



Checklist

(PRINT this checklist, and follow it every time you refill your cartridge)

- Be Smart! Carefully review your specific cartridge instructions before refilling. Once you get used to refilling, your experience will be quick, easy and fun.
- Lay out all of the necessary refill kit tools, including a newspaper and paper towels on your workstation before beginning the refilling process.
- Please use the gloves provided during the complete refill session.
- Your Tool Kit (prybar, plugs, eyelet screw, tape, drill & gloves) will be found in the number 4 plastic refill station.
- Take the necessary steps to protect your clothing and other personal items from coming in contact with inks, stations, tools, or accessories.
- Don't refill over carpet or furniture.
- Remove cartridges from printer and refill over a protected surface (e.g.: kitchen sink or workbench).
- Locate the instructions for your specific cartridge number and use the filling station indicated.
- Remove the inkjet cartridge from your printer as instructed by your printer manual before refilling.
- Be aware that each hash mark (small horizontal line) on the ink bottle label represents 3ml (3cc's) of ink.
- Each ink bottle has 65ml of ink. Each bottle has 5ml of ink above the first white line (hash mark). Keep this in mind when refilling. It is important that you do not over-fill your inkjet cartridge.
- 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.
- Squeeze bottle of ink gently to inject the ink very slowly. Take your time, and carefully avoid over-filling. 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 a separate toothpicks/paperclips each time to avoid contaminating an ink color.
- You may have to apply gentle 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 dry paper towel. Do not place tape over the print head for any reason.
- [] Make sure to let the cartridge sit for 20 minutes before re-inserting it into the printer, to insure optimum performance. 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).
- [] Always print a couple of test pages after refilling.
- [] 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.

Note: Even if you use your refill system mainly for work...don't forget to occasionally print a favorite photo just for fun!!!

