

Manually cleaning a printhead that is built in to your printer takes a bit more work.  The steps below are for HP printers that have a removable printhead, like the HP OfficeJet 8710. ***You can also use this method on non-HP printers with printheads built into the printer.***

Required supplies: a plastic container, a couple of dry paper towels, a lint-free cloth and hot water.

1. Fold the dry paper towel into quarters and place it in the plastic container
2. Pour about two inches of hot water on top of the paper towel so that it is completely submerged
3. Open up the printer and remove all of the ink cartridges from the machine
4. Set the cartridges aside on a separate paper towel while you continue the printhead cleaning process. Make sure the cartridges are facing up on the paper towel.
5. Lift up on the gray latch behind the cartridge carriage that holds the cartridges. This will release the printhead from the printer.
6. Pull the printhead up and out to remove it from the machine.
7. Dampen the lint-free cloth with hot water.
8. Gently wipe away an excess ink on the printhead nozzle.
9. Place the printhead in the container with the submerged paper towels. The nozzle should be facing down. Be careful not to touch the nozzle as it can be damaged easily.
10. Let the printhead soak for about ten minutes.  Then remove it from the container and set it on a dry paper towel to dry for fifteen minutes.  The nozzle should be facing up.
11. Reinstall the printhead back into the printer.  Don’t forget to secure the latch!  Then reinstall the cartridges and run the cleaning function on the machine again.