



quick reference

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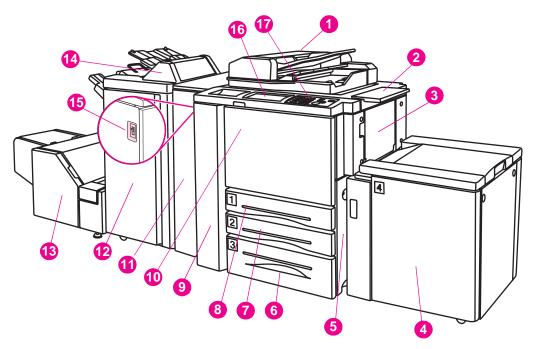
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## Getting started

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## **MFP** parts

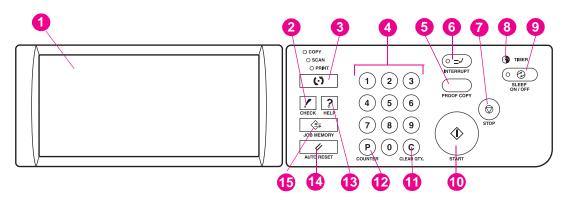
#### The MFP



- 1 Reversing Automatic Document Feeder (RADF)
- 2 Work table
- 3 Multi-sheet bypass tray
- 4 Tray 4 High capacity input (letter/A4) (optional)
  Tray 4 High capacity input (ledger/A3) (optional)
- 5 Right side door
- 6 Tray 3
- 7 Tray 2
- 8 Tray 1
- 9 Left door
- 10 Front door
- 11 Hole Punch Unit (optional)
  Hole Punch & Fold Unit (optional)
- 12 Stapler/Stacker (optional)
  Multifunctional Finisher (optional)
- 13 Trimmer Unit (optional)
- 14 Post Insertion Kit (optional)
- 15 Power switch
- 16 LCD touch screen
- 17 Control panel

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## The control panel



- 1 LCD touch screen
- 2 CHECK
- 3 Mode
- 4 Keypad
- 5 PROOF COPY
- 6 INTERRUPT
- 7 STOP
- 8 TIMER
- 9 SLEEP ON/OFF
- 10 START
- 11 [C] (CLEAR QTY.)
- 12 [P] (COUNTER)
- 13 HELP
- 14 AUTO RESET
- 15 JOB MEMORY

The control panel allows access to the following functions:

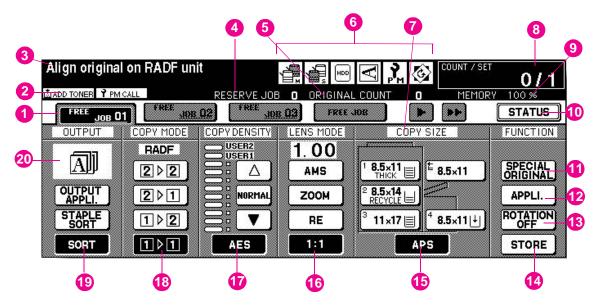
- **LCD touch screen** displays machine and copying status, help information, interactive screens, and touch keys for selecting all of the functions.
- CHECK displays a screen showing all of the settings that are selected for the current job.
- Mode switches the machine operation mode to copy, scan, or print.
- Keypad enters numeric values.
- PROOF COPY outputs a single set of copies to confirm whether the current settings are selected properly.
- INTERRUPT stops copying in progress to allow copying from the platen glass.
- STOP stops the copying sequence, and deletes the stored memory.
- TIMER lights when the timer function is set.
- SLEEP ON/OFF activates the power-saving mode for times when the copier is inactive, or activates the Timer Interrupt mode when the Weekly Timer function is active.
- START activates copying or scanning.
- [C] (CLEAR QTY.) allows resetting the print quantity.
- [P] (COUNTER) displays the Counter Screen or accesses the programming modes for setting special functions.

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- HELP displays a screen with help for the currently selected function, or accesses the Key Operator Mode Screen.
- AUTO RESET restores the copier to automatic mode settings or to Key Operator settings.
- JOB MEMORY displays screens for selecting job store/job recall functions.

#### The touch screen

The Basic Screen displays when copying operation becomes available after warm-up.



1 Folder keys

**FREE JOB** is selected to specify a copy job's conditions.

When scanning starts, **FREE JOB** changes to **SCAN JOB**, and then changes to **PRINT JOB** when the machine starts printing.

**FREE JOB** to the right of **SCAN JOB** or **PRINT JOB** can be touched to specify a reserve job's conditions. Up to 10 reserve jobs can be set. The arrow keys to the right of the folder keys are used to scroll.

2 Notice icons

ADD TONER icon is displayed when toner supply becomes low.

PM CALL icon is displayed when preventive maintenance is due.

- **Master icon** is displayed when the TANDEM key is selected on the Output Mode popup menu and displays the machine status and procedure required at that time.
- **4 Master icon** is displayed when the TANDEM key is selected on the Output Mode popup menu and displays the number of reserve jobs already specified.
- 5 ORIGINAL COUNT counts the original pages placed in the document feeder as they are scanned.

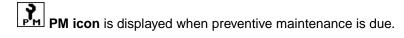
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Master icon is displayed when the TANDEM key is selected on the Output Mode popup menu.

**Sub icon** is displayed when the copier operates in tandem with the primary (master) copier.

HDD icon is displayed when using the Image Store & Output mode of the Server function.

Original direction icon indicates the original direction specified on the Special Original popup menu.



Rotation icon is displayed when Rotation automatically functions.

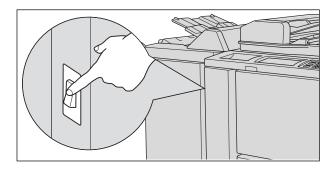
- 7 TYPE/SIZE key is touched to specify the type and size of the paper loaded in the Multi-sheet bypass tray.
- **8 Count/Set indicator** indicates the print quantity entered from the control panel keypad, and also indicates the print count to the left of the set count while printing.
- 9 Memory indicator indicates the remaining memory available for the next operation.
- **10 STATUS key** is touched to view the current job status, change the printing order of reserve jobs, or cancel printing a reserve job.
- 11 SPECIAL ORIGINAL key is touched to specify the condition of originals to be scanned.
- 12 APPLI. (Application) key is touched to select various application functions.
- **13 ROTATION OFF key** is touched to release the Rotation function.
- 14 STORE key is touched to store scanned images into memory.
- **15 Copy size area** is used to select the desired copy size or APS.
- **16** Lens mode area is used to select the desired magnification ratio.
- 17 Copy density area is used to specify the desired exposure level.
- **18** Copy mode area is used to select the copy mode  $(1 \triangleright 1, 1 \triangleright 2, 2 \triangleright 1, \text{ or } 2 \triangleright 2)$ .
- 19 Output mode keys are used to specify the desired output mode.
- 20 Output icon area displays the appropriate output icon according to the selected output mode.

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## Turning the MFP on and off

### To turn on the power

1 Turn on the power switch.
The power switch is located on the left side of the main body.



Hint

If the copier will not be turned on by the power switch, open the left door of the main body, and check that the internal reset switch of the copier is on.

Be sure not to use the reset switch during normal operation.

2 The Wake-up Screen and Warm-up Screens will be displayed.
A few seconds after the Wake-up Screen appears in the LCD touch screen, seven types of Warm-up Screens will be displayed in succession for approximately 6.0 minutes.





