



## MICR Toner Cartridge Storage Tips

### Toner Cartridge Storage

Toner cartridges contain components that are sensitive to light, temperature, and humidity. The end user should follow the recommendations listed to ensure the highest quality and longest life of the toner cartridge.

### Storage Instructions

The toner cartridge should remain in its original package until installation. The shelf life of an unopened cartridge is approximately 2 years. The shelf life of an opened package is approximately 6 months.

The storage environment of a toner cartridge should meet the conditions listed below:

Category	Temperature	Humidity
Operating	10 degrees to 32 degrees C (50 degrees to 90 degrees F)	20 percent to 80 percent RH
Storage	0 degrees to 35 degrees C (32 degrees to 95 degrees F)	35 percent to 85 percent RH

If the toner cartridge is removed from the printer, always store the cartridge:

- Inside the protective bag from the original package
- Correct side up in a horizontal position (not standing on end)
- In a temperature listed above

**CAUTION:** Never expose the toner cartridge to direct sunlight, or to room light. Bright light and direct sun light can permanently damage the toner cartridge. If original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet.

### Handling Instructions

- Do not touch the surface of the photosensitive drum in the cartridge. Protect the drum from light and contamination.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Do not expose the photosensitive drum to strong light. Blurred areas on the page might indicate that the drum has been exposed to light for too long. This causes permanent damage to the photosensitive drum. If this occurs, replace the cartridge.
- Never manually rotate the drum, especially in the reverse direction; this can cause internal damage and toner spills.

### Paper Storage

- For optimum use, paper should be stored in a temperature controlled environment
- Store cartons off the floor
- Do not stack more than 5 high
- Store in temperatures between 68 degrees to 78 degrees F
- The RH should be between 35 percent and 55 percent

For any other information, feel free to contact us for more details.

