

# Step-by-Step Instructions

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

Xerox Y100•Y101•Y102•Y103

Sharp AJT20B, AJT20 CMY



**Items Needed: gloves, hand-drill, cardboard station #2, aluminum tape, dye-based black ink, cyan, magenta & yellow ink, paper towels, review hints & tips and check list**

**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. 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.**

Note: There are two silver reflective strips on the side of this cartridge. The black and white strip (looks like a bar code) also has a built-in sensor. It is extremely important to keep these areas and the back and label from being damaged by tearing or soiled by ink. Should you get ink or debris on the label or reflective strips, gently blot debris away immediately. If you permanently damage or stain the label or strips, the cartridge will not work after refilling. The cartridge will need to be replaced.

- 1.) Place a piece of aluminum tape, over the exit port on bottom of cartridge. This is done to prevent cartridge from leaking during refilling.
- 2.) This cartridge is made up of two sides. (A sponge side and ink reservoir side.) Place cartridge flat on it's side with paper towels underneath. See photo
- 3.) Using the drill enclosed, drill a hole into reservoir side of cartridge just below the label as shown in picture. This is your fill-hole. Do not drill on sponge side.
- 4.) Place the cartridge in cardboard station #2 with the fill-hole facing up. Insert the syringe tip with the correct color deep inside of the fill-hole. Slowly dispense 4 ml of ink into each color cartridge and 20 ml into black cartridge. Do not over-fill the reservoir.
- 5.) After filling the reservoir, blot off any excess ink from fill-hole. Make sure there is no ink or damage to the label on this cartridge. If label becomes permanently stained with ink, then it disables the sensors and cartridge is useless.
- 6.) Place the piece of aluminum tape over the fill-hole. Rub over the tape to make sure it securely adheres to fill-hole. If aluminum tape is not secure, the cartridge will leak.
- 7) Remove cartridge from cardboard station #2. Sit cartridge upright on paper towels for 10 minutes. Do not

remove the tape on bottom of exit port. After 20 minutes, remove the tape from the exit port. A tiny amount of ink will escape from exit port after removing the tape. Sit cartridge upright on paper towels for an additional 10 minutes. Make sure the exit port is not directly touching the paper towel.

8) Make sure cartridge is not leaking or forming a drip and then place cartridge back into the printer. Place cartridge back into printer and run 1 cleaning cycle & print test. Or [Print 3 pages using:](#)

[http://www.refills4you.com/support/black\\_print\\_test.html](http://www.refills4you.com/support/black_print_test.html) for black

[http://www.refills4you.com/support/color\\_print\\_test.html](http://www.refills4you.com/support/color_print_test.html) for color

IMPORTANT: Randomly check these cartridges after refilling to make sure that the tape remains secure. Otherwise, cartridge can leak.

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