HP OfficeJet K Series

Your Basic Guide

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Note: Regulatory information can be found in the "Technical information" section.

![prohibition symbol]

It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

- Governmental paper or documents:
    - Passports
    - Immigration papers
    - Selective service papers
    - Identification badges, cards, or insignias
- Governmental stamps:
    - Postage stamps
    - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

Safety Information

![warning triangle symbol]

WARNING

To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

WARNING: Potential Shock Hazard

1 Read and understand all instructions in the Setup Poster.

2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.

3 Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the HP OfficeJet. Replace damaged cords immediately.

4 Never install telephone wiring during a lightning storm.

5 Observe all warnings and instructions marked on the product.

6 Unplug this product from wall outlets and telephone jacks before cleaning.

7 Do not install or use this product near water or when you are wet.

8 Install the product securely on a stable surface.

9 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.

10 If the product does not operate normally, see the online Troubleshooting Help.

11 No operator-serviceable parts inside. Refer servicing to qualified service personnel.

12 Use in a well-ventilated area.

Contents

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Review your unit's front panel

You can perform many functions using either the front panel or the HP OfficeJet K Series software. The method you choose may depend on the function you need to perform, or it may depend on which is the most convenient.

Even if you do not connect your HP OfficeJet to a PC (also called stand-alone use), you can use the front panel to process fax and copy jobs. You can change a wide variety of settings using the front-panel buttons and menu system. Depending on your model, your front panel may look slightly different from the following diagrams.

The following shows the left side of the front panel.

Cancel:
Stop job, or exit menu.

Auto Answer:
Turn automatic answering for fax on or off.

One-touch speed-dial buttons:
Perform one-touch speed dialing for fax (models K80 and K80xi only).

Redial/Pause:
Dial the last number again, or insert a pause.

Resolution:
Change fax resolution.

Keypad:
Use keypad to dial fax numbers or enter text.

Speed Dial:
Access speed-dial numbers.

Black:
Send black-and-white fax.

Color:
Send color fax.

The following shows the right side of the front panel.

Menu:
Access various scan, copy, fax, and unit settings.

Arrows:
Scroll through scan-copy-fax-setting options. Move forward and backward in a text entry.

Reduce/Enlarge:
Make copied image smaller or larger.

On:
Turn unit on/off.

Enter:
Select or save displayed setting.

Number of Copies:
Set the number of copies.

Lighter/Darker:
Make copy lighter or darker.

Scan To:
Select a specific program or networked PC to scan to.

Quality:
Select the highest quality or quickest copy.

Keypad:
Use keypad to dial fax numbers or enter text.

START SCAN:
Start a scan.

Black:
Make black-and-white copy.

Color:
Make color copy.

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Use your HP OfficeJet with a PC

If you connect your HP OfficeJet to a PC, you can work from the front panel or from the HP OfficeJet K Series software on your Windows desktop. The software offers more features and ease of use.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

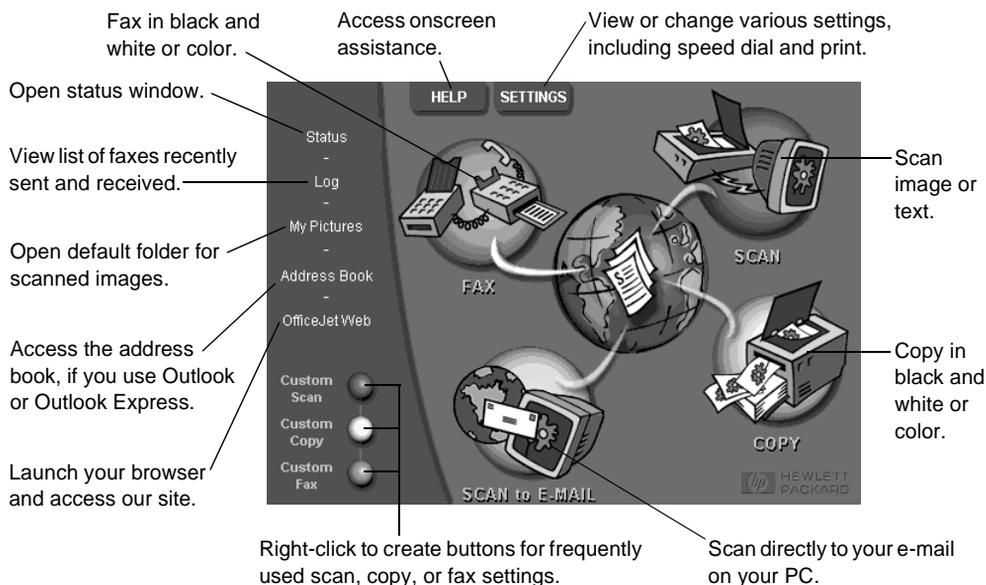## Review the Director

The Director automatically appears on your PC after you load originals into the automatic document feeder (ADF). The Director is always available through the desktop shortcut or Windows Start menu. To start the Director:

- Double-click the **HP OfficeJet K Series** shortcut on the Windows desktop, or
- In the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet K Series**, and then choose **HP Director**.

The following shows some of the features available through the Director.

Fax in black and white or color.

Access onscreen assistance.

View or change various settings, including speed dial and print.

Open status window.

View list of faxes recently sent and received.

Open default folder for scanned images.

Access the address book, if you use Outlook or Outlook Express.

Launch your browser and access our site.

Scan image or text.

Copy in black and white or color.

Right-click to create buttons for frequently used scan, copy, or fax settings.

Scan directly to your e-mail on your PC.

Review the status window

The status window is similar to the display included on the front panel of your HP OfficeJet. It describes the current state of your HP OfficeJet, and it is always available via right-clicking the status icon in the Windows status area (lower-right corner of the Windows taskbar). One of the default settings for your HP OfficeJet instructs the PC to display the status window automatically if there is an issue that needs to be addressed, such as your HP OfficeJet being out of paper.

Depending on the current state of your HP OfficeJet, a different icon appears in the Windows status area. Right-clicking an icon displays a shortcut menu that lets you display the status window or close the HP OfficeJet software.

Icon	Indicates
	Print job in process
	Scan job in process
	Copy job in process
	Fax job in process
	Paper loaded in ADF
	Error condition
	Ready (idle)

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Get help

This section explains where you can find information about your unit.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Where can I find help?

For hardware and setup information:

- See the *HP OfficeJet K Series Setup Poster*. The printed Setup Poster comes in the box with your unit.
- See "Additional setup information" in the *HP OfficeJet K Series: Your Basic Guide* and the *HP OfficeJet K Series: Onscreen Guide*. The Basic Guide is available in printed format in the box your unit came in.

For software information:

- If available, click the Help button that appears on a specific dialog box. Most of the windows (also known as dialog boxes) available in the HP OfficeJet software have Help topics that provide assistance for the visible window.
- See the *HP OfficeJet K Series: Onscreen Guide*.
- See Troubleshooting. To access Troubleshooting, go to the Director, click Help, and then choose Troubleshooting. Troubleshooting is also available via the Help button that appears on some error messages.

For feature information:

- Run the *HP OfficeJet K Series Product Tour*. To access the tour, go to the Director, click Help, and then choose Product Tour. After the Product Tour dialog box appears, insert the HP OfficeJet K Series CD into your PC's CD-ROM drive, and click Search.
- See the *HP OfficeJet K Series: Onscreen Guide*.

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# Load paper or transparency film, or load originals

Your unit is designed to print and copy onto a variety of transparency films and paper types, weights, and sizes. It is important, however, that you choose the right paper and make sure that it is not damaged.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

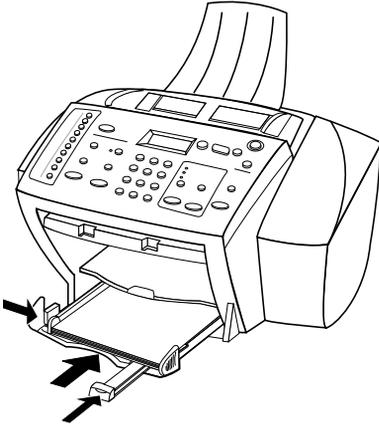## Load the input tray with letter-, legal-, or A4-size paper

For best results, adjust the paper settings each time you change paper types. For more information, see "Set the paper type."

