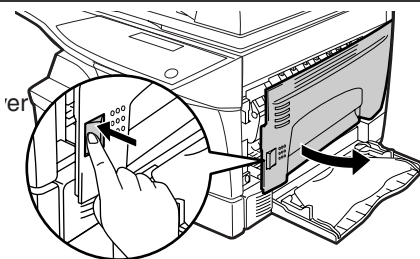
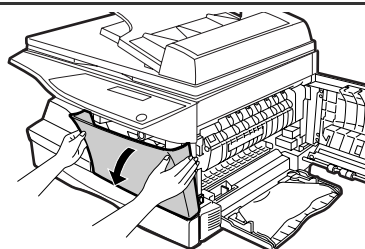


- 1** Open the bypass tray, and then open the side cover while pressing the side cover open button.

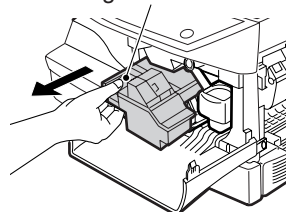


- 2** Push gently on both sides of the front cover to open the cover.



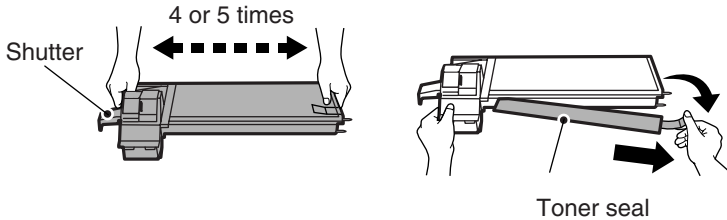
- 3** Gently pull the toner cartridge out while pressing the lock release lever.

Toner cartridge lock release lever



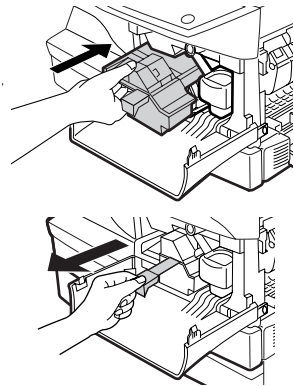
- After removing the toner cartridge, do not shake it or tap on it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge.
- Dispose of the old toner cartridge in accordance with local regulations.

- 4** Remove the toner cartridge from the bag. Grasp the cartridge on both sides and shake it horizontally four or five times. After shaking the cartridge, remove the toner seal.

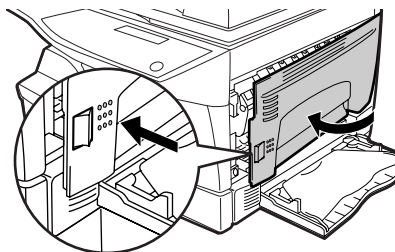
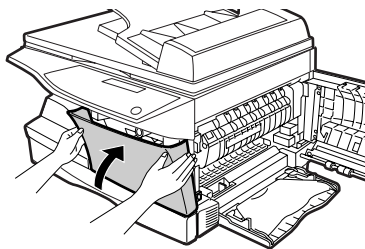


Grasp the toner cartridge as shown in the illustration. Do not hold the cartridge by the shutter. Be sure to only shake the cartridge before the toner seal is removed.

- 5** Gently insert the toner cartridge along the guides until it locks in place while pushing the lock release lever. Remove the tape from the shutter. Pull the shutter out of the toner cartridge as shown in the illustration. Discard the shutter.



- 6 Close the front cover and then the side cover by pressing the round projections near the side cover open button. The error indicator will go out and the ready indicator will light up.



**Caution**

When closing the covers, be sure to close the front cover securely and then close the side cover. If the covers are closed in the wrong order, the covers may be damaged.



**Note**

Even after a new toner cartridge is installed, the start (⏻) indicator may not light up, indicating copying cannot be restarted (toner is not sufficiently fed). In this case, open and close the side cover. The copier will feed toner again approximately 2 minutes and then copying can be restarted.

## SCAN HEAD LOCKING SWITCH

The scan head locking switch is under the original table. If the switch is locked (🔒), the unit will not operate. Unlock the switch (🔓) as shown below.

