



# LASERJET ENTERPRISE 700 MFP

## User Guide



M725dn



M725f



M725z



M725z+





# HP LaserJet Enterprise MFP M725

User Guide

## Copyright and License

© Copyright 2017 HP Development Company, L.P.

Reproduction, adaptation, or translation without prior written permission is prohibited, except as allowed under the copyright laws.

The information contained herein is subject to change without notice.

The only warranties for HP products and services are set forth in the express warranty statements accompanying such products and services. Nothing herein should be construed as constituting an additional warranty. HP shall not be liable for technical or editorial errors or omissions contained herein.

Edition 2, 8/2017

## Trademark Credits

Adobe®, Adobe Photoshop®, Acrobat®, and PostScript® are trademarks of Adobe Systems Incorporated.

Apple and the Apple logo are trademarks of Apple Computer, Inc., registered in the U.S. and other countries. iPod is a trademark of Apple Computer, Inc. iPod is for legal or rightholder-authorized copying only. Don't steal music.

Microsoft®, Windows®, Windows® XP, and Windows Vista® are U.S. registered trademarks of Microsoft Corporation.

UNIX® is a registered trademark of The Open Group.

---

# Table of contents

<b>1 Product introduction</b>	<b>1</b>
Product comparison	2
Product views	5
Product front-right view	5
Product front-left view	6
Product input options	7
Interface ports	8
Serial number and model number location	9
Control panel	10
Control-panel layout	10
Control-panel Home screen	10
Control-panel cleaning	12
Control-panel help	12
Product reports	14
<b>2 Connect the product and install software</b>	<b>17</b>
Connect the product to a computer by using a USB cable and install the software (Windows)	18
Connect the product to a network by using a network cable and install the software (Windows)	20
Configure the IP address	20
Install the software	21
Connect the product to a computer by using a USB cable and install the software (Mac OS X)	22
Connect the product to a network by using a network cable and install the software (Mac OS X)	23
Configure the IP address	23
Install the software	24
<b>3 Input trays and output bins</b>	<b>27</b>
Supported paper sizes	28
Supported paper types	31
Configure trays	32
Configure a tray when loading paper	32
Configure a tray to match print job settings	32

Configure a tray by using the control panel .....	32
Alternative letterhead mode .....	33
Tray 1 .....	34
Tray capacity and paper orientation .....	34
Load Tray 1 .....	34
Tray 2 and Tray 3 .....	37
Tray capacity and paper orientation .....	37
Load Tray 2 and Tray 3 .....	37
500-sheet trays .....	40
500-sheet tray capacity and paper orientation .....	40
Load the 500-sheet trays .....	40
3,500-sheet high-capacity tray .....	43
3,500-sheet high-capacity input capacity and paper orientation .....	43
Load the 3,500-sheet high-capacity tray .....	43
Standard output bin .....	45
Stapler/stacker (z and z+ models only) .....	45
<b>4 Parts, supplies, and accessories .....</b>	<b>47</b>
Order parts, accessories, and supplies .....	48
Toner cartridges .....	49
Toner cartridge view .....	49
Toner cartridge information .....	50
Recycle toner cartridges .....	50
Toner-cartridge storage .....	50
HP policy on non-HP toner cartridges .....	50
Replace the toner cartridges .....	51
HP anticounterfeit Web site .....	54
Print when a toner cartridge is at estimated end of life .....	55
Enable or disable the Very Low Settings options from the control panel .....	56
Customer self-repair parts .....	57
Accessories .....	60
Toner cartridge .....	61
Toner-cartridge view .....	61
Toner-cartridge information .....	62
Recycle the toner cartridge .....	62
Toner-cartridge storage .....	62
HP policy on non-HP toner cartridges .....	62
Replace the toner cartridge .....	63
Staples (stapling models only) .....	66
Load staples .....	66

<b>5 Print</b> .....	<b>69</b>
Supported print drivers (Windows) .....	70
HP Universal Print Driver (UPD) .....	70
UPD installation modes .....	71
Change print-job settings (Windows) .....	72
Change the settings for all print jobs until the software program is closed .....	72
Change the default settings for all print jobs .....	72
Change the product configuration settings .....	72
Change print-job settings (Mac OS X) .....	73
Change the settings for all print jobs until the software program is closed .....	73
Change the default settings for all print jobs .....	73
Change the product configuration settings .....	73
Print tasks (Windows) .....	74
Use a printing shortcut (Windows) .....	74
Create printing shortcuts (Windows) .....	76
Automatically print on both sides (Windows) .....	79
Manually print on both sides (Windows) .....	81
Print multiple pages per sheet (Windows) .....	83
Select the page orientation (Windows) .....	85
Select the paper type (Windows) .....	87
Print the first or last page on different paper (Windows) .....	90
Scale a document to fit page size (Windows) .....	93
Create a booklet (Windows) .....	95
Select staple options (Windows) .....	97
Print tasks (Mac OS X) .....	99
Use a printing preset (Mac OS X) .....	99
Create a printing preset (Mac OS X) .....	99
Automatically print on both sides (Mac OS X) .....	99
Manually print on both sides (Mac OS X) .....	99
Print multiple pages per sheet (Mac OS X) .....	100
Select the page orientation (Mac OS X) .....	100
Select the paper type (Mac OS X) .....	100
Print a cover page (Mac OS X) .....	100
Scale a document to fit page size (Mac OS X) .....	101
Create a booklet (Mac OS X) .....	101
Select staple options (Mac OS X) .....	102
Additional print tasks (Windows) .....	103
Cancel a print job (Windows) .....	103
Select the paper size (Windows) .....	103
Select a custom paper size (Windows) .....	103
Print watermarks (Windows) .....	104

Additional print tasks (Mac OS X) .....	105
Cancel a print job (Mac OS X) .....	105
Select the paper size (Mac OS X) .....	105
Select a custom paper size (Mac OS X) .....	105
Print watermarks (Mac OS X) .....	105
Store print jobs on the product .....	107
Create a stored job (Windows) .....	107
Create a stored job (Mac OS X) .....	109
Print a stored job .....	110
Delete a stored job .....	110
Add a job-separator page (Windows) .....	111
Use HP ePrint .....	112
Use the HP ePrint software .....	113
Use Apple AirPrint .....	114
Connect the product to AirPrint .....	114
Find the product AirPrint name .....	114
Print from AirPrint .....	114
Change the AirPrint product name .....	114
Solve AirPrint problems .....	115
Use HP Smart Print (Windows) .....	116
Use easy-access USB printing .....	117
Print easy-access USB documents .....	118

## 6 Copy ..... 119

Set new default copy settings .....	120
Make a single copy .....	121
Make multiple copies .....	122
Copy a multiple-page original .....	124
Collate a copy job .....	126
Staple a copy job .....	128
Copy on both sides (duplex) .....	129
Copy on both sides automatically .....	129
Copy on both sides manually .....	130
Reduce or enlarge a copy image .....	132
Optimize copy quality for text or pictures .....	134
Adjust the copy lightness/darkness .....	135
Set the paper size and type for copying on special paper .....	137
Use Job Build mode .....	138
Copy a book .....	139
Copy a photo .....	141

<b>7 Scan/send .....</b>	<b>143</b>
Set up scan/send features .....	144
Change default scan/send settings from the product control panel .....	146
Send a scanned document to a network folder .....	148
Send a scanned document to a folder in the product memory .....	152
Send a scanned document to a USB flash drive .....	153
Scan and save the document .....	153
Send a scanned document to one or more email addresses .....	156
Use the address book to send email .....	159
Add contacts to the address book from the product control panel .....	159
Send a document to email by using the address book .....	161
Scan a photo .....	164
<b>8 Fax .....</b>	<b>167</b>
Configure required fax settings .....	168
Fax Setup Wizard .....	168
Set or verify the date and time .....	169
Set or verify the date/time format .....	169
Configure fax dialing settings .....	170
Configure general fax send settings .....	171
Configure fax billing codes .....	172
Configure default options for fax send jobs .....	173
Configure fax receive settings .....	174
Use a fax printing schedule .....	175
Block incoming faxes .....	176
Create a blocked-fax list .....	176
Delete numbers from the blocked-fax list .....	176
Configure default options for fax receive jobs .....	177
Fax archiving and forwarding .....	178
Enable fax archiving .....	178
Enable fax forwarding .....	178
Create a speed dial list .....	179
Add a number to an existing speed dial list .....	182
Delete a speed dial list .....	183
Delete a single number from a speed dial list .....	184
Send a fax by entering numbers manually .....	185
Send a fax by using a speed dial .....	187
Search a speed-dial list by name .....	189
Send a fax by using fax address book numbers .....	190
Search the fax address book .....	192
Cancel a fax .....	193

Use Fax over VoIP networks .....	194
Fax reports .....	195
Fax activity log .....	195
Billing code report .....	196
Blocked fax list report .....	196
Speed dial list report .....	196
Fax call report .....	196
<b>9 Manage the product .....</b>	<b>197</b>
Configure IP network settings .....	198
Printer sharing disclaimer .....	198
View or change network settings .....	198
Manually configure IPv4 TCP/IP parameters from the control panel .....	198
Manually configure IPv6 TCP/IP parameters from the control panel .....	199
HP Embedded Web Server .....	200
Open the HP Embedded Web Server .....	200
HP Embedded Web Server features .....	201
Information tab .....	201
General tab .....	201
Copy/Print tab .....	202
Scan/Digital Send tab .....	202
Fax tab (Fax models only) .....	203
Troubleshooting tab .....	204
Security tab .....	204
HP Web Services tab .....	205
Networking tab .....	205
Other Links list .....	205
HP Utility (Mac OS X) .....	206
Open HP Utility .....	206
HP Utility features .....	206
Use HP Web Jetadmin software .....	208
Economy settings .....	209
Print with EconoMode .....	209
Optimize speed or energy use .....	209
Set sleep mode .....	209
Set the sleep schedule .....	210
Product security features .....	212
Security statements .....	212
IP Security .....	212
Sign in to the product .....	212
Assign a system password .....	212

Encryption support: HP High-Performance Secure Hard Disks .....	212
Lock the formatter cage .....	213
Upgrade the product firmware .....	214

## 10 Solve problems ..... 215

Solve problems checklist .....	216
Factors that affect product performance .....	218
Restore factory-set defaults .....	219
Control-panel help .....	220
Paper feeds incorrectly or becomes jammed .....	221
The product does not pick up paper .....	221
The product picks up multiple sheets of paper .....	221
The document feeder jams, skews, or picks up multiple sheets of paper .....	221
Prevent paper jams .....	222
Clear jams .....	223
Jam locations .....	223
Auto-navigation for clearing jams .....	223
Clear jams in the document feeder .....	224
Clear jams in the output-bin area .....	225
Clear jams in the stapler/stacker .....	226
Clear staple jams .....	228
Clear jams in Tray 1 .....	231
Clear jams in Tray 2 or Tray 3 .....	232
Clear jams in the 500-sheet trays .....	234
Clear jams in the 3,500-sheet high-capacity tray .....	236
Clear jams from the toner-cartridge area .....	239
Clear jams in the fuser .....	242
Clear jams from the duplexer .....	244
Change jam recovery .....	246
Improve print quality .....	247
Print from a different software program .....	247
Set the paper-type setting for the print job .....	247
Check the paper type setting (Windows) .....	247
Check the paper type setting (Mac OS X) .....	247
Check the toner-cartridge status .....	248
Print a cleaning page .....	248
Visually inspect the toner cartridge .....	249
Check paper and the printing environment .....	249
Use paper that meets HP specifications .....	249
Check the environment .....	250
Check the EconoMode settings .....	250

Try a different print driver .....	250
Set the individual tray alignment .....	251
Improve copy quality .....	253
Check the scanner glass for dirt or smudges .....	253
Calibrate the scanner .....	255
Check the paper settings .....	255
Check the paper size and type configuration .....	255
Select the tray to use for the copy .....	255
Check the image-adjustment settings .....	255
Optimize copy quality for text or pictures .....	255
Edge-to-edge copying .....	256
Clean the pickup rollers and separation pad in the document feeder .....	256
Improve scan quality .....	258
Check the scanner glass for dirt or smudges .....	258
Check the resolution settings .....	259
Check the image-adjustment settings .....	260
Optimize scan quality for text or pictures .....	260
Check the output-quality settings .....	260
Clean the pickup rollers and separation pad in the document feeder .....	261
Improve fax quality .....	263
Check the scanner glass for dirt or smudges .....	263
Check the send-fax resolution settings .....	264
Check the image-adjustment settings .....	265
Optimize fax quality for text or pictures .....	265
Check the error-correction settings .....	265
Send to a different fax machine .....	266
Clean the pickup rollers and separation pad in the document feeder .....	266
Check the fit-to-page setting .....	267
Check the sender's fax machine .....	268
The product does not print or it prints slowly .....	269
The product does not print .....	269
The product prints slowly .....	269
Solve easy-access USB printing problems .....	270
The Retrieve from USB menu does not open when you insert the USB flash drive .....	270
The file does not print from the USB flash drive .....	270
The file that you want to print is not listed in the Retrieve from USB menu .....	271
Solve USB connection problems .....	272
Solve wired network problems .....	273
The product has a poor physical connection .....	273
The computer is using the incorrect IP address for the product .....	273
The computer is unable to communicate with the product .....	273

The product is using incorrect link and duplex settings for the network .....	274
New software programs might be causing compatibility problems .....	274
The computer or workstation might be set up incorrectly .....	274
The product is disabled, or other network settings are incorrect .....	274
Solve fax problems .....	275
Checklist for solving fax problems .....	275
What type of phone line are you using? .....	275
Are you using a surge-protection device? .....	275
Are you using a phone company voice-messaging service or an answering machine? ..	275
Does your phone line have a call-waiting feature? .....	275
Check fax accessory status .....	276
General fax problems .....	276
Use Fax over VoIP networks .....	277
Problems with receiving faxes .....	278
Problems with sending faxes .....	279
Fax error codes .....	280
Fax error messages on the product control panel .....	280
Send-fax messages .....	282
Receive-fax messages .....	283
Service settings .....	283
Settings in the Troubleshooting menu .....	283
Solve product software problems (Windows) .....	285
A print driver for the product is not visible in the Printer folder .....	285
An error message was displayed during the software installation .....	285
The product is in Ready mode, but nothing prints .....	285
Solve product software problems (Mac OS X) .....	287
The product name does not appear in the product list in the Print & Fax or the Print & Scan list ....	287
A print job was not sent to the product that you wanted .....	287
When connected with a USB cable, the product does not appear in the Print & Fax or the Print & Scan list after the driver is selected .....	287
Remove software (Windows) .....	288
Remove the print driver (Mac OS X) .....	289

Index .....	291
-------------	-----



---

# 1 Product introduction

- [Product comparison](#)
- [Product views](#)
- [Control panel](#)
- [Product reports](#)

## Product comparison

		M725dn	M725f	M725z	M725z+
		CF066A	CF067A	CF068A	CF069A
<b>Paper handling</b>	Tray 1 (100-sheet capacity)	✓	✓	✓	✓
	Tray 2 (250-sheet capacity)	✓	✓	✓	✓
	Tray 3 (250-sheet capacity)	✓	✓	✓	✓
	Optional 500-sheet tray		✓		
	Optional 500-sheet tray with cabinet		✓		
	Optional 3x500-sheet tray			✓	
	Optional 3,500-sheet high-capacity tray				✓
	Standard output bin (250-sheet capacity)	✓	✓	✓	✓
	Stacker output bin (500-sheet capacity)			✓	✓
	Automatic duplex printing	✓	✓	✓	✓
In-line 30-page stapler			✓	✓	
<b>Connectivity</b>	Hi-Speed USB 2.0	✓	✓	✓	✓
	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓	✓	✓
	Easy-access USB port, for printing and scanning without a computer, and for upgrading the firmware	✓	✓	✓	✓
<b>Storage</b>	320 GB HP High-Performance Secure Hard Disk	✓	✓	✓	✓
<b>Control-panel display</b>	Touchscreen control panel	✓	✓	✓	✓
<b>Print</b>	Prints 41 pages per minute (ppm) on A4-size paper and 40 ppm on Letter-size paper	✓	✓	✓	✓
	Easy-access USB printing (no computer required)	✓	✓	✓	✓
<b>Fax</b>	HP LaserJet Analog Fax Accessory 500		✓	✓	✓
<b>Copy and Scan</b>	Copies and scans 41 pages ppm on A4-size originals and 40 ppm on Letter-size originals	✓	✓	✓	✓
	Resolution is 600 x 300 pixels per inch (ppi)	✓	✓	✓	✓

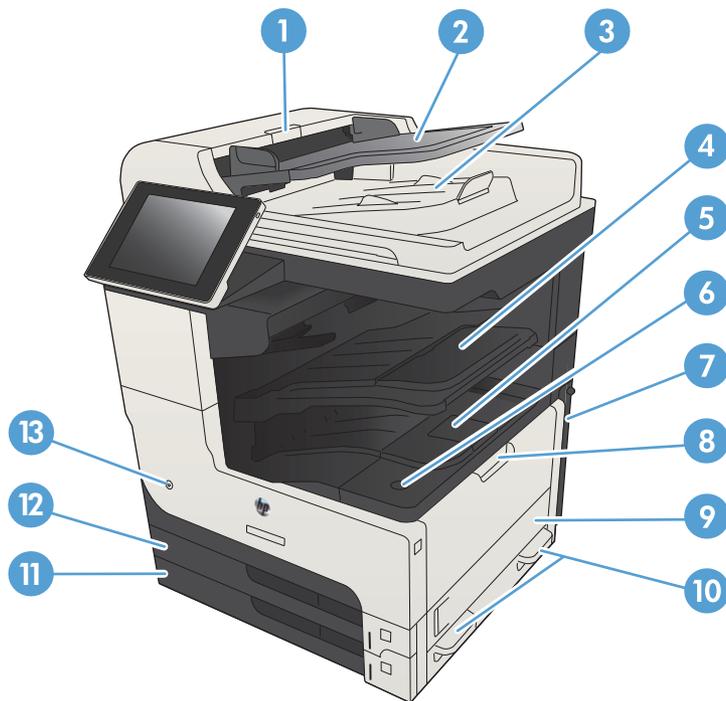
		M725dn	M725f	M725z	M725z+
		CF066A	CF067A	CF068A	CF069A
	100-page document feeder with automatic duplex copying and scanning	✓	✓	✓	✓
	Easy-access USB copying and scanning (no computer required)	✓	✓	✓	✓
	Color or monochrome scanning	✓	✓	✓	✓
<b>Digital Send</b>	Send to E-mail and Save to Network Folder	✓	✓	✓	✓
<b>Supported operating systems<sup>1</sup></b>	Windows XP SP2 or later, 32-bit  <b>NOTE:</b> Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system.	✓	✓	✓	✓
	Windows XP SP2 or later, 64-bit (print driver only, not supported by the software installer)  <b>NOTE:</b> Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system.	✓	✓	✓	✓
	Windows Vista, 32-bit and 64-bit  <b>NOTE:</b> Windows Vista Starter is not supported by the software installer or the print driver.	✓	✓	✓	✓
	Windows 7, 32-bit and 64-bit	✓	✓	✓	✓
	Windows 8, 32-bit and 64-bit	✓	✓	✓	✓
	Windows 2003 Server SP1 or later, 32-bit and 64-bit  <b>NOTE:</b> The software installer does not support the 64-bit version, but the print driver supports it.	✓	✓	✓	✓
	Windows Server 2008, 32-bit and 64-bit	✓	✓	✓	✓

	M725dn	M725f	M725z	M725z+
	CF066A	CF067A	CF068A	CF069A
Windows Server 2008 R2, 64-bit	✓	✓	✓	✓
Mac OS X 10.6, 10.7, and 10.8	✓	✓	✓	✓

<sup>1</sup> The list of supported operating systems applies to the Windows PCL 6, PCL 5, PS, and Mac print drivers and to the in-box software installation CD. For a current list of supported operating systems, go to [www.hp.com/go/ljMFPM725\\_software](http://www.hp.com/go/ljMFPM725_software).

# Product views

## Product front-right view

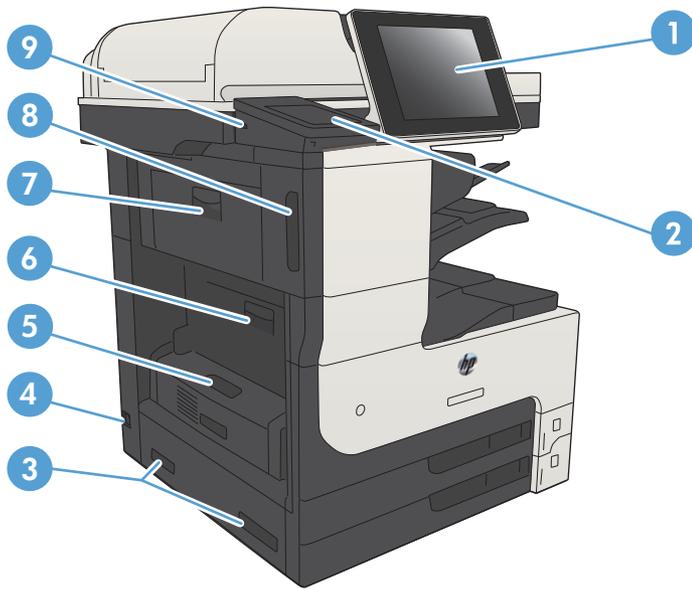


---

1	Document-feeder cover
2	Document-feeder input tray
3	Document-feeder output bin
4	Stapler/stacker output bin
5	Toner-cartridge door
6	Cartridge-door-release button
7	Formatter (contains the interface ports)
8	Tray 1
9	Right-side access door
10	Handles for lifting the product
11	Tray 3
12	Tray 2
13	On/off button

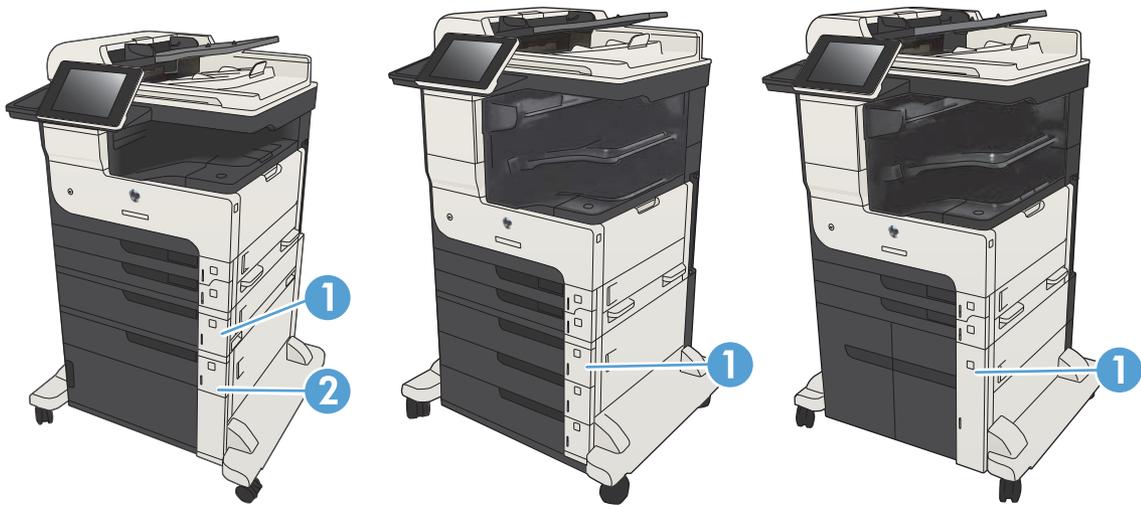
---

## Product front-left view



1	Control-panel display
2	Hardware-integration pocket (for connecting third-party devices)
3	Handles for lifting the product
4	Power connection
5	Duplexer
6	Fuser jam-access cover
7	Upper-left door
8	Stapler door
9	Easy-access USB port

