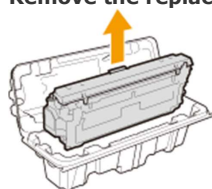**1**

Open the front cover.
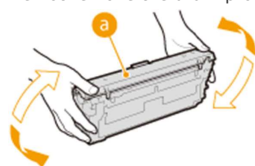
2

Pull out the toner cartridge.
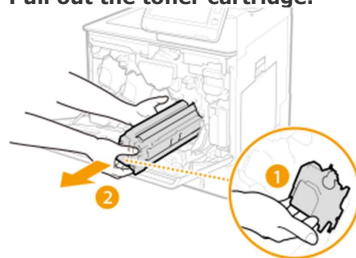
3

Remove the replacement toner cartridge from the protective case.

4

Shake the toner cartridge five or six times as shown below to evenly distribute the toner inside the cartridge, and then place it on a flat surface.

De not remove the drum protective cover (**a**) in this step.

5

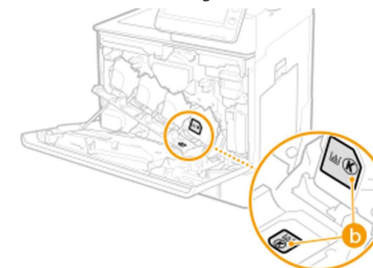**Remove the drum protective cover.**

6

Install the toner cartridge.

Align the toner cartridge with the toner guide (**a**) and push it into the slot until it stops.

IMPORTANT:

Be careful that the drum portion does not get hit against the mouth of the slot.

Place the toner cartridge into the slot marked with the appropriate color label (**b**).

7

Close the front cover.