



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP COLOR LASERJET PRO M476DW. You'll find the answers to all your questions on the HP COLOR LASERJET PRO M476DW in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual HP COLOR LASERJET PRO M476DW**  
**User guide HP COLOR LASERJET PRO M476DW**  
**Operating instructions HP COLOR LASERJET PRO M476DW**  
**Instructions for use HP COLOR LASERJET PRO M476DW**  
**Instruction manual HP COLOR LASERJET PRO M476DW**



Color LaserJet Pro MFP M476

User Guide



M476dw  
M476nw  
M476dn



[www.hp.com/support/colorjMFP476](http://www.hp.com/support/colorjMFP476)  
[www.hp.com/support](http://www.hp.com/support)



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>

**Manual abstract:**

@@@HP shall not be liable for technical or editorial errors or omissions contained herein. Edition 4/2014 Part number: CF385A-90907 Trademark Credits Adobe®, Adobe Photoshop®, Acrobat®, and PostScript® are trademarks of Adobe Systems Incorporated. Apple and the Apple logo are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. iPod is a trademark of Apple Computer, Inc. iPod is for legal or rightholderauthorized copying only. Don't steal music. Bluetooth is a trademark owned by its proprietor and used by Hewlett-Packard Company under license. Microsoft®, Windows®, Windows® XP, and Windows Vista® are U.S. registered trademarks of Microsoft Corporation. UNIX® is a registered trademark of The Open Group. Table of contents 1 Product introduction .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 1 Product comparison ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.... 2 Product views .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*. 4 Product front view .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 4 Product back view ..*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*..... 5 Interface ports .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
*... 5 Control panel ..*

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*. 6 Control-panel layout .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.... 6 Control-panel Home screen .....*

.....  
.....  
.....

.....  
.....  
.....





.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*16 Accessories .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*..... 16 Replace the toner cartridges .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*..... 17 4 Print .....*

.....





.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 24 Manually print on both sides (Windows) ..

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 25 Print multiple pages per sheet (Windows) ..

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 26 Select the paper type (Windows) .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.. 27 Additional print tasks ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

.. 27 *Print tasks (Mac OS X) ...*

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 28 *How to print (Mac OS X) .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. 28 *ENWW iii Automatically print on both sides (Mac OS X) .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....



... 29 Mobile printing .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.. 30 HP Wireless Direct and NFC Printing .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 30 HP ePrint via email .

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

... 31 HP ePrint software ..

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*.. 31 AirPrint ...*

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*32 Use walk-up USB printing .....*

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.. 33 5 Copy .....*

.....  
.....  
.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 35 *Make a copy ...*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

36 *Copy on both sides (duplex) .....*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



.....  
.....

.....  
.....  
.....

.....  
.....

.... *40 Scan by using the HP Scan software (Mac OS X) .*

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *41 Set up Scan to E-mail ....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*42 Introduction .....*

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....



.....  
.....  
.....  
.....

*42 Use the Scan to E-Mail Wizard (Windows) .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 42 Set up the Scan to Email feature via the HP Embedded Web Server (Windows) ..*

.....  
.....  
.....

*..... 42 Set up the Scan to Email feature on a Mac ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*.... 43 Set up Scan to Network Folder .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 45 Introduction ..*

.....  
.....  
.....  
.....  
.....



. 48 Scan to a network folder .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

... 49 Scan to a USB flash drive .....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.. 50 7 Fax ...

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
..... 51 Set up to send and receive faxes .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 52 Before starting .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 52 Step 1: Identify the phone connection type .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

52 Step 2: Set up the fax .....

.....  
.....  
.....

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*53 iv ENWW Dedicated phone line .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*.. 53 Shared voice/fax line ...*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*.... 54 Shared voice/fax line with an answering machine .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*55 Step 3: Configure the fax time, date, and header .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 57 HP Fax Setup Wizard ....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.... 57 Product control panel .

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

57 HP Device Toolbox .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

. 58 HP Embedded Web Server ....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....

.....  
.....  
*58 Step 4: Run a fax test .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*58 Send a fax .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 60 Fax from the flatbed scanner ....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*... 60 Fax from the document feeder ..*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 61 Use speed dials and group-dial entries ..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

61 Send a fax from the software .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 62 Send a ...

.....

. 82 Set the Auto Power Down delay ....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



.....  
.....  
.....  
.... 82 Update the firmware .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
... 84 Method one: Update the firmware using the control panel ..

.....  
.....

.....  
.....  
.....

.....  
.... 84 Method two: Update the firmware using the Firmware Update Utility .

.....  
.....

.....  
.....  
.....

..... 85 9 Solve problems ..

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....



.....  
.....  
.....  
.....

.....  
.....  
.....

..... *90 Order supplies ...*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *91 Product does not pick up paper or misfeeds ..*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*92 The product does not pick up paper .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... *92 The product picks up multiple sheets of paper ...*

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*.. 92 The document feeder jams, skews, or picks up multiple sheets of paper ...*

.....

.....  
.....  
.....

*..... 92 Clean the pickup rollers and separation pad in the document feeder .....*

.....  
.....  
.....  
.....

*93 Clear jams .....*

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*. 95 Jam locations ....*

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 95 Experiencing frequent or recurring paper jams? ..

. 95 Clear jams in the document feeder ....

..... 97 Clear jams in Tray 1 .....

..... 98 Clear jams in Tray 2 ..

.....  
.....  
.....  
.....

..... *100 Clear jams in Tray 3 .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*101 Clear jams in the duplexer .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*103 Clear jams in the output bin .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... *105 Improve print quality ..*

.....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 106 Print from a different software program .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.. 106 Check the paper-type setting for the print job .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

. 106 Check the paper type setting (Windows) ....

.....  
.....  
.....

.....  
.....  
.....

106 Check the paper type setting (Mac OS X) .....

.....  
.....  
.....





.....  
.....  
.....

..... 108 Check the scanner glass for dirt and smudges .....

.....  
.....  
.....  
.....

..... 109 Visually inspect the toner cartridge .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

109 Check paper and the printing environment .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 109 Step one: Use paper that meets HP specifications .....

.....  
.....  
.....  
.....

.....  
.....

... 109 vi ENWW Step two: Check the environment ..

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
..... 110 Calibrate the product to align the colors ..

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 110 Check other print job settings ....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

. 110 Check the EconoMode settings .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

111 Adjust color settings (Windows) .....

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 111 Try a different print driver ..

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 112 Improve copy and scan image quality ..

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

... 114 Check the scanner glass for dirt and smudges ..

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 114 Check the paper settings ...

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 114 Check the image adjustment settings .

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*. 115 Optimize for text or pictures .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*.. 115 Check the scanner resolution and color settings on the computer ...*

.....  
.....  
.....  
.....

*.... 115 Resolution and color guidelines .....*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*..... 116 Color ...*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*... 116 Edge-to-edge copying .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 116 Improve fax image quality .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*..... 118 Check the scanner glass for dirt and smudges ...*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 118 Check the send-fax resolution settings ....*

.....  
.....  
.....  
.....

