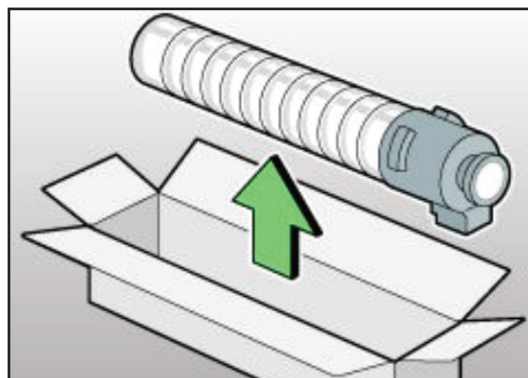# RGC Training
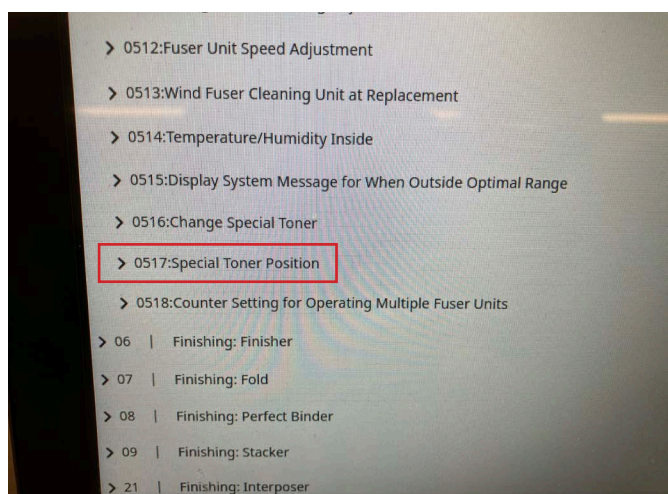## Pro C7500 series

5th Colour Position
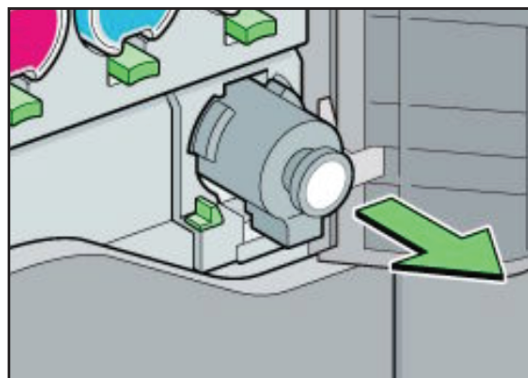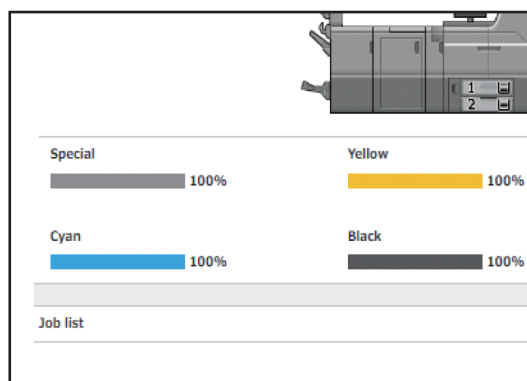
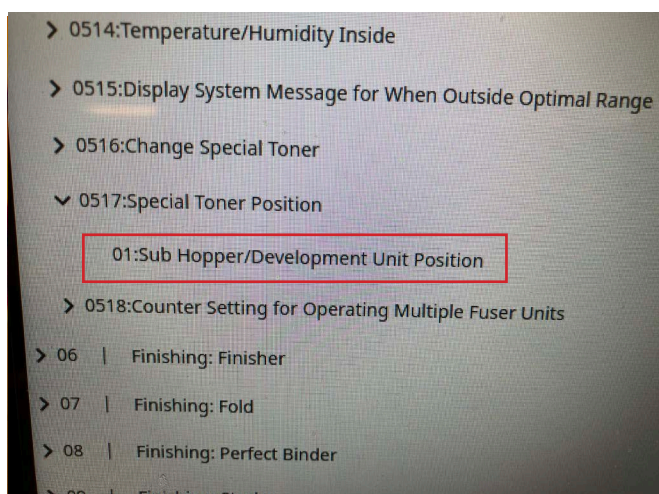**Note:** **Login as Administrator**
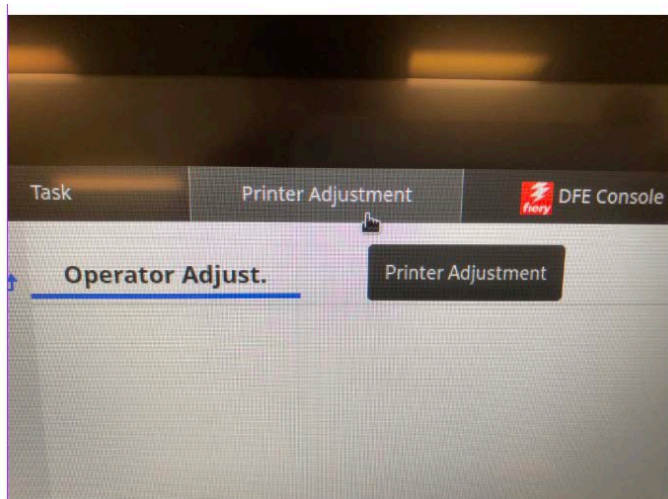
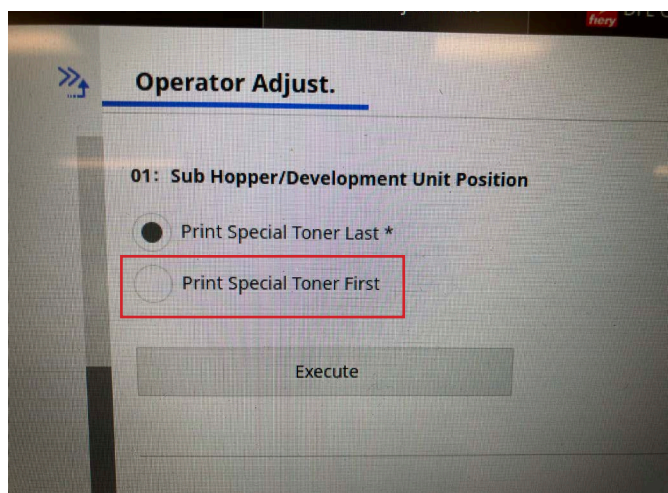On the machine user interface select Printer Adjustment.
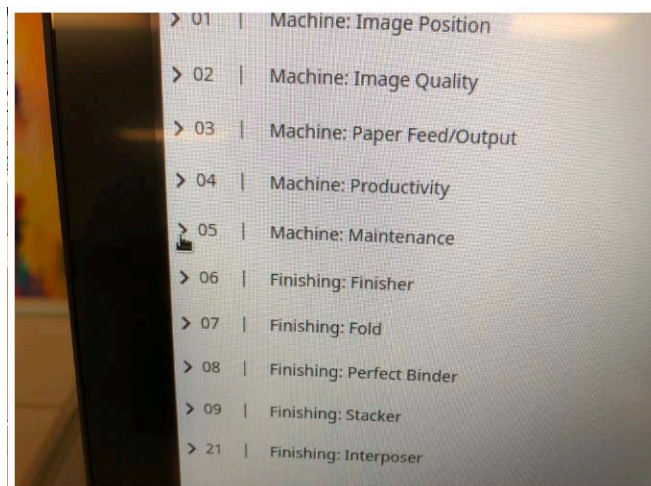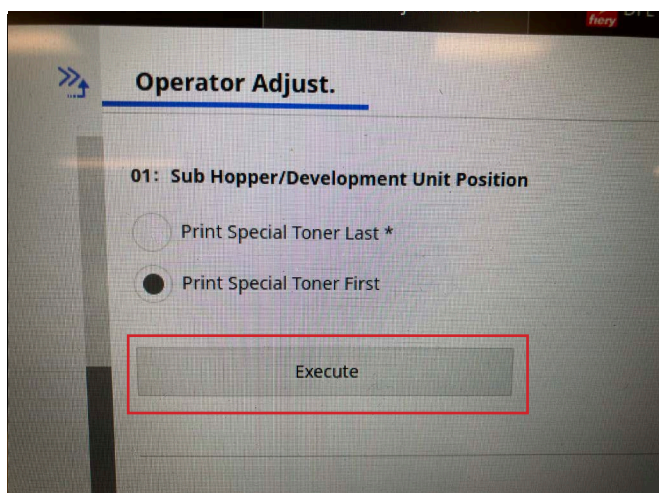

