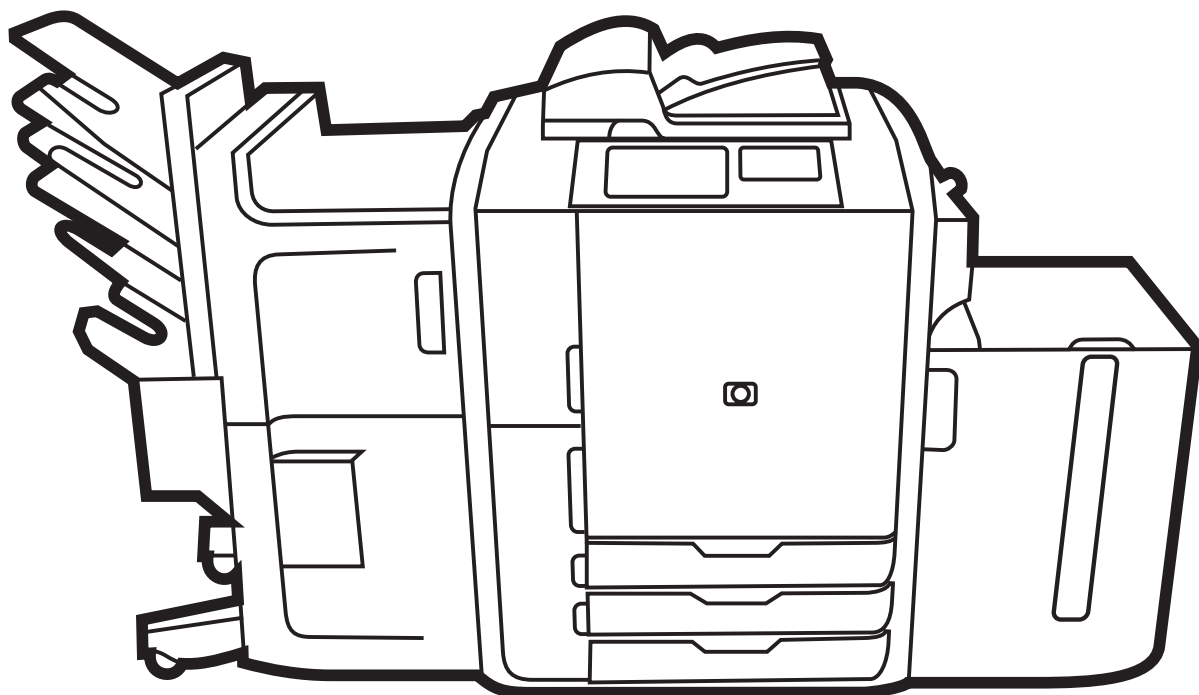


HP CM8060/CM8050 Color MFP with Edgeline Technology

System Administrator Guide



HP CM8060/CM8050 Color MFP with Edgeline
Technology
System Administrator Guide



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Safety information



Use only a grounded electrical outlet when connecting the device to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.

Install the device in a protected location where no one can step on or trip over the power cord, and where the power cord will not be damaged.

When the device is connected to a 110-127V or 120V source, it must be connected to a dedicated 20 Amp outlet.

AC Delta and AC Wye power system statement: The device is designed to use an IT power system.

There is a risk of explosion if the battery is replaced with an incorrect type. Dispose of used batteries according to the instructions.



Risk of injury from moving parts. Do not reach into the stapler. Do not reach below moving trays.

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1 Introduction

This chapter contains information about the following topics:

- [About this guide](#)
- [Conventions used in this guide](#)
- [Recommended setup process](#)
- [Configurations](#)
- [Features](#)
- [Product walkaround](#)
- [Turn the device on and off](#)
- [Use the control panel](#)

⚠ **WARNING!** To avoid injury, do not touch moving parts. Do not reach into the device except to clear jams, to replace ink cartridges, or to add or remove paper.

About this guide

This guide provides information that system administrators need to set up, manage, and maintain the HP CM8060/CM8050 Color MFP with Edgeline Technology.

It also includes the same information about using the device features that is available in the *HP CM8060/CM8050 Color MFP with Edgeline Technology Quick Reference Guide*. This guide is provided in hard-copy form for device users.

Conventions used in this guide

Throughout this guide, several tips, notes, cautions, and warnings alert you about important information.



TIP: Tips provide helpful hints or shortcuts.



NOTE: Notes provide important information to explain a concept or to complete a task.



CAUTION: Cautions indicate procedures that you should follow to avoid losing data or damaging the device.




WARNING! Warnings alert you to specific procedures that you should follow to avoid personal injury, catastrophic loss of data, or extensive damage to the device.

Recommended setup process

Before anyone in your organization uses the device, you need to establish some default settings. The configuration options are flexible to meet your specific needs.

HP recommends the following general procedure for setting up the device. For detailed information, follow the links to the appropriate sections in this guide.

1. Install all the hardware. The HP representative does this step.
 2. Load paper in the trays.
See [Load trays on page 162](#).
 3. Connect the device to the network. If an analog fax accessory is installed, connect the device to a phone line.
See [Connect the device on page 17](#).
 4. Install the device software.
See [Device software on page 23](#).
 5. Turn the device on, and wait for the Home screen to appear with the word **Ready** in the upper-left corner.
See [Turn the device on and off on page 11](#), and see [Use the control panel on page 12](#).
 6. On the control panel, touch **Network Address**, and verify that the network address seems correct for your network. Touch **Print** to print the HP Jetdirect configuration page. Save this page for later use.
 7. Familiarize yourself with all the features that are available on the Home screen. Some of these options require setup, such as **E-mail** and **Network Folder**. Decide which of these features you want to make available for users.
See [Use the control panel on page 12](#).
 8. Set up the features by using the **Administration** menu on the control panel and by using the embedded Web server.
See [Configure device settings on page 33](#).
-
-  **NOTE:** To set up digital sending features, Alerts, and Autosend, you might need information about servers on your network, such as the SMTP and LDAP server addresses. See [Digital-send setup worksheet on page 263](#).
-
9. At the device control panel, verify that the features work as you intend them to.
 10. You can control access to the device for some users, and you can restrict color use for all users or only some users. If you want to do this, set up device security and restrict color by using the embedded Web server.
See [Secure the device on page 57](#).
 11. At the device control panel, verify that the security features work as you intend them to.

Configurations

The device is available in two models. The HP CM8060 Color MFP with Edgeline Technology prints and copies at speeds up to 60 pages per minute. The HP CM8050 Color MFP with Edgeline Technology prints and copies at speeds up to 50 pages per minute. All other features are the same for both models.

Both models accept a variety of optional accessories. For a complete list of accessories and part numbers, see [Order supplies and accessories on page 226](#).

Features

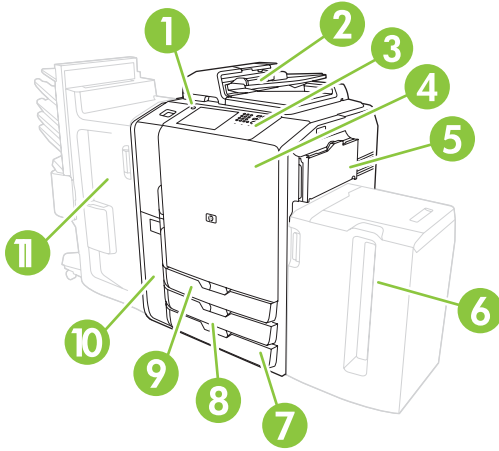
Feature	Description
Control panel	HP Easy Select control panel provides access to all features Adjustable backlight Numeric keypad plus five job-control hard keys Sleep button to put the device into an energy saving Sleep mode On/off button on the control panel
Paper handling	The standard input trays hold a total of up to 1,580 sheets of 75 g/m ² (20-lb bond) paper. <ul style="list-style-type: none">Tray 1 holds up to 80 sheets.Trays 2–4 each hold up to 500 sheets. The document feeder holds up to 100 sheets of 75 g/m ² (20-lb bond) paper. The optional high-capacity input tray (Tray 5) holds up to 4,000 sheets of 75 g/m ² (20-lb bond) paper. The single output bin holds up to 300 sheets of 75 g/m ² (20-lb bond) paper. The optional finishing device holds a total of up to 3,700 sheets of 75 g/m ² (20-lb bond) paper. <ul style="list-style-type: none">Output Bins 1–2 each hold up to 400 sheets.Output Bins 3–4 each hold up to 200 sheets.Output Bin 5 holds up to 2,500 sheets.
Printer drivers	HP PCL 6 HP PCL 5c HP postscript level 3 emulation Fax driver
Fonts	93 internal fonts
Connectivity	Hi-Speed USB 2.0 cable interface Host-USB LAN (RJ-45) Enhanced input/output (EIO) slot for adding an HP Jetdirect print server, a parallel port, or other accessories

Feature	Description
Supplies	<p>Customer-replaceable supplies include five ink cartridges.</p> <p>The device provides supplies status information at the control panel, and an internal supplies-status page.</p>
Memory	<p>1024 MB of random access memory (RAM), standard. This is also the maximum memory for the device.</p> <p>80 GB embedded hard disk</p>
Accessories	<p>Optional high-capacity input tray (Tray 5)</p> <p>Optional HP Multifunction Finisher</p> <p>Optional HP 4-Bin Job Separator</p> <p>A variety of EIO accessories</p> <p>HP analog fax accessory</p> <p>NOTE: For a complete list of accessories and part numbers, see Order supplies and accessories on page 226.</p>
Accessibility	<ul style="list-style-type: none"> ● A complete, multipage copy or print job can be completed by using only one hand. ● Paper can be loaded in all trays by using only one hand. ● All ink cartridges can be replaced by using only one hand. ● Most paper jams can be cleared by using only one hand, but clearing some jams might require two hands. ● The font size for text on the control panel is at least 10.5 points (12 pixels). ● The device provides audible feedback when you press the buttons.

Product walkaround

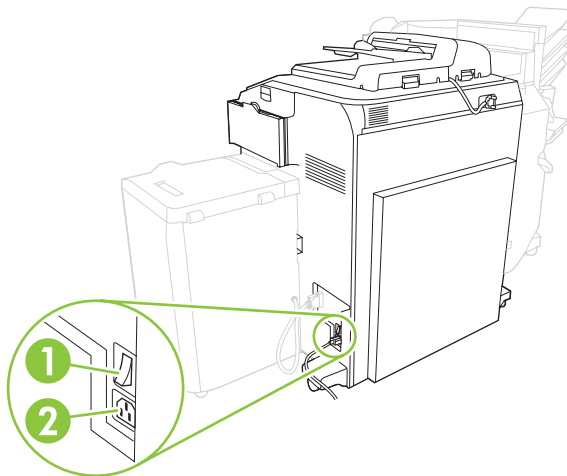
Before using the device, familiarize yourself with its major components.

Front view



1	On/off button
2	Document feeder
3	Control panel
4	Front door
5	Tray 1 (manual feed; holds 80 sheets of standard paper)
6	Tray 5 (optional high-capacity tray; holds 4,000 sheets of standard paper)
7	Tray 4 (holds 500 sheets of standard paper)
8	Tray 3 (holds 500 sheets of standard paper)
9	Tray 2 (holds 500 sheets of standard paper)
10	Ink cartridge door
11	Optional finisher

Back view (right side)

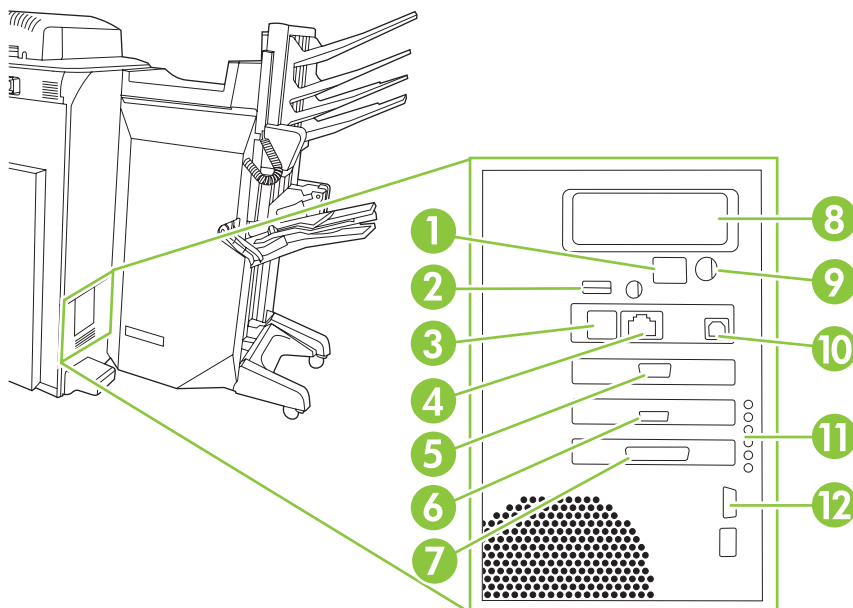


- | | |
|---|---------------------|
| 1 | Master power switch |
| 2 | Power connection |

⚠ WARNING! Do not use the master power switch or unplug the device unless you have already turned the device off by using the on/off button on the control panel. If you use the master power switch to turn off the device, wait for the amber LED to turn dark before you turn the switch on again.

Back view (left side)

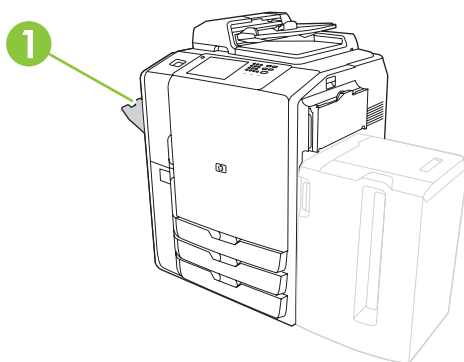
The following figure shows the interface ports for the device.



- | | |
|---|---|
| 1 | Boot Codes LCD monitor (for service use only) |
|---|---|

2	Host USB (for connecting an accessory to the device)
3	Fax (RJ-11) (covered with label)
4	Embedded LAN (RJ-45) (no telecommunication connections)
5	CAN Interface (Finisher)
6	Engine Interface (PCI Express)
7	Scanner Interface
8	EIO Slot
9	FIH (Foreign Interface Harness)
10	Device USB (for connecting the device to a computer)
11	Status LEDs for (service use only)
12	Engine Power Control (Serial)

Single output bin

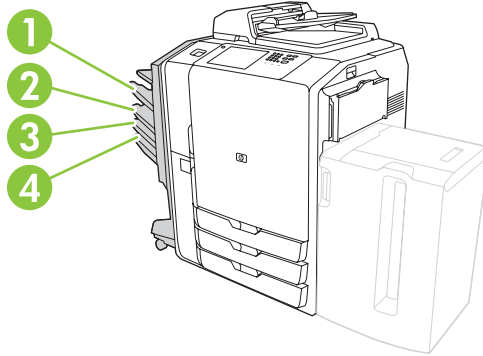


1	Single output bin
---	-------------------

Optional finishers

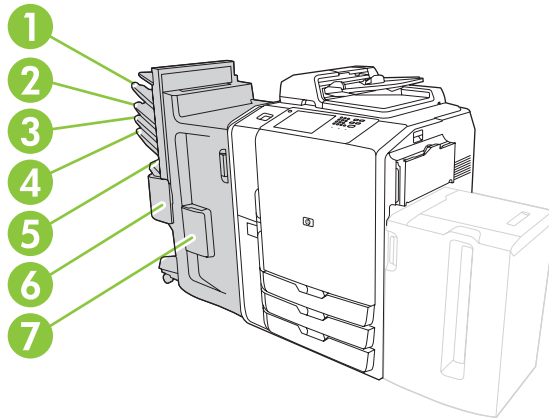
By default, when an optional finisher is installed, all copy jobs are sent to Output Bin 1, print jobs are sent to Output Bin 2, and fax jobs are sent to Output Bin 3. The system administrator can change these default settings.

Optional HP 4-Bin Job Separator



1	Output Bin 1 (Copy jobs)
2	Output Bin 2 (Print jobs)
3	Output Bin 3 (Fax jobs)
4	Output Bin 4

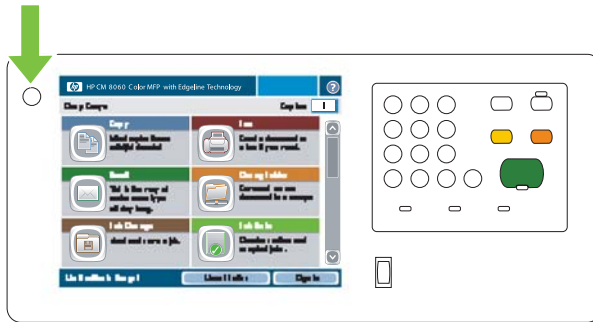
Optional HP Multifunction Finisher



1	Output Bin 1 (Copy jobs)
2	Output Bin 2 (Print jobs)
3	Output Bin 3 (Fax jobs)
4	Output Bin 4
5	Output Bin 5 (all stapled jobs are delivered to Output Bin 5)
6	Stapler 2
7	Stapler 1

Turn the device on and off

To turn the device on and off, press the on/off button on the device control panel.

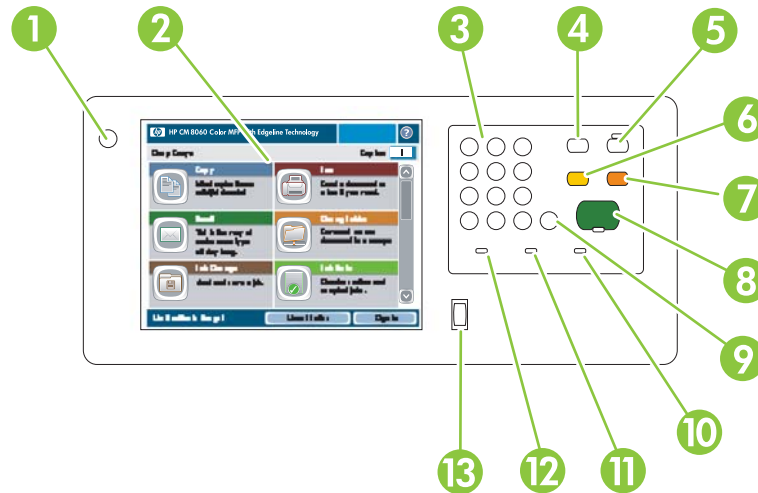


⚠ WARNING! Do not use the master power switch or unplug the device unless you have already turned the device off by using the on/off button on the control panel.

Use the control panel

The control panel has a full-color VGA touchscreen that provides easy access to all device functions. Use the buttons and numeric keypad to control jobs and the device status. The LED lights indicate overall device status.

Control-panel layout

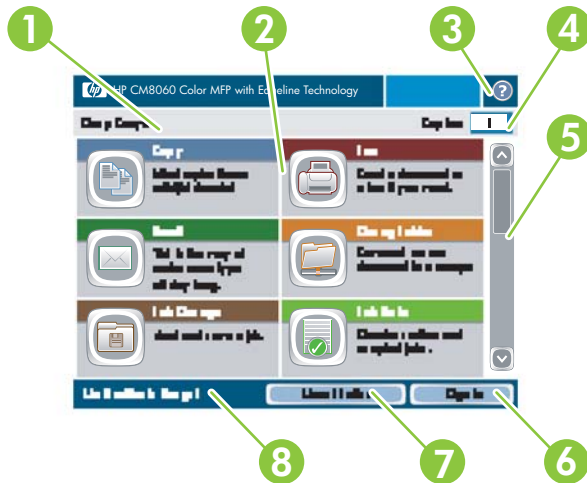


1	On/off button	Turn the device on and off.
2	Touchscreen	Select and use all device features.
3	Numeric keypad	Specify the quantity for copies and other numeric information.
4	Interrupt button	Pause the device so you can insert a new job into the queue for immediate printing.
5	Sleep button	Put the device into a low-power, Sleep mode to save energy. If the device is already in Sleep mode, the light next to the button is lit amber. Press Sleep to return to the ready mode.
6	Reset button	Restore all the device settings to the default values, and return to the Home screen. Press this button to sign out if you are signed in.
7	Stop button	Halt the current job. The job status screen opens. If the device was processing a print job, it prompts you to cancel the job or to resume it. If it was processing a scan job, the job is immediately canceled. Touch OK to continue.
8	Start button	Begin copying, scanning, printing a stored job, or resume printing a job that has been interrupted.
9	Clear button	Clear the active number or text field, or return it to the default value.
10	Attention light	Indicates that the device has a condition that requires intervention. Examples include an empty paper tray or an error message on the touchscreen.
11	Data light	Indicates that the device is receiving data.
12	Ready light	Indicates that the device is ready to begin processing any job.
13	Brightness-adjustment dial	Controls the background lighting of the touchscreen.

Home screen

The Home screen provides access to the device features, and it indicates the current status of the device.

NOTE: Depending on how the system administrator has configured the device, the features that appear on the Home screen can vary. To use some features, you might need to sign in.



1	Device status line	Provides information about the overall device status. Various buttons appear in this area, depending on the current status. For a description of the buttons that can appear on the touchscreen, see Buttons on the touchscreen on page 15 .
2	Features	Depending on how the system administrator has configured the device, the features that appear in this area can include any of the following items: <ul style="list-style-type: none"> ● Copy ● Fax ● E-mail ● Network Folder ● Job Storage ● Job Status ● Supplies Status ● Administration ● Service <p>You might need to scroll to see all the features.</p>
3	Help button	Open the built-in Help system. You can search for information by using the Help menu, or you can search by keyword. See Control-panel Help system on page 15 .
4	Copy count	Indicates the number of copies that the device is set to make. To change the copy count, touch the box to open a virtual keypad, or use the numeric keypad on the control panel.
5	Scroll bar	Touch the up or down arrows on the scroll bar to see the complete list of available features.

6	Sign In or Sign Out	<p>You might be required to sign in to use features for which the system administrator has controlled access. These features have a lock symbol (🔒) next to them. Depending on your permissions, if you have signed in, you still might not have access to some features.</p> <p>NOTE: The lock symbol appears after you have signed in. The device administrator can access all of the device features, except the Service menu.</p> <p>Touch Sign In to open a virtual keyboard so you can type your user name and password, or type your access code. After you sign in, the name of this button changes to Sign Out.</p>
7	Network Address	<p>Find information to connect the device to the network or to install a printer driver.</p>
8	Date and time	<p>The current date and time appear here. The system administrator can select the format that the device uses to show the date and time, for example: 12-hour format or 24-hour format.</p>

Buttons on the touchscreen

Various buttons can appear on the touchscreen.



Home button. Touch this button to go to the Home screen from any other screen.



Start button. Touch this button to begin the action for the feature that you are using.

NOTE: The name of this button changes for each feature. For example, in the **Copy** feature, the button is named **Start Copy**.



Information button. This button appears when two or more settings are in conflict. Touch the button to learn how to resolve the conflict.



Error button. This button appears whenever the device has an error that requires attention before it can continue. Touch this button to see a message that describes the error. The message also has instructions for solving the problem.



Warning button. This button appears when the device has a problem but can continue functioning. Touch the warning button to see a message that describes the problem. The message also has instructions for solving the problem.



Help button. Touch this button to open the built-in online Help system. For more information, see [Control-panel Help system on page 15](#).

Control-panel Help system

The device has a built-in Help system that explains how to use each screen. To open the Help system, touch the Help button (🔍) in the upper-right corner of the screen.

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu. You can also search for information by using a keyword. Touch **Index** and then type a keyword.

For screens that contain settings for individual jobs, the Help opens to a topic that explains the options for that screen.

If the device alerts you of an error or warning, touch the error (❗) or warning (⚠️) button to open a message that describes the problem. The message also contains instructions to help solve the problem.

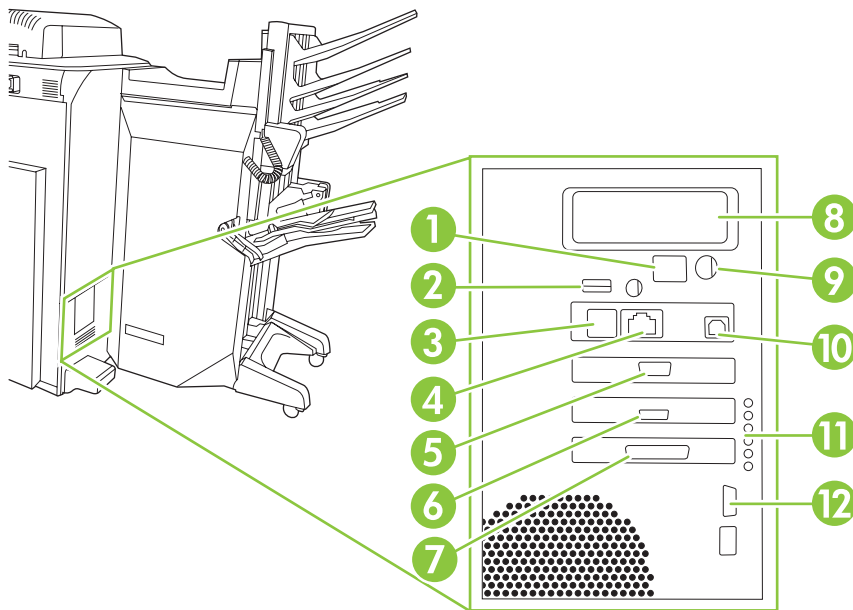
2 Connect the device

This chapter contains information about the following topics:

- [Interface ports](#)
- [Connect to a phone line](#)
- [Connect to a network](#)

Interface ports

The following figure shows the interface ports for the device.

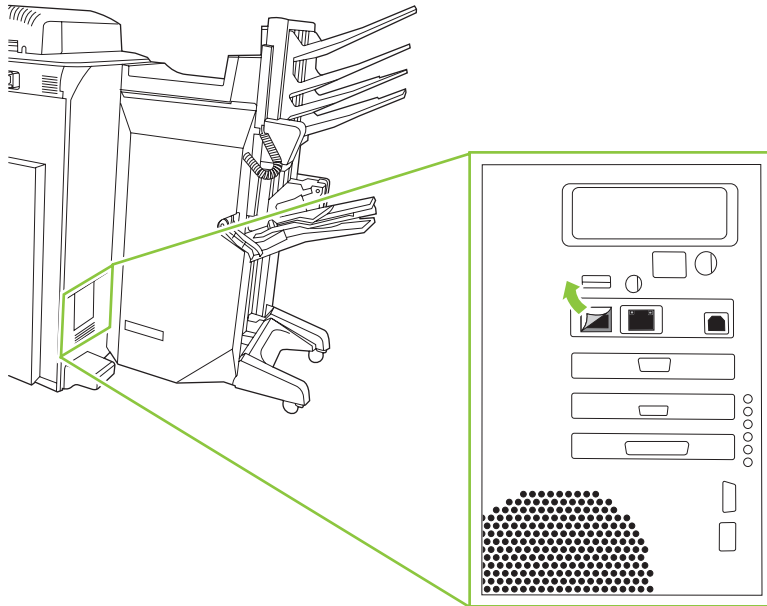


1	Boot Codes LCD monitor (for service use only)
2	Host USB (for connecting an accessory to the device)
3	Fax (RJ-11) (covered with label)
4	Embedded LAN (RJ-45) (no telecommunication connections)
5	CAN Interface (Finisher)
6	Engine Interface (PCI Express)
7	Scanner Interface
8	EIO Slot
9	FIH (Foreign Interface Harness)
10	Device USB (for connecting the device to a computer)
11	Status LEDs for (service use only)
12	Engine Power Control (Serial)

Connect to a phone line

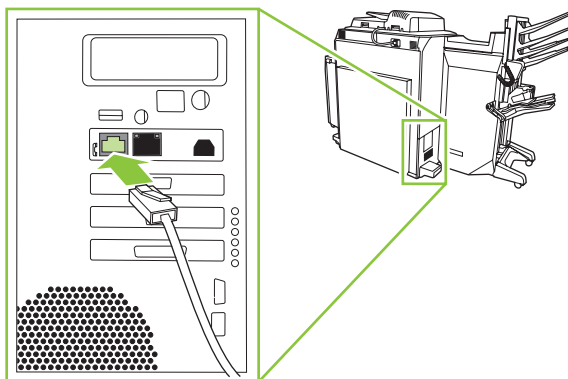
The device must be connected to an analog phone line to send and receive faxes. Connect the device to a phone line by doing the following:

1. Remove the label that covers the Fax (RJ11) interface port.

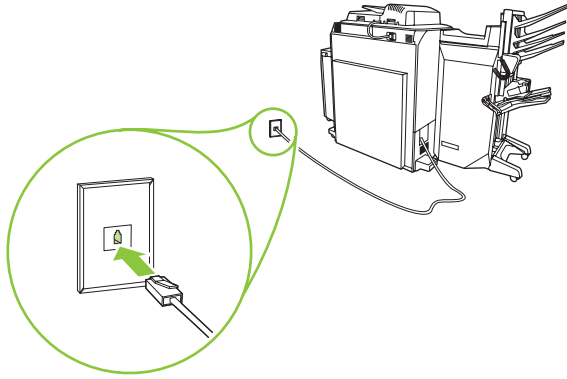


2. Plug one end of a phone cable into the Fax (RJ11) interface port.

⚠ WARNING! For protection against overvoltage, use a minimum 26 AWG cable to connect to the device modem module.



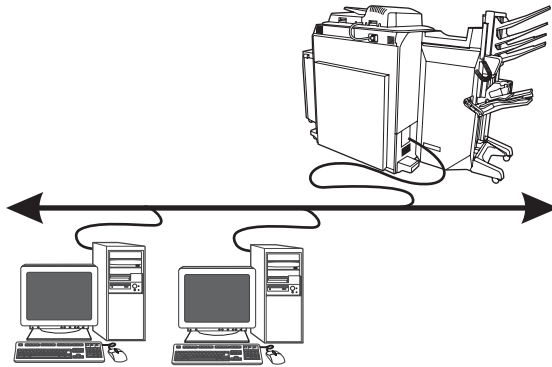
3. Plug the other end of the phone cable into your phone service.



Connect to a network

HP recommends that you use the HP software installer CD that comes with the device to set up the device using the network configurations. You are not required to install additional software if you use the installer. There are two possible network device and printing configurations:

- The device is connected directly to the network (direct mode or peer-to-peer printing). Each network user prints directly to the network address or hostname of the device. This network configuration is recommended for groups of 10 to 20 users or small offices.
- The device is connected directly to the network, and a shared print queue is configured on a network server (client-server printing). This shared print queue spools directly to the device by using a network port. This network configuration is recommended for larger workgroups of more than 30 users, and it allows the administrator the option to control driver settings on client computers.



Connection requirements	<ul style="list-style-type: none">• Requires a network connection on the device or an internal or external print server.
Information required during software setup	<ul style="list-style-type: none">• The device network address or hostname. From the Home screen on the control panel, touch Network Address.• Specify a device share name. (Optional)
Installation overview	<ul style="list-style-type: none">• Hardware setup – plug the device directly into the network by using a minimum 26 AWG network cable.• Insert the CD that came with the device and follow the installation steps for each client computer to enable printing.

Use the following steps to connect the device to a network and to configure the network printing options. Configuring a shared print queue is optional, and is described in steps 9 and 10.

Installation steps

1. Plug one end of a network cable into the Embedded LAN (RJ-45) interface port and plug the other end of the network cable into the network.
2. Turn the device on and wait for the initialization process to complete and for a network address or hostname to be assigned. From the Home screen on the control panel, touch **Network Address** to find the network address or hostname. Touch **Print** to print the information.

 **NOTE:** To manually assign a network address, follow the instructions in the note in step 7.

3. Insert the CD that came with the device. The software installer should start without assistance. If it does not, browse to the SETUP.EXE file in the root directory of the CD and double-click it.

4. Select the language that you would like the installer to use, and accept the license agreement to continue.
5. On the **Printer Connection** screen, select **Wired Networking**.
6. On the **Printers Found** screen, select which device to install.
7. On the **Confirm Settings** screen, verify the device settings.



NOTE: To manually change the network address of the device, click **Change Settings** on the **Confirm Settings** screen and follow the prompts.

8. On the **Installation Type** screen, select the type of installation that you want to perform.
9. (Optional) On the **Printer Sharing** screen, click the **Printer Sharing** button and follow the prompts.
10. (Optional) If you are sharing the device with other computers that are running different operating systems from the one that you are using, add these drivers on the **Client Driver Support** screen after the device is installed by doing the following:
 - a. Highlight the device and then click **File**.
 - b. Click **Properties**.
 - c. On the **Sharing** tab, select **Additional Drivers** and then point to the desired drivers.
11. For Windows 2000 and XP, you can provide a location and descriptive information.
12. On the **Ready to Install** screen, click **Install** and allow the installation to complete.

3 Device software

- [Supported operating systems and printer drivers](#)
- [Install the software](#)
- [Uninstall the software](#)
- [Installer Customization Wizard for Windows](#)

Three CDs are included with the device:

- **Windows.** Contains the printer driver installer for Windows operating systems, user documentation, the **Installer Customization Wizard**, and a link to the HP Universal Printer Driver on the Web.
- **Macintosh.** Contains the printer driver installer for Macintosh operating systems and user documentation.
- **System Administrator's CD.** Contains user documentation and administrator documentation.

These documents, along with a software technical reference manual and documentation in languages that are *not* included on the CDs, are available at the following Web sites:

www.hp.com/support/CM8060edgeline

www.hp.com/support/CM8050edgeline

This chapter contains information about the following topics:


- [Supported operating systems and printer drivers](#)
- [Install the software](#)
- [Uninstall the software](#)
- [Installer Customization Wizard for Windows](#)

Supported operating systems and printer drivers

The device comes with printer drivers that the computer uses to communicate with the device. Printer drivers provide access to device features, such as printing on custom-sized paper, resizing documents, and inserting watermarks.

The printer drivers include online Help that has instructions for common printing tasks and describes the buttons, checkboxes, and drop-down lists that are in the printer driver.

The device uses the PCL 5c, PCL 6, and HP postscript level 3 (PS 3) emulation printer drivers in supported operating systems. The device also uses the fax driver for accessing fax features.

 **NOTE:** Updated software drivers are available at www.hp.com/go/CM8060edgeline_sw for HP CM8060 Color MFP with Edgeline Technology or at www.hp.com/go/CM8050edgeline_sw for HP CM8050 Color MFP with Edgeline Technology.

Operating system ¹	PCL 5c	PCL 6	PS 3 emulation	Fax driver ²
Windows 2000	X	X	X	X
Windows XP (32-bit and 64-bit)	X	X	X	X
Windows Server 2003 (32-bit and 64-bit)	X	X	X	X
Windows Vista (32-bit and 64-bit)	X	X	X	
Windows Server 2008	X	X	X	X
Mac OS X v10.2.8, v10.3.9, v10.4.11, and v10.5			X	

¹ Not all printing features are available from all printer drivers or operating systems.

² The fax driver is not currently available for Windows Vista, but it will be available in the future. See the following Web sites for more information: www.hp.com/go/CM8060edgeline_sw or www.hp.com/go/CM8050edgeline_sw.

- Use the PCL 5c printer driver for general office printing.
- Use the PCL 6 printer driver for the best overall performance.
- Use the PS 3 emulation printer driver for printing from PostScript[®]-based programs, for compatibility with PS Level 3 needs, or for PS flash font support.

Additional drivers

The following printer drivers are not included on the printing-system software CD, but are available by using the Internet:

- The HP Universal Printer Driver. For more information, go to www.hp.com/go/universalprintdriver.
- Linux. For more information, go to www.hp.com/go/linuxprinting.
- Unix. For more information, go to www.hp.com/go/unixmodelscripts.

- Drivers for SAP printing. For more information, go to www.hp.com/go/sap/drivers.
- HP Output management Solutions. For more information, go to www.hp.com/go/outputmanagement.

Install the software

Use the printing-system software CD to install the printer drivers and supported software applications. Each installation type presents a series of dialog boxes that guide you through the installation process and ask you to provide information about your computer environment. The installer guides you through a direct-connect or a networked installation.


Windows

You can choose from the following types of printer driver installations:

- **Typical.** Installs the PCL 6 driver and included fonts.
- **Typical with Fax.** Installs the PCL 6 driver, the fax driver, and included fonts.
- **Custom.** Use the **Custom** installation to select which drivers to install and whether to install the internal fonts.

To install the printing-system software in Windows operating systems, do the following:

1. Quit all open programs.
2. Insert the printing-system CD into the CD-ROM drive.

 **NOTE:** If the CD-ROM does not start automatically, right-click **Start**, click **Explore**, and then browse to and click the SETUP.EXE file in the root directory of the CD.

3. Click **Install**, and then follow the onscreen prompts.

Macintosh

To install the printing-system software in Macintosh operating systems, do the following:


1. Quit all open programs.
2. Insert the printing-system CD into the CD-ROM drive.
3. Double-click the CD installer icon on the desktop to start the installation process.
4. Double-click the device download icon to install the software. Double-click the Document icon to show document folders. You can copy these documents to the client computer.

Uninstall the software

Windows

Follow these steps to uninstall the device by using the **Uninstall** component on the printing-system CD for the Windows operating system.

1. Quit all open programs.
2. Insert the printing-system CD into the CD-ROM drive.


 **NOTE:** If the CD-ROM does not start automatically, right-click **Start**, click **Explore**, and then browse to and click the SETUP.EXE file in the root directory of the CD.

3. Click **Modify Installation**, and then follow the onscreen prompts.

Macintosh

Follow these steps to uninstall the device for the Macintosh operating system.

1. Delete the printer queue from the **Print Center**, **Printer Setup Utility**, or **Print & Fax** under **System Preferences**.
2. Drag the device-specific PPD file to **Trash**.

 **NOTE:** Do *not* delete any PDE files. Some PDE files might be shared by several HP devices.

Installer Customization Wizard for Windows

System administrators can use the **Installer Customization Wizard** to customize a silent, unattended device installer by pre-setting the installation options in a response file.

 **NOTE:** For detailed information about the **Installer Customization Wizard**, see the *HP Driver Preconfiguration Support Guide*, which is available on the Administrator CD.

Run the Installer Customization Wizard

Start the **Installer Customization Wizard** from the software installation CD. It runs separately from the common Microsoft Installer (MSI), and has its own interface.

Running the **Installer Customization Wizard** produces one installation package and a response file (RESPONSE.INI) for a single-system installation. The installation package might work for multiple systems that have the same response information, or the RESPONSE.INI file can be directly edited for system-configuration differences. The *HP Driver Preconfiguration Support Guide* provides the exact text for replacing entries in the RESPONSE.INI file.


Start the Installer Customization Wizard

1. Insert the device software CD into the CD-ROM drive.
2. In the CD Browser main screen, click **Optional Software**, and then click **Installer Customization Wizard**.

To complete the **Installer Customization Wizard**, follow the instructions in the dialog boxes.

Dialog boxes

This section provides instructions for completing the dialog boxes in the **Installer Customization Wizard**.

 **NOTE:** To complete some dialog boxes, particularly the **Printer Port** dialog box, you must complete other associated dialog boxes, depending on selections that you make.

Language Selection dialog box

Select a language and click **OK**. The **Welcome** dialog box appears.

Welcome dialog box

Click **Next**. The **Software License Agreement** dialog box appears.


Software License Agreement dialog box

To return to a previous dialog box, click **Back** on this or any dialog box where it appears. The specific dialog box depends on your previous selections.

To cancel the installation, click **Cancel** on this or any other dialog box where it appears.

Read the software-license agreement, select **I agree**, and then click **Next**. The **Language** dialog box appears.

Language dialog box

 **NOTE:** The customized installer limits all system installations of the device to the language that is selected in the **Language** dialog box. Maintenance mode on systems where installation has been completed by using the customized installer does not provide options for changing the language. To change the language on a system that used an Installer Customization Wizard installation, the customized installation must be uninstalled, and a new device must be installed in order to restore the option to install other languages.

The language that you select is installed on user computers regardless of the language of the text in the dialog boxes, as specified in the **Language Selection** dialog box earlier. The **Language** dialog box defaults to the language that was selected in the **Language Selection** dialog box, but any language that is available on the software CD can be selected for the customized installer. The language selection is recorded in the response file.

Select a language from the **Language** drop-down menu and click **Next**. The **Printer Port** dialog box appears.

Printer Port dialog box

The **Printer Port** dialog box contains three selections. Complete one of the three options.

- To connect the device to an existing network, select **Network Path** to make the text field available for a queue name entry. Complete the text field in one of the following ways:

Click **Browse...**, the **Browse for Printer** dialog box appears. Navigate to a device, click **OK** to record the path in the **Network Path** text field, and then click **Next**. The **Model** dialog box appears. See [Model dialog box on page 30](#).

-or-

Type a network path in the text field and click **Next**. The **Model** dialog box appears. See [Model dialog box on page 30](#).

- To connect the device directly to a computer, select **Local (direct connect) port** and click **Next**. The **Printer Connection** dialog box appears. The **Printer Connection** dialog box includes all types of local ports regardless of local support. It also includes all custom network ports that are available on the local system. To use any custom network port for the customized installer, the port must be created identically on the system where it will be used.

Select the type of connection that you are using and click **Next**. The **Model** dialog box appears. See [Model dialog box on page 30](#).

- To create a new port for a network connection, select **New TCP/IP Port** and click **Next**. The **Specify TCP/IP Port** dialog box appears. The **Specify TCP/IP Port** dialog box includes all custom network ports that are available on the local system. To use any custom network port for the customized installer, the port must be created identically on the system where it will be used. The **Specify TCP/IP Port** dialog box contains five selections in two sections. Select one of the first three options to

define the method for identifying the device to be installed. Select one of the following options to use the default port name or to specify a different port name.


