

# Mail Bin Type 5000

(Code: G312)

For Machine Code: G071

## INSTALLATION GUIDE

### Preparation

For a safe operation, read "*Safety Information*" in Maintenance Guide 1.

Install the Interchange Unit before installing the 4-bin Mailbox. The 4-bin Mailbox cannot be installed without the Interchange Unit installed in advance.

### CAUTION:

- *The inside of the machine becomes very hot. Do not touch the parts with a label indicating "⚠" (means hot surface). Touching "⚠" (means hot surface) could result in a burn.*
- *When installing the 4-bin Mailbox, be sure to hold the sides of them. If you hold the bottom, your hands may get caught and injured.*
- *When moving the 4-bin Mailbox, hold the center of both sides, and then lift it slowly. Lifting it carelessly or dropping it may cause an injury.*

### Important

- ☐ Check the printer nameplate to confirm the model code.
- ☐ Since either the Finisher or the 4-bin Mailbox can be installed to the printer, the 4-bin Mailbox cannot be installed if the Finisher is already installed to the printer.

**1** Turn off the power switch, and then unplug the power cable.

**2** Remove the adhesive tapes.

**3** Check the contents.

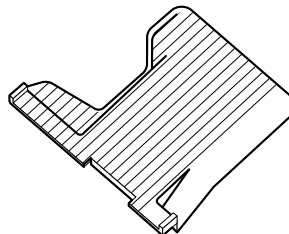
#### ❖ Screw



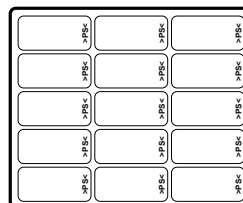
#### ❖ Two Screws



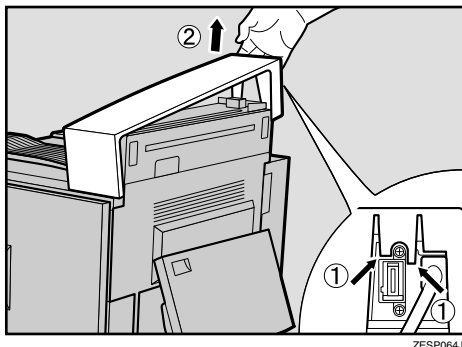
#### ❖ Four Output Trays



#### ❖ Labels



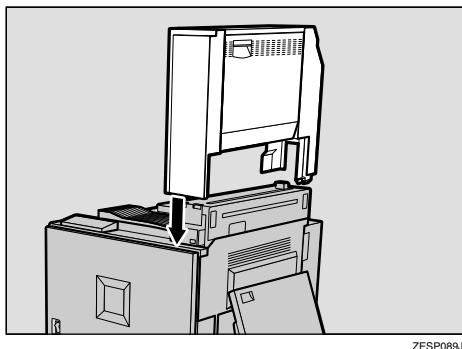
- 4** Remove the top cover of the Interchange Unit. First, pull up the stopper (①), and then lift the cover (②).



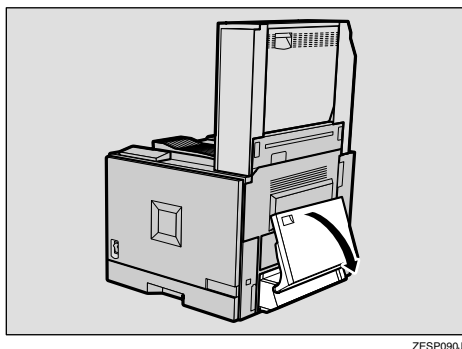
**Note**

- ❑ The removed cover will not be used.

- 5** Hold the 4-bin Mailbox with both hands, and then slowly insert it vertically to the top of the printer.



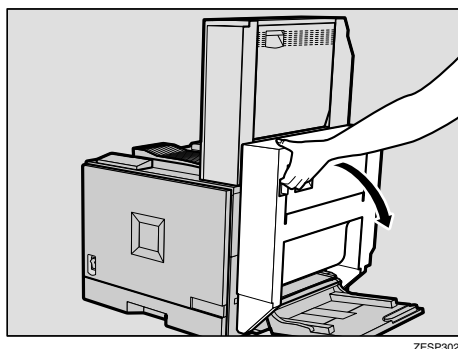
- 6** Open the Bypass Tray.



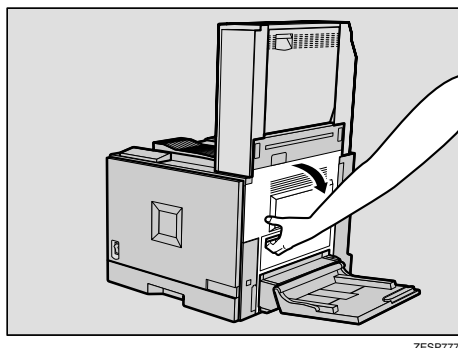
**Note**

- ❑ Remove paper on the Bypass Tray to prevent them from falling.

