Color LaserJet MFP E87640, E87650, E87660
LaserJet MFP E82540, E82550, E82560

On-Site Installation Guide

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Table of contents

1 About this printer 1
On-site installation guide purpose 2
Order information 3
Customer information 4

2 Configuration 5
Configuration options 6
HP Color LaserJet MFP E87640, E87650, E87660 and HP LaserJet MFP E82540, E82550, E82560 6

3 Worksheets 9
Technical site setup 10
Logistics information 12
Network/printer driver setup 14
Email/Send To configuration 15

4 Specifications 17
Size and weight specifications 18
System configuration dimensions 19
Base printer configuration 20
Printer with cabinet configuration 21
Printer with booklet finisher configuration 22
Printer with booklet finisher and side HCI configuration 23
Operational clearance space requirements 24
Environmental specifications 25
Power requirements 26

5 Staging 27
Staging checklists 28
Unboxing and basic assembly 29
Engine preparation 30

Stacking 30
HP Color LaserJet MFP E87640, E87650, E87660 and HP LaserJet MFP E82540, E82550, E82560 30
Finishers 32
Initial supplies installation 34
Install toner 34
HP Color LaserJet MFP E87640, E87650, E87660 34
HP LaserJet MFP E82540, E82550, E82560 37
Initial power on 41
Install imaging drum (HP Color LaserJet MFP E87640, E87650, E87660) 41
Install imaging drum (HP LaserJet MFP E82540, E82550, E82560) 45
Engine adjustments and tests 49
Load paper in trays and input devices 49
Prepare for shipment to customer location 56
Repack (from customer site) 57
Local move 57
Long distance move 57

6 Late point differentiation configuration (LPDC) 59
LPDC installation steps 60
Automatically download and transfer speed license 60
Process notes, cautions, and miscellaneous 64
Support information 64

7 On-site final setup 65
On-site final setup checklist 66
Clean laser scanner assembly after setup (HP Color LaserJet MFP E87640, E87650, E87660) 67
Cleaning the laser scanner assembly window (HP Color LaserJet MFP E87640, E87650, E87660 only) 67
Cleaning the flow document feeder white bar and CIS 68
Cleaning the scan glass 69
Check the vertical gap between engine and finisher 70
Load paper trays 70
Install paper tray labels 70
Staples 71
Engine firmware upgrade after installing finisher 71
Print and copy tests 72

8 Complete installation procedures 73
Cabinet stand and dual cassette feeder (DCF) installation 74
Install the cabinet on the HP LaserJet MFP E82540, E82550, E82560 74

2000-sheet HCI 76
Install the 2000-sheet HCI on the HP Color LaserJet MFP E87640, E87650, E87660 76
Install the 3000-sheet sHCI 79
Installing tray heater in a HP LaserJet 2000-sheet HCI 81
Finishers 82
Install the Inner Finisher on the HP Color LaserJet MFP E87640, E87650, E87660 82
Install the Inner Punch 83
Stapler/Stacker Finisher 85
Stapler/Stacker Finisher 85
Booklet Maker Finisher with punch 86
Installation of HP LaserJet job separator 87
Staples 88
Stabilization Chocks 96

Index 99

1 About this printer

- On-site installation guide purpose
- Order information
- Customer information

On-site installation guide purpose

Use this On-Site Installation Guide to assess the customer site before product deployment, to configure and prepare the devices for installation. Identify all the required information and address any issues in advance to make sure the site is ready for installation. This workbook includes information to make sure that the customer site meets power, environment, networking, space, staging, and setup requirements.

There are mandatory questions and checklist items in the informational forms the customer or site technician must answer. To avoid a poor customer experience, do not deploy the printer without answering these questions. If the customer refuses to provide the information, it is the technician's responsibility to inform them of the potential consequences to the delivery and installation process. It is critical to validate if the customer's site can accommodate the printer and serviceability space requirements.

Some customer questions and checklist items are indicated as optional, but fill out the workbook as completely as possible.

Order information

Table 1-1 Products and accessories

Category	Product number	Service part number (Break/fix)	Product/accessory description	Quantity
Input	Y1G16A	SAM-SL-HPU501T	HP LaserJet Department Cabinet	
	Y1F98A	SAM-SL-PFP501D	HP LaserJet Dual Cassette Department Feeder	
	Y1G21A	SAM-SL-HCF501B	HP LaserJet 2000 Sheet High Capacity Input Tray Department (HCI)	
	Y1F20A	SAM-SL-HCF501S	HP LaserJet High Capacity Input Tray Side Department (sHCI)	
Output	Y1G00A	SAM-SL-FIN502L	HP LaserJet Inner Finisher	
	Y1G02A	SAM-SL-HPU501T	HP LaserJet Inner Finisher Hole 2/3 Punch	
	Y1G03A	SAM-SL-HPU501F	HP LaserJet Inner Finisher Hole 2/4 Punch	
	Y1G04A	SAM-SL-HPU501S	HP LaserJet Inner Finisher Swedish Punch	
	Y1G07A	SAM-SL-FIN701B	HP LaserJet Booklet Finisher	
	Y1G10A	SAM-SL-HPU701T	HP LaserJet Finisher Hole Punch 2/3 Accessory	
	Y1G11A	SAM-SL-HPU701F	HP LaserJet Finisher Hole Punch 2/4 Accessory	
	Y1G12A	SAM-SL-HPU701S	HP LaserJet Finisher Hole Punch Swedish Accessory	
	Y1G13A	SAM-SL-STP000	HP LaserJet Inner/Booklet Finisher Staples	
	Y1G14A	SAM-SCX-STP000	HP LaserJet Stapler/Stacker Finisher Staples	
	Y1G01A	Y1G01–67901	HP LaserJet Job Separator Department	
	Y1G18A	SAM-SL-FIN701H	HP LaserJet Stapler/Stacker Finisher	
Accessories	Y1G22A#BGJ	SAM-CLX-DHK11C	HP LaserJet Paper Tray Heaters Accessory Department (110V)	
	Y1G22A#B19	SAM-CLX-DHK12C	HP LaserJet Paper Tray Heaters Accessory Department (220V)	

Customer information

Table 1-2 Customer information

Information type	Customer details
Installation address (if different from customer address)	
Targeted delivery, or installation date and time	
Customer address	
Customer contact name (optional)	
Contact phone and fax number (optional)	
Key operator or site installation contact name (optional)	
Key operator or site installation phone number (optional)	
Backup customer contact information (optional)	
IT contact name (optional)	
Installation contact name	
Installation contact phone number	
HP sales person name (optional)	
HP sales person phone number (optional)	
HP solution architect	
HP Hardware Support Technician	
Reseller name (if indirect customer) (optional)	
Reseller address (if indirect customer) (optional)	
Reseller phone number (if indirect customer) (optional)	

2 Configuration

- Configuration options

Configuration options

HP Color LaserJet MFP E87640, E87650, E87660 and HP LaserJet MFP E82540, E82550, E82560

Number	Component	Product number
1	HP Color LaserJet MFP E87640, E87650, E87660 HP LaserJet MFP E82540, E82550, E82560	• E87640 (40 ppm) – dn models: X3A87A – z models: X3A86A • E87650 (50 ppm) – dn models: X3A90A – z models: X3A89A • E87660 (60 ppm) – dn models: X3A93A – z models: X3A92A • E82540 (40 ppm) – dn models: X3A69A – z models: X3A68A • E82550 (50 ppm) – dn models: X3A72A – z models: X3A71A • E82560 (60 ppm) – dn models: X3A75A – z models: X3A74A
2	HP LaserJet Department Cabinet	Y1G16A
3	HP LaserJet 2000 Sheet High Capacity Input Tray (HCI) Department	Y1G21A
4	HP LaserJet Dual Cassette Feeder (DCF) Department	Y1F98A
5	HP LaserJet High Capacity Input Tray Side Department (sHCI)	Y1G20A

Number	Component	Product number
6	HP LaserJet Stapler/Stacker Finisher	Y1G18A The following punch kits are available: • Y1G10A – HP LaserJet Hole Punch 2/3 Accessory • Y1G11A – HP LaserJet Hole Punch 2/4 Accessory • Y1G12A – HP LaserJet Hole Punch Swedish Accessory • Y1G14A – HP LaserJet Staple/Stacker Finisher Refill Staple Cartridge
7	HP LaserJet Booklet Finisher	Y1G07A The following punch kits are available: • Y1G10A – HP LaserJet Hole Punch 2/3 Accessory • Y1G11A – HP LaserJet Hole Punch 2/4 Accessory • Y1G12A – HP LaserJet Hole Punch Swedish Accessory • Y1G13A – HP LaserJet Inner Finisher and Booklet Maker Finisher Refill Staple Cartridge • Y1G14A – HP LaserJet Staple/Stacker Finisher Refill Staple Cartrdge
8	HP LaserJet Inner Finisher	Y1G00A The following punch kits are available: • Y1G02A – HP LaserJet Inner Finisher Hole 2/3 Punch • Y1G03A – HP LaserJet Inner Finisher Hole 2/4 Punch • Y1G04A - HP LaserJet Inner Finisher Swedish Punch • Y1G13A – HP LaserJet Inner Finisher and Booklet Maker Finisher Refill Staple Cartridge
9	HP LaserJet Job Separator Department	Y1G15A
10	HP LaserJet Paper Tray Heaters Department	Y1G22A NOTE: Not shown in configuration. The following accessories are also available: • Y1G22A#BGJ — HP LaserJet Paper Tray Heaters Accessory Department (110V) • Y1G22A#B19 — HP LaserJet Paper Tray Heaters Accessory Department (220V)

Number	Component	Product number
11	HP LaserJet Refill Staple Cartridges	• Y1G13A – HP LaserJet Inner Finisher and Booklet Maker Finisher Refill Staple Cartridge • Y1G14A – HP LaserJet Staple/Stacker Finisher Refill Staple Cartridge
12	Re-usable black lift handle install assembly kit.	JC82-00538A Kit SAM-JC82-00538A service part These handles are for use during the initial engine lifting operations. These are re-usable.

3 Worksheets

- Technical site setup
- Logistics information
- Network/printer driver setup
- Email/Send To configuration

Technical site setup

Table 3-1 Technical site setup worksheet

	Yes/No	Notes
Will the MFP physically fit based on the operating size specification where it will be installed?	❑ Yes ❑ No	See Specifications on page 17. HP recommends that the installation site also support the Serviceability Space Requirements that allows for 18 inches (457.2 mm) of servicing space on all four sides. Equipment can be repositioned during the service visit to accommodate the Service Space Requirements.
Is the floor level? (optional)	❑ Yes ❑ No	See Specifications on page 17, weight specs.
Is the floor stable? (optional)	❑ Yes ❑ No	See Specifications on page 17, weight specs.
Is there any carpeting or flooring that requires protection or reinforcement? If yes, what is the length of flooring requiring covering?	❑ Yes ❑ No	Thick carpeting can cause misalignment between the MFP and Finisher.
Is required power available on a dedicated circuit in the direct vicinity? US, EMEA, and AP require one power outlet for the printer. Or, is a power outlet in the direct vicinity rated to supply the specific configuration? See Specifications on page 17 for more information and check the order to confirm any specific power requirements.	❑ Yes ❑ No	The outlet needs to be within 6 feet of planned location of MFP. If a new dedicated circuit needs to be run, work with customer to complete prior to installation. See Specifications on page 17 for more information and check the order to confirm any specific power requirements. NOTE: HP recommends installing the printer on its own circuit to prevent possible interference from other devices.
Does the room meet the Environmental Specifications?	❑ Yes ❑ No	See Specifications on page 17.
Is there a network connection in the direct vicinity?	❑ Yes ❑ No	Be sure that it is Ethernet.
Will there be direct sunlight on the MFP?	❑ Yes ❑ No	
Is there sufficient cooling?	❑ Yes ❑ No	See Specifications on page 17.
Is there proper air ventilation? (optional)	❑ Yes ❑ No	
Has the customer IT approved the installation? (optional)	❑ Yes ❑ No	

Table 3-1 Technical site setup worksheet (continued)

	Yes/No	Notes
Will the customer IT be testing the products prior to making them available for general use? (optional) If yes, does the customer agree that the designated installation location is also acceptable during the testing period? (optional)	❑ Yes ❑ No	
Do the installation technicians require security clearance at the customer location? If yes, what is the procedure for obtaining the clearance?	❑ Yes ❑ No	
Who will arrange for obtaining the clearance? (optional)		

Logistics information

Table 3-2 Logistics worksheet

	Yes/No	Remarks/Data
What are the customer's "normal" receiving hours?		
What is the customer's preferred delivery time? (optional)		
Would "after hours" be preferred at an additional charge? (optional)	❑ Yes ❑ No	
Is a certificate of insurance required?	❑ Yes ❑ No	
Are there any labor union constraints or requirements?	❑ Yes ❑ No	
Is there a truck height receiving dock? Height restrictions?	❑ Yes ❑ No	
What is the height from ground to dock platform?		
Does the receiving dock have dock levelers? (optional)	❑ Yes ❑ No	
Does the receiving dock have a dock plate? (optional)	❑ Yes ❑ No	
Is a lift gate truck required?	❑ Yes ❑ No	
If no dock available and ground delivery is required, will the area require special covering?	❑ Yes ❑ No	
Is delivery area tractor-trailer accessible? If no, what is the maximum size truck accessibility?	❑ Yes ❑ No	
Is there room to unpack the system on the receiving dock?	❑ Yes ❑ No	

Table 3-2 Logistics worksheet (continued)

	Yes/No	Remarks/Data
Is the delivery of the unit on the same floor as receiving? If no, is an elevator used? Please identify below. If no elevator is to be used, how is the unit to be delivered? What is the distance in meters from the receiving area to the planned copier location? (optional)	❑ Yes ❑ No	Note that stair climbers are not currently approved for moving MFP printers. If needed, lift or hoist the MFP printers in their crates and keep them in an upright position.
Do the dimensions of doorways and hallways along the delivery path meet minimum system dimensional requirements?	❑ Yes ❑ No	The box for the main MFP unit requires a doorway opening of 765 mm (30.1 in). See Size and weight specifications on page 18 for complete information about box dimensions.
Is there a clear path to the planned delivery location?	❑ Yes ❑ No	
Is the copier room level with floor? If no, is there a ramp?	❑ Yes ❑ No	
Are their enough people to lift the engine assembly? (required)	❑ Yes ❑ No	The engine assembly is heavy and requires four people to lift onto the stand or DCF. HP recommends using the black lift assist handles when lifting the device.
Is there a possibility to discard packaging materials at customer site? (optional)	❑ Yes ❑ No	

Network/printer driver setup

(If done by an HP technician)

Table 3-3 Network/printer driver worksheet

	Yes/No	Remarks/Data
What network topology is in use?		
What operating system will be used on the server?		
What operating system will be used on the clients?		
Is DHCP/BOOTP in use? If no, what TCP/IP address will be used for the MFP?	❑ Yes ❑ No	
What version of TCP/IP is used in the deployment? If no, what subnet mask address will be used for the MFP? If no, what default gateway address will be used for the MFP? If no, does a host name need to be configured (+name)? (optional)	❑ Yes ❑ No	

Email/Send To configuration

NOTE: Optional: Complete only if the hardware technician is responsible for configuring the Email/Send To features.

Table 3-4 Email/Send To configuration worksheet

	Yes/No	Remarks/Data
Is Active Directory, Novell, NTLM or something else in use? (optional)	❑ Yes ❑ No	
Is DNS in use? (optional) If yes, what is the domain name? (optional)	❑ Yes ❑ No	
What type of SMTP server is in use? (MS Exchange, Lotus Notes, etc.) (optional) Or, if an ISP mail server is being used, what is the IP or host name to the server? (optional)		
On what OS is the SMTP server installed? (optional)		
Is LDAP installed on the same server as the SMTP server? (optional) If not, what is the OS of the LDAP server? (optional)	❑ Yes ❑ No	
What is the TCP/IP address of the SMTP server or host name?		
What is the TCP/IP address of the LDAP server?		
What is the port number that LDAP uses?		
What is the search root of the LDAP server?		
Is Send to Folder supported / required? If yes, what OS are the shared folders on?	❑ Yes ❑ No	
What type of fax is required to be supported? Analog, LAN, Internet?		
If LAN fax is required, is there a LAN fax server available?	❑ Yes ❑ No	
If Internet fax is required, is there a subscription to an Internet fax service?	❑ Yes ❑ No	

4 Specifications

- Size and weight specifications
- System configuration dimensions
- Operational clearance space requirements
- Environmental specifications
- Power requirements

Size and weight specifications

Table 4-1 Individual unit weight and size information[1]

Description	Master Carton Size / Gross Weight (boxed)				Net Weight
	Width	Depth	Height	Weight (boxed)	
HP Color LaserJet MFP E87640, E87650, E87660	dn, du models: 585 mm (23 in)	dn, du models: 764.3 mm (30.1 in)	dn, du models: 883.7 mm (34.8 in)	dn, du models: 131.6 kg (290.2 lb)	dn models: 113.1 kg (249.3 lb) du models: 100.9 kg (224.44 lb)
	z models: 585 mm (23 in)	z models: 764.3 mm (30.1 in)	z models: 932.2 mm (36.7 in)	z models: 131.6 kg (290.2 lb	z models: 113.1 kg (249.3 lb)
HP LaserJet MFP E82540, E82550, E82560	dn models: 585 mm (23 in)	dn models: 764.3 mm (30.1 in)	dn models: 883.7 mm (34.8 in)	dn models: 114.5 kg (252.5 lb)	dn, du models: 95.6 kg (210.8 lb)
	z models: 585 mm (23 in)	z models: 764.3 mm (30.1 in)	z models: 932.2 mm (36.7 in)	z models: 114.5 kg (252.5 lb)	z models: 95.6 kg (210.8 lb)
HP LaserJet Dual Cassette Feeder (DCF) Department	585 mm (23 in)	706.8 mm (27.8 in)	254 mm (10 in)	24.6 kg (54.2 lb)	21 kg (46.3 lb)
HP LaserJet Cabinet Department	585 mm (23 in)	706.8 mm (27.8 in)	254 mm (10 in)	15 kg (33.07 lb)	11.9 kg (26.3 lb)
HP LaserJet 2000 Sheet High Capacity Input Tray (HCI) Department	575 mm (23 in)	706.8 mm (27.8 in)	254 mm (10 in)	33.8 kg (74.4 lb)	28.3 (62.48 lb)
HP LaserJet High Capacity Input Tray Side (sHCI) Department	412.5 mm (16.25 in)	362 mm (14 in)	533.4 mm (21 in)	23.3 kg (51.4 lb)	20.05 kg (44.22 lb)
HP LaserJet Inner Finisher	458 mm (18 in)	491 mm (19.3 in)	173 mm (6.8 in)	72.6 kg (33 lb)	18.2 kg (40.1 lb)
HP LaserJet Booklet Finisher	1003.3 mm (39.75 in)	673 mm (26.75 in)	587.5 mm (23.5 in)	86.8 kg (191.36 lb)	62 kg (136.68 lb)
HP LaserJet Stapler/Stacker Finisher	1003.3 mm (39.75 in)	673 mm (26.75 in)	587.5 mm (23.5 in)	61.6 kg (135.7 lb)	194 kg (88 lb)

[1] Weight and size information is approximate and for reference only.