- Select **IP Address** to make the field available for typing the TCP/IP address for the device. Only numerals are allowed in this field. If this option is selected, you must type at least one digit in the **IP Address** field to prevent an error message from appearing that prompts you for a valid IP address.
- Select **IP Hostname** to make the field available for typing the IP hostname for the device. Any characters are allowed in this field, but an error message appears if spaces are included in the field. If this option is selected, you must type at least one character in the **IP Hostname** field to prevent an error message from appearing that prompts you for a valid IP hostname.
- Select **Hardware Address** to make the field available for typing the Media Access Control (MAC) hardware address for the device. A valid MAC hardware address is 12 characters, and can contain only numbers 0–9 and letters A-F or a-f.

For each of the options in the **Specify TCP/IP Port** dialog box, use the default port name, as specified in one of the device identification fields, or specify a different port name. Complete one of the following options.

- Select **Use Default** and click **Next**. The **Port Creation Options** dialog box appears.
- To specify a different name, select one of the port name identifying options, select **Specify:**, type the device port name as selected, and then click **Next**. The **Port Creation Options** dialog box appears.

The **Port Creation Options** dialog box contains two selections. Complete one of the options as described in the following table.

Option	Description
No, do not create the port (the printer will not be installed)	If you do <i>not</i> want to create a port, select this option and click Next . The Model dialog box appears.
Yes, create the port	Select this option and click Next . The Model dialog box appears.

 **NOTE:** If the device cannot be found, type the device hardware address in the **Hardware Address** field and click **Next**. The **Model** dialog box appears.

Model dialog box

Select the device model and click **Next**. The **Drivers** dialog box appears.

Drivers dialog box

Select any combination of drivers for the custom installer. No selection depends on any other selection. It is possible to create a custom installer that installs features without including a print driver. Select the drivers that you want to install, or select none of them if you are not installing a driver.

To view details about the drivers, click **Details....** The driver **Details** dialog box appears. All of the drivers that are available on the **Drivers** dialog box are described in the **Details** dialog box. Click **OK** to return to the **Drivers** dialog box. This step is optional.

After selecting the drivers for the custom installer, click **Next** to continue the installation. The **Driver Configuration** dialog box appears.

Driver Configuration dialog box

The **Driver Configuration** dialog box contains two selections. Complete one of the options.

- Select **Yes, allow me to configure the drivers** and click **Next**. Another **Driver Configuration** dialog box appears.
 - Click the **Printing Preferences** tab. Scroll through the list and select the settings for the custom installation file.
 - Click the **Device Settings** tab. Select the settings for the custom installation file, and then click **Next**. The **Additional Software** dialog box appears.
- Select **No, I don't want to configure the drivers** and click **Next**. The **Additional Software** dialog box appears.

Additional Software dialog box

To view details about the additional software, click **Details...** The additional software **Details** dialog box appears. All of the software selected in the **Additional Software** dialog box is described in the **Details** dialog box. Click **OK** to return to the **Additional Software** dialog box. This step is optional.

Select the additional software for the custom installer and click **Next**. The **Custom Installer Location** dialog box appears.

Custom Installer Location dialog box

Complete the **Location:** text field in one of the following ways:


Type a location in which to save the custom installer. The field is large, but is limited as to the number of characters that it can accommodate. Click **Next**. The **Ready to Create Installer** dialog box appears.

-or-

Click **Browse...**, navigate to the folder where you want to save the custom installer, and click **OK** to return to the **Custom Installer Location** dialog box. The path is recorded in the **Location:** text field. Click **Next**. The **Ready to Create Installer** dialog box appears.


Ready to Create Installer dialog box

Click **Printer Properties** to open the **Printer Properties** dialog box and modify the device properties. This step is optional.

 **NOTE:** On the **Printer Properties** dialog box, click a device property option to open the field or drop-down menu. You can then modify that device property.

1. On the **General** tab, change the device name by typing a new name in the **Printer Name:** field.
2. Use the **Location:** and **Comment:** fields to describe the device. You can also leave these fields blank.
3. If you want the device to be the default printer, select **Use the printer as the default printer for MS Windows-based programs**, and select the default driver.
4. Click **OK** to return to the **Ready to Create Installer** dialog box.

Click **Next** to begin the process of copying and installing the printing-system software folders and files to create the custom installer. The **Installing** dialog box appears. This dialog box stays on the screen until the status bar fills.

 **NOTE:** During installation, several files, including system files, are placed at the root of the directory that appears in the **Location** field. Be sure that enough space is available in the directory before continuing.


Installing dialog box

Click **Cancel** to close the Installer Customization Wizard without creating a custom installer. At a certain point, the **Cancel** button disappears and the process cannot be stopped.

When the process is complete, the **Finish** dialog box appears.

Finish dialog box

Click **Finish** to close the **Finish** dialog box and exit the Installer Customization Wizard.

 **NOTE:** Depending on the type of installation and selected options, you might or might *not* be presented with some additional steps after you click **Finish**.

Distribution

The custom installation package is now ready for distribution. It is the same as the package on the software CD, except that it is limited to one language, and it contains the selected features and options. To install the custom installation package, run the SETUP.EXE file from the root of the package.

For detailed information, see the *HP Driver Preconfiguration Support Guide*, which is available on the Administrator CD.

4 Configure device settings

This chapter contains information about the following topics:

- [Where to configure settings](#)
- [Configure device settings at the control panel](#)
- [Configure device settings remotely](#)

Where to configure settings

Some device settings must be set up at the device control panel, but other settings must be set up remotely by using the embedded Web server (EWS) or HP Web Jetadmin (WJA) software. Perform the setup at the device before performing the remote setup procedures. The following table indicates which settings to configure at the device and which to configure remotely.

Table 4-1 Where to configure settings

Device Feature	Setting to configure	Set up at the control panel	Set up remotely	Link for more information
Copy	Default job options for all copy jobs	X		Default Job Options menu on page 115
	Restrict color copying		X	Restrict color use on page 73
E-mail	Basic e-mail settings, including setting up the SMTP server.	X	X	Control panel setup: Initial e-mail setup on page 37
	Set up the SMTP server and set up default settings to use for all e-mail attachments.		X	Advanced e-mail setup on page 41
	Restrict e-mail address fields for e-mail attachments.		X	Advanced e-mail setup on page 41
	Set up SMTP for the notification server (used for Alerts and Autosend).		X	Set up the notification server on page 97
	Import address books from a shared LDAP server.		X	Import e-mail addresses from other sources on page 43
	Import individual users' personal contacts from a Microsoft Windows exchange server.		X	
	Import e-mail addresses from a Comma-Separated Value (.CSV) file.		X	
Send to Folder	Enable the Network Folder feature.		X	Network folder setup on page 50
	Set up predefined Quick Access Folders, and the default job settings for each folder.		X	
	Configure default settings that apply to all files sent from the device to a network folder.		X	

Table 4-1 Where to configure settings (continued)

Device Feature	Setting to configure	Set up at the control panel	Set up remotely	Link for more information
Fax	Basic fax settings	X	X	Control panel setup: Initial fax setup on page 38
	Fax printing schedule	X		Time/Scheduling menu on page 129
	Default job options for incoming fax jobs	X	X	Control panel setup: Default Job Options menu on page 115
	Fax send settings		X	Fax send setup on page 52
	Internet fax settings		X	Internet Fax setup on page 53
	LAN fax settings		X	LAN Fax setup on page 52
	Import fax speed dials from a Comma-Separated Value (.CSV) file		X	Import fax speed-dial lists on page 54
Job Storage	Set job-storage limits	X	X	Control panel setup: Management menu on page 131
Print	Default job options for all print jobs	X	X	Control panel setup: Default Job Options menu on page 115
Networking and I/O parameters	I/O timeout	X	X	Control panel setup: Initial Setup menu on page 133
	HP Jetdirect settings	X	X	
Security	Set a password for the Device Administrator account		X	Set the device administrator password on page 59
	Disable printing through a direct connection		X	Disable printing through a direct connection on page 61
	Control access to the device		X	Control access to the device on page 63
	Control access to certain device features by using permission sets		X	Permission sets on page 64
	Create and configure individual user accounts or assign users to a group		X	Create user and group accounts on page 68
	Restrict color printing for particular users or groups		X	Restrict color use on page 73
	Assign or change an administrator access code for the device Startup Menu	X		Lock the Administrator Tools section of the startup menu on page 60
	Set up IPsec security		X	Use the embedded Web server on page 88
				(Use the Networking tab in the EWS.)

Table 4-1 Where to configure settings (continued)


Device Feature	Setting to configure	Set up at the control panel	Set up remotely	Link for more information
General device settings	Date and time	X	X	Control panel setup: Time/Scheduling menu on page 129 Remote setup: Set the date and time on page 100
	Sleep delay and sleep schedule	X	X	Control panel setup: Time/Scheduling menu on page 129 Remote setup: Set up a sleep schedule on page 102
	Enable Sleep Mode	X	X	Control panel setup: Management menu on page 131 Remote setup: Set up a sleep schedule on page 102
	Display or hide the Network Address button	X	X	Control panel setup: Management menu on page 131
	Set up behavior for when supplies are low	X	X	Control panel setup: Management menu on page 131
	Control-panel language and keyboard layout	X	X	Control panel setup: Device Behavior menu on page 144
Device-management features	Configure automatic e-mail alerts for various device and supply events.		X	Set up Alerts on page 98
	Periodically send device-configuration and usage information to HP or your service provider.		X	Set up AutoSend on page 99

Configure device settings at the control panel

This section provides information for using the control panel to establish default settings for certain features. However, some features must be configured remotely by using the embedded Web server. See [Configure device settings remotely on page 40](#).

Initial e-mail setup

Use the E-mail Setup Wizard in the **Initial Setup** menu to enable the e-mail digital sending feature and to establish basic e-mail settings.

 **NOTE:** You can also use the embedded Web server to configure e-mail digital sending (including the basic settings).

To establish all other e-mail settings, use the embedded Web server. For more information, see [Advanced e-mail setup on page 41](#).

Use the E-mail Setup Wizard

1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Initial Setup**, and then touch **E-mail Setup**.
3. Touch **E-mail Setup Wizard**.
4. If you do not know the host name and port for the SMTP server, select **Help me find SMTP**. If you already know the SMTP server information, touch **I know my SMTP**. Touch the text boxes to open a keyboard so you can type the information. Touch **Next**.
5. If you selected **Help me find SMTP** in the previous step, a new screen opens that includes a list of SMTP servers. Select the correct SMTP server from the list. The device uses this server for the e-mail send gateway. Touch **Next**.

 **NOTE:** Finding SMTP servers could take several minutes.

6. The device verifies the SMTP server and preselects whether authentication is required, based on information that the server returns. If the SMTP server requires authentication, specify the username and password for the SMTP server. Depending on the authentication requirements for the SMTP server, you can use the credentials of a user who signs in at the device rather than a single set of credentials for all users. See [Control access to the device on page 63](#).

Touch **Next**.

7. Type the e-mail address and name to use as the default. This information appears in the “From” field in the recipient’s e-mail program. Touch **Next**.


 **TIP:** Set up an e-mail account for the device, and use this as the default e-mail address.

You can also lock the default address so that other users cannot change it. However, if a user is signed in to the device, the e-mail address for that user appears in the “From” field.

8. On the final screen of the wizard, review the information. If it is correct, touch **Finish**. If you need to make changes, touch **Previous** to return to the previous screen.

Initial fax setup

If an analog fax accessory is installed in the device, use the **Initial Setup** menu to establish basic fax settings. The **Fax** feature on the Home screen is not active until you use the **Fax Setup Wizard** in this menu.

 **NOTE:** To establish specific fax settings as the defaults for all incoming fax jobs, use the **Default Fax Options** menu. For more information see [Set the default fax options on page 39](#).

NOTE: To set up LAN fax or Internet fax, use the embedded Web server. For more information, see [Fax send setup on page 52](#).

Use the Fax Setup Wizard



To enable the fax feature and provide basic information that is required for faxing, use the Fax Setup Wizard.


1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Initial Setup**, and then touch **Fax Setup**.
3. Touch **Fax Setup Wizard**.
4. Select your country/region from the list. Fax communication standards vary according to country/region. Touch **Next**.
5. Type the information for your company. This information is used in the fax header, which appears at the top of each page in the fax. Touch **Next**.
6. Select the format for date and time and then set the date and time. Touch **Next**.
7. If you need to use a dialing prefix, select **Dialing Prefix on**, and type the number in the box. Touch **Next**.
8. Review the information. If it is correct, touch **Finish**. If you need to make changes, touch **Previous** to return to the previous screen.
9. Make sure the device is connected to a working phone line.

Use the Fax Setup menu

After you have enabled faxing by using the Fax Setup Wizard, use the other options in the **Fax Setup** menu to establish preferences for sending and receiving faxes. These preferences include settings such as the fax dial volume, the number of times to redial when the line is busy, and the dialing mode.


1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Initial Setup**, and then touch **Fax Setup**.
3. Several options are available in this menu. Configure the settings according to your preferences.

 **NOTE:** For a complete list of the available settings and a description of each one, see [Fax Setup menu on page 140](#). The built-in Help system on the device provides an explanation of each option. Touch the Help button () in the upper-right corner of the screen.



4. To exit the Administration menu, touch the Home button () in the upper-left corner of the screen.


Set the default fax options

You can use the **Default Fax Options** menu to establish default job options that apply to receiving and printing all incoming fax jobs. If necessary, you can override most settings for an individual job. After that job is complete and the display returns to the Home screen, the device returns to the default settings. The device also returns to the default settings whenever a user signs out or presses the reset button, or when the length of time for the Inactivity Timeout feature has passed.

 **NOTE:** To configure the fax send settings, use the embedded Web server. Fax send settings cannot be configured at the device. For more information, see [Fax send setup on page 52](#).

1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Default Job Options**, and then touch **Default Fax Options**.
3. Several options are available. You can customize the default job options, or keep the HP default settings.

 **NOTE:** For information about each option, see [Default Fax Options on page 124](#). The built-in Help system on the device provides an explanation of each option. Touch the Help button () in the upper-right corner of the screen.



4. To exit the Administration menu, touch the Home button () in the upper-left corner of the screen.


Set the default copy options

You can use the Administration menu to establish default settings that apply to all copy jobs. If a user does not change any settings, these are the settings that are used. If necessary, you can override most settings for an individual job by opening the Copy feature on the control panel. After that job is complete, and the Home screen reappears, the device returns to the default settings. The device also returns to the default settings whenever a user signs out or presses the reset button, or when the length of time for the Inactivity Timeout feature has passed.

 **NOTE:** Not all copy options have default settings.


1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Default Job Options**, and then touch **Default Copy Options**.
3. Several options are available. You can customize the default job options, or keep the HP default settings.

 **NOTE:** For information about each option, see [Default Copy Options on page 115](#). The built-in Help system also provides an explanation of each option. Touch the Help button () in the upper-right corner of the screen.

4. To exit the Administration menu, touch the Home button () in the upper-left corner of the screen.

Configure device settings remotely

You can establish most device settings remotely by using the embedded Web server. The embedded Web server provides access to advanced settings that are not available through the control panel.


 **NOTE:** The embedded Web server also contains many of the same menus that are available in the [Administration](#) menu on the device control panel.

If you are managing a group of devices, use HP Web Jetadmin to configure settings and distribute them to each device in the group. Most of the settings that are available in the embedded Web server are available in HP Web Jetadmin. For more information, see [Use HP Web Jetadmin on page 96](#).

The following procedures provide information for using the embedded Web server to set up specific features. For a description of all the features that are available in the embedded Web Server, see [Use the embedded Web server on page 88](#).

Open the embedded Web server

Open a supported Web browser, and type the device network address or hostname in the address line.

 **NOTE:** To find the network address or hostname, go to the device control panel. Touch [Network Address](#), and touch [Print](#) to print an HP Jetdirect configuration page. The network address or hostname is on that page.

The following table lists the browsers that the embedded Web server supports.


 **NOTE:** Browsers must be Javascript-enabled.

Table 4-2 Supported browsers for the embedded Web server

Operating system	Supported browsers
Microsoft Windows	<ul style="list-style-type: none">• Microsoft Internet Explorer 6.0 and later• Firefox 1.0 and later• Netscape 7.0 and later• Mozilla 1.6 and later• Opera 7.0 and later
Mac OS X	<ul style="list-style-type: none">• Safari 1.2 and later• Firefox 1.0 and later• Netscape 7.0 and later• Mozilla 1.6 and later• Opera 7.0 and later
HP-UX 11 and later	<ul style="list-style-type: none">• Mozilla 1.6 and later
Linux	<ul style="list-style-type: none">• Konqueror 3.2 and later• Firefox 1.0 and later• Netscape 7.0 and later• Opera 7.0 and later

Advanced e-mail setup

You can begin using the e-mail feature after you have performed the initial e-mail setup. However, you can maximize control of this feature by using the embedded Web server to perform advanced setup.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab.
3. Select **E-mail Setup** from the menu on the left side of the screen.
4. To enable the E-mail feature on the device control panel, select **Enable Send to E-mail**. If this box is not selected, the feature is unavailable.
5. In the area for **SMTP Gateways Settings**, select which SMTP servers to use for sending e-mail attachments.

The device attempts to use the servers in the order in which they are listed. To prioritize the order in which the device uses the servers, select a server and then click either **Move Up** or **Move Down** to move the server to a higher or lower priority.

You can add a server to the list if the one you want to use is not listed. You can also edit the settings for an SMTP server, and you can delete servers from the list. See [Add or edit SMTP servers on page 42](#).

Click **Test Server** to verify that the selected SMTP server is functioning correctly.

6. In the area for **Default Message Settings**, provide the information. The **Default E-mail Address** is required, but the other settings are optional. The following table provides information about those settings.

Table 4-3 Default Message Settings

Feature	Description
Address Field Control	<p>If you want the Default E-mail Address and Default Display Name to be used for all e-mails sent from this device (unless a user is signed in), select Restrict users from changing the 'From:' address fields.</p> <p>If you want users to be able to send e-mails to their own e-mail address only, select Restrict users from editing all address fields.</p>
Default E-mail Address and Default Display Name	<p>Provide an e-mail address and name to use for the "From" address for the e-mail message.</p> <p>TIP: Create an e-mail account for the device and use this address for the default e-mail address.</p> <p>TIP: Configure the E-mail feature so users must sign in before using it. This prevents users from sending an e-mail from an address that is not their own. See Control access to the device on page 63.</p> <p>If a user is signed in to the device, that user's e-mail address appears in the "From" field instead of the default e-mail address.</p>
Default Subject	Provide a default subject line for the e-mail messages.
Default Message	Create a custom message. If you want this message to be used for all e-mail sent from this device, select Restrict users at the device from editing the 'Message:' field .

Table 4-3 Default Message Settings (continued)

Feature	Description
Default Notification Settings	<p>Specify when you, or the person who is sending the e-mail, should be notified of the status of sent e-mails.</p> <p>Also specify the method for the notification: print or e-mail. If you select e-mail, the default setting is for notification to be sent to the "From" address for the user who is signed in. If no user is signed in, the notification is sent to the default e-mail address for the device.</p>
Default Scan Settings for E-mail Attachments	<p>Configure default settings for the e-mail attachments. These are the same e-mail settings that are available at the device control panel. See Configure the e-mail options for each job on page 197.</p>

Add or edit SMTP servers

You can add an SMTP server or edit the settings for an existing SMTP server.

1. On the **E-mail Setup** page, in the area for **SMTP Gateway Settings**, click **Add Server**, or select a server from the list and click **Edit Server**.
2. If you are adding a server, type the server name or address in the box, or click **Find Servers** to search for available SMTP servers.
3. If you want to limit the size of files that are sent, click the drop-down list under **Maximum Attachment Size**, and select a size.
4. If the SMTP server requires authentication, you can use each user's network credentials after they sign in at the device, or you can provide a common username and password that all users share.
5. Click **Test Server** to verify that the SMTP server is functioning correctly. If the test fails, see [Problems with E-mail, Alerts, and AutoSend on page 250](#).
6. Click **OK**.

Import e-mail addresses from other sources

When a user adds an e-mail address to the address book at the device control panel, that address is stored on the device hard disk.

You can also connect to a shared LDAP server or a Microsoft Exchange server to obtain addresses, or you can import addresses from a .CSV file. Addresses that are imported from a .CSV file are stored on the device hard disk.

The address book on the device has three view options. When users open the address book feature, they filter the list of available addresses by selecting one of the three view options.

Table 4-4 Address-book view options


View option	Addresses included
All Contacts	<ul style="list-style-type: none">• Network contacts from a shared LDAP server• Addresses stored on the device hard disk• Personal addresses for the user who is currently signed in• Public addresses that are imported from a .CSV file and stored on the device hard disk.
Shared Contacts	<ul style="list-style-type: none">• Network contacts from a shared LDAP server• Public addresses that are imported from a .CSV file and stored on the device hard disk
Personal Contacts	<ul style="list-style-type: none">• Personal addresses for the user who is currently signed in. These addresses can come from the Microsoft Exchange server, from address book entries at the device, or from a .CSV file if the username field matches the name of the user who is signed in.

If a user is signed in at the device and adds a contact to the e-mail address book, that contact is stored in the **Personal Contacts** for that user, and it is not available for other users.

Obtain e-mail addresses from a shared LDAP server

You can obtain addresses from a shared LDAP server so they are available to users who are signed in. These addresses are available when the user selects the **All Contacts** or **Shared Contacts** address book view.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab.
3. Select **Address Book** from the menu on the left side of the screen.
4. Select the **Network Contacts Setup** tab.
5. Click **Find Servers** to obtain a list of available LDAP servers. Select the LDAP server to use, and then click **OK**.

 **TIP:** If the LDAP server that you want to use is not in this list, contact the administrator for that server and obtain the network address and the attribute codes to use.

6. In the **Server Connection Settings** area, select the appropriate authentication type for the LDAP server. Depending on the type of authentication, some of the other fields in this area might not be available because they are not required. Type the information for the required fields. Make sure to use the exact names that match the settings for the LDAP server.

You can secure the connection between the LDAP server and the device by using TLS/SSL.

 **NOTE:** For individual users who sign in using Windows credentials, you can select the option to use those credentials for the LDAP server authentication.

The following table describes the types of authentication for the device to communicate with the LDAP server:

Authentication type	Description
Anonymous	The server does not require user credentials to access the LDAP database. The option to use the MFP user credentials is unavailable.
Simple	The server requires user credentials to access the LDAP database, but the password is not encrypted when it is sent across the network. The username and password fields are enabled.
Windows Negotiated (SPNEGO)	The server requires user credentials to access the LDAP database, and it encrypts passwords and credentials that are sent across the network. The domain field and the option to use the MFP user credentials are enabled.

7. In the area for **LDAP Database Search Settings**, click **Find** to browse for the point to begin searching the database.
8. Select the appropriate source for attribute names. These fields should be populated automatically.
9. In the **Test for LDAP Retrieval** area, you can test the LDAP retrieval by typing part of an attribute value, such as part of the recipient's name, and then clicking **Test**. Use at least three characters.

Import e-mail addresses from a .CSV file

You can import addresses from a comma-separated value (.CSV) file that is stored on the network. These addresses are stored on the device hard disk and are available when a user selects the **Shared Contacts** or the **All Contacts** address book view. If a contact is private for a particular user, that address is available in the user's **Personal Contacts** when the user signs in.

The following methods are available for importing e-mail addresses:

- Create an e-mail address .CSV file for this device. See [Create an e-mail address .CSV file for this device on page 45](#).
- Export a .CSV file from an older HP MFP device and import that file to this device. See [Import e-mail address and fax speed-dial records from another device on page 47](#).

Create an e-mail address .CSV file for this device

The .CSV file that contains the address information has 12 required fields, and the fields must occur in a particular order. However, you do not need to provide a value for each field.

An easy way to create the .CSV file is to use a spreadsheet program such as Microsoft Excel. Create a spreadsheet that has 12 columns, and use one column for each required field. Include a column header row in the spreadsheet that has the exact names of the required fields. The names are always in English. (These fields are listed in the next section.) After you enter the data, save the file as type .CSV.

You can also create the .CSV file in a text editor by typing the data for each field, and separating the entries with commas. If a field has no value, type a comma as a placeholder for the field. The first row in this file should contain the names of the required fields. Save the file as type .CSV, and use UTF-8 encoding.

Required fields

The following fields are required, and they must occur in the order listed.

Table 4-5 Required fields for the e-mail address .CSV file

Field	Description
name	Alias name for the entry
address	E-mail destination address. This field cannot be empty.
faxnumber	Fax destination number
lastname	User's last name
firstname	User's first name
phonenummer	User's phone number
organization	Name of an organization
unit	Name of a unit
city	name of a city
country/region	name of a country/region

Table 4-5 Required fields for the e-mail address .CSV file (continued)

Field	Description
username	User's sign-in name. This field cannot be empty. If the value is "MFP PUBLIC", the record can be accessed or used by anyone who uses the device. If the value is user's sign-in name, the record is available only to that user.
dname	Name of a distribution list to which this user belongs. This field can be empty if the record is for a standalone user who is not part of a distribution list. However, if the user is part of a distribution list, this field must contain a value.

Example e-mail address .CSV records

Following are two examples of valid records.

- Recipient 1 is a public entry because the value for the username field is "MFP PUBLIC". This entry can be seen by anyone who uses the device. Recipient 1 is not a member of a distribution list.
- Recipient 2 is a private entry for the person whose username is "cblack". When cblack signs in, he or she can see the address-book entry for Recipient 2, but no other users can see it. Recipient 2 also belongs to a distribution list named "Project managers".

 **NOTE:** These examples show how the data appears if you open the .CSV file with a text editor.

Recipient 1 description

- name: Andrew.Smith
- address: A.Smith@companyname.com
- faxnumber: (empty)
- lastname: Smith
- firstname: Andrew
- phonenumber: (empty)
- organization: (empty)
- unit: (empty)
- city: (empty)
- country/region: (empty)
- username: MFP PUBLIC
- dname: (empty)

Recipient 2 description

- name: b.green
- address: b.green@companyname.com
- faxnumber: (empty)
- lastname: (empty)
- firstname: (empty)
- phonenumber: (empty)
- organization: (empty)
- unit: (empty)
- city: (empty)
- country/region: (empty)
- username: cblack
- dname: Project managers

Recipient 1 data in the .CSV file


```
Andrew.Smith,A.Smith@companyname.com,,Smith,Andrew,,,,,MFP PUBLIC,,
```

Recipient 2 data in the .CSV file

```
b.green,b.green@companyname.com,,,,,,,,cblack,Project managers
```

Import e-mail address and fax speed-dial records from another device

You can import e-mail address and fax speed-dial data to this device from older HP MFP devices that are able to export data.


 **NOTE:** For information about importing fax speed dial lists, see [Import fax speed-dial lists on page 54](#).

1. To export the data from some older devices, use the embedded Web server for that device. The export feature is not available for all HP devices. See the documentation that came with that device for more information. Save the .CSV file on the network.
2. The .CSV file that is exported from the older device can have as many as 12 fields, but this device requires only the first seven fields. The following fields are required, and they must occur in the order listed. Some fields can be empty, but others must contain values. The names of the fields are always in English.

Table 4-6 Required fields for the .CSV file from other devices

Field	Description
name	Alias name for the entry
emailaddress	E-mail destination address.
dlname	Name of a distribution list to which this user belongs. This field can be empty if the record is for a standalone user who is not part of a distribution list.
faxnumber	Fax destination number. This field cannot be empty if the emailaddress field is empty.
speeddial	Speed-dial name for a list of fax numbers. This field cannot be empty if the emailaddress field is empty <i>and</i> the faxnumber field is <i>not</i> empty.
code	A unique number that is associated with the speed-dial name. This field cannot be empty if the emailaddress field is empty <i>and</i> the faxnumber field is <i>not</i> empty.
pin	PIN that is used to access the older HP device.

3. To import the .CSV file to the device, see [Import an e-mail address .CSV file on page 47](#).

 **NOTE:** This process also imports the fax speed-dial records at the same time.

Import an e-mail address .CSV file

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab.
3. Select **Address Book** from the menu on the left side of the screen.
4. Select the **Device Contacts Import** tab.
5. Click **Browse** to find the .CSV file on the network. Or, if you know the network path, type it in the box below **File to Import**. Use UNC format:

\\servername\foldername\filename.csv

6. Click **Import** to import the data to the device.

The device checks the file for validity, checks for errors, and imports all records that meet the requirements. If a field is missing or if a field is empty that must contain data, that record is not imported.


7. Click **Apply** to save the settings.

 **NOTE:** You can remove all contacts that are imported from a .CSV file or that a user added at the device control panel. To do this, click **Delete All Device Contacts**.

Access e-mail addresses from a user's Microsoft Exchange personal contacts

You can access individual users' personal contacts from their Microsoft Exchange Server personal contacts lists. These addresses are available when the user signs in using Windows and then selects the **Personal Contacts** address book view.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab.
3. Select **Address Book** from the menu on the left side of the screen.
4. Select the **Personal Contacts Setup** tab.
5. Select **Enable Personal Contacts**.


 **NOTE:** In order to import personal contacts, you must first enable the Windows sign-in method, and the Microsoft Exchange Server must be version 5.5 or newer. For information about enabling Windows sign-in, see [Sign-in methods on page 71](#).

6. At the bottom of the page, you can test the functionality by entering a username and password. Then type at least three letters of a contact name and click **Test**.
7. Click **Apply** to save the settings.

Network folder setup

To establish all default network folder settings, use the embedded Web server.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab.
3. Select **Network Folder Setup** from the menu on the left side of the screen.
4. To enable the **Network Folder** feature on the device control panel, select **Enable Send to Folder**. If this box is not selected, the feature is unavailable.
5. To add a folder to the list of Quick Access folders, click **Add Folder**. To edit the settings for a Quick Access folder that is already in the list, select the folder and click **Edit Folder**. See [Add or edit Quick Access network folders on page 50](#).
6. In the area for **Default Notification Settings**, select when you want to receive a notification: never, always, or when errors occur. Also select the type of notification to receive: e-mail or print. If you select e-mail, you must also enable the e-mail feature. See [Advanced e-mail setup on page 41](#). The notification is sent to the e-mail address for the user who is currently signed in, if available. If the user is not signed in, the notification is sent to the default e-mail address for the device.
7. For each Quick Access folder, select the default scan settings for files that are sent to that folder. These are the same options that are available at the device control panel. If the file is sent to a Quick Access folder, the settings for the folder override any settings that are selected at the control panel. See [Set the folder options on page 199](#).


 **NOTE:** The default scan settings for the Network Folder feature are used as the starting point for configuring scan settings for the Quick Access Folders.

8. Click **Apply** to save the settings.


Add or edit Quick Access network folders

You can add a network folder to the list of Quick Access folders or edit the settings for an existing Quick Access folder.


A Standard Quick Access Folder is a folder that is available to all users of the device who can access the Network Folder application. A Personal Quick Access Folder is only available after a user signs in using the Windows sign-in method. If a Personal Quick Access Folder is configured, the Network Folder application should be set to require Windows Sign In. Once the user signs in, the device will query Microsoft Active Directory for the user's Home Folder. If the Home Folder information is available in the user's profile, then it is posted in the list of Quick Access Folders. If no data is found in the profile for Home Folder, or the user does not sign in prior to entering the Network Folder application, the Personal Quick Access Folder will not be displayed.

 **NOTE:** Some users might attempt to use SAMBA to provide a shared folder on a non-Windows server. In order for a SAMBA share to be compatible with the device, you must configure the SAMBA server to use port 445.

1. On the **Network Folder Setup** page, in the area for **Quick Access Folder Settings**, either click **Add Folder** or select a folder and then click **Edit Folder**.
2. Select either **Standard Quick Access Folder Settings** or **Personal Quick Access Folder Settings**.
3. If you are adding a folder, type the name to use for the folder in the box below **Alias Name**.

 **NOTE:** A personal quick access folder should only be configured when you are using Microsoft Active Directory as the LDAP server.


4. Select the server where the folder is located.

 **NOTE:** The folder must already exist on the network. You cannot create a new folder by using the embedded Web server.

5. Type the path for the network folder in the box below **UNC Path Name**. UNC paths follow this format:

\\servername\sharename\foldername

6. In the area for **Authentication Settings**, select the method of authentication to use. You can use each user's network credentials, or you can provide a common username and password that all users share.

 **NOTE:** You can restrict access to the network folder feature by restricting access for a permission set or by restricting access for individual user accounts. For users who have access, each user must also have write privileges for the network folder.

If a user is a member of a permission set, configure the permission set for access or restriction. See [Permission sets on page 64](#).

For users that are signed in with individual user accounts, configure each user's access. See [Create user and group accounts on page 68](#).

You can also restrict access in Microsoft Windows by controlling which users have write-access to the folder. To configure this access, right-click the folder name, click **Properties**, and then select the **Security** tab. Set the write access for each user or group as appropriate.

7. Click **Verify Access** to make sure the access to the folder is set up correctly. If the folder requires authentication, you will be prompted for a username and password.
8. In the area for **Default Notification Settings**, select when you want to receive a notification: never, always, or when errors occur. Also select the type of notification to receive: e-mail or print. If you select e-mail, you must also enable the e-mail feature. See [Advanced e-mail setup on page 41](#). The notification is sent to the e-mail address for the user who is currently signed in, if available, or to the default e-mail address to the device.
9. For each Quick Access folder, select the default scan settings for files that are sent to that folder. These are the same options that are available at the device control panel. If the file is sent to a Quick Access folder, the settings for the folder override any settings that are selected at the control panel. See [Set the folder options on page 199](#).
10. Click **OK**.

Fax send setup

If an analog fax accessory is not installed in the device, it cannot receive faxes. However, you can use a LAN Fax or Internet Fax service to send faxes.

Use the embedded Web server to set up a LAN Fax service or an Internet Fax service. You can also configure fax-send settings that are common for all fax jobs that are sent from the device.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Fax** tab.
3. Click **Enable Fax** if you want to use a LAN Fax or Internet Fax service.
4. From the drop-down list, select which fax send method to use.



NOTE: If an analog fax accessory is installed, **Internal Modem** appears in the list. Use the Fax Setup Wizard and the Fax Setup menu on the device control panel to configure the fax features. See [Initial fax setup on page 38](#).

5. If you are using a LAN Fax service, select the **LAN Fax Setup** tab to configure the service. See [LAN Fax setup on page 52](#).

-or-

If you are using an Internet Fax service, select the **Internet Fax Setup** tab to configure the service. See [Internet Fax setup on page 53](#).

If you are using an Internet Fax service, set up the E-mail feature before attempting to use Internet Fax. Internet Fax requires that an SMTP server is set up.

6. Select the **Common Job Settings** tab to establish default settings for all fax jobs that are sent from the device. See [Common job settings on page 52](#).

Common job settings

1. In the area for **Common Settings**, if you are using billing codes, type the default code to use and the minimum length for the billing code.
2. If you want users to be able to enter a different billing code at the device control panel, select **Editable by User**.

If the billing code is not editable, users are not prompted to enter a billing code when they send faxes, and the pop-up option to enter a different billing code does not appear.

3. In the area for **Default Original Settings**, configure the default settings that describe the original documents. Users can override these settings for individual jobs.
4. In the area for **Default Notification Settings**, select when you want to receive a notification: never, always, or when errors occur. Also select the type of notification to receive: e-mail or print. If you select e-mail, you must also enable the e-mail feature and complete the e-mail setup. See [Advanced e-mail setup on page 41](#). The notification is sent to the e-mail address for the user who is currently signed in, if available, or to the default e-mail address for the device.

LAN Fax setup

When you signed up for the LAN Fax service, the service provider should have given you the information needed to set up the service. Use that information to configure the service, then follow these instructions

to use the service with the device. Depending on the service provider, some of these settings might not be available.

1. In the area for **LAN Fax Service Settings**, select the name of the LAN Fax service that you are using. Select the file format that the service uses.
2. Type the path to the LAN Fax folder in the box below **Common Folder Path (UNC)**. UNC paths follow this format:

\\servername\sharename\foldername
3. Type the correct Windows domain.
4. Type the username and password for the LAN Fax folder.
5. If you are using Novell NDS, type the NDS tree and NDS context information in the appropriate boxes.
6. Click **Verify Folder Access** to check whether you have configured access to the folder correctly. You will be prompted for the username and password for the folder.
7. In the area for **Dialing Settings**, type the maximum number of times the device should attempt to try sending the fax if the first attempt is unsuccessful. Also type the number of minutes to wait between attempts.
8. In the **Input Settings** area, select whether to receive notification if there are errors sending the file to the network folder. If you turn on error correction mode, portions of the fax that were not successfully sent will be sent again.
9. In the area for **Output Settings**, select the appropriate transmission speed, and select whether to include a cover page that the LAN fax service provides.
10. Click **Apply** to save the settings.

Internet Fax setup

When you signed up for the Internet Fax service, the service provider should have given you the information you need to set up the service. Use that information to configure the service, then follow these instructions to use the service with the device.

1. In the area for **Internet Fax Service Settings**, use the information from your service provider to fill in the boxes for **Internet Fax Provider Domain** and the **T37 Prefix**.
2. Type the default e-mail address for the fax account. If you want to use the e-mail address for the user who is signed in to the device, select the appropriate box.
3. Select the appropriate file format to use for the faxes.
4. If you are using a service in North America, you can preconfigure the area code for outgoing faxes. This step is optional.
5. Click **Apply** to save the settings.

Import fax speed-dial lists

You can import fax speed-dial lists from a comma-separated value (.CSV) file that is stored on the network. These speed-dial lists are available for users at the control panel.

The following methods are available for importing speed dials:

- Create a fax speed-dial .CSV file for this device.
- Export a .CSV file from an older HP MFP device, if that device supports the export feature, and import that file to this device. See [Import e-mail address and fax speed-dial records from another device on page 47](#).

Create a fax speed-dial .CSV file for this device

The .CSV file that contains the speed-dial information has four required fields, and the fields must occur in a particular order. You must provide a value for each field.

An easy way to create the .CSV file is to use a spreadsheet program such as Microsoft Excel. Create a spreadsheet that has four columns, and use one column for each required field. Include a column header row in the spreadsheet that has the exact names of the required fields. The names are always in English. (These fields are listed in the next section.) After you enter the data, save the file as type .CSV.

You can also create the .CSV file in a text editor by typing the data for each field, and separating the entries with commas. The first row in this file should contain the names of the required fields. Save the file as type .CSV and use UTF-8 encoding.

Required fields

The following fields are required, and they must occur in the order listed.

Table 4-7 Required fields for the fax speed-dial .CSV file

Field	Description
faxnumber	Fax destination number
username	Sign-in name. This value is always "MFP PUBLIC".
dname	Name of a distribution list of fax numbers
code	Unique number for the dname

Example fax speed-dial .CSV records

The following table shows examples of valid records.

faxnumber	username	dname	code
000-000-0000	MFP PUBLIC	faxdl	6
000-000-0001	MFP PUBLIC	faxdl	6
000-000-0002	MFP PUBLIC	dl2	222
000-000-0003	MFP PUBLIC	dl3	223

Import a fax speed-dial .CSV file

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Fax** tab.
3. Select **Speed Dials** from the menu on the left side of the screen.
4. Click **Browse** to find the .CSV file on the network. Or if you know the network path, type it in the box below **File to Import**. Use UNC format:

\\servername\foldername\filename.csv

5. Click **Import** to import the data to the device.

The device imports all records that meet the requirements. If a field is missing or empty, that record is not imported.

6. Click **Apply** to save the settings.



NOTE: You can remove all contacts that are imported from a .CSV file or that a user added at the device control panel. To do this, click **Delete all Device Contacts**.

5 Secure the device

This chapter contains information about the following topics:

- [Security standards](#)
- [Set the device administrator password](#)
- [Lock the Administrator Tools section of the startup menu](#)
- [Disable printing through a direct connection](#)
- [Disable printing from the embedded Web server](#)
- [Restrict users from sending e-mail to accounts other than their own](#)
- [Control access to the device](#)
- [Restrict color use](#)
- [Manage certificates](#)
- [Example security configurations](#)

Security standards

The device supports security standards and recommended protocols that help you keep the device secure, protect critical information on your network, and simplify the way you monitor and maintain the device.

The device comes with an embedded HP Jetdirect print server that features IP Security (IPsec).

For in-depth information about HP's secure imaging and printing solutions, visit www.hp.com/go/secureprinting. The site provides links to white papers and FAQ documents about security features.

IP Security

IPsec is a set of protocols that control IP-based network traffic to and from the device. IPsec provides host-to-host authentication, data integrity, and encryption of network communications.

You can configure IPsec by using the **Networking** tab in the embedded Web server.

Set the device administrator password


To prevent unauthorized access to the device settings, use the embedded Web server to set a device administrator password. This password grants access to the administrative features of the embedded Web server. Until the password is set, all of the tabs are available to all users.

When users try to access the embedded Web server after setting the administrator password, the only tab that is available without signing in is the **Information** tab. Access to all other tabs requires the device administrator password. This prevents unauthorized users from changing global settings or from changing access restrictions that you have established.

This password is also the access code that users who are part of the Device Administrator permission set must provide at the device control panel to open features that are for administrators only. At the device control panel, touch **Sign In**, touch **Advanced**, and then select **Local Device**. From the drop-down list, select **Administrator Access Code**.


Use the EWS to set the administrator password

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and then select **General Security** from the menu on the left side of the screen.
3. In the **Set Password** area, type the new password in the boxes labeled **New Password** and **Verify Password**. If you have already set up a password, type the old password in the **Old Password** box.
4. Click **Apply**.

 **NOTE:** If you forget the device administrator password, you can use the **Cold Reset** function in the device startup menu to reset it to a blank value. To prevent unauthorized users from changing the device administrator password, HP recommends that you protect the **Administrator Tools** area of the startup menu by creating a password for it. See [Lock the Administrator Tools section of the startup menu on page 60](#). If you have forgotten both of these passwords, an HP-authorized service representative must reset them.


Lock the Administrator Tools section of the startup menu

While the device is initializing, you can open a special startup menu. HP-authorized service personnel use this menu for advanced troubleshooting procedures. One section of this menu provides system administrators with additional device-management features that are not available through the **Administration** menu on the control panel. To prevent unauthorized access to this menu, you can create a password for the Administrator Tools portion of the startup menu.

