# How to Change the Printer’s Toner Cartridge

1. Get a new toner cartridge and open it.

2. Turn OFF the printer*.

3. Take out the old cartridge.

4. Put the new cartridge in and turn the printer back ON.

5. Record Toner Change on Staff Website - http://bamboo.sdsu.edu/scc/toner/PrintWelcome.cfm

*If the printer runs out of ink in the middle of a print job, do NOT turn the printer off. Put the new cartridge in. Let the print job finish. Then turn the printer OFF.