

## REPLACING CONSUMABLE ITEMS

### TONER CARTRIDGE REPLACEMENT

#### 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 machine 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 pack that the new one came in. Follow any regulations, recommendations, etc., which may be in force concerning waste recycling.

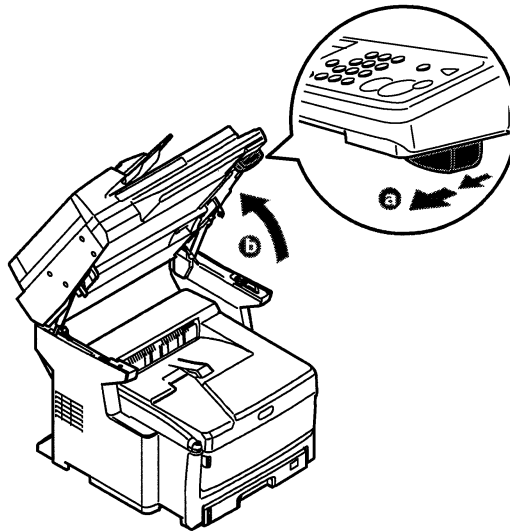
If you do spill any toner powder, lightly brush it off. If this is not enough, use a cool, damp cloth to remove any residue.

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

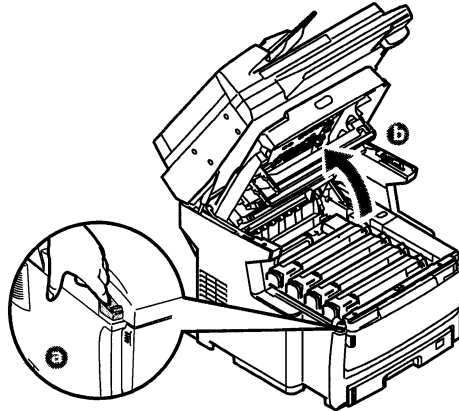
#### WARNING!

**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. Pull the lever (a) firmly to release the lock and then gently raise the scanner (b).



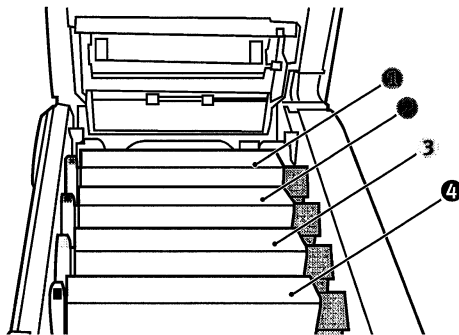
2. Press the cover release (a) and open the top cover (b) fully.



**WARNING!**

**If the MFP has been powered on, the fuser may 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.



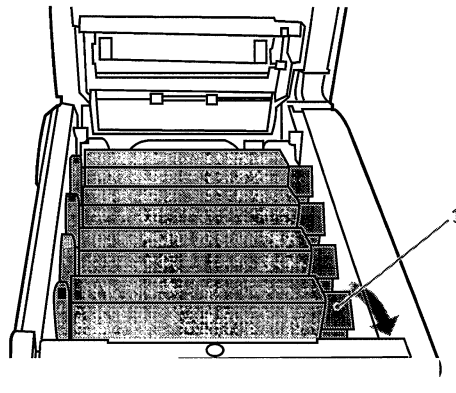
1. Cyan cartridge

3. Yellow cartridge

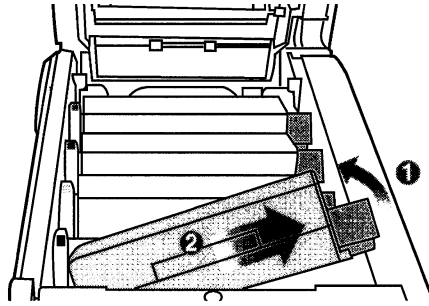
2. Magenta cartridge

4. Black cartridge

4. Pull the coloured toner release lever (1) on the cartridge to be replaced fully towards the front of the MFP.



5. 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 MFP.

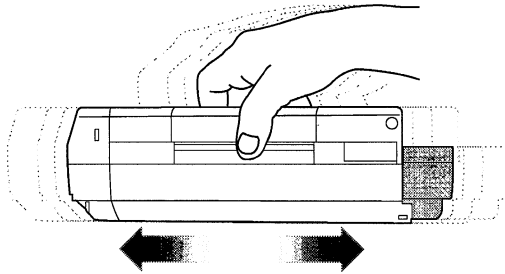


6. Put the cartridge down gently onto a piece of paper to prevent toner from marking your furniture.

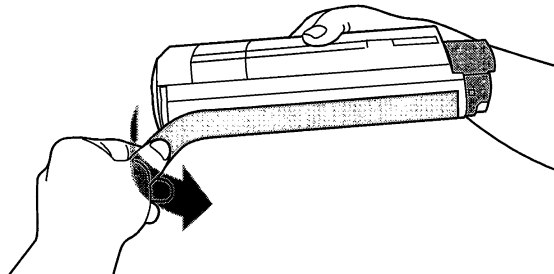
### CAUTION!

**The green image drum surface is very delicate and light sensitive. Do not touch it and do not expose it to normal room light for more than 5 minutes. If the toner cartridges need to be out of the MFP for longer than this, please lower the top cover. Never expose the drum to direct sunlight or very bright room lighting.**

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

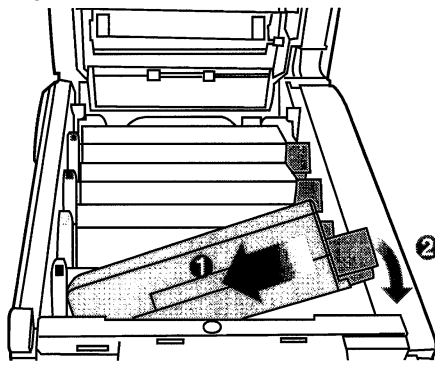


9. Remove the wrapping material and peel off the adhesive tape from the underside of the cartridge.

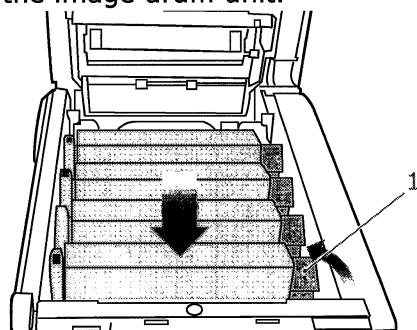


10. Holding the cartridge by its top centre with the coloured lever to the right, lower it into the printer over the image drum unit from which the old cartridge was removed.

- 11.** 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.



- 12.** Pressing gently down on the cartridge to ensure that it is firmly seated, push the coloured lever (1) towards the rear of the MFP. This will lock the cartridge into place and release toner into the image drum unit.



- 13.** Close the top cover and press down firmly so that the cover latches closed.  
**14.** Gently lower the scanner.

