Replacing Consumables

About Toner Cartridges

Your printer uses four toner cartridges: black, yellow, magenta, and cyan. Handle the toner cartridges carefully to avoid spilling toner inside the printer or on yourself.

✏️ *The toner is nontoxic. If you get toner on your skin, wash it off with cool water and a mild soap. If you get toner on your clothes, lightly dust them off as best as you can. If some toner remains on your clothes, use cool, not hot water, to rinse the toner off.*

⚠ WARNING!

If you get toner in your eyes, wash it out immediately with cool water and consult a doctor.

✏️ *For information on Xerox supplies recycling programs, refer to www.xerox.com/gwa.*

⚠ CAUTION

Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreements, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage may vary outside these areas; please contact your local representative for details.

When replacing a toner cartridge, refer to the following table. For optimum print quality and performance, use only approved Xerox toner cartridges for your specific printer type, as listed in the table below. If you open the top cover, you can find your printer type and the toner cartridge part numbers on the consumables reorder label inside your printer.

| Toner Cartridge Type	Toner Cartridge Part Number
Standard-Capacity Toner Cartridge - Yellow (Y)	113R00690
Standard-Capacity Toner Cartridge - Magenta (M)	113R00691
Standard-Capacity Toner Cartridge - Cyan (C)	113R00689
High-Capacity Toner Cartridge - Black (K)	113R00692
High-Capacity Toner Cartridge - Yellow (Y)	113R00694
High-Capacity Toner Cartridge - Magenta (M)	113R00695
High-Capacity Toner Cartridge - Cyan (C)	113R00693

Keep toner cartridges:

■ In their packaging until you're ready to install them.

■ In a cool, dry location away from sunlight (due to heat).

The maximum storage temperature is 35° C (95° F) and the maximum storage humidity is 85% (noncondensing). If the toner cartridge is moved from a cold place to a warm, humid place, condensation may occur, degrading print quality. Allow the toner to adapt to the environment for about one hour before use.

■ Level during handling and storage.

Do not hold, stand or store cartridges on their ends or turn them upside down; the toner inside the cartridges may become caked or unequally distributed.
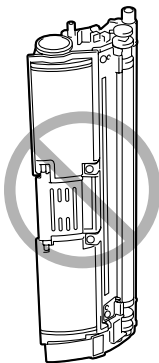
■ Away from salty air and corrosive gases, such as aerosols.

Replacing a Toner Cartridge

Note:
Be careful not to spill toner while replacing a toner cartridge. If toner spills, immediately wipe it off with a soft, dry cloth.

If TONER OUT ACTION on the QUALITY/TONER OUT ACTION menu is set to STOP, the message REPLACE *X* TONER (where "X" represents the color of the toner) appears when a toner cartridge becomes empty. Follow the steps below to replace the toner cartridge.

📝 *If* TONER OUT ACTION *on the* QUALITY/TONER OUT ACTION *menu is set to* CONTINUE, *the message* X EMPTY *appears.*

1 Check the message window to see which color of toner is empty. Perform the operation described below to automatically rotate the carousel to move the toner cartridge for the specified color, so that it can be replaced.

Press Key	Until Display Reads
	REPLACE X TONER **or** X EMPTY
✱ Menu Select ↵	MENU PRINTABLE PAGES MENU If the hard disk drive is installed, the PROOF/PRINT MENU appears.
▶ × 2 (or × 3)	MENU QUALITY MENU
✱ Menu Select ↵	TONER REMOVAL
▼	BLACK
▶ Press until appropriate color (X) is displayed.	X

Press Key	Until Display Reads
★ Menu Select ↵	`PLEASE WAIT`
	Then, it displays `OPEN DOOR AND/` `REPLACE X TONER`

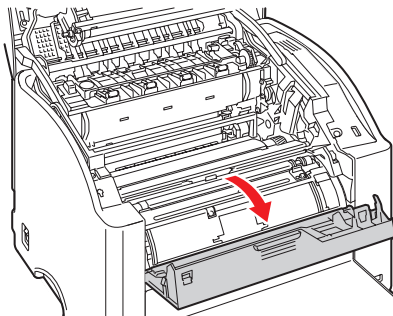**2** Pull the lever, and then open the top cover.
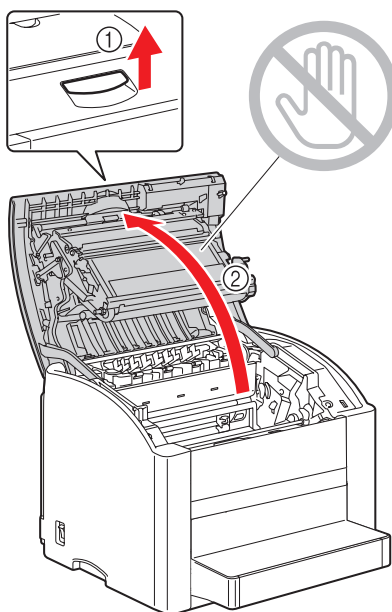
📖 *If there is paper in the output tray, remove it. Fold up the output tray before opening the top cover.*