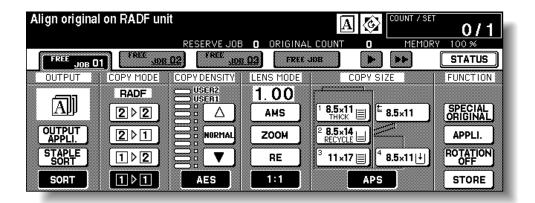
Hint

You can set reserve jobs while the machine is warming up. Touch the LCD screen to change the Warm-up Screen to the Basic Screen, and check that the message "Ready to copy reserve" is displayed on the Basic Screen.

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3 The Basic Screen will be displayed.

The message on the Basic Screen will inform you that copying job is now available.



**Details** 

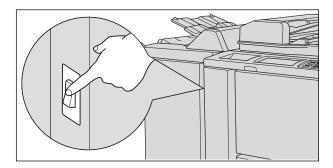
When the initial settings are changed by the Key Operator, the modified conditions will be displayed on the Basic Screen.

When "Enter E.C.M. password" is displayed, enter your password to use the machine.

## To turn off the power

1 Turn off the power switch.

The power switch is located on the left side of the main body. The touch screen and all of the LEDs on the control panel will go out.



Reminder

Be sure not to use the reset switch during normal operation.

**Details** 

When the machine is under control of the Weekly Timer function, turning off the power switch will deactivate the function.

## Help mode

The Help Screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except Job Memory and Key Operator.

Help mode provides two types of Help Screens according to the current screen mode:

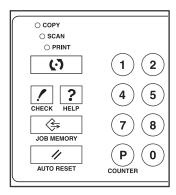
- Help Screen accessed from the Basic Screen
- Help Screen accessed from screens other than the Basic Screen

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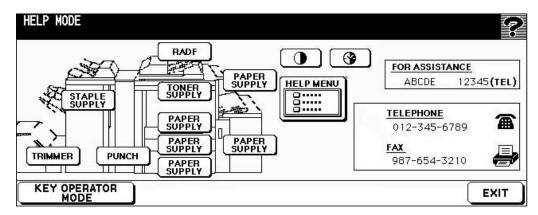
## To display the Help Screen from the Basic Screen

Return to the Basic Screen, and press HELP.

The Help Screen will be displayed.



2 Touch the desired key to display specific information.



- STAPLE SUPPLY provides information on replacing HP staple cartridges.
- PUNCH provides information on emptying the trash basket.
- TRIMMER provides information on emptying the trash basket.
- RADF provides information on positioning originals in the document feeder.
- TONER SUPPLY provides information on adding toner.
- PAPER SUPPLY provides information on loading paper in each tray.
- HELP MENU displays the Help Menu Screen, which provides a list of all of the copier functions. When a function item is touched, the Help Screen displays information specific to that topic.
- PANEL CONTRAST displays the screen to adjust the contrast of the LCD panel.
- **WEEKLY TIMER** provides the current setting information for the Weekly Timer. This key appears when the Weekly Timer function is turned ON.
- FOR ASSISTANCE displays the extension number of the Key Operator.
- TELEPHONE/FAX displays the phone/fax number of your service center.

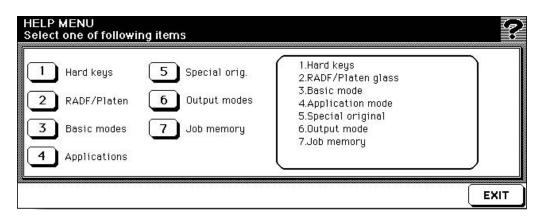
Touch on the Help Screen, if provided, to scroll to the next page. Touch to return to the previous page.

Touch **KEY OPERATOR MODE** to enter the Key Operator mode.

**Details** 

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3 Touch EXIT to return to the Basic Screen.



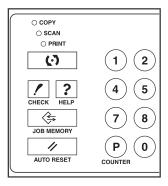
- **a** Select one of the seven help menu items on the Help Menu Screen to display subsequent Help Screens.
- **b** Touch on the Help Screen, if provided, to scroll to the next page. Touch to return to the previous page.
- **c** Touch **MENU** on the subsequent Help Screen to return to the Help Menu Screen, and touch **EXIT** to restore the Basic Screen.
  - "1. Hard keys" displays the information on the control panel buttons.
  - "2. RADF/Platen glass" displays information about unsuitable RADF originals and maintenance of the document feeder and platen glass.
  - "3. Basic mode" displays information about the basic functions provided on the Basic Screen.
  - "4. Application mode" displays operational information about the 16 application functions provided on the Application Selection Screen.
  - "5. Special original" displays information about the functions provided on the Special Original popup menu.
  - "6. Output mode" displays information about the Finisher functions.
  - "7. Job memory" displays information about the Job Memory function.

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## To display the Help Screen from other screens

1 While in any screen other than the Basic Screen, press **HELP**.

The Help Screen displays to provide information about the current screen mode and setting procedures.



#### 2 Touch EXIT.

The screen that was displayed before pressing **HELP** will be restored.

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## Copying

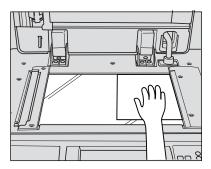
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## Using the flatbed unit

## Positioning the original on the platen glass (scanning glass)

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

1 Raise the document feeder. Place original face down in the right-rear corner, aligning the edge with the right measuring guide.



**2** Gently close the document feeder to prevent the original from shifting on the glass.



Reminder

When selecting Dual Page, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, do not close the document feeder.

**CAUTION** 

Do not place heavy originals on the glass and do not press strongly when a thick original is placed on the glass and the RADF is closed; otherwise the glass might be broken and you might be injured.

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## Using the RADF

The Reversing Automatic Document Feeder (RADF) automatically feeds up to 100 originals directly to the platen area, starting with the top sheet. The RADF should only be used for unstapled, smooth, flat originals.

#### To use the RADF

### Positioning originals in normal mode

1 Arrange the originals in order.

#### Reminder

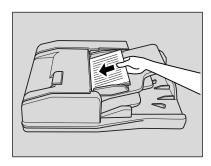
Before placing the originals in the tray, be sure the document feeder is fully closed. Once closed, do not open the document feeder; otherwise the selected copy conditions might be automatically altered.

Do not use unsuitable RADF originals.

2 Position originals face up in the document feeder tray.

Place two-sided originals with page one facing up.

Up to 100 originals can be placed at a time.

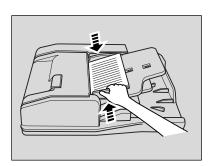


#### Reminder

Do not place more than 100 originals in the RADF or fill over the red line indicated on the paper guides; otherwise a paper misfeed will occur.

If the number of originals exceeds 100, divide them into blocks that do not exceed 100 sheets, and load them from the block with the first page facing up.

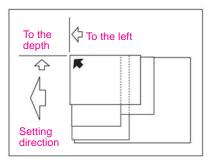
3 Adjust the paper guides.



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## To use the RADF with mixed originals

1 Arrange the originals in order.
Arrange the mixed-size originals as illustrated below.

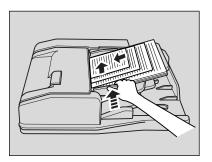


Reminder

Before placing the originals in the tray, make sure the document feeder is fully closed. Once closed, do not open the document feeder; otherwise the selected copy conditions might be automatically altered.