.....

.....  
.....  
.....

..... 118 Check the error-correction settings .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

119 Check the fit-to-page setting .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

119 Send to a different fax machine .....

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 119 Check the sender's fax machine .....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....  
.....

..... 119 Solve wired network problems ...

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 120 Poor physical connection ..

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

120 The computer is using the incorrect IP address for the product .....

.....  
.....  
.....

.....  
.....  
.....

. 120 The computer is unable to communicate with the product .....

.....  
.....  
.....  
.....

.....  
.....  
.....

120 The product is using incorrect link and duplex settings for the network .....





.....  
.....

.....  
.....  
.....  
.....  
.....  
*123 The product does not print, and the computer has a third-party firewall installed .....*

.....  
.....  
*. 123 The wireless connection does not work after moving the wireless router or product ....*

.....  
.....  
*..... 123 Cannot connect more computers to the wireless product ..*

.....  
.....  
.....  
.....

.....  
.....  
.....  
*..... 123 The wireless product loses communication when connected to a VPN .*

.....  
.....  
.....  
.....

.....  
*..... 123 The network does not appear in the wireless networks list .*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*..... 123 The wireless network is not functioning ...*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*..... 124 Perform a wireless network diagnostic test .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
*..... 124 Reduce interference on a wireless network ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*124 ENWW vii Solve fax problems .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*125 Fax troubleshooting checklist .....*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*.... 125 Solve general fax problems .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....

.....  
.....  
.....  
.....

*.. 126 Faxes are sending slowly .*



[You're reading an excerpt. Click here to read official HP COLOR  
LASERJET PRO M476DW user guide  
http://yourpdfguides.com/dref/5742930](http://yourpdfguides.com/dref/5742930)

..  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*126 Fax quality is poor .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 127 Fax cuts off or prints on two pages .*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*.. 127 Index ...*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.. 129 viii ENWW 1 Product introduction □ □ □ □ Product comparison Product views Control panel Product hardware setup and software installation Go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476) for HP's all-inclusive help for your product: □ □ □ □ Solve problems. Download software updates. Join support forums. Find warranty and regulatory information. You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products.

ENWW 1 Product comparison Product NameModel Number Paper handling Tray 1 (50-sheet capacity) Tray 2 (250-sheet capacity) Tray 3 (250 sheet capacity) Standard output bin (150 sheet capacity) Automatic duplex printing Connectivity 10/100 Ethernet LAN connection with IPv4 and IPv6 Wireless 802.11 b/g/n Easy-access USB port for printing and scanning without a computer and upgrading the firmware Control-panel display and input Print Touchscreen control panel Prints up to 20 pages per minute (ppm) on A4 and 21 ppm on letter-size paper. Walk-up USB printing (no computer required) HP NFC and Wireless Direct for printing from mobile devices. Mobile printing using the following: □ □ □ □ □ HP ePrint HP ePrint software1 HP ePrint Home & Biz Google Cloud Print Apple AirPrint™ Optional Optional Optional M476nw CF385A M476dn CF386A M476dw CF387A Fax Copy and Scan Copies and scans up to 20 pages ppm on A4 and 21 ppm on letter-size paper. Easy-access USB copying and scanning (no computer required) 50-page document feeder with electronic duplex copying and scanning and multi-pick detection Scan-to Supported operating systems23 Send to E-mail, Save to USB, and Save to Network Folder options Windows XP, 32-bit, Service Pack 2 and greater, Windows XP 64-bit, Print driver only NOTE: Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system. Windows Vista, 32-bit/64-bit 2 Chapter 1 Product introduction ENWW Product NameModel Number Windows 7, 32-bit/ 64-bit Windows 8, 32-bit/ 64-bit, Windows 8.1, 32-bit/ 64 bit, Windows 8 RT (Run Time) in OS driver only Windows 2003 Server (32-bit, Service Pack 1 or greater), print and scan drivers only NOTE: Microsoft retired mainstream support for Windows Server 2003 in July 2010. HP will continue to provide best-effort support for the discontinued Server 2003 operating system.

Windows 2008 Server (32-bit/64-bit and R2), print and scan drivers only Windows Server 2012, 64-bit, print driver only Mac OS X 10.6, 10.7 Lion, and 10.8 Mountain Lion 1 M476nw CF385A M476dn CF386A M476dw CF387A 2 3 The HP ePrint Software supports the following operating systems: Windows® XP SP2 or greater (32-bit) up to ePrint Software version 3; Windows Vista® (64-bit); Windows 7 (32-bit and 64-bit); Windows 8 (32-bit and 64-bit); and Mac OS X versions 10.6, 10.

7 Lion, and 10.8 Mountain Lion. The list of supported operating systems applies to the Windows PCL 6, UPD PCL 6, UPD PCL 5, UPD PS, and Mac print drivers and to the in-box software installation CD. For a current list of supported operating systems, go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476) for HP's all-inclusive help for your product. If you are located outside the US, go to [www.hp.com/support](http://www.hp.com/support), select a country/region, click Product Support & Troubleshooting, enter the product name, and then select Search. The HP Software Installer CD for Windows and Mac installs the HP PCL 6 discrete driver and .NET 3.5 SP1 for Windows operating systems, the .NET 4.0 for Windows 8 and Windows Server 2012, and the Mac driver and Mac Utility for the Mac operating systems. Other optional software is also included on the installation CD.

ENWW Product comparison 3 Product views Product front view 1 2 3 4 5 6 7 8 9 10 11 12 Document feeder cover Document feeder input tray Document feeder output bin Color touch screen control panel Walk-up USB printing port On/Off button Optional Tray 3 Tray 2 Tray 1 Print cartridge/front door handle Output bin stop Output bin 4 Chapter 1 Product introduction ENWW Product back view 1 2 3 4 5 6 Fax port and external phone port Network port Hi-speed USB 2.0 port Power connection Rear door Serial number label Interface ports 1 2 3 4 Telephone "line out" port for attaching an extension phone, answering machine, or other device Fax "line in" port for attaching fax line to product Network port Hi-Speed USB 2.0 port ENWW Product views 5 Control panel □ □ Control-panel layout Control-panel Home screen Control-panel layout 1 2 3 4 5 6 Wireless light (wireless models only) Touchscreen display Attention light Ready light Help button and light Right arrow button and light Indicates the wireless network is enabled. The light blinks while the product is establishing a connection to the wireless network. Provides access to the product features and indicates the current status of the product Indicates a problem with the product Indicates the product is ready Provides access to the control-panel help system Moves the cursor to the right or moves the display image to the next screen NOTE: This button illuminates only when the current screen can use this feature. 7 Cancel button and light Clears settings, cancels the current job, or exits the current screen NOTE: This button illuminates only when the current screen can use this feature. 8 9 HP NFC Back button and light Wireless Direct for printing from mobile devices (wireless models) (M476dw only) Returns to the previous screen NOTE: This button illuminates only when the current screen can use this feature. 10 Left arrow button and light Moves the cursor to the left NOTE: This button illuminates only when the current screen can use this feature. 11 Home button and light Provides access to the Home screen Control-panel Home screen The Home screen provides access to the product features, and it indicates the product status. 6 Chapter 1 Product introduction ENWW NOTE: Depending on the product configuration, the features on the Home screen can vary.

