1 HP Deskjet 6500 series printers

To find an answer to a question, click the appropriate topic below:

HP Deskjet 6540-50 series

- Notices
- Special features
- Getting started
- Connecting to the printer
- Printing photos
- Printing other documents
- Printing tips
- Printer software
- Maintenance
- Troubleshooting
- Optional accessories
- Specifications
- Supplies

HP Deskjet 6520 series

- Notices
- Special features
- Getting started
- Connecting to the printer
- Printing photos
- Printing other documents
- Printing tips
- Printer software
- Maintenance
- Troubleshooting
- Optional accessories
- Specifications
- Supplies

2 Notices

- Notices and acknowledgements
- Terms and conventions

2.1 Notices and acknowledgements

Hewlett-Packard company notices

Reproduction, adaptation, or translation without prior written permission is prohibited, except as allowed under the copyright laws.

The information contained herein is subject to change without notice.

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

Acknowledgements

Apple, the Apple logo, AppleTalk, ColorSync, the ColorSync logo, Finder, Mac, Macintosh, MacOS, Powerbook, Power Macintosh, and Quickdraw are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

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

Adobe and Acrobat are trademarks of Adobe Systems Incorporated.

Â© 2004 Copyright Hewlett-Packard Development Company, L.P.

2.2 Terms and conventions

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

Terms

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

Cautions, warnings, and notes

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

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

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

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

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

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

Note: For great results use HP products.

3 Special features

Select your printer model:

HP Deskjet 6540-50 series

HP Deskjet 6520 series

HP Deskjet 6540-50 series

Congratulations! You have purchased an HP Deskjet printer that is equipped with several exciting features:

- **Print Quality Selector**: Select the print quality from the front of the printer.
- **Ink-backup mode**: Ink-backup mode lets you continue printing with one print cartridge when the other print cartridge has run out of ink.
- **Print Cancel button**: Cancel print jobs at the touch of a button.
- **Print multiple pages on a single sheet of paper**: Use the printer software to print up to 16 pages on a single sheet of paper.
- **Borderless printing**: Use the entire page surface when printing photos and cards by using the borderless printing feature.
- **Digital photo printing**: Use the enhanced digital photo printing capabilities.
- **Six-ink upgradeable printing**: Enhance photo printing with a photo print cartridge.
- **Auto-off**: Enable the auto-off feature to place the printer into a low-power, energy-efficient mode after it has been idle for 30 minutes.
- **Front USB port**: Use the USB port on the front of the printer to connect the printer with a laptop quickly.
- **Optional Automatic Two-Sided Printing Accessory**: Purchase a Automatic Two-Sided Printing Accessory to print two-sided documents automatically.
- **Optional 250-Sheet Plain Paper Tray Accessory**: Purchase an optional 250-Sheet Plain Paper Tray Accessory and expand the printer's paper-handling capability.

HP Deskjet 6520 series

Congratulations! You have purchased an HP Deskjet printer that is equipped with several exciting features:

- **Ink-backup mode**: Ink-backup mode lets you continue printing with one print cartridge when the other print cartridge has run out of ink.
- **Print Cancel button**: Cancel print jobs at the touch of a button.
- **Print multiple pages on a single sheet of paper**: Use the printer software to print up to 16 pages on a single sheet of paper.
- **Borderless printing**: Use the entire page surface when printing photos and cards using the borderless printing feature.
- **Digital photo printing**: Enhanced digital photo printing capabilities.
- **Six-ink upgradeable printing**: Enhance photo printing with a photo print cartridge.
- **Auto-off**: Enable the auto-off feature to place the printer into a low-power, energy-efficient mode after it has been idle for 30 minutes.
- **Optional Automatic Two-Sided Printing Accessory**: Purchase a Automatic Two-Sided Printing Accessory to print two-sided documents automatically.
- **Optional 250-Sheet Plain Paper Tray Accessory**: Purchase an optional 250-Sheet Plain Paper Tray Accessory and expand the printer's paper-handling capability.

4 Getting started

For an overview of the printer features, see the printer features page.

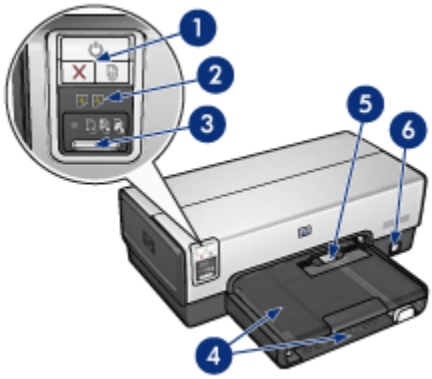
Click the appropriate topic below for a description of a printer feature:

- Buttons and lights
- Print Cartridge Status lights
- Print Quality Selector button
- Paper trays
- Envelope slot
- Print cartridges
- Ink-backup mode
- Automatic Paper Type Sensor
- Front USB port

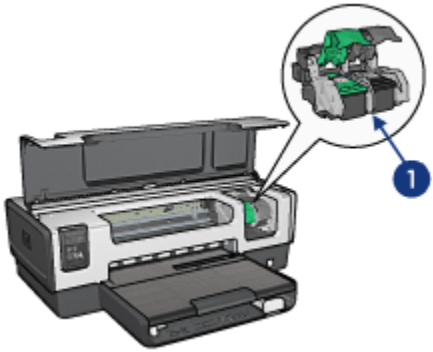
For a description of the optional accessories, see the optional accessories page.

4.1 Printer features (HP Deskjet 6540-50 series)

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



1. Buttons and lights
2. Print Cartridge Status lights
3. Print Quality Selector button
4. Paper trays
5. Envelope slot
6. Front USB port

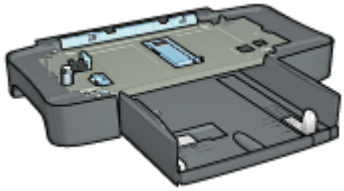


1. Print cartridges
2. Automatic Paper-Type Sensor (not illustrated)
3. Ink-backup mode (not illustrated)

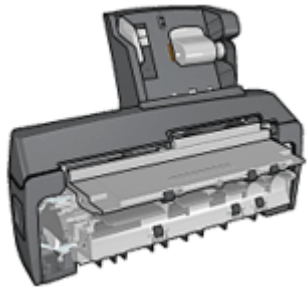
1. Rear USB port

Optional accessories

Automatic Two-Sided Printing Accessory (optional)



250-Sheet Plain Paper Tray Accessory (optional)



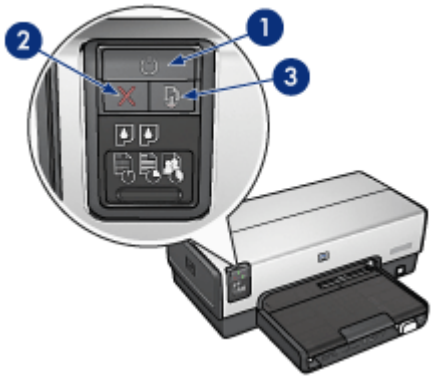
Auto Two-Sided Print Accessory with Small Paper Tray (optional)

Note: The availability of accessories varies by country/region.

4.2 Buttons and lights (HP Deskjet 6540-50 series)

Use the printer buttons to turn the printer on and off, cancel a print job, and restart a job. The printer lights give you visual cues about the status of the printer.

The printer buttons are located in the upper portion of the control panel.



1. Power button and light
2. Print Cancel button
3. Resume button and light

The control panel also contains Print Cartridge Status lights and a Print Quality Selector button.

Power button and light

The Power button turns the printer on and off. It might take a few seconds for the printer to turn on after you press the Power button.

The Power light flashes when the printer is processing.

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

Print Cancel button

Pressing the Print Cancel button cancels the current print job.

Resume button and light

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

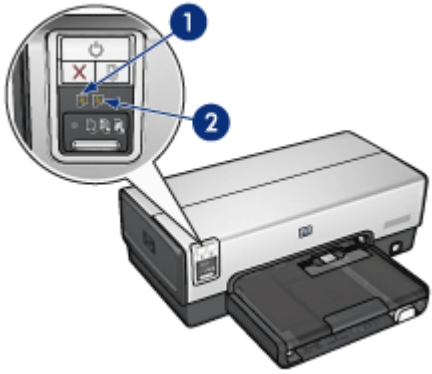
4.3 Print Cartridge Status lights (HP Deskjet 6540-50 series)

The Print Cartridge Status lights indicate the status of the print cartridges.

Status of the Print Cartridge Status lights	Status of the print cartridges
On and solid	Low on ink
Flashing	Service required

The Print Cartridge Status lights are located in the center of the printer control panel.

1. Print Cartridge Status lights



1. The **left** status light represents the tri-color print cartridge.

2. The **right** status light represents the print cartridge that is installed in the compartment on the right side of the print cartridge cradle. That print cartridge can be the black print cartridge, the photo print cartridge, or the gray photo print cartridge.

4.4 Print Quality Selector button (HP Deskjet 6540-50 series)

Use the Print Quality Selector button to set print quality and print speed from the front of the printer.

The Print Quality Selector button is located on the lower portion of the printer control panel.

1. Print Quality Selector button

Enabling the Print Quality Selector button

Before using the Print Quality Selector button, you must enable it from the printer software.

Follow these steps to enable the Print Quality Selector button:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click **Use printer default** in the **Print Quality** drop-down list.
4. Click **Print**.

Using the Print Quality Selector button

Use the Print Quality Selector button to specify the print quality for documents that you plan to print. You cannot change the print quality for a document after the document begins printing.

Follow these steps to use the Print Quality Selector button:

1. Verify that the **Print Quality Selector** button is enabled from the printer software.
2. Press the **Print Quality Selector** button to select one of the following print qualities:

Fast normal

Normal

Best

Note: FastDraft and Maximum dpi can only be selected in the printer software. If a document is printed in either FastDraft or Maximum dpi mode, the currently selected print-quality icon flashes until the document is complete.

Lights

The Print Quality Selector icons light up or flash to indicate the selected print quality:

Status of the icons	Meaning
One icon is lit.	The illuminated icon is the selected print quality.
One icon is lit and another flashes.	The illuminated icon is the selected print quality for the current print job. The flashing icon is the selected print quality for the next print job.
One icon flashes.	Either FastDraft or Maximum dpi has been selected as the print quality from the printer software.

4.5 Paper trays (HP Deskjet 6540-50 series)

The printer has two paper trays:

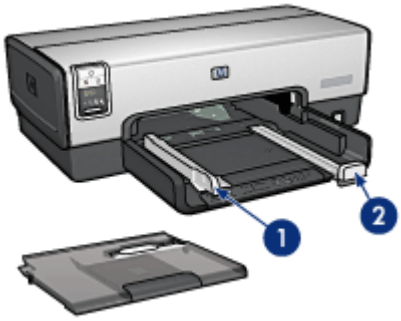
- In tray
- Out tray

In tray

The In tray holds paper or other media to be printed.

1. In tray

Slide the paper guides firmly against the edges of the media on which you are printing.



1. Paper-width guide
2. Paper-length guide

Out tray

Printed pages are deposited in the Out tray.

1. Out tray
2. Envelope slot

Use the envelope slot to print single envelopes.

Raise the Out tray to load paper.

To prevent paper from falling out of the Out tray, pull out the Out-tray extension, and then unfold the Out-tray extension stop.

1. Out-tray extension
2. Out-tray extension stop

Do not unfold the Out-tray extension stop when printing on legal paper.

After the print job is complete, fold the Out-tray extension stop, and then push the Out-tray extension into the Out tray.

4.6 Envelope slot (HP Deskjet 6540-50 series)

Use the envelope slot to print single envelopes.

1. Envelope slot

Follow these step to use the envelope slot:

1. Insert the envelope with the side to be printed on facing down and the flap to the left.

2. Push the envelope into the printer as far as it will go without bending.

3. Print the envelope.

4.7 Print cartridges

Four print cartridges are available for use with the printer.

1. Black
2. Tri-color
3. Photo
4. Gray photo

Note: The availability of print cartridges varies by country/region.

Using print cartridges

Everyday printing

Use the black and tri-color print cartridges for everyday print jobs.

Quality color photos

For more vibrant colors when printing color photographs or other special documents, remove the black print cartridge and use a photo print cartridge in combination with the tri-color print cartridge.

Quality black and white photos

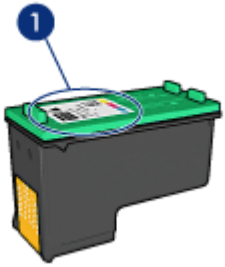
For outstanding black and white photographs, remove the black print cartridge and use a gray photo print cartridge in combination with the tri-color print cartridge.

Replacing print cartridges

When buying print cartridges, look for the print cartridge selection number.

You can find the selection number in these places:

- Selection number label: Look at the label on the print cartridge you are replacing.



1. Selection number label

- Printer documentation: For a list of print cartridge selection numbers, see the reference guide that came with the printer.
- HP Inkjet Toolbox: Open the HP Inkjet Toolbox, and then select the **Supplies** panel.

If a print cartridge runs out of ink, the printer can operate in the ink-backup mode.

For information about installing a print cartridge, see the print cartridge installation page.

4.8 Ink-backup mode

In the ink-backup mode, the printer operates by using only one print cartridge. The ink back-up mode is initiated when a print cartridge is removed from the print cartridge cradle.

To remove a print cartridge, see the print cartridge installation page.

Ink-backup mode output

Printing in ink-backup mode slows the printer and affects the quality of printed documents.

Installed print cartridge	Result
Black print cartridge.	Colors are printed as grayscale.
Tri-color print cartridge.	Colors print but black is grayed and is not a true black.
Photo print cartridge.	Colors are printed as grayscale.
Gray photo print cartridge.	Colors are printed as grayscale.

Note: It is recommended that you do not use the photo print cartridge or the gray photo print cartridge for ink-backup mode.

Exiting ink-backup mode

Install two print cartridges in the printer to exit the ink-backup mode.

To install a print cartridge, see the print cartridge installation page.

4.9 Automatic Paper-Type Sensor

The Automatic Paper-Type Sensor automatically selects the appropriate print settings for the media that is being printed on, particularly HP media.

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

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

To use the Automatic Paper-Type Sensor, see the paper-type selection page.

Note: The Automatic Paper-Type Sensor is not available for documents that are printed from the 250-Sheet Plain Paper Tray Accessory or the Auto Two-Sided Print Accessory with Small Paper Tray.

5 Getting started

For an overview of the printer features, see the printer features page.

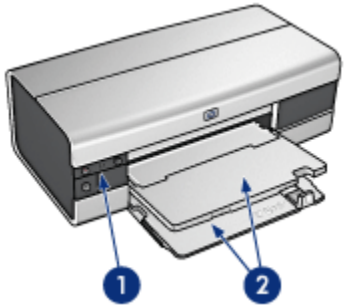
Click the appropriate topic below for a description of a printer feature:

- Buttons and lights
- Paper trays
- Print cartridges
- Ink-backup mode
- Automatic Paper-Type Sensor

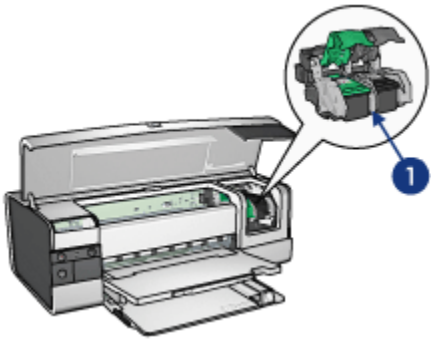
For a description of the optional accessories, see the optional accessories page.

5.1 Printer features (HP Deskjet 6520 series)

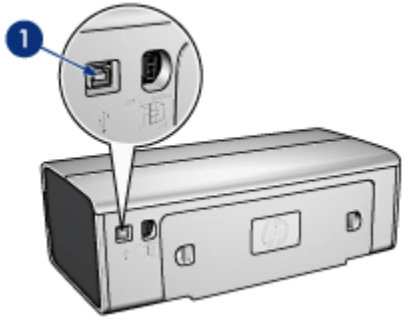
The HP printer has several features to make printing easier and more efficient.



1. Buttons and lights
2. Paper trays



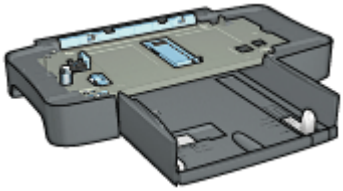
1. Print cartridges
2. Automatic Paper-Type Sensor (not illustrated)
3. Ink-backup mode (not illustrated)



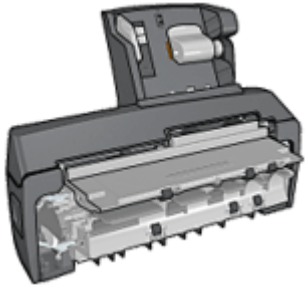
1. USB port

Optional accessories

Automatic Two-Sided Printing Accessory (optional)



250-Sheet Plain Paper Tray Accessory (optional)

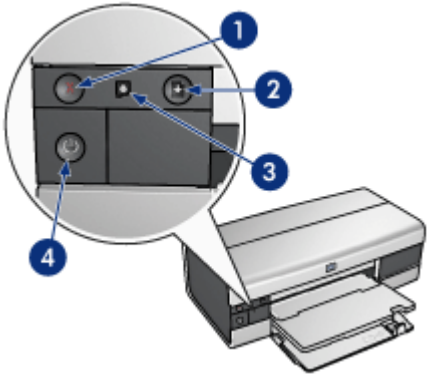


Auto Two-Sided Print Accessory with Small Paper Tray (optional)

Note: Availability of accessories varies by country/region.

5.2 Buttons and lights (HP Deskjet 6520 series)

Use the printer buttons to turn the printer on and off, cancel a print job, and restart a job. The printer lights give you visual cues about the status of the printer.



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

Print Cancel button

Pressing the Print Cancel button cancels the current print job.

Print Cartridge Status light

The Print Cartridge Status light turns on or flashes when a print cartridge needs service.

Resume button and light

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

Power button and light

The Power button turns the printer on and off. It might take a few seconds for the printer to turn on after you press the Power button.

The Power light flashes when the printer is processing.

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

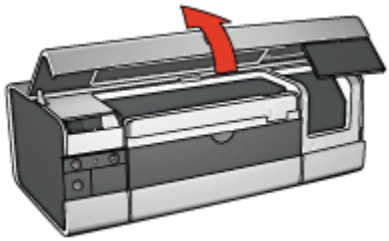
5.3 Paper trays (HP Deskjet 6520 series)

For information about the paper trays, select one of the topics below:

- Unfolding the paper trays
- In tray
- Out tray
- Folding the paper trays

Unfolding the paper trays

Raise the printer cover to unfold the paper trays.



In tray

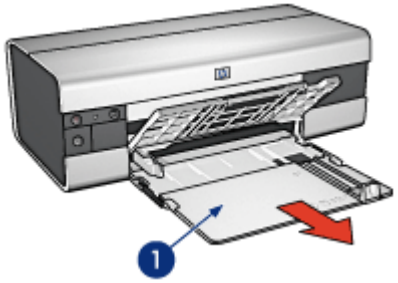
The In tray holds paper and other media to be printed.

1. In tray

Slide the paper guides firmly against the edges of the media on which you are printing.

1. Paper-width guide
2. Paper-length guide

To print on large paper, such as legal paper, pull out the paper-length guide to the edge of the In tray, and then pull out the In-tray extension.



1. In-tray extension

Out tray

Printed pages are deposited in the Out tray.

1. Out tray

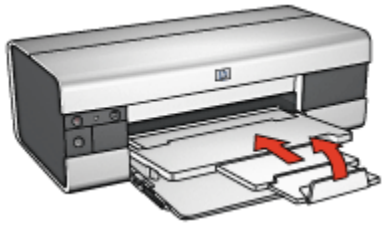
To prevent paper from falling out of the tray, pull out the Out-tray extension, and then unfold the Out-tray extension stop.

1. Out-tray extension
2. Out-tray extension stop

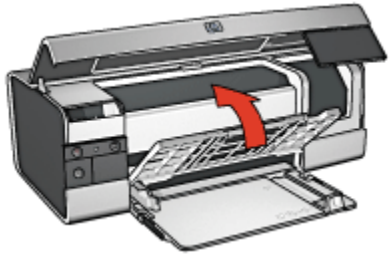
Folding the paper trays

Follow these steps to fold the paper tray:

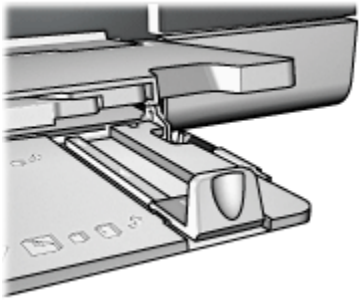
1. If necessary, fold the Out-tray extension stop, and then push in the Out-tray extension.



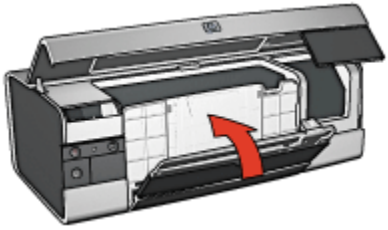
2. Raise the printer cover.
3. Raise the Out tray.