## Product input options



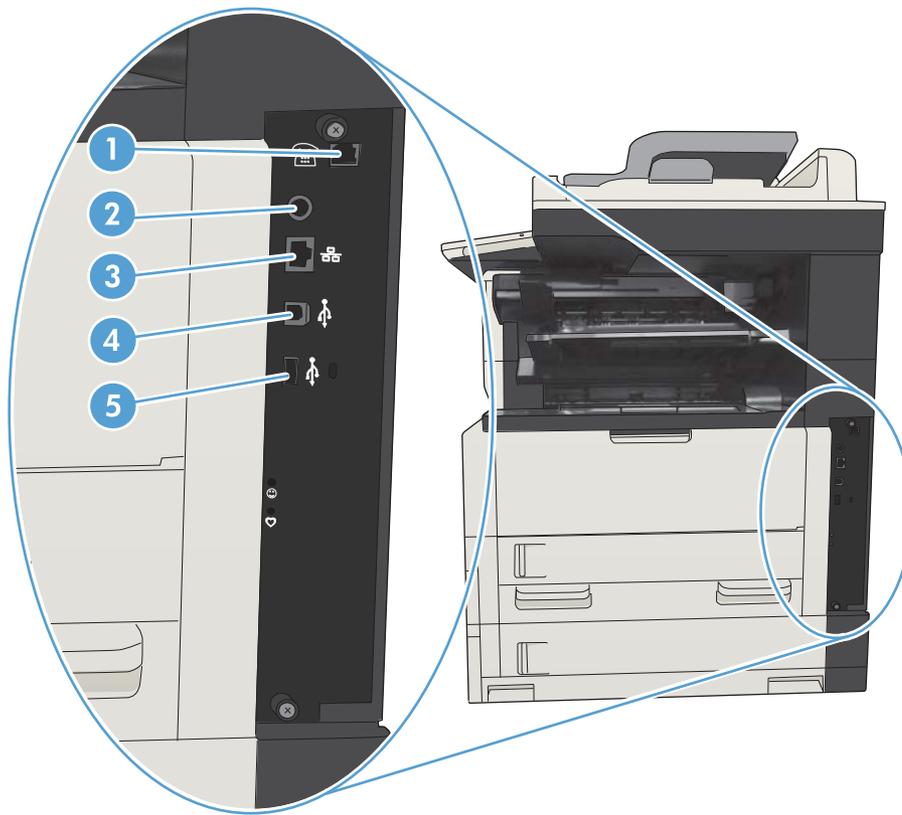
**M725f**

**M725z**

**M725z+**

	M725f	M725z	M725z+
1	1x500-sheet feeder	3x500-sheet feeder	3,500-sheet high-capacity input tray
2	1x500-sheet feeder with cabinet		

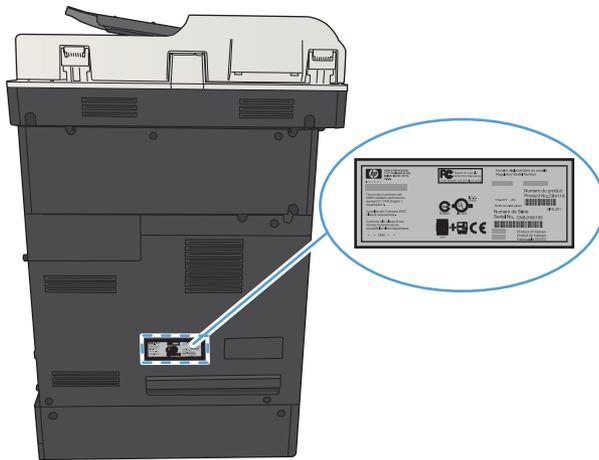
## Interface ports



- |   |  |
|---|--|
| 1 | Fax port   |
| 2 | Foreign interface harness (for connecting third-party devices) |
| 3 | Local area network (LAN) Ethernet (RJ-45) network port         |
| 4 | Hi-Speed USB 2.0 printing port                                 |
| 5 | USB port for connecting external USB devices                   |

## Serial number and model number location

The serial number and model number are listed on an identification label located on the back of the product. The serial number contains information about the country/region of origin, the product version, production code, and the production number of the product.



Model name	Model number
M725dn	CF066A
M725f	CF067A
M725z	CF068A
M725z+	CF069A

# Control panel

## Control-panel layout



1	Easy-access USB port	For easy-access USB printing, scanning documents to a USB flash drive, and upgrading firmware <b>NOTE:</b> This port is on the side of the control panel.
2	Hardware-integration pocket	For connecting third-party devices
3	Color touchscreen display	For configuring and managing product features
4	Home button	For returning to the product Home screen at any time <b>NOTE:</b> This button is on the side of the control panel. Touching the Home icon near the button has no effect.

## Control-panel Home screen

The Home screen provides access to the product features and indicates the current status of the product.

You can return to the Home screen at any time by pressing the Home button on the right side of the product control panel. You can also touch the Home button in the upper-left corner of most screens.

**NOTE:** HP regularly updates features that are available in the product firmware. To take advantage of the most current features, upgrade the product firmware. To download the most recent firmware upgrade file, go to [www.hp.com/go/ljMFPM725\\_firmware](http://www.hp.com/go/ljMFPM725_firmware).

**NOTE:** The features that appear on the Home screen can vary, depending on the product configuration.



1	Refresh button	Touch the Refresh button to clear changes and restore the default settings.
2	Sign In or Sign Out button	Touch the <b>Sign In</b> button to access secured features.  Touch the <b>Sign Out</b> button to sign out of the product if you have signed in for access to secured features. After you sign out, the product restores all options to the default settings.
3	HP logo or Home button	On any screen other than the Home screen, the HP logo changes to a Home  button. Touch the Home  button to return to the Home screen.
4	Stop button	Touch the Stop button to pause the current job. The <b>Job Status</b> screen opens, and then you can cancel or continue the job.
5	Start button	Touch the Start button to start a copy job.
6	Product status	The status line provides information about the overall product status.
7	Language Selection button	Touch the Language Selection button to select the language for the control-panel display.
8	Sleep button	Touch the Sleep button to put the product into Sleep mode.
9	Network button	Touch the Network button to find information about the network connection.
10	Help button	Touch the Help button to open the embedded help system.
11	Copies field	The <b>Copies</b> field indicates the number of copies that the product is set to make.

---

12	Scroll bar	Touch the up or down arrows on the scroll bar to see the complete list of available features.
13	Features	<p>Depending on the product configuration, the features that appear in this area can include any of the following items:</p> <ul style="list-style-type: none"><li>• <a href="#">Quick Sets</a></li><li>• <a href="#">Copy</a></li><li>• <a href="#">E-mail</a></li><li>• <a href="#">Fax</a> (for products that have fax installed)</li><li>• <a href="#">Save to USB</a></li><li>• <a href="#">Save to Network Folder</a></li><li>• <a href="#">Save to Device Memory</a></li><li>• <a href="#">Retrieve from USB</a></li><li>• <a href="#">Retrieve from Device Memory</a></li><li>• <a href="#">Job Status</a></li><li>• <a href="#">Supplies</a></li><li>• <a href="#">Trays</a></li><li>• <a href="#">Administration</a></li><li>• <a href="#">Device Maintenance</a></li></ul>

---

## Control-panel cleaning

Clean the control panel with a soft, lint-free cloth. Do not use paper towels or tissues because they are abrasive and could damage the screen. If necessary to remove stubborn debris, moisten the cloth with water or glass cleaner.

## Control-panel help

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

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu.

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

If the product alerts you of an error or warning, touch the Error  button or the Warning  button to open a message that describes the problem. The message also contains instructions to help solve the problem.

You can print or view a report of the complete [Administration](#) menu so you can more easily navigate to the individual settings you need.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Reports](#)
  - [Configuration/Status Pages](#)
3. Select the [Administration Menu Map](#) option.
4. Touch the [Print](#) button to print the report. Touch the [View](#) button to view the report.

## Product reports

Product reports provide details about the product and its current configuration. Use the following procedure to print or view the reports:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [Reports](#) menu.
3. Select one of the report categories:
  - [Configuration/Status Pages](#)
  - [Fax Reports](#) (fax models only)
  - [Other Pages](#)
4. Select the name of the report you want to review, and then touch the [Print](#) button to print it or touch the [View](#) button to review the settings on the control-panel display.

 **NOTE:** Some pages do not have the [View](#) option.

**Table 1-1** Reports menu

First level	Second level	Description
<a href="#">Configuration/Status Pages</a>	<a href="#">Administration Menu Map</a>	Shows the structure of the <a href="#">Administration</a> menu.
	<a href="#">How to Connect Page</a>	Shows the IP address, the host name, and the MAC address for the product if it is connected to a network. If applicable, it also shows the HP ePrint address and the Airprint address.
	<a href="#">Current Settings Page</a>	Shows the current settings for each option in the <a href="#">Administration</a> menu.
	<a href="#">Configuration Page</a>	Shows the product settings and installed accessories.
	<a href="#">Supplies Status Page</a>	Shows the approximate remaining life for the supplies; reports statistics on total number of pages and jobs processed, serial number, page counts, and maintenance information.  HP provides approximations of the remaining life for the supplies as a customer convenience. The actual remaining supply levels might be different than the approximations provided.
	<a href="#">Usage Page</a>	Shows a count of all paper sizes that have passed through the product; lists whether they were simplex or duplex, and reports the page count.
	<a href="#">File Directory Page</a>	Shows the file name and folder name for files that are stored in the product memory.
	<a href="#">Web Services Status Page</a>	Shows the detected Web Services for the product.

**Table 1-1** Reports menu (continued)

First level	Second level	Description
Fax Reports	Fax Activity Log	Contains a list of the faxes that have been sent from or received by this product.
	Billing Codes Report	A list of billing codes that have been used for outgoing faxes. This report shows how many sent faxes were billed to each code.
	Blocked Fax List	A list of phone numbers that are blocked from sending faxes to this product.
	Speed Dial List	Shows the speed dials that have been set up for this product.
	Fax Call Report	A detailed report of the last fax operation, either sent or received.
Other Pages	PCL Font List	Prints the available PCL fonts.
	PS Font List	Prints the available HP postscript level 3 emulation fonts.



---

## 2 Connect the product and install software

- [Connect the product to a computer by using a USB cable and install the software \(Windows\)](#)
- [Connect the product to a network by using a network cable and install the software \(Windows\)](#)
- [Connect the product to a computer by using a USB cable and install the software \(Mac OS X\)](#)
- [Connect the product to a network by using a network cable and install the software \(Mac OS X\)](#)

## Connect the product to a computer by using a USB cable and install the software (Windows)

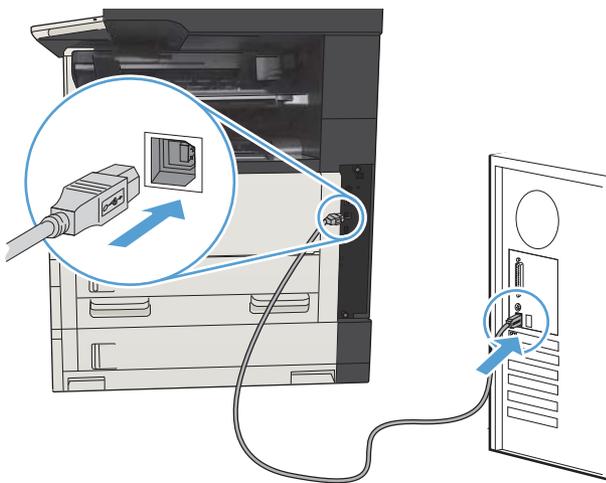
This product supports a USB 2.0 connection. Use an A-to-B type USB cable. HP recommends using a cable that is no longer than 2 m (6.5 ft).

**CAUTION:** Do not connect the USB cable until the installation software prompts you to connect it.

1. Close all open programs on the computer.
2. Verify the product is in the Ready state.

**NOTE:** When the product is connected with a USB cable, the software installation process requires that the product is turned on and in the Ready state. Configure the following setting so the product wakes from Sleep mode during the software installation process and whenever it receives a print job:

- a. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
  - b. Open the following menus:
    - [General Settings](#)
    - [Energy Settings](#)
    - [Sleep Timer Settings](#)
  - c. In the [Wake/Auto On to These Events](#) list, select the [All events](#) option, and then touch the [Save](#) button.
3. Install the software from the CD, and follow the on-screen instructions.
  4. When prompted, select the **Directly connect to this computer using USB cable** option, and then click the **Next** button.
  5. When the software prompts you, connect the USB cable to the product and the computer.

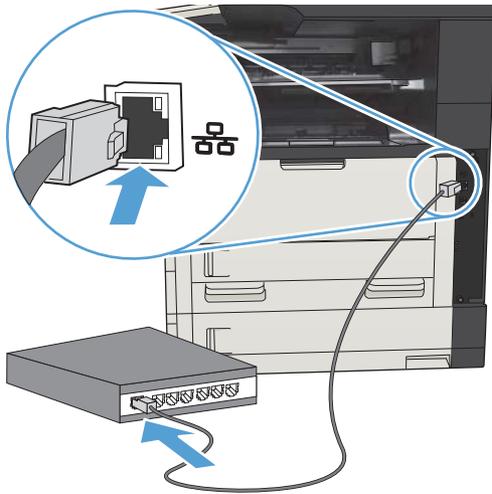


6. At the end of the installation, click the **Finish** button, or click the **More Options** button to install more software or configure basic digital sending features for the product.
7. Print a page from any program to make sure that the software is correctly installed.

# Connect the product to a network by using a network cable and install the software (Windows)

## Configure the IP address

1. Make sure the product is turned on and that the **Ready** message displays on the product control-panel display.
2. Connect the network cable to the product and to the network.

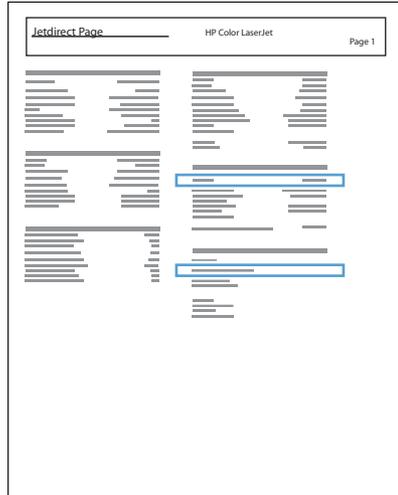


3. Wait for 60 seconds before continuing. During this time, the network recognizes the product and assigns an IP address or host name for the product.
4. From the Home screen on the product control panel, touch the Network  button to identify the product IP address or host name.

If the Network  button is not visible, you can find the IP address or host name by printing a configuration page.

- a. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
- b. Open the following menus:
  - **Reports**
  - **Configuration/Status Pages**
  - **Configuration Page**
- c. Touch the **View** button to view the information on the control panel, or touch the **Print** button to print the pages.

- d. Find the IP address on the Jetdirect page.



5. **IPv4:** If the IP address is 0.0.0.0, or 192.0.0.192, or 169.254.x.x, you must manually configure the IP address. Otherwise, the network configuration was successful.  
**IPv6:** If the IP address begins with "fe80:", the product should be able to print. If not, you must manually configure the IP address.

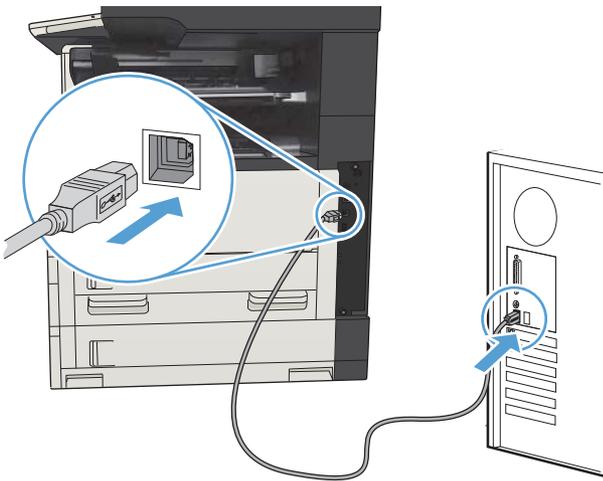
## Install the software

1. Close all programs on the computer.
2. Install the software from the CD.
3. Follow the on-screen instructions.
4. When prompted, select the **Connect through a wired network** option.
5. From the list of available products, select the one that has the correct IP address. If the product is not listed, manually enter the product's IP Address, Host Name, or Hardware Address.
6. At the end of the installation, click the **Finish** button, or click the **More Options** button to install more software or configure basic digital sending features for the product.
7. Print a page from any program to make sure that the software is correctly installed.

## Connect the product to a computer by using a USB cable and install the software (Mac OS X)

This product supports a USB 2.0 connection. Use an A-to-B type USB cable. HP recommends using a cable that is no longer than 2 m (6.5 ft).

1. Connect the USB cable to the product and the computer.



2. Verify the product is in the Ready state.



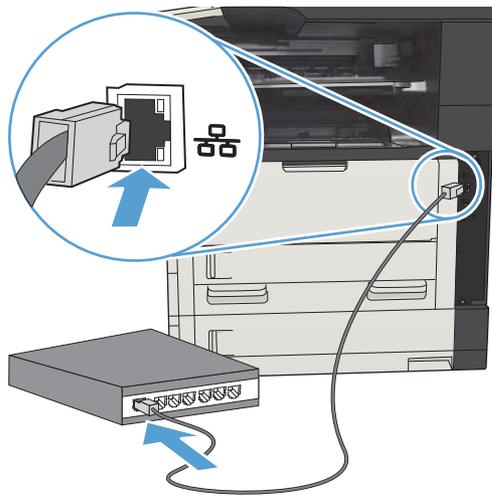
**NOTE:** When the product is connected with a USB cable, the software installation process requires that the product is turned on and in the Ready state. Configure the following setting so the product wakes from Sleep mode during the software installation process and whenever it receives a print job:

- a. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
  - b. Open the following menus:
    - [General Settings](#)
    - [Energy Settings](#)
    - [Sleep Timer Settings](#)
  - c. In the [Wake/Auto On to These Events](#) list, select the [All events](#) option, and then touch the [Save](#) button.
3. Install the software from the CD.
  4. Click the product icon, and follow the on-screen instructions.
  5. Click the **Close** button.
  6. Print a page from any program to make sure that the software is correctly installed.

# Connect the product to a network by using a network cable and install the software (Mac OS X)

## Configure the IP address

1. Make sure the product is turned on and that the **Ready** message displays on the product control-panel display.
2. Connect the network cable to the product and to the network.

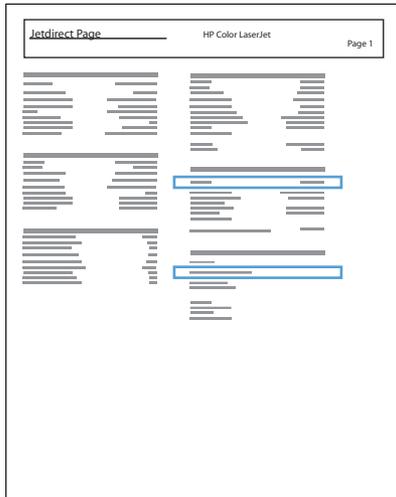


3. Wait for 60 seconds before continuing. During this time, the network recognizes the product and assigns an IP address or host name for the product.
4. From the Home screen on the product control panel, touch the Network  button to identify the product IP address or host name.

If the Network  button is not visible, you can find the IP address or host name by printing a configuration page.

- a. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
- b. Open the following menus:
  - **Reports**
  - **Configuration/Status Pages**
  - **Configuration Page**
- c. Touch the **View** button to view the information on the control panel, or touch the **Print** button to print the pages.

- d. Find the IP address on the Jetdirect page.



5. **IPv4:** If the IP address is 0.0.0.0, or 192.0.0.192, or 169.254.x.x, you must manually configure the IP address. Otherwise, the network configuration was successful.

**IPv6:** If the IP address begins with "fe80:", the product should be able to print. If not, you must manually configure the IP address.

## Install the software

1. Close all programs on the computer.
2. Install the software from the CD.
3. Click the product icon, and follow the on-screen instructions.
4. Click the **Close** button when the installation is complete.

---

 **NOTE:** Complete the following steps *after* completing the printing-system software installation *only* if you did not add a printer when running the installer.

---

5. At the computer, open the Apple  menu, click the **System Preferences** menu, and then click the **Print & Fax** icon or the **Print & Scan** icon.
6. Click the plus symbol (+).
7. Use either Bonjour (default browser) or IP Printing for the network connection.

---

 **NOTE:** Bonjour is the easiest and best method to use if the product is installed on your local network.

---

IP Printing *must* be used if the product is located outside the Bonjour link-local space on a larger network.

---

If you are using Bonjour, complete the following steps:

- a. Click the **Default Browser** tab.
- b. Select the product from the list. The software verifies that the product is connected to the network. The **Print Using** field is automatically populated with the correct PPD for the product.

---

 **NOTE:** If you are on a network that has more than one product, print a configuration page and match the Bonjour Printer Name to the name on the list to identify the product that you are installing.

 **NOTE:** If the product does not appear in the list, verify that the product is on and connected to the network, then try turning the product off and then on again. If the product PPD is not in the **Print Using** drop-down list, turn the computer off and then on again, and then restart the setup process.

---

- c. Click the **Add** button to complete the setup process.

If you are using the IP Printing method, complete the following steps:

- a. Click the **IP Printer** tab.
- b. Choose **HP Jet Direct – Socket** from the **Protocol** drop-down menu. This is the recommended setting for HP products.
- c. Type the IP address into the **Address** field on the add printer screen.
- d. The **Name**, **Location**, and **Print Using** information are automatically filled in. If the product PPD is not in the **Print Using** field, turn the computer off and then on again, and then restart the setup process.



