QUICK INSTALLATION GUIDE<G112-8626>

Please read the Safety Information in the Setup Guide before using this machine. It contains important information related to USER SAFETY and PREVENTING MACHINE PROBLEMS.

1

● WHERE TO PUT THE PRINTER

The printer's location should be carefully chosen because environmental conditions greatly affect its performance.
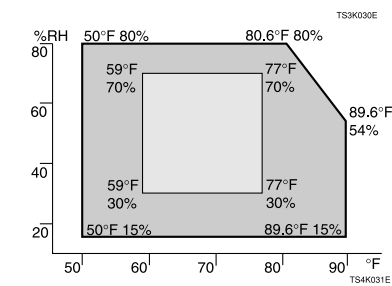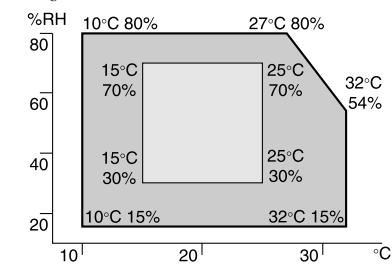
⚠ Warning

- Confirm that the wall outlet is near the machine and freely accessible, so that in event of an emergency, it can be unplugged easily.
- Only connect the machine to the power source described on this sheet.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- Enclosed set of power cord is only for the use with this product and should not be used with any other electronic equipment or appliances. Do not use any other power cord with this product. They could cause electric shock or fire.

⚠ Caution

- Do not handle the plug with wet hands. Doing so might cause an electrical shock.
- Keep the machine in an area that is within optimum environmental conditions. Operating the machine in an environment that is outside the recommended ranges of humidity and temperature can cause an electrical fire hazard. Keep the area around the socket free of dust. Accumulated dustcan become an electrical fire hazard.
- Place the machine on a strong and level surface. Otherwise, it might fall and injure someone.
- If you use the machine in a confined space, ensure there is continuous air circulation.

1 Optimum Environmental Conditions

Permissible and recommended temperature and humidity ranges are as follows:

%RH 10°C 80% 27°C 80%
80
  15°C 25°C
  70% 70% 32°C
60 54%
  15°C 25°C
40 30% 30%
  10°C 15% 32°C 15%
20
  10 20 30 °C
TS3K030E

%RH 50°F 80% 80.6°F 80%
80
  59°F 77°F
  70% 70% 89.6°F
60 54%
  59°F 77°F
40 30% 30%
  50°F 15% 89.6°F 15%
20
  50 60 70 80 90 °F
TS4K031E

☐ Permissible Range ☐ Recommended range
The machine must be level within 5 mm, 0.2" both front to rear and left to right.

2 Environments to Avoid

Important

- ❒ Areas exposed to direct sunlight or strong light
- ❒ Dusty areas
- ❒ Areas with corrosive gases
- ❒ Areas that are excessively cold, hot, or humid
- ❒ Locations near an air conditioner or humidifier
- ❒ Locations near other electronic equipment
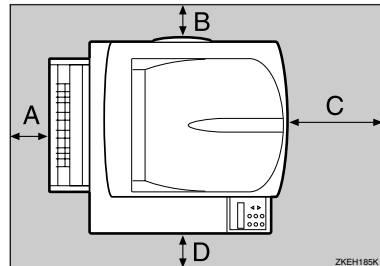- ❒ Locations subject to frequent strong vibration

3 Power Source

Connect the power cord to a power source with the following specifications:

- ❒ 220-240V, 50/60Hz, 4.1A or more

4 Space Required for Installing

Leave enough space around the printer. This space is necessary to operate the printer. The recommended (or minimum) space requirement is as follows:

A: 10 cm (4 inches) or more
B: 10 cm (4 inches) or more
C: 100 cm (39.4 inches) or more
D: 10 cm (4 inches) or more

Note

- ❒ To avoid possible build-up of ozone, locate this machine in a large well ventilated room that has an air turnover of more than 30 m³ /hr/person.
- ❒ When you use this machine for a long time in a confined space without good ventilation, you may detect an odd smell. To keep the workplace comfortable, we recommend you keep it well ventilated.

