Document-feeder maintnenance kit

Introduction

This document provides the procedures to remove and replace the document-feeder roller and separation pad.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

Document-feeder maintenance kit part number	
L2725-60002	Document-feeder maintenance kit with instruction guide
	NOTE: The document-feeder maintenance kit includes the pickup and feed rollers assembly and the separation pad assembly.

Required tools

- No special tools are required to install this kit.

IMPORTANT: When a replacement roller is installed, reset the New Document Feeder Kit supplies counter. See Step 6: Reset the supplies counter on page 160.
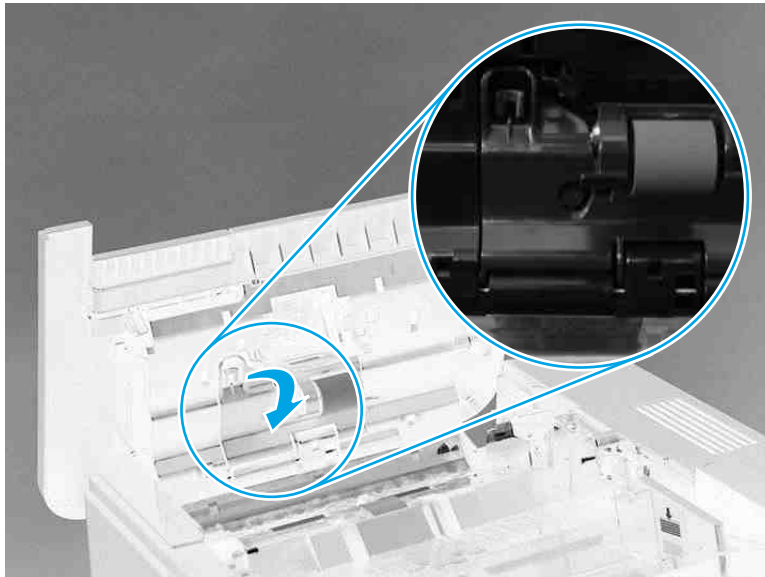
Step 1: Remove the document-feeder rollers

1. Open the document-feeder door.

Figure 1-206 Open the document-feeder door

2. Release one tab, and then open the access door.

Figure 1-207 Open the access door

3. Slide the roller left, and then lift it up and out of the product.

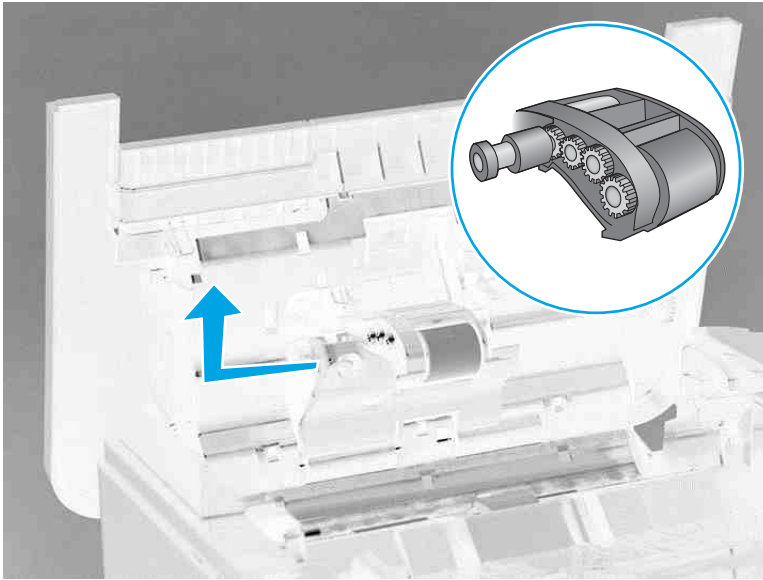📝 **NOTE:** If the roller does not drop down when the access door is opened, rotate it down now.

Figure 1-208 Remove the document-feeder roller

Step 2: Remove the document-feeder separation pad

1. Release one tab.

Figure 1-209 Release one tab

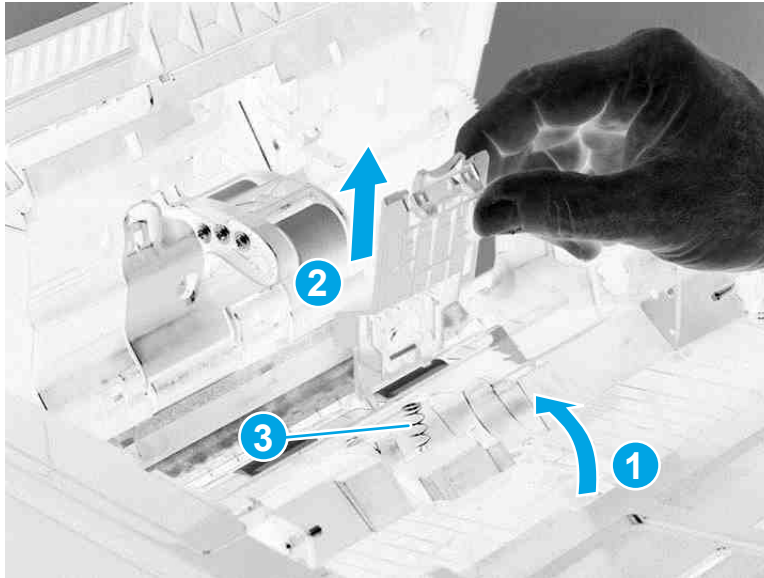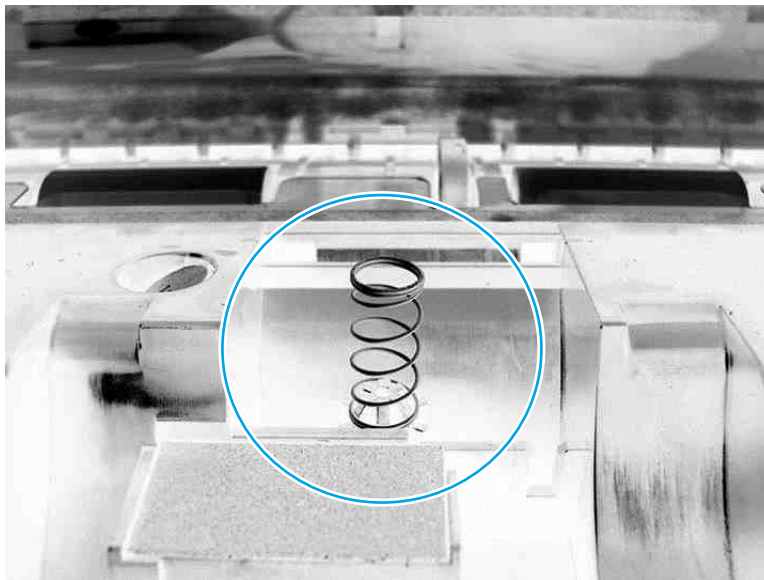**2.** Rotate the separation pad and holder up (callout 1), and then lift it up (callout 2) to remove it.

📝 **IMPORTANT:** The spring (callout 3) under the separation pad and holder can easily be dislodged when the holder is removed.

Figure 1-210 Remove the document-feeder separation pad

3. If the spring becomes dislodged, securely reinstall it as shown.

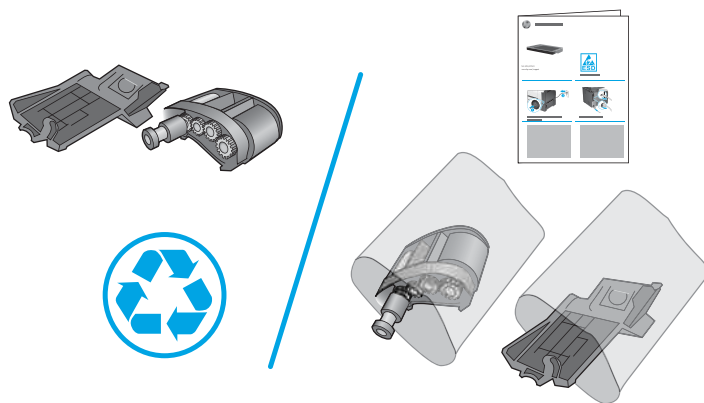**Figure 1-211** Check the spring

Step 3: Unpack the replacement rollers and separation pad

Unpack the replacement assemblies from the packaging.

www.Product return and recycling

📝 **NOTE:** HP recommends responsible disposal of the defective assemblies.

Step 4: Install the document-feeder separation pad
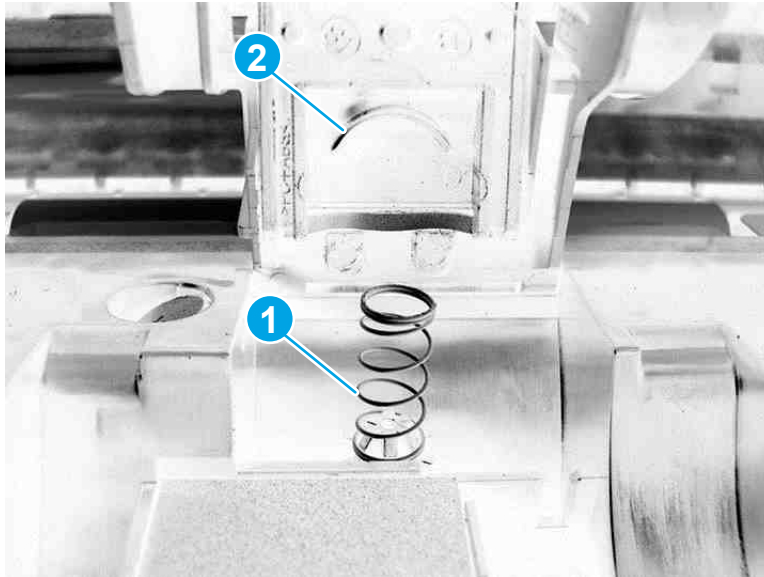
1. Position the separation pad on the product.

   IMPORTANT: Make sure spring does not get bent upon reinstallation of the separation pad.

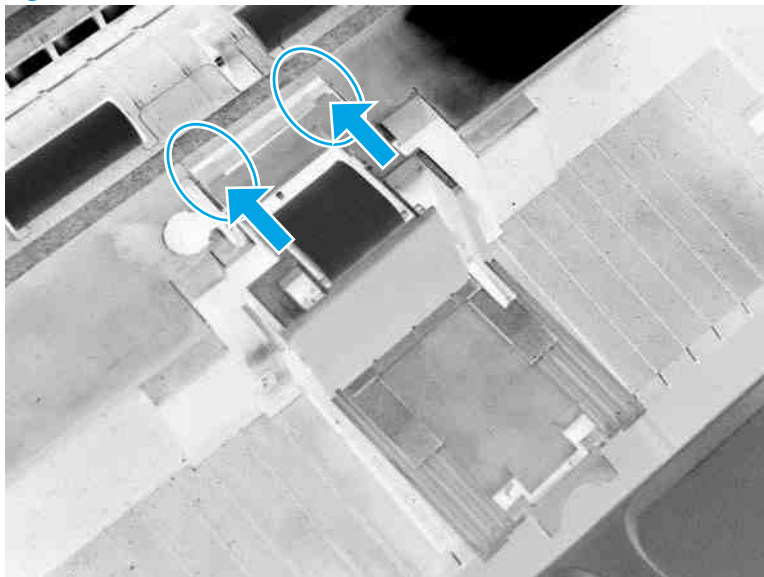   **Figure 1-212** Position the separation pad on the product

2. When the separation pad and holder is installed, make sure that the separation-pad spring (callout 1) is positioned under and behind the ridge (callout 2) on the bottom of the holder.