---

## 3 Input trays and output bins

- [Supported paper sizes](#)
- [Supported paper types](#)
- [Configure trays](#)
- [Alternative letterhead mode](#)
- [Tray 1](#)
- [Tray 2 and Tray 3](#)
- [500-sheet trays](#)
- [3,500-sheet high-capacity tray](#)
- [Standard output bin](#)
- [Stapler/stacker \(z and z+ models only\)](#)

# Supported paper sizes



**NOTE:** To obtain the best results, select the correct paper size and type in the print driver before printing.

**Table 3-1** Supported paper sizes

Size and dimensions	Tray 1	Tray 2	Tray 3	Optional 500-sheet trays	3,500-sheet high-capacity tray	Automatic duplex printing
Letter 279 x 216 mm (11 x 8.5 in)	✓	✓	✓	✓	✓	✓
Letter Rotated 216 x 279 mm (8.5 x 11 in)	✓	✓	✓	✓		✓
Legal 216 x 356 mm (8.5 x 14 in)	✓	✓	✓	✓		✓
Executive 267 x 184 mm (10.5 x 7.3 in)	✓	✓	✓	✓		✓
Statement 216 x 140 mm (8.5 x 5.5 in)	✓					
Oficio 8.5 x 13 216 x 330 mm (8.5 x 13 in)	✓	✓	✓	✓		✓
11 x 17 279 x 432 mm (11 x 17 in)	✓		✓	✓		✓
12 x 18 305 x 457 mm (12 x 18 in)	✓					
3 x 5 76 x 127 mm (3 x 5 in)	✓					
4 x 6 102 x 152 mm (4 x 6 in)	✓					
5 x 7 127 x 178 mm (5 x 7 in)	✓					
5 x 8 127 x 203 mm (5 x 8 in)	✓					
A3 297 x 420 mm (11.7 x 16.5 in)	✓		✓	✓		✓
A4 297 x 210 mm (11.7 x 8.3 in)	✓	✓	✓	✓	✓	✓

**Table 3-1 Supported paper sizes (continued)**

Size and dimensions	Tray 1	Tray 2	Tray 3	Optional 500-sheet trays	3,500-sheet high-capacity tray	Automatic duplex printing
A4 Rotated 210 x 297 mm (8.3 x 11.7 in)	✓	✓	✓	✓		✓
A5 210 x 148 mm (8.3 x 5.8 in)	✓	✓	✓	✓		✓
A6 105 x 148 mm (4.1 x 5.8 in)	✓					
RA3 305 x 430 mm (12 x 17 in)	✓					✓
RA4 215 x 305 mm (8.5 x 12.0 in)	✓	✓	✓	✓		✓
SRA4 225 x 320 mm (8.9 x 12 in)	✓	✓	✓	✓		✓
B4 (JIS) 257 x 364 mm (10.1 x 14.3 in)	✓	✓	✓	✓		✓
B5 (JIS) 257 x 182 mm (10.1 x 7.2 in)	✓	✓	✓	✓		✓
B6 (JIS) 128 x 182 mm (5.0 x 7.2 in)	✓					
10 x 15 cm 102 x 152 mm (4 x 6 in)	✓					
216 x 343 mm (8.5 x 14 in)	✓	✓	✓	✓		✓
Oficio 216 x 347 216 x 347 mm (8.5 x 13.7 in)	✓	✓	✓	✓		✓
8K 270 x 390 mm 270 x 390 mm (10.6 x 15.4 in)	✓		✓	✓		✓
16K 195 x 270 mm 270 x 195 mm (10.6 x 7.7 in)	✓	✓	✓	✓		✓
8K 260 x 368 mm 260 x 368 mm (10.2 x 14.5 in)	✓		✓	✓		✓
16K 184 x 260 mm 260 x 184 mm (10.2 x 7.2 in)	✓	✓	✓	✓		✓

**Table 3-1** Supported paper sizes (continued)

Size and dimensions	Tray 1	Tray 2	Tray 3	Optional 500-sheet trays	3,500-sheet high-capacity tray	Automatic duplex printing
8K 273 x 394 mm 273 x 394 mm (10.8 x 16 in)	✓		✓	✓		✓
16K 197 x 273 mm 273 x 197 mm (10.8 x 7.8 in)	✓	✓	✓	✓		✓
Postcard (JIS) 100 x 148 mm (3.9 x 5.8 in)	✓					
D Postcard (JIS) 148 x 200 mm (5.8 x 7.9 in)	✓					
Envelope #9 98 x 225 mm (3.9 x 8.9 in)	✓					
Envelope #10 105 x 241 mm (4.1 x 9.5 in)	✓					
Envelope Monarch 98 x 191 mm (3.9 x 7.5 in)	✓					
Envelope B5 176 x 250 mm (6.9 x 9.8 in)	✓					
Envelope C5 162 x 229 mm (6.4 x 9.0 in)	✓					
Envelope C6 114 x 162 mm (4.5 x 6.4 in)	✓					
Envelope DL 110 x 220 mm (4.3 x 8.7 in)	✓					
Custom 76 x 127 mm to 312 x 470 mm (3.0 x 5.0 in) to (12.3 x 18.5 in)  Banner printing from Tray 1: Length from 470 mm to 508 mm (18.5 in to 20 in)	✓					
Custom 148 x 210 mm to 364 x 297 mm (5.8 x 8.3 in) to (14.3 x 11.7 in)		✓				
Custom 148 x 210 mm to 432 x 297 mm (5.8 x 8.3 in) to (17 x 12.7 in)			✓	✓		✓

## Supported paper types

For a complete list of specific HP-brand paper that this product supports, go to [www.hp.com/support/ljMFPM725series](http://www.hp.com/support/ljMFPM725series).



**NOTE:** To obtain the best results, select the correct paper size and type in the print driver before printing.

**Table 3-2** Supported paper types

Paper type	Tray 1	Tray 2 and Tray 3	Optional 500-sheet trays	3,500-sheet high-capacity tray	Automatic duplex printing
Plain	✓	✓	✓	✓	✓
HP EcoSMART Lite	✓	✓	✓	✓	✓
Light 60–74 g	✓	✓	✓	✓	✓
Intermediate 85–95 g	✓	✓	✓	✓	✓
Bond	✓	✓	✓	✓	✓
Recycled	✓	✓	✓	✓	✓
Mid-Weight 96–110 g	✓	✓	✓	✓	✓
Heavy 111–130 g	✓	✓	✓	✓	✓
Extra Heavy 131–175 g	✓				
Cardstock 176–220 g	✓				
Transparency	✓	✓	✓		
Labels	✓	✓	✓		
Letterhead	✓	✓	✓	✓	✓
Envelope	✓				
Heavy Envelope	✓				
Preprinted	✓	✓	✓	✓	✓
Prepunched	✓	✓	✓	✓	✓
Colored	✓	✓	✓	✓	✓
Rough	✓	✓	✓	✓	✓
Heavy Rough	✓				

## Configure trays

The product automatically prompts you to configure a tray for type and size in the following situations:

- When you load paper into the tray
- When you specify a particular tray or paper type for a print job through the print driver or a software program and the tray is not configured to match the print-job's settings



**NOTE:** The prompt does not display if you are printing from Tray 1, and Tray 1 is configured for the [Any Size](#) paper size and the [Any Type](#) paper type settings. In this situation, if the print job does not specify a tray, the product prints from Tray 1, even if the paper size and type settings in the print job do not match the paper loaded in Tray 1.

### Configure a tray when loading paper

1. Load paper in the tray. Close the tray if you are using Tray 2 and 3.
2. The tray configuration message displays on the product control panel.
3. Touch the **OK** button to accept the detected size and type, or touch the **Modify** button to choose a different paper size or type.
4. Select the correct size and type, and then touch the **OK** button.

### Configure a tray to match print job settings

1. In the software program, specify the source tray, the paper size, and the paper type.
2. Send the job to the product.

If the tray needs to be configured, a tray configuration message displays on the product control panel.

3. Load the tray with the specified type and size of paper, and then close the tray.
4. Touch the **OK** button to accept the detected size and type, or touch the **Modify** button to choose a different paper size or type.
5. Select the correct size and type, and then touch the **OK** button.

### Configure a tray by using the control panel

You can also configure the trays for type and size without a prompt from the product.

1. From the Home screen on the product control panel, scroll to and touch the **Trays** button.
2. Touch the line for the tray that you want to configure, and then touch the **Modify** button.
3. Select the paper size and paper type from the lists of options.
4. Touch the **OK** button to save your selection.

## Alternative letterhead mode

Use the [Alternative Letterhead Mode](#) feature so that you can load letterhead or preprinted paper into the tray the same way for all print or copy jobs, whether you are printing or copying to one side of the sheet of paper or to both sides. When using this mode, load paper the same way you would for automatic duplex printing.

To use the feature, enable it by using the product control-panel menus. To use the feature with Windows, you also need to enable the feature in the print driver and configure the paper type in the print driver.

### Enable Alternative Letterhead Mode by using the product control-panel menus

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Manage Trays](#)
  - [Alternative Letterhead Mode](#)
3. Touch the [Enabled](#) option, and then touch the [Save](#) button.

To print with Alternative Letterhead Mode for Windows, perform the following procedure for each print job.

### Print with Alternative Letterhead Mode (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Advanced** tab.
4. Expand the **Printer Features** list.
5. Open the **Alternative Letterhead Mode** drop-down list, and click the **On** option.
6. Click the **Apply** button.
7. Click the **Paper/Quality** tab.
8. From the **Paper type** drop-down list, click the **More...** option.
9. Expand the list of **Type is:** options.
10. Expand the list of **Other** options, and then click the **Letterhead** option. Click the **OK** button.
11. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

# Tray 1

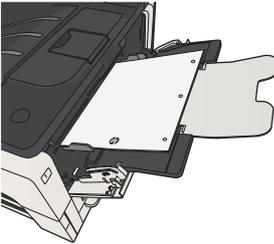
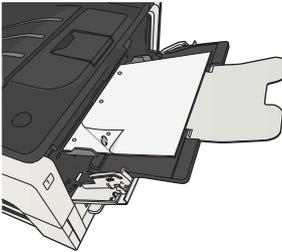
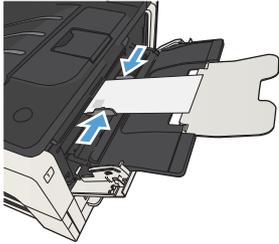
## Tray capacity and paper orientation

To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

**Table 3-3** Tray 1 capacity

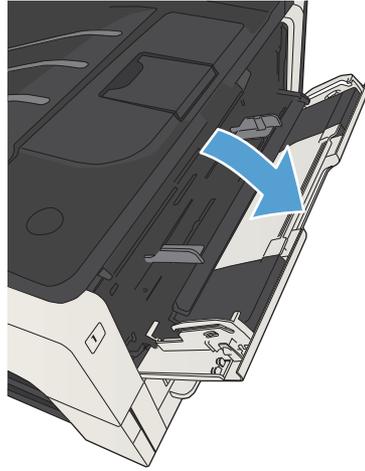
Paper type	Specifications	Quantity
Paper	Range:	Maximum stack height: 13 mm (0.5 in)
	60 g/m <sup>2</sup> (16 lb) to 199g/m <sup>2</sup> (53 lb)	Up to 100 sheets of 60 to 120 g/m <sup>2</sup> (16 to 32 lb) Fewer than 100 sheets of (120 to 199 g/m <sup>2</sup> ) (32 to 53 lb) paper
Envelopes	75 g/m <sup>2</sup> (20 lb) to 90 g/m <sup>2</sup> (24 lb)	Up to 10 envelopes
Labels	up to 0.23 mm (9 mils) thick	Maximum stack height: 13 mm (0.5 in)
Transparencies	0.10 to 0.13 mm (4 to 5 mils) thick	Maximum stack height: 13 mm (0.5 in)

**Table 3-4** Tray 1 paper orientation

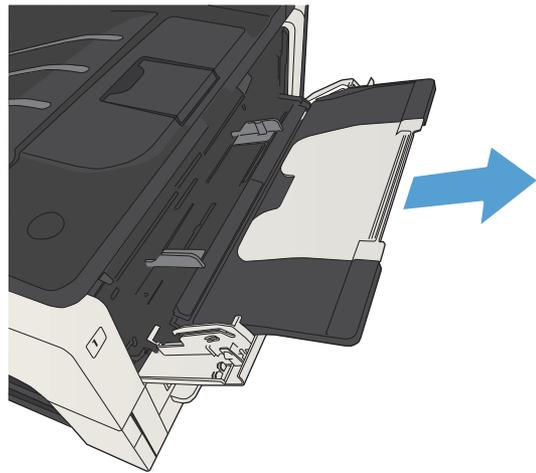
Single-sided printing	Manual duplex printing and Alternative Letterhead Mode	Envelopes
Face-up	Face-down	Face-up
Top edge leading into the product	Long edge leading into the product, top edge at the front of the product	Short, postage end leading into the product
		

## Load Tray 1

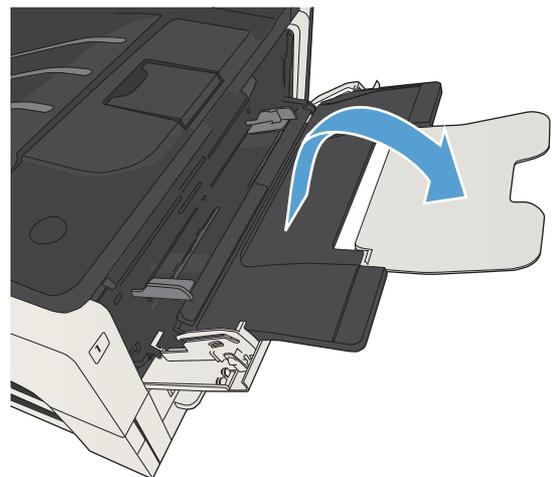
1. Open Tray 1.



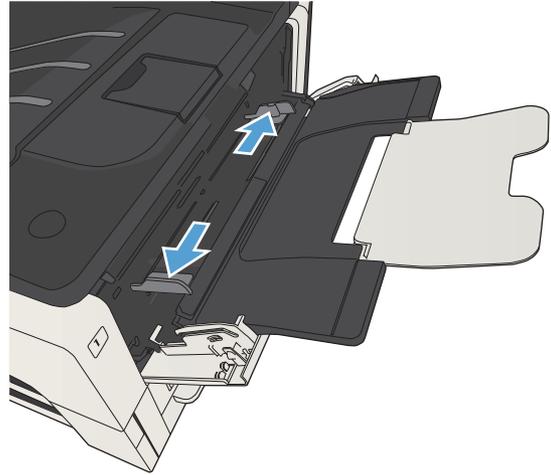
2. Pull out the paper support.



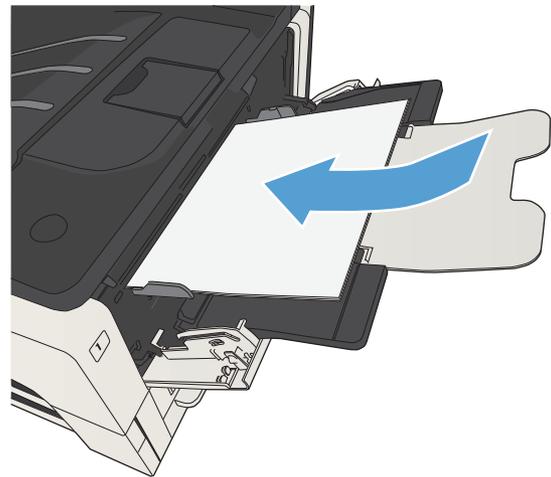
3. For paper larger than Letter or A4 size, fold out the extension.



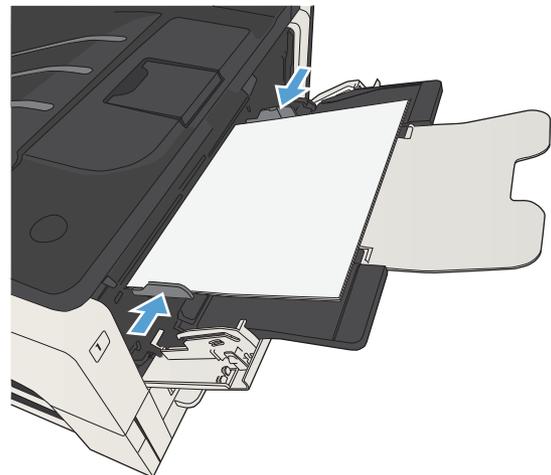
4. Slide the paper-width guides wider than the paper.



5. Load the paper into the tray. Make sure that the paper fits under the tabs and below the maximum-height indicators.



6. Adjust the paper-width guides so that they lightly touch the paper stack but do not bend the paper.



# Tray 2 and Tray 3

## Tray capacity and paper orientation

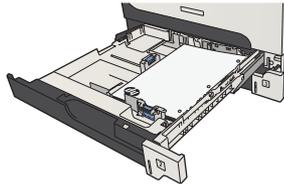
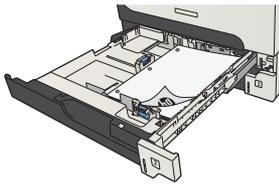
To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

**Table 3-5** Tray 2 and Tray 3 capacity

Paper type	Specifications	Quantity
Paper	Range: 60 g/m <sup>2</sup> (16 lb) to 130 g/m <sup>2</sup> (35 lb)	Equivalent to 250 sheets of 75 g/m <sup>2</sup> (20 lb)

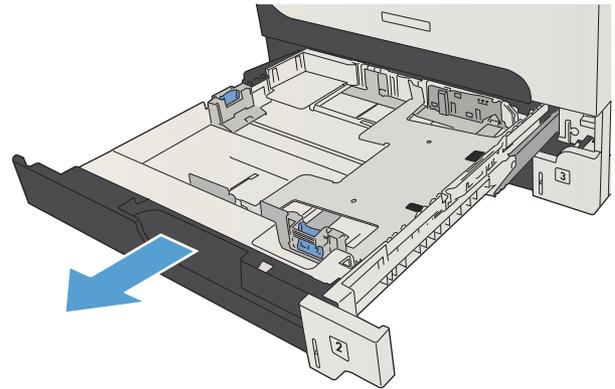
**Table 3-6** Tray 2 and Tray 3 paper orientation

Single-sided printing	Automatic duplex printing and Alternative Letterhead Mode	Envelopes
Face-down Top edge at the front of the tray	Face-up Bottom edge at the front of the tray	Print envelopes only from Tray 1.

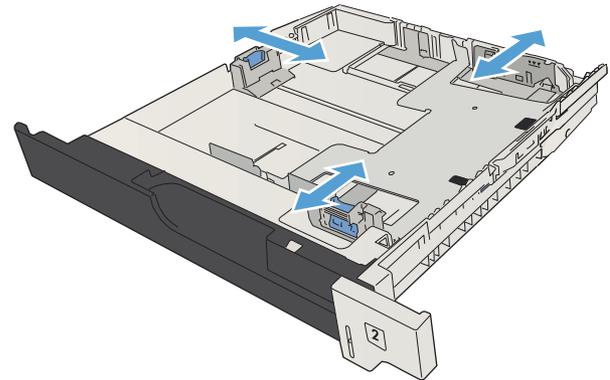


## Load Tray 2 and Tray 3

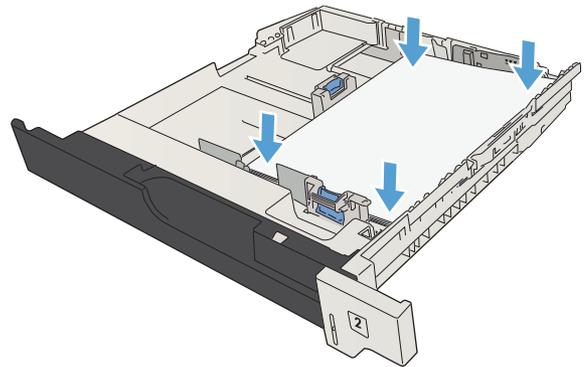
1. Open the tray.



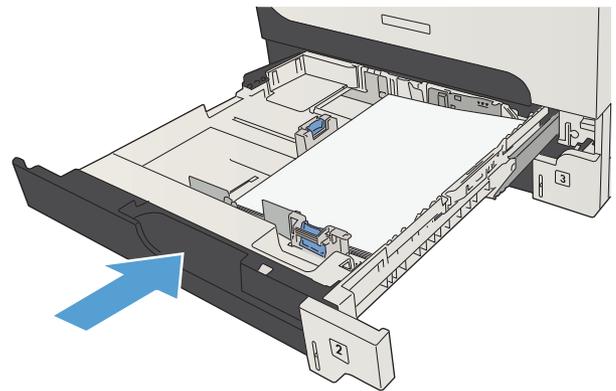
2. Adjust the paper-guides to the correct paper size.



3. Load the paper into the tray. Make sure that the stack is flat at all four corners and that the top of the stack is below the maximum-height indicators.



4. Close the tray.



# 500-sheet trays

## 500-sheet tray capacity and paper orientation

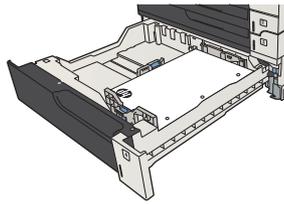
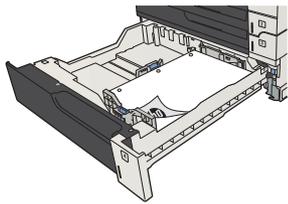
To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

**Table 3-7** 500-sheet tray capacity

Paper type	Specifications	Quantity
Paper	Range: 60 g/m <sup>2</sup> (16 lb) to 130 g/m <sup>2</sup> (35 lb)	Equivalent to 500 sheets of 75 g/m <sup>2</sup> (20 lb)

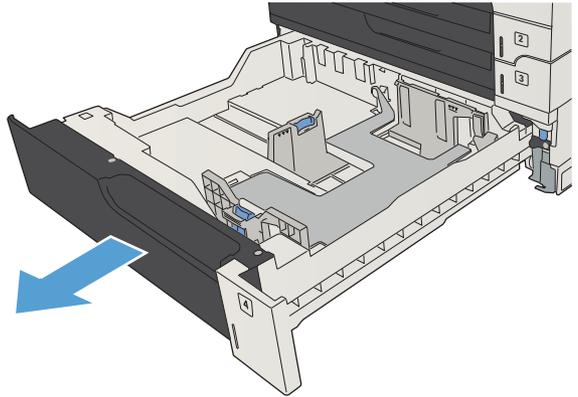
**Table 3-8** 500-sheet tray paper orientation

Single-sided printing	Automatic duplex printing and Alternative Letterhead Mode	Envelopes
Face-down Top edge at the front of the tray	Face-up Bottom edge at the front of the tray	Print envelopes only from Tray 1.

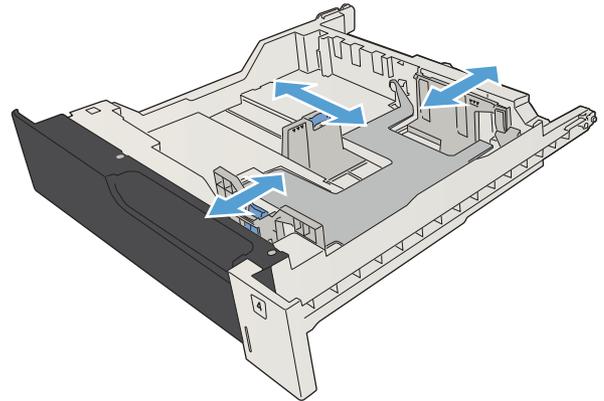


## Load the 500-sheet trays

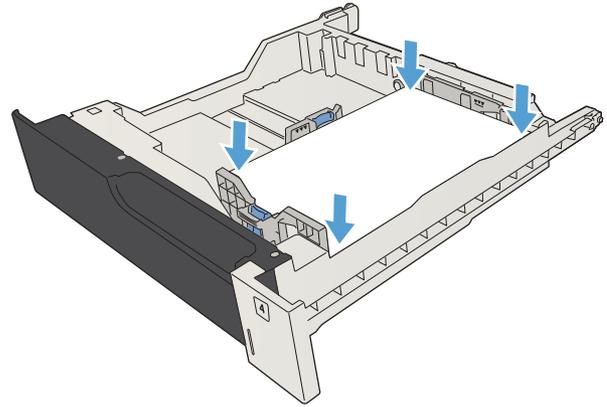
1. Open the tray.



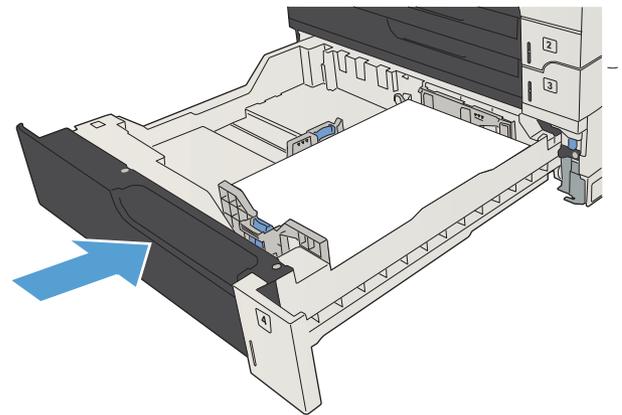
2. Adjust the paper-size guides to the correct paper size.



3. Load the paper into the tray. Make sure that the stack is flat at all four corners and that the top of the stack is below the maximum-height indicators.



4. Close the tray.



# 3,500-sheet high-capacity tray

## 3,500-sheet high-capacity input capacity and paper orientation

To prevent jams, do not overfill trays. Be sure the top of the stack is below the tray-full indicator. For short/narrow and heavy/glossy paper, load paper to less than half of the tray-full indicators.

**Table 3-9** 3,500-sheet high-capacity input tray capacity

Paper type	Specifications	Quantity
Paper	Range: 60 g/m <sup>2</sup> (16 lb) to 130 g/m <sup>2</sup> (35 lb)	Equivalent to 3,500 sheets of 75 g/m <sup>2</sup> (20 lb)

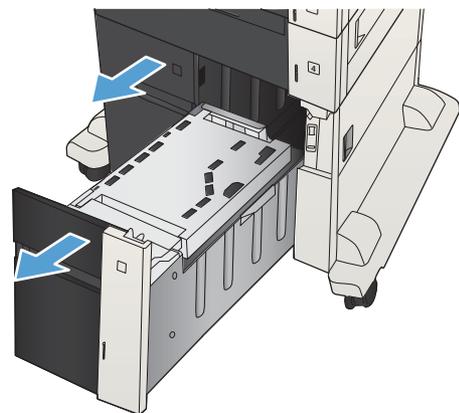
**Table 3-10** 3,500-sheet high-capacity input tray paper orientation

Single-sided printing	Automatic duplex printing and Alternative Letterhead Mode	Envelopes
Face-up	Face-down	Print envelopes only from Tray 1.
Top edge at the back of the tray	Top edge at the back of the tray	

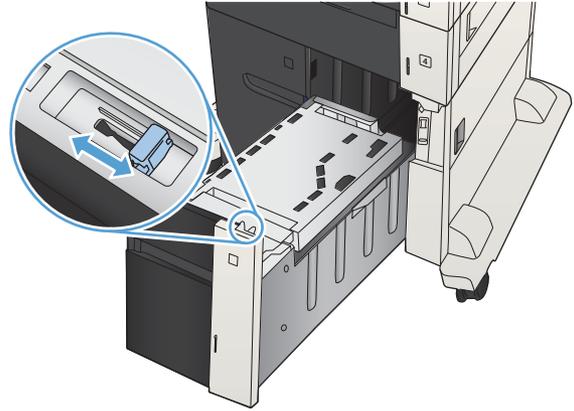
## Load the 3,500-sheet high-capacity tray

The 3,500-sheet high-capacity tray supports only A4 and Letter-size paper.

