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You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET 2622. You'll find the answers to all your questions on the HP OFFICEJET 2622 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual HP OFFICEJET 2622
User guide HP OFFICEJET 2622
Operating instructions HP OFFICEJET 2622
Instructions for use HP OFFICEJET 2622
Instruction manual HP OFFICEJET 2622



HP Officejet 2620 series



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Manual abstract:

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. 135 iv ENWW 1 HP Officejet 2620 series Help Learn how to use your HP Officejet 2620 series Printer parts on page 4 Control panel and status lights on page 6 Load media on page 20 Print on page 7 Copy documents on page 28 Scan to a computer on page 30 Check estimated ink levels on page 56 Replace ink cartridges on page 59 Clear paper jam on page 70 ENWW 1 2 Chapter 1 HP Officejet 2620 series Help ENWW 2 Get to know the HP Officejet 2620 series Printer parts Control panel and status lights ENWW 3 Printer parts Front view 1 2 3 4 5 6 7 8 9 10 11 12 13 Automatic Document Feeder (ADF) Paper-width guide for the input tray Input tray Input tray shield Lid Lid-backing Scanner glass Printer display Control panel Ink cartridges Output tray extender (also referred to as the tray extender) Cartridge access door Output tray 4 Chapter 2 Get to know the HP Officejet 2620 series ENWW Rear view 14 15 16 17 USB port Power connection Fax port (1-LINE) Fax port (2-EXT) ENWW Printer parts 5 Control panel and status lights Figure 2-1 Control panel features Label 1 2 3 4 5 6 7 8 9 Description On button: Turns the printer on or off. Home button: Returns to the Home screen, the screen that is displayed when you first turn on the printer. Up button: Use this button to navigate menus and select number of copies. Down button: Use this button to navigate menus and select number of copies. Keypad: Use the keypad to enter numbers and text. Back button: Returns to the previous screen. Selection button: The function of this button changes depending on what is displayed on the printer display. OK button: Confirms the current selection. Help button: On the Home screen, shows all Help topics.

On another screen, shows information or animation on the display to assist in the current operation. Figure 2-2 On button light Light behavior Off Dimmed Fast blinking Pulsing On Description The printer is powered off. Indicates the printer is in Sleep mode. The printer automatically enters Sleep mode after 5 minutes of inactivity. Error has occurred. Refer to the messages on the printer display. Indicates that the printer is initializing or is being shut down. The printer is printing, scanning, copying, or is on and ready to print. 6 Chapter 2 Get to know the HP Officejet 2620 series ENWW 3 Print Print documents Print photos Print envelopes Print Quick Forms Print using the maximum dpi Tips for print success ENWW 7 Print documents To load paper 1. 2. Make sure the output tray is open. Make sure you have paper loaded in the input tray. To print a document 1. 2. 3. On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. 4.

Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click the Advanced button, in the Paper/Output area, select the appropriate plain paper size from the Paper Size drop-down list. For more printing options, see Tips for print success on page 15. 5. 6. Click OK to close the Properties dialog box. Click Print or OK to begin printing. To print on both sides of the page 1. 2. From your software, click the Print button. Make sure your printer is selected. 8 Chapter 3 Print ENWW 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 Properties, Printer, or Preferences. 4. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click the Advanced button, in the Paen press OK. Select the number of copies, and then press OK. ENWW Print Quick Forms 13 Print using the maximum dpi Use maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper. Printing in maximum dpi takes longer than printing with other settings and requires a large amount of memory. To print in Maximum dpi mode 1. 2. 3. On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box.

Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. 4. 5. 6. 7. 8. 9. Click the Paper/Quality tab. From the Media drop-down list, must select Photo Paper, Best Quality to enable printing in maximum dpi. Click the Advanced button.

In the Printer Features area, select Yes from the Print in Max DPI drop-down list. Select the appropriate paper size from the Paper Size drop-down list. Click OK to close the advanced options. 10. Confirm Orientation on the Layout tab, and then click OK to print. 14 Chapter 3 Print ENWW Tips for print success To print successfully, the HP cartridges should be functioning properly with sufficient ink, the paper should be loaded correctly, and the printer should have the appropriate settings. Print settings do not apply to copying or scanning. Ink tips Use Original HP ink cartridges. Install both the black and tri-color cartridges correctly. For more information, see Replace ink cartridges on page 59. Check the estimated ink levels in the ink cartridges to make sure there is sufficient ink.



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For more information, see *Check estimated ink levels* on page 56. □ If the print quality is not acceptable, see *Improve print quality* on page 74 for more information. *Paper loading tips* □ □ □ □ *Load a stack of paper (not just one page)*. All of the paper in the stack should be the same size and type to avoid a paper jam. Load paper with side to be printed on facing up. 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. For more information, see *Load media* on page 20.

