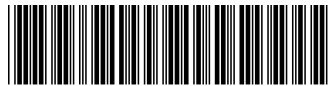
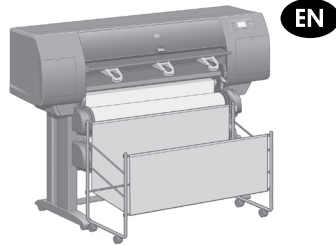


HP Designjet 4520/4520ps Printer Assembly Instructions



CM768-90011

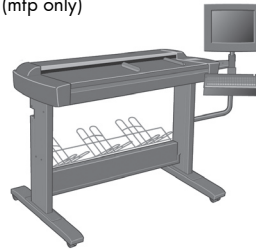
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Inkjet Commercial Division
Avenida Gravells 501 - 08174
Sant Cugat del Vallès
Barcelona - Spain



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Printed in Germany · Imprimé en Allemagne · Stampato in Germania

Scanner (mfp only)



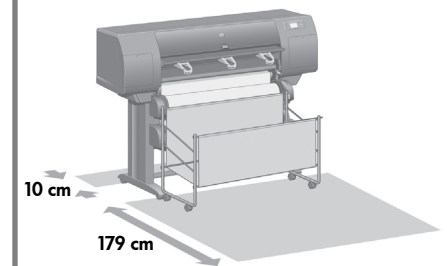
HP Designjet 4520 with Scanner: Reduce setup time by assembling the scanner first and switching it on. The scanner takes an hour to warm up when started for the first time.

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

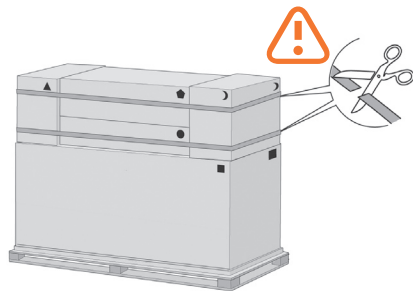
Before you start unpacking, consider where you are going to put the assembled printer. You should allow some clear space on all sides of the printer box. The recommended clearances are shown in the illustration above.



In case of difficulty, please consult:

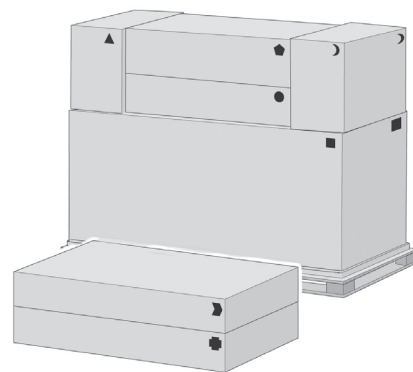
- Your printer's Embedded Web Server

1



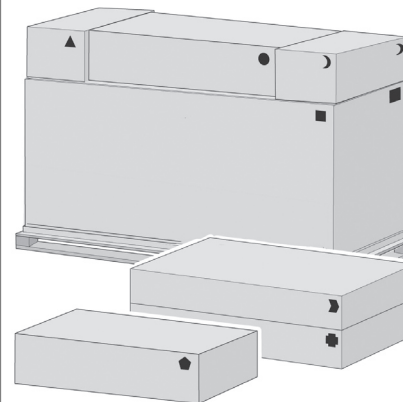
Cut the strap around the boxes carefully, as the boxes may fall as soon as the strap is cut.

2



Preliminary unpacking: Outside Europe

3



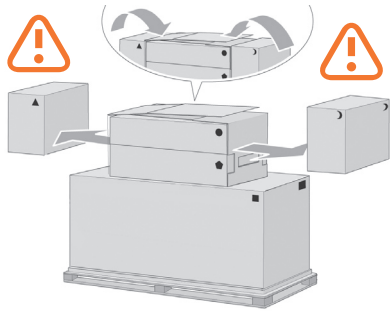
Preliminary unpacking: Europe

4

The shapes on the boxes identify the contents.

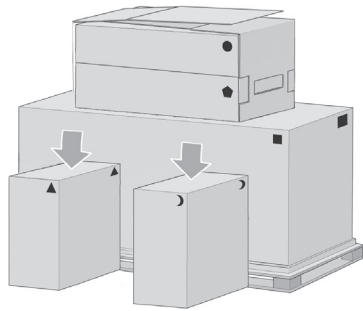
Shape	Contents
■	Printer body
●	Stand and bin assembly
☾	Consumables box, including...
★	Maintenance Kit (keep safe)
▲	Spare box (used later)
⬠	Roll module
⊕	Scanner body (mfp only)
➤	Scanner stand (mfp only)

5



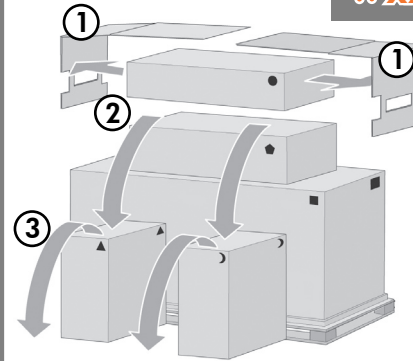
Fold up the two lids as shown, and remove the consumables and spare boxes

6



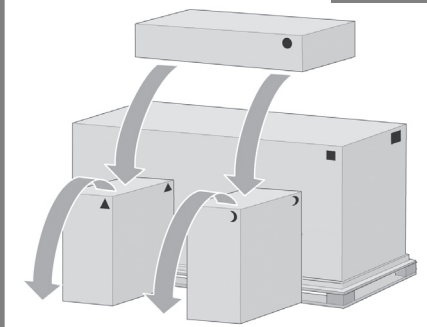
Place the consumables and spare boxes in front of the printer body.

7



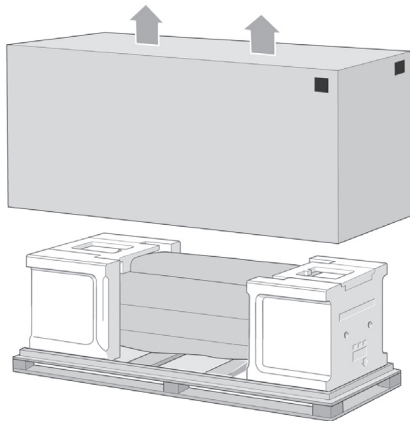
Remove the 2 lids. Lower the stand and bin box onto the consumables and spare boxes. Then lower the box onto the floor.

8



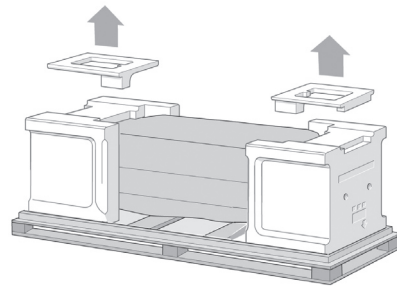
Lower the roll module box onto the consumables and spare boxes. Then lower the box onto the floor. Then remove the consumables and spare boxes.

9



Remove the main printer box.

10



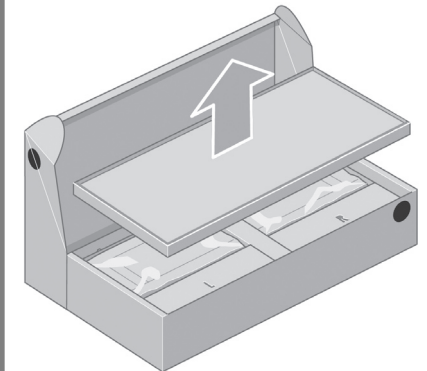
Remove the two packing pieces.

11



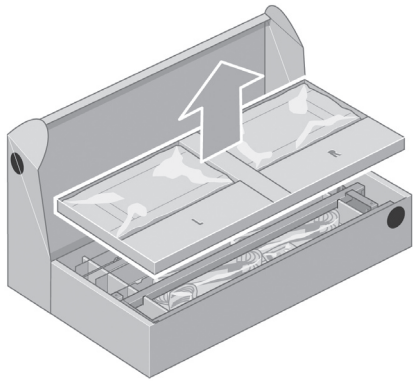
When you are unpacking the stand assembly, you will see that there is **anti-slip** material around two of the wheels on the feet. **DO NOT REMOVE** this material yet.

12



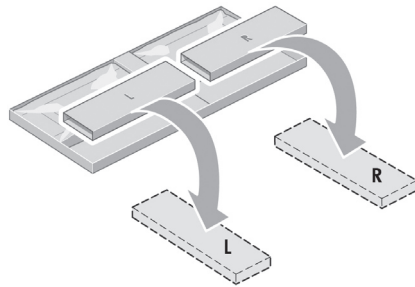
Remove the first tray containing the parts for the bin.

13



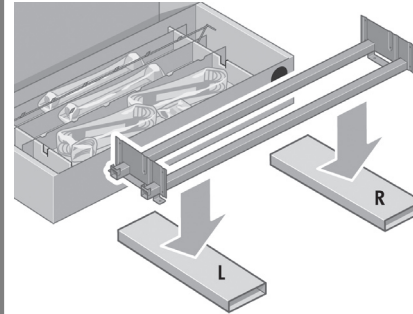
Remove the second tray from the stand and bin assembly box. This tray contains the stand legs.

14



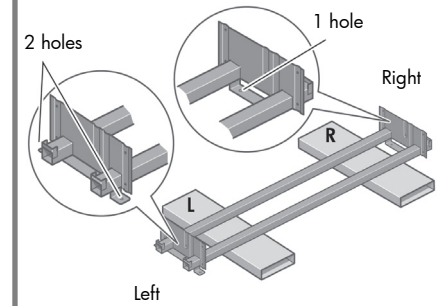
From the second tray, remove the two boxes marked with L and R. Place them on the floor as shown.

15



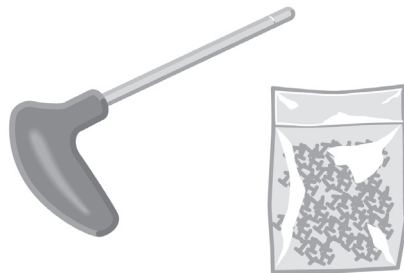
Lower the cross-brace on to the L and R boxes.

16



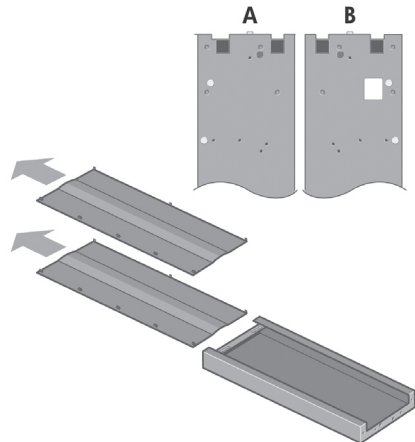
You now need to identify which is the left and the right side of the cross-brace.

