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You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET PRO 6230. You'll find the answers to all your questions on the HP OFFICEJET PRO 6230 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 PRO 6230
User guide HP OFFICEJET PRO 6230
Operating instructions HP OFFICEJET PRO 6230
Instructions for use HP OFFICEJET PRO 6230
Instruction manual HP OFFICEJET PRO 6230

User Guide



HP Officejet Pro 6230



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Manual abstract:

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, registered in the U.S. and other countries. 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 printer. 2. Observe all warnings and instructions marked on the product. 3. Unplug this product from wall outlets before cleaning.

4. Do not install or use this product near water, or when you are wet. 5. Install the product securely on a stable surface. 6. 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. 7. If the product does not operate normally, see Solve a problem. 8. There are no user-serviceable parts inside.

Refer servicing to qualified service personnel. Table of contents 1 How do I?

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96 viii ENWW Index

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The printer doors, buttons, paper trays, and paper-width guides can be operated by users with limited strength and reach. Support For more details about the accessibility of this printer and HP's commitment to product accessibility, visit HP's website at www.hp.com/accessibility. For accessibility information for Mac OS X, visit the Apple website at www.apple.com/accessibility. HP EcoSolutions (HP and the Environment) Hewlett-Packard is committed to helping you optimize your environmental footprint and empowering you to print responsibly—at home or in the office. For more detailed information about environmental guidelines that HP follows during the manufacturing process, see Environmental product stewardship program. For more information about HP's environmental initiatives, visit www.hp.com/ecosolutions.

2 Chapter 2 Get started ENWW □ □ Manage Power Optimize Printing Supplies Manage Power To conserve electricity, the printer comes with the following features: Sleep mode Power usage is reduced while in Sleep mode. The printer goes into low-power mode after 5 minutes of inactivity.



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To change the time to Sleep mode: 1.

2. 3. 4. Auto-Off Auto-Off is automatically enabled by default when you turn on the printer. When Auto-Off is enabled, the printer will automatically turn off after 8 hours of inactivity to help reduce energy use.

Auto-Off turns the printer off completely, so you must use the Power button to turn the printer back on. For printer models with wireless or Ethernet network capability, Auto-Off is automatically disabled when the printer establishes a wireless or Ethernet network connection. Even when Auto-Off is disabled, the printer enters Sleep mode after 5 minutes of inactivity to help reduce energy use. 1. 2. 3. 4. Open the embedded web server (EWS). For more information, see Open the embedded web server. Click the Settings tab.

In the Power Management section, click Auto Off and select the desired option. Click Apply. Always turn the printer off properly, using either Auto-Off or (the Power button). Open the embedded web server (EWS). For more information, see Open the embedded web server. Click the Settings tab. In the Power Management section, click Energy Save Mode and select the desired option. Click Apply. CAUTION: If you improperly turn the printer off, the print carriage might not return to the correct position, causing problems with the ink cartridges and print quality issues. NOTE: The printer's Sleep Mode and Auto-Off features are temporarily not available if one or more of the ink cartridges are missing.

After the cartridge is reinstalled, these features resume. Optimize Printing Supplies To optimize printing supplies such as ink and paper, try the following: □ □ □ Recycle used original HP ink cartridges through HP Planet Partners. For more information, visit www.hp.com/recycle.

Optimize paper usage by printing on both sides of the paper. Save ink and paper when printing web content with HP Smart Print. For more information, visit www.hp.com/go/smartprint.

ENWW HP EcoSolutions (HP and the Environment) 3 □ □ Change the print quality in the printer driver to a draft setting. The draft setting uses less ink. Do not clean the printhead unnecessarily. Doing so wastes ink and shortens the life of the cartridges. Understand the printer parts This section contains the following topics: □ □ □ Front view Printing supplies area Back view Front view 1 2 3 4 5 6 7 Ink cartridge access door Control panel Output tray extender Paper-width guides Input tray Output tray Power button 4 Chapter 2 Get started ENWW Printing supplies area 1 2 Printhead Ink cartridges NOTE: Ink cartridges should be kept in the printer to prevent possible print quality issues or printhead damage. Avoid removing supplies for extended periods of time. Do not turn the printer off when a cartridge is missing. Back view 1 2 3 Universal serial bus (USB) port Ethernet network port Power input Use the printer control panel This section contains the following topics: □ □ Overview of buttons and lights Control panel lights reference ENWW Use the printer control panel 5 Overview of buttons and lights The following diagram and related table provides a quick reference to the printer control panel features. Label Name and Description Power button Turns the printer on or off. It is dimmed when the printer is in sleep mode.

Paper Size Selection button and lights Use the (Paper Size Selection) button to select the paper size you have loaded in the input tray. Each time you press the button, the light will move downwards to the next light, selecting the paper size corresponding with the light. At the bottom light, pressing the button selects the top light and its corresponding paper size. Ink cartridge lights Provide information about the printhead and ink cartridges, such as the status of estimated ink levels and problems with the cartridges or printhead. HP ePrint button and light Turns HP ePrint on or off, and indicates the connection to Web Services, including HP ePrint. Wireless button and light Turns the wireless feature on or off and indicates the status of the printer's wireless connection. Press the (Wireless) button and the (Information) button together to print the network configuration page and the wireless network test report. HP wireless direct button and light Turns HP wireless direct on or off. Information button Prints an information page focused on connectivity and Web Services, information, and help. This button can also be used along with other buttons to print more detailed information about specific functions in the printer. Resume button and light Resumes a job after a disruption (for example, after loading paper or clearing a paper jam). Cancel button Cancels a print job or maintenance procedure that is in progress. For more information about the lights' patterns and status, see Control panel lights reference. Control panel lights reference The control panel lights indicate status and are useful for diagnosing printing problems. This section contains information about the lights, what they indicate, and what action to take if necessary.

