

MAINTENANCE KIT INSTRUCTIONS

For Use in HP 3SI, 4SI

******WARNING******

TURN PRINTER OFF, UNPLUG IT, THEN ALLOW PRINTER TO SIT FOR AT LEAST 30 MINUTES BEFORE PERFORMING MAINTENANCE PROCEDURES

Fusing-Fixing Assembly Removal & Installation:

1. The Fixing Assembly is found at the rear of the printer under the toner cartridge.
2. Take out the paper trays and toner cartridges.
3. To remove the fixing assembly, unscrew the screws at each corner of the assembly.
4. Move Fixing Assembly to the left then lift up and remove from printer.
5. Carefully slide the new assembly to the right making sure that the assembly's connector is inserted to the socket on the printer right side
6. Check that the paper sensor flag moves freely back and forth to insure that it has not been dislodged from its seat during the installation.
7. Install the four corner screws and place cartridge back in machine.

*****WARNING*****

**USE LATEX GLOVES WHEN REPLACING THE
TRANSFER ROLLER**

Transfer Roller Replacement:

1. While wearing latex gloves, open the top cover and locate the transfer roller – paper trays should be removed.
2. Take out the light blue chip on the right side of the transfer roller
3. Holding the roller in place, separate the black bushing on the right side -lift and remove the transfer roller.
4. **CARFULLY** insert the right side of the new transfer roller into the socket.
5. Push the right side of the bushing to the right as the right side of the roller is installed.
6. Attach the new router clip removed in step 2.
7. Check roller by moving it back and forth while making sure the gear on the left is also moving.
8. Close top cover

Paper Tray Pick Up Roller Removal & Replacement:

1. Paper trays should still be removed to from the printer – pick up rollers are in the tray bays.
2. Three rollers on top bay and three rollers on bottom bay.
3. Pinch the light blue release clip on the pick up roller and pull the roller from the shaft.
4. Slide the new pick up roller onto the shaft until it snaps into place.

(note: it may be necessary to turn the rollers while doing this)

Duplex Roller: (if equipped)

1. Remove the right and left rear panels.
2. Remove four screws that attach four corners to the printer frame – remove duplex unit from the rear of the printer.
3. Locate main pickup roller on the underside of the printer in the bay. Pinch the clip on the pick up roller and remove the shaft.
4. Slide the new main pickup roller onto the shaft until it snaps into place.

(note: it may be necessary to turn the roller while doing this)

Clearing the service message: (plug in and turn power on)

HP III SI Printer

1. Press the online key to take the printer off line.
2. Hold down the menu key until "pcl config menu" displays followed by "sys=hp-pcl" or "sys=postscript" if the printer is configured with postscript.
3. Using the menu screen, scroll through the messages until you locate the "service messages on".
4. Press the "+" or "-" key to change the message to "service message =off".
5. Return printer to online status.

HP 4SI Printer

1. Press the online key to take the printer off line.
2. Hold down the menu key until config menu appears.
3. Click the menu key, scroll through the messages until you locate the "service messages on".
4. Press the "+" or "-" key to change the message to "service mesg =off".
5. Press the enter/reset menu key to turn the message off.
6. Return printer to online status.