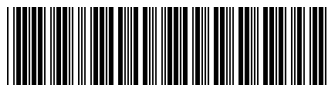


HP Designjet 4020 and 4020ps Printer Assembly Instructions

EN



CM766-90001

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 Inkjet Commercial Division
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 Sant Cugat del Valles
 Barcelona - Spain



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In case of difficulty, please consult:

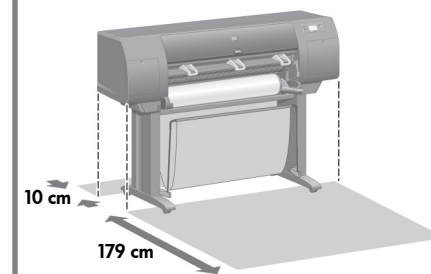
- Your printer's Embedded Web Server
- Driver and Documentation CD

Read these instructions carefully...

What you will need for this procedure

- Some of the printer components are bulky, you will need up to four people to lift them. When this is necessary, the symbol shown at the bottom is shown.

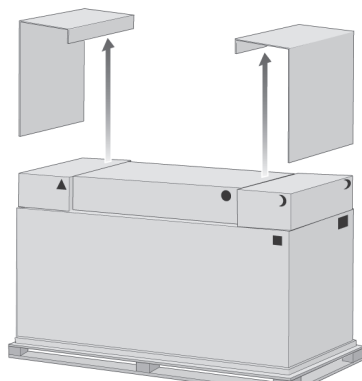
- To assemble the printer you will need at least 3 x 5 m (10 x 16 ft) of empty floor space, and about four hours.



Printer working area

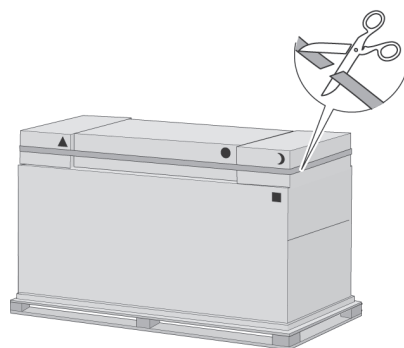
Before you start unpacking, consider where you are going to put the assembled printer. You should allow some clear space on all sides of the printer box. The recommended clearances are shown in the illustration above.

1



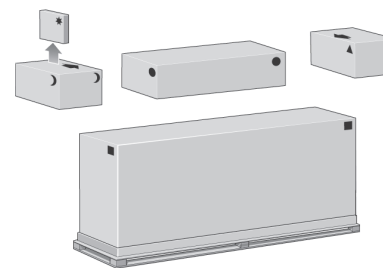
Remove the two side lids.

2



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

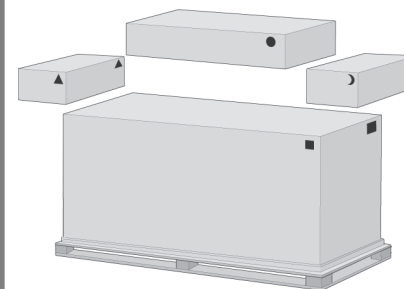
3



The shapes on the boxes identify the contents.

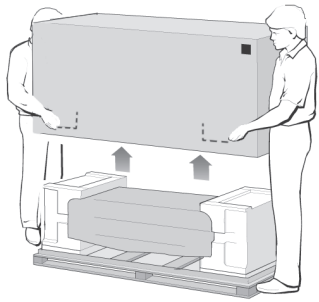
Shape	Contents
■	Printer body
●	Stand and bin assembly
☾	Consumables box, including...
★	Maintenance Kit (keep safe)
▲	Spare box (used later)

4



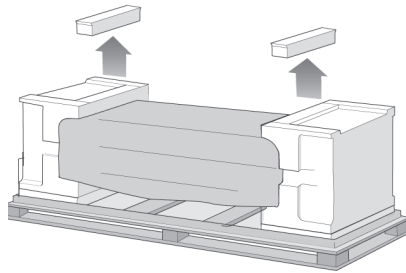
Remove the boxes from the top of the main printer box.

5



Remove the main printer box.

6



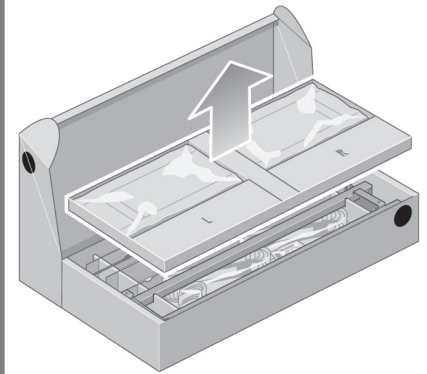
Remove the two packing pieces.

7



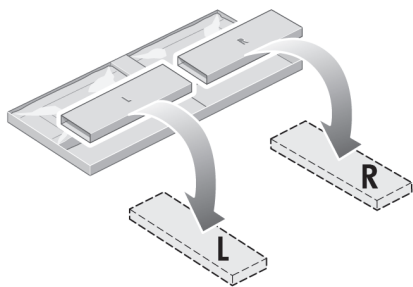
When you are unpacking the leg assembly, you will see that there is **anti-slip** material around two of the wheels on the feet. **DO NOT REMOVE** this material yet.

8



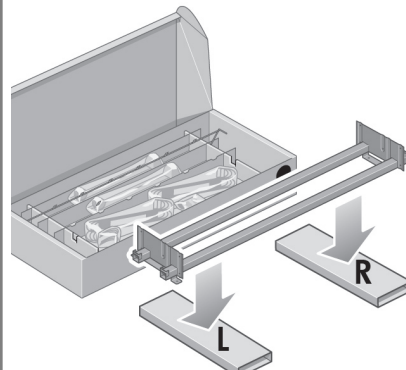
Remove the first tray from the stand and bin assembly box.

9



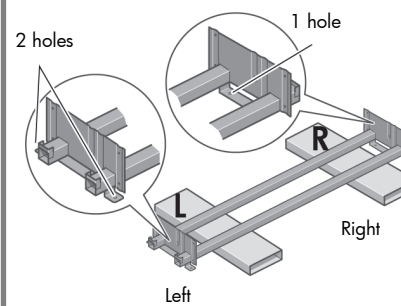
From the first tray, remove the two boxes marked with L and R. Place them on the floor as shown.

10



Lower the cross-brace on to the L and R boxes.

11



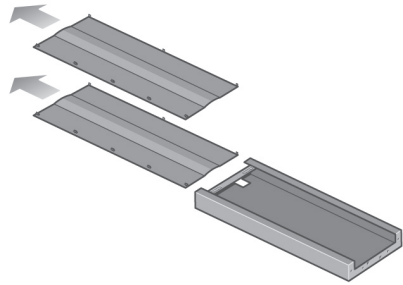
You now need to identify which is the left and the right side of the cross-brace.

12



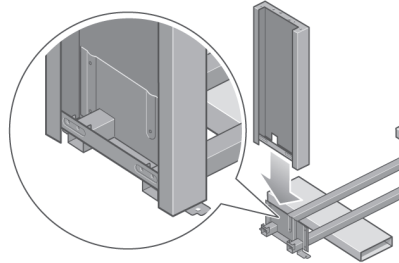
Now you will need the bag of screws and the screwdriver provided. You may notice that the screwdriver is slightly magnetic.

13



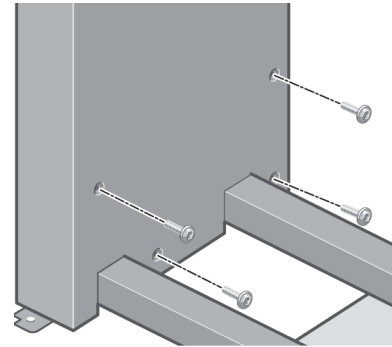
Remove the two leg covers from the left leg.

14



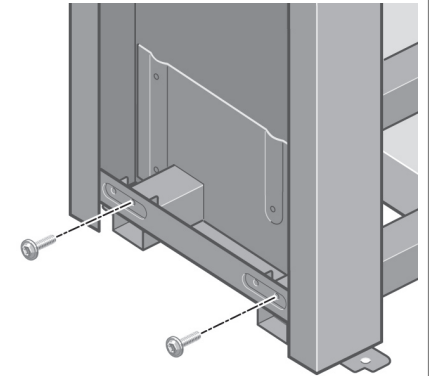
Lower the left leg onto the left side of the cross-brace. The left leg will fit only on the left side of the cross-brace.