Do not use unsuitable RADF originals.

- Position mixed originals face up and aligned with the left-rear side of the document feeder tray. Place two-sided originals with page one facing up. Up to 100 originals can be placed in the RADF at a time.
- 3 Adjust the paper guides.



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## Choosing a paper size

To select an appropriate copy size for getting the desired copy result, use Automatic Paper Selection (APS) or manually select the desired copy size on the touch screen.

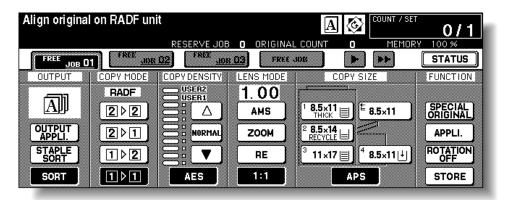
## To automatically the select copy size (APS)

APS detects the size of the originals placed on the RADF or platen glass and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.

Hint

The initial settings might have been altered by the Key Operator.

1 Touch to highlight **APS** in the lower-right corner of the Basic Screen.



**APS** is already highlighted when the initial settings are restored.

- 2 Select additional copy conditions, as desired.
- **3** Enter the desired print quantity from the control panel keypad.
- 4 Position originals.

Hint

The Key Operator can deactivate APS when the original is placed in the RADF or on the platen glass.

5 Press START.

Scanned images will be printed on the copy size automatically selected.

**Details** 

If the appropriate copy paper is not loaded in any tray, no copying will be performed, and a message will prompt you to load the appropriate paper.

Copy result might not be satisfactory because of the Rotation function. In this case, manually turn off the function.

See the table below for the relationship between the original size, magnification ratio, and copy paper size.

Copy size		Original size						0		
		11 x 17 8.5 >		8.5 x 11	8.5 x 11R	5.5 x 8.5	5.5 x 8.5 R	Copy size		
Magnification Ratio	0.33 - 0361	8.5 x 11R (8.5 x11)	5.5 x 8.5	5505	5 x 8.5 5.5 x 8.5	5.5 x 8.5	5.5 x 8.5	0.33 - 0.61		
	0.62 - 0.65		8.5 x 11R	5.5 X 8.5				0.62 - 0.65	on Ratio	
	0.66 - 0.77	8.5 x 14	(8.5 x 11)	8.5 x 11 (8.5 x 11R)	8.5 x 11R (8.5 x 11)			0.66 - 0.77		
	0.78 - 0.79							0.78 - 0.79		
	0.80 - 1.00	11 x 17		8.5 x 14					0.80 - 1.00	icati
	1.01 - 1.29		11 x 17				8.5 x 11 (8.5 x 11R	8.5 x 11R (8.5 x 11)	1.01 - 1.29	Magnification
	1.30 - 1.55		11 x 17	11 x 17	11 x 17	11 x 17	8.5 x 14	1.30 - 1.55		
	1.56 - 4.00						11 x 17	1.56 - 4.00		
( ): Rotation functions										

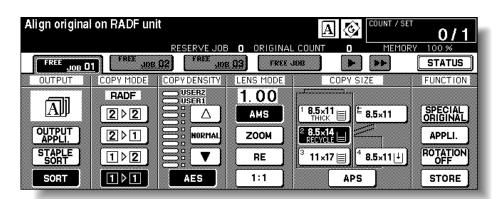
## To reduce and enlarge

When a copy size is specified on the touch screen, an appropriate reduction or enlargement ratio will be automatically selected according to the original size detected from the RADF or the platen glass.

See the table on the following page for the relationship between the original size, copy paper size, and magnification ratio that was automatically selected.

Wide paper size can be specified when AMS is in use. In this case, the same magnification ratio as that of the standard size will be automatically selected.

1 Touch a tray key on the Basic Screen to select the desired copy size.



The selected tray key will be highlighted, and the AMS indicator under LENS MODE will also be highlighted.

- 2 Select additional copy conditions, as desired.
- 3 Enter the desired print quantity from the control panel keypad.
- 4 Position the originals.

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Hint

#### Press START.

Scanned images will be printed on the specified copy size in the magnification ratio that was automatically selected.

**Details** 

Copy results might not be satisfactory because of the Rotation function. In this case, manually turn off the function.

See the table below for the relationship between the original size, copy paper size, and magnification ratio that was automatically selected.

AMS Table		Original Size								
		11" X 17"	8.5" X 14"	8.5 X 11"	8.5" X 11"R	5.5" x 8.5"	5.5" x 8.5"R	A4		
Copy Size	11" x 17"/ 11" x 17"W	1.00 (0.65)	1.21	1.00	1.29	1.29	2.00	0.94		
	8.5" x 14"	0.77 (0.50)	1.00	0.77	1.00	1.00	1.55	0.73		
	8.5" x 11"/ 8.5" x 11"W	0.50 (0.65)	0.61 (0.79)	1.00	0.77 (1.00)	1.29	1.00 (1.29)	0.94		
	8.5" X 11"R/ 8.5" x 11"WR	0.65	0.79	0.77 (1.00)	1.00	1.00 (1.29)	1.29	0.73 (0.94)		
	5.5" x 8.5"/ 5.5" x 8.5"W	0.33 (0.50)	0.39 (0.61)	0.65	0.50 (0.65)	1.00	0.65 (1.00)	0.67 (0.47)		
	5.5" x 8.5"R/ 5.5" x 8.5"WR	0.50 (0.33)	0.61 (0.39)	0.50 (0.65)	0.65	0.65	1.00 (0.65)	0.47 (0.64)		
	A4/A4W	0.49 (0.69)	0.59 (0.84)	0.97 (0.75)	0.75 (0.97)	1.38	0.97 (1.38)	1.00 (1.71)		
(): Rotation functions										

## Selecting magnification ratio (lens mode)

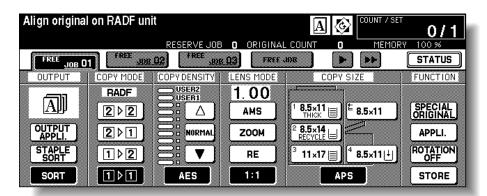
When the copier is turned on, the magnification ratio is automatically set to 1.00 (100%) on the Basic Screen.

Follow each procedure described in this section to select the desired magnification ratio.

#### To copy in 1.00 magnification mode

Follow this procedure to make a 100% copy of the original image.

1 Close the RADF securely, and press AUTO RESET.



The initial settings are restored. Make sure that **APS** is highlighted to indicate that the 1.00 magnification is selected.

Hint

The initial settings might be altered by the Key Operator.

2 Select additional copy conditions, as desired.

**Details** 

Specifying the copy size will release 1.00 magnification and automatically set **AMS**. In this case, touch **1:1** to highlight it again.

- 3 Enter the desired print quantity from the control panel keypad.
- 4 Position originals.
- 5 Press START.

#### Copy in fixed magnification mode (RE)

Use the eight preset ratios (0.50, 0.65, 0.77, 0.93, 1.21, 1.29, 1.55, and 2.00) and three user-preset ratios to increase or decrease the magnification in fixed amounts.

1 Touch **RE** on the Basic Screen.

The popup menu for selecting the desired preset/user-preset ratio will be displayed.

