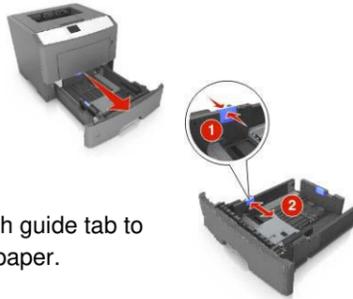# 4702P/4402P/3602P Printer
Quick Reference Guide Reference Guide

bizhub 4702P/4402P/3602P

Loading paper and specialty media

1. Pull tray completely out.

2. Squeeze, then slide width guide tab to correct position for size of paper.

3. Unlock length guide. Squeeze, then slide guide tab to correct paper size.

4. Flex and fan sheets. Do not fold or crease paper.
Straighten edges on a level surface.

5. Load paper stack.

Note:
Load print side facedown for recycled or pre-printed paper.
- Load letterhead facedown, with top edge towards tray front. For 2-sided printing, load letterhead faceup with bottom edge towards tray front
- Make sure paper is below maximum fill indicator located on width guide side.

6. Insert the tray.

Loading the multipurpose feeder

1. Open the multipurpose feeder.

a. Pull the multipurpose feeder extender.

b. Pull extender gently so that multipurpose feeder is fully extended and open.

2. Squeeze the tab on the left width guide, and then move the guides for the paper you are loading.

3. Prepare paper or specialty media for loading.

- Flex sheets of paper back and forth to loosen, then fan them. Do not fold or crease paper. Straighten edges on a level surface.

4. Load paper or specialty media.

Note:
Make sure paper or specialty media is below maximum paper fill indicator located on paper guides. Overfilling may cause paper jams.

5. From printer control panel, set paper size and type in Paper menu to match paper or specialty media loaded in multipurpose feeder.
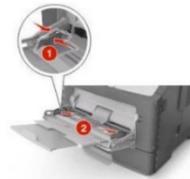
Replacing the toner cartridge

1. Press button on right side of printer, and then open front door.

2. Pull toner cartridge out using handle.

3. Unpack toner cartridge, then remove all packing materials.

4. Shake new cartridge to redistribute toner.

5. Insert toner cartridge into printer by aligning cartridge side rails with arrows on side rails inside printer

Warning—Potential Damage: Do not expose imaging unit to direct light for more than 10 minute as it may cause print quality problems.

6. Close the front door.

Replacing the Imaging Unit

1. Press button on right side of printer, and then open front door.

2. Pull toner cartridge out using handle.

3. Lift green handle, and then pull imaging unit out of printer.

4. Unpack new imaging unit, and then shake it.

5. Remove all packing materials from the imaging unit.

Warning—Potential Damage: Do not expose imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.
Warning—Potential Damage: Do not touch photoconductor drum. Doing so may affect the print quality of future print jobs.

6. Insert imaging unit into printer by aligning arrows on side rails of imaging unit with arrows on side rails inside printer.

7. Insert the toner cartridge into printer by aligning side rails of cartridge with the arrows on side rails inside printer.

8. Close the front door.

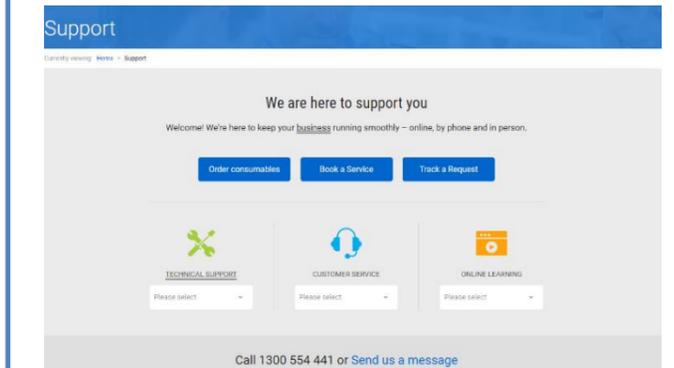**Note:** *Dispose of used imaging unit according to your local regulations. Do not burn imaging unit.*
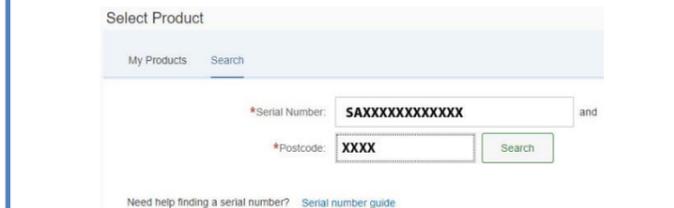
Ordering Consumables

Option 1. Online

1. Go to www.konicaminolta.com.au/support

2. Select **Order Consumables**

3. Enter **Serial Number** (see Konica Minolta white sticker) and **Postcode** then select **Search**

4. Tick box next to required consumable and use slide bar to enter number of items (maximum is 2)

5. Select **Next**

6. Confirm details then select **Submit Order**

Option 2. Phone

1. Call Helpdesk number shown on white Konica Minolta service sticker (look on side of printer)

2. Select option for consumables

3. Give operator your serial number and confirm details.

4. Place order with Helpdesk operator