15



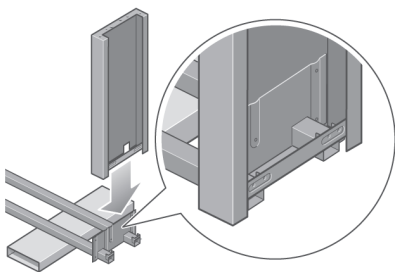
Fix the left leg to the cross-brace using four screws on the inner side of the leg.

16



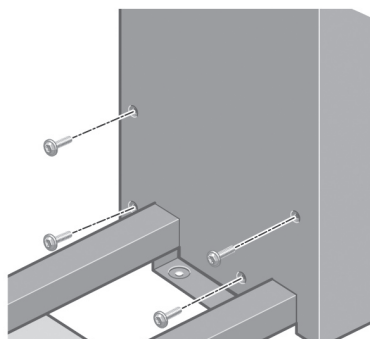
Fix the left leg to the cross-brace using two screws on the outer side of the leg.

17



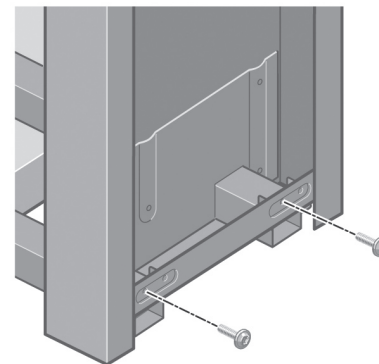
Lower the right leg onto the right side of the cross-brace. The right leg will fit only on the right side of the cross-brace.

18



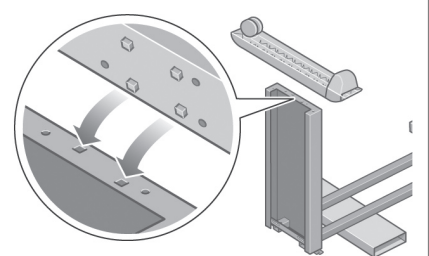
Fix the right leg to the cross-brace using four screws on the inner side of the leg.

19



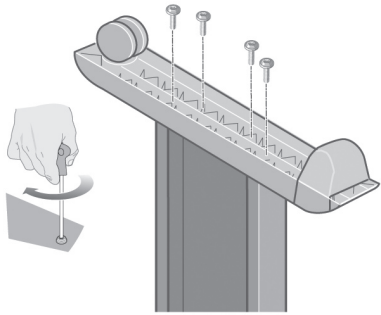
Fix the right leg to the cross-brace using two screws on the outer side of the leg.

20



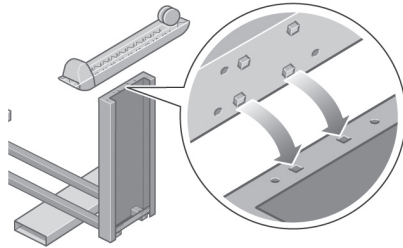
Position a foot on the left leg. There are pins to help you to position the foot correctly. Do not remove the anti-slip material from the wheel.

21



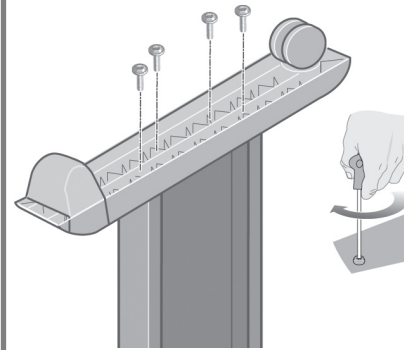
Fix the left foot using four screws.

22



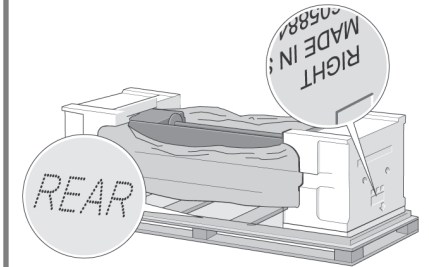
Position a foot on the right leg. There are pins to help you to position the foot correctly. Do not remove the anti-slip material from the wheel.

23



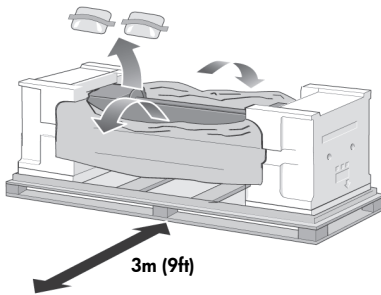
Fix the right foot using four screws.

24



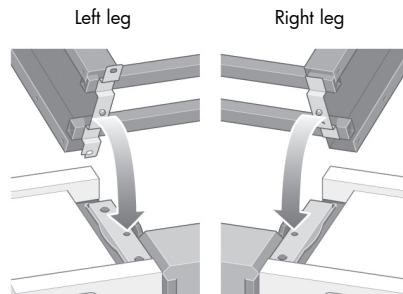
You now need to identify the left and right of the printer. This information is shown on the foam end packs. Also identify the rear of the printer.

25



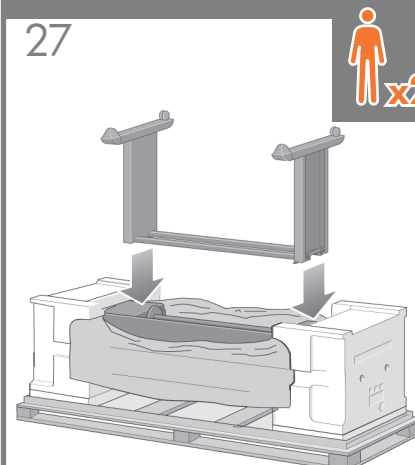
Pull open the protective plastic from the base of the printer. Please ensure that there is a three-meter space clear of obstructions to the rear of the printer. Remove the two desiccant bags from the printer.

26



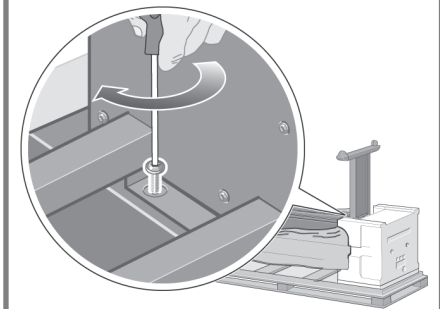
Advance warning: in the next step, make sure you position the stand pins in the holes in the center of the printer body brackets.

27



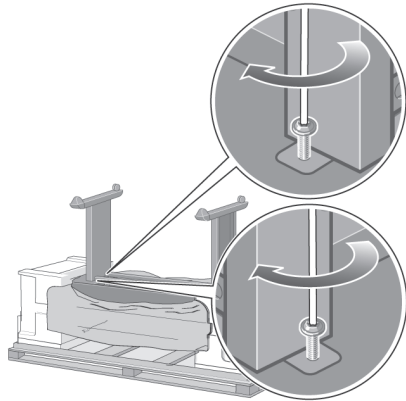
Lift the stand assembly onto the printer body. The anti-slip material should face to the rear of the printer.

28



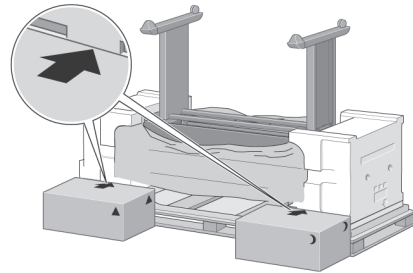
Fix the right side of the stand to the printer using one screw. Make sure that the screw is fully tightened.

29



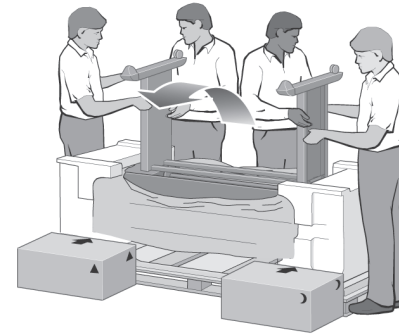
Fix the left side of the stand to the printer using two screws. Make sure that the screws are fully tightened.