Select Machine: Maintenance.

Select Special Toner Position.

Select Sub Hopper/Development Unit Position.

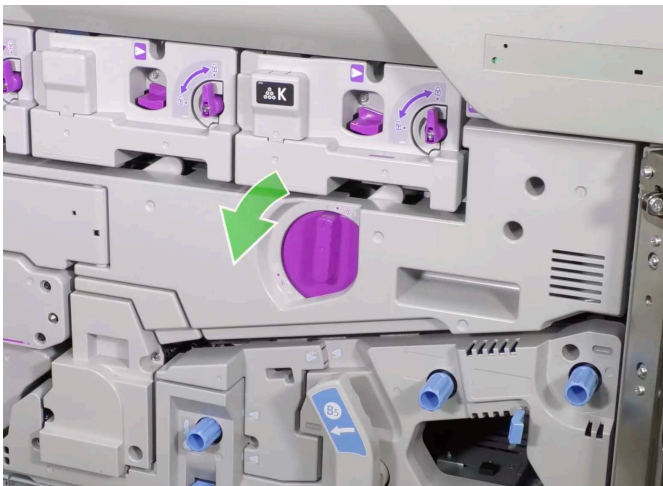Select Print Special Toner First (Or Toner Last, if you are swapping back.)
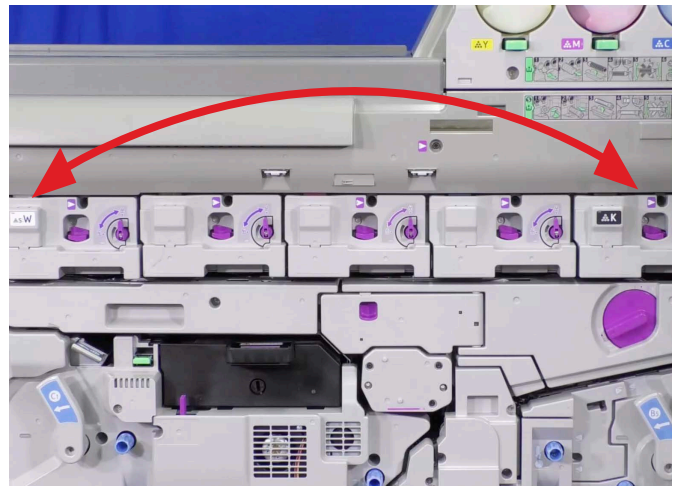

Select Execute.

