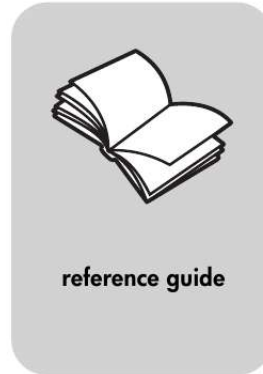
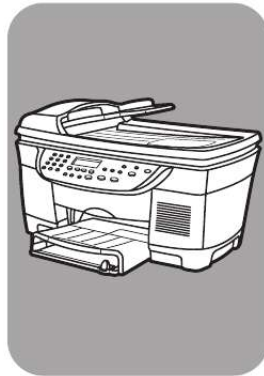




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for COMPAQ 510. You'll find the answers to all your questions on the COMPAQ 510 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual COMPAQ 510**  
**User guide COMPAQ 510**  
**Operating instructions COMPAQ 510**  
**Instructions for use COMPAQ 510**  
**Instruction manual COMPAQ 510**



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**Manual abstract:**

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warnings and instructions marked on the product. Unplug this product from wall outlets before cleaning. Do not install or use this product near water or  
when you are wet. Install the product securely on a stable surface. Install the product in a protected location where no one can step on or trip over the line  
cord, and where the line cord will not be damaged. If the product does not operate normally, see the online Troubleshooting help.

No operator-serviceable parts inside. Refer servicing to qualified service personnel. 3 4 5 6 7 8 It is not lawful in many places to make copies of the following  
items. When in doubt, check with a legal representative first. · Governmental paper or documents: - Passports - Immigration papers 9 10 Use in a well-  
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dot; · · Keypad Shared buttons and front panel display Copy area On button The following page shows a close-up of the front panel with the parts labeled. review the front panel 1 hp digital copier series 2 1 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 feature 1 2 3 purpose Keypad: use to enter numbers such as the quantity of copies or percentages when reducing or enlarging. Front Panel Display: use to view the active function and access the menu system. Menu: use to access the menu system. Available menus depend upon which model of the HP Digital Copier you have.

Menu options include support and warranty. If you have Internet access, you can get help from the HP website at: [www.hp.com/go/copiers](http://www.hp.com/go/copiers) The website also provides answers to frequently asked questions. Internet help and technical support 5 hp digital copier series 6 get help load originals and paper load originals 3 You can copy many types of originals onto different paper types, weights, and sizes, including transparency film. It is important, however, that you choose the right paper and make sure that it is loaded correctly and not damaged. There are two ways to load originals to your HP Digital Copier: · ·

Position the originals on the glass Feed originals into the ADF, if one is attached load originals on the glass You can copy almost any type of original by placing it directly on the glass. Many of the Special Features options, such as Which Size? or Poster, will not work correctly if the glass and lid backing are not clean. For more information, see clean the glass and clean the lid backing on page 35. 1 Lift the lid and place the original face down on the glass, positioning it in the bottom-right corner with its sides touching the right and bottom edges.

It is important to place the original the bottom-right corner. Tip! If your original is printed on transparency film, place a blank piece of paper on top of the transparency for better quality. 2 Close the lid. load paper and originals 7 hp digital copier series top edge of original load originals in the automatic document feeder If your HP Digital Copier is equipped with an ADF, you can load up to 50 originals, printed side up, of the following paper types: · · Plain Paper 16 to 24lb. long grain only Specialty Paper HP Premium Inkjet Paper HP Bright White Inkjet Paper Caution! Make sure you do not leave an original on the glass when you use the ADF. This causes a paper jam. You can also use the ADF to load the following types of originals, but you must load them one sheet at a time: · · · · Other specialty papers, such as glossy paper Overhead transparencies, such as HP Premium Inkjet Transparency Media Photo paper, such as Kodak EktaColor Edge-5 (glossy) Real Estate paper (single sheet only) 8 load originals and paper hp digital copier series avoid paper jams To avoid paper jams, be sure to not overload the input trays. Make sure your paper edges are not bent or crumpled in any way. Additionally, it is a good idea to remove papers from the output tray frequently. The output tray capacity is affected by the type of paper and the amount of ink you are using.

For more information about output tray capacity, see on page 84. load paper Following is the basic procedure for loading paper. There are specific considerations for loading certain types of paper, transparency film, and envelopes. After you review this procedure, see tips for loading other types of paper in the main tray on page 12. For best results, adjust the paper settings each time you change paper types or paper sizes.

For more information, see choose the paper tray and set the paper type on page 13. If you have the optional 250-sheet plain paper tray, you can load paper into both the main paper tray and the optional 250-sheet plain paper tray. If you have the optional 250-sheet plain paper tray, you should use it for plain paper only. See load paper in the optional 250-sheet plain paper tray on page 33 for more information. You must also have the two-sided printing accessory installed to use the optional 250-sheet plain paper tray.

