



# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for HP OFFICEJET PRO 8620. You'll find the answers to all your questions on the HP OFFICEJET PRO 8620 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 8620  
User guide HP OFFICEJET PRO 8620  
Operating instructions HP OFFICEJET PRO 8620  
Instructions for use HP OFFICEJET PRO 8620  
Instruction manual HP OFFICEJET PRO 8620

## User Guide



## HP Officejet Pro 8610/8620/8630



[You're reading an excerpt. Click here to read official HP OFFICEJET PRO 8620 user guide](http://yourpdfguides.com/dref/5586296)  
<http://yourpdfguides.com/dref/5586296>

**Manual abstract:**

@@@ Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein. Acknowledgements Microsoft, Windows, Windows XP, Windows Vista, Windows 7, and Windows 8 are U.S. registered trademarks of Microsoft Corporation. ENERGY STAR and the ENERGY STAR mark are registered U.S. marks. 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 on page 121. 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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*150 Step 1: Make sure the Wireless (802.*



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11) light is turned on ....

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*..... 157 Reinstall the printhead ..*

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.... 157 Clear jams .

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..... 159 Clear paper jams inside the printer .....

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..... 159 Clear paper jams in the automatic document feeder ...

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.. 160 Avoid paper jams .....

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*..... 162 Appendix A Technical information ..*

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*... 163 Warranty information .....*

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*... 164 Ink cartridge warranty information .....*

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..... *164 Specifications* ....

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..... *165 System requirements* ...

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*165 Environmental specifications* .....

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*. 165 Input tray capacity* .....

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..... *167 x ENWW Acoustic emission specifications* .....

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*167 Regulatory information* .....

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..... *169 Regulatory Model Number* .....

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.. *169 FCC statement* .....

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. 171 Notice to users of the Canadian telephone network ....

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..... 172 Notice to users in the European Economic Area ...

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

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..... 173 Australia wired fax statement ....

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..... 173 European Union Regulatory Notice ...

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..... 173 Products with external AC Adapters ..

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*. 173 Products with wireless functionality .....*

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*..... 173 European telephone network declaration (Modem/Fax) ....*

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*..... 174 Declaration of conformity .*

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*. 174 Regulatory information for wireless products ....*

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*... 174 Exposure to radio frequency radiation .....*

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*... 175 Notice to users in Brazil .....*

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*175 Notice to users in Canada .....*

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*.... 175 Notice to users in Taiwan .....*

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*.... 176 Notice to users in Mexico .....*

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*.... 176 Wireless notice to users in Japan .*

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*. 176 Environmental product stewardship program .....*

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... 177 Paper use .

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... 177 Plastics .

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... 177 Material safety data sheets ..

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.. 177 Recycling program .....

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..... 178 HP inkjet supplies recycling program .

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..... 178 Disposal of waste equipment by users ..

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..... 178 Power consumption .

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..... 178 Chemical substances .

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.. 178 Battery disposal in the Netherlands ...

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... 179 Battery disposal in the Taiwan .....

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.. 179 California Perchlorate Material Notice .....

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

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

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

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

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

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

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

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... 197 Shared voice/fax line with computer DSL/ADSL modem and answering machine ..

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

.. 201 Serial-type fax setup ...

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... 203 Test fax setup ..

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..... 204 *Appendix C Errors (Windows)* .

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. 205 *Fax memory full* .....

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..... 207 *Unable to communicate with printer* .

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.. 208 Low on ink .....

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.. 209 Printhead Problem .....

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..... 210 Ink Cartridge Problem .....

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.... 211 Replace the ink cartridge .....

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..... 212 Incompatible older generation cartridge installed ..

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213 Paper Mismatch .....

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.. 214 The cartridge cradle cannot move .....

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*.. 215 Paper Jam .....*

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*... 216 The printer is out of paper ..*

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*217 Printer Offline .....*

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*. 218 Printer Paused .....*

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. 222 *Previously used ink cartridge installed* ....

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.... 223 *Ink cartridges depleted* .

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. 224 *xii ENWW Ink cartridge failure* ....

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.... 237 *Incompatible ink cartridges* .

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238 *Ink sensor failure* .....

