

HP LaserJet MFP Upgrade Kit for HP LaserJet 8000 and 8100 Printers (C4166A)

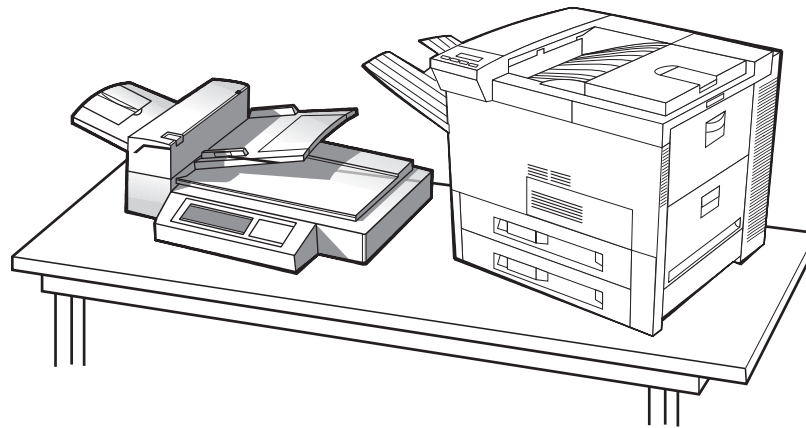
Contents



How to
navigate



Index



User Guide

Use of this electronic document indicates that you accept the [Copyright and License](#) terms.
Copyright 2002 Hewlett-Packard Company



Copyright and License

Copyright Hewlett-Packard Company
2002

All Right Reserved. Except as allowed by copyright laws or herein, reproduction, adaptation, or translation without prior written permission is prohibited.

A user of an HP LaserJet 8000 or 8100 printer is granted a license to: a) print hard copies of this Upgrade Kit User Guide for PERSONAL, INTERNAL or COMPANY use subject to the restriction not to sell, re-sell or otherwise distribute the hard copies; and b) place an electronic copy of this user guide on a network server provided access to the electronic copy is limited to PERSONAL, INTERNAL users of the LaserJet 8000 or 8100 printer.

Reorder part Number

C4166-60001

Second Edition, February 2002

Warranty

The information contained in this document is subject to change without notice.

Hewlett-Packard makes no warranty of any kind with respect to this information. HEWLETT-PACKARD SPECIFICALLY DISCLAIMS THE IMPLIED WARRANTY OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

Hewlett-Packard shall not be liable for any direct, indirect, incidental, consequential, or other damage alleged in connection with the furnishing or use of this information.



Trademark Credits

PostScript is a trademark of Adobe Systems Incorporated which may be registered in certain jurisdictions.

Arial, Monotype, and Times New Roman are U.S. registered trademarks of the Monotype Corporation.

CompuServe is a U.S. trademark of CompuServe, Inc.

Helvetica, Palatino, Times, and Times Roman are trademarks of Linotype AG and/or its subsidiaries in the U.S. and other countries.

Microsoft, MS Windows, Windows, and Windows NT are U.S. registered trademarks of Microsoft Corporation.

TrueType is a U.S. trademark of Apple Computer, Inc.

ENERGY STAR is a U.S. registered service mark of the U.S. EPA.



HP Customer Care

Thank you for your purchase. Along with your product, you receive a variety of support services from Hewlett-Packard and our support partners. These services are designed to give you the results you need, quickly and professionally.



HP LaserJet MFP Upgrade Installation Support

U.S.A. only: 208-323-2551

Outside U.S.A.: Call the desired support service for your country or region as listed on pages [5](#) through [12](#).



Online Services:

For 24-hour access to information over your modem, we suggest these services:

World Wide Web

Printer drivers, updated HP printer software, plus product and support information may be obtained from the following URLs:

in the U.S.	http://www.hp.com
in Europe	http://www2.hp.com

Printer drivers may be obtained from the following sites:

in Japan	ftp://www.jpn.hp.com/drivers/
in Korea	http://www.hp.co.kr
in Taiwan	http://www.hp.com.tw
or the local driver website	http://www.dds.com.tw



Obtaining software utilities and electronic information:

For U.S. and Canada:

Phone:

(661) 257-5565

Fax:

(661) 257-6995

Mail:

HP Distribution Center
24730 Ave. Rockefeller
Valencia, CA 91355
U.S.A.

Continued on next page.



For Asia-Pacific Countries/Regions:

Contact Mentor Media at (65) 740-4477 (Hong Kong SAR, Indonesia, Philippines, Malaysia, or Singapore). For Korea, call (82) (2) 3270-0805 or (82) (2) 3270-0893.

***For Australia, New Zealand, and India:***

For Australia and New Zealand, call (61) (2) 565-6099. For India, call (91) (11) 682-6035.

***For European English:***

For U.K., call (44) (142) 986-5511. For Ireland and outside U.K., call (44) (142) 986-5511.

HP direct ordering for accessories or supplies:

Call (800) 538-8787 (U.S.) or (800) 387-3154 (Canada).



HP Support Assistant compact disc:

This support tool offers a comprehensive online information system designed to provide technical and product information on HP products. To subscribe to this quarterly service in the U.S. or Canada, call (800) 457-1762. In Hong Kong SAR, Indonesia, Malaysia, or Singapore, call Fulfill Plus at (65) 740-4477.

HP Service Information:

To locate HP-Authorized Dealers, call (800) 243-9816 (U.S.) or (800) 387-3867 (Canada).

***HP Service Agreements:***

Call (800) 835-4747 (U.S.) or (800) 268-1221 (Canada). For extended service, call (800) 446-0522.



Customer support options worldwide

Customer Support and Product Repair Assistance for the U.S. and Canada

Call (208) 323-2551 Monday through Friday from 6 am to 6 pm, (Mountain Time) free of charge during the warranty period. However, your standard long-distance phone charges still apply. Have your system nearby and your serial number ready when calling.

If you know your printer needs repair, call (800) 243-9816 to locate your nearest HP-Authorized service provider, or call (208) 323-2551 for HP centralized service dispatch.

Post-warranty telephone assistance is available to answer your product questions. Call (900) 555-1500 (\$2.50* per minute, U.S. only) or call (800) 999-1148 (\$25* per call, Visa or MasterCard, U.S. and Canada) Monday through Friday from 6 am to 6 pm (Mountain Time). *Charges begin only when you connect with a support technician. *Prices subject to change.*



European Customer Support Center Language and In-Country/Region Options Available

Open Monday through Friday 8:30–18:00 CET

HP provides a free telephone support service during the warranty period. By calling a telephone number listed below, you will be connected to a responsive team waiting to help you. If you require support after your warranty has expired, you can receive support for a fee through the same telephone number. The fee is charged on a per-incident basis. When calling HP, have the following information ready: product name and serial number, date of purchase, and description of the problem.

English	Ireland: (353) (1) 662-5525 U.K.: (44) (171) 512-5202 International: (44) (171) 512-5202
Dutch	Belgium: (32) (2) 626-8806 Netherlands: (31) (20) 606-8751
French	France: (33) (01) 43-62-3434 Belgium: (32) (2) 626-8807 Switzerland: (41) (84) 880-1111
German	Germany: (49) (180) 525-8143 Austria: (43) (1) 0660-6386
Norwegian	Norway: (47) 2211-6299
Danish	Denmark: (45) 3929-4099

Continued on next page.



Finnish	Finland: (358) (9) 0203-47288
Swedish	Sweden: (46) (8) 619-2170
Italian	Italy: (39) (2) 264-10350
Spanish	Spain: (34) (90) 232-1123
Portuguese	Portugal: (351) (1) 441-7199



In-country/region support numbers

Argentina	787-8080
Australia	(61) (3) 272-8000
Brazil	022-829-6612
Canada	(208) 323-2551
China	(86) (10) 65053888-5959
Chile	800-360999
Czech Republic	(42) (2) 471-7321
Greece	(30) (1) 689-6411
Hong Kong SAR	(852) 800-96-7729
Hungary	(36) (1) 343-0310
India	(91) (11) 682-6035
	(91) (11) 682-6069

Continued on next page.



Indonesia	(62) (21) 350-3408
Korea	(82) (2) 3270-0700
Korea outside Seoul	(82) (080) 999-0700
Japan	(81) (3) 3335-8333
Malaysia	(60) (3) 295-2566
Mexico (Mexico City)	01 800-22147
Mexico (outside Mexico City)	01 800-90529
New Zealand	(64) (9) 356-6640
Philippines	(63) (2) 894-1451
Poland	(48) (22) 37-5065
Portugal	(351) (1) 301-7330
Russia	(7) (95) 923-5001
Singapore	(65) 272-5300
Taiwan	(886) (02) 717-0055
Thailand	+66 (0) 2 661-4011
Turkey	(90) (1) 224-5925





Contents



Introduction

<u>Navigation Features</u>	<u>16</u>
<u>Text Conventions</u>	<u>17</u>
<u>Additional Features of Acrobat Reader</u>	<u>18</u>
<u>Tips for Use</u>	<u>20</u>

1 HP Digital Copy

<u>Overview</u>	<u>21</u>
<u>HP Digital Copy Installation</u>	<u>22</u>
<u>Installation Checklist</u>	<u>22</u>
<u>Step 1. Locate HP Digital Copy Parts</u>	<u>23</u>
<u>Step 2. Prepare Printer and</u>	
<u>HP Digital Copy Location</u>	<u>24</u>
<u>Step 3. Install the HP Digital Copy</u>	<u>29</u>
<u>Step 4. Test HP Digital Copy Operation</u>	<u>40</u>
<u>Troubleshoot the HP Digital Copy</u>	<u>42</u>
<u>HP Digital Copy Operating Instructions</u>	<u>43</u>
<u>HP Digital Copy Features</u>	
<u>and Benefits</u>	<u>43</u>
<u>HP Digital Copy Control Panel</u>	<u>44</u>
<u>HP Digital Copy Settings</u>	<u>59</u>

<u>Loading documents into the Automatic</u>	
<u>Document Feeder</u>	<u>61</u>
<u>Loading documents onto the Flatbed</u>	<u>63</u>
<u>Loading documents larger than the</u>	
<u>Document Board</u>	<u>64</u>
<u>Reading a page from a thick book</u>	<u>65</u>
<u>Paper Specifications</u>	<u>66</u>
<u>Document Quality</u>	<u>67</u>
<u>HP Digital Copy Maintenance</u>	<u>69</u>
<u>Clean the Document Cover, the</u>	
<u>Document Holder, and the</u>	
<u>Flatbed Glass</u>	<u>69</u>
<u>Cleaning the Automatic</u>	
<u>Document Feeder</u>	<u>70</u>
<u>Pad and Roller Maintenance</u>	<u>72</u>
<u>HP Digital Copy Problem Solving</u>	<u>73</u>
<u>Temporary Error</u>	<u>74</u>
<u>Equipment Error</u>	<u>75</u>
<u>HP Digital Copy Warranty</u>	<u>76</u>

2 HP Digital Sender Module

<u>Overview</u>	<u>77</u>
-----------------	-----------



Appendix A Regulatory Information

<u>Overview</u>	<u>78</u>
<u>Declaration of Conformity</u>	<u>79</u>
<u>FCC Regulations</u>	<u>82</u>
<u>Canadian DOC Regulations</u>	<u>84</u>
<u>VCCI Statement (Japan)</u>	<u>84</u>
<u>Korean EMI statement</u>	<u>85</u>



Introduction

This section explains some of the features of this online user guide as well as tips and tricks to help you use it to its greatest potential. It provides an overview of the following information:





- [Navigation Features](#)
- [Text Conventions](#)
- [Additional Features of Acrobat Reader](#)
- [Tips for Use](#)

Additional features can be accessed through your Acrobat Reader menus and toolbars.



