

## Cleaning

Clean the machine regularly to ensure optimum output quality.

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**CAUTION:** For safety, always unplug the power cord before cleaning the machine.

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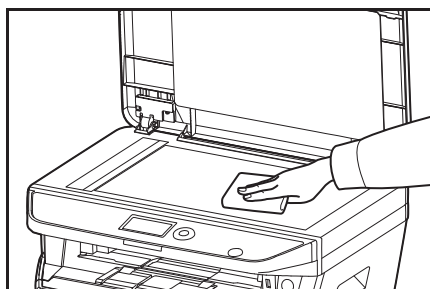
### Glass Platen

Wipe the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

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**IMPORTANT:** Do not use thinner or other organic solvents.

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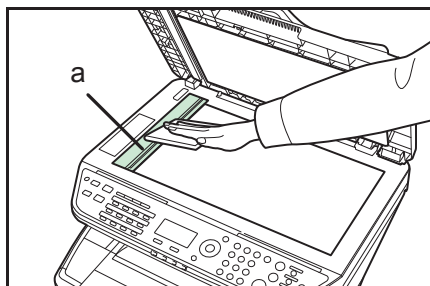
### Document Processor

If black streaks or dirt appears in copies when using the document processor, clean the slit glass with the supplied cleaning cloth. The message Clean the slit glass. may be displayed if the slit glass requires cleaning.

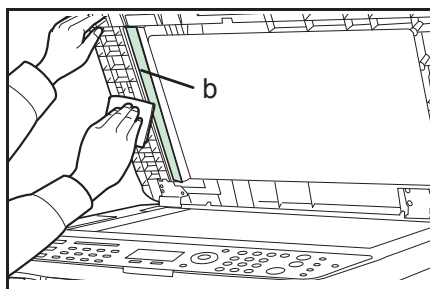
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**NOTE:** Wipe the slit glasses with the dry cloth. Do not use water, soap or solvents for cleaning.

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**1** Open the document processor and wipe the slit glass (a).

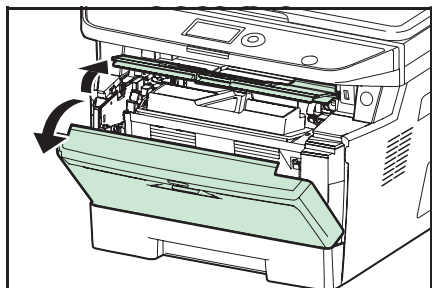


**2** Wipe the white guide (b) on the document processor.

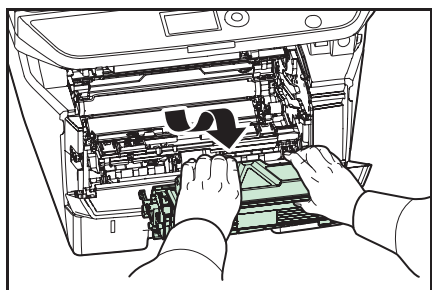
**3** Close the document processor.

## Cleaning the Machine

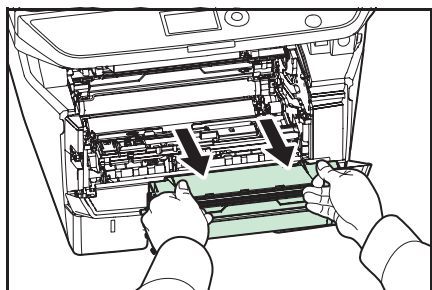
To avoid print quality problems, the interior of the machine must be cleaned with every toner container replacement.



- 1 Open the front cover.



- 2 Lift the developer unit together with the toner container out of the machine.



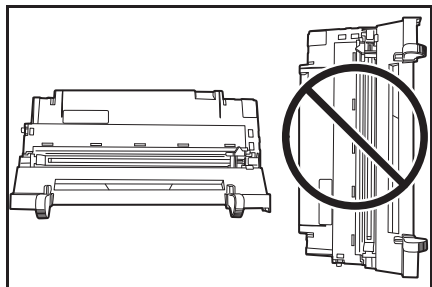
- 3 Remove the drum unit from the machine by holding the green levers with both hands.

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**NOTE:** The drum unit is sensitive to light. Never expose the drum unit to light for more than five minutes.

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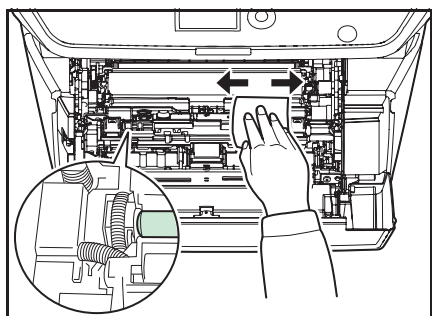


- 4 Place the drum unit flat on a clean, level surface.

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**IMPORTANT:** Do not place the drum unit on end.

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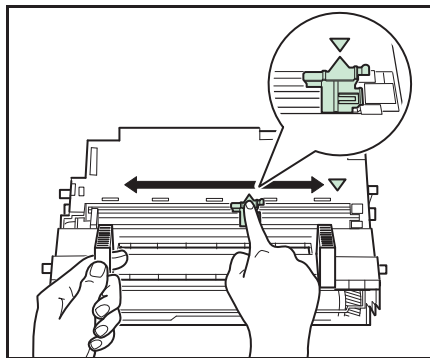


- 5 Use a clean, lint free cloth to clean dust and dirt away from the metal registration roller.