6 Chapter 2 Get started ENWW The HP printer software also provides information about the printer's status and possible printing problems. For more information, visit the HP website www.hp.com/support for the latest troubleshooting information, product fixes, and updates. This website provides information and utilities that can help you correct many common printer problems.

The Power button □ The following table provides information on the button's different light patterns. Table 2-1 Power button Light description/Light pattern Explanation and recommended action All lights are off. The printer is off. □ □ Connect the power cable. Press the (Power) button. The Power light is on. The printer is ready. No action is required. The Power light blinks. The printer is turning on or off, or is processing a print job.

□ No action is required. The printer is pausing for the ink to dry. □ Wait for the ink to dry. ENWW Use the printer control panel 7 The Power button and Resume button. □ The following table provides information on the buttons' different light patterns. Table 2-2 Power button and Resume button Light description/Light pattern Explanation and recommended action The Power light and the Resume light blink. One of the following problems might have occurred. 1. Print media is jammed in the printer. □ Locate and clear the jam.

For more information, see Clear paper jams. Press the 2. (Resume) button to continue printing. The printer carriage has stalled. □ □ □ Open the ink cartridge access door and remove any obstructions (such as jammed paper).

Press the (Resume) button to continue printing. If the error persists, turn the printer off, and then on again. (Cancel) button. To cancel the print job, press the The Power light is on and the Resume light blinks. One of the following problems might have occurred.

1. The printer is out of paper. □ 2. Load paper and press the (Resume) button to continue printing.



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There is a paper mismatch. This occurs when paper loaded in the input tray does not match the paper size setting on the printer control panel, and in the printer driver or on your mobile device. Do one of these: □ Change the paper. 8 Chapter 2 Get started ENWW Table 2-2 Power button and Resume button (continued) Light description/Light pattern Explanation and recommended action a. b. □ a.

b. Load paper that matches the paper size setting on the printer control panel, and in the printer driver or on your mobile device. Press the (Resume) button to continue printing. Change the paper size setting if you have loaded the desired paper. Press the (Cancel) button to cancel printing. Ensure the paper size setting on the printer control panel, and in the printer driver or on your mobile device matches the paper loaded. For information on changing paper size, see Set the paper size for the printer. Print your document again. c. The Power light and the Resume light are on.

A door or cover is not closed completely. □ Make sure all doors and covers are completely closed. (Cancel) button. To cancel the print job, press the The Power button and ink cartridge lights □ The following table provides information on the buttons' different light patterns. Table 2-3 Power button and ink cartridge lights Light description/Light pattern Explanation and recommended action The Power light is on and the ink cartridge lights blink one after the other, from left to right.

ENWW Use the printer control panel 9 Table 2-3 Power button and ink cartridge lights (continued) Light description/Light pattern Explanation and recommended action The printhead is missing or faulty. □ □ Turn off the printer, and then turn it on again. If the error persists, contact HP support for service or replacement. The Power light is on and one or more of the ink cartridge lights blink. One or more of the ink cartridges need attention or are faulty, incorrect, missing, damaged, or incompatible.

□ □ Ensure the indicated ink cartridge is properly installed, and then try to print. Remove and reinsert the ink cartridge a few times if necessary. If the error persists, replace the indicated ink cartridge. For more information, you can also refer to the help message in the HP printer software. The Power light and one or more of the ink cartridge lights are on. 10 Chapter 2 Get started ENWW Table 2-3 Power button and ink cartridge lights (continued) Light description/Light pattern Explanation and recommended action One or more of the ink cartridges are low on ink. NOTE: Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. The Power light is on, one or more of the ink cartridge lights are on, and the Resume light blinks.

One of the following might occur. Refer to the help message in the HP printer software for more information. 1. One or more of the ink cartridges are very low on ink. Press the (Resume) button to continue using the existing cartridges. NOTE: Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. 2. One or more of the ink cartridges are counterfeit or not new.

NOTE: HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty. If you believe you purchased Original HP ink cartridges, go to www.hp.com/go/anticounterfeit.

3. A supply secure upgrade is detected. Press the (Resume) button to upgrade the printer supply. If the Resume light turns off and one or more of the ink cartridge lights blink after the upgrade, the upgrade was not successful. The Power light, the Resume light, and all of the ink cartridge lights blink.

A non-recoverable error has occurred. Unplug the power cord, and then plug the power cord back in, and try printing. ENWW Use the printer control panel 11 The HP ePrint button □ The following table provides information on the button's different light patterns. Table 2-4 HP ePrint button Light description/Light pattern Explanation and recommended action The HP ePrint light is off. One of the following problems might have occurred. 1. HP ePrint has not been set up. To set up HP ePrint, press the information page that prints. 2. HP ePrint has been set up but has been turned off.