30



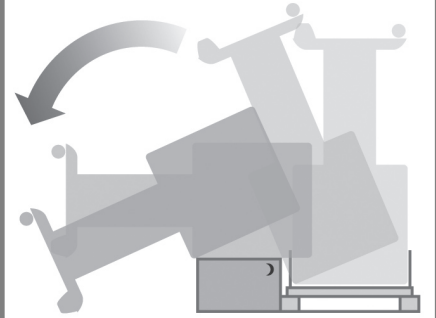
Place the spare and consumables boxes against the rear of the printer box. The arrows on the boxes must point towards the printer box. Check that the anti-slip material is still fixed to the two rear wheels.

31



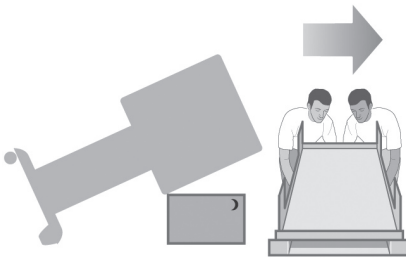
Using four people, rotate the printer on to the spare and consumables boxes.

32



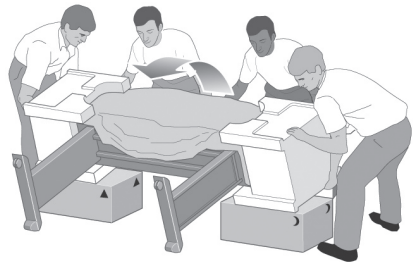
Rotate the printer until its rear rests on the spare and consumables boxes and the wheels with the anti-slip material touch the floor.

33



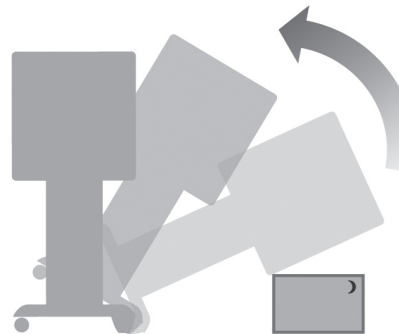
Remove the pallet before trying to lift the printer into an upright position.

34



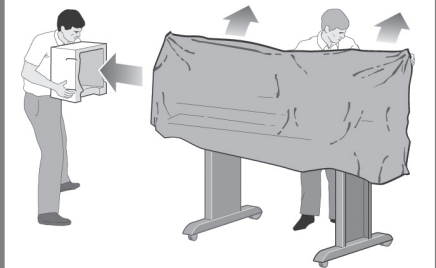
Using four people and the hand holds on the rear of the printer body, carefully lift the printer into an upright position.

35



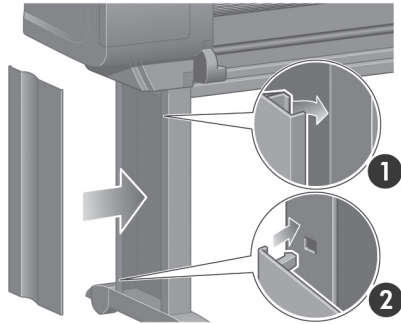
Rotate the printer into an upright position. The anti-slip material should stop the printer from sliding forwards.

36



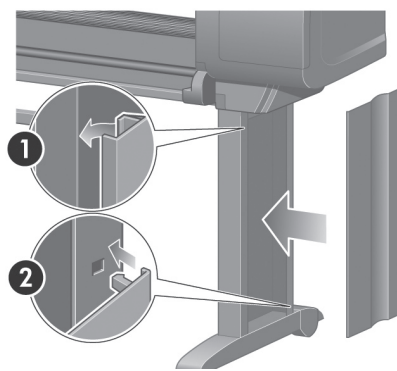
Remove the two foam end packs and the plastic covering the printer.

37



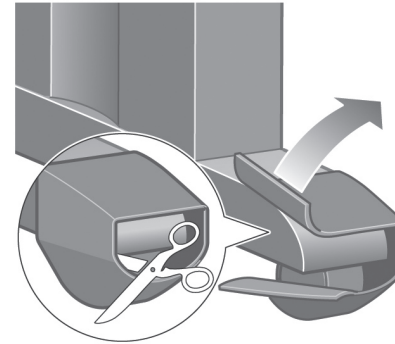
Position the left leg cover on the front of the left leg (1), then clip the rear edge (2) into place.

38



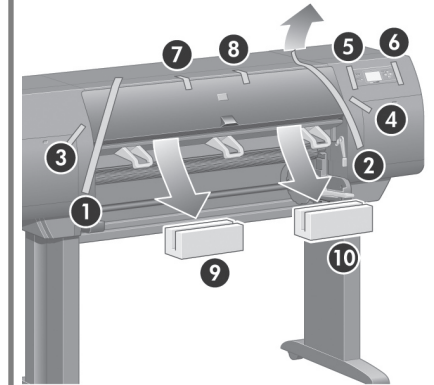
Position the right leg cover on the front of the right leg (1), then clip the rear edge (2) into place.

39



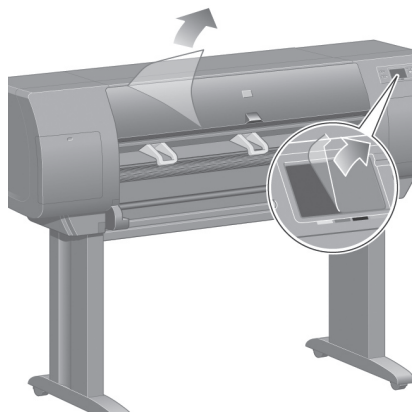
Remove the anti-slip material from the two rear wheels on the stand assembly.

40



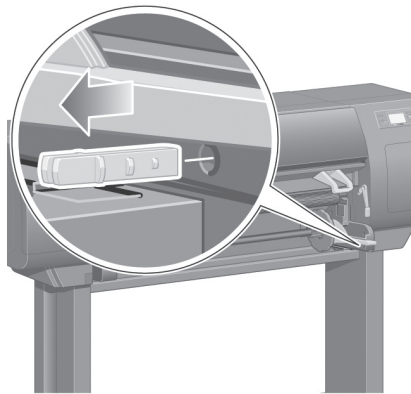
Remove the packing tapes 1 to 8. Open the printer window and remove the two window inserts 9 and 10.

41



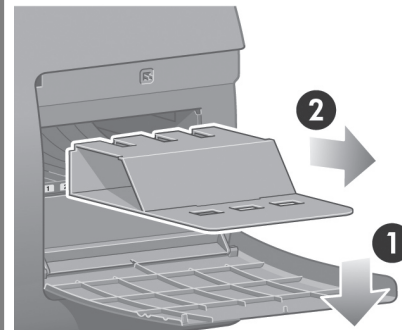
Remove the protective covering from the printer window and the front panel screen.

42



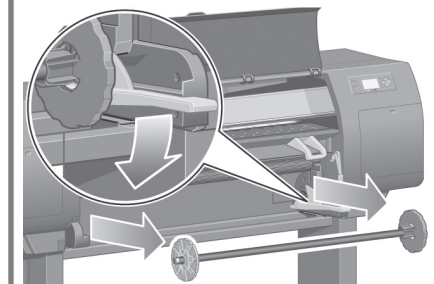
Remove the spindle lock.

43



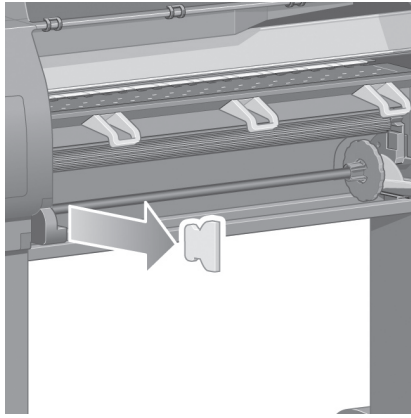
Open the printhead cleaner door and remove the carriage packing material. Then close the cleaner door.