1   Pull out the bottom (input) tray, and slide the paper-width and -length adjusters to their outermost positions.
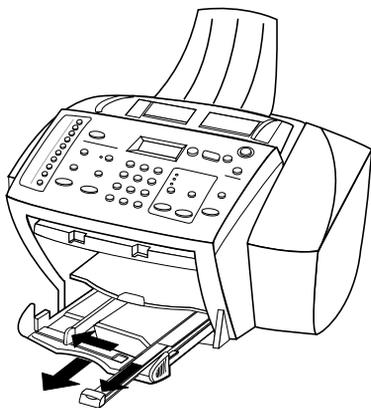
2   Tap the stack on a flat surface to even the edges of the paper, and then check the paper for the following:

   •   Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
   •   Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.

3   Insert paper into the input tray, print-side down and letterhead or top of page first, until it stops.

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4   Slide the paper-width and -length adjusters in until they stop at the edges of the paper, and be sure that the paper stack lies flat in the input tray and fits under the tab of the paper-length adjuster.

5   Push the input tray back in until it stops.
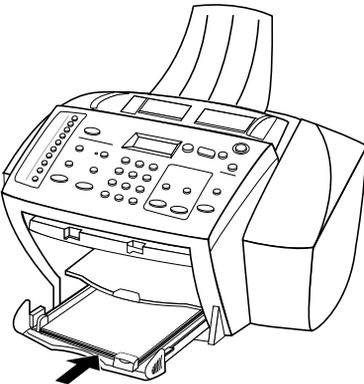
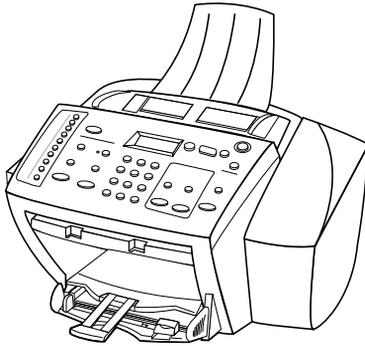**6**   To prevent legal- or A4-size paper from possibly falling off the tray, pull out the output-tray extender.

Review tips for loading specific types of paper

The following table provides guidelines for loading certain types of paper and film. For best results, adjust the paper settings each time you change paper types. For more information, see "Set the paper type."

Paper	Tips
HP papers	• HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and insert paper with the arrow side facing up.
	• HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the input tray first, and place the photo paper on top of the regular paper.
	• HP Premium or Premium Rapid-Dry Inkjet Transparency Film: Insert the film so that the white transparency strip, with arrows and the HP logo, is on top and is going into the tray first.
	• HP Iron-On T-Shirt Transfers: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until just before using.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up).
	• HP Greeting Card, Glossy Greeting Card, or Textured Greeting Card Paper: Insert a small stack of HP Greeting Card Paper with the print-side down into the input tray until it stops.
	• HP Restickable Inkjet Stickers: Place the sheets in the input tray, print-side (sticker-side) down.

Paper	Tips
Legal-size paper	Even though the paper-length adjuster is fully extended, make sure that the input tray itself is pushed all the way in.
Labels (only works with printing)	• Always use letter- or A4-size label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the input tray, print-side down. Do *not* insert labels one sheet at a time.
Postcards (only works with printing)	Insert a stack of postcards with the print-side down into the input tray until it stops. Line the postcards up on the right side of the input tray, slide the width adjuster up against the left side of the cards, and slide the length adjuster in until it stops.

Load the input tray with envelopes (only works with printing)

Your HP OfficeJet provides two methods for working with envelopes. Do *not* use shiny or embossed envelopes or envelopes that have clasps or windows.

• If you are printing one envelope, use the envelope slot. Slide the envelope into the envelope slot located on the right side toward the back of the output tray, with the envelope flap up and on the left, until it stops.
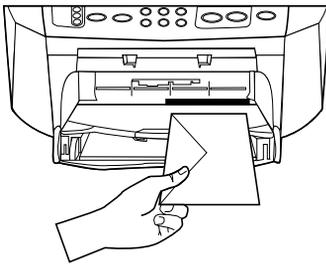
- If you are printing multiple envelopes, remove all paper from the input tray, and then slide a stack of envelopes into the tray, with the envelope flaps up and to the left (print-side down), until they stop.
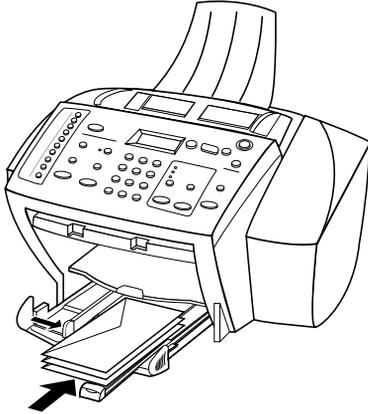
Adjust the left paper guide against the envelopes (be careful not to bend the envelopes). Make sure the envelopes fit within the tray (do not overload it).
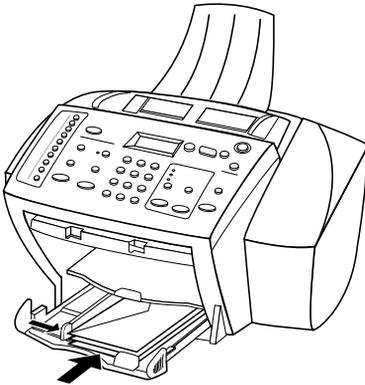
Set the paper type

After you have loaded paper or film in the unit, select the new paper type. Change this setting whenever you change the type of paper or film.

The paper types you specify for copying are independent of the paper types you specify for printing.

For more information, see "Recommended paper-type settings for copying" or "Recommended paper-type settings for printing" in the Onscreen Guide.

To do this for future copy jobs

Choose one of the following:

- On the front panel, press **Menu**. Press **1**, and then press **2**. Press ⊙ until the appropriate type appears. Press **ENTER** to choose the displayed paper type.

- In the Director, click **SETTINGS**, and then choose **Copy Settings**. The Settings tab appears. In the **Paper Type** area, choose the appropriate type, and then click **Save Configuration**.

To do this for a print job

Choose one of the following:

- To do this for future print jobs, go to the Director, click **SETTINGS**, and then choose **Print Settings**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and click **OK**.

- To do this for the current print job, open the document that you want to print. From the File menu, choose **Print**, **Print Setup**, or **Page Setup**. Make sure that the selected printer is **HP OfficeJet K Series**, and then click **Properties**, **Options**, **Printer Setup**, or **Printer**. The Setup tab appears. From the **Paper Type** list, choose the appropriate type, and then click **OK**.

Load originals

If you are working with originals that are printed on 16-24 lb. (60-90 gsm) plain paper or HP Premium Inkjet paper, you can load more than one in the automatic document feeder (ADF). If you are working with photos or originals of an odd size (no smaller than 3-by-3 inches or 76-by-76 millimeters), load them in the ADF one at a time. When working with fragile, torn, or odd-sized originals, we recommend that you use a document sleeve or sheet protector (available from most office-product stores) for the original. Place a single sleeve into the ADF with the sealed edge first and the transparent side down.

1 Place the original(s) in the ADF with the printed side facing toward the back and with the top of the document pointing down.