Navigation Features



Button	Button Name	Function
	Page Up and Down Arrows	The Page Up and Down arrows allow you to scroll page-by-page through the online user guide. The Page Up arrow allows you to go back one page, while the Page Down arrow allows you to move forward one page.
	Table of Contents Icon	This Table of Contents Icon calls up the table of contents for the online user guide.
	Introduction Icon	The Introduction Icon calls up this introduction to the guide.
	Index Icon	The Index Icon calls up the online user guide text index. The index entries are linked to their related topics.



Text Conventions

Some text is formatted differently to indicate specific meanings or functions. Below is a table that defines the different text formats and what they indicate.







Text Format Style	Meaning or Function
KEY CAP	This format is used to represent buttons on the printer, as well as keys on the computer keyboard.
<u>Hypertext</u>	This format is used to indicate that the text is linked to another page of the document. Clicking on the underlined text takes you to that page. Sometimes, a page number and section heading are included in the blue underlined text, but any text formatted this way indicates the presence of a link.
DISPLAY PANEL	This format is used to indicate text that is displayed on the control panel.
Input	This format indicates that the text is typed by the user at a command prompt or into a dialog box.








Additional Features of Acrobat Reader

In addition to the navigation buttons provided on the right side of the page, Adobe Acrobat Reader has a number of other features that you may find useful.



Button	Button Name	Function
	Actual Size	This button sets the document view to the page's actual size.
	Fit Page	This button changes the document view so the page fits in the window.
	Fit Visible Width	This button changes the document view so the visible content and page width fit in the window.
	Page Only	This button displays the page only with no bookmarks or thumbnails.



Button	Button Name	Function
	Page With Bookmarks	This button displays the page and bookmarks to the different sections of the document in a window to the left of the screen.
	Page With Thumbnails	This button displays the page and small images of each page in a window to the left of the screen.
	Back	This button allows you to go to the previous link or to undo your last change.
	Find	This button calls up the Find dialog.
	Zoom	This button allows you to change the page size.



Tips for Use

Use bookmarks to navigate between chapters.



When reading large amounts of text, turn off bookmarks and change the page view to full screen.



Use the find function under the Tools menu to find specific terms.



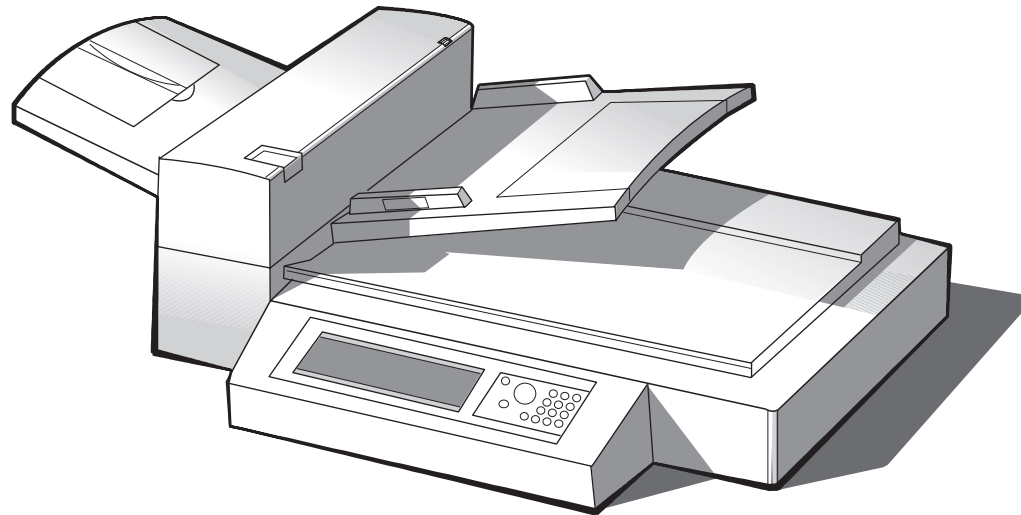
To print this document - For best quality and quickest printing, always print using a compatible PostScript Level 2 emulation printer driver.



1 HP Digital Copy

Overview

The HP Digital Copy provides you with basic copy module features.



Continued on next page.



HP Digital Copy Installation



Installation Checklist

This section will help you install and set up the new HP Digital Copy (Model C4230A). For proper installation, please complete each section in order.

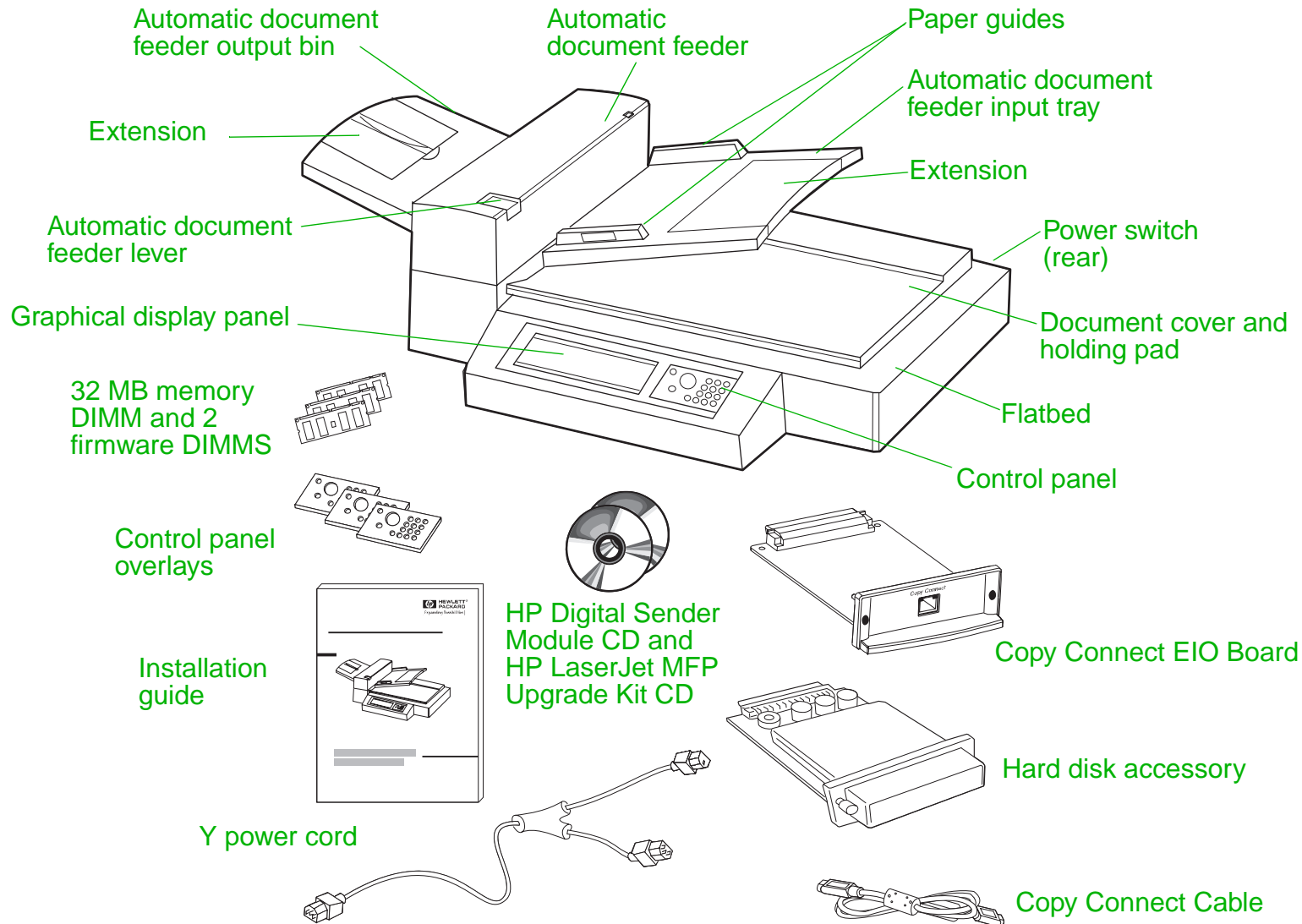
- Unpack the HP Digital Copy (steps 1-2)
- Install the HP Digital Copy (step 3)
- Test HP Digital Copy operation (step 4)



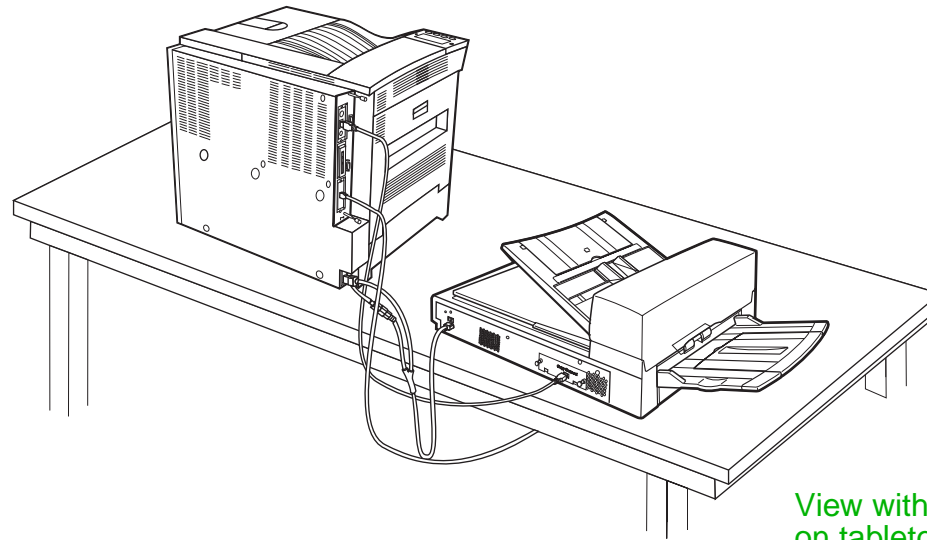
WARNING! The HP Digital Copy is heavy. Two people should move it.



