

# Step-by-Step Instructions

(PRINT this set of instructions to follow every time you refill your cartridge)

Hewlett Packard C8765W (#94), C9364WN (#98)



**Items Needed:** gloves, pigmented black ink, hand-drill, #5 refill station, paper towels, review hints & tips and check list. Do not plug fill hole.

**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.

- 1.) Place cartridge in Station #5 with copper circuits facing to the left and the plastic feet inside the bottom of the station to your right. Refill station lid has three holes. Place the lid on cartridge with single hole on the left and double holes on the right. Make sure lid snaps down over top of cartridge.
- 2.) Insert the drill into the single hole on the left side of the lid. Make sure the drill goes thru the lid and deep into the inkjet cartridge below.
- 3.) Remove the lid from cartridge. Leave cartridge in refill station.
- 4.) Insert the black pigment ink using the syringe deep inside the fill-hole. S-l-o-w-l-y dispense 10ml of black pigment ink into fill-hole. **As you inject the ink withdraw and re-insert the syringe at different angles in order to expose the whole sponge to the ink.** If ink begins to “bubble” out of the fill-hole, remove bottle tip. 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.

5.) After refilling, remove cartridge from refill station. Without the cartridge “printhead” touching the paper towels, place refilled cartridge upright upon folded paper towels and tilt cartridge at a slight angle. If the printhead on the cartridge is touching the paper towel, it could create an wicking effect that would pull the ink from your refilled cartridge. It is necessary for the cartridge to sit at least 20 minutes after refilling because there maybe some minor leakage from the cartridge. Never put a leaking cartridge back into your printer.

**For best results, let cartridge sit for 8 hours after refilling so the ink can saturate the entire sponge.**

6.) Do not plug fill-hole.

7.) Check the ink flow by gently pressing a dry paper towel against the printhead. You should see a line of black ink. If not, gently press a warm, wet paper towel against the printhead until the black is visible.

8.) When the black is visible on paper towel, place cartridge back into the printer and run 1-2 print tests. [Or Print 2 pages using:](#)

[http://www.refills4you.com/support/black\\_print\\_test.html](http://www.refills4you.com/support/black_print_test.html)    black ink test  
[http://www.refills4you.com/support/color\\_print\\_test.html](http://www.refills4you.com/support/color_print_test.html)    color ink test

**PLEASE NOTE: Empty cartridges should be refilled immediately.** 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.

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