# HP Designjet 4000 and 4000ps Printers

Setup instructions

hp invent ®
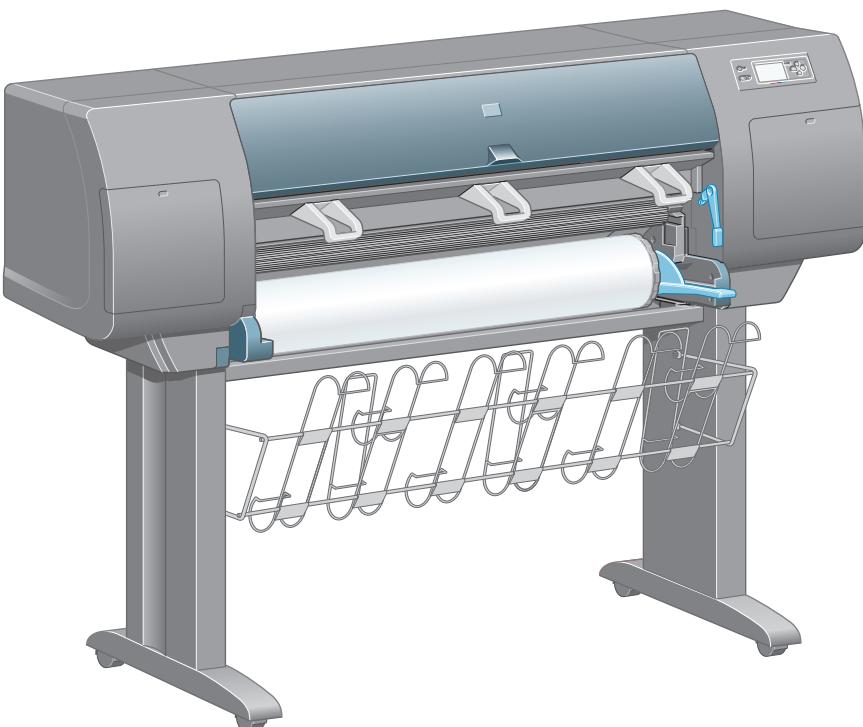
In case of difficulty, please consult:

Using your printer CD

Your printer's Embedded Web Server
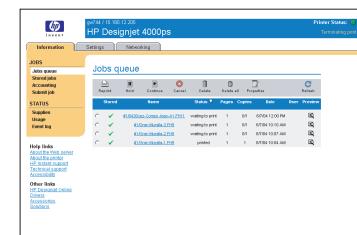
Read these instructions carefully...

What you will need for this procedure
- Because some of the components of the printer are bulky, you will need up to four people to lift them. When this is necessary, this symbol is displayed:
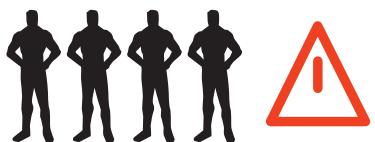
- To assemble the printer you will need at least 3 × 5 m (10 × 16 ft) of empty floor space, and about two hours.
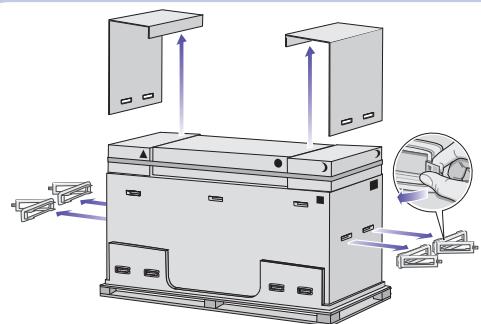
Remove the two side lids. Then remove all the upper four plastic handles from both sides of the box (2 each side).

Strap

Main printer box
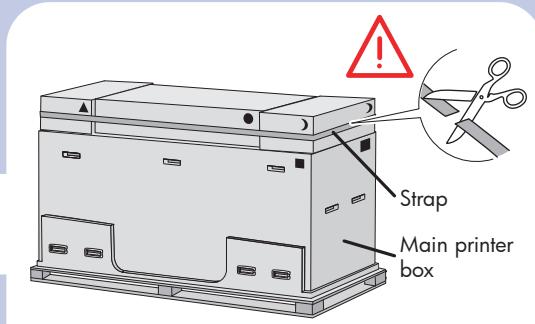
Cut the strap around the boxes carefully, as the boxes may fall as soon as the strap is cut.

Printer working area

- Before you start unpacking, consider where you are going to put the assembled printer. You should allow some clear space at the back and at the front of the printer. The recommended clearances are shown in the illustration below.

10 cm

179 cm
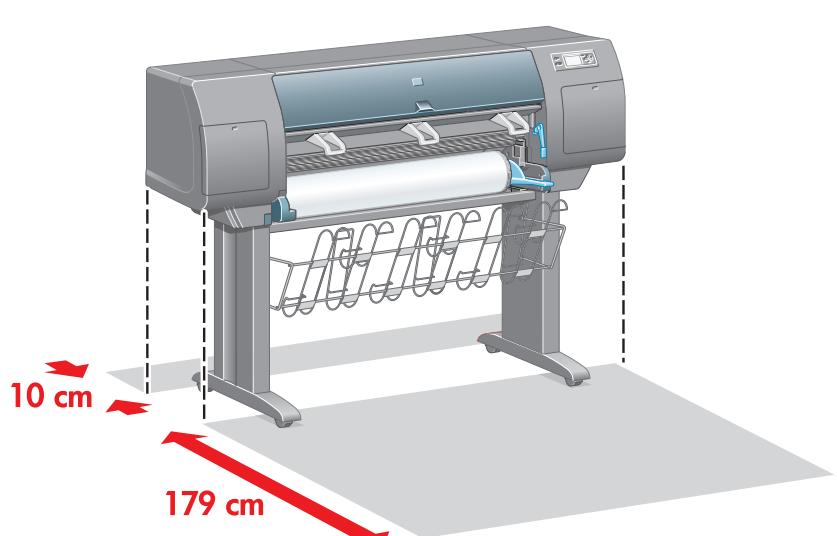
## 1 Preliminary unpacking
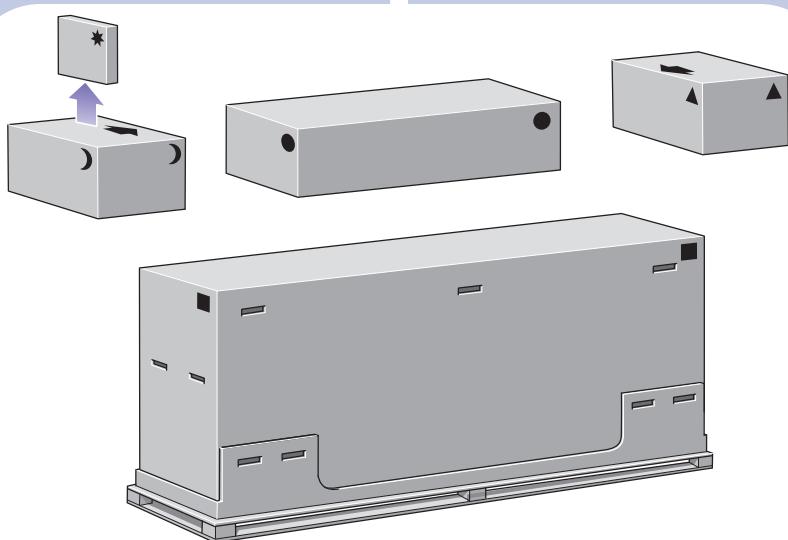
The shapes on the boxes identify the contents. Refer to the table below:

| Mark on box	Contents of box
■	Printer body
●	Stand and bin assembly
☾ ★	Consumables box, including… Maintenance Kit (please keep this safe)
▲	Spare box (used in Section 3 of these setup instructions)
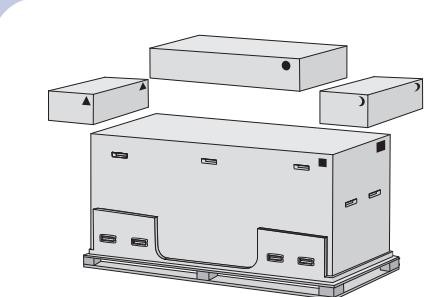
Remove the boxes from the top of the main printer box.
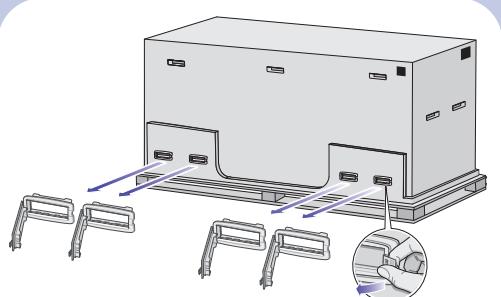
Remove all eight plastic handles from both sides of the box.
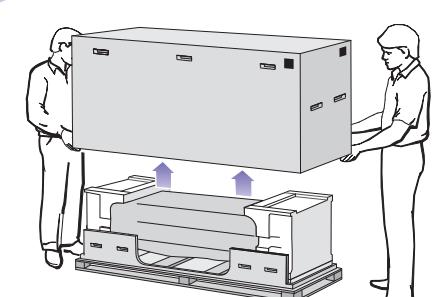
Remove the main printer box.
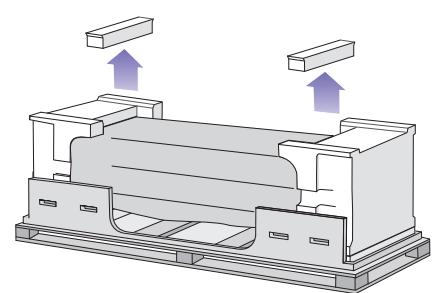
Remove the two packing pieces.

2 Stand assembly

⚠

When you are unpacking the leg assembly, you will see that there is **anti-slip** material around two of the wheels on the feet.
**DO NOT REMOVE** this material yet.
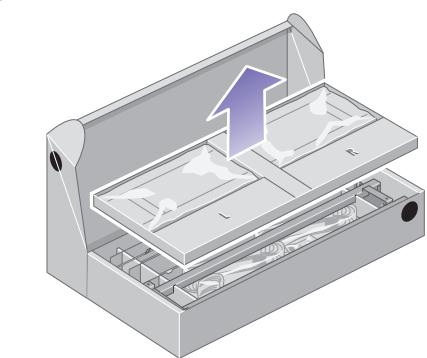
Remove the first tray from the stand and bin assembly box.
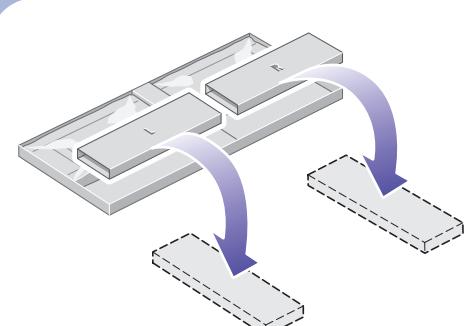
From the first tray, remove the two boxes marked with L and R. Place them on the floor as shown.
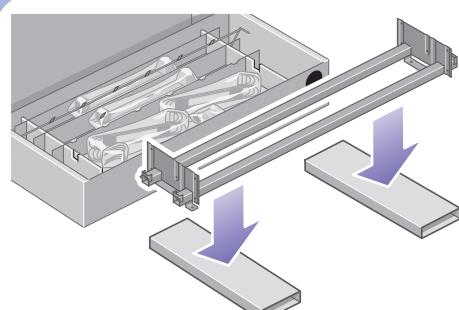
Lower the cross-brace on to the L and R boxes.

