



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET 3830. You'll find the answers to all your questions on the HP OFFICEJET 3830 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 3830**  
**User guide HP OFFICEJET 3830**  
**Operating instructions HP OFFICEJET 3830**  
**Instructions for use HP OFFICEJET 3830**  
**Instruction manual HP OFFICEJET 3830**



HP OfficeJet 3830 All-in-One series



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<http://yourpdfguides.com/dref/5815773>

*Manual abstract:*

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*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 inches, 4 x 6 inches (10 x 15 cm), 5 x 7 inches (13 x 18 cm), 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 glossy 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 storeprocessed photo. It is available in several sizes, including A4, 8.*

*5 x 11 inches, 10 x 15 cm (4 x 6 inches), 13 x 18 cm (5 x 7 inches). 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 inches, 5 x 7 inches, and 4 x 6 inches (10 x 15 cm). It is acid-free for longer lasting documents. □ HP Photo Value Packs HP Photo Value Packs conveniently package original HP ink cartridges and HP Advanced Photo Paper to save you time and take the guesswork out of printing affordable, lab-quality photos with your HP ENWW Paper basics 13 printer.*



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Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation's worth of photos or multiple prints to share. Business documents □ HP Premium Presentation Paper 120g Matte or HP Professional Paper 120 Matt This paper is a heavy two-sided matte paper perfect for presentation, proposals, reports, and newsletters. It is heavyweight for an impressive look and feel. □ HP Brochure Paper 180g Glossy or HP Professional Paper 180 Glossy These papers are glossy-coated on both sides for two-sided use. They are the perfect choice for nearphotographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.

□ HP Brochure Paper 180g Matte or HP Professional Paper 180 Matte These papers are matte-coated on both sides for two-sided use. They are the perfect choice for nearphotographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. Everyday printing All the papers listed for everyday printing feature ColorLok Technology for less smearing, bolder blacks, and vivid colors. □ HP Bright White Inkjet Paper HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for twosided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers.

□ 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 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 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. Order HP paper supplies The printer is designed to work well with most types of office paper. Use HP paper for optimum print quality. To order HP papers and other supplies, go to [www.hp.com](http://www.hp.com).

At this time, some portions of the HP website are available in English only. 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 shorter dry-time than ordinary plain 14 Chapter 2 Get started ENWW papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. ENWW Paper basics 15 Open the HP printer software (Windows) After installing the HP printer software, double-click the printer icon on the desktop or do one of the following to open the printer software: □ □ □ Windows 8.1: Click the down arrow in lower left corner of the Start screen, and then select the printer name. Windows 8: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer's name.

16 Chapter 2 Get started ENWW Sleep mode Power usage is reduced while in Sleep mode. After initial setup of printer, the printer will enter Sleep mode after 5 minutes of inactivity. The Power button light is dimmed in Sleep mode. To change the time to Sleep mode 1. 2.

3. From the Home screen, touch Setup. Touch Power Handling. Touch Sleep Mode, and then touch the desired option. ENWW Sleep mode 17 Quiet Mode Quiet Mode slows down printing to reduce overall noise without affecting print quality.

Quiet Mode only works for printing with Normal print quality on plain paper. To reduce printing noise, turn on Quiet Mode. To print at normal speed, turn Quiet Mode off. Quiet mode is off by default. NOTE: In Quiet Mode, if you print on plain paper with the Draft or Best print quality, or if you print photos or envelopes, the printer works in the same way as when Quiet Mode is off. You can create a schedule by selecting the time when the printer prints in Quiet Mode. For example, you can schedule the printer to be in Quiet Mode from 10 p.m. to 8 a.m.

everyday. Quiet Mode is off by default. Turn Quiet Mode on or off To turn Quiet Mode on or off from the printer control panel 1. 2. 3. From the Home screen, touch Setup. Touch Preferences, and then touch Quiet Mode. Touch On or Off next to Quiet Mode. To turn Quiet Mode on or off from the printer software (Windows) 1. 2.

3. 4. Open the HP printer software. @@Click the Quiet Mode tab. Click On or Off.

Click Save Settings. To turn Quiet Mode on or off from the Embedded Web Server (EWS) 1. 2. 3. 4.

Open the EWS. For more information, see Open the Embedded Web Server on page 94. Click the Settings tab. In the Preferences section, select Quiet Mode, and then select On or Off. Click Apply. Create a schedule for Quiet Mode To create a schedule for Quiet Mode from the printer control panel 1. 2. 3. 4. From the Home screen, touch Setup.

