

HP Deskjet 5700 Series



User's Guide

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Accessibility

Your HP printer provides a number of features that make it accessible for people with disabilities.

Visual

The printer software is accessible for users with visual impairments or low vision through the use of Windows accessibility options and features. It also supports most assistive technology such as screen readers, Braille readers, and voice-to-text applications. For users who are color blind, colored buttons and tabs used in the software and on the HP printer have simple text or icon labels that convey the appropriate action.

Mobility

For users with mobility impairments, the printer software functions can be executed through keyboard commands. The software also supports Windows accessibility options such as StickyKeys, ToggleKeys, FilterKeys, and MouseKeys. The printer doors,

buttons, paper trays, and paper guides can be operated by users with limited strength and reach.

Support

For more details about the accessibility of this product and HP's commitment to product accessibility, visit HP's Web site at: www.hp.com/accessibility.

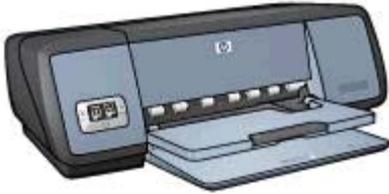
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1 HP Deskjet 5700 series printer

To find an answer to a question, select one of the following topics:



- [Special features](#)
- [Getting started](#)
- [Connecting to the printer](#)
- [Printing photos](#)
- [Printing other documents](#)
- [Printing tips](#)
- [Printer software](#)
- [Maintenance](#)
- [Troubleshooting](#)
- [Supplies](#)
- [Specifications](#)
- [Environmental information](#)
- [Trademark and copyright information](#)

2 Special features

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

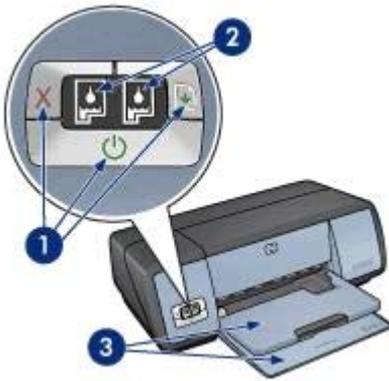
- **Borderless printing:** Use the entire page surface when printing [photos](#) and [brochures](#) with the borderless printing feature.
- **Six-ink upgradeable printing:** Enhance photo printing with a [photo print cartridge](#) (purchased separately).
- **Digital photo printing:** Use the printer's [digital photo printing](#) capabilities for your photos.
- **Ink-backup mode:** Continue printing with [one print cartridge](#) when the other print cartridge has run out of ink.
- **Print Cartridge Status display:** Know when a print cartridge is low on ink by viewing the [Print Cartridge Status lights](#).
- **Automatic Paper-Type Sensor:** Use the [Automatic Paper-Type Sensor](#) for great-looking printouts.

3 Getting started

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

Printer features

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



1	Buttons and lights
2	Print Cartridge Status lights
3	Paper trays



1	Automatic Paper-Type Sensor
2	Print cartridges
3	Ink-backup mode

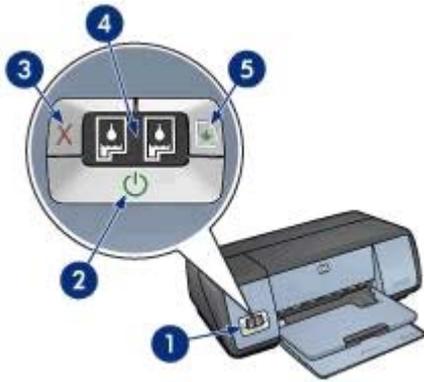


1	USB port
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Buttons and lights

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.

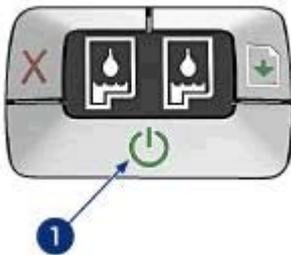
The printer buttons are located on the control panel on the front of the printer.



1	Control panel
2	Power button and light
3	Print Cancel button
4	Print Cartridge Status lights
5	Resume button and light

Power button and light

Use the Power button to turn the printer on and off. It can take a few seconds for the printer to turn on after you press the Power button.



1	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 might cause printer failure.

Print Cancel and Resume buttons

The printer also has a Print Cancel button and a Resume button and light.



1	Print Cancel button
2	Resume button and light

Print Cancel button

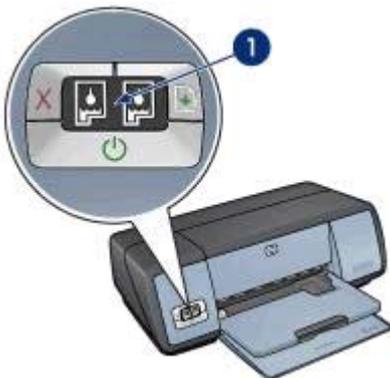
Pressing the Print Cancel button cancels the current print job.

Resume button and light

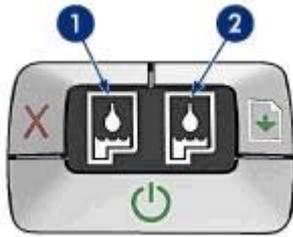
The Resume light flashes when an action is required, such as loading paper or clearing a paper jam. When the problem is solved, press the Resume button to continue printing.

Print Cartridge Status lights

The Print Cartridge Status lights indicate the status of the [print cartridges](#). The lights are located in the center of the control panel.



1	Print Cartridge Status lights
---	-------------------------------



- 1 The left status light represents the tri-color print cartridge, which is installed in the left side of the print cartridge cradle.
 - The light is on and solid when the tri-color print cartridge is low on ink.
 - The light flashes when the tri-color print cartridge needs to be serviced.
- 2 The right status light represents the black or the [photo print cartridge](#). One of these print cartridges is installed in the right side of the print cartridge cradle.
 - The light is on and solid when the black or photo print cartridge is low on ink.
 - The light flashes when the black or photo print cartridge needs to be serviced.

Paper trays

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

- [Unfolding the paper trays](#)
- [In tray](#)
- [Out tray](#)
- [Folding the paper trays](#)

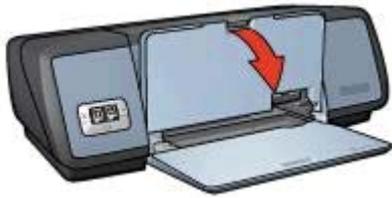
Unfolding the paper trays

Follow these steps to unfold the paper trays:

- 1 Lower the In tray.



- 2 Lower the Out tray.



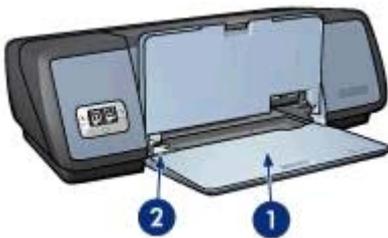
- 3 Pull out the Out tray extension.



In tray

The In tray holds paper or other media.

Adjust the paper guide to print on different sizes of media.



1	In tray
2	Paper guide

Out tray

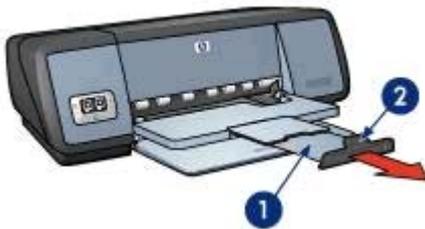
Printed pages are deposited in the Out tray.



1	Out tray
---	----------

Raise the Out tray to load paper or other media. Lower the Out tray before printing.

To prevent paper from falling out of the Out tray, pull out the Out-tray extension. If you are printing in the FastDraft mode, unfold the Out-tray extension stop.

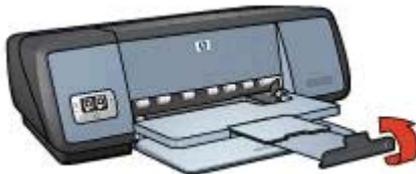


1	Out-tray extension
2	Out-tray extension stop

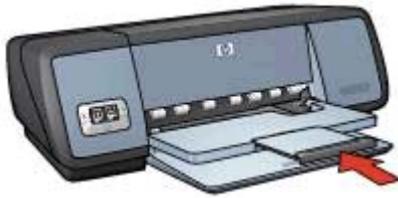
Folding the paper trays

Follow these steps to fold the paper trays:

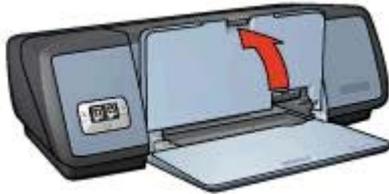
- 1 Remove paper or other media from the paper trays.
- 2 If the Out-tray extension stop is raised, lower it and then push it into the Out-tray extension.



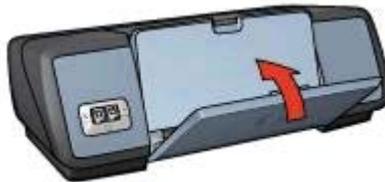
- 3 Push the Out-tray extension into the Out tray.



- 4 Raise the Out tray.



- 5 Raise the In tray.



Print cartridges

Three print cartridges can be used with the printer.



1	Black print cartridge
2	Tri-color print cartridge
3	Photo print cartridge

For information about printing with the print cartridges, see [Using print cartridges](#).

For information about buying new print cartridges, see [Replacing print cartridges](#).

Using print cartridges

The print cartridges can be used in the following ways:

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 install a photo print cartridge. The photo print cartridge, in combination with the tri-color print cartridge, provides you with virtually grain-free photos.

Replacing print cartridges

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

You can find the selection number in three places:

- Selection number label: Look at the label on the print cartridge that 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.
- Print Cartridge Ordering Information dialog box: For a list of print cartridge selection numbers, open the printer [Toolbox](#), click the **Estimated Ink Level** tab, and then click the **Print Cartridge Ordering Information** button.

If a print cartridge runs out of ink, the printer can operate in [ink-backup mode](#).

For information about installing a replacement print cartridge, see the [print cartridge installation](#) page.

Ink-backup mode

Use the ink-backup mode to operate the printer with only one print cartridge. The ink-backup mode is initiated when a print cartridge is removed from the print cartridge cradle.

- [Ink-backup mode output](#)
- [Exiting ink-backup mode](#)

Ink-backup mode output

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

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

Note HP does not recommend using the photo print cartridge for ink-backup mode.

Exiting ink-backup mode

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

For instructions about installing a print cartridge, see the [print cartridge installation](#) page.

Automatic Paper-Type Sensor

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

For more information, see [How the Automatic Paper-Type Sensor works](#).

How the Automatic Paper-Type Sensor works

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

For more information, see [Using the Automatic Paper-Type Sensor](#).



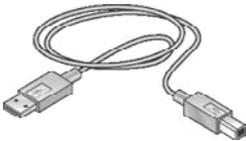
Caution Do not place the printer in direct sunlight. Direct sunlight can interfere with the Automatic Paper-Type Sensor.

4 Connecting to the printer

- [USB](#)
- [Networking](#)

USB

The printer connects to the computer with a universal serial bus (USB) cable. The computer must be running Windows 98 or later to use a USB cable.



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

Note A USB cable might not be packaged with your printer.

Networking

The printer can be connected to a network in two ways:

- It can be connected through a networked computer
- It can be connected by using an HP Jetdirect Print Server

Connecting through a networked computer

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, use the printer software CD and follow the onscreen network setup instructions.

Using an HP Jetdirect print server

The printer can be connected to a network by using an HP Jetdirect print server.

For instructions about using an HP Jetdirect print server, see the printer software CD and the documentation that came with the print server.

Note HP Jetdirect print servers are not available in all countries/regions.

5 Printing photos

The printer software offers several features that make printing digital photos easier and improve photo quality.