2 Adjust the document guides to fit your document.
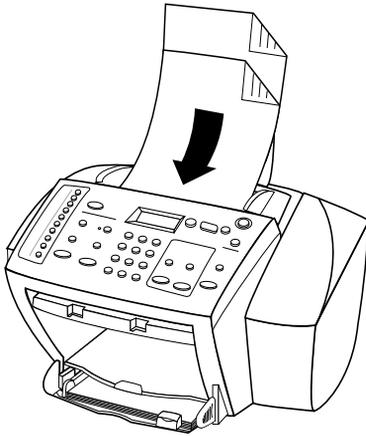
Avoid paper jams

To avoid paper jams, remove papers from the output tray frequently. Output tray capacity is affected by the type of paper and the amount of ink you are using. For more information about output-tray capacity, see "Technical information." For help with clearing a paper jam, see the Troubleshooting Help available through the Director.

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Use the print features
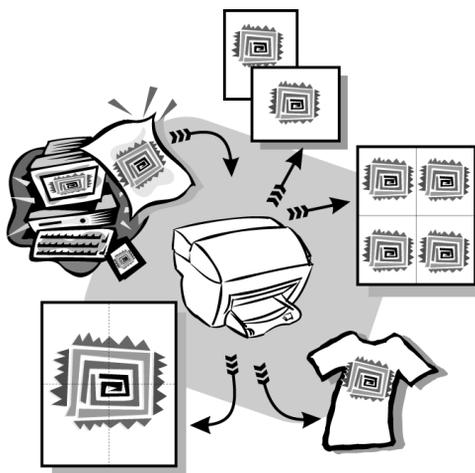
Most print settings are automatically handled by the program you are printing from or by HP's ColorSmart technology. You only need to change the settings manually when you change print quality, print on specific types of paper or film, or use special features, such as two-sided printing.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Start a print job

Follow these steps to start a print job from the software program that you used to create your document.

1 Load the input tray with the appropriate paper.

For more information, see "Load paper or transparency film, or load originals."

2 From your program's **File** menu, select **Print**.

A Print dialog box appears on your screen.

3 Make sure that the selected printer is **HP OfficeJet K Series** (or the "friendly name" that you have assigned to the unit).

For more information, see "Select a printer" in the Onscreen Guide.

Select **HP OfficeJet K Series**.
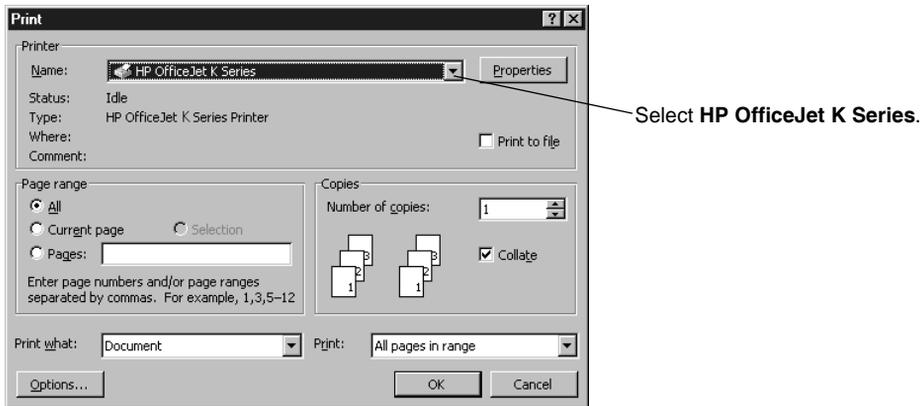
If you need to change settings, click the button that accesses the HP OfficeJet K Series Properties dialog box (depending on your program, this button may be called Properties, Options, Printer Setup, or Printer), and then select the appropriate options for your print job using the features available in the Setup, Features, and Advanced tabs. Click OK to close the dialog box.

4 Click **OK** to begin your print job.

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Use the scan features

To use the scan features, your HP OfficeJet and PC must be connected.

NOTE Scanning functions can vary. For the most up-to-date scanning information for your printer, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide

Scanning is the process of converting text and pictures into an electronic format for your PC. You can then use the converted (scanned) items for professional and personal projects.

- Professional uses: Scan text from an article you read, and bring it into your word processor so you can quote it in your report. Include pictures of your product in your brochure. Put your logo onto business cards that you print yourself.

- Personal uses: Scan pictures of your kids, and use the images in greeting cards (or e-mail the images to their grandparents). Put a photographic inventory of your house or office on a disk, and store it in a safe place.

You can scan just about anything, such as:

- Photos - to send out or place in documents.
- Magazine articles - to store on your PC.
- Text documents - to avoid retyping.

Begin a scan

You can initiate a scan from your HP OfficeJet, from your PC, or from within a TWAIN-compliant program.

To do this from your HP OfficeJet

➤ Press **Scan To** repeatedly until the desired option appears on the on the front-panel display, and then press **START SCAN**.
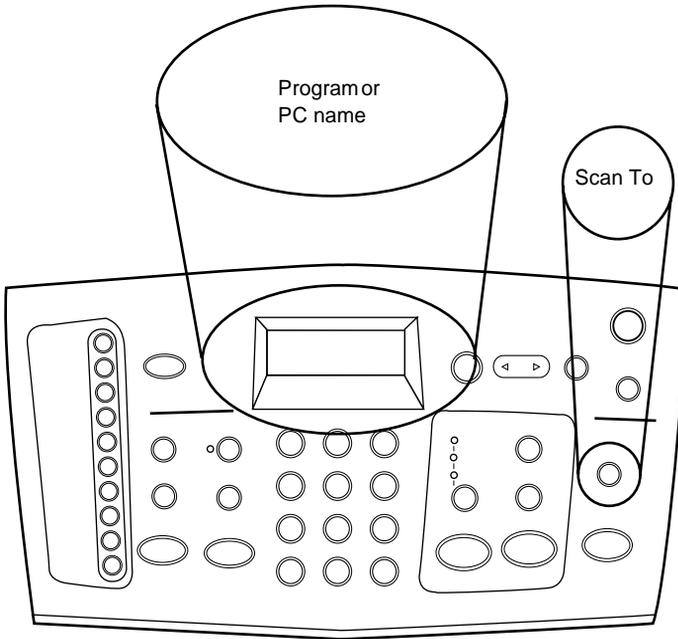
To do this from your PC

➤ In the Director, click **SCAN**.

Click here to scan.
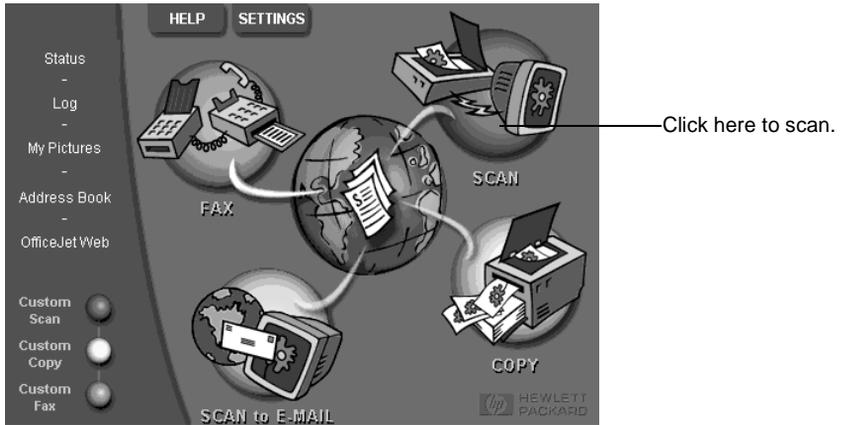
To do this from within a program

➤ Go to your program's **File** or system menu, choose **Scan** or **Acquire**, choose **Select Source**, and then choose **HP OfficeJet K Series**.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

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Use the copy features
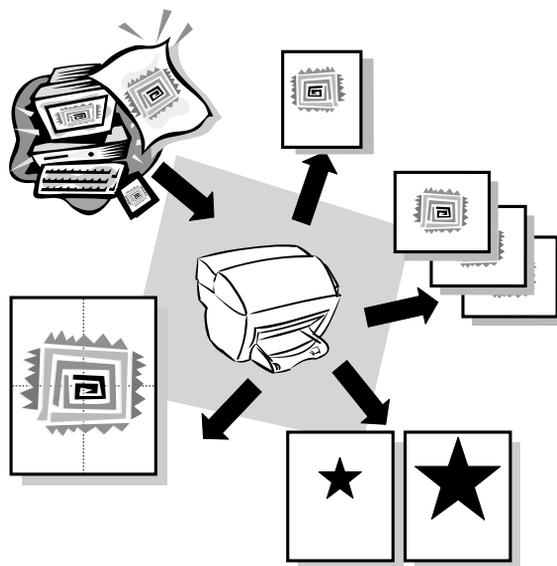
Using your HP OfficeJet, you can:

- Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers.
- Reduce or enlarge the size of the copies you make from 25% to 400% of the copy's original size. (Percentages may vary between models.)
- Make the copy lighter or darker, select the number of copies, and specify the quality of the copies you make.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Make copies

You can make copies using the front panel of your unit or using your PC. All copy features are available using either method.

