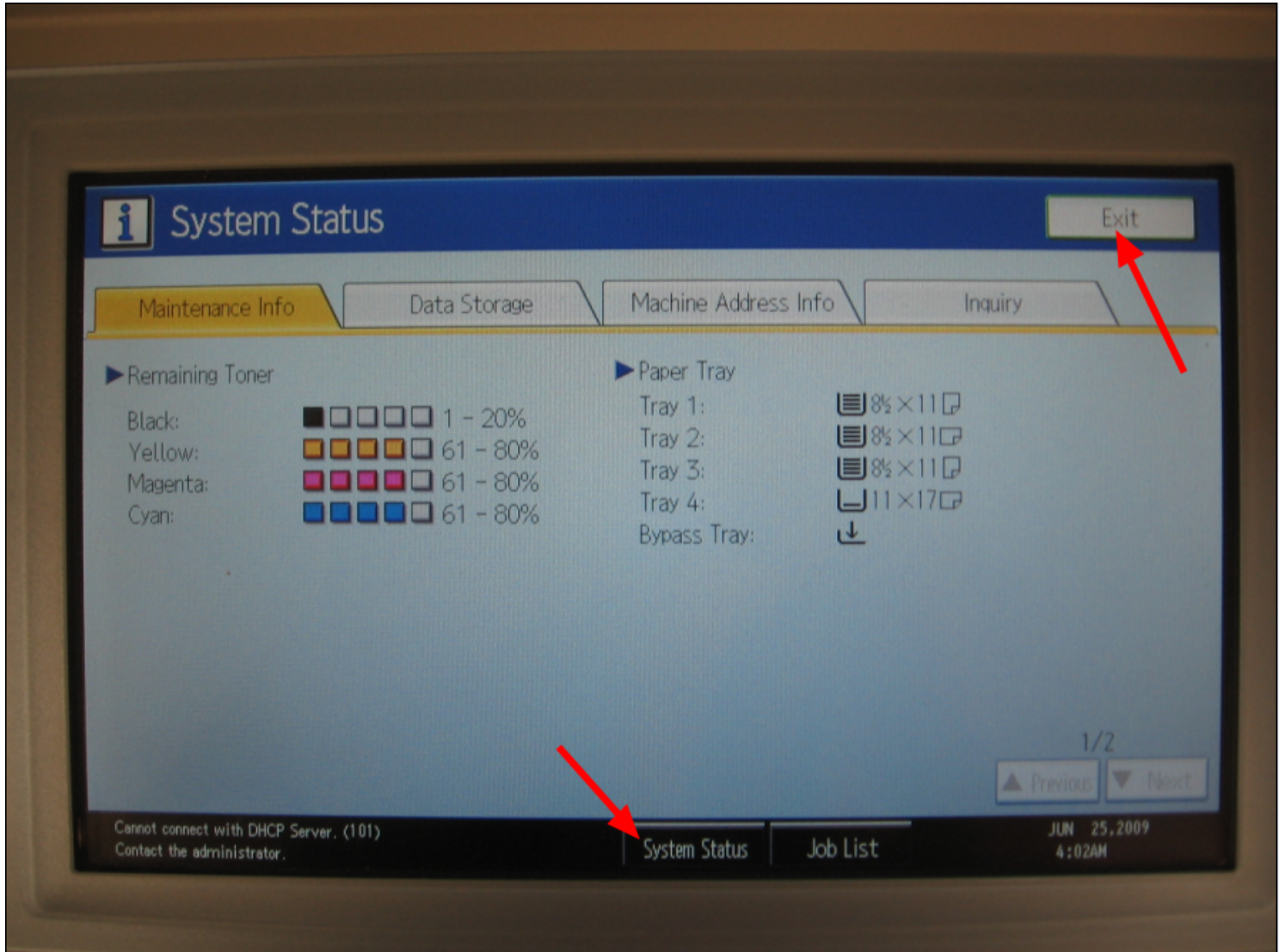


## Changing the Print Cartridge in the Photocopier

How to change the cartridge in the photocopier

Created June 24, 2009; By: Sarah Zabriskie. Updated July 12, 2010

### When Should I Change the Cartridge?



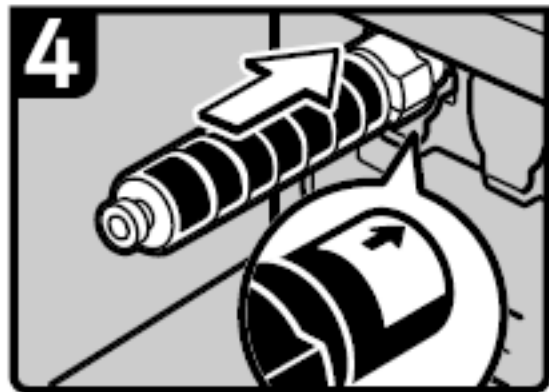
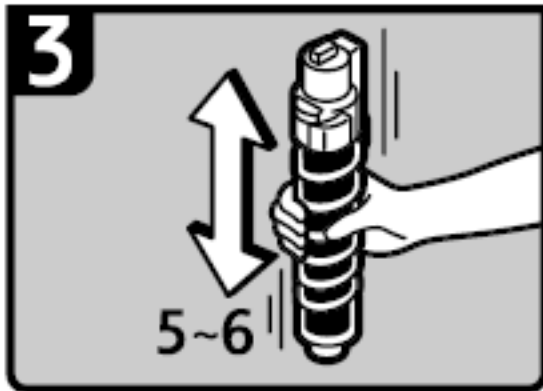
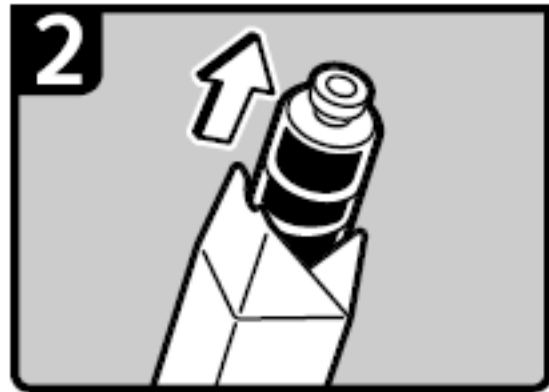
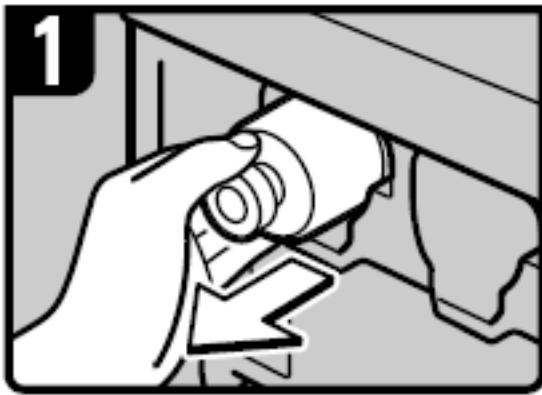
When deciding whether to change the cartridge in the photocopier or not, there are a couple of signs you should be aware of. These signs are listed below. If you observe one or more of these signs, it is time to change the cartridge.

**NOTE:** This photocopier is a color copier so it has 4 different cartridges, each with a different color.

1) Prints coming out of the photocopier have extra marks, blotches, or streaks. Try to determine which color is making these marks and replace that color's cartridge. Then let Nathan Smith know about the problem.

2) A message appears on the photocopier screen saying, "**Add Toner.**" When this message appears, one or more of the cartridges is empty and needs to be replaced. The message should also tell you which cartridge is empty. In the event that it doesn't, you can check how much toner is in each cartridge by pressing the "**System Status**" button at the bottom of the screen (Refer to the picture above) . This will take you to a screen which will show you how much toner is in each cartridge. To go back to the main screen, press the **Exit** button in the upper right corner.

## Replacing the Cartridge



To change the cartridge, follow the directions below and refer to the diagrams above:

- 1) Open the front cover of the machine and pull out the appropriate toner cartridge slowly.
- 2) Take out the new toner cartridge from the box. (The new toner cartridges are stored in the cupboard labeled **Photocopier Supplies** just to the right as you walk into the cage. Remember, there are three different machines that use cartridges in the lab. Be sure you use the appropriate type of cartridge.)
- 3) Hold the new toner cartridge and shake it five or six times.
- 4) Check the orientation of the toner cartridge and carefully insert it in the direction you see in picture #4. Close the front cover of the machine.