17



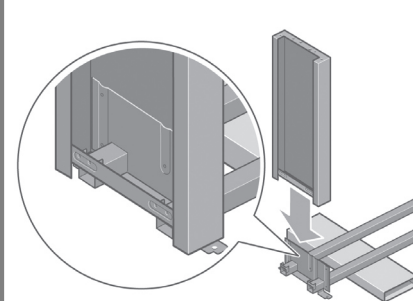
Now you will need the bag of screws and the screwdriver provided. You may notice that the screwdriver is slightly magnetic.

18



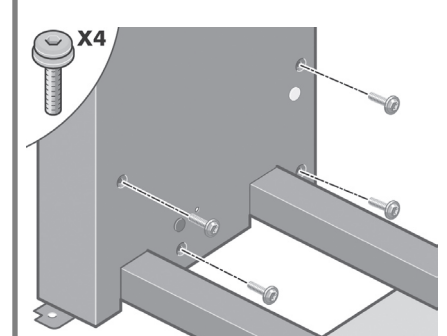
Identify the left leg (A) and the right leg (B) as shown above. Remove the two leg covers from the left leg.

19



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.

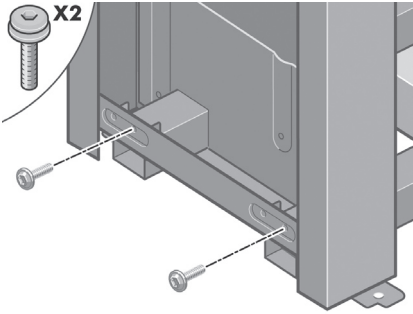
20



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

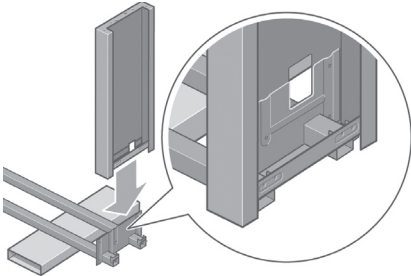
21

X2



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

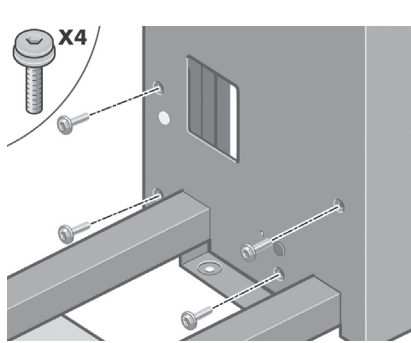
22



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.

23

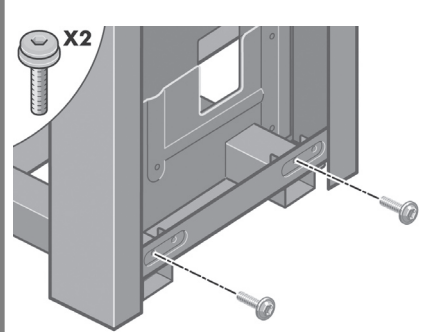
X4



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

24

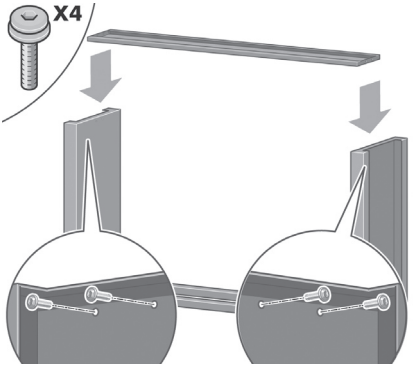
X2



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

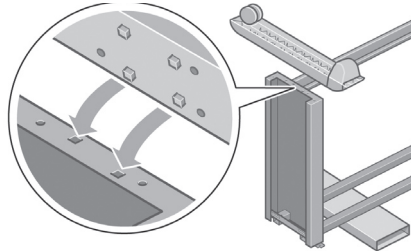
25

X4



Fix the stand cross-bar using four screws.

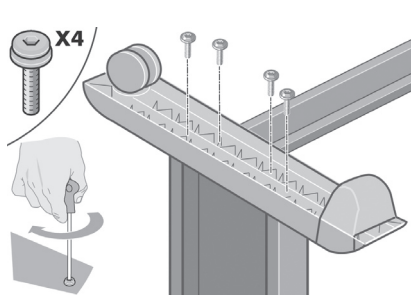
26



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.

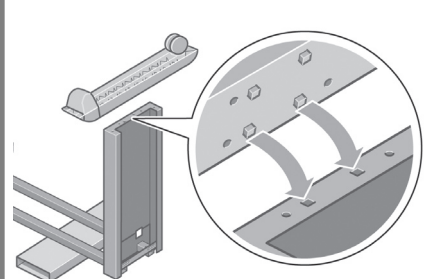
27

X4



Fix the left foot using four screws.

28



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.

29

x4

Fix the right foot using four screws.

30

x2

Turn the stand assembly into an upright position as shown above.

31

Open the box containing the roll module. Remove the plastic bag containing the screws.

32

Left Leg/Lang 2
Lang 3/Lang 4

Right Leg/Lang 2
Lang 3/Lang 4

Please take note of the colored plugs located on the legs.

33

Remove the blue plug on the left leg.

34

x1

Locate the pin into the left leg.

35

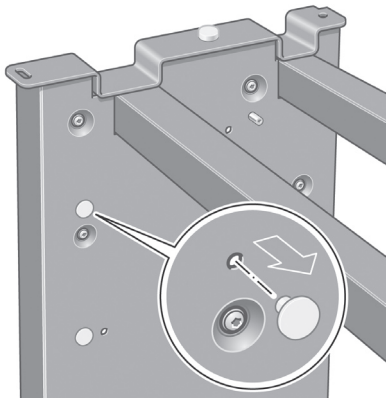
Remove the blue plug on the right leg.

36

x1

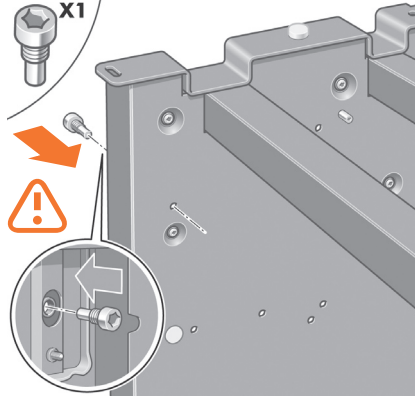
Locate the pin into the right leg.

37



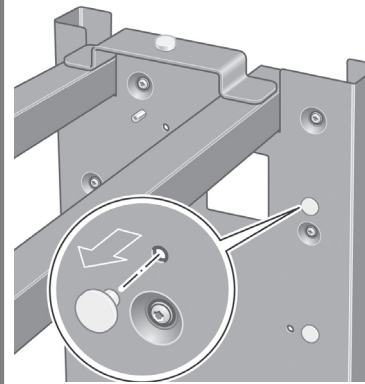
Remove the top yellow plug on the left leg.

38



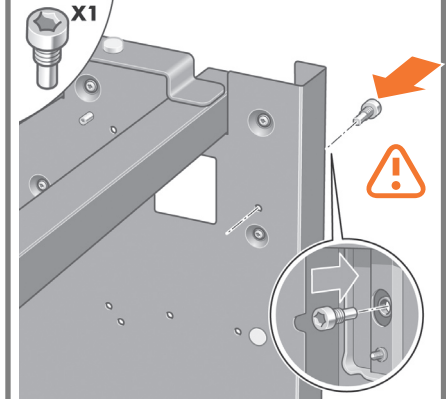
Locate the pin into the interior of the left leg.

39



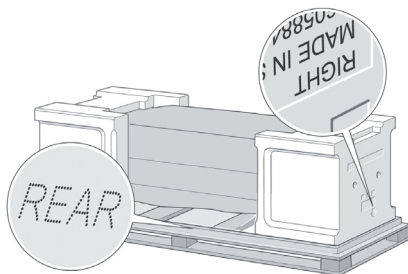
Remove the top yellow plug on the right leg.

40



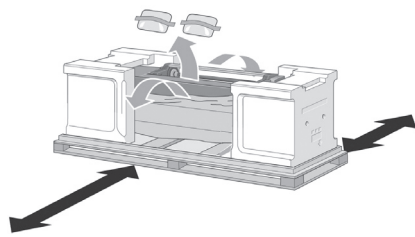
Locate the pin into the interior of the right leg.

41




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.

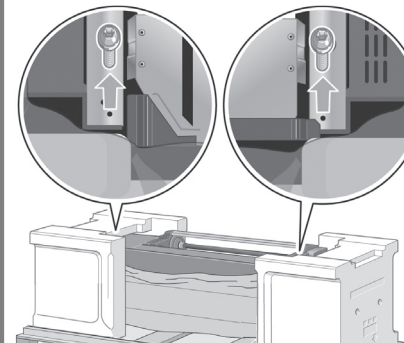
42



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 and one meter at the front of the printer. Remove the two desiccant bags from the printer.

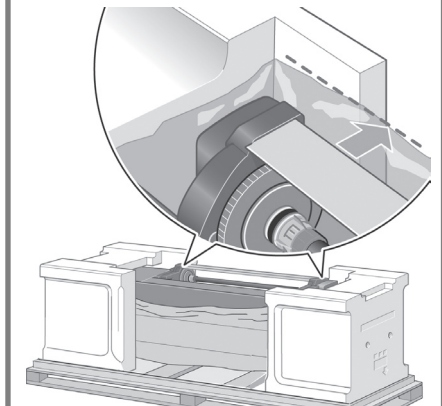
43

 Do not replace these screws after removal!



Using the screwdriver supplied, remove the two screws that hold Drawer 1 in place. Note: the screws are only for transit, they are not to be replaced.

44

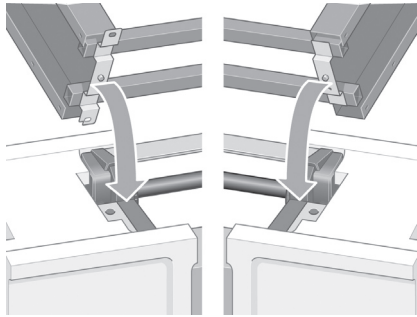


Slide Drawer 1 out until it touches the foam packaging.