Step 1. Locate HP Digital Copy Parts

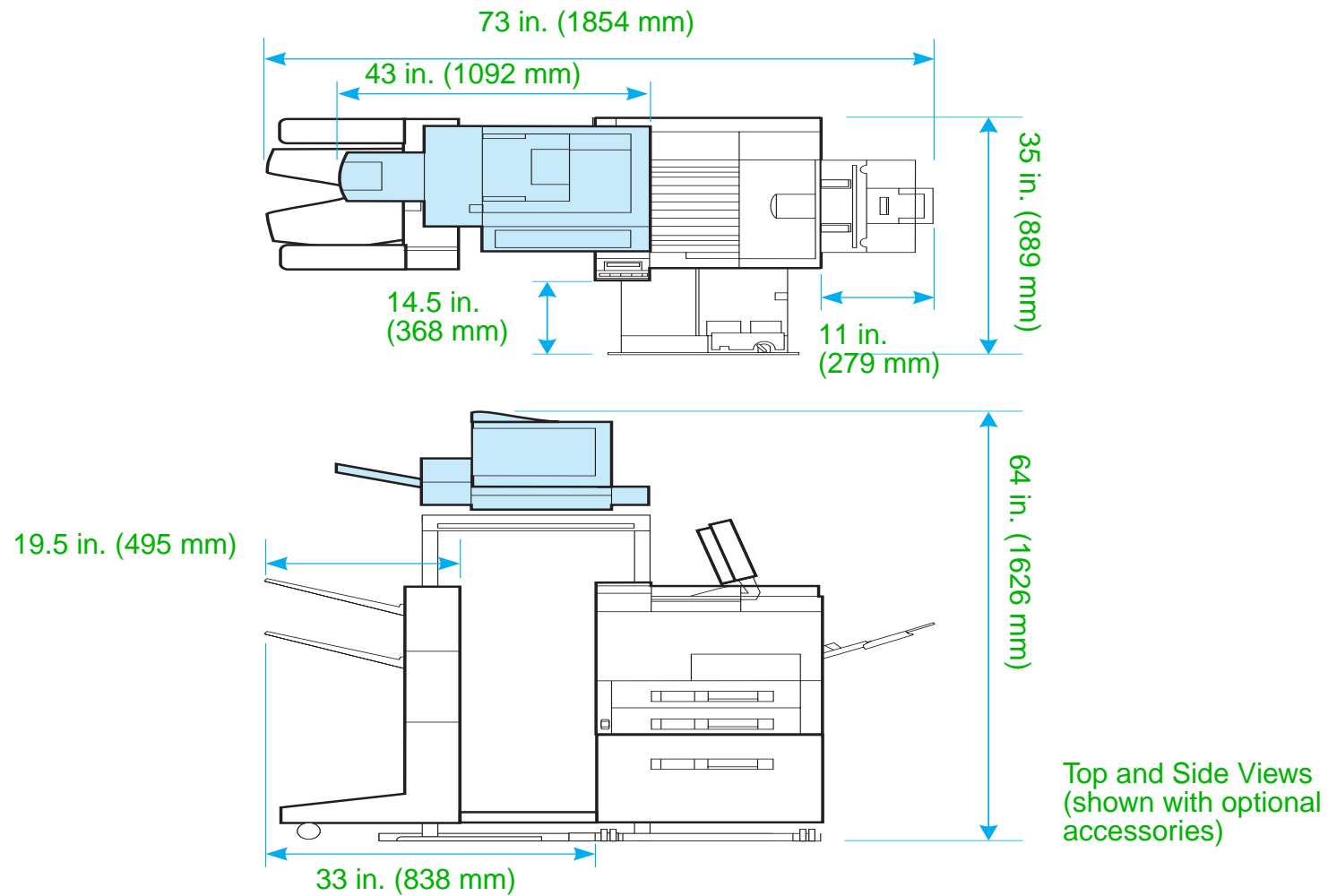


Step 2. Prepare Printer and HP Digital Copy Location



View with HP Digital Copy
on tabletop





Location requirements for the HP Digital Copy

- A sturdy, level surface for placement of the printer and HP Digital Copy.
- Space allowance (see the graphic on page [25](#)) around the printer and HP Digital Copy.
- A well-ventilated room.
- Relative humidity: 20% to 80%.
- Room temperature: 50° to 91° F (10° to 32.5° C).
- A stable environment with no abrupt temperature or humidity changes.
- No exposure to chemicals or direct sunlight.
- One dedicated 15 amp power outlet.



Note

Be sure to leave enough space to completely extend the optional output accessory away from the printer.



Installation Specifications



Item		Specification		
Dimensions (mm)		Width: 43 in. (1092 mm)	Depth: 26 in. (660)	Height: 22 in. (559 mm)
Weight		49 lb. (22 kg)		
Input power	Voltage	100 to 127 Vac, 200 to 240 Vac +10%/-10%		
	Phases	Single Phase		
	Frequency	50Hz or 60 Hz +2%/4%		
Power consumption		100 Watts or less		



Item		Specification	
Environmental condition	Device status	Operating	Not Operating
	Temperature	50° F to 91° F (10° C to 32.5° C)	-4° F to 122° F (-20° C to 50° C)
	Humidity	20% to 80% RH (no condensation)	15% to 90% RH (no condensation)



Step 3. Install the HP Digital Copy

Install the HP Digital Copy on the Optional HP Digital Copy Stand

For detailed instructions on setting up the HP Digital Copy Stand, see the installation guide that came with the stand.

- 1 Place the HP Digital Copy Stand near the desired location.

Note

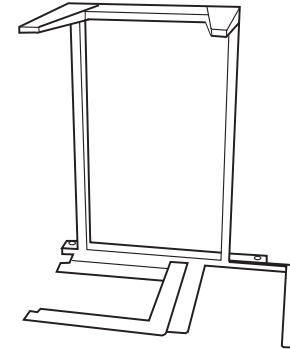
Be sure to leave space for the installation of the accessories. See the graphic on page [25](#) for dimensions.

It is also important to leave space between the stand and the desired location to allow access to the cables during installation.

To use the HP Digital Copy Stand, you must have installed a 2000-sheet Input Tray or a 2 x 500-sheet Input Tray.

Continued on next page.

1



WARNING!

Use caution when completing the following steps. Once you place the HP Digital Copy on the stand, bumping or moving may cause it to tip. The printer must be moved into position immediately after installation of the HP Digital Copy is complete.

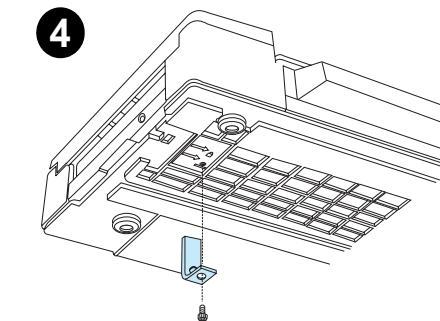
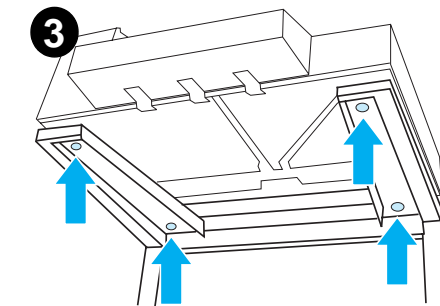
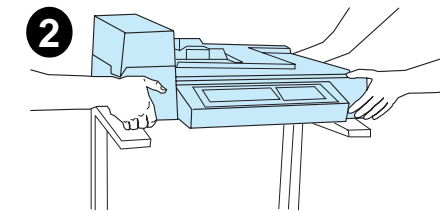
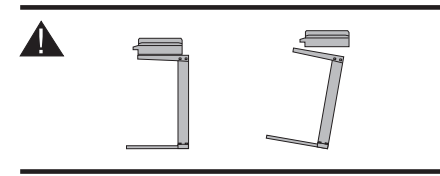
- 2 With one other person, lift the HP Digital Copy and align it with the screws on the HP Digital Copy Stand.
- 3 With a flathead screwdriver, screw the HP Digital Copy onto the stand.

CAUTION

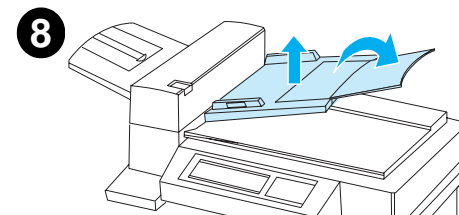
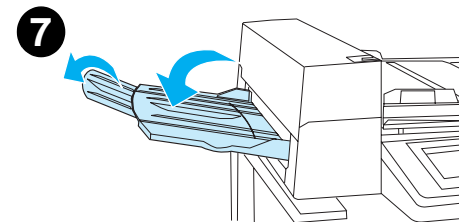
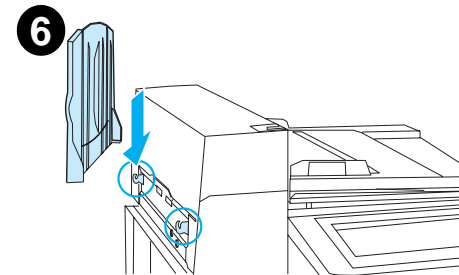
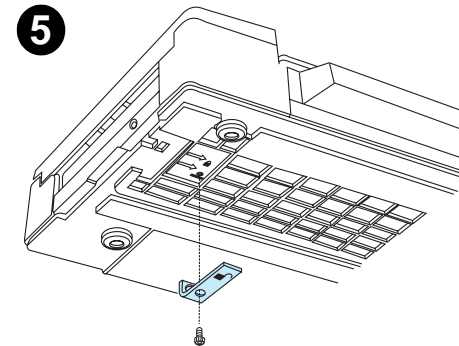
Operating the HP Digital Copy with the shipping lock in place might damage the device. It is important that you perform steps 4 and 5.

- 4 Unscrew and remove the shipping lock.

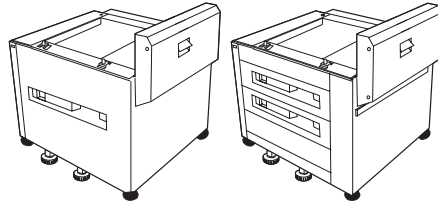
Continued on next page.



- 5 Rotate the shipping lock and reinsert it into the HP Digital Copy in the unlocked position (this shipping lock is necessary for future moves).
- 6 To install the output bin, hold the bin vertically (as shown) and push down to attach the bin to the metal guides.
- 7 Pull the output bin down. For longer paper, flip the bin extension out as shown.
- 8 Lift the input tray up to lock it into place. For longer paper, flip the tray extension out as shown.

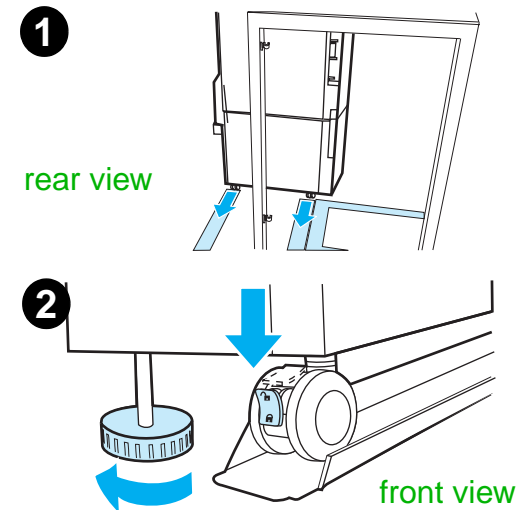


Install the Printer on the Optional Input Accessory

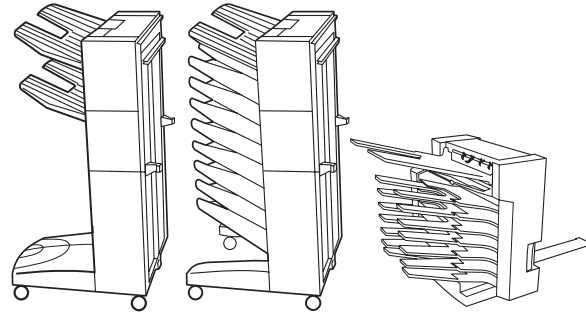


For detailed instructions on installing the printer onto the optional input accessory, see the installation guide that comes with the accessory.