To turn on HP ePrint, press the (HP ePrint) button. (HP ePrint) button, and then follow the instructions on the HP ePrint might have been disabled in the EWS. 3. HP ePrint has been set up but has been turned off because the printer has not been updated. If a mandatory update for the printer is available but has not been installed, HP ePrint is turned off. To update the printer, press the (HP ePrint) button and the (Information) button together, and then follow the instructions on the page that prints. 4. HP ePrint has been disabled by the IT administrator. For more information, press the (HP ePrint) button and the (Information) button together, and then follow the instructions on the page that prints; or contact the IT administrator or the person who set up the printer.

The HP ePrint light is on.

If you press the (HP ePrint) button and the (Information) button together, the printer prints an information page that includes the email address you will use for printing documents using HP ePrint. 12 Chapter 2 Get started ENWW Table 2-4 HP ePrint button (continued) Light description/Light pattern Explanation and recommended action To turn off HP ePrint, press the The HP ePrint light blinks. (HP ePrint) button. The HP ePrint light turns off. HP ePrint is turned on, but the printer is not connected to the Web Services server.

The light also blinks while checking the status of the connection. For more information, press the (HP ePrint) button and the (Information) button together, and then follow the instructions on the page that prints. The Wireless button □ The following table provides information on the button's different light patterns. Table 2-5 Wireless button Light description/Light pattern Explanation and recommended action The Wireless light is off. The wireless capability of the printer is turned off.

NOTE: Make sure that an Ethernet cable is not connected to the printer. Connecting an Ethernet cable turns off the printer wireless capability. The Wireless light is on but blinking. ENWW Use the printer control panel 13 Table 2-5 Wireless button (continued) Light description/Light pattern Explanation and recommended action The wireless capability of the printer is turned on, and the printer is either not connected to a network or trying to connect to a network.



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The Wireless light is on and solid. The wireless capability of the printer is turned on and the printer is connected to a network. If the printer is connected to a network, you can print a network configuration page to view the network settings for the printer and a list of networks detected by your printer. Press the (Wireless) button and the (Information) button together to print the network configuration page and the wireless network test report. The HP wireless direct button □ The following table provides information on the button's different light patterns. Table 2-6 HP wireless direct button Light description/Light pattern Explanation and recommended action The HP wireless direct light is off.

The HP wireless direct capability of the printer is turned off. The HP wireless direct light is on but blinking. The HP wireless direct capability of the printer is turning on or off. The HP wireless direct light is on and solid. 14 Chapter 2 Get started ENWW Table 2-6 HP wireless direct button (continued) Light description/Light pattern Explanation and recommended action The HP wireless direct capability of the printer is turned on. If you press the (HP wireless direct) button and the (Information) button together, the printer prints the HP Wireless Direct Guide. The guide provides step-by-step instructions to use HP wireless direct. It includes the HP wireless direct network name and password along with instructions on how to connect mobile devices, how to print the page again, and how to customize the HP wireless direct settings. The Paper Size Selection button and lights □ The following table provides information on the button's different light patterns. Table 2-7 Paper Size Selection button and lights Light description/Light pattern Explanation and recommended action One of the Paper Size Selection lights is on.

The paper size selection light that is lit indicates the current paper size setting selected. If you have loaded a different paper size, set the paper size on the printer to match (see Set the paper size for the printer). For better printing experience, be sure to load paper that matches the paper settings of the printer. One of the Paper Size Selection lights is blinking. This occurs when you pull out the input tray.

The Paper Size Selection light that is blinking indicates the paper size currently set for the printer. □ □ If you have loaded a different standard paper size, choose the appropriate paper size by pressing the button until the light matches the loaded paper size. Once you are done checking paper or loading the correct paper, close the tray properly. The light will stop blinking and become solid. If you have loaded a different paper size, set the paper size in the printer to match (see Set the paper size for the printer).

ENWW Use the printer control panel 15 Table 2-7 Paper Size Selection button and lights (continued) Light description/Light pattern Explanation and recommended action □ □ If you press the button once when the light is blinking, blinking will also stop and the light will become solid. For more information, see the earlier case when one of the Paper Size Selection lights is on. All Paper Size Selection lights are off. This occurs when you select a paper size from a software application or embedded web server (EWS) that is not one of the sizes on the printer control panel. Be sure to load paper that matches the paper settings you have selected, and then close the input tray properly. All Paper Size Selection lights are blinking. This occurs when you pull out the input tray after selecting a paper size from a software application or EWS that is not one of the sizes on the printer control panel. The lights stop blinking when you close the tray or press the selection button once. If you are loading paper of a size that is available on the control panel, use the selection button to select the size of the paper loaded (see Set the paper size for the printer). Otherwise, load paper that matches the paper settings you have selected, and then close the input tray properly.

The Paper Size Selection lights are cycling or blinking in sequence one after another from top to bottom (for about 10 seconds). NOTE: This section is only applicable to newer versions of iOS and OS X devices. When you connect your Apple mobile device to your printer, the paper size selection lights blink in sequence for about 10 seconds, and then stop. The blinking lights confirm that your mobile device is connected to the correct printer. If you press the selection button once, the lights will stop blinking. Paper basics The printer is designed to work well with most types of office paper. It is best to test a variety of print paper types before buying large quantities. Use HP paper for optimum print quality. Visit the HP website at www.hp.com for more information about HP paper. 16 Chapter 2 Get started ENWW HP recommends plain papers with the ColorLok logo for printing everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and that dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. This section contains the following topics: □ □ □ Recommended papers for printing Order HP paper supplies Tips for selecting and using paper Recommended papers for printing If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing.