Touch Preferences, and then touch Quiet Mode. Touch Off next to Quiet Mode to turn it on, and then touch OK to confirm. Touch Off next to Schedule, and then change start time and end time of the schedule. 18 Chapter 2 Get started ENWW To turn Quiet Mode on or off from the printer software (Windows) 1. 2.

3. 4. 5. Open the HP printer software. @@Click the Quiet Mode tab.

Click On in the Quiet Mode area. Specify the start time and stop time in the Schedule Quiet Mode area. Click Save Settings. To create a schedule for Quiet Mode from the Embedded Web Server (EWS) 1. 2.

3. 4. 5. Open the EWS. For more information, see Open the Embedded Web Server on page 94.

Click the Settings tab. In the Preferences section, select Quiet Mode, and then select On in the Quiet Mode area. Specify the start time and end time in the Schedule Quiet Mode area. Click Apply. ENWW Quiet Mode 19 Auto-Off This feature turns the printer off after 2 hours of inactivity to help reduce energy use. Auto-Off turns the printer off completely, so you must use the Power button to turn the printer back on. If your printer supports this energy saving feature, Auto-Off is automatically enabled or disabled depending on printer capabilities and connection options. Even when Auto-Off is disabled, the printer enters Sleep mode after 5 minutes of inactivity to help reduce energy use. □ □ Auto-Off is enabled when the printer is turned on, if the printer does not have network or fax capability, or is not using these capabilities. Auto-Off is disabled when a printer's wireless or Wi-Fi Direct capability is turned on or when a printer with fax, USB, or Ethernet network capability establishes a fax, USB, or Ethernet network connection.

20 Chapter 2 Get started ENWW 3 Print □ □ □ □ Print from your computer Print Quick Forms Print from your mobile device Print with AirPrint Tips for print success ENWW 21 Print from your computer □ □ □ □ Print documents Print photos Print envelopes Print using the maximum dpi Print documents Before printing documents, make sure you have paper loaded in the input tray and the output tray is pulled out.



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For more information about loading paper, see *Load media* on page 7. To print a document (Windows) 1. 2. 3. From your software, select **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 from the *Media* drop-down list in the *Tray Selection* area, select the appropriate print quality in the *Quality Settings* area, and then select the appropriate color in the *Color* area. Click *Advanced* to select the appropriate paper size from the *Paper Size* drop-down list. □ 5.

6. Click **OK** to close the Properties dialog box. Click **Print** or **OK** to begin printing. To print documents (OS X) 1. 2.

3. From the *File* menu in your software, choose **Print**. Make sure your printer is selected. Specify the page properties. If you do not see options on the *Print* dialog, click *Show Details*. NOTE: The following options are available for a USB connected printer. Locations for the options can vary from one application to another. □ Choose the paper size. 22 Chapter 3 *Print ENWW* NOTE: If you change the *Paper Size* ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. □ □ 4.

Select the orientation. Enter the scaling percentage. Click **Print**. To print on both sides of the page (Windows) 1. 2. 3. From your software, select **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 from the *Media* drop-down list in the *Tray Selection* area, select the appropriate print quality in the *Quality Settings* area, and then select the appropriate color in the *Color* area. Click *Advanced* to select the appropriate paper size from the *Paper Size* drop-down list.

□ 5. 6. 7. On the *Layout* tab, select an appropriate option from the *Print on Both Sides Manually* drop-down list. After you print the first side, follow the on-screen instructions to reload the paper with the blank side up and top of the page down, and then click *Continue*.

Click **OK** to print. To print on both sides of the page (OS X) 1. 2. 3. 4. 5. 6. 7. 8. From the *File* menu in your software, choose **Print**.

In the *Print* dialog, choose *Paper Handling* from the pop-up menu and set *Page Order* to *Normal*. Set *Pages to Print* to *Odd only*. Click **Print**. After all of the odd numbered pages have printed, remove the document from the output tray. Reload the document so that the end that came out of the printer is now going into the printer and the blank side of the document is facing toward the front of the printer. In the *Print* dialog, return to the *Paper Handling* pop-up menu and set the page order to *Normal* and the pages to print to *Even Only*. Click **Print**. ENWW *Print from your computer* 23 *Print photos Before printing photos, make sure you have photo paper loaded in the input tray and the output tray is open. For more information about loading paper, see Load media on page 7. To print a photo on photo paper (Windows) 1.*

2. 3. From your software, select **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 from the *Media* drop-down list in the *Tray Selection* area, select the appropriate print quality in the *Quality Settings* area, and then select the appropriate color in the *Color* area.

