

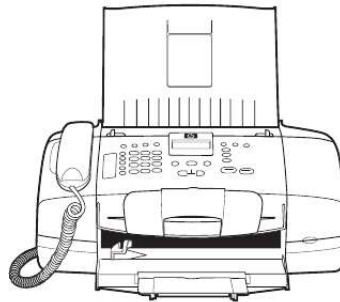


# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET J3680. You'll find the answers to all your questions on the HP OFFICEJET J3680 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 J3680**  
**User guide HP OFFICEJET J3680**  
**Operating instructions HP OFFICEJET J3680**  
**Instructions for use HP OFFICEJET J3680**  
**Instruction manual HP OFFICEJET J3680**

HP Officejet J3500/J3600  
User Guide



[You're reading an excerpt. Click here to read official HP OFFICEJET J3680 user guide](http://yourpdfguides.com/dref/4165749)

<http://yourpdfguides.com/dref/4165749>

**Manual abstract:**

The software also supports Windows accessibility options such as StickyKeys, ToggleKeys, FilterKeys, and MouseKeys. The device doors, buttons, paper trays, and paper guides can be operated by users with limited strength and reach. Support For more details about the accessibility of this product and HP's commitment to product accessibility, visit HP's Web site at [www.hp.com/accessibility](http://www.hp.com/accessibility). For accessibility information for the Mac OS, visit the Apple Web site at [www.apple.com/accessibility](http://www.apple.com/accessibility). Hewlett-Packard Company notices The information contained in this document is subject to change without notice. All rights reserved.

Reproduction, adaptation, or translation of this material is prohibited without prior written permission of Hewlett-Packard, except as allowed under copyright laws. The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein. Acknowledgements Windows and Windows XP are U.S. registered trademarks of Microsoft Corporation. Windows Vista is either a registered trademark or trademark of Microsoft Corporation in the United States and/or other countries. Adobe® and Acrobat® are trademarks of Adobe Systems Incorporated. Safety information Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

1. Read and understand all instructions in the documentation that comes with the device. 2. Use only a grounded electrical outlet when connecting this product 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 line cord, and the line cord cannot be damaged. 8. If the product does not operate normally, see Maintain and troubleshoot. 9. There are no user-serviceable parts inside. Refer servicing to qualified service personnel.

Contents 1 Get started Find other resources for the product .....

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.....9 Understand the device parts.

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10 Front view.....

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*...10 Printing supplies area.....*

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*.....11 Back view..*

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*..11 Control panel buttons and lights...*

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*.12 Connection information....*

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*....13 Use the device Use control panel menus.....*

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*15 Control-panel message types.....*

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*....15 Status messages.*

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*.16 Warning messages....*

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.....16 Use the HP Solution Center (Windows).....

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...17 Use the HP photo and imaging software..

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17 Text and symbols.....

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.....18 Type numbers and text on the control-panel keypad..

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.....19 To enter text.....

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.....19 To enter a space, pause, or symbol.

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.....19 To erase a letter, number, or symbol....

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.....19 Available symbols for dialing fax numbers.....

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.....20 Load originals....

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..23 Set minimum margins.....

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.....24 Load media...

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....24 Load full-size paper.

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..24 Load 10 x 15 cm (4 x 6 inch) photo paper.....

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*.26 Load index cards....*

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*.....27 Load envelopes..*

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*..28 Load other types of paper.....*

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*.28 2 1 Print on special and custom-sized media....*

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*..29 Print on special or custom-sized media (Windows).....*

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*..30 Print on special or custom-sized media (Mac OS).....*

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*...30 Set up speed-dial entries.....*

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*....31 Set up fax numbers as speed-dial entries or groups.*

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*..31 Set up speed-dial entries...*

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*.31 Set up a speed-dial group.....*

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*...31 Print and view a list of speed-dial entries.....*

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*.....32 View a list of speed-dial entries..*

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*..32 3 Print Change print settings.....*

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...33 Change settings from an application for current jobs (Windows).....

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...33 Change default settings for all future jobs (Windows).....

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.....33 Change settings (Mac OS).

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.....34 Print on both sides (duplexing)....

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...34 Guidelines for printing on both sides of a page..

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...34 Perform duplexing.

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.....34 *Cancel a print job.*

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.....35 *Copy Make copies from the control panel...*

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.....37 *Change the copy settings...*

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..37 *Set the number of copies.....*

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.....38 *Set the copy paper size..*

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.....38 *Set the copy paper type....*

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.....38 *Change copy speed or quality.*

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*....44 Scan from a WIA-compliant program.*

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*.....44 Edit a scanned original....*

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*.....44 Edit a scanned photo or graphic.....*

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*....45 Edit a scanned document using optical character recognition (OCR) software.....*

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*.45 Change scan settings....*

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..45 Cancel a scan job.....

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.....45 4 5 2 Contents 6 Fax Send a fax.

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.....47 Send a basic fax...

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47 Send a fax options.....

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*.64 Set the fax speed....*

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*.....64 Fax over the Internet..*

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*65 Test fax setup.....*

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*...65 Use reports.....*

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*66 Print fax confirmation reports.....*

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*....66 Print fax error reports.*

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*67 Print and view the fax log.....*

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.....67 *Cancel a fax.*

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68 *Configure and manage Manage the device....*

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69 *Monitor the device....*

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*69 Administer the device.....*

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*70 7.3 Use device management tools.....*

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*..70 Toolbox (Windows).....*

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*.70 Open the Toolbox....*

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.....71 HP Printer Utility (Mac OS)..  
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.....71 Open the HP Printer Utility.....