Two holes
One hole
Right
Left
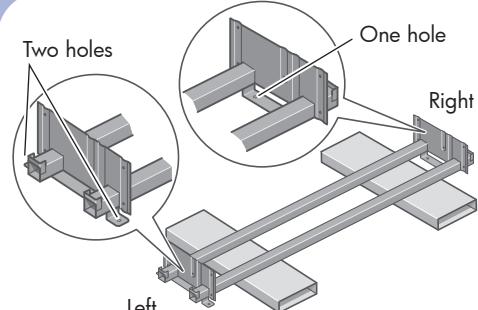
You now need to identify which is the left and the right side of the cross-brace.

Now you will need the bag of screws and the screwdriver provided. You may notice that the screwdriver is slightly magnetic.
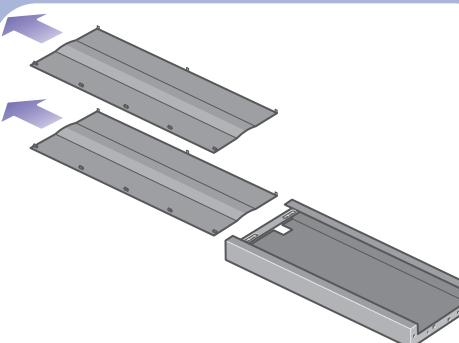
Remove the two leg covers from the left leg.
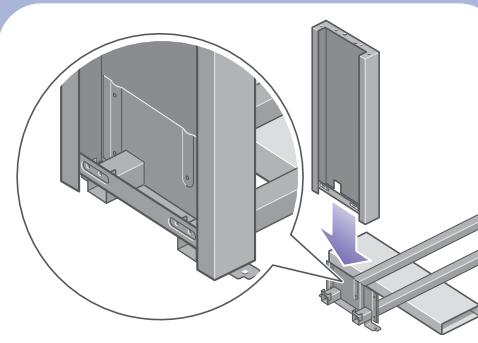
Lower the left leg onto the left side of the cross-brace. The left leg will fit only on the left side of the cross-brace.
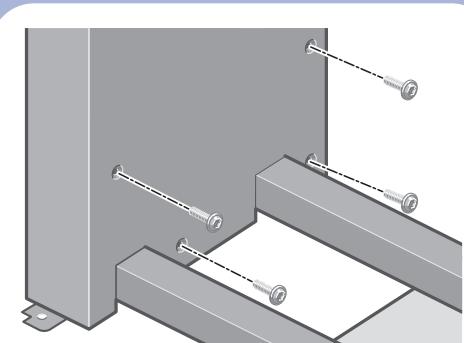
Fix the left leg to the cross-brace using four screws on the inner side of the leg.
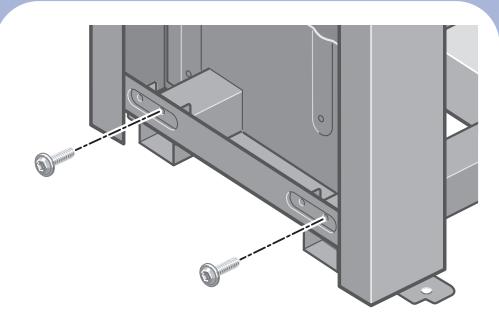
Fix the left leg to the cross-brace using two screws on the outer side of the leg.
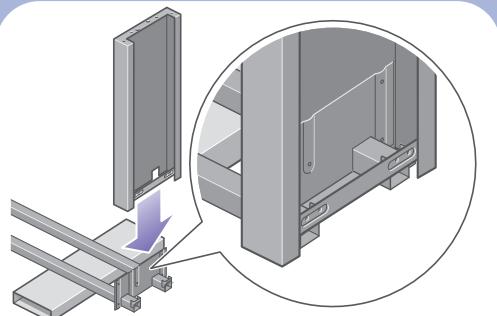
Lower the right leg onto the right side of the cross-brace. The right leg will fit only on the right side of the cross-brace.
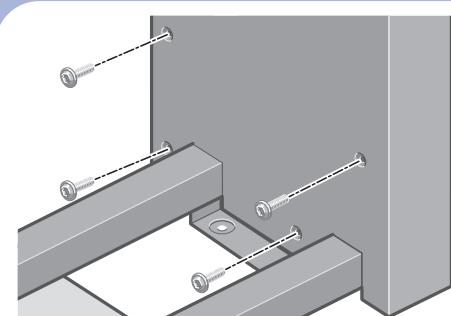
Fix the right leg to the cross-brace using four screws on the inner side of the leg.
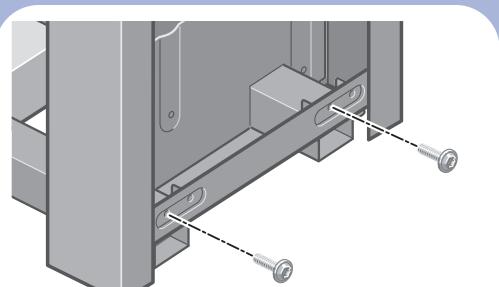
Fix the right leg to the cross-brace using two screws on the outer side of the leg.
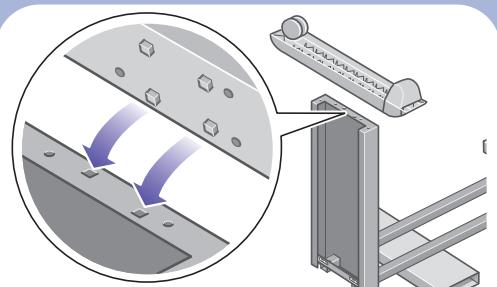
Position a foot on the left leg. There are pins to help you to position the foot correctly.
Do not remove the anti-slip material from the wheel.
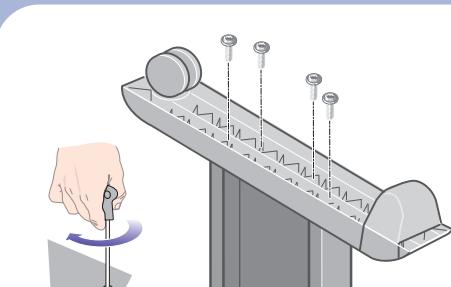
Fix the left foot using four screws.
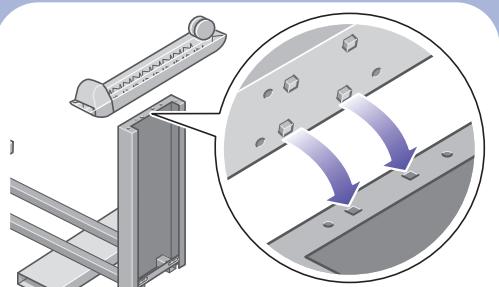
Position a foot on the right leg. There are pins to help you to position the foot correctly
Do not remove the anti-slip material from the wheel.
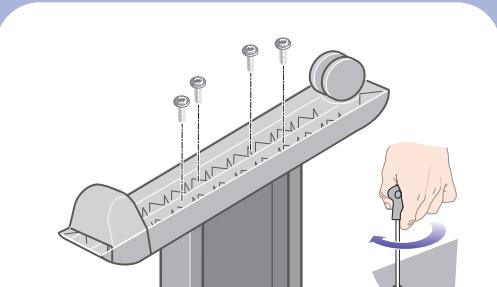
Fix the right foot using four screws.

3 Installing the stand onto the printer
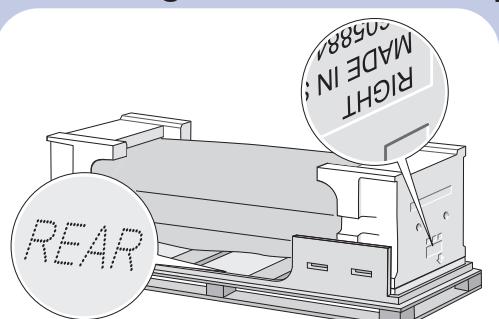
You now need to identify the left and right of the printer. This information is shown on the foam end packs. Also identify the rear of the printer.
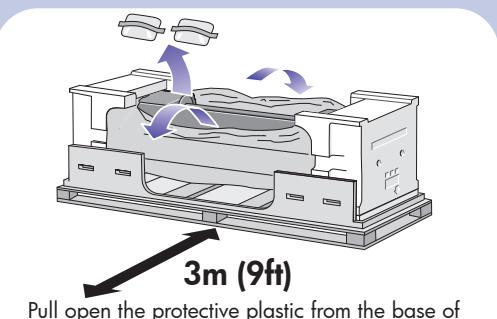
3m (9ft)

Pull open the protective plastic from the base of the printer. Please ensure that there is a three-meter space clear of obstructions to the rear of the printer.
Remove the two desiccant bags from the printer.

Left leg.   Right leg.
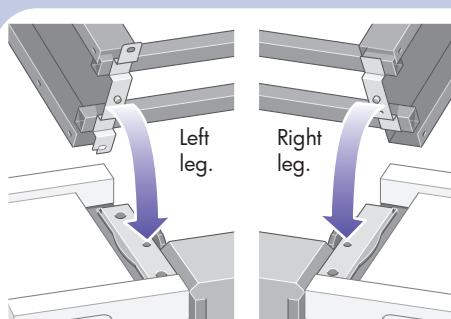
Advance warning: in the next step, make sure you position the stand pins in the holes in the center of the printer body brackets.
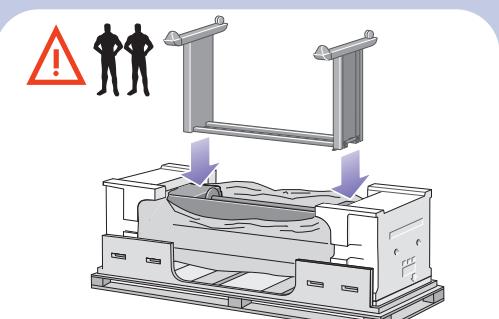
Lift the stand assembly onto the printer body. The anti-slip material should face to the rear of the printer.
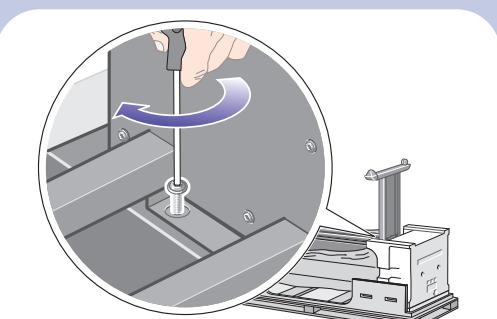
Fix the right side of the stand to the printer using one screw. Make sure that the screw is fully tightened.
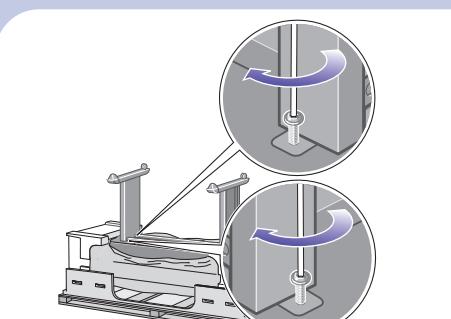
Fix the left side of the stand to the printer using two screws. Make sure that the screws are fully tightened.
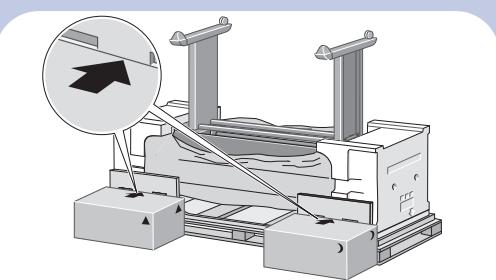
Place the spare and consumables boxes against the rear of the printer box. The arrows on the boxes must point towards the printer box. Check that the anti-slip material is still fixed to the two rear wheels.
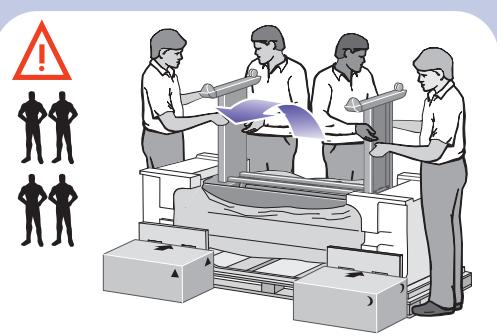
Using four people, rotate the printer on to the spare and consumables boxes.