1. Open the right and left sides of the tray.

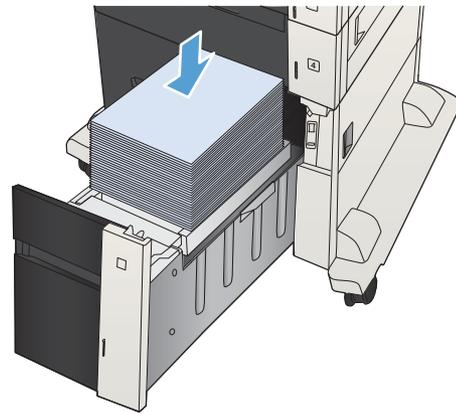


2. On each side, adjust the paper-size lever to the correct position for the paper you are using.

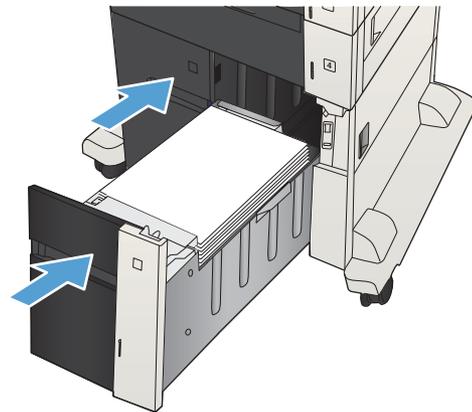


3. Load full reams of paper into each side of the tray. The right side holds 1,500 sheets of paper. The left side holds 2,000 sheets of paper.

**NOTE:** For best results, load full reams of paper. Avoid dividing reams into smaller sections.



4. Close the right and left sides of the tray.



## Standard output bin

The output bin is located under the document feeder and holds up to 250 sheets of 75 g/m<sup>2</sup> (20 lb) paper.

## Stapler/stacker (z and z+ models only)

The stapler/stacker can staple jobs of up to 30 sheets of 75 g/m<sup>2</sup> (20 lb) paper. It can stack up to 500 sheets of paper. The stapler can staple these sizes:

- A3 (portrait orientation)
- A4
- B4 (portrait orientation)
- B5 (landscape orientation)
- Ledger (portrait orientation)
- Legal (portrait orientation)
- Letter

Paper weight can range from 60 to 120 g/m<sup>2</sup> (16 to 32 lb). Heavier paper might have a stapling limit of fewer than 30 sheets.

If the job consists of only one sheet, or if it consists of more than 30 sheets, the product delivers the job to the bin, but the product does not staple the job.

The stapler supports paper only. Do not try to staple other types of paper, such as envelopes, transparencies, or labels.

To configure the default location where the product places the staples on the pages, follow this procedure:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
  2. Open the following menus:
    - [Stapler Stacker Settings](#)
    - [Stapling](#)
  3. Select a staple location from the list of options, and then touch the [Save](#) button. The following options are available:
    - [None](#)
    - [Top left or right](#)
- 
-  **NOTE:** For documents with portrait orientation, the staple is in the upper-left corner. For documents with landscape orientation, the staple is in the upper-right corner.
- 
- [Top left](#)
  - [Top right](#)



---

## 4 Parts, supplies, and accessories

- [Order parts, accessories, and supplies](#)
- [Toner cartridges](#)
- [HP anticounterfeit Web site](#)
- [Print when a toner cartridge is at estimated end of life](#)
- [Enable or disable the Very Low Settings options from the control panel](#)
- [Customer self-repair parts](#)
- [Accessories](#)
- [Toner cartridge](#)
- [Staples \(stapling models only\)](#)

## Order parts, accessories, and supplies

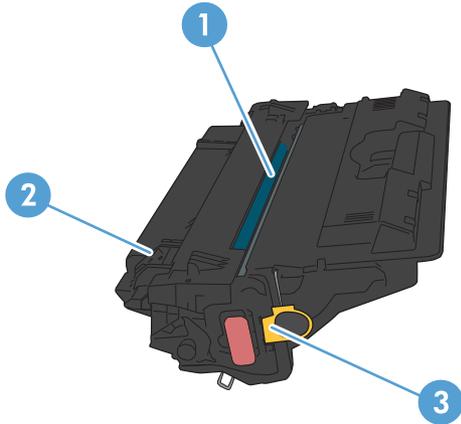
---

Order supplies and paper	<a href="http://www.hp.com/go/suresupply">www.hp.com/go/suresupply</a>
Order genuine HP parts or accessories	<a href="http://www.hp.com/buy/parts">www.hp.com/buy/parts</a>
Order through service or support providers	Contact an HP-authorized service or support provider.
Order using HP software	The HP Embedded Web Server contains a link to the HP SureSupply Web site, which provides options for purchasing Original HP supplies.

---

# Toner cartridges

## Toner cartridge view



---

1 Plastic shield

---

2 Imaging drum

**CAUTION:** Do not touch the green roller. Doing so can damage the cartridge.

---

3 Memory chip

---

## Toner cartridge information

Color	Cartridge number	Part number
Replacement black toner cartridge	651A	CE340A
Replacement cyan toner cartridge	651A	CE341A
Replacement yellow toner cartridge	651A	CE342A
Replacement magenta toner cartridge	651A	CE343A

**Environmental features:** Recycle toner cartridges by using the HP Planet Partners return and recycling program.

For more information about supplies, go to [www.hp.com/go/learnaboutesupplies](http://www.hp.com/go/learnaboutesupplies).

The information contained herein is subject to change without notice. For the latest supplies information go to [www.hp.com/go/ljMFPM725\\_manuals](http://www.hp.com/go/ljMFPM725_manuals).

## Recycle toner cartridges

To recycle a genuine HP toner cartridge, place the used cartridge in the box in which the new cartridge arrived. Use the enclosed return label to send the used supply to HP for recycling. For complete information, see the recycling guide that is included with each new HP supply item.

## Toner-cartridge storage

Do not remove the toner cartridge from its package until you are ready to use it.

 **CAUTION:** To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover the green imaging drum if the toner cartridge must be removed from the product for an extended period of time.

## HP policy on non-HP toner cartridges

HP Company cannot recommend the use of non-HP toner cartridges, either new or remanufactured.

 **NOTE:** Any damage caused by a non-HP toner cartridge is not covered under the HP warranty and service agreements.

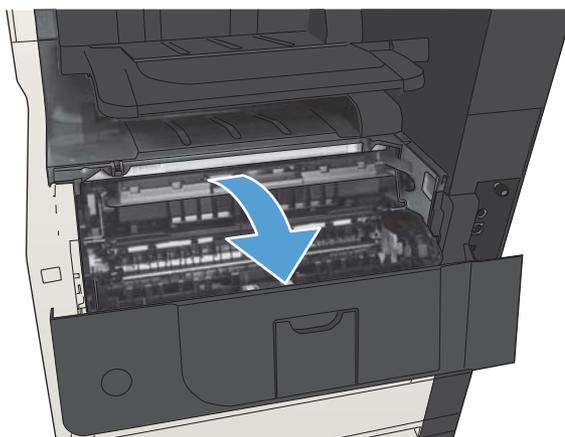
## Replace the toner cartridges

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

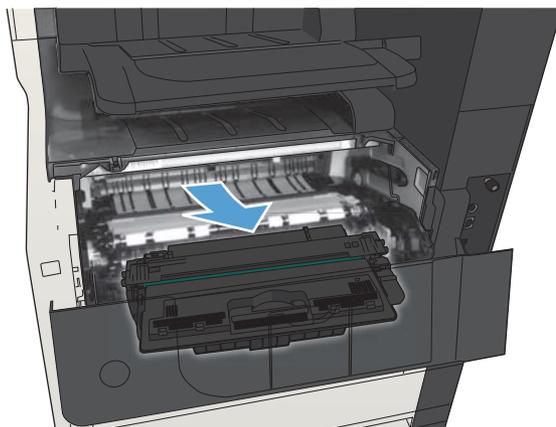
**⚠ CAUTION:** If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

**📄 NOTE:** Information about recycling used toner cartridges is inside the toner cartridge box.

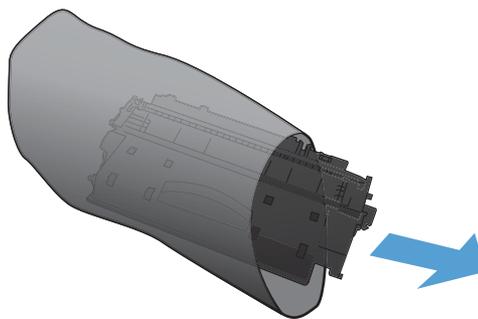
1. Open the front door. Make sure that the door is completely open.



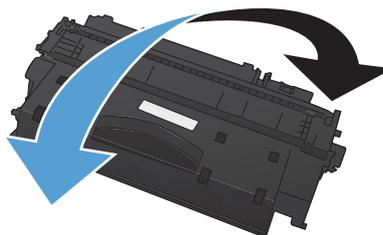
2. Grasp the handle of the used toner cartridge and pull out to remove.



3. Remove the new toner cartridge from its protective bag.



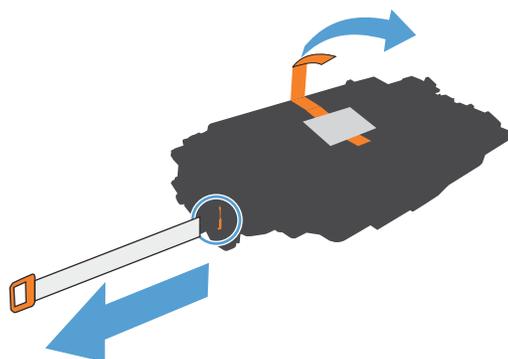
4. Grasp both sides of the toner cartridge and distribute the toner by gently rocking the toner cartridge.



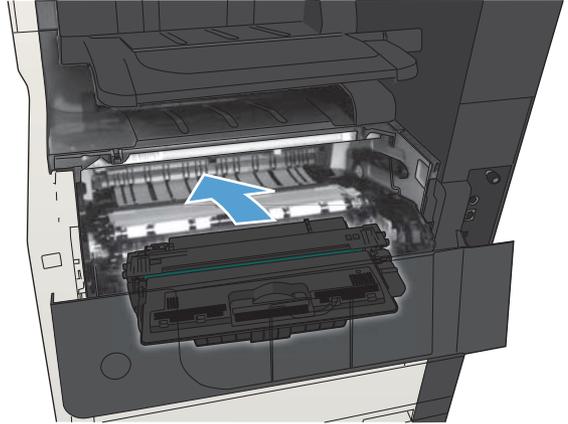
5. Remove the plastic shield from the toner cartridge.

**CAUTION:** Avoid prolonged exposure to light.

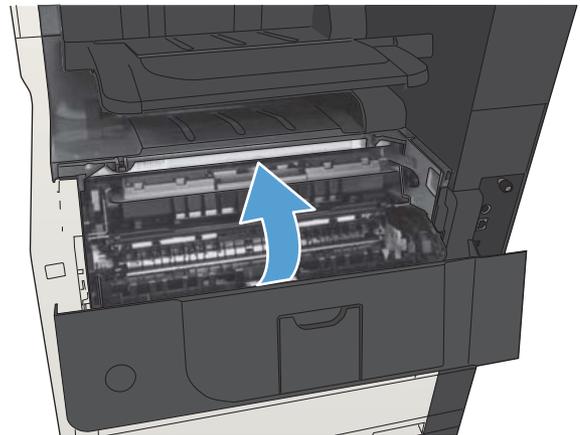
**CAUTION:** Do not touch the green roller. Doing so can damage the cartridge.



6. Align the toner cartridge with its slot and insert the toner cartridge until it clicks into place.



7. Close the front door.



## HP anticounterfeit Web site

Go to [www.hp.com/go/anticounterfeit](http://www.hp.com/go/anticounterfeit) when you install an HP toner cartridge and the control-panel message says the cartridge is non-HP. HP will help determine if the cartridge is genuine and take steps to resolve the problem.

Your toner cartridge might not be a genuine HP toner cartridge if you notice the following:

- The supplies status page indicates that a non-HP supply is installed.
- You are experiencing a high number of problems with the cartridge.
- The cartridge does not look like it usually does (for example, the packaging differs from HP packaging).

## Print when a toner cartridge is at estimated end of life

---

<Supply> Low

This message displays when a supply is nearing the estimated end of its useful life.

---

<Supply> Very Low

This message displays when a supply is at its estimated end of useful life. Print-quality problems can occur when using a supply that is at its estimated end of life.

---

Continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality. To redistribute the toner, remove the toner cartridge from the printer and gently rock the cartridge back and forth about its horizontal axis. For graphical representation, see cartridge replacement instructions. Reinsert the toner cartridge into the printer and close the cover.

# Enable or disable the Very Low Settings options from the control panel

You can enable or disable the default settings at any time, and you do not have to re-enable them when you install a new cartridge.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Manage Supplies](#)
  - [Supply Settings](#)
  - [Black Cartridge](#)
3. Select one of the following options:
  - Select the [Stop](#) option to set the product to stop printing (including printing faxes) until you replace the cartridge.
  - Select the [Prompt to continue](#) option to set the product to stop printing (including printing faxes) and prompt you to replace the cartridge. You can acknowledge the prompt and continue printing.
  - Select the [Continue](#) option to set the product to alert you that the cartridge is very low, but to continue printing.

---

 **NOTE:** Using the [Continue](#) setting allows printing beyond Very Low without customer interaction and can result in unsatisfactory print quality.

---

If you select the [Stop](#) or [Prompt to continue](#) option, the product stops printing when it reaches the Very Low threshold. When you replace the cartridge, the product automatically resumes printing.

When the product is set to the [Stop](#) or [Prompt to continue](#) option, there is some risk that faxes will not print when the product resumes printing. This can occur if the product has received more faxes than the memory can hold while the product is waiting.

The product can print faxes without interruption when it passes the Very Low threshold if you select the [Continue](#) option for the toner cartridge, but print quality might degrade.

Once an HP supply has reached Very Low, HP's premium Protection Warranty on that supply has ended.

## Customer self-repair parts

The following customer self-repair parts are available for the product.

- Parts listed as **Mandatory** self-replacement are to be installed by customers, unless you are willing to pay HP service personnel to perform the repair. For these parts, on-site or return-to-depot support is not provided under the HP product warranty.
- Parts listed as **Optional** self-replacement can be installed by HP service personnel at your request for no additional charge during the product warranty period.



**NOTE:** For more information, go to [www.hp.com/go/customerselfrepair/ljMFPM725](http://www.hp.com/go/customerselfrepair/ljMFPM725).

**Table 4-1** Customer self-repair parts

Item	Description	Self-replacement options	Part number
Hard-disk drive replacement kit	Replacement 320 GB HP High-Performance Secure Hard Disk	Optional	CF066-67902
	Replacement 320 GB HP High-Performance Secure Hard Disk (government option)	Optional	CF066-67904
Formatter assembly kit	Replacement formatter assembly kit	Mandatory	CF066-67901
	Replacement formatter assembly kit—China	Mandatory	CF066-67903
Control-panel replacement kit	Replacement kit for the control panel	Mandatory	CD644-67916
Fax-card replacement kit	Replacement kit for the fax card	Mandatory	CC478-67901
Document-feeder-roller maintenance kit	Replacement rollers for the document feeder	Mandatory	CD644-67915
Foam reflector kit	Replacement white backing under the scanner lid	Optional	5851-4888
Staple-cartridge refill	Refill for the stapler	Mandatory	C8085-60541
Tray 1 pickup roller and separation pad kit	Replacement pickup roller and separation pad for Tray 1	Optional	CF235-67906
Tray 2 and Tray 3 pickup roller and separation pad kit	Replacement pickup roller and separation pad for Tray 2 or Tray 3	Optional	CF235-67909
Tray 2 assembly kit	Replacement for Tray 2	Mandatory	CF235-67911
Tray 3 assembly kit	Replacement for Tray 3	Mandatory	CF235-67912
1x500-sheet feeder	Replacement 1x500-sheet feeder	Mandatory	CF235-67914
Tray 3, 4, 5, and 6 roller kit	Replacement pickup, feed, and separation rollers for Trays 3, 4, 5, and 6	Mandatory	CE710-69008
Tray 4, 5, or 6 assembly kit	Assembly kit for Trays 4, 5, or 6	Mandatory	CF235-67917
1x500-sheet feeder with stand kit	Optional 500-sheet feeder with stand	Mandatory	CF235-67915
3x500-sheet feeder with stand kit	Optional 3x500-sheet feeder with stand	Mandatory	CF235-67916
3,500-sheet high-capacity input feeder with stand kit	Optional 3,500-sheet high-capacity input feeder with stand	Mandatory	CF235-67918
3,500-sheet high-capacity input feeder left tray assembly	Left tray for the 3,500-sheet high-capacity input feeder	Mandatory	CF235-60103

**Table 4-1 Customer self-repair parts (continued)**

Item	Description	Self-replacement options	Part number
3,500-sheet high-capacity input feeder right tray assembly	Right tray for the 3,500-sheet high-capacity input feeder	Mandatory	CF235-60104
3,500-sheet tray roller kit	Replacement pickup, feed, and separation rollers for the 3,500-sheet high-capacity input feeder	Mandatory	5851-5011
Transfer-roller kit	Replacement transfer roller	Mandatory	CF235-67910
Duplexer kit	Optional duplexer kit	Mandatory	CF235-67913
Fuser assembly kit (110V)	Replacement 110V fuser assembly kit	Mandatory	CF235-67921
Fuser assembly kit (220V)	Replacement 220V fuser assembly kit	Mandatory	CF235-67922
110V maintenance kit	Product maintenance kit <ul style="list-style-type: none"> <li>• 110-Volt fuser</li> <li>• Transfer roller</li> <li>• Tray 1 pickup roller and separation pad</li> <li>• Tray 2 and 3 pickup and feed rollers</li> <li>• Tray 2 and 3 separation pads</li> </ul>	Mandatory	CF235-67907
220V maintenance kit	Product maintenance kit <ul style="list-style-type: none"> <li>• 220-Volt fuser</li> <li>• Transfer roller</li> <li>• Tray 1 pickup roller and separation pad</li> <li>• Tray 2 and 3 pickup and feed rollers</li> <li>• Tray 2 and 3 separation pads</li> </ul>	Mandatory	CF235-67908
Trays 3, 4, 5, and 6 label kit	Replacement labels for Trays 3, 4, 5, and 6	Mandatory	CE707-00001
Toner cartridge	Standard capacity	Mandatory	CF214-67901
	High capacity	Mandatory	CF214-67902
Power cable 220V – 10A	Replacement cable – China	Mandatory	8121-0943
Power cable 110V – 13A	Replacement cable – Taiwan	Mandatory	8121-0964
Power cable 220V – 10A	Replacement cable – Korea, EU generic	Mandatory	8121-0731
Power cable 110V – 12A	Replacement cable – Japan	Mandatory	8121-1143
Power cable 220V – 6A	Replacement cable – India	Mandatory	8121-0564
Power cable 220V – 10A	Replacement cable – UK/Asia Pacific	Mandatory	8121-0739
Power cable 220V – 10A	Replacement cable – Australia/New Zealand	Mandatory	8121-0837
Power cable 220V – 10A	Replacement cable – Israel	Mandatory	8121-1004
Power cable 220V – 10A	Replacement cable – Denmark	Mandatory	8121-0733
Power cable 220V – 10A	Replacement cable – South Africa	Mandatory	8121-0737

**Table 4-1** Customer self-repair parts (continued)

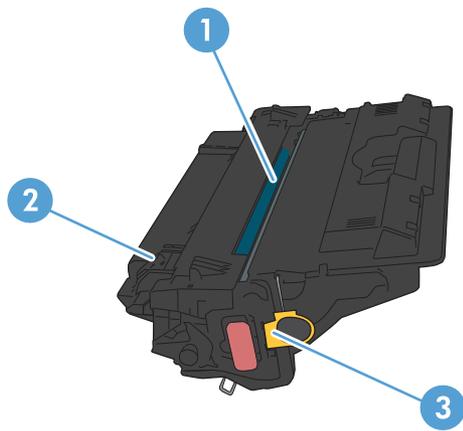
Item	Description	Self-replacement options	Part number
Power cable 220V – 10A	Replacement cable – Switzerland	Mandatory	8121-0738
Power cable 110V – 10A Brazil	Replacement cable – Brazil	Mandatory	8121-1071
Power cable 220V – 10A Argentina	Replacement cable – Argentina	Mandatory	8121-0729
Power cable 110V – 13A North America	Replacement cable – North America	Mandatory	8121-0740
Power cable 220V – 10A South America/ Chile/Peru	Replacement cable – South America/Chile/ Peru	Mandatory	8121-0735
Power cable 220V / 110V – Thailand/ Philippines	Replacement cable – Thailand/Philippines	Mandatory	8121-0734

## Accessories

Item	Description	Part number
500-sheet tray and feeder unit	Optional tray to increase paper capacity	CF239A
1x500-sheet feeder, cabinet, and stand	Optional tray to increase paper capacity	CF243A
3x500-sheet feeder and stand	Optional tray to increase paper capacity	CF242A
3,500-sheet high-capacity input and stand	Optional tray to increase paper capacity	CF245A
Duplex printing assembly	Optional accessory to print on both sides of the paper	CF240A
DIMM memory	HP 200-pin DDR2 512MB x64 DIMM	CF306A
Fax accessory	HP LaserJet MFP Analog Fax Accessory 500	CC487A
Document-feeder roller kit	Replacement rollers for the document feeder	L2718A
Staple cartridge refill	Refill staple cartridge	C8091A
HP Jetdirect print servers	HP Jetdirect ew2500 Wireless Print Server	J8021A
	HP Jetdirect 2700w USB Wireless Print Server	J8026A
USB cable	Standard USB-compatible device connector, 2 m (6.5 ft)	C6518A
DIMM memory	Optional 512 MB DIMM memory	CF306A

# Toner cartridge

## Toner-cartridge view



---

1 Imaging drum

**CAUTION:** Do not touch the shutter or the surface of the roller. Doing so can damage the cartridge.

---

2 Memory chip

---

3 Pull-tab for the sealing tape

---

## Toner-cartridge information

Continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality. To redistribute the toner, remove the toner cartridge from the printer and gently rock the cartridge back and forth about its horizontal axis. For graphical representation, see cartridge replacement instructions. Reinsert the toner cartridge into the printer and close the cover.

Capacity	Cartridge number	Part number
Standard-capacity replacement black toner cartridge	14A	CF214A
High-capacity replacement black toner cartridge	14X	CF214X

For more information about supplies, go to [www.hp.com/go/learnaboutsupplies](http://www.hp.com/go/learnaboutsupplies).

The information contained herein is subject to change without notice. For the latest supplies information go to [www.hp.com/go/ljMFPM725\\_manuals](http://www.hp.com/go/ljMFPM725_manuals).

## Recycle the toner cartridge

To recycle a genuine HP toner cartridge, place the used cartridge in the box in which the new cartridge arrived. Use the enclosed return label to send the used supply to HP for recycling. For complete information, see the recycling guide that is included with each new HP supply item.

## Toner-cartridge storage

Do not remove the toner cartridge from its package until you are ready to use it.