System configuration dimensions

Base printer configuration

The base configuration includes the following components:

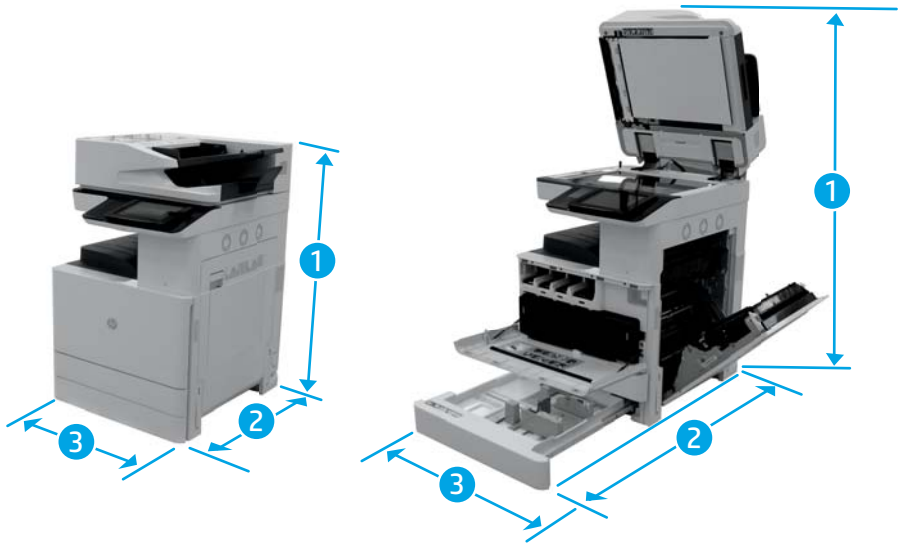


Table 4-2 Dimensions of the E87640, E87650, E87660

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 932.2 mm (36.7 in)	dn models: 775 mm (36.1 in)
	z models: 932.2 mm (36.7 in)	z models: 775 mm (36.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 585 mm (23 in)	dn models: 1134 mm (47 in)
	z models: 585 mm (23 in)	z models: 1134 mm (47 in)
Weight	dn models: 113.1 kg (249.3 lb)	
	z models: 113.1 kg (249.3 lb)	

Table 4-3 Dimensions of the E82540, E82550, E82560

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 932.2 mm (36.7 in)	dn models: 775 mm (36.1 in)
	z models: 932.2 mm (36.7 in)	z models: 775 mm (36.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 585 mm (23 in)	dn models: 1134 mm (47 in)
	z models: 585 mm (23 in)	z models: 1134 mm (47 in)
Weight	dn models: 95.6 kg (210.8 lb)	
	z models: 95.6 kg (210.8 lb)	

Printer with cabinet configuration

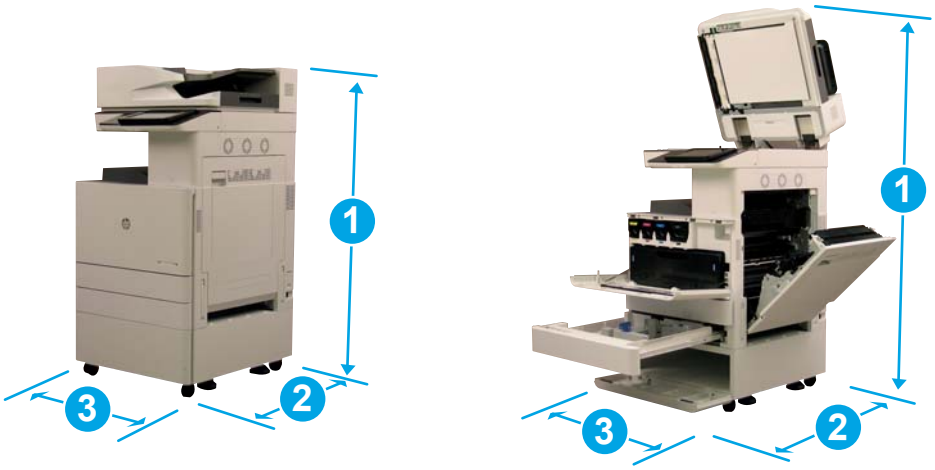


Table 4-4 Dimensions of the E87640, E87650, E87660

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 585 mm (23 in)	dn models: 1134 mm (47 in)
	z models: 585 mm (23 in)	z models: 1134 mm (47 in)
Weight	dn models: 125 kg (275.6 lb)	
	z models: 125 kg (275.6 lb)	

Table 4-5 Dimensions of the E82540, E82550, E82560

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 585 mm (23 in)	dn models: 1134 mm (47 in)
	z models: 585 mm (23 in)	z models: 1134 mm (47 in)
Weight	dn models: 107.5 kg (237.1 lb)	
	z models: 107.5 kg (237.1 lb)	

Printer with booklet finisher configuration

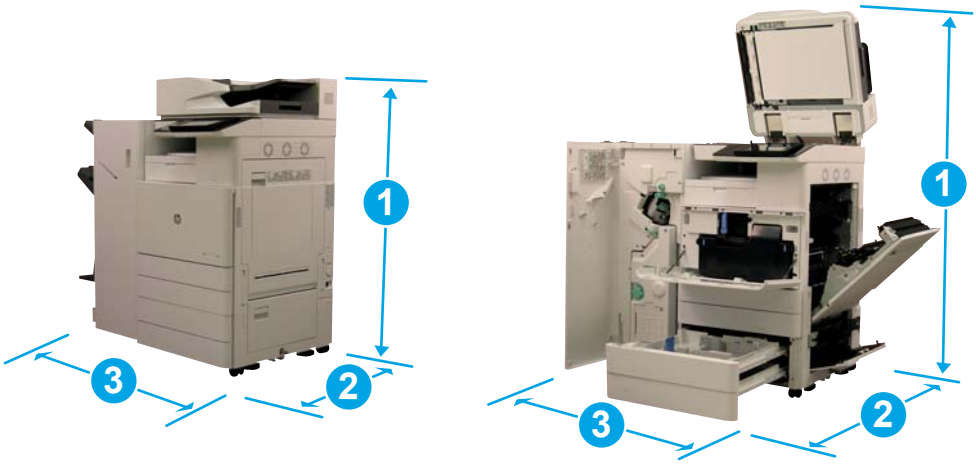


Table 4-6 Dimensions of the E87640, E87650, E87660

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 1588.3 mm (62.75 in)	dn models: 2137.3 mm (86.75 in)
	z models: 1588.3 mm (62.75 in)	z models: 2137.3 mm (86.75 in)
Weight	dn models: 196.1 kg (432.28 lb)	
	z models: 196.1 kg (432.28 lb)	

Table 4-7 Dimensions of the E82540, E82550, E82560

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 1774.1 mm (70.05 in)	dn models: 2679.3 mm (105.75 in)
	z models: 1774.1 mm (70.05 in)	z models: 2679.3 mm (105.75 in)
3. Width	dn models: 1588.3 mm (62.75 in)	dn models: 2137.3 mm (86.75 in)
	z models: 1588.3 mm (62.75 in)	z models: 2137.3 mm (86.75 in)
Weight	dn models: 178.6 kg (393.78 lb)	
	z models: 178.6 kg (393.78 lb)	

Printer with booklet finisher and side HCI configuration

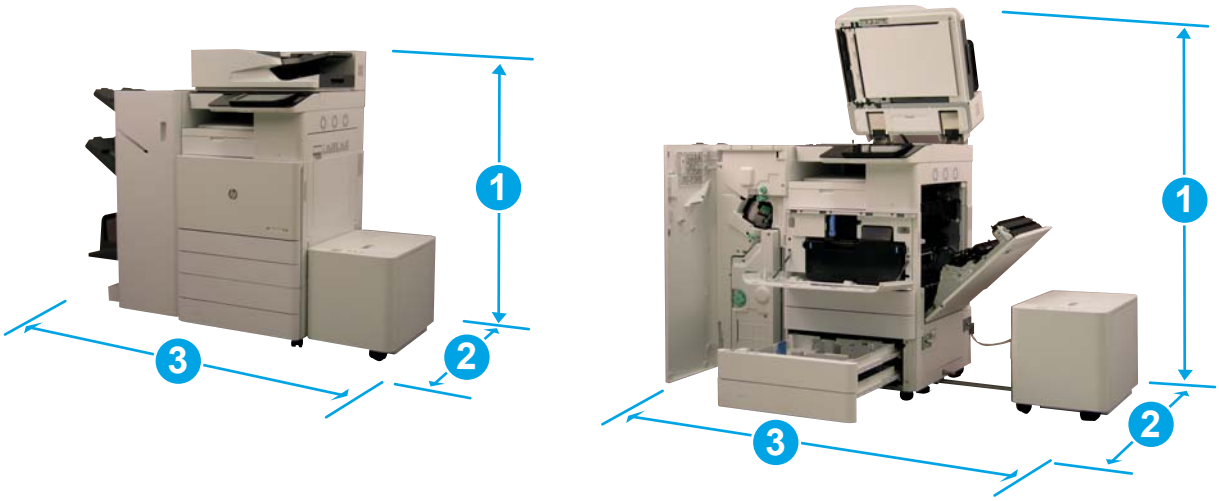


Table 4-8 Dimensions of the E87640, E87650, E87660

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 771.1 mm (30.3 in)	dn models: 1676 mm (66 in)
	z models: 771.1 mm (30.3 in)	z models: 1676 mm (66 in)
3. Width	dn models: 2000.3 mm (79 in)	dn models: 2549.3 mm (103 in)
	z models: 2000.3 mm (79 in)	z models: 2549.3 mm (103 in)
Weight	dn models: 216.16 kg (476.5 lb)	
	z models: 216.16 kg (476.5 lb)	

Table 4-9 Dimensions of the E82540, E82550, E82560

	Normal operating dimensions	Maximum operating dimensions
1. Height	dn models: 1186.2 mm (46.7 in)	dn models: 1029 mm (46.1 in)
	z models: 1186.2 mm (46.7 in)	z models: 1029 mm (46.1 in)
2. Depth	dn models: 1774.1 mm (70.05 in)	dn models: 2679.3 mm (105.75 in)
	z models: 1774.1 mm (70.05 in)	z models: 2679.3 mm (105.75 in)
3. Width	dn models: 2000.3 mm (79 in)	dn models: 2549.3 mm (103 in)
	z models: 2000.3 mm (79 in)	z models: 2549.3 mm (103 in)
Weight	dn models: 198.65 kg (438 lb)	
	z models: 198.65 kg (438 lb))	

Operational clearance space requirements

Make sure the printer is installed in an area with enough space around the device for proper service access and ventilation. The ADF when fully opened requires 20 inches (508 mm) above the level of the top. The back of copier and wall needs proper ventilation.

The following space must be provided around the machine to assure machine performance and proper operations. If any option is installed, provide the additional space for installing it.

NOTE: HP recommends that 18 inches (457.2 mm) be added to the printer sides and front to make sure there is sufficient space to open doors and covers.

- **Rear clearance space:** 18 inches (457.2 mm)
- **Left clearance space:** 18 inches (457.2 mm)
- **Right clearance space:** 18 inches (457.2 mm)

Environmental specifications

Table 4-10 Operating-environment specifications

Environment	Recommended	Allowed
Temperature	15° to 30°C (59° to 86°F)	15° to 30°C (59° to 86°F)
Relative humidity	20% to 80% (RH)	20% to 80% (RH)

NOTE: The operating environment of the printer must remain stable.

Power requirements

Table 4-11 Power requirements

Item	Specification
Input Voltage (Europe)	AC 220—240 V (+/- 10%)
Input Voltage (USA)	AC 110—127 V (+/- 10%)
Input Voltage (AP)	AC 220—240 V (+/- 10%)
Rated Frequency	50/60 Hz (+/- 3%)

Table 4-12 Power consumption

Item	Specification
Ready	Less than 300 Wh
Normal operation	Less than 900 Wh
Max/Peak	Less than 1300 Wh
Sleep	Less than 2.0 Wh
TEC	• E87640: 2.1 kWh • E87650: 2.717 kWh • E87660: 3.05 kWh • E82540: 2.1 kWh • E82550: 2.717 kWh • E82560: 3.1 kWh
Default Sleep Delay Time	2 minutes
Maximum Sleep Delay Time	• E82540, E82550: 60 minutes • E82560: 120 minutes • E87640, E87650, E87660: 60 minutes

5 Staging

- Staging checklists
- Unboxing and basic assembly
- Initial supplies installation
- Initial power on
- Engine adjustments and tests
- Prepare for shipment to customer location
- Repack (from customer site)

Staging checklists

NOTE: Stagers **must take appropriate training** and download and utilize all installation guides in order to do the following steps correctly. Staging is typically performed at an off site location.

NOTE: Assemblers **must** be trained and qualified/certified to perform this activity.

Table 5-1 **Staging (minimum 30 min + options)**

❑	Unbox and inventory miscellaneous items – **4 person lift** (10 mins).
❑	Unbox the tray or cabinet (5 mins).
❑	Unbox the engine (5 mins).
❑	Place the engine on the lower accessory, if ordered – **4 person lift** (2 mins).
❑	Remove the shipping tape and scanner lock (5 mins).
❑	Unpackage and install the toner cartridge(s) (2 mins).

Table 5-2 **Assembly and testing (minimum 55 mins + options)**

❑	Attach the paper handling or other accessories (based on configuration).
❑	Install the imaging unit(s) (5 mins).
❑	Adjust the tray paper guides to the appropriate size for the account.
❑	Load the paper trays and lock the rear guides (5 mins).
❑	Connect the power and LAN cables and turn on the main switch.
❑	Power on and wait for the initial screen (2 mins).
❑	Perform the Late Point Differentiation Configuration (LPDC) (3 min). NOTE: LPDC will be automatically set up after power on. If this fails or no internet is available, the LPDC information will need to be installed manually.
❑	Select a language and set the date/time (1 min)
❑	Update to latest firmware (up to 20 min) CAUTION: All accessories need to be attached to the device before upgrading firmware. After installing accessories the firmware must be updated to make sure the printer firmware is compatible with the accessory.
❑	Print the configuration and demo pages (2 min)
❑	Perform a basic functionality test (10 minutes) – test print, copy, and each accessory
❑	Disassemble the accessories and prepare the printer for transportation (3 min)

Unboxing and basic assembly

For HP Color LaserJet MFP E87640, E87650, E87660 products and the Y1F99A HP LaserJet 2000-sheet HCI.

Click here to view video of this procedure.

For HP LaserJet MFP E82540, E82550, E82560 products and the Y1G16A HP LaserJet Cabinet
Click here to view a video of this procedure..

HP Color LaserJet E87640, E87650, E87660 or HP LaserJet E82540, E82550, E82560 engine

1. Open the box, then remove the packing materials and accessories packed on top of the engine.
2. Lift the box from the engine, then pull down the plastic bag around the engine.

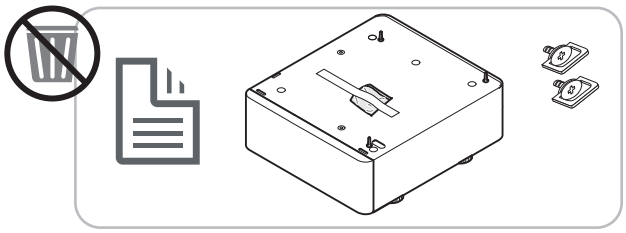
HP LaserJet Dual Cassette Department Feeder (DCF) and HP LaserJet Department Cabinet or 2000-sheet HCI

1. Open the box, and then remove all accessories, manuals, and packing materials on top of the DCF/Cabinet or 2000-sheet HCI.

   ⚠ CAUTION: The DCF/Cabinet or 2000-sheet HCI requires two people to lift.

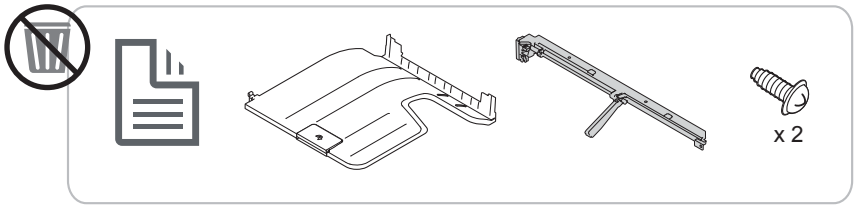
2. Tilt the shipping box on its side, and then carefully remove the DCF/Cabinet or 2000-sheet HCI from the box.
3. Remove the DCF/Cabinet or 2000-sheet HCI from its shipping bag, and then remove all tape and packing materials from the exterior of the DCF and the trays.

   IMPORTANT: Two wingnuts are taped to the top of the 2000-sheet HCI/Cabinet chassis. Retain the wingnuts/alignment pins for installing the engine to the DCF/Cabinet and 2000-sheet HCI.



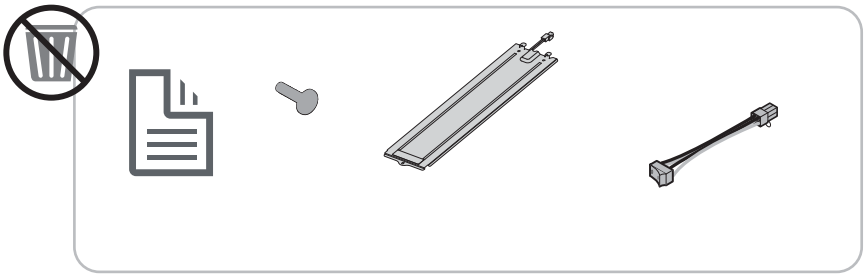
HP Job Separator

- Unpack the job separator.



HP LaserJet Paper Tray Heaters

- Verify the contents of the heaters, and then leave them boxed for the service technician or installer.



Engine preparation

For HP Color LaserJet MFP E87640, E87650, E87660: Click here to view a video of this procedure.

For HP LaserJet MFP E82540, E82550, E82560: Click here to view a video of this procedure.

⚠ CAUTION: The engine assembly is heavy and requires four people to lift.

