

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](#)
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2 Notices

- [Notices and acknowledgements](#)
- [Terms and conventions](#)

2.1 Notices and acknowledgements

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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

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4 Getting started (HP Deskjet 6540-50 series)



For an overview of the printer features, see the [printer features](#) page.

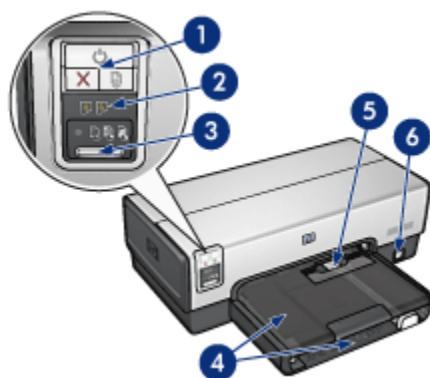
Click the appropriate topic below for a description of a printer feature:

- [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](#)

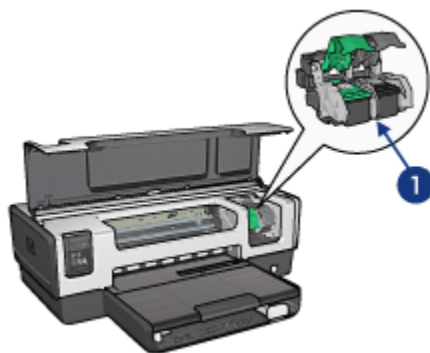
For a description of the optional accessories, see the [optional accessories](#) page.

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)

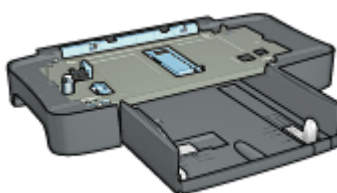


1. Rear USB port

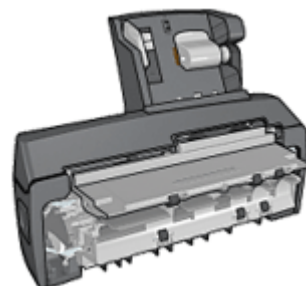
Optional accessories



Automatic Two-Sided
Printing Accessory (optional)



250-Sheet Plain Paper Tray
Accessory (optional)



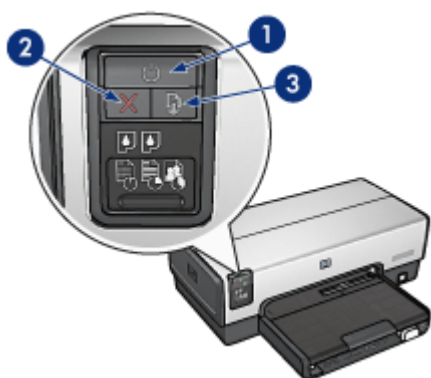
Auto Two-Sided Print
Accessory with Small Paper
Tray (optional)

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

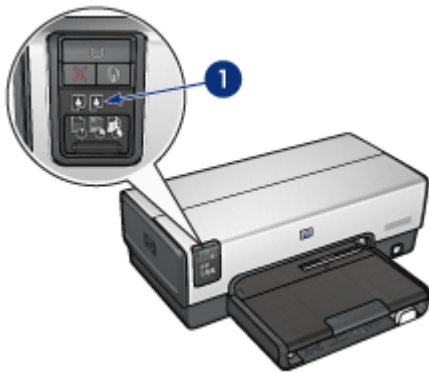
The Resume light flashes when an action is required, such as loading paper or clearing a paper jam. When the problem is solved, press the Resume button to continue printing.

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 **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



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](#)

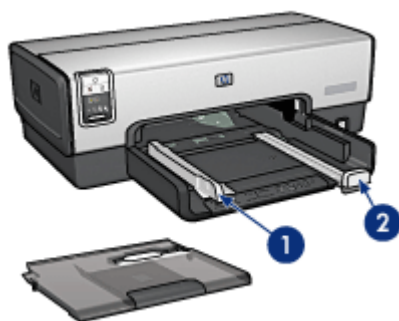
In tray

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 steps 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 (HP Deskjet 6520 series)



For an overview of the printer features, see the [printer features](#) page.

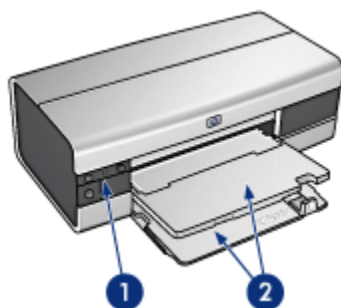
Click the appropriate topic below for a description of a printer feature:

- [Buttons and lights](#)
- [Paper trays](#)
- [Print cartridges](#)
- [Ink-backup mode](#)
- [Automatic Paper-Type Sensor](#)

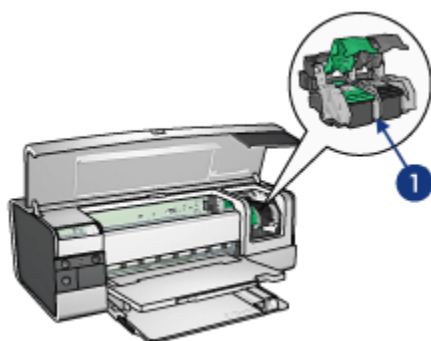
For a description of the optional accessories, see the [optional accessories](#) page.

5.1 Printer features (HP Deskjet 6520 series)

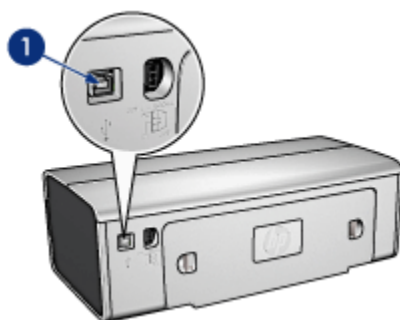
The HP printer has several features to make printing easier and more efficient.



1. [Buttons and lights](#)
2. [Paper trays](#)



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



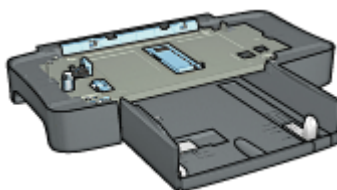
1. **USB port**

Optional accessories



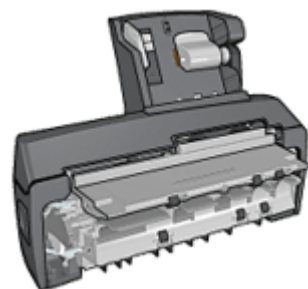
Automatic Two-Sided

Printing Accessory (optional)



250-Sheet Plain Paper Tray

Accessory (optional)



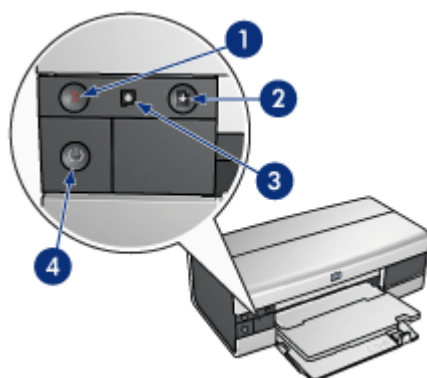
Auto Two-Sided Print

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.

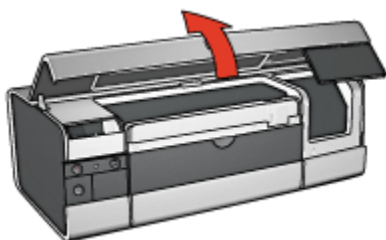
5.3 Paper trays (HP Deskjet 6520 series)

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.

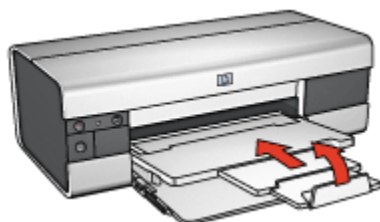


1. Out-tray extension
2. Out-tray extension stop

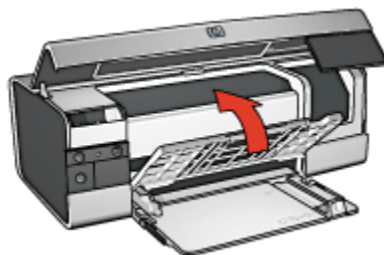
Folding the paper trays

Follow these steps to fold the paper tray:

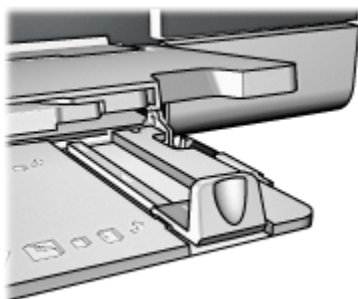
1. If necessary, fold the Out-tray extension stop, and then push in the Out-tray extension.



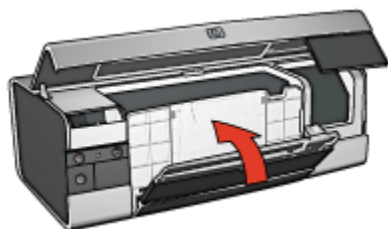
2. Raise the printer cover.
3. Raise the Out tray.



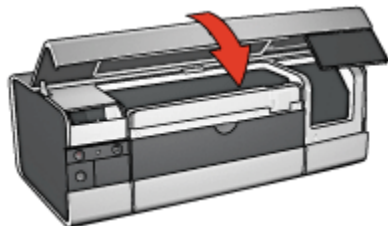
4. Verify that the In-tray extension is pushed in, and then pull the paper-length guide to the edge of the In tray.



5. Raise the In tray.



6. Close the printer cover.



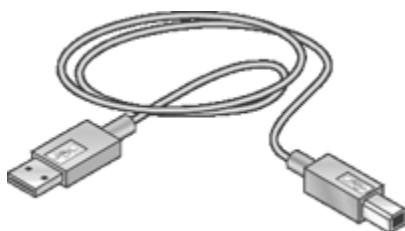
6 Connecting to the printer

- 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

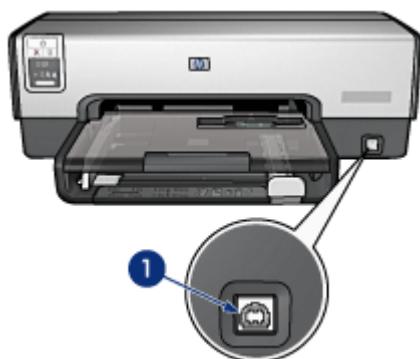
The printer connects to the computer with a universal serial bus (USB) cable.



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.

Depending on the version of Mac OS X running on the computer, open one of the following programs to verify that the printer has been added to the computer:

- **OS X 10.2 and earlier: Print Center**
- **OS X 10.3 and later: Printer Setup Utility**

Note: If your computer is running Mac OS X 10.3 or later, and the printer does not print when the computer is connected to the front USB port, open the **Printer Setup Utility** and add the printer.

