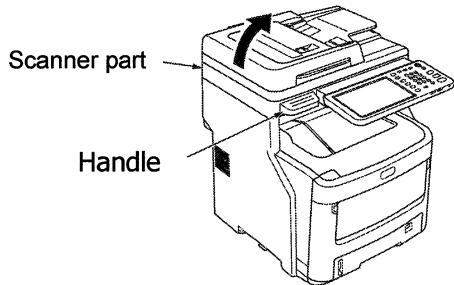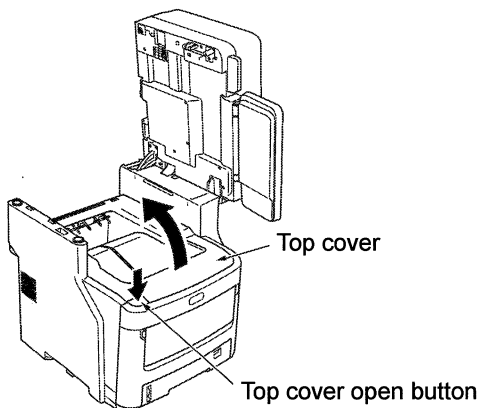## Replace the Toner Cartridges

1 Hold the handle and lift the scanner part.

Scanner part

Handle

2 Press the top cover open button to open the top cover.

⚠Caution	There is a risk of getting burned. ⚠
Do not touch the fuser unit. It can be extremely hot.	

Top cover

Top cover open button
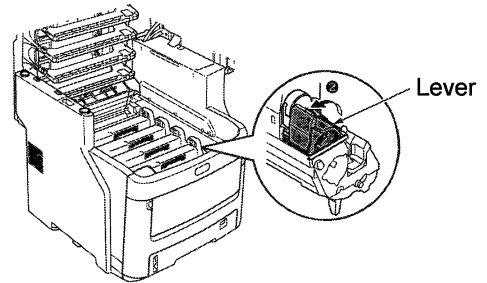
3 Remove the empty toner cartridge.

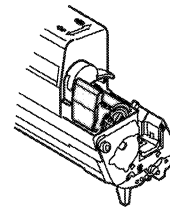| ⚠ Warning	Never put a used toner cartridge into a fire. It could explode and cause burns.

📝Memo

• For information on how to return used toner cartridges, see "Collection of Used Consumables" in the section of customer support / maintenance product warranty / product warranty. If you choose not to return your used toner cartridges, place them in a plastic bag and dispose of them according to local regulations.

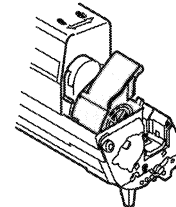(1) Identify the empty toner cartridge by its label color.

(2) Rotate the blue lever on the toner cartridge in the direction of the arrow until it stops.

Lever

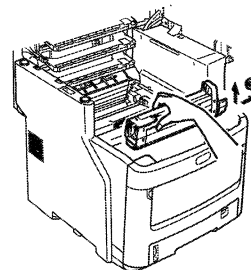The position of the lever is as follows.
• The toner cartridge can be removed

• The toner cartridge Is mounted

(3) Lift the right side of the toner cartridge (the side with the blue lever), and remove it from the machine.
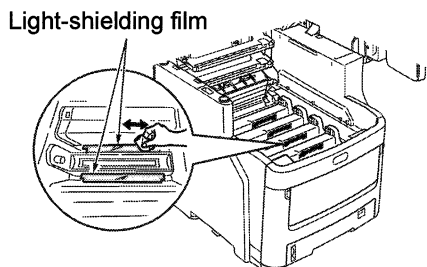
(! Note)

• There is a post which fits inside the toner cartridge on the end opposite of the blue lever. Take care when removing the toner cartridge, because the post may break if the toner cartridge is pulled straight up with force.
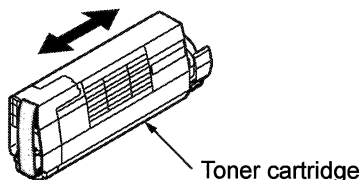
(4) Remove the toner cartridge carefully from the machine.

(! Note)

- If the light-shielding film is dropped on the toner while exchanging toner cartridges, the LED lens may be exposed to toner. Wipe it clean with soft tissue.
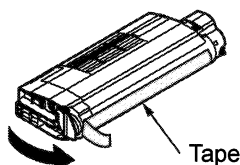
Light-shielding film

4 Insert a new toner cartridge.

(1) Remove the new toner cartridge from its packaging, and make sure the color is correct.
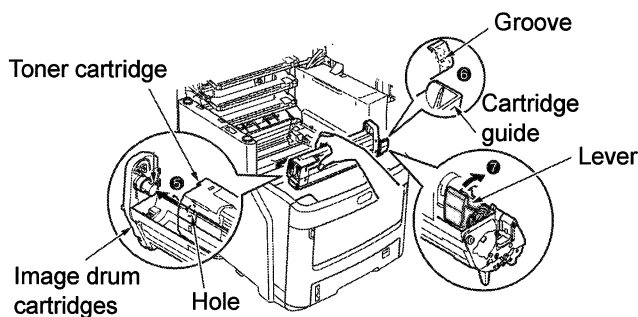(2) Gently shake it up and down and side to side several times.

