

# CHANGING PRINTER CARTRIDGES FOR THE TOLBERT-JIMENEZ SHARED HP 4600 PRINTER

*Last modified by Alex Huffman, 2/26/2005*

It is important to ***immediately*** order the cartridge you just replaced (so that we always have a backup copy in the cabinet). If you don't do it now, it will be forgotten, and there will be a printing delay when the next one runs out.

## **1) To replace printer cartridges (detailed info below):**

- Open printer, take old out
- Open new package, remove all orange plastic.
- Slide it in, toss trash, recycle old cartridge.

## **2) To order a replacement (detailed info below):**

- Go to CIRES printer order form online.
  - Enter appropriate info, and split speed type between Tolbert / Jimenez groups.
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### To replace printer cartridges:

- Open the front doors, and then pull down the black tray with the green handle.
- Pull out the finished cartridge with the blue handles.
- Open the new package, remove all the orange strips and plastic covers.
- Slide the new one in, and close the doors (it will then calibrate for a little while).
- Throw away the trash, and take the old cartridge to the CIRES printer room on the second floor (put it above the big plotter printer on the right side when you walk in the room)

### To order a replacement:

- Go to <http://cires.colorado.edu/intra/ccf/forms/printersupplies/> (you can also get there by - going to the CIRES page, then intranet, then computing facility, then printer forms)
- Input the type of printer (Laser – HP: it is a HP Color LaserJet 4600dn)
- Scroll to the type of cartridge you want: C9720A, etc.
- Enter your contact information on the next page, as well as the speed type info. Split the cost between the Tolbert and Jimenez groups. Find out the current, appropriate code to use for this purchase before doing so.