📖 *Do not touch the transfer belt.*

3 Open the front cover and check that the toner cartridge to be replaced has rotated to the exchange position.

📝 *You can identify the toner cartridge by the color of the handle and by the letter molded into the handle: C (cyan), M (magenta), Y (yellow), and K (black).*

4 Pull the handle on the toner cartridge toward you, and then pull the toner cartridge up to remove it.
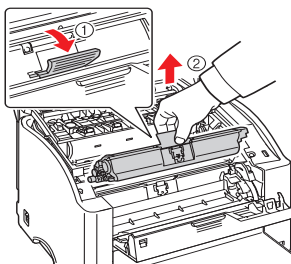
📝 *Do not manually rotate the toner cartridge carousel. In addition, do not rotate the carousel with force; otherwise, it may be damaged.*

⚠ **CAUTION**

Dispose of the empty toner cartridge according to your local regulations. Do not burn the toner cartridge.
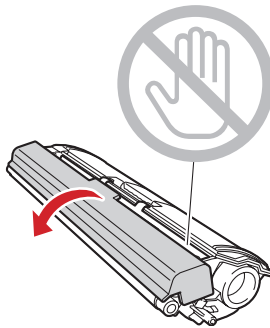
5 Prepare a new toner cartridge.

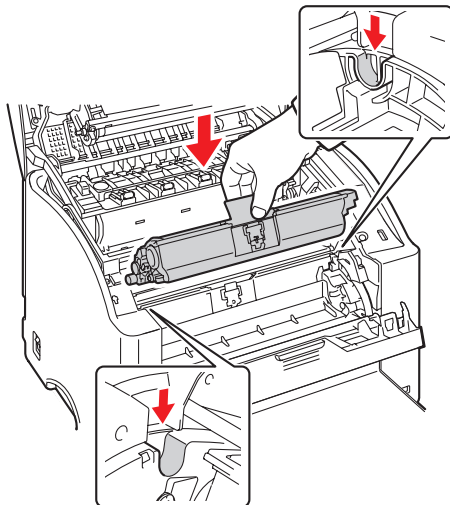**6** Shake the cartridge a few times to distribute the toner.
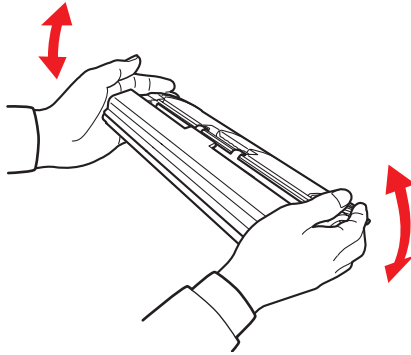
🖹✍ *Make sure that the toner roller cover is securely attached before shaking the toner cartridge.*

**7** Remove the cover from the toner roller.

🖹✍ *Do not touch or scratch the toner roller.*

8 Align the shaft on each end of the toner cartridge with its holders, and then insert the cartridge.
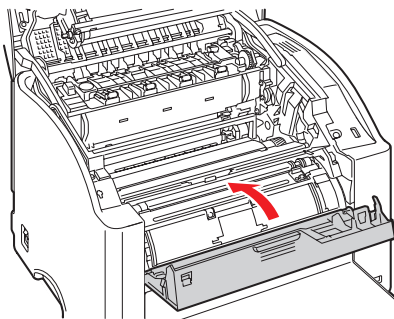

📝 *Before inserting the toner cartridge, make sure that the color of the toner cartridge to be installed is the same as the label on the toner cartridge carousel.*

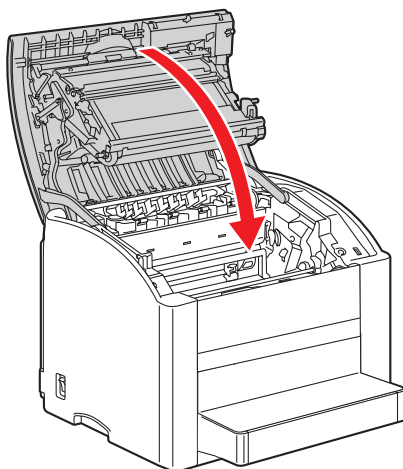**9** Press down on the toner cartridge until it snaps into place.
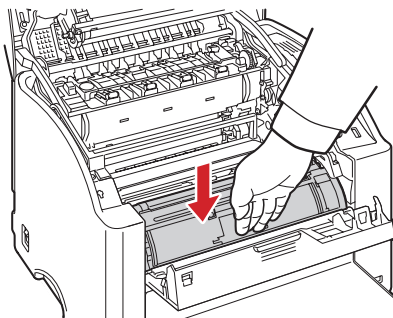
10 Close the front cover.

11 Carefully close the top cover.

✎ *The printer must complete a calibration cycle (less than 2 minutes) after the toner cartridge has been replaced. If you open the top cover before the message* READY *appears, the printer stops and repeats the calibration cycle.*