For more information, see attach the two-sided printing accessory on page 29. load the main paper tray 1 2 3 4 Make sure that the unit is on a flat, level surface. Make sure that the input tray is pushed completely into the unit. Make sure that the loaded paper is pushed completely back against the backstop of the paper tray. Lift the output tray up until it catches in the raised position, and slide the paper-width and paper-length guides to their outermost positions. load paper and originals 9 hp digital copier series 5 Tap the stack on a flat surface to align the edges of the paper, and then check the paper for the following: Make sure it is free of rips, dust, wrinkles, and curled or bent edges. Make sure all the paper in the stack is the same size and type, unless you are working

*with photo paper. Insert paper into the main tray print-side down until it stops. If you are using letterhead, insert the top of the page first. Be careful not to use too much or too little paper.*

*Check that the stack of paper contains several sheets but is no higher than the top of the paper-length guide. 6 7 8 9 Slide the paper-width and paper-length guides in until they stop at the edges of the paper.*



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Make sure that the paper stack lies flat in the main tray and fits under the tab of the paper-length guide. Lower the output tray. To prevent printed paper from falling off the tray, fully extend the output-tray extender. 10 load originals and paper hp digital copier series load the optional 250-sheet plain paper tray See load paper in the optional 250-sheet plain paper tray on page 33 for more information. recommended paper types Following is a list of HP papers you can use for copying: · HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage, with no showthrough, which makes it ideal for newsletters, reports, and flyers. HP Photo Paper, HP Premium Photo Paper, HP Everyday Photo Paper and HP Premium Plus Photo Paper are high-quality, semi-gloss finish or matte-finish, photo-based inkjet papers. They look and feel like photographs and can be mounted under glass or in an album.

Photo papers dry rapidly and resist fingerprints and smudges. HP Iron-On T-shirt Transfers can be used to transfer your designs or photos onto T-shirts, sweatshirts, and fabric crafts. HP Premium Inkjet Transparency Film makes your color presentations vivid and even more impressive. This film is easy to use and handle and dries quickly without smudging. HP Premium Inkjet Heavyweight Paper is matte-coated on both sides for two-sided copying.

It is the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. HP Premium Inkjet Paper is the ultimate coated paper for highresolution usage. A smooth, matte finish makes it ideal for your special documents. HP Professional Brochure and Flyer paper is matte-coated or glossycoated on both sides for two-sided use. It is the perfect choice for near-photographic reproductions and business graphics, for report covers, special presentations, brochures, mailers, and calendars.

16 to 24 lb. (60 to 135 gsm) copier paper or letterhead. . . . . load paper and originals 11 hp digital copier series papers to avoid We do not recommend the following papers: . . . . . Any size paper other than letter, A4, or legal Banner paper 4 x 6 Photo Paper Paper heavier than 24 lb. (135 gsm) or lighter than 16 lb. (60 gsm) Paper with perforations Photo paper other than HP Photo Papers Envelopes Transparency film other than HP Premium Heavyweight paper other than HP Premium Multiple-part forms or label stock tips for loading other types of paper in the main tray The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper settings each time you change paper types and paper sizes. For more information, see choose the paper tray and set the paper type on page 13. paper HP papers tips · HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert paper with the arrow side facing up. · HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the main tray first, and then place the photo paper on top of the regular paper.

· HP Premium Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and is going into the tray first. · HP Iron-On T-shirt Transfers: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up). · HP Greeting Cards, Glossy Greeting Cards, or Textured Greeting Cards: Insert a small stack of HP greeting-card paper, with the printside down into the main tray until it stops. Legal-size paper Fully extend the paper-length guide and make sure that the main tray is pushed in all the way. 12 load originals and paper hp digital copier series choose the paper tray and set the paper type If you have installed the optional 250-sheet plain paper tray, it becomes the default paper tray used for copying. To use a type of paper other than plain paper, such as transparency film, load that paper in the main tray. Adjust the settings for paper type to ensure the best quality and specify which paper tray to use. Caution! You must have the two-sided printing accessory installed to use the 250-sheet plain paper tray.

When you change copy settings on the front panel, the settings are reset to the defaults two minutes after the unit completes the copy job. HP recommends adjusting paper type settings for the type of paper you're using. 1 2 3 4 Press Tray Select/Paper Type. If you have both paper trays, press Tray Select/Paper Type until the desired paper tray is selected, as indicated by the dot on the left. When copying from the main tray, press paper type appears. until the appropriate Press Enter to choose the displayed paper type. set the paper size To modify paper size: 1 2 3 4 Press Menu. Press 1, then press 2. This selects Copy Setup, then selects Paper Size. If you have the optional 250-sheet paper tray installed, press to select the upper or lower tray, then press Enter to select.

Press and until the desired size appears, then press Enter to select it. load paper and originals 13 hp digital copier series 14 load originals and paper use copier features 4 Your HP Digital Copier lets you do the following: · Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers. Reduce or enlarge the size of the copies you make from 25% to 400% of the copy's original size. (Percentages may vary between models.) Make the copy lighter or darker, adjust the color intensity, select the number of copies, and specify the quality of the copies you make. Use special copying features to create a poster, make many sizes of photos, make high-quality copies of photos using special photo paper, or to create transparencies. Make two-sided copies or copy from two-sided documents (on some models). · · · make copies All copy settings that you select on the front panel are reset two minutes after the HP Digital Copier completes a copy, unless you save the settings as the default settings. For more information, see change settings for all copy tasks on page 18. before you begin Do the following: · · Follow the instructions in the Setup Poster to set up your HP Digital Copier.

Make sure paper is loaded in the main tray. If you need more information, see load paper on page 9. use copier features 15 hp digital copier series make a copy 1 Load your original on the glass or into the ADF, if available.



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If you are placing your original on the glass, open the lid of your HP Digital Copier and place the document face down in the bottom-right corner of the glass with the sides of the picture touching the right and bottom edges. Press Start Copy - Black or Start Copy - Color. 2 top edge of original increase copy speed or quality The HP Digital Copier has three settings that determine copy speed and quality. · Best produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. Best copies more slowly than the other quality settings. Normal delivers high-quality output and is the recommended setting for most of your copying. Normal copies faster than Best.