45

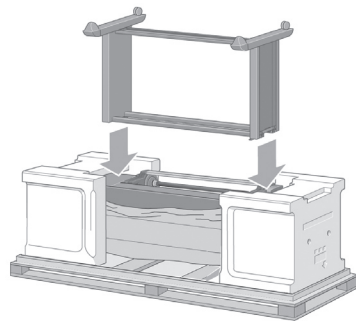
Left Leg

Right Leg



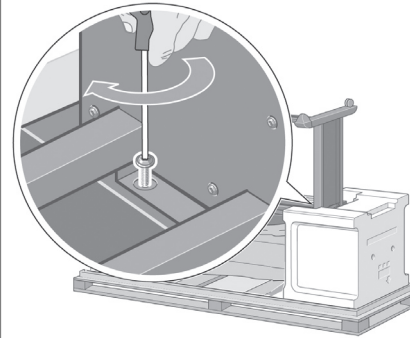
Advance warning: in the next step, make sure you position the stand pins in the holes in the center of the printer body brackets.

46



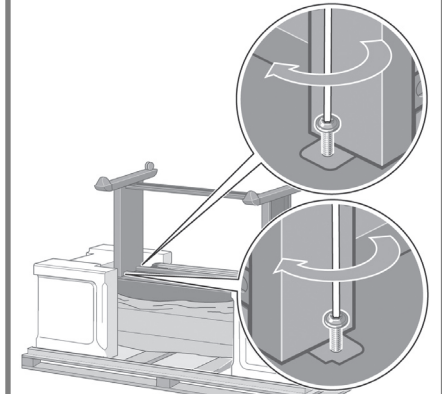
Lift the stand assembly onto the printer body. The anti-slip material should face to the rear of the printer.

47



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

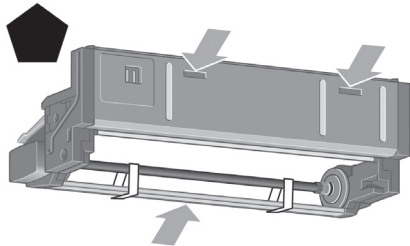
48



Slide Drawer 1 forwards to gain better access for the front screw. Fix the left side of the stand to the printer using two screws. Make sure that the screws are fully tightened.

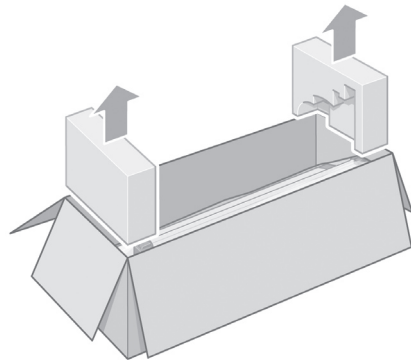
49

IMPORTANT INFORMATION



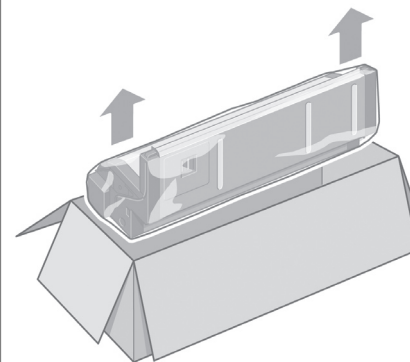
Before unpacking the roll module, note that you should only handle this piece of equipment using the points indicated by the arrows shown above.

50



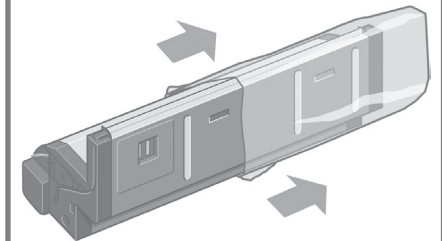
Open the box containing the roll module, then remove the two foam supports.

51



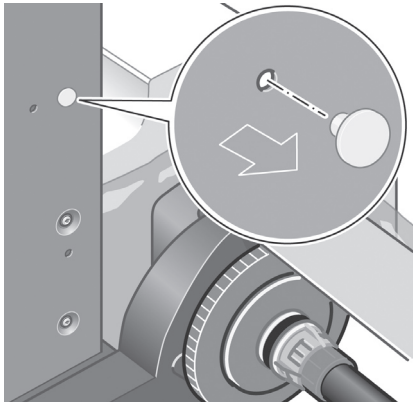
Remove the roll module from the packaging box.

52



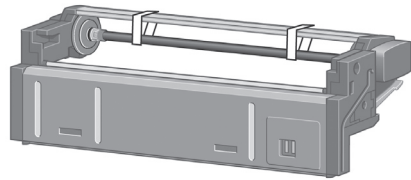
Remove the roll module from the plastic bag.

53



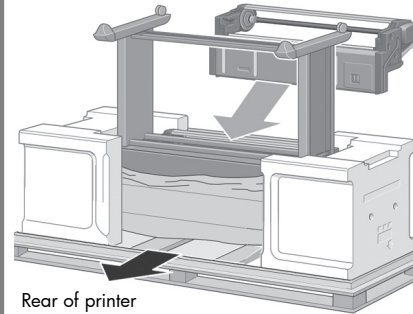
Remove the remaining two yellow plugs from the left and right legs. It is important to remember the positions of these holes.

54



Turn the roll module over into an inverted position as shown above. Then carry it to the front of the inverted printer.

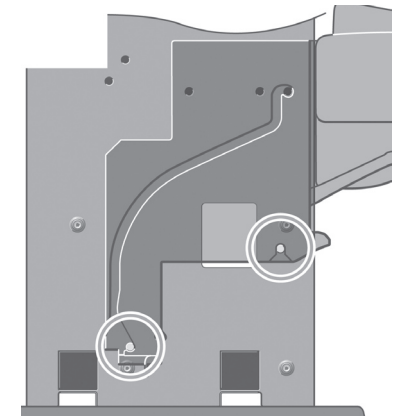
55



Rear of printer

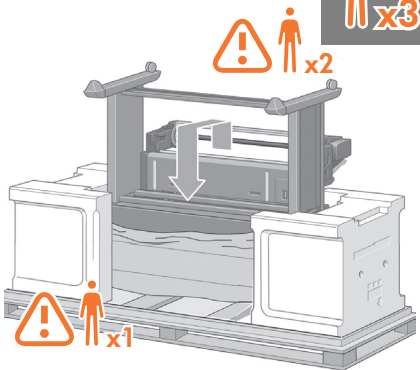
Rest the roll module next to the first printer crossbar.

56



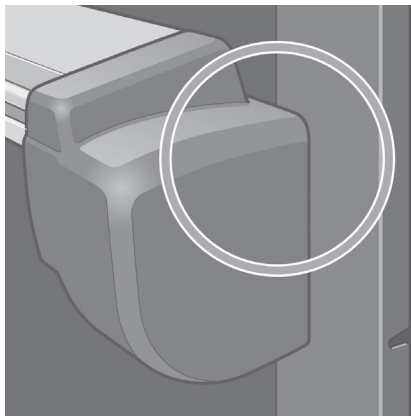
Before the roll module is moved into its final position, please note that it should sit on the pins that were located on the stand legs earlier.

57



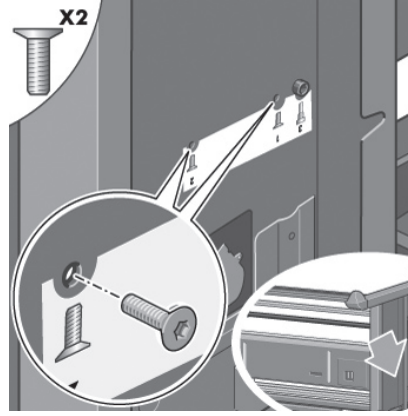
Three people are needed, two at the front and one at the rear of the printer. The two at the front should lift the roll module and then, with the help of the third person at the rear, lower it vertically onto the pins located earlier on the stand.

58



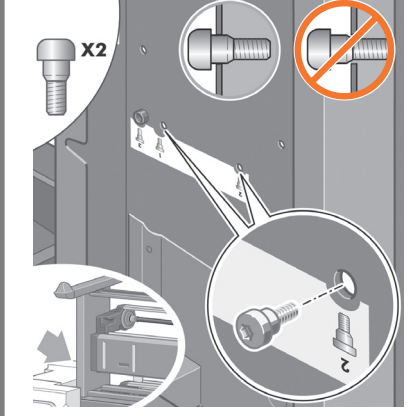
Look at the front of the roll module and check that it comes close to the legs of the stand

59



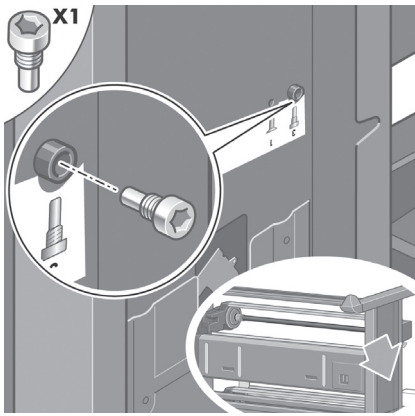
Fix the roll module to the right leg of the stand using two additional screws.

60



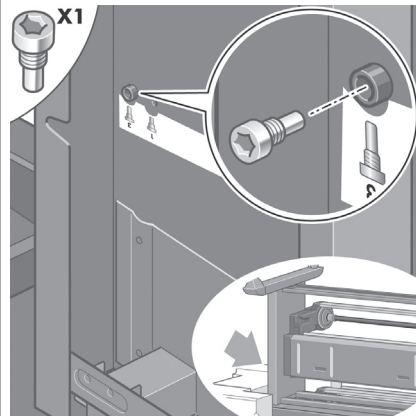
Fix the roll module to the left leg of the stand using two collar-headed screws.

61



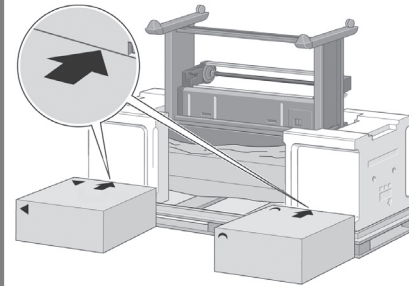
Fix the roll module to the right leg of the stand.

62



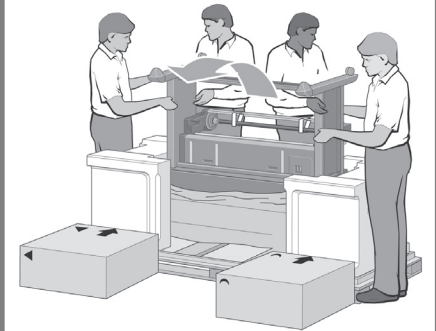
Fix the roll module to the left leg of the stand.

