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You can read the recommendations in the user guide, the technical guide or the installation guide for HP DESKJET F4180. You'll find the answers to all your questions on the HP DESKJET F4180 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual HP DESKJET F4180
User guide HP DESKJET F4180
Operating instructions HP DESKJET F4180
Instructions for use HP DESKJET F4180
Instruction manual HP DESKJET F4180

HP Deskjet F4100 All-in-One series



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Manual abstract:

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.138 Contents 4 1 HP Deskjet F4100 All-in-One series Help For information about the HP All-in-One, see: HP All-in-One overview Find more information How do I? @@@@ You can scan almost anything (photos, magazine articles, and text documents) on the HP All-in-One. Print from your computer The HP All-in-One can be used with any software application that allows printing. You can print a range of projects, such as borderless images, newsletters, greeting cards, iron-on transfers, and posters. This section contains the following topics: ... The HP All-in-One at a glance Control panel buttons Status light overview Use the HP Photosmart software The HP All-in-One at a glance HP All-in-One overview HP All-in-One overview 7 Chapter 2 Label 1 2 3 4 5 6 7 8 9 10 * Description Control panel Input tray Tray extender Paper-width guide Print cartridge door Glass Lid backing Rear door Rear USB port Power connection* Use only with the power adapter supplied by HP. Control panel buttons HP All-in-One overview Label 1 Icon Name and Description On: Turns the HP All-in-One on or off. The On button is lit when the HP All-in-One is powered on. The light blinks while performing a job. 8 HP All-in-One overview (continued) Label Icon Name and Description When the HP All-in-One is off, a minimal amount of power is still used by the device. To completely disconnect the power supply to the HP All-in-One, turn the device off, and then unplug the power cord.

CAUTION: Before you unplug the power cord, you must press the On button and allow the HP All-in-One to turn itself off. This prevents the print cartridges from drying out. 2 3 Cancel: Stops a print, copy, or scan job. Resume: Instructs the HP All-in-One to continue after a problem is solved. A blinking Resume light next to the Resume button indicates the need to load paper or clear a paper jam. 4 Check Print Cartridge lights: Indicates the need to reinsert the specified print cartridge, replace the print cartridge, or close the print cartridge door. The Black/Photo light indicates that the problem is with the black or photo print cartridge, and the Color light indicates that the problem is with the tri-color print cartridge. Start Copy Color: Starts a color copy job. Press this button multiple times to specify multiple color copies. The printer will start printing shortly after the number of copies have been selected. The number of copies to be printed is shown to the right of this button. TIP: The maximum number of copies you can make using the control panel is 9. To make more copies at once, use the HP Software. When initiating multiple copies of an original from the software, only the last digit of the number of copies is represented on the control panel. For example, if you are making 25 copies, the number 5 appears on the display. 6 Start Copy Black: Starts a black-and-white copy job. HP All-in-One overview Press this button multiple times to specify multiple black copies. The printer will start printing shortly after the number of copies have been selected. The number of copies to be printed is shown to the right of this button. TIP: The maximum number of copies you can make using the control panel is 9. To make more copies at once, use the HP Software. When initiating multiple copies of an original from the software, only the last digit of the number of copies is represented on the control panel.



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For example, if you are making 25 copies, the number 5 appears on the display. 7 Paper Type: Changes the paper type setting to either plain or photo paper. Make sure the appropriate paper type is loaded in the input tray. The default paper type setting is Plain. The Paper Type lights indicate the currently selected paper type, Plain or Photo. 8 Photosmart Essential button: Launches the HP Photosmart Software for printing, editing, and sharing photos. NOTE: If the HP Photosmart Software is not installed on your computer, the Photosmart Essential button will not do anything. 5 Control panel buttons 9 Chapter 2 (continued)
Label 9 Icon Name and Description Scan: Starts scanning the original currently on the glass.

The Scan command is ignored if the HP All-in-One is busy with any other job. The Scan command functions only when the computer is on. Status light overview Several indicator lights inform you of the status of the HP All-in-One. Label 1 2 3 4 Description On button Resume light Check Print Cartridge lights Paper Type lights (for the Paper Type button) The following table describes common situations and explains what the lights mean. Light status All lights are off. The On light and one of the Paper Type lights are on. The On light is blinking. The On light blinks quickly for 3 seconds and then is on steady. The On light blinks for 20 seconds and then is steady. The Resume light is blinking.
HP All-in-One overview What it means The HP All-in-One is turned off. Press the On button to turn on the device. The HP All-in-One is ready for printing, scanning, or copying. The HP All-in-One is busy printing, scanning, copying, or aligning the print cartridges. You pressed a button while the HP All-in-One is already busy printing, scanning, copying, or aligning the print cartridges.
You pressed the Scan button and there was no response from the computer. The HP All-in-One is out of paper. The HP All-in-One has a paper jam. The paper size setting in the copy software does not match the paper size detected in the input tray. The print cartridge door is open. The print cartridges are missing or not seated correctly. The tape was not removed from the print cartridge. The Check Print Cartridge light is blinking. 10 HP All-in-One overview (continued) Light status What it means . . . The On, Resume, and Check Print Cartridge lights are blinking. The print cartridge is not intended for use in this HP All-in-One. The print cartridge might be defective. Scanner failure. Turn off the HP All-in-One, then turn it on again. If the problem persists, contact HP Support. The HP All-in-One has a fatal error.