Fast copies faster than the Normal setting. The text is of comparable quality to the Normal setting, but the graphics may be of lower quality. Using Fast also cuts down on the frequency of replacing your ink cartridges, because it uses less ink. · 1 2 3 reduce or enlarge a copy to change the quality of your copy Load your original on the glass or into the ADF. Press Quality until the green light in front of the desired quality is lit.

Press Start Copy - Black or Start Copy - Color. You can reduce or enlarge a copy of an original with the Reduce/Enlarge button or the Special Features buttons. This section explains the Reduce/ Enlarge features only. For more information about Special Features options, see perform special copy jobs on page 19 for information about using Fit to Page, Which Size?, Poster, 2 on 1, Margin Shift, or Mirror. 16 use copier features hp digital copier series 1 Press Reduce/Enlarge to choose one of the following: Custom 100%-- lets you enter the percentage to reduce or enlarge your copy.

Full Page 91% -- lets you reduce an original to 91% of its original size, which prevents cropping that may occur if you make a fullsize (100%) copy. Legal/Letter 72% -- reduces an original to 72% of its original size, which lets you copy a legal-sized original to letter-sized paper. If you are using the Custom option, press or to reduce or enlarge the copy. You can also enter a number using the keypad or press the +/- buttons on the keypad. Press Start Copy - Black or Start Copy - Color. 2 3 make copies lighter or darker Use Lighter/Darker to adjust the lightness and darkness of the copies you make. 1 2 Press Lighter/Darker. Press to lighten the copy or to darken it. The circle moves to the left or right, depending on the button you press. Press Start Copy - Black or Start Copy - Color.

3 change color intensity You can adjust color intensity to make colors on your copy more vivid or more subtle. 1 2 3 Press Menu. Press 1 and then press 3. This selects Copy Setup, and then selects Color Intensity. Press to make the image more pale or to make the image more vivid. The range of color intensity values appears as a circle on a scale on the front-panel display. Press Enter to select an option. Press Start Copy - Black or Start Copy - Color. 4 5 copy using photo mode Use Photo Mode when copying photographs or pictures to enhance light colors that may otherwise appear white. 1 2 3 4 Press the Photo Mode button.

Press until Photo Mode On appears. Press Enter to select the option. Press Start Copy - Black or Start Copy - Color. use copier features 17 hp digital copier series enhance text sharpness and photo colors Use Text enhancements to sharpen edges of black text. Text enhancement is the default option. You can turn off Text enhancement by selecting Photo or None if the following occur: · · · · Stray dots of color surround some text on your copies. Large, black typefaces look splotchy (not smooth). Thin, colored objects or lines contain black sections. Horizontal grainy or white bands appear in light- to medium-gray areas. Press Menu.

Press 1, then press 1. This selects Copy Setup, and then selects Enhancements. Press until the desired enhancement (Text, Photo, Text and Photo, or None) appears. Press Enter to select an option. Press Start Copy - Black or Start Copy - Color. 1 2 3 4 5 set the number of copies 1 2 You can set the number of copies using the front panel. Press Number of Copies. Do a. b. c.

any one of the following to enter a number: Press until the desired number of copies appears. Enter a number with the keypad. Use the +/- buttons until the desired number of copies appears. 3 4 change settings for all copy tasks Press Enter. Press Start Copy - Black or Start Copy - Color. Save the copy settings you use most often by setting them as the default. You can save changes to Copy Setup options in the menu system, as well as other Copy area settings. 1 2 3 4 Make any desired changes to the Copy Setup options. Make any desired changes to the button settings in the Copy Area. Press Menu.

Press 1, then press 4. This selects Copy Setup, and then selects Set Copy Defaults. You may also use or to make your selections. Wait or press Enter to confirm. Your settings are saved.

5 18 use copier features hp digital copier series perform special copy jobs In addition to supporting standard copying, your HP Digital Copier can also do the following, depending on model and options: · · · · · · · · · · copy a photo fit a copy to the page print several copies on one page print two originals on one page shift image to increase the margin make two-sided copies collate copies prepare a color T-shirt transfer Load a photo on the glass. If you are using photo paper, you must load it in the main paper tray. If you have the optional 250-sheet plain paper tray, do not load photo paper into that tray. Press Tray Select/Paper Type until the Upper Tray is selected, as shown by the dot. If you do not have the HP 250-sheet plain paper tray, the upper tray (main tray) is selected by default.

When Upper Tray is selected, press until the desired photo paper option appears, then press Enter to select it. Tip! To enlarge a photo automatically to a full page, press Special Features until Fit to Page appears, then press Enter. For more information, see below. copy a photo 1 2 3 4 5 6 7 8 fit a copy to the page Press Menu. Press 1, then press 1 again. This selects Copy Setup, and then selects Enhancements. Press or until Photo appears, then press Enter to select it. Press Start Copy - Black or Start Copy - Color. Use Fit to Page when you want to automatically enlarge or reduce your original to fit the paper size you have loaded. This feature is available in the Special Features menu or by a button on the front panel.

Tip! Make sure that the glass is clean and that the original is placed in the bottom-right corner of the glass. You cannot use the ADF for this feature. use copier features 19 hp digital copier series Original Fit to Page to do this through the special features menu 1 Load the original on the glass.



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2 3 4 5 Load the appropriate paper. Press Special Features until Fit to Page appears. Press Enter. Press Start Copy - Black or Start Copy - Color. to do this with the fit to page button 1 Load the original on the glass. 2 3 4 5 6 Load the appropriate paper. Press Fit to Page.

Press or until the On default appears. Press Enter. Press Start Copy - Black or Start Copy - Color. Tip! To prevent the edges of a full page copy from being cut off when you copy, select Fit to Page, which will slightly shrink your full page copy to fit within the borders of a lettersized page. print several copies on one page You can place multiple copies of an original on one page by selecting a photo size and then selecting the number of copies you want.

