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You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET PRO 8600. You'll find the answers to all your questions on the HP OFFICEJET PRO 8600 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 8600
User guide HP OFFICEJET PRO 8600
Operating instructions HP OFFICEJET PRO 8600
Instructions for use HP OFFICEJET PRO 8600
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 OFFICEJET PRO 8600

User Guide



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Manual abstract:

HP shall not be liable for technical or editorial errors or omissions contained herein. ENERGY STAR and the ENERGY STAR mark are registered U.S. 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. Unplug this product from wall outlets before cleaning. 4. Do not install or use this product near water, or when you are wet. 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. Vision through the use of your operating system's accessibility options and features.

it 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 software and on the printer control panel have simple text or icon labels that convey the appropriate action. Mobility For users with mobility impairments, the printer software functions can be executed through keyboard commands. the software also supports Windows accessibility options such as StickyKeys , ToggleKeys , FilterKeys , and MouseKeys. The printer doors, buttons, paper trays, and paper guides can be operated by users with limited strength and reach.

Support For more details about the accessibility of this product and HP's commitment to product accessibility, visit HP's website at www. For accessibility information for Mac OS X, visit the Apple website at www. Accessibility The printer provides a number of features that make it accessible for people with disabilities. Visual The printer software is accessible for users with visual impairments or low Contents 1 Get started Accessibility. 18 Finding the printer model number. 20 Tips for selecting and using media. 40 Print photos from a memory device . 41 Print on special and custom-size paper. 41 Print on special or custom-size paper (Mac OS X). 68 Reprint received faxes from memory.

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223 Set up the printer using WiFi Protected Setup (WPS). 223 Set up the printer using the embedded web server (EWS). 240 9 1 Get started This guide provides details about how to use the printer and how to resolve problems. □ •••••••••• Accessibility Eco Understand the printer parts Use the printer control panel Finding the printer model number Select print media Load an original on the scanner glass Load an original in the automatic document feeder (ADF) Load media Insert a memory device Install the accessories Maintain the printer Turn the printer off NOTE: If you are using the printer with a computer running Windows XP Starter Edition, Windows Vista Starter Edition, or Windows 7 Starter Edition, some features might not be available. For more information, see System requirements.

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 and on the printer control panel 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 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. For accessibility information for Mac OS X, visit the Apple website at www. Design for recycling has been incorporated into this product.

For more information, see Environmental product stewardship program HP is committed to helping customers reduce their environmental footprint.



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HP has provided these features to help you focus on ways to assess and reduce the impact of your printing choices. For more information about HP's environmental initiatives, visit www.hp.com/go/energy.
Manage power To conserve electricity, try the following: • Turn on the printer's Sleep Mode feature, and then select the option for the shortest time. After the printer has been inactive for this period of time, the printer will go into low-power mode. To configure this feature, touch (eco button) on the printer's control panel display, touch Sleep, and then touch the desired option. Use the printer's Schedule On and Off feature, and then select the days and time you want the printer to turn on and turn off automatically. For example, you can schedule the printer to turn on at 8am and turn off at 8pm from Monday to Friday. In this way, you will save energy during the night and weekends. To configure this (eco button) on the printer's control panel display, touch feature, touch Schedule On and Off, and then set the time to turn on and off the printer.

adjust the screen brightness to a dimmer setting. To configure this feature, touch (eco button) on the printer's control panel display, touch Screen Brightness, and then set the desired option. NOTE: The printer's Sleep Mode and Schedule On and Off features are temporarily not available if one or more of the ink cartridges are missing. After the cartridge is reinstalled, these features resume. CAUTION: HP recommends that you replace any missing cartridges as soon as possible to avoid print quality issues and possible extra ink usage or damage to the ink system.

Never turn off the printer when ink cartridges are missing. Conserve printing supplies To conserve printing supplies such as ink and paper, try the following:
••• Change the print mode to a draft setting. draft setting uses less ink. Do not clean the printhead unnecessarily. This wastes ink and shortens the life of the cartridges.

Reduce paper usage by printing on both sides of the paper. If the printer has an HP automatic two-sided printing accessory (duplexer), see [Print on both sides \(duplexing\)](#). Otherwise, you can first print just the odd pages, flip the pages over, and then print just the even pages. □ • Eco 11 Chapter 1 Understand the printer parts This section contains the following topics: ••• Front view Printing supplies area Back view Front view 12 1 2 11 10 9 8 3 4 5 7 6 1 2 3 4 5 6 7 8 9 10 11 12 Automatic document feeder (ADF) Scanner glass Output tray Front universal serial bus (USB) port Memory card slots Output tray extension Tray 1 (Power button) Control-panel display (differs based on the printer model that you have) Control panel (differs based on the printer model that you have) Document feeder tray Width guides 12 Get started Printing supplies area 4 3 2 1 1 2 3 4 Ink cartridge access door Ink cartridges Printhead latch Printhead Back view 1 2 3 4 5 6 Fax port (1-LINE) Fax port (2-EXT) Ethernet network port Rear universal serial bus (USB) port Power input Automatic two-sided printing accessory (duplexer) Understand the printer parts 13 Chapter 1 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 diagrams and related tables provide a quick reference to the printer control panel features for each printer model. For more information, see [Finding the printer model number](#). HP Officejet Pro 8600 1 2 3 4 9 8 7 Label 1 2 3 4 5 6 7 8 9 Name and Description Home button: Returns to the home screen from any other screen. control-panel display: Touch the screen to select menu options. For information about the icons that appear on the display, see [Control-panel display icons](#). help button: Opens the Help menu. Keypad: Use the keypad to enter numbers and text.