44



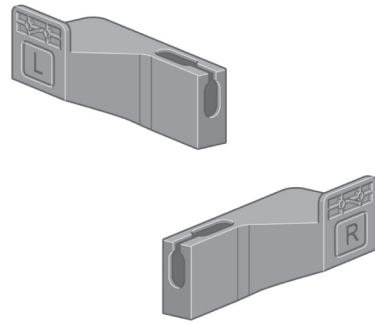
Press the spindle lever down, which will unseat the right-hand end of the spindle. Remove that end of the spindle first, and then the left.

45



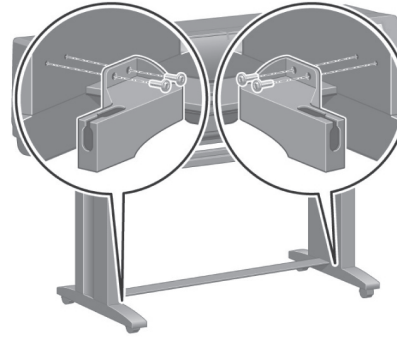
Remove the spindle lock foam piece. Then replace the spindle.

46



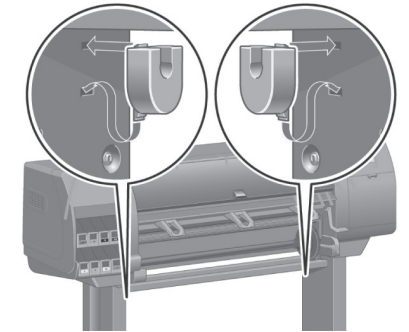
Remove the two brackets from the box that contains the stand and the bin. Note: The brackets are marked L and R.

47



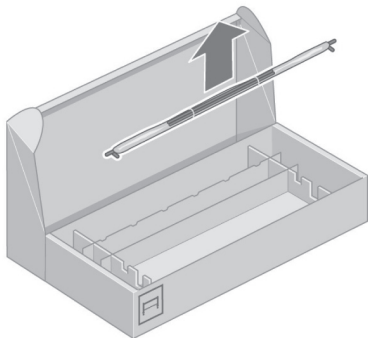
Use four screws to attach the brackets to the lower part of the printer legs. (Each bracket requires two screws.)

48



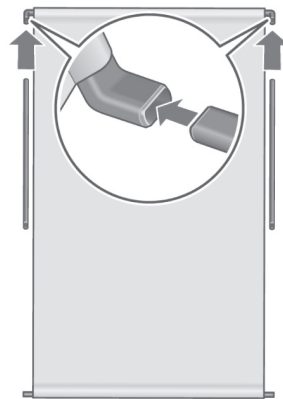
Attach the two plastic brackets to the top part of the printer legs. Insert the tab at the bottom of the bracket into the leg, and then 'click' the top of the bracket into place.

49



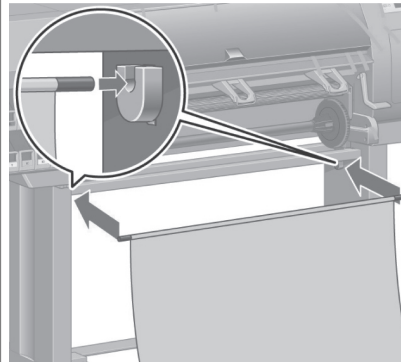
Remove the bin assembly from the box that contains the stand and the bin.

50



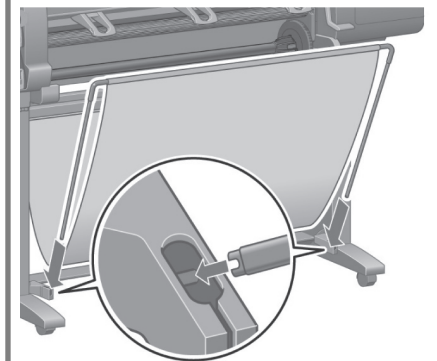
Insert the two bin arms into the bin cross-bar.

51



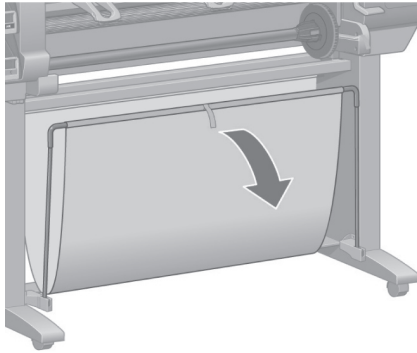
Insert the bin cross-bar into the two plastic brackets.

52



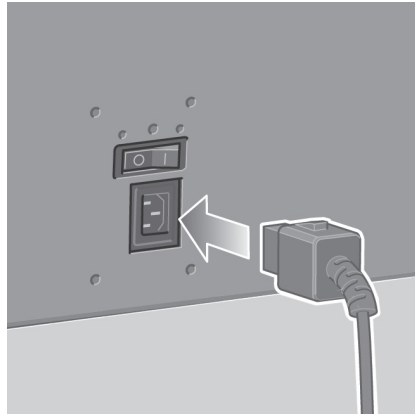
Click the ends of both bin arms into the metal brackets.

53



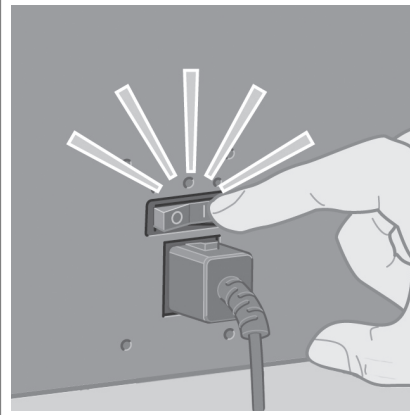
Use the blue handle to open the bin. HP recommends that you leave the bin in the closed position while completing the printer assembly procedures.

54



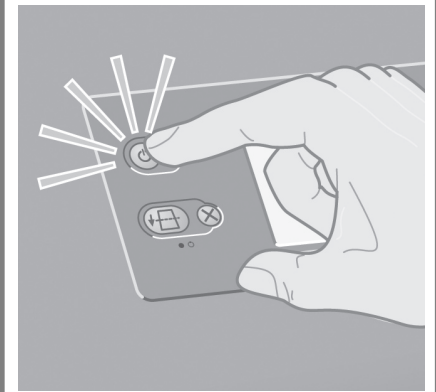
Plug the power cable into the rear of the printer, then plug the other end into the AC power outlet.

55



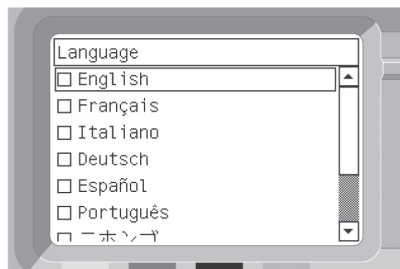
Turn the power switch at the rear of the printer to the on position.

56



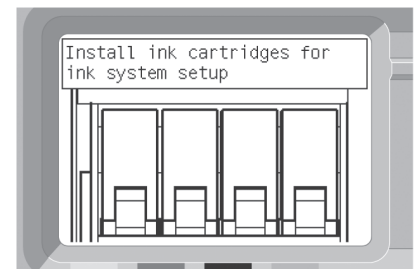
If the power light on the front panel remains off, press the Power key to switch on the printer.

57



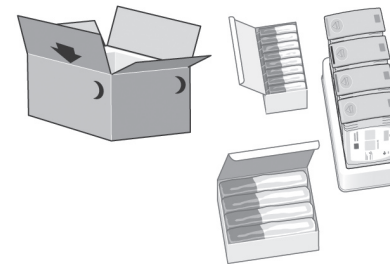
Wait until you see this message (~10 minutes). Highlight your language using the Up and Down keys. Press the Select (✓) key.

58



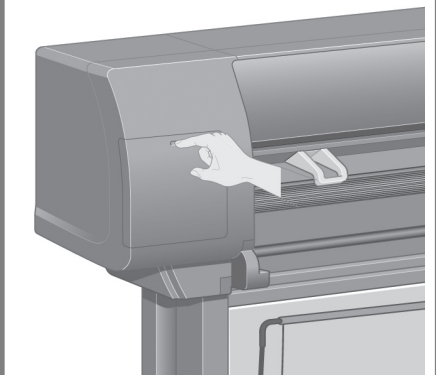
The front panel will now display how to install the ink supplies.

