



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET PRO 6830. You'll find the answers to all your questions on the HP OFFICEJET PRO 6830 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 6830  
User guide HP OFFICEJET PRO 6830  
Operating instructions HP OFFICEJET PRO 6830  
Instructions for use HP OFFICEJET PRO 6830  
Instruction manual HP OFFICEJET PRO 6830

## User Guide



## HP Officejet Pro 6830



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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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..... 1 2 Get started .....

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..... 2 Accessibility ...

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*..... 2 HP EcoSolutions (HP and the Environment) .....*

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*... 3 Manage Power .....*

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*3 Optimize Printing Supplies .....*

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.....

*.. 5 Use the printer control panel ...*

.....

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.....  
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.....  
.....  
.....

*..... 6 Overview of buttons and lights .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....

*.. 6 Control panel display icons ...*

.....  
.....

.....  
.....  
.....

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.....  
.....

.....  
.....  
.....

*6 Change printer settings .....*

.....  
.....  
.....  
.....

.....  
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.....  
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.....  
.....  
.....

*.... 7 Paper basics .....*

.....  
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.....  
.....

.....  
.....  
.....

*. 8 Recommended papers for printing .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*.. 8 Order HP paper supplies ...*

.....

.....  
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..... 19 3 Print ..

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..... 20 Print documents .

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.....  
.....

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.....

... 20 Print brochures ..

.....  
.....  
.....  
.....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 21 *Print on envelopes* .

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 22 *Print photos* .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

. 23 *Print on special and custom-size paper* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 25 *Print on both sides (duplexing)* .....

.....  
.....  
.....  
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.....

.....  
.....  
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.....

. 27 *Print using the maximum dpi* ....

.....  
.....

.....  
.....  
.....  
.....

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.....  
.....  
.....

.....  
.....  
.....  
.....

. 28 *Tips for print success* .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. 29 *ENWW v Print with AirPrint™* .....



..... 33 Scan ....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

... 33 Scan to a computer .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

. 34 Scan to a memory device ....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

.... 35 Scan to Email .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*. 36 Set up Scan to Email ....*

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*36 Use Scan to Email .....*

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*... 36 Change account settings ..*

.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

*. 37 Scan using Webscan ....*

.....

.....  
.....  
.....  
.....

.....  
.....

.....  
.....

..... 37 Scanning documents as editable text ....

.....  
.....  
.....

.....  
.....  
.....

..... 38 Scan documents as editable text ....

.....  
.....  
.....

.....  
.....  
.....

..... 38 Guidelines for scanning documents as editable text ....

.....  
.....  
.....

..... 39 5 Fax ...

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 41 Send a fax .

.....





.....  
... 43 Send a fax using monitor dialing .

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 43 Send a fax from memory ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

..... 44 Send a fax to multiple recipients ...

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

... 44 Send a fax in Error Correction Mode .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

45 Receive a fax .....

.....

.....

.....

.....

.....

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.....

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.....

.....

..... 45 Receive a fax manually .

.....

.....

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.....

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.....

.....

. 46 Set up backup fax ....

.....

.....

.....

.....

.....

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.....

.....

.....

.....

.....

.....

. 46 Reprint received faxes from memory .....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.. 47 Forward faxes to another number .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 47 Set automatic reduction for incoming faxes ..

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 48 Block unwanted fax numbers .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.. 48 Receive faxes using HP Digital Fax .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 49 HP Digital Fax requirements .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.. 50 Activate HP Digital Fax ...

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 50 Modify HP Digital Fax settings ...

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

. 50 Set up phone book contacts .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.. 51 Set up and change phone book contacts ...

.....  
.....  
.....  
.....  
.....

..... 51 Set up and change group phone book contacts ....

.....  
.....  
.....  
.....  
.....  
.....  
.....



.. 54 Set the answer mode (Auto answer) ...

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

... 54 Set the number of rings before answering .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

. 54 Change the answer ring pattern for distinctive ring ....

.....  
.....  
.....  
.....  
.....  
.....  
.....

55 Set the dial type .....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 55 Set the redial options ..

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
*... 56 Set the fax speed .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*.... 56 Set the fax sound volume .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.. 57 Fax and digital phone services .....*

.....  
.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
*72 Test the wireless connection .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
*... 73 Turn on or off the wireless capability of the printer ..*

.....  
.....  
.....

.....  
.....  
.....

*... 73 Change network settings ..*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*.... 73 Use HP wireless direct .*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*... 74 9 Printer management tools ..*



.....  
.....

