

## MAINTENANCE

### REPLACING CONSUMABLE ITEMS

**Only use genuine original consumables to ensure the best quality and performance from your hardware. Non original products may adversely affect your printer's performance and invalidate your warranty.**

#### TONER CARTRIDGE REPLACEMENT

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*NOTE*

*When the LCD display indicates TONER LOW, or if print appears faded, first open the top cover and try tapping the cartridge a few times to evenly distribute the toner powder. This will enable you to obtain the best "yield" from your toner cartridge.*

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#### **CAUTION!**

**To avoid toner wastage and possible toner sensor errors, do not change the toner cartridge(s) until "TONER EMPTY" is displayed.**

The toner used in this printer is a very fine dry powder. It is contained in four cartridges: one each for cyan, magenta, yellow and black.

Have a sheet of paper handy so that you have somewhere to place the used cartridge while you install the new one.

Dispose of the old cartridge responsibly, inside the recycle bag that came with the new cartridge. Follow any regulations, recommendations, etc., which may be in force concerning waste recycling.

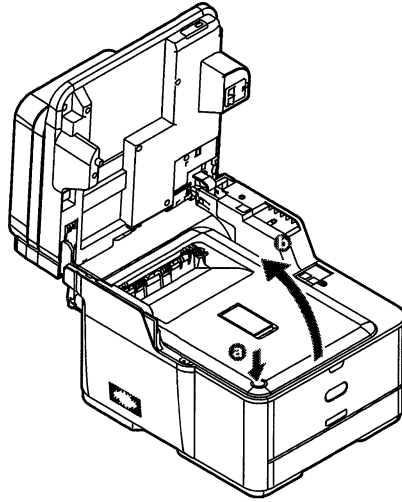
If you do spill any toner powder, lightly brush it off. If this is not enough, use a cool, damp cloth to remove any residue.

Do not use hot water, and never use solvents of any kind. They will make stains permanent.

#### **WARNING!**

**If you inhale any toner or get it in your eyes, drink a little water or bathe your eyes liberally in cold water. Seek medical attention immediately.**

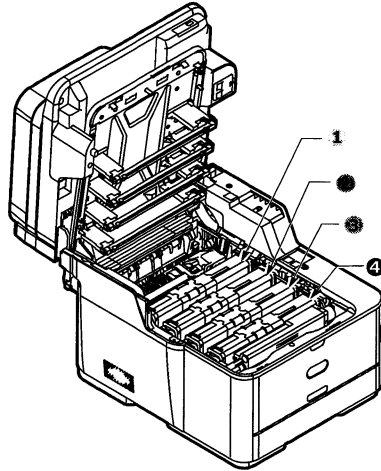
1. Gently raise the scanner.
2. Press the cover release (a) and open the top cover (b) fully.



### **WARNING!**

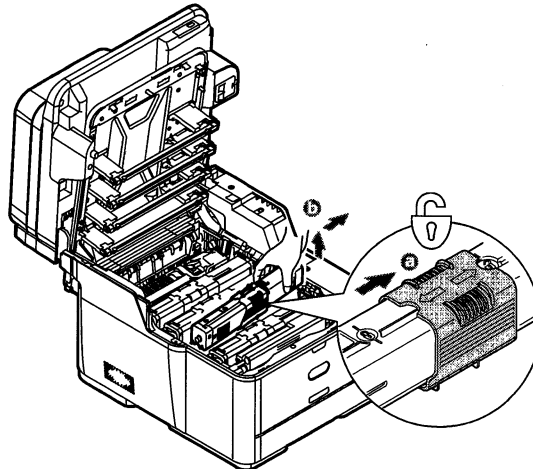
**If the MFP has been powered on, the fuser will be hot. This area is clearly labelled. Do not touch.**

- 3.** Note the positions of the four cartridges. It is essential that they go back in the same order.



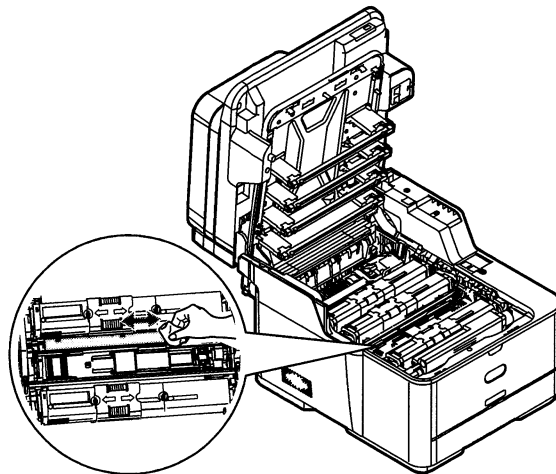
1. Yellow cartridge      2. Magenta cartridge  
3. Cyan cartridge      4. Black cartridge

- (a) Slide the colored release collar on the cartridge to be replaced fully towards the right hand side of the printer.

