

# Quick Start Guide

## Checklist

(Print this to review every time you refill)

- ( ) Your parts accessory tool kit is located inside station # 4.
- ( ) Your bottle has 65 mls (milliliters) of ink. Holding the bottle upside down it is 5 mls from the top to the first marker line and then 3 mls each marker line.
- ( ) Be Smart! Carefully review your specific cartridge instructions before refilling. Once you get used to refilling, your experience will be quick and easy. Locate the instructions for your specific cartridge number and use the filling station indicated. In each instruction page there is a section called "Items needed". This section details which kit items (which station, which ink...etc.) you will be utilizing for your specific inkjet cartridge refill. Make sure you set these items aside before you begin refilling.
- ( ) Use the inside of the refill kit box as your workstation and lay out all of the necessary refill kit tools, including a newspaper and paper towels before beginning the refilling process. Don't refill over carpet or furniture. Remove cartridges from printer to refill. Take the necessary steps to protect your clothing and other personal items from coming in contact with inks, stations, tools, or accessories. Please use the gloves provided during the complete refill session. Before refilling your cartridge find a suitable area where you can tolerate an ink spill.
- ( ) Your accessories tool kit (thumb drill, thumb wrench, plugs, eyelet screw, aluminum circle tape and gloves) will be found in the # 4 plastic refill station.
- ( ) Fill the syringe with the correct color and amount of ink and S-L-O-W-L-Y inject the ink. Take your time, and carefully avoid overfilling. You can always add more ink later!
- ( ) Follow our instructions for color sequences, the manufacturer's sticker may be decorative only and may not indicate the proper color sequence. If you question the color sequence in your cartridge, use small wooden toothpicks to insert into the chambers to reveal colors. Use separate toothpicks/paperclips each time to avoid contaminating an ink color.

( ) You have to apply pressure when using the hand drill to assure that the new fill hole is made. Drill clockwise and remove counter-clockwise.

( ) Always be sure to rinse the drill after use. Not cleaning your drill can result in cross color contamination upon the next use.

( ) Do not overfill inkjet cartridges. This can result in leakage from the print head. In addition, if your inkjet cartridge has multiple color chambers, it can result in cross color contamination.

( ) Never wipe or rub the cartridge print head or copper circuits (contacts) on the cartridge. If you have excess ink on the print head or accidentally get ink on the circuits, gently "blot" the area with a paper towel using the cleaning solution included in the kit. Do not place tape over the print head for any reason.

( ) Make sure to let the cartridge sit for 30 minutes before re-inserting it into the printer, to insure optimum performance and for best results let the cartridge sit for 8 hours before printing. An easy way to position the newly refilled cartridge while waiting is to tilt or lean the cartridge on a fill station cover upon a paper towel. Do not leave the cartridge ink exit port or print head directly touching a paper towel – a wicking effect can occur and will drain the ink out of the cartridge. If your cartridge is leaking or forming a drip, do not put the cartridge into the printer until it stabilizes. If you use a lot of ink, we suggest you consider having two (2) identical cartridges that can be interchanged (as one is in use, the other can be in the stabilizing process or conveniently ready and waiting on a nearby shelf).

( ) After refilling, take a moment to clean your kit components to keep them in pristine condition and ready for your next refill. A bottle of cleaning solution is included for your convenience. While your gloves are still on, wash your hands and wipe them dry with a soft towel. Remove your gloves, reshape them and allow them to air-dry on a paper towel.

( ) Always print a couple of test pages after refilling.

# Quick Start - Refilling Hints & Tips

Things you need to know about refilling inkjet cartridges

## **Follow all instructions**

Make sure you follow the instructions that came with your refill kit. Different cartridge numbers have different instructions, so even if you know what you are doing, it may differ with a different cartridge. Print out and save your instruction sheets. Familiarize yourself with all of the parts of your Inkjet Refill System kit. Use caution, follow instructions, take your time, have fun!