Right arrow button: Navigates through settings in the menus. Back button: Returns to the previous menu. Left arrow button: Navigates through settings in the menus. Home button: Returns to the home screen from any other screen. 5 6 Control-panel display: Touch the screen to select menu options. For information about the icons that appear on the display, see [Control-panel display icons](#). help button: Opens the Help menu. Right arrow button: Navigates through settings in the menus. cancel button: Stops a job , exits a menu , or exits settings. Back button: Returns to the previous menu.

Left arrow button: Navigates through settings in the menus. The signal strength is indicated by the number of curved lines. This is for infrastructure mode. For more information, see [Set up the printer for wireless communication](#). Use the printer control panel 15 Chapter 1 (continued) Icon Purpose Shows that ePrint is turned on.

For more information, see [HP ePrint](#). Displays a screen where you can make copies or select other options. Displays a screen where you can make a fax, or choose fax settings. Displays a screen where you can make a scan, or change scan settings. Displays a screen where you can use HP Apps.

For more information, see [Printer Apps](#). displays a screen where you can adjust photo printing options. Displays the Setup screen for generating reports, changing fax and other morLok logo in a variety of weights and sizes from major paper manufacturers. This section contains the following topics: ••• Recommended papers for printing and copying Recommended papers for photo printing Tips for selecting and using media Recommended papers for printing and copying 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. HP Brochure Paper HP Professional Paper These papers are glossy-coated or matte-coated on both sides for two-sided use. They are the perfect choice for producing professional quality marketing materials such as brochures and mailers, as well as business graphics for report covers and calendars. These papers are heavy two-sided matte papers perfect for presentation, proposals, reports, and newsletters. They are heavyweight for an impressive look and feel. hP Bright White Inkjet Paper delivers high-contrast colors and sharp text.

It is opaque enough for two-sided color usage with no showthrough, which makes it ideal for newsletters, reports, and flyers. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It is suitable for copies, drafts, memos and other everyday documents. it features ColorLok Technology for less smearing , bolder blacks , and vivid colors. HP Office Recycled Paper is a high-quality multifunction paper made with 30% recycled fiber. it features ColorLok Technology for less smearing , bolder blacks and vivid colors. HP's best photo paper is heavyweight for producing professional quality photos.



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Features an instant-dry finish for easy handling without smudging. 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 inch, 10 x 15 cm (4 x 6 inch), 13 x 18 cm (5 x 7 inch), and two finishes – glossy or soft gloss (satin matte). it is acid-free for longer lasting documents. 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. HP Iron-on Transfers (for color fabrics or for light or white fabrics) are the ideal solution for creating custom T-shirts from your digital photos. HP Office Paper HP Office Recycled Paper HP Premium Plus Photo Paper HP Advanced Photo Paper HP Everyday Photo Paper HP Iron-On Transfers To order HP papers and other supplies, go to www.hp.com. Go to Shop for Products and Services, and select Ink, toner and paper .

NOTE: At this time, some portions of the HP website are available in English only. Recommended papers for photo printing For 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. HP Premium Plus Photo Paper HP's best photo paper is heavyweight for producing professional quality photos. Features an instant-dry finish for easy handling without smudging. 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 inch, 10 x 15 cm (4 x 6 inch), 13x18 cm (5 x 7 inch), and two finishes – glossy or soft gloss (satin matte). it is acid-free for longer lasting documents. 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. 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. HP Advanced Photo Paper HP Everyday Photo Paper HP Photo Value Packs To order HP papers and other supplies, go to www.hp.com. NOTE: At this time, some portions of the HP website are available in English only.

Tips for selecting and using media For the best results, observe the following guidelines. □ • • Always use media that conforms to the printer specifications. For more information, see Media specifications. Load only one type of media at a time into a tray or automatic document feeder (ADF). When loading the trays and ADF, make sure the media is loaded correctly.

For more information, see Load media or Load an original in the automatic document feeder (ADF). Do not overload the tray or ADF. For more information, see Load media or Load an original in the automatic document feeder (ADF). To prevent jams, poor print quality, and other printing problems, avoid loading the following media in the trays or ADF:

- 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
- Select print media 21 Chapter 1 - Media that is too lightweight or stretches easily
- Media that contains staples or clips

NOTE: To scan, copy, or fax documents that contain pages that do not conform to these guidelines, use the scanner glass. For more information, see Load an original on the scanner glass.

Load an original on the scanner glass You can copy, scan, or fax up to Letter- or A4-size originals by loading them on the glass. NOTE: Many of the special features do not work correctly if the glass and lid backing are not clean. For more information, see Maintain the printer. To load an original on the scanner glass Use these steps to load an original on the scanner glass. TIP: For more help on loading an original, refer to the engraved guides along the edge of the glass. 22 Get started Load an original in the automatic document feeder (ADF) You can copy, scan, or fax a one-sided, single- or multiple-page, A4- or Letter-size document by placing it in the automatic document feeder tray. CAUTION: Do not load photos in the ADF; this might cause damage to your photos. Use only media that is supported by the printer. For more information, see Tips for selecting and using media. NOTE: Only single-sided documents on A4 or Letter-size paper can be scanned, copied, or faxed using the ADF.

