

Checking replaceable's lifespan

If you experience frequent paper jams or printing problems, check the number of pages the machine has printed. Replace the corresponding parts, if necessary.


1. Press **Menu** on the control panel.
2. Press the left/right arrow until **System Setup** appears and press **OK**.
3. Press the left/right arrow until **Maintenance** appears and press **OK**.
4. Press the left/right arrow until **Supplies Life** appears and press **OK**.
5. Press the left/right arrow until the item you want appears and press **OK**.
 - Supplies Info**: Prints the supply information page.
 - Total**: Displays the total number of pages printed in color mode or black and white mode.
 - ADF Scan**: Displays the number of pages scanned using the ADF.
 - Platen Scan**: Displays the number of pages scanned using the scanner glass.
 - Imaging Unit**: Displays the number of pages scanned and printed.
 - Transfer Belt**: Displays the number of pages scanned and printed.
 - Fuser**: Displays the number of pages scanned and printed.
 - TransferRoller**: Displays the number of pages scanned and printed.
 - Tray 1 Roller**: Displays the number of pages scanned and printed.
6. Press **Stop/Clear** to return to ready mode.

Replacing the toner cartridge

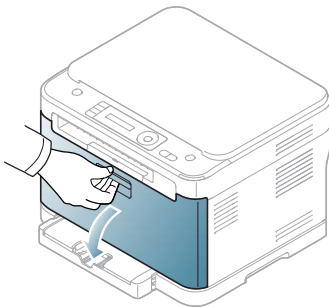
The machine uses four colors and has a different toner cartridge for each one: yellow (Y), magenta (M), cyan (C) and black (K).

The status LED and the toner-related message on the display indicate which toner cartridge should be replaced.

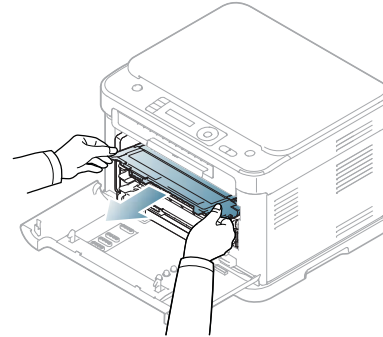
At this stage, the indicated toner cartridge needs to be replaced. Before replacing the toner cartridge, check the model number for the toner cartridge used in your machine.

 Click this link to open an animation about replacing the toner cartridge.

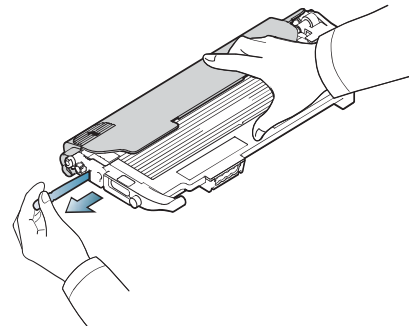
1. Turn the machine off, then wait a few minutes for the machine to cool.
2. Using the handle, completely open the front door.



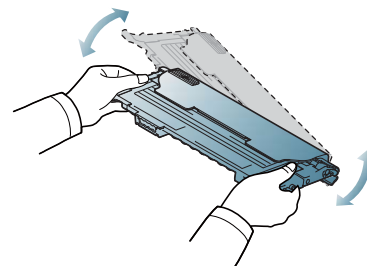
3. Grasp the handles on the toner cartridge and pull to remove the cartridge from the machine.



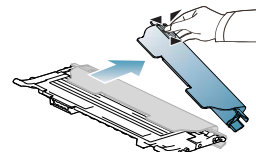
4. Take a new toner cartridge out of its package.
 - ⚠ Don't use sharp objects such as a knife or scissors to open the toner cartridge package. You could damage the surface of the toner cartridge.
5. Pull out the hopper sheet from a new toner cartridge.



