



**hp** LaserJet 9055 mfp **hp** LaserJet 9065 mfp



## **Quick Reference**

hp LaserJet 9055mfp and 9065mfp

quick reference guide

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## Getting started

## **MFP** parts

#### The MFP





- **1** Automatic document feeder (ADF)
- 2 Scanning glass
- 3 Shelf
- 4 Tray 1
- 5 Tray 4
- 6 Tray 3
- 7 Tray 2
- 8 Front door
- 9 Toner access door
- 10 Touch screen
- **11 Control panel**
- 12 Optional Tray 5 (high capacity input device)
- 13 Optional finisher (output device)

#### The control panel



1) Touch screen	9) Sleep On/Off
2) Check	10) Stop
3) Mode selection key	11) Start
4) Help	12) Clear Quantity
5) Numeric keypad	13) Counter
6) Interrupt	14) Reset
7) Proof Copy	15) Job Memory
8) Timer	

The control panel allows access to the following functions:

- / Check (2) displays a screen summarizing all settings that are selected for the current job.
- 5 Mode selection key (3) switches the machine operation mode to copy, scan/fax, or print.
- **? Help** (4) displays a screen with help for the currently selected function, or accesses the Key Operator Mode screen. Not every function has a corresponding help screen.
- Numeric keypad (5) provides the means for entering numeric values.
- $\mathbf{I} = \mathbf{I}$  Interrupt (6) stops copying that is in progress to allow copying from the scanning glass.
- **Proof Copy (7)** outputs a single set of copies to confirm whether the current settings are selected properly.
- **Timer (8)** lights when the Weekly Timer function is activated. The function allows the MFP to automatically shut down power for specific periods of time, up to one week in duration.
- ③ Sleep On/Off (9) activates power-saving mode for times when the MFP is inactive, or activates the timer interrupt mode when the weekly timer function is active.
- Stop (10) stops the copying and deletes the stored memory.
- Start (11) activates copying or scanning.
- Clear Quantity (12) allows resetting of the copy quantity.
- **Counter** (13) displays the counter screen or accesses programming modes for setting special functions.
- *Keset* (14) restores the MFP to automatic mode settings or to Key Operator settings.
- 🔄 Job Memory (15) displays screens for selecting job store/job recall functions.

#### The touch screen

#### CAUTION

Do not apply weight or pressure to the touch screen glass, or it may be damaged.

The touch screen is an LCD that displays interactive screens with touch keys for making job selections. Selections are highlighted when they are touched. The touch screen is not active until the MFP is completely warmed up.

Use the initial screen to access the FINISHER, DUPLEX, CONTRAST, SCALE, PAPER, and ADVANCED options.

Under FINISHER, choose OPTIONS, which leads to selections about EXIT BIN, BINDING, STAPLE, OUTPUT, and STORE FOR HDD. You may also choose STAPLE and SORT. STAPLE turns the stapling function on and off. SORT turns the sort function on and off.

Under DUPLEX, choose duplexing options for 1- or 2-sided originals and printing.

Under CONTRAST, choose RESET or AUTO. These settings allow you to make the contrast of the copy lighter or darker.

Under SCALE, choose AUTO, ZOOM, or PRESETS. This allows you to reduce or enlarge a document. You may choose a preset ratio using PRESETS, or manually adjust the ratio using ZOOM. AUTO returns the ratio to 1:1.

Under PAPER, choose the tray from which to copy. The size of the paper is displayed. Corresponding icons show how much paper is left in each tray.

Under ADVANCED, choose ORIGINALS, OUTPUT, ROTATION OFF, or STORE. ORIGINALS allows you to tell the MFP what kind of original you are copying (for example, a mixed-size original or an original on tab paper). OUTPUT allows you to select options for your copy, such as cover insertion, transparency interleave, repeat an image, or add a stamp/overlay. ROTATION OFF, when selected and highlighted, deactivates the automatic mode that enables an original image to rotate 90 degrees to fit the orientation of the copy page with no loss of data. For example, when ROTATION OFF is selected, a landscape-oriented image will not rotate before printing on a portrait-oriented copy sheet. If you would like to print a landscape document on portrait paper (or alternately, a portrait document on landscape) by first rotating the image, the automatic mode should be activated (ROTATION OFF not highlighted). STORE allows you to scan a document and save it in the MFP to print later.

