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You can read the recommendations in the user guide, the technical guide or the installation guide for HP LASERJET PRO 400 MFP M425DW (CF288A). You'll find the answers to all your questions on the HP LASERJET PRO 400 MFP M425DW (CF288A) in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual HP LASERJET PRO 400 MFP M425DW (CF288A)

User guide HP LASERJET PRO 400 MFP M425DW (CF288A)

Operating instructions HP LASERJET PRO 400 MFP M425DW (CF288A)

Instructions for use HP LASERJET PRO 400 MFP M425DW (CF288A)

Instruction manual HP LASERJET PRO 400 MFP M425DW (CF288A)



User Guide



M425



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Manual abstract:

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Table of contents 1 Product introduction

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

1 Product views

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 2 Product front view

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

... 2 Product back view ..

.....

.....

.....

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

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

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

.... 3 Serial number and model number location

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

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

. 3 Control panel layout

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

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

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

..... 4 Control-panel Home screen .

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

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

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

..... 4 Print product reports ...

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

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

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

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

6 Printer sharing disclaimer

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

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

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

.....
.....

. 7 2 Paper tray

.....

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

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

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

.....
.....

. 9 Supported paper sizes

.....

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

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

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

.... 10 Supported paper types

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

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

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

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

. 12 Load the input trays

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

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

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

... 13 Load Tray 1 ..

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

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

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

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

. 13 Load Tray 2

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

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

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

.....
.....

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

..... 22 Change the settings for all print jobs until the software program is closed .

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

.. 22 Change the default settings for all print jobs

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

..... 22 Change the product configuration settings

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

..... 23 Change print-job settings (Mac OS X)

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

..... 24 Priority for changing print-job settings ..

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

24 Change the settings for all print jobs until the software program is closed

.....

... 24 Change the default settings for all print jobs ..

.....
.....

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

.....
.....

. 24 Change the product configuration settings

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

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

.. 24 Print tasks for Windows

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

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

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

..... 26 ENWW iii Use a printing shortcut (Windows) ..

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

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

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

..... 26 Create a printing shortcut (Windows)

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

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

..... 27 Automatically print on both sides with Windows ...

.....
.....

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

.... 29 Manually print on both sides with Windows

.....
.....

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

..... 30 Print multiple pages per sheet with Windows ...

.....
.....

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

..... 32 Select the page orientation (Windows) .

.....
.....

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

.....
.....

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

.....
.....

.....
.....

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

..... 35 Print the first or last page on different paper (Windows) ...

.....
.....

.....
.....

.... 36 Scale a document to fit page size (Windows)

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

.....
.....

..... 41 Manually print on both sides (Mac OS X) ...

.....
.....

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

.....
... 41 Print multiple pages on one sheet of paper (Mac OS X) .

.....
.....

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

. 42 Select the page orientation (Mac OS X)

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

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

.....
43 Select the paper type (Mac OS X)

.....
.....

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

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

..... 43 Print a cover page (Mac OS X) ...

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

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

.....
.....

... 43 Scale a document to fit page size (Mac OS X) ..

.....
.....

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

.....
.....
... 43 Create a booklet (Mac OS X) ..
.....

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

.....
. 44 Additional print tasks (Windows)
.....
.....
.....
.....
.....
.....
.....
.....

.....
.... 45 Cancel a print job (Windows) .
.....
.....
.....
.....
.....
.....
.....
.....

..... 45 Select the paper size (Windows) ...
.....
.....
.....
.....
.....
.....
.....
.....
.....

..... 45 Select a custom paper size (Windows)
.....
.....
.....
.....
.....

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

..... 45 *Print watermarks (Windows)*

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

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

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

. 46 *Additional print tasks (Mac OS X)*

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

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

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

... 47 *Cancel a print job (Mac OS X)*

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

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

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

.... 47 *Select the paper size (Mac OS X)*

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

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

.. 47 *Select a custom paper size (Mac OS X)* ...

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

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

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

..... 51 Walk-up USB printing ..

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

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

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

.....
.....
.. 52 4 Copy ...

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

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

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

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

... 53 Make a single copy

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

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

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

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

.....
.....
58 Reduce or enlarge a copy
.....

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

.....
.....
.....
.....
..... 59 Copy identification cards ..

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

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

.....
.. 60 Optimize copy quality ...
.....
.....

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

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

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

61 Adjust the lightness or darkness for copies
.....
.....
.....

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

.....
.... 71 Scan to a network folder .

.....
.....

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

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

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

..... 72 Scan to email .

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

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

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

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

..... 73 Scan by using other software .

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

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

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

..... 74 Scan from a TWAIN-compliant program ..

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

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

.....
.....

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

..... 93 Supported fax programs

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

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

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

..... 93 Cancel a fax

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

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

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

.....

. 93 Cancel the current fax

.....
.....

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

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

93 Cancel a pending fax job

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

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

.....

... 93 Delete faxes from memory ..

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

. 93 Use fax on a DSL, PBX, or ISDN system

.....

.....

.....

.....

.....

.....

.....

.....

.....

94 DSL

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

... 94 PBX

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

... 94 ISDN ..

.....

.....

.....

.....

.....

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

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

94 Use fax on a VoIP service

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

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

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

..... 95 Fax memory contents are retained when there is a loss of power .

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

... 95 Security issues when connecting internal networks to public phone lines

.....
.....

..... 95 Fax from the flatbed scanner ..

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

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

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

.. 96 Fax from the document feeder

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

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

.....
.....

97 Use speed dials and group-dial entries

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

.....
.....

..... 98 Send a fax from the software

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

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

.... 98 Send a fax by dialing from a telephone connected to the fax line .

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

. 100 Send a fax with confirmation

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

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

... 100 Schedule a fax to be sent later ..

.....
.....

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

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

... 100 vi ENWW Send a fax combining an electronic and paper document

.....
.....

.....
.....

101 Use access codes, credit cards, or calling cards

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

.....
101 Send faxes internationally

.....
.....

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

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

. 101 Print a fax

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

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

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

..... 102 Reprint a fax .

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

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

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

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

.... 103 Automatically print on both sides of received faxes

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

.....
.....

104 Receive faxes when fax tones are audible on the phone line

.....

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

.... 104 Receive faxes to a computer

.....

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

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

.....
.....

.. 104 Print a stored fax when the private receive feature is on ...

.....

.....
.....

.. 104 Solve fax problems ...