All copy settings selected on the front panel are reset *two minutes* after the unit completes the copy job unless you save the settings as the default settings. Settings that you set in the software's Copy dialog box are reset *immediately* after you process the job. (Settings changed in the software's Copy Settings dialog box remain in effect until you change them again. For more information, see "Change settings for all future copy jobs" in the Onscreen Guide.)

Initiate the copy process from your HP OfficeJet

Follow these steps to start a copy job from your unit.

1   Load the input tray with the appropriate paper.

For more information, see "Load paper or transparency film, or load originals."

2   If you are using anything other than plain paper, do the following:

- Press **Menu**.
- Press **1**, and then press **2**.
- Press ⊚ until the appropriate paper type appears, and then press **ENTER** to select it.

For more information, see "Recommended paper-type settings for copying" in the Onscreen Guide.

3   Load your original.

For more information, see "Load originals."

4   If you want to make more than one copy (the default), press **Number of Copies**, and then use the keypad to enter the number of copies.

For more information, see "Set the number of copies" in the Onscreen Guide.

5   Change any other applicable settings, such as reduction or enlargement.

6   Press **START COPY**, **Black** or **Color**.

Initiate the copy process from your PC

Follow these steps to start a copy job from your PC.

1   Load the input tray with the appropriate paper.

For more information, see "Load paper or transparency film, or load originals."

2   Load your original.

For more information, see "Load originals."

3 In the Director, click **COPY**.

Click here to copy.
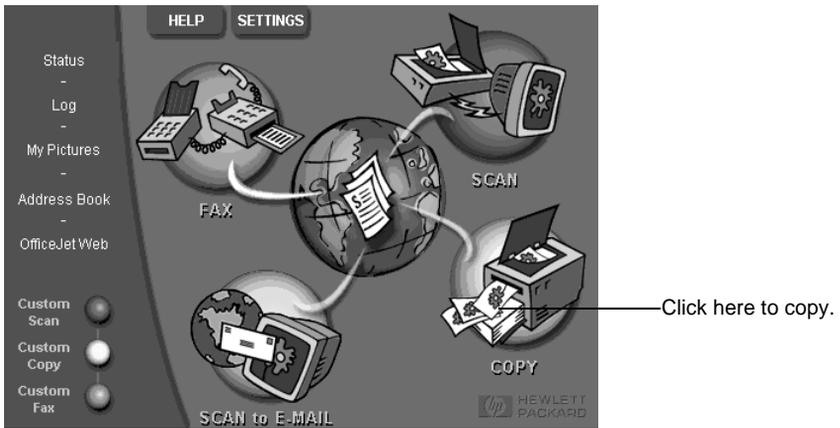
The Copy dialog box appears, with the Settings tab visible.

4 Change any applicable settings, such as reduction, enlargement, or special features.

Set the number of copies.

Choose the color.

Click here to start copying.

Select the paper type.
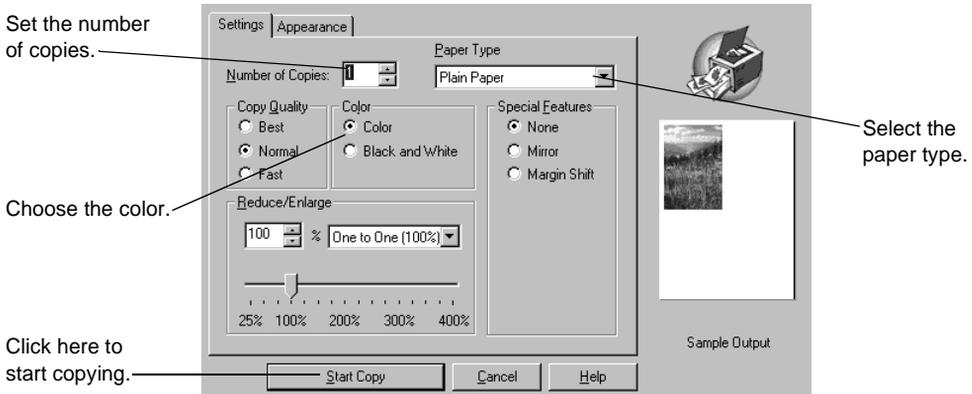
5 Click **Start Copy**.

Stop copying

You can stop a copy job from your unit or your PC. To do so, choose one of the following:

- On the front panel, press **Cancel.**
- In the status window of your PC, click **Cancel**.

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Use the fax features
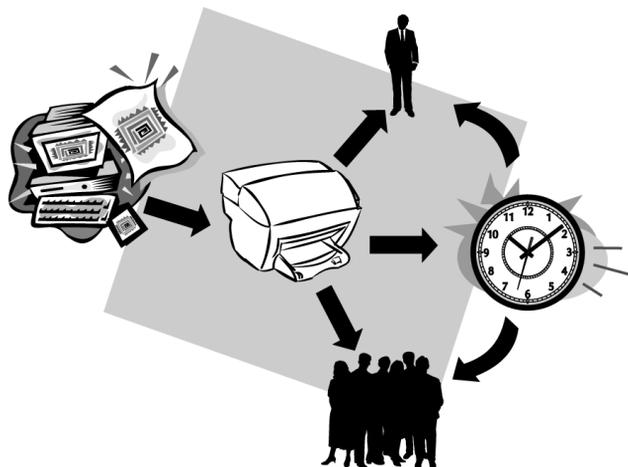
Using your HP OfficeJet, you can:

- Send and receive paper faxes, and send PC faxes. A PC fax is a file that you send from your PC.
- Send and receive color faxes. If you send a color fax and your HP OfficeJet determines that the recipient has a black-and-white fax unit, your HP OfficeJet will interrupt the send process and resend the fax in black and white.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Enable fax confirmation

Your HP OfficeJet is set to print a report only if there is a problem with sending or receiving a fax. A confirmation message that indicates whether an item was successfully sent appears briefly on the front-panel display after each transaction. If you need printed confirmation that your faxes are successfully sent, follow these instructions *before* sending any faxes.

To do this using the front panel

1   Press **Menu**.

2   Press **3**, and then press **6**.

6:Automatic Reports Setup appears, briefly, followed by the report option that is currently selected for use.

3   Press ⊙ until **Print Report Send Only** appears.

4   Press **ENTER** to select it.

To do this using the PC

1   In the Director, click **SETTINGS**, and then choose **Fax Settings**.
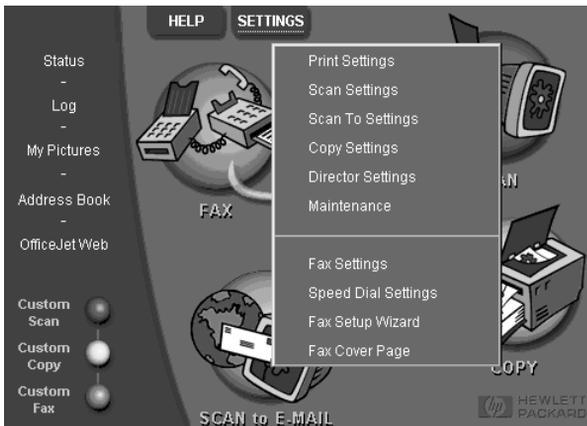
The Fax Settings dialog box appears, with the Reporting tab visible.