The layout might also be reversed for some languages. 1 Web Services button Provides quick access to HP Web Services features, including HP ePrint HP ePrint is a tool that prints documents by using any email enabled device to send them to the product's email address. 2 3 Setup button Provides access to the main menus Provides access to the Wireless menu and wireless status information NOTE: When you are connected to a wireless network, this icon changes to a set of signal strength bars. NOTE: This button does not display when the product is connected to a wired network. Wireless button (wireless models only) 4 Network button Provides access to network settings and information.

From the network settings screen, you can print the Network Summary page. NOTE: This button displays only when the product is connected to a network. 5 6 7 8 9 10 11 12 Information Supplies Fax button Apps button Product status Scan button Copy button USB button button Provides product status information.

6 7 8 9 10 11 12 Information Supplies Fax button Apps button Product status Scan button Copy button USB button button Provides product status information.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>

From the status summary screen, you can print the Configuration Report page. Provides information about supplies status.

From the supplies summary screen, you can print the Supplies Status page. Provides access to the Fax feature Provides access to the Apps menu to print directly from Web applications that you have downloaded from the HP ePrintCenter Web site at [www.hp.com/go/eprintcenter.com](http://www.hp.com/go/eprintcenter) Indicates whether the product is ready or is processing a job Provides access to the scan features Provides access to the copy features Provides access to the walkup-USB feature (for printing and scanning without a computer) ENWW Control panel 7 Product hardware setup and software installation For basic setup instructions, see the Hardware Installation Guide that came with the product. For additional instructions, go to HP support on the Web. In the US, go to [www.hp.com/support/colorljmFPM476](http://www.hp.com/support/colorljmFPM476) for HP's all-inclusive help for your product. Outside the US, follow these steps: 1. 2.

3. 4. Go to [www.hp.com/support](http://www.hp.com/support). Select your country/region. Click Product Support & Troubleshooting. Enter the product name (HP Color LaserJet Pro MFP M476), and then select Search. Find the following support:      Install and configure Learn and use Solve problems Download software updates Join support forums Find warranty and regulatory information 8 Chapter 1 Product introduction ENWW 2 Paper trays   Load Tray 1 (multipurpose tray) Load Tray 2 or Tray 3. Go to [www.hp.com/support/colorljmFPM476](http://www.hp.com/support/colorljmFPM476) for HP's all-inclusive help for your product:     Solve problems. Download software updates. Join support forums. Find warranty and regulatory information.

You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products. ENWW 9 Load Tray 1 (multipurpose tray) 1. Open tray 1 by grasping the handle on the left side of the tray and pulling down.

2. Pull out the tray extension. 10 Chapter 2 Paper trays ENWW 3. If you are loading long sheets of paper, flip out the extension. 4. Extend the paper guides fully (1) and then load the paper stack into tray 1 (2). Adjust the paper guides to the size of the paper. NOTE: To avoid jams, do not add paper to tray 1 while the product is printing. Do not close tray 1 while the product is printing. ENWW Load Tray 1 (multipurpose tray) 11 Load Tray 2 or Tray 3.

CAUTION: Do not print envelopes, labels, or unsupported sizes of paper from tray 2. Print these types of paper only from tray 1. 1. Pull the tray out of the product. NOTE: Do not open the tray while it is in use. 2. Slide open the paper length and width guides. 3. To load legal-size paper, extend the tray by pressing and holding the extension tab while pulling the front of the tray toward you. NOTE: When it is loaded with legal-size paper, the tray extends from the front of the product approximately 64 mm (2.

5 inches). 12 Chapter 2 Paper trays ENWW 4. Place the paper in the tray and make sure that it is flat at all four corners. Slide the side paper width guides so that they align with the papersize marking in the bottom of the tray. Slide the front paper length guide so that it pushes the stack of paper against the back of the tray.

5. Push down on the paper to make sure that the paper stack is below the paper limit tabs on the side of the tray. NOTE: To prevent jams, do not overfill the tray. Be sure the top of the stack is below the tray full indicator. NOTE: If the tray is not adjusted correctly, an error message might display during printing or the paper might jam.

ENWW Load Tray 2 or Tray 3. 13 6. Slide the tray completely into the product. 7. On the product control panel, configure the paper size and type to match the paper loaded in the tray. a. From the Home screen on the product control panel, touch the Setup button. b. Open the following menus: System Setup Paper Setup Tray 2 c. Touch Paper Size and select the correct size.

d. Touch Paper Type and select the correct type. 14 Chapter 2 Paper trays ENWW 3 Parts, supplies, and accessories     Order parts, accessories, and supplies Parts and-supplies Accessories Replace the toner cartridges Go to [www.hp.com/support/colorljmFPM476](http://www.hp.com/support/colorljmFPM476) for HP's all-inclusive help for your product:     Solve problems. Download software updates. Join support forums. Find warranty and regulatory information. You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products. ENWW 15 Order parts, accessories, and supplies HP original toner cartridges and paper Order genuine HP parts or accessories Order through service or support providers [www.hp.com/go/suresupply](http://www.hp.com/go/suresupply) [www.hp.com/buy/parts](http://www.hp.com/buy/parts) Contact an HP-authorized service or support provider. Parts and-supplies The following customer self-repair parts are available for the product.  Parts listed as Mandatory self-replacement are to be installed by customers, unless you are willing to pay HP service personnel to perform the repair. For these parts, on-site or return-to-depot support is not provided under the HP product warranty. Parts listed as Optional self-replacement can be installed by HP service personnel at your request for no additional charge during the product warranty period.

Description Standard capacity replacement black print cartridge High capacity replacement black print cartridge Self-replacement options Mandatory Mandatory Mandatory Replacement Tray 2 Mandatory Part number CF380A CF380X CF381A CF382A CF383A A3E42-65010  Item HP 312A Black LaserJet Toner Cartridge HP 312X Black LaserJet Toner Cartridge HP 312A Replacement cyan print cartridge HP 312A Replacement yellow print cartridge HP 312A Replacement magenta print cartridge Tray 2 Assembly Kit Accessories Item HP LaserJet 1 x 250 Paper Feeder USB cable Description 250-sheet paper feeder (optional Tray 3) 2-meter standard USB-compatible device connector Part number A3E47A C6518A 16 Chapter 3 Parts, supplies, and accessories ENWW Replace the toner cartridges The product uses four colors and has a different print cartridge for each color: black (K), magenta (M), cyan (C), and yellow (Y). CAUTION: If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. Hot water sets toner into the fabric. 1. Open the front door. 2. Pull out the print cartridge drawer. 3. Grasp the handle on the old print cartridge and then pull the cartridge straight up to remove it. ENWW Replace the toner cartridges 17 4.