Click *Advanced* to select the appropriate photo size from the *Paper Size* drop-down list. □ 5. 6. Click **OK** to return to the Properties dialog box. Click **OK**, and then click **Print** or **OK** in the *Print* dialog box. NOTE: After the printing is finished, remove unused photo paper from the input tray. Store the photo paper so it does not start to curl, which could reduce the quality of your printout. To print a photo from the computer (OS X) 1. 2. 3.

From the *File* menu in your software, choose **Print**. Make sure your printer is selected. Set the print options. If you do not see options on the *Print* dialog, click *Show Details*. NOTE: The following options are available for a USB connected printer. Locations for the options can vary from one application to another. a. Choose the appropriate paper size in the *Paper Size* pop-up menu. NOTE: If you change the *Paper Size* ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. b.

c. Select an *Orientation*. From the pop-up menu, choose *Paper Type/Quality*, and then choose the following settings: 24 Chapter 3 *Print ENWW* □ □ □ *Paper Type*: The appropriate photo paper type *Quality*: *Best* or *Maximum dpi* Click the *Color Options* disclosure triangle, and then choose the appropriate *Photo Fix* option. □ □ *Off*: applies no changes to the image. *Basic*: automatically focuses the image; moderately adjusts image sharpness.

4. Select any other print settings you want, and then click **Print**. *Print envelopes Before printing envelopes, make sure you have envelopes loaded in the input tray and the output tray is open. You can load one or more envelopes into the input tray. Do not use shiny or embossed envelopes or envelopes that have clasps or windows.*

For more information about loading envelopes, see *Load media* on page 7. NOTE: For specific details on how to format text for printing on envelopes, consult the help files in your word application. To print an envelope (Windows) 1. 2. 3. From your software, select **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 from the *Media* drop-down list in the *Tray Selection* area, select the appropriate print quality in the *Quality Settings* area, and then select the appropriate color in the *Color* area. Click *Advanced* to select the appropriate envelope size from the *Paper Size* drop-down list. □ 5. Click **OK**, and then click **Print** or **OK** in the *Print* dialog box. To print envelopes (OS X) 1. 2. 3. From the *File* menu in your software, choose **Print**.

Make sure your printer is selected. Set the print options. If you do not see options on the *Print* dialog, click *Show Details*.



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*NOTE: The following options are available for a USB connected printer. Locations for the options can vary from one application to another. ENWW Print from your computer 25 a. Select the appropriate envelope size from the Paper Size pop-up menu. NOTE: If you change the Paper Size ensure that you have loaded the correct paper. b. 4.*

*From the pop-up menu, choose Paper Type/Quality, and verify the paper type setting is set to Plain Paper. Click Print. Print using the maximum dpi Use maximum dots per inch (dpi) 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 disk space. For a list of supported print resolutions, visit the HP OfficeJet 3830 series support website at [www.hp.com/support](http://www.hp.com/support). To print in maximum dpi mode (Windows) 1. 2. 3.*

*From your software, select 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, select an appropriate paper type. 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. To print using maximum dpi (OS X) 1. 2. 3. From the File menu in your software, choose Print. Make sure your printer is selected. Set the print options. If you do not see options on the Print dialog, click Show Details. NOTE: The following options are available for a USB connected printer. Locations for the options can vary from one application to another. a. Choose the appropriate paper size in the Paper Size pop-up menu. 26 Chapter 3 Print ENWW NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match.*

*b. From the pop-up menu, choose Paper Type/Quality, and then choose the following settings:   4. Paper Type: The appropriate paper type Quality: Maximum dpi Select any other print settings that you want, and then click Print. ENWW Print from your computer 27 Print Quick Forms Use HP Quick Forms to print fun and useful pages. To print Quick Forms 1. 2. 3. 4. On the Home screen from your printer display, touch Quick Forms. Select one of the Quick Form options.*

*Touch one of the subcategories of your selection, and then follow the on-screen instruction to select other settings. Specify the number of copies you want to print, and then touch Print. 28 Chapter 3 Print ENWW Print from your mobile device With HP mobile printing technology, you can print from your smartphone or tablet to your printer easily. If you are at home or office, to use the printing capabilities already on your smartphone or tablet to print: 1. 2. 3. Make sure your mobile device and printer are on the same network. Select the photo or document you want to print and choose your printer. Confirm print settings and print. If you want to print without accessing the network, see Connect wirelessly to the printer without a router on page 87 for more information. If you are on the road, you can print a document by sending an email with the HP ePrint app to your HP ePrint enabled printer. See Print with HP ePrint on page 38 for more information. For more information, visit the HP Mobile Printing website ([www.hp.com/go/mobileprinting](http://www.hp.com/go/mobileprinting)). ENWW Print from your mobile device 29 Print with AirPrint Printing using Apple's AirPrint is supported for iPad (iOS 4.2), iPhone (3GS or later), iPod touch (third generation or later), and Mac (OS X 10.7 or later). To use AirPrint, ensure the following:  The printer and the Apple device must be connected to the same network as your AirPrint enabled device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to [www](http://www.hp.com/go/mobileprinting).*