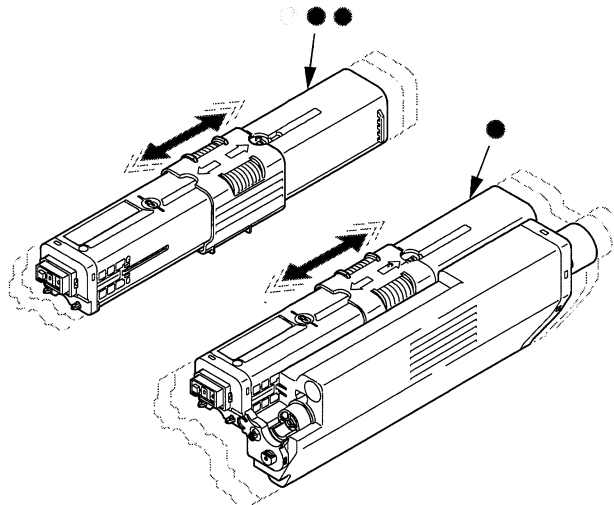


- (b) Lift the right-hand end of the cartridge and then draw the cartridge to the right to release the left-hand end as shown, and withdraw the toner cartridge out of the printer.
- 4.** Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture.

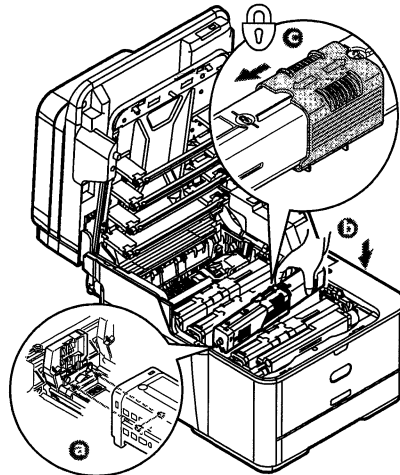
5. Clean the top of the ID unit with a clean, lint free cloth.



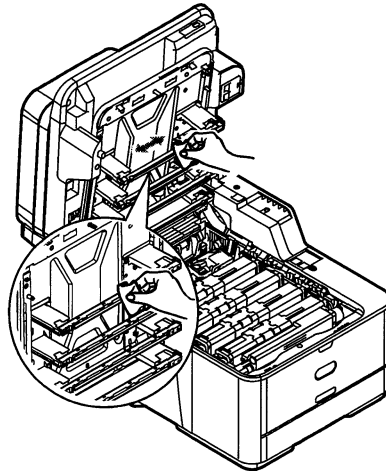
6. Remove the new cartridge from its box but leave its wrapping material in place for the moment.
7. Gently shake the new cartridge from end to end several times to loosen and distribute the toner evenly inside the cartridge.



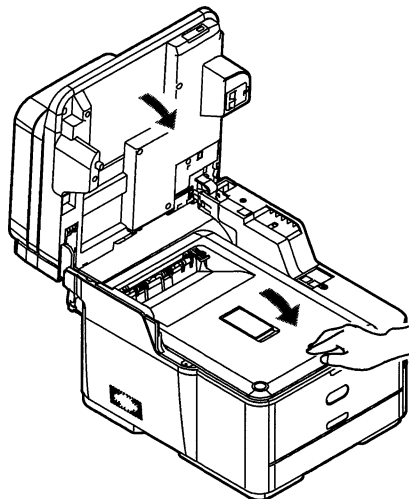
8. Remove the wrapping material.
9. Holding the cartridge by its top centre, lower it into the printer over the image drum unit from which the old cartridge was removed.
10. Insert the left end of the cartridge into the top of the image drum unit first, pushing it against the spring on the drum unit, then lower the right end of the cartridge down onto the image drum unit.
11. Pressing gently down on the cartridge to ensure that it is firmly seated, slide the colored collar **fully** towards the left hand side of the printer. This will lock the cartridge into place and release toner into the image drum unit.



**12.** Gently wipe the LED head surface with a clean, lint free cloth.



**13.** Close the top cover and press down firmly so that the cover latches closed.



**14.** Gently lower the scanner.