## **Accessories Tool Kit**

Your accessory tool kit is located inside station # 4. The following parts are in the tool pack. 2-pair of gloves, 3-large plugs, 4-small plugs, 20-flat aluminum round circle tape plugs, 1-small thumb wrench, 1-small thumb drill, and 1-eyelet screw

## **Using Syringe attached to bottle top**

Bottle Seal: Unscrew lid on ink bottle. Puncture silver seal with needle top making a small hole in the center of seal. Tightly screw on dispensing tip. Rinse dispenser tip before using dispenser tip with another color. Rinse tip with water until the water runs clear. Pull plastic tip cover off of tip of syringe to pour ink.

## **Syringe**

Attach needle tip (located inside station # 4) to the syringe tightly. Unscrew lid on ink bottle. Puncture silver seal with needle tip making a small hole in the center of seal. Using the correct color pull the correct amount of ink into the syringe. Rinse syringe and needle tip after every use and before using syringe with another color. Rinse syringe and needle tip with water until the water runs clear.

## **Use the Gloves**

If you use the provided gloves, you should not get any ink on your hands.

## **Washing ink off your hands**

If you do get some of the ink on your hands, we find it is effective to wash our hands with soap and water to remove any excess oils. If soap and water is not sufficient you might consider using a mild household bleach and water solution to remove the ink. CAREFULLY READ ALL WARNINGS ON BLEACH CONTAINER BEFORE TRYING THIS METHOD. Simply dab the corner of a folded paper towel in the solution and gently wipe the ink residue away. Immediately wash hands again with soap and water to remove any bleach residue. Bleach should not be used if you have sensitive skin or any cuts or scratches on your hands. A small amount of ink is not

## **#1 Problem: Empty Cartridges: Limited refill life of a cartridge**

The number one refilling problem is waiting too long before refilling your cartridge. When you don't fill your cartridge right away, the ink will dry and clog the nozzles on the printhead. It is strongly suggested that you keep two sets of cartridges: one in the printer, and one that is filled and kept in an airtight sealed plastic bag with a zipped lock. When you have printing projects due, an "extra/stand-by" filled cartridge can save the day. If you don't have a spare cartridge, make sure you refill your cartridge before it runs out of ink. If you don't have any ink available, place the cartridge on its side in a sealed plastic bag until your ink arrives. If you have tried printing with your cartridge completely out of ink, you may have damaged the printhead. Inkjet printers work by heating a resistor inside the printhead which heats the ink before it is sprayed onto the paper. If there is no ink to keep the resistors cool, you stand the chance of frying them. In your worst case you will need to buy a new cartridge. For best results and to avoid printing with out ink and damaging the Printhead (the copper heads where the ink comes out) immediately refill empty cartridges. The main reason cartridges have a limited refill life is due to the resistors which control the electrical current to each outlet jet. When a cartridge runs out of ink, the resistors can overheat and burn out. Most printers will warn you of a low cartridge before it completely runs out of ink. At the first sign of low ink, refill your cartridge to ensure a long reliable life.

## **Ink Level Indicator**

Once you refill your cartridges the ink level indicator may not reset back to full, however you will be able to print as normal. If you can print, then disregard the warning. What to do if you are getting low ink message after refilling? The ink level gauge may not work properly with refilled cartridges.

Because of this, you might get low ink message after refilling. To install the refilled cartridge you might need to override the ink level gauge. Overriding the ink level gauge disables the printer's ink level tracking feature, but allows you to use refilled cartridges. To override the ink level gauge, please check your printer reference guide. After disabling the ink level tracking feature you should top off your cartridges with ink after every 50 pages of paper printed. This way you will make sure that you do not print with an empty cartridge.

### **Sponge inside cartridge**

These cartridges contain a sponge and resistance may be felt. After filling it is best to let the cartridge sit for 8 hours to allow air bubbles to dissipate and for the ink to saturate the sponge. Insert the correct color ink using the syringe inside of each of the fill-holes. Always see picture and fill colors as shown. S-l-o-w-l-y inject the correct amount of milliliters of ink into the cartridges fill holes. If ink begins to "bubble" out of the fill-hole, remove syringe. **As you inject the ink withdraw and re-insert the syringe at different angles in order to expose the whole sponge to the ink.** Bubbling occurs when a cartridge is either over-filled or if ink is being inserted too quickly. Wait several minutes and then try to slowly insert more ink. If ink begins to bubble out the fill-hole or leak from the printhead, you have plenty of ink in the cartridge. A little ink might come out of the top when full, so cover up the other holes while filling one.

