

## Print head cleaning instructions for Pitney Bowes E700 range.



1. Lift the meter lid.



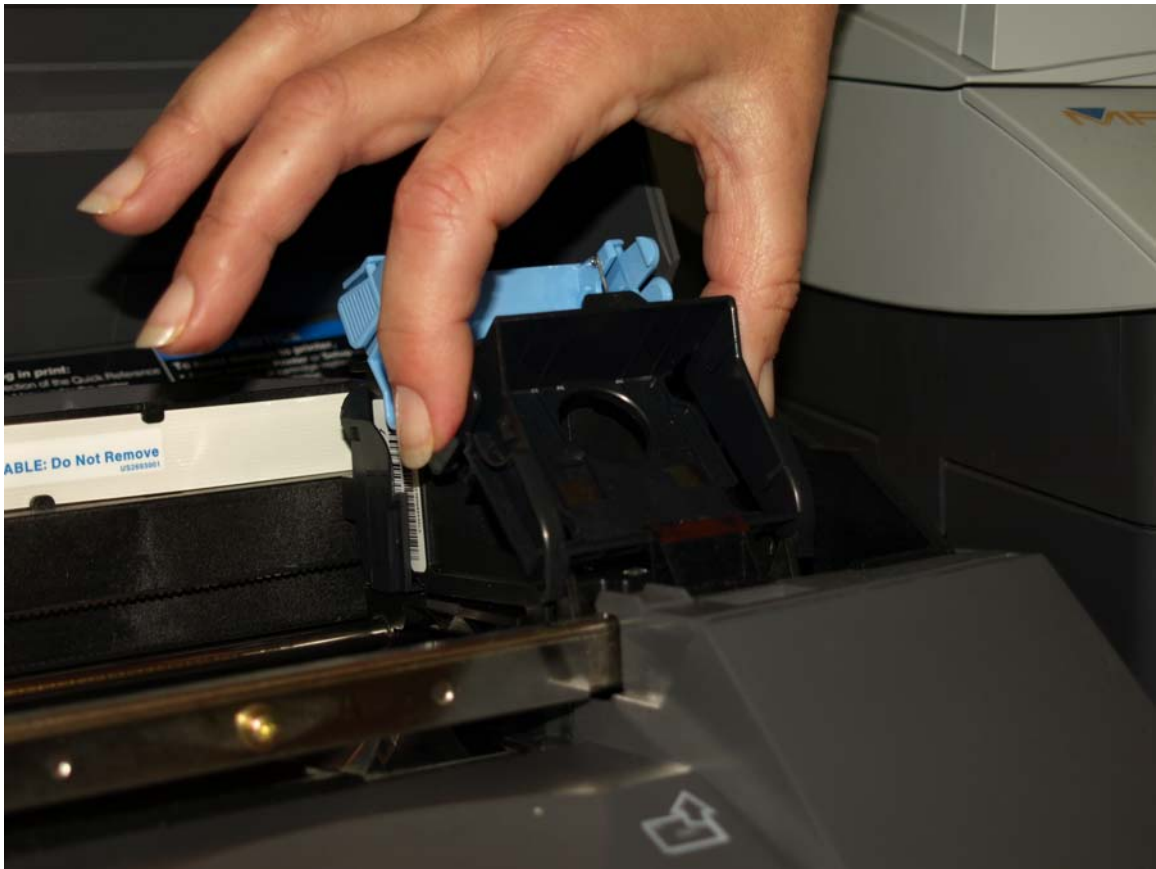
2. Lift the blue section (ink cartridge latch) by squeezing the tabs on each side.



