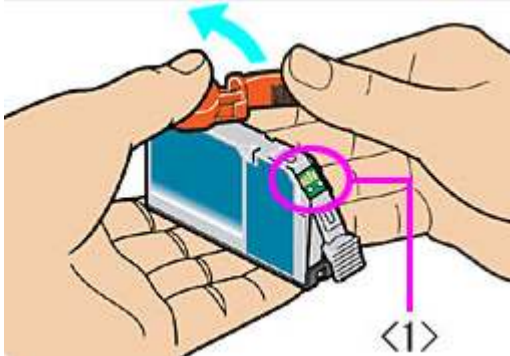


Replacing Ink Cartridges

The following instructions are specifically designed for changing the ink cartridges of a Canon PIXMA iP4500 Inkjet printer. However, these instructions are similar to most Canon Printers found at Vol State.

NOTE: If any part of these steps differs for the type of Inkjet Printer that you have, please contact the IT Help Desk at extension 3302 so that a Technician can assist.

1. Open the top lid of the printer. The print head will then move to the replacement position.
2. Press the clear clip on the front of the ink cartridge. Slide it up and then towards yourself removing it from the printer.
3. Unpack the ink cartridge and pull the orange tape off completely in the direction of the arrow and remove the film.
4. Remove the orange protective cap located on the bottom of the ink tank by twisting.



5. Insert the ink cartridge into the same slot as the old ink cartridge. Press on the “Push” mark on the ink cartridge until the ink cartridge snaps firmly into place.

The ink cartridge lamps will then be red.