### **Lexmark/ Dell - filling hole**

**Color:** Follow the maze on the top of your cartridge to the small fill hole. There is a maze for each of the 3 fill holes. Make these holes bigger using the hand drill located inside station # 4 in your parts pack. **Black:** Follow the maze on the top of your cartridge to the small fill hole. This maze leads to the fill hole locate hole on the far left. Make this hole bigger using the hand drill located inside station # 4 in your parts pack.

### **Do I plug my cartridge?**

In each set of instructions it will tell you whether or not you have to plug your cartridge. Some cartridges do not get a plug and some do. Make sure you refer to your individual cartridge instruction to determine if your cartridge gets a plug.

### **Color cross contamination**

Important: make sure ink from one chamber does not run into the next color chamber (cover hole while refilling with round circle aluminum tape located inside your parts pack located inside station # 4) This is to avoid cross-contamination.

### **Do not overfill**

When filling a cartridge containing a sponge, do not overfill and do not let sponge dry out.

### **Cardboard station #2 flexibility**

The cardboard station #2 can be folded to adapt to various sizes of cartridges.

### **Pressure Equalizing**

Generally an issue only for HP cartridges, the best way to get optimum performance out of your printer cartridge is to let the pressure stabilize properly. When a cartridge is emptied the internal pressures are upset. When you refill it, the internal pressure must reset before it will dispense ink effectively. Most cartridges require that you let them sit for 30 minutes before re-inserting them into the printer.

### **Print Test**

Or Print 3 pages using:

[http://www.freeink4life.com/support/black\\_print\\_test.html](http://www.freeink4life.com/support/black_print_test.html)    Black ink test  
[http://www.freeink4life.com/support/color\\_print\\_test.html](http://www.freeink4life.com/support/color_print_test.html)    Color ink Test

### **Mixing Pigment and Non-Pigment inks:**

Do not mix the pigment black ink and the non-pigmented (dye-based) black ink. Read your manufacturer's printer instructions carefully to determine the correct black for your inkjet cartridge. In the first paragraph of each set of instructions it will tell you which black to use. Our specially formulated pigmented (archival) black ink has a high fade resistance to insure a longer print life. In our instructions, we will let you know which inks are required for refilling. Do not use the dye-based black ink in a cartridge that requires the pigmented black ink. Photo cyan and photo magenta

go only in specific inkjet cartridges. Do not substitute these inks for your regular cyan and magenta ink.

### **How long should I store ink?**

Use the ink within one year of purchase. Keep all kit components away from children and animals. Do not lay ink bottles on their side, or store bottles upside down which can cause bottles to leak. Store bottles at room temperature in a clean environment. Avoid excessive heat, cold, or dust. Please dispose of old cartridges and ink bottles in an earth-friendly manner.

### **Clean all components after refilling**

After each use, rinse off the hand drill with warm water and dry off any moisture. If drill is not cleaned after drilling into cartridge, it can result in color contamination. If your cartridge uses a plastic refill station, it maybe necessary to wipe or rinse out any excess ink that may have dripped into your station during the refill process. Make sure to wipe off any excess ink from each ink bottle and the long metal bottle tips after each use. If your cartridge has a printhead, keep your fingers and ink off the copper circuits on the back of the cartridge. Do not attempt to rub or wipe circuits. Always gently "blot" away any excess ink that might get on copper circuits. Damaging these circuits can render cartridge useless. You should have a small amount of ink on the printhead in the form of a dot or thin line. This is natural and an indication that your printhead is flowing correctly. If you have excess ink on the printhead from refilling, gently "blot" or "dab" excess ink away without rubbing or wiping.