There are several common photo sizes available from the Which Size? option, which you access from the Special Features button. After you select one of the available sizes, you may be prompted to select one of the preset page configurations. 20 use copier features hp digital copier series Original Copy 1 2 3 4 5 Load the original on the glass. Load the appropriate paper in the main tray. Press Special Features until Which Size? appears.

Press until the desired photo size appears, then press Enter. When How Many? appears, press to select the number of images that will fit on a page. Some larger sizes do not prompt you for a number of images. Press Enter to select the number of photos you want to appear on a page. Press Start Copy - Black or Start Copy - Color. Tip! If the number of copies of the photo on a single page does not come out as expected, try turning the original on the glass 90 degrees and start the copy again. 6 7 print two originals on one page You can print two different letter- or A4-sized originals on one page using the 2 on 1 feature.

The copied images will appear side by side on the page in a landscape format. You can use the automatic document feeder (ADF) to load the originals or place them directly on the glass. You cannot collate when making a 2 on 1 copy.

Clipping may occur with legal-size originals. This feature can be used with the Two-Sided Copy button to make 2 on 1, two-sided copies. See make two-sided copies on page 22. Two Originals Two originals on one page use copier features 21 hp digital copier series 1 2 3 4 shift image to increase the margin Place the first original on the glass. If you are using the ADF, load both originals there. Press Special Features until 2 on 1 59% appears, then press Enter. Press Start Copy - Black or Start Copy - Color. If you placed your first original on the glass you will be prompted to Place 2nd original on glass, then press Enter.

The Margin Shift feature lets you shift the image to the left or right to increase the margin for binding. You can also adjust the reduction/enlargement percentage in this mode by entering a number on the numeric keypad.

Original MarginShift 1 2 3 4 Load the original on the glass or in the ADF. Press Special Features until MarginShift 100% appears. Press or to shift the margin to the left or to the right. Each step is a 1/4-inch (6.35 mm) shift.

If you wish to change the reduction/enlargement percentage as well, enter a number using the keypad, then press Enter. Tip! If you do not wish to change the reduction/enlargement percentage, press Enter after you have selected the amount of Margin Shift you want. 5 make two-sided copies Press Start Copy - Black or Start Copy - Color. The Two-Sided Copy button on the front panel lets you automatically make two-sided copies from single-sided or double-sided originals that are letter or A4-sized. You can make two-sided copies automatically only if your HP Digital Copier has an HP two-sided printing accessory.

The two-sided copying accessory is standard equipment with some models or can be purchased separately. See attach the two-sided printing accessory on page 29 for more information. 22 use copier features hp digital copier series 1 Load your letter- or A4-sized originals in the ADF. Tip! You cannot make legal-sized two-sided copies. For more information on how to reduce legal-sized originals to lettersized copies, see reduce or enlarge a copy on page 16. 2 Press the Two-Sided Copy button repeatedly until the desired option appears, or choose one of the following by pressing until the desired setting appears and then press Enter. 1-sided original, 1-sided copy This option produces a standard single-sided copy from a single-sided original. 1-sided original, 2-sided copy This option takes 2 single-sided originals and produces a two-sided copy. 2-sided original, 1-sided copy This option produces single-sided copies of a two-sided original. 2-sided original, 2-sided copy This option produces a two-sided copy from a two-sided original.

Press Start Copy - Black or Start Copy - Color. 3 collate copies The collate feature lets you produce sets of copies in the exact order that the original is loaded into the ADF. The collate feature is only available on a HP 610 Digital Copier that is equipped with an ADF. You must copy more than one original to use the collate feature. 1 2 3 4 Load originals in the ADF. Press Menu. Press 1, then press 0. This selects Copy Setup, then selects Collation. Press until the desired setting (On or Off) appears, then press Enter. If you turn the feature on, the front panel displays Collation On.

Press Start Copy - Black or Start Copy - Color. 5 make a poster When you use the Poster feature you divide your original into sections, then enlarge the sections so you can assemble them into a poster. use copier features 23 hp digital copier series Original Poster 1 2 3 4 5 6 Load the original on the glass. Tip! You cannot use the ADF when making a poster. Load the appropriate paper in the main tray.

Press Special Features until Poster appears. The option Poster 2 pages Wide appears by default. Press to select how wide you want the poster to be. Press Enter to confirm your selection. Press Start Copy - Black or Start Copy - Color.

Tip! After you select the poster width, the HP Digital Copier adjusts the length automatically to maintain the proportions of the original. If the original cannot be enlarged to the selected poster size, an error message appears that tells you the number of pages wide that are possible. Select a smaller poster size and make the copy again. prepare a color T-shirt transfer Use the Iron-On feature to reverse text and images so that they appear backwards. After you iron a transfer onto a T-shirt, the picture appears properly on the shirt. Original Iron-On Tip! We recommend that you practice applying a T-shirt transfer on an old garment first. 24 use copier features hp digital copier series 1 2 3 4 5 create a mirror image copy Load the original on the glass or in the ADF. Load the T-shirt transfer paper in the main tray. If you have installed the optional 250-sheet plain paper tray, press Tray Select/Paper Type until the Upper Tray is selected.



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Press until Iron-On appears and then press Enter to select it.

