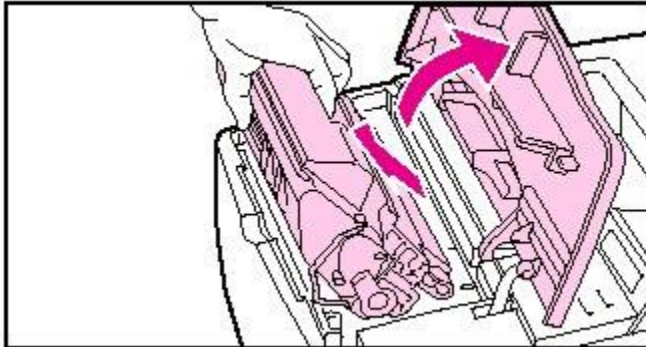


This guide covers how to change a toner cartridge in a HP LaserJet printer.

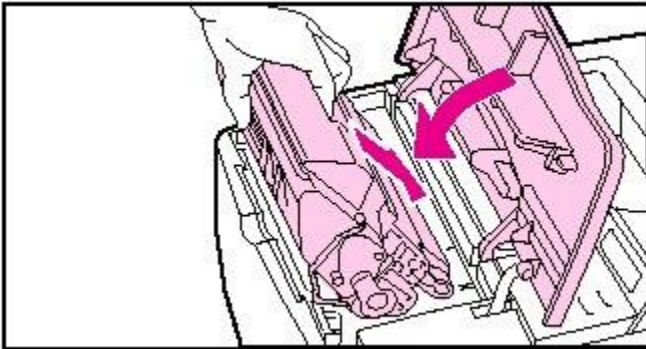
## CHANGING TONER IN HEWLETT PACKARD LASER PRINTERS

If the printer declares "Toner Low" and the print-outs are pale then please follow these instructions:

- Remove the Toner Cartridge. In most printers, you open the top flap of the printer. The toner cartridge is the large black box contained within. Pull it out gently towards you and up (it may need a bit of wiggling, but be gentle with it!):



- **Carefully** shake the cartridge (toner is difficult to remove from clothes...) - it may not be quite finished yet and could go for some time yet. Toner is expensive so it is always worth doing this.
- To reinsert the toner cartridge, slide it back down and forward in a reverse of the moves you made getting it out.



The printer will then run a self-check. Wait till it has finished. If it says "Ready" all is well. If it still says "Toner Low" then please call the Help Desk at 410-677-5454 or put in a ticket at <http://support.salisbury.edu/user> to request a replacement.