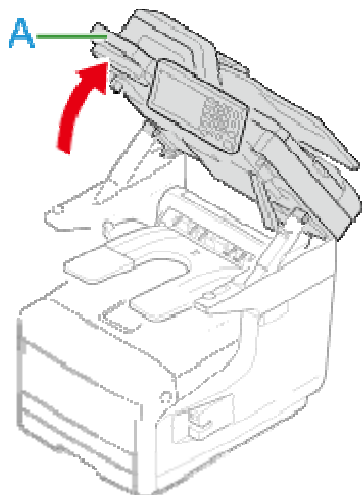
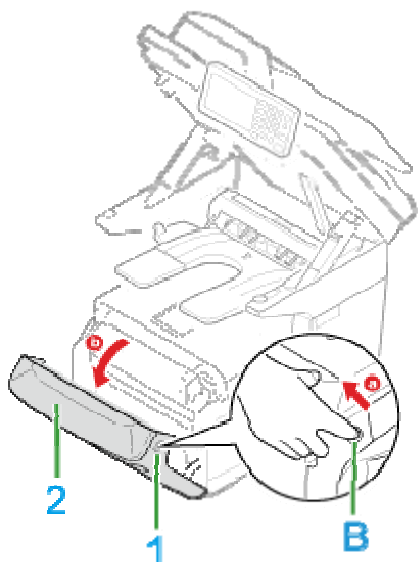


1. Prepare new toner cartridges.
2. Hold the handle (A) to open the scanner unit.



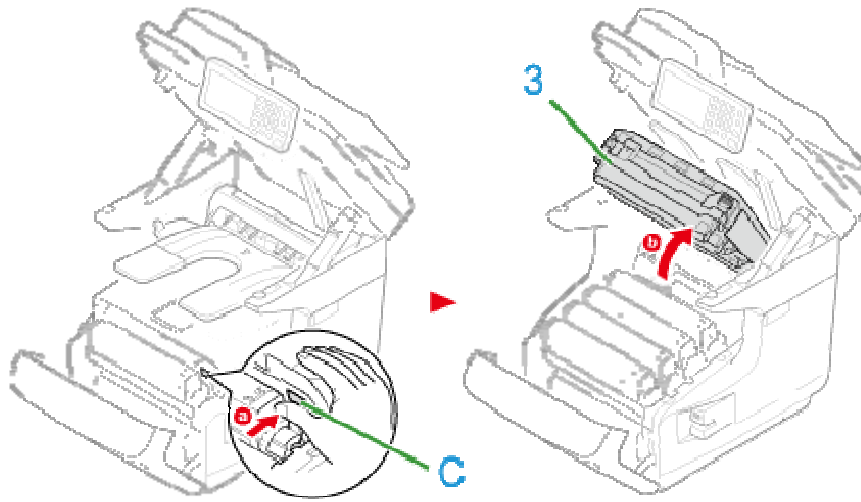
3. Insert your finger into the lever (B) on the right side of the machine and pull the front cover open lever (1) to open the front cover (2) forward.



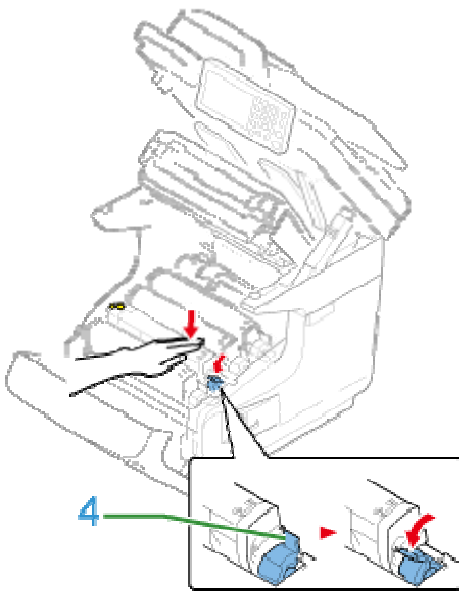
4. Press the button (C) and open the Output Tray (3).

**Possible to get burned.**

The fuser unit is extremely hot. Do not touch it.



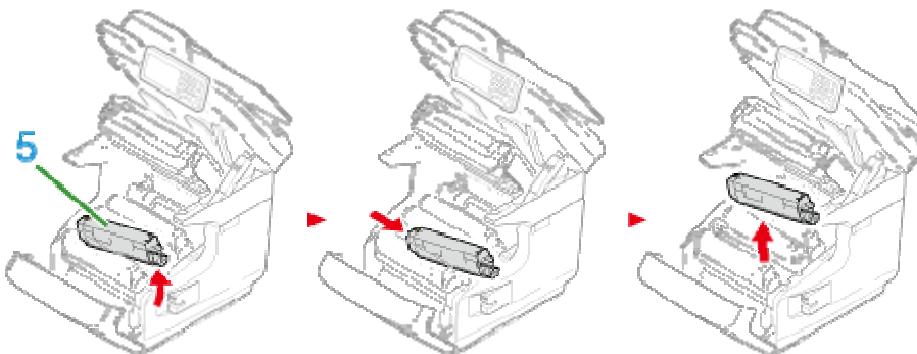
5. Identify an empty toner cartridge by its label color.
6. Turn the blue lever (4) of the toner cartridge toward you until its top align on the ▶ mark.



