

MAINTENANCE KIT INSTRUCTIONS

For Use in HP 4, 4M

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

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

Fuser Removal & Installation:

1. Remove the paper tray and toner cartridge from the printer.
2. Open the rear door – locate and unfasten the 2 phillip head screws securing the fuser to the base of the printer.
3. Grab the fuser by its left and right metal tabs, lift slightly and pull the fuser straight out of the printer.
4. Place the new fuser into the printer - align the screw holes with holes on the base. Re-secure with phillip head screws, close rear cover.

Main Pick Up Roller Removal & Replacement:

1. Turn printer onto its left side.
2. Locate main pickup roller on the underside of the printer. Pinch the clip on the pick up roller and remove the shaft.
3. 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)

Manual Feed Tray – Pick Up Roller & Separation Pad Removal & Replacement:

1. Open the manual feed tray “the front tray” locate the pick up roller.
2. If the black plastic envelope feeder access cover is installed, remove it by pinching the middle clip and pulling it out of the printer.
3. Pinch the clip and remove the pick up roller from the shaft by sliding it towards the right .
4. Using a flat head screw driver, gently pry up on the silver edge of the separation pad and remove it
5. MAKE SURE THE SILVER EDGE FACES THE FRONT OF THE PRINTER – Snap the new separation pad into place.
6. Slide the new manual feed pick up rollers onto the shaft until it snaps into place.
(note- it may be necessary to turn the rollers while doing this)
7. Reinstall the black plastic envelope feeder access cover removed in step 2.

*****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.
2. Using a flathead screwdriver “gently” pry up on the transfer roller shaft between blue gear and white plastic bushing until it snaps out of place.
3. Lift and remove the transfer roller.
4. Insert the right side of the new transfer roller, press down on the left side until it snaps into place.

Optional Lower Tray Pick Up Roller Removal & Replacement:

1. Separate the optional lower tray from the printer.
2. Pinch the release clip on the pick up roller and pull the roller from the shaft.
3. 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)