- 1 Roll the Printer onto the Optional HP Digital Copy Stand (gently rock the printer back and forth as you push it onto the stand).
- 2 When the printer is in place, lock the wheels and rotate the levelers up or down to stabilize the printer.



Install the Optional Output Accessory



Note

For detailed information on installing the optional output accessory, see the installation guide that came with the accessory.

- 1 Roll the optional output accessory onto the HP Digital Copy Stand.

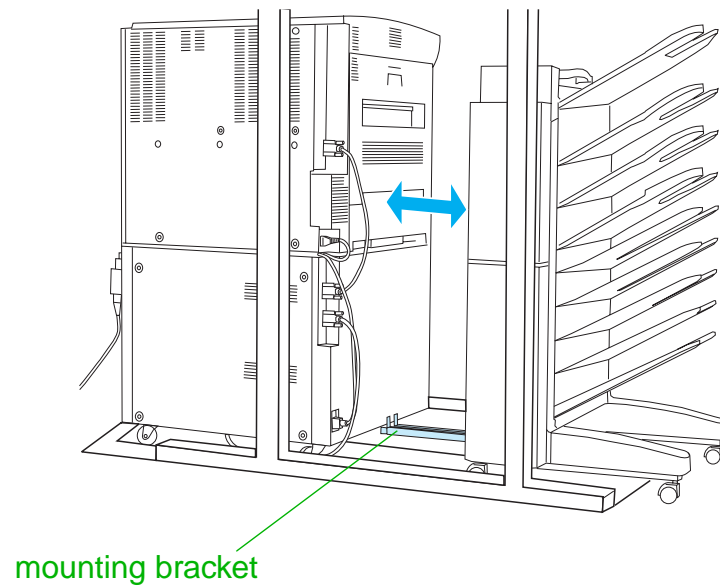
Note

Be sure to properly align the mounting bracket as you roll the optional output accessory onto the HP Digital Copy Stand.

- 2 After the front two rollers are on the base of the HP Digital Copy Stand, attach the mounting bracket.
- 3 Roll the optional output accessory toward the printer until it clicks into place.

Continued on next page.





Note

When locating the stand, be sure to leave enough space to completely extend the optional output accessory away from the printer. (See page [25](#) for dimensions.)



Install the Copy Connect EIO Board

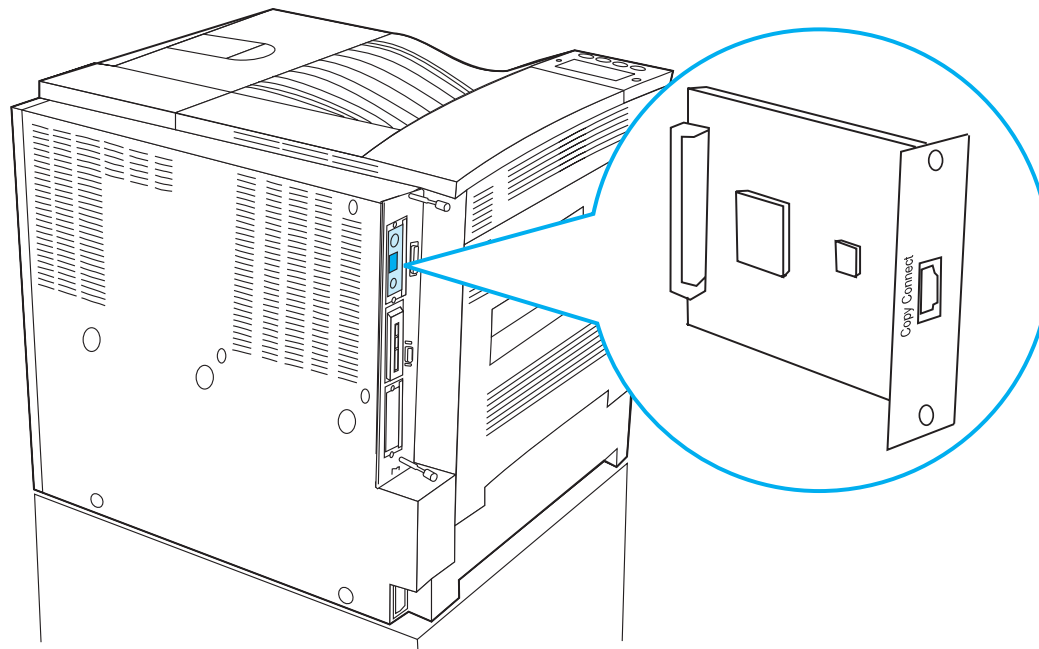


CAUTION Make sure that the printer is turned off.

Insert the Copy Connect EIO Board that came with the HP Digital Copy into an open EIO slot on the printer. (Use the screws that are in the existing EIO cover to install the Copy Connect EIO Board.)



Note If a cover is on the open slot, use a screwdriver to remove the two screws. Remove the cover and install the Copy Connect EIO Board.



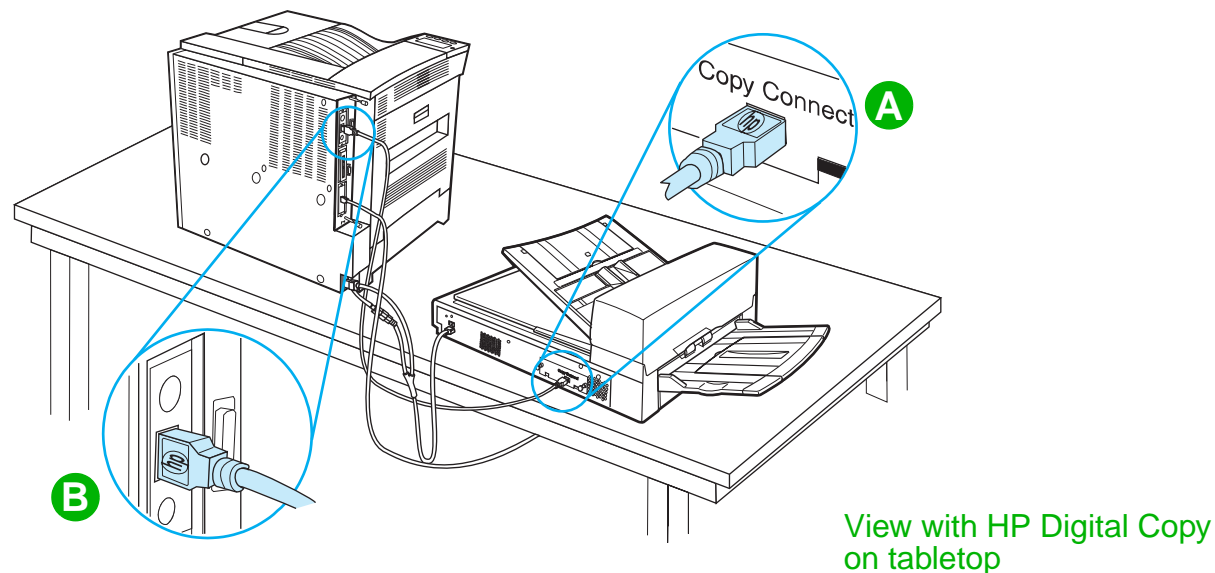
Install the Copy Connect Cable

- 1 Plug the Copy Connect cable into the HP Digital Copy (A).



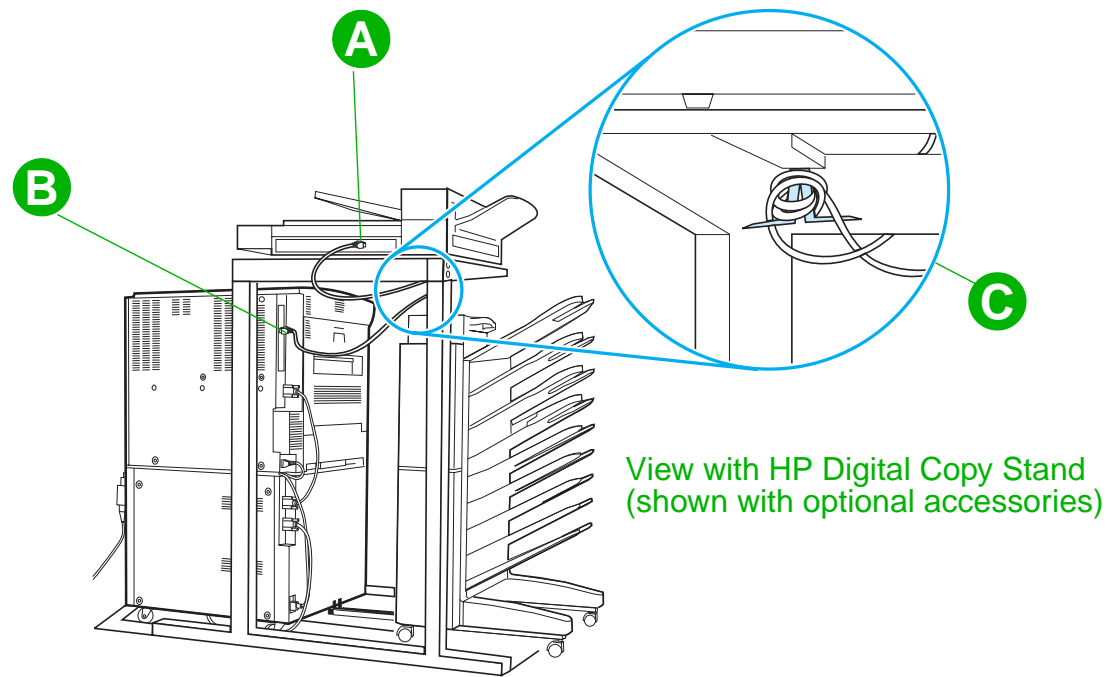
Note The icon on the cable should be facing up.

- 2 Plug the other end of the Copy Connect cable into the Copy Connect EIO Board (B). (The HP logo facing as shown.)
- 3 If you have a copy stand, wrap the excess cable as shown in the graphic on the next page (C).



Continued on next page.