1. 2. 3. 4. Turn the HP All-in-One off. Unplug the power cord. Wait a minute, then plug the power cord back in. Turn the HP All-in-One back on. All lights are blinking. If the problem persists, contact HP Support.
Use the HP Photosmart software The HP Photosmart Software provides a fast and easy way to make prints of your photos. It also provides access to other basic HP imaging software features, such as saving and viewing your photos. For more information on using the HP Photosmart Software: . . . Check the Contents panel on the left. Look for the HP Photosmart Software Help contents book at the top. If you do not see the HP Photosmart Software Help contents book at the top of the Contents panel, access the software help through the HP Solution Center.
Use the HP Photosmart software 11 HP All-in-One overview Chapter 2 HP All-in-One overview 12 HP All-in-One overview 3 Find more information You can access a variety of resources, both printed and onscreen, that provide information about setting up and using the HP All-in-One. Setup Guide The Setup Guide provides instructions for setting up the HP All-in-One and installing software. Make sure you follow the steps in the Setup Guide in order. If you have problems during setup, check the Setup Guide for troubleshooting information, or see Troubleshooting in this onscreen Help. Basics Guide HP Photosmart 2600 series printer User Guide The Basics Guide contains an overview of the HP All-in-One, including step-by-step instructions for basic tasks, troubleshooting tips, and technical information.
HP Photosmart Essential animations The HP Photosmart Essential animations are an interactive way to get a brief overview of the software included with the HP All-in-One. You will learn how the software can help you create, share, organize, and print your photos. Onscreen Help The onscreen Help provides detailed instructions on using all features of the HP All-in-One. . . . The How Do I? topic provides links so you can quickly find information on performing common tasks. The The HP All-in-One overview topic provides general information about the main features of the HP All-in-One. The Troubleshooting topic provides information about resolving errors you might encounter with the HP All-in-One. Readme The Readme file contains the most recent information which might not be found in other publications. Install the software to access the Readme file. www.hp.com/support

If you have Internet access, you can get help and support from the HP Web site. This Web site offers technical support, drivers, supplies, and ordering information. Find more information Find more information 13 Chapter 3 Find more information 14 Find more information 4 How do I? This section contains links to commonly performed tasks, such as printing photos and optimizing your print jobs. How do I change the print settings? How do I print borderless photos on 10 x 15 cm (4 x 6 inch) paper? How do I load envelopes? How do I scan using the control panel? How do I get the best print quality? How do I print on both sides of the paper? How do I replace the print cartridges? How do I align the print cartridges? How do I clear a paper jam? How do I? 15 How do I? Chapter 4 How do I? 16 How do I? 5 Connection information The HP All-in-One comes equipped with a USB port so you can connect directly to a computer using a USB cable. You can also share the device over an existing home network. This section contains the following topics: . . . Supported connection types Use printer sharing Supported connection types The following table contains a list of supported connection types. Description Recommended number of connected computers for best performance One computer connected with a USB cable to the rear USB 1.1 full speed peripheral connection port on the HP All-in-One. Five. The host computer must be on at all times in order to print from the other computers. Supported software features Setup instructions Connection information USB connection All features are supported. Follow the Setup Guide for detailed instructions. Printer sharing All features resident on the host computer are supported.



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Only printing is supported from the other computers. Follow the instructions in Use printer sharing.

Use printer sharing If your computer is on a network, and another computer on the network has an HP All-in-One connected to it by a USB cable, you can print to that printer using printer sharing. The computer directly connected to the HP All-in-One acts as the host for the printer and has full software functionality. The other computer, which is referred to as a client, has access only to the print features. You must perform other functions from the host computer or from the control panel on the HP All-in-One. To enable printer sharing on a Windows computer Refer to the user guide that came with your computer or see the Windows onscreen Help.

Connection information 17 Chapter 5 Connection information 18 Connection information 6 Load originals and load paper You can load many different types and sizes of paper in the HP All-in-One, including letter or A4 paper, photo paper, transparencies, and envelopes. This section contains the following topics:

· · · Load originals Choose papers for printing and copying Load paper Avoid paper jams Load originals You can copy or scan up to letter- or A4-size originals by loading them on the glass. To load an original on the glass 1. Lift the lid on the HP All-in-One. 2. Place your original with the side you want to copy or scan face down on the left front corner of the glass. TIP: For more help on loading an original, refer to the engraved guides along the edge of the glass. TIP: To get the correct copy size, make sure that there is no tape or other foreign object on the glass. Load originals and load paper 3. Close the lid.

Choose papers for printing and copying You can use different types and sizes of paper in the HP All-in-One. Review the following recommendations to get the best printing and copying quality. Whenever you change paper types, remember to change the paper type settings. For more information, see Set the paper type for printing. Load originals and load paper 19 Chapter 6 This section contains the following topics: · · · Recommended papers for printing and copying Recommended papers for printing only Papers to avoid Recommended papers for printing and copying If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing. If you are printing photos, for example, load HP Premium or HP Premium Plus photo paper in the input tray. The following is a list of HP papers you can use for copying and printing. Depending on your country/region, some of these papers might not be available. NOTE: This device supports 10 x 15 cm (4 x 6 inch) with tab, A4-, letter-, and legal(US only) size paper only.

NOTE: To achieve a borderless print, you must use 10 x 15 cm (4 x 6 inch) paper with tab.