### **Do not eat**

Ink is not edible. These are not food grade inks. Do not eat or drink these inks.

## Quick Start - Frequently Asked Questions

### **I have refilled my cartridge and ink is leaking out the printhead.**

After refilling your inkjet cartridge, we recommend sitting the cartridge upright on several folded paper towels for 30 minutes. Make sure the printhead or ink exit port does not actually touch the paper towel. Therefore, you will need to “slightly” tilt the cartridge so printhead does not come into direct contact with the paper towel. If printhead and paper towel are in contact, ink can be wicked (pulled) out of cartridge. Sometimes leaking will occur if the cartridge has been over-filled. Do not worry. Any excess ink will drip out of the printhead or exit port while cartridge is sitting upright for 30 minutes on folded paper towels at a “slight” angle. If you have plugged or taped your cartridge, make sure that the tape or plug is secure. If tape or plug is not secure over fill-hole, then cartridge will continue to leak. For best results let the cartridge sit for 8 hours after refilling.

### **My cartridge isn't printing or I am getting light print after refilling.**

There could be several reasons but one of the most common is that air is trapped in the cartridge. Sometimes letting the cartridge sit for an extra 30 minutes corrects this problem. For best results, let cartridge sit for 8 hours after refilling so the ink can saturate the entire sponge. However, you may need to run 2-3 cleaning cycles to get your cartridge performing correctly. If this doesn't work, remove the cartridge from the printer. Get a full size sheet of paper towel and fold into a small thick square. Completely saturate the paper towel with warm water. Take your inkjet cartridge and gently hold the cartridge printhead against the warm wet paper towel. Do not lift the cartridge from the paper towel until you see the ink seeping from under the cartridge printhead onto the wet paper towel. Then lift cartridge. Gently “blot” the printhead with a dry paper towel to remove any excess ink. Hold cartridge upright and make sure no ink is leaking or forming a drip from the printhead area, then pop cartridge back into the printer and run a print test.

### **I just purchased a new printer and my cartridges are not listed in the instruction manual. Can I still use your kit?**

We recommend that you visit our online support center at [www.freeink4life.com/support](http://www.freeink4life.com/support) to see which station will work for your

cartridge and to download any new instructions. We are constantly updating our manual to include new inkjet cartridges.

**My cartridge has been empty for a several months or longer. Can I still refill?**

No. We recommend refilling as soon you receive a low ink warning or no later than the first time you see your print become lighter. You will have better and quicker refilling results if you refill before the cartridge is empty. If cartridge is allowed to run out of ink, refill it immediately.

**I know someone that tried a refill kit and didn't like it. Will your kit work for me?**

There are a number of issues that would result in an unsuccessful refill. First, you must have a reliable quality ink to refill the cartridge. All of our inks are formulated to meet or exceeds the original equipment manufacturer's standards. The most important part of refilling your inkjet cartridge is carefully reading your quick start guide and your instructions. We provide detailed instructions for the cartridges, a tip sheet and experienced technical support staff to answer your refill questions.

**How many times can I refill my cartridge with your kit?**

The answer depends on the ink capacity for your specific cartridge. Some cartridges only have a 5 ml ink capacity would have more refills per bottle than a cartridge that has a 15ml ink capacity.

**I didn't wear the gloves as you instructed. How do I get ink off my hands?**

If you get ink on your hands, wash them immediately with soap and warm water. If hands remained stained, use a mild bleach and water mix to clean hands and then wash hands again with soap & water to remove bleach and water solution. Do not use bleach if you should have any cuts on hand or if you have sensitive skin? Please read bleach container instructions before using.

**How many times can my cartridge be refilled before it wears out?**

All cartridges whether they have a printhead or not, will eventually wear out. If your cartridge has a printhead, you can extend the life of the cartridge by not rubbing or wiping the printhead or copper circuits on the back of the cartridge. Wiping or rubbing these areas can cause

permanent damage to the cartridge. If you have to remove ink residue from the copper circuits on the back of the cartridge or the printhead, gently blot these area with a paper towel using our cleaning solution.