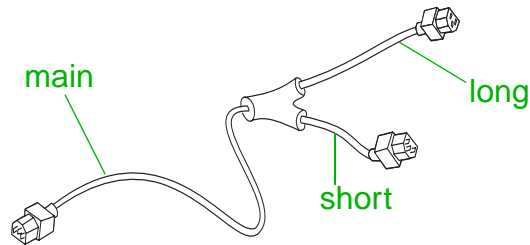




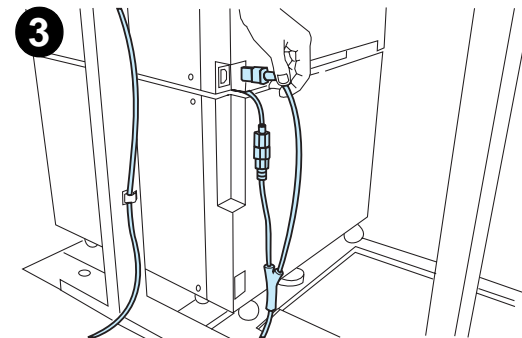
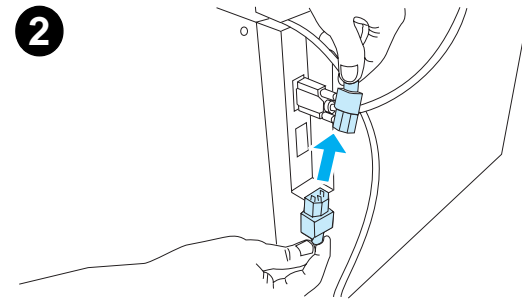
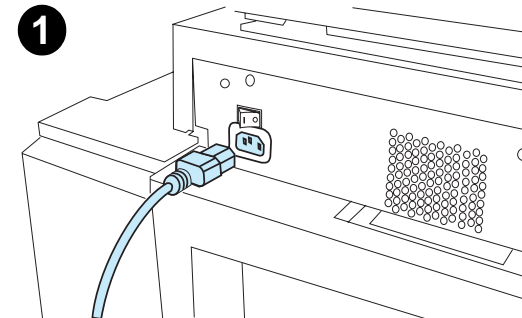
Install the Y Power Cord

CAUTION

Turn off the printer and make sure the HP Digital Copy power switch is in the off position before you install the Y power cord.



- 1 Plug the main end of the Y power cord into the HP Digital Copy.
- 2 Unplug the power cord from the printer. Plug the power cord into the short end of the Y power cord.
- 3 Plug the long end of the Y power cord into the printer.

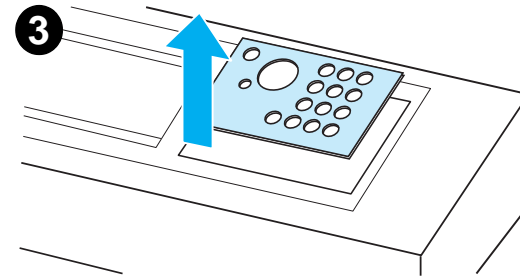
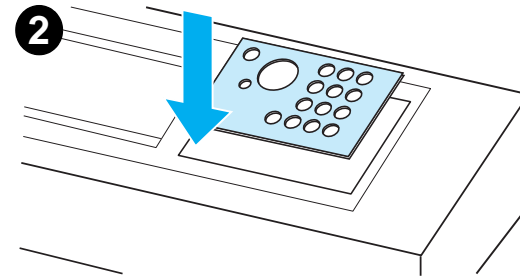
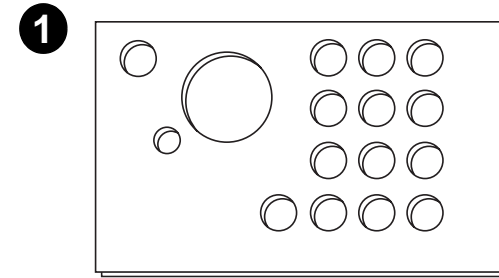


Install the Control Panel Overlay

- 1 Choose the control panel overlay printed with your language.
- 2 Press the overlay in place on the HP Digital Copy control panel until it clicks.
- 3 To remove the control panel overlay, insert a screwdriver into the slot on the left side of the overlay.

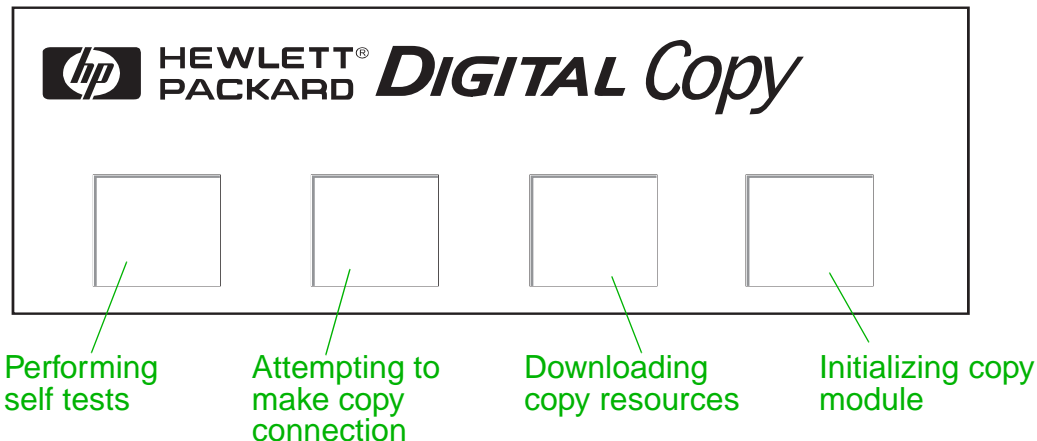
Note

The language that appears on the HP Digital Copy display is customized through the language selected on the printer. If the printer language is set to a language other than those offered by the HP Digital Copy, then the HP Digital Copy will default to English.



Step 4. Test HP Digital Copy Operation

- 1 Turn on the printer. When **READY** displays, turn on the HP Digital Copy.
- 2 The HP Digital Copy displays the HP logo followed by icons that illustrate the different initialization phases.



- 3 The HP Digital Copy displays **READY TO COPY** when it has finished initialization.

Note

The green LED lights up on the **START** button to show that the HP Digital Copy is ready to copy (see page [56](#)). If there is a problem getting to the **READY TO COPY** state with the HP Digital Copy, see page [42](#) or call your service provider.

Continued on next page.



- 4 Load the original document face down into the automatic document feeder or place it on the flatbed of the HP Digital Copy (see pages [61](#) and [63](#)), and select the desired number of copies. A green LED lights up on the automatic document feeder cover to show that you have properly inserted the documents into the feeder.
- 5 Press the **START** button on the display panel to start copying.



Note The original document will come out in the HP Digital Copy output bin when using the automatic document feeder or will remain on the flatbed of the HP Digital Copy. Output copies will be printed on the printer and will be located in the printer output bin.



Troubleshoot the HP Digital Copy

Note For detailed information on troubleshooting, see [HP Digital Copy Problem Solving](#) on page 73.



Problem	Recommended Action
No power	Check that all power cords are connected correctly.
Failed initialization or No copy	Check that the printer is turned on. Check that the Copy Connect EIO Board is installed correctly. Check that the Copy Connect EIO cable is connected correctly.



HP Digital Copy Operating Instructions

This section shows you how to use the HP Digital Copy and many of its advanced features.



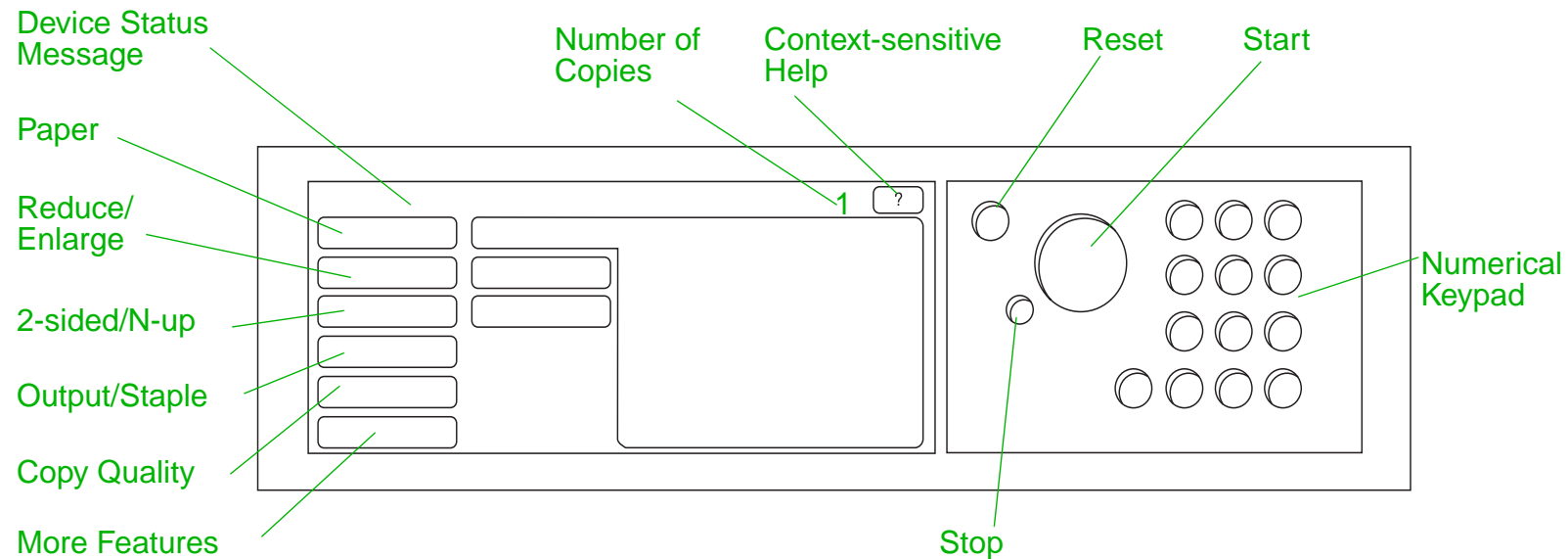
HP Digital Copy Features and Benefits

- Auto/Photo/Text modes
- Job Interrupt (at copy boundaries)
- N-up layout (printing multiple pages per sheet)
- Operator attendance animations (for example, paper jam recovery)
- Auto-configure to printer settings
- Copy books
- Custom stapling
- Power Save
- One pass duplex scanning



HP Digital Copy Control Panel

Control Panel Layout and Display Settings



Status Bar

The Status Bar displays the current:

- [device status message](#)
- [number of copies selected](#)
- [context-sensitive help button](#)

device status message	The READY TO COPY, COPYING, or ACCEPTING COPY JOBS message is displayed. ACCEPTING COPY JOBS indicates that the printer is busy. You can configure the next copy job when the printer is busy.
number of copies selected	The current number of copies selected for the copy job is displayed. This setting defaults to 1.
context-sensitive help button	This button remains present on the control panel display unless an error is displayed. When selected, a help topic related to the current control panel message appears.



Menu Tabs



Menu Tabs allow access to any of the HP Digital Copy settings. Each tab shows related job settings. Select OK or Exit to make changes as you move from tab to tab. Press OK to exit the menu tabs and start a copy job. Press Exit to return to the default display tab. You can also select Start to begin a copy job before exiting the menu tabs.



Menu tabs

- [paper tab](#)
 - [reduce/enlarge tab](#)
 - [2-sided/N-up tab](#)
 - [output/staple tab](#)
 - [copy quality tab](#)
 - [book copy tab](#)
 - [job binding tab](#)
 - [configuration tab](#)
 - [about tab](#)
-



Menu Tabs (continued)

**paper tab**

Allows you to choose output paper for the copy job based on size, tray, or type.

- **Size** - Shows the current size selected. When a selection is made, the Tray list will update automatically.
- **Tray** - Shows the current tray selected. If the selected paper size is currently installed in multiple trays, the Tray selection text will highlight **AUTOMATIC**. This indicates that the printer will make the tray selection based on its auto-selection criteria. If the selected paper size is located in only one tray, the location will be shown by the list text. When a selection is made, the Size and Type will update automatically.