63



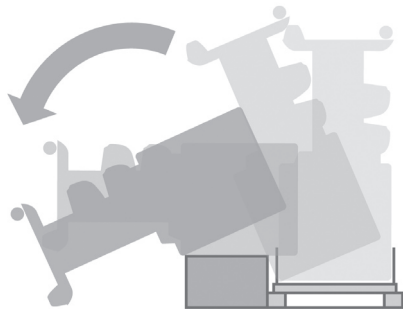
Place the spare and consumables boxes against the rear of the printer box. The arrows on the boxes must point towards the printer box. Check that the anti-slip material is still fixed to the two rear wheels.

64



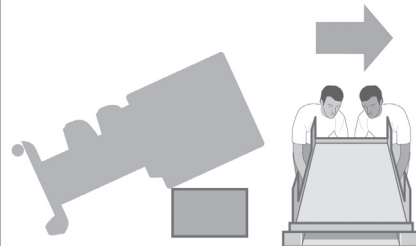
Using four people, rotate the printer on to the spare and consumables boxes.

65



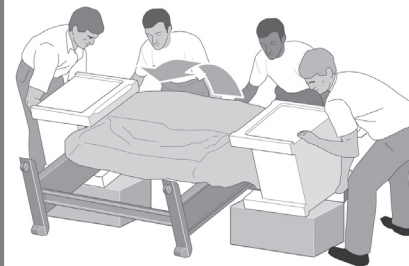
Rotate the printer until its rear rests on the spare and consumables boxes and the wheels with the anti-slip material touch the floor.

66



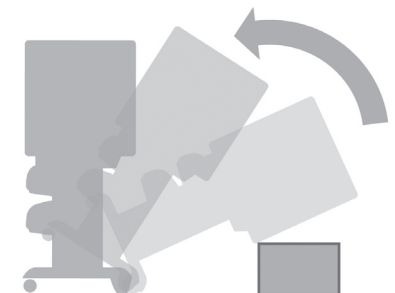
Remove the pallet before trying to lift the printer into an upright position.

67



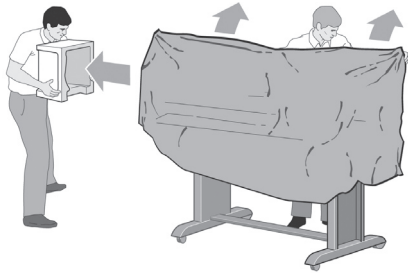
Using four people and the hand holds on the rear of the printer body, carefully lift the printer into an upright position.

68



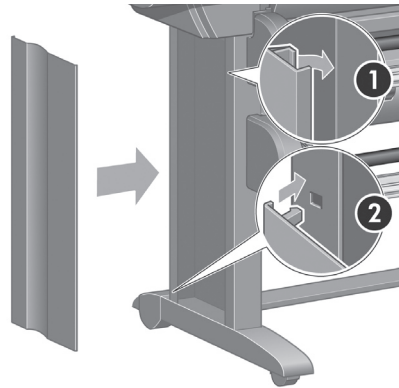
Rotate the printer into an upright position. The anti-slip material should stop the printer from sliding forwards.

69



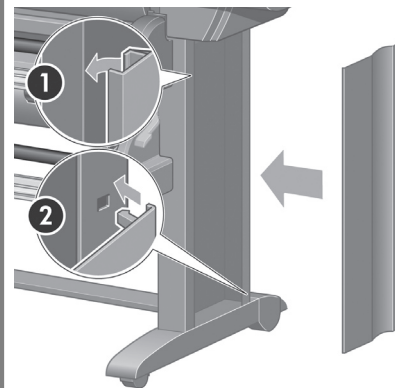
Remove the two foam end packs and the plastic covering the printer.

70



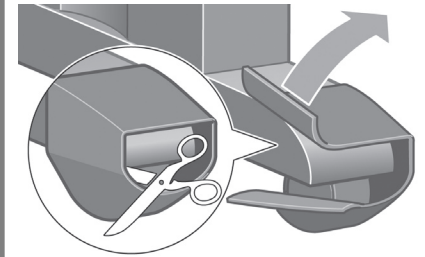
Position the left leg cover on the front of the left leg (1), then clip the rear edge (2) into place.

71



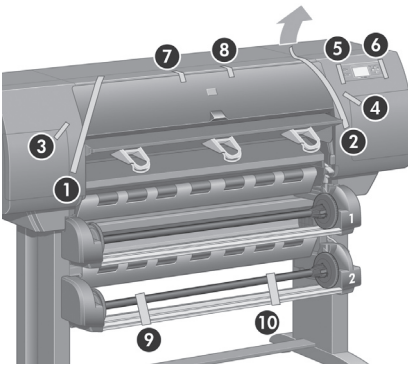
Position the right leg cover on the front of the right leg (1), then clip the rear edge (2) into place.

72



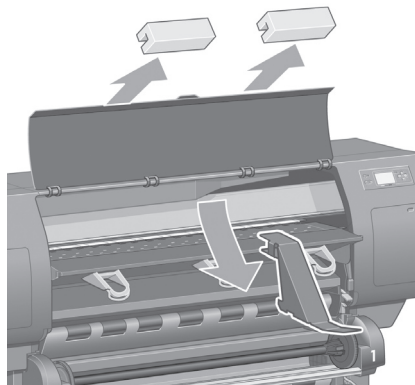
Remove the anti-slip material from the two rear wheels on the stand assembly.

73



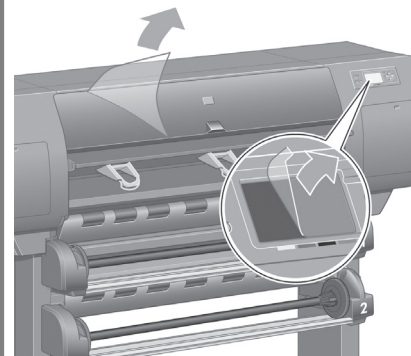
Remove the packing tapes 1 to 10.

74



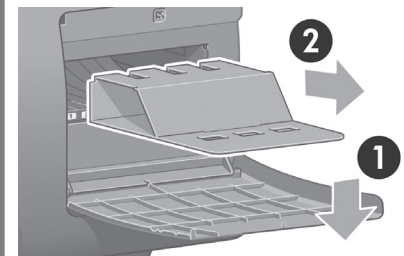
Open the printer window. Then remove the two window inserts and the ink tube packing material.

75



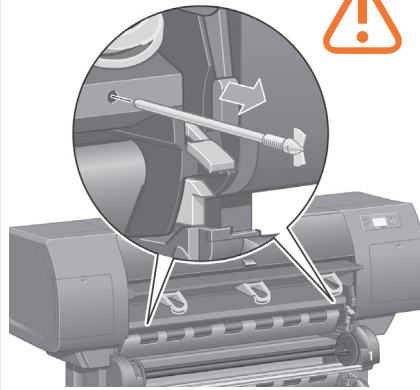
Remove the protective covering from the printer window and the front panel screen.

76



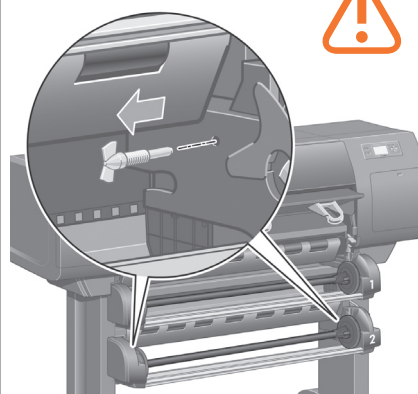
Open the printhead cleaner door (1) and remove the carriage packing material (2). Then close the cleaner door.

77



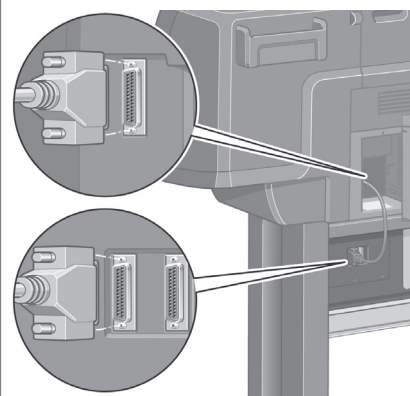
Remove the two yellow plastic screws from the right and left side of the paper feed. Caution: Be very careful when removing.

78



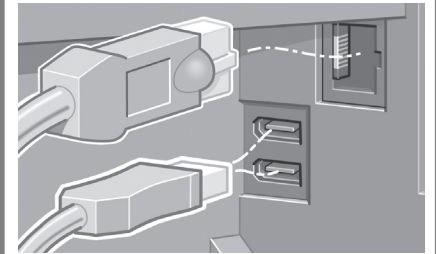
Remove the two yellow plastic screws from the left and right side of Drawer 2. Caution: Be very careful when removing.

79



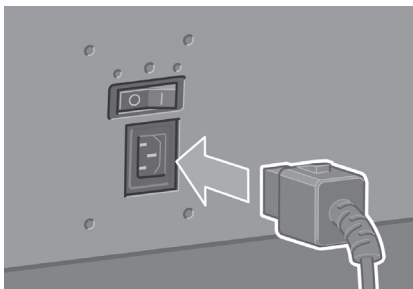
Using the cable supplied, connect the roll module to the printer.

80



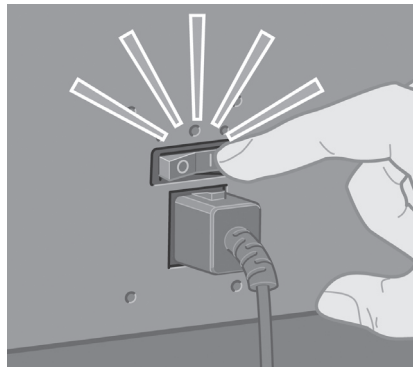
A Gigabit ethernet socket is provided for connection to a network. Two FireWire® sockets are provided for direct connection to computers.

81



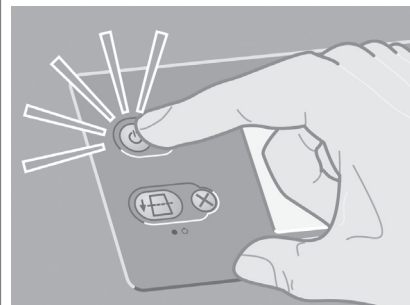
Plug the power cable into the rear of the printer, then plug the other end into the AC power outlet.