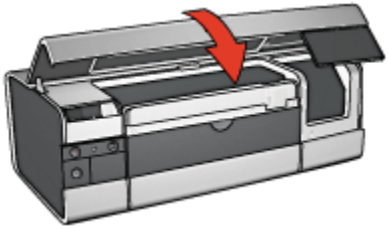
4. Verify that the In-tray extension is pushed in, and then pull the paper-length guide to the edge of the In tray.



5. Raise the In tray.



6. Close the printer cover.



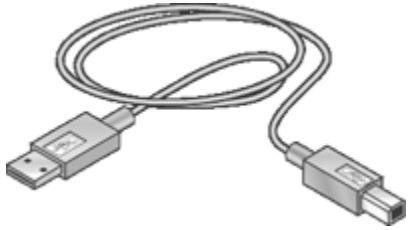
6 Connecting to the printer

- USB
- Front USB port (HP Deskjet 6540-50 series)
- Networking
  - Sharing the printer
  - HP Jetdirect 175x
  - HP Jetdirect 310x
  - HP Jetdirect 380x

Note: Network connection support varies by country/region.

6.1 USB

The printer connects to the computer with a universal serial bus (USB) cable.



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

6.2 Front USB port (HP Deskjet 6540-50 series)

Use the USB port on the front of the printer to connect the printer to a laptop quickly.

1. Front USB port

To use the front USB port, connect the laptop to the front USB port by using a USB cable. Verify that the printer is selected in **Chooser**.

6.3 Networking

You can make a printer available to other computers on a network by sharing the printer.

You can use any of the following HP Jetdirect print servers to place the printer on a network.

- HP Jetdirect 175x
- HP Jetdirect 310x
- HP Jetdirect 380x

Note: HP Jetdirect availability varies by country/region.

6.3.1 Sharing the printer

The printer can be connected directly to a computer on a network and then shared with other computers on the network.

For instructions about sharing the printer on a network, click **Control Panels** from the **Apple** menu, and then click **USB Printer Sharing**.

6.3.2 HP Jetdirect 175x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

HP J6035A Jetdirect 175x

- USB printer connection
- 100Base-Tx (Fast Ethernet) and/or 10Base-T (Ethernet) network connection
- TCP/IP, IPX/SPX direct mode, Apple EtherTalk networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

6.3.3 HP Jetdirect 310x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

HP J6038A Jetdirect 310x

- USB printer connection
- 100Base-Tx (Fast Ethernet) and/or 10Base-T (Ethernet) network connection
- TCP/IP, IPX/SPX direct mode, Apple EtherTalk networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

6.3.4 HP Jetdirect 380x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

HP J6061A Jetdirect 380x

- USB printer connection
- 802.11b (Wi-Fi) wireless network connection, with encryption, and 802.1x, EAP-MD5, EAP-TLS authentication
- TCP/IP, IPX/SPX, Novell NetWare, Apple EtherTalk, Unix/Linux networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

7 Printing photos (HP Deskjet 6540-50 series)

Select the type of photograph that you want to print:

Borderless Photos

Small borderless photo

Large borderless photo

Panoramic borderless photo

Photos with a white border

Small photo with a white border

Large photo with a white border

Panoramic photo with a white border

Enhancing your photos

Learn how to enhance your photographs by using the printer's photo printing features.

7.1 Enhancing your photos

The printer software offers several features to make printing digital photos easier and improve photo quality:

- Use the HP digital photography options to touch up photos.
- Achieve the highest resolution with Maximum dpi.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.

Learn how to add professional touches to your digital photographs:

- Use the photo print cartridge for great colors.
- Use the color settings to change how colors are printed.

- Use the gray photo print cartridge for outstanding black-and-white photos.
- Print black-and-white photos.
- Print to the edges of the photo paper with borderless printing.

To prevent photo paper from curling, follow the photo paper storage guidelines.

7.2 HP digital photography options

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

Follow these steps to gain access to the **Digital Photography** panel.

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

Description

Use the **Digital Photography** panel to set these options:

1. **Options Menu**: Select from the following options:
   - **Digital Flash**: Lighten dark images. Click **Automatic** to allow the printer driver to automatically balance lightness and darkness.
   - **Contrast enhancement**: Adjust the contrast to your preference. Click **Automatic** to allow the printer driver to automatically balance the contrast.
   - **SmartFocus**: Enhance image quality and clarity. Click **On** to allow the printer driver to automatically sharpen details in the image.
   - **Smoothing**: Soften an image. Click **Automatic** to allow the printer driver to automatically set the level of smoothing for the image.

- **Sharpness**: Adjust the image sharpness to your preference. Click **Automatic** to allow the printer driver to automatically set the level of sharpening for the image.

2. **Set All Settings Menu**: Select from the following settings options:
   - **Turn All Off**: Turns off all the digital photography options.
   - **Set All to Automatic**: Sets all the digital photography options to **Automatic**.
   - **Use Factory Presets**: Sets all the digital photography options to a set of predefined print options.

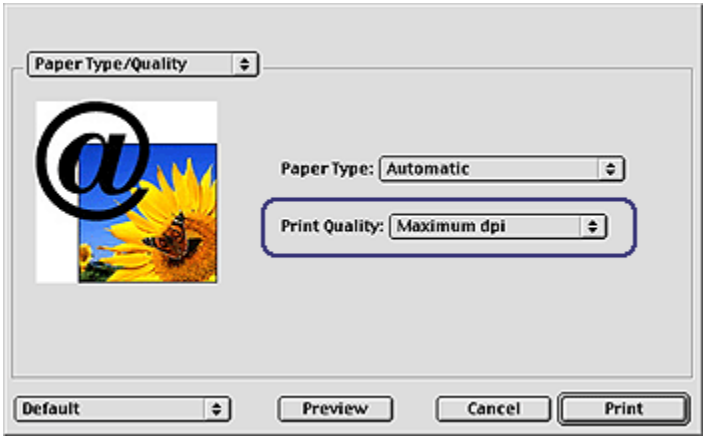
7.3 Maximum dpi

The **Maximum dpi** print quality setting offers 4800 x 1200 optimized dpi printing.

The 4800 x 1200 optimized dpi print mode is the highest quality resolution for this printer. When 4800 x 1200 optimized dpi is selected in the printer driver, the tri-color print cartridge prints in the 4800 x 1200 optimized dpi mode (up to 4800 x 1200 optimized dpi color and 1200-input dpi). If a photo print cartridge is also installed, the print quality is enhanced. A photo print cartridge can be purchased separately if it is not included with your printer.

Follow these steps to print in the 4800 x 1200 optimized dpi mode:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.



3. In the **Print Quality** drop-down list, click **Maximum dpi**.
4. Select any other print settings that you want, and then click **Print**.

7.4 Saving money when printing photos

HP Everyday Photo Paper

To save money and ink when printing photos, use **HP Everyday Photo Paper, Semi-gloss** and set the **Print quality** to **Normal**.

HP Everyday Photo Paper, Semi-gloss is designed to create quality photos with less ink.

Note: For higher-quality photos, use HP Premium Plus Photo paper and set the **Print quality** to **Best** or Maximum dpi.

7.5 Photo print cartridge

The photo print cartridge, used in conjunction with the tri-color print cartridge, provides six-ink, virtually grain-free photos that have exceptional fade resistance.

The photo print cartridge can be purchased separately if it is not included with your product.

Installing the photo print cartridge

To install the photo print cartridge, remove the black print cartridge from the printer, and then install the photo print cartridge in the compartment on the right of the print cartridge cradle.

For more information, see the print cartridge installation page.

Using the photo print cartridge

Follow these steps to print in the six-ink color print mode:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click the appropriate photo paper type in the **Paper Type** drop-down list.
4. Click one of the following print-quality modes in the **Print Quality** drop-down list.

- **Normal**
- **Best**
- **Maximum dpi**

5. Select any other print settings that you want, and then click **Print**.

Storing the photo print cartridge

To maintain the health of the print cartridge, follow the print cartridge storage guidelines.

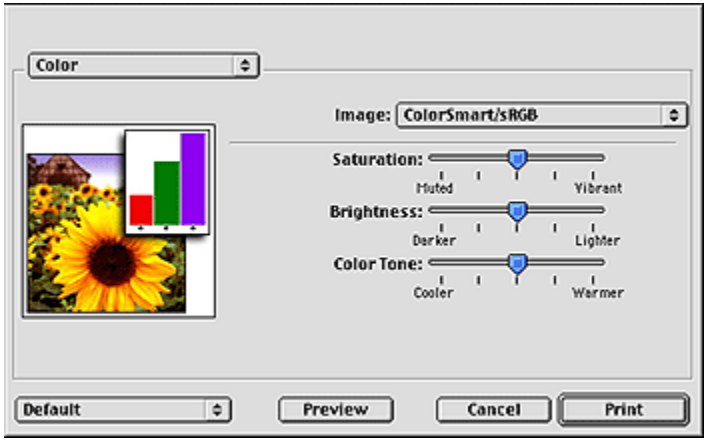
7.6 Using color settings

Use the **Color** panel to adjust how printed colors appear on your printout.

Adjusting these settings causes the printed colors to differ from the colors that appear on your computer monitor.

Follow these steps to specify color settings:

1. Open the Print dialog box.
2. Select the **Color** panel.



3. Verify that **ColorSmart/sRGB** is selected in the **Image** drop-down list.
4. Adjust the **Saturation**, **Brightness**, and **Color tone** to affect how overall colors are printed.
5. Select any other print settings that you want, and then click **Print**.

7.7 Gray photo print cartridge

The gray photo print cartridge, used in conjunction with the tri-color print cartridge, prints high-quality black-and-white photographs.

The gray photo print cartridge can be purchased separately if it is not included with your product.

Installing the gray photo print cartridge

To install the gray photo print cartridge, remove the black print cartridge from the printer, and then install the gray photo print cartridge in the compartment on the right of the print cartridge cradle.

For more information, see the print cartridge installation page.

Using the gray photo print cartridge

To use the gray photo print cartridge, follow the steps to print a black-and-white photo.

Storing the gray photo print cartridge

To maintain the health of the print cartridge, follow the print cartridge storage guidelines.

7.8 Printing black-and-white photos

You can perform the following tasks with the printer:

- Print a black-and-white photo
- Print a color photo in black-and-white

For great black-and-white photos, install a gray photo print cartridge and a tri-color printer cartridge in the printer.

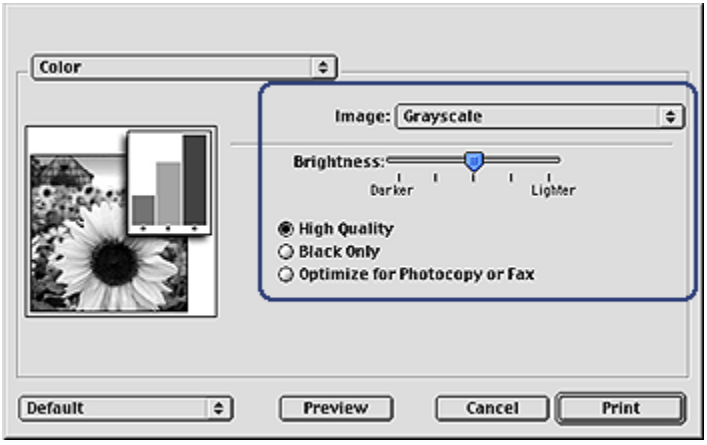
Printing a black-and-white photo

To print a photo that is already black and white, simply follow the instructions for the type and size of photo that you want to print.

Printing a color photo in black and white

Follow these steps to print a color photo in black and white:

1. Open the Print dialog box.
2. Select the **Color** panel.



3. In the **Image** drop-down list, click **Grayscale**.
4. Click **High Quality**.
5. Select any other print settings that you want, and then click **Print**.

7.9 Printing borderless photos

Use borderless printing to print to the edges of certain paper types and on a range of standard paper sizes.

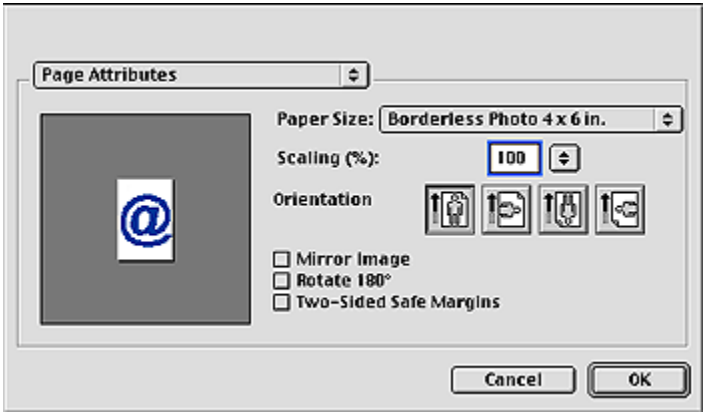
Guidelines

- Do not print borderless documents in ink-backup mode. Always have two print cartridges installed in the printer.
- Open the file in a software application and assign the image size. Ensure that the size corresponds to the paper size on which you want to print the image.

Printing

Follow these steps to print a borderless document:

1. Open the file that you want to print.
2. Open the Page Setup dialog box.



3. Click the appropriate borderless paper size in the **Paper Size** list.
4. Click **OK**.
5. Open the Print dialog box.
6. Select any other print settings that you want, and then click **Print**.

   If you printed on photo paper that has a tear-off tab, remove the tab to make the document completely borderless.

7.10 Storing and handling photo paper

Follow these instructions to maintain the quality of your HP brand photo paper.

Storage

- Keep unused photo paper in a resealable plastic bag, in the box in which it was originally packaged. Store the packaged photo paper on a flat surface in a cool place.
- When you are ready to print, remove only the paper that you plan to use immediately from the plastic bag. When you have finished printing, return any unused photo paper to the plastic bag.
- Do not leave unused photo paper in the printer paper tray. The paper might start to curl, which can reduce the quality of your photographs.

Handling

- Always hold photo paper by its edges. Fingerprints on photo paper can reduce print quality.
- Verify that the photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, use photo paper that is not curled.

7.11 Small borderless photos (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

If the photo paper is not flat, see the photo paper storage instructions.

5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.

6. Slide the paper guides firmly against the paper.
7. Replace the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate borderless paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

7.12 Large borderless photos (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.

- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.

6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate borderless paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:

- **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
- **Print Quality**: **Best** or **Maximum dpi**

6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

7.13 Panoramic borderless photos (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.

6. Slide the paper guides firmly against the paper.

   Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper width-guide firmly against the edge of the paper.

7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate borderless paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

7.14 Small photos with a white border (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.

6. Slide the paper guides firmly against the paper.
7. Replace the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

7.15 Large photos with a white border (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.

6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

- **Orientation**: The appropriate orientation

2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

7.16 Panoramic photos with a white border (HP Deskjet 6540-50 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.

6. Slide the paper guides firmly against the paper.

   Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper width-guide firmly against the edge of the paper.

7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8 Printing photos (HP Deskjet 6520 series)

Select the type of photograph that you want to print:

Borderless Photos

Small borderless photo | Large borderless photo | Panoramic borderless photo

Photos with a white border

Small photo with a white border | Large photo with a white border | Panoramic photo with a white border

Enhancing your photos

Learn how to enhance your photographs by using the printer's photo printing features.

8.1 Printing black-and-white photos

You can perform the following tasks with the printer:

- Print a black-and-white photo
- Print a color photo in black-and-white

For great black-and-white photos, install a gray photo print cartridge and a tri-color printer cartridge in the printer.

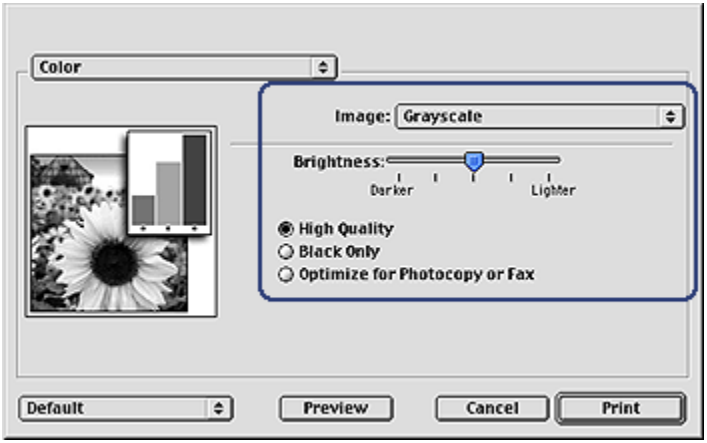
Printing a black-and-white photo

To print a photo that is already black and white, simply follow the instructions for the type and size of photo that you want to print.

Printing a color photo in black and white

Follow these steps to print a color photo in black and white:

1. Open the Print dialog box.
2. Select the **Color** panel.



3. In the **Image** drop-down list, click **Grayscale**.
4. Click **High Quality**.
5. Select any other print settings that you want, and then click **Print**.

8.2 Small borderless photos (HP Deskjet 6520 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.

6. Slide the paper guides firmly against the paper.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate borderless paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8.3 Large borderless photos (HP Deskjet 6520 series)

Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.

6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

Printing

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

- **Paper Size**: The appropriate borderless paper size
- **Orientation**: The appropriate orientation

2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8.4 Panoramic borderless photos (HP Deskjet 6520 series)

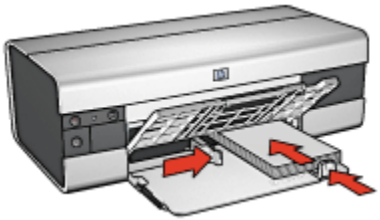
Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

   Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper-width guide firmly against the edge of the paper.

7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate borderless paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8.5 Small photos with a white border (HP Deskjet 6520 series)

Guidelines

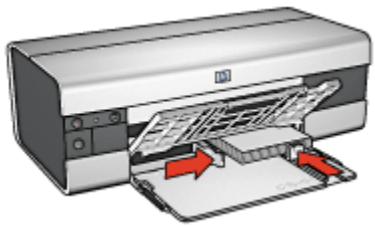
- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.

- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.



6. Slide the paper guides firmly against the paper.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:

- **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
- **Print Quality**: **Best** or **Maximum dpi**

6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8.6 Large photos with a white border (HP Deskjet 6520 series)

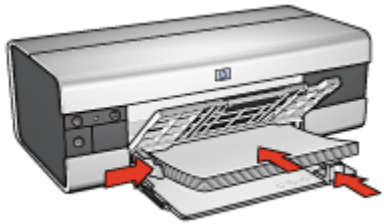
Guidelines

- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

8.7 Panoramic photos with a white border (HP Deskjet 6520 series)

Guidelines

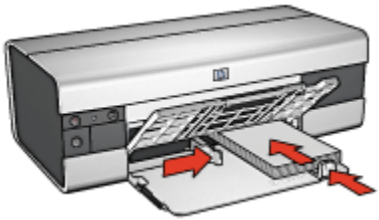
- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.

3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

   If the photo paper is not flat, see the photo paper storage instructions.
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

   Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper-width guide firmly against the edge of the paper.
7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: Click **Photo paper**, and then click the appropriate photo paper type
   - **Print Quality**: **Best** or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

9 Printing other documents (HP Deskjet 6540-50 series)

E-mail

Letters

Documents

Envelopes

Postcards

Brochures

Greeting cards

Transparencies

Labels

Index cards

Booklets

Posters

Banners

Iron-on transfers

Printing tips

Minimize your cost and effort while maximizing the quality of your printouts by using these printing tips.

Printer software

Learn about the printer software.

9.1 E-mail (HP Deskjet 6540-50 series)

Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.

6. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:
   - Print quality
   - Paper source
6. Select any other print settings that you want, and then click **Print**.

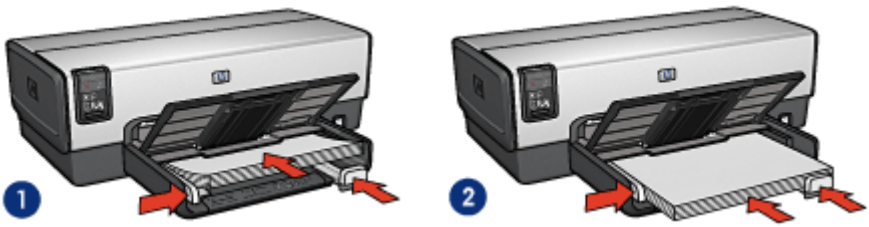
9.2 Letters (HP Deskjet 6540-50 series)

Guidelines

- For help printing on an envelope, see the envelope page.
- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



1. Letter or A4 paper
2. Legal paper

Note: If you are using letterhead, verify that the letterhead is facing down and towards the interior of the printer.

6. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:
   - Print quality
   - Paper source

6. Select any other print settings that you want, and then click **Print**.

9.3 Documents (HP Deskjet 6540-50 series)

Guidelines

- Save paper with two-sided printing.
- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.