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.....71 HP Printer Utility panels...

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*...72 Set up faxing for the device .....*

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*....72 Set up faxing (parallel phone systems).*

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*..73 Choose the correct fax setup for your home or office.....*

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*...73 Select your fax setup case.....*

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*....75 Case A: Separate fax line (no voice calls received).....*

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*..76 Case B: Set up the device with DSL...*

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....77 Case C: Set up the device with a PBX phone system or an ISDN line.....

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.....78 Case D: Fax with a distinctive ring service on the same line..

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.....79 Case E: Shared voice/fax line..

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....80 Case F: Shared voice/fax line with voice mail.....

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.....81 Case G: Fax line shared with computer modem (no voice calls received)....

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.....82 Case H: Shared voice/fax line with computer modem.....

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84 Case I: Shared voice/fax line with answering machine.....

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...88 Case J: Shared voice/fax line with computer modem and answering machine.....

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89 Case K: Shared voice/fax line with computer dial-up modem and voice mail.....

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.95 Configure the device (Windows)...

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.96 Direct connection.....

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...96 Install the software before connecting the device (recommended)..

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...96 Connect the device before installing the software..

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.....97 Share the device on a locally shared network.

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.....97 Configure the device (Mac OS)....

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.....98 Install the software for a direct connection...

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98 Share the device on a locally shared network.....

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.....98 Uninstall and reinstall the software..

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.....99 8 Maintain and troubleshoot Work with print cartridges.

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..103 Supported print cartridges.....

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.....103 Handle the print cartridges..

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...104 Replace the print cartridges.....

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.....104 Align the print cartridges...

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*.108 Clean the print cartridges....*

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*...109 Clean the print cartridge contacts.....*

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*...110 Clean the area around the ink nozzles..*

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*.....112 Store print cartridges.....*

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*.115 Clean the exterior....*

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*.....116 Troubleshooting tips and resources.....*

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*..116 4 Contents Solve printing problems.....*

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*...116 The device shuts down unexpectedly..*

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*.....117 Error message appears on control-panel display...*

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*.....117 The device is not responding (nothing prints)..*

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*117 Device takes a long time to print.....*

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*.118 Blank or partial page printed....*

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*....118 Something on the page is missing or incorrect.*

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.....118 Placement of the text or graphics is wrong.  
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119 Poor print quality and unexpected printouts.....

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119 Poor quality printouts.....

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.....120 Meaningless characters print.

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.120 Ink is smearing.....

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*.....121 Ink is not filling the text or graphics completely.....*

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*.....121 Output is faded or dull colored.*

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*.....121 Colors are printing as black and white.*

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*..122 Wrong colors are printing...*

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....122 Printout shows bleeding colors.....

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...122 Colors do not line up properly.....

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....122 Lines or dots are missing from text or graphics.....

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.....122 Solve paper-feed problems..

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.....123 Media is not supported for the printer or tray..

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*.123 Media is not picked up from the tray....*  
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*.....123 Media is not coming out correctly...*

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*..123 Pages are skewing.....*

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*....123 Multiple pages are being picked up.*  
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*.123 Solve copy problems....*





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*.126 Solve scan problems.....*

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*.126 Scanner did nothing.....*

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*.....126 Scan takes too long...*

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*...126 Part of the document did not scan or text is missing.....*

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*....127 Text cannot be edited.*





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*..144 5 A HP supplies Order printing supplies online...*

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173 7 8 1 Get started This guide provides details about how to use the device and to resolve problems. · · Find other resources for the product Understand the device parts Find other resources for the product You can obtain product information and further troubleshooting resources that are not included in this guide from the following resources: Resource Setup poster Description Provides illustrated setup information. Provides instructions for setting up the device and information about the warranty and safety issues. Provide late-breaking information and troubleshooting tips. Provides tools to align the device, clean print cartridges, print a test page, view ink level of print cartridges, and order supplies online. For more information, see Toolbox (Windows). HP Printer Utility (Mac OS) (Mac OS supported by HP Officejet J3600 only) Contains tools to configure print settings, align the device, clean the print cartridges, view ink level of print cartridges, order supplies online, and find support information from the Web site. For more information, see HP Printer Utility (Mac OS). Control panel Provides status, error, and warning information about operations. Provides information about events that have occurred. Provide the latest printer software, and product and support information. For more information, see Control panel buttons and lights. For more information, see Monitor the device. www.hp.com/support www.hp.com The HP Printer Utility is typically installed with the device software. Location A printed version of the document is provided with the device.

A printed version of the document is provided with the device. Included on the Starter CD. Fax Getting Started Guide Readme file and release notes Toolbox (Microsoft® Windows®) The Toolbox is typically installed with the device software as an available installation option. Logs and reports HP Web sites Get started 9 Chapter 1 (continued) Resource HP telephone support Description Lists information to contact HP. During the warranty period, this support is often free of charge. Provides information about using the software. Location For more information, see Obtain HP telephone support. HP photo and imaging software help For more information, see Use the HP photo and imaging software. Understand the device parts · · · · Front view Printing supplies area Back view Control panel buttons and lights Connection information Front view 1 2 3 4 5 6 7 8 9 Document feeder tray Control panel display Paper guides Control panel Print cartridge door Input tray Tray extender Paper-width guide Document catcher 10 Get started (continued) 10 11 Document catcher extender



Handset Printing supplies area 1 2 Print cartridge door Print cartridges NOTE: The HP Officejet J3500 supports a black print cartridge only. Back view 1 2  
3 4 5 Power connection Rear universal serial bus (USB) port Fax ports (1-LINE and 2-EXT) Rear door Rear door access tab Understand the device parts 11  
Chapter 1 Control panel buttons and lights The following diagram and related table provide a quick reference to the control panel features.  
Label 1 2 3 4 5 6 7 8 Name and Description Speed Dial: Selects a speed dial number. Redial/Pause: Redials the most recently dialed number or inserts a  
3-second pause in a fax number. Lighter / Darker: Lightens or darkens black-and-white faxes being sent. Fax Resolution: Adjusts the resolution for black-and-  
white faxes being sent.