Open the front doors of the machine.

Open Toner compartment door.

Disengage ITB belt by turning pictured knob anti-clockwise.

Now let's swap first to last position or vice-versa.

Remove screw as pictured on last position drum unit.

Remove drum unit screw with TCRU tool.

Note: **TCRU tool (as pictured above) should be located inside right front door.**
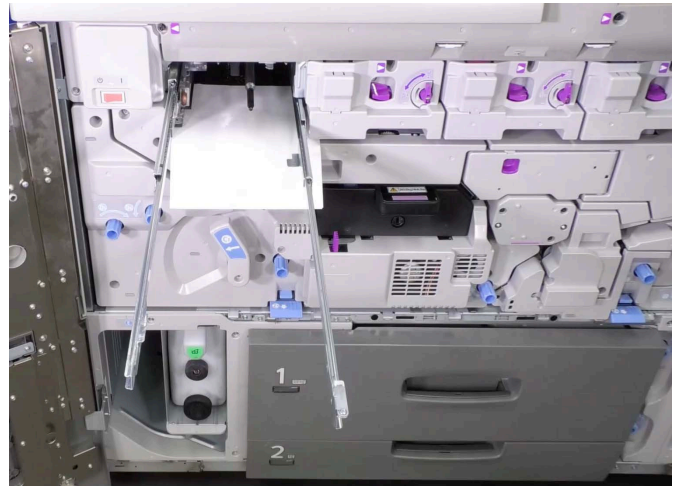
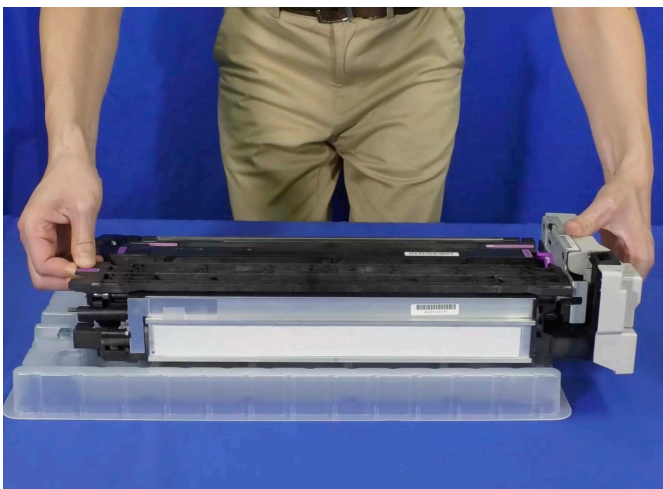Squeeze button as pictured.

Gently slide out last position drum unit.

Carefully lift drum unit from carriage rails.

Leave rails extended.

Place last position drum unit on provided drum unit tray.

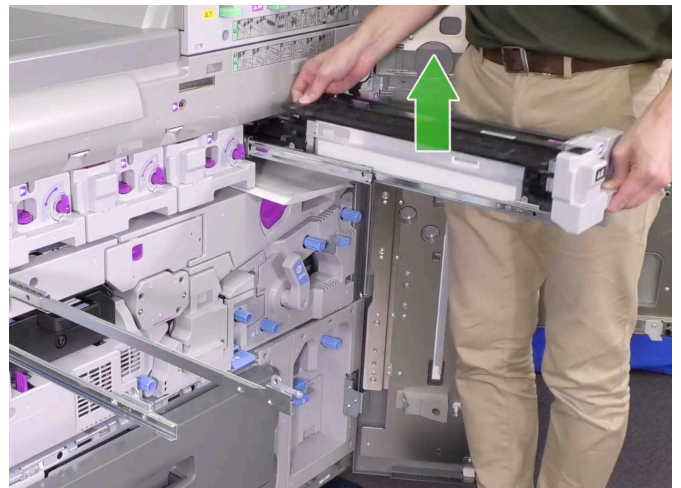
Note first position drum unit screw.

Remove drum unit screw with TCRU tool.
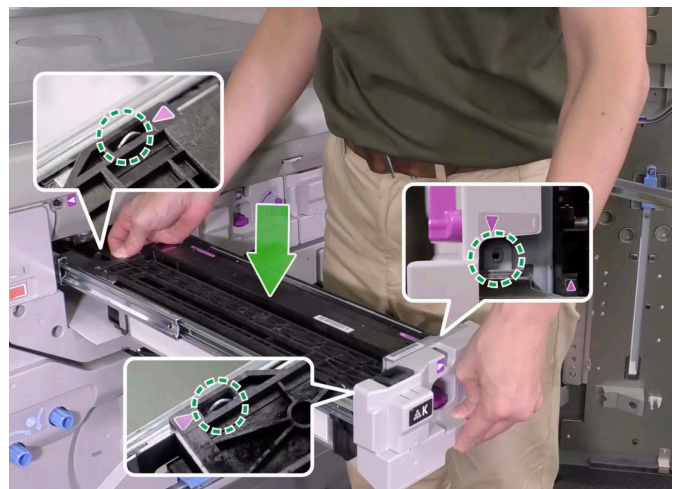
Squeeze button as pictured.

