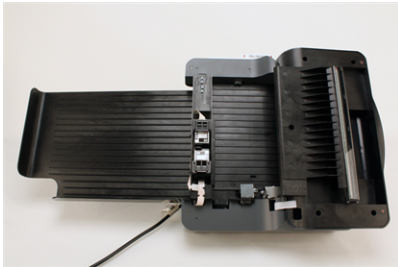


Replacing the Printer Cartridge

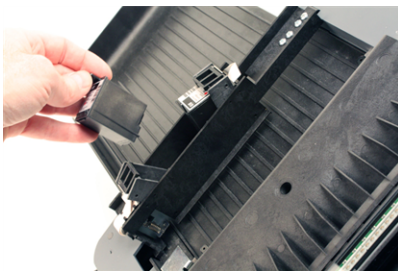
NOTE: To protect your ink cartridges and get the longest life from them, we recommend leaving the Scantron Score turned on (the test scoring machine will go into sleep mode between uses to conserve power). If the scanner must be powered off for an extended period of time, store cartridges in sealed containers.



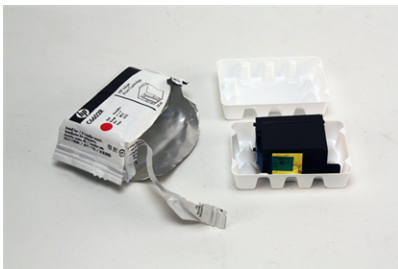
1. Open the front cover.



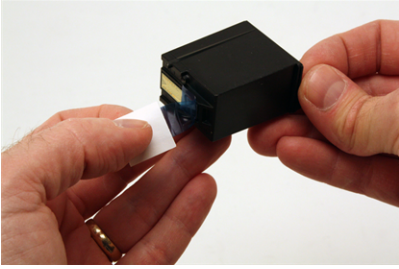
2. Tilt the cartridge holders back to provide room for cartridge removal.



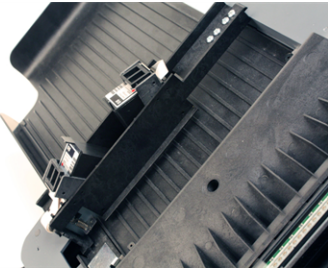
3. Pull the cartridges out of the cartridge holders using the cartridge tab.



4. Remove the new cartridges from the packaging.



5. Remove the tape covering the ink jets.



6. Install the cartridges into the cartridge holders.

CAUTION: Make sure to press the cartridges firmly into place. You should hear two short clicks and the cartridges should not wiggle in place when they are fully inserted. If you do not ensure the cartridges are seated firmly, you may experience partially printed/unprinted forms or paper jams.



7. Tilt the cartridge holders into their operating positions.



8. Close the front cover.