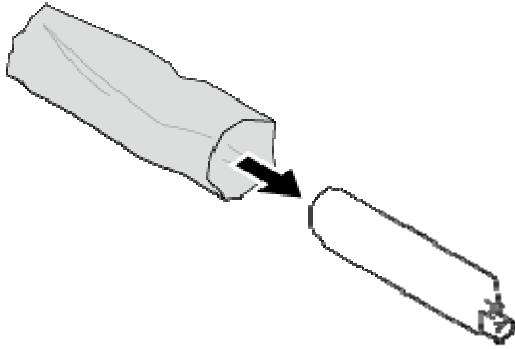
7. Lift the toner cartridge (5) from right side, and remove it from the machine.

**Possible to get burned.**

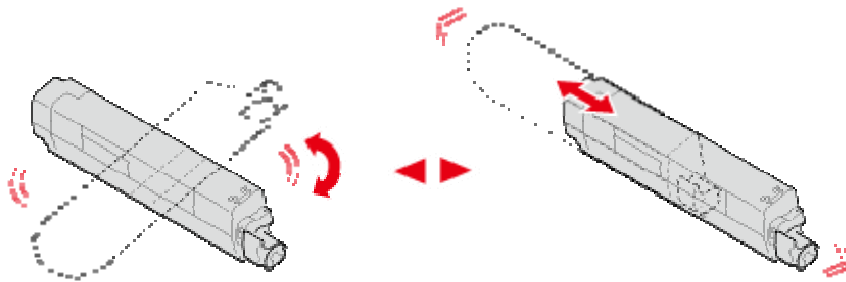
Do not throw used toner cartridge in the fire. They may explode, and the toner inside may fly off and cause getting burned.



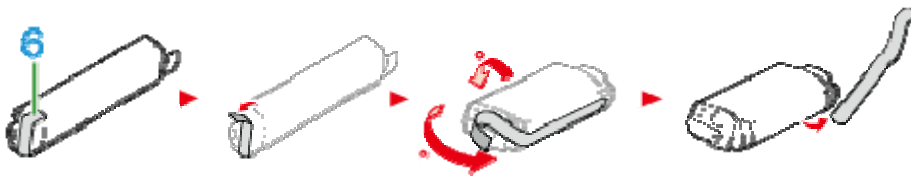
8. Unpack a new toner cartridge.



9. Shake the cartridge several times vertically and horizontally.



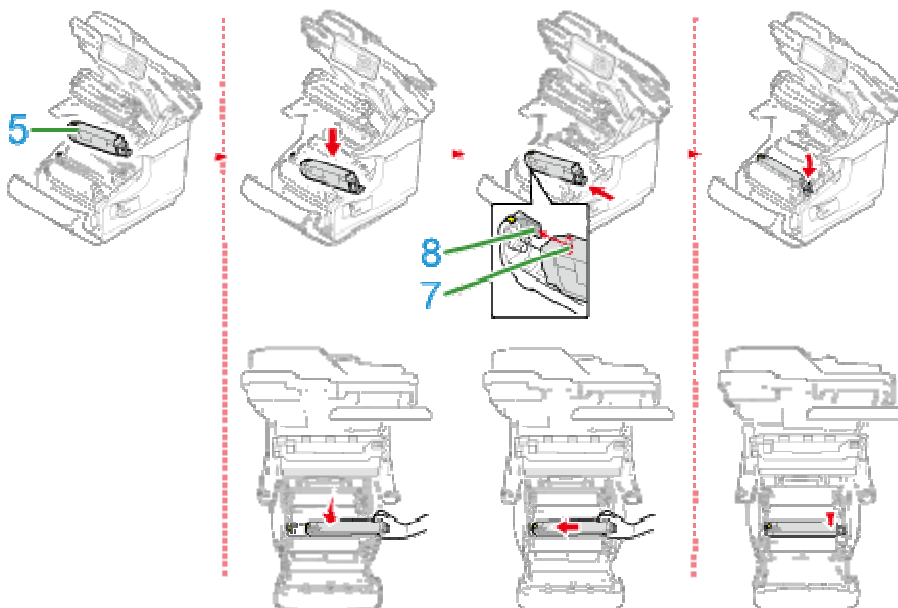
10. Remove the tape (6) from the toner cartridge.