Learn how to perform the following tasks:

- Print a [borderless photo](#).
- Print a photo with a [border](#).
- Use the [HP digital photography options](#) to touch up photos.
- Use the [photo print cartridge](#) for great colors and virtually grain-free photos.
- Get the best combination of speed and quality by using [PhotoREt](#).
- Achieve the highest printing resolution with [Maximum dpi](#).
- Improve printed colors with the following software options:
 - [Advanced color settings](#)
 - [Color management](#)
- Print an [Exif Print-formatted](#) photo if you have Exif Print-enabled software.
- Prevent photo paper from curling by following the [photo paper storage and handling guidelines](#).
- Use HP Everyday Photo Paper to [save money and ink](#) when printing photos.

Printing borderless photos

Use borderless printing to print to the edges of certain paper types and to print on a range of paper sizes—from 4 x 6 inch photo paper to a 210 x 594 mm (8.5 x 23.4 inch) custom photo size.

- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

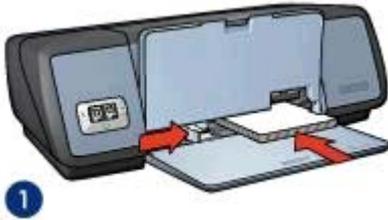
- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- Do not print borderless photos in [ink-backup mode](#). Always have two print cartridges installed in the printer.
- Open the file in a software program and assign the photo size. Ensure that the size corresponds to the paper size on which you want to print the photo.
- For maximum fade resistance, use HP Premium Plus Photo Paper.
- Do not exceed the In tray capacity: 30 sheets of photo paper.

Preparing to print

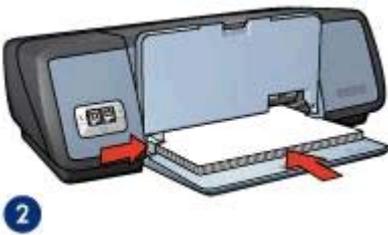
- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Verify that the photo paper is flat.
- 4 Place the photo paper in the In tray, with the side to be printed on facing down.

If you are using photo paper with a tear-off tab, verify that the tab is pointing away from the printer.

- 5 Slide the paper guide firmly against the edge of the paper stack.



1 | Small photos



2 | Large photos

- 6 Lower the Out tray.

Printing

Note If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **Photo printing-borderless**, and then select the following options:
 - **Print quality:** **Normal**, **Best**, or **Maximum dpi**
 - **Paper size:** An appropriate borderless photo paper size
 - **Paper type:** An appropriate photo paper type
 - **Orientation:** **Portrait** or **Landscape**
- 3 Set the [HP digital photography options](#) as appropriate.
- 4 Click **OK** to print the photo.
If you printed on photo paper with a tear-off tab, remove the tab to make the document completely borderless.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Printing photos with a border

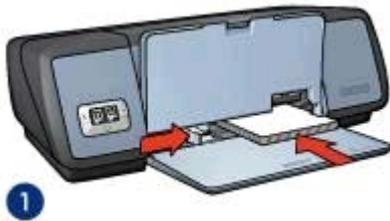
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

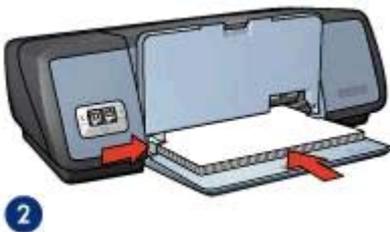
- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper.
- Do not exceed the In tray capacity: 30 sheets of photo paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Verify that the photo paper is flat.
- 4 Place the photo paper in the In tray with the side to be printed on facing down.
- 5 Slide the paper guide firmly against the edge of the paper stack.



1 | Small photos



2 | Large photos

- 6 Lower the Out tray.

Printing

Note If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

- 1 Open the [Printer Properties](#) dialog box.

- 2 On the **Printing Shortcuts** tab, select **Photo printing-with white borders**, and then select the following options:
 - **Print quality:** **Normal**, **Best**, or **Maximum dpi**
 - **Paper size:** An appropriate photo paper size
 - **Paper type:** An appropriate photo paper type
 - **Orientation:** **Portrait** or **Landscape**
- 3 Set the [HP digital photography options](#) as appropriate.
- 4 Click **OK** to print the photo.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

HP digital photography options

The printer has several features to enhance the quality of digital photos.

- [Opening HP digital photography options](#)
- [Using HP digital photography options](#)

Opening HP digital photography options

Follow these steps to open the **HP digital photography options** dialog box:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then click the **HP digital photography** button.

Using HP digital photography options

Use the **HP digital photography options** dialog box to set these options:



- 1 **Red eye removal:** Click **On** to remove or reduce red-eye in the photo.
- 2 **Contrast enhancement:** Adjust the contrast to your preference. Click **Automatic** to allow the printer software to balance the contrast automatically.
- 3 **Digital flash:** Adjust the exposure in dark areas of photos to bring out detail. Click **Automatic** to allow the printer software to balance lightness and darkness automatically.
- 4 **SmartFocus:** Enhance the image quality and clarity. Click **On** to allow the printer software to focus the image automatically.
- 5 **Sharpness:** Adjust the image sharpness to your preference. Click **Automatic** to allow the printer software to set the level of sharpening for the image automatically.
- 6 **Smoothing:** Soften an image. Click **Automatic** to allow the printer software to set the level of smoothing for the image automatically.

Photo print cartridge

The photo print cartridge, when used in conjunction with the tri-color print cartridge, provides virtually grain-free photos. It offers exceptional fade resistance for photos that are printed on HP Premium Plus Photo Paper.



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

- [Installing the photo print cartridge](#)
- [Using the photo print cartridge](#)
- [Storing the photo print cartridge](#)

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 right side of the print cartridge cradle.

Note To protect a print cartridge when it is not in the printer, follow these [storage guidelines](#).

Using the photo print cartridge

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.

Note On the **Printing Shortcuts** tab, select either **Photo printing-borderless** or **Photo printing-with white borders**.

- 3 Find the appropriate drop-down list:

Tab	Drop-down list
Printing Shortcuts	Paper type
Paper/Quality	Type is

- 4 Click the appropriate photo paper type in the drop-down list.
- 5 Click **Normal**, **Best**, or **Maximum dpi** in the **Print quality** drop-down list.
- 6 Select any other print settings that you want, and then click **OK**.

Storing the photo print cartridge

Follow these [guidelines](#) when storing the photo print cartridge.

PhotoREt

PhotoREt offers the best combination of print speed and quality for your image.

Follow these steps to print with PhotoREt technology:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
- 3 Click **Best** in the **Print quality** drop-down list.
- 4 Select any other print settings that you want, and then click **OK**.

Maximum dpi

The maximum dpi print quality setting offers 4800 x 1200 optimized dots per inch (dpi) printing.

The 4800 x 1200 optimized dpi is the highest quality resolution for this printer. When 4800 x 1200 optimized dpi is selected in the printer software, 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 the printer.

Note Using Maximum dpi increases the printing time and requires a large amount of disk space.

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

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.

Note On the **Printing Shortcuts** tab, select either **Photo printing-borderless** or **Photo printing-with white borders**.

- 3 Find the appropriate drop-down list:

Tab	Drop-down list
Printing Shortcuts	Paper type
Paper/Quality	Type is

- 4 Click the appropriate photo paper type in the drop-down list.
- 5 Click **Maximum dpi** in the **Print quality** drop-down list.
- 6 Select any other print settings that you want, and then click **OK**.

Note Use an HP premium photo paper when printing in the Maximum dpi mode to enhance color matching and detail in the photo.

Using advanced color settings

Use the Advanced color settings dialog box to adjust how printed colors appear in your photos.

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

To specify advanced color settings, follow these steps:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Color** tab, and then click the **Advanced color settings** button.
- 3 You can adjust the following settings:
 - **General color settings:** Adjust the **Saturation**, **Brightness**, and **Color Tone** to affect how overall colors are printed.
 - **Specific color settings:** Adjust the **Cyan**, **Magenta**, **Yellow**, and **Black** sliders to specify the level of each color that is used in printing.

Note When you adjust color settings, the changes are reflected in the Preview box.

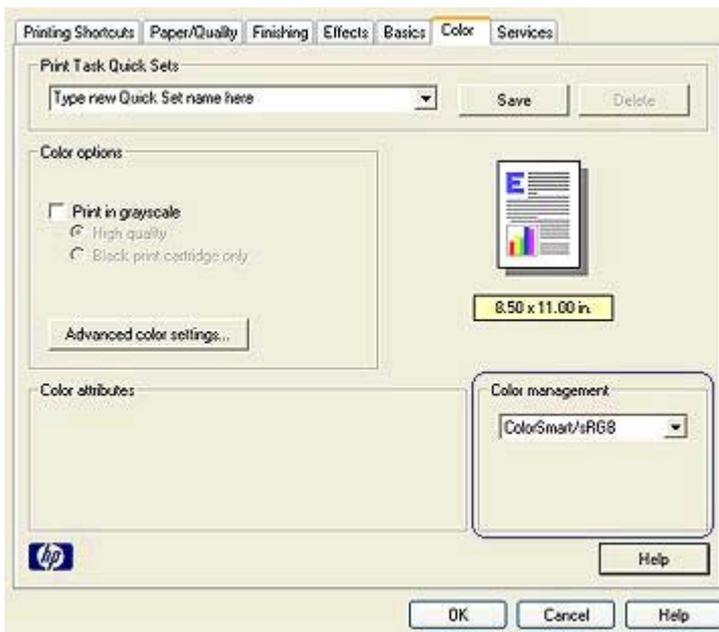
- 4 After specifying the color settings, click **OK**.
- 5 Select any other print settings that you want, and then click **OK**.

Color management

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

Follow these steps to select a color management option:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Color** tab.



- 3 Click one of the following options in the **Color management** drop-down list:
 - **ColorSmart/sRGB**: ColorSmart/sRGB is an appropriate option for most print jobs. It is used for most Web-based documents and current imaging devices.
 - **AdobeRGB**: When using AdobeRGB to print from a professional software program, turn off the color management in the program and allow the printer software to manage the color space. Use the AdobeRGB setting for photos that were originally created in the AdobeRGB color space.
 - **Managed by application**: Use this option to allow the program from which you are printing to manage the color of the photo.
- 4 Select any other print settings that you want, and then click **OK**.

Exif Print

Exif Print (Exchangeable Image File Format 2.2) is an international digital imaging standard that simplifies digital photography and enhances printed photos. When a photo is taken with an Exif Print-enabled digital camera, Exif Print captures information such as exposure time, type of flash, and color saturation, and stores it in the image file. The HP Deskjet printer software then uses this information to automatically perform image-specific enhancements to create outstanding photos.

To print Exif Print-enhanced photos, you must have the following items:

- A digital camera that supports Exif Print
- Exif Print-enabled photo software

Follow these steps to print Exif Print-enhanced photos:

- 1 Open the file that you want the Exif Print-enabled photo software to print.
- 2 Open the [Printer Properties](#) dialog box.
- 3 Click the **Paper/Quality** tab.
- 4 Click the appropriate photo paper type in the **Type is** drop-down list.
- 5 Click **Normal**, **Best**, or **Maximum dpi** in the **Print quality** drop-down list.
- 6 Select any other print settings that you want, and then click **OK**.

The printer software automatically optimizes the printed image.

Storing and handling photo paper

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

Storage

- Keep unused photo paper in a plastic bag. 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 paper tray. The paper might start to curl, which can reduce the quality of your photos.

Handling

- Always hold photo paper by its edges. Fingerprints on photo paper can reduce print quality.
- If the corners of the photo paper curl more than 10 mm (0.4 inch), flatten the paper by putting it in the storage bag, and then gently bending it the opposite direction of the curl until the paper lies flat.

Photo paper should be flat before it is printed on.

Saving money when printing photos

To save money and ink when printing photos, use HP Everyday Photo Paper and set the [print quality](#) to **Normal**.

HP Everyday Photo Paper 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](#).

6 Printing other documents



E-mail



Letters



Documents



Envelopes



Brochures



Greeting cards



Postcards



Transparencies



Labels



Index cards



Booklets



Posters



Iron-on transfers

Printing tips: Minimize your cost and effort while maximizing the quality of your printouts with printing tips.

