

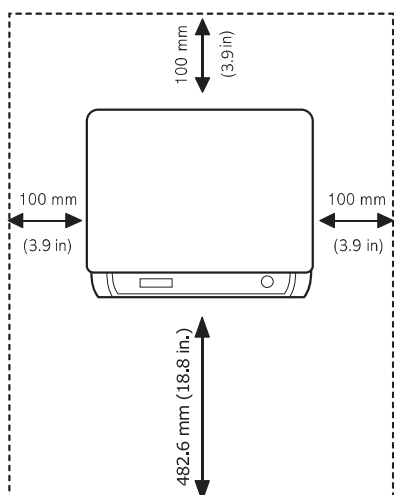
## Selecting a location

Select a level, stable place with adequate space for air circulation. Allow extra space for opening covers and trays.

The area should be well-ventilated and away from direct sunlight or sources of heat, cold, and humidity. Do not set the machine close to the edge of your desk or table.

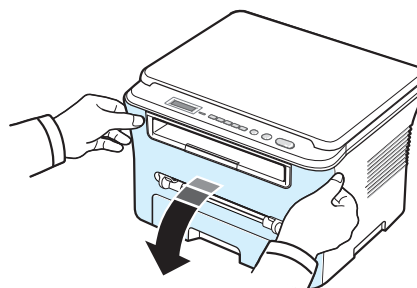
### Clearance space

- **Front:** 482.6 mm (enough space so that the paper tray can be removed)
- **Back:** 100 mm (enough space for ventilation)
- **Right:** 100 mm (enough space for ventilation)
- **Left:** 100 mm (enough space for ventilation)

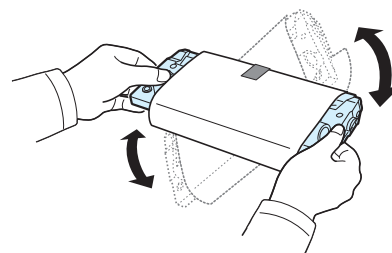


## Installing the toner cartridge

- 1 Open the front cover.

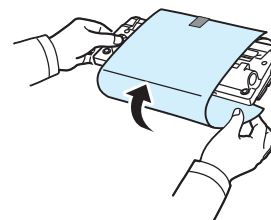


- 2 Remove the toner cartridge from its bag. Do not use a knife or other sharp object as it might scratch the drum of the toner cartridge.
- 3 Roll the toner cartridge 5 or 6 times to distribute the toner evenly inside the toner cartridge.



Thoroughly rolling the toner cartridge will assure maximum copies per toner cartridge.

- 4 Remove the paper protecting the **toner cartridge**.

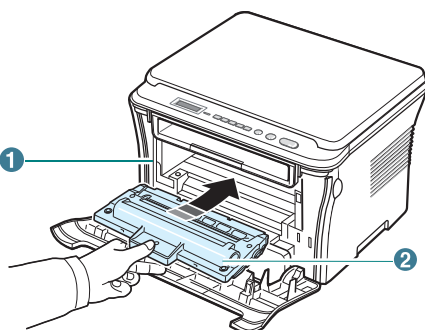


**NOTE:** If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.

**CAUTION:**

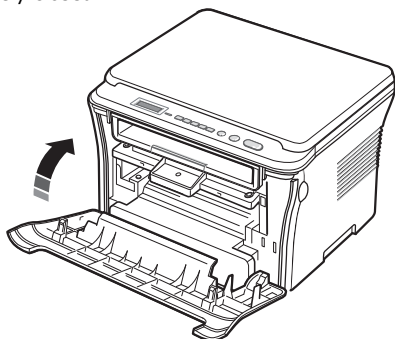
- To prevent damage, do not expose the toner cartridge to light for more than a few minutes. Cover it with a piece of paper, if left exposed for more than a few minutes.
- Do not touch the green underside of the toner cartridge. Use the handle on the toner cartridge to avoid touching this area.

- 5 Hold the toner cartridge by the handle. Slowly insert the toner cartridge into the opening in the machine.
- 6 Tabs on the sides of the toner cartridge and corresponding grooves within the machine will guide the toner cartridge into the correct position until it locks into place completely.



1	Groove
2	Tab

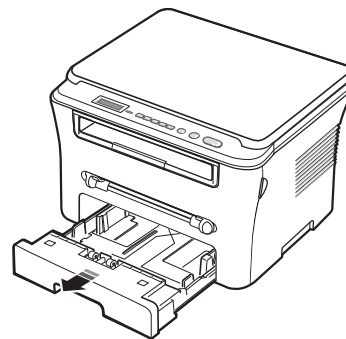
- 7 Close the front cover. Make sure that the front cover is securely closed.



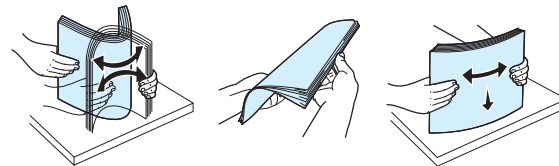
## Loading paper

The paper input tray can hold a maximum of 250 sheets of 20 lb (80 g/m<sup>2</sup>) plain paper.

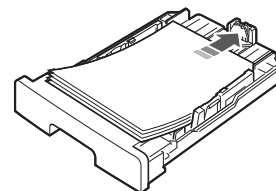
- 1 Pull open the paper input tray and remove it from the machine.



- 2 Fan the edges of the paper stack to separate the pages. Then tap the stack on a flat surface to even it up.



- 3 Insert the paper stack into the paper input tray **with the side to be printed on facing down**.



**NOTE:** If you want to load a different sized paper, you need to adjust the paper guides. For details, see page 2.4.