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. 239 *Ink sensor warning* ....

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.... 240 Problem with printer preparation .  
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. 241 Color cartridge out of ink .....  
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..... 242 Black cartridge out of ink .....  
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.... 243 Automatic document feeder cover open .  
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[hp.com/accessibility](http://hp.com/accessibility). (OS X) For accessibility information, visit the Apple website at [www.apple.com/accessibility](http://www.apple.com/accessibility).

4 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 on page 177. 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. You can also turn the features on or off from the printer software or Embedded web server (EWS). To open the printer software, see Open the HP printer software (Windows) on page 37. To open the EWS, see Embedded web server on page 118. Sleep mode Power usage is reduced while in Sleep mode.

After initial setup, the printer goes into low-power mode after 5 minutes of inactivity. To change the time to Sleep mode: 1. 2. From the printer control panel display, touch Touch Sleep, and then touch the desired option. (ECO). NOTE: If you change your country or region from the printer control panel, the time to sleep mode is automatically set to the default, which is 5 minutes. Schedule On and Off Use this feature to automatically save energy during evenings and weekends. 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 configure the printer's Schedule On and Off feature: 1. 2. 3. From the printer control panel display, touch Touch Schedule On and Off. Touch Schedule On and Schedule Off to set the time to turn the printer on and off. (ECO). CAUTION: Always turn off the printer properly, using either Sleep Mode, Schedule On and Off, or (the Power button).

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. Optimize Printing Supplies To optimize printing supplies such as ink and paper, try the following: ENWW HP EcoSolutions (HP and the Environment)

5 □ □ □ □ 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).

Change the print mode 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.

6 Chapter 2 Get started ENWW 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 Document feeder paper-width guides Document feeder tray Scanner glass Control panel display Output tray Output tray extender Main input tray Front USB port Power button Near field communication (NFC) NOTE: This feature is available with some models of the printer. 11

Document feeder tray ENWW Understand the printer parts 7 Printing supplies area 1 2 3 4 Ink cartridge access door Ink cartridges Printhead Printhead latch NOTE: Printing supplies 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 off the printer when a cartridge is missing. Back view 1 2 3 4 5 Fax port (2-EXT) Fax port (1-LINE) Ethernet network port Rear USB port Power input 8 Chapter 2 Get started ENWW 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 Name and Description Wireless status light: Blue light indicates a wireless connection. Touch capabilities. Home button: Returns to the home screen from any other screen. Control panel display: Touch the screen to select menu options. For addition menu options, touch and slide your finger across the screen.

For information about the icons that appear on the display, see Control panel display icons on page 9. (Wireless) to turn on or off the printer wireless 2 3 4 5 Back button: Returns to the previous menu. Help button: Opens the Help menu. Control panel display icons Icon Purpose Shows that a wired network connection exists and also provides easy access to the network status screen. Displays wireless status and menu options. For more information, see Set up the printer for wireless communication on page 106. (Ethernet) and (Wireless) do not display at the same time. Showing the Ethernet icon or the wireless icon NOTE: depends on the way your printer is connected to network. If the network connection of the printer has not been set up, by (Wireless). default, the printer control panel display shows Turn on (with and without security) or off wireless direct.

If turning on wireless direct with security, then you can also display the wireless direct name and security password. Displays a screen where you can configure the product power saving settings features. ENWW Use the printer control panel 9 Icon Purpose Touch the icon to display the Web Services Settings where you can view the printer's email address and make ePrint settings. For more information, see HP ePrint on page 91. Displays a screen where you can make copies or select other options.

Displays a screen where you can send 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 print apps. Displays the Setup screen for generating reports, changing fax and other maintenance settings, and accessing the Help screen. Provides more information about the printer features.

Displays a screen where you can see information about the ink cartridges, including fill levels. This icon has a red border when an ink cartridge needs attention. 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 prompted to do so. Displays the status of the Auto Answer function. Touch Auto Answer to turn it on or off. For more information, see Set the answer mode (Auto answer) on page 77. 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 the printer management tools.

For more information about these tools, see Printer management tools on page 115. To change settings for a function The Home screen of the control panel display shows the available functions for the printer.