The HP All-in-One prints to the edge of three sides of the paper. When you remove the tab from the fourth side, you have a borderless print. HP Premium Plus Photo Paper HP Premium Plus Photo Papers are the best HP photo paper, with image quality and fade resistance superior to store-processed photos. They are ideal for printing your high-resolution images for framing or including in a photo album. These papers are available in several sizes, including 10 x 15 cm (4 x 6 inch) (with or without tabs), A4, and 8.

5 x 11 inch sizes for printing or copying photos from the HP All-in-One. HP Premium Photo Paper HP Premium Photo Papers are high-quality, glossy-finish or soft gloss-finish photo papers. They look and feel like store-processed photos and can be mounted under glass or in an album. These papers are available in several sizes, including 10 x 15 cm (4 x 6 inch) (with or without tabs), A4, and 8.5 x 11 inch sizes for printing or copying photos from the HP All-in-One.

HP Premium Inkjet Transparency Film and HP Premium Plus Inkjet Transparency Film HP Premium Inkjet Transparency Film and HP Premium Plus Inkjet Transparency Film make your color presentations vivid and even more impressive. This film is easy to use and handle and dries quickly without smudging.

HP Premium Inkjet Paper HP Premium Inkjet Paper is the ultimate coated paper for high-resolution usage. A smooth, matte finish makes it ideal for your highest-quality documents. HP Bright White Inkjet Paper HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. 20 Load originals and load paper Load originals and load paper HP All-in-One Paper or HP Printing Paper Ensure that the Plain paper type is selected when using HP All-in-One Paper and HP Printing Paper.

HP All-in-One Paper is specifically designed for HP All-in-One devices. It has an extra bright blue-white shade that produces sharper text and richer colors than ordinary multifunction papers. HP Printing Paper is a high-quality multifunction paper.

It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. · To order HP papers and other supplies, go to www.hp.com/buy/supplies. If prompted, choose your country/region, follow the prompts to select your product, and then click one of the shopping links on the page. NOTE: At this time, some portions of the HP Web site are available in English only. Recommended papers for printing only Certain papers are supported only when you start the print job from your computer. The following list provides information about these papers. If you want the best print quality, HP recommends using HP papers. Using paper that is too thin or too thick, paper that has a slick texture, or paper that stretches easily can cause paper jams.

Using paper that has a heavy texture or does not accept ink can cause printed images to smear, bleed, or not fill in completely. Depending on your country/region, some of these papers might not be available. HP Iron-On Transfers HP Iron-On Transfers (for color fabrics or for light or white fabrics) are the ideal solution for creating custom T-shirts from your digital photos. HP Inkjet labels Letter or A4 label sheets designed for use with HP inkjet products (like HP inkjet labels). HP Brochure & Flyer Paper HP Brochure & Flyer Paper (Gloss or Matte) is glossy-coated or matte-coated on both sides for two-sided use.

They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. HP Premium Presentation Paper HP Premium Presentation Paper gives your presentation a quality look and feel. HP CD/DVD Tattoos HP CD/DVD Tattoos allow you to personalize your CDs and DVDs by printing high-quality, low-cost CD or DVD labels. To order HP papers and other supplies, go to www.hp.com/buy/supplies.

www.hp.com/buy/supplies. If prompted, choose your country/region, follow the prompts to select your product, and then click one of the shopping links on the page.



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Choose papers for printing and copying 21 Load originals and load paper Chapter 6 NOTE: At this time, some portions of the HP Web site are available in English only. Papers to avoid Using paper that is too thin or too thick, paper that has a slick texture, or paper that stretches easily can cause paper jams. Using paper that has a heavy texture or does not accept ink can cause printed images to smear, bleed, or not fill in completely. NOTE: For a complete list of supported media sizes, see the printer software. Papers to avoid for all print and copy jobs · Any size paper other than those listed in the technical specifications chapter of your printed documentation. · Paper with cutouts or perforations (unless specifically designed for use with HP inkjet devices). · Highly textured stock, such as linen. It might not print evenly, and the ink can bleed into these papers.

· Extremely smooth, shiny, or coated papers not specifically designed for the HP All-in-One. They can jam the HP All-in-One or repel the ink. · Multi-part forms, such as duplicate and triplicate forms. They can wrinkle or get stuck, and the ink is more likely to smear. · Envelopes with clasps or windows. They can get stuck in the rollers and cause paper jams. · Banner paper. Additional papers to avoid when copying · Envelopes. · Transparency film other than HP Premium Inkjet Transparency Film or HP Premium Plus Inkjet Transparency Film. · Iron-On Transfers.

· Greeting card paper. Load originals and load paper Load paper This section describes the procedure for loading different types and sizes of paper into the HP All-in-One for your copies or printouts. NOTE: After a copy or print job has started, the paper width sensor can determine whether the paper is Letter, A4, or a smaller size. TIP: To help prevent rips, wrinkles, and curled or bent edges, store all paper flat in a resealable bag. If the paper is not stored properly, extreme changes in temperature and humidity might result in curled paper that does not work well in the HP All-in-One.

This section contains the following topics: · Load full-size paper Load 10 x 15 cm (4 x 6 inch) photo paper 22 Load originals and load paper · Load index cards Load envelopes Load other types of paper Load full-size paper You can load many types of letter or A4 paper into the input tray of the HP All-in-One.

