

# MAINTENANCE KIT INSTRUCTIONS

For Use in HP 4V, 4MV

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## THE FOLLOWING PARTS ARE INCLUDED IN THIS MAINTENANCE KIT

Part #	Description	Quantity
RG5-1557	4V,4MV/BXII fuser assembly	1
RF5-0302	4V,4MV/BXII separation pad	1
RB1-1411	4V,4MV/BXII MP pick up roller	1
C3960-60506	4V,4MV/BXII Optional 500 sheet pick up roller	1
RG5-1410	4V,4MV/BXII transfer roller	1
	vinyl gloves	2
	manual 4V,4MV/BXII maintenance kit	1

### \*\*\*WARNING\*\*\*

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



#### ***Buy Smart. Waste Less. Save More!!***

Although you are not required, please do your part.  
Inside you will find an ARS tag provided for you to  
Recycle this product – Help keep America clean.

**“Do not use this tag for defective returns”  
Contact your supplier for a replacement fuser**

**\*\*\*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 – remove top and right side covers.
3. Remove the five shoulder screws securing the fuser to the inside of the door.
4. Release the fuser from the door by unlatching the rod at each side with a flathead screwdriver and pull the fuser evenly away from the door.

**Separation Pad Replacement:**

1. Using a flathead screwdriver “gently” pry up on the separation pad at either side until it snaps out of place.
2. Insert the new separation pad – make sure the springs are in proper alignment - push until it snaps into place.

**Main Pick Up Roller Removal & Replacement:**

1. Locate main pickup roller on the underside of the printer. Pinch the clip on the pick up roller and slide it to the left removing it from shaft.
2. 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)

**\*\*\*WARNING\*\*\***

**USE LATEX GLOVES WHEN REPLACING THE TRANSFER ROLLER – DO NOT TOUCH THE FOAM SURFACE**

**Transfer Roller Replacement:**

3. While wearing latex gloves, open the top cover and locate the transfer roller.
4. Using a flathead screwdriver “gently” pry up on the transfer roller shaft until it snaps out of place.
5. Lift and remove the transfer roller.
6. Insert the right side of the new transfer roller, press down on the left side until it snaps into place.

**Lower Pick Up Roller Removal & Replacement:**

**NOTE THE POSITION OF THE CLUTCH ALIGNMENT GUIDE ON THE RIGHT END OF THE PICK UP ROLLER SHAFT, IT MUST BE PROPERLY POSITIONED WHEN REASSEMBLED**

1. Remove the alignment guide and unplug the clutch connector.
2. Remove two screws from the cartridge guide and lift it out.
3. Remove the two screws securing the pick up assembly bushings, lift the left end of the assembly and guide it out to the left.
4. Remove the e-rings at the left side of each pick up roller and slide them off the shaft, replace with new rollers. (note- it may be necessary to turn the rollers while doing this)
5. Replace the roller assembly in the printer.
6. – take care to route the clutch wires under the drive gears.
7. Complete by reverse of removal – take care to properly position with the alignment slot.

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