

Ultimail Ink Cartridge Installation

From Home Screen:

- 1) Press SETUP Key
- 2) Press SYSTEM SETTINGS Key
- 3) Press PRINT Key
- 4) Press CHANGE INK CARTRIDGES Key then Follow On Screen Instructions:

Removing Cartridges:

- 1) Open blue ink access door (top of machine right side)
- 2) Open green latches over ink cartridges and remove cartridges
- 3) Press CONTINUE Key

Installing New Cartridges:

- 1) Remove protective film from new cartridges and insert into cartridge slots
- 2) Close green latches to secure cartridges then close blue ink access door
- 3) Press CONTINUE Key

The ink cartridges will now be calibrated to the machine represented by a bar grid going from 0 to 100%. You will then be asked to align the newly installed cartridges

To align cartridges:

Screen will show "PLEASE FEED LETTER THROUGH THE JUSTIFICATION WILL THEN START"

- 1) Feed a letter through to print the test pattern. After the pattern is printed you need to view and select the straightest horizontal line
- 2) Using the number keys enter the number that represents the straightest line (the number 5 is the default number showing on the screen) if 5 is the straightest press CONTINUE if any other line is the straightest select that number and then select CONTINUE.
- 3) Repeat procedure in step 2 above to select the straightest vertical line.
- 4) If your selections for horizontal line and for vertical line were 5
Press END ADJUSTMENT PROCEDURE Key and proceed to step 6
- 5) If your selection was any number other than 5 for horizontal line OR for vertical line
Press TEST NEW ADJUSTMENT and repeat the steps above.
- 6) Once your results to the horizontal and vertical line are 5 and you have pressed
END ADJUSTMENT PROCEDURE, Press HOME Key and the UltiMail should now be ready for use.

NOTE: If you attempt to run the UltiMail and there is a message PLEASE ALIGN INK CARTRIDGES, turn machine off, then on again, the UltiMail should now be ready for use.