Quick Setup Guide

SP C210SF

Before you can use the machine, you must set up the hardware and install the software. Please read this "Quick Setup Guide" for the correct setup procedure and installation instructions.

Step 1

Setting Up the machine

Step 2

Installing the Drivers & Software

Setup is Complete!

Keep this "Quick Setup Guide", User's Guide and supplied CD-ROM in a convenient place for quick and easy reference at all times.

Read this manual carefully before you use this product and keep it handy for future reference. For safe and correct use, please be sure to read the Important Information in "User's Guide" before using the machine.
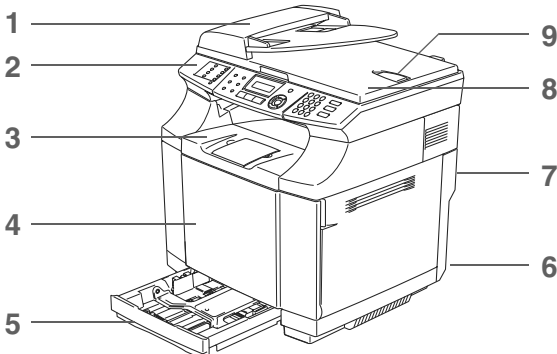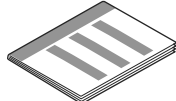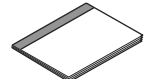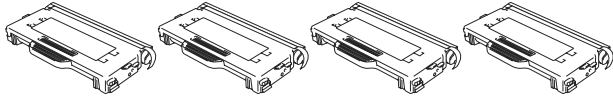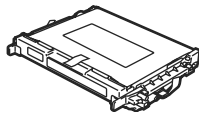
⚠️ **Warning**	⚠️ **Caution**	❗ **Important**
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.	Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.	Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations.
🚫 **Improper Setup**	📝 **Note**	🔍 **User's Guide**
Alerts you to devices and operations that are not compatible with the machine.	Indicates notes and useful tips to remember when using the machine.	Indicates reference to the User's Guide.

■ Getting Started

Carton Components

1. Automatic Document Feeder (ADF)
2. Control Panel
3. Face-down Output Tray
   Support Flap with Extension
   (Support Flap)
4. Front Cover

5. Paper Tray
6. Power Switch
7. Back Cover
8. Document Cover
9. ADF Document Output Support Flap

Quick Setup Guide

CD-ROM

User's Guide

Toner Cartridges
(Black, Cyan, Magenta and Yellow)*1

**OPC Belt Cartridge**

AC Power Cord

Carton components may differ from one country to another. Save all packing materials and the carton.

■ *To ensure safe operation the supplied plug must be inserted only into a standard power outlet that is properly grounded through the standard electrical wiring. None grounded equipment may cause an electrical shock hazard, and may cause excessive electrical noise radiation.*
■ *The interface cable is not a standard accessory. Please purchase the appropriate interface cable for the interface you intend to use (Parallel, USB or Network).*
■ *Do NOT connect the interface cable at this time. Connecting the interface cable is done during the software installation process.*
■ *USB interface cable*
   Please make sure you use a USB 2.0 interface cable that is no longer than 2 metres.
■ *Parallel interface cable*
   Please make sure you use a Parallel interface cable that is no longer than 2 metres.
   Use a shielded interface cable that is IEEE 1284-compliant.

*1 The toner cartridges that come supplied with this machine are starter toners. Starter toners are toner cartridges that give approximately half the page yield of the standard toner cartridge: 5000 pages (Black) and 3000 pages (Cyan, Magenta and Yellow) at approximately 5% print coverage (A4 or Letter size).
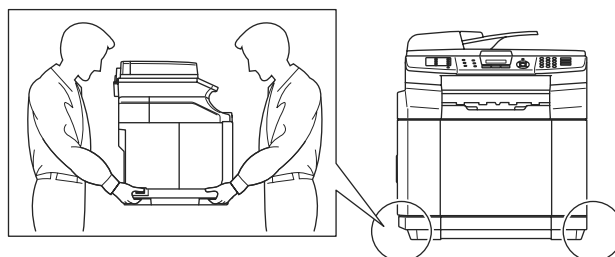
Control Panel
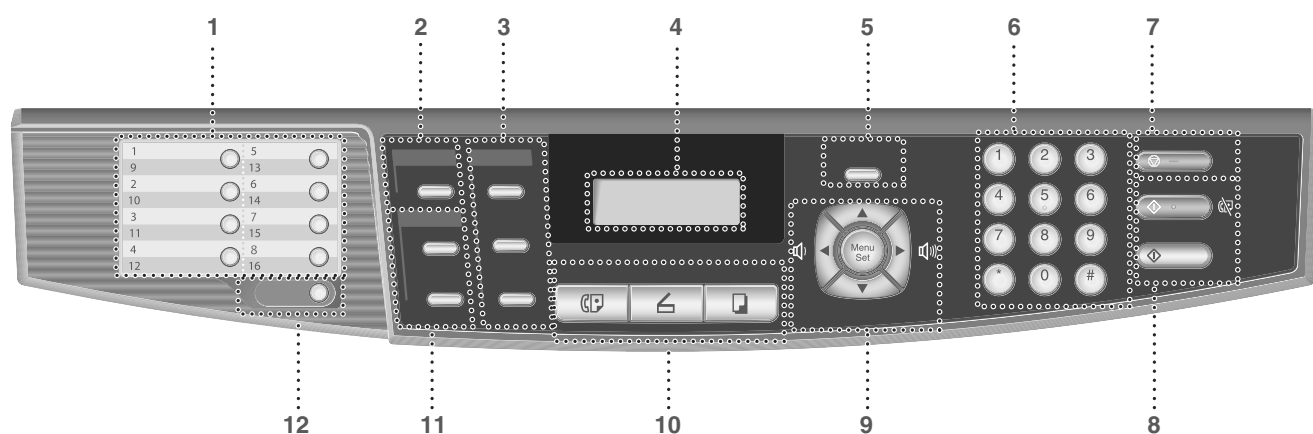
1	One Touch keys	2	Job Cancel key	3	Fax and telephone keys
4	Liquid Crystal Display	5	Secure Print key	6	Dial Pad
7	Stop/Exit key	8	Start keys	9	Navigation keys
10	Mode keys	11	Copy keys	12	Shift key

For the details of the control panel, see "Control panel overview" in Chapter 1 of the User's Guide.