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, open **System Preferences**, and then double-click **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 these software options for advanced color settings:

- [Color options](#)
- [CMYK settings](#)
- [Advanced color management](#)
- 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](#).

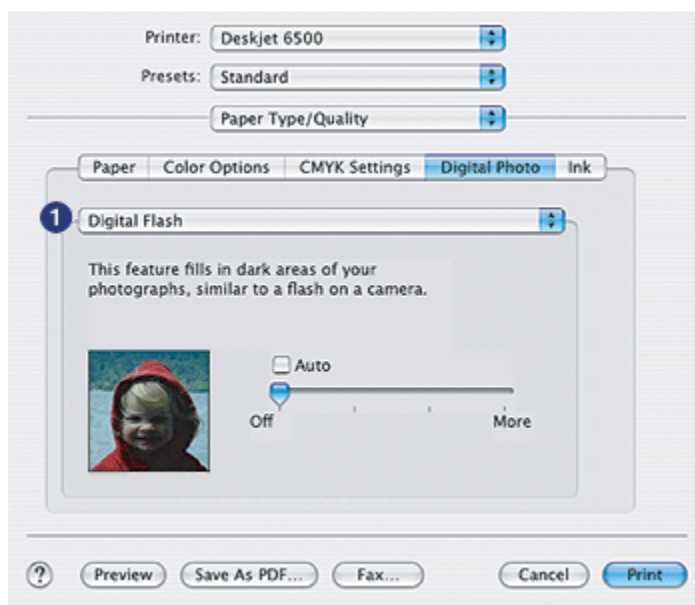
7.2 Printing digital photographs

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

Accessing the digital photography options

1. Open the [Print](#) dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click the **Digital Photo** tab.

Using the digital photography options



1. **Options Menu:** Select from the following options:

- **Red eye removal:** Click **On** to remove or reduce red-eye in the photograph.
- **Digital flash:** Adjust the exposure in dark areas of photos to bring out detail. Click **Auto** to allow the printer driver to automatically balance lightness and darkness.
- **Contrast enhancement:** Adjust the contrast to your preference. Click **Auto** to allow the printer driver to automatically balance the contrast.
- **SmartFocus:** Enhance the image quality and clarity. Click **On** to allow the printer driver to automatically sharpen details in the image.
- **Smoothing:** Soften an image. Click **Auto** to allow the printer driver to automatically set the level of smoothing for the image.
- **Sharpness:** Adjust the image sharpness to your preference. Click **Auto** to allow the printer driver to automatically set the level of sharpening for the image.

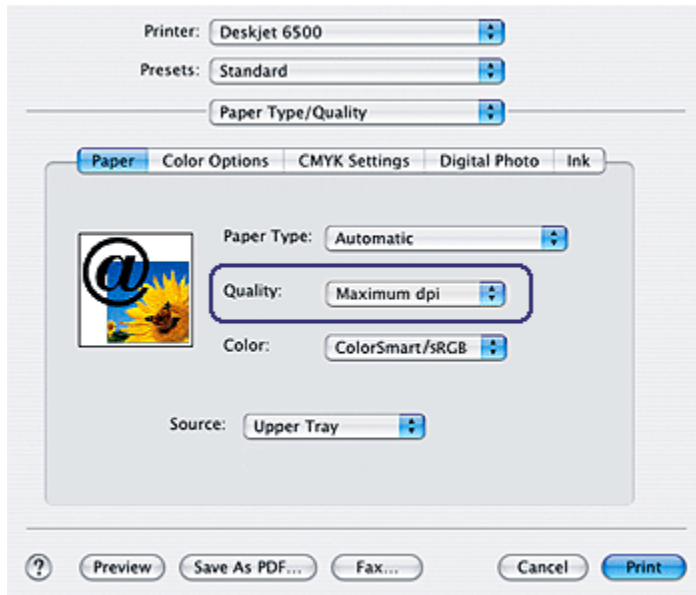
7.3 Maximum dpi

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 **Paper Type** drop-down list, click **Photo Paper**, and then click the appropriate photo paper type.
4. In the **Quality** drop-down list, click **Maximum dpi**.
5. 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. Select the appropriate photo paper type from the **Paper Type** drop-down list.
4. Select one of the following print-quality modes from the **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](#).

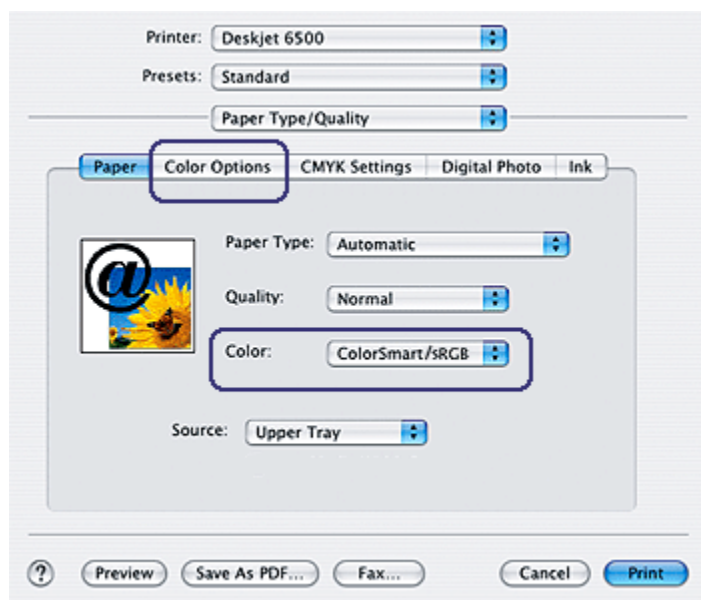
7.6 Using color options

Adjusting the color options causes the printed colors to differ from the colors that appear on your computer monitor.

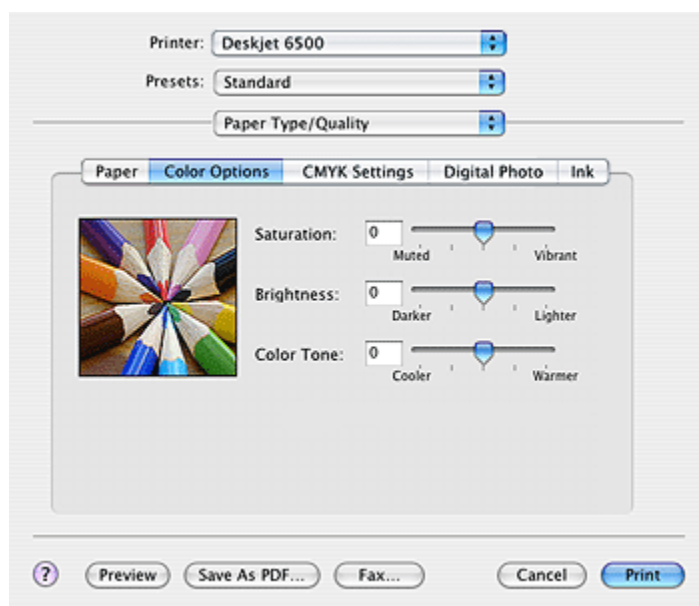
Follow these steps to set color options:

1. Open the [Print](#) dialog box.

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



3. Verify that **ColorSmart/sRGB** is selected in the **Color** drop-down list.
4. Click the **Color Options** tab.

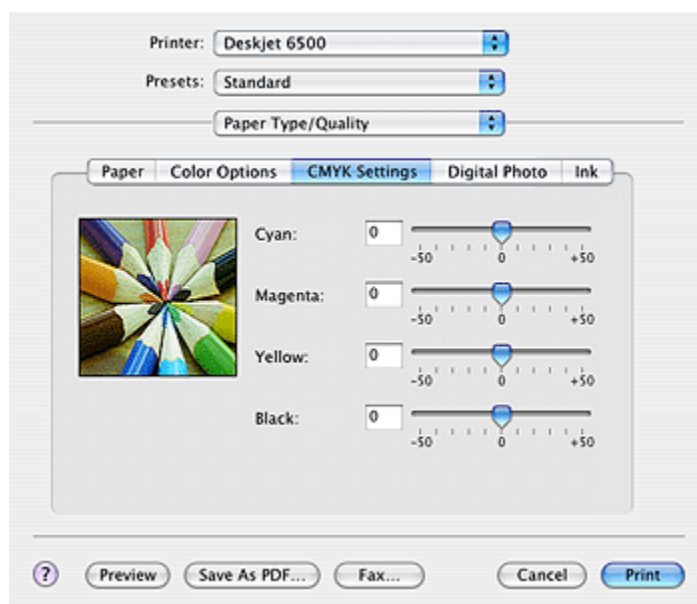


5. Adjust the **Saturation**, **Brightness**, and **Color Tone** to affect how overall colors are printed.
6. Select any other print settings that you want, and then click **Print**.

7.7 CMYK settings

Follow these steps to specify the CMYK settings:

1. Open the [Print](#) dialog box.
2. Click the **Paper Type/Quality** tab.
3. Click the **CMYK** tab.



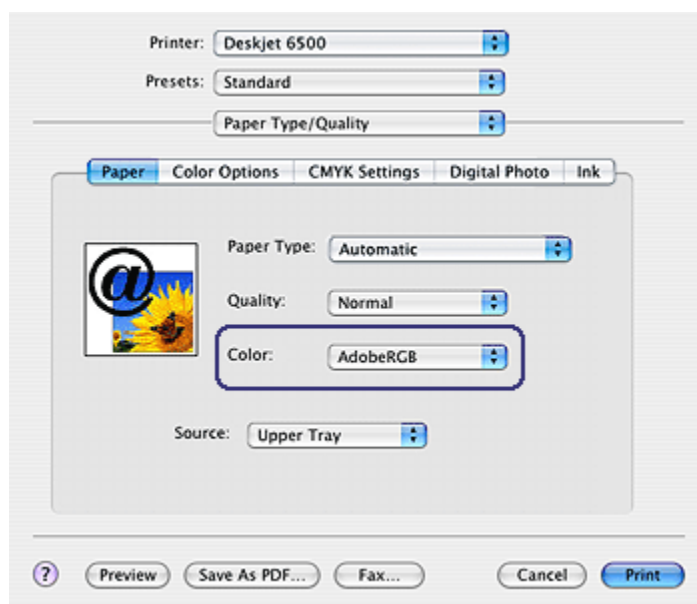
4. Adjust the **Cyan**, **Magenta**, **Yellow**, and **Black** sliders to specify the level of each color that is used in printing.
5. Select any other print settings that you want, and then click **Print**.

