

Mailstart

Changing the printhead



1 Open the top cover

First of all, you will need to open the top cover to access the print head and ink cartridge.

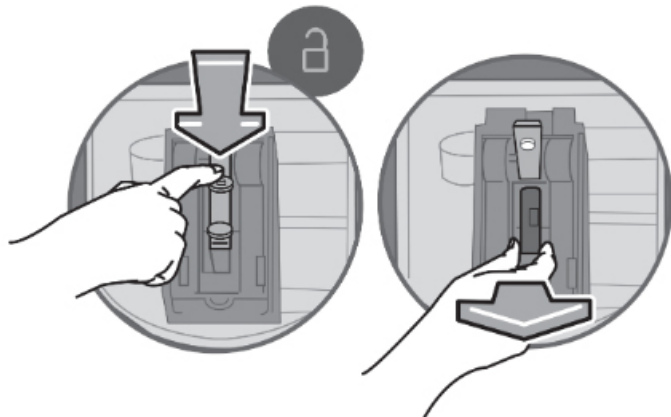
To do this simply:

1. Press **Menu / Options**.
2. Press **Review (down)** and scroll to **Use ink functions?**
3. Press **Enter/yes**.
4. Scroll to **Install new printhead?**, then press **Enter/yes**.
5. When **Install printhead** appears open the top cover.



2 Remove the ink cartridge

1. Press the unlock symbol to open the ink cartridge cover.
2. Remove the ink cartridge by lifting it out at an angle. The ink cartridge may leak from the bottom, so be sure to place it on a tissue. You will need this later.



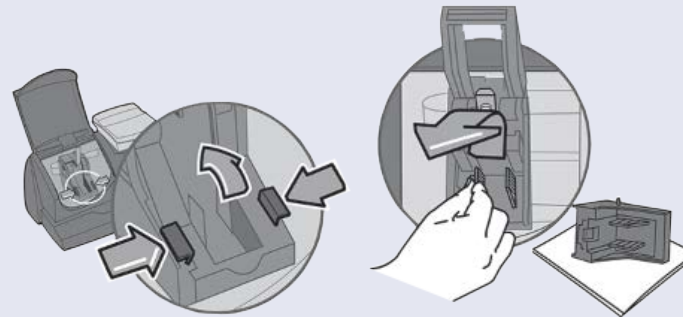
3 Remove the old printhead

1. Press together the two small tabs at the bottom of the ink cartridge holder. Swing the holder upwards and towards the back of the franking machine.

Important: Do not touch the bottom of the printhead.

2. Remove the old printhead by lifting one of the black tabs and pulling the printhead out.

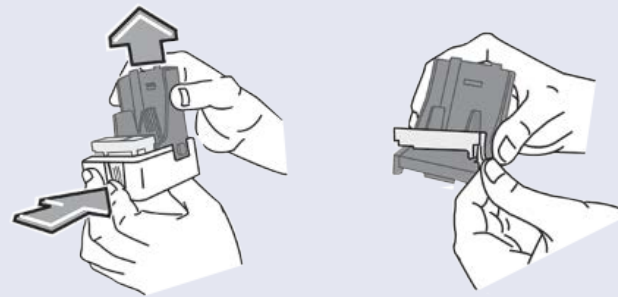
3. Place the old printhead on a tissue to absorb any ink.



4 Open the new printhead

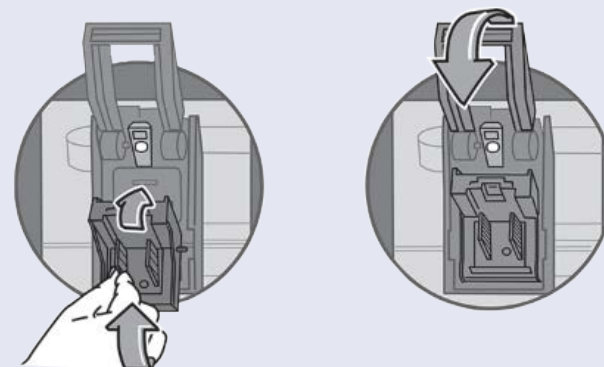
1. Remove the yellow protective cover from the new printhead by squeezing the tabs.

2. Remove the printhead from the white printhead holder. If you wish to return the old printhead to Pitney Bowes for recycling, re-package the old printhead using the protective packaging.



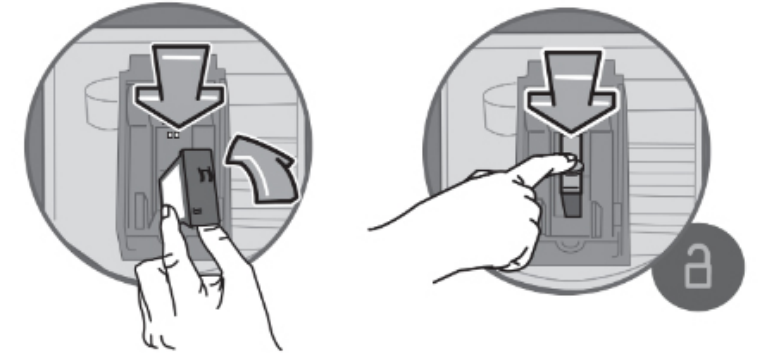
5 Insert the new printhead

1. Slide the new printhead into place by inserting it at an angle.
2. Swing down the printhead guard until it clicks in place.



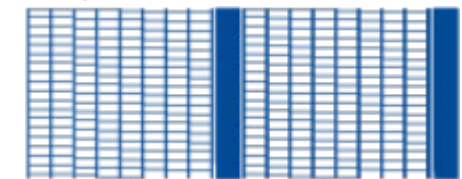
6 Insert the ink cartridge

1. Reinstall the ink cartridge into the machine, with the Mailcoms label facing towards you.
2. Swing down the ink cartridge latch, and then press down on the green or blue circle to close it.

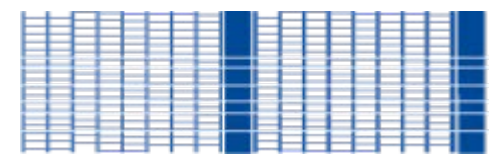


7 Perform a test print

1. Close the top cover.
2. Press **Enter/yes**.
3. When **IMPORTANT - is printhead/ink installed?** appears, press **Enter/yes**. Your franking machine installs ink into the new printhead. This will take 2 - 3 minutes.
4. Insert a tape sheet or envelope to print a test pattern:
 - a. If the print test is good, press **Enter/yes**.



- b. If the print test is poor, press **No** to perform additional maintenance.



5. You can dispose of the old printhead in accordance with local waste disposal regulations. Alternatively, you can return the old printhead to us for recycling and environmental disposal. Use the return address label that comes with the new printhead. Please ensure you affix return postage to the parcel.