Selecting this option automatically activates the Mirror function. Press Start Copy - Black or Start Copy - Color. to create a mirror image copy of an original  
1 Place the first original on the glass. If you are using the ADF, load both originals there. 2 3 4 Press Special Features until Mirror appears, then press  
Enter. If you wish to change the reduction/enlargement percentage as well, enter a number using the keypad, or press or to adjust. Press Enter. Tip! If you do  
not wish to change the reduction/enlargement percentage, press Enter after you have selected the amount of Mirror Image you want. 5 Press Start Copy -  
Black or Start Copy - Color. stop copying To stop copying, press Cancel on the front panel.

copy setup menu options The following options are available in the Copy Setup menu. use copier features 25 hp digital copier series 1: Copy Setup  
0: Collation 1: Enhancements 2: Paper Size 3: Color Intensity 4: Set Copy Defaults 5: Restore Copy Factory Settings Press Menu to display the Copy Setup  
options. and to move to the setting you want. Press Press Enter to select the displayed setting. 26 use copier features accessories 5 You can upgrade your HP  
Digital Copier by adding the following: 1 2 3 automatic document feeder (ADF) optional 250-sheet plain paper tray two-sided printing accessory automatic  
document feeder (ADF) The automatic document feeder (ADF) is standard on some HP Digital Copier models and is available as an accessory on the others.

You can use the ADF to perform unattended copying. This means that you can load and copy a multi-page document without raising the copier lid to  
individually position each page on the glass. install the ADF It's easy to replace the standard flat lid with an ADF lid. to remove the standard flat lid 1 Turn  
off the HP Digital Copier. 1 2 3 Unplug the power cord from the outlet.

Open the lid. Gently lift the standard flat lid straight up. accessories 27 hp digital copier series to attach the ADF lid 1 On the ADF lid, unfold the hinges. 2 3  
Pull up both tabs. Insert the ADF lid straight down into the unit. tab above each hinge hinges 4 5 Push down both tabs until they click. Gently close the ADF  
lid. Caution! To prevent damaging the unit, do not allow the ADF lid to fall onto the flatbed surface. Always close the ADF lid when the product is not in use.  
install the ADF input tray 1 2 Align the two tabs on the input tray with the two grooves in the ADF cover.

Slide the tray into the grooves as shown until the tray snaps into place. grooves ADF input tray ADF cover tab 3 Replug the power cord into a grounded AC  
outlet. 28 accessories hp digital copier series replace an existing ADF lid If you remove the ADF lid for any reason, you can easily replace it. to remove the  
ADF lid 1 Gently pull the ADF input tray straight out. 2 3 4 Open the ADF lid. Pull up both tabs. Remove the ADF lid by gently pulling it slightly forward as  
you lift. tab above each hinge hinges 5 Follow the steps, above, labeled "to install the ADF." Place all originals in the ADF input tray print-side up. Adjust the  
paper-width guide to fit the size of your original.

A message appears on the display indicating that the originals are loaded. use the ADF 1 2 two-sided printing accessory This accessory can be used with or  
without the optional 250-sheet plain paper tray to provide dual-sided copying capability and dual paper tray capacity. The 250-sheet plain paper tray can  
handle 250 sheets of copier letterhead and bond paper. You must use the main paper tray to load transparency film, photo paper, or other coated stock. Tip!

You must have the two-sided printing accessory installed to use the optional 250-sheet plain paper tray.  
attach the twosided printing accessory 1 Turn the knob on the rear access door of your HP Digital Copier counterclockwise, then remove the door.  
accessories 29 hp digital copier series Tip! Put the rear access door in a safe place. If you decide to remove the two-sided printing accessory in the future,  
you must replace the rear access door for your HP Digital Copier to operate. 2 Insert the two-sided printing accessory into the back of the unit. Tip! Turn the  
two-sided printing accessory so the button is on top.

optional hp 250-sheet plain paper tray assemble the 250-sheet plain paper tray 1 2 Unpack the accessory and the inner tray. Remove the inner tray. 30  
accessories hp digital copier series 3 Remove shipping tape from paper-width fence. set the paper size The 250-sheet plain paper tray can hold letter, legal,  
and A4 paper. To specify the paper size for the 250-sheet plain paper tray, you must set all three size adjustments located on the inner tray. the paper-width  
guide the paper-width fence the paper-length guide Caution! If you change the paper size, for example, from letter to A4, you must remove the inner tray  
completely and reset all three size adjustments. accessories 31 hp digital copier series 1 2 Set the paper-width guide by sliding it until the arrow is even with  
the correct setting. Set the width to LTR to use legal-size paper. 3 Set the paper-width fence by carefully snapping it into the slots for the paper size. Tip! The  
slots for letter width paper are in the sides of the inner tray.

Use the LTR setting for legal-size paper also. 4 Set the paper-length guide by pulling it until the arrow lines up with the paper size. 32 accessories hp digital  
copier series Tip! There is no marking for legal-size paper. Pull the paperlength guide out beyond the edge of the tray and push it back up against the edge of  
the paper. load paper in the optional 250-sheet plain paper tray 1 Load the paper by dropping it into the inner tray. 2 Re-insert the inner tray, pushing it  
firmly until it is completely inserted. Tip! The next time you need to load paper, simply remove the inner tray. stack of paper should be shorter than length  
guide accessories 33 hp digital copier series attach the optional 250sheet plain paper tray to the unit Caution! You must attach the HP two-sided printing  
accessory to your HP Digital Copier before attaching the optional 250-sheet plain paper tray. 1 2 3 4 5 Place the 250-sheet plain paper tray where you want  
your HP Digital Copier to be situated. Turn off the copier.

Lift the copier unit and position it directly over the optional 250-sheet plain paper tray. Gently lower the printer onto the optional 250-sheet plain paper tray.  
Slide the main paper tray (with hinged cover) into the slot above the optional 250-sheet plain paper tray. The main paper tray and copier both rest on top of  
the 250-sheet plain paper tray accessory. 6 Power on the copier and resume normal use.

