

CHANGING & CHECKING YOUR PRINTER CARTRIDGE

(IT IS NORMAL FOR THE PRINTER TO STATE THAT THE PRINTER IS LOW ON TONER. THIS MESSAGE APPEARS WHEN THERE IS APPROXIMATELY 1/3 OF THE TONER STILL AVAILABLE. THE CARTRIDGE NEEDS TO BE REMOVED AND SHAKEN TO REDISTRIBUTE THE TONER AT THIS POINT.)

STEP 1: PRESS THE LATCH RELEASE BUTTON ON THE LEFT SIDE OF THE PRINTER.



**1ST STEP: LATCH
RELEASE BUTTON-
Press here to start.**

STEP 2: PRESS AND HOLD THE CARTRIDGE RELEASE BUTTON AND THEN PULL OUT THE CARTRIDGE BY THE BLUE HANDLE.



**2ND STEP: IMPORTANT-PRESS THE CARTRIDGE
RELEASE BUTTON-PRESS AND HOLD DOWN. PULL ON
THE BLUD HANDLE TO REMOVE THE CARTRIDGE.**

STEP 3: *SHAKE THE CARTRIDGE TO MOVE THE TONER AND REINSTALL.* CHECK TO SEE IF IT IS NOW PRINTING PROPERLY.

(Only shake the cartridge a couple of times. Don't continue to try to squeeze out every bit of toner.)

STEP 4: IF THE CARTRIDGE STILL DOES NOT PRINT PROPERLY, BRING THE OLD CARTRIDGE (We recycle!) TO THE CIT OFFICE FOR EXCHANGE. **REMEMBER TO PRESS THE CARTRIDGE RELEASE BUTTON FIRST BEFORE REMOVING CARTRIDGE.**



**4TH STEP: BRING ONLY THE
OLD CARTRIDGE TO THE
CIT OFFICE FOR
EXCHANGE.**

***PLEASE REMEMBER NOT TO RUN OFF CLASS SETS (EXCEPT PROGRESS REPORTS) FROM YOUR PERSONAL PRINTER.**