Printer settings tips □ To change default print settings, click *Print, Scan & Fax*, and then click *Set Preferences* in the printer software. Depending on your operating system, do one of the following to open the printer software: □ □ *Windows 8*: On the Start screen, right-click an empty area on the screen, click *All Apps* on the app bar, and then click the icon with the printer's name. *Windows 7, Windows Vista, and Windows XP*: From the computer desktop, click *Start*, select *All Programs*, click *HP*, click *HP Officejet 2620 series*, and then click *HP Officejet 2620 series*. □ □ □ To select the number of pages to print per sheet, on the *Layout* tab, select the appropriate option from the *Pages per Sheet* drop-down list. To set the paper type and print quality, on the *Paper/Quality* tab, select the appropriate option from the *Media* drop-down list. To view more printing settings, on the *Layout* or *Paper/Quality* tab, click the *Advanced* button to open the *Advanced Options* dialog box. *ENWW Tips for print success 15* □ □ □ *Print in Grayscale*: Allows you to print a black and white document using the black ink only. Select *Black Ink Only*, and then click *OK*. *HP Real Life Technologies*: This feature smooths and sharpens images and graphics for improved print quality. *Booklet*: Allows you to print a multiple-page document as a booklet.

It places two pages on each side of a sheet that can then be folded into a booklet in half size of the paper. Select a binding method from the drop-down list, and then click *OK*. □ □ *Booklet-LeftBinding*: The binding side after folded into a booklet appears at the left side. Select the option if your reading habit is from left to right. *Booklet-RightBinding*: The binding side after folded into a booklet appears at the right side.

Select the option if your reading habit is from right to left. *NOTE*: The preview on the *Layout* tab cannot reflect what you select from the *Booklet* drop-down list. □ *Pages per Sheet Layout*: Helps you specify the order of the pages if you print the document with more than two pages per sheet. *NOTE*: The preview on the *Layout* tab cannot reflect what you select from the *Pages per Sheet Layout* drop-down list. □ *Page Borders*: Allows you to add the borders to the pages if you print the document with two or more pages per sheet.

NOTE: The preview on the *Layout* tab cannot reflect what you select from the *Page Borders* drop-down list. *Notes* □ *Original HP ink cartridges* are designed and tested with HP printers and papers to help you easily produce great results, time after time. *NOTE*: HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty. If you believe you purchased Original HP ink cartridges, go to www.hp.com/go/antcounterfeit. □ *Ink level warnings and indicators* provide estimates for planning purposes only. *NOTE*: When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable.

□ □ *Software settings selected in the print driver only apply to printing, they do not apply to copying or scanning*. You can print your document on both sides of the paper. 16 Chapter 3 *Print ENWW 4 Paper basics* You can load many different types and sizes of paper in the HP Printer. This section contains the following topics: □ □ □ □ *Recommended papers for printing* *Load media* *Load original* *Order HP paper supplies ENWW 17 Recommended papers for printing* If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing. Depending on your country/region, some of these papers might not be available. *ColorLok* □ HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. *Photo printing* □ *HP Premium Plus Photo Paper* *HP Premium Plus Photo Paper* is HP's highest-quality photo paper for your best photos. With *HP Premium Plus Photo Paper*, you can print beautiful photos that are instant-dry so you can share them right off the printer.

It is available in several sizes, including A4, 8.5 x 11 inch, 4 x 6 inch (10 x 15 cm), 5 x 7 inch (13 x 18 cm), and 11 x 17 inch (A3), and in two finishes - glossy or soft gloss (semi-gloss). Ideal for framing, displaying, or gifting your best photos and special photo projects. *HP Premium Plus Photo Paper* delivers exceptional results with professional quality and durability. □ *HP Advanced Photo Paper* This thick photo paper features an instant-dry finish for easy handling without smudging.

It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store-processed photo. It is available in several sizes, including A4, 8.5 x 11 inch, 10 x 15 cm (4 x 6 inch), 13 x 18 cm (5 x 7 inch). It is acid-free for longer lasting documents.

□ *HP Everyday Photo Paper* Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. It is available in glossy finish in several sizes, including A4, 8.5 x 11 inch, and 10 x 15 cm (4 x 6 inch). For longer-lasting photos, it is acid-free. *Business documents* □ *HP Premium Presentation Paper* or *HP Professional Paper 120* These papers are heavy two-sided matte papers perfect for presentation, proposals, reports, and newsletters. They are heavyweight for an impressive look and feel. □ *HP Brochure Paper* or *HP Professional Paper 180* 18 Chapter 4 *Paper basics ENWW* These papers are 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.

Everyday printing □ *HP Bright White Inkjet Paper* *HP Bright White Inkjet Paper* delivers high-contrast colors and sharp text.



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It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. □ HP Printing Paper 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. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. It is acid-free for longer lasting documents. □ HP Office Paper HP Office Paper is a high-quality multifunction paper. It is suitable for copies, drafts, memos, and other everyday documents. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors.

It is acid-free for longer lasting documents. □ HP Office Recycled Paper HP Office Recycled Paper is a high-quality multifunction paper made with 30% recycled fiber. It features ColorLok Technology for less smearing, bolder blacks and vivid colors. Special projects □ HP Iron-On Transfers HP Iron-on Transfers (for light or white fabrics) are the ideal solution for creating custom T-shirts from your digital photos. ENWW Recommended papers for printing 19

Load media Select a paper size to continue.