 **NOTE:** The following procedure requires that you are at the device. You can set the Administrator Tools password only from within the startup menu.

The names of the options in the startup menu are in English only.

1. Do one of the following.
 - If the device is *on*: press the **on/off** button on the device control panel. Select **Restart** to start the device initialization process.
 - If the device is *off*: press the **on/off** button on the device control panel to turn the device on.
2. While the device is initializing, watch the control-panel display. When the white HP logo appears on the black background, press the **Stop** button.
3. Press **8** to move the highlight to **Administrator Tools**. Press **5** to select it.
4. Press **8** to move the highlight to **Change Administrator Password**. Press **5** to select it.
5. A prompt to enter a new password appears. Use the numeric keypad to type the password.
A second prompt appears so you can confirm the password. Type the password again.
6. Press **Start** to save the password. The message **Administrator password changed successfully** appears.
7. Press **Start** to continue.

 **NOTE:** To clear a password that has already been set, enter a blank password.

After you have set an administrator password, you must sign in to the startup menu before you can open the **Administrator Tools**.

1. After opening the startup menu, press **8** to move the highlight to **Sign In**. Press **5** to select it.
2. A prompt to enter the password appears. Use the numeric keypad to type the password.
3. Press **Start** to enter the password. The **Administrator Tools** option should now be available.
4. Press **8** to move the highlight to **Administrator Tools**. Press **5** to select it.

Disable printing through a direct connection

If you want to allow printing only from users who are connected to the device through a network connection, you can disable printing through a direct port.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and then select **General Security** from the menu on the left side of the screen.
3. In the area for **Direct Ports**, select **Disable Direct Ports**.
4. Click **Apply**. The device automatically turns off and then on.

Disable printing from the embedded Web server

The **Print** page on the embedded Web server **Information** tab provides a way for users to print a document directly from the embedded Web server. You can disable this feature to prevent users from printing through this Web connection.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and then select **General Security** from the menu on the left side of the screen.
3. In the area for **Set Options**, clear the check box next to **Display Print Page on Information Tab**.

Restrict users from sending e-mail to accounts other than their own

You can configure the E-mail option so that users can send e-mail only to their own accounts.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Digital Sending** tab, and then select **E-mail Setup** from the menu on the left side of the screen.
3. In the area for **Default Message Settings**, select **Restrict users from editing all address fields**. Configure the E-mail feature so that users must sign in to use it. See [Control access to the device on page 63](#).
4. Click **Apply**.

Control access to the device

You can use the embedded Web server to control which device features require users to sign in before being able to access those features. You can also create permission sets that grant varying levels of access to individual users or groups of users.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Device Sign In** from the menu on the left side of the screen.

Access-control level for device features

On the **Device Access** tab, specify the level of control you want.

Table 5-1 Access-control levels

Level	Description
Maximum Access Control	All users must sign in before using any features on the device control panel. Users have access only to the features that are allowed by their permission sets. If you select this option, you must configure and assign permission sets. See Permission sets on page 64 .
Minimum Access Control	No users must sign in before using any features on the device control panel. If you select this option, you do not need to configure and assign permission sets.
Custom Access Control	Users must sign in only for the device features that you specify. <ol style="list-style-type: none">1. Select Custom Access Control, and then click Define Custom.2. Select the features that you want to restrict.3. Select the default method for signing in for each feature. This step is optional. TIP: Use the default settings and change them only if you need to.4. Click OK to save the settings. If you select this option, you must configure and assign permission sets. See Permission sets on page 64 .

Permission sets

If you selected either **Maximum Access Control** or **Custom Access Control** for the access-control level, you must configure permission sets. You can also create new permission sets to meet access-control needs. You can assign permission sets to user accounts that are stored on the device or to network users and groups.

The device has the following preconfigured permission sets:

- **Device User:** This permission set is editable, and it can be assigned to individual users and groups. The default settings for this permission set allow the device user to access only to the Information menu in the administration application, but you can change them as needed.
- **Device Administrator:** This permission set is for system administrators. It is not editable, but you can assign it to users and groups in addition to yourself.



NOTE: This permission set provides access to features at the device control panel that are reserved for administrators, but it does not provide access to the administrator functions in the embedded Web server or the **Service** function on the device control panel.

The following table summarizes the device functions that are available for access-control by configuring permission sets.

Table 5-2 Permission-set options

Main feature	Sub-options	Description
Administration application	Information menu	Permits access to the Administration menu on the device control panel.
	Default Job Options menu	Clear the check boxes next to any of the sub-menus that you do not want members of this permission set to use.
	Time/Scheduling menu	
	Management menu	If you want to restrict access to all of the Administration sub-menus, clear the check box next to Administration application.
	Initial Setup menu	
	Device Behavior menu	
	Troubleshooting menu	
Resets menu		
Copy application	Make a Color Copy	Permits access to the Copy feature on the device control panel.
	Make a Copy with Professional Color Quality	Clear the check box next to Make a Color Copy to restrict all color copying.
		Clear the check box next to Copy application to restrict making copies.
		If you select the check box next to Make a Color Copy but clear the check box next to Make a Copy with Professional Color Quality , members of this permission set can make only General Office color-quality copies.

Table 5-2 Permission-set options (continued)

Main feature	Sub-options	Description
Fax application	Ability to edit a Speed Dial	<p>Permits access to the Fax feature on the device control panel.</p> <p>Clear the check box next to Ability to edit a Speed Dial to restrict members of this permission set from changing any speed-dial information.</p>
Job Status	Details or Cancel any users job Ability to Promote any users job	<p>Permits access to the Job Status feature on the device control panel.</p> <p>If you clear the check box next to Details or Cancel any users job, members of this permission set cannot see the details for any jobs that are in the queue, and they cannot cancel any jobs other than their own.</p> <p>If you clear the check box next to Ability to Promote any users job, members of this permission set cannot promote any jobs in the queue.</p>
Job Storage application		<p>Permits access to the Job Storage feature on the device control panel.</p> <p>If you clear this check box, members of this permission set cannot store or retrieve jobs at the device control panel.</p>
E-mail application		<p>Permits access to the E-mail digital send feature on the device control panel.</p>
Network Folder application	Ability to edit the network folder path	<p>Permits access to edit the Network Folder path on the device control panel.</p> <p>If you clear this check box, members of this permission set cannot edit the network folder path.</p>
Service Assist application		<p>Permits access to basic Service functions that are available only when working with an HP-authorized service representative.</p>

Table 5-2 Permission-set options (continued)

Main feature	Sub-options	Description
Supply Status application		Permits access to the Supplies Status feature on the device control panel. If you clear this check box, members of this permission set cannot view supplies status and they cannot configure the paper size or type settings for the trays.
Printing	Print with Professional Color Quality Print with General Office Color Quality	Select a Printing option to allow members of this permission set to print with the desired color quality. If you clear the check box next to Print with Professional Color Quality , members of this permission set can print only with General Office quality color. If you clear both check boxes next to Print with Professional Color Quality and Print with General Office Color Quality , members of this permission set can print only in black & white.

Edit an existing permission set

1. In the area for **Permission Sets**, select the name of the permission set that you want to edit, and click **Edit**.



NOTE: You cannot edit the **Device Administrator** permission set.

2. If you selected **Custom Access Control** or **Maximum Access Control** on the **Device Access** tab, you can allow access to a controlled device function by selecting the check box in each heading area.



NOTE: For Copy, you must select the check box in the main heading area in order to select any of the sub-items beneath it.

For example, select **Copy application** to allow members of this permission set to make copies at the device.

3. If you want to restrict some options within a feature, clear the appropriate check boxes under the main heading.

For example, if you want to allow members of this permission set to make black & white copies but not color copies, clear the check box next to **Make a Color Copy**.



NOTE: To restrict color features, you must first open the **Restrict Color/Limits** page from the menu on the left side of the screen. Select **Custom Access Control** for the **Color Access Control Level**.


4. Click **OK**.

Create a new permission set

1. In the area for **Permission Sets**, click **New** to create a new permission set.
2. Type a unique name for the permission set, and then specify the features that members of this permission set are allowed to use.


3. If you selected **Custom Access Control** or **Maximum Access Control** on the **Device Access** tab, you can allow access to a controlled device function by selecting the check box in each heading area.

For example, select **Copy Application** to allow members of this permission set to make copies at the device.


 **NOTE:** For Copy, you must select the check box in the main heading area in order to select any of the sub-items beneath it.

4. If you want to restrict some options within a feature, clear the appropriate check boxes under the main heading.


For example, if you want to allow members of this permission set to make black & white copies but not color copies, clear the check boxes next to **Make a Color Copy** and **Make a Copy with Professional Color Quality**.

 **NOTE:** To restrict color features, you must first open the **Restrict Color/Limits** page from the menu on the left side of the screen. Select **Custom** for the **Color Access Control Level**.

5. Click **OK**.

 **TIP:** If you plan to restrict color use for some users, set up different permission sets for color users and for non-color users.

TIP: A permission sets checkbox is not available (grayed out) if the function was not set to require signing in on the **Define Custom** page for setting up access control, or if the function is a color setting and the option for controlling color on the **Restrict Color** page has not been set to **Custom**.

 **NOTE:** To assign permission sets to users or groups of users, use the **Users/Groups** tab. See [Create user and group accounts on page 68](#).

Create user and group accounts

You can use the embedded Web server to access users or groups already defined on the network. You can also set up device user accounts, which are assigned an access code and are stored on the device hard disk.

The simplest way to set up access for all users in your organization is to configure the Device User permission set to meet the needs of the majority of the users. Then, assign all users to the Device User permission set. For those individuals who need access that is different than the Device User permission set, create custom permission sets.


Assign users and groups to permission sets

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Device Sign In** from the menu on the left side of the screen.
4. Click the **Users/Groups** tab.
5. Configure the permission sets according to the type of Sign In method you are using. See [Sign-in methods on page 71](#).
 - Windows Users and Groups
 - LDAP Users and Groups
 - Novell NDS Users and Groups
 - Device User Accounts (Local Device sign-in method. Network sign-in is not required.)

Add new Windows or LDAP users or groups and assign permission sets

The procedure is the same for Windows or LDAP users and groups.

1. In either the **Windows Users and Groups** area or the **LDAP Users and Groups** area, click **New**.
2. Next to **User or Group**, select either **User** or **Group**.
3. Next to **Network User or Group Name**, type the name for the user or group.


 **NOTE:** The mapping name must match the user or group name that is already defined on the network. Use the full domain\user or domain\group path.

4. Next to **Permission Set**, select the permission set to assign to this user or group.
5. Click **OK** to add the new user or group.

Edit permission-set assignments for existing Windows or LDAP users or groups

The procedure is the same for Windows or LDAP users and groups.

1. In either the **Windows Users and Groups** area or the **LDAP Users and Groups** area, select a user or group, and click **Edit**. The **Edit Mapping** page opens.
2. Next to **User or Group**, select either **User** or **Group**.
3. Next to **Network User or Group Name**, type the name for the user or group.

 **NOTE:** The mapping name must match the user or group name that is already defined on the network. Use the full domain\user or domain\group path.

4. Next to **Permission Set**, select the permission set to assign to this user or group depending on the type of mapping being created.
5. Click **OK** to save the changes.

Remove permission-set assignments for existing Windows or LDAP users or groups

The procedure is the same for Windows or LDAP users and groups.

1. In either the **Windows Users and Groups** area or the **LDAP Users and Groups** area, select a user or group, and click **Delete**.
2. A message appears that warns you that you are about to delete the user or group. Click **OK** to delete the user or group, or click **Cancel** to return to the previous screen without deleting the user or group.

Add new device user accounts and assign permission sets

1. On the **Users/Groups** tab, in the **Device User Accounts** area, click **New**.
2. An auto-generated access code appears. If you change the access code, it must be unique and be five digits.
3. Type the user's full name and e-mail address (the e-mail address is optional). The name must be unique.
4. Type the user's network name (optional). This name is used for access to device features that require a network account. The name must be unique, and it must match the full account name, including the domain. For example: DOMAIN/username.
5. Select which permission set to assign to the user. See [Permission sets on page 64](#).
6. To add another user account, click **Save and Add Another Account**, or click **OK** if you are finished adding users.

Edit existing device user accounts


1. On the **Users/Groups** tab, in the **Device User Accounts** area, select a user account, and click **Edit**.
2. You can change the access code, the user's name, e-mail address, the network name, and the permission-set assignment for the user.
3. Click **OK** to save the changes.

Delete existing device user accounts

1. On the **Users/Groups** tab, in the **Device User Accounts** area, select a user account, and click **Delete**.
2. A message appears that warns you that you are about to delete the user. Click **OK** to delete the user, or click **Cancel** to return to the previous screen without deleting the user.

View a list of all device-user accounts

1. On the **Users/Groups** tab, in the **Device User Accounts** area, click **List**.
2. A new page opens that summarizes all the information for the existing device-user accounts.

 **TIP:** An easy way to provide each user with the necessary information for signing in, copy the information from this page and paste it into an e-mail to each user.

3. Click **Back** to return to the previous page.

Add new Novell NDS users and assign permission sets

1. In the **Novell NDS Users and Groups** area, click **New**.
2. Next to **NDS Tree**, type the name of the NDS tree.
3. Next to **NDS Context**, type a name for the NDS context.
4. Next to **Username**, type the user name.
5. Next to **Permission Set**, select the permission set to assign to this user.
6. Click **OK** to add the new user.

Edit permission-set assignments for Novell NDS users

1. In the **Novell NDS Users and Groups** area, select a user, and click **Edit**. This opens the **Edit Mapping** page.
2. Next to **NDS Tree**, type the name of the NDS tree.
3. Next to **NDS Context**, type the name for the NDS context.
4. Next to **Username**, type the user name.
5. Next to **Permission Set**, select the permission set to assign to this user.
6. Click **OK** to save the changes.

Remove permission-set assignments for Novell NDS users

1. In the **Novell NDS Users and Groups** area, select a user, and click **Delete**.
A message appears to warn you that you are about to delete the user.
2. Click **OK** to delete the user.


-or-
Click **Cancel** to return to the previous screen without deleting the user.

Sign-in methods

On the **Sign In Methods** tab, you can select the authentication method that the device uses when users sign in to the device at the control panel. Select one of the following for the **Default Sign In Method**:

- **LDAP**
- **Local Device**
- **Windows**
- Novell NDS

If you have installed any third-party sign-in solutions, they also appear in this list. See the documentation that came with the solution for information about setting up the sign-in method.

 **NOTE:** Each of these sign-in methods can be enabled for the device, but only one can be the default sign-in method. If you enable more than one method, users can access a non-default method by touching **Advanced** after they touch the **Sign In** button on the control panel.

If you select **Local Device**, you need to set up individual user accounts. See [Add new device user accounts and assign permission sets on page 69](#).

If you select either the **Windows** or **LDAP** sign-in method, you can use users or groups that are already defined for the network. The following sections describe how to set up these sign-in methods.

Windows sign-in setup

1. To enable the Windows sign-in method, select the **Enable Windows Negotiated Sign In** check box.
2. For each Windows domain that you want the device to recognize, below the box for **Trusted Domains**, click **Add**.
3. Type the domain to add, and click **OK**.
4. By default, the device uses the Windows Active Directory account name to verify the user names. If you want to change this setting, type the name of a different attribute in the box next to **Match the name entered with this attribute**.
5. The device uses the Windows mail attribute to retrieve the users' e-mail addresses. Change this setting only if you need to.
6. The device uses the Windows homeDirectory attribute to retrieve the users' home folder. If you want to change this setting, type the name of a different attribute in the box next to **Retrieve the device user's home folder using this attribute**.
7. Select which Windows domain to use as the default.
8. To verify that the sign-in method is working correctly, click **Test Windows Sign In**.
9. Select a domain, and then enter a username and password.
10. Click **OK** to test the Windows sign in.
11. Click **Cancel** to return to the **Sign In Methods** tab.
12. At the bottom of the page, click **Apply** to save the settings.

LDAP sign-in setup


1. To enable the LDAP sign-in method, select the **Enable LDAP Sign In** check box.
2. Next to **LDAP Server Address**, type the network address of the LDAP server. The address can be a fully-qualified DNS name or an IPv4 address in dotted-decimal notation.
3. Type the **Bind Prefix**, the **Bind and Search Root**, and the **Port** in the appropriate boxes.
4. You can change the default attributes that the device uses to verify the user if you need to. However, HP recommends that you use these default attributes.
5. To verify that the sign-in method is working correctly, click **Test LDAP Authentication**.
6. Enter a username and password.
7. Click **OK** to test the Windows sign in.
8. Click **Cancel** to return to the **Sign In Methods** tab.
9. At the bottom of the page, click **Apply** to save the settings.

Novell NDS sign-in setup


1. To enable the Novell NDS sign-in method, select the **Enable Novell NDS Sign In** check box.
2. For each tree domain that you want the device to recognize, click **Add** below the box for **Trees**.
3. Type the tree to add and click **OK**.
4. Next to **Novell Server Address**, type the network address of the Novell server. The address can be a fully-qualified DNS name or an IPv4 address in dotted-decimal notation.
5. Type the **Context**, the **Bind Prefix**, and the **Bind and Search Root** in the appropriate boxes.
6. Select the Novell tree to use as the default.
7. Click **Test Novell NDS Sign In** to verify that the sign-in method is working correctly.
8. Select an NDS tree, and then enter an NDS context, a username, and a password.
9. Click **OK** to test the Novell sign in.
10. Click **Cancel** to return to the **Sign In Methods** tab.
11. At the bottom of the page, click **Apply** to save the settings.

Restrict color use

You can use the embedded Web server to enable, disable, or set limits on color printing and copying for the device for all users, or you can enable, disable, or set limits on color use for members of certain permission sets.

 **TIP:** If you want to restrict color printing for most users, you can use the Installer Customization Wizard for Windows to pre-configure the printer driver to restrict color. See [Installer Customization Wizard for Windows on page 28](#).

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Restrict Color/Limits** from the menu on the left side of the screen.
4. On the **Restrict Color** tab for **Color Access Control Level**, select one of the following:
 - **On:** Color is available to all users.
 - **Off:** Color is not available to any users.
 - **Custom Access Control:** Color is available to some users, based on their permission sets. See [Permission sets on page 64](#).
5. On the **Usage Limits** tab, select the check box at the top of the page to enable total page and color page printing limits.

 **NOTE:** A color page limit can not be set greater than the total page limit.


6. Select the frequency at which the Limit Exceeded Report is printed. It can be printed the first time the user exceeds the limit or every time the user tries to print after the limit is exceeded. You can also choose not to print a Limit Exceeded report. Click **Apply** at the bottom of the page for the changes to take effect.
7. You can configure usage tracking and temporary overrides to automatically reset on the first day of each week or month, and they can be manually reset. Select **Month** or **Week** from the drop down menu next to **Reset usage tracking and temporary overrides on the first day of each:**. Click **Apply** at the bottom of the page to set the automatic reset interval. Click **Reset Usage Tracking** to manually reset the usage tracking and remove the temporary overrides. Click **Apply** at the bottom of the page for the changes to take effect.
8. If you want no page limit, in the **Usage Limits for Permission Sets** section, select a permission set, click **Edit**, and set the **Total Page Limit** and the **Color Page Limit** to **No Page Limit**.

-or-

9. If you want page limits, select **Page Limit** from the drop down menu, enter the **Total Page Limit** and the **Color Page Limit** for each user assigned to the permission set, and then click **OK**.


 **NOTE:** Page limits for the device administrator permission can not be changed. The device administrator page limits are always set to **No Page Limit**.

NOTE: A color page limit can not be set greater than the total page limit.

 **TIP:** You also might wish to add, edit, or delete temporary user overrides.

A user is allowed to complete a print job as long as at least one page remains in the set limit, even if the job exceeds the set limit. After the limit is exceeded, the user is not able to print a job until either the usage reset interval has passed (and the usage is automatically reset) or the device administrator updates or overrides the set limits.

To update a limit, the device administrator can change the permission set limit for an individual user or for groups of network users or create a temporary override to change the total page and color page limits for an individual user.


 **NOTE:** It is recommended that the device be configured such that a user must sign in to be able to operate the device from the control panel when limits are enabled. This ensures that page limits are applied to, and usage data is correctly recorded for, individual users or groups of network users.

From the **Limits** tab, you can view or export a report that includes usage data associated with each user. This report can be exported as a .csv file. If usage data for an individual user appears on a previous report but not on the current report, it is likely that the user has not used the device during the past two usage tracking intervals.

If color is restricted, the device checks the username that is associated with each job. If restrictions are in place for that user, the device automatically prints according to the restrictions. For example, if a user has exceeded the color page limit but not the total page limit, the device automatically prints in black for that user.


Restrict color printing for specific software programs

In addition to restricting color based on permission sets, you can use the **Print Job Color Control** area to restrict color printing for specific software programs. You can apply a specific color quality setting for each program.

 **TIP:** If you want to restrict color for most programs, set **General Office** color quality as the default, and then specify certain programs that allow **Professional** color quality.

The following color-quality settings are available:

- **Remove All Color:** All documents that are sent from this program are printed in black & white.
 - **Allow General Office Color Quality:** Color documents that are sent from this program are printed with General Office color quality. This setting uses colors that are slightly less saturated than the Professional color-quality setting. This setting is more economical.
 - **Allow Professional Color Quality:** Color documents that are sent from this program are printed with Professional color quality. This setting uses the most saturated colors for the best possible appearance.
1. For software programs that are not specifically restricted, select the color control from the **Default for print jobs generated from unspecified computer applications** drop-down list.
 2. To add a software program to the list of applications, click **Add**. A new page opens.
 3. Type either the program name or the name of the executable file that starts the program. For example, type `Microsoft Word`, or type `WINWORD.EXE`. The name of the program is case-sensitive. Select the color-control level.

 **TIP:** To find the .exe filename and determine if it is upper or lower case, open the Windows Task Manager, and then click the Processes tab to find the correct .exe file.

4. Click **OK** to return to the main **Restrict Color** tab.

5. Repeat the process for each software program that you want to restrict.
6. Click **Apply** to save the settings.

Manage certificates

The product has a built-in self-signed certificate, which allows for encryption and a reasonable level of trust for network communications with entities such as the LDAP server (communication that can include user names and passwords). However, some networks require trusted certificates. In these cases, you might be required to install a certificate from the network certificate authority.


The certificate manager also allows you to load certificate revocation lists (CRL).

Load a certificate

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. On the main EWS page, click **Settings**, select **Certificate Management**, and then select the **Certificates** tab.

 **NOTE:** If the Certificate Management page is unavailable, update the device firmware.

3. Click **Browse** to locate the certificate to load.

 **NOTE:** Find certificates at the location where a network administrator created them.

4. Click **Import** to load the certificate. The certificate will appear in the certificates list after it is loaded.

Load a certificate revocation list (CRL)

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. On the main EWS page, click **Settings**, select **Certificate Management**, and then select the **CRL Management** tab.

 **NOTE:** If the Certificate Management page is unavailable, update the device firmware.

3. Click **Browse** to locate the CRL to load.

4. Click **Import** to load the CRL. The CRL will appear in the Certificate Revocation List box after it is loaded.

Example security configurations

This section provides examples of setting up several common security configurations.

Scenario 1: Everyone shares the same access code, and all users must sign in

In this scenario, the device has one access code. People who know the access code can use the device. People who do not know the access code cannot use the device.

The sign-in screen always appears on the device control panel until a user signs in.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and select **Device Sign In** from the menu on the left side of the screen.
3. Select the **Device Access** tab.
4. In the area for **Access Control Level for Device Functions**, select **Maximum Access Control**, and then click **Apply**.
5. On the **Device Sign In** page, select the **Users/Groups** tab.
6. In the area for **Device User Accounts**, click **New**.
7. A five-digit access code is already filled in. If you want to assign a different access code, use a five-digit number. This is the access code that all users will share when they sign in to the device at the control panel.
8. In the box next to **Full Name**, type a name for the account.
9. Assign the **Device Administrator** permission set to the account.
10. Click **OK**. Verify that the new account appears in the list of Device User Accounts.
11. Click **Apply**.
12. Provide the access code to the people who should be able to use the device.

Scenario 2: Users must sign in for specific features, and they use Windows credentials

In this configuration, users must sign in the first time they try to use a device feature that requires authorization. A Windows sign-in screen prompts them to provide their Windows credentials.

After signing in, users are not prompted to sign in to use any other feature that requires this type of authorization.

All users who sign in at the device will have the permission set that is the **Default Permission Set for Windows Users**. Assign this permission set by using the **Users/Groups** tab. The factory default permission set for this group is **Device User**, but you can also create a new permission set and assign it to that group.


1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and select **Device Sign In** from the menu on the left side of the screen.
3. Select the **Device Access** tab.

4. In the area for **Access Control Level for Device Functions**, select **Custom Access Control**. Wait for the page to refresh, and then click **Define Custom**.

5. Select the features that you want people to sign in to use.

For print jobs that are sent from a computer, the device checks the username that is associated with the job and it applies any color restrictions that you have specified for that user or group.

6. For each feature that requires signing in, select the default method for signing in.

 **TIP:** You can specify different methods for different features. For example, you could specify Windows sign in for the **Copy** feature and a different method for the **E-mail** feature.

Click **OK**.

7. On the **Device Sign In** page, select the **Sign In Methods** tab.

8. Set the default sign-in method to Windows.

9. In the area for **Windows Sign In Setup**, select the check box next to **Enable Windows Negotiated Sign In**.

10. In the area for **Trusted Domains**, click **Add**, and add each domain that you want to include.

11. Provide the attributes that correspond to your Windows Active Directory setup, and select the Default Windows Domain. You must use the UNC path and the exact names that are set up for the Windows Active Directory. The device has no way to verify if you have used the correct names.

12. Click **Apply**.

Scenario 3: Customized access for certain people

This scenario has the following parameters:

- Specific people have device administrator privileges so they can use the **Administration** menu on the control panel.
- All users must sign in to use the **E-mail** feature.
- Only people who work in the advertising department can use **Professional** color quality for printing and copying.
- Users must sign in at the device to use specific features.

Setting up this configuration requires these major steps, which are detailed in the sections that follow.

1. Set the color access-control level.
2. Set the device access-control level.
3. Create a new permission set that restricts Professional Quality color printing and copying, and also adjust the settings for the Device User permission set.
4. Create new users and groups for device access.
5. Select the sign-in method.

Step 1: Set the color access-control level

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Restrict Color/Limits** from the menu on the left side of the screen, and then select the **Restrict Color** tab.
4. In the area for **Color Access Control Level**, select **Custom Access Control**.
5. Click **Apply**.


Step 2: Set the device access-control level

1. Select **Device Sign In** from the menu on the left side of the screen.
2. Select the **Device Access** tab.
3. In the area for **Access Control Level for Device Functions**, select **Custom Access Control**. Wait for the page to refresh, and then click **Define Custom**.
4. Select the check boxes next to the following items so they require users to sign in:
 - **Administrator application**
 - **Make a Copy with Professional Color Quality**
 - **E-mail application**
 - **Print with Professional Color Quality** (This item is near the bottom of the page, in the area for Color Printing Control.)
5. At the bottom of the page, in the area for **Default Sign In Method for each Device Function**, select **Default** for the following applications:
 - Administration application
 - Copy application
 - E-mail application (attach a scan to E-mail)

Step 3: Configure permission sets

1. You need to change the default permissions for the **Device User** permission set. On the **Device Access** tab, in the list of permission sets, select **Device User**, and then click **Edit**.
 - a. Select the check box next to **E-mail application**.
 - b. *Clear* the check boxes next to the following items:
 - **Administrator application**, and all items that are listed under it.
 - **Make a Copy with Professional Color Quality**
 - **Print with Professional Color Quality**
 - c. Click **OK**.
2. Now create a copy of the edited Device User permission set, and update it to create a new permission set for people who are allowed to use Professional color printing and copying.
 - a. In the area for Permission sets, select **Device User**, and then click **Copy**.
 - b. Next to **New Permission Set Name**, type a name, such as “Professional Color Quality Allowed”.

Click **OK**. Verify that the new permission set appears in the list.
 - c. Select the new permission set, and click **Edit**.
 - d. Select the check boxes next to the following items so members of this permission set can use them:
 - **Make a Copy with Professional Color Quality**
 - **Print with Professional Color Quality**

 **NOTE:** Do not check any of the boxes for the Administrator Application.

Step 4: Create new users and groups for device access

To complete this step, specify a default permission set that applies to most users. To provide additional privileges for administrators and people who work in the advertising department, add mappings that assign a different permission set to each of those users. Before beginning this step, obtain the exact names of the users and groups that are defined in your Windows Active Directory. Use the full UNC path.

1. Select the **Users/Groups** tab.
2. Select **Device User** for the **Default Permission Set for Windows Users**.
3. Set up permission for the users who have access to the Administrator Application on the control panel.
 - a. In the area for **Windows User and Groups**, click **New**.
 - b. Next to **User or Group**, select **User**.
 - c. Next to **Network User or Group Name**, type the Active Directory username for the user.
 - d. Next to **Permission Set**, select **Device Administrator**.

- e. Click **OK**.
 - f. Repeat this process for each user who should have this permission.
4. Set up permission for people who work in the advertising department to use Professional Color Quality.
 - a. In the area for **Windows User and Groups**, click **New**.
 - b. Next to **User or Group**, select **Group**.
 - c. Next to **Network User or Group Name**, type the Active Directory username for the group that is associated with the advertising department.
 - d. Next to **Permission Set**, select **Professional Color Quality Allowed**.
 - e. Click **OK**.

Step 5: Select the sign-in method

1. Select the **Sign In Methods** tab.
2. Next to **Default Sign In Method at the device**, select **Windows**.
3. In the area for **Windows Sign In Setup**, select the check box next to **Enable Windows Negotiated Sign In**.
4. In the area for **Trusted Domains**, click **Add**, and add each domain that you want to include.
5. Provide the attributes that correspond to your Windows Active Directory setup, and select the Default Windows Domain.
6. Click **Apply**.

6 Manage the device

This chapter contains information about the following topics:


- [Check job status and use the job queue](#)
- [Use the embedded Web server](#)
- [Use HP Web Jetadmin](#)
- [Set up the notification server](#)
- [Set up Alerts](#)
- [Set up AutoSend](#)
- [Set the date and time](#)
- [Set up a sleep schedule](#)
- [Backup and restore settings](#)
- [Upgrade the firmware](#)

Check job status and use the job queue

To check the status of individual jobs, use the **Job Status** feature on the device control panel. Also use this feature to pause all jobs, remove jobs from the queue, or to promote a job so it is processed sooner.

Open the job queue

1. From the Home screen, scroll to and touch **Job Status**. The job queue opens.
2. The **Active** tab shows jobs that are currently processing. From the drop-down menu, select a job category, and then select the name of the job.


 **NOTE:** The system administrator can configure the device so that you cannot cancel, promote, or see the details for jobs that are not your own.

- Touch **Pause All** to stop all active jobs.

△ **CAUTION:** As long as the device is in a paused state, it will not process incoming print jobs. It will remain in this state until **Resume All** is selected on the control panel.

- Touch **Cancel Job** to cancel the selected job and remove it from the job queue.
- Touch **Details** to see the information about the selected job.
- Touch **Promote** to move the selected job forward in the job queue so it can be completed as soon as possible. For more information, see [Promote and interrupt jobs in the queue on page 86](#).


3. The **Job Log** tab lists all the completed jobs. From the drop-down menu, select a job category, and then select the name of the job. Touch **Details** to see the information about the selected job.

 **NOTE:** The **Job Log** feature lists only jobs that the user is authorized to view. The user might be required to log in at the control panel to use this feature.

Process multiple job types

The device processes multiple jobs simultaneously whenever it can. This is possible because the scanner, the print engine, and the digital send features can function at the same time for separate jobs. For example, the device can be receiving a fax, sending a fax, or sending out a digital send job while scanning a copy job and while printing a job from a remote user. It can also allow some types of jobs to interrupt jobs in process depending on settings and on priority.

The administrator can control the priority of incoming print jobs using the Hold Off Print Job feature. This feature provides the option of delaying incoming print jobs while users are copying or using the stored job features at the device. When the Hold Off Print Job feature is On, incoming print jobs are delayed until jobs in process at the device are finished. When the Hold Off Print Jobs feature is Off, the device places incoming print jobs in the queue immediately even if they interrupt copy jobs or stored jobs.

 **NOTE:** The Hold Off Print Job feature only affects processes that involve printing. Otherwise, the device places incoming jobs in the queue as soon as it receives them.

Promote and interrupt jobs in the queue

When the device is processing multiple jobs, in most cases it prioritizes them according to the order in which it receives them. However, some types of jobs automatically take priority over others. You can also promote a job in the queue so it is processed as soon as possible, or you can interrupt a job that is in progress so a new job is processed immediately.

Job priorities

The device prioritizes jobs in the following order, with the highest priority listed first:

1. Any job that you have specifically promoted in one of the following ways:
 - By using the **Promote** option in the **Job Status** feature on the device control panel.
 - By pressing the **Interrupt** button on the device control panel.

Promoting a job by using either of these methods causes the current job to be interrupted immediately. See [Job interruption on page 87](#).

2. Jobs that are started at the device:
 - copy jobs
 - job-storage jobs
 - print internal pages


Starting any of these jobs causes the current job to be interrupted immediately. See [Job interruption on page 87](#).

3. Jobs that are sent from a computer and incoming faxes. These jobs do not interrupt current jobs. If someone is currently using the device control panel, these jobs are held until that person is finished. However, the administrator can configure the Hold Off Print Job setting to **Off** to prevent these jobs from being held off by user activity at the device control panel.

Job interruption

The device can interrupt a job that is currently printing at these boundaries:

- After a complete page, but in the middle of a multiple-page job. If the current job is being printed on both sides, the interruption occurs after both sides have printed.

 **NOTE:** If the current job requires stapling, the new job interrupts the current job after a complete set of pages.

- After a complete set of pages for jobs that have multiple copies.

The type of interruption that occurs depends on the type of job that is being promoted or started.

- Starting a copy job interrupts the current job after a complete page, unless the current job requires stapling.
- Printing an internal page or a stored job interrupts the current job after a complete set of pages.
- Printing a job from a computer or printing an incoming fax does not interrupt the current job, unless you promote the new job in one of the following ways:
 - By using the **Promote** option in the **Job Status** feature on the device control panel.
 - By pressing the **Interrupt** button on the device control panel.

If you promote the new job, it interrupts the current job after a complete set of pages.

- Pressing the **Interrupt** button on the device control panel interrupts the current job after a complete set of pages.

Use the embedded Web server

The embedded Web server (EWS) provides a method for managing most device functions from a computer that is on the same network as the device. Some device-configuration features are available in the embedded Web server that are not available at the device control panel. For example, the only way to enable the **Network Folders** digital-sending feature is to use the embedded Web server.


A summary of all the embedded Web server features follows this introduction. Examples of tasks that you can perform by using the embedded Web server include the following:

- View the current device and supplies status.
- Print device information pages.
- Print a file that is on the network.
- View and change device configuration settings.
- Set up the digital sending features for the device.
- Set up users and groups who have access to the device.
- Configure permission sets for users and groups.
- Configure sign-in methods.
- Restrict color printing and copying.
- Set up Internet and LAN fax features.
- Import e-mail addresses or fax speed dials from other sources.
- Configure automatic alerts for device conditions that you specify.
- Configure the AutoSend feature, which you can use to send device-configuration and usage information to your service provider.
- Set up a sleep schedule for the device.
- Install third-party software packages.
- Configure the embedded HP Jetdirect print server.

The embedded Web server feature requires at least 48 MB of RAM in order to connect to the network.

The embedded Web server works when the device is connected to an IP-based network. The embedded Web server does not support IPX-based device connections. The computer does not need Internet access to open the embedded Web server; however, some links within the embedded Web server require an Internet connection.

To open the embedded Web server, open a supported Web browser, and type the device network address or hostname in the address line. See [Open the embedded Web server on page 40](#).

 **NOTE:** To find the network address or hostname, go to the device control panel. Touch **Network Address**, and touch **Print** to print an HP Jetdirect configuration page. The network address or hostname is on that page.

Information tab

Use the **Information** tab to find information about the device status. Click the buttons on the left side of the window to open each feature.

Table 6-1 Information tab

Feature	Description
Device Status	<p>The current device status is shown at the top of the page.</p> <p>The Supplies area shows the life remaining for each ink cartridge. An empty cartridge shows 0%. Click Supplies Details to open the Supplies Status page.</p> <p>The Media area shows the type and size of paper that is configured for each tray. To change the settings, click Change Settings.</p> <p>The Capabilities area shows which features are enabled and it shows the current firmware datecode.</p>
Configuration Page	<p>This page shows the same information that is found on the device configuration page. The following information is summarized on this page:</p> <ul style="list-style-type: none">● General device information● Installed personalities and options● Memory● Event log● Security● Paper tray size and type configurations
Supplies Status	<p>This page shows the life remaining for each ink cartridge and its expiration date. An empty cartridge shows 0%. This page also provides ink-cartridge part numbers. To order new cartridges, click Product Support in the Other Links area of the window. To visit this Web site, you must have Internet access.</p>
Event Log	<p>This page shows a list of all device events and errors. The most recent event is at the top of the list.</p>
Usage Page	<p>This page details the number of pages that have been printed on each paper type and size and from which trays they were printed. It also includes information about whether pages were printed on one side or both sides, and whether pages were printed in color or black & white.</p>
Device Information	<p>This page shows the device network name, its location in your facility, its asset number, and the name of the person to contact for help. To change these entries, click Device Information on the Settings tab.</p>
Control Panel	<p>View the current status of the device control panel.</p>
Jam History	<p>This page shows a history of jams that have occurred. It includes a summary of the three most-frequent jams that have occurred during the past 14 days.</p>
Print	<p>Select a file on your network or on the Web, and send it to the device to be printed. The document must be a print-ready document, such as a .PS, .PDF, .PCL, or .TXT file.</p>

Settings tab

Use this tab to configure the device from your computer. Click the buttons on the left side of the window to open each feature.

 **NOTE:** If an administrator password is set, this tab is available only for users who have signed in with the necessary credentials. See [Set the device administrator password on page 59](#).

Table 6-2 Settings tab

Feature	Description
Configure Device	This page contains many of the same menus as the Administration feature on the device control panel.
Notification server	<p>Use this page to set up the SMTP server for sending device e-mail alerts (set up on the Alerts page). To enable the server, select Enable Outgoing E-mail. For more information, see Set up the notification server on page 97.</p> <p>Also use this page to set values for an incoming POP3 e-mail server if you want to permit remote requests and commands to be sent to the device. To enable the sever, select Enable Incoming E-mail.</p>
Alerts	<p>Set up the option to receive e-mail alerts for various device and supplies events. You can send these alerts to a list of up to 20 e-mail, mobile device, or Web site destinations.</p> <p>For more information about this feature, see Set up Alerts on page 98.</p>
AutoSend	<p>Periodically send device-configuration and usage information to your service provider. This feature establishes a relationship with Hewlett-Packard Company, or another service provider, to provide you with services that include proactive cartridge replacement, support agreements, and usage tracking.</p> <p>For more information about this feature, see Set up AutoSend on page 99.</p>
General Security	<p>Set a password that must be provided for access to the Settings, Digital Sending, and Networking tabs of the EWS. For more information, see Set the device administrator password on page 59.</p> <p>Select Disable Direct Ports if you want users to be able to print only by using a network connection.</p> <p>Clear the box next to Print Page to disable the option to send a file for printing directly from the embedded Web server.</p>
Device Sign In	<p>Configure a default sign-in method to permit access to the device. Specify a network sign-in method so you can use existing access permissions defined on the network.</p> <p>Configure whether certain device features require a user to sign in before using them by creating permission sets. You can configure permission sets based on specific parameters. For example, you could create a permission set to allow printing and copying in color.</p> <p>Use the Users/Groups page to set up individual or group user accounts and to assign permission sets to individual users or groups of users.</p> <p>For more information and specific procedures, see Control access to the device on page 63.</p>

Table 6-2 Settings tab (continued)

Feature	Description
Restrict Color/Limits	<ul style="list-style-type: none">● Restrict Color tab: Enable or disable color printing and copying for all users, or enable it for users who have certain permission sets. You can also control whether jobs sent from certain software programs can be printed in color. See Restrict color use on page 73.● Limits tab: You can enable limits on the number of total pages and color pages that a user is allowed to print in a specific time period. A color page limit can not be set greater than the total page limit. Limits are applied to permission sets and are associated with individual users or groups of network users. See Restrict color use on page 73. <p>NOTE: It is recommend that the device be configured such that a user must sign in to be able to operate the device from the control panel when limits are enabled. This ensures that limit restrictions are correctly recorded for individual users or groups of network users.</p>
Edit Other Links	Add or customize a link to another Web site. This link is shown in the Other Links area on all embedded Web server pages. The Product Support link always appears in the Other Links area. To access any link in this area, the computer must have Internet access.
Device Information	Name the device and assign an asset number to it. Type the name of the primary contact who will receive information about the device.
Language	Specify the language in which to show the embedded Web server information.
Date & Time	<p>In the Device Time area, set the correct date and time for the device. Click Advanced to set the time zone, the time format, and the date format. You can also set the device to automatically adjust for daylight savings time if applicable to your location. After the time is set, the device's real-time clock maintains the accurate time.</p> <p>In the Network Time Server area, you can set the device to use a network time server, if one is available, to maintain the current time. Using a network time server produces more accurate results than using the device's real-time clock. Click Advanced to open a page where you can provide the information necessary for the device to use the network time server.</p> <p>For more information and specific procedures, see Set the date and time on page 100.</p>
Sleep Schedule	<p>Set the time at which the device should enter and exit sleep mode each day. You can also configure a sleep schedule for holidays.</p> <p>Use this page to set the time delay for sleep mode.</p> <p>For more information and specific procedures, see Set up a sleep schedule on page 102.</p>

Table 6-2 Settings tab (continued)

Feature	Description
Backup and Restore	<p>Use this page to create a file on your network that includes all the embedded Web server settings for this device. Keep this file in case of device failure.</p> <p>In the Folder Settings area, indicate the folder on the network where the file should be saved, and provide an encryption key for the file.</p> <p>In the Authentication Settings area, provide the information that is necessary to authenticate to the network server where the folder is stored.</p> <p>You can write the settings to this file by clicking Backup, and if needed, you can restore the settings by clicking Restore.</p> <p>For more information and specific procedures, see Backup and restore settings on page 103.</p>
Solution Installer	<p>Use this page to install third-party software packages that can extend or modify the functionality of the device. Click Browse to find the executable file on your network that installs the software, and then click Install. Depending on the solution, the device might automatically restart.</p> <p>After you install a solution, it appears in the list at the bottom of the page. If you need to remove a solution, select it in the list and then click Remove. The device must restart after you remove a solution.</p> <p>If you attempt to reinstall a solution without first removing it, you will receive a warning that you are about to overwrite the solution. Click OK to continue, or click Cancel to stop the installation.</p>

Digital Sending tab

Use this tab to configure settings for sending scanned documents as e-mail attachments or to a folder on a network. Click the buttons on the left side of the window to open each feature.