.....

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

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

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

..... 105 Fax troubleshooting checklist ..

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

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

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

105 Fax trace report

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

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

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

.....

107 Fax error report printing

.....

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

..... 107 Print all fax reports .

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

107 Print individual fax reports

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

..... . 107 Set the fax error report

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

..... 108 Set the fax-error-correction mode ...

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

..... 108 Change the fax speed .

.....
.....

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

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

.....
.....

108 Fax error messages

.....

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

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

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

109 Solve problems sending faxes

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

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

. 114 An error message displays on the control panel

.....
.....

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

.. 115 The Communication error. message appears

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

... 115 No dial tone.

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

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

..... 115 The Fax is busy. message appears .

.....

.... 120 The fax does not respond

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

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

.....
.....

. 121 ENWW vii The fax has a dedicated phone line

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

..... 121 An answering machine is connected to the product .

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

121 A telephone handset is connected to the product

.....
.....

122 The Answer Mode setting is set to the Manual setting

.....

.... 122 Voice mail is available on the fax line

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

.... 122 The product is connected to a DSL phone service .

.....
.....

..... 123 The product uses a fax over IP or VoIP phone service ..

.....
.....

..... 123 An error message displays on the control panel ...

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

..... 123 The No fax detected. message appears .

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

.....
.....

. 123 The Communication error.



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<http://yourpdfguides.com/dref/5506755>

message appears ...

.....

.....

.....

.. 124 The Fax storage is full. message appears ..

.....

.....

.....

.....

... 124 The Fax is busy. message appears

.....

.....

.....

.....

..... 125 A fax is received but does not print ..

.....

.....

.....

.....

.....

.....

.....

..... 125 The Private Receive feature is on

.....

.....

.....

.....

.....

.....

... 125 Sender receives a busy signal

.....

.....

.....

.....

.....

.....

.....

..... 125 A handset is connected to the product .

.....

.....

.....

.....

..... 125 A phone line splitter is being used .

.....

.....

.....

.....

.....

.....

.... 126 No dial tone

.....

.....

.....

.....

.....
... 133 View or change network settings

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

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

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

133 Manually configure IPv4 TCP/IP parameters from the control panel

.....
.....

.... 133 Rename the product on a network .

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

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

.... 133 Link speed and duplex settings

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

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

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

.... 135 HP Device Toolbox (Windows)

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

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

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

..... 136 HP Utility for Mac OS X ..

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

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

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

.....
.. 138 Open the HP Utility ...

.....
.....

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

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

.....
.....

.. 138 HP Utility features ...

.....

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

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

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

..... 138 HP Web Jetadmin

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

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

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

.....
.....

.. 139 Product security features ...

.....

.....
.....

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

. 140 Lock the product

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

. 140 Set or change the product password

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

... 140 viii ENWW Economy settings

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

. 141 Print with EconoMode

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

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

.....
.....
... 141 Set the sleep delay ..

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

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

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

.... 141 Set the Auto Power Down delay

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

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

.....
.. 141 Print when a toner cartridge is at estimated end of life ...

.....
.....

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

.....
.... 143 Enable or disable the At Very Low settings .

.....
.....

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

.....
.....

.. 143 Store and recycle supplies ...

.....

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

.....

.....
.....
.....
146 Memory

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

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

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

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

. 148 Update the firmware

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

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

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

149 Manually update the firmware

.....
.....

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

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

149 Set the product to automatically update the firmware

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

.....
.....

.... 149 8 Solve problems .

.....

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

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

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

..... 151 Solve problems checklist ..

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

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

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

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

. 152 Step 1: Make sure that the product is set up correctly

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

..... 152 Step 2: Check the cabling or wireless connection .

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

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

... 152 Step 3: Check the control panel for error messages

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

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

.... 153 Step 4: Check the paper

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

.....
.....

..... 154 Step 10: Verify that the product is on the network .

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

.. 154 Restore the factory-set defaults

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

..... 155 Control panel help system ...

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

... 156 Interpret control panel messages ..

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

157 Control panel message types

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

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

.....
.. 157 Control panel messages ...

.....
.....

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

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

.....
. 157 49 Error, Turn off then on

.....
.....

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

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

... 157 50.x Fuser Error

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

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

.....
.....

.... 157 51.
XX Error

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

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

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

. 158 54.XX Error

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

.....

.....

.....

.....

.....

.....

.....

.....

... 158 55.X Error

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 158 57 Fan Error, Turn off then on ...

.....

.....

.....

.....

.....

.....

.....

.....

... 158 59.X Error

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 159 79 Error Turn off then on ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

159 ENWW ix 79 Service error

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

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

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

159 Black cartridge low

.....

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

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

..... 160 Black cartridge very low

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

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

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

... 160 Cleaning ..

.....

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

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

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

... 160 Device error, press OK

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

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

..... 160 Door open ..

.....

.....
.....

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

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

.....
. 161 Genuine HP supply installed

.....
.....

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

.....
.....

.... 161 Incompatible black .

.....

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

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

.....
161 Install black cartridge

.....
.....

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

.....
.....

..... 161 Invalid driver Press [OK] ...

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

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

.....
161 Jam in Tray 1, Clear jam and then press OK

.....
.....

. 163 Print failure, press OK. If error repeats, turn off then on. ..

.....
.....

.....
... 164 Rear door open ..

.....
.....

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

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

..... 164 Remove shipping material from toner cartridge ..

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

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

164 Replace black cartridge

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

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

.... 164 Unexpected size in tray <X> Load <size> Press [OK]

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

..... 164 Unsupported black cartridge Press [OK] to continue ..

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

... 165 Used black cartridge is installed Press [OK] to continue ..

.....
.....

... 165 Paper feeds incorrectly or becomes jammed ..

.....
.....

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

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

..... 166 The product does not pick up paper .

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

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

. 166 The product picks up multiple sheets of paper

.....
.....

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

166 Prevent paper jams

.....
.....

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

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

.....
.....

. 166 Clear jams

.....
.....

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

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

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

.....
.....

... 167 Jam locations ..

.....
.....

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

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

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

.. 167 Clear jams from the document feeder

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

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

.. 168 Clear a jam in Tray 1 ...

.....
.....

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

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

.... 169 Clear a jam in Tray 2 .

.....
.....

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

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

. 171 Clear a jam in optional Tray 3

.....

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

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

..... 173 Clear jams from the output bin

.....

.....
.....

