



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET 5740. You'll find the answers to all your questions on the HP OFFICEJET 5740 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 5740
User guide HP OFFICEJET 5740
Operating instructions HP OFFICEJET 5740
Instructions for use HP OFFICEJET 5740
Instruction manual HP OFFICEJET 5740

HP Officejet J5700
User Guide



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<http://yourpdfguides.com/dref/5735840>

Manual abstract:

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Note: Regulatory information can be found in Regulatory notices. It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first. •Governmental paper or documents: •Passports Read and understand all instructions in the Setup Guide. 2. Use only a grounded electrical outlet when connecting the device to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician. 3. Observe all warnings and instructions marked on the product. 4. Unplug this product from wall outlets before cleaning. 5. Do not install or use this product near water or when you are wet. 6. Install the product securely on a stable surface. 7. Install the product in a protected location where no one can step on or trip over the power cord, and where the power cord will not be damaged. 8. If the product does not operate normally, see the onscreen Troubleshooting help. 9.

No operator-serviceable parts inside. Refer servicing to qualified service personnel. 10. Use in a well-ventilated area. 11. Use only with the power adapter supplied by HP. WARNING! This equipment will be inoperable when main power fails. •••Immigration papers Selective service papers Identification badges, cards, or insignias Contents 1 2 3 HP Officejet J5700 All-in-One series Help...

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277 6 1 HP Officejet J5700 All-in-One series Help For information about the HP All-in-One, see: •••••••••••••••• Find more information HP All-in-One overview Finish setting up the HP All-in-One How do I? Load originals and load paper Print from your computer Use the fax features Use the copy features Use the scan features Maintain the HP All-in-One Troubleshooting Order supplies HP warranty and support Technical information HP Officejet J5700 All-in-One series Help 7 Chapter 1 8 HP Officejet J5700 All-in-One series Help 2 Find more information You can access a variety of resources, both printed and onscreen, that provide information about setting up and using the HP All-in-One. • Sources of information Sources of information Setup Poster The Setup Poster provides instructions for setting up your HP All-in-One and installing software. Make sure you follow the steps in the Setup Poster in order. User Guide This User Guide contains information on how to use your HP All-in-One, including troubleshooting tips and step-by-step instructions. It also provides additional setup instructions to supplement those in the Setup Poster.

Readme The Readme file contains the most recent information which might not be found in other publications. Install the software to access the Readme file. www.hp.com/support If you have Internet access, you can get help and support from the HP website. This website offers technical support, drivers, supplies, and ordering information. Find more information 9 Chapter 2 10 Find more information 3 HP All-in-One overview You can access many HP All-in-One functions directly, without turning on your computer. You can quickly and easily accomplish tasks such as making a copy or sending a fax from the HP All-in-One. This section describes the HP All-in-One hardware features and control panel functions. This section contains the following topics: •••••• The HP All-in-One at a glance Control panel features Text and symbols Use the software Connection information The HP All-in-One at a glance Label 1 2 3 4 5 6 7 Description Automatic document feeder Control panel Control panel display (also referred to as the display) Output tray extender (also referred to as the tray extender) Input tray Output tray Glass HP All-in-One overview 11 Chapter 3 (continued) Label 8 9 10 11 12 Description Lid backing Rear door Rear USB port Power connection 1-LINE (fax) and 2-EXT (phone) ports Control panel features The following diagram and related table provide a quick reference to the HP All-in-One control panel features.

Label 1 2 3 4 5 6 7 8 Name and Description Menu in the Fax area: Presents the Fax Menu for selecting options. Redial/Pause: Redials the most recently dialed number, or insert a 3-second pause in a fax number. Start Fax Black: Starts a black-and-white fax. Start Fax Color: Starts a color fax. One-touch speed dial buttons: Access the first five speed dial numbers. Keypad: Enters fax numbers, values, or text. Attention light: When blinking, the attention light indicates an error that requires your attention has occurred. Setup/?: Presents the Setup Menu for generating reports, changing fax and other maintenance settings, and accessing the Help menu. Press to scroll through the Help topics available, and then press OK to select a topic. The Help topic you select opens on your computer screen.

Left arrow: Decreases values on the display. OK: Selects a menu or a setting on the display. Right arrow: Increases values on the display. 9 10 11 12 HP All-in-One overview (continued) Label 12 13 14 15 16 17 Name and Description Cancel: Stops a job, exits a menu, or exits settings. Start Copy Black: Starts a black-and-white copy job.

Start Copy Color: Starts a color copy job. Start Scan: Starts a scan job and sends it to the destination you selected using the Scan To button. Scan To: Presents the Scan To menu for selecting a scan destination. Power: Turns the HP All-in-One on or off. The On button is lit when the HP All-in-One is on. The light blinks while performing a job. When the HP All-in-One is off, a minimal amount of power is still supplied to the device. To completely disconnect the power supply to the HP All-in-One, turn the device off, and then unplug the power cord. 18 19 20 21 22 23 Quality: Selects Best, Normal, or Fast quality for copying. Reduce/Enlarge: Changes the size of a copy for printing. Menu in the Copy area: Presents the Copy Menu for selecting options. Display: View menus and messages. Speed Dial: Selects a speed dial number. The functionality of this button depends on the country/region in which the HP All-in-One is sold. The button name is one of the following: Fax Resolution: Adjusts the resolution for the fax you are sending.

