

## **Take to Command Post**

### **Inventory:**

Plastic box (with pink lid):

- 1 ream (500 pages) 8.5" x 11" paper
- 1 ream (500 pages) 8.5" x 14" paper
- 1 unopened black ink cartridge (HP Officejet 920XL or 920)
- 1 unopened cyan ink cartridge (HP Officejet 920XL or 920)
- 1 unopened yellow ink cartridge (HP Officejet 920XL or 920)
- 1 unopened magenta ink cartridge (HP Officejet 920XL or 920)

Large black metal box

- 1 HP Officejet 6500 printer/photocopier
- 1 Duplexer
- 1 power adapter and power cord
- 1 USB cable

**Set Up:** (also use for monthly test)

1. Place box on cushions beside sink in Mobile Command Post
2. Open 4 clasps around base
3. Lift box top straight up and store in cab of Mobile Command Post
4. Insert Duplexer in back of printer
5. Plug power adapter into back of printer and wall outlet
6. Plug USB cable into back of printer
7. If using fax capabilities, attach phone line to back of printer
8. Load paper into front tray
9. Press power button on front panel
10. Check front panel for indicators that any ink cartridges need replacing; if so lift from beneath front panel and replace indicated cartridges
11. Print a status page: Press **Setup**, Right arrow to display "2. Print Report", **OK**, to display "1. Printer Status Report", and **OK** again to print the report. Check all colour bars shown.
12. Place test page on glass and press copy button on front panel

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