2

● UNPACKING THE PRINTER AND CHECKING THE CONTENTS OF THE BOX

1
Check the contents of the box according to the following list. If one or some items are missing, please contact your sales or service representative.
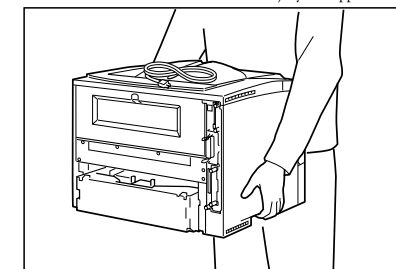
Important

- ❒ The interface cable is not included in the box. Make sure that the interface cable you use, is appropriate for your computer.

☑ Quick Installation Guide (this sheet)
☐ Setup Guide
☐ Maintenance Guide
☐ CD-ROM "Printer Drivers and Utilities"
☐ CD-ROM "Display-Version Manuals (HTML)"
☐ CD-ROM "Print-Version Manuals (PDF)"
☐ Power Cable
☐ Paper Tray Cover

AFE002S

☐ Printer (including a starter toner cartridge)
☐ Additional Documentation

2
Remove the plastic bag. Lift the printer and move it to the place where you want to install it.

When lifting the machine, use the inset grips on both sides. Otherwise the machine could break or cause injury if dropped.

AFE300S

3
Remove the orange adhesive tape.

Important

- ❒ Lower the machine slowly and carefully to prevent trapping your hands.

3

● INSTALLING THE TONER CARTRIDGE

⚠ Warning

- Do not incinerate spilled toner or used toner. Toner dust is flammable and might ignite when exposed to an open flame.
- Disposal should take place at an authorized dealer or an appropriate collection site.
- If you dispose of the used toner cartridges yourself, dispose of them according to local regulations.
- Do not store toner, used toner, or toner containers in a place with an open flame. The toner might ignite and cause burns or a fire.
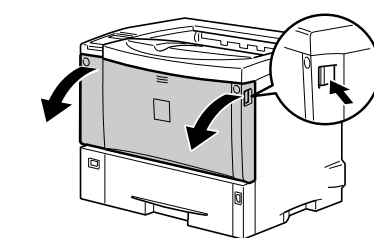
⚠ Caution

- Keep toner (used or unused) and the toner cartridge out of reach of children.
- 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 your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.
- If toner or used toner gets into your eyes, flush immediately with large amounts of 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.
- Our products are engineered to meet the highest standards of quality and functionality. When purchasing expendable supplies, we recommend using only those provided by an authorized dealer.

Important

- ❒ Do not expose the toner cartridge to a light for a long time. If you do, the toner cartridge will be damaged and the print quality might be reduced.
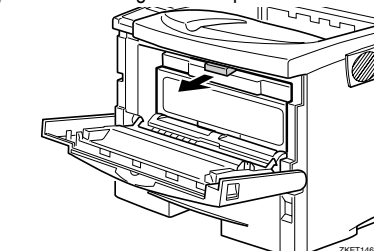
1
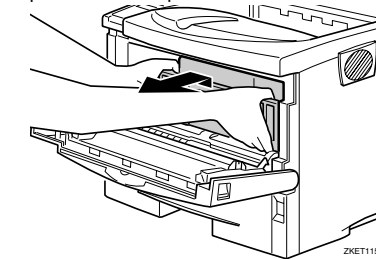Open the front cover by pushing the front cover release button.

ZKEH126E

2
Remove the fixing material inserted between toner cartridge and the printer.

ZKET146E

3
Lift the front side of the toner cartridge, and then pull it out of the printer.
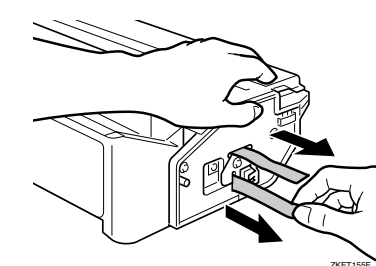

ZKET115E

Note

- ❒ Do not hold the toner cartridge upside down or stand it vertically.
- ❒ Do not put the toner cartridge on an unstable or tilted surface.