1. Letter or A4 paper

2. Legal paper

6. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:
   - Print quality
   - Paper source

- Two-sided printing

6. Select any other print settings that you want, and then click **Print**.

9.4 Envelopes (HP Deskjet 6540-50 series)

Guidelines

- Avoid using envelopes that have the following qualities:
  - Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the In tray.
- Do not exceed the In-tray capacity: up to 20 envelopes.

Preparing to print

If you are printing on a single envelope, use the envelope slot.

If you are printing on multiple envelopes, follow these steps:

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the envelopes, with the sides to be printed on facing down and the flaps to the left, into the In tray and to the right. Push the envelopes into the printer until they stop.

5. Slide the paper guides firmly against the envelopes.
6. Replace the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select any other print settings that you want, and then click **Print**.

9.5 Postcards (HP Deskjet 6540-50 series)

If the optional Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow the steps for printing postcards with the Auto Two-Sided Print Accessory with Small Paper Tray.

Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the sides to be printed on facing down and one of the short sides pointing towards the printer, into In tray and to the right. Push the cards into the printer until they stop.

5. Slide the paper guides firmly against the cards.
6. Replace the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

     Note: To print a borderless card, click the borderless photo size that matches the card size.
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: The appropriate paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

   Note: If an out-of-paper message appears, verify that the cards are positioned correctly in the paper tray.

9.6 Brochures (HP Deskjet 6540-50 series)

Guidelines

- Learn to print borderless brochures.
- For great results, use HP Brochure & Flyer Paper.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.

4. Place brochure paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.

6. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate brochure paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
5. Select any other print settings that you want, and then click **Print**.

9.7 Greeting cards (HP Deskjet 6540-50 series)

Guidelines

- Unfold prefolded cards, and then place them in the In tray.
- For great results, use HP Greeting Card Paper.
- Do not exceed the In-tray capacity: up to 30 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Fan the edges of the greeting cards to separate them, then align the edges.

5. Place the greeting cards in the In tray, with the side to be printed on facing down. Push the cards into the printer until they stop.
6. Slide the paper guides firmly against the paper.

7. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate greeting card paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
5. Select any other print settings that you want, and then click **Print**.

9.8 Transparencies (HP Deskjet 6540-50 series)

Guidelines

- For great results, use HP Premium Inkjet Transparency Film.
- Do not exceed the In tray capacity: up to 30 transparencies.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the transparencies in the In tray, with the side to printed on facing down and the adhesive strip facing up and toward the printer.

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

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate transparency film type
   - **Print Quality**: **Normal** or **Best**
5. Select any other print settings that you want, and then click **Print**.

9.9 Labels (HP Deskjet 6540-50 series)

Guidelines

- Use only labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Verify that the labels are not sticky, wrinkled, or pulling away from the protective backing.
- Do not exceed the In-tray capacity: up to 30 sheets of labels (use only letter-size or A4-size sheets).

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.

3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Fan the edges of the label sheets to separate them, and then align the edges.
5. Place the label sheets in the In tray with the label side facing down. Push the sheets into the printer until they stop.

6. Slide the paper guides firmly against the edge of the sheets.
7. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: **A4** or **US Letter**
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
5. Select the **Paper Type/Quality** panel.
6. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
7. Select any other print settings that you want, and then click **Print**.

9.10 Index cards and other small media (HP Deskjet 6540-50 series)

Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the sides to be printed on facing down and one of the short sides pointing towards the printer, into In tray and to the right. Push the cards into the printer until they stop.

5. Slide the paper guides firmly against the cards.
6. Replace the Out tray.

Printing

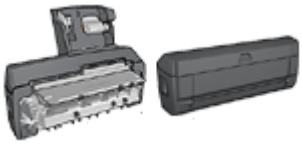
1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

     Note: To print a borderless card, click the borderless photo size that matches the card size.

   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: The appropriate paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

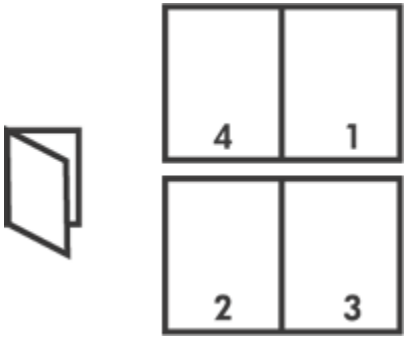
Note: If an out-of-paper message appears, verify that the cards are positioned correctly in the paper tray.

9.11 Booklets (HP Deskjet 6540-50 series)



If an optional two-sided printing accessory is attached to the printer, then follow the steps to print a booklet automatically.

Booklet printing automatically arranges and resizes the pages of a document so that when the pages are folded into a booklet, the page order is correct.



Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

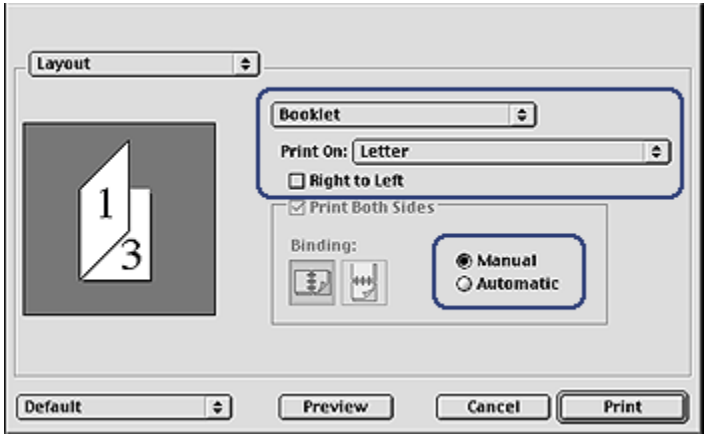
1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.

6. Lower the Out tray.

Printing

To print a booklet, follow these steps:

1. Open the Print dialog box.
2. Select the **Layout** panel.



3. In the menu, click **Booklet**.
4. In the **Print On** drop-down list, click the appropriate paper size.
5. If you want the pages to be ordered from right to left, select the **Right to Left** check box.

   Note: For most languages, leave the **Right to Left** check box clear.

6. Select any other printer setting that you want, and then click **Print**.
7. When prompted, reload the printed pages in the In tray as shown below.

8. Click **Continue** to finish printing the booklet.

9.12 Posters (HP Deskjet 6540-50 series)

Guidelines

- After the sections of a poster have been printed, trim the edges of the sheets, and then tape the sheets together.

- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.

6. Lower the Out tray.

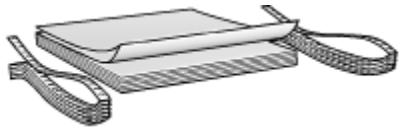
Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the **Layout** panel, and then select the following options:
   - **Multiple Pages Per Sheet Menu**: **Tiling**
   - **Tiling Size**: **2x2**, **3x3**, or **4x4**
6. Select any other print settings that you want, and then click **Print**.

9.13 Banners (HP Deskjet 6540-50 series)

Guidelines

- Use HP Banner Paper for great results.
- Remove any perforated strips from the banner paper before loading it in the In tray.

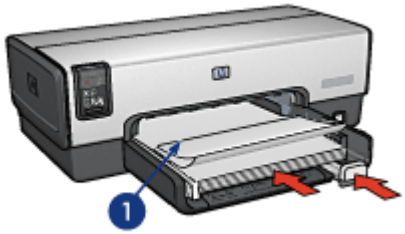


- Do not exceed the In-tray capacity: up to 20 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all paper from the In tray.

3. Slide the paper width-guide all the way to the left, and then pull out the paper-length guide.
4. Place the banner paper in the In tray so that the unattached edge is on top of the paper stack and pointing toward the printer.



1. Unattached edge

5. Slide the paper-width guide firmly against the paper.

Note: Leave the Out tray off of the printer when printing a banner.

Printing

1. Open the Page Setup dialog box.
2. In the **Paper Size** drop-down list, click **A4 Banner** or **US Letter Banner**.
3. Click **OK**.
4. Open the Print dialog box.
5. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
6. Select the **Paper Type/Quality** panel.
7. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
8. Select any other print settings that you want, and then click **Print**.

9.14 Iron-on transfers (HP Deskjet 6540-50 series)

Guidelines

- Use HP Iron-on Transfers for great results.
- When printing a mirror image, the text and the pictures are horizontally reversed from what appears on the computer screen.

- Do not exceed the In tray capacity: Up to 20 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place iron-on transfer paper with the side to be printed on facing down in the In tray.
5. Push the paper into the printer until it stops.
6. Slide the paper guides firmly against the paper.

7. Lower the Out tray.

Printing

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

   Note: Some iron-on transfer paper types do not require you to print a mirror image. Consult the instructions that came with your iron-on transfer paper to see if printing a mirror image is required.

   - **Paper Size**: **A4** or **US Letter**
   - **Mirror Image**: Selected
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.

5. Select the **Paper Type/Quality** panel.
6. In the **Paper Type** drop-down list, click **Automatic** or the appropriate iron-on transfer paper type.
7. Select any other print settings that you want, and then click **Print**.

10 Printing other documents (HP Deskjet 6520 series)

E-mail

Letters

Documents

Envelopes

Postcards

Brochures

Greeting cards

Transparencies

Labels

Index cards

Booklets

Posters

Banners

Iron-on transfers

Printing tips

Minimize your cost and effort while maximizing the quality of your printouts by using these printing tips.

Printer software

Learn about the printer software.

10.1 E-mail (HP Deskjet 6520 series)

Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.

5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:
   - Print quality
   - Paper source
6. Select any other print settings that you want, and then click **Print**.

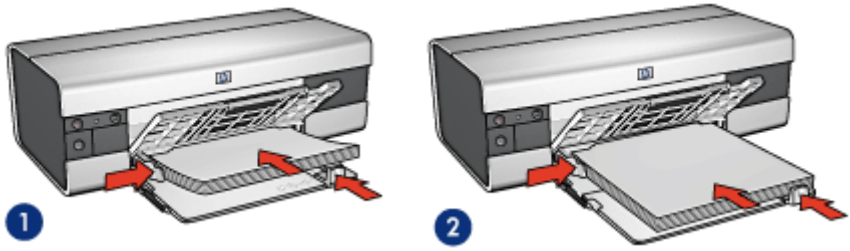
10.2 Letters (HP Deskjet 6520 series)

Guidelines

- For help printing on an envelope, see the envelope page.
- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



1. Letter or A4 paper

2. Legal paper

Note: If you are using letterhead, verify that the letterhead is facing down and towards the interior of the printer.

5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:
   - Print quality

- Paper source

6. Select any other print settings that you want, and then click **Print**.

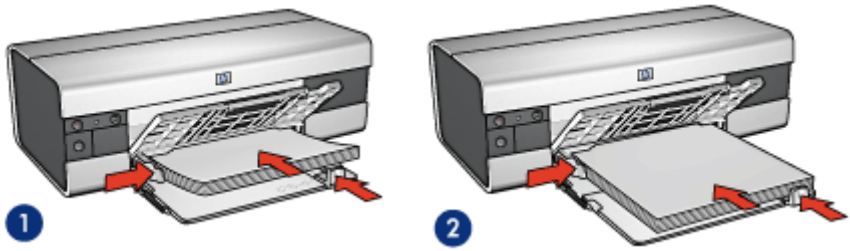
10.3 Documents (HP Deskjet 6520 series)

Guidelines

- Save paper with two-sided printing.
- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



1. Letter or A4 paper
2. Legal paper

6. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the following print settings as appropriate:

- Print quality
- Paper source
- Two-sided printing

6. Select any other print settings that you want, and then click **Print**.

10.4 Envelopes (HP Deskjet 6520 series)

Guidelines

- Avoid using envelopes that have the following qualities:
  - Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the In tray.
- Do not exceed the In-tray capacity: up to 20 envelopes.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the envelopes, with the sides to be printed on facing down and the flaps to the left, into In tray and to the right. Push the envelopes into the printer until they stop.

5. Slide the paper guides firmly against the envelopes.
6. Lower the Out tray.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select any other print settings that you want, and then click **Print**.

10.5 Postcards (HP Deskjet 6520 series)

If the optional Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow the steps for printing postcards with the Auto Two-Sided Print Accessory with Small Paper Tray.

Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the printable sides down and the short sides pointing towards the printer, in the right side of the In tray. Push the cards into the printer until they stop.

5. Slide the paper guides firmly against the cards.
6. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

     Note: To print a borderless card, click the borderless photo size that matches the card size.
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: The appropriate paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

   Note: If an out-of-paper message appears, verify that the cards are positioned correctly in the paper tray.

10.6 Brochures (HP Deskjet 6520 series)

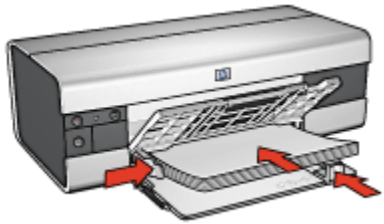
Guidelines

- Learn to print borderless brochures.
- For great results, use HP Brochure & Flyer Paper.
- Do not exceed the In-tray capacity: up to 25 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.

4. Place brochure paper in the In tray, pushing the paper into the printer until it stops.



5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate brochure paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
5. Select any other print settings that you want, and then click **Print**.

10.7 Greeting cards (HP Deskjet 6520 series)

Guidelines

- Unfold prefolded cards, and then place them in the In tray.
- For great results, use HP Greeting Card Paper.
- Do not exceed the In-tray capacity: up to 30 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.

4. Fan the edges of the greeting cards to separate them, then align the edges.
5. Place the greeting cards in the In tray, with the side to be printed on facing down. Push the cards into the printer until they stop.
6. Slide the paper guides firmly against the paper.

7. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate greeting card paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
5. Select any other print settings that you want, and then click **Print**.

10.8 Transparencies (HP Deskjet 6520 series)

Guidelines

- For great results, use HP Premium Inkjet Transparency Film.
- Do not exceed the In tray capacity: up to 30 transparencies.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.

4. Place the transparencies in the In tray, with the side to be printed on facing down and the adhesive strip facing up and toward the printer.

5. Carefully push the transparencies into the printer until they stop so that none of the adhesive strips catch on one another.
6. Slide the paper guides firmly against the edge of the transparencies.
7. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
4. Select the **Paper Type/Quality** panel, and then specify the following settings:
   - **Paper Type**: The appropriate transparency film type
   - **Print Quality**: **Normal** or **Best**
5. Select any other print settings that you want, and then click **Print**.

10.9 Labels (HP Deskjet 6520 series)

Guidelines

- Use only labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Verify that the labels are not sticky, wrinkled, or pulling away from the protective backing.
- Do not exceed the In-tray capacity: up to 30 sheets of labels (use only letter-size or A4-size sheets).

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Fan the edges of the label sheets to separate them, and then align the edges.
5. Place the label sheets in the In tray with the label side facing down. Push the sheets into the printer until they stop.

6. Slide the paper guides firmly against the edge of the sheets.
7. Lower the Out tray, then pull out the Out-tray extension.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: **A4** or **US Letter**
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
5. Select the **Paper Type/Quality** panel.
6. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
7. Select any other print settings that you want, and then click **Print**.

10.10 Index cards and other small media (HP Deskjet 6520 series)

Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the printable sides down and the short sides pointing towards the printer, in the right side of the In tray. Push the cards into the printer until they stop.

5. Slide the paper guides firmly against the cards.
6. Lower the Out tray.

Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

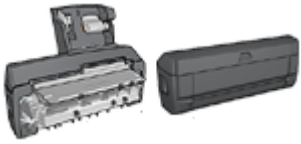
     Note: To print a borderless card, click the borderless photo size that matches the card size.

   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.

4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: The appropriate paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

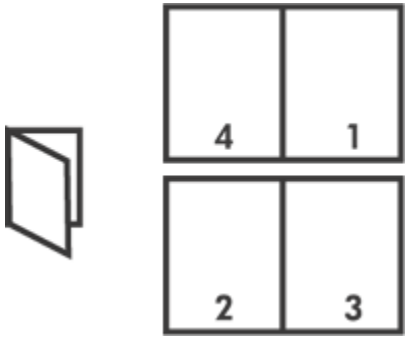
Note: If an out-of-paper message appears, verify that the cards are positioned correctly in the paper tray.

10.11 Booklets (HP Deskjet 6520 series)



If an optional two-sided printing accessory is attached to the printer, then follow the steps to print a booklet automatically.

Booklet printing automatically arranges and resizes the pages of a document so that when the pages are folded into a booklet, the page order is correct.



Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

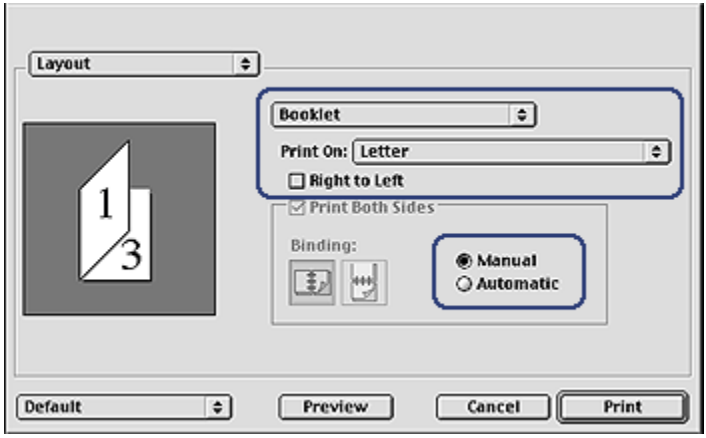
1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.

5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

Printing

To print a booklet, follow these steps:

1. Open the Print dialog box.
2. Select the **Layout** panel.

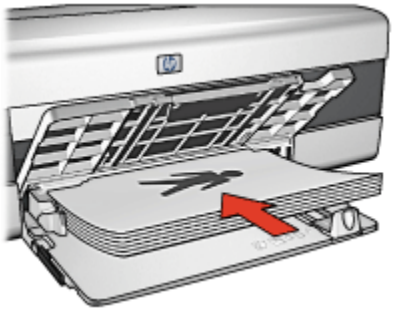


3. In the menu, click **Booklet**.
4. In the **Print On** drop-down list, click the appropriate paper size.

5. If you want the pages to be ordered from right to left, select the **Right to Left** check box.

   Note: For most languages, leave the **Right to Left** check box clear.

6. Select any other printer setting that you want, and then click **Print**.
7. When prompted, reload the printed pages in the In tray as shown below.



8. Click **Continue** to finish printing the booklet.

10.12 Posters (HP Deskjet 6520 series)

Guidelines

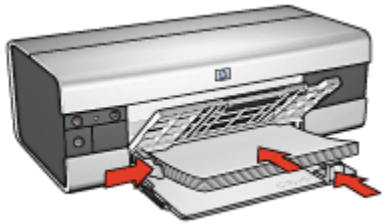
- After the sections of a poster have been printed, trim the edges of the sheets, and then tape the sheets together.

- Do not exceed the In-tray capacity: up to 150 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.

3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

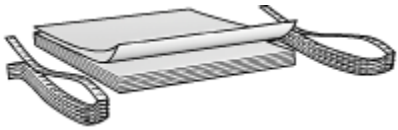
Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
5. Select the **Layout** panel, and then select the following options:
   - **Multiple Pages Per Sheet Menu**: **Tiling**
   - **Tiling Size**: **2x2**, **3x3**, or **4x4**
6. Select any other print settings that you want, and then click **Print**.

10.13 Banners (HP Deskjet 6520 series)

Guidelines

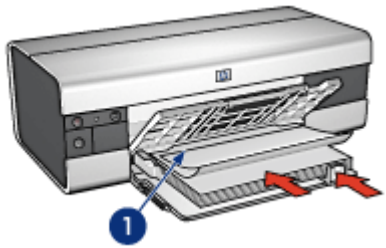
- Use HP Banner Paper for great results.
- Remove any perforated strips from the banner paper before loading it in the In tray.



- Do not exceed the In-tray capacity: up to 20 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the banner paper in the In tray so that the unattached edge is on top of the paper stack and pointing toward the printer.



1. Unattached edge

5. Slide the paper-width guide firmly against the paper.
6. Lower the Out tray.

   Do not unfold the Out-tray extension stop.

Printing

1. Open the Page Setup dialog box.
2. In the **Paper Size** drop-down list, click **A4 Banner** or **US Letter Banner**.
3. Click **OK**.
4. Open the Print dialog box.
5. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
6. Select the **Paper Type/Quality** panel.
7. In the **Paper Type** drop-down list, click **Automatic** or **Plain paper**.
8. Select any other print settings that you want, and then click **Print**.

10.14 Iron-on transfers (HP Deskjet 6520 series)

Guidelines

- Use HP Iron-on Transfers for great results.
- When printing a mirror image, the text and the pictures are horizontally reversed from what appears on the computer screen.

- Do not exceed the In tray capacity: Up to 20 sheets.

Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place iron-on transfer paper with the side to be printed on facing down in the In tray.
5. Push the paper into the printer until it stops.
6. Slide the paper guides firmly against the paper.

7. Lower the Out tray, then pull out the Out-tray extension.

Printing

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

Note: Some iron-on transfer paper types do not require you to print a mirror image. Consult the instructions that came with your iron-on transfer paper to see if printing a mirror image is required.

