hp deskjet 6120 series printer

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notices

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notices and acknowledgements

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terms and conventions

The following terms and conventions are used in the *user's guide* .

terms

HP Deskjet printers may be referred to as the **HP printer** or **printer** .

symbols

The > symbol guides you through a series of software steps. For example:

Click **File** > **Page Setup**.

cautions and warnings

A **Caution** indicates possible damage to the HP Deskjet printer or to other equipment. For example:

Caution! Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections.

A **Warning** indicates possible harm to yourself or to others. For example:

Warning! Keep both new and used print cartridges out of the reach of children.

icons

A **Note** icon indicates that additional information is provided. For example:

For great results use HP products.

A **Printing instructions** icon indicates that a description of print options is available in the onscreen *user's guide*. For example:

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

accessibility

For accessibility information, visit Apple's Website at http://www.apple.com/disability/.

using the onscreen *user's guide*

Use the following tools to view and navigate the onscreen *user's guide*:

- **View Buttons:** Click these buttons to change page views:

  View the page in actual size

  Fit the page in the window

  Fit the page width in the window

- **Zoom:** Use to zoom in on a page
- **Bookmarks:** Click a bookmark to view a topic
- **Navigation Buttons:** Click these buttons to navigate:

  Go to the first page of the document

  Go backward one page

  Go forward one page

  Go to the last page of the document

  Go to the previous view

  Go to the next view

special features

Congratulations! The hp deskjet 6120 series printer is equipped with several exciting features:

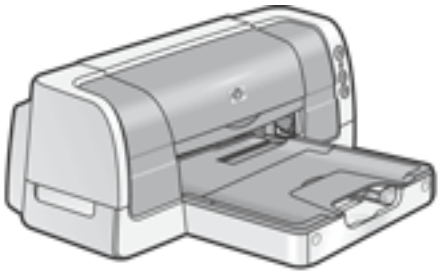
HP's exclusive automatic two-sided printing (duplexer): Save paper by using the automatic duplexer to print on both sides of the paper, and, because it is automatic, the printer does all the work.

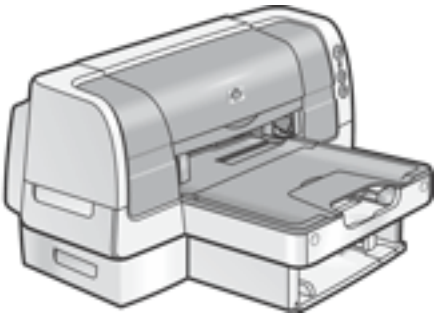
250-Sheet Plain Paper Tray accessory: Add or change paper less often. This optional tray increases paper capacity to 400 sheets or allows the printer to hold two different paper types at the same time.

long-lasting ink supply: Print more pages with the 42 ml black print cartridge and optional 38 ml tri-color print cartridge.

Automatic Paper-Type Sensor: Printing is automatically optimized for the type of paper — plain, coated, transparency, or photo papers. This eliminates the need to change paper types in the printer driver.

print cancel button: Save paper and ink by cancelling print jobs quickly and easily — just press the **X** button on the printer.



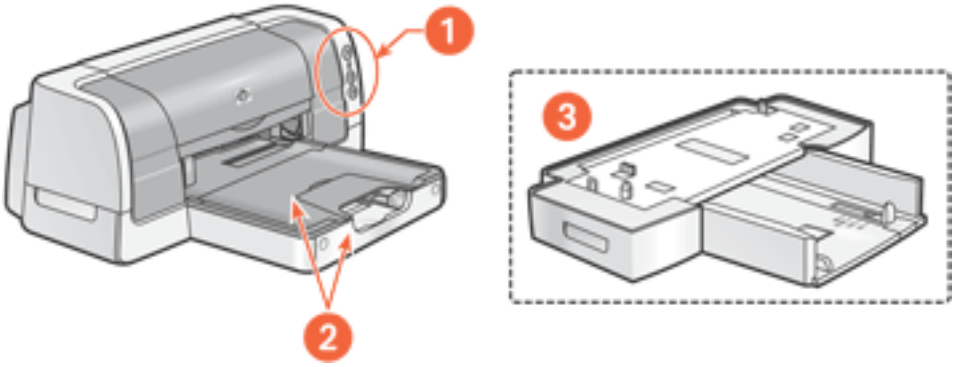


getting started

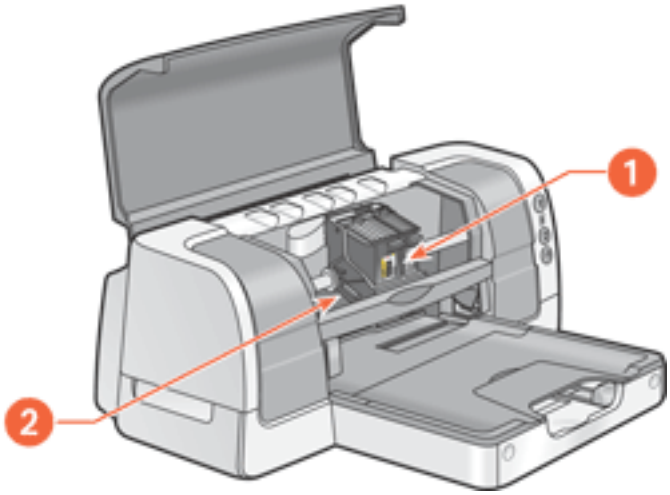
- printer features
- buttons and lights
- paper trays
- 250-sheet plain paper tray
- print cartridges
- automatic paper-type sensor
- two-sided printing accessory (duplexer)
- connectivity

printer features

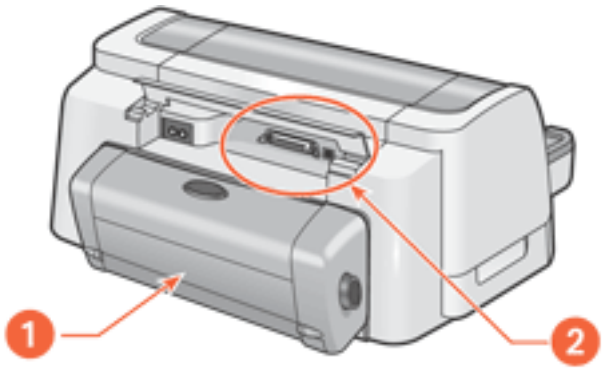
The printer has several features to make printing easier and more efficient.



1. buttons and lights
2. paper trays
3. 250-Sheet Plain Paper Tray



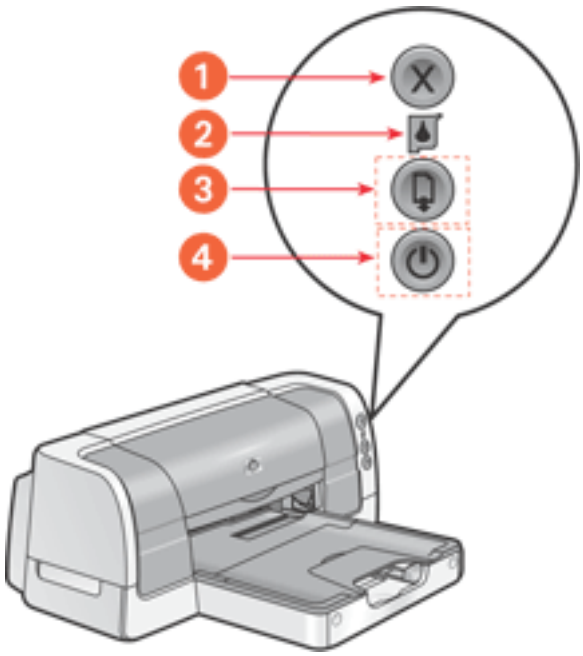
1. print cartridges
2. Automatic Paper-Type Sensor



1. Two-Sided Printing Accessory (duplexer)
2. connectivity

buttons and lights

The printer buttons let you turn the printer on and off, cancel a print job, or resume printing. The lights give you visual cues about the status of the printer.



1. Cancel button 2. Print Cartridge Status light
3. Resume button and light 4. Power button and light

cancel button

Pressing the Cancel button cancels the current print job.

print cartridge status symbol and light

The Print Cartridge Status light turns on or flashes when a print cartridge needs service or the printer top cover is open.

resume button and lights

The Resume light flashes when an action is required such as loading paper or clearing a paper jam. When the problem is solved, press the Resume button to continue printing.

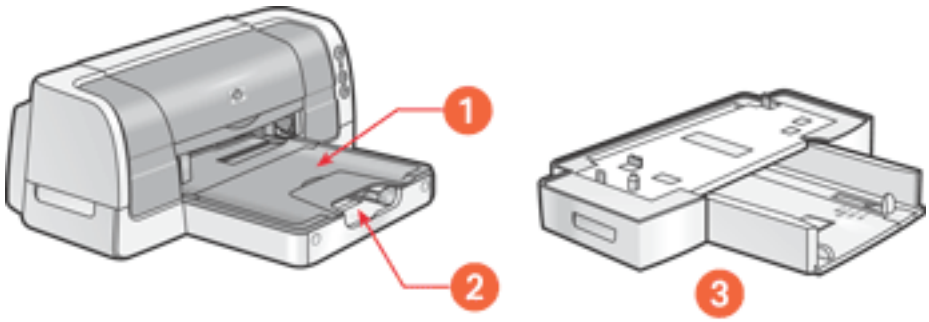
power button and light

The Power button turns the printer on and off. It may take a few seconds for the printer to turn on after pressing the Power button. The Power light flashes when the printer is processing.

Caution! Always use the Power button on the front of the printer to turn the printer on and off. Using a power strip, surge protector, or a wall-mounted switch to turn the printer on and off may cause printer failure.

paper trays

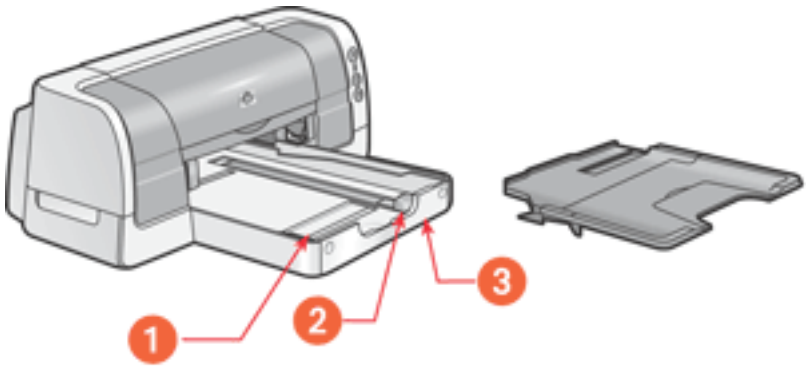
The printer has two paper trays: an In tray and an Out tray. An optional 250-Sheet Plain Paper Tray may be included with your printer. If it is not included, it can be purchased separately from an authorized HP dealer.



1. Out tray 2. In tray 3. 250-Sheet Plain Paper Tray

In tray

The In tray holds paper or other media to be printed. The length and width guides adjust to the size of the media being used. The In tray door flips down for printing legal paper.



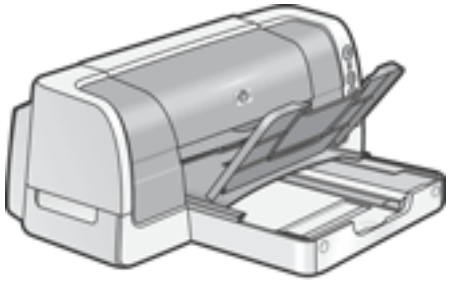
1. paper width guide 2. paper length guide 3. In tray door

To load a specific media type, see printing.

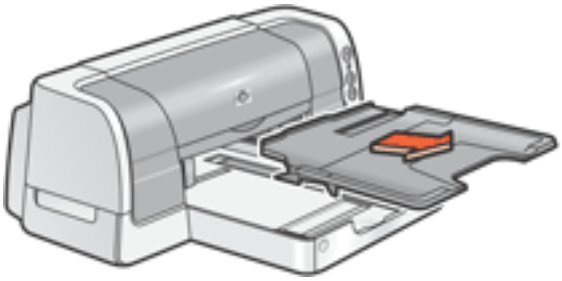
Out tray

Printed pages are deposited in the Out tray.

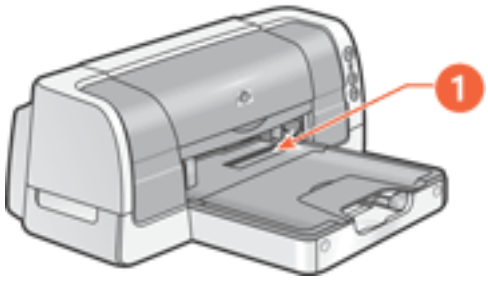
Raise the Out tray to load most paper sizes.



Remove the Out tray to load small media other than single envelopes and single cards.

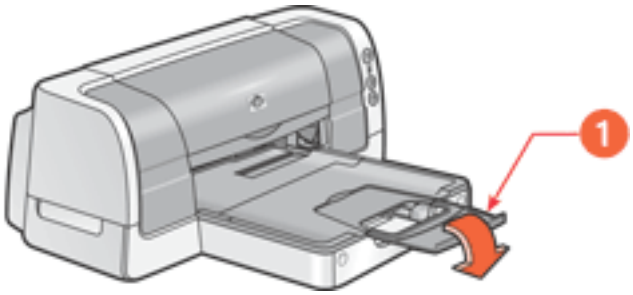


The Out tray has a slot for single envelope and single card printing.



1. single envelope slot

Flip down the Out tray extension to prevent the paper from falling off the tray.



1. Out tray extension

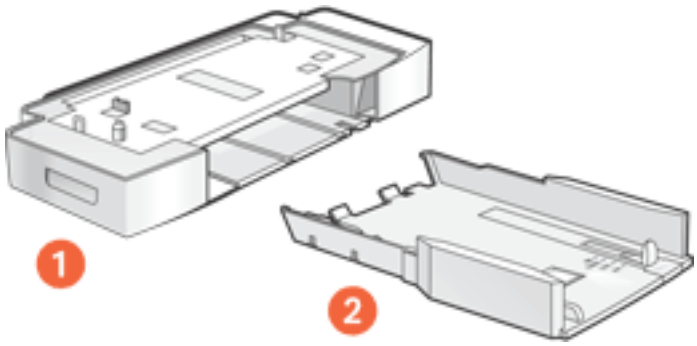
second paper tray

An optional 250-Sheet Plain Paper Tray may be included with your printer. If it is not included, it can be purchased separately from an authorized HP dealer.

The duplexer must be attached to the printer in order for the printer to use the 250-Sheet Plain Paper Tray. If the duplexer is not attached to the printer, then use the In tray for printing.

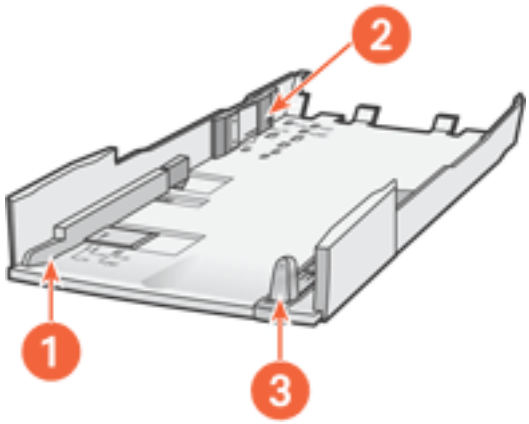
250-sheet plain paper tray description

The 250-Sheet Plain Paper Tray has two parts.



1. base 2. lower tray

The lower tray has three size adjustments.



1. paper width guide 2. paper width fence 3. paper length guide

When changing the paper size in the 250-Sheet Plain Paper Tray, you must set all three size adjustments.

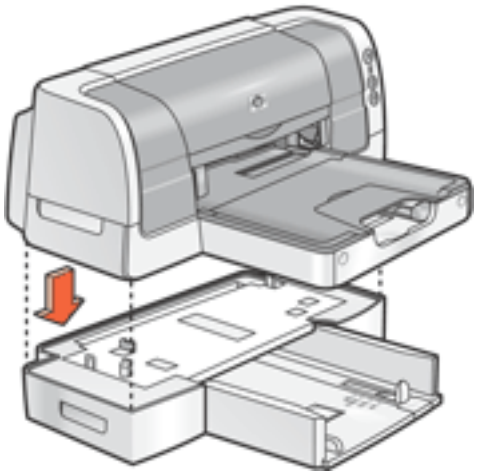
installing the 250-sheet plain paper tray

Install the duplexer before installing the 250-Sheet Plain Paper Tray. The duplexer must be attached to the printer in order for the printer to use the 250-Sheet Plain Paper Tray.

The printer sits on top of the 250-Sheet Plain Paper Tray.

Follow these steps to install the 250-Sheet Plain Paper Tray.

1. Turn off the printer.
2. Place the 250-Sheet Plain Paper Tray in the final location for the printer.
3. Carefully lift the printer and orient it above the 250-Sheet Plain Paper Tray.



4. Gently place the printer on top of the 250-Sheet Plain Paper Tray.

preparing to print with the 250-sheet plain paper tray

Preparing to print with the 250-Sheet Plain Paper Tray involves these steps:

- set the paper size
- load paper in the tray

The Automatic Paper-Type Sensor is not available when printing from the 250-Sheet Plain Paper Tray.

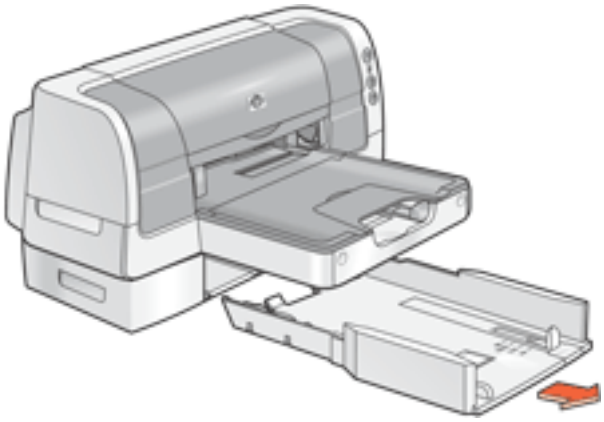
set the paper size

The 250-Sheet Plain Paper Tray can hold Letter, A4, Legal, Executive, and B5 sized paper.

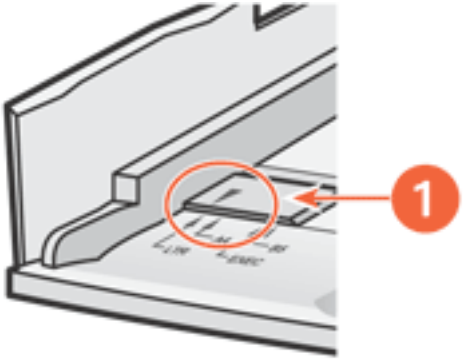
To set the paper size, you must set all three size adjustments located on the lower tray.

Follow these steps to set the paper size in the 250-Sheet Plain Paper Tray:

1. Remove the lower tray from the base.



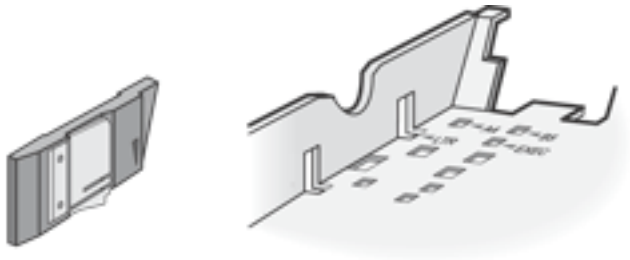
2. Slide the paper width guide until the arrow is even with the correct setting.



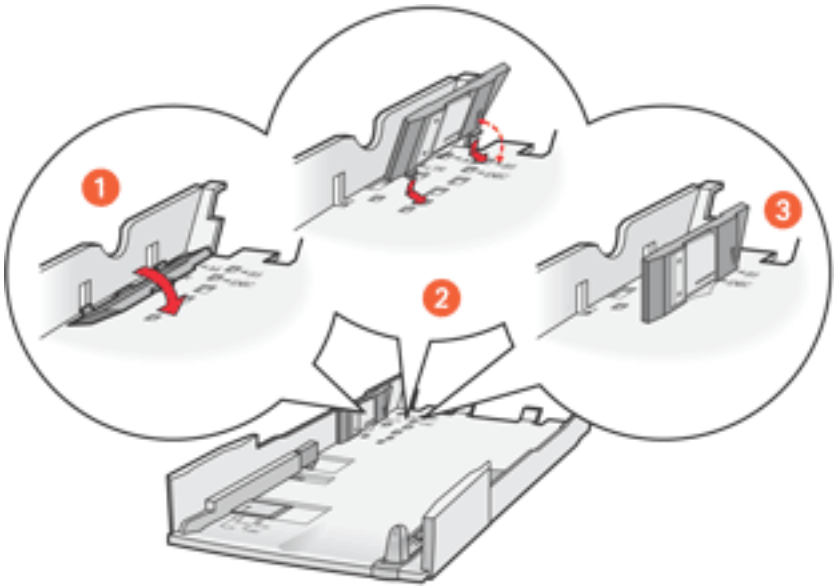
1. align the arrows

Set the width to **LTR** to use legal-sized paper.

3. Set the paper width fence by carefully snapping it into the slots for the paper size.

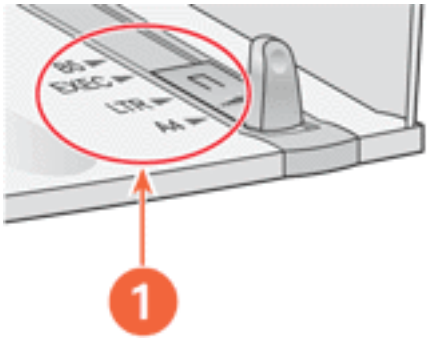


The slots for letter width paper are in the sides of the lower tray. Set the width to **LTR** to use legal-sized paper.



1. tilt the fence forward 2. insert the fence into the appropriate slots 3. tilt the fence back until it snaps into place

4. Set the paper length guide by pulling it until the arrow lines up with the paper size.



1. align the arrows

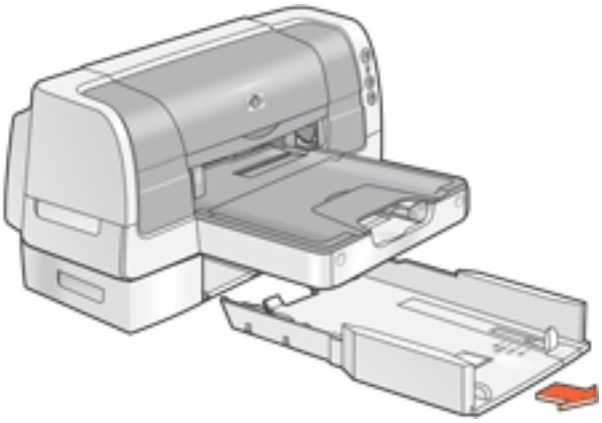
For legal-sized paper, pull the length guide out beyond the edge of the tray, load the paper, then slide the length guide against the edge of the paper.

load paper in the tray

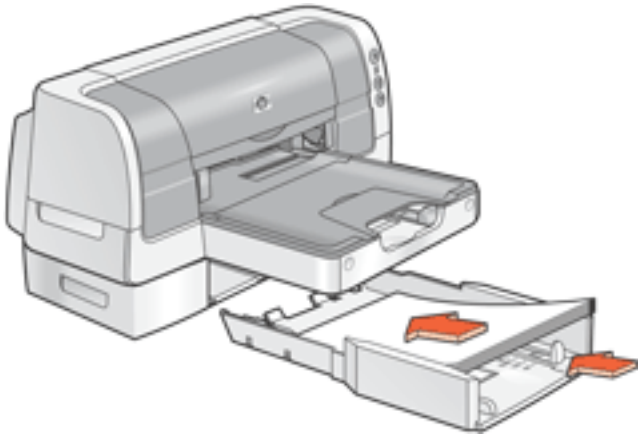
If you are using a paper size different than the paper size last used in the 250-Sheet Plain Paper Tray, then you must set the paper size.

Follow these steps to load paper:

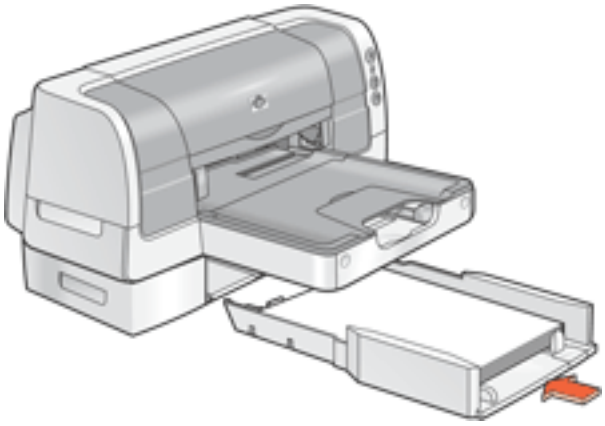
1. If necessary, remove the lower tray from the base.