■ *This machine is heavy and weighs approximately 34.5 kg. To prevent injuries, you should never try to lift the machine without assistance.*
■ *When you lift the machine make sure you use the handholds at the bottom four corners of the machine.*

Table of Contents

Step 1 > Setting Up the machine

1 Install the Toner cartridges

🚫 **Do NOT connect the interface cable. Connecting the interface cable is done during the software installation process.**
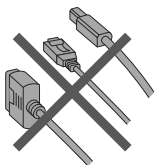
1 Remove the protective tape.
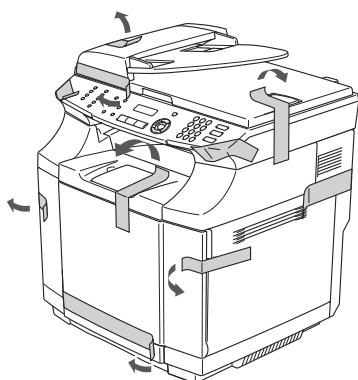
2 Open the front cover.
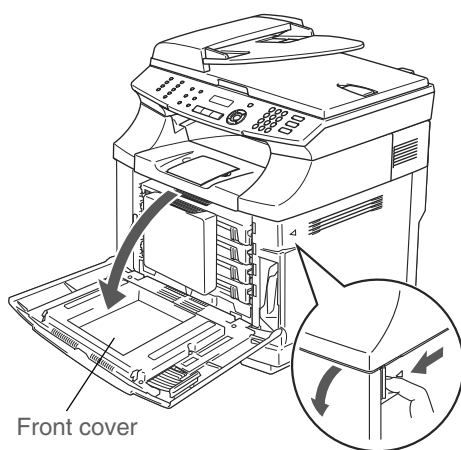
Front cover

3 Remove the protective part.
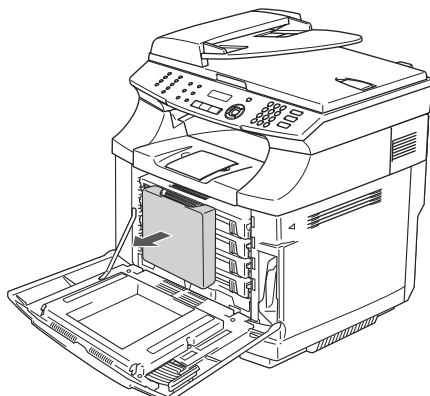
4 Take out all four toner cartridges from the machine.
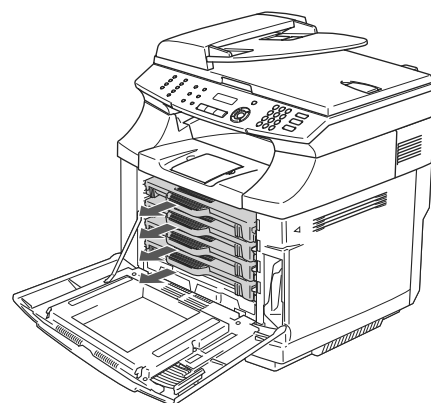
5 Carefully pull the red protective paper out of the machine.
Ensure the laser glass cover is down.
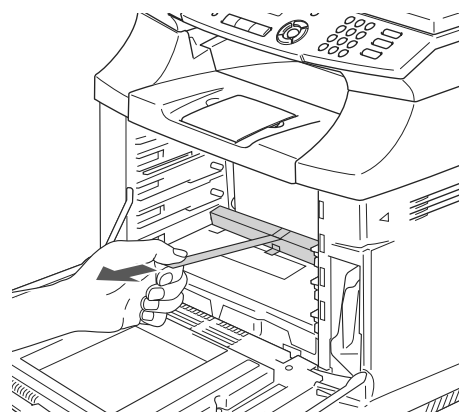
6 Rock the toner cartridge 3 to 4 times.
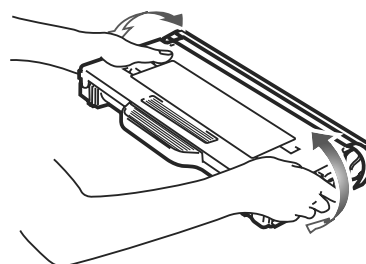
7 Pull off the tape labelled REMOVE, and then remove the orange protective cover.

REMOVE tape   Protective cover
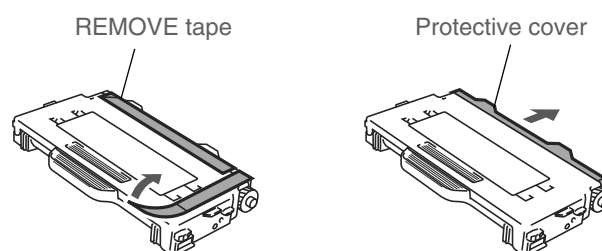
Go to the next page

8 Install the toner cartridge by sliding it into the correct guide. Do not try to push or lock the toner cartridge in; it must rest loosely in the guide rails and will automatically be positioned properly when the front cover is closed. Match the cartridge color label to the corresponding label on the machine.
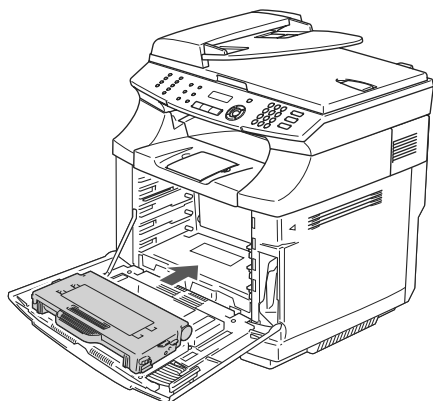
9 Repeat steps 6 through 8 for the remaining toner cartridges.
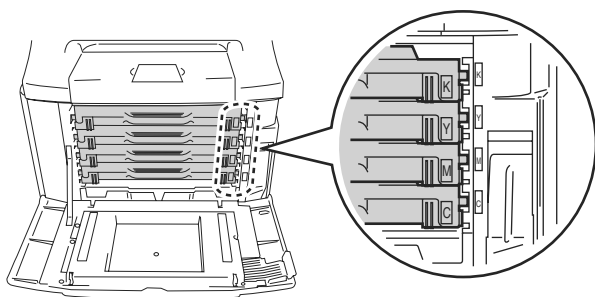
10 Close the front cover.
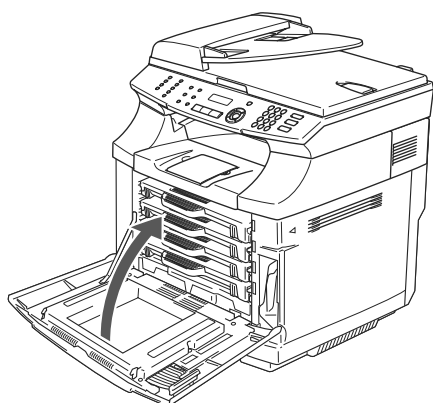
2 Remove the protective parts of the Fusing Unit

1 Open the back cover (①) and the scanner unit (②) of the machine.
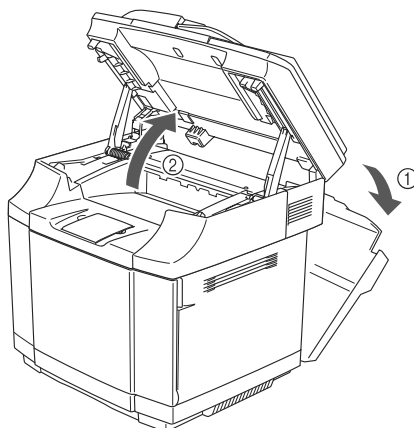
2 Pull out the protective parts from both sides of the fusing unit.
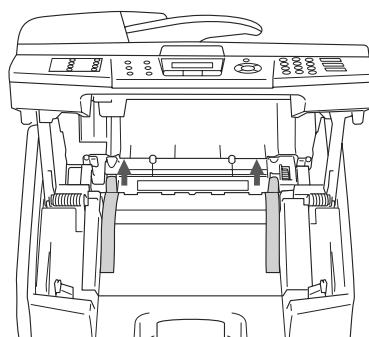
3 Close the scanner unit and the back cover.

