SETUP INSTRUCTIONS

JS-1002

10-Mailbin Sorter

CF1501/CF2001

⚠

WARNING
- *Before setting up this unit, be sure to unplug the power cord of the copier.*
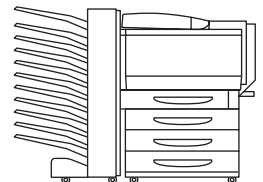
⚠

CAUTION
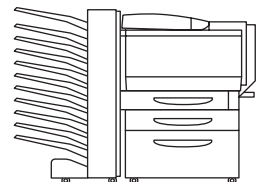- *Keep all packing materials out of the reach of children.*

■ Before Setting Up the 10-Mailbin Sorter

In order to adjust the height of the copier to the height of the 10-mailbin sorter, the copy desk, or the copy table and additional paper feed units, or the large-capacity cabinet must be installed.
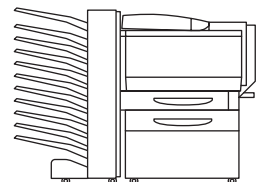
Copier + Two paper feed units + Copy table

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Copier + Large-capacity cabinet

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Copier + Copy desk

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■ Unpacking the 10-Mailbin Sorter

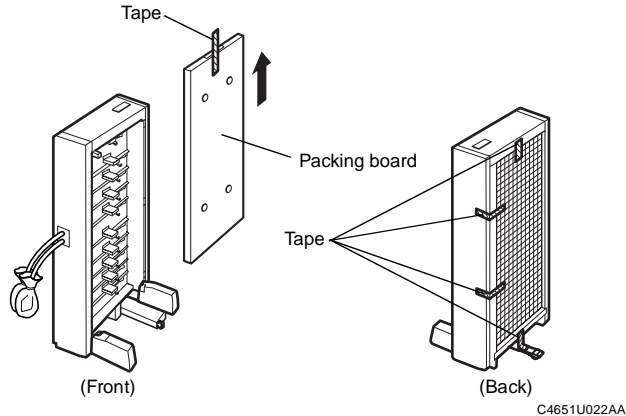1. Remove the 10-mailbin sorter from its box, and then check that the following accessories are also enclosed.

(1) Rail guide 1
(2) Rail 1
(3) Shelves 10
(4) Stabilizing pin 1
(5) Magnet 1
(6) Flat-head screws 2
(7) Thumbscrew 1
(8) Horizontal transport unit 1
(9) Setup Instructions (this manual) 1

(1) (2) (3)

(4) (5) (6) (7)

(8) (9)
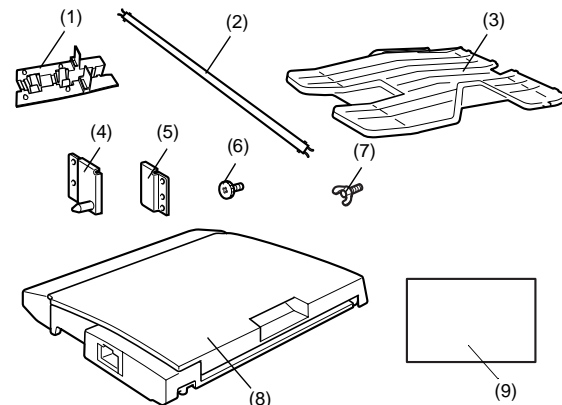
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2. Remove all tape and the packing board.

Tape

Packing board

Tape

(Front)

(Back)

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NOTE
- *Be sure to install the 10-mailbin sorter on a level surface.*
- *After installing the 10-mailbin sorter, do not to move the copier unnecessarily.*
  If it is necessary to move the copier, follow the procedure described under "Removing the Rail" on page 8.
  After moving the copier, perform the operations described in "Installing the Horizontal Transport Unit" and "Installing the Stabilizing Pin and Rail".

■ **Cutting off the treaded tires**
Cut the three treaded tires off the paper exit roller in the printer section.