34 accessories maintain your hp digital copier 6 This section provides instructions for keeping your HP Digital Copier in top working condition.



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Perform these maintenance procedures as necessary. clean the glass If the glass on your unit becomes dirty from fingerprints, smudges, hair, and so on, the performance is slowed down and the accuracy of special features, such as Fit to Page and Copy, is adversely affected. 1 2 Turn off the unit, unplug the power cord, and raise the lid. Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner.

Caution! Do not use abrasives, acetone, benzene, or carbon tetrachloride on the glass; these can damage it. Do not place liquids directly on the glass. They may seep under it and damage the unit. 3 Dry the glass with a chamois or cellulose sponge to prevent spotting. clean the lid backing Minor debris can accumulate on the white document backing that is located underneath the unit's lid. 1 2 3 4 Turn off the unit, unplug the power cord, and raise the lid. Clean the white document-backing with a soft cloth or sponge slightly moistened with a mild soap and warm water. Wash the backing gently to loosen debris; do not scrub the backing. Dry the backing with a chamois or soft cloth. Caution! Do not use paper-based wipes as these may scratch the backing.

5 If this does not clean the backing well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the backing thoroughly with a damp cloth to remove any residual alcohol. maintain your digital copier 35 hp digital copier series clean the exterior Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off the case. The interior of the unit does not require cleaning. Keep fluids away from the interior of the unit as well as the front panel. maintain printheads and ink cartridges As you discovered when you installed your HP Digital Copier, the ink delivery system consists of both ink cartridges, which contain the ink and printheads that control copy quality. To ensure the best quality from your HP Digital Copier, you will need to perform some simple maintenance procedures, and when prompted by a front-panel message or warning light, replace the ink cartridges and printheads. check the ink level You can easily check the ink supply level from the front panel. 1 2 Press Menu. Press 3, then press 1. This selects the Status and Maintenance menu, then selects the Check Ink Level option.

A message in the front-panel display lets you know how much ink you have left, for both black and tri-color ink cartridges. Press Cancel to exit the menu. 3 handle printheads Before you replace or clean a printhead, you should know the part name and how to handle the printhead. Printhead handle Printhead tower Copper contacts Ink nozzles Plastic tape Do not touch the copper contacts, the ink nozzles, or the printhead tower. 36 maintain your hp digital copier hp digital copier series verify a printhead needs to be replaced If a printhead error message appears on the front-panel display, verify that the printhead needs to be replaced.

1 2 Turn the unit off and then turn it on. If the error message still appears, continue with the following steps. Open the print-carriage access door by lifting the handle until the door locks into place. The print carriage will move to the center of the copier. 3 After the print carriage stops moving, release the gray print carriage latch and then lift the print carriage to access the printheads.

4 Remove the old printhead by lifting the printhead handle and pulling upward. maintain your digital copier 37 hp digital copier series Pull the printhead handle upward 5 6 If there is plastic tape on the failed printhead, remove the plastic tape. Push the failed printhead firmly down into the appropriate slot using the printhead handle. Do not touch the printhead tower, and do not remove the printhead handle. 7 8 9 replace the printheads @@Snap the latch into place, then close the print carriage access door. If the error message still appears, remove and reinsert the printhead again and close the print carriage access drawer. If the error message still appears, replace the printhead as described in the following section. If you experience problems with that quality of your copies that cannot be resolved by cleaning your printheads, you may need to replace them. You may also see front-panel display messages that indicate when an individual printhead needs to be replaced. See order printheads and ink cartridges on page 86 for information on ordering replacement printheads.

1 Turn on the unit, then open the print-carriage access door by lifting the handle until the door locks into place. The print carriage moves to the center of the unit. 38 maintain your hp digital copier hp digital copier series 2 After the print carriage stops moving, release the gray print carriage latch and then lift the print carriage to access the printheads. Caution! To avoid damaging the copier, remove a printhead only when a replacement is available. If a printhead is removed without being replaced: Close the print carriage and the print-carriage access door. Replace the printhead within 24 hours. Never remove an ink cartridge and a printhead at the same time. 3 Remove the old printhead by lifting the printhead handle and pulling upward. Pull the printhead handle upward maintain your digital copier 39 hp digital copier series 4 Remove the new printhead from its packaging and, being careful to touch only the black plastic, gently remove the plastic tape. Caution! Do not touch the copper contacts, the printhead tower, or the ink nozzles.

Printhead tower Copper contacts Ink nozzles Plastic tape removing the plastic tape from the printhead 5 6 Match the color on the top of the printhead to the color on the printhead carriage. Push the new printhead firmly down into the appropriate slot using the printhead handle. Do not touch the printhead tower, and do not remove the printhead handle. 7 8 handle ink cartridges @@Snap the latch into place, then close the print carriage access door. After the message appears in the front-panel display, press Enter to align the printheads.

Before you replace or clean ink cartridges, you should know the part names and how to handle them. 40 maintain your hp digital copier hp digital copier series Release button Copper contacts Plastic tape Do not touch the copper contacts, and hold the cartridge away from you as you remove the plastic tape so the ink does not spill on you or your clothing. replace the ink cartridges Front-panel display messages appear under the following conditions to let you know that you should replace your ink cartridges. · · Low ink levels Ink cartridges are approaching their expiration dates Caution! If you ignore the messages and do not replace the ink cartridges, eventually the HP Digital Copier will stop working to avoid damaging the printheads.



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To determine the expiration date of a cartridge, print a Self-Test Report.