82



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

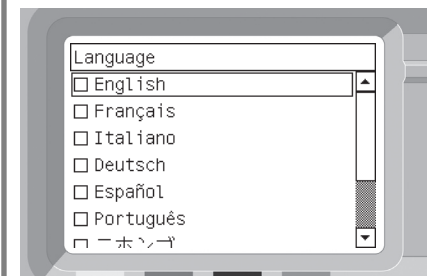
83



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

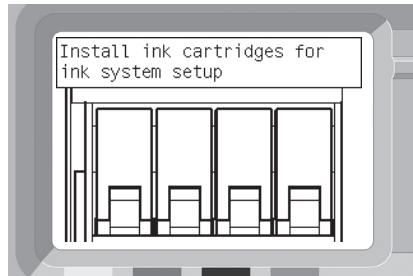
Note: This printer is Energy Star compliant and can be left switched on without wasting energy. Leaving it on improves response time and overall system reliability.

84



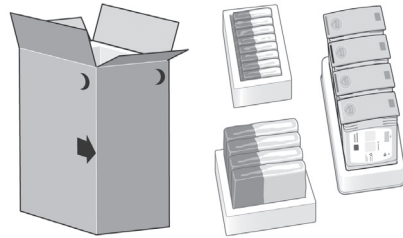
Wait until you see this message (~10 minutes). Highlight your language using the Up and Down keys. Press the Select (✓) key.

85



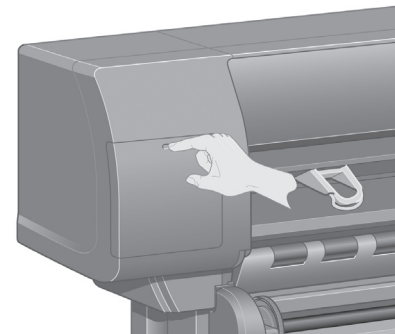
The front panel will now display how to install the ink supplies.

86



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

87



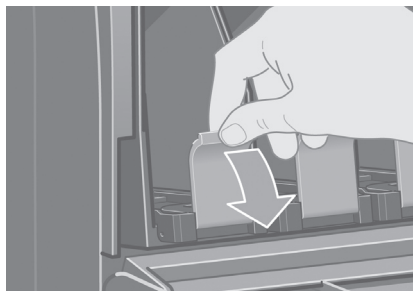
Find the ink cartridge door, which is on the left side of the printer.

88



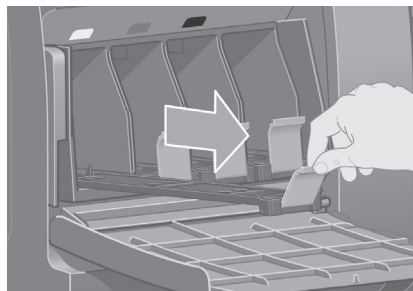
Open the ink cartridge door.

89



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

90



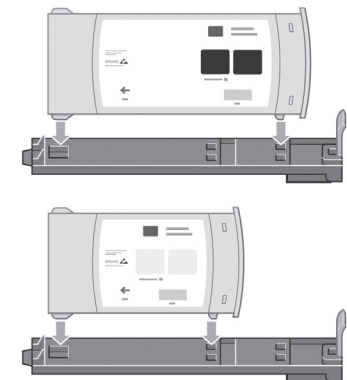
Slide the ink cartridge drawer out.

91



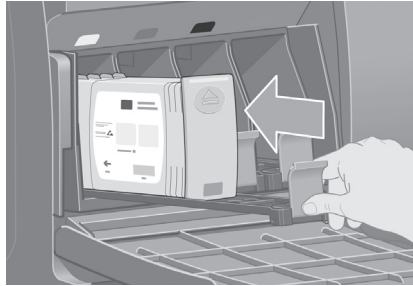
Place the ink cartridge onto the ink cartridge drawer. Note that there are marks on the drawer showing the correct location.

92



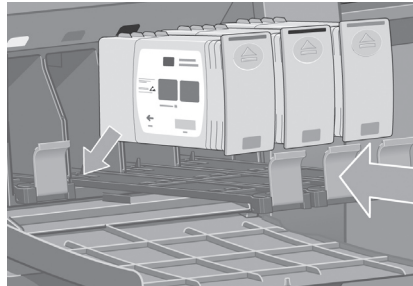
Position the ink cartridge at the rear of the drawer as indicated.

93



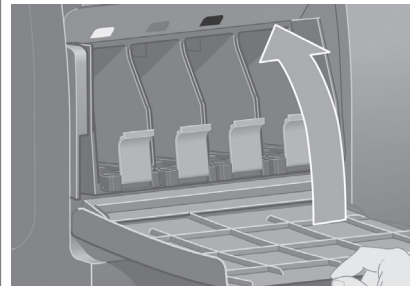
Push the ink cartridge drawer back into the printer until it locks into position.

94



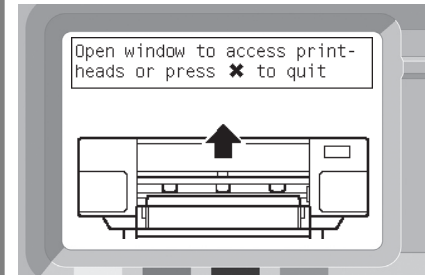
Following the same instructions, install the other three ink cartridges.

95



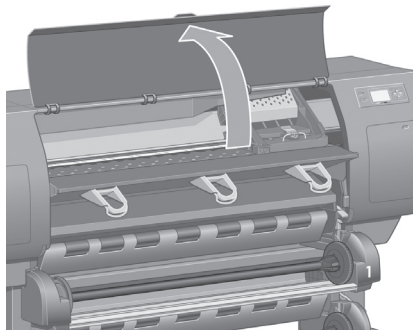
Close the ink cartridge door.

96



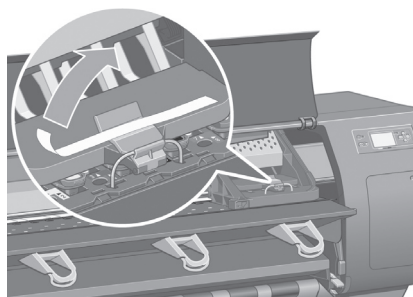
Wait (about a minute) until you see this front panel message.

97



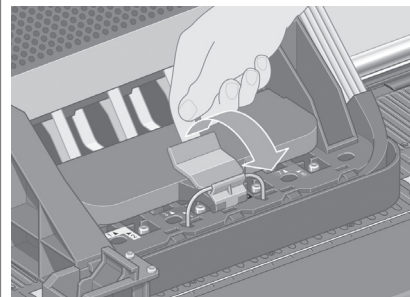
Open the printer window.

98



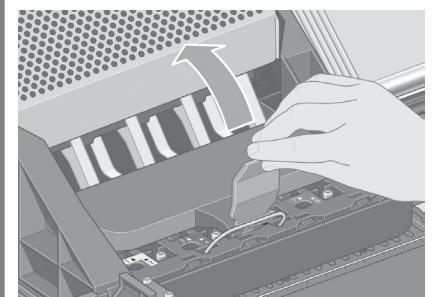
Remove the packing tape that is holding down the printhead carriage latch.

99



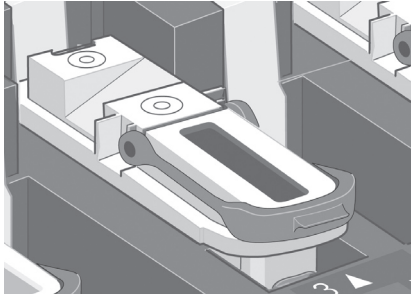
Pull up and release the latch on top of the carriage assembly.

100



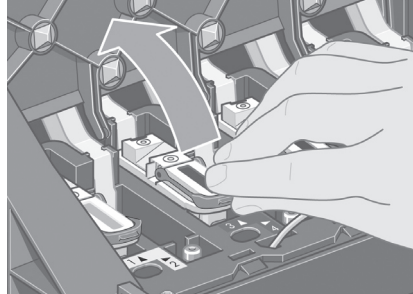
Lift up the cover. This will give you access to the setup printheads.

101



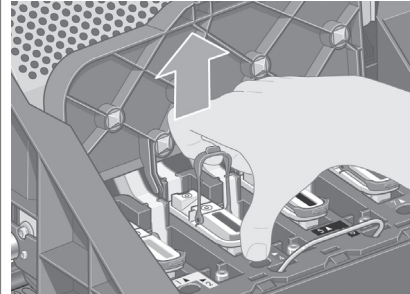
Before removing the setup printheads, look at the window on top of each one and check that the printhead contains ink.

102



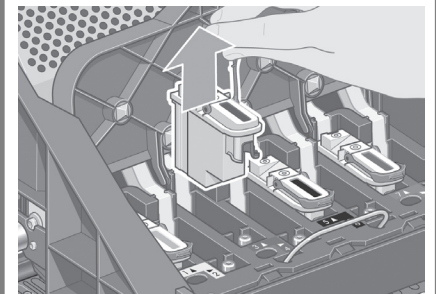
To remove a setup printhead, lift up the blue handle.

103



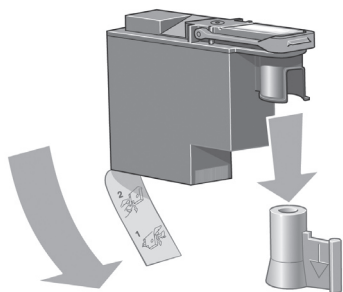
Using the blue handle, gently disengage the setup printhead from the carriage.

104



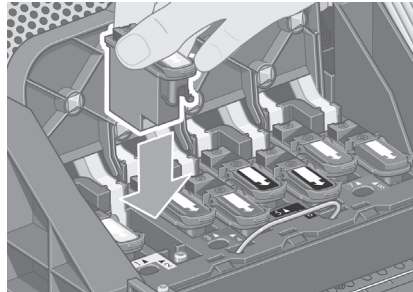
Lift the setup printhead until it is released from the carriage assembly. Then remove the other setup printheads.

105



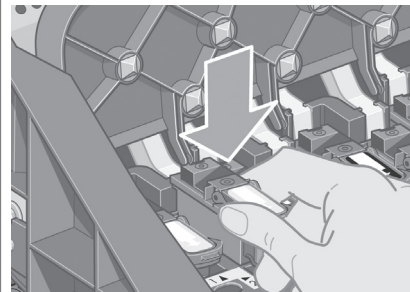
Remove the blue protective cap and the clear protective tape from the printhead.