 **NOTE:** If an administrator password is set, this tab is available only for users who have signed in with the necessary credentials. See [Set the device administrator password on page 59](#).

Table 6-3 Digital Sending tab

Feature	Description
Address Book	<p>Use this page to configure which address books the device uses for the e-mail and fax features. Three methods are available.</p> <ul style="list-style-type: none">● Network Contacts Setup: Import addresses from a shared LDAP server. Type the LDAP server name or click Find Servers to locate available LDAP servers.● Device Contacts Import: Import e-mail addresses to the device hard disk, in the form of a Comma-Separated Value (CSV) file into the device internal address book. You can also delete all addresses that are stored on the device hard disk.● Personal Contacts Setup: Access a user's personal contacts from a Microsoft Windows exchange server. <p>For a complete description of how to use this page, including specific procedures, see Import e-mail addresses from other sources on page 43.</p>
E-mail Setup	<p>Use this page to enable the E-mail feature, to specify which SMTP servers to use, and to configure default settings that apply to all e-mail attachments that are sent from the device.</p> <p>For a complete description of how to use this page, including specific procedures, see Advanced e-mail setup on page 41.</p>
Network Folder Setup	<p>Use this page to enable the Send to Network Folder feature, to set up predefined network folders (Quick Access Folders), and to configure default settings that apply to all files that are sent to network folders.</p> <p>For a complete description of how to use this page, including specific procedures, see Network folder setup on page 50.</p>

Fax tab

Use this tab to configure settings for sending faxes. Click the buttons on the left side of the window to open each feature.


 **NOTE:** If an administrator password is set, this tab is available only for users who have signed in with the necessary credentials. See [Set the device administrator password on page 59](#).


Table 6-4 Fax tab

Feature	Description
Fax Send Setup	<p>Use this page to enable the Fax Send feature and to configure a LAN Fax Service or an Internet Fax Service. This page has the following tabs:</p> <ul style="list-style-type: none">● Common Job Settings: Configure default settings that apply to all outgoing fax jobs. These are the same options that are available in the Fax feature at the device control panel.● LAN Fax Setup: If the optional fax accessory is not installed, the device can send faxes by using LAN fax software that is installed on the network. To configure the options for this feature, see the documentation that came with the LAN fax software.● Internet Fax Setup: If the optional fax accessory is not installed, the device can send faxes by using an Internet fax service, which requires a subscription. To find information for configuring this feature, consult your Internet fax service provider. <p>For a complete description of how to use this page, including specific procedures, see Fax send setup on page 52.</p>
Fax Activity Log	<p>This page lists information about the faxes that have been sent from or received by the device, including the name of the user, and whether the fax was successfully sent or received.</p>
Speed Dials	<p>Use this page to import speed-dial lists to the device from a .CSV file on the network.</p> <p>For a complete description of how to use this page, including specific procedures, see Import fax speed-dial lists on page 54.</p>

Networking tab

Use this tab to control network-related settings. The options that are available on this tab depend on the HP Jetdirect print server that is installed in the device. The options that are available here are similar to the options on the Embedded Jetdirect or EIO <X> Jetdirect menu on the device control panel, but are more extensive.

To learn more about using this tab, see the *HP Jetdirect Administrator Guide*. This guide is available on the System Administrator's CD-ROM, which came with the device.


 **NOTE:** If an administrator password is set, this tab is available only for users who have signed in with the necessary credentials. See [Set the device administrator password on page 59](#).

Use HP Web Jetadmin

Similar to the embedded Web server, HP Web Jetadmin enables you to configure device settings remotely, but you can use HP Web Jetadmin to manage a group of devices instead of a single device.


HP Web Jetadmin is a Web-based software solution for remotely installing, monitoring, and troubleshooting network-connected peripherals. The intuitive browser interface simplifies cross-platform management of a wide range of devices, including HP and non-HP devices. Management is proactive, allowing network administrators the ability to resolve issues before users are affected. Download this free, enhanced-management software at www.hp.com/go/webjetadmin_software.

If installed on a host server, HP Web Jetadmin is available to any client through a supported Web browser, such as Microsoft Internet Explorer 6.0 for Windows or Netscape Navigator 7.1 for Linux. Browse to the HP Web Jetadmin host.

 **NOTE:** Browsers must be Java-enabled. Browsing from an Apple Macintosh computer is not supported.

Set up the notification server

To use the **Alerts** or **AutoSend** features, you must configure the SMTP settings for the notification server.

 **NOTE:** The e-mail server for the E-mail digital send feature and the e-mail server for the notification features are configured on different tabs of the embedded Web server. Configure the digital send e-mail server on the **Digital Send** tab. Configure the notification server on the **Settings** tab. However, you can use the same e-mail server, or SMTP host name, for both functions as long as that server does not require authentication.

The area in the embedded Web server for setting up the notification server has two sections. You must set up the features in the area for **Outgoing e-mail**, but setting up the features in the area for **Incoming e-mail** is optional.

Required setup

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Notification Server** from the menu on the left side of the screen.
4. In the area for **Outgoing e-mail**, make sure that the box next to **Enable Outgoing E-mail** is selected.
5. Next to **SMTP Server**, type the network address for the notification server. Use a server that does not require authentication when sending e-mail.
6. Next to **Domain Name**, type the name of the domain for the server. Make sure to use the exact name.
7. Click **Apply**.

Optional setup

1. In the area for **Incoming e-mail**, next to **Device E-mail Address**, type the name of the device e-mail account. This address is the **Device POP3 Username** combined with the **Domain Name**.
2. You do *not* need to select the box next to **Enable Incoming E-mail** in order to use the **Alerts** and **AutoSend** features. Enable incoming e-mail and provide information for the settings in this area if you want to permit remote requests and commands to be sent to the device.
3. Next to **POP3 Server**, type the network address for the incoming POP3 mail server.
4. Next to **Device POP3 Username**, type the name of an existing user for the device. HP recommends setting up an e-mail account for notifications, and using that account. Do not use your own e-mail address for this field because all your personal e-mail messages will be diverted.
5. Next to **Password**, type the password for the Device POP3 Username.
6. Click **Apply**.

Set up Alerts

You can set up automatic alerts for specific device conditions, such as a jam or when a cartridge needs to be replaced. The alerts can be sent to a distribution list by e-mail or to a Web site.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Notification Server** from the menu on the left side of the screen. Make sure that the box next to **Enable Outgoing E-mail** is selected and that the SMTP server is configured. See [Set up the notification server on page 97](#).
4. Select **Alerts** from the menu on the left side of the screen.
5. Click **New Destination List** to configure a new destination list. The Alerts Setup page opens.
6. Type a name for the destination list next to **List Name**.
7. A destination list can contain up to 20 alert destinations. These destinations can be e-mail addresses, mobile devices, or a Web site. In the box next to **Alert Destinations**, type the destinations for this list. Separate each destination with a semi-colon or a comma.
8. Select the device conditions for which this destination list should receive alerts. The most commonly used alerts are shown. To see all the alerts that are available, click **Show All Alerts**.

For several conditions, such as a jam or an open door, specify the amount of time that must elapse before the alert is sent.

For the **Order and Expired Cartridge** alert, set the threshold for the percent of cartridge-life remaining at which an alert should be sent. For example, to send an alert when 10% of the cartridge life remains, set the threshold to 10%.

9. After you have selected an alert for a supplies condition, you can suppress the corresponding message that would appear on the device control panel. Select the check box next to each message that you want to suppress.
10. You can include a device information page as an e-mail attachment for any e-mail addresses that are in the destination list. Select the pages that you want to attach. This step is optional.
11. Click **OK** to save the settings.
12. Repeat this process for up to four destination lists.

Set up AutoSend

Use the AutoSend feature to automatically send device configuration information and supplies-usage information to an e-mail destination list. In addition, you can use this feature to send device information directly to HP if you have an active service agreement with HP.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Notification Server** from the menu on the left side of the screen. Make sure that the box next to **Enable Outgoing E-mail** is selected and that the SMTP server is configured. See [Set up the notification server on page 97](#).
4. Select **AutoSend** from the menu on the left side of the screen.
5. Select **Enable AutoSend**.
6. Select how often you want to send device information. For example, to send the information on every alternate day, in the box next to **Send every**, type **2** and then select **days**.
7. In the box next to **E-mail destinations**, type up to 20 e-mail addresses to receive the information. Separate the addresses with a semi-colon or a comma.
8. Click **Test** and verify that each e-mail address received the information.
9. Select **Send to HP** to send device information directly to HP at the interval you have specified. This helps HP improve the device. For more information, click the link that is named **Hewlett-Packard Online Privacy Statement**.
10. Click **Apply** to save the settings.

Set the date and time

You can use the [Time/Scheduling](#) menu on the device control panel to establish basic date and time information. However, you can also use the embedded Web server to set the current date and time and to establish advanced settings for using daylight savings time and to configure the device to synchronize with a network time server, if one is available.


1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Date & Time** from the menu on the left side of the screen.
4. In the boxes below **Current Date**, type the current year, select the current month, and type the current day.
5. In the boxes below **Current Time**, type the hour and the minutes, and select AM or PM.
6. Click **OK** to accept the settings.
7. Click **Advanced**.
8. Select the correct time zone from the drop-down list.
9. Select the correct Date Format.
10. Select a 12 hour or 24 hour Time Format.
11. Click **OK**.
12. Click **Advanced** again to configure **Daylight Savings Time Settings**.
13. If you need to configure Daylight Savings Time Settings, select the box next to **Automatically adjust clock for daylight saving changes**, and then click **Start Date/End Date**.
14. Select the correct options for the **Start Date** and **End Date** for daylight savings time in your area. For example, if daylight savings time starts on the third Sunday of April at 2:00 A.M., select the following options for the start date:
 - Occurrence: Third
 - Week Day: Sunday
 - Month: April
 - Hour: 02
15. Next to **DST Offset**, type the interval, in minutes, to adjust the clock.
16. If you click **Use Defaults**, the device returns to the default settings for the current time zone.
17. Click **OK** to accept the settings.
18. On the main **Date & Time** page, if a network time server is available, select the box next to **Automatically synchronize with a Network Time Server**. Then click **NTS Settings**.
19. If a network time server is detected, its address appears in the box next to **Network Time Server Address**. If you want to use a different network time server, you can type a different network address in this box.

20. Type the interval, in hours, for how frequently the device should synchronize with the network time server.
21. You do not need to change the port number for the device.
22. If you click **Synchronize Now**, the device synchronizes with the network time server immediately.
23. If you click **Use Defaults**, the settings on this page return to the settings that were detected when the device was turned on.
24. Click **OK**.

Set up a sleep schedule

You can use the [Time/Scheduling](#) menu on the device control panel to set up a sleep schedule for the device. However, you can also use the embedded Web server to set up a sleep schedule and to configure a sleep schedule for holidays.

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Sleep Schedule** from the menu on the left side of the screen.
4. In the area for **Sleep Schedule**, select which days of the week you want to use a sleep schedule, and then select the appropriate **Wake Time** and **Sleep Time**.
5. In the area for **Holiday Sleep**, you can instruct the device to use a sleep schedule for up to 18 holidays that are appropriate for your country/region.
 - a. Select the box next to **Enable Holiday Sleep**, and then click **Apply**.
 - b. In the box next to **Holiday Name**, type the name of the holiday.
 - c. Next to **Sleep Time**, type the date and time that the device should enter Sleep Mode for this holiday. The date format is YYYY/MMM/DD.
 - d. Next to **Wake Time**, type the date and time that the device should exit Sleep Mode for this holiday. The date format is YYYY/MMM/DD.
 - e. Click **Add** to add this holiday to the list. You can change the settings by clicking **Edit**, or you can remove the holiday from the list by clicking **Remove**.
 - f. Repeat this process for each holiday that you want to add.
6. In the area for **Sleep Delay**, specify the length of time after which the device should enter Sleep Mode if no device activity has occurred.

 **NOTE:** If you have not enabled Sleep Mode at the device control panel, setting a Sleep Schedule or a Sleep Delay in the embedded Web server automatically enables Sleep Mode. However, you must use the [Management](#) menu on the control panel to disable Sleep Mode after it has been enabled.

7. Click **Apply**.


Backup and restore settings

You can use the embedded Web server to create a backup file that contains device and user data. If necessary, you can use this file to restore data to the device. The following information is saved in the backup file:


- Settings for the E-mail and Network Folder digital send features, including information about the network, such as the SMTP server address.
- All information that is configured through the embedded Web server.
- Device-access information, including permission sets and color-restriction information
- Usernames and passwords
- Address-book information
- Stored jobs

Create a backup file

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.
3. Select **Backup and Restore** from the menu on the left side of the screen.
4. In the area for **Folder Settings**, type an encryption key in the box below **Encryption Key**. The key must contain between 1 and 255 standard characters. For maximum security, do not use a key that spells a word, and include a mixture of keyboard symbols, numbers, and uppercase and lowercase letters. For example, k3y_1234%abCD! is a valid encryption key.

 **NOTE:** Record this key and save it in a secure location.

5. Select whether the folder in which you want to store the information is on a Windows or a Novell server.

 **NOTE:** Some users might attempt to use SAMBA to provide a shared folder on a non-Windows server. In order for a SAMBA share to be compatible with the device, you must configure the SAMBA server to use port 445.

6. Type the path for the network folder in the box below **UNC Path Name**. UNC paths follow this format:

\\servername\sharename\foldername

7. In the area for **Authentication Settings**, provide the appropriate information for the server.
 - For Windows, type the **Windows Domain**, the **Username**, and the **Password**.
 - For Novell, type the **Username**, the **Password**, the **NDS Tree**, and the **NDS Context**.
8. Click **Backup** to create the backup file and save it in the folder you have specified.

Use the backup file to restore device information

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab.

3. Select **Backup and Restore** from the menu on the left side of the screen.
4. In the box below **Encryption Key**, type the encryption key that you used when you created the backup file.
5. Select whether the folder in which you want to store the information is on a Windows or a Novell server.
6. Type the path for the network folder in the box below **UNC Path Name**. UNC paths follow this format:

`\\servername\sharename\foldername`
7. In the area for **Authentication Settings**, provide the appropriate information for the server.
 - For Windows, type the **Windows Domain**, the **Username**, and the **Password**.
 - For Novell, type the **Username**, the **Password**, the **NDS Tree**, and the **NDS Context**.
8. Click **Restore** to use the information in the backup file to restore data to the device.

Upgrade the firmware

If you need to upgrade the device firmware, you can use any of the following methods.

- Use HP Web Jetadmin
- Use FTP
- Use Windows commands

For each of these methods, you must first download the firmware update file from www.hp.com/go/CM8060edgeline_sw or www.hp.com/go/CM8050edgeline_sw, and save the file on the network or on your computer. The file has the extension .RFU (remote firmware upgrade).

 **NOTE:** The device must be in the ready state to accept a firmware upgrade.

NOTE: The .RFU file is quite large. Depending on your connection speed, downloading the file could take several minutes. The upgrade process can take up to 30 minutes, depending on how much the firmware has changed in comparison to the version that is currently on the device.

Use HP Web Jetadmin to upgrade the firmware

1. Start HP Web Jetadmin.
2. Open the **Device Management** folder in the drop-down list in the **Navigation** panel. Navigate to the **Device Lists** folder.
3. Expand the **Device Lists** folder and select **All Devices**. Locate the device in the list, and then click to select it.


If you need to upgrade the firmware for multiple devices, select all of them by pressing the **Ctrl** key as you click the name of each device.

4. Locate the drop-down box for **Device Tools** in the upper-right corner of the window. Select **Update Printer Firmware** from the action list.
5. If the name of the .RFU file is not listed in the **All Available Images** box, click **Browse** in the **Upload New Firmware Image** dialog box and navigate to the location of the .RFU file that you downloaded from the Web site. If the filename is listed, select it.
6. Click **Upload** to move the .RFU file from your hard drive to the HP Web Jetadmin server. After the upload is complete, the browser window refreshes.
7. Select the .RFU file from the **Printer Firmware Update** drop-down menu.
8. Click **Update Firmware**. HP Web Jetadmin sends the selected .RFU file to the device. The control panel shows messages that indicate the progress of the upgrade. At the end of the upgrade process, the control panel shows the **Ready** message.

Use FTP to upgrade the firmware

This procedure requires that the device be connected to a Windows network. Before beginning, obtain the device network address or hostname. To find the address, on the device control panel, touch **Network Address**.

1. Open a command prompt on your computer: Click **Start**, click **Run**, and then type `cmd`.
2. Type: `ftp <NETWORK ADDRESS>`. For example, if the network address is 192.168.0.90, type `ftp 192.168.0.90`.
3. Press **Enter** on the keyboard.
4. When prompted for the user name, press **Enter**.
5. When prompted for the password, press **Enter**.
6. Type `bin` at the command prompt.
7. Press **Enter**. The message **200 Types set to I, Using binary mode to transfer files** appears in the command window.
8. Type `put <filename>` where `<filename>` is the name of the .RFU file that was downloaded from the Web site, including the path. For example, type `put C:\CM8060\8060FW.RFU`, and then press **Enter**.


 **NOTE:** If the file name or path includes a space, you must enclose the file name or path in quotation marks. For example, type `put "C:\MY DOCUMENTS\CM8060\8060FW.RFU"`

The following series of messages appears in the command window:

```
200 PORT command successful
150 Opening BINARY mode data connection
226 Ready
226 Processing Job
226 Transfer complete
```

Then, a message that contains the transfer-speed information appears.

9. The download process begins and the firmware is updated on the device. This can take approximately five minutes. Let the process finish without further interaction with the device or computer.


 **NOTE:** The device automatically turns off and then on again after processing the upgrade.

10. At the command prompt, type: `bye` to exit the ftp command.
11. At the command prompt, type: `exit` to return to the Windows interface.

Use Windows commands to upgrade the firmware

This procedure requires that the device be connected to a Windows network. Before beginning, obtain the device network address or hostname. To find the address, on the device control panel, touch [Network Address](#).

1. Open a command prompt on your computer: Click **Start**, click **Run**, and then type `cmd`.
2. Type the following: `copy /B <FILENAME> \\<COMPUTERNAME>\<SHARENAME>`, where `<FILENAME>` is the name of the .RFU file (including the path), `<COMPUTERNAME>` is the name of the computer from which the device is being shared, and `<SHARENAME>` is the device share name. For example: `C:\>copy /b C:\8060fw.RFU \\YOUR_SERVER\YOUR_COMPUTER`.

 **NOTE:** If the file name or path includes a space, you must enclose the file name or path in quotation marks. For example, type: `C:\>copy /b "C:\MY DOCUMENTS\8060FW.RFU" \\YOUR_SERVER\YOUR_COMPUTER`.

3. Press **Enter** on the keyboard. The control panel shows a message that indicates the progress of the firmware upgrade. At the end of the upgrade process, the control panel returns to the Home screen. The message **1 file(s) copied** appears on the computer screen.

7 Administration menu

Use the administration menu to set up default job and device behavior and to configure other global settings, such as the language and the format for date and time.

This chapter contains information about the following topics:


- [Navigate the administration menu](#)
- [Menu structure](#)
- [Information menu](#)
- [Default Job Options menu](#)
- [Time/Scheduling menu](#)
- [Management menu](#)
- [Initial Setup menu](#)
- [Device Behavior menu](#)
- [Troubleshooting menu](#)
- [Resets menu](#)


Navigate the administration menu

From the Home screen, touch **Administration** to open the menu structure. You might need to scroll to the bottom of the Home screen to see this feature.

The Administration menu has several sub-menus, which are listed on the left side of the screen. Touch the name of a menu to expand the structure. A plus sign (+) next to a menu name means that it contains sub-menus. Continue opening the structure until you reach the option that you want to configure.

A breadcrumb trail at the top of the screen indicates which menus have been opened. To return to a higher level in the menus, touch one of the underlined links. To return to the previous level, touch **Back**.

To exit the Administration menu, touch the Home button () in the upper-left corner of the screen.

The device has built-in help that explains each of the features that are available through the menus. To open the Help system, touch the Help button () in the upper-right corner of the screen. The help provides the details about each screen.

The tables in the sections that follow indicate the overall structure of each menu.

Menu structure

This table shows the overall menu structure.


 **NOTE:** Use the [Supplies Status](#) feature to configure the paper size and type for each tray. You cannot use the [Administration](#) menu to configure the trays.

Table 7-1 Menu structure

Menu	Sub-menu	Details
Information		See Information menu on page 112 .
Default Job Options	Default Copy Options	See Default Copy Options on page 115 .
NOTE: To configure default settings for the E-mail and Network Folder features, use the embedded Web server. See Advanced e-mail setup on page 41 and Network folder setup on page 50 .	Default Fax Options	See Default Fax Options on page 124 .
	Default Print Options	See Default Print Options on page 128 .
	Time/Scheduling	See Time/Scheduling menu on page 129 .
Management		See Management menu on page 131 .
Initial Setup	Networking and I/O	See Networking and I/O menu on page 133 .
	Fax Setup	See Fax Setup menu on page 140 .
	E-mail Setup	See E-mail Setup menu on page 143 .
Device Behavior		See Device Behavior menu on page 144 .
Troubleshooting		See Troubleshooting menu on page 150 .
Resets		See Resets menu on page 151 .

Information menu

Use this menu to print information pages and reports that are stored internally on the device.


 **NOTE:** This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

Table 7-2 Information menu

Menu item	Sub-menu item	Values	Description
Administration Menu Map		Print	Shows the basic structure of the Administration menu.
Configuration Page		Print	A set of configuration pages that show the current device settings.
Supplies Status Page		Print	Shows the status of supplies such as cartridges and staples

NOTE: The HP logo only appears in front of the supply name when genuine HP supplies are used.

Table 7-2 Information menu (continued)


Menu item	Sub-menu item	Values	Description
Fax Reports	Fax Activity Log	Print	Contains a list of the faxes that have been sent from or received by this device.
	Fax Call Report	Thumbnail on Report	A detailed report of the last fax operation, either sent or received.
		Auto Print	To print a thumbnail image of the first page of the fax on the report, select Thumbnail on Report .
			Select from the following options for the Auto Print function.
			<ul style="list-style-type: none"> • Never auto print • Print after any fax job • Print after fax send jobs • Print after fax receive jobs • Print after any fax error • Print after send errors only • Print after receive errors only
Billing Codes Report	Print	A list of billing codes that have been used for outgoing faxes. This report shows how many sent faxes were billed to each code.	
	Blocked Fax List	Print	A list of phone numbers that are blocked from sending faxes to this device.
	Speed Dial List	Print	Shows the speed dials that have been set up for this device. If you are using LAN or Internet fax instead of the analog fax accessory, this is the only report that appears in this menu.
Usage Page		Print	Shows information about the number of pages that have been printed on each paper type and size.

Table 7-2 Information menu (continued)

Menu item	Sub-menu item	Values	Description
Sample Pages/Fonts	Demonstration Page	Print	A demonstration page that provides an example of the print quality.
	RGB Samples	Print	A color palette that shows the red, green, and blue (RGB) values for this device. Use this palette to match the color in printed output to an exact color.
	CMYK Samples	Print	A color palette that shows the cyan, magenta, yellow, and black (CMYK) values for this device. Use this palette to match the color in printed output to an exact color.
	PCL Font List	Print	A list of printer control language (PCL) fonts that are currently available to the device.
	PS Font List	Print	A list of PostScript (PS) fonts that are currently available to the device.
File Directory		Print	A directory page that contains information for any mass-storage devices, such as flash drives, memory cards, or hard disks, that are installed in this device.


Default Job Options menu

Use this menu to define the default job options for each function. If the user does not specify the job options when creating the job, the default options are used. To configure default digital-send options (sending to e-mail or a network folder), go to the embedded Web server by typing the network address of the device into a Web browser. For more information, see [Use the embedded Web server on page 88](#).

 **NOTE:** This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

The **Default Job Options** menu has three sub-menus:

- **Default Copy Options** (Set the copy options at the control panel only.)
- **Default Fax Options**
- **Default Print Options**

 **NOTE:** Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Default Copy Options

Table 7-3 Default copy options menu

Menu item	Sub-menu item	Values	Description
Copies		Type the number of copies. The factory default setting is 1.	Set the default number of copies for a copy job.
Sides		1-sided original, 1-sided output*	Select the option that indicates the number of printed sides in the original document and for the copies.
		1-sided original, 2-sided output	
		2-sided original, 1-sided output	
		2-sided original, 2-sided output	
Color/Black	Color Mode	Auto detect* Color Black	Specify whether copies will be in black or in color.
	Color Quality	Professional* General Office	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Staple/Collate or Collate NOTE: If the HP Multifunction Finisher is not attached, only the Collate option appears.	Staple	None*	Set up options for stapling and collating sets of copies. Some staple options are meant for documents with portrait or landscape orientation, some for only portrait, and some for only landscape.
		Top left	
		Top left angled	
		Two left	
		Three left	
	Collate	Two top	Portrait <ul style="list-style-type: none"> ● None ● Top left ● Top left angled ● Two left ● Three left Landscape <ul style="list-style-type: none"> ● None ● Top left ● Two top ● Three top
		Three top	
		Off	
		On*	
		Off	
On*			
Off			
On*			
Off*			
On			
Off*			
On			
Reduce/Enlarge	Horizontal Scaling	Automatic*	If Maintain Proportions is selected, the image is scaled by the same percentage horizontally and vertically. If it is not selected, you can specify the horizontal and vertical scaling percentages individually to stretch or shrink an image more in one direction than the other.
		Type a percent.	
	Vertical Scaling	Automatic*	
		Type a percent.	
	Maintain Proportions	Off	
		On*	
	Auto include margins	Off*	Select Auto include margins to ensure that the entire image appears on the copy, including any content that is close to the edges. If necessary, the device shrinks the image slightly, depending on the size of the printable area on the paper.
		On	
	Auto	Off*	
		On	
Paper Selection		Automatic*	Select the tray that holds the size and type of paper that you want to use for the copies. If you select Automatic , the device uses a tray that contains the same size paper as the original document.
		Select a tray from the list.	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Image Adjustment	Darkness	Automatic* Adjust the value within the range.	Adjust the Darkness setting to make colors darker or lighter.
	Contrast	Automatic* Adjust the value within the range.	Adjust the Contrast setting to increase or decrease the difference between the lightest and darkest color on the page.
	Background Cleanup	Automatic* Adjust the value within the range.	Increase the Background Cleanup setting to remove faint images from the background or to remove a light background color.
	Sharpness	Adjust the value within the range.	Adjust the Sharpness setting to clarify or soften the image.
Content Orientation	Orientation	Portrait* Landscape	Specify the way the content of the original document is placed on the page.
	2-Sided Format	Book-style* Flip-style Flip-style original; book-style copy Book-style original; flip-style copy	If you are making two-sided copies, select the orientation for the back (second) side.
Output Bin		Output Bin <X>	Select the default output bin for copies.
Optimize Text/Picture		Auto detect* Manually Adjust Text Text/Printed Picture Printed picture Photograph	Optimize the output for a particular type of content.
Pages per Sheet		One (1)* Two (2) Four (4) Eight (8)	Copy multiple pages onto one sheet of paper.
	Page Order	Right, then down* Down, then right	
	Add Page Borders	Off* On	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Original Size		Automatically detect*	Describe the page size of the original document.
		Select from a list of available sizes.	
Watermark	Text	Choose from a list of standard text.	A watermark is a string of text that is printed diagonally across the center of the page.
	First Page Only	Off*	
		On	
	Type Style	Sans serif	
		Serif*	
	Type Size	Small	
Medium			
Large*			
Watermark Color	Choose from a list of colors.		
Intensity	Adjust the value within the range.		
Negative Image		Automatic*	Use this item to reverse the colors of a scanned image. NOTE: Device generated image colors (for example watermarks) are not reversed.
		Negative image off (normal)*	
		Negative image on	
Color Adjustment	Saturation	Adjust from Tranquil to Vivid.	Adjust the saturation and temperature settings to change the overall appearance of color copies.
	Temperature	Adjust from Cool to Warm.	
One/Two Color	One or Two Color Copy	Off*	Use this feature to convert all the colors in a document to shades of a single color or to shades of a single color plus black. For example, you could convert all colors to varying shades of blue.
		One-color	
		Two-color (One + Black)	
Color		Choose a color from the list.	Use this feature to convert all the colors in a document to a single color.
Color Balance	Cyan	Adjust the value within the range	The device uses a combination of basic colors to produce all the printed colors. Adjust these colors individually to change the color balance in the copies. For example, increasing the amount of cyan makes copies more blue and less red.
	Magenta	Adjust the value within the range.	
	Yellow	Adjust the value within the range.	
	Black	Adjust the value within the range.	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Overlays		Use first page as overlay Custom overlay <X>	An Overlay is a semi-transparent image that is printed on each page of a copied document. The overlay can consist of any image, such as a company logo.
Chapter Pages	Pages	Type the numbered pages that the first page of each chapter should begin on.	Use this feature for copying documents that have chapters. You can specify that the chapters always begin on either the left or right page. If necessary, the device inserts blank pages, so that the first page of each chapter is on the correct side.
	Position	Right Left Numbering	If you select Numbering for the position, each chapter starts on the next available page, but the device is then able to assign chapter-style page numbers using the Stamp Page Number feature.

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Stamp Date/Time	Date Format	(No date)* Select a date format from the list	Use this feature to print the date and time on copies. You can control the numbering style and the position of the information. The date/time stamp is not transparent.
	Time Format	(No time)* 4:58 PM 16:58	
	First Page Only	Off* On	
	Type Style	Sans serif Serif*	
	Type Size	Select a type size from the list.	
	Rotation Angle	0 degrees* 90 degrees 180 degrees -90 degrees	
	Stamp Position	Select a position from the list. The factory default is On Position 1.	
	Stamp Position Horizontal Offset	Type a value.	
	Stamp Position Vertical Offset	Type a value.	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Stamp Page Number	Format	P1, P2, P3, ...	Use this feature to print page numbers on copies. You can control the numbering style and the position.
		1,2,3, ...	
		1-1, 1-2, 1-3, ...	
		1/5, 2/5, 3/5, ...	
		-1-, -2-, -3-, ...	
	First Page to Stamp	Type a value. 1*	
	Starting Page Number	Type a value. 1*	
	Starting Chapter Number	Type a value. 1*	
	Type Style	Sans serif Serif*	
	Type Size	Select a type size from the list.	
Rotation Angle	0 degrees*		
	90 degrees		
	180 degrees		
	-90 degrees		
Stamp Position	Select a position from the list. The factory default is On Position 1.		
Stamp Position Horizontal Offset	Type a value.		
Stamp Position Vertical Offset	Type a value.		

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Stamp Text	Text	Choose from a list of standard text.	Use this feature to print a predefined text message on the copies or print a message that you specify.
	First Page Only	Off* On	
	Type Style	Sans serif Serif*	
	Type Size	Select a type size from the list.	
	Rotation Angle	0 degrees* 90 degrees 180 degrees -90 degrees	
	Stamp Position	Select a position from the list. The factory default is On Position 1.	
	Stamp Position Horizontal Offset	Type a value.	
	Stamp Position Vertical Offset	Type a value.	
	Stamp Text Color	Choose a color from the list.	

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description
Stamp Set Number	Format	0001, 0002, 0003, ...	Use this feature to print the set number on copies. For example, if you are making five copies of a document, each page in the first set of copies is stamped with the number 1. The set-number stamp is not transparent.
		1,2,3, ...	
		0001/1000, 0002/1000, ...	
		1/1000, 2/1000, 3/1000, ...	
	First Page Only	Off*	
		On	
	Starting Set Number	Type a value.	
	Type Style	Sans serif	
		Serif*	
	Type Size	Select a type size from the list.	
Rotation Angle	0 degrees*		
	90 degrees		
	180 degrees		
	-90 degrees		
Stamp Position	Select a position from the list. The factory default is On Position 1 .		
Stamp Position Horizontal Offset	Type a value.		
Stamp Position Vertical Offset	Type a value.		
Edge-to-Edge		Normal (recommended)* Edge-to-Edge Output	If the original document is printed close to the edges, use the Edge-to-Edge Output feature to ensure that the maximum amount of content is copied. However, shadows might appear along the edges.
Job Build		Job Build Off* Job Build On	Use this feature to combine several sets of original documents into one copy job. Also, use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.
Auto Layout		Auto layout on Auto layout off*	When the auto layout feature is on, you can place the original document anywhere on the flatbed glass. The device senses the edges of the document and centers the image on the copy.

Table 7-3 Default copy options menu (continued)

Menu item	Sub-menu item	Values	Description		
Auto Crop		Auto crop off Auto crop on*	Use this feature to remove dark areas from the background when you copy with the flatbed cover open.		
Image Justify	Justify Front Side	Select a position from the list. The factory default is Off.	Use this feature to move the image to an edge, a corner, or the center of the page.		
	Auto Reduce	Off* On			
	Justify Back Side	Select a position from the list. The factory default is Off.			
	Mirror front side	Off* On			
Erase Edges		Front side erase Back side erase All edges Mirror front side	Use this feature to remove any dark lines that appear at the edges of copies.		
	Image Shift			Front side shift Back side shift Reduce to fit Mirror front side	
		Erase Gutter			Erase gutter off* Erase gutter on
				Image Repeat	Image Repeat
Cut Lines			On Off*		
	Automatic Rotation	On Off*	Select Automatic Rotation to fit the most images possible on a page.		

Default Fax Options

Use the following menus to configure default send and receive options for fax jobs.

Table 7-4 Fax Send menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Resolution			Standard (100x200dpi)*	Use this feature to set the resolution for sent documents. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
			Fine (200x200dpi)	
			Superfine (300x300dpi)	
Image Adjustment	Darkness		Adjust the value within the range.	Adjust the Darkness setting to make colors darker or lighter.
	Contrast		Adjust the value within the range.	Adjust the Contrast setting to increase or decrease the difference between the lightest and darkest color on the page.
	Background Cleanup		Adjust the value within the range.	Increase the Background Cleanup setting to remove faint images from the background or to remove a light background color.
	Sharpness		Adjust the value within the range.	Adjust the Sharpness setting to clarify or soften the image.
Notification	Notify		None*	Use this feature to receive notification about the status of a sent document.
			This Job	
			On Error	
	Notification		Print*	
			E-mail	
Original Sides			1 sided*	Use this feature to describe the layout for each side of the original document.
			2 sided	

Table 7-4 Fax Send menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
Content Orientation	Orientation		Portrait*	Specify the way the content of the original document is placed on the page.
			Landscape	
	2-Sided Format		Book-style*	If you are making two-sided copies, select the orientation for the back (second) side.
			Flip-style	
		Flip style original; book style output		
Auto Rotate to Match Paper		Off*	This setting automatically rotates the scanned image to match the way the paper feeds. Turn this setting off if you do not want to rotate images.	
		On		
Fax Header			Overlay*	Use this option to set how the Fax header appears on the Fax page. Select Overlay to have the header appear over the Fax content. Select Prepend to shrink the header and have it appear above the Fax content.
			Prepend	
Delayed Send	Delayed Send Off*			Use this item to set a delay for sending a Fax.
	Delayed Send On	Time	Time	
Original Size			Automatically detect* Select from a list of sizes.	Describe the page size of the original document.

Table 7-5 Fax Receive menu

Menu item	Sub-menu item	Values	Description
Stamp Received Faxes		Enabled	Use this option to add the date, time, sender's phone number, and page number to each page of the faxes that this device receives.
		Disabled*	
Fit to Page		Enabled*	Use this feature to shrink faxes that are larger than Letter-size or A4-size so that they can fit onto a Letter-size or A4-size page. If this feature is set to Disabled , faxes larger than Letter or A4 will flow across multiple pages.
		Disabled	

Table 7-5 Fax Receive menu (continued)

Menu item	Sub-menu item	Values	Description
Fax Sides		1 to 1 sided 1 to 2 sided	Use this option to control whether faxes are printed on one side or both sides of the paper. To print all incoming faxes on both sides of the paper, select 1 to 2 sided .
Paper Selection		Automatic Select from the list of trays.	Select the tray that holds the size and type of paper that you want to use for incoming faxes. If you select Automatic , the device uses a tray that has the same size paper as the original document.
Output Bin		Select from the list of output bins.	Select the default output bin to use for faxes. Stapled jobs always go to Output Bin 5.

Default Print Options

Use this menu to set default options for jobs that are sent from a computer.


 **NOTE:** Print-job settings that you make using the printer driver override settings at the control panel.

Table 7-6 Default Print Options menu

Menu item	Sub-menu item	Values	Description
Copies Per Job		Type a value.	Use this feature to set the default number of copies for print jobs.
Default Paper Size		Select from the list of paper sizes.	Use this feature to set the default paper size for print jobs.
Output Bin		Select from the list of output bins.	Select the default output bin to use for print jobs. Stapled jobs always go to Output Bin 5.
NOTE: This item appears only if an optional finisher is installed.			
Print Sides		1 sided 2-sided	Use this feature to select whether print jobs should be single-sided or double-sided by default.

Time/Scheduling menu

Use this menu to set options for setting the time, for setting a sleep schedule, and for scheduling when to print faxes.


 **NOTE:** Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Table 7-7 Time/Scheduling menu


Menu item	Sub-menu item	Sub-menu item	Values	Description	
Date/Time	Date Format		DD/MMM/YYYY	Use this feature to set the current date and time, and to set the date format and time format that are used to time-stamp outgoing faxes.	
			MMM/DD/YYYY*		
			YYYY.MMM.DD		
	Date	Month	Type the values.		
		Day			
		Year			
	Time Format		12 hour (AM/PM)*		
			24 hour		
	Time	Hour	Type the values.		
			Minute		
AM					
		PM			
Time Zone		Select from the list of time zones.			
	Automatically Adjust for Daylight Savings	Enabled			
		Disabled			
Sleep Delay		15 minutes*			
		30 minutes			
		45 minutes			
		1 hour (60 minutes)			
		90 minutes			
		2 hours			
		4 hours			

Table 7-7 Time/Scheduling menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description	
Sleep Schedule	Monday	Wake On <Day> At This Time	Disable*	Use this feature to set a wake time and a sleep time for each day of the week. The device enters and exits Sleep mode according to this schedule. Using a sleep schedule helps conserve energy and prepares the device for use so that users do not have to wait for it to warm up.	
	Tuesday		Enable		
	Wednesday	Sleep On <Day> At This Time	Hour		
	Thursday		Minute		
	Friday		AM/PM		
	Saturday				
	Sunday				
<p>The factory default settings for wake time are 7 hours, 30 minutes, and AM, which means the device would wake at 7:30 AM on this day.</p> <p>The factory default settings for sleep time are 6 hours, 00 minutes, and PM, which means the device would enter Sleep mode at 6:00 PM on this day.</p> <p>NOTE: If you send a job or use the device while it is in a scheduled sleep period, it returns to Sleep mode 15 minutes after the job is finished.</p>					
Fax Printing Schedule	Always store faxes	Monday	Start Storing Faxes	If you have concerns about the security of private faxes, use this feature to store faxes rather than having them automatically print.	
	Always print faxes*	Tuesday	Start Printing Faxes		
	Use Fax Printing Schedule	Wednesday	Hour		
		Thursday	Minute		
		Friday	AM/PM		
		Saturday			
		Sunday			
<p>The factory default settings for starting to store faxes are 7 hours, 30 minutes, and PM, which means the device would start storing faxes at 7:30 PM on this day.</p> <p>The factory default settings for starting to print faxes are 7 hours, 00 minutes, and AM, which means the device would start printing faxes at 7:00 AM on this day.</p>					

Management menu

Use this menu to set up global device-management options.

 **NOTE:** This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

NOTE: Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Table 7-8 Management menu

Menu item	Sub-menu item	Values	Description
Network Address Button		Display*	Use this feature to hide or show the Network Address button that appears on the Home screen.
		Hide	
Sleep Mode		Disable	Use this feature to customize the Sleep mode settings for this device.
		Use sleep delay*	
		Use sleep schedule	
		Maximum power savings	
		Custom power saving	
Manage Supplies	Empty Override		Use this menu to carry out administrative supply management tasks such as using refilled ink cartridges, using cartridges not manufactured by HP, or changing the threshold when supplies should be ordered.
	Use Non-HP Cartridge		
	Supply Low/Order Threshold	Select a value in the range.	