Step 1 ▸ Setting Up the machine

3 Install the OPC Belt Cartridge

⚠ **Do NOT touch the green surface of the OPC belt.**

⚠ **Do NOT expose the OPC belt cartridge to bright room light or sunlight for more than two minutes to avoid damaging the belt. Leave the cartridge in its packaging until immediately before installing.**

1 Lift the Scanner Unit.
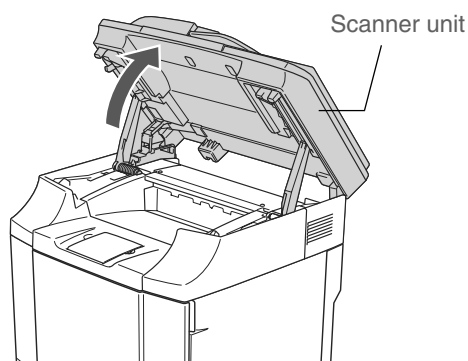
Scanner unit

2 Lift the Inside cover so that it latches under the scanner unit.

Inside cover
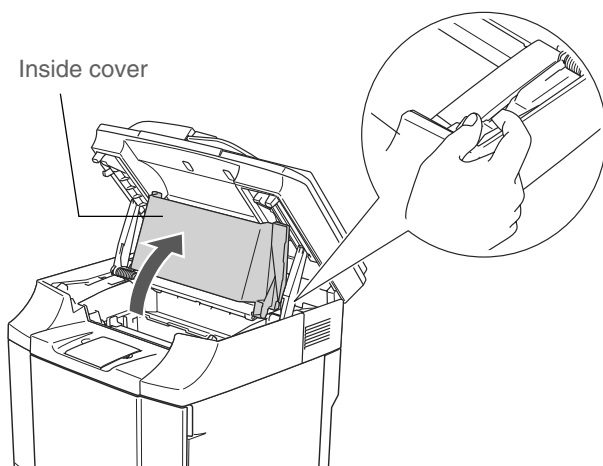
3 Remove the orange belt tension release pins from both sides of the OPC belt cartridge. Remove the protective sheet.

Protective sheet

OPC belt cartridge

Belt tension release pin
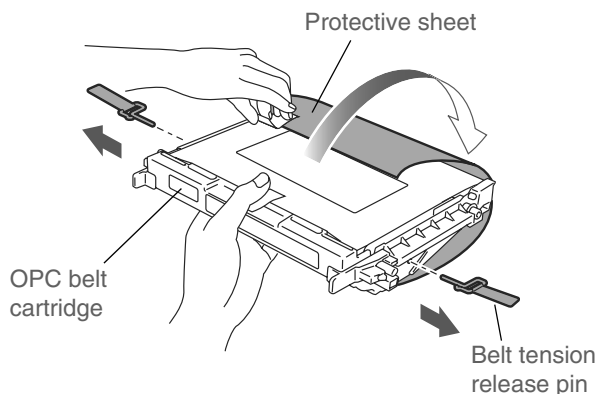
4 Put the OPC belt cartridge into the machine guides with the flat side facing you.
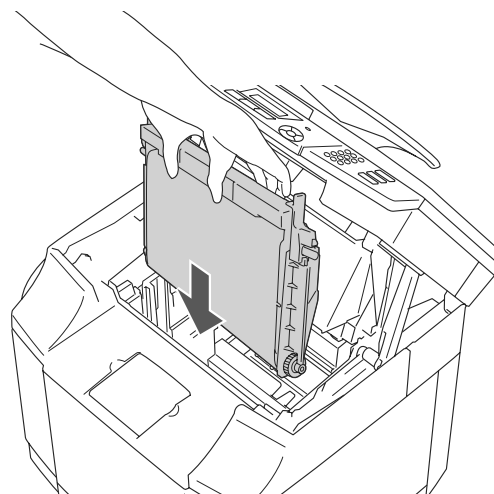
5 Lock the belt cartridge lock levers.

Belt cartridge lock levers
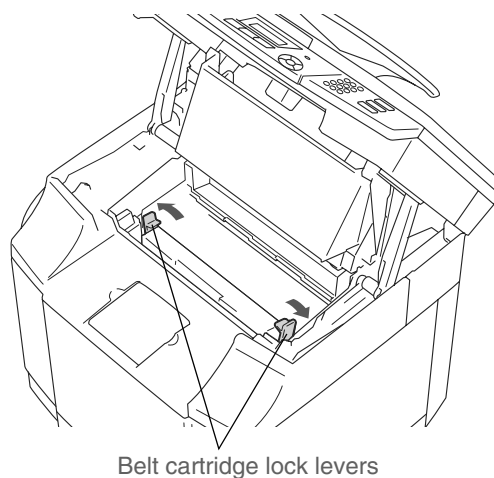
6 Close the Inside cover and then close the Scanner Unit.

4 Load Paper in the Paper Tray

1 Pull the paper tray completely out of the machine.
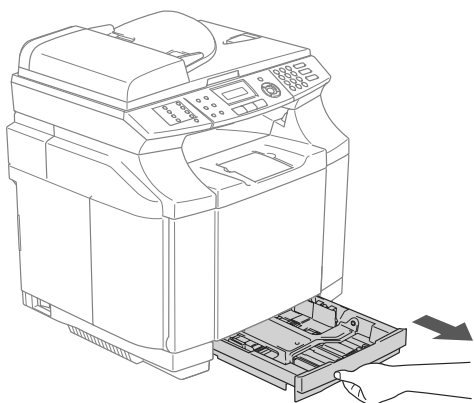
2 While pressing the paper guide release lever, slide the adjusters to fit the paper size.
Check that the guides are firmly in the slots.

Paper guide

Paper guide
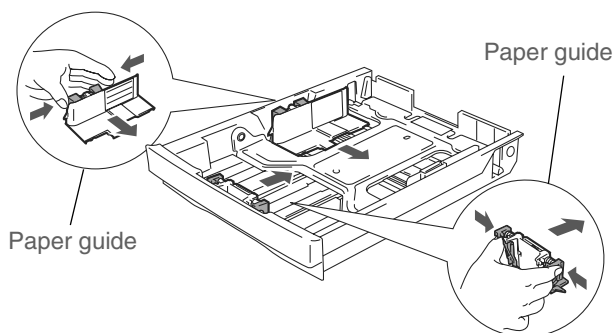
3 Fan the stack of paper well to avoid paper jams and misfeeds.
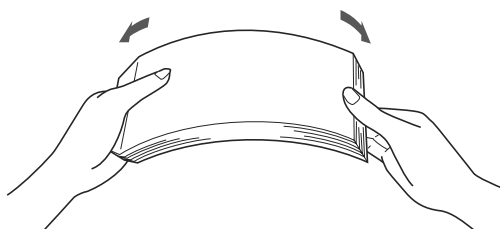
4 Put the paper in the paper tray.
Check that the paper is flat in the tray and below the maximum paper mark.

Maximum paper mark
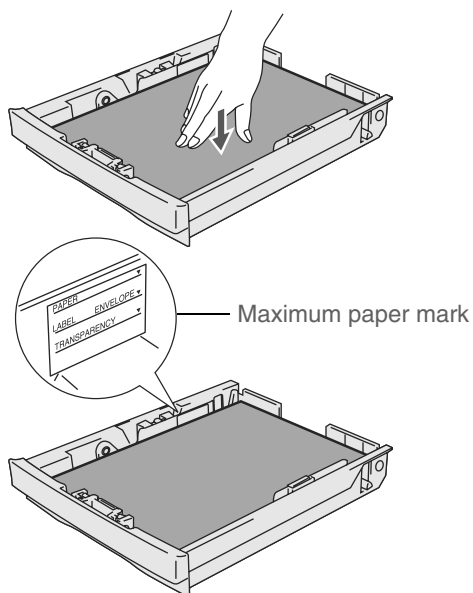
5 Put the paper tray firmly back in the machine.

