# Replacing Ink Cartridge Toner for Xerox Printers

1. Please do not remove the toner cartridge from the printer unless you are certain that we have a spare. If we do have one, then please gently remove it.
   1. If we do have one: Make sure that the cartridge that you’re using is the right one for the Xerox – primarily, ensure it isn’t an HP Laserjet 4000 cartridge (these are usually in red and black boxes).
   2. If we don’t have one: first, be sure to check *underneath* the printer, as sometimes the cartridges can be kept there, otherwise, call the number that is on top of the printer, and inform them that we need another cartridge. **Note:** you will need the ID of the printer, which will start with N and then be a string of numbers. Tell them that this is the model ID of your printer and that you need a new cartridge. This should be done when it starts getting low, to ensure that there is enough time to replace it.
2. Replace the cartridge in the printer carefully and it should function again.