4
Place the toner cartridge on a flat surface. Pull out the tape inside the unit horizontally while holding the cartridge with one hand as shown in the illustration.
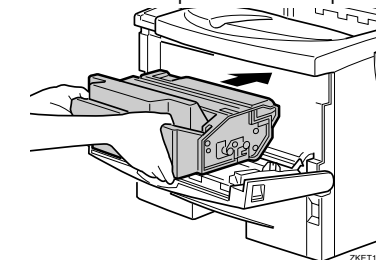

ZKET155E

Important

- ❒ Be sure to remove the tape completely before installing the toner cartridge. Otherwise, the printer might be damaged.
- ❒ If you pull out the strips when the toner cartridge is slant or standing on its side, the cartridge might cause trouble with the printer.
- ❒ Be sure to pull the tape horizontally. Pulling it upward or downward may cause the toner to scatter.
- ❒ After pulling the tape out of the cartridge, toner scatters easily. Do not shake the cartridge.
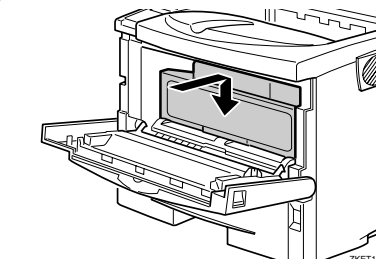
5
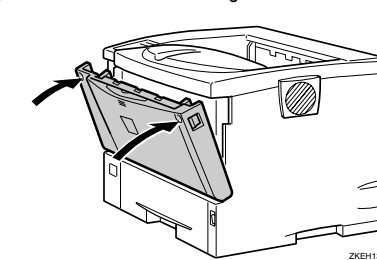Hold the grips of the toner cartridge, and then insert it into the printer until it stops.

ZKET121E

6
Lower the toner cartridge when it touches the back.

ZKET145E

7
Close the front cover by pressing the indentations on the left and right sides.

ZKEH135E

Important

- ❒ Do not close the front cover with force. If you cannot close the cover easily, pull out the toner cartridge from the printer and insert it again. After that, close the front cover again.
- ❒ Dispose of removed fixing material and tape in the same manner as ordinary plastic waste.

4

● LOADING PAPER

The default paper settings size are as follows:
 Metric version: A4 ▯ (short-edge feed)
 Inch version: 8¹/₂" x 11" ▯ (short-edge feed)

The following describes how to load paper into the standard paper tray (Tray 1).

For settings other than the default paper size, and information about the paper sizes that can be set in the paper tray, see *"Paper and Other Media"*, Maintenance Guide.
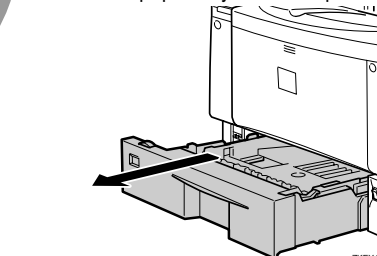
⚠ Caution

- Keep toner (used or unused) and the toner cartridge out of reach of children.

Important

- ❒ To avoid paper jams, make sure paper is not stacked above the limit mark inside the tray. Misfeeds might occur.
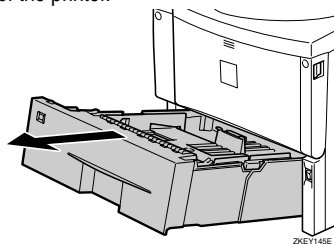- ❒ Do not mix different types of paper in a single paper tray.

1
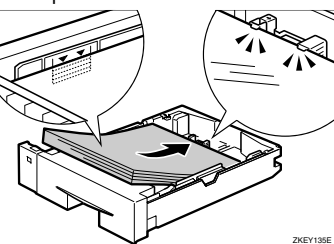Pull out the paper tray until it stops.

ZKEY435E

Note

- ❒ Do not touch the three white pins on the left front side of the printer.

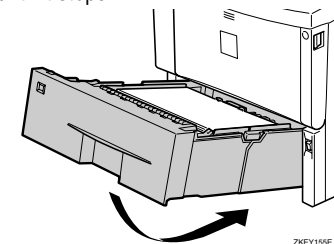**2** Lift the front side of the tray, and then pull it out of the printer.

ZKEY145E

3 Load the new paper into paper tray with print side up.

ZKEY135E

❖ Important

❒ Confirm that the top of the stack is not higher than the limit mark inside the tray.
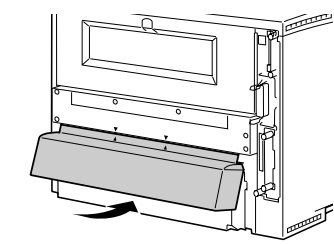
❒ Confirm that the paper fits under the rear guide.

4 Carefully slide the paper tray into the printer until it stops.

ZKEY155E

❖ Important

❒ Confirm that the setting of the paper size dial matches the size and feed direction of the paper in the tray. Otherwise, the printer might be damaged or a printing problem might occur.