Printer software: Learn about the [printer software](#).

E-mail

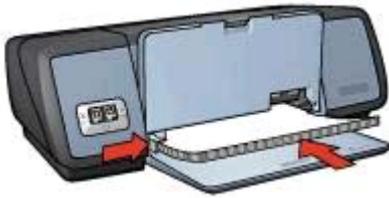
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

Do not exceed the In tray capacity: 100 sheets of plain paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place plain paper in the In tray, pushing the paper into the printer until it stops.
- 4 Slide the paper guide firmly against the edge of the paper stack.



- 5 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **General everyday printing** or **Fast/economical printing**, and then specify the following print settings:
 - **Paper size:** An appropriate paper size
 - **Paper type:** **Automatic** or **Plain paper**
- 3 Click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Letters

- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

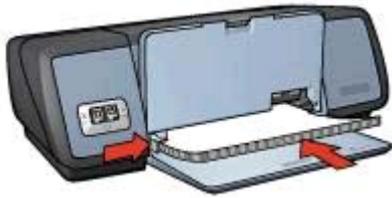
- Learn how to add a [watermark](#) to the letter.
- For help printing on an envelope, see [envelopes](#).
- Do not exceed the In tray capacity: 100 sheets of paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the paper in the In tray, pushing the paper into the printer until it stops.

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

- 4 Slide the paper guide firmly against the edge of the paper stack.



- 5 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **Presentation printing**, and then specify the following print settings:
 - **Paper size:** An appropriate paper size
 - **Paper type:** **Automatic** or **Plain paper**
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Documents

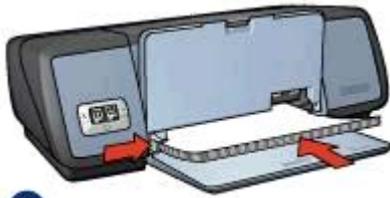
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

- For draft documents, use [Fast/economical printing](#).
- Save paper with [two-sided printing](#).
- Learn how to add a [watermark](#) to the document.
- Do not exceed the In tray capacity: 100 sheets of paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place plain paper in the In tray, pushing the paper into the printer until it stops.
- 4 Slide the paper guide firmly against the edge of the paper stack.



1	Letter or A4 paper
---	--------------------

- 5 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) box.
- 2 On the **Printing Shortcuts** tab, select **General everyday printing**, and then specify the following print settings:
 - **Paper size:** An appropriate paper size
 - **Paper type:** **Automatic** or **Plain paper**
- 3 Select the following print settings:
 - [Print Quality](#)
 - [Two-sided printing](#) if you want to print on both sides of the paper
- 4 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Envelopes

- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

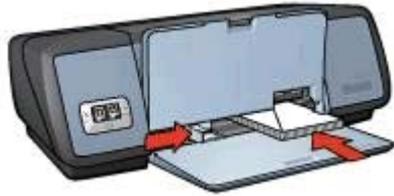
Guidelines

- Avoid using envelopes that have the following features:
 - Clasps or windows
 - Thick, irregular, or curled edges
 - Shiny or embossed coatings
 - Wrinkles, tears, or other damage
- Align the envelope edges before inserting the envelopes in the In tray.
- Do not exceed the In tray capacity: 10 envelopes.

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the envelopes in the In tray, as far to the right as possible.
The side to be printed on should face down and the flap should be on the left.

- 4 Push the envelopes into the printer until they stop.
- 5 Slide the paper guide firmly against the edge of the envelope stack.



- 6 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then select the following print settings:
 - **Size is:** An appropriate envelope size
 - **Type is:** **Automatic** or **Plain paper**
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Brochures

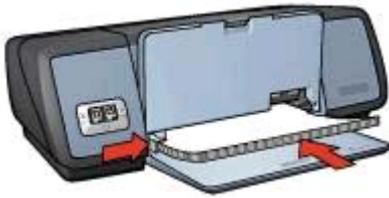
- [Guidelines](#)
- [Preparing to print](#)
- [Printing borderless brochures](#)
- [Printing brochures with borders](#)

Guidelines

- For great results, use HP Brochure and Flyer Paper.
- Do not print borderless documents in [ink-backup mode](#). Always have two print cartridges installed in the printer.
- Open the file in a software program and assign the brochure size. Ensure that the size corresponds to the paper size on which you want to print the brochure.
- Do not exceed the In tray capacity: 20 sheets of brochure paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place brochure paper in the In tray, pushing the paper into the printer until it stops.
- 4 Slide the paper guide firmly against the edge of the paper stack.



- 5 Lower the Out tray.

Printing borderless brochures

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab.
- 3 Select a paper size in the **Size is** drop-down list.
- 4 Select a brochure paper or other paper type in the **Type is** drop-down list.
Do not select **Automatic**

Note Not all paper sizes and types are available for borderless printing.

- 5 Select the **Borderless printing** check box.
- 6 Set the print quality to **Best** or **Maximum dpi**.
- 7 Click the **Basics** tab, and then set the orientation.
- 8 Click the **Finishing** tab, and then select **Print on both sides** to print on both sides of the paper.
For more information, see [Two-sided printing](#).
- 9 Click **OK** to print.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Printing brochures with borders

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **Presentation printing**, and then specify the following print settings:
 - **Paper type:** An appropriate brochure paper
Do not select **Automatic**.
 - **Paper size:** An appropriate paper size
 - **Orientation:** **Portrait** or **Landscape**
- 3 Click the **Finishing** tab, and then select **Print on both sides** to print on both sides of the brochure paper.
For more information, see [Two-sided printing](#).
- 4 Click **OK** to print.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Greeting cards

- [Guidelines](#)

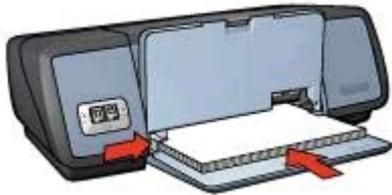
- [Preparing to print](#)
- [Printing](#)

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: 20 cards.

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Fan the edges of the greeting cards to separate them, and then align the edges.
- 4 Place the greeting cards in the In tray, with the side to be printed on facing down.
- 5 Push the cards into the printer until they stop.
- 6 Slide the paper guide firmly against the edge of the cards.



- 7 Lower the Out tray.

Printing

Note If your software program includes a greeting card printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then specify the following print settings.
 - **Size is:** An appropriate card size
 - **Type is:** An appropriate card type
 - **Print quality:** **Normal**
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Postcards

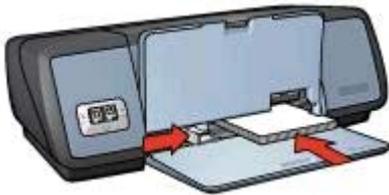
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

- Use only cards that meet the paper size specifications for the printer. For specifications, see the reference guide that came with the printer.
- Do not exceed the In tray capacity: 30 cards.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the cards in the In tray, as far to the right as possible.
The side to be printed on should face down and the short edge should point toward the printer.
- 4 Push the cards into the printer until they stop.
- 5 Slide the paper guide firmly against the edge of the cards.



- 6 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then specify the following print settings:
 - **Size is:** An appropriate card size
 - **Type is:** An appropriate card type
 - **Print quality:** **Normal** or **Best**
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Transparencies

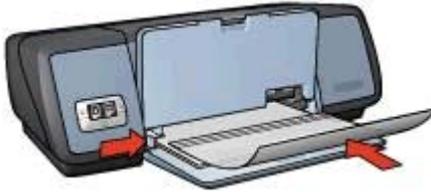
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

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

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the transparencies in the In tray.
The side to be printed on should face down and the adhesive strip should face up and toward the printer.



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

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **Presentation printing**, and then specify the following print settings:
 - **Paper size:** An appropriate paper size
 - **Paper type:** **Automatic** or an appropriate transparency film
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear on the Printer Properties dialog box.

Labels

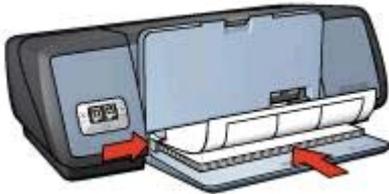
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

- Use only paper, plastic, or clear labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Avoid using labels that are sticky, wrinkled, or pulling away from the protective backing.
- Do not exceed the In tray capacity: 20 sheets of labels (use only Letter or A4-size sheets).

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Fan the edges of the label sheets to separate them, and then align the edges.
- 4 Place the label sheets in the In tray with the label side facing down.
- 5 Push the sheets into the printer until they stop.
- 6 Slide the paper guide firmly against the edge of the sheets.



- 7 Lower the Out tray.

Printing

Note If your software program includes a label printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **General everyday printing**, and then specify the following print settings:
 - **Paper size:** An appropriate paper size
 - **Paper type:** **Automatic** or **Plain paper**
- 3 Click **OK**.

Use the [What's This help](#) to learn about the features that appear in the Printer Properties dialog box.

Index cards and other small media

- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

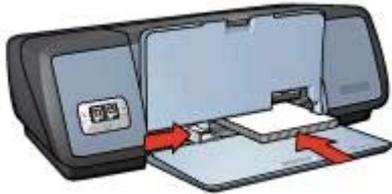
- Use only cards and small media that meet the paper size specifications for the printer. For specifications, see the reference guide that came with the printer.
- Do not exceed the In tray capacity: 30 cards.

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the cards in the In tray, as far to the right as possible.

The side to be printed on should face down and the short edge should point toward the printer.

- 4 Push the cards into the printer until they stop.
- 5 Slide the paper guide firmly against the edge of the cards.



- 6 Lower the Out tray.

Printing

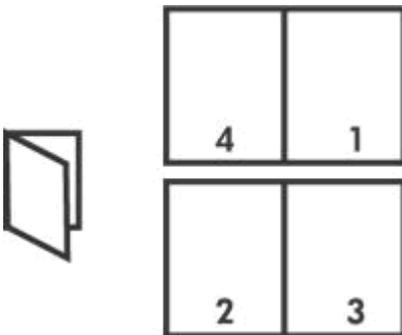
- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then specify the following print settings:
 - **Size is:** An appropriate card size
 - **Type is:** An appropriate card type
- 3 Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that appear on the Printer Properties dialog box.

Booklets

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

For example, when a four-page booklet is printed on both sides of the paper, the pages are reordered and printed like this:



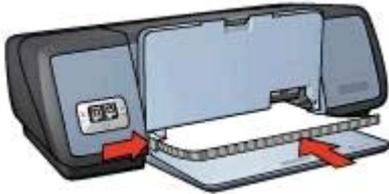
- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

Do not exceed the In tray capacity: 100 sheets of paper.

Preparing to print

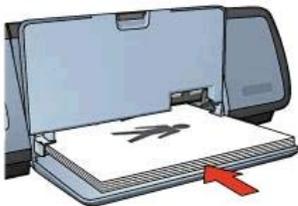
- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place plain paper in the In tray, pushing the paper into the printer until it stops.
- 4 Slide the paper guide firmly against the edge of the paper stack.



- 5 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 Select the **Printing Shortcuts** tab, and then select **Two-sided, duplex, printing** in the drop-down list.
- 3 In the **Print on both sides** drop-down list, select one of the following binding options:
 - **Left edge booklet**
 - **Right edge booklet**
- 4 Select any other print settings that you want, and then click **OK**.
- 5 When prompted, reload the printed pages in the In tray as shown below.



- 6 Click **Continue** to finish printing the booklet.

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Posters

- [Guidelines](#)

- [Preparing to print](#)
- [Printing](#)

Guidelines

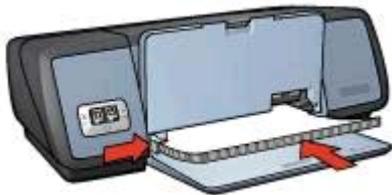
- After the sections of a poster have been printed, trim the edges of the sheets and tape the sheets together.



