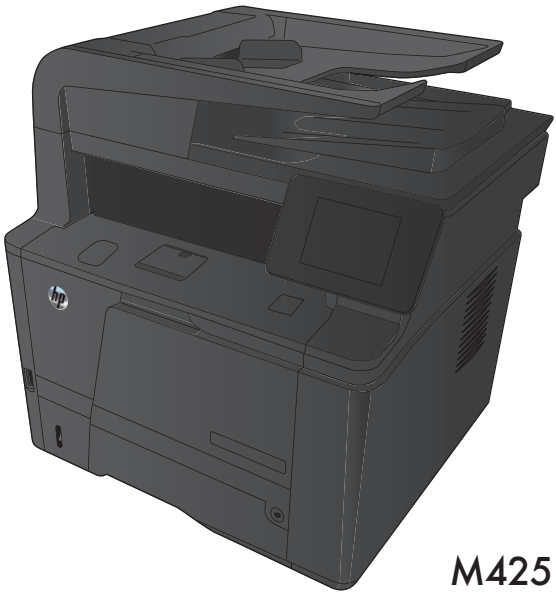
LASERJET PRO 400 MFP

Quick Reference Guide



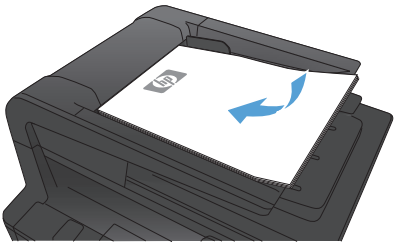
M425

Optimize 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 on the product control panel, 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 Start Copy button to start copying.

Scan by using the 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**.

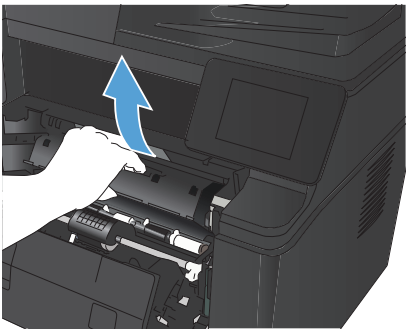
NOTE: Click **Advanced Settings** to gain access to more options.

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

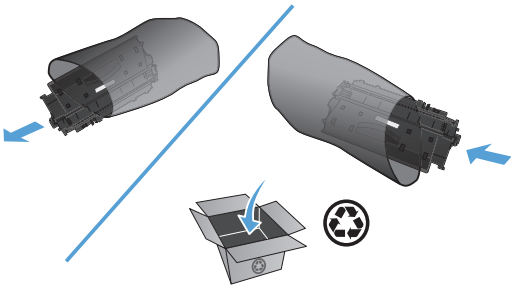
Change the toner cartridge

When a toner cartridge approaches the end of useful life, you are prompted to order a replacement. You can continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality.

1. Open the toner cartridge door, and then remove the toner cartridge.

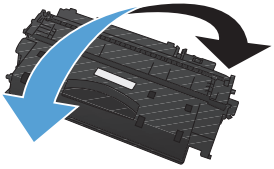


2. Remove the new toner cartridge from the bag. Place the used toner cartridge in the bag for recycling.

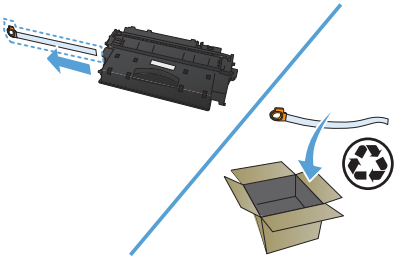


3. Grasp both sides of the toner cartridge and distribute the toner by gently rocking the cartridge.

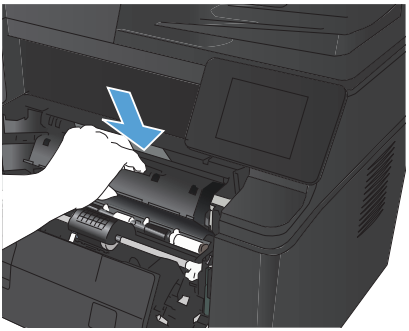
   CAUTION: Do not touch the shutter or the surface of the roller.



4. Bend the tab on the left side of the cartridge until the tab breaks loose. Pull the tab until all the tape is removed from the cartridge. Place the tab and tape in the toner cartridge box to return for recycling.



5. Align the toner cartridge with the tracks inside the product, insert the toner cartridge until it is firmly seated, and then close the toner cartridge door.

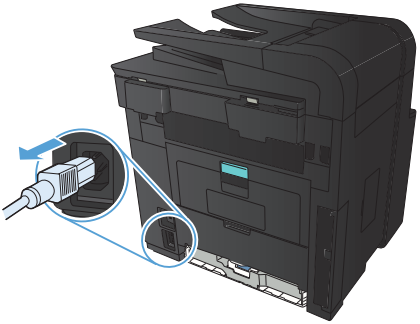


6. Installation is complete. Place the used toner cartridge in the box in which the new cartridge arrived. See the enclosed recycling guide for recycling instructions.