*hp.com/go/mobileprinting. Load paper that matches the paper settings of the printer.  30 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 79.  Check the estimated ink levels in the ink cartridges to make sure there is sufficient ink. For more information, see Check estimated ink levels on page 76.*

*If the print quality is not acceptable, see Printing issues on page 107 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 7. Printer settings tips (Windows)  To change default print settings, open the HP printer software, click Print, Scan & Fax, and then click Set Preferences. For information how to open the printer software, see Open the HP printer software (Windows) on page 16.*

*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 view more printing settings, on the Layout or Paper/Quality tab, click the Advanced button to open the Advanced Options dialog box.  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. It also allows you to print a high quality black and white image. Select High Quality Grayscale, and then click OK. 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.  HP Real Life Technologies: This feature smooths and sharpens images and graphics for improved print quality.   ENWW Tips for print success 31  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.*



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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 dropdown list.   Pages to Print: Allows you to print the odd pages only, print the even pages only, or print all pages. Borderless Printing: Select this feature to print photos without border. Not all paper types support this feature.

You will see an alert icon beside the option if the selected paper type in the Media drop-down list does not support it. Page Borders: Allows you to add 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.  You can use printing shortcut to save time setting printing preferences. A printing shortcut stores the setting values that are appropriate for a particular kind of job, so that you can set all the options with a single click.

To use it, go to the Printing Shortcut tab, select one printing shortcut, and then click OK. To add a new printing shortcut, after making settings on the Layout or Paper/Quality tab, click the Printing Shortcut tab, click Save As and enter a name, and then click OK. To delete a printing shortcut, select it, and then click Delete. NOTE: You cannot delete the default printing shortcuts.  Printer settings tips (OS X)    On the Print dialog, use the Paper Size pop-up menu to select the size of paper loaded in the printer.

On the Print dialog, choose the Paper Type/Quality pop-up menu and select the appropriate paper type and quality. To print a black and white document using only black ink, choose the Paper Type/Quality from the popup menu and choose Grayscale from the Color pop-up menu. 32 Chapter 3 Print ENWW 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/anticounterfeit](http://www.hp.com/go/anticounterfeit).  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.  You can print your document on both sides of the paper manually. ENWW Tips for print success 33 34 Chapter 3 Print ENWW 4 Use Web Services       What are Web Services? Set up Web Services Print with HP ePrint Use HP Printables Use the HP Connected website Remove Web Services Tips for using Web Services ENWW 35 What are Web Services? HP ePrint  HP ePrint is a free service from HP that allows you to print to your HP ePrint-enabled printer anytime, from any location. It's as simple as sending an email to the email address assigned to your printer when you enable Web Services on the printer. No special drivers or software are needed. If you can send an email, you can print from anywhere, using HP ePrint. Once you have signed up for an account on HP Connected ([www.hpconnected.com](http://www.hpconnected.com)), you can sign in to view your HP ePrint job status, manage your HP ePrint printer queue, control who can use your printer's HP ePrint email address to print, and get help for HP ePrint. HP Printables  HP Printables allow you to easily locate and print preformatted web content, directly from your printer.

You can also scan and store your documents digitally on the Web. HP Printables provide a wide range of content, from store coupons to family activities, news, travel, sports, cooking, photos, and many more. You can even view and print your online images from popular photo sites. Certain HP Printables also allow you to schedule the delivery of app content to your printer. Preformatted content designed specifically for your printer means no cut-off text and pictures and no extra pages with only one line of text.

On some printers, you can also choose paper and print quality settings on the print preview screen. 36 Chapter 4 Use Web Services ENWW Set up Web Services Before you set up Web Services, make sure your printer is connected to the Internet using a wireless connection. To set up Web Services, use one of the following methods. To set up Web Services using the printer control panel 1. 2.

3. 4. From the Home screen, touch Touch Set Up. Touch Accept to accept the HP Connected terms of use and enable Web Services. In the Printer Update Options screen, choose the option which allows the printer to automatically install updates. NOTE: If a printer update is available, the printer will download and install the update, and then restart. You will have to repeat the instructions from step 1 to set up HP ePrint. NOTE: If prompted for proxy settings and if your network uses proxy settings, follow the on-screen instructions to set up a proxy server. If you do not have the proxy details, contact your network administrator or the person who set up the network. 5.