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*On light: Indicates, when lighted, that the device is on.*

*The light blinks when the device is performing a task. Attention light: When blinking, the attention light indicates an error has occurred that requires your attention. Display: View menus and messages. Auto Answer: Switches among the Answer Mode settings. Depending on the setting, the device automatically answers incoming phone calls, requires you to receive the fax manually, or "listens" for fax tones.*

*Flash: Cancels a fax and brings up a dial tone. Also used to answer a call waiting. 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. Fax Menu: Places the device in fax mode and presents the Fax Menu. Press Fax Menu repeatedly to scroll through the options in the Fax Menu. Scan To: Places the device in scan mode and presents the Scan To menu for selecting a scan destination. Copy Menu: Places the device in copy mode and presents the Copy Menu. Press Copy Menu repeatedly to scroll through the options in the Copy Menu.*

*9 10 11 12 13 12 Get started (continued) Label 14 Name and Description Start Black: Starts a black-and-white copy, scan, or fax job. Start Color: Starts a color copy, scan, or fax job (HP Officejet J3600 only.) 15 16 17 18 19 Cancel: Stops a job, exits a menu, or exits settings. Right arrow: Increases values on the display. OK: Selects a menu or a setting on the display. Left arrow: Decrease values on the display. Power: Turns the device on or off. The On light next to the Power button is lit when the device is on. The light blinks while performing a job. When the device 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. 20 21 Keypad: Enter fax numbers, values, or text. One-touch speed dial buttons: Accesses the first ten speed dial numbers. Press a speed dial button once to select the speed dial number presented in the left column. Press the same speed dial button a second time to select the speed dial number in the right column.*

*Connection information Description Recommended number of connected computers for best performance One computer connected with a USB cable to the rear USB 2.0 high-speed port on the device. Up to five computers. The host computer must be turned on at all times, or the other computers cannot print to the device. Supported software features Setup instructions USB connection All features are supported.*

*Follow the setup poster guide for detailed instructions. For Windows, follow the instructions in Share the device on a locally shared network. For Mac OS, follow the instructions in Share the device on a locally shared network. Printer sharing All features resident on the host computer are supported. Only print is supported from the other computers. Understand the device parts 13 Chapter 1 14 Get started 2 Use the device This section contains the following topics: . . .*

*. . . . . Use control panel menus Control-panel message types Change device settings Use the HP Solution Center (Windows) Use the HP photo and imaging software Text and symbols Load originals Select print media Load media Print on special and custom-sized media Set up speed-dial entries Use control panel menus The following sections provide a quick reference to top-level menus that appear on the control-panel display. To display a menu, press the menu button for the function you want to use. . . Scan menu: Presents a list of destinations; for example, HP photo and imaging software. Fax menu: Allows you to enter a fax or speed-dial number, or display the Fax menu. Menu options include: . Modifying resolution . Lightening/darkening . Sending delayed faxes . Setting up new defaults Copy menu: Menu options include: . Selecting copy quantities . Reducing/enlarging . Selecting media type and size . Control-panel message types This section contains the following topics: . . . . Status messages Warning messages Error messages Critical error messages Use the device 15 Chapter 2 Status messages Status messages reflect the current state of the device.*

*They inform you of normal operation and require no action to clear them. They change as the state of the device changes. Whenever the device is ready, not busy, and has no pending warning messages, the status message READY appears if the device is turned on. Warning messages Warning messages inform you of events that require your attention, but they do not prevent the device from operating. An example of a warning message is a low ink warning. These messages appear until you resolve the condition. Error messages Error messages communicate that some action must be performed, such as adding media or clearing a media jam. These messages are usually accompanied by a blinking red Attention light. Take the appropriate action to continue printing. If the error message shows an error code, press the Power button to turn off the device, and then turn it on again.*

*In most situations, this action solves the problem. If the message persists, your device might need service. For more information, see Support and warranty. Critical error messages Critical error messages inform you of a device failure. Some of these messages can be cleared by pressing the Power button to turn off the device, and then turning it on again.*

*If a critical error persists, service is required. For more information, see Support and warranty. Change device settings You can change the device settings from these places: . . From the control panel. From the HP Solution Center (Windows) or HP Device Manager (Mac OS). For more information, see Use the HP photo and imaging software.*

*NOTE: When you are configuring settings in HP Solution Center or in HP Device Manager, you cannot see the settings that have been configured from the control panel (such as the scan settings). To change settings from the control panel 1. At the control panel, press the menu button for the function you are using (for example, Copy Menu). 2. To reach the option that you want to change, use one of the following methods: . Press a control-panel button, and then use the left or right arrow keys to adjust the value. . Select the option from the menu on the control-panel display. 3. Select the value that you want, and then press OK. 16 Use the device To change settings from the HP Solution Center (Windows) See Use the HP photo and imaging software. To change settings from the HP photo and imaging software (Mac OS) 1.*

*Click the HP Device Manager icon in the Dock.*



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2. Select the device in the Devices drop-down menu. 3. On the Information and Settings menu, click an item that you want to change. NOTE: Mac OS is supported by HP Officejet J3600 only. Use the HP Solution Center (Windows) On a Windows computer, the HP Solution Center is the entry point for the HP Photosmart Software. Use the HP Solution Center to change print settings, start the Fax Setup Wizard, order supplies, and access the onscreen Help. The features available in the HP Solution Center vary depending on the devices you have installed. The HP Solution Center is customized to show icons that are associated with the selected device.