106



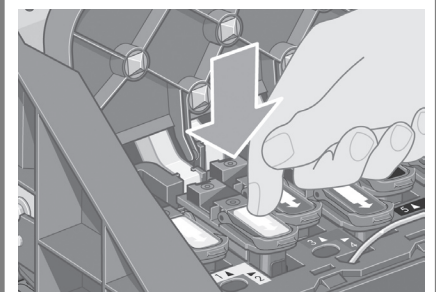
Lower all the printheads vertically into their correct positions.

107



Seat the printheads slowly and carefully.

108

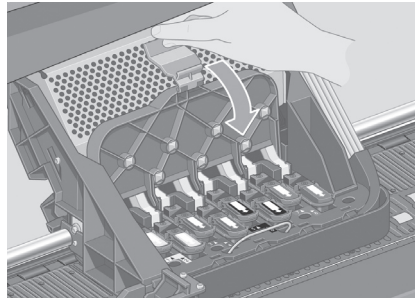


Make sure the printheads are correctly seated. When all the printheads are installed, the front panel prompts, "Close printhead cover and window".

109

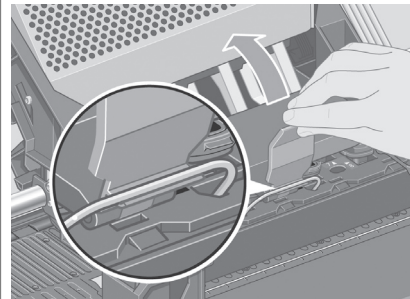
If "Reset" is displayed on the front panel, check that the protective tape has been removed. Then try reseating the printhead more firmly. If the problem persists, refer to the *Driver and Documentation CD*.

110



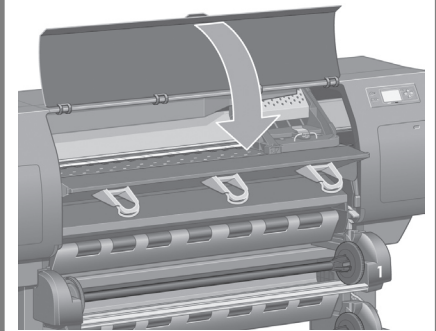
Close the carriage assembly cover.

111



Make sure the latch engages correctly.

112

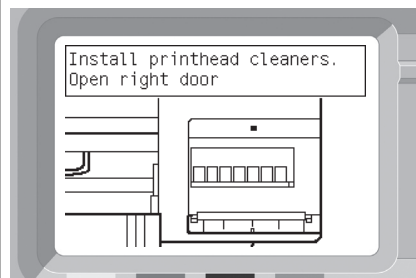


Close the printer window.

113

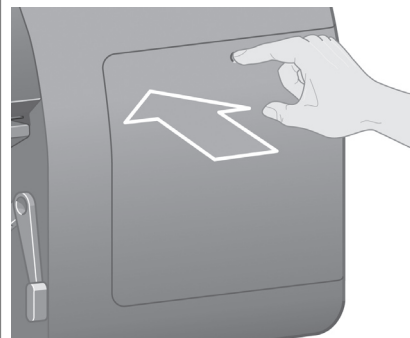
Please wait while the printer checks the printheads (~1 minute).

114



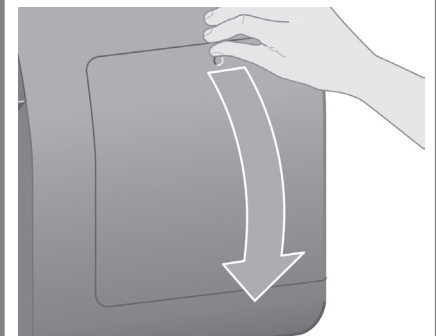
Wait until you see this front panel message.

115



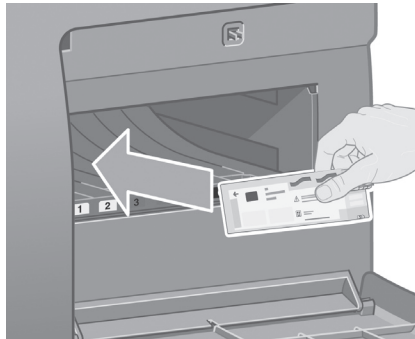
Press the printhead cleaner door, which is on the right side of the printer.

116



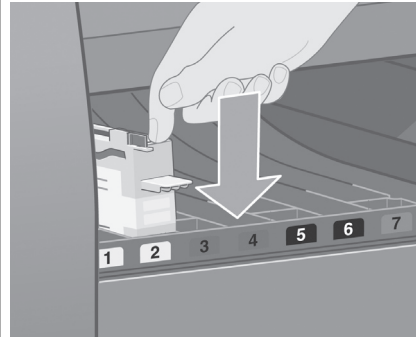
Open the printhead cleaner door.

117



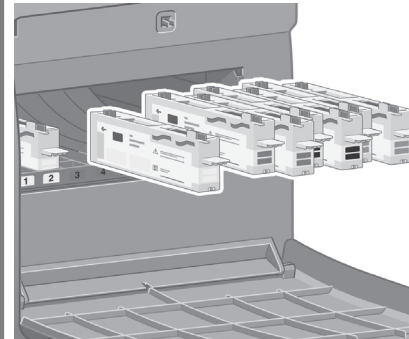
Insert the printhead cleaner into the slot of the correct color.

118



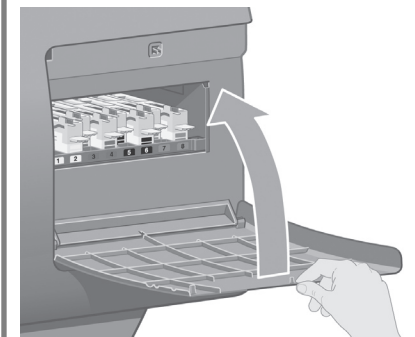
Push the printhead cleaner in and down until it clicks into place.

119



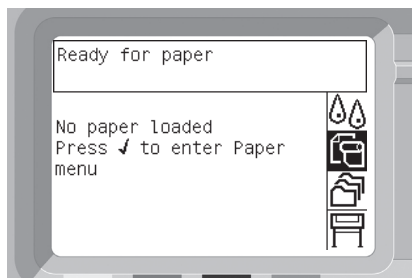
Insert the other seven printhead cleaners into the correct slots.

120



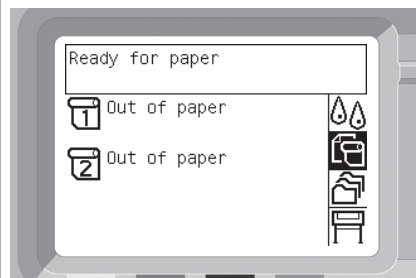
Close the printhead cleaner door.

121



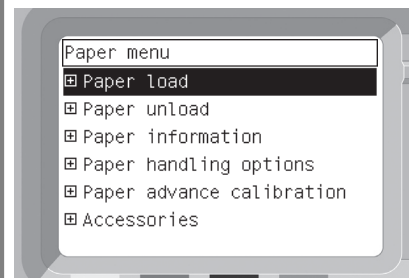
Wait until you see this front panel message. Press the Select key.

122



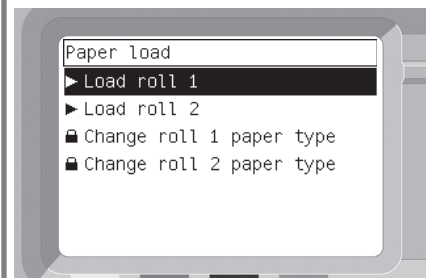
To load the paper roll from Drawer 1 into the printer. From the front panel, highlight the Paper icon and press the Select key.

123



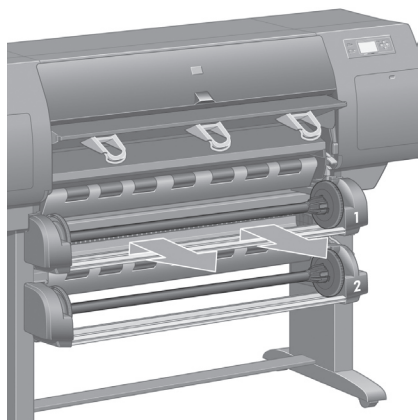
From the front panel, highlight 'Paper load' and press the Select key.

124



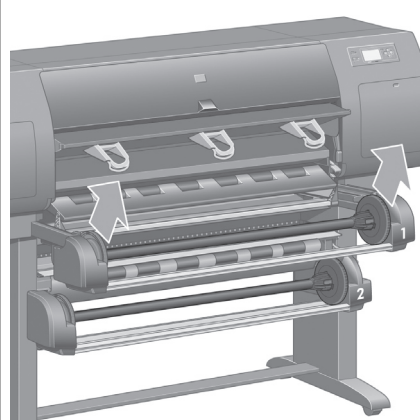
The front panel displays the above. Highlight 'Load roll 1' and press the Select key.

125



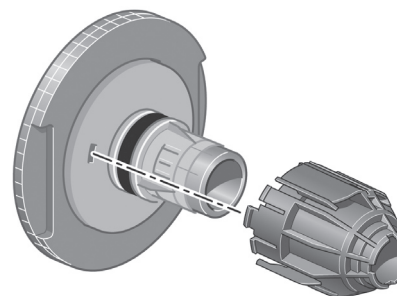
Using two hands, pull out Drawer 1.

126



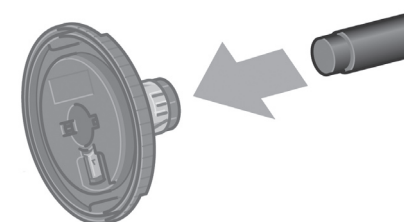
Remove spindle from Drawer 1.

127



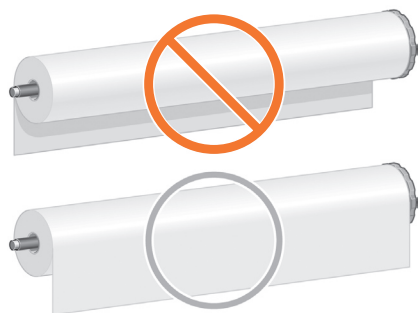
Shown above is one of the core adaptors supplied. Use these when the roll core is of a larger diameter.