We recommend refilling your cartridge when you receive a low ink warning or as soon as your cartridge first begins to print lightly. Do not attempt to print if cartridge is so low on ink that it is printing faint or no print is coming from cartridge. If there is no ink flowing thru the printhead nozzles, it can burn up printhead and render the cartridge useless. In your worst case you will have to buy a new cartridge.

**My color cartridge has three colors inside of it. The colors never seem to run out at the same time. Do I wait for all three colors to run out before refilling?**

No. Do not wait until all of your color inks are out. You can refill the individual color chamber that is running low or out of ink. No one uses the color inks equally because people tend to print a variety of different pictures and color documents. Keep in mind, we recommend refilling your cartridges as soon as you receive a "low ink warning". If you have an older printer which does not show you a "low ink warning", you will need to refill that individual color chamber with your FreeInk4Life color ink as soon as you first see light print on your paper. Remember that you want to keep each of the cartridge's chambers filled and not allow them to dry out. If your cartridge requires a "reset method" after refilling (This will be mentioned in the instructions if it necessary.) You may still need to reset the cartridge whether you refilled one chamber, two chambers or all three chambers.

**What to do if your print-head nozzles are blocked with dried ink?**

If your cartridge has been sitting outside for more than couple of days, it is very likely that your print-heads may be clogged. Place the clogged nozzles in warm water and soak them until the dried ink begins to flow from the nozzle. After a few minutes of letting the dried ink flow, remove the printhead nozzles from the water and dry it with a soft tissue or cotton swab. Reinstall the cartridge and run the print-head cleaning mechanism (described in your inkjet printer's manual).

If this does not work, repeat the procedure. If your cartridge still does not print after repeating, uninstall the cartridge and place it on a soft tissue or cotton swab with rubbing alcohol in an upside down position. Let the cartridge sit on it overnight. Reinstall the cartridge and run the print-head cleaning mechanism (described in your inkjet printer's manual). If none of the procedures above works, then you did your best, unfortunately you

will need to purchase a new cartridge because the print-head is probably clogged permanently and/or damaged.

### **What to do if your print quality is poor after refilling?**

Using a soft tissue or cotton swab clean any ink from the printhead nozzles. Reinstall the cartridge, run the print-head cleaning mechanism (described in your printer's manual) and attempt to print again. Poor print quality may also be a sign of overfilling your inkjet cartridge. If this is the case, use the syringe to take out the extra ink and attempt to print again. If it still does not print properly, you might have some air left in your cartridge. Using the syringe, take the air from your cartridge, run the print-head cleaning mechanism (described in your printer's manual) and attempt to print again. For best results, let cartridge sit for 8 hours after refilling so the air bubbles will dissipate.

### **What to do if there are white streaks in your printouts?**

Streaks generally indicate that there are small particles of dried ink sitting just inside the printhead nozzles obstructing the normal flow of ink. Place the cartridge nozzles on a soft tissue with rubbing alcohol, allowing some ink to leak out. Allow the nozzles to sit for a few minutes before gently dabbing it with a soft tissue or cotton swab. Reinstall the cartridge, run the print head cleaning mechanism (described in your printer's manual) and attempt to print again.

### **The cartridge is leaking, what could be done?**

The cartridge may be overfilled. Allow the ink to flow out, using a tissue or cloth to absorb the ink. The syringe may not have been inserted deep enough or the ink injected too fast. Review your refill kit's instruction closely to assure that all steps were followed correctly.

### **Will refilling my inkjet cartridge void my printer warranty?**

No. Refilling your inkjet cartridge or using compatible inkjet cartridges will not void your printer warranty. The Magnuson-Moss Warranty Improvement Act assures that you can purchase refill cartridges, refurbished cartridges or inkjet refill kits without your warranty being voided by the manufacturer. See: **Magnuson- Moss Warranty Improvement Act, United States Annotated, Title 15 Commerce and Trade, Chapter 50 Consumer Product Warranties 15 Section 2302**

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