Remove the new print cartridge from the packaging. 5. Gently rock the print cartridge from front to back to distribute the toner evenly inside the cartridge. 6. Remove the orange, plastic shield from the bottom of the new print cartridge. 18 Chapter 3 Parts, supplies, and accessories ENWW 7. Do not touch the imaging drum on the bottom of the print cartridge. Fingerprints on the imaging drum can cause print-quality problems. 8. Insert the new print cartridge into the product.

Match the color indicator on the cartridge to the color indicator in the empty slot.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>

9. Pull the tab on the left side of the print cartridge straight up to completely remove the sealing tape. Recycle the sealing tape. ENWW Replace the toner cartridges 19 10.

Close the print-cartridge drawer. 11. Close the front door. 12. Place the old print cartridge, the sealing tape, and the orange plastic shield in the new print cartridge box.

Follow the recycling instructions that are included in the box. 20 Chapter 3 Parts, supplies, and accessories ENWW 4 Print □ □ □ □ Print tasks (Windows) Print tasks (Mac OS X) Mobile printing Use walk-up USB printing Go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476) for HP's all-inclusive help for your product: □ □ □ □ Solve problems. Download software updates. Join support forums. Find warranty and regulatory information. You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products.

ENWW 21 Print tasks (Windows) □ □ □ □ □ □ How to print (Windows) Automatically print on both sides (Windows) Manually print on both sides (Windows) Print multiple pages per sheet (Windows) Select the paper type (Windows) Additional print tasks How to print (Windows) The following procedure describes the basic printing process for Windows. 1. 2. From the software program, select the Print option. Select the product from the list of printers. To change settings, click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 22 Chapter 4 Print ENWW 3. Click or tap the tabs in the print driver to configure the available options. For example, set the paper orientation on the Finishing tab, and set the paper source, paper type, paper size, and quality settings on the Paper/Quality tab.

4. 5. Click or tap the OK button to return to the Print dialog box. Select the number of copies to print from this screen. Click or tap the OK button to print the job.

ENWW Print tasks (Windows) 23 Automatically print on both sides (Windows) Use this procedure for products that have an automatic duplexer installed. If the product does not have an automatic duplexer installed, or to print on paper types that the duplexer does not support, you can print on both sides manually. 1. 2. From the software program, select the Print option.

Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: 3. 4. 5. The name of the button varies for different software programs. Click or tap the Finishing tab. Select the Print on both sides check box. Click the OK button to close the Document Properties dialog box. In the Print dialog box, click the OK button to print the job. 24 Chapter 4 Print ENWW Manually print on both sides (Windows) Use this procedure for products that do not have an automatic duplexer installed or to print on paper that the duplexer does not support.

1. 2. From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 3. 4. 5. 6. Click or tap the Finishing tab.

Select the Print on both sides (manually) check box. Click the OK button to print the first side of the job. Retrieve the printed stack from the output bin, and place it in Tray 1. If prompted, touch the appropriate control panel button to continue. ENWW Print tasks (Windows) 25 Print multiple pages per sheet (Windows) 1.

2. From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: 3. 4.

5. 6. The name of the button varies for different software programs. Click or tap the Finishing tab. Select the number of pages per sheet from the Pages per sheet drop-down list. Select the correct Print page borders, Page order, and Orientation options. Click the OK button to close the Document Properties dialog box. In the Print dialog box, click the OK button to print the job. 26 Chapter 4 Print ENWW Select the paper type (Windows) 1. 2.

From the software program, select the Print option. Select the product from the list of printers, and then click or tap the Properties or Preferences button to open the print driver. NOTE: The name of the button varies for different software programs. 3. 4. 5. 6. 7. 8. Click or tap the Paper/Quality tab.

From the Paper type drop-down list, click the More... option. Expand the list of Type is: options.

Expand the category of paper types that best describes your paper. Select the option for the type of paper you are using, and then click the OK button. Click the OK button to close the Document Properties dialog box. In the Print dialog box, click the OK button to print the job. Additional print tasks In the US, go to [www.](http://www.hp.com/support/colorljMFPM476)

[hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476). Outside the US, go to [www.hp.com/support](http://www.hp.com/support). Select your country/region. Click Troubleshooting. Enter the product name, and then select Search. Instructions are available for performing specific print tasks, such as the following: □ □ □ □ □ □ Create and use printing shortcuts or presets Select the paper size, or use a custom paper size Select the page orientation Create a booklet Scale a document to fit a specific paper size Print the first or last pages of the document on different paper Print watermarks on a document ENWW Print tasks (Windows) 27 Print tasks (Mac OS X) □ □ □ □ □ □ How to print (Mac OS X) Automatically print on both sides (Mac OS X) Manually print on both sides (Mac OS X) Print multiple pages per sheet (Mac OS X) Select the paper type (Mac OS X) Additional print tasks How to print (Mac OS X) The following procedure describes the basic printing process for Mac OS X. 1.

2. 3. 4. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then select other menus to adjust the print settings. Click the Print button. Automatically print on both sides (Mac OS X) NOTE: This feature is available if you install the HP print driver. It might not be available if you are using AirPrint. 1.

2. 3. 4. 5. Click the File menu, and then click the Print option.

In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Layout menu. Select a binding option from the Two-Sided drop-down list. Click the Print button. Manually print on both sides (Mac OS X) NOTE: This feature is available if you install the HP print driver.

It might not be available if you are using AirPrint. 1. 2. 3. 4. 5. 6. Click the File menu, and then click the Print option. In the Printer menu, select this product. Open the menus drop-down list or click Show Details, and then click the Manual Duplex menu.

Click the Manual Duplex box, and select a binding option. Click the Print button. Go to the product, and remove any blank paper that is in Tray 1. 28 Chapter 4 Print ENWW 7. 8. Retrieve the printed stack from the output bin and place it with the printed-side facing down in the input tray.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>



If prompted, touch the appropriate control panel button to continue. Print multiple pages per sheet (Mac OS X) 1. 2. 3.

4. 5. 6. 7. Click the File menu, and then click the Print option.

In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Layout menu. From the Pages per Sheet drop-down list, select the number of pages that you want to print on each sheet. In the Layout Direction area, select the order and placement of the pages on the sheet. From the Borders menu, select the type of border to print around each page on the sheet.

Click the Print button. Select the paper type (Mac OS X) 1. 2. 3. 4. 5. Click the File menu, and then click the Print option. In the Printer menu, select the product. Open the menus drop-down list or click Show Details, and then click the Finishing menu. Select a type from the Media-type drop-down list.

Click the Print button. Additional print tasks In the US, go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476). Outside the US, go to [www.hp.com/support](http://www.hp.com/support). Select your country/region. Click Troubleshooting. Enter the product name, and then select Search.