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■ Installing the Accessories

<If the copier stand is not used>

1. Fully slide the bar on the 10-mailbin sorter in the direction indicated by the arrows, and then secure it with the enclosed thumbscrew.
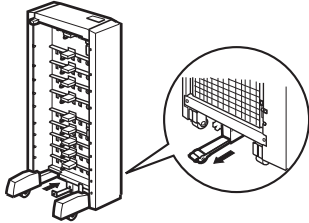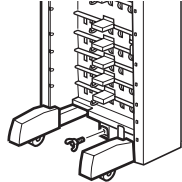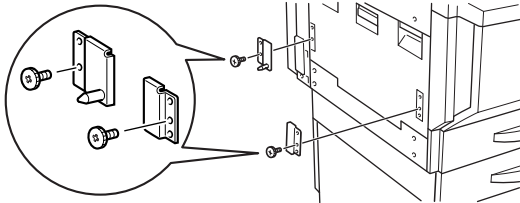

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2. Peel off the seal covering the area where the stabilizing pin and magnet will be attached. Using the enclosed flat-head screws, attach the enclosed stabilizing pin and magnet to the left side of the copier as shown.
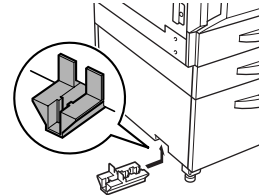

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3. Attach the rail guide to the left side of the copier as shown in the illustration. If the large-capacity cabinet, copy table or copy desk is installed, attach the rail guide at the same location.

NOTE
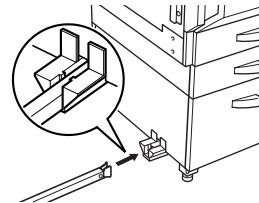*Be sure to fit the correct side of the rail guide onto the copier, and make sure that it snaps into place.*

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4. Insert one end of the rail into the rail guide on the copier.

NOTE
Be sure to fit the correct side of the rail guide onto the copier, and make sure that it snaps into place.
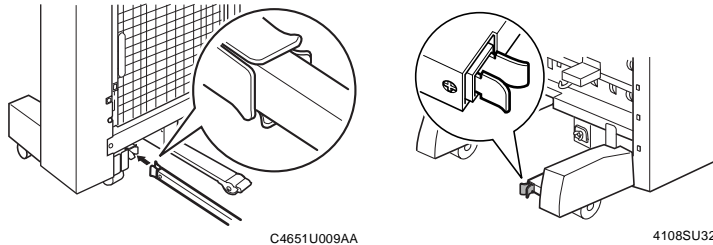

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5. Slide the other end of the rail installed in step 4 into the rail guide on the 10-mailbin sorter.
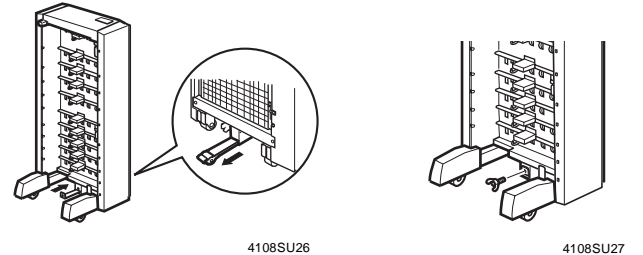
NOTE

Insert the rail until it snaps into place.

At this time, the 10-mailbin sorter should stay attached to the copier, even if you try to pull it away.
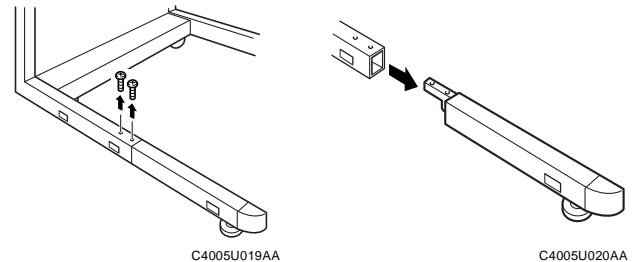
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4108SU32

<If the copier stand is used >

1. Fully slide the bar on the 10-mailbin sorter in the direction indicated by the arrows, and then secure it with the enclosed thumbscrew.