Reminder

When starting a new copying job, make sure that the RADF is securely closed, and press **AUTO RESET**.

**2** Select the desired magnification.

**Details** 

Touching any key on the popup menu will momentarily highlight that key, and then the popup menu will automatically disappear.

The selected ratio will be displayed on the Basic Screen.

Three user-preset ratios are adjustable by the Key Operator.

- 3 Select additional copy conditions, as desired.
- 4 Enter the desired print quantity from the control panel keypad.
- **5** Position the originals.
- 6 Press START.

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## **Vertical/horizontal zoom (delete)**

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

1 Touch **ZOOM** on the Basic Screen.

The popup menu for setting a zoom ratio will be displayed.

#### Reminder

When starting a new copying job, make sure that the RADF is securely closed, and press **AUTO RESET**.

2 Touch Verti. on the popup menu to highlight it, and set the vertical zoom ratio.
Use the keypad on the popup menu to enter a 3-digit vertical zoom ratio, or use the arrow keys to scroll to the desired ratio.

Similarly, touch Horiz. to highlight it, and set the horizontal zoom ratio.

3 Touch OK.

The popup menu automatically disappears and the specified zoom ratio will be displayed on the Basic Screen.

- 4 Select additional copy conditions, as desired.
- 5 Enter the desired print quantity from the control panel keypad.
- 6 Position the originals.
- 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 from an original document that is printed on both sides.

## To duplex using the RADF

Select the copy mode according to the original type (single-sided or double-sided).

1 Touch 1▶2 or 2▶2 on the Basic Screen to highlight it.

#### Reminder

When starting a new copying job, make sure that the RADF is securely closed, and press **AUTO RESET**.

**2** Select the original set direction.

Touch **SPECIAL ORIGINAL** on the Basic Screen to display the **Special Original** popup menu, and touch the desired original direction key to highlight it. Touch **OK** to return to the Basic Screen.

3 Select the binding mode.

Touch **OUTPUT APPLI**. on the Basic Screen to display the **Output Mode** popup menu, and touch the desired binding mode key to highlight it.

#### **Details**

Selecting UP BINDING will make copies upside down on the reverse side, and selecting RIGHT&LEFT BINDING copies normally.

Touch **OK** to return to the Basic Screen.

4 Select additional copy conditions, as desired.

#### Details

Some incompatible conditions might automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

**5** Enter the desired print quantity from the control panel keypad.

Position the originals face up in the document feeder according to the original direction specified in step 2.

Hint

Use the RADF store mode when the original count exceeds 100.

#### Press START.

The machine starts to scan originals, and prints duplex copies when ready for output. Press **STOP** to suspend the scanning or printing job.

#### **CAUTION**

When the finisher, trimmer unit, or paper output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

## To duplex using the platen glass

Use the platen glass to scan originals that are unsuitable for the document feeder.

- Select the original set direction.
  - Touch SPECIAL ORIGINAL on the Basic Screen to display the Special Original popup menu, and touch the desired original direction key to highlight it.
  - Touch **OK** to return to the Basic Screen.
- Select the binding mode.

Touch OUTPUT APPLI. on the Basic Screen to display the Output Mode popup menu, and touch the desired binding mode key to highlight it.

#### **Details**

Selecting UP BINDING will make copies upside down on the reverse side, and selecting RIGHT&LEFT BINDING copies normally.

Touch **OK** to return to the Basic Screen.

- Position the original face down on the platen glass according to the original direction specified in step 1.
  - Be sure to start from the first page.
- Touch 1▶2 on the Basic Screen to highlight it. The STORE key will be automatically highlighted on the screen.

### Reminder

DO NOT press AUTO RESET at this point; otherwise the platen mode will be released to disable the copier from scanning the original placed on the platen glass.

Select additional copy conditions, as desired.

#### **Details**

Some incompatible conditions might automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

- Enter the desired print quantity from the control panel keypad.
- Press START to scan. The front-side image of the double-sided copy will be scanned into memory.
- Replace the original on the platen glass with the back of the original, and press **START**.

#### **Details**

Repeat this step until all originals are scanned.

The memory indicator on the upper right of the Basic Screen allows you to check the remaining memory.

To delete the scanned data without printing, press STOP, and touch CANCEL on the popup menu to be sure the data is deleted.

Touch **STORE** to exit the Store mode. STORE will return to the normal display.

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#### 10 Press START to print.

All the data in memory will be output.

Press **STOP** to suspend the printing job.

#### **CAUTION**

When the finisher, trimmer unit, or paper output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

## To duplex single-sided copies from double-sided originals

Use RADF and select the 2▶1 copy mode to make single-sided copies from double-sided originals.

1 Touch 2▶1 on the Basic Screen to highlight it.

#### Reminder

When starting a new copying job, make sure that the RADF is securely closed, and press **AUTO RESET**.

- 2 Select the original set direction. Touch SPECIAL ORIGINAL on the Basic Screen to display the Special Original popup menu, and touch the desired original direction key to highlight it. Touch OK to return to the Basic Screen.
- 3 Select additional copy conditions, as desired.

#### **Details**

Some incompatible conditions might automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

- 4 Enter the desired print quantity from the control panel keypad.
- 5 Position the originals face up in the document feeder according to the original direction specified in step 2.

#### Hint

Use the RADF store mode when the original count exceeds 100.

6 Press START.

The machine starts to scan originals, and prints simplex copies when ready for output. Press **STOP** to suspend the scanning or printing job.

#### **CAUTION**

When the finisher, trimmer unit, or paper output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

## Using the optional finisher features

## To staple

- Close the RADF securely, and press AUTO RESET.
- 2 Touch Staple-Sort on the Basic Screen.
- 3 Touch Output Appli.
- 4 Touch the desired staple position key.
- 5 Touch Special Original.
- 6 Touch the desired original set.
- 7 Select additional copy conditions, as desired
- 8 Enter the desired print quality.
- **9** Position the originals.
- 10 Press START.

## To punch holes

- Touch OUTPUT APPLI. on the Basic Screen
   The Output Mode popup menu will be displayed.
- 2 Touch MAIN TRAY, if it is not highlighted.
- 3 Touch PUNCH.
  - The Punch Position popup menu will be displayed.
- **4** Touch the desired punch position key on the screen to highlight it.
- 5 Touch **OK** on the **Punch Position** popup menu to restore the **Output Mode** popup menu.
- 6 Touch OK on the Output Mode popup menu to complete the setting and return to the Basic Screen.
  - The selection made in punch position will be displayed in the OUTPUT icon area.
- 7 Specify the original set direction.
  - Touch **SPECIAL ORIGINAL** on the Basic Screen to display the **Special Original** popup menu.
  - Touch the desired original set direction key, and touch **OK** to return to the Basic Screen.
- 8 Select additional copying features, as required.
- **9** Enter the desired print quantity from the control panel keypad.
- 10 Position the originals in the document feeder.
- 11 Press START.

**CAUTION** 

When the finisher output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

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## To make a folded booklet (Folding or Stapling & Folding)

The Folding and Stapling & Folding modes are available only when the Multifunction finisher option is installed. When either mode is selected, the Booklet feature is automatically selected and indicated on the Application Selection Screen.

#### **Details**

When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.

When copying dark originals or using Reverse Image mode with either Folding or Stapling & Folding mode, the folded line on the output copies might be slightly shifted.