For more information, see create a self-test report for cartridges and printheads on page 67. See order printheads and ink cartridges on page 86 for information on ordering replacement ink cartridges. 1 Turn on the unit, then open the print-carriage access door by lifting the handle until the door locks into place. The print carriage moves to the center of the unit. maintain your digital copier 41 hp digital copier series 2 After the carriage stops moving, press the gray button to release the ink cartridge, then pull it up and out of its slot. Caution! To avoid damaging the copier, remove an ink cartridge only when a replacement is available. If an ink cartridge is removed without being replaced: Close the print carriage and the print-carriage access door. Replace the ink cartridge within 24 hours. Never remove an ink cartridge and a printhead at the same time. 3 Remove the new ink cartridge from its packaging and, being careful to touch only the black plastic, gently remove the plastic tape.

Caution! Hold the cartridge away from you as you remove the plastic tape so the ink does not spill on you or your clothing. Caution! Do not touch the copper contacts. 4 Push the new ink cartridge firmly down into the appropriate slot until it clicks into place. Note the color bars on the print carriage. The ink-cartridge label should be face-up after the cartridge is inserted. 42 maintain your hp digital copier hp digital copier series Color bars 5 6 align the printheads Close the print-carriage access door. Press Enter to align the printheads. For more information, see align the printheads on page 43. The HP Digital Copier prompts you to align the printheads every time you install or replace a printhead or ink cartridge. Aligning the printheads ensures high-quality output. To align the printheads after the message appears on the display, press Enter on the front panel. To align the printheads at any other time do the following: 1 2 Press Menu. Press 3, then press 3. This selects the Status and Maintenance menu, then selects the Align PrintHeads option. clean the printheads If you notice streaking or white lines through any colored areas on your copies, you may need to clean the printheads.

Do not clean printheads unnecessarily. This wastes ink and shortens the life of your printheads. 1 2 Press Menu. Press 3, then press 2. This selects the Status and Maintenance menu, then selects the Clean PrintHeads option.

If copy quality still seem poor after you clean the printheads, replace the printhead that is affected. clean the ink cartridge contacts Clean the ink cartridge contacts only if you get repeated front panel messages prompting you to check a cartridge after you already have. Caution! Do not remove both ink cartridges at the same time. Remove and clean them one at a time. maintain your digital copier 43 hp digital copier series Make sure you have the following materials available: · · A clean, lint-free cloth Distilled, filtered, or bottled water (do not use tap water, as it may contain contaminants that can damage the printheads) Caution! Be careful not to get ink on your hands or clothing. Turn the unit on and open the print-carriage access door. The print carriage moves to the center. After the print carriage has moved to the center, unplug the power cord from the back of the unit. Warning! It is very important that you disconnect the copier from its electrical power source before touching the ink cartridge contacts. Electrical shock or severe damage to the copier can occur if you touch the contacts while there is electrical power to the copier.

Do not use the On button to turn the copier off. 1 2 3 4 5 Press the gray button to release the ink cartridge, then pull it up and out of its slot. Inspect the ink cartridge contacts and the contacts inside the ink cartridge socket for ink and debris buildup. Clean any visible ink deposits with a clean, soft, lint-free cloth. If necessary, moisten the cloth with one drop of water. 6 7 8 Place the ink cartridge back into the holder. Repeat if necessary for the other ink cartridge. Close the door and plug in the unit. Because you removed an ink cartridge from its holder, the HP Digital Copier needs to align the printheads. After the message appears in the front-panel display, press Enter to align the printheads.

9 44 maintain your hp digital copier hp digital copier series clean the printhead contacts Clean the printhead copper contacts only if you get repeated front panel messages prompting you to check a printhead after you already have. Caution! Do not remove all printheads at the same time. Remove and clean them one at a time. Make sure you have the following materials available: · · A clean, lint-free cloth Distilled, filtered, or bottled water (do not use tap water, as it may contain contaminants that can damage the printheads). Caution! Be careful not to get ink on your hands or clothing.

Turn the unit on and open the print-carriage access door. The print carriage moves to the center. After the print carriage has moved to the center, unplug the power cord from the back of the unit. Warning! It is very important that you disconnect the printer from its electrical power source before touching the printhead contacts. Electrical shock or severe damage to the printer can occur if you touch the contacts while there is electrical power to the printer.

Do not use the On button to turn the printer off. 1 2 3 4 5 6 Release the gray print carriage latch and then lift the print carriage to access the printheads. Remove the printhead by lifting the printhead handle and pulling upward. @@Clean any visible ink deposits with the clean, soft, lint-free cloth. If necessary, moisten the cloth with one drop of water. Caution! @@Do not clean the ink nozzles on the under side of the printhead. @@@@Repeat cleaning of other printheads, if necessary. @@Snap the latch into place, then close the print-carriage access door. @@11 Press Menu. @@@@Caution! @@@@Press 3, then press 4.

@@@@@@@Caution! @@@@The copier cannot use an expired ink cartridge. @@1 Press 2 3 On the keypad, press in order, 7, 8, 9. @@On the keypad, press in order, 4, 5, 6. @@If you need to reset them, use the following procedure. Tip! @@@@Press 3, then press 7, then press Enter. @@@@ Wait until the desired language appears on the front panel display. Enter the two-digit number corresponding to the language on the keypad. For example: for English, enter 11. After entering the language, you are prompted to confirm that the language you selected is the one you want. Press 1 for Yes and 2 for No.

After you select a language, you are prompted to select a country/ region based on your selected language. To select the country/region, you can: Press until the desired country/region appears.