.....  
.....  
.....  
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.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*78 Toolbox (Windows) .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*..... 78 HP Utility (OS X) .....*

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*.... 78 Embedded web server .....*

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... 78 About cookies .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 79 Open the embedded web server .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 79 Control panel lock ....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
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.....  
*. 80 Embedded web server cannot be opened ....*

.....

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..... *80 10 Solve a problem .*

.....

.....

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.....

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..... *82 HP support .*

.....

.....

.....

.....

.....

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.....

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.....

..... *82 Register printer ....*

.....

.....

.....

.....

.....

.....



.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 83 Phone support period .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

... 84 Support phone numbers .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.. 84 After the phone support period ...

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

. 84 Get help from the printer control panel .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

.....  
.....

..... 84 Understand printer reports ....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 84 Printer status report .

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

. 85 Network configuration page ....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

. 86 Print quality report .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
*. 88 Wireless test report ....*

.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

*..... 90 Web access report .*

.....  
.....  
.....  
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.....

*... 90 Solve printer problems ..*

.....  
.....  
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.....  
.....  
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.....  
.....

*.. 90 Solve printing problems ...*

.....  
.....

.....  
.....  
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.....  
.....  
.....

.....  
.....

*92 Solve copy problems .....*

.....

.....  
.....  
.....

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.....  
.....

.....  
.....  
.....

.....  
.....

*.. 94 Solve scan problems ...*

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*.... 95 Solve fax problems .*

.....

.....  
.....  
.....

.....  
.....  
.....





.....  
.....  
.....  
.....

.... 107 The phone cord that came with my printer is not long enough .

.....  
.....  
.....  
.....

..... 107 The computer cannot receive faxes (HP Digital Fax) .

.....  
.....  
.....  
.....  
.....  
.....  
.....

... 107 Solve problems using Web Services .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 108 Solve network problems .

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.... 108 General network troubleshooting .....

.....  
.....  
.....  
.....  
.....  
.....



.....  
.....  
.....  
.....

*.. 113 Clean the document feeder .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*..... 113 Maintain the printhead and ink cartridges .....*

.....  
.....  
.....

.....  
.....  
.....

.....  
.....

*.. 115 Clear paper jams ...*

.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

*... 115 Clear the print carriage .....*

.....  
.....  
.....

.....  
.....  
.....

.....

.....  
.....  
.....

*123 Restore defaults and settings .....*

.....  
.....  
.....  
.....

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.....  
.....  
.....

.....  
.....  
.....  
.....

*..... 123 Appendix A Technical information ...*

.....  
.....  
.....

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.....  
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.....  
.....  
.....

.....  
.....  
.....  
.....

*.. 125 Specifications .....*

.....  
.....  
.....

.....  
.....  
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.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

*... 125 Regulatory information ..*

.....

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.....

*128 Regulatory Model Number .....*

.....

.....

.....

.....

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.....

.....

.....

.....

.....

*129 FCC statement .....*

.....

.....

.....

.....

.....

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.....

.....

.....

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*..... 129 Notice to users in Korea ..*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



.....  
.. 132 Notice to users of the German telephone network .....

.....  
.....  
.....  
.....

.....  
.....  
.... 133 Australia wired fax statement .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

133 European Union Regulatory Notice .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.. 133 Products with external AC Adapters ....

.....  
.....  
.....  
.....  
.....

.....  
.... 133 Products with wireless functionality .

.....  
.....  
.....  
.....  
.....

.....  
.....

.... 133 European telephone network declaration (Modem/Fax) .

.....  
.....  
.....  
.....

.. 134 Declaration of conformity .....



.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 135 Regulatory information for wireless products .

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

..... 136 Exposure to radio frequency radiation ....

.....  
.....  
.....

.....  
.....  
.....  
.....

..... 136 Notice to users in Brazil ....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 136 ENWW ix Notice to users in Canada ..

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

.. 137 Notice to users in Taiwan ...

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 137 Notice to users in Mexico ...

.....  
.....  
.....  
.....  
.....  
.....

..... 138 Wireless notice to users in Japan ...

.....  
.....  
.....  
.....  
.....  
.....

.... 138 Environmental product stewardship program .....

.....  
.....  
.....  
.....  
.....  
.....

..... 138 Paper use ...

.....  
.....  
.....  
.....  
.....  
.....

.....  
.....  
.....  
.....  
.....  
.....



.....  
.. 139 Disposal of waste equipment by users ....

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 139 Power consumption ...

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.. 139 Chemical substances ...