Toner cartridge

(3) Lay the toner cartridge flat, and gently remove the tape.

Tape

(4) Make sure that the label color of the toner cartridge matches the label color of the image drum cartridge.
(5) Turn the cartridge so that the surface you removed the tape from is facing down. Align the hole in the left end of the toner cartridge with the post in the image drum.
(6) Press the right side of the toner cartridge securely into place.

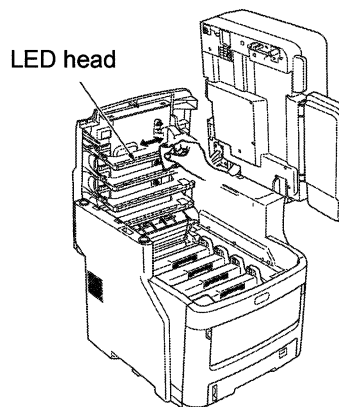(7) Rotate the blue lever on the toner cartridge in the direction of the arrow until it stops.

Groove

Toner cartridge

Cartridge guide

Lever

Image drum cartridges   Hole

(! Note)

- Do not force the toner cartridge into the machine. If it doesn't fit properly, make sure that the label colors of the toner cartridge and image drum cartridge are the same. If the colors don't match, the toner cartridge cannot properly be mounted.
- If the toner cartridge is not properly mounted, the print quality may suffer.
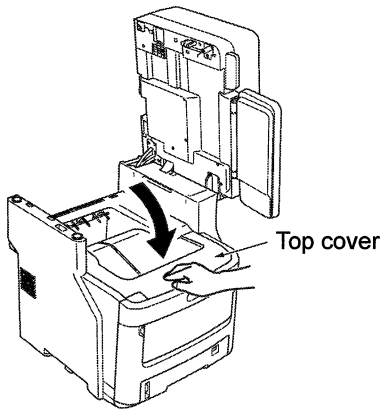
5 Gently wipe the surface of the LED head lens with a soft tissue.

(! Note)

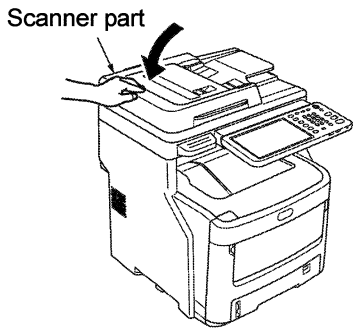- Do not use solvents such as methyl alcohol or paint thinners. They will damage the LED head.

LED head

6 Close the top cover.

Top cover

> 📝 Memo
>
> • If the message [Please Replace Toner] remains after replacing the toner cartridge, reinstall the toner cartridge.

7 Return the scanner part to its original position.

Scanner part

> 📝 Memo
>
> • If you dispose of used cartridges yourself, be sure to place them in a plastic bag and follow local regulations for proper disposal.

Replacing the Image Drum Cartridge

⚠ Warning

🔥	• Do not expose the toner or the toner cartridge to fire. The toner might explode and cause burns.
🚫	• Do not store toner cartridges close to a fire. The toner can ignite and cause fires or burns.

⚠ Caution

✋	• Some parts inside the device become hot and can cause burns. Do not touch areas labeled "Caution High Temperature".
❗	• Keep toner and toner cartridges out of reach of children. If children swallow toner, consult a doctor immediately.
❗	• If toner is accidentally inhaled, gargle with large amounts of water and get plenty of fresh air. Consult a doctor if necessary.
❗	• If toner gets on hands or skin, wash it off with soap and water.
❗	• If toner gets into the eyes, immediately flush with plenty of water. Consult a doctor if necessary.
❗	• If toner is swallowed, drink large amounts of water to dilute the toner. Consult a doctor if necessary.
❗	• When dealing with paper jams or replacing toner cartridges, take care not to get toner on your hands or clothes. If toner gets on hands or skin, wash it off with soap and water. • If toner gets on clothes, wash in cold water; hot water sets the toner into fabric.
🚫	• Do not disassemble the toner cartridge. Toner may disperse and soil hands and clothes or result in accidental inhalation.
❗	• Place used toner cartridges in a plastic bag to prevent toner from dispersing.
❗	• If you spill toner, carefully clean it up with a wet cloth.