❒ Do not slide the paper tray in and out with force. If you do, the front and side paper guides will move out of the place.

5 Insert the paper tray aligning the ▼ mark on the back of the printer with the ▲ mark on the paper tray cover, and then push in the paper tray cover in the direction shown by the arrow in the illustration.

ZKEX120E

✐ Note

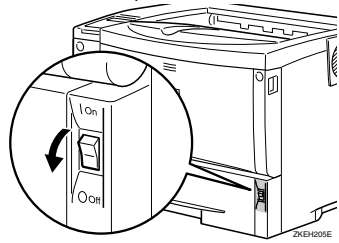❒ Do not install the paper tray cover if the duplex unit is installed.

5

● TURNING THE POWER ON

Follow the procedure below to turn the power on.

⚠ Warning

• Plug and unplug the power cable with dry hands, or an electric shock could occur.

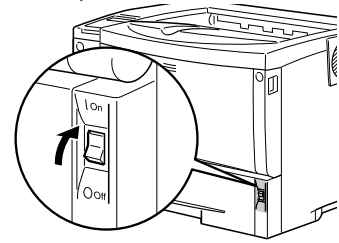**1** Make sure the power is set to "O" Off.

ZKEH205E

2 Plug in the power cable.

❖ Important

❒ Make sure the power cable is plugged securely into the wall outlet.

❒ Turn the power off when plugging and unplugging the power plug.

3 Turn the power to "I" On.
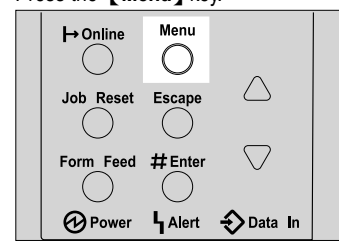
AFE301S

6

● SELECTING THE DISPLAY LANGUAGE

Select a language using the procedure described here.

The message for the selected language will appear on the display. If you want to use the display in English, the following procedures are unnecessary.

✐ Note

❒ The default setting is English.

1 Press the 【Menu】 key.

```
┣►Online    Menu
   ○        ○

Job  Reset   Escape
○      ○     ○     △

Form  Feed   #Enter
○      ○     ○     ▽

⏻Power  ↳Alert  ◆Data In
  ○       ○       ○
```
AFE200S

The [Menu] screen appears on the display.

2 Press the 【▲】 or 【▼】 key to display [Language].

```
Menu:
  Language
```

3 Press the 【# Enter】 key.

The following message appears on the display:

```
Language:
*English
```

4 Press the 【▲】 or 【▼】 key until the language you want to select appears.

5 Press the 【# Enter】 key. Wait for two seconds.

The [Menu] screen appears on the display.

6 Press the 【Online】 key.

The initial screen appears.

```
Ready
```

7

● TEST PRINTING

The following explains the procedure for test printing of the configuration page.

Test print in order to verify that the printer is working normally. Test printing checks printer performance only; it does not test the connection to the computer.

1 Press the 【Menu】 key.

The [Menu] screen appears on the display.

2 Press the 【▲】 or 【▼】 key to display [List/Test Print], and then press the 【# Enter】 key.

```
Menu:
  List/Test Print
```

The menu for selecting the contents to be test printed appears.

3 Press the 【▲】 or 【▼】 key to display [Config. Page], and then press the 【# Enter】 key.

```
List/Test Print:
  Config. Page
```

The following message appears and the configuration page is printed.

```
Printing...
```

✐ Note

❒ If printing is not normal, check to see if an error message appears on the display. If there is an error message, see "Troubleshooting", Maintenance Guide.

4 Check the options.

✐ Note

❒ For details about the configuration page, see "Interpreting the Configuration Page", Software Guide.

5 Press the 【Online】 key.

The initial screen appears.

```
Ready
```

8

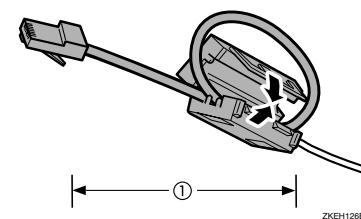## ● CONNECTING THE PRINTER TO A COMPUTER

❖ Network connection

Follow the procedure below to connect the printer to the computer through the network. Prepare the hub and other network devices before connecting the 10 BASE-T or 100 BASE-TX cable to the machine's Ethernet port.
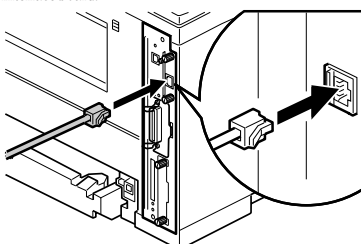
❖ Important

❒ Use shielded Ethernet cable. Unshielded cables create electromagnetic interference that could cause malfunctions.