To load full-size paper 1. Raise the input tray. 2. Lower the output tray and pull out the output tray extender. 3.

Lift the input tray shield and slide the paper-width guide to the left. 20 Chapter 4 Paper basics ENWW 4. Insert a stack of paper into the input tray with the short edge down and the print side up, and slide the stack of paper down until it stops. 5. Slide the paper-width guide to the right until it stops at the edge of paper. To load small-size paper 1. Raise the input tray. 2. Lower the output tray and pull out the output tray extender. ENWW Load media 21 3.

Lift the input tray shield, slide the paper-width guide to the left, and then remove all paper from the input tray. 4. Insert a stack of photo paper with the short edge down and the print side up, and slide the stack of paper down until it stops. 5. Lift the input tray shield and slide the paper-width guide to the right until it stops at the edge of paper. To load envelopes 1. Raise the input tray. 22 Chapter 4 Paper basics ENWW 2. Lower the output tray and pull out the output tray extender. 3.

Lift the input tray shield, slide the paper-width guide to the left, and then remove all paper from the input tray. 4. Insert one or more envelopes into far-right side of the input tray and slide the stack of envelopes down until it stops. The side to be printed on should face up. The flap should be on the left side and facing down.

5. Lift the input tray shield and slide the paper-width guide to the right against the stack of envelopes until it stops. ENWW Load media 23 Load original You can load your original print-side up in the Automatic Document Feeder (ADF) or print-side down on the right front corner of the scanner glass. To load the original in the automatic document feeder 1. Slide the paper-width guides outwards.

2. Load the original print-side up, head first, in the ADF. 3. Slide the paper-width guides inward until they stop at the edge of paper. To load the original on the scanner glass 1. Lift the scanner lid. 24 Chapter 4 Paper basics ENWW 2. Load the original print-side down on the right corner of the scanner glass. 3. Close the scanner lid.

ENWW Load original 25 Order HP paper supplies The printer is designed to work well with most types of office media. Use HP media for optimum print quality. Visit the HP website at www.hp.com for more information about HP media. HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks and dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. To purchase HP papers, go to Shop for Products and Services and select ink, toner and paper. 26 Chapter 4 Paper basics ENWW 5 Copy and scan □ □ □ □ Copy documents Scan to a computer Tips for copy success Tips for scan success ENWW 27 Copy documents

The Copy menu on the printer display allows you to easily start a black or color copy and select number of copies.

You can also easily change the copy settings, such as changing the paper type and size, adjusting the darkness of the copy, and resizing the copy. To make black or color copy 1. Load paper in the input tray. 2. Load the original print-side up in the ADF or print-side down on the right front corner of the scanner glass.

For more information about loading the original, see Load original on page 24. 3. Select Copy from the Home screen on the printer display, and then press OK to access the Copy menu. If you do not see Copy on the printer display, press the Home button, and then press the Up and Down buttons until you see Copy. 4.

5. From the Copy menu, select Copies to increase or decrease the number of copies, and then press OK to confirm. Select Start Black Copy or Start Color Copy, and then press OK to make a black or color copy. More copy features While in the Copy menu, press the Up and Down buttons to select among settings. □ □ Paper Type: Selects paper size and paper type. A plain paper setting will print in plain paper normal print quality. A photo paper setting will print in photo paper best quality. Resize: Controls the size of the image or document to be copied. □ □ Actual Size: Makes a copy that is the same as the size of the original, but the margins of the copied image may be clipped. Fit to Page: Makes a copy that is centered with a white border around the edges.

The resized image is either enlarged or reduced to fit the size of the selected output paper. NOTE: The scanner glass must be clean to make sure the Fit to Page feature works properly. □ Custom Size: Allows you to increase the size of the image by selecting values greater than 100% or reduce the image size by selecting values less than 100%. 28 Chapter 5 Copy and scan ENWW □ □ ID Card Copy: Allows you to copy both sides of ID card. Lighter / Darker: Adjusts the copy settings to make copies lighter or darker. NOTE: After two minutes of inactivity, the copy options will automatically return to the default settings of plain paper A4 or 8.5 x 11 inches (depending on region). ENWW Copy documents 29 Scan to a computer To scan to a computer, the printer and computer must be connected and turned on. You can scan from the control panel of the printer or from your computer. Scan from the control panel if you want to quickly scan one page to an image file.

Scan from your computer if you want to scan multiple pages into one file, define the file format of the scan, or make adjustments to the scanned image. To prepare the scan 1. Load the original print-side up in the ADF or print-side down on the right front corner of the scanner glass.



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For more information about loading the original, see *Load original* on page 24. 2.

Start the scan. To scan from the printer control panel 1. 2. 3. Select *Scan* from the Home screen on the printer display.

If you do not see *Scan* on the printer display, press the *Home* button, and then press the *Up* and *Down* buttons until you see *Scan*. Select *Scan to Computer*.