Output paper tray support flap
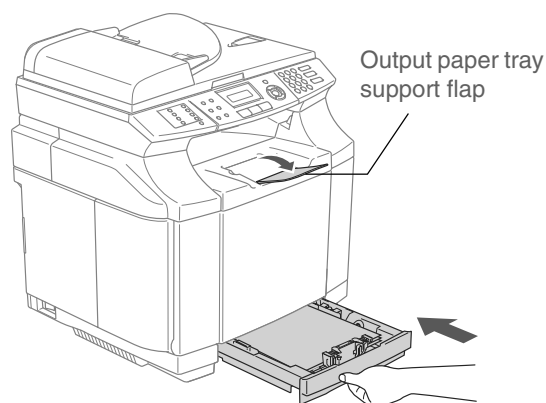
For details on supported paper specifications, see "Acceptable paper and other media" in Chapter 2 of the User's Guide.

7

5 Install the Power Cord and Phone Line

🚫 **DO NOT connect the parallel or USB cable yet.**

① Make sure that the power switch is off. Connect the AC power cord to the machine.
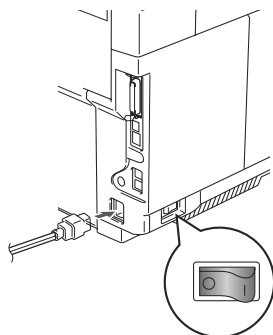
② Plug the AC power cord into an AC outlet. Turn the power switch on.

③ Connect one end of the telephone line cord to the socket on the machine marked **LINE** and the other end to a modular wall socket.
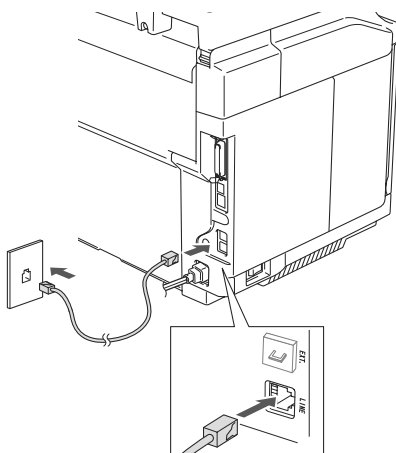
⚠️ *Warning*
- *The machine must be fitted with an earthed plug.*
- *The supplied power cord is for use with this equipment only. Do not use with other appliances. Doing so may result in fire, electric shock, or injury.*
- *Since the machine is grounded through the power outlet, you can protect yourself from potentially hazardous electrical conditions on the telephone network by keeping the power cord connected to your machine when you connect it to a telephone line. Similarly, you can protect yourself when you want to move your machine by disconnecting the telephone line first and then the power cord.*

📝 *If you are sharing one phone line with an external telephone, connect it as shown below.*

(Example for Australia)
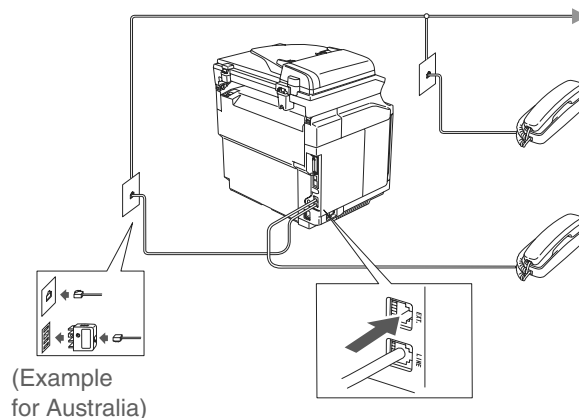
📝 *If you are sharing one phone line with an external telephone answering machine, connect it as shown below.*

(Example for Australia)
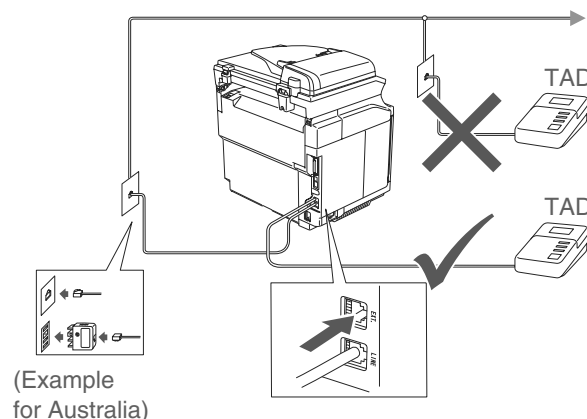
🔍 *Please set the receive mode to* `External TAD` *if you have an external answering machine.*
For more details, see "Connecting an external telephone answering device (TAD)" in Chapter 3 of the User's Guide.

6 Set Your Country (For Australia / New Zealand Customer Only)

You must set your country so that the machine works correctly on local telecommunication lines in each country.

1 Check that the power is turned on by plugging in the power cord and turn the power switch on.

Press **Menu/Set**.

```
Set Country
Press Set Key
```

2 Press ▲ or ▼ to select the country (AUSTRALIA or NEWZEALAND).

```
Australia
Select ▲▼ & Set
```

Press **Menu/Set** when the LCD shows your country.

3 The LCD prompts you to make sure of the country again.

```
Australia?
1.Yes 2.No
```

4 If the LCD shows the correct country, press **1** to go to Step 5.

—**OR**—

Press **2** to go back to Step 1 to select the country again.

5 After the LCD shows Accepted for two seconds, it shows Please Wait.

```
Australia?
Accepted
```

7 Setting the Date and Time

The machine displays the date and time, and prints it on every fax you send.

1 Press **Menu/Set**.

2 Press **0**.

3 Press **2**.

4 Enter the last two digits of the year on the dial pad, and then press **Menu/Set**.

```
Date/Time
Year:2005
```

(e.g. Enter **0**, **5** for 2005.)

5 Enter the two digits for the month on the dial pad, and then press **Menu/Set**.

```
Date/Time
Month:03
```

(e.g. Enter **0**, **3** for March)

6 Enter the two digits for the day on the dial pad, and then press **Menu/Set**.

```
Date/Time
Day:01
```

(e.g. Enter **0**, **1**.)

7 Enter the time in 24-hour format on the dial pad, and then press **Menu/Set**.

```
Date/Time
Time:15:25
```

(e.g. Enter **1**, **5**, **2**, **5** for 3:25 P.M.)

8 Press **Stop/Exit**.

✎ *If you make a mistake, press **Stop/Exit** to start from Step 1.*

Setting Up the machine

Windows® USB

Windows® Parallel

Windows® NT® 4.0 Parallel

Windows® Network

For Network Users

Step 1 > Setting Up the machine

8 Setting your Station ID

You should store your name and fax number so it will print on all fax pages you send.

1. Press **Menu/Set**.

2. Press **0**.

3. Press **3**.

4. Enter your fax number (up to 20 digits) on the dial pad, and then press **Menu/Set**.

   ```
   Station ID
   Fax:
   ```

5. Enter your telephone number (up to 20 digits) on the dial pad, and then press **Menu/Set**.
   (If your telephone number and fax number are the same, enter the same number again.)