To load full-size paper 1. Flip the tray extender up toward you. NOTE: When you use legal-size paper, leave the tray extender closed. 2.

Slide the paper-width guide to its outermost position. 3. Tap a stack of paper on a flat surface to align the edges, 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 are the same size and type. Load paper 23 Load originals and load paper Chapter 6 4. Insert the stack of paper into the input tray with the short edge forward. Ensure that the side you want to print on faces down. Slide the stack of paper toward the device until it stops. CAUTION: Make sure that the HP All-in-One is idle and silent when you load paper into the input tray. If the HP All-in-One is servicing the print cartridges or otherwise engaged in a task, the paper stop inside the device might not be in place.

You could push the paper too far forward, causing the HP All-in-One to eject blank pages. TIP: If you are using letterhead, insert the top of the page first with the side you want to print on facing down. For more help on loading full-size paper and letterhead, refer to the diagram engraved in the base of the input tray.

5. Slide the paper-width guide inward until it stops at the edge of the paper. Do not overload the input tray; make sure the stack of paper fits within the input tray and is no higher than the top of the paper-width guide. Load originals and load paper Load 10 x 15 cm (4 x 6 inch) photo paper You can load 10 x 15 cm (4 x 6 inch) photo paper into the input tray of the HP All-in-One. For the best results, use 10 x 15 cm (4 x 6 inch) HP Premium Plus Photo Paper or HP Premium Photo Paper with tab. NOTE: For borderless printing, the HP All-in-One only supports 10 x 15 cm (4 x 6 inch) photo paper with a tear-off tab. You can automatically adjust the settings in the Properties dialog box to print a borderless 10 x 15 cm (4 x 6 inch) photo on HP Premium Plus Photo Paper.

Click the Printing Shortcuts tab, and then, in the Printing Shortcuts list, select Photo printing-borderless. 24 Load originals and load paper TIP: To help prevent rips, wrinkles, and curled or bent edges, store all paper flat in a resealable bag. If the paper is not stored properly, extreme changes in temperature and humidity might result in curled paper that does not work well in the HP All-in-One. To load 10 x 15 cm (4 x 6 inch) photo paper with tab in the input tray

1. Remove all paper from the input tray.
2. Insert the stack of photo paper into the far-right side of the input tray with the short edge forward. Ensure that the side you want to print on faces down. Slide the stack of photo paper toward the device until it stops. Load the photo paper so that the tabs are closest to you.

TIP: For more help on loading small-size photo paper, refer to the guides engraved in the base of the input tray for loading photo paper. 3. Slide the paper-width guide inward until it stops at the edge of the paper. Do not overload the input tray; make sure the stack of paper fits within the input tray and is no higher than the top of the paper-width guide. Related topics · Recommended papers for printing and copying · Change the print settings for the current job · Set the copy paper type Load index cards You can load index cards into the input tray of the HP All-in-One to print notes, recipes, and other text. For best results, set the paper type before copying or printing. NOTE: The HP All-in-One leaves a 1.2 cm (.5 inch) border on one short edge. Before printing many cards, print one test card to make sure that the border does not crop your text.

Load paper 25 Load originals and load paper For best results, set the paper type before copying or printing. Chapter 6 To load index cards in the input tray 1. Remove all paper from the input tray. 2. Insert the stack of cards, with the side you want to print on facing down, into the farright side of the input tray. Slide the stack of cards forward until it stops. 3. Slide the paper-width guide inward against the stack of cards until it stops. Do not overload the input tray; make sure the stack of cards fits within the input tray and is no higher than the top of the paper-width guide. For best results, set the paper type before copying or printing.

Related topics · Load 10 x 15 cm (4 x 6 inch) photo paper · Change the print settings for the current job · Set the copy paper type Load envelopes You can load one or more envelopes into the input tray of the HP All-in-One.



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Do not use shiny or embossed envelopes or envelopes that have clasps or windows. Load originals and load paper 26 NOTE: For specific details on how to format text for printing on envelopes, consult the help files in your word processing software. For best results, consider using a label for the return address on envelopes. Load originals and load paper To load envelopes 1.

Remove all paper from the input tray. 2. Insert one or more envelopes into the far-right side of the input tray with the envelope flaps up and on the left. Slide the stack of envelopes forward until it stops. TIP: For more help on loading envelopes, refer to the diagram engraved in the base of the input tray. 3. Slide the paper-width guide inward against the stack of envelopes until it stops. Do not overload the input tray; make sure the stack of envelopes fits within the input tray and is not higher than the top of the paper-width guide. Load other types of paper The following papers require extra attention to load them properly. NOTE: Not all paper sizes and paper types are available with all the functions on the HP All-in-One. Some paper sizes and paper types can only be used if you are starting a print job from the Print dialog box in a software application. They are not available for copying. Papers that are only available for printing from a software application are indicated as such. HP Premium Inkjet Transparency Film and HP Premium Plus 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 input tray first. NOTE: The HP All-in-One cannot automatically detect the paper type.

For best results, set the paper type to transparency film in the software before printing onto transparency film. HP Iron-On Transfers (for printing only) 1. Flatten the transfer sheet completely before using it; do not load curled sheets. TIP: To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them. 2. Locate the blue stripe on the nonprinting side of the transfer paper and then manually feed one sheet at a time into the input tray with the blue stripe facing up. Load paper 27 Load originals and load paper Chapter 6 HP Inkjet labels (for printing only) 1. Always use letter or A4 label sheets designed for use with HP inkjet devices (such as HP inkjet labels), and make sure that the labels are no more than two years old. Labels on older sheets might peel off when the paper is pulled through the HP All-in-One, causing subsequent paper jams. 2.