7.8 Advanced color management

Color management defines the range of colors that can be printed. The printer software translates the colors of your document from their current color settings to the color-management option that is selected.

Follow these steps to select a color-management option:

1. Open the [Print](#) dialog box.
2. Select the **Paper Type/Quality** panel.



3. In the **Color** drop-down list, click one of the following options:
 - **AdobeRGB**: When printing from a professional application with AdobeRGB, turn off the color management in the application and allow the printer software to manage the color space. Use the AdobeRGB setting for documents or photos that were originally created in the AdobeRGB color space.
 - **ColorSync**: This option allows the printer driver to manage the color of the document.
 - **Managed by application**: This option allows the application from which you are printing to manage the color of the document.
4. Select any other print settings that you want, and then click **Print**.

7.9 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](#).

7.10 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.

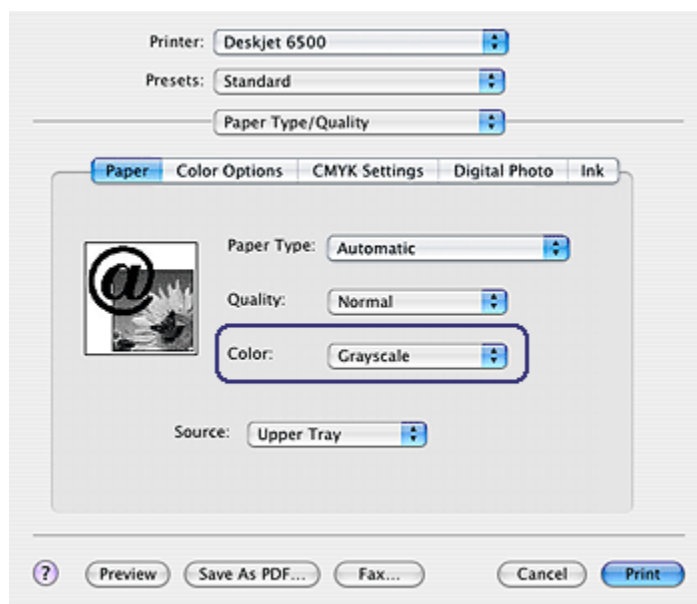
Printing a black-and-white photo

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 **Paper Type/Quality** panel.



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

7.11 Printing borderless photos

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

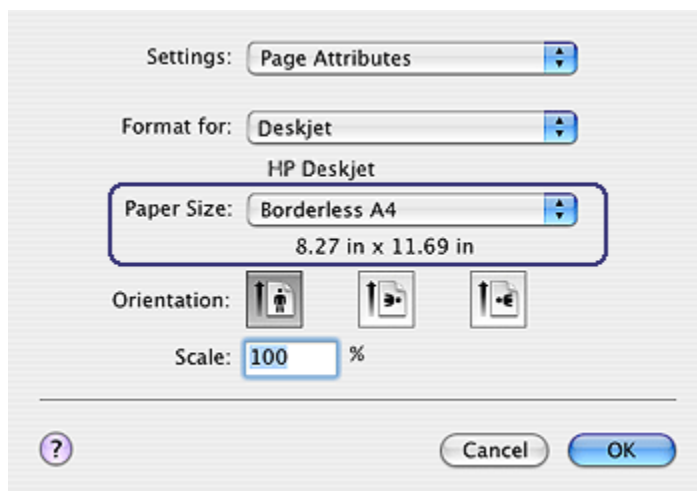
Guidelines

- 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

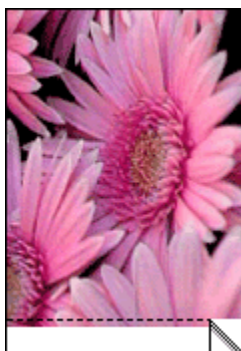
Follow these steps to print a borderless document:

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.



7.12 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.

7.13 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

7.14 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

7.15 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

7.16 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

7.17 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

7.18 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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.

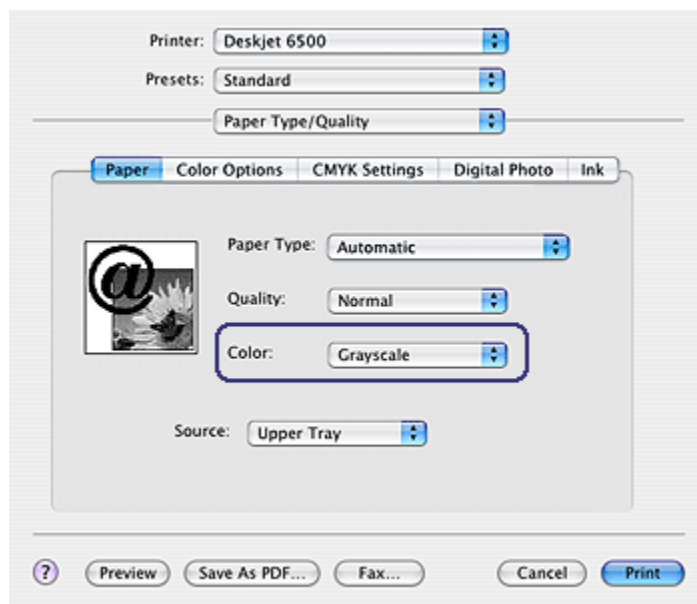
Printing a black-and-white photo

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 **Paper Type/Quality** panel.



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

8.2 Small borderless photos (HP Deskjet 6520 series)

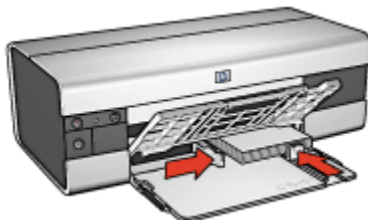
Guidelines

- 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
 5. If you want to use them, set the [HP digital photography options](#).
 6. Select any other print settings that you want, and then click **Print**.

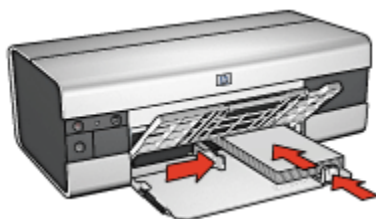
8.4 Panoramic borderless photos (HP Deskjet 6520 series)

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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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.

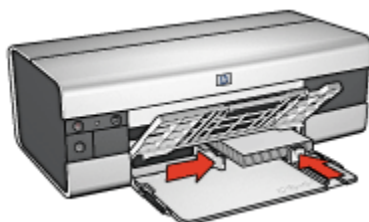
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).

6. 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

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

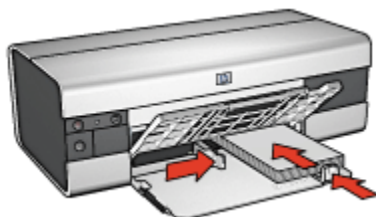
Guidelines

- 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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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



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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**
 5. If you want to use them, set the [HP digital photography options](#).
 6. 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 properly 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper Tray
 - **Paper Type:** **Automatic** or the appropriate brochure paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**.
4. 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate greeting card paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**.
4. 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate transparency film type
 - **Quality:** **Normal** or **Best**.
4. 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or **Plain paper**
5. 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.

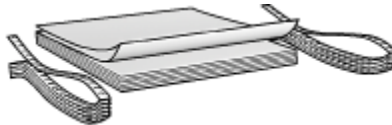
 - **Orientation:** The appropriate orientation
2. Click **OK**.
3. Open the [Print](#) dialog box.
4. Select the **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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 properly in the paper tray.

9.11 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or **Plain paper**
6. Select any other print settings that you want, and then click **Print**.

9.12 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 images is required.

- **Paper Size:** **A4** or **US Letter**
 - **Mirror Image:** Selected
2. Click **OK**.
 3. Open the [Print](#) dialog box.
 4. Select the **Paper Type/Quality** panel, and then specify the following settings:

- **Source:** Upper tray
 - **Paper Type:** Automatic or Plain paper
5. 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



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**.

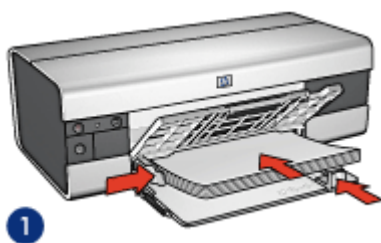
10.3 Documents (HP Deskjet 6520 series)

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)



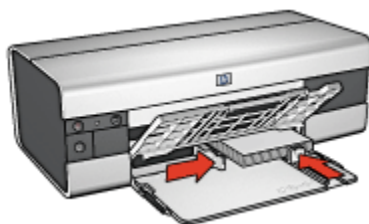
If the optional Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow the [steps for printing postcards with the Auto Two-Sided Print Accessory with Small Paper Tray](#).

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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**
 5. If you want to use them, set the [HP digital photography options](#).
 6. 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 properly in the paper tray.

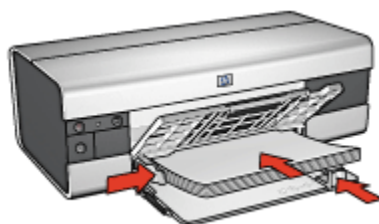
10.6 Brochures (HP Deskjet 6520 series)

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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper Tray
 - **Paper Type:** **Automatic** or the appropriate brochure paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**.
4. 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate greeting card paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**.
4. Select any other print settings that you want, and then click **Print**.

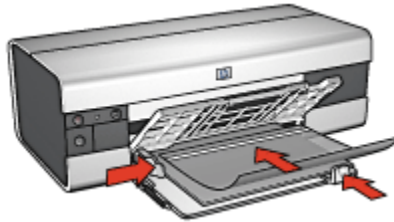
10.8 Transparencies (HP Deskjet 6520 series)

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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper tray
 - **Paper Type:** **Automatic** or the appropriate transparency film type
 - **Quality:** **Normal** or **Best**.
4. 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper tray
 - **Paper Type:** Automatic or Plain paper
5. Select any other print settings that you want, and then click **Print**.

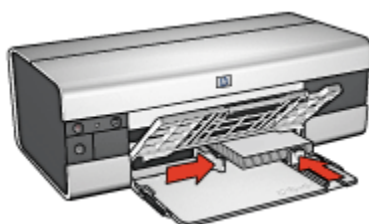
10.10 Index cards and other small media (HP Deskjet 6520 series)

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.

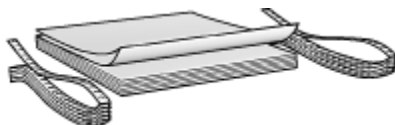
 - **Orientation:** The appropriate orientation
2. Click **OK**.
3. Open the [Print](#) dialog box.
4. Select the **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or the appropriate paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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 properly in the paper tray.