Junk Fax Blocker: Presents the Junk Fax Blocker Set Up menu for managing unwanted fax calls. You are required to subscribe to a caller ID service with your phone company to use this feature. Text and symbols You can use the control panel keypad to enter text and symbols when you set up speed dial entries and the fax header information. You can also enter symbols from the keypad when you dial a fax or phone number. When the HP All-in-One dials the number, it will interpret the symbol and respond accordingly. For example, if you enter a dash in the fax number, the HP All-in-One will pause before dialing the remainder of the number. A pause is useful if you need to access an outside line before dialing the fax number.



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This section contains the following topics: • • Enter text using the keypad on the control panel Available symbols for dialing fax numbers Enter text using the keypad on the control panel You can enter text or symbols by using the keypad on the control panel. Text and symbols 13 Chapter 3 To enter text 1. Press the keypad numbers that correspond to the letters of a name.

For example, the letters a, b, and c correspond to the number 2, as shown on the button below. TIP: Press a button multiple times to see the available characters. Depending on your language and country/region setting, other characters might be available in addition to the ones shown on the keypad. 2. After the correct letter appears, wait for the cursor to advance automatically to the right, or press .

Press the number that corresponds to the next letter in the name. Press the button multiple times until the correct letter appears. The first letter of a word is automatically set to uppercase. To enter a space, pause, or symbol □ To insert a space, press Space. To enter a pause, press Redial/Pause.

A dash appears in the number sequence. To enter a symbol, such as @, press the Symbols button repeatedly to scroll through the list of available symbols. asterisk (*) period (.) apostrophe (') at (@) exclamation (!) comma (,) approximation (~) dash (-) slash (/) equals (=) underscore (_) semicolon (;) colon (:) ampersand (&) parentheses () number sign (#) plus (+) question (?) percent (%) To erase a letter, number, or symbol □ If you make a mistake, press to clear it, and then make the correct entry. After you are done entering text, press OK to store your entry. Available symbols for dialing fax numbers To enter a symbol, such as *, press Symbols repeatedly to scroll through the list of symbols. The following table provides the symbols that you can use in a fax or phone number sequence, fax header information, and speed dial entries. Available symbols * Description Displays an asterisk symbol when required for dialing.

Available when entering Fax header name, speed dial names, speed dial numbers, fax or 14 HP All-in-One overview (continued) Available symbols Description Available when entering phone numbers, and monitor dial entries When auto-dialing, the HP All-in-One enters a pause in the number sequence. Fax header name, fax header number, speed dial names, speed dial numbers, and fax or phone numbers Fax header name, fax header number, speed dial names, speed dial numbers, and fax or phone numbers Speed dial numbers and fax or phone numbers Speed dial numbers and fax or phone numbers Fax header name, fax header number, speed dial names, speed dial numbers, and fax or phone numbers () Displays a left or right parenthesis to separate numbers, such as area codes, for easier reading.

These symbols do not affect dialing. When auto-dialing, W causes the HP All-in-One to wait for a dial tone before continuing to dial. During auto-dialing, the R functions the same as a Flash button on your telephone. Displays a plus symbol. This symbol does not affect dialing. WR + Use the software You can use the HP Solution Center Software (Windows) or HP Photosmart Studio (Mac) Software (Mac) to access many features not available from the control panel.

The software is installed on your computer when you set up the HP All-in-One. For further information, see the Setup Poster that came with your device. Access to the software differs by operating system (OS). For example, if you have a Windows computer, the HP Solution Center Software entry point is the HP Solution Center.

If you have a Mac, the HP Photosmart Studio (Mac) Software entry point is the HP Photosmart Studio window. Regardless, the entry point serves as the launching pad for the software and services. To open the HP Solution Center Software on a Windows computer 1. Do one of the following: • On the Windows desktop, double-click the HP Solution Center icon. • In the system tray at the far right of the Windows taskbar, double-click the HP Digital Imaging Monitor icon.

• On the taskbar, click Start, point to Programs or All Programs, select HP, and then click HP Solution Center. 2. If you have more than one HP device installed, select the HP All-in-One tab. Use the software 15 Chapter 3 NOTE: On a Windows computer, the features available in the HP Solution Center vary depending on the devices you have installed. The HP Solution Center is customized to display icons associated with the selected device.

If the selected device is not equipped with a particular feature, then the icon for that feature does not display in the HP Solution Center. TIP: If the HP Solution Center on your computer does not contain any icons, an error might have occurred during the software installation. To correct this, use the Control Panel in Windows to completely uninstall the HP Solution Center Software; then reinstall the software. For more information, see the onscreen Help that came with the HP All-in-One. Connection information You can use the HP All-in-One as a stand-alone copier and fax machine, or you can connect the HP All-in-One to a computer to enable printing and other software features. The different connection options available to you are described in the following sections.

This section contains the following topics: • • • Supported connection types Connect using a USB cable Use printer sharing Supported connection types Description Recommended number of connected computers for best performance One computer connected with a USB cable to the rear USB of the HP All-in-One. Up to five computers. The host computer must be turned on at all times, or the other computers will not be able to print to the HP All-in-One.

Supported software features Setup instructions USB connection All features are supported.

