



HP 1100/3200 Maintenance Kit Instructions

The following parts are included in this maintenance kit:

- 1 Heating Element – RG5-4589
- 1 Pressure Roller – RF5-2823
- 1 Transfer Roller – RG5-4657
- 1 Face Down Roller – RF5-2830
- 1 Pick Up Roller – RB2-4026
- 1 Separation Pad – RF5-2886
- 1 Sub Pad #1 – RF5-2820
- 1 Sub Pad #2 – RF5-2821

CAUTION: Fusing assembly may be hot. Turn printer off and unplug it. Allow printer to sit for 20 to 30 minutes before performing these maintenance procedures.

NOTE: With the exception of the pickup and transfer rollers, all maintenance kit items require removal of all printer covers, pods and doors. The removal and replacement procedures for individual kit items will assume that all covers, pods and doors have been removed.

NOTE: Kit and component part numbers are the same for the 1100 and 3200 but cover removal and replacement is different. Removal and replacement of the kit components is the same for both printers. HP 3200 external cover removal will be covered first followed by the HP1100.

HP3200 External Cover Removal

Back Cover:

1. Open rear cover door and remove the DIMM's
2. Remove one screw located under rear cover door
3. Remove two screws from deep holes in the back cover
4. Lift cover up and pull away from printer

Right Side Cover:

1. Remove DIMM's and back cover
2. Open printer door
3. Remove one screw from the top of the right side cover
4. Locate and release three locking tabs that secure the cover
 - a.) One midway down on the back
 - b.) One on the top near the screw hole
 - c.) One on the front near the fusing assembly
5. Swing the top of the cover out and lift off

Left Side Cover

1. Repeat same steps as those for the right side cover

Internal Paper Guide

1. Remove back and both side covers
2. There are no screws or securing the guide. Remove it by lifting it straight up out of the printer

Front Door Removal

- It is not necessary to remove the front door to replace maintenance kit components
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HP 1100 External Cover Removal

Printer Door

1. Open printer door until fully extended. Note black stabilizers on each side of door
2. Locate connecting points on door at end of each stabilizer
3. With a flat blade screwdriver, press down on locking tab and slide connector out of bracket
4. Repeat process for other stabilizer and slide both stabilizers back into slots
5. Locate plastic locking tab on left side of deflector along bottom edge of door
6. Push tab in and lift left side of deflector up so it pivots on right side
7. Remove two screws attaching door to hinge mechanism
8. Pull each side of cover firmly away from printer

Side Pods

1. Tip printer on side to expose bottom edge of pod
2. Locate the access slot between pod and printer frame
3. Insert flat blade screwdriver and gently pry the plastic snaps open
4. Lift pod away from printer
5. Repeat process for other side

Back Cover

1. Remove memory card on back (if installed)
2. Remove the two screws in middle of back cover
3. Remove third screw under small memory cover door
4. Release locking tabs at seam of front and back cover (these tabs are on the left and right bottom where the pods were attached)
5. Pivot bottom of rear cover out and lift away from printer
6. Remove paper guide by pulling straight up and out.

Front Cover 1

1. Remove two screws at top front of cover
2. Pull stabilizer bars out slightly and fold hinge mechanism up against printer frame
3. Release locking tabs on bottom left and right sides (where pods were)
4. Pivot bottom of cover out until stabilizers and hinges are cleared
5. Lift cover up and away from printer

* Printer is now ready for maintenance kit parts installation*

Output or Face down Delivery Roller Removal

1. Release white plastic retaining clip on right side of roller and remove
2. Slide roller to the right until clear of the white gear on the left
3. Remove roller from the printer

Heating Element Removal

1. Remove delivery assembly (black plastic with yellow caution sticker)
 - a.) Remove two shoulder screws with springs. Do not lose springs
 - b.) Slide whole assembly to the right and gently lift out
2. Remove the metal pressure clips from each side of heating element
 - a.) Make sure the black plastic arms on each clip are in the up position
 - b.) Push down and back to release each clip from the printer

NOTE: These clips are a critical component of the fusing process. Proper installation is extremely important so pay extra attention to how these parts are attached when removing.

During reassembly align the small threaded hole in the front of the clips underneath the corresponding holes in the printer chassis. Then push down on the rear portion of the clip until the small metal tab on the back of the clip snaps into place on the chassis.

3. Disconnect the small cable connector from the printer on the left side
4. Release locking tab and disconnect large double cable on the right side
5. Remove wires from cable guides
6. Remove heating element

Pressure Roller Removal

1. Remove gear train
 - a.) From the back of the printer, disconnect wire connector from main motor PCA
 - b.) Remove 5 screws securing gear train to printer chassis
 - c.) Gently remove gear train. Some gears are not secured and may fall off
2. Release locking tab and slide black gear off left side of roller
 - * The roller bushings are not secured and may come out with the roller *
3. Lift right side of roller up and slide to the right through the printer chassis
4. Replace new pressure roller, heating element and output roller in reverse order of removal

Transfer Roller Removal and Replacement

NOTE: Do not touch black portion of the transfer roller. Also, there is a spring under the left bushing. This a grounding spring and may come loose during removal or installation.

1. Locate and release the two locking tabs on the white bushing to the left of the roller
2. Lift the left side of the roller up and slide to the left
3. When the right side of roller shaft is clear of the bushing, lift roller out
4. Replacement is in reverse order of removal
5. To ensure proper installation check that both sides of roller move up and down

Pickup Roller Removal and Replacement

1. Rotate the bottom of the pickup roller towards the front of the printer
2. Lift roller out of locating pin slots and remove from printer
3. Position new roller in place and snap into position

Separation and Sub Pad Removal and Replacement

1. Remove laser scanner cover
 - a.) Remove two screws on the left and one screw on the right of the cover (one on each side for the 3200)
 - b.) Disconnect cable from control panel (no cable on 3200)
 - c.) Release the locking tabs on both sides of the cover
 - d.) Lift cover off of printer
2. Remove laser scanner and metal cover plate

- a.) Disconnect and remove scanner cables from routing guides
 - b.) Locate and remove all screws securing metal cover plate to printer chassis
 - c.) Remove the screws from the white plastic stabilizing arms on either side of the pickup roller.
Remove arms and roller assembly from printer
 - d.) Lift scanner and metal cover plate off of printer
3. Remove kick plate by freeing cam follower on left from cam and rotating kick plate up to a 45 degree angle. Lift left side up and out to remove kick plate.
 4. Remove white plastic sep pad retaining clip from back of printer
 5. Slide pad assembly out of retaining slots and remove
 6. With a flat blade screwdriver, pop front of sub pads up and remove
 7. Install new sub pads and separation pad and check for proper operation
 8. All maintenance kit parts are now replaced. Reassemble printer in reverse order

NOTE: Make sure that the pressure spring on back of the separation pad is properly oriented in printer and not sitting crooked.

NOTE: When re-attaching white plastic pickup roller stabilizing arms, make sure both sit flush against metal top cover plate. If this is not done printer will mis-feed.