Select the computer that you want to scan to from the printer display. If you do not see your computer listed on the printer display make sure that your computer is connected to the printer through a USB cable. To scan from your computer 1. Depending on your operating system, do one of the following to open the printer software. □ □ Windows 8: On the Start screen, right-click an empty area on the screen, click *All Apps* on the app bar, and then click the icon with the printer's name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click *Start*, select *All Programs*, click *HP*, click *HP Officejet 2620 series*, and then click *HP Officejet 2620 series*. 2. 3.

In the printer software, click the *Print, Scan & Fax* icon, and then select *Scan a Document or Photo*. Select the type of scan that you want from the shortcut menu and then click *Scan*. NOTE: If *Show Scan Preview* is selected, you will be able to make adjustments to the scanned image in the preview screen. 4. 5.

Select *Save* if you want to keep the application open for another scan, or select *Done* to exit the application. After the scan is saved, a Windows Explorer window will open in the directory where the scan was saved. NOTE: There is a limited number of computers that can have the scan function activated at the same time. Select *Scan* on the printer display and you will see the computers that are currently available for scanning. 30 Chapter 5 Copy and scan ENWW

Tips for copy success □ □ □ Clean the scanner glass and make sure that there are no foreign materials adhering to it.

To increase or decrease the contrast of your printed output, select *Copy* from the printer display and then select *Lighter/Darker* to adjust the contrast. To select the paper size and paper type of the printed output, select *Copy* from the printer display. From the *Copy* menu, select *Paper Type* to choose plain or photo paper and photo paper size. To resize the image, select *Copy* from the printer display, and then select *Resize*. □ ENWW Tips for copy success 31 Tips for scan success □ □ □ Clean the scanner glass and make sure that there are no foreign materials adhering to it.

After you select *Scan* from the printer display, choose the computer that you want to scan to from the list of printers on the printer display. If you want to scan a document with several pages into one file instead of multiple files, start the scan with the printer software instead of selecting *Scan* from the printer display.

32 Chapter 5 Copy and scan ENWW 6 Fax You can use the printer to send and receive faxes, including color faxes. You can schedule faxes to be sent at a later time and set up speed-dials to send faxes quickly and easily to frequently used numbers. From the printer control panel, you can also set a number of fax options, such as resolution and the contrast between lightness and darkness on the faxes you send.

NOTE: Before you begin faxing, make sure you have set up the printer correctly for faxing. You might have already done this as part of the initial setup, by using either the control panel or the HP software provided with the printer. You can verify the fax is set up correctly by running the fax setup test from the control panel. For more information on the fax test, see *Test fax setup* on page 134. □ □ □ □ □ □ □ Send a fax Receive a fax Set up speed-dial entries Change fax settings Fax and digital phone services Fax over Internet Protocol Use reports Tips for fax success ENWW 33 Send a fax You can send a fax in a variety of ways. Using the printer control panel, you can send a black and white fax or a color fax. You can also send a fax manually from an attached phone.

This allows you to speak with the recipient before sending the fax. This section contains the following topics: □ □ □ □ □ □ Send a standard fax Send a standard fax from the computer Send a fax manually from a phone Send a fax using monitor dialing Schedule a fax to send later Send a fax in Error Correction Mode Send a standard fax You can easily send a single- or multiple-page black-and-white or color fax by using the printer control panel. NOTE: If you need to print confirmation that your faxes were successfully sent, fax confirmation must be enabled.

TIP: You can also send a fax manually from a phone or by using monitor dialing. These features allow you to control the pace of your dialing. They are also useful when you want to use a calling card to charge the call and you have to respond to tone prompts while dialing. To send a standard fax from the printer control panel 1. Load the original print-side up in the ADF or print-side down on the right front corner of the scanner glass. For more information about loading the original, see *Load original* on page 24. 2. 3. From the Home screen on the printer display, press the *Up* and *Down* buttons to select *Fax*, and then press *OK*. Select *Black Fax* or *Color Fax*.

If an original is loaded in the ADF, the document is sent to the number you entered. If no original is detected in the ADF, a message appears that prompts you to make a selection. TIP: If the recipient reports issues with the quality of the fax you sent, you can try changing the resolution or contrast of your fax. 4.

Enter the fax number by using the keypad, and then press *OK*.

TIP: To add a pause in the fax number you are entering, press *** repeatedly, until a dash (-) appears on the display. 34 Chapter 6 Fax ENWW Send a standard fax from the computer You can send a document on your computer as a fax, without printing a copy and faxing it from the printer. NOTE: Faxes sent from your computer by this method use the printer's fax connection, not the Internet connection or computer modem. Therefore, make sure the printer is connected to a working telephone line and that the fax function is set up and functioning correctly. To use this feature, you must install the printer software using the HP software CD provided with the printer.

To send a standard fax from the computer 1. 2. 3. 4. Open the document on your computer that you want to fax. On the *File* menu in your software application, click *Print*. From the *Name* list, select the printer that has "fax" in the name. To change settings (such as selecting to send the document as a black fax or a color fax), 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*. After you have changed any settings, click *OK*.

Click *Print* or *OK*. Enter the fax number and other information for the recipient, change any further settings for the fax, and then click *Send Fax*.