Fan the stack of labels to make sure none of the pages are sticking together. 3. Place a stack of label sheets on top of full-size plain paper in the input tray, label side down. Do not insert labels one sheet at a time. For best results, set the paper type before copying or printing.

HP CD/DVD Tattoo labels (for printing only) Place one sheet of CD/DVD tattoo paper in the input tray with the print side down; slide the CD/DVD tattoo paper forward until it stops. NOTE: When you use CD/DVD tattoo labels, leave the tray extender closed. Related topics · Load 10 x 15 cm (4 x 6 inch) photo paper · Set the paper type for printing · Set the copy paper type Avoid paper jams To help avoid paper jams, follow these guidelines. Remove printed papers from the output tray frequently. Prevent curled or wrinkled paper by storing all unused paper flat in a resealable bag.

Ensure that paper loaded in the input tray lays flat and the edges are not bent or torn. @@Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray. Do not force paper too far forward in the input tray. Use paper types that are recommended for the HP All-in-One. Load originals and load paper 28 Related topics Papers to avoid Load originals and load paper 7 Print from your computer The HP All-in-One can be used with any software application that allows printing. You can print a range of projects, such as borderless images, newsletters, greeting cards, iron-on transfers, and posters. This section contains the following topics: Print from a software application Make the HP All-in-One the default printer Change the print settings for the current job Change the default print settings Printing shortcuts Perform special print jobs Stop a print job Resume a print job Print from a software application Most print settings are automatically handled by the software application. You need to change the settings manually only when you change print quality, print on specific types of paper or transparency film, or use special features. To print from a software application 1.

Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Select the HP All-in-One as the printer. If you set the HP All-in-One as the default printer, you can skip this step. The HP All-in-One will already be selected. 4. If you need to change settings, click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences.

NOTE: When printing a photo, you must select options for the correct paper type and photo enhancement. 5. Select the appropriate options for your print job by using the features available in the Advanced, Printing Shortcuts, Features, and Color tabs. TIP: You can easily select the appropriate options for your print job by choosing one of the predefined print tasks on the Printing Shortcuts tab. Click a type of print task in the Printing Shortcuts list. The default settings for that type of print task are set and summarized on the Printing Shortcuts tab. If necessary, you can adjust the settings here and save your custom settings as a new printing shortcut. To save a custom printing shortcut, select the shortcut and click Save As. To delete a shortcut, select the shortcut and click Delete. Print Print from your computer 29 Chapter 7 6.

Click OK to close the Properties dialog box. 7. Click Print or OK to begin printing. Make the HP All-in-One the default printer You can set the HP All-in-One as the default printer to use from all software applications. This means that the HP All-in-One is automatically selected in the printer list when you select Print from the File menu in a software application. The default printer is also printed to automatically when you click the Print button in the toolbar of most software applications. For more information, see the Windows Help. Change the print settings for the current job You can customize the print settings of the HP All-in-One to handle nearly any print task. This section contains the following topics: Set the paper size Set the paper type for printing View the print resolution Change the print speed or quality Change the page orientation Scale the document size Change the saturation, brightness, or color tone Preview your print job Set the paper size The paper size setting helps the HP All-in-One determine the printable area on the page.



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Some of the paper size choices have a borderless equivalent, which allows you to print to the top, bottom, and side edges of the paper.

Usually, you set the paper size in the software application you used to create your document or project. However, if you are using custom-size paper, or if you cannot set the paper size from your software application, you can change the paper size in the Properties dialog box before printing. To set the paper size 1.

Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box.

Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. Print 30 Print from your computer 5. Click the Features tab. 6. In the Resizing Options area, click the appropriate paper size from the Size list.

The following table lists the suggested paper size settings for the different types of paper you can load in the input tray. Make sure to look at the long list of choices in the Size list to see if a defined paper size already exists for the type of paper you are using. Paper type CD/DVD tattoo paper Copier, multi-purpose, or plain papers Envelopes Greeting-card papers Index cards Inkjet papers Iron-on T-shirt transfers Labels Legal Letterhead Panorama photo paper

Photo papers Transparency films Custom-size papers Suggested paper size settings 5 x 7 in. Letter or A4 Appropriate listed envelope size Letter or A4 Appropriate listed card size (if listed sizes are not appropriate, you can specify a custom paper size) Letter or A4 Letter or A4 Letter or A4 Legal Letter or A4

Appropriate listed panorama size (if listed sizes are not appropriate, you can specify a custom paper size) 10 x 15 cm. (with or without tab), 4 x 6 in.

(with or without tab), letter, A4, or appropriate listed size Letter or A4 Custom paper size Set the paper type for printing If you print on special papers, such as photo paper, transparency film, envelopes, or labels, or if you experience poor print quality, you can set the paper type manually. To set the paper type for printing 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called

Properties, Options, Printer Setup, Printer, or Preferences.

5. Click the Features tab. 6. In the Basic Options area, click the appropriate paper type from the Paper Type list. Print Change the print settings for the current job 31 Chapter 7 View the print resolution The printer software displays the print resolution in dots per inch (dpi). The dpi varies according to the paper type and print quality that you select in the printer software. To view the print resolution 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print.