Follow the Setup Poster for detailed instructions. Windows printer sharing All features resident on the host computer are supported. Only print is supported from the other computers. For setup instructions, see Use printer sharing. Connect using a USB cable Refer to the Setup Poster that came with the HP All-in-One for detailed instructions on using a USB cable to connect a computer to the rear USB port. Use printer sharing If your computer is on a network, and another computer on the network is connected to the HP All-in-One by using a USB cable, you can use that device as your printer using Windows printer sharing. The computer connected directly to the HP All-in-One acts as 16 HP All-in-One overview the host for the printer and has full feature functionality.

Other computers on the network, which are referred to as clients, have access only to the print features. All other functions must be performed on the host computer. For more information on enabling Windows printer sharing, refer to the user guide that came with your computer or the Windows onscreen Help.

Connection information 17 Chapter 3 18 HP All-in-One overview 4 Finish setting up the HP All-in-One After you have completed the steps in your Setup Poster, refer to this section to help you finish setting up the HP All-in-One.



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This section contains important setup-related information for your device, including information on setting preferences. This section contains the following topics: •• Set your preferences Fax setup Set your preferences You can change the settings on the HP All-in-One so that it behaves according to your preference. For example, you can set general device preferences, such as the language used to display messages and the date and time on the display. You can also restore the device settings to what they were when you purchased your device.

This will erase any new defaults you have set. This section contains the following topics: •• General preferences Fax preferences General preferences Before you begin using the HP All-in-One, you should review and, if necessary, adjust the general device settings described in this section. This section contains the following topics: ••••• Set your language and country/region Set the date and time Set the scroll speed Set the prompt delay time Restore the factory defaults Set your language and country/region The language and country/region setting determines which language the HP All-in-One uses to show messages on the display. Usually, you set the language and country/region when you first set up the HP All-in-One. However, you can change the setting at any time by using the following procedure.

To set your language and country/region 1. Press Setup. 2. Press 7, and then press 1. This selects Preferences and then selects Set Language & Country/Region. Finish setting up the HP All-in-One 19 Chapter 4 3. Press or to scroll through the languages. When the language you want to use appears, press OK. 4. When prompted, press 1 for Yes or 2 for No.

5. Press or to scroll through the countries/regions. When the country/region you want to select appears, press OK. 6. When prompted, press 1 for Yes or 2 for No. Set the date and time You can set the date and time from the control panel. The date and time format is based on the language and country/region setting.

When you send a fax, the current date and time are transmitted, along with your name and fax number, as part of the fax header. NOTE: In some countries/regions, the date and time stamp on the fax header is a legal requirement. If the HP All-in-One loses power for more than 72 hours, you might need to reset the date and time.

To set the date and time 1. Press Setup. 2. Press 6, and then press 3. This selects Tools and then selects Date and Time.

3. Enter the month, day, and year by pressing the appropriate numbers on the keypad. Depending on your country/region setting, you might enter the date in a different order. 4. Enter the hours and minutes.

5. If your time is displayed in the 12-hour format, press 1 for AM, or 2 for PM. The new date and time settings appear on the display. Set the scroll speed The Set Scroll Speed option enables you to control the rate at which text messages scroll from right to left on the display. For example, if the message is "Aligning cartridges, please wait.", it will not completely fit in the display and will need to scroll. This is so that you can read the entire message. You can choose the rate at which it will scroll: Normal, Fast, or Slow. The default is Normal. To set the scroll speed 1.

Press Setup. 2. Press 7, then press 2. This selects Preferences and then selects Set Scroll Speed. 3. Press to select a scroll speed, then press OK. Set the prompt delay time The Set Prompt Delay Time option enables you to control the amount of time that passes before a message prompts you to take further action. 20 Finish setting up the HP All-in-One For example, if you press Menu in the Copy area and the prompt delay time passes before you press another button, the message "Press Menu for settings." appears on the display. To set the prompt delay time 1.

Press Setup. 2. Press 7, then press 3. This selects Preferences and then selects Set Prompt Delay Time. 3.

Press to select a delay time, then press OK. You can choose Normal, Fast, Slow, or Off. If you select Off, hints do not appear on the display but other messages, such as low ink warnings and error messages, do still appear. Restore the factory defaults You can restore the current settings to what they were when you purchased the HP All-in-One. NOTE: Restoring the factory defaults will not affect any changes you made to scan settings and the language and country/region settings.

Personal settings and lists, for example fax header, fax number, junk fax list, and speed dial list, that you have saved will not be deleted when restoring the factory defaults. You can perform this process from the control panel only. To restore the factory defaults 1. Press Setup. 2. Press 6, then press 4. This selects Tools and then selects Restore Factory Defaults. The factory default settings are restored. Fax preferences This section contains the following topics: •••• Set up the HP All-in-One to redial a fax number automatically Adjust the volume Set tone or pulse dialing Set the fax speed Set up the HP All-in-One to redial a fax number automatically You can set the HP All-in-One to redial a busy or an unanswered number automatically. The default Busy Redial setting is Redial.

The default No Answer Redial setting is No Redial. Set your preferences 21 Chapter 4 To set redial options from the control panel 1. Press Setup. 2. Do one of the following: To change the Busy Redial setting Press 5, and then press 2. This selects Advanced Fax Setup and then selects Busy Redial. To change the No Answer Redial setting Press 5, and then press 3. This selects Advanced Fax Setup and then selects No Answer Redial. 3. Press to select Redial or No Redial.