Figure 1-213 Check the spring

3. Make sure that the tabs on the separation pad holder are positioned in the provided slots.
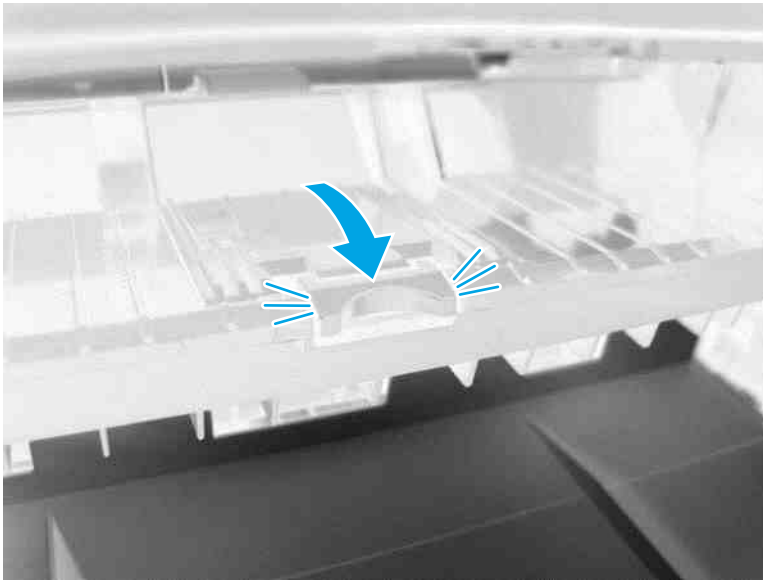
Figure 1-214 Check the tabs

4. Rotate the separation pad down until it snap in place.

☼ **Reinstallation tip:** When the pad is correctly installed, an audible click should be heard.

Figure 1-215 Install the separation pad

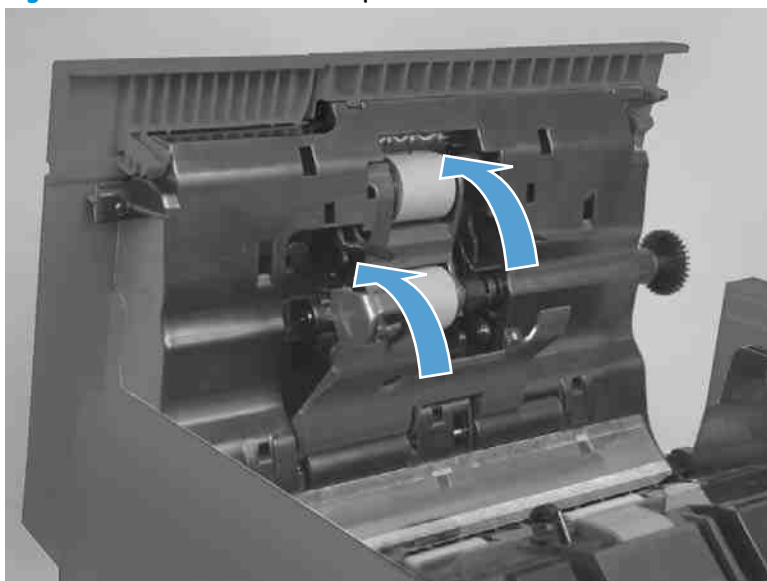## Step 5: Install the document-feeder rollers

1. The roller assembly is keyed. When reinstalling the roller assembly, position the hex-shaped fitting on the shaft toward the rear of the product.

   Figure 1-216 Install the document-feeder roller
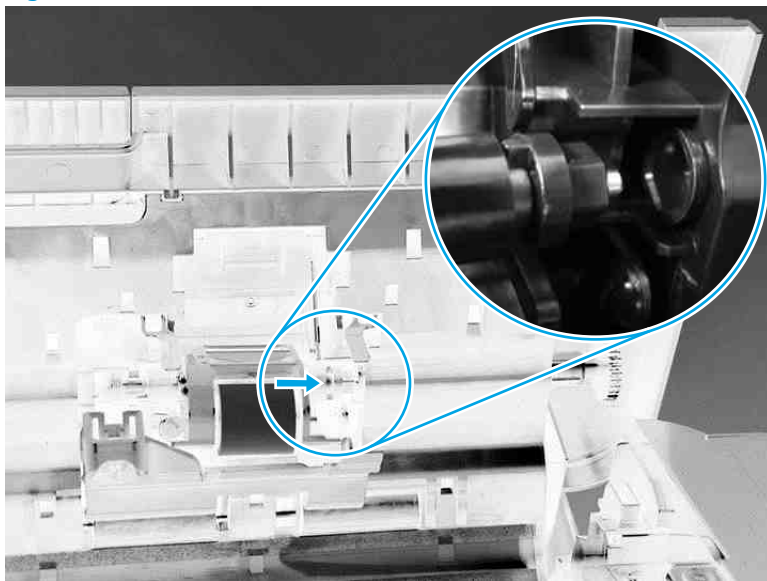
2. Rotate the roller up into the document feeder.

   Figure 1-217 Rotate the roller up
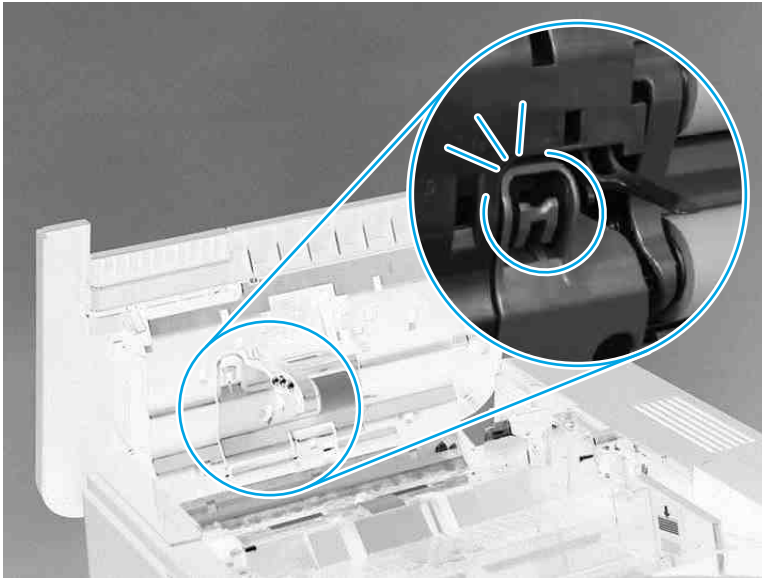
3. Close the access door.

☼ **Reinstallation tip:** The access door must be fully closed. When closing the door, two audible clicks should be heard. If, after replacing the roller document feeder, a document feeder jam message appears on the control panel display, make sure that the access door is fully closed.

Figure 1-218 Close the access door

Step 6: Reset the supplies counter

1. From the Home screen on the control panel, scroll to and touch the Administration button.

2. Open the following menus:

- Manage Supplies

- Reset Supplies

- New Document Feeder Kit

3. Select the Reset item to reset the supplies counter.

Parts Return

www.Product return and recycling.

Fuser

Introduction

This document provides the procedures to remove and replace the fuser.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

Fuser kit part numbers	
B3M77-67903	Fuser (110V) kit with instruction guide
B3M78-67903	Fuser (220V) kit with instruction guide

Do the following steps:

Turn off the product.

Disconnect the power cable.

⚠ **WARNING!**   To avoid damage to the product, turn the product off, wait 30 seconds, and then remove the power cord before attempting to service the product.

Required tools

No special tools are required to install this kit.

Step 1: Remove the output bin and bin base assembly or stapling mailbox

▲   Do one of the following steps:

a. **M630dn and M630f**: Slide the bin base away from the product (callout 1) until it stops, slightly lift up on the assembly to disengage the slide rails (callout 2), and then remove the assembly (callout 3).

Figure 1-104 Remove the output bin
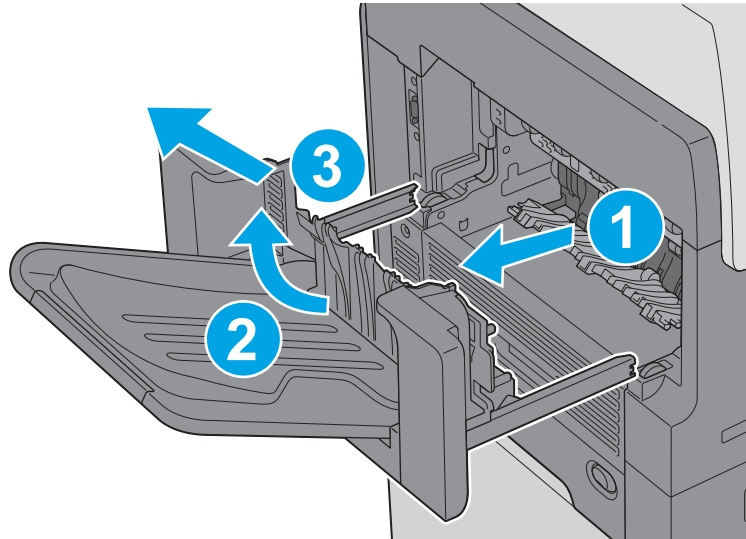
b. **M630z**: Press the latch (callout 1), pull the stapling mailbox away from the product (callout 2), disconnect the interface cable (callout 3), and then remove the stapling mailbox (callout 4).

Figure 1-105 Remove the stapling mailbox
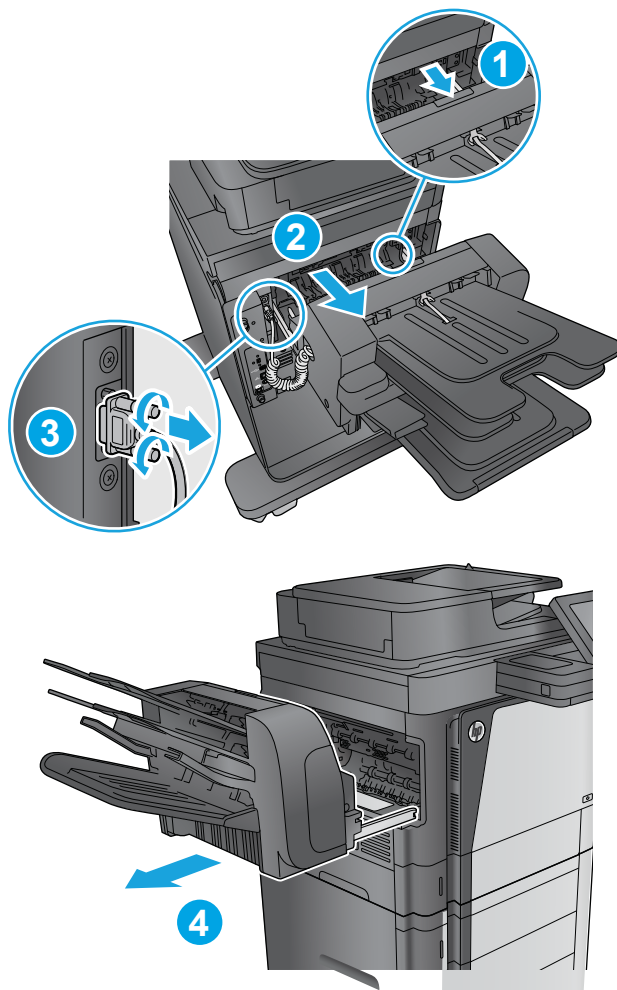
Step 2: Remove the duplex accessory

▲ Slide the duplex assembly away from the product, slightly lift up on the assembly to disengage the slide rails, and then remove it.
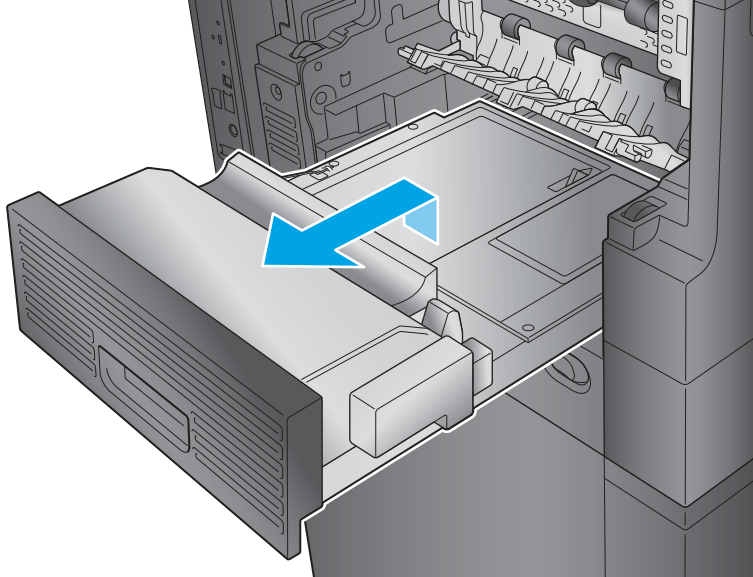
📝 **NOTE:** Locate the duplexer at the left-hand side of the product.

