1. Make sure the power is turn on. Then open the printer top cover.

2. Remove the toner cartridges and drum unit assembly for the color shown on the touchscreen.

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

4. Unpack the new toner cartridge. Gently shake it from side to side 6-8 times to distribute the toner evenly inside the cartridge.

5. Pull off the protective cover.

6. Put the new toner cartridge firmly into the drum unit until you hear it lock into place.

7. Clean the corona wire inside the drum unit by gently sliding the green tab from left to right and right to left several times.

8. Slide each toner cartridge and drum unit assembly into the machine. Make sure you match the toner cartridge color to the same color label on the machine.