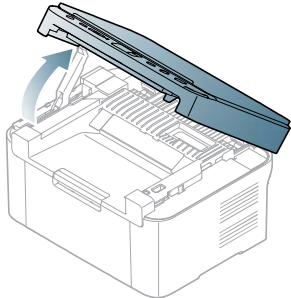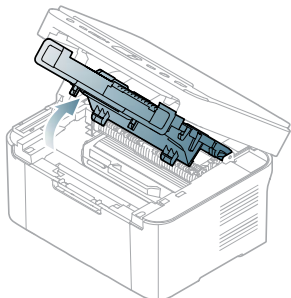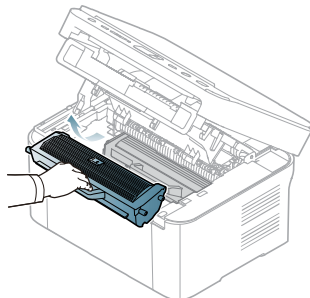1. Turn the machine off, then wait a few minutes for the machine to cool.
2. Open the scan unit.
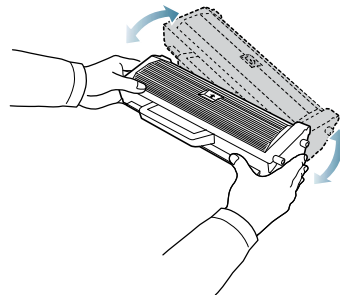
3. Open the inner cover.

4. Pull the toner cartridge out.
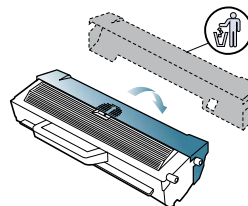
5. Take a new toner cartridge out of its package.

6. Slowly shake the cartridge side to side five or six times to distribute the toner evenly inside the cartridge. It will assure maximum copies per cartridge.

   > If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
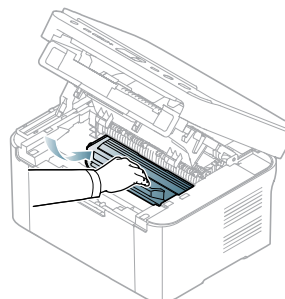
   > ⚠ Do not touch the drum located in the toner cartridge or imaging unit. Use the handle on the cartridge to avoid touching this area.

7. Remove the cap protecting the toner cartridge.

8. Hold the toner cartridge by the handle and slowly insert the cartridge into the opening in the machine.
   Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place completely.

9. Close the inner cover and the scan unit completely in order.
10. Turn the machine on.