.....  
.....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 140 Battery disposal in the Taiwan .....

.....  
.....  
.....

.....  
.....  
.....

.....  
.....  
.....

..... 140 Battery notice for Brazil .....

.....  
.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

.... 140 California Perchlorate Material Notice .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

. 140 Toxic and hazardous substance table (China) .....

.....  
.....  
.....  
.....  
.....  
.....  
.....

..... 141 Restriction of hazardous substance (Ukraine) .



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<http://yourpdfguides.com/dref/5742965>



.....  
.....  
.....  
.....

..... 143 Set up faxing (parallel phone systems) ....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....

..... 143 Select the correct fax setup for your home or office ..

.....  
.....  
.....  
.....

.....  
.....  
.....

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

.....  
.....  
.....  
.....

.....  
.....  
.....

146 Case B: Set up the printer with DSL .....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

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

.....  
.....

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

.....  
.....  
.....

.....  
.....

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

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....  
.....

... 152 Set up the printer with a computer dial-up modem ..

.....  
.....  
.....  
.....  
.....

..... 153 Set up the printer with a computer DSL/ADSL modem .

.....  
.....  
.....  
.....  
.....

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

.....  
.....  
.....  
.....  
.....  
.....

..... 155 Shared voice/fax with computer dial-up modem ...

.....  
.....  
.....  
.....  
.....  
.....

.. 155 Shared voice/fax with computer DSL/ADSL modem ...

.....  
.....  
.....  
.....  
.....  
.....

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



.....  
.....  
.....  
.....

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

.....

..... 160 Shared voice/fax line with computer dial-up modem and answering machine 160 x ENWW Shared voice/fax line with computer DSL/ADSL modem and answering machine ..

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....

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

.....

.. 164 Serial-type fax setup .....

.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

... 166 Test fax setup .....

.....  
.....  
.....

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*173 HP Protected Cartridge Installed .....*

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*..... 174 ENWW.xi xii ENWW 1 How do I? □ □ □ □ □ □ □ □ Get started Print Copy and scan Fax Web Services Work with ink cartridges Solve a problem ENWW 1 2 Get started This guide provides details about how to use the printer and how to resolve problems. □ □ □ □ □ □ □ □ □ □ Accessibility HP EcoSolutions (HP and the Environment) Understand the printer parts Use the printer control panel Paper basics Load paper Load an original on the scanner glass Load an original in the document feeder Insert a USB flash drive Update the printer Open the HP printer software (Windows) Turn the printer off*

*Accessibility The printer provides a number of features that make it accessible for people with disabilities.*

*Visual The HP software provided with the printer is accessible for users with visual impairments or low vision by using your operating system's accessibility options and features. The software also supports most assistive technology such as screen readers, Braille readers, and voice-to-text applications. For users who are color blind, colored buttons and tabs used in the HP software have simple text or icon labels that convey the appropriate action. Mobility For users with mobility impairments, the HP software functions can be executed through keyboard commands. The HP software also supports Windows accessibility options such as StickyKeys, ToggleKeys, FilterKeys, and MouseKeys.*

*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](http://www.hp.com/accessibility). For accessibility information for Mac OS X, visit the Apple website at [www.apple.com/accessibility](http://www.apple.com/accessibility).*

*2 Chapter 2 Get started ENWW 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](http://www.hp.com/ecosolutions). □ □ 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. To change the period of inactivity before the printer goes to sleep: 1.

2. From the printer control panel display, touch . Touch Sleep Mode, and then touch the desired option. Schedule On and Off Use this feature to automatically the printer on or off on selected days. For example, you can schedule the printer to turn on at 8 a.m. and turn off at 8 p.m. from Monday to Friday. In this way, you will save energy during the night and weekends.

To schedule the day and time for On and Off: 1. 2. 3. From the printer control panel display, touch Touch Schedule Printer On/Off. Touch the desired option, and follow the on-screen messages to set the day and time to turn the printer off and on.

Always turn the printer off properly, using either Schedule Off or (the Power button). . 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. 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.](http://www.hp.com/recycle)

[hp.com/recycle](http://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](http://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 8 9 10 11 Document feeder Scanner glass Front universal serial bus (USB) port Power button Output tray Input tray Output tray extender Control panel display Control panel Document feeder tray Document feeder paper-width guides 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.



