OKI PRINTING SOLUTIONS

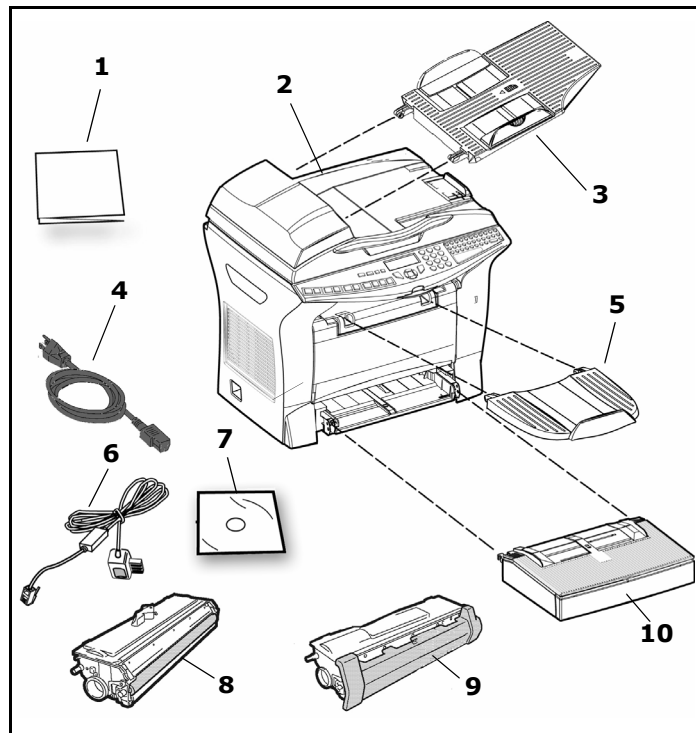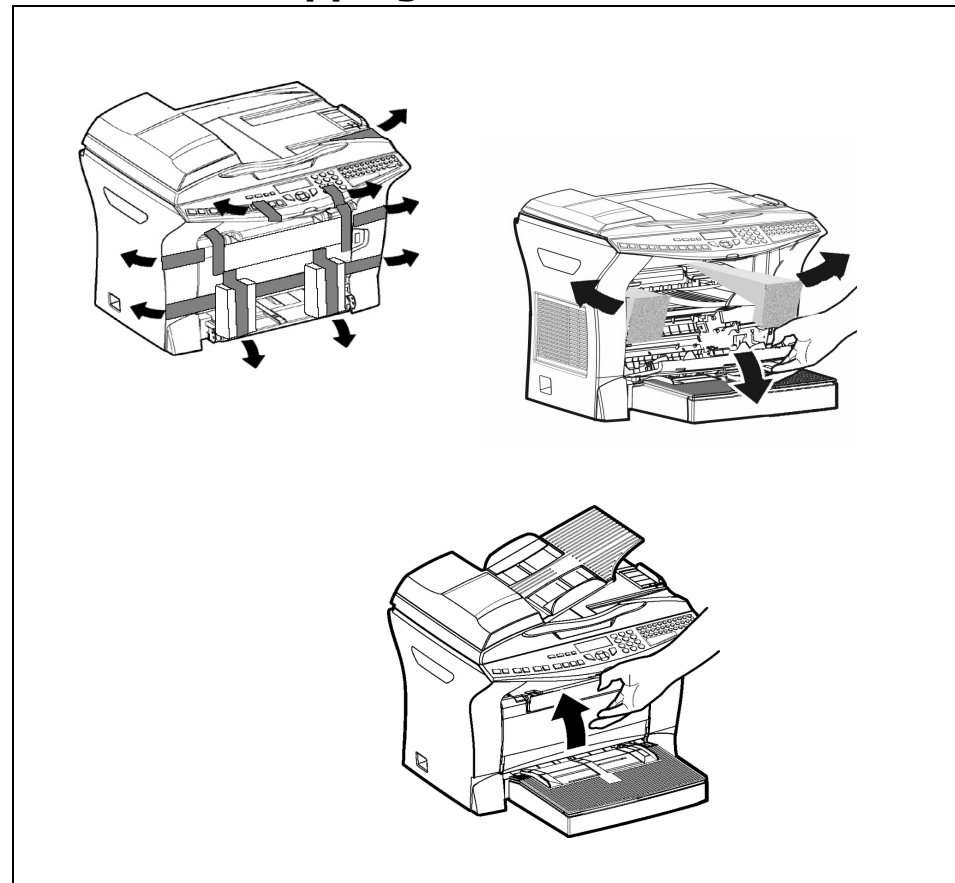## B4545 MFP
INSTALLATION GUIDE