**Figure 1-106** Remove the duplex accessory

Step 3: Remove the fuser-entrance guide

1. Flex the rear hinge-pin of the fuser-entrance guideuntil it clears the mounting hole in the product chassis.

2. Rotate the rear of the guide away of the product and slide the guide to the left to release the front hinge-pin. Remove the fuser-entrance guide.

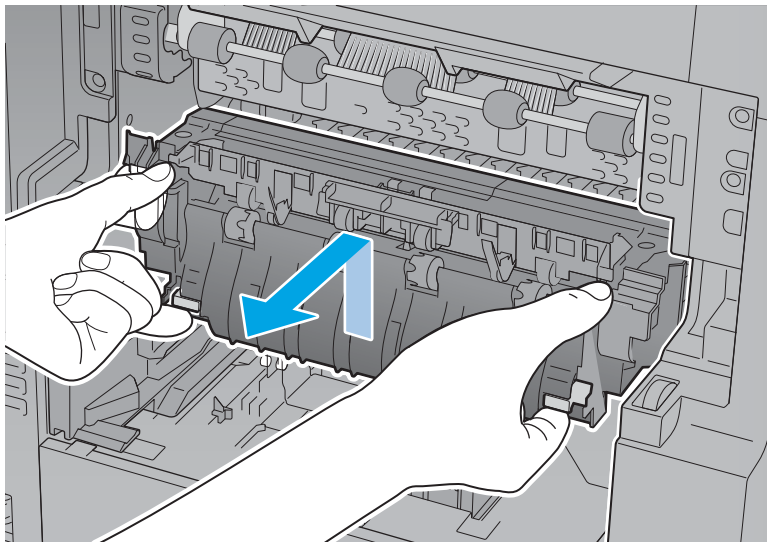**Figure 1-107** Remove the fuser-entrance guide
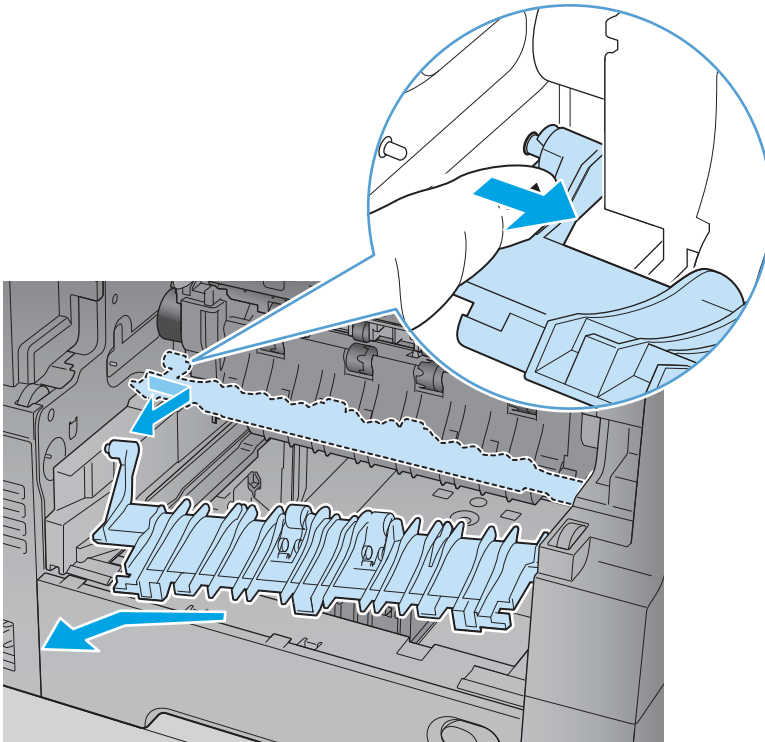
Step 4: Remove the fuser

▲ Squeeze the two blue tabs on the fuser to release it, and then slide it out of the product.

⚠ **CAUTION:** The fuser is very hot. After turning the product power off, allow the fuser to cool for at least 30 minutes before removing it.
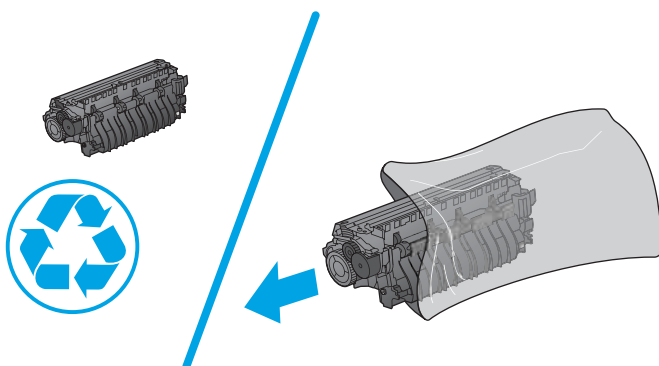
Figure 1-108 Remove the fuser

Step 5: Unpack the replacement fuser

Unpack the replacement assembly from the packaging.

Product return and recycling

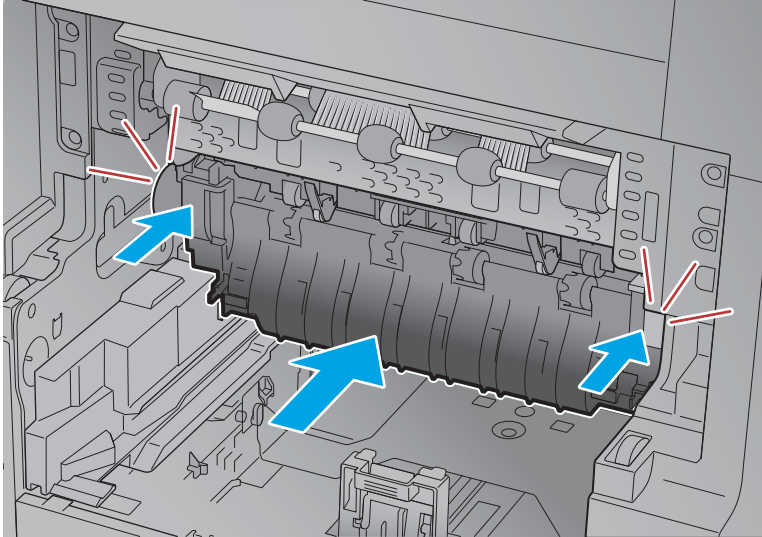📝 **NOTE:** HP recommends responsible disposal of the defective assembly.

Step 6: Install the fuser

▲ Position the fuser in the product, push in to install it, and then make sure that it is fully seated.

💡 **TIP:** When the fuser is fully seated, the two blue locking levers make an audible click.
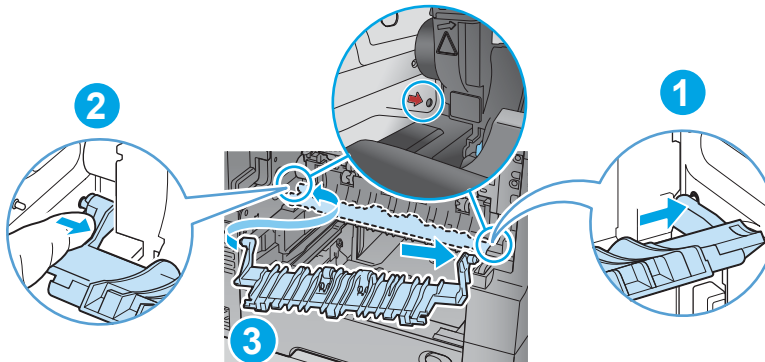
Figure 1-109 Install the fuser

Step 7: Install the fuser-entrance guide

1. Position the front hinge-pin of the fuser-entrance guide in the mounting hole in the product chassis (callout 1).

2. Slightly flex the rear hinge pin (callout 2), rotate the guide into the product (callout 3) to install it.

Figure 1-110 Install the fuser-entrance guide

Step 8: Install the duplex accessory

▲ Position the duplex assembly on the product at a slight angle, engage the slide rails, and then slide the duplex assembly all of the way into the product to install it.

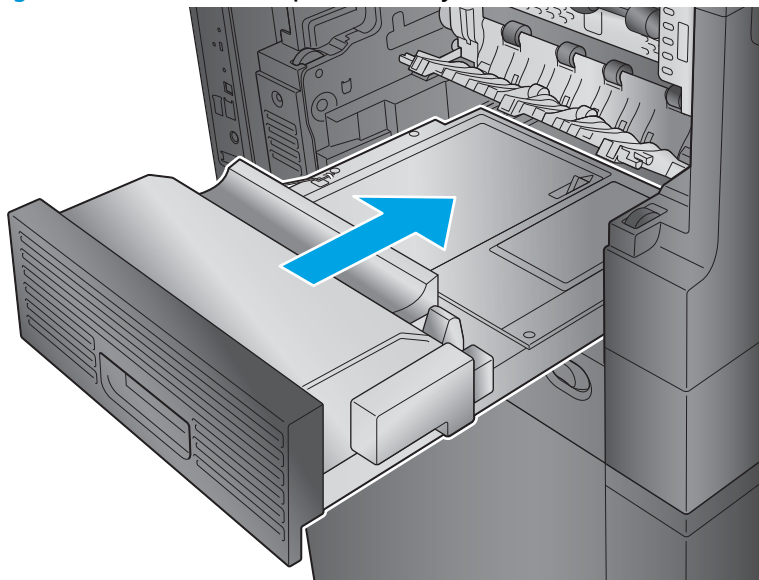📝 **IMPORTANT:** Make sure that the duplex accessory is full installed.

📝 **NOTE:** After servicing, turn the power off, and then on again so that the product detects the installed duplex accessory.

**Figure 1-111** Install the duplex accessory

Step 9: Install the output bin and bin base assembly or stapling mailbox

▲ Do one of the following:

a. **M630dn and M630f**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), and then slide the bin base into the product.