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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. 10 Chapter 2 Get started ENWW 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 and slide your finger across the screen and then 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. ENWW Use the printer control panel 11 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 Digital Filing (including Scan to Network Folder and Scan to Email) HP Digital Fax (including Fax to Network Folder and Fax to Email) 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 Digital Filing HP Digital Filing provides robust, general-office scanning—as well as basic, versatile, documentmanagement capabilities—for multiple users over a network.

With HP Digital Filing, you can simply walk up to the printer, select the options on the printer 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. Requirements Before you set up the HP Digital Solutions, make sure you have the following: 12 Chapter 2 Get started ENWW For all HP Digital Solutions □ 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 on page 56. You can receive faxes to your computer using HP Digital Fax. For more information, see Receive faxes using HP Digital Fax on page 71.

□ 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: \\mypc\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 OS X username and password used to log onto the network. NOTE: HP Digital Filing does not support Active Directory. For Scan to Email, Fax to Email □ □ □ A valid email address Outgoing SMTP server information An active Internet connection 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) ENWW HP Digital Solutions 13 □ □ □ Mozilla Thunderbird (Windows XP, Windows Vista, and Windows 7) Qualcomm Eudora (version 7).

0 and above) (Windows XP and Windows Vista) Netscape (version 7.0) (Windows XP) However, if your email application is not listed above, you can still set up and use Scan to Email and Fax to Email if your email application meets the requirements listed in this section. Set up HP Digital Solutions You can set up HP Digital Solutions using the HP software provided with the printer—either using software wizards that you can open from the HP printer software (Windows) or HP Utility (OS X). TIP: You can also use the printer's EWS to set up the HP Digital Solutions. For more information about using the EWS, see Embedded web server on page 118.

NOTE: If you are using the printer in an IPv6-only network environment, you must set up the digital solutions using the EWS. This section contains the following topics: □ □ Set up HP Digital Filing Set up HP Digital Fax Set up HP Digital Filing To set up HP Digital Filing, follow the appropriate instructions. NOTE: You can also use these steps to change settings in the future. This section contains the following topics: □ □ Set up Scan to Network Folder Set up Scan to Email Set up Scan to Network Folder You can configure up to 10 destination folders for each printer. NOTE: To use Scan to Network Folder, you must have created and configured the folder you are using on a computer connected to the network.

You cannot create a folder from the printer's control panel. Also, make sure the folder preferences are set to provide read and write access. For more information about creating folders on the network and setting folder preferences, see the documentation for your operating system. After you finish setting up Scan to Network Folder, the HP software automatically saves the configurations to the printer. To set up Scan to Network Folder, complete the following steps for your operating system. To set up Scan to Network Folder from the printer software (Windows) 1.



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2. 3. Open the HP printer software. @@Go to the Scan section under Print, Scan & Fax, and then double-click Scan to Network Folder Wizard.

Follow the on-screen instructions. 14 Chapter 2 Get started ENWW NOTE: After you create destination folders, you can use the printer's EWS to customize the scan settings for these folders. On the last screen of the Scan to Network Folder Wizard, make sure the Launch embedded web server when finished check box is selected. When you click Finish, the EWS is displayed in your computer's default web browser. For more information about the embedded web server, see Embedded web server on page 118. To set up Scan to Network Folder from the printer software (OS X) 1. 2. Open HP Utility. For more information, see HP Utility (OS X) on page 117. Click Scan to Network Folder under the Scan Settings section, and then follow the on-screen instructions.

NOTE: You can customize the scan settings for each destination folder. To set up Scan to Network Folder from Embedded web server (EWS) 1. 2. 3. Open the embedded web server (EWS).

For more information, see Open the embedded web server on page 118. On the Home tab, click Network Folder Setup in the Setup box. Click New, and then follow the on-screen instructions. NOTE: You can customize the scan settings for each destination folder. 4.