10.11 Banners (HP Deskjet 6520 series)

Guidelines

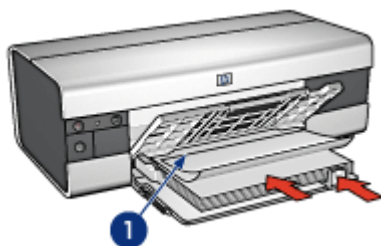
- Use HP Banner Paper for great results.
- Remove any perforated strips from the banner paper before loading it in the In tray.



- 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 **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** Upper tray
 - **Paper Type:** Automatic or Plain paper
6. Select any other print settings that you want, and then click **Print**.

10.12 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 images is required.

- **Paper Size:** **A4** or **US Letter**
 - **Mirror Image:** Selected
2. Click **OK**.
 3. Open the [Print](#) dialog box.
 4. Select the **Paper Type/Quality** panel, and then specify the following settings:
 - **Source:** **Upper tray**
 - **Paper Type:** **Automatic** or **Plain paper**
 5. 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 in [reverse page order](#).
- Print [collated copies](#).

Save money

- Print a [two-sided document](#).
- 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](#).

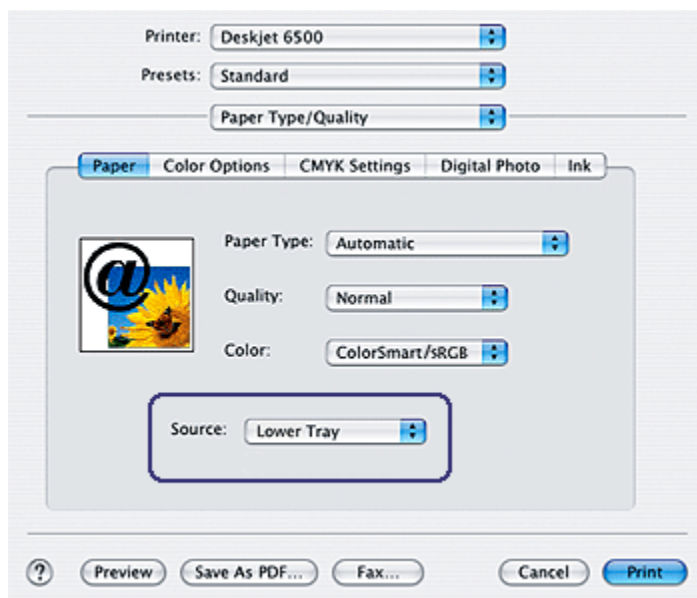
11.1 Using the 250-Sheet Plain Paper Tray Accessory

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



3. In the **Source** drop-down list, click **Lower 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 **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



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:

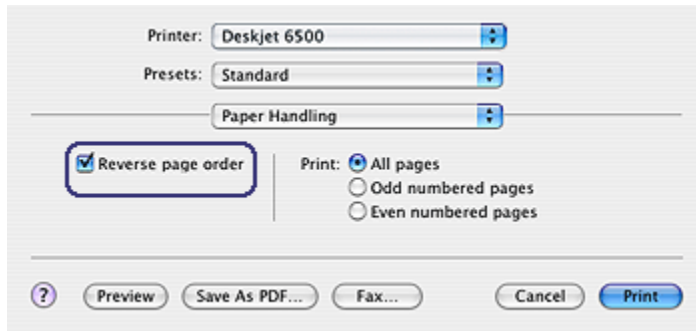
Status of the icons	Meaning
One icon is lit.	The illuminated icon is the selected print quality.
One icon is lit and another flashes.	The illuminated icon is the selected print quality for the current print job. The flashing icon is the selected print quality for the next print job.
One icon flashes.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

11.3 Setting the page order

Setting the page 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 page order:

1. Open the [Print](#) dialog box.
2. Select the **Paper Handling** panel.



3. Do one of the following actions:

- Select the **Reverse Page Order** check box to print the first page of the document last. This is the appropriate setting for most print jobs.
- Clear the **Reverse Page Order** check box to print the last page of the document last.

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

Note: The reverse page order feature is only available in Mac OS X 10.3 and later.

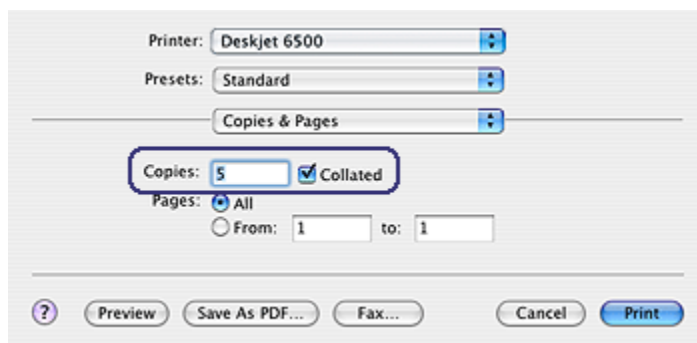
11.4 Printing collated copies

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 **Copies and Pages** panel.



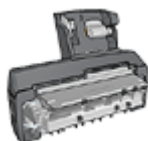
3. In the **Copies** box, type the number of copies that you want to print.
4. Select the **Collated** check box.
5. Select any other print settings that you want, and then click **Print**.

11.5 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



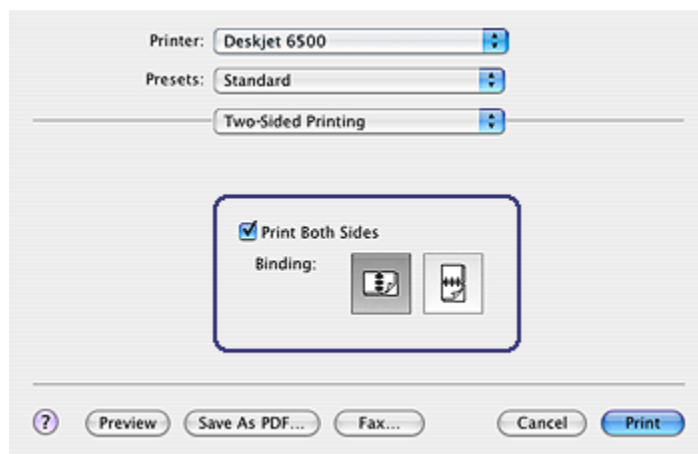
Auto Two-Sided Print Accessory with Small Paper Tray

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.

Printing

Follow these instructions to print a two-sided document:

1. Open the **Print** dialog box, and then select the **Two-Sided Printing** panel.



2. Select the appropriate binding:



Book binding



Tablet binding

3. 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.

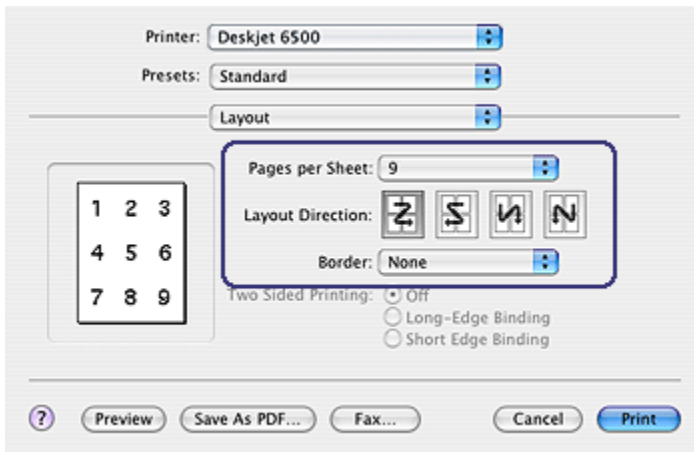
11.6 Printing multiple pages on a single sheet of paper

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 **Pages per Sheet** menu, select the number of pages that you want to appear on each sheet of paper.
4. For **Layout Direction**, select the option for how you want the multiple pages arranged on a single 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 border that you want from the **Border** menu.
6. Select any other print settings that you want, and then click **Print**.

Note: The two-sided printing controls on the **Layout** panel are not operational for the printer. To print a two-sided document, see the [two-sided printing](#) page.

11.7 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](#)

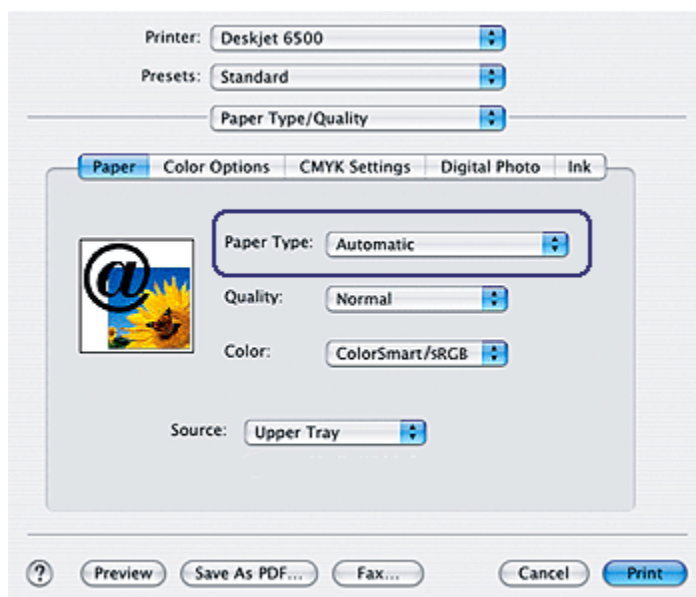
Using the automatic paper-type sensor

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 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.



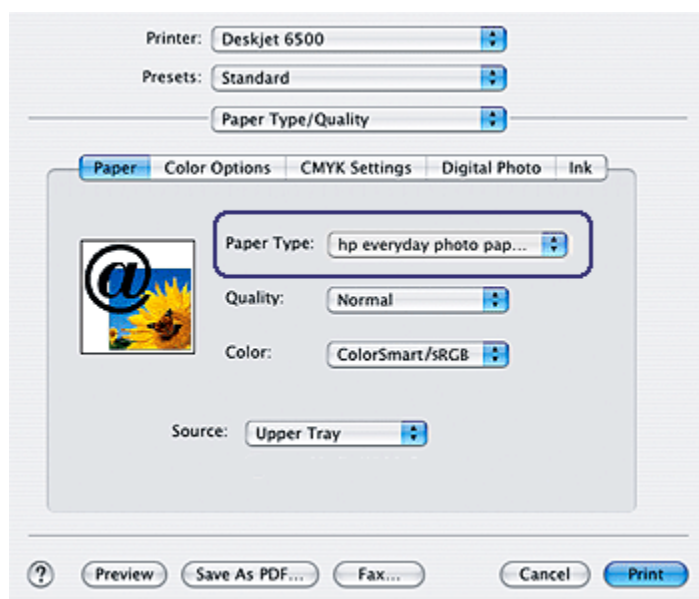
3. In the **Paper Type** drop-down list, click **Automatic**.
4. Select any other print settings that you want, and then click **Print**.

