CIRCULATION: PRINTERS AT RESEARCH STATIONS – REPLACING CARTRIDGE

To replace a toner cartridge in the printers located at the research stations, pods B, D, F:

1. Remove new cartridge from box and prepare for replacement:
   - OPEN BOX CONTAINING NEW CARTRIDGE. TAKE CAREFUL NOTICE OF HOW IT IS PACKAGED SO THE USED CARTRIDGE CAN BE REPLACED IN SAME PACKAGING. (Refer also to instructions included with cartridge)
   - Remove cardboard sleeve containing cartridge from box, using holes in sleeve.
   - Lay on flat surface, cardboard down.
   - Flip the centered cardboard tabs, roll cartridge forward.
   - Undo tape.
   - Open silver-colored mylar wrapping.
   - Pull flap on end of cartridge, firmly, until it comes out.

2. Install new cartridge in printer.
   - Add a post-it noting date of installation.

3. Repackage used cartridge in cardboard insert:
   - Place used cartridge in mylar bag.
   - Place face down in spot labeled “cartridge here” on cardboard sleeve.
   - Re-tape plastic strips to cardboard handle.
   - Pull cardboard handle of the tape strip across cartridge and down.
   - Attach to slot in handle over tab on cardboard.
   - Bend flap back so it is behind the cartridge, tightening plastic.
   - Bend large flap back so it is also behind the cartridge. (The large flap goes over the smaller flap, holding the cartridge in place.)
   - Replace small cut-out tabs into notches.
   - Slide sleeve back into box, tape shut.
   - Route box to designated IT technician (currently Jerry Machenheimer)
   - Email designated LMC technician (currently LaRae) that cartridge has been replaced.
4. **To order replacement cartridge:**
   - Designated LMC tech (LaRae) sends email to IT tech with an order for a new VIS4127X cartridge.