Quick Start Guide

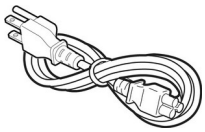
This side gets the printer ready. The back connects it and gets you printing, with no driver download.

1 Unpack

Set the printer on a sturdy, level surface with room to open the trays and covers. The toner and drum ship inside.



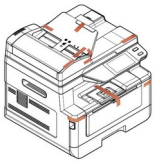
Printer



Power cord

2 Remove the orange tape and packing

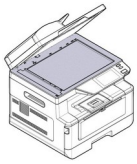
Check all five spots. Keep the box in case you ever ship the printer.



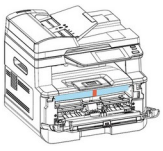
Outside tape



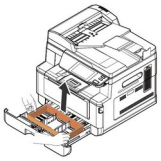
Document feeder



Scanner glass



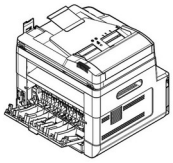
Front cover



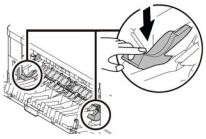
Paper tray

3 Take out the two shipping spacers

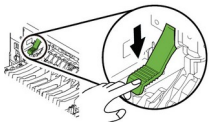
They sit behind the rear cover and are easy to miss. Close the cover when you're done.



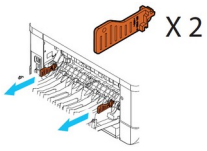
Open the rear cover



Lower both ends of the paper path



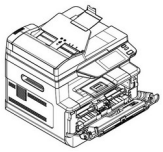
Push the green levers down



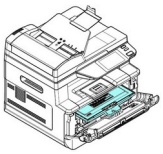
Pull out both spacers

4 Get the toner ready

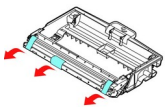
To reach the seal, push the latch to unclip the toner from the drum, then click it back in. Don't touch the drum's roller.



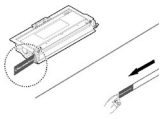
Open the front cover



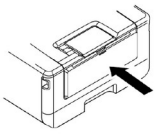
Lift out the drum unit



Peel off all tape



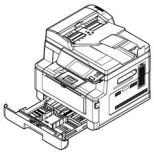
Pull the seal, rock it 10 times



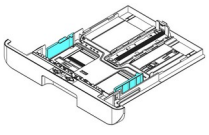
Slide it in, press down, close

5 Load paper

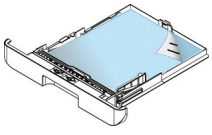
Fan the stack first so sheets don't stick together.



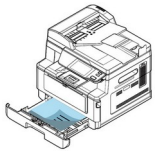
Pull out the tray



Slide the guides to your paper size



Load paper print side down



Push the tray in

6 Plug in and power on

Hold the power button for 3 seconds to turn the printer off.



Plug in the power cord



Press the power button

Next: turn over to connect and print

Connect and print

7 Get it on your network

Use Wi-Fi or a network cable.

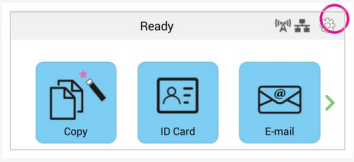
Wi-Fi

1 Tap the **gear** at the top right of the home screen, then **Show Machine Status**.

2 Open the **Tools** tab, then **Network Settings**.

3 Tap **Enable** and choose **Wi-Fi**.

4 Tap **Wi-Fi Station Mode**, pick your network, enter its password, and tap **Save**.



Home screen: the gear is circled.

Network cable



Plug a network cable into the port on the back. The printer picks up an address on its own.

Find the printer's IP address: gear › Show Machine Status › Machine Information. Write it here: _____

8 Print, with no driver to install

Windows, Mac, iPhone, iPad, and Android already know how to print to the MB4000. Just be on the same network as the printer.

Windows 10 and 11

Search Start for **Printers & scanners**, select **Add device**, and choose the MB4000. Windows sets it up for you.

Mac

Open **System Settings › Printers & Scanners › Add Printer**. Select the MB4000 and click **Add**. It prints with AirPrint.

iPhone and iPad

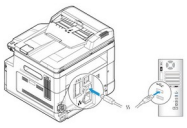
In any app, tap **Share › Print**. Tap **Printer**, choose the MB4000, and tap **Print**. That's AirPrint, built in.

Android

Tap **Share** or the menu, then **Print**, and choose the MB4000. Not listed? Install **Mopria Print Service** from Google Play.

Need the full driver?

Most setups don't. Get it to scan into a computer app, connect by USB only, or meet an IT policy that requires a vendor driver: **capsuloffice.com/support**. On USB, run the installer before you plug in the cable.



Scan without a computer

Scan to a USB flash drive right from the touchscreen. For scan to email or a network folder, type the printer's IP address into a browser and set them up on its web page.

Help, drivers, and the full user manual: capsuloffice.com/support

Everything you need, nothing you don't.

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