Rotate the printer until its rear rests on the spare and consumables boxes and the wheels with the anti-slip material touch the floor.
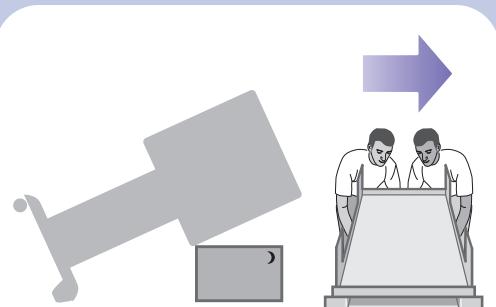
Remove the pallet before trying to lift the printer into an upright position.

Using four people and the hand holds on the rear of the printer body, carefully lift the printer into an upright position.
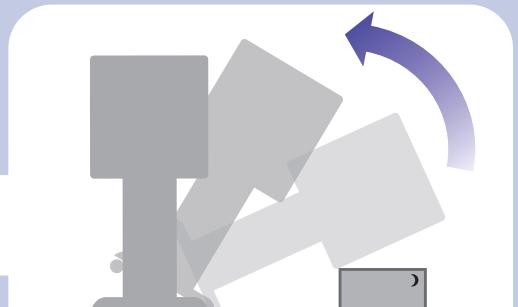
Rotate the printer into an upright position. The anti-slip material should stop the printer from sliding forwards.

4 More unpacking
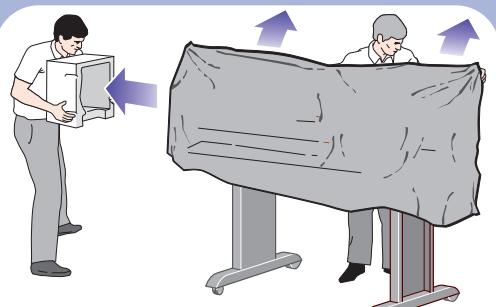
Remove the two foam end packs and the plastic covering the printer.
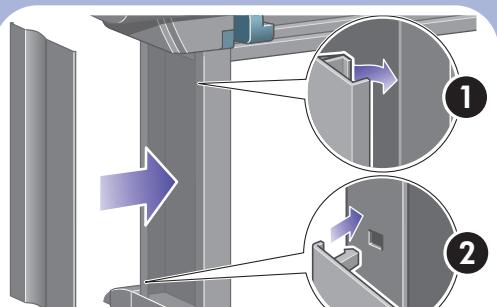
Position the left leg cover on the front of the left leg (1), then clip the rear edge (2) into place.
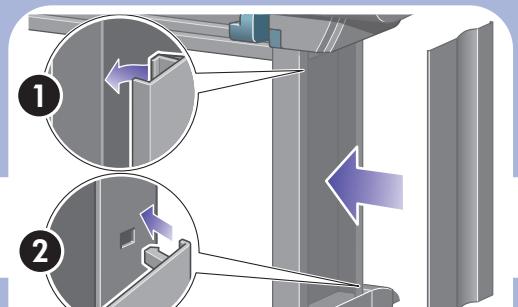
Position the right leg cover on the front of the right leg (1), then clip the rear edge (2) into place.
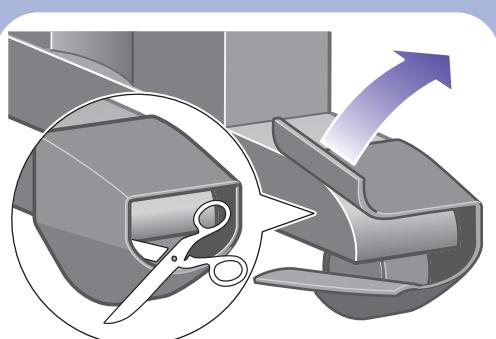
Remove the anti-slip material from the two rear wheels on the stand assembly.
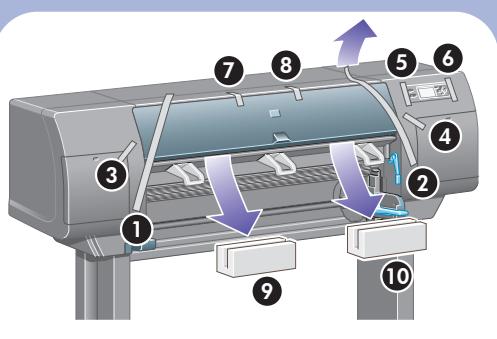
Remove the packing tapes 1 to 8.
Open the printer window and remove the two window inserts 9 and 10.
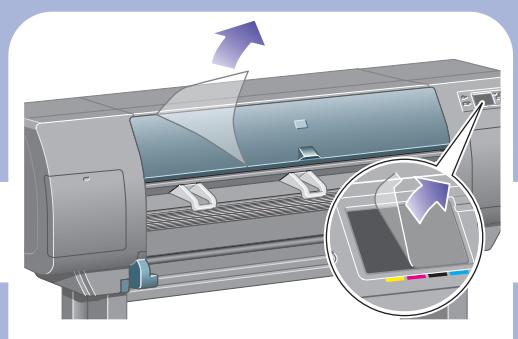
Remove the protective covering from the printer window and the front panel screen.
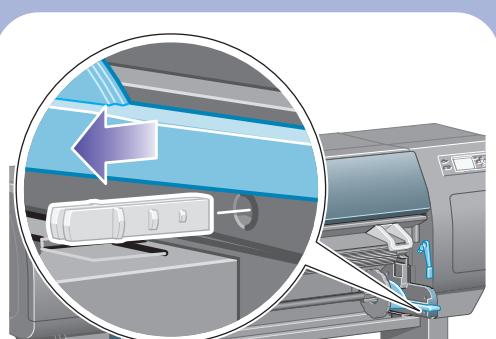
Remove the spindle lock.
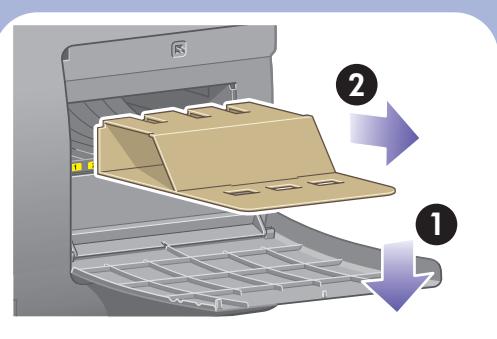
Open the printhead cleaner door and remove the carriage packing material. Then close the cleaner door.
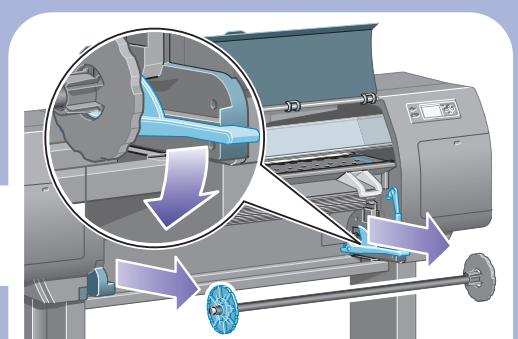
Press the spindle lever down, which will unseat the right-hand end of the spindle. Remove that end of the spindle first, and then the left.
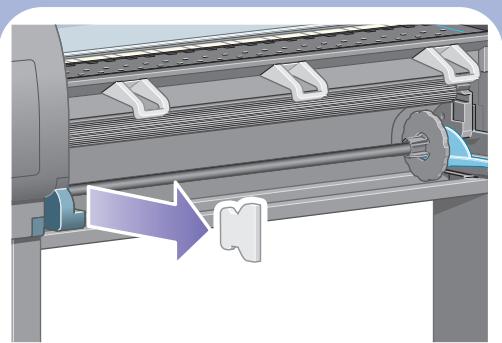
Remove the spindle lock foam piece.
Then replace the spindle.