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

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

..... 174 Clear a jam in the duplexer area

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

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

.. 174 Clear a jam in the fuser area ...

.....
.....

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

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

.... 175 Improve print quality

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

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

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

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

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

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

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

..... 177 x ENWW Check the paper type setting (Mac OS X) .

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

.... 177 Check toner cartridge status

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

..... 178 Print the supplies status page ...

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

.... 178 Check the supplies status

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

.. 178 Print a cleaning page ...

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

.... 178 Inspect the toner cartridge for damage .

.....
.....

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

..... 179 Check the paper and printing environment ...

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

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

180 Use paper that meets HP specifications

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

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

... 180 Check the product environment

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

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

..... 180 Check print job settings ...

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

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

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

..... 180 Check the EconoMode setting ...

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

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

... 180 Use the print driver that best meets your printing needs

.....
.....

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

.... 184 Clean the pickup rollers and separation pad in the document feeder .

.....
.....

. 184 Solve scan quality problems

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

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

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

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

.....
.....
.....
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... 186 Check the resolution settings

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. 187 Check the color settings

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. 190 Solve scan to network folder problems
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191 The scan failed
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. 191 Solve fax quality problems

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. 192 Check the scanner glass for dirt and smudges

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192 Check the send-fax resolution setting

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. 193 Optimize for text or pictures

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.... 193 Check the error correction setting

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194 Send to a different fax machine

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..... 194 Clean the pickup rollers and separation pad in the document feeder ..

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

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198 Solve walk-up USB printing problems

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. 199 The USB Flash Drive menu does not open when you insert the USB accessory

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. 199 The file does not print from the USB storage accessory

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... 199 The file that you want to print is not listed in the USB Flash Drive menu ..

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.. 200 Solve direct connection problems ...

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... 201 Solve wired network problems ..

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.. 204 The product does not print after the wireless configuration completes ...
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..... 204 The product does not print, and the computer has a third-party firewall installed .
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205 The wireless connection does not work after moving the wireless router or product 205 Cannot connect more computers to the wireless product ..

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... 205 The wireless product loses communication when connected to a VPN ..
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..... 205 The network does not appear in the wireless networks list .



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. 205 The wireless network is not functioning

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206 Perform a wireless network diagnostic test

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.... 206 Reduce interference on a wireless network

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..... 207 Solve product software problems with Windows ...

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.. 208 A print driver for the product is not visible in the Printer folder ...

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... 208 An error message was displayed during the software installation

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..... 208 The product is in Ready mode, but nothing prints

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211 You are using a generic print driver when using a USB connection

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..... 211 Remove software (Windows) .

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..... 212 xii ENWW Remove software (Mac OS X)

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.. 213 9 Supplies and accessories ...

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. 215 Order parts, accessories, and supplies

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location The serial number and product model number label is on the back of the product. ENWW Product views 3 Control panel layout 1 2 3 4 5 6 Wireless light: indicates the wireless network is enabled. The light blinks while the product is establishing a connection to the wireless network (HP LaserJet Pro 400 MFP M425dw only). Touchscreen display Attention light: indicates a problem with the product Ready light: indicates the product is ready Help button and light: provides access to the control panel help system Right arrow button and light: 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 Back button and light: returns to the previous screen NOTE: This button illuminates only when the current screen can use this feature. 9 Left arrow button and light: moves the cursor to the left NOTE: This button illuminates only when the current screen can use this feature. 10 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.

4 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 button: provides access to the Wireless Menu and wireless status information (HP LaserJet Pro 400 Wireless MFP M425dw model only) NOTE: When you are connected to a wireless network, this icon changes to a set of signal strength bars. button: provides access to network settings and information. From the network settings screen, you 4 Network can print the Network Summary page. 5 button: provides product status information. From the status summary screen, you can print the Information Configuration Report page. button: provides information about supplies status. From the supplies summary screen, you can print Supplies the Supplies Status page.

Fax button: provides access to the Fax feature Apps button: provides access to the Apps menu to print directly from Web applications that you have downloaded from the HP ePrintCenter Web site at www.hpprintcenter.com Product status Scan button: provides access to the scan feature Copy button: provides access to the copy feature USB button: provides access to the USB Flash Drive menu 6 7 8 9 10 11 12 ENWW Product views 5 Print product reports Product reports reside within the product memory. These pages help diagnose and solve problems with the product. NOTE: If the product language was not correctly set during installation, you can set the language manually so the information pages print in one of the supported languages. Change the language by using the System Setup menu on the control panel or the embedded Web server. From the Reports menu, you can print several informative pages about the product. 1. 2. 3.

From the Home screen on the product control panel, touch the Setup Touch the Reports button. Touch the name of the report that you want to print. Description Prints a page that demonstrates print quality Prints a map of the control panel-menu layout. The active settings for each menu are listed. Prints a list of all the product settings. Includes network information when the product is connected to a network. Prints the status for each toner cartridge, including the following information: □ □ □ □ Network Summary Usage Page Estimated percentage of cartridge life remaining Approximate pages remaining Part numbers for HP toner cartridges Number of pages printed button. Menu item Demo Page Menu Structure Configuration Report Supplies Status Prints a list of all product network settings Prints a page that lists PCL pages, PCL 6 pages, PS pages, pages that were jammed or mispicked in the product, monochrome (black and white) or color pages; and reports the page count Prints a list of all the PCL fonts that are installed Prints a list of all the PostScript (PS) fonts that are installed Prints a list of all the PCL6 fonts that are installed Prints the service report PCL Font List PS Font List PCL6 Font List Service Page 6 Chapter 1 Product introduction ENWW Printer sharing disclaimer HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP printer drivers. Go to Microsoft at www.microsoft.com. ENWW Printer sharing disclaimer 7 8 Chapter 1 Product introduction ENWW 2 Paper tray □ □ □ Supported paper sizes Supported paper sizes Load the input trays ENWW 9 Supported paper sizes This product supports a number of paper sizes, and it adapts to various media.