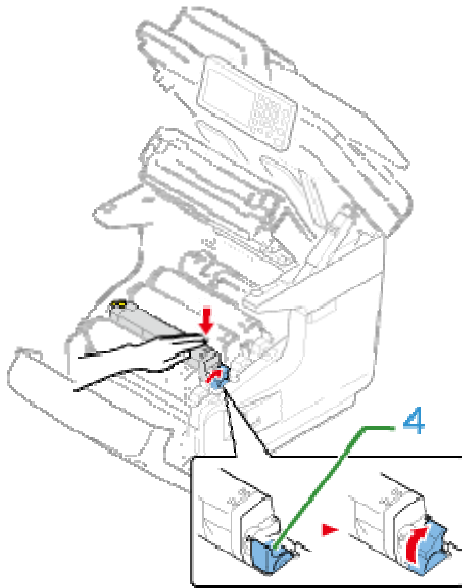
11. Insert a new toner cartridge (5) by aligning its left side indentation (7) with the protrusion (8) on the image drum so the toner cartridge and image drum color labels align. Then insert the right side gently into place.

Note

Do not insert a toner cartridge without removing the tape.



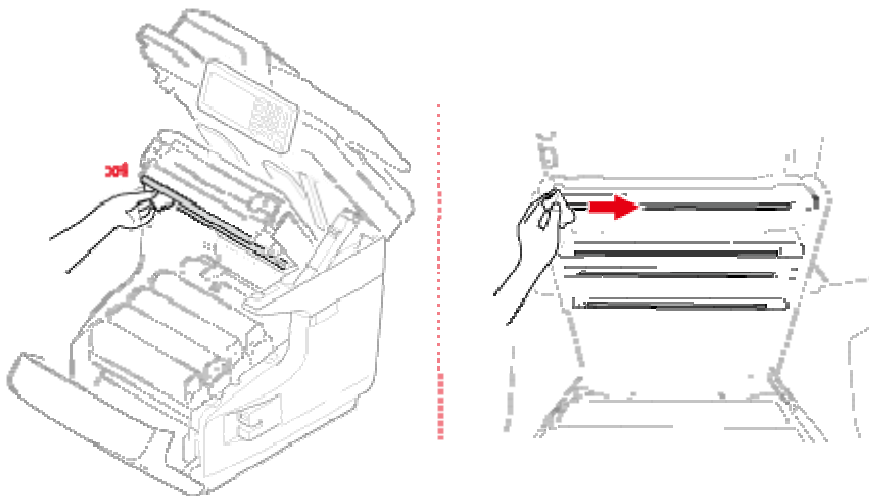
12. Turn the blue lever (4) of the toner cartridge backward until its top align on the  mark while pressing the toner cartridge.



**Note**

If the toner cartridge is not securely attached, printing quality may deteriorate

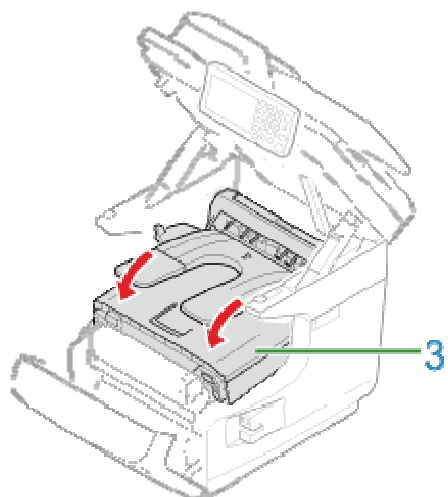
13. Wipe the lens of the LED head with a soft tissue paper lightly.



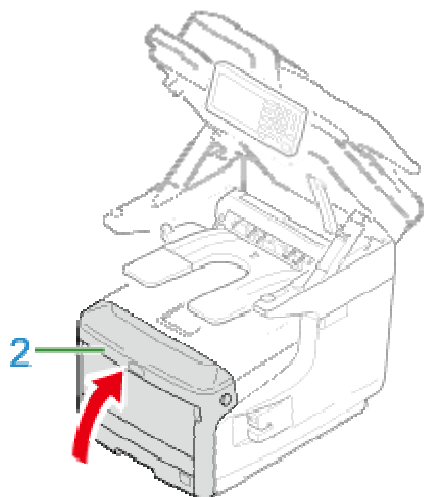
**Note**

Do not use solvents, such as methyl alcohol or thinners. They damage the LED head.

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



**15. Close the front cover (2).**



**Note**

The front cover cannot be closed if the output tray is not closed securely.

**16. Hold the handle (A) to close the scanner unit.**