   ```
   Station ID
   Tel:
   ```

6. Use the dial pad to enter your name (up to 20 characters), and then press **Menu/Set**.

   ```
   Station ID
   Name:
   ```

7. Press **Stop/Exit**.

✎ ■ *Refer to the following chart for entering your name.*
   ■ *If you need to enter a character that is on the same key as the previous character, press to move the cursor to the right.*

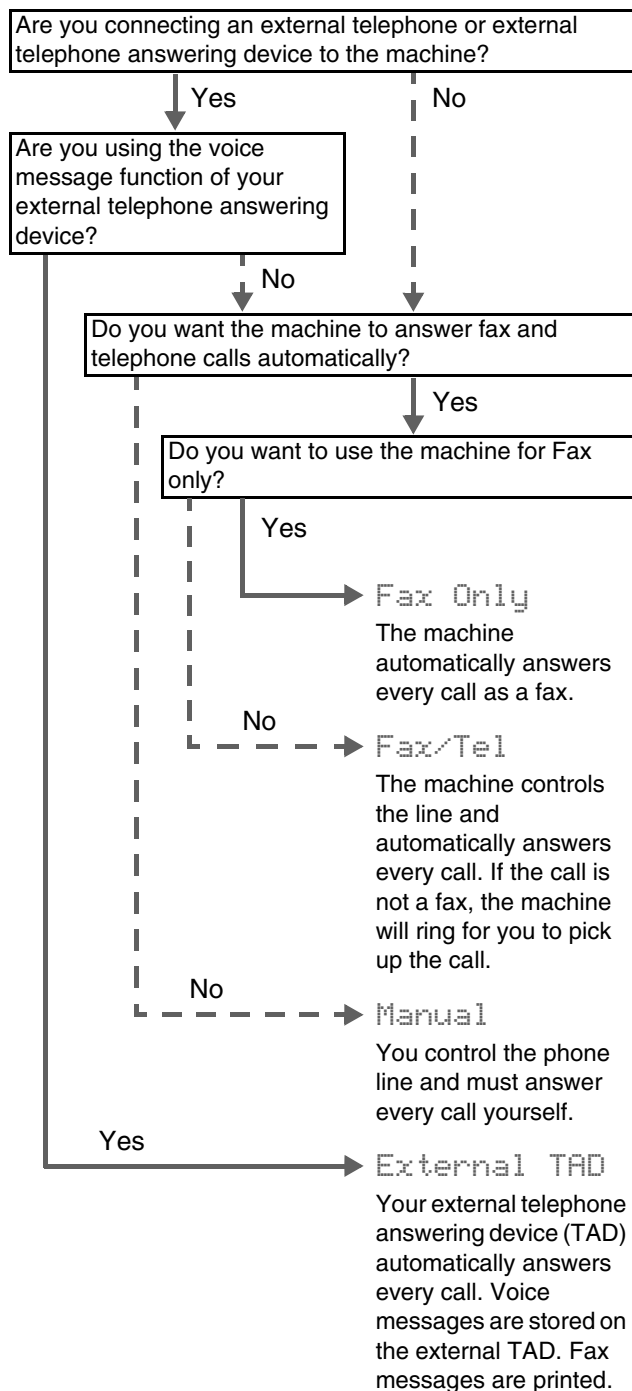| Press key	One time	Two times	Three times	Four times
2	A	B	C	2
3	D	E	F	3
4	G	H	I	4
5	J	K	L	5
6	M	N	O	6
7	P	Q	R	S
8	T	U	V	8
9	W	X	Y	Z

🔍 *For more details, see "Entering Text" in Appendices B of the User's Guide.*

9 Selecting a Receive Mode

There are four possible receive modes: `Fax Only`, `Fax/Tel`, `Manual` and `External TAD`.
Choose the `Receive Mode` which best suits your needs.

Are you connecting an external telephone or external telephone answering device to the machine?

Yes → Are you using the voice message function of your external telephone answering device?

No →

No → Do you want the machine to answer fax and telephone calls automatically?

Yes → Do you want to use the machine for Fax only?

Yes →

Fax Only
The machine automatically answers every call as a fax.

No → **Fax/Tel**
The machine controls the line and automatically answers every call. If the call is not a fax, the machine will ring for you to pick up the call.

No → **Manual**
You control the phone line and must answer every call yourself.

Yes → **External TAD**
Your external telephone answering device (TAD) automatically answers every call. Voice messages are stored on the external TAD. Fax messages are printed.

① Press **Menu/Set**.

② Press **0**.

③ Press **1**.

④ Press ▲ or ▼ to select the mode.
Press **Menu/Set**.

⑤ Press **Stop/Exit**.

🔍 *For more details, see "Receiving a fax" in Chapter 6 of the User's Guide.*

10 Setting the LCD Contrast

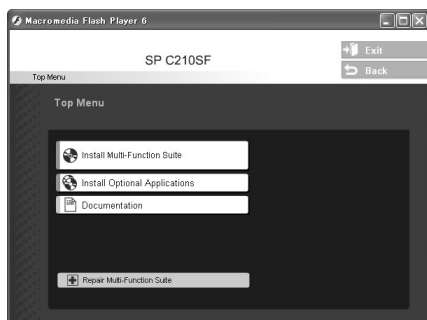You can change the contrast to help the LCD look lighter or darker.

① Press **Menu/Set**.

② Press **1**.

③ Press **7**.

④ Press ▲ to increase the contrast.
—**OR**—
Press ▼ to decrease the contrast.
Press **Menu/Set**.

⑤ Press **Stop/Exit**.

Go to Next page to install the drivers & software

Setting Up
the machine

Windows® USB

Windows® Parallel

Windows NT® 4.0 Parallel

Windows® Network

For Network Users

Supplied CD-ROM "Multi-Function Suite"

The CD-ROM includes the following items:

Windows®

SP C210SF

Top Menu

Top Menu

Install Multi-Function Suite
Install Optional Applications
Documentation

Repair Multi-Function Suite

📝 *The Multi-Function Suite includes Printer Driver, Scanner Driver, ControlCenter2, ScanSoft® PaperPort® 9.0SE and ScanSoft® OmniPage®. PaperPort® 9.0SE is a document management application for viewing scanned documents. ScanSoft® OmniPage®, which is integrated into PaperPort® 9.0SE, is an OCR application that converts an image into text and inserts it into your default word processor.*

Install Multi-Function Suite
You can install the Multi-Function Suite and multifunction drivers.

Install Optional Applications
You can install additional Multi-Function Suite software utilities.

Documentation[*1]
View the User's Guide and other documentation in PDF format (Viewer included).

Repair Multi-Function Suite
(For USB and Parallel cable users only.)
If you experience errors while installing the Multi-Function Suite, you can use this function to automatically repair and re-install the software.

[*1] *The User's Guide on the CD-ROM includes the Software and Network User's Guide for features available when connected to a computer (e.g. Printing and scanning).*

Step 2 ▸ Installing the Drivers & Software 💿

Follow the instructions on this page for your operating system and interface cable.

Windows®

Setting Up the machine

Windows® USB

Windows® Parallel

Windows NT® 4.0 Parallel

Windows® Network

For Network Users
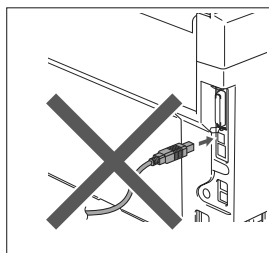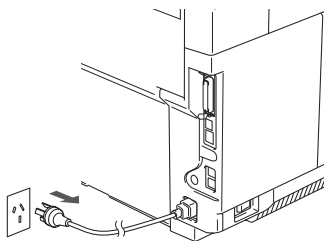
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For USB Interface Cable Users
(For Windows® 98/98SE/Me/2000 Professional/XP)

Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

Please close any applications running before installing the Multi-Function Suite.

