

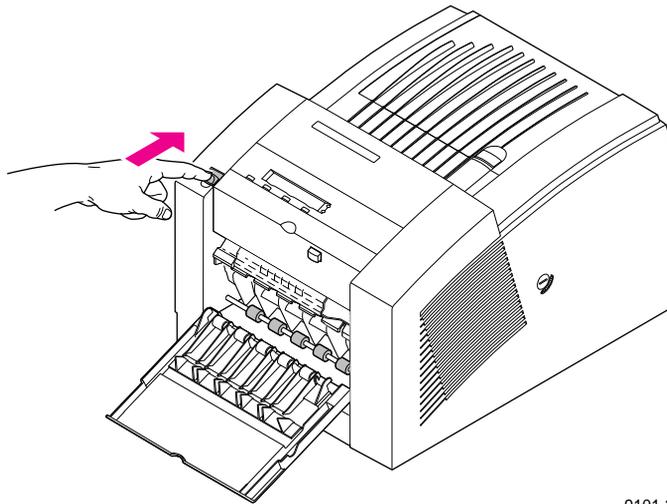
# Emptying the waste tray

**Approximate time to complete: 3 minutes**

The waste tray fits inside the maintenance tray which is located behind the front cover. You should empty the waste tray anytime you remove the maintenance tray or when the front panel displays the following message:

Waste Tray Full  
Open Front Cover

1. Open the front cover.



9101-22

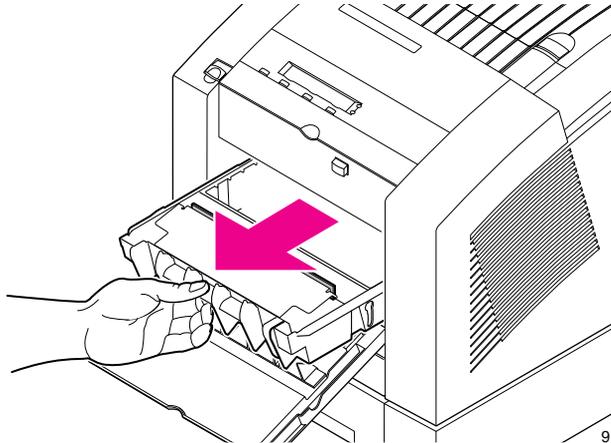
**Caution** *Some surfaces inside the printer may be hot. Be careful not to touch the areas marked with this caution icon:*



2. When you open the front cover, the following message appears:

Waste Tray Full  
Remove Maintenance Tray

3. Grasp the maintenance tray by the front edge and lift up while sliding it out of the printer.



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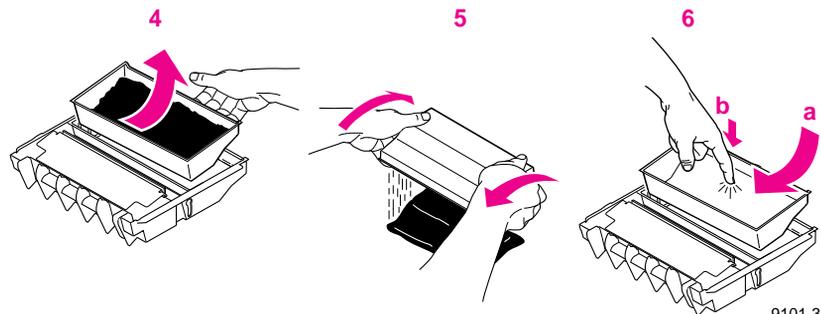
**Note** *Once the maintenance tray has been partially used, it will leak drum fluid if tipped. Place the maintenance tray on a flat surface after removing it from the printer. Contact with the drum fluid poses no known health risk.*

4. Lift one corner of the waste tray handle to release it from the maintenance tray; remove the waste tray from the maintenance tray.
5. Empty the contents of the waste tray by twisting it. Used ink is nontoxic; it can be treated as normal office waste.

Each time you remove the waste tray to empty waste ink, be sure to empty the waste tray completely before replacing it in the maintenance tray.

**Caution** *Do not load used ink into the printer. Reusing waste ink ruins the printhead and invalidates the printer warranty.*

6. Replace the waste tray in the maintenance tray.
  - a. Place the side opposite the handle into the maintenance tray first.
  - b. Press down firmly in the center of the waste tray to lock it into place. Make sure the waste tray is fully seated in the maintenance tray.



7. Replace the maintenance tray in the printer.

**Note** *To prevent media jams at the media tray, be sure to push the maintenance tray into the printer until both sides latch in place.*

8. Close the front cover.