



WorkCentre 5632/5638 Online Support
Solution Replace the Xerographic Module

NOTE: Instructions on how to replace the Xerographic Module and Transfer Unit are included in the box containing the new items. The Xerographic Module and Transfer Unit can be recycled so please follow the disposal instructions provided.

1. Open the Front Door.



2. Unlatch the Transfer Unit (latch labeled '4b') and lower the unit until it stops.



3. Rotate the orange locking lever upward to release the Xerographic Module.



4. Grasp the orange handle and pull the Xerographic Module part way out of the machine, and then grasp the handle on top of the module to support the weight.

NOTE: Hold the Xerographic Module away from you to avoid spilling any Toner (Dry Ink) residue and dispose of it according to the instructions provided.



5. Grasp the blue cleaner handle of the Transfer Unit and push the unit to the rear of the machine while lifting, to release the unit from the holder.



6. Slide the Transfer Unit forward and remove it from the machine. Dispose of the Transfer Unit as instructed.
7. Remove the new Xerographic Module and Transfer Unit from the box.
8. Slide the Transfer Unit into the guide in the machine.
9. Slide the Xerographic Module into the frame in the machine and latch the module in place.
10. Raise the Transfer Unit and latch it onto the Xerographic Module.
11. Make sure that the blue cleaner handle is latched properly.



12. Close the Front Door. If the Front Door does not close, make sure that the Xerographic Module is positioned and latched correctly.
13. Select the [Confirm] button on the Touch Screen.

NOTE: If the Xerographic Module latch will not move down into the fully latched position, the paddle wheel at the rear of the module may be catching on an internal gear. The paddle wheel needs to be rotated slightly by hand to enable full insertion of the Xerographic Module.

To rotate the paddle wheel:

1. Follow steps 1 - 4 above.
2. Face the rear of the Xerographic Module and locate the small paddle wheel.
3. Rotate the top of the paddle wheel slightly to the right. Do not rotate to the left as this will cause a Toner (Dry Ink) spill.



4. Slide the Xerographic Module into the frame in the machine and latch the module in place.
5. Raise the Transfer Unit and latch it onto the Xerographic Module.
6. Close the Front Door.

NOTE: Instructions on how to replace the Xerographic Module and Transfer Unit are included in the box containing the new items. The Xerographic Module and Transfer Unit can be recycled so please follow the disposal instructions you receive with the new items.

NOTE: If a label is found stuck to the drum of the Xerographic Module, then an engineer visit is required. Please contact your Welcome Centre to arrange for a service call.

1. Open the Front Door.



2.

3. Unlatch the Transfer Unit (latch labeled '4b') and lower the Transfer Unit to the stop position.



4.

5. Rotate the light orange locking lever upwards to release the Xerographic Module.



6.

7. Remove the used Xerographic Module. Use the light orange carry handle on

top to support the weight.

Hold the Xerographic Module away from you to avoid spilling any toner residue and dispose of it according to the instructions contained in the new Xerographic Module box.



8.

9. Grip the front block of the Transfer Unit at the sides and push to the rear of the machine while lifting, to release from the holder.

10. Slide the Transfer Unit forward and remove it from the machine. Dispose of the Transfer Unit as instructed.



11.

12. Unpack the new Xerographic Module and Transfer Unit.

13. Slide the Transfer Unit into the guide in the machine.

14. Slide the Xerographic Module into the frame in the machine and latch the module in place.

15. Raise the Transfer Unit and latch it onto the Xerographic Module.

16. Close the Front Door and press the [Confirm] button on the Touch Screen.

NOTE: If the Front Door will not close, make sure that the Xerographic Module is positioned and latched correctly.

NOTE: If the Xerographic Module latch will not move down into the fully latched position, the paddle wheel at the rear of the module may be catching on an internal gear. The paddle wheel needs to be rotated slightly by hand to enable full insertion of the Xerographic Module.

1. Open the Front Door.



2.

3. Unlatch and lower the Transfer Unit.



4.

5. Rotate the light orange locking lever upwards to release the Xerographic Module.



6.

7. Remove the Xerographic Module. Use the light orange carry handle on top to support the weight.

Hold the Xerographic Module away from you to avoid spilling any toner residue.



8.

9. Face the rear of the Xerographic Module and locate the small paddle wheel. Rotate the top of the paddle wheel slightly to the right (about 10 degrees). Do not rotate to the left as this will cause toner spillage.



10.

11. Slide the Xerographic Module into the frame in the machine and latch the module in place.
12. Raise the Transfer Unit and latch it onto the Xerographic Module.
13. Close the Front Door.