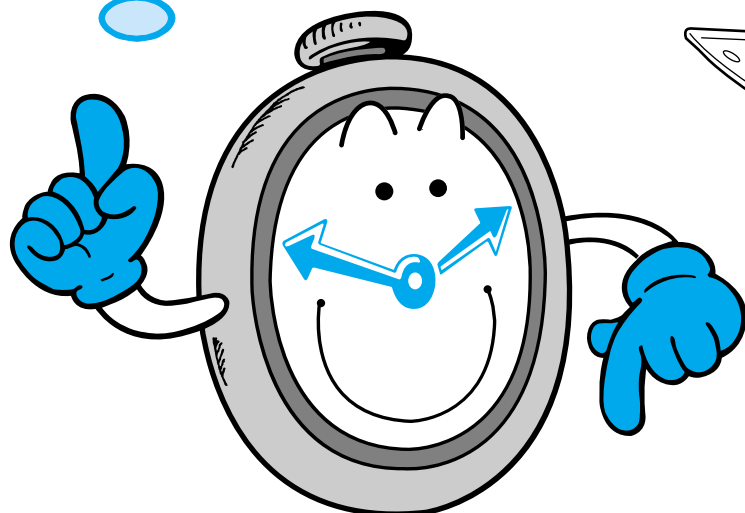
# Before You Use This Machine

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

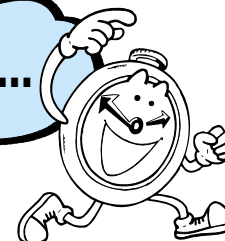
**Set up your machine as in the following procedures.**



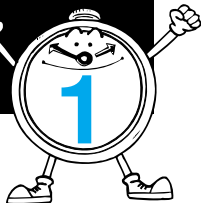
TSTH120E



**Keep going...**



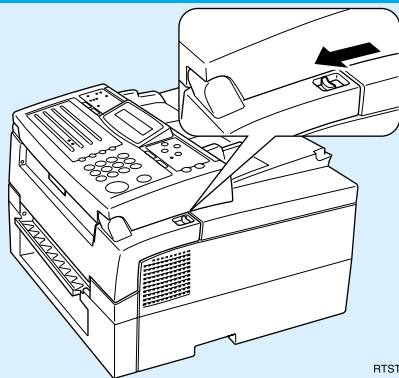
# Installing the Toner Cassette



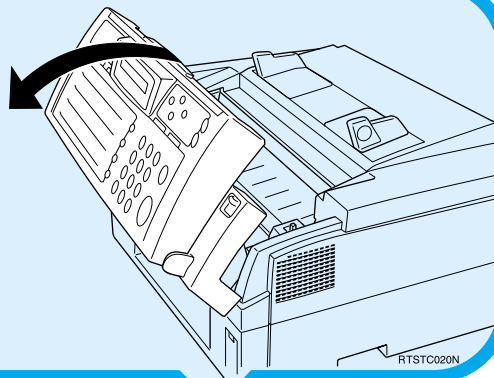
- 1. Remove all tape from the machine.**  
Pull the cover release lever towards you and open the top cover.

**Note**

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



1

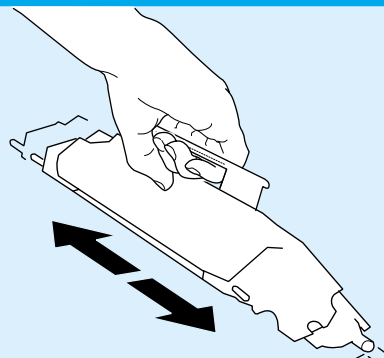


- 2. Prepare the toner cassette.**

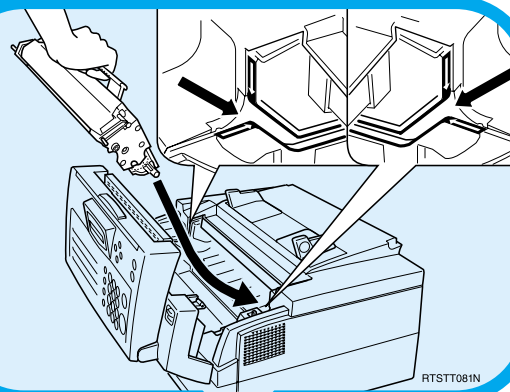
**Important**

▼ 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.



