

# *HP 2100 Maintenance Kit Instructions*

## **The following parts are included in our Maintenance Kits**

- 1 - 2100 Fuser Assembly (RG5-4132)**
  - 1 – Transfer Charge Roller (RG5-4164)**
  - 1 – Tray 1 P/U Roller (RB2-2900)**
  - 1 – Tray 1 Separation Pad (RB2-6348)**
  - 1 – Tray 2 P/U Roller (RB2-2891)**
  - 1 – Tray 2 Separation Pad (RB2-6349)**
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### **>>>WARNING<<<**

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

#### **Fusing Assembly Removal and Replacement:**

- Remove DIMM cover:
  - a.) Open toner access door.
  - b.) Press and hold DIMM cover release button.
  - c.) Slide cover forward.
  - d.) Swing front and rear bottom out away from printer.
- Remove rear cover:
  - a.) Remove DIMM cover.
  - b.) Open output to the stops, then open until bin is horizontal.
  - c.) Remove the two exposed screws on upper left and right hand corners.
  - d.) Grasping both lower corners, pull left hand corner out. Then pull down and out to swing cover away from printer.
  - e.) Fusing assembly is now exposed for removal.
- Remove fusing assembly:
  - a.) Disconnect left and right wire connectors.
  - b.) Remove two grounding plate screws.
  - c.) Remove two large screws that fasten fuser to printer frame.
  - d.) Pull fuser straight back.
- Reassemble in reverse order.

***NOTE:** Use the guide pins on the printer frame to ensure proper fuser alignment during installation.*

#### **Transfer Roller Removal and Replacement:**

- Open toner access lid.
- Remove toner cartridge.
- Locate black bushing on left side next to the white drive gear.
- Squeeze the tabs on the bushing and lift up.
- Slide roller to the left and lift out of printer.
- During installation make sure the spring fits securely into the bushing boss before snapping bushing into Position.

#### **Tray 1 Pickup Roller and Separation Pad Removal and Replacement:**

- Remove DIMM cover
- Remove rear cover
- Remove top cover
  - a.) Remove toner cartridge.
  - b.) Release toner drive arm from right side of toner access door.
  - c.) Remove two long screws from front left and right corners on top.
  - d.) Remove two screws from top left and right on back of printer.
  - e.) Open Tray 1.
  - f.) Release latch next to left hand toner door hinge.
  - g.) Lift top cover straight up to remove.

**NOTE:** At this point the tray 1 pickup roller may be replaced. In order to replace separation pad as well, continue with the following steps

- Remove left side cover
  - a.) Remove above covers
  - b.) Locate and release latch at middle top of cover
  - c.) Lift cover straight up and swing top away from printer
- Remove tray 1
  - a.) Disconnect two vertical springs at front corners of the tray.
  - b.) Separate lower portion of tray from upper portion on both sides.
  - c.) Slide bottom to the left and remove.
  - d.) Separate pivot arms from upper portion.
  - e.) Rotate pivot arms to the upward position.
  - f.) Remove tray 1 upper by pulling right side out and sliding to the right.
- Remove separation pad holder, separation pad and pressure spring by removing one screw and sliding bottom out and away from printer.

**CAUTION:** When removing separation pad assembly, be careful not to loose the pressure spring.

- Remove tray 1 pickup roller:
  - a.) Locate and press left idler release and slide idler to the left
  - b.) Locate and press right idler release and slide idler to the right
  - c.) Press and hold release on pickup roller and slide to the right
  - d.) Rotate roller downward and remove
  - e.) Snap new roller onto shaft and slide to the left until release engages
  - f.) Slide both idler rollers toward pickup roller until releases engage. Idler rollers should spin freely on the shaft and open portion of roller should be facing down.
- Replace and install new separation pad:
  - a.) Squeeze two arms of pad together and remove old pad from holder.
  - b.) Snap new pad into holder.
  - c.) Position pressure spring on the two locating pins.
  - d.) Position pad under roller and rotate bottom into the printer.
  - e.) Install screw.
- Reassemble in reverse order.

### **Tray 2 Pickup Roller Removal and Replacement:**

- Lift printer off of optional Tray 3 ( if installed ) and remove paper tray.
- Place printer gently on the top with pickup roller towards the front.
- The bushings on either side of the pickup roller unlock and slide away to allow for left and right movement of the roller.
  - a.) Bend left locking tab to the left and rotate forward until bushing slides.
  - b.) Bend right locking tab to the right and rotate forward until bushing slides.
- Slide roller to the right until left shaft clears the bushing.
- Tilt left side up and slide to the left until right shaft clears bushing.
- Lift roller out of printer and remove the two idler wheel.
- Install two idler wheels onto the new roller shaft.
- Place non-slotted end of roller shaft into the right bushing.
- Drop slotted end down and slide roller into left bushing.
- Rotate roller to ensure that slots in shaft engage with the end of the drive shaft.
- Align roller shaft and slide right bushing in and turn until tab locks.

**NOTE:** If slots on roller shaft are not properly engaged with drive shaft the right bushing will not slide to left far enough to lock into position.

- Slide left bushing in and rotate until tab locks.

### **Tray 2 Separation Pad Removal and Replacement:**

- Remove paper tray 2, empty paper and flip tray over.
- Locate separation pad locking tabs through access slots in bottom of tray.
- Release left locking tab.

- Release right locking tab.
- Return tray to its upright position.
- Locate 2 locking tabs on front of pad assembly.
- Release left tab and pull left side of pad up.
- Release right tab and pull separation pad assembly straight up.
- Remove pressure spring from old pad and install on new.
- Position pad on metal tab in tray.
- Guide spring into position and slide pad straight down until tabs lock.