## Turning the MFP on and off

To turn on the MFP, press the primary power switch (2), and then press the secondary power switch (1).

CAUTION

Always turn off the MFP by pressing the secondary power switch (1), and then pressing the primary power switch (2).



- 1 Secondary power switch
- 2 Primary power switch

#### Help mode

Most functions provide a help option. To display the help, press ? Help on the control panel.

Use the **?** Help option to access information about the current screen mode and to learn about making jobs.

When the **?** Help option is selected, the screen displays a list of all MFP functions. When a function is touched, the help screen displays information specific to that function. To use the help, perform the following procedure:

- 1 Press ? Help.
- 2 Touch STAPLE SUPPLY, PUNCH, ADF, TONER SUPPLY, PAPER SUPPLY, Help MENU, or FOR ASSISTANCE to display specific help information. Select the topic you want.
- **3** For help on operations, touch Help MENU in the center of the screen.
- 4 Touch Exit to return to the screen displayed before pressing the ? Help option.



## Using the scanning glass

Use the scanning glass when originals are not suitable for use with the automatic document feeder (for example, when the size is incompatible, or when originals are folded, stapled, torn, or in poor condition).

Use the scanning glass up to the following sizes:

- 280 by 432 mm (11 by 17 inches) sheet or book
- 6.8 kg (15 lb) book weight
- 30 mm (1.2 inches) thickness

#### To use the scanning glass

1 Place the original document face-down on the scanning glass, in the rear-left corner.



2 Close the document cover to prevent the original document from shifting on the scanning glass.



3 Select any options, and press Start.

## **Using the ADF**

The Automatic Document Feeder (ADF) automatically feeds up to 100 originals that are placed face-up in the tray. The ADF should be used only for unstapled, unfolded, smooth, flat original documents. See <u>Paper Sizes</u> for dimensions of various paper sizes. The following sizes can be used in the ADF:

• A3	• B4	• 5.5x8.5R+
• A4	• B5	Letter
• A4R	• B5R	LetterR
• A5	• B6R	Legal
• A5R	• 5.5x8.5	Tabloid/Ledger

Do not use the ADF for the following original documents:

- curled, creased, or folded
- paste-ups or cut-outs
- books
- glossy paper, overhead transparencies, pre printed forms, or cellophane
- folded, punched, or stapled originals
- very thin or very thick originals (thin paper is 49 to 57 g/m<sup>2</sup> (13 to 15 lb bond), thick paper is 90 to 200 g/m<sup>2</sup> (25 to 110 lb bond)).

#### To use the ADF

The MFP determines the correct paper size to use according to the paper guide adjustments on the ADF.

- 1 Place the original document face-up in the ADF tray. Make sure the ADF is completely closed.
- 2 Adjust the paper guides to the size of the document being fed through the ADF.



- **3** Use the numeric keypad to enter the number of copies that you want.
- 4 Press Start.

#### To use the ADF with mixed originals

Original documents that contain a variety of paper sizes can be copied from the ADF in one of two Auto modes. In the Auto mode under PAPER, copies will output on mixed paper sizes to match the originals. In the Auto mode under SCALE, copies will output on one common paper size that you select. An appropriate magnification ratio is selected automatically.

1 Place the original document, face-up and in order, in the ADF tray, aligned with the left-rear of the tray. Anything larger than A4 paper (210 by 297mm (8.3 by 11.7 inches)) should be fed short edge first.

- 2 Adjust the paper guides to the largest original page.
- 3 Press Start.

