

HP 4 /4M Maintenance Kit Instructions

The following parts are included in our Maintenance Kits

1 – EX fuser	(RG5-0454)
1 – Main Pickup Roller	(RG5-2126)
1 – Tray Pickup Roller	(RG5-2127)
1 – Separation Pad	(RF5-0343)
1- Transfer Roller	(RF5-0349)

>>>WARNING<<<

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

Fuser Removal & Installation:

- Remove the paper tray and toner cartridge from the printer.
- Open the rear door. Locate and unfasten the two Phillips head screws securing the fuser to the base of the printer.
- Grab the fuser by its left & right metal tabs, lift slightly and pull the fuser straight out of the printer.
- Place the new fuser into the printer and push it in until the screw holes line up with those in the base.
- Re-secure the two Phillips head screws and close the rear cover.

Main Pickup Roller Removal & Replacement:

- Turn the printer onto its left side
- Locate the main pickup roller on the underside of the printer. Pinch the clip on the pickup roller and remove it from the shaft.
- Slide the new main pickup roller onto the shaft until it snaps into place. It may be necessary to turn the roller while doing this.

Manual Feed Tray Pickup Roller & Separation Pad Removal / Replacement:

- Open the manual feed tray (front tray) and locate the pickup roller.
- If the black plastic envelope feeder access cover is installed, remove it by pinching the middle clip and pulling it out of the printer.
- Pinch the clip and remove the pickup roller from the shaft by sliding it towards the right.
- Using a flathead screwdriver, gently pry up on the silver edge of the separation pad and remove it.
- Snap the new separation pad into place. (Again, the silver edge faces the front of the printer).
- Slide the new manual feed pickup roller onto the shaft until it snaps into place. It may be necessary to turn the roller while doing this.
- Reinstall the black plastic envelope feeder access cover if it was removed in prior step.

Transfer Roller Removal & Replacement:

- Open the top cover and locate the transfer roller.
 - Using a flathead screwdriver, gently pry up on the transfer roller shaft between the blue gear and the white plastic bushing.
 - Lift and remove the transfer roller.
 - Insert the right side of the new transfer roller, then press down on the left side until it snaps into place.
- *** Avoid touching Transfer Roller surface when installing *****