

Replacing a Toner Cartridge

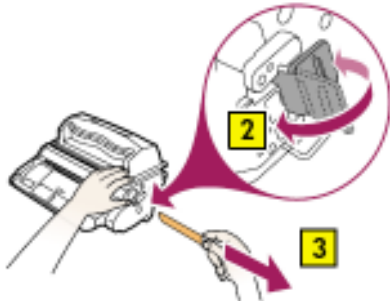
The following instructions are specifically designed for changing the toner cartridge of a HP LaserJet 4250 printer. However, these instructions are similar to most Laser Printers found at Vol State.

NOTE: If any part of these steps differs for the type of Laser Printer that you have, please contact the IT Help Desk at extension 3302 so that a Technician can assist.

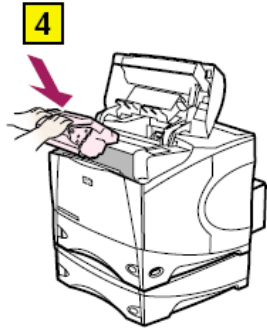
1. Open the top lid of the printer.



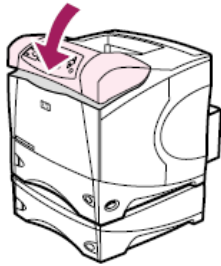
2. Slide the old toner cartridge out of the printer paying close attention to the “tracks” that it follows located on each side of the printer.
3. After opening the new toner cartridge, there will be an orange or black colored tab sticking out of the side. Move the tab back and forth until it snaps off and pull the tab straight out. This removes the seal on the toner cartridge for use.



- Slide the new toner cartridge into the printer following the same side “tracks” on the printer.



- Close the top lid of the printer.



- The printer will now perform a check to ensure the toner cartridge is installed correctly.