

How To Replace A Cartridge:

Here are some instructions for replacing a cartridge. We know the instructions look long, but we really tried to walk you through every step. It really is more simple than you might think.

Tools: You'll want a pair of latex gloves, since you will be disconnecting the hose on top of the cartridges. You'll also want to have a hot glue gun handy, a small flat head screwdriver, an old cleaning rag or paper towels and possibly some silicone. It is also recommended that you wear an anti-static wrist band when handling the cartridge chips.

Here is what you will need to do. Take it one cartridge at a time.

First, using the small screwdriver, remove the small computer chip from the front of the cartridge. Put it in a place where you can keep it separate from the other chips and where you will know which chip is which. Each chip should be labeled with the following: **K = Black, C = Cyan, LC = Light Cyan, M = Magenta, LM = Light Magenta, and Y = Yellow** Once the chips are removed, simply break the glue that is holding down the hose going into the top of one of the cartridges. (Glue may not be present on all models) You can do this by simply applying pressure back and forth to the glue until it breaks free. It will feel like it will not budge, but we promise it will break free. Once it does break free, the glue and hose will lift up and out of the top of the cartridge. Be careful not to drip any ink on your desk. This is where the old rag comes in handy.

After the hose is removed, draw the ink out of the old cartridge and put it in the reservoir tank of your system (this is assuming that you already primed the broken cartridge). To draw the ink out of the cartridge, simply use the syringe the same way you used it to prime the cartridges. Put the ink you draw into the syringe into the appropriate reservoir tank. Refer to your instructions as to how to refill or top off your reservoir tank. Once the ink and computer chip are removed from the old cartridges, you can throw the old cartridge away.

Now, if your system has glue around the hose as it enters the top of the cartridge, you can break the glue away from around the hose. If you work at it a bit, it will break away. However, if you are not able to break the glue, you can simply cut the hose as close to the glue as possible. The reason you want to try and break the glue away first is, you don't want your hoses to be too short when it comes to reaching the hole on top of the cartridge. If for some reason you are not able to break the glue away and need to cut the hose, simply remove the plastic hose tip and gasket that is included with the new cartridges. They should be inserted into the top of the new cartridge. Remove them from the new cartridge and insert the tip into the hose end. Now, remove the rubber gasket from around the hose tip. When you pulled the hose tip out of the new cartridge, the rubber gasket may have stayed in the new cartridge. If it did, leave it there. If it did not, remove it from the hose tip and insert it into the cartridge by itself. Do not try and insert the hose tip into the cartridge with the gasket around the hose tip. You will want to insert the gasket by itself into the cartridge, first. Then, insert the hose tip into the gasket and the cartridge at the same time.

If you were able to break the glue from around the hose tip as mentioned above, then insert the hose tip into the new cartridge as mentioned above. If the old gasket is still in the old cartridge, don't worry about it. Simply use the new one. Once the hose is installed into the top of the cartridge, use some hot glue to hold it in place. It is not necessary that you use glue to hold the hose in place if you choose not to.

Once the hose is in place on the first cartridge, follow these instructions again for the second cartridge and so on. Now that you have the hoses installed into both of the cartridges, you need to install the chips. It is recommended that you wear an anti-static wrist band. Make sure that you put the correct chip on the correct cartridge. **K = Black, C = Cyan, LC = Light Cyan, M = Magenta, LM = Light Magenta, and Y = Yellow**. Be gentle when handling the chips. You don't want to handle them any more than you have to. If for some reason a chip fits too loosely, you will need to put a tiny bit of silicone on the cartridge where the chip goes and install the chip again on top of the silicone. Be sure not to get any silicone or glue on the face of the chip. If you do, wipe it off immediately and use a new, clean pencil eraser on the chip face to make sure that there is no silicone on the chip. Once all the chips are installed, you should be ready to go. Refer back to the original installation instructions as to how to properly install your system.