Table 7-8 Management menu (continued)

Menu item	Sub-menu item	Values	Description
Stored Job Management	Quick Copy Job Storage Limit	Select the maximum number of jobs to store	Use this menu to configure global options for jobs that users send from a computer.
	Quick Copy Job Held Timeout	Off* On	
Usage By User Report		Print	<p>This report contains a summary of the usage for each user, including the total number of pages printed or copied and the number color pages printed or copied. If you have enabled usage limits, that information is also included.</p> <p>The data is sorted first by the type of method used to sign in, and then alphabetically by user name.</p>

Initial Setup menu

The **Initial Setup** menu has three sub-menus:

- **Networking and I/O** menu
- **Fax Setup** menu
- **E-mail Setup** menu



NOTE: This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

NOTE: Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Networking and I/O menu

Table 7-9 Networking and I/O menu

Menu item	Sub-menu item	Values	Description
I/O Timeout		Select a value in the range. The factory default setting is 15 seconds.	I/O timeout refers to the elapsed time before a print job fails. If the stream of data that the device receives for a print job gets interrupted, this setting indicates how long the device will wait before it reports that the job has failed.
Parallel Input	High Speed	No Yes*	Use the High Speed setting to configure the speed that the parallel port uses to communicate with the host.
	Advanced Functions	Enabled* Disabled	Use the Advanced Functions setting to enable or disable bi-directional parallel communication.
Embedded Jetdirect	See Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus on page 133 for the list of options.		
EIO <X> Jetdirect			

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus

Menu item	Sub-menu item	Sub-menu item	Values and Description
TCP/IP	Enable		Off: Disable the TCP/IP protocol. On*: Enable the TCP/IP protocol.
		Host Name	An alphanumeric string, up to 32 characters, used to identify the device. This name is listed on the HP Jetdirect configuration page. The default host name is NPIxxxxxx, where xxxxxx is the last six digits of the LAN hardware (MAC) address.

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
	IPV4 Settings	Config Method	<p>Specifies the method that TCP/IPv4 parameters will be configured on the HP Jetdirect print server.</p> <p>Bootp: Use BootP (Bootstrap Protocol) for automatic configuration from a BootP server.</p> <p>DHCP*: Use DHCP (Dynamic Host Configuration Protocol) for automatic configuration from a DHCPv4 server. If selected and a DHCP lease exists, DHCP Release and DHCP Renew menus are available to set DHCP lease options.</p> <p>Auto IP: Use automatic link-local IPv4 addressing. An address in the form 169.254.x.x is assigned automatically.</p> <p>Manual: Use the Manual Settings menu to configure TCP/IPv4 parameters.</p>
		DHCP Release	<p>This menu appears if Config Method was set to DHCP and a DHCP lease for the print server exists.</p> <p>No*: The current DHCP lease is saved.</p> <p>Yes: The current DHCP lease and the leased IP address are released.</p>
		DHCP Renew	<p>This menu appears if Config Method was set to DHCP and a DHCP lease for the print server exists.</p> <p>No*: The print server does not request to renew the DHCP lease.</p> <p>Yes: The print server requests to renew the current DHCP lease.</p>
		Manual Settings	<p>(Available only if Config Method is set to Manual) Configure parameters directly from the printer control panel:</p> <p>IP Address: The unique IP address of the printer, where n is a value from 0 to 255.</p> <p>Subnet Mask: The subnet mask for the printer, where m is a value from 0 to 255.</p> <p>Syslog Server: The IP address of the syslog server used to receive and log syslog messages.</p> <p>Default Gateway: The IP address of the gateway or router used for communications with other networks.</p> <p>Idle Timeout: The time period, in seconds, after which an idle TCP print data connection is closed (default is 270 seconds, 0 disables the timeout).</p>

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
		Default IP	<p>Specify the IP address to default to when the print server is unable to obtain an IP address from the network during a forced TCP/IP reconfiguration (for example, when manually configured to use BootP or DHCP).</p> <p>Auto IP: A link-local IP address 169.254.x.x is set.</p> <p>Legacy: The address 192.0.0.192 is set, consistent with older HP Jetdirect devices.</p>
		Primary DNS	Specify the IP address (n.n.n.n) of a Primary DNS Server.
		Secondary DNS	Specify the IP address (n.n.n.n) of a Secondary Domain Name System (DNS) Server.
	IPv6 Settings	Enable	<p>Use this item to enable or disable IPv6 operation on the print server.</p> <p>Off*: IPv6 is disabled.</p> <p>On: IPv6 is enabled.</p>
		Address	<p>Use this item to manually configure an IPv6 address.</p> <p>Manual Settings: Use the Manual Settings menu to enable and manually configure a TCP/ IPv6 address.</p> <p>Enable: Select this item and choose On to enable manual configuration, or Off to disable manual configuration.</p> <p>Address: Use this item to type a 32 hexadecimal digit IPv6 node address that uses the colon hexadecimal syntax.</p>
		DHCPv6 Policy	<p>Router Specified: The stateful auto-configuration method to be used by the print server is determined by a router. The router specifies whether the print server obtains its address, its configuration information, or both from a DHCPv6 server.</p> <p>Router Unavailable: If a router is not available, the print server should attempt to obtain its stateful configuration from a DHCPv6 server.</p> <p>Always: Whether or not a router is available, the print server always attempts to obtain its stateful configuration from a DHCPv6 server.</p>
		Primary DNS	Use this item to specify an IPv6 address for a primary DNS server that the print server should use.
		Secondary DNS	Use this item to specify an IPv6 address for a secondary DNS server that the print server should use.

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
	Proxy Server		<p>Specifies the proxy server to be used by embedded applications in the device. A proxy server is typically used by network clients for Internet access. It caches Web pages, and provides a degree of Internet security, for those clients.</p> <p>To specify a proxy server, enter its IPv4 address or fully-qualified domain name. The name can be up to 255 octets.</p> <p>For some networks, you may need to contact your Independent Service Provider (ISP) for the proxy server address.</p>
	Proxy Port		Type the port number used by the proxy server for client support. The port number identifies the port reserved for proxy activity on your network, and can be a value from 0 to 65535.
IPX/SPX	Enable		<p>Off: Disable the IPX/SPX protocol.</p> <p>On*: Enable the IPX/SPX protocol.</p>
	Frame Type		<p>Selects the frame-type setting for your network.</p> <p>Auto: Automatically sets and limits the frame type to the first one detected.</p> <p>EN_8023, EN_II, EN_8022, and EN_SNAP: Frame-type selections for Ethernet networks</p>
AppleTalk	Enable		<p>Off: Disable the AppleTalk protocol.</p> <p>On*: Enable the AppleTalk protocol.</p>
DLC/LLC	Enable		<p>Off: Disable the DLC/LLC protocol.</p> <p>On*: Enable the DLC/LLC protocol.</p>
Security	Print Sec Page		<p>Yes: Prints a page that contains the current security settings on the HP Jetdirect print server.</p> <p>No*: A security settings page is not printed.</p>
Secure Web			<p>For configuration management, specify whether the embedded Web server will accept communications using HTTPS (Secure HTTP) only, or both HTTP and HTTPS.</p> <p>HTTPS Required: For secure, encrypted communications, only HTTPS access is accepted. The print server will appear as a secure site.</p> <p>HTTP/HTTPS optional: Access using either HTTP or HTTPS is permitted.</p>
IPSEC			<p>Specify the IPsec or Firewall status on the print server.</p> <p>Keep: IPsec/Firewall status remains the same as currently configured.</p> <p>Disable: IPsec/Firewall operation on the print server is disabled.</p>

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
Reset Security			<p>Specify whether the current security settings on the print server will be saved or reset to factory defaults.</p> <p>No*: The current security settings are maintained.</p> <p>Yes: Security settings are reset to factory defaults.</p>
Diagnosics	Embedded Tests		<p>This menu provides tests to help diagnose network hardware or TCP/IP network connection problems.</p> <p>Embedded tests help to identify whether a network fault is internal or external to the device. Use an embedded test to check hardware and communication paths on the print server. After you select and enable a test and set the execution time, you must select Execute to initiate the test.</p> <p>Depending on the execution time, a selected test runs continuously until either the device is turned off, or an error occurs and a diagnostic page is printed.</p>
		LAN HW Test	<p>CAUTION: Running this embedded test will erase your TCP/IP configuration.</p> <p>This test performs an internal loopback test. An internal loopback test will send and receive packets only on the internal network hardware. There are no external transmissions on your network.</p> <p>Select Yes to choose this test, or No to not choose it.</p>
		HTTP Test	<p>This test checks operation of HTTP by retrieving predefined pages from the device, and tests the embedded Web server.</p> <p>Select Yes to choose this test, or No to not choose it.</p>
		SNMP Test	<p>This test checks operation of SNMP communications by accessing predefined SNMP objects on the device.</p> <p>Select Yes to choose this test, or No to not choose it.</p>
		Data Path Test	<p>This test helps to identify data path and corruption problems on an HP postscript level 3 emulation device. It sends a predefined PS file to the device. However, the test is paperless; the file will not print.</p> <p>Select Yes to choose this test, or No to not choose it.</p>
		Select All Tests	<p>Select this item to run all the embedded tests. Select Yes to run all tests, or select No to not run all tests.</p>
		Execution Time [H]	<p>Use this item to specify the length of time (in hours) that an embedded test will be run. You can select a value from 1 to 60 hours. If you select zero (0), the test runs indefinitely until an error occurs or device is turned off.</p> <p>Data gathered from the HTTP, SNMP, and Data Path tests is printed after the tests have completed.</p>
		Execute	<p>No*: Do not initiate the selected tests.</p> <p>Yes: Initiate the selected tests.</p>

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
	Ping Test		This test is used to check network communications. This test sends link-level packets to a remote network host, then waits for an appropriate response.
		Dest Type	Specify whether the target device is an IPv4 or IPv6 node.
		Dest IPV4	Type the IPv4 address.
		Dest IPV6	Type the IPv6 address.
		Packet Size	Specify the size of each packet, in bytes, to be sent to the remote host. The minimum is 64 (default) and the maximum is 2048.
		Timeout	Specify the length of time, in seconds, to wait for a response from the remote host. The default is 1 and the maximum is 100.
		Count	Specify the number of ping test packets to send for this test. Select a value from 1 to 100. To configure the test to run continuously, select 0.
		Print Results	If the ping test was not set for continuous operation, you can choose to print the test results. Select Yes to print results. If you select No (default), results are not printed.
		Execute	Specify whether to initiate the ping test. Select Yes to initiate the test, or No to not run the test.
	Ping Results		Use this item to view the ping test status and results using the control panel display.
		Packets Sent	Shows the number of packets (0 - 65535) sent to the remote host since the most recent test was initiated or completed.
		Packets Received	Shows the number of packets (0 - 65535) received from the remote host since the most recent test was initiated or completed.
		Percent Lost	Shows the percent of ping test packets that were sent with no response from the remote host since the most recent test was initiated or completed.
		RTT Min	Shows the minimum detected roundtrip- time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		RTT Max	Shows the maximum detected roundtrip- time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		RTT Average	Shows the average round-trip-time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		Ping In Progress	Shows whether a ping test is in progress. Yes indicates a test in progress, and No indicates that a test completed or was not run.

Table 7-10 Embedded Jetdirect and EIO <X> Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
		Refresh	When viewing the ping test results, this item updates the ping test data with current results. Select Yes to update the data, or No to maintain the existing data. However, a refresh automatically occurs when the menu times out or you manually return to the main menu.
Link Speed			<p>The link speed and communication mode of the print server must match the network. The available settings depend on the device and installed print server. Select one of the following link configuration settings:</p> <p>CAUTION: If you change the link setting, network communications with the print server and network device might be lost.</p> <p>Auto*: The print server uses auto-negotiation to configure itself with the highest link speed and communication mode allowed. If auto-negotiation fails, either 100TX HALF or 10TX HALF is set depending on the detected link speed of the hub/switch port. (A 1000T half-duplex selection is not supported.)</p> <p>10T Half: 10 Mbps, half-duplex operation.</p> <p>10T Full: 10 Mbps, Full-duplex operation.</p> <p>100TX Half: 100 Mbps, half-duplex operation.</p> <p>100TX Full: 100 Mbps, full-duplex operation.</p> <p>100TX Auto: Limits auto-negotiation to a maximum link speed of 100 Mbps.</p> <p>1000TX Full: 1000 Mbps, full-duplex operation.</p>
Print Protocols			Use this item to print a page that lists the configuration of the following protocols: IPX/SPX, Novell NetWare, AppleTalk, DLC/LLC.

Fax Setup menu


 **NOTE:** Use the fax setup wizard to configure fax options if the analog fax accessory is installed. If the analog fax accessory is not installed, the device can send faxes by using a LAN fax service or Internet fax service. Use the embedded Web server to configure those services. See [Use the embedded Web server on page 88](#).

Table 7-11 Fax Setup menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Fax Setup Wizard				Use this wizard to set up options for sending faxes if the analog fax accessory is installed. For more information, see Initial fax setup on page 38 .
Required Settings	Country/Region		Select a value from the list.	Use this item to change the required fax settings that have been setup using the Fax Setup Wizard .
	Date/Time		Type a value.	
	Fax Header	Phone Number Company Name	Type a value.	
PC Fax Send			Enabled Disabled*	Use this feature to enable or disable PC Fax Send. PC Fax Send enables users to send faxes through the device from their computers if they have the correct driver installed.
Fax Send Settings	Fax Dial Volume		Off Low* High	Use this feature to set the volume of the tones that you hear while the device dials the fax number.
		Error Correction Mode	Enabled* Disabled	
	JBIG Compression		Enabled Disabled*	The JBIG compression reduces fax-transmission time, which can result in lower phone charges. However, using JBIG compression sometimes causes compatibility problems with older fax machines. If this occurs, turn off the JBIG compression.
	Dialing Mode		Tone* Pulse	Use this feature to specify either tone or pulse dialing for outgoing faxes.

Table 7-11 Fax Setup menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Redial On Busy		The range is between 0 and 9. The factory default is 3 times.	Type the number of times the device should attempt to redial if the line is busy.
	Redial On No Answer		Never Once* Twice	Use this feature to specify the number of times the device should attempt to dial if the recipient fax number does not answer.
	Redial Interval		The range is between 1 and 5 minutes. The factory default is 5 minutes.	Use this feature to specify the number of minutes between dialing attempts if the recipient number is busy or not answering.
	Detect Dial Tone		Enabled* Disabled	Use this feature to specify whether the device should check for a dial tone before sending a fax.
	Dialing Prefix		Off* Custom	Use this feature to specify a prefix number that must be dialed when sending faxes from the device. Use a comma to indicate a required pause.
	Billing Codes	Setup	Billing codes off* Billing codes on	When billing codes are enabled, a prompt appears that asks the user to enter the billing code for an outgoing fax.
		Minimum Length	The range is between 1 and 16 digits. The default is 1 digit.	This prompt does not appear if Allow users to edit billing codes is not checked.
		Default Billing Code	Type a value.	
		Allow users to edit billing codes		
		Billing Code List		
Fax Receive Settings	Rings To Answer		The factory default is 2 rings.	Use this feature to specify the number of rings that must occur before the fax modem answers.
	Ring Interval		Select a value in the range.	Use this feature to control the time, in milliseconds, between rings for incoming faxes.
	Ringer Volume		Off Low High	Set the volume of the ring tone for incoming faxes.

Table 7-11 Fax Setup menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Blocked Fax Numbers	Add Blocked Numbers	Type the fax number to add to the list of blocked fax numbers, then touch the right arrow (➡) to add it to the list.	Use this feature to add or delete numbers from the blocked fax list. The blocked fax list can contain up to 30 numbers. When the device receives a call from one of the blocked fax numbers, it deletes the incoming fax. It also logs the blocked fax in the activity log.
		Delete Blocked Numbers	Select a fax number to remove.	
		Delete All Blocked Numbers	Yes No	
	Maximum Baud Rate		Select a value from the list.	Use this feature to set the maximum baud rate for receiving faxes. This can be used as a diagnostic tool for troubleshooting fax problems.

E-mail Setup menu

Use this menu to enable the e-mail feature and to configure basic e-mail settings. You can also configure these settings by using the embedded Web server.



 **NOTE:** To configure advanced e-mail settings, use the embedded Web server. For more information, see [Use the embedded Web server on page 88](#).

Table 7-12 E-mail Setup menu

Menu item	Sub-menu item	Values	Description
E-mail Setup Wizard			Use this wizard to set up basic options for the E-mail feature. For more information, see Initial e-mail setup on page 37 .

Device Behavior menu

 **NOTE:** This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

NOTE: Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Table 7-13 Device Behavior menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Language			Select the language from the list.	Use this feature to select a different language for control-panel messages. When you select a new language, the keyboard layout might also change. The language does not change until the control panel returns to the Home screen.
Keyboard Layout			Select a keyboard layout from the list.	You can customize the layout of the virtual keyboard that pops up for editing control-panel information.
Key Press Sound			On* Off	Use this feature to specify whether you hear a sound when you touch the screen or press buttons on the control panel.
Inactivity Timeout			Type a value between 10 and 300 seconds. The factory default is 60 seconds.	Use this feature to specify the amount of time that elapses from the last activity on the control panel to when the device resets to the default settings. At the end of this time, any users who are signed in to the device are automatically signed out.

Table 7-13 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
Calibration Time			Hour, minutes, am and pm (if the default time is am/ pm format)	The device will attempt to calibrate daily at the scheduled Calibration Time. Choose a time when the device will not be in use for approximately one hour in case a thorough calibration is necessary. At times of heavy use, the device may calibrate more often to retain high imaging and printing quality. Printing is paused while calibrating but should resume as soon as the calibration is complete.
Warning/Error Behavior	Clearable Warnings		On Job*	Use this feature to set the amount of time that a clearable warning appears on the control panel.
			Auto continue (10 seconds) Press OK to continue*	Use this option to configure the device behavior when the device encounters certain errors.
		Jam Recovery	Auto* Off On	Use this feature to configure how the device handles pages that are lost during a jam.
Tray Behavior	Use Requested Tray		Exclusively* First	Use this feature to control how the device handles jobs that have specified a specific input tray. If you select Exclusively , the device never selects a different tray when the user has indicated that a specific tray should be used, even if that tray is empty. If you select First , the device pulls paper from another tray if the specified tray is empty.

Table 7-13 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Grain Direction 11x17 and A3		<p>Long-grain Paper</p> <p>Short-grain Paper</p> <p>(Default setting might vary by country/region)</p>	<p>Use this option to specify the grain direction of 11x17 and A3 size paper to be used in the device, for paper weights less than 120 g/m² (32 lb).</p> <p>Long-grain paper can be processed faster for these larger paper sizes. However, specifying Long-grain Paper while using a short-grain paper can result in paper jams and reduced print quality.</p> <p>(If the standard weight of 11x17 or A3 size paper used in the device is always 120 g/m² (32 lb) or heavier, the Long-grain Paper setting should be selected, regardless of the actual grain direction.)</p>
	Manually Feed Prompt		<p>Always*</p> <p>Unless loaded</p>	<p>This feature applies to print jobs. Indicate whether a prompt should appear when the type or size for a job does not match the specified tray and the device pulls from the multipurpose tray instead.</p> <p>Select Always to show the prompt every time the tray does not match the setting. Select Unless loaded to show the prompt only when the tray is empty.</p>
	PS Defer Media		<p>Enabled*</p> <p>Disabled</p>	<p>Use this feature to choose either the PostScript (PS) or HP paper-handling model.</p>
	Use Another Tray		<p>Enabled*</p> <p>Disabled</p>	<p>Use this feature to turn on or off the control-panel prompt to select another tray when the specified tray is empty.</p>
	Size/Type Prompt		<p>Display*</p> <p>Do not display</p>	<p>Use this feature to control whether the tray configuration message appears whenever a tray is opened or closed.</p>
	Duplex Blank Pages		<p>Auto*</p> <p>Yes</p>	<p>Use this feature to control how the device handles two-sided jobs (duplexing).</p>

Table 7-13 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
Bin/Binding Behavior	Staples Out		Continue*	Use this option to stop printing if the finisher is out of staples.
			Stop	
	Job Offset		On*	Use this option to slightly shift each completed job as they are stacked in the finisher output bin.
		Off		
	Function Separator Mode		Function separator*	Use this option to set the finisher to operate in separator or mailbox mode.
			Mail box mode	
				<p>NOTE: The mailbox mode setting requires Web JetAdmin.</p> <p>In mailbox mode, this item specifies the default output bin for each type of job (print, copy, received fax) and updates the default Output Bin dialog selection for the Copy application.</p>
General Printing Behavior	Default Paper Size		Select from the list of paper sizes.	Use this feature to configure the default paper size used for print jobs.
	Override A4/Letter		No Yes*	Use this feature to print on letter-size paper when an A4 job is sent but no A4-size paper is loaded in the device (or to print on A4 paper when a letter-size job is sent but no letter-size paper is loaded). This option will also override A3 with ledger-size paper and ledger with A3-size paper.
	Manual Feed		Enabled Disabled*	When this feature is enabled, the user can select manual feed from the control panel as the paper source for the job.
	Edge-to-Edge Override		Enabled Disabled*	This feature allows the device to print text or images as close as possible to the edge of the paper.
	Courier Font		Regular* Dark	Use this feature to select which version of the Courier font you want to use.


Table 7-13 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Wide A4		Enabled Disabled*	Use this feature to change the printable area of A4-size paper. If you enable this option, eighty 10-pitch characters can be printed on a single line of A4 paper.
	Print PS Errors		Enabled Disabled*	Use this feature to select whether a PostScript (PS) error page is printed when the device encounters a PS error.
	Print PDF Errors		Enabled Disabled*	Use this feature to select whether a PDF error page is printed when the device encounters a PDF error.
	Personality		Auto* PCL PDF PS	Use this feature to configure the default print language or personality for the device. Normally you should not change the device language. If you change the setting to a specific device language, the device does not automatically switch from one language to another unless specific software commands are sent to it.
	PCL	Form Length	Type a value between 5 and 128 lines. The factory default is 60 lines.	PCL is a set of printer commands that Hewlett-Packard developed to provide access to printer features.
		Orientation	Portrait* Landscape	
		Font Number	Type the font number. The range is between 0 and 999. The factory default is 0.	Use this feature to specify the font number for the user-soft default font using the source that is specified in the Font Source menu item. The device assigns a number to each font and lists it on the PCL font list (available from the Information menu).
		Font Source	Internal USB	Use this feature to specify the location of the fonts for the device to use.

Table 7-13 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
		Font Pitch	Type a value between 0.44 and 99.99. The factory default is 10.00.	If Font Source and Font Number indicate a contour font, then use this feature to select a default pitch (for a fixed-spaced font).
		Font Point Size	Type a value between 4.00 and 999.75. The factory default is 12.00.	If Font Source and Font Number indicate a contour font, then use this feature to select a default point size (for a proportional-spaced font).
		Symbol Set	PC-8 Roman-8 Roman-9 ISO L6 PC-775	Use this feature to select any one of several available symbol sets from the control panel. A symbol set is a unique grouping of all the characters in a font.
		Append CR to LF	No* Yes	Use this feature to configure whether a carriage return (CR) is appended to each line feed (LF) encountered in backwards-compatible PCL jobs (pure text, no job control).
		Suppress Blank Pages	No* Yes	This option is for users who are generating their own PCL, which could include extra form feeds that would cause blank pages to be printed. When Yes is selected, form feeds are ignored if the page is blank.
		Media Source Mapping	Standard* Classic	Use this feature to select and maintain input trays by number when you are not using the device driver, or when the software program has no option for tray selection.

Troubleshooting menu

 **NOTE:** This menu is also available through the embedded Web server. In the embedded Web server, select the **Settings** tab, and then select **Configure Device** from the menu on the left side of the screen. See [Use the embedded Web server on page 88](#).

NOTE: Values that have an asterisk (*) are the factory-default values. Some menu items have no default.

Table 7-14 Troubleshooting menu

Menu item	Sub-menu item	Values	Description
Event Log			Use this feature to print a list of the 1,000 most recent events in the event log.
Control Panel	LEDs		Use this feature to make sure the components of the control panel are functioning correctly.
	Display		
	Buttons		
	Touchscreen		
Fax T.30 Trace	T.30 Report	Print*	Use this feature to print or configure the fax T.30 trace report. T.30 is the standard that specifies handshaking, protocols, and error correction between fax machines.
		Cancel	
	When to Print Report	Never auto print	
		Print after any fax job	
		Print after fax send jobs	
		Print after fax receive jobs	
		Print after any fax error	
		Print after send errors only	
Print after receive errors only			
Fax Transmit Signal Loss		A value between 0 and 30 decibels.	Use this feature to set loss levels to compensate for phone line signal loss. You should not modify this setting unless requested to do so by an HP service representative because it could cause the fax to stop functioning.
Fax V.34		Normal*	Use this feature to disable V.34 modulations if several fax failures have occurred or if phone line conditions require it.
		Off	

Resets menu

Table 7-15 Resets menu

Menu item	Values	Description
Clear Local Address Books		<p>Use this feature to clear all addresses from the address books that are stored on the device.</p> <p>NOTE: This does not clear addresses that are stored in directories on the network.</p>
Clear Fax Activity Log		<p>Use this feature to clear all events from the Fax Activity Log.</p>
Restore Factory Telecom Settings		<p>Use this option to restore to factory default values the telephone-related fax settings that are in the Initial Setup menu.</p>
Restore Factory Settings		<p>Use this feature to restore all administration menu settings to their factory defaults.</p>
Erase Private Data	Fast Erase	<p>Use this feature to perform a single-pass erase. This process overwrites data that is stored in memory, but it is possible that someone could recover this data later.</p> <p>This process could take a few hours to complete. The device is not accessible during this time.</p>
	Sanitizing Erase	<p>Use this feature to erase the device hard disk using US Department of Defense standards for secure erase. The process makes three passes, so the old data is impossible to recover later.</p> <p>You should use this procedure before selling the device or returning it for an upgrade. Disconnect the network cable so that information about your network is also erased.</p> <p>This process could take overnight or up to a full day to complete. The device is not accessible during this time.</p>

8 Paper and trays

This chapter contains information about the following topics:

- [Supported paper](#)
- [Load trays](#)
- [Load special types of paper](#)

Supported paper

The device produces high-quality documents in the fastest possible time when you follow these guidelines:


- The device is designed to work with a broad range of plain papers for general-office use. For optimum performance, use paper from the list of recommended papers.
- Always configure the tray for the correct paper type, and select the correct type from the printer driver.

Before using any paper, verify that it is of good quality and is free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, curls, or bent corners.

Recommended paper

The paper types that are listed in this section have been tested and are known to work with the device. These paper types are divided into three categories:

- HP-brand tested and qualified papers. Use these paper types for the best results. Some of these papers have been specially formulated for use with this device.
- HP-brand papers that are not specifically optimized for this device. These papers work with the device, but the results might be of lesser quality than when using the tested and qualified papers.
- Certain non-HP brand papers. These paper types produce satisfactory print quality.

 **NOTE:** Because HP cannot control paper formulations for these non-HP papers, future results might not match past testing.

HP-brand paper is available at www.hpshopping.com or from local office-supplies retailers.

△ **CAUTION:** Using paper or other print media that does not meet HP specifications might cause problems that require repair. This repair is not covered by the HP warranty or service agreements.

The device does not support envelopes or transparencies.

Table 8-1 Supported brands of paper for this device

HP-brand tested and qualified papers	HP-brand supported papers (not optimized for this device)	Tested non-HP papers
Plain paper	HP All-In-One Paper	North America
HP Office	HP Everyday Copy & Print Paper	Boise X9
HP Multipurpose	HP LaserJet Paper	Domtar Copy Paper
HP Printing Paper	HP Color Laser Paper	GP Spectrum DP Copy
HP Copy Paper	HP Advanced Paper	GP Copy Paper
HP Office Paper LG	HP Office Recycled Paper	IP HammerMill Fore MP
Brochure paper	HP Inkjet Paper	IP Great White Copy Paper
HP Edgeline Glossy, 180 g/m ²	HP Color Inkjet Paper	Wausau Exact Multipurpose
HP Premium Presentation Matte	HP Bright White	Weyerhaeuser Husky Xerocopy
HP Brochure and Flyer Paper Matte	HP Premium Choice	Xerox 4200
Speciality paper		Outside North America
HP Office Paper - Prepunched		Clairealfa White
HP Labels		IP Rey Office
		IP Duo Colourcopy
		Mondi IQ Economy
		M-Real Data Copy
		Portucel Navigator Universal
		Stora-Enso Multicopy
		UPM Office copy/print
		Xerox Premier
		Reflex Pure White

Guidelines for using specialty papers

Table 8-2 Guidelines for specialty papers

Paper type	Guidelines
Labels	<p>Load labels only in Tray 1. Load labels with the front side facing down.</p> <p>Labels should lie flat with no more than 13 mm (0.5 inch) of curl in any direction.</p> <p>Use only full sheets of labels. If sheets have spaces between the labels, labels can peel off, which can cause jams that are difficult to remove.</p> <p>Do not use labels that have wrinkles, bubbles, or that are peeling off the backing paper.</p>

Table 8-2 Guidelines for specialty papers (continued)

Paper type	Guidelines
Cardstock	<p>Load heavier cardstock, up to 220 g/m² (80 lb cover) cardstock, only in Tray 1.</p> <p>Cardstock up to 180 g/m² (67 lb cover) can be loaded in any tray.</p> <p>Cardstock should have a smoothness rating of 100 to 180 Sheffield.</p> <p>Cardstock should lie flat with no more than 13 mm (0.5 inch) of curl in any direction.</p> <p>Do not use cardstock that is wrinkled, nicked, or otherwise damaged.</p>
HP Edgeline Glossy	<p>Load HP Edgeline Glossy paper only in Tray 1.</p> <p>Fan the stack of paper before placing the sheets in the tray. This helps prevent the sheets from sticking together.</p>
Transparencies	The device does not support transparencies. Do not try to print on them.
Envelopes	The device does not support envelopes. Do not try to print on them.

Recommended paper for specific types of documents

The device supports many types of paper. Use the information in the following table to select a type of paper for specific types of documents.

Table 8-3 Recommended papers for document types

Document type	Recommended paper	Type of finish
General office copying and printing	HP Office	Matte
	HP Office LG (long grain)	
Color document	HP Bright White	Matte
Photographs, images, business plans, brochures, sales flyers, catalogs, covers, postcards, signs, maps, restaurant menus	HP Edgeline Glossy, 180 g/m ²	Glossy
Correspondence	HP Office	Matte
	HP Office LG (long grain)	
Letterhead	HP Bright White	Matte
Report	HP Premium Presentation Matte	Coated Matte
	HP Brochure and Flyer Paper Matte	
Proposal	HP Bright White	Matte
Newsletter	HP Bright White	Matte

Table 8-3 Recommended papers for document types (continued)

Document type	Recommended paper	Type of finish
Training manual	HP Office	Matte
	HP Office LG (long grain)	
	HP Office (prepunched)	
User manual	HP Office	Matte
	HP Office LG (long grain)	
	HP Office (prepunched)	

Supported paper types for each tray

When you select a paper type, you are instructing the device to use a group of predefined settings to create the best possible print quality for that type of paper.

△ **CAUTION:** Selecting a paper type that does not match the type of paper that is loaded in the tray can damage the device.

Table 8-4 Supported paper types for each tray

Paper type that is listed in the printer driver or on the control panel	Description	Tray 1	Trays 2, 3, and 4	Tray 5
Plain	Plain, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X
HP Matte Premium 120g	Use only for HP Premium Presentation Matte Paper, 120 g/m ²	X		
HP Matte Brochure 180g	Use only for HP Brochure and Flyer Paper Matte, 180 g/m ²	X		
HP Matte Cover 200g	Use only for this HP-brand paper.	X		
HP Glossy Edgeline 180g	Use only for HP Glossy for Edgeline Paper, 180 g/m ²	X		
Cardstock	Plain, uncoated paper that is from 160 to 220 g/m ² (60 to 80 lb cover)	X		
Cardstock	Plain, uncoated paper that is from 160 to 180 g/m ² (60 to 67 lb cover)	X	X	X
Matte	Plain, uncoated paper. A3 or 11x17 inch paper must be long-grain.	X	X	X
Matte Brochure	Plain, uncoated paper. A3 or 11x17 inch paper must be long-grain.	X	X	X
Matte Cover	Plain, uncoated paper that is from 160 to 220 g/m ² (60 to 80 lb cover)	X		
Labels	Uncoated, non-glossy labels	X		
Letterhead	Fine, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X
Preprinted	Plain, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X
Prepunched	Letter (3-hole) or A4 (2- or 4-hole) size paper that is less than 150 g/m ² (40 lb bond)	X	X	X
Colored	Plain, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X

Table 8-4 Supported paper types for each tray (continued)

Paper type that is listed in the printer driver or on the control panel	Description	Tray 1	Trays 2, 3, and 4	Tray 5
Bond	Fine, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X
Recycled	Plain, uncoated paper that is less than 150 g/m ² (40 lb bond)	X	X	X

Supported paper sizes for each tray

Standard paper sizes are marked in the trays. To use a custom paper size, use Tray 1.

Table 8-5 Supported paper sizes for each tray

Size	Dimensions	Tray 1	Trays 2, 3, and 4	Tray 5
Letter	216 x 280 mm	X	X	X
	8.5 x 11 inches			
Legal	216 x 356 mm	X	X	
	8.5 x 14 inches			
Executive	184 x 267 mm	X	X	
	7.25 x 10.5 inches			
Statement	140 x 216 mm	X	X	
	5.5 x 8.5 inches			
8.5 x 13	216 x 330 mm	X	X	
	8.5 x 13 inches			
11 x 17	280 x 432 mm	X	X	
	11 x 17 inches			
12 x 18	305 x 457 mm	X		
	12 x 18 inches			
4 x 6	102 x 152 mm	X		
	4 x 6 inches			
5 x 7	127 x 178 mm	X		
	5 x 7 inches			
5 x 8	127 x 203 mm	X		
	5 x 8 inches			
A3	297 x 420 mm	X	X	
	11.69 x 16.54 inches			
A4	210 x 297 mm	X	X	X
	8.27 x 11.69 inches			

Table 8-5 Supported paper sizes for each tray (continued)

Size	Dimensions	Tray 1	Trays 2, 3, and 4	Tray 5
A5	148 x 210 mm 5.83 x 8.27 inches	X	X	
RA3	305 x 430 mm 12.01 x 16.93 inches	X		
RA4	215 x 305 mm 8.46 x 12.01 inches	X		
SRA4	225 x 320 mm 8.86 x 12.6 inches	X		
B4 (JIS)	257 x 364 mm 10.12 x 14.33 inches	X	X	
B5 (JIS)	182 x 257 mm 7.17 x 10.12 inches	X	X	
B6 (JIS)	128 x 182 mm 5.04 x 7.17 inches	X		
8K	273 x 394 mm 10.75 x 15.5 inches	X		
16K	197 x 273 mm 7.75 x 10.75 inches	X		
Custom	Minimum: 102 x 152 mm (4 x 6 inches) Maximum: 320 x 457 mm (12.6 x 18 inches)	X		

Capacity of each tray and bin

To avoid jams and print-quality problems, load the trays with the correct amount of paper. Load complete reams at one time.

Remove paper from the output bins when they are full.

Table 8-6 Capacity of each tray and bin

Tray or bin	Capacity	Weight
Scanner glass	One sheet of paper, up to 305 x 445 mm (12 x 17.1 inches) Maximum scanning area is 297 x 433 mm (11.7 x 17.0 inches)	Any weight of paper Objects, such as books, up to 50 mm (1.97 inches) high
Document feeder	100 sheets of paper, 75 g/m ² (20 lb bond)	60 to 135 g/m ² (16 to 36 lb bond)
Tray 1	80 sheets of paper, 75 g/m ² (20 lb bond)	60 to 220 g/m ² (16 to 58 lb bond)
Trays 2, 3, and 4	500 sheets of paper, 75 g/m ² (20 lb bond)	60 to 180 g/m ² (16 to 48 lb bond)
Tray 5	4,000 sheets of paper, 75 g/m ² (20 lb bond) Letter or A4 size only	60 to 180 g/m ² (16 to 48 lb bond)
Single output bin	250 sheets of paper, 75 g/m ² (20 lb bond)	60 to 220 g/m ² (16 to 58 lb bond)
HP Multifunction Finisher	Output Bins 1 and 2: 400 sheets Output Bins 3 and 4: 200 sheets Output Bin 5: 2,500 sheets	60 to 220 g/m ² (16 to 58 lb bond)
HP 4-Bin Job Separator	Output Bins 1 and 2: 400 sheets Output Bins 3 and 4: 200 sheets	60 to 220 g/m ² (16 to 58 lb bond)

Supported paper sizes for each bin

Table 8-7 Supported paper sizes for each bin

Bin	Length	Width
Output Bins 1, 2, 3, and 4	457 to 152 mm (18 to 6 inches)	320 to 102 mm (12.6 to 4 inches)
Output Bin 5	432 to 230 mm (17 to 9.1 inches)	297 to 182 mm (11.7 to 7.2 inches)
(HP Multifunction Finisher only)		

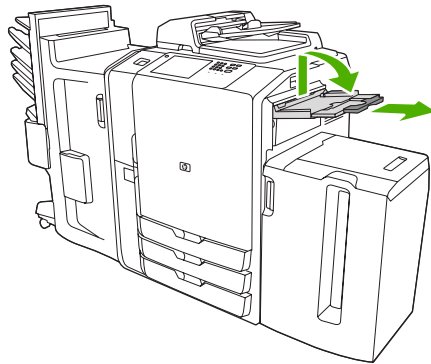
Load trays

Labels on each tray indicate the correct way to load paper. Each time you load paper into a tray, the device prompts you to configure the tray for the paper size and type. Always set the paper size and type to get the best performance from the device.

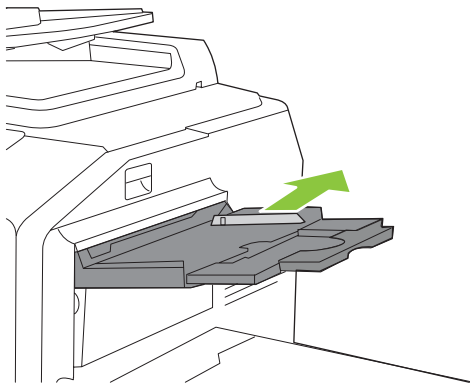
Load Tray 1 (manual feed tray)

Load standard or custom-sized paper into this tray. It holds up to 80 sheets of 75 g/m² (20 lb bond) paper. Also use this tray for heavier paper, such as cardstock, HP Edgeline Glossy, or brochure papers.

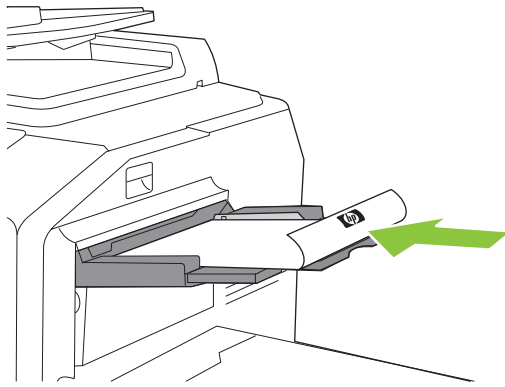
1. Slide the tray support up, pull it out, and then pull out the extension.




2. Move the guide outward.



3. Load the paper. Always load the paper with the short edge first.

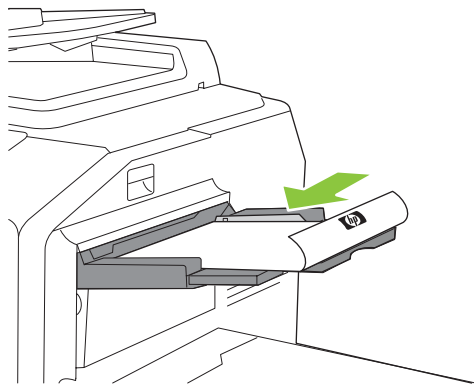


- Load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

 **NOTE:** For duplex printing, load letterhead or preprinted paper with the printed side facing-up and the top edge feeding first.

- Load prepunched paper with the side that has holes toward the front of the device.
- Load labels with the front side facing down.
- When loading HP Edgeline Glossy paper, fan the paper stack to separate the sheets before placing them in the tray. This helps prevent the sheets from sticking together.

4. Adjust the guide so that it touches the paper.



5. Configure the tray for the type and size of paper.

- a. From the Home screen, touch **Supplies Status**.
- b. Touch the **Trays** tab.
- c. If the size and type that are listed for the tray are not correct, touch the name of the tray, and then touch **Modify**.
- d. Select the correct paper size and type, and then touch **OK**.

-or-

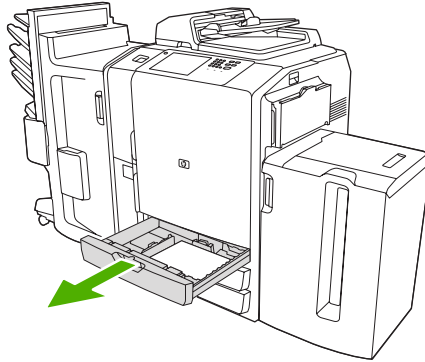
If you are loading a custom paper size, touch **Custom**. Type the dimensions of the paper, and then touch **OK** to return to the **Modify Tray** screen.

- e. Touch **OK** to save the settings.

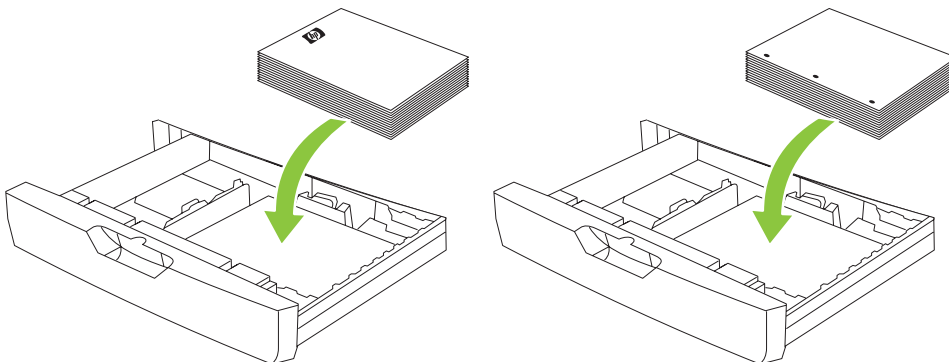
Load Trays 2, 3, and 4

Trays 2, 3, and 4 hold many standard sizes and types of paper. Each tray holds up to 500 sheets of 75 g/m² (20 lb bond) paper.


