



Maintenance Kit SP 4100

Operating Instructions



Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

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Trademarks

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Notes:

Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your sales or service representative.

Note

The proper names of the Windows operating systems are as follows:

- The product name of Windows[®] 95 is Microsoft[®] Windows[®] 95.
- The product name of Windows[®] 98 is Microsoft[®] Windows[®] 98.
- The product name of Windows[®] Me is Microsoft[®] Windows[®] Millennium Edition (Windows Me).
- The product names of Windows[®] 2000 are as follows:
Microsoft[®] Windows[®] 2000 Advanced Server
Microsoft[®] Windows[®] 2000 Server
Microsoft[®] Windows[®] 2000 Professional
- The product names of Windows[®] XP are as follows:
Microsoft[®] Windows[®] XP Professional
Microsoft[®] Windows[®] XP Home Edition
- The product names of Windows Server[®] 2003 are as follows:
Microsoft[®] Windows Server[®] 2003 Standard Edition
Microsoft[®] Windows Server[®] 2003 Enterprise Edition
Microsoft[®] Windows Server[®] 2003 Web Edition
- The product names of Windows Server[®] 2003 R2 are as follows:
Microsoft[®] Windows Server[®] 2003 R2 Standard Edition
Microsoft[®] Windows Server[®] 2003 R2 Enterprise Edition
Microsoft[®] Windows Server[®] 2003 R2 Web Edition
- The product names of Windows NT[®] 4.0 are as follows:
Microsoft[®] Windows NT[®] Server 4.0
Microsoft[®] Windows NT[®] Workstation 4.0

1. Replace Maintenance Kit

The maintenance kit contains the parts necessary for maintaining the printer. When “Replace Maintenance Kit” appears on the display, install the replacement parts included in the maintenance kit.

⚠ WARNING:

- ***It is dangerous to handle the plug with wet hands. An electric shock might occur.***

⚠ CAUTION:

- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the “hot surface”. Otherwise, it could cause a personal burn.*
- *When you pull the plug out of the socket, grip the plug to avoid damaging the cord and causing a fire or an electric shock.*
- *Be sure to turn off the printer and wait for about an hour before replacing parts. Not waiting for the printer to cool down can result in a burn.*

📝 Note

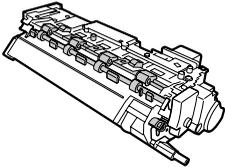
- If you dispose of the used parts yourself, do so according to local regulations.

Before Replacing

Checking the Contents of the Box

Check the contents of the box according to the following list. If any items are missing, contact your sales or service representative.

Description	Quantity	Looks Like	Procedure
Friction pad	3 pcs		p.5 “Replacing the Friction Pad”.
Paper feed roller	3 pcs		p.6 “Replacing the Paper Feed Roller”.
Transfer roller	1 pc		p.7 “Replacing the Transfer Roller”.
Gloves	1 pair		

Description	Quantity	Looks Like	Procedure
Fusing unit	1 pc		p.9 "Replacing the Fusing Unit".

1

Preparing to Replace the Parts

You should replace all the parts included in the maintenance kit at the same time. Be sure to replace them according to the following procedures.

1 Check the contents of the box for the following items:

- Friction pad
- Paper feed roller
- Transfer roller
- Fusing unit
- Gloves

2 Confirm that the following conditions are met:

- The power switch is turned off.
- The power cord is unplugged from the wall outlet.
- The interface cable is unplugged from the printer.

Important

- Wait at least an hour after the printer is turned off to allow internal parts to cool down before replacing the maintenance kit.

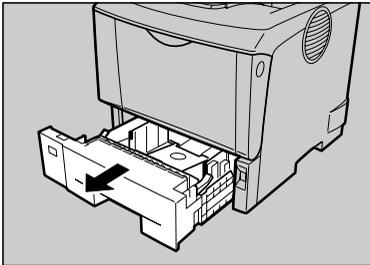
Replacing Parts

Some illustrations in this manual might be slightly different from your machine or options, depending on the models you have. However, all the procedures for replacement are the same.

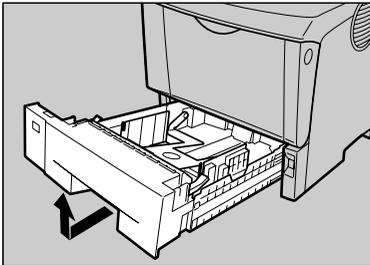
Replacing the Friction Pad

The following procedure shows how to replace the tray's friction pad (Tray 1).

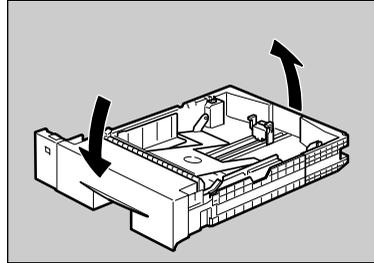
- 1** Pull out the paper tray until it stops.