Instructions are available for performing specific print tasks, such as the following: □ □ □ □ □ □ Create and use printing shortcuts or presets Select the paper size, or use a custom paper size Select the page orientation Create a booklet Scale a document to fit a specific paper size Print the first or last pages of the document on different paper Print watermarks on a document ENWW Print tasks (Mac OS X) 29 Mobile printing HP offers multiple Mobile and ePrint solutions to enable wireless printing to an HP printer from a laptop, tablet, smartphone, or other mobile device. To determine the best choice, go to [www.hp.com/go/LaserJetMobilePrinting](http://www.hp.com/go/LaserJetMobilePrinting) (English only). □ □ □ □ HP Wireless Direct and NFC Printing HP ePrint via email HP ePrint software AirPrint HP Wireless Direct and NFC Printing HP provides HP Wireless Direct and NFC (Near Field Communication) in this printer which enables printing from a wireless mobile device directly to an HP Wireless Direct enabled printer without requiring a connection to a network or the Internet.

The NFC capabilities enable an easy one-to-one Wireless Direct print connection for mobile devices via a simple device-to-device touch. Go to the product support home page for this product for more information: □ □ In the US, go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476). Outside the US, go to [www.hp.com/support](http://www.hp.com/support). Select your country/region. Click Troubleshooting. Enter the product name, and then select Search. Then, from the product's support home page, select Tasks, Setup & Install, Mobile Printing. Use HP Wireless Direct to print wirelessly from the following devices: □ □ □ □ iPhone, iPad, or iPod touch using Apple AirPrint or the HP ePrint app Android mobile devices using the HP ePrint App or the Android embedded print solution Symbian mobile devices using the HP ePrint Home & Biz App PC and Mac devices using the HP ePrint Software For more information on HP Wireless Direct printing, go to [www.hp.com/go/wirelessprinting](http://www.hp.com/go/wirelessprinting), and then click HP Wireless Direct on the left navigation bar. NFC and HP Wireless Direct capabilities can be enabled or disabled from the printer's control panel.

1. 2. From the Home screen on the product control panel, touch the Wireless Open the following menus: □ □ □ 3. Wireless Menu Wireless Direct Settings Wireless Direct On/Off button. Touch the On menu item. 30 Chapter 4 Print ENWW HP ePrint via email Use HP ePrint to print documents by sending them as an email attachment to the product's email address from any email enabled device. To use HP ePrint, the product must meet these requirements: □ □ The product must be connected to a wired or wireless network and have Internet access. HP Web Services must be enabled on the product, and the product must be registered with HP Connected. 1. 2.

From the Home screen on the product control panel, touch the Web Services button. Touch the Enable Web Services button. The product enables Web Services, and then prints an information page. The information page contains the printer code that you use to register your HP product at HP Connected. 3.

Go to [www.hpconnected.com](http://www.hpconnected.com) to create an HP ePrint account and complete the setup process. For more information, go to [www.hp.com/support](http://www.hp.com/support) to review additional support information for your product. HP ePrint software The HP ePrint software makes it easy to print from a Windows or Mac desktop or laptop computer to any HP ePrint-capable product. This software makes it easy to find HP ePrint-enabled products that are registered to your HP Connected account. The target HP printer can be located in the office or at locations across the globe. □ □ Windows: After installing the software, open the Print option from within your application, and then select HP ePrint from the installed printers list. Click the Properties button to configure print options. Mac: After installing the software, select File, Print, and then select the arrow next to PDF (in the bottom left of the driver screen). Select HP ePrint.

For Windows, the HP ePrint software supports TCP/IP printing to local network printers on the network (LAN or WAN) to products that support UPD PostScript®. Windows and Mac both support IPP printing to LAN or WAN network-connected products that support ePCL.

Windows and Mac also both support printing PDF documents to public print locations and printing using HP ePrint via email through the cloud. Go to [www.hp.com/go/eprintsoftware](http://www.hp.com/go/eprintsoftware) for drivers and information. NOTE: The HP ePrint software is a PDF workflow utility for Mac, and is not technically a print driver. NOTE: HP ePrint Software does not support USB printing. ENWW Mobile printing 31 AirPrint Direct printing using Apple's AirPrint is supported for iOS 4.2 or later. Use AirPrint to print directly to the product from an iPad, iPhone (3GS or later), or iPod touch (third generation or later) in the following applications: □ □ □ □ Mail Photos Safari iBooks Select third-party applications To use AirPrint, the product must be connected to the same wireless network as the Apple device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to the support Web site for this product: □ □ In the US, go to [www.hp.com/support/colorljMFPM476](http://www.hp.com/support/colorljMFPM476). Outside the US, go to [www.hp.com/support](http://www.hp.com/support).

Select your country/region. Click Troubleshooting. Enter the product name, and then select Search. NOTE: AirPrint does not support USB connections. 32 Chapter 4 Print ENWW Use walk-up USB printing 1.

2. Insert the USB flash drive into the walk-up USB port on the product. The USB Flash Drive menu opens. Touch the arrow buttons to scroll through the options. □ □ □ 3. Print Documents View and Print Photos Scan to USB Drive To print a document, touch the Print Documents screen, and then touch the name of the folder on the USB drive where the document is stored.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>



When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the document. To print photos, touch the View and Print Photos screen, and then touch the preview image to select each photo that you want to print. Touch the Done button.

When the summary screen opens, you can touch it to adjust the settings. Touch the Print button to print the photos. Retrieve the printed job from the output bin, and remove the USB flash drive. 4. 5. ENWW Use walk-up USB printing 33 34 Chapter 4 Print ENWW 5 Copy □ □ Make a copy Copy on both sides (duplex) Go to [www.hp.com/support/colorljmFPPM476](http://www.hp.com/support/colorljmFPPM476) for HP's all-inclusive help for your product: □ □ □ □ Solve problems. Download software updates. Join support forums.

Find warranty and regulatory information. You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products. ENWW 35 Make a copy 1. Load the document on the scanner glass according to the indicators on the product. NOTE: For best results, load small-size paper (letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass. 2. 3. From the Home screen on the product control panel, touch the Copy button. To optimize copy quality for different types of documents, touch the Settings button, and then scroll to and touch the Optimize button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. The following copy-quality settings are available: □ □ □ □ 4. 5. Auto Select: Use this setting when you are not concerned about the quality of the copy. This is the default setting. Mixed: Use this setting for documents that contain a mixture of text and graphics. Text: Use this setting for documents that contain mostly text. Picture: Use this setting for documents that contain mostly graphics. Touch the arrows to change the number of copies, or touch the existing number and type the number of copies.

Touch the Black or Color button to start copying. 36 Chapter 5 Copy ENWW Copy on both sides (duplex) □ □ Copy on both sides automatically Copy on both sides manually Copy on both sides automatically 1. 2. 3. 4. 5. 6. 7. Load the original documents into the document feeder with the first page facing up, and with the top of the page leading. Adjust the paper guides to fit the size of the document.

From the Home screen on the product control panel, touch the Copy button. Touch the Settings button. Scroll to and touch the Two-Sided button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. Touch the Black or Color button to start copying. Copy on both sides manually 1. 2. 3. 4. 5.