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Wait until the desired country/region appears on the front panel display. Enter the two-digit number corresponding to the country/region on the keypad. For example: for USA, enter 10.

selection. 3 4 5 6 7 8 9 10 After entering the country/region, you are prompted to confirm your 11 Press 1 for Yes or 2 for No. maintain your digital copier 49 hp digital copier series set the power save mode time The bulb in your HP Digital Copier remains on for a specified period so that the unit is immediately ready to respond to your request. When the HP Digital Copier has not been used within that specified period, it turns the bulb off to preserve power and displays Power Save On in the frontpanel display. Tip! You can exit this mode by pressing any button on the front panel.

Your unit is automatically set to enter power-save mode after 12 hours. Follow these steps if you want the HP Digital Copier to enter this mode earlier. 1 2 Press Menu. Press 3, then press 6. This selects the Status and Maintenance menu, then selects the Set Power Save Mode Time option. Press until the desired time appears, then press Enter. 3 set the ring and beep volume The volume of the button beeps on your HP Digital Copier is preset, but you can easily change the volume. 1 2 Press Menu. Press 3, then press 8. This selects the Status and Maintenance menu, then selects the Ring and Beep Volume option.

Press to select Soft, Loud, or Off, then press Enter. 3 50 maintain your hp digital copier hp digital copier series maintenance menu options 3:Status and Maintenance Use Menu to display the Status and Maintenance menu options. Press and to move to the setting you want. Press Enter to select the displayed setting. 1:Check Ink Level 2:Clean PrintHeads 3:Align PrintHeads 4:Perform Color Calibration 5:Restore Factory Defaults 6:Set Power Save Mode Time 7:Set Country and Language 8:Ring and Beep Volume maintain your digital copier 51 hp digital copier series 52 maintain your hp digital copier troubleshooting tips 7 Troubleshooting provides tips for solving problems and improving the quality of your copies. Look for your problem in the following troubleshooting topics. For additional information on your HP Digital Copier, see: [www.hp.com/go/copiers](http://www.hp.com/go/copiers) paper problems The following issues relate to the paper path and paper types used in your HP Digital Copier. You can avoid many paper jams by loading paper properly in the input tray.

For more information, see load the main paper tray on page 9. paper jams check all paths - main paper tray or optional 250-sheet plain paper tray . . . automatic document feeder (ADF) tray and cover two-sided printing accessory back of unit paper tray jams 1 Always start by removing the back access door or the two-sided printing accessory. Gently remove any paper jams from the back of the unit. 2 3 4 If this does not work, remove the input tray, then gently remove any paper jams from the input tray opening of the unit. If necessary, remove the main paper tray and the optional 250-sheet plain paper tray.

Last, open the top of the unit and gently remove any paper jams from the print carriage area. troubleshoot your digital copier 53 hp digital copier series adf tray jams 1 If paper is jammed at the top of the unit, carefully remove the ADF input tray. ADF cover ADF input tray 2 3 Gently pull out any paper. Snap the ADF tray back into place. Tip! @@Replace and lock the back door.

@@@@Press the side buttons to remove the accessory, and check for paper. Tip! @@@@Check that the input tray is in place. @@@@@@Make sure it is selected. @@@@do you have enough paper? @@If there is paper in the tray, remove it, tap the stack against an even surface, and reload it. To continue your job, press Enter on the front panel of the HP Digital Copier. For more information, see load paper on page 9. do you have the correct tray selected? If you have an optional 250-sheet plain paper tray, the paper is picked from there first. Make sure you have the correct tray selected. On the front panel, press the Tray Select/Paper Type button. Make sure you have the correct tray selected.

several pages advance at the same time is the paper loaded correctly in the input tray? Make sure the paper tray is not overfilled. The paper must fit comfortably within the guides. Make sure the guides do not inhibit how the paper moves. 1 2 3 Reinsert the paper. Remove the stack of paper, and then tap the stack on a hard, even surface. Fan the stack, then replace the stack in the input tray, and then push it back into place. have you loaded too much paper? The paper must fit comfortably within the guides. Overfilling the input tray causes paper jams or other paper advance problems. For more information, see avoid paper jams on page 9. troubleshoot your digital copier 55 hp digital copier series paper type is not correct or not supported Your HP Digital Copier is designed to work well on most paper types.

Test a variety of paper types before buying large quantities. Find a paper type that works well and is easy to purchase. HP Premium Papers are designed for the best quality results. . . . Paper that is too thin, slick, or "stretches" easily can feed incorrectly through the paper path. Paper that is heavily textured can cause graphics or text to not fill properly.

To ensure that paper feeds properly, always use only one type of paper at a time in the input tray. Try printing the same document on a type of paper that has previously worked well. In addition to paper type, the condition of your ink cartridges has a strong effect on the quality of copies. For more information, see recommended paper types on page 11. out of paper do you have paper loaded in the selected paper tray? If you have a 250-sheet plain paper tray, the paper is picked from there first.

Make sure you have the correct tray selected. On the front panel, press the Tray Select/Paper Type button. Make sure to select the correct tray. is the back door or the two-sided printing accessory off? If you have removed either the back door or the two-sided printing accessory to clear a paper jam, replace it. For more information, see avoid paper jams on page 9. is the unit on an even surface? Make sure that the unit is not resting on cords or other objects. This can prevent the unit from detecting paper in the paper trays. paper is too narrow or paper size errors The paper you have loaded for printing is not the correct size. Copying requires letter, legal, or A4 paper. For more information, see recommended paper types on page 11 failure to copy The following issues relate to mechanical problems that prevent your HP Digital Copier from performing properly.

hp digital copier is not responding 56 do you have a paper jam? Check the HP Digital Copier for a paper jam. For more information, see paper problems on page 53.



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