1 Please remove tape

2 Attach telephone handset to side

3 Load paper
   1 Pull up paper support.
   2 Insert paper. Fan the sheets and stack the edges neatly.
   3 Squeeze and adjust media guides to edge of paper.

4 Connect power and telephone line
   1 Connect power.
   2 Attach telephone handset to side.
   3 Check display to make sure unit is on.

5 Set country, language, date, and time
   1 The display shows a country name.
      a. Press the arrow buttons until you find your country.
      b. Press Enter to select your country.
   2 A language displays.
      a. Press the arrow buttons until you find your language.
      b. Press Enter to select your language.

6 Insert inkjet print cartridge
   1 The display reads: Insert Ink Cart.
   2 Insert inkjet print cartridge.
   3 Press firmly. Snap!
   4 Fan the sheets and stack the edges neatly.
   5 Squeeze and adjust media guides to edge of paper.

7 Check display to make sure unit is on.

The display reads: 
Insert Ink Cart.
7 Attach document support

1. Make sure the document support is attached.

8 Attach document catcher

1. Make sure the document catcher is attached.

2. Make sure the document catcher is curved upward.

9 Enter your name and fax number*

1. Press Menu. 1:Fax Functions will display.
2. Press 4. 4:Basic Setup will display.
3. Press Enter. 1:Date & Time will display.
4. Press 2. 2:Fax Header will display.
5. Press Enter. Your Name will display.
6. Enter your name and press Enter. Your Fax No. will display.
7. Enter your fax number and press Enter.
8. Press Cancel repeatedly to exit the menus.

*required by law in most countries

10 Verify your fax header

1. Press Menu. 1:Fax Functions will display.
2. Press 2. 2:Print Report will display.
3. Press Enter. 1:Last Transact will display.
4. Press 5. 5:Menu Settings will display.
5. Press Enter to print the menu settings.
6. Look at the report to check your name and fax number.

11 Set the answer mode

1. Press Menu. 1:Fax Functions will display.
2. Press 2. 2:Print Report will display.
3. Press Enter. 1:Last Transact will display.
4. Press 5. 5:Menu Settings will display.
5. Press Enter to print the menu settings.
6. Look at the report to check your name and fax number.

12 Receiving faxes

1. Press Answer Mode until the desired option is lit.
2. Press TEL. Use this setting for it to always answer as a telephone. You must manually receive faxes by pressing Start/Copy when you hear fax tones.
3. Press TEL. Use this setting for it to always answer as a fax machine. Go to Step 12.
4. Press TAM/FAX. Use this setting to use the integrated answering machine. Go to Step 12.