 **CAUTION:** To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

## HP policy on non-HP toner cartridges

HP Company cannot recommend the use of non-HP toner cartridges, either new or remanufactured.

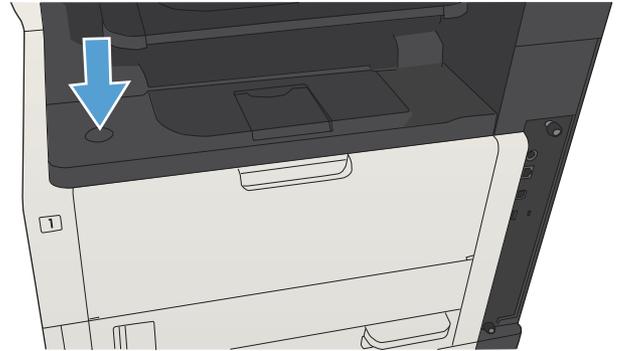
 **NOTE:** Any damage caused by a non-HP toner cartridge is not covered under the HP warranty and service agreements.

## Replace the toner cartridge

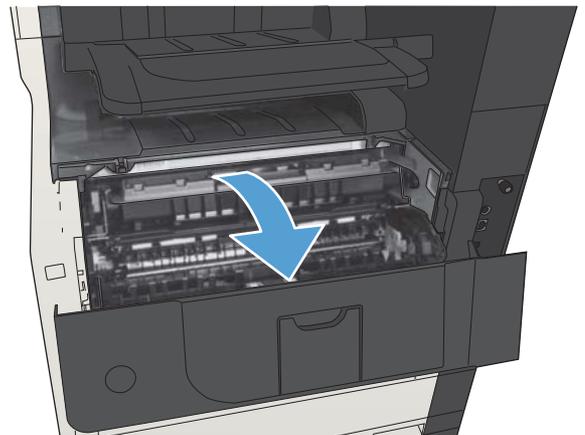
**CAUTION:** If toner gets on clothing, wipe it off with a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

**NOTE:** Information about recycling used toner cartridges is on the toner-cartridge box.

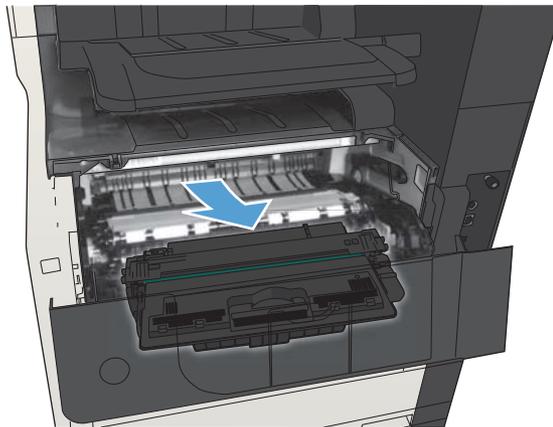
1. Press the cartridge-door-release button.



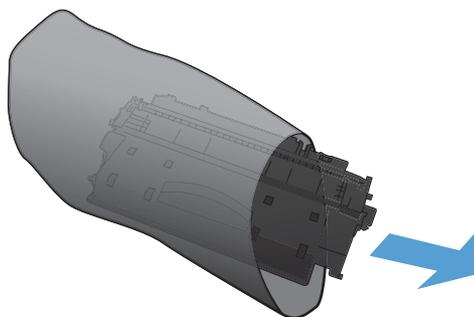
2. Open the cartridge door.



3. Remove the used toner cartridge from the product.

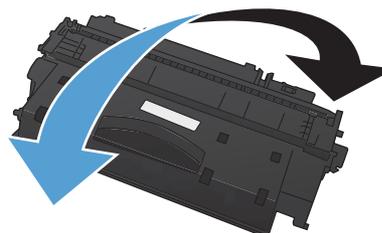


4. Remove the new toner cartridge from the bag. Place the used toner cartridge in the bag for recycling.

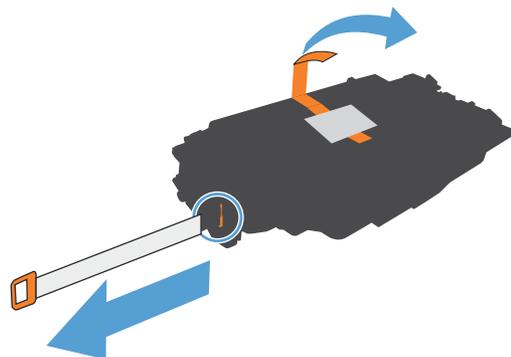


5. Grasp the front and back of the toner cartridge, and distribute the toner by gently rocking the toner cartridge five or six times.

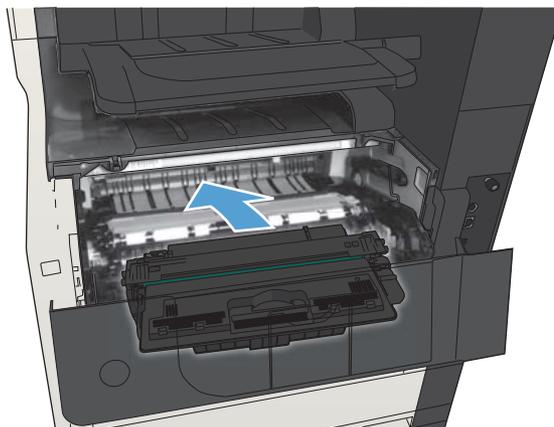
**CAUTION:** Do not touch the shutter or the surface of the roller.



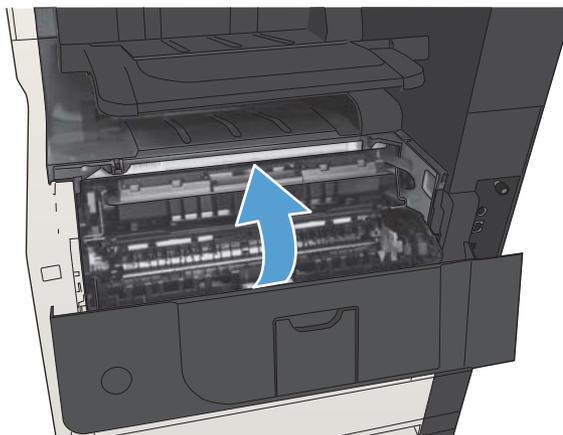
6. Remove the shipping tape from the new toner cartridge. Recycle the tape with the used toner cartridge.



7. Align the toner cartridge with the tracks inside the product, and insert the toner cartridge until it is firmly seated.



8. Close the cartridge door. After a short time, the control panel should display the **Ready** message.



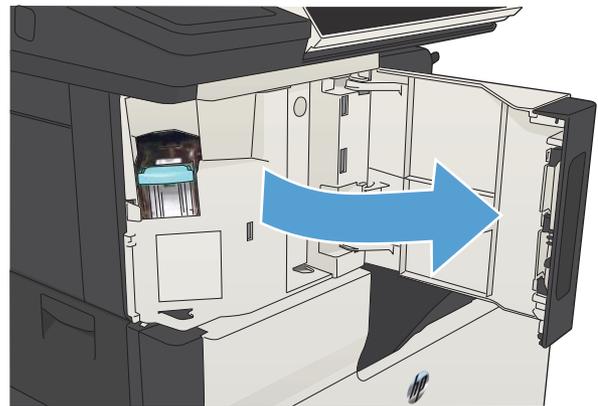
## Staples (stapling models only)

Item	Description	Part number
Staple cartridge	Each cartridge holds 5,000 unformed staples.	C8091A

For more information, go to [www.hp.com/go/learnaboutsupplies](http://www.hp.com/go/learnaboutsupplies).

### Load staples

1. Open the stapler door.



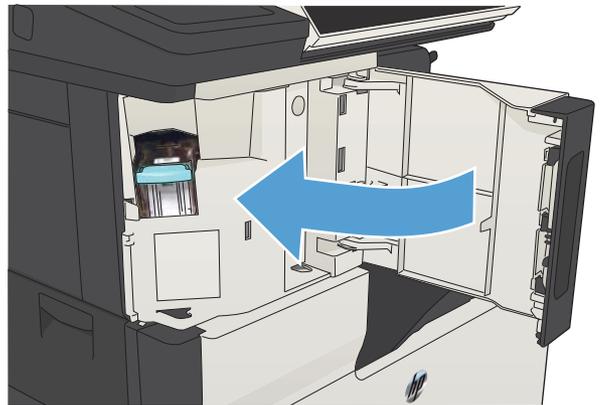
2. Remove the staple cartridge.



3. Insert the new staple cartridge.



4. Close the stapler door.





---

# 5 Print

- [Supported print drivers \(Windows\)](#)
- [Change print-job settings \(Windows\)](#)
- [Change print-job settings \(Mac OS X\)](#)
- [Print tasks \(Windows\)](#)
- [Print tasks \(Mac OS X\)](#)
- [Additional print tasks \(Windows\)](#)
- [Additional print tasks \(Mac OS X\)](#)
- [Store print jobs on the product](#)
- [Add a job-separator page \(Windows\)](#)
- [Use HP ePrint](#)
- [Use the HP ePrint software](#)
- [Use Apple AirPrint](#)
- [Use HP Smart Print \(Windows\)](#)
- [Use easy-access USB printing](#)

## Supported print drivers (Windows)

Print drivers provide access to the product features and allow the computer to communicate with the product (using a printer language). The following print drivers are available at [www.hp.com/go/ljMFPM725\\_software](http://www.hp.com/go/ljMFPM725_software).

---

### HP PCL 6 driver

- Provided as the default driver on the in-box CD. This driver is automatically installed unless you select a different one.
- Recommended for all Windows environments
- Provides the overall best speed, print quality, and product-feature support for most users
- Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments
- Might not be fully compatible with third-party and custom software programs that are based on PCL 5

---

### HP UPD PS driver

- Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs
- Provides support for printing from postscript emulation needs, or for postscript flash font support

---

### HP UPD PCL 5

- Recommended for general office printing in Windows environments
- Compatible with previous PCL versions and older HP LaserJet products
- The best choice for printing from third-party or custom software programs
- The best choice when operating with mixed environments, which require the product to be set to PCL 5 (UNIX, Linux, mainframe)
- Designed for use in corporate Windows environments to provide a single driver for use with multiple product models
- Preferred when printing to multiple product models from a mobile Windows computer

---

### HP UPD PCL 6

- Recommended for printing in all Windows environments
  - Provides the overall best speed, print quality, and printer feature support for most users
  - Developed to align with Windows Graphic Device Interface (GDI) for best speed in Windows environments
  - Might not be fully compatible with third-party and custom software programs that are based on PCL 5
- 

## HP Universal Print Driver (UPD)

The HP Universal Print Driver (UPD) for Windows is a single print driver that gives you instant access to virtually any HP LaserJet product, from any location, without downloading separate drivers. It is built on proven HP print driver technology and has been tested thoroughly and used with many software programs. It is a powerful solution that performs consistently over time.

The HP UPD communicates directly with each HP product, gathers configuration information, and then customizes the user interface to show the product's unique, available features. It automatically enables features that are available for the product, such as two-sided printing and stapling, so you do not need to enable them manually.

For more information, go to [www.hp.com/go/upd](http://www.hp.com/go/upd).

## UPD installation modes

---

Traditional mode	<ul style="list-style-type: none"><li>• To use this mode, download UPD from the Internet. Go to <a href="http://www.hp.com/go/upd">www.hp.com/go/upd</a>.</li><li>• Use this mode if you are installing the driver for a single computer.</li><li>• It operates with a specific product.</li><li>• If you use this mode, you must install UPD separately for each computer and for each product.</li></ul>
Dynamic mode	<ul style="list-style-type: none"><li>• To use this mode, download UPD from the Internet. Go to <a href="http://www.hp.com/go/upd">www.hp.com/go/upd</a>.</li><li>• Dynamic mode allows you to use a single driver installation, so you can discover and print to HP products in any location.</li><li>• Use this mode if you are installing UPD for a workgroup.</li></ul>

---

## Change print-job settings (Windows)

### Change the settings for all print jobs until the software program is closed

The steps can vary; this procedure is most common.

1. From the software program, select the **Print** option.
2. Select the product, and then click **Properties** or **Preferences**.

### Change the default settings for all print jobs

1. **Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view):** Click **Start**, and then click **Printers and Faxes**.

**Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view):** Click **Start**, click **Settings**, and then click **Printers**.

**Windows Vista:** Click the Windows icon in the lower-left corner of the screen, click **Control Panel**, and then click **Printers**.

**Windows 7:** Click the Windows icon in the lower-left corner of the screen, and then click **Devices and Printers**.

2. Right-click the print-driver icon, and then select **Printing Preferences**.

### Change the product configuration settings

1. **Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view):** Click **Start**, and then click **Printers and Faxes**.

**Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view):** Click **Start**, click **Settings**, and then click **Printers**.

**Windows Vista:** Click the Windows icon in the lower-left corner of the screen, click **Control Panel**, and then click **Printers**.

**Windows 7:** Click the Windows icon in the lower-left corner of the screen, and then click **Devices and Printers**.

2. Right-click the print-driver icon, and then select **Properties** or **Printer properties**.
3. Click the **Device Settings** tab.

# Change print-job settings (Mac OS X)

## Change the settings for all print jobs until the software program is closed

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menu drop-down list, and then open a menu for which you want to change the print settings.
4. For each menu, select the print settings that you want to change.
5. Change the settings that you want on the various menus.

## Change the default settings for all print jobs

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menu drop-down list, and then open a menu for which you want to change the print settings.
4. For each menu, select the print settings that you want to save for reuse.
5. In the **Presets** menu, click the **Save As...** option, and enter a name for the preset.
6. Click the **OK** button.

These settings are saved in the **Presets** menu. To use the new settings, you must select the saved preset option every time you open a program and print.

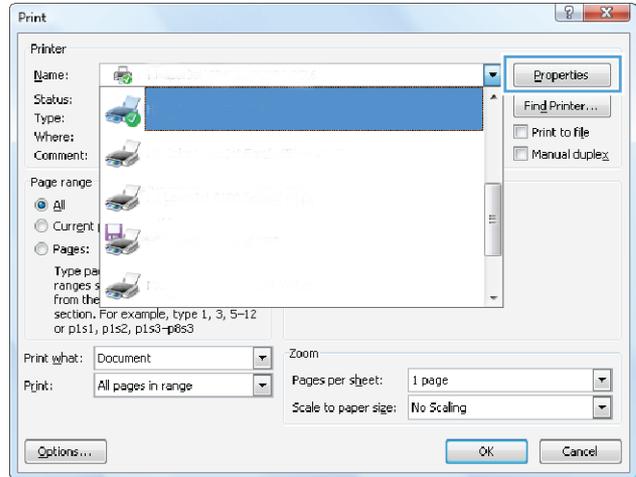
## Change the product configuration settings

1. At the computer, open the Apple  menu, click the **System Preferences** menu, and then click the **Print & Fax** icon or the **Print & Scan** icon.
2. Select the product in the left side of the window.
3. Click the **Options & Supplies** button.
4. Click the **Driver** tab.
5. Configure the installed options.

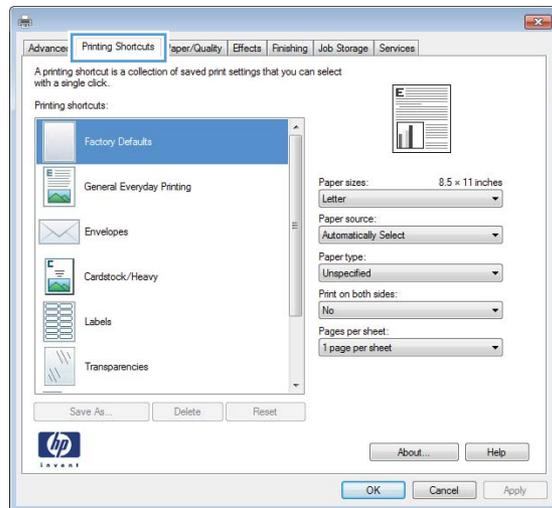
# Print tasks (Windows)

## Use a printing shortcut (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.

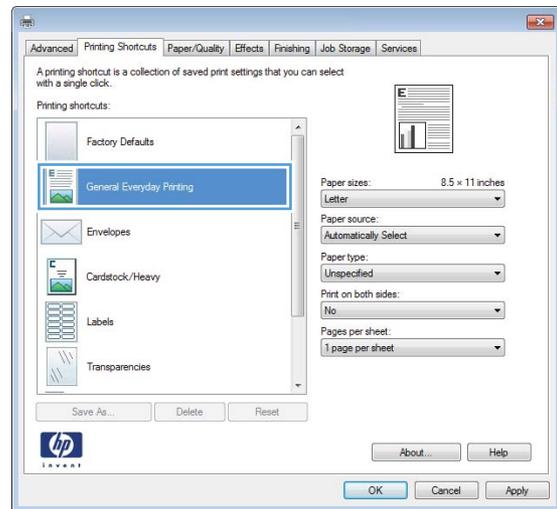


3. Click the **Printing Shortcuts** tab.

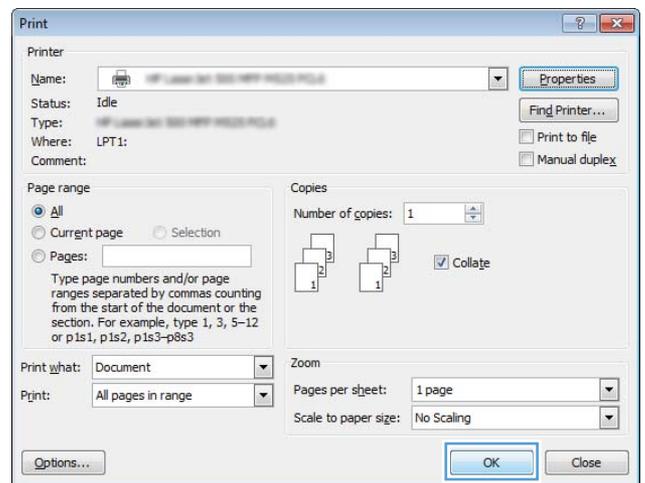


4. Select one of the shortcuts. Click the **OK** button to close the **Document Properties** dialog box.

**NOTE:** When you select a shortcut, the corresponding settings change on the other tabs in the print driver.

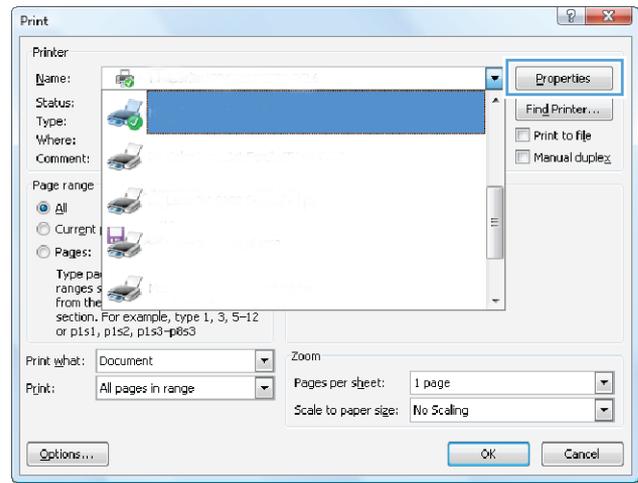


5. In the **Print** dialog box, click the **OK** button to print the job.

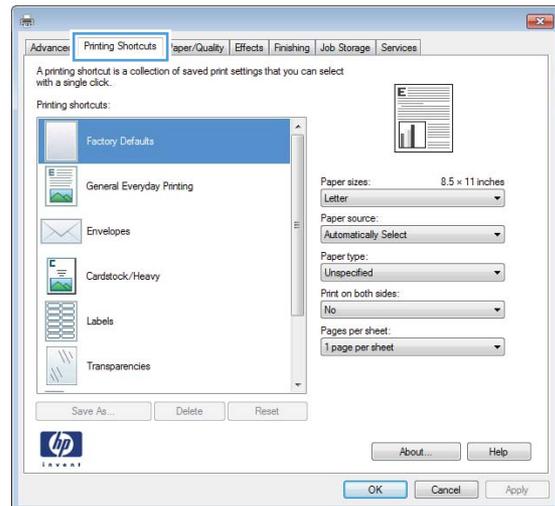


## Create printing shortcuts (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.

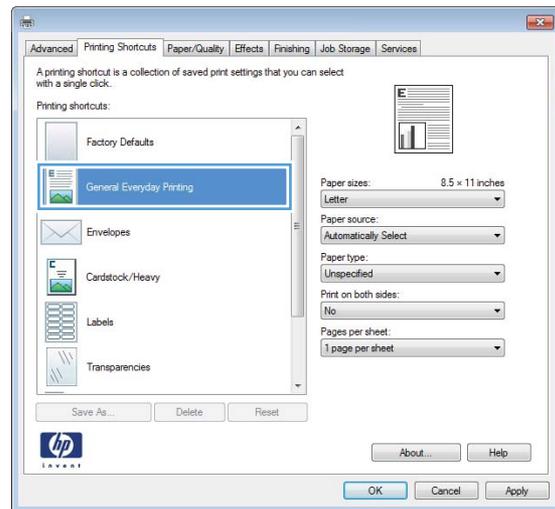


3. Click the **Printing Shortcuts** tab.

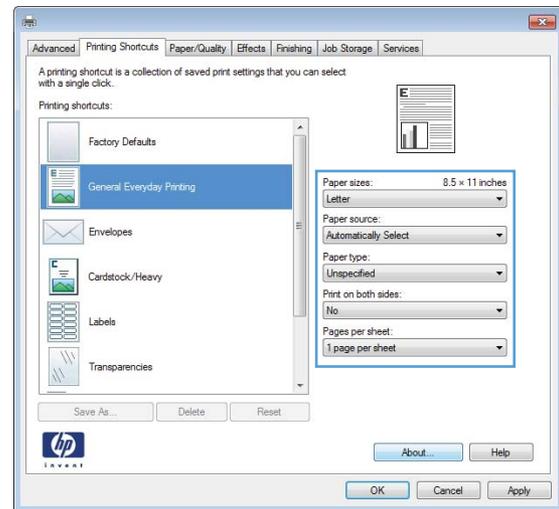


4. Select an existing shortcut as a base.

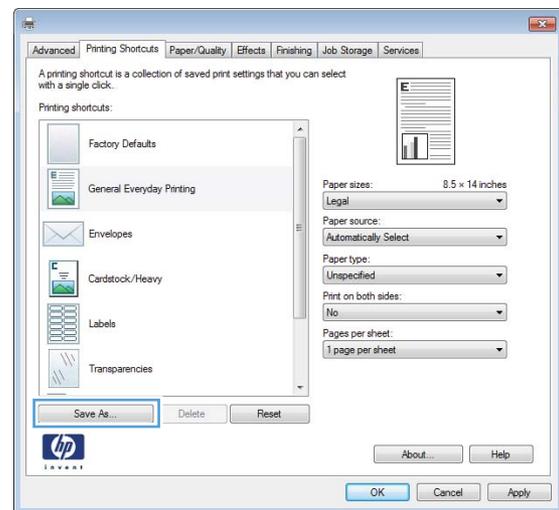
**NOTE:** Always select a shortcut before adjusting any of the settings on the right side of the screen. If you adjust the settings and then select a shortcut, all your adjustments are lost.



5. Select the print options for the new shortcut.



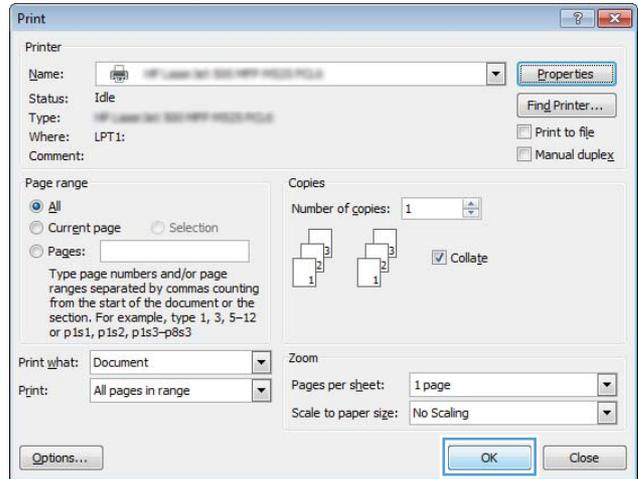
6. Click the **Save As** button.



