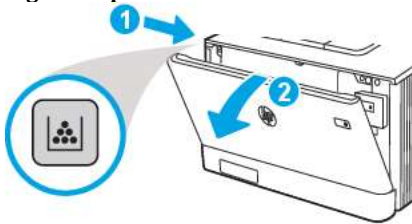# Remove and replace the toner cartridges

Follow these steps to replace the toner cartridge.
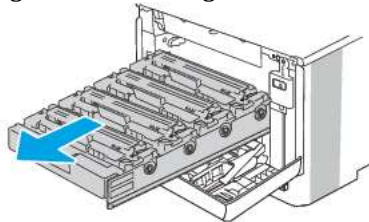
1. Open the front door by pressing the button on the left panel.
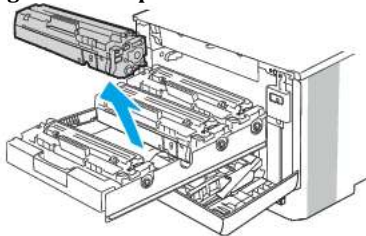
   Figure : Open front door

2. Grasp the blue handle on the toner cartridge drawer, and then pull out the drawer.
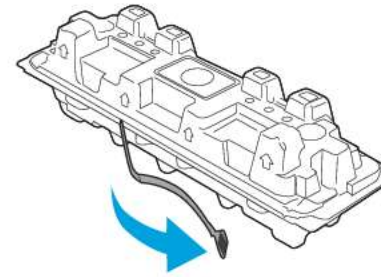
   Figure : Pull cartridge drawer out

3. Grasp the handle on the toner cartridge, and then pull the toner cartridge straight up to remove it.

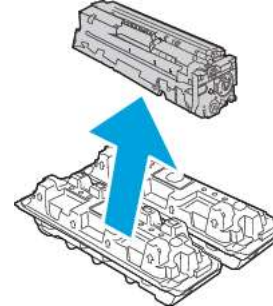   **Figure : Pull up to remove the cartridge**

4. Remove the new toner cartridge package from the box, and then pull the release tab on the packaging.

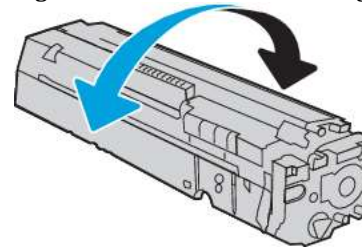   **Figure : Pull release tab on cartridge packaging**

5. Remove the toner cartridge from the opened packaging shell. Place the used toner cartridge in the shell for recycling.

   Figure : Remove cartridge from opened packaging

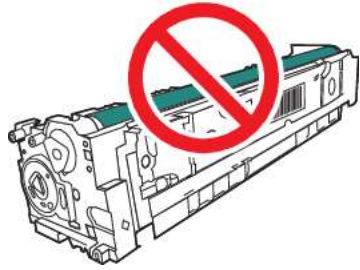6. Hold both ends of the toner cartridge and rock it 5-6 times.

   Figure : Shake the toner cartridge

7. Do not touch the imaging drum on the bottom of the toner cartridge. Fingerprints on the imaging drum can cause print-quality problems. Also, do not expose the cartridge to light unnecessarily.
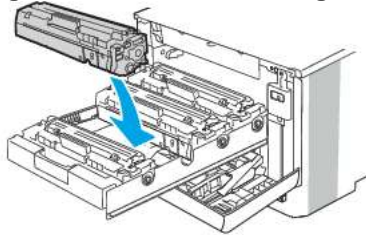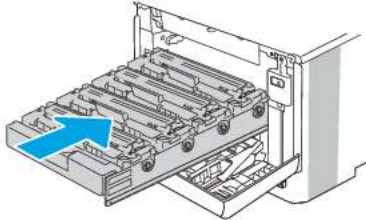
   Figure : Avoid touching drum

8. Insert the new toner cartridge into the drawer. Make sure that the color chip on the cartridge matches the color chip on the drawer.

   Figure : Insert the new cartridge

9. Close the toner cartridge drawer.

   Figure : Push the cartridge drawer in

10. Close the front door.

   Figure : Close the front door