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**IMPORTANT:** Take care not to touch the transfer roller (black) during cleaning.

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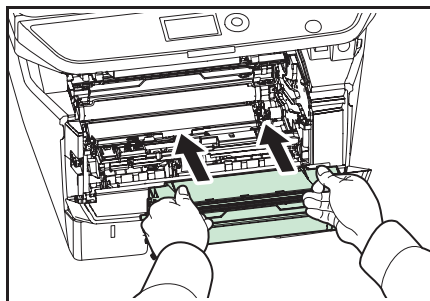


- 6 On the drum unit, slide the main charger cleaner (green) back and forth 2 or 3 times to clean the charger wire, then return it to its original position (CLEANER HOME POSITION).

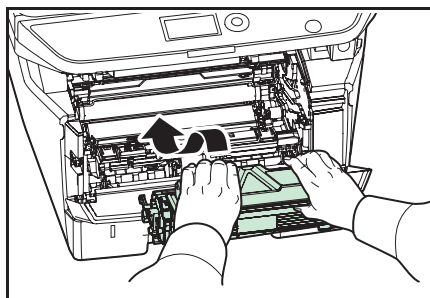
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**IMPORTANT:** Remove the fixing tape on the main charger cleaner before cleaning for the first time. After cleaning, make sure you restore the main charger cleaner to its home position.

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- 7 When cleaning is complete, return the drum unit to the original position.



- 8 Return the developer unit to its position, aligning the guides at both ends with the slots in the machine. Then, close the front cover.

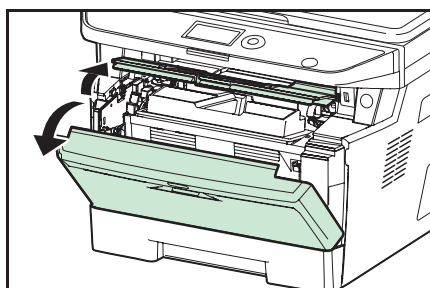
## Toner Container Replacement

When the message display displays *Add toner*, replace the toner.

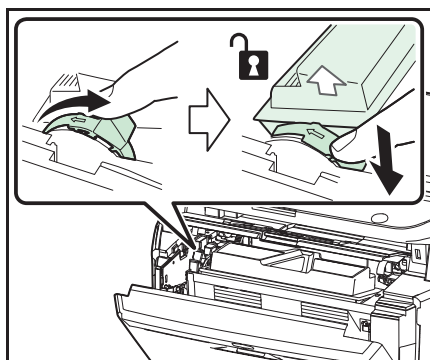
Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

**CAUTION:** Do not attempt to incinerate the toner container. Dangerous sparks may cause burns.

### Toner Container Replacement



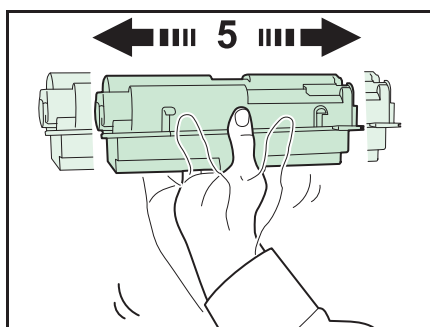
- 1 Open the front cover.



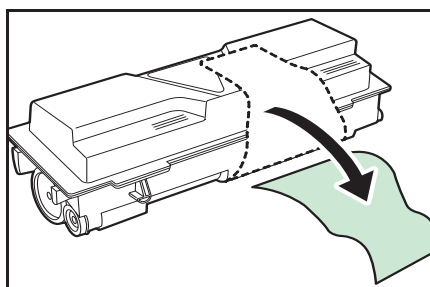
- 2 Turn the toner container lock lever to the unlock position. Push the toner container lock lever to the position marked by the arrow and pull out the toner container.

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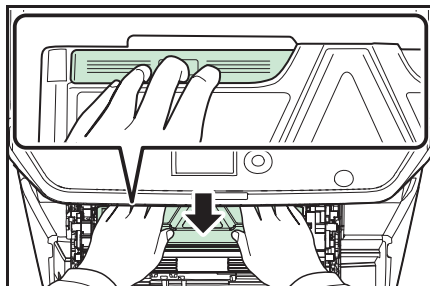
**NOTE:** Put the old toner container in the plastic bag (supplied with the new toner kit) and discard it later according to the local code or regulations for waste disposal.



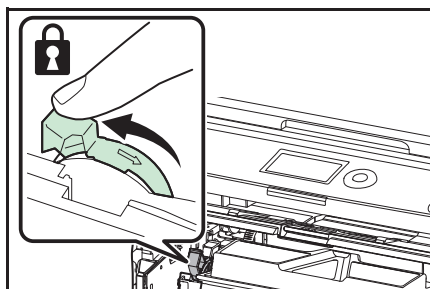
- 3 Take the new toner container out of the toner kit. Shake the new toner container at least 5 times as shown in the figure in order to distribute the toner evenly inside the container.



- 4 Remove the label from the toner container.



- 5** Install the new toner container in the machine. Push firmly on the top of the container at the positions marked PUSH, until you hear a click.



- 6** Turn the toner container lock lever to the lock position.

- 7** Close the front cover.

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**NOTE:** Return the exhausted toner container to your dealer or service representative. The collected toner container will be recycled or disposed in accordance with the relevant regulations.

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