- Do not exceed the In tray capacity: 100 sheets of paper.

Preparing to print

- 1 Raise the Out tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place plain paper in the In tray, pushing the paper into the printer until it stops.
- 4 Slide the paper guide firmly against the edge of the paper stack.



- 5 Lower the Out tray.

Printing

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then specify the following print settings:
 - **Size is:** An appropriate paper size
 - **Type is: Automatic** or **Plain paper**
- 3 Click the **Finishing** tab, and then specify the following print setting:
Poster printing: 2 x 2, 3 x 3, 4 x 4, or 5 x 5
- 4 Click the **Basics** tab, and then specify the orientation.
- 5 Select any other print settings that you want, and then click **OK**.

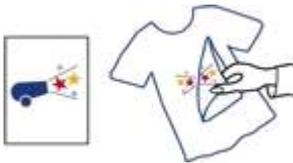
Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

Iron-on transfers

- [Guidelines](#)
- [Preparing to print](#)
- [Printing](#)

Guidelines

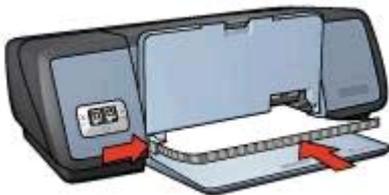
- Use HP Iron-on Transfers for great results.
- When printing a mirror image, the text and the pictures are horizontally reversed from what appears on the computer screen.



- Do not exceed the In tray capacity: 12 iron-on transfers.

Preparing to print

- 1 Raise the Out tray, and then remove all paper from the In tray.
- 2 Slide the paper guide all the way to the left.
- 3 Place the iron-on transfer paper in the In tray, with the side to be printed on facing down.
- 4 Push the paper into the printer until it stops.
- 5 Slide the paper guide firmly against the edge of the paper stack.



- 6 Lower the Out tray.

Printing

Note If your software program includes an iron-on transfer printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab, and then specify the following print settings:
 - **Size is:** An appropriate paper size
 - **Type is: HP Iron-on Transfer**
 - **Print quality: Normal** or **Best**
- 3 Click the **Basics** tab, and then specify the following print setting:
Orientation: Mirror image

Note Some iron-on transfer software programs do not require you to print a mirror image.

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

Use the [What's This? help](#) to learn about the features that appear in the Printer Properties dialog box.

7 Printing tips

Save time

- Use the [Printing Shortcuts](#) tab.
- Set printer [default settings](#) for options that you often use.
- Create [print task quick sets](#) for documents that you often print.
- Print from [front to back](#).

Save money

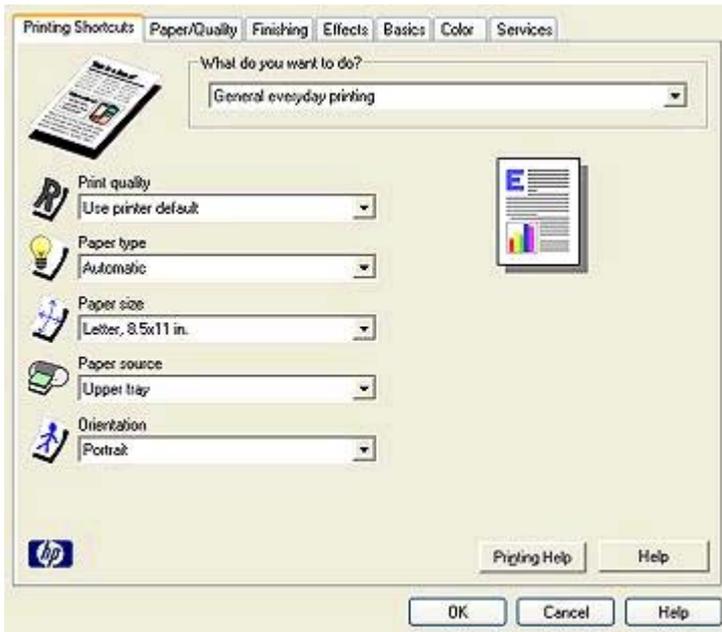
- Use [Fast/economical printing](#).
- Print [multiple pages on a single sheet of paper](#).
- Print a [two-sided document](#).
- Use [HP Everyday Photo Paper](#) to save money and ink when printing photos

Enhance the quality of printouts

- [Preview](#) the document before printing it.
- Print on a [custom paper size](#).
- Select the correct [paper type](#).
- Select the correct [print quality](#).
- [Resize](#) the document as needed.
- Add a [watermark](#).

Printing shortcuts

The Printing Shortcuts tab makes it easy to set the printing options for the documents that you want to print.



Use the Printing Shortcuts tab for the following print tasks:

- General everyday printing
- Photo printing—borderless
- Photo printing—with white borders
- Two-sided, duplex, printing
- Presentation printing
- Fast/economical printing

Fast/economical printing

Use Fast/economical printing to produce draft-quality printouts quickly.

Follow these steps to use Fast/economical printing:

- 1 Open the [Printer Properties](#) dialog box.
- 2 On the **Printing Shortcuts** tab, select **Fast/economical printing** in the drop-down list.
- 3 Specify the print settings that you want.
- 4 Click **OK**.

Use the [What's This? help](#) to learn about the features you see on the Printer Properties dialog box.

General everyday printing

Use General everyday printing to print documents quickly.

- [Documents](#)
- [E-mail](#)

Presentation printing

Use Presentation printing to print high-quality documents, including:

- Letters
- Brochures
- Transparencies

Printing in grayscale

Follow these steps to print in grayscale:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Color** tab.

Note On the **Printing Shortcuts** tab, select either **Presentation printing** or **Fast/economical printing**.

- 3 In the **Print in grayscale** drop-down list, select one of the following:
 - **High quality:** Use this option for photos and other high-quality printouts.
 - **Black only:** Use this option for fast, economical printing.
- 4 Select any other print settings that you want, and then click **OK**.

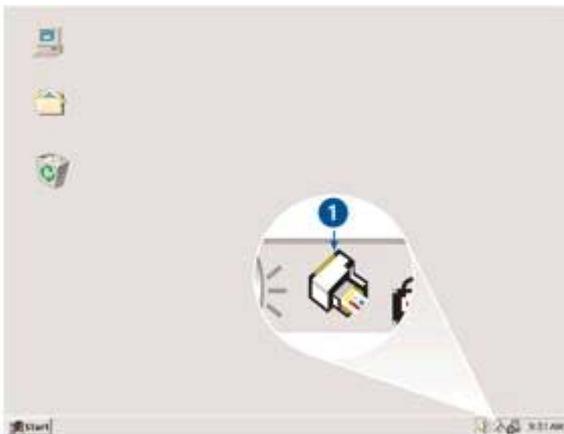
Setting default settings for the printer

The printer uses the default settings for all documents printed unless you open the [Printer Properties](#) dialog box and specify other settings.

To save time when printing, set the printer default settings to options that you use often. That way, you do not have to specify the options every time you use the printer.

Follow these steps to change the default settings:

- 1 Click the task tray icon.



1 Task tray icon

- The Printer Properties dialog box appears.
- 2 Select the options that you want to use as the default settings.
 - 3 Click **OK**.
A dialog box appears stating that the new settings will be used every time you print. If you do not want to see this dialog box again, select **Don't show me this message again**.
 - 4 Click **OK** to save the new default print settings.

Selecting a print quality

Follow these steps to select a print quality:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
- 3 Select one of the following options in the **Print quality** drop-down list:
 - **FastDraft**: prints at the fastest printing speed while using the least amount of ink.
 - **Fast Normal**: prints more quickly than 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.

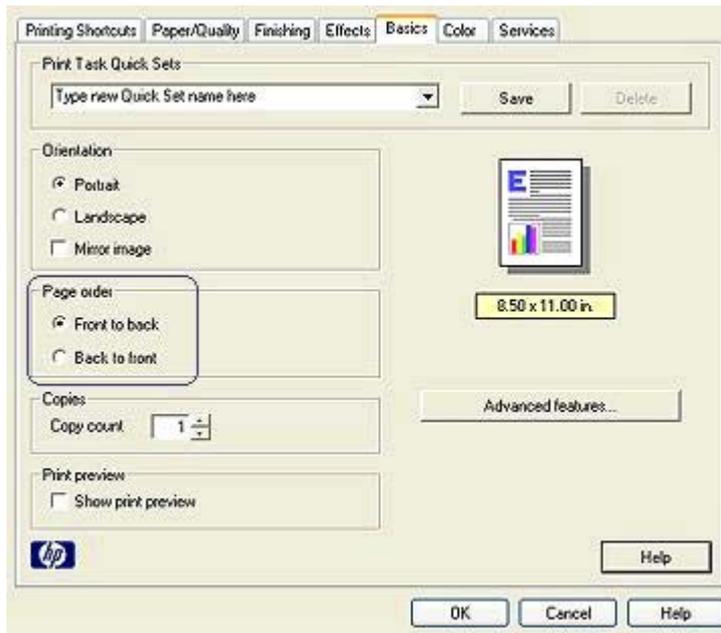
Note The print quality options that are available on the **Printing Shortcuts** tab vary depending on the type of document that you are printing.

Setting the page order

The page order determines the order in which your multipage documents print. Frequently, it is convenient to have the first page of a document print last so that the complete document lies face-up in the Out tray.

To set the page order, follow these steps:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Basics** tab.



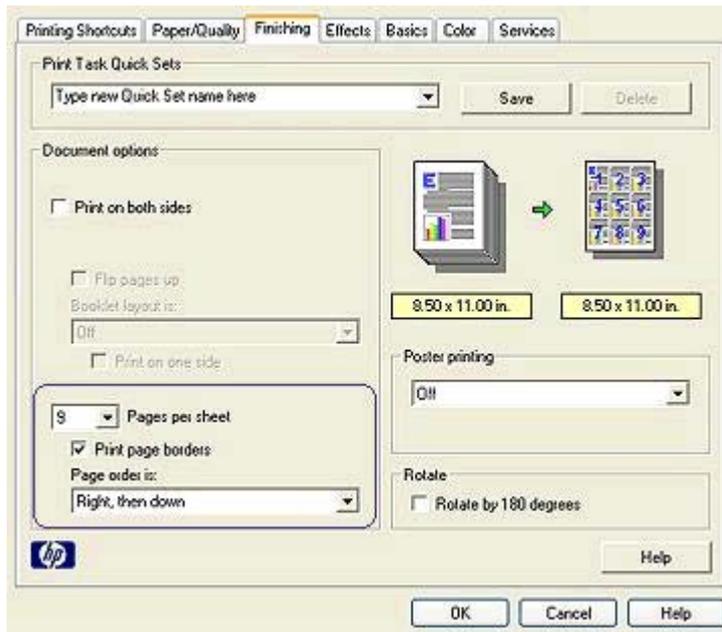
- 3 Select one of the following options:
 - **Front to back:** prints the first page of the document last. This setting saves time because you do not have to reorder the printed pages. It is the appropriate setting for most print jobs.
 - **Back to front:** prints the last page of the document last.
- 4 Select any other print settings that you want, and then click **OK**.

Printing multiple pages on a single sheet of paper

Use the printer software 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 of a document on a single sheet of paper:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Finishing** tab.



