

# Additional Setup Information Sheet

## Setup screen

When you turn the power of this machine on for the first time, the setup screen appears on the **Control Panel**. Follow the on-screen instructions to configure settings.

✓ To move between options on the **Control Panel** screen, use the ▲▼, buttons.

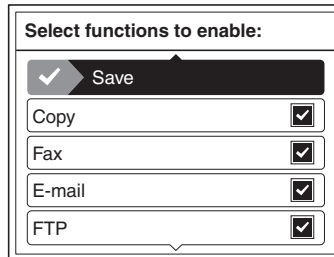
- 1 Select the language to be displayed on the **Control Panel**, then press the **OK** button.

- 2 Select the country or region you want to use this machine in, then press the **OK** button.

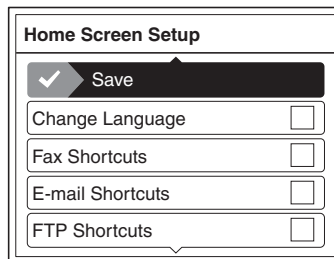
- 3 Select the time zone (time difference from the world standard time) to suit your environment, then press the **OK** button.

→ If you want to change the date and time after you have completed the setup, reconfigure the settings using the Embedded Web Server. To access the Embedded Web Server, enter the IP address of this machine in the URL field of the Web browser on your computer. To display the time setting screen, select [Settings] - [Security] - [Set Date and Time].

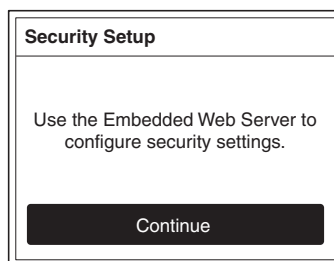
- 4 Select the functions to be enabled, and press the **OK** button. Then, select [Save] and press the **OK** button.
  - By default, all functions are selected. If there is a function you want to disable, select it, then press the **OK** button to clear the check box for this function.
  - When changing the enable or disable state of a specific function after you have completed the setup, you will need to run the initial setup again. Select [Settings] - [Settings] - [General Settings] - [Run initial setup] - [Yes] on this machine, and press the OK button. Then, turn the power switch off and on.



- 5 Select items to be displayed on the home screen, and press the **OK** button. Then, select [Save] and press the **OK** button.
  - If you want to change an item to be displayed on the home screen after you have completed the setup, select [Settings] - [Settings] - [General Settings] - [Home screen customization] on this machine to reconfigure the setting.



- 6 Select [Continue], then press the **OK** button.
  - When security settings are required after you have completed the setup, reconfigure the settings using the Embedded Web Server. To access the Embedded Web Server, enter the IP address of this machine in the URL field of the Web browser on your computer. To display the security setting screen, select [Settings] - [Security].



- 7 Enter the sender's name that will be printed on the sent fax, then press the **OK** button.
- This screen is displayed when [Fax] has been enabled in step 4.
  - Enter the sender's name using alphanumeric characters. Spaces cannot be used.
  - If you want to change the sender's name after you have completed the setup, select [Settings] - [Settings] - [Fax Settings] - [Analog Fax Setup] - [General Fax Settings] - [Fax Name] on this machine to reconfigure the setting.

Fax Name

FAX

Enter Fax Name and press OK

- 8 Enter the fax number of this machine, then press the **OK** button.
- This screen is displayed when [Fax] has been enabled in step 4.
  - If you want to change the fax number after you have completed the setup, select [Settings] - [Settings] - [Fax Settings] - [Analog Fax Setup] - [General Fax Settings] - [Fax Number] on this machine to reconfigure the setting.

Fax Number

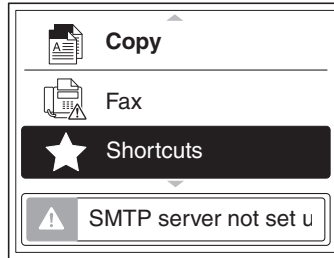
1234567890

Enter Fax Number and press OK

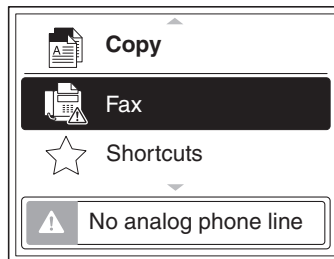
Setup is now completed.

## Important

- If [E-mail] has been enabled in step 4 of the setup procedure, a warning message is displayed on the **Control Panel** screen to notify you that the SMTP server has not been specified after you have completed the setup. This message is not displayed if you select [Settings] - [Network/Ports] - [SMTP setup] - [Primary SMTP Gateway] on this machine and enter the SMTP server address (address of the mail server).



- If [Fax] has been enabled in step 4 of the setup procedure, a warning message is displayed on the **Control Panel** screen to notify you that the fax line is not connected. This message is not displayed if a modular cable is connected to this machine.



If you are not going to use the fax function that has been set to be enabled, select [Settings] - [Settings] - [Fax Settings] - [Analog Fax Setup] - [General Fax Settings] - [Enable Line Connected Detection] - [Off] on this machine, and press the **OK** button.