If the selected device is not equipped with a particular feature, then the icon for that feature does not appear in the HP Solution Center. 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 Photosmart Software, and then reinstall the software. For more information, see the onscreen Help that came with the device. For information about opening the HP Solution Center, see Use the HP photo and imaging software.

Use the HP photo and imaging software You can use the HP photo and imaging software to access many features that are not available from the control panel. The software is installed on your computer during setup. For further information, see the setup documentation that came with your device. Access to the HP photo and imaging software differs by operating system (OS). For example, if you have a Windows computer, the HP photo and imaging software entry point is the HP Photosmart Software window.

If you have a Macintosh computer, the HP photo and imaging software entry point is the HP Photosmart Studio window. Regardless, Use the HP Solution Center (Windows) 17 Chapter 2 the entry point serves as the launching pad for the HP photo and imaging software and services. To open the HP Photosmart Software on a Windows computer 1. Do one of the following: · On the Windows desktop, double-click the HP Photosmart Software 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 the HP Photosmart Software. 2. If you have more than one HP device installed, select the tab with your product's name. NOTE: On a Windows computer, the features available in the HP Photosmart Software vary depending on the devices you have installed. The software is customized to show icons that are associated with the selected device.

If the selected device is not equipped with a particular feature, then the icon for that feature does not appear in the software. TIP: If the HP Photosmart Software 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 Photosmart Software; then reinstall the software. To open the HP Photosmart Studio software on a Macintosh computer 1. Click the HP Photosmart Studio icon in the Dock. The HP Photosmart Studio window appears. NOTE: Mac OS is supported by HP Officejet J3600 only. 2. In the HP Photosmart Studio task bar, click Devices. The HP Device Manager window appears.

3. Select your device from the Device drop-down menu. From here, you can scan, send faxes, import documents, and perform maintenance procedures such as checking the ink levels for the ink cartridges. NOTE: On a Macintosh computer, the features available in the HP Photosmart Studio software vary depending on the selected device. TIP: When the HP Photosmart Studio software is opened, you can gain access to the Dock menu shortcuts by selecting and holding the mouse button over the HP Photosmart Studio icon in the Dock.

Text and symbols You can use the keypad on the control panel to enter text and symbols. You can also enter symbols from the keypad when you dial a fax or phone number. When the device dials the number, it interprets the symbol and responds accordingly. For example, if you enter a dash in the fax number, the device will pause before dialing the 18 Use the device remainder of the number. A pause is useful if you need to gain access to an outside line before dialing the fax number.

NOTE: If you want to enter a symbol in your fax number, such as a dash, you need to enter the symbol by using the keypad. Type numbers and text on the control-panel keypad You can enter text or symbols by using the keypad on the control panel. After you are done entering text, press OK to store your entry. 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 the right arrow button.

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 (\*), dash (-), ampersand (&), period (.), slash (/), parentheses ( ), apostrophe ('), equals (=), number sign (#), at (@), underscore (\_), plus (+), exclamation (!), semicolon (;), question (?), comma (,), colon (:), percent (%), and approximation (~). To erase a letter, number, or symbol If you make a mistake, press the left arrow button to clear it, and then make the correct entry. Text and symbols 19 Chapter 2 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 phone numbers, and monitor dial entries Fax header name, fax header number, speed-dial names, speeddial numbers, and fax or phone numbers Fax header name, fax header number, speed-dial names, speeddial 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, speeddial numbers, and fax or phone numbers - When auto-dialing, the device enters a pause in the number sequence.



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( ) 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 device 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 + Load originals You can load an original for a copy, fax, or scan job in the automatic document feeder.

Originals that are loaded in the automatic document feeder are automatically fed into the device. CAUTION: In areas of high humidity and temperature; avoid putting photo originals through the automatic document feeder. They could become jammed and damage your photos. TIP: To avoid scratches or other damage to your original photos, place your photo in a transparent photo sleeve before loading. Load an original in the automatic document feeder (ADF) You can copy, scan, or fax a single or multiple-page A4, letter, or legal-size document by placing it in the document feeder tray. The document feeder tray holds a maximum of 20 sheets of letter or A4-size paper or 15 sheets of legal-size paper. 20 Use the device To load an original in the document feeder tray 1. Load your original, with the print side down, into the document feeder tray. Place the pages so that the top edge of the document goes in first. Slide the media into the automatic document feeder until you hear a beep or see a message on the display indicating that the loaded pages were detected.

TIP: For more help on loading originals in the automatic document feeder, refer to the diagram engraved in the document feeder tray. 2. Slide the width guides inward until they stop at the left and right edges of the media. Select print media The device is designed to work well with most types of office media. It is best to test a variety of print media types before buying large quantities. Use HP media for optimum print quality. Visit the HP Web site at [www.hp.com](http://www.hp.com) for more information about HP media. Tips for selecting and using print media For the best results, observe the following guidelines.

Always use media that conforms to the device specifications. For more information, see Understand specifications for supported media. Load only one type of media at a time into a tray. Load media print-side down and aligned against the right and back edges of the tray. For more information, see Load media.