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NOTE: To obtain best results, select the correct paper size and type in the print driver before printing. Table 2-1 Supported paper and print media sizes Size and dimensions Tray 1 Tray 2 Optional 500sheet Tray 3 Duplexer Letter 216 x 279 mm (8.5 x 11 in) Legal 216 x 356 mm (8.5 x 14 in) A4 210 x 297 mm (8.27 x 11.69 in) A5 148 x 210 mm (5.83 x 8.27 in) A6 105 x 148 mm (4.1 x 5.8 in) B5 (JIS) 182 x 257 mm (7.17 x 10.12 in) Executive 184 x 267 mm (7.24 x 10.51 in) Postcard (JIS) 100 x 148 mm (3.9 x 5.8 in) Double Postcard (JIS) 148 x 200 mm (5.8 x 7.9 in) 16K 184 x 260 mm (7.2 x 10.2 in)

2 x 10.2 in) 16K 195 x 270 mm (7.7 x 10.6 in) 16K 197 x 273 mm (7.8 x 10.8 in) 8.5 x 13 216 x 330 mm (8.5 x 13 in) 10 Chapter 2 Paper tray ENWW Table 2-1 Supported paper and print media sizes (continued) Size and dimensions Tray 1 Tray 2 Optional 500sheet Tray 3 Duplexer Envelope Commercial #10 105 x 241 mm (4.13 x 9.49 in) Envelope B5 ISO 176 x 250 mm (6.9 x 9.8 in) Envelope C5 ISO 162 x 229 mm (6.37 x 9.01 in) Envelope DL ISO 110 x 220 mm (4.33 x 8.66 in) Envelope Monarch 98 x 191 mm (3.9 x 7.5 in) Custom 76 x 127 mm to 216 x 356 mm (3.0 x 5.0 in to 8.5 x 14 in)

ENWW Supported paper sizes 11 Supported paper types For a complete list of specific HP-brand paper that this product supports, go to www.hp.com/support/ljm425series. Paper type (control panel) Paper type (print driver) Tray 1 Tray 2 Optional 500-sheet Tray 3 Duplexer PLAIN HP EcoSMART Lite LIGHT 60-74 G MID-WEIGHT 96-110 G HEAVY 111-130 G EXTRA HEAVY 131-175 G TRANSPARENCY LABELS LETTERHEAD PREPRINTED PREPUNCHED COLOR ROUGH BOND RECYCLED ENVELOPE Plain HP EcoSMART Lite Light 60-74g Mid-weight Heavy 111-130g Extra heavy 131-175g Monochrome Laser Transparency Labels Letterhead Preprinted Prepunched Colored Rough Bond Recycled Envelope 12 Chapter 2 Paper tray ENWW Load the input trays Load Tray 1 1. Open Tray 1, and pull the tray extension away from the product. 2. For long paper, flip out the extension to help hold the paper in the tray. ENWW Load the input trays 13 3. Place the paper stack into Tray 1, and slide the paper guides so that they are against the sheets. 4.

Feed the paper stack into the tray as far as it will go. Load Tray 2 1. Pull the tray out of the product. 14 Chapter 2 Paper tray ENWW 2. Slide open the paper length and width guides by pushing outward on the blue tabs. 3. To load Legal-size paper, extend the tray by pressing the release button at the back of the tray inward and pulling the back of the tray out. NOTE: When loaded with Legal-size paper, the tray extends from the rear of the product approximately 70 mm (2.75 in). 4.

Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper. ENWW Load the input trays 15 5. Push down on the paper to make sure that the paper stack is below the paper limit tabs on the right side and rear of the tray. 6.

Slide the tray into the product. Load optional Tray 3 1. Pull the tray out of the product. 16 Chapter 2 Paper tray ENWW 2. Slide open the paper length and width guides by pushing outward on the blue tabs.

3. To load Legal-size paper, extend the tray by pressing the release button at the back of the tray inward and pulling the back of the tray out. NOTE: When loaded with Legal-size paper, the tray extends from the rear of the product approximately 70 mm (2.75 in). 4. Place the paper in the tray and make sure that it is flat at all four corners. Slide the paper length and width guides so that they are against the stack of paper. ENWW Load the input trays 17 5. Push down on the paper to make sure that the paper stack is below the paper limit tabs at the rear of the tray. 6.

Slide the tray into the product. 18 Chapter 2 Paper tray ENWW 3 Print □ □ □ □ □ □ □ □ □ Supported printer drivers (Windows) Change print-job settings (Windows) Change print-job settings (Mac OS X) Print tasks for Windows Print tasks for Mac OS X Additional print tasks (Windows) Additional print tasks (Mac OS X) Create archival-quality prints Use HP ePrint Use AirPrint Walk-up USB printing ENWW 19 Supported printer drivers (Windows) Printer drivers provide access to the product features and allow the computer to communicate with the product (using a printer language). Check the installation notes and readme files on the product CD for additional software and languages. HP PCL 6 driver description □ □ □ □ □ □ □ □ □ Installs automatically when installing the product software Provided as the default driver Recommended for printing in all supported Windows environments Provides the overall best speed, print quality, and product-feature support for most users Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments Might not be fully compatible with third-party and custom software programs that are based on PCL 5 HP UPD PS driver description □ □ □ □ □ □ □ □ □ Available for download from the Web at www.hp.com/support/ljm425series Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs Provides support for printing from postscript emulation needs, or for postscript flash font support HP UPD PCL 5 driver description □ □ □ □ □ □ □ □ □ Available for download from the Web at www.hp.com/support/ljm425series Compatible with previous PCL versions and older HP LaserJet products The best choice for printing from third-party or custom software programs Designed for use in corporate Windows environments to provide a single driver for use with multiple printer models Preferred when printing to multiple printer models from a mobile Windows computer HP UPD PCL 6 driver description □ □ □ □ □ □ □ □ □ Available for download from the Web at www.hp.com/support/ljm425series Recommended for printing in all supported Windows environments Provides the overall best speed, print quality, and product-feature support for most users 20 Chapter 3 Print ENWW □ □ □ Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments Might not be fully compatible with third-party and custom software programs that are based on PCL 5 ENWW Supported printer drivers (Windows) 21 Change print-job settings (Windows) Priority for changing print-job settings Changes to print settings are prioritized depending on where the changes are made. NOTE: The names of commands and dialog boxes might vary depending on your software program.

□ Page Setup dialog box: Click Page Setup or a similar command on the File menu of the program you are working in to open this dialog box. Settings changed here override settings changed anywhere else. Print dialog box: Click Print, Print Setup, or a similar command on the File menu of the program you are working in to open this dialog box. Settings changed in the Print dialog box have a lower priority and usually do not override changes made in the Page Setup dialog box.



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Printer Properties dialog box (printer driver): Click Properties in the Print dialog box to open the printer driver.

