

REPLACING THE TONER CARTRIDGE

To check how much toner remains in the toner cartridge (p.75), hold down the [COPY] key. The amount of toner remaining will appear in the display. When less than 25% of the toner remains, obtain a new toner cartridge as soon as possible. When "TONER SUPPLY IS LOW." appears in the display, be sure to have a new cartridge on hand for replacement at any time as little toner remains. When "CHANGE THE TONER CARTRIDGE." appears in the touch panel, the toner cartridge must be replaced. Follow these steps to replace the cartridge.

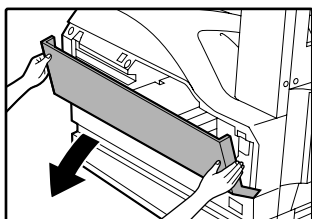
! Caution

- Do not throw the toner cartridge into a fire. Toner may fly and cause burns.
- Store toner cartridges out of the reach of small children.

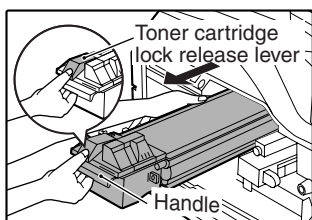
Note

When running long copy jobs or copying originals with many areas of solid black, "TONER REPLENISHMENT IN PROGRESS." may appear in the touch panel and copying may stop even though the cartridge still has toner. When this occurs, the toner is being replenished. Replenishment will last about two minutes. When the [START] key (Ⓢ) illuminates, press the [START] key (Ⓢ) to resume copying.

1 Press gently on both sides of the front cover and pull it open.



2 Pull the toner cartridge out while pressing the lock release lever.

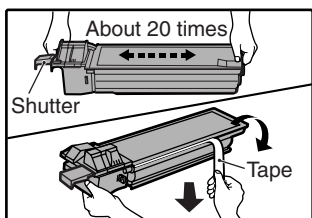


When pulling out the toner cartridge, place your other hand on the green part of the cartridge.

Note

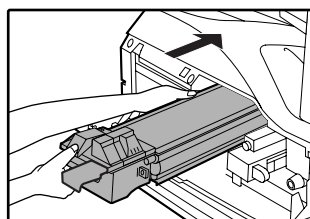
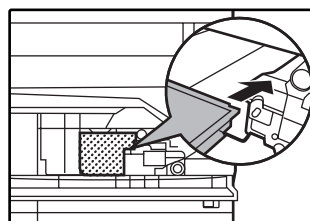
- After removing the toner cartridge, do not shake it or tap it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag provided with the new cartridge.
- Dispose of the old toner cartridge in accordance with local regulations.

3 Remove the new toner cartridge from the bag. Grasp both ends of the cartridge and shake it horizontally about 20 times. After shaking the cartridge, remove the tape.



Grasp the hand grip to hold the cartridge. Do not hold the cartridge by the shutter. Be sure to only shake the cartridge before the tape is removed.

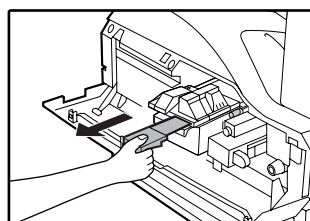
4 While pushing the lock release lever, gently insert the toner cartridge along the guides until it clicks into place.



Note

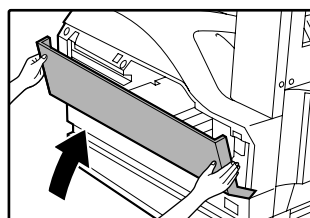
If dirt or dust adheres to the toner cartridge, remove it before installing the cartridge.

5 Remove the tape from the shutter. Pull the shutter out of the toner cartridge as shown in the illustration.



Discard the shutter.

6 Close the front cover.



5