IMPORTANT TIMESAVING INSTRUCTIONS
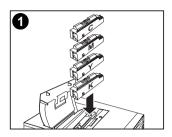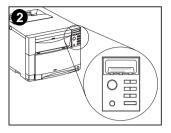## Hewlett-Packard Color LaserJet 4500 Initial Toner Installation Instructions

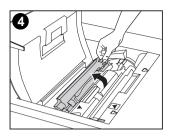**1.** Locate the toner cartridges packaged in the printer box. The printer uses four different toner colors and has a different toner cartridge for each color: C = Cyan; M = Magenta; Y = Yellow; and B = Black.
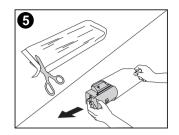
2. If the printer is not already turned on, turn it on and close all doors. Wait for the printer to warm up. When it is ready, the control panel displays:
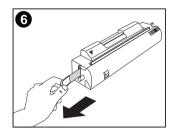TONER POSITION
CYAN = MISSING

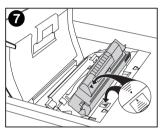**3.** Push the dark gray release button on the left side of the printer (1) and open the printer's top cover (2).

4. The cartridge slot for the cyan toner cartridge is visible. Lift up the flap that partially covers the cartridge slot.
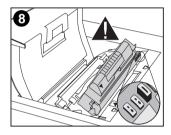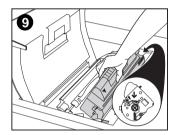
5. Remove the cyan toner cartridge from the bag.

6. Locate the orange tab on the end of the toner cartridge. Pull the tab firmly to remove the inside sealing tape. (If the tab breaks off, pull on the tape.) Discard the tape.
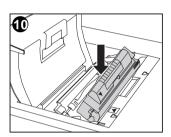
7. Position the toner cartridge over the cartridge slot so that the blue arrow on the toner cartridge points to the blue arrow on the printer.
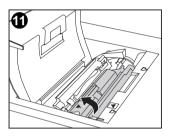
8. Be sure that the tab on the other end of the toner cartridge aligns with the notch on the cartridge slot. If the tab does not fit in the notch when you insert the toner cartridge, the toner is the wrong color for that cartridge slot.
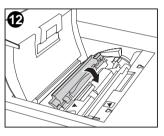
9. Hold the toner cartridge as shown. The arrow on the right (control panel side of the printer) should point straight down.
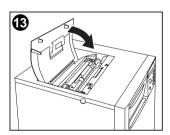
10. Slide the toner cartridge down into the slot until the cartridge stops.

11. Rotate the toner cartridge toward the back of the printer (within the cartridge slot) until the cartridge stops. The cartridge shutter opens to reveal the developer sleeve.
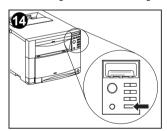
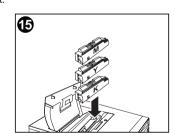**12.** Lower the flap to partially cover the toner cartridge.

13. Close the printer's top cover.

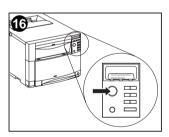**Note:** Close the top cover before installing the next toner cartridge.

14. On the printer control panel, press **VALUE +** once to prepare the printer for the next toner cartridge. When the printer is ready, the control panel displays:
TONER POSITION:
(color) = MISSING

15. Install the other three toner cartridges by repeating steps 4 through 15. Install them in the following order:
1. Magenta (M)
2. Yellow (Y)
3. Black (K)

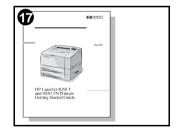**16.** After installing the fourth toner cartridge and closing the toner door, press **GO**. Wait while the printer runs an internal color calibration. The calibration takes a few minutes. When the printer is ready, the control panel displays READY.

17. For complete instructions on installing the printer, see the *HP LaserJet 4500 Printer Getting Started Guide*.

For additional assistance, please check the following sources and locations:
- The *HP Color LaserJet 4500 Printer Getting Started Guide*
- HP Web Site: http://www2.hp.com:80/cposupport/prodhome/hpcolorlas7857.html
- The online *HP Color LaserJet 4500 User Guide* that came on the printer CD-ROM

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