The following copy results might be expected when using Folding or Stapling & Folding mode:

- In the Folding mode, each copied set is folded and output to the Booklet tray of the Finisher.
- In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), and folded and output to the Booklet tray on the Finisher.
- Touch OUTPUT APPLI. on the Basic Screen The **Output Mode** popup menu will be displayed.
- 2 Touch MAIN TRAY, if it is not highlighted.
- Touch **STAPLING & FOLDING** or **FOLDING**, as desired.

#### **Details**

Selecting FOLDING or STAPLING & FOLDING will automatically switch the output tray to Booklet tray. Notice that the arrow pointing from the MAIN TRAY shifts to the Booklet tray.

When selecting STAPLING & FOLDING, the machine with the trimmer unit installed automatically selects **TRIM**. To cancel the trimming mode, touch **TRIM** to deselect it.

- Touch **OK** on the **Output Mode** popup menu.
  - The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.
- Select additional copying features, as required.

#### **Details**

NO COVER SHEET of the Booklet is initially selected.

To change this selection, touch APPLI. on the Basic Screen to display the Application Selection Screen, and touch Booklet twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.

- Enter the desired print quantity from the control panel keypad.
- 7 Position the originals.

#### **Details**

When loading originals, heed the following limits on capacity: Folding mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stapling & Folding mode:

80 pages or less for simplex copying

40 pages or less for duplex copying

Exceeding the above capacity limits might cause problems in the Finisher.

#### Press **START**.

#### **CAUTION**

When the Booklet tray capacity is exceeded, the Finisher will stop operating. To avoid this, select the appropriate print quantity from the specifications.

#### To make a Z-fold

The Z-Folding mode is available only when the optional Hole Punch & Fold Unit is installed on any of the optional finishers.

When the Z-Folding mode is selected with any of the Primary (main) tray output modes, the original image is copied on 11"x17"/8.5"x14" copy paper and output to the Primary (main) tray on the Finisher according to the selected output mode.

- 1 Touch OUTPUT APPLI. on the Basic Screen The Output Mode popup menu will be displayed.
- 2 Touch MAIN TRAY, if it is not highlighted.
- 3 Touch **Z-FOLDING** to highlight it.
- 4 Touch OK on the Output Mode popup menu to complete the setting and return to the Basic Screen.
  - The Z-Folding icon will be displayed in the OUTPUT icon area.
- 5 Select additional copying features, as required.
- 6 Enter the desired print quantity from the control panel keypad.
- 7 Position the originals.
- 8 Press START.

#### **CAUTION**

When the finisher output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

#### To trim

The Trimming mode is available only when the optional Trimmer Unit is installed on the Multifunction Finisher. This function can be used with the Folding or Stapling & Folding mode to make each copied set folded or stapled and folded, trimmed at the edge that opens the booklet, and output to the Trimmer Unit tray.

- 1 Touch OUTPUT APPLI. on the Basic Screen The Output Mode popup menu will be displayed.
- 2 Touch MAIN TRAY, if it is not highlighted.
- 3 Select the desired trimming mode. Touch STAPLING & FOLDING or FOLDING, as desired. When selecting FOLDING, also touch TRIM to highlight it. When selecting STAPLING & FOLDING, a machine that has the trimmer unit installed automatically selects TRIM.

#### **Details**

When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection Screen.

When copying dark originals or using the Reverse Image mode with either the Folding or Stapling & Folding mode, the folded line of the output copies might be slightly shifted.

- 4 Touch OK on the Output Mode popup menu. The Basic Screen will be restored and the selection made in the output mode will be reflected in the OUTPUT icon area.
- 5 Select additional copying features, as required.

#### **Details**

NO COVER SHEET of Booklet is initially selected.

To change this selection, touch **APPLI.** on the Basic Screen to display the Application Selection Screen, and touch **Booklet** twice to display the Booklet Mode Selection Screen to make another selection or to release the setting.

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- Enter the desired print quantity from the control panel keypad.
- 7 Position the originals.

#### **Details**

When loading originals, heed the following limits on capacity:

Folding mode:

12 pages or less for simplex copying

6 pages or less for duplex copying

Stapling & Folding mode:

80 pages or less for simplex copying

40 pages or less for duplex copying

Exceeding the above capacity limits might cause problems in the Finisher.

Press **START**.

#### **CAUTION**

When the Trimmer Unit tray capacity is exceeded, the Finisher and Trimmer unit will stop operating. To avoid this, select the appropriate print quantity.

#### To insert covers

The Cover Sheet Feeder is available as an option on the Stapler/Stacker and Multifunction Finisher. Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main tray or use the sheets as booklet-type covers for copied sets output to the Booklet tray or Trimmer Unit tray in the Folding, Stapling & Folding, or Trimming mode.

#### **Details**

Paper loaded into the cover sheet feeder cannot be copied.

This function is incompatible with cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and cover mode in Sheet/Cover Insertion.

- 1 Touch **OUTPUT APPLI.** on the Basic Screen. The **Output Mode** popup menu will be displayed.
- 2 Touch MAIN TRAY, if it is not highlighted.
- Touch COVER SHEET.

The Cover Sheet Mode Selection Screen will be displayed.

- 4 Touch FRONT, FRONT+BACK, or BACK to highlight it.
- 5 Touch **OK** to restore the **Output Mode** popup menu.
- Touch **OK** on the **Output Mode** popup menu.

The Basic Screen will be restored.

- Select additional copying features, as required.
- Load the cover sheet paper into the optional cover sheet feeder of the Stapler/Stacker or Multifunction Finisher.

If the paper size loaded in the cover sheet feeder is not suitable for the selected copy conditions, the following messages will be displayed and copying will be unavailable until the correct size is loaded:

- Please load cover sheet in cover sheet feeder
- Adapt paper size between cover sheet and selected paper
- Enter the desired print quantity from the control panel keypad.
- **10** Position the originals.
- 11 Press START.

#### **CAUTION**

When the finisher output tray capacity is exceeded because of the print quantity selected, remove the copied sets as they exit; otherwise, mishandled paper will occur.

## Supported paper sizes for Finisher components

Finished paper size	Orientation	Stapling	Hole punch	Booklet	Z-fold	Post inserter
11x17	Portrait	<b>V</b>	<b>✓</b>	<b>V</b>	<b>✓</b>	<b>√</b>
8.5x14	Portrait	<b>V</b>	<b>✓</b>	<b>V</b>	<b>✓</b>	<b>✓</b>
8.5x11	Portrait	<b>V</b>	<b>✓</b>		<b>✓</b>	
8.5x11R	Landscape	<b>V</b>	<b>✓</b>	<b>/</b>		<b>√</b>
5.5x11	Portrait		<b>✓</b>		<b>✓</b>	
5.5x11R	Landscape	<b>V</b>	<b>✓</b>			
A3	Portrait	<b>V</b>	<b>✓</b>	<b>/</b>	<b>✓</b>	<b>√</b>
A4	Portrait	<b>V</b>	<b>✓</b>		<b>✓</b>	
A4R	Landscape	<b>V</b>	<b>✓</b>	<b>/</b>		<b>√</b>
A5	Portrait	<b>V</b>	<b>✓</b>		<b>✓</b>	
A5R	Landscape	<b>V</b>	<b>✓</b>			
B4	Portrait	<b>V</b>	<b>✓</b>	<b>/</b>	<b>✓</b>	<b>√</b>
B5	Portrait	<b>V</b>	<b>✓</b>		<b>✓</b>	
B5R	Landscape	<b>V</b>	<b>✓</b>			
F4	Portrait	<b>✓</b>				
B6R	Landscape					
Finishing feature paper sizes						

