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# ECHNICAL DOCUMENT

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- Remove and Add New Toner and Developer\*\*

\*ZT-20TD1 Cartridge Only
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### Sharp and Xerox Toner Cartridges Models Z-20/30

DOC-0171

#### **OVERVIEW**



These instructions cover the recharging of the Sharp ZT-20TD1 and ZT-30TD1 toner cartridges used in the Sharp Z-20, and 30 series, Xerox 5201,5203 (Part # 6R737), Xerox 5210,5220, Xerox Part# 6R333). For a complete list of copiers that use these engines see our printer/copier/fax cross reference listing.

The purpose of this recharge procedure is to remove old and add new developer and toner into the toner cartridge. This is a fairly simple process since the toner cartridge has two fill holes located directly under the end cap on the side of the cartridge.

As a rule, in all of the small Sharp toner/developer cartridges, the developer goes in the small hole which is located next to the magnetic roller. The toner goes in the large hole.

Caution: If you do not have the original seal, this cartridge can not be shipped after recharge since the toner and developer will spill during shipping.

This procedure should be read in it's entirety before proceeding with the actual recycling process.

#### REQUIRED TOOLS



- 1. Phillips head screw driver
- 2. #1 common screwdriver
- 3. Vacuum approved for toner removal
- 4. Safety goggles and breathing mask

**WARNING:** Always wear safety goggles and breathing mask when working with or around toner. Do not disperse the toner into the air. Use approved toner vacuums and filters at all times.

**Approved Vacuums:** Toner approved vacuum. The Atrix HCTV canister type toner vac, OR the Atrix AAA portable style vacuum. Some type of approved toner vacuuming system is important because toner consists of very fine particles that will pass right through a normal vacuum filter, and blow out the exhaust.

#### SUPPLIES REQUIRED



- 1. Black Toner 80g (8152)
- 2. Developer 135g (9152)
- 3. Toner cloths (TM-40)
- 4. RTV or Silicon caulk (optional)

#### PREPARE WORK AREA



- Before proceeding with the following procedure you should have a work area available with approximately 4' x 3' clear space. It should be covered with some disposable paper since toner will spill on this area. It is recommended that brown craft paper be used and taped to the work area. This will hold the paper in place when trying to vacuum toner from the paper.
- 2. A garbage can with a strong plastic liner should be adjacent to the work area to empty used toner. It should be at least 2' deep to prevent toner from clouding up and over the top of the bag during disposal.
- 3. Have a few rags available and some disposable paper towels.TM-1 Toner Magnets are perfect for this.
- 4. The work area should be capable of being ventilated, if by accident toner becomes dispersed into the air. An exhaust fan in one window is recommended for ventilation.
- 5. If the Circulation of air in the work area room is combined with other rooms in the building, toner dust may be carried into the other rooms. A separate and isolated HVAC system is recommended for the work area room

#### REMOVE AND ADD NEW TONER/DEVELOPER

#### ZT-20TD1 CARTRIDGE ONLY



#### ZT-20TD1 Cartridge Only

- 1. Remove the end cap with the green handle on the end of the cartridge by removing one Phillips head screw, and releasing the black plastic tabs located on the top of the cartridge, and the back edge of the cartridge. Remove the end cap and vacuum clean.
- 2. Remove the two Phillips head screws on the top of the cartridge. Release the plastic tab located next to the large fill plug, and the four tabs located on the back edge of the cartridge.
- 3. Remove the top cover. This gives you access to the toner section of the cartridge. At this point, if you are only going to add new toner, vacuum the toner area clean and fill with new toner. Re-install the top cover, and end cap. This is only recommended if the developer was changed with 9152 the previous cycle.
- 4. If you are changing both the toner and developer (Recommended), vacuum the toner area clean. Then remove the small fill plug located next to the magnetic roller. This plug can be difficult to remove, take your time and carefully work it out. There are no replacements for these plugs.
- 5. Dump out the remaining developer, and vacuum both areas and the magnetic roller clean.
- 6. Add the new developer into the small hole next to the magnetic roller. Replace the fill plug.

NOTE: An easy way to add the toner/developer is to construct a paper funnel from a piece of paper.

- 7. Add the new toner into the top of the cartridge. Replace the top cover.
- 8. Check for leaks around the fill plugs. If there are any, take a small amount of RTV, or silicon caulk and plug the leak.
- 9. Replace the end cap and screw.
- 10. Rotate the magnetic roller backwards so that the roller is clean. Snap on the sealing strip so that the foam side is against the roller, and the handle is to the top.

**NOTE:** Replacement seals are not currently available. To ship this cartridge you must re-use the OEM seal or the cartridge will leak.

#### Z-30 Cartridge Only

- The Z-30 cartridge is done essentially the same as the ZT-20TD1 cartridge, the difference is that it is a little larger and can have three fill holes. The developer goes in the hole next to the magnetic roller, and the toner in the next hole over.
- 2. To remove the end cap, remove the two Phillips head screws, and release the plastic tab on the top of the cartridge.

**NOTE:** There are three fill holes in these cartridges, one large next to the magnetic roller (developer), another large next to it (toner) and a smaller hole. The smaller hole is for the air to escape during factory filling, and does not need to be removed.

- 3. If you are changing both the toner and developer (Recommended), remove both the small and large fill plugs. These plugs can be difficult to remove, take your time and carefully work them out. There are no replacements for these plugs.
- 4. Dump out the remaining toner and developer, and vacuum both areas and the magnetic roller clean.
- 5. Add the new developer into the small hole next to the magnetic roller. Replace the fill plug.

NOTE: An easy way to add the toner/developer is to construct a paper funnel from a piece of paper.

- 6. Add the new toner into the large or next hole over from the developer hole. Replace the fill plug.
- 7. Check for leaks around the fill plugs. If there are any, take a small amount of RTV, or silicon caulk and plug the leak.
- 8. Replace the end cap and screws.
- 9. Rotate the magnetic roller backwards so that the roller is clean. Snap on the sealing strip so that the foam side is against the roller, and the handle is to the top.

**NOTE:** Replacement seals are not currently available. To ship this cartridge you must re-use the OEM seal or the cartridge will leak.

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