❒ Ethernet cable is not supplied with this machine. Select your cable according to the network environment.

1 For basic model printer with the network interface board installed, connect the ferrite core to the interface cable. The network interface cable loop should be about 15 cm (5.9 inches) (①) from the end of the cable (on the end closest to the printer).
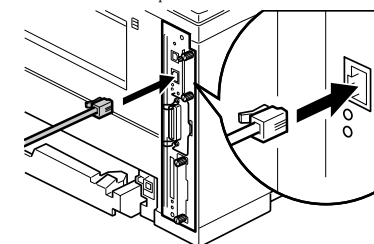
ZKEH126E

2 Connect the Ethernet cable to the Ethernet port.

For basic model printer, connect the Ethernet cable to the network interface board.

AFE302S

For network standard model printer, connect the Ethernet cable to the standard Ethernet port.

AFE303S

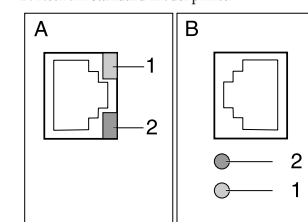**3** Connect the other end of the cable to the printer's network, such as a hub.

🔎 Reference

❒ For details about network environment settings, see Software Guide.

4 Check the LEDs on the Ethernet port.

A: Basic model printer

B: Network standard model printer

```
   A          B
  ┌──┐      ┌──┐
  │  │─1    │  │─1
  │  │      │  │
  │  │─2    │  │─2
  └──┘      └──┘
              ● ─2
              ● ─1
```
AFE304S

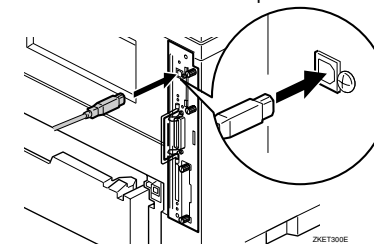1 is lit when 100BASE-TX is in use and not lit when 10BASE-T is in use.

2 is lit when the printer is securely connected to the network.

❖ USB connection

❖ Important

❒ USB2.0 interface cable is not supplied. Obtain it separately, according to the computer you are using.

❒ USB connection is possible under Windows 98 SE/Me/2000/XP, Windows Server 2003, Mac OS 9.x, and Mac OS X v10.3 or higher.

❒ Windows 98SE/Me supports USB1.1 speeds.

❒ USB connection with Macintosh is only possible via the printer's USB port.

1 Connect the square-shaped connector of the USB2.0 cable to the USB port.

ZKET300E

2 Connect the opposite end's flat connector to devices such as your computer's USB interface, or a USB hub.

🔎 Reference

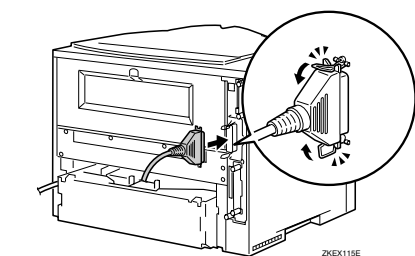❒ For details about settings for USB connection printing, see Software Guide.

❖ Parallel connection

❖ Important

❒ The parallel interface cable is not provided with the printer.

❒ The printer's parallel connection is a standard bidirectional interface that requires an IEEE 1284-compliant 36-pin parallel cable and host computer parallel port.

❒ Use shielded interface cable. Unshielded cables create electromagnetic interference that could cause malfunctions.

1 Turn off the printer and computer.

2 Connect the cable to the interface connector.

ZKEX115E

3 Securely attach the other end of the parallel cable to your computer's parallel port. Secure the cable.

🔎 Reference

❒ For details about settings for parallel connection printing, see Software Guide.

9

● SETTING UP FOR PRINTING

Printing requires installation of a printer driver for the operating system.

🔎 Reference

❒ See "Installing the Printer Driver", Setup Guide.

❒ If you want to install options, see "Installing Options", Setup Guide.