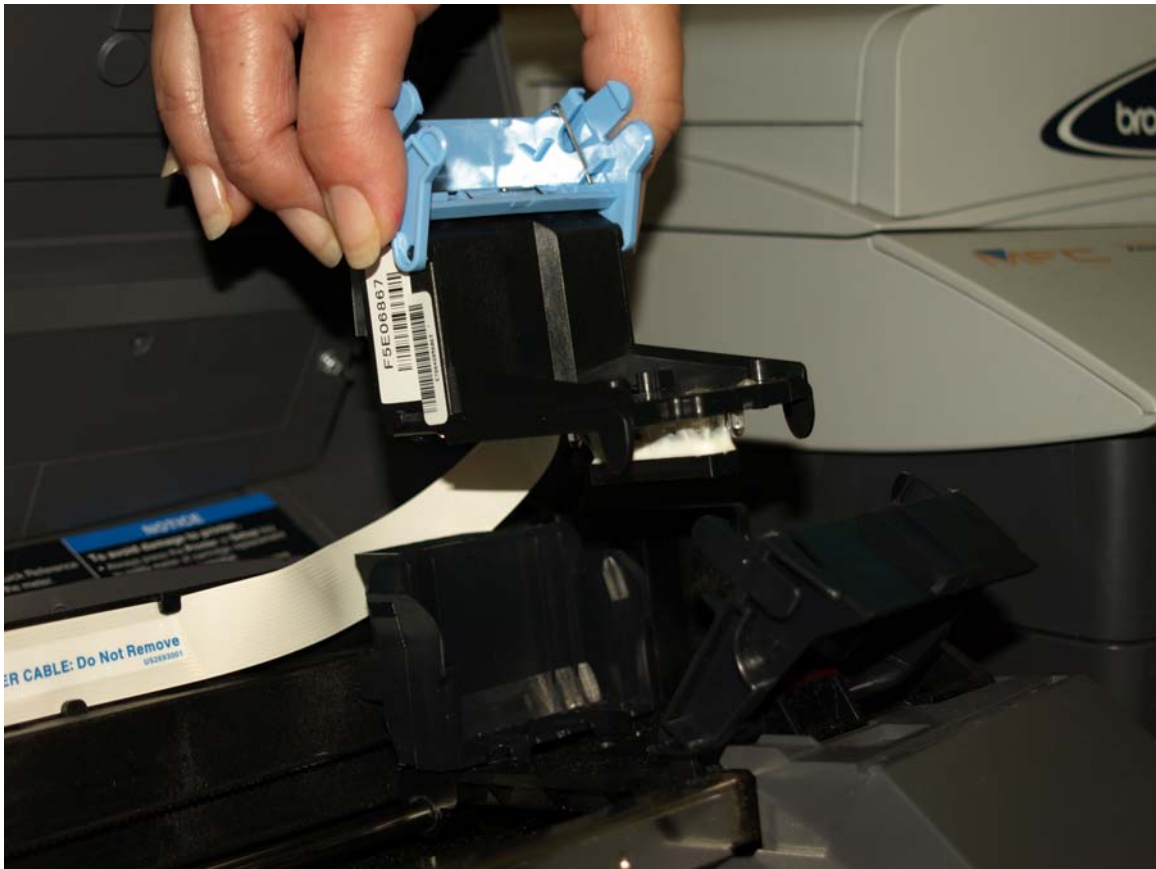
3. Remove the ink cartridge and put to one side. Please ensure that the cartridge is placed label side down on a piece of paper so as not to damage furniture.



4. Squeeze the release tabs at the rear of the black section.



5. Hold and gently pivot forward.



6. TAKE NOTE OF THE CORRECT POSITIONING OF THE WHITE CABLE.  
Gently lift holding the blue ink cartridge latch.



7. This will reveal the print head (underneath).



8. Clean the print head thoroughly but gently, first with a damp tissue and then with a dry tissue. This may need repeating to ensure that the print head is properly clean and dry.

9. Any excess ink should be carefully cleaned from inside the machine.

10. Reassemble the carriage and return to the original right hand location. Ensure the white cable is correctly positioned.

11. Replace the ink cartridge, close the cover, when the screen displays the word 'READY' press SETUP and ENTER four times. This will re-install your cartridge.

**Pitney Bowes recommend that this procedure is followed every time you replace or reinstall your ink cartridge.**