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# **MAINTENANCE KIT**

## **Type 400**

**Operating Instructions**

## **Introduction**

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

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## 1. Replace Maintenance Kit

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**Notes:**

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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.

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**Note**

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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 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 parts necessary for maintaining the printer. When "Replace Maintenance Kit" appears on the panel 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, dispose of them according to local regulations.



## Before Replacing

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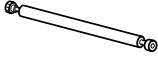

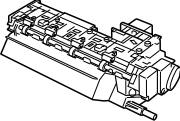
### Checking the contents of the box

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

Description	Quantity		
Friction pad	3 pcs		⇒ p.5 "Replacing the Friction Pad".
Paper feed roller	3 pcs		⇒ p.6 "Replacing the Paper Feed Rollers"

1

Description	Quantity		
Transfer roller	1 pc		⇒ p.8 "Replacing the Transfer Roller"
Gloves	1 pair		
Fusing Unit	1 pc		⇒ p.10 "Replacing the Fusing Unit".

## Preparing to replace the parts

You should replace all the parts included in Maintenance Kit at the same time. Be sure to replace them in the following order:

### 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 followings are true:

- 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 about an hour after the printer is turned off to allow internal parts to cool down before replacing the Maintenance Kit.

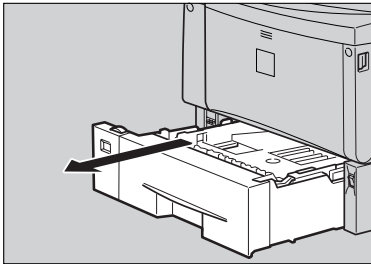


# Replacing Parts

## Replacing the Friction Pad

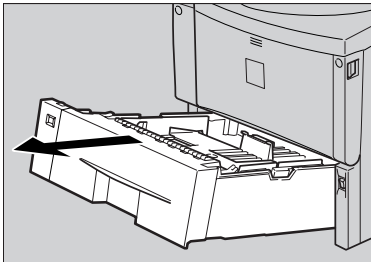
Replace all the friction pads in the tray. The following procedure shows how to replace the tray's friction pad (Tray1).

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



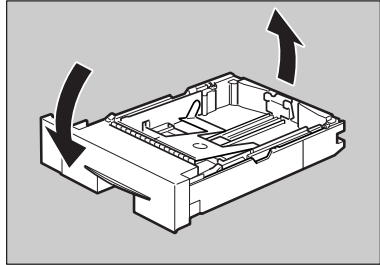
ZKDX270J

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



ZKEY140E

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

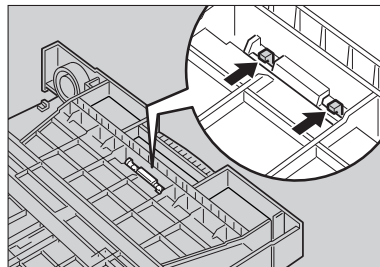


ZKEM160E

- 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.

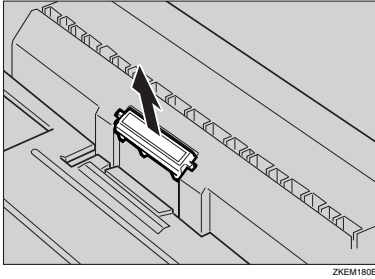


ZKEM170E

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

**Note**

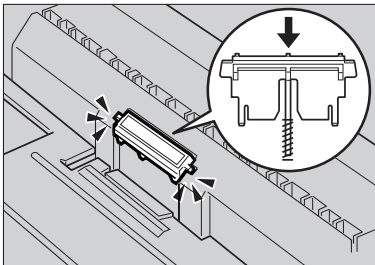
- The friction pad spring may come off. Be careful the spring does not fall off and become lost.



ZKEM180E

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

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



ZKEM190E

After pushing in the friction pad, try pushing 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** If your printer is equipped with the optional Paper Feed Unit(s), follow the same procedure when replacing the friction pad.

## Replacing the Paper Feed Rollers

Replace all feed rollers including the printer and the optional Paper Feed Unit(s). The following procedure shows how to replacing the paper feed rollers of the printer.

**CAUTION:**

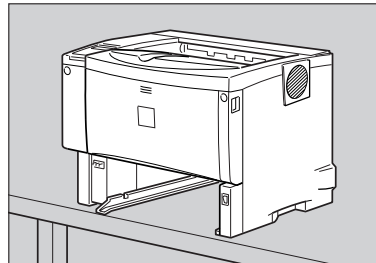
- When lifting the machine, use the inset grips on both sides. Otherwise the printer could break or cause injury if dropped.

- 1** Remove the optional Duplex Unit if it has been installed.

**Reference**

See "Moving and Transporting the Printer" in the Printer Reference on the CD-ROM labeled "Operating Instructions".

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



ZKEM110E

**Important**

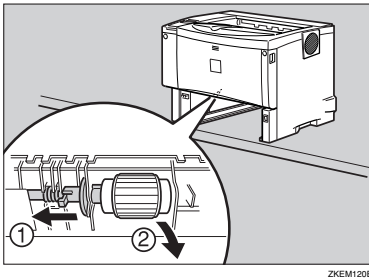
- Be sure to move the printer horizontally. Moving the printer facing up or down may cause the toner to scatter.
- Do not put the printer on an unstable or tilted surface.

