



Replace Ink Cartridges

HP DeskJet 2700 series • Before you begin

Have the right cartridges

Match the replacement number to your exact printer and country.
“2700 series” alone is not a cartridge number.

Keep plain white paper ready

Have a few sheets of Letter or A4 paper in the rear input tray. Keep the printer plugged in on a stable surface.

Hold only the plastic sides

Do not touch copper contacts or ink nozzles.
Keep the top label in place.



Illustrations show the black cartridge as the example.



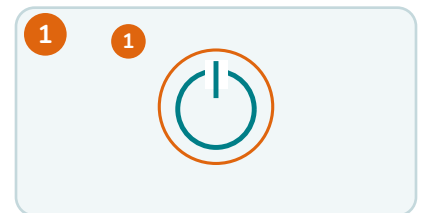
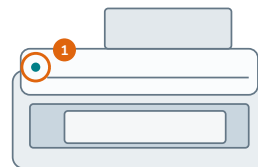
Replace Ink Cartridges

HP DeskJet 2700 series • Steps 1 to 3

1 Turn on the printer

Step 1 of 12

Press the Power button once.

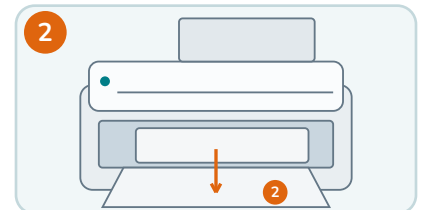
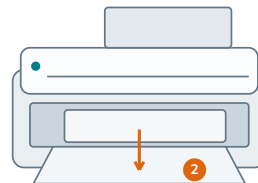


Next: The Power light stays on.

2 Lower the output tray

Step 2 of 12

Pull the front paper tray down.

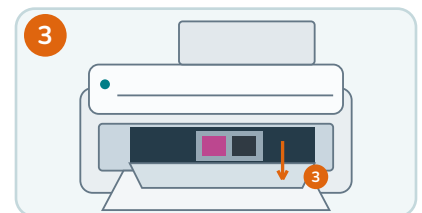
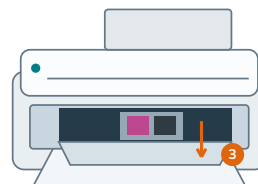


Next: The inner door is within reach.

3 Open the cartridge door

Step 3 of 12

Pull the inner access door down.



Next: The cartridge holder moves.



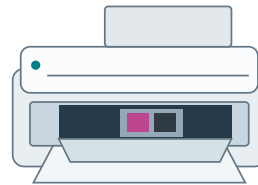
Replace Ink Cartridges

HP DeskJet 2700 series • Steps 4 to 6

4 Wait for the holder

Step 4 of 12

Wait until it stops moving.

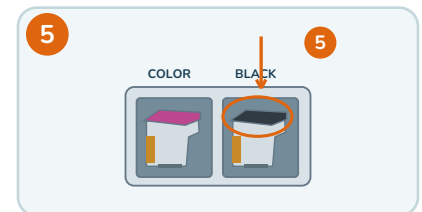
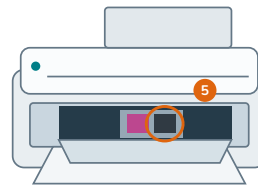


Next: It is still and quiet.

5 Release the old cartridge

Step 5 of 12

Press gently down on the cartridge.

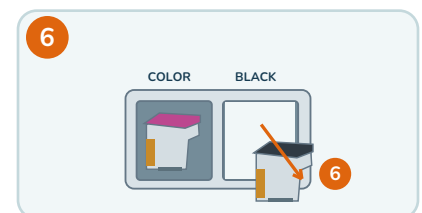
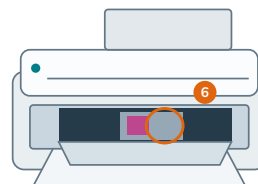


Next: The cartridge is released.

6 Pull the cartridge out

Step 6 of 12

Pull it toward you out of its slot.



Next: The slot is empty.



