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MB4500 MULTIFUNCTION PRINTER

Quick Start Guide

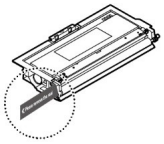
Side 1 Get it ready

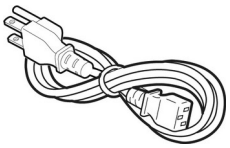
1 Unpack the printer

Set it on a flat, sturdy surface with about 4 in. (10 cm) of space behind it. Keep the box for shipping.

Also in the box: USB cable and CD.

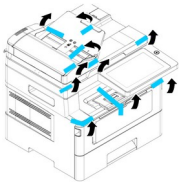

Printer

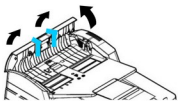

Toner cartridge

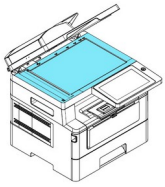

Power cord

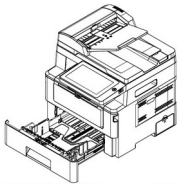
2 Remove all tape and packing

Peel off every strip of tape, including the strips under the document feeder cover. Take the packing sheet off the glass and the cushion out of the paper tray.


Tape outside


Feeder cover

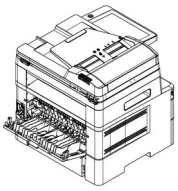

On the glass

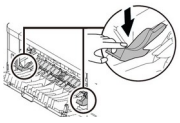

In the paper tray

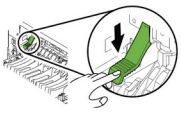
3 Remove the shipping spacers

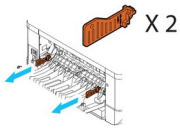
Easy to miss: two spacers lock the paper path.

Open the rear cover. Pull down both ends of the paper path and the two green release arms, then pull out both spacers. Close the cover.


Open rear cover


Pull down ends


Lower green arms



Remove spacers

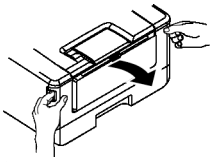
4 Install the toner cartridge

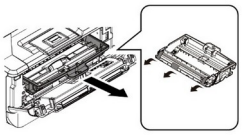
Open the front cover and pull out the drum unit by its handle. Remove the tape and protective sheets.

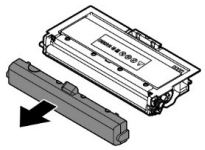
Take the cover off the new toner and pull the seal all the way out. Tilt it up and down, then left and right, 10 times.

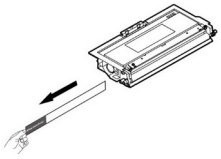
Click the toner into the drum unit, slide the pair back in, and press down until it locks. Close the front cover.

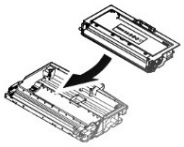
Don't touch the drum surface or toner rollers.

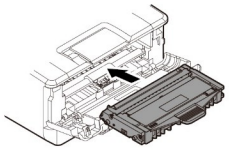

Open the front cover


Pull out the drum unit


Remove the toner cover


Pull out the seal

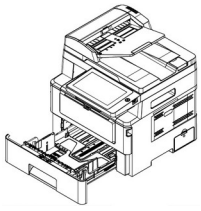

Click toner into the drum

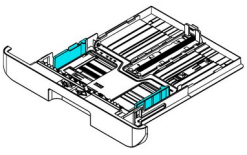

Slide in and press down

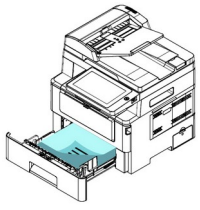
5 Load paper

Pull out the main tray, set the guides to your paper, and load up to 550 sheets print side down. Push the tray back in.

Letter paper? Tap gear › Show Machine Status › Tools › Device Settings › Tray Contents.

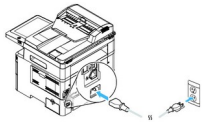

Pull out the tray


Set the guides


Print side down

6 Plug in and turn on

Plug the cord into the printer and a grounded wall outlet (no extension cords). Press the power button. To turn off, hold it for 3 seconds.


Plug in the power cord


Press the power button

Next: turn over to connect and print ›

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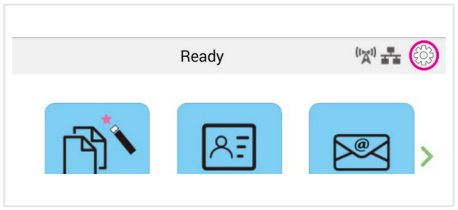
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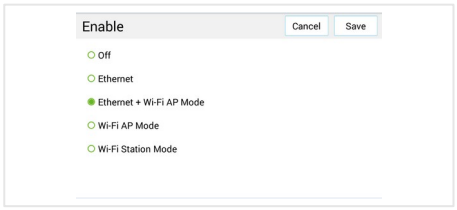
Side 2 Connect and print

7 Connect to your network

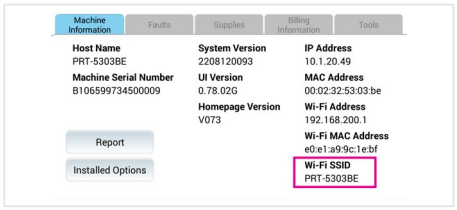
On the touchscreen, tap the gear (top right), then Show Machine Status › Tools › Network Settings › Enable.



Tap the gear



Choose how to connect, then tap Save



Machine Information screen

Wi-Fi

Choose Wi-Fi Station Mode and tap Save. Then open Wi-Fi in the Network Settings list, pick your network, and enter its password.

Network cable

Plug a network cable into the LAN port on the back. Choose Ethernet and tap Save. The printer gets its address automatically.

No Wi-Fi network?

Choose Wi-Fi AP Mode, or Ethernet + Wi-Fi AP Mode. The printer makes its own network. Its name is under Wi-Fi SSID on the Machine Information screen. Join it from your phone.

Find the printer's address: gear › Show Machine Status. Look for IP Address (cable) or Wi-Fi Address.

Write it here: _____

8 Print. No driver needed.

Put your computer or phone on the same network as the printer, then add it with what's already built in.

Windows 10 and 11

Settings › Printers & scanners › Add device. Choose the printer when it appears.

Mac

System Settings › Printers & Scanners › Add Printer. Choose the printer (AirPrint).

iPhone and iPad

In any app, tap Share › Print › Select Printer, choose the printer, and tap Print.

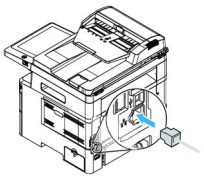
Android

Install Mopria Print Service from Google Play and turn it on. Then choose Print in any app.

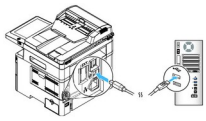
9 Need the driver?

Only for printing over a USB cable, scanning into apps on your computer, or when your IT team requires it. Download it at **capsuloffice.com/support**. For USB, install the driver first and connect the cable when the installer asks.

Copy, scan, and email from the touchscreen without a computer. Scan to email needs your mail server settings; see the user's manual.



LAN port



USB port

Everything you need, nothing you don't.

User's manual and drivers: capsuloffice.com/support

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