4. Press OK. Adjust the volume The HP All-in-One provides three levels for adjusting the ring and speaker volume. The ring volume is the volume of the phone rings. The speaker volume is the level of everything else, such as the dial tones, fax tones, and button press beeps. The default setting is Soft. To adjust the volume from the control panel 1. Press Setup. 2. Press 4, and then press 5 again.

This selects Basic Fax Setup and then selects Ring and Beep Volume. 3. Press to select one of the options: Soft, Loud, or Off. NOTE: The beeps you hear when pressing buttons maintain the same volume whether you choose Loud or Soft. These two options only affect ring, dial, and other tones you hear when faxing. If you choose Off, however, the sounds of button presses are also turned off. If you select Off, you will not hear a dial tone, fax tones, or incoming ring tones.

With the Ring and Beep Volume set to Off, you cannot send a fax using monitor dialing, such as when using a calling card to send a fax. 4. Press OK.

Related topics Send a fax using monitor dialing Set tone or pulse dialing You can set the dial mode for the HP All-in-One to either tone dialing or pulse dialing. Most telephone systems work with either type of dialing. If your telephone system does not require pulse dialing, HP recommends using tone dialing.



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If you have a public telephone system or a private branch exchange (PBX) system, you might need to select Pulse Dialing. Contact your local telephone company if you are unsure which setting to use. 22 Finish setting up the HP All-in-One NOTE: If you select Pulse Dialing, some phone system features might not be available. It can also take longer to dial a fax or phone number. NOTE: This feature is not supported in all countries/regions. If it is not supported in your country/region, Tone or Pulse Dialing does not appear in the Basic Fax Setup menu. To set tone or pulse dialing from the control panel 1.

Press Setup. 2. Press 4, and then press 6. This selects Basic Fax Setup and then selects Tone or Pulse Dialing. 3.

Press to select an option, and then press OK. Set the fax speed You can set the fax speed used to communicate between the HP All-in-One and other fax machines when sending and receiving faxes. The default fax speed varies by country/ region. 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, you might want to try setting the Fax Speed setting to Medium or Slow. To set the fax speed from the control panel 1.

Press Setup. 2. Press 5, and then press 7. This selects Advanced Fax Setup and then selects Fax Speed. 3. Press to select one of the following settings, and then press OK. Fax speed setting Fast Medium Slow Fax speed v.34 (33600 baud) v.17 (14400 baud) v.29 (9600 baud) Fax setup In this section, you will learn how to set up the HP All-in-One so that faxing works successfully with equipment and services you might already have on the same phone line as the HP All-in-One.

Fax setup 23 Chapter 4 TIP: You can also use the Fax Setup Wizard (Windows) or Fax Setup Utility (Mac) to help you quickly set up some important fax settings such as the answer mode and fax header information. You can access the Fax Setup Wizard (Windows) or Fax Setup Utility (Mac) through the software you installed with the HP All-in-One. After you run the Fax Setup Wizard (Windows) or Fax Setup Utility (Mac), follow the procedures in this section to complete your fax setup. This section contains the following topics: ••••• Set up the HP All-in-One for faxing Change settings on the HP All-in-One to receive faxes Test your fax setup Set the fax header Set up speed dialing Set up the HP All-in-One for faxing Before you begin setting up the HP All-in-One for faxing, determine which kind of phone system your country/region uses. The instructions for setting up the HP All-in-One for faxing differ depending on whether you have a serial- or parallel-type phone system. • If you do not see your country/region listed in the table below, you probably have a serial-type phone system. In a serial-type phone system, the connector type on your shared telephone equipment (modems, phones, and answering machines) does not allow a physical connection to the "2-EXT" port on the HP All-in-One. Instead, all equipment must be connected at the telephone wall jack. NOTE: In some countries/regions that use serial-type phone systems, the phone cord that came with the HP All-in-One might have an additional wall plug attached to it. This enables you to connect other telecom devices to the wall jack where you plug in the HP All-in-One.

• If your country/region is listed in the table below, you probably have a parallel-type telephone system. In a parallel-type phone system, you are able to connect shared telephone equipment to the phone line by using the "2-EXT" port on the back of the HP All-in-One. NOTE: If you have a parallel-type phone system, HP recommends you use the 2-wire phone cord supplied with the HP All-in-One to connect the HP All-in-One to the telephone wall jack. Table 4-1 Countries/regions with a parallel-type phone system Argentina Canada Colombia Indonesia Korea Australia Chile Greece Ireland Latin America Brazil

China India Japan Malaysia 24 Finish setting up the HP All-in-One Countries/regions with a parallel-type phone system (continued) Mexico Portugal Singapore Thailand Vietnam Philippines Russia Spain USA Poland Saudi Arabia Taiwan Venezuela If you are unsure which kind of telephone system you have (serial or parallel), check with your telephone company. •••••••••• Choose the correct fax setup for your home or office Select your fax setup case Case A: Separate fax line (no voice calls received) Case B: Set up the HP All-in-One with DSL Case C: Set up the HP All-in-One with a PBX phone system or an ISDN line Case D: Fax with a distinctive ring service on the same line Case E: Shared voice/fax line Case F: Shared voice/fax line with voice mail Case G: Fax line shared with computer dial-up modem (no voice calls received) Case H: Shared voice/fax line with computer dial-up modem Case I: Shared voice/fax line with answering machine Case J: Shared voice/fax line with computer dial-up modem and answering machine Case K: Shared voice/fax line with computer dial-up modem and voice mail Choose the correct fax setup for your home or office To fax successfully, you need to know what types of equipment and services (if any) share the same phone line with the HP All-in-One.