7. Enter a name for the shortcut, and then click the **OK** button.

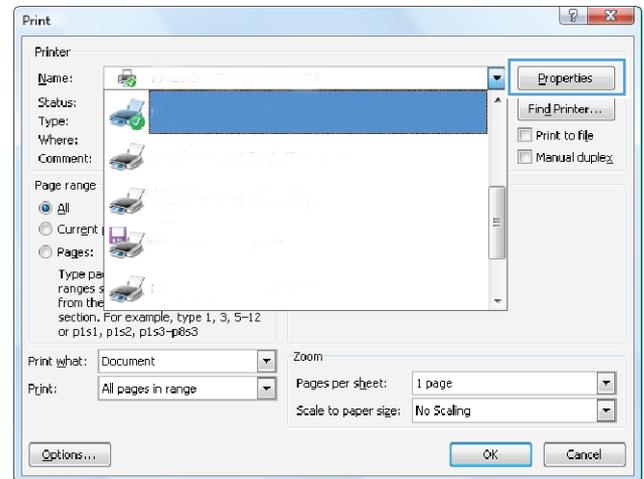


8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

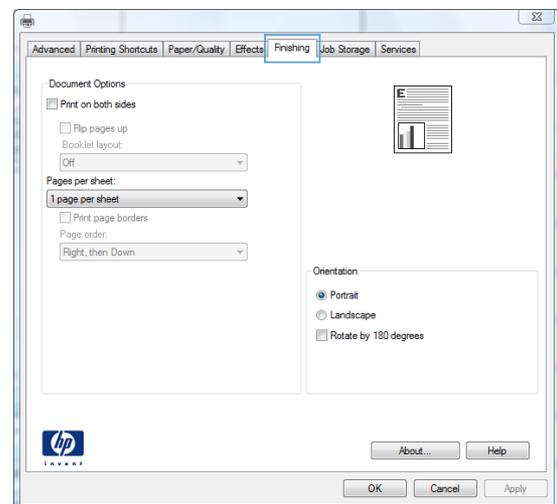


## Automatically print on both sides (Windows)

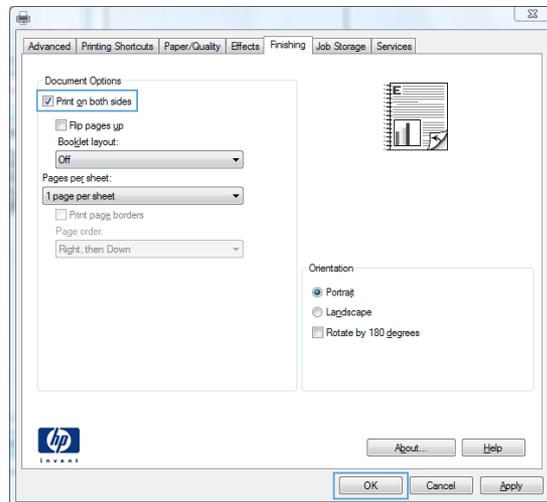
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



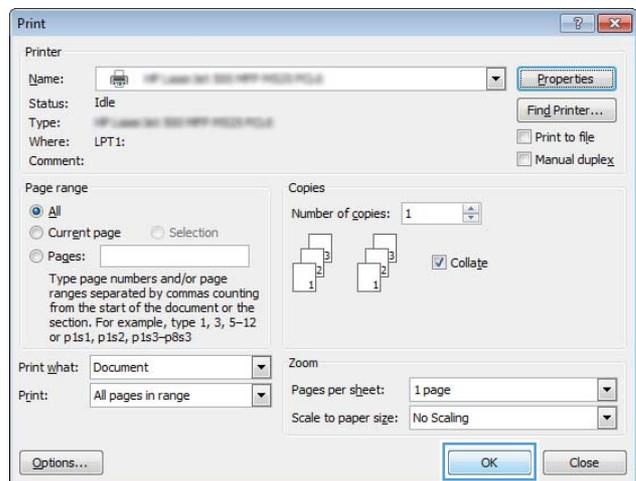
3. Click the **Finishing** tab.



4. Select the **Print on both sides** check box. Click the **OK** button to close the **Document Properties** dialog box.



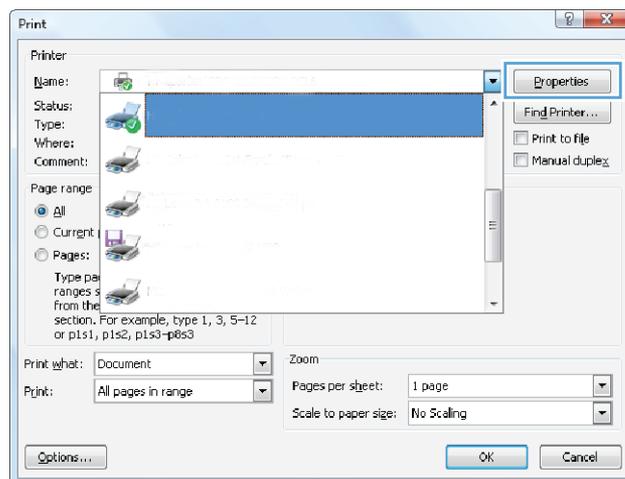
5. In the **Print** dialog box, click the **OK** button to print the job.



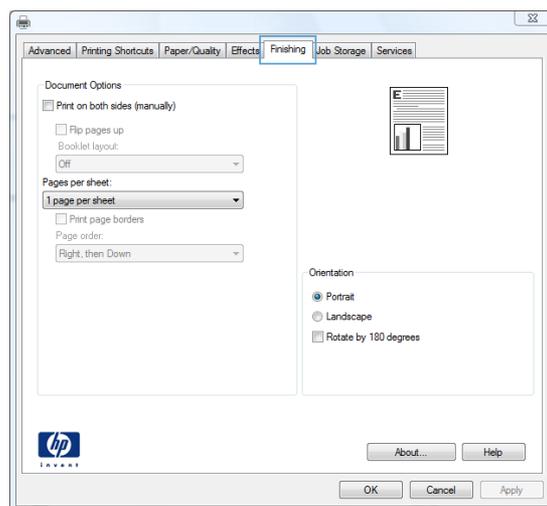
## Manually print on both sides (Windows)

 **NOTE:** Follow these steps to print on both sides of a paper size or type that is not supported by the automatic duplexer.

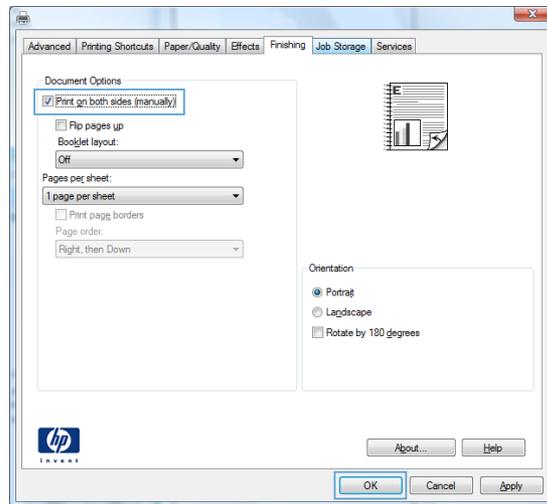
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



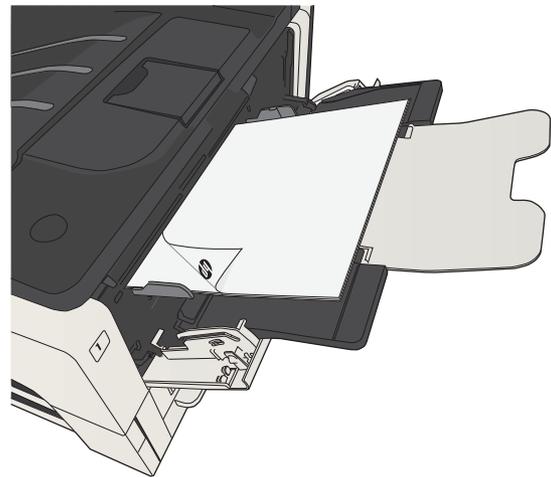
3. Click the **Finishing** tab.



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



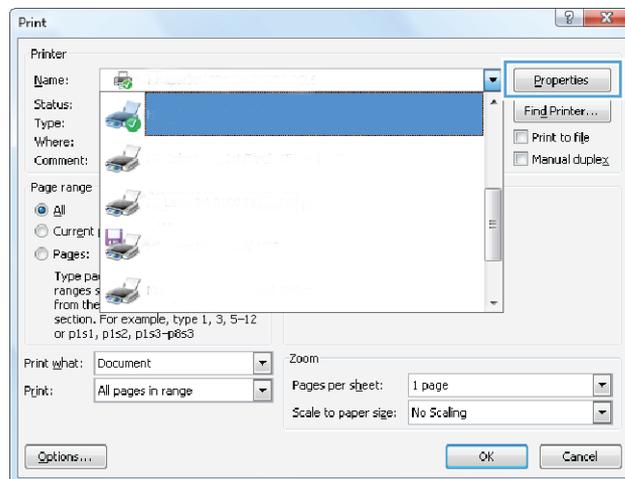
5. Retrieve the printed stack from the output bin, and place it with the printed-side facing down in Tray 1.



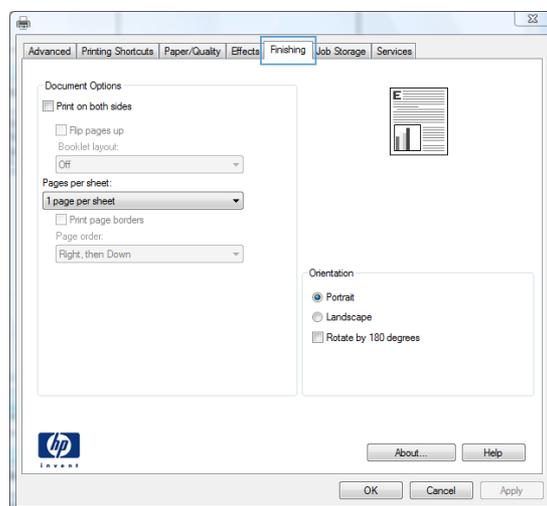
6. If prompted, touch the appropriate control-panel button to continue.

## Print multiple pages per sheet (Windows)

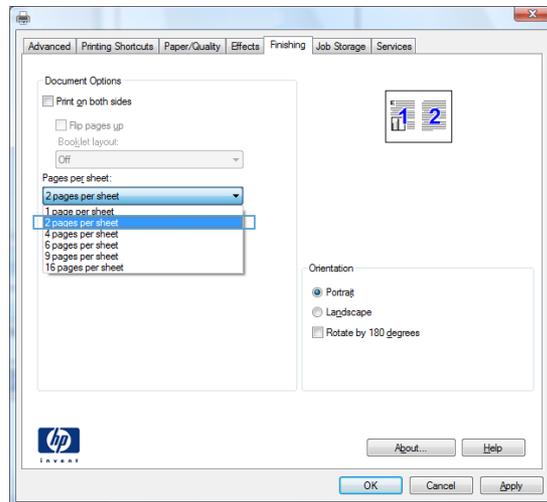
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



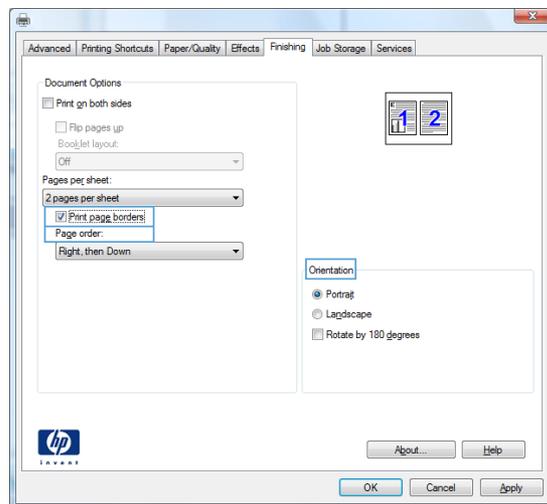
3. Click the **Finishing** tab.



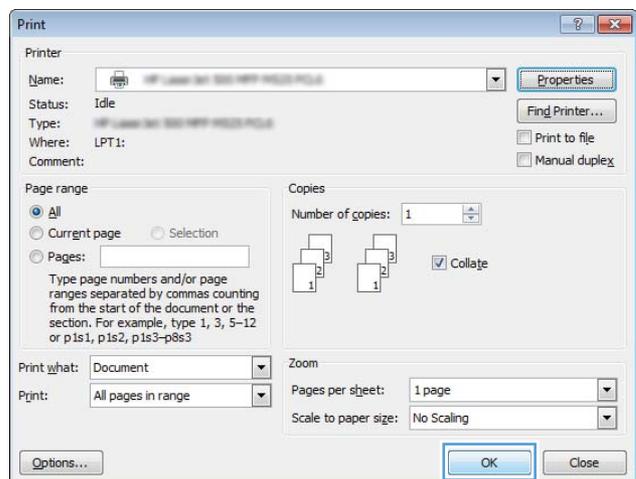
- Select the number of pages per sheet from the **Pages per sheet** drop-down list.



- Select the correct **Print page borders**, **Page order**, and **Orientation** options. Click the **OK** button to close the **Document Properties** dialog box.

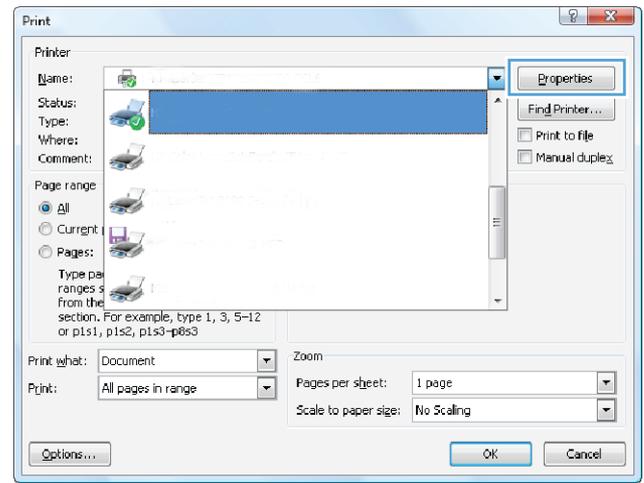


- In the **Print** dialog box, click the **OK** button to print the job.

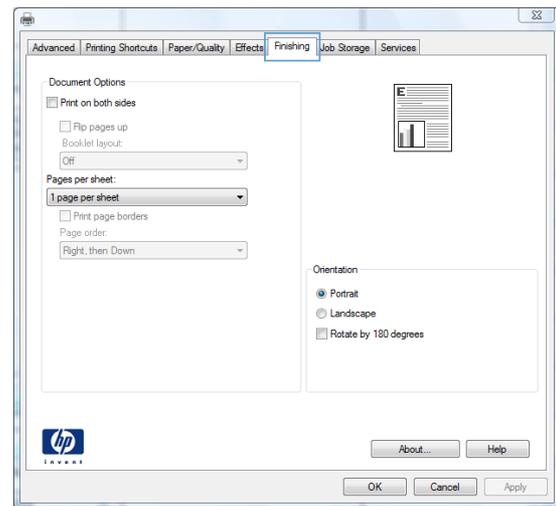


## Select the page orientation (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



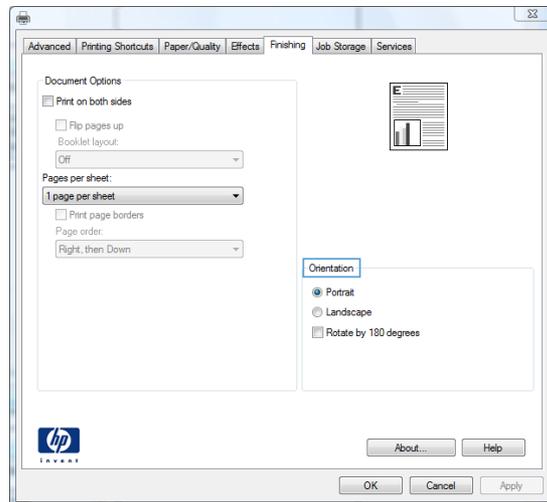
3. Click the **Finishing** tab.



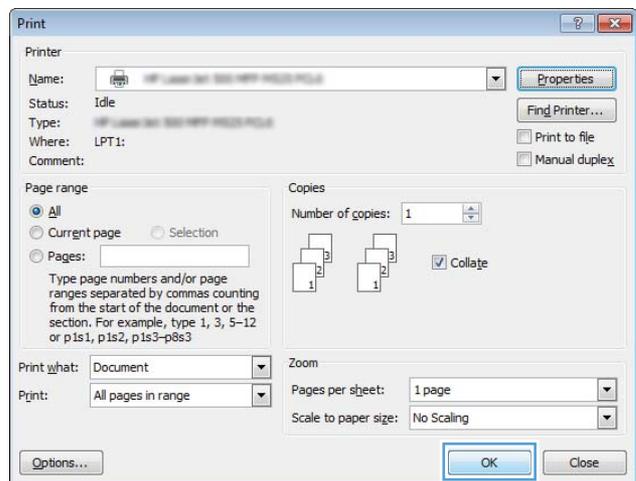
4. In the **Orientation** area, select the **Portrait** or **Landscape** option.

To print the page image upside down, select the **Rotate by 180 degrees** option.

Click the **OK** button to close the **Document Properties** dialog box.

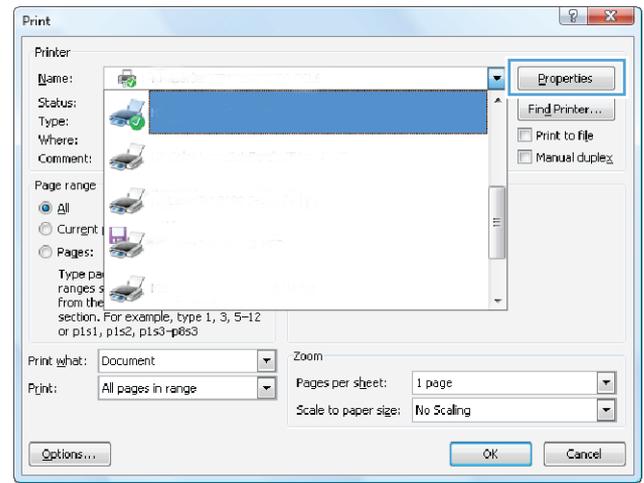


5. In the **Print** dialog box, click the **OK** button to print the job.

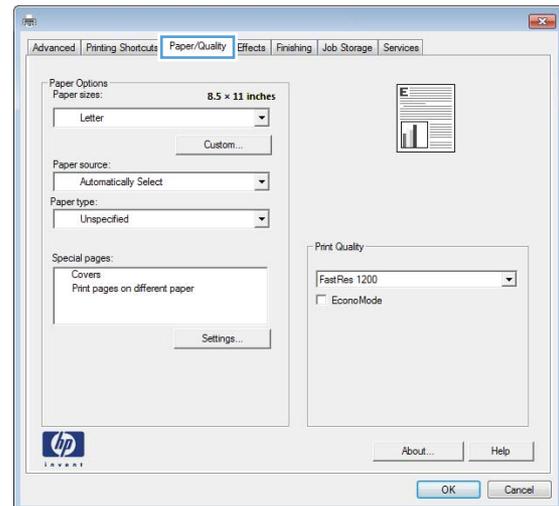


## Select the paper type (Windows)

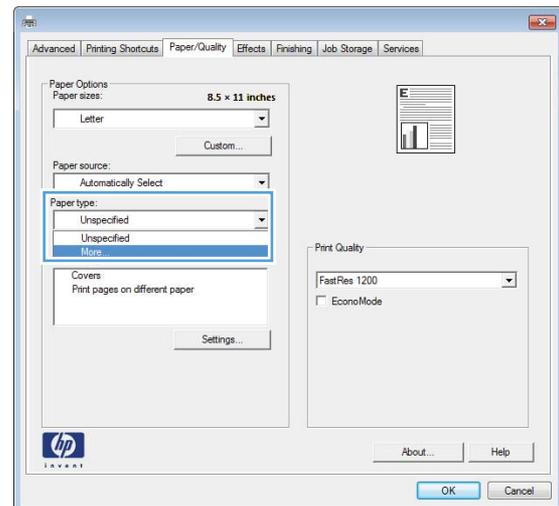
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



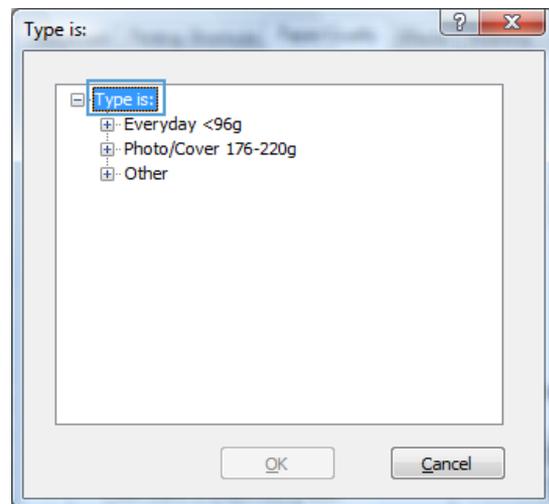
3. Click the **Paper/Quality** tab.



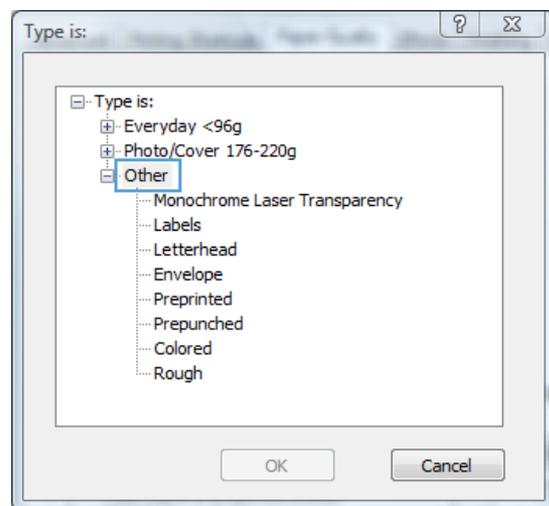
4. From the **Paper type** drop-down list, click the **More...** option.



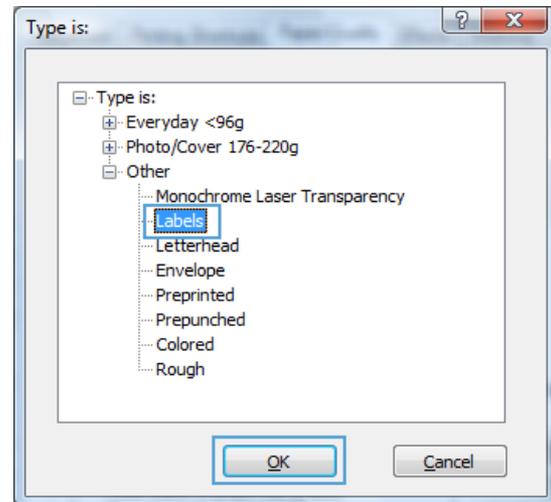
5. Expand the list of **Type is:** options.



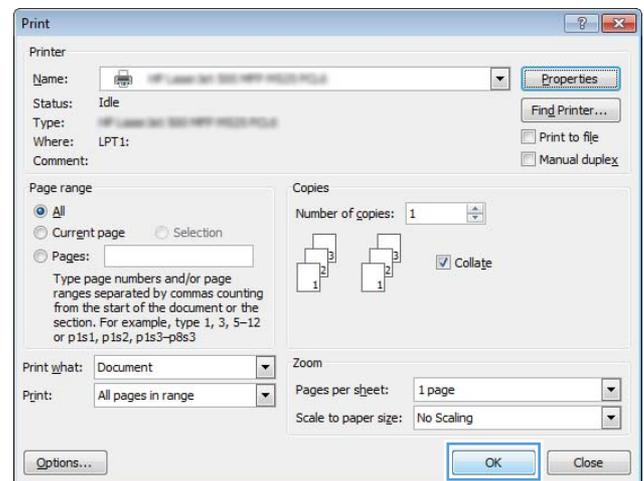
6. Expand the category of paper types that best describes your paper.