#### Choosing a paper size

#### Orientation

You can use the Auto mode under either SCALE or PAPER to copy original documents on paper that feeds into the copier differently than the original. For example, if the original document feeds into the ADF short-edge first, and the only paper loaded is the same size, but oriented long-edge first, the MFP will automatically rotate the image so that the copy comes out correctly.

Auto mode under SCALE will rotate the image, and reduce or enlarge the original image to fit the selected paper.

Auto mode under PAPER will only rotate the image, selecting the same size paper as the original.

#### to turn automatic rotation off

The default setting for automatic rotation is on (ROTATION OFF is highlighted). You can turn automatic rotation off by touching ROTATION OFF on the touch screen.

#### To reduce and enlarge

Use the Zoom mode to reduce or enlarge the copied original image in 1 percent increments.

- 1 On the touch screen, touch ZOOM.
- 2 Use the numbers or arrows on the pop-up menu to set the desired ratio.
- 3 Touch OK.
- 4 Place the original document in the ADF or place it on the scanning glass.
- 5 Press Start.

#### Vertical/horizontal zoom (delete)

Use the Vertical/Horizontal Zoom mode to reduce or enlarge vertical and horizontal dimensions.

- 1 On the touch screen, touch ZOOM.
- 2 Touch Vert. to select a vertical ratio, or touch Horiz. to select a horizontal ratio.
- 3 Use the numbers or arrows on the pop-up menu to set the desired ratio.
- 4 Touch OK.
- 5 Select the desired copy size.
- 6 Place the original document in the ADF tray or place it on the scanning glass.
- 7 Press Start.

#### **Duplexing (2-sided copying)**

Use duplexing when you want to make a 2-sided copy from a multiple-page original document that is printed on one side, or an original document that is printed on both sides.

#### To duplex

- 1 If the original document is printed on one side, and you would like to duplex, touch  $1 \ge 2$ . If the original document is printed on two sides, and you would like to duplex, touch  $2 \ge 2$ .
- 2 Place the original document in the ADF tray or place it on the scanning glass.
- 3 Press Start.

#### Using the optional finisher features

#### To staple

The stapling feature allows you to make stapled copies. You may choose a single-corner staple or two staples along one edge. For specific paper sizes, see <u>Finishing feature paper sizes</u>.

- 1 Touch OPTIONS.
- 2 Under the STAPLE menu, select the appropriate staple position and binding mode (if necessary).
- 3 Touch OK.
- 4 Touch ORIGINALS.
- 5 Select the appropriate original orientation, and then touch OK.
- 6 Select any additional copying features, including the number of copies.
- 7 Place the original document in the ADF tray.
- 8 Press Start.

#### To punch holes

For specific paper sizes, see **<u>Finishing feature paper sizes</u>**.

Do not punch holes in special paper (for example, labels, tabbed sheets, or transparent films).

- **1** Touch OPTIONS.
- 2 Touch PUNCH.
- 3 Select the appropriate punch position.
- 4 Touch OK.
- **5** Touch ORIGINALS.
- 6 Select the appropriate original orientation, and then touch OK.
- 7 Select any additional copying features, including the number of copies.
- 8 Place the original document in the ADF tray.
- 9 Press Start.

#### To fold in the center

You can fold up to three sheets without using the stapling function. For specific paper sizes, see <u>Finishing feature paper sizes</u>.

- 1 Close the document cover securely, and then press **Reset** to clear previous settings.
- **2** Touch OPTIONS.
- **3** Touch FOLDING.
- 4 Touch OK.
- 5 Select any additional copying features, including the number of copies.
- 6 Place the original document in the ADF tray.
- 7 Press Start.

Note

#### To make a triple fold

This finisher option, which is useful for brochures and letters, takes A4- or letter-size paper and folds it three times. For specific paper sizes, see <u>Finishing feature paper sizes</u>.

- **1** Touch OPTIONS.
- 2 Touch TRI-FOLD.
- 3 Touch OK.
- 4 Select any additional copying features, including the number of copies.
- 5 Place the original document in the ADF tray.
- 6 Press Start.

