

TONER TIPS

How to change toner on
Kyocera MA4500ci

1. Press latch to release



2. Open the scanning unit/top ALL THE WAY BACK



3. Toner latches will only be unlocked in upright position if toner is empty. Pull out empty cartridge and insert the new one.



4. Gently close the scanning unit. It should only take TWO FINGERS of pressure to close. Do NOT slam it shut.



IMPORTANT NOTES

1. The top/scanning unit of the device must lift all the way back for toner replacement.
2. If your device is against a wall, you must slide it forward or rotate it and then open the top all the way back.
3. Empty toner bottles are #2 recyclable.
4. Toner doors are locked to protect against wasted toner.



SCAN FOR VIDEO

All toner bottles should enter the machine as smoothly as they come out. Incorrectly inserted toner can cause severe damage to your machine!