1. Open Tray 2, 3, or 4.



2. Load the paper, whole reams at a time. Always place the long edge along the front side of the tray.

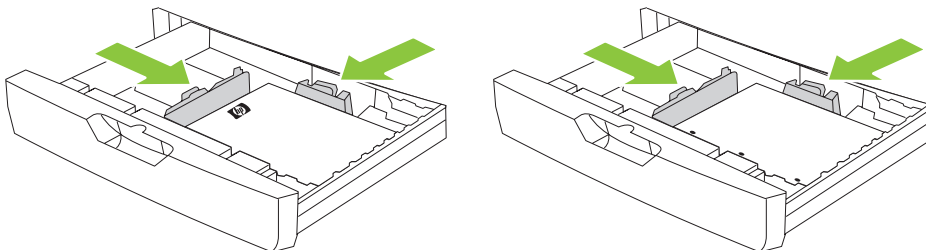


- Load letterhead or preprinted paper with the printed side face-up and the top edge to the left.

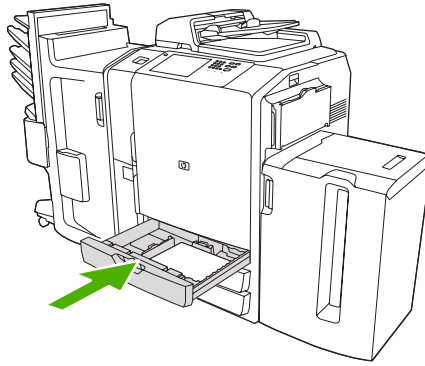
 **NOTE:** For duplex printing, load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

- Load pre-punched paper with the edge that has the holes along the front side of the tray.

3. Adjust both guides so that they click into the position that is marked for the paper size.



4. Slide the tray into the device.




5. Configure the tray for the type of paper by responding to the pop-up message that appears on the touchscreen when you close the tray. Or, follow these steps:
 - a. From the Home screen, touch **Supplies Status**.
 - b. Touch the **Trays** tab.
 - c. If the type that is listed for the tray is not correct, touch the name of the tray, and then touch **Modify**.
 - d. Select the correct paper type, and then touch **OK**.

Load Tray 5

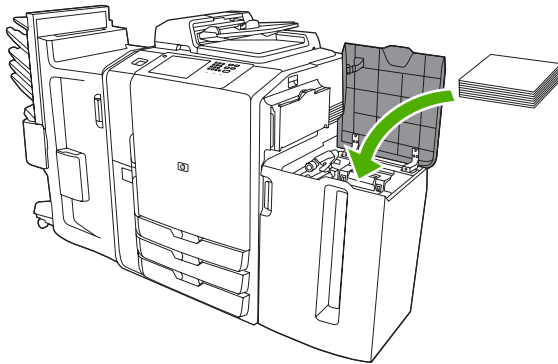
This tray is preconfigured to hold up to 4,000 sheets (8 reams) of either Letter-size or A4-size paper. You cannot change this size setting.

1. Open the Tray 5 top door, and load the paper. Load whole reams at a time. The tray lowers itself as you load more paper.

- Load letterhead or preprinted paper with the printed side face-down and the top edge to the right.

 **NOTE:** For duplex printing, load letterhead or preprinted paper with the printed side facing-up and the top edge feeding first.

- Load prepunched paper with the side that has holes toward the front of the device.




2. Configure the tray for the type of paper by responding to the pop-up message that appears on the touchscreen when you close the tray. Or, follow these steps:

- a. From the Home screen, touch **Supplies Status**.
- b. Touch the **Trays** tab.
- c. If the paper type that is listed for the tray is not correct, touch the name of the tray, and then touch **Modify**.
- d. Select the correct paper type, and then touch **OK**.

Load special types of paper

The following table provides guidelines for loading special types of paper. Use the correct paper-type setting in the printer driver to obtain the best print quality.

 **NOTE:** In the Windows printer driver, adjust the paper type on the **Paper** tab in the **Type is** drop-down list.

In the Macintosh printer driver, adjust the paper type on the **Finishing** tab of the **Finishing** pop-up menu. Select the **Media Type** drop-down list.

Table 8-8 Load special paper

Paper type	Tray 1 paper orientation	Trays 2–4 paper orientation	Tray 5 paper orientation
Labels	Front side facing down.	Use only Tray 1 for printing on labels.	Use only Tray 1 for printing on labels.
Letterhead or Preprinted	Front side facing down and the top edge to the right.	Front side facing up and the top edge toward the left.	Front side facing down and the top edge to the right.
Prepunched	Edge that has the holes toward the front of the device.	Edge that has the holes toward the front of the device.	Edge that has the holes toward the front of the device.

9 Copy


The device has several options available for customizing copied output. You can scan original documents by using the document feeder or the scanner glass. This chapter contains information about the following topics:

- [Copy from the document feeder](#)
- [Copy from the glass](#)
- [Adjust the copy settings](#)
- [Use the job-build feature](#)


Copy from the document feeder

The document feeder holds a maximum of 100 sheets of paper.

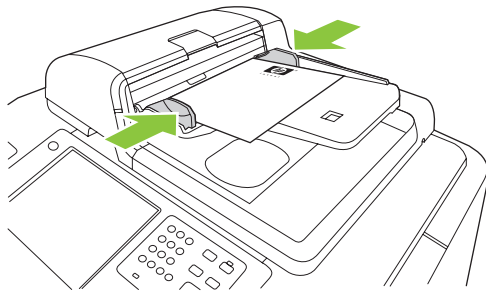
1. Place the original document face-up in the document feeder, with the top edge of the document toward the rear of the document feeder or feeding first into the input slot. For two-sided originals, place the first side of the original face-up.

 **NOTE:** The document feeder beeps and illuminates a green light when an original is properly loaded.


2. Adjust the paper guides so that they are touching the original document.

 **NOTE:** Depending on how the system administrator has configured the device, you might need to sign in.

NOTE: For the fastest performance when using Letter or A4-size paper, place the short edge of the document toward the rear of the document feeder.



To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press **Start**. To use customized settings, touch **Copy**. Specify the settings, and then press **Start**. For more information about using customized settings, see [Adjust the copy settings on page 173](#).

 **NOTE:** You can use either the hard **Start** button on the control panel or the **Start Copy** button on the touchscreen.

Retrieve the original document from the output bin that is under the document feeder input-tray. Retrieve the copies from the output bin that is on the left side of the device.

Copy mixed-size originals

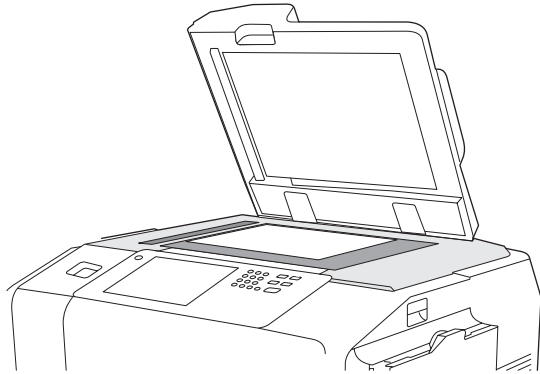
You can copy original documents that are printed on different sizes of paper as long as the sheets of paper have one common dimension, and that dimension is not greater than 297 mm (11.7 inches). For example, you could combine Letter and Legal sizes, or you could combine A4 and A5 sizes.

1. Arrange the sheets in the original document so they all have the same width.
2. Place the sheets face-up into the document feeder, and adjust the paper-width guides against the document.
3. From the Home screen, touch **Copy**.
4. Touch **More Options**.

5. Touch **Original Size**.
6. Select **Mixed Sizes (of same width)**, and then touch **OK**.
7. Touch **Start Copy**.


Copy from the glass

1. Place the original document face-down on the glass.
2. Align the corner of the original with the upper-left corner of the glass.



To use the default copy options, use the numeric keypad on the control panel to select the number of copies, and press **Start**.

To use customized settings, touch **Copy**. Specify the settings, and then press **Start**. For more information about using customized settings, see [Adjust the copy settings on page 173](#).

 **NOTE:** You can use either the hard **Start** button on the control panel or the **Start Copy** button on the touchscreen.

In most cases, the device automatically detects the size of the original document on the glass. If the original is a nonstandard size, or if you want to copy only part of it, use the Original Size feature to turn off automatic size detection, and then specify the area to copy:

1. From the **Home** screen, touch **Copy**.
2. Touch **More Options**
3. Touch **Original Size**
4. Select the size you wish to scan, and then touch **OK**. This turns off automatic size detection.
5. Touch **Start Copy**

Adjust the copy settings

The device offers several features so you can optimize copied output. These features are all available on the **Copy** screen.

The **Copy** screen consists of several pages. From the first page, touch **More Options** to go to the next page. Then touch the up or down arrow buttons to scroll to other pages.

For details about how to use an option, touch the option, and then touch the help (?) button in the upper-right corner of the screen. The following table provides an overview of the copy options.


 **NOTE:** Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 9-1 Options for copy jobs


Option name	Description
Sides	Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
Color/Black	Use this feature to select whether copies are printed in black & white or in color. Select Auto detect to automatically detect whether each page of the original is in black & white or color, and produce copies that are the same. If you select Color or Auto detect , you can also select the Color Quality . Choose either General Office or Professional . For some paper types, the color quality can only be set to Professional .
Reduce/Enlarge	Use this feature to reduce or enlarge the copied image. Touch the box below Scaling : to specify a custom percentage. To reduce the image, select a value smaller than 100%. To enlarge the image, select a value larger than 100%.
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Image Adjustment	Use this feature to improve the overall quality of the copy. For example, you can adjust the Darkness , Sharpness , and Contrast , and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Content Orientation	Use this feature to specify the way the content of the original page is placed on the page: portrait or landscape. If you are copying a document that is printed on both sides, you can also specify the orientation of the second side.
Output Bin	Use this feature to select an output bin for the copies. If the optional HP Multifunction Finisher is attached, stapled copies are always delivered to Output Bin 5. If a finisher is not installed, the Output Bin option does not appear.
Staple/Collate	Use this feature to collate copies in the output bin. If the optional HP Multifunction Finisher is attached, this feature includes options for stapling.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text, printed pictures, photos, or a mixture.
Pages per Sheet	Use this feature to copy multiple pages onto one sheet of paper.
Original Size	Use this feature to describe the page size of the original document.
Watermark	Use this feature to print semi-transparent text diagonally across the center of each page. You can specify the color, text, and type-style to use, and you can adjust the transparency level.
Color Adjustment	Use this feature to adjust the saturation and temperature settings to change the overall appearance of color copies.

Table 9-1 Options for copy jobs (continued)


Option name	Description
Color Balance	Use this feature to adjust colors individually to change the color balance in the copies. For example, increasing the amount of cyan makes copies more blue and less red.
One/Two Color	Use this feature to convert all the colors in a document to shades of a single color, or shades of a single color plus black. For example, you could convert all colors to varying shades of blue.
Overlays	Use this feature to print a semi-transparent image on each page. Overlays are similar to watermarks, but overlays can consist of any image, such as a company logo.
Chapter Pages	Use this feature to copy documents that have chapters. You can specify that the chapters always begin on either the left or right page. If necessary, the device inserts blank images so the first page of each chapter is on the correct side.
Stamp Page Number	Use this feature to print page numbers on copies. You can control the numbering style and the position.
Stamp Date/Time	Use this feature to print the date and time on copies. You can control the numbering style and the position of the information.
Stamp Text	Use this feature to print a predefined text message on the copies or print a message that you specify. A text stamp is similar to a watermark, but you can control the position on the page and the angle.
Stamp Set Number	Use this feature to print the set number on copies. For example, if you are making five copies of a document, each page in the first set of copies is stamped with the same number. You can select from several numbering formats, and you can specify the starting set number.
Edge-to-Edge	If the original document is printed close to the edges, use this feature to ensure that the maximum amount of content is copied. However, shadows might appear along the edges.
Job Build	Use this feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.
Auto Layout	Use this feature when copying from the flatbed glass. Place the original document anywhere on the flatbed glass. The device senses the edges of the document and centers the image on the copy.
Auto Crop	Use this feature to remove dark areas from the background when you copy with the flatbed cover open. The device senses the edge of the object on the flatbed and removes the black area from around the image.
Image Justify	Use this feature to move the image to an edge, a corner, or the center of the page.
Image Shift	Use this feature to shift the image on the page. This feature is similar to Image Justify , but it moves the image by a particular measurement.
Image Repeat	Use this feature to copy the same image multiple times on a single sheet of paper. To use this feature, place the original on the flatbed glass, and leave the cover open.
Erase Edges	Use this feature to remove any dark lines that appear at the edges of copies.
Erase Gutter	Use this feature to remove the shadows that appear in the center of copies when you copy an open book or when you copy two pages next to each other.
Negative Image	Use this feature to reverse all the colors in a document. This feature changes red to cyan, blue to yellow, green to magenta, and white to black.

Use the job-build feature

Use the **Job Build** option to divide a complex job into smaller segments. This is useful when you are scanning an original document that has more pages than the document feeder can hold or when you want to combine pages that have different sizes into one job. You can use either the glass or the document feeder to scan the original documents.

 **NOTE:** The **Job Build** option is available for the **Copy**, **E-mail**, and **Network Folder** features.

1. Place the first segment of the job into the document feeder or onto the scanner glass.

 **NOTE:** If you are scanning on the glass, each page is a separate segment.

2. Touch **Copy**, **E-mail**, or **Network Folder**, and then set the options that you want to use.

3. Touch **Job Build** and then select **Job Build on**. Touch **OK**.

4. Press **Start** to scan the first segment.

5. The device prompts you to load the next segment.

- If you want to apply different options to this segment or modify settings that apply to the whole job, touch **Options**.
- If you have more segments to scan, touch **Scan**.
- If you have finished scanning all the segments, touch **Finish**.
- If you need to start over, touch **Cancel Job**.

6. When you select **Finish**, your job will begin processing.

10 Fax

If an optional analog fax accessory is installed in the device, and the device is connected to an analog phone line, you can use the device to send and receive faxes. If an analog fax accessory is not installed, you can send faxes by using a LAN fax service or an Internet fax service.



NOTE: If an analog fax accessory is not installed, the device cannot receive faxes.

This chapter contains information about the following topics:

- [Configure the fax options for each job](#)
- [Send faxes](#)
- [Cancel faxes](#)
- [Receive faxes](#)
- [Use fax reports](#)
- [Configure Windows PC fax send](#)
- [Use Windows PC fax send](#)

Configure the fax options for each job

The device offers several features so you can optimize each fax. These features are all available on the **Fax** screen.

The **Fax** screen consists of two pages. From the first page, touch **More Options** to go to the next page.

For details about how to use an option, touch the option, and then touch the Help (?) button in the upper-right corner of the screen. The following table provides an overview of the fax options.

Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 10-1 Options for fax jobs

Option name	Description
Resolution	Use this feature to set the resolution for outgoing faxes. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Sides	Use this feature to describe the layout for each side of the original document.
Notification	Use this feature to receive notification about the status of an outgoing fax.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Original Size	Use this feature to describe the page size of the original document.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Optimize Text/Picture	Use this feature to optimize the fax for a particular type of content. You can optimize for text or printed pictures, or you can manually adjust the setting.

Send faxes


1. Place the original document face-down on the glass or face-up in the document feeder.
2. From the Home screen, touch **Fax** to open the fax feature.
3. You can send a fax to a single recipient or to multiple recipients.

Specify the fax numbers by using one or both of these methods:

Type the fax number manually


From the Fax screen, touch the box below **Fax Number:** to open the virtual keypad. Type the fax number.



Touch **Pause** to indicate a required pause.

To delete a character, touch the backspace button ()

Use a speed dial

From the Fax screen, select the speed-dial code from the list or touch the box below **Speed Dial Code:** and type the speed-dial code.

To search for a speed dial, touch the search button ()

-
4. Touch **OK** to return to the main fax screen. To transfer the number into the fax recipients list, touch the down arrow button ()
 5. Touch **More Options** to see other fax options. For more information about using customized settings, see [Configure the fax options for each job on page 178](#).
 6. After all the options are set, touch **Send Fax** () to scan the document and send the fax.
 7. To verify if the fax was sent successfully, open the Home screen and touch **Job Status**. Touch the **Job Log** tab, and look for the fax in the list of completed jobs.

Cancel faxes


You can cancel outgoing faxes that are currently scanning or that are waiting in the job queue. You can also cancel incoming faxes.

Cancel a fax while it is scanning	<ol style="list-style-type: none">1. Press Stop. The Job Status screen opens, and a message appears that confirms the job has been canceled.2. Touch OK to continue.
Cancel an outgoing fax	<ol style="list-style-type: none">1. From the Home screen, touch Job Status.2. On the Active tab, open the drop-down list named Select Job Type, and select either Outgoing Faxes or Send and Outgoing Faxes.3. From the list of jobs, select the job, and then touch Cancel Job.
Cancel an incoming fax	<ol style="list-style-type: none">1. From the Home screen, touch Job Status.2. On the Active tab, open the drop-down list named Select Job Type, and select Copy, Print, Incoming Fax Jobs.3. From the list of jobs, select the job, and then touch Cancel Job.

Receive faxes

The device can receive incoming faxes if an analog fax accessory is installed. If this accessory is not installed, you can use a LAN fax service or Internet fax service to send faxes, but the device cannot receive faxes.

The device places incoming faxes into the active job queue. If no other jobs are in the queue, the device prints the fax immediately. If other jobs are in the queue, the device prints the fax after the jobs that are ahead of it in the queue. If you want to print the fax sooner, you can promote it in the job queue.

 **NOTE:** If the system administrator has set up a schedule for printing faxes, it is possible that all faxes are stored on the device and then printed at a later time.

Promote a fax in the job queue

1. From the Home screen, touch **Job Status**.
2. On the **Active** tab, open the drop-down list named **Select Job Type**, and select **Copy, Print, Incoming Fax Jobs**.
3. From the list of jobs, select the job, and then touch **Promote**. The device moves the job as far forward as possible in the job queue.

Use fax reports

Several fax reports are available in the **Information** menu. Use these reports to help you manage the fax feature.

1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Information**, and then touch **Fax Reports**.
3. Select a report and then touch **Print** to print the report.


 **NOTE:** You can configure the **Fax Call Report** to print automatically when certain conditions exist. For example, you can print it after any fax job, or only after jobs that have errors.


Table 10-2 Fax reports

Report	Description
Fax Activity Log	Contains a list of the faxes that have been sent from or received by this device.
Fax Call Report	A detailed report of the last fax operation, either sent or received.
Billing Codes Report	A list of billing codes that have been used for outgoing faxes. This report shows how many sent faxes were billed to each code.
Blocked Fax List	A list of phone numbers that are blocked from sending faxes to this device.
Speed Dial List	Shows the speed dials that have been set up for this device.

NOTE: If you are using LAN fax or Internet fax instead of the analog fax accessory, this is the only report that is available.

Configure Windows PC fax send


Use the Windows PC fax send fax driver to send faxes from a computer. The device must have an analog fax accessory installed and PC Fax Send must be enabled through the **Administration** menu to use this feature.

 **NOTE:** This feature is available *only* for Windows operating systems. Settings in the fax driver override settings that are made at the control panel.

The fax driver is not currently available for Windows Vista, but it will be available in the future. See the following Web sites for more information: www.hp.com/go/CM8060edgeline_sw or www.hp.com/go/CM8050edgeline_sw.

This driver is installed when you select the **Typical with fax** software installation option. You can also install the fax driver later by updating the installation. See. [Device software on page 23](#).


Configure the default settings for the Send Fax driver by using the **Edit Defaults** button on the **Setup** tab of the Send Fax driver.

 **NOTE:** The default settings might have been set during the installation process.

Set the sender information

The default sender information is included on all faxes that you send by using the Send Fax driver, including cover pages. The sender information can be changed for individual faxes by using the text fields on the **Setup** tab and then selecting the **Apply Defaults to this job** option.


1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the Send Fax driver from the list of printers.
4. On the **Setup** tab, click **Edit Defaults**.
5. Under **Sender Information** in the **Default Settings** dialog box, type the default sender name, company name, fax number, and voice phone number, and then select **Apply Defaults to this job**.
6. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, cover page, and preview settings, and then click **OK**.

Set the fax quality

The fax quality setting defines the resolution that the device uses to send the fax.


1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Fax Quality** in the **Default Settings** dialog box, select the default quality for sending faxes.
 - Standard: 200 x 100 dots per inch (dpi)
 - Fine: 200 x 200 dpi
 - Superfine: 300 x 300 dpi
3. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, cover page, and preview settings, and then click **OK**.


Set the notification settings

The notification settings determine when and how to send notification of the status of an outgoing fax.

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Notification** in the **Default Settings** dialog box, select when to receive notifications:
 - **None:** notification is not sent.
 - **This Job:** notification is sent when a fax is sent.
 - **On Error:** notification is sent when an error occurs.
3. Select the type of notification to send:
 - **Print:** notification is printed on the default printer.
 - **E-mail:** notification is sent in an e-mail message. Type the e-mail address in the **E-mail Address** text box.

 **NOTE:** The e-mail function must be configured on the device in order to receive an e-mail notification.

4. Click **OK**.


 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, cover page, and preview settings, and then click **OK**.

Set the cover page information


Standardize the look of the fax cover page by using a default cover page. Fields are included for notes, a subject line, and a company logo or other image. Use the **Fax Job** tab to modify cover settings for individual fax jobs.

1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Include With Fax** in the **Default Settings** dialog box, select **Cover Page (Single recipient only)**.
3. In the **Notes** text box, type the default notes.

4. In the **Subject** text box, type the subject line.
5. Click **Browse** to include an image on the cover page.
6. Browse to and select a bitmap image file, such as a company logo.

 **NOTE:** The bitmap image is converted to grayscale on the cover sheet and is located in the top one-third of the page.


7. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, cover page, and preview settings, and then click **OK**.

Set the preview preferences

The preview preferences can be set to automatically preview every fax job before it is sent.


1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Preview** in the **Default Settings** dialog box, select **Show Preview Before Sending Fax**.
3. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, cover page, and preview settings, and then click **OK**.

Set the fax driver printer preferences

Set the default options that are used for all PC fax send jobs.

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. On the **Printers and Faxes** window, right-click **Send Fax**, and then click **Printing Preferences**.
3. In the **Send Fax Document Properties** dialog box, click **Paper/Quality** to set the default paper and quality settings. To save the default paper settings and close the dialog box, click **OK**.

 **NOTE:** The **Advanced** tab on the **Send Fax Document Properties** dialog box contains information that affects the Send Fax driver, but do *not* change any of these settings for normal operation of the Send Fax driver. This tab is a standard Windows tab and cannot be removed for this driver.

4. Click **Services** to check the status of the device and supplies, or to start the embedded Web server. The **Services** tab options appear only if the Send Fax driver is connected to a valid TCP/IP port.
5. Click **OK** to save any changes to the default settings and close the dialog box.

Set the billing code configuration

PC Fax Send software supports the use of billing codes when sending faxes.

Enable the billing code feature by using the device control panel.

1. On the device control panel, touch **Administration**.
2. Scroll to and touch **Initial Setup**, and then touch **Fax Setup**.
3. Scroll to and touch **Fax Send Settings**.


4. Scroll to and touch **Billing Codes**, and then touch **Setup**.
5. Select **Billing codes on**.
6. At the computer, click **Start**, click **Settings**, and then click **Printers and Faxes**.
7. Under **Printer Tasks** on the **Printers and Faxes** window, right-click the name of the device and then click **Properties**.
8. In the **Send Fax Properties** dialog box, click **Device Settings**.
9. Click **OK**.

Use Windows PC fax send


If the system administrator has installed it, you can use the Windows PC fax send software to send faxes from a computer.

Send a fax to a single recipient


1. Open the document that you want to fax in the software program in which it was created.
2. Click **File** and then click **Print**.
3. From the list of printers, select the Send Fax driver.
4. Click **OK** or **Print**.

 **NOTE:** Click the button that sends a document to the device. This might not be labeled the same in all software programs.

5. Under **Fax To** in the **Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.

 **NOTE:** See [Insert special characters in the fax number on page 188](#) for a list of special characters that you can use in the **Fax Number** text field.


6. Click **Add to Phone Book** to add the recipient information to the Send Fax phone book. This step is optional.

 **NOTE:** Click **Clear Fields** to remove all of the values in the recipient Name, Fax Number, and Company Name text boxes.


7. The default cover page information appears under **Include With Fax** in the **Send Fax** dialog box. You can change the cover page information for any individual fax job.

8. If the billing code feature is enabled, and the system administrator has made it editable, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.

9. To send the fax with the default settings, click **Send**.

 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. You can change this information for any individual fax job. Click **Send** to send the fax.

10. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy, and then click **Preview and Send** to send the fax.


 **NOTE:** The preview function is not available when you use Point and Print.

Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.


11. Click **View** or use the zoom drop-down menu to change the size of the document preview.
12. Click the arrow buttons to navigate through the document.
13. Click **Send Fax** to send the fax or **Cancel Fax** to edit the fax settings.

Send a fax to multiple recipients


1. Open the document that you want to fax in the software program in which it was created.
2. Click **File** and then click **Print**.
3. From the list of printers, select the Send Fax driver.
4. Click **OK** or **Print**.

 **NOTE:** Click the button that sends a document to the device. This might not be labeled the same in all software programs.


5. Under **Fax To** in the **Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.

 **NOTE:** See [Insert special characters in the fax number on page 188](#) for a list of special characters that you can use in the **Fax Number** text field.


6. Click **Add to Phone Book** to add the recipient information to the Send Fax phone book. This step is optional.

 **NOTE:** Click **Clear Fields** to remove all of the values in the recipient Name, Fax Number, and Company Name text boxes.

7. Click **To** to add the recipient to the **Fax Recipients** field.
8. Repeat this procedure for each fax recipient. The fax is sent to all of the names that appear in the **Fax Recipients** field.
9. If the billing code feature is enabled, and the system administrator has made it editable, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.
10. To send the fax with the default settings, click **Send**.

 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. You can change this information for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy, and then click **Preview and Send** to send the fax.

 **NOTE:** The preview function is not available when you use Point and Print.

Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax, or click **Cancel Fax** to edit the fax settings.

Insert special characters in the fax number


The **Fax Number** field accepts special characters in addition to the numbers 0 through 9.

Table 10-3 Special characters for fax numbers


Special character	Function
-	Use a hyphen in the fax number to make the number easier to read.
(and)	Use parentheses in the fax number to make the number easier to read.
[and]	Use an opening and closing bracket to hide a portion of the fax number so that it does not print on the fax cover sheet, call reports, or e-mail communications. For example, a fax number might include a calling-card access code. Type brackets around the calling-card access code portion of the fax number to prevent showing this information.
*	The asterisk is transmitted as a touch-tone.
#	The number sign is transmitted as a touch-tone.
,	A comma represents a 2-second pause when the fax number is dialed. Use multiple commas for a longer pause during dialing.

Send a fax by using the phone book


1. Open the document that you want to fax in the software program in which it was created.
2. Click **File** and then click **Print**.
3. From the list of printers, select the Send Fax driver.
4. Click **OK** or **Print**.

 **NOTE:** Click the button that sends a document to the device. This might not be labeled the same in all software programs.

5. Under **Fax To** in the **Send Fax** dialog box, click the book icon.
6. In the **Phone Book** dialog box, select the name for each fax recipient and click **To** to add the recipient to the **Fax Recipients** field.
7. After you have added all of the fax recipients to the **Fax Recipients** field, click **OK**.
8. Under **Include With Fax** in the **Send Fax** dialog box, clear **Cover Page (Single recipient only)** if it is selected.
9. If the billing code feature is enabled, type the billing code under **Billing Information** in the **Send Fax** dialog box. You can change the billing code for any individual fax job.
10. To send the fax to all recipients with the default settings, click **Send**.

 **NOTE:** Click the **Setup** tab in the **Send Fax** dialog box to view the sender, fax quality, notification information, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.

 **NOTE:** The preview function is not available when you use Point and Print.

Point and Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax or **Cancel Fax** to edit the fax settings.

Edit the phone book

Use the phone book to store contact information that appears under **Fax To** in the **Send Fax** dialog box. You can add or remove names.

The Send Fax phone book is saved as an XML file in the My Documents folder. HP does not recommend editing or copying this file.

Add names to the phone book

To add names to the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.
2. In the **Phone Book** dialog box, click **Add**.
3. In the **Add to Phone Book** dialog box, type the recipient name, fax number, and company name in the text boxes.
4. Click **OK**.
5. In the **Phone Book** dialog box, click **Add** to add names.
6. Click **OK** when you are finished adding names to the phone book.

Remove names from the phone book

To remove names from the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.
2. In the **Phone Book** dialog box, select the name that you want to delete and then click **Delete**.
3. Click **OK** when you are finished removing names from the phone book.

Edit names in the phone book

To edit names in the phone book, do the following:

1. Under **Fax To** in the **Send Fax** dialog box, click the book icon.
2. In the **Phone Book** dialog box, select the name that you want to edit and then click **Edit**.
3. In the **Edit Phone Book Entry** dialog box, edit the recipient name, fax number, and company name in the text boxes.
4. Click **OK** when you are finished editing.

11 Digital send

This chapter contains information about the following topics:

- [About digital sending](#)
- [Digital send comparison with other HP devices](#)
- [Send to e-mail](#)
- [Send to a network folder](#)

About digital sending

This device has built-in digital send features. Digital sending is a single process that you can use to scan a hard-copy document at the device and send it directly to several types of destinations:

- **E-mail:** Send the document as an attachment to one or more Internet e-mail addresses. Recipients can print, store, and forward the documents that they receive this way. They can also open the documents in various programs and edit them to meet specific needs.
- **Folder:** Send the document to a shared network folder. Select from a list of Quick Access folders, or if you are signed in to the device, you can specify a destination at the control panel.
- **Fax:** Send the document to one or more fax machines. Recipients receive these documents just like any other fax.

Digital send comparison with other HP devices

If you have used HP LaserJet MFP devices, you might already be familiar with digital sending. However, the digital send features for this device are different than for previous HP MFP devices. For this device, you must configure and manage the digital-send features by using the embedded Web server. No external software is available for the digital sending features. For previous HP LaserJet MFP devices, many of the features required using additional HP Digital-Sending software (DSS).

The following table compares which digital send features are embedded in this device compared to HP LaserJet MFP devices.

Table 11-1 Embedded digital-send feature comparison

Feature		Embedded in HP CM8060/CM8050 Color MFP with Edgeline Technology	Embedded in HP LaserJet MFP devices	Available through DSS software (only for HP LaserJet MFP devices)
Addressing E-mail	Access to Microsoft Exchange contacts address book	Yes	No	Yes
	Access to LDAP address book	Yes	Yes	Yes
	Local public address book	Yes	Yes	Yes
	Local private address book	Yes	Yes	Yes
Security	Windows NTLM or Kerberos negotiated authentication	Yes	No	Yes
	Novell authentication	No	No	Yes
	LDAP authentication	Yes	Yes	No
	PIN or Access-code authentication	Yes	Yes	No
	IPsec data encryption	Yes	No	

Table 11-1 Embedded digital-send feature comparison (continued)


Feature	Embedded in HP CM8060/CM8050 Color MFP with Edgeline Technology	Embedded in HP LaserJet MFP devices	Available through DSS software (only for HP LaserJet MFP devices)	
Destination types	Send to FTP	No	Yes	Yes
	Send to Windows network folder	Yes	Yes	Yes
	Authenticated users can specify a new folder. Non-authenticated users can use existing folders only.			
	Send to Internet fax	Yes	No	Yes
	Send to LAN fax	Yes	No	Yes
	Send to Novell Network Folder	Yes	No	Yes
	Send to E-mail	Yes	Yes	Yes
	Send to Workflow	No	No	Yes
	Save files as optical character recognition (OCR) type	Yes	No	Yes
	Document Capture (for using third-party Workflow software)	Yes	Yes	No
Digital-send management	Fleet management (managing a group of devices)	HP Web Jetadmin	HP Web Jetadmin or DSS software	HP Web Jetadmin or DSS software
	DSS Configuration utility	Not applicable	No	Yes
	Embedded Web server (For managing a single device)	Yes	Yes	No
	Manage DS at the device control panel	Partial	Partial	No
	Customize DS at the device control panel	No	Yes	Yes

Send to e-mail

If the device is connected to a network server that has a valid simple mail transfer protocol (SMTP) address and has Internet access, you can use the built-in digital sending features to scan a document and send it as an e-mail attachment.

Send a scanned file as an e-mail attachment


1. Place the original document face-down on the glass or face-up in the document feeder.
2. From the Home screen, touch **E-mail** to open the e-mail feature.
3. For each field, touch the text box to open the virtual keyboard and then type the information. Use the scroll buttons on the right side of the screen to see all the fields. To use an address from the e-mail address book, touch the address book button (📁), if it is available, and select a name. For more information, see [Use the e-mail address book on page 196](#).

 **NOTE:** If the system administrator has configured the device so that you can send e-mail only to yourself, the address book button does not appear.

From:	Type the e-mail address for the person who is sending the e-mail. If the system administrator has set up a default From: address, this field is already complete, and you might not be able to change it. If you are signed in to the device, your e-mail address is filled in.
To:	Type the recipients' names. To separate the names, type a semi-colon or touch Enter . If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is already filled in with your e-mail address, and you cannot change it.
CC:	Type the recipients' names. To separate the names, type a semi-colon or touch Enter . If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is empty and you cannot change it.
BCC:	Type the recipients' names. The other recipients cannot see names in this field. To separate the names, type a semi-colon or touch Enter . If the system administrator has configured this feature so that you can send e-mail only to yourself, this field is empty and you cannot change it.
Subject:	Type the subject of the e-mail.
File Name:	Type the file name to use for the e-mail attachment.
Message:	Type a message to deliver with the e-mail. The system administrator might have locked this field.


4. Touch **More Options** to see other e-mail options. For more information about using customized settings, see [Configure the e-mail options for each job on page 197](#).
5. After all the options are set, touch **Send E-mail** (📧) to scan the document and send the e-mail.
6. To verify that the e-mail was sent successfully, open the Home screen and touch **Job Status**. Touch the **Job Log** tab, and look for the e-mail in the list of completed jobs.

Use the e-mail address book


Use the e-mail address book to store information for e-mail recipients. To open the address book, touch the address book button () on the main e-mail screen. The button is available for the **From:**, **To:**, **CC:**, and **BCC:** fields.

To get more information about any address, select the address in the list on the left side of the screen and touch **Details**.


You can add entries to the address book that is stored on the device. You can also edit or delete certain entries. If you are signed in to the device, addresses that you add are not available to other users.

 **NOTE:** You cannot edit or delete network address entries, and you cannot edit or delete some entries that have been imported from other address books. For those entries, the buttons for adding, editing, and deleting are inactive.

Use an address

1. Touch one or more name in the list on the left side of the screen to select them.
2. Touch the right arrow button () to move the names to the list on the right side of the screen.
3. If you need to remove a name from the list on the right side of the screen, select the name and then touch the trash button that is below the list.
4. Touch **OK** to return to main **E-mail** screen. The name or names should appear in the correct field.

Add an address

1. Touch the plus button () , which is in the lower left corner of the screen. The virtual keyboard opens.
2. Select each field and type the correct information in the box. The required fields are marked with an asterisk (*).
3. When you have completed all the information, touch **OK** to add the name to the list of contacts and return to the **Address Book** screen.

If you are signed in to the device, the address is stored in your list of personal contacts. If you are not signed in to the device, the address is stored in the list of shared contacts.

Edit an address

1. Touch a name in the list on the left side of the screen to select it.
2. Touch **Edit** to open the virtual keyboard.
3. To change the information in any field, select the field and then type the correct information.
4. After you have made all the changes, touch **OK** to return to the **Address Book** screen.

Delete an address

1. Touch a name in the list on the left side of the screen to select it. You can select multiple names.
 2. Touch the trash button.
 3. The device prompts you to confirm that you want to delete the addresses. Touch **Yes** to delete the addresses and return to the address book screen.
-

Configure the e-mail options for each job

The device offers several features for optimizing e-mail attachments. These features are all available on the **E-mail** screen.

The **E-mail** screen consists of two pages. From the first page, touch **More Options** to go to the next page.

For details about how to use an option, touch the option, and then touch the help (?) button in the upper-right corner of the screen. The following table provides an overview of the e-mail options.


 **NOTE:** Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.


Table 11-2 Options for e-mail jobs

Option name	Description
Document File Type	Use this feature to select the file format for the e-mail attachment.
Original Sides	Use this feature to describe the layout for each side of the original document.
Output Quality	Use this feature to select the quality for the e-mail attachment. Higher-quality images require a larger file size than lower-quality images. Larger files take more time to send, and some recipients might have trouble receiving larger files.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Resolution	Use this feature to set the resolution for the e-mail attachment. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Size	Use this feature to describe the page size of the original document.
Color/Black	Use this feature to select whether the e-mail attachment is in black & white or in color.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text or printed pictures, or you can manually adjust the setting.
Notification	Use this feature to receive notification about the status of an e-mail attachment that you have sent. You can receive an e-mail notification, or you can print the notification.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Job Build	Use this feature to combine several sets of original documents into one e-mail attachment. Also use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.

Send to a network folder

If the device is connected to a network, you can use the built-in digital sending features to scan a document and save it as a file in a folder on the network.

Send a scanned file to a network folder

 **NOTE:** Depending on how the system administrator has configured the device, you might need to sign in to the device to use this feature.

1. Place the original document face-down on the glass or face-up in the document feeder.
2. From the Home screen, touch **Network Folder** to open the network folder feature.
3. Specify the folder where you want to store the file in one of these ways:
 - Select one of the **Quick Access Folders** from the list. These are folders that the administrator has set up.
 - Touch the box below **Network Folder Path:** to open the virtual keyboard. Type the network path to the folder.
4. Specify the name for the file by touching the box below **File Name:**. The virtual keyboard opens. Type the name to use for the file. You do not need to type the file-type extension. It is added automatically based on the document file-type setting.

 **NOTE:** The administrator sets the default file type to use. If you want to use a different file type, touch **More Options**, and open the **Document File Type** option.

5. Touch **More Options** to see other network folder options. For more information about using customized settings, see [Set the folder options on page 199](#).
6. After all the options are set, touch the **Send to Network Folder** button (📎) to scan the document and send the file.
7. To verify that the file was sent successfully, open the Home screen and touch **Job Status**. Touch the **Job Log** tab, and look for the file in the list of completed jobs.

Set the folder options

The device offers several features for optimizing files that are stored in network folders. These features are all available on the **Network Folder** screen.

The **Network Folder** screen consists of two pages. From the first page, touch **More Options** to go to the next page.

For details about how to use an option, touch the option, and then touch the help (ⓘ) button in the upper right corner of the screen. The following table provides an overview of the options for saving a file in a network folder.

Table 11-3 Options for network folder jobs

Option name	Description
Document File Type	Use this feature to select the file format for the saved file.
Original Sides	Use this feature to describe the layout for each side of the original document.
Output Quality	Use this feature to select the quality for the file. Higher-quality images require a larger file size than lower-quality images, and they take more time to send.
Content Orientation	Use this feature to specify the way the content of the original document is placed on the page: portrait or landscape.
Resolution	Use this feature to set the resolution for the file. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
Original Size	Use this feature to describe the page size of the original document.
Color/Black	Use this feature to select whether the file is in black & white or in color.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text or printed pictures, or you can manually adjust the setting.
Notification	Use this feature to receive notification about the status of the file after you send it. You can receive an e-mail notification, or you can print the notification.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Job Build	Use this feature to combine several sets of original documents into one file. Also use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.

12 Store jobs

You can store copy or print jobs on the device so you can print them at any time. You can share stored jobs with other users, or you can make them private.

This chapter contains information about the following topics:

- [Store jobs at the device](#)
- [Store jobs from a computer](#)
- [Configure the job storage options](#)
- [Retrieve stored jobs](#)
- [Manage stored jobs](#)

Store jobs at the device

1. Place the original document face-down on the glass or face-up in the document feeder.
2. From the Home screen, touch **Job Storage** to open the Job Storage feature. Select the **Create** tab.
3. Specify the name for the stored job in one of these ways:
 - Select an existing folder from the list. Touch **New Job** and type a job name.
 - Touch the box below the existing **Folder Name:** or **Job Name:**, and then edit the text.
4. A private stored job has a lock icon next to the name, and it requires that you specify a PIN to retrieve it. To make the job private, select **PIN to Print** and then type the PIN for the job.
5. Touch **More Options** to see other job storage options. For more information about using customized settings, see [Configure the job storage options on page 204](#).
6. After all the options are set, touch the **Create Stored Job** button (📄) to scan the document and store the job. The job is saved on the device until you delete it, so you can print it as often as necessary.

If you are signed in to the device, the job is stored in a folder with your sign-in name. If you are not signed in to the device, the job is stored in a public folder.

For information about retrieving the job, see [Retrieve stored jobs on page 205](#).

Store jobs from a computer

In addition to scanning a document at the device control panel and storing it, you can also send a job from a computer and store it on the device. Use the printer driver to do this. When you store a job from a computer, you have several options for types of jobs to store.

Table 12-1 Types of stored jobs


Job-storage option	Description
Proof and Hold	The job is sent to the device for short-term storage. If you need to print multiple copies of a job but you want to verify how they appear before printing them all, use this feature. The job is sent to the device and printed one time. At the device control panel, you can choose to print the remaining copies or to cancel the job. After the copies are printed, the job is deleted.
Personal Job	The job is stored on the device until you, or someone else, retrieves it at the device. If you specify a 4-digit PIN, the person who retrieves the job must provide the PIN. The device automatically deletes the job after it is printed.
Quick Copy	The job is sent to the device and printed one time. It is stored on the device so you can print more copies as needed.
Stored Job	The job is stored on the device until you delete it. It is not printed until you, or someone else, retrieves it at the device. If you specify a 4-digit PIN, the person who retrieves the job must provide the PIN. Use this option for storing documents that are shared by many users.