1-Unpacking the box

Take the protection profiles, the packing material and the machine out of the shipping box. Check that the following parts are in the box.

1 Warranty Guide
2 Terminal
3 Document Feeder
4 Power Cord
5 Printer Output Stacker
6 Phone Line Cord
7 CD-ROM
8 Image Drum Cartridge *Factory installed inside printer*
9 Toner Cartridge *Factory installed inside printer*
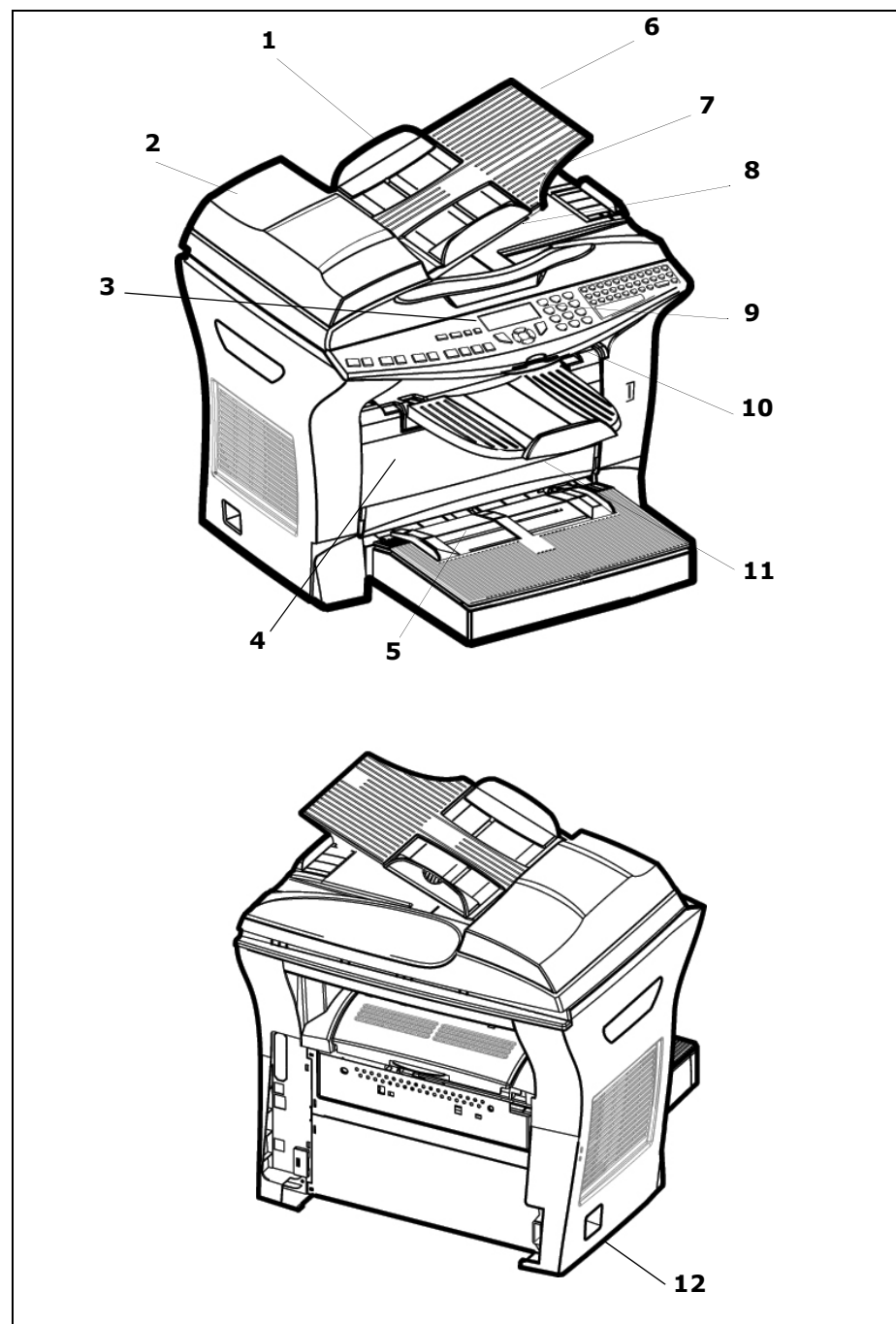10 Printer Paper Tray *Packed separately in the shipping box.*
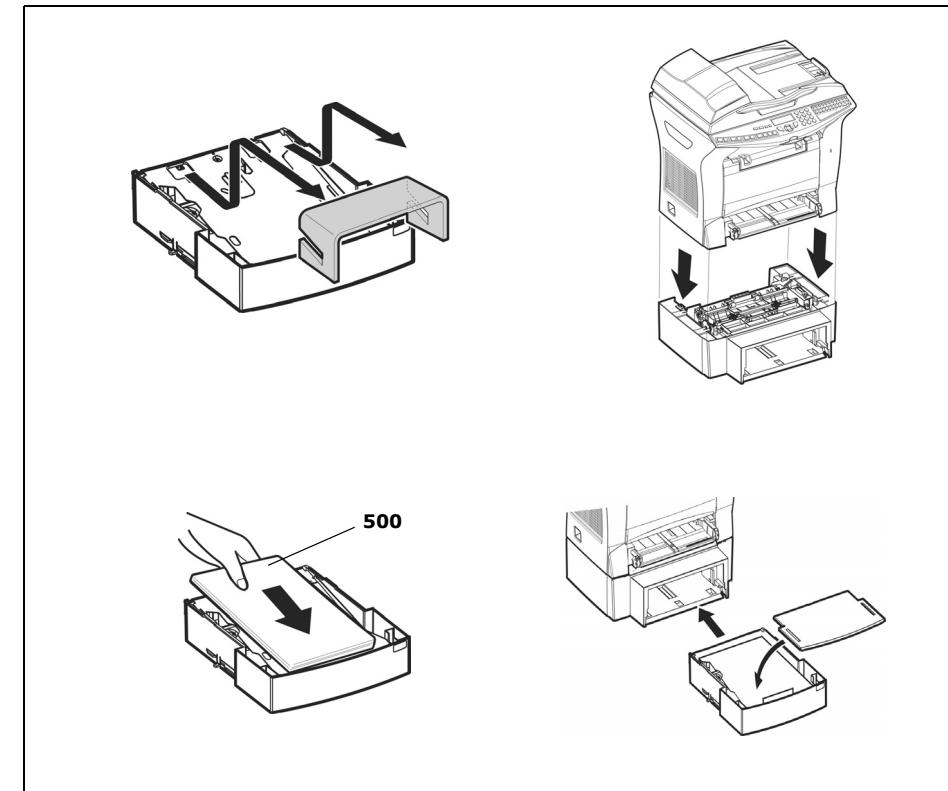
2-Remove Shipping Restraints

3-Description of installation

1 Adjustable Paper Guide
2 Scroll Scanner (ADF)
3 Panel
4 Printer
5 Printer Paper Tray
6 Document Feed Tray for Scanning
7 Original Document Output Stacker
8 Access Handle, Flatbed Scanner
9 Chip Card Reader
10 Printer Output Stacker
11 Manual Paper Feed Tray
12 On/Off Switch