Depending on your country/region, some of these papers might not be available. Photo printing □ HP Premium Plus Photo Paper HP Premium Plus Photo Paper is HP's highest-quality photo paper for your best photos. With HP Premium Plus Photo Paper, you can print beautiful photos that are instant-dry so you can share them right off the printer. It is available in several sizes, including A4, 8.5 x 11 inches, 4 x 6 inches (10 x 15 cm), 5 x 7 inches (13 x 18 cm), and 11 x 17 inches (A3), and in two finishes glossy or soft gloss (semi-gloss).

Ideal for framing, displaying, or gifting your best photos and special photo projects. HP Premium Plus Photo Paper delivers exceptional results with professional quality and durability. □ HP Advanced Photo Paper This thick photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store-processed photo. It is available in several sizes, including A4, 8.5 x 11 inches, 10 x 15 cm (4 x 6 inches), 13 x 18 cm (5 x 7 inches), and two finishes – glossy or soft-gloss (satin matte). It is acid-free for longer lasting documents. □ HP Everyday Photo Paper Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable photo paper dries quickly for easy handling.



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Get sharp, crisp images when you use this paper with any inkjet printer. It is available in glossy finish in several sizes, including A4, 8.5 x 11 inches, and 10 x 15 cm (4 x 6 inches). It is acid-free for longer lasting documents. □ HP Photo Value Packs HP Photo Value Packs conveniently package original HP ink cartridges and HP Advanced Photo Paper to save you time and take the guesswork out of printing affordable, lab-quality photos with your HP printer.

Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation's worth of photos or multiple prints to share. ENWW Paper basics 17 Business documents □ HP Premium Presentation Paper 120g Matte This paper is a heavy two-sided matte paper perfect for presentation, proposals, reports, and newsletters. It is heavyweight for an impressive look and feel. □ HP Brochure Paper 180g Glossy or HP Professional Paper 180 Glossy These papers are glossy-coated on both sides for two-sided use.

They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. □ HP Brochure Paper 180g Matte or HP Professional Paper 180 Matt These papers are matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. Everyday printing All the papers listed for everyday printing feature ColorLok Technology for less smearing, bolder blacks, and vivid colors. □ HP Bright

White Inkjet Paper HP Bright White Inkjet Paper delivers high-contrast colors and sharp text.

It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. □ HP Printing Paper HP Printing Paper is a high-quality multifunction paper. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It is acid-free for longer lasting documents. □ HP Office Paper HP Office Paper is a high-quality multifunction paper.

It is suitable for copies, drafts, memos, and other everyday documents. It is acid-free for longer lasting documents. □ HP Office Recycled Paper HP Office Recycled Paper is a high-quality multifunction paper made with 30% recycled fiber. Order HP paper supplies The printer is designed to work well with most types of office paper. Use HP paper for optimum print quality. To order HP papers and other supplies, go to www.hp.com. At this time, some portions of the HP website are available in English only. HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents.

All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks and dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. Tips for selecting and using paper For the best results, observe the following guidelines. 18 Chapter 2 Get started ENWW □ □ □ □ Load only one type of paper at a time into a tray. When loading the tray, make sure the paper is loaded correctly. Do not overload the tray. To prevent jams, poor print quality, and other printing problems, avoid loading the following paper in the tray: □ □ □ □ □ 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 Media that contains staples or clips For more information on loading paper, see Load paper. Load paper To load standard paper 1. Lift the output tray. 2. Pull out the input tray to extend it. NOTE: To load legal-size paper, slide the grey latch (on the front left of the input tray) to the right, and lower the front of the tray. ENWW Load paper 19 3. When you pull out the input tray, one or all the Paper Size Selection lights will blink (see Control panel lights reference for printer lights behaviors). If you are loading a different sized paper, change the paper size for the printer, see Set the paper size for the printer.

4. 5. Slide the paper-width guides out as far as possible. Insert the paper print-side down in the center of the tray. Ensure that the stack of paper is aligned with the appropriate paper size lines on the bottom of the input tray, and does not exceed the stack height marking on the side of the tray.

NOTE: Do not load paper while the printer is printing. 6. Slide the paper-width guides in the tray until they touch the edge of the stack of paper, and then close the tray. 20 Chapter 2 Get started ENWW 7. Pull out the output tray extension. To load an envelope 1. Lift the output tray. 2. Pull out the input tray to extend it. 3.

When you pull out the input tray, one or all the Paper Size Selection lights will blink (see Control panel lights reference for printer lights behaviors). NOTE: Envelope sizes likely do not match one of the paper sizes listed on the control panel, and should be set in the EWS. For more information, see Set the paper size for the printer or Embedded web server. ENWW Load paper 21 4. Insert the envelopes print-side down and according to the graphic. Make sure the stack of envelopes does not exceed the line marking in the tray. NOTE: Do not load envelopes while the printer is printing. 5. Slide the paper-width guides in the tray until they touch the edge of the stack of envelopes, and then close the tray. 22 Chapter 2 Get started ENWW 6.

Pull out the output tray extension. To load cards and photo paper 1. Lift the output tray. 2. Pull out the input tray to extend it.