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

Note

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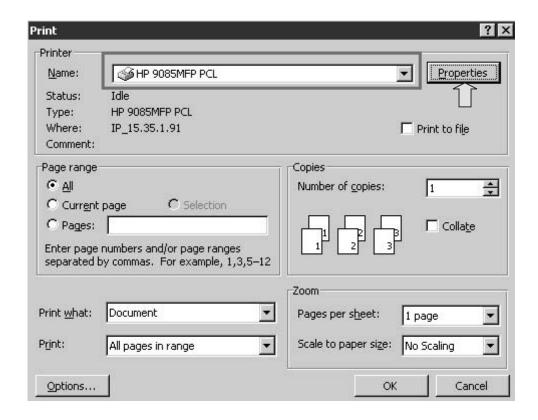
## 3 Printing

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## **Accessing the Print screen**

## For printing

- 1 Click File.
- 2 Click Print.
- 3 Select HP 9085 MFP PCL from the Name list, and click Properties.



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# 4 Loading trays

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## **Trays 1, 2, and 3**

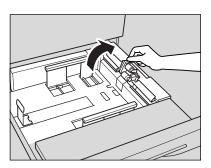
## To load paper

1 Withdraw Tray 1, 2, or 3.

Reminder

Do not withdraw the tray forcibly; otherwise you might be injured.

2 Open the paper feed roller.

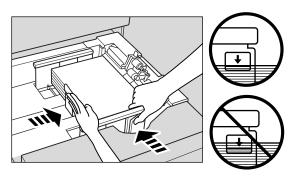


3 Place paper in the tray with any curl turning up. Load paper, aligning it with the rear and right side of the tray.

Reminder

Do not load above the tray hook level.

4 Move the green levers (located at the front and the left side) to the edge of the paper. Release the release knob to lock the side guide plate.



Reminder

Make sure that the rear guide plate is securely aligned with the paper; otherwise machine problems might occur.

Make sure that the green levers are securely aligned with the paper; otherwise the machine cannot detect the correct paper size, or copies might not be punched in the correct position.

- 5 When the paper is seated properly, close the paper feed roller.
- 6 Push in the tray until it locks into place.
  The indicator ↓ on the tray key will change to ■.

Reminder

Do not bump the tray into the main body; otherwise machine problems may occur.

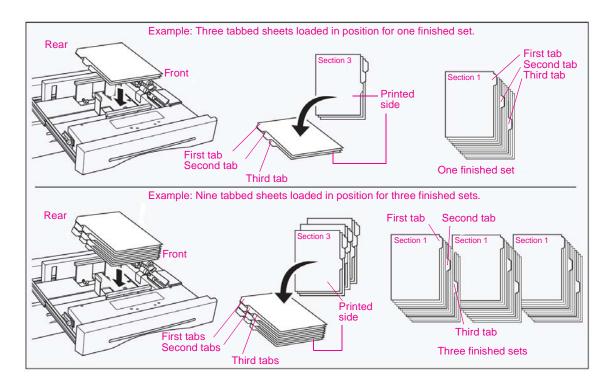
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#### To load tabbed sheets

When TAB is displayed on the tray key of the Basic Screen, follow the procedure below to supply the tray with tabbed sheets.

Hint

The tray's paper type can be specified in the Key Operator setting.



Reminder

The tab extension width should be 12.5 mm or less.

- 1 Withdraw Tray 1, 2, or 3.
- 2 Open the paper feed roller.
- **3** Place the tabbed sheets on the tray as illustrated above.
- 4 Move the green levers (located at the front and the left side) to the edge of the paper.
- 5 Close the paper feed roller, and push in the tray until it locks into place.

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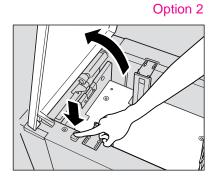
## **Optional Tray 4**

Optional Tray 4 can accommodate up to 4,000 sheets of 20 lb (75 g/m<sup>2</sup>) paper. Two versions of the tray are available with this MFP. Option 1 is the HP 4,000-sheet High Capacity Input (letter/A4). Option 2 is the HP 4,000-sheet High Capacity Input (ledger/A3). Paper size is configured during installation.

## To load paper

- 1 Open the Tray 4 top door.
- 2 Press the paper loading button to lower the Tray 4 bottom plate.

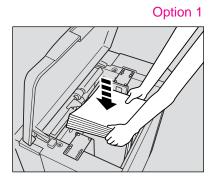
Option 1

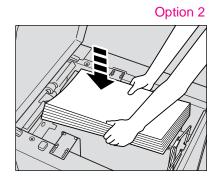


Reminder

Make sure that the power switch is turned on before loading paper in Tray 4. Without the power turned on, the Tray 4 bottom plate will not function.

3 Load the paper into Tray 4 with the paper curl turning downward, making sure the paper is the same size as the tray has been set to.



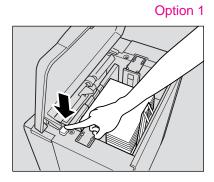


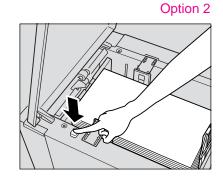
Reminder

Make sure you load only the paper size set for Tray 4. To change the paper size of Tray 4, contact your service representative.

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4 Repeat steps 2 and 3 until the bottom plate will not go down any more.





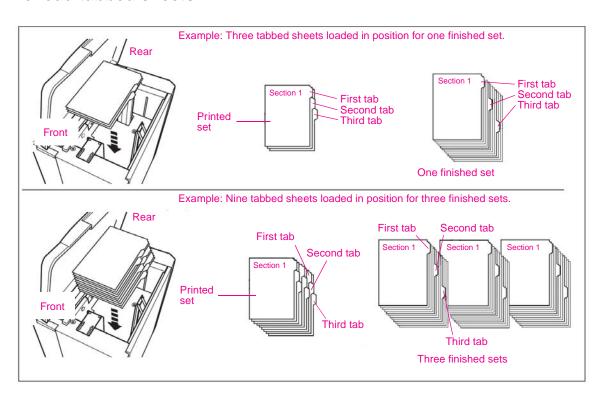
Reminder

Do not load above the red line on the side guide plates.

Make sure that the rear stopper is correctly positioned according to the paper size to be loaded; otherwise machine problems might occur.

5 Close the Tray 4 top door.

#### To load tabbed sheets



Reminder

The tab extension width should be 12.5 mm or less.

To load tabbed sheets into Tray 4, contact your service representative to position the rear stopper for the paper size to be loaded.

- 1 Open the Tray 4 top door.
- 2 Press the paper loading button to lower the Tray 4 bottom plate.
- 3 Load the tabbed sheets into Tray 4 as illustrated above.
- 4 Close the Tray 4 top door.

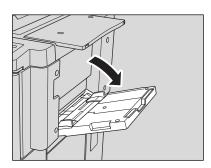
ENWW Optional Tray 4 33

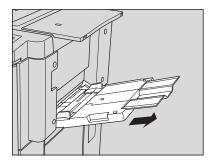
#### **Multi-sheet bypass tray**

#### To load paper

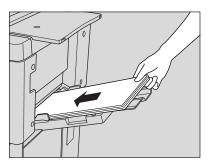
1 Open the multi-sheet bypass tray located on the right side of the copier.

