Replacing the Toner Cartridge

When the message <Replace toner cartridge, (black)> is displayed on the touch panel display, press [ ] on the bottom right and replace the toner cartridge for the displayed color.

When the Black toner or all of the toners run out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge appears on the touch panel display. Follow the procedure described below to replace the toner cartridge.

If you press [Close], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

⚠️ WARNING
Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

⚠️ CAUTION
- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

🔧 IMPORTANT
- Use only toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- You can replace a toner cartridge while the machine is printing.
- The color of the toner to be replaced is displayed on the touch panel display. If multiple toner cartridges must be replaced, replace the toner cartridges in the following order: Black, Yellow, Magenta, Cyan.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- You can display an error message informing the user that the remaining toner is low. For instructions on displaying the remaining toner error message, see e-Manual > Settings/Registration. For instructions on deleting the remaining toner error message, see e-Manual > Settings/Registration.

🔍 NOTE
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue copying and printing in black-and-white. However, if a job is interrupted because cyan, magenta, or yellow toners runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.
- After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform an Auto Adjust Gradation in Adjustment/Maintenance (from the Settings/Registration screen). (see e-Manual > Settings/Registration.)
1  Press [ ].

NOTE
If the Black toner or all of the toners run out, this step is not necessary.

2  Open the toner replacement cover, holding both sides.

3  Select the color of the toner you want to replace from the display on the control panel → press [Remove Toner Cartridges].

If the toner with content remaining is selected, the message <The selected toner can still be used. Do you want to replace it?> is displayed. If you want to continue replacement, press [Yes]. If you do not want to replace the toner, press [No].
4 Wait for the internal cover to open automatically, and pull the toner cartridge out of the toner supply port.

![Black Toner Cartridge](image1) ![Cyan, Magenta, or Yellow Toner Cartridge](image2)

If the internal cover does not automatically open because of reasons such as closing of the toner replacement cover, an error message is displayed. Repeat the procedure from step 1.

⚠️ WARNING
Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite resulting in burns or a fire.

⚠️ CAUTION
Do not open the internal cover by force, as doing so may damage the machine.

5 Hold the new toner cartridge in your hands, as shown below, and gently tilt it up and down 10 times.
6 Twist the protective cap of the new toner cartridge in the direction of the arrow to remove it.

⚠️ CAUTION
Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.

7 Push the new toner cartridge in as far as possible.

🔍 IMPORTANT
When replacing toner cartridges, make sure that the color of the toner cartridge matches the color of label on the internal cover.
8 Close the internal cover.

Black Toner Cartridge

Cyan, Magenta, or Yellow Toner Cartridge

If the toner cartridge is not inserted, you cannot close the internal cover.

⚠️ CAUTION
When closing the internal cover, be careful not to get your fingers caught, as this may result in personal injury.

9 Close the toner replacement cover.

The toner confirmation screen is displayed.

⚠️ CAUTION
When closing the toner replacement cover, be careful not to get your fingers caught, as this may result in personal injury.