1. Remove the packaging, such as foam and plastic.
2. Leave the tape on the engine intact.

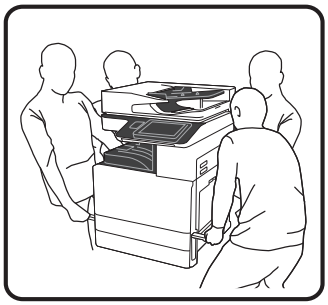
Stacking

For HP Color LaserJet MFP E87640, E87650, E87660: Click here to view a video of this procedure.

For HP LaserJet MFP E82540, E82550, E82560: Click here to view a video of this procedure.

HP Color LaserJet MFP E87640, E87650, E87660 and HP LaserJet MFP E82540, E82550, E82560

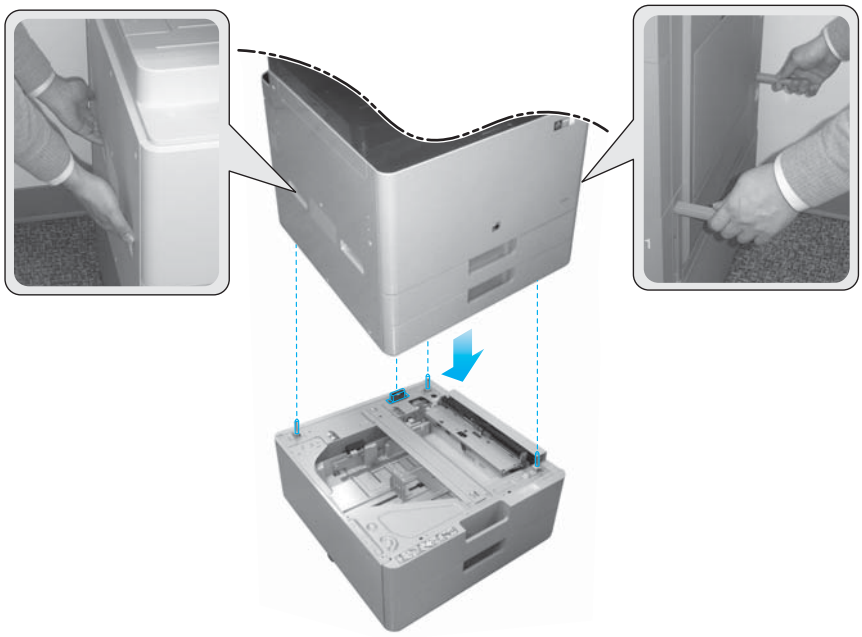
⚠ CAUTION: The engine assembly is heavy and requires four people to lift.



Stacking the engine on the DCF/Cabinet or HCI

1. Install the two black re-usable lifting handles in the hand-holds on the left-side of the printer.
2. Open two lift bars on the right-side of the printer.

3. Carefully lift the engine assembly from each corner, align the engine to the locator pins and connector on the DCF/2000-sheet HCI, and then carefully lower the engine onto the DCF/2000-sheet HCI.



4. Install two thumbscrews for the 2000-sheet HCI and cabinet.
5. Remove the scanner lock screw.

> ⚠ **CAUTION:** The scanner lock screw must be removed prior to powering on the printer.

Staging the side HCI (sHCI)

Click here to view a video of this procedure.

1. Cut the top of the container.
2. Open container for the cabinet.
3. Remove the shipping foam that includes rail, alignment bracket, additional hardware, and screws. Set these aside.

> ⚠ **CAUTION:** The sHCI requires two people to lift out of the container.

4. Tilt carton on its side to allow easier removal of the cabinet from carton.
5. Slide the sHCI out of the carton.
6. Remove plastic bag from the sHCI.
7. Rotate the sHCI to its upright position with casters on the bottom.
8. Remove all shipping material and shipping tape from sHCI.
9. Open top of the sHCI and remove the shipping foam and shipping tape.

> **NOTE:** To remove shipping foam, lift from the bottom of the foam and lift straight up to remove.

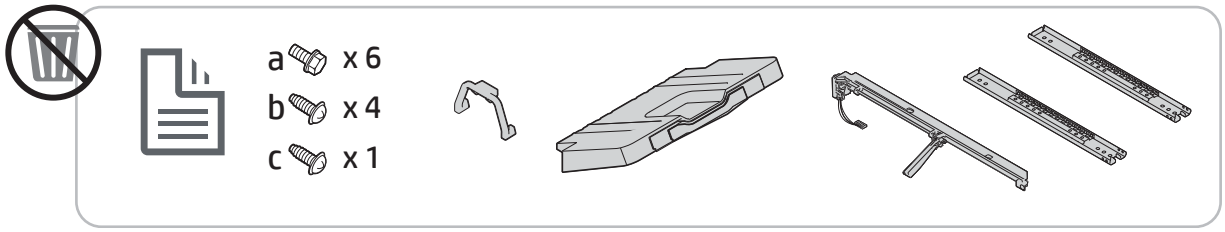
Finishers

HP LaserJet Inner finisher

Click here to view video of this procedure.

▲ Unpack the inner finisher.

NOTE: Some parts may be buried in the packing foam.

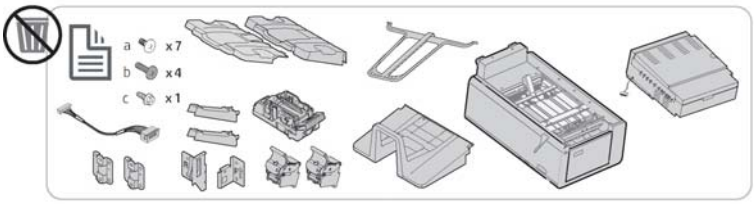


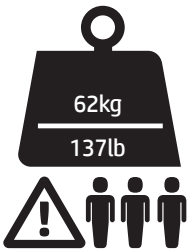
HP LaserJet Booklet Finisher

Click here to view a video of this procedure.

▲ Unpack the booklet finisher.

NOTE: Some parts may be buried in the packing foam.



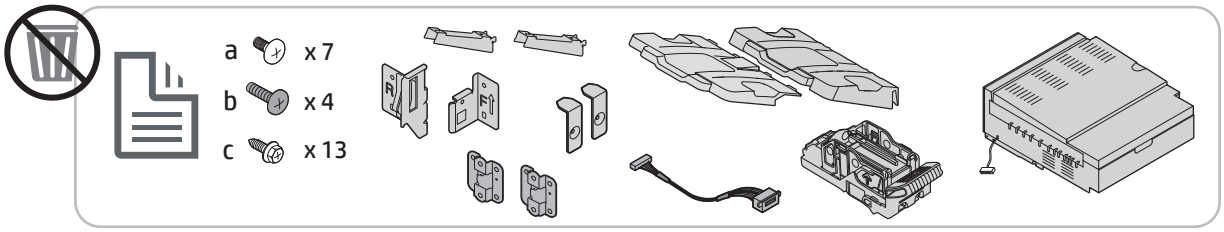


HP LaserJet Stapler/Stacker Finisher

Click here to view a video of this procedure.

▲ Unpack the stapler/stacker finisher.

NOTE: Some parts may be buried in the packing foam.


a x 7
b x 4
c x 13

Initial supplies installation

Install toner

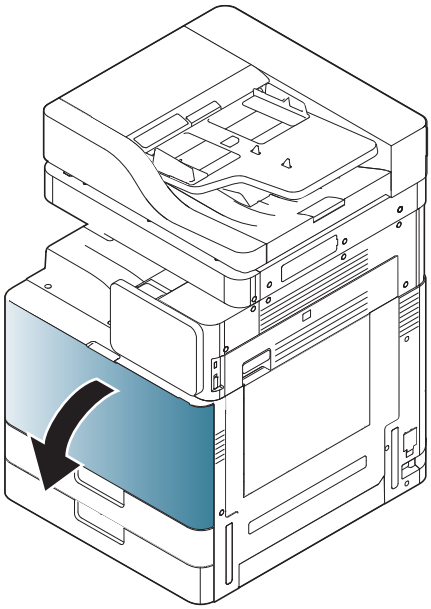
HP Color LaserJet MFP E87640, E87650, E87660

Click here to view a video of this procedure.

NOTE: Follow the instructions on the inside of the printer.

For the latest information on how to install the toner cartridges click here
Click here to view a video for this procedure.

1.



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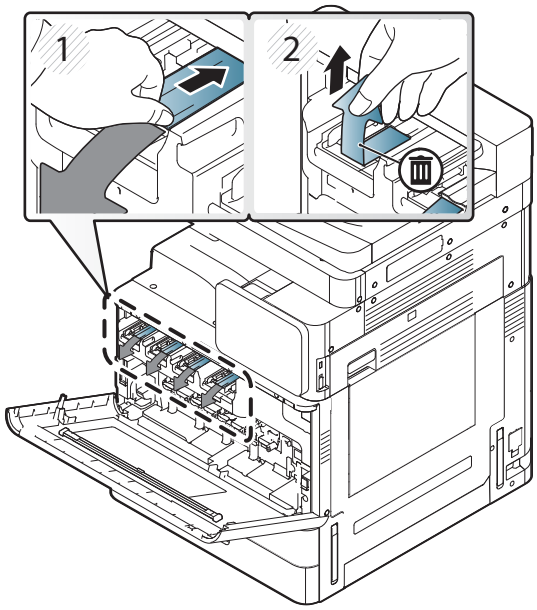

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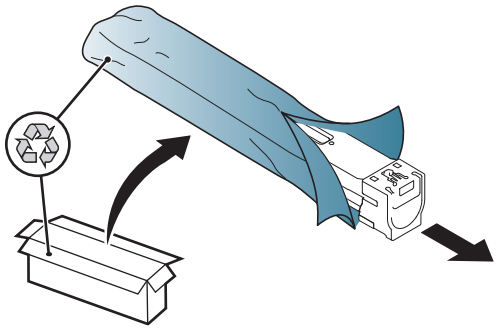
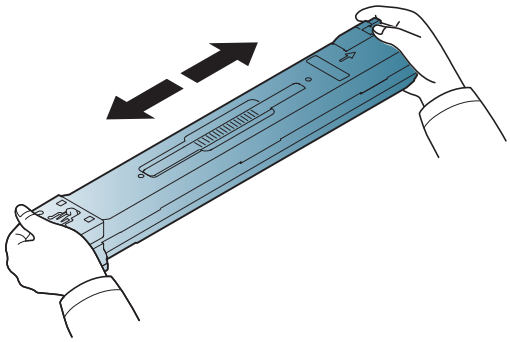
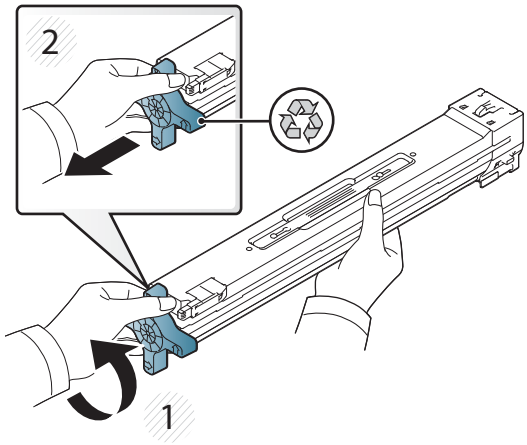


4. Shake the toner cartridge vigorously from side to side at least ten times.

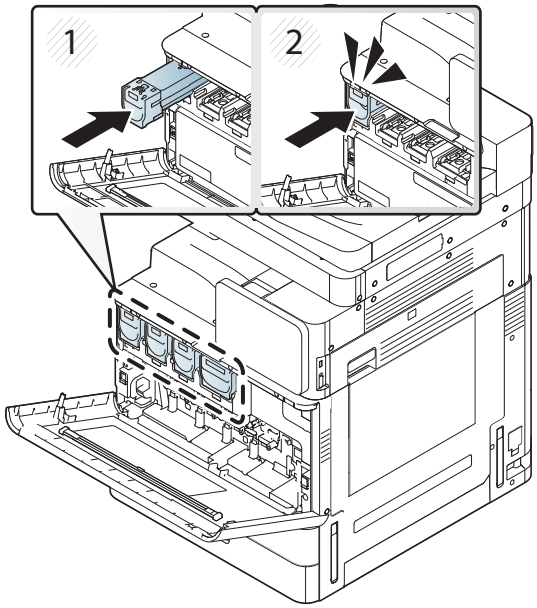
   - Rotate the toner cartridge 90 degrees until the blue top handle is facing away from you, and repeat the shaking process.
   - Rotate the toner cartridge 90 degrees until the blue top handle is facing down and the shutter is facing up, and repeat the shaking process.
   - Rotate the toner cartridge 90 degrees until the blue handle is facing toward you, and repeat the shaking process.



5.



6.



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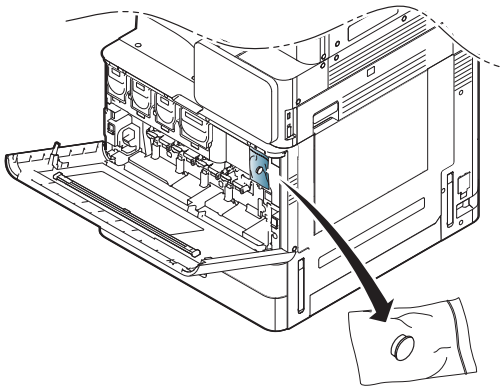

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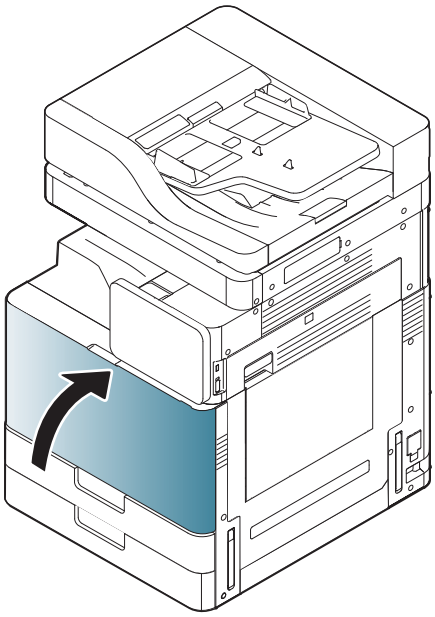
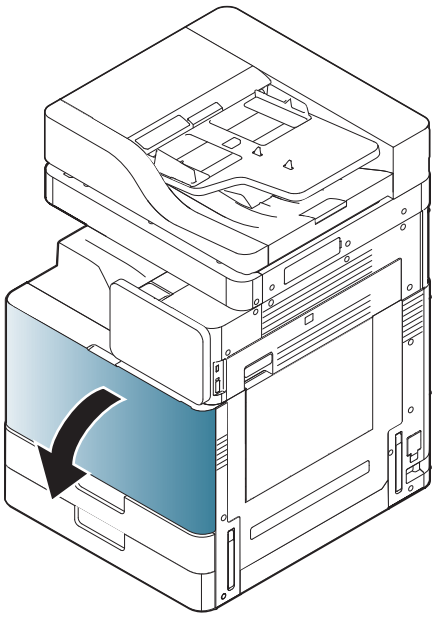


HP LaserJet MFP E82540, E82550, E82560

Click here to view a video of this procedure.

NOTE: Follow the instructions on the inside of the printer.

1.



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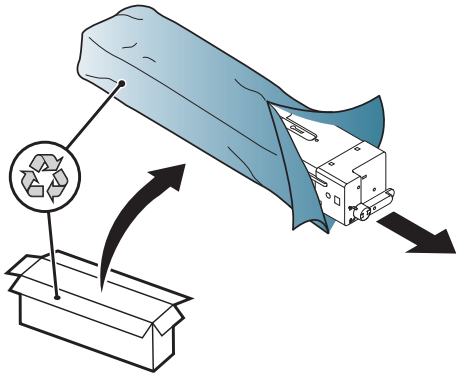
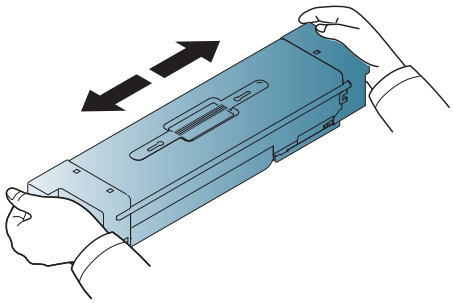
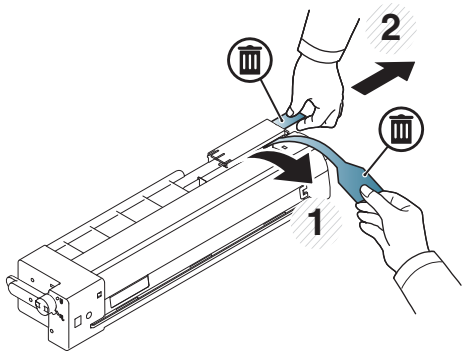


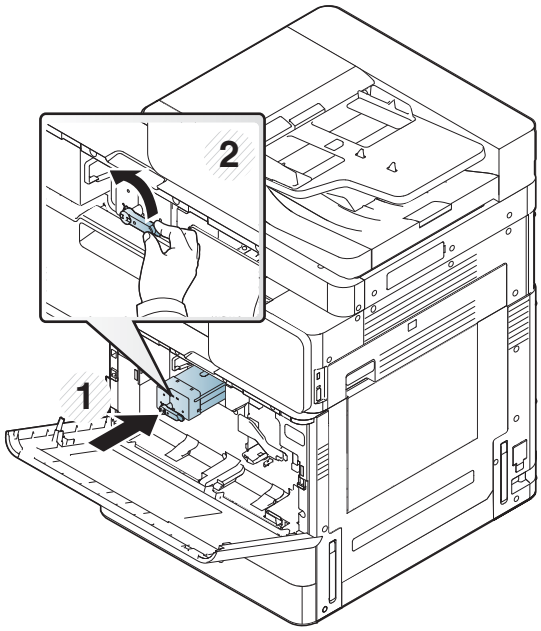
3. Vigorously shake side-to-side the toner cartridge to distribute toner throughout the toner container (about 10 times).



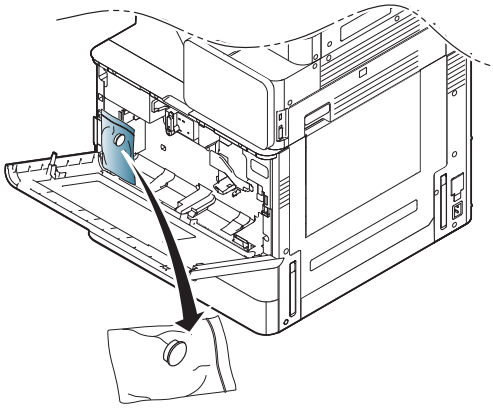
4.