Selecting a specific paper type

When printing a higher-quality printout, 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.

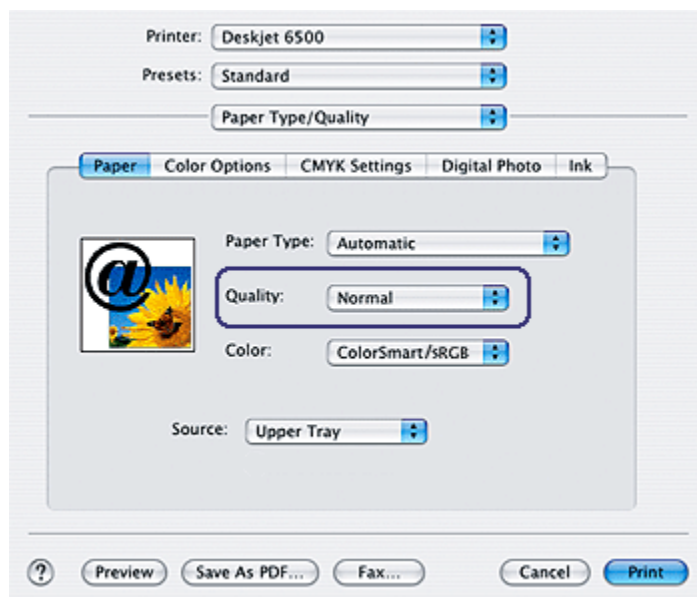


3. In the **Paper Type** drop-down list, click the appropriate paper type.
4. Select any other print settings that you want, and then click **Print**.

11.8 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 from the **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.

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

The printer offers three sources for paper:



In tray



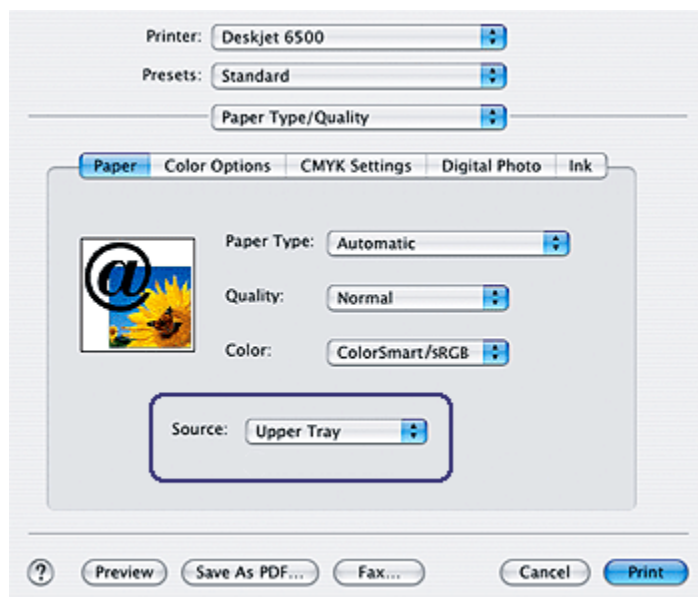
250-Sheet Plain Paper
Tray Accessory



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 **Paper Type/Quality** panel.



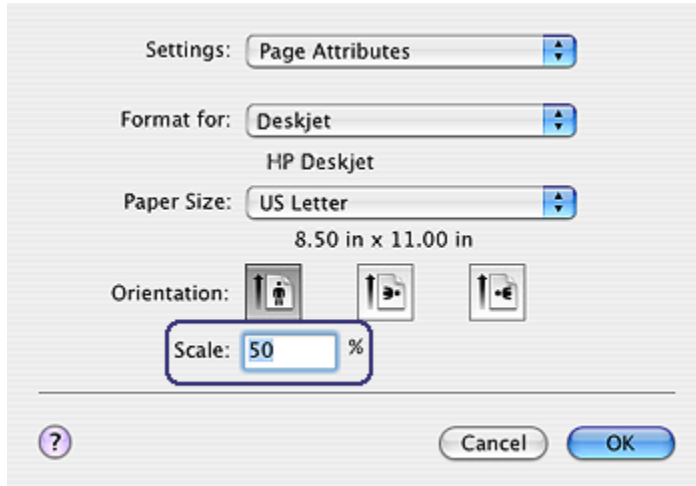
3. In the **Source** drop-down list, click one of the following options:
 - **Upper tray**: prints from the In tray.
 - **Lower tray**: prints from the 250-Sheet Plain Paper Tray Accessory.
 - **Rear tray**: prints from the Auto Two-Sided Print Accessory with Small Paper Tray. This option appears only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

11.10 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 **Scale** 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 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 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 in [reverse page order](#).
- Print [collated copies](#).

Save money

- Print a [two-sided document](#).
- Print [multiple pages on a single sheet of paper](#).
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.

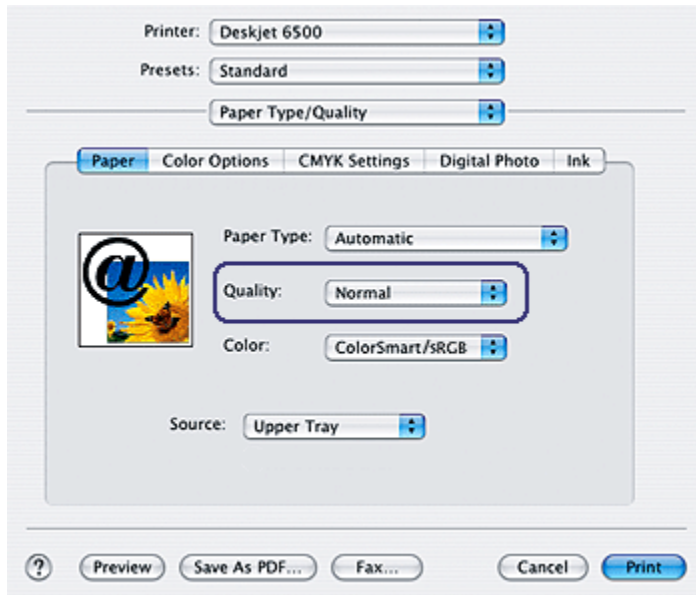
Enhance the quality of printouts

- Select the right [paper type](#).
- Select the right [print quality](#).
- [Resize](#) the document as needed.
- Print a [borderless brochure](#).

12.1 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 from the **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.

12.2 Selecting a paper source (HP Deskjet 6520 series)

The printer offers three sources for paper:



In tray



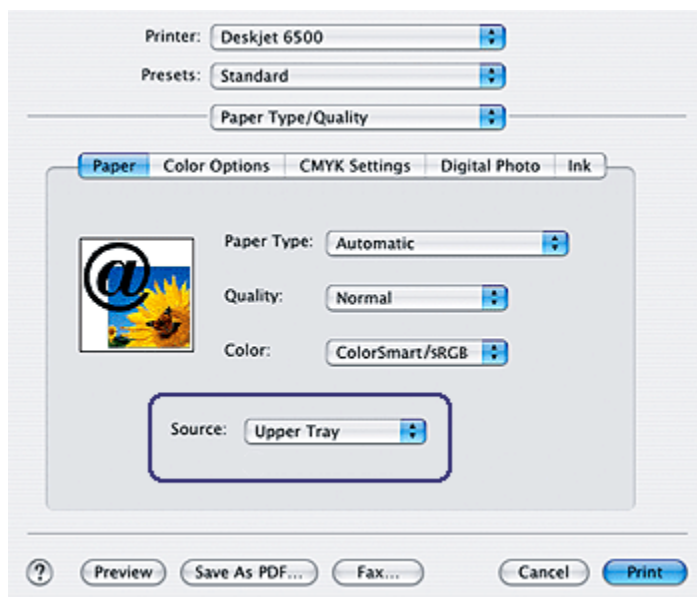
250-Sheet Plain Paper
Tray Accessory



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 **Paper Type/Quality** panel.



3. In the **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.
- **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 Printer software

- [Print settings](#)
- [Page Setup dialog box](#)
- [Print dialog box](#)
- [Managing the printer \(Mac OS X 10.3 and later\)](#)
- [Managing the printer \(Mac OS X 10.2 and earlier\)](#)
- [Viewing and changing the status of a print job \(Mac OS X 10.3 and later\)](#)
- [Viewing and changing the status of a print job \(Mac OS x 10.2 and earlier\)](#)

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 a document's paper size, scaling, and orientation, use the [Page Setup](#) dialog box.

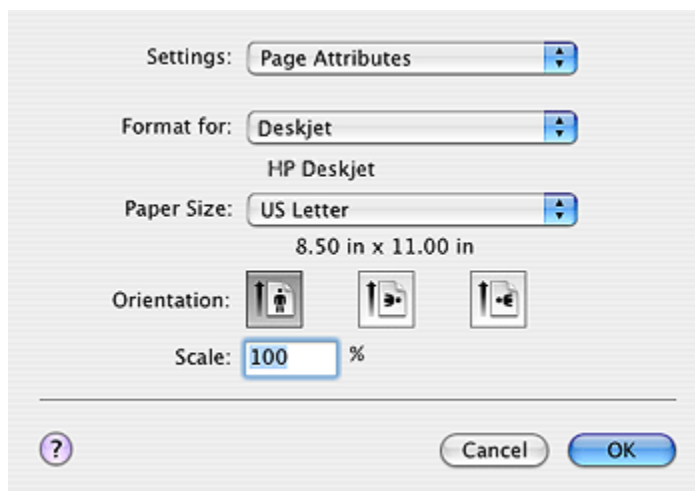
To specify other print settings for a document and to send the document to the printer, use the [Print](#) dialog box.

13.2 Page Setup dialog box

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

To use the **Page Setup** dialog box, open the software program 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:

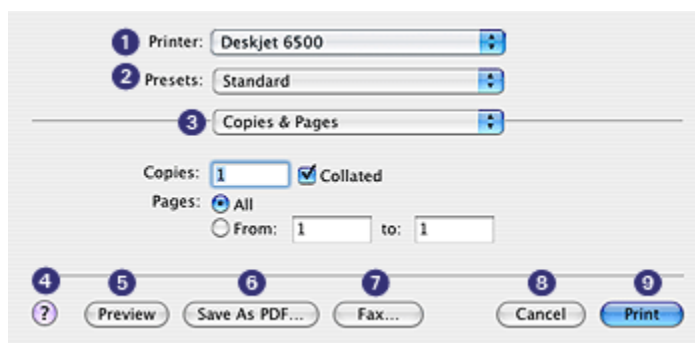


- Set the paper size for a document.
- [Resize](#) a document.
- Specify the document orientation.

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



1. **Printer:** Select the printer.
2. **Presets:** Select a group of saved print options.

