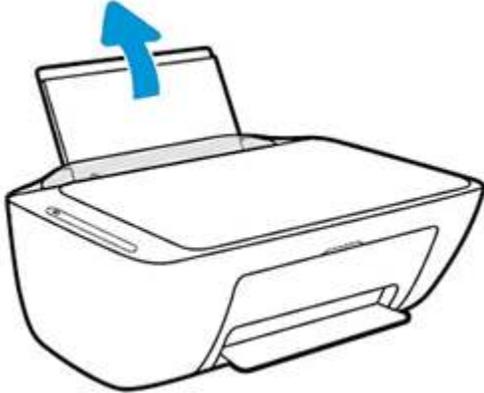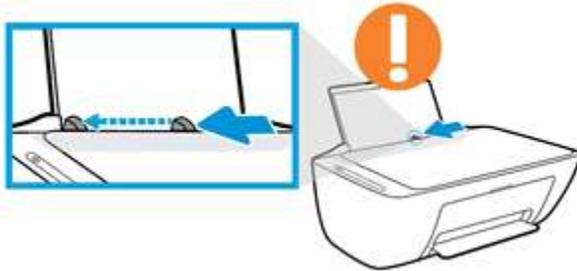# Step 1: Load paper

Before you replace the ink cartridges and begin the alignment process, make sure to load paper into the printer.
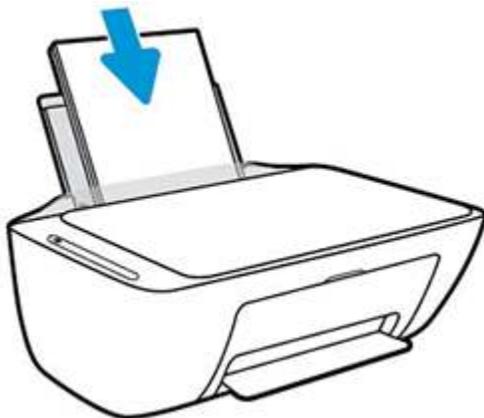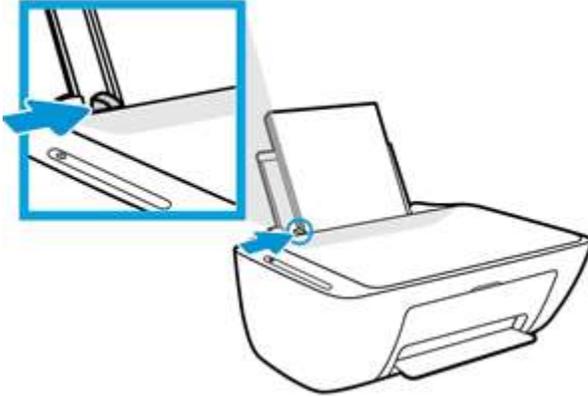
1. Raise the input tray.

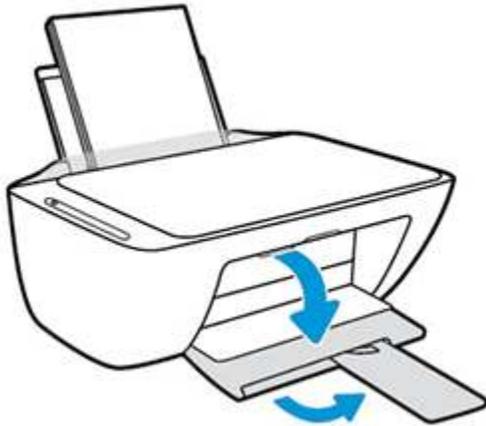2. Slide the paper width guide all the way to the left.

3. Load a stack of plain white paper into the input tray.

4. Slide the paper width guide to the right until it rests at the edge of the paper.

5. Lower the output tray, and then pull out the tray extender.
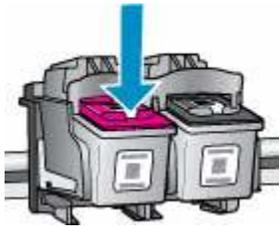

Step 2: Replace the ink cartridges

Replace one or both ink cartridges indicated by the ink cartridge status on the front panel.

1. Turn on the printer, if it is not already on.
2. Lower the output tray, reach inside the printer, grasp the handle, and then lower the ink cartridge access door.

   The carriage moves to the center of the printer.

3. Wait until the printer is idle and silent before you continue.
4. Lightly press down on the ink cartridge to release it, and then pull the ink cartridge out of its slot.
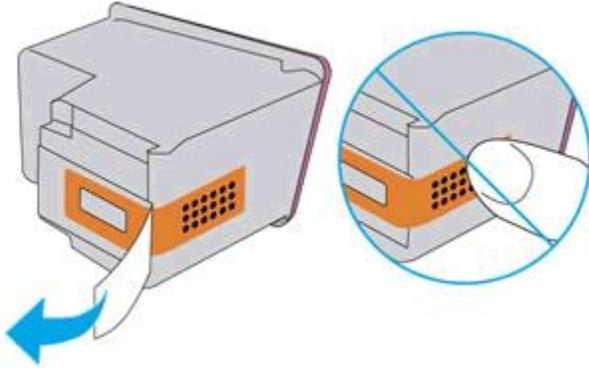

5. Remove the new ink cartridge from its package. Be careful to only touch the black plastic on the ink cartridge.
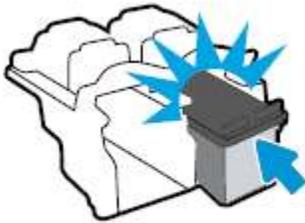

6. Remove the plastic tape.

   caution:

   Do not touch the copper-colored contacts or the ink nozzles. Do not replace the protective tape on the contacts. Handling these parts can result in clogs, ink failure, and bad electrical connections.

7. Hold the ink cartridge by its sides with the contacts toward the printer, insert the ink cartridge into its slot, and then gently push the ink cartridge until it snaps into place.

note:

Install the color ink cartridge on the left and the black ink cartridge on the right.

8. Repeat these steps to install the other ink cartridge, if necessary.
9. Close the ink cartridge access door.

Step 3: Align the ink cartridges

To achieve the best print quality, it is necessary to align the ink cartridges.

1. After installing new ink cartridges, the printer automatically prints an alignment page.
2. Lift the scanner lid.
3. Place the alignment page with the print side down on the scanner glass, and then position it according to the engraved guides around the glass.

Figure : Placing the alignment page on the scanner glass

4. Close the scanner lid.
5. Press the Start Copy Black button ⊚ or the Start Copy Color button ⊚ on the printer control panel.

   The printer aligns the ink cartridges.