**Note**

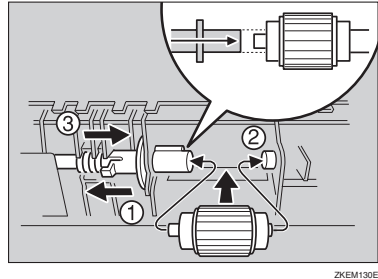
- If the printer is equipped with the optional Paper Feed Unit, do not move the printer and the unit together, they are not securely attached.

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

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



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



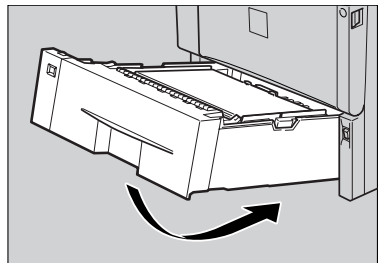
**Note**

- Confirm that the green lock lever secures the roller correctly by checking if the new roller rotates smoothly.

- 5** If the printer is equipped with the optional Paper Feed Unit(s), follow the same procedure when replacing the paper feed roller.

If you installed two Paper Feed Units, also replace both paper feed rollers.

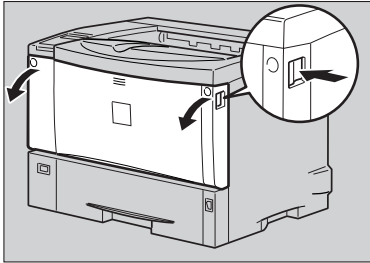
- 6** Place paper in the paper trays and additional removed paper trays. Lift the front of the tray, and slide it carefully into the printer until it stops.



## Replacing the Transfer Roller

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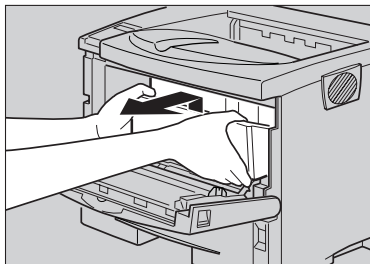
- 1 While holding the front cover with both hands on the left and right sides, press the release button to open it.



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

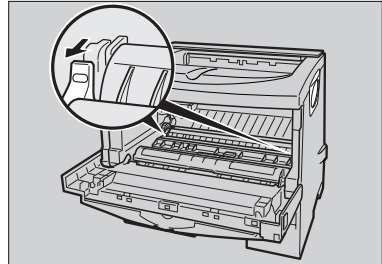
### Note

- Be sure to place the used cartridge on the level place.

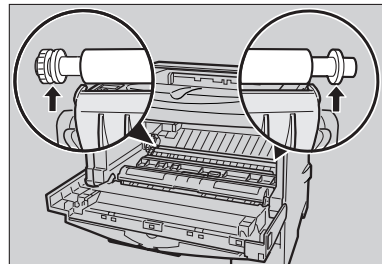


- 3 To avoid making your hands dirty with toner from the transfer roller. Wear the gloves included in the maintenance kit.

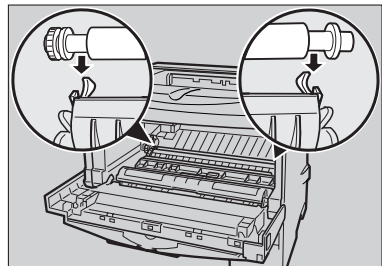
- 4 Hold the lock levers (green parts), and pull them.



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



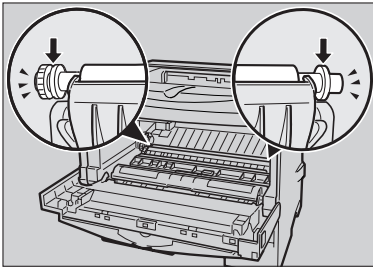
- 6 Insert the new transfer roller on the socket with the gear of the roller positioned on the left.



**Important**

- ❑ Do not insert the roller on the back of the socket, or the printer might be damaged.
- ❑ Insert the metallic part of the roller on the socket. If you insert the sponge part of the roller, the roller might be damaged.

**7** Push down the green parts of both sides of the roller until it clicks as shown in the illustration.

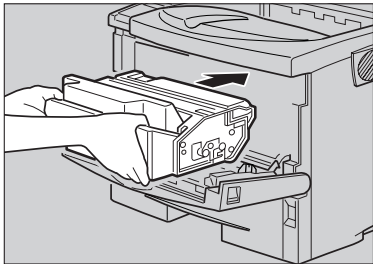


ZKEM221E

**Note**

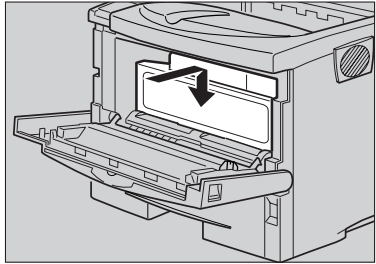
- ❑ When the transfer roller is set, the transfer roller cover will return to its original position automatically.