3. When you pull out the input tray, one or all the Paper Size Selection lights will blink (see Control panel lights reference for printer lights behaviors). If you are loading a different sized paper, change the paper size for the printer, see Set the paper size for the printer. ENWW Load paper 23 4. Insert the paper print-side down in the center of the tray.

Ensure that the stack of paper is aligned with the appropriate paper size lines on the bottom of the input tray, and does not exceed the stack height marking on the side of the tray. NOTE: Do not load paper while the printer is printing. 5. Slide the paper-width guides in the tray until they touch the edge of the stack of paper, and then close the tray. 6. Pull out the output tray extension. 24 Chapter 2 Get started ENWW Update the printer HP is always working to improve the performance of its printers and bring you the latest features. By default, if the printer is connected to a network and HP Web Services has been enabled, the printer automatically checks for updates. To update the printer using the embedded web server 1.



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3. Open the embedded web server (EWS). For more information, see *Open the embedded web server*. Click the **Tools** tab. Under **Printer Updates**, click **Firmware Updates**, and then follow the on-screen instructions. **NOTE:** If a printer update is available, the printer downloads and installs the update, and then restarts. **NOTE:** If prompted for proxy settings and if your network uses proxy settings, follow the on-screen instructions to set up a proxy server. If you do not have the details, contact your network administrator or the person who set up the network. Open the HP printer software (Windows) After installing the HP printer software, depending on your operating system, do one of the following: □ □ □ Windows 8.1: Click the down arrow in lower left corner of the Start screen, and then select the printer name.

Windows 8: Right-click an empty area on the Start screen, click **All Apps** on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click **Start**, select **All Programs**, click **HP**, click the folder for the printer, and then select the icon with the printer's name. Turn the printer off Turn the printer off by pressing the (Power) button located on the front left side of the printer. The power light flashes while the printer shuts down. Wait until the power light turns off before unplugging the power cord or turning off a power strip.

CAUTION: If you improperly turn the printer off, the print carriage might not return to the correct position, causing problems with the ink cartridges and print quality. **CAUTION:** Never turn off the printer when ink cartridges are missing. HP recommends that you replace any missing cartridges as soon as possible to avoid print quality issues, possible extra ink usage from the remaining ink cartridges, or damage to the ink system. ENWW Update the printer 25 3 Print Most print settings are automatically handled by the software application. Change the settings manually only when you want to change print quality, print on specific types of paper, or use special features.

For more information about selecting the best print paper for your documents, see *Paper basics*. **TIP:** This printer includes HP ePrint, a free service from HP that allows you to print documents on your HP ePrint-enabled printer anytime, from any location, without any additional software or printer drivers. For more information, see *Use HP ePrint*. **TIP:** You can use this printer to print documents and photos on your mobile device (such as a smartphone or tablet).

For more information, visit the HP Mobile Printing website (www.hp.com/go/mobileprinting). (At this time, this website might not be available in all languages.) □ □ □ □ □ □ □ □ □ □ Print documents Print brochures Print on envelopes Print photos Print on special and custom-size paper Print on both sides (duplexing) Print using the maximum dpi Tips for print success Print with AirPrint™ Set the paper size for the printer Print documents To print documents (Windows) 1. 2.

3. 4. Load paper in the tray. For more information, see *Load paper*. From your software, select **Print**. Make sure your printer is selected. Click the button that opens the **Properties** dialog box. Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer Properties**, **Printer**, or **Preferences**. **NOTE:** To set print settings for all print jobs, make the changes in the HP software provided with the printer. For more information on the HP software, see *Printer management tools*.

5. Select the appropriate options. 26 Chapter 3 Print ENWW □ □ On the **Layout** tab, select **Portrait** or **Landscape** orientation. On the **Paper/Quality** tab, select the appropriate paper type from the **Media** drop-down list in the **Tray Selection** area, and then select the appropriate print quality in the **Quality Settings** area. Click the **Advanced** button, in the **Paper/Output** area, select the appropriate paper size from the **Paper Size** drop-down list.

NOTE: If you change the **Paper Size** ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. □ For more printing options, see *Tips for print success*. 6. 7. Click **OK** to close the **Properties** dialog box.

Click **Print** or **OK** to begin printing. To print documents (OS X) 1. 2. 3. 4. Load paper in the tray. For more information, see *Load paper*. From the **File** menu in your software, choose **Print**. Make sure your printer is selected. Specify the page properties.

If you do not see options on the **Print** dialog, click **Show Details**. **NOTE:** The following options are available for your printer. Locations for the options can vary from one application to another. □ Choose the paper size. **NOTE:** If you change the **Paper Size** ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. □ □ 5. Select the orientation. Enter the scaling percentage. Click **Print**. Print brochures To print brochures (Windows) 1.

2. 3. 4. Load paper in the tray. For more information, see *Load paper*.

On the **File** menu in your software application, click **Print**. Make sure the printer you want to use is selected. To change settings, click the button that opens the **Properties** dialog box. Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.

NOTE: To set print settings for all print jobs, make the changes in the HP software provided with the printer.