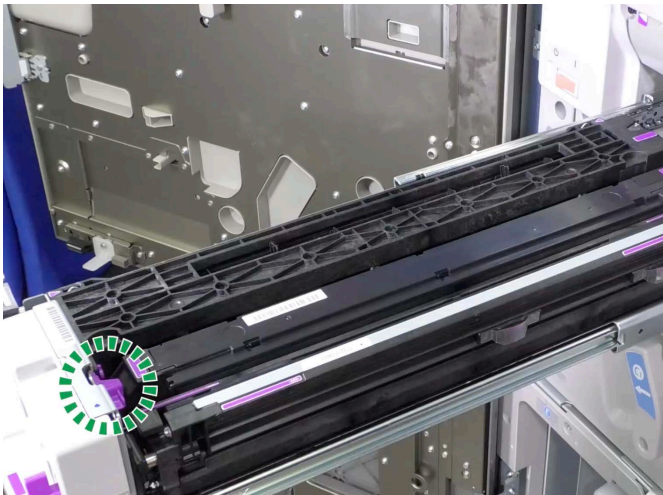Gently slide first position drum unit out from machine.

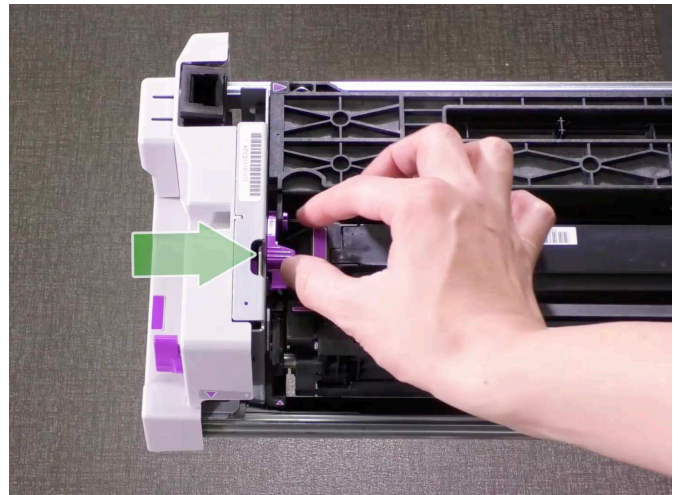Carefully lift drum unit from carriage rails.

Carefully place first position drum unit on to last position drum unit rails.
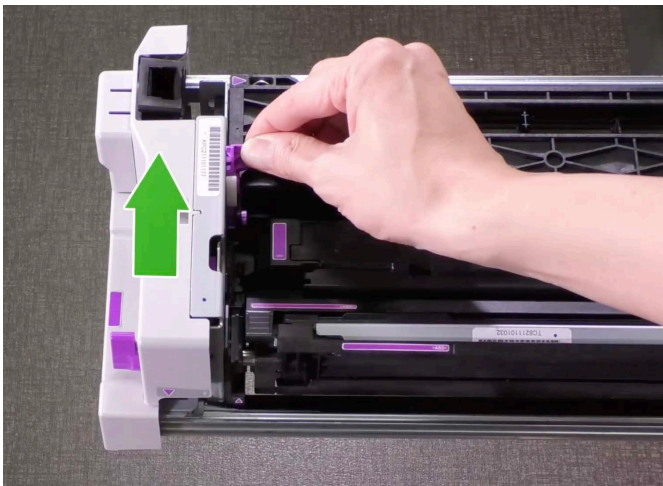
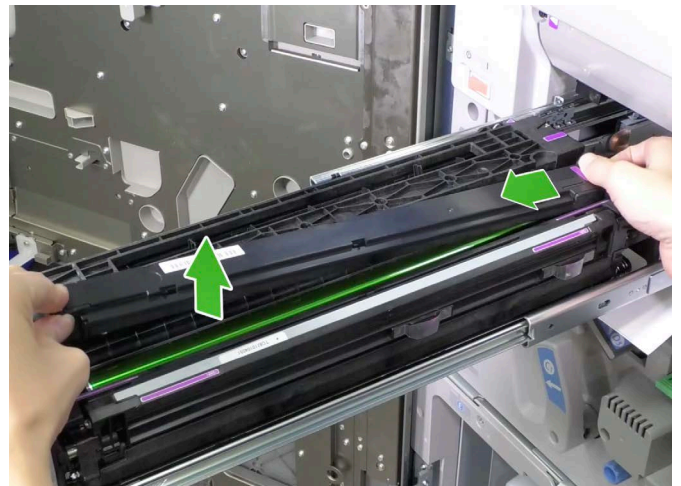Note three positions pictured ensuring drum unit is properly positioned.
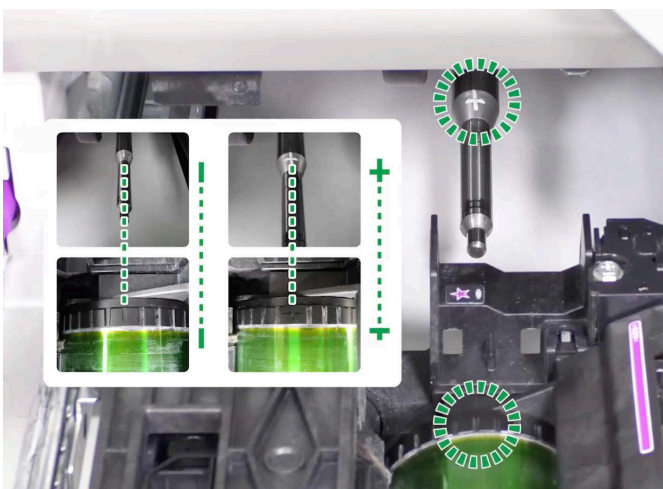
Note charge roller clip.

Carefully pull clip towards engine.