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



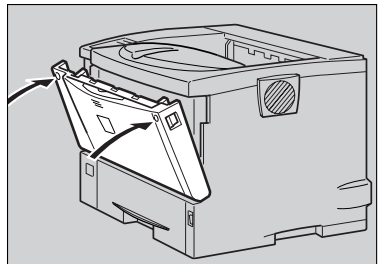
ZKET120E

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



ZKET140E

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



ZKEH130E

**11** Take the gloves off and go to p.10 "Replacing the Fusing Unit".

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## Replacing the Fusing Unit

1

### ⚠ CAUTION:

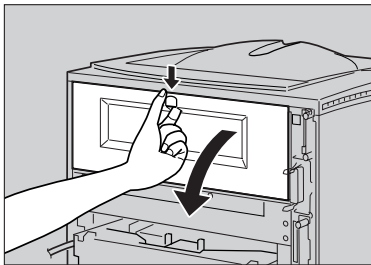
- The fusing unit becomes very hot. When installing the new fusing unit, turn off the printer and wait about an hour. After that, install the new fusing unit. Not waiting for the unit to cool down can result in a burn.

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

#### 📌 Note

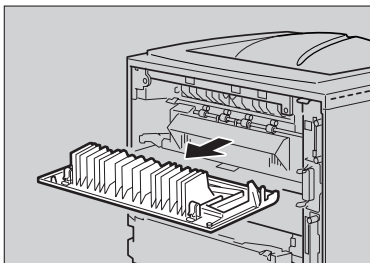
- Proceed to step **2** if the optional Duplex Unit was removed in step **1**, "Replacing the Paper Feed Rollers".

**1** Place a finger in the printer's rear cover finger hole (upper center) and pull it open.



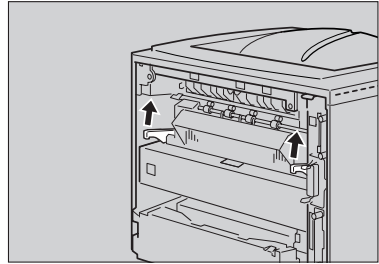
ZKEX210E

**2** Remove the rear cover in a horizontal direction.



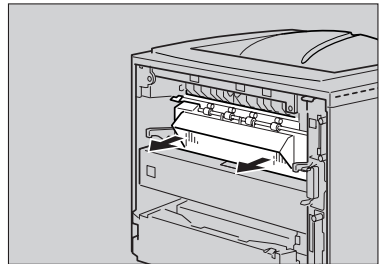
ZKEX220E

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



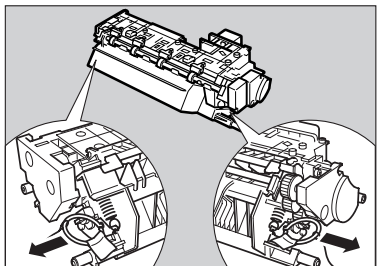
ZKEX222E

**3** Pull the fusing unit out.



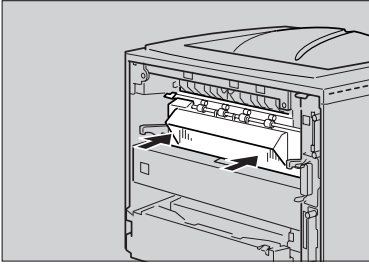
ZKEX232E

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



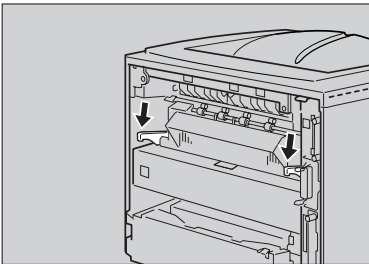
ZKEM010E

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



ZKEX224E

- 6** Push the lock levers of the fusing unit down until it clicks.



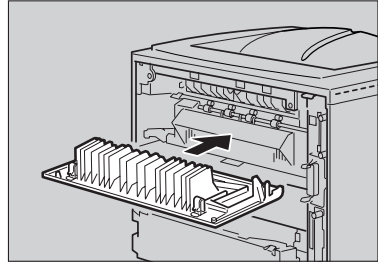
ZKEX225E

- 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".

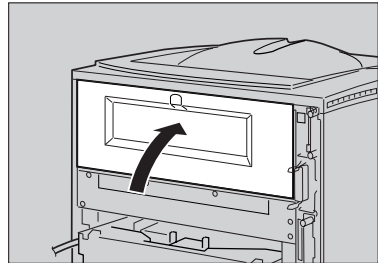
- 1** Insert the rear cover to the inside grooves on both sides of the printer in a horizontal direction.



ZKEX221E

- 2** Close the rear cover.

Proceed to step 9.



ZKEX211E

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

 **Reference**

See "Movint and Transporting the Printer" in the Printer Reference on the CD-ROM labeled "Operating Instructions".

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

 **Reference**

For more information about printing the configuration page, see "List/Test Print Menu" in the Printer Reference is provided as a PDF file on the CD-ROM labeled "Operating Instructions".

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