

# Step-by-Step Instructions

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

## Xerox 8R7638/ 8R7659/ 4004 Cartridges

**Xerox Xj4C/ Document Work Centre 450C/ 4004/ Home Work Centre Printers/Texas Instruments Micromarc Printers**



**Items needed: gloves, #2 refill station, hand-drill, Flat aluminum plugs, dye-based black 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.**

1. Make a filling hole on the front of the cartridge 1/2" from the top using the thumb drill provided.
2. Insert the Black Dye syringe needle through the hole and push towards the center of the cartridge. The cartridge contains felt. Stop inserting the syringe when the needle touches the felt. The needle is in as far as it can go.
3. Slowly inject up to 20 ml. of ink or until ink appears at the filling hole.
4. Seal the filling hole with the aluminum tape provided.

5. Xerox\_8R7638 Check the ink flow by gently pressing a dry paper towel against the printhead. You should see a line or dot of Black ink. If not, gently press a warm, wet paper towel against the printhead until the black is visible.

6.) When black is visible on paper towel, place cartridge back into the printer and run 1 to 2 print tests. Or print 2 pages at this test site:

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

For best results, leave cartridge in printer for 8 hours after refilling so the ink can saturate the entire sponge.

***Note: Empty cartridges should be refilled immediately.***

### **To Clean the Printhead**

Clean the printhead only if the cartridge doesn't print or prints in streaks.

1. Follow the directions in the printer manual.
2. If that doesn't work, here's a quick and easy method to try next:
  - Turn on the hot water faucet and let the water get good and hot.
  - Stick just the copper printhead under the hot water for 3 to 5 seconds.
  - Remove the printhead and dry with a tissue.
  - Re-insert in the printer and run the printhead cleaning routine.
  - Print 2 pages. You should get dilute print for a half page or so and then good quality printing.
3. If this doesn't work, soak only the printhead in simmering water for up to 2 hours. You may add up to 50 percent ammonia for tough clogs.