For Detailed installation instructions, refer to the User Guide on the CD-ROM.
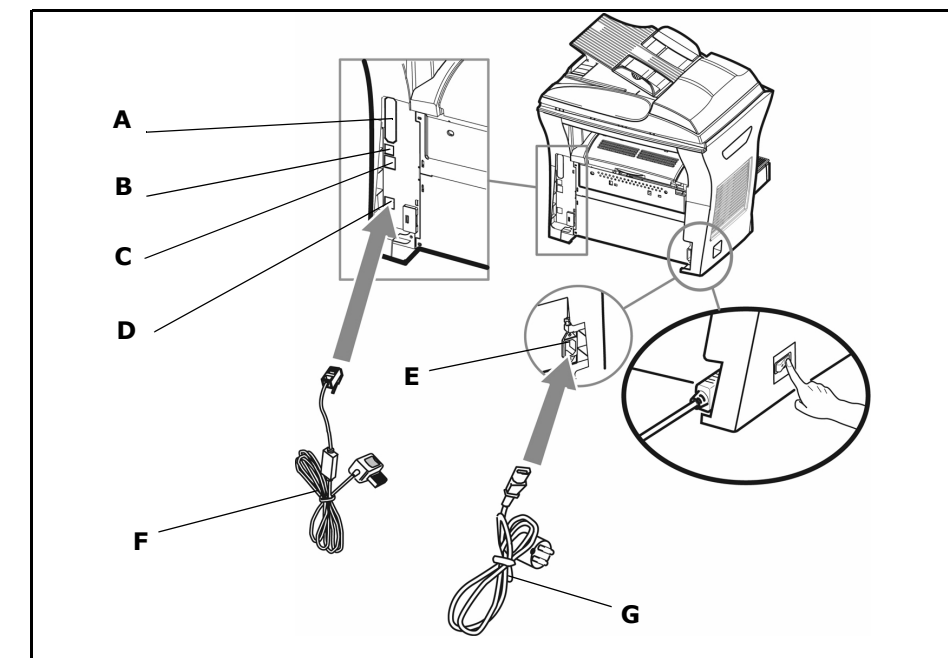
4-Installing the second paper tray (Optional)

1. Remove the protective tape used to hold the various components in place.
2. Align the coupling pins of the additional paper tray unit with the corresponding notches in the bottom of the printer.

5-Installing the duplex unit (Optional)

For installing the duplex unit, refer to the User Guide on the CD-ROM.

6-Connections
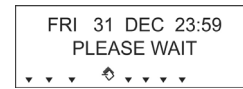
Make sure the On/Off switch is in position **O** (Off).
A : Parallel port (not available)
B : USB port
C : LAN socket
D : Telephone line socket
E : Main plug
F : Phone Line cord
G : Power cord

7-Getting started

First switch ON

The first time you switch on your terminal it displays

```
FRI  31 DEC 23:59
   PLEASE WAIT
▾ ▾ ▾  ◈ ▾ ▾ ▾ ▾
```
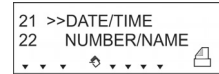.

Choose the language

All the screens are in English. If you want to change the language, press the ▾ **2 0 3** keys. Then press ▴ or ▾ keys to choose a new language. Press **OK** to validate. Press the ⊘ key.

Attention - **U.S. regulations require that all fax transmissions include the date, time it is sent, and identification of the sender.**

Date and time settings

1. To adjust the date and time, press the ▾ and **2** keys.

2. The screen displays :
```
21 >>DATE/TIME
22   NUMBER/NAME
▾ ▾ ▾  ◈ ▾ ▾ ▾ ▾
```
. Press **OK**.

3. The screen displays :
```
DATE / TIME
00-00-00      00:00
▾ ▾ ▾  ◈ ▾ ▾ ▾ ▾
```
. Enter the date and time by using

   the numerical keyboard. Press **OK**. Press the ⊘ key to exit.