When loading large paper, withdraw the right edge of the multi-sheet bypass tray to extend it.





2 Load copy paper, and adjust the paper guides to the paper size.
The loaded paper size will be indicated on the bypass tray key on the Basic Screen.



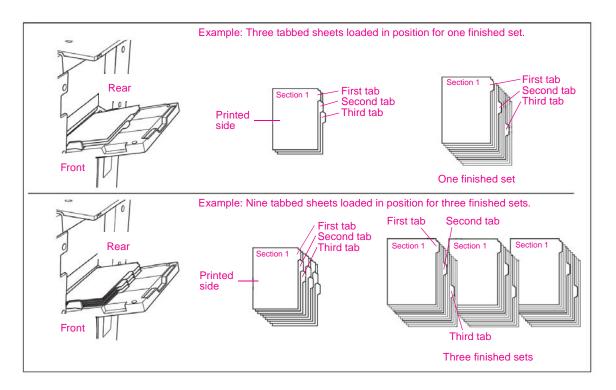
Reminder

Load transparency film or thin/thick paper one sheet at a time; or stack paper, up to 150 sheets of 20 lb. paper

3 When copying is completed, close the multi-sheet bypass tray.

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#### To load tabbed sheets



#### Reminder

The tab extension width should be 12.5 mm or less.

- 1 Open the multi-sheet bypass tray located on the right side of the copier.
- 2 Load tabbed sheets as illustrated above.
- 3 Adjust the paper guides to the paper size.
- 4 Specify the paper type as TAB for the multi-sheet bypass tray.

### Supported paper sizes for trays

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

Size	Tray 1	Tray 2	Tray 3	Tray 4 (Option 1)	Tray 4 (Option 2)	Multi-sheet bypass tray
A3	<b>√</b>	<b>V</b>	<b>V</b>		1	<b>✓</b>
A4	<b>V</b>	<b>V</b>	<b>✓</b>	2	1	<b>✓</b>
A4R	<b>V</b>	<b>V</b>	<b>✓</b>	2	1	<b>✓</b>
A5	<b>V</b>	<b>V</b>	<b>✓</b>			2
B4	<b>V</b>	<b>V</b>	<b>V</b>		1	<b>✓</b>
B5	<b>V</b>	<b>V</b>	<b>✓</b>	1		<b>✓</b>
B5R	<b>V</b>	<b>V</b>	<b>V</b>	2		<b>✓</b>
Half-letter	1	<b>√</b> 1	<b>√</b> 1	1		<b>✓</b>
Folio (F4)					1	2
8.5" X 11"	<b>V</b>	<b>V</b>	<b>V</b>	1	1	<b>✓</b>
8.5" X 11"R	1	1	<b>√</b> 1	2	1	<b>✓</b>
8.5" X 14"	<b>V</b>	<b>✓</b>	<b>✓</b>		1	<b>✓</b>
Tabloid/11 by 17	<b>/</b>	<b>/</b>	<b>/</b>		1	<b>✓</b>

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<sup>&</sup>lt;sup>1</sup>STD size <sup>2</sup>Non STD size

# 5 Adding toner and staple cartridges

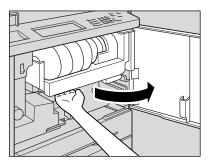
#### **Adding toner**

When toner supply is low, the message "Please add toner" and the ADD TONER icon ( ADD TONER ) display on the touch screen.

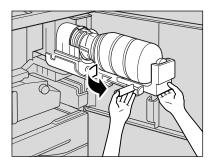
Reminder

Use the same number toner cartridge as described on the label on the front of the toner box. Otherwise, machine problems might occur.

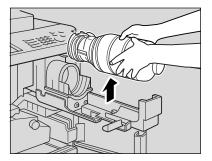
1 Open the copier front door, and pull out the toner box 90 degrees to the right.



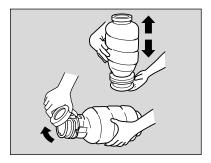
2 Pull the toner cartridge lock lever forward until it stops.



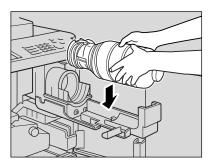
**3** Remove the empty toner cartridge.



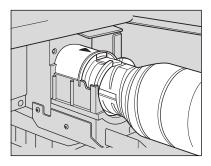
4 Shake the new toner cartridge several times to loosen the toner, and remove the toner cartridge cap.



5 Set the new toner cartridge into the toner box.



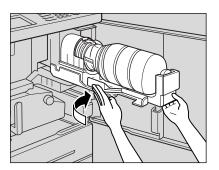
6 Align the hollow part of the toner cartridge with the ▼ mark on the toner box.



**Details** 

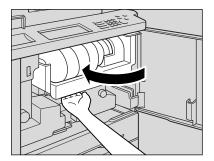
Be sure to set the hollow part of the toner cartridge upward; otherwise machine problems might occur.

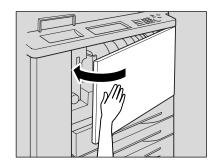
7 Push the toner cartridge lock lever backward until it stops.



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8 Return the toner box to its original position, and close the copier front door securely.





**CAUTION** 

Keep the toner cartridge away from children. The toner is non-toxic; however, if you accidently inhale toner or get toner in your eyes, flush with water and seek medical advice.

**CAUTION** 

Do not throw the empty toner cartridge into a fire. If it is thrown into a fire, the toner might ignite and cause a dangerous situation.

#### Replacing hp staple cartridges

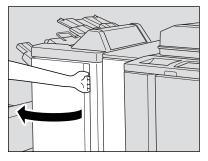
When the HP staple cartridge in the Finisher is empty, the Basic Screen displays the following message in the message area.

Follow the procedure below according to your finisher type to replace the HP staple cartridge.

Reminder

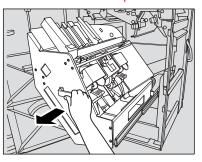
Use only the staples supplied by HP. To purchase staple cartridges, please contact your service representative.

1 Open the Finisher door.

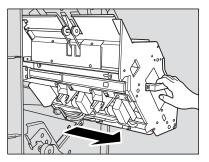


2 Pull out the stacker unit slowly by holding the stacker unit handle until it stops.

Stapler/Stacker

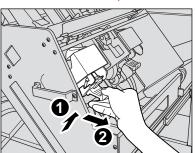


Multifunction Finisher

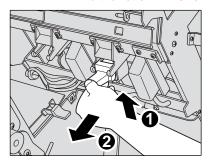


Pull up the cartridge housing, and remove it while sliding it along the stapler rail.

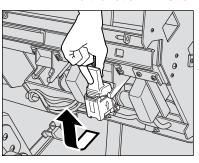
Stapler/Stacker



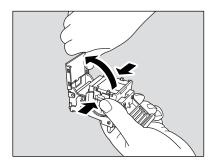
Multifunction Finisher

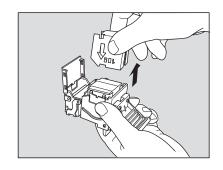


Multifunction Finisher



Stapler/stacker: Open the bottom of the cartridge housing, and remove the empty cartridge. Open the bottom of the cartridge housing while pressing the two locks on both sides.