1 Disconnect the machine from the power socket (and from your computer, if you have already connected an interface cable).

2 Turn on your computer.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

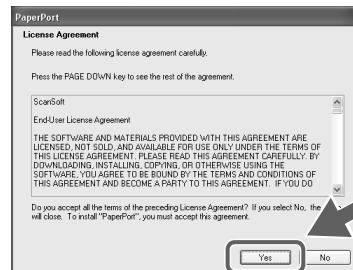3 Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

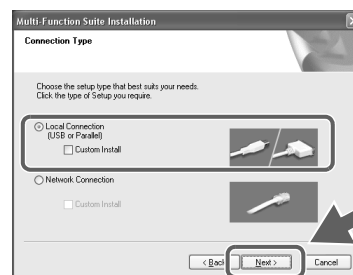4 The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

5 After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.

6 The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

7 When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

8 Select **Local Connection**, and then click **Next**.
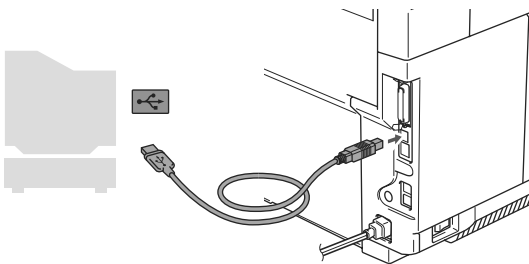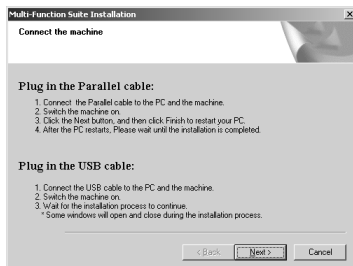The installation will continue.

9 When this screen appears, connect the USB interface cable to your PC, and then connect it to the machine.
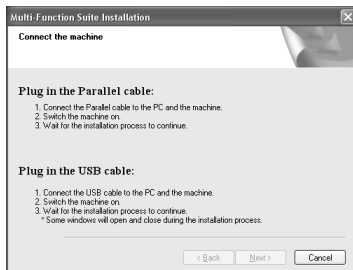
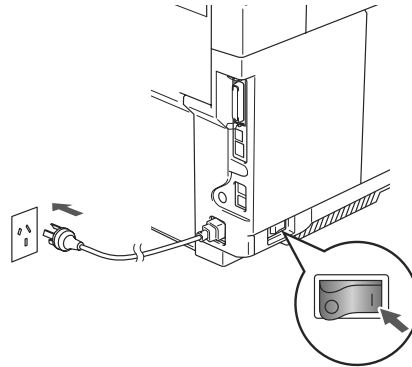(For Windows® XP)

(For Windows® 98/98SE/Me/2000)

We recommend that you connect the machine directly to your computer.

DO NOT connect the machine to a USB port on a keyboard or a non-powered USB hub.

10 Plug in the power cord and turn on the machine.

It will take a few seconds for the installation screen to appear.
The installation of the drivers will automatically start. The screens appear one after another. Please wait, it will take a few seconds for all the screens to appear.

DO NOT try to cancel any of the screens during this installation.

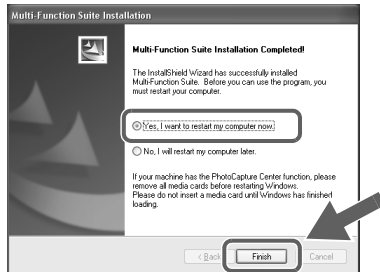11 When the On-Line Registration screen is displayed, follow the on-screen instructions.

Continued ...

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For USB Interface Cable Users
(For Windows® 98/98SE/Me/2000 Professional/XP)

12 Click **Finish** to restart your computer.
(After restarting the computer, for
Windows® 2000 Professional/XP, you must
be logged on with Administrator rights.)

OK! **The Multi-Function Suite, Printer Driver
and Scanner driver have been installed
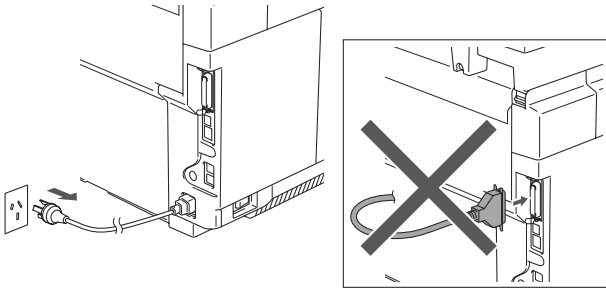and the installation is now complete.**

For Parallel Interface Cable Users
(For Windows® 98/98SE/Me/2000 Professional/XP)

Setting Up
the machine

Windows®
USB

Windows®
Parallel

Installing the Drivers & Software

For
Network Users

Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

Please close any applications running before installing the Multi-Function Suite.

1 Disconnect the machine from the power socket (and from your computer, if you have already connected an interface cable).

2 Turn on your computer.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

3 Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

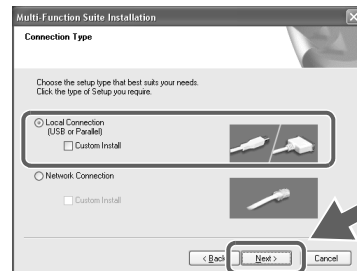4 The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

5 After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.

6 The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

7 When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

8 Select **Local Connection**, and then click **Next**.
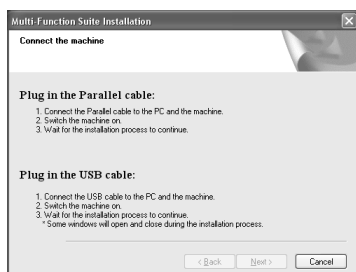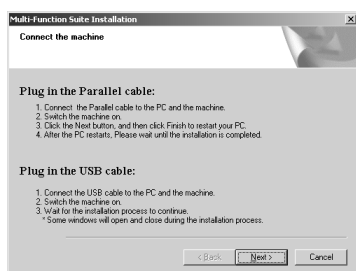The installation will continue.

Continued ...

For Parallel Interface Cable Users
(For Windows® 98/98SE/Me/2000 Professional/XP)

9 When this screen appears, connect the parallel interface cable to your PC, and then connect it to the machine.
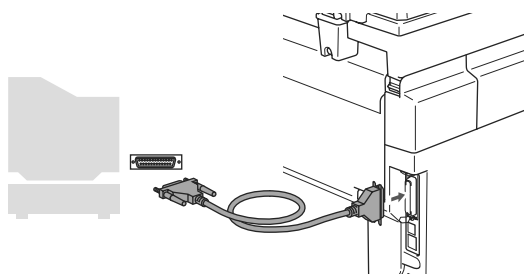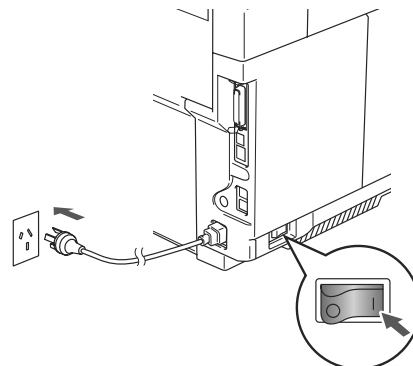
(For Windows® XP)