6. 7. 8. Place the document face-down on the scanner glass with the upper-left corner of the page in the upperleft corner of the glass. Close the scanner. From the Home screen on the product control panel, touch the Copy button. Touch the Settings button. Scroll to and touch the Two-Sided button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. Touch the Black or Color button to start copying.

The product prompts you to load the next original document. Place it on the glass, and then touch the OK button. Repeat this process until you have scanned the last page. Touch the Done button to finish printing the copies. ENWW Copy on both sides (duplex) 37 38 Chapter 5 Copy ENWW 6 Scan □ □ □ □ □ □ □ □ Scan by using the HP Scan software (Windows) Scan by using the HP Scan software (Mac OS X) Set up Scan to E-mail Set up Scan to Network Folder Scan to email Scan to a network folder Scan to a USB flash drive Go to [www.hp.com/support/colorljmFPPM476](http://www.hp.com/support/colorljmFPPM476) for HP's all-inclusive help for your product: □ □ □ □ □ □ Solve problems. Download software updates. Join support forums. Find warranty and regulatory information.

You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products. ENWW 39 Scan by using the HP Scan software (Windows) Use the HP Scan software to initiate scanning from software on your computer. You can save the scanned image as a file, send it through email, or send it to another software application.

1. Load the document on the scanner glass according to the indicators on the product. NOTE: For best results, load small-size paper (letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass. 2. 3.

4. 5. Click Start, and then click Programs (or All Programs in Windows XP). Click HP, and then click HP Scan. Select a scanning shortcut, and adjust the settings if necessary. Click Scan. NOTE: Click Advanced Settings to gain access to more options. Click Create New Shortcut to create a customized set of settings and save it in the list of shortcuts. 40 Chapter 6 Scan ENWW Scan by using the HP Scan software (Mac OS X) Use the HP Scan software to initiate scanning from software on your computer. 1.

Load the document on the scanner glass according to the indicators on the product. NOTE: For best results, load small-size paper (letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass. 2. 3. 4. Open the HP Scan software, which is located in the Hewlett-Packard folder inside the Applications folder. Follow the on-screen instructions to scan the document. When you have scanned all the pages, click the Done button to save them to a file. ENWW Scan by using the HP Scan software (Mac OS X) 41 Set up Scan to E-mail Introduction To use this scan feature, the product must be connected to a network. This scan feature is not available until you configure it.

To configure this features, use the Scan to Email Setup Wizard (Windows), which is installed in the HP program group for the product as part of the full software installation. You can also use the HP Embedded Web Server to configure this feature. The following instructions describe configuring the feature by using both the Scan to Email Setup Wizard and the HP Embedded Web Server. □ □ □ Use the Scan to E-Mail Wizard (Windows) Set up the Scan to Email feature via the HP Embedded Web Server (Windows) Set up the Scan to Email feature on a Mac Use the Scan to E-Mail Wizard (Windows) Some HP products include driver installation from a software CD. At the end of this installation is an option to Setup Scan to Folder and Email.

The setup wizards include the options for basic configuration. After installation, access the setup wizard by clicking the Start button, selecting the Programs or All Programs item, and then clicking the HP item. Click the product name item, and then click the Scan to E-mail Wizard to start the configuration process. 1. 2.

3. To add a new outgoing email address, click the New button. Enter the email address. Click the Next button. In the Display Name box, type the name to display for this email address, and then click Next. NOTE: To secure the email profile, enter a 4-digit PIN. After a security PIN is assigned to a profile, the PIN must be entered on the product control panel before the product can send an email using that profile.



[You're reading an excerpt. Click here to read official HP COLOR](http://yourpdfguides.com/dref/5742930)

[LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)

<http://yourpdfguides.com/dref/5742930>

4. Enter the name or the IP address of the SMTP server and the SMTP server port number. If the outgoing SMTP server requires additional security authentication, click the check box labeled E-mail Log-in Authentication and enter the required User ID and Password.

Click the Next button when finished. NOTE: If you do not know the SMTP server name, SMTP port number, or authentication information, contact the email/Internet service provider or system administrator for the information. SMTP server names and port names are typically easy to find by doing an Internet search. For example, use terms like "gmail smtp server name" or "yahoo smtp server name" to search. 5. Review the information and verify all the settings are correct. If there is an error, click the Back button to correct the error. When finished, click the Save and Test button to test the configuration and finish the setup. NOTE: Create additional outgoing email profiles to scan from more than one email account. Set up the Scan to Email feature via the HP Embedded Web Server (Windows) 1.

Open the HP Embedded Web Server (EWS): a. From the Home screen on the product control panel, touch the Network address or host name. button to display the IP 42 Chapter 6 Scan ENWW b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the Enter key on the computer keyboard.

The EWS opens. 2. 3. 4. 5.

Click the Scan tab. On the left navigation pane, click the Scan to E-mail Setup link. On the Scan to E-mail Setup page, there is a list of settings to configure. These settings are also listed in the left navigation pane. To start, click the Outgoing E-mail Profiles link. On the Outgoing E-mail Profiles page, click the New button.   In the E-mail Address area, enter the email address and display name. In the SMTP Server Settings area, enter the SMTP server address and SMTP Port. The default port is already entered and in most cases does not need to be changed. NOTE: If you are using Google™ Gmail for email service, click the Always use secure connection (SSL/TLS) check box.

In the SMTP Authentication area, click the checkbox SMTP server requires authentication for outgoing e-mail messages to configure the SMTP User ID and Password if required. Ask your network administrator or your Internet service provider for the SMTP server setting information. If the SMTP server requires authentication, you also need to know the SMTP User ID and password. SMTP server names and port names are typically easy to find by doing an Internet search. For example, use terms like "gmail smtp server name" or "yahoo smtp server name"   In the Optional PIN area, enter a PIN. This pin will be required every time an email is sent using the email address. In the E-mail Message Preferences area, configure the message preferences. Review all the information, then click Save and Test to save the information and test the connection, or Save Only to save the information only. 6. 7.

To add email addresses to the address book accessible from the product, click the E-mail Address Book link and enter the required information. You can set up individual email addresses or email groups. To configure default options, click the E-mail options link. Enter the default email subject, body text, and other scan settings. Set up the Scan to Email feature on a Mac 1.

Use one of the following methods to open the Embedded Web Server (EWS) interface. Use a Web browser to open the HP Embedded Web Server (EWS) a. From the Home screen on the product control panel, touch the Network address or host name. button to display the IP ENWW Set up Scan to E-mail 43 b.

Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel.

Press the Enter key on the computer keyboard. The EWS opens. Use the HP Utility to open the HP Embedded Web Server (EWS) a. b. 2. 3. 4. 5. Open the HP Utility by clicking the HP Utility icon on the Dock, or click the Go menu, and then double-click HP Utility. In the HP Utility, either click Additional Settings, and then click Open Embedded Web Server, or click Scan to E-mail.

