

## **Answers: 8.5.2.2 Lab - Perform Preventive Maintenance on an Inkjet Printer**

### **Objectives**

In this lab, you will perform preventive maintenance on an inkjet printer.

**Note:** The lab instructions are for general reference only. Refer to the manufacturer's printer manual for instructions to perform preventive maintenance on your inkjet printer model.

### **Recommended Resources**

- 1 inkjet printer
- Printer manual or Internet access to view the printer manual

### **Instructions**

#### **Step 1: Locate the printer manual.**

The printer manual may be provided by your instructor or navigate to the printer manufacturer's web site to download a copy of the printer manual for your printer model.

#### **Step 2: Clean the print head.**

You can print a pattern to check for clogged print heads.

- Make sure there is paper in the paper tray.
- Navigate to the maintenance menu either on the printer control panel or from the printer application on the computer.
- Print a print head pattern.
- Use the manufacturer's guidelines to determine if the print head needs cleaning.
- Clean the print head as necessary via the printer control panel or from the printer application on the computer.

#### **Step 3: Replace the ink cartridge.**

- Check that power is on.
- Open the cartridge access door. Wait for print cartridges to stop moving.
- Lift up the cartridge tab and remove the cartridge from the slot.
- Remove the new cartridge from the packaging and any protective tape from the ink cartridge head.
- Place the new cartridge in the slot and carefully press the cartridge into place.
- Repeat the above steps as necessary.
- When all the cartridges have been replaced, close the cartridge access door.

#### **Step 4: Clear a paper jam.**

- Check the paper tray for any paper that was not fed into the paper path correctly.
- Check the automatic document feeder for paper left from the previous job.

- c. If the above step did not clear the paper jam, open the cartridge access door.
- d. Look for any paper in the paper path and remove it according to the manufacturer's instructions.

### Reflection Question

Refer to the printer manual. What other preventive maintenance can be performed on the printer?

*Type your answers here.*