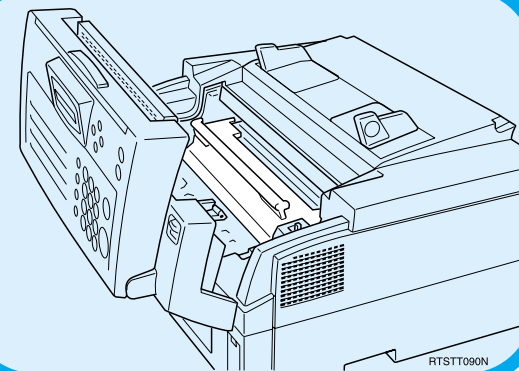
- 3. Hold the cassette as shown and rest it in the machine. Make sure it fits in the slots provided on either side.**



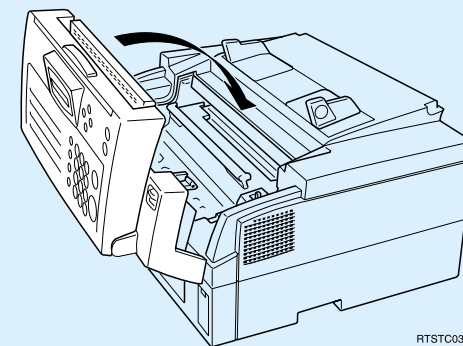
- 4. Press down on the cassette until it locks into place.**

**Note**

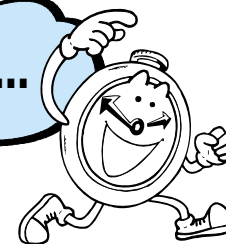
▼ If you do not push the cassette right in, the cover will not close.



- 5. Close the top cover.**



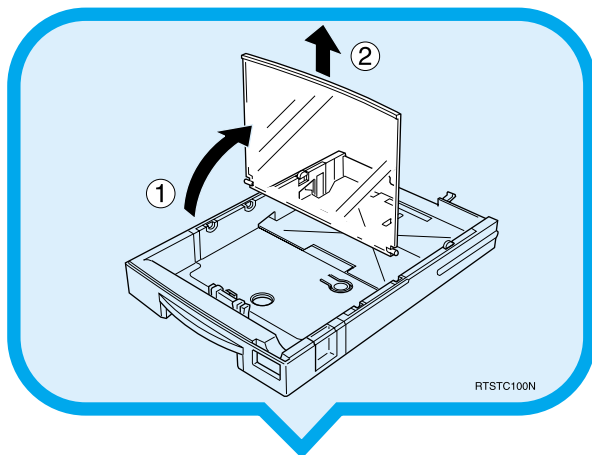
Keep going...