Do not overload the tray. For more information, see Understand specifications for supported media. To prevent jams, poor print quality, and other printing problems, avoid the following media: · Multipart forms · Media that is damaged, curled, or wrinkled · Media with cutouts or perforations · Media that is heavily textured, embossed, or does not accept ink well · Media that is too lightweight or stretches easily Select print media 21 Chapter 2 Cards and envelopes · Avoid envelopes that have a very slick finish, self-stick adhesives, clasps, or windows. Also avoid cards and envelopes with thick, irregular, or curled edges, or areas that are wrinkled, torn, or otherwise damaged. · Use tightly constructed envelopes, and make sure the folds are sharply creased.

· Load envelopes with the flaps facing up. Photo media · Use the Best mode to print photographs. Note that in this mode, printing takes longer and more memory is required from your computer. · Remove each sheet as it prints and set it aside to dry. Allowing wet media to stack up may cause smearing. Transparencies · Insert transparencies with the rough side down and the adhesive strip pointing towards the back of the device. · Use the Normal mode to print transparencies. This mode provides longer drying time and ensures that the ink dries completely before the next page is delivered to the output tray. · Remove each sheet as it prints and set it aside to dry. Allowing wet media to stack up may cause smearing.

Custom-sized media · Use only custom-sized media that is supported by the device. · If your application supports custom-sized media, set the media size in the application before printing the document. If not, set the size in the print driver. You might need to reformat existing documents to print them correctly on custom-sized media. Understand specifications for supported media Use the following tables to determine the correct media to use with your device, and determine what features will work with your media. · Understand supported sizes Understand supported media types and weights Understand supported sizes NOTE: The HP Officejet J3600 supports all media listed in the table below. The HP Officejet J3500 supports paper only. Type Paper Size A4: 210 x 297 mm (8.3 x 11.7 inches) Legal: 216 x 356 mm (8.

5 x 14 inches) B5JIS: 182 x 257 mm (7.2 x 10.1 inches) Envelopes U.S. #10: 105 x 241 mm (4.

13 x 9.5 inches) 22 Use the device (continued) Type Size A2: 111 x 146 mm (4.4 x 5.8 inches) DL: 110 x 220 mm (4.3 x 8.

7 inches) C6: 114 x 162 mm (4.5 x 6.4 inches) Transparency film Letter: 216 x 279 mm (8.5 x 11 inches) A4: 210 x 297 mm Premium photo paper 10 x 15 cm (4 x 6 inches) Letter: 216 x 280 mm (8.5 x 11 inches) A4: 210 x 297 mm Cards Index card: 127 x 203 mm (5 x 8 inches) A4: 210 x 297 mm Labels Letter: 216 x 279 mm (8.5 x 11 inches) A4: 105 x 149 mm Custom 102 x 152 mm up to 216 x 356 mm (4 x 6 inches up to 8.5 x 14 inches) Understand supported media types and weights NOTE: The HP Officejet J3600 supports all media listed in the table below. The HP Officejet J3500 supports plain paper and legal paper only. Type Plain paper Paper weight 16 to 24 lb. (60 to 90 gsm) 20 to 24 lb.

(75 to 90 gsm) up to 110 lb. index (200 gsm) 20 to 24 lb. (75 to 90 gsm) N/A N/A up to 75 lb. (280 gsm) N/A Input tray\* up to 100 (16 lb. paper) up to 100 (16 lb. paper) 20 10 25 up to 20 30 40 Output tray\*\* up to 20 (16 lb. paper) up to 20 (16 lb. paper) 10 10 up to 10 up to 10 20 20 N/A N/A N/A N/A N/A up to 15 Document feeder tray up to 20 Legal paper Cards Envelopes Transparency film Labels 4 x 6 inch photo paper 8.5 x 11 inch photo paper \* Maximum capacity. The input tray has a maximum input stack height capacity of 10 mm.

\*\* Output tray capacity is affected by the type of paper and the amount of ink you are using. HP recommends emptying the output tray frequently. Select print media 23 Chapter 2 Set minimum margins NOTE: The HP Officejet J3500 does not support envelopes and cards. Top (leading edge) U.S.

(Letter, Legal, Executive) ISO (A4, A5) and JIS (B5) Envelopes Cards 1.5 mm (0.06 inches) 1.8 mm (0.07 inches) 3.

2 mm (0.13 inches) 1.0 mm (0.04 inches) Bottom (trailing edge) 12.7 mm (0.50 inches) 12.7 mm (0.50 inches) 3.2 mm (0.13 inches) 12.

7 mm (0.50 inches) Left and Right margins 6.4 mm (0.25 inches) 3.2 mm (0.13 inches) 1.0 mm (0.04 inches) 3.2 mm (0.13 inches) Load media This section describes the procedure for loading different types and sizes of paper into the device for your copies, printouts, or faxes.