2. Insert the paper into the lower tray.



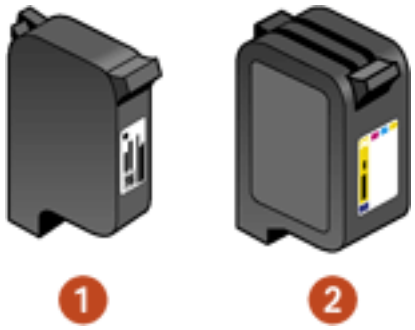
3. Insert the lower tray into the base until it snaps into place.



print cartridges

The following print cartridges can be used with the printer:

- black print cartridge
- tri-color print cartridge



1. black print cartridge 2. tri-color print cartridge

print cartridge selection

print cartridge	selection number	product number
black	45	hp 51645
tri-color	78	hp c6578

For installation instructions, see replacing print cartridges.

For storage instructions, see maintaining print cartridges.

For recycling instructions, see print cartridge recovery.

For print cartridge ink capacity, see the information included in the print cartridge packaging.

automatic paper-type sensor

The Automatic Paper-Type Sensor provides better printing results, particularly when used with HP paper and media.

When the Automatic Paper-Type Sensor is engaged, the printer scans the first page of a document with a blue optical sensor light to determine the best paper type setting. Once determined, the page is printed.

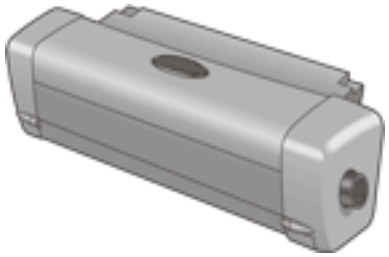
For more information, see using the automatic paper-type sensor.

The Automatic Paper-Type Sensor is not available to be used for documents printed in **Draft** mode or from the 250-Sheet Plain Paper Tray.

Caution! Do not place the printer in direct sunlight. Direct sunlight can interfere with the Automatic Paper-Type Sensor.

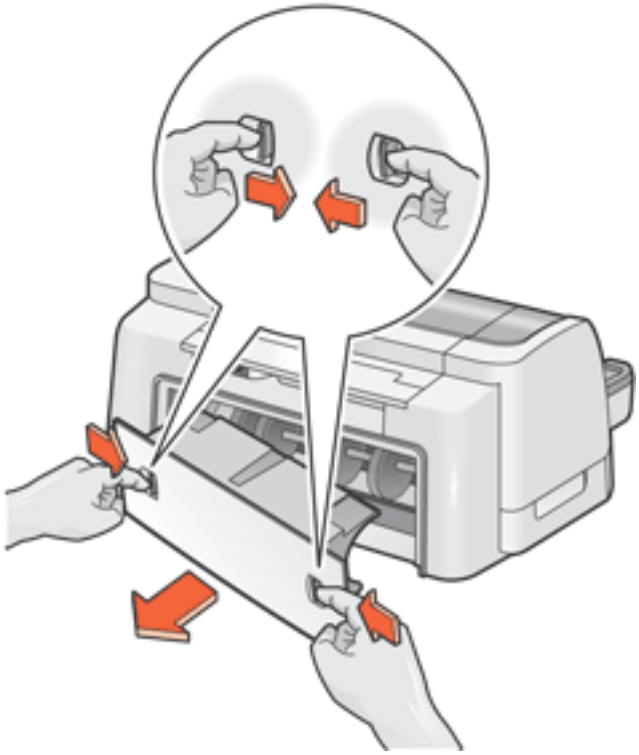
two-sided printing accessory (duplexer)

The duplexer is a special hardware feature that enables the printer to automatically print on both sides of a page.



installing the duplexer

1. Push the two latch handles on the printer's Rear Access Door toward each other, then remove the door.



Caution! Do not discard the Rear Access Door. In order to print, the duplexer or the Rear Access Door must be attached to the printer.

2. Insert the duplexer in the back of the printer until both sides snap into place.

Do not press the buttons on either side of the duplexer when installing it in the printer. Use these buttons only when removing the duplexer from the printer.

printing with the duplexer

For instructions on printing two-sided documents with the duplexer, see two-sided printing.

supported paper types

The duplexer only works with certain media types. For a list of supported media types, see two-sided printing accessory (duplexer) specifications.

connectivity

The printer offers a number of options for connectivity, including:

- USB
- network

USB

The printer connects to the computer with a USB cable.

For instructions on connecting the printer with a USB cable, see the *setup* poster that came with the printer.

network

external wired network connection

- The printer can be connected directly to a computer on the network.

  For instructions on connecting the printer directly to a computer on the network, use the printer software CD and follow the *onscreen network setup* instructions.

- The printer can be connected to a network with an HP JetDirect Print Server.

  For instructions on connecting the printer to a network with an HP JetDirect Print Server, use the printer software CD and documentation that came with the HP JetDirect Print Server.

external wireless network connection

The printer can be connected to a network with an HP JetDirect Wireless Print Server.

For instructions on connecting the printer to a network with an HP JetDirect Print Server, use the printer software CD and documentation that came with the HP JetDirect Print Server.

printing

Click the following topic below to view an explanation of the printer software:

- using printer software with Mac OS 8.6, 9.x, and X Classic
- using printer software with Mac OS X

Click the appropriate topic below to view instructions on printing functions:

- printing a document
- printing digital photographs
- two-sided printing
- using the automatic paper-type sensor
- selecting between paper trays

Click the appropriate topic below to view instructions for printing:

- plain paper
- envelopes
- transparencies
- labels
- index cards and other small media
- photographs
- greeting cards
- posters
- banners
- iron-on transfers

using printer software with Mac OS 8.6, 9.x, and X Classic

The printer is controlled by software installed on your computer. Use the printer software to perform the following tasks:

- choosing the printer
- printing from the computer's desktop
- checking the printer status
- using the page setup dialog box
- using the print dialog box
- viewing and changing the status of a print job

Mac OS X Classic is a Mac OS X feature that allows applications built for Mac OS 9.x to run on a Mac OS X computer. Mac OS X Classic applications have a Mac OS 9.x interface.

choosing the printer

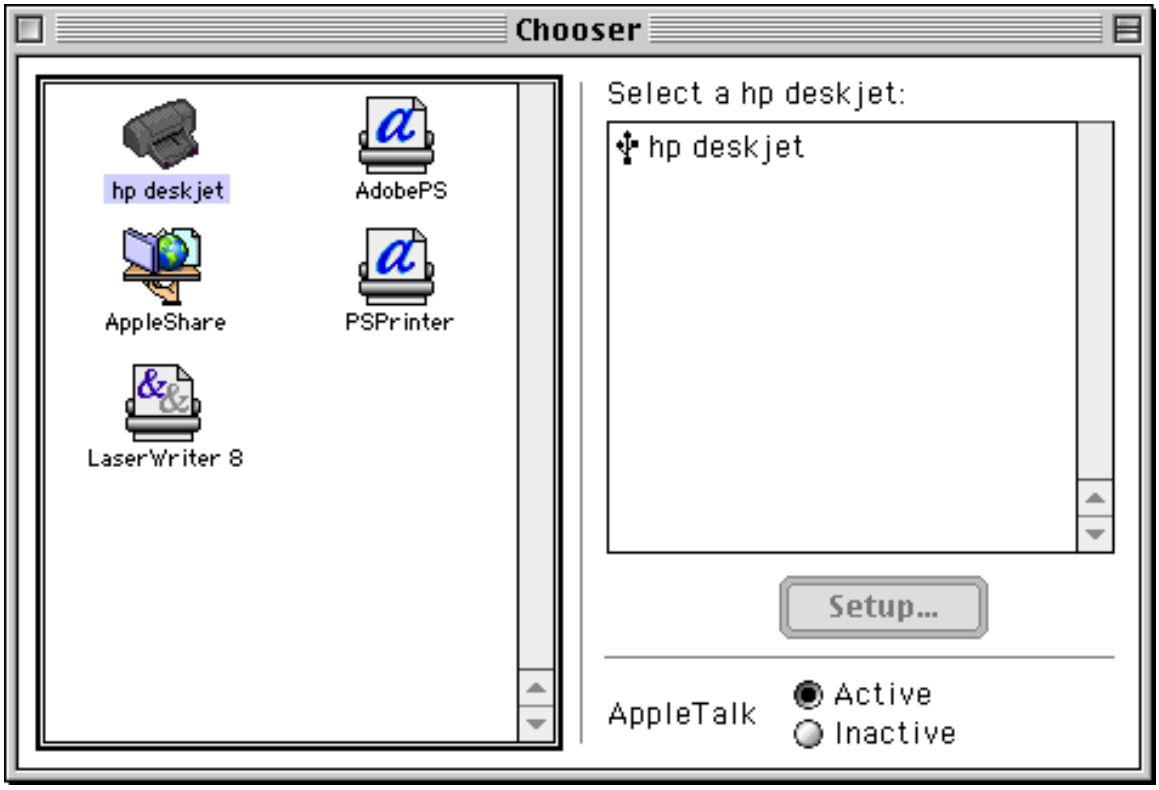
Setting the printer as your computer's default printer will automatically route all print jobs to that printer.

You can select another printer for a particular document; however, switching printers may affect a document's formatting and pagination. If you select a printer, always check the document for changes in formatting and pagination before printing.

setting up the printer

Follow these steps to set up the printer:

1. Select **Chooser** from the Apple menu.
2. Click the HP printer icon in the left side of the Chooser dialog box.



3. Click the hp printer name in the right side of the Chooser dialog box.
4. Do one of the following, depending on how the computer and the printer are connected:
    - **USB:** Go to step 5.
    - **AppleTalk:** Click the **Setup** button, then select the correct printer type.
5. Close the Chooser.

selecting a default printer

After setting up the printer with the Chooser, use one of the following methods to select it as the default printer:

- Click the menu bar printer icon at the top of the screen, then select the printer name.
- Click the control strip printer icon, then select the printer name.
- Click the desktop printer icon, then choose **Set Default Printer** from the Printing menu.

printing from the computer's desktop

Desktop printing is useful when you want to print a number of documents at once or print a document that is formatted for a particular printer.

Use one of the following methods to print from the desktop:

- Drag the icons of the documents you want to print to the printer icon on the desktop.
- Select the icons of the documents you want to print, then select **File** > **Print**. Select the options you want from the Print dialog box, then click the **OK** button.

Desktop printing is not supported in Mac OS X Classic.

checking the printer status

The printer desktop icon shows you the status of the printer.

icon	meaning
	Printer is idle and set as the default printer.
	Printer is idle and not set as the default printer.
	Printing on the default printer.
	Printing stopped on the default printer.
	Error on the default printer.
	The printer driver is not available.

using the page setup dialog box

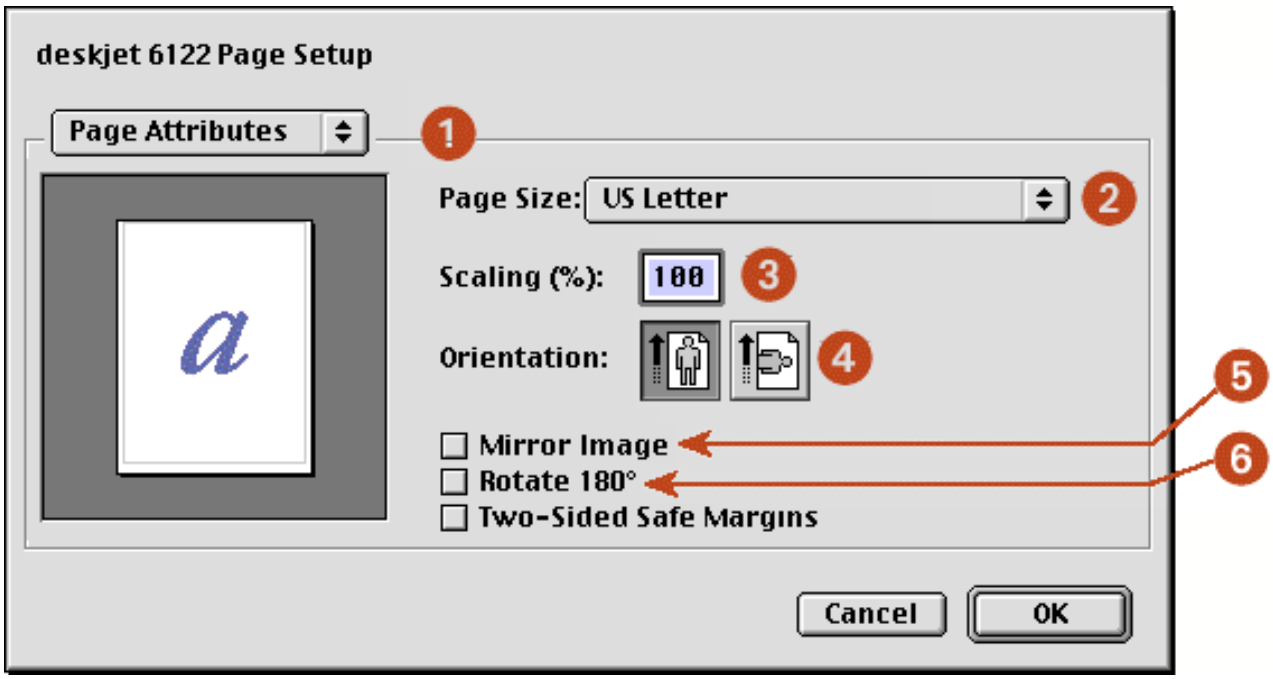
Use the Page Setup dialog box to modify a document's layout.

displaying the page setup dialog box

To display the Page Setup dialog box, open the software program used to create the document, then select **File** > **Page Setup**.

description

The following options are available on the Page Setup dialog box:



1. **Menu:** Choose one of the following:
    - **Page Attributes:** To set print options for the document.
    - **Application Attributes:** To set print options specific to the application being used.
2. **Page Size:** Select the paper size.
3. **Scaling:** Reduce or enlarge a document image:
    - Enter a number from 25-99 to reduce a document image.
    - Enter a number from 101 to 400 to enlarge a document image.
4. **Orientation:** Click the appropriate icon for the page orientation.
5. **Mirror Image:** Click to print a mirror image. This feature is useful when printing iron-on transfers.
6. **Rotate 180°:** Click to rotate the page image 180 degrees top to bottom (turns the original upside down).
7. **Two-Sided Safe Margins:** Click to adjust page margins for two-sided printing.

using the print dialog box

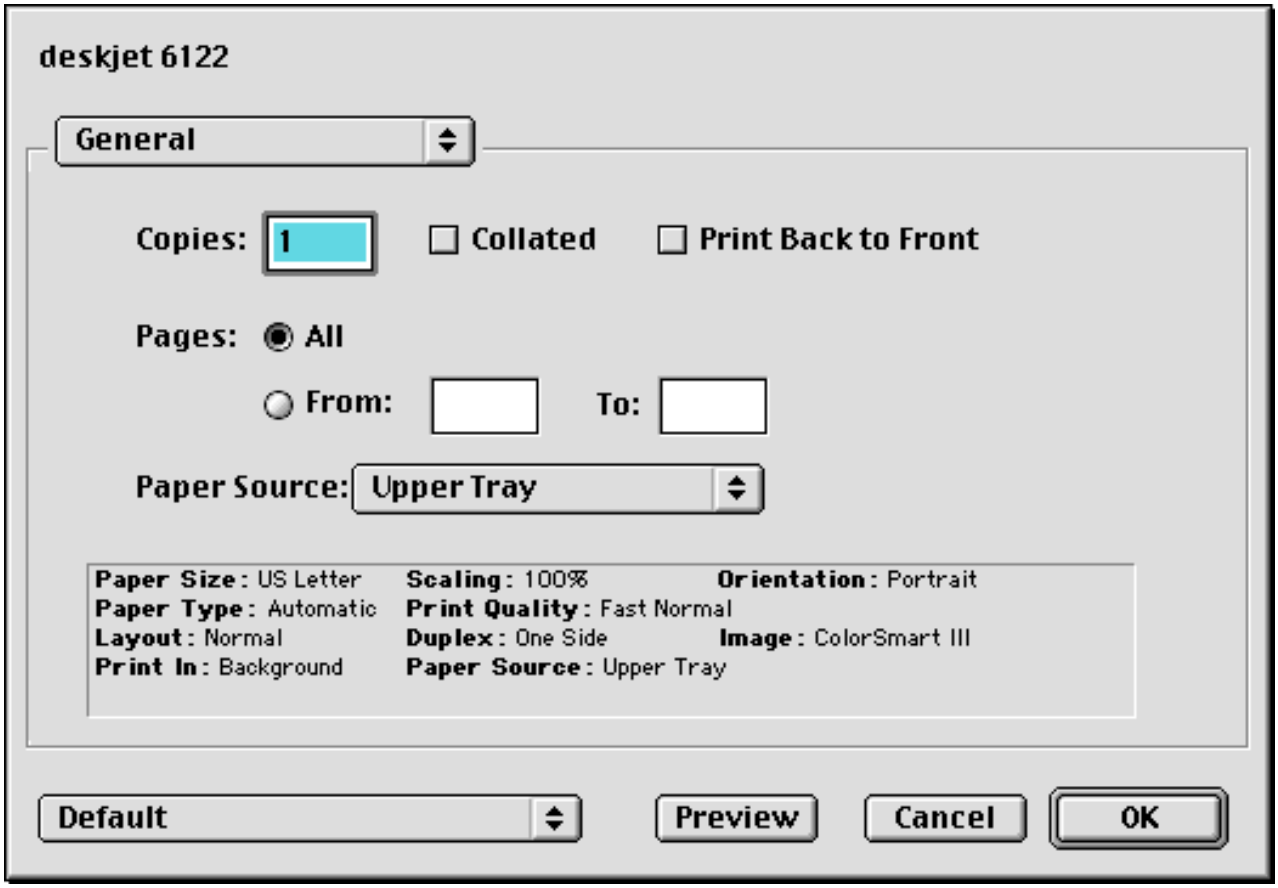
Use the Print dialog box to modify print settings for the document you are printing. The options displayed depend on the panel selected.

displaying the print dialog box

To display the Print dialog box, open the document you want to print, then select **File** > **Print**.

menu and buttons

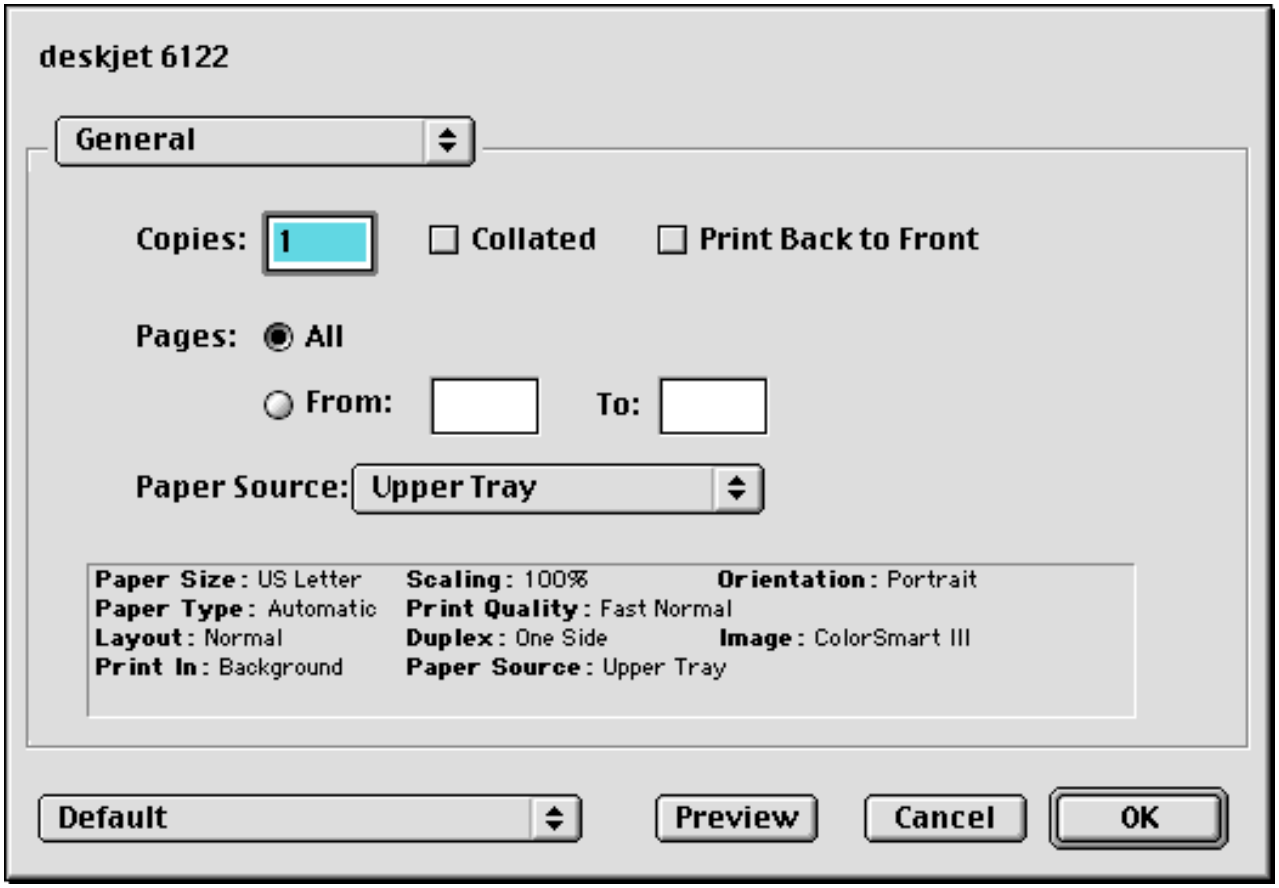
Use the menu and buttons for these functions:



1. **Panel Menu:** Toggles between General, Paper Type/Quality, Layout, Color, Digital Photography, Background Printing, and an application-specific panel.
2. **Settings Menu:** Click to select one of the following:
    - Select a pre-defined or **Default** set of print settings.
    - Create or edit a set of print settings.
3. **Preview:** Click to see a preview of the printed document.
4. **Cancel:** Click to close the Print dialog box without printing.
5. **OK:** Click to print the document.

general

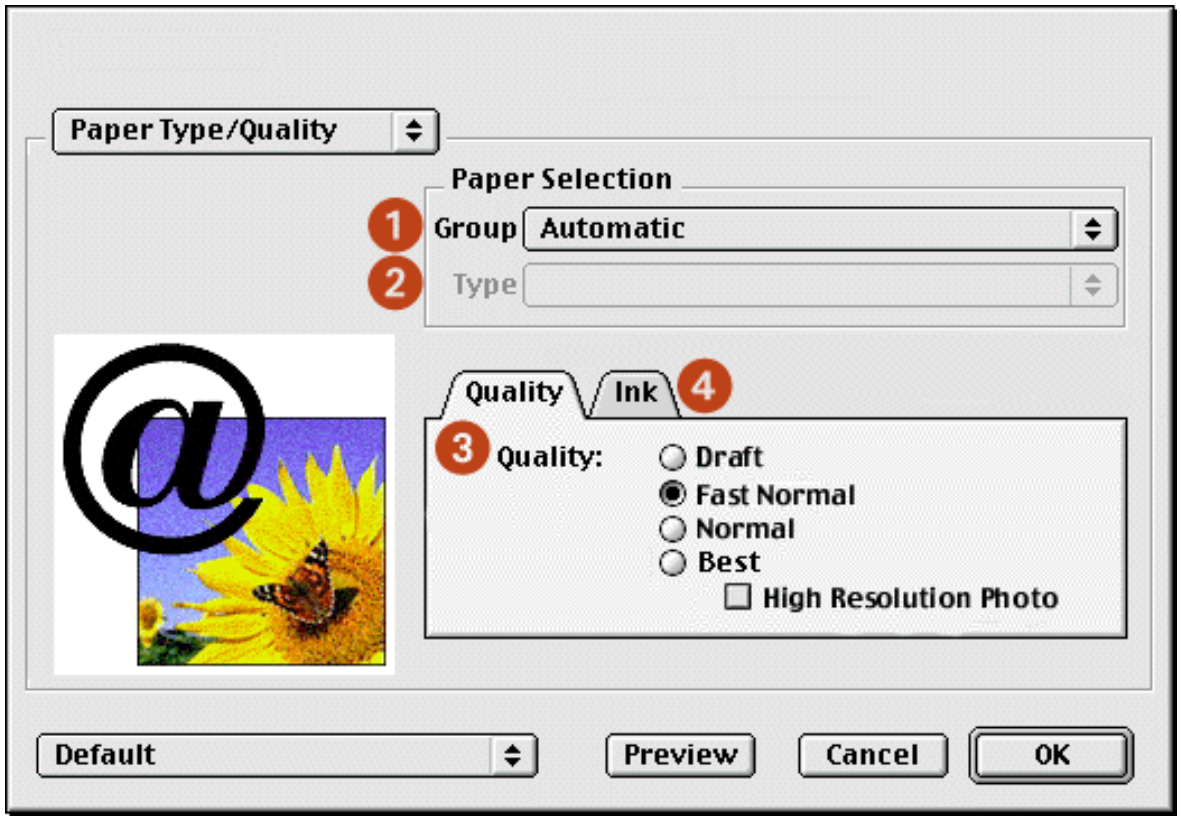
Use the General panel for these functions:



1. **Copies:** Enter the number of copies to be printed.
2. **Collate:** Select to collate if printing multiple copies.
3. **Print Back to Front:** Select to print the last sheet first.
4. **Pages:** Choose one of the following:
    - Click **All** to print the entire document.
    - To print a range of pages, click **From** then enter the first page to print in the **From:** box and the last page to print in the **To:** box.
5. **Paper Source:** Select between paper trays.
    - **Upper Tray**: Prints from the upper tray.
    - **Lower Tray**: Prints from the lower tray.
    - **Automatic**: Prints from the lower tray if the upper tray is empty.

