Mail Bin Type 3800C

(Code: G566)

For Machine Code: G060 / G080 / G082
INSTALLATION GUIDE

⚠ Caution

- Before installing options, the machine should be turned off and unplugged for at least thirty minutes. Components inside the machine become very hot, and could result in a burn if touched.
- When lifting the machine, use the grips on both sides. The machine could break or cause injury if dropped.
- It is dangerous to handle the plug with wet hands. Doing this may result in receiving an electric shock.
- Before moving the machine, unplug the power cord from the outlet. If the cord is unplugged abruptly, it could become damaged. Damaged plugs or cords can cause an electrical or fire hazard.
- When moving the 4-bin mailbox, hold the center of both sides, and lift slowly. Lifting carelessly or dropping it may cause injury.
- When installing the 4-bin mailbox, be sure to hold both sides. If you hold it by the bottom, you might get your hand caught and injured.

🔶 Important

❏ Check the printer nameplate to confirm the model code.
❏ If you want to use the optional paper feed unit at the same time, install the optional paper feed unit first, and then install the 4-bin mailbox.
❏ You cannot install the 4-bin mailbox and 2 tray finisher at the same time.
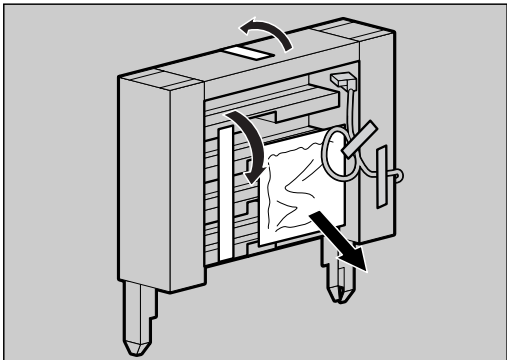❏ The 4-bin mailbox weighs approximately 7kg (15.5lbs).

1 Check the contents of the box for the following items:

Description	Q'ty
Mailbox	1
Screws	2
Output Bin	4
Labels	1
Installation Guide (This sheet)	1

2 Be sure to check the following points:

- The power is turned off.
- The power cord is unplugged from the wall outlet.
- The interface cable is unplugged from the printer.
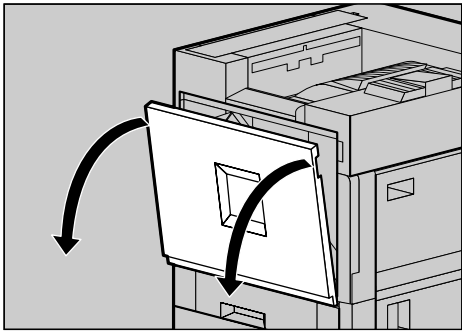
3 Remove the attached packaging.

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🔖 Note

❏ **Do not remove the adhesive tape fastening the cable yet. Remove it in step ⁶ .**
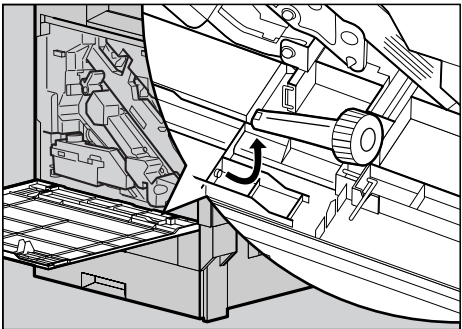
4 Slowly open the front cover by pulling on the two areas on the left and right.

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5 Remove the green screwdriver, and then close the front cover.

Use this screwdriver for all attachment and detachment of screws.
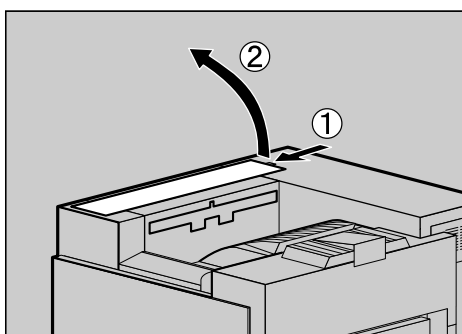

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🔖 Note

❏ **After using the screwdriver, return it to its original position on the inside of the front cover.**

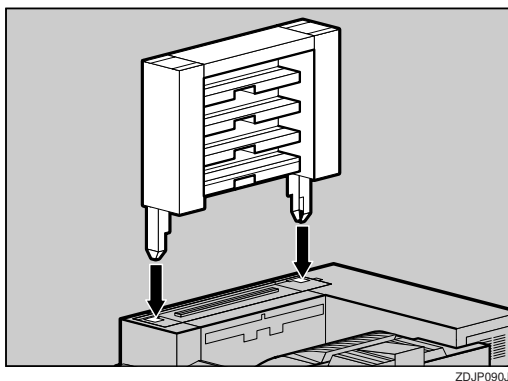**6** Remove the top cover. Draw the lever (①), and then lift (②) to remove it.