Record your fax number and your name

First, you must set **Sending Header**.
1. Press the ▾ **2 9 keys.**
2. Press ▾ key to choose **02 TX Header**. Press **OK**.
3. Press **1** to select **With**. Press **OK**. Press the ⊘ key to exit.
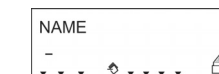
To record your fax number and your name:
1. Press the ▾ **2 2** keys.

2. The screen displays
```
NUMBER
–
▾ ▾ ▾  ◈ ▾ ▾ ▾  ⊿
```
.

3. Enter the fax number by using the numerical keyboard. Press **OK**.

4. The screen displays
```
NAME
–
▾ ▾ ▾  ◈ ▾ ▾ ▾  ⊿
```

5. Enter your name by using the alphabetical keyboard. Press **OK** to validate. Press the ⊘ key to exit.

Functions guide

To print your terminal's functions guide, press the ⓘ key. This guide lists all the commands that you can carry out from your terminal's keyboard.

Consult the User Guide PDF file on the CD-ROM delivered with your terminal. We strongly recommend that you spend some time reading this booklet, in order to get the most benefit from the many features of your terminal.
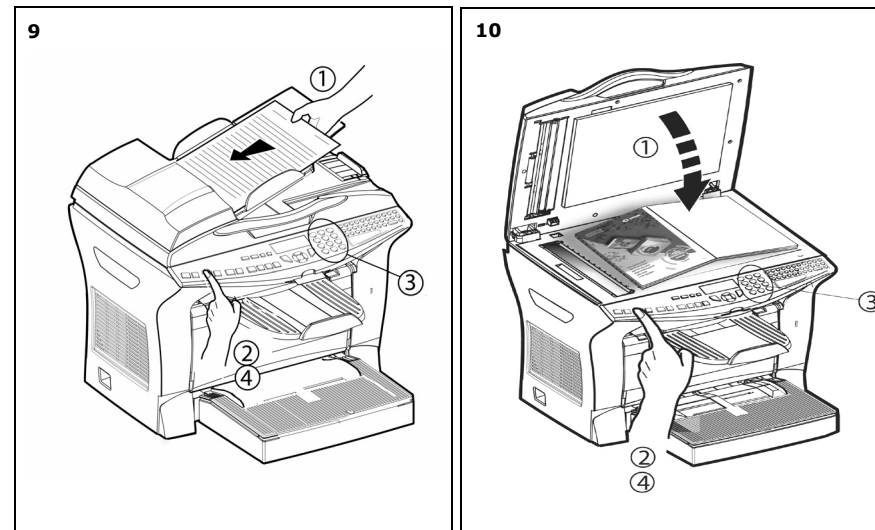
8-Installing the Software

1. Insert the CD-ROM into your CD-ROM drive. The CD will autorun. If it doesn't click Start>Run>Browse. Browse to your CD-ROM drive. Double-click Install.exe. Click OK.
2. Select your language.
3. Accept the License Agreement.
4. Click All Products to install the drivers and software.
5. Follow the on-screen instructions.

9-Copying a document from the scanner (adf)

1. Insert your document in the document feeder of the terminal (print side up).

2. Press the ▣ key once. The screen displays **NUMBER OF COPIES**.
3. Enter the number of desired copies.
4. Press ▣ again to start the copy.

10-Copy a document from the flatbed

1. Position the document or a book page on the glass and close the cover.

2. Press the ▣ key once. The screen displays **NUMBER OF COPIES**.
3. Enter the number of copies desired.
4. Press ▣ again to start the copy.

⚠ Safety warning

Before powering on your unit, make sure the power outlet it is connected to meets the requirements printed on the warning label on your unit. **This unit must not be installed on the floor.**

The unit's power plug may be the only way to disconnect the unit from the power network. Therefore you must respect the following:
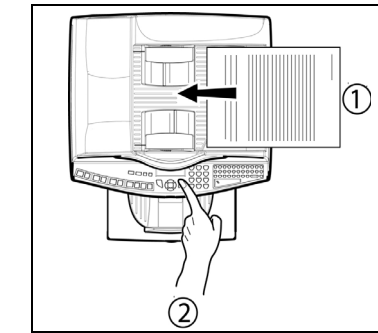- Your unit must be connected to a power outlet located nearby.
- The power outlet must remain easily accessible.
- Your device is delivered with a grounded power cord. It is imperative to connect a grounded connector to a grounded outlet connected to the building earthing.

