

Refill Instructions for the Pitney Bowes K700 Postage Meter Ink Cartridge

Tools needed to complete the refill:

- Ink
- Syringe
- Electrical tape
- Small flat blade screwdriver
- Drill with bit slightly larger than syringe tip
- Paper towels

Step One:

Lay out paper towels. No matter how hard I try, I always get some ink where I don't want it. We'll be covering the Pitney Bowes Cartridge and NuPost cartridges.



Step Two:

For the Pitney Bowes model, remove the top of the ink cartridge (this step is not necessary for the NuPost model cartridge). Carefully lift the tab as shown in the picture below. Once the tab has cleared the top of the cartridge, slide the top toward the far side from the tab you just unhooked, releasing the top from the cartridge.



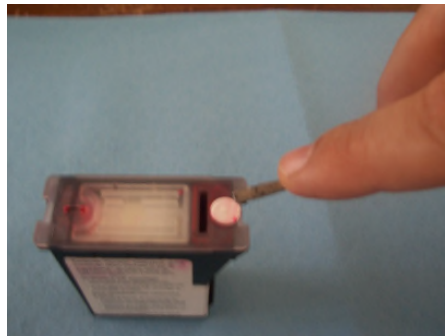


Here (below) the top is moved to the right releasing it from the clip holding it in place.



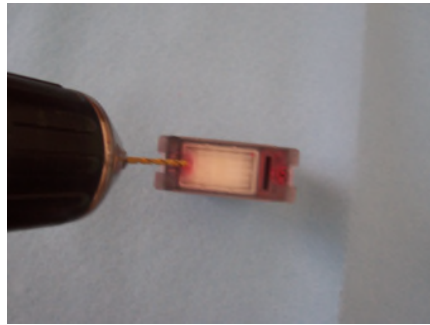
Step Three:

Remove the silver circle tapes (this step is not necessary for the NuPost model cartridge). One tape is shown in the picture below, the other has already been removed. It is important to note on this cartridge that the circle exposed by the removal of the tape already gone, has two holes. The one to the outside of the cartridge is a vent hole. **DO NOT PUT INK IN THIS HOLE.** Any ink put in this hole will just pour out the vent in the bottom of the cartridge.



Step Four:

Enlarge the two refill holes, the inner hole for the circle containing two holes and the single hole in the other circle. The cartridge is designed to have a main chamber that holds the majority of the ink in a sponge and a secondary smaller chamber that holds a ready supply of ink without a sponge. It's this secondary chamber that the ink is drawn from into the postage meter. Both chambers need to be filled or the refill will not work. Using a drill and bit slightly larger than the syringe tip, drill into the two chambers. Try to prevent the drilled out plastic from falling into the chamber with the single hole as it has no sponge to catch it.



The NuPost model already has the main chamber hole in place (a self sealing rubber hole in the middle of the circle on the left). Drill the small chamber hole as shown.



Step Five:

Load the syringe with ink and fill both chambers. For the smaller chamber, fill it to the top then, remove a small amount to keep from spilling ink out of the top. The main chamber will hold a large amount of ink. Inject slowly to allow the sponge to absorb the ink and stop short of filling to the top to avoid spilling ink. I have found that it is best to fill the cartridge regularly rather than to let it run out. I typically refill every two weeks.

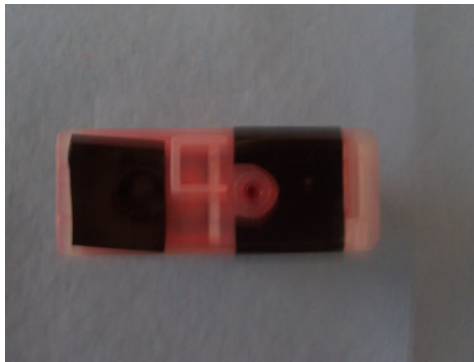


The NuPost model is clear and the ink level can be easily seen. Stop short of the top on both chambers to avoid ink spillage.



Step Six:

Cover both circles with electrical tape.



When covering the holes on the NuPost model, be sure to leave the vent hole open as shown below.

Step Seven:

Replace top (not necessary for NuPost model). First slide hook end into place (reverse of removal), then push the clip back into place. Note orientation of the top to the cartridge.



The cartridge may drip ink at this point. Allow the cartridge to drip until it stops, then place it in the meter and use the meter utilities to print a test pattern.