



LASERJET PRO 300 COLOR MFP  
LASERJET PRO 400 COLOR MFP

## Quick Reference Guide



M375  
M475

# Use HP Smart Install to connect to a computer, a wired network, or a wireless network

The software installation files are in the product memory. The HP Smart Install program uses a USB cable to transfer the installation files from the product to your computer. This installer supports USB connections, wired networks, and wireless networks. It installs all files you need to print, copy, scan, and fax. To use the HP Smart Install program, follow one of these procedures, depending on your connection type.



**NOTE:** If you prefer not to use the HP Smart Install program, you can insert the product CD to install the software.

## HP Smart Install for Windows direct connections (USB)

1. Turn the product on.
2. Connect an A-to-B type USB cable to the computer and the product. The HP Smart Install program might take a few minutes to start.
3. The HP Smart Install program should start automatically. Follow the onscreen instructions to install the software.




**NOTE:** The HP Smart Install program might take a few minutes to start. If the HP Smart Install program does not start automatically, AutoPlay might be disabled on the computer. Browse the computer and double-click the HP Smart Install drive to run the program.



**NOTE:** If the HP Smart Install program fails, disconnect the USB cable, turn the product off and then on again, and then insert the product CD into your computer. Follow the onscreen instructions. Connect the cable only when the software prompts you.

## HP Smart Install for Windows wired networks

1. Connect a network cable to the product and a network port. Allow a few minutes for an IP address to be assigned.
2. On the product control panel, touch the network  button to display the product IP address.
3. At the computer, open a Web browser and type the IP address in the URL address bar to open the HP Embedded Web Server. Click the **HP Smart Install** tab and follow the onscreen instructions.





**NOTE:** If the HP Smart Install program fails, insert the product CD into your computer. Follow the onscreen instructions.

## HP Smart Install for Windows wireless networks, method 1: Use the product control panel





**NOTE:** Use this method only if you know your wireless network SSID and password.

1. On the product control panel, touch the Wireless  button. Touch the [Wireless Menu](#) button, and then touch the [Wireless Setup Wizard](#) item. Follow the instructions to complete the wireless setup.
2. On the product control panel, touch the wireless status  button to display the product IP address.
3. At the computer, open a Web browser and type the IP address in the URL address bar to open the HP Embedded Web Server. Click the **HP Smart Install** tab and follow the onscreen instructions.

## HP Smart Install for Windows wireless networks, method 2: Temporarily connect a USB cable

1. Connect an A-to-B type USB cable to the computer and the product. The HP Smart Install program might take a few minutes to start.
2. Follow the onscreen instructions. Choose the **Wireless Network** option for the installation type. Remove the USB cable when instructed.

## HP Smart Install for Windows wireless networks, method 3: Use WPS

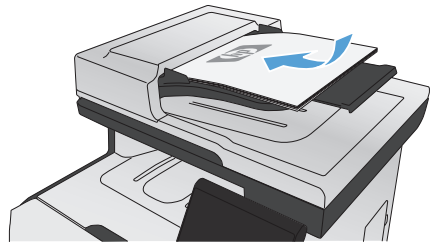
1. On the product control panel, touch the Wireless  button. Touch the [Wireless Menu](#) button, and then touch the [Wi-Fi Protected Setup](#) item. Follow the instructions to complete the wireless setup.
2. On the product control panel, touch the wireless status  button to display the product IP address.
3. At the computer, open a Web browser and type the IP address in the URL address bar to open the HP Embedded Web Server. Click the **HP Smart Install** tab and follow the onscreen instructions.

## Change copy quality

The following copy-quality settings are available:

- **Auto Select:** Use this setting when you are not concerned about the quality of the copy. This is the default setting.
- **Mixed:** Use this setting for documents that contain a mixture of text and graphics.
- **Text:** Use this setting for documents that contain mostly text.
- **Picture:** Use this setting for documents that contain mostly graphics.