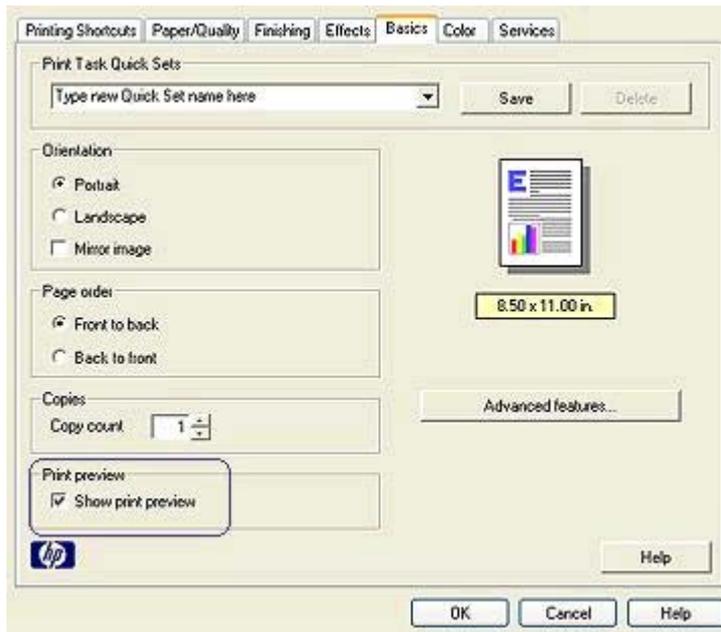
- 3 In the **Pages Per Sheet** drop-down list, select the number of pages that you want to appear on each sheet of paper.
- 4 If you want a border to appear around each page image that is printed on the sheet of paper, select the **Print Page Borders** check box.
- 5 In the **Page Order Is** drop-down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

Print preview

Use the print preview function to view a printout on your computer before printing a document. If the printout does not look right, you can cancel the print job and adjust the print settings as needed.

To preview a printed document, follow these steps:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Basics** tab.
- 3 Select the **Show print preview** check box.



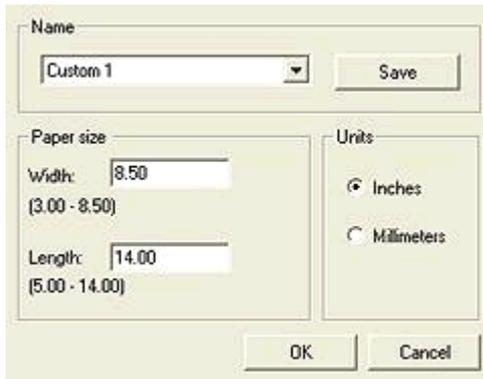
- 4 Select any other print settings that you want, and then click **OK**. Before the document prints, a preview appears.
- 5 Do one of the following:
 - Select **File** and then click **Print to HP Deskjet** to print the document.
 - Select **File** and then click **Cancel Printing** to cancel the print job. Adjust the print settings as needed before trying to print the document again.

Setting a custom paper size

Use the Custom paper size dialog box to print on a special paper size.

Follow these steps to define a custom paper size:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab.
- 3 Click the **Custom** button.
The Custom paper size dialog box appears.



- 4 In the **Name** drop-down list, select a custom paper size name.
- 5 Type the paper dimensions in the **Width** and **Length** boxes. The minimum and maximum dimensions appear beneath each of the boxes.
- 6 Select the unit of measurement: **Inches** or **Millimeters**.
- 7 Click **Save** to save the custom paper size.
- 8 Click **OK** to exit the **Custom paper size** dialog box.

Selecting a paper type

- [Using the Automatic Paper-Type Sensor](#)
- [Selecting a specific paper type](#)

Using the Automatic Paper-Type Sensor

Automatic is the default paper-type setting. When it is used, the [Automatic Paper-Type Sensor](#) automatically selects the print settings that are appropriate for the media that you are printing, particularly when HP paper and media are used.

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

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
- 3 Find the appropriate drop-down list:

Tab	Drop-down list
Printing Shortcuts	Paper type
Paper/Quality	Type is

- 4 Select **Automatic** in the drop-down list.
- 5 Select any other print settings that you want, and then click **OK**.

Note Do not use the Automatic setting for high-quality printouts. Instead, select a [specific paper type](#).

Selecting a specific paper type

When printing a higher-quality document, HP recommends that you select a specific paper type.

Follow these steps to select a specific paper type:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
- 3 Find the appropriate drop-down list:

Tab	Drop-down list
Printing Shortcuts	Paper type
Paper/Quality	Type is

- 4 Select the appropriate paper type in the drop-down list.
- 5 Select any other print settings that you want, and then click **OK**.

Print task quick sets

Use print task quick sets to print with or save print settings that you use often.

If you frequently print on envelopes, for example, you can create a print task that contains the paper size, print quality, and orientation setting that you normally use for envelopes. After creating the print task, simply select it when printing on envelopes rather than setting each of the print settings separately.

Note The printer software can save up to 25 print task quick sets.

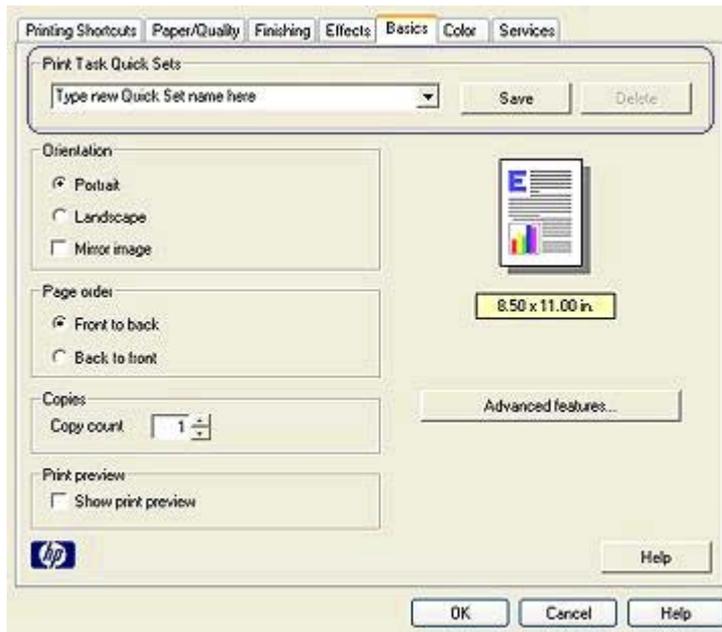
Create your own print task or use the specially designed print tasks that are available in the Print Task Quick Sets drop-down list.

- [Using a print task quick set](#)
- [Creating a print task quick set](#)
- [Deleting a print task quick set](#)

Using a print task quick set

Follow these steps to use a print task quick set:

- 1 Open the [Printer Properties](#) dialog box.
- 2 In the drop-down list, select the print task that you want to use.



- 3 Click **OK**.

Note To restore default print settings, select **Default Print Settings** in the **Print Task Quick Sets** drop-down list, and then click **OK**.

Creating a print task quick set

Follow these steps to create a print task quick set:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Select the options that you want to include in the new print task.
- 3 Type a name for the new print task in the **Print Task Quick Sets** drop-down list, and then click **Save**.

The print task quick set is added to the drop-down list.

Note If you add more options to the print task, rename the print task and then click **OK**.

Deleting a print task quick set

Follow these steps to delete a print task quick set:

- 1 Open the [Printer Properties](#) dialog box.
- 2 In the drop-down list, select the print task that you want to delete and then click **Delete**.

Note Some print task quick sets cannot be deleted.

Two-sided printing

Use two-sided printing, also called *duplexing*, to print on both sides of the paper. Printing on both sides of the paper is not only economical, but environmentally conscious as well.

Binding type

Select the type of binding that you want for the two-sided document, and then follow the steps for that binding.



Book binding



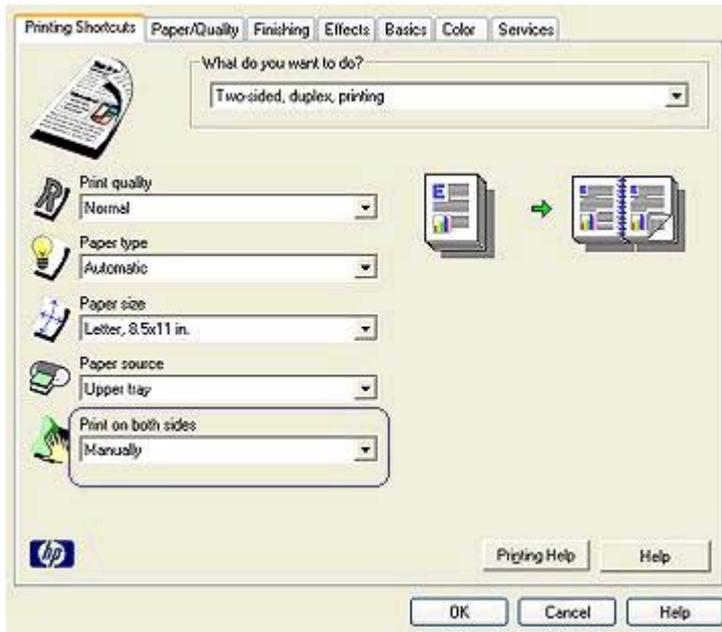
Tablet binding

Note Book binding is the most common type of binding.

Book binding

Follow these steps to print a two-sided document with a book binding:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Printing Shortcuts** tab, and then select **Two-sided, duplex, printing**.



- 3 In the **Print on both sides** drop-down list, select **Manually**.
- 4 Select any other print settings that you want, and then click **OK**.
The printer prints the odd-numbered pages first.
- 5 After the odd-numbered pages have been printed, reload the printed pages with the printed side facing up.

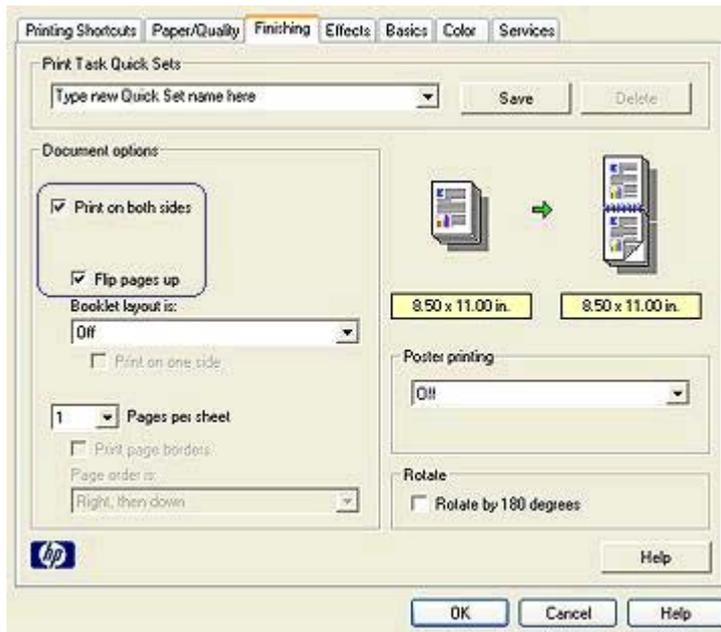


- 6 Click **Continue** to print the even-numbered pages.

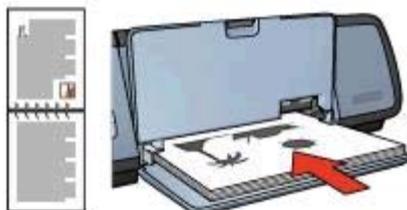
Tablet binding

Follow these steps to print a two-sided document with a tablet binding:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Finishing** tab.

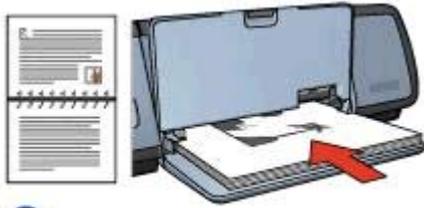


- 3 Select the following check boxes:
 - **Print on both sides**
 - **Flip pages up**
- 4 Select any other print settings that you want, and then click **OK**.
The printer prints the odd-numbered pages first.
- 5 After the odd-numbered pages have been printed, reload the printed pages, with the printed side facing up according to the document orientation, portrait or landscape.



1

1 | Portrait



2

2 | Landscape

- 6 Click **Continue** to print the even-numbered pages.

Resizing a document

Use the printer software for either of these tasks:

- Print a document on a paper size **different from the size for which it is formatted**.
- **Shrink or enlarge** text and graphics on the printed page.