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The printer begins dialing the fax number and faxing the document. 5. 6. 7. Send a fax manually from a phone Sending a fax manually allows you to make a phone call and talk with the recipient before you send the fax. This is useful if you want to inform the recipient that you are going to send them a fax before sending it. When you send a fax manually, you can hear the dial tones, telephone prompts, or other sounds through the handset on your telephone. This makes it easy for you to use a calling card to send your fax.

Depending on how the recipient has their fax machine set up, the recipient might answer the phone, or the fax machine might take the call. If a person answers the phone, you can speak with the recipient before sending the fax. If a fax machine answers the call, you can send the fax directly to the fax machine when you hear the fax tones from the receiving fax machine. To send a fax manually from an extension phone 1. Load the original print-side up in the ADF or print-side down on the right front corner of the scanner glass.

For more information about loading the original, see Load original on page 24. 2. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. ENWW Send a fax 35 3. Dial the number by using the keypad on the phone that is connected to the printer. NOTE: Do not use the keypad on the control panel of the printer when manually sending a fax. You must use the keypad on your phone to dial the recipient's number. 4. If the recipient answers the telephone, you can engage in a conversation before sending your fax. NOTE: If a fax machine answers the call, you will hear fax tones from the receiving fax machine. Proceed to the next step to transmit the fax. 5. When you are ready to send the fax, press OK, select Send New Fax, and then select Black or Color. If you were speaking with the recipient before sending the fax, inform the recipient that they should press Receive Fax Manually on their fax machine after they hear fax tones. The telephone line is silent while the fax is transmitting.

At this point, you can hang up the telephone. If you want to continue speaking with the recipient, remain on the line until the fax transmission is complete. Send a fax using monitor dialing Monitor dialing allows you to dial a number from the printer control panel as you would dial a regular telephone. When you send a fax using monitor dialing, you can hear the dial tones, telephone prompts, or other sounds through the speakers on the printer. This enables you to respond to prompts while dialing, as well as control the pace of your dialing. TIP: If you are using a calling card and do not enter your PIN fast enough, the printer might start sending fax tones too soon and cause your PIN not to be recognized by the calling card service. If this is the case, you can create a speed dial entry to store the PIN for your calling card. For more information, see Set up speed-dial entries on page 43. NOTE: Make sure the volume is turned on to hear a dial tone. To send a fax using monitor dialing from the printer control panel 1.

Load the original print-side up in the ADF or print-side down on the right front corner of the scanner glass. For more information about loading the original, see Load original on page 24. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Black Fax or Color Fax. □ □ 4. 5. If the printer detects an original loaded in the ADF, you can hear a dial tone. If the original is loaded on the scanner glass, select Fax from Glass.

When you hear the dial tone, enter the number by using the keypad on the printer control panel. Follow any prompts that might occur. Your fax is sent when the receiving fax machine answers. 36 Chapter 6 Fax ENWW Schedule a fax to send later You can schedule a black and white fax to be sent within the next 24 hours. This enables you to send a black and white fax late in the evening, when phone lines are not as busy or phone rates are lower. The printer automatically sends your fax at the specified time. You can only schedule one fax to be sent at a time. You can continue to send faxes normally, while a fax is scheduled. NOTE: You can only send a black and white fax from memory. To schedule a fax from the printer control panel 1.

Load your original print-side up in the ADF. For more information about loading the original, see Load original on page 24. 2. 3. 4. 5. 6. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Schedule a Fax. Enter the fax delay time by pressing the Up and Down buttons, and then press OK to confirm.

When you hear the dial tone, enter the number by using the keypad on the printer control panel. Select Scan, select Start, and then press OK. The printer scans all pages and sends the fax at the scheduled time. To cancel a scheduled fax 1. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Schedule a Fax. Select the scheduled fax that you want to delete, select Delete, and then press OK. Send a fax in Error Correction Mode Error Correction Mode (ECM) prevents loss of data due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion.

Phone charges are unaffected, or might even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. The default setting is On. Turn ECM off only if it increases phone charges substantially, and if you can accept poorer quality in exchange for reduced charges. Before turning the ECM setting off, consider the following. If you turn ECM off: □ □ □ The quality and transmission speed of faxes you send and receive are affected. The Fax Speed is automatically set to Medium. You can no longer send or receive faxes in color. ENWW Send a fax 37 To change the ECM setting from the control panel 1. 2.

3. 4. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Advanced Settings. Select Error Correction. Select On or Off, and then press OK. 38 Chapter 6 Fax ENWW Receive a fax You can receive faxes automatically or manually. If you turn off the Auto Answer option, you must receive faxes manually. If you turn on the Auto Answer option (the default setting), the printer automatically answers incoming calls and receives faxes after the number of rings that are specified by the Rings to Answer setting. (The default Rings to Answer setting is five rings.)

) If you receive a Legal-size (216 mm x 279 mm) or larger fax and the printer is not currently set to use Legal-size paper, the printer reduces the fax so that it fits on the paper that is loaded. NOTE: If you are copying a document when a fax arrives, the fax is stored in the printer memory until the copying finishes.