The ADF does not support double-sided documents or other paper sizes. NOTE: Some features, such as the Fit to Page copy feature, do not work when you load your originals in the ADF. You must load your originals on the glass. The document feeder tray holds a maximum of 35 or 50 sheets of plain A4 or Lettersize paper, depending on the printer model. To load an original in the document feeder tray Use these steps to load a document in the automatic document feeder. 1. Load your original print-side up into the document feeder tray. Place the pages so that the top edge of the document goes in first. Slide the media into the automatic document feeder until you hear a tone or see a message on the display indicating that the loaded pages were detected. TIP: For more help on loading originals in the automatic document feeder, refer to the diagram engraved in the document feeder tray.

2. Slide the width guides inward until they stop at the left and right edges of the media. NOTE: Remove all originals from the document feeder tray before lifting the lid on the printer. Load an original in the automatic document feeder (ADF) 23 Chapter 1 Load media This section provides instructions for loading media into the printer. This section contains the following topics: • • • • Load standard-size media Load envelopes Load cards and photo paper Load custom-size media Load standard-size media To load media Use these instructions to load standard media.

Insert the media print-side down in the center of the tray. Make sure the stack of media aligns with the line on the width guide, and is not higher than the paper stack line on the guide. NOTE: Do not load paper while the printer is printing. 3. Slide the media guides in the tray to adjust them for the media size that you have loaded, and then reinsert the tray.



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24 Get started 4. Pull out the extension on the output tray. Load envelopes To load envelopes Use these instructions to load an envelope. Insert the envelopes print-side down and load according to the graphic. Make sure the stack of envelopes does not exceed the line marking in the tray. NOTE: Do not load paper while the printer is printing. load media 25 Chapter 1 3. Slide the media guides in the tray to adjust them for the media size that you have loaded, and then reinsert the tray. 4. Pull out the extension on the output tray.

Load cards and photo paper To load cards and photo paper Use these instructions to load photo paper. Insert the media print-side down in the center of the tray. Make sure the stack of media aligns with the line on the width guide, and is not higher than the paper stack line on the guide. NOTE: Do not load paper while the printer is printing. 26 Get started 3. Slide the media guides in the tray to adjust them for the media size that you have loaded, and then reinsert the tray. 4. Pull out the extension on the output tray. Load custom-size media To load custom-size media Use these instructions to load custom-size media.

CAUTION: Use only custom-size media that is supported by the printer.

For more information, see Media specifications. Insert the media print-side down in the center of the tray. Make sure the stack of media aligns with the line on the width guide, and is not higher than the paper stack line on the guide. NOTE: Do not load paper while the printer is printing. load media 27 Chapter 1 3.

Slide the media guides in the tray to adjust them for the media size that you have loaded, and then reinsert the tray. 4. Pull out the extension on the output tray. Insert a memory device If your digital camera uses a memory card to store photos, you can insert the memory card into the printer to print or save your photos. CAUTION: Attempting to remove a memory card while it is being accessed can damage files on the card.

You can safely remove a card only when the photo light is not blinking. Also, never insert more than one memory card at a time as this can also damage files on the memory cards. NOTE: The printer does not support encrypted memory cards. For more information on the supported memory cards, see Memory device specifications. To insert a memory card Use these steps to insert a memory card into the printer. 1. Turn the memory card so that the label faces up, and the contacts are facing the printer. 2. Insert the memory card into the corresponding memory card slot. 28 Get started NOTE: You cannot insert more than one memory card in the printer.

to connect a storage device 1. If you are connecting a digital camera, change the USB mode of the camera to storage mode, and then connect one end of the USB cable to the camera. NOTE: Different cameras use different terms to describe the storage mode. For instance, some cameras have a digital camera setting and a disk drive setting. In this instance, the disk drive setting is the storage mode setting. If storage mode does not work on your camera, you might need to upgrade the camera firmware. For more information, see the documentation that came with the camera. 2. Insert the USB storage device or the other end of the camera's USB cable to the USB port on the front of the printer. NOTE: If your USB device does not fit into this port due to size limitations, or if the connector on the device is shorter than 11 mm (0.

43 in), you will need to purchase a USB extension cable in order to use your device with this port. For more information on supported USB devices, see Memory card specifications. Install the accessories This section contains the following topics: •••• Install the duplexer Install Tray 2 Configure trays Turn on accessories in the printer driver Install the duplexer You can print on both sides of a sheet of paper automatically. For information on using the duplexer, see Print on both sides (duplexing). To install the duplexer: Install the accessories 29 Chapter 1 Slide the duplexer into the back of the printer until the unit locks into place.

Do not press the buttons on either side of the duplexer when installing the unit; use them only for removing the unit from the printer. Install Tray 2 NOTE: This feature is available with some models of the printer. tray 2 can hold up to 250 sheets of plain paper. For ordering information, see HP supplies and accessories. to install Tray 2 1.

Unpack the tray, remove the packing tapes and materials, and move the tray to the prepared location. The surface must be sturdy and level. 2. Turn off the printer, and disconnect the power cord. 3. Set the printer on top of the tray. CAUTION: Be careful to keep your fingers and hands clear of the bottom of the printer. 4. Connect the power cord and turn on the printer. For more information, see Turn on accessories in the printer driver.

30 Get started To load Tray 2 1. Pull the tray out of the printer by grasping under the front of the tray. 2. Insert the paper print-side down in the center of the tray. Make sure the stack of paper aligns with the line on the width guide, and does not exceed the line marking on the guide. NOTE: Tray 2 can be loaded only with plain paper. 3. Slide the media guides in the tray to adjust them for the size that you have loaded. Pull out the extension on the output tray. configure trays NOTE: Tray 2 is an optional accessory.