Note

If you choose a paper type that is not already loaded in the printer, the printer will prompt you to load Tray 1 with the correct paper before the job is printed.



Menu Tabs (continued)

reduce/enlarge tab

Allows you to enlarge or shrink the size of the document. Allows you to choose the paper size for your original document and specify a different size for the copy. For example, copying from A4 to letter. You may also specify the output paper size and then choose a scaling percent to reduce or enlarge a region of the source document. You may choose to copy a full-bleed page onto the printable region of the output paper.

You are presented with the following controls for selecting the desired paper scaling percent:

- **Reduce/Enlarge** - Shows input-to-output paper sizes. When a size is selected, the proper scaling percent for the currently selected input and output paper sizes is displayed.
 - **Percent** - Shows the current page scaling percent.
-



Menu Tabs (continued)

**reduce/enlarge tab
(continued)**

- **Custom Media Reduction** - This setting allows you to switch between the standard/enlargement settings and the custom mode. This allows you to choose your original and copy document sizes independently.

When the Custom Media Reduction box is checked, you can select a paper size under the Original list for your original document and then select the paper size in the Copy list for the size you want to copy. The percent text box automatically calculates page scaling percent.

When the Custom Media Reduction box is unchecked, you may select from a list of standard reduction or enlargement settings, such as Letter (LTR) to Legal (LGL). Also, you may select the Manual setting in order to adjust the scaling percent by hand. When Manual is selected you may increase or decrease the scaling percent by one percent increments. You may reduce a document by up to 25 percent or enlarge a document by up to 200 percent. When you have chosen Manual, you may also choose the size of your original document. The copier will reduce that document by the percent you have selected.



Menu Tabs (continued)

**reduce/enlarge tab
(continued)**

- **Shrink Page to Printable Region** - This setting allows you to adjust the page scaling percent. This allows you to copy a full-bleed page onto the printable region of the currently selected output paper size. There are limits to how far out to the edge of the page the printer can print. If you are copying a page that has printing all the way out to the edges (full bleed), then checking this box will cause the image to be reduced slightly so that the entire edge-to-edge image may print within the printable region of the output paper.
-



Menu Tabs (continued)

**2-sided/N-up tab**

This tab has four controls for setting up the options and a preview image that graphically illustrates the current settings.

- **2-sided Copying** - Shows the currently selected 2-sided mode. Choose the two-sided mode you need. The preview image will update to display your choice.
- **Flip Pages Up** - This setting is active if the you choose to copy onto both sides of the output paper. By default, the pages of the two-sided binding are flipped to the left, like a book, when viewed from the backside of the job. When this setting is checked, the pages are bound, appearing flipped up when viewed from the backside of the job. The preview image will update to display your choice.
- **N-up Copying** - Shows the currently selected number of input pages to be printed on each output page. Choose the number of input pages needed to print on each output page. The preview image will update to display your choice.
- **Print Page Borders** - This setting is active when you select two or more pages for each sheet. When checked, page borders will print around each page image on the output page. The preview image will update to display your choice.



Menu Tabs (continued)

**output/staple tab**

You can configure the output and stapling options using the two main controls on this tab.

- **Output Bin** - Shows the currently selected output bin. Choose which bin the copy job will be delivered to. If the output bin is set to the stapling bin and a stapling option is selected, then changing the output bin to another location will turn off the stapling option.
- **Stapling** - Allows you to choose stapling options. The number of options displayed will depend on the stapling device installed. If you select an option to have the output stapled, then the Output Bin setting will change to display that stapling can only take place in the staple bin.



copy quality tab

- **Copy Mode** - You may change the copy quality settings from this tab. There are three settings to choose from in Copy Mode:
 - Auto** - This is the default mode.
 - Photo** - This mode is optimized for photo clarity.
 - Text** - This mode is optimized for text sharpness.
- **Brightness** - You may change the brightness setting from this tab. Press the left or right arrow to increase or decrease the brightness level as indicated by the slider. There are five settings for brightness.



Menu Tabs (continued)

**book copy tab**

Allows you to make a copy of an open book with a single page of output for each page of the book. Align the spine of the book with the book markings on the flatbed paper guides.

- Follow the prompts provided on the control panel when using this mode.
- You can copy multiple pages from a book and bind them together as one job. See the job binding tab description for more information.



job binding tab

Takes multiple copies from the flatbed and binds them together as one job. All other copy settings, such as stapling and number of copies, will be applied to the bound job.

- Follow the prompts provided on the control panel when using this mode.

configuration tab

Provides configuration settings for the HP Digital Copy. For example:

- Allows you to turn on or off the audible key feedback.
 - Allows you to adjust the control panel display contrast.
-



Menu Tabs (continued)

about tab


Used to find available help topics.

Displays:

- system version information
 - current page counts for the flatbed and automatic document feeder
 - number of pages until the next required service
-
-



Context-sensitive Help

Press the  to enter the HP Digital Copy help system. Follow the prompts provided in the help system to find quick descriptions of HP Digital Copy features and functions.



Default Configurations



If the HP Digital Copy is idle and unattended for one minute, the HP Digital Copy settings will return to the default configuration. Press the Reset key on the control panel to return all of the HP Digital Copy settings to the default configuration.



The setting changes that you make will remain for one minute before they reset to a default setting. For example, if you walk up to the HP Digital Copy and press the 5 key, the number of copies selected will be set to five. If you do not make any other setting changes and do not initiate a job by pressing the Start key within one minute, then the number of copies selected will automatically return to one.



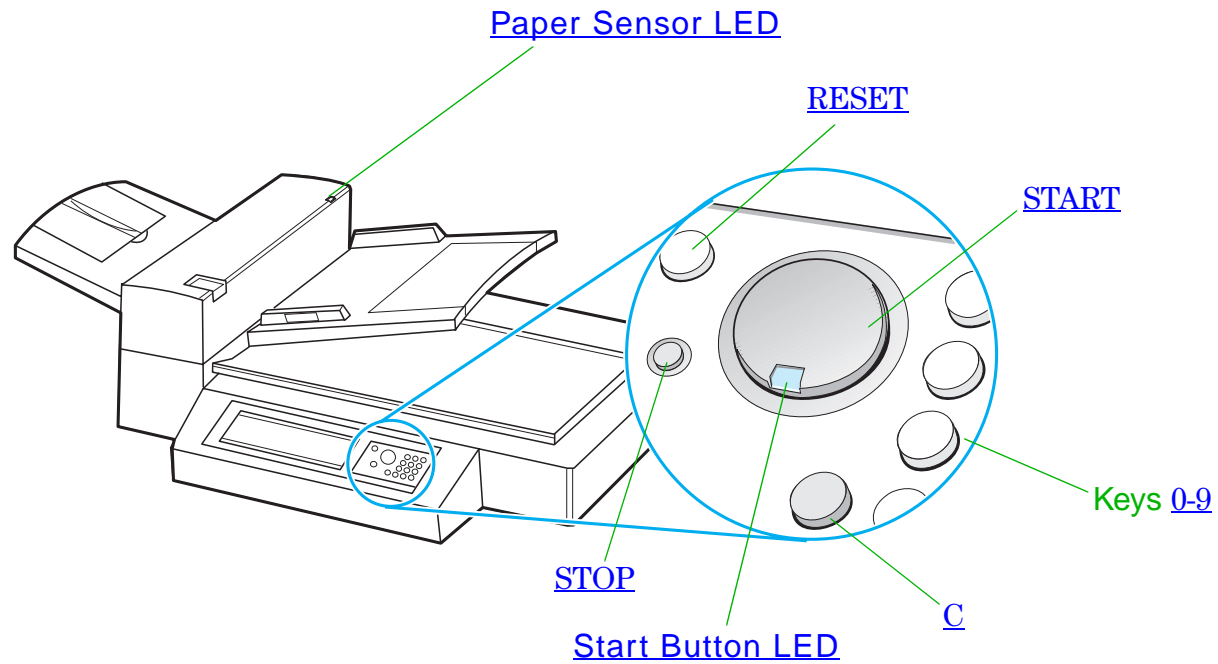
After a copy job is completed, the current settings will not change until after another minute expires. This makes it possible to set up the HP Digital Copy settings in a particular manner only once for a number of jobs.

Note:

The post-job timeout period will be shorter than the idle timeout period.



Button/LED Functions





Name of the button and LED		Function
Button	0-9	Use to enter the number of copies you desire. May also be used periodically to enter a numerical value.
	RESET	Resets all of the copier settings to the default values.
	START	Begins a copy job or continues a copy job that has been interrupted because of an error.
	STOP	Stops a copy job.
	C	Clears the number of copies setting. (Does not clear the other copy module settings.)
LED	Paper Sensor LED	Illuminates when paper is aligned correctly in the automatic document feeder.
	Start Button LED	See Start Button LED on page 58 for a detailed description of this LED.



Continued on next page.

Start Button LED



LED\State	On	Flashing Slow	Flashing Fast
Green	The copy module is ready to make copies.	The copy module is in Power Save mode.	The copy module is making copies.
Amber	The copy module has a critical error. Turn the printer and copy module off, and then turn the printer and copy module on.	The copy module has an error and requires attention.	The copy module has an error that requires attention from your service provider.



Note

When the copy module is in Power Save mode, the back light of the display panel will be turned off and the Start LED (green) will flash at a slow rate to indicate that the system is turned on. To bring the system out of Power Save mode, place paper in the automatic document feeder, press any key on the numerical keypad, or touch the touchscreen.



HP Digital Copy Settings



Feature	Description	Default
Number of copies	1 to 999	1
Paper Source Select	Selection of paper tray	Auto-select (any tray)
	Selection by paper size	Letter/A4
		Plain
Collation	Collated	Collated
	Grouped (uncollated)	
	Stapled	
	Select output bin	
Reduce/Enlarge	50% to 200% in 1% increments	100%
	Support standard presets, such as Legal to Letter.	



Feature	Description	Default
Copy quality	auto, text, photo	auto
Duplex	1-1, 1-2, 2-1, 2-2 If the printer does not have a duplexer installed, then 1-2 and 2-2 are not available.	1-1
N-up	1-up, 2-up, 4-up 2-up documents will be rotated.	1-up
Book copy	Copies an open book with a single page of output for each page of the book.	Not selected
Brightness	5 levels (2 lighter, normal, 2 darker)	Normal



Loading documents into the Automatic Document Feeder

- 1 Pull up on the automatic document feeder input tray (A) and place the bar (B) in operating position.
- 2 Square up and insert paper face down into the input tray. Only load paper up to the line indicator on the paper guide.