2   In the **Automatic Report Printing** list, choose **After a Fax Send**, and then click **OK**.
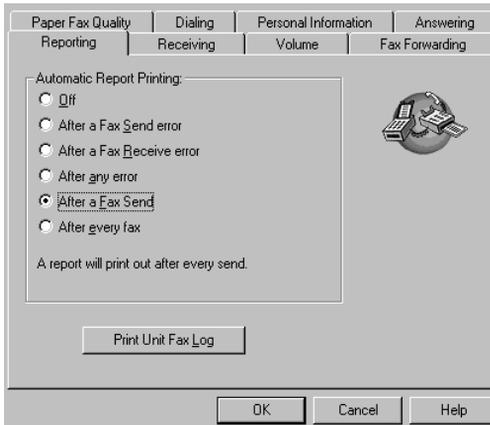
Send a fax

Your HP OfficeJet lets you send a fax in a variety of configurations. These include:

- Send a paper fax (using the front panel or PC).
- Send a paper fax with a PC-generated cover page (using the PC).
- Send a PC file with or without a cover page (using the PC).
- Send a PC-generated cover page as a single-page fax (using the PC).

Initiate the fax process from your HP OfficeJet

Follow these steps to use your HP OfficeJet to fax an item from the front panel.

1   Load your original.

For more information, see "Load originals."

2   To adjust resolution, press **Resolution** to scroll through the options, and then press **ENTER**.

3   Enter the fax number or speed-dial number.

- To enter a regular number, dial the fax number on the keypad. Enter all the numbers you would enter if you were dialing the number from a phone.

- To use an individual or group speed-dial number, press **Speed Dial** repeatedly until the desired number appears. If it is one of the first 10 speed dials, you can also just press the corresponding button on the one-touch pad located on the left side of the front panel (models K80 and K80xi only). For more information, see "Set up speed dialing."

4   Press **START FAX**, **Black** or **Color**.

Initiate the fax process from your PC

This section describes how to initiate a fax from your PC using the Director. For information on sending a fax from a specific software program, see "Initiate the process from within a program."

1   Load your original.

For more information, see "Load originals."

2   In the Director, click **FAX**.

Click here to fax.
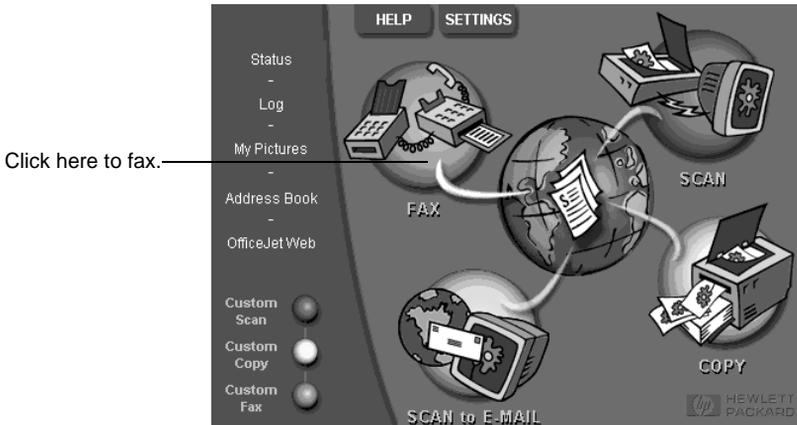
3   In the **Send Fax** dialog box, enter the fax number (or select one from the address book or **Recent Faxes** list) and other recipient information.

For more information, see "Save frequently used fax numbers."

Fax To	Enter the recipient information, or, to send a fax to a recent recipient, click **Recent Faxes**, and choose the recipient from the list.

Title First Name Last Name

Fax Number Voice Number Company

Address Book
Select From
Add To

Clear Entry   Recent Faxes

Recipient List

Name   Fax Number

Add to List

Remove

Include with Fax
☐ PC-Generated Cover Page

Edit Contents

☑ Page(s) in unit

Quality
⦿ Standard   ○ Photo
○ Fine

Color
⦿ Black and White
○ Color

Log and Settings

Help

Send Fax Now   Send Fax Later   Preview Fax   Cancel

Select the appropriate resolution.

Choose the color.

Verify that **Page(s) in unit** is selected.

Click here to start faxing.

4   Click **Send Fax Now**.

Initiate the process from within a program

You can fax directly from other software programs such as word processing or spreadsheet programs.

1   Open the file that you want to fax.

2   From your program's **File** menu, choose **Print**.

3   In the **Print** dialog box, select **HP OfficeJet K Series Fax** as the printer, and then click **OK**.

4   In the **Send Fax** dialog box, enter a name and fax number (or select from the address book or **Recent Faxes** list) and other recipient information.

For more information, see "Save frequently used fax numbers."

Enter the recipient information, or, to send a fax to a recent recipient, click **Recent Faxes**, and choose the recipient from the list.

Select the appropriate resolution.

Choose the color.

Select if there are additional pages in the unit that you want to include.

Click here to start faxing.

5   Click **Send Fax Now**.

Receive a fax

Depending on how you set up your HP OfficeJet, you will either receive faxes automatically or manually. For more information, see "Set the answer mode."

Your HP OfficeJet is automatically set to print received faxes. If you receive a legal-size fax and your HP OfficeJet is not currently set to use legal-size paper, the unit automatically reduces the fax so that it fits on the paper that is loaded.

Receive a fax manually

Before manually receiving a fax to your HP OfficeJet, we recommend that you remove any originals from the ADF so that they are not accidentally processed.

To do this using the front panel

1   Verify that **Auto Answer** is turned *off*.

The light next to Auto Answer is off when the feature is disabled. Press the Auto Answer button to turn it on or off.

2   When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet.

3   If you hear fax tones, press **START FAX**, **Black** or **Color**, or, if you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone.

4   After you are finished, hang up the telephone.

To do this using the PC

1   In the Director, click **SETTINGS**, and then choose **Fax Settings**.
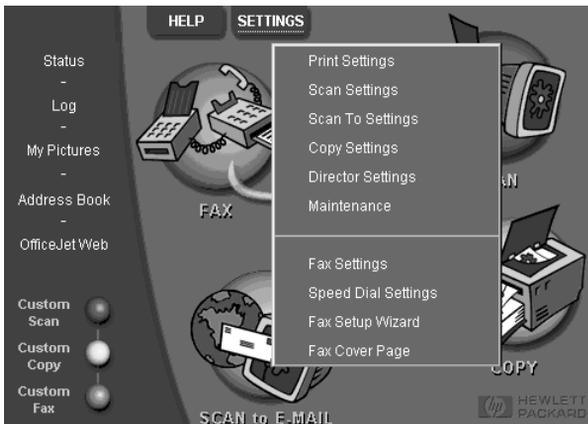
The Fax Settings dialog box appears, with the Reporting tab visible.

2   Click the **Answering** tab.

3   In the **Phone answering** area, select **Manual**.

Answer fax
calls
manually.
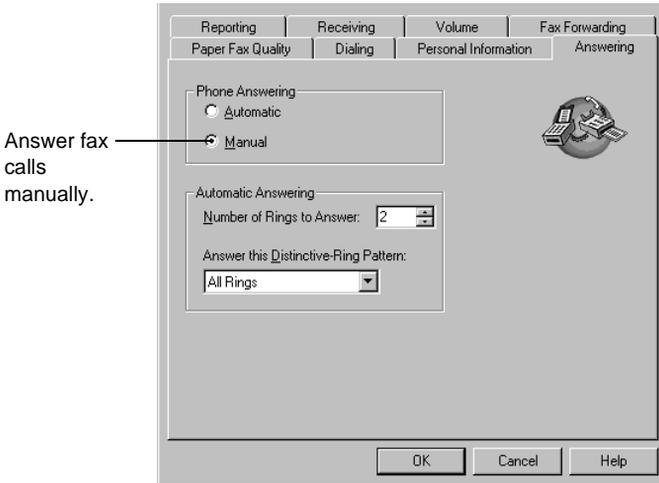
4   After you are finished, click **OK**.