Settings changed in the Printer Properties dialog box usually do not override settings anywhere else in the printing software. You can change most of the print settings here. Default printer driver settings: The default printer driver settings determine the settings used in all print jobs, unless settings are changed in the Page Setup, Print, or Printer Properties dialog boxes. Printer control panel settings: Settings changed at the printer control panel have a lower priority than changes made anywhere else. □ □ □ □ Change the settings for all print jobs until the software program is closed 1.

2. From the software program, select the Print option. Select the driver, and then click Properties or Preferences. Change the default settings for all print jobs
 1. Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view): Click Start, and then click Printers and Faxes. Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view): Click Start, click Settings, and then click Printers. Windows Vista: Click Start, click Control Panel, and then in the category for Hardware and Sound click Printer. Windows 7: Click Start, and then click Devices and Printers. 2. Right-click the driver icon, and then select Printing Preferences.

22 Chapter 3 Print ENWW Change the product configuration settings 1. Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view): Click Start, and then click Printers and Faxes. Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view): Click Start, click Settings, and then click Printers. Windows Vista: Click Start, click Control Panel, and then in the category for Hardware and Sound click Printer. Windows 7: Click Start, and then click Devices and Printers. 2. 3. Right-click the driver icon, and then select Properties or Printer properties. Click the Device Settings tab. ENWW Change print-job settings (Windows) 23 Change print-job settings (Mac OS X) Priority for changing print-job settings Changes to print settings are prioritized depending on where the changes are made: NOTE: The names of commands and dialog boxes might vary depending on your software program.

□ Page Setup dialog box: Click Page Setup or a similar command on the File menu of the program you are working in to open this dialog box. Settings changed here might override settings changed anywhere else. Print dialog box: Click Print, Print Setup, or a similar command on the File menu of the program you are working in to open this dialog box. Settings changed in the Print dialog box have a lower priority and do not override changes made in the Page Setup dialog box. Default print driver settings: The default print driver settings determine the settings used in all print jobs, unless settings are changed in the Page Setup or Print dialog boxes.

Printer control panel settings: Settings changed at the printer control panel have a lower priority than changes made anywhere else. □ □ □ Change the settings for all print jobs until the software program is closed 1. 2. 3. On the File menu, click the Print item.

In the Printer menu, select this product. From the settings drop-down list, change the settings that you want to change. Change the default settings for all print jobs 1. 2. 3. 4. On the File menu, click the Print item. In the Printer menu, select this product. From the settings drop-down list, change the settings that you want to change. On the Presets menu, click the Save As.

.. option and type a name for the preset. These settings are saved in the Presets menu. To use the new settings, you must select the saved preset option every time you open a program and print. Change the product configuration settings 1. 2. From the Apple menu icon, click the System Preferences menu and then click the Print & Fax Select the product in the left side of the window. 24 Chapter 3 Print ENWW 3.

4. 5. Click the Options & Supplies button. Click the Driver tab. Configure the installed options.

ENWW Change print-job settings (Mac OS X) 25 Print tasks for Windows Use a printing shortcut (Windows) 1. 2. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. 3.

Click the Printing Shortcuts tab. 4. Select one of the shortcuts, and then click the OK button. NOTE: When you select a shortcut, the corresponding settings change on the other tabs in the printer driver. 26 Chapter 3 Print ENWW Create a printing shortcut (Windows) 1. 2. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. 3. Click the Printing Shortcuts tab.

4. Select an existing shortcut as a base. NOTE: Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, or if you select a different shortcut, all your adjustments are lost. ENWW Print tasks for Windows 27 5. Select the print options for the new shortcut. NOTE: You can select the print options on this tab or on any other tab in the printer driver. After selecting options on other tabs, return to the Printing Shortcuts tab before continuing with the next step. 6. Click the Save As button.

7. Type a name for the shortcut, and click the OK button. 28 Chapter 3 Print ENWW Automatically print on both sides with Windows 1. On the File menu in the software program, click Print. 2.

Select the product, and then click the Properties or Preferences button. ENWW Print tasks for Windows 29 3. Click the Finishing tab. 4. Select the Print on both sides check box.

Click the OK button to print the job. NOTE: If the product is a duplex model and only manual duplex appears, either the duplex unit is not installed correctly in the Device Settings tab of the Printer Properties dialog box, or the media type is not supported by the duplex unit. Manually print on both sides with Windows NOTE: This product includes an automatic two-sided printing feature. However, the product also can print two-sided jobs manually if the paper is not supported by automatic two-sided printing, or if the duplex unit has been disabled. 1. On the File menu in the software program, click Print. 30 Chapter 3 Print ENWW 2. Select the product, and then click the Properties or Preferences button. 3. Click the Finishing tab.

4. Select the Print on both sides (manually) check box. Click the OK button to print the first side of the job. ENWW Print tasks for Windows 31 5. Retrieve the printed stack from the output bin and, maintaining the same orientation, place it in Tray 1 with the printed side down and the top of the pages toward the product. 6. On the control panel, press the OK button to print the second side of the job. Print multiple pages per sheet with Windows 1. On the File menu in the software program, click Print.



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2.

Select the product, and then click the Properties or Preferences button. 32 Chapter 3 Print ENWW 3. Click the Finishing tab. 4. Select the number of pages per sheet from the Pages per sheet drop-down list.

5. Select the correct Print page borders, Page order, and Orientation options. ENWW Print tasks for Windows 33 Select the page orientation (Windows) 1. 2. From the software program, select the Print option.

Select the product, and then click the Properties or Preferences button. 3. Click the Finishing tab. 4. In the Orientation area, select the Portrait or Landscape option. To print the page image upside down, select the Rotate by 180 degrees option. 34 Chapter 3 Print ENWW Select the paper type (Windows) 1. 2. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button.

3. Click the Paper/Quality tab. 4. From the Paper type drop-down list, click the More... option. ENWW Print tasks for Windows 35 5. Select the category of paper types that best describes your paper. 6.

Select the option for the type of paper you are using, and click the OK button. Print the first or last page on different paper (Windows) 1. From the software program, select the Print option. 36 Chapter 3 Print ENWW 2. Select the product, and then click the Properties or Preferences button.

3. Click the Paper/Quality tab. 4. Click the Print pages on different paper item, and then click the Settings button to select the necessary settings for the front cover, other pages, and back cover. ENWW Print tasks for Windows 37 Scale a document to fit page size (Windows) 1.

2. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. 3. Click the Effects tab. 4. Select the Print document on option, and then select a size from the drop-down list. 38 Chapter 3 Print ENWW Create a booklet (Windows) 1. 2. From the software program, select the Print option.

Select the product, and then click the Properties or Preferences button. 3. Click the Finishing tab. ENWW Print tasks for Windows 39 4. Click the Print on both sides or Print on both sides (manually) check box. 5. In the Booklet layout drop-down list, select a binding option. The Pages per sheet option automatically changes to 2 pages per sheet. 40 Chapter 3 Print ENWW Print tasks for Mac OS X Use a printing preset (Mac OS X) 1. 2.

3. 4. On the File menu, click the Print option. In the Printer menu, select this product. In the Presets menu, select the printing preset.

Click the Print button. NOTE: To use printer-driver default settings, select the standard option. Create a printing preset (Mac OS X) Use printing presets to save the current printer driver settings for reuse. 1. 2.

3. 4. 5. On the File menu, click the Print option. In the Printer menu, select this product. Select the print settings that you want to save for reuse. In the Presets menu, click the Save As... option, and type a name for the preset.

Click the OK button. Automatically print on both sides (Mac OS X) 1. 2. 3. 4. 5. 6. Insert enough paper into one of the trays to accommodate the print job. On the File menu, click the Print option. In the Printer drop-down list, select this product.

Select the Layout drop-down item. From the Two-Sided drop-down list, select a binding option. Click the Print button. Manually print on both sides (Mac OS X) NOTE: This product includes an automatic two-sided printing feature. However, the product also can print two-sided jobs manually if the paper is not supported by automatic two-sided printing, or if the duplex unit has been disabled.

1. 2. 3. Insert enough paper into Tray 1 to accommodate the print job. On the File menu, click the Print option.

In the Printer drop-down list, select this product. ENWW Print tasks for Mac OS X 41 4. 5. 6. 7. 8. Select the Manual Duplex drop-down item. Click the Manual Duplex check box, and then select a binding option. Click the Print button. Follow the instructions in the pop-up window that appears on the computer screen before replacing the output stack in Tray 1 for printing the second half.

Go to the product, and remove any blank paper that is in Tray 1. Insert the printed stack in Tray 1 with the printed side down and the top of the pages toward the product. 9. If prompted, touch the appropriate control panel button to continue. Print multiple pages on one sheet of paper (Mac OS X) 1. 2. 3. On the File menu, click the Print option. In the Printer menu, select this product. Open the Layout menu.

42 Chapter 3 Print ENWW 4. 5. 6. 7. From the Pages per Sheet menu, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16). 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 page orientation (Mac OS X) 1. 2.

3. 4. 5. On the File menu, click the Print option. In the Printer menu, select this product. In the Copies & Pages menu, click the Page Setup button. Click the icon that represents the page orientation that you want to use, and then click the OK button. Click the Print button. Select the paper type (Mac OS X) 1. 2.

3. 4. 5. On the File menu, click the Print option. In the Printer menu, select this product. Open the Finishing menu. Select a type from the Media-type drop-down list. Click the Print button. Print a cover page (Mac OS X) 1. 2.

3. 4. On the File menu, click the Print option. In the Printer menu, select this product. Open the Cover Page menu, and then select where to print the cover page.

Click either the Before Document button or the After Document button. In the Cover Page Type menu, select the message that you want to print on the cover page. NOTE: To print a blank cover page, select the standard option from the Cover Page Type menu. 5. Click the Print button.

Scale a document to fit page size (Mac OS X) 1. 2. ENWW On the File menu, click the Print option. In the Printer menu, select this product. Print tasks for Mac OS X 43 3. 4. 5. Open the Paper Handling menu. In the Destination Paper Size area, click the Scale to fit paper size box, and then select the size from the drop-down list. Click the Print button.

Create a booklet (Mac OS X) 1. 2. 3. 4. 5. 6. 7. 8. On the File menu, click the Print option. In the Printer menu, select this product.

Open the Manual Duplex menu. Click the Manual Duplex box. Open the Booklet Printing menu. Click the Format Output as Booklet box, and select a binding option. Select the paper size.

Click the Print button. 44 Chapter 3 Print ENWW Additional print tasks (Windows) Cancel a print job (Windows) 1. If the print job is currently printing, cancel it by pressing the Cancel control panel button on the product NOTE: Pressing the Cancel button clears the job that the product is currently processing. If more than one process is running, pressing the Cancel button clears the process that currently appears on the product control panel.

2. You can also cancel a print job from a software program or a print queue.

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□ □ Software program: Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job. Windows print queue: If a print job is waiting in a print queue (computer memory) or print spooler, delete the job there. □ Windows XP, Server 2003, or Server 2008: Click Start, click Settings, and then click Printers and Faxes. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel. Windows Vista: Click Start, click Control Panel, and then, under Hardware and Sound, click Printer. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel. Windows 7: Click Start, and then click Devices and Printers. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click Cancel.

□ □ Select the paper size (Windows) 1. 2. 3. 4. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. Click the Paper/Quality tab. Select a size from the Paper size drop-down list. Select a custom paper size (Windows) 1. 2. 3. 4. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. Click the Paper/Quality tab. Click the Custom button. ENWW Additional print tasks (Windows) 45 5. Type a name for the custom size and specify the dimensions. □ □ The width is the short edge of the paper. The length is the long edge of the paper.

NOTE: Always load paper into the trays short edge first. 6. Click the Save button, and then click the Close button. Print watermarks (Windows) 1. 2. 3. 4. From the software program, select the Print option. Select the product, and then click the Properties or Preferences button. Click the Effects tab.

Select a watermark from the Watermarks drop-down list. Or, to add a new watermark to the list, click the Edit button. Specify the settings for the watermark, and then click the OK button. 5. To print the watermark on the first page only, select the First page only check box. Otherwise, the watermark is printed on each page. 46 Chapter 3 Print ENWW Additional print tasks (Mac OS X) Cancel a print job (Mac OS X) 1. If the print job is currently printing, cancel it by pressing the Cancel control panel. button on the product NOTE: Pressing the Cancel button clears the job that the product is currently processing. If more than one print job is waiting, pressing the Cancel button clears the print job that currently appears on the product control panel.

2. You can also cancel a print job from a software program or a print queue. □ □ Software program: Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job. Mac print queue: Open the print queue by double-clicking the product icon in the dock. Highlight the print job, and then click Delete.