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*TIP: To help prevent rips, wrinkles, and curled or bent edges, store all paper flat in a resealable bag. If the paper is not stored properly, extreme changes in temperature and humidity might result in curled paper that does not work well in the device. This section contains the following topics: . . . . Load full-size paper Load 10 x 15 cm (4 x 6 inch) photo paper Load index cards Load envelopes Load other types of paper Load full-size paper You can load many types of letter, A4, or legal paper into the input tray of the device. To load full-size paper 1. Slide the paper-width guide to its outermost position.*

*24 Use the device 2. Flip the tray extender up toward you. NOTE: When you use legal-size paper, leave the tray extender closed. 3. Tap a stack of paper on a flat surface to align the edges, and then check the paper for the following: · Make sure it is free of rips, dust, wrinkles, and curled or bent edges.*

*· Make sure all the paper in the stack is the same size and type. Load media 25 Chapter 2 4. Insert the stack of paper into the input tray with the short edge forward and the print side down. Slide the stack of paper forward until it stops. CAUTION: Make sure that the device is idle and silent when you load paper into the input tray. If it is servicing the print cartridges or otherwise engaged in a task, the paper stop inside the device might not be in place. You could push the paper too far forward, causing the device to eject blank pages. TIP: If you are using letterhead, insert the top of the page first with the print side down.*

*For more help on loading full-size paper and letterhead, refer to the diagram engraved in the base of the input tray. 5.*

*Slide the paper-width guide inward until it stops at the edge of the paper. Do not overload the input tray; make sure the stack of paper fits within the input tray and is no higher than the top of the paper-width guide. Load 10 x 15 cm (4 x 6 inch) photo paper (HP Officejet J3600 only) You can load 10 x 15 cm (4 x 6 inch) photo paper into the input tray of the device. For the best results, use 10 x 15 cm (4 x 6 inch) HP Premium Plus Photo Paper or HP Premium Photo Paper. TIP: To help prevent rips, wrinkles, and curled or bent edges, store all paper flat in a resealable bag. If the paper is not stored properly, extreme changes in temperature and humidity might result in curled paper that does not work well in the device. For best results, set the paper type and paper size before copying or printing. 26 Use the device To load 10 x 15 cm (4 x 6 inch) photo paper with tab in the input tray 1. Remove all paper from the input tray.*

*2.*

*Insert the stack of photo paper into the far-right side of the input tray with the short edge forward and the print side down. Slide the stack of photo paper forward until it stops. Load the photo paper so that the tabs are closest to you. TIP: For more help on loading small-size photo paper, refer to the guides engraved in the base of the input tray for loading photo paper. 3.*

*Slide the paper-width guide inward against the photo paper until it stops. Do not overload the input tray; make sure the stack of paper fits within the input tray and is no higher than the top of the paper-width guide. Load index cards (HP Officejet J3600 only) You can load index cards into the input tray of the device to print notes, recipes, and other text. For best results, set the paper type and paper size before copying or printing. To load index cards in the input tray 1.*

*Remove all paper from the input tray. 2. Insert the stack of cards, print side down, into the far-right side of the input tray. Slide the stack of cards forward until it stops. 3. Slide the paper-width guide inward against the stack of cards until it stops. Do not overload the input tray; make sure the stack of cards fits within the input tray and is no higher than the top of the paper-width guide. Load media 27 Chapter 2 Load envelopes (HP Officejet J3600 only) You can load one or more envelopes into the input tray of the device. Do not use shiny or embossed envelopes or envelopes that have clasps or windows. NOTE: For specific details on how to format text for printing on envelopes, consult the help files in your word processing software.*

*For best results, consider using a label for the return address on envelopes. To load envelopes 1. Remove all paper from the input tray. 2. Insert one or more envelopes into the far-right side of the input tray with the envelope flaps up and on the left. Slide the stack of envelopes forward until it stops. TIP: For more help on loading envelopes, refer to the diagram engraved in the base of the input tray. 3. Slide the paper-width guide inward against the stack of envelopes until it stops. Do not overload the input tray; make sure the stack of envelopes fits within the input tray and is not higher than the top of the paper-width guide. Load other types of paper (HP Officejet J3600 only) The following papers require extra attention to load them properly. NOTE: Not all paper sizes and paper types are available with all the functions on the device. Some paper sizes and paper types can only be used if you are starting a print job from the Print dialog box in a software application. They are not available for copying or faxing. Papers that are only available for printing from a software application are indicated as such.*

*28 Use the device HP Premium Inkjet Transparency Film and HP Premium Plus Inkjet Transparency Film Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and is going into the input tray first. NOTE: The device cannot automatically detect the paper size or paper type. For best results, set the paper type to transparency film before printing or copying onto transparency film. HP Iron-On Transfers (for printing only) 1. Flatten the transfer sheet completely before using it; do not load curled sheets.*

*TIP: To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them. 2. Locate the blue stripe on the nonprinting side of the transfer paper and then manually feed one sheet at a time into the input tray with the blue stripe facing up. HP Greeting Cards, HP Photo Greeting Cards, or HP Textured Greeting Cards (for printing only) Insert a small stack of HP greeting card paper into the input tray with the print side down; slide the stack of cards forward until it stops. TIP: Make sure the area on which you want to print is inserted first, facing down in the input tray. HP Inkjet labels (for printing only) 1. Always use letter or A4 label sheets designed for use with HP inkjet devices (such as HP inkjet labels), and make sure that the labels are no more than two years old. Labels on older sheets might peel off when the paper is pulled through the device, causing subsequent paper jams. 2. Fan the stack of labels to make sure none of the pages are sticking together.*

*3. Place a stack of label sheets on top of full-size plain paper in the input tray, label side down.*



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Do not insert labels one sheet at a time. For best results, set the paper type and paper size before copying or printing. Related topics *Tips for selecting and using print media* *Print on special and custom-sized media (HP Officejet J3600 only)* · *Print on special or custom-sized media (Windows)* *Print on special or custom-sized media (Mac OS)* *Print on special and custom-sized media 29 Chapter 2* *Print on special or custom-sized media (Windows)* *To print on special or custom-sized media 1. Load the appropriate media. For more information, see Load media. 2. With a document open, click Print on the File menu, and then click Setup, Properties, or Preferences. 3.*