1. Load the document onto the scanner glass or into the document feeder.



2. From the Home screen, touch the **Copy** button.
3. Touch the **Settings...** button, and then scroll to and touch the **Optimize** button. Touch the arrow buttons to scroll through the options, and then touch an option to select it.
4. Touch the **Black** or **Color** button to start copying.

## Scan by using HP Scan software (Windows)

1. Double-click the **HP Scan** icon on the computer desktop.
2. Select a scanning shortcut, and adjust the settings if necessary.
3. Click **Scan**.



**NOTE:** Click **Advanced Settings** to gain access to more options.

Click **Create New Shortcut** to create a customized set of settings and save it in the list of shortcuts.

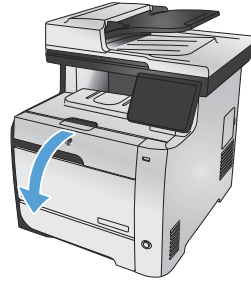
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## Replace the print cartridges

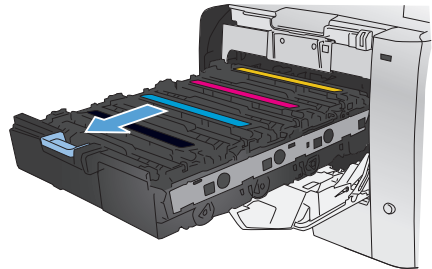
The product uses four colors and has a different print cartridge for each color: black (K), magenta (M), cyan (C), and yellow (Y).

**CAUTION:** If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. *Hot water sets toner into the fabric.*

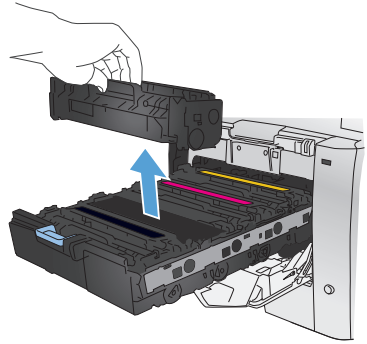
1. Open the front door.



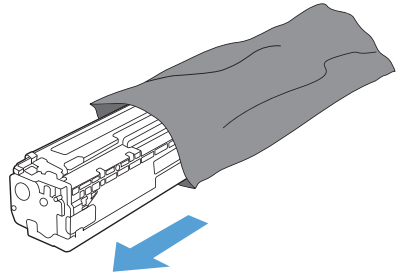
2. Pull out the print-cartridge drawer.



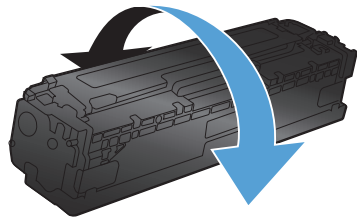
3. Grasp the handle on the old print cartridge and then pull the cartridge straight up to remove it.



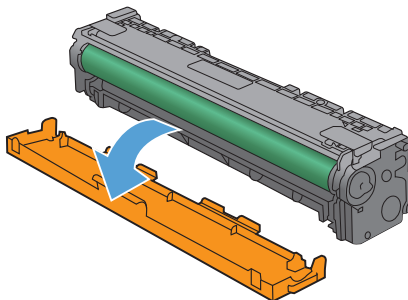
4. Remove the new print cartridge from the packaging.



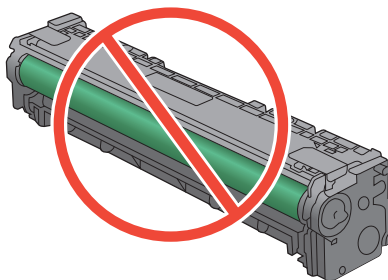
5. Gently rock the print cartridge from front to back to distribute the toner evenly inside the cartridge.



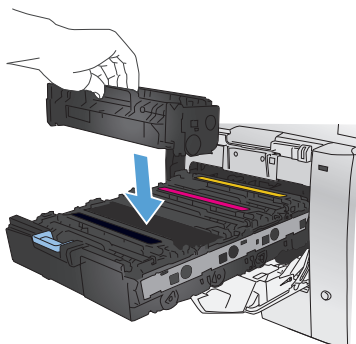
6. Remove the orange, plastic shield from the bottom of the new print cartridge.