After you have entered the required information about the network folder, click Save and Test to make sure the link to the network folder is working correctly. The entry is added to the Network Folder list. Set up Scan to Email You can use the printer to scan documents and send them to one or more email addresses as attachments—without additional scanning software. You do not need to scan files from your computer and attach them to email messages. To use the Scan to Email feature, complete the following preliminary steps: Set the Outgoing Email Profiles Configure the email address which will appear in the FROM portion of the email message sent by the printer. You can add up to 10 Outgoing Email Profiles. You can use the HP software installed on your computer to create these profiles. Add email addresses to the Email Address Book Manage the list of people to whom you can send email messages from the printer. You can add up to 15 email addresses with their corresponding contact names. You can also create email groups.

To add email addresses, you can use the printer's embedded web server (EWS) or the printer's control panel. Configure other email options You can configure default SUBJECT and body text that is included in all email messages sent from the printer. To configure these options, you can use the printer's EWS or the printer's control panel. Step 1: Set up the outgoing email profiles To set up the outgoing email profile used by the printer, complete the following steps for your operating system. ENWW HP Digital Solutions 15 To set up the outgoing email profile from the printer software (Windows) 1. 2. 3. Open the HP printer software. @@Go to the Scan section under Print, Scan & Fax, and then double-click Scan to E-mail Wizard. Click New, and then follow the on-screen instructions.

NOTE: After you set the Outgoing Email Profile, you can use the printer's embedded web server (EWS) to add more Outgoing Email Profiles, add email addresses to the Email Address Book, and configure other email options. To open the EWS automatically, make sure the Launch embedded web server when finished check box is selected on the last screen of the Scan to Email Wizard. When you click Finish, the EWS is displayed in your computer's default web browser. For more information about the embedded web server, see Embedded web server on page 118 To set up the outgoing email profile from the printer software (OS X) 1. 2.

3. 4. Open HP Utility. For more information, see HP Utility (OS X) on page 117. Click Scan to Email under the Scan Settings section.

Follow the on-screen instructions. After you have entered the required information about the network folder, click Save and Test to make sure the link to the network folder is working correctly. The entry is added to the Outgoing Email Profiles list. To set up the outgoing email profile from Embedded web server (EWS) 1. 2. 3. 4. Open the embedded web server (EWS). For more information, see Embedded web server on page 118. On the Home tab, click Outgoing Email Profiles in the Setup box.

Click New, and then follow the on-screen instructions. After you have entered the required information about the network folder, click Save and Test to make sure the link to the network folder is working correctly. The entry is added to the Outgoing Email Profile List. Step 2: Add email addresses to the Email Address Book To add email addresses to the Email Address Book, complete the following steps: 1. 2. 3. Open the embedded web server (EWS). For more information, see Embedded web server on page 118. On the Scan tab, click Email Address Book. Click New to add a single email address.

-OrClick Group to create an email distribution list. NOTE: Before you can create an email distribution list, you must have already added at least one email address to the Email Address Book. 4. Follow the on-screen instructions. The entry is added to the Email Address Book.

NOTE: Contact names appear on the printer's control panel display and in your email application. 16 Chapter 2 Get started ENWW Step 3: Configure other email options To configure other email options (such as configuring default SUBJECT and body text that is included in all email messages sent from the printer, as well as scan settings used when sending email from the printer), complete the following steps: 1. 2. 3. Open the embedded web server (EWS). For more information, see Embedded web server on page 118. On the Scan tab, click Email Options. Change any settings, and then click Apply. Set up HP Digital Fax With HP Digital Fax, the printer automatically receives faxes and saves them directly to a network folder (Fax to Network Folder) or forwards them as email attachments (Fax to Email). NOTE: You can configure HP Digital Fax to use either Fax to Network Folder or to use Fax to Email. You cannot use both at the same time. Received faxes are saved as TIFF (Tagged Image File Format) or PDF files. CAUTION: HP Digital Fax is available for receiving black-and-white faxes only. Color faxes are printed instead of being saved. To set up HP Digital Fax from the printer software (Windows) 1.

2. 3. Open the HP printer software. @@Go to the Fax section under the Print, Scan & Fax, and then double-click Digital Fax Setup. Follow the on-screen instructions. NOTE: After you set up HP Digital Fax, you can use the printer's embedded web server (EWS) to edit HP Digital Fax settings. To open the EWS automatically, make sure the Launch embedded web server when finished check box is selected on the last screen of the Digital Fax Setup Wizard. When you click Finish, the EWS is displayed in your computer's default web browser. For more information about the embedded web server, see Embedded web server on page 118.