6. Holding both handles on the toner cartridge, thoroughly rock it from side to side to evenly distribute the toner.

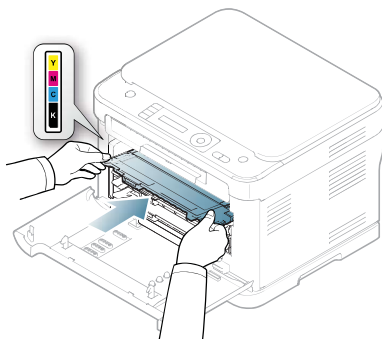


7. Place the toner cartridge on a flat surface as shown below and remove the protecting cap.



! If toner gets on your clothing, wipe it off with a dry cloth and wash it in cold water. Hot water sets toner into fabric.

8. Make sure that the color of the toner cartridge matches the color slot and then grasp the handles on the toner cartridge. Insert the cartridge until it clicks into place.



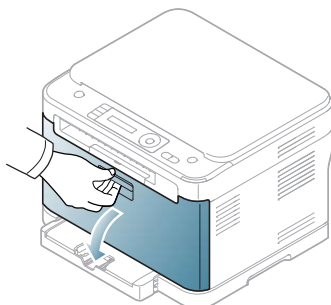
9. Close the front door. Make sure the door is securely latched and then turn the machine on.

! If the front door is not completely closed, the machine will not operate.

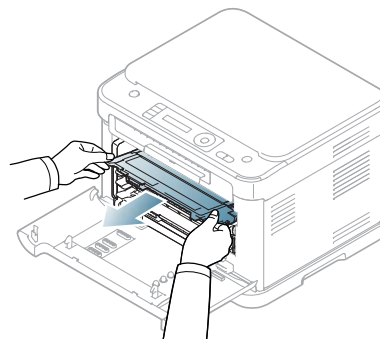
Replacing the imaging unit

When the life span of the imaging unit has expired, the Smart Panel program window appears on the computer, indicating the imaging unit needs to be placed. Otherwise, your machine may stop printing.

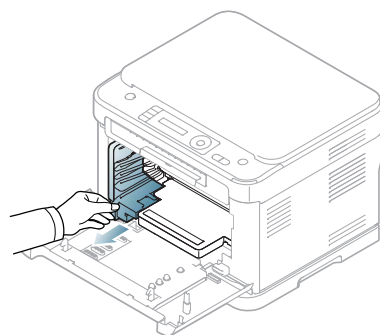
1. If the machine is printing from the computer or warming up, wait until the job ends. Then, turn the machine off.
2. Using the handle, completely open the front door.



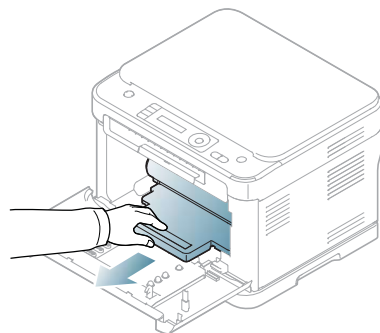
3. Grasp the handles on the front cartridge and pull to remove four cartridges from the machine.



4. Pull the waste toner container out of the machine using its handle.



5. Pull the imaging unit out of the machine using the groove on the front of the imaging unit.

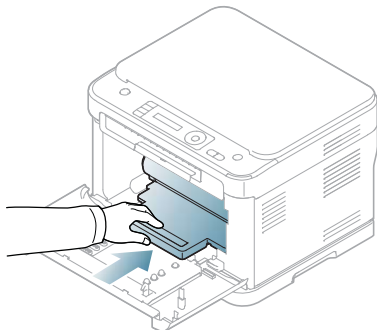


6. Take a new imaging unit out of its package. Remove the protective devices on both sides of the imaging unit and the paper protecting the surface of the imaging unit.