- 2** While lifting the front side of the tray, pull it out of the printer.



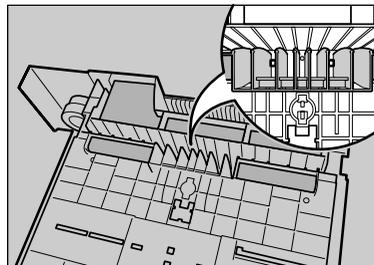
- 3** Remove paper from the paper tray. Place the tray upside down on a flat surface.



- 4** Use a sharp-pointed item like a ball-point pen, to release the two catches that lock the friction pad.

Note

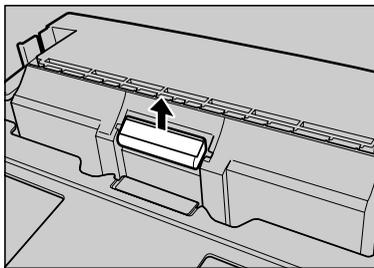
- The friction pad may fall off when the catches are released. Place your hand over the friction pad while releasing the catches.
- The friction pad spring may come off. Be careful the spring does not fall off and become lost.



- 5** Return the paper tray to its original position, and remove the friction pad from the tray.

Note

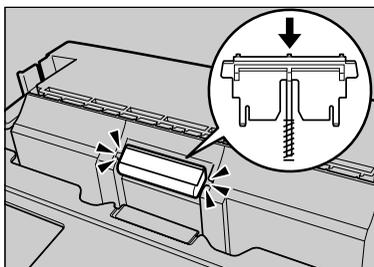
- The friction pad spring may come off. Be careful the spring does not fall off and become lost.



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- 6** Insert the new friction pad in the paper tray.

Attach the central projection of the new friction pad to the spring and align the projection of the both sides of the friction pad with the holes of the paper tray. Then push the friction pad as shown in the illustration until it clicks.



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After pushing in the friction pad, press on it several times to check it is properly installed. If it jumps back into position due to the force of the spring, it is properly installed.

- 7** Repeat the replacement procedure for any optional paper feed units that are installed.

Replacing the Paper Feed Roller

The following procedure shows how to replace the paper feed rollers of the printer and the optional paper feed units.

CAUTION:

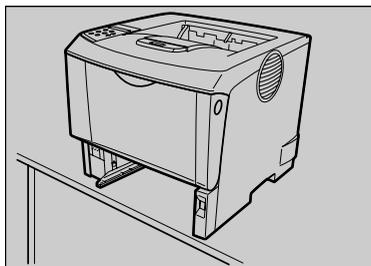
When lifting the machine, use the inset grips on the both sides. Otherwise the printer could break or cause injury if dropped.

- 1** If the optional duplex unit is installed, uninstall it from the printer.

Reference

See "Moving and Transporting the Printer", Hardware Guide.

- 2** Move the printer to the edge of a sturdy and stable table or desk.



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Important

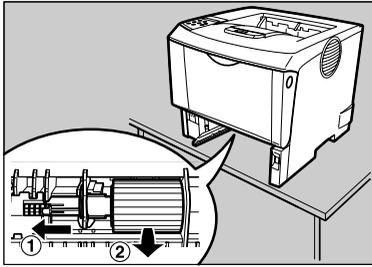
- Be sure to move the printer horizontally. Moving the printer up and down may cause toner to scatter.
- Do not put the printer on an unstable or tilted surface.

Note

- If the printer is equipped with the optional paper feed unit, do not move the printer and the unit together. They are not securely attached.

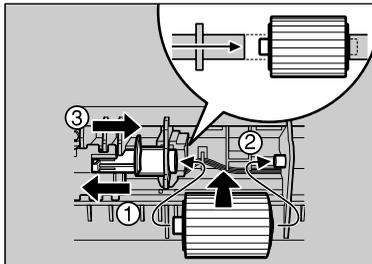
- 3** Slide the green lock lever to the left (①), and then remove the paper feed roller (②).

The illustration shows an example of the paper feed roller as installed in the printer.



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- 4** While sliding the green lock lever to the left (①), set the new roller (②). Then, return the green lock lever to its original position (③).



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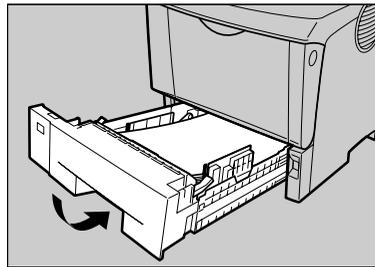
Note

- ☐ Confirm that the green lock lever is securing the roller correctly by checking that the new roller rotates smoothly.