5   When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet.

6   If you hear fax tones, press **START FAX**, **Black** or **Color**, or, if you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone.

7   After you are finished, hang up the telephone.

Save frequently used fax numbers

There are two ways of storing fax numbers that you use frequently. You can assign numbers that can be used in speed dialing from the front panel, and you can save numbers in the address book for use with the software.

For information on setting up speed dialing, see "Save frequently used fax numbers" in the Onscreen Guide.

9

Additional setup information

This section provides assistance in resolving installation and configuration issues, setting fax-header information using the front panel, and adding and removing software. The standard installation instructions are provided in your Setup Poster. Retain the poster in case you need to refer to it at a later time.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Microsoft's plug-and-play messages do not appear

If you installed the HP OfficeJet software first as requested on the Setup Poster and you are a Windows 95/98/2000/XP user, a series of Microsoft New Hardware Found messages should have appeared on your screen during software installation. This series of messages would have ended with the following Congratulations message; if you are a Windows NT 4.0 user, only this last message should have appeared.

Congratulations	☒
Congratulations! You have successfully installed and configured your HP OfficeJet software.	
OK	

If the Congratulations message did not appear, try the following:

• Make sure that only one cable, parallel or USB, is in use.

NOTE   If you are using Windows XP, you *must* use a USB cable. Parallel cables will not work.

• If you are using a parallel cable, verify that it is an IEEE 1284 A-B cable.
• If you are using a USB cable with Windows 98 or 2000, verify that the cable is high-speed (12 Mbps) and does not exceed five meters in length, and verify that the PC is USB-ready. For more information about determining whether your PC is USB-ready, see your PC's documentation or check with the PC's manufacturer.
• Verify that the cable is securely connected to your HP OfficeJet and directly connected to the applicable port of your PC. After the cable is connected properly, turn your HP OfficeJet off and then on again.
• Turn your HP OfficeJet off and then on again, and then restart your PC.

- If the previous steps do not solve the problem, remove and reinstall the software. For more information, see "Remove and reinstall your HP OfficeJet software."

New Hardware message appears (Windows 95, 98, 2000, or XP)

If you set up your HP OfficeJet and connect it directly to your PC *before* you install the software, you may encounter one of the following:
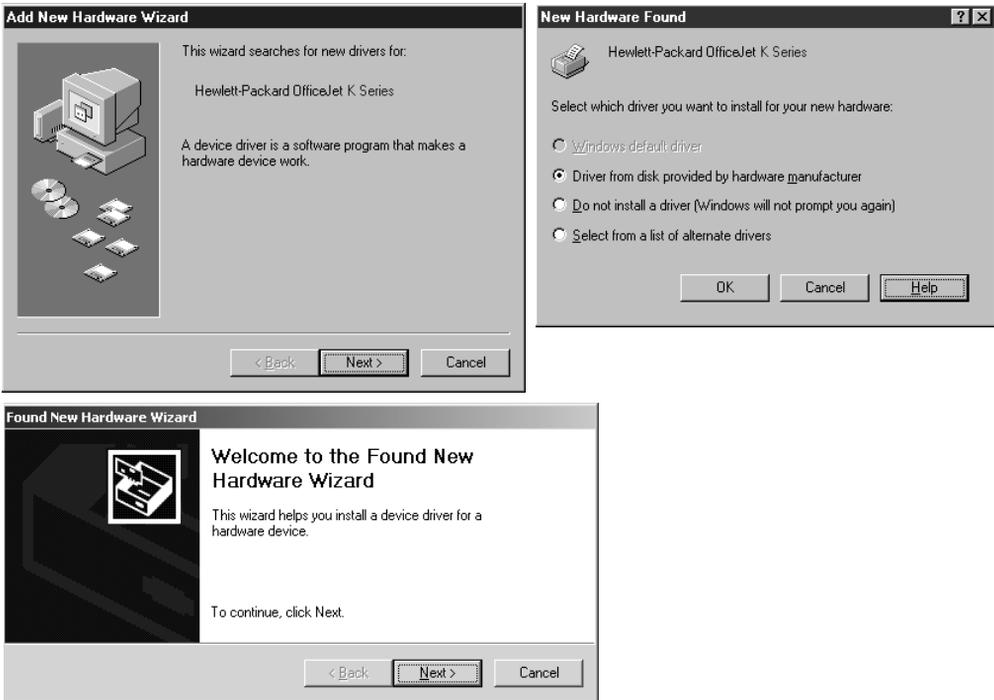
If the message is still visible on your screen, do the following:

1 Press **Esc** to exit the message without making any changes.

2 Turn off your HP OfficeJet.

3 Follow the software installation steps outlined in the Setup Poster that came with your HP OfficeJet.

If the message appeared *and* you clicked Next or OK, do the following:

1 Press **Esc** to exit.

2 Turn off your HP OfficeJet.

3 Follow the software installation steps outlined in the Setup Poster that came with your HP OfficeJet.

Your PC is unable to communicate with your HP OfficeJet

If communication cannot be established between your PC and HP OfficeJet (for example, the HP OfficeJet status icon has the yellow error triangle), try the same tasks outlined under "Microsoft's plug-and-play messages do not appear."

Windows Add Printer feature

Avoid using the Windows Add Printer feature. Instead, choose one of the following:

- To connect directly to your PC, follow the steps outlined in the Setup Poster that came with your unit.
- To set up network printing only, set up a peer-to-peer network. For more information, see "Set up for network printing using Windows sharing" in the Onscreen Guide.

Install an HP JetDirect Print Server later (models K80 and K80xi only)

For the latest information regarding networking, visit the HP Web site at:

www.officejetsupport.com

If you purchased the HP JetDirect Print Server 170x, you must have the version that is assigned part number *J3258B* to achieve full network capability. If you use the version that is assigned part number J3258A, only network printing will be available.

To install the print server

1   Using the instructions provided with the HP JetDirect Print Server, set up the hardware, but do *not* use the CD-ROM included in the print-server package.

2   Insert the HP OfficeJet K Series CD-ROM into your PC's CD-ROM drive to install the software.

3   After you reach the **Setup Type** dialog box, choose **Networked**.

Set up for network printing using Windows sharing

For the latest information regarding networking, visit the HP Web site at:

www.officejetsupport.com

If your PC is on a network, and another PC on the network has an HP OfficeJet connected to it, you can use that unit as your printer.

You can only access *print* features in this configuration; other network features are only supported if you use an HP JetDirect Print Server. For more information, see "Install an HP JetDirect Print Server later (models K80 and K80xi only)."

For more information, see "Set up for network printing using Windows sharing" in the Onscreen Guide.

Use your HP OfficeJet with Windows 2000

For the latest information regarding networking, visit the HP Web site at:

www.officejetsupport.com

Install the software as outlined in the Setup Poster, and insert the Windows 2000 CD that came with your Windows operating system if a message appears that asks you to do so.

Set basic fax settings using the front panel

We recommend that you use the Fax Setup Wizard in the HP OfficeJet software to configure all your basic fax settings; however, you can also access these settings from the front panel.

NOTE   In the U.S., regulations require that your name and number appear on every fax. The minimum settings that we recommend are described in the following topics.

For more information on other fax settings, see "Use the fax features" in the Onscreen Guide.

Set the date and time

Follow these steps to set the date and time manually.

1   On the front panel, press **Menu**.

2   Press **5**, and then press **1**.

3   After **Enter date** appears, enter the date and time using the keypad.

Use only the last two digits for the year.