5 Bin assembly
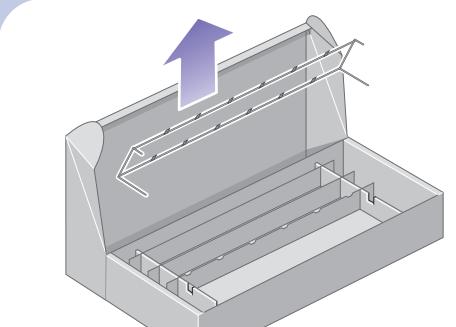
Locate the bin components.
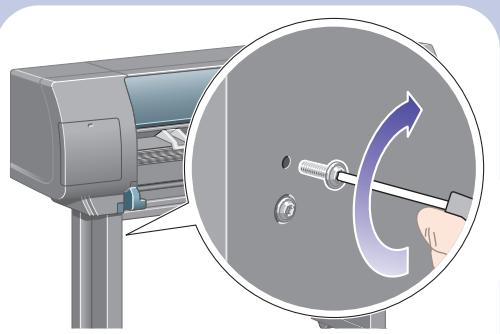
Fix one screw to the inside of the stand's left leg.
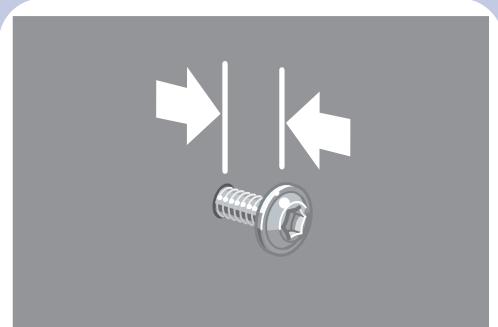
Do not fully fit the screw.
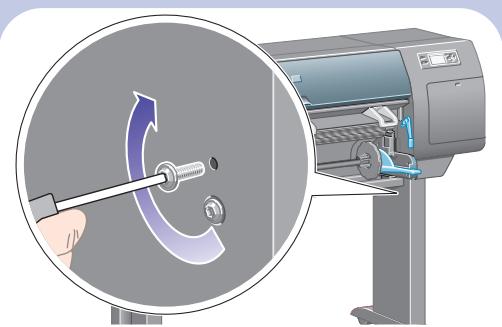
Fix one screw to the inside of the stand's right leg.
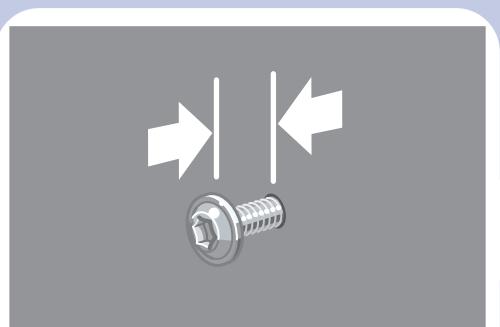
Do not fully fit the screw.
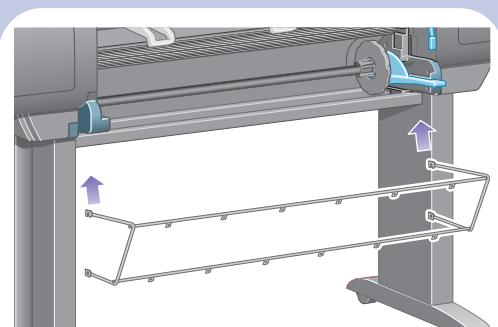
Lift the supporting framework of the bin into position in front of the printer.
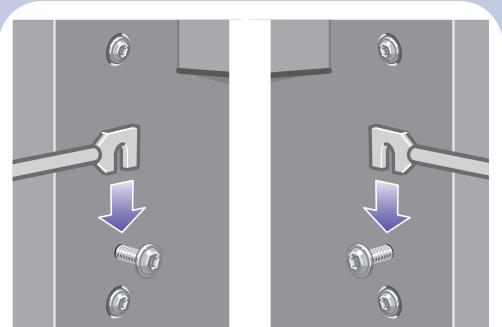
Fix the top arms of the bin to the two screws that you have just fitted.
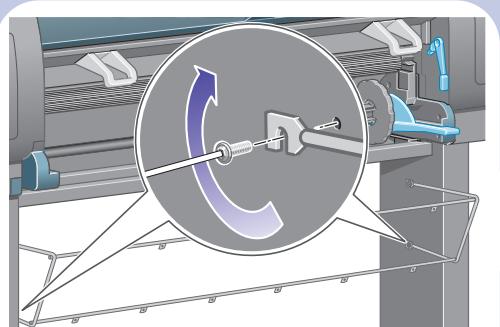
Fix the lower arms of the bin to the stand using one screw for each leg.
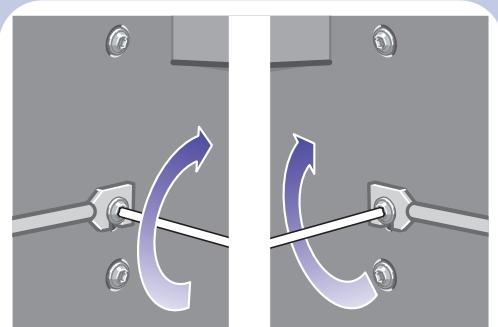
Now tighten the two top screws.
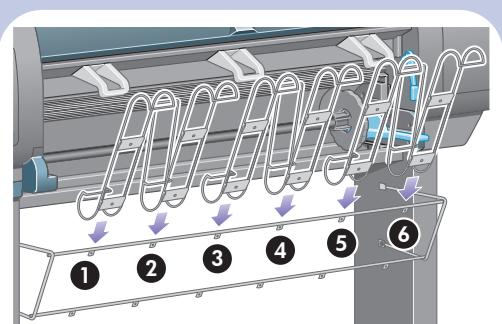
Clip all six loops to the frame of the bin. Locate the loops with rear extensions in positions 2, 4, and 6.
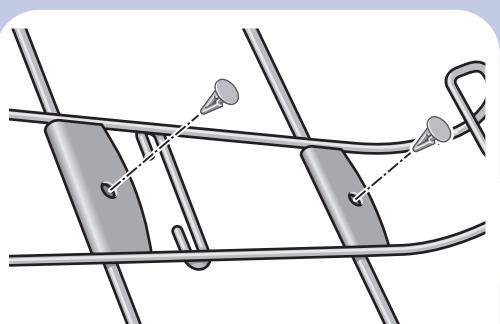
Secure all six loops to the frame, using two clips on each loop.
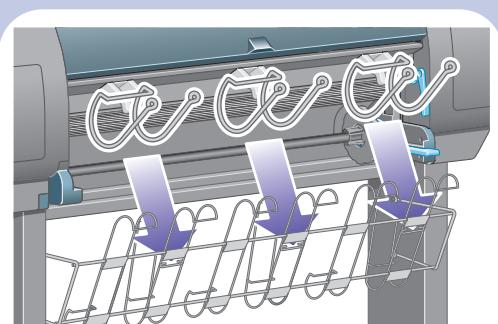
Fit all three mobile stoppers to the three loops indicated above.
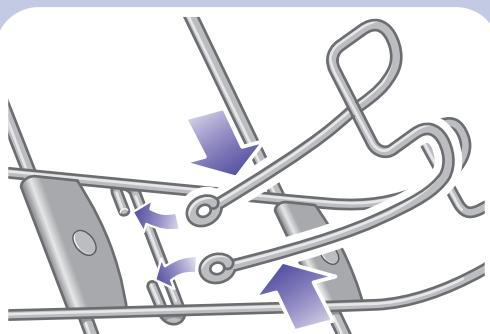
Carefully squeeze the mobile stopper and then fit it onto the loop.
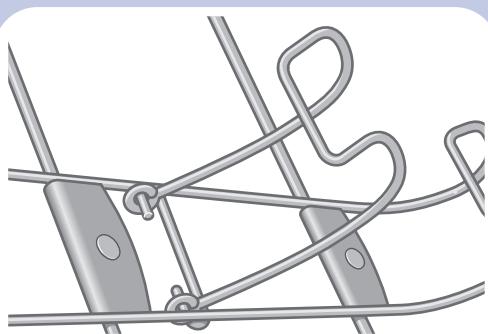
When the mobile stopper is engaged with the loop, release your grip.
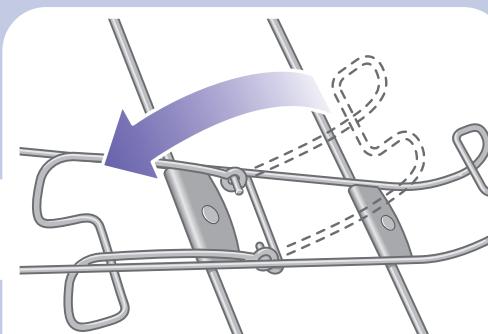
Move the three mobile stoppers into their parked position. These stoppers are used only when printing on sheets of paper less than 900 mm in length (up to A1 size).

6 Installing accessory parts and the power cable
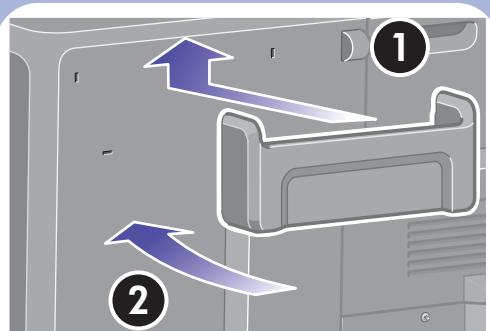
Install the Quick Reference Guide holder. Angle the holder at the top (1), then position the two hooks and clip the lower part (2) to the rear of the printer.
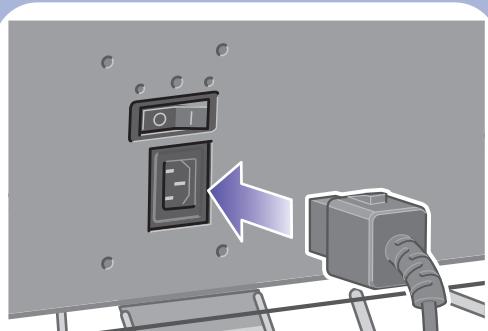
Plug the power cable into the rear of the printer, then plug the other end into the AC power outlet.
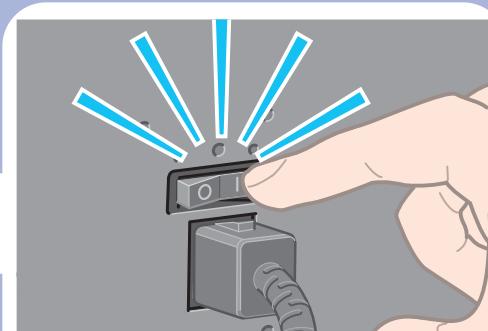
Turn the power switch at the rear of the printer to the on position.
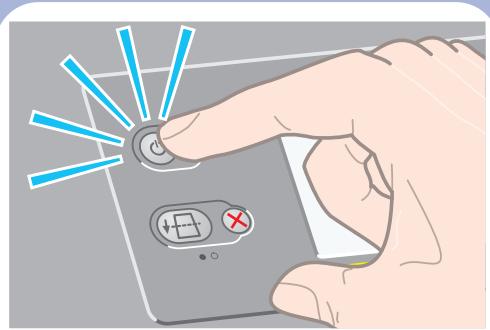
If the power light on the front panel remains off, press the Power key to switch on the printer.

Language
☐ English
☐ Français
☐ Italiano
☐ Deutsch
☐ Español
☐ Português
☐ ニホンゴ
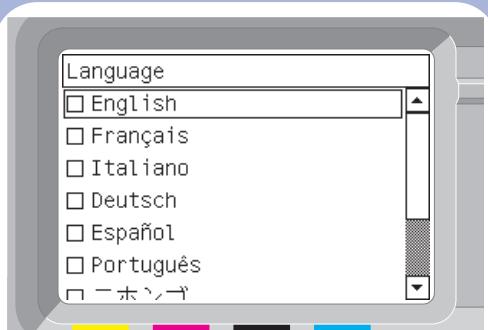
Wait until you see this message (~10 minutes). Highlight your language using the Up and Down keys. Press the Select (✓) key.

Install ink cartridges for ink system setup
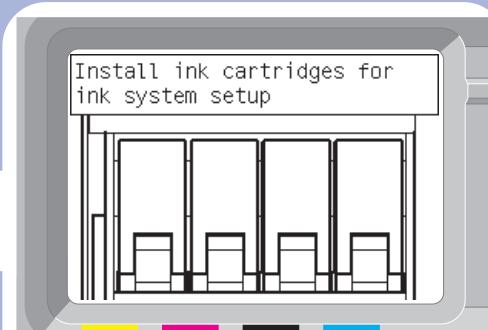
The front panel will now display how to install the ink supplies.

7 Installing ink cartridges
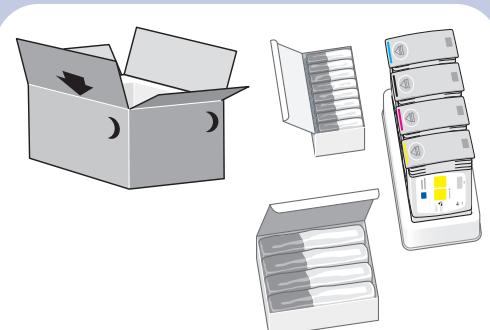
Remove the printheads, printhead cleaners, and ink cartridges from the consumables box.

Find the ink cartridge door, which is on the left side of the printer.
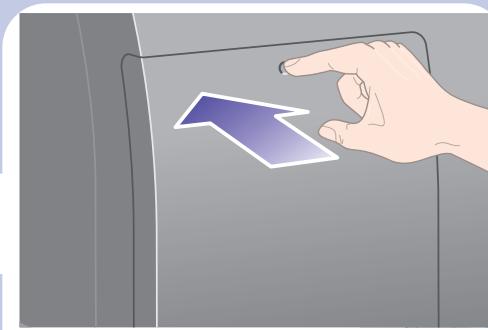
Press the ink cartridge door.
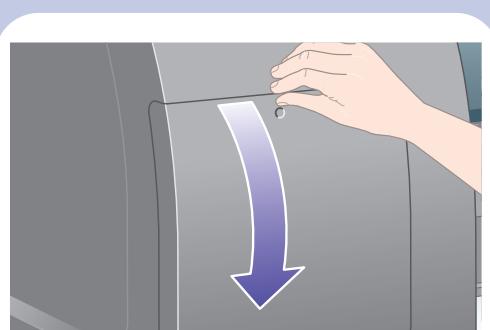
Open the ink cartridge door.
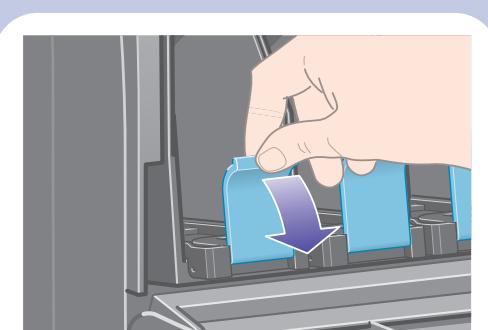
To release the ink cartridge drawer, pull the blue handle down.
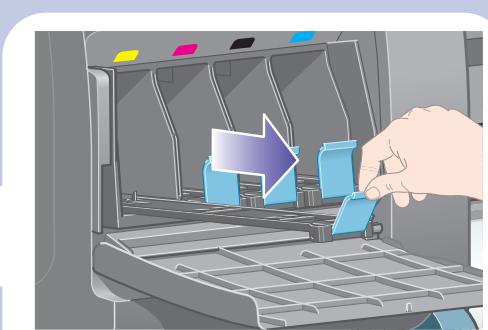
Slide the ink cartridge drawer out.