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Back view 1 2 3 4 5 Rear universal serial bus (USB) port Ethernet network port Fax port (2-EXT) Fax port (1-LINE) Power input ENWW Understand the printer parts 5 Use the printer control panel This section contains the following topics: □ □ □ Overview of buttons and lights Control panel display icons

Change printer settings Overview of buttons and lights The following diagram and related table provides a quick reference to the printer control panel features. Label 1 2 3 4 5 Name and Description Wireless light: Indicates the status of the printer's wireless connection. Home button: Returns to the home screen from any other screen. Control panel display: Touch the screen to select menu options, or scroll through the menu items. For information about the icons that appear on the display, see Control panel display icons. Back button: Returns to the previous menu.

Help button: Opens the Help menu. Control panel display icons Icon Purpose Displays a screen where you can make copies or select other options. Shows that an Ethernet network connection exists and also provides easy access to the network status screen. From the HP wireless direct menu you can turn on HP wireless direct (with and without security), turn HP wireless direct off, and display the HP wireless direct name and password (if HP wireless direct is turned on with security). 6 Chapter 2 Get started ENWW Icon Purpose Shows that HP ePrint is turned on.

For more information, see HP ePrint. Displays a screen where you can send a fax, or change fax settings. Displays a screen where you can make a scan. Displays a screen where you can use a number of HP printables, which are apps for your printer. Displays the Photo screen for printing photos and creating passport photos.

Displays the Setup screen for generating reports, and changing fax and other maintenance settings. The screen shows How To videos, printer feature information, and tips. Displays wireless status and menu options. For more information, see Set up the printer for wireless communication. NOTE: (Ethernet) and (Wireless) will not be displayed at the same time. Showing the Ethernet icon or the wireless icon depends on the way your printer is connected to the network. If the network connection of the printer has not been set up, by default, the printer control panel display shows (Wireless). Displays a screen where you can configure some of the printer's environmental features. Displays status information for the Auto Answer function, fax logs, and the fax sound volume. Displays a screen where you can see information about the ink cartridges, including fill levels.

NOTE: Ink level warnings 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 cartridges until the print quality becomes unacceptable. Change printer settings Use the control panel to change the printer function and settings, print reports, or get help for the printer. TIP: If the printer is connected to a computer, you can also change the printer settings using HP software tools available on your computer, such as the HP printer software, HP Utility (OS X), or the embedded web server (EWS). For more information about these tools, see Printer management tools. To change settings for a function The Home screen of the control panel display shows the available functions for the printer. ENWW Use the printer control panel 7 1. 2. 3.

From the control panel display, touch and slide your finger across the screen and then touch the icon to select the desired function. After selecting a function, touch and scroll through the available settings, and then touch the setting you want to change. Follow the prompts on the control panel display to change the settings. NOTE: Touch (Home) to return to the Home screen. To change the printer settings To change the printer settings or print reports, use the options available on the Setup Menu screen: 1.

2. 3. From the printer control panel display, touch Setup. Touch and scroll through the screens. Touch the screen items to select screens or options.

NOTE: Touch (Home) to return to the Home screen. 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](http://www.hp.com) for more information about HP paper. 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. 8 Chapter 2 Get started ENWW 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. 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.



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Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation's worth of photos or multiple prints to share. Business documents  HP Premium Presentation Paper 120g Matte 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. ENWW Paper basics 9 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](http://www.hp.com). At this time, some portions of the HP website are available in English only.

HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks and 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.     Load only one type of paper at a time into a tray or document feeder.

When loading the tray and document feeder, make sure the paper is loaded correctly. Do not overload the tray or document feeder. To prevent jams, poor print quality, and other printing problems, avoid loading the following paper in the tray or document feeder:     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 10 Chapter 2 Get started ENWW   Media that is too lightweight or stretches easily Media that contains staples or clips For more information on loading paper, see Load paper or Load an original in the document feeder. 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 button (on the front left of the input tray) to the right, and lower the front of the tray. 3. Slide the paper-width guides out as far as possible.

ENWW Load paper 11 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. 12 Chapter 2 Get started ENWW 6. A message appears on the control panel display prompting you to change the paper setting if you have changed the media type, or retain the setting if you have replaced what was previously loaded. Pull out the output tray extension. 7.

To load an envelope 1. Lift the output tray. 2. Pull out the input tray to extend it. ENWW Load paper 13 3.

Insert the envelopes with the side you want to print on down, and load according to the graphic. 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 envelopes while the printer is printing. 4. Slide the paper-width guides in the tray until they touch the edge of the stack of envelopes, and then reinsert the tray.