⚠ **If the machine is powered when you remove the upper cover, be careful with the two following dangers:**
- Laser beam interception by human eye can produce irremediable injuries.
- Human contact with parts electrically powered can produce a very dangerous electric shock.
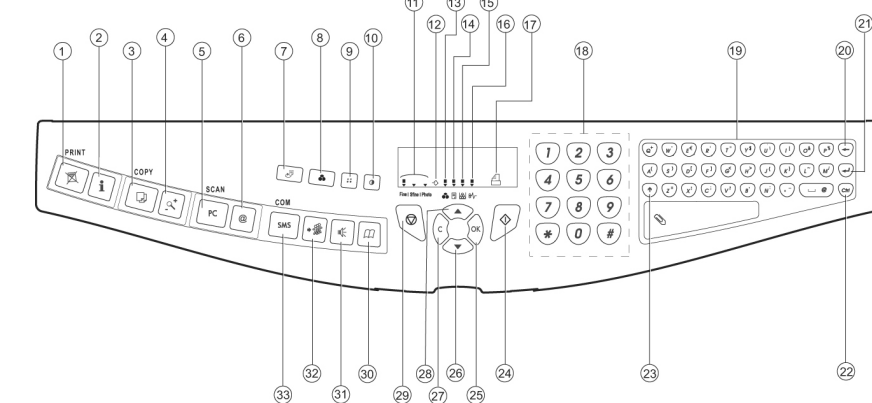
```
APPAREIL A RAYONNEMENT LASER
DE CLASSE 1
CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 1
```

11-Sending a facsimile

1. Place your original documents in the document feeder (print side up). The terminal displays **READY.**
2. Enter the subscriber number. Press the ◈ key. Your document is scanned and will be sent to your addressee.

Note: It is the same procedure from the flatbed scanner. See the user guide on the CD ROM.

12-Console

1. ⊠ Key. Stops current printing
2. ⓘ Key. Help in terminal use.
3. ▣ Key. Local photocopy.
4. ⚲⁺ Key. Reduce or enlarge.
5. **PC** Key. Scan to PC / scan to FTP.
6. @ Key. Scan to e-mail (send an Internet fax).
7. Key. Duplex print
8. Key. Selection of color mode.
9. Key. Scan resolution.
10. ◖ Key. Contrast setting.
11. Scan resolution mode (Fine, SFine, Photo).
12. Icon. Line status.
   - On: communication in progress.
   - Flashing: communication setting up.
13. Icon. Color mode selected.
14. Indicator. Duplex print status.
   - On: duplex mode activated
   - Out: duplex mode deactivated.
15. Indicator. Toner Status.
   - On: end of toner.
   - Flashing: near the end of toner.
16. Indicator. Printer paper jam.

17. Icon. Fax Reception
   - On: reception possible.
   - Flashing: non-printed document(s) in memory or being received
   - Off: reception impossible.
18. Digital keyboard.
19. Alphabetical keyboard.
20. ← Key. Deletes the character to the left of the cursor.
21. ↵ Key. Input or line feed.
22. **Ctrl** Key. Access to special characters
23. ↑ Key. Shift.
24. ◈ Key. Send fax.
25. **OK** Key. Validates displayed selection.
26. ▾ Key. Access the menu and move down through the menus.
27. **C** Key. Return to previous menu and correction of text.
28. ▴ Key. Move up through the menus.
29. ⊘ Key. Stops current operation.
30. Key. Access to directory and quick dial numbers.
31. Key. Line manual connection, listen for tone during fax sending.
32. Key. Multiple contact sending (fax, e-mail).
33. **SMS** Key. Send an SMS. *This feature is not available.*