Place the ink cartridge onto the ink cartridge drawer. Note that there are marks on the drawer showing the correct location.
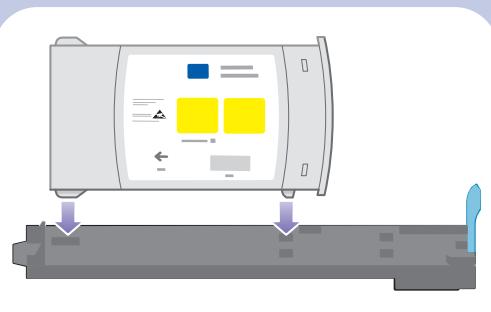
Position the ink cartridge at the rear of the drawer as indicated.
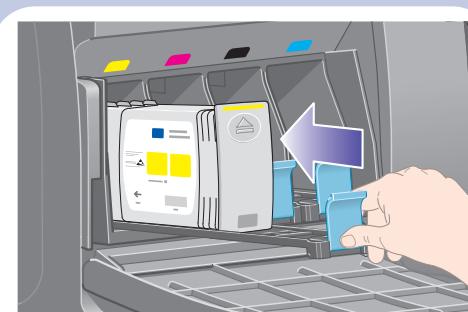
Push the ink cartridge drawer back into the printer until it locks into position.
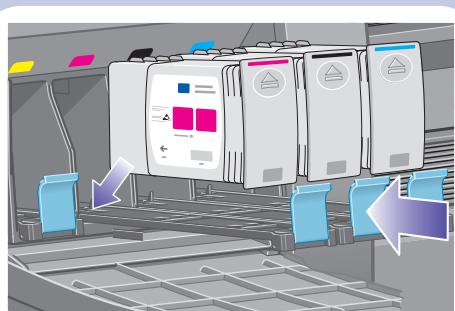
Following the same instructions, install the other three ink cartridges.

Close the ink cartridge door.

```
Open window to access print-
heads or press ✖ to quit
```
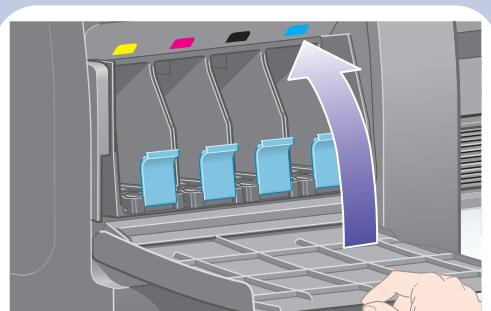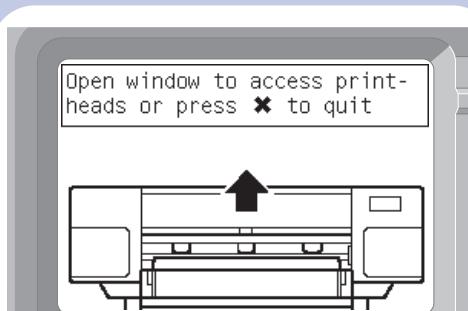
Wait (about a minute) until you see this front panel message.

8 Removing setup printheads
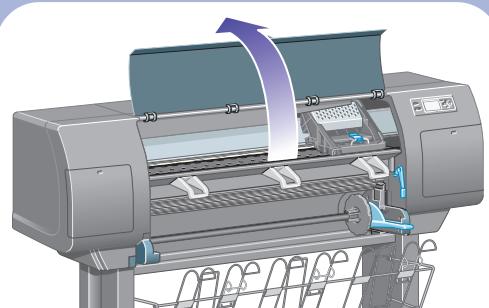
Open the printer window.
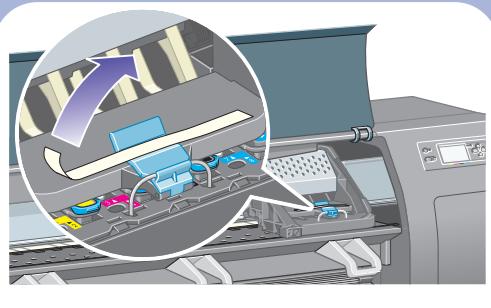
Remove the packing tape that is holding down the printhead carriage latch.
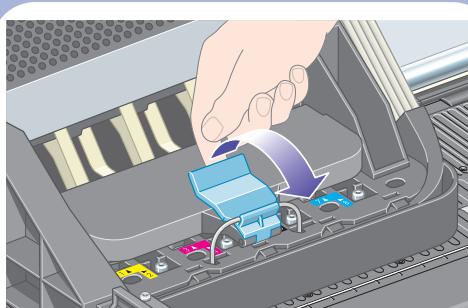
Pull up and release the latch on top of the carriage assembly.
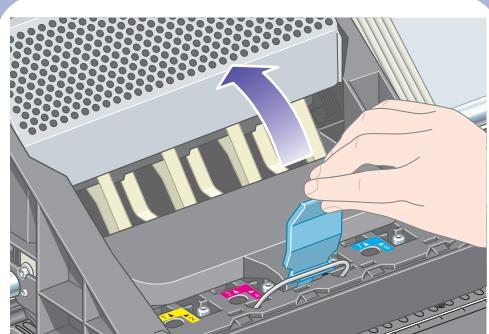
Lift up the cover. This will give you access to the setup printheads.
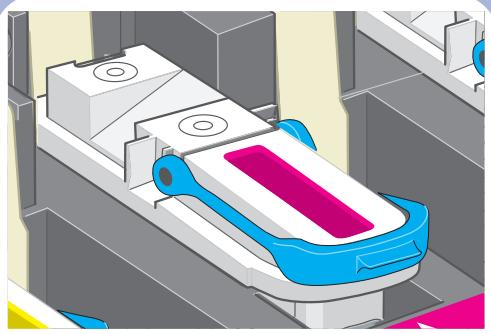
Before removing the setup printheads, look at the window on top of each one and check that the printhead contains ink.
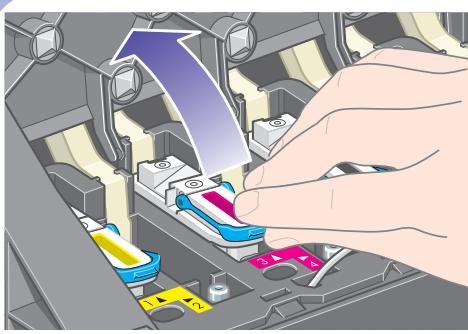
To remove a setup printhead, lift up the blue handle.
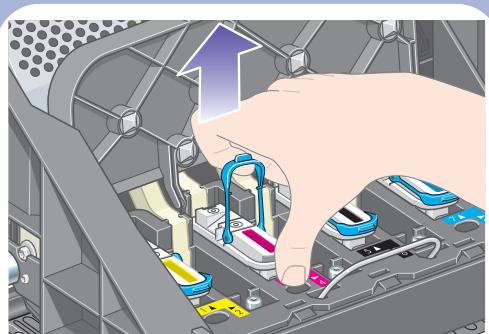
Using the blue handle, gently disengage the setup printhead from the carriage..
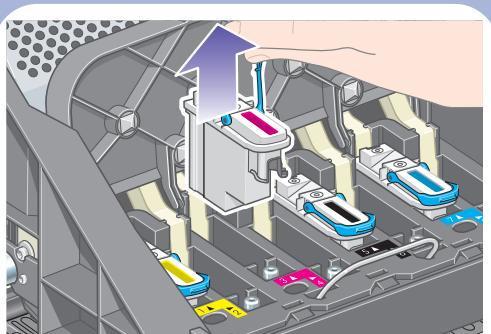
Lift the setup printhead until it is released from the carriage assembly. Then remove the other setup printheads.

9 Installing printheads
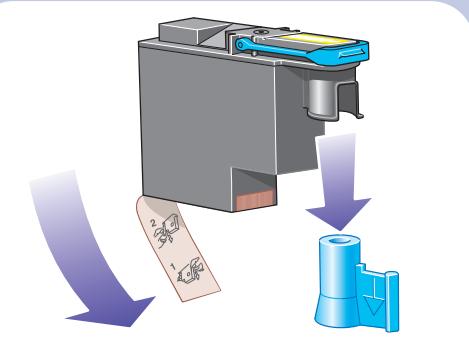
Remove the blue protective cap and the clear protective tape from the printhead.
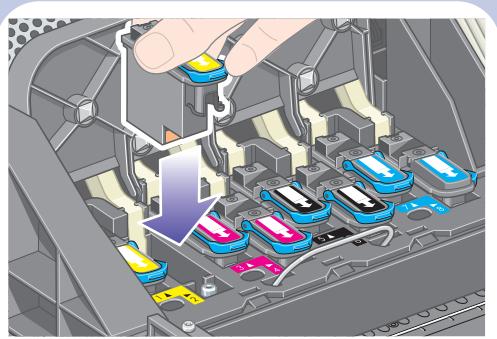
Lower all the printheads vertically into their correct positions.
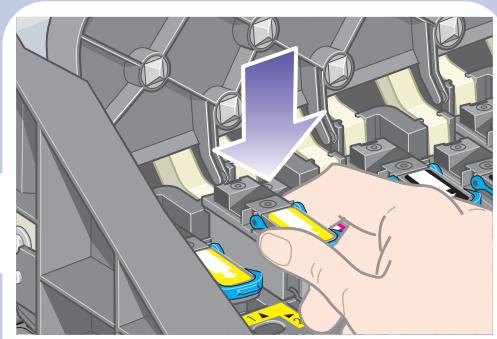
Seat the printheads slowly and carefully.
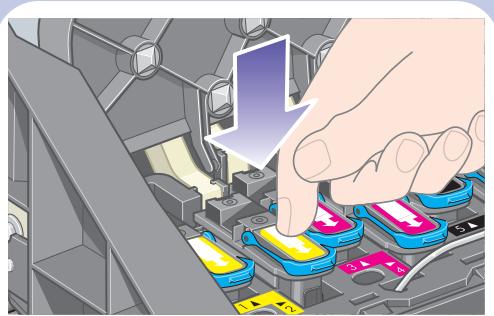
Make sure the printheads are correctly seated. When all the printheads are installed, the front panel prompts, "Close printhead cover and window".