For more information on the HP software, see *Printer management tools*. 5. Select the appropriate options. ENWW Print brochures 27 □ □ On the **Layout** tab, select **Portrait** or **Landscape** orientation. On the **Paper/Quality** tab, select the appropriate paper type from the **Media** drop-down list in the **Tray Selection** area, and then select the appropriate print quality in the **Quality Settings** area. Click the **Advanced** button, in the **Paper/Output** area, select the appropriate paper size from the **Paper Size** drop-down list. **NOTE:** If you change the **Paper Size** ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. □ For more printing options, see *Tips for print success*. 6. 7.

Click **OK**. Click **Print** or **OK** to begin printing. To print brochures (OS X) 1. 2. 3. 4. Load paper in the tray. For more information, see *Load paper*. From the **File** menu in your software application, click **Print**. Make sure your printer is selected.

If you do not see options on the **Print** dialog, click **Show Details**. Select a paper size from the pop-up menu. If the **Paper Size** pop-up menu is not in the **Print** dialog, click the **Page Setup** button. When you are done selecting the paper size, click **OK** to close **Page Setup** and return to the **Print** dialog. **NOTE:** If you change the **Paper Size** ensure that you have loaded the correct paper and set the paper size on the printer control panel to match.

5. Click **Paper Type/Quality** from the pop-up menu, and then select the following settings: □ □ 6. **Paper Type:** The appropriate brochure paper type **Quality:** **Normal** or **Best** Select any other print settings that you want, and then click **Print** to begin printing.



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Print on envelopes Avoid envelopes with the following characteristics: Very slick finish Self-stick adhesives, clasps, or windows Thick, irregular, or curled edges Areas that are wrinkled, torn, or otherwise damaged Make sure the folds of envelopes you load in the printer are sharply creased. NOTE: For more information about printing on envelopes, see the documentation available with the software program you are using.

28 Chapter 3 Print ENWW To print envelopes (Windows) 1. 2. 3. 4. Load envelopes in the tray. For more information, see Load paper. On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.

NOTE: To set print settings for all print jobs, make the changes in the HP software provided with the printer. For more information on the HP software, see Printer management tools. 5. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type from the Media drop-down list in the Tray Selection area, and then select the appropriate print quality in the Quality Settings area. Click the Advanced button, in the Paper/Output area, select the appropriate paper size from the Paper Size drop-down list. NOTE: If you change the Paper Size, ensure that you load the correct paper into the printer, and set the paper size on the printer control panel to match. For more printing options, see Tips for print success. 6.

Click OK, and then click Print or OK in the Print dialog box. To print envelopes (OS X) 1. 2. 3. 4.

Load envelopes print-side down in the tray. For more information, see Load paper. From the File menu in your software, choose Print. Make sure your printer is selected. Set the print options.

If you do not see options on the Print dialog, click Show Details. NOTE: The following options are available for your printer. Locations for the options can vary from one application to another. a. Select the appropriate envelope size from the Paper Size pop-up menu. NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. b. 5. From the pop-up menu, choose Paper Type/Quality, and verify the paper type setting is set to Plain Paper. Click Print.

Print photos Do not leave unused photo paper in the input tray. The paper might start to curl, which could impair the quality of your printout. Photo paper should be flat before printing. ENWW Print photos 29 To print a photo from the computer (Windows) 1. 2. 3. 4. Load paper in the tray. For more information, see Load paper. From your software, select Print.

Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. 5. Select the appropriate options.

On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type from the Media drop-down list in the Tray Selection area, and then select the appropriate print quality in the Quality Settings area. Click the Advanced button, in the Paper/Output area, select the appropriate paper size from the Paper Size drop-down list. NOTE: If you change the Paper Size, ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. For more printing options, see Tips for print success.

NOTE: For maximum dpi resolution, go to Paper/Quality tab, select Photo Paper from the Media drop-down list, and then click the Advanced button and select Yes from the Print in Max DPI drop-down list. If you want to print max DPI in grayscale, select High Quality Grayscale from the Print in Grayscale drop-down list. 6. 7. Click OK to return to the Properties dialog box. Click OK, and then click Print or OK in the Print dialog box. NOTE: After the printing is finished, remove unused photo paper from the input tray. Store the photo paper so it does not start to curl, which could reduce the quality of your printout.

To print a photo from the computer (OS X) 1. 2.

3. 4. Load paper in the tray. For more information, see Load paper. From the File menu in your software, choose Print. Make sure your printer is selected. Set the print options. If you do not see options on the Print dialog, click Show Details. NOTE: The following options are available for your printer. Locations for the options can vary from one application to another.

a. Choose the appropriate paper size in the Paper Size pop-up menu. NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. b. c.

Select an Orientation. From the pop-up menu, choose Paper Type/Quality, and then choose the following settings: 30 Chapter 3 Print ENWW Paper Type: The appropriate photo paper type Quality: Best or Maximum dpi Click the Color Options disclosure triangle, and then choose the appropriate Photo Fix option. Off: applies no changes to the image. Basic: automatically focuses the image; moderately adjusts image sharpness. 5.

Select any other print settings you want, and then click Print. Print on special and custom-size paper If your application supports custom-size paper, set the size in the application before printing the document. If not, set the size in the printer driver. You might need to reformat existing documents to print them correctly on custom-size paper. To set up custom sizes (Windows) 1. Depending on your operating system, do one of the following: Windows 8.1 and Windows 8: Point to or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap Control Panel, and then click or tap View devices and printers. Click or tap the printer name, and click or tap Print server properties. Windows 7: From the Windows Start menu, click Devices and Printers. Select the printer name, and select Print server properties.