For details about how to use the printer driver to store jobs, see the following sections:

- [Windows printer driver features on page 208](#)
- [Macintosh printer driver features on page 215](#)

Configure the job storage options

The device offers several features for optimizing jobs that are scanned at the device and stored. These features are all available on the **Job Storage** screen when you create the stored job.

 **NOTE:** These features are not available when someone retrieves the job for printing.

The **Job Storage** screen consists of four pages. From the first page, touch **More Options** to go to the next page.

For details about how to use an option, touch the option, and then touch the help (🔍) button in the upper-right corner of the screen. The following table provides an overview of the job storage options.



 **NOTE:** Depending on which accessories are installed, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Table 12-2 Options for stored jobs

Option name	Description
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Image Adjustment	Use this feature to improve the overall quality of the file. For example, you can adjust the darkness, sharpness, and contrast, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Content Orientation	Use this feature to specify the way the content of the original page is placed on the page: portrait or landscape.
Output Bin	Use this feature to select an output bin for the copies. If the optional HP Multifunction Finisher is attached, stapled copies are always delivered to Output Bin 5.
Pages per Sheet	Use this feature to copy multiple pages onto one sheet of paper.
Watermark	Use this feature to print a string of text diagonally across the center of each page.
Overlays	Use this feature to print a semi-transparent image on each page. Overlays are similar to watermarks, but overlays can consist of any image, such as a company logo.
Chapter Pages	Use this feature to copy documents that have chapters. You can specify that the chapters always begin on either the left or right page. If necessary, the device inserts blank pages so the first page of each chapter is on the correct side.
Stamp Date/Time	Use this feature to print the date and time on copies. You can control the numbering style and the position of the information.
Stamp Page Number	Use this feature to print page numbers on copies. You can control the numbering style and the position.
Stamp Text	Use this feature to print a predefined text message on the copies or print a message that you specify. A text stamp is similar to a watermark, but you can control the position on the page and the angle.
Stamp Set Number	Use this feature to print the set number on copies. For example, if you are making five copies of a document, each page in the first set of copies is stamped with the number 1.
Edge-to-Edge	If the original document is printed close to the edges, use this feature to ensure that the maximum amount of content is copied. However, shadows might appear along the edges.
Image Shift	Use this feature to shift the image on the page.
Image Repeat	Use this feature to copy the same image multiple times on a single sheet of paper. To use this feature, place the original on the flatbed glass, and leave the cover open.

Retrieve stored jobs

At the device, you can retrieve and print jobs that are stored on the device, whether they were scanned at the device or sent from a computer.

 **NOTE:** Depending on how the system administrator has configured the device, you might need to sign in.

You cannot retrieve or print a stored job if you do not have permission to print in color. The device provides an alert in this situation.

1. From the Home screen, touch **Job Storage** to open the Job Storage feature. Select the **Retrieve** tab.
2. From the list on the left side of the screen, select the folder in which the job is stored. A list of stored jobs appears.
3. Select the job from the list. If the job is private, touch the box below **PIN:** and type the correct PIN.
4. Touch the **Retrieve Stored Job** button (🖨️) to print the job.

The device retains most jobs until you delete them, but it automatically deletes certain jobs as soon as you print them.

Type of stored job	Action after printing
All public and private stored jobs that are scanned at the device	Retained on the device hard disk
Stored jobs that are sent from a computer	Retained on the device hard disk
Quick Copy stored jobs, sent from a computer	Retained on the device hard disk
"Personal job" jobs, sent from a computer	Deleted automatically after printing
Proof and Hold stored jobs, sent from a computer	Deleted automatically after the subsequent copies are printed

Manage stored jobs

You can set default job-storage options by using the **Management** menu on the control panel. To delete stored jobs, use the **Job Storage** feature.

Delete stored jobs

To delete stored jobs, open the **Job Storage** feature on the device control panel.

1. From the Home screen, touch **Job Storage**.
2. Select the **Retrieve** tab.
3. Open the folder in which the job is stored, and then select the job.
4. Touch **Delete**.
5. Repeat the process for each stored job that you want to delete.

Quick Copy job storage limit

Use the **Management** menu to set the maximum number of jobs that are stored on the device.

1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Management**, and then touch **Stored Job Management**.
3. Touch **Quick Copy Job Storage Limit**.
4. Specify the number of jobs to store. The maximum for the device is 100 jobs.

Quick Copy Job held timeout

Use the **Management** menu to set an option for stored jobs to expire after a predefined time period.


1. From the Home screen, scroll to and touch **Administration**.
2. Touch **Management**, and then touch **Stored Job Management**.
3. Touch **Quick Copy Job Held Timeout**.
4. Touch **On** to enable this option.

13 Print

This chapter contains information about the following topics:

- [Windows printer driver features](#)
- [Macintosh printer driver features](#)

Windows printer driver features

 **NOTE:** Settings in the printer driver and software program generally override control-panel settings. Software-program settings generally override printer-driver settings.

Select a tray


Use the printer driver to select a tray for the print job by doing the following:

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. On the **Paper/Quality** tab, select the tray from the **Paper source** drop-down menu.
4. Click **OK**.

Select an output bin for print jobs

If the optional finisher is installed, use the printer driver to select an output bin for the print job by doing the following:

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. On the **Output** tab, select the output bin from the **Output Bin Options** drop-down menu.

 **NOTE:** All stapled output is delivered to Output Bin 5.

4. Click **OK**.

Select a paper type

Rather than instructing the device to use a specific tray, you can specify that the job is printed on a particular type of paper. The device uses a tray that contains that type of paper, or it prompts you to load the correct type.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Paper/Quality** tab.
4. In the **Paper type** drop-down box, select the type of paper to use.

Set the color quality

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Paper/Quality** tab.
4. In the area for **Print Quality** for the **Color Quality**, select either **Professional** or **General Office**.

Store jobs

Use the **Job Storage** printer-driver tab to store print jobs on the device. You can then print the job at any time from the device control panel. For example, you might want to download a personnel form, calendar, timesheet, or accounting form that other users can print when they need it.

Enable the Job Storage tab

You might need to enable the **Job Storage** tab before you can use this feature.

1. Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**.
2. Right-click the driver icon, and then select **Properties**.
3. Click the **Device Settings** tab.
4. Under **Installable Options**, click next to **Job Storage**, and click **Enabled**.
5. Click **Apply**.

Store a job

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Job Storage** tab.
4. Select the job storage mode and options that you want to use.

 **NOTE:** The text box at the top of the **Job Storage** tab describes each option as you select it.

5. Click **OK**.

Create and use printing shortcuts

Use printing shortcuts to print jobs with specific printer-driver settings. Select one of the defined shortcuts or create custom printing shortcuts.

Create a printing shortcut

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Select the print settings that you want to use.
4. Click the **Printing Shortcuts** tab, and then click **Save as**.
5. In the **Printing Shortcuts** box, type a name for the custom printing shortcut.
6. Click **OK**.

Use printing shortcuts

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Printing Shortcuts** tab.

4. Select the printing shortcut that you want to use from the **Printing Shortcuts** list.
5. Click **OK**.

Use watermarks

A watermark is a notice, such as "Confidential," that is printed in the background of each page of a document.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. From the **Effects** tab, click the **Watermarks** drop-down list.
4. Click the watermark that you want to use. To create a new watermark, click **Edit**.
5. If you want the watermark to appear only on the first page of the document, click **First Page Only**.
6. Click **OK**.

To remove the watermark, click **(none)** in the **Watermarks** drop-down list.

Resize documents

Use the document resizing options to scale a document to a percentage of its normal size. You can also choose to print a document on a different size paper, with or without scaling.

Reduce or enlarge a document

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. On the **Effects** tab, next to **% of Normal Size**, type the percentage by which you want to reduce or enlarge your document.

You can also use the scroll bar to adjust the percentage.

4. Click **OK**.

Print a document onto a different paper size

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. On the **Effects** tab, click **Print Document On**.
4. Select the paper size to print on.
5. To print the document without scaling it to fit, make sure that the **Scale to Fit** option is *not* selected.
6. Click **OK**.

Set a custom paper size

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. On the **Paper/Quality** tab, click **Custom**.
4. On the **Custom Paper Size** window, type the name of the custom paper size.
5. Type the paper-size length and width. If you type a size that is too small or too large, the driver adjusts the size to the minimum or maximum size that is allowed.
6. If necessary, click the button to change the unit of measure between millimeters and inches.
7. Click **Save**.
8. Click **OK**. The name that you saved appears in the paper-size list for future use.

Print using different paper

Follow these instructions to print specific pages of the job on different paper.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Paper/Quality** tab.
4. In the **Page exceptions** list box, click **Print pages on different paper**.
5. Click **Settings**.
6. Select the settings that you want to use to print specific pages on different paper. Click **Add**.
7. Click **OK** to return to the **Paper/Quality** tab.
8. Click **OK**.

Insert blank or preprinted sheets

Follow these instructions to insert blank or preprinted sheets in the print job.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Paper/Quality** tab.
4. In the **Page exceptions** list box, click **Covers**.
5. Click **Settings**.
6. Select the settings that you want to use to add blank or preprinted sheets.
7. Click **OK** to return to the **Paper/Quality** tab.
8. Click **OK**.

Chapter page layout

Follow these instructions to set the layout of chapters in the print job.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Paper/Quality** tab.
4. In the **Page exceptions** list box, click **Chapter page layout**.
5. Click **Settings**.
6. Select the settings that you want to use to for the layout of the chapters in the print job.
7. Click **OK** to return to the **Paper/Quality** tab.
8. Click **OK**.

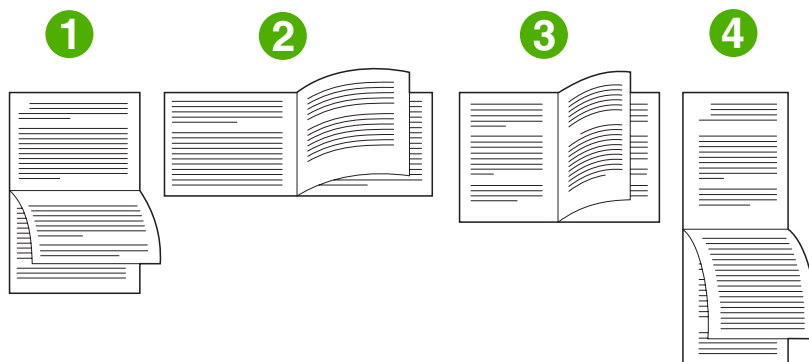
Print on both sides of the paper

You can automatically print on both sides of a page.

1. Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper, see [Load special types of paper on page 167](#).
2. On the **File** menu in the software program, click **Print**.
3. Select the driver, and then click **Properties** or **Preferences**.
4. On the **Finishing** tab, click **Print on Both Sides**.
5. Click **OK**.

Layout options for printing on both sides

The four duplex orientation options are shown here. To select option 1 or 4, select **Flip Pages Up** in the printer driver.



1. Long-edge landscape

Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom.

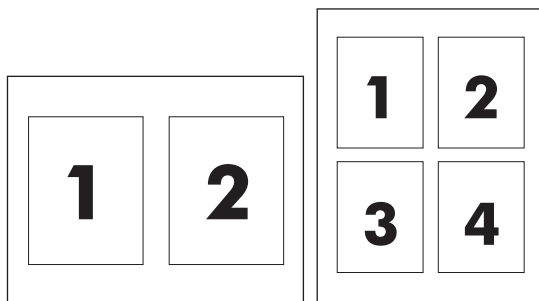
2. Short-edge landscape

Every printed image is oriented right-side-up. Facing pages are read from top to bottom.

3. Long-edge portrait	This is the default setting, and the most common layout used. Every printed image is oriented right-side-up. Facing pages are read from top to bottom.
4. Short-edge portrait	Every other printed image is oriented upside-down. Facing pages are read continuously from top to bottom.

Print multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper.



1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Finishing** tab.
4. In the section for **Document Options**, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).
5. If the number of pages is greater than 1, select the correct options for **Print Page Borders** and **Page Order**.
 - If you need to change the page orientation, click the **Finishing** tab, and then click **Portrait** or **Landscape**.
6. Click **OK**. The product is now set to print the number of pages per sheet that you have selected.

Create booklets

You can copy two pages on one sheet of paper so you can fold the pages in the center to form a booklet. The device arranges the pages in the correct order. For example, if the original document has eight pages, the device prints pages 1 and 8 on the same sheet.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Finishing** tab.
4. Select **Print On Both Sides**.
5. In the drop-down box for **Booklet Layout**, select either **Left Edge Binding** or **Right Edge Binding**. The **Pages per Sheet** setting automatically changes to 2 pages per sheet.
6. Click **OK**.

Set the stapling options

Configure the driver to recognize the finisher

If the HP Multifunction Finisher is installed, but the stapling options do not appear in the printer driver, you need to configure the driver to recognize the finisher.

1. Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**.
2. Right-click the driver icon, and then select **Properties**.
3. Click the **Device Settings** tab. (The **Device Settings** tab is not available from within software programs.)
4. In the area for configuring installable options, select the HP Multifunction Finisher, and then click **OK**.

Set the stapling options for each job

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Output** tab.
4. In the **Staple** box, select the stapling option that you want to use for the print job.
5. Click **OK**.

Set the color options


Options on the **Color** tab control how colors are interpreted and printed from software programs.

1. On the **File** menu in the software program, click **Print**.
2. Select the driver, and then click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. In the **Color Options** area, select the option that you want to use.
5. Click **More color options...** to open the **Advanced Color Settings** dialog box. Adjust the individual settings for cyan, magenta, yellow, and black. Click **OK**.
6. In the **Color Themes** area, select the **RGB Color** option that you want to use.
7. Click **OK**.

Use the Services tab

If the device is connected to a network, use the **Services** tab to obtain device and supply-status information. Click the **Device and Supplies status** button to open the **Device Status** page of the embedded Web server. This page shows the current status of the device, the percentage of life remaining for each supply, and information for ordering supplies.

Macintosh printer driver features

 **NOTE:** Settings in the printer driver and software program generally override control-panel settings. Software-program settings generally override printer-driver settings.

Select a tray

You can print all pages on the same paper, or you can print the first page on one type of paper and print the remaining pages on a different type of paper.

1. On the **File** menu, click **Print**.
2. Open the **Paper Feed** menu.
3. To print all pages on the same paper, select **All pages from**, and then open the drop-down list and select which tray to use.
4. To print the first page on a different type of paper than the remaining pages, select **First page from**, open the drop-down list, and select the tray. Also select the tray for **Remaining pages from**.

Select an output bin

1. On the **File** menu, click **Print**.
2. Open the **Finishing** menu.
3. On the **Finishing** tab, next to **Output Destination**, select which output bin to use.

 **NOTE:** All stapled output is delivered to Output Bin 5.

Select a paper type

Rather than instructing the device to use a specific tray, you can specify that the job is printed on a particular type of paper. The device uses a tray that contains that type of paper, or it prompts you to load the correct type.

1. On the **File** menu, click **Print**.
2. Open the **Finishing** menu.
3. On the **Finishing** tab, next to **Media Type**, select the type of paper to use.

Set the color quality

1. On the **File** menu, click **Print**.
2. Open the **Color/Quality Options** menu, and select the **Basic** tab.
3. To print in color, select **Color Print**. Next to **Color Quality**, select either **Professional** or **General Office**.

Store jobs

You can store jobs on the device so you can print them at any time. You can share stored jobs with other users, or you can make them private.

1. On the **File** menu, click **Print**.
2. Open the **Job Storage** menu.
3. Next to **Job Storage Mode**, select the type of stored job.
4. If you selected **Stored Job** or **Personal Job** in the previous step and you selected **Use PIN To Print**, type a 4-digit number in the box. When other people attempt to print this job, the device prompts them to type this PIN number.

Create and use presets

Use presets to save the current printer driver settings for reuse.

Create a preset

1. On the **File** menu, click **Print**.
2. Select the print settings.
3. In the **Presets** box, click **Save As...**, and type a name for the preset.
4. Click **OK**.

Use presets

1. On the **File** menu, click **Print**.
2. In the **Presets** menu, select the preset that you want to use.

 **NOTE:** To use printer-driver default settings, select the **Standard** preset.

Use watermarks

A watermark is a notice, such as “Confidential,” that is printed in the background of each page of a document.

1. On the **File** menu, click **Print**.
2. Open the **Watermarks** menu.
3. Next to **Mode**, select the type of watermark to use. Select **Watermark** to print a semi-transparent message. Select **Overlay** to print a message that is not transparent.
4. Next to **Pages**, select whether to print the watermark on all pages or on the first page only.
5. Next to **Text**, select one of the standard messages, or select **Custom** and type a new message in the box.
6. Select options for the remaining settings.

 **NOTE:** Transparent watermarks are not available for all applications.

Resize documents

You can scale a document to fit on a different size of paper.

1. On the **File** menu, click **Print**.
2. Open the **Paper Handling** menu.
3. In the area for **Destination Paper Size**, select **Scale to fit paper size**, and then select the size from the drop-down list.
4. If you want to use only paper that is smaller than the document, select **Scale down only**.

Print on a custom paper size

You can print on a custom paper size.

1. On the **File** menu, click **Page Setup**.
2. (OS X v10.3) From the **Settings** drop-down list, select **Custom Paper Size**, and specify the dimensions.


-or-

(OS X v10.4 and later) From the **Paper Size** drop down list, select **Manage Custom Sizes**, add the new size, and then specify the dimensions.

Print a cover page

You can print a separate cover page for your document that includes a message (such as “Confidential”).

1. On the **File** menu, click **Print**.
2. On the **Cover Page** pop-up menu, select whether to print the cover page **Before document** or **After document**.
3. In the **Cover Page Type** pop-up menu, select the message that you want to print on the cover page.

 **NOTE:** To print a blank cover page, select **Standard** as the **Cover Page Type**.

Print on both sides of the paper

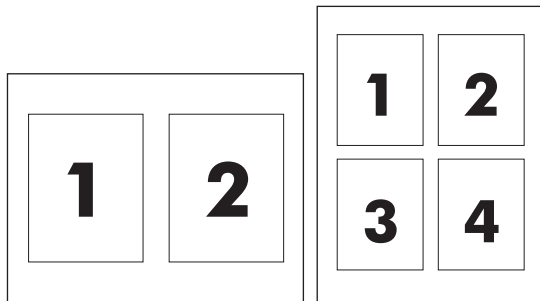
You can automatically print on both sides of a page.

1. Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper, see [Load special types of paper on page 167](#).
2. On the **File** menu, click **Print**.
3. Open the **Layout** pop-up menu.
4. Next to **Two-Sided**, select either **Long-Edge Binding** or **Short-Edge Binding**.

 **NOTE:** For OS X v10.5, a default binding value may appear if you had checked **Two-Sided** first.

Print multiple pages on one sheet of paper

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.



1. On the **File** menu, click **Print**.
2. Click the **Layout** pop-up menu.
3. Next to **Pages per Sheet**, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).
4. Next to **Layout Direction**, select the order and placement of the pages on the sheet.
5. Next to **Border**, select the type of border to print around each page on the sheet.

Create booklets

You can copy two pages on one sheet of paper so you can fold the pages in the center to form a booklet. The device arranges the pages in the correct order. For example, if the original document has eight pages, the device prints pages 1 and 8 on the same sheet.

1. On the **File** menu, click **Print**.
2. Open the **Finishing** menu.
3. On the **Booklet Printing** tab, select **Format Output As Booklet**.
4. If the last page of the original document should be placed as the back cover of the booklet, select **Last Page Is Back Cover**.
5. Next to **Page Order**, select whether the pages should be bound on the left or right edge.
6. Next to **Scaling**, select **Proportional**, or **Fit To Page**.
7. Next to **Paper For Booklet**, select the paper size to use.

Shift images on the page

You can adjust the placement of the image on the page toward any edge.

1. On the **File** menu, click **Print**.
2. Open the **Finishing** menu.
3. On the **Image Shift** tab, select the appropriate settings.
 - You can adjust the front and back sides independently by specifying measurements for **Front Side Shift** and **Back Side Shift**.
 - You can adjust the front and back sides by the same amount, but in opposite directions. This is useful for creating a wider margin along the binding edge. Select **Front Side Shift**, specify the settings, and then select **Mirror Front Side**.
 - Select **Reduce to Fit** to shrink the image to accommodate increased margins.

Set the stapling options

If the HP Multifunction Finisher is installed, you can staple documents.

1. On the **File** menu, click **Print**.
2. Open the **Finishing** menu, and select **Output Bin 5** for the **Output Destination**.
3. On the **Finishing** tab, next to **Finishing Options** or **Staple**, select the stapling option that you want to use.

Set the color options

Use the **Color/Quality Options** menu to control how colors are interpreted and printed from software programs.

1. On the **File** menu, click **Print**.
2. Open the **Color/Quality Options** menu.
3. Select the color options that you want to use.

Use the Services menu

If the device is connected to a network, use the **Services** menu to obtain device and supply-status information.

1. On the **File** menu, click **Print**.
2. Open the **Services** menu.
3. Select a maintenance task from the drop-down list, and then click **Launch**. The embedded Web server opens to the page that provides the information for the task that you selected.

14 Color

This chapter describes how to produce the best possible color printing:

- [Use color](#)
- [Manage color in the printer driver](#)
- [Match colors](#)

Use color

The device provides automatic color features that generate excellent color results. Carefully designed and tested color tables provide smooth, accurate color rendition of all printable colors.


The device also provides sophisticated tools for the experienced professional.

Paper selection

For the best color and image quality, select the appropriate paper type from the printer driver menu or from the device control panel.

Standard red-green-blue (sRGB)

Standard red-green-blue (sRGB) is a worldwide color standard that HP and Microsoft developed as a common color language for monitors, input devices (scanners and digital cameras), and output devices (printers and plotters). It is the default color space used for HP products, Microsoft operating systems, the World Wide Web, and most office software. The sRGB standard represents the typical Windows monitor and is the convergence standard for high-definition television.

 **NOTE:** Factors such as the type of monitor you use and the room lighting can affect the appearance of colors on your screen. For more information, see [Match colors on page 224](#).

The latest versions of Adobe PhotoShop®, CorelDRAW, Microsoft Office, and many other programs use sRGB to communicate color. Because it is the default color space in Microsoft operating systems, sRGB has been adopted broadly. When programs and devices use sRGB to exchange color information, typical users experience greatly improved color matching.

The sRGB standard improves your ability to match colors between the device, the computer monitor, and other input devices automatically, and eliminates the need to become a color expert.

Print in four colors (CMYK)

The device uses cyan, magenta, yellow, and black (CMYK) inks. These are the same colored inks that a printing press uses in four-color printing. Also, graphic arts (printing and publishing) environments typically use CMYK data files to provide rich, saturated colors for text and graphics.

If you are using a Macintosh computer or the HP postscript level 3 emulation printer driver for Windows, these options are available.

CMYK ink-set emulation

The devices use CMYK color rendering to emulate several standard offset-press ink sets:

- **Default CMYK+:** This selection is good for general-purpose rendering of CMYK data. It is designed to render photographs well while providing rich, saturated colors for text and graphics.
- **Specifications for Web Offset Publications (SWOP):** This selection replicates the common ink standard in the U.S. and other locations.
- **Euroscale:** This selection replicates the common ink standard in Europe and other locations.
- **Dainippon Ink and Chemical (DIC):** This selection replicates the common ink standard in Japan and other locations.
- **Device:** This selection turns off emulation. Color must be managed in the software program or operating system in order to render photographs correctly.

Manage color in the printer driver

In the printer driver, the default settings on the **Color** tab (Windows) or the **Color/Quality Options** menu (Macintosh) usually produce the best possible print quality for color documents. However, you can adjust the color settings as needed using the options on this tab. You can also change the settings from **Color** to **Black & White**, and set your own grayscale preferences.

- Click **More Color Options** (Windows) or **Show Advanced Options** (Macintosh) to increase or decrease the amount of each of the four basic printing ink colors (black, cyan, magenta, and yellow), which are sometimes labeled as **CMYK** options.

You can also select RGB (red, green, blue) color options. Five different RGB settings are available.

- Default (sRGB)** instructs the device to interpret RGB color as sRGB. The sRGB default settings are configured using the accepted standards of Microsoft and the World Wide Web Consortium (<http://www.w3.org>).
- Photo (sRGB)** instructs the device to use the best color matching for rendering sRGB images. Select this option to print digital photos or other raster file formats such as .jpg, .bmp., .tif., or .gif files.
- Photo (Adobe RGB 1998)** instructs the device to use the best color matching for documents or images that are in the Adobe RGB color space that some digital cameras and high-end graphics programs create. When printing with Adobe RGB from a professional software program, turn off the color management in the program and allow the printer software to manage the color space.
- Vivid** instructs the device to reproduce graphics (pie charts, bar graphs, for example) with more saturated colors. This option can be useful when printing business documents that do not contain photographs.
- Custom Profile** instructs the device to use a custom input profile to more accurately predict and control color output. Download custom profiles from www.hp.com.
- You can change the settings to print in **Black & White**. When you select this option, the documents print in grayscale.
- Use the **Neutral Grays** setting to specify how grayscale tones will be printed
 - Use the **4-Color** setting to use all four CMYK ink colors (black, cyan, magenta, and yellow) inks to reproduce the grayscale tones.
 - Use the **Black Only** setting to use only black ink to create the grayscale tones.

Match colors

Matching device output color to the color that appears on your computer screen is a complex process, because printers and computer monitors use different methods of producing color. Monitors *display* colors by using light pixels that use an RGB (red, green, blue) color process, but printers *print* colors by using a CMYK (cyan, magenta, yellow, and black) process.

Several factors can influence your ability to match printed colors to those on your monitor:

- Print media
- Printer colorants (inks or toners, for example)
- Printing process (inkjet, press, or laser technology, for example)
- Overhead lighting
- Personal differences in perception of color
- Software programs
- Printer drivers
- Computer operating systems
- Monitors
- Video cards and drivers
- Operating environment (humidity, for example)

Keep these factors in mind when colors on your screen do not perfectly match your printed colors.

For most situations, the best method for matching colors is to print sRGB colors.

15 Maintain the device

This chapter contains information about the following topics:

- [Order supplies and accessories](#)
- [Replace ink cartridges](#)
- [Replace staple cartridges](#)
- [Clean the device](#)
- [Move the device](#)

Order supplies and accessories

The device alerts you when the supply items are getting low. Use the information in this section to order replacement ink cartridges and staple cartridges. To order supplies, use the embedded Web server. Click the **Product Support** link.

 **NOTE:** Some maintenance agreements include supplies.

Table 15-1 Supplies

Item	HP part number
Black ink cartridge	C8750A
Cyan ink cartridge	C8751A
Magenta ink cartridge	C8752A
Yellow ink cartridge	C8753A
Bonding agent ink cartridge	C8754A
Multiple staple cartridge pack (contains three cartridges)	C5967A

The following accessories are available for the device. To add accessories, contact the HP service and support person.

Table 15-2 Accessories

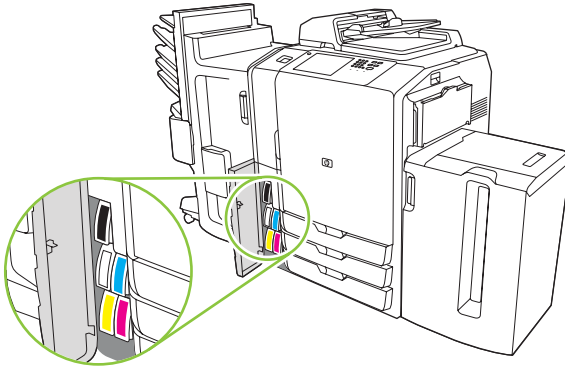
Item	HP part number
HP Multifunction Finisher	C5959A
HP 4-Bin Job Separator	C5964A
HP High Capacity Input Tray (Tray 5)	C5961A
Standard Output Bin	C5963A
HP Analog Fax Accessory	C5954A
HP Parallel EIO interface	J7972G
HP Jetdirect 635n IPv6/IPsec print server	J7961G
Windows software CD	
Macintosh software CD	
System Administrator's CD	

Replace ink cartridges

The device uses four color ink cartridges and one bonding agent cartridge. The bonding agent adheres the ink to the paper and improves the durability of the printed output.

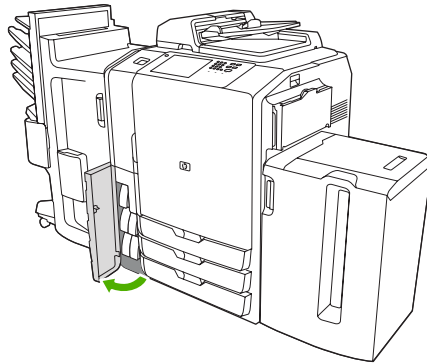
A message appears on the control panel whenever a cartridge needs to be replaced. The control-panel message tells you which cartridge needs to be replaced.

An ink cartridge expires twelve months after the date of installation if it is installed prior to the install-by date shown on the ink cartridge package. If it is installed after the install-by date, the ink cartridge will expire in less than twelve months.

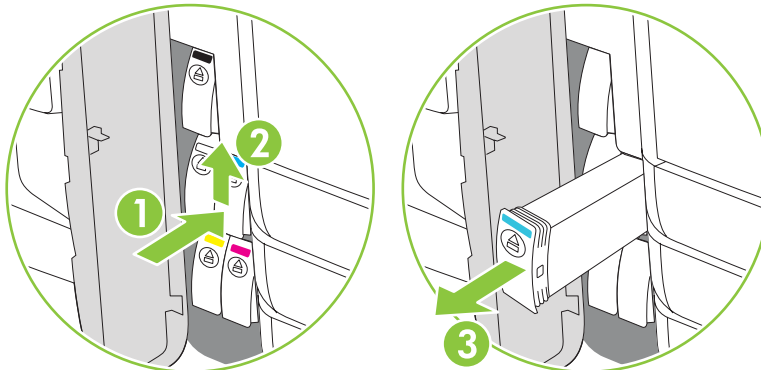


NOTE: The bottom of each cartridge has a unique shape so it fits only into its corresponding slot.

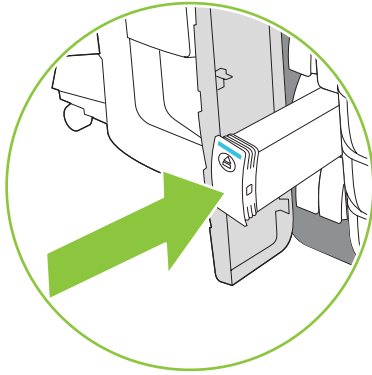
1. Open the ink-cartridge door.




2. Push the cartridge back and then up to release it, then pull the cartridge straight out.



3. Push the new cartridge straight in until it locks into place.




4. Please return your genuine HP supplies for recycling to Hewlett-Packard. For more information, please visit us at www.hp.com/go/recycle.

 **NOTE:** On the [Supplies Status Page](#), the HP logo only appears in front of the supply name when genuine HP supplies are used.

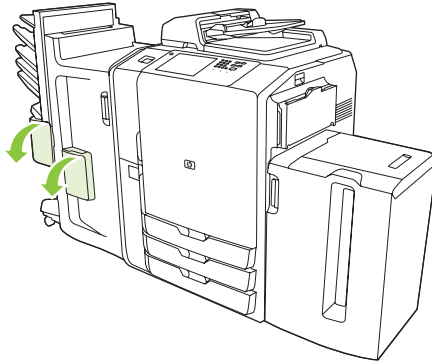
Replace staple cartridges

 **NOTE:** The HP Multifunction Finisher is an optional accessory. Other finishers do not have staplers.

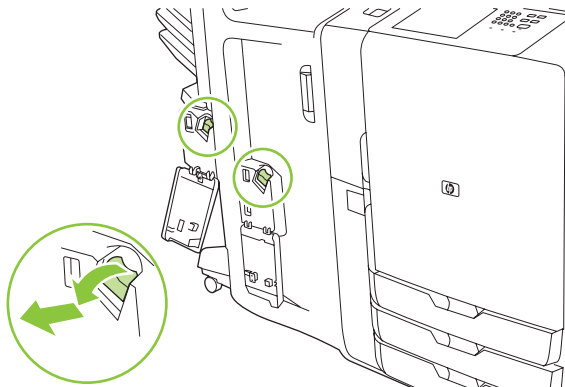
A message appears on the control panel whenever a staple cartridge needs to be replaced. The optional HP Multifunction Finisher has two staplers. Stapler 1 is on the right, closest to the device. Stapler 2 is to the left and above Stapler 1. The control-panel message indicates which stapler is empty.

 **CAUTION:** To avoid injury, do not reach into the device to change the staple cartridge while the device is operating.

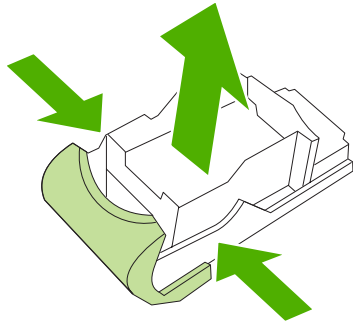
1. Open the stapler door.



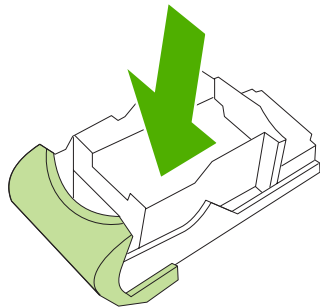
2. To remove the staple cassette, pull forward on the green lever that is on the front of the staple cassette, and then pull the staple cassette straight out.



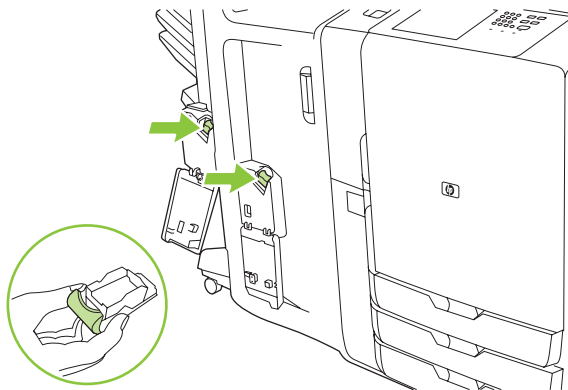
3. To remove the staple cartridge from the cassette, push in at the arrow on each side and then pull up to release the cartridge.



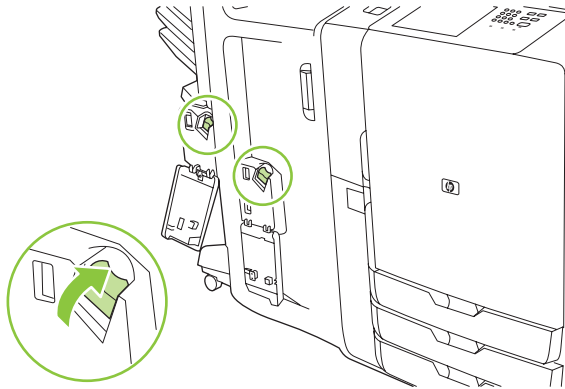
4. Insert the new staple cartridge into the staple cassette. Push the cartridge straight down until it snaps into place.



5. Push the staple cassette straight into the slot.



6. Rotate the green lever up until it snaps into place.



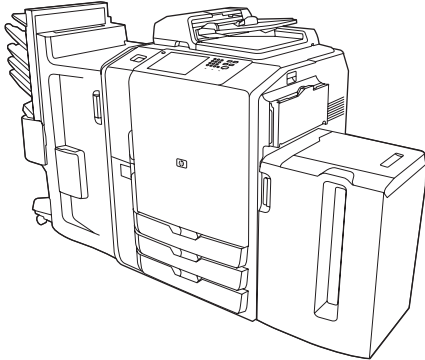
7. Close the stapler door.

Clean the device

The device does not need to be cleaned often. However, if dirt is visible on the flatbed glass or on the white-vinyl backing, or if streaks or spots appear in copies, clean the flatbed glass and the white-vinyl backing. Clean the outside of the device and the touchscreen periodically to avoid getting dirt on the flatbed glass and the white-vinyl backing.

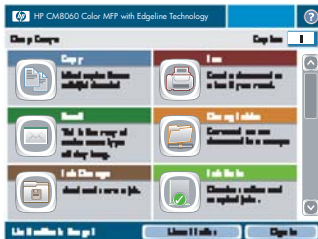
Use the following information to clean the device.

Clean the outside of the device



Clean the outside of the device with a soft, lint-free cloth dampened with water, or with water and a mild detergent.

Clean the touchscreen



Clean the touchscreen by gently wiping it with a lint-free cloth dampened with water. Do not pour or spray water directly onto the touchscreen. Do not use any other liquid. Solvents and cleaners can damage the touchscreen.

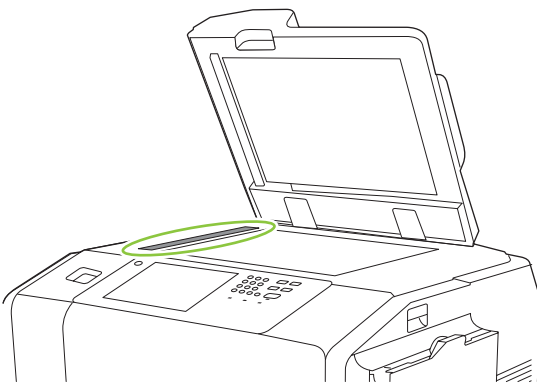
Clean the flatbed glass



Clean the flatbed glass only if dirt is visible or if streaks or spots appear in copies.

Gently wipe the glass with a lint-free cloth dampened with water. Do not pour or spray the water directly onto the glass. Do not press hard on the glass.

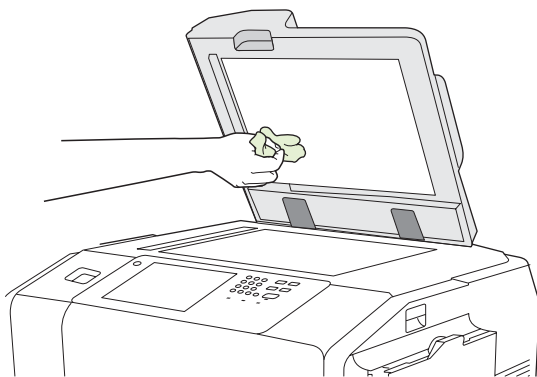
Clean the glass scanner strip



The small glass strip that is to the left of the flatbed glass has a special coating. Use only gentle pressure when cleaning this glass strip. Wipe the glass scanner strip with a clean, dry lint-free cloth. Only if necessary, use a slightly water-dampened lint-free cloth to clean the glass strip.

CAUTION: Never pour or spray liquids directly onto the glass scanner strip. Only use gentle pressure when cleaning the glass scanner strip.

Clean the white-vinyl backing



Clean the white-vinyl backing that is under the flatbed cover only if dirt is visible or if spots appear in copies.

Gently wipe the backing with a lint-free cloth dampened with water. Do not pour or spray the water directly onto the backing.

Move the device

If you need to move the device, contact an HP-authorized service and support person. Special procedures are required to prevent damage to the device.

16 Solve problems

This chapter contains information about the following topics:

- [Problem-solving checklists](#)
- [Control-panel messages](#)
- [Clear jams](#)
- [Paper-handling problems](#)
- [Image-quality problems](#)
- [Fax problems](#)
- [Problems with E-mail, Alerts, and AutoSend](#)
- [Problems with sending to a network folder](#)
- [Network-connectivity problems](#)

Problem-solving checklists

If the device is not responding correctly, complete the steps in the following checklists. If you discover a problem that you cannot resolve, contact an HP service and support person for help.

Problems with all jobs

1. Make sure at least one status light on the control panel is lit. If no lights are lit, complete these steps:
 - a. Press the on/off button on the control panel.
 - b. Check the master power switch at the right-rear corner of the device. Make sure it is in the on position.
 - c. Check the power cable to see if it is securely connected at both ends.
 - d. Check the power source by plugging the device directly into the wall or into a different outlet.
2. If the device is receiving power but is not responding, check the cabling. Make sure the network cable is secure.
3. Check the status line on the control panel for messages. See [Control-panel messages on page 238](#).

Problems with copy and scan jobs

1. For copy jobs, make sure that paper is loaded in the tray you are trying to use.
2. If you are trying to use the document feeder, try scanning from the glass. If the job is successful, the problem is with the document feeder. Contact HP.
3. If you cannot scan with the document feeder or from the glass, the problem is with the scanner mechanism. Contact HP.

Problems with print jobs


1. Make sure that paper is loaded in the tray you are trying to use.
2. Print a configuration page. From the Home screen, touch [Administration](#). Touch [Information](#), and then touch [Configuration Page](#).
 - a. If the configuration page does not print, make sure paper is loaded in the tray. Also check the control panel to see if the page has jammed inside the device. See [Clear jams on page 239](#).


If the tray has paper and the page did not jam, the problem is with the device hardware.
 - b. If the configuration page prints, the device hardware is printing correctly. The problem is with the computer, the printer driver, the network, or with the software program. Continue with the next step.

3. At the computer, check to see if the print queue is stopped, paused, or set to print offline.
 - **Windows:** Click **Start**, click **Settings**, and then click **Printers** or **Printers and Faxes**. Double-click **HP CM8060 Color MFP with Edgeline Technology**.
 - **Macintosh:** Open **Print Center**, **Print Setup Utility**, or **Print & Fax** under **System Preferences**, and double-click the line for the **HP CM8060 Color MFP with Edgeline Technology**.
4. Try printing a document from a different software program. If the document prints, the problem is with the software program that you are using.
5. Try sending a print job from a different computer. If the document prints, the problem is with the computer you are using.
6. If you cannot identify the source of the problem, contact HP.

Control-panel messages

The status line on the touchscreen alerts you of potential problems with the device.

Errors: If the device has an error, a message appears that describes the error. The message also has instructions for solving the problem. The error button () remains on the status line until the error is resolved.