7. Do not touch the imaging drum on the bottom of the print cartridge. Fingerprints on the imaging drum can cause print-quality problems.

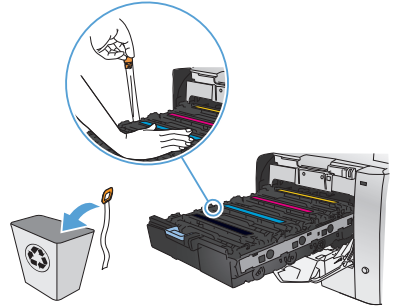


8. Insert the new print cartridge into the product.

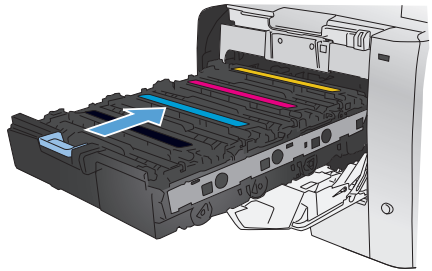




9. Pull the tab on the left side of the print cartridge straight up to completely remove the sealing tape. Recycle the sealing tape.



10. Close the print-cartridge drawer.



11. Close the front door.

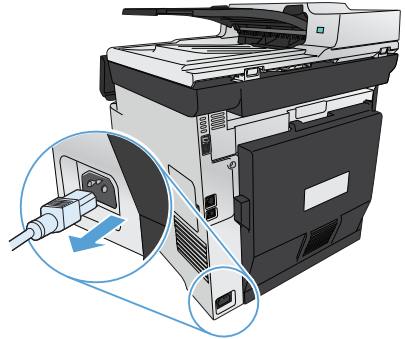


12. Place the old print cartridge, the sealing tape, and the orange plastic shield in the box for the new print cartridge. Follow the recycling instructions that are included in the box.

## Check the scanner glass for dirt and smudges

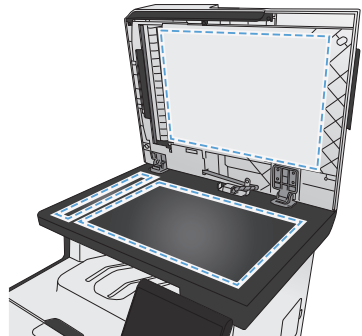
Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. This can cause vertical streaks on copy jobs from the document feeder, and specks on copy jobs from the flatbed scanner glass. Use the following procedure to clean the scanner glass and white plastic backing.

1. Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.



2. Open the scanner lid.
3. For specks on flatbed copy jobs, clean the scanner glass and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

For vertical streaks on document feeder copy jobs, clean the document feeder scanner strip on the left side of the product with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.



**CAUTION:** Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

4. Dry the glass and white plastic with a chamois or a cellulose sponge to prevent spotting.
5. Plug in the product, and then use the power switch to turn on the product.

## Understand paper use

This product supports a variety of paper and other print media. Paper or print media that does not meet the following guidelines might cause poor print quality, increased jams, and premature wear on the product.

It is possible for paper to meet all of these guidelines and still not produce satisfactory results. This might be the result of improper handling, unacceptable temperature and/or humidity levels, or other variables over which Hewlett-Packard has no control.



**CAUTION:** Using paper or print media that does not meet Hewlett-Packard's specifications might cause problems for the product, requiring repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.

- For best results, use only HP-brand paper and print media designed for laser printers or multiuse.
- Do not use paper or print media made for inkjet printers.



**CAUTION:** HP LaserJet products use fusers to bond dry toner particles to the paper in very precise dots. HP laser paper is designed to withstand this extreme heat. Using inkjet paper could damage the product.

- Hewlett-Packard Company cannot recommend the use of other brands of media because HP cannot control their quality.

Use the following guidelines to obtain satisfactory results when using special paper or print media. Set the paper type and size in the printer driver to obtain the best results.