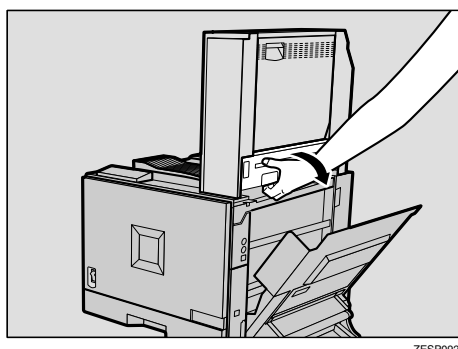
- 7** If the Duplex Unit is installed, open it by pushing the catch upwards.



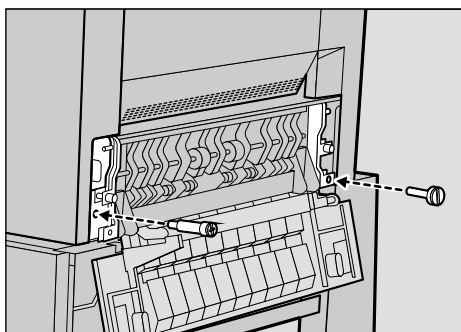
- 8** Open the right cover of the printer by pushing up the handle.



- 9** Open the right cover of the Interchange Unit.



- 10** Fasten the two places with two different kinds of screws as shown in the illustration.



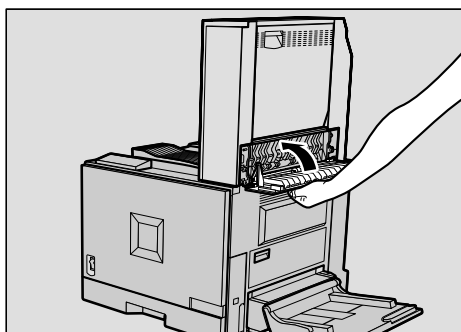
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Use a coin to fasten them tightly.

**Note**

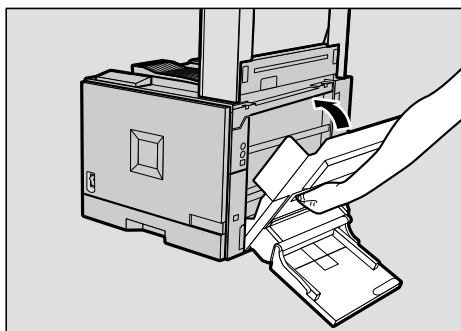
- There are two kinds of screws supplied.

- 11** Close the right cover of the Interchange Unit.



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- 12** Close the right cover of the printer.

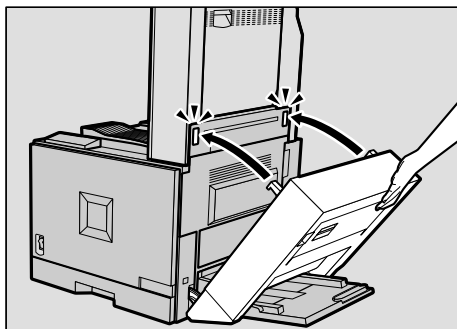


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**Note**

- Press "PUSH" to close the cover firmly.

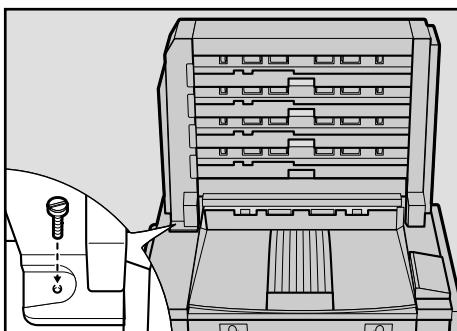
- 13** If the Duplex Unit is installed, close it.



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- 14** Close the Bypass Tray.

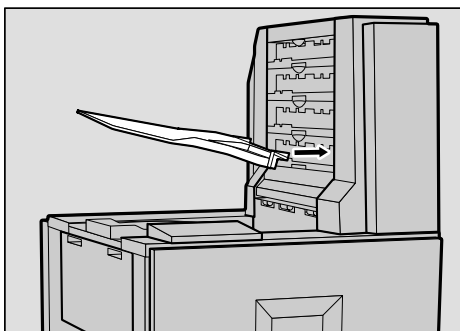
- 15** Fasten the position shown in the illustration with the remaining screw.



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Use a coin to fasten it firmly.

- 16** Set the four output trays from the bottom.



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**Note**

- ☐ Use the supplied labels to assign the trays for individuals or business groups.
- ☐ After finishing installation, you can check whether 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" under the "Options" list.
- ☐ If the 4-bin Mailbox is not installed properly, reinstall from step **1**. If you cannot install it properly even after reinstallation, contact your sales or service representative.

**Reference**

See "Using the Control Panel" in the Administrator Reference for printing the configuration page.