



How to Change the Toner on Your Ricoh/Savin MP & IM Series

1. Open the front panel



2. Remove the toner cartridge



For More Information:

Contact an Advance Expert:

410.628.0490 or Dispatch@advancestuff.com

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3. Open the new toner and twist off black cap
4. Insert new cartridge into the designated area with the arrow up and facing the machine



5. Close the panel door

[Click here to view our how-to video!](#)

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