Murphy’s Law (and the history of the unit copiers on a holiday weekend) dictates that the copier’s two low ink cartridges will die!

Both magenta and yellow are already set out on the table. Changing them is as simple as pulling out the old one and sticking the same color new one in the slot.

***Do not change it until the copier says to do it.***

If you run into trouble Admin has almost the same model Xerox and should be able to help.