Windows Vista: From the Windows Start menu, click Control Panel, and then click Printers. Right-click an empty area in the Printers window, and select Server Properties. Windows XP: From the Windows Start menu, click Control Panel, and then click Printers and Faxes. From the File menu, click Server Properties. 2. 3. 4. 5. Select the Create a new form check box. Enter the name of the custom size paper.

Enter the dimensions of the custom size in the Form description (measurements) section. Click Save Form, and then click Close. To print on special or custom-size paper (Windows) NOTE: Before you can print on custom-size paper, you must set up the custom size in the Print Server Properties. 1. 2.

3. 4. Load the appropriate paper in the tray. For more information, see Load paper. From the File menu in your software application, click Print.



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Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. NOTE: To set print settings for all print jobs, make the changes in the HP software provided with the printer. For more information on the HP software, see Printer management tools. ENWW Print on special and custom-size paper 31 5. 6. On the Layout tab or Paper/Quality tab, click the Advanced button. In the Paper/Output area, select the custom size from the Paper Size drop-down list. NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match.

7. 8. Select any other print settings that you want, and then click OK. Click Print or OK to begin printing. To set up custom sizes (OS X) 1. Depending on your operating system, do one of the following: □ □ 2. From the File menu in your software application, click Page Setup, and then make sure the printer you want to use is selected in the Format For pop-up menu. From the File menu in your software application, click Print, and then make sure the printer you want to use is selected. Select Manage Custom Sizes in the Paper Size pop-up menu. NOTE: If you do not see these options in the Print dialog, click the disclosure triangle next to the Printer pop-up menu or click Show Details.

3. 4. 5. Click the + on the left side of the screen, double-click Untitled, and type a name for the new custom size. In the Width and Height boxes, type the dimensions, and then set the margins, if you want to customize them.

Click OK. To print on special or custom-size paper (OS X) Before you can print on custom-size paper, you must set up the custom size in the the HP software. 1. 2. 3.

4. Load the appropriate paper in the tray. For more information, see Load paper. From the File menu in your software application, click Print. Make sure your printer is selected. If you do not see options on the Print dialog, click Show Details. Select a paper size from the pop-up menu. If the Paper Size pop-up menu is not in the Print dialog, click the Page Setup button. When you are done selecting the paper size, click OK to close Page Setup and return to the Print dialog. NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match.

5. 6. 7. Click Paper Handling from the pop-up menu. Under Destination Paper Size, click Scale to fit paper size. Select any other print settings that you want, and then click Print to begin printing. 32 Chapter 3 Print ENWW Print on both sides (duplexing) You can print on both sides of a sheet of paper automatically by using the automatic two-sided printing mechanism (duplexer). To print on both sides of the page (Windows) 1. 2. 3.

From your software, select Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. NOTE: To set print settings for all print jobs, make the changes in the HP software provided with the printer.

For more information on the HP software, see Printer management tools. 4. Select the appropriate options. □ □ On the Layout tab, select Portrait or Landscape orientation, and select Flip on Long Edge or Flip on Short Edge from the Print on Both Sides drop-down list. On the Paper/Quality tab, select the appropriate paper type from the Media drop-down list in the Tray Selection area, and then select the appropriate print quality in the Quality Settings area. Click the Advanced button, in the Paper/Output area, select the appropriate paper size from the Paper Size drop-down list. NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. For more printing options, see Tips for print success. 5. Click OK to print. □ To print on both sides of the page (OS X) 1. 2. 3. From the File menu in your software, choose Print. In the Print dialog, choose Layout from the pop-up menu.

Choose the type of binding you want for your two-sided pages, and then click Print. Print using the maximum dpi Use the maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper. Printing in maximum dpi takes longer than printing with other settings and requires a large amount of memory. To print in maximum dpi mode (Windows) 1. 2. From your software, select Print. Make sure your printer is selected. ENWW Print on both sides (duplexing) 33 3. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.

NOTE: To set print settings for all print jobs, make the changes in the HP software provided with the printer. For more information on the HP software, see Printer management tools. 4. 5. 6.

7. 8. Click the Paper/Quality tab. From the Media drop-down list, select an appropriate paper type. Click the Advanced button.

In the Printer Features area, select Yes from the Print in Max DPI drop-down list. Select the appropriate paper size from the Paper Size drop-down list.

NOTE: If you change the Paper Size ensure that you have loaded the correct paper and set the paper size on the printer control panel to match. 9. Click OK to close the advanced options. 10. Confirm Orientation on the Layout tab, and then click OK to print. To print using maximum dpi (OS X) 1. 2. 3.

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

From the pop-up menu, choose Paper Type/Quality, and then choose the following settings: □ □ 4. Paper Type: The appropriate paper type Quality: Maximum dpi Select any other print settings that you want, and then click Print. Tips for print success Software settings selected in the print driver only apply to printing. You can print your document on both sides of the paper. For more information, see Print on both sides (duplexing).

Ink tips □ □ If the print quality is not acceptable, see Print quality diagnostic report for more information. Use Original HP ink cartridges. 34 Chapter 3 Print ENWW □ Install both the black and color cartridges correctly. For more information, see Replace the ink cartridges. Check the estimated ink levels in the cartridges to make sure there is sufficient ink.

For more information, see Check the estimated ink levels.



