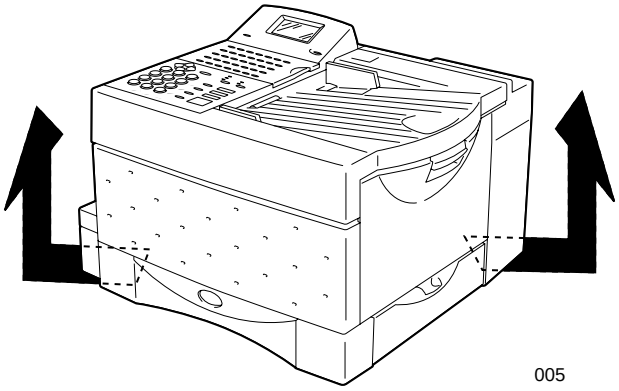
Unpacking and Installing the Machine

CAUTION

When lifting or moving the WorkCentre, hold the machine on the bottom as shown in the following figure. Failure to do so could result in damage to the machine.

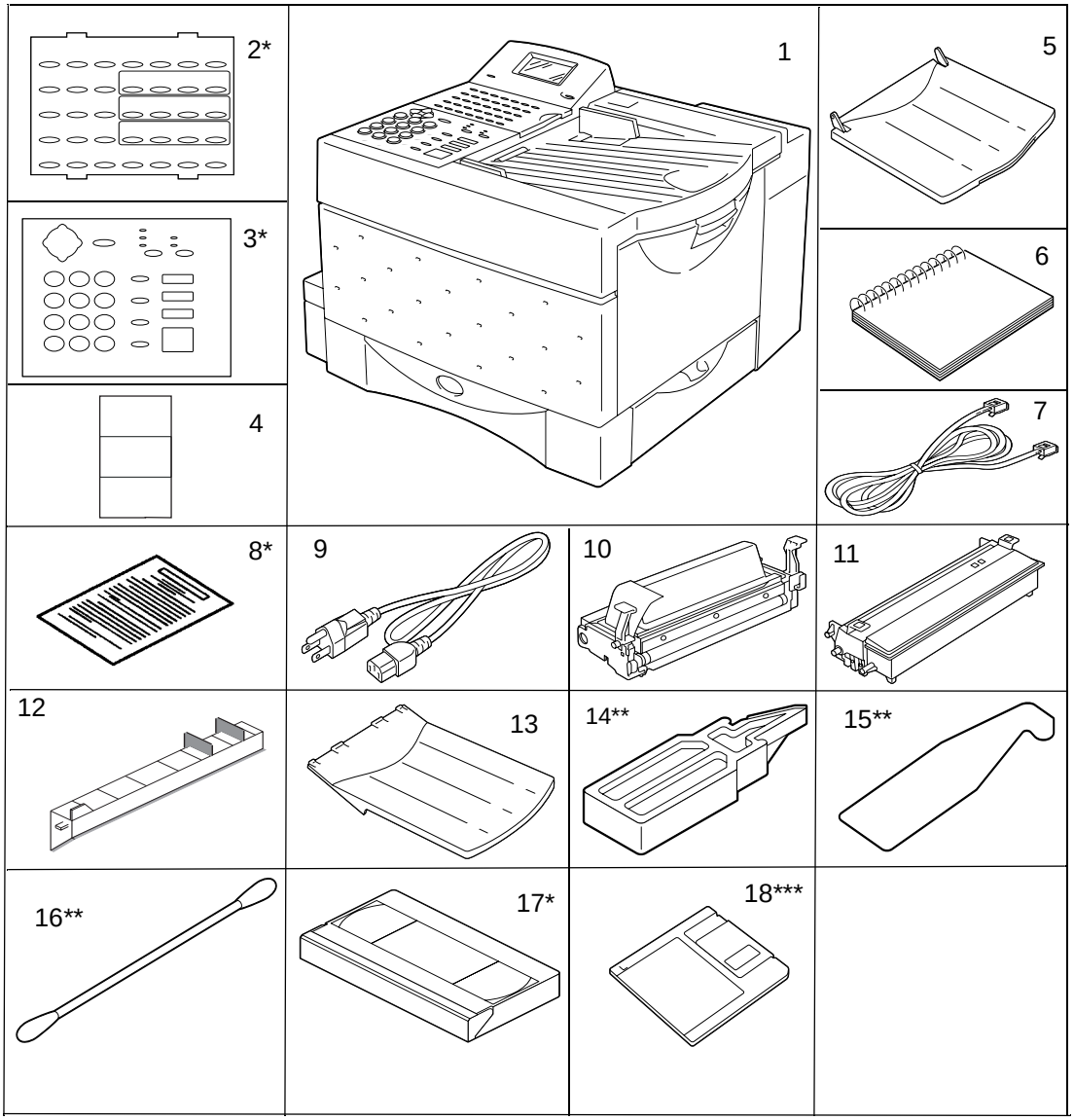


Unpacking Procedure

1. Remove packaging inserts from the carton.
2. Remove the machine from the carton.
3. Remove the plastic bag from the machine.
4. Remove all tape from the outside covers.
5. Remove and check the contents of the carton against the packing list.

Packing List

Confirm that the following items are included in the shipping carton. Refer to the table on the next page for contents descriptions.



* Not available in all markets.
** Store all cleaning kit items in a safe place for future use.
*** To load software for PC usage.

Packing List

Item	Description
1	Machine
2	Direct Access Card*
3	Control Panel Overlay*
4	Paper Size Indicator Sheet (located on paper tray handle)
5	Document Output Tray
6	User's Guide
7	Phone Line Cord
8	Quick Reference Guide*
9	Power Cord (US)
10	Developer Assembly
11	Drum Unit
12	Fuser Cleaner
13	Copy Output Tray
14	Charger Cleaner (Cleaning Kit)**
15	Scraper (Cleaning Kit)**
16	Cotton Swab (Cleaning Kit)**
17	Video*
18	Floppy Disk (supplied software)***

* Not available in all markets
** Store all cleaning kit items in a safe place for future use.
*** To load software for PC usage.