- 5** If the printer is equipped with the optional paper feed unit(s), follow the same procedure to replace its paper feed roller.

If you have installed two paper feed units, replace both their paper feed rollers.

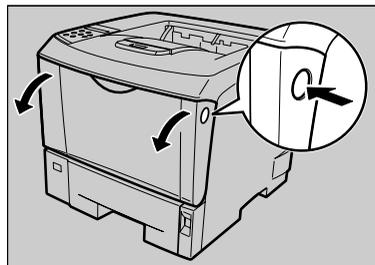
- 6** Place paper in the paper trays and additional removed paper trays. Lift the front of the tray, and then slide it carefully into the printer until it stops.



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Replacing the Transfer Roller

- 1** While holding the front cover with hands on both sides, press the release button to open it.

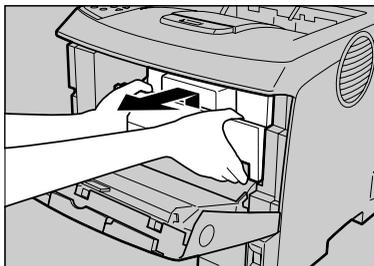


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- 2** Pull the toner cartridge out of the printer, while raising the front side.

Note

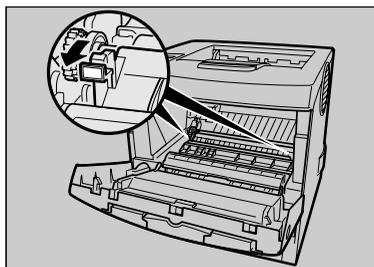
- Be sure to put the used cartridge down on a level surface.



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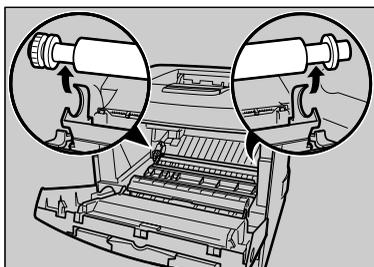
- 3** To avoid dirtying your hands with toner from the transfer roller, wear the gloves included in the maintenance kit.

- 4** Hold the lock levers (green parts), and then pull them.



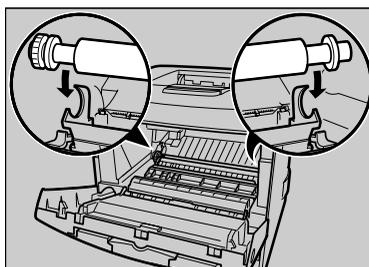
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- 5** Hold the green parts of the roller on both sides, and then remove the roller from the printer, as shown in the illustration.



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- 6** Insert the new transfer roller on the socket with the gear of the roller positioned to the left.

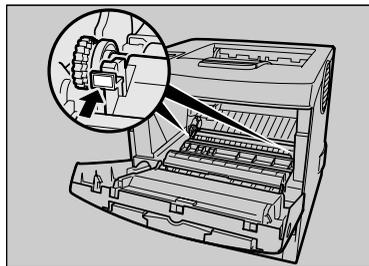


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Important

- Do not insert the roller on the back of the socket. Doing so can damage the printer.
- Insert the metallic part of the roller on the roller. If you insert the sponge part of the roller, the roller might be damaged.

- 7** Push the lock levers both ends of the printer as shown in the illustration, until they click into place.

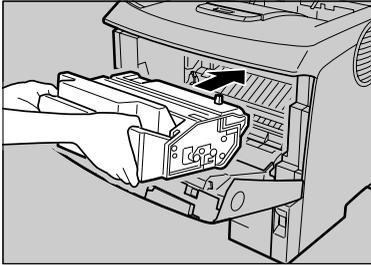


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Note

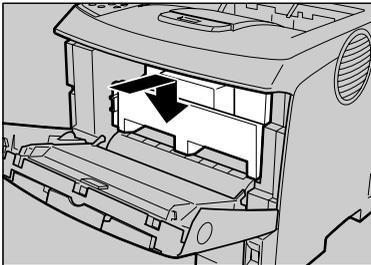
- When the transfer roller is set, the transfer roller cover will return to its original position automatically.

- 8** Holding the grips of the toner cartridge, push it into the printer until it stops.



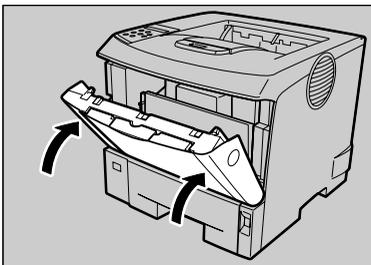
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- 9** Lower the toner cartridge when it touches the back.



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- 10** Close the front cover by pressing the left and right side indentations.



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- 11** Take the gloves off and proceed to p.9 "Replacing the Fusing Unit".