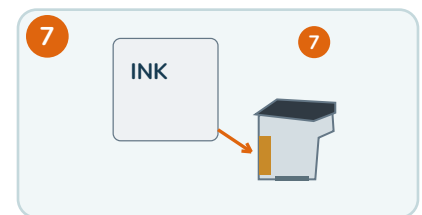
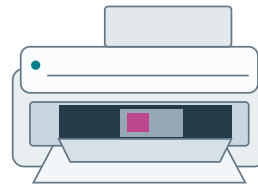
Replace Ink Cartridges

HP DeskJet 2700 series • Steps 7 to 9

7 Unpack the new cartridge

Step 7 of 12

Take it out of its packaging.

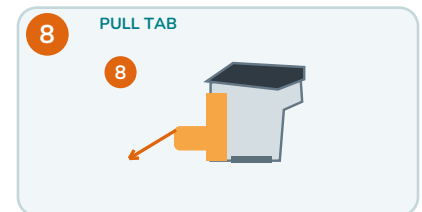
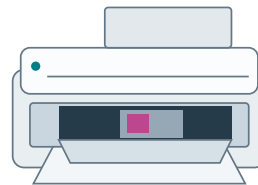


Next: Hold only the plastic sides.

8 Remove the plastic tape

Step 8 of 12

Peel off the tape using the tab.

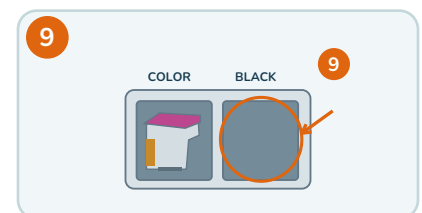
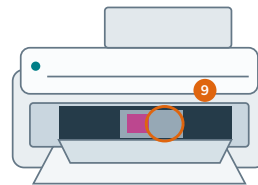


Next: Do not touch contacts or nozzles.

9 Match the correct slot

Step 9 of 12

Color goes left. Black goes right.



Next: Match the label before inserting.



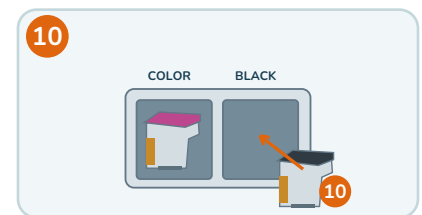
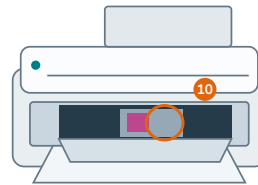
Replace Ink Cartridges

HP DeskJet 2700 series • Steps 10 to 12

10 Slide the cartridge in

Step 10 of 12

Slide it in at a slight upward angle.

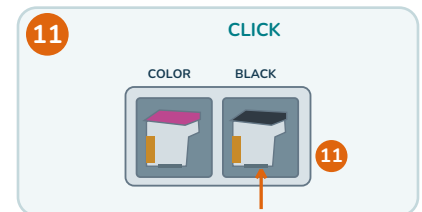
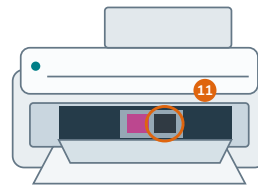


Next: It is ready to click into place.

11 Push up until it clicks

Step 11 of 12

Gently push the cartridge upward.

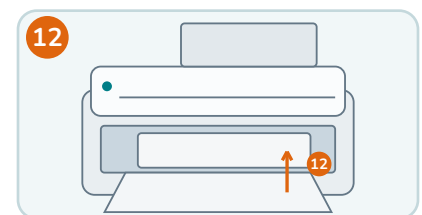
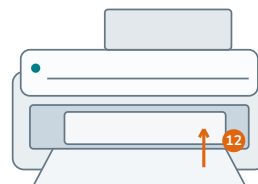


Next: Repeat 5–11 for a second cartridge.

12 Close the access door

Step 12 of 12

Lift the inner cartridge door shut.



Next: The printer prepares the ink.



Finish and Check

HP DeskJet 2700 series • After replacement

If HP asks for alignment

Follow the alignment instructions in your HP app or printer software. If an alignment page prints, keep it for those instructions.

If an ink light keeps blinking

Check that the protective tape is removed and each cartridge has clicked in. If you are unsure, stop and call us. Do not force any parts.

Keep this guide nearby

If replacing both cartridges, repeat Steps 5–11 for the other one before closing the door. Recycle used cartridges through an ink recycling program.

Based on HP User Guide, Replace cartridges, pages 56–57.

Source: h10032.www1.hp.com/ctg/Manual/c06611085.pdf