How To Change Out a Toner Cartridge for a Xerox C8170

(Caution – There may be toner spillage on clothes – Contact IT if you have nice clothes on)

Locate a Full Toner box, remove the cartridge toner, and set it aside.

Open the front door, remove the Empty Toner by pulling it out, and place it into the empty Box you just opened.

To insert a toner cartridge:

Look for the Electrical contacts on the toner.   →

The contacts should be viable as in the photo below.

Place the Old cartridge in the Toner waste bin (Left of the Printer)

Insert Toner Cartridge With This Side Up