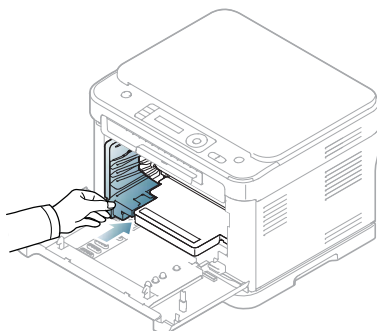


- Don't use sharp objects such as a knife or scissors to open the imaging unit package.
- Do not touch the drum located in the imaging unit. Use the handle on the cartridge to avoid touching this area.
- Be careful not to scratch the surface of imaging unit.
- To prevent damage, do not expose the imaging unit to light for more than a few minutes. Cover it with a piece of paper to protect it if necessary.

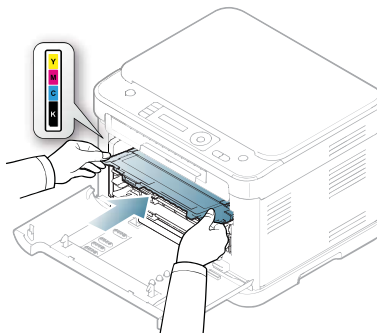
7. Holding the groove on the front of the imaging unit, push imaging unit in to the machine.



8. Insert the waste toner container into position and then push it to make sure that it is firmly seated in place.



9. Slide four toner cartridges back into the machine.



10. Close the front door firmly.



If the front door is not completely closed, the machine will not operate. Please, make sure all toner cartridges are installed properly. If any toner cartridge is installed improperly, the front door do not close.

11. Turn the machine on.

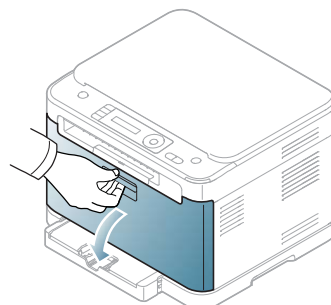


- It may takes few minutes for your machine to get ready.
- If the machine cannot recognize the status of toner cartridges, open and close the front door. If the problem persists, turn the power button off and on.

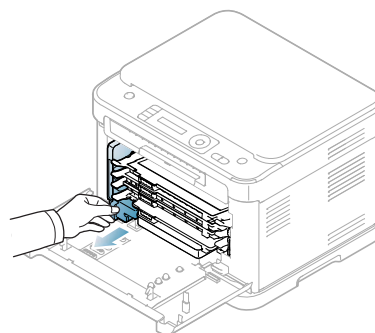
Replacing the waste toner container

When the life span of the waste toner container has expired, the Smart Panel program window appears on the computer, indicating the waste toner container needs to be replaced. Otherwise your machine stops printing.

1. Turn the machine off, then wait a few minutes for the machine to cool.
2. Using the handle, completely open the front door.

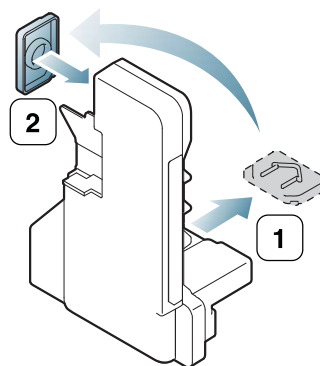


3. Pull the waste toner container out of the machine using its handle.



Make sure that you lay the waste toner container on a flat surface so that the toner does not spill.

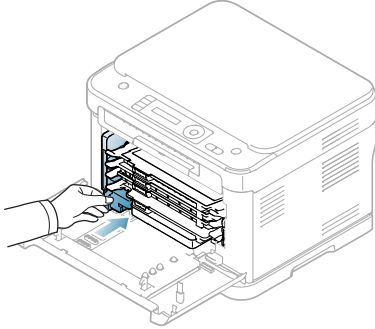
4. Remove the container's cap from the container as shown below and then use it to close the waste toner container opening.



Do not tilt or turn over the container.

5. Take a new waste toner container out of its package.

6. Insert the new container into position and then push it to make sure that it is firmly seated in place.



7. Close the front door firmly.



If the front door is not completely closed, the machine will not operate. Please, make sure all toner cartridges are installed properly. If any toner cartridge is installed improperly, the front door do not close.

8. Turn the machine on.