#### To insert covers

For specific paper sizes that the optional post insertion kit uses, see <u>Finishing feature paper sizes</u>.

- 1 Close the document cover securely, and then press **Reset** to clear previous settings.
- 2 Touch OPTIONS.
- **3** Touch COVER SHEET.
- 4 Select the appropriate front and back cover option. Select the tray that you would like to use for each cover.
- 5 Touch OK twice.
- 6 Select any additional copying features, including the number of copies.
- 7 Load the covers into the post insertion trays.
- 8 Place the original document in the ADF tray.
- 9 Press Start.

#### To create booklets

- 1 Close the document cover securely, and then press **Reset** to clear previous settings.
- 2 Touch OPTIONS.
- **3** Touch Stapling & Folding.
- 4 Touch OK.
- 5 If a cover will be inserted, touch COVER SHEET, and then touch Booklet. Select the appropriate options.
- 6 Select any additional copying features, including the number of copies.
- 7 Place the original document in the ADF tray.
- 8 Press Start.

#### Finishing feature paper sizes

The following table shows the standard paper sizes that can be used for stapling, hole punching, center folding, tri-folding, and inserting covers.

Size	Stapling	Hole punching	Center folding	Tri-folding	Inserting c	overs
					Upper tray	Lower tray
A3	$\checkmark$	~	$\checkmark$			
A4	$\checkmark$	~			$\checkmark$	
A4R	$\checkmark$		$\checkmark$	$\checkmark$	~	
A5	$\checkmark$				~	
B4	$\checkmark$	~	$\checkmark$			
B5	~	~			$\checkmark$	
B5R	~				~	
5.5x8.5					~	~
5.5x8.5R+	~					
Folio (F4)R	~					
Letter	~	~			~	~
LetterR	~			$\checkmark$	~	~
Legal	$\checkmark$		~			
Tabloid/Ledger	~	~	~			<b></b>

Note

Some wide paper sizes are supported. For more information, see the System Administrator's Guide.



#### Accessing the print screen

You can use the MFP to store jobs sent from your computer. To access these jobs later, perform the following procedure:

- 1 Press (3) Mode selection key twice.
- 2 To print the job, select the name of the stored job.
- 3 Press Start.

#### To access the configuration page

To access the configuration page, perform the following procedure:

- 1 Press ( Mode selection key twice.
- **2** Touch INFORMATION.
- **3** Touch CONFIGURATION PAGE.
- 4 Press Start.



Tray 1 can accommodate up to 100 sheets of 75 g/m<sup>2</sup> (20 lb) paper. Any size between 100 by 148 mm (5.5 by 8.26 inches) and 314 by 459 mm (12.36 by 18.07 inches) can be used. For specific paper sizes, see <u>Supported paper sizes for trays</u>.

#### To load paper

Note

Load overhead transparencies one at a time.

1 Open Tray 1. Tray 1 is located on the right side of the MFP.



- 2 Open the tray extender.
- **3** Place the paper in the tray, and adjust the paper guides to the appropriate size.



#### To load tabs

The top sheet is designated face-down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

1 Open Tray 1, and open the tray extender.



**2** Load offset tabbed sheets so that the tab extensions are on the right, at the rear of the tray. The tab extension width should be 12.5 mm (0.5 inches) or less.



### Trays 2 and 3

Trays 2 and 3 can accommodate up to 500 sheets of 75 g/m<sup>2</sup> (20 lb) paper. Any size between 210 by 140 mm (8.26 by 5.51 inches) and 314 by 459 mm (12.36 by 18.07 inches) can be used. For specific paper sizes, see <u>Supported paper sizes for trays</u>.

#### To load paper

When the paper type is displayed on the tray indicator of the touch screen, load the specified paper.

1 Pull out Tray 2 or 3, and open the paper feed roller.



2 Place paper in the tray and, if necessary, adjust the side guide to fit paper.

Note

Note

Do not stack paper above the thick red line.