*Click the Paper/Features tab. 4. Select the media size from the Size is drop-down list. To set a custom media size: a. Click the Custom button.*

*b. Type a name for the new custom size. c. In the Width and Height boxes, type the dimensions, and then click Save. d.*

*Click OK twice to close the properties or preferences dialog box. Open the dialog box again. e. Select the new custom size. 5. To select the media type: a.*

*Click More in the Type is drop-down list. b. Click the desired media type, and then click OK. 6.*

*Change any other settings, and then click OK. 7. Print your document. Print on special or custom-sized media (Mac OS) To print on special or custom-sized media 1. Load the appropriate media. For more information, see Load media. 2. On the File menu, click Page Setup. 3. Select the media size.*

*4. To set a custom media size: a. Click Manage Custom Sizes in the Paper Size pull-down menu. b. Click New and type a name for the size in the Paper Size Name box.*

*c. In the Width and Height boxes, type the dimensions and set the margins, if desired. d. Click Done or OK, and then click Save. 5.*

*On the File menu, click Page Setup, and then select the new custom size. 6. Click OK. 7. On the File menu, click Print. 8. Open the Paper Handling panel. 9. Under Destination Paper Size, click the Scale to fit paper size tab, and then select the customized paper size. 10.*

*Change any other desired settings, and then click OK or Print. 30 Use the device Set up speed-dial entries You can set up frequently used fax numbers as speed-dial entries. This lets you dial those numbers quickly by using the control panel. The first five entries for each of these destinations are associated with the five speed-dial buttons on the control panel. Set up fax numbers as speed-dial entries or groups You can store fax numbers or groups of fax numbers as speed-dial entries. Speed-dial entries 1 through 5 are associated with the corresponding five speed-dial buttons on the control panel. For information about printing a list of the speed-dial entries that are set up, see Print and view a list of speed-dial entries. Set up speed-dial entries · HP Photosmart Software (Windows): Open the HP Photosmart Software and follow the instructions in the onscreen Help. · HP Device Manager (Mac OS): Launch HP Device Manager, click Information and Settings, and then select Fax Speed Dial Settings from the drop-down list. · Control panel: Press Setup, and then select the Speed Dial Setup option.*

*· To add or change an entry: Select Individual Speed Dial or Group Speed Dial and press the arrow keys to move to an unused entry number, or type a number on the keypad. Type the fax number, and then press OK. Include any pauses or other required numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix. Type the name, and then press OK. · To delete one entry or all entries: Select Delete Speed Dial, press the arrow keys to highlight the speed-dial entry that you want to delete, and then press OK.*

*Set up a speed-dial group If you send information to the same group of fax numbers on a regular basis, you can set up a speed-dial entry for a group in order to simplify the task. The speed-dial entry for a group can be associated with a speed-dial button on the control panel. Set up speed-dial entries 31 Chapter 2 A group member must be a member of the speed-dial list before you can add the member to a speed-dial group. You can add up to 20 fax numbers to each group (with up to 50 characters for each fax number). · · HP Photosmart Software (Windows): Open the HP Photosmart Software and follow the instructions in the onscreen Help.*

*HP Device Manager (Mac OS): Launch HP Device Manager, click Information and Settings, and then select Fax Speed Dial Settings from the drop-down list.*

*Control panel: Press the Setup button, and then select the Speed Dial Setup option. · To add a group: Select Group Speed Dial, select an unassigned speed-dial entry, and then press OK. Use the arrow keys to highlight a speed-dial entry, and then press OK to select it (a check mark appears next to the speed-dial entry). Repeat this step to add additional speed-dial entries to this group. When finished, select the Done Selecting option, and then press OK. Use the onscreen keyboard to enter a group speed-dial name, and then select Done. · To add entries to a group: Select Group Speed Dial, select the group speed-dial entry that you want to change, and then press OK. Use the arrow keys to highlight a speed-dial entry, and then press OK to select it (a check mark appears next to the speed-dial entry). Repeat this step to add additional speed-dial entries to this group.*

*When finished, select the Done Selecting option, and then press OK. Select Done at the Group Name screen. · To delete an entry from a group: Select Group Speed Dial, select the group speed-dial entry that you want to change, and then press OK. Use the arrow keys to highlight a speed-dial entry, and then press OK to select it (the check mark is removed from the speed-dial entry). Repeat this step to remove additional speed-dial entries from this group. When finished, select the Done Selecting option, and then press OK. Select Done at the Group Name screen. · To delete a group: Select Delete Speed Dial, press the arrow keys to highlight the speed-dial entry that you want to delete, and then press OK. Print and view a list of speed-dial entries You can print or view a list of all of the speed-dial entries that have been set up. Each entry in the list contains the following information: · · · Speed-dial number (the first five entries correspond to the five speed-dial buttons on the control panel) Name associated with the fax number or group of fax numbers For the fax speed-dial list, the fax number (or all of the fax numbers for a group) View a list of speed-dial entries · HP Device Manager (Mac OS): Launch HP Device Manager, click Information and Settings, and then select Fax Speed Dial Settings from the drop-down list.*

*· HP Photosmart Software (Windows): Open the HP Photosmart Software and follow the instructions in the onscreen Help. 32 Use the device 3 Print This section contains the following topics: · · · Change print settings Print on both sides (duplexing) Cancel a print job Change print settings You can change print settings (such as paper size or type) from an application or the printer driver.*



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Place the pages so that the top edge of the document goes in first. 3. In the Copy area, press Copy Menu repeatedly until Number of Copies appears.

