

Ink Refill Instructions for HP 564 / 920 Cartridges



Please read the refilling instructions thoroughly before touching your cartridge. We recommend covering your working area with folded kitchen paper towels and wearing a pair of latex gloves in case of ink spillage.

1. Put on the orange cap that covered the outlet port of your cartridges with a rubber band. If you no longer have the orange cap then put on a vinyl glove and put your finger over the outlet port. This will prevent ink from dripping out while you refill.
2. You are going to fill the cartridge through the vent hole. To see the vent hole peel off the top label. If you can see the impression of the vent hole through the label then just push the needle through the label into the vent hole and down into the sponge.
3. Unscrew the outer plastic cap of the ink bottle to reveal the refilling tip underneath. Attach the needle to the refilling tip. Do not press down too firmly to prevent breaking the plastic base of the needle. Puncture the foil bottle seal under the cap before proceeding to the next step.
4. SLOWLY inject ink into the small vent hole located on top of the cartridge. The 564 ink capacity is 4 ml while the 564XL ink capacity is 8 ml.
5. After the ink is injected keep the orange cap on or keep your finger over the outlet port for another minute. This will give the ink time to soak up into the sponge.
6. Now take off the orange cap or remove your finger from the outlet port and place the cartridge in a cup or bowl or anywhere else you can tolerate some dripping.
7. Let any excess ink the sponge can't hold drip for about 5 minutes.
8. Reinstall the cartridge in your printer and run one or two cleaning cycles until the cartridge begins to print correctly. If the cartridge is not printing correctly after the head cleaning cycles then wait up to 24 hours for the ink to get absorbed by the sponge and reach the print head.
9. You will be able to judge how much ink is left in the cartridge by the print outs. If your prints start deteriorating, it means the cartridge is almost empty and it is time to refill the cartridge by repeating steps 1-8.

NOTE: Cartridges that are not refilled right away may dry out and stop working. For best results refill right after or before the cartridges are empty.