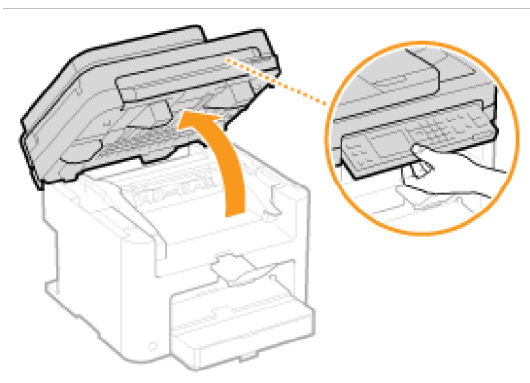


Before Replacing the Toner Cartridge

15A8-06R

Perform the following before replacing the toner cartridge. The message may no longer appear, or print quality may be improved. Review cautions for handling the toner cartridge before starting. **▶Maintenance and Inspections(P. 8)**
▶Consumables(P. 9)

1 Lift the operation panel.

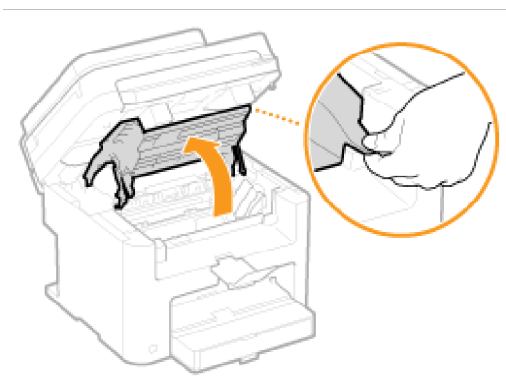


NOTE:

If you cannot lift the operation panel

Make sure the feeder or platen glass cover is completely closed. If a thick original such as a book is placed on the platen glass, remove the original. Forcing the operation panel up may cause damage.

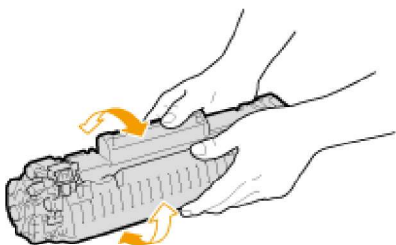
2 Open the toner cover by the grip at the front right of the toner cover.



3 Pull the toner cartridge out of the machine.

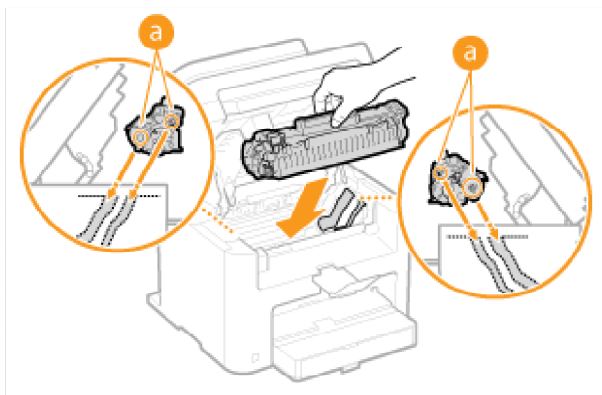


- 4** Shake the toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge.



- 5** Install the toner cartridge.

- Align the right and left projections (a) with the toner cartridge guides, and push securely all the way in.



- 6** Close the toner cover, and lower the operation panel.

NOTE:

If you cannot close the toner cover

Make sure that the toner cartridge is inserted properly.

Forcing it closed may cause damage.

LINKS

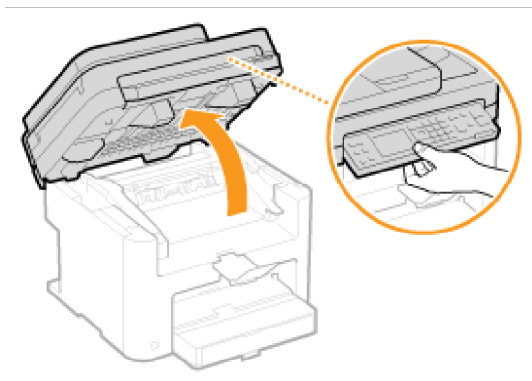
- [Replacing Toner Cartridges\(P. 386\)](#)

How to Replace Toner Cartridges

15A8-06S

Read the precautions in **Maintenance and Inspections(P. 8)** and **Consumables(P. 9)** before replacing the toner cartridges.