paper type / quality

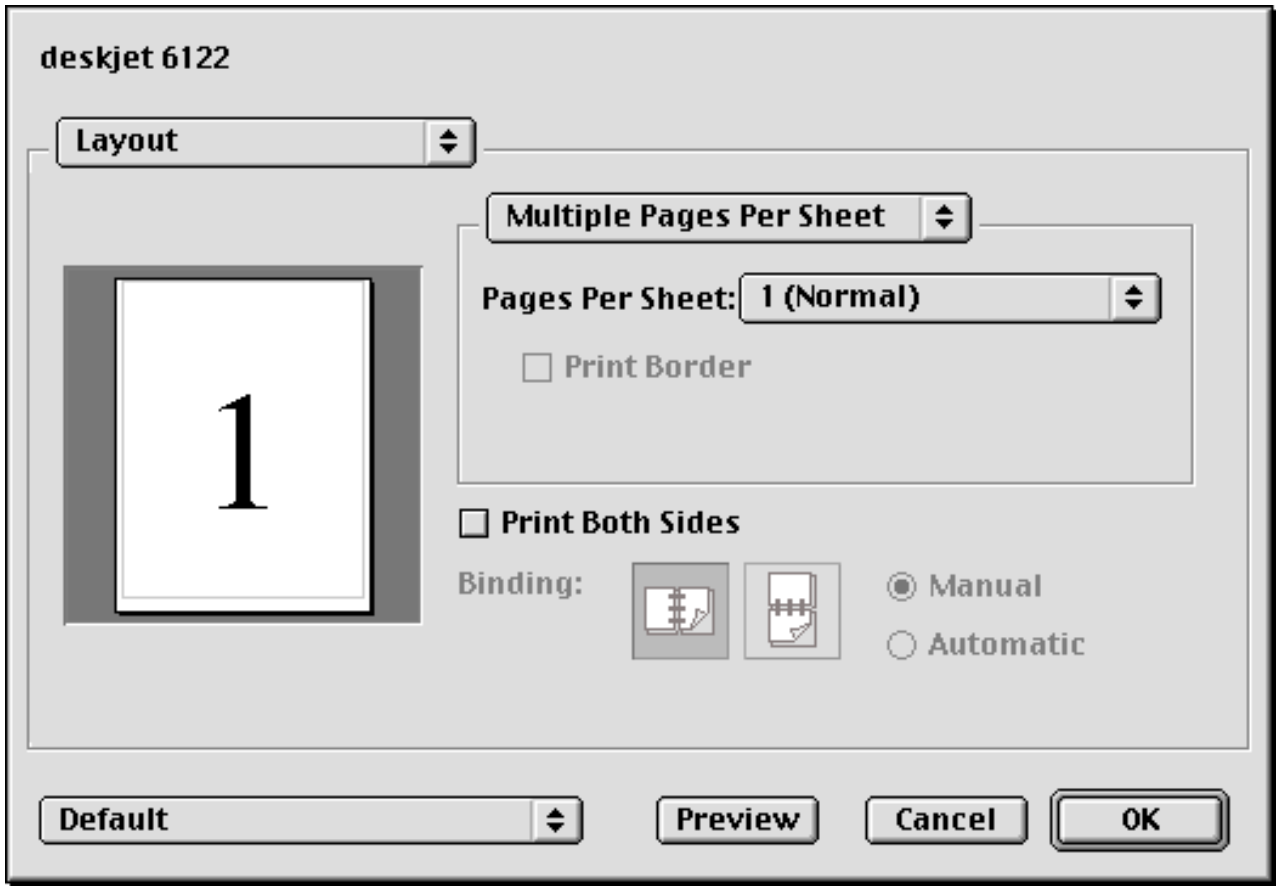
Use the Paper Type/Quality panel for these functions:



1. **Paper Group:** Select the category of paper used, such as plain paper, or select **Automatic** to let the printer select the paper-type setting.
2. **Paper Type:** Select the specific type of paper used. The available options vary according to the Paper Group selected.
3. **Quality:** Quality of printout. There are five options to choose from: **Draft**, **Fast Normal**, **Normal**, **Best** and **High Resolution Photo**. *Best* provides the best print quality at the slowest printing speed. The print speed increases and the print quality lessens with *Normal*, *Fast Normal*, and *Draft*. *Draft* provides draft quality at the fastest printing speed. *High Resolution photo* is available for some photo papers.
4. **Ink:** Click to set the ink dry time and density.

layout

Select the **Layout** panel for page layout options:



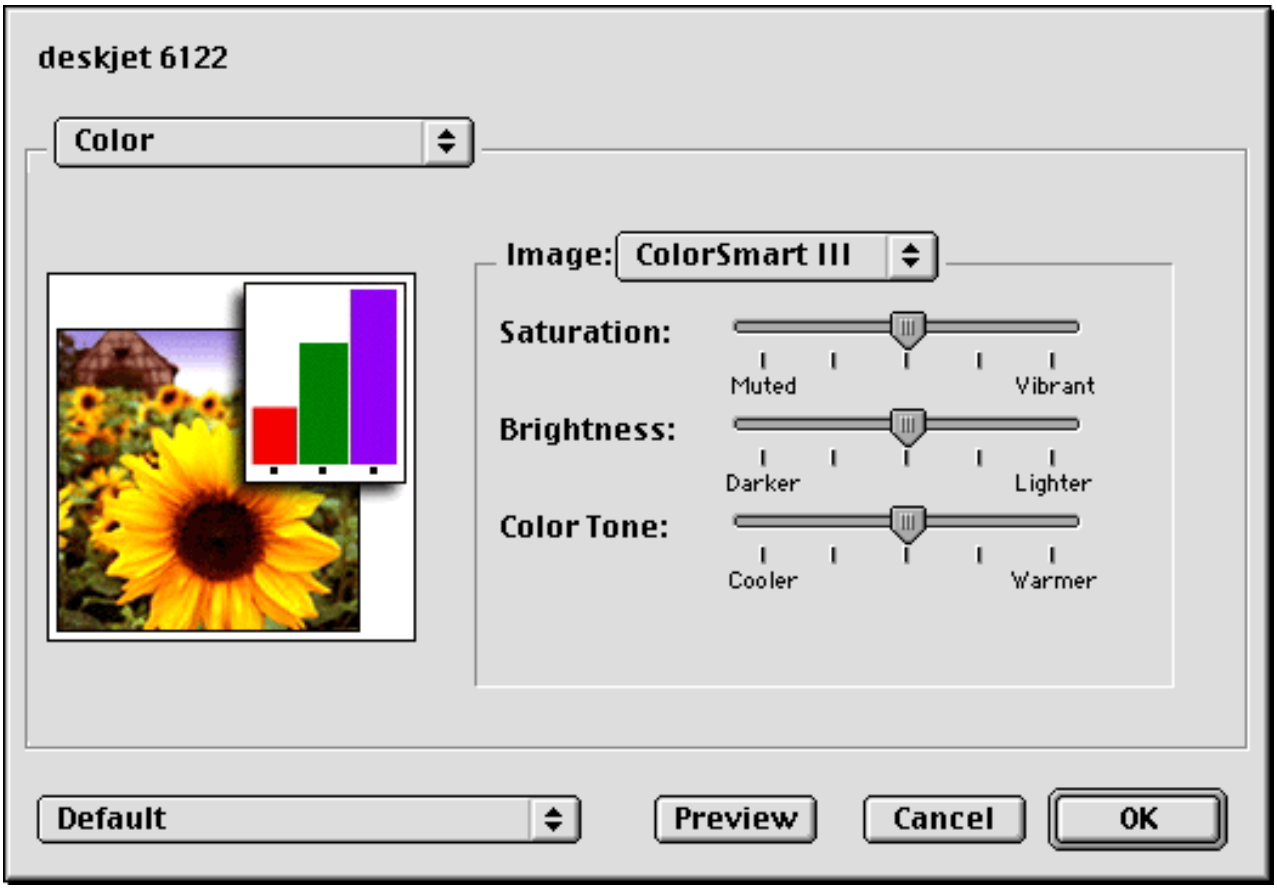
1. **Menu:** Choose one of the following combinations:
    - **Multiple Pages Per Sheet/Pages Per Sheet:** Select these options for most printing jobs. You can choose the number of pages to appear on each sheet of paper: **1 (Normal)**, **2**, **4**, **6**, **9**, or **12 up**.
    - **Booklet:** Select **Booklet** to print a booklet, then select the size of paper to use. You can print the booklet from left to right or right to left.
    - **ZoomSmart/Print On:** Select **ZoomSmart** to scale from one paper size to another. For example, to shrink a legal-size document to print on Letter/A4 paper.
    - **Tiling:** Select to print one image on several sheets of paper. Use the Tiling Size option to select how many pages to print the image on.
2. **Print Border:** If more than one page is being printed on a sheet of paper, select **Print Border** to print a border around each page on the sheet.
3. **Print Both Sides:** Select for two-sided printing.
4. **Binding:** Click the icon for **Book** (binding at the side), or **Tablet** (binding at the top), when using two-sided printing.
5. **Manual/Automatic:** Select **Manual** for manual two-sided printing. You can select **Automatic** only if you have installed the optional duplexer.

digital photography

For a description of the Digital Photography panel, see printing digital photographs.

color

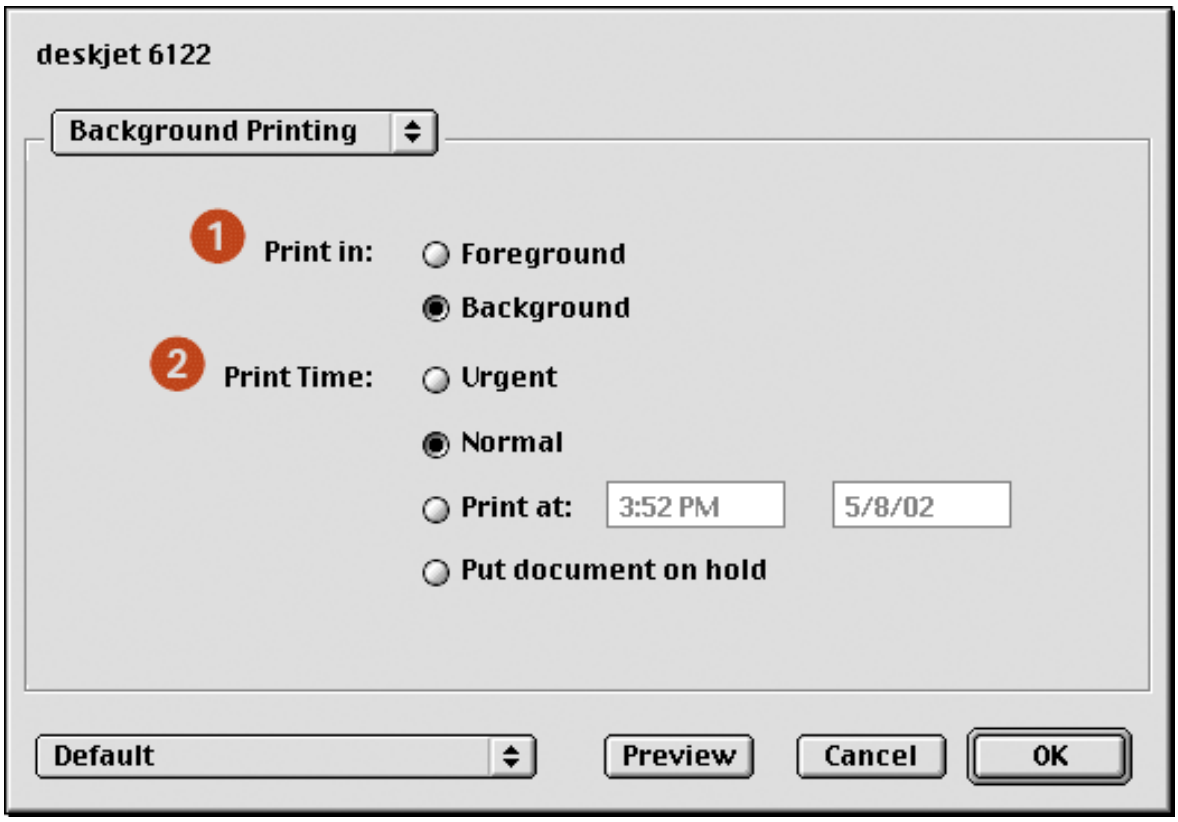
Use the Color panel for these functions:



1. **Image:** Choose one of the following:
    - **ColorSmart III:** Prints optimum color quality.
    - **ColorSync:** Prints using the ColorSync matching system.
    - **Grayscale:** Prints in shades of gray.
    - **Black & White:** Prints in black and white without shades of gray.
2. **Saturation:** Slide to adjust the color saturation.
3. **Brightness:** Slide to make the image lighter or darker.
4. **Color Tone:** Slide to adjust coolness and warmth.

background printing

Use the Background Printing panel for these functions:



1. **Print In:** Choose one of the following:
    - **Foreground:** Faster printing.
    - **Background:** Allows you to use the computer while the document prints.
2. **Print Time:** Choose one of the following:
    - **Urgent:** Begin printing as soon as possible.
    - **Normal:** Print job will be sent to queue and printed in order.
    - **Print at:** Specify a date and time to print the document.
    - **Put document on hold:** Hold the document in the desktop printer to print at a later time.

viewing and changing the status of a print job

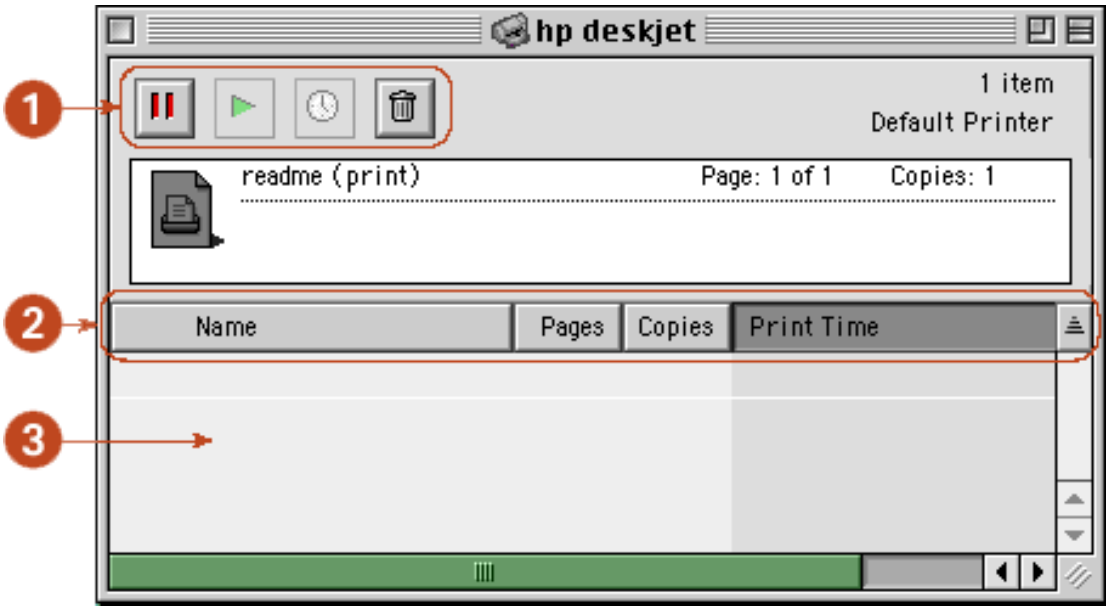
When printing a document with background printing, use the Print Status dialog box to see the status of the document as it is printing.

displaying the print status dialog box

Double-click the **hp printer** icon on the desktop to display the Print Status dialog box.

using the print status dialog box

The following options are available on the Print Status dialog box:



1. **Control Buttons:** Select a print job in the print queue, then click one of the following buttons to control printing:

   Pause a print job.

   Restart printing.

   Set the print time.

   Delete a print job.

2. **Column Titles:** Click a column title to sort print jobs.
3. **Print Queue:** Select a print job, then drag it to a new position in the print queue.

using printer software with Mac OS X

The printer is controlled by software installed on the computer. For instructions on using the printer software, select one of the following topics:

- using the page setup dialog box
- using the print dialog box
- using print center

Mac OS X Classic is a Mac OS X feature that allows applications built for Mac OS 9.x to run on a Mac OS X computer. Mac OS X Classic applications have a Mac OS 9.x interface. For more information, see using printer software with Mac OS 8.6, 9.x, and X Classic.

using the page setup dialog box

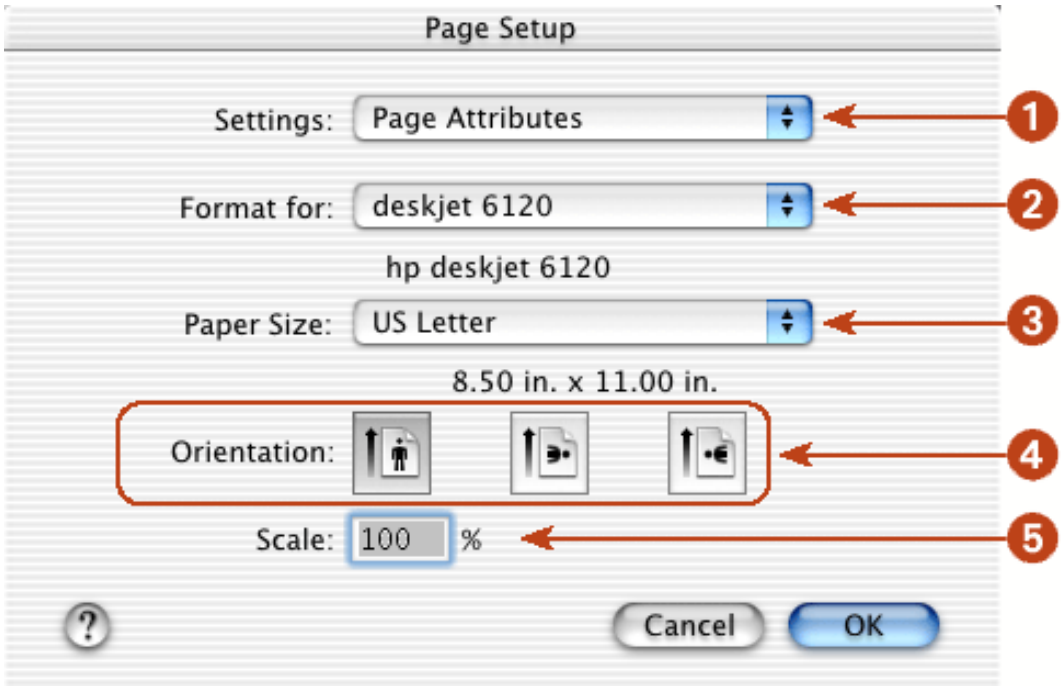
Use the Page Setup dialog box to modify a document's layout.

displaying the page setup dialog box

To display the Page Setup dialog box, open the software program used to create the document, then select **File** > **Page Setup**.

description

The following options are available on the Page Setup dialog box.



1. **Settings:** Choose one of the following:
   - **Page Attributes:** To set print options for the document.
   - **Application Attributes** : To set print options specific to the application being used.
   - **Summary:** To view the print settings for the document.

2. **Format for** : Select the printer name.
3. **Paper Size** : Select the paper size.
4. **Orientation:** Click the appropriate icon for the page orientation.
5. **Scale:** Reduce or enlarge a document image:
    - Enter a number from 25-99 to reduce a document image.
    - Enter a number from 101 to 500 to enlarge a document image.

using the print dialog box

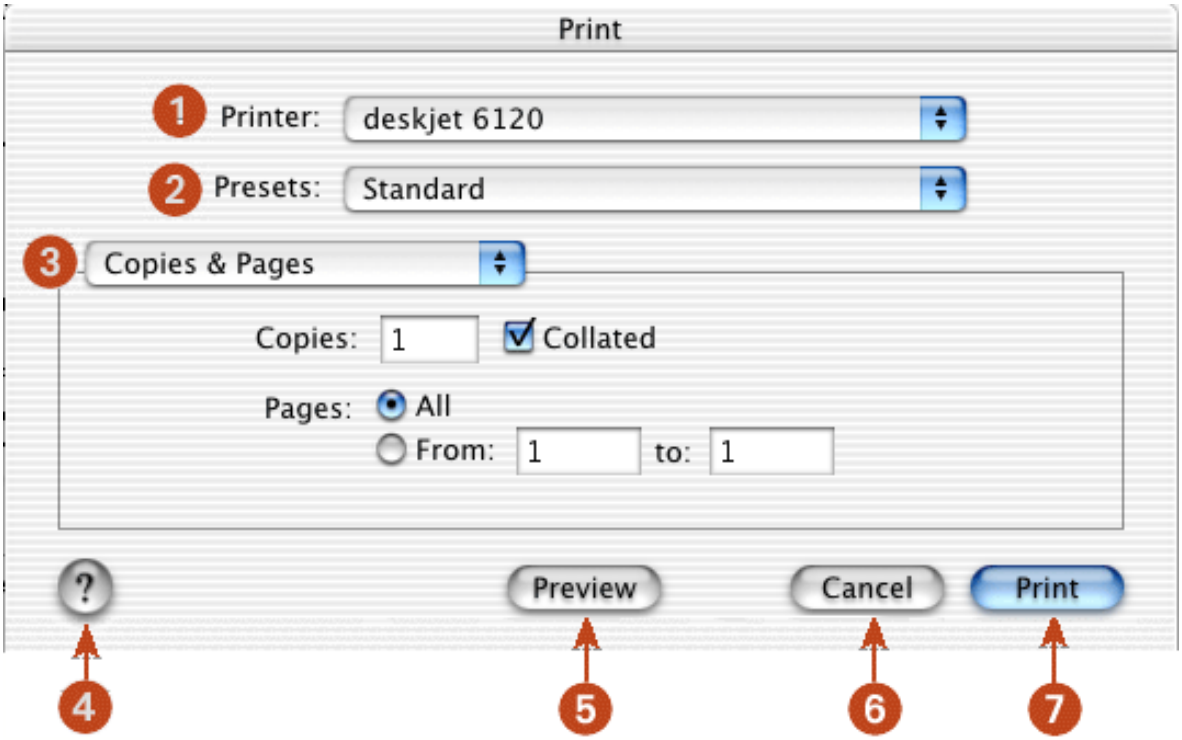
Use the Print dialog box to modify print settings for the document you are printing. The options displayed depend on the panel selected.

displaying the print dialog box

To display the Print dialog box, open the document you want to print, then select **File** > **Print**.

menu and buttons

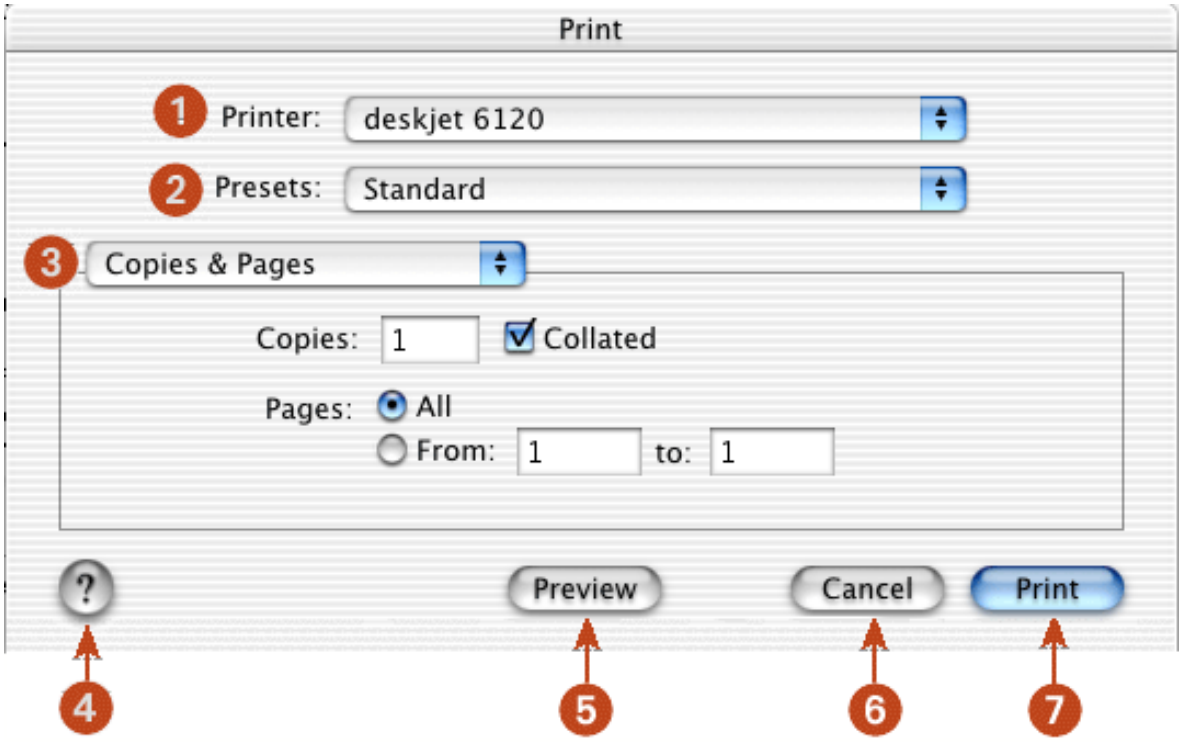
Use the menu and buttons for these functions:



1. **Printer:** If necessary, select the printer.
2. **Presets:** Select a group of saved print options.
3. **Panel Menu:** Toggles between Copies and Pages, Layout, Output Options, Paper Type/ Quality, Two Sided Printing, an application-specific panel, and a summary of print settings for the document.
4. **?:** Click to view Mac Help.
5. **Preview:** Click to see a preview of the printed document.
6. **Cancel:** Click to close the Print dialog box without printing.
7. **Print:** Click to print the document.

copies and pages

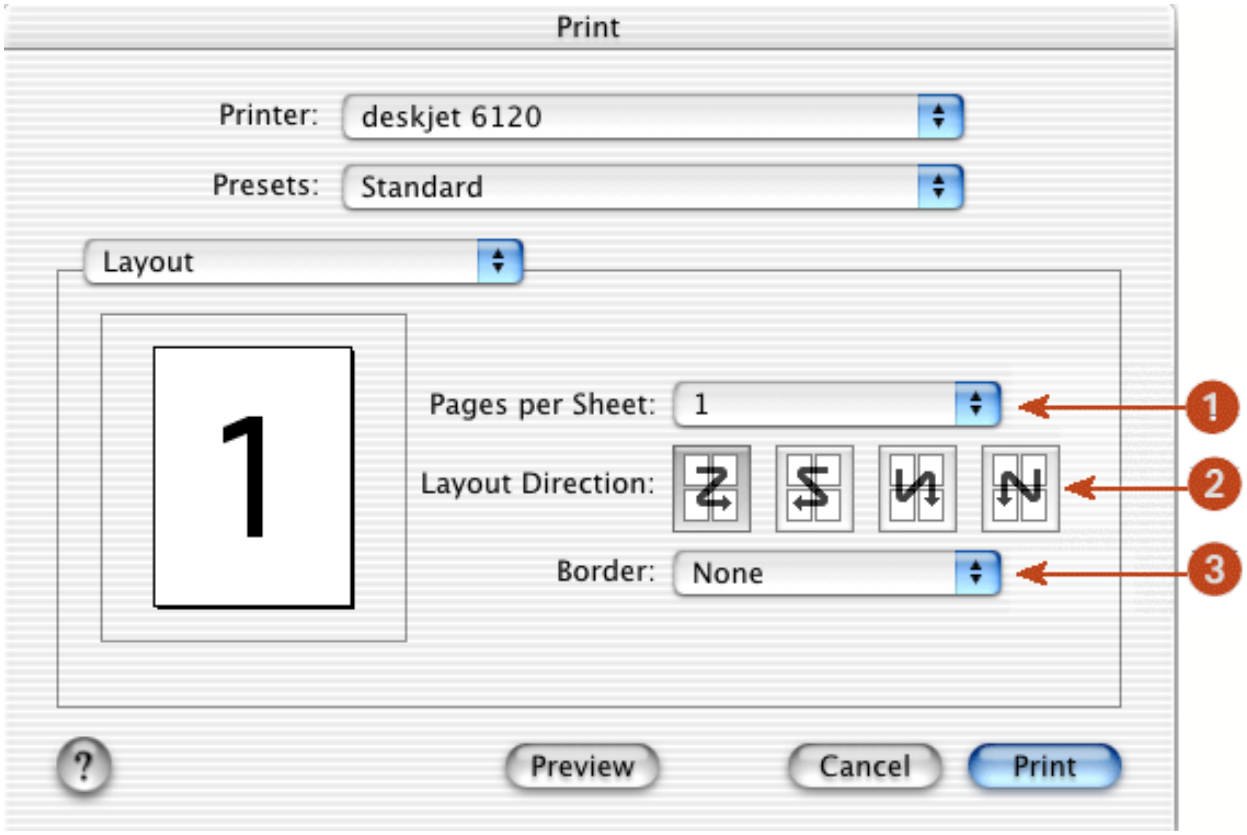
Use the Copies and Pages panel for these functions:



1. **Copies:** Enter the number of copies to be printed.
2. **Collated:** Select to collate if printing multiple copies.
3. **Pages:** Choose one of the following:
    - Click **All** to print the entire document.
    - To print a range of pages, click **From** then enter the first page to print in the **From:** box and the last page to print in the **to:** box.

layout

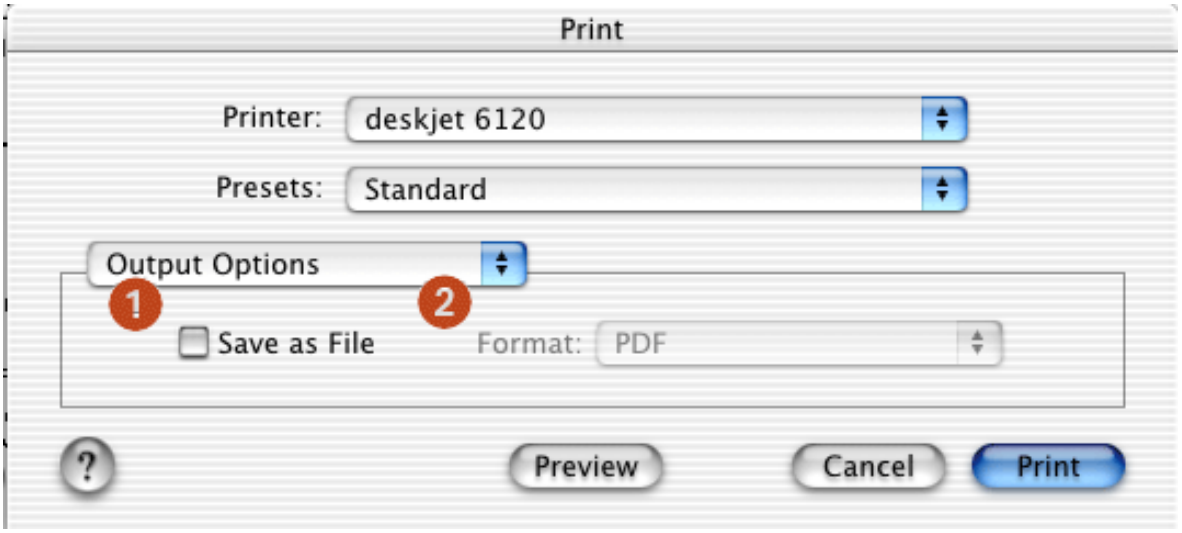
Use the Layout panel for these functions:



1. **Pages per Sheet:** Select how many pages to print on each sheet of paper.
2. **Layout Direction:** Select the option for how multiple pages are arranged on a sheet of paper.
3. **Border:** Select the border to appear around each page.

output options

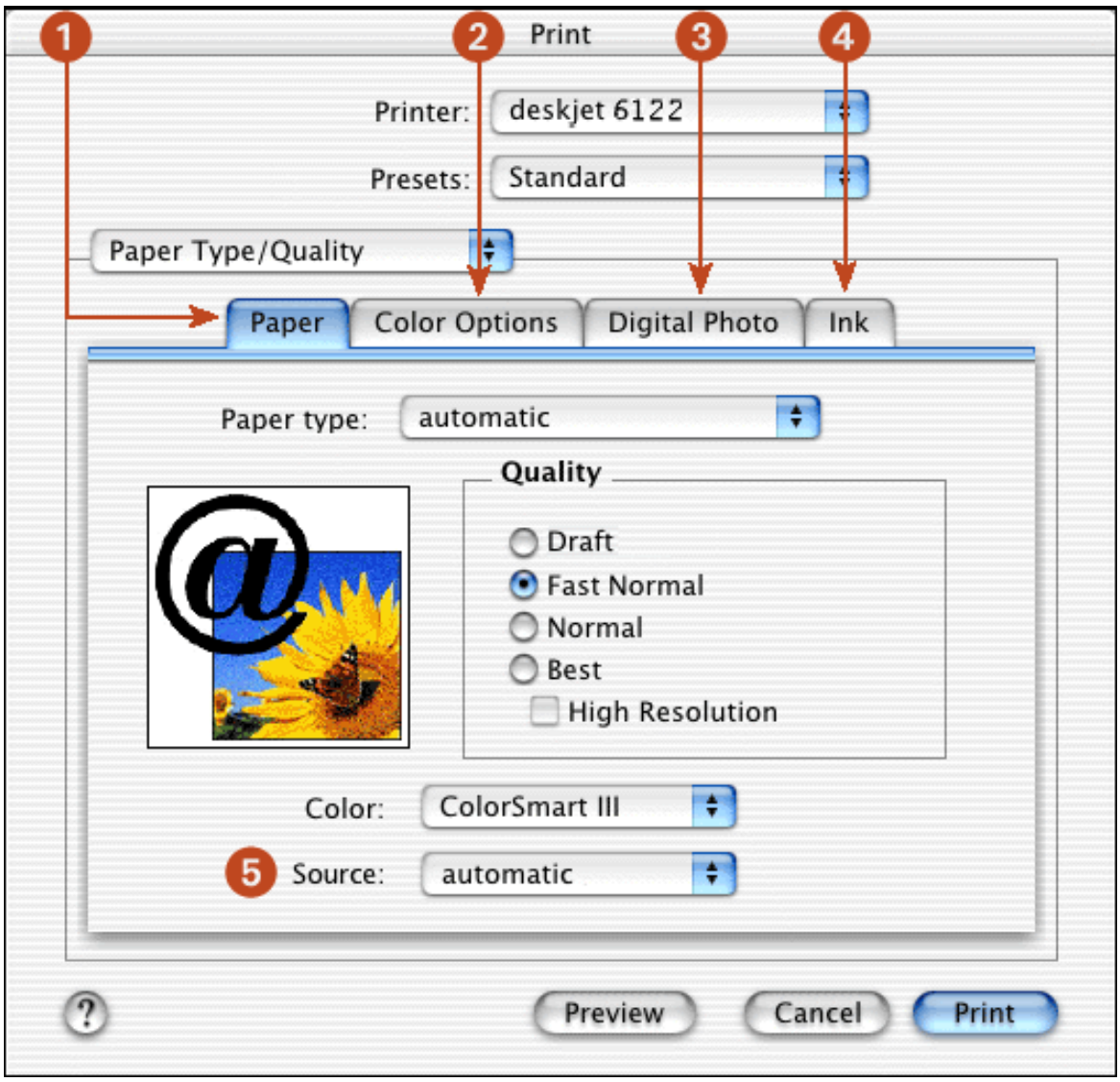
Use the Output Options panel for these functions:



1. **Save as File:** Select to print to file.
2. **Format:** Select either **PDF** or **PS (PostScript)**.

paper type / quality

Use the Paper Type/Quality panel for these functions:

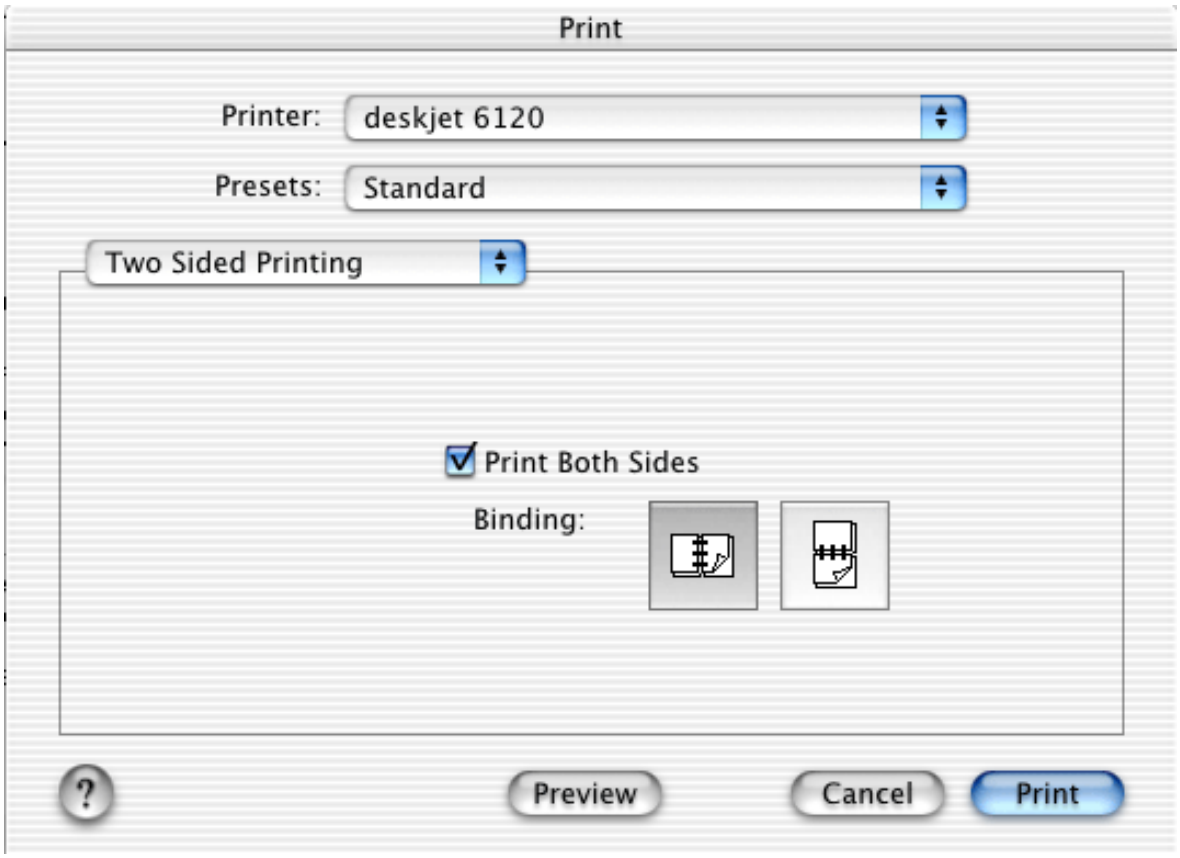


1. **Paper:** Click to select the following options:
    - **Paper Type:** Select the paper type desired or select **automatic** to engage the Automatic Paper-Type Sensor.
    - **Quality:** Select one of the following print speed and quality options: **Draft**, **Fast Normal**, **Normal**, **Best** and **High Resolution**. *Best* provides the best print quality at the slowest printing speed. The print speed increases and the print quality lessens with *Normal*, *Fast Normal*, and *Draft*. *Draft* provides draft quality at the fastest printing speed. *High Resolution photo* provides 4800 dpi printing (available with certain photo paper types when **Best** mode is selected).
    - **Color**: Select the color setting.
2. **Color Options:** Click to set saturation, brightness, and color tone.
3. **Digital Photo** : See printing digital photographs.
4. **Ink:** Click to set ink dry time and density.

5. **Paper Source:** Select between paper trays.
    - **Upper Tray**: Prints from the upper tray.
    - **Lower Tray**: Prints from the lower tray.
    - **Automatic**: Prints from the lower tray if the upper tray is empty.

two sided printing

Use the Two Sided Printing panel for these functions:



1. **Print Both Sides** : Check this box to print a two-sided document.
2. **Binding** : Select the appropriate binding:

Book binding

Tablet binding

using print center

Use Print Center to:

- Manage available printers
- Select a default printer
- Add a printer
- Manage print jobs

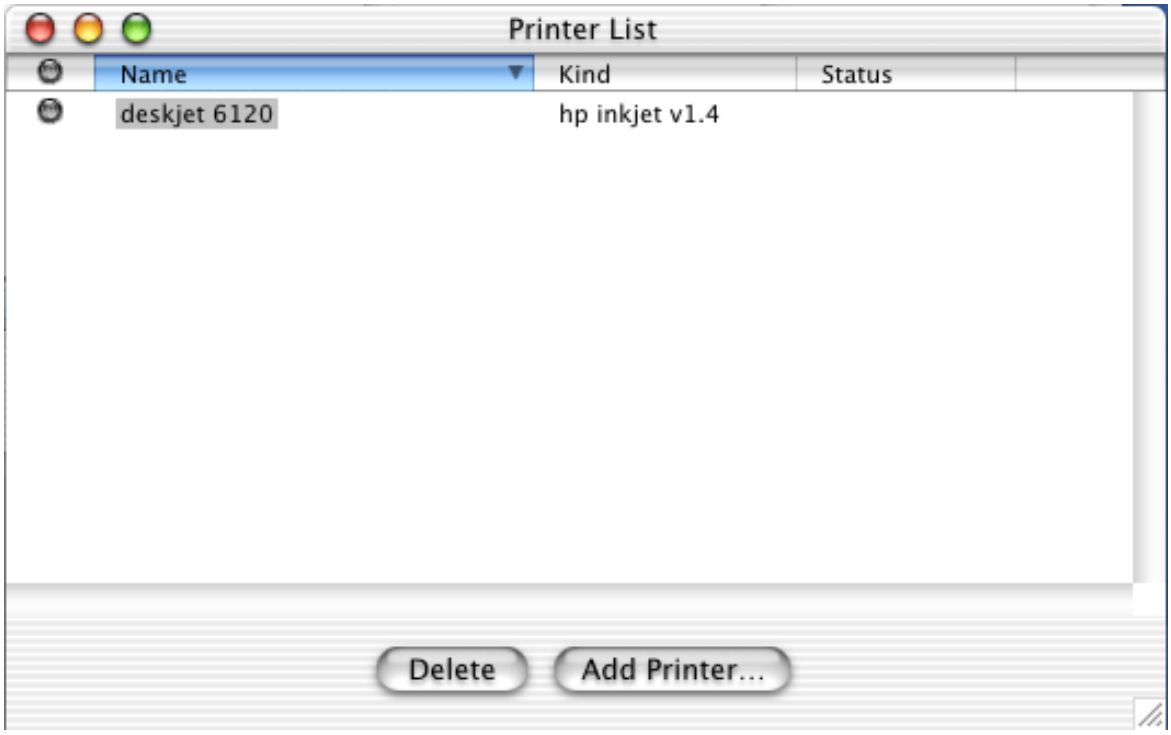
displaying the print center

Follow these steps to display Print Center:

1. Click **Applications** in the Finder window.
2. Select the **Utilities** folder.
3. Select the **Print Center** icon.

managing available printers

Use Print Center to manage available printers:



1. **Name Column:** Click a printer name to select the printer.
2. **Blue Bullet:** Indicates default printer.
3. **Delete:** Select a printer, then click **Delete** to remove the printer from the computer.
4. **Add Printer** : See adding a printer.

selecting a default printer

Follow these steps to set the printer as the computer's default printer:

1. Open Print Center.

   For instructions on opening Print Center, see displaying print center.

2. Click the printer name.
3. Do one of the following:
   - Select **Printers** > **Make Default**
   - Press **Command** + **d**

   A blue bullet appears next to the printer name to indicate that it is the default printer.

adding a printer

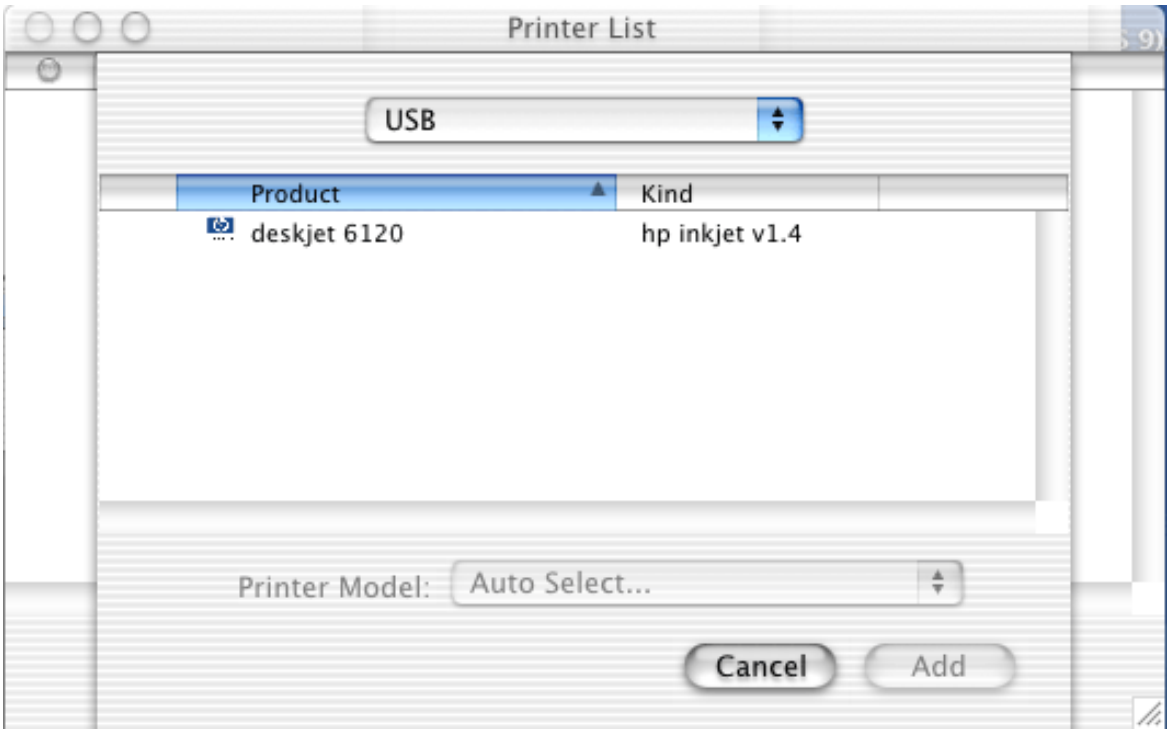
Follow these steps to add a printer to your computer:

1. Open Print Center.

   For instructions on opening Print Center, see displaying print center.

2. Click the **Add Printer** button.

   The Add Printer List dialog box appears.



3. Select **USB** or **AppleTalk** from the menu.
4. Select the printer name from the printer list.
5. Click the **Add** button.

managing print jobs

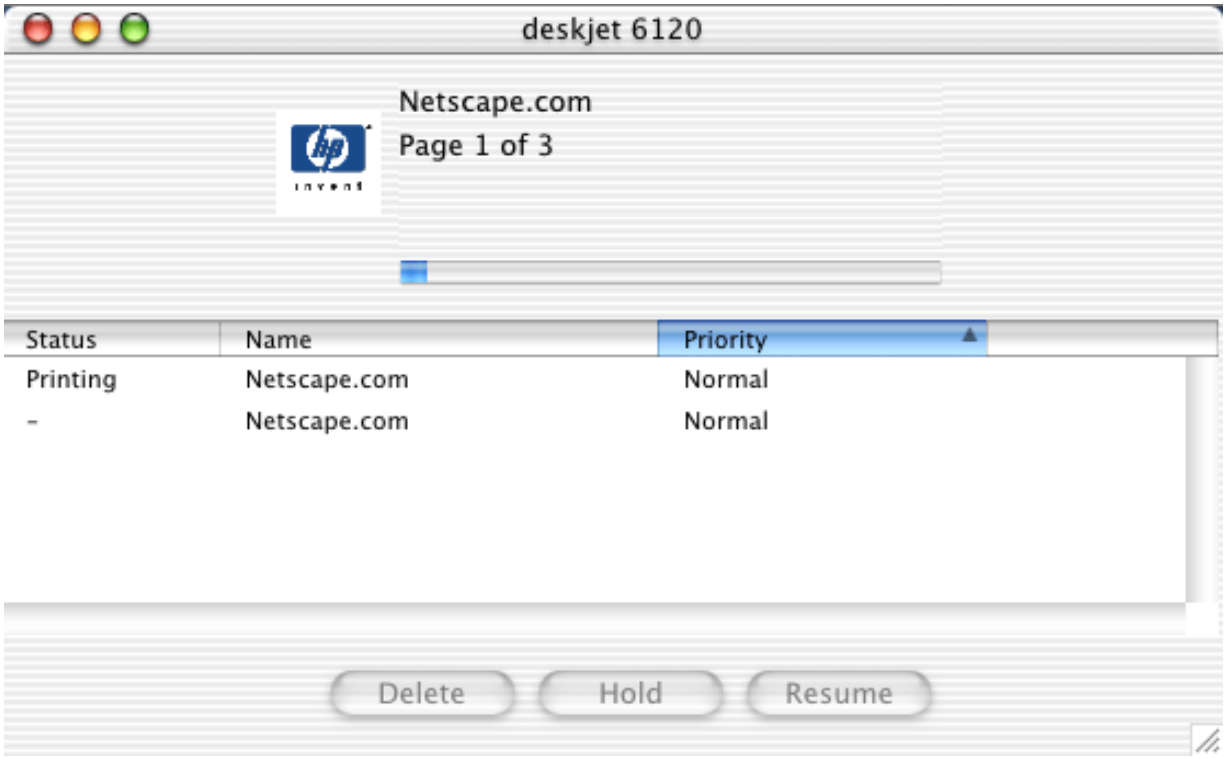
Use Print Center to manage print jobs.

1. Open Print Center.

   For instructions on opening Print Center, see displaying the print center.

2. Select the printer.

   The print queue appears.