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This can reduce the number of fax pages stored in memory. □ □ □ □ Receive a fax manually Reprint received faxes from memory Forward faxes to another number Set the paper size for received faxes Block unwanted fax numbers Receive a fax manually When you are on the phone, the person you are speaking with can send you a fax while you are still connected. This is referred to as manual faxing.

Use the instructions in this section to receive a manual fax. NOTE: You can pick up the handset to talk or listen for fax tones. You can receive faxes manually from a phone that is: □ □ Directly connected to the printer (on the 2-EXT port). On the same phone line, but not directly connected to the printer. To receive a fax manually 1.

2. 3. Make sure the printer is turned on and you have paper loaded in the input tray. Remove any originals from the ADF. Set the Rings to Answer setting to a high number to allow you to answer the incoming call before the printer answers. Or turn off the Auto Answer setting so that the printer does not automatically answer incoming calls. If you are currently on the phone with the sender, instruct the sender to press Send New Fax on the fax machine. When you hear fax tones from a sending fax machine, do the following: a. b. From the Home screen on the printer display, press the Up and Down buttons to select Fax, press OK, and then select Receive Fax Manually.

After the printer begins to receive the fax, you can hang up the phone or remain on the line. The phone line is silent during fax transmission. 4. 5. ENWW Receive a fax 39 Reprint received faxes from memory The received faxes, which are not printed out, are stored in memory. NOTE: After the memory becomes full, the printer cannot receive the new fax until you print or delete the faxes from memory. You might also want to delete the faxes in memory for security or privacy purposes. Depending on the sizes of the faxes in memory, you can reprint up to eight of the most recently printed faxes, if they are still in memory. For example, you might need to reprint your faxes if you lost the copy of your last printout. To reprint faxes in memory from the printer control panel 1.

2. 3. Make sure you have paper loaded in the input tray. For more information, see Load media on page 20. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK.

Select Settings, and then select Reprint Missed Faxes. The faxes are displayed in the reverse order from which they were received with the most recently received fax first. 4. 5. Select the fax you want to print, and then select Print.

If you want to stop reprinting the fax, select Cancel, and then press OK. Forward faxes to another number You can set up the printer to forward your faxes to another fax number. A received color fax is forwarded in black and white. HP recommends that you verify the number you are forwarding to is a working fax line. Send a test fax to make sure the fax machine is able to receive your forwarded faxes. To forward faxes from the printer control panel 1. 2. 3. 4. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK.

Select Settings, and then select Advanced Settings. Select Fax Forwarding, and then select Fax Forward. Select On with Print to print and forward the fax, or select On to forward the fax. NOTE: If the printer is not able to forward the fax to the designated fax machine (for example, if it is not turned on), the printer prints the fax. If you set up the printer to print error reports for received faxes, it also prints an error report. 40 Chapter 6 Fax ENWW 5. At the prompt, enter the number of the fax machine intended to receive the forwarded faxes, and then select Done. Enter the required information for each of the following prompts: start date, start time, end date, and end time. Fax forwarding is activated. Select OK to confirm.

If the printer loses power when fax forwarding is set up, it saves the fax forwarding setting and phone number. When the power is restored to the printer, the fax forwarding setting is still On. NOTE: You can cancel fax forwarding by selecting Off from the Fax Forwarding menu. 6. Set the paper size for received faxes You can select the paper size for received faxes.

The paper size you select should match what is loaded in your input tray. Faxes can be printed on Letter, A4, or Legal paper only. NOTE: If an incorrect paper size is loaded in the input tray when you receive a fax, the fax does not print and an error message appears on the display. Load Letter, A4, or Legal paper, and then press OK to print the fax. To set the paper size for received faxes from the printer control panel 1.

2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings. Select Fax Paper Size, and then select an option. Block unwanted fax numbers If you subscribe to a caller ID service through your phone provider, you can block specific fax numbers so the printer does not print faxes received from those numbers. When an incoming fax call is received, the printer compares the number to the list of junk fax numbers to determine if the call should be blocked. If the number matches a number in the blocked fax numbers list, the fax is not printed. (The maximum number of fax numbers you can block varies by model.) NOTE: This feature is not supported in all countries/regions.

If it is not supported in your country/region, Junk Fax Blocker does not appear in the Fax Options or Fax Settings menu. NOTE: If no phone numbers are added in the Caller ID list, it is assumed that you are not subscribed to a Caller ID service. □ □ Add numbers to the junk fax list Remove numbers from the junk fax list Add numbers to the junk fax list You can block specific numbers by adding them to the junk fax list. To add a number to the junk fax list 1. 2.

From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Junk Fax. ENWW Receive a fax 41 3. 4. 5.

A message appears stating that Caller ID is required to block junk faxes. Select OK to continue. Select Add a Number. To select a fax number to block from the caller ID list, select From Call History. - or To manually enter a fax number to block, select Enter New Number.

6. After entering a fax number to block, select Done. NOTE: Make sure you enter the fax number as it appears on the control panel display, and not the fax number that appears on the fax header of the received fax, as these numbers can be different. Remove numbers from the junk fax list If you no longer want to block a fax number, you can remove a number from your junk fax list. To remove numbers from the list of junk fax numbers 1.