Warnings: The warning button () appears when the device has a problem but can continue functioning. Touch the warning button to see a message that describes the problem. The message also has instructions for solving the problem.

If you are unable to resolve any error or warning messages, contact the system administrator for help.

Clear jams

If a jam occurs, a message appears on the control panel to describe where the jam is located. The message also contains instructions for finding the jam, including a short video that shows which components to move and which doors to open.

Precautions for clearing jams

△ **WARNING!** To avoid injury, do not touch moving parts. Do not reach into the device except to clear jams, to replace ink cartridges, or to add or remove paper.

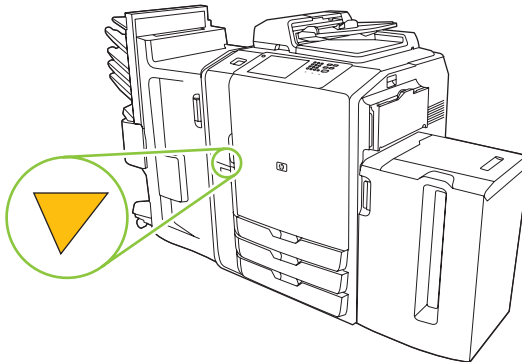
WARNING! To avoid injuring your fingers, do not attempt to clear a staple jam while the device is processing other jobs. Wait until the control-panel message prompts you to clear the jam.

△ **CAUTION:** To protect the printheads from electrostatic discharge, be sure to touch the horizontal metal bar to ground yourself before clearing jams that are near the printheads. The printheads are above the print-drum area.

CAUTION: Be careful not to get ink on your skin or clothes when clearing jams. If ink gets on your skin or clothes, wash with warm soap and water.

Method for clearing jams

1. On the device, lighted amber arrows indicate which door to open to find the jam. Open the door and look for more lighted amber arrows. The lights indicate which component to open next in order to locate the jammed paper.



📄 **NOTE:** Open only the doors and panels indicated by the lights.

2. To remove the jammed paper, grasp it and carefully pull it out of the device. If the paper tears, be sure to remove all of the torn pieces.
3. After clearing the jam, close all the doors. Before it continues processing the job, the device clears any remaining paper in the paper path. The device reprints the jammed pages and then continues printing the job.

Prevent jams

Follow these guidelines to prevent jams.

- When loading paper into the trays, always make sure the tray is configured for the correct type of paper.
- Load full reams of paper into Trays 2, 3, 4, and 5. Do not divide the reams into smaller sections when loading paper.
- Use only the types of paper that the device supports. See [Supported paper on page 154](#).
- When using the document feeder, remove staples, paper clips, adhesive papers, and any other objects that are attached to the original document.
- Always feed paper short-edge first. See the labels on each tray for the correct way to load paper.
- When loading Edgeline Glossy paper into Tray 1, fan the paper stack to separate the sheets before placing them in the tray. This helps prevent the sheets from sticking together.
- Before using any paper, verify that it is of good quality and is free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, curls, or bent corners.

△ **CAUTION:** To prevent jams and to maintain print quality, make sure that each tray is configured correctly for the paper type it contains.

Paper-handling problems

Table 16-1 Paper-handling problems

Issue	Cause	Solution
Pages come out at uneven intervals.	Pages that have heavier coverage take longer to process.	This is normal.
Pages come out in a different order than expected.	Because some pages take longer to print than others, the device sometimes begins printing those out of sequence. The finished pages come out in the correct order, but in the fastest possible time.	HP recommends that you do not use this device for printing on sequential paper, such as pre-numbered checks or invoices.
The device picks up multiple sheets of paper at the same time.	The paper might be damaged, or it might have been trimmed from a larger size.	Do not use paper that is wrinkled or has bent corners.
	If you are using HP Edgeline Glossy paper, the pages might be sticking together.	Do not mix different paper types, brands, or weights in the tray.
	The separation pads in the tray pickup mechanism might be worn or dirty.	Always fan the stack of HP Edgeline Glossy paper before loading the sheets into the tray. If the problem continues, contact HP.
The device picks up no sheets of paper.	The paper might be too smooth.	Try using a different type of paper.
	The separation pads in the tray pickup mechanism might be worn or dirty.	If the problem continues, contact HP.
Printed or copied pages have folded corners, dented edges, or scratches on the surface.	Debris might be in the paper path.	Make sure that all remnants of paper are cleared from the device after clearing a jam.
	The paper might not meet specifications	Use only paper that meets specifications for this device. See Supported paper on page 154 . If the problem continues, contact HP.
Printed pages are curled.	The paper might be too dry.	Store paper in an area that has a relative humidity between 45% and 55%.
Printed pages have wrinkles in the image area.	The paper might be too light-weight.	Try using a heavier weight paper.
	Black ink causes wrinkling and curling more than colored ink.	If the problem continues, contact HP.
	The device might have an internal problem.	

Table 16-1 Paper-handling problems (continued)

Issue	Cause	Solution
Printed pages are wet.	The tray might be configured for a different type of paper than the type that is loaded.	Make sure that the tray is configured for the correct type of paper.
	The paper might not meet specifications.	Use only paper that meets specifications for this device. See Supported paper on page 154 .
	The paper might be too light in weight.	Use paper that is heavier than 60 g/m ² (16 lb bond). If the problem continues, try setting the paper type to Cardstock . If the problem continues, contact HP.
Pages come out slowly when printing on large paper (11x17 or A3 size).	To avoid paper jams and reduced print quality, the device sometimes prints very slowly onto large-format paper that is short-grain and weighs less than 120 g/m ² (32 lb).	If the device normally uses 11x17 or A3 size paper that you know is long-grain, or is at least 120 g/m ² (32 lb) in weight, set the Tray Behavior setting for Grain Direction 11x17 and A3 to Long-grain Paper . Do not use this setting for paper that is short-grain and lighter weight than 120 g/m ² (32 lb). Also, make sure the paper type is described correctly when the paper tray is loaded.

Image-quality problems

Use the information in this section to solve problems with the quality of printed images

Image-quality problems that occur for copy and print jobs

Table 16-2 Image-quality problems that occur for copy and print jobs

Issue	Cause	Solution
Printed pages smudge easily immediately after printing.	The tray might be configured for a different type of paper than the type that is loaded.	Make sure that the tray is configured for the correct type of paper.
Ink soaks through the paper to the second side.	The paper might not meet specifications. The bonding-agent cartridge might be nearly empty.	Use only paper that meets specifications for this device. See Supported paper on page 154 . Try using a heavier weight paper. Use the embedded Web server or the control panel to view the supplies status page. If the bonding-agent cartridge is nearly empty, replace it. If the problem continues, contact HP.
Ink from one page is transferred to the back of another page in the output bin.	This problem can occur if you are using coated glossy paper.	Use only paper that meets specifications for this device. See Supported paper on page 154 . Use only HP Glossy for Edgeline papers. Do not use coated paper that was developed for use with offset printers.
Ink marks are on the back side of the page.	If you are using prepunched paper, and you have not set the paper type correctly, ink can be deposited through the holes onto the drum. After a jam, some ink might remain on the surface of the drum.	If you are using prepunched paper, always set the paper type to Prepunched . The device adjusts the image so ink is not deposited through the holes. After clearing a jam, print a few pages to remove excess ink.
Images smear when using glossy paper.	Many types of coated papers do not work well with this device.	Use only paper that meets specifications for this device. See Supported paper on page 154 . Use only HP Glossy for Edgeline papers. Do not use coated paper that was developed for use with offset printers.
Vertical streaks or bands of faded color appear on printed pages.	Debris might be in the paper path.	Make sure that all remnants of paper are cleared from the device after clearing a jam.
Text appears blurred.	The bonding-agent cartridge might be nearly empty.	Use the embedded Web server or the control panel to view the supplies status page. If the bonding-agent cartridge is nearly empty, replace it.
Edges of lines seem ragged.	The device might have an internal problem.	If the problem continues, contact HP.

Table 16-2 Image-quality problems that occur for copy and print jobs (continued)

Issue	Cause	Solution
Printed images have a mottled appearance.	The bonding-agent cartridge might be nearly empty.	Use the embedded Web server or the control panel to view the supplies status page. If the bonding-agent cartridge is nearly empty, replace it.
Adjoining color areas blend into each other.	The paper might be of poor quality.	
Edges of the image appear fuzzy or ragged.	The device might have an internal problem.	Use only paper that meets specifications for this device. See Supported paper on page 154 .
Width of lines or text varies on one page.		If the problem continues, contact HP.
Printed images are too light or too dark.		
Pages are completely blank.	If you are copying from the glass, the original document might be missing, or the printed side is facing up.	Make sure the original document is placed in the upper-left corner of the glass, with the printed side down.
	If you are copying from the document feeder, another page might be resting on the small glass strip that is under the scanner lid.	When using the document feeder, make sure no pages are underneath the scanner lid.
	The device might be picking up multiple sheets of paper at the same time.	If the device is picking up multiple sheets at the same time, the separation pads in the tray pickup mechanism might be worn or dirty. Contact HP.
		If the problem continues, contact HP.
Paper expands and bubbles, especially in areas where ink coverage is high.	The environment where the device is located might be too cold or too dry.	For best results, maintain a consistent environment that meets specifications for this device. See Environmental specifications on page 259 .
	The device might have an internal problem.	If the problem continues, contact HP.
The image seems skewed with respect to the edge of the page.	The paper might not be the correct size or it might not have square corners.	Use only paper that meets specifications for this device. See Supported paper on page 154 .
	The device might have an internal problem.	If the problem continues, contact HP.
The colors on the printed page are incorrect.	The tray might be configured for a different type of paper than the type that is loaded.	Make sure that the tray is configured for the correct type of paper.
Colors of an image gradually vary from one color to another.	The wrong paper type might have been selected in the printer driver.	Make sure to select the paper type in the printer driver that matches the paper that is loaded in the tray.
	The paper might not meet specifications.	Use only paper that meets specifications for this device. See Supported paper on page 154 .
	The device might have an internal problem.	If the problem continues, contact HP.
Images that are printed on A3-size paper turn pink over time.	The paper might not meet specifications.	Use HP Office Long Grain A3 (Colorlok) paper.
The image is the incorrect size or is placed on the page incorrectly.	The device might have an internal problem.	Contact HP.

Table 16-2 Image-quality problems that occur for copy and print jobs (continued)

Issue	Cause	Solution
Colors are inconsistent from one page to the next.	The device might have an internal problem.	Contact HP.
Colors overlap each other.		
Colors seem faded.		
Colors are uneven in filled areas.		
Images seem grainy.	The paper might not meet specifications.	Use only paper that meets specifications for this device. See Supported paper on page 154 .
Printed pages have speckles of color.	The device might have an internal problem.	Contact HP.
Horizontal streaks or bands of faded color appear on printed pages.		
The printed page has repeating patterns.		

Image-quality problems that occur only for copy jobs

Table 16-3 Image-quality problems that occur only for copy jobs

Issue	Cause	Solution
Streaks appear on copied pages when using the document feeder.	The small glass strip at the left of the flatbed scanner glass might be dirty.	Clean the glass scanner strip. See Clean the device on page 232 .
Spots appear on copied pages when using the flatbed glass.	The flatbed glass might be dirty.	Clean the scanner glass. See Clean the device on page 232 .
Colors on the printed page do not match colors on the original document.	The tray might be configured for a different type of paper than the type that is loaded.	Make sure that the tray is configured for the correct type of paper. See Load trays on page 162 .

Image-quality problems that occur only for print jobs

Table 16-4 Image-quality problems that occur only for print jobs

Issue	Cause	Solution
The printed page has the wrong font.	The printer driver might not be communicating correctly with the device.	If you are using a Windows computer, try using a different printer driver.
The printed page has missing information.	The device might have an internal problem.	Make sure you are using the latest driver. Download current drivers from www.hp.com/support/CM8060edgeline or www.hp.com/support/CM8050edgeline .
		If the problem continues, contact HP.

Fax problems

Before you can use the fax feature, you must set the date, time, location, and fax header information. This is a legal requirement in the U.S. and many other countries/regions.

Use the information in the following sections to resolve fax problems.

Fax checklist

1. Make sure you are using the phone cord that came with the fax accessory. The analog phone cord that came with the fax accessory meets RJ11 specifications. The fax accessory requires an analog phone cord and an analog phone line.
2. Make sure the phone jack is seated correctly in the fax connector on the device.
3. Make sure the phone line is working correctly. Attach a phone to the wall jack and verify that you can hear a dial tone and you can make a phone call.
4. Make sure you are using an analog phone system. Some business phone systems are digital and are not compatible with the fax accessory. The device cannot send or receive faxes if it is connected to a voice-over-Internet (VoIP) phone system.
5. Make sure the fax accessory is connected to the first incoming phone line. HP recommends against using a roll-over phone line in which incoming calls are sent to the next available phone line.
6. Make sure you are not using a parallel or “T” phone-line splitter. These splitters can degrade the phone signal.
7. If you are using a surge-protector between the fax accessory and the wall jack, it could be causing communication problems. Try connecting the fax accessory directly to the phone jack on the wall.
8. If you are using a voice-messaging service or an answering machine, make sure the “rings to answer” setting for the messaging service or answering machine is higher than the “rings to answer” setting for the fax accessory.
9. Print the configuration pages to verify that the fax accessory is correctly installed and is functioning correctly. If the configuration pages do not include a fax accessory page, then the fax accessory is not installed correctly. If the fax accessory page prints, look under the **Hardware Information** for the **Modem Status** section.
 - **Operational/Enabled:** The fax accessory is installed and ready.
 - **Operational/Disabled:** The fax accessory is installed, but the Fax feature is disabled. Enable the fax feature by using the **Fax** tab in the embedded Web server. Select **Fax Send Setup**. See [Fax send setup on page 52](#).
 - **Non-operational:** The fax firmware has a problem, and it needs to be updated. Contact the HP-authorized support person.
 - **Damaged:** The fax accessory is damaged. Contact the HP-authorized support person.

General fax problems

Table 16-5 General fax problems

Issue	Cause	Solution
A fax was sent after pressing the Stop button on the control panel.	Pressing the Stop button does not cancel faxes that have been completely scanned and are in the job queue.	To cancel a fax that is waiting in the job queue, open the Job Status feature on the control panel. See Cancel faxes on page 180 .
The same billing code is being used for all outgoing faxes.	The default billing code is being used for all faxes.	If you want to use different billing codes for different fax jobs, set the Billing Codes setting to Billing codes on . For each fax job, a prompt appears so that you can enter a billing code that is different than the default billing code. See Fax Setup menu on page 140 .
The Fax feature does not appear on the Home screen, or it is unavailable, even though you have enabled the feature.	If you are using the analog fax accessory, it might not be connected correctly, or it might be malfunctioning.	Contact the HP-authorized support person.
	If you are using a LAN Fax service or an Internet Fax service, the device might be configured to use an internal modem instead.	Make sure the fax send method is <i>not</i> set to Internal Modem . See Fax Setup menu on page 140 .

Problems with receiving faxes

Table 16-6 Problems with receiving faxes

Issue	Cause	Solution
The fax accessory is not answering incoming fax calls.	The phone line might not be an analog phone line.	The fax feature requires an analog phone line. Digital phone lines and VoIP lines are not supported.
	The phone cord might be defective, or it might not be connected correctly.	Make sure you are using the phone cord that came with the fax accessory. Also make sure that the phone cord is securely connected at both ends.
	The phone line might not be working.	Attach a phone to the wall jack and verify that you can hear a dial tone and you can make a phone call.
	An answering machine might be interfering with the incoming fax.	Set the Rings To Answer setting to a lower number so that the device intercepts the fax before the answering machine answers the call.
A fax is being received very slowly.	The fax might be quite complex.	Complex faxes take longer to send and receive.
	The fax might be set for a high resolution.	Ask the sender to try reducing the resolution.

Table 16-6 Problems with receiving faxes (continued)

Issue	Cause	Solution
Faxes are not being printed.	The input trays might be empty.	Make sure paper is loaded in the trays.
	The Fax Printing Schedule is set to Always store faxes or Use Fax Printing Schedule .	If you want faxes to print immediately, set the Fax Printing Schedule feature to Always print faxes . See Time/Scheduling menu on page 129 .
	If some faxes are being printed but others are not, make sure the fax number for the sender is not on the blocked fax list.	Open the Information menu, and view the Blocked Fax List . If the number is on the list, remove it by using the Fax Setup menu. See Fax Setup menu on page 140 .

Problems with sending faxes

Table 16-7 Problems with sending faxes

Issue	Cause	Solution
The fax transmission failed.	The phone line might not be an analog phone line.	The fax feature requires an analog phone line. Digital phone lines and VoIP lines are not supported.
	JBIG is enabled, but the receiving fax machine does not have JBIG capability.	Turn off the JBIG Compression feature. See Fax Setup menu on page 140 .
	The receiving fax machine might be malfunctioning.	Try sending the fax to a different fax machine.
	The phone line might not be working.	Attach a phone to the wall jack and verify that you can hear a dial tone and you can make a phone call.
	The receiving fax machine might be busy.	Increase the Redial On Busy , the Redial On No Answer , or the Redial Interval setting. See Fax Setup menu on page 140 .
	The phone line voltage might be low.	Set the Detect Dial Tone setting to Disabled , so the analog fax accessory does not need to detect a dial tone in order to send a fax. See Fax Setup menu on page 140 .
	Noise on the phone line might be interfering with fax communication.	Reduce the Maximum Baud Rate setting to reduce the chances that this kind of error can occur. See Fax Setup menu on page 140 .
	The Dialing Mode setting might not match the required setting for your telephone service provider.	Make sure the Dialing Mode setting is correct. See Fax Setup menu on page 140 .
	If an error occurs during fax transmission, part or all of the data might be lost.	Enable the Error Correction Mode feature so that the device sends the error portion again.
The Fax V.34 feature might be sending faxes at a speed that is too high for current phone line conditions.	Temporarily disable this feature to see if you can send the fax. See Troubleshooting menu on page 150 .	

Table 16-7 Problems with sending faxes (continued)

Issue	Cause	Solution
The fax is being sent, but very slowly.	The resolution for scanning the original document might be too high.	When scanning the original document, touch More Options and then touch Resolution . Set the resolution to a lower level to increase the fax transmission speed.
	You might need to change the Optimize Text/Picture setting to a different setting.	When scanning the original document, touch More Options and then touch Optimize Text/Picture . Adjust the setting to optimize it more for text or printed pictures rather than for photographs. NOTE: If you are sending a fax of a photograph, the fax takes longer to send than for other types of documents.
	If the receiving fax machine supports it, turn on the JBIG Compression feature to improve performance.	See Fax Setup menu on page 140
You are unable to send faxes by using the Windows PC Fax send fax driver.	The PC Fax Send feature might be disabled.	You must enable the PC Fax Send feature before anyone can send faxes by using the fax driver. See Fax Setup menu on page 140 .
The fax was successfully sent from the device, but the recipient did not receive it.	The receiving fax machine might be turned off or out of paper.	Ask the recipient to verify that the fax machine is on and has paper.
	The receiving fax machine might be malfunctioning.	Try sending the fax to a different fax machine.
No notification was received, although the option to receive a notification was selected.	The default e-mail address for notifications might not be set, or it might be incorrect.	Sign in to the device, and verify that the e-mail address for the notification option is correct.

Problems with E-mail, Alerts, and AutoSend

You can use the information in this section to identify and resolve problems that are related to the SMTP server for the E-mail digital send feature and for the notification server that is used for the Alerts and AutoSend features.


It is possible to use the same server for the E-mail feature and for the notification server, as long as that server does not require authentication. If you want to use a server that requires authentication for the E-mail feature, you must use a different server for the notification server. The notification server must not require authentication.

Problems with sending to e-mail


1. Make sure the E-mail feature is enabled. Use the **Digital Sending** tab in the embedded Web server to enable the feature. See [Advanced e-mail setup on page 41](#).
2. If the feature is enabled, and you are unable to send e-mails, the SMTP server might not be set up correctly. The cause could be any of the following problems:
 - Authentication is required for the server, but no authentication information is sent.
 - The network address or hostname for the SMTP server is incorrect.
 - The SMTP server is not accepting e-mail (port 25 is not open).
3. Check the SMTP server setup to identify the problem. See [Check the SMTP server setup on page 251](#).

Problems with Alerts and Autosend

1. Open the embedded Web server. See [Open the embedded Web server on page 40](#).
2. Select the **Settings** tab, and then select **Notification Server**.
3. Make sure that the box next to **Enable Outgoing E-mail** is selected.
4. Verify that the SMTP server that you are using does not require authentication. If it requires authentication, use a different SMTP server
5. Make sure that a valid e-mail address is configured for the **Device E-mail Address**.
6. Verify that the SMTP server is configured for either of the following:
 - Open relaying
 - The domains for all the e-mail addresses in the distribution lists are listed as allowed outgoing domains.
7. Follow the procedures for checking the SMTP server setup. See [Check the SMTP server setup on page 251](#).

 **NOTE:** Steps 6 and 7 of the procedure for checking the SMTP server do not pertain to the notification server. The notification server must not require authentication.

Check the SMTP server setup


 **NOTE:** This procedure is for Windows operating systems. The following steps show examples of responses from the server. The text portion of the response can vary from server to server.

1. Obtain the SMTP server gateway hostname. You can find this information on the configuration page. Print a configuration page from the [Administration](#) menu on the control panel, or open the **Information** tab on the embedded Web server.
2. Open a Windows command prompt: click **Start**, click **Run**, and then type `cmd`.
3. Type `telnet` followed by the SMTP gateway hostname and then the number 25, which is the port over which the device is communicating. For example, type `telnet example.com 25`
4. Press **Enter**. If the SMTP gateway hostname is *not* valid, the response contains the following message: **Could not open connection to the host on port 25: Connect Failed**.
5. If the SMTP gateway hostname is not valid, reconfigure the server.
 - For the e-mail digital-send feature, use the **Digital Sending** tab in the embedded Web server to configure the device to use a different SMTP server. See [Advanced e-mail setup on page 41](#).
 - For Alerts and AutoSend, use the **Notification Server** page on the **Settings** tab in the embedded Web server to configure the device to use a different notification server.

If you receive a reply such as `220 smtp.hostname`, the SMTP gateway hostname is valid. Continue with the next step.

6. Identify yourself to the SMTP server. At the prompt, type `HELO` followed by your host name. Press **Enter**. You should receive a reply.
7. Attempt to authorize to the SMTP server. At the prompt, type `AUTH`. Press **Enter**.
8. If the reply is `503.5.3.3 AUTH not available`, then the SMTP server does not require authentication.

If the reply is `250 AUTH . . . or 334`, the SMTP server requires authentication. Use the **E-mail Setup** page on the **Digital Sending** tab of the embedded Web server to configure the correct authentication information.

 **NOTE:** The notification server cannot require authentication. Use an SMTP server that does not require authentication.

9. Verify that the server recognizes the e-mail account that is sending the message. At the prompt, type `MAIL FROM:<sender@domain.com>` where “<sender@domain.com>” is the e-mail address you are testing.

If the response is `550 Requested action not taken: mailbox unavailable`, then the server cannot find the mailbox for that address.

If the response is `550 Requested action not taken: mailbox name not allowed`, then the e-mail address is not valid.

10. Verify that the server has sent the e-mail to the recipient. At the prompt type `RCPT TO:<recipient@example.com>` where “<recipient@example.com>” is the e-mail address for the recipient.

If the response is 550 Requested action not taken: mailbox unavailable, then the server cannot find the mailbox for that address. The recipient e-mail account might be configured so that it cannot receive messages from the device.

If the response is 551 User not local: please try <forward-path>, where “<forward-path>” is a different e-mail address, then the e-mail account is not active.

Problems with sending to a network folder

Table 16-8 Network folder problems

Issue	Cause	Solution
All users are unable to store jobs in the network folder.	A firewall might be interfering.	If IPsec is enabled, it could be interfering with digital-send features. Try disabling IPsec. See Networking and I/O menu on page 133 .
	The server might be turned off.	Verify that the server is turned on.
A particular user is unable to store jobs in the network folder.	The folder might have restrictions on who can write to it.	If write-access is controlled for the folder, you must sign in again to save a file to that folder.
	If you are trying to send the job to a folder that is not one of the Quick Access folders, the path to the folder might not be correct.	Verify that you have typed the correct network path.
	If you specified a folder by editing the path to a Quick Access Folder, you might not have permission for the new folder.	Make sure you have permission to store jobs in this folder.
	The user might not be authenticated to the network server.	Verify that the user has the required credentials to access the server where the network folder resides.
	The user might have specified a file type that is not supported.	Try saving the file with a different file-type extension.
No notification was received, although the option to receive a notification was selected.	The default e-mail address for notifications might not be set, or it might be incorrect.	Sign in to the device, and verify that the e-mail address for the notification option is correct.

Network-connectivity problems

1. The device supports various network protocols (TCP/IP, IPX/SPX, Novell/NetWare, AppleTalk, and DCL/LLC). Make sure that the correct protocol is enabled for your network.
2. Print the configuration pages. On the HP Jetdirect page, verify the following items for your protocol:
 - Under HP Jetdirect Configuration, the status is "I/O Card Ready".
 - The status is "Ready".
 - A network address is listed.
 - The configuration method (Config by:) is listed correctly.

Verify communication over the network

If the HP Jetdirect configuration page shows a network address for the device, use this procedure to verify that the device is communicating with other devices on the network.

1. Open a command prompt:
 - a. **Windows:** Click **Start**, click **Run**, and then type `cmd`. A Windows command prompt opens.
 - b. **Macintosh:** Click **Applications**, click **Utilities**, and then open the Terminal application. The terminal window opens.
2. Type `ping` followed by the network address. For example, type `ping xxx.xxx.xxx.xxx` where "XXX.XXX.XXX.XXX" is the IPV4 network address that is shown on the HP Jetdirect configuration page. If the device is communicating over the network, the response is a list of replies from the device.



NOTE: If you are using a Macintosh computer, you must escape from the ping before continuing. Press and hold `ctrl` and then press `z`.

3. Verify that the network address is not a duplicate of another address on the network.
 - a. At the prompt, type `arp -a`.
 - b. Find the network address in the list and compare its physical address to the hardware address that is listed on the HP Jetdirect configuration page in the section called **HP Jetdirect Configuration**.
 - c. If the addresses match, all network communications are valid.

A Specifications

This appendix contains information about the following topics:

- [Physical specifications](#)
- [Electrical specifications](#)
- [Acoustic specifications](#)
- [Environmental specifications](#)

Physical specifications

Table A-1 Device size

Dimension	Base unit	Base unit with Tray 5	Base unit with optional finisher	Base unit with Tray 5 and optional finisher
Height	1220 mm (48 inches)	1220 mm (48 inches)	1220 mm (48 inches)	1220 mm (48 inches)
Width	1040 mm (41 inches)	1700 mm (67 inches)	1990 mm (78 inches)	2160 mm (85 inches)
Depth	840 mm (33 inches)	840 mm (33 inches)	840 mm (33 inches)	840 mm (33 inches)

Table A-2 Required space for servicing

Dimension	Base unit	Base unit with Tray 5	Base unit with optional finisher	Base unit with Tray 5 and optional finisher
Height	2130 mm (84 inches)	2130 mm (84 inches)	2130 mm (84 inches)	2130 mm (84 inches)
Width	3704 mm (146 inches)	3224 mm (126 inches)	3514 mm (138 inches)	3684 mm (145 inches)
Depth	3704 mm (146 inches)	3704 mm (146 inches)	3704 mm (146 inches)	3704 mm (146 inches)

Electrical specifications

⚠ **WARNING!** Power requirements are based on the country/region where the device is installed. Do not convert operating voltages, which could damage the device.

Table A-3 Electrical specifications

Power requirements	110–127 VAC nominal (+6%, -10%), 20 A, 50–60 Hz
	120 V~ 16 A, 60 Hz
	200–240 VAC nominal (+6%, -10%), 10 A, 50–60 Hz (USA and Canada)
	NOTE: Connect only to a dedicated circuit.

Table A-4 Power consumption (average, in watts)¹

Model	Active²	Sleep
HP CM8060 Color MFP with Edgeline Technology	1,200 W	48 W
HP CM8050 Color MFP with Edgeline Technology	1,200 W	48 W

¹ Values subject to change. See www.hp.com/support/CM8060edgeline or www.hp.com/support/CM8050edgeline for current information.

² Power reported is highest values measured for color and monochrome printing/copying using all standard voltages.

Acoustic specifications

Table A-5 Acoustic emissions

Sound Power Level	Declared per ISO 9296
Printing/Copying	$L_{wAd} = 7.3$ Bels (A) [73 dB(A)]
Ready	$L_{wAd} = 5.2$ Bels (A) [52 dB(A)]
Sound Pressure Level (bystander position)	Declared per ISO 9296
Printing/Copying	$L_{pAm} = 57$ dB(A)
Ready	$L_{pAm} = 33$ dB(A)

¹ Values subject to change. See www.hp.com/support/CM8060edgeline or www.hp.com/support/CM8050edgeline for current information.

Environmental specifications

Condition	Recommended for operating	Maximum for operating	Storage
Temperature	15 to 25°C (59 to 77°F)	10 to 30°C (50 to 86°F)	-40 to 60°C (-40 to 140°F)
Humidity	40 to 55% RH, non-condensing	20 to 80% RH, non-condensing	less than 90% RH, non-condensing

B Worksheets

Print the pages in this appendix, and fill in the information for your reference.

- [HP Support information sheet](#)
- [Digital-send setup worksheet](#)
- [Security configuration checklist](#)

HP Support information sheet

Table B-1 HP Support information sheet

HP sales representative name	
HP sales representative phone number	
HP-authorized support representative name	
HP-authorized support representative phone number	

Digital-send setup worksheet

If you would like the HP-authorized support representative to assist you with setting up the digital-send features, print these pages, fill out the information, and give them to the representative. To find some information, you might need to contact other administrators within your organization.

If you set up the digital-send features without the help of the HP-authorized support representative, you can use this page to record the necessary information for setting up these features.



NOTE: The HP-authorized support representative is not responsible for resolving problems if the information you provide is incorrect.

Table B-2 Digital-send setup worksheet

<p>Security setup</p> <p>Indicate the option that applies to your system. This refers to setting up which users have access to the device.</p>	<p>Minimum Security</p> <p>The device does not track users or where jobs are sent.</p>	
	<p>Custom Access Control</p> <p>Local security. You will configure usernames and passwords for people who are allowed to use the device or certain device features. Users must sign in to the device before using it or before using certain features.</p>	
	<p>Maximum Security</p> <p>Integration with Microsoft's Active Directory. The device uses the Active Directory to authenticate all users.</p>	
<p>Send to E-mail</p> <p>If you want the HP-authorized support representative to assist you with setting up this feature, provide the information in this section.</p> <p>Contact the administrator for the SMTP server if you need to find this information.</p>	<p>What is the host name of the SMTP server?</p>	
	<p>Do you want all e-mails sent from the device to use the same "From" address?</p> <p>What is the "send from address" friendly name?</p> <p>If so, what is that address?</p>	
	<p>Does the SMTP server require authentication?</p> <p>If so, what is the username and password for the SMTP server?</p>	
<p>Send to Folder</p> <p>If you want the HP-authorized support representative to assist you with setting up this feature, provide the information in this section.</p> <p>Contact the network administrator for your organization if you need to find this information. The network administrator might need to create a shared directory for this feature.</p>	<p>What are the share names for the first, second, and third folders where scanned files will be sent?</p>	
	<p>What is the domain name for the Send to Folder server?</p>	
	<p>What are the username and password that are required to access the Send to Folder server?</p> <p>Use the following format:</p> <p>\\Servername\Sharename</p>	

Table B-2 Digital-send setup worksheet (continued)

<p>LAN Fax</p> <p>If you want the HP-authorized support representative to assist you with setting up this feature, provide the information in this section.</p> <p>Contact the network administrator for your organization if you need to find this information.</p>	What is the IP address or server name for the LAN Fax server?	
	What is the path to the folder on the LAN Fax server where the device should send the scanned images? (Use UNC format.)	
	What is the domain for the LAN Fax server?	
	What are the username and password that are required to access the LAN Fax server?	
	What operating system does the LAN Fax server use?	
<p>If the LAN Fax server name is <i>not</i> in the list of third-party LAN Fax servers that are supported by HP, provide answers to the questions in this section.</p>	What is the maximum transmission speed for the LAN Fax server?	
	Do you want the LAN Fax server to generate a cover page for each fax?	
	Does the LAN Fax server support error-correction mode?	
	What is the maximum number of times that the LAN Fax server should attempt to redial?	
	How many minutes should the LAN Fax server wait between redial attempts?	
	What is the default resolution for images that are sent to the LAN Fax server?	
<p>For all LAN Fax servers, complete the information in this section.</p>	If the LAN Fax server support notifications, what length of time should be used for the notification timeout?	
	If you plan to use billing codes, what is the default billing code?	
	What is the minimum length for the billing code?	
	Do you want users to be able to edit the billing codes from the device control panel?	

Table B-2 Digital-send setup worksheet (continued)

<p>Internet Fax</p> <p>If you want the HP-authorized support representative to assist you with setting up this feature, provide the information in this section.</p> <p>Contact the network administrator for your organization and the Internet Fax service provider if you need to find this information.</p>	What is the domain name for the Internet Fax service provider?	
	What e-mail address do you want to use for the default "from" address?	
	Do you want to use the e-mail address for the user who is signed in as the "Sent from Fax" address?	
	What is the T37 Prefix for the Internet Fax provider?	
	If you want to use auto-complete for the fax number, based on the North American Dialing plan, what is the area code?	
	If you plan to use billing codes, what is the default billing code?	
	What is the minimum length for the billing code?	
	Do you want users to be able to edit the billing codes from the device control panel?	

Security configuration checklist

This device has a security configuration checklist that is approved by the National Institute of Standards and Technology (NIST), which is a U.S. government organization. A security configuration checklist is a document that contains instructions or procedures for configuring an IT product to a baseline level of security.

You can download the checklist for this device from this Web site: www.hp.com/go/secureprinting. Click the link for **Configuration checklists**, which is near the bottom of the page.

C Regulatory statements

This appendix contains information about the following topics:

- [End User License Agreement](#)
- [FCC regulations](#)
- [Emissions statements](#)
- [Telecom statements](#)
- [Environmental product stewardship program](#)
- [Declaration of conformity](#)
- [Hewlett-Packard limited warranty statement](#)

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Rev. 11/06

FCC regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

 **NOTE:** Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules.

Emissions statements

Canadian DOC statement

Complies with Canadian EMC Class A requirements.

« Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques. « CEM ». »

EMI statement for China

此为A级产品，在生活环境中，该产品可能会造成无线电干扰。在这种情况下，可能需要用户对其干扰采取切实可行的措施。

Japanese VCCI statement

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Korean EMI statement

A급 기기 (업무용 정보통신기기)

이 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자 또는 사용자는 이 점을 주의하시기 바라며, 만약 잘못판매 또는 구입하였을 때에는 가정용으로 교환하시기 바랍니다.

Japan power cord statement

製品には、同梱された電源コードをお使い下さい。
同梱された電源コードは、他の製品では使用出来ません。

EMI statement (Taiwan)

警告使用者：

這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。

Telecom statements

FCC Telecom statement

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN is used to determine the quantity of devices, which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all, areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area.

This equipment uses the following USOC jacks: RJ11C.

An FCC-compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack, which is Part 68 compliant. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service.

If trouble is experienced with this equipment, please see the numbers in this manual for repair and (or) warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network until the problem is resolved.

The customer can do the following repairs: Replace any original equipment that came with the device. This includes the ink cartridges, the supports for trays and bins, the power cord, and the telephone cord. It is recommended that the customer install an AC surge arrestor in the AC outlet to which this device is connected. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

Industry Canada CS-03 requirements

Notice: The Industry Canada label identifies certified equipment. This certification means the equipment meets certain telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirement document(s). The Department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible for the equipment to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution can be particularly important in rural areas.

- △ **CAUTION:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. The Ringer Equivalence Number (REN) of this device is 0.7.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed five (5.0). The standard connecting arrangement code (telephone jack type) for equipment with direct connections to the telephone network is CA11A.

Telecom statement for New Zealand

General conditions

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this modem. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specification:

For automatically initiated calls to the same number

(a) There shall be no more than 10 call attempts to the same number within any 30 minute period for a single manual call initiation, and The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

For automatically initiated calls to the different numbers

The equipment shall go on-hook for a period of not less than 5 seconds between the end of one attempt and the beginning of the next attempt.

Auto-answering incoming calls

Incoming calls shall be answered between 3 and 30 seconds of receipt of ringing.

For correct operation of the ringers in each device, the total of the RN's of all devices connected to a single line at any time should not exceed 5. The RN (Ringer Number) can be found printed on the Telepermit Label.

Telecom statement for Australia

In Australia, the fax modem must be connected to the Telecommunication Network through a line cord which meets the requirements of the Technical Standard AS/ACIF S008.

Telecom statement for Japan



Environmental product stewardship program

Hewlett-Packard is committed to providing quality products while minimizing the environmental footprint throughout the life cycle. This device has been designed to comply with the HP General Specification for the Environment and meet specific design for the environment objectives, including material selection, material reduction, system longevity, and component reuse and recycling at the end of product life. For more information on environmental programs, please visit the HP Commitment to the Environment Web site at www.hp.com/hpinfo/globalcitizenship/environment/.

Paper use

This device is suited for the use of recycled paper. The automatic duplex feature on this device can reduce paper usage.

Material safety data sheets

Material Safety Data Sheets (MSDS) can be obtained from the HP Web site at www.hp.com/go/msds.

Energy consumption

This device is designed to reduce power consumption and save natural resources without compromising product performance. Specifically, it has been designed to achieve stringent global energy-use requirements and guidelines. Specific information on power consumption can be found in the device specifications. Information on environmental label certifications can be found in the box inserts.

Acoustics

The noise emissions from this device have been tested in accordance with recognized international procedures. Imaging equipment of this speed generally should be set up in a separate room to reduce workplace noise levels. Specific information on noise levels can be found in the device specifications.

HP inkjet supplies recycling program

The HP inkjet supplies recycling program is available in many countries/regions to recycle used ink containers and cartridges free of charge. For more information, please see this Web site: www.hp.com/hpinfo/globalcitizenship/environment/recycle/.

Hardware recycling

HP offers a number of product return and recycling programs in many countries/regions to recycle used copiers and printers. For more information, please see this Web site: www.hp.com/hpinfo/globalcitizenship/environment/recycle/.

Battery disposal

This HP device contains two lithium-manganese dioxide coin-cell batteries that are located on the primary printed circuit board assemblies. These batteries might require special handling at end-of-life.

The Netherlands



Taiwan

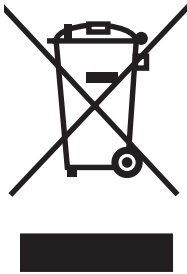


廢電池請回收

California

Attention California users: The battery that is supplied with this device may contain perchlorate material. Special handling may apply. See www.dtsc.ca.gov/hazardouswaste/perchlorate for information.

Disposal of Waste Equipment by Users in Private Households in the European Union



This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help to conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service, or the shop where you purchased the product.

Material disposal

This HP product contains the following materials that might require special handling at end-of-life: Mercury in the fluorescent lamp in the display LCD.

Disposal of mercury can be regulated because of environmental considerations. For disposal or recycling information, please contact your local authorities of the Electronic Industries Alliance (EIA) (www.eiae.org).

Declaration of conformity

Declaration of Conformity

according to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name: Hewlett-Packard Company
Manufacturer's Address: 60 Alexandria Terrace,
#07-01 The Comtech
Singapore, 118502,

declares, that the product

Product Name: HP CM8060/CM8050 MFP
Regulatory Model: VCVRA-0609
Product Options: All

conforms to the following Product Specifications:

SAFETY: IEC 60950-1:2001 / EN60950-1: 2001
IEC 60825-1:1993 +A1+A2 / EN 60825-1:1994 +A1 +A2 (Class 1 for LEDs)

EMC: EN55022: 1998 +A1 +A2 / Class A / CISPR 22:1997 +A1 +A2 Class A
EN 55024:1998 / A1:2001 / A2:2003 / CISPR 24:1997
EN 61000-3-2:2000
EN 61000-3-3:1995 +A1
FCC Title 47 CFR, Part 15 Class A

Supplementary Information:

The product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC and the EMC Directive 89/336/EEC, and carries the CE-Marking accordingly.

The product was tested in a typical configuration.

This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

For regulatory purposes, this product is assigned a Regulatory Model Number (RMN). This number should not be confused with the product name or number.

Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by Hewlett-Packard Company may cause harmful interference, and void your authority to operate this equipment.

For Regulatory Topics Only:

European Contact Hewlett-Packard GmbH, Department HQ-TRE, Herrenberger Strasse 140, Böblingen, D-71034, Germany

USA Contact Product Regulations Manager, Hewlett-Packard Company, PO Box 8906 Vancouver, WA 98668-8906, USA

Hewlett-Packard limited warranty statement

HP PRODUCT	DURATION OF LIMITED WARRANTY
HP CM8050/CM8060 Color MFP with Edgeline Technology	90 days (parts only)

HP warrants to the initial purchaser that HP hardware and accessories will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either provide component parts or replace entire products which prove to be defective. Replacement parts or products may be either new or equivalent in performance to new. These replacement parts or products must be installed by an HP qualified service technician. HP may replace the entire product only if, in HP's discretion, service history, diagnosis and troubleshooting indicate that replacement is warranted. This warranty is limited to replacement parts only. Cost of labor is not covered under this warranty.

HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. Some countries/regions, states or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights and you might also have other rights that vary from country/region to country/region, state to state, or province to province.

HP's limited warranty is valid in any country/region or locality where HP has a support presence for this product and where HP has marketed this product. The level of warranty service you receive may vary according to local standards. HP will not alter form, fit or function of the product to make it operate in a country/region for which it was never intended to function for legal or regulatory reasons.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. Some countries/regions, states or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT
LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO
THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

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