Handling the toner used in this printer can be dangerous. Be careful and follow the guidelines listed below:

- When handling toner cartridges, never stand them up on either end or position them upside down.
- If toner or used toner is inhaled, gargle with plenty of water and move into a fresh air environment. Consult a doctor if necessary.
- If your skin comes into contact with toner or used toner, wash the affected area thoroughly with soap and water.
- If toner or used toner gets into your eyes, flush immediately with large amounts of water. Consult a doctor if necessary.
- If toner or used toner is swallowed, dilute by drinking a large amount of water. Consult a doctor if necessary.
- Avoid getting toner on your clothes. If toner gets on your clothing, wash with cold water. Hot water will set the toner into the fabric and may make removing the stain impossible.
There are several instances when it’s a good idea to change the print cartridge. If you notice one or more of the situations described below, change the print cartridge.

1) There is a decrease in the quality of the print jobs. This could be anything from extra marks, smudges, or streaks found on the print job, to faded ink. This usually indicates there is something wrong with one of the cartridges. Try to discover which color is having the problem, and replace it. Then inform Nathan Smith of the problem.

2) One or more of the toner cartridge indicators on the initial screen (Shown above) starts to show it is empty. The initial screen is the home screen that will appear when the printer is turned on, or when it wakes up from hibernation. Look at the screen. If any cartridges are low, replace it with the appropriate color. (The printer uses letters to represent the four colors it uses. You will find these four letters on the initial screen standing for each color. The letter abbreviations are K: black, C: cyan, M: magenta, Y: yellow)

3) The message "Add Toner: (color)" (A combination of one to four colors, yellow, magenta, cyan, or black, will appear in "(color)") appears on the display screen. Replace the low cartridges with the
appropriate color.

**NOTE:** If cyan, magenta, or yellow toner runs out you can still print in black and white using black toner. If black toner runs out, you cannot print in black and white or color until the black toner cartridge is replaced.

### Changing the Printer Cartridges

From the back, the toner cartridges are installed in the order of yellow (Y), cyan (C), magenta (M), and black (K).

Open the top cover by grasping the left and right side handles, and lifting the top open.
Remove the Toner Cartridge you want to replace

Turn the locking lever of the toner cartridge towards the triangle mark (1), and then lift out the toner cartridge (2)

- Do not shake the removed toner cartridge. Remaining toner may leak.
- Pull the toner cartridge out slowly and carefully to prevent leakage.
- Place the old toner cartridge on paper or some other material to avoid dirtying your workspace.
Take the New Toner Cartridge Out of the Box

These cartridges are found in the cupboard marked **Photocopier Supplies** located just to the right as you walk into the cage. Make sure you pick the right kind of cartridge for this printer (remember, we have three different kinds) Also make sure you selected the right color.
Shake the Toner cartridge Up and Down Seven or Eight Times

Even distribution of toner within the bottle improves print quality.

Remove the Tape

Remove the masking tape from the top of the toner cartridge as the picture shows above.
Install the Toner Cartridge

Holding the toner cartridge horizontally (1) with the locking lever on the upper side, install the toner cartridge bottom first, and then move the locking lever to the triangle mark (2).

Lock the Cartridge in Place

Turn the locking lever to the circle mark. Pull the locking lever toward you until it locks into place. Do not repeatedly install and remove toner cartridges. Doing so results in toner leakage.

Close the top cover. Wait while the toner loads. To avoid malfunction, do not turn off the power while "Loading toner” appears on the display.