1 Lift the operation panel.

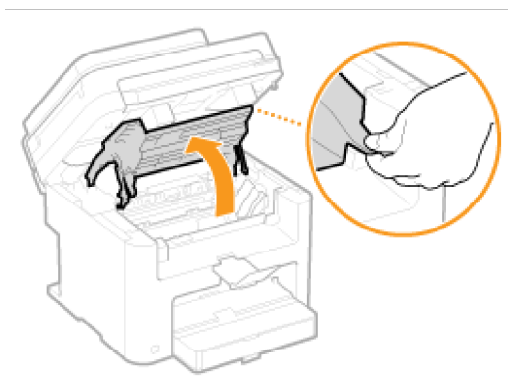


NOTE:

If you cannot lift the operation panel

Make sure the feeder or platen glass cover is completely closed. If a thick original such as a book is placed on the platen glass, remove the original. Forcing the operation panel up may cause damage.

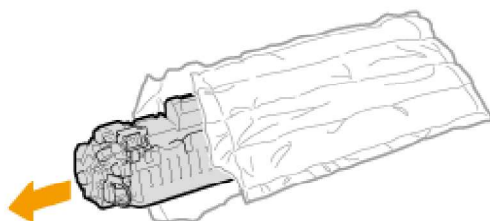
2 Open the toner cover by the grip at the front right of the toner cover.



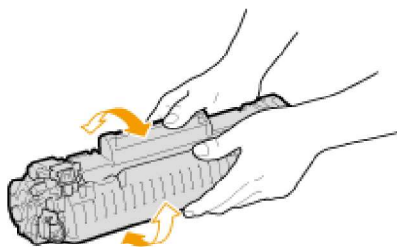
3 Pull the toner cartridge out of the machine.



- 4** Remove the replacement toner cartridge from the protective bag.

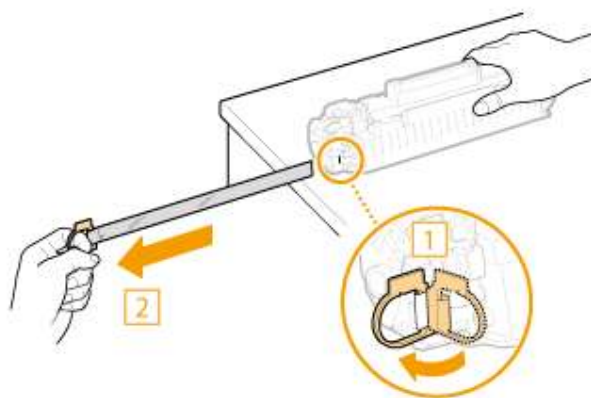


- 5** Shake the toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge, and then place it on a flat surface.



- 6** Pull the sealing tape straight out.

- The full length of the sealing tape is approximately 50 cm.

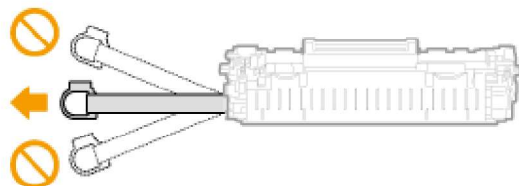


IMPORTANT:

When pulling out the sealing tape

If the sealing tape remains inside the toner cartridge, the quality of printouts may deteriorate.

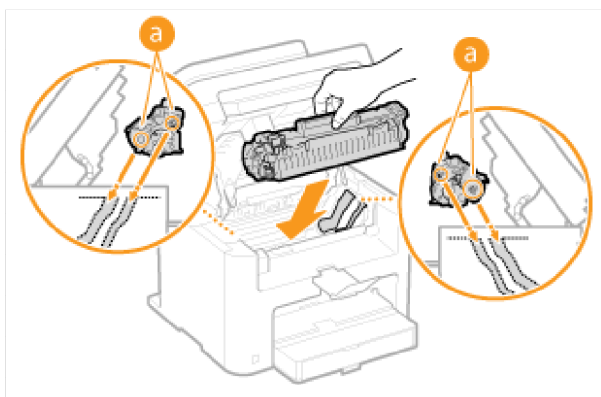
- Do not pull out the sealing tape at an angle or sideways. If the tape breaks, you may not be able to pull it out completely.



- If the sealing tape becomes stuck when pulling it out, keep pulling until it is completely removed.

7 Install the toner cartridge.

- Align the right and left projections (a) with the toner cartridge guides, and push securely all the way in.

**8 Close the toner cover, and lower the operation panel.****NOTE:****If you cannot close the toner cover**

Make sure that the toner cartridge is inserted properly. Forcing it closed may cause damage.

LINKS

- ▶ **Before Replacing the Toner Cartridge(P. 388)**