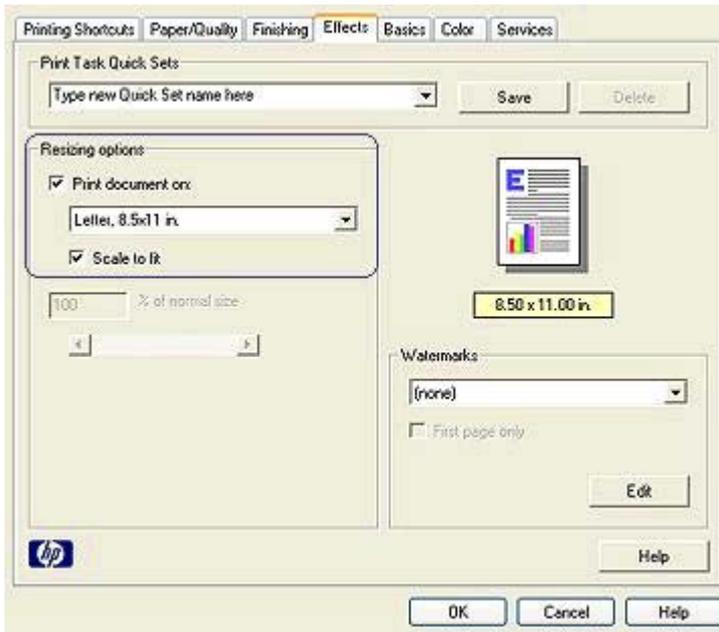
Printing on a different paper size

Use this feature to print a document that is formatted for one paper size on another paper size. Doing this can be useful if you do not have the correct paper size available.

For example, if you have created a document that is formatted for letter-size paper, but you do not have any letter-size paper available, you can print the document on another paper size that is available.

Follow these steps to resize the document for a different paper size:

- 1 Open the **Printer Properties** dialog box.
- 2 Click the **Effects** tab.



- 3 Click **Print document on**, and then select the target paper size in the drop-down list.
The target paper size is the size of the paper on which you are printing, not the size for which the document was formatted.
- 4 Do one of the following:

Objective	Action
Shrink or enlarge the document to fit on the target paper size.	Select the Scale to fit check box.
Print the document at its original size on the selected paper size.	Do not select the Scale to fit check box.

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

Shrinking or enlarging text and graphics

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 [Printer Properties](#) dialog box.
- 2 Click the **Effects** tab.
- 3 In the **% of normal size** box, type the percentage by which you want to shrink or enlarge the text and graphics.

One hundred percent represents the actual size of the text and graphics. Type a number less than 100 to shrink the text and graphics. Type a number greater than 100 to enlarge the text and graphics.

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

Watermarks

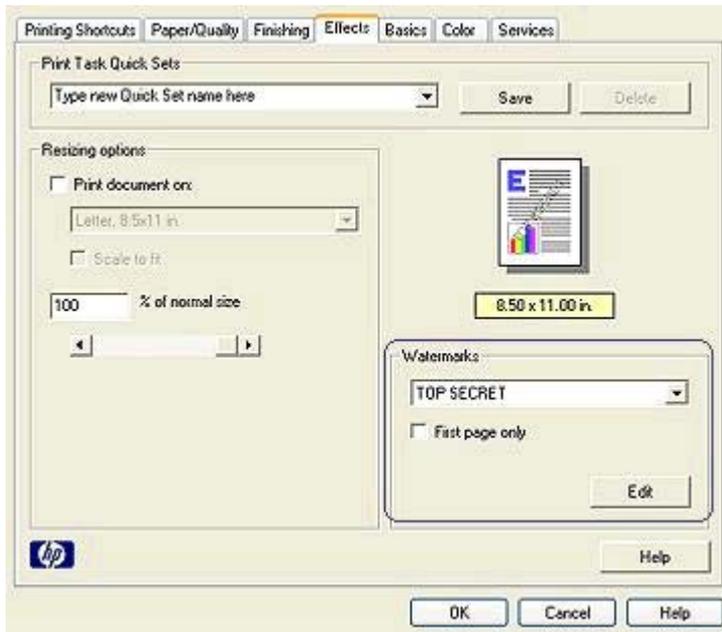
Watermarks appear as background printing on documents.

- [Applying an existing watermark](#)
- [Creating or changing a watermark](#)

Applying an existing watermark

Follow these steps to apply an existing watermark to a document:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Effects** tab.
- 3 Select a watermark in the **Watermarks** drop-down list.



If you do not want to use one of the listed watermarks, [create a new watermark](#).

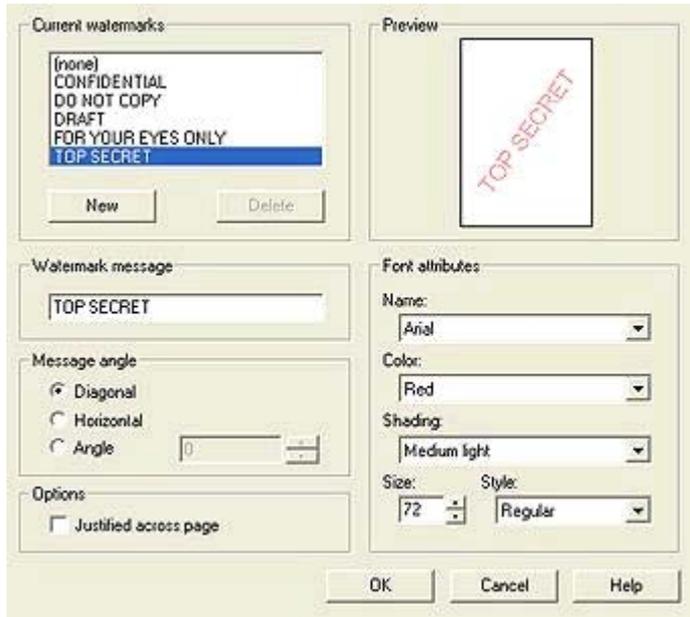
- 4 Choose one of the following actions:
 - If you want the watermark to appear on the first page only, select **First page only**.
 - If you want the watermark to appear on all printed pages, leave **First page only** clear.
- 5 Print the document according to the instructions for the paper type.

Creating or changing a watermark

Follow these steps to create or change a watermark:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Effects** tab.
- 3 Click the **Edit** button.

The Watermark Details dialog box appears.



- 4 Choose one of the following actions:
 - Click the **New** button.
 - Select an existing watermark to change.
- 5 Type the watermark message, and then select the message angle and the font attributes.
- 6 After you have set the watermark details, click **OK**.

For instructions about applying watermarks, follow the steps for [applying an existing watermark to a document](#).

Use the [What's This? help](#) to learn about the features that you see on the Printer Properties dialog box.

8 Printer software

- Use the [Printer Properties](#) dialog box to select printing options.
- Use the [What's This? help](#) to learn more about specific print settings.
- View the [Device Status window](#) for useful information about a print job.

Printer Properties dialog box

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

To change the print settings, open the Printer Properties dialog box.

Note The Printer Properties dialog box is also referred to as the Printer Preferences dialog box.

Displaying the Printer Properties dialog box

Follow these steps to open the Printer Properties dialog box:

- 1 Open the file that you want to print.
- 2 Select **File**, point to **Print**, and then click **Properties** or **Preferences**.
The Printer Properties dialog box appears.

Note The path to the Printer Properties dialog box can vary depending on the software program you are using.

What's This? help

Use the [What's This? help](#) to learn about the features that you see on the Printer Properties dialog box.

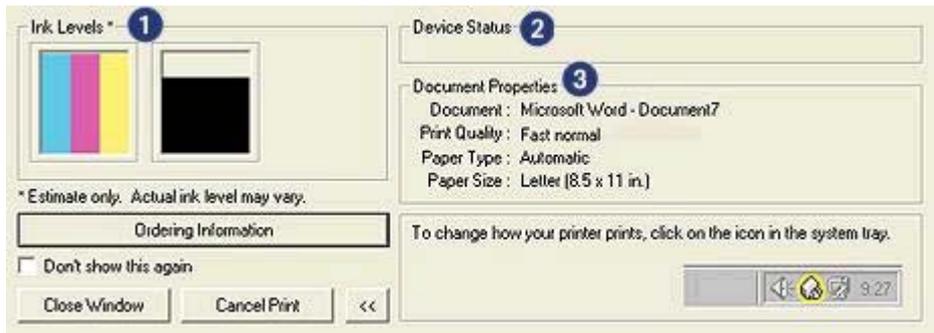
Using What's This? help

Use What's This? help to learn more about the available printing options.

- 1 Move the cursor over the feature that you want to learn more about.
- 2 Click the right mouse button.
The What's This box appears.
- 3 Move the cursor over the **What's This?** box, and then click the left mouse button.
An explanation of the feature appears.

Device Status window

The Device Status window appears each time the printer prints a file.



The following items appear:

- 1 **Ink levels:** the approximate ink level of each print cartridge.
- 2 **Device status:** the status of the printer. For example, **Spooling** or **Printing**.
- 3 **Document properties:** information about the current print job:
 - **Document:** name of the document that is currently printing.
 - **Print quality:** print quality setting that is being used.
 - **Paper type:** type of paper that is being used.
 - **Paper size:** size of paper that is being used.

To link to HP's Web site for ordering printer supplies and accessories, click **Ordering information**.

If you do not want the Device Status window to appear when you print, select the **Don't show this again** check box.

To cancel a print job, click **Cancel print**.

To close the Device Status window, click **Close window**.

9 Maintenance

- [Installing print cartridges](#)
- [Setting the auto-on and auto-off feature](#)
- [Aligning print cartridges](#)
- [Calibrating color](#)
- [Calibrating print quality](#)
- [Automatically cleaning print cartridges](#)
- [Maintaining the printer body](#)
- [Removing ink from your skin and clothing](#)
- [Manually cleaning print cartridges](#)
- [Maintaining print cartridges](#)
- [Printer Toolbox](#)

Installing print cartridges

- [Print cartridge combinations](#)
- [Selection numbers](#)
- [Ink-backup mode](#)
- [Installation instructions](#)

Print cartridge combinations

For printing most documents, use the tri-color print cartridge and the black print cartridge. When printing photos, use the photo print cartridge along with the tri-color print cartridge.

Always install the tri-color print cartridge in the left side of the print cartridge cradle.

Install the black or photo print cartridge in the right side of the print cartridge cradle.

Selection numbers

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

You can find the selection number in three places:

- **Selection number label:** Look at the label on the print cartridge that 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.
- Print Cartridge Ordering Information dialog box: For a list of print cartridge selection numbers, open the printer **Toolbox**, click the **Estimated Ink Level** tab, and then click the **Print Cartridge Ordering Information** button.

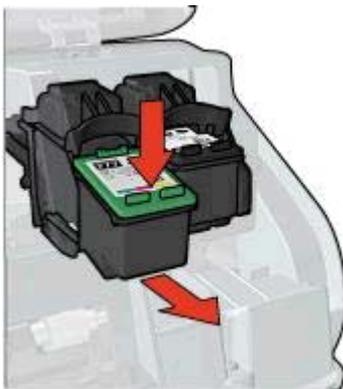
Ink-backup mode

The printer can operate with only one print cartridge installed. For more information, see [Ink-backup mode](#).

Installation instructions

Follow these steps to install a print cartridge:

- 1 Verify that the printer is turned on.
- 2 Load Letter or A4 plain, white paper in the In tray.
- 3 Open the printer cover.
- 4 Wait until the print cartridge cradle moves to the right side of the printer and is idle and quiet.
- 5 Press down on the print cartridge, and then slide it out of the print cartridge cradle.

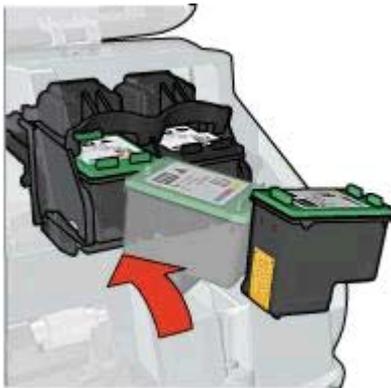


- 6 Remove the replacement print cartridge from its packaging and carefully remove the plastic tape.