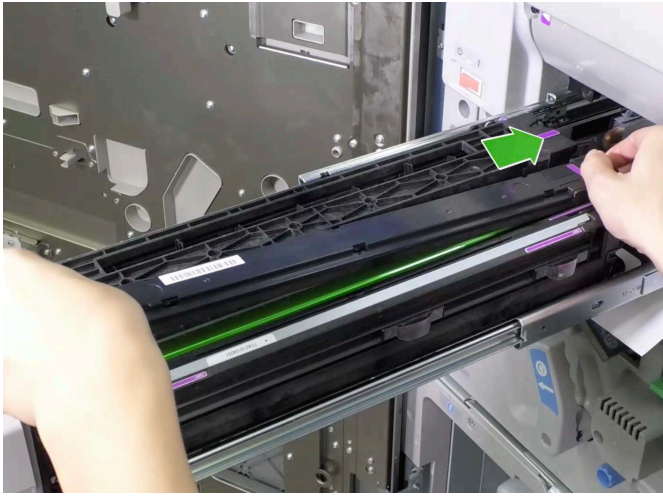and push upward.

Lift left side of charge roller, and away from machine to remove and place in a safe place.

Note -/+ markings on drum unit spindle and line up corresponding marks on drum as pictured.

Do this by rotating drum anti-clockwise.

Re-insert charge roller as pictured.

Pull clip back down to lock in position.

Lift previously stored drum unit from tray.

Carefully place drum unit on to first position drum unit rails.

Again, pull charge roller clip toward engine.

and push upward.

Lift left side of charge roller, and away from machine to remove and place in a safe place.
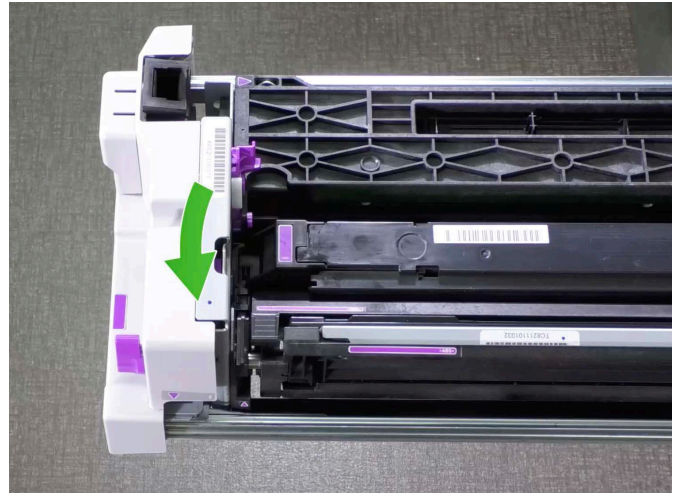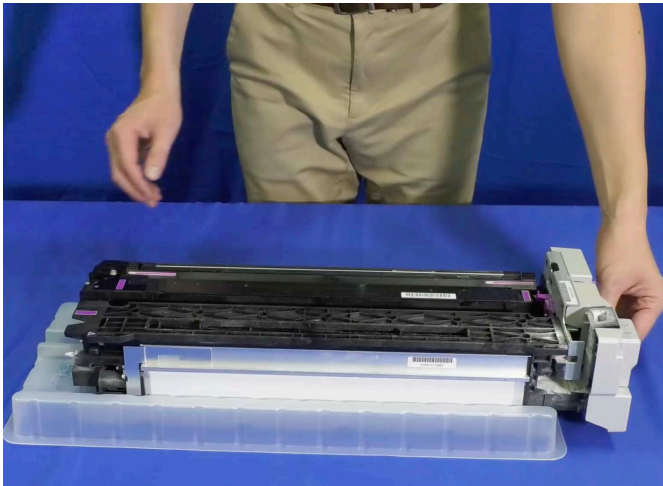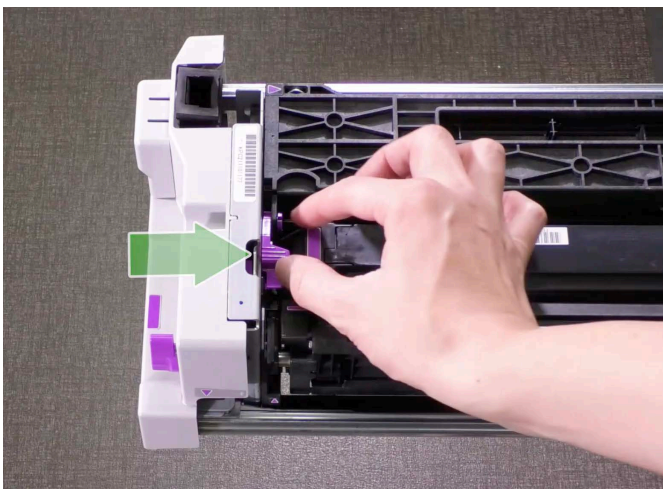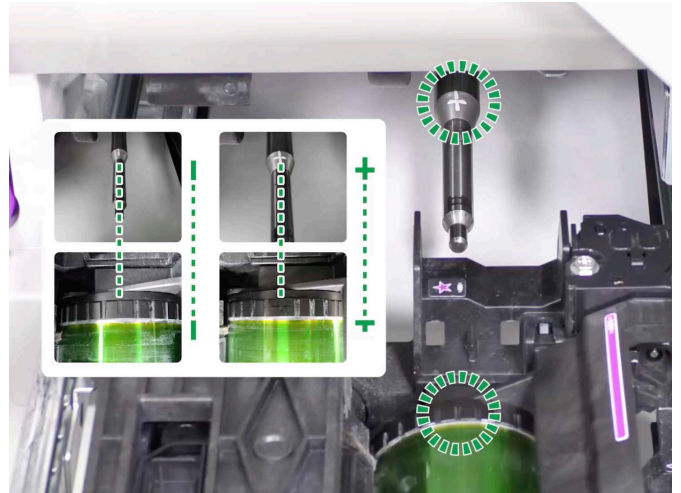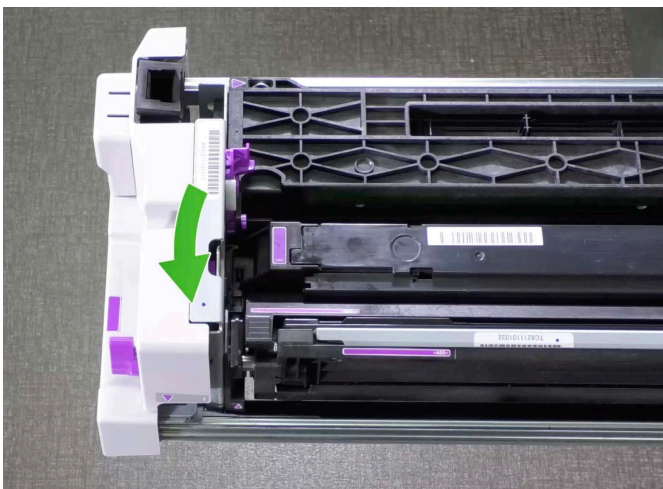