3. Click a print job to select it.
4. Use the buttons to manage the print job as desired:
   - **Delete** : Cancels the selected print job.
   - **Hold** : Pauses the selected print job.
   - **Resume** : Restarts a paused print job.

printing a document

For printing instructions, select the appropriate option:

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

Mac OS 8.6, 9.x, and X Classic

The following instructions provide the most common method of selecting page layout and print options. The software program you are using may vary from the method described.

controlling page layout

1. Open the file you want to print.
2. Click **File** > **Page Setup** to display the Page Attributes screen to select paper size, scaling, orientation, mirror image, rotate 180°, and Two-Sided Printing.
3. Click **OK** to save the page layout options.

selecting print options

1. Open the file you want to print.
2. Click **File** > **Print** to display the Print dialog box.
3. Use the **General** panel to select the number of copies to print, which pages are to be printed, and the print order on this screen.
4. Select **Paper Type/Quality** to choose print quality options, paper group, paper type, ink density, and drying time.
5. Select **Layout** to choose multiple pages per sheet and two-sided printing.
6. Select **Digital Photography** to choose options for printing digital photographs.
7. Select **Color** to choose options for color, grayscale, black and white printing, and image and text resolution.

8. Select **Background Printing** to choose foreground or background print options and print time.
9. Click **OK** to print the document.

For a description of the Macintosh printer software, see using printer software with Mac OS 8.6, 9.x, and X Classic.

Mac OS X

The following instructions provide the most common method of selecting page layout and print options. The software program you are using may vary from the method described.

controlling page layout

1. Open the file you want to print.
2. Click **File** > **Page Setup** to display the Page Setup screen to select the printer, paper size, scaling, and orientation.
3. Click **OK** to save the page layout options.

selecting print options

1. Open the file you want to print.
2. Click **File** > **Print** to display the Print dialog box.
3. Select the **Copies and Pages** panel to select the number of copies to print and which pages are to be printed.
4. Select **Layout** to choose multiple pages per sheet, layout order, and borders.
5. Select **Output Options** to save the file as a PDF or PostScript file.
6. Select **Paper Type/Quality** to choose print quality options, paper type, print mode, and digital photography options.
7. Select **Two Sided Printing** to print a two-sided document and choose the binding options.
8. Select **Summary** to view the print settings for the document.
9. Click **Print** to print the document.

For a description of the Mac OS X printer software, see using printer software with Mac OS X.

printing digital photographs

The printer has several features to improve the print quality of your digital photographs.

For printing instructions, select the appropriate option:

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

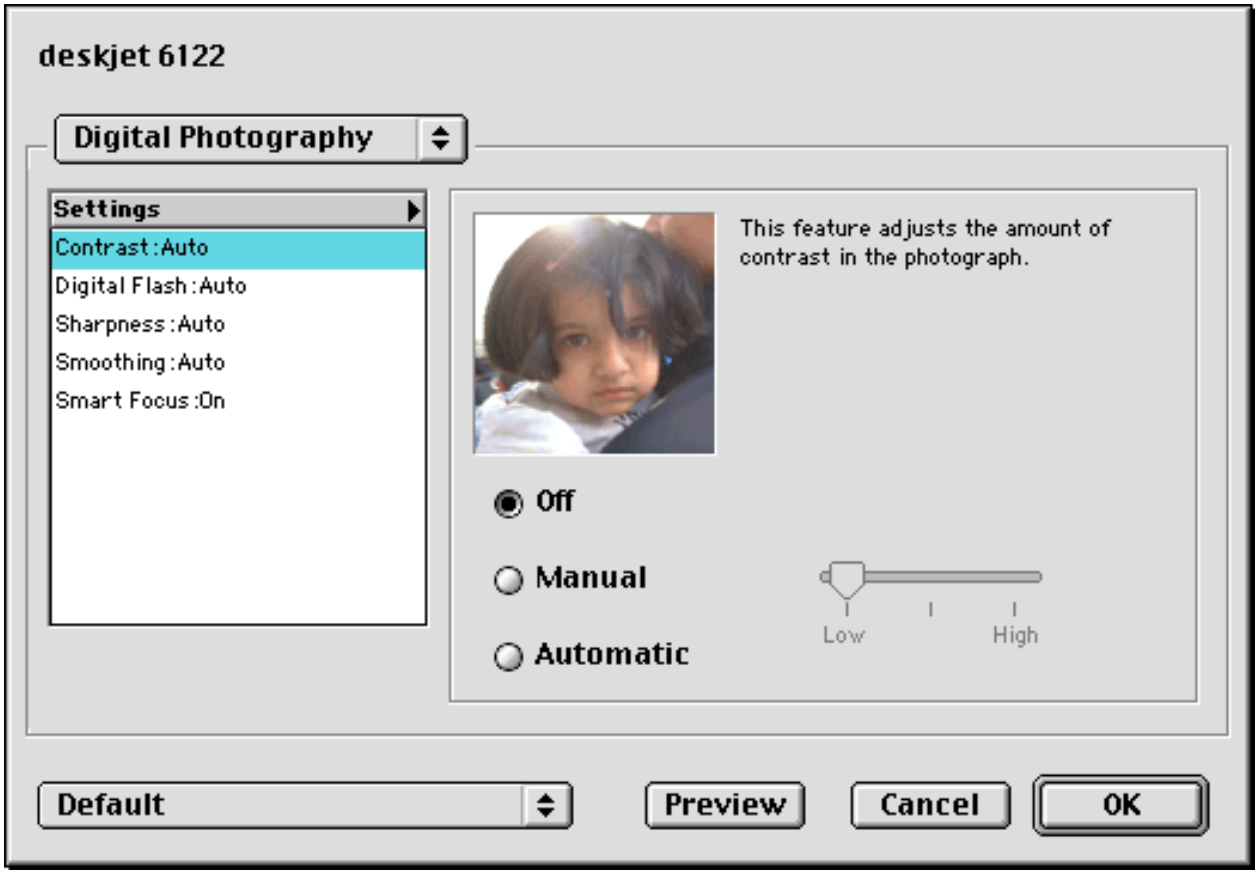
Mac OS 8.6, 9.x, and X Classic

accessing the digital photography options

1. Open the Print dialog box.
2. Select the **Digital Photography** panel.

using the digital photography options dialog box

Use the Digital Photography panel to set these options:



1. Use the Digital Photo tab to set these options:
    - **Contrast:** Adjust contrast to preference. Click **Automatic** to allow the printer driver to automatically balance contrast.
    - **Digital Flash:** Lighten dark images. Click **Automatic** to allow the printer driver to automatically balance lightness and darkness.
    - **Sharpness:** Adjust image sharpness to preference. Click **Automatic** to allow the printer driver to automatically balance sharpness.
    - **Smoothing:** Adjust distortion to preference. Click **Automatic** to allow the printer driver to automatically balance smoothing.
    - **SmartFocus:** Click **On** to allow the printer driver to automatically focus images.

Mac OS X

accessing the digital photo options

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click the **Digital Photo** tab.

using the digital photo options

1. Use the Digital Photo tab to set these options:
    - **Contrast Enhancement:** Adjust contrast to preference. Click **Auto** to allow the printer driver to automatically balance contrast.
    - **Digital Flash:** Lighten dark images. Click **Auto** to allow the printer driver to automatically balance lightness and darkness.
    - **Sharpness:** Adjust image sharpness to preference. Click **Auto** to allow the printer driver to automatically balance sharpness.
    - **Smoothing:** Adjust distortion to preference. Click **Auto** to allow the printer driver to automatically balance smoothing.
    - **SmartFocus:** Click **On** to allow the printer driver to automatically focus images.

two-sided printing

For printing instructions, select the appropriate option:

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

Mac OS 8.6, 9.x, and X Classic

Use one of the following methods to print two-sided documents:

- automatic two-sided printing
- manual two-sided printing

automatic two-sided printing

To print two-sided documents automatically, the duplexer must be attached to the printer.

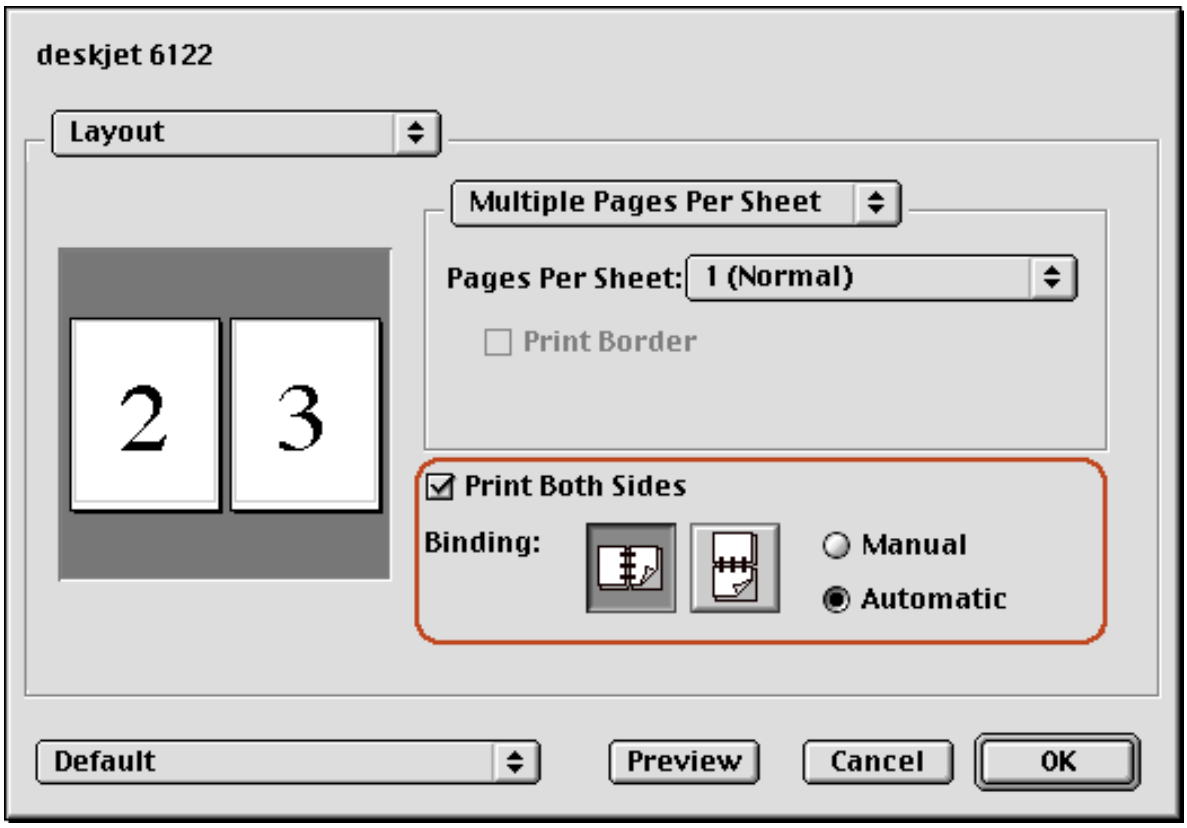
The duplexer only works with certain media types. For a list of supported media types, see two-sided printing accessory specifications.

If you want to print a two-sided document on a media type not supported by the duplexer, see manual two-sided printing.

printing instructions

Follow these instructions to print a two-sided document:

1. Open the Print dialog box, then select the **Layout** panel.



2. Select **Print Both Sides.**
3. Select **Automatic.**
4. Select the appropriate binding:

Book binding

Tablet binding

5. Change any other desired print settings, then click **OK**.

When the first side prints, the printer pauses while the first side of the printed page dries. Once dry, the second side of the page is printed and released.

For a description of the duplexer, see two-sided printing accessory (duplexer).

manual two-sided printing

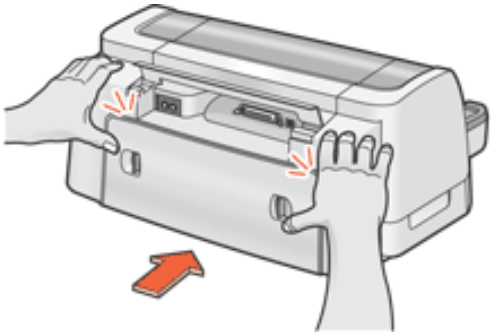
Use the manual two-sided printing feature if:

- The duplexer is not attached to the printer.
- You want to print a two-sided document on a media type the duplexer does not support.

rear access door

If the duplexer is not attached to the printer, then attach the Rear Access Door. The printer cannot feed paper unless either the Rear Access Door or duplexer is attached.

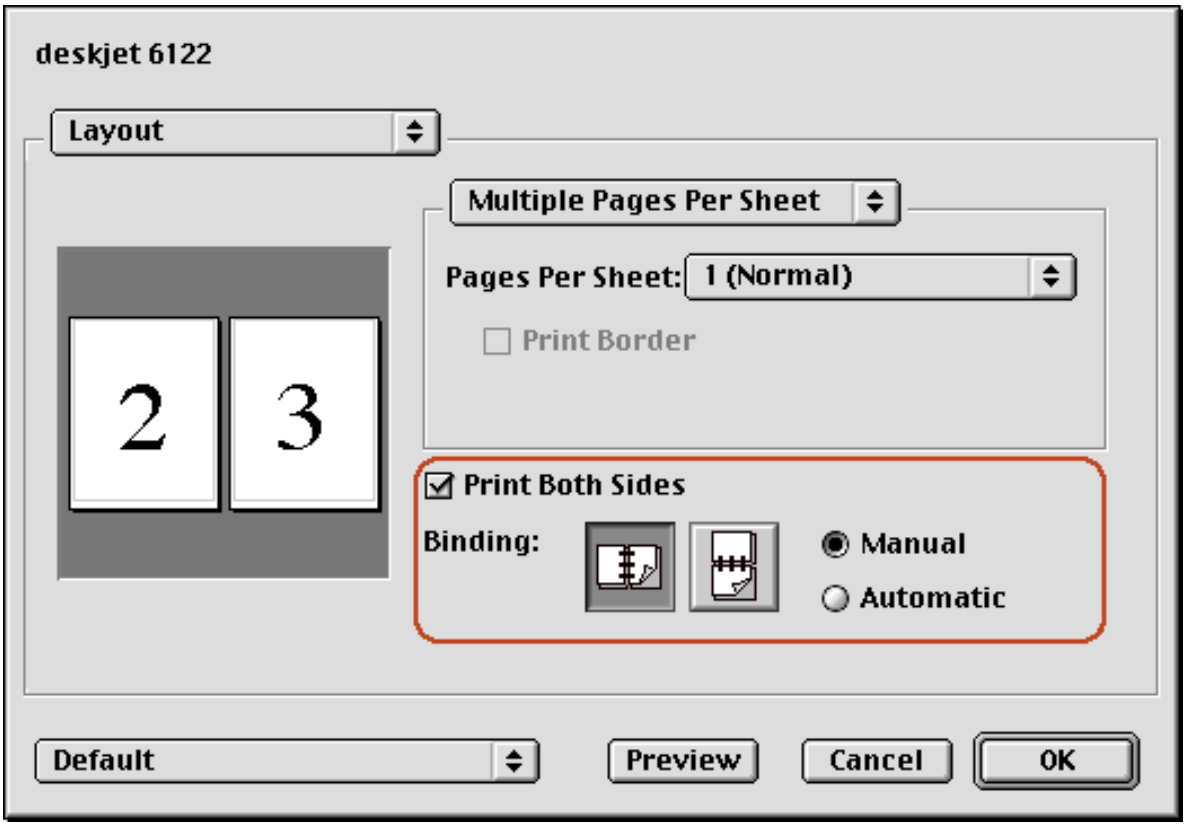
Push the Rear Access Door into place.



printing instructions

Follow these instructions to print a two-sided document manually:

1. Open the Print dialog box, then select the **Layout** panel.



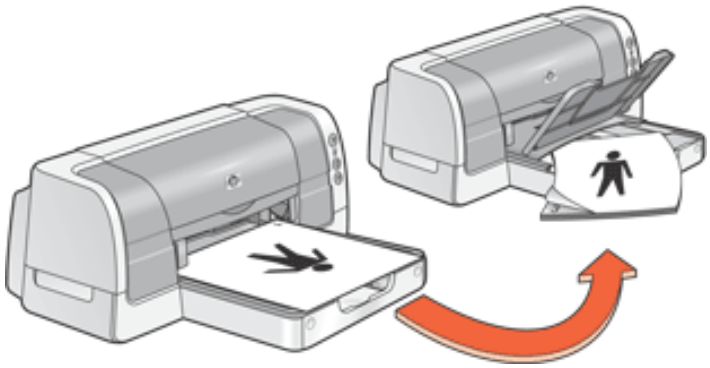
2. Select **Print Both Sides**.
3. Select **Manual**.
4. Select the appropriate binding:

Book binding

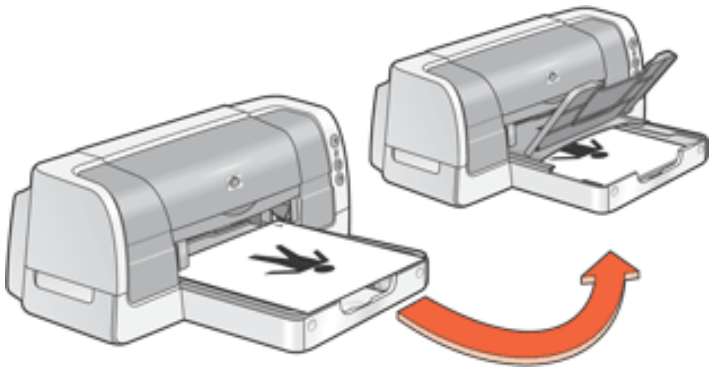
Tablet binding

5. Change any other desired print settings, then click **OK**.

   The printer automatically prints odd-numbered pages first. Once the odd-numbered pages are printed, a message appears prompting you to reload the paper so that the even-numbered pages can be printed.



Book binding



Tablet binding

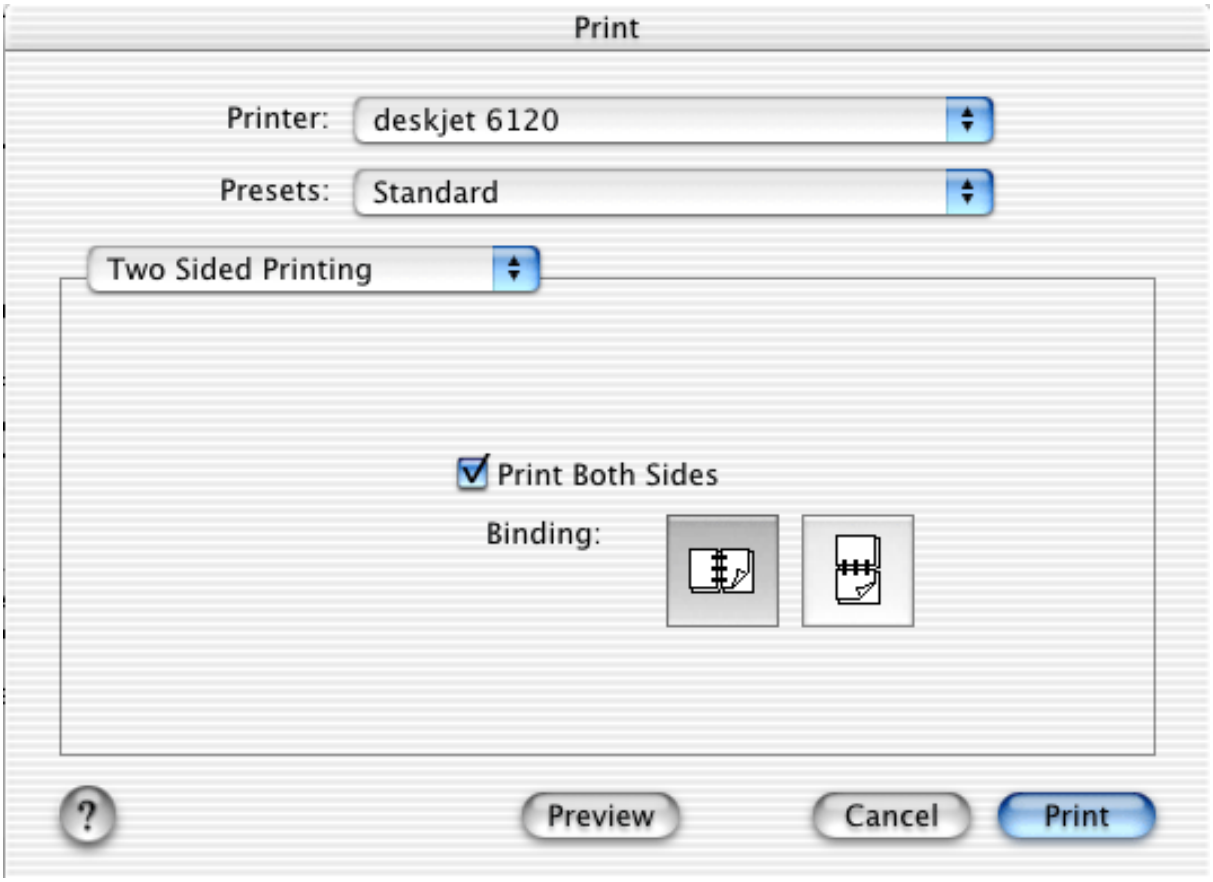
6. Reload the paper, then click **Continue.**

Mac OS X

To print a two-sided document on a Mac OS X computer, the duplexer must be attached to the printer. If the duplexer is not attached to the printer, you cannot print a two-sided document.

1. Open the Page Setup dialog box.
2. Click the **Paper Size** menu, then select a two-sided paper size.
3. Click **OK**.

4. Open the Print dialog box, then select the **Two Sided Printing** panel.



5. Select **Print Both Sides**.
6. Select the appropriate binding.

Book binding

Tablet binding

7. Change any other desired print settings, then click **Print**.

Manual two-sided printing is not available in Mac OS X.

using the automatic paper-type sensor

availability

The Automatic Paper-Type Sensor is available to be used for documents printed from the upper tray in any print quality mode other than **Draft** .

The Automatic Paper-Type Sensor is not operational for documents printed in **Draft** mode or from the 250-Sheet Plain Paper Tray.

For instructions on using the Automatic Paper-Type Sensor, select the appropriate option below:

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

Mac OS 8.6, 9.x, and X Classic

turning on the automatic paper-type sensor

Open the Print dialog box and choose the following settings:

panel	setting
General	**Source: Upper Tray** or **Automatic**
Paper Type / Quality	**Paper Group: Automatic** **Quality: Best**, **Normal**, or **Fast Normal**

If **Automatic** is selected as the paper tray, verify that the upper tray contains paper. If the upper tray is empty, the Automatic Paper-Type Sensor is not operational for that print job.

turning off the automatic paper-type sensor

Open the Print dialog box and choose the following settings:

panel	setting
General	**Source: Lower Tray**
Paper Type / Quality	**Paper Group:** Any setting other than **Automatic** —or— **Quality: Draft**

Mac OS X

turning on the automatic paper-type sensor

Open the Print dialog box and choose the following settings:

panel	setting
Paper Type / Quality	**Paper Type: Automatic** **Quality: Best**, **Normal**, or **Fast Normal** **Source: Upper Tray** or **Automatic**

If **Automatic** is selected as the paper tray, verify that the upper tray contains paper. If the upper tray is empty, the Automatic Paper-Type Sensor is not operational for that print job.

turning off the automatic paper-type sensor

Open the Print dialog box and choose the following settings:

panel	setting
Paper Type / Quality	**Paper Type:** Any setting other than **Automatic** —or— **Quality: Draft** —or— **Source: Lower Tray**

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

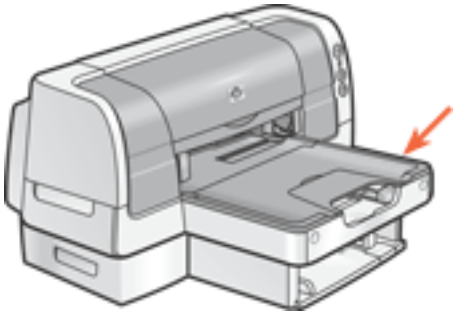
selecting between paper trays

An optional 250-Sheet Plain Paper Tray may be included with your printer. If it is not included, it can be purchased separately from an authorized HP dealer.

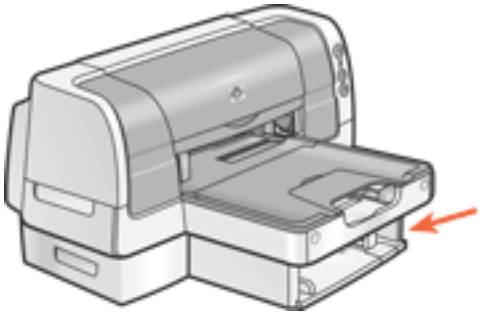
printing instructions

Follow theses steps to choose between paper trays.

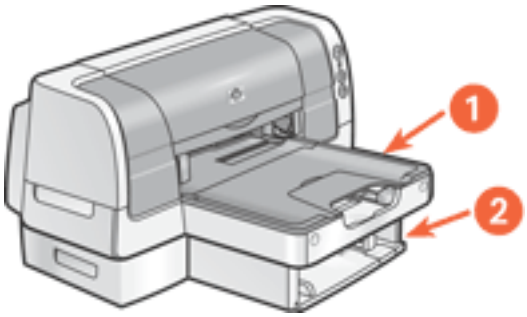
1. Open the **Print** dialog box.
2. Do one of the following:
    - **Mac OS 8.6, 9.x, and X Classic:** Select the **General** panel.
    - **Mac OS X:** Select the **Paper Type/Quality** panel, then select the **Paper** tab.
3. Select one of the following options in the **Source** box:
    - **Upper Tray** : Prints from the In tray. If the In tray is empty, an **Out of Paper** message appears.