3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences.

5. Click the Features tab. 6. In the Print Quality drop-down list, select the appropriate print quality setting for your project. 7.

In the Paper Type drop-down list, select the type of paper that you have loaded. 8. Click the Resolution button to view the print resolution dpi. Change the print speed or quality The HP All-in-One automatically chooses a print quality and speed setting depending on the paper type setting you select. You can also change the print quality setting to customize the speed and quality of the print process. To select a print speed or quality 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3.

Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 6. In the Print Quality drop-down list, select the appropriate quality setting for your project. NOTE: To view the maximum dpi that the HP All-in-One will print, click Resolution. 7.

In the Paper Type drop-down list, select the type of paper that you have loaded. Change the page orientation The page orientation setting allows you to print your document vertically or horizontally on the page. Usually, you set the page orientation in the software application you used to create your document or project. However, if you are using custom-size or special HP paper, or if you cannot set the page orientation from your software application, you can change the page orientation in the Properties dialog box before printing. Print 32 Print from your computer To change the page orientation 1.

Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer.

4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 6. In the Basic Options area, click one of the following: · Click Portrait to print the document vertically on the page. · Click Landscape to print the document horizontally on the page. Scale the document size The HP All-in-One allows you to print the document at a different size than the original. To scale the document size 1.

Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab.

6. In the Resizing options area, click Scale to paper size, and then click the appropriate paper size from the drop-down list. Change the saturation, brightness, or color tone You can change the intensity of colors and the level of darkness in your printout by adjusting the Saturation, Brightness, and Color Tone options. To change the saturation, brightness, or color tone 1. Make sure you have paper loaded in the input tray.

2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4.

Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Color tab. 6. Click the More color options button. 7. Move the sliders to adjust the Saturation, Brightness, or Color Tone.



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· Brightness indicates the lightness or darkness of the printed document. · Saturation is the relative purity of printed colors.

· Color tone affects the perceived warmth or coolness of printed colors, by adding more orange or blue tones, respectively, to your image. Change the print settings for the current job 33 Print Chapter 7 Preview your print job You can preview your print job before sending it to the HP All-in-One. This helps to prevent wasting paper and ink on projects that do not print as expected. To preview your print job 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4.

Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Select the print settings appropriate for your project on each of the tabs in the dialog box. 6.

Click the Features tab. 7. Select the Show Preview Before Printing check box. 8. Click OK, and then click Print or OK in the Print dialog box.

Your print job displays in the preview window. 9. In the HP preview window, do one of the following: · To print, click Start Printing. · To cancel, click Cancel Printing. Change the default print settings If there are settings that you frequently use for printing, you might want to make them the default print settings so they are already set when you open the Print dialog box from within your software application. To change the default print settings 1. In the HP Solution Center, click Settings, point to Print Settings, and then click Printer Settings. 2. Make changes to the print settings, and click OK. Printing shortcuts Use printing shortcuts to print with print settings that you use often.

The printer software has several specially designed printing shortcuts that are available in the Printing Shortcuts list. NOTE: When you select a printing shortcut the appropriate printing options are automatically displayed. You can leave them as is or change them. You can also create a shortcut. For more information, see Create printing shortcuts. Print 34 Print from your computer Use the Printing Shortcuts tab for the following print tasks: · General Everyday Printing: Print documents quickly. Photo Printing Borderless: Print to the top, bottom, and side edges of 10 x 15 cm (4 x 6 inch) HP Premium Plus Photo Papers with a tear-off tab. For more information, see Print a borderless image. Photo Printing With White Borders: Print a photo with a white border around the edges. For more information, see Print a photo on photo paper.

Fast/Economical printing: Produce draft-quality printouts quickly. Presentation printing: Print high-quality documents, including letters and transparencies. For more information, see Print from a software application and Print on transparencies. Two-sided (Duplex) Printing: Print two-sided pages with the HP All-in-One manually. For more information, see Print on both sides of the page.

· · · · Create printing shortcuts In addition to the printing shortcuts that are available in the Printing Shortcuts list, you can create your own printing shortcuts. If you frequently print on transparency film, for example, you can create a printing shortcut by selecting the Presentation Printing shortcut, changing the paper type to HP Premium Inkjet Transparency Film, and then saving the modified shortcut under a new name; for example, Transparency Presentations. After creating the printing shortcut, simply select it when printing on transparency film rather than changing the print settings each time. To create a printing shortcut 1. On the File menu in your software application, click Print.

2. Make sure the HP All-in-One is the selected printer. 3. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 4. Click the Printing Shortcuts tab. 5. In the Printing Shortcuts list, click a printing shortcut. The print settings for the selected printing shortcut are displayed.

6. Change the print settings to those you want in the new printing shortcut. 7. In the Type new shortcut name here box, type a name for the new printing shortcut, and then click Save. The printing shortcut is added to the list. To delete a printing shortcut 1. On the File menu in your software application, click Print. 2. Make sure the HP All-in-One is the selected printer. 3.

Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 4. Click the Printing Shortcuts tab. Print Printing shortcuts 35 Chapter 7 5.

In the Printing Shortcuts list, click the printing shortcut that you want to delete. 6. Click Delete. The printing shortcut is removed from the list. NOTE: Only the shortcuts that you have created can be deleted.