Replacing the Fusing Unit

⚠ CAUTION:

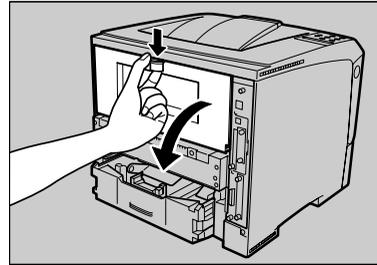
The fusing unit becomes very hot. When installing the new fusing unit, turn off the printer and wait about an hour. After that, install the new fusing unit. Not waiting for the unit to cool down can result in a burn.

- 1** If the rear cover is attached to the printer, remove it.

🔧 Note

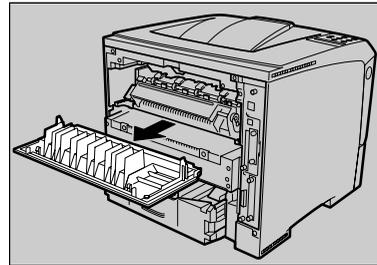
- Proceed to step **2** if the optional duplex unit was removed in step **1**, "Replacing the Paper Feed Rollers".

- ① Open the rear cover.



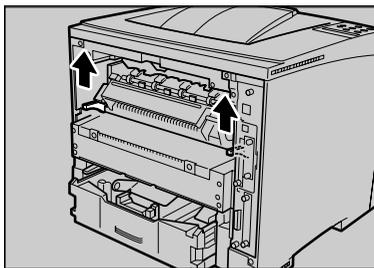
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- ② Lower the rear cover until it is horizontal, and then pull it away.



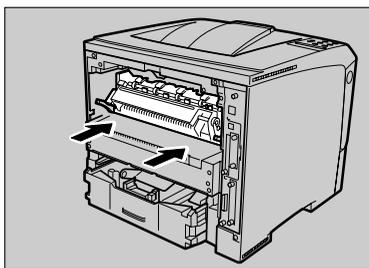
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- 2** Lift the lock levers of the fusing unit as shown in the illustration.



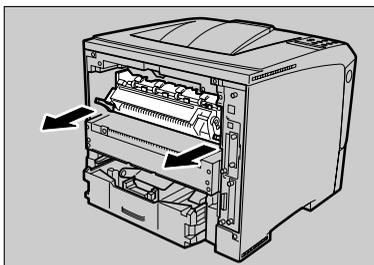
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- 5** Push the new fusing unit into the printer.



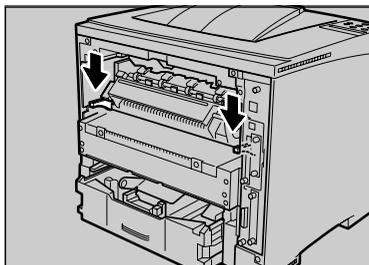
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- 3** Pull the fusing unit out.



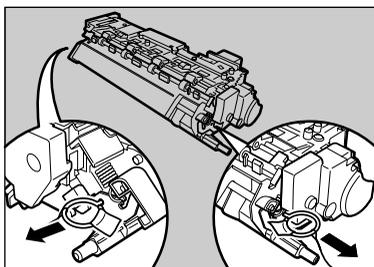
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- 6** Push the lock levers of the fusing unit down until they click.



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- 4** Pull out the pins on the both sides of the new fusing unit.

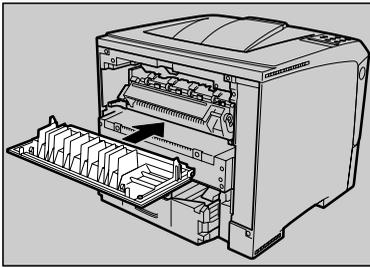


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- 7** Reinstall the rear cover removed in step **1**.

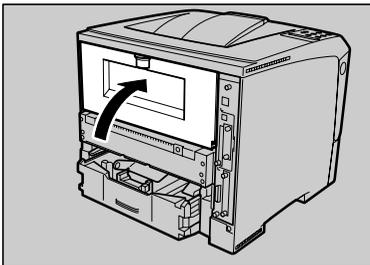
 **Note**

- Proceed to step **8** if the optional duplex unit was removed in step **1**, "Replacing the Paper Feed Rollers".
- ① Position the rear cover horizontally and align it with the grooves in the printer's interior.



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- ② Close the rear cover. Proceed to step **9**.



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- 8** Reinstall the optional duplex unit if it was removed in step **1**, "Replacing the Paper Feed Rollers".

 **Reference**

See "Moving and Transporting the Printer", Hardware Guide.

- 9** Print a configuration page to confirm that the printer works properly.

 **Reference**

For details about printing the configuration page, see "List/Test Print Menu", Software Guide.

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