Figure 1-112 Install the output bin
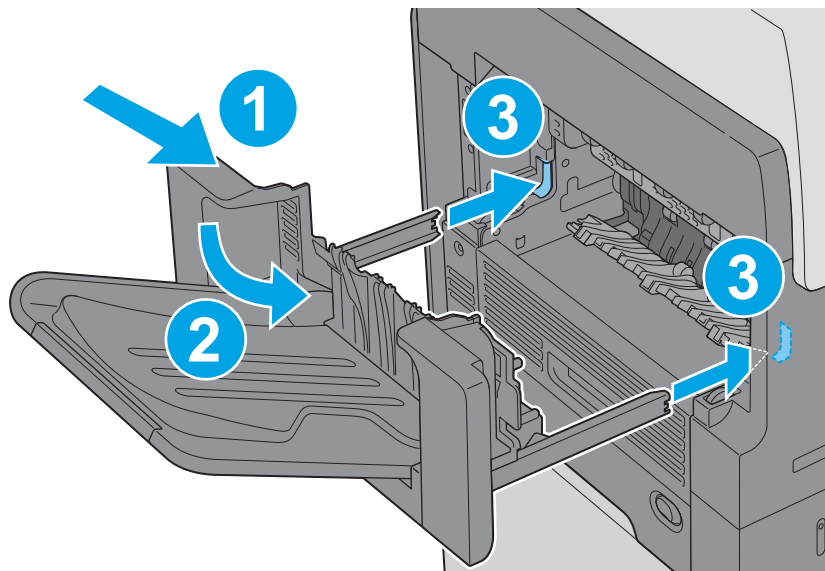
b. **M630z**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), connect the interface cable (callout 4). and then slide the stapling mailbox (callout 5) into the product.
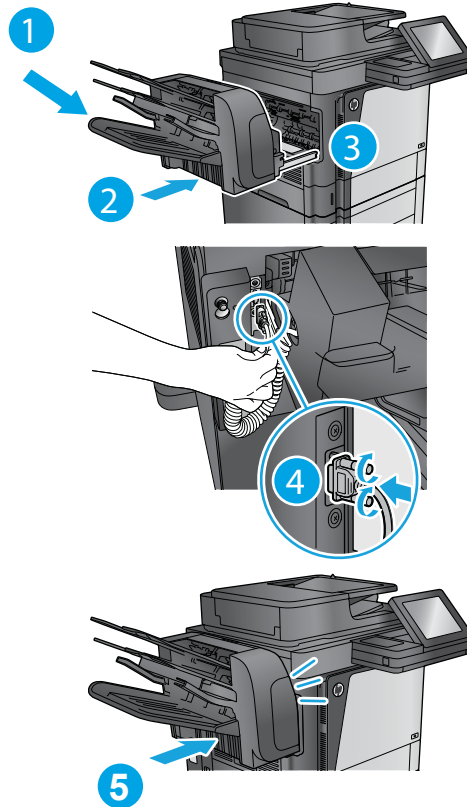
☀ **TIP:** After servicing, turn the power off, and then on again so that the product detects the installed stapling mailbox.

Figure 1-113 Install the stapling mailbox

Step 10: Turn the product power on

After servicing

Do the following steps:

Connect the power cable.

Turn on the product.

Step 11: Reset the supplies counter

1. From the Home screen on the control panel, scroll to and touch the Administration button.

2. Open the following menus:

- Manage Supplies

- Reset Supplies

- New Maintenance Kit

3. Select the Reset item to reset the spplies counter.

Parts Return

www.Product return and recycling.

Fuser-entrance guide

Introduction

This document provides the procedures to remove and replace the fuser-entrance guide.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

Fuser-entrance guide kit part numbers	
B3G84-67904	Fuser-entrance guide kit with instruction guide

Do the following steps:

Turn off the product.

Disconnect the power cable.

> ⚠ **WARNING!**   To avoid damage to the product, turn the product off, wait 30 seconds, and then remove the power cord before attempting to service the product.
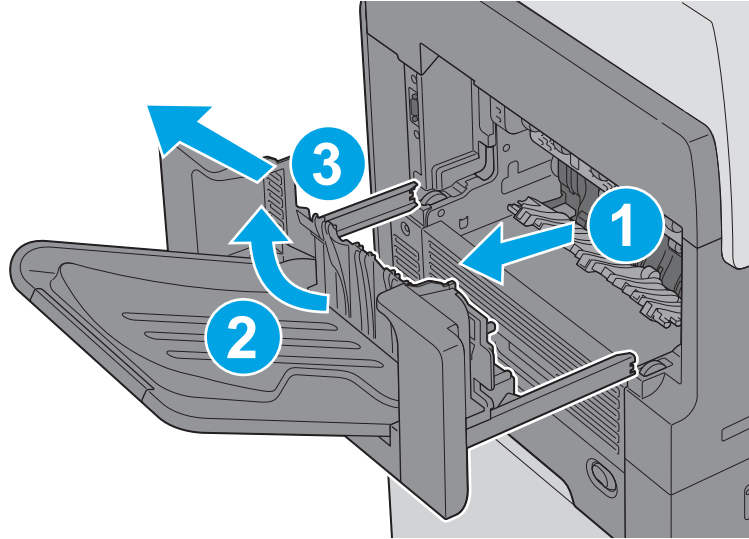
Required tools

No special tools are required to install this kit.

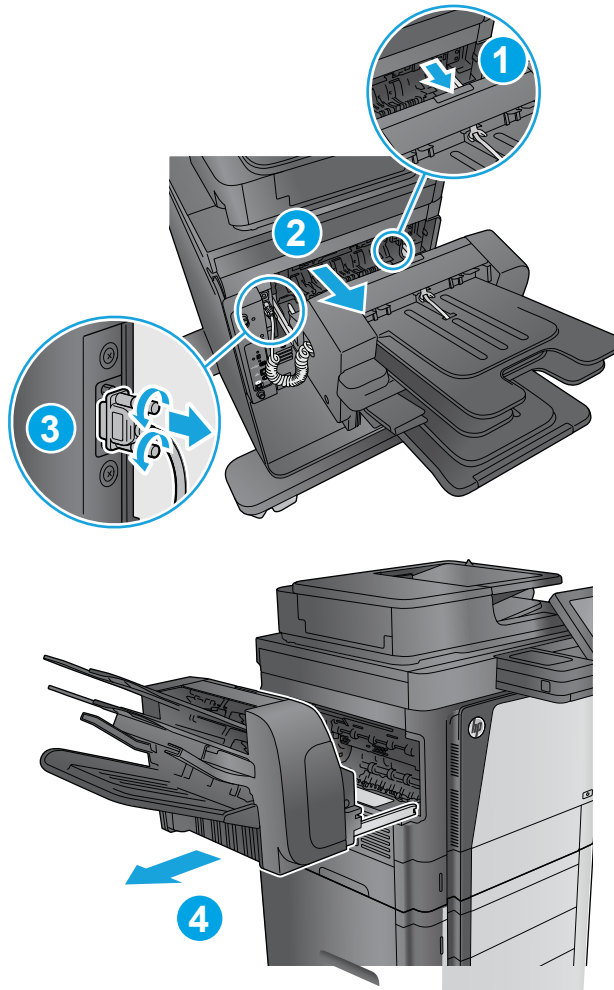## Step 1: Remove the output bin and bin base assembly or stapling mailbox

▲   Do one of the following steps:

a.   **M630dn and M630f**: Slide the bin base away from the product (callout 1) until it stops, slightly lift up on the assembly to disengage the slide rails (callout 2), and then remove the assembly (callout 3).

Figure 1-96 Remove the output bin

b. **M630z**: Press the latch (callout 1), pull the stapling mailbox away from the product (callout 2), disconnect the interface cable (callout 3), and then remove the stapling mailbox (callout 4).

Figure 1-97 Remove the stapling mailbox

Step 2: Remove the duplex accessory

▲ Slide the duplex assembly away from the product, slightly lift up on the assembly to disengage the slide rails, and then remove it.
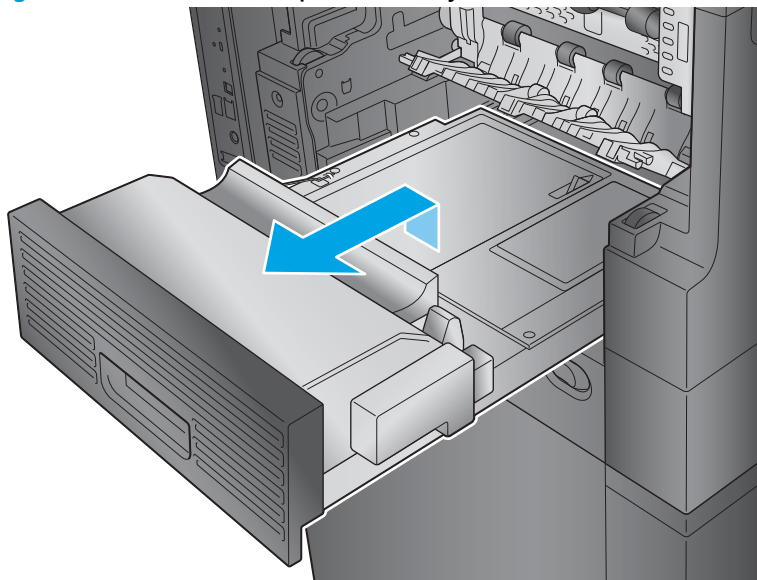
📝 **NOTE:** Locate the duplexer at the left-hand side of the product.

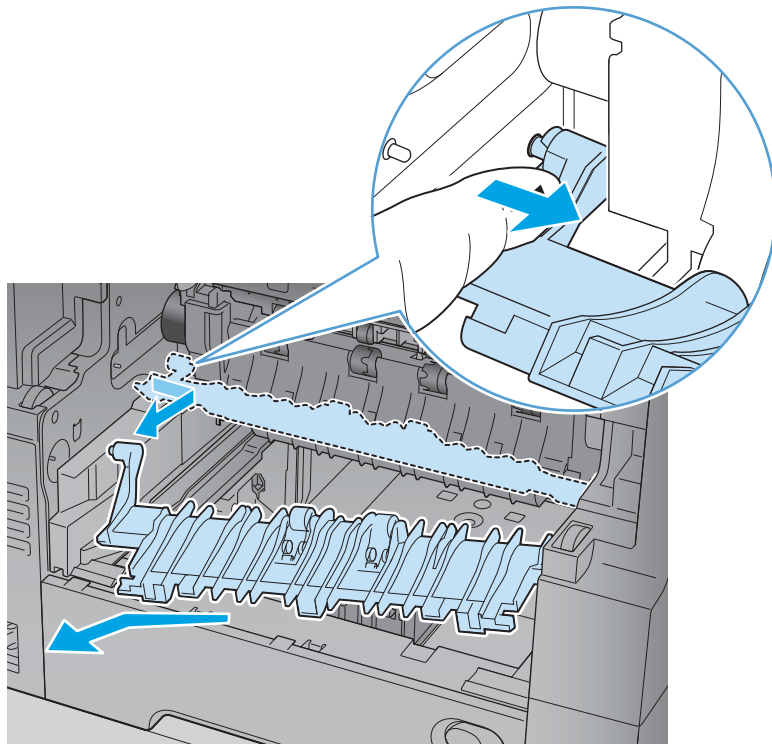**Figure 1-98** Remove the duplex accessory

Step 3: Remove the fuser-entrance guide

1. Flex the rear hinge-pin of the fuser-entrance guideuntil it clears the mounting hole in the product chassis.

2. Rotate the rear of the guide away of the product and slide the guide to the left to release the front hinge-pin. Remove the fuser-entrance guide.