Media type	Do	Do not
Envelopes	<ul style="list-style-type: none"><li>• Store envelopes flat.</li><li>• Use envelopes where the seam extends all the way to the corner of the envelope.</li><li>• Use peel-off adhesive strips that are approved for use in laser printers.</li></ul>	<ul style="list-style-type: none"><li>• Do not use envelopes that are wrinkled, nicked, stuck together, or otherwise damaged.</li><li>• Do not use envelopes that have clasps, snaps, windows, or coated linings.</li><li>• Do not use self-stick adhesives or other synthetic materials.</li></ul>

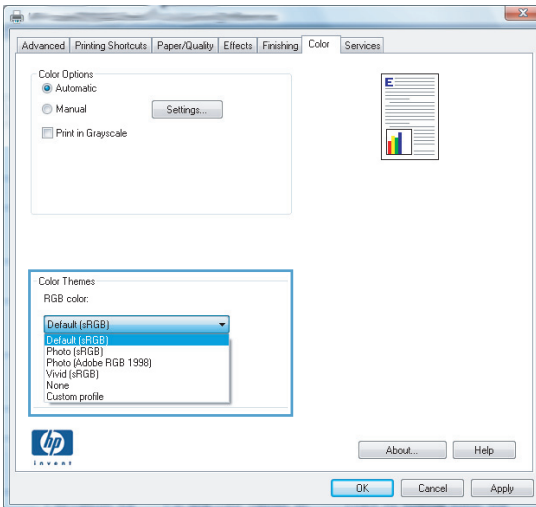
<b>Media type</b>	<b>Do</b>	<b>Do not</b>
Labels	<ul style="list-style-type: none"> <li>• Use only labels that have no exposed backing between them.</li> <li>• Use labels that lie flat.</li> <li>• Use only full sheets of labels.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use labels that have wrinkles or bubbles, or are damaged.</li> <li>• Do not print partial sheets of labels.</li> </ul>
Transparencies	<ul style="list-style-type: none"> <li>• Use only transparencies that are approved for use in color laser printers.</li> <li>• Place transparencies on a flat surface after removing them from the product.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use transparent print media not approved for laser printers.</li> </ul>
Letterhead or preprinted forms	<ul style="list-style-type: none"> <li>• Use only letterhead or forms approved for use in laser printers.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use raised or metallic letterhead.</li> </ul>
Heavy paper	<ul style="list-style-type: none"> <li>• Use only heavy paper that is approved for use in laser printers and meets the weight specifications for this product.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use paper that is heavier than the recommended media specification for this product unless it is HP paper that has been approved for use in this product.</li> </ul>
Glossy or coated paper	<ul style="list-style-type: none"> <li>• Use only glossy or coated paper that is approved for use in laser printers.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use glossy or coated paper designed for use in inkjet products.</li> </ul>

# Adjust color

Manage color by changing the settings on the **Color** tab in the printer driver.

## Change the color theme for a print job

1. On the **File** menu in the software program, click **Print**.
2. Click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. Select a color theme from the **Color Themes** drop-down list.



- **Default (sRGB):** This theme sets the product to print RGB data in raw device mode. When using this theme, manage color in the software program or in the operating system for correct rendering.
- **Vivid:** The product increases the color saturation in the midtones. Use this theme when printing business graphics.
- **Photo:** The product interprets RGB color as if it were printed as a photograph using a digital mini lab. The product renders deeper, more saturated colors differently than with the Default (sRGB) theme. Use this theme when printing photos.

- **Photo (Adobe RGB 1998):** Use this theme with printing digital photos that use the AdobeRGB color space rather than sRGB. Turn off color management in the software program when using this theme.
- **None:** No color theme is used.