Note -/+ markings on drum unit spindle and line up corresponding marks on drum as pictured.

Do this by rotating drum anti-clockwise.

Re-insert charge roller as pictured.

Pull clip back down to lock in position.

Push first position drum unit rails towards engine, but not all the way in to the machine.

Do the same with the last position drum unit rails.

Note two screw positions for toner hopper cover.
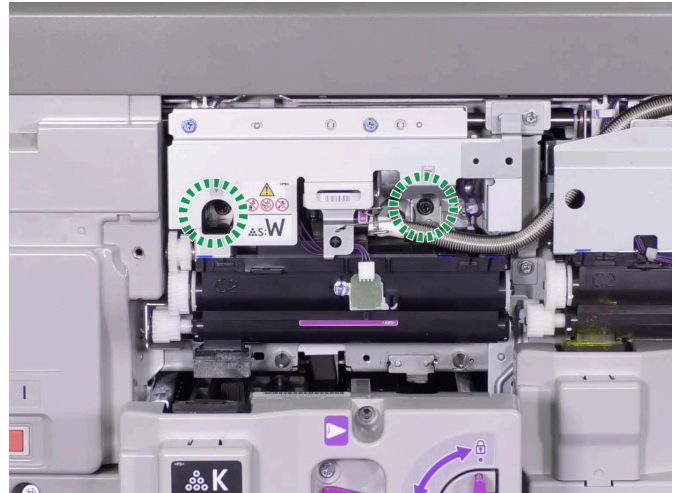

Remove those two screws.

Carefully lift cover left and upward from machine.
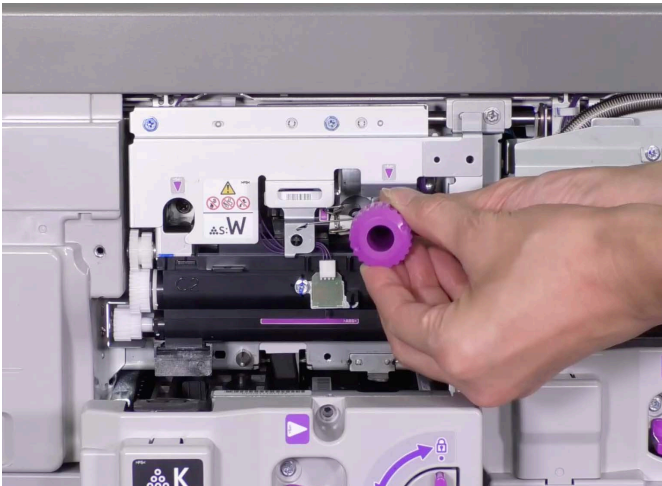

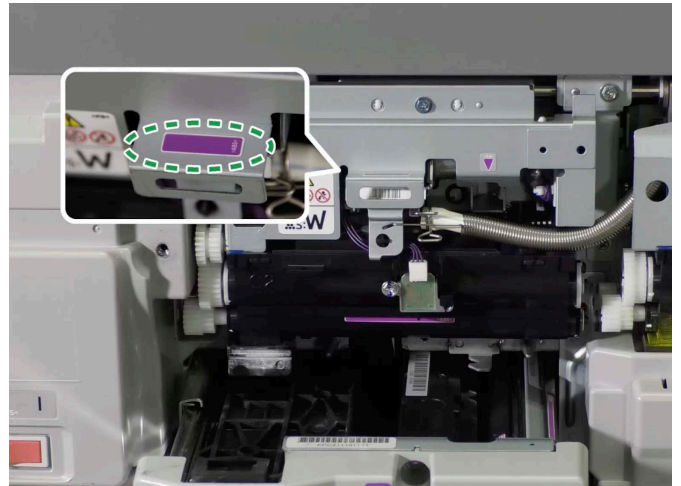Remove cover and store in a safe place.