59



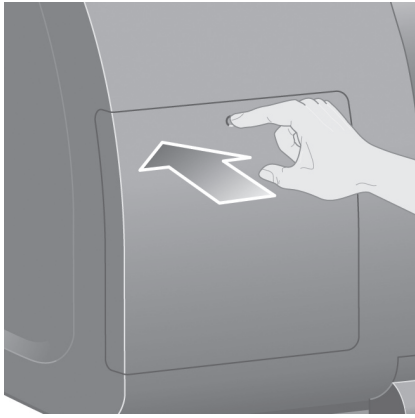
Remove the printheads, printhead cleaners, and ink cartridges from the consumables box.

60



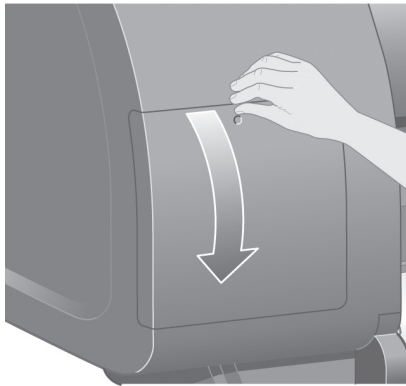
Find the ink cartridge door, which is on the left side of the printer.

61



Press the ink cartridge door.

62



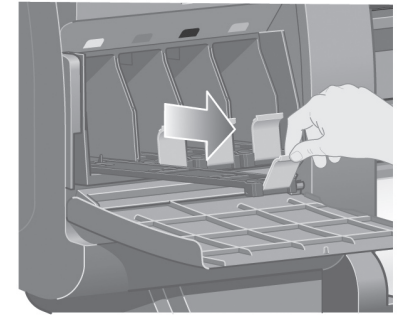
Open the ink cartridge door.

63



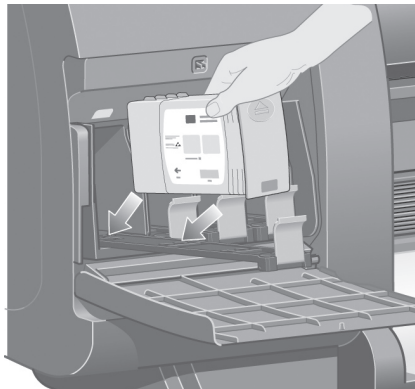
To release the ink cartridge drawer, pull the blue handle down.

64



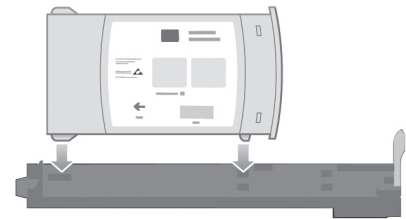
Slide the ink cartridge drawer out.

65



Place the ink cartridge onto the ink cartridge drawer. Note that there are marks on the drawer showing the correct location.

66



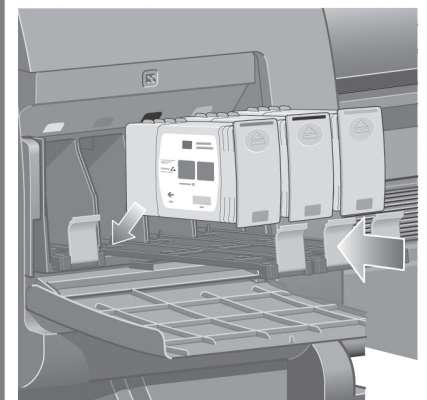
Position the ink cartridge at the rear of the drawer as indicated.

67



Push the ink cartridge drawer back into the printer until it locks into position.

68



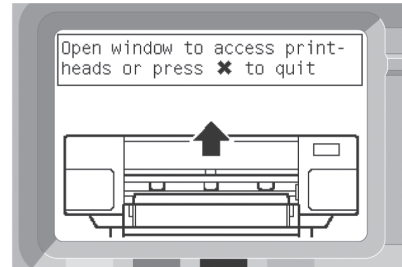
Following the same instructions, install the other three ink cartridges.

69



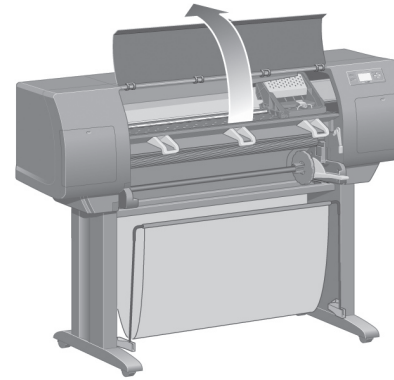
Close the ink cartridge door.

70



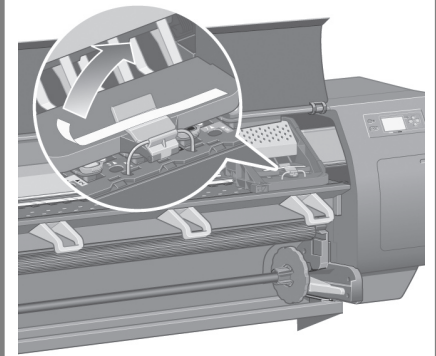
Wait (about a minute) until you see this front panel message.

71



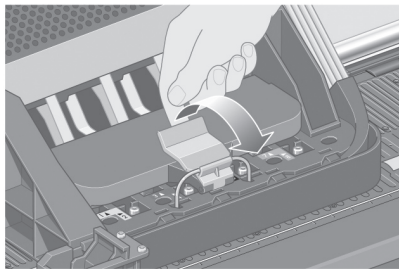
Open the printer window.

72



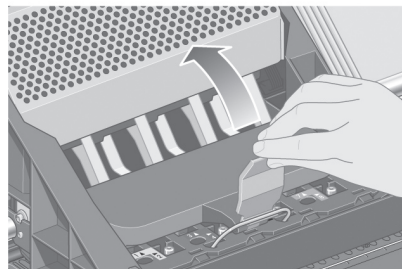
Remove the packing tape that is holding down the printhead carriage latch.

73



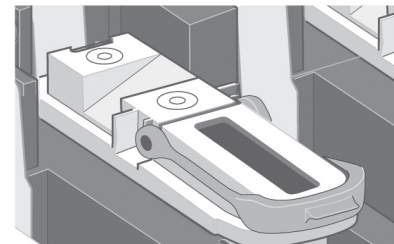
Pull up and release the latch on top of the carriage assembly.

74



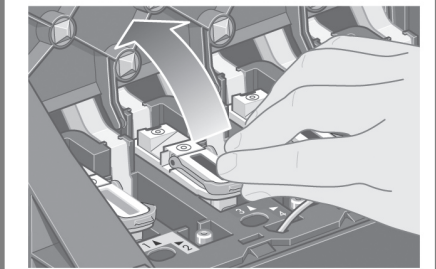
Lift up the cover. This will give you access to the setup printheads.

75



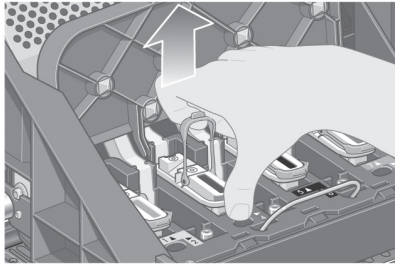
Before removing the setup printheads, look at the window on top of each one and check that the printhead contains ink.

76



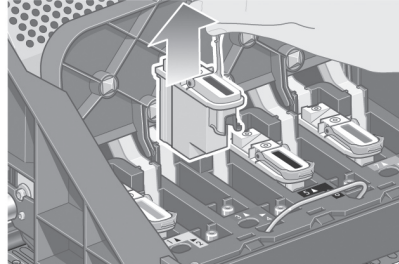
To remove a setup printhead, lift up the blue handle.

77



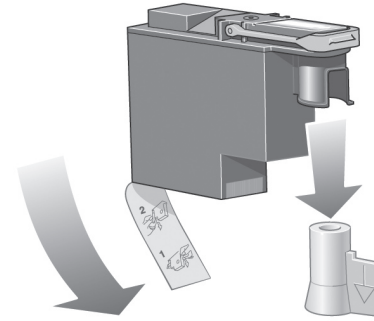
Using the blue handle, gently disengage the setup printhead from the carriage.