128



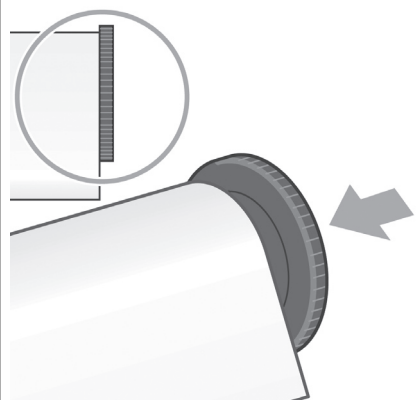
Remove the blue-colored stop from the left end of the spindle. Keep the spindle horizontal.

129



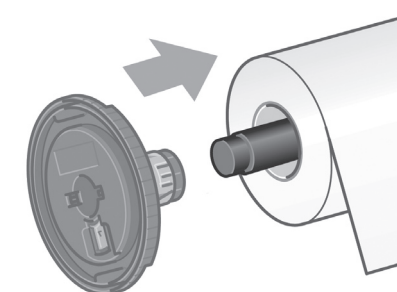
Slide a roll onto the spindle. Make sure the paper is oriented exactly as shown.

130



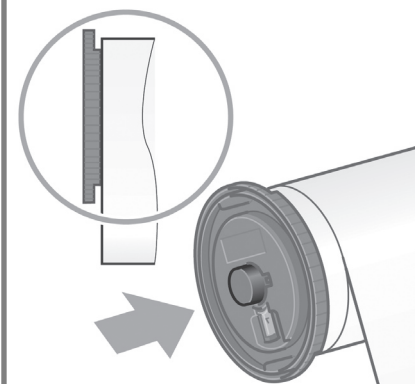
Push the black right-hand stop onto the roll. Make sure it is correctly seated.

131



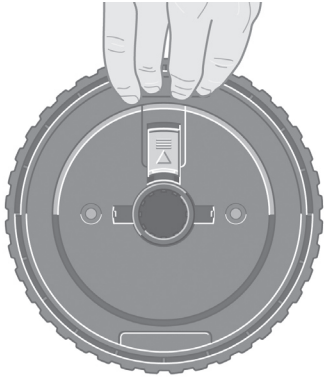
Put the blue-colored stop onto the spindle.

132



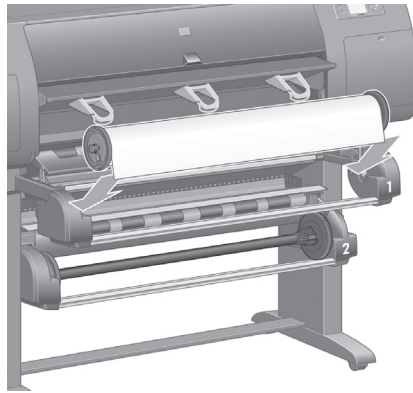
Push the blue left-hand stop onto the roll. Make sure it is correctly seated.

133



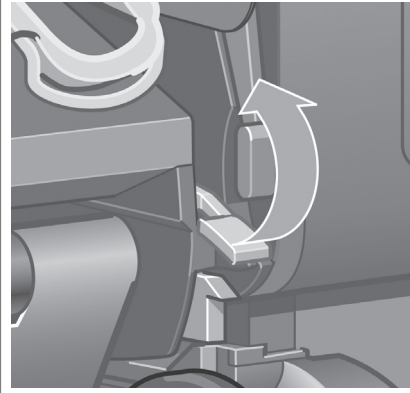
As shown above, hold the spindle assembly using the blue and black stops.

134



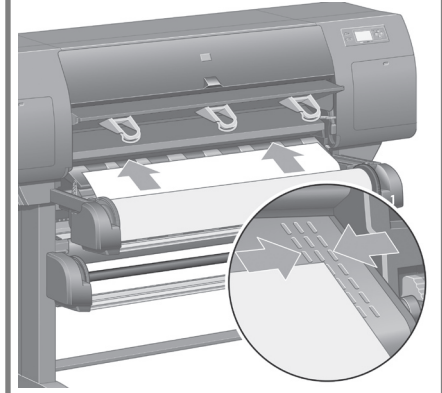
With the blue stop on the left, lower the spindle into Drawer 1.

135



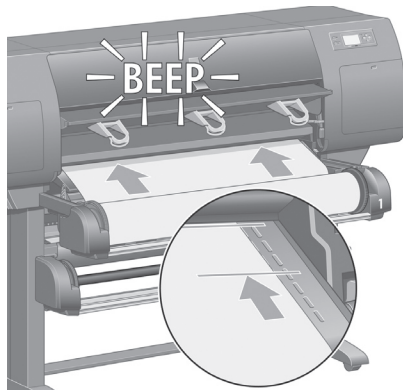
Lift the blue lever on Drawer 1. This is located on the righthand side of the printer and above Drawer 1.

136



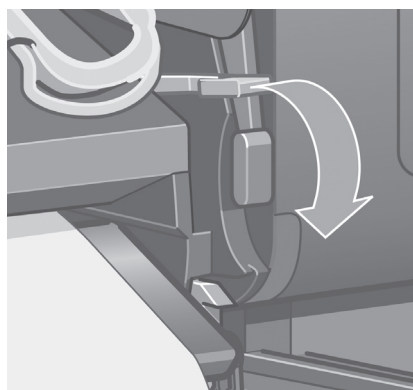
Feed the paper from roll 1 onto the drawer 1 platen. Align the paper parallel with the blue lines on the right side of the platen. The paper edge does not need to be aligned exactly with a specific blue line, but between the two outer lines.

137



Feed the paper for a few centimeters more after the printer beeps, then turn the roller backwards to tension the paper correctly.

138



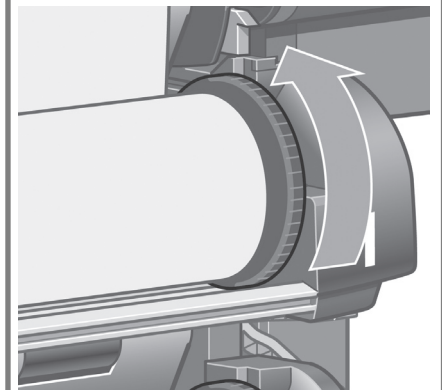
Lower the blue lever for Drawer 1.

139



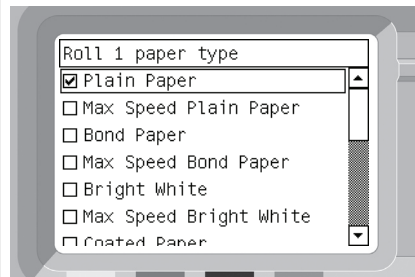
Push in Drawer 1.

140



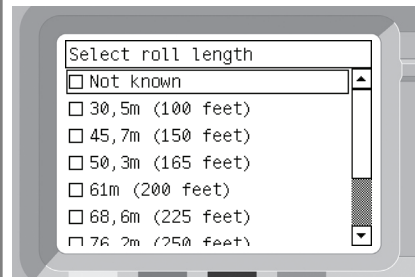
Using the stops, carefully wind the excess paper back on to the spindle.

141



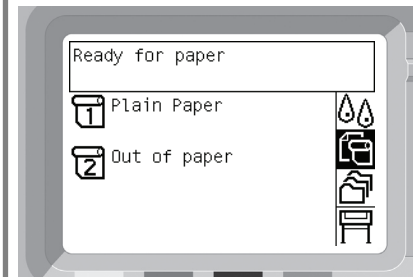
The front panel displays the above. Highlight the paper type you have loaded and press the Select key.

142



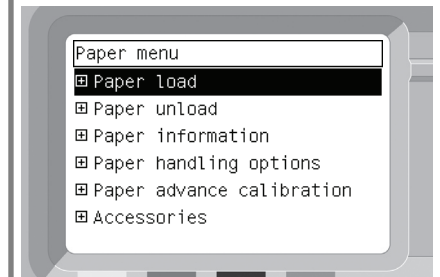
Select the roll length if known.

143



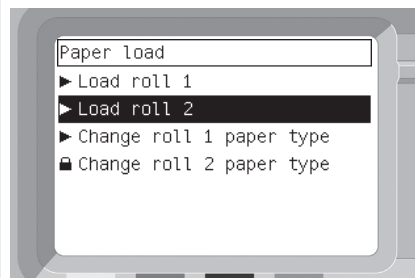
To load the roll paper from Drawer 2: from the front panel, highlight the Paper icon and press the Select key.

144



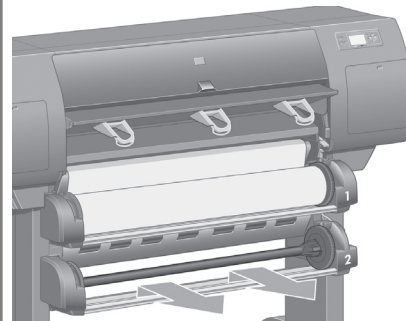
From the front panel, highlight 'Paper load' and press the Select key.

145



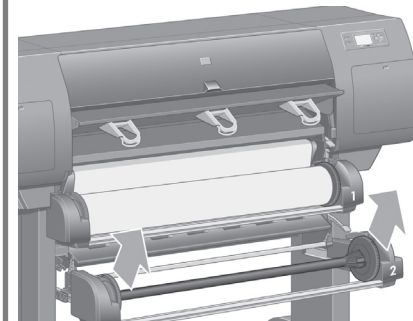
The front panel displays the above. Highlight 'Load roll 2' and press the Select key.

146



Using two hands, pull out Drawer 2.

147

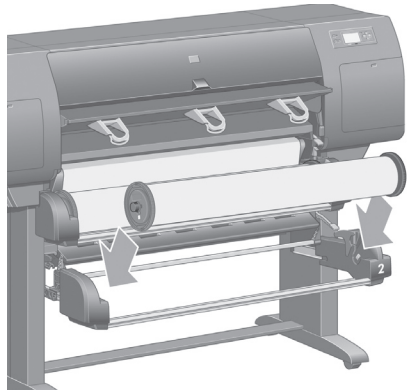


Remove the spindle from Drawer 2.

148

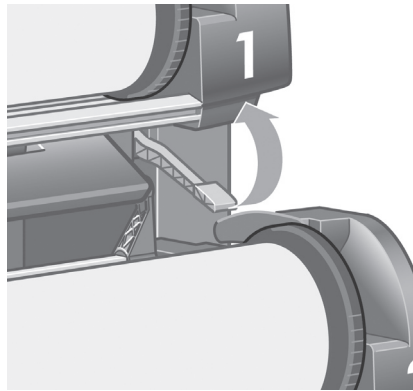
Load the spindle using the same procedure as described by points 127 to 133.

