

# Step-by-Step Instructions

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

## Dell Black

A922/924/926/A942/944/946/948/A962/964/966/968/ M4640



**Items needed: gloves, #6 refill station, hand-drill, dye-based black ink, paper towels, review hints & tips and check list Note: Do not use the refill station lid for refilling this cartridge. 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 #6 with copper circuits facing to the left and the plastic feet inside the bottom of the station to your right. **Do not use the refill station lid for refilling this cartridge.** Peel back the label on top. Under label are three holes. The single hole on the far left is your fill hole.

2.) Insert the black pigment ink using the syringe inside of the fill-hole. See picture. S-l-o-w-l-y inject 15 ml of ink into the fill-hole. If ink begins to “bubble” out of the fill-hole, remove bottle tip. **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.

3.) After refilling, remove cartridge from refill station. Place cartridge upright on folded paper towels with the printhead facing down toward the paper towel. Do not let the printhead touch the paper towel. It maybe necessary to tilt the cartridge slightly so printhead is not in contact with paper towel. Let cartridge sit for approximately 20 minutes after refilling before putting cartridge back into printer.

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

4.) Do not plug fill-hole. If fill-holes are plugged, a slight vacuum is created. This can result in interrupted print or no print. If you place the label or piece of tape over the top of the refilled cartridge & cover the holes, please use the drill to poke a hole through the label or tape of one hole. One of the three holes needs to remain completely open.

5.) 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.

6.) When black is visible on paper towel, place cartridge back into the printer and run 1 to 2 print tests. **Or Print 3 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: 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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