5. A message appears on the control panel display prompting you to change the paper setting if you have changed the media type, or retain the setting if you have replaced what was previously loaded. Pull out the output tray extension. 6. 14 Chapter 2 Get started ENWW To load cards and photo paper 1. Lift the output tray. 2. Pull out the input tray to extend it. 3. 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. ENWW Load paper 15 4. Slide the paper-width guides in the tray until they touch the edge of the stack of paper, and then close the tray. 5. A message appears on the control panel display prompting you to change the paper setting if you have changed the media type, or retain the setting if you have replaced what was previously loaded. Pull out the output tray extension. 6. Load an original on the scanner glass You can copy, scan, or fax originals by loading them on the scanner glass. NOTE: Many of the special features do not work correctly if the scanner glass and lid backing are not clean.

For more information, see Maintain the printer. NOTE: Remove all originals from the document feeder tray before lifting the lid on the printer. To load an original on the scanner glass 1. Lift the scanner lid. 16 Chapter 2 Get started ENWW 2.

Load your original print-side down as shown in the following illustration. TIP: For more help on loading an original, refer to the engraved guides along the edge of the scanner glass. 3. Close the lid. Load an original in the document feeder You can copy, scan, or fax a document by placing it in the document feeder.

The document feeder tray holds a maximum of 35 sheets of plain A4-, Letter-, or legal-size paper.



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**CAUTION:** Do not load photos in the document feeder; this might cause damage to your photos. Use only paper that is supported by the document feeder. For more information, see *Tips for selecting and using paper*. **NOTE:** Some features, such as the *Fit to Page* copy feature, do not work when you load your originals in the document feeder. For those features to work, load your originals on the scanner glass. To load an original in the document feeder 1. Load your original print-side up into the document feeder. a. If you are loading an original printed in portrait orientation, place the pages so that the top edge of the document goes in first.

If you are loading an original printed in landscape orientation, place the pages so that the left edge of the document goes in first. Slide the paper into the document feeder until you hear a tone or see a message on the printer control panel display indicating that the loaded pages were detected. b. **TIP:** For more help on loading originals in the document feeder, refer to the diagram engraved in the document feeder tray. ENWW Load an original in the document feeder 17 2. Slide the paper-width guides inward until they stop at the left and right edges of the paper. Insert a USB flash drive You can insert a USB flash drive into the port on the front of the printer. You can transfer files from the USB flash drive to your computer or scan files to the USB flash drive from the printer.

**CAUTION:** Do not remove the flash drive from the printer USB port while it is being accessed by the printer. This can damage the files on the USB flash drive.

You can safely remove a USB flash drive only when the USB port light is not blinking. The printer does not support encrypted USB flash drives. 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 Web Services has been enabled, the printer automatically checks for updates. To update the printer using the printer control panel 1.

2. 3. From the printer control panel display, touch Setup. Touch Printer Maintenance. Touch Update the Printer.

To enable the printer to automatically check for updates **NOTE:** The default setting of Auto Update is On. 18 Chapter 2 Get started ENWW 1. 2. 3. 4. From the printer control panel display, touch Touch OK. (HP ePrint). Touch Settings, and then touch Update the Printer. Touch Auto Update and then touch On. To update the printer using the embedded web server 1.

2. 3. Open the EWS. For more information, see *Embedded web server*. Click the Tools tab. In the Printer Updates section, 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 Open the HP printer software (Windows) 19 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 *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](http://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™ 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. 20 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.



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*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 21 □ □ 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. 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. 22 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 23 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.) 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.*



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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. 24 Chapter 3 Print ENWW 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:    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. To print photos from a USB flash drive You can connect a USB flash drive (such as a keychain drive) to the USB port on the front of the printer. For more information about using memory devices, see Insert a USB flash drive. CAUTION: Do not remove the flash drive from the printer USB port while it is being accessed by the printer.

This can damage the files on the USB flash drive. You can safely remove a USB flash drive only when the USB port light is not blinking. 1. 2. 3. 4. 5. 6. 7. Insert a USB flash drive into the front USB port.

From the control panel display, touch Print Photos. From the control panel display, touch View and Print to display photos. On the printer display, select a photo that you want to print and touch Continue. Scroll up or down to specify the number of photos to print. Touch (Edit) to select options to edit the selected photos.

You can rotate, crop a photo, or turn Photo Fix or Red Eye Removal on and off. Touch Done and touch Continue to preview the selected photo. If you wish to adjust layout or paper type, touch (Settings), and then touch your selection. You can also save any new settings as defaults. Touch Print to begin printing.

8. 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: ENWW Print on special and custom-size paper 25  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.