# Installing the Main Paper Cassette



1. Unpack the cassette.
2. Peel off the 3 pieces of tape from the cassette cover.
3. Raise the cassette cover.



4. If necessary, adjust the paper size.

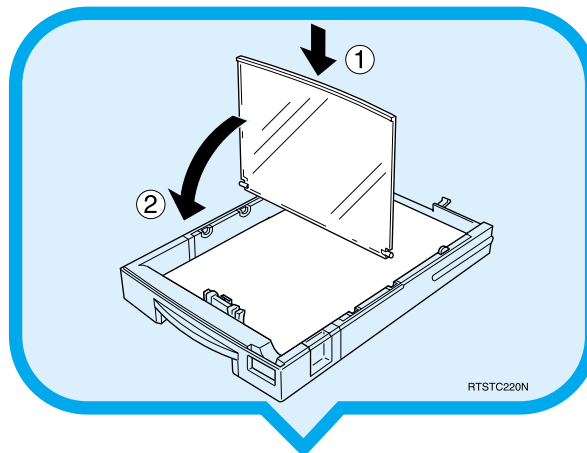
## Note

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

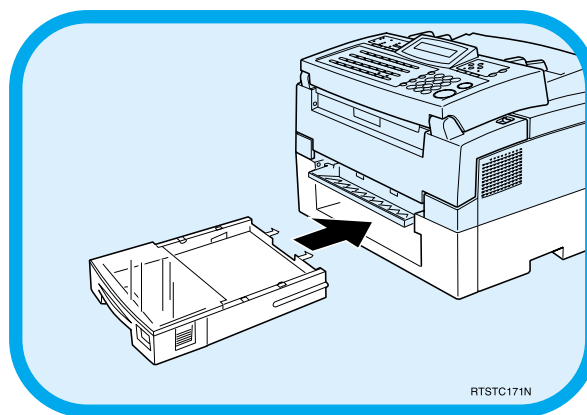
5. Set the paper then lower the cassette cover.

## Note

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



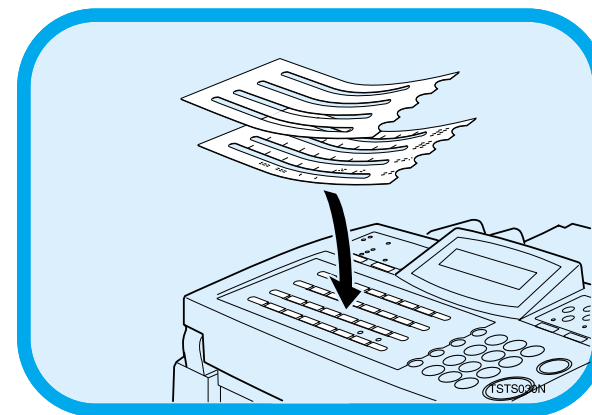
6. Install the cassette. Push it in firmly until it locks into place.



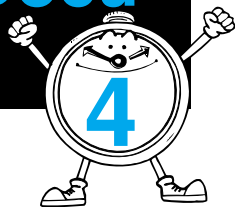
# Attaching the Quick Dial Sheet



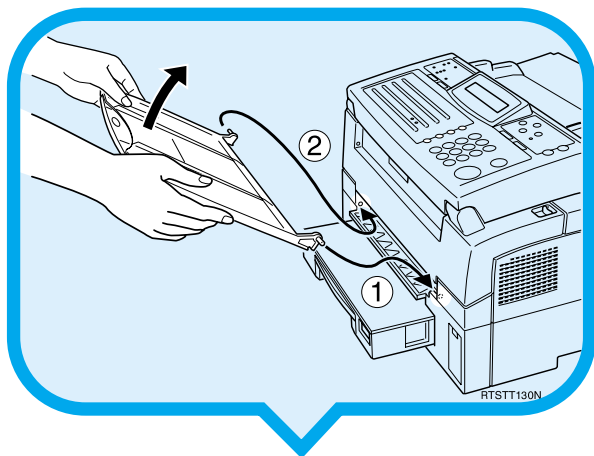
1. Unpack the Quick Dial Sheet and Cover Sheet.
2. Fit the Quick Dial Sheet over the Quick Dial keys.



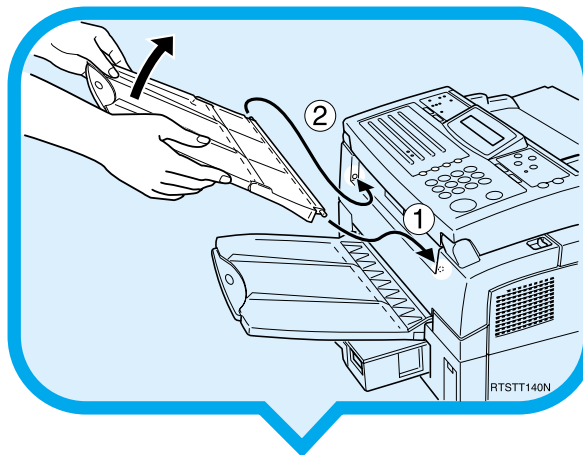
# Attaching the Trays And Document Table