3. **Panel Menu:** Toggle among print setting panels, an application-specific panel, and a summary of print settings for the document.
4. **?**: Open MacHelp.
5. **Preview:** View an online preview of the printed document.
6. **Save as PDF:** Convert the document to Adobe PDF format.
7. **Fax:** Click to send the document as a fax.
8. **Cancel:** Close the **Print** dialog box without printing the document.
9. **Print:** Print the document.

Note: The **Print as Fax** option is available in Mac OS X 10.3 and later only.

13.4 Managing the printer (Mac OS X 10.3 and later)

Use **Printer List** to manage the printer.

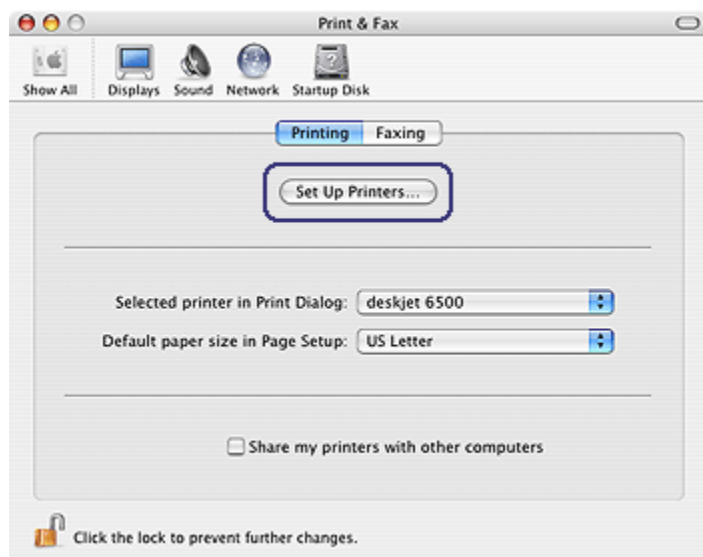
Managing the printer includes the following tasks:

- [Adding a printer](#)
- [Setting a default printer](#)
- [Deleting a printer](#)

Opening Printer List

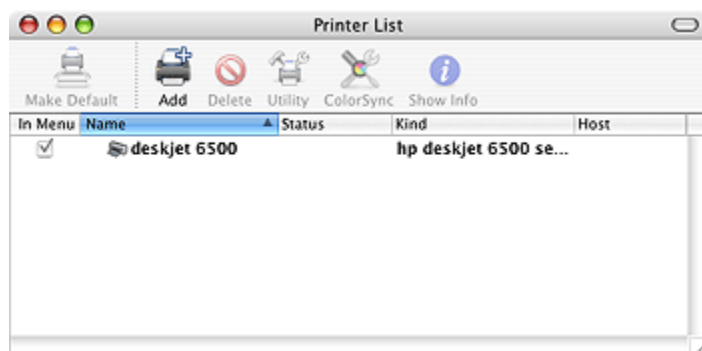
Follow these steps to open **Printer List**:

1. In the **Apple** menu, click **System Preferences**.
2. In the **System Preferences** dialog box, click **Print & Fax**.



3. Click the **Set Up Printer** button.

Printer List appears.

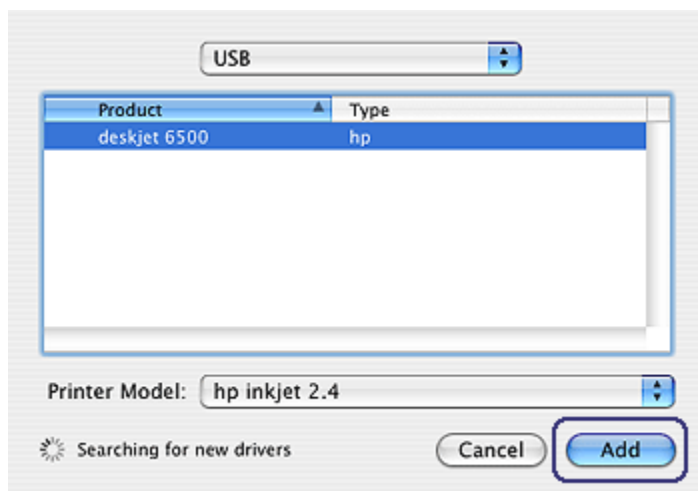


Adding a printer

Follow these steps to add a printer to your computer:

1. Open [Printer List](#).
2. Click **Add**.

The **Add Printer List** dialog box appears.



3. Select the connection type for the printer (for example, USB).
4. Select the printer name from the printer list.
5. Click **Add**.

Setting a default printer

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

1. Open [Printer List](#).
2. Click the printer name.
3. Select the printer, and then click **Make Default**.

Deleting a printer

Follow these steps to delete a printer from your computer:

1. Open [Printer List](#).
2. Select the printer that you want to delete.
3. Click **Delete**.

13.5 Managing the printer (Mac OS X 10.2 and earlier)

Use **Print Center** to manage the printer.

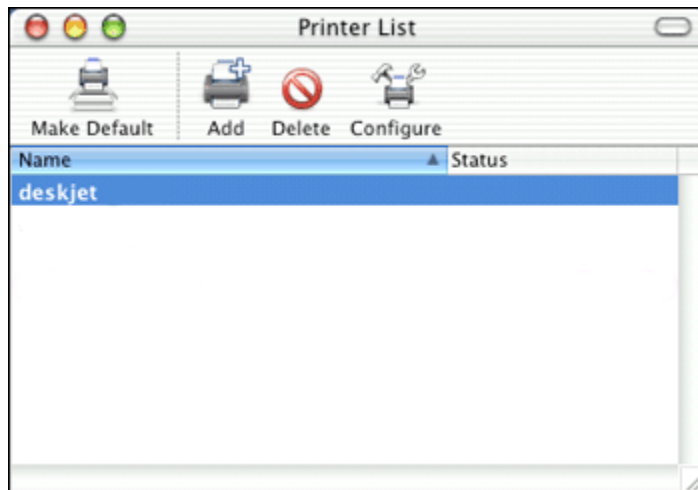
Managing the printer includes the following tasks:

- Adding a printer
- Setting a default printer
- Deleting a printer

Adding a printer

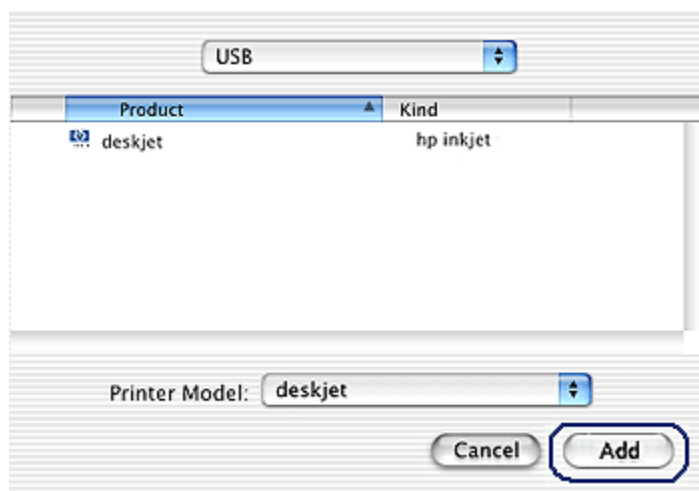
Follow these steps to add a printer to your computer:

1. Open **Print Center**.



2. Click **Add**.

The **Add Printer List** dialog box appears.



3. Select **USB** from the menu.
4. Select the printer name from the printer list.
5. Click **Add**.

Setting a default printer

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

1. Open the **Print Center**.
2. Click the printer name.
3. Select the printer, and then click **Make Default**.

The printer name appears in bold text to indicate that it is the default printer.

Deleting a printer

Follow these steps to delete a printer from your computer:

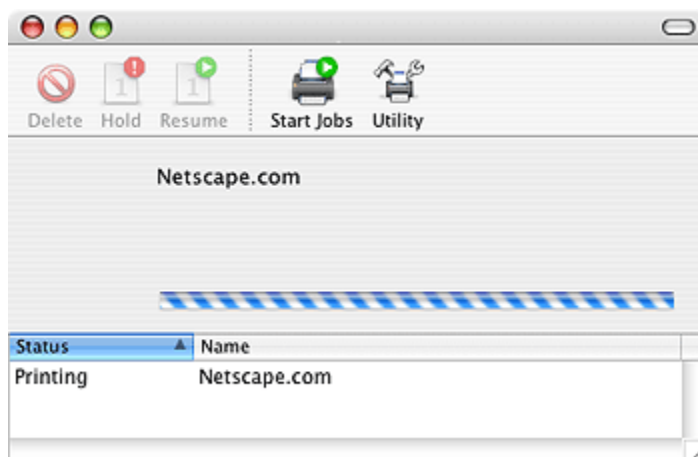
1. Open **Print Center**.
2. Select the printer that you want to delete.
3. Click **Delete**.

13.6 Viewing and changing the status of a print job (Mac OS X 10.3 and later)

When printing a document with background printing, use **Printer List** to see the status of the document as it is printing.

Follow these steps to check the status of a print job:

1. Open [Printer List](#).
2. Click the printer.
3. In the menu bar, click **Printer**, and then click **Show Jobs**.



4. Click a print job to select it.

Use the buttons to manage the print job as appropriate:

- **Delete:** Cancels the selected print job
- **Hold:** Pauses the selected print job
- **Resume:** Restarts a paused print job
- **Stop Jobs:** Pauses all print jobs in the print queue

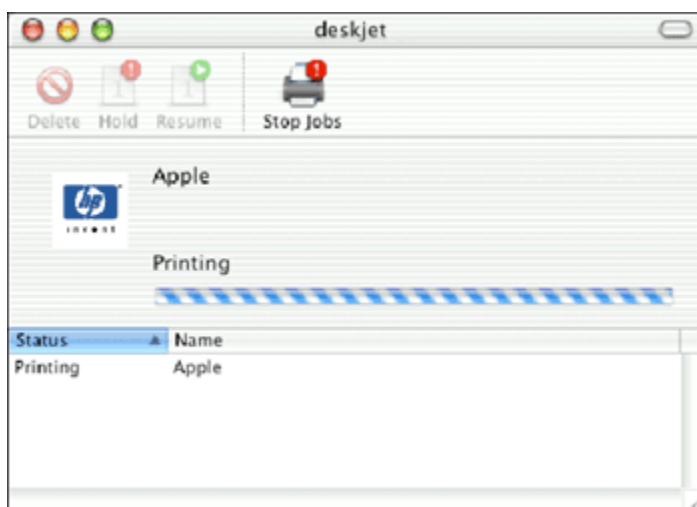
13.7 Viewing and changing the status of a print job (Mac OS x 10.2 and earlier)

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

Follow these steps to check the status of a print job:

1. Open **Print Center**.
2. Click the printer name.

The print queue appears.