4. Press or use the keypad to enter the number of copies, up to the maximum. (The maximum number of copies varies by model.) TIP: If you hold down either of the arrow buttons, the number of copies changes by increments of 5 to make it easier to set a large number of copies. 5. Press START COPY Black or START COPY Color. Set the copy paper size You can set the paper size on the device. The paper size you select should match what is loaded in your input tray. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. To set the paper size from the control panel 1.

In the Copy area, press Copy Menu repeatedly until Copy Paper Size appears. 2. Press until the appropriate paper size appears. 3. Press START COPY Black or START COPY Color.

Set the copy paper type You can set the paper type on the device. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. 38 Copy To set the paper type for copies from the control panel 1. In the Copy area, press Copy Menu repeatedly until Paper Type appears. 2.

Press until the appropriate paper type appears. 3. Press START COPY Black or START COPY Color. Refer to the following table to determine which paper type setting to choose based on the paper loaded in the input tray. Paper type Copier paper or letterhead HP Bright White Paper HP Premium Plus Photo Paper, Glossy HP Premium Plus Photo Paper, Matte HP Premium Plus 10 x 15 cm (4 x 6 inch) Photo Paper HP Premium or Premium Plus Inkjet Transparency Film Other transparency film Plain Hagaki Glossy Hagaki L (Japan only) Control panel setting Plain Paper Plain Paper Premium Photo Premium Photo Premium Photo Transparency Transparency Plain Paper Premium photo Premium Photo Change copy speed or quality The device provides three options that affect copy speed and quality: · Best produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. Best copies slower than the other quality settings. Normal delivers high-quality output and is the recommended setting for most of your copying. Normal copies faster than Best and is the default setting. Fast copies faster than the Normal setting. The text is comparable to the quality of the Normal setting, but the graphics might be lower quality.

The Fast setting uses less ink and extends the life of your print cartridges. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. To change the copy quality from the control panel 1. Make sure you have paper loaded in the input tray. 2. Load your original print side down in the document feeder tray. Place the pages so that the top edge of the document goes in first. 3. In the Copy area, press Quality until the appropriate quality setting is lit. 4.

Press START COPY Black or START COPY Color. · Change copy speed or quality 39 Chapter 4 Resize an original to fit onto letter or A4 paper If the image or text on your original fills the entire sheet with no margins, use Fit to Page or Full Page 91% to reduce your original and prevent unwanted cropping of the text or images at the edges of the sheet. TIP: You can also use Fit to Page to enlarge a small photo to fit within the printable area of a full-size page. In order to do this without changing the proportions of the original or cropping the edges, the device might leave an uneven amount of white space around the edges of the paper. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only.

To resize a document from the control panel 1. Make sure you have paper loaded in the input tray. 2. Load your original print side down in the document feeder tray. Place the pages so that the top edge of the document goes in first.

3. In the Copy area, press the Reduce/Enlarge button. 4. Press until Full Page 91% appears. 5. Press START COPY Black or START COPY Color. Copy a legal-size document onto letter paper You can use the Legal > Ltr 72% setting to reduce a copy of a legal-size document to a size that fits onto letter paper. NOTE: The percentage in the example, Legal > Ltr 72%, might not match the percentage that appears in the display. 40 Copy NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. To copy a legal-size document onto letter paper from the control panel 1.

Make sure you have paper loaded in the input tray. 2. Load your legal-size document print side down in the document feeder tray. Place the page in the document feeder tray so that the top edge of the document goes in first. 3. In the Copy area, press the Reduce / Enlarge button. 4. Press until Legal > Ltr 72% appears. 5. Press START COPY Black or START COPY Color.

Adjust the lightness and darkness of your copy You can use the Lighter / Darker option to adjust the contrast of the copies you make. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. To adjust the copy contrast from the control panel 1. Make sure you have paper loaded in the input tray. 2.

Load your original print side down in the document feeder tray. Place the pages so that the top edge of the document goes in first. 3. In the Copy area, press Copy Menu repeatedly until Lighter / Darker appears. 4.

Do one of the following: · Press to darken the copy. · Press to lighten the copy. 5. Press START COPY Black or START COPY Color. Enhance blurred areas of your copy You can use the Enhancements feature to adjust the quality of text documents by sharpening edges of black text or adjust photographs by enhancing light colors that might otherwise appear white. Adjust the lightness and darkness of your copy 41 Chapter 4 The Mixed enhancement is the default option. Use the Mixed enhancement to sharpen edges of most originals. NOTE: The HP Officejet J3500 supports black and white copies on plain paper only. To copy a blurred document from the control panel 1. Make sure you have paper loaded in the input tray.

2. Load your original print side down in the document feeder tray. TIP: To avoid scratches or other damage to your original photos, place your photo in a transparent photo sleeve before loading. 3. In the Copy area, press Copy Menu repeatedly until Enhancements appears. 4. Press until the Text setting appears. 5. Press START COPY Black or START COPY Color. If any of the following occur, turn off Text enhancement by selecting Photo or None: · · · · Stray dots of color surround some text on your copies Large, black typefaces look splotchy (not smooth) Thin, colored objects or lines contain black sections Horizontal grainy or white bands appear in light- to medium-gray areas Enhance light areas of your copy You can use Photo enhancements to enhance light colors that might otherwise appear white.

You can also use Photo enhancements to eliminate or reduce any of the following that might occur when copying with Text enhancements: · · · · Stray dots of color surround some text on your copies Large, black typefaces look splotchy (not smooth) Thin, colored objects or lines contain black sections Horizontal grainy or white bands appear in light- to medium-gray areas NOTE: The HP Officejet J3500 supports black and white copies on plain paper only.



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