

# REPLACING THE TONER CARTRIDGES

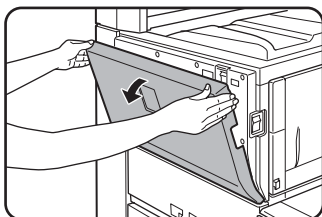
When toner runs low, a message will appear to inform you that the toner cartridge must be replaced.

## NOTE

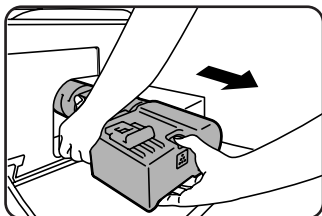
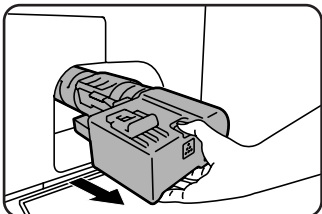
To view the approximate amount of toner remaining, hold down the operation guide key or the [COPY] key during printing or when the machine is on standby. The percentage of toner remaining will appear in the display while you hold down the key. When the percentage falls to "20-0%", obtain a new toner cartridge and keep it ready for replacement.

Follow the steps below to replace the toner cartridge.

### 1 Open the front cover.

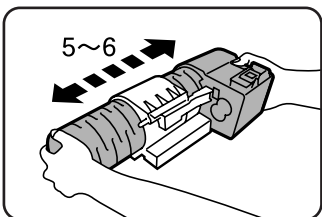


### 2 Remove the toner cartridge gently.



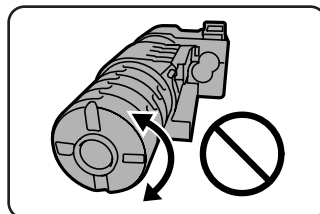
Hold the toner cartridge with both hands as shown in the illustration, and pull it out of the machine.

### 3 Remove the new toner cartridge from the box and shake it five or six times horizontally.



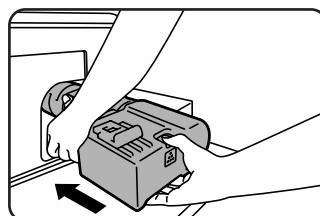
## NOTE

Shake the toner cartridge well to ensure that the toner flows well and will not stick to the inside of the cartridge.



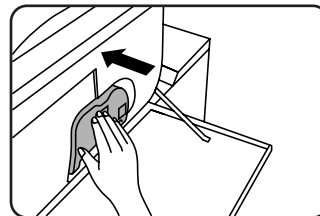
Shake the toner cartridge horizontally. Do not rotate it as shown at left.

### 4 Insert the new toner cartridge.

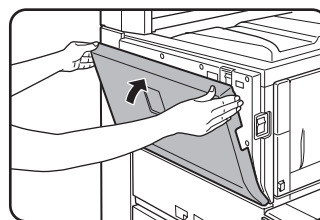


Align the toner cartridge with the insert hole and push it in as shown. Do not rotate the cartridge.

### 5 Push the cartridge in until it locks securely in place.



### 6 Close the front cover.



## 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

Place the used toner cartridge in the plastic bag and store it. When placing the toner cartridge in the bag, insert it horizontally, not vertically. If the cartridge is stood on end, the collected used toner may spill out and soil the floor or your clothes.