Note

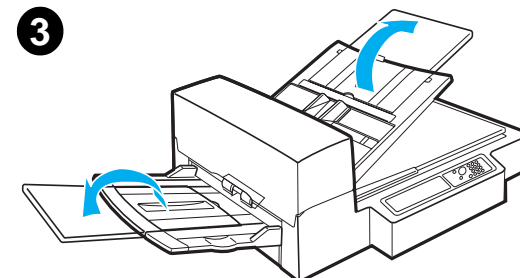
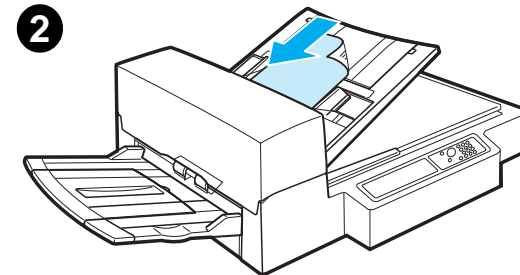
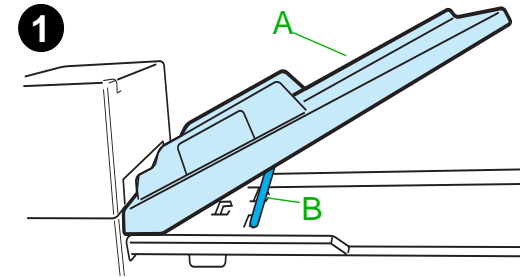
The system will exit Power Save when you place the document into the automatic document feeder.

The LED will light up when paper is loaded correctly.

Remove paper clips and staples. Flatten the staple holes.

- 3 If the document size exceeds A4 or Letter size, extend the input tray and output bin by flipping out the extensions.

Continued on next page.

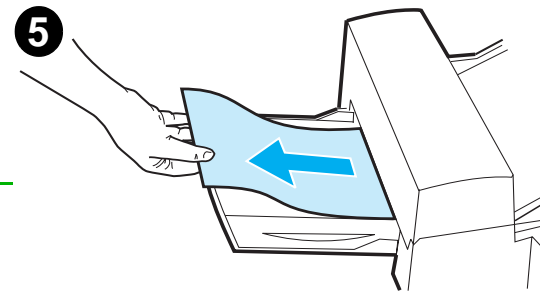
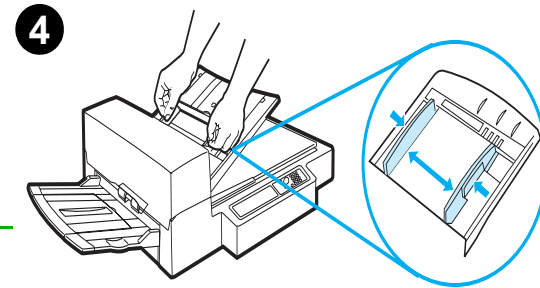


- 4 Set the guides so that there is a little amount of clearance between the side edges and the guides. Adjust the guides to the document size.

Note

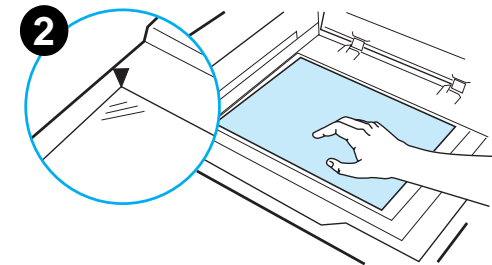
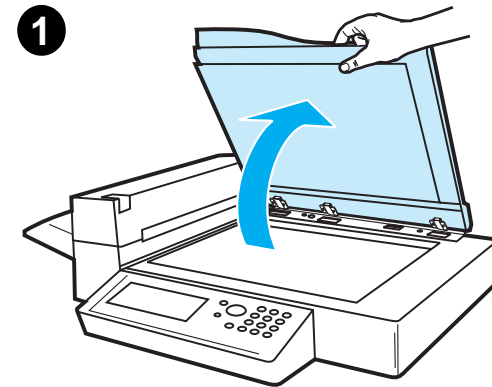
Squeeze the guide lever to free the guides.
Load documents so that the thickness is less than 0.32 inches (8 mm).
Set the guides so that they touch the document sides.

- 5 After a document is copied, remove the original from the HP Digital Copy and the copy from the printer output bin.



Loading documents onto the Flatbed

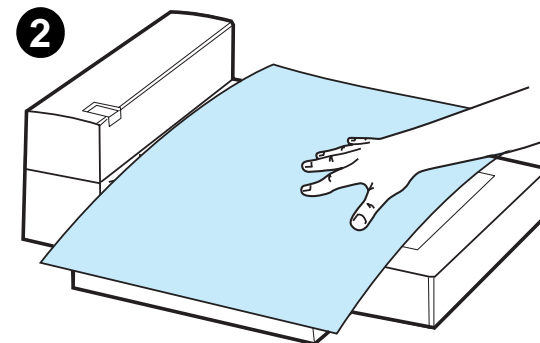
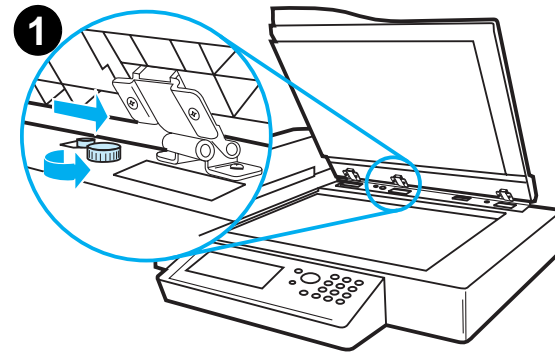
- 1 Open the document cover.
- 2 Place the document face down and align the top left with the reference mark. Slowly close the document cover and press **START**.



Loading documents larger than the Document Board

- 1 Open the document cover about 80°. Remove the cover by unscrewing the thumb screw (bottom arrow) and then sliding the cover in the direction of the top arrow.
- 2 Place the document face down on the document bed and press **START**.

When the job is complete, remove the document. Reattach the document cover and close.



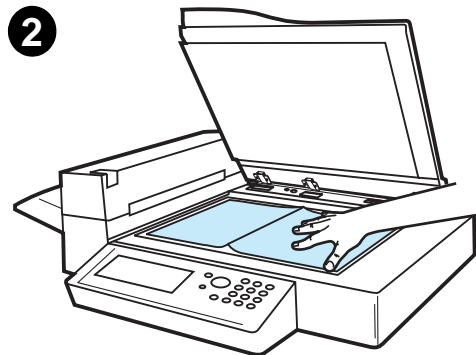
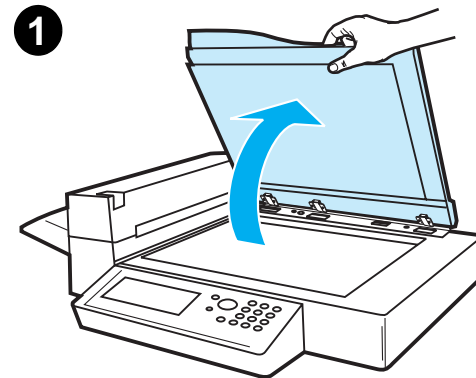
Reading a page from a thick book

- 1 Open the document cover.
- 2 Place the book face down on the document bed and press **START**.

Note

Do not move the book during job operation.

For advanced book copy features, see page [53](#).



Paper Specifications

Supported Sizes

- **Ledger** - 11 x 17 in. (279 x 432 mm)
- **Executive** - 7.3 x 10.5 in. (191 x 267 mm)
- **Letter** - 8.5 x 11 in. (216 x 279 mm)
- **Legal** - 8.5 x 14 in. (216 x 356 mm)
- **A3** - 11.7 x 16.5 in. (297 x 419 mm)
- **A4** - 8.3 x 11.7 in. (210 x 297 mm)
- **A5** - 5.8 x 8.2 in. (148 x 210 mm)
- **B4 (JIS)** - 10.1 x 14.3 in. (257 x 364 mm)
- **B5 (JIS)** - 7 x 9.9 in. (176 x 250 mm)



Note The automatic document feeder holds up to 50 sheets of paper.



Document Quality

Do not load the following into the Automatic Document Feeder

- Carbonless paper
- Carbonless forms
- Paper with clips or staples
- Paper that has been clipped or stapled
- Paper with wet ink
- Labels

Precautions

The following documents might be hard to feed through the automatic document feeder. If the document slips in the automatic document feeder (Jam Error) or a double feed occurs often, use the HP Digital Copy flatbed.

- Paper of unequal thickness, such as envelopes
- Paper with large wrinkles or curl
- Color copied paper
- Paper with folds or tears

Continued on next page.



- Tracing paper
- Coated paper
- Carbon paper
- Paper smaller than 6 x 4 in. (148 x 105 mm) or larger than A3 or Double Letter
- Other than paper
 - ◆ cloth
 - ◆ metal foil
 - ◆ transparency film
- Photographic paper
- Paper with notches on the side
- Paper that is not rectangular
- Thin paper



