

Replacing Toners and Drums

Replace the toner cartridge when the printed documents become too light:

1. Open the front door of the printer and **pull out the toner/drum combination** .
2. **Press down the green lever** at the left to release the old toner cartridge.
3. **Replace the old toner cartridge with a new one**, making sure the green level is up and securing the new toner cartridge.
4. **Carefully straighten the toner/drum combination and firmly push it into the printer** . This movement **does require a significant push** to get it installed properly.
5. If the toner/drum combo is crooked, pull it out and try again.
6. In addition, when a new toner cartridge is installed, **the “Replace Toner” cartridge setting must be reset to “Continuous”** . To do this:
 - a. Press the up or down arrow on the printer until you see **“General Setup”** in the window and then press OK
 - b. Press the up or down arrow on the printer until you see **“Replace Toner”** in the window and then press OK
 - c. Press the up or down arrow on the printer until you see **“Continue”** in the window and then press OK.
 - d. Then press the **back button** twice until the window says **“Ready”**.

Instructions to replace the drum are on the back side of this page.

Instructions to Replace the Drum on the Printer

Replace the drum when it says **“Replace Drum”** in the window on the printer:

1. Open the front door of the printer and **pull out the toner/drum combination** .
2. **Press down the green lever** at the left to release the old toner cartridge.
3. **Pull out the black paper** from the roller in the new drum.
4. **Replace the old drum cartridge with a new one**, making sure the green level is up and securing the new toner cartridge.
5. **Carefully straighten the toner/drum combination** and firmly push it into the printer. This movement **does require a significant push** to get it installed properly.
6. If the toner/drum combo is crooked, pull it out and try again.
7. **Close the front cover** door.
8. To get rid of the **“Replace Drum”** warning on the printer window:
 - a. **Hold down the “OK” button and the ‘up’ arrow button at the same time**
 - b. **Press the ‘OK’ button** to select **“Drum”**
 - c. **Press the “down” arrow button** to reset the drum counter
 - d. The printer window will then display **“Accepted”**
 - e. Press the back button until the window says **“Ready”**

If you have any difficulties, call Dave Schibline at 920-973-5974 or Paul Castellano at 717-898-2442.