- **Paper Size**: **A4** or **US Letter**
- **Mirror Image**: Selected

2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Upper tray**.
5. Select the **Paper Type/Quality** panel.
6. In the **Paper Type** drop-down list, click **Automatic** or the appropriate iron-on transfer paper type.
7. Select any other print settings that you want, and then click **Print**.

11 Printing tips (HP Deskjet 6540-50 series)

Save time

- Use the 250-Sheet Plain Paper Tray Accessory to reload the printer less often.
- Use the Print Quality Selector.
- Print from front to back.
- Print collated copies.

Save money

- Print a two-sided document either automatically or manually.
- Print multiple pages on a single sheet of paper.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.

Enhance the quality of printouts

- Select the right paper type.
- Select the right print quality.
- Resize the document as needed.
- Print a borderless brochure.

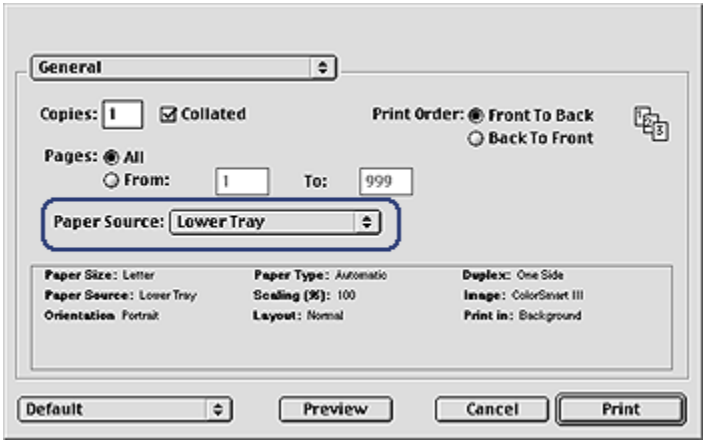
11.1 Using the 250-Sheet Plain Paper Tray Accessory

If the 250-Sheet Plain Paper Tray Accessory is not installed on the printer, follow the installation steps.

Note: The 250-Sheet Plain Paper Tray Accessory is not available in all countries/regions.

Follow these steps to use the 250-Sheet Plain Paper Tray Accessory:

1. Open the Print dialog box.



2. On the **General** panel, click one of the following options in the **Paper Source** drop-down list:
   - **Lower tray**: Prints from the 250-Sheet Plain Paper Tray Accessory.
   - **Upper, then lower**: Prints from the In tray. If the In tray is empty, then the printer prints from the 250-Sheet Plain Paper Tray Accessory.
   - **Lower, then upper**: Prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, then the printer prints from the In tray.

11.2 Using the Print Quality Selector (HP Deskjet 6540-50 series)

The Print Quality Selector button is located on the front of the printer.

1. Print Quality Selector button

Enabling the Print Quality Selector button

Before using the Print Quality Selector button, you must enable it from the printer software.

Follow these steps to enable the Print Quality Selector button:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click **Use printer default** in the **Print Quality** drop-down list.
4. Click **Print**.

Using the Print Quality Selector button

Use the Print Quality Selector button to specify the print quality for documents that you plan to print. You cannot change the print quality for a document after the document begins printing.

Follow these steps to use the Print Quality Selector button:

1. Verify that the **Print Quality Selector** button is enabled from the printer software.
2. Press the **Print Quality Selector** button to select one of the following print qualities:

Fast normal

Normal

Best

Note: FastDraft and Maximum dpi can only be selected in the printer software. If a document is printed in either FastDraft or Maximum dpi mode, the currently selected print-quality icon flashes until the document is complete.

Lights

The Print Quality Selector icons light up or flash to indicate the selected print quality:

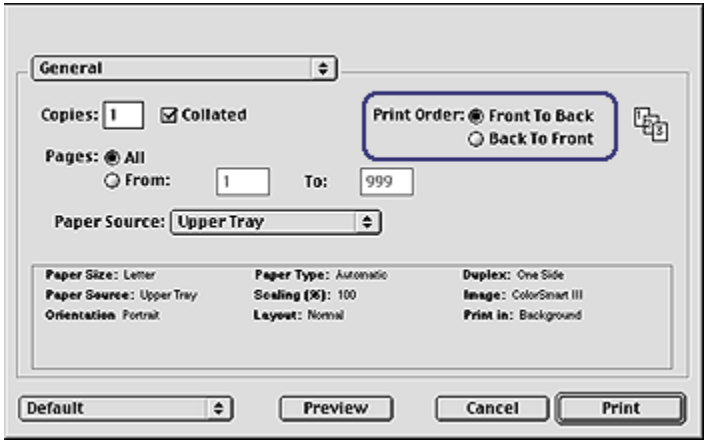
Status of the icons	Meaning
One icon is lit.	The illuminated icon is the selected print quality.
One icon is lit and another flashes.	The illuminated icon is the selected print quality for the current print job. The flashing icon is the selected print quality for the next print job.
One icon flashes.	Either FastDraft or Maximum dpi has been selected as the print quality from the printer software.

11.3 Setting the print order

Setting the print order determines the order in which your document will be printed. Frequently, it is convenient to have the first page of a document printed last so that the complete document is lying face-up in the Out tray.

Follow these steps to set the print order:

1. Open the Print dialog box.
2. Select the **General** panel.



3. Select one of the following options for the **Print Order**:
   - **Front to back**: Prints the first page of the document first.
   - **Back to front**: Prints the first page of the document last. This is the appropriate setting for most print jobs.
4. Select any other print settings that you want, and then click **Print**.

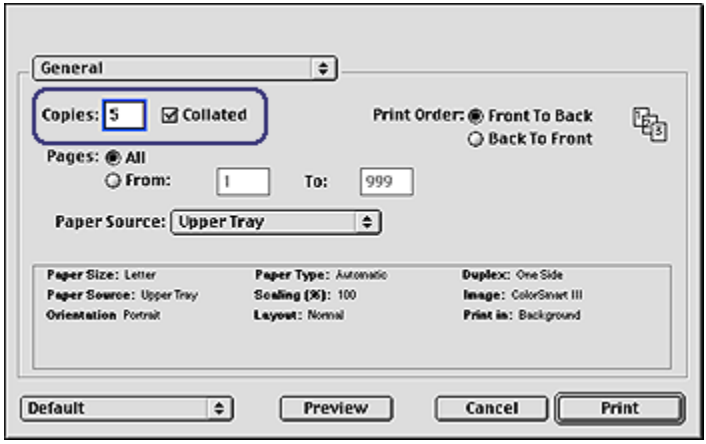
11.4 Printing collated copies

If you are printing several copies of a document at one time, use collation so that you do not have to re-arrange the copies after printing.

Note: Some software programs do not allow you to use the printer software to specify the number of copies to print. If the program that you are using allows you to specify the number of copies to print, then specify the number of copies to print in the application.

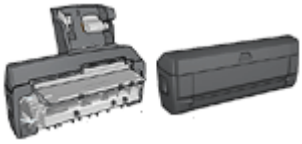
Follow these steps to print collated copies:

1. Open the Print dialog box.
2. Select the **General** panel.



3. In the **Copies** box, type the number of copies that you want to print.
4. Select the **Collated** check box.
5. Select any other print settings that you want, and then click **Print**.

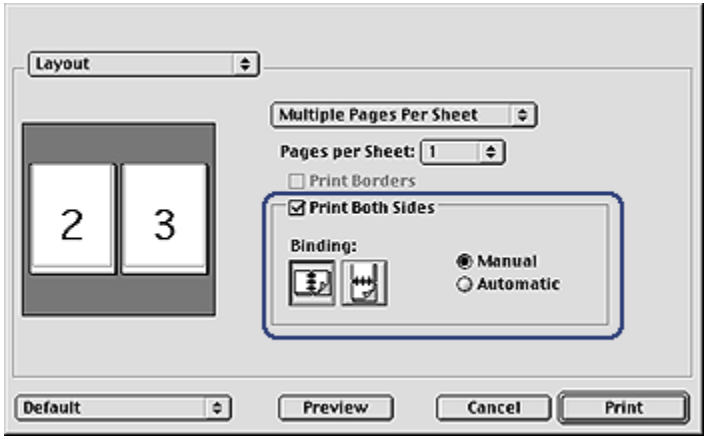
11.5 Manual two-sided printing (HP Deskjet 6540-50 series)



If an optional two-sided printing accessory is attached to the printer, then follow the automatic two-sided printing instructions.

Follow these instructions to print a two-sided document:

1. Open the Page Setup dialog box, and then click the appropriate orientation option.
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **Layout** panel.



5. Select **Print Both Sides**, and then select **Manual**.
6. Select the appropriate binding:

Book binding

Tablet binding

7. Select any other print settings that you want, and then click **Print**.

   The printer automatically prints odd-numbered pages first.
8. After the odd-numbered pages have printed, reload the paper, with the printed side facing up, according to the binding type and orientation that you selected:
   - **Book binding with portrait orientation**: Reload the paper as shown below:

- **Book binding with landscape orientation**: Reload the paper as shown below:

- **Tablet binding with portrait orientation**: Reload the paper as shown below:

- **Tablet binding with landscape orientation**: Reload the paper as shown below:

11.6 Automatic two-sided printing

To print a two-sided document automatically, one of the following accessories must be attached to the printer:

Automatic Two-Sided Printing Accessory

Auto Two-Sided Print Accessory with Small Paper Tray

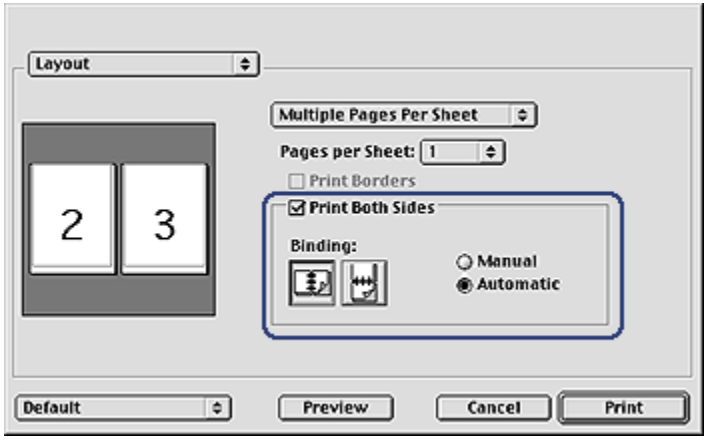
The two-sided printing accessories only support certain paper types. For a list of supported paper types, see the documentation that came with the accessory.

If a two-sided printing accessory is not attached to the printer or you are printing on an unsupported paper type, use manual two-sided printing.

Printing

Follow these instructions to print a two-sided document:

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



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

Book binding

Tablet binding

5. Change any other print settings that you want, and then click **Print**.

   After the first side of the page is printed, the printer pauses while the ink dries. After the ink is dry, the paper is pulled back into the duplexer and the reverse side of the page is printed.

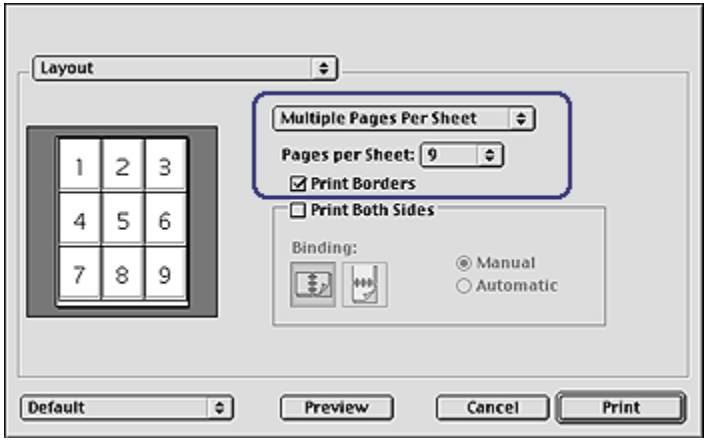
   Note: Do not remove the paper from the printer until both sides of the page have been printed.

11.7 Printing multiple pages on a single sheet of paper

The printer software allows you to print multiple pages of a document on a single sheet of paper. The printer software automatically resizes the document text and images to fit on the printed page.

Follow these steps to print multiple pages on a single sheet of paper:

1. Open the Print dialog box.
2. Select the **Layout** panel.



3. In the drop-down list, click **Multiple Pages Per Sheet**.
4. In the **Pages per Sheet** drop-down list, select the number of pages that you want to appear on each sheet of paper.
5. If you want a border to appear around each page image that is printed on the sheet of paper, select the **Print Borders** check box.
6. Select any other print settings that you want, and then click **Print**.

11.8 Selecting a paper type

The printer software offers these options for selecting a paper type:

- Use the Automatic Paper-Type Sensor
- Select a specific paper type

Using the Automatic Paper-Type Sensor

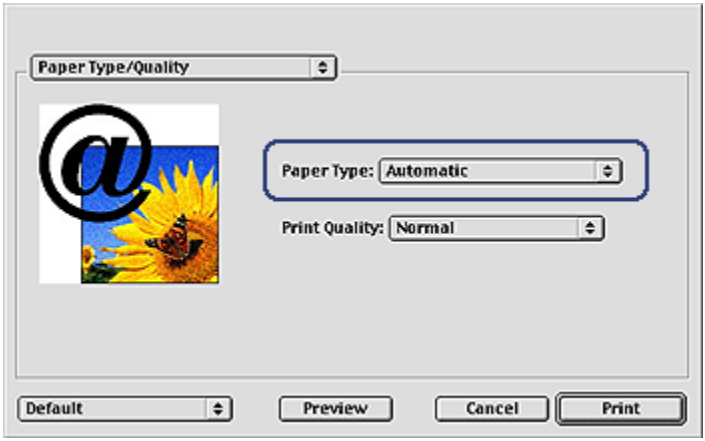
The Automatic Paper-Type Sensor automatically selects the print settings appropriate for the media be printed on, particularly when used with HP paper and media.

Note: The **Automatic Paper-Type Sensor** cannot be used for documents that are printed from the 250-Sheet Plain Paper Tray Accessory.

Follow these steps to use the Automatic Paper-Type Sensor:

1. Open the Print dialog box.

2. Select the **Paper Type/Quality** panel.



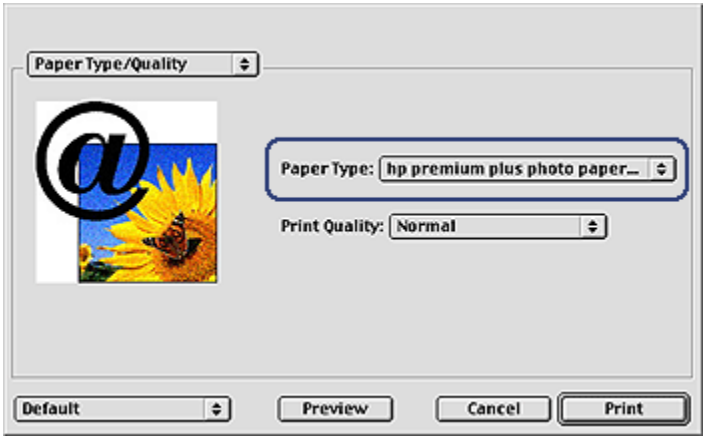
3. In the **Paper Type** drop-down list, click **Automatic**.
4. Select any other print settings that you want, and then click **Print**.

Selecting a specific paper type

When printing a higher-quality document, it is recommended that you select a specific paper type.

Follow these steps to select a specific paper type:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.



3. In the **Paper Type** drop-down list, click the specific paper type.

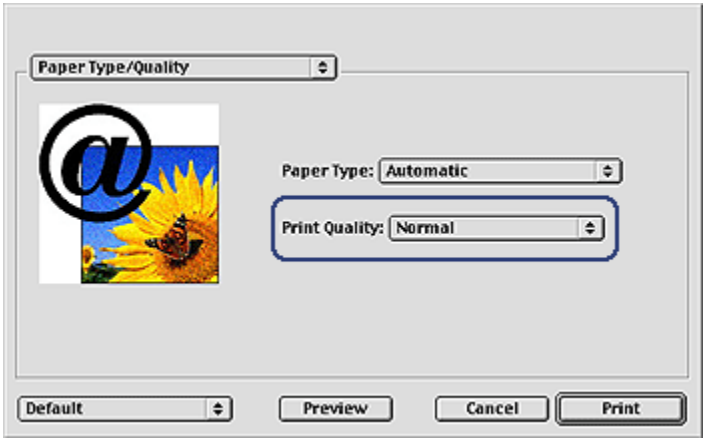
Note: The options in the Paper Selection Type drop-down list vary according to the paper category selected. If the selected Paper Selection Group is Plain Paper, then the Paper Selection Type drop-down list becomes inactive.

4. Select any other print settings that you want, and then click **Print**.

11.9 Selecting a print quality (HP Deskjet 6540-50 series)

Follow these steps to select a print quality from the printer software:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.



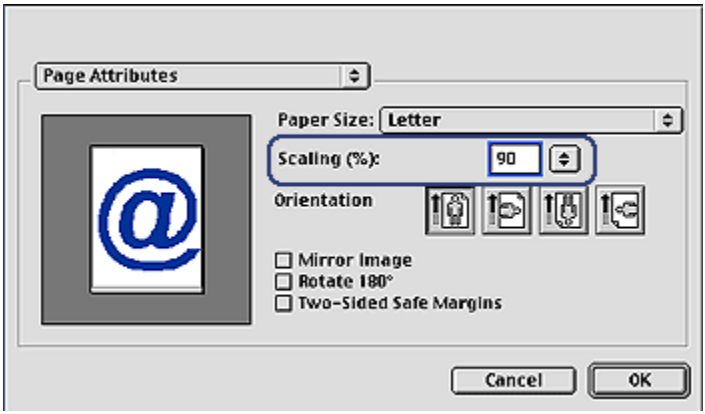
3. Select one of the following options from the **Print Quality** drop-down list:
   - **Use printer default**: Enables the Print Quality Selector button.
   - **FastDraft**: Prints at the fastest printing speed.
   - **Fast normal**: Prints more quickly than the Normal mode and at a higher print quality than FastDraft.
   - **Normal**: Provides the best balance between print quality and speed. This is the appropriate setting for most documents.
   - **Best**: Provides high-quality printing.
   - **Maximum dpi**: Provides the highest quality printing but requires longer to print than Best and requires a large amount of disk space.

11.10 Resizing a document

Use this feature to shrink or enlarge printed text and graphics without changing the paper size.

Follow these steps to shrink or enlarge text and graphics:

1. Open the Page Setup dialog box.



2. In the **Scaling (%)** box, type the percentage by which you want to shrink or enlarge the document.
   - Type a number from 25 to 99 to reduce a document image.
   - Type a number from 101 to 400 to enlarge a document image.
3. Click **OK**, and then print the document.

11.11 Selecting a paper source (HP Deskjet 6540-50 series)

The printer offers three sources for paper:

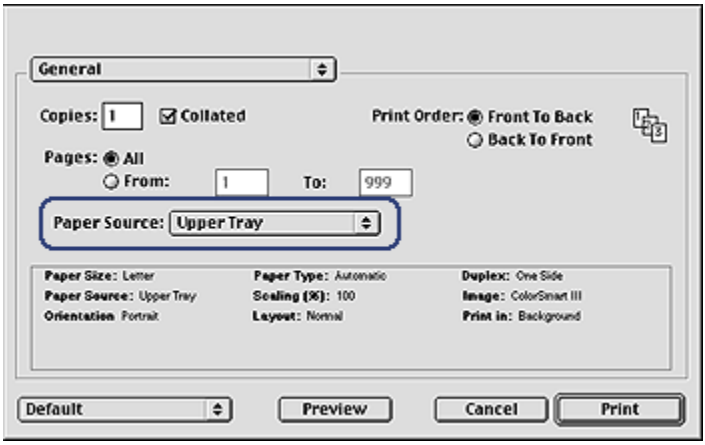
In tray

250-Sheet Plain Paper Tray Accessory

Auto Two-Sided Print Accessory with Small Paper Tray

Follow these steps to select a paper source:

1. Open the Print dialog box.
2. Select the **General** panel.



3. In the **Paper Source** drop-down list, click one of the following options:
   - **Upper tray**: prints from the In tray.
   - **Lower tray**: prints from the 250-Sheet Plain Paper Tray Accessory.
   - **Upper, then lower**: prints from the In tray. If the In tray is empty, then the printer prints from the 250-Sheet Plain Paper Tray Accessory.
   - **Lower, then upper**: prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, then the printer prints from the In tray.
   - **Rear tray**: prints from the Auto Two-Sided Print Accessory with Small Paper Tray. This option appears only if the accessory is attached to the printer.

11.12 Printing a borderless brochure

You can print a borderless brochure on glossy brochure paper.

For instructions about printing a borderless photo, see the borderless photo page.

Guidelines

- Do not print borderless documents in ink-backup mode. Always have two print cartridges installed in the printer.
- Open the file in a software application and assign the image size. Ensure that the size corresponds to the paper size on which you want to print the image.