    - **Lower Tray** : Prints from the 250-Sheet Plain Paper Tray . If the lower tray is empty, an **Out of Paper** message appears.



- **Automatic** : Prints from the In tray. If the In tray is empty, the printer prints from the 250-Sheet Plain Paper Tray. If the lower tray is empty, an **Out of Paper** message appears.



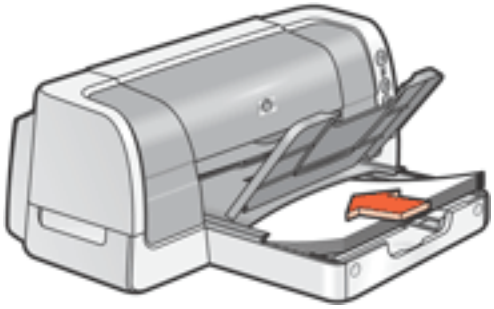
4. Change any other desired print settings, then do one of the following:
   - **Mac OS 8.6, 9.x, and X Classic:** Click **OK**.
   - **Mac OS X:** Click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

plain paper

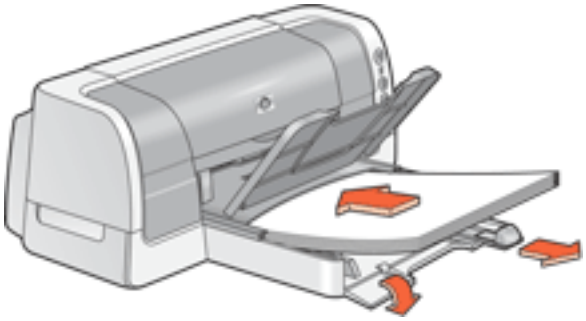
preparing to print

1. Raise the Out tray.
2. Slide out both paper guides.
3. Do one of the following:
    - For **letter**, **executive**, and **B5** sized paper, place up to 150 sheets of paper in the In tray.



-or-

    - For **legal-sized** and **A4** paper, flip down the In tray door, pull out the paper length guide, then place up to 150 sheets of paper in the In tray.



4. Slide the paper guides *firmly* against the paper.
5. Lower the Out tray.

Plain paper can also be printed from the 250-Sheet Plain Paper Tray.

printing on plain paper

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing on plain paper with Mac OS 8.6, 9.x, and X Classic

1. If necessary, open the Page Setup dialog box and select the page size, scaling, or orientation options.
2. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray** , **Lower Tray** , or **Automatic**
Paper Type/Quality	**Paper Group: Automatic** or **Plain Paper**

3. Select any other desired print settings.
4. After you have selected the print settings, click **OK**.

printing on plain paper with Mac OS X

1. If necessary, open the Page Setup dialog box and select the printer, page size, scaling, or orientation options.

2. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type: Automatic** or **Plain Paper** **Source: Upper Tray**, **Lower Tray**, or **Automatic**

3. Select any other desired print settings.
4. After you have selected the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

envelopes

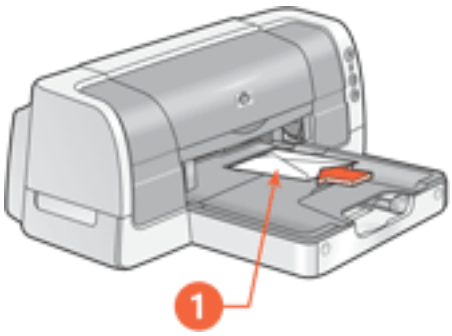
Print a single envelope using the envelope slot, or print multiple envelopes using the In tray.

printing guidelines

- Never place more than 22 envelopes in the In tray at one time.
- Avoid using envelopes that have clasps or windows.
- Avoid using envelopes that are shiny or embossed; envelopes with thick, irregular, or curled edges; or envelopes that are wrinkled, torn, or otherwise damaged.
- Align the envelope edges before inserting them in the In tray.

preparing to print a single envelope

1. Place the envelope with the flap side on the left and facing up into the single envelope slot.
2. Push the envelope forward until it stops.

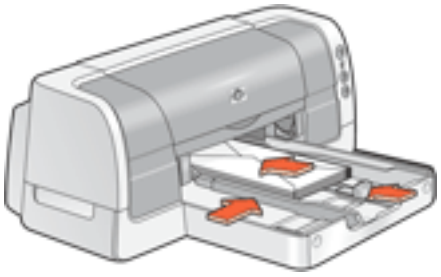


1. flap

preparing to print multiple envelopes

1. Remove the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Place no more than 22 envelopes with the flap side on the left and facing up in the In tray.
4. Push the envelopes forward until they stop.

5. Slide the paper guides *firmly* against the edges of the envelopes.



6. Replace the Out tray.

printing the envelopes

If your software program includes an envelope-printing feature, follow the instructions provided with the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing envelopes with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size:** Appropriate envelope size **Orientation:** Appropriate envelope orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic**, **Plain Paper** or **Inkjet Paper** **Paper Type:** Appropriate inkjet paper (if Inkjet Paper is selected as paper group)

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

printing envelopes with Mac OS X

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Paper Size:** Appropriate envelope size **Orientation:** Appropriate envelope orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type: Automatic** or **Plain Paper** **Source: Upper Tray**

4. Select any other desired print settings.
5. After you have selected the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

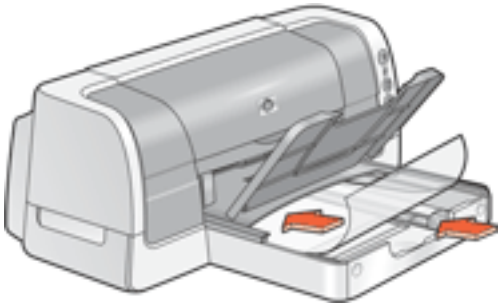
transparencies

printing guidelines

For great results use **hp premium inkjet transparency film** .

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the transparency sheets to separate them, then align the edges.
4. Place no more than 30 transparency sheets in the In tray with the rough side down and the adhesive strip toward the printer.



5. Carefully push the transparencies forward until they stop so that none of the adhesive strips catch on one another.
6. Slide the paper guides *firmly* against the transparency sheets.
7. Lower the Out tray.

printing transparencies

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing transparencies with Mac OS 8.6, 9.x, and X Classic

1. If necessary, open the Page Setup dialog box and select the page size, scaling, or orientation options.
2. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic** or **Transparency Film** **Paper Type:** Appropriate transparency film (if Transparency Film is selected as paper group)

3. Select any other desired print settings.
4. After you have selected the print settings, click **OK**.

   The printer may wait for transparencies to dry before releasing them to the Out tray.

printing transparencies with Mac OS X

1. If necessary, open the Page Setup dialog box and select the printer, page size, scaling, or orientation options.
2. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type: Automatic** or the appropriate transparency film **Source: Upper Tray**

3. Select any other desired print settings.
4. After you have selected the print settings, click **Print**.

   The printer may wait for transparencies to dry before releasing them to the Out tray.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

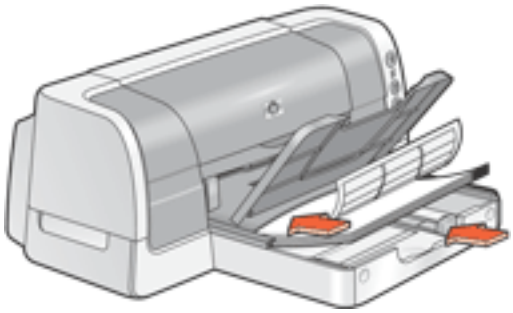
labels

printing guidelines

- Use only paper labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Use only US letter-sized or A4-sized sheets of labels.
- Verify that the labels are not sticky, wrinkled, or pulling away from the protective backing.
- Do not use plastic or clear labels. The ink will not dry on these labels.
- Never place more than 30 sheets of labels in the In tray at one time.

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the label sheets to separate them, then align the label edges.
4. Load no more than 30 label sheets—label side down—in the In tray.
5. Slide the paper guides *firmly* against the sheets.



6. Lower the Out tray.

printing labels

If your software program includes a label printing feature, follow the instructions provided with the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing labels with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size: A4 Letter** or **US Letter** **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic**, **Plain Paper** or **Inkjet Paper** **Paper Type:** Appropriate inkjet paper (if Inkjet Paper is selected as paper group) **Quality: Normal**

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

printing labels with Mac OS X

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Paper Size:** **A4 Letter** or **US Letter** **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type:** **Automatic** or appropriate label type **Quality:** **Normal** **Source:** **Upper Tray**

4. Select any other desired print settings.
5. After you have selected the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

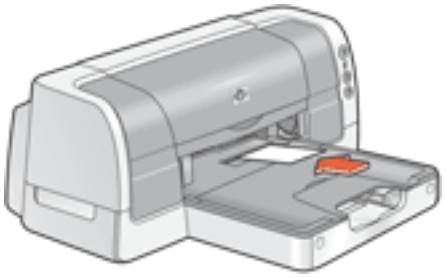
index cards and other small media

printing guidelines

Use only cards and small media that meet the printer's paper size specifications. For the printer's paper size specifications, see size specifications.

preparing to print a single index card

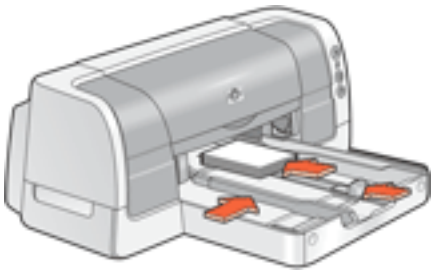
1. Place the card into the single envelope slot.
2. Push the card forward until it stops.



If printing on a card smaller than 4 in. x 6 in., load the card in the In tray rather than the single envelope slot.

preparing to print multiple index cards and other small media

1. Remove the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Align the card edges.
4. Place no more than 60 cards in the In tray.
5. Push the cards forward until they stop.
6. Slide the paper width guide *firmly* against the edges of the cards.
7. Slide the paper length guide all the way in, then slide the fine length guide *firmly* against the cards.



8. Replace the Out tray.

printing index cards and other small media

If your software program includes a card printing feature, follow the instructions provided by the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing index cards and other small media with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size:** Appropriate card size **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic**, **Plain Paper**, or **Inkjet Paper** **Paper Type:** Appropriate inkjet paper (if Inkjet Paper is selected as paper group) **Quality: Normal**
Layout	**Pages Per Sheet: 1 (Normal)** **Print Both Sides:** Deselected for unsupported card sizes

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

   If an **out of paper** message appears, verify that the cards are positioned properly in the paper tray.

printing index cards and other small media with Mac OS X

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Paper Size:** Appropriate card size **Orientation:** Appropriate orientation

2. Click **OK**.

3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type:** **Automatic** or **Plain Paper** **Quality:** **Normal** **Source:** **Upper Tray**
Layout	**Pages Per Sheet:** **1 (Normal)**
Two Sided Printing	**Print Both Sides:** Deselected for unsupported card sizes

4. Select any other desired print settings.
5. After selecting the print settings, click **Print**.

   If an **out of paper** message appears, verify that the cards are positioned properly in the paper tray.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

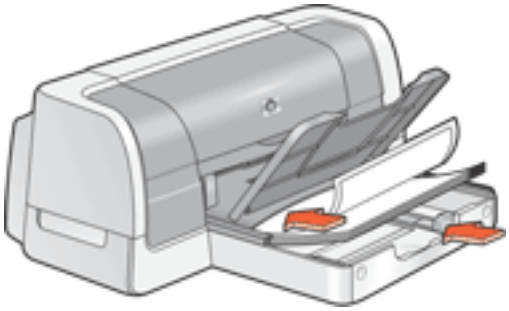
photographs

printing guidelines

- The photo must be in an electronic format (digital) before it can be printed. Take a digital picture, scan a photo, or have your local camera shop provide an electronic file of the photo.
- For best print quality use a High Resolution print setting and set the HP Digital Photography options.
- Use hp photo papers for great results.

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the photo paper to separate them, then align the photo paper edges.
4. Place no more than 50 sheets of photo paper — printable side down — in the In tray.
5. Slide the paper guides *firmly* against the edges of the photo paper.



6. Lower the Out tray.

printing photographs

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing photographs with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size:** Appropriate paper size **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic** or **Photo Paper** **Paper Type:** Appropriate photo paper type (if Photo Paper is selected as paper group) **Quality: Best** or **High Resolution Photo**
Digital Photography	If desired for photo enhancement options (see digital photography)

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

printing photographs with Mac OS X

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Paper Size:** Appropriate paper size **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type:** Appropriate photo paper type **Quality:** **Best** or **High Resolution Photo** **Digital Photo:** If desired for photo enhancement options (see digital photography) **Source:** **Upper Tray**

4. Select any other desired print settings.
5. After you have selected the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

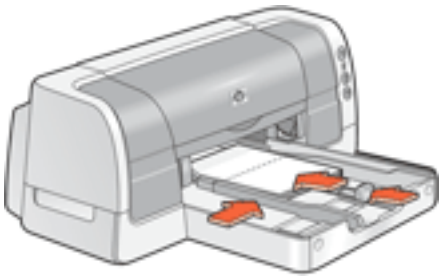
greeting cards

printing guidelines

- Unfold pre-folded cards, then place them in the In tray.
- If an **out of paper** message appears, verify that the cards are positioned properly in the In tray.
- For great results, use hp greeting card paper.

preparing to print

1. Remove the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the greeting cards to separate them.
4. Align the edges of the cards, then place no more than 5 cards in the In tray.
5. Push the cards forward until they stop.
6. Slide the paper width guide *firmly* against the edges of the cards.
7. Slide the paper length guide all the way in, then slide the fine length guide *firmly* against the cards.



8. Replace the Out tray.

printing greeting cards

If your software program includes a greeting card printing feature, follow the instructions provided with the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing greeting with Mac OS 8.6, 9.x, and X Classic

1. If necessary, open the Page Setup dialog box and select the page size, scaling, or orientation options.
2. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic** or **Greeting Cards** **Paper Type:** Appropriate greeting card type (if Greeting Cards is selected as paper group) **Quality: Normal**
Layout	**Pages Per Sheet: 1 (Normal)**

3. Select any other desired print settings.
4. After you have selected the print settings, click **OK**.

   If an **out of paper** message appears, verify that the greeting cards are positioned properly in the paper tray.

printing greeting cards with Mac OS X

1. If necessary, open the Page Setup dialog box and select the printer, paper size, scaling, or orientation options.

2. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type: Automatic** or **Plain Paper** **Quality: Normal** **Source: Upper Tray**
Layout	**Pages Per Sheet: 1 (Normal)**

3. Select any other desired print settings.
4. After selecting the print settings, click **Print**.

   If an **out of paper** message appears, verify that the greeting cards are positioned properly in the paper tray.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

posters

printing guidelines

Poster printing is not available in Mac OS X.

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the sheets to separate them, then align the edges.
4. Place the paper in the In tray.
5. Slide the paper guides *firmly* against the paper.
6. Lower the Out tray.

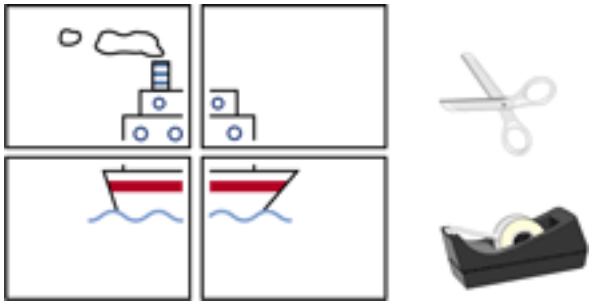
Posters can be printed on plain paper from the 250-Sheet Plain Paper Tray.

printing posters

1. If necessary, open the Page Setup dialog box and set the page size, scaling, or orientation.
2. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source:** **Upper Tray**, **Lower Tray**, or **Automatic**
Paper Type/Quality	**Paper Group:** **Automatic**, **Plain Paper** or **Inkjet Paper** **Paper Type:** Appropriate inkjet paper (if Inkjet Paper group is selected) **Print Quality:** **Normal**
Layout	**Multiple Page Per Sheet Menu:** **Tiling** **Tiling Size:** **2**, **3**, or **4**

3. Select any other desired print settings.
4. After you have selected the print settings, click **OK**.
5. After the poster has printed, trim the edges on the sheets, then tape the sheets together.



For a description of available print options, see Mac OS 8.6, 9.x, or X Classic.

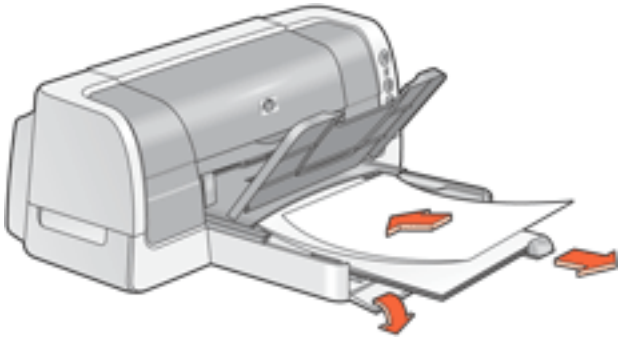
banners

printing guidelines

Use hp banner paper for great results.

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Select up to 20 sheets of banner paper. Remove and discard any perforated strips.
4. Place the banner paper in the In tray with the unattached edge of the paper facing the printer.



5. Slide the paper guides *firmly* against the paper.
6. Lower the Out tray, then verify that the Out tray extension is not extended.

Do not extend the Out tray extension when printing banners.

printing banners

If your software program includes a banner printing feature, follow the instructions provided with the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing banners with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size: A4 Letter Banner** or **US Letter Banner**

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic**, **Plain Paper** or **Inkjet Paper** **Paper Type:** Appropriate inkjet paper (if Inkjet Paper group is selected) **Quality: Normal**

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

printing banners with Mac OS X

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Paper Size: A4 Letter Banner** or **US Letter Banner**

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type: Automatic** or **Plain Paper** **Quality: Normal** **Source: Upper Tray**

4. Select any other desired print settings.
5. After selecting the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

iron-on transfers

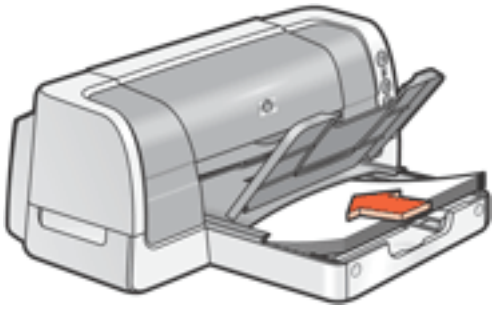
printing guidelines

- When printing a document with a mirror-image, the text and pictures are horizontally reversed from what appears on the computer screen.

- Use hp iron-on t-shirt transfer paper for great results.

preparing to print

1. Raise the Out tray.
2. Slide out both paper guides, then remove all paper from the In tray.
3. Fan the edges of the iron-on transfer paper to separate them, then align the edges.



4. Place the iron-on transfer paper in the In tray with the printable side down.
5. Slide the paper guides *firmly* against the transfer paper.
6. Lower the Out tray.

printing iron-on transfers

If your software program includes an iron-on transfer printing feature, follow the instructions provided with the software program. Otherwise, follow the instructions below.

My computer runs Mac OS 8.6 or 9.x —or— I am using a Mac OS 9.x application on a Mac OS X computer	Mac OS 8.6, 9.x, and X Classic
I am using an application built for Mac OS X	Mac OS X

printing iron-on transfers with Mac OS 8.6, 9.x, and X Classic

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size: A4 Letter** or **US Letter** **Mirror Image:** Selected

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
General	**Source: Upper Tray**
Paper Type/Quality	**Paper Group: Automatic** or **Plain Paper** **Quality: Normal**

4. Select any other desired print settings.
5. After you have selected the print settings, click **OK**.

printing iron-on transfers with Mac OS X

The Mirror Image feature is not available in Mac OS X. Some applications offer a mirror image feature that will allow you to print iron-on transfers from a Mac OS X computer.

1. Open the Page Setup dialog box, then select the following settings:

panel	setting
Page Attributes	**Page Size:** **A4 Letter** or **US Letter** **Orientation:** Appropriate orientation

2. Click **OK**.
3. Open the Print dialog box, then select the following settings:

panel	setting
Paper Type/Quality	**Paper Type:** **Automatic** or **Plain Paper** **Quality:** **Normal** **Source:** **Upper Tray**

4. Select any other desired print settings.
5. After selecting the print settings, click **Print**.

For a description of available print options, click the appropriate operating system: Mac OS 8.6, 9.x, or X Classic or Mac OS X.

maintenance

- replacing print cartridges
- calibrating print cartridges
- automatically cleaning print cartridges
- manually cleaning print cartridges
- maintaining print cartridges
- maintaining the printer body
- refilling print cartridges
- removing ink from skin and clothing
- using the hp inkjet utility

replacing print cartridges

Before buying replacement print cartridges, verify the correct part numbers.

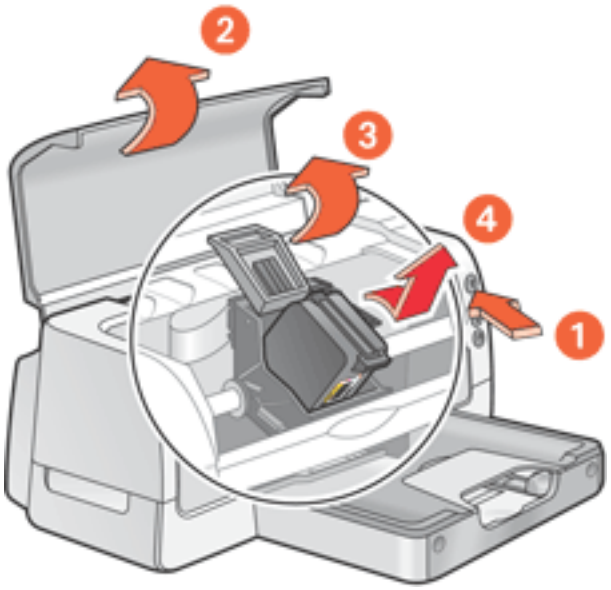
When a print cartridge is empty, leave the empty print cartridge in the print cartridge cradle until it is replaced. The printer requires both print cartridges to operate.

Warning! Keep both new and used print cartridges out of the reach of children.

To replace a print cartridge:

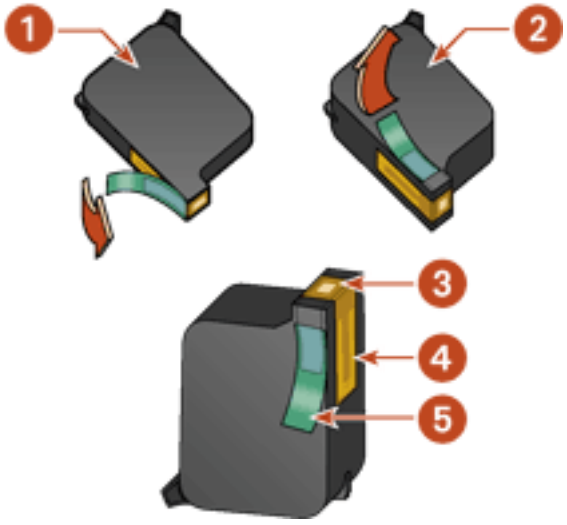
1. Press the **Power** button to turn on the printer.
2. Open the top cover.

   The cradle moves to the center of the printer.
3. Raise the cradle latch.
4. Lift the print cartridge out of the print cartridge cradle to remove. See print cartridge recovery for information about HP's empty print cartridge return and recycle program.



1. press Power button 2. open top cover
3. raise cradle latch 4. lift print cartridge out of cradle

5. Remove the replacement print cartridge from its packaging and carefully remove the plastic tape.



1. black cartridge 2. color cartridge 3. ink nozzles 4. copper contacts 5. plastic tape

Caution! Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections. Do not remove the copper strips. They are required electrical contacts.

1. copper contacts

6. Push the print cartridge firmly into the cradle.
7. Secure the cradle latch.
8. Close the top cover.

   A calibration page prints to align the print cartridges.

Caution! If you are in the middle of printing, and you change a print cartridge, your current print job may be cancelled.

If the Print Cartridge Status light continues to blink after installing a new print cartridge, verify the part number on the cartridge matches one of the part numbers shown here.

For information on how to recycle an empty print cartridge, see print cartridge recovery.

aligning print cartridges

After a print cartridge is replaced, align the print cartridges to ensure the best print quality. Alignment is performed from the hp inkjet utility.

1. Open the hp inkjet utility.
2. Select the **Calibrate** panel.
3. Click the **Align** button then follow the onscreen directions.

automatically cleaning print cartridges

If your printed pages are missing lines or dots, or if streaks appear, the print cartridges need to be cleaned.

Print cartridges are cleaned automatically using the following procedure:

1. Open the hp inkjet utility.
2. Select the **Clean** panel.
3. Click the **Clean** button, then follow the onscreen instructions.