(For Windows® 98/98SE/Me/2000)

> ⚠️ **Caution** **DO NOT plug in the power cord before connecting the parallel interface cable. It may cause damage to your machine.**
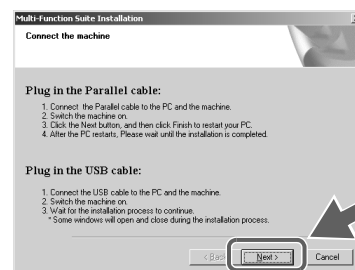

📝 *We recommend that you connect the machine directly to your computer.*

10 Plug in the power cord and turn on the machine.

11 For Windows® 98/98SE/Me/2000 Professional users, click **Next**.

Windows® XP users should wait for a while; installation of the drivers will start automatically. The screens appear one after another.
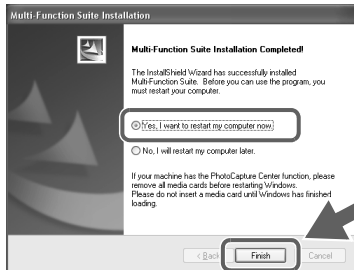
> 🚫 **DO NOT try to cancel any of the screens during this installation.**

12 When the On-Line Registration screen is displayed, follow the on-screen instructions.

13 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation.

14 After the computer restarts, the installation of the drivers will automatically start. Follow the instructions on the screen.
(For Windows® 2000 Professional/XP, you must be logged on with Administrator rights.)

15 For Windows® 2000 Professional users, if the **Digital Signature Not Found** dialog boxes appear, click **Yes** to install the drivers.
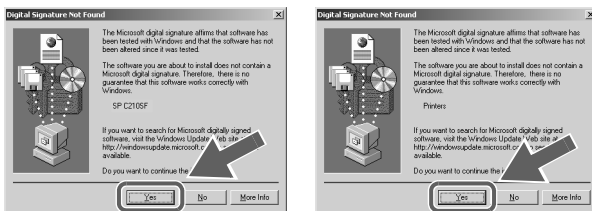
OK! **The Multi-Function Suite, Printer driver and Scanner driver have been installed and the installation is now complete.**

For Windows NT® Workstation Version 4.0 Users

**Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.**

Please close any applications running before installing the Multi-Function Suite.

1 Disconnect the machine from the power socket.

2 Turn on your computer.
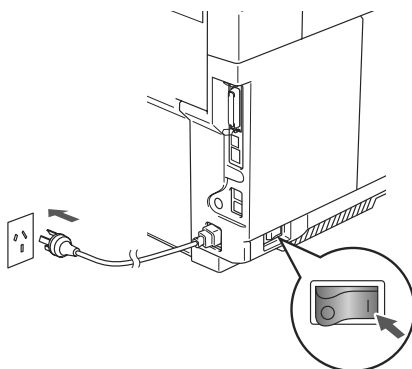You must be logged on with Administrator rights.

> ⚠️ **Caution** **DO NOT plug in the power cord before connecting the parallel interface cable. It may cause damage to your machine.**

3 Connect the parallel interface cable to your computer, and then connect it to the machine.
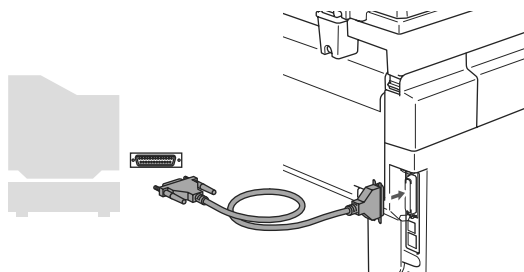
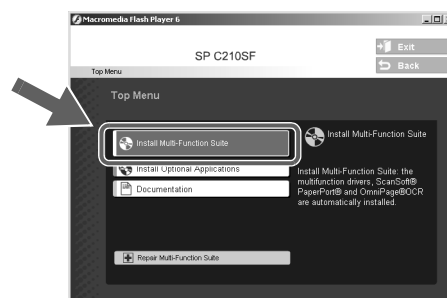*We recommend that you connect the machine directly to your computer.*

4 Plug in the power cord and turn on the machine.

5 Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

6 The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

*If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

7 After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.

8 The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

9 When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

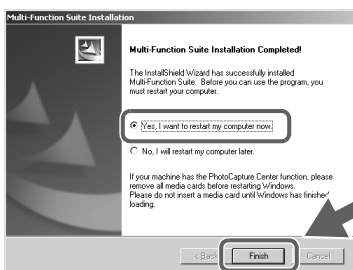**10** Select **Local Connection**, and then click **Next**.
The installation will continue.
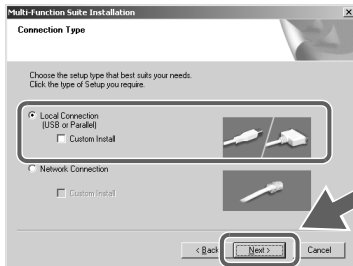
11 When the On-Line Registration screen is displayed, follow the on-screen instructions.

12 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation. (You must be logged on with Administrator rights.)

OK! **The Multi-Function Suite, Printer driver and Scanner driver have been installed and the installation is now complete.**
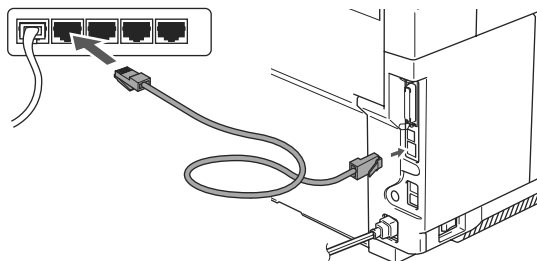
Make sure that you have completed the instructions from Step 1 "Setting Up the machine" on pages 4 - 11.

① Disconnect the machine from the power socket.

② Connect the network cable to the machine, and then connect it to a free port on your hub.

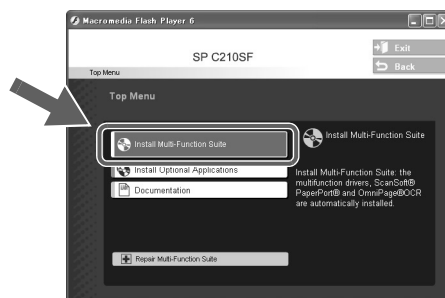③ Plug in the power cord and turn on the machine.
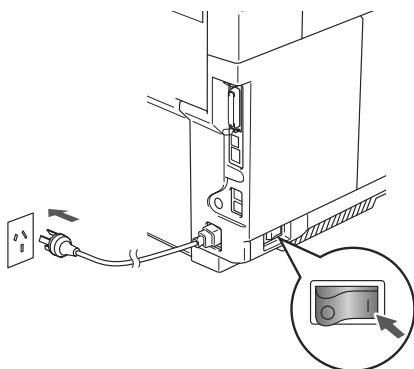
④ Turn on your computer.
(For Windows® 2000 Professional/XP/ Windows NT® 4.0, you must be logged on with Administrator rights.) Close any applications running before installing the Multi-Function Suite.

> *Before installation, if you are using Personal Firewall software, disable it. Once you are sure that you can print after the installation, re-start your Personal Firewall software.*

⑤ Insert the supplied CD-ROM into your CD-ROM drive. If the language screen appears, select your language.

⑥ The CD-ROM main menu will appear. Click **Install Multi-Function Suite**.