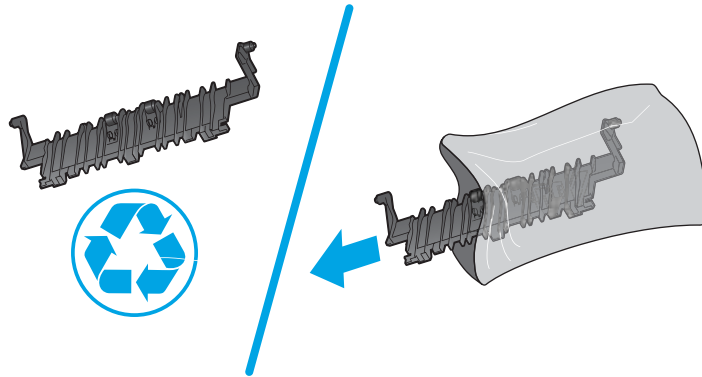**Figure 1-99** Remove the fuser-entrance guide

Step 4: Unpack the replacement fuser-entrance guide

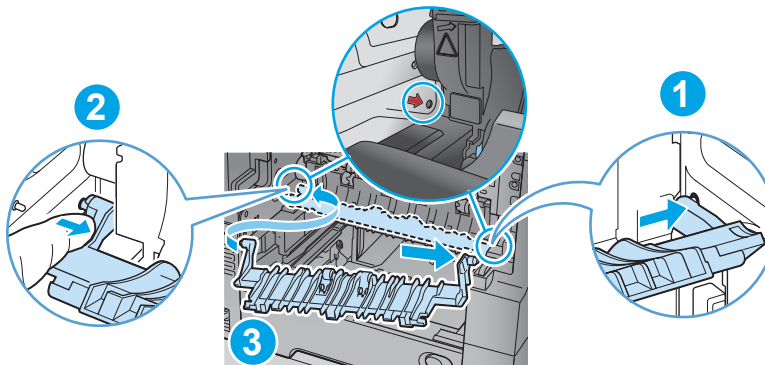Unpack the replacement assembly from the packaging.

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NOTE: HP recommends responsible disposal of the defective assembly.

Step 5: Install the fuser-entrance guide

1. Position the front hinge-pin of the fuser-entrance guide in the mounting hole in the product chassis (callout 1).

2. Slightly flex the rear hinge pin (callout 2), rotate the guide into the product (callout 3) to install it.

Figure 1-100 Install the fuser-entrance guide

Step 6: Install the duplex accessory

▲ Position the duplex assembly on the product at a slight angle, engage the slide rails, and then slide the duplex assembly all of the way into the product to install it.

IMPORTANT: Make sure that the duplex accessory is full installed.
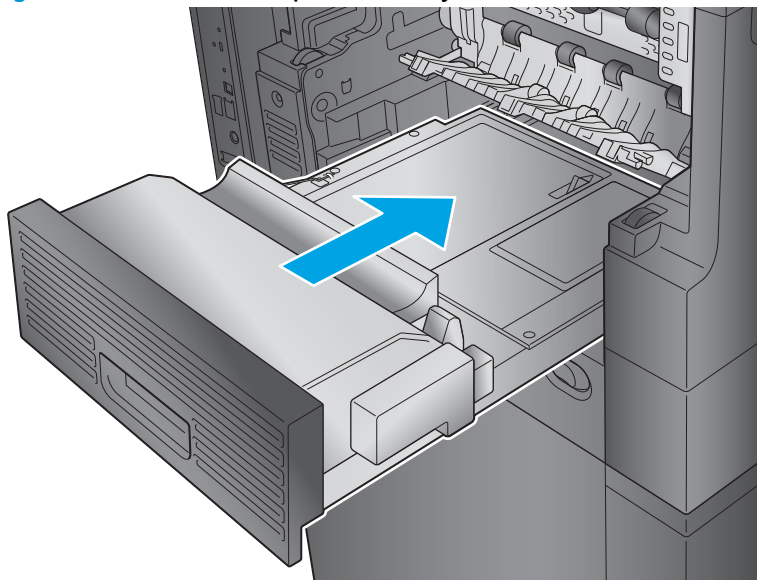
NOTE: After servicing, turn the power off, and then on again so that the product detects the installed duplex accessory.

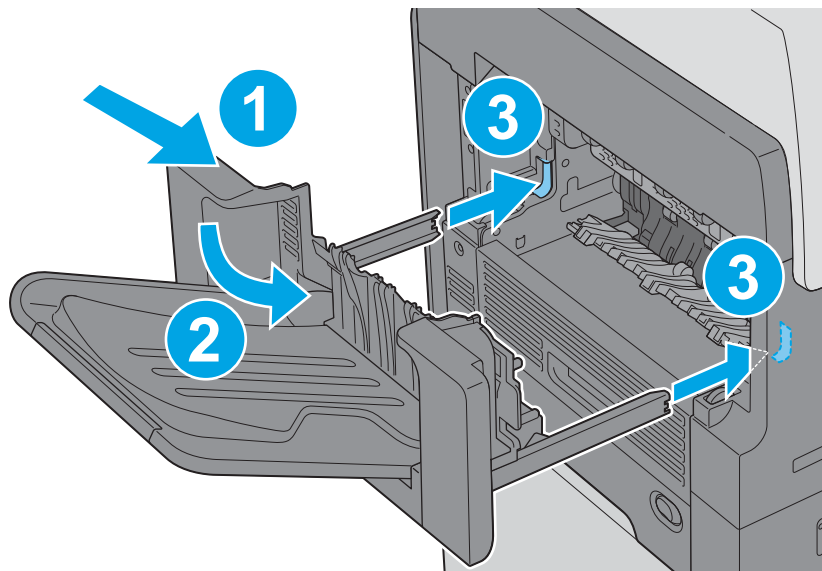**Figure 1-101** Install the duplex accessory

Step 7: Install the output bin and bin base assembly or stapling mailbox

▲ Do one of the following:

a. **M630dn and M630f**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), and then slide the bin base into the product.

Figure 1-102 Install the output bin

b. **M630z**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), connect the interface cable (callout 4). and then slide the stapling mailbox (callout 5) into the product.
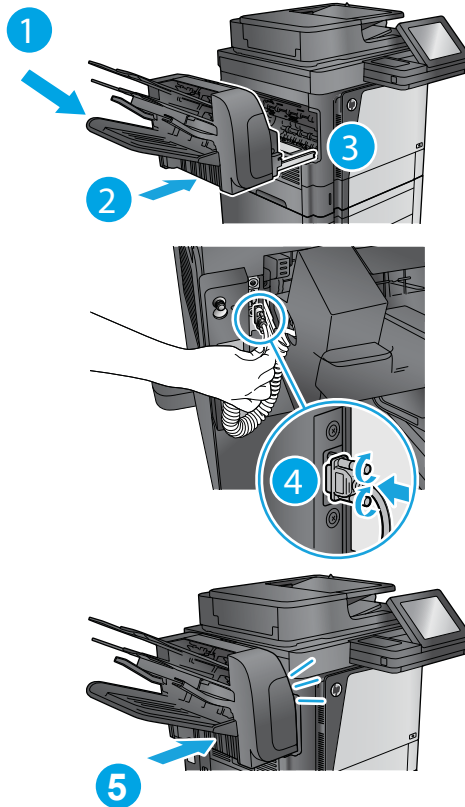
☼ **TIP:** After servicing, turn the power off, and then on again so that the product detects the installed stapling mailbox.

Figure 1-103 Install the stapling mailbox

Step 8: Turn the product power on

After servicing

Do the following steps:

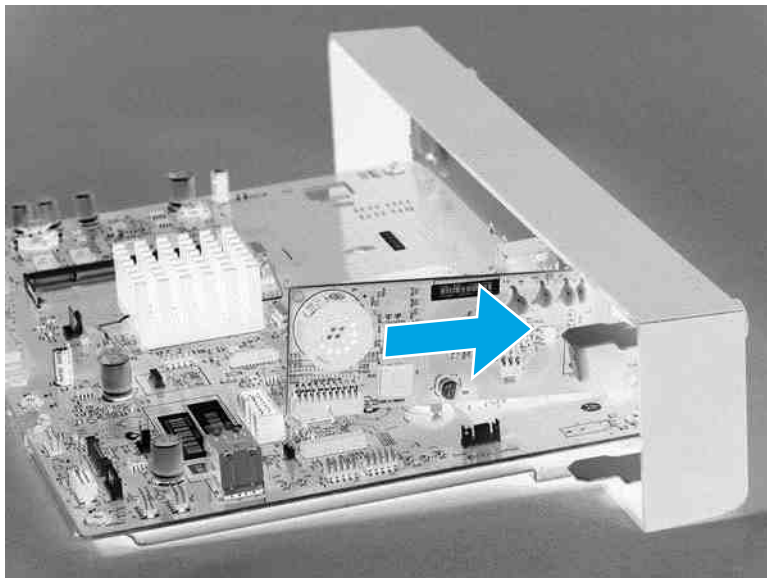Connect the power cable.

Turn on the product.

Parts Return

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Step 4: Install the fax PCA

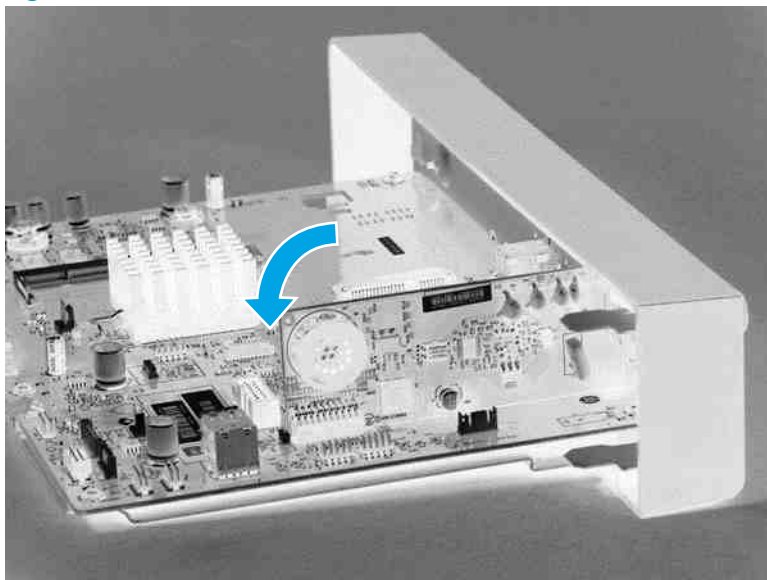⚠ **CAUTION:** [ESD] ESD sensitive assembly.

1. Insert the fax port of the fax PCA into the holder on the formatter tray.

   Figure 1-83 Insert the fax port of the fax PCA into the holder

2. Rotate the connector end of the fax PCA in the direction of the arrow to install it.

   Figure 1-84 Install the fax PCA

Step 5: Install the formatter

⚠ **CAUTION:** 🔲ESD ESD sensitive assembly.

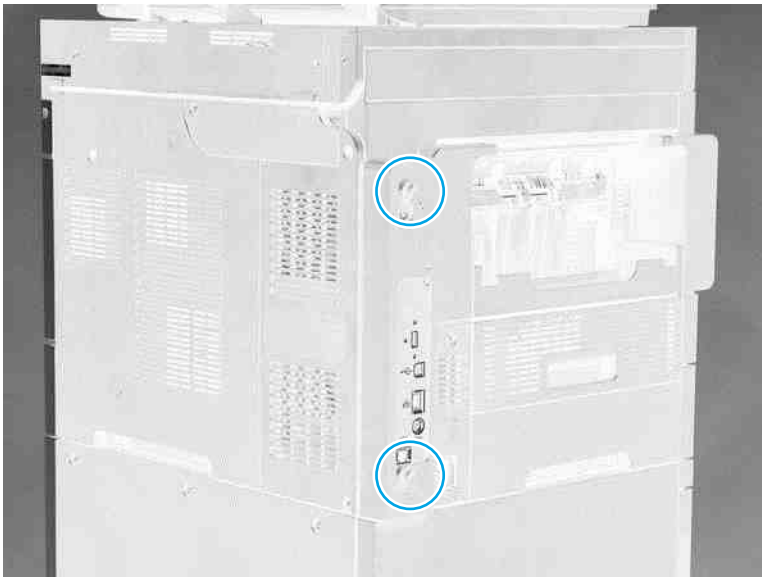1. Align the formatter with the guides at the top and bottom of the formatter cage and push the formatter into the slot until it is fully seated.