Printing

Follow these steps to print a borderless document:

1. Open the file that you want to print.
2. Open the Page Setup dialog box.
3. Click the appropriate borderless paper size in the **Paper Size** list.
4. Click **OK**.
5. Open the Print dialog box.
6. Select the **Paper Type/Quality** panel.
7. In the **Paper Type** drop-down list, click the appropriate brochure paper.
8. Select any other print settings that you want, and then click **Print**.

12 Printing tips (HP Deskjet 6520 series)

Save time

- Use the 250-Sheet Plain Paper Tray Accessory to reload the printer less often.
- Print from front to back.
- Print collated copies.

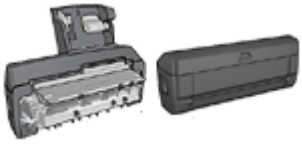
Save money

- Print a two-sided document either automatically or manually.
- Print multiple pages on a single sheet of paper.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.

Enhance the quality of printouts

- Select the right paper type.
- Select the right print quality.
- Resize the document as needed.
- Print a borderless brochure.

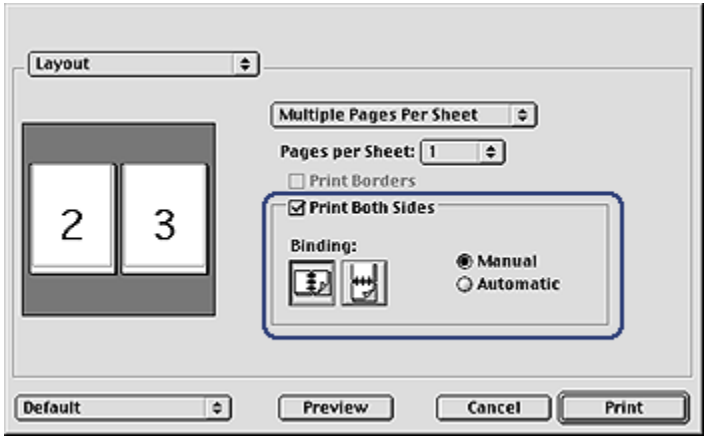
12.1 Manual two-sided printing (HP Deskjet 6520 series)



If an optional two-sided printing accessory is attached to the printer, then follow the automatic two-sided printing instructions.

Follow these instructions to print a two-sided document:

1. Open the Page Setup dialog box, and then click the appropriate orientation option.
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **Layout** panel.



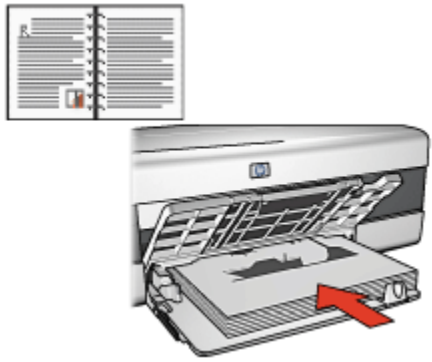
5. Select **Print Both Sides**, and then select **Manual**.
6. Select the appropriate binding:

Book binding

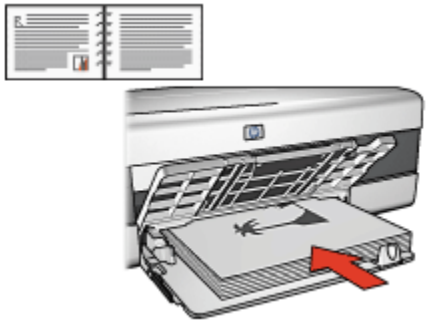
Tablet binding

7. Select any other print settings that you want, and then click **Print**.

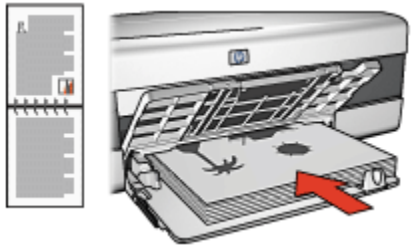
   The printer automatically prints odd-numbered pages first.
8. After the odd-numbered pages have printed, reload the paper, with the printed side facing up, according to the binding type and orientation that you selected:
   - **Book binding with portrait orientation**: Reload the paper as shown below:



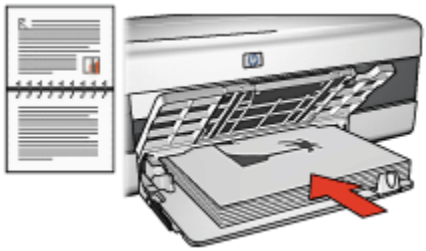
- **Book binding with landscape orientation**: Reload the paper as shown below:



- **Tablet binding with portrait orientation**: Reload the paper as shown below:



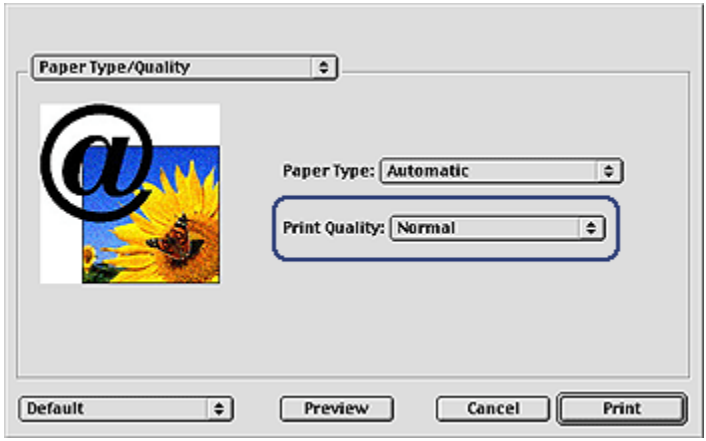
- **Tablet binding with landscape orientation**: Reload the paper as shown below:



12.2 Selecting a print quality (HP Deskjet 6520 series)

Follow these steps to select a print quality from the printer software:

1. Open the Print dialog box.
2. Select the **Paper Type/Quality** panel.



3. Select one of the following options from the **Print Quality** drop-down list:
   - **Use printer default**: Prints in the Normal mode.
   - **FastDraft**: Prints at the fastest printing speed.
   - **Fast normal**: Prints more quickly than the Normal mode and at a higher print quality than FastDraft.
   - **Normal**: Provides the best balance between print quality and speed. This is the appropriate setting for most documents.
   - **Best**: Provides high-quality printing.

- **Maximum dpi**: Provides the highest quality printing but requires longer to print than Best and requires a large amount of disk space.

12.3 Selecting a paper source (HP Deskjet 6520 series)

The printer offers three sources for paper:

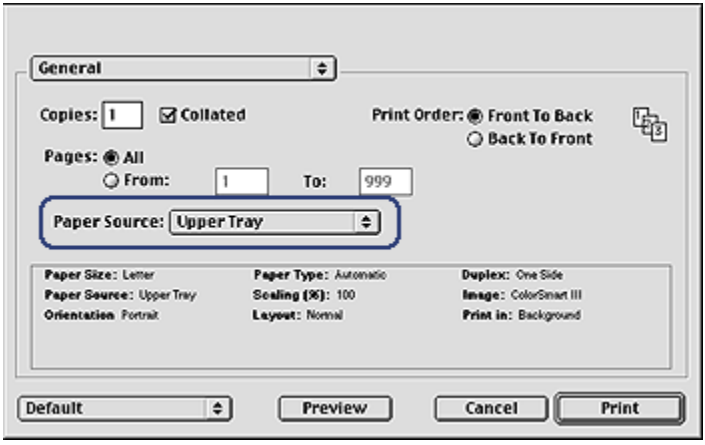
In tray

250-Sheet Plain Paper Tray Accessory

Auto Two-Sided Print Accessory with Small Paper Tray

Follow these steps to select a paper source:

1. Open the Print dialog box.
2. Select the **General** panel.



3. In the **Paper Source** drop-down list, click one of the following options:
   - **Upper tray**: prints from the In tray.
   - **Lower tray**: prints from the 250-Sheet Plain Paper Tray Accessory.
   - **Upper, then lower**: prints from the In tray. If the In tray is empty, then the printer prints from the 250-Sheet Plain Paper Tray Accessory.

- **Lower, then upper**: prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, then the printer prints from the In tray.
- **Rear tray**: prints from the Auto Two-Sided Print Accessory with Small Paper Tray. This option appears only if the accessory is attached to the printer.

13 Printing

- Print settings
- Page Setup dialog box
- Print dialog box
- Managing the printer
- Viewing and changing the status of a print job
- Printing from the computer desktop

13.1 Print settings

The printer is controlled by software that is installed on your computer. Use the printer software, known as the *printer driver*, to change the print settings for a document.

To specify the paper size, scaling, and orientation for a document, use the Page Setup dialog box.

To specify other print settings for a document, and to send the document to the printer, use the Print dialog box.

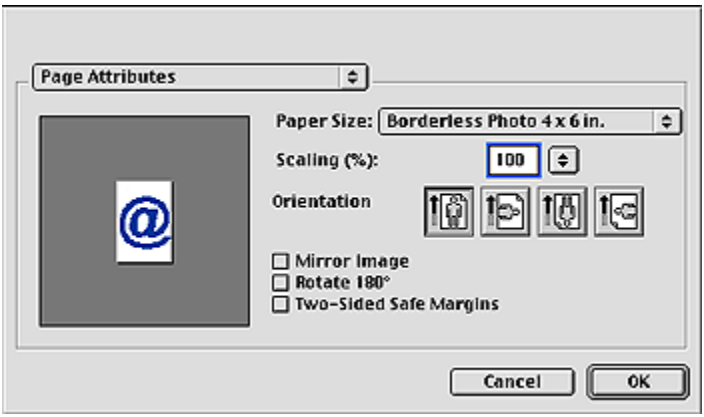
Mac OS X Classic

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

13.2 Page Setup dialog box

Use the **Page Setup** dialog box to modify the layout of a document.

To open the **Page Setup** dialog box, open the software program that you used to create the document, click **File**, and then click **Page Setup**.



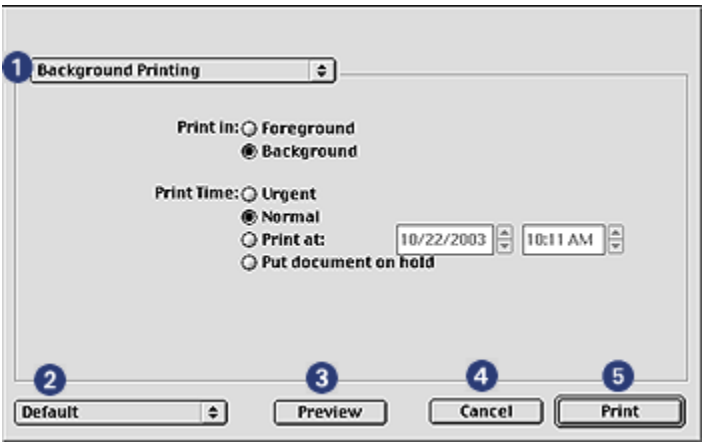
You can use the **Page Setup** dialog box to do the following tasks:

- Set the paper size for a document.
- Resize a document.
- Specify the document orientation.
- Set safe margins for automatic two-sided printing.

13.3 Print dialog box

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

To open the **Print** dialog box, open the document you want to print, click **File**, and then click **Print**.



Use the menu and buttons for these functions:

1. **Panel Menu**: Toggles between print setting panels and an application-specific panel.
2. **Defaults**: Select one of the following options:
   - **Save Settings**: Save the current print settings without printing the document.
   - **Revert to Defaults**: Restore the default print settings.
3. **Cancel**: Close the dialog box without saving the new settings.
4. **Print**: Click this option to print the document.

13.4 Managing the printer

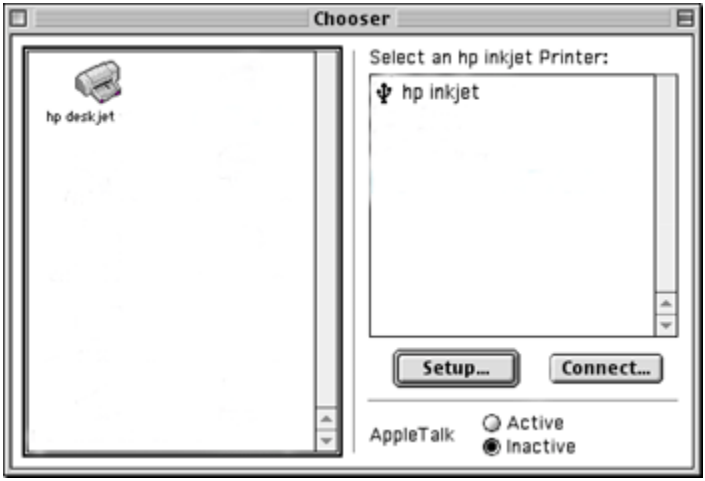
Managing the printer includes the following tasks:

- Choosing the printer
- Setting the printer as your default printer
- Checking the status of the printer

Choosing the printer

Follow these steps to choose the printer:

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



3. Click the HP printer name on the right side of the **Chooser** dialog box.
4. Close the **Chooser**.

Setting the printer as your default printer

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

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

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

1. Use **Chooser** to select the printer.
2. Do one of the following:
   - Click the menu bar printer icon at the top of the screen, and then select the printer name.
   - Click the control strip printer icon, and then select the printer name.
   - Click the desktop printer icon, and then click **Set Default Printer** in the **Printing** menu.

Checking the status of the printer

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

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

13.5 Viewing and changing the status of a print job

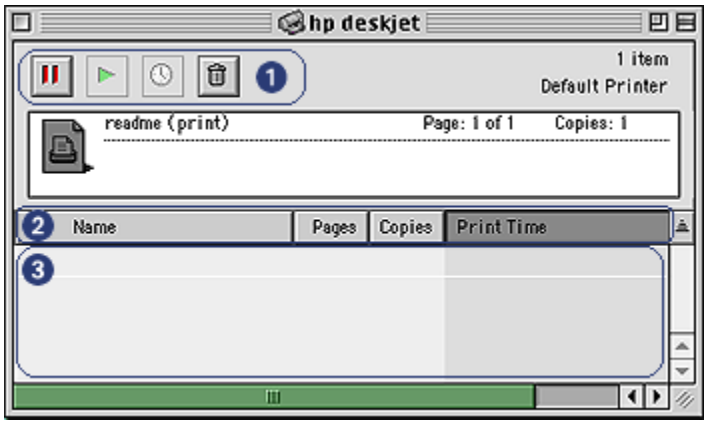
When printing a document with background printing, use the **Print Status** dialog box to see the status of the document as it is printing.

Opening the Print Status dialog box

Double-click the HP printer icon on the desktop to open the **Print Status** dialog box.

Using the Print Status dialog box

The following options are available in the **Print Status** dialog box:



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

   Pause a print job.

   Restart printing.

   Set the print time.

   Delete a print job.

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

13.6 Printing from the computer desktop

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

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

- Drag the icons for the documents that you want to print to the printer icon on the desktop.

- Select the icons for the documents that you want to print, click **File**, and then click **Print**. Select the options that you want from the Print dialog box, and then click **Print**.

14 Maintenance

- Auto-off feature
- Installing print cartridges
- Aligning print cartridges
- Calibrating color
- Automatically cleaning print cartridges
- Manually cleaning the print cartridges
- Printing a test page
- View estimated ink levels
- Removing ink from skin and clothing
- Maintaining print cartridges
- Maintaining the printer body
- Using the HP Inkjet Toolbox

14.1 Auto-off feature

Enable the Auto-off feature to place the printer in a low-power, energy-efficient mode after it has been idle for 30 minutes.

To turn on the printer, press the **Power** button.

Follow these steps to activate the Auto-off feature:

1. Open the HP Inkjet Toolbox.
2. Select the **Configure** panel.
3. Follow the onscreen instructions.

14.2 Installing print cartridges

Print cartridges

Print cartridge combinations

For printing most documents, use the tri-color print cartridge and the black print cartridge. When printing photos, you can use either the photo print cartridge or the gray photo print cartridge along with the tri-color print cartridge cradle.

Always install the tri-color print cartridge in the *left* print cartridge cradle compartment.

Install the black, photo, or gray photo print cartridge in the *right* print cartridge cradle compartment.

Selection numbers

Before buying replacement print cartridges, verify the correct selection numbers in the reference guide that came with the printer.

You can also find the selection number on the print cartridge that you are replacing.

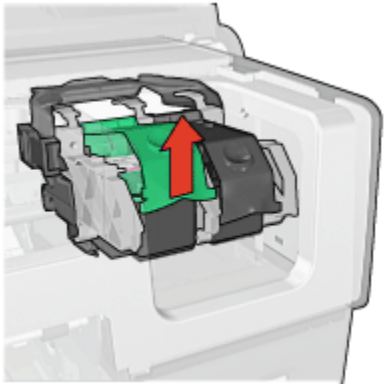
Ink back-up mode

The printer can operate with only one print cartridge installed. For more information, see the ink back-up mode page.

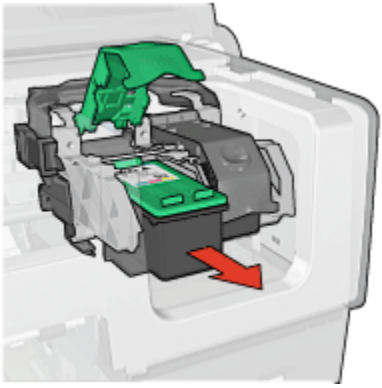
Installation instructions

Follow these steps so install a print cartridge:

1. Verify that the printer is turned on.
2. Load a stack of letter-size or A4-size plain, white paper in the In tray.
3. Open the printer cover.
4. Wait until the print cartridge cradle is idle and silent, and then lift the print cartridge latch to the open position.



5. Slide the print cartridge out of the print cartridge cradle.



6. Remove the replacement print cartridge from its packaging and carefully remove the pink, plastic tape.

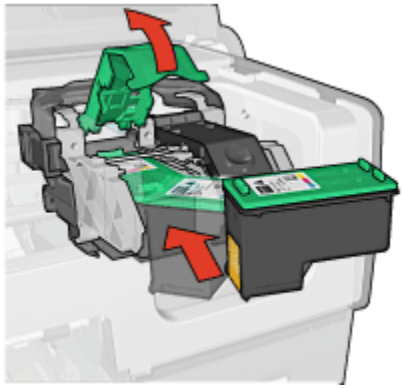
1. Remove the pink tape only

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

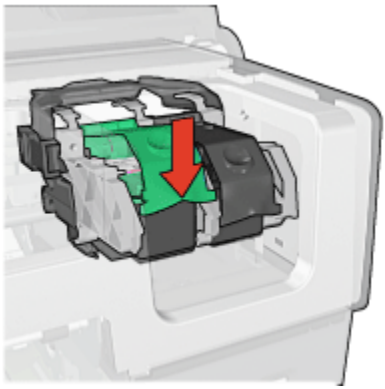
1. Do not touch the copper strips

7. Hold the print cartridge so that the copper strips are on the bottom and facing toward the printer, and then slide the print cartridge into the cradle as shown.

   Note: After you insert the print cartridge, verify that the copper contacts of the print cartridge touch the back of the print cartridge cradle.



8. Push down on the print cartridge latch until it snaps closed.



9. Close the printer cover.

   The printer automatically prints a calibration page.

For information about storing print cartridges, see the print cartridge storage page.

For information about recycling empty print cartridges, see the print cartridge recovery page.

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

14.3 Aligning print cartridges

The printer automatically aligns the print cartridges after a new print cartridge is installed. You can also align the print cartridges at other times to ensure optimal print quality.

To calibrate the print cartridges:

1. Load letter-size or A4-size plain white paper in the In tray.
2. Open the HP Inkjet Toolbox.
3. Select the **Calibrate** panel.
4. Click the **Align** button, and then follow the onscreen instructions.

14.4 Calibrating color

Perform a color calibration only if the colors in photographs printed with the photo print cartridge are consistently tinted.

Before preforming a color calibration, align the print cartridges, then reprint your photograph. If the color is still tinted, then perform a color calibration.

To calibrate color:

1. Load letter-size or A4-size plain white paper in the In tray.
2. Verify that a photo print cartridge is installed in the printer.
3. Open the HP Inkjet Toolbox.
4. Select the **Calibrate Color** panel.
5. Follow the onscreen instructions.

14.5 Automatically cleaning print cartridges

If your printed pages are missing lines or dots, or if they contain ink streaks, the print cartridges might be low on ink or might need to be cleaned.

If the print cartridges are not low on ink, follow these steps to clean the print cartridges automatically:

1. Open the HP Inkjet Toolbox.
2. Select the **Clean** panel.
3. Click the **Clean** button, and then follow the onscreen instructions.

Caution: Clean print cartridges only when necessary. Unnecessary cleaning wastes ink and shortens the life of the cartridge.

14.6 Manually cleaning the print cartridges

If the printer is used in a dusty environment, a small amount of debris can accumulate on the print cartridge contacts.

Gathering cleaning supplies

You will need the following items to clean the print cartridges.