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To set up HP Digital Fax from the printer software (OS X) 1.

2. 3. 4. Open HP Utility. For more information, see HP Utility (OS X) on page 117.

Click Digital Fax Archive. Follow the on-screen instructions. After you have entered the required information, click Save and Test to make sure the link to the network folder is working correctly. To set up HP Digital Fax from Embedded web server (EWS) 1. 2.

3. On the Home tab, click Fax to Email/Network Folder in the Setup box. Follow the on-screen instructions. After you have entered the required information, click Save and Test to make sure the link to the network folder is working correctly. ENWW HP Digital Solutions 17 Use the HP Digital Solutions To use the HP Digital Solutions available with the printer, follow the appropriate instructions. Use HP Scan to Network Folder 1. Load your original print-side down on the right-front corner of the scanner glass or print-side up in the ADF. For more information, see Load an original on the scanner glass on page 27 or Load an original in the document feeder on page 28. Touch Scan, and then touch Network Folder. On the control panel display, select the name that corresponds to the folder you want to use.

If prompted, enter the PIN. Change any scan settings, and then touch Start Scan. The connection might take some time, depending on network traffic and connection speed. 2. 3. 4. 5. NOTE: Use Scan to Email 1. Load your original print-side down on the right-front corner of the scanner glass or print-side up in the ADF. For more information, see Load an original on the scanner glass on page 27 or Load an original in the document feeder on page 28.

Touch Scan, and then touch Email. On the control panel display, select the name that corresponds to the Outgoing Email Profile you want to use. If prompted, enter the PIN. Select the TO email address (the email recipient) or enter an email address. Enter or change the SUBJECT for the email message.

Change any scan settings, and then touch Start Scan. The connection might take some time, depending on network traffic and connection speed. 2. 3. 4.

5. 6. 7. NOTE: Use HP Digital Fax After you set up HP Digital Fax, any black-and-white faxes that you receive print, by default, and then are saved to the designated destination—either the network folder or email address that you have specified:   If you are using Fax to Network Folder, this process happens in the background. HP Digital Fax does not notify you when faxes are saved to the network folder. If you are using Fax to Email and if your email application is set to notify you when new email messages arrive in your inbox, you can see when new faxes arrive. 18 Chapter 2 Get started ENWW Near field communication (NFC) With near field communication (NFC), you can quickly print documents and images from a mobile device (such as a smartphone or tablet) just by touching the device on the printer. Look for on the front of the printer, near the printer control panel, and then touch your mobile device to this area to print. For more information about supported mobile devices and capabilities, visit the HP Mobile Printing web site ([www.hp.com/go/mobileprinting](http://www.hp.com/go/mobileprinting)).

NOTE: This feature is available with some models of the printer. To use this feature, make sure your mobile device supports NFC and make sure NFC is turned on in the printer. ENWW Near field communication (NFC) 19 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. 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). 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. 20 Chapter 2 Get started ENWW Business documents  HP Premium

Presentation Paper 120g Matte or HP Professional Paper 120 Matt 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 Brochure Paper 180g Glossy or HP Professional Paper 180 Glossy These papers are glossy-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.  HP Brochure Paper 180g Matte or HP Professional Paper 180 Matt These papers are matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. Everyday printing  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.



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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 ADF until you hear a tone or see a message on the display indicating that the loaded pages were detected. b. TIP: For more help on loading originals in the ADF, refer to the diagram engraved in the document feeder tray.

2. Slide the paper-width guides inward until they stop at the left and right edges of the paper. 28 Chapter 2 Get started ENWW Insert a USB flash drive Using the USB port on the front of the printer, you can connect a USB flash drive. You can also transfer files from the USB flash drive to your computer or scan files to the USB flash drive from the printer. CAUTION: Attempting to remove a USB flash drive while it is being accessed can damage files on the USB flash drive. You can safely remove a USB flash drive only when the status light is not blinking. NOTE: The printer does not support encrypted USB flash drives. To connect a USB flash drive □ Insert the USB flash drive to the USB port on the front of the printer. NOTE: If your USB flash drive 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.