   Figure 1-85 Align the formatter with the guides and push the formatter into the slot
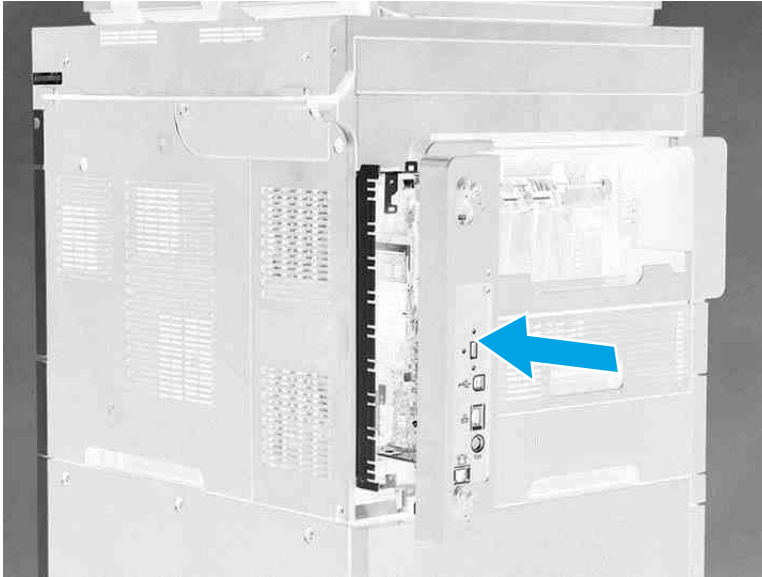
2. Finger-tighten the two thumbscrews.

   Figure 1-86 Tighten the two thumbscrews

Step 6: Test the installation

1. Do the following steps:

a. Reconnect all cables to the formatter.

b. Plug in the power cord.

**2.** Turn on the product.

> ⚬ **TIP:** If the product does not initialize when the power is turned on, make sure that the memory DIMM is correctly installed.

To verify that the formatter is correctly installed, observe the following functions of the LEDs on the formatter:

- The heartbeat LED (callout 1) illuminates if the formatter is functioning correctly.

  - While the product is initializing, the heartbeat LED illuminates solid red for about one second, and then turns solid green for about twenty seconds.

  - After the initialization sequence is complete, the heartbeat LED blinks continuously if the printer is functioning correctly.

- The connectivity LED (callout 2) indicates that the formatter is completely seated. It illuminates green when the product power is turned on and stays green if the formatter is properly seated.

If the LEDs do not correctly function, turn the product power off, remove the formatter, and then reinstall it (make sure that the formatter is fully seated before tightening the thumbscrews).

Figure 1-87 Verify that the formatter is functioning
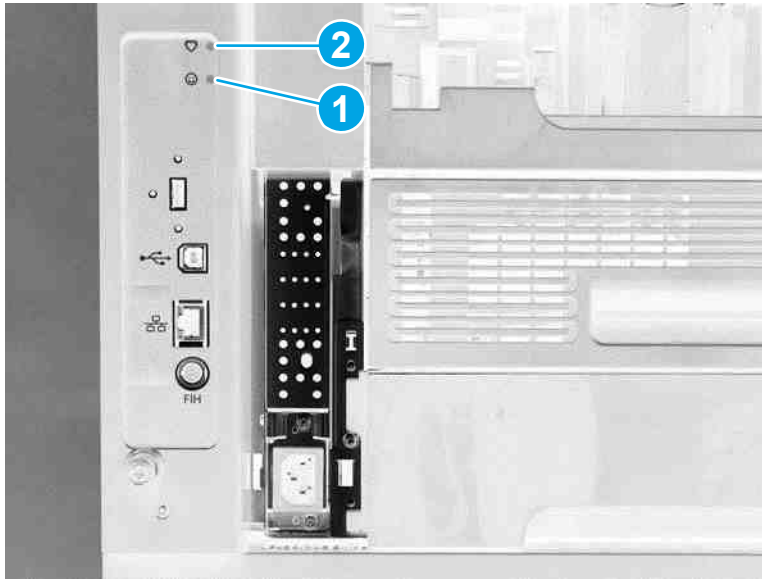
Parts Return

www.Product return and recycling.

Output bin and bin base assembly

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Introduction

This document provides the procedures to remove and replace the output bin and bin base assembly.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

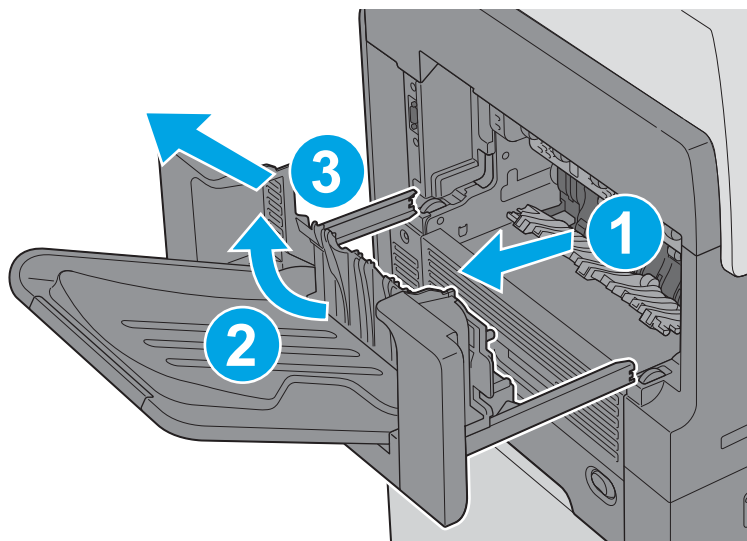| Output bin and bin base assembly part number	
B3G84-69702	Output bin assembly kit with instruction guide

Required tools

No special tools are required to install this kit.

Step 1: Remove the output bin and bin base assembly

▲   Slide the bin base away from the product (callout 1) until it stops, slightly lift up on the assembly to disengage the slide rails (callout 2), and then remove the assembly (callout 3).
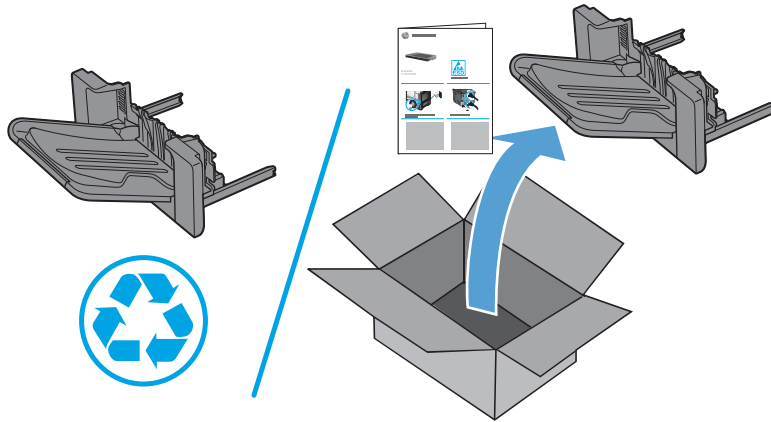
Figure 1-88 Remove the output bin

Step 2: Unpack the replacement output bin and bin base assembly

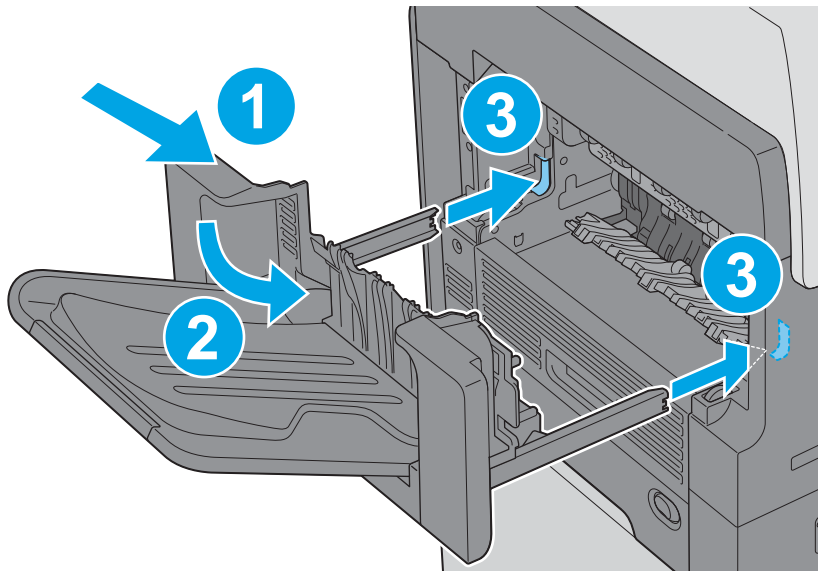Unpack the replacement assembly from the packaging.

NOTE: HP recommends responsible disposal of the defective assembly.

Step 3: Install the output bin and bin base assembly

▲ Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), and then slide the bin base into the product.

Figure 1-89 Install the output bin

Parts Return

Duplex accessory

Introduction

This document provides the procedures to remove and replace the duplex accessory.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

Duplex accessory part number	
B3G84-67903	Duplex accessory kit with instruction guide

Do the following steps:

Turn off the product.

Disconnect the power cable.

⚠ **WARNING!**   To avoid damage to the product, turn the product off, wait 30 seconds, and then remove the power cord before attempting to service the product.

Required tools

No special tools are required to install this kit.

## Step 1: Remove the output bin and bin base assembly or stapling mailbox

▲   Do one of the following steps:

a.   **M630dn and M630f**: Slide the bin base away from the product (callout 1) until it stops, slightly lift up on the assembly to disengage the slide rails (callout 2), and then remove the assembly (callout 3).

Figure 1-90 Remove the output bin
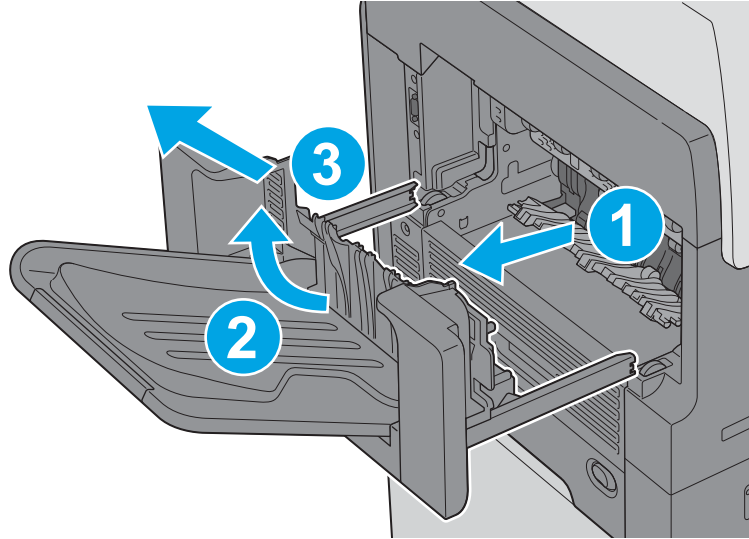
b. **M630z**: Press the latch (callout 1), pull the stapling mailbox away from the product (callout 2), disconnect the interface cable (callout 3), and then remove the stapling mailbox (callout 4).