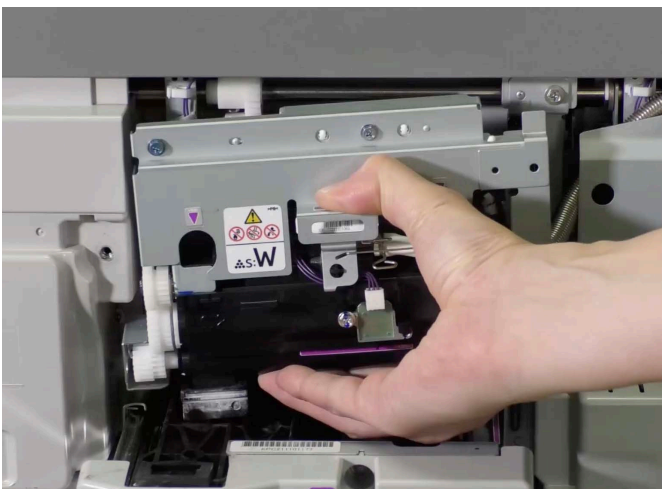The machine should now look as pictured above.

Note last position toner hopper screw positions.

Remove these two screws.

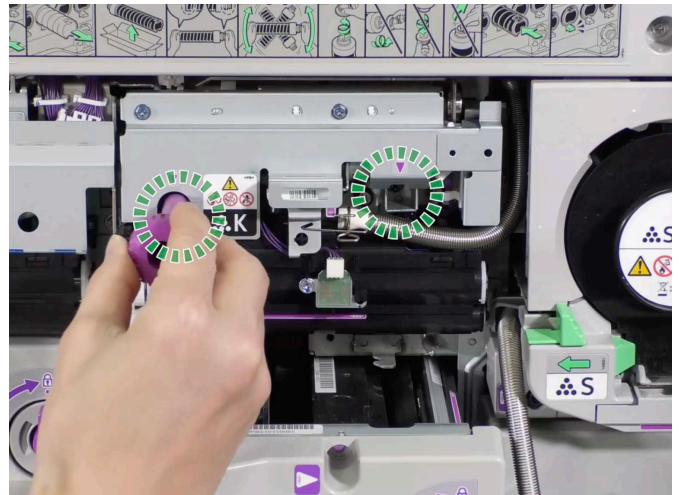Note marking on protruding section of toner hopper.

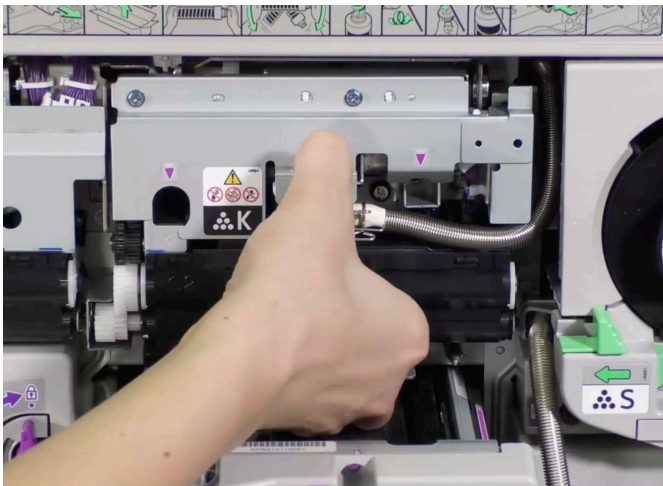Grip toner hopper as pictured.

Note protruding part of hopper will hook on to the inside of circled position of right front door.
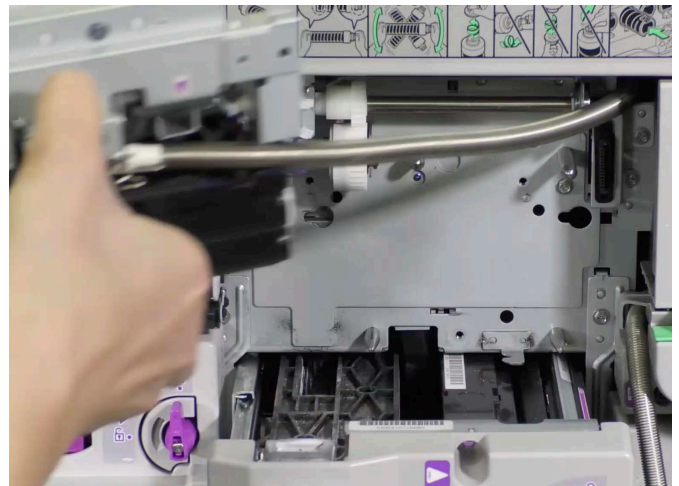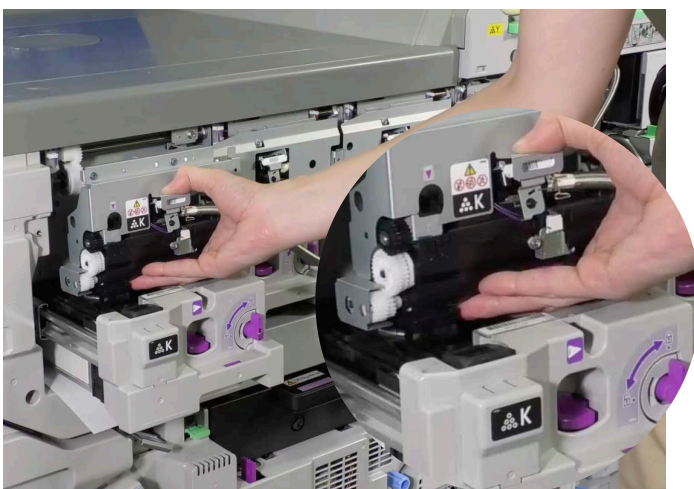
Hook hopper to door.

