



## **HP 4100 MAINTENANCE KIT INSTRUCTIONS**

The following parts are included in this maintenance kit:

1 HP 4100 Series Fuser	RG5-5063
6 Feed/Separation Rollers	RF5-3114
1 MP Pickup Roller Assembly	RG5-3718
1 Transfer Roller Assembly	RG5-5295

**Please Note:** Turn the printer off, unplug it, and allow it to sit for 30 minutes before performing these maintenance procedures.

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### **Fuser Installation:**

1. Remove the paper tray and toner cartridge from the printer.
2. Turn the printer around so that the rear is facing you.
3. Remove the dust cover for Tray 2 or the optional duplexer.
4. Open the rear door (output bin) and remove it by slightly bending it in the middle so that its left and right hinges are freed from the printer's frame.
5. Release the fuser by turning the blue levers upwards.
6. Pull the fuser from the printer; to do so, hold the back of the printer while pulling the fuser outward by the white plastic back cover **DO NOT PULL ON THE BLACK PLASTIC FLAPPER.**
7. Install the new fuser in reverse fashion, install the left side first and push the fuser firmly into the printer.

### **Transfer Roller (RG5-5295) Replacement:**

1. Turn the printer around so the front is facing you.
2. Open the top cover and locate the transfer roller.
3. Pry the left end of the metal shaft up; slide the transfer roller to the left to remove it.
4. Place the new transfer roller into position inside the printer. Slide the right side in place first then snap the left side (gear) in place to secure the transfer roller.

### **MP Pickup Roller (RG5-3718) Replacement:**

1. Open Tray 1 and locate the Tray 1 pickup roller.
2. Remove the envelope entrance cover by pulling it straight toward you.
3. Using a flathead screwdriver, gently pry open the blue clip in the center of the Tray 1 pickup roller.

4. Lift the Tray 1 pickup roller straight up and off of the shaft. Note the hole through the middle of the shaft.
5. Lower the new Tray 1 pickup roller onto the shaft with the post inside the roller going through the hole in the shaft and the blue clip facing the front of the printer. Pinch the blue clip tightly to lock the roller onto the shaft.
6. Replace the plastic envelope entrance cover and close the Tray 1 cover.

**Feed/Separation Roller (RF5-3114) Replacement in Printer:**

1. Move the printer towards the front of the work surface.
2. Locate the feed roller on the underside of the printer. Pinch the blue clip remove the feed roller from the shaft.
3. Place the new feed roller onto the shaft and push it up until it snaps into place.

**Feed/Separation Roller (RF5-3114) Replacement Paper Trays:**

**\*\*\*The Tray 2 Feed/Separation Roller is located at the front of the paper tray\*\*\***

1. Remove all paper from the paper tray (Tray 2).
2. Open the door next to the Feed/Separation Roller by depressing the latch and lifting the door upward.
3. Pinch the clip on the Feed/Separation Roller and slide it to the left and off of the shaft
4. Slide the new separation roller onto the shaft until it snaps into place.
5. Close and lock the panel to the left of the Feed/Separation Roller.

**\*\*\*\*\*To clear the 'PERFORM USER MAINTENANCE' message and reset the maintenance page count, hold down the left side of the ITEM and VALUE buttons while turning the printer on\*\*\*\*\***

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