7. Select the option for the type of paper you are using, and click the **OK** button.

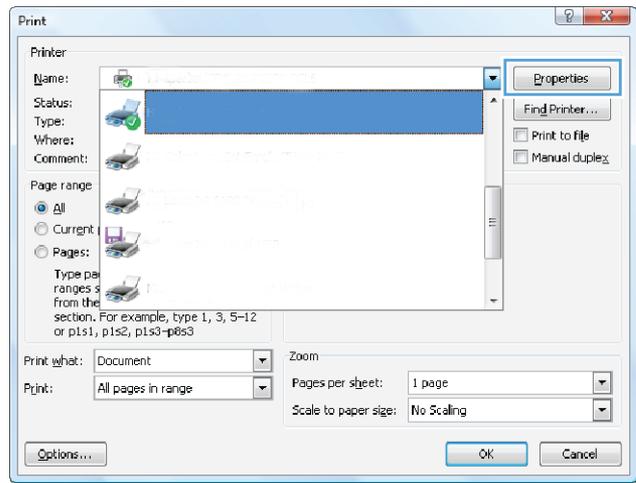


8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

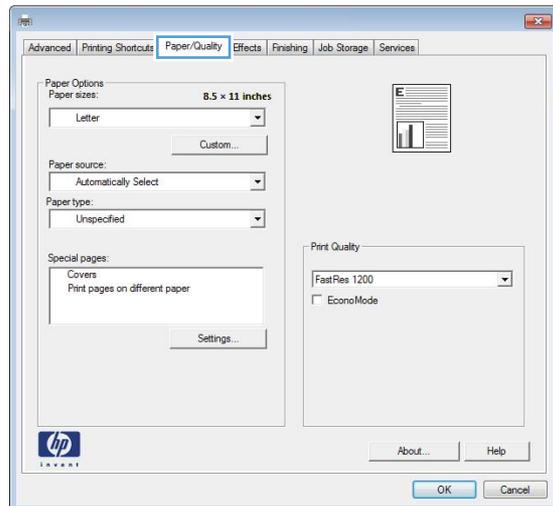


## Print the first or last page on different paper (Windows)

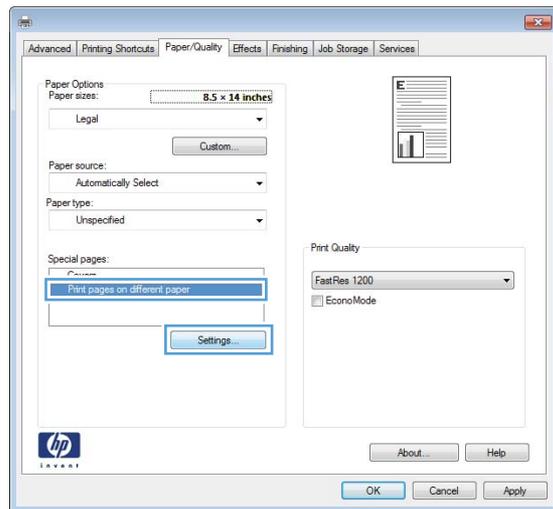
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



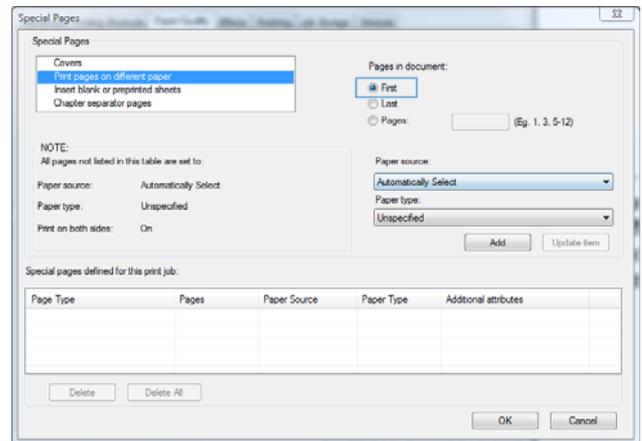
3. Click the **Paper/Quality** tab.



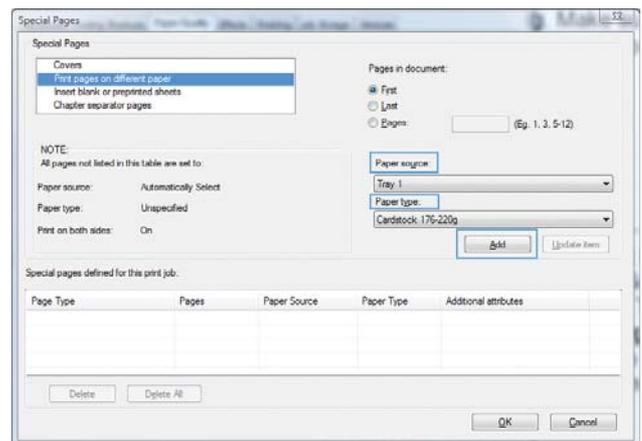
4. In the **Special pages** area, click the **Print pages on different paper** option, and then click the **Settings** button.



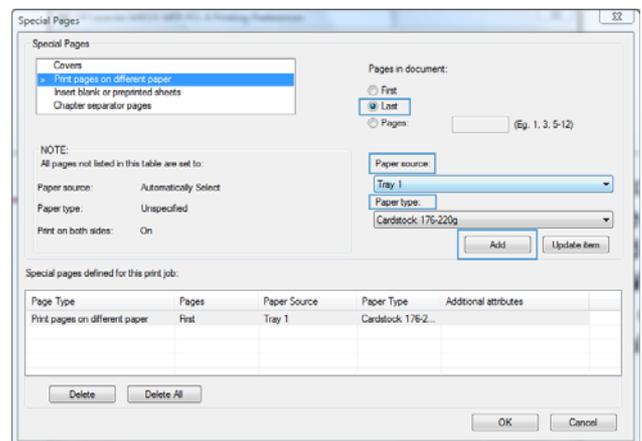
- In the **Pages in document** area, select either the **First** or **Last** option.



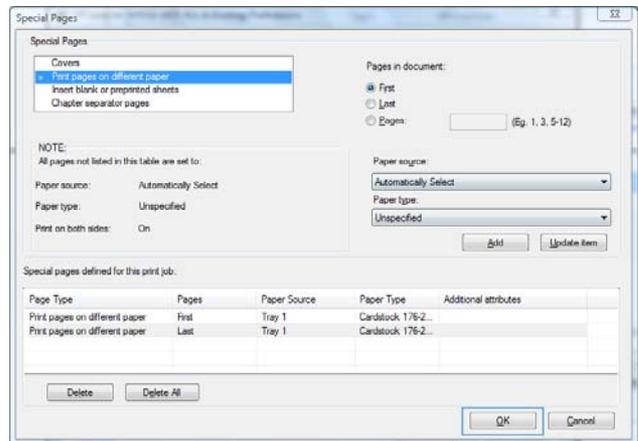
- Select the correct options from the **Paper source** and **Paper type** drop-down lists. Click the **Add** button.



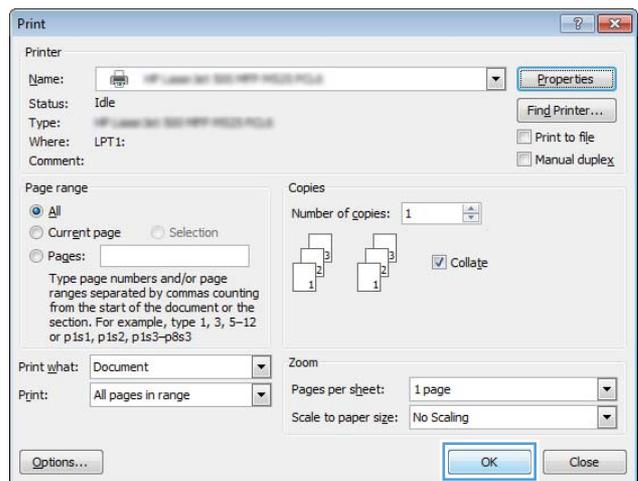
- If you are printing *both* the first and last pages on different paper, repeat steps 5 and 6, selecting the options for the other page.



8. Click the **OK** button.

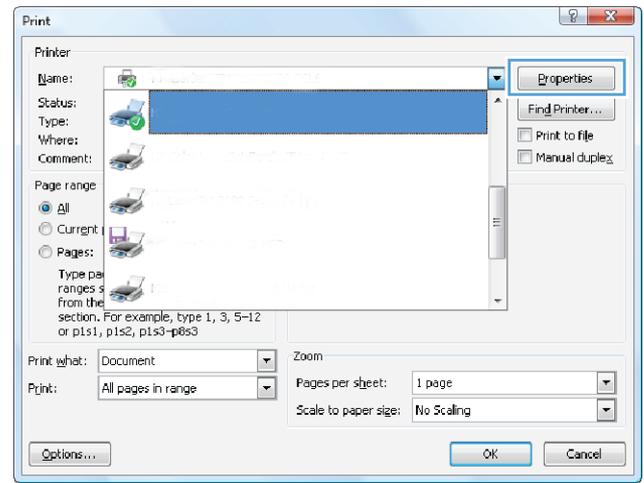


9. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

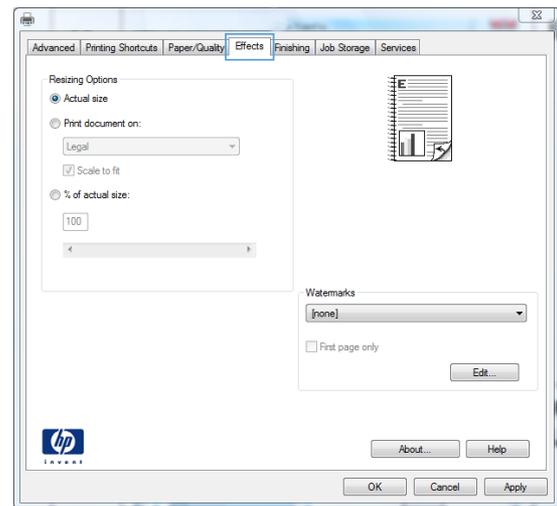


## Scale a document to fit page size (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.

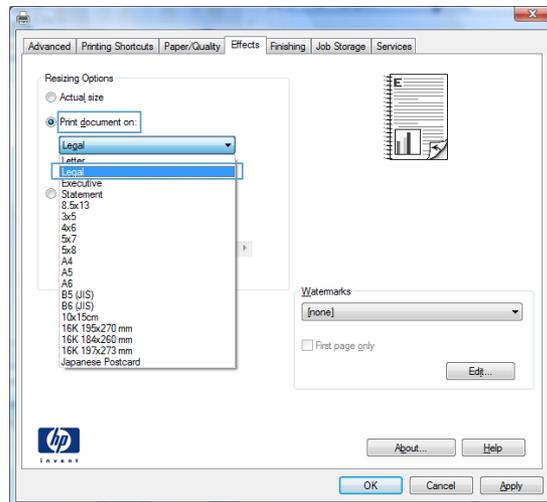


3. Click the **Effects** tab.

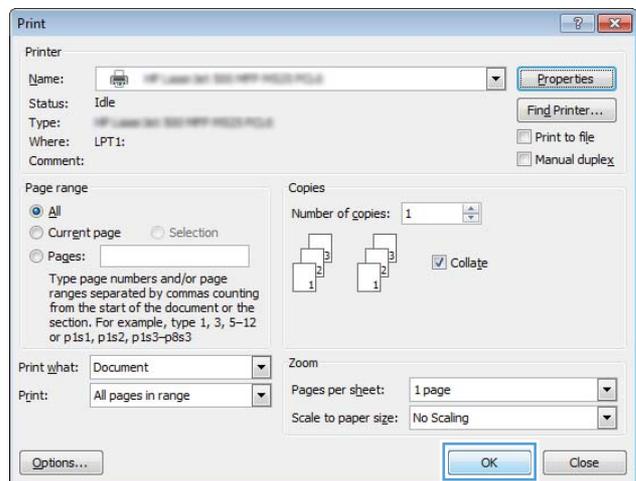


4. Select the **Print document on** option, and then select a size from the drop-down list.

Click the **OK** button to close the **Document Properties** dialog box.

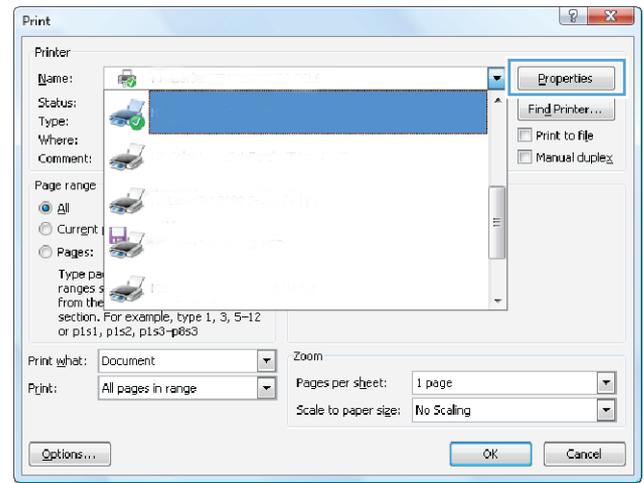


5. In the **Print** dialog box, click the **OK** button to print the job.

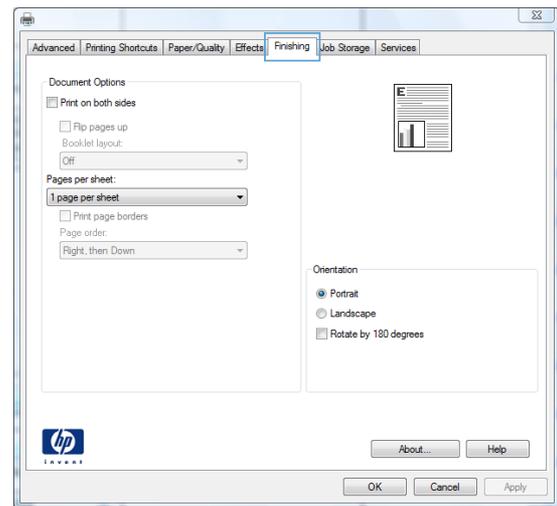


## Create a booklet (Windows)

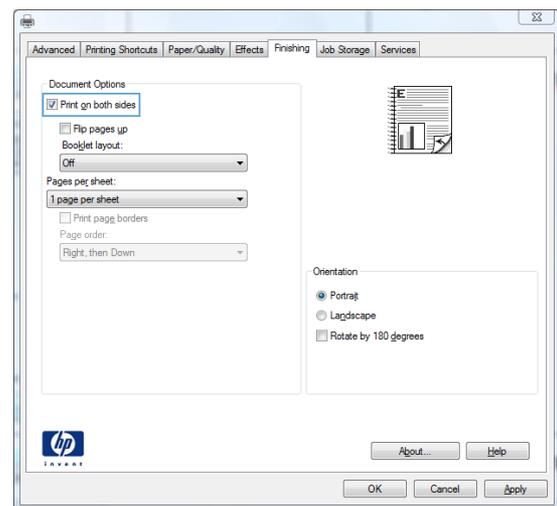
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



3. Click the **Finishing** tab.

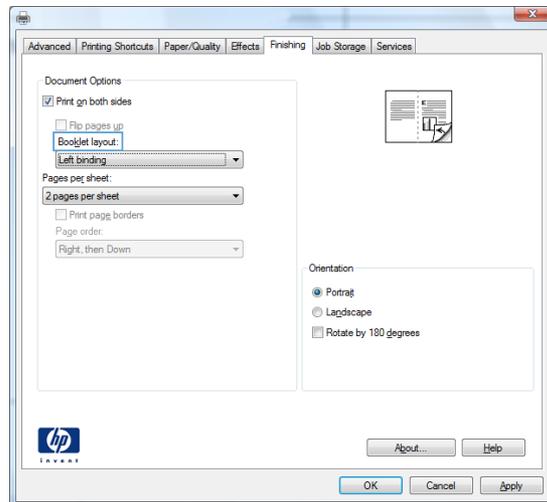


4. Select the **Print on both sides** check box.

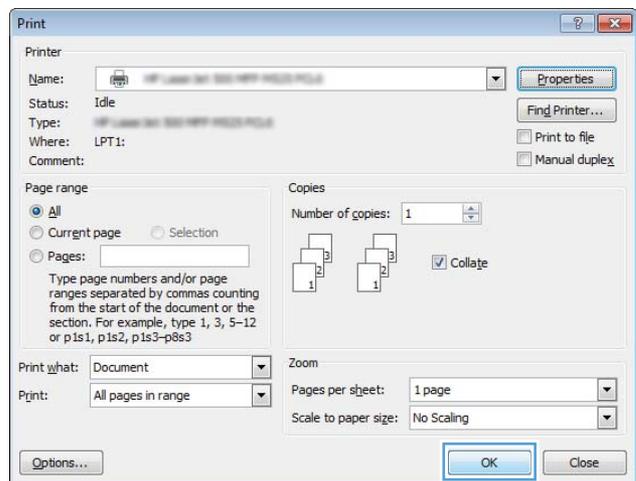


5. In the **Booklet layout** drop-down list, click the **Left binding** or **Right binding** option. The **Pages per sheet** option automatically changes to **2 pages per sheet**.

Click the **OK** button to close the **Document Properties** dialog box.

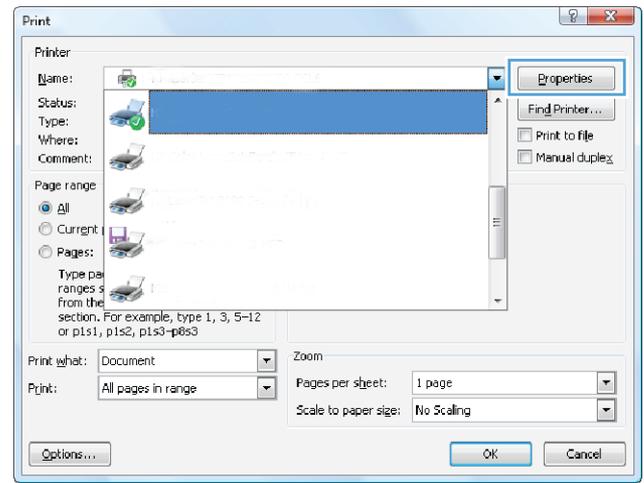


6. In the **Print** dialog box, click the **OK** button to print the job.

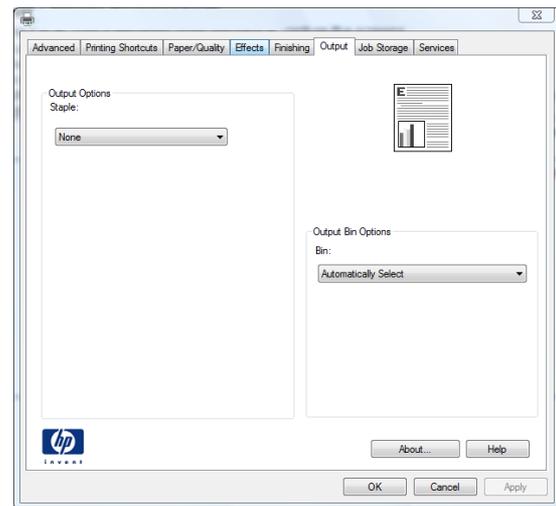


## Select staple options (Windows)

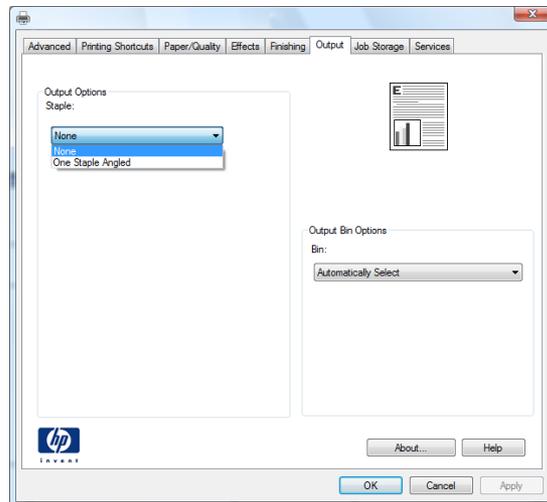
1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.



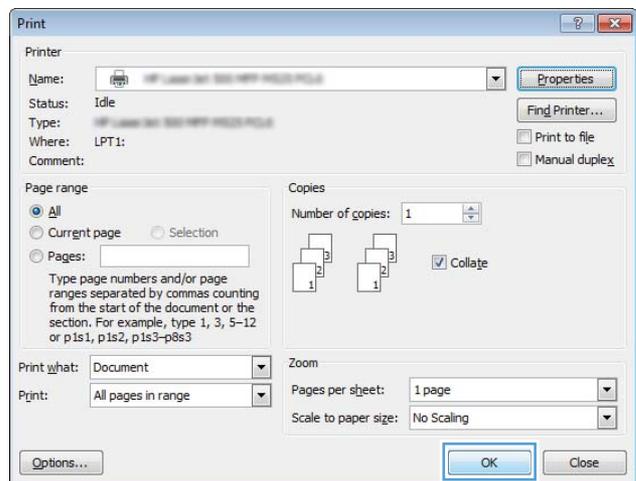
3. Click the **Output** tab.



- In the **Output Options** area, select an option from the **Staple** drop-down list. Click the **OK** button to close the dialog box.



- In the **Print** dialog box, click the **OK** button to print the job.



## Print tasks (Mac OS X)

### Use a printing preset (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. In the **Presets** menu, select the printing preset.
4. Click the **Print** button.



---

**NOTE:** To use print-driver default settings, select the **standard** option.

---

### Create a printing preset (Mac OS X)

Use printing presets to save the current print settings for reuse.

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then open a menu for which you want to change the print settings.
4. For each menu, select the print settings that you want to save for reuse.
5. In the **Presets** menu, click the **Save As...** option, and enter a name for the preset.
6. Click the **OK** button.

### Automatically print on both sides (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Layout** menu.
4. Select a binding option from the **Two-Sided** drop-down list.
5. Click the **Print** button.

### Manually print on both sides (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select this product.
3. Open the **Manual Duplex** menu.
4. Click the **Manual Duplex** box, and select a binding option.

5. Click the **Print** button.
6. Go to the product, and remove any blank paper that is in Tray 1.
7. Retrieve the printed stack from the output bin and place it with the printed-side facing down in the input tray.
8. If prompted, press the appropriate control panel button to continue.

## Print multiple pages per sheet (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Layout** menu.
4. From the **Pages per Sheet** drop-down list, select the number of pages that you want to print on each sheet.
5. In the **Layout Direction** area, select the order and placement of the pages on the sheet.
6. From the **Border** menu, select the type of border to print around each page on the sheet.
7. Click the **Print** button.

## Select the page orientation (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. In the **Copies & Pages** menu, click the **Page Setup** button.
4. Click the icon that represents the page orientation that you want to use, and then click the **OK** button.
5. Click the **Print** button.

## Select the paper type (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Finishing** menu.
4. Select a type from the **Media Type** drop-down list.
5. Click the **Print** button.

## Print a cover page (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Cover Page** menu.
4. Select where to print the cover page. Click either the **Before Document** button or the **After Document** button.
5. In the **Cover Page Type** menu, select the message that you want to print on the cover page.



---

**NOTE:** To print a blank cover page, select the **standard** option from the **Cover Page Type** menu.

---

6. Click the **Print** button.

## Scale a document to fit page size (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Paper Handling** menu.
4. In the **Destination Paper Size** area, click the **Scale to fit paper size** box, and then select the size from the drop-down list.
5. Click the **Print** button.

## Create a booklet (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Layout** menu.
4. Select a binding option from the **Two-Sided** drop-down list.
5. Open the menus drop-down list, and then click the **Booklet Printing** menu.
6. Click the **Format Output As Booklet** box, and select a binding option.
7. Select the paper size.
8. Click the **Print** button.