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.

- 7 Hold the print cartridge so that the copper strips are on the bottom and facing toward the printer.
- 8 Slide the print cartridge at a slight upward angle into the cradle until the cartridge snaps into place.



- 9 Close the printer cover.
The printer automatically prints a calibration page.

For information about storing print cartridges, see [Storing print cartridges](#).

For information about recycling empty print cartridges, see [Print cartridge recovery](#).



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

Setting the auto-on and auto-off feature

- [Auto-on](#)
- [Auto-off](#)

Auto-on

Auto-on is a default feature of the printer. The printer automatically turns on when you print a file or raise the printer cover.

Auto-off

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

Follow these steps to activate the auto-off feature:

- 1 Open the printer [Toolbox](#).
- 2 Click the **Configuration** tab.
- 3 Select **Activate the Hardware Auto-off feature**.
- 4 Click **Apply**, and then click **OK**.

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 align print cartridges:

- 1 Load Letter or A4 plain, white paper in the In tray.
- 2 Open the printer [Toolbox](#).
- 3 Click **Align the Printer**.
- 4 Click **Align**, and then follow the onscreen instructions.

Calibrating color

Perform a color calibration if the colors in photos that are printed with the [photo print cartridge](#) consistently look incorrect.

Before performing a color calibration, [align the print cartridges](#), and then reprint the photo. If the color is still incorrect, perform a color calibration.

To calibrate color:

- 1 Load Letter or A4 plain, white paper in the In tray.
- 2 Verify that both a tri-color print cartridge and a [photo print cartridge](#) are installed in the printer.
- 3 Open the printer [Toolbox](#).
- 4 Click **Calibrate Color**.
- 5 Click **Calibrate**, and then follow the onscreen instructions.

Calibrating print quality

Perform a print quality calibration if light or dark horizontal lines appear in documents that are printed with the tri-color and black print cartridges.

Before performing a print quality calibration, [clean the print cartridges](#), and then reprint the document. If the lines still occur, perform a print quality calibration.

Follow these steps to calibrate print quality:

- 1 Load Letter or A4 plain, white paper in the In tray.
- 2 Verify that a both black and a tri-color [print cartridge](#) are installed in the printer.
- 3 Open the printer [Toolbox](#).
- 4 Click **Print Quality Calibration**.
- 5 Click **Continue**, and then follow the onscreen instructions.

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 printer [Toolbox](#).
- 2 Click **Clean the Print Cartridges**.
- 3 Click **Clean**, and then follow the onscreen instructions.

If your documents are still missing lines or dots after cleaning, [replace the print cartridges](#).



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

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 the 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. If a household cleaner or detergent has been used on the printer, wipe the exterior surfaces with a soft cloth 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.

Removing ink from your skin and clothing

Follow these instructions to remove ink from your skin and clothing:

Surface	Remedy
Skin	Wash the area with an abrasive soap.
White fabric	Wash the fabric in <i>cold</i> water and use chlorine bleach.
Color fabric	Wash the fabric in <i>cold</i> 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.

Manually cleaning print cartridges

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

To manually clean print cartridges, see the following topics:

- [Gathering cleaning supplies](#)
- [Preparing to clean](#)
- [Cleaning instructions](#)

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 Open the printer cover.
- 2 Wait until the print cartridge cradle moves to the right side of the printer and is idle and quiet.
- 3 Remove the print cartridges and place them on a piece of paper, with the copper strips facing up.



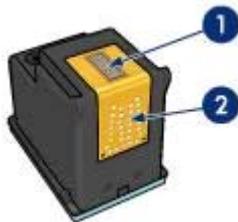
Caution Do not leave the print cartridges outside the printer for more than 30 minutes.

Cleaning instructions

- 1 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	Ink nozzles (do not touch)
2	Copper contacts

- 3 Repeat this process until no ink residue or dust appears on the swab.
- 4 [Insert the print cartridges](#) in the printer, and then close the printer cover.

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 temperatures (15° to 35° C or 59° to 95° 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.

For information about storing print cartridges if they are removed from the printer, see [Storing print cartridges](#).

Storing print cartridges

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

If you store the print cartridge in an airtight plastic container, make sure that the ink nozzles are 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 print cartridge. Slide the print cartridge out of the protector.



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

Printer Toolbox

The printer Toolbox contains a number of useful tools to enhance the performance of the printer.

Use the printer Toolbox to perform the following tasks:

- Set the auto-on and auto-off function.
- Align the print cartridges.
- Calibrate color.
- Calibrate print quality.
- Clean the print cartridges.
- Print a test page.
- View estimated ink levels.

For information about opening the Toolbox, see [Using the Toolbox](#).

Using the Toolbox

Follow these instructions to use the printer Toolbox:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Services** tab, and then click the **Service this device** button.

Printing a test page

Follow these instructions to print a test page:

- 1 Open the printer [Toolbox](#).
- 2 Click the **Print a Test Page** button, and then follow the onscreen instructions.

Viewing estimated ink levels

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

- 1 Open the printer [Toolbox](#).
- 2 Click the **Estimated Ink Level** tab.

The Estimated Ink Level tab also contains print cartridge ordering information. To view this information, click the **Print Cartridge Ordering Information** button.

10 Troubleshooting

- [Printer is not printing](#)
- [Paper jams and other paper problems](#)
- [Photos are not printing correctly](#)
- [Print quality is poor](#)
- [Document is misprinted](#)
- [Problems with borderless documents](#)
- [Error messages](#)
- [Printer lights are on or flashing](#)
- [Document prints slowly](#)
- [If you continue to have problems](#)

Printer is not printing

- [Verify the following](#)
- [Check the printer lights](#)
- [Check the printer cable connection](#)
- [If the printer still does not print](#)

Verify the following

Verify the following conditions if the printer is not printing:

- 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 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. Two methods are available 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

- 1 Select the topic below that best describes the problem:
 - Paper jam
 - Out-of-paper message
 - Printer ejects paper
- 2 If the printer still does not print, shut down and then restart your computer.

Paper jams and other paper problems

- Paper jams
- Printer prints on multiple sheets at once
- Printer does not feed paper
- Printer ejects paper
- Out-of-paper message

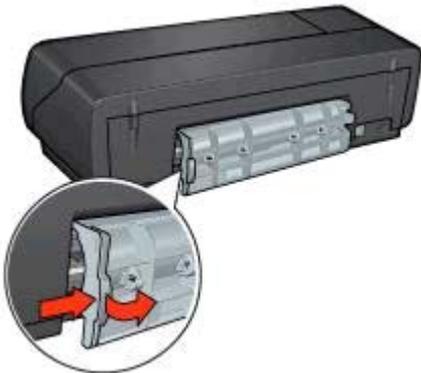
Paper jams



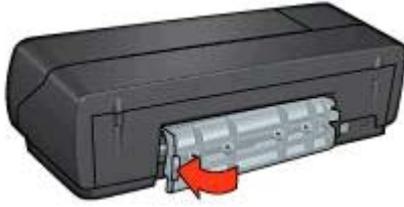
Caution Do *not* clear a paper jam from the front of the printer.

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 Turn off the printer.
- 3 Remove the rear access door. Press the handle to the right, and then pull out the door.



- 4 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.
- 5 Replace the rear access door.



- 6 Turn on the printer, and then press the **Resume** button.
- 7 Print the document.

Note If paper jams occur frequently, try using a heavier paper. See the reference guide for paper weight specifications.

Printer prints on multiple sheets at once

If the printer prints on several sheets at once, check the following:

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 is within the recommended specifications. For paper weight specifications, see the reference guide that came with the printer.

Paper might be 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 the paper into the paper tray, pushing the paper until you feel resistance.

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

Printer does 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, and then reload it.
- Use a different type of paper.

Printer ejects paper

If the printer ejects the paper, try one of the following solutions:

- Move the printer away from direct sunlight. The printer might 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 the photo print cartridges.

- Verify that the protective piece of plastic tape has been removed from the print cartridges.
- If you are printing a borderless document and the Resume light and a Print Cartridge Status light are flashing, 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 a black or photo print cartridge installed.

Out-of-paper message

If an out-of-paper message appears, follow these [guidelines](#).

Photos are not printing correctly

- [Reload the paper tray](#)
- [Check the printer properties](#)
- [Colors are tinted or incorrect](#)
- [Horizontal lines appear on a photo](#)
- [Part of the photo is faded](#)

Reload the paper tray

- 1 Place the photo paper in the In tray with the side to be printed on facing down. Verify that the photo paper is flat.
- 2 Slide the paper forward until it stops.
- 3 Slide the paper guide firmly against the edge of the paper.
Do not press the guide so firmly against the paper that the paper bends or curls.

Check the printer properties

Open the [Printer Properties](#) dialog box and verify the following options:

Tab	Setting
Paper/Quality	Size is: An appropriate paper size Type is: An appropriate photo paper Print quality: Best or Maximum dpi

Colors are tinted or incorrect

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

- 1 Verify that neither print cartridge is [low on ink](#).
If neither print cartridge is low on ink, then go to step 2.
- 2 [Align](#) the print cartridges.
- 3 Reprint the photo.
- 4 If colors are still tinted or incorrect, [calibrate the color](#).
Both a photo print cartridge and a tri-color print cartridge must be installed for color calibration.
- 5 Reprint the photo.

- 6 If colors continue to appear tinted or incorrect, open the [Printer Properties](#) dialog box, click the **Color** tab, and then click the **Advanced color settings** button.
- 7 Adjust the colors by using the **Advanced color settings** dialog box.
Here are some guidelines to follow:
 - If the colors are too yellow, move the **Color Tone** slider toward **Cooler**.
 - If the colors are too blue, move the **Color Tone** slider toward **Warmer**.
- 8 Reprint the photo.

Horizontal lines appear on a photo



If light or dark horizontal lines appear on photos, follow this procedure:

- 1 [Clean](#) the print cartridges.
- 2 Reprint the photo.
- 3 If horizontal lines still occur, perform a [print quality calibration](#).
A black and a tri-color print cartridge must be installed for print quality calibration.
- 4 Reprint the photo.

Part of the photo is faded

- [Fading occurs on the edges of a photo](#)
- [Fading occurs near the edges of a photo](#)

Fading occurs on the edges of a photo



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, then use photo paper that is not curled.

For instructions about preventing photo paper from curling, see [Storing and handling photo paper](#).

Fading occurs near the edges of a photo



If fading occurs approximately 25 to 63 mm (1.0 to 2.5 inches) from the edge of a photo, try the following solutions:

- Install a [photo print cartridge](#) and a tri-color print cartridge in the printer.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then set the **Print quality** to **Maximum dpi**.
- Rotate the image 180°.

Print quality is poor

- [Streaks and missing lines](#)
- [Print is faded](#)
- [Blank pages print](#)

- [Too much or too little ink appears on the page](#)

Note For help with photo print quality, see [Photos are not printing correctly](#)

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

- Verify that neither of the print cartridges is [low on ink](#).
If a print cartridge is low on ink, consider replacing the print cartridge. For the correct part numbers, see the reference guide that came with the printer.
- 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.
- Verify that the protective piece of plastic tape has been removed from the print cartridges.



- Consider selecting a higher [print quality](#).

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 a black or photo print cartridge installed.

Too much or too little ink appears on the page

- [Adjust the ink volume and dry time](#)
- [Select a specific paper type](#)

Adjust the ink volume and dry time

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Basics** tab, and then click the **Advanced features** button. The **Advanced features** dialog box appears.
- 3 Move the **Ink volume** slider toward **Light** or **Heavy**.

Note If you increase the ink volume, move the **Dry time** slider toward **More** to avoid smearing the ink.

- 4 Click **OK**, and then click **OK** again.

Select a specific paper type

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Paper/Quality** tab.
- 3 In the **Type is** field, select an appropriate [paper type](#). Do not select **Automatic**.
- 4 Click **OK**, and then click **OK** again.

