# *Refilling Instructions*

## *for **Epson S020025** Black Ink Cartridge*



Ink port hole covered with sticker

Fig. 1
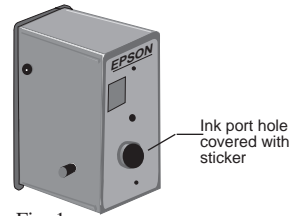
**1. Remove ink cartridge from printer and protect work surface.**
Refilling your cartridge is a clean and simple job, but it is best to cover your work area with newspaper or other scrap paper to protect from accidental ink spills.

**2. Cover ink port hole with sticker.**
Before placing the sticker over the hole, make sure that the port hole is wiped dry to ensure an adequate seal. Holding the cartridge with the ink port hole facing you, apply one of the small round yellow stickers provided to cover the ink port hole as shown in Fig. 1.



Vent Hole
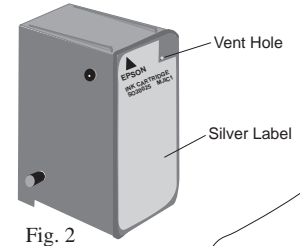
Silver Label

Fig. 2

## ★ *FIRST TIME YOU REFILL CARTRIDGE:*

**3. Drill fill hole in top of cartridge.**
Turn the cartridge around, so that you are now holding it with the silver label and the vent hole facing you, as shown in Fig. 2. Using the drilling tool provided, and using a twisting motion, drill a hole in the center of the top of the cartridge. (See Fig. 3.) Withdraw drill bit after drilling the hole.



Fig. 3
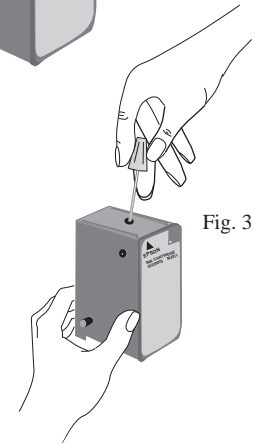
**4. Fill the ink chamber.**
Remove the scabbard from the tip of the filling needle. Tilt the ink bottle slowly until it is in the horizontal position. While keeping the bottle horizontal, place the needle tip in the refill hole (see Fig. 4) then invert the bottle. Once the bottle is upside down, lower the needle into the ink chamber as far down as it will go. Begin gently applying pressure to the bottle, squeezing as the needle is slowly withdrawn. (See Fig. 5.) Continue dispensing ink until 15 ml or 1/4 of the bottle has been emptied, or until a droplet of ink appears at the vent hole or fill hole (See Fig. 2), as this indicates the cartridge is full.



Fig. 4
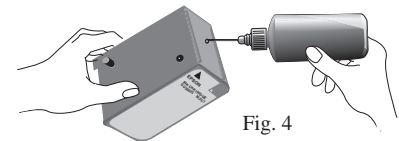
**5. Remove the refill bottle.**
If the refill bottle is not empty, recap it and save for future use. Blot up any residual ink around the vent hole or fill hole with a tissue.

**6. Place sticker over fill hole.**
Make sure that the area around the fill hole is wiped dry to ensure an adequate seal. Use one of the stickers provided to cover the new fill hole on top of the cartridge. **Remove sticker from inkport and then reinstall cartridge.** If the sticker is left in place, the printer will puncture a hole in it when the cartridge is reinstalled.

**7. Reinstall the cartridge into the printer.**
Perform the printhead cleaning procedure following the instructions outlined in your printer instruction booklet.
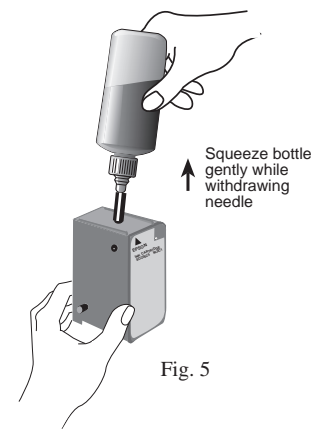
## ★ *SUBSEQUENT REFILL PROCEDURE:*

Follow steps 1 and 2. Instead of drilling hole, remove sticker from fill hole and continue steps 4 through 7.



Squeeze bottle gently while withdrawing needle

Fig. 5

*In the unlikely event that ink gets on your fingers, it can easily be removed by moistening a paper towel with a solution of laundry bleach diluted with an equal amount of water. Be sure to wash hands thoroughly after using bleach solution.*

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