If "Reseat" is displayed on the front panel, check that the protective tape has been removed. Then try reseating the printhead more firmly. If the problem persists, refer to the *Using Your Printer* CD.
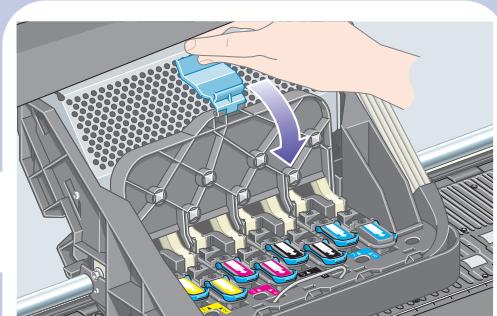
Close the carriage assembly cover.
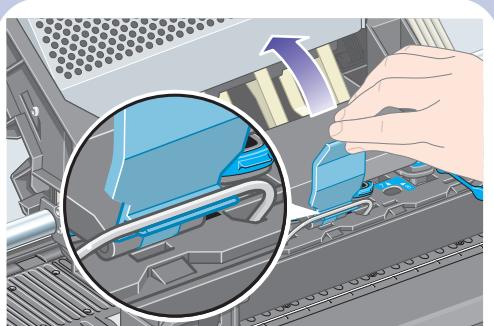
Make sure the latch engages correctly.
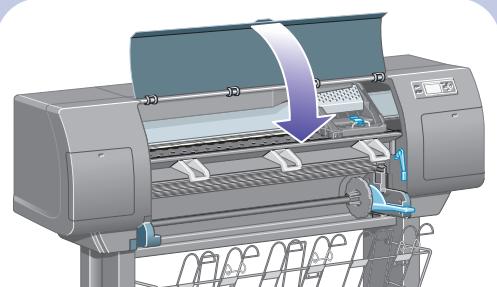
Close the printer window.
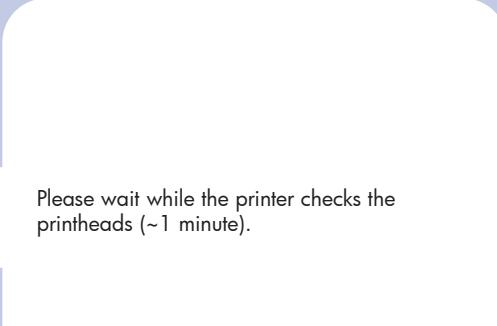
Please wait while the printer checks the printheads (~1 minute).

10 Installing printhead cleaners

Install printhead cleaners.
Open right door
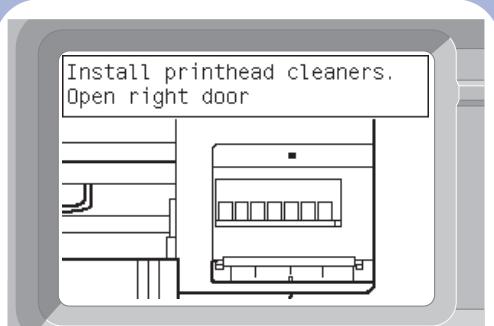
Wait until you see this front panel message.
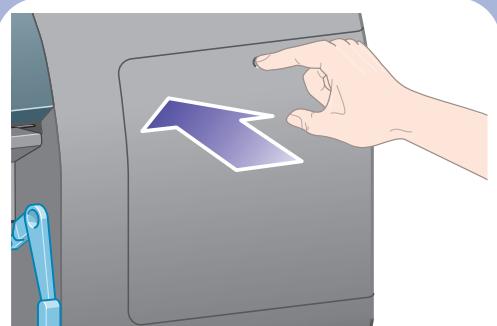
Press the printhead cleaner door, which is on the right side of the printer.
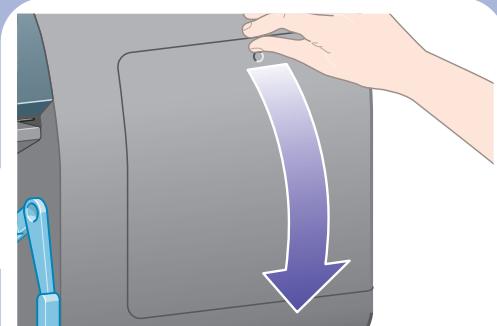
Open the printhead cleaner door.
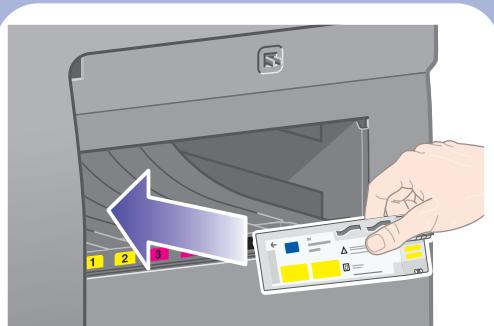
Insert the printhead cleaner into the slot of the correct color.
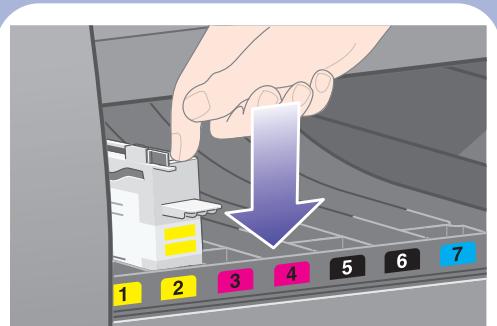
Push the printhead cleaner in and down until it clicks into place.
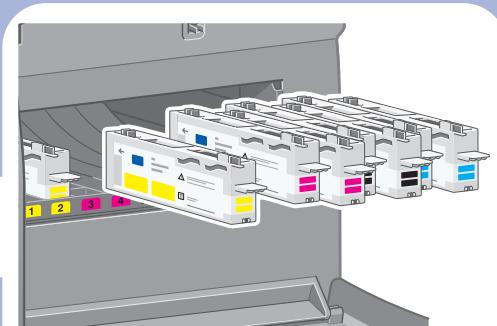
Insert the other seven printhead cleaners into the correct slots.

Close the printhead cleaner door.

```
Ready for paper

No paper loaded
Press √ to enter Paper
menu
```
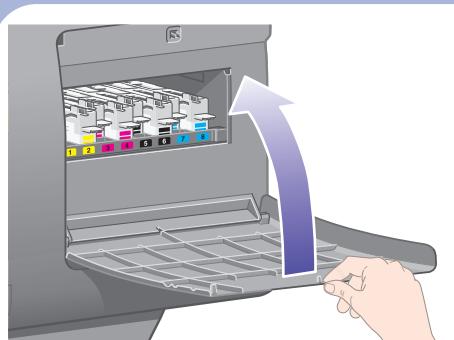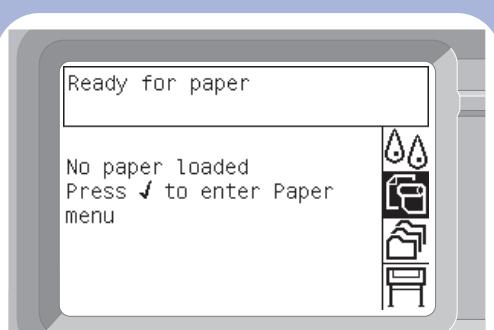
Wait until you see this front panel message. Press the Select (✓) key.

11 Installing a roll
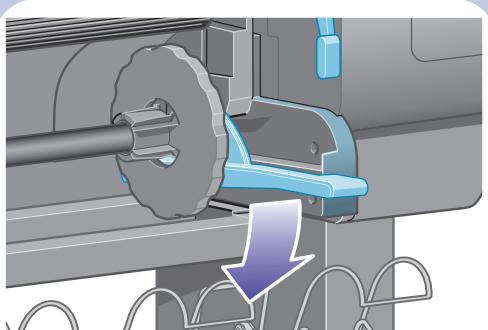
Lower the spindle lever.
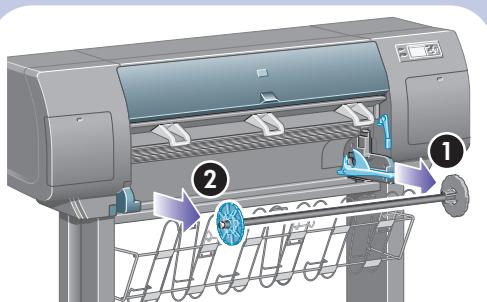
Remove the right-hand end of the spindle (1) from the printer, then move it to the right in order to extract the other end (2).
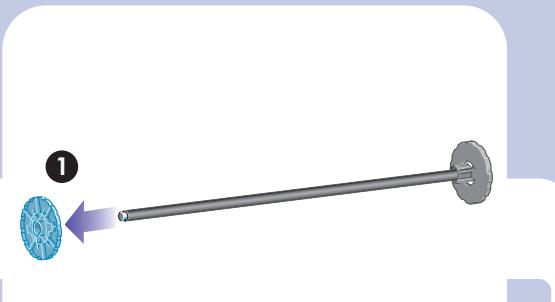
Remove the blue-colored stop (A) from the left-hand end of the spindle. Keep the spindle horizontal.
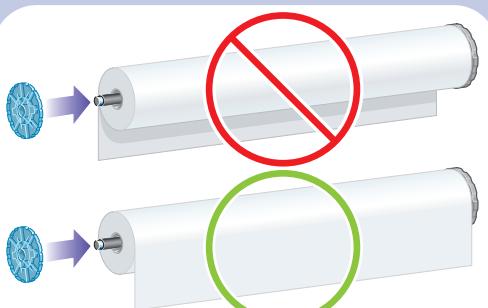
Slide the roll of paper that came with your printer onto the spindle. Make sure the paper is oriented exactly as shown.
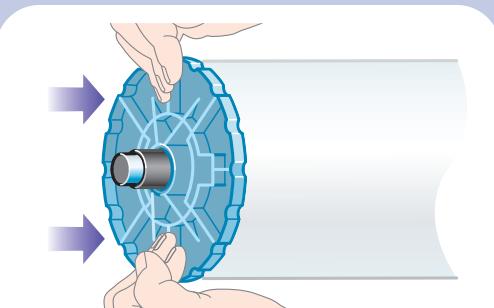
Put the blue-colored stop onto the spindle and push it on as far as it will go without using excessive force.
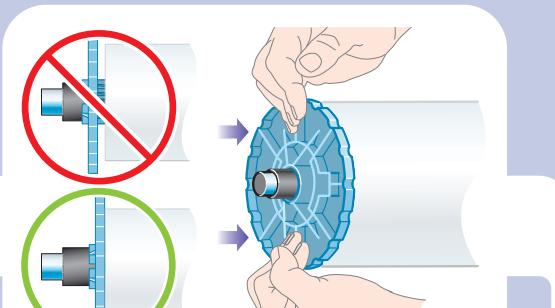
Make sure the blue-colored stop is seated correctly.
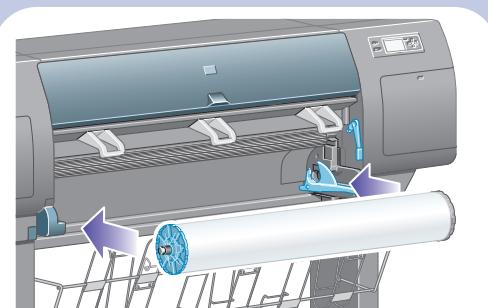
With the blue stop on the left, slide the spindle into the printer. The blue spindle lever will drop down automatically as you insert the spindle.
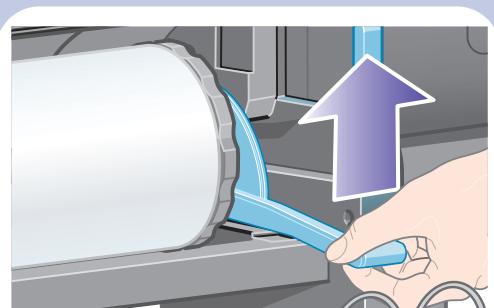
Once you meet resistance, lift the blue lever to seat the spindle properly.
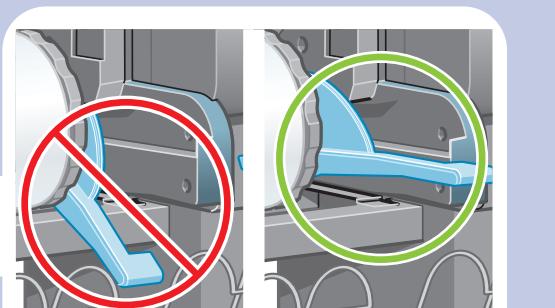
The spindle lever will be in the horizontal position when the spindle has been correctly inserted.