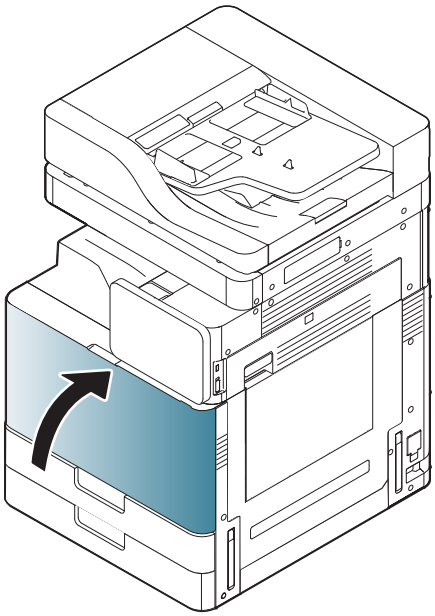
5.



6.



7.



Initial power on

Install imaging drum (HP Color LaserJet MFP E87640, E87650, E87660)

. Click here to view a video for this procedure.

NOTE: The technician must be trained and qualified/certified to perform this activity.

CAUTION: To prevent damage to the printer, use only the power cord that is provided with the printer.

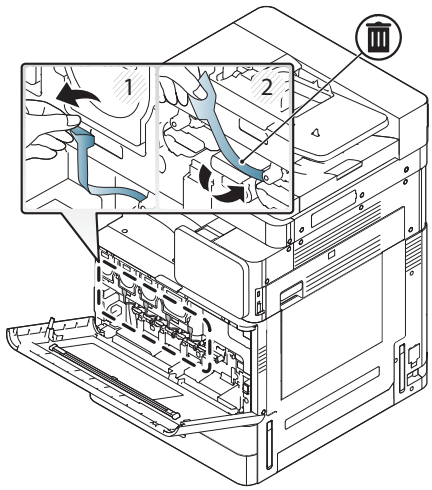
CAUTION: The scanner lock screw must be removed prior to powering on the printer.

A label with the printer voltage rating is located on the back of the printer.

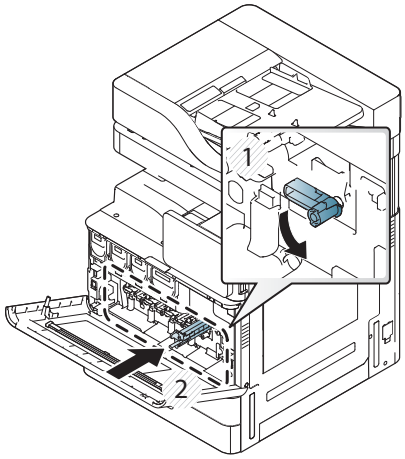
NOTE: Make sure that the power source is adequate for the printer voltage rating. The voltage rating is on the printer label. The printer uses either 110-127 Vac or 220-240 Vac and 50/60 Hz.

1. Remove the shipping material from each of the developing units by pulling the red tape down off the engine and then pull straight out of the developing unit.

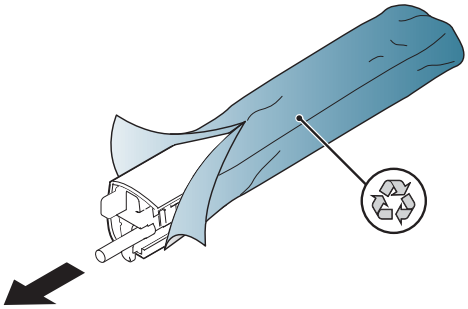
CAUTION: Ensure all shipping tape is removed.



2. Lower the drum lock lever for each color location.

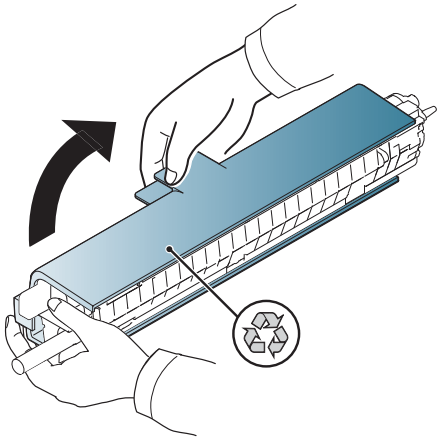


3. Remove the imaging drum from packaging.



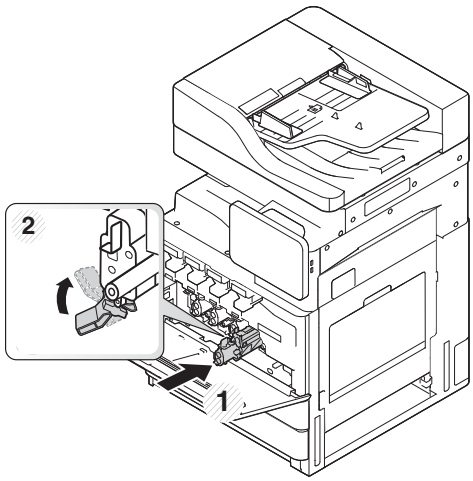
4. Remove the orange plastic cover by flipping image drum over and releasing the two orange tabs at both ends. Remove in the direction of the arrow.

⚠ CAUTION: Do not touch the green drum.



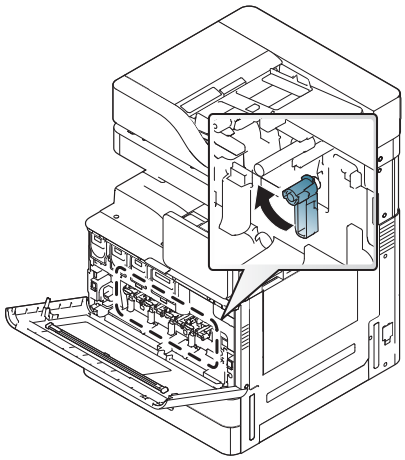
5. Support the imaging drum with one hand on the bottom and one hand holding the handle on the front. Do not use the waste toner connection as a handle.

NOTE: Guide on the right top side of image drum that aligns with a guide inside the engine.

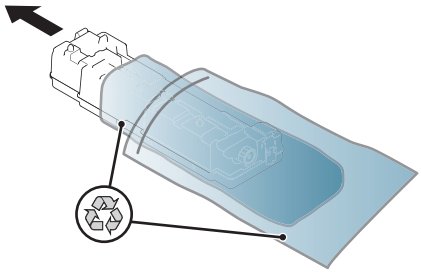


6. Slide into printer using the guide.

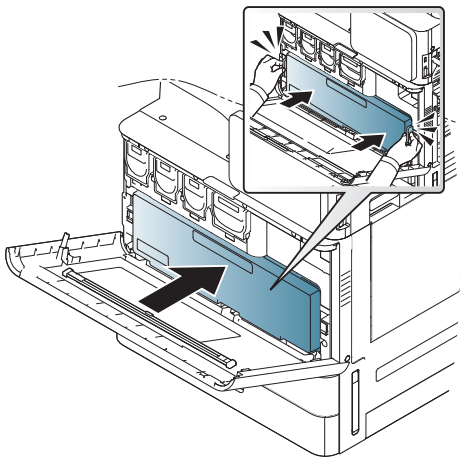
7. Rotate lower lever up to locking position (about 90°)



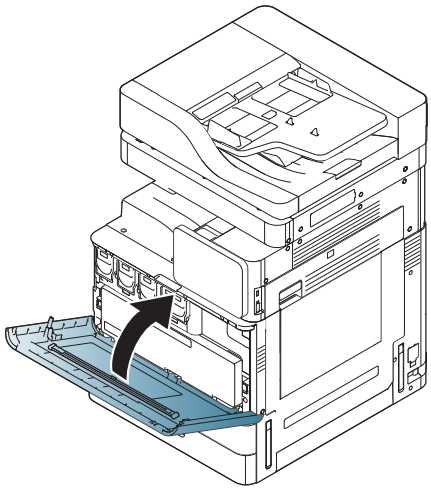
8. Remove toner collection unit from shipping bag.



9. Install the TCU by pushing in on both sides until the tabs snap into place.



10. Close the front door.



Install imaging drum (HP LaserJet MFP E82540, E82550, E82560)

Click here to view a video of this procedure.

NOTE: The technician must be trained and qualified/certified to perform this activity.

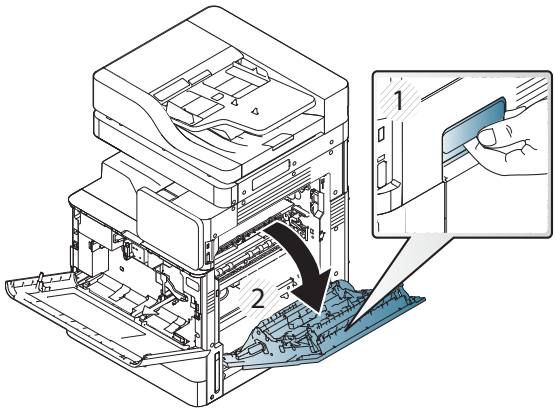
CAUTION: To prevent damage to the printer, use only the power cord that is provided with the printer.

CAUTION: The scanner lock screw must be removed prior to powering on the printer.

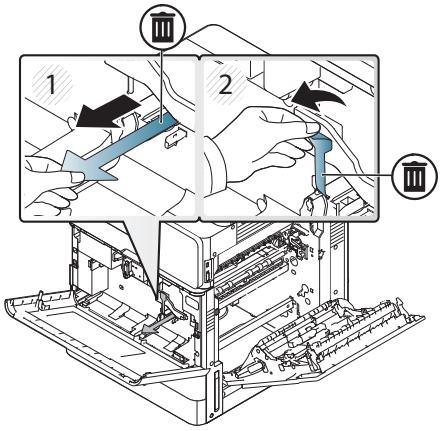
A label with the printer voltage rating is located on the back of the printer.

NOTE: Make sure that the power source is adequate for the printer voltage rating. The voltage rating is on the printer label. The printer uses either 110-127 Vac or 220-240 Vac and 50/60 Hz.

1. Open the right door by grasping latch and releasing in the direction of the arrow.

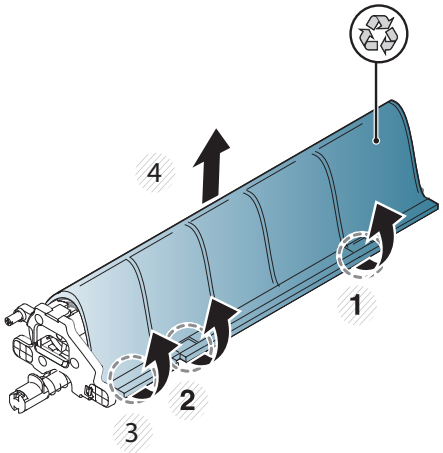


2. Remove red tape pull straight in direction of the arrow. Remove second shipping material from the developing unit by pulling the red tape down off the engine and then pull straight out of the developing unit.



3. Remove image drum from shipping bag. Remove orange shipping material from drum, release tabs on center (callout 2) and at each ends (callout 1,3) to release orange shipping material (callout 4).

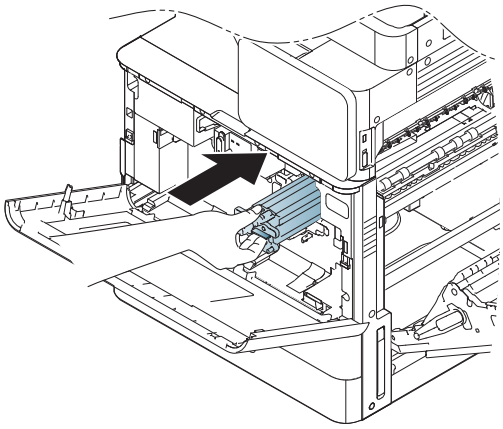
⚠ CAUTION: Do not touch the green drum and reduce its exposure to light.



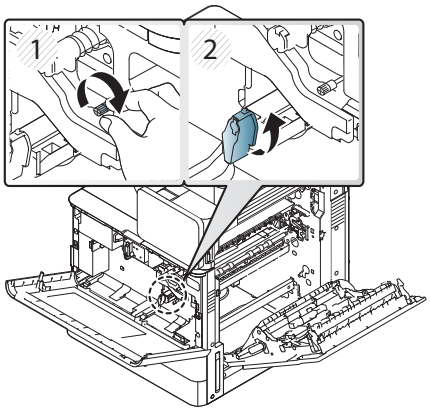
4. Underneath, there is a plastic handle located in the middle to assist in the installation into engine.

▲ Install image drum in the upper opening in the engine.

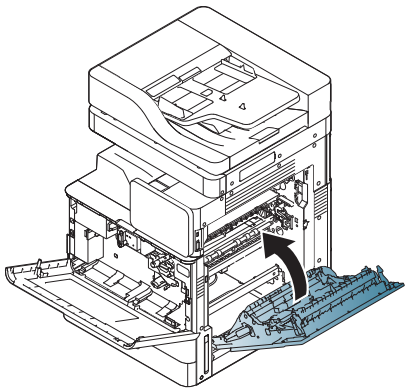
⚠ CAUTION: Verify the guide on top of the imaging drum is properly aligned to the guide inside the engine before pushing. If it is not, the drum will be scratched.



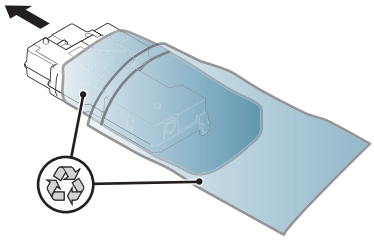
5. Screw in thumbscrew located on the left side and rotate the developing unit lock lever up.



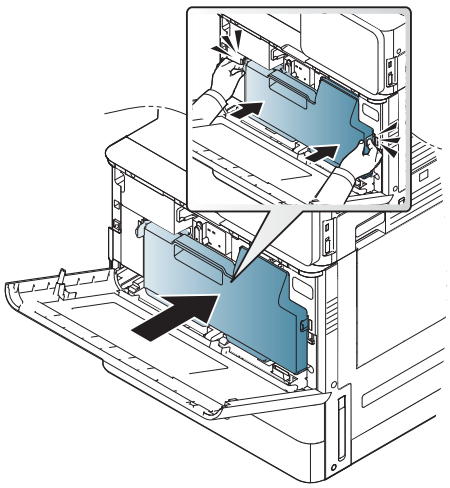
6. Close the right door.



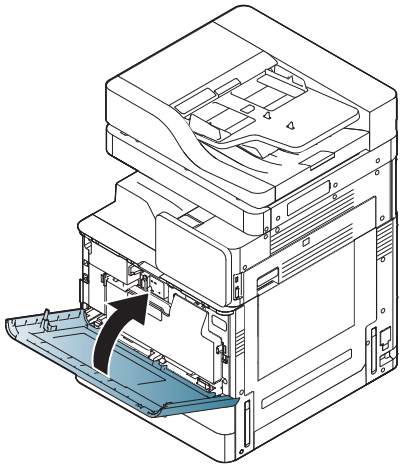
7. Remove Toner Collection Unit from shipping bag.



8. Install by pushing in on both sides until the tabs snap into place.



9. Close the front door.



Engine adjustments and tests

Load paper in trays and input devices

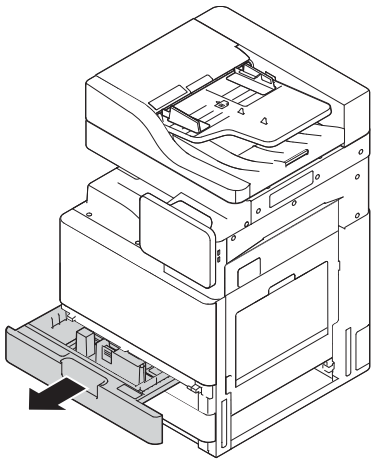
NOTE: Make sure all shipping tape and other packing materials are remove from the tray before loading paper.

NOTE: Make sure to keep the paper tray labels for installation on the tray front panel.

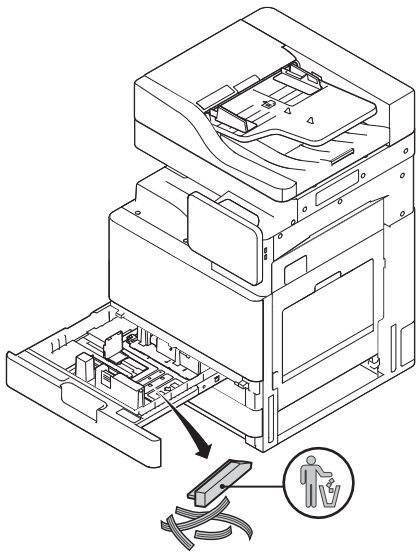
NOTE: The trays default configuration is set to A4 paper size. If using letter paper size, adjust the guides for letter size.

Loading paper in trays on the printer

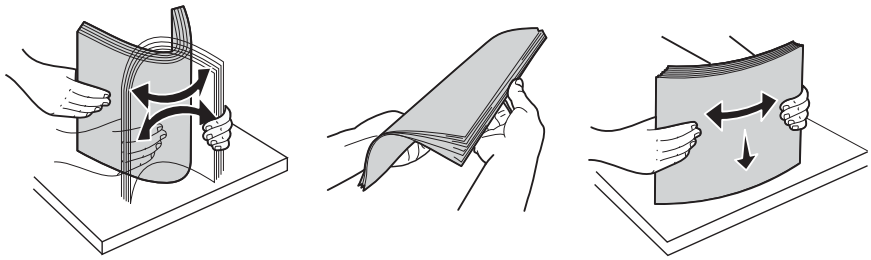
1.



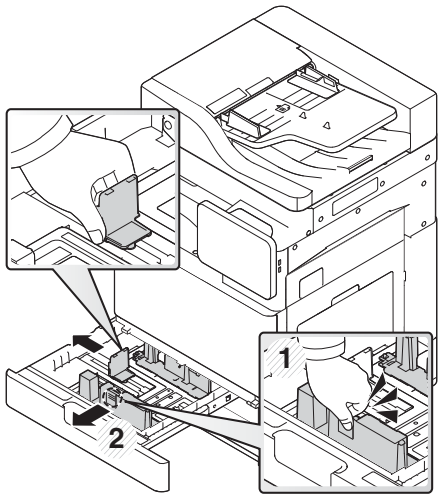
2.