ENWW Insert a USB flash drive 29 Set up and use accessories If you want to install and set up accessories (such as a second tray and duplexer), see the following sections. When using more than one tray, you can make use of the tray features provided to achieve a better experience. NOTE: You can purchase the accessories online at [www.hp.com](http://www.hp.com). Look for Shop for Products and Services. □ □ □ To install a duplexer, see Install the automatic two-sided printing accessory (duplexer) on page 30. To install Tray 2, see Install and use second tray (Tray 2) on page 30. To understand about using tray features, see Work with trays on page 31. Install the automatic two-sided printing accessory (duplexer) For information on duplexing, see Print on both sides (duplexing) on page 48.

To install a duplexer □ 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 and use second tray (Tray 2) 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. 3. Turn off the printer, and unplug the power cord from the electrical socket. Set the printer on top of the tray. CAUTION: 4.

5. Be careful to keep your fingers and hands clear of the bottom of the printer. Connect the power cord and turn on the printer. Enable Tray 2 in the printer driver. For more information, see Work with trays on page 31. 30 Chapter 2 Get started ENWW To load paper in Tray 2 Tray 2 supports only plain paper that are not smaller than A4 or Letter . For more information about the capacity of the input tray, see Input tray capacity on page 165. 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 paper-width guide, and does not exceed the higher line marking in the tray. NOTE: Tray 2 can be loaded only with plain paper. 3. Slide the paper-width guides in the tray to adjust them for the size that you have loaded. 4. 5. Gently reinsert the tray. Pull out the output tray extender. Work with trays When using more than one tray, you can make use of the tray features provided and change the settings to achieve a better experience.

By default, the printer draws paper from Tray 1. If Tray 1 is empty and Tray 2 is installed and contains paper, the printer will draw paper from Tray 2. You can change the behaviors using the following features: □ □ Default Tray: Set the default tray from which the printer draws paper first. Tray Lock: Lock a tray to prevent it from accidental use; for example, when you have loaded special paper (such as letterhead or preprinted paper). The printer will not use a locked tray even when the other tray is empty.

ENWW Set up and use accessories 31 NOTE: NOTE: For better experience, load only one type of paper in a tray. Tray 2 supports only plain paper. Follow these steps □ □ Load paper in both trays. For more information, see Load paper on page 23. Turn off tray lock.

Load paper in both trays. Set the desired tray as the default tray. Load special paper in main input tray and plain paper in Tray 2. Lock the main input tray and set Tray 2 as the default tray. To achieve this Have paper loaded in both trays and use paper from one tray if the other tray is empty. Have paper loaded in both trays and use paper from one of the trays first. Be able to choose from plain paper and another paper type that you use occasionally. NOTE: For better experience, load only one type of paper in a tray. □ □ □ □ To change tray settings NOTE: You can also change the tray settings from the printer software or EWS. To access EWS and the printer software, see Embedded web server on page 118 and Open the HP printer software (Windows) on page 37.

1. 2. 3. 4. Make sure the printer is turned on. Make sure you have turned on automatic selection of paper source. From the printer control panel display, touch and slide your finger across the screen and touch Setup. Touch Tray Setup, touch Default Tray or Tray Lock, and then select the appropriate option. To turn on automatic selection of tray or paper source (Windows) 1. Depending on your operating system, do one of the following: □ □ □ 2.

3. 4. Windows 8: On the Start screen, click Control Panel, click View devices and printers; right-click the printer icon, and then click Printing preferences. Windows 7: Click Start, click Devices and Printers; right-click the printer icon, click Printing preferences, and then select your printer name. Windows Vista and Windows XP: Click Start, click Printers or Printers and Faxes; right-click the printer icon, click Printing preferences.

On the Printing preferences tab, click the Paper/Quality tab. Select Printer Auto Select from the Paper Source drop-down list in the Tray Selection area. Click OK twice to close the pages and accept changes. 32 Chapter 2 Get started ENWW To turn on automatic selection of tray or paper source (OS X) 1. 2.

3. From the File menu in your software, choose Print. Make sure your printer is selected. Select Automatically Select from the Source drop-down list. Do the following if you do not see options on the Print dialog. □ □ OS X v10.6: Click the blue disclosure triangle next to the Printer selection to access the print options. OS X Lion and Mountain Lion: Click Show Details to access the print options.