Select the paper size (Mac OS X) 1. 2. 3. 4. 5.

On the File menu, click the Print option. In the Printer menu, select this product. In the Copies & Pages menu, click the Page Setup button. Select a size from the Paper Size drop-down list, and then click the OK button. Click the Print button. Select a custom paper size (Mac OS X) 1. 2. 3. 4. 5.

6. On the File menu, click the Print option. In the Printer menu, select this product. In the Copies & Pages menu, click the Page Setup button. From the Paper Size drop-down list, select the Manage Custom Sizes option. Specify the dimensions for the page size, and then click the OK button. Click the Print button.

Print watermarks (Mac OS X) 1. 2. 3.

On the File menu, click the Print option. In the Printer menu, select this product. Open the Watermarks menu. ENWW Additional print tasks (Mac OS X) 47 4. 5.

6. Click the Watermark checkbox. Beneath the check box, use the drop-down lists to set the various watermark elements. Click the Print button. 48 Chapter 3 Print ENWW Create archival-quality prints Archive print produces output that is less susceptible to toner smearing and dusting.

Use archive print to create documents that you want to preserve or archive. NOTE: Archival-quality printing is accomplished by increasing the temperature of the fuser. Because of the increased temperatures, the product prints at half-speed to avoid damage. 1. 2. 3. @@Touch the Archive Print button, and then touch the On button. button. ENWW Create archival-quality prints 49 Use HP ePrint Use HP ePrint Use HP ePrint to print documents by sending them as an email attachment to the product's email address from any email enabled device. NOTE: The product must be connected to a wired or wireless network and have Internet access to use HP ePrint.

1. To use HP ePrint, you must first enable HP Web Services. a. b. 2. 3. From the Home screen on the product control panel, touch the Web Services Touch the Enable Web Services button. button. From the HP Web Services menu, touch the Display E-Mail Address button to display the product's email address on the control panel. Use the HP ePrintCenter Web site to define security settings and to configure default print settings for all HP ePrint jobs sent to this product. a. b. c. Go to www.hpprintcenter.com.

com. Click Sign In, and enter your HP ePrintCenter credentials or sign up for a new account. Select your product from the list, or click + Add printer to add it. To add the product, you need the printer code, which is the segment of the product email address that is before the @ symbol. You can get this code by printing the Web Services page from the product control panel.

After you have added your product, you will have the option to customize the product email address. NOTE: This code is valid for only 24 hours from the time you enable HP Web Services. If it expires, follow the instructions to enable HP Web Services again, and obtain a new code. d. To prevent your product from printing unexpected documents, click ePrint Settings, and then click the Allowed Senders tab. Click Allowed Senders Only, and add the email addresses from which you want to allow ePrint jobs. To set up default settings for all ePrint jobs sent to this product, click ePrint Settings, click Print Options, and select the settings that you want to use. e. 4. To print a document, attach it to an email message sent to the product's email address.

Both the email message and the attachment will print. 50 Chapter 3 Print ENWW Use 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 (iOS 4.2), iPhone (3GS or later), or iPod touch (third generation or later) in the following applications: □ □ □ Mail Photos Safari Select third-party applications To use AirPrint, the product must be connected to a network, or be connected through a wireless direct connection. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to www.hp.com/go/airprint. NOTE: You might need to upgrade the product firmware to use AirPrint.



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ENWW Use AirPrint 51 Walk-up USB printing 1. Insert the USB drive into the USB port on the front of the product. 2. The USB Flash Drive menu opens. Touch the arrow buttons to scroll through the options. □ □ □ Print Documents View and Print Photos Scan to USB Drive 3. 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. 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 for 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 drive. 4. 5. 52 Chapter 3 Print ENWW 4 Copy □ □ □ □ □ □ □ □ □ □ □ □ □ □ Make a single copy Make multiple copies Copy a multiple-page original Collate a copy job Copy on both sides (duplex) Reduce or enlarge a copy Copy identification cards Optimize copy quality Adjust the lightness or darkness for copies Copy in draft mode Set the paper size and type for copying on special paper Set new default copy settings Restore copy default settings ENWW 53 Make a single copy 1. Load the document onto the scanner glass or into the document feeder.

2. If you loaded the document into the document feeder, adjust the guides until they are snug against the paper. 3. 4. From the Home screen on the product control panel, touch the Copy button. Touch the Start Copy button to start copying. 54 Chapter 4 Copy ENWW Make multiple copies 1. Load the document onto the scanner glass or into the document feeder. 2. If you loaded the document into the document feeder, adjust the guides until they are snug against the paper.

3. 4. 5. From the Home screen on the product control panel, touch the Copy button. Touch the arrows to change the number of copies, or touch the existing number and type the number of copies.

Touch the Start Copy button to start copying. ENWW Make multiple copies 55 Copy a multiple-page original 1. Insert the originals into the document feeder face-up. NOTE: The document feeder capacity is up to 50 sheets of 75 g/m² (20 lb) paper. 2.

Adjust the guides until they are snug against the paper. 3. 4. From the Home screen on the product control panel, touch the Copy button. Touch the Start Copy button to start copying. 56 Chapter 4 Copy ENWW Collate a copy job 1. Load the document onto the scanner glass or into the document feeder. 2. 3. From the Home screen on the product control panel, touch the Copy button.

Touch the Settings button, and then scroll to and touch the Collation button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. Touch the Start Copy button to start copying. 4. ENWW Collate a copy job 57 Copy on both sides (duplex) 1. Load the first page of the document onto the scanner glass, or load the whole document into the document feeder. 2. 3. 4. From the Home screen on the product control panel, touch the Copy button.

Touch the Settings button, and then touch the Two-Sided button. Select the duplexing option that you want to use. For example, to copy a two-sided original with two-sided output, select the 2-Sided to 2Sided option. Touch the Start Copy button to start copying. 5.

58 Chapter 4 Copy ENWW Reduce or enlarge a copy 1. Load the document onto the scanner glass or into the document feeder. 2. 3. From the Home screen on the product control panel, touch the Copy button.

Touch the Settings button, and then touch the Reduce/Enlarge button. Touch the arrow buttons to scroll through the options, and then touch an option to select it. Touch the Start Copy button to start copying. 4. ENWW Reduce or enlarge a copy 59 Copy identification cards Use the ID Copy feature to copy both sides of identification cards, or other small-size documents, onto the same side of one sheet of paper. The product prompts you to copy the first side and then to place the second side on a different area of the scanner glass and copy again. The product prints both images at the same time. 1. Load the document onto the rear-left corner of the scanner glass. 2.