For ordering information, see Order printing supplies online. To configure the trays, you must have Tray 2 installed and turned on. By default, the printer draws media from Tray 1. If Tray 1 is empty, the printer draws media from Tray 2 (if it is installed and loaded with media). You can change this default behavior by using the following features: •Tray Lock: Use this feature to protect special media such as letterhead or preprinted media from accidental use. If the printer runs out of media while printing a document, it will not use media from a locked tray to complete the print job. Default Tray: Use this feature to determine the first tray from which the printer draws media. NOTE: To use the tray lock and default tray settings, you must select the automatic tray selection option in the printer software. If the printer is on a network and you set a default tray, the setting will affect all users of the printer. tray 2 is designed to hold only plain paper.

The following table lists possible ways you can use the tray settings to meet your printing needs. i want to. Load both trays with the same media, and have the printer pick media from one tray if the other one is empty. Have both special media (such as transparencies or letterhead) and plain paper loaded in the trays. follow these steps ••••• Load media in Tray 1 and Tray 2. For more information, see Load media. Make sure tray lock is disabled. Load special media in Tray 1 and plain paper in Tray 2. Make sure the default tray is set to Tray 2. Make sure tray lock is set to Tray 1.

32 Get started (continued) I want to.



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Load media in both trays but have the printer pick media from a specific tray first. follow these steps • •Load media in Tray 1 and Tray 2. Make sure default tray is set to the appropriate tray. to configure the trays 1. Make sure the printer is turned on. 2. Touch (right arrow), touch Setup, touch Preferences, and then select Default Tray or Tray Lock. 3. Click OK or Apply after changing the desired tray settings.

Turn on accessories in the printer driver • •To turn on accessories (Windows) To turn on accessories on (Mac OS X) To turn on accessories (Windows) 1. Right-click the printer icon, and then click Properties. Click the accessory that you want to turn on, click Installed from the drop-down menu, and then click OK. To turn on accessories on (Mac OS X) Mac OS X automatically turns on all accessories in the printer driver when you install the printer software. If you add a new accessory later, follow these steps: 1.

Open the System Preferences and then select Print & Fax. Select the printer from list of printers, and then click Options & Supplies. click the Driver tab. Select the options you want to install, and then click OK. Maintain the printer This section provides instructions for keeping the printer in top working condition.

perform these maintenance procedures as necessary. □ • •Clean the scanner glass Clean the exterior Clean the automatic document feeder Clean the scanner glass NOTE: Dust or dirt on the scanner glass, scanner lid backing, or scanner frame can slow down performance, degrade the quality of scans, and affect the accuracy of special features such as fitting copies to a certain page size. Maintain the printer 33 Chapter 1 To clean the scanner glass 1. turn the printer off. For more information, see Turn the printer off. Clean the glass and the glass strip by using a soft, lint-free cloth that has been sprayed with a mild glass cleaner. Dry the glass with a dry, soft, lint-free cloth. CAUTION: Use only glass cleaner to clean the scanner glass. Avoid cleaners that contain abrasives, acetone, benzene, and carbon tetrachloride, all of which can damage the scanner glass. Avoid isopropyl alcohol because it can leave streaks on the glass.

CAUTION: Do not spray the glass cleaner directly on the glass. If too much glass cleaner is applied, the cleaner could leak under the glass and damage the scanner. 4. Close the scanner lid, and turn on the printer. clean the exterior WARNING! Before cleaning the printer, turn the printer off by pressing the (Power button) and unplug the power cord from the electrical socket. Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off of the case. The exterior of the printer does not require cleaning. Keep fluids away from the interior of the printer, as well as from the printer control panel. Clean the automatic document feeder If the automatic document feeder picks up multiple pages or if it does not pick up plain paper, you can clean the rollers and separator pad. Lift the automatic document feeder 34 Get started cover to access the pick assembly inside the automatic document feeder, clean the rollers or separator pad, and then close the cover.

Lift the automatic document feeder cover (1). This provides easy access to the rollers (2) and separator pad (3). 2 1 3 1 2 3 1 2 3 Automatic document feeder cover Rollers Separator pad 3. Lightly dampen a clean lint-free cloth with distilled water, then squeeze any excess liquid from the cloth. 4.

Use the damp cloth to wipe any residue off the rollers or separator pad. NOTE: If the residue does not come off using distilled water, try using isopropyl (rubbing) alcohol. 5. Close the cover of the automatic document feeder. Turn the printer off Turn the printer off by pressing the (Power button) located on the printer.

Wait until the power light turns off before unplugging the power cord or turning off a power strip. CAUTION: If you incorrectly turn the printer off, the print carriage might not return to the correct position causing problems with the ink cartridges and print quality issues. CAUTION: HP recommends that you replace any missing cartridges as soon as possible to avoid print quality issues and possible extra ink usage or damage to the ink system. Never turn off the printer when ink cartridges are missing. Turn the printer off 35 2 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 media for your documents, see Select print media. Choose a print job to continue: Print documents Print brochures Print on envelopes Print photos Print on special and custom-size paper Print borderless documents Print documents Follow the instructions for your operating system. □ • Print documents (Windows) Print documents (Mac OS X) NOTE: To print from email messages and attachments using HP's ePrint feature. For more information, see HP ePrint.

print documents (Windows) 1. Load paper in the tray. For more information, see Load media. 2. On the File menu in your software application, click Print. 3. Make sure the printer you want to use is selected. 36 Print 4. 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.