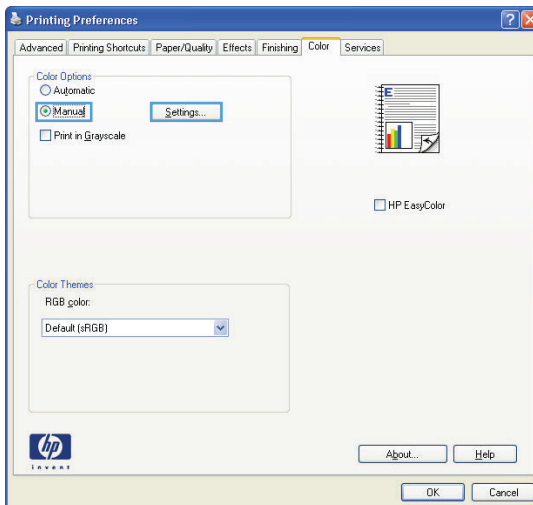
## Change the color options

Change the color options settings for the current print job from the color tab of the printer driver.

1. On the **File** menu in the software program, click the **Print** item.
2. Click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. Clear the **HP EasyColor** check box.
5. Click the **Automatic** or **Manual** setting.
  - **Automatic** setting: Select this setting for most color print jobs
  - **Manual** setting: Select this setting to adjust the color settings independent from other settings.



**NOTE:** Changing color settings manually can impact output. HP recommends that only color graphics experts change these settings.



6. Click the **Print in Grayscale** option to print a color document in black and shades of gray. Use this option to print color documents for photocopying or faxing. You can also use this option to print draft copies or to save color cartridge life.
7. Click the **OK** button.

## Manual color options


Use manual color options to adjust the **Neutral Grays**, **Halftone**, and **Edge Control** options for text, graphics, and photographs.

**Table 1 Manual color options**

Setting description	Setting options
<p><b>Edge Control</b></p> <p>The <b>Edge Control</b> setting determines the rendering of edges. Edge control has two components: adaptive halftoning and trapping. Adaptive halftoning increases edge sharpness. Trapping reduces the effect of color-plane misregistration by overlapping the edges of adjacent objects slightly.</p>	<ul style="list-style-type: none"> <li>• <b>Off</b> turns off both trapping and adaptive halftoning.</li> <li>• <b>Light</b> sets trapping at a minimal level. Adaptive halftoning is on.</li> <li>• <b>Normal</b> sets trapping at a medium level. Adaptive halftoning is on.</li> <li>• <b>Maximum</b> is the most aggressive trapping setting. Adaptive halftoning is on.</li> </ul>
<p><b>Halftone</b></p> <p><b>Halftone</b> options affect color output clarity and resolution.</p>	<ul style="list-style-type: none"> <li>• <b>Smooth</b> provides better results for large, solid-filled print areas and enhances photographs by smoothing color gradations. Select this option when uniform and smooth area fills are important.</li> <li>• <b>Detail</b> is useful for text and graphics that require sharp distinctions among lines or colors, or images that contain a pattern or a high level of detail. Select this option when sharp edges and small details are important.</li> </ul>
<p><b>Neutral Grays</b></p> <p>The <b>Neutral Grays</b> setting determines the method for creating gray colors used in text, graphics, and photographs.</p>	<ul style="list-style-type: none"> <li>• <b>Black Only</b> generates neutral colors (grays and black) by using only black toner. This guarantees neutral colors without a color cast. This setting is best for documents and grayscale viewgraphs.</li> <li>• <b>4-Color</b> generates neutral colors (grays and black) by combining all four toner colors. This method produces smoother gradients and transitions to other colors, and it produces the darkest black.</li> </ul>



## Clean the paper path from the product control panel

1. From the Home screen, touch the Setup  button.



2. Touch the [Service](#) menu.
3. Touch the [Cleaning Page](#) button.
4. Load plain letter or A4 paper when you are prompted.
5. Touch the [OK](#) button to begin the cleaning process.

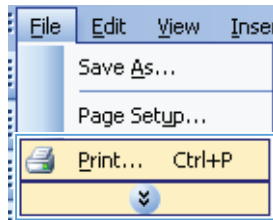
A page feeds through the product slowly. Discard the page when the process is completed.



