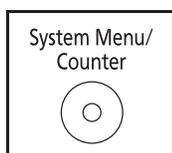


Setting Date and Time

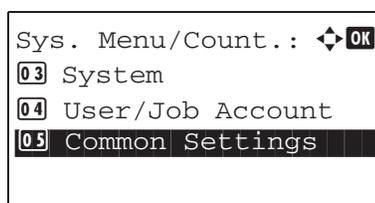
Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

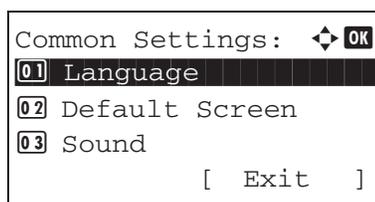
NOTE: Be sure to set the time difference before setting the date and time.



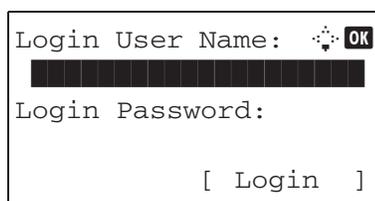
1 Press the **System Menu/Counter** key on the main unit operation panel.



2 In the Sys. Menu/Count. menu, press the Δ or ∇ key to select [Common Settings].



3 Press the **OK** key. The Common Settings menu appears.

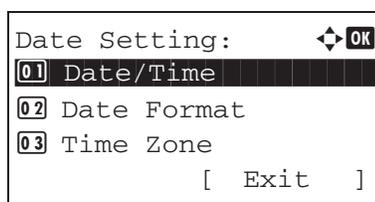


4 Press the Δ or ∇ key to select [Date Setting], and press the **OK** key.

5 A login screen will appear. Then, enter the user ID and password with administrator privileges to log in, and press [Login] (the **Right Select** key).

NOTE: The following administrator is registered in the machine at the factory.

Login User Name: 30 ppm model:3000, 35 ppm model:3500
 Login Password: 30 ppm model:3000, 35 ppm model:3500

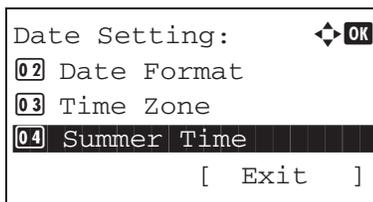


6 The Date Setting menu appears.

7 Press the Δ or ∇ key to select [Time Zone].



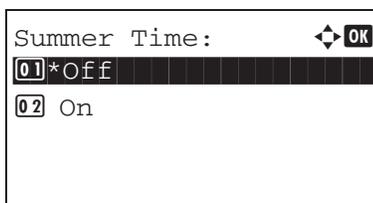
- 8 Press the **OK** key. Time Zone appears.



- 9 Press the Δ or ∇ key to select your region and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

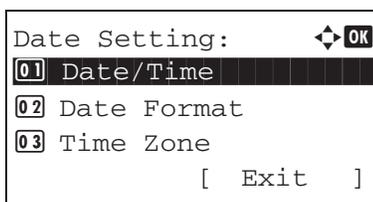
- 10 Press the Δ or ∇ key to select [Summer Time].



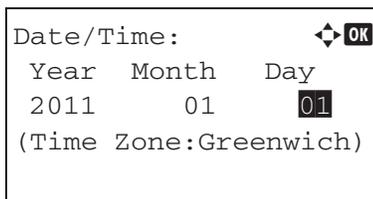
- 11 Press the **OK** key. Summer Time appears.

- 12 Press the Δ or ∇ key to select [On] or [Off] and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.



- 13 Press the Δ or ∇ key to select [Date/Time].



- 14 Press the **OK** key. Date/Time appears.

- 15 Press the \triangleleft or \triangleright key to move the cursor position, press the Δ or ∇ key to enter year, month and day, and then press the **OK** key.

```

Date/Time:          ⏏ OK
Hour   Min.  Second
   11:   45:   50
(Time Zone:Greenwich)

```

- 16** Press the ◀ or ▶ key to move the cursor position, press the ▲ or ▼ key to enter hours, minutes and seconds, and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.

```

Date Setting:      ⏏ OK
01 Date/Time
02 Date Format
03 Time Zone
      [ Exit ]

```

- 17** Press the ▲ or ▼ key to select [Date Format].

```

Date Format:       ⏏ OK
01 Month/Day/Year
02 *Day/Month/Year
03 Year/Month/Day
      [ Exit ]

```

- 18** Press the **OK** key. Date Format appears.

- 19** Press the ▲ or ▼ key to select the desired display format and then press the **OK** key.

Completed. is displayed and the screen returns to the Date Setting menu.