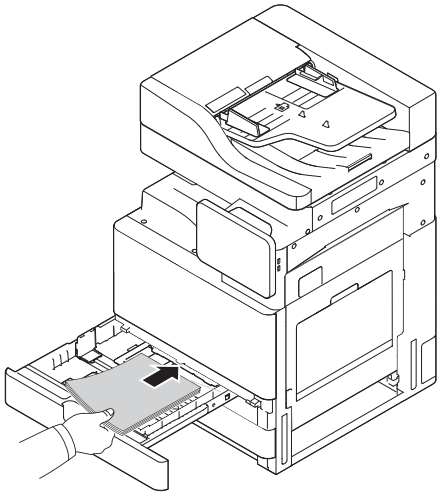
3.



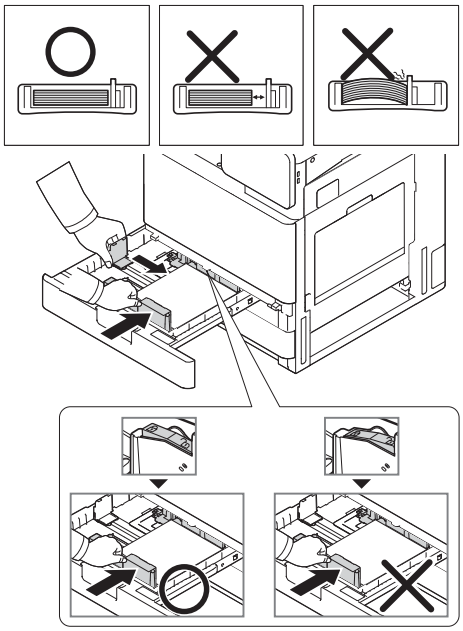
4.



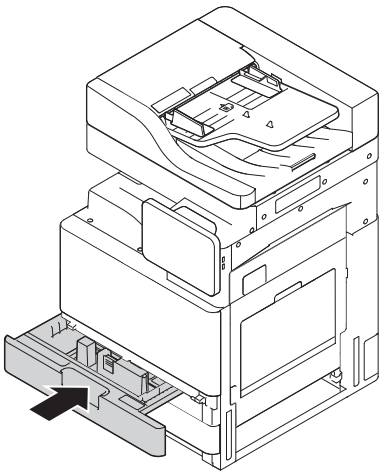
5.



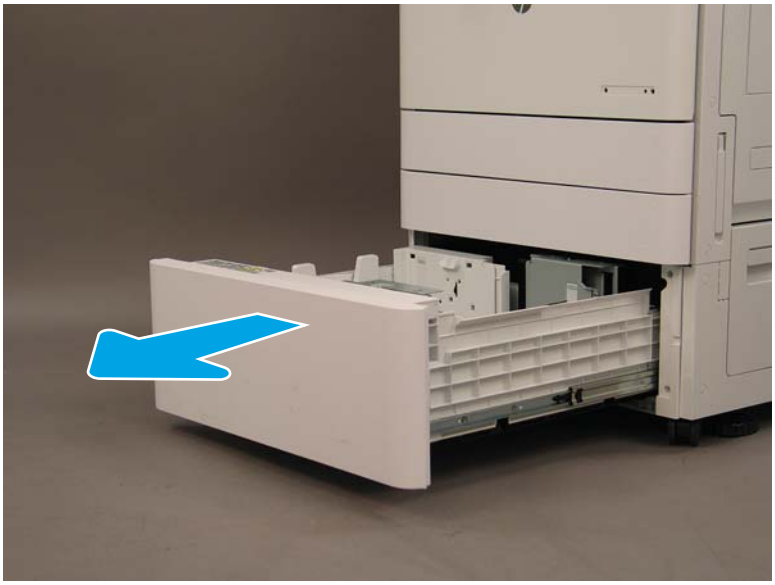
6.



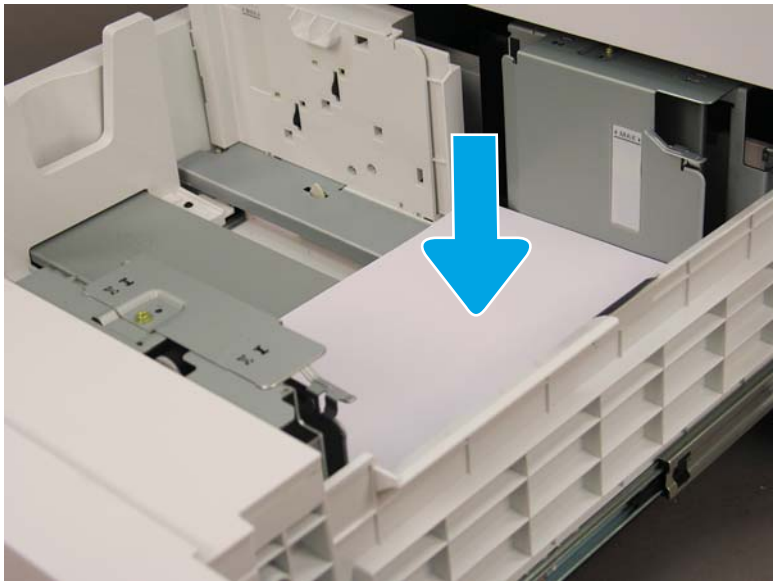
7.



Loading paper into the HCI (bottom)

1. 

2.

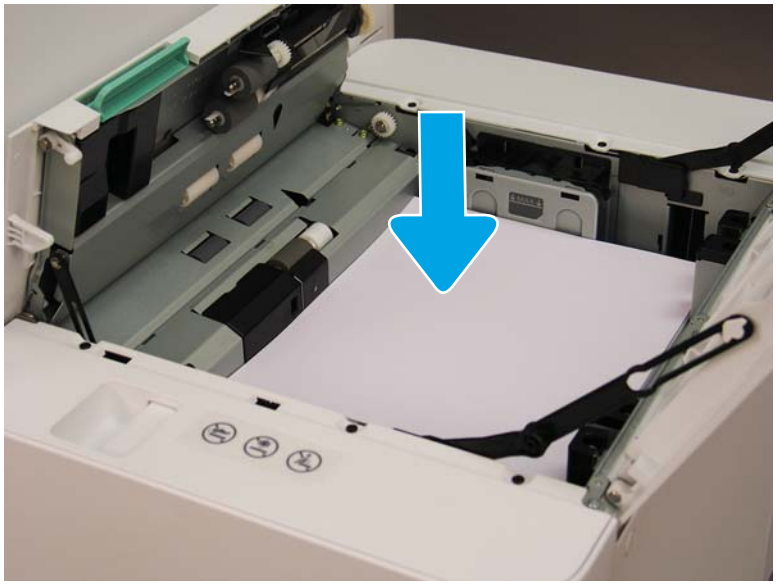


Loading paper into the sHCI

1.

2.

3.



Prepare for shipment to customer location

Table 5-3 Transportation preparation

❑	Power down and disconnect all finishing devices.
❑	Separate the engine and input/output devices.
❑	For long distance transportation, reinstall the scanner lock screw.
❑	Leave the attachment brackets in place. NOTE: If the attachment brackets for the finisher are left in place, be careful not to damage them when securing the device during transport. NOTE: If attachment hardware for sHCI is left in place, the attachment rail must be secured under the device by using packing tape at both ends.
❑	Retract stabilizer feet on bottom of the units for move.
❑	Protect the casters.
❑	Reinstall the shipping lock on the Booklet Finisher.
❑	HP recommends placing the finishers on pallet for transportation.
❑	Arrange for local shipping. ❑ Verify truck shipment requirements. ❑ Verify securing requirements.
❑	Blanket wrap the engines and make sure they are properly strapped to the truck.
❑	Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.
❑	When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.

Repack (from customer site)

Local move

Table 5-4 Transportation preparation

❑ Power down and disconnect all finishing devices.	
❑ Separate the engine and input/output devices.	
❑ For long distance transportation, reinstall the scanner lock screw.	
❑ Leave the attachment brackets in place. NOTE: If the attachment brackets for the finisher are left in place, be careful not to damage them when securing the device during transport. NOTE: If attachment hardware for sHCI is left in place, the attachment rail must be secured under the device by using packing tape at both ends.	
❑ Retract stabilizer feet on bottom of the units for move.	
❑ Lock the scanner and lock the booklet finisher with support rod.	
❑ Protect the casters.	
❑ Reinstall the shipping lock on the Booklet Finisher.	
❑ HP recommends placing the finishers on pallet for transportation.	
❑ Arrange for local shipping.	❑ Verify truck shipment requirements. ❑ Verify securing requirements.
❑ Blanket wrap the engines and make sure they are properly strapped to the truck.	
❑ Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.	
❑ When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.	

Long distance move

NOTE: If the product will be transported more than 500 miles, transported by air, or placed in storage more than 30 days, contact the factory for recommendations.

Table 5-5 Long distance move

❑ Air freight	❑ Long distance truck shipment
❑ Power down and disconnect all finishing devices.	
❑ Separate the engine and input/output devices.	
❑ For long distance transportation, reinstall the ADF scanner lock screw.	

Table 5-5 Long distance move (continued)

❑ Leave the attachment brackets in place. NOTE: If the attachment brackets for the finisher are left in place, be careful not to damage them when securing the device during transport. NOTE: If attachment hardware for sHCI is left in place, the attachment rail must be secured under the device by using packing tape at both ends.	
❑ Retract stabilizer feet on bottom of the units for move.	
❑ Install the scanner lock and the support lock for the booklet finisher.	
❑ Protect the casters.	
❑ Reinstall the shipping lock on the Booklet Finisher.	
❑ HP recommends placing the finishers on pallet for transportation.	
❑ For long distance transportation, HP recommends crating the printers and accessories or using pallets with heavy padding.	
❑ Arrange for long distance shipping.	❑ Verify truck shipment or air freight requirements. ❑ Verify securing requirements.
❑ Whenever rolling over any rough surface (asphalt, cobble stones, and other rough surface) lay down 4 x 8 sheets of 1/4 in hardboard.	
❑ When transporting across gaps use appropriate support devices to make sure the transportation of the printer is smooth.	

6 Late point differentiation configuration (LPDC)

- LPDC installation steps

NOTE: The LPDC procedure has two components that must be performed by a trained person during the device install, staging or setup process.

NOTE: Up to a 24 hour delay from the time the unit is shipped to when the license becomes available in the cloud. You will be unable to download the license to the device until the license is available.

LPDC installation steps

Automatically download and transfer speed license

1. Connect the device to the power source but do NOT connect the network cable yet.
2. Turn on the device, wait for the Setup Wizard to display, and then configure each setting.
3. Allow the device to finalize the initialization and internal communications.
4. Print a configuration page and make sure that the device is working.
5. Manually update the device firmware using the USB flash drive but do NOT connect the network cable.

   NOTE: Do not skip this step.

6. Make sure all accessories are installed before upgrading firmware. This is the only way to update the firmware on the accessories.

   NOTE: Accessories might not update automatically if attached later.

7. Wait for the device to complete the firmware update process. The device will automatically reboot several times and might take up to 30 minutes to complete. Be patient and do not interrupt the firmware process.
8. After the device comes to a Ready state, wait another 10 minutes to allow the device firmware to finish copying firmware to all the PCAs.
9. Print a configuration page and make sure the firmware has been updated correctly and confirm that LPDC status is “Not configured (XX, XX, XX)”.
10. Turn the device off from the front and then power off the main switch off.

    NOTE: The device speed cannot be changed after it is set by the LPDC license. The device serial number is locked to the speed setting based on what was ordered by the customer and is placed in HPI’s license activation site located in the cloud.

11. Connect the network cable to the device.
12. Turn the device on and wait for it to reach the Ready state.
13. Make sure the printer has a valid IP address and working internet connection. A proxy server may need to be configured at this time in EWS or directly input into the control panel menu.
14. Wait for the LPDC process to start automatically within 10 minutes of having a working internet connection.

    NOTE: The device will reboot automatically after the LPDC process is complete and the device configurations will be reset.

15. When the Setup Wizard displays, re-configure each of the settings.
16. Wait another 5 minutes to allow the device to finish the LPDC process.
17. Print another configuration page and make sure that the LPDC is configured with the correct license speed, and make sure the device model number is correct. The device product model will change to the ordered model number. In the LPDC status the first number in the parentheses (x) will be either (0, 1 or 2”. 0 corresponds to the slowest speed,; 1 is the middle speed; and 2 is the fastest speed. This conforms LPDC has been completed.

NOTE: The status will read **LPDC Configured** either a (0), a (1), or a (2) after it.

If not internet connection is available or the LPDC process is not possible via the network connection, the speed license can be downloaded to the USB flash drive and then manually transferred to the printer.

Download the speed license manually (USB flash drive)

1. Make sure the network cable is disconnected from the device.
2. Press the power switch on the front of the device, wait for the device to power off, and then turn of the main power switch on the device.
3. Download the speed license to the USB flash drive.
   a. With an internet connected PC, open a browser and go to the **HP Jet Advantage Management (JAM) Activation site** https://activation.jamanagement.hp.com/redirect?ReturnUrl=%2F#!/.
   b. Type the HP Passport sign in credentials including the UserID and password.
   c. Wait to be directed back to the JAM Activation site and then type the following information:

   NOTE: If the following information is available, type the individual serial number and either the generic model number “X3AxxA” or ordered speed model number “X3AxxA”, or the “Z8Zxx” speed model.

   If the model and serial number is not available and the customer number and SAP PO number are known, it can also be entered here.

   - Sold to number or CBN (customer number).
   - SAP order number.

   d. Select the **Get license** button next to the device SN# to download the LPDC license file.

   NOTE: Use the ‘edit find’ function to quickly find the device’s serial number.

   e. Save the file to the root directory of the USB flash drive that has been FAT32 formatted.
4. Transfer the license information with the device at ready state, then what you have in A.
   a. With the device at a Ready state, insert the USB flash drive into the walk up USB port on the device (formatter or HIP USB).
   b. Make sure the control panel acknowledges that a USB flash drive has been installed (a quick message will appear on the control panel), then turn the device OFF.
   c. Turn the device ON, and then wait for the device to reach a Ready state.

   NOTE: If the USB flash drive is not detected, remove the USB flash drive, turn device off, reinsert the USB flash drive, and then try again.

   d. Wait for the LPDC process to complete (1–2 minutes).
   e. Wait for the device to reboot automatically.
   f. When the Setup Wizard displays, re-configure each of the settings.
5. Wait another 5 minutes to allow the device to finish the LPDC process.

6. Print a configuration page and make sure the LPDC is configured with the correct license speed, and make sure the device model number is correct.

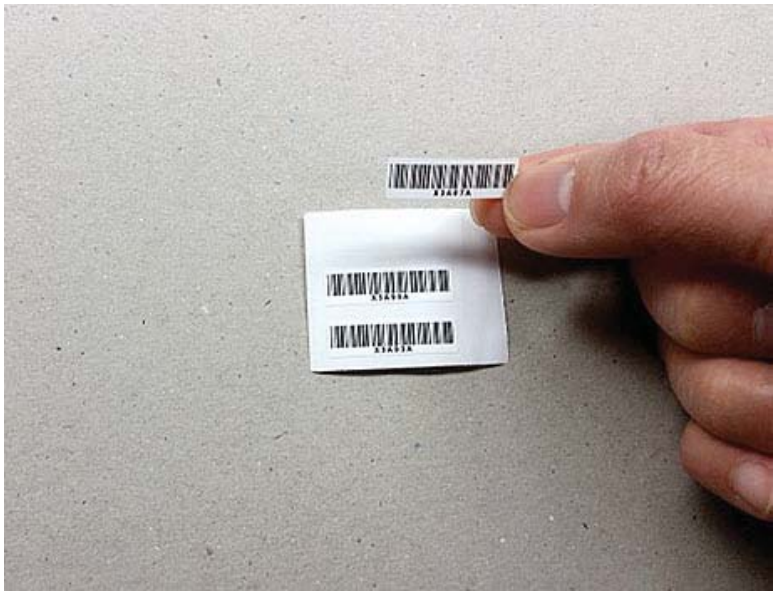
7. Connect the network cable.

Install the model nameplate and barcode label

1. Locate the large bag containing the CD, power cord, tray labels, etc.

2. Inside the large bag , locate the smaller bag containing the three HP LaserJet model nameplates and three “XA3” barcodes.

3. Select the appropriate ‘XA3” bar code label that accurately corresponds with the pre-determinded engine speed listed on the configuration page.



4. Remove and then discard the barcode afixed inside front cover.

5. Select the appropriate model nameplate that accurately corresponds with the pre-determined engine speed listed on the configuration page.

6. Install the model number nameplate on the front door of the device (snaps into place).

Process notes, cautions, and miscellaneous

Support information

- SKUs are shipped at the slowest speed.
- LPDC: Engine speed should be set when the printer is unboxed and first installed.
- Engine speed configuration is provided from HP cloud service as an LPDC license.
  - The license contains values of the model name and speed that are stored on the Formatter.
  - The license is signed by HP and validated by firmware.
  - The license is locked to a specific printer via HP immutable identity and HP serial number that cannot be changed.
  - The printer will continue to look for speed setting for 10 minutes after the device has come to a Ready state. Each time the device is rebooted, it will look for speed until it completes a successful LPDC process.
  - NOTE: Printer checks for USB after start up once after entering UI ready.

    NOTE: Printer checks the cloud once per minute for ten minutes after the USB check.
  - HP immutable identity is tied to a private key and secured on a trusted platform module (TPM) on the printer MSOK.
  - Printer automatically obtains license from an HP Cloud Server when first turned on and connected to the internet.
  - If the printer connected to internet is behind a firewall using a proxy server and port address, it will need to be configured in EWS or the control panel prior to using the automatic cloud LPDC process.
- After the LPD license is installed, all customer settings on the printer are set back to the factory defaults.

7 On-site final setup

- On-site final setup checklist
- Clean laser scanner assembly after setup (HP Color LaserJet MFP E87640, E87650, E87660)
- Check the vertical gap between engine and finisher
- Load paper trays
- Install paper tray labels
- Staples
- Print and copy tests

On-site final setup checklist

Table 7-1 On-site final setup checklist

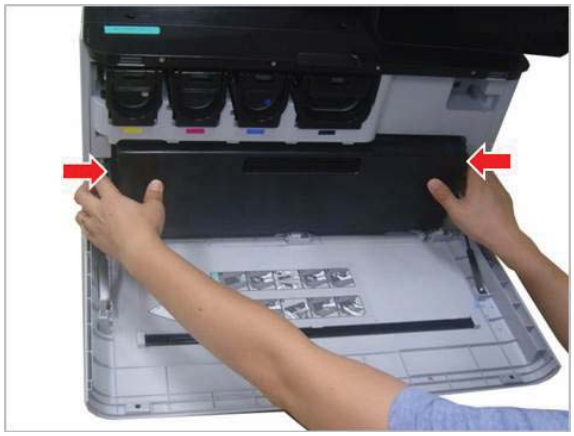
❑	Remove any shipping materials or brackets that were installed for shipment after the device was tested during the installation process.
❑	Reinstall any input or output devices/finishers.
❑	Clean the laser scanner assembly window.
❑	Clean the scanner glass.
❑	Check the vertical gap between the engine and finisher, if installed.
❑	Load paper in trays.
❑	Label paper trays, if required.
❑	Load staples.
❑	Perform print and copy tests.