149



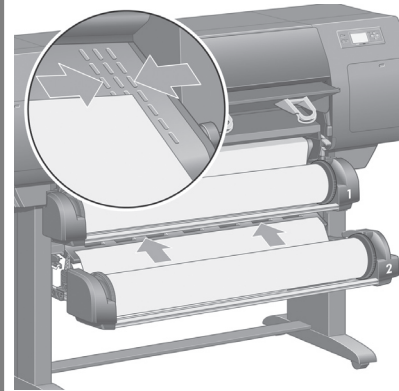
With the blue stop on the left, lower the spindle into Drawer 2.

150



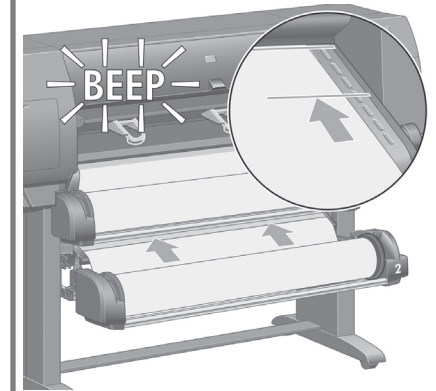
Lift the blue lever on Drawer 2. This is located on the right-hand side of the printer and under Drawer 1.

151



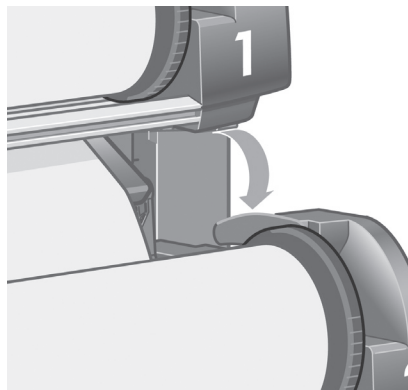
Feed the paper from roll 2 onto the drawer 2 platen. Align the paper parallel with the blue lines on the right side of the platen. The paper edge does not need to be aligned exactly with a specific blue line, but between the two outer lines.

152



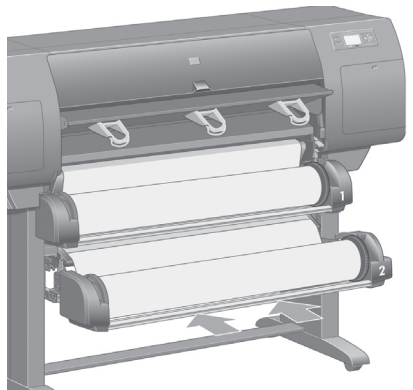
Feed the paper for a few centimeters more after the printer beeps, then turn the roller backwards to tension the paper correctly.

153



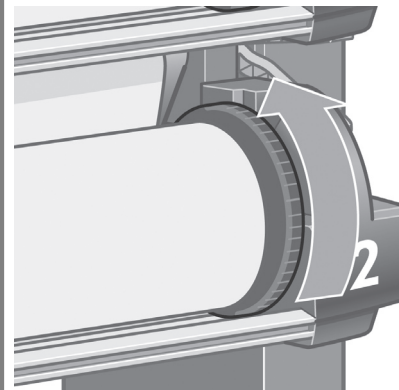
Lower the blue lever for Drawer 2.

154



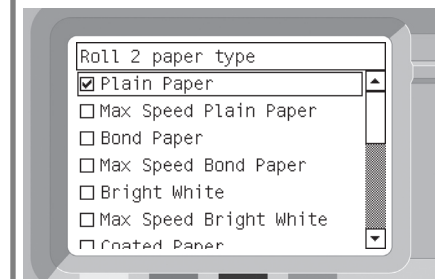
Using two hands, push in Drawer 2.

155



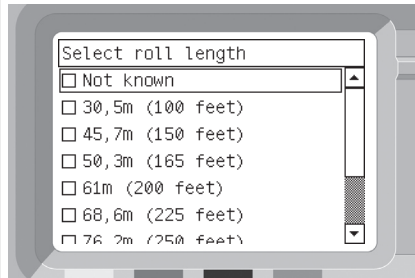
Using the stops, carefully wind the excess paper back on to the spindle.

156



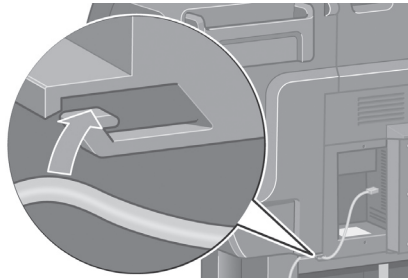
The front panel displays the above. Highlight the paper type you have loaded and press the Select key.

157



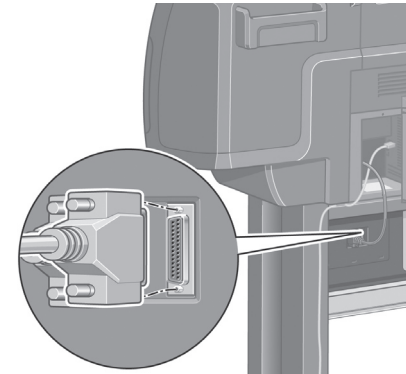
Select the roll length if known.

158



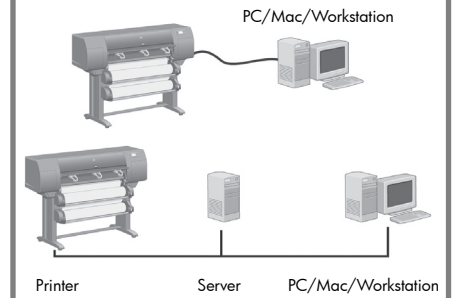
Pass the LAN cable through the hook at the rear of the printer.

159



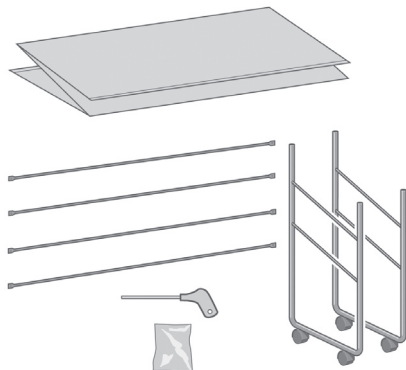
The roll module provides an extra socket to connect an optional accessory.
Caution: do not attempt to use this socket for any other purpose.

160

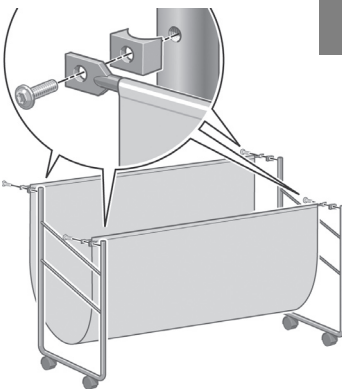


Your printer can be connected to a computer directly or to one or more computers via a network.

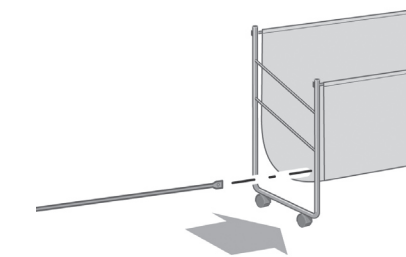
161



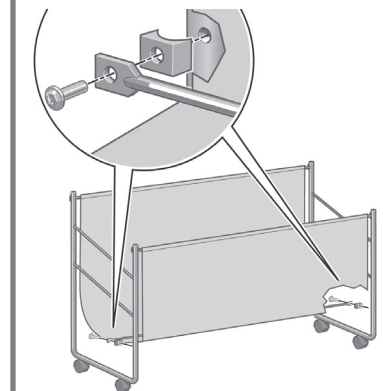
162

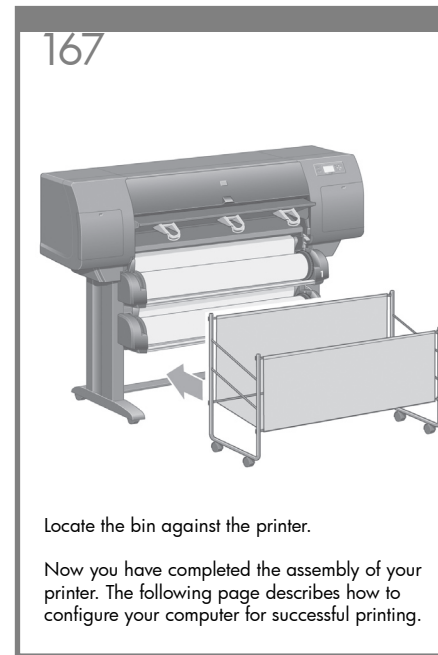
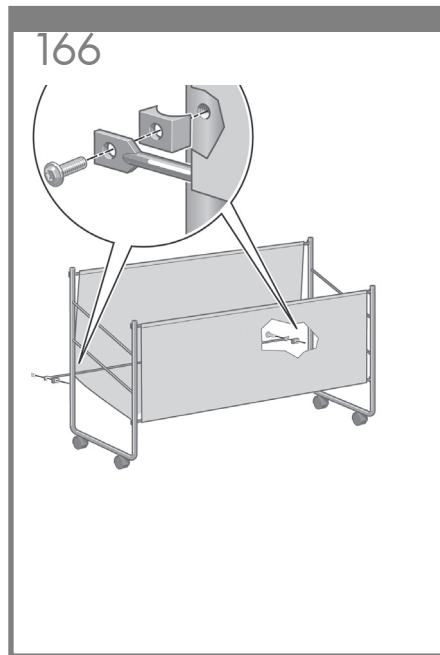
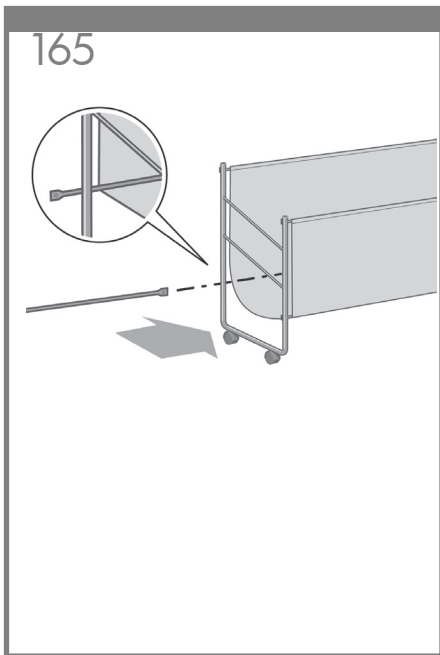


163



164





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/4520/drivers>
or
<http://www.hp.com/go/4520ps/drivers>

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