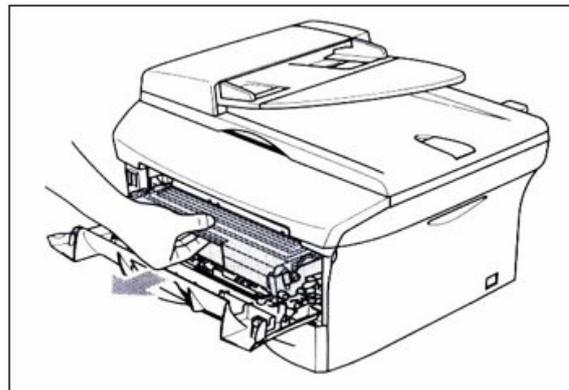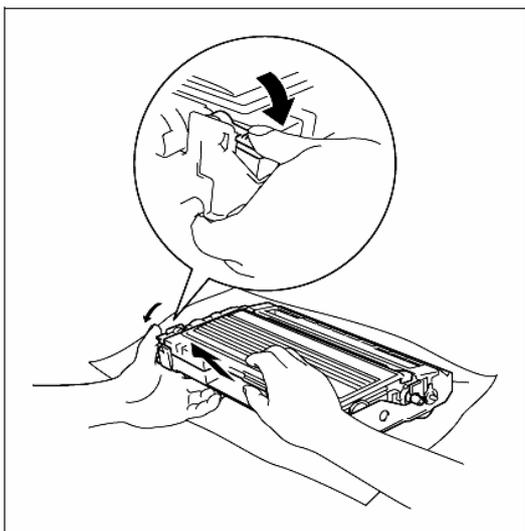1. Open the front cover of the machine.

2. Pull out the drum unit and toner cartridge assembly
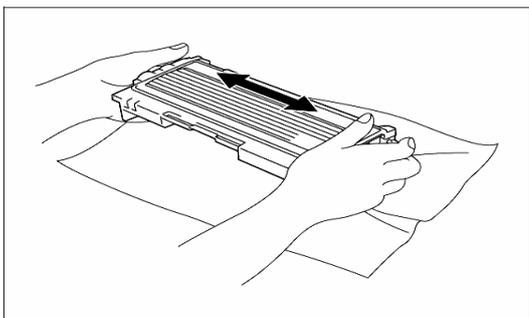

3. Push down the blue lock lever and take the used toner cartridge out of drum unit.

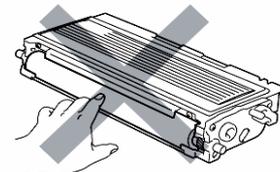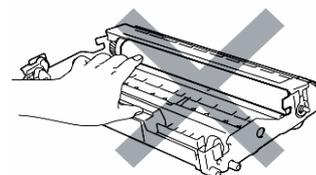| COUTION |
|---|
| Handle the toner cartridge carefully. If toner scatters on your hands or clothed, immediately wipe or wash it off with cold water. |

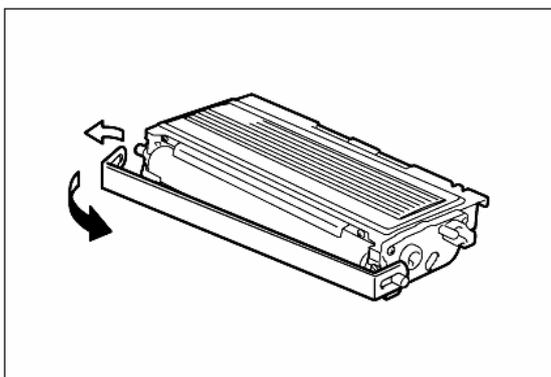| NOTE |
|---|
| Be sure to seal up toner cartridge tightly in the bag so the toner powder does not spill out of the cartridge. |

4. Unpack the new toner cartridge. Hold the cartridge level with both hands and gently rock it from side to side five or six times to spread toner evenly inside the cartridge.
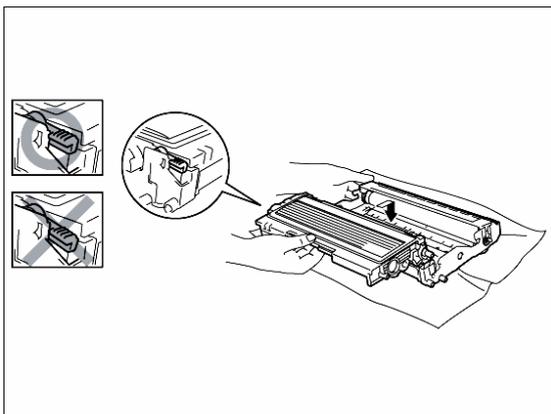
CAUTION

- Wait to unpack the toner cartridge until immediately before you put it in the printer. If toner cartridges are left unpack for a long time the toner life will be shorten.
- If an unpack drum unit is put in direct sun light or room light, the unit may be damage.
- Put the toner cartridge in the drum unit immediately after you have removed the protective cover. Do not touch the shaded parts shown in the illustrations to prevent any degradation to the printing quality.
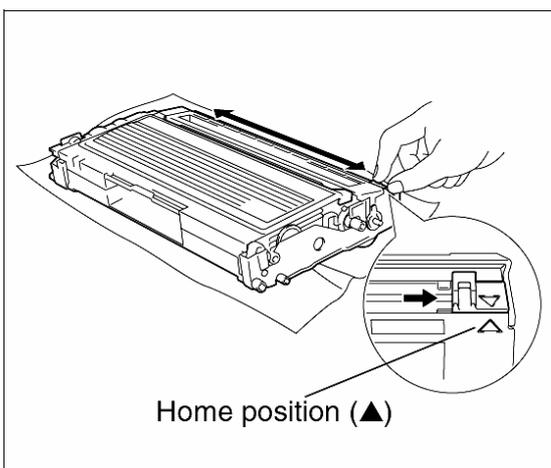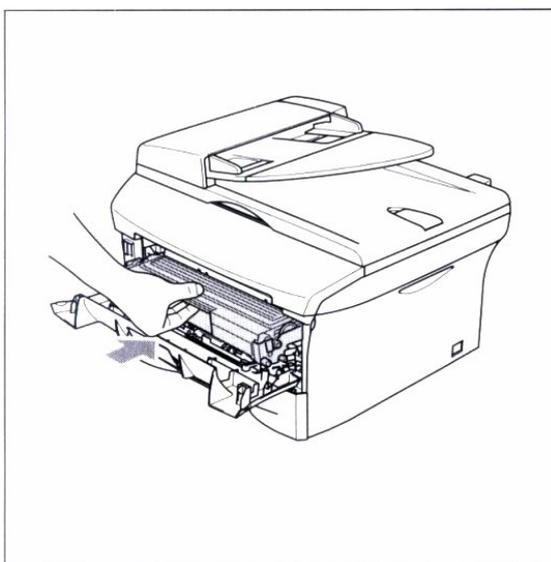
5. Pull off the protective cover.

6. Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put in properly, the lock lever will lift automatically.

CAUTION
Make sure you insert the toner cartridge properly or it may separate from the drum unit.

Home position (▲)

7. Clean primary corona wire inside the drum unit by gently sliding the blue tab from right to left and from left to right several times. Return the tab to the home position (▲) before you put the drum unit back to the printer. If you do not, printed pages may have a vertical stripe.

8. Put the drum unit and toner cartridge assembly back into the printer. Close the front cover of the printer.