

## Changing Your Ink Cartridge and Tanks

Our mailing systems use either an ink cartridge or ink tank for printing.

### **Replacing the Ink Cartridge (IS300/400 Series, IS 600/700 Series, and IX-Series mail machines)**

1. Open the hatch on your mail machine; the ink cartridge will move into replacement position
2. Press down on the Front of the old cartridge (the part closest to you) and lift it out. The old cartridge can be recycled or discarded
3. Take the new cartridge out of the box and remove all plastic caps and protective strips that seal the print head
4. Insert the new cartridge into the machine and push it until it clicks into place
5. Close the hatch. The alignment process of the heads will occur automatically

### **Replacing Ink Tanks (IS5000/6000 models)**

1. Open the tank drawer on your mail machine by pulling it toward you
2. Press the blue release lever to disengage the ink tank and remove it
3. Insert the new ink tank, then push it until it click into place
4. Close the drawer. The alignment process of the heads will occur automatically

For instructions for your specific mail machine, refer to your User Guide, which you'll find here: [manuals](#)

Please contact us at **303-761-0681** if you have questions.