Clean laser scanner assembly after setup (HP Color LaserJet MFP E87640, E87650, E87660)

Cleaning the laser scanner assembly window (HP Color LaserJet MFP E87640, E87650, E87660 only)

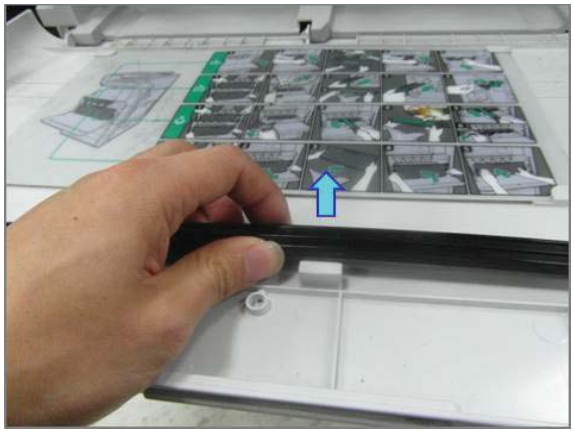
1. Open the front cover and remove the toner collection unit (TCU).

Figure 7-1 Remove the TCU



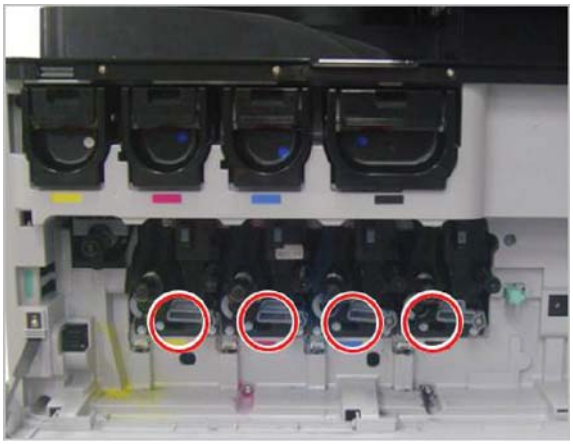
2. Remove the laser scanner assembly window cleaning tool located on the front cover.

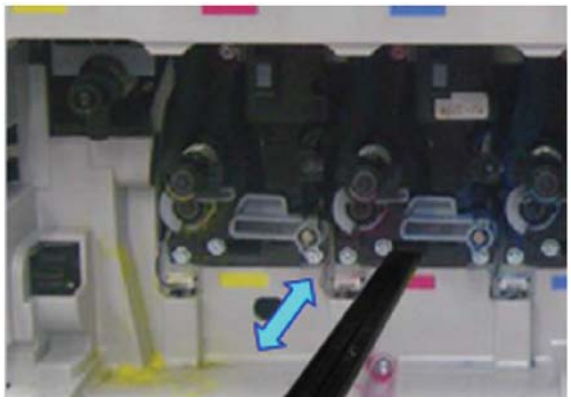
Figure 7-2 Remove laser scanner assembly window cleaning tool



3. Insert the laser scanner assembly window cleaning tool into each color entrance.

Figure 7-3 Laser scanner assembly color entrances





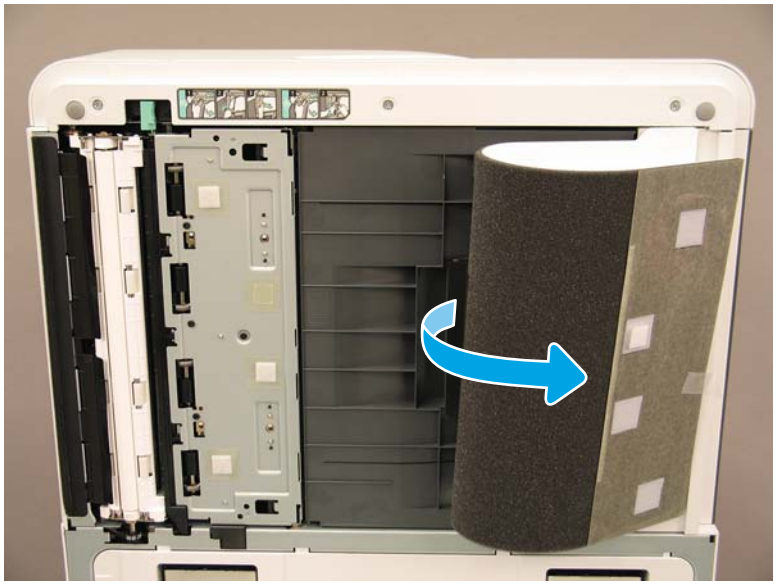
4. Slowly remove and reinsert the cleaning tool.
5. Repeat step 4 at least four times for each laser scanner assembly window.

Cleaning the flow document feeder white bar and CIS

1. Open the ADF unit, and peel back the white backing.

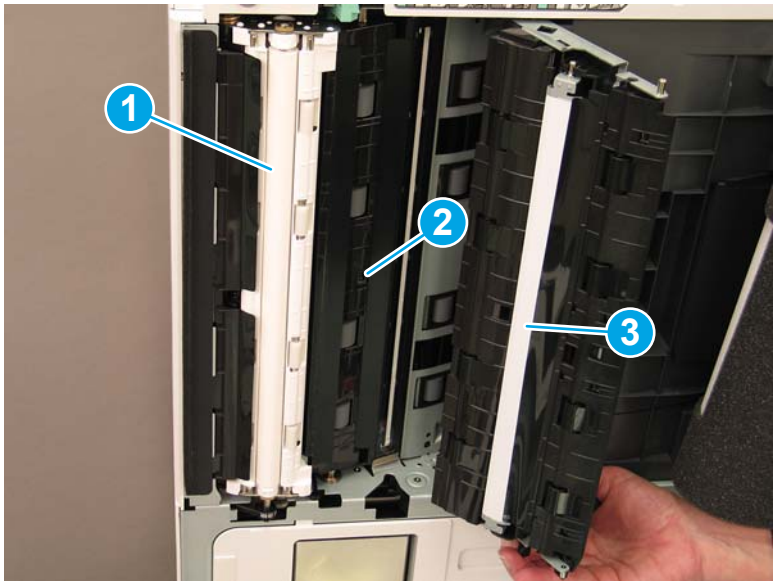
⚠ CAUTION: Do not bend or fold white foam backing generating a crease in the white foam backing.

Figure 7-4 Open ADF unit



2. Clean the simplex white bar (callout 1), the CIS (callout 2), and the duplex white bar (callout 3) using a soft, lint-free, clean cloth.

Figure 7-5 Clean ADF white bar

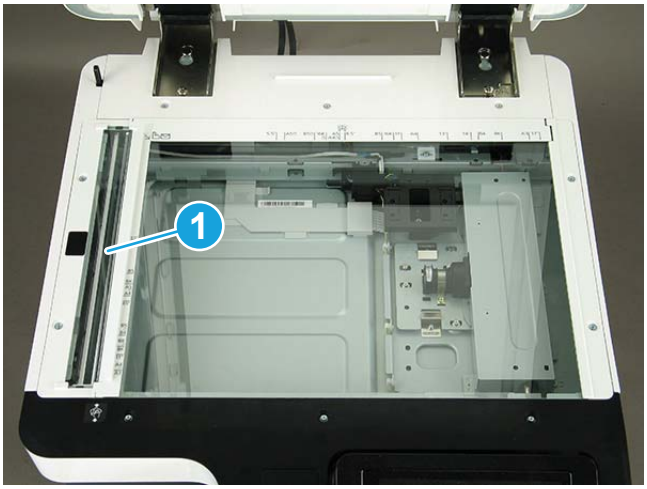


Cleaning the scan glass

▲ Open the flow document feeder unit. Clean the scanner glass (callout 1) using a soft, lint-free, clean cloth.

NOTE: Make sure to clean the main scanner glass area.

Figure 7-6 Clean the scanner glass



Check the vertical gap between engine and finisher

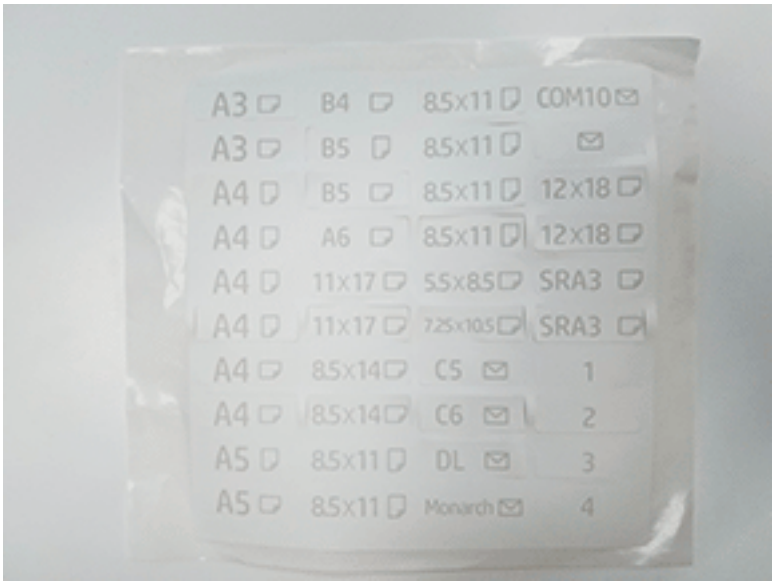
Check the vertical gap between the finisher and engine. If the space is not equal at top and bottom, adjust the casters on the finisher to make the gap even.

Load paper trays

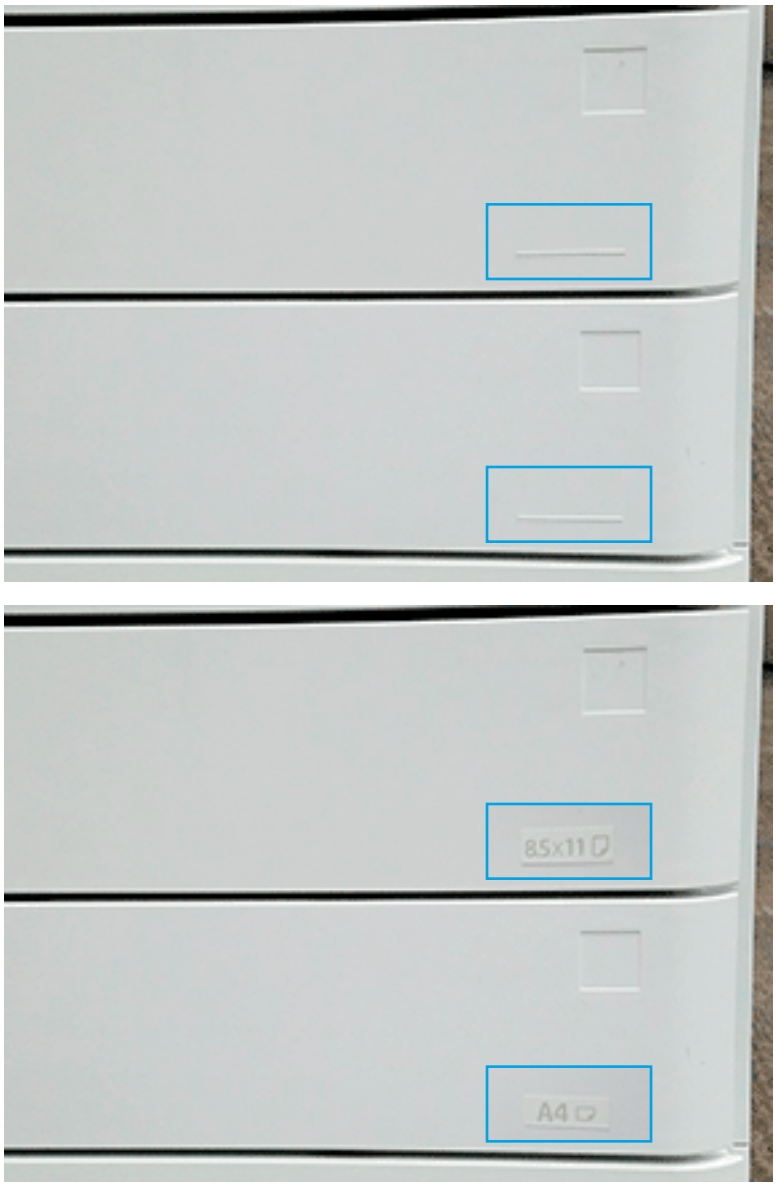
NOTE: See the *Load paper in trays and input devices* in the *Engine adjustments and tests* in the Staging section for detailed instructions.

Install paper tray labels

1. Locate the appropriate label size.



2. Locate the embossed line on the lower right of the tray and apply the label.



Staples

NOTE: See the *Staples* task in the *Complete installation procedures* section for detailed instructions.

Engine firmware upgrade after installing finisher

CAUTION: After installing any accessory the firmware must be updated to make sure the printer firmware is compatible with the accessory.

1. Perform the firmware upgrade.
2. Verify the new finishing accessory is recognized and available.

Print and copy tests

1. Print a configuration page.
2. Print a color page. (HP Color LaserJet MFP E87640, E87650, E87660 only)
3. Run at least one single and one double sided copy.
4. Run at least one scan to USB, if active. (Applies to all models.)
5. Run print output to verify the stapler stacker and/or booklet maker is functioning properly, if installed.

8 Complete installation procedures

- Cabinet stand and dual cassette feeder (DCF) installation
- 2000-sheet HCI
- Install the 3000-sheet sHCI
- Installing tray heater in a HP LaserJet 2000-sheet HCI
- Finishers
- Stabilization Chocks

Cabinet stand and dual cassette feeder (DCF) installation

Install the cabinet on the HP LaserJet MFP E82540, E82550, E82560

Click here to view a video of this procedure.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

⚠ CAUTION: The engine assembly is heavy and requires four people to lift.

Table 8-1 Cabinet installation

❑	Unbox the cabinet.
❑	Install three alignment pins on top of the cabinet.
❑	Locate and set aside the two thumbscrews for later.
❑	Unpack the MFP.
❑	Remove the packing foam and tape.
❑	Remove the scanner support bracket.
❑	Remove the package containing the imaging unit and set aside.
❑	Locate and install two lift assist handles on the left side of the MFP. CAUTION: The device weighs 113.1 kg (249.3 lbs).
❑	Use four people to lift the device and carefully align on the cabinet.
❑	Remove the lift assist handles.
❑	Remove the remaining tape and packing foam from the device.
❑	Remove the foam shipping block from the MP tray (Tray 1).
❑	Remove the packing materials from the trays and then remove the trays.
❑	Install the two thumbscrews to secure the MFP to the cabinet.
❑	Reinstall the trays.
❑	Remove the protective film from the logo on the front door.
❑	Remove the scanner lock screw and label and install the screw cover.
❑	Open the front door.
❑	Remove the seal from the toner cartridge opening.
❑	Remove the developer unit shipping support.
❑	Pull down then straight out to remove the developer unit shipping seal.
❑	Verify the seal is not torn and no pieces are left attached to the developing unit shutter.
❑	Unpack the toner cartridge and locate the two seals.
❑	Pull DOWN to remove the seal on the bottom. Pull OUT to remove the seal at the rear.
❑	Shake the toner cartridge to distribute the toner.
❑	Install the toner cartridge and while holding IN, rotate the handle to the left to lock the toner cartridge into place.

Table 8-1 Cabinet installation (continued)

❑	Open the right door – this removes the interlock blocking the drum unit opening.
❑	Remove the drum from the foam packing.
❑	Cut open the black protective bag and remove the drum unit.
❑	On the orange cover, locate the arrows numbered 1, 2, 3.
❑	Pull up at each location in order to release the cover from the drum unit.
❑	Rotate the drum unit and grasp the gray handle on top.
❑	Locate and grasp the handle on the front of the drum unit.
❑	Align the slots along the top of the drum unit with the rails on the engine.
❑	Carefully insert the drum unit until it is seated, and then use the thumbscrew to secure the drum unit in the engine.
❑	Install the TCU (toner collection unit). TIP: Push firmly on both sides at the same time to lock the TCU into the engine.
❑	Close the front door.
❑	Close the right door.
❑	Perform Late Point Differentiation and Configuration (LPDC).
❑	Apply the “XA3” barcode inside the front door and nameplate on the outside of the front door.
❑	Upgrade firmware with the latest available on hp.com.
❑	Insert the thumb drive with firmware at the connector on the control panel.
❑	Select the following: Support Tools > Maintenance > USB Firmware Upgrade. NOTE: All accessories must be attached when upgrading firmware. NOTE: Accessories added later will NOT be upgraded automatically.

2000-sheet HCI

Install the 2000-sheet HCI on the HP Color LaserJet MFP E87640, E87650, E87660

. Click here to view a video of this procedure.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

Table 8-2 2000-sheet HCI installation

❑	Unpack the 2000-sheet HCI (high capacity input).
❑	Remove the packing foam and tape.
	NOTE: The 2000-sheet HCI comes configured for A4 paper size, follow these steps to convert to letter LTR size.
❑	Locate the paper guides at the front and the rear that need to be moved.
❑	Remove one screw on top and remove the right rear guide.
	NOTE: The locating slots and tabs on the top and the tabs on the bottom of guide.
	NOTE: The A4/LTR slots in the bottom of the tray.
❑	Align the guide to the LTR locations at the top and on the bottom.
❑	Reinstall the screw to secure the guide.
❑	Perform the same steps for the front right guide.
❑	Remove one screw which secure the front left guide at the bottom..
	NOTE: This is a plastic tapping screw. Be sure not to over-tighten when reinstalling.
❑	Remove the front left guide and not the tabs on the bottom and the corresponding LTR and A4 slots on the bottom of the tray.
❑	Align the guide to the LTR locations at the bottom.
❑	Reinstall the screw.
	TIP: When reinstalling, turn the screw CCW first and then CW to find the original threads.
❑	Remove one screw which secures the left rear guide at the bottom.
❑	Remove the guide and lay flat in the tray.
❑	Note the A4/LTR alignment bracket on the rear of the guide.
❑	Remove one screw and rotate the bracket to the LTR orientation.
❑	Replace the self-tapping screw. Be careful to start correctly and don't over-tighten.
	NOTE: If the guides need to be adjusted AFTER the MFP is installed, access to the rear guides requires that the 2000-sheet HCI tray rails be release to allow the tray to extend out further.
❑	Locate the thumbscrews which are used to attach the MFP to the 2000-sheet HCI. Set these aside for later.
❑	Unpack the MFP.
❑	Remove packing foam and tape.
❑	Remove the scanner support bracket.
❑	Remove the package containing the drum units and set aside.