3. 4. 5. From the Home screen on the product control panel, touch the Copy button. Touch the ID Copy button. Touch the Start Copy button to start copying. The product prompts you to place the next page on a different section of the scanner glass. 6. Touch the OK button if you have more pages to copy, or touch the Done button if this is the last page. The product copies all pages onto one side of a sheet of paper.

7. 60 Chapter 4 Copy ENWW Optimize copy quality The following copy-quality settings are available: □ □ □ □ □ 1. 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. Load the document onto the scanner glass or into the document feeder. 2. 3.

From the Home screen on the product control panel, touch the Copy button. 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. Touch the Start Copy button to start copying. 4. ENWW Optimize copy quality 61 Adjust the lightness or darkness for copies 1. Load the document onto the scanner glass or into the document feeder. 2. 3. 4.

From the Home screen on the product control panel, touch the Copy button. On the summary screen, touch the arrow buttons to adjust the setting. Touch the Start Copy button to start copying. 62 Chapter 4 Copy ENWW Copy in draft mode Using draft mode can use less toner and decrease the cost per page.

However, using draft mode can also reduce print quality. HP does not recommend the full-time use of draft mode. If draft mode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge. 1. Load the document onto the scanner glass or into the document feeder.

2. 3. 4. 5. 6.

From the Home screen on the product control panel, touch the Copy button. Touch the Settings button. Scroll to and touch the Draft Mode button. Touch the On button. Touch the Start Copy button to start copying.

ENWW Copy in draft mode 63 Set the paper size and type for copying on special paper 1. From the Home screen on the product control panel, touch the Copy button. 2. 3. 4. 5. Touch the Settings button, and then scroll to and touch the Paper button. From the list of paper sizes, touch the name of the paper size that is in Tray 1. From the list of paper types, touch the name of the paper type that is in Tray 1.



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Touch the Start Copy button to start copying.

64 Chapter 4 Copy ENWW Set new default copy settings You can save any combination of copy settings as the default settings to use for every job. 1. From the Home screen on the product control panel, touch the Copy button. 2. 3. Touch the Settings button. Configure the copy settings to meet your preferences, and then scroll to and touch the Set as New Defaults button. Touch the Yes button. 4. ENWW Set new default copy settings 65 Restore copy default settings Use this procedure to restore the factory default copy settings.

1. From the Home screen on the product control panel, touch the Copy button. 2. 3. 4.

Touch the Settings button. Scroll to and touch the Restore Defaults button. Touch the OK button to restore the defaults. 66 Chapter 4 Copy ENWW 5 Scan □ □ □ □ □ □ Scan by using the HP Scan software (Windows) Scan by using the HP Scan software (Mac OS X) Scan to a USB flash drive Set up scan to network folder and scan to email features Scan to a network folder Scan to email Scan by using other software ENWW 67 Scan by using the HP Scan software (Windows) 1. 2.

3. Double-click the HP Scan icon on the computer desktop. 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. 68 Chapter 5 Scan ENWW Scan by using the HP Scan software (Mac OS X) 1. 2. 3. Open the Applications folder, and then click Hewlett-Packard.

Double-click HP Scan. Open the HP Scan menu and click Preferences. From the Scanner pop-up menu, select this product from the list, and click Continue. To use the standard preset settings, which produce acceptable results for images and text, click the Scan button. To use presets optimized for pictures or text documents, select a preset from the Scanning Presets pop-up menu. To adjust the settings, click the Edit button. When you are ready to scan, click the Scan button. 4. 5. To scan more pages, load the next page and click Scan.

Click Append to List to add the new pages to the current list. Repeat until you have scanned all the pages. Click the Save button, and then browse to the folder on your computer where you want to save the file. NOTE: To print the scanned images now, click the Print button. ENWW Scan by using the HP Scan software (Mac OS X) 69 Scan to a USB flash drive 1.

2. 3. 4. 5. Load the document onto the scanner glass or into the document feeder.

Insert a USB flash drive into the port on the front of the product. 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 also can change the folder name. 70 Chapter 5 Scan ENWW Set up scan to network folder and scan to email features These scan features are not available until you use the HP Embedded Web Server to configure them.

The following instructions describe setting up the scan settings. 1. From the Home screen on the product control panel, touch the Network product IP address. 2. To open the HP Embedded Web Server, type the product IP address into the address line of a Web browser. NOTE: You can also access the HP Embedded Web Server from the HP Device Toolbox for Windows or the HP Utility for Mac OS X. 3. Click the Scan tab to set up the feature. button to find the ENWW Set up scan to network folder and scan to email features 71 Scan to a network folder Use the product control panel to scan a file to a folder on the network. NOTE: In order to use this feature, the product must be connected to a network and the scan feature must be configured using the HP Embedded Web Server.

1. 2. 3. 4. 5.

Load the document onto the scanner glass or into the document feeder. 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 file. 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. 72 Chapter 5 Scan ENWW 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 feature must be configured using the HP Embedded Web Server. 1. 2. 3.

4. 5. Load the document onto the scanner glass or into the document feeder. From the Home screen on the product control panel, touch the Scan button. Touch the Scan to E-mail item. Touch the Send to 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. ENWW Scan to email 73 Scan by using other software The product is TWAIN-compliant and Windows Imaging Application (WIA)-compliant. The product works with Windows-based programs that support TWAIN-compliant or WIA-compliant scanning devices and with Macintosh-based programs that support TWAIN-compliant scanning devices. While you are in a TWAIN-compliant or WIA-compliant program, you can gain access to the scanning feature and scan an image directly into the open program. For more information, see the Help file or the documentation that came with your TWAIN-compliant or WIA-compliant software program. Scan from a TWAIN-compliant program Generally, a software program is TWAIN-compliant if it has a command such as Acquire, File Acquire, Scan, Import New Object, Insert from, or Scanner. If you are unsure whether the program is compliant or you do not know what the command is called, see the software program Help or documentation. When scanning from a TWAIN-compliant program, the HP Scan software program might start automatically. If the HP Scan program starts, you can make changes while previewing the image.

If the program does not start automatically, the image goes to the TWAIN-compliant program immediately. Start the scan from within the TWAIN-compliant program.



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