Xerox® Versant® 180 Press
Quick Reference for Routine Maintenance

Dry Ink Cartridges

To replace Dry Ink Cartridges:

1. You can replace Toner Cartridges while the machine is printing. Open the Toner Cover, located just above the print engine front door. There is a finger hold at each side of the panel.

2. Lay paper on the floor before removing the cartridge to catch any excess toner that falls.

3. Remove Toner Cartridge by placing fingers under the end of the cartridge and pulling straight out. While pulling out, hold the bottom of the cartridge with your other hand to give it support.

4. Recycle the old Toner Cartridge or dispose as office waste. Remove the new Toner Cartridge from its packaging.

5. With one hand on either side of the cartridge, vigorously shake and rotate the new cartridge up and down and left and right for 30 seconds to redistribute the toner.

6. Install the Toner Cartridge by aligning it straight out from the press and pushing in until it stops.

7. Close the Toner Cover.

Dry Ink Waste Bottle

To replace a Dry Ink Waste Bottle:

1. While the press is not printing, open the front door of the print engine. The finger hold is on the right side of the door.

2. Open the small door to the Waste Bottle area located on the bottom-right of the print engine – just to the right of the paper trays.

3. Locate the waste bottle inside the small compartment.

4. Grasp the handle of the bottle, with the orange strip, and pull the bottle halfway out of the machine.

5. Support the underside of the bottle with your other hand as you continue pulling it out from the machine.

6. Place the full waste bottle into the plastic bag provided with the bottle. Hold the center part on the top of a new bottle and insert it until it comes to a stop.

7. Close the small door to the Waste Bottle area and the front door of the press.