- Distilled water (tap water can contain contaminants that can damage the print cartridge)
- Cotton swabs or other soft, lint-free material that will not stick to the print cartridge

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

Preparing to clean

1. Press the **Power** button to turn on the printer, and then raise the printer cover.
2. Remove the print cartridges and place them on a piece of paper with the nozzle plate facing up.

1. Nozzle plate

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

Cleaning instructions

1. Lightly moisten a cotton swab with distilled water and squeeze any excess water from the swab.
2. Wipe the print cartridge copper contacts with the cotton swab.

   Caution: Do not touch the print cartridge ink nozzles. Touching the ink nozzles will result in clogs, ink failure, and bad electrical connections.

   1. Clean only the copper contacts

   Repeat this process until no ink residue or dust appears on the swab that you use to clean the contacts.
3. Insert the print cartridges in the printer, and then close the printer cover.

14.7 Printing a test page

Follow these steps to print a test page:

1. Open the HP Inkjet Toolbox.
2. Select the **Test** panel.
3. Click the **Print a test page** button, and then follow the onscreen instructions.

14.8 View estimated ink levels

Follow these steps to view the estimated ink levels of the print cartridges that are installed in the printer:

1. Open the HP Inkjet Toolbox.
2. Select the **Ink Levels** panel.

14.9 Removing ink from skin and clothing

Follow these instructions to remove ink from skin and clothing:

Surface	Remedy
Skin	Wash the area with an abrasive soap.
White fabric	Wash the fabric in **cold** water and use chlorine bleach.
Color fabric	Wash the fabric in **cold** water and use sudsy ammonia.

Caution: Always use cold water to remove ink from fabric. Warm or hot water can set the ink into the fabric.

14.10 Maintaining print cartridges

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

- Keep all print cartridges in their sealed packages until they are needed. Print cartridges should be stored at room temperature (15 to 35 degrees C or 59 to 95 degrees F).
- Do not remove the plastic tape covering the ink nozzles until you are ready to install the print cartridge in the printer. If the plastic tape has been removed from the print cartridge, do not attempt to reattach it. Reattaching the tape damages the print cartridge.

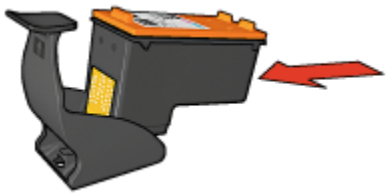
Storing print cartridges

When print cartridges are removed from the printer, store them in a print cartridge protector or an airtight plastic container.

A print cartridge protector comes with the photo print cartridge and the gray photo print cartridge. If you store the print cartridge in an airtight plastic container, make sure that the ink nozzles face down but are not in contact with the container.

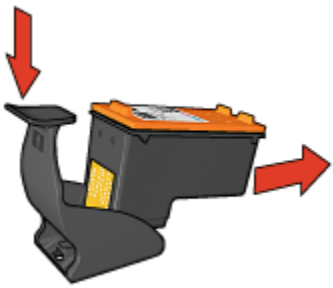
Inserting the print cartridge into the print cartridge protector

Slide the print cartridge at a slight angle into the protector, and snap it securely in place.



Removing the print cartridge from the print cartridge protector

Press down and back on the top of the protector to release the cartridge. Slide the cartridge out of the protector.



Caution: Do not drop the print cartridge. Dropping the print cartridge can damage it.

14.11 Maintaining the printer body

Because the printer ejects ink onto the paper in a fine mist, ink smudges will eventually appear on the printer case and adjacent surfaces. To remove smudges, stains, or dried ink from the exterior of the printer, use a soft cloth moistened with water.

When cleaning your printer, keep these tips in mind:

- Do not clean the interior of the printer. Keep all fluids away from the interior.
- Do not use household cleaners or detergent. In the event that a household cleaner or detergent is used on the printer, wipe the printer's exterior surfaces with a soft cloth that has been moistened with water.
- Do not lubricate the support rod that the print cartridge cradle uses to slide back and forth. Noise is normal when the cradle moves back and forth.

14.12 Using the HP Inkjet Toolbox

The **HP Inkjet Toolbox** contains tools to calibrate the printer, clean the print cartridges, print a test page, and find Web site support information.

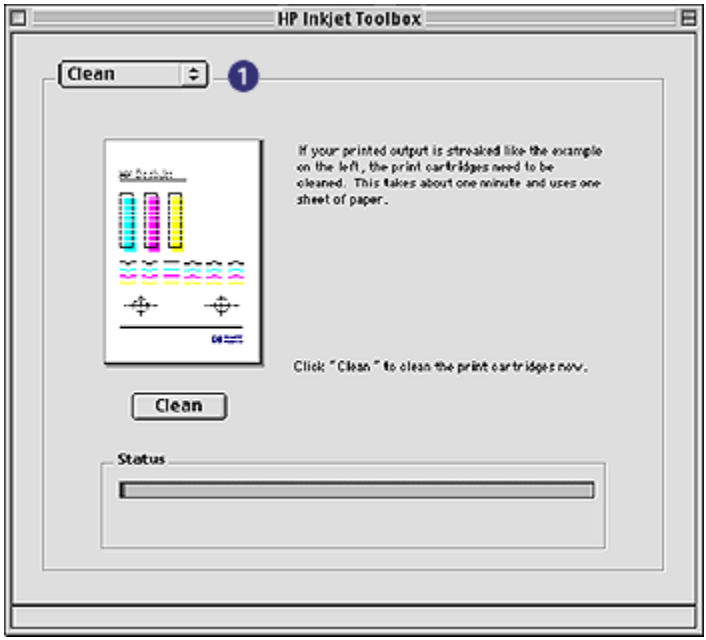
Opening the HP Inkjet Toolbox

1. Double-click the **Macintosh HD** icon on the desktop.
2. Double-click **Applications**, double-click **Utilities**, and then double-click **HP Inkjet Toolbox**.

   The **HP Printer Selector** appears.
3. Depending on how the printer is connected to your printer, click **Local** or **Network**.

   Note: If the printer is connected to the printer by a USB cable, click **Local**.
4. Select the printer, and then click the **Utilities** button.

HP Inkjet Toolbox panels



1. **Inkjet Toolbox Panel Menu**: Select the appropriate panel to view the HP Inkjet Toolbox options:
   - **WOW!**: Prints a sample page to view the output quality of the printer.
   - **Test**: Prints a test page or a diagnostic page.
   - **Clean**: Cleans the print cartridges.
   - **Ink Levels**: Provides estimated ink levels.
   - **Calibrate**: Aligns the print cartridges.
   - **Calibrate Color**: Adjusts color to correct problems with tint.
   - **Configure**: Enables auto-off feature.
   - **Supplies**: Provides print cartridge selection numbers.
   - **Support**: Provides access to the HP Web site where you can find support for the printer and information about HP products and supplies.
   - **Register**: Takes you to the HP Web site to register the printer.

15 Troubleshooting

- Printer is not printing
- Paper jam
- Paper problems
- Print quality is poor
- Document is misprinted
- Photos are not printing correctly
- Banners are not printing correctly
- Borderless printing problems
- Error messages
- Printer lights are on or flashing
- Document prints slowly
- If you continue to have problems

15.1 Printer is not printing

Verify the following

- The printer is connected to the power source.
- The cable connections are secure.
- The printer is turned on.
- The print cartridges are correctly installed.
- The paper or other media is correctly loaded in the In tray.
- The printer cover is closed.
- The rear access door or optional duplexer is attached.

Check the printer lights

The printer lights indicate the printer status and alert you to potential problems.

For more information, see printer lights are on or flashing.

Check the printer cable connection

If the printer cable is attached to a USB hub, a printing conflict might exist. Use one of these methods for solving the conflict:

- Attach the printer USB cable directly to your computer.

- When printing, do not use other USB devices that are attached to the hub.

If the printer still does not print

Select the topic below that best describes the problem:

- Paper jam
- Out of paper message
- Printer ejects paper

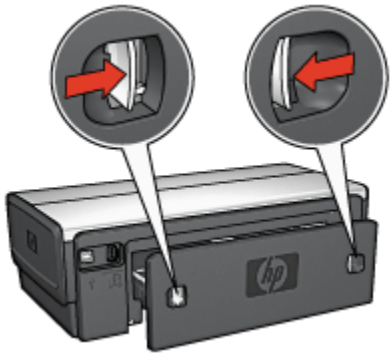
15.2 Paper jam

Do **not** clear a paper jam from the front of the printer.

Follow these steps to remove a paper jam:

1. Press the **Resume** button.

   If the paper jam does not clear, then go to the next step.
2. Push the two latch handles on the rear access door toward each other, and then remove the door.



3. Remove any paper that is inside the printer by pulling it out from the back of the printer.

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

5. Press the **Resume** button.

Accessories?

If the Two-Sided Printing Accessory is attached to the printer, follow these steps to clear a paper jam from the Two-Sided Printing Accessory.

If the Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow these steps to clear a paper jam Auto Two-Sided Print Accessory with Small Paper Tray.

15.3 Paper problems

Printer prints on multiple sheets at once

Paper weight

The printer might print on multiple sheets of paper at once if the paper is under the recommended paper weight. Use paper that meets the recommended paper weight. For paper weight specifications, see the reference guide that came with the printer.

Paper is loaded improperly

The printer might print on multiple sheets of paper at once if the paper is loaded too far toward the back of the printer. Reload paper into the paper tray, pushing the paper until you feel resistance.

The printer also might print on multiple sheets if different paper types are loaded in the printer. For example, photo paper might be mixed with plain paper. Empty the paper tray and load only the paper type that is appropriate for the document that you are printing.

Printer will not feed paper

Try one or more of the following solutions:

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

Printer ejects the paper

If the printer ejects the paper, do one of the following:

- Move the printer away from direct sunlight. The printer may have been placed in direct sunlight which can affect the Automatic Paper-Type Sensor.
- Select a paper category other than **Automatic**.
- If you are performing a color calibration, install both the tri-color and photo print cartridges.
- If printing a borderless document, follow these guidelines.

Other paper problems

- For information about clearing a paper jam, see the paper jam page.
- If an out-of-paper message appears, see the error messages page.

15.4 Print quality is poor

For help with photo print quality, see the photo troubleshooting page.

Streaks and missing lines

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

Print is faded

1. Verify that neither of the print cartridges is low on ink.

   If a print cartridge is low on ink, consider replacing the print cartridge when the print quality lessens.

   If the print cartridge is not low on ink, clean the print cartridge.
2. Verify that a black print cartridge is installed.

   If the black text and images on your printouts are faded, you might be printing with only the tri-color print cartridge. Insert a black print cartridge, in addition to the tri-color print cartridge, for optimal black print quality.
3. Verify that the protective piece of plastic tape has been removed from the print cartridges.

1. Plastic tape

4. Consider selecting a higher print quality.

Increase the ink density

1. Open the Print dialog box.
2. Select the **Ink** panel.
3. Move the **Ink Density** slider toward **Heavy**.
4. Move the **Dry Time** slider toward **More**.
5. Click **Print**.

Blank pages print

- The protective piece of plastic tape might still be attached to the print cartridges. Verify that the plastic tape has been removed from the print cartridges.
- The print cartridges might be out of ink. Replace one or both empty print cartridges.
- The printer might be in direct sunlight. Direct sunlight can adversely affect the Automatic Paper-Type Sensor. Move the printer out of direct sunlight.
- You might be trying to print a borderless document with only the black print cartridge installed. When printing a borderless document, always have the tri-color print cartridge and another print cartridge installed.

Too much or too little ink appears on the page

Follow these steps to adjust the ink density:

1. Open the Print dialog box.
2. Select the **Ink** panel.
3. Move the **Ink Density** slider toward **Light** or **Heavy**.
4. Click **Print**.

15.5 Document is misprinted

Text and images are misaligned

If the text and images on your printouts are misaligned, then align the print cartridges.

Document is printed off-center or at an angle

1. Verify that only one type of paper is placed in the In tray, and that the paper has been placed in the In tray correctly.
2. Verify that the paper guide fits *firmly* against the paper.
3. Reprint the document.

Envelope is printed at an angle

1. Slide the flap inside the envelope before loading it in the printer.
2. Confirm that the paper guides fit *firmly* against the envelope.
3. Reprint the envelope.

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

1. Open the Page Setup dialog box and verify the following settings:
   - **Paper Size**: The appropriate paper size.
   - **Scale**: Select to scale text and graphics to fit on the paper.
   - **Orientation**: Verify the appropriate orientation.
2. Open the Print dialog box.
3. Select the **Layout** panel.
4. If **Tiling** is selected, and you are not printing a poster, click **Multiple Pages per Sheet**, and then click **1 (Normal)** in the **Pages Per Sheet** box.

Printout does not reflect selected print settings

Some software applications allow you to set certain print settings. The software application's print settings might differ from the printer settings that you specified in the **Print** or **Page Setup** dialog boxes.

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

15.6 Photos are not printing correctly

Check the paper tray

1. Place the photo paper in the In tray with the side to be printed on facing down.
2. Slide the paper forward until it stops.
3. Slide the paper guide firmly against the edge of the paper.

Check the printer settings

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

Panel	Setting
Page Attributes	**Paper Size**: The appropriate paper size **Orientation**: The appropriate orientation

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

Panel	Setting
General	**Source**: **Upper Tray**
Paper Type/Quality	**Paper Type**: The appropriate photo paper type **Print Quality**: **Best** or **Maximum dpi**
Digital Photography	If desired for photo enhancement options (see digital photography)

Colors are tinted or incorrect

If colors in photographs appear tinted or incorrect, follow these steps:

1. Align the print cartridges.
2. Reprint the photograph.
3. If colors are still tinted or incorrect, calibrate the color.

   A photo print cartridge must be installed for color calibration.
4. Reprint the photograph.
5. If colors are still tinted or incorrect, then open the Print dialog box, select the **Color** panel, and then take one of the following actions:
   - If the colors are too yellow, move the **Color Tone** slider towards **Cooler**.
   - If the colors are too blue, move the **Color Tone** slider towards **Warmer**.
6. Reprint the photograph.
7. If colors are still tinted or incorrect, align the print cartridges.

Part of the photograph is faded

Fading occurs on the edges of a printout

Verify that photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, then use photo paper that is not curled.

For instructions about preventing photo paper from curling, see the photo paper storage page.

Fading occurs near the edges of a printout

Try the following:

- Install a photo print cartridge in the printer.
- Rotate the image 180 degrees.

15.7 Banners are not printing correctly

Check the paper tray

- Unfold and refold the paper when several sheets feed into the printer at one time.
- Confirm that the unattached edge of the banner paper stack is on top and pointing into the printer.
- Verify that the correct paper for banner printing is in use.

Check the printer settings

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

Panel	Setting
Page Attributes	**Paper Size**: Select **A4 Banner** or **US Letter Banner**

Check the software

Verify that the software application you are using prints banners. Not all software applications print banners.

15.8 Borderless printing problems

Guidelines

When printing borderless printouts, follow these guidelines:

- Verify that the paper size that is specified in the Page Setup dialog box matches the size of the paper that is loaded in the In tray.
- Select the appropriate paper type in the **Paper Type/Quality** panel.
- Do not print borderless documents in the ink-backup mode. Always have two print cartridges installed in the printer.

Part of the photograph is faded

Fading occurs on the edges of a printout

Verify that photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, then use photo paper that is not curled.

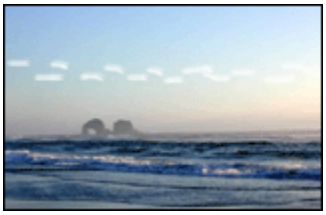
For instructions about preventing photo paper from curling, see the photo paper storage page.

Fading occurs near the edges of a printout

Try the following:

- Install a photo print cartridge in the printer.
- Rotate the image 180 degrees.

Streaks appear in a light portion of a printout



Try the following:

- Install a photo print cartridge in the printer.
- Rotate the image 180 degrees.

Image is printed at an angle

Follow these steps if the image is printed at an angle:

1. Remove all paper from the In tray.
2. Load the photo paper correctly in the In tray.
3. Verify that the paper guides fit firmly against the media.
4. Follow loading instructions for the media type.

Printout has an unwanted border

For most photo paper types

If the printout has an unwanted border, then align the print cartridges.

If printing a two-sided document, print the document manually rather than automatically.

For photo paper with a tear-off tab

If the border appears below the tear-off tab, then remove the tab.

If the border appears above the tear-off tab, then align the print cartridges.

15.9 Error messages

Out of paper message

If the In tray or optional lower tray contains paper

1. Verify the following:
   - There is sufficient paper in the paper tray (at least ten sheets).
   - The paper tray is not overly full.
   - The paper stack is touching the back of the paper tray.
2. Slide the paper guides so that they fit *firmly* against the edges of the paper.
3. Press the **Resume** button to continue printing.

If the In tray or optional lower tray is empty

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

The error message 'there is a problem with the print cartridges' appears

The Print Cartridge Status light comes on when one or both of the print cartridges is low on ink.

The light flashes when one or both of the print cartridges is improperly installed or malfunctioning.

For instructions about correcting the problem, see printer lights are on or flashing.

15.10 Printer lights are on or flashing

Overview

For an overview of the printer's lights, click your printer model:

HP Deskjet 6540-50 series

HP Deskjet 6520 series

What the lights indicate

The printer lights indicate the printer status.

Power light is flashing

The printer is preparing to print.

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

Resume light is flashing

The printer might be out of paper

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

There might be a paper jam

Follow these instructions to clear a paper jam.

Print Cartridge Status light is on or flashing

The HP Deskjet 6540-50 series printer has two Print Cartridge Status lights. The left light corresponds to the left print cartridge, and the right light corresponds to the right print cartridge.

The HP Deskjet 6520 series printer has a single Print Cartridge Status light for both print cartridges.

HP Deskjet 6520 series only

Look for an error message on the computer monitor. If the error message does not appear, then follow the steps below.

If the light is on and not flashing

Check to see if a print cartridge is low on ink. Replace the print cartridge when print quality degrades.

If a print cartridge is low on ink, consider replacing the print cartridge.

If neither print cartridge is low on ink, press the **Resume** button. If the Print Cartridge Status light remains on, turn off the printer, and then turn on the printer.

If the light is on and flashing

Verify that the correct print cartridges are installed.

If you were printing a borderless document when the light started flashing, follow the borderless printing guidelines.

Otherwise, follow these steps:

1. Open the printer cover of the printer, remove the print cartridge on the right, and then close the cover.
2. Do one of the following:
   - *If the light is flashing*: Open the printer cover, replace the print cartridge that you removed, and then remove the other print cartridge. Go to step 3.
   - *If the light is off*: There is a problem with the print cartridge that you removed. Go to step 3.
3. Manually clean the print cartridge.

   After cleaning the print cartridge, reinsert it into the printer.

   If the Print Cartridge Status light continues to flash, replace the print cartridge.

Print quality icon lights are on or flashing (HP Deskjet 6540-50 series)

See the Print Quality Selector page.

All lights are flashing

Restart the printer.

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

   Proceed to step 2 if the lights continue to flash.
2. Press the **Power** button to turn off the printer.
3. Disconnect the printer power cord from the electrical outlet.

4. Reconnect the printer power cord to the electrical outlet.
5. Press the **Power** button to turn on the printer.

Power-cord light

The light on the power cord illuminates when electricity is flowing through the cord. If the light is off, then the cord is not receiving power.

15.11 Document prints slowly

Several variables can slow the printer's performance.

Multiple software applications are open

The computer does not have sufficient resources for the printer to print at its optimum speed.

To increase printer speed, close all unnecessary software programs when printing.

Complex documents, graphics, or photographs are printing

Documents containing graphics or photographs print slower than text documents.

Best or Maximum dpi print mode is selected

The printer prints slower when **Best** or **Maximum dpi** is selected as the print quality. To increase the printer speed, select a different print quality mode.

Printer driver is outdated

An outdated printer driver may be installed.

For information about updating the printer driver, visit the HP Web site at www.hp.com/support.

Two-sided documents are printing

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

Computer does not meet system requirements

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

1. Verify that the computer hard disk space, RAM, and processor speed meet the system requirements.

For the system requirements, see the reference guide that came with the printer.

2. Make space available on the hard drive by deleting unneeded files.

Printer is in ink-backup mode

The printer might print more slowly if it is in ink-backup mode.

To increase the print speed, use two print cartridges in the printer.

15.12 If you continue to have problems

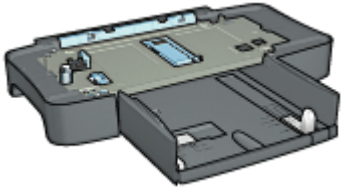
If you continue to have problems after investigating the troubleshooting topics, turn off and then restart your computer.

If you still have problems after restarting your computer, go to HP customer support at www.hp.com/support.

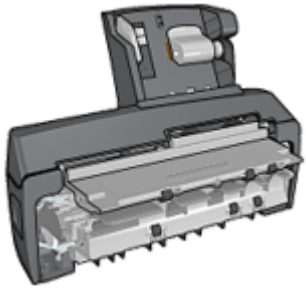
16 Optional accessories

The following optional accessories are available to be used with your HP printer.