12 Loading the paper

```
Ready for paper

No paper loaded
Press √ to enter Paper
menu
```
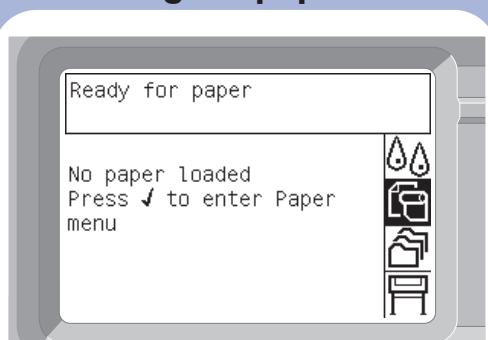
From the front panel, highlight the Paper icon and press the Select (✓) key.

```
Paper menu
Roll
Sheet
Paper handling options
Paper advance calibration
```
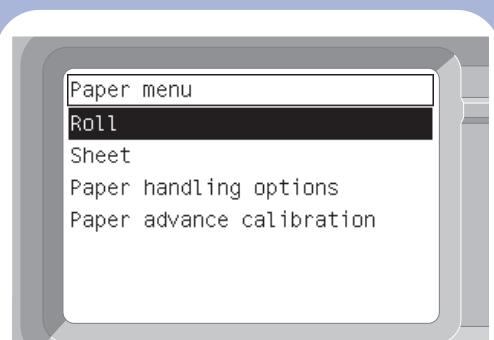
From the front panel, highlight 'Roll' and press the Select (✓) key.

```
Roll
Load roll now
Learn how to load spindle
```
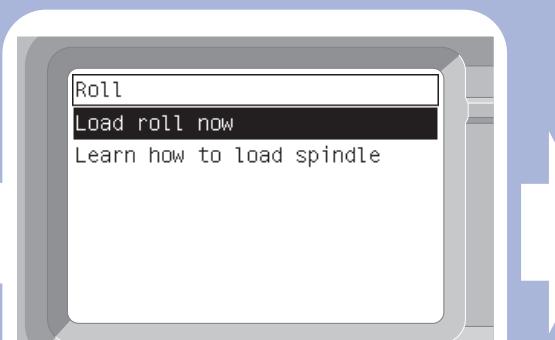
The front panel displays the above. Highlight 'Load roll now' and press the Select (✓) key.

Select paper type
- ☐ High-Gloss Photo
- ☐ Plain Paper
- ☐ Canvas
- ☐ Clear Film
- ☐ Premium Coated Paper
- ☐ Productivity High-Gloss
- ☐ Heavy Coated Paper
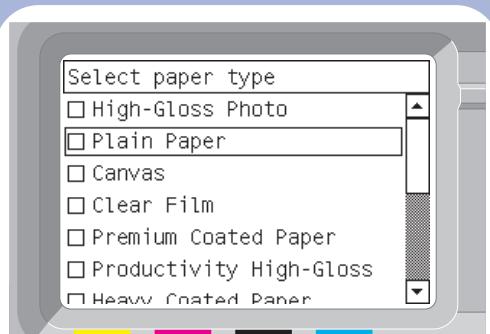
The front panel displays the above. Highlight the paper type you have loaded and press the Select (✓) key.

Open window
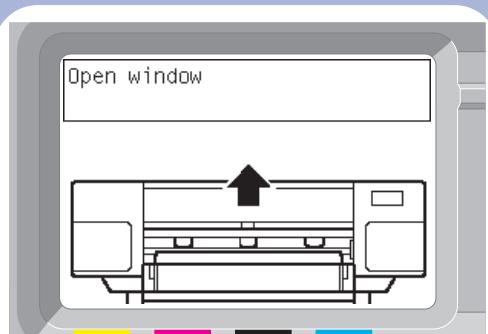
Wait until you see this front panel message.
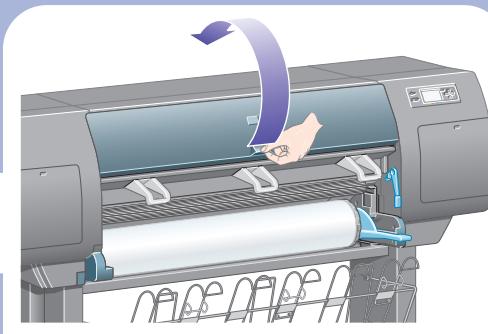
Open the printer window.
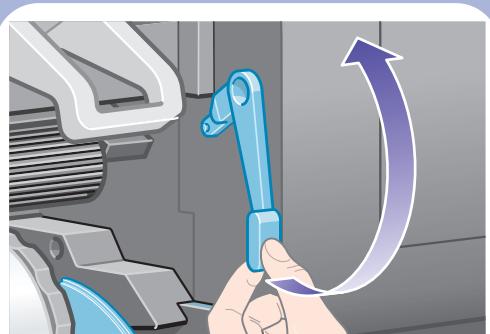
Lift the paper load lever.
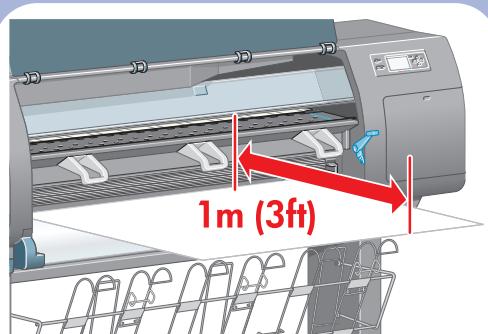
1m (3ft)

Pull out approximately 1 m (3 ft) of the roll.

Insert the edge of the roll above the black roller.
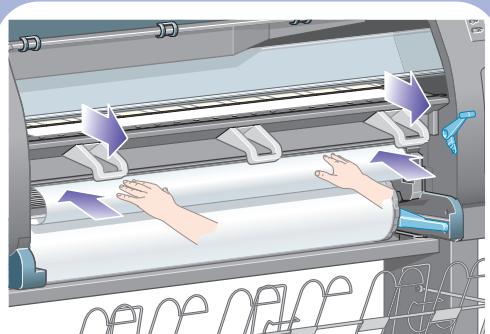
Wait until the paper emerges from the printer as shown above.
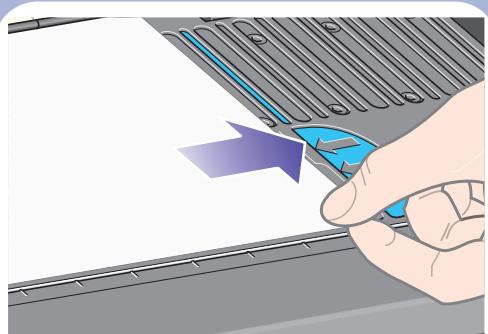
Make sure the paper is aligned with the blue line and half circle on the platen.
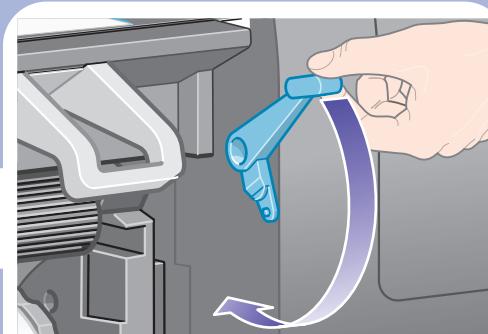
Lower the paper load lever.
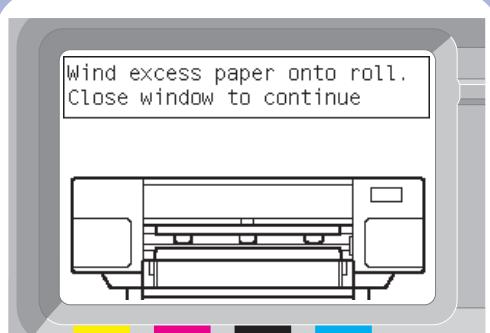
Wind excess paper onto roll. Close window to continue

You should see the front panel message above.
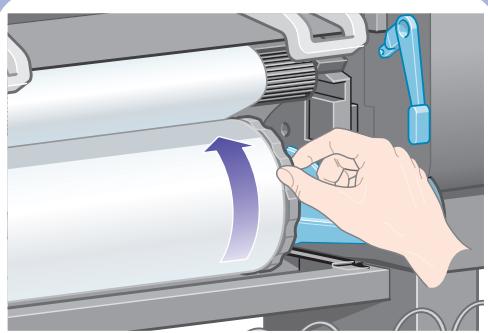
Using the stops, carefully wind the excess paper back on to the spindle.

Lower the printer window.
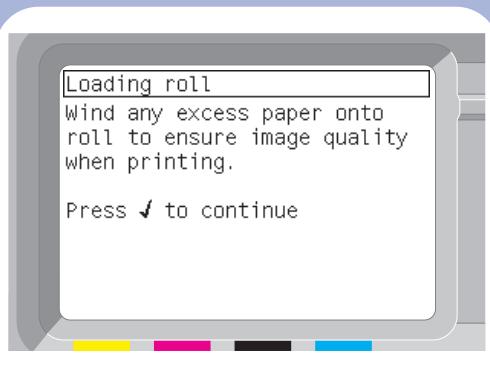
Loading roll
Wind any excess paper onto roll to ensure image quality when printing.

Press ✓ to continue

You should see the front panel message above.
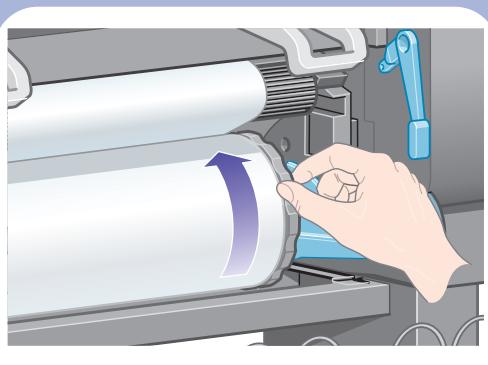
Using the stops, carefully wind the excess paper back on to the spindle.

The printer will automatically perform printhead alignment and a color calibration for the paper type that you have inserted. During this process the printer will advance the paper up to 3 m (~10 ft) before printing.
Please do not try to stop the paper advance; it is necessary to ensure a successful printhead alignment.
The whole alignment and calibration process will take about twenty minutes; while it is going on, you can proceed to the next section.

