

Maintenance schedule



When:	Task:	See job aid:
On opening	Wake minilab from Sleep mode	page 2 of <i>Maintenance Schedule</i>
	Resolve errors or warnings on touchscreen	<i>Troubleshooting</i>
	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
	Check supplies and long-life consumables status	<i>Checking supplies and long-life consumables status</i>
	Check pen health and verify image quality	<i>Verifying image quality</i>
Daily, at closing	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
	Clean drum screen	<i>Cleaning drum screen</i>
	Inspect paper path	<i>Inspecting paper path</i>
	Clean minilab exterior	<i>Cleaning minilab exterior</i>
Weekly, on opening	Check DFT PM list	page 4 of <i>Maintenance Schedule</i>
Weekly, at closing	Clean paper path	<i>Cleaning paper path</i>
	Ensure Sleep mode is enabled	page 4 of <i>Maintenance schedule</i>
As indicated by touchscreen	Add paper and configure trays	<i>Loading paper</i>
	Replace ink cartridge	<i>Replacing ink cartridges</i>
	Replace pen wipe cartridge	<i>Replacing pen wipe cartridge</i>
	Replace ink droplet collector	<i>Replacing ink droplet collector</i>
	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
When backside print fades	Replace backside printer ribbon	<i>Replacing backside printer ribbon</i>

Before you begin: general maintenance guidelines

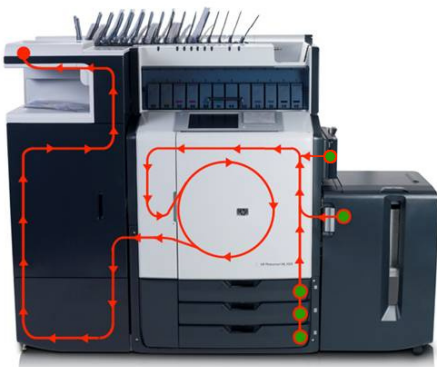
▶ Adjust electrostatic discharge (ESD) strap

To ensure proper fitting of ESD strap:

1. Slide strap onto wrist. Make sure free end does not pull out of lock.
2. Pull strap until snug and snap lock closed.
3. Slide strap off of wrist.
4. Stretch free end of strap. Cut off excess close to lock (free end retracts under lock).
5. Remove alligator clip from ground cord.
6. Connect ground cord to wrist strap.

▶ Remove jams in direction of paper travel

When removing jams, pull only in direction of paper path (shown below) for jam area, or damage can result.



▶ Avoid moving minilab

Do not move print engine during any maintenance procedure, or you will reduce image quality and may damage print engine. If print engine must be moved, contact HP support at <http://www.hp.com/support>.

▶ Avoid excess moisture

When cleaning, wipes should be damp only. Excess moisture can damage minilab.

▶ Special tools

Some tasks require special cleaning tools, including dust remover kit and pick roller cleaning cartridge. See *Cleaning paper path* job aid for details.

▶ Cleaning guidelines

When wipes get dirty, replace with clean wipes before resuming cleaning. Clean surfaces until wipes come out clean.

Opening tasks:

When:	Task:	See job aid:
On opening	Wake minilab from Sleep mode	below
	Resolve errors or warnings on touchscreen	<i>Troubleshooting</i>
	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
	Check supplies and long-life consumables status	<i>Checking supplies and long-life consumables status</i>
	Check pen health and verify image quality	<i>Verifying image quality</i>

1 Wake minilab from Sleep mode.

Touch screen or press Sleep button. Home screen will appear on touchscreen.

2 Resolve errors or warnings on touchscreen.

Follow procedure in *Troubleshooting* job aid.

3 Empty finisher trim bag.

Follow procedure in *Emptying finisher trim bag* job aid.

4 Check supplies and long-life consumables status.

Follow procedure in *Checking supplies and long-life consumables status* job aid.

5 Check pen health and verify image quality.

Follow procedure in *Verifying image quality* job aid.