Figure 1-91 Remove the stapling mailbox
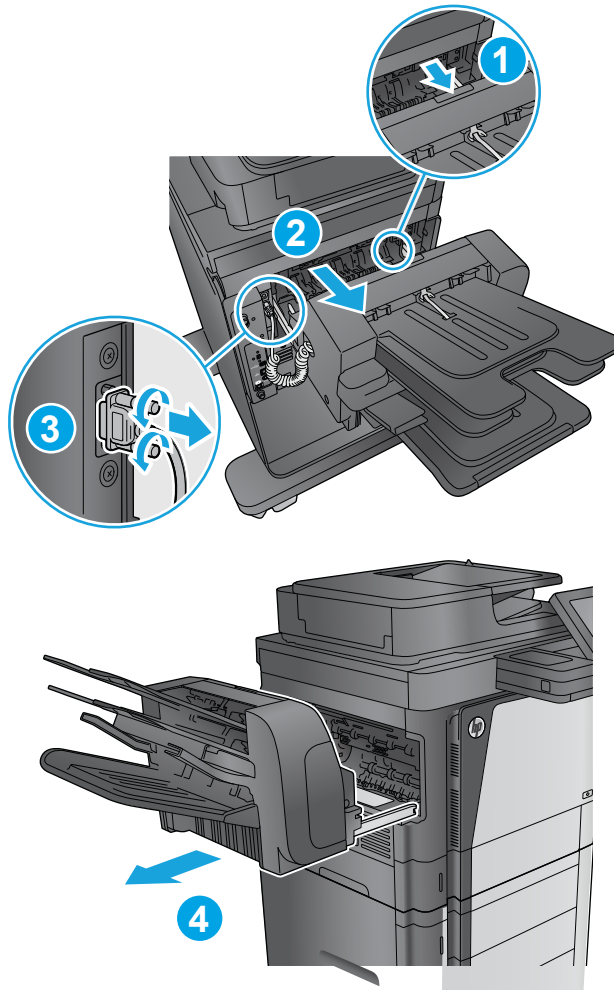
Step 2: Remove the duplex accessory

▲ Slide the duplex assembly away from the product, slightly lift up on the assembly to disengage the slide rails, and then remove it.
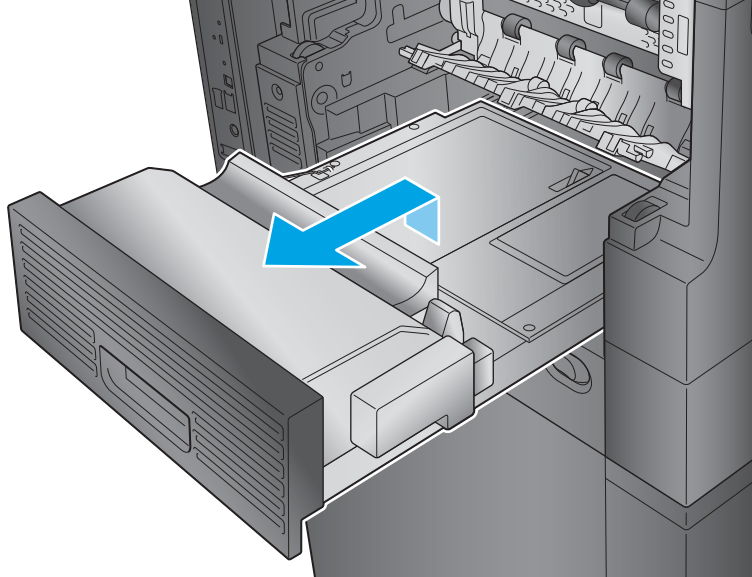
📝 **NOTE:** Locate the duplexer at the left-hand side of the product.

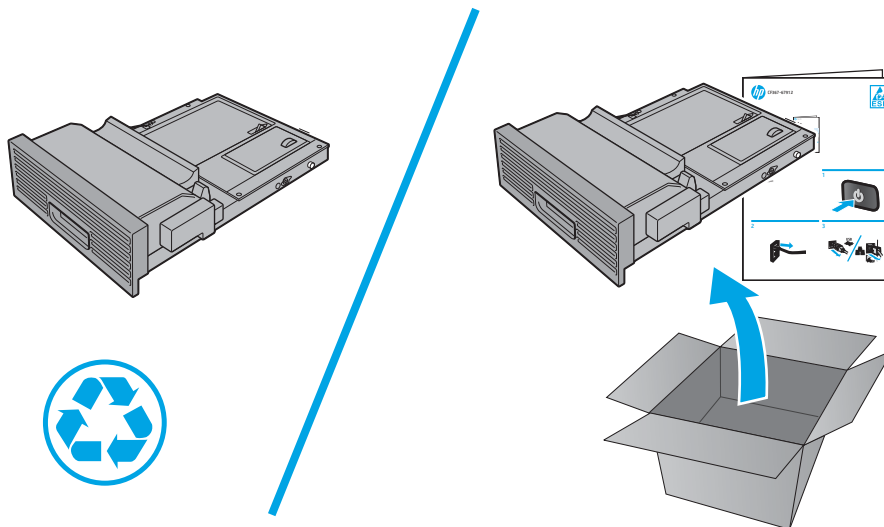**Figure 1-92** Remove the duplex accessory

Step 3: Unpack the replacement duplex accessory

Unpack the replacement assembly from the packaging.

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📝 **NOTE:** HP recommends responsible disposal of the assembly.

Step 4: Install the duplex accessory

▲ Position the duplex assembly on the product at a slight angle, engage the slide rails, and then slide the duplex assembly all of the way into the product to install it.
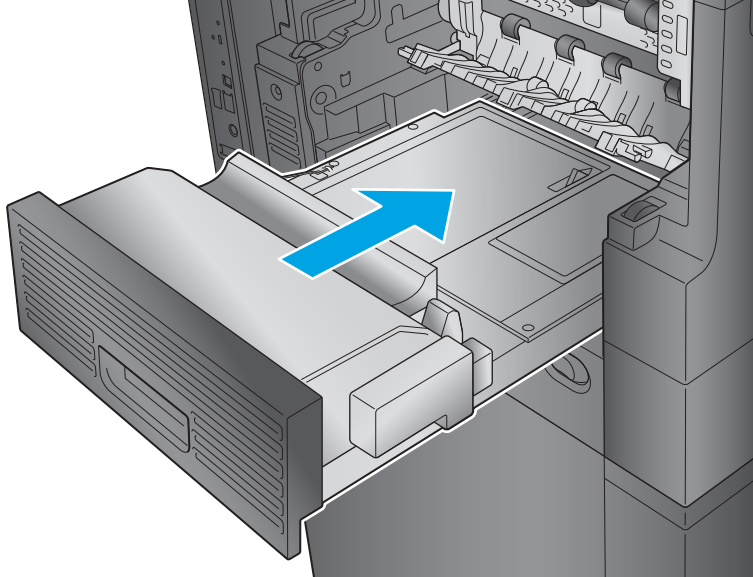
📝 **IMPORTANT:** Make sure that the duplex accessory is full installed.

📝 **NOTE:** After servicing, turn the power off, and then on again so that the product detects the installed duplex accessory.

Figure 1-93 Install the duplex accessory

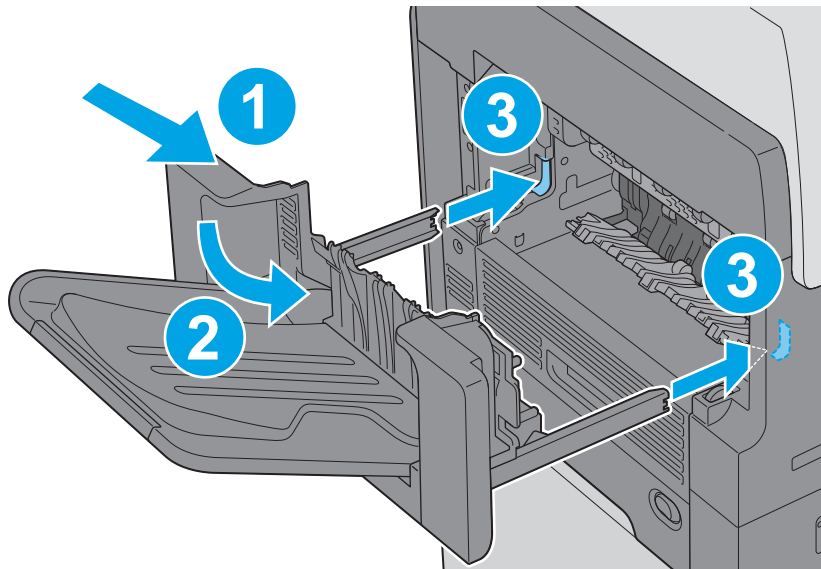## Step 5: Install the output bin and bin base assembly or stapling mailbox

▲ Do one of the following:

a. **M630dn and M630f**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), and then slide the bin base into the product.

Figure 1-94 Install the output bin

b. **M630z**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), connect the interface cable (callout 4). and then slide the stapling mailbox (callout 5) into the product.
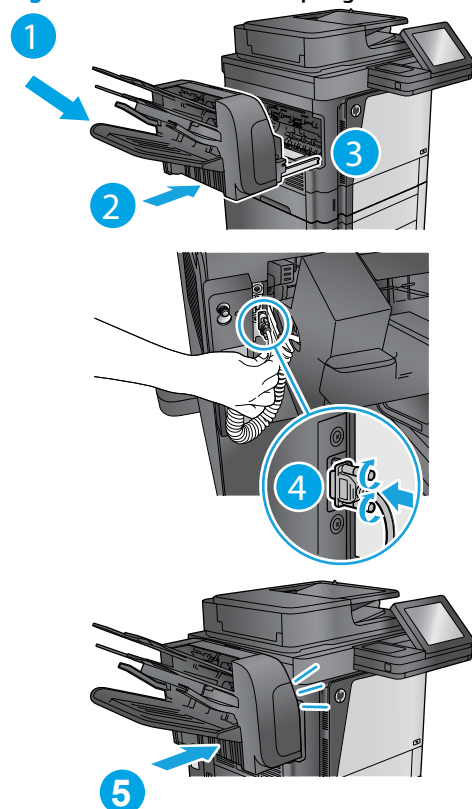
☼ **TIP:** After servicing, turn the power off, and then on again so that the product detects the installed stapling mailbox.

Figure 1-95 Install the stapling mailbox

Step 6: Turn the product power on

After servicing

Do the following steps:

Connect the power cable.

Turn on the product.

Parts Return

www.Product return and recycling.

Fuser-entrance guide

Introduction

This document provides the procedures to remove and replace the fuser-entrance guide.

Before servicing

Use the table below to identify the correct kit part number for your product, and then go to www.hp.com/buy/parts to order the kit.

Fuser-entrance guide kit part numbers	
B3G84-67904	Fuser-entrance guide kit with instruction guide

Do the following steps:

Turn off the product.

Disconnect the power cable.

⚠ **WARNING!**   To avoid damage to the product, turn the product off, wait 30 seconds, and then remove the power cord before attempting to service the product.
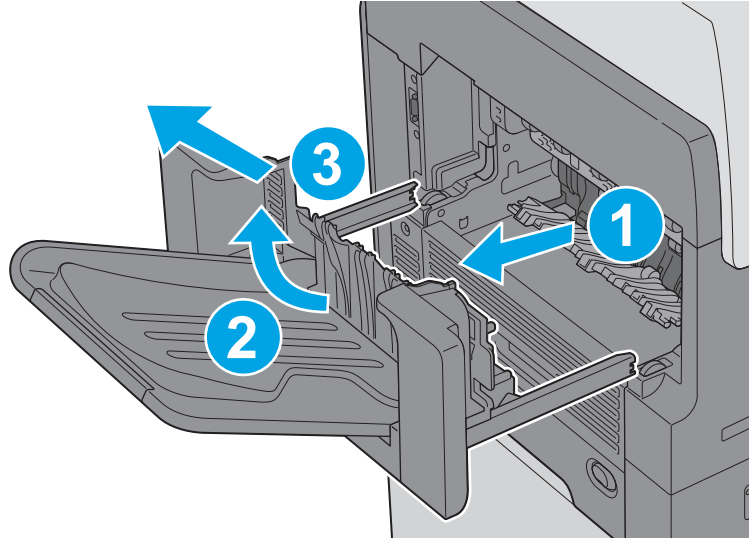
Required tools

No special tools are required to install this kit.