The original HP shortcuts cannot be deleted. Perform special print jobs In addition to supporting standard print jobs, the HP All-in-One can perform special jobs such as printing borderless images, iron-on transfers, and posters. This section contains the following topics: · · · · · · · · · · · · Print a borderless image

Print a photo on photo paper Create custom cd/dvd labels Print using Maximum dpi Print on both sides of the page Print a multiple-page document as a booklet Print multiple pages on a single sheet Print a multiple-page document in reverse order Reverse an image for iron-on transfers Print on transparencies Print a group of addresses on labels or envelopes Print a poster Print a Web page Print a borderless image Borderless printing lets you print to the top, bottom, and side edges of 10 x 15 cm (4 x 6 inch) HP Premium Plus Photo Papers with a tear-off tab. When you remove the tear-off tab, the printed image is borderless and extends to the edges of the paper. TIP: You can automatically adjust the settings in the Properties dialog box to print a borderless 10 x 15 cm

(4 x 6 inch) photo on HP Premium Plus Photo Paper. Click the Printing Shortcuts tab, and then, in the Printing Shortcuts list, select Photo printing-borderless. You can also set the options manually as described in the following procedure. To print a borderless image 1. Remove all paper from the input tray, and then load the photo paper print side down. 2.

On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 36 Print from your computer Print 6.



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In the Resizing Options area, click the appropriate paper size from the Size list.

If a borderless image can be printed on the specified size, the Borderless check box is enabled. 7. In the Basic options area, click a paper type in the Paper Type drop-down list. NOTE: You cannot print a borderless image if the paper type is set to Automatic or to a type of paper other than a photo paper. 8. Select the Borderless printing check box if it is not already checked. If the borderless paper size and paper type are not compatible, the HP All-in-One software displays an alert and allows you to select a different type or size. 9. Click OK, and then click Print or OK in the Print dialog box. NOTE: Do not leave unused photo paper in the input tray.

The paper might start to curl, which could reduce the quality of your printout. Photo paper should be flat before printing. Related topics Load 10 x 15 cm (4 x 6 inch) photo paper Print a photo on photo paper For high-quality photo printing, HP recommends you use HP Premium Plus Photo Papers with the HP All-in-One. You can also improve the quality of the photos you print with the HP All-in-One by purchasing a photo print cartridge. With the tri-color print cartridge and photo print cartridge installed, you have a six-ink system, which provides enhanced quality color photos. To print a photo on photo paper 1. Remove all paper from the input tray, and then load the photo paper print side down. 2. On the File menu in your software application, click Print. 3.

Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 6. In the Basic Options area, select the appropriate photo paper type from the Paper Type drop-down list. 7. In the Resizing Options area, click the appropriate paper size from the Size list.

If the paper size and paper type are not compatible, the HP All-in-One software displays an alert and allows you to select a different type or size. 8. In the Basic Options area, select a high print quality, such as Best or Maximum dpi from the Print Quality drop-down list. Perform special print jobs 37 Print Chapter 7 9. In the HP real life technologies area, click the Photo fix drop-down list and select from the following options: · Off: applies no HP real life technologies to the image.

· Basic: automatically focuses the image; moderately adjusts image sharpness. · Full: automatically lightens dark images; automatically adjusts sharpness, contrast, and focus of images; automatically removes red-eye. 10. Click OK to return to the Properties dialog box. 11.

If you want to print the photo in black and white, click the Color tab and select the Print in grayscale check box. 12. Click OK, and then click Print or OK in the Print dialog box. NOTE: Do not leave unused photo paper in the input tray. The paper might start to curl, which could reduce the quality of your printout.

Photo paper should be flat before printing. Related topics · Handle the print cartridges · Work with print cartridges Create custom cd/dvd labels You can create custom labels for your CDs and DVDs on the HP All-in-One by following the steps below. Or, to create custom CD and DVD labels online, go to www.hp.com and follow the prompts.

To create custom CD/DVD labels 1. Make sure you have CD/DVD tattoo paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5.

Click the Features tab. 6. In the Paper Type drop-down list, click More, and then select HP CD/DVD tattoo paper from the list. 7. Click OK, and then click Print or OK in the Print dialog box.

Print using Maximum dpi Use Maximum dpi mode to print high-quality, sharp images. To get the most benefit from Maximum dpi mode, use it to print high-quality images such as digital photographs. When you select the Maximum dpi setting, the printer software displays the optimized dots per inch (dpi) that the HP All-in-One will print. Printing in Maximum dpi takes longer than printing with other settings and requires a large amount of disk space. Print 38 Print from your computer NOTE: If a photo print cartridge is also installed, the print quality is enhanced.

A photo print cartridge can be purchased separately if it is not included with the HP All-in-One. To print in Maximum dpi mode 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences.

5. Click the Features tab. 6. In the Paper Type drop-down list, click More, and then select the appropriate paper type. 7. In the Print Quality drop-down list, click Maximum dpi. NOTE: To view the maximum dpi that the HP All-in-One will print, click Resolution. 8. Select any other print settings that you want, and then click OK. Related topics · Use a photo print cartridge · Work with print cartridges Print on both sides of the page You can print two-sided pages with the HP All-in-One manually.

When printing two-sided pages, make sure to use paper that is thick enough so that images do not show through to the other side. To print on both sides of the page 1. Load paper into the input tray. 2. On the File menu in your software application, click Print.

3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences.