The EWS opens. Click the Scan tab. On the left navigation pane, click the Scan to E-mail Setup link. On the Scan to E-mail Setup page, there is a list of settings to configure. These settings are also listed in the left navigation pane. To start, click the Outgoing E-mail Profiles link. On the Outgoing E-mail Profiles page, click the New button.   In the E-mail Address area, enter the email address and display name. In the SMTP Server Settings area, enter the SMTP server address and SMTP Port. The default port is already entered and in most cases does not need to be changed.

NOTE: If you are using Google™ Gmail for email service, click the Always use secure connection (SSL/TLS) check box.  In the SMTP Authentication area, click the checkbox labeled SMTP server requires authentication for outgoing e-mail messages to configure the SMTP User ID and Password if required.

NOTE: Ask your network administrator or your Internet service provider for the SMTP server setting information. If the SMTP server requires authentication, you also need to know the SMTP User ID and password. SMTP server names and port names are typically easy to find by doing an Internet search.

For example, use terms like "gmail smtp server name" or "yahoo smtp server name".   In the Optional PIN area, enter a PIN. This pin will be required every time an email is sent using the email address. In the E-mail Message Preferences area, configure the message preferences. 6.

7. 8. To add email addresses to the address book accessible from the product, click the E-mail Address Book link and enter the required information. You can set up individual email addresses or email groups. To configure default options, click the E-mail options link. Enter the default email subject, body text, and other scan settings. Click Save and Test to complete the setup. NOTE: Create additional outgoing email profiles to scan from more than one email account. 44 Chapter 6 Scan ENWW Set up Scan to Network Folder Introduction To use this scan feature, the product must be connected to a network. This scan feature is not available until you configure it.

To configure this feature, use the Scan to Network Folder Setup Wizard (Windows), which is installed in the HP program group for the product as part of the full software installation. You can also use the HP Embedded Web Server to configure these features. The following instructions describe configuring the feature by using both the Scan to Network Folder Wizard and the HP Embedded Web Server.    Use the Scan to Network Folder Wizard (Windows) Set up the Scan to Network Folder feature via the HP Embedded Web Server (Windows) Set up the Scan to Network Folder feature on a Mac Use the Scan to Network Folder Wizard (Windows) Some HP products include driver installation from a software CD.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>

At the end of this installation is an option to Setup Scan to Folder and Email. The setup wizards include the options for basic configuration. After installation, access the setup wizard by clicking the Start button, selecting the Programs or All Programs item, and then clicking the HP item. Click the product name item, and then click the Scan to Network Folder Wizard to start the configuration process. 1. 2.

3. 4. 5. To add a new network folder, click the New button. Enter the network folder address or click the Browse button to locate a folder to be shared. Enter the display name that will appear on the control panel. Click the Next button. To share the folder with other users, check the box for that option. Enter the security pin if required. Click the Next button.

Enter the User Name and Password. Click the Next button. Review the information and verify all the settings are correct. If there is an error, click the Back button to correct the error. When finished, click the Save and Test button to test the configuration and finish the setup. Set up the Scan to Network Folder feature via the HP Embedded Web Server (Windows) 1. Open the HP Embedded Web Server (EWS): a. b. From the Home screen on the product control panel, touch the Network address or host name. button to display the IP Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel.

Press the Enter key on the computer keyboard. The EWS opens. 2. Click the Scan tab. ENWW Set up Scan to Network Folder 45 3. 4. On the left navigation pane, click the Network Folder Setup link. On the Network Folder Configuration page, click the New button. a. In the Network Folder Information section, enter the Display Name and Network Path.

If required, enter the network Username and Password. NOTE: The network folder must be shared for this feature to work. It can be shared for only you or for other users. b. Optional: To secure the folder from unauthorized access, enter a PIN in the Secure the Folder Access with a PIN section.

This PIN will be required every time someone uses the scan to network folder feature. In the Scan Settings section, adjust the scan settings. c. Review all the information, then click Save and Test to save the information and test the connection, or Save Only to save the information only. Set up the Scan to Network Folder feature on a Mac 1.

Use one of the following methods to open the Embedded Web Server (EWS) interface. Use a Web browser to open the HP Embedded Web Server (EWS) a. b.

From the Home screen on the product control panel, touch the Network address or host name. button to display the IP Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the product control panel. Press the Enter key on the computer keyboard. The EWS opens. Use the HP Utility to open the HP Embedded Web Server (EWS) a. b. 2.

3. 4. Open the HP Utility by clicking the HP Utility icon on the Dock, or click the Go menu, and then double-click HP Utility. In the HP Utility, either click Additional Settings, and then click Open Embedded Web Server, or click Scan to E-mail. The EWS opens. Click the Scan tab. On the left navigation pane, click the Network Folder Setup link. On the Network Folder Configuration page, click the New button. 46 Chapter 6 Scan ENWW □ □ In the Network Folder Information section, enter the Display Name and Network Path. If required, enter the network Username and Password.

In the Secure the Folder Access with a PIN section, enter the PIN. NOTE: You can assign a 4-digit security PIN to prevent unauthorized persons from saving scans to the network folder. The PIN must be entered on the product control panel each time a scan is performed. □ 5. In the Scan Settings section, adjust the scan settings.

Review all the information, then click Save and Test to save the information and test the connection, or Save Only to save the information only. NOTE: To create additional network folders, repeat these steps for each folder. ENWW Set up Scan to Network Folder 47 Scan to email Use the product control panel to scan a file directly to an email address. The scanned file is sent to the address as an email message attachment. NOTE: In order to use this feature, the product must be connected to a network and the Scan to Email feature must be configured by using the Scan to Email Setup Wizard (Windows) or the HP Embedded Web Server.

1. 2. 3. 4. 5. Load the document on the scanner glass according to the indicators on the product. From the Home screen on the product control panel, touch the Scan button. Touch the Scan to E-mail item. Touch the Send an E-mail item. Select the From address that you want to use.

This is also known as an "outgoing email profile." NOTE: If the PIN feature has been set up, enter the PIN and touch the OK button. However, a PIN is not required to use this feature. 6. 7. 8. 9. Touch the To button and pick the address or group to which you want to send the file. Touch the Done button when finished. Touch the Subject button if you would like to add a subject line Touch the Next button.

The control panel screen displays the scan settings. □ □ If you want to change any of the settings, touch the Settings button, and then change the settings. If the settings are correct, go to the next step. 10. Touch the Scan button to start the scan job.

48 Chapter 6 Scan ENWW Scan to a network folder Use the product control panel to scan a document and save it to a folder on the network. NOTE: In order to use this feature, the product must be connected to a network and the Scan to Network Folder feature must be configured by using the Scan to Network Folder Setup Wizard (Windows) or the HP Embedded Web Server. 1. 2. 3.

4. 5. Load the document on the scanner glass according to the indicators on the product. From the Home screen on the product control panel, touch the Scan button. Touch the Scan to Network Folder item. In the list of network folders, select the folder to which you want to save the document. The control panel screen displays the scan settings. □ □ 6. If you want to change any of the settings, touch the Settings button, and then change the settings. If the settings are correct, go to the next step.