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. Use the following procedure to clean the scanner.

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. Clean the scanner glass, the document feeder strips, and the white plastic backing 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 parts 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.

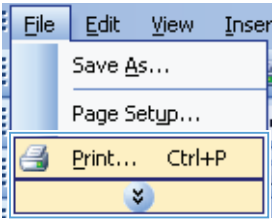
Print a cleaning page

1. From the Home screen on the product control panel, 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.

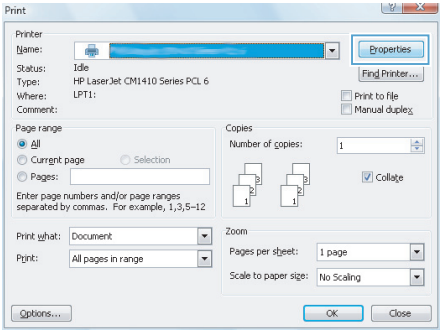
   The product prints the first side and then prompts you to remove the page from the output bin and reload it in Tray 1, keeping the same orientation. Wait until the process is complete. Discard the page that prints.

Automatically print on both sides with Windows

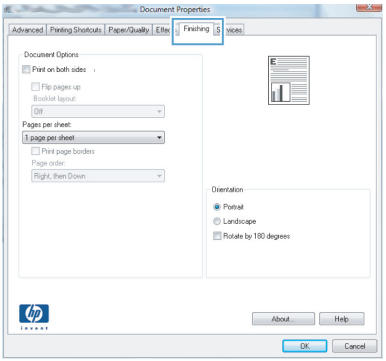
1. On the **File** menu in the software program, click **Print**.



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

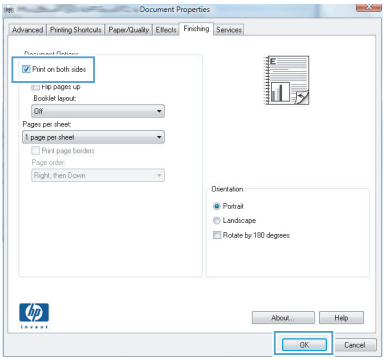


3. Click the **Finishing** tab.



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

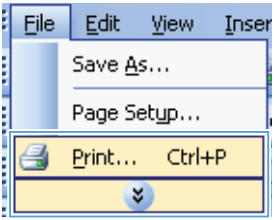
   NOTE: If the product is a duplex model and only manual duplex appears, either the duplex unit is not installed correctly in the **Device Settings** tab of the **Printer Properties** dialog box, or the media type is not supported by the duplex unit.



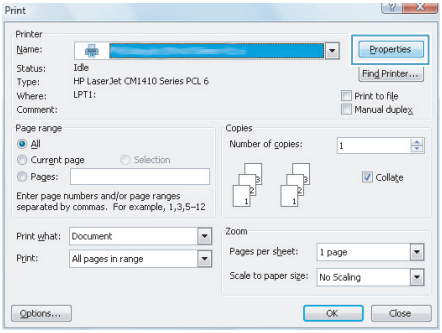
Manually print on both sides with Windows

NOTE: This product includes an automatic two-sided printing feature. However, the product also can print two-sided jobs manually if the paper is not supported by automatic two-sided printing, or if the duplex unit has been disabled.

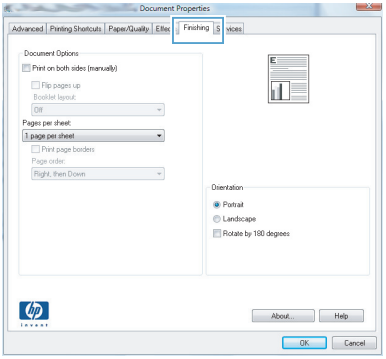
1. On the **File** menu in the software program, click **Print**.



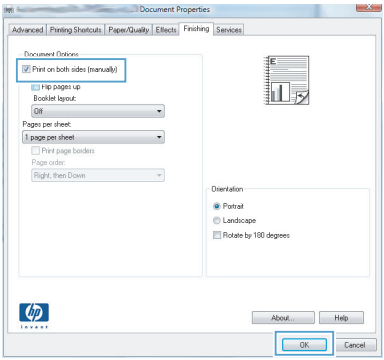
2. Select the product, and then click the **Properties** or **Preferences** button.



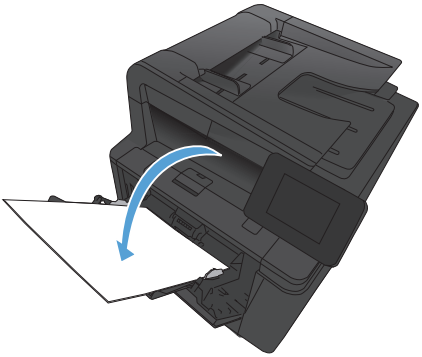
3. Click the **Finishing** tab.



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 in Tray 1 with the printed side down and the top of the pages toward the product.



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

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