

HP Color LaserJet Enterprise X55745 - Remove and replace the toner cartridges

Replace the toner cartridges if you receive a message on the printer control panel.

Toner cartridge information

This printer indicates when the toner cartridge level is low and very low. The actual toner cartridge life remaining can vary.

To purchase cartridges, contact the managed service representative. Make sure to have the product model number, which appears on the product label on the back of the printer.

Do not remove the toner cartridge from its package until it is time to replace it.

CAUTION: If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

NOTE: Information about recycling used toner cartridges is in the toner-cartridge box.

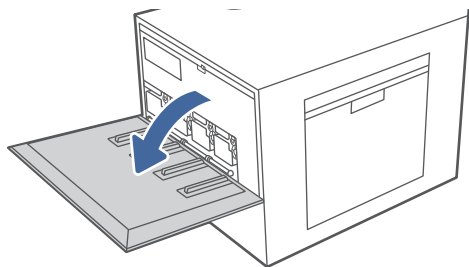
Remove and replace the toner cartridge

Follow these steps to replace the toner cartridge.

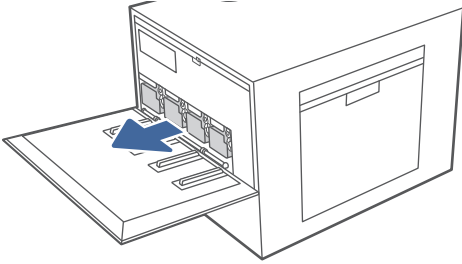
 [View a video of how to replace a toner cartridge](#)

1. Open the front door.

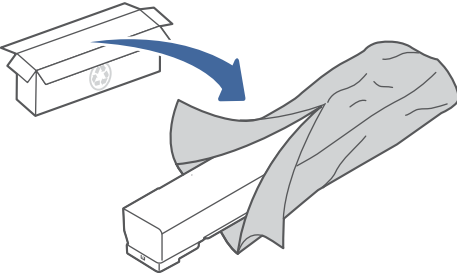
NOTE: The inner cartridge door is locked until a cartridge needs to be replaced, or an authorized administrator or service technician logs in on the control panel.



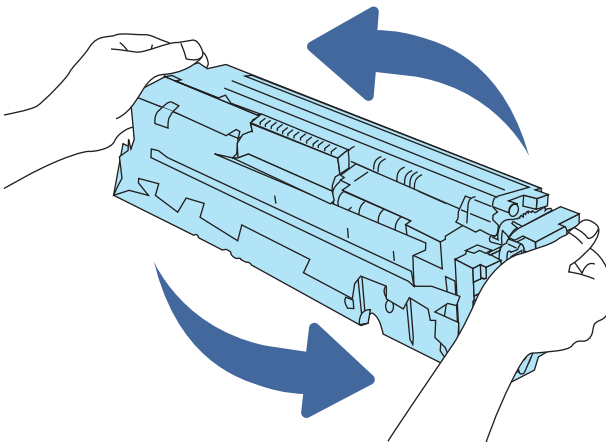
2. Grasp the end of the toner cartridge and pull it straight out of the printer.



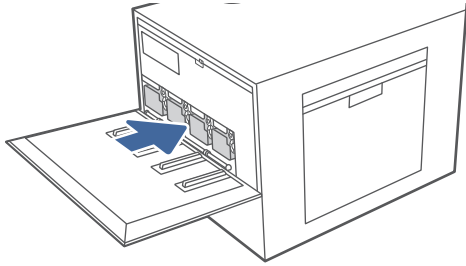
3. Remove the new toner cartridge from its package. Save all packaging for recycling the used toner cartridge.



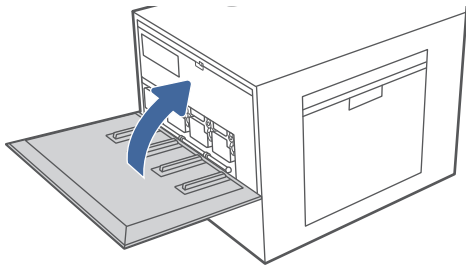
4. Hold both ends of the toner cartridge and rock it back and forth end to end to evenly distribute the toner that is inside.



5. Align the toner cartridge with its slot and insert it into the printer.



6. Close the front door.



7. Pack the used toner cartridge into the box that the new toner cartridge came in. See the enclosed recycling guide for information about recycling.

In the U.S. and Canada, a pre-paid shipping label is included in the box. In other countries/regions, go to www.hp.com/recycle to print a pre-paid shipping label.

Adhere the pre-paid shipping label to the box, and return the used cartridge to HP for recycling.