Automatic Two-Sided Printing Accessory



250-Sheet Plain Paper Tray



Auto Two-Sided Print Accessory with Small Paper Tray

HP Jetdirect print servers

- HP Jetdirect 175x
- HP Jetdirect 310x
- HP Jetdirect 380x

If an accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

For accessory part numbers, see the accessory supply list.

Note: The availability of accessories varies by country/region.

16.1 Automatic Two-Sided Printing Accessory (duplexer)

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

Using a duplexer with your printer has several advantages. It allows you to do the following tasks:

- Print on both sides of a page without manually reloading the page.
- Use less paper by printing on both sides of paper sheets.

- Create professional-looking brochures, reports, newsletters, and other special items.

If the duplexer is not packaged with your printer, it can be purchased separately from an authorized HP dealer.

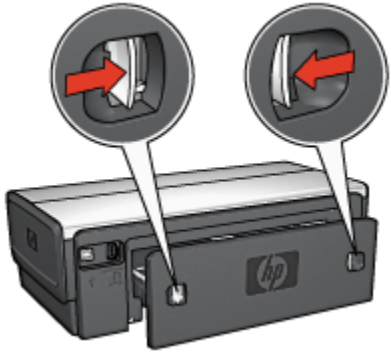
Note: The duplexer is not available in all countries/regions.

The duplexer only supports certain paper types. For a list of supported paper types, see the documentation that came with the duplexer.

16.1.1 Installing the duplexer

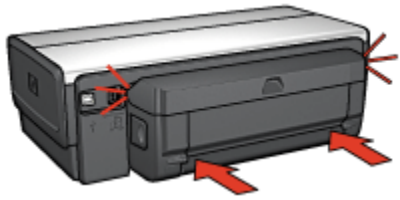
Follow these steps to attach the duplexer to your printer:

1. Push the two latch handles on the printer's rear access door toward each other, and then remove the door.



Note: Do not discard the rear access door. In order to print, either the duplexer or the rear access door must be attached to the printer.

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



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

16.1.2 Enabling the duplexer

1. Open **Chooser** and select the printer.
2. Click **Setup**.

   The **Printer Setup** dialog box appears.
3. Select **Installed** on the **Duplex Unit** menu, then click **OK**.
4. Close **Chooser**.

Note: After the duplexer is enabled, it is not necessary to re-enable it every time you print.

16.1.3 Printing a booklet automatically

To print a booklet automatically, one of the following accessories must be attached to the printer:

Automatic Two-Sided Printing Accessory

Auto Two-Sided Print Accessory with Small Paper Tray

The two-sided printing accessories only support certain paper types. For a list of supported paper types, see the specifications for either the Automatic Two-Sided Printing Accessory or the Auto Two-Sided Print Accessory with Small Paper Tray.

If a two-sided printing accessory is not attached to the printer or you are printing on an unsupported paper type, use manual two-sided printing.

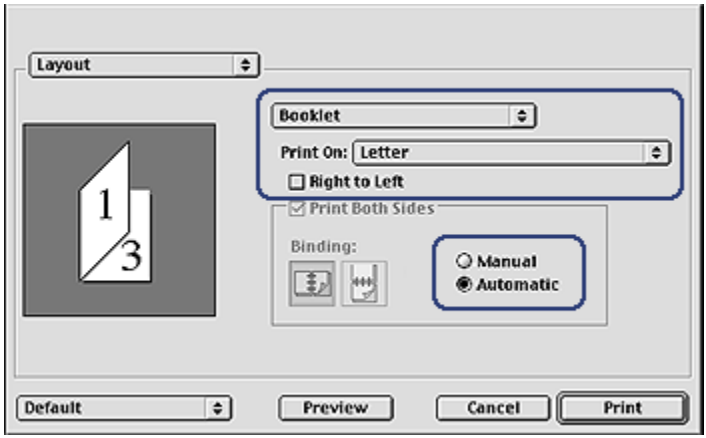
Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

Printing

To print a booklet, follow these steps:

1. Open the Print dialog box.
2. Select the **Layout** panel.



3. In the menu, click **Booklet**.
4. In the **Print On** drop-down list, click the appropriate paper size.
5. If you want the pages to be ordered from right to left, select the **Right to Left** check box.

   Note: For most languages, leave the **Right to Left** check box cleared.

6. Select any other printer setting that you want, and then click **Print**.

   After the first side of the page is printed, the printer pauses while the ink dries. When the ink is dry, the paper is pulled back into the duplexer and the reverse side of the page is printed.

   Note: Do not remove the paper from the printer until both sides of the page have been printed.

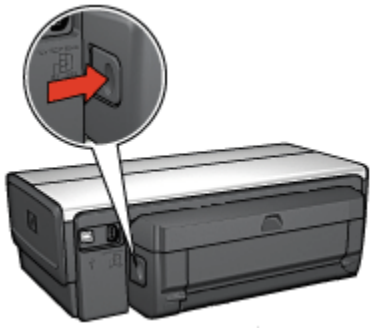
16.1.4 Automatic two-sided printing problems

Paper jam occurs inside the Automatic Two-Sided Printing Accessory

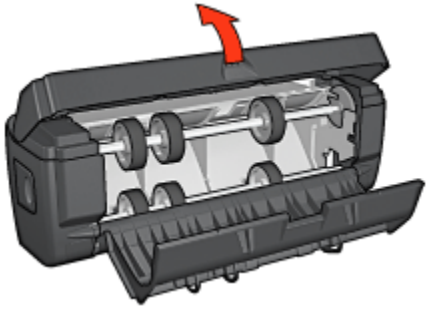
Paper jam

Follow these steps to remove a paper jam from the duplexer.

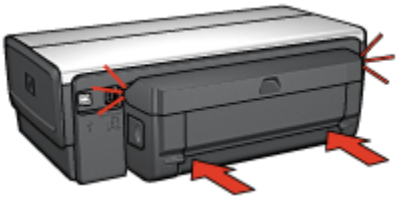
1. Turn off the printer.
2. Press the buttons on the left and right sides of the duplexer, and then remove it from the printer.



3. Remove any paper inside the printer.
4. Open the duplexer.



5. Remove any paper from inside the duplexer.
6. Close the duplexer, and then re-attach the duplexer to the printer.



Option for automatic two-sided printing cannot be selected

Verify the following:

- The duplexer is attached to the printer, and the duplexer is enabled in **Chooser**.
- A supported paper size is selected in the Page Setup dialog box.
- A supported paper type is selected in the **Paper Type/Quality** panel of the Print dialog box.

  For a list of support paper types and sizes, see the duplexer specifications.

Only one side of the page prints when the two-sided printing option is enabled

Verify the following:

- The photo paper is not curled, if you are printing on two-sided photo paper. Photo paper should be flat before printing. See storing and handling photo paper for more information.
- The paper size that is selected in the Page Setup dialog box is supported by the duplexer.
- The paper type that is selected in the **Paper Type/Quality** panel is supported by the duplexer.

  If the paper type or size is not supported by the duplexer, you can print the document by using the manual two-sided printing feature.

Binding margin is in the wrong place

You might have chosen an incorrect paper orientation.

1. Open the Print dialog box.
2. Select the **Layout** panel.
3. Verify that the correct binding has been selected:
   - The **Book** button is selected for binding along the side.
   - The **Tablet** button is selected for binding along the top.

Paper size changes when the two-sided printing option is selected

The paper size is not supported by the duplexer.

Colors look faded

If the colors look faded, try printing the two-sided document by using the manual two-sided printing instructions.

16.1.5 Automatic Two-Sided Printing Accessory specifications

Dimensions when attached to printer

124.6 mm (4.9 in) tall x 320.5 mm (12.62 in) wide x 77.7 mm (3.06 in) deep

Skew (second side of printed page)

Plain paper: +/- .009 mm/mm (.009 in/in)

Cards: +/- .006 mm/mm (.006 in/in)

Envelopes: +/- .012 mm/mm (.012 in/in)

Media weight

Letter/A4: 60 to 90 g/m² (16 to 24 lb)

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

Specialty paper: Up to 160 g/m² (44 lb bond)

Media sizes

Size range: 81 x 117 mm to 216 x 297 mm (3.2 x 4.6 in to 8.5 x 11 in)

Paper:

- U.S. Letter: 216 x 279 (8.5 x 11 in)
- Executive: 184 x 267 mm (7.25 x 10.5 in)
- A4: 210 x 297 mm
- A5: 148 x 210 mm
- B5: 182 x 257 mm

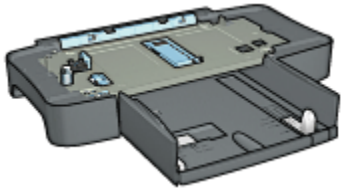
Cards:

- 127 x 203 mm (5 x 8 in)
- 102 x 152 mm (4 x 6 in)
- A6: 105 x 148.5 mm

- Hagaki: 100 x 148 mm
- L size: 89 x 127 mm

16.2 250-Sheet Plain Paper Tray Accessory

The 250-Sheet Plain Paper Tray Accessory expands the paper capacity of your printer to 400 sheets. It is useful for high-volume printing and for occasions when you want to use the In tray for special media such as letterhead paper, but still have plain paper readily available.



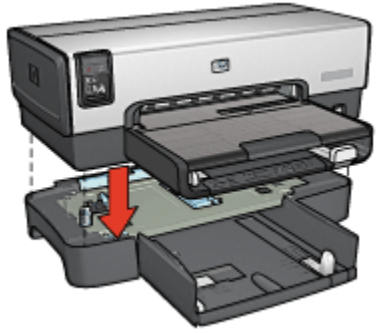
If the 250-Sheet Plain Paper Tray Accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

Note: The 250-sheet Plain Paper Tray Accessory is not available in all countries/regions.

16.2.1 Installing the 250-Sheet Plain Paper Tray Accessory

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

1. Turn off the printer.
2. Select a location for the printer and place the 250-Sheet Plain Paper Tray Accessory in this location.
3. Carefully lift the printer and orient it above the paper tray.

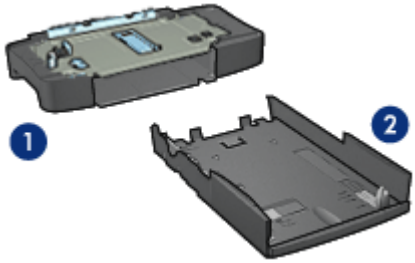


4. Gently place the printer on top of the paper tray.

16.2.2 Loading the 250-Sheet Plain Paper Tray Accessory

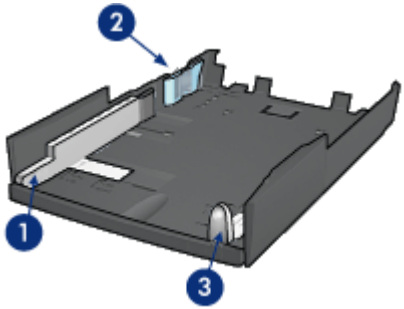
Two parts

The 250-Sheet Plain Paper Tray Accessory has two parts.



1. Base
2. Lower tray

The lower tray has three size adjusters.



1. Paper-width guide
2. Paper-width fence
3. Paper-length guide

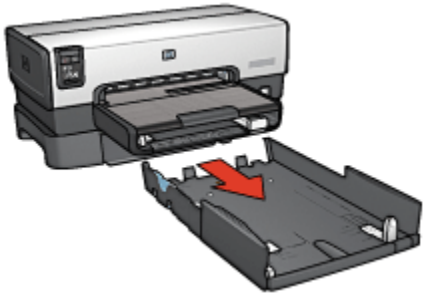
Note: When changing the paper size in the paper tray, you must set all three paper guides.

Setting the paper size

When changing the paper size in the paper tray, all three paper guides must be set to the correct setting.

Follow these steps to set the paper size:

1. Remove the lower tray from the base.

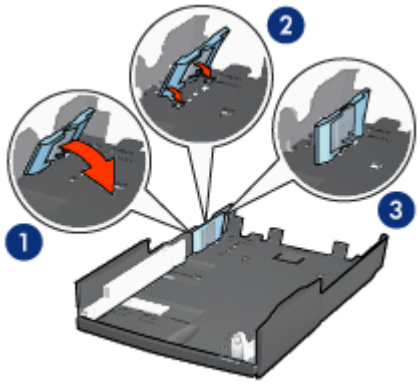


2. Slide the paper-width guide until the arrow is even with the correct setting.

1. Align the arrows

Note: To print on legal-sized paper, set the paper-width guide to **LTR**.

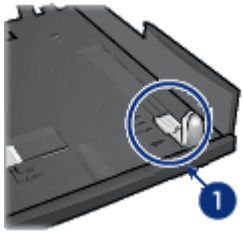
3. Set the paper-width fence by carefully inserting it into the appropriate slots.



1. Tilt the fence forward.
2. Insert the fence into the appropriate slots
3. Tilt the fence back until it locks into place

Note: To print on legal-sized paper, set the paper-width fence to **LTR**.

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



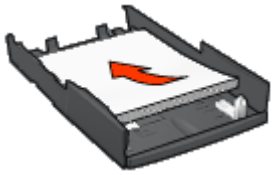
1. Align the arrows

Note: To print on legal-sized paper, pull the paper-length guide all the way out.

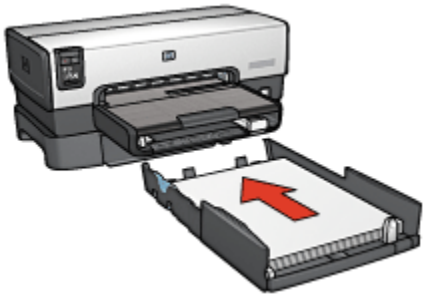
Loading paper

Follow these steps to load paper:

1. Remove the lower tray from the base.
2. Verify that all three paper guides are set to the correct setting.
3. Insert the paper into the lower tray.



4. Insert the lower tray in the base until it locks into place.



16.2.3 250-Sheet Plain Paper Tray Accessory specifications

Dimensions

448 mm (17.64 in) wide x 65 mm (2.56 in) high x 384 (15.12 in) mm deep

Weight

1.99 kg (4.40 lb)

Media weight

Letter/A4 paper: 60 to 105 g/m2 (16 to 28 lbs)

Media sizes

US Letter: 216 x 279 mm (8.5 x 11 in)

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

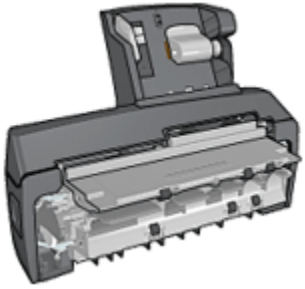
A4: 210 x 297 mm

A5: 148 x 210 mm

B5: 182 x 257 mm

16.3 Auto Two-Sided Print Accessory with Small Paper Tray

The Auto Two-Sided Print Accessory with Small Paper Tray is a hardware device that contains a rear tray for small media and a duplexer for two-sided printing on both full-size and small media.



- Postcards and other small media can be printed on two sides automatically when they are fed from the rear tray.
- Photo paper and envelopes can be printed on one side by using the small paper tray.
- Print two-sided documents automatically.

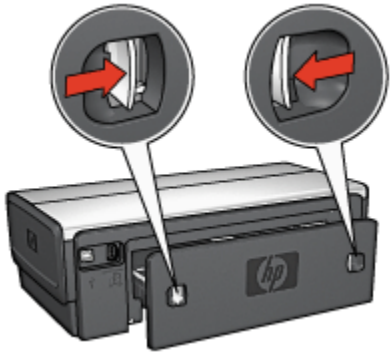
If the Auto Two-Sided Print Accessory with Small Paper Tray is not included with your printer, it can be purchased separately from an authorized HP dealer.

Note: The Auto Two-Sided Print Accessory with Small Paper Tray is not available in all countries/regions.

16.3.1 Installing the Auto Two-Sided Print Accessory with Small Paper Tray

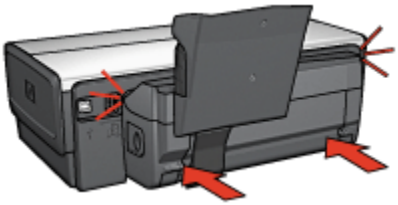
Use these steps to install the Auto Two-Sided Print Accessory with Small Paper Tray:

1. Push the two latch handles on the printer rear access door toward each other, and then remove the door.



Do not discard the rear access door. In order to print, the accessory or the rear access door must be attached to the printer.

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



Note: Do not press the buttons on either side of the accessory when installing it into the printer. Use the buttons only when removing the accessory from the printer.

16.3.2 Printing postcards

Guidelines

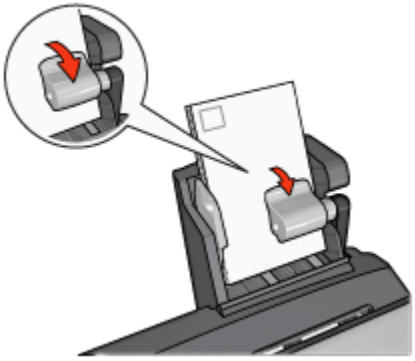
- Use only cards that meet the specifications for the Auto Two-Sided Print Accessory with Small Paper Tray. For more information, see the Auto Two-Sided Print Accessory with Small Paper Tray specifications.
- When printing a large number of cards, remove the printed material from the printer's Out tray about halfway through the print job.
- Do not exceed the maximum capacity for the rear tray: 100 cards.

Preparing to print

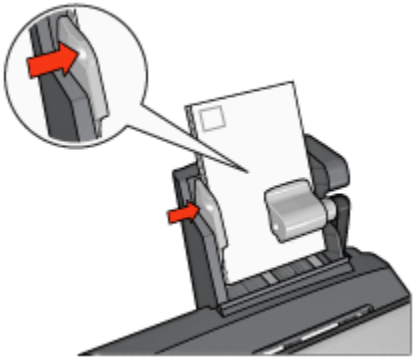
1. Slide the paper-width guide to the left.

2. Pull the paper lever forward and insert the cards.

   The address side of the cards should face outward.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the cards.



Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

     Note: To print a borderless card, click the borderless photo size that matches the card size.

   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.

4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Rear Tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: **Plain Paper** or the appropriate paper type
   - **Print Quality**: **Normal**, **Best**, or **Maximum dpi**
6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

16.3.3 Small photos

Guidelines

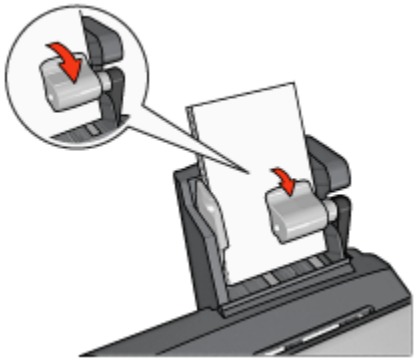
- For high-quality results, use a photo print cartridge in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the printer's photo printing features, see the photo enhancing page.
- Use HP Everyday Photo Paper, Semi-gloss to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the photo paper storage instructions.
- Do not exceed the maximum capacity of the rear tray: 20 sheets of photo paper.

Preparing to print

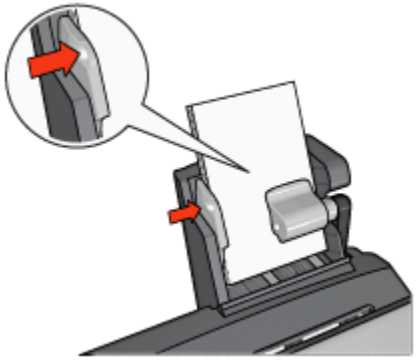
1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the photo paper.

   The side of the photo paper to be printed on should face outward.

   Note: If the photo paper has a tear-off tab, the tab must point up rather than leading into the printer.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the photo paper.



Printing

1. Open the Page Setup dialog box, and then select the following settings:
   - **Paper Size**: The appropriate paper size

     Note: To print a borderless photo, select a borderless photo paper size.
   - **Orientation**: The appropriate orientation
2. Click **OK**.
3. Open the Print dialog box.
4. Select the **General** panel, and in the **Paper Source** drop-down list, click **Reat tray**.
5. Select the **Paper Type/Quality** panel, and then select the following settings:
   - **Paper Type**: The appropriate photo paper type

- **Print Quality**: **Best** or **Maximum dpi**

6. If you want to use them, set the HP digital photography options.
7. Select any other print settings that you want, and then click **Print**.

16.3.4 Envelopes

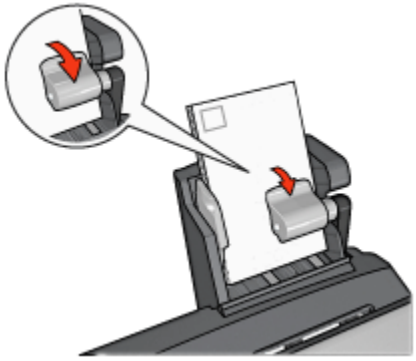
Guidelines

- Avoid using envelopes that have the following qualities:
  - Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the rear tray.
- Do not exceed the maximum capacity of the rear tray capacity: 80 envelopes.