If your printouts are still missing lines or dots after cleaning, a print cartridge may be low on ink. One or both print cartridges may need to be replaced.

manually cleaning print cartridges

If the printer is used in a dusty environment, a small amount of debris mayaccumulate inside the case. This debris can include dust, hair, carpet, or clothing fibers. When debris gets on the print cartridges and print cartridge cradle, it can cause ink streaks and smudges on printed pages. Ink streaking is easily corrected by manually cleaning the cartridges and cradle.

gathering cleaning supplies

You will need the following items to clean the print cartridges and cradle:

- Distilled water
- Cotton swabs or other soft, lint-free material that will not stick to the cartridges

Be careful not to get ink on your hands or clothing as you clean.

preparing to clean

1. Press the **Power** button to turn on the printer, then raise the top cover.

   The cradle moves to the center of the printer.
2. Disconnect the power cord from the back of the printer.
3. Remove the print cartridges and place them on a piece of paper with the nozzle plate facing up.

   Caution! Do not leave the cartridges outside the printer for more than 30 minutes.

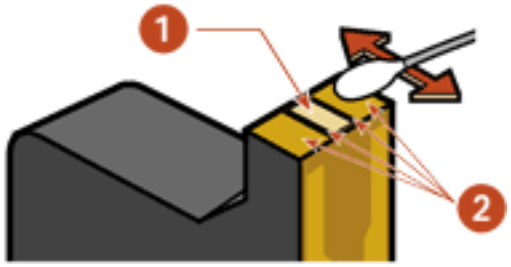
Caution! Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections. Do not remove the copper strips. They are required electrical contacts.

cleaning the print cartridges and print cartridge cradle

1. Lightly moisten a cotton swab with distilled water.

2. Clean the face and edges of the first print cartridge with the swab, as shown in the following illustration.

   Do not wipe the nozzle plate.



1. nozzle plate 2. face and edges of print cartridge

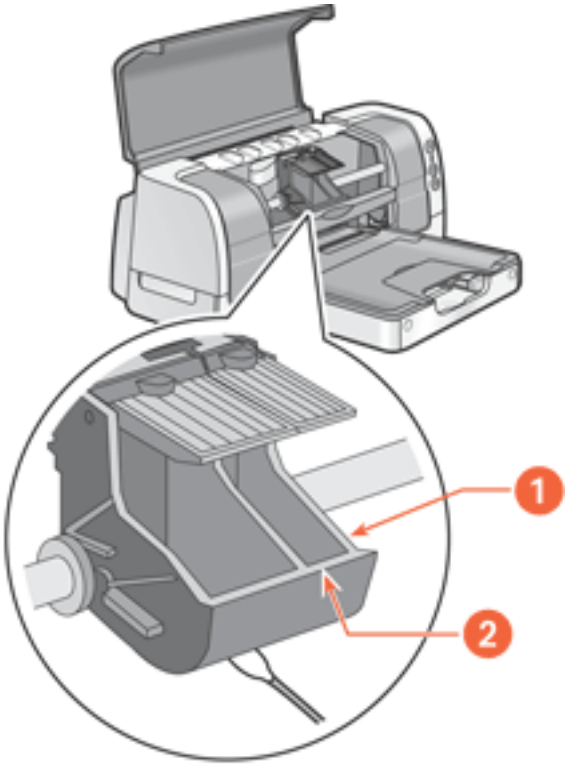
3. Inspect the face and edges of the print cartridge for fibers.

   Repeat steps 1 and 2 above if fibers are still present.

4. Repeat steps 1 through 3 for the second print cartridge.

5. Wipe the underside of the print cartridge cradle walls using clean, moistened cotton swabs.

   Repeat this process until no ink residue appears on a clean swab.



1. print cartridge cradle 2. print cartridge cradle walls

6. Insert the print cartridges and close the printer's top cover.
7. Connect the power cord to the back of the printer.

   A calibration page prints to align the print cartridges.

Repeat the cleaning procedure if ink streaks continue to appear on printed pages.

maintaining print cartridges

The following suggestions will help maintain HP print cartridges and ensure consistent print quality:

- Keep all print cartridges in their sealed packages in an upright position until they are needed. Print cartridges should be stored at room temperature (60–78 degrees F or 15.6–26.6 degrees C).
- Do not remove the plastic tape covering the ink nozzles until you are ready to install the print cartridge in the printer. If the plastic tape has been removed from the print cartridge, do not attempt to reattach it. Reattaching the tape damages the ink nozzles.
- If print cartridges are removed from their sealed containers, store them in an airtight container. For best results, store the black cartridge with the nozzle-side up and the color cartridge with the nozzle-side down. Do not allow anything to touch the nozzle plate.
- Once the print cartridges are installed in the printer, do not remove them unless they need to be manually cleaned. This prevents ink from evaporating or clogging the print cartridges.
- Do not unplug the printer until printing is complete and the printer is turned off. Use the **Power** button to turn off the printer.

maintaining the printer body

printer case exterior

Follow these guidelines when cleaning the outside of the printer:

- Use distilled water only. Do not use household cleaners or detergents.
- Use a soft, damp cloth to remove dust, smudges, stains, and spilled ink from the exterior of the printer case.

printer interior

Caution! Do not clean the printer's interior. Keep all liquids out of the interior.

print cradle rod

Do not lubricate the rod on which the print cradle moves. It is normal to hear noise when the printer is new.

handling and storage

Handle and store the printer in an upright, level position for maximum performance and reliability.

refilling print cartridges

To get the best performance from your HP printer, use only genuine, factory-filled HP print cartridges.

Caution! Damage that is directly attributable to modified or refilled HP print cartridges is specifically excluded from the HP printer's warranty coverage.

removing ink from skin and clothing

Follow these steps to remove ink from skin and clothing:

to remove ink from...	do this...
skin	Wash the affected area with an abrasive soap.
white fabric	Wash the fabric in **cold** water using chlorine bleach.
color fabric	Wash the fabric in **cold** water using sudsy ammonia.

Caution! Always use cold water to remove ink from fabric. Warm or hot water may set the ink color into the fabric.

using the hp inkjet utility

The hp inkjet utility contains tools to calibrate the printer, clean the print cartridges, print a test page, and find Website support information.

Select the appropriate option:

My computer runs Mac OS 8.6 or 9.x	Mac OS 8.6 and 9.x
My computer runs Mac OS X	Mac OS X

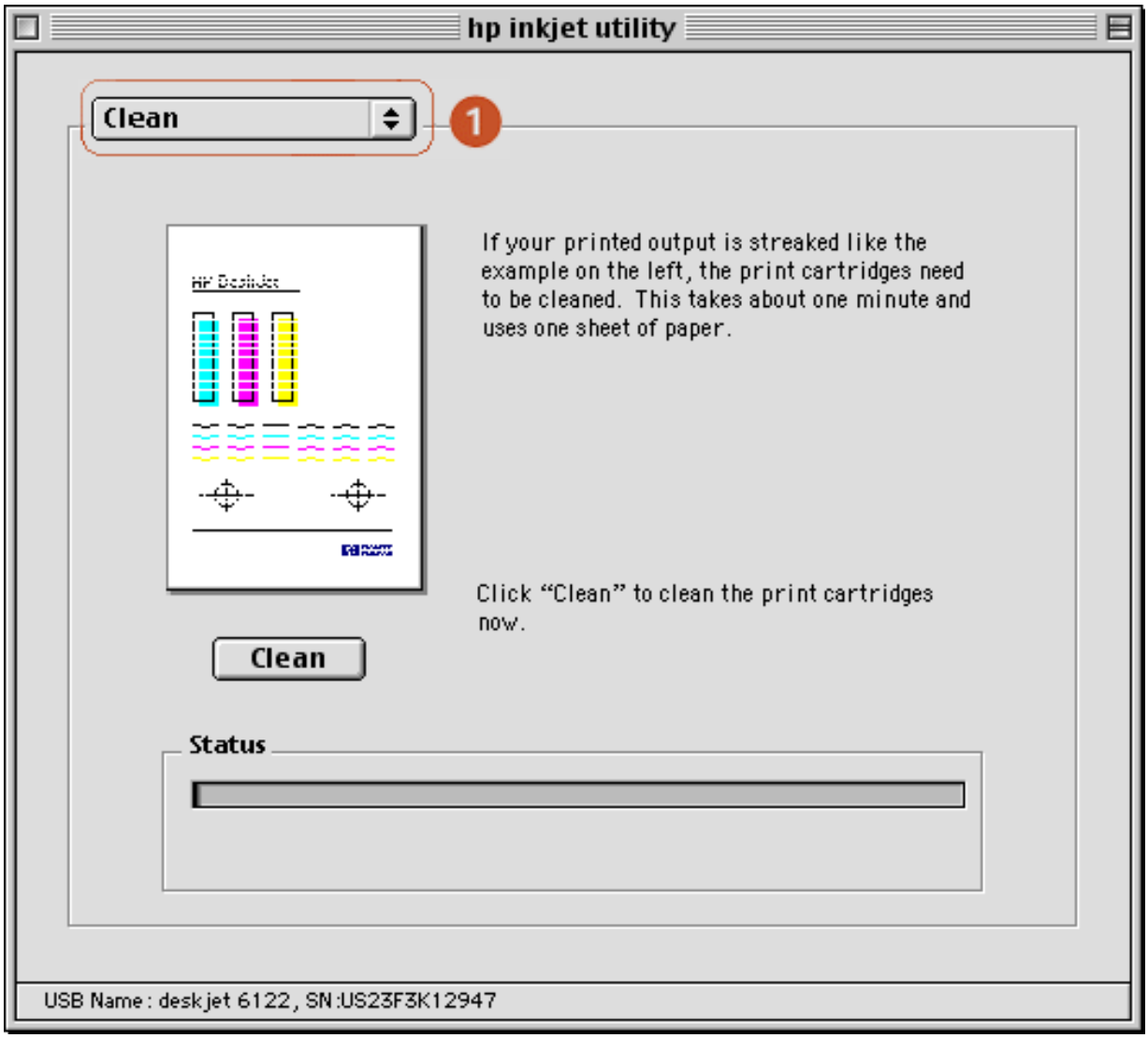
Mac OS 8.6 and 9.x

displaying the hp inkjet utility

1. Double-click the **Macintosh HD** icon on the desktop.
2. Do one of the following:
    - **Mac OS 8.6** to **Mac OS 9.0** : Select **Utilities**, then double-click **hp**.
    - **Mac OS 9.1** : Select **Applications**, double-click **Utilities**, then double-click **hp inkjet utility**.

hp inkjet utility panels

The following options are available on the hp inkjet utility:



1. **Inkjet Utility Panel Menu:** Select the appropriate panel:
    - **WOW!:** Prints a sample page to view the output quality of the printer.
    - **Test:** Prints a test page to confirm communication with printer.
    - **Clean:** Cleans the print cartridges.
    - **Ink Levels:** Provides estimated ink levels.
    - **Calibrate:** Aligns the print cartridges.
    - **Support:** Provides access to the HP Website where you can find support for the printer and information about HP products and supplies.
    - **Register:** Accesses the HP Website to register the printer.

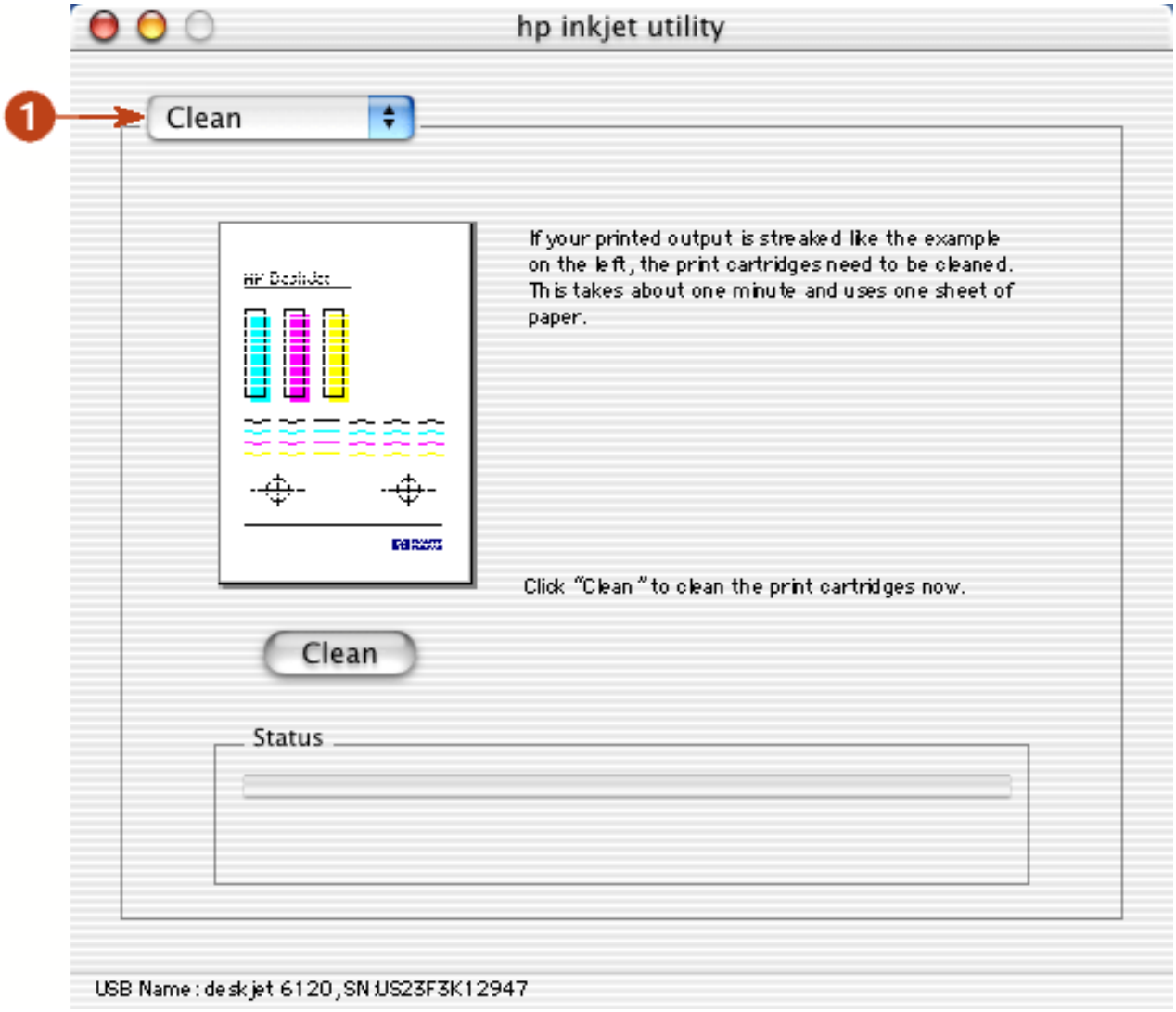
Mac OS X

displaying the hp inkjet utility

1. Double-click the **OS X HD** icon on the desktop.
2. Select **Applications**, then double-click **Utilities**.
3. Select **hp inkjet utility**.

viewing the hp inkjet utility panels

The following options are available on the hp inkjet utility:



1. **Inkjet Utility Panel Menu:** Select the appropriate panel:
    - **WOW!:** Prints a sample page to view the output quality of the printer.
    - **Test:** Prints a test page or a diagnostic page.
    - **Clean:** Cleans the print cartridges.
    - **Ink Levels:** Provides estimated ink levels.
    - **Calibrate:** Aligns the print cartridges.
    - **Support:** Provides access to the HP Website where you can find support for the printer and information about HP products and supplies.
    - **Register:** Accesses the HP Website to register the printer.

troubleshooting

Click the topic below that best describes the problem:

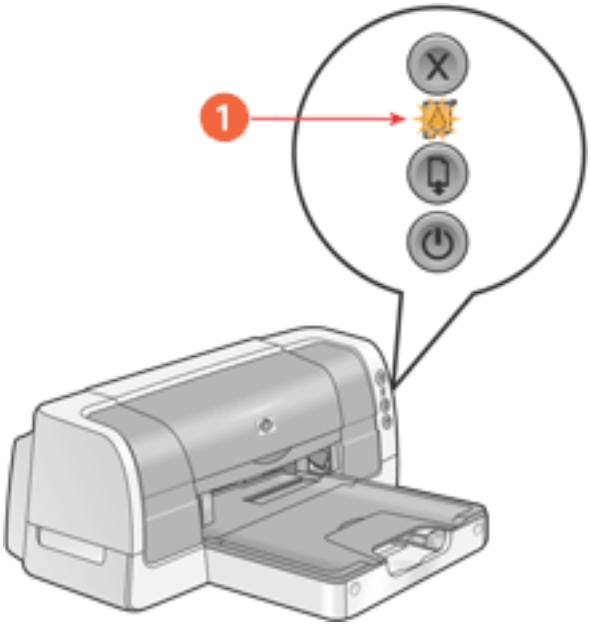
- checking the print cartridge status
- printer is not printing
- problems with printouts
- printer lights are on or flashing
- printer is too slow
- two-sided printing problems

If you continue to have problems after investigating the above topics, contact HP Support.

checking the print cartridge status

understanding the print cartridge status light

The Print Cartridge Status light flashes when one or both of the print cartridges are low on ink, improperly installed, missing, or malfunctioning. This light also flashes if the wrong print cartridge type is used.

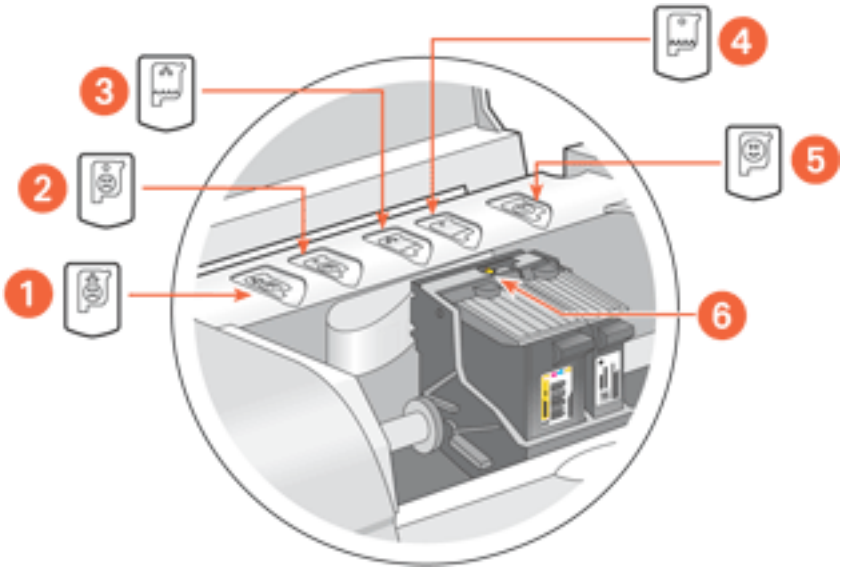


1. Print Cartridge Status light

If the ink level is low in a print cartridge, the Print Cartridge Status light stops flashing when the printer's top cover is opened or the printer is printing. If the problem is not related to low ink, the light continues to flash after the cover is opened.

checking the print cartridge status

Open the printer's top cover. The arrow on the top of the print cartridge cradle points to one of five Print Cartridge Status icons revealing the status of the print cartridge.



1. tri-color cartridge problem icon 2. black cartridge problem icon
3. tri-color cartridge low-ink icon 4. black cartridge low-ink icon
5. cartridges OK icon 6. indicator arrow

troubleshooting problems with the tri-color or black print cartridge

If the arrow points to a print cartridge problem icon, the print cartridge is either missing, improperly installed, defective, or is the wrong print cartridge for the printer. Perform the following tasks to correct the problem:

icon	meaning	solution
	Tri-color print cartridge is defective or not the right part number.	1. Remove and reinsert the print cartridge. 2. If there is still a problem, verify that the correct print cartridge is installed. See print cartridges for part numbers. 3. Replace the print cartridge if the problem persists. See replacing print cartridges for directions.
	Black print cartridge is defective or not the right part number.	
	Tri-color print cartridge is low on ink.	Replace the print cartridge.
	Black print cartridge is low on ink.	
	Print cartridges are functioning normally.	

verifying that the problem is solved

When you close the printer's top cover, the green light will be on with no flashing lights.

printer is not printing

verify the following

- The printer is connected to the power source.
- The cable connections are secure.
- The printer is turned on.
- The media is correctly placed in the In tray or lower tray.
- The printer's top cover is closed.
- The duplexer or Rear Access Door is attached.
- The print cartridges are correctly installed. For installation instructions, see replacing print cartridges.

check the printer lights

- If the **Power** light is blinking, the printer is in the process of printing.
- If the **Resume** light is blinking, press the **Resume** button.
- If the **Print Cartridge Status** light is blinking, see checking the print cartridge status.
- If all lights are blinking, see all lights are flashing.

select a topic below

If the printer still does not print, select the topic below that best describes the problem:

- paper problems
- printer does not turn on
- printer does not turn on
- USB problems
- printer driver not found in Mac OS X Classic

paper problems

Click the topic below that best describes the problem:

- paper jam
- out of paper
- will not feed paper

paper jam

Caution! Do not remove a paper jam by pulling paper from the front of the printer. Doing so could damage the printer.

Follow each of these steps until the paper jam is cleared.

empty and reload the paper trays

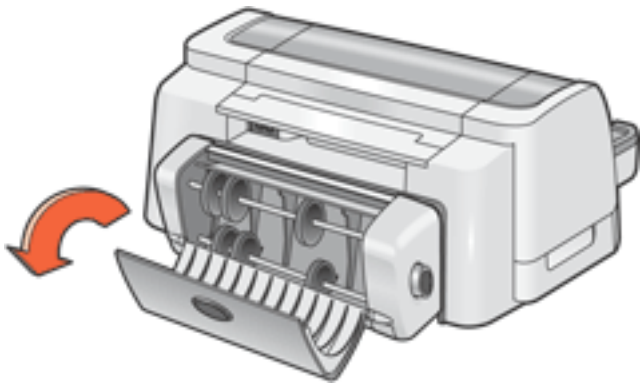
1. Remove the paper from the In and Out trays.

   If you are printing labels, verify that a label did not become detached from the label sheet while passing through the printer.

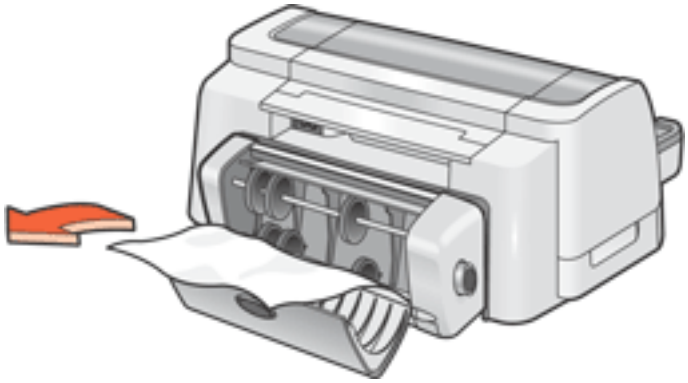
2. Reload the In tray.
3. Press the **Resume** button.

if the paper jam is not removed, empty the duplexer

1. Turn off the printer.
2. Press the button on top of the duplexer, then lower the duplexer door.



3. Remove any paper from the duplexer.



4. Close the duplexer door until it snaps shut.
5. Turn on the printer.
6. Reprint the document.

if the paper jam is not removed, clear paper from the printer body

1. Turn off the printer.
2. Press the buttons on the left and right sides of the duplexer, then remove the unit from the printer.

   If the Rear Access Door is attached to the printer, push the two latch handles toward each other, then remove the door.
3. Remove any paper in the printer.
4. Push the duplexer into the printer until it snaps into place.

   If using the Rear Access Door, push the door into the printer until it snaps into place.
5. Turn on the printer.
6. Reprint the document.

out of paper

if the In tray or lower tray contains paper

1. Slide the paper forward until it stops.
2. Adjust the length guide so that it touches the paper stack.
3. Press the **Resume** button.

if the In tray or lower tray is empty

1. Load paper in the tray.
2. Press the **Resume** button.

will not feed paper

if the In tray or lower tray contains paper

Try one or more of the following:

- Reduce the number of sheets in the paper tray.
- Remove and reload the paper tray.
- Use a different type of paper.

printer does not turn on

1. Disconnect the power cord from the printer.
2. Wait approximately 10 seconds.
3. Reconnect the power cord to the printer.
4. Press the **Power** button to turn on the printer.

USB problems

there are conflicting USB cable connections

A printing conflict may arise when the printer and several USB devices are attached to a hub. There are two methods for resolving the conflict:

- Attach the printer's USB cable directly to the computer.

  —or—

- If the printer is attached to a hub, do not use other USB devices attached to the hub while printing.

printer driver not found in Mac OS X Classic

The printer driver you need may have to be installed separately. If no hp inkjet printer icon appears in the Chooser, load the driver from the CD for Mac OS X Classic.

problems with printouts

Click the topic below that best describes the problem:

- print quality is poor
- text and images are misaligned
- document is printed off-center or at an angle
- parts of the document are missing or printed in the wrong place
- printout does not reflect new print settings
- photos are not printing correctly
- banner does not print correctly
- blank pages print

print quality is poor

- print is faded
- missing lines or dots
- too much or too little ink appears on the page

print is faded

1. Verify that neither of the print cartridges is low on ink. If a print cartridge is low on ink, consider replacing the print cartridge.
2. Verify that the plastic tape has been removed from both print cartridges.

missing lines or dots

If your printed pages are missing lines or dots, or if streaks appear, the print cartridges need to be cleaned.

For cleaning instructions, see automatically cleaning print cartridges.

too much or too little ink appears on the page

In the Page Setup dialog box, select a paper type other than **Automatic**.