After you are done, the date and time appear on the display.

Set the fax header

Follow these steps to enter your name and fax number.

NOTE   In Hungary, the subscriber identification code (fax header) can be set or changed only by authorized personnel. For more information, contact your authorized HP dealer.

1   On the front panel, press **Menu**.

2   Press **5**, and then press **2**.

3   Enter your name using the guidelines provided in the next section, "Enter text."

4   Using the keypad, enter your fax number.

5   After you finish entering your fax number, press **ENTER**.

Enter text

The following list provides tips for entering text using the front-panel keypad.

- Press the keypad numbers that correspond to the letters of a name.

ABC ———————These letters correspond to

2 ———————this number, and so on.

- Press a button multiple times to see a letter first in uppercase and then in lowercase.

JKL

5

To get this character:	J	j	K	k	L	l	5
Press 5 this many times:	1	2	3	4	5	6	7

- After the correct letter appears, press ⊚, and then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.
- To insert a space, press **Space (#)**.
- To enter a symbol, such as a hyphen, parenthesis, or at sign (@), press **Symbols (*)** to scroll through a list of symbols.
- If you make a mistake, press ⊚ to clear it, and then make the correct entry.
- After you are done entering text, press **ENTER** to store your entries.

Set the answer mode

To set the answer mode, choose one of the following:

- If you want your HP OfficeJet to answer every fax call automatically, verify that **Auto Answer** is enabled. (The light next to Auto Answer on the front panel is on when the feature is enabled. Press the Auto Answer button to turn it on or off.)
- If you want to answer fax calls manually, turn **Auto Answer** off.

Set the Rings to Answer setting

This setting tells your HP OfficeJet how many rings should occur before it answers an incoming call. Follow these steps to change the Rings to Answer setting manually.

To use this feature, Auto Answer must be enabled. The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

1 Press **Menu**.

2 Press **5**, and then press **3**.

3 After **Answer on Ring** appears, press ⊚ to scroll to the desired number of rings.

4 After the number you want appears, press **ENTER**.

Check for dial tone

Before using the fax features, verify that the connections are correctly established.

1 Press **Start Fax**, **Black** or **Color**, and listen for a dial tone.

2 If you do not hear a dial tone, check the connections.

3 Press **Cancel** to hang up.

Remove and reinstall your HP OfficeJet software

When you remove a program, you need to remove all files associated with that program, not just the files you see in a particular program folder.

Do *not* simply delete the program files from your hard drive. Be sure to remove it properly, using the utility provided in the HP OfficeJet K Series program group.

1 On the Windows taskbar, click **Start**, point to **Programs**, choose **HP OfficeJet K Series**, and then choose **Uninstall Software**.

2 Follow the directions on the screen.

3 If you are asked whether you would like to remove shared files, click **No**.

Other programs that use these files may not work properly if the files are deleted.

4 After the program finishes removing the software, disconnect your HP OfficeJet, and restart your PC.

5 To reinstall the software, insert the HP OfficeJet K Series CD-ROM into your PC's CD-ROM drive, and follow the instructions that appear.

For more information, see the Setup Poster that came with your HP OfficeJet.

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Use Hewlett-Packard's support services

This section explains the service information provided by Hewlett-Packard.

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

If you are unable to find the answer you need in the printed or online documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries /regions worldwide. If a support service number is not listed for your country/region, contact your nearest authorized HP dealer for help.

Internet

If you have Internet access, you can get help from the HP Web site:

> www.officejetsupport.com

Here you can find technical support, supplies and ordering information, project tips, and enhancement recommendations to help you get the most from your unit.

HP Customer Support

Software programs from other companies may be included with your HP OfficeJet. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

1 Make sure that:

    a Your unit is plugged in and turned on.

    b The specified print cartridges are installed correctly.

    c The recommended paper is properly loaded in the input tray.

2 Reset your unit:

    a Turn off the unit usinng the **On** button located on the uni'ts front panel.

    b Unplug the power adapter connector from the back of the unit.

    c Plug the power adapter connector back into the unit.

    d Turn on the unit using the **On** button.

3 For more information, check the HP Web site.

4 If you are still experiencing problems and need to speak with an HP Customer Support Representative:

    • Have your serial number and service ID ready. To display your service ID, on the front panel, press **ENTER** and **Start Copy, Color** at the same time, until **SERV ID:** and the number appear in the front-panel display.

    • Print a Self-Test Report.

    • Make a color copy.

    • Be prepared to describe your problem in detail.

5 Call HP Customer Support. Be near your unit when you call.

Call in the U.S. during warranty

Call (208) 323-2551 Monday through Friday from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) and Saturdays from 9:00 A.M. to 4:00 P.M. MST. This service is free during the warranty period; however, your standard long-distance phone charges still apply.

Call in the U.S. post-warranty

If your product is not under warranty, you can call (800) 999-1148. A per-call, out-of-warranty support fee will be charged to your credit card. You can also call (900) 555-1500 ($2.50 per minute) from 6:00 A.M. to 10:00 P.M. MST and Saturdays from 9:00 A.M. to 4:00 P.M. MST. Charges begin only when you are connected with a support technician. (Prices and hours are subject to change without notice.)

Call elsewhere in the world

The numbers listed below are current as of the printing date of this guide. For a list of current international HP Support Service numbers, visit this address:

> www.officejet-support.com

For Korea, you can also visit this address:

> www.hp.co.kr/

You can call the HP support center in the following countries/regions. If your country/region is not listed, contact your local dealer or nearest HP Sales and Support Office to find out how to obtain services.

Support service is free during the warranty period; however, your standard long-distance phone charges will apply. In some cases, a flat fee per single incident will also apply.

Country/Region	HP Technical Support	Country/Region	HP Technical Support
U.S. during warranty	(208) 323-2551	Kuwait	+971 4 883 8454
U.S. post-warranty (per-call charge)	(800) 999-1148	Lebanon	+971 4 883 8454
U.S. post-warranty (per-minute charge)	(900) 555-1500	Malaysia	03-2952566
Argentina	541 14 778-8380	Mexico	01-800-472-6684
Australia	+61-3-8877-8000	Netherlands	020-606-8751
Austria	0660-6386	New Zealand	(09) 356 6640
Bahrain	+971 4 883 8454	Norway	22-11-6299
Belgium (Dutch)	02-626-8806	Oman	+971 4 883 8454
Belgium (French)	02-626-8807	Palestine	+971 4 883 8454
Brazil	55-11-829-6612	Philippines	632-867-3551
Canada during warranty	(905) 206-4663	Poland	022-375065
Canada post-warranty (per-call charge)	1-877-621-4722	Portugal	01-3180065
Chile	800-360-999	Qatar	+971 4 883 8454
Czech Republic	420 2 61307 310	Russia	095-9235001
Denmark	39-29-4099	Saudi Arabia	+971 4 883 8454
Europe (English)	+44-171-512-5202	Singapore	2725300
Egypt	+971 4 883 8454	South Africa (RSA)	011-8061030
Finland	02-03-47-288	Spain	902-321-123
France	01-43-623-434	Sweden	08-619-2170
Germany	0180-525-8143	Switzerland (French)	084-880-1111
Greece	01-6896411	Switzerland (German)	084-880-1111
Hong Kong	800-96-7729	Taiwan	886-2-2717-0055
Hungary	01-2524505	Thailand	662-661-4011
India	91-11-682-6035	Turkey	01-2245925
Indonesia	62-21-350-3408	United Arab Emirates	+971 4 883 8454
Ireland	01-662-5525	United Kingdom	0171-512-5202
Israel	09-9524848	Venezuela	800-47-888

Country/Region	HP Technical Support	Country/Region	HP Technical Support
Italy	022-641-0350	Venezuela (Caracas)	207-8488
Jordan	+971 4 883 8454	Vietnam	84-8-823-4530
Korea	+82 (2) 3270 0700	Yemen	+971 4 883 8454

HP Distribution Center

To order HP OfficeJet software, a copy of the printed Basic Guide, a Setup Poster, or other customer-replaceable parts, call the appropriate number.