4108SU26

4108SU27

2. Remove the scanner from the copier stand.
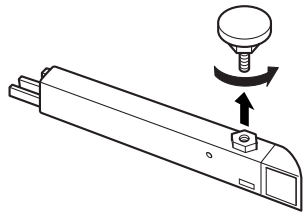3. Remove the pipe from the left leg of the copier stand.
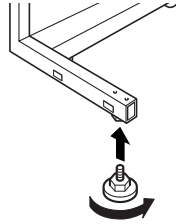
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NOTE

If the large-capacity cabinet, copy desk, or copy table is attached to the copier stand, remove it from the copier stand before continuing with this procedure.

4. Attach the adjuster from the removed pipe to the shorter leg of the copier stand.
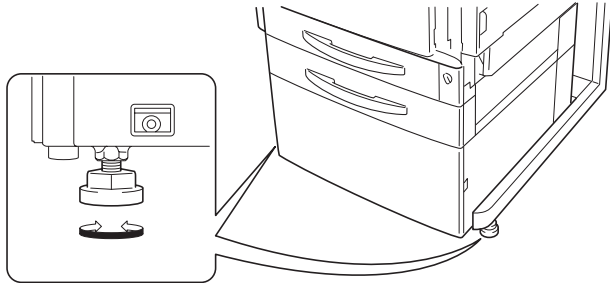

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5. Turn the adjusters on the copier stand (one on each leg) until the four holes in the copier stand align with the holes in the lower unit (large-capacity cabinet, copy desk, or copy table).
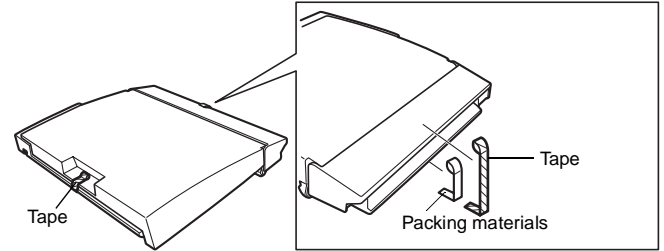

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6. Secure the lower unit (large-capacity cabinet, copy desk, or copy table) to the copier stand using the four screws enclosed with the copier stand.
7. Attach the scanner to the copier stand.

Go to step 2 on page 2 and continue with the installation.

■ Unpacking the Horizontal Transport Unit
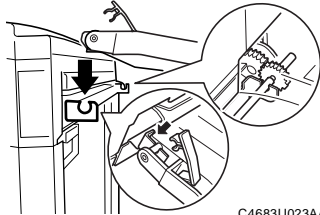
Remove all packing materials and tape.

Tape

Tape

Packing materials

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■ **Installing the Horizontal Transport Unit**

1. Place the horizontal transport unit on the paper output section of the copier, and make sure that the plastic guide pin on the bottom of the horizontal transport unit hooks into the bracket on the 10-mailbin sorter.
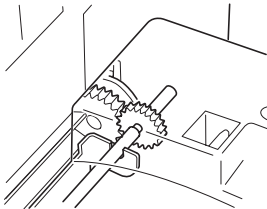
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2. Push the horizontal transport unit in.

NOTE

Make sure that the gears on the horizontal transport unit and on the 10-mailbin sorter are correctly aligned.
When securing the horizontal transport unit and the 10-mailbin sorter, be sure to place the horizontal transport unit on the paper output section of the copier before installing it.
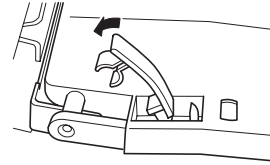
C4683U014AA

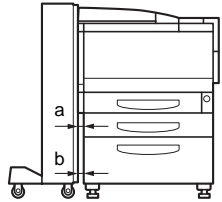3. Secure the horizontal transport unit with the lock.