This is important because you might need to connect some of your existing office equipment directly to the HP All-in-One, and you might also need to change some fax settings before you can fax successfully. To determine the best way to set up the HP All-in-One in your home or office, first read through the questions in this section and record your answers. Next, refer to the table in the following section and choose the recommended setup case based on your answers. Make sure to read and answer the following questions in the order they are presented. 1.

Do you have a digital subscriber line (DSL) service through your telephone company? (DSL might be called ADSL in your country/region.) Yes, I have DSL. No. If you answered Yes, proceed directly to Case B: Set up the HP All-in-One with DSL. You do not need to continue answering questions. If you answered No, please continue answering questions. 2. Do you have a private branch exchange (PBX) phone system or an integrated services digital network (ISDN) system? If you answered Yes, proceed directly to Case C: Set up the HP All-in-One with a PBX phone system or an ISDN line. You do not need to continue answering questions. If you answered No, please continue answering questions.

Fax setup 25 Chapter 4 3. Do you subscribe to a distinctive ring service through your telephone company that provides multiple phone numbers with different ring patterns? Yes, I have distinctive ring. No. If you answered Yes, proceed directly to Case D: Fax with a distinctive ring service on the same line.



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You do not need to continue answering questions. If you answered No, please continue answering questions. Are you unsure if you have 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 phone number will have a different ring pattern. For example, you can have single, double, and triple rings for the different numbers. You might assign one phone number with a single ring to your voice calls, and another phone number with double rings to your fax calls.

This allows you to tell the difference between voice and fax calls when the phone rings. 4. Do you receive voice calls at the same phone number you will use for fax calls on the HP All-in-One? Yes, I receive voice calls. No. Please continue answering questions.

5. Do you have a computer dial-up modem on the same phone line as the HP All-in-One? Yes, I have a computer dial-up modem. No. Are you unsure if you use a computer dial-up modem? If you answer Yes to any of the following questions, you are using a computer dial-up modem: • Do you send and receive faxes directly to and from your computer software applications through a dial-up connection? • Do you send and receive e-mail messages on your computer through a dial-up connection? • Do you access the Internet from your computer through a dial-up connection? Please continue answering questions. 6.

Do you have an answering machine that answers voice calls at the same phone number you will use for fax calls on the HP All-in-One? Yes, I have an answering machine. No. Please continue answering questions. 7. Do you subscribe to a voice mail service through your telephone company at the same phone number you will use for fax calls on the HP All-in-One? Yes, I have a voice mail service. No. After you have completed answering the questions, proceed to the next section to select your fax setup case. 26 Finish setting up the HP All-in-One Select your fax setup case Now that you have answered all the questions about the equipment and services that share the phone line with the HP All-in-One, you are ready to choose the best setup case for your home or office. From the first column in the following table, choose the combination of equipment and services applicable to your home or office setting. Then look up the appropriate setup case in the second or third column based on your phone system.

Step-by-step instructions are included for each case in the sections that follow. If you have answered all the questions in the previous section and have none of the described equipment or services, choose "None" from the first column in the table. NOTE: If your home or office setup is not described in this section, set up the HP All-in-One as you would a regular analog phone. Make sure you use the phone cord supplied in the box to connect one end to your telephone wall jack and the other end to the port labeled 1-LINE on the back of the HP All-in-One. If you use another phone cord, you might experience problems sending and receiving faxes. Other equipment/services sharing your fax line None (You answered No to all questions.) DSL service (You answered Yes to question 1 only.) PBX or ISDN system (You answered Yes to question 2 only.) Distinctive ring service (You answered Yes to question 3 only.) Voice calls (You answered Yes to question 4 only.)

) Voice calls and voice mail service (You answered Yes to questions 4 and 7 only.) Computer dial-up modem (You answered Yes to question 5 only.) Voice calls and computer dialup modem (You answered Yes to questions 4 and 5 only.) Case G: Fax line shared with computer dial-up modem (no voice calls received) Case H: Shared voice/fax line with computer dial-up modem Not applicable. Case F: Shared voice/fax line with voice mail Case F: Shared voice/fax line with voice mail Recommended fax setup for parallel-type phone systems Case A: Separate fax line (no voice calls received) Recommended fax setup for serial-type phone systems Case A: Separate fax line (no voice calls received) Case B: Set up the HP All-in-One with DSL Case B: Set up the HP All-in-One with DSL Case C: Set up the HP All-in-One with a PBX phone system or an ISDN line Case D: Fax with a distinctive ring service on the same line Case C: Set up the HP All-in-One with a PBX phone system or an ISDN line Case D: Fax with a distinctive ring service on the same line Case E: Shared voice/fax line Case E: Shared voice/fax line Not applicable.

Fax setup 27 Chapter 4 (continued) Other equipment/services sharing your fax line Voice calls and answering machine (You answered Yes to questions 4 and 6 only.) Voice calls, computer dial-up modem, and answering machine (You answered Yes to questions 4, 5, and 6 only.) Voice calls, computer dial-up modem, and voice mail service (You answered Yes to questions 4, 5, and 7 only.) Case K: Shared voice/fax line with computer dial-up modem and voice mail Not applicable. Case J: Shared voice/fax line with computer dial-up modem and answering machine Not applicable.