2. 3. 4. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Junk Fax. Select the number you want to remove, and then select Remove a Number.



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Press **OK** to confirm the deletion. 42 Chapter 6 Fax ENWW Set up speed-dial entries You can set up frequently used fax numbers as speed-dial entries. This allows you to dial those numbers quickly by using the printer control panel. **TIP:** In addition to creating and managing speed-dial entries from the printer control panel, you can also use tools available on your computer, such as the HP software included with the printer.

This section contains the following topics: Set up and change speed-dial entries Delete speed-dial entries Set up and change speed-dial entries You can store fax numbers as speed-dial entries. To set up speed-dial entries 1. 2. 3. 4. 5. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Phone Book. Select Add Contact. Type the name of the entry, and then select Next. Type the fax number, and then select Done. **NOTE:** Be sure to include any pauses or other required numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix. To change speed-dial entries 1. 2. 3.

4. 5. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Phone Book. Select the entry you want to change, and then press **OK**.

Select Edit, and then make your changes in the fax name, and then select Next. Make your changes in the fax number, and then select Done. **NOTE:** Be sure to include any pauses or other required numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix. ENWW Set up speed-dial entries 43 Delete speed-dial entries To delete speed-dial entries 1. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Phone Book. Select the entry you want to delete, and then select Delete to confirm. 44 Chapter 6 Fax ENWW Change fax settings Use the following steps to change the initial settings or to configure other options for faxing.

Configure the fax header Set the answer mode (Auto answer) Set the number of rings before answering Change the answer ring pattern for distinctive ring Set the dial type Set the redial options Set the fax speed Set the fax sound volume Configure the fax header The fax header prints your name and fax number on the top of every fax you send. HP recommends that you set up the fax header by using the HP software provided with the printer. You can also set up the fax header from the printer control panel, as described here. **NOTE:** In some countries/regions, the fax header information is a legal requirement. To set or change the fax header 1. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Fax Header. Enter your personal or company name and fax number, and then select Done.

Set the answer mode (Auto answer) The answer mode determines whether the printer answers incoming calls. Turn on the Auto Answer setting if you want the printer to answer faxes automatically. The printer answers all incoming calls and faxes. Turn off the Auto Answer setting if you want to receive faxes manually. You must be available to respond in person to the incoming fax call or else the printer does not receive faxes.

To set the answer mode 1. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings.

Select Auto Answer, select On or Off, and then press **OK**. ENWW Change fax settings 45 Set the number of rings before answering If you turn on the Auto Answer setting, you can specify how many rings occur before incoming calls are automatically answered. The Rings to Answer setting is important if you have an answering machine on the same phone line as the printer, because you want the answering machine to answer the phone before the printer does. The number of rings to answer for the printer should be greater than the number of rings to answer for the answering machine. For example, set your answering machine to a low number of rings and the printer to answer in the maximum number of rings. (The maximum number of rings varies by country/region.) In this setup, the answering machine answers the call and the printer monitors the line. If the printer detects fax tones, it receives the fax. If the call is a voice call, the answering machine records the incoming message. To set the number of rings before answering 1.

2. 3. 4. 5. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Advanced Settings. Select Ring Settings, and then select Rings to Answer. Select up and down arrows to change the number of rings. Select **OK** to accept the setting. Change the answer ring pattern for distinctive ring Many phone companies offer a distinctive ring feature that allows you to have several phone numbers on one phone line.

When you subscribe to this service, each number is assigned a different ring pattern. You can set up the printer to answer incoming calls that have a specific ring pattern. If you connect the printer to a line with distinctive ring, have your telephone company assign one ring pattern to voice calls and another ring pattern to fax calls. HP recommends that you request double or triple rings for a fax number. When the printer detects the specified ring pattern, it answers the call and receives the fax.

TIP: You can also use the Ring Pattern Detection feature in the printer control panel to set distinctive ring. With this feature, the printer recognizes and records the ring pattern of an incoming call and, based on this call, automatically determines the distinctive ring pattern assigned by your telephone company to fax calls. If you do not have a distinctive ring service, use the default ring pattern, which is All Rings. **NOTE:** The printer cannot receive faxes when the main phone number is off the hook. To change the answer ring pattern for distinctive ring 1.

2. 3. Verify that the printer is set to answer fax calls automatically. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press **OK**. Select Settings, and then select Advanced Settings. 46 Chapter 6 Fax ENWW 4. 5. 6. Select Ring Settings, and then select Distinctive Ring. A message appears stating that this setting should not be changed unless you have multiple numbers on the same telephone line.

Select Yes to continue. Do one of the following: Select the ring pattern assigned by your telephone company to fax calls. - Or Select Auto Detect, and then follow the instructions on the printer control panel. **NOTE:** If the Ring Pattern Detection feature cannot detect the ring pattern or if you cancel the feature before it finishes, the ring pattern is automatically set to the default, which is All Rings.