NOTE

Make sure that the horizontal transport unit lock is securely attached to the horizontal transport unit, and then secure the horizontal transport unit and the 10-mailbin sorter.
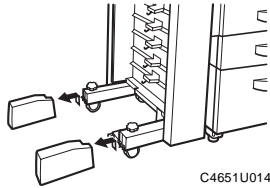
C4683U013AA

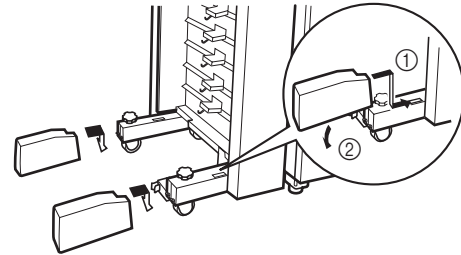## ■ Adjusting the Tilt of the 10-Mailbin Sorter

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1. If the 10-mailbin sorter tilts toward the copier, check the following:
   • Are distances a and b equal?

   If a and b are not equal, adjust the tilt as follows:

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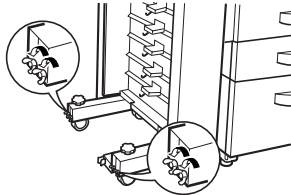2. Lift the 10-mailbin sorter's caster covers up, and then pull them off.
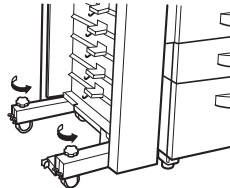
3. Loosen the thumscrews indicated in the illustrations, and then adjust the tilt of the adjusting bolts.
   If a > b: Turn the adjusting bolts clockwise.
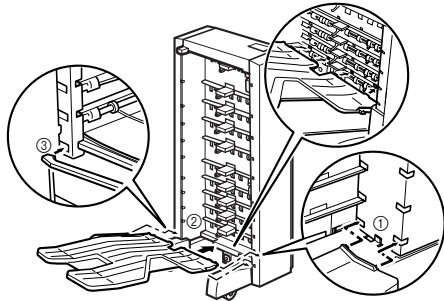   If a < b: Turn the adjusting bolts counterclockwise.

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C4651U016AA

4. After adjusting the tilt, tighten the thumbscrews on both sides to secure the adjusting bolts, and then re-install the caster covers.
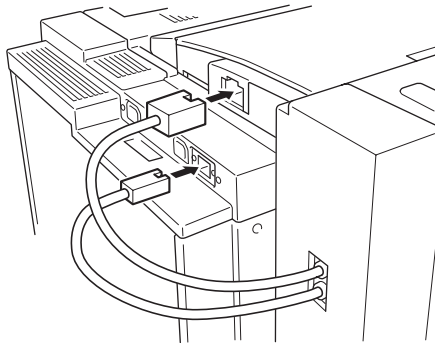

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■ Installing the Shelves and Connecting the Hookup Cord

1. Attach the 10 shelves to the 10-mailbin sorter starting from the bottom.
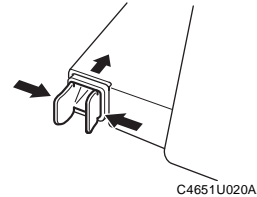

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2. Remove the covers over the connectors, one on the horizontal transport unit and another on the copier.
   Insert the connector of the top hookup cord into the connector on the horizontal transport unit, and then insert the connector of the bottom hookup cord into the connector on the copier.

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■ Removing the Rail

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1. Pinch together the rail stoppers on the left side of the 10-mailbin sorter to release them.

2. Disconnect the two hookup cords.
3. Remove the horizontal transport unit from the 10-mailbin sorter, and then place it on top of the copier.
4. Carefully pull the 10-mailbin sorter away from the copier.
5. Slide the rail under the copier, and then remove it from the right side of the copier.