

EAST MISSOURI ACTION AGENCY HEAD START
P.O. BOX 308, 403 PARKWAY DRIVE, PARK HILLS, MO 63601
"AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER"

INK CARTRIDGE PURCHASE NOTICE

NOTICE

Cartridge World picks up refills from central office the first and third Mondays of the month and returns them shortly thereafter.

INSTRUCTIONS FOR A CANON REFILL

Once you have put a refilled cartridge in your printer, you may see a message that says:

An ink tank that was once empty is installed. Printing under the situation may damage the printer.

If you want to continue printing, click Yes. This operation will release the function for detecting the remaining ink level.

Click Yes.

The next screen will say:

Canon shall not be liable for any printer malfunction or damage caused by refilled ink tanks.

Using refilled in tanks are memorized. Do you continue printing?

Click Yes.

The next screen will say:

The remaining level of the following ink cannot be correctly detected. [Names ink.] Replace the ink tank. If you want to continue using this tank, click OK.

Click OK.

The next screen will say:

Press and hold the Stop/Reset button for at least 5 seconds, and then release it. This operation will release the function for detecting the remaining level of the following ink. [Names ink.]

NOTE: The above threat (damage the printer) are not valid.

The computer chip in the ink is bad if the message says:
The following tank cannot be recognized. Send it back and it will be replaced.

INK REQUEST

Directions:

1. **For a refill**, place this form with empty cartridges, along with the clip, in yellow bag. Send to Central Office.
2. **For new cartridges**, send in this form with regular mail.

Requested by: _____

____ I am the classroom teacher.

Date sent in: _____

Site Manager approval: _____

Fill in for color ink refill: Enter: LOC ID # Amount

Supplies – Education 225 6190 130 300 _____ \$ _____

For new color ink, this form will be returned to you with the amount filled in for you to add to your 'checkbook.'

*New ink prices vary between \$12 and \$16 for each cartridge. Courtney will return this form letting you know the current cost of new color ink.

Printer	Cartridge	Color	Cost/ea.
Canon PIXMA MP600/MP610	PGI-5BK	black	Circle one: refill new
Canon PIXMA MP600/MP610	CLI-8 Circle colors: Y / C / M / BK	colors	Circle one: Refill: \$9.00/ea. New: *TBA
Canon PIXMA MP620	PGI-220	black	Circle one: refill new
Canon PIXMA MP620	CLI-221 Circle colors: Y / C / M / BK	colors	Circle one: Refill: \$9.00/ea. New: *TBA

*EMAA is a not-for-profit tax exempt corporation.
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