There is an opening for installing the 4-bin mailbox.

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📎**Note**
❑ **You cannot use the removed cover.**

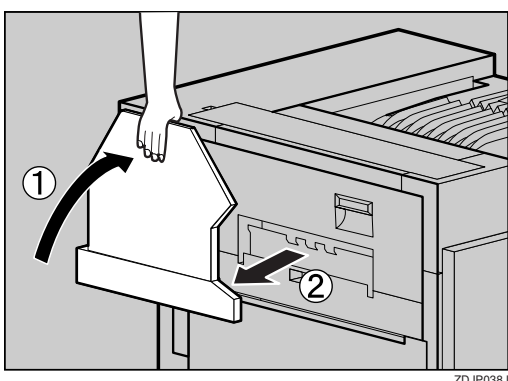**7** Holding both sides of the 4-bin mailbox with both hands, stand on the left side of the printer. Slowly lower it into the openings, and then insert until you hear a click.

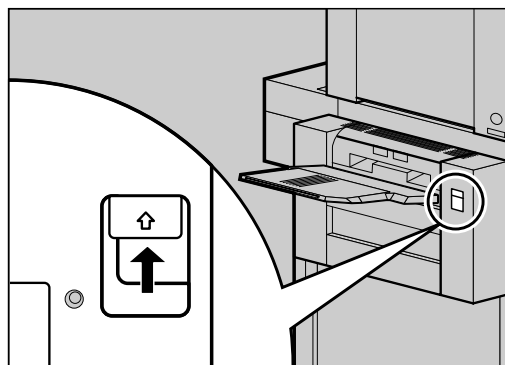ZDJP090J

📎**Note**
❑ **If the duplex unit is installed, proceed to step 9 .**

8 Pull up the external tray in the direction of the arrow (①), and then remove (②).

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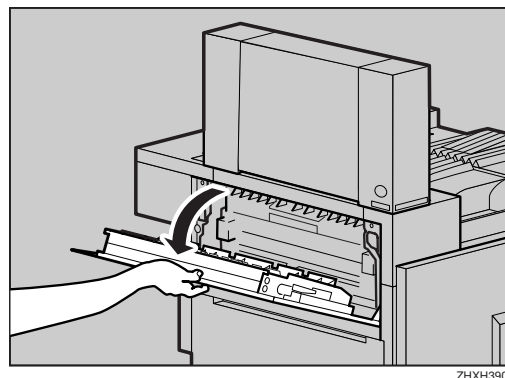**9** If the duplex unit is installed, open the duplex reversal unit.

❶ Push up the lock release button, and leave it in that position.

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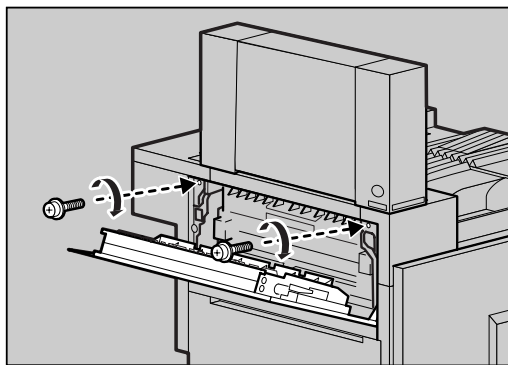❷ Slowly lower the duplex reversal unit, until it stops.

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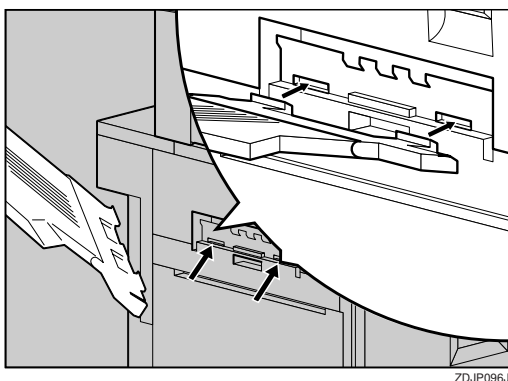
10 Open the upper left cover.

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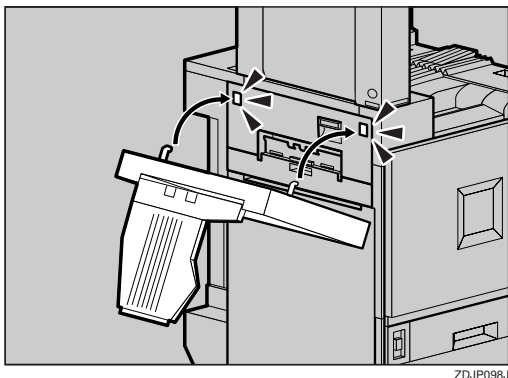**11** Fasten the 4-bin mailbox using two screws and the provided screwdriver.