5. Change the paper orientation on the Layout tab, and paper source, media type, paper size, and quality settings on the Paper/Quality tab. To print in black and white, click the Advanced button, and then change the Print in Grayscale option. Load paper in the tray. For more information, see Load media. From the File menu in your software application, click Page Setup. NOTE: If you do not see a Page Setup menu item, go to step 3. b. Make sure the printer you want to use is selected in the Format For pop-up menu. c.

Select the paper size from the Paper Size pop-up menu, and then click OK. From the File menu in your software application, click Print. Make sure the printer you want to use is selected. Select the paper size from the Paper Size pop-up menu (if available). Change the print settings for the option provided in the pop-up menus, as appropriate for your project. NOTE: If you do not see any options, click the blue disclosure triangle next to the Printer pop-up menu. Print brochures Follow the instructions for your operating system. □ • Print brochures (Windows) Print brochures (Mac OS X) NOTE: To print from email messages and attachments using HP's ePrint feature. For more information, see HP ePrint. Print brochures (Windows) 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. 1. Load paper in the tray. For more information, see Load media. 2. On the File menu in your software application, click Print.



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3. Make sure the printer you want to use is selected. print brochures 37 Chapter 2 4. 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. 5. Change the paper orientation on the Layout tab, and paper source, media type, paper size, and quality settings on the Paper/Quality tab. To print in black and white, click the Advanced button, and then change the Print in Grayscale option. Load paper in the tray.

For more information, see Load media. From the File menu in your software application, click Page Setup. NOTE: If you do not see a Page Setup menu item, go to step 3. b. Make sure the printer you want to use is selected in the Format For pop-up menu.

c. Select the paper size from the Paper Size pop-up menu, and then click OK. From the File menu in your software application, click Print. Make sure the printer you want to use is selected. Select the paper size from the Paper Size pop-up menu (if available). Click Paper Type/Quality from the pop-up menu, and then select the following settings: • Paper Type: The appropriate brochure paper type • Quality: Normal or Best NOTE: If you do not see these options, click the blue disclosure triangle next to the Printer pop-up menu. 7. 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.

Follow the instructions for your operating system. Load envelopes print-side down in the tray. For more information, see Load media. 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. 5. On the Layout tab, change the orientation to Landscape. 6.

Click Paper/Quality, and then select the appropriate envelope type from the Paper Size drop-down list. TIP: You can change more options for the print job by using the features available on the other tabs in the dialog box. Load envelopes in the tray. For more information, see Load media. From the File menu in your software application, click Page Setup.

NOTE: If you do not see a Page Setup menu item, go to step 3. b. Make sure the printer you want to use is selected in the Format For pop-up menu. c. Select the appropriate envelope size from the Paper Size pop-up menu, and then click OK.

From the File menu in your software application, click Print. Make sure the printer you want to use is selected. Select the appropriate envelope size in the Paper Size pop-up menu (if available). select the Orientation option. NOTE: If you do not see these options, click the blue disclosure triangle next to the Printer pop-up menu. 7. Select any other print settings that you want, and then click Print to begin printing. 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.

Follow the instructions for your operating system. □ • • Print photos on photo paper (Windows) Print photos on photo paper (Mac OS X) Print photos from a memory device Print photos 39 Chapter 2 NOTE: To print from email messages and attachments using HP's ePrint feature. For more information, see HP ePrint. Load paper in the tray. For more information, see Load media. 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 option that opens the printer Properties dialog box. Depending on your software application, this option might be called Properties, Options, Printer Setup, Printer, or Preferences. On the Paper/Quality tab, select the appropriate photo paper type from the Media drop-down menu.

Click Advanced, and then select Best or Maximum DPI from the Output Quality drop-down menu. To print the photo in black and white, click the Grayscale drop-down menu, and then select one of the following options: • High-Quality Grayscale: uses all the available colors to print your photo in grayscale. The gray shading is created by varying patterns of black dots, which might result in a grainy image. Load paper in the tray. For more information, see Load media.

From the File menu in your software application, click Page Setup. NOTE: If you do not see a Page Setup menu item, go to step 3. b. Make sure the printer you want to use is selected in the Format For pop-up menu. c.

Select the paper size from the Paper Size pop-up menu, and then click OK. From the File menu in your software application, click Print. Make sure the printer you want to use is selected. Select the appropriate paper size from the Paper Size pop-up menu (if available). Click Paper Type/Quality from the pop-up menu, and then select the following settings: • Paper Type: The appropriate photo paper type • Quality: Best or Maximum dpi NOTE: If you do not see these options, click the blue disclosure triangle next to the Printer pop-up menu. If necessary, change the photo and color options: a. Click the disclosure triangle beside Color Options and select the appropriate Photo Fix options: • Off: Applies no automatic adjustments to the image. To print the photo in black and white, click Grayscale from the Color pop-up menu, and then select one of the following options: • High Quality: Uses all the available colors to print your photo in grayscale. The gray shading is created by varying patterns of black dots, which might result in a grainy image. 8.

Select any other print settings that you want, and then click Print to begin printing. Print photos from a memory device You can connect a USB storage device (such as a keychain drive or portable hard drive) to the USB port at the back of the printer. For more information about using memory devices, see Insert a memory device. CAUTION: Attempting to remove a memory device while it is being accessed can damage files on the memory device. You can safely remove a memory card only when the status light is not blinking. To print selected photos NOTE: This function is only available if the memory device does not contain Digital Print Order Format (DPOF) content. 1. Insert your memory device into the appropriate slot on the printer. The Photo screen appears on the control panel display. The photos are displayed.