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. 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: 26 Chapter 3 Print ENWW   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. NOTE: Software and system requirements can be found in the Readme file, which is available on the HP printer software CD provided with your printer. 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.



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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**.

**ENWW Print on both sides (duplexing) 27** 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. 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. 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. 28 Chapter 3 **Print ENWW** 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, they do not apply to copying or scanning. 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 **Solve printing problems** for more information. Use **Original HP ink cartridges**. Original HP ink cartridges are designed and tested with HP printers and papers to help you easily produce great results, time after time. NOTE: HP cannot guarantee the quality or reliability of non-HP supplies.

Product service or repairs required as a result of using a non-HP supply will not be covered under warranty. If you believe you purchased Original HP ink cartridges, go to [www.hp.com/go/anticounterfeit](http://www.hp.com/go/anticounterfeit).  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. Ink level warnings and indicators provide estimates for planning purposes only. For more information, see **Check the estimated ink levels**. ENWW **Tips for print success** 29 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.  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 is loaded in the tray properly, and matches the currently set paper size for the printer. Upon closing the tray you should be prompted to confirm or set the paper size. For more information, see **Load paper**. 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**, **Scan & Fax**, and then click **Set Preferences** in the HP printer software. Depending on your operating system, do one of the following to open the printer software:    Windows 8.1: Click the down arrow in lower left corner of the Start screen, and then select the printer name.

Windows 8: Right-click an empty area on the Start screen, click **All Apps** on the app bar, and then select the printer name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click **Start**, select **All Programs**, click **HP**, click the folder for the printer, and then select the icon with the printer's name.    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. 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.

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.    **Print in Grayscale**: Allows you to print a black and white document using the black ink only.



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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. **30 Chapter 3 Print ENWW**  **Preserve 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.

**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](http://www.hp.com/go/anticounterfeit).  **Ink level warnings and indicators** provide estimates for planning purposes only. **NOTE:** When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. **ENWW Tips for print success 31 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:    **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](http://www.hp.com/go/mobileprinting). Load paper that matches the paper settings of the printer (see **Load paper** 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:   **32 Chapter 3 Print ENWW 4 Copy and scan**   **Copy Scan Copy To copy documents 1. 2. Make sure you have paper loaded in the main tray.**

For more information, see **Load paper**. Place your original print-side down on the scanner glass or print-side up in the document feeder. For more information, see **Load an original on the scanner glass** or **Load an original in the document feeder**. 3. 4.

From the printer control panel display, touch **Copy**. Scroll up or down to select the number of copies. **TIP:** To save these settings as defaults for future jobs, from the printer control panel display, touch **Copy**, touch **(Copy Settings)**, and then touch **Save Current Settings**. 5. **Copy settings** You can customize copy jobs using the various settings available from the printer control panel.

In the **Copy** menu, touch          **Two-Sided ID Card Copy Quality Lighter/Darker Resize Collate Margin Shift Enhancements Save Current Settings Restore Settings (Copy Settings)** and change the desired settings. Touch **Black** or **Color** to start the copy job. **Scan** You can scan documents, photos, and other paper types, and send them to a variety of destinations, such as a computer or an email recipient. **ENWW Copy 33** When scanning documents with the HP printer software, you can scan to a format that can be searched and edited. When scanning a borderless original, use the scanner glass and not the document feeder. **NOTE:** Some scan functions are only available after you have installed the HP printer software. **TIP:** If you have problems scanning documents, see **Solve scan problems**.     **Scan to a computer Scan to a memory device Scan to Email Scan using Webscan** Scanning documents as editable text **Scan to a computer** Before scanning to a computer, make sure you have already installed the HP recommended printer software. The printer and computer must be connected and turned on. In addition, on Windows computers, the printer software must be running prior to scanning.

You can use the HP printer software to scan documents into editable text. For more information, see **Scanning documents as editable text**. To enable the scan to a computer feature (Windows) The scan to a computer feature is enabled by default from the factory. Follow these instructions if the feature has been disabled, and you wish to enable it again (either using an Ethernet cable or wireless connection). 1. 2. 3. 4. Open the HP printer software. Go to the **Scan** section.

Select **Manage Scan to Computer**. Click **Enable**. To enable the scan to a computer feature (OS X) The scan to a computer feature is enabled by default from the factory. Follow these instructions if the feature has been disabled, and you wish to enable it again. 1.

2. 3. Open **HP Utility**. Under **Scan Settings**, click **Scan to Computer**. Ensure that **Enable Scan to Computer** is selected.



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