3 Move the green lever of the rear paper guide to the edge of the paper.



- 4 Close the paper feed roller.
- 5 Close the tray.

### To load tabs

The top sheet is designated face-down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

1 Load offset tabbed sheets so that the tab extensions are on the left, at the rear of the tray. The tab extension width should be 12.5 mm (0.5 inches) or less.



2 Specify the paper type as TAB in the Key Operator Mode.

Tray 4 can accommodate up to 1,500 sheets of 75 g/m<sup>2</sup> (20 lb) paper. Any size between 210 by 140 mm (8.26 by 5.51 inches) and 314 by 459 mm (12.36 by 18.07 inches) can be used. For specific paper sizes, see <u>Supported paper sizes for trays</u>.

#### To load paper

Note

Note

When the paper type is displayed on the tray key of the touch screen, load the specified paper.

1 Pull out Tray 4, and open the paper feed roller.



2 Place paper in the tray.

Do not stack paper above the thick, red line.

3 Move the green lever of the rear paper guide to the edge of the paper.



Note

Do not move the front and rear paper guides without using the green lever.



- 4 Close the paper feed roller and, if necessary, adjust the side guide to fit paper.
- 5 Close the tray.

#### To load tabs

See <u>To load tabs</u> under the <u>Trays 2 and 3</u> section.

## **Optional tray 5**

Tray 5 can accommodate up to 4,000 sheets of 75 g/m<sup>2</sup> (20 lb) paper. The following two versions of Tray 5 are available with this MFP:

- hp 4000 sheet high capacity input (A4/Letter): This optional tray is configured for A4 or Letter during installation.
- hp 4000 sheet high capacity input (A3/Ledger): This optional tray is configured for A3 or Ledger during installation.

The A4/Letter version is configured for either A4 or Letter during installation, while the A3/Ledger version is configured for A3 or Ledger during installation. To configure Tray 5 for other paper sizes, contact your service provider.

For specific paper sizes, see Supported paper sizes for trays.

#### To load paper

Note

Note

When the paper type is displayed on the tray key of the touch screen, load the specified paper.

- 1 Open the Tray 5 top door.
- 2 Press the paper loading button to lower the bottom plate.



Note

Do not stack paper above the red line.

3 Place paper in the tray.



4 Close the top door.

### To load tabs

The top sheet is designated face-down as the first tab of the finished set. Subsequent offset tab sheets follow in sequence.

1 Load offset tabbed sheets so that the tab extensions are on the right, at the rear of the tray. The tab extension width should be 12.5 mm (0.5 inches) or less.



2 Specify the paper type as TAB in the Key Operator Mode.

#### Supported paper sizes for trays

Size	Tray 1	Tray 2	Tray 3	Tray 4	Tray 5		
					A4/Letter	A3/Ledger	
A3	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		3	
A4	~		~		$\sqrt{2}$	<b>√</b> 3	
A4R	$\checkmark$	$\checkmark$	~	~		<b>√</b> 3	
A5	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
B4	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		<b>√</b> 3	
B5	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	<b>√</b> <sup>2</sup>		
B5R	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			
5.5x8.5	$\sqrt{1}$	$\sqrt{1}$	$\sqrt{1}$	$\sqrt{1}$			
Folio (F4)	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		<b>√</b> 3	
Letter	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	✓ 2	<b>√</b> 3	
LetterR	$\sqrt{1}$	<b>√</b> 1	<b>√</b> 1	<b>√</b> 1		<b>√</b> 3	
Legal	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		<b>√</b> 3	
Tabloid/ledger	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$		<b>√</b> 3	

The following table shows the standard paper sizes for each of the trays.

<sup>1</sup> Requires "special size setting" in Key Operator Mode. See the *System Administrator's Guide*.

<sup>2</sup> Tray 5 is configured for A4 or Letter during installation. Other paper sizes require changes to the tray. Contact your service provider.

<sup>3</sup> Tray 5 is configured for A3 or Ledger during installation. Other paper sizes require changes to the tray. Contact your service provider.