3. Follow the instructions on the control panel display to select, edit, or print the photos.



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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.

Use only custom-size paper that is supported by the printer. For more information, see *Media specifications*. NOTE: Defining custom-size media sizes is only available in the HP printing software in Mac OS X. *Print on special and custom-size paper* 41 Chapter 2 Follow the instructions for your operating system. □

• *Print on special or custom-size paper (Mac OS X)* Set up custom sizes (Mac OS X) *Print on special or custom-size paper (Mac OS X)* NOTE: Before you can print on custom-size paper, you must set up the custom size in the HP software provided with the printer.

For instructions, see *Set up custom sizes (Mac OS X)*. 1. Load the appropriate paper in the tray. For more information, see *Load media*. From the File menu in your software application, click *Page Setup*. NOTE: If you do not see a *Page Setup* menu item, go to step 3. b. Make sure the printer you want to use is selected in the *Format For pop-up* menu. c. Select the paper size from the *Paper Size pop-up* menu, and then click *OK*.

From the File menu in your software application, click *Print*. Make sure the printer you want to use is selected. Select the appropriate paper size from the *Paper Size pop-up* menu (if available). click *Paper Handling* from the pop-up menu. Under *Destination Paper Size*, click *Scale to fit paper size*, and then select the custom size. Select any other print settings that you want, and then click *Print* to begin printing. Load paper in the tray. 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. - OR From the File menu in your software application, click *Print*, and then make sure the printer you want to use is selected. NOTE: If you do not see these options in the *Print* dialog, click the blue disclosure triangle next to the *Printer pop-up* menu.

4. Click the + on the left side of the screen, double-click *Untitled*, and type a name for the new, custom size. 5. In the *Width* and *Height* boxes, type the dimensions, and then set the margins, if you want to customize them. 42 *Print borderless documents* Borderless printing lets you print to the edges of certain photo media types and a range of standard media sizes.

NOTE: You cannot print a borderless document if the paper type is set to *Plain paper*. NOTE: Before printing a borderless document, open the file in a software application and assign the image size. Make sure the size corresponds to the media size on which you are printing the image. NOTE: Not all applications support borderless printing. Follow the instructions for your operating system.

Load paper in the tray. For more information, see *Load media*. 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*. Click the *Paper/Quality* tab, and then click the *Advanced* button. In the *Borderless Printing* option, click *Print Borderless*, and then click the *OK* button. In the *Media* drop-down list, select the appropriate paper type. Load paper in the tray.

For more information, see *Load media*. From the File menu in your software application, click *Page Setup*. NOTE: If you do not see a *Page Setup* menu item, go to step 3. b. Make sure the printer you want to use is selected in the *Format For pop-up* menu. c. Select an available borderless paper size from the *Paper Size pop-up* menu, and then click *OK*. 3. From the File menu in your software application, click *Print*. 4.

Make sure the printer you want to use is selected. 5. Select the paper size from the *Paper Size pop-up* menu (if available). *print borderless documents* 43 Chapter 2 6. Click *Paper Type/Quality* from the pop-up menu, and then select the following settings: • *Paper Type*: The appropriate paper type • *Quality*: *Best* or *Maximum dpi* NOTE: If you do not see these options, click the blue disclosure triangle next to the *Printer pop-up* menu.

7. Make sure the *Print Borderless* check box is selected. 8. If necessary, click the blue disclosure triangle beside *Color Options* and select the appropriate *Photo Fix* options: • *Off*: Applies no automatic adjustments to the image. Select any other print settings that you want, and then click *Print* to begin printing.

HP ePrint With HP ePrint, you can print from email connected mobile phones, netbooks, other mobile devices, or traditional desktop email clients—anywhere, anytime. Using your mobile device service and the printer's web Services, you can print documents to a printer that could be sitting next to you or sitting thousands of miles away. To use the HP ePrint service, you need to have the following components: • • An HP ePrint-enabled printer that is connected to the Internet (either using an Ethernet cable or wireless connection) A device that has a functioning email capability Follow the instructions on the printer's control panel to enable and set up the printer's web services. For more information, see [www](http://www.hp.com). *Print on both sides (duplexing)* You can print on both sides of a sheet of media automatically by using the *HP Automatic Two-sided Printing Accessory (duplexer)*. NOTE: Two-sided printing requires an *HP Automatic Two-sided Printing Accessory (duplexer)* to be installed on the printer. TIP: You can perform manual duplexing by first printing only the odd pages, flipping the pages over, and then printing only the even pages. For more information, see *Guidelines for printing on both sides of a page* and *Load media*. 2. Make sure the duplexer is installed correctly.

For more information, see *Install the duplexer*. 3. With a document open, click *Print* on the File menu, and then under the *Print on Both Sides* options on the *Layout* tab, select either *Flip on Long Edge* or *Flip on Short Edge*. 44 *Print* 4. Change any other settings, and then click *OK*. For more information, see *Guidelines for printing on both sides of a page* and *Load media*. 2. Make sure the duplexer is installed correctly. For more information, see *Install the duplexer*. From the File menu in your software application, click *Page Setup*.

NOTE: If you do not see a *Page Setup* menu item, go to step 4. b. Make sure the printer you want to use is selected in the *Format For pop-up* menu. c. Select the paper size from the *Paper Size pop-up* menu, and then click *OK*.

4. From the File menu in your software application, click *Print*. 5. Make sure the printer you want to use is selected. 6.