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12 Be sure to return the provided screwdriver to its original position on the inside of the front cover.

13 Close the upper left cover.
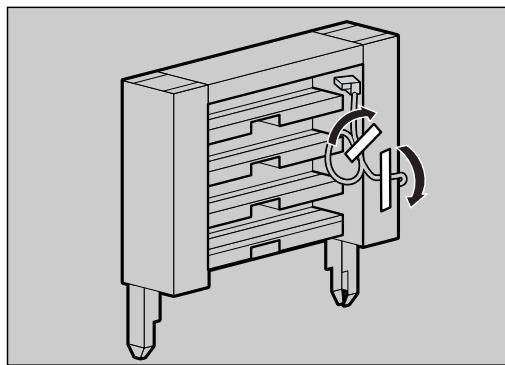
If the duplex unit is installed, proceed to step **15**.

14 Install the external tray into the printer. Hook the external tray the printer's slits, and then lower the tray toward you.

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15 If the duplex unit is installed, return the duplex reversal unit to its original position. Lift slowly, until you hear a click.
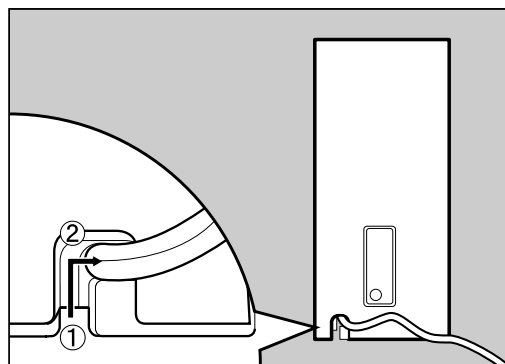

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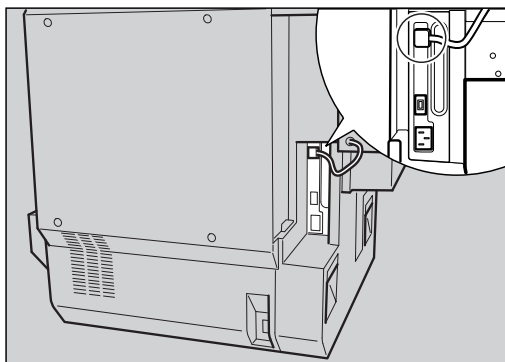**16** Remove the adhesive tape from the cable of the 4-bin mailbox.

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17 Check the cable of the 4-bin mailbox is in position, as shown.

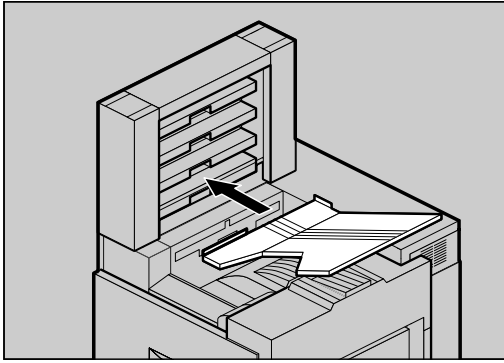If it is not, change its position in the direction of (①) ⇨ (②).

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18 Connect the cable from the 4-bin mailbox to the lower connector on the back of the printer.

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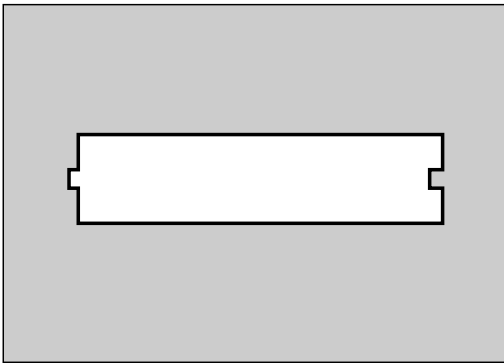**19** Insert four output bins in order, starting from the bottom.

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📎 Note

❒ **If you have decided to assign mail box bins to individuals and departments, write their names on the labels provided and stick them to the sides of the 4-bin mailbox.**

❒ **After finishing installation, you can check the 4-bin mailbox is installed properly: Print the configuration page from the "List/Test Print" menu. If it is installed properly, you will see "4-bin Mailbox" appear under the "Options" list. (G060, G080)**

❒ **After finishing installation, you can check the 4-bin mailbox is installed properly: Print the configuration page from the "Print Menu" menu. If it is installed properly, you will see "Mailbox: Installed" appear under the "Installed Options" list. (G082)**

❒ **If the 4-bin mailbox is not installed properly, repeat the procedure from step 1. If you cannot install it properly even after reinstallation, contact your sales or service representative.**

20 Check for this leftover part. You will not use this.

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