Closing tasks:

When:	Task:	See job aid:
At closing	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
	Clean drum screen	<i>Cleaning drum screen</i>
	Inspect paper path	<i>Inspecting paper path</i>
	Clean minilab exterior	<i>Cleaning minilab exterior</i>

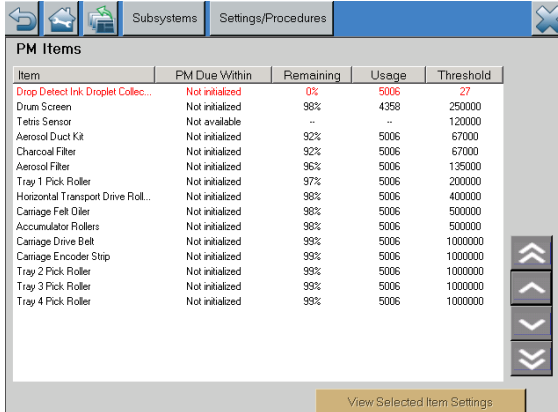
- 1** Empty finisher trim bag.
Follow procedure in *Emptying finisher trim bag* job aid.
- 2** Clean drum screen.
Follow procedure in *Cleaning drum screen* job aid.
- 3** Inspect paper path.
Follow procedure in *Inspecting paper path* job aid.
- 4** Clean minilab exterior.
Follow procedure in *Cleaning minilab exterior* job aid.

Weekly tasks:

When:	Task:	See job aid:
Weekly, on opening	Check DFT PM list	page 4 of <i>Maintenance Schedule</i>
Weekly, at closing	Clean paper path	<i>Cleaning paper path</i>
	Ensure Sleep mode is enabled	below

1 Check DFT PM list.

1. Touch **Service** on Home screen.
2. Enter **00** from virtual keyboard.
3. Touch **Yes**.
4. Touch **View PM Items**.
5. Scroll through the list.
6. Perform any operator PM tasks in red.
7. If any non-operator tasks are red, contact HP Support.



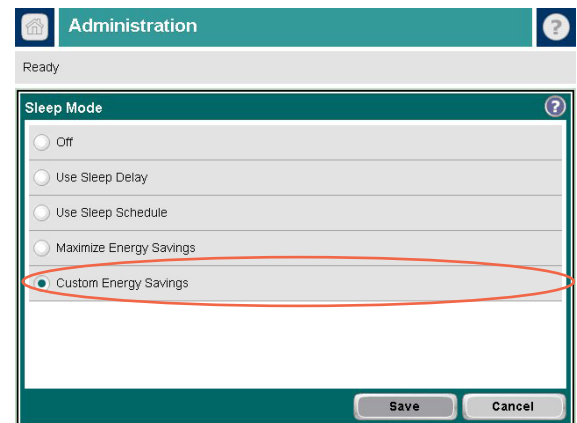
Item	PM Due Within	Remaining	Usage	Threshold
Drop Detect Ink Droplet Collec...	Not initialized	0%	5006	27
Drum Screen	Not initialized	98%	4358	250000
Tetris Sensor	Not available	-	-	120000
Aerosol Duct Kit	Not initialized	92%	5006	67000
Charcoal Filter	Not initialized	92%	5006	67000
Aerosol Filter	Not initialized	96%	5006	135000
Tray 1 Pick Roller	Not initialized	97%	5006	200000
Horizontal Transport Drive Roll...	Not initialized	98%	5006	400000
Carriage Felt Oiler	Not initialized	98%	5006	500000
Accumulator Rollers	Not initialized	98%	5006	500000
Carriage Drive Belt	Not initialized	99%	5006	1000000
Carriage Encoder Strip	Not initialized	99%	5006	1000000
Tray 2 Pick Roller	Not initialized	99%	5006	1000000
Tray 3 Pick Roller	Not initialized	99%	5006	1000000
Tray 4 Pick Roller	Not initialized	99%	5006	1000000

2 Clean paper path.

Follow procedure in *Cleaning paper path* job aid.

3 Ensure Sleep mode is enabled.

1. Touch **Administration**.
2. Touch **Management**.
3. Touch **Sleep Mode**.
4. Make sure **Custom Energy Savings** is selected.
5. Touch **Save**.
6. Touch **Home** button in upper-left corner of screen.



Caution: Do not turn power off at closing. Minilab must be in Sleep mode to allow automatic maintenance and calibration.

As needed tasks:

When:	Task:	See job aid:
As indicated by touchscreen	Add paper and configure trays	<i>Loading paper</i>
	Replace ink cartridge	<i>Replacing ink cartridges</i>
	Replace pen wipe cartridge	<i>Replacing pen wipe cartridge</i>
	Replace ink droplet collector	<i>Replacing ink droplet collector</i>
	Empty finisher trim bag	<i>Emptying finisher trim bag</i>
When backside print fades	Replace backside printer ribbon	<i>Replacing backside printer ribbon</i>



Note: HP recommends training in each maintenance task for all retail operators. See *ML1000 Training Checklist* on documentation DVD for complete list of training tasks.



Note: For details about these procedures, see *ML1000 Reference Guide* on documentation DVD.