Recommended fax setup for parallel-type phone systems Case I: Shared voice/fax line with answering machine Recommended fax setup for serial-type phone systems Not applicable. For additional fax setup information, in specific countries/regions, see the Fax Configuration Web site listed below. Austria Germany Switzerland (French) Switzerland (German) United Kingdom Spain The Netherlands Belgium (France) Belgium (Dutch) Portugal Sweden Finland Denmark Norway Ireland France Italy www.hp.com/at/faxconfig www.hp.com/de/faxconfig www.hp.com/ch/fr/faxconfig www.hp.com/ch/de/faxconfig www.hp.com/uk/faxconfig www.hp.es/faxconfig www.hp.nl/faxconfig www.hp.be/fr/faxconfig www.hp.be/nl/faxconfig www.hp.pt/faxconfig www.hp.se/faxconfig www.hp.fi/faxconfig www.hp.dk/faxconfig www.hp.no/faxconfig www.hp.com/ie/faxconfig www.hp.com/fr/faxconfig www.hp.com/it/faxconfig

28 Finish setting up the HP All-in-One Case A: Separate fax line (no voice calls received) If you have a separate phone line on which you receive no voice calls, and you have no other equipment connected on this phone line, set up the HP All-in-One as described in this section. Figure 4-1 Back view of the HP All-in-One 1 2 Telephone wall jack Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port To set up the HP All-in-One with a separate fax line 1. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One. NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully.

This special phone cord is different from the phone cords you might already have in your home or office. 2. Turn on the Auto Answer setting. 3. (Optional) Change the Rings to Answer setting to the lowest setting (two rings). 4.



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Run a fax test. When the phone rings, the HP All-in-One will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax. Case B: Set up the HP All-in-One with DSL If you have a DSL service through your telephone company, use the instructions in this section to connect a DSL filter between the telephone wall jack and the HP All-in-One.

The DSL filter removes the digital signal that can interfere with the HP All-in-One, so the HP All-in-One can communicate properly with the phone line. (DSL might be called ADSL in your country/region.) NOTE: If you have a DSL line and you do not connect the DSL filter, you will not be able to send and receive faxes with the HP All-in-One. Fax setup 29 Chapter 4 Figure 4-2 Back view of the HP All-in-One 1 2 3 Telephone wall jack DSL filter and cord supplied by your DSL provider Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port To set up the HP All-in-One with DSL 1.

Obtain a DSL filter from your DSL provider.

2. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One. NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office. 3.

Connect the DSL filter cord to the telephone wall jack. NOTE: If you have other office equipment or services attached to this phone line, such as a distinctive ring service, answering machine, or voice mail, see the appropriate section in this section for additional setup guidelines. 4. Run a fax test. 30 Finish setting up the HP All-in-One Case C: Set up the HP All-in-One with a PBX phone system or an ISDN line If you are using either a PBX phone system or an ISDN converter/terminal adapter, make sure you do the following:

• If you are using either a PBX or an ISDN converter/terminal adaptor, connect the HP All-in-One to the port that is designated for fax and phone use. Also, make sure that the terminal adapter is set to the correct switch type for your country/region, if possible. NOTE: Some ISDN systems allow you to configure the ports for specific phone equipment. For example, you might have assigned one port for telephone and Group 3 fax and another port for multiple purposes. If you have problems when connected to the fax/phone port of your ISDN converter, try using the port designated for multiple purposes; it might be labeled "multi-combi" or something similar. • If you are using a PBX phone system, set the call waiting tone to "off".

NOTE: Many digital PBX systems include a call-waiting tone that is set to "on" by default. The call waiting tone will interfere with any fax transmission, and you will not be able to send or receive faxes with the HP All-in-One. Refer to the documentation that came with your PBX phone system for instructions on how to turn off the call-waiting tone. • If you are using a PBX phone system, dial the number for an outside line before dialing the fax number. Make sure you use the supplied cord to connect from the telephone wall jack to the HP All-in-One. If you do not, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office. If the supplied phone cord is too short, you can purchase a coupler from your local electronics store and extend it. Fax setup 31 Chapter 4 Case D: Fax with a distinctive ring service on the same line If you subscribe to a distinctive ring service (through your telephone company) that allows you to have multiple phone numbers on one phone line, each with a different ring pattern, set up the HP All-in-One as described in this section. Figure 4-3 Back view of the HP All-in-One 1 2 Telephone wall jack Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port To set up the HP All-in-One with a distinctive ring service 1.

Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One. NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office. 2. Turn on the Auto Answer setting.

3. Change the Distinctive Ring setting to match the pattern that the telephone company assigned to your fax number. NOTE: By default, the HP All-in-One is set to answer all ring patterns. If you do not set the Distinctive Ring to match the ring pattern assigned to your fax number, the HP All-in-One might answer both voice calls and fax calls or it might not answer at all. 4.