78



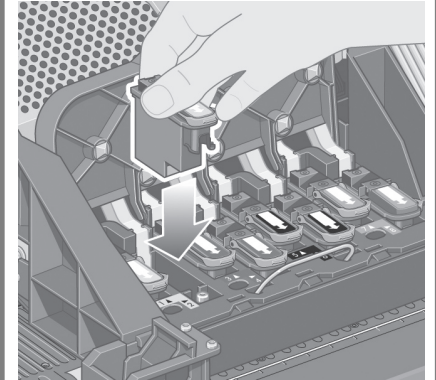
Lift the setup printhead until it is released from the carriage assembly. Then remove the other setup printheads.

79



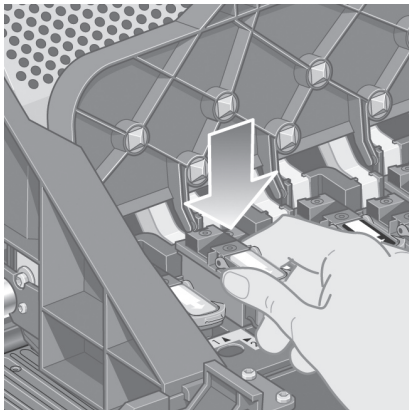
Remove the blue protective cap and the clear protective tape from the printhead.

80



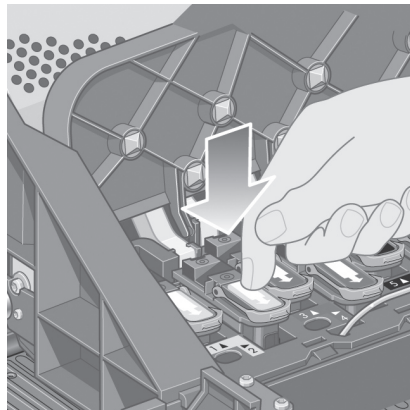
Lower all the printheads vertically into their correct positions.

81



Seat the printheads slowly and carefully.

82



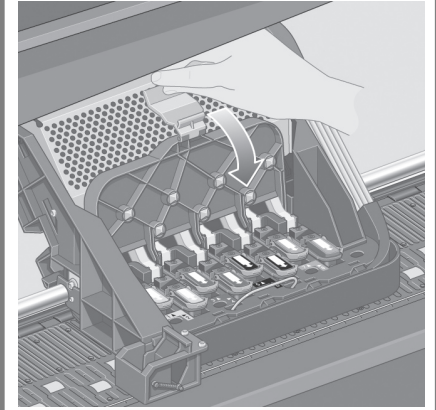
Make sure the printheads are correctly seated. When all the printheads are installed, the front panel prompts, "Close printhead cover and window".

83



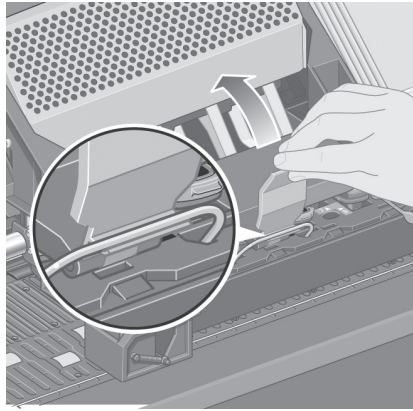
If "Reseat" is displayed on the front panel, check that the protective tape has been removed. Then try reseating the printhead more firmly. If the problem persists, refer to the Using Your Printer CD.

84



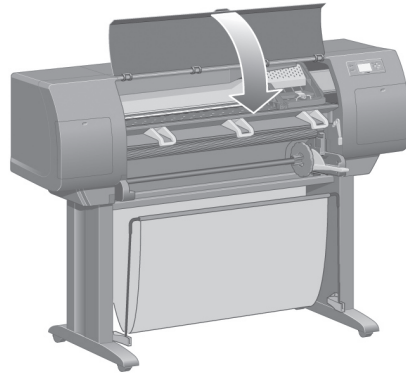
Close the carriage assembly cover.

85



Make sure the latch engages correctly.

86



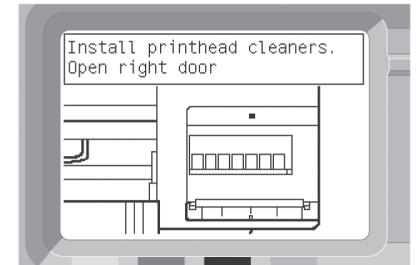
Close the printer window.

87



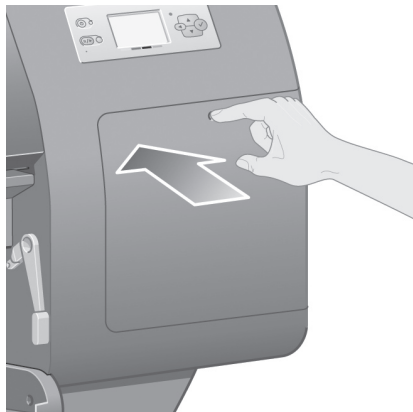
Please wait while the printer checks the print-heads (~1 minute).

88



Wait until you see this front panel message.

89



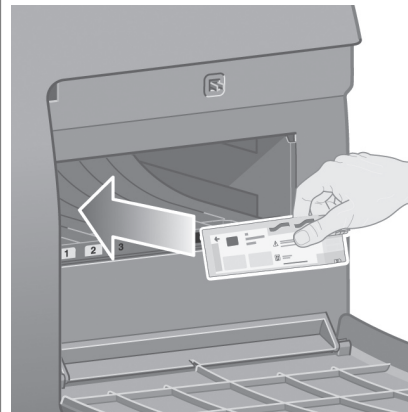
Press the printhead cleaner door, which is on the right side of the printer.

90



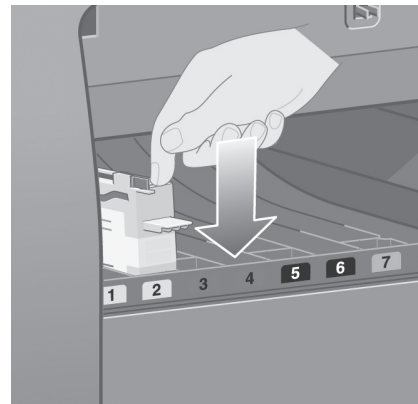
Open the printhead cleaner door.

91



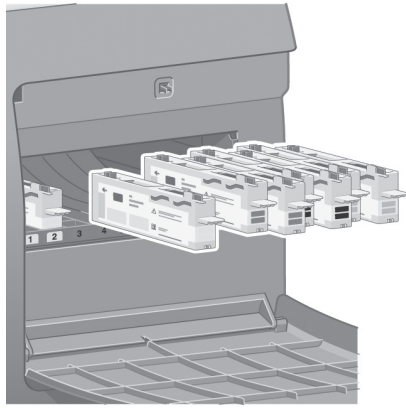
Insert the printhead cleaner into the slot of the correct color.

92



Push the printhead cleaner in and down until it clicks into place.

93



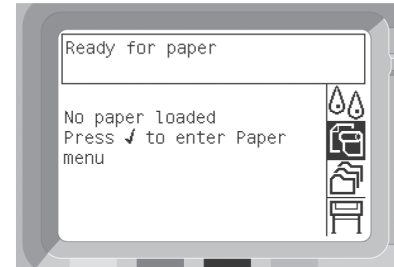
Insert the other seven printhead cleaners into the correct slots.

94



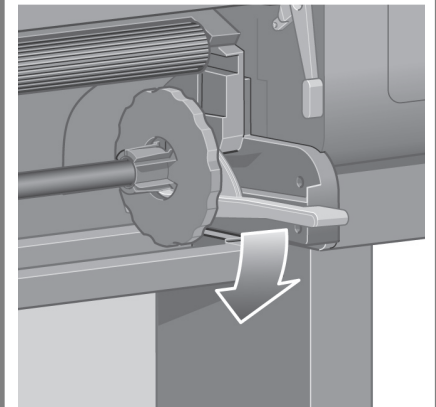
Close the printhead cleaner door.