Select the paper size from the *Paper Size pop-up* menu (if available). NOTE: You might need to select the paper-size option labeled *Two-Sided margins*. 7. Click the *Two-Sided Printing pop-up* menu, select *Print Both Sides*, and then click the appropriate binding options for the document.



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- OR Click the Layout pop-up menu, and then select the appropriate binding options for the document from the Two-Sided pop-up menu. NOTE: If you do not see any options, click the blue disclosure triangle next to the Printer pop-up menu. 8. Select any other print settings that you want, and then click Print to begin printing. Print on both sides (duplexing) 45 3 Scan You can use the printer's control panel to scan documents, photos, and other originals and send them to a variety of destinations, such as a folder on a computer. You can also scan these originals from your computer using either the HP software provided with the printer or TWAIN-compliant or WIA-compliant programs.

When scanning documents, you can use the HP software to scan documents into a format that you can search, copy, paste, and edit. NOTE: The HP Scanning Software does not support TWAIN and WIA scanning on computers running Mac OS X. NOTE: Some scan functions are only available after you install the HP software. TIP: If you have problems scanning documents, see Solve scan problems. This section contains the following topics: • • • Scan an original Scan using Webscan Scanning documents as editable text Scan an original NOTE: Your printer and computer must be connected and turned on. NOTE: If you are scanning an original from the printer control panel or from your computer using a the HP printer software, the HP software provided with the printer must also be installed and running on your computer prior to scanning. NOTE: If you are scanning a borderless original, load the original on the scanner glass, not the ADF. This section contains the following topics: • • Scan to a computer Scan to a memory card Scan to a computer To scan an original to a computer from the printer control panel NOTE: If you are using a computer running Windows, from the computer desktop, click Start, select Programs or All Programs, select the folder for your HP printer, and then select the option for your HP printer. double-click Scanner Actions , double-click Manage Scan to Computer , and then click Enable. 46 Scan Use these steps to scan from the control panel.

1. Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see Load an original on the scanner glass or Load an original in the automatic document feeder (ADF). 2. Touch Scan, and then select Computer.
3. Touch Document Type to select the type of document you want to save. Touch Resolution to change the scan resolution setting. Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see Load an original on the scanner glass or Load an original in the automatic document feeder (ADF).
2. On the computer, open the HP scanning software: • Windows: From the computer desktop, click Start, select Programs or All Programs, select the folder for your HP printer, and then select HP Scan. • Mac OS X: Double-click the HP Scans 3 icon. This icon is located in the Hewlett-Packard folder in the Applications folder at the top level of the hard disk. Make changes to the scan settings, if needed. NOTE: For more information, see the online Help provided with the scanning software. NOTE: Use the HP software to scan documents into editable text, a format that allows you to search, copy, paste, and edit within the scanned document. Use this format to edit letters, newspaper clippings, and many other documents. For more information, see Scanning documents as editable text. Scan to a memory card You can scan directly to a memory card from the printer control panel without using a computer or the HP software provided with the printer.

To scan an original to a memory card from the printer control panel Use these steps to scan an original to a memory card. 1. Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see Load an original on the scanner glass or Load an original in the automatic document feeder (ADF). For more information, see Insert a memory device. 3. Touch Scan, and then select Memory Device. Scan an original 47 Chapter 3 TIP: To scan documents as editable text, you must install the HP software included with the printer. For more information, see Scanning documents as editable text. Scan using Webscan Webscan is a feature of the embedded web server that lets you scan photos and documents from your printer to your computer using a web browser.

This feature is available even if you did not install the printer software on your computer. For more information, see Embedded web server. NOTE: If you are unable to open Webscan in the EWS, it might be turned off by your network administrator. For more information, contact your network administrator or the person who set up your network. to scan using Webscan 1.

Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see Load an original on the scanner glass or Load an original in the automatic document feeder (ADF). For more information, see Embedded web server. 3. Click the Scan tab, click Webscan in the left pane, change any settings, and then click Start Scan.

TIP: To scan documents as editable text, you must install the HP software included with the printer. For more information, see Scanning documents as editable text. Scanning documents as editable text When scanning documents, you can use the HP software to scan documents into a format that you can search, copy, paste, and edit. This allows you to edit letters, newspaper clippings, and many other documents. This section contains the following topics: • • To scan documents as editable text Guidelines for scanning documents as editable text To scan documents as editable text Use the following guidelines for scanning documents as editable text. Follow the instructions for your operating system. windows 1. Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see Load an original on the scanner glass or Load an original in the automatic document feeder (ADF). 2.

From the computer desktop, click Start, select Programs or All Programs, select the folder for your HP printer, and then select HP Scan. 48 Scan 3. Select the type of editable text you want to use in the scan: I want to. Extract just the text, without any of the formatting of the original Extract the text, as well as some of the formatting of the original Follow these steps Select the Save as Editable Text (OCR) shortcut from the list, and then select Text (. txt) from the File Type drop-down menu. Select the Save as Editable Text (OCR) shortcut from the list, and then select Rich Text (. rtf) from the File Type drop-down menu. Or Select the Save as PDF shortcut from the list, and then select Searchable PDF (. To start the scan, click Scan, and then follow the onscreen instructions.



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mac OS X 1.