> *If this window does not appear, use Windows® Explorer to run the **setup.exe** program from the root directory of the CD-ROM.*

⑦ After reading and accepting the ScanSoft® PaperPort® 9.0SE License Agreement, click **Yes**.

⑧ The installation of PaperPort® 9.0SE will automatically start and is followed by the installation of Multi-Function Suite.

⑨ When the Multi-Function Suite Software License Agreement window appears, read the agreement, then click **Yes** if you agree to its terms.

10 Select **Network Connection** and then click **Next**.
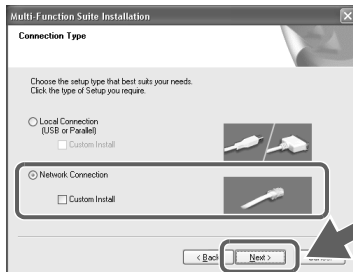
11 The installation of the drivers will automatically start. The installation screens appear one after another. Please wait, it will take a few seconds for all the screens to appear.
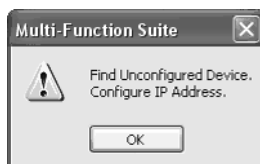
🚫 **DO NOT try to cancel any of the screens during this installation.**

12 If the machine is configured for your network, select your machine from the list and then click **Next**.
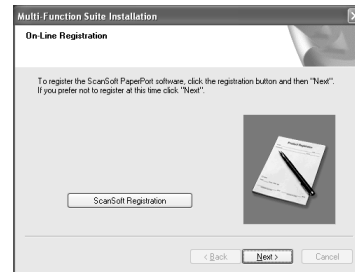

13 If the machine is not yet configured for use on your network, the following screen appears.


Click **OK**. The **Configure IP Address** window will appear. Enter the IP address information appropriate to your network by following the on-screen instructions.

14 When the On-Line Registration screen is displayed, follow the on-screen instructions.

15 When the following screen appears, click **Finish** and wait as the PC restarts Windows® and continues the installation. (For Windows® 2000 Professional/XP/ Windows NT® 4.0, you must be logged on with Administrator rights.)
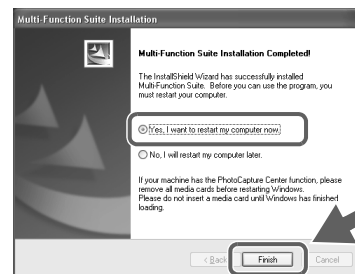
OK! **The Multi-Function Suite, Network Printer driver, Network Scanner driver have been installed and the installation is now complete.**

📝 ■ *For Network installations, the **Repair Multi-Function Suite** selection from the main menu is not supported.*
■ *Network Scanning is not supported in Windows NT® 4.0.*

■ For Network Users

Installing the BRAdmin Professional Configuration Utility

The BRAdmin Professional utility is designed to manage your network connected devices such as network-ready Multifunction devices and/or network-ready printers in a Local Area Network (LAN) environment.
BRAdmin Professional can also be used to manage devices from other manufacturers whose products support SNMP (Simple Network Management Protocol).

① Insert the supplied CD-ROM into your CD-ROM drive.
   The opening screen will appear automatically.
   Follow the on-screen instructions.

② Click the **Install Optional Applications** icon on the main menu screen.

③ Click **BRAdmin Professional** and follow the on-screen instructions.

> *The default password for the print server is*
> ***access***. *You can use BRAdmin Professional*
> *or a web browser to change this password.*

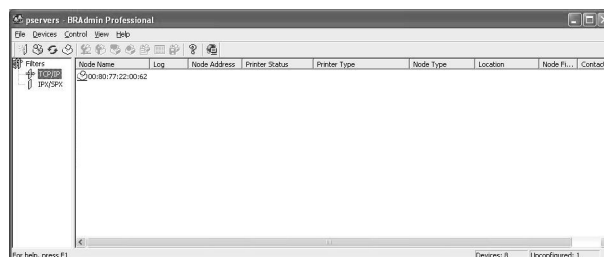# Setting your IP Address, Subnet Mask and Gateway using BRAdmin Professional

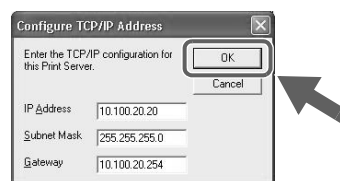1️⃣ Start BRAdmin Professional, and select **TCP/IP**.

2️⃣ Select **Search Active Devices** from the **Devices** menu.
BRAdmin will search for new devices automatically.
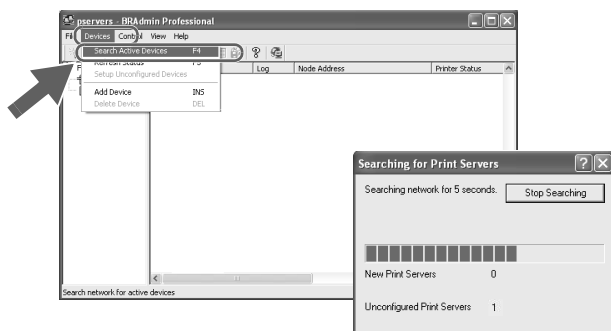
3️⃣ Double-click the new device.

4️⃣ Enter the **IP Address**, **Subnet Mask** and **Gateway**, and then click the **OK** button.

5️⃣ The address information will be saved to the machine.

✎ *For more information on network administration, please see the Network User's Guide in the programs menu.*
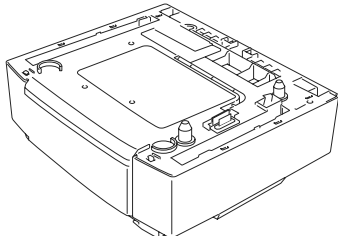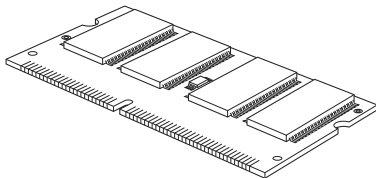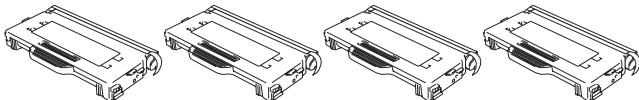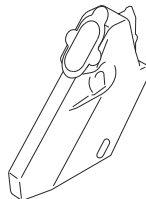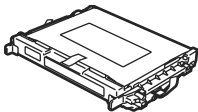
■Options and Consumables

▋Options

The machine has the following optional accessories. You can expand the capabilities of the machine by adding these items.

Lower Tray Unit	SO-DIMM Memory
Paper Feed Unit Type 1000	**Memory Unit Type C (64/128/256 MB)**
Second lower paper tray unit expands total input capacity up to 530 sheets.	You can expand the memory up to a total of 576 MB by installing memory modules. The 512 MB memory module is not supplied by us. When you expand the total memory capacity to 576 MB, install the following type of memory module. Module Type: SO-DIMM (Small Outline Dual-in-line Memory Module) Memory Type: SDRAM (Synchronous Dynamic RAM) Number of Pins: 144 pins CAS latency: 2 or 3 Clock frequency: 100 MHz or more

▋Replacement Consumables

When the time comes to replace consumables, an error message will be shown on the LCD.

Toner Cartridges	Waste Toner Pack
LP Toner Cassette Type 140 / Type 140LY	**Waste Toner Bottle Type 140**
 Black, Cyan, Magenta, Yellow	
OPC Belt Cartridge	
Photo Conductor Unit Type 140	

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