(Optional) Change the Rings to Answer setting to the lowest setting (two rings). 5. Run a fax test. The HP All-in-One will automatically answer incoming calls that have the ring pattern you selected (Distinctive Ring setting) after the number of rings you selected (Rings to Answer setting). Then it will begin emitting fax reception tones to the sending fax machine and receive the fax. 32 Finish setting up the HP All-in-One Case E: Shared voice/fax line If you receive both voice calls and fax calls at the same phone number, and you have no other office equipment (or voice mail) on this phone line, set up the HP All-in-One as described in this section. Figure 4-4 Back view of the HP All-in-One 1 2 3 Telephone wall jack Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port Telephone (optional) To set up the HP All-in-One with a shared voice/fax line 1. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One.

NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office.

2. Now you need to decide how you want the HP All-in-One to answer calls, automatically or manually: • If you set up the HP All-in-One to answer calls automatically, it answers all incoming calls and receives faxes. The HP All-in-One will not be able to distinguish between fax and voice calls in this case; if you suspect the call is a voice call, you will need to answer it before the HP All-in-One answers the call. To set up the HP All-in-One to answer calls automatically, turn on the Auto Answer setting. • If you set up the HP All-in-One to answer faxes manually, you must be available to respond in person to incoming fax calls or the HP All-in-One cannot receive faxes.



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To set up the HP All-in-One to answer calls manually, turn off the Auto Answer setting. Fax setup 33 Chapter 4 3. Now you need to decide how you want the HP All-in-One to answer calls, automatically or manually: • If you set up the HP All-in-One to answer calls automatically, it answers all incoming calls and receives faxes. The HP All-in-One will not be able to distinguish between fax and voice calls in this case; if you suspect the call is a voice call, you will need to answer it before the HP All-in-One answers the call. To set up the HP All-in-One to answer calls automatically, turn on the Auto Answer setting.

For more information, see Set the answer mode. • If you set up the HP All-in-One to answer faxes manually, you must be available to respond in person to incoming fax calls or the HP All-in-One cannot receive faxes. To set up the HP All-in-One to answer calls manually, turn off the Auto Answer setting. For more information, see Set the answer mode. 4.

Run a fax test. 5. Plug your phone into the telephone wall jack. 6. Do one of the following, depending on your phone system: • If you have a parallel-type phone system, remove the white plug from the port labeled 2-EXT on the back of the HP All-in-One, and then connect a phone to this port.

• If you have a serial-type phone system, you might plug your phone directly on top of the HP All-in-One cable which has a wall plug attached to it. If you pick up the phone before the HP All-in-One answers the call and hear fax tones from a sending fax machine, you will need to answer the fax call manually. Case F: Shared voice/fax line with voice mail If you receive both voice calls and fax calls at the same phone number, and you also subscribe to a voice mail service through your telephone company, set up the HP All-in-One as described in this section. NOTE: You cannot receive faxes automatically if you have a voice mail service at the same phone number you use for fax calls. You must receive faxes manually; this means you must be available to respond in person to incoming fax calls. If you want to receive faxes automatically instead, contact your telephone company to subscribe to a distinctive ring service, or to obtain a separate phone line for faxing. 34 Finish setting up the HP All-in-One Figure 4-5 Back view of the HP All-in-One 1 2 Telephone wall jack Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port To set up the HP All-in-One with voice mail 1. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One.

NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office.

2. Turn off the Auto Answer setting. 3. Run a fax test. You must be available to respond in person to incoming fax calls, or the HP All-in-One cannot receive faxes. Case G: Fax line shared with computer dial-up modem (no voice calls received) If you have a fax line on which you receive no voice calls, and you also have a computer dial-up modem connected on this line, set up the HP All-in-One as described in this section. Since your computer dial-up modem shares the phone line with the HP All-in-One, you will not be able to use both your modem and the HP All-in-One simultaneously. For Fax setup 35 Chapter 4 example, you cannot use the HP All-in-One for faxing if you are using your computer dialup modem to send an e-mail or access the Internet. Figure 4-6 Back view of the HP All-in-One 1 2 3 Telephone wall jack Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port Computer with modem To set up the HP All-in-One with a computer dial-up modem 1. Remove the white plug from the port labeled 2-EXT on the back of the HP All-in-One.

2. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled 2-EXT on the back of the HP All-in-One. 3. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One.

NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office. 4. If your modem software is set to receive faxes to your computer automatically, turn off that setting. NOTE: If you do not turn off the automatic fax reception setting in your modem software, the HP All-in-One will not be able to receive faxes.

5. Turn on the Auto Answer setting. 6. (Optional) Change the Rings to Answer setting to the lowest setting (two rings). 7. Run a fax test. When the phone rings, the HP All-in-One will answer automatically after the number of rings you set in the Rings to Answer setting. Then it will begin emitting fax reception tones to the sending fax machine and receive the fax. 36 Finish setting up the HP All-in-One Case H: Shared voice/fax line with computer dial-up modem If you receive both voice calls and fax calls at the same phone number, and you also have a computer dial-up modem connected on this phone line, set up the HP All-in-One as described in this section. Since your computer dial-up modem shares the phone line with the HP All-in-One, you will not be able to use both your modem and the HP All-in-One simultaneously.