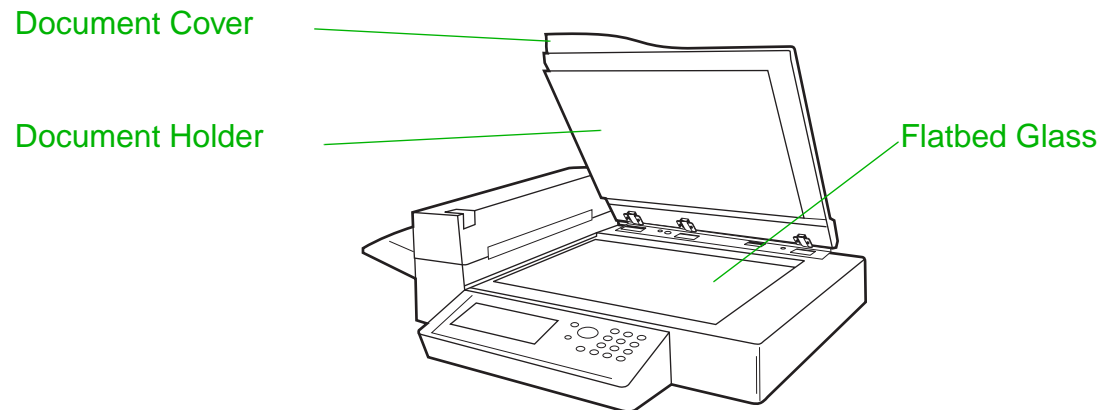
HP Digital Copy Maintenance

Clean the Document Cover, the Document Holder, and the Flatbed Glass

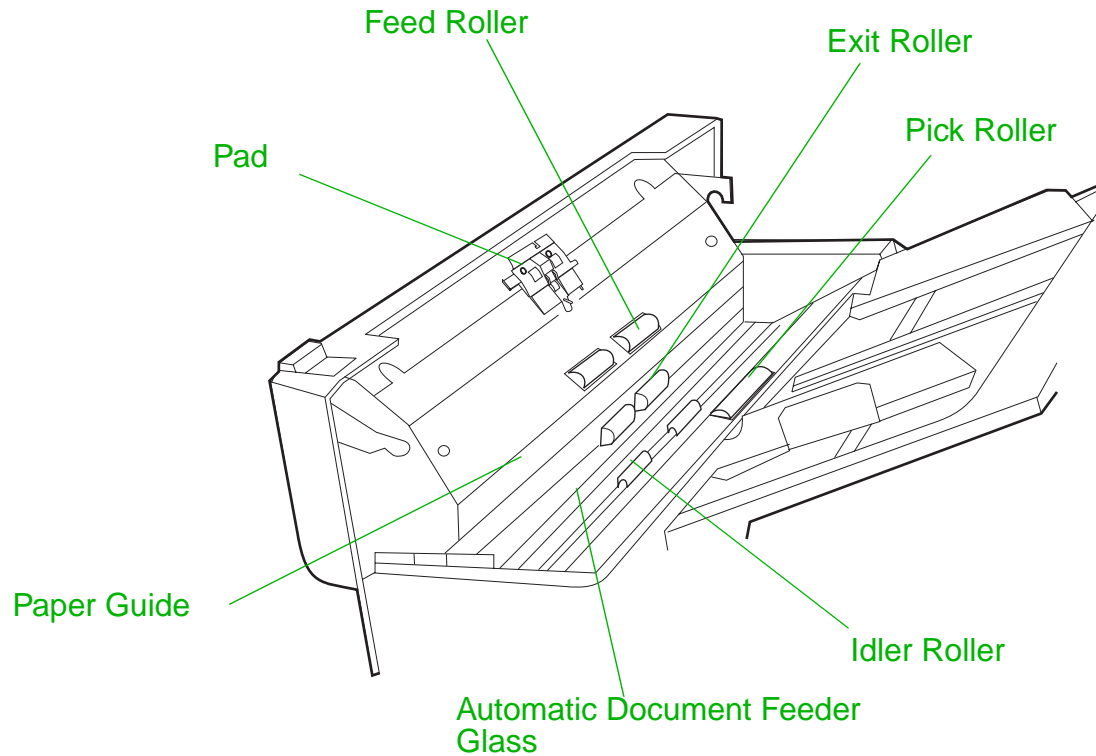
Use a dry cloth or a cloth with a neutral cleanser or isopropyl alcohol to remove dirt from the document cover, document holder, and flatbed glass.

CAUTION Do not use organic solvents such as a thinner.

Make sure that no liquid enters the scanner from the edges of the flatbed glass.



Cleaning the Automatic Document Feeder



Continued on next page.





Pad	Use a cloth with isopropyl alcohol to wipe the pad in a downward direction. Be careful not to hook the springs when wiping. A dirty pad can cause double feeds.
Automatic Document Feeder Glass	Wipe the glass lightly with a cloth and isopropyl alcohol to remove any paper dust or toner. Dirty glass can cause vertical streaking when using the automatic document feeder.
Pick Roller	Use a cloth with isopropyl alcohol to wipe the roller in a horizontal direction. Be careful not to damage the surface of the roller. A dirty pick roller can cause misfeeds, paper slippage, and jams.
Feed, Exit, and Idler Rollers	Use a cloth with isopropyl alcohol to wipe the rollers in a horizontal direction. Make sure to remove any built-up toner or ink. Be sure the rollers are dry before using the automatic document feeder. Dirty rollers can cause paper jams.
Paper Guide	Gently wipe the paper guide area. A dirty or worn paper guide can cause vertical streaking.



Note

If the HP Digital Copy is experiencing chronic misfeeds, then contact your service provider to have it cleaned.



Pad and Roller Maintenance

Cleaning of the pad and rollers is recommended every 6,000 pages.

Every 60,000 pages the pad and pick roller need to be replaced.

Print a configuration page for page count information since the last maintenance. To print a configuration page, turn the printer on and be sure READY is displayed. Press **MENU** until INFORMATION MENU displays. Press **ITEM** until PRINT CONFIGURATION displays. Press **SELECT** to print the configuration pages.

Call your service provider to perform this service.



HP Digital Copy Problem Solving

This section shows status messages that display on the HP Digital Copy control panel when there is a problem with the HP Digital Copy. There are two different types of errors made by the HP Digital Copy:

- [Temporary Error](#)
- [Equipment Error](#)

For printer error messages and problem solving information, see the printer user guide.

All error conditions will fill up the entire HP Digital Copy control panel display.

WARNING!

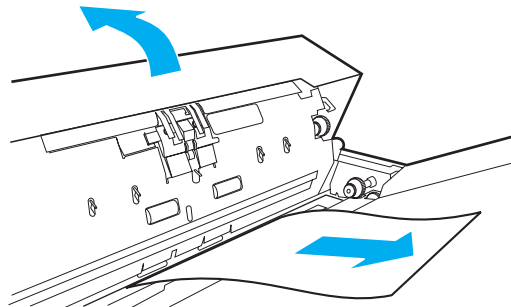
Make sure the power is off and the main power to the system has been disconnected before servicing.



Temporary Error

A Temporary Error displays when problems with the paper path occur. The control panel will display the specific error and graphically illustrate the actions needed to correct the error.

Automatic Document Feeder



Error Message	Description
ADF PAPER JAM	A page has jammed inside of the automatic document feeder and must be cleared for copying to continue.
ADF COVER IS OPEN	The automatic document feeder cover is open and must be closed for copying to continue.
ADF MISFEED	A misfeed occurred from the automatic document feeder input tray. Restack the pages in the automatic document feeder input tray. Press START to continue the copy job.



Equipment Error

To correct an equipment error, turn the printer and HP Digital Copy off and then turn the printer and HP Digital Copy on. If the error message persists, then call your service provider.



Error Message	Description
Device Error: Backside RAM Buffer Failure	An error occurred while accessing the backside RAM buffer. This error might require service to correct.
Device Error: Motor Fuse Failure	The motor has a blown fuse. This error might require service to correct.
Device Error: Lamp Fuse Failure	The lamp has a blown fuse. This error might require service to correct.
Device Error: Backside Optical Failure	A problem occurred with the backside optical system. This error might require service to correct.
Device Error: Frontside Optical Error	A problem occurred with the frontside optical system.
Device Error: Mechanical Failure	A mechanical problem occurred. Check to make sure that the shipping lock has been removed and reinserted properly.



HP Digital Copy Warranty

For warranty information, see the user guide supplied with your specific HP LaserJet printer.



2 HP Digital Sender Module

Overview

The HP Digital Sender Module includes the HP Digital Copy and a Windows NT ® server or workstation that is running the HP Digital Sender Module Service. The HP Digital Sender Module converts black-and-white documents, drawings, and photographs into electronic form and distributes them directly to Internet e-mail addresses.

A companion program called the HP Address Book Manager (ABM) combines e-mail addresses into distribution lists. The system administrator can create destinations and e-mail distribution lists and make them available to users.

For more information on the HP Digital Sender Module, see the documentation included with the software CD that came with this kit.



A Regulatory Information



Overview

- [Declaration of Conformity](#)
- [FCC Regulations](#)
- [Canadian DOC Regulations](#)
- [VCCI Statement \(Japan\)](#)
- [Korean EMI statement](#)



Declaration of Conformity

according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: Hewlett-Packard Company

Manufacturer's Address: 11311 Chinden Boulevard
Boise, Idaho 83714-1021, USA

declares, that the product

Product Name: HP Digital Copier

Model Number: C4230A

Product Options: ALL

conforms to the following Product Specifications:

Safety: IEC 950:1991+A1+A2+A3+A4/ EN 60950:1992+A1+A2+A3+A4
IEC 825-1:1993/EN 60825-1:1994 Class 1 (Laser/LED)

EMC: CISPR 22:1993 / EN 55022:1994 Class A¹)



EN 50081-1:1992

EN 50082-1:1992

IEC 801-2:1991 / prEN 55024-2:1992 -3 kV CD, 8 kV AD

IEC 801-3:1984 / prEN 55024-3:1991 - 3 V/m

IEC 801-4:1988 / prEN 55024-4:1992 - 1.0 kV Power Lines
0.5 kV Signal Lines

FCC Title 47 CFR, Part 15 Class A² / ICES-002, Issue 2

AS / NZS 3548:1995



Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly.

1) The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.



2) This Device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation

Boise, Idaho USA
June 03, 1998

Australia Contact:	Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia.
European Contact:	Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE, Herrenberger Straße 130, D-71034 Böblingen (Germany) (FAX: +49-7031-14-3143).
USA Contact:	Product Regulations Manager, Hewlett-Packard Company, PO Box 15, Mail Stop 160, Boise, ID, 83707-0015 (Phone: 208-396-6000).



FCC Regulations

This equipment has been tested and found to comply with the limits for a Class A 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. If this equipment is not installed and used in accordance with the instructions, it may 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 separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.



Note

Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.

Note

The printer without the HP Digital Copy complies with Class B limits.

For more regulatory information, see the HP LaserJet MFP Upgrade Kit online user guide.



Canadian DOC Regulations

Complies with Canadian EMC Class A requirements.

<<Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques. << CEM>>.>>



VCCI Statement (Japan)

HP Digital Copy (Model C4230A)

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A情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。



Korean EMI statement

HP Digital Copy (Model C4230A)

사용자 안내문 (A급 기기)

이 기기는 업무용으로 전자파장해 검정을 받은 기기
이오니, 만약 잘못 구입하셨을 때에는 구입한 곳에
세 비업무용으로 교환하시기 바랍니다.



Index

A

[automatic document feeder 61](#)
[loading 61](#)

B

[button functions](#)
[HP Digital Copy 56](#)

C

[context sensitive help](#)
[HP Digital Copy 54](#)
[control panel](#)
[HP Digital Copy 44](#)
[control panel overlay](#)
[installing 39](#)
[copy connect cable](#)
[installing 36](#)
[copy connect EIO board](#)
[installing 35](#)
[customer support 4](#)

D

[Declaration of Conformity 79](#)
[default configurations](#)
[HP Digital Copy 55](#)
[document quality](#)
[HP Digital Copy 67](#)

E

[EMI statement \(Korea\) 85](#)
[equipment error](#)
[HP Digital Copy 75](#)

F

[flatbed 63](#)
[loading 63](#)

H

[HP Digital Copy](#)
[automatic document feeder 61](#)
[button functions 56](#)
[context sensitive help 54](#)
[control panel 44](#)
[default configurations 55](#)





[document quality](#) 67
[equipment error](#) 75
[flatbed](#) 63
[installation specifications](#) 27
[installing](#) 22
[LED functions](#) 56
[location requirements](#) 26
[maintenance](#) 69
[menu tabs](#) 46
[operating instructions](#) 43
[paper specifications](#) 66
[parts](#) 23
[problem solving](#) 73
[settings](#) 59
[status bar](#) 45
[temporary error](#) 74
[troubleshooting](#) 42
[HP support services](#) 4

L
[LED functions](#)
 [HP Digital Copy](#) 56
[loading](#)
 [automatic document feeder](#) 61

[flatbed](#) 63

M
[maintenance](#)
 [HP Digital Copy](#) 69
[menu tabs](#)
 [HP Digital Copy](#) 46

O
[operating instructions](#)
 [HP Digital Copy](#) 43

P
[paper specifications](#)
 [HP Digital Copy](#) 66
[problem solving](#)
 [HP Digital Copy](#) 73

S
[settings](#)
 [HP Digital Copy](#) 59
[status bar](#)
 [HP Digital Copy](#) 45
[support services](#) 4

T

[temporary error](#)

[HP Digital Copy 74](#)

[troubleshooting](#)

[HP Digital Copy 42](#)

V

[VCCI statement \(Japan\) 84](#)

W

[warranty statement 76](#)

[World Wide Web support 4](#)

Y

[Y power cord](#)

[installing 38](#)