- In the U.S. or Canada, dial (661) 257-5565.
- In Europe, dial +49 180 5 290220 (Germany) or +44 870 606 9081 (U.K.).

To order HP OfficeJet software, call the phone number for your country/region.

Country/Region	Number for ordering
U.S.	(661) 257-5565
Argentina	541 14 778-8380
Asia	65 740 4477
Australia/New Zealand	61 3 8877 8000
Brazil	55-11-829-6612
Chile	800 360999
Europe	+49 180 5 290220
Europe	+44 870 606 9081
South Africa	+27 (0)11 8061030
Mexico	01 800 4726684
Venezuela	800 47 888
Venezuela (Caracas)	207 8488

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Technical information

For comprehensive information, see the fully searchable Onscreen Guide. To access the guide, go to the Director, click Help, and choose Onscreen Guide.

Power specifications

- Power consumption: 50W maximum
- Source (Input) Voltage: 100 to 240 VAC*, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1A maximum

* Figures are based on using the AC adapter that came with your unit (HP part number 0950-2880).

Order print cartridges

Print Cartridges	HP Reorder Number for K80/ K80xi	HP Reorder Number for K60/K60xi
HP black print cartridges	51645A, 51645G	51645A, 51645G
HP color print cartridges	C6578A, C6578D	C6578A, C6578D

If you have Internet access, you can get more information from the HP Web site at:

www.officejetsupport.com

Regulatory information

The following sections describe product requirements from various regulatory agencies.

Notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

• Remain on the line and explain to the dispatcher the reason for the call.
• Perform such activities in the off-peak hours, such as early morning or late evening.

NOTICE: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

Regulatory notices

The following sections are statements from various regulatory agencies.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

Declaration of Conformity: 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. 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. Class B 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, may cause harmful interference to radio communications. However, there is not 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 the receiving antenna.
• Increase the separate 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.

Product Regulations Manager, Hewlett-Packard Company, San Diego, 858-655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: *How to Identify and Resolve Radio-TV Interference Problems*. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

CAUTION   Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company, may cause harmful interference and void the FCC authorization to operate this equipment.

DOC statement / Déclaration de conformité (Canada)

Le present appareil numerique n'emet pas de bruitis radioelectriques depassant les limits applicables aux appareils numeriques de la class B prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Notice to users of the Canadian telephone network

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION	Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.3B, based on FCC Part 68 test results.

Notice to all users of the European Economic Area (EEA)

C E

This product is designed to work with the telephone networks in the following countries/regions:

German	UK	Netherlands
France	Spain	Italy
Belgium	Luxembourg	Switzerland
Austria	Denmark	Sweden
Norway	Finland	Ireland
Greece	Portugal	

Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country/region other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if addition product support is necessary.

This equipment comes with a telephone connector specific to the country/region where it was purchased.

This equipment has been certified by the manufacturer in accordance with Directive 1999/5/EC (annex II) for Pan-European single-terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries/regions, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point.

In the event of problems, you should contact your equipment supplier in the first instance.

Notice to users of the Irish telephone network

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

Notice to users of the German telephone network

The HP OfficeJet K Series products are designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the HP OfficeJet K Series, into the wall socket (TAE 6) code N. The HP OfficeJet K Series products can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

Geräuschemission

LpA < 70 dB
am Arbeitsplatz
im Normalbetrieb
nach DIN 45635 T. 19

For non-European customers

This product is approved for use only in the country/region in which it was purchased. Local country/regional laws may prohibit the use of this product outside the country/region of purchase. It is strictly forbidden by law in virtually every country/region to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.

VCCI-2 (Japan)

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。

Notice to users of the Korean telephone network

사용자 안내문 (B급 기기)

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

Notice to users of the New Zealand telephone network

1 This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.

2 This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.

3 A Telepermit for any terminal equipment indicates only that Telecom accepts that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it does not assure that any item will work correctly with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

4 The decadic (or pulse) dialing on this device is unsuitable for use on the telecom network in New Zealand.

5 This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

6 When using the remote fax-receive feature by pressing 1-2-3, the tones generated by the telephones must be at least 60 milliseconds in duration or greater.

Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name and Address:

Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA

declares that the product

Product Name:	OfficeJet K Series (Printer/Fax/Copier/Scanner) product
Model Number(s):	C6747A/C8664A (EU/Aust./New Zealand only)
Product Options:	K60 (C6748A), K60xi (C6749A), K80 (C6750A), K80xi (C6751A)

conforms to the following Product Specifications:

Safety:	EN60950:1992 +A1, A2, A3, A4, and A11
	IEC60950: 1991 +A1, A2, A3, and A4
	UL1950, 3rd Edn: 1995
	CSA22.2 No. 950 3rd Edn: 1995
	NOM-019-SCFI-1993
EMC:	CISPR22:1997 / EN55022:1998
	CISPR24:1997 / EN55024:1998
	EN55024-1:1998
	IEC 61000-4-2:1995 / EN61000-4-2:1995
	IEC 61000-4-3:1995 / EN61000-4-3:1996
	IEC 61000-4-4:1995 / EN61000-4-4:1995
	IEC 61000-4-5:1995 / EN61000-4-5:1995
	IEC 61000-4-6:1996 / EN61000-4-6:1996
	IEC 61000-4-8:1993 / EN61000-4-8:1993
	IEC 61000-4-11:1994 / EN61000-4-11:1994
	IEC 61000-3-2:1995 / EN61000-3-2:1995
	IEC 61000-3-3:1995 / EN61000-3-3:1995
	AS / NZS 3548:1992
	Taiwan CNS13438
	FCC Part 15 – Class B / ICES-003, Issue 2 / VCCI-2
Telecom:	TBR21 (1998)
	EG201 121 (1998)

Supplementary Information:

The Product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC and EMC Directive 89/336/EEC, and the R+TTE Directive 1999/5/EC (Annex II), and carries the CE marking accordingly.

European Contact: Your local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH.

Department HQ-TRE, Herrenberger Strasse 130, D-71034 Böblingen (FAX + 49-7031-14-3143)

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HP OfficeJet Menu

1:Copy Setup	2:Fax Functions	3:Print Report	4:Speed Dial Setup	5:Basic Fax Setup	6:Advanced Fax Setup	7:Maintenance
1:Photo Mode	1:Scan and Fax Black Only	1:Last Transaction	1:Individual Speed-Dial	1:Date and Time	1:Automatic Reports Setup	1:Clean Print Cartridges
2:Paper Type	2:Send Fax Later Black Only	2:Log	2:Group Speed-Dial	2:Fax Header	2:Answer Ring Pattern	2:Align Print Cartridges
3:Paper Size	3:Fax Forwarding Black Only	3:Speed Dial List	3:Delete Speed-Dial	3:Rings to Answer	3:Busy Redial	3:Restore Factory Defaults
4:Text Enhance	4:Polling to Receive	4:Menu Settings	4:Print Speed-Dial List	4:Paper Size	4:No Answer Redial	4:Reprint Faxes in Memory
5:Margin Shift		5:Self-Test Report		5:Tone or Pulse Dialing	5:Automatic Reduction	5:Set Power Save Mode Time
6:Mirror		6:Automatic Reports Setup		6:Ring and Beep Volume	6:Backup Fax Reception	6. Set Country/ Region and Language
7:Set Copy Defaults					7:Error Correction Mode	
8:Restore Copy Factory Settings					8:Silent Detect	
9:Copy Quality (models K60 and K60xi only)						

Use **Menu** to display the menu options.
Use ◁ and ▷ to move to the setting you want.
Press **ENTER** to select the displayed setting.

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· Technical Support
· Supplies and Ordering Information
· Project Tips
· Ways to Enhance Your Product

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