For example, you cannot use the HP All-in-One for faxing if you are using your computer dialup modem to send an e-mail or access the Internet. There are two different ways to set up the HP All-in-One with your computer based on the number of phone ports on your computer. Before you begin, check your computer to see if it has one or two phone ports. • If your computer has only one phone port, you will need to purchase a parallel splitter (also called a coupler), as shown below. (A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a 2-line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back.) Figure 4-7 Example of a parallel splitter Fax setup 37 Chapter 4

• If your computer has two phone ports, set up the HP All-in-One as described below. Figure 4-8 Back view of the HP All-in-One 1 2 3 4 5 6 Telephone wall jack "IN" phone port on your computer "OUT" phone port on your computer Telephone Computer with modem Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port To set up the HP All-in-One on the same phone line as a computer with two phone ports 1.



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Remove the white plug from the port labeled 2-EXT on the back of the HP All-in-One. 2.

Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled 2-EXT on the back of the HP All-in-One. 3. Connect a phone to the "OUT" port on the back of your computer dial-up modem. 4.

Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One. NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office. 5. If your modem software is set to receive faxes to your computer automatically, turn off that setting.

NOTE: If you do not turn off the automatic fax reception setting in your modem software, the HP All-in-One will not be able to receive faxes. 38 Finish setting up the HP All-in-One 6. Now you need to decide how you want the HP All-in-One to answer calls, automatically or manually: • If you set up the HP All-in-One to answer calls automatically, it answers all incoming calls and receives faxes. The HP All-in-One will not be able to distinguish between fax and voice calls in this case; if you suspect the call is a voice call, you will need to answer it before the HP All-in-One answers the call. To set up the HP All-in-One to answer calls automatically, turn on the Auto Answer setting. • If you set up the HP All-in-One to answer faxes manually, you must be available to respond in person to incoming fax calls or the HP All-in-One cannot receive faxes. To set up the HP All-in-One to answer calls manually, turn off the Auto Answer setting. 7. Run a fax test. If you pick up the phone before the HP All-in-One answers the call and hear fax tones from a sending fax machine, you will need to answer the fax call manually.

Case I: Shared voice/fax line with answering machine If you receive both voice calls and fax calls at the same phone number, and you also have an answering machine that answers voice calls at this phone number, set up the HP All-in-One as described in this section. Figure 4-9 Back view of the HP All-in-One 1 2 3 4 5 6 Telephone wall jack "IN" port on your answering machine "OUT" port on your answering machine Telephone (optional) Answering machine Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port Fax setup 39 Chapter 4 To set up the HP All-in-One with a shared voice/fax line with answering machine 1. Remove the white plug from the port labeled 2-EXT on the back of the HP All-in-One. 2. Unplug your answering machine from the telephone wall jack, and connect it to the port labeled 2-EXT on the back of the HP All-in-One. NOTE: If you do not connect your answering machine directly to the HP All-in-One, fax tones from a sending fax machine might be recorded on your answering machine, and you probably will not be able to receive faxes with the HP All-in-One. 3. Using the phone cord supplied in the box with the HP All-in-One, connect one end to your telephone wall jack, then connect the other end to the port labeled 1-LINE on the back of the HP All-in-One. NOTE: If you do not use the supplied cord to connect from the telephone wall jack to the HP All-in-One, you might not be able to fax successfully. This special phone cord is different from the phone cords you might already have in your home or office.

4. (Optional) If your answering machine does not have a built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "OUT" port. NOTE: If your answering machine does not let you connect an external phone, you can purchase and use a parallel splitter (also known as a coupler) to connect both the answering machine and telephone to the HP All-in-One. You can use standard phone cords for these connections. 5. Turn on the Auto Answer setting. 6. Set your answering machine to answer after a low number of rings. 7. Change the Rings to Answer setting on the HP All-in-One to the maximum number of rings supported by your device.

(The maximum number of rings varies by country/region.) 8. Run a fax test. When the phone rings, your answering machine will answer after the number of rings you have set, and then play your recorded greeting. The HP All-in-One monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the HP All-in-One will emit fax reception tones and receive the fax; if there are no fax tones, the HP All-in-One stops monitoring the line and your answering machine can record a voice message. Case J: Shared voice/fax line with computer dial-up modem and answering machine If you receive both voice calls and fax calls at the same phone number, and you also have a computer dial-up modem and answering machine connected on this phone line, set up the HP All-in-One as described in this section. Since your computer dial-up modem shares the phone line with the HP All-in-One, you will not be able to use both your modem and the HP All-in-One simultaneously. For example, you cannot use the HP All-in-One for faxing if you are using your computer dial-up modem to send an e-mail or access the Internet. 40 Finish setting up the HP All-in-One There are two different ways to set the HP All-in-One with your computer based on the number of phone ports on your computer.

Before you begin, check your computer to see if it has one or two phone ports. • If your computer has only one phone port, you will need to purchase a parallel splitter (also called a coupler), as shown below. (A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a 2-line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back.) Figure 4-10 Example of a parallel splitter • If your computer has two phone ports, set up the HP All-in-One as described below. Figure 4-11 Back view of the HP All-in-One 1 2 3 4 5 6 7 Telephone wall jack "IN" phone port on your computer "OUT" phone port on your computer Telephone (optional) Answering machine Computer with modem Use the phone cord supplied in the box with the HP All-in-One to connect to the "1-LINE" port Fax setup 41 Chapter 4 To set up the HP All-in-One on the same phone line as a computer with two phone ports 1. Remove the white plug from the port labeled 2-EXT on the back of the HP All-in-One. 2. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the port labeled 2-EXT on the back of the HP All-in-One.



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