

# REPLACING THE TONER CARTRIDGE

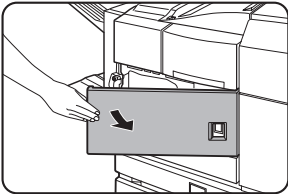
When toner runs low, a message will appear to inform you that the toner cartridge must be replaced.

## NOTE

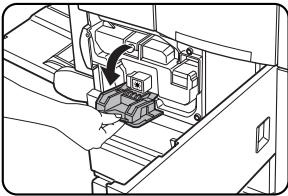
To view the approximate amount of toner remaining, hold down the [COPY] key during printing or when the machine is on standby. The percentage of toner remaining will appear in the display while you hold down the key. When the percentage falls to "25-0%", obtain a new toner cartridge and keep it ready for replacement.

Follow the steps below to replace the toner cartridge.

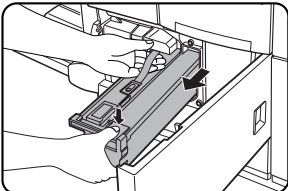
## 1 Open the front cover.



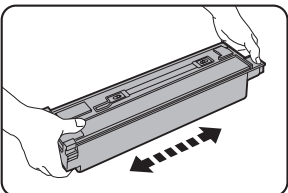
## 2 Lower the cartridge lock lever.



## 3 While depressing the lock release button, pull out the toner cartridge and remove it.



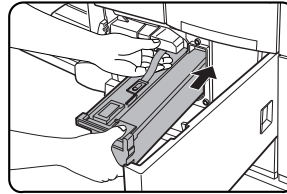
## 4 Remove a new toner cartridge from the package and shake it horizontally five or six times.



## NOTE

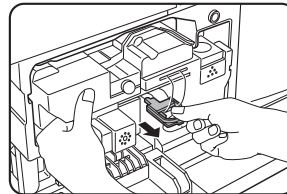
Shake the toner cartridge well to ensure that the toner flows well and will not stick to the inside of the cartridge.

## 5 Insert a new toner cartridge.



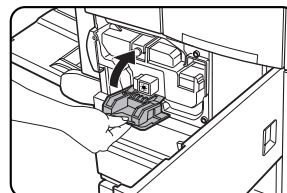
Push the cartridge in until it locks securely into place.

## 6 Gently remove the sealing tape from the cartridge.

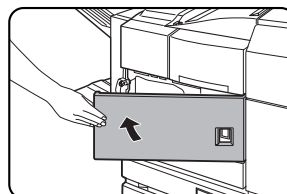


Once the seal is pulled out, the toner in the toner cartridge is supplied to the developer cartridge.

## 7 Return the cartridge lock lever.



## 8 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.