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NOTE: If you are using a PBX phone system that has different ring patterns for internal and external calls, you must call the fax number from an external number. Set the dial type Use this procedure to set tone-dialing or pulse-dialing mode. The factory-set default is Tone. Do not change the setting unless you know that your phone line cannot use tone dialing. NOTE: To set the dial type 1. 2.

3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Advanced Settings. Select Dial Type, select Tone Dialing or Pulse Dialing, and then press OK. The pulse-dialing option is not available in all countries/regions. Set the redial options If the printer was unable to send a fax because the receiving fax machine did not answer or was busy, the printer attempts to redial based on the settings for the busy-redial and no-answer-redial options. Use the following procedure to turn the options on or off. When Busy: If this option is turned on, the printer redials automatically if it receives a busy signal. The factory-set default for this option is Redial. When No answer: If this option is turned on, the printer redials automatically if the receiving fax machine does not answer.

The factory-set default for this option is No Redial. To set the redial options 1. 2. 3. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Auto Redial. Select the appropriate option, and then press OK. ENWW Change fax settings 47 Set the fax speed You can set the fax speed used to communicate between your printer and other fax machines when sending and receiving faxes. If you use one of the following, setting the fax speed to a slower speed might be required: An Internet phone service A PBX system Fax over Internet Protocol (FoIP) An integrated services digital network (ISDN) service If you experience problems sending and receiving faxes, try using a lower Fax Speed. The following table provides the available fax speed settings.

Fax speed setting Fast Medium Slow Fax speed v.34 (33600 bps) v.17 (14400 bps) v.29 (9600 bps) To set the fax speed 1. 2. 3. 4. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Advanced Settings. Select Fax Speed. Select an option, and then press OK. Set the fax sound volume Use this procedure to increase or decrease the volume of the fax sounds. To set the fax sound volume 1. 2. 3.

4. From the Home screen on the printer display, press the Up and Down buttons to select Fax, and then press OK. Select Settings, and then select Advanced Settings. Select Ring Settings, and then select Fax Sound Volume. Select Soft, Loud, or Off, and then press OK.

48 Chapter 6 Fax ENWW Fax and digital phone services Many telephone companies provide their customers with digital phone services, such as the following: DSL: A Digital subscriber line (DSL) service through your telephone company. (DSL might be called ADSL in your country/region.) PBX: A private branch exchange (PBX) phone system. ISDN: An integrated services digital network (ISDN) system. FoIP: A low-cost phone service that allows you to send and receive faxes with your printer by using the Internet. This method is called Fax over Internet Protocol (FoIP). For more information, see Fax over Internet Protocol on page 50. HP printers are designed specifically for use with traditional analog phone services. If you are in a digital phone environment (such as DSL/ADSL, PBX, or ISDN), you might need to use digital-to-analog filters or converters when setting up the printer for faxing. NOTE: HP does not guarantee that the printer will be compatible with all digital service lines or providers, in all digital environments, or with all digital-to-analog converters.

It is always recommended that you discuss with the telephone company directly for the correct setup options based on their line services provided. ENWW Fax and digital phone services 49 Fax over Internet Protocol You might be able to subscribe to a low cost phone service that allows you to send and receive faxes with your printer by using the Internet. This method is called Fax over Internet Protocol (FoIP). You probably use a FoIP service (provided by your telephone company) when you: Dial a special access code along with the fax number, or Have an IP converter box that connects to the Internet and provides analog phone ports for the fax connection. NOTE: You can only send and receive faxes by connecting a phone cord to the port labeled "ILINE" on the printer. This means that your connection to the Internet must be done either through a converter box (which supplies regular analog phone jacks for fax connections) or your telephone company. TIP: Support for traditional fax transmission over any Internet protocol telephone systems are often limited. If you experience problems faxing, try using a slower fax speed or disabling the fax errorcorrection mode (ECM). However, if you turn off ECM, you cannot send and receive color faxes. (For more information about changing the fax speed, see Set the fax speed on page 48.

For more information about using ECM, see Send a fax in Error Correction Mode on page 37. If you have questions about Internet faxing, contact your Internet faxing services support department or your local service provider for further assistance. 50 Chapter 6 Fax ENWW Use reports You can set up the printer to print error reports and confirmation reports automatically for each fax you send and receive. You can also manually print system reports as required; these reports provide useful system information about the printer. By default, the printer is set to print a report only if there is a problem sending or receiving a fax.

A confirmation message that indicates whether a fax was successfully sent appears briefly on the control panel display after each transaction. NOTE: If the reports are not legible, you can check the estimated ink levels from the control panel or the HP software. NOTE: Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink alert, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the ink cartridges until prompted to do so.

NOTE: Ensure that the printheads and ink cartridges are in good conditions and installed properly. For more information, see Work with ink cartridges on page 55. This section contains the following topics: Print fax confirmation reports Print and view the fax log Print the details of the last fax transaction Print a Caller ID report View the Call History Print fax confirmation reports If you require printed confirmation that your faxes were successfully sent, follow these instructions to enable fax confirmation before sending any faxes. The default fax confirmation setting is Error Only.



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