95



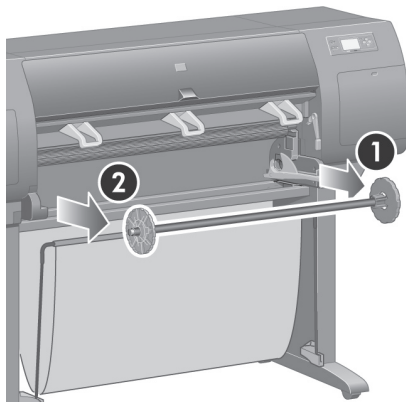
Wait until you see this front panel message. Press the Select key.

96



Lower the spindle lever.

97



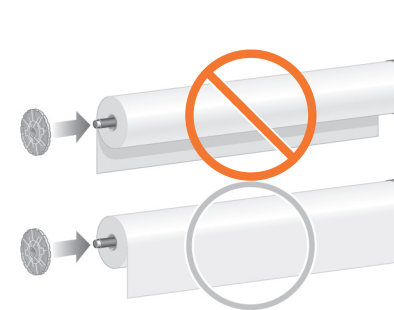
Remove the right-hand end of the spindle (1) from the printer, then move it to the right in order to extract the other end (2).

98



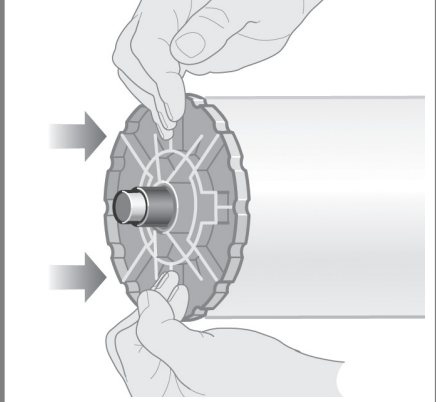
Remove the blue-colored stop (1) from the left-hand end of the spindle. Keep the spindle horizontal.

99



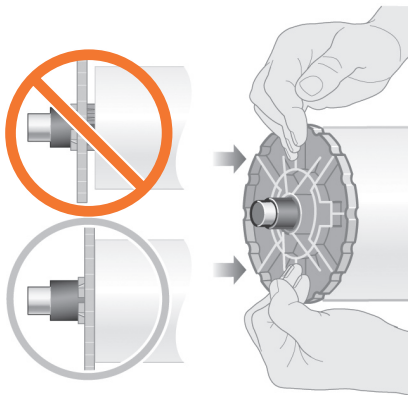
Slide a roll of paper onto the spindle. Make sure the paper is oriented exactly as shown.

100



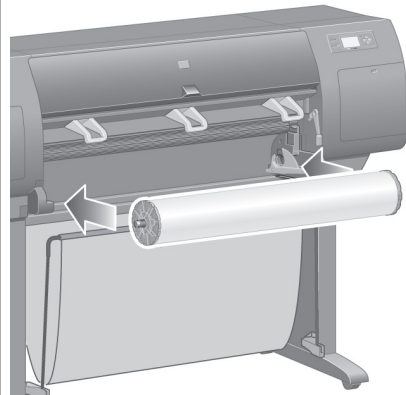
Put the blue-colored stop onto the spindle and push it on as far as it will go without using excessive force.

101



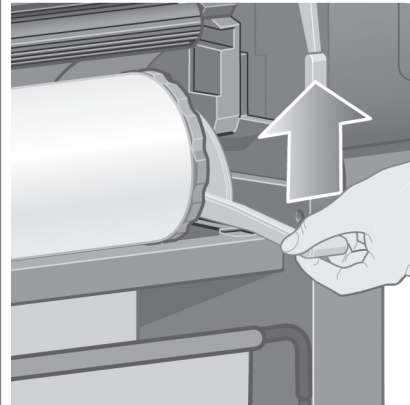
Make sure the blue-colored stop is seated correctly.

102



With the blue stop on the left, slide the spindle into the printer. The blue spindle lever will drop down automatically as you insert the spindle.

103



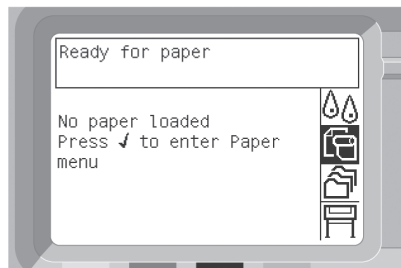
Once you meet resistance, lift the blue lever to seat the spindle properly.

104



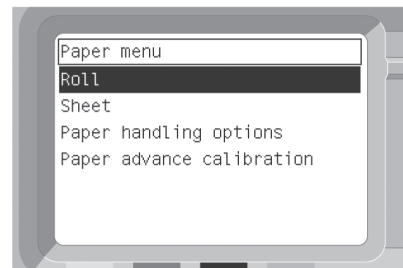
The spindle lever will be in the horizontal position when the spindle has been correctly inserted.

105



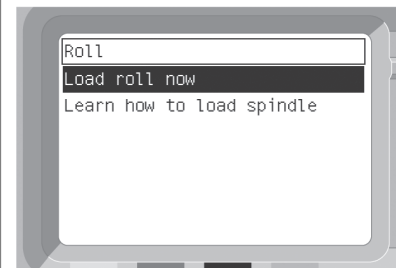
From the front panel, highlight the Paper icon and press the Select key.

106



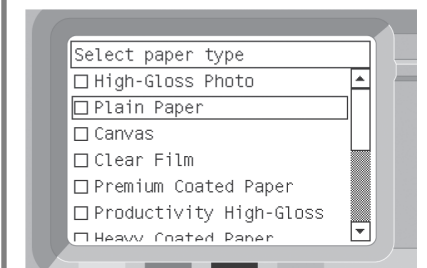
From the front panel, highlight 'Roll' and press the Select key.

107



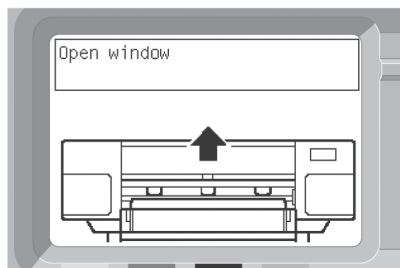
The front panel displays the above. Highlight 'Load roll now' and press the Select key.

108



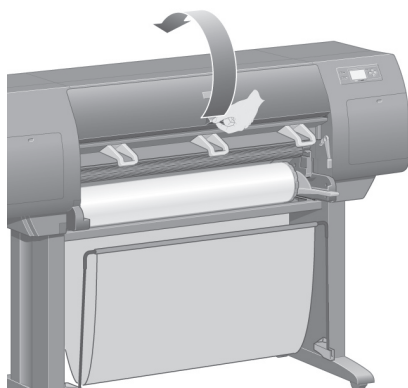
The front panel displays the above. Highlight the paper type you have loaded and press the Select key.

109



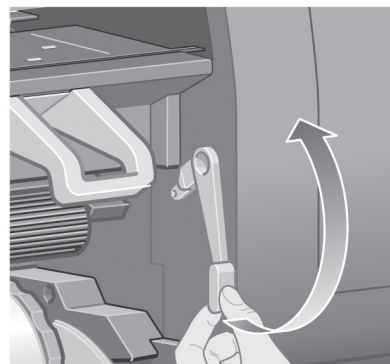
Wait until you see this front panel message.

110



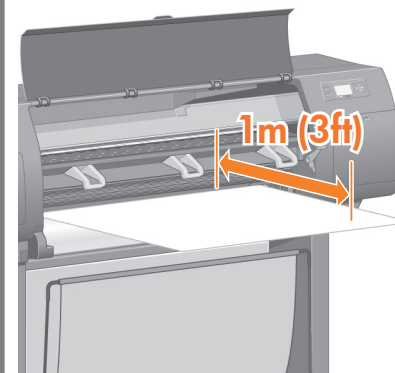
Open the printer window.

111



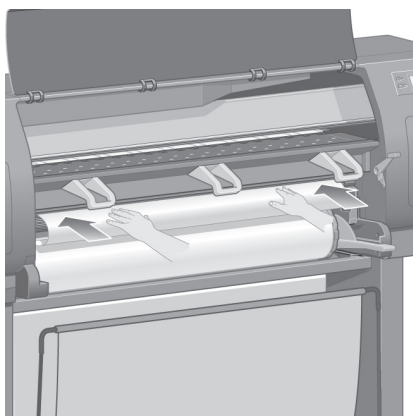
Lift the paper load lever.