Document is misprinted

- [Text and images are misaligned](#)
- [Document is printed off-center or at an angle](#)
- [Parts of the document are missing or printed in the wrong place](#)
- [Envelope is printed at an angle](#)
- [Document does not reflect the new print settings](#)

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 the paper is correctly placed in the In tray.
- 2 Verify that the paper guide fits firmly against the edge of the paper.
- 3 Reprint the document.

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

Open the [Printer Properties](#) and confirm the following options:

Tab	Setting
Basics	Orientation: Verify the appropriate orientation.
Paper/Quality	Size is: Verify the appropriate paper size.
Effects	Scale to fit: Select this option to scale text and graphics to the paper.
Finishing	Poster printing: Verify that Off is selected.

If parts of the document are still missing, the printer settings might be overridden by the software program print settings. Select the appropriate print settings from within the software program.

Envelope is printed at an angle

- 1 Slide the flap inside the envelope before loading it in the printer.
- 2 Confirm that the paper guide fits firmly against the edge of the envelope.
- 3 Reprint the envelope.

Document does not reflect the new print settings

The printer settings might differ from the software program print settings. Select the appropriate print settings within the software program.

Problems with borderless documents

- [Borderless printing guidelines](#)
- [Streaks appear in a light portion of a photo](#)
- [Horizontal lines appear on a photo](#)
- [Image is printed at an angle](#)
- [Ink smears](#)
- [Part of the photo is faded](#)
- [Photo has an unwanted border](#)

Borderless printing guidelines

When printing borderless photos or brochures, follow these guidelines:

- Verify that the paper size that is specified in the **Paper size** drop-down list on the **Printing Shortcuts** tab matches the size of the paper that is loaded in the In tray.
- Select the appropriate paper type in the **Paper type** drop-down list on the **Printing Shortcuts** tab.
- If printing in grayscale, select **High quality** under **Print in grayscale** on the **Color** tab.
- Do not print borderless documents in [ink-backup mode](#). Always have two print cartridges installed in the printer when printing borderless documents.

Streaks appear in a light portion of a photo



If streaks appear in a light portion of a photo, approximately 63 mm (2.5 inches) from one of the long edges of the photo, try the following solutions:

- Install a [photo print cartridge](#) in the printer.
- Rotate the image 180°.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then set the **Print quality** to **Maximum dpi**.

Horizontal lines appear on a photo



If light or dark horizontal lines appear on photos:

- 1 [Clean](#) the print cartridges.
- 2 Reprint the photo.
- 3 If the lines still occur, perform a [print quality calibration](#).
Both a black and a tri-color print cartridge must be installed for print quality calibration.
- 4 Reprint the photo.

Image is printed at an angle



Verify that no problem exists with the source image. For example, if you are printing a scanned image, verify that the image was not crooked when it was scanned.

If the problem is not caused by the source image, follow these steps:

- 1 Remove all paper from the In tray.
- 2 Load the paper correctly in the In tray.
- 3 Verify that the paper guide fits firmly against the edge of the paper.
- 4 Follow loading instructions for the paper type.

Ink smears

Follow these guidelines if ink smears appear on the back of the photos, or if the paper sticks together:

- Use an HP photo paper.
- 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 paper is not curled, then follow these steps:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Basics** tab.
- 3 Click the **Advanced features** button.
The **Advanced features** dialog box appears.
- 4 Move the **Dry time** slider toward **More**.
- 5 Move the **Ink volume** slider toward **Light**.

Note The colors in the image might become lighter.

- 6 Click **OK**.

If the problem persists, try the following steps:

- 1 Remove the photo paper, and then load plain paper in the In tray.
- 2 Press and hold down the **Print Cancel** button until the printer starts printing a self-test page, and then release the button.
- 3 Repeat step 2 until the self-test page contains no ink smears.

Part of the photo is faded

- [Fading occurs on the edges of a printout](#)
- [Fading occurs near the edges of a photo](#)

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 in 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 [Storing and handling photo paper](#).

Fading occurs near the edges of a photo



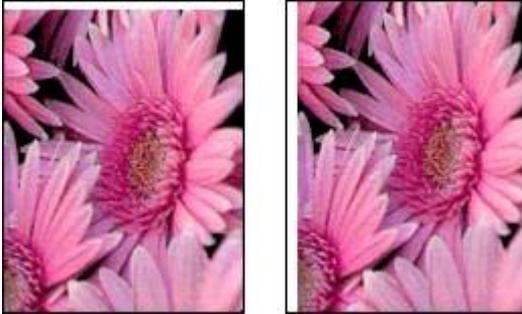
If fading occurs approximately 25 to 63 mm (1.0 to 2.5 inches) from the edge of a photo, try the following solutions:

- Install a [photo print cartridge](#) in the printer.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then set the **Print quality** to **Maximum dpi**.
- Rotate the image 180°.

Photo has an unwanted border

- [For most paper types](#)
- [For photo paper with a tear-off tab](#)

For most paper types



If the photo has an unwanted border, try one of the following solutions:

- [Align the print cartridges.](#)
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then verify that the selected paper size matches both the paper size that the photo is formatted for and the size of the paper that is loaded in the In tray.
- Verify that no problem exists with the source image. For example, if you are printing a scanned image, verify that the image was not crooked when it was scanned.

For photo paper with a tear-off tab

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



If the border appears above the tear-off tab:

- [Align the print cartridges.](#)
- Verify that no problem exists with the source image. For example, if you are printing a scanned image, verify that the image was not crooked when it was scanned.



Error messages

- [Out-of-paper message](#)
- [Other error messages](#)

Out-of-paper message

- [If the In tray contains paper](#)
- [If the In tray is empty](#)

If the In tray contains paper

- 1 Verify the following:
 - A sufficient amount of paper is in the In tray (at least ten sheets).
 - The In tray is not overly full.
 - The paper stack is touching the back of the In tray.
- 2 Slide the paper guide so it fits firmly against the edge of the paper.
- 3 Press the **Resume** button to continue printing.

If the In tray is empty

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

Other error messages

- “There was an error writing to USB port”
- “There was an error writing to LPT1”
- “Two-way communication cannot be established” or “Printer not responding”

“There was an error writing to USB port”

The printer might not be receiving correct data from another USB device or USB hub. Connect the printer directly to the USB port on the computer.

“There was an error writing to LPT1”

The USB cable might not have been attached before installing the printer software.

Uninstall, and then reinstall, the software.

“Two-way communication cannot be established” or “Printer not responding”

The printer might not be able to communicate with the computer if the USB cable is too long.

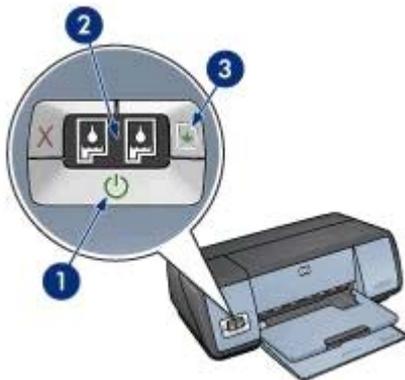
If you receive this error message, make sure that the USB cable is not greater than 5 meters (approximately 16 feet, 5 inches) in length.

Printer lights are on or flashing

- [What the lights indicate](#)
- [Power light is flashing](#)
- [Resume light is flashing](#)
- [Print Cartridge Status light is on or flashing](#)
- [All lights are flashing](#)

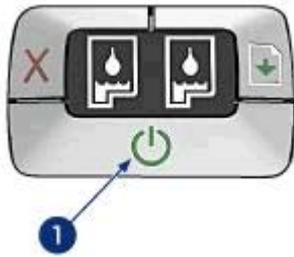
What the lights indicate

The printer lights indicate the printer status.



1	Power light
2	Print Cartridge Status lights
3	Resume light

Power light is flashing



1	Power light
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If the 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

If the Resume light is flashing, check the following conditions:



1	Resume light
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The printer might be out of paper

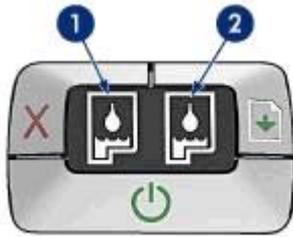
- 1 Place paper in the In tray.
- 2 Press the **Resume** button.

A paper jam might exist

Follow these instructions to [clear a paper jam](#).

Print Cartridge Status light is on or flashing

The printer has two print cartridge status lights.



- 1 The left status light represents the tri-color print cartridge, which is installed in the left side of the print cartridge cradle.
- 2 The right status light represents the black or the [photo print cartridge](#). One of these print cartridges is installed in the right side of the print cartridge cradle.

If the light is on and not flashing

- Check to see if a print cartridge is [low on ink](#).
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, 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, remove the print cartridge on the right, and then close the cover.
- 2 Follow one of these steps:
 - 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 light continues to flash, [replace the print cartridge](#).

All lights are flashing

The printer might need to be restarted.

- 1 Press the **Power** button to turn off the printer, and 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.

Document prints slowly

- Multiple software programs are open
- Complex documents, graphics, or photos are printing
- Best or maximum dpi print mode is selected
- Printer is in ink-backup mode
- Printer software is outdated
- Computer does not meet system requirements

Multiple software programs are open

The computer resources are insufficient for the printer to print at its optimum speed. To increase printer speed, close all unnecessary software programs when printing.

Complex documents, graphics, or photos are printing

Documents containing graphics or photos print more slowly than text documents.

If your computer does not have enough memory or disk space to print the document under normal conditions, you can use Low Memory Mode. Using this option can reduce the quality of the printout. Low Memory Mode also turns off 4800 x 1200 optimized dpi printing.

To activate Low Memory Mode, perform the following steps:

- 1 Open the [Printer Properties](#) dialog box.
- 2 Click the **Basics** tab, and then click the **Advanced Features** button.
- 3 Select the **Low Memory Mode** check box.
- 4 Print the document.

Best or maximum dpi print mode is selected

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

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.

Printer software is outdated

Outdated printer software might be installed.

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

Computer does not meet system requirements

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

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

The system requirements are listed in the reference guide that came with the printer.

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

If you continue to have problems

If you continue to have problems after investigating the troubleshooting topics, shut down 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.

11 Supplies

- Paper
- USB cables

Paper

This list is subject to change. Go to the HP Web site at www.hp.com/support for an updated list.

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)
Q2502AC 4x6 in, 60 sheets (Canada)
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 Premium Photo Paper, Matte (with tear-off tab)

Q5435A 4x6 in, 60 sheets (U.S.)
Q5436A 10x15 cm, 20 sheets (Europe)

HP Premium Photo Paper, Matte

Q1993A Letter, 15 sheets (U.S.)
Q1994A Letter, 50 sheets (U.S.)
Q5433A A4, 20 sheets (Europe)
C5434A A4, 50 sheets (Europe)

HP Premium High Gloss Film

Q1973A Letter, 20 sheets (U.S.)
C3836A Letter, 50 sheets (U.S.)
C3836AC Letter, 50 sheets (Canada)
Q1981A Letter, 20 sheets (Europe)
C3837A Letter, 50 sheets (Europe)
Q1958A A4, 10 sheets (Japan)

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, Ivory, Half-Fold

C1787A 20 sheets

HP Linen Greeting Cards, White, Half-Fold

C1788A 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 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

USB cables

C6518A HP USB A-B 2-meter cable

12 Specifications

- [Printer specifications](#)

Printer specifications

See the reference guide that came with your printer for complete printer specifications, including this information:

- Types, sizes, and weights of paper and other printing media that can be used with your printer
- Print speeds and resolutions
- Power requirements
- Computer operating system requirements

13 Environmental information

- [Environmental statement](#)
- [Print cartridge recovery](#)

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 [Print Cancel](#) button allows the user to save paper by quickly canceling a print job as needed. This equipment is suitable for using recycled papers (in accordance with DIN 19 309).

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 access 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.
- **Replacement parts and consumables** are available for a limited period after production has stopped.
- **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.

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.

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 HP's 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.

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