3. Click a print job to select it.

Use the buttons to manage the print job as desired:

- **Delete:** Cancels the selected print job
- **Hold:** Pauses the selected print job
- **Resume:** Restarts a paused print job
- **Stop Jobs:** Pauses all print jobs in the print queue

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.

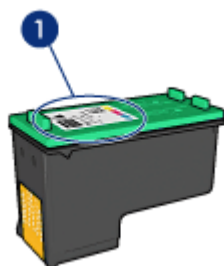
Always install the tri-color print cartridge in the *left* print cartridge cradle compartment.

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.



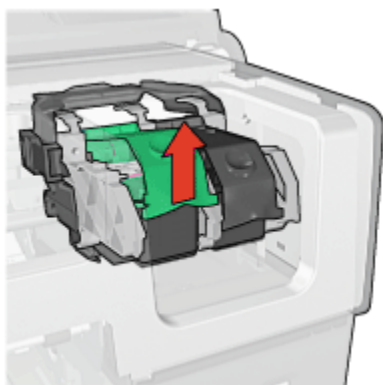
Ink back-up mode

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

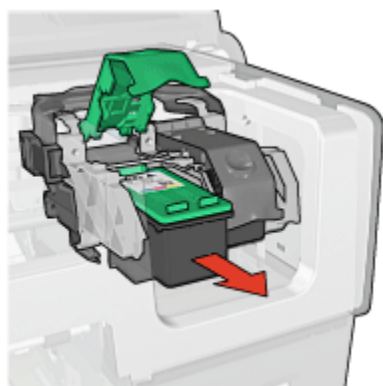
Installation instructions

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

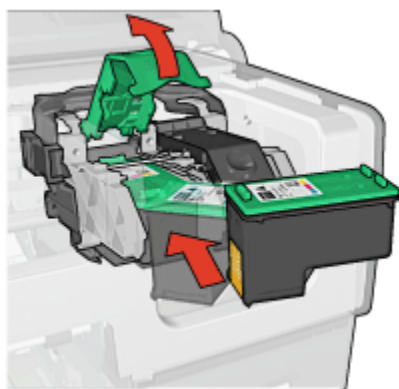


Caution: Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections. Do not remove the copper strips. They are required electrical contacts.

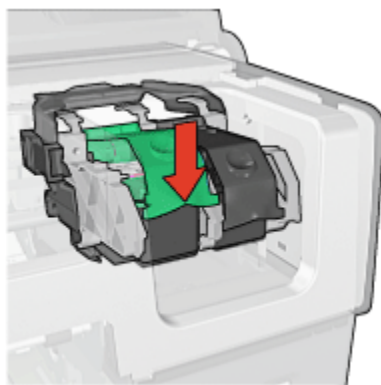


1. Do not touch the copper strips
7. Hold the print cartridge so that the copper strips are on the bottom and facing toward the printer, and then slide the print cartridge into the cradle as shown.

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 performing 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.

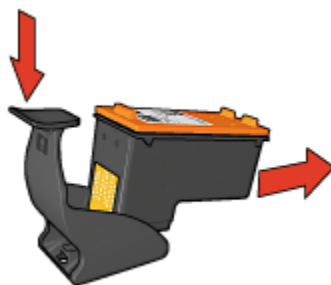
Inserting the print cartridge into the print cartridge protector

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.

Displaying the HP Inkjet Toolbox

Mac OS X (version 10.1.x)

1. Double-click the **OS X HD** icon on the desktop.
2. Click **Applications**, and then double-click **Utilities**.
3. Select **HP Inkjet Toolbox**.

Mac OS X (version 10.2.x)

1. Open **Print Center**.
2. Select the printer.
3. Click **Configure**.

The **Select Printer** dialog box appears.

4. Select the printer.

The **HP Inkjet Toolbox** appears.

Mac OS X (version 10.3)

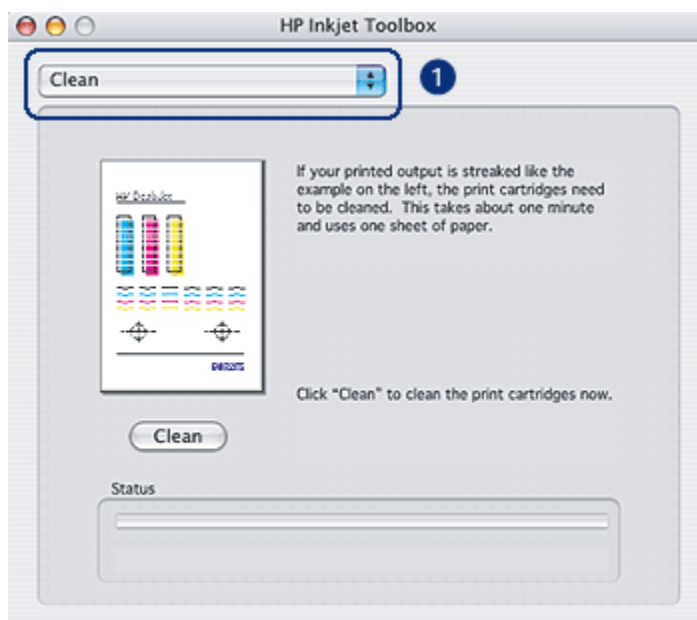
1. Open **Print & Fax**.
2. Click the **Printing** button.
3. Select the printer.
4. Click **Configure**.

The **Select Printer** dialog box appears.

5. Select the printer.

The **HP Inkjet Toolbox** appears.

HP Inkjet Toolbox panels



1. **HP Inkjet Toolbox Panel Menu:** select the appropriate panel to view 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

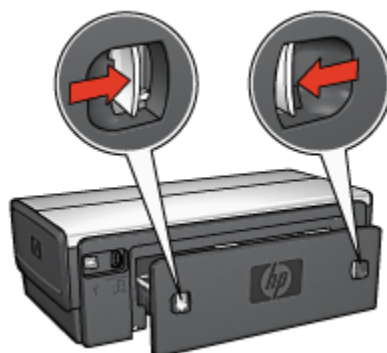
Do **not** clear a paper jam from the front of the printer.

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.

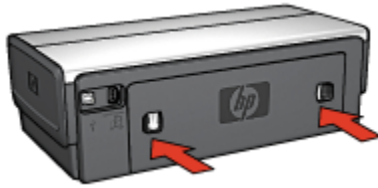
2. Push the two latch handles on the rear access door toward each other, and then remove the door.



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, try one of the following solutions:

- 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 type other than **Automatic**.
- If you are performing a [color calibration](#), install both the tri-color and photo [print cartridges](#).
- If you are printing a borderless document and the Resume light and Print Cartridge Status light are flashing, follow the [borderless printing 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 volume

1. Open the [Print](#) dialog box.
2. Select the **Paper Type/Quality** panel.
3. Click the **Ink** tab.
4. Move the **Ink Density** slider toward **Light** or **Heavy**.
5. Move the **Dry Time** slider toward **More**.
6. 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.

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 edge of 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 edge of 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. If you are using OS X Classic, 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
Paper Type/Quality	Paper Type: The appropriate photo paper type Quality: Best or Maximum dpi Digital Photo: Used for photo enhancement options (see HP digital photography options) Source: Upper tray

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 **Paper Type/Quality** panel, select the **Color Options**, 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



Install a [photo print cartridge](#) in the printer.

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



Install a [photo print cartridge](#) in the printer.

Streaks appear in a light portion of a printout



Install a [photo print cartridge](#) in the printer.

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.

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, then 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 your computer and then restart it.

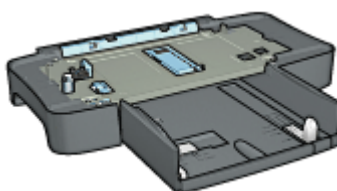
If you still have problems after restarting your computer, go to HP customer support at www.hp.com/support.

16 Optional accessories

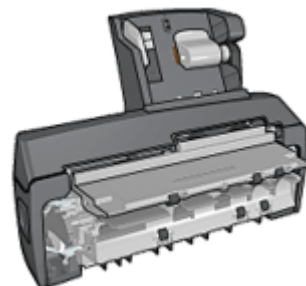
The following optional accessories are available to be used with your HP printer.



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.

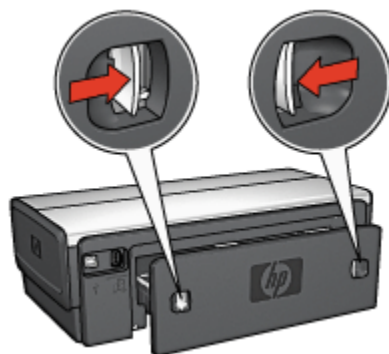


The duplexer only supports certain paper types. For a list of supported paper types, see the documentation that came with the duplexer.

16.1.1 Installing the duplexer

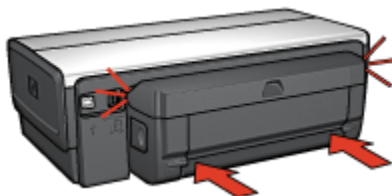
Follow these steps to attach the duplexer to your printer:

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.

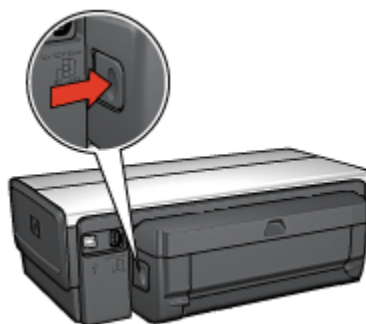
16.1.2 Automatic two-sided printing problems

Paper jam occurs inside the Automatic Two-Sided Printing Accessory

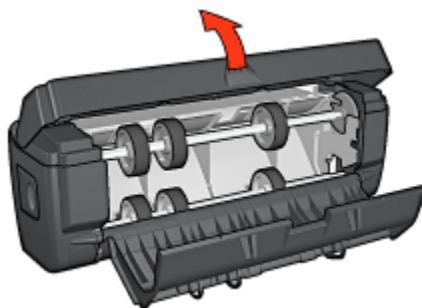
Paper jam

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

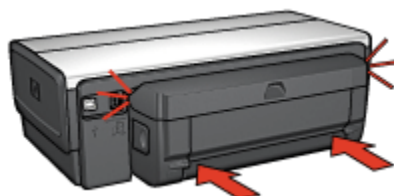
1. Turn off the printer.
2. Press the buttons on the left and right sides of the duplexer, and then remove it from the printer.



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.
- 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](#).

Binding margin is in the wrong place

You might have chosen an incorrect paper orientation.

1. Open the [Print](#) dialog box.
2. Select the **Two-Sided Printing** 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](#).