5. Click the Features tab. 6. In the Paper saving options area, select Manual from the Two-sided printing dropdown list. Perform special print jobs 39 Print Chapter 7 7. For binding, do one of the following: · For binding on the top like a notebook or calendar, select the Flip Pages Up check box. This causes the odd and even pages of your document to print opposite of each other top-to-bottom. This ensures that the top of the page is always at the top of the sheet when you flip the pages up in your bound document. 1 3 5 · For binding on the side like a book or magazine, click to clear the Flip pages up check box. This causes the odd and even pages of your document to print opposite of each other left-to-right.

This ensures that the top of the page is always at the top of the sheet when you turn the pages in your bound document. 1 3 5 8. Click OK, and then click Print or OK in the Print dialog box. The HP All-in-One begins printing.



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Wait until all the odd-numbered pages are printed before removing any of the printed pages from the output tray. A dialog box displays instructions on the screen when it is time to process the second side of your job. Do not click Continue in the dialog box until you have reloaded the paper as instructed. 9. Follow the instructions that appear on your screen for reloading the paper to print on the second side, and then click Continue. Print a multiple-page document as a booklet The HP All-in-One allows you to print your document as a small booklet, which you can fold and then staple together.

For best results, design your document to fit on a multiple of four pages, such as an 8, 12, or 16-page program for a child's school play or for a wedding. Print 40 Print from your computer To print a multiple-page document as a booklet 1. Load paper into the input tray. The paper should be thick enough that the images do not show through to the other side. 2.

On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box.

Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 6.

In the Paper saving options area, select Manual from the Two-sided printing dropdown list. 7. Select the binding edge from the Booklet layout is list, as appropriate for your language. · If your language reads left-to-right, click Left edge binding. · If your language reads right-to-left, click Right edge binding. The Pages per sheet box is automatically set to two pages per sheet.

8. Click OK, and then click Print or OK in the Print dialog box. The HP All-in-One begins printing. A dialog box displays instructions on the screen when it is time to process the second side of your job. Do not click Continue in the dialog box until you have reloaded the paper as instructed in the following steps. 9. Wait until the HP All-in-One has stopped printing for several seconds before removing any of the printed pages from the output tray. If you remove the pages while the document is still printing, the pages might get out of order. Perform special print jobs 41 Print Chapter 7 10. Follow the instructions that appear on your screen for reloading the paper to print on the second side, and then click Continue.

11. When the entire document has finished printing, fold the stack of paper in half, so that the first page is on top, then staple the document along the crease. TIP: For best results, use a saddle stapler, or a heavy-duty stapler with a long reach to staple the booklet. 11 9 7 1 3 5 Figure 7-1 Left-edge binding for left-to-right languages 7 9 11 5 3 1 Figure 7-2 Right-edge binding for right-to-left languages Print multiple pages on a single sheet You can print up to 16 pages on a single sheet of paper. To print multiple pages on a single sheet 1.

Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer.

Print 42 Print from your computer 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. 6. In the Pages per sheet list, click 2, 4, 6, 8, 9, or 16. 7. In the Page Order list, click an appropriate page order option. The sample output graphic is numbered to show how the pages will be ordered if you select each option.

8. Click OK, and then click Print or OK in the Print dialog box. Print a multiple-page document in reverse order If the first page that prints is face-up at the bottom of the stack, this usually means you need to put the printed pages in the correct order. 5 4 3 2 1 A better way is to print the document in reverse order so that the pages are stacked correctly. 1 2 3 4 5 TIP: Set this option as a default setting so you do not have to remember to set it every time you print a multiple-page document. To print a multiple-page document in reverse order 1. Make sure you have paper loaded in the input tray. 2. On the File menu in your software application, click Print. 3.

Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5.

Click the Advanced tab. 6. Expand the Document Options list, and then expand the Layout Options list. Print Perform special print jobs 43 Chapter 7 7. Click Page Order in the Layout Options list, and then click Front to Back.

NOTE: If you set your document to print on both sides of the page, the Front to back option is not available. Your document will automatically print in the correct order. 8. Click OK, and then click Print or OK in the Print dialog box. When you are printing multiple copies, each set is printed completely before the next set is printed. Reverse an image for iron-on transfers This feature reverses an image so you can use it for iron-on transfers. This feature is also useful for transparencies when you want to make notations on the back of the transparency without scratching the original. To reverse an image for iron-on transfers 1. On the File menu in your software application, click Print. 2.

Make sure the HP All-in-One is the selected printer. 3. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 4. Click the Features tab. 5. In the Basic options area, click HP Iron-on Transfer from the Paper Type list. 6. Click the Advanced tab.

7. Expand the Document Options, and then expand the Printer Features. 8. Set Mirror Image to On. 9.

Click OK, and then click Print or OK in the Print dialog box. NOTE: To prevent jams, manually feed the iron-on transfer sheets into the input tray one sheet at a time. Print on transparencies For the best results, HP recommends you use HP transparency products with the HP All-in-One. To print on transparencies 1. Load the transparency into the input tray.

2. On the File menu in your software application, click Print. 3. Make sure the HP All-in-One is the selected printer. 4. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer, or Preferences. 5. Click the Features tab. Print 44 Print from your computer 6.

In the Basic Options area, click the appropriate transparency type in the Paper Type list. TIP: If you want to make notations on the back of the transparencies and erase them later without scratching the original, click the Advanced tab, and select the Mirror Image check box. 7. In the Resizing Options area, click an appropriate size in the Size list.



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