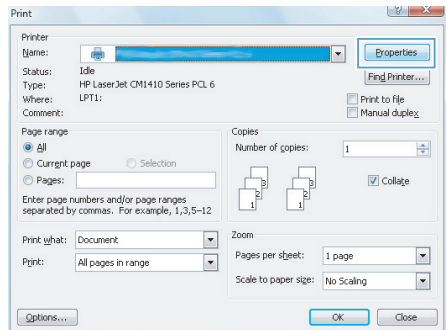
**NOTE:** For models that do not have an automatic duplexer, the product prints the first side and then prompts you to remove the page from the output bin and reload it in Tray 1, keeping the same orientation.

# Print on both sides manually with Windows

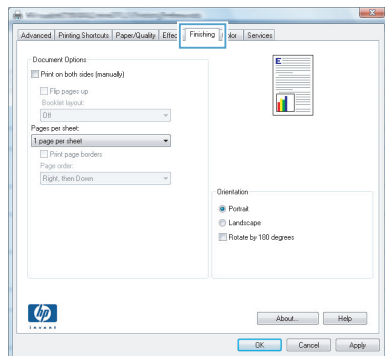
1. On the **File** menu in the software program, click **Print**.



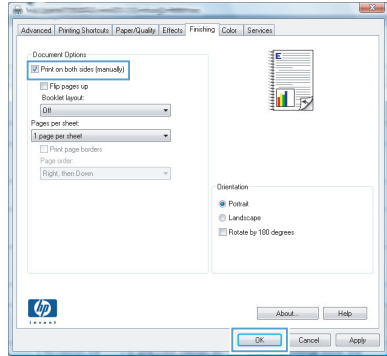
2. Select the product, and then click the **Properties** or **Preferences** button.



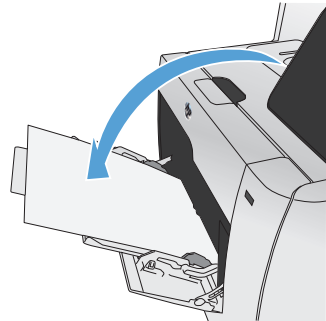
3. Click the **Finishing** tab.



4. Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.



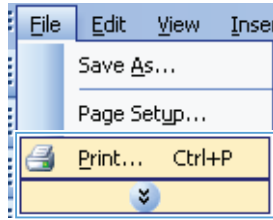
5. Retrieve the printed stack from the output bin, and maintaining the same orientation, place it with the printed side facing down in Tray 1.



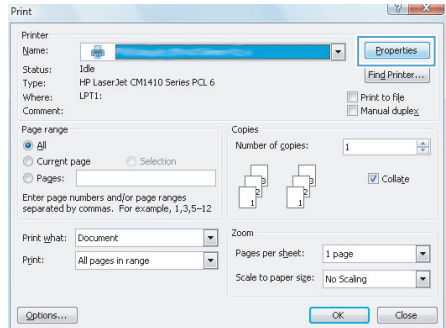
6. On the control panel, press the **OK** button to print the second side of the job.

## Automatically print on both sides with Windows

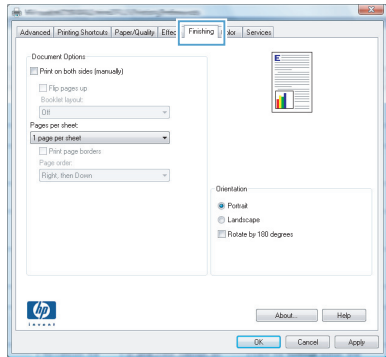
1. On the **File** menu in the software program, click **Print**.



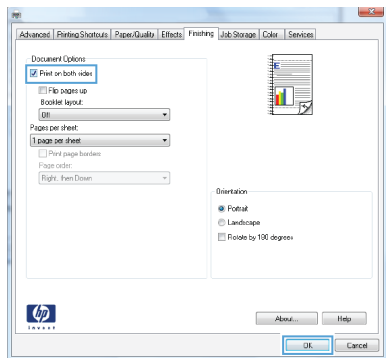
2. Select the product, and then click the **Properties** or **Preferences** button.



3. Click the **Finishing** tab.



4. Select the **Print on both sides** check box.  
Click the **OK** button to print the job.







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