

HP 364 Black and Colour Ink Cartridge Refill Instructions

Method 1 Refilling Instructions:

1. Put some paper towel or similar to capture and spills, ensure that you have your protective glove on.
2. Turn the ink cartridge upside down so the round pad outlet is showing
3. Syringe around 4ml of ink into the syringe
4. Drip the ink onto the sponge pad outlet VERY SLOWLY so that the ink can be absorbed into the sponge. If the ink stops on the surface then the ink is full. Dab a tissue onto the pad to remove any excess ink from the pad outlet.
5. Ensure that you do not pierce the pad at any point as this will damage the cartridge.
6. Leave for around 4 hours to ensure that the ink is fully absorbed into the sponge.
7. Refit the ink cartridge into your printer carefully and run 2-3 print clean cycles (consult your printer manual on how to do this)
8. You may need to disable the ink level monitor on the printer; this can be done in several ways dependent upon printer model. The printer has an electronic counter that counts down as every character is printed. When the counter reaches zero the ink will show empty. You will either get an error message showing low or empty ink, you should try one of the following. (a) Click "OK" to the message and the printer may carry on printing but will show incorrect ink level on the screen, or just click through the error messages with OK. (b) Hold the RESET or RESUME button down for 10-15 seconds this will then reset the printer.

Method 2 Refilling Instructions:

1. Read the instructions carefully.
2. Put some newspaper in case of any mess.
3. Seal the outlet hole with an adhesive tape or original orange cap to stop any ink coming out from the ink outlet.
4. Remove the label on the top of the cartridge to find the filling holes (see pics below).
5. Fill the syringe with 4 ml. of required colour ink.
6. Start injecting the ink into the cartridge slowly through the corresponding filling hole.

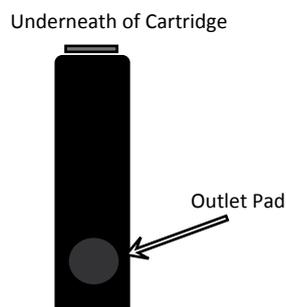
Note: You may feel a slight resistance due to the sponge existing in the cartridge

7. The cartridge is full when the ink starts to overflow, stop injecting at this time.
8. Replace the label back to block the hole.
9. Return the extra ink to the bottle.

Note: You can wash the syringe and dry it for future uses by sucking clean water up to the syringe and pushing back out (do this 2-3 times or until clean).

10. Leave the cartridge for one night standing on a non-absorbent surface to make sure it doesn't leak and to give the ink the time to saturate the sponge.
11. Install the cartridge to the printer and run a cleaning cycle. Carry out the reset methods as in Method 1 section 8 above.

METHOD 1 DIAGRAM



METHOD 2 DIAGRAM