Touch the Scan button to start the scan job. ENWW Scan to a network folder 49 Scan to a USB flash drive 1. Load the document on the scanner glass according to the indicators on the product. NOTE: For best results, load small-size paper (letter, A4, or smaller) with the long edge of the paper along the left side of the scanner glass. 2. 3. 4. 5. Insert a USB flash drive into the walk-up USB port. From the Home screen on the product control panel, touch the Scan button.

Touch the Scan to USB Drive screen. Touch the Scan button to scan and save the file. The product creates a folder named HPSCANS on the USB drive, and it saves the file in .PDF or .JPG format using an automatically generated file name.

NOTE: When the summary screen opens, you can touch it to adjust settings.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>

You also can change the folder name. 50 Chapter 6 Scan ENWW 7 Fax □ □ □ Set up to send and receive faxes Send a fax Create, edit, and delete speed-dial entries Go to [www.hp.com/support/colorljMFP476](http://www.hp.com/support/colorljMFP476) for HP's all-inclusive help for your product: □ □ □ Solve problems.

Download software updates. Join support forums. Find warranty and regulatory information. You can also go to [www.hp.com/support](http://www.hp.com/support) for Worldwide support and other HP products. ENWW 51 Set up to send and receive faxes □ □ □ □ Before starting Step 1: Identify the phone connection type Step 2: Set up the fax Step 3: Configure the fax time, date, and header Step 4: Run a fax test Before starting Make sure that the product was fully set up before connecting the fax service. NOTE: Use the telephone cable and any adapters that shipped with the product to connect the product to the telephone jack. NOTE: In countries/regions that use serial telephone systems, an adapter is shipped with the product. Use the adapter to connect other telecom devices to the same telephone jack the product is connected to.

Complete the instructions in each of the following four steps: 1. 2. 3. 4. Step 1: Identify the phone connection type on page 52. Step 2: Set up the fax on page 53. Step 3: Configure the fax time, date, and header on page 57. Step 4: Run a fax test on page 58. Step 1: Identify the phone connection type Review the following equipment and service types to determine which setup method to use. The method used depends on the equipment and services already installed on the phone system.

NOTE: The product is an analog device. HP recommends using the product on a dedicated analog telephone line. □ □ □ □ Dedicated phone line: The product is the only piece of equipment or service connected to the phone line Voice calls: Voice and fax calls use the same phone line Answering machine: An answering machine answers voice calls on the same phone line used for fax calls Voice mail: A voice-mail subscription service uses the same phone line as the fax Distinctive ring service: A service from the telephone company that allows several phone numbers to be associated with one phone line, and each number has a different ring pattern; the product detects the ring pattern assigned to it and answers the call Computer dial-up modem: A computer uses the phone line to connect to the Internet through a dial-up connection DSL line: A digital subscriber line (DSL) service from the telephone company; this service might be called ADSL in some countries/regions □ □ 52 Chapter 7 Fax ENWW □ □ PBX or ISDN phone system: A private branch exchange (PBX) phone system or an integrated services digital network (ISDN) system VoIP phone system: Voice over Internet protocol (VoIP) through an Internet provider Step 2:

Set up the fax Click the link below that best describes the environment in which the product will be sending and receiving faxes, and follow the setup instructions. □ □ □ Dedicated phone line on page 53 Shared voice/fax line on page 54 Shared voice/fax line with an answering machine on page 55 NOTE: Instructions for only three of the connection types are included here. For more information about connecting the product with other connection types, go to the support Web site for this product: □ □ In the US, go to [www.hp.com/support/colorljMFP476](http://www.hp.com/support/colorljMFP476). Outside the US, go to [www.hp.com/support](http://www.hp.com/support).

Select your country/region. Click Troubleshooting. Enter the product name, and then select Search. NOTE: This product is an analog fax device. HP recommends using the product on a dedicated analog telephone line. For a digital environment, such as DSL, PBX, ISDN, or VoIP, make sure to use the correct filters and configure the digital settings correctly. For more information, contact the digital service provider. NOTE: Do not connect more than three devices to the telephone line. NOTE: Voice mail is not supported with this product. Dedicated phone line Follow these steps to set up the product on a dedicated phone line with no additional services.

1. Connect the telephone cable to the fax port on the product and to the telephone jack on the wall. NOTE: Some countries/regions might require an adapter for the telephone cable that came with the product. NOTE: On some products, the fax port might be above the phone port. Refer to the icons on the product.

ENWW Set up to send and receive faxes 53 2. Set the product to answer fax calls automatically. a. b. c.

d. e. f. Turn the product on. From the Home screen on the product control panel, touch the Setup Touch the Fax Setup menu.

Touch the Basic Setup menu. Touch the Answer Mode setting. Touch the Automatic option. button. 3.

Continue to Step 3: Configure the fax time, date, and header on page 57. Shared voice/fax line Follow these steps to set up the product on a shared voice/fax line. 1. 2. Disconnect any devices that are connected to the telephone jack. Connect the telephone cable to the fax port on the product and to the telephone jack on the wall. NOTE: Some countries/regions might require an adapter to the telephone cable that came with the product. NOTE: On some products, the fax port might be above the phone port. Refer to the icons on the product. 54 Chapter 7 Fax ENWW 3.

4. Remove the plug from the telephone line out port on the rear of the product, and then connect a phone to this port. Set the product to answer fax calls automatically. a. b. c. d. e. Turn the product on. From the Home screen on the product control panel, touch the Setup Touch the Fax Setup menu.

Touch the Basic Setup menu. Touch the Answer Mode setting, and then touch the Automatic option. button. 5. Set the product to check for a dial tone before sending a fax.

NOTE: This prevents the product from sending a fax while someone is on the telephone. a. b. c. d.

From the Home screen on the product control panel, touch the Setup Touch the Fax Setup menu. Touch the Advanced Setup menu. Touch the Detect Dial Tone setting, and then touch On. button. 6. Continue to Step 3: Configure the fax time, date, and header on page 57. Shared voice/fax line with an answering machine Follow these steps to set up the product on a shared voice/fax line with an answering machine. 1. 2. 3.

Disconnect any devices that are connected to the telephone jack. Remove the plug from the telephone line out port on the rear of the product. Connect the telephone cable to the fax port on the product and to the telephone jack on the wall. NOTE: Some countries/regions might require an adapter for the telephone cable that came with the product. NOTE: On some products, the fax port might be above the phone port. Refer to the icons on the product. ENWW

Set up to send and receive faxes 55 4. Connect the answering machine telephone cable to the telephone line out port on the rear of the product. NOTE: Connect the answering machine directly to the product, or the answering machine might record fax tones from a sending fax machine and the product might not receive faxes. NOTE: If the answering machine does not have a built-in telephone, connect a telephone to the OUT port on the answering machine for convenience.



[You're reading an excerpt. Click here to read official HP COLOR LASERJET PRO M476DW user guide](http://yourpdfguides.com/dref/5742930)  
<http://yourpdfguides.com/dref/5742930>