When the printer is connected to the server, the printer prints an information page. Follow the instructions on the information page to finish the setup. (HP ePrint) To set up Web Services using the Embedded Web Server (EWS) 1. 2. 3. 4. Open the EWS. For more information, see Open the Embedded Web Server on page 94. Click the Web Services tab. In the Web Services Settings section, click Setup, click Continue, and follow the on-screen instructions to accept the terms of use.

If prompted, choose to allow the printer to check for and install printer updates. NOTE: When updates are available, they are automatically downloaded and installed, and then the printer restarts. NOTE: If prompted for proxy settings and if your network uses proxy settings, follow the on-screen instructions to set up a proxy server. If you do not have the proxy details, contact your network administrator or the person who set up the network. 5.

When the printer is connected to the server, the printer prints an information page. Follow the instructions on the information page to finish the setup. ENWW Set up Web Services 37 Print with HP ePrint HP ePrint allows you to print to your HP ePrint-enabled printer anytime, from any location. Before you can use HP ePrint, make sure the printer is connected to an active network providing Internet access. To print a document using HP ePrint 1.

Make sure Web Services have been set up successfully. For more information, see Set up Web Services on page 37. 2. 3. Touch (HP ePrint) on the Home screen, and then find the HP ePrint email address from the Web Services Summary menu. Email your document to the printer. a. On your computer or mobile device, open your email application. NOTE: For information about using the email application on your computer or mobile device, see the documentation provided with the application.



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b.

c. Create a new email and attach the document to print. Send the email to the printer email address. The printer prints the attached document. NOTE: Enter only the HP ePrint email address in the "To" field. Do not enter any additional email addresses in the other fields. The HP ePrint server does not accept email print jobs if there are multiple addresses in the "To" field or any address in the "Cc" field." NOTE: The email will be printed once it is received. As with any email, there is no guarantee when or whether it will be received. You can check the print status on HP Connected (www.

hpconnected.com). NOTE: Documents printed with HP ePrint may appear different from the original. Style, formatting, and text flow may differ from the original document. For documents that need to be printed with a higher quality (such as legal documents), we recommend that you print from the software application on your computer, where you will have more control over what your printout looks like.

Click here to go online for more information. 38 Chapter 4 Use Web Services ENWW Use HP Printables Print pages from the web, without using a computer, by setting up HP Printables, a free service from HP. You can print coloring pages, calendars, puzzles, recipes, maps, and more, depending on the apps available in your country/region. Go to the HP Connected website for more information and specific terms and conditions: www.hpconnected.com. ENWW Use HP Printables 39 Use the HP Connected website Use HP's free HP Connected website to set up increased security for HP ePrint, and specify the email addresses that are allowed to send email to your printer. You can also get product updates, more apps, and other free services. Go to the HP Connected website for more information and specific terms and conditions: www.hpconnected.com. 40 Chapter 4 Use Web Services ENWW Remove Web Services Use the following instructions to remove Web Services. 1. 2. From the Home screen, touch Setup, and then touch Web Services.

Touch Remove Web Services. ENWW Remove Web Services 41 Tips for using Web Services □ □ Learn how to share your photos online and order prints. Click here to go online for more information. Learn about apps for printing recipes, coupons, and other content from the web, simply and easily. Click here to go online for more information. 42 Chapter 4 Use Web Services ENWW 5 Copy and scan □ □ □ □ Copy Scan using the printer control panel Scan using the HP printer software Scan using Webscan Tips for copy and scan success ENWW 43 Copy The Copy menu on the printer display allows you to easily start a black or color copy and select number of copies. To make a black or color copy 1. Load paper in the input tray. 2. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass.

For more information about loading the original, see Load original on page 11. 3. 4. From the Home screen, touch Copy. Specify number of copies and settings.

□ □ Flick to the desired number of copies or use Touch (Settings) to customize the copy job. (Keypad) to enter the number of copies. 5. Copy Settings Touch Start Black or Start Color to start the copy job. You can customize copy jobs using the following settings in the Copy menu. □ □ Tray and Paper: Make sure you have loaded paper in the input tray. Plain paper will print in plain paper normal print quality. Photo paper will print in photo paper best quality. Resize: Controls the size of the image or document to be copied. □ □ Actual: 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: 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%. 44 Chapter 5 Copy and scan ENWW □ □ Lighter / Darker: Adjusts the copy settings to make copies lighter or darker.

ID Card Copy: Allows you to copy both sides of ID card. NOTE: After two minutes of inactivity, the copy options will automatically return to the default settings of A4 or 8.5 x 11 inches plain paper (depending on region). ENWW Copy 45 Scan using the printer control panel To scan an original from the printer control panel 1. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass.