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□ □ Always turn off the printer with the (Power) button to allow the printer to protect the nozzles. Paper loading tips For more information, also see Load paper. □ □ □ □ Ensure the paper loaded in the tray matches the currently set paper size for the printer. For more information, see Set the paper size for the printer. Load a stack of paper (not just one page). All the paper in the stack should be of the same size and type to avoid a paper jam. Load paper with the print-side down. Ensure that paper loaded in the input tray lays flat and the edges are not bent or torn. Adjust the paper-width guides in the input tray to fit snugly against all paper.

Make sure the guides do not bend the paper in the tray. Printer settings tips (Windows) □ To change default print settings, click Print, and then click Set Preferences in the HP printer software. For information on opening your HP printer software, see Open the HP printer software (Windows). □ To select the number of pages to print per sheet, on the Layout tab of the printer driver, select the appropriate option from the Pages per Sheet drop-down list. NOTE: The preview on the Layout tab cannot reflect what you select from the Pages per Sheet Layout, the Booklet, or the Page Borders drop-down lists. □ □ If you want to change the page orientation, set it in your application interface. To view more printing settings, on the Layout or Paper/Quality tab of the printer driver, click the Advanced button to open the Advanced Options dialog box. □ □ Print in Grayscale: Allows you to print a black and white document using the black ink only. Select Black Ink Only, and then click the OK button. Pages per Sheet Layout: Helps you specify the order of the pages if you print document in more than two pages per sheet.

Borderless Printing: Select this feature to print photos without border. Not all paper types support this feature. You will see an alert icon beside the option if the selected paper type in the Media drop-down list does not support it. Layout: This feature only works with the duplex printing. If the image is larger than the printable area, select this feature to scale the page content to be within the smaller margins so that extra pages are not created.

HP Real Life Technologies: This feature smooths and sharpens images and graphics for improved print quality. □ □ ENWW Tips for print success 35 □ Booklet: Allows you to print a multiple-page document as a booklet. It places two pages on each side of a sheet that can then be folded into a booklet in half size of the paper. Select a binding method from the drop-down list, and then click OK. □ □ Booklet-LeftBinding: The binding side after folded into a booklet appears at the left side.

Select the option if your reading habit is from left to right. Booklet-RightBinding: The binding side after folded into a booklet appears at the right side. Select the option if your reading habit is from right to left. □ □ Page Borders: Allows you to add the borders to the pages if you print the document with two or more pages per sheet. You can use printing shortcut to save time setting printing preferences. A printing shortcut stores the setting values that are appropriate for a particular kind of job, so that you can set all the options with a single click. To use it, go to the Printing Shortcut tab, select one printing shortcut, and then click OK. To add a new printing shortcut, after making settings on the Layout or Paper/Quality tab, click the Printing Shortcut tab, click Save As and enter a name, and then click OK. To delete a printing shortcut, select it, and then click Delete. NOTE: You cannot delete the default printing shortcuts.

Printer settings tips (OS X) □ □ □ On the Print dialog, use the Paper Size pop-up menu to select the size of paper loaded in the printer. On the Print dialog, choose the Paper Type/Quality pop-up menu and select the appropriate paper type and quality. To print a black and white document using only black ink, choose the Paper Type/Quality from the pop-up menu. Then click the Color Options disclosure triangle and choose Grayscale from the Color pop-up menu and select Black Print Cartridge Only. Notes □ Original HP ink cartridges are designed and tested with HP printers and papers to help you easily produce great results, time after time. NOTE: HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty. If you believe you purchased Original HP ink cartridges, go to www.hp.com/go/anticounterfeit. □ Ink level warnings and indicators provide estimates for planning purposes only. NOTE: When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. Print with AirPrint™ Printing using Apple's AirPrint is supported for iOS 4.2 and Mac OS X 10.

7 or later. Use AirPrint to print wirelessly to the printer from an iPad (iOS 4.2), iPhone (3GS or later), or iPod touch (third generation or later) in the following mobile applications: 36 Chapter 3 Print ENWW □ □ □ Mail Photos Safari Supported third-party applications, for example Evernote The printer must be connected to the same network as your AirPrint enabled device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to www.hp.com/go/mobileprinting. Load paper that matches the paper settings of the printer (see Load paper and Set the paper size for the printer for more information).

Accurately setting the paper size for the paper that is loaded, enables a mobile device to know what paper size it is printing. To use AirPrint, ensure the following: □ □ Set the paper size for the printer When you pull out the input tray, one or all the Paper Size Selection lights will blink (see Control panel lights reference for printer lights behaviors). If you are loading a paper size that is not listed on the control panel, change the paper size in the HP printer software or the embedded web server (EWS). For information on how to open the printer's EWS, see Open the embedded web server. NOTE: If you pull out the input tray when there is a paper path related error, there will be no change to the way the Paper Size Selection lights are currently lit. To change the current paper size from the printer control panel □ Continue to press the (Paper Size Selection) button until the desired paper size is selected (as indicated by the Paper Size Selection light). NOTE: If you have loaded a paper size that is not one of the sizes listed on the control panel, then the paper size will need to be set in the EWS. For information on how to open the printer's EWS, see Open the embedded web server.

ENWW Set the paper size for the printer 37 4 HP ePrint HP ePrint is a free service from HP that allows you to print to your HP ePrint-enabled printer anytime, from any location.



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