1. Open the **Print** dialog box.

2. Select the **Paper Type/Quality** panel then do one of the following:
    - **Mac OS 8.6, 9.x, or Classic:** Select a Paper Group other than **Automatic**, then select a paper type if necessary.
    - **Mac OS X:** Select an appropriate paper type other than **Automatic**.
3. Reprint the document.

text and images are misaligned

If the text and images on your printouts are misaligned, then calibrate the printer.

document is printed off-center or at an angle

1. Verify that the paper is correctly placed in the In tray or the lower tray.
2. Verify that the paper guides fit *firmly* against the paper.
3. Reprint the document.

parts of the document are missing or printed in the wrong place

1. Open the **Page Setup** dialog box and verify the following:

panel	setting
Page Attributes	**Page Size** or **Paper Size:** Appropriate paper size **Scale:** Select to scale text and graphics to fit on the paper **Orientation:** Verify the appropriate orientation

2. If you are using Mac OS 8.6, 9.x, or X Classic, open the Print dialog box and verify the following:

panel	setting
Layout	**Tiling:** If you see this option and you are not printing a poster, select **Multiple Pages Per Sheet**, then select **1 (Normal)** in the Pages Per Sheet box.

printout does not reflect selected print settings

Some software applications allow you to set certain print settings, such as the printer order.

The software application's print settings may differ from the printer settings specified on the **Print** or **Page Setup** dialog boxes.

Change the appropriate print settings within the software application to match the settings on the **Print** or **Page Setup** dialog boxes.

photos are not printing correctly

1. Verify that the photo media is placed in the In tray with the print side down.
2. Slide the paper forward until it stops.
3. Slide the paper guides *firmly* against the paper.
4. Check the status of the print cartridges.

check the printer settings

1. Open the **Page Setup** dialog box and verify the following setting:

panel	setting
Page Attributes	**Page Size** or **Paper Size:** Appropriate paper size

2. Open the **Print** dialog box and verify the following:

panel	setting
Paper Type / Quality	**Paper Group:** **Automatic** or **Photo Paper** (Mac OS 8.6. 9.x, and X Classic only) **Paper Type:** Appropriate photo paper type (if Photo Paper is selected as paper group) **Quality:** **Best** or **High Resolution Photo**

banner does not print correctly

check the paper tray

- Unfold and refold the paper when several sheets feed into the printer at once.
- Confirm that the unattached edge of the banner paper stack is on top and facing the printer.
- Verify that the correct paper for banner printing is used.
- Verify that the Out tray extension is not extended.

check the printer settings

Open the **Page Setup** dialog box and verify the following setting:

panel	setting
Page Attributes	**Page Size** or **Paper Size:** Select **A4 Letter Banner** or **US Letter Banner**

check the software

- Verify that the software application you are using prints banners. Not all software applications print banners.
- If gaps appear at the ends of the sheets, verify that the printer software is operating correctly.

blank pages print or color is missing from printout

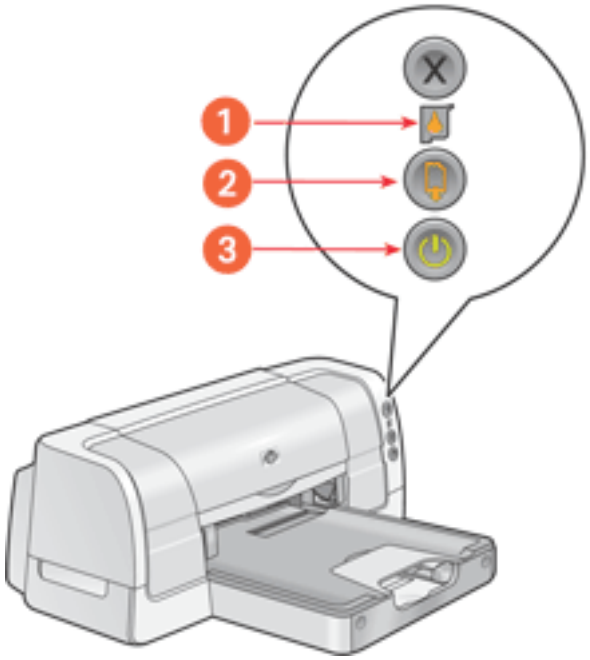
- The protective piece of plastic tape may still be attached to the print cartridges. Verify that the plastic tape has been removed from the print cartridges.
- The print cartridges may be out of ink. Replace one or both empty print cartridges.
- The printer may be in direct sunlight. Direct sunlight can adversely affect the Automatic Paper-Type Sensor. Move the printer out of direct sunlight, or open the **Print** dialog box and select a paper-type or paper-group other than **Automatic**.

printer lights are on or flashing

- what the flashing lights indicate
- print cartridge status light is on or flashing
- resume light is flashing
- power light is flashing
- all lights are flashing

what the lights indicate

Printer lights that are on or flashing indicate the printer status.



1. print cartridge status light 2. resume light 3. power light

print cartridge status light is on or flashing

the top cover is open

Close the top cover.

there may be a problem with a print cartridge

- Verify that the correct print cartridges are installed.
- Check if a print cartridge is low on ink or improperly installed.

resume light is flashing

the printer may be out of paper

1. Place paper in the In tray or the lower tray.
2. Press the **Resume** button on the front of the printer.

there may be a paper jam

Follow these instructions to clear a paper jam.

the printer may be ready to print the second side of a two-sided document

1. Follow the onscreen instructions for printing the second side.

   These instructions appear when you manually print a two-sided document.
2. Press the **Resume** button.

power light is flashing

the printer is preparing to print

The light stops flashing when the printer has received all data.

all lights are flashing

the printer may need to be restarted

1. Press the **Power** button to turn off the printer, then press the **Power** button to restart the printer.

   Proceed to step 2 if the lights continue to flash.
2. Press the **Power** button to turn off the printer.
3. Disconnect the printer from the power source.
4. Reconnect the printer to the power source.
5. Press the **Power** button to turn on the printer.

printer is too slow

Several variables can slow the printer's performance. Click the topic below that best describes the printer's performance:

- multiple software applications are open
- complex documents, graphics, or photographs are printing
- automatic paper-type option is enabled
- two-sided documents are printing

If none of the above topics describes the printer's performance, then review the following:

- printer driver is outdated
- computer does not meet system requirements

multiple software applications are open

If too many software applications are open, the printer cannot print at its optimum speed.

Close all unnecessary software applications, then print the document again.

complex documents, graphics, or photographs are printing

Documents containing graphics or photographs print slower than text documents.

If you are using a computer running **Mac OS 8.6** or **9.x** , follow these steps to allocate more memory to the print spooler:

1. Select the **Print Spooler** icon on the desktop.
2. Press **Command + I** to open the Information Box.
3. Allocate more memory to the Print Spooler, then close the Information Box.

automatic paper-type option is enabled

When the automatic paper-type option is enabled, it takes a few seconds for the printer to scan the first page of the print job to determine the appropriate paper type.

To increase the print speed, turn off the Automatic Paper-Type Sensor.

For instructions on turning off the Automatic Paper-Type Sensor, see using the automatic paper-type sensor.

two-sided documents are printing

Printing two-sided documents takes more time than printing single-sided documents.

printer driver is outdated

An outdated printer driver may be installed.

For information about updating the printer driver, visit HP's Website at: http://www.hp.com/go/mac-connect

computer does not meet system requirements

1. Verify that the computer's hard disk space or RAM meet system requirements.

   For more information, see system requirements.

2. Increase free space on the hard drive.

   If your computer does not have enough RAM, or a large amount of free space on the hard drive, the printer processing time will be longer.

two-sided printing problems

Select the topic that best describes the problem with the printer software or printout:

- option for two-sided printing cannot be selected
- binding margin is in the wrong place
- only one side of the page prints when the two-sided printing option is selected
- paper jam occurs inside the duplexer

Manual two-sided printing is not available in Mac OS X.

option for two-sided printing cannot be selected

An unsupported paper type or size may be selected.

On the **Page Setup**, verify that a paper size or page size supported by the duplexer is selected.

On the **Paper Type/Quality** panel, verify that a paper type supported by the duplexer is selected.

binding margin is in the wrong place

You may have chosen an incorrect paper orientation.

Mac OS 8.6, 9.x, and OS X Classic

On the **Layout** panel of the Print dialog box, verify that:

- The **Book** button is selected for binding along the side
- The **Tablet** button is selected for binding along the top

Mac OS X

On the **Two Sided Printing** panel of the Print dialog box, verify that:

- The **Book** button is selected for binding along the side
- The **Tablet** button is selected for binding along the top

only one side of the page prints when the two-sided printing option is selected

Use the following solutions:

- Print the document using the manual two-sided printing feature.
- Use a media type and size supported by the duplexer.

paper jam occurs inside the duplexer

Follow the instructions for clearing a paper jam in the printer is not printing section.

specifications

- printer specifications
- two-sided printing accessory (duplexer) specifications
- hp 250-sheet plain paper tray specifications
- minimum system requirements
- environmental statement
- print cartridge recovery
- limited warranty
- regulatory notices

printer specifications

hp deskjet 6120 series printer

model number: c8954a, c8954b

black text print speed *

Draft: Up to 20 pages per minute

Fast Normal: Up to 11 pages per minute

Normal: Up to 7 pages per minute

Best: Up to 1.4 page per minute

mixed text with color graphics print speed*

Draft: Up to 13 pages per minute

Fast Normal: Up to 6.9 pages per minute

Normal: Up to 5 pages per minute

Best: Up to 1.2 page per minute

*These are approximate figures. Exact speed varies with system configuration, software program, and document complexity.

black text resolution (depending on paper type)

Plain Paper/Draft: 600 x 300 dpi

Plain Paper/Fast Normal: 300 x 600 dpi

Plain Paper/Normal: 600 x 600 dpi

Inkjet Paper/Best: 600 x 600 dpi

color printing resolution (depending on paper type)

Plain Paper/Draft: 600 x 300 dpi

Plain Paper/Fast Normal: 300 x 600 dpi

Plain Paper/Normal: Color Layering 1200 x 600 dpi

Photo Paper/Best: PhotoREt or 4800 x 1200 optimized dpi color printing on premium photo papers; 4800 x 1200 input dpi

print technology

Drop-on-demand thermal inkjet printing

software compatibility

USB connection: Mac OS version 8.6, 9.x, or Mac OS X (version 10.1.x)

AppleTalk connection: Mac OS version 8.6, 9.x, or Mac OS X (version 10.1.x)

duty cycle

5000 pages per month

memory

8 MB built-in RAM

processor

96 MHz processor

buttons and lights

Cancel button

Print Cartridge Status light

Resume button and light

Power button and light

i/o interface

Universal Serial Bus (USB) compatible

printer dimensions

454 mm wide x 184.2 mm high x 378.8 mm deep

printer weight

5.03 kg (13.48 lb)

operating environment

Maximum operating conditions:

Temperature: 41 to 104 degrees F, 5 to 40 degrees C

Humidity: 15 to 80 percent RH non-condensing

Recommended operating conditions for best print quality:

Temperature: 59 to 95 degrees F or 15 to 35 degrees C

Humidity: 20 to 80 percent RH non-condensing

Storage conditions:

Temperature: -40 to 140 degrees F, -40 to 60 degrees C

power consumption

The default activation period for power saving mode is less than 5 minutes.

1.5 watts maximum when off

2.5 watts maximum when not printing

35 watts average when printing

power requirements

Input Voltage: 100 to 240 VAC (± 10%)

Input Frequency: 50/60 Hz (± 3 Hz)

Accommodates the worldwide range of AC line voltages and frequencies.

declared noise emissions in accordance with ISO 9296

Best Mode:

Sound power level, LWAd: 5.5 Bels (A) [55 dB (A)]

Sound pressure level, LpAm (bystander positions): 42 dB (A)

Fast Normal Mode:

Sound power level, LWAd: 6.4 Bels(A) [64 dB (A)]

Sound pressure level, LpAm (bystander positions): 50 dB (A)

alignment

Skew:

± .006 mm/mm (.006 in/in) on plain paper and special paper

± .010 mm/mm (.010 in/in) on HP transparency films

± .012 mm/mm (.012 in/in) on envelopes, cards, and card-sized photo paper

Vertical:

± .003 mm/mm (.003 in/in) on plain paper and special paper

± .005 mm/mm (.005 in/in) on HP transparency films

media weights (printer only)

Paper:

U.S. Letter 60 to 90 g/m² (16 to 24 lb)

Legal 75 to 90 g/m² (20 to 24 lb)

Envelopes: 75 to 90 g/m² (20 to 24 lb)

Cards: Up to 200 g/m² (110 lb index max)

Photo: Up to 263.6 g/m² (145 lb)

Continuous (Banner) Paper: 60 to 90 g/m² (16 to 24 lb)

media handling

In tray capacity:

Plain paper sheets: Up to 150

Envelopes: Up to 22

Cards: Up to 60

Greeting cards: Up to 5

Labels: Up to 30 (use only U.S. Letter or A4-sized sheets)

Photo paper: Up to 50

Transparencies: Up to 30

Out tray capacity:

Plain Paper sheets: Up to 50

Envelopes: Up to 10

Cards: Up to 10

Greeting cards: Up to 30

Labels: Up to 20

Photo paper: Up to 30

Transparencies: Up to 30

media size

U.S. Letter 216 x 279 mm (8.5 x 11 in)

Legal 216 x 356 mm (8.5 x 14 in)

Executive 184 x 267 mm (7.25 x 10.5 in)

A4 210 x 297 mm

A5 148 x 210 mm

B5 182 x 257 mm

Envelopes:

U.S. No. 10 105 x 241 mm (4.12 x 9.5 in)

Invitation A2 111 x 146 mm (4.38 x 5.75 in)

DL 110 x 220 mm (4.33 x 8.66 in)

C6 114 x 162 mm (4.49 x 6.38in)

Index/Greeting Cards:

76 x 127 mm (3 x 5 in)

102 x 152 mm (4 x 6 in)

127 x 203 mm (5 x 8 in)

A6 Cards: 105 x 148.5 mm

Custom Size:

Width 77 to 216 mm (3.0 to 8.5 in)

Length 127 to 356 mm (5.0 to 14 in)

Labels:

U.S. Letter 216 x 279 mm (8.5 x 11 in)

A4 210 x 297 mm

Transparencies:

U.S. Letter 216 x 279 mm (8.5 x 11 in)

A4 210 x 297 mm

Photo (with tear-off tab):

102 x 152 mm (4 x 6 in)

print cartridges

Black: selection number 45, part number hp 51645

Tri-Color: selection number 78, part number hp c6578

two-sided printing accessory (duplexer) specifications

hp two-sided printing accessory

model no. c8955a

duty cycle

5000 pages per month

dimensions

Printer with duplexer

454 mm wide x 184.2 mm high x 440.3 mm deep

weight

Printer with duplexer and print cartridges

5.53 kg (14.82 lb)

declared noise emissions in accordance with ISO 9296

Best Mode:

Sound power level, LWAd with duplexer: 5.5 Bels(A) [55 dB (A)]

Sound pressure level, LpAm (bystander positions) with duplexer: 42 dB (A)

Fast Normal Mode:

Sound power level, LWAd with duplexer: 6.1 Bels(A) [61 dB (A)]

Sound pressure level, LpAm (bystander positions) with duplexer: 48 dB (A)

media weight

Paper: 60 to 90 g/m² (16 to 24 lb)

Cards: up to 160 g/m² (90 lb index maximum)

alignment

Skew:

± .009 mm/mm (.009 in/in) on plain paper and special paper with duplexer (2nd side)

± .012 mm/mm (.012 in/in) on cards (2nd side)

media size

Paper:

U.S. Letter: 216 x 279 mm (8.5 x 11 in)

Executive: 184 x 267 mm (7.25 x 10.5 in)

A4: 210 x 297 mm

A5: 148 x 210 mm

B5: 182 x 257 mm

Cards:

127 x 203 mm (5 x 8 in)

102 x 152 mm (4 x 6 in)

A6 105 x 148.5 mm

media type

hp plain paper or hp bright white inkjet paper

hp photo quality inkjet paper, matte finish

hp photo quality inkjet paper, semi gloss

hp premium inkjet heavyweight paper

hp felt-textured greeting card paper, ivory/half-fold

hp professional brochure & flyer paper, two-sided gloss

hp professional brochure & flyer paper, two-sided, matte finish

250-sheet plain paper tray specifications

hp 250-sheet plain paper tray

model no. pt 8956

duty cycle

5000 pages per month

dimensions

454 mm wide x 62 mm high x 440.3 mm deep

weight

Printer with 250-Sheet Plain Paper Tray, duplexer, and print cartridges installed

7.26 kg (19.44 lb)

media capacity

Plain Paper: 250 sheets

media weight

Letter/A4 Paper: 60 to 105 g/m² (16 to 28 lb)

Legal Paper: 75 to 105 g/m² (20 to 28 lb)

media size

Paper:

U.S. Letter: 216 x 279 mm (8.5 x 11 in)

U.S. Legal: 216 x 356 mm (8.5 x 14 in)

Executive: 184 x 267 mm (7.25 x 10.5 in)

A4: 210 x 297 mm

B5: 182 x 257 mm

minimum system requirements

Your computer must meet the following minimum requirements:

USB connection

Mac OS 8.6 and 9.x

PowerPC MacOS-based computer with a USB port

Minimum 128 MB RAM

Mac OS X (version 10.1.x) and X Classic

PowerPC MacOS-based computer with a USB port

Minimum 128 MB RAM

AppleTalk connection

Mac OS 8.6 and 9.x

PowerPC MacOS-based computer

Minimum 64 MB RAM

Mac OS X (version 10.1.x) and Classic

PowerPC MacOS-based computer

Minimum 128 MB RAM

environmental statement

Hewlett-Packard continuously improves the design processes of its deskjet printers to minimize the negative impact on the office environment and on the communities where printers are manufactured, shipped, and used.

reduction and elimination

Paper use: The printer's automatic two-sided printing capability reduces paper usage and the resulting demands on natural resources. This printer is suited for the use of recycled papers in accordance with DIN 19 309.

Recycled paper: All paper documentation for this printer is printed on chlorine-free recycled paper.

Ozone: Ozone-depleting chemicals such as CFCs have been eliminated from Hewlett-Packard's manufacturing processes.

recycling

Design for recycling has been incorporated into this printer. The number of materials has been kept to a minimum while ensuring proper functionality and reliability. Dissimilar materials have been designed to separate easily. Fasteners and other connections are easy to locate, access, and remove using common tools. High priority parts have been designed to access quickly for efficient disassembly and repair.

Printer packaging: The packaging materials for this printer have been selected to provide maximum protection for the least cost possible, while attempting to minimize environmental impact and facilitate recycling. The rugged design of the HP Deskjet printer assists in minimizing both packaging materials and damage rates.

Plastic parts: All major plastics and plastic parts are marked according to international standards. All plastic parts used in the printer housing and chassis are technically recyclable and all use a single polymer.

Product longevity: To ensure the longevity of your HP Deskjet printer, HP provides the following:

- **Extended warranty:** See limited warranty.
- **Replacement parts and consumables** are available for three (3) years after production has stopped (five (5) years in Germany).
- **Product take-back:** To return this product to HP at the end of its useful life, go to www.hp.com/go/recycle. To return empty print cartridges to HP, see hp print cartridge recovery program.

energy consumption

This printer was designed with energy conservation in mind. This printer averages 2.5 watts in stand-by mode. Not only does this save natural resources, but it also saves money without affecting the high performance of the printer.

This product qualifies for the ENERGY STAR® Program (U.S. and Japan). ENERGY STAR is a voluntary program established to encourage the development of energy-efficient office products.

ENERGY STAR is a US registered service mark of the USEPA. As an ENERGY STAR partner, Hewlett-Packard Company has determined that this product meets ENERGY STAR Guidelines for energy efficiency.

Energy consumption in off-mode: When the printer is off, a minimal amount of energy is still being consumed. Energy consumption can be prevented by turning the printer power off, then disconnecting the end of the printer power cord from the electrical source.

print cartridge recovery

Customers interested in recycling their genuine HP print cartridges can participate in HP's empty print cartridge return and recycle program. HP offers this program in the United States, Puerto Rico, France, Germany, and Singapore, more countries/regions than any other print cartridge manufacturer in the world. This program is provided as a free service to HP customers as an environmentally sound solution for these products at end-of-life.

To participate, simply request postage-paid return envelopes or bulk boxes via the Web at www.hp.com/go/recycle. Customers will be asked for their name, phone number, address, and how many bulk boxes or envelopes they would like. Postage-paid envelopes and/or bulk boxes will be shipped within two days.

Because HP's unique recycling processes are very sensitive to material contamination, we cannot take back and recycle cartridges from other manufacturers. The end products of the recycling process are used in the manufacture of new products, and HP must ensure the composition of the material is consistent. To do that, we recycle only HP original cartridges. This program does not extend to refilled cartridges.

Returned cartridges are separated for purification into raw materials for use in other industries to manufacture new products. Examples of products made from recycled HP print cartridge materials include automobile parts, trays used in microchip fabrication processes, copper wire, steel plates, and the precious materials used in electronics. Depending on the model, HP is able to recycle up to 65% of the print cartridge by weight. The remaining parts that cannot be recycled (ink, foam and composite parts) are disposed of in an environmentally responsible manner.

limited warranty

region	software	printer
North America (including Canada)	90 days	1 year
Asia Pacific	90 days	1 year
Europe	90 days	1 year
Latin America	90 days	1 year

extent of limited warranty

Hewlett-Packard (HP) warrants to the end-user customer that the HP products specified above will be free from defects in materials and workmanship for the duration specified above, which duration begins on the date of purchase by the customer. Customer is responsible for maintaining proof of date of purchase.

1. For software products, HP's limited warranty applies only to a failure to execute programming instructions. HP does not warrant that the operation of any product will be uninterrupted or error free.
2. HP's limited warranty covers only those defects which arise as a result of normal use of the product, and do not apply to any:
    - Improper or inadequate maintenance or modification;
    - Software, interfacing, media, parts, or supplies not provided or supported by HP; or
    - Operation outside the product's specifications.
3. For HP printer products, the use of a non-HP ink cartridge or a refilled ink cartridge does not affect either the warranty to the customer or any HP support contract with the customer. However, if printer failure or damage is attributable to the use of a non-HP or refilled ink cartridge, HP will charge its standard time and materials charges to service the printer for the particular failure or damage.
4. If HP receives, during the applicable warranty period, notice of a defect in any software, media, or ink cartridge covered by HP's warranty, HP shall replace the defective product. If HP receives notice of a defect in any hardware product covered by HP's warranty during the applicable warranty period, HP shall either repair or replace the defective product at HP's option.

5. If HP is unable to repair or replace, as applicable, a defective product covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price of the product.
6. HP shall have no obligation to repair, replace, or refund until the customer returns the defective product to HP.
7. Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the product being replaced.
8. HP's limited warranty is valid in any country where the covered HP product is distributed by HP except for the Middle-East, Africa, Argentina, Brazil, Mexico, Venezuela, and France's “Departements D'Outre-Mer”; for those excepted areas, the warranty is valid only in the country of purchase. Contracts for additional warranty services, such as on-site service, may be available from any authorized HP service facility where the product is distributed by HP or by an authorized importer.
9. Any applicable print cartridge warranty shall not apply to HP print cartridges that have been refilled, remanufactured, refurbished, misused, or tampered with in any way.

limitations of warranty

1. TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD-PARTY SUPPLIERS MAKE ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE HP PRODUCTS, AND SPECIFICALLY DISCLAIM THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

limitations of liability

1. To the extent allowed by local law, the remedies provided in this Warranty Statement are the customer's sole and exclusive remedies.
2. TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS WARRANTY STATEMENT, IN NO EVENT WILL HP OR ITS THIRD-PARTY SUPPLIERS BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

local law

1. This Warranty Statement gives the customer specific legal rights. The customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country to country elsewhere in the world.

2. To the extent that this Warranty Statement is inconsistent with local law, this Warranty Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Warranty Statement may not apply to the customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may:
    - Preclude the disclaimers and limitations in this Warranty Statement from limiting the statutory rights of a consumer (e.g., the United Kingdom);
    - Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or
    - Grant the customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or not allow limitations on the duration of implied warranties.
3. FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND, THE TERMS IN THIS WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF HP PRODUCTS TO SUCH CUSTOMERS.

warranty upgrade options

After the free phone support period, contact your HP dealer or call the support phone number for your country/region to discover the available support options.

regulatory notices

hewlett-packard company

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

Pursuant to part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by Hewlett-Packard Company may cause harmful interference, and void your authority to operate this equipment. Use of a shielded data cable is required to comply with the Class B limits of part 15 of the FCC Rules.

For further information, contact:

Hewlett-Packard Company

Manager of Corporate Product Regulations

3000 Hanover Street

Palo Alto, CA 94304

(605) 857-1501

note

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, can cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

LED indicator statement

The display LEDs meet the requirements of EN 60825-1.

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＢ情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると受信障害を引き起こすことがあります。
取り扱い説明書に従って正しい取り扱いをして下さい。

사용자 안내문 (B급 기기)

이 기기는 비업무용으로 전자파장해검정을 받은 기기로서, 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

Regulatory Model Identification Number

For regulatory identification purposes, this product is assigned a Regulatory Model Number.

The Regulatory Model Number for this printer is VCVRA-0105.

This regulatory number should not be confused with the marketing name (hp deskjet 6120 series) or product number (C8954a, C8954b).

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