For more information, see Load original on page 11. 2. 3. 4. 5.

Touch Scan. Touch a computer that you want to scan to. Choose the type of scan you want. Touch OK. 46 Chapter 5 Copy and scan ENWW Scan using the HP printer software □ □ □ Scan to a computer Create a new scan shortcut (Windows) Change scan settings (Windows) Scan to a computer Before scanning to a computer, make sure you have already installed the HP recommended printer software.

The printer and computer must be connected and turned on. To scan a document or photo to a file (Windows) 1. 2. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass. Double-click the printer icon on the desktop or do one of the following to open the printer software: □ □ □ Windows 8.

1: Click the down arrow in lower left corner of the Start screen, and then select the printer name. Windows 8: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer's name. 3. 4. In the printer software, click Scan a Document or Photo. Select the type of scan you want and then click Scan. □ □ Choose Save as PDF to save the document (or photo) as a PDF file. Choose Save as JPEG to save the photo (or document) as an image file. NOTE: Click the More link at the top right corner of the Scan dialog to review and modify settings for any scan.

For more information, see Change scan settings (Windows) on page 49. If Show Viewer After Scan is selected, you can make adjustments to the scanned image in the preview screen. To scan a document or photo to email (Windows) 1. 2. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass. Double-click the printer icon on the desktop or do one of the following to open the printer software: ENWW Scan using the HP printer software 47 □ □ □ Windows 8.1: Click the down arrow in lower left corner of the Start screen, and then select the printer name. Windows 8: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name.



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Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer's name. 3.

4. In the printer software, click Scan a Document or Photo. Select the type of scan you want and then click Scan. Choose Email as PDF or Email as JPEG to open your email software with the scanned file as an attachment. NOTE: Click the More link at the top right corner of the Scan dialog to review and modify settings for any scan.

For more information, see Change scan settings (Windows) on page 49. If Show Viewer After Scan is selected, you can make adjustments to the scanned image in the preview screen. To scan an original from HP printer software (OS X) 1. Open HP Scan. HP Scan is located in the Applications/Hewlett-Packard folder at the top level of the hard disk.

2. 3. Click Scan. Choose the type of scan profile you want and follow the on-screen instructions. Create a new scan shortcut (Windows) You can create your own scan shortcut to make scanning easier. For example, you might want to regularly scan and save photos in PNG format, rather than JPEG. 1. 2. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass. Double-click the printer icon on the desktop or do one of the following to open the printer software: □ □ □ Windows 8.

1: Click the down arrow in lower left corner of the Start screen, and then select the printer name. Windows 8: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer's name. 3. 4. In the printer software, click Scan a Document or Photo. Click Create New Scan Shortcut. 48 Chapter 5 Copy and scan ENWW 5. Enter a descriptive name, choose an existing shortcut on which to base your new shortcut, and then click Create. For example, if you are creating a new shortcut for photos, choose either Save as JPEG or Email as JPEG.

This makes available the options for working with graphics when scanning. 6. Change the settings for your new shortcut to meet your needs, and then click the save icon to the right of the shortcut. NOTE: Click the More link at the top right corner of the Scan dialog to review and modify settings for any scan. For more information, see Change scan settings (Windows) on page 49.

Change scan settings (Windows) You can modify any of the scan settings either for a singular use or save the changes to use permanently. These settings include options such as page size and orientation, scan resolution, contrast, and the folder location for saved scans. 1. 2. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass.

Double-click the printer icon on the desktop or do one of the following to open the printer software: □ □ □ Windows 8.1: Click the down arrow in lower left corner of the Start screen, and then select the printer name. Windows 8: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer's name. 3. 4. In the printer software, click Scan a Document or Photo. Click the More link in the top right corner of the HP Scan dialog. The detailed settings pane appears on the right. The left column summarizes the current settings for each section.

The right column allows you to change the settings in the highlighted section. 5. Click each section at the left of the detailed settings pane to review the settings in that section. You can review and change most settings using drop-down menus. Some settings allow greater flexibility by displaying a new pane. These are indicated by a + (plus sign) at the right of the setting. You must either accept or cancel any changes on this pane to return to the detailed settings pane. 6. When you have finished changing settings, do one of the following. □ □ Click Scan.

You are prompted to save or reject the changes to the shortcut after the scan is finished. Click the save icon to the right of the shortcut, and then click Scan. ENWW Scan using the HP printer software 49 Scan using Webscan Webscan is a feature of the Embedded Web Server (EWS) that lets you scan photos and documents from your printer to your computer using a web browser. This feature is available even if you did not install the printer software on your computer.