Table 8-2 2000-sheet HCI installation (continued)

❑ Locate and install two lift assist handles to the left side of the MFP. CAUTION: The device weighs 113.1 kg (249.3 lbs).
❑ Use four people to lift the device and carefully align on to the 2000-sheet HCI.
❑ Remove the lift assist handles.
❑ Remove the remaining tape and packing foam from the device.
❑ Remove the foam shipping block from the MP tray (Tray 1).
❑ Remove the packing materials from the trays and then remove the trays.
❑ Install the two thumbscrews to secure the MFP to the 2000-sheet HCI.
❑ Reinstall the trays.
❑ Remove the scanner lock screw and label and install the screw cover.
❑ Remove the protective film from the logo on the front door.
❑ Open the front door and install the toner cartridges. NOTE: Be sure to shake the toner cartridges vigorously (in the horizontal orientation) to loosen any compacted toner.
❑ Rotate the blue cross handle CCW until it pops off and then install the toner cartridge. Repeat for each toner cartridge.
❑ Pull straight OUT to remove the ITB cleaner seal. Verify the seal is not torn and no pieces are left attached to the ITB cleaner shutter.
❑ Pull straight OUT to remove seals on each developing unit. Verify the seals are not torn and no pieces are left attached to the developing unit shutters.
❑ Rotate each drum unit lock lever DOWN.
❑ Remove the drums from the foam packaging. NOTE: One drum unit is labeled K (black) and is unique for the black location.
❑ Push on each end of the orange drum cover to release it.
❑ Hold the drum unit with one hand on the bottom and one hand on the handle on the front of the drum unit. CAUTION: Don't use the toner waste pipe as a handle.
❑ Align the groove on the top of the drum unit to the guide at the top of the opening.
❑ Install the drum unit and then rotate the drum lock lever UP to secure the drum unit in position.
❑ Repeat these steps for the remaining drum units. NOTE: Be sure to install the drum unit labeled "K" in the black location.
❑ Rotate each toner supply shutter CCW to open.
❑ Verify EACH lock lever is UP and each toner supply shutter is OPEN.
❑ Install the TCU by pushing firmly on both ends and close the front door.
❑ Install the duplex turnaround guide with the barcode label facing up. TIP: Flex the guide and install the front and rear pins first and then slide up to snap the middle pin into position on the 2nd exit.
❑ Install the paper settling guides at two locations on the first exit.
❑ Perform Late Point Differentiation and Configuration (LPDC).
❑ Apply the "XA3" barcode inside the front door and nameplate on the outside.

Table 8-2 2000-sheet HCI installation (continued)

❑ Upgrade the firmware to latest available on hp.com.
❑ Insert the thumb drive with firmware at the connector on the control panel. NOTE: All accessories must be attached when upgrading firmware. NOTE: Accessories added later will NOT be upgraded automatically.

Install the 3000-sheet sHCI

The HCI tray is configured for size A4 by default. Use the following steps to configure the HCI tray for LTR sizes.

. Click here to view a video for this procedure.

⚠ CAUTION: The engine assembly is heavy and requires four people to lift.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

Table 8-3 Cabinet installation

❑	Power down the MFP.
❑	Unpack the sHCI and attachment hardware.
	❑ Pinch and remove the covers on the front and the rear guides.
	❑ Locate the LTR positions at the top and on the bottom of each guide. NOTE: Push the tray down to see the bottom locations.
	❑ Remove the screws and move the guides to the LTR position.
	❑ Reinstall the screws and covers on the front and the rear guides.
	❑ Remove the short “dummy” guides from the LTR positions.
	❑ Remove the tall side guides from the A4 positions and install in the LTR position.
	❑ Remove the short dummy guides in the A4 position and install in the LTR positions.
❑	Remove the covers and the screws on the right lower cover on the MFP input device.

NOTE: The sHCI is not compatible with a stand.

❑	Open the lower right door slightly to allow the surrounding cover to be remove.
❑	Hang the two attachment brackets on the side of the MFP input device.
❑	Install two screws into each bracket.
❑	Locate the rail and rail support bracket.
❑	Find the tab on the rail support bracket and not how it engages on the bottom of the MFP input device.
❑	Position the rail into the support bracket. NOTE: The “U” shape of the rail faces the grounding clip on the support bracket.
❑	Extend the rail until it stops in the bracket.
❑	Position the support bracket under the device and engage the tab.
❑	Install four screws to secure the bracket to the MFP.
❑	Pry from the rear to remove knock out covers at the four locations on the lower right cover.
❑	Reinstall the lower right cover.
❑	Remove the paper path opening cover just above the lower right door.
❑	Install the paper path guide. Note the three tabs are located at the TOP of the opening.
❑	Fully extend the attachment rail and position the sHCI near the end of the rail.

Table 8-3 Cabinet installation (continued)

❑	While holding the rail, slide the sHCI into the rail until it stops.
❑	Install the pin to secure the rail to the sHCI and secure the two screws.
❑	Connect the sHCI cable to the engine.
❑	Push the sHCI firmly toward the engine to engage the locking mechanism.
❑	Check the vertical gap between the engine and the sHCI. It should be equal from the top to the bottom.
❑	If not equal, unlatch and move the sHCI away. Adjust the leveling feet on the engine until the gap is equal.

Installing tray heater in a HP LaserJet 2000-sheet HCI

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

NOTE: The installation of the tray heater in the 2000-sheet HCI is shown.

NOTE: These devices come standard with tray heaters in tray 2 and tray 3. Tray heaters are also available as an accessory for the dual cassette feeder and 2000 Sheet HCI. Tray heaters are not supported in the sHCI.

Click here to view a video of this procedure.

Table 8-4 On-site installation of tray heaters

❑ Power down and unplug the MFP. CAUTION: You MUST unplug because the tray heaters are ALWAYS energized if f the power cord is plugged in and the tray heater switch is ON.
❑ Unpack the tray heater.
❑ Open the tray on the 2000-sheet HCI.
❑ Rotate the latch on the left.
❑ Push in on the latch on the right.
❑ Remove the tray from the 2000-sheet HCI..
❑ Note the cable connector on the tray heater.
❑ Note the tabs on the rear of the tray heater.
❑ Route the cable through the opening in the rear wall of the 2000-sheet HCI..
❑ Insert the tabs on the rear of the tray heater into the slots in the rear wall of the 2000-sheet HCI.
❑ Install one screw to secure the tray heater.
❑ Remove the rear cover of the 2000-sheet HCI.
❑ Connect the cable from the tray heater to the cable of the 2000-sheet HCI.
❑ Reinstall the rear cover of the 2000-sheet HCI..
❑ Reinstall the tray into the 2000-sheet HCI.
❑ Remove trays 2 and 3 from the main body.
❑ Locate the tray heater power switch in the rear of the tray opening.
❑ Turn the switch ON to apply power to the tray heater(s).
❑ Reinstall trays 2 and 3 into the device.
❑ Plug the MFP into the power outlet and power the device on.

Finishers

Install the Inner Finisher on the HP Color LaserJet MFP E87640, E87650, E87660

. Click here to view a video of this procedure.

⚠ CAUTION: The engine assembly is heavy and requires four people to lift.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

Table 8-5 On-site final setup inner finisher on the HP Color LaserJet MFP E87640, E87650, E87660

❑	Remove the duplex turn around support. TIP: Squeeze both sides toward the middle to remove the support.
❑	Remove the two paper settling guides.
❑	Gently lift the hook and remove the bin full actuator from the first exit.
❑	Remove two screws on the left side of the power button cover.
❑	Remove two screws at the front of the face-down bin (one screw requires a stubby JIS#2 driver).
❑	Pull OUT at the top to remove the left side of the power button cover. NOTE: A tab on the lower edge of the cover engages with a slot on the engine.
❑	Snap off the upper left cover.
❑	Lift and pull out to remove the output bin.
❑	Reinstall the left side of the power button cover.
❑	Remove the gray cover on the back wall under the scanner by removing four screws. NOTE: The two screws have a stick-on covers.
❑	Unpack the inner finisher and locate the second exit bin full assembly.
❑	Locate the pins on the rear and the three tabs along the length of the bin full sensor assembly.
❑	Locate the corresponding holes and the slots on the second exit assembly.
❑	Insert the tabs and slide the assembly toward the rear to fit the pins into the holes.
❑	Install one self-tapping screw at the front to secure the bin full sensor assembly.
❑	Connect the bin full sensory assembly cable to the engine.
❑	Reinstall the gray cover on the back wall under the scanner by installing 4 screws and four screw covers.
❑	Locate the wavy roller retainer. TIP: It looks like an upside down letter “U” with hooks on the ends.
❑	Push down and hold the middle roller on the first exit assembly.
❑	Install the retainer to hold the middle roller down.
❑	Locate the slide rails.
❑	Align the slides to the locator pins located on the top of the engine. NOTE: The white plastic end guide faces left.

Table 8-5 On-site final setup inner finisher on the HP Color LaserJet MFP E87640, E87650, E87660 (continued)

❑ Use a short stubby JIS#2 drive to install three screw in each side. NOTE: These are self-tapping screws and require downward force to tap the holes. CAUTION: The inner rails have sharp edges. TIP: Slide the inner rails to the right to make the installation of the inner finisher easier.
❑ Position the inner finisher against the back wall of the opening.
❑ Hold level and then push IN to engage the unit in the slides.
❑ Open the front door and release the latch.
❑ Pull the finisher out and then back in to verify it is properly engaged with the slides.
❑ Remove stapler shipping lock label and remove shipping lock screw.
❑ Remove connector cover on the left side of MFP.
❑ Connect the inner finisher cable to the MFP.
❑ Locate the output tray. NOTE: Four pins on the bottom of the tray need to be aligned with the holes on the support brackets. NOTE: Push down firmly to engage the pins into the holes on the bracket. NOTE: Lift the output finger assembly when installing the tray.
❑ Install the tray on the support brackets and push down firmly to seat the pins in the holes.
❑ Hold the tray from above while installing the self-taping screws from below.

Install the Inner Punch

Click to view a video of this procedure.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

⚠ CAUTION: The engine assembly is heavy and requires four people to lift.

NOTE: The inner punch must be purchased separately and is installed in the inner finisher. This is a checklist for installing the inner punch into a new inner finisher.

NOTE: There are three different hole punch accessories that can be added to the Inner finisher 2/3. 2/4 and Swedish.

Table 8-6 On-site final setup inner finisher punch

❑ Unpack the inner finisher and remove all the blue packing tape.
❑ Open the inner finisher front door.
❑ Unlatch and open the jam access area (also know as the dummy punch).
❑ Remove and discard the mylar surrounding the latch handle.
❑ Use a piece of blue tape to hold the latch in the open position.
❑ Locate and remove the e-clip and plastic washer just behind the lever.

Table 8-6 On-site final setup inner finisher punch (continued)

❑	Remove the blue tape, close the dummy punch and close the front door.
❑	Place the finisher front side down on a table.
❑	Locate and remove three screws on the rear cover.
❑	Use a flat blade screwdriver to release the cover tab located at the lower rear corner near the cable entrance and lift the cover slightly.
❑	Now pull along the top edge to release three tabs and remove the cover.
❑	Locate the hinge pin at the rear of the dummy punch.
❑	Remove the e-clip at the bottom of the hinge pin and remove the hinge pin.
❑	Disconnect the cable.
❑	Turn the finisher back to its normal orientation..
❑	Open the front cover.
❑	Open the dummy punch.
❑	Pull forward to remove the dummy punch from the inner finisher.
❑	Unpack the inner punch.
❑	Position the inner punch on the inner finisher and slide the cables through the chassis at the rear.
❑	Close the inner punch and the front cover.
❑	Place the inner finisher front side down on a table.
❑	Insert the hinge pin – verify cables are located to the left of the pin.
❑	Replace the e-clip.
❑	Connect the two cables.
❑	Replace the rear cover. TIP: Locate the three tabs along the top of the cover and engage with corresponding holes on the frame.
❑	Snap the cover back down in the lower corner.
❑	Reinstall three screws.
❑	Turn the finisher back to its normal orientation.
❑	Open the inner finisher front door.
❑	Unlatch and open the inner punch.
❑	Use a piece of blue tape to hold the latch in the open position.
❑	Place the black washer on the pin.
❑	Reinstall the e-clip on the pin.
❑	Peel off the backing and install the new mylar over the opening.
❑	Remove the dummy door and install the punch waste bin.
❑	Remove the blue tape and close the inner finisher.

Stapler/Stacker Finisher

Click here to view a video of this procedure.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

NOTE: There are three different hole punch accessories that can be added to the Stapler/Stacker finisher 2/3. 2/4 and Swedish.

Stapler/Stacker Finisher

Table 8-7 On-site final setup stapler/stacker

❑	Power down the MFP.
❑	Unpack finisher, bridge and attachment hardware. NOTE: On the engine, remove the bin full actuator, paper settling arms and face down bin.
❑	Install the bridge (IPTU) on the engine. Secure with one screw. Click here to view a video of this procedure.
❑	Remove the packing foam and tape from the finisher.
❑	Open the top cover on finisher and remove the foam and tape inside the paper path.
❑	Open front door on finisher and remove packing foam and tape inside door..
❑	Remove the stapler shipping lock screw and label.
❑	Rotate the green wheel to the left until the spring loaded white tab is exposed under the stapler.
❑	Rotate the green wheel to the right until the stapler moves back to the front position and stops.
❑	While holding the green wheel, insert the staple cartridge holder into the stapler.
❑	Hang the lower tray support brackets on the horizontal bracket on the output side of the finisher.
❑	Secure each bracket with one screw.
❑	Note the alignment pins on the bottom of the tray and the corresponding holes on the support brackets.
❑	Position the tray over the brackets and push down firmly to seat the pins in the holes.
❑	While holding the tray from above, install four screws to secure the tray to the support brackets.
❑	Note the four tabs. Install the upper tray into the slots.
❑	Install front (F) and the rear (R) and the finisher attachment brackets on the left side of the engine.
❑	Secure with two screw in each bracket.
❑	Peel the cover off the connector near the rear bracket.
❑	Position the finisher near the left side of the engine and connect the two cables.
❑	Open the finisher front door and pull out the locking rail until it stops.

Table 8-7 On-site final setup stapler/stacker (continued)

❑ Align the brackets on the engine to the holes on the finisher and roll the finisher against the engine.
❑ Push the locking rail in and install one screw to secure the finisher to the engine. NOTE: If the locking rail won't slide in easily, adjust the casters on the finisher to change the height. NOTE: Check the vertical gap between the finisher and the engine. Adjust the casters for an equal gap from top to bottom. NOTE: Remove the finisher from the engine if the MFP needs to be moved anything more than a very short distance.

Booklet Maker Finisher with punch

Click here to view a video of this procedure.

Please review the LaserJet A3 videos for a complete understanding of the installation of each device. Use these checklists as a reminder of the steps demonstrated in the videos.

NOTE: There are three different hole punch accessories that can be added to the Booklet Maker finisher 2/3. 2/4 and Swedish.

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Table 8-8 On-site final setup booklet maker finisher with punch

❑ Power down the MFP.
❑ Unpack finisher, bridge and attachment hardware. NOTE: On the engine, remove the bin full actuator, paper settling arms and face down bin.
❑ Install the bridge (IPTU) on the engine. Secure with one screw. Click here to view a video of this procedure.
❑ Remove packing foam and tape from the finisher.
❑ Open the top cover and remove the foam and tape inside the paper path.
❑ Locate and remove the shipping bracket for the booklet maker. Use one screw to store the bracket on the frame.
❑ Open the front door on the finisher and remove all foam and tape inside the finisher.
❑ Pull out the booklet maker and install two staple cartridge holders in the top of the booklet maker.
❑ Slide the booklet maker into the finisher.
❑ Remove the stapler lock screw and label.
❑ Rotate the green wheel to the left until the spring loaded white tab is exposed under the stapler.
❑ Rotate the green wheel to the right until the stapler moves back to the front position and stops.
❑ While holding the green wheel, insert the staple cartridge holder into the stapler.
❑ **Follow these steps to install the optional hole punch.**
❑ Remove two screws and remove the punch unit access panel on the rear of the finisher.
❑ Remove two screws and remove the "dummy" punch unit. NOTE: Save the dummy punch in the event the hole punch fails; it's needed if the hole punch is removed.
❑ Locate the alignment pin and tab at the front of the punch unit and the mounting bracket at the rear. NOTE: Be careful when handling the punch unit. Do not damage the mylar guides or the encoder wheel.

Table 8-8 On-site final setup booklet maker finisher with punch (continued)

❑ Carefully slide the punch unit into the finisher. Align the mounting bracket at the rear. NOTE: The punch unit is properly seated when the mounting bracket at the rear is flush against the finisher frame. NOTE: The orientation of the pins on the connector. While supporting the connector on the finisher side, insert the hole punch cable connector.
❑ Install one screw to secure the punch unit in the finisher.
❑ Replace the punch unit access panel and secure with two screws.
❑ Open the front door of the finisher and install the punch waste bin label.
❑ Pry the cover out of the punch waste bin opening and install the punch waste bin.
❑ Hang the lower tray support brackets on the horizontal bracket on the output side of the finisher.
❑ Secure each one with a screw.
❑ Note the alignment pins on the bottom of the tray and the corresponding holes on the support brackets.
❑ Position the tray over the brackets and push down firmly to seat the pins in the holes.
❑ While holding the tray from above, install four screws to secure the tray to the support brackets.
❑ Note the four tabs, install the upper tray into the slots.
❑ Install the front (F) and the rear (R) finisher attachment brackets on the left side of the engine.
❑ Secure with two screws in each bracket.
❑ Peel the cover off the connector near the rear bracket.
❑ Position the finisher near the left side of the engine and connect the two cables.
❑ Open the finisher front door and pull out the locking rail until it stops.
❑ Align the brackets on the engine to the holes on the finisher and roll the finisher against the engine.
❑ Push the locking rail in and install one screw to secure the finisher to the engine. NOTE: If the locking rail won't slide in easily, adjust the casters on the finisher to change the height. NOTE: Check the vertical gap between the finisher and the engine. Adjust the casters for an equal gap from top to bottom. NOTE: Remove the finisher from the engine if the MFP needs to be moved anything more than a very short distance.