16.1.3 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:

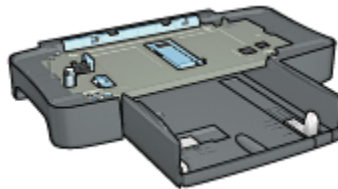
- U.S. Letter: 216 x 279 (8.5 x 11 in)
- Executive: 184 x 267 mm (7.25 x 10.5 in)
- A4: 210 x 297 mm
- A5: 148 x 210 mm
- B5: 182 x 257 mm

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.



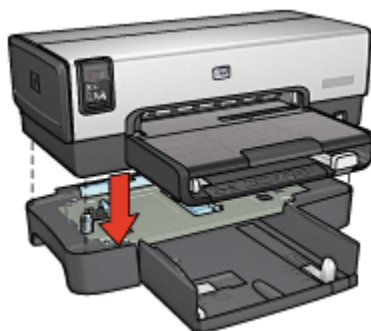
If the 250-Sheet Plain Paper Tray Accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

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.

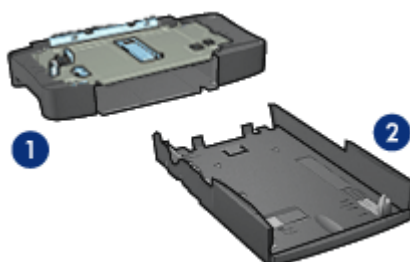


4. Gently place the printer on top of the paper tray.

16.2.2 Loading the 250-Sheet Plain Paper Tray Accessory

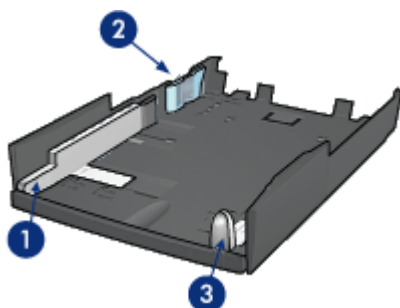
Two parts

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

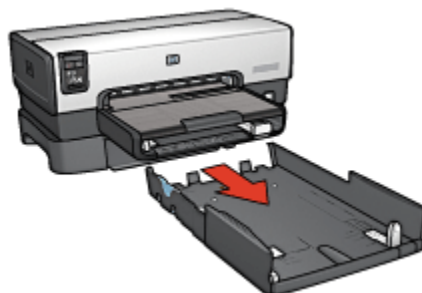
Note: When changing the paper size in the paper tray, you must set all three paper guides.

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.



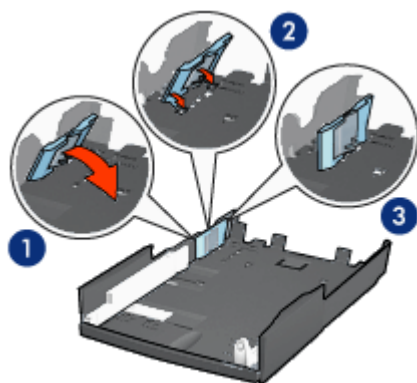
2. Slide the paper-width guide until the arrow is even with the correct setting.



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.

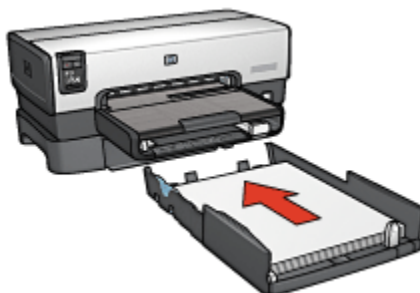
Loading paper

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)

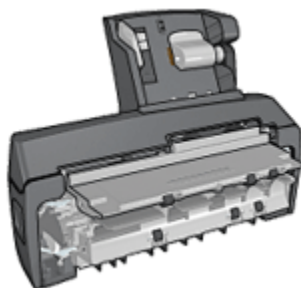
A4: 210 x 297 mm

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](#).

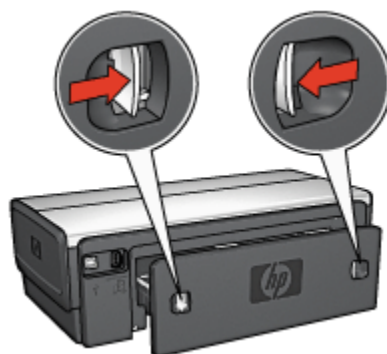
If the Auto Two-Sided Print Accessory with Small Paper Tray is not included with your printer, it can be purchased separately from an authorized HP dealer.

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

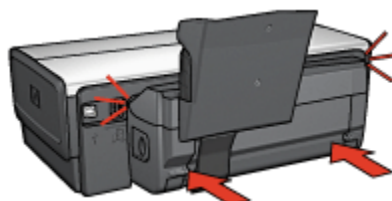
Use these steps to install the Auto Two-Sided Print Accessory with Small Paper Tray:

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

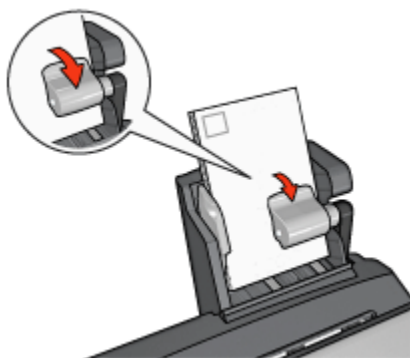
Guidelines

- 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.

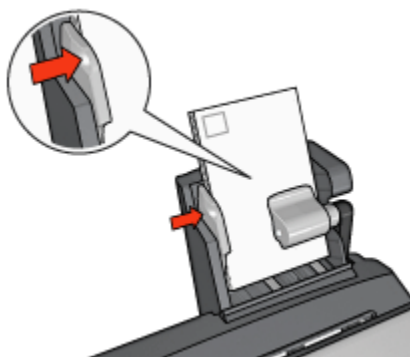
Preparing to print

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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Rear tray**
 - **Paper Type:** The appropriate paper type
 - **Quality:** **Normal**, **Best**, or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. 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.

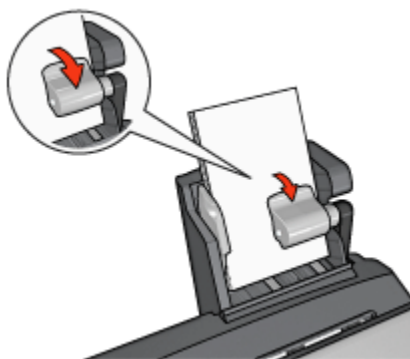
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the maximum capacity of the rear tray: 20 sheets of photo paper.

Preparing to print

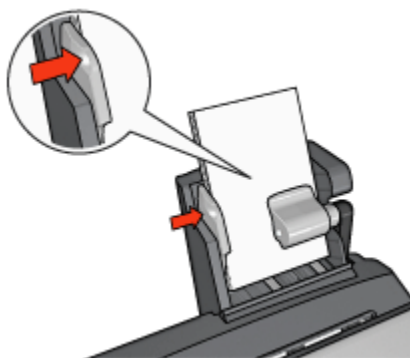
1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the photo paper.

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 **Paper Type/Quality** panel, and then select the following settings:
 - **Source:** **Rear tray**
 - **Paper Type:** The appropriate photo paper type
 - **Quality:** **Best** or **Maximum dpi**
5. If you want to use them, set the [HP digital photography options](#).
6. Select any other print settings that you want, and then click **Print**.

16.3.4 Envelopes

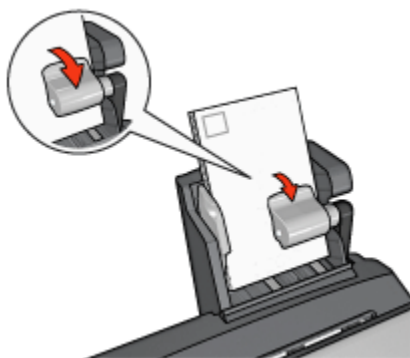
Guidelines

- 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.

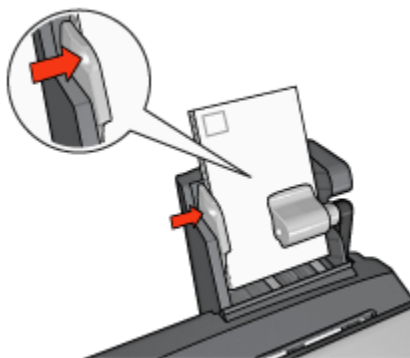
Preparing to print

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, and then select the following settings:
 - **Source:** Rear tray
 - **Paper Type:** Plain paper
4. Select any other print settings that you want, and then click **Print**.

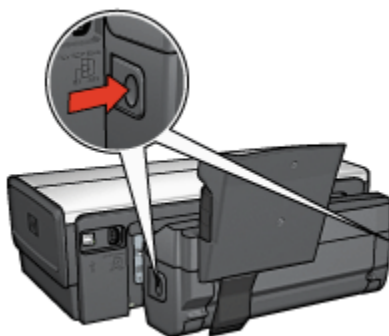
16.3.5 Problems with the Auto Two-Sided Print Accessory with Small Paper Tray

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

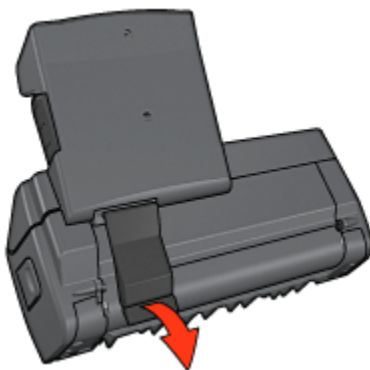
Paper jam

Follow these steps to remove a paper jam from the Auto Two-Sided Print Accessory with Small Paper Tray.

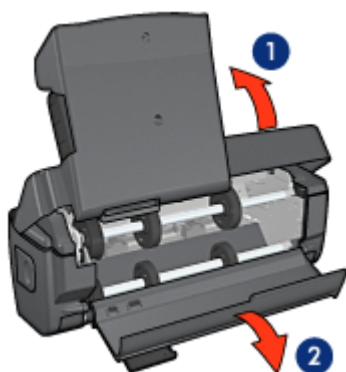
1. Turn off the printer.
2. Press the buttons on the left and right sides of the accessory, and then remove it from the printer.



3. Remove any paper that is inside the printer.
4. Lift the back lever on the accessory, and then unhook the Small Paper Tray.

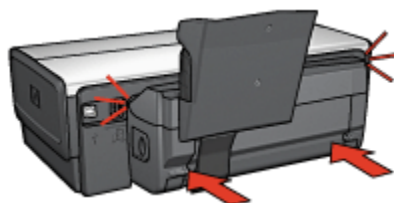


5. Tilt the Small Paper Tray forward and open the lower door of the accessory.



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.



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 **Two-Sided Printing** 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](#).

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

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