NOTE: By default, Webscan is off.

You can enable this feature from the EWS. If you are unable to open Webscan in the EWS, your network administrator might have turned it off. For more information, contact your network administrator or the person who set up your network. To enable Webscan 1. 2.

3. 4. 5. Open the embedded web server. For more information, see Open the Embedded Web Server on page 94. Click the Settings tab. In the Security section, click Administrator Settings. Select Webscan to enable Webscan. Click Apply. To scan using Webscan Scanning using Webscan offers basic scan options.

For additional scan options or functionality, scan from the HP printer software. 1. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass. For more information, see Load original on page 11. 2. 3. 4. Open the embedded web server. For more information, see Open the Embedded Web Server on page 94. Click the Scan tab.

Click Webscan in the left pane, change any settings, and then click Start Scan. 50 Chapter 5 Copy and scan ENWW Tips for copy and scan success Use the following tips to copy and scan successfully. □ □ □ □ □ □ Keep the glass and the back of the lid clean. The scanner interprets anything it detects on the glass as part of the image. Load your original, print side down, on the right front corner of the glass.

To make a large copy of a small original, scan the original into the computer, resize the image in the scanning software, and then print a copy of the enlarged image. If you want to adjust scan size, output type, scan resolution, or file type, and so on, start scan from the printer software. To avoid incorrect or missing scanned text, make sure the brightness is set appropriately in the software. 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. ENWW Tips for copy and scan success 51 52 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 phone book contacts to send faxes quickly and easily to frequently used numbers.



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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 can verify the fax is set up correctly by running the fax setup test from the printer control panel. Learn more about fax setup and test, click here to go online for more information. □ □ □ □ □ □ Send a fax Receive a fax Set up phone book contacts Change fax settings Fax and digital phone services Fax on Voice over Internet Protocol Use reports ENWW 53 Send a fax You can send a fax in a variety of ways, depending on your situation or need. □ □ □ □ □ Send a standard fax from the printer control panel Send a standard fax from the computer Send a fax from a phone Send a fax using monitor dialing Send a fax in Error Correction Mode Send a standard fax from the printer control panel 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 printed confirmation that your faxes were successfully sent, fax confirmation must be enabled. To send a standard fax from the printer control panel 1. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass.

For more information about loading the original, see Load original on page 11. 2. 3. 4. From the Home screen, touch Fax. Touch Send Now. Touch Enter Fax Number. Use the keypad to enter the fax number, and then click OK. TIP: To add a pause in the fax number you are entering, touch \* repeatedly, until a dash (-) appears on the display. 5.

Touch Black or Color. If the printer detects an original loaded in the document feeder, it sends the document to the number you entered. TIP: If the recipient reports issues with the quality of the fax, try changing the resolution or contrast of your fax. Send a standard fax from the computer You can fax a document directly from your computer without printing it first. To use this feature, make sure you have installed the HP printer software on your computer, the printer is connected to a working telephone line, and the fax function is set up and functioning correctly.

To send a standard fax from the computer (Windows) 1. 2. Open the document on your computer that you want to fax. On the File menu in your software application, click Print. 54 Chapter 6 Fax ENWW 3.

4. 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. The printer begins dialing the fax number and faxing the document. 5. 6.

7. To send a standard fax from the computer (OS X) 1. 2. 3. 4. 5. Open the document on your computer that you want to fax. From the File menu in your software, click Print. Select the printer that has "(Fax)" in the name. Enter a fax number or a name from your Contacts that already has a fax number entry. When you have finished filling out the fax information, click Fax. Send a fax from a phone You can send a fax using your telephone extension. This allows you to talk with the intended recipient before sending the fax. To send a fax from an extension phone 1. Load the original print side up into the document feeder, or load the original print side down on the right front corner of the scanner glass.

For more information about loading the original, see Load original on page 11. 2. Dial the number by using the keypad on the phone that is connected to the printer. If the recipient answers the telephone, inform the recipient that they should receive the fax on their fax machine after they hear fax tones. If a fax machine answers the call, you will hear fax tones from the receiving fax machine.

3. 4. 5. From the Home screen, touch Fax. Touch Send Fax. When you are ready to send the fax, touch Black or Color. The telephone is silent while the fax is transmitting. If you want to speak to the recipient after, remain on the line until the transmission is complete. If you were finished talking to the recipient, you can hang up the telephone as soon as the fax begins transmitting. Send a fax using monitor dialing 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. ENWW Send a fax 55 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, create a phone book contact to store the PIN for your calling card. 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 into the document feeder, or load the original print side down on the right front corner of the scanner glass. For more information about loading the original, see Load original on page 11. 2. 3. 4.