Installation of HP LaserJet job separator

NOTE: There is no video available to show the procedure of how to install the job separator.

CAUTION: The engine assembly is heavy and requires four people to lift.

Use this checklist to perform the installation of the job separator.

Table 8-9 On-site final setup job separator

❑ Remove the duplex turn around support.
TIP: Squeeze on both sides toward the middle to remove the support.
❑ Remove two screws on the left side of the power button cover.
❑ Remove two screws at the front of the face-down bin (output bin) (one screw will require a stubby JIS#2 dirver).

Table 8-9 On-site final setup job separator (continued)

❑ Pull OUT at the top to remove the left side of the power button cover.
NOTE: A tab on the lower edge of the cover engages with a slot on the device.
❑ Snap off the upper left cover.
❑ Lift and pull out to remove the face-down bin (output bin).
❑ Remove the gray cover on the back wall under the scanner by removing four screws.
NOTE: Two screws have stick-on covers.
❑ Unpack the Job Separator and locate the 2nd exit bin full assembly.
❑ Locate the pins on the rear and the three tabs along the length of the bin full sensor assembly.
❑ Locate the corresponding holes and slots on the 2nd exit assembly.
❑ Insert the tabs and slide the assembly toward the rear to fit the pins into the holes.
❑ Install one self-tapping screw at the front to secure the bin full sensor assembly.
❑ Connect the bin full sensor assembly cable to the device.
❑ Reinstall the gray cover, 4 screws and screw covers.
❑ Reinstall the left side of the power button cover.
❑ Reinstall the top output bin.
❑ Reinstall the upper left cover.
❑ Install the Job Separator by aligning the right edge to the 2nd exit area and the rear tab to the opening under the scanner.
❑ Install one screw to secure the Job Separator.

Staples

Click here to view a video of this procedure

HP LaserJet Inner finisher and Booklet Maker finisher refill staple cartridge product number: Y1G13A.

Replace the inner finisher staple cartridge

1. Open the staple cartridge access door.

2. Rotate the staple cartridge handle down, and then remove the staple cartridge.

3. Lift two tabs on the staple cartridge, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.

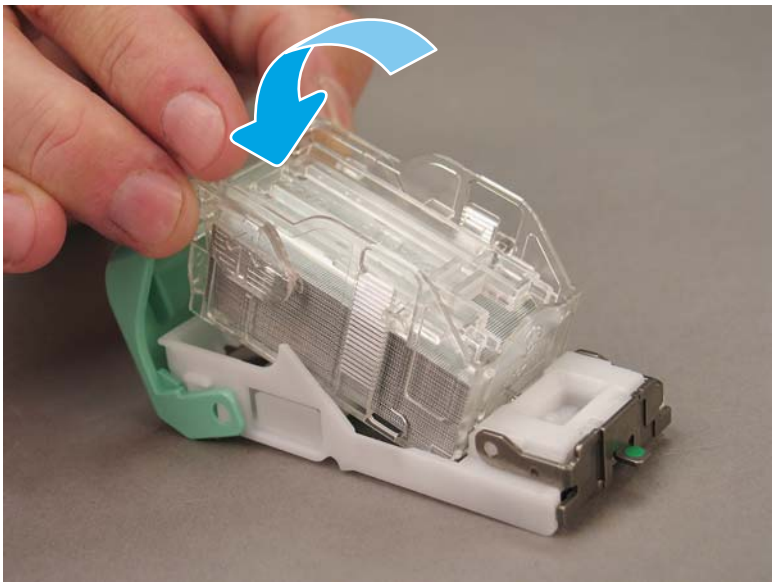
IMPORTANT: Do not discard the empty staple cartridge carriage. It must be reused with the new staple cartridge assembly.

Reinstallation tip:

- Add recycle and unpack step for video purposes here
- Insert the new staple cartridge in to the staple cartridge carriage.
- Install the staple cartridge carriage assembly.

NOTE: In order to replace staple cartridge, to remove the staple cartridge from the inner finisher the staple cartridge must be empty.

4.



5. Close the staple cartridge access door.

Replace the staple cartridges in the booklet maker area

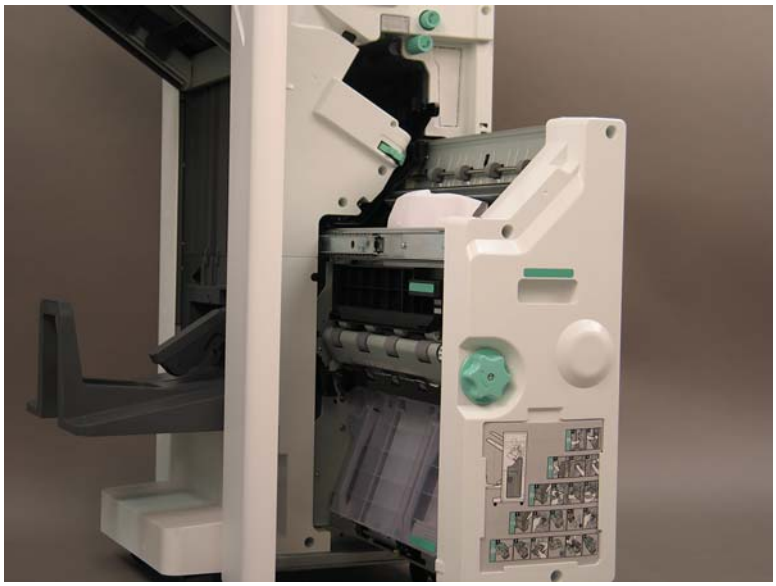
Click here to view a video of the following procedure.

HP LaserJet Inner finisher and Booklet Maker finisher refill staple cartridge product number: Y1G13A.

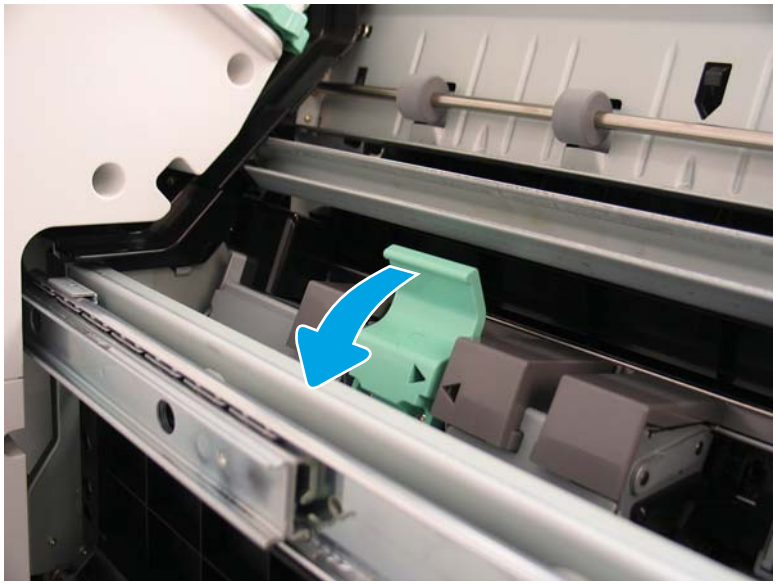
HP LaserJet Stapler/Stacker refill staple cartridge product number: Y1G14A

1. Open the booklet maker door.

2. Pull out the booklet maker assembly until it stops.



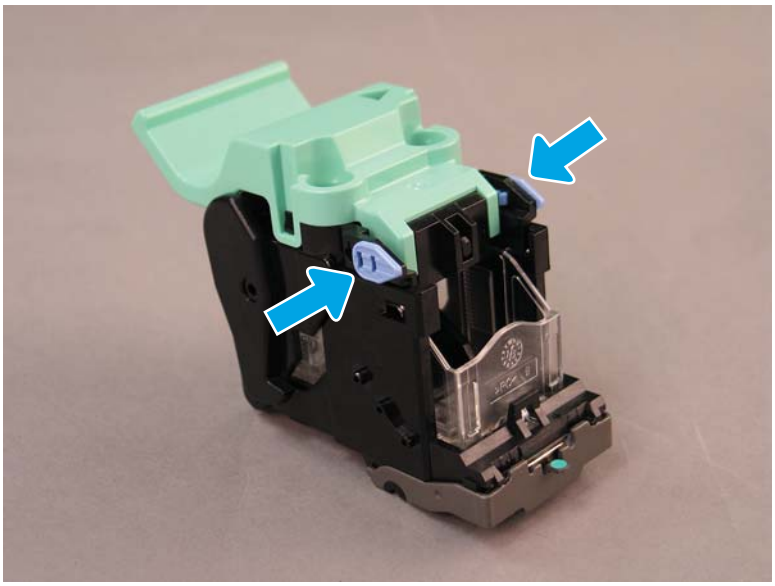
3. Pull the tab down, and then remove the staple cartridge.



4. Pinch the blue tabs, and then rotate the top of the staple cartridge carriage assembly away from the staple cartridge.

IMPORTANT: Do not discard the empty staple cartridge carriage. It must be reused with the new staple cartridge assembly.

NOTE: In order to replace staple cartridge, to remove the staple cartridge from the inner finisher the staple cartridge must be empty.



5. Lift two tabs on the staple cartridge, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.
6. Insert the new staple cartridge in to the staple cartridge carriage assembly.
7. Rotate the top of the staple cartridge carriage assembly until it clicks into place.
8. Reinstall the staple cartridge carriage assembly into the booklet maker.
9. Slide the booklet maker assembly into the finisher assembly.
10. Close the booklet maker door.

Replace the staple cartridge in the stapler stacker area

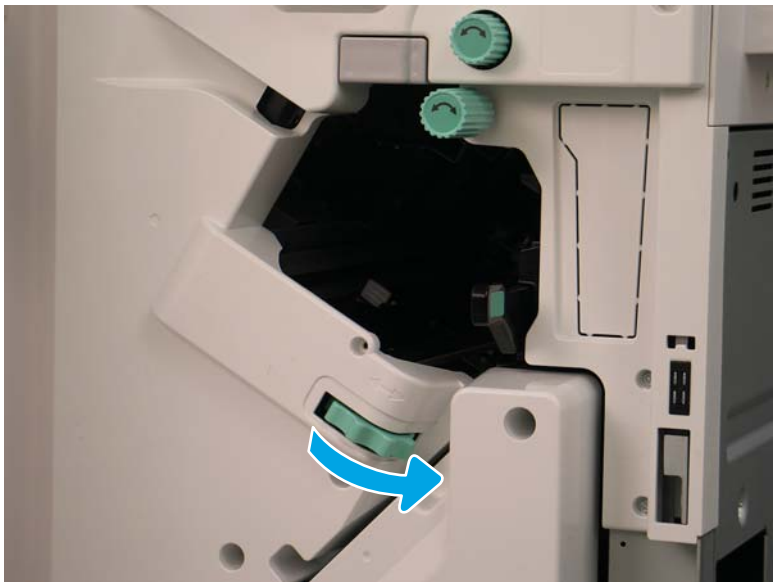
Click here to view a video for the following procedure.

HP LaserJet Stapler/Stacker finisher refill staple cartridge product number: Y1G14A.

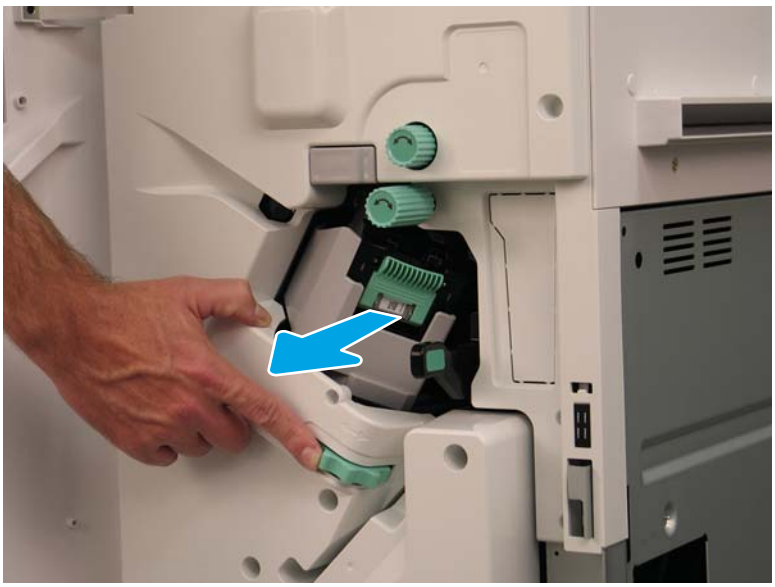
HP LaserJet Stapler/Stacker Finisher refill staple cartridge: Y1G14A.

1. Open the booklet maker door.

2. Rotate the knob counterclockwise to move the staple cartridge assembly all the way to the front.



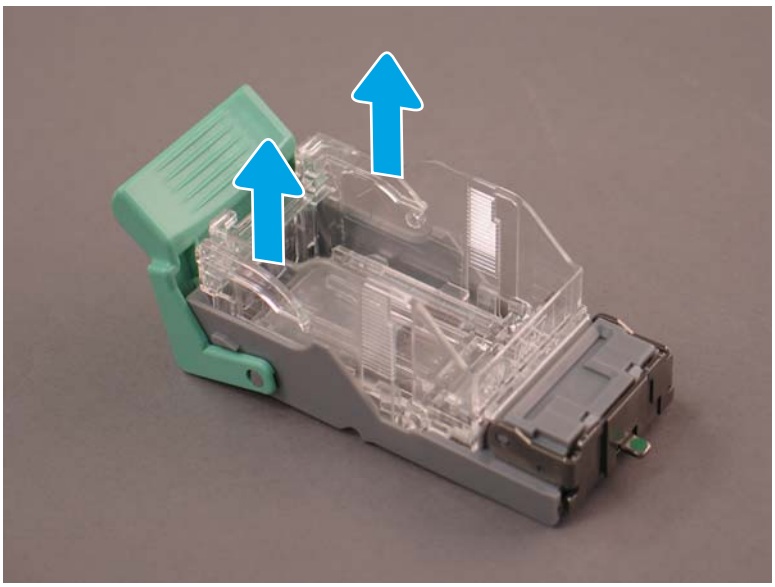
3. Hold the knob to immobilize the staple cartridge assembly, and then pull the tab down to remove the staple cartridge.



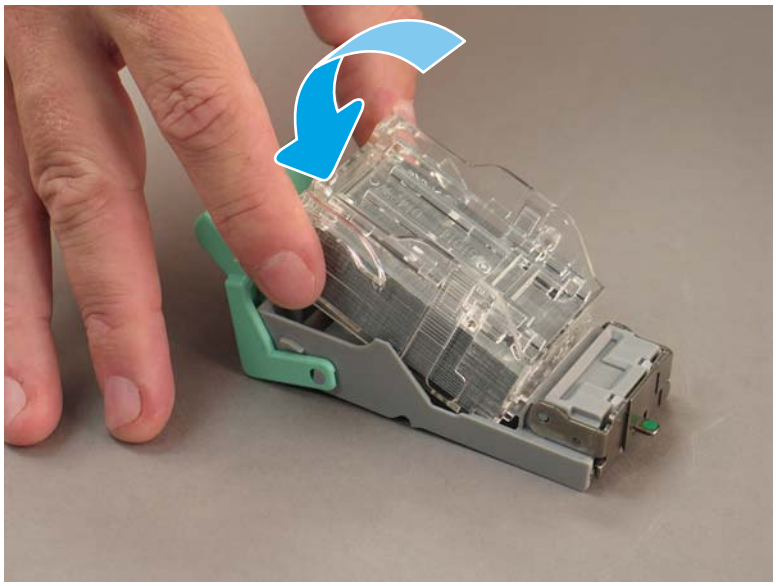
4. Lift two tabs on the staple cartridge, and then lift up to remove the empty staple cartridge from the staple cartridge carriage assembly.

IMPORTANT: Do not discard the empty staple cartridge carriage. It must be reused with the new staple cartridge assembly.

NOTE: In order to replace staple cartridge, to remove the staple cartridge from the inner finisher the staple cartridge must be empty.



5. Insert the new staple cartridge in to the staple cartridge carriage.



6. Immobilize the green gear, and then install the staple cartridge carriage assembly.
7. Rotate the gear clockwise to move the staple cartridge carriage assembly into position.
8. Close the booklet maker door.

Stabilization Chocks

After the installation procedures are complete and the printer is in its final location, apply the stabilization chocks.

1. Line up the stabilization chock with the wheels on the printer.

2. Slide the chock until it locks into place.

3. Complete this process for all four wheels on the printer.

Index

A
about this printer 1
customer information 4
order information 3
purpose 2

B
base printer configuration 20
booklet maker finisher with punch 86

C
clearance space requirements 24
configuration 5
configuration options 6
configuration dimensions
base printer 20
printer with booklet finisher 22
printer with booklet finisher and sHCI 23
printer with cabinet 21

E
environmental specifications 25

F
finishers
booklet maker finisher with punch 86
installation procedures 82
staging 32
stapler/stacker 85
Stapler/stacker finisher 85
staples 88
firmware upgrade 71

I
initial supplies installation
install toner 34
install toner
(color models) 34
(mono models) 37
installation procedures
2000-sheet HCI 76
cabinet stand 74
complete 73
DCF 74
finishers 82
inner finisher 82
inner punch 83
installing sHCI 79
job separator 87
stabilization chocks 96

L
laser scanner assembly
after setup, clean (color models) 67
assembly window, clean (color models) 67
late point differentiation 59
cautions 64
installation steps 60
machine speed 60
misc. 64
process notes 64
LPD 59

O
on-site final setup 65
check vertical gap 70
checklist 66
copy tests 72
firmware upgrade 71
laser scanner assembly 67
load paper 70
print tests 72
scan glass, clean 69
staples 71
tray heaterst 81
tray labels 70

P
power requirements 26
printer with booklet finisher configuration 22
printer with booklet finisher configuration and sHCI 23
printer with cabinet configuration 21

R
repack 57
local move 57
long distance move 57

S
specifcations
environmental 25
specifications 17
clearance space 24
configuration dimensions 19
power requirements 26
size 18
weight 18
stabilization chocks 96
staging 27
checklists 28
cleaning contact image sensor (CIS) 68
cleaning flow ADF white bar 68
engine adjustments 49
engine preparation 30
engine tests 49
finishers 32
initial supplies installation 34
install imaging drum (color models) 41

install imaging drum (mono models) 45
load paper 49
repack 57
shipment preparation 56
stacking 30
unboxing 29
stapler/stacker finisher 85
system configuration dimensions 19

T
tray labels 70

U
unboxing 29

W
worksheets 9
email configuration 15
logistics 12
network driver setup 14
printer driver setup 14
sent to configuration 15
technical site setup 10