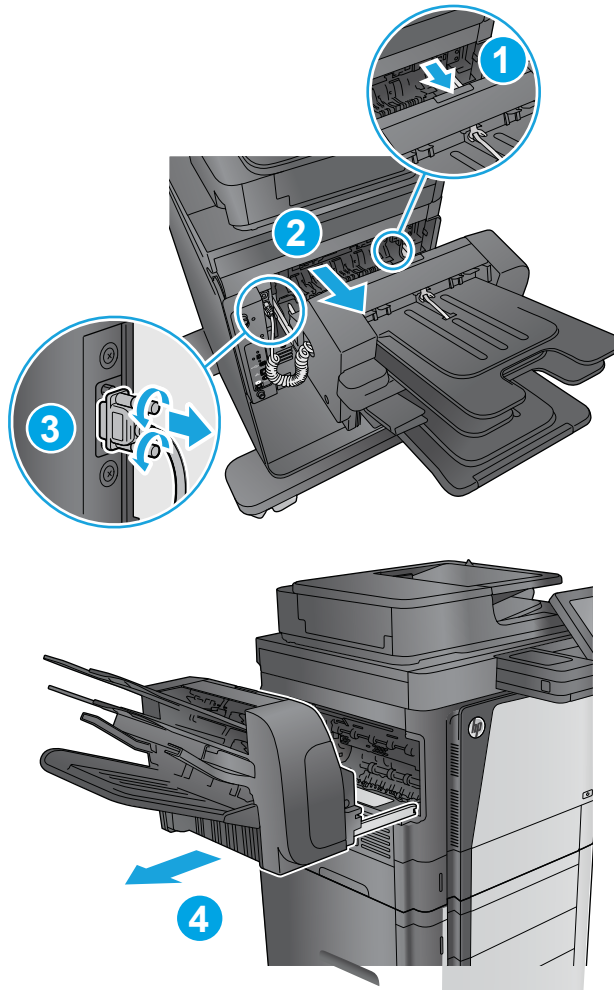## Step 1: Remove the output bin and bin base assembly or stapling mailbox

▲   Do one of the following steps:

a.   **M630dn and M630f**: Slide the bin base away from the product (callout 1) until it stops, slightly lift up on the assembly to disengage the slide rails (callout 2), and then remove the assembly (callout 3).

Figure 1-96 Remove the output bin

b. **M630z**: Press the latch (callout 1), pull the stapling mailbox away from the product (callout 2), disconnect the interface cable (callout 3), and then remove the stapling mailbox (callout 4).

Figure 1-97 Remove the stapling mailbox

Step 2: Remove the duplex accessory

▲ Slide the duplex assembly away from the product, slightly lift up on the assembly to disengage the slide rails, and then remove it.
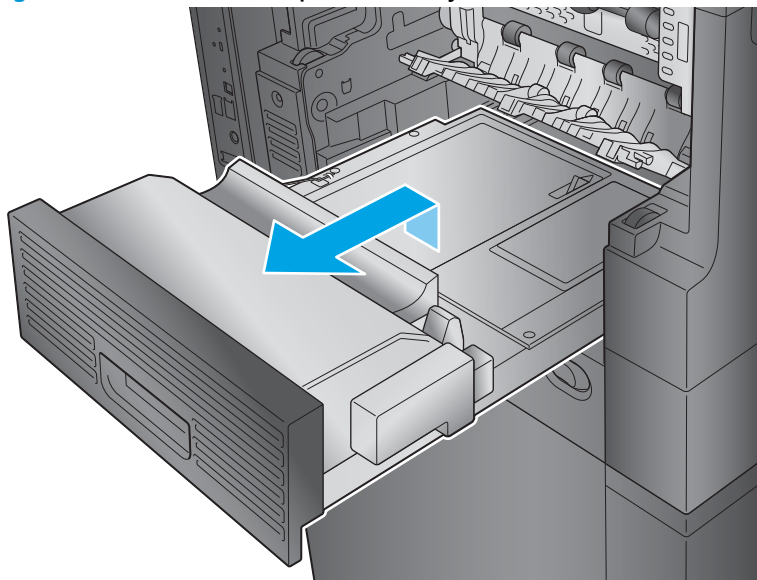
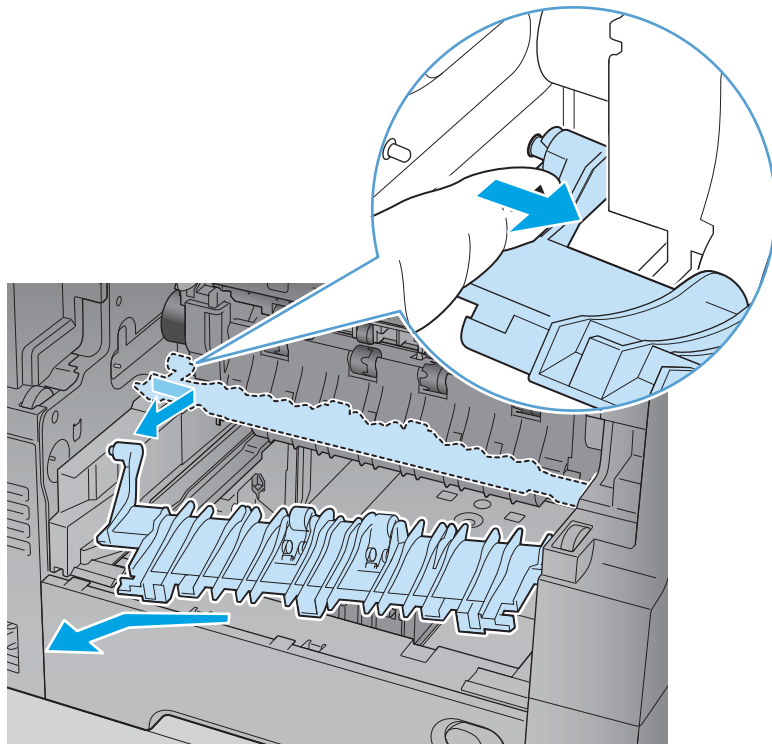📝 **NOTE:** Locate the duplexer at the left-hand side of the product.

Figure 1-98 Remove the duplex accessory

Step 3: Remove the fuser-entrance guide

1. Flex the rear hinge-pin of the fuser-entrance guideuntil it clears the mounting hole in the product chassis.

2. Rotate the rear of the guide away of the product and slide the guide to the left to release the front hinge-pin. Remove the fuser-entrance guide.

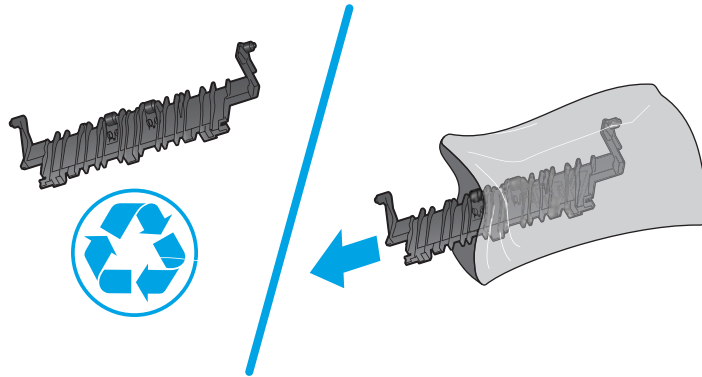**Figure 1-99** Remove the fuser-entrance guide

Step 4: Unpack the replacement fuser-entrance guide

Unpack the replacement assembly from the packaging.

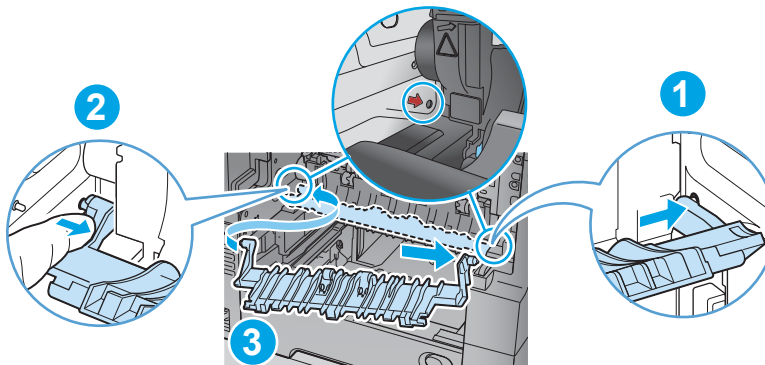www.Product return and recycling.

NOTE: HP recommends responsible disposal of the defective assembly.

Step 5: Install the fuser-entrance guide

1. Position the front hinge-pin of the fuser-entrance guide in the mounting hole in the product chassis (callout 1).

2. Slightly flex the rear hinge pin (callout 2), rotate the guide into the product (callout 3) to install it.

Figure 1-100 Install the fuser-entrance guide

Step 6: Install the duplex accessory

▲ Position the duplex assembly on the product at a slight angle, engage the slide rails, and then slide the duplex assembly all of the way into the product to install it.

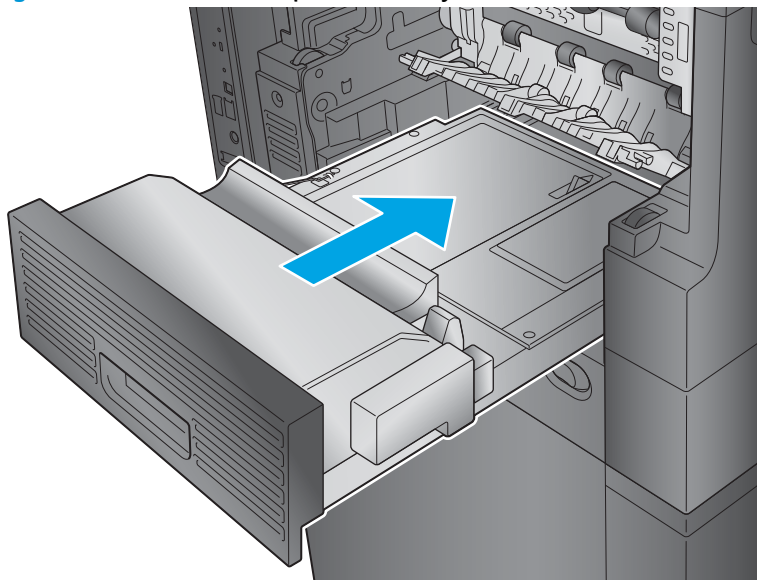**IMPORTANT:** Make sure that the duplex accessory is full installed.

NOTE: After servicing, turn the power off, and then on again so that the product detects the installed duplex accessory.

Figure 1-101 Install the duplex accessory

Step 7: Install the output bin and bin base assembly or stapling mailbox

▲ Do one of the following:

a. **M630dn and M630f**: Position the assembly at an angle to the product (callout 1), lower the assembly into place (callout 2) while engaging the slide rails (callout 3), and then slide the bin base into the product.

Figure 1-102 Install the output bin