5. 6. From the Home screen, touch Fax. Touch Send Now. Touch Black or Color.

When you hear the dial tone, click Enter Fax Number, and then use the keypad to enter the number. Follow any prompts that might occur. TIP: If you are using a calling card to send a fax and you have your calling card PIN stored as a phone book contact, when prompted to enter your PIN, touch (Phone Book) to select the phone book contact where you have your PIN stored. Your fax is sent when the receiving fax machine answers. 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. If you turn ECM off: □ □ □ The quality and transmission speed of faxes you send and receive are affected. The Speed is automatically set to Medium. You can no longer send or receive faxes in color. To change the ECM setting from the control panel 1. 2. 3.

4. From the Home screen, touch Fax. Touch Setup. Touch Preferences. Scroll to Error Correction Mode and touch it to turn the feature on or off. 56 Chapter 6 Fax ENWW Receive a fax You can receive faxes automatically or manually.



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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 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.

If you have disabled the Auto Reduction feature, the printer prints the fax on two pages. NOTE: If you are copying a document when a fax arrives, the fax is stored in the printer memory until the copying finishes. □ □ □ □ □ Receive a fax manually Set up backup fax Reprint received faxes from memory Forward faxes to another number Set automatic reduction for incoming 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. 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).

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 document feeder tray.

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, ask the sender to start sending the fax. Do the following when you hear fax tones from a sending fax machine. a. b. From the Home screen, touch Fax, touch Send and Receive, and then touch Receive Now. 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. Set up backup fax Depending on your preference and security requirements, you can set up the printer to store all the faxes it receives, only the faxes it receives while the printer is in an error condition, or none of the faxes it receives. ENWW Receive a fax 57 To set backup fax from the printer control panel 1. 2. 3. 4. 5. From the Home screen, touch Fax. Touch Setup. Touch Preferences.

Touch Backup Fax Reception. Touch the required setting. On The default setting. When Backup fax is On, the printer stores received faxes in memory. This enables you to reprint the most recently printed faxes if they are still saved in memory.

NOTE: When printer memory is low, it overwrites the oldest, printed faxes as it receives new faxes. If the memory becomes full of unprinted faxes, the printer stops answering incoming fax calls. NOTE: The received faxes are stored in the volatile memory. If the printer is turned off and then on, the received faxes will no longer be available for reprinting. NOTE: If you receive a fax that is too large, such as a very detailed color photo, it might not be stored in memory due to memory limitations.

On Error Only Causes the printer to store faxes in memory only if an error condition exists that prevents the printer from printing the faxes (for example, if the printer runs out of paper). The printer continues to store incoming faxes as long as there is memory available. (If the memory becomes full, the printer stops answering incoming fax calls.) When the error condition is resolved, the faxes stored in memory print automatically, and then they are deleted from memory. Faxes are never stored in memory. For example, you might want to turn off Backup fax for security purposes. If an error condition occurs that prevents the printer from printing (for example, the printer runs out of paper), the printer stops answering incoming fax calls. Off Reprint received faxes from memory The received faxes are stored in the volatile memory. If the printer is turned off and then on, the received faxes will no longer be available for reprinting. 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. 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 7. From the Home screen, touch Fax. Touch Reprint. The faxes are displayed in the reverse order from which they were received with the most recently received fax printed first, and so on. 4.

Select the fax you want to print, and then touch Print. Forward faxes to another number You can set up the printer to forward your faxes to another fax number. All faxes are forwarded in black and white, regardless of how they were originally sent. 58 Chapter 6 Fax ENWW 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. 5.

From the Home screen, touch Fax. Touch Setup. Touch Preferences. Touch Fax Forwarding. Touch On (Print and Forward) to print and forward the fax, or select On (Forward) 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. 6. At the prompt, enter the number of the fax machine intended to receive the forwarded faxes, and then touch Done. Enter the required information for each of the following prompts: start date, start time, end date, and end time.

Then touch Done. Fax forwarding is activated. Touch 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. 7. Set automatic reduction for incoming faxes The Auto Reduction setting determines what the printer does if it receives a fax that is too large for the loaded paper size. This setting is turned on by default, so the image of the incoming fax is reduced to fit on one page, if possible. If this feature is turned off, information that does not fit on the first page is printed on a second page.

Auto Reduction is useful when you receive a Legal-size fax and Letter-size paper is loaded in the input tray. To set automatic reduction from the printer control panel 1. 2. 3. 4.

From the Home screen, touch Fax. Touch Setup. Touch Preferences. Touch Auto Reduction to turn on or off. 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 receive faxes 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.



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