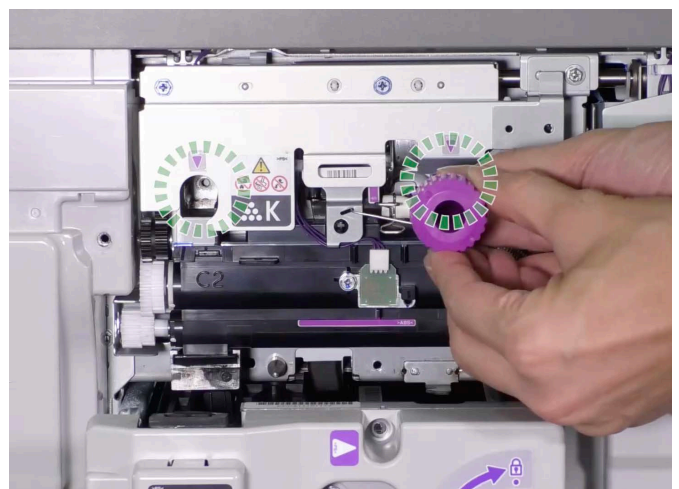Remove first position toner hopper screws (2).

Grip toner hopper as pictured and remove.

Note metal springed tubing will extend from engine.

Place hopper in last hopper position. Note colour label of both drum unit and toner hopper now match.
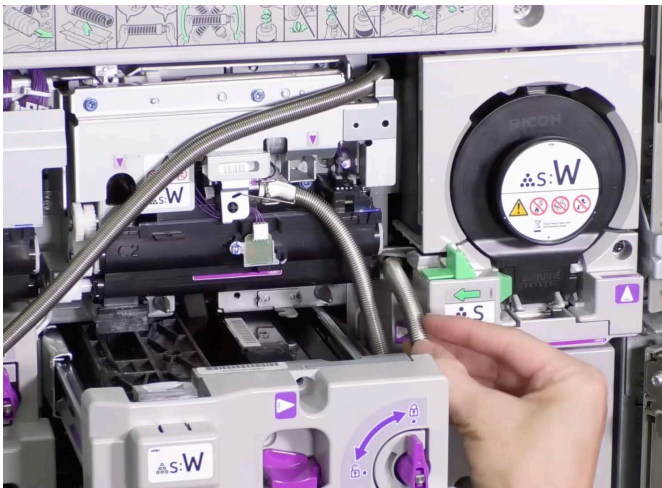

Replace screws for toner hopper.

![RICOH imagine. change.]

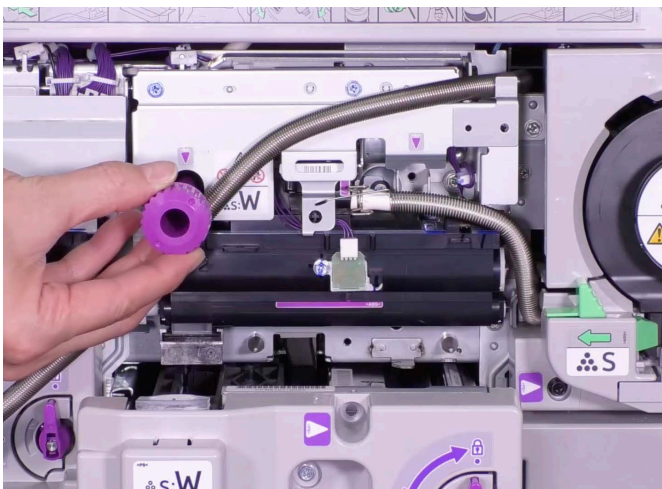Remove toner hopper from stored door hook.

Carefully insert in to new first position.

Carefully feed metal springed tubing in to engine cavity.

Place neatly in position as pictured.

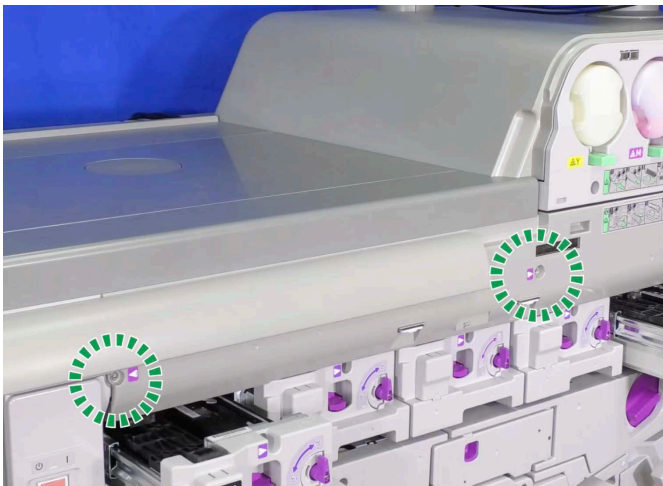Replace screws for toner hopper.

Carefully feed metal tubing for last position toner hopper along space provided as pictured.

Carefully feed any slack in tubing in to machine cavity.

Replace toner hopper cover.

Note two screw positions.

Replace two screws.

Now both drum unit rails can be pushed completely in to machine.

Do this carefully, though forcefully enough to hear them click in to position.

Engage ITB belt by turning pictured knob clockwise.

Close toner compartment door.

Close machine front doors.

Shutdown and restart machine.