Replacing Toner Cartridges

Directions are for the Release Printers. After a patron reports light prints, toner cartridges should be removed, shaken, and reinstalled once before installing a new cartridge. The directions are adaptable for the Circulation Desk laser.

Make sure you have selected the correct toner cartridge. Paper and toner for both the first and second floor release printers is stored at the Circulation Desk on the back side of the work counter next to the laptop cabinet.

*If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

Used toner cartridges will be recycled.
Press the front door release button.

Location of front door on the first floor Reference Release Printer.
Open the front door by pulling toward you.
Grasp the cartridge firmly and remove the used toner cartridge from the printer.
Remove the new toner cartridge from the box. Place the used toner cartridge in the bag and then place it in the box for recycling.
Grasp the front and back of the toner cartridge, and distribute the toner by gently rocking the toner cartridge five or six times

**caution:**
Do not touch the shutter or the surface of the roller.
Remove the shipping tape and other protection from the new toner cartridge and discard.

Pull the ring located on the side of the cartridge straight out until the shipping tape is totally removed.
Align the toner cartridge with the tracks inside the printer, and insert the toner cartridge until it is firmly seated.
Close the front cover. After a short time, the control panel should display the Ready message.
Return the used cartridge that has been stored neatly in the box to the circulation desk. All used cartridges are stored on the shelves on the opposite side of the new cartridges.