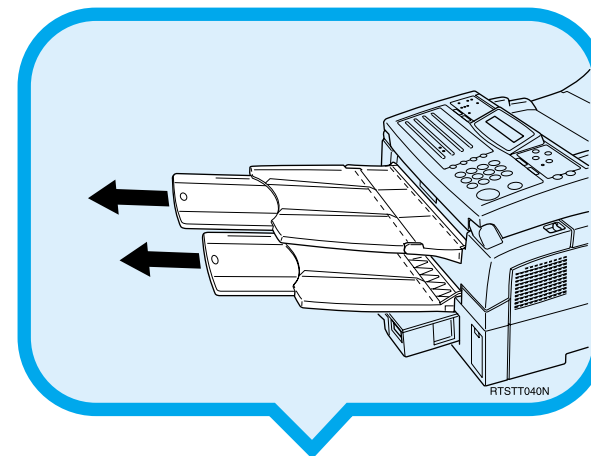
- 1.** Attach the Print Delivery Tray. Insert it at an angle so that the tabs fit in the slots provided.



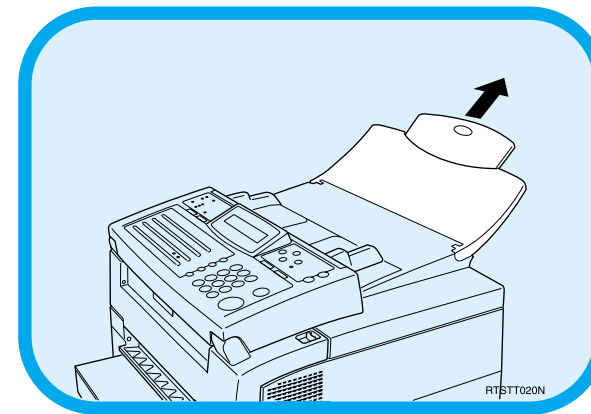
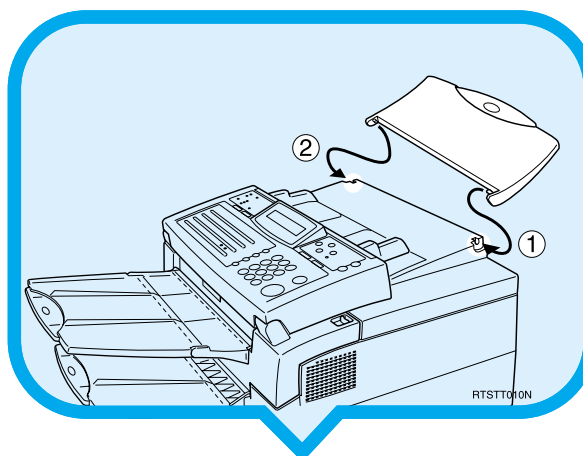
- 2.** Attach the Document Delivery Tray.



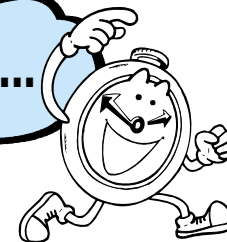
- 4.** If necessary, pull out the extensions on the Document Table and trays.



- 3.** Attach the Document Table.



Keep going...



## Connecting up to the Telephone Line

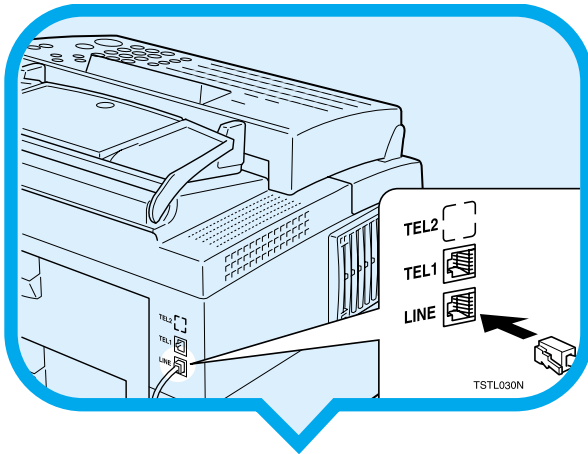


There are two similar sockets located at the rear of the machine:

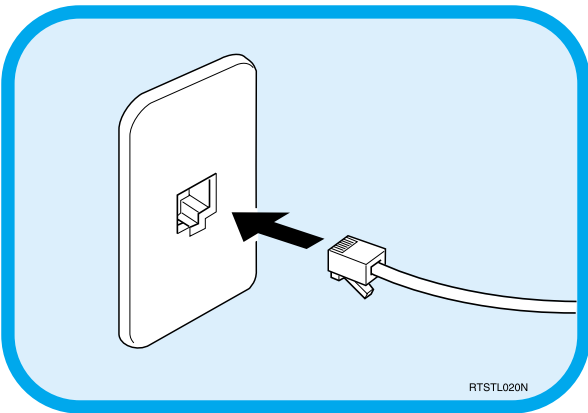
TEL1: For the external telephone

LINE: Telephone line connection

1. Insert the line cable into the socket labeled "LINE".



2. Connect the other end to your telephone line.



## Connecting the Power and Switching on



1. Insert the power cable into the socket located at the rear of the machine.

2. Plug in the cable to the mains.

### Warning

- ▼ Power requirements : 220-240V, 50/60Hz
- ▼ Insert the power plug securely into the wall socket.
- ▼ Make sure that the wall outlet is near the machine and readily accessible.
- ▼ Do not connect other equipment to the same socket.

3. Turn the power switch on.



**To enter letters, use the A-Z keys (Quick Dial 01-26). To enter a space, press Quick Dial 27. To enter Symbols, press Quick Dial 28. To enter digits, use the ten key pad.**


5

- ```
INITIAL MODE Y/NEXT▶
61 INITIAL SET
```

- ```

Y/NEXT▶
SET G3 OWN NUMBER

```

- |   |      |
|---|------|
| G3 OWN NO.  | KPAD |
|  |      |

- |                   |          |
|-------------------|----------|
| G3 OWN NO.        | KPAD/Y/N |
| 0111212-5551234 ■ |          |

- ```

Y/NEXT ►
SET CONFIDENTIAL ID

```

- ```

SET RTI
Y/NEXT ▶

```

- |     |     |
|-----|-----|
| RTI | ABC |
|     |     |

- |             |            |     |
|-------------|------------|-----|
| RTI         | ABC        | Y/N |
| XYZ COMPANY | ■■■■■■■■■■ |     |

- ```

SET TTI
Y/NEXT ▶

```

- |             |             |
|-------------|-------------|
| TTI         | CHANGE? Y/N |
| XYZ COMPANY |             |

- ```

Y/NEXT ▶
SET CSI

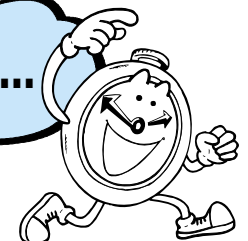
```

- [illegible]

- | CSI         | KPAD/Y/N   |
|-------------|------------|
| 12125551234 | ■■■■■■■■■■ |

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

## Keep going...



# Setting the Phone Line



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

```
INITIAL MODE  Y/NEXT▶
62 SELECT FUNCTION
```

2. Press the [Yes] key.

```
Y/NEXT▶
SELECT LINE
```

3. Press the [Yes] key again.

```
SELECT LINE  Y/◀▶
▶TT    PD
```

4. Press ◀ and ▶ to set your machine for a tone dial line (TT) or a pulse dial line (PD).

## Note

▼ If the appropriate line type is selected, you don't need to change the setting.

```
SELECT LINE  Y/◀▶
▶TT    PD
```

5. Press the [Yes] key then the [Function] key. "PROGRAMMED" will flash on the display.

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

# 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, then 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 cassettes installed appear in the display.

3. Press the [Yes] key.

```
2ND PAPER SIZE Y/◀▶
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 then the [Function] key. "PROGRAMMED" will flash on the display.

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