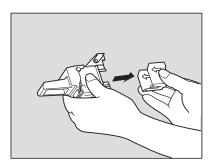




Reminder

Do not remove the staples remaining inside the housing; otherwise, the first sheet output after replacing the cartridge will not be stapled.

Multifunction finisher: Remove the empty cartridge from the cartridge housing.



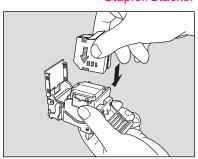
Reminder

Do not remove the staples remaining inside the housing; otherwise, the first sheet output after replacing the cartridge will not be stapled.

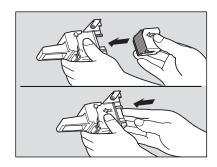
Insert the new cartridge into the housing.

Firmly insert the cartridge into the housing. The arrow indication on the cartridge should appear as shown below.

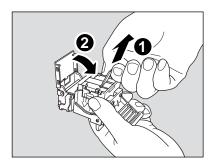
Stapler/Stacker



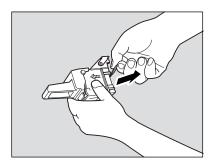
Multifunction Finisher



6 Stapler/stacker: Remove the lock tape from the cartridge, and close the bottom of the housing.

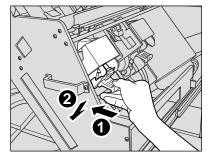


Multifunction finisher: Remove the lock tape from the cartridge.

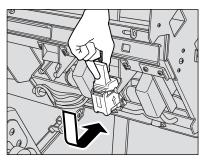


7 Insert the cartridge housing while sliding it along the stapler rail, and push down and in to secure it in place.

Stapler/Stacker

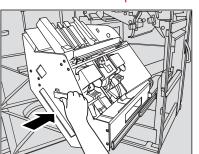


Multifunction Finisher

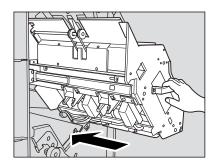


Return the stacker unit to its original position.

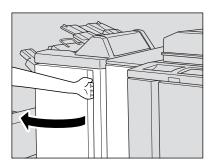
Stapler/Stacker



Multifunction Finisher



Close the Finisher door.



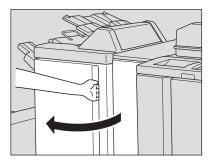
# 6 Emptying the trash basket

#### **Emptying the trash basket**

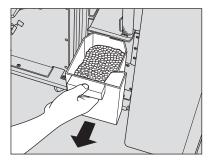
When the trash basket becomes full, the "Trash basket of Punching unit is full / Please empty trash basket" or "Trash basket of Trimmer is full / Please empty trash basket" message will be displayed on the touch screen, and the finished set will be output without being punched or trimmed even if Punch mode or Trimming mode is selected.

#### Hole Punch Unit and Hole Punch & Fold Unit

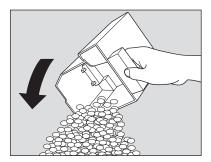
Open the Punching/Z-Folding unit front door with the Finisher door handle.



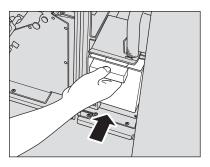
Withdraw the trash basket.

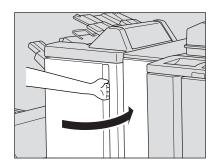


Empty the trash basket.



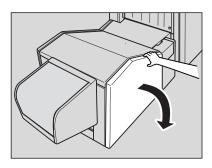
Return the trash basket to its original position, and close the Punching/Z-Folding unit front door securely.



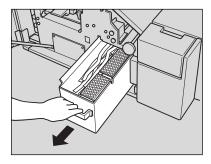


#### **Trimmer Unit**

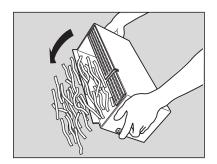
Open the trimmer front door.



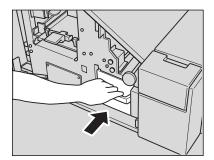
2 Withdraw the trash basket.

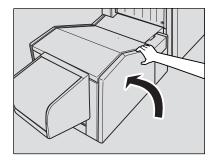


Empty the trash basket. 3



4 Return the trash basket to its original position, and close the trimmer front door securely.





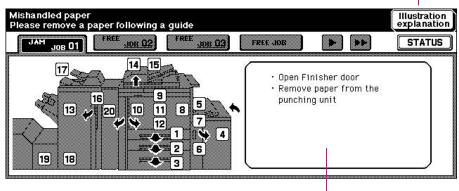
## 7 Clearing paper jams

#### Clearing paper jams

When a paper misfeed occurs, the copier stops making copies and mishandled paper codes display on the screen to indicate the misfeed areas. Copying operation cannot be continued until all of the misfeed locations are cleared.

#### Illustration explanation key

Touch to display the subsequent screens for the disposal action.



#### Paper jam position display

Numbers flashing or lighting indicate the jammed positions.

#### Message area

An action will be displayed.

#### **Details**

The above screen displays all of the jam numbers with an explanation. Actually, a few numbers appear when a paper misfeed occurs.

1 Touch Illustration explanation on the screen.
The screen illustrating the method for the disposal action will be displayed.

#### Reminder

Before performing the clearing procedure, see the caution labels located inside the machine.

2 Follow the procedure on the screen to remove misfed paper.
Touch on the screen, if provided, to go to the next page of a series of illustrations.

#### Reminder

When removing mishandled paper, make sure that you do not leave any torn paper inside the machine.

3 When completed, the Basic Screen will be restored.

If a misfeed location is left, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 through 2 until all of the locations are cleared.

#### **WARNING!**

The drum unit generates high voltage.

To avoid bodily electrical shock, NEVER TOUCH the area.

#### CAUTION

The internal fixing unit is very hot.

To avoid getting burned, DO NOT TOUCH.

CAUTION

Be careful when removing staples that are stuck inside the machine to avoid injury.

CAUTION

DO NOT INSERT your finger into the two RADF hinge portions; otherwise you might be injured.

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#### Paper jam codes

Code	Location
1	Tray 1
2	Tray 2
3	Tray 3
4	Tray 4
5	Bypass tray
6	Tray 4 left door
7	Tray 4 left door
8	Right side of front door
9	Top of front door
10	Left side of front door
11	Middle of front door
12	ADU section
13	Up side finisher
14	RADF
15	RADF
16	Stapler/Stacker (Q3219A) or Multifunction Finisher (Q3220A)
17	Post insertion (Q3221A)
18	Finisher booklet tray
19	Entry trimmer unit
20	Hole Punch or Hole Punch & Fold Unit

Note

The numbers in the Code column correspond to the numbers in the diagram in "Clearing paper jams" on page 50.

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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
Half-letter	5.5" X 8.5"	140 by 216
Half-letter R	8.5 by 5.5	216 by 140
Letter	8.5 by 11.0	215.9 by 279.4
Letter R	11.0 by 8.5	279.4 by 215.9
8.5" X 14"	8.5 by 14	215.9 by 355.6
Tabloid/11 by 17	11.0 by 17.0	279.4 by 431.8

Note

For more information, see Section 11, "Paper and original information," in the *System Administrator Guide*.

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## 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.
- 2 HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.
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- 5 THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

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