112



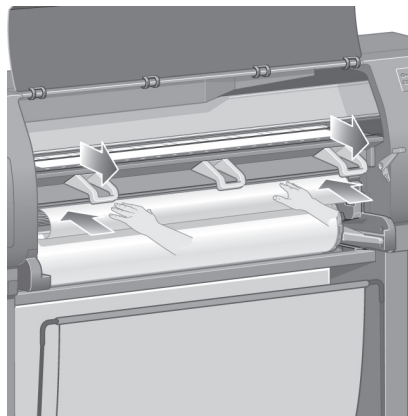
Pull out approximately 1 m (3 ft) of the roll.

113



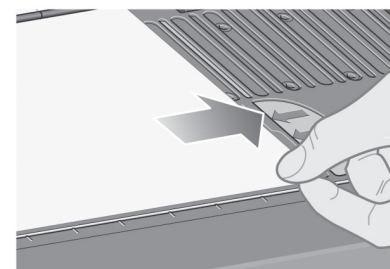
Insert the edge of the roll above the black roller.

114



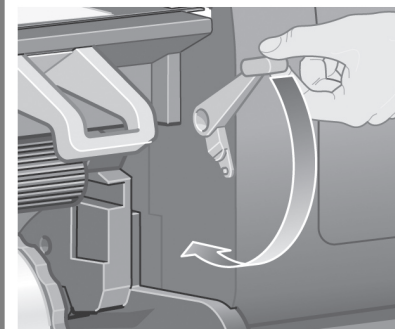
Wait until the paper emerges from the printer as shown above.

115



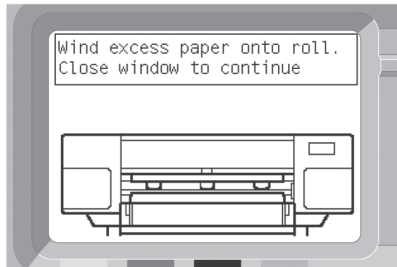
Make sure the paper is aligned with the blue line and half circle on the platen.

116



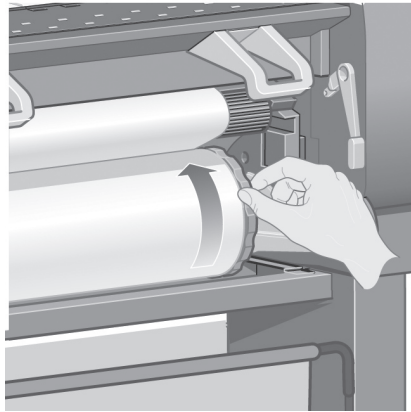
Lower the paper load lever.

117



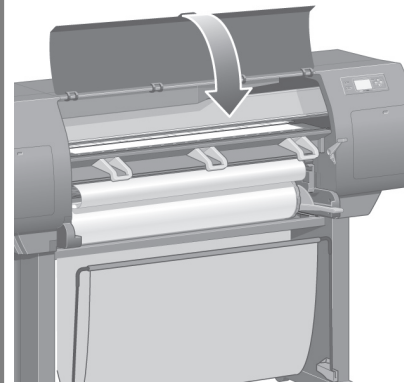
You should see the front panel message above.

118



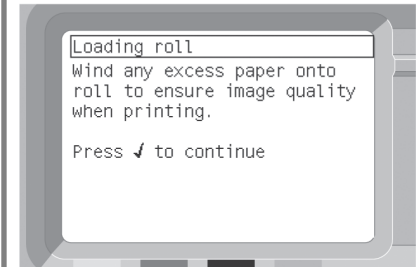
Using the stops, carefully wind the excess paper back on to the spindle.

119



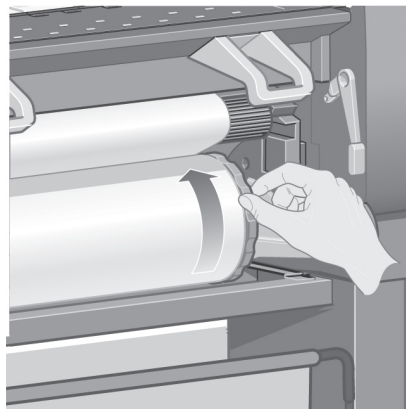
Lower the printer window.

120



You should see the front panel message above.

121



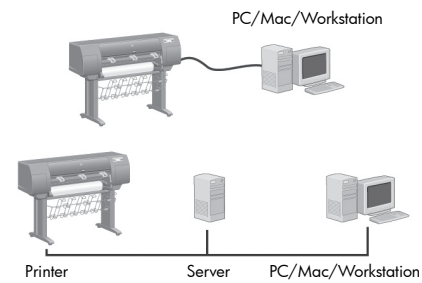
Using the stops, carefully wind the excess paper back on to the spindle.

122



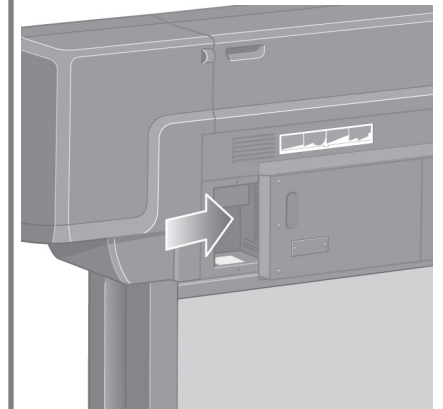
The printer will automatically perform printhead alignment and a color calibration for the paper type that you have inserted. During this process the printer will advance the paper up to 3 m (~10 ft) before printing. Please do not try to stop the paper advance; it is necessary to ensure a successful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

123



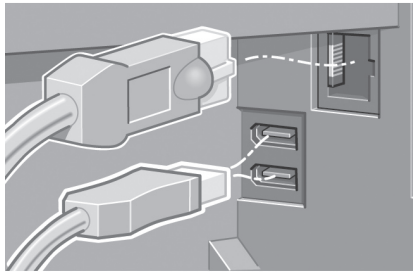
Your printer can be connected to a computer directly or to one or more computers via a network.

124



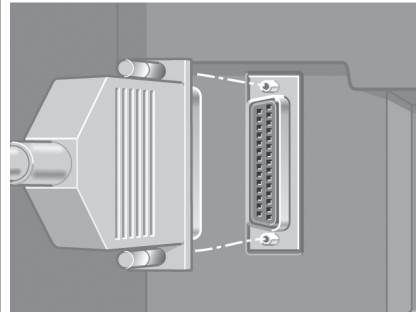
Locate the area at the back of the printer where you can connect the printer to your computer or network, or install an optional accessory.

125



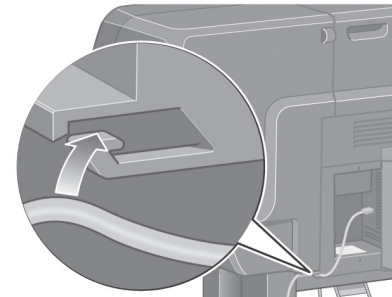
A Gigabit Ethernet socket is provided for connection to a network. Two FireWire sockets are provided for direct connection to computers.

126



A larger socket is provided to connect an optional accessory. **Caution: do not attempt to use this socket for any other purpose.**

127



Pass the LAN cable through the hook at the rear of the printer.

128

Now you have completed the assembly of your printer. The following pages describe how to configure your computer for successful printing.

Note for MAC & Windows USB connection:

Do not connect the computer to the printer yet. You must first install the printer driver software on the computer.

Insert the HP start up Kit CD/DVD into your computer.

For Windows:

- * If the CD/DVD does not start automatically, run autorun.exe program on the root folder on the CD/DVD.
- * To install a Network Printer click on Express Network Install otherwise click on Custom Install and follow the instructions on your screen.

For Mac:

- * If the CD/DVD does not start automatically, open the CD/DVD icon on your desktop.
- * Open the Mac OS X HP Designjet Installer icon and follow the instructions on your screen.

NOTE: You can download the latest software from:

<http://www.hp.com/go/4020/drivers>
or
<http://www.hp.com/go/4020ps/drivers>

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