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<http://yourpdfguides.com/dref/5586296>

ENWW Set up and use accessories 33 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 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. To clean the scanner glass 1. 2. 3. Turn off the printer by pressing the electrical socket. Lift the scanner lid. Clean the scanner glass and lid backing by using a soft, lint-free cloth that has been sprayed with a mild glass cleaner. (the Power button) and unplug the power cord from the 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 scanner glass.

CAUTION: Do not spray the glass cleaner directly on the scanner glass. If too much glass cleaner is applied, the cleaner could leak under the scanner glass and damage the scanner. 4. Close the scanner lid, and turn on the printer. Clean the exterior WARNING! Before cleaning the printer, press unplug the power cord from the wall socket.

(the Power button) to turn off the printer and Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off of the case. Keep fluids away from the interior of the printer, as well as from the printer control panel. 34 Chapter 2 Get started ENWW 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. To clean the rollers or separator pad 1. 2.

3. Turn off the printer by pressing the electrical socket. (the Power button) and unplug the power cord from the Remove all originals from the document feeder tray. Lift the automatic document feeder cover (1). This provides easy access to the rollers (2) and separator pad (3). 1 2 3 Automatic document feeder cover Rollers Separator pad 4. 5. Lightly dampen a clean lint-free cloth with distilled water, then squeeze any excess liquid from the cloth. 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.

6. Close the cover of the automatic document feeder. ENWW Maintain the printer 35 Update the printer HP is always working to improve the performance of its printers and bring you the latest features. NOTE: 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. From the printer control panel display, touch touch Printer Update. (HP ePrint), touch OK, touch Settings, and then Touch Check for Product Update, and then follow the on-screen instructions. To enable the printer to automatically check for updates NOTE: 1. 2.

The default setting of Auto Update is On. (HP ePrint), touch OK, touch Settings, and then From the printer control panel display, touch touch Printer Update. Touch Auto Update and then touch On. To update the printer using the embedded web server 1. Open the EWS.

For more information, see Embedded web server on page 118. 2. 3. 4. Click the Web Services tab.

In the Web Services Settings section, click Product Update, click Check Now, and then follow the on-screen instructions. If the product update option is not available, follow these instructions: a. b. In the Web Services Settings section, click Setup, click Continue, and follow the on-screen instructions. @@NOTE: If prompted for proxy settings and if your network uses proxy settings, follow the onscreen 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. 36 Chapter 2 Get started ENWW Open the HP printer software (Windows) After installing the HP printer software, depending on your operating system, do one of the following: □ □ 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. ENWW Open the HP printer software (Windows) 37 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. 38 Chapter 2 Get started ENWW Restore defaults If you disable some functions or change some settings and want to change them back, you can restore the printer to the original factory settings or network settings. To restore the printer to the original factory settings 1. 2. 3. From the printer control panel display, touch and slide your finger across the screen and then touch Setup. Touch Tools. Touch Restore Factory Defaults, and then touch Yes.

A message appears stating that the printer defaults have been restored. 4.

Touch OK. To restore the printer to the original network settings 1. 2. From the printer control panel, touch and slide your finger across the screen, touch Setup, and then touch Network Setup. Touch Restore Network Defaults, and then touch Yes.

A message appears stating that the network defaults have been restored. 3. 4. Touch OK. Print the network configuration page and verify that the network settings have been reset.

For more information, see Network configuration page on page 126. NOTE: Previously configured wireless settings are removed when you reset the printer network settings. TIP: You can visit the HP online support website at [www.hp.com/support](http://www.hp.com/support) for information and utilities that can help you correct many common printer problems. (Windows) If you're having trouble printing, run the HP Print and Scan Doctor to troubleshoot the issue automatically. The utility will try to diagnose and fix the issue. The HP Print and Scan Doctor may not be available in all languages. ENWW Restore defaults 39 40 Chapter 2 Get started ENWW 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 on page 20. Choose a print job to continue: Print documents on page 42 Print on envelopes on page 43 Print photos on page 45 ENWW 41 Print documents 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.



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