Load your original print-side down on the right-front corner of the glass or print-side up in the ADF. For more information, see *Load an original on the scanner glass* or *Load an original in the automatic document feeder (ADF)*. This icon is located in the Hewlett-Packard folder in the Applications folder at the top level of the hard disk. Select the Documents preset from the Presets pop-up menu. Select the type of editable text you want to use in the scan: I want to. Extract just the text, without any of the formatting of the original Extract the text, as well as some of the formatting of the original Follow these steps Select TXT from the Format pop-up menu. Scanning documents as editable text 49 Chapter 3 Guidelines for scanning documents as editable text To ensure that the software can convert your documents successfully, do the following:

- Make sure the scanner glass or ADF window is clean. When the printer scans the document, smudges or dust on the scanner glass or ADF window can be scanned, as well, and can prevent the software from converting the document to editable text. Make sure the document is loaded correctly. When scanning documents as editable text from the ADF, the original must be loaded into the ADF with the top forward and face up.

When scanning from the scanner glass, the original must be loaded with the top facing the right edge of the scanner glass. Also, make sure the document is not skewed. For more information, see *Load an original on the scanner glass* or *Load an original in the automatic document feeder (ADF)*. Make sure the text on the document is clear. To successfully convert the document to editable text, the original must be clear and of high quality. The following conditions can cause the software to not convert the document successfully:

- lv The text on the original is faint or wrinkled. The text is too small.
- lv The structure of the document is too complex. The text is tightly spaced. For example, if the text that the software converts has missing or combined characters, "rn" might appear as "m."

" lv The text is on a colored background. Colored backgrounds can cause images in the foreground to blend too much. choose the correct profile. Be sure to select a shortcut or preset that allows scanning as editable text. These options use scan settings designed to maximize the quality of your OCR scan. Save your file in the correct format. If you want to extract just the text from the document, without any of the formatting of the original, select a plain text format (such as Text (.txt) or TXT). If you want to extract the text, as well as some of the formatting of the original, select Rich Text Format (such as Rich Text (.rtf)).

Scan 4 HP Digital Solutions The printer includes a collection of digital solutions that can help you simplify and streamline your work.

These digital solutions include the following:

- HP Direct Digital Filing (including Scan to Network Folder and Scan to Email)
- HP Digital Fax (including Fax to Network Folder and Fax to Email)

NOTE: Scan to Email and Fax to Email features are only supported by HP Officejet Pro 8600 Plus and HP Officejet Pro 8600 Premium. This section contains the following topics:

- What are HP Digital Solutions?
- Requirements
- Set up HP Digital Solutions
- Use the HP Digital Solutions
- What are HP Digital Solutions?

HP Digital Solutions are a set of tools provided with this printer that can help improve your office productivity. hP Direct Digital Filing HP Direct Digital Filing provides robust, general-office scanning—as well as basic, versatile, document-management capabilities—for multiple users over a network. With HP Direct Digital Filing, you can simply walk up to the printer, touch a button on the printer's control panel, and either scan documents directly to computer folders on your network or quickly share them with business partners as email attachments—and all without using additional scanning software. These scanned documents can be sent to a shared network folder for personal or group access or to one or more email addresses for quick sharing.

In addition, you can configure specific scan settings for each scan destination, allowing you to make sure that the best settings are being used for each specific task. HP Digital Fax Never lose important faxes misplaced within a stack of paper pages again! With HP Digital Fax, you can save incoming, black-and-white faxes to a computer folder on your network for easy sharing and storage, or you can forward faxes through email—allowing you to receive important faxes from anywhere while working away from the office. In addition, you can turn off fax printing altogether — saving money on paper and ink, as well as helping reduce paper consumption and waste. HP Digital Solutions 51 Chapter 4 Requirements Before you set up the HP Digital Solutions, make sure you have the following:

- A network connection The printer can be connected either through a wireless connection or using an Ethernet cable. NOTE: If the printer is connected using a USB cable, you scan documents to a computer or attach scans to an email message using the HP software.

For more information, see *Scan an original*. You can receive faxes to your computer using Fax to PC or Fax to Mac. For more information, see *Receive faxes to your computer using HP Digital Fax (Fax to PC and Fax to Mac)*.

- The HP software HP recommends that you set up HP Digital Solutions using the HP software provided with the printer. TIP: If you would like to set up HP Digital Solutions without installing the HP software, you can use the printer's embedded web server. for Scan to Network Folder, Fax to Network Folder
- An active network connection. You must be connected to the network.
- An existing Windows (SMB) shared folder For information about finding the computer name, see the documentation for your operating system.
- The network address for the folder On computer running Windows, network addresses are usually written in this format: \\mype\sharedfolder\
- The name of the computer where the folder is located For information about finding the computer name, see the documentation for your operating system.
- Appropriate privileges on the shared folder You must have write access to the folder.

□ A username and password for the shared folder (if necessary) For example, the Windows or Mac OS X username and password used to log onto the network. nOTE: HP Direct Digital Filing does not support Active Directory. For Scan to Email, Fax to Email NOTE: Scan to Email and Fax to Email are only supported by HP Officejet Pro 8600 Plus and HP Officejet Pro 8600 Premium.

- •• 52 A valid email address
- Outgoing SMTP server information
- An active Internet connection

HP Digital Solutions If you are setting up Scan to Email or Fax to Email on a computer running Windows, the setup wizard can automatically detect the email settings for the following email applications:

- Microsoft Outlook 2003–2007 (Windows XP, Windows Vista, and Windows 7)
- Outlook Express (Windows XP)
- Windows Mail (Windows Vista)
- Mozilla Thunderbird (Windows XP, Windows Vista, and Windows 7)
- Qualcomm Eudora (version 7).



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