Note

Some wide paper sizes are supported. For more information, see the System Administrator's Guide.



## **Adding toner**

Toner can be replaced while the MFP is operating.

WARNING! If you get toner on your skin or clothing, wash with cold water. Hot water sets toner.

**1** Open the toner supply door.



- 2 Pull the toner bottle supply unit toward you.
- 3 Remove the empty toner bottle.



4 Hold the new toner bottle vertically, and shake the bottle slightly up and down.



**5** Remove the toner cap.



6 Place the bottle horizontally, and align the position of the rings on the toner bottle with the grooves on the toner supply unit.



7 Push in the toner supply unit, and close the toner supply door.



8 Recycle or dispose of empty toner bottle in accordance with local requirements.

# 6 Emptying the punch waste box

## Emptying the punch waste box

If an optional punch kit is installed, a message appears on the touch screen indicating when it is time to empty the punch waste box.

1 Open the finisher door, and take out the punch waste box.





2 Empty the punch waste box.



3 Return the punch waste box to its original position, and then close the finisher door.





## **Clearing paper jams**

#### WARNING!

Observe the following information to protect yourself from possible injury:

- The right, rear area of the ADU (Automatic Duplexing Unit) generates high voltage. Do not touch this area while power is applied to the MFP.
- The fuser is very hot. Do not touch the fuser when withdrawing the ADU or removing paper jams.
- The ADU is heavy. Use care and draw it out gently.
- Do not put your hand between the MFP chassis and the ADU.
- Do not put your hand inside the booklet tray on the optional finisher when removing booklets; there is a roller drive unit that can injure you.
- **CAUTION** When clearing a paper jam, make sure that you remove all pieces of jammed paper from the MFP. Avoid touching the drum or scratching it in any way. Keep all metal and magnetic objects such as watches and jewelry away from the drum area.

When a paper misfeed occurs, the MFP stops copying or printing, and a jam code displays on the screen to indicate a paper jam. A flashing code indicates the area that should be cleared first. To view help screen instructions, touch the illustration explanation when the flashing mishandled paper code displays. Remove the paper from each flashing location until all locations are cleared. The following illustration is an example of how a paper jam display appears on the screen.



The following table shows the various codes for the MFP locations where paper jams occur.

Code	Location	Code	Location	Code	Location
1	Tray 2	8	Between Tray 5 and MFP	14	ADF
2	Tray 3	9	Upper-right corner	15	ADF
3	Tray 4	10	Upper center	16	Upper finisher
5	Tray 5	11	Upper-left corner	17	Post insertion
6	Tray 1	12	Middle center	18	Booklet tray
7	Right door of MFP	13	ADU or middle center		

#### Paper jam codes



The following table provides dimensions for commonly used paper sizes.

Size	English (inches)	Metric (millimeters)
A3	11.69 by 16.54	297 by 420
A4	8.27 by 11.70	210 by 297
A4R	11.70 by 8.27	297 by 210
A5	5.83 by 8.27	148 by 210
A5R	8.27 by 5.83	210 by 148
B4	10.12 by 14.33	257 by 364
B4R	14.33 by 10.12	364 by 257
B5	7.17 by 10.12	182 by 257
B5R	10.12 by 7.17	257 by 182
B6R	5.02 by 7.17	128 by 182
5.5x8.5	5.5 by 8.5	140 by 216
5.5x8.5R+	8.5 by 5.5	216 by 140
Letter	8.5 by 11.0	215.9 by 279.4
LetterR	11.0 by 8.5	279.4 by 215.9
Legal	8.5 by 14	215.9 by 355.6
Tabloid/Ledger	11.0 by 17.0	279.4 by 431.8

## B Warranty and regulatory information

#### Hewlett-Packard limited warranty statement

- 1 HP offers the customer no product warranty on this MFP; however, for information on a Service Maintenance Contract on your product, please contact your authorized HP Reseller. The Supplies warranty is set forth below.
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