

NETS PRINTER SOLUTIONS

JUNE 2011 NEWS AND TIPS

Replacing Toner Cartridges:

Whenever your printer indicates that the toner level is low or your prints become light take the cartridge out and shake it horizontally to give you extended prints. Shake the cartridge slowly, so toner does not leak out of the cartridge and get on your hands etc. You can get away with this a couple of times, but then it will be panic time if you do not have a backup cartridge. We always recommend that you keep a backup cartridge to avoid being "down" from printing.

When replacing a new toner cartridge shake it a little to break up and mix the toner evenly in the cartridge. Because of shipping and/or being on a shelf for an extended time may cause the toner to clump a little inside. This does not affect the quality of the toner but will maximize the toner that actually gets used. (do this before pulling out the tab) Some cartridges require that you pull out a plastic tab to release the toner for the printing process. Make sure you pull the tab straight out and not at an angle. This will eliminate the tab breaking off before it has been completely pulled out. When you see toner on the end of the plastic tab and it has pulled completely out of the cartridge the cartridge is ready to be installed.

When putting the cartridge in the printer, first take note as to how the empty one comes out. The cartridge needs to be completely reset in the printer, so the cover will close and correctly print. If the cover does not close, do not try to force it, pull the cartridge out completely and restart the process.

Replacing InkJet Cartridges:

Once the ink level of an ink cartridge gets low, it usually means that it has to be replaced and shaking it will not necessarily extend you any more prints. Regardless of a warning continue to use the cartridge until the print gets light or bad. It is important to know that with HP ink cartridges in particular, there is an expiration date printed on the back of the packaging as to when the cartridge needs to be used by. HP cartridges generally will not work after their expiration date because there is a computer chip inside the cartridges that actually can read the date. Yes, this is sneaky on HP's part so you need to be careful to rotate your ink cartridge stock.

If you go an extended period of time between using your inkjet printer, be aware that the ink will dry up in your printer which will necessitate a printer cleaning. This happens particularly in the inkjet printers that use print heads. It is usually because the ink dries up in the print heads that causes the problems. To avoid this try to use your printer on a regular basis, even if it is only a few pages a month.

NEXT MONTH'S TIP: Dealing with the dreaded Paper Jam