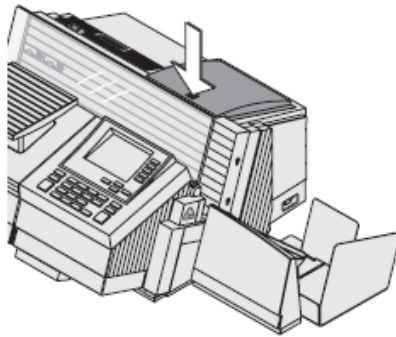


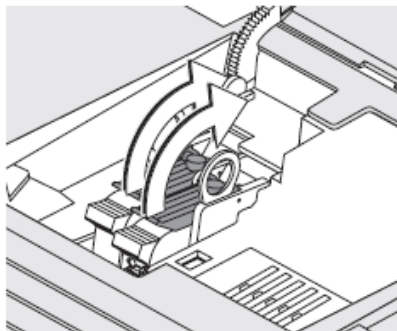
## centormail Ink Cartridge Replacement Instructions

If you wish to replace the ink cartridge before prompted to do so by centormail, you can start the procedure from the MENU.

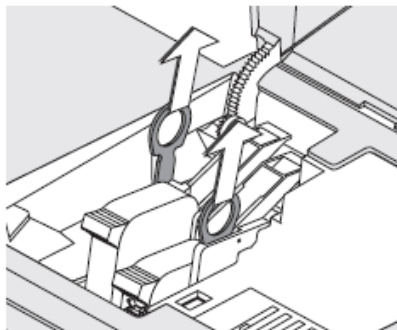
1. Press the **Menu** key.
2. Select PRINTING
3. Select CHANGE INK CARTRIDGE / PRINTHEADS.
4. Select CHANGE INK CARTRIDGE
5. Remove the cartridges:



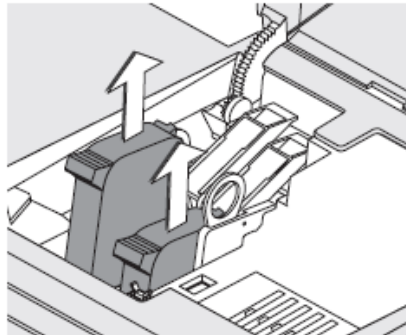
- Open the flap by pressing the release key.



- Release the ink cartridges:  
Turn the two blue-green levers upwards.



- Pull both lifters (blue-green) upwards.  
The ink cartridges are lifted from their brackets.

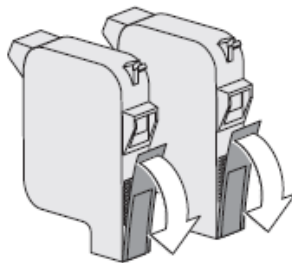


- Pull both ink cartridges upward out of the bracket.
- Confirm the completion of each step with CONTINUE.

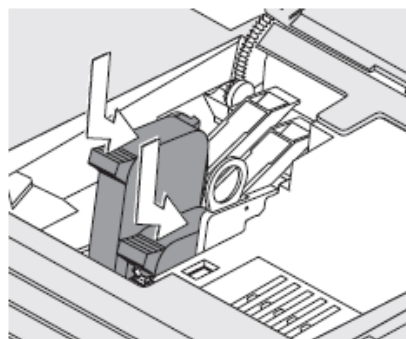
### Inserting new ink cartridges



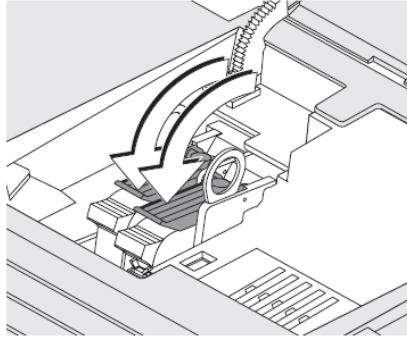
**Caution!** Insert the ink cartridges only after they have adapted to the ambient temperature of the postage meter (e.g. after storage in the basement or after transport in a cold vehicle). Else, no correct calibration can be performed.



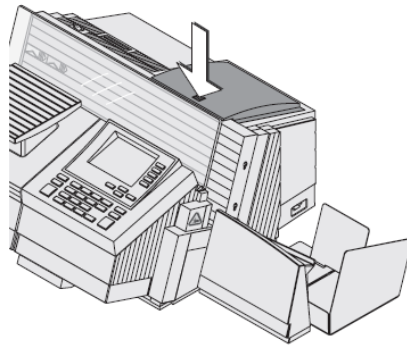
- Unpack the new ink cartridges.
- Remove the protective strip from the ink cartridges.



- Hold the ink cartridge with its connectors facing backwards, i.e. towards the back of the mailing system.
- Insert the ink cartridge into its bracket.
- Push down the ink cartridge as far as it goes.
- Finally push the ink cartridge back gently – it will then tilt into the bracket.
- Insert the second ink cartridge in the same way.



- Lock the ink cartridges: Turn the two blue-green levers downwards.



- Close the lid. Press the release key to lock the lid.
- Confirm the completion of each step with CONTINUE.

*Calibration* The ink cartridges are calibrated after the exchange procedure. See the display to monitor the process. Please wait until the calibration has finished.

*Cleaning* After calibration, the ink cartridges are cleaned. The cleaning procedure is automatically performed.

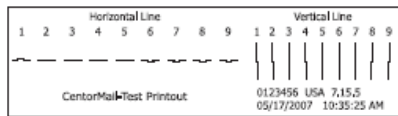
### Adjusting the ink cartridges

centormail continues with the ink cartridge adjustment procedure: It tells you to position a letter.

- Position an empty envelope for the test print.

centormail generates the test imprint.

- On the test imprint, determine the numbers next to which
  - the horizontal bars are best aligned to each other and
  - the vertical bars are best aligned to each other.



*Ink cartridges correctly aligned*

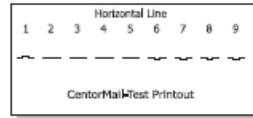
If the horizontal and vertical bars form a straight line below number 5, the ink cartridges are correctly aligned.

- Press FINISH to complete the procedure.

*Ink cartridges not correctly aligned*

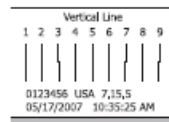
If the horizontal and vertical bars do not form a straight line below number 5:

- Press CONTINUE to proceed with the adjustment procedure.



#### Horizontal line

- Enter the number below which the horizontal bars are best aligned to each other.  
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.



#### Vertical line

- Enter the number below which the vertical bars are best aligned to each other.  
(If necessary: Press **C/CE** to delete the displayed number.)
- Press CONTINUE to proceed.
- Position an empty envelope for the new test print.
- Check the test print. If necessary, repeat the adjustment procedure until the ink cartridges are correctly aligned.