13 Hardware setup

PC, Macintosh
or workstation

Printer   Server   PC, Macintosh
                                 or workstation
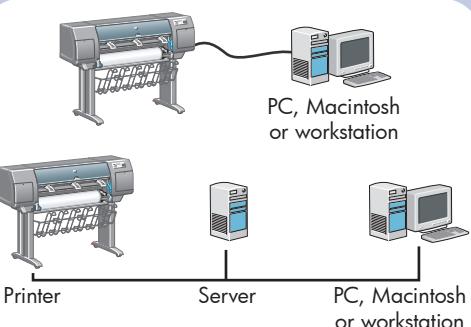
Your printer can be connected to a computer directly or to one or more computers via a network.
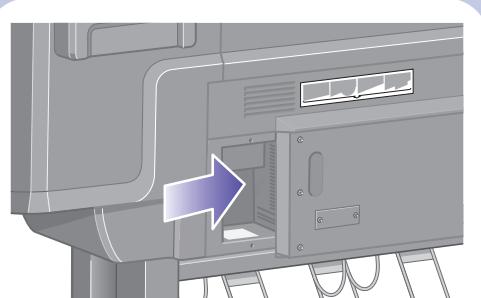
Locate the area at the back of the printer where you can connect the printer to your computer or network, or install an optional accessory.
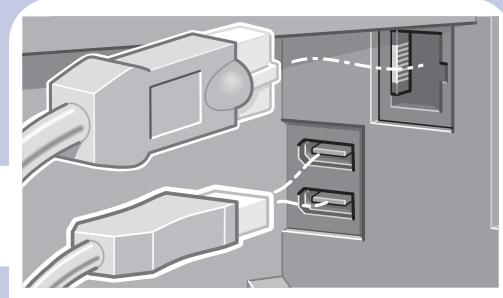
A Fast Ethernet socket is provided for connection to a network. Two FireWire sockets are provided for direct connection to computers.
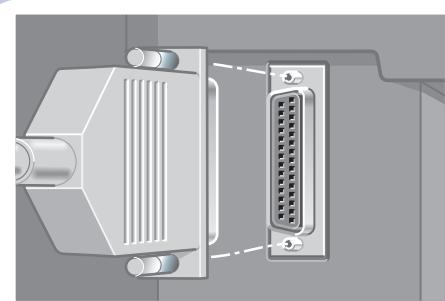
A larger socket is provided to connect an optional accessory. **Caution: do not attempt to use this socket for any other purpose.**
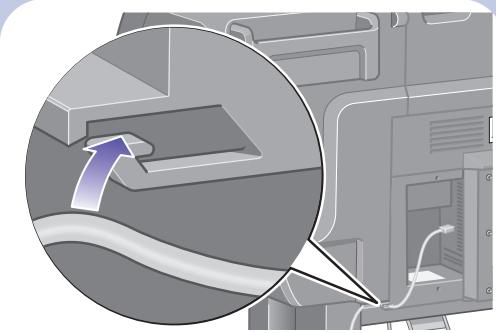
Pass the LAN cable through the hook at the rear of the printer.
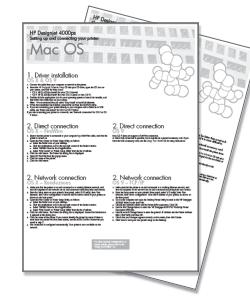
Now you have completed the assembly of your printer. The following pages describe how to configure your computer for successful printing.

Mac OS

1. Driver installation
OS X & OS 9

1. Connect the cable from your computer or network to the printer.
2. Insert the *HP Designjet Software Setup* CD into your CD drive, open the CD icon on your screen, and look for these icons:
   - 'OS X HP DJ 4000ps Install' (for Mac OS X Native)
   - 'OS 9 HP DJ 4000ps Install' (for Mac OS X Classic or Mac OS 9)
3. Double-click the appropriate icon for your operating system to launch the installer, and then follow the instructions on your screen.
   Note: We recommend that you select 'Easy Install' to install all elements.
4. When the installation has finished, remove the CD from the CD-ROM drive.
5. If you are connecting your printer directly to your computer with a FireWire or USB cable, see 'Direct connection' for OS X or OS 9 below.
   If you are connecting your printer to a network, see 'Network connection' for OS X or OS 9 below.
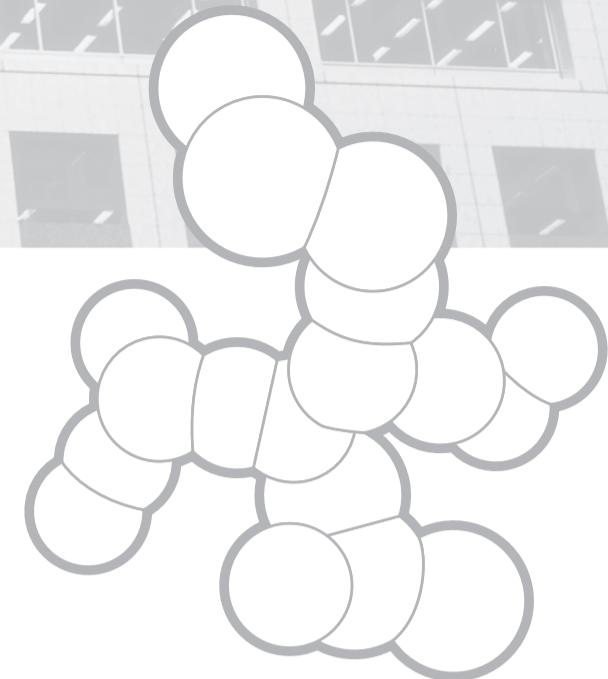
2. Direct connection
OS X – FireWire

1. Ensure that the printer is connected to your computer by a FireWire cable, and that the printer is turned on.
2. Open the Print Center or Printer Setup Utility, as follows:
   a. Select the Finder icon on your desktop.
   b. Click the Applications icon in the top right corner of the Finder window.
   c. Select 'Utilities' from the list of applications.
   d. Select 'Print Center' or 'Printer Setup Utility' from the list of utilities.
3. Click the Add button. The Printer List dialog box is displayed.
4. Select HP FireWire from the popup menu.
5. Click the name of the printer.
6. Click the Add button.
7. Your printer is now ready to use, printer setup is complete.

2. Direct connection
OS 9

Mac OS 9 does not support a FireWire connection.
A direct USB connection is possible, but it requires an optional accessory card. If you have the USB accessory card, see the *Using Your Printer* CD for setup instructions.

2. Network connection
OS X – Rendezvous

1. Make sure that the printer is on and connected to a working Ethernet network, and that all computers in the network are on and connected (including hubs and routers).
2. From the Setup menu on your printer's front panel, select 'I/O setup', then 'Fast Ethernet', then 'Show configuration'. Note the mDNS service name and IP address of your printer, as shown on the front panel.
3. Open the Print Center or Printer Setup Utility, as follows:
   a. Select the Finder icon on your desktop.
   b. Click the Applications icon in the top right corner of the Finder window.
   c. Select 'Utilities' from the list of applications.
   d. Select 'Print Center' or 'Printer Setup Utility' from the list of utilities.
4. Click the Add button. The Printer List dialog box is displayed. Ensure that Rendezvous is selected in this dialog box.
5. Click the name of the printer. If you cannot identify the printer by name (if there is more than one printer with the same name), use the mDNS Service Name that you noted in step 2.
6. The connection is configured automatically. Your printer is now available on the network.
7. Now turn the page and go to the Embedded Web Server information.

2. Network connection
OS 9 – TCP/IP

1. Make sure that the printer is on and connected to a working Ethernet network, and that all computers in the network are on and connected (including hubs and routers).
2. From the Setup menu on your printer's front panel, select 'I/O setup', then 'Fast Ethernet', then 'Show configuration'. Note the IP address of your printer, as shown on the front panel.
3. Go to your computer and open the Desktop Printer Utility located in the 'HP Designjet 4000ps' folder on the hard disk.
4. Choose the AdobePS driver and the Printer (LPR) connection. Click OK.
5. Use the first Change button to select the 'HP Designjet 4000 PS3' PostScript Printer Description (PPD) file.
6. Use the second Change button to enter the printer's IP address into the Printer Address field. Click Verify and then OK.
7. Check that your changes appear correctly on the screen, then click Create.
8. Click Save to save your new printer setup on the Desktop.
9. Now turn the page and go to the Embedded Web Server information.

For other network configurations or further details, please refer to the 'Using Your Printer' CD.

Windows
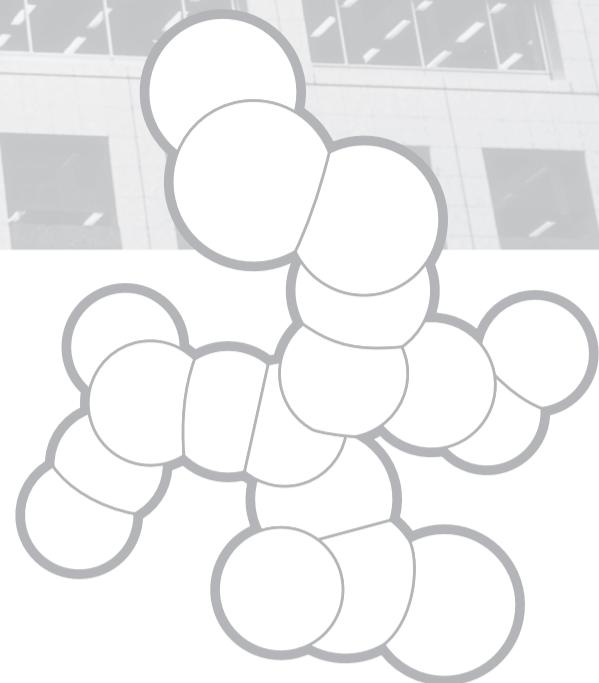
Network connection
Windows

A network connection is the best way to share your printer with your team.

1. Make sure that the printer and the computer are both connected to the network.
2. Go to the printer's front panel and highlight the Setup icon.
3. The front panel will display some information, including the printer's IP address. Make a note of the IP address.
4. Insert the *HP Designjet 4000 Series Printer Software Setup for Windows* CD into your CD drive. If the CD does not autorun, run the SETUP.EXE program in the root folder of the CD.
5. Follow the instructions on your screen to set up the printer.
6. When asked how the printer is connected, choose 'Connected via the network'.
7. When asked what network setup you require, choose 'Basic network setup'.
8. Select your printer from the list. If you have more than one HP Designjet printer, use the IP address that you noted earlier to confirm that you have selected the correct printer.
9. The network settings of the selected printer are displayed. Check that they are correct, then click 'Next' to continue.
10. Select your printer model and click 'Next' to continue.
11. Click 'Next' until you have completed the installation of the printer driver.
12. We recommend that you take the opportunity to print a test page when prompted to do so.
13. Now turn the page and go to the Embedded Web Server information.

Direct connection
Windows

A direct connection using FireWire or USB may be faster than a network connection, but the cable is limited in length and it is more difficult to share the printer.
Please note that a USB connection requires an optional accessory card.

1. **Do not connect the computer to the printer yet.** You must first install the printer driver software on the computer, as follows.
2. Insert the *HP Designjet 4000 Series Printer Software Setup for Windows* CD into your CD drive. If the CD does not autorun, run the SETUP.EXE program in the root folder of the CD.
3. Follow the instructions on your screen to set up the printer.
4. When asked how the printer is connected, choose 'Connected directly to this computer'.
5. Choose your connection method and click 'Next'.
6. Choose your printer model and click 'Next'.
7. When prompted to do so, connect your computer to the printer, using a FireWire or USB cable. Ensure that the printer is switched on. When the printer software has detected the printer, the installation process will be completed automatically.
8. We recommend that you take the opportunity to print a test page when prompted to do so.
9. Your printer is now ready to use, printer setup is complete.

For further details, please refer to the 'Using Your Printer' CD.

Embedded Web Server

Embedded Web Server
Windows and Mac OS

1. Open a Web browser on any computer with an Internet connection, and enter the IP address of your printer (available only if you have a network connection to the printer).

2. Check that the Embedded Web Server opens and you can see information about your printer similar to that shown below.

Supplies window

Jobs queue window

You can now submit print jobs and control many aspects of your printer's operation from the Web browser.

Your printer is now ready to use, printer setup is complete.

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