- 1. Prepare new image drum.
- 2. Hold the handle (A) to open the scanner unit.



3. Insert your finger into the recess on the lever (B) side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



4. Press the button (C) and open the Output Tray (3).



- 5. Identify the image drum that reached its lifetime by its label color.
- 6. Remove the image drum (4) from the machine and place the image drum on a flat surface.



7. Turn the blue lever (6) of the toner cartridge toward you until its top align on the mark while pressing the toner cartridge.



8. Lift the toner cartridge (5) from the right side, and remove it from the image drum.



- 9. Unpack a new image drum and place it on a flat surface.
- **10.** Remove the protective sheets.



11. Remove the toner cover.



12. Insert the toner cartridge (5) removed in step 8 by aligning its left side indentation (7) with the protrusion (8) on the image drum so that the toner cartridge and image drum color label align. Then insert the right side gently into place.



13. Turn the blue lever (6) of the toner cartridge backward until its top align on the mark while pressing the toner cartridge.



14. Check the label color of the new image drum and place the drum into the machine.



15. Close the Output Tray (3) by pushing the both sides of the Output Tray (3) firmly.



16. Close the front cover (2).

Note

The front cover cannot be closed if the Output Tray is not closed securely.



17. Hold the handle (A) to close the scanner unit.