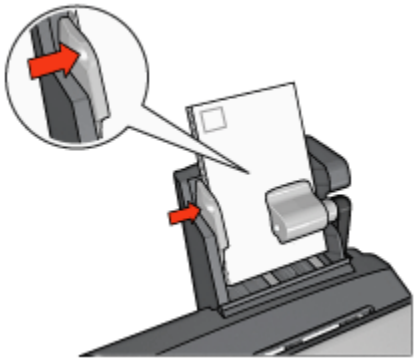
Preparing to print

1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the envelopes.

   Insert the envelopes with the address side facing outward and the flap to the left.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the envelopes.



Printing

1. If necessary, open the Page Setup dialog box and set the paper size, scaling, or orientation options.
2. Open the Print dialog box.
3. Select the **Paper Type/Quality** panel.
4. In the **Paper Type** drop-down list, click **Plain paper**.
5. Select any other print settings that you want, and then click **Print**.

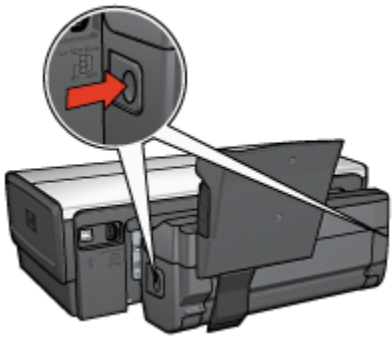
16.3.5 Problems with the Auto Two-Sided Print Accessory with Small Paper Tray

Do **not** clear a paper jam from the front of the printer.

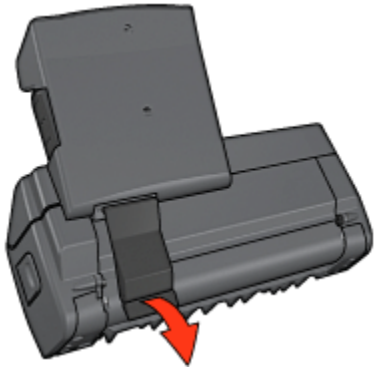
Paper jam

Follow these steps to remove a paper jam from the Auto Two-Sided Print Accessory with Small Paper Tray.

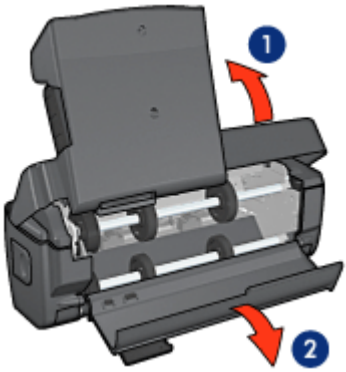
1. Turn off the printer.
2. Press the buttons on the left and right sides of the accessory, and then remove it from the printer.



3. Remove any paper that is inside the printer.
4. Lift the back lever on the accessory, and then unhook the Small Paper Tray.

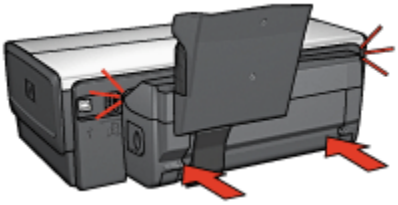


5. Tilt the Small Paper Tray forward and open the lower door of the accessory.



1. Tilt the Small Paper Tray
2. Open the lower door

6. Remove any paper that is inside the accessory.
7. Close the accessory, and then secure the back lever to close the accessory.
8. Re-attach the accessory to the printer.



Option for automatic two-sided printing cannot be selected

Verify the following:

- The duplexer is attached to the printer, and the duplexer is enabled in **Chooser**.
- A supported paper size is selected in the Page Setup dialog box.
- A supported paper type is selected in the **Paper Type/Quality** panel of the Print dialog box.

  For a list of support paper types and sizes, see the duplexer specifications.

Paper size changes when the two-sided printing option is selected

The paper size is not supported by the duplexer.

Binding margin is in the wrong place

You might have chosen an incorrect paper orientation.

1. Open the Print dialog box.
2. Select the **Layout** panel.
3. Verify that the correct binding has been selected:
   - The **Book** button is selected for binding along the side.
   - The **Tablet** button is selected for binding along the top.

Only one side of the page prints when the two-sided printing option is enabled

Verify the following:

- The photo paper is not curled, if you are printing on two-sided photo paper. Photo paper should be flat before printing. See storing and handling photo paper for more information.
- The paper size that is selected in the Page Setup dialog box is supported by the duplexer.
- The paper type that is selected in the **Paper Type/Quality** panel is supported by the duplexer.

  If the paper type or size is not supported by the duplexer, you can print the document by using the manual two-sided printing feature.

Colors look faded

If the colors look faded, try printing the two-sided document by using the manual two-sided printing instructions.

16.3.6 Auto Two-Sided Print Accessory with Small Paper Tray specifications

Dimensions when attached to printer

219.3 mm (8.63 in) tall x 320.5 mm (12.62 in) wide x 142.1 mm (5.6 in) deep

Duplexing specifications

For duplexing specifications, including skew, media weight, and media sizes for paper fed into the printer through the printer In tray, see the Automatic Two-Sided Printing Accessory specifications.

Small paper tray specifications

Media thickness: 7-12 mils

Media sizes:

- Size range:
  - Width: 81.3 to 106 mm (3.2 to 4.17 in)
  - Length: 116.8 to 304.8 mm (4.6 to 12 in)
- Cards:
  - 10x15 cm, 10x15 cm with tab
  - 4x6 in, 4x6 in with tab
  - A6, 105x148 mm
  - Index card, 4x6 in.
  - L, 89x127 mm
- Photo paper:
  - 10x15 cm, 10x15 cm with tab
  - 4x6 in, 4x6 in. with tab
  - A6, 105x148 mm
  - L, 89x127 mm, L, 89x127 mm with tab
  - Panoramic 4x10 in, 4x11 in, 4x12 in
- Envelopes:
  - No. 10 Envelope, 4.12x9.5 in
  - Japanese envelope No. 4, 90x205 mm
- Hagaki:
  - Hagaki, 100x148 mm

Tray capacities:

- Photo paper:
  - 4x6, L size: Up to 80 sheets
  - Panoramic: Up to 5 sheets
- Hagaki:
  - Photo: Up to 80 cards
- Cards:
  - 4x6: Up to 100
  - A6: Up to 100
- Envelopes:

- No. 10: Up to 20
- Japanese envelope No. 4: Up to 20

17 Specifications

- Printer specifications
- Environmental statement
- Print cartridge recovery

17.1 Printer specifications

See the reference guide that came with your printer for complete printer specifications, including the following information:

- Types, sizes, and weights of paper and other printing media that can be used with your printer
- Print speeds and resolutions
- Power requirements

17.2 Environmental statement

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

Reduction and elimination

Paper use: The printer's two-sided printing capability reduces paper usage and the resulting demands on natural resources. In addition, the print cancel button allows the user to save paper by quickly canceling a print job as needed. Finally, this equipment is suitable for using recycled paper (in accordance with EN 12281:2002).

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

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

Recycling

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

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

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

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

- **Extended warranty:** Details can be found in the reference guide that came with your printer.
- **Product take-back:** To return this product to HP at the end of its useful life, go to www.hp.com/recycle. To return empty print cartridges to HP, see print cartridge recovery.

Note: The extended warranty and product take-back options are not available in all countries/regions.

Energy consumption

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

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

ENERGY STAR is a U.S. registered service mark of the U.S. Environmental Protection Agency. As an ENERGY STAR partner, Hewlett-Packard Company has determined that this product meets ENERGY STAR guidelines for energy efficiency.

Energy consumption in standby mode: See the reference guide for energy consumption specifications.

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

17.3 Print cartridge recovery

Customers interested in recycling their genuine HP print cartridges can participate in HP's Planet Partner's Program for inkjet cartridges. HP offers this program in more countries/regions than any other inkjet cartridge manufacturer in the world. This program is provided as a free service to HP customers as an environmentally sound solution for these products at end-of-life.

To participate, simply follow the directions provided on the HP Web site at this address: www.hp.com/recycle. This service is not available in all countries/regions. Customers may be asked for their name, phone number, and address.

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

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

18 Supplies

- Paper
- USB cables
- Accessories
- Print cartridges

Note: The availability of supplies and accessories varies by country/region.

18.1 Paper

This list is subject to change. Go to the HP Web site for an updated list.

Note: The availability of supplies varies by country/region.

HP Bright White Inkjet Paper

HPB250 Letter, 250 sheets

HPB1124 Letter, 500 sheets

C5977B A4, 250 sheets

C1825A A4, 500 sheets (Europe/Asia)

HP Premium Paper

51634Y Letter, 200 sheets

51634Z A4, 200 sheets

HP Brochure & Flyer Paper, Matte

C5445A Letter, 100 sheets

HP Brochure & Flyer Paper, Gloss

C6817A Letter, 50 sheets

C6818A A4, 50 sheets

HP Tri-Fold Brochure Paper, Gloss

C7020A Letter, 100 sheets

Q2525A A4, 50 sheets

HP Tri-Fold Brochure Paper, Matte

Q5543A Letter, 100 sheets

HP Premium Inkjet Transparency Film

C3828A Letter, 20 sheets

C3834A Letter, 50 sheets

C3832A A4, 20 sheets

C3835A A4, 50 sheets

HP Premium Plus Photo Paper, Glossy

Q2502A 4x6 in, 60 sheets (U.S.)

Q2502AC 4x6 in, 60 sheets (Canada)

Q2503A 10x15 cm, 20 sheets (Europe)

Q2504A 10x15 cm, 20 sheets (Asia Pacific)

C6831A Letter, 20 sheets (U.S.)

Q1785A Letter, 50 sheets (U.S.)

Q5493A Letter, 100 sheets (U.S.)

C6831AC Letter, 20 sheets (Canada)

C6832A A4, 20 sheets (Europe)

Q1786A A4, 50 sheets (Europe)

Q1951A A4, 20 sheets (Asia Pacific)

Q1933A A4, 20 sheets (Japan)

HP Premium Plus Photo Paper (with tear-off tab)

Q1977A 4x6 in, 20 sheets (U.S.)

Q1978A 4x6 in, 60 sheets (U.S.)

Q5431A 4x6 in, 100 sheets (U.S.)

Q1977AC 4x6 in, 20 sheets (Canada)

Q1978AC 4x6 in, 60 sheets (Canada)

Q1979A 10x15 cm, 20 sheets (Europe)

Q1980A 10x15 cm, 60 sheets (Europe)

Q1952A 10x15 cm, 20 sheets (Asia Pacific)

Q1935A 10x15 cm, 20 sheets (Japan)

HP Premium Plus Photo Paper, Matte

Q2506A 4x6 in, 60 sheets (U.S.)

Q2507A 10x15 cm, 20 sheets (Europe)

Q2508A 10x15 cm, 60 sheets (Europe)

C6950A Letter 20 sheets (U.S.)

Q5450A Letter, 50 sheets (U.S.)

C6950AC Letter, 20 sheets (Canada)

C6951A A4, 20 sheets (Europe)

Q1934A A4, 20 sheets (Japan)

HP Photo Paper, Glossy (with tear-off tab)

C7890A 4x6 in, 20 sheets (North America)

C7893A 4x6 in, 60 sheets (North America)

Q7891A 10x15 cm, 20 sheets (Europe)

Q7894A 10x15 cm, 60 sheets (Europe)

HP Photo Paper, Glossy

C1846A Letter, 25 sheets (U.S.)

C7896A Letter, 50 sheets (U.S.)

Q5437A A4, 25 sheets (Europe)

Q7897A A4, 50 sheets (Europe)

C6765A A4, 20 sheets (Asia Pacific)

C7898A A4, 20 sheets (Japan)

HP Premium Photo Paper, Glossy

Q5477A 4x6 in, 60 sheets (U.S.)

Q5477A 5x7 in, 20 sheets (U.S.)

Q5479A 10x15 cm, 20 sheets (Europe)

Q5480A 13x18 cm, 20 sheets (Europe)

C6039A Letter, 15 sheets (U.S.)

C6979A Letter, 50 sheets (U.S.)

Q5494A Letter, 100 sheets (U.S.)

Q5447A Letter, 120 sheets (U.S.)

C6039AC Letter, 15 sheets (Canada)

C6979AC Letter, 50 sheets (Canada)

Q2519A A4, 20 sheets (Europe)

C7040A A4, 50 sheets (Europe)

HP Premium Photo Paper, Glossy (with tear-off tab)

Q1988A 4x6 in, 20 sheets (U.S.)

Q1989A 4x6 in, 60 sheets (U.S.)

Q1990A 4x6 in, 100 sheets (U.S.)

Q1988AC 4x6 in, 20 sheets (Canada)

Q1989AC 4x6 in, 60 sheets (Canada)

Q1991A 10x15 cm, 20 sheets (Europe)

Q1992A 10x15 cm, 60 sheets (Europe)

HP Everyday Photo Paper, Semi-gloss (with tear-off tab)

Q5440A 4x6 in, 100 sheets (U.S.)

Q5440AC 4x6 in, 100 sheets (Canada)

Q5441A 10x15 cm, 100 sheets (Europe)

Q5442A 10x15 cm, 100 sheets (Asia Pacific)

HP Everyday Photo Paper, Semi-gloss

Q5498A Letter, 25 sheets (U.S.)

Q2509A Letter, 100 sheets (U.S.)

Q2509AC Letter, 100 sheets (Canada)

Q5451A A4, 25 sheets (Europe)

Q2510A A4, 100 sheets (Europe)

Q2511A A4, 100 sheets (Asia Pacific)

HP Advanced Photo Paper, Glossy

Q5461A 4x6 in, 60 sheets (U.S.)

Q5454A Letter, 25 sheets (U.S.)

Q5510A Letter, 50 sheets (U.S.)

HP Advanced Photo Paper, Glossy (with tear-off tab)

Q5508A 4x6 in, 20 sheets (U.S.)

Q5509A 4x6 in, 60 sheets (U.S.)

HP Matte Greeting Cards, White, Quarter-Fold

C6042A A4, 20 sheets (Europe)

HP Matte Greeting Cards, White, Half-Fold

C7018A Letter, 20 sheets (U.S.)

HP Photo Greeting Cards, Half-Fold

C6044A Letter, 10 sheets (U.S.)

C6045A A4, 10 sheets (Europe)

HP Textured Greeting Cards, Ivory, Half-Fold

C6828A 20 sheets

HP Textured Greeting Cards, Cream, Half-Fold

C6829A 20 sheets

HP Textured Greeting Cards, White, Half-Fold

C7019A 20 sheets

HP Linen Greeting Cards, White, Half-Fold

C1788A 20 sheets

HP Linen Greeting Cards, Ivory, Half-Fold

C1787A 20 sheets

HP Iron-On Transfers (for white fabrics)

C6049A Letter, 12 sheets (U.S.)

C6050A A4, 12 sheets (Europe)

C6055A A4, 12 sheets (Asia Pacific)

C7917A A4, 12 sheets (Japan)

HP Iron-On Transfers for Dark Fabric

C1974A 6 sheets

HP Banner Paper

C1820A Letter, 100 sheets (U.S.)

C1821A A4, 100 sheets (Europe)

HP Matte Photo and Project Paper

Q5499A Letter, 50 sets

HP Glossy CD/DVD Labels

Q5501A 25 sets

HP Matte CD/DVD Labels

Q5500A 25 sets

18.2 USB cables

Note: The availability of supplies varies by country/region.

C6518A HP USB A-B 2 M cable

18.3 Accessories

If an accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

Note: The availability of accessories varies by country/region.

Automatic Two-Sided Printing Accessory

Q5712A Automatic Two-Sided Printing Accessory

Auto Two-Sided Print Accessory with Small Paper Tray

Q3032A Auto Two-Sided Print Accessory with Small Paper Tray

250-Sheet Plain Paper Tray Accessory

Q3447A 250-Sheet Plain Paper Tray Accessory

Index

A

- acknowledgements
- Align button
- aligning print cartridges
- Auto Two-Sided Print Accessory with Small Paper Tray
  - booklet
  - envelopes
  - installation
  - paper jam
  - part number
  - printing problems
  - small photos
- auto-off
- Automatic Paper-Type Sensor
- automatic two-sided printing (HP Deskjet 6520 series)
- automatic two-sided printing (HP Deskjet 6540-50 series)
- Automatic Two-Sided Printing Accessory
  - booklet
  - installation
  - paper jam
  - part number
  - printing problems

B

- borderless photos
- borderless photos (HP Deskjet 6520 series)
  - large borderless photos
  - panoramic borderless photos
  - small borderless photos
- borderless photos (HP Deskjet 6540-50 series)
  - large borderless photos
  - panoramic borderless photos
  - small borderless photos
- borderless printing

problems
buttons (HP Deskjet 6520 series)
Cancel
Power
Print Cancel
Resume
buttons (HP Deskjet 6540-50 series)
Cancel
Power
Print Cancel
Print Quality Selector
Resume

C

collated copies
color calibration
color settings
contrast enhancement
conventions

D

default printer, setting
digital flash
duplexer

E

energy consumption
envelope is printed at an angle
envelope slot (HP Deskjet 6540-50 series)
environmental statement
error messages

F

front USB port (HP Deskjet 6540-50 series)

G

gray photo print cartridge

H

- HP Deskjet 6520 series
  - banners
  - booklets
  - brochures
  - documents
  - e-mail
  - envelopes
  - greeting cards
  - In tray
  - index cards and other small media
  - iron-on transfers
  - labels
  - letters
  - Out tray
  - paper source, selecting
  - Paper trays
  - paper trays
  - postcards
  - posters
  - print quality
  - printer features
  - transparencies
  - two-sided printing - automatic
- HP Deskjet 6540-50 series
  - banners
  - booklets
  - brochures
  - documents
  - e-mail
  - envelope slot
  - envelopes
  - front USB port
  - greeting cards
  - In tray
  - index cards and other small media
  - iron-on transfers
  - labels

- letters
- Out tray
- paper source, selecting
- paper trays
- postcards
- posters
- print quality
- printer features
- transparencies
- two-sided printing - automatic
- two-sided printing, manual
- two-sided printing, manual

HP digital photography options
HP Inkjet Toolbox
HP Jetdirect
- HP Jetdirect 175x
- HP Jetdirect 310x
- HP Jetdirect 380x

I

ink-backup mode
ink, removing ink from skin and clothing
installing print cartridges

L

lights (HP Deskjet 6520 series)
- are flashing
- Power
- Print Cartridge Status light
- Resume

lights (HP Deskjet 6540-50 series)
- are flashing
- Power
- Print Cartridge Status lights
- Resume

M

maximum dpi

mirror image

N

networking
HP Jetdirect 175x
HP Jetdirect 310x
HP Jetdirect 380x
sharing
notices

O

optional 250-Sheet Plain Paper Tray Accessory
installation
loading
part number
specifications
using
orientation

P

paper jam
paper supplies
photo print cartridge
photos
4800 x 1200 optimized dpi printing
black-and-white
black-and-white
borderless
color settings
digital
enhancing
maximum dpi
printing problems
storing photo paper
photos, printing (HP Deskjet 6520 series)
large borderless photos
large photos with a white border
panoramic borderless photos

panoramic photos with a white border
small borderless photos
small photos with a border
photos, printing (HP Deskjet 6540-50 series)
large borderless photos
large photos with a white border
panoramic borderless photos
panoramic photos with a white border
small borderless photos
small photos with a white border
Print Cartridge Status lights
print cartridges
align
black print cartridge
cleaning automatically
cleaning manually
gray photo print cartridge
installing
maintaining
photo print cartridge
recovery
recycling
replacing
storing
tri-color print cartridge
print job status
print order
Print Quality Selector
print settings
printer
does not reflect new print settings
is slow
printer body
printer features
Automatic Paper-Type Sensor
HP Deskjet 6520 series
HP Deskjet 6540-50 series
ink-backup mode

printer status
printing
multiple pages on single sheet
selecting a paper type
printing (HP Deskjet 6520 series)
banners
booklets
booklets, printing with duplexer
brochure, borderless
brochures
collated copies
documents
e-mail
envelopes
greeting cards
index cards and other small media
iron-on transfers
labels
letters
postcards
posters
transparencies
printing (HP Deskjet 6540-50 series)
banners
booklets
booklets, printing with duplexer
brochure, borderless
brochures
collated copies
documents
e-mail
envelopes
greeting cards
index cards and other small media
iron-on transfers
labels
letters
paper source, selecting

postcards
posters
transparencies
two-sided printing, manual
two-sided printing, manual

R

recycling
print cartridges
removing ink from skin and clothing
resizing documents
rotate 180 degrees

S

scaling
setting printer as default printer
sharpness
SmartFocus
smoothing
special features
status of print job

T

terms
troubleshooting
blank pages print
document is printed at an angle
document is printed off-center
document prints slowly
error messages
paper jam
parts of the document are printed in the wrong place
parts of the document are missing
photos are not printing correctly
print is faded
printer is not printing
printer prints on multiple sheets at once
printer will not feed paper

printout does not reflect new print settings
streaks and missing lines
text and images are misaligned
too little ink appears on the page
too much ink appears on the page

U

USB
cable part number