## Select staple options (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Finishing** menu.
4. Select a staple option from the **Staple** drop-down list.
5. Click the **Print** button.

## Additional print tasks (Windows)

### Cancel a print job (Windows)



**NOTE:** If the print job is too far into the printing process, you might not have the option to cancel it.

1. If the print job is currently printing, cancel it from the product control panel by following this procedure:
  - a. From the Home screen on the product control panel, touch the Stop  button. The product pauses the job, and the [Job Status](#) screen opens.
  - b. From the list on the touchscreen, touch the print job you want to cancel, and then touch the [Cancel Job](#) button.
  - c. The product prompts you to confirm the cancellation. Touch the [Yes](#) button.
2. You can also cancel a print job from a software program or a print queue.
  - **Software program:** Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.
  - **Windows print queue:** If a print job is waiting in a print queue (computer memory) or print spooler, delete the job there.
    - **Windows XP, Server 2003, or Server 2008:** Click **Start**, click **Settings**, and then click **Printers and Faxes**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.
    - **Windows Vista:** Click the Windows icon in the lower left corner of the screen, click **Settings**, and then click **Printers**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.
    - **Windows 7:** Click the Windows icon in the lower left corner of the screen, and then click **Devices and Printers**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.

### Select the paper size (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.
4. Select a size from the **Paper size** drop-down list.
5. Click the **OK** button.
6. In the **Print** dialog box, click the **OK** button to print the job.

### Select a custom paper size (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.

4. Click the **Custom** button.
5. Type a name for the custom size and specify the dimensions.
  - The width is the short edge of the paper.
  - The length is the long edge of the paper.
6. Click the **Save** button, and then click the **Close** button.
7. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

## Print watermarks (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Effects** tab.
4. Select a watermark from the **Watermarks** drop-down list.

Or, to add a new watermark to the list, click the **Edit** button. Specify the settings for the watermark, and then click the **OK** button.
5. To print the watermark on the first page only, select the **First page only** check box. Otherwise, the watermark is printed on each page.
6. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

## Additional print tasks (Mac OS X)

### Cancel a print job (Mac OS X)



**NOTE:** If the print job is too far into the printing process, you might not have the option to cancel it.

1. If the print job is currently printing, cancel it from the product control panel by following this procedure:
  - a. From the Home screen on the product control panel, touch the Stop  button. The product pauses the job, and the [Job Status](#) screen opens.
  - b. From the list on the touchscreen, touch the print job you want to cancel, and then touch the [Cancel Job](#) button.
  - c. The product prompts you to confirm the cancellation. Touch the [Yes](#) button.
2. You can also cancel a print job from a software program or a print queue.
  - **Software program:** Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.
  - **Mac print queue:** Open the print queue by double-clicking the product icon in the dock. Highlight the print job, and then click **Delete**.

### Select the paper size (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. In the **Copies & Pages** menu, click the **Page Setup** button.
4. Select a size from the **Paper Size** drop-down list, and then click the **OK** button.
5. Click the **Print** button.

### Select a custom paper size (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. In the **Copies & Pages** menu, click the **Page Setup** button.
4. From the **Paper Size** drop-down list, select the **Manage Custom Sizes** option.
5. Specify the dimensions for the page size, and then click the **OK** button.
6. Click the **OK** button to close the **Page Setup** dialog.
7. Click the **Print** button.

### Print watermarks (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.

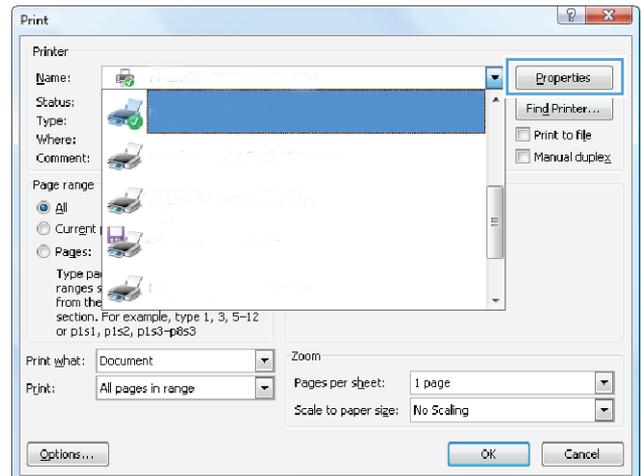
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Watermarks** menu.
4. From the **Mode** menu, select the **Watermark** option.
5. From the **Pages** drop-down list, select whether to print the watermark on all pages or on the first page only.
6. From the **Text** drop-down list, select one of the standard messages, or select the **Custom** option and type a new message in the box.
7. Select options for the remaining settings.
8. Click the **Print** button.

# Store print jobs on the product

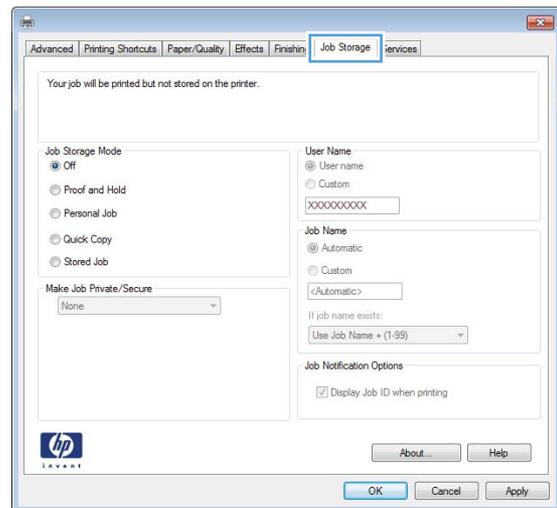
## Create a stored job (Windows)

You can store jobs on the product so you can print them at any time.

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.

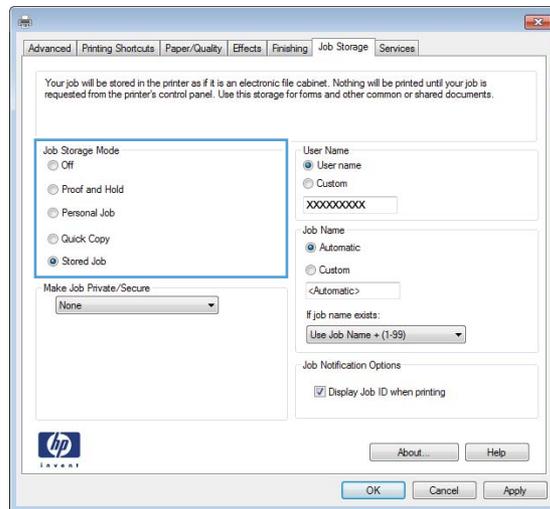


3. Click the **Job Storage** tab.



4. Select a **Job Storage Mode** option.

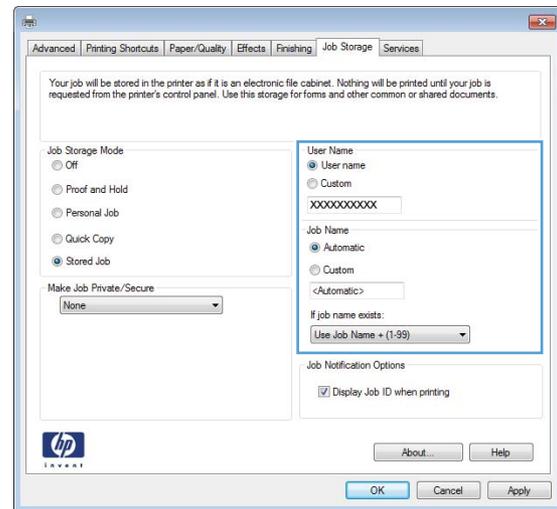
- **Proof and Hold:** Print and proof one copy of a job and then print more copies.
- **Personal Job:** The job does not print until you request it at the product control panel. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel. If you encrypt the job, you must provide the required password at the control panel.
- **Quick Copy:** Print the requested number of copies of a job and then store a copy of the job in the product memory so you can print it again later.
- **Stored Job:** Store a job on the product and allow other users to print the job at any time. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel. If you encrypt the job, the person who prints the job must provide the required password at the control panel.



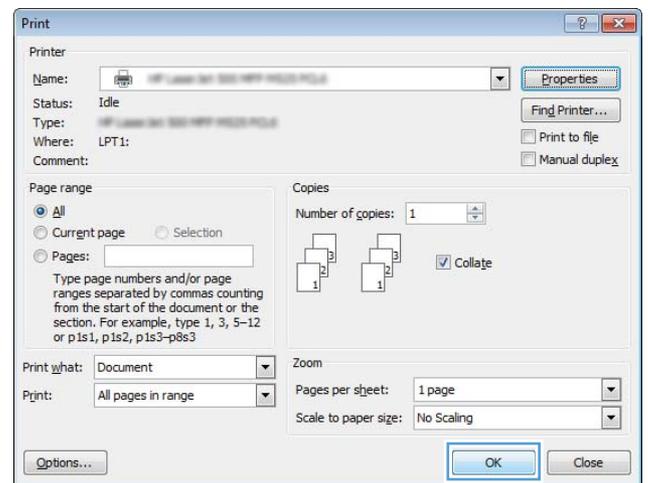
- To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

Select which option to use if another stored job already has that name:

- **Use Job Name + (1-99):** Append a unique number to the end of the job name.
- **Replace Existing File:** Overwrite the existing stored job with the new one.



- Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.



## Create a stored job (Mac OS X)

You can store jobs on the product so you can print them at any time.

- Click the **File** menu, and then click the **Print** option.
- In the **Printer** menu, select the product.
- By default, the print driver displays the **Copies & Pages** menu. Open the menu drop-down list, and then click the **Job Storage** menu.
- In the **Mode** drop-down list, select the type of stored job.
  - **Proof and Hold:** Print and proof one copy of a job and then print more copies.
  - **Personal Job:** The job does not print until you request it at the product control panel. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel.

- **Quick Copy:** Print the requested number of copies of a job and then store a copy of the job in the product memory so you can print it again later.
  - **Stored Job:** Store a job on the product and allow other users to print the job at any time. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel.
5. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

Select which option to use if another stored job already has that name.

<b>Use Job Name + (1 - 99)</b>	Append a unique number to the end of the job name.
<b>Replace Existing File</b>	Overwrite the existing stored job with the new one.

6. If you selected the **Stored Job** or **Personal Job** option in step 3, you can protect the job with a PIN. Type a 4-digit number in the **Use PIN to Print** field. When other people attempt to print this job, the product prompts them to enter this PIN number.
7. Click the **Print** button to process the job.

## Print a stored job

Use the following procedure to print a job that is stored in the product memory.

1. From the Home screen on the product control panel, scroll to and touch the [Retrieve from Device Memory](#) button.
2. Select the name of the folder where the job is stored.
3. Select the name of the job. If the job is private or encrypted, enter the PIN or password.
4. Adjust the number of copies, and then touch the Start  button to print the job.

## Delete a stored job

When you send a stored job to the product memory, the product overwrites any previous jobs with the same user and job name. If a job is not already stored under the same user and job name, and the product needs additional space, the product might delete other stored jobs starting with the oldest. You can change the number of jobs that the product can store from the [General Settings](#) menu on the product control panel.

Use this procedure to delete a job that is stored in the product memory.

1. From the Home screen on the product control panel, scroll to and touch the [Retrieve from Device Memory](#) button.
2. Select the name of the folder where the job is stored.
3. Select the name of the job, and then touch the [Delete](#) button.
4. If the job is private or encrypted, enter the PIN or the password, and then touch the [Delete](#) button.

## Add a job-separator page (Windows)

The product can insert a blank page at the beginning of each print job to make sorting jobs easier.



**NOTE:** The following procedure turns on this setting for all print jobs.

---

- 1. Windows XP, Windows Server 2003, and Windows Server 2008 (using the default Start menu view):** Click **Start**, and then click **Printers and Faxes**.  
  
**Windows XP, Windows Server 2003, and Windows Server 2008 (using the Classic Start menu view):** Click **Start**, click **Settings**, and then click **Printers**.  
  
**Windows Vista:** Click the Windows icon in the lower-left corner of the screen, click **Control Panel**, and then click **Printers**.  
  
**Windows 7:** Click the Windows icon in the lower-left corner of the screen, and then click **Devices and Printers**.
- 2.** Right-click the driver icon, and then select **Properties** or **Printer properties**.
- 3.** Click the **Device Settings** tab.
- 4.** Expand the **Installable Options** list.
- 5.** In the **Job Separator** drop-down list, select the **Enabled** option.
- 6.** Click the **OK** button.

## Use HP ePrint

Use HP ePrint to print a document by sending it as an email attachment to the product's email address from any email-enabled device.



---

**NOTE:** The product must be connected to a network and have Internet access to use HP ePrint.

---

1. To use HP ePrint, you must first enable HP Web Services.
  - a. Type the product IP address into the address line of a Web browser to open the HP Embedded Web Server.
  - b. Click the **HP Web Services** tab.
  - c. Select the option to enable Web Services.



---

**NOTE:** Enabling Web Services might take several minutes.

---

2. Use the HP ePrintCenter Web site to define security settings and to configure default print settings for all HP ePrint jobs sent to this product.
  - a. Go to [www.hpeprintcenter.com](http://www.hpeprintcenter.com).
  - b. Click **Sign In**, and enter your HP ePrintCenter credentials or sign up for a new account.
  - c. Select your product from the list, or click **+ Add printer** to add it. To add the product, you need the printer code, which is the segment of the product email address that is before the @ symbol.



---

**NOTE:** This code is valid for only 24 hours from the time you enable HP Web Services. If it expires, follow the instructions to enable HP Web Services again, and obtain a new code.

---

- d. To prevent your product from printing unexpected documents, click **ePrint Settings**, and then click the **Allowed Senders** tab. Click **Allowed Senders Only**, and add the email addresses from which you want to allow ePrint jobs.
  - e. To set up default settings for all ePrint jobs sent to this product, click **ePrint Settings**, click **Print Options**, and select the settings that you want to use.
3. To print a document, attach it to an email message sent to the product's email address.

## Use the HP ePrint software

The HP ePrint software makes it easy to print from a desktop or laptop computer to any HP ePrint-capable product. After installing the software, open the **Print** option from within your application, and then select **HP ePrint** from the installed printers list. This software makes it easy to find HP ePrint-enabled products that are registered to your ePrintCenter account. The target HP product can be at your desk or in a remote location, such as a branch office or across the globe—you can do remote printing by using the Internet. The target product can be anywhere in the world; if it is Web-connected and registered in ePrintCenter, you can send a print job to the product.

For Windows, the HP ePrint software also supports traditional direct IP printing to local network printers on the network (LAN or WAN) to supported PostScript® products.

Go to [www.hp.com/go/eprintsoftware](http://www.hp.com/go/eprintsoftware) for drivers and information.

### Supported operating systems

- Windows® XP (32-bit, SP 2 or greater)



**NOTE:** Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system.

---

- Windows Vista® (32-bit and 64-bit)
- Windows 7 (32-bit and 64-bit)
- Mac OS X version 10.6 and 10.7



**NOTE:** The HP ePrint software is a PDF workflow utility for Mac, and is not technically a print driver. HP ePrint software for Mac supports print paths only through ePrintcenter and does not support direct IP printing to local network printers.

---

## Use Apple AirPrint

Direct printing using Apple's AirPrint is supported for iOS 4.2 or later. Use AirPrint to print wirelessly to the product from an iPad (iOS 4.2 or later), iPhone (3GS or later), or iPod touch (third generation or later) in the following applications:

- Mail
- Photos
- Safari
- iBooks
- Select third-party applications

## Connect the product to AirPrint

To use AirPrint, the product must be connected to the same wireless network as the Apple device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to [www.hp.com/go/airprint](http://www.hp.com/go/airprint).

---

 **NOTE:** AirPrint does not support USB connections.

You might need to upgrade the product firmware to use AirPrint. Go to [www.hp.com/go/ljMFPM725\\_firmware](http://www.hp.com/go/ljMFPM725_firmware).

---

## Find the product AirPrint name

If multiple models of the product are connected to the network, use the AirPrint product name to select the product from the Apple device.

Use the following steps to find the AirPrint product name.

1. From the Home screen on the product control panel, touch the Network  button.
2. Find the AirPrint product name in the list on the screen.

## Print from AirPrint

1. On an Apple device, open the document you want to print, and then tap the Action  button.
2. Tap the **Print** option.

---

 **NOTE:** If you are using iOS 5 or later and printing photos, the option to select the paper size appears if more than one tray is loaded with paper.

---

3. Select the product.
4. Tap the **Print** button.

## Change the AirPrint product name

1. In a supported Web browser on your computer, enter the product IP address or host name in the address/URL field to open the HP Embedded Web Server.
2. Click the **Networking** tab, and then click the **Network Identification** option.

3. In the **Bonjour Service Name** field, type a new name.
4. Click the **Apply** button.

## Solve AirPrint problems

Verify the product supports AirPrint.	Go to <a href="http://www.hp.com/go/airprint">www.hp.com/go/airprint</a> .
Upgrade the product firmware to use AirPrint.	Go to <a href="http://www.hp.com/go/ljMFPM725_firmware">www.hp.com/go/ljMFPM725_firmware</a> .
Make sure the product is connected to the same wireless network as the Apple device.	Connect the product to the network using a wireless router or the wireless accessory installed on the product.
Verify the HP Embedded Web Server is configured for AirPrint.	<ol style="list-style-type: none"> <li>1. In a supported Web browser on your computer, enter the product IP address or host name in the address/URL field to open the HP Embedded Web Server.</li> <li>2. Click the <b>Networking</b> tab, and then click the <b>Other Settings</b> option.</li> <li>3. Select the following checkboxes: <ul style="list-style-type: none"> <li>– <b>Bonjour</b></li> <li>– <b>AirPrint</b></li> <li>– <b>IPP Printing</b></li> </ul> </li> <li>4. Click the <b>Apply</b> button.</li> </ol>
Make sure the Apple products meet these specifications.	<ul style="list-style-type: none"> <li>• Apple iOS 4.2 or later</li> <li>• iPhone with 3GS or later</li> <li>• iPad with iOS 4.2 or later</li> <li>• iPod Touch third generation or later</li> </ul>
Verify the product is configured so it wakes from Sleep mode whenever it receives a print job.	<ol style="list-style-type: none"> <li>1. In a supported Web browser on your computer, enter the product IP address or host name in the address/URL field to open the HP Embedded Web Server.</li> <li>2. Click the <b>General</b> tab, and then click the <b>Energy Settings</b> option.</li> <li>3. In the <b>Sleep Timer Settings</b> area, under the <b>Wake/Auto On Events</b> option, select the <b>All events</b> item or the <b>Network port</b> item.</li> <li>4. Click the <b>Apply</b> button.</li> </ol>

## Use HP Smart Print (Windows)

Use HP Smart Print to print a particular section of a Web site. You can remove headers, footers, and advertisements, so you minimize waste. The application automatically selects the section of the Web page that you most likely want to print. You can edit the selected area before you print.

Download HP Smart Print from this Web site: [www.hp.com/go/smartweb](http://www.hp.com/go/smartweb).



---

**NOTE:** HP Smart Print is compatible with Windows browsers only.

---

## Use easy-access USB printing

This product features easy-access USB printing, so you can quickly print files without sending them from a computer. The product accepts standard USB flash drives in the USB port on the front of the product. You can print the following types of files:

- .pdf
- .prn
- .pcl
- .ps
- .cht

Before you can use this feature, you must enable the USB port. Use the following procedure to enable the port from the product control-panel menus:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Enable Retrieve from USB](#)
3. Select the [Enable](#) option, and then touch the [Save](#) button.

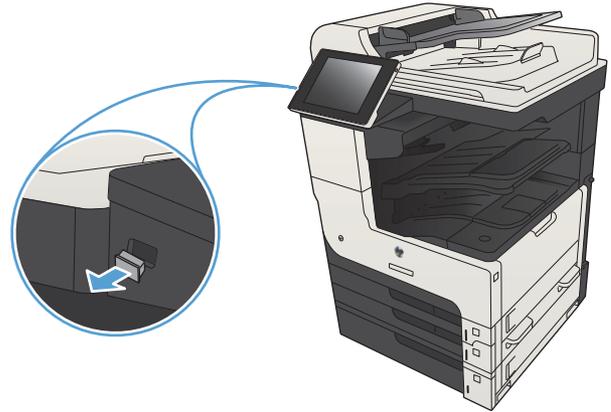
If you have connected the product directly to a computer, configure the following setting so the product wakes from Sleep mode whenever you insert a USB flash drive.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Energy Settings](#)
  - [Sleep Timer Settings](#)
3. In the [Wake/Auto On to These Events](#) list, select the [All events](#) option, and then touch the [Save](#) button.

## Print easy-access USB documents

1. Insert the USB flash drive into the USB port on the left side of the product control panel.

**NOTE:** You might need to remove the cover from the USB port. Pull the cover straight out to remove it.



2. The product detects the USB flash drive. Touch the **OK** button to access the drive, or, if prompted, select the **Retrieve from USB** option from the list of available applications. The **Retrieve from USB** screen opens.
3. Select the name of the document that you want to print.  
**NOTE:** The document might be in a folder. Open folders as necessary.
4. To adjust the number of copies, touch the **Copies** field, and then use the keypad to select the number of copies.
5. Touch the Start  button to print the document.

---

# 6 Copy

- [Set new default copy settings](#)
- [Make a single copy](#)
- [Make multiple copies](#)
- [Copy a multiple-page original](#)
- [Collate a copy job](#)
- [Staple a copy job](#)
- [Copy on both sides \(duplex\)](#)
- [Reduce or enlarge a copy image](#)
- [Optimize copy quality for text or pictures](#)
- [Adjust the copy lightness/darkness](#)
- [Set the paper size and type for copying on special paper](#)
- [Use Job Build mode](#)
- [Copy a book](#)
- [Copy a photo](#)

# Set new default copy settings

You can use the [Administration](#) menu to establish default settings that apply to all copy jobs. If necessary, you can override most settings for an individual job. After that job is complete, the product returns to the default settings.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [Copy Settings](#) menu.
3. Several options are available. You can configure defaults for all options, or for only some options.

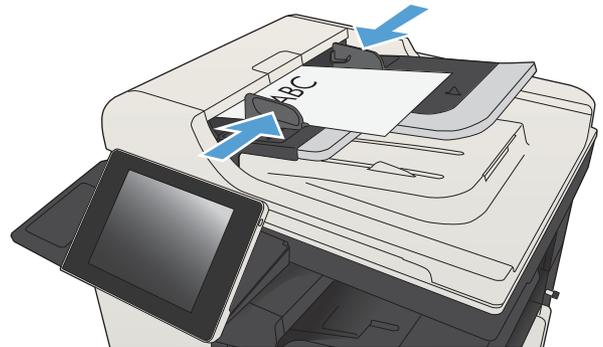


**NOTE:** To learn about each menu option, touch the Help  button in the upper-right corner of the screen for that option.

Menu item	Description
<a href="#">Copies</a>	Use the <a href="#">Copies</a> feature to set the default number of copies for all copy jobs.
<a href="#">Sides</a>	Use the <a href="#">Sides</a> feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
<a href="#">Collate</a>	When you are making multiple copies of a document, use the <a href="#">Collate</a> feature to assemble each set of pages in the same order as the original document.  Turn off the <a href="#">Collate</a> feature to group the same pages together. For example, if you are making five copies of a document that has two pages, all five first pages would be grouped together and all five second pages would be grouped together.
<a href="#">Reduce/Enlarge</a>	Use the <a href="#">Reduce/Enlarge</a> feature to scale the size of the document up or down.  To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.
<a href="#">Paper Selection</a>	Use the <a href="#">Paper Selection</a> feature to specify which tray to use for printing copies.
<a href="#">Image Adjustment</a>	Use the <a href="#">Image Adjustment</a> feature to improve the overall quality of the copy.
<a href="#">Content Orientation</a>	Use the <a href="#">Content Orientation</a> feature to specify the direction of the content on the page of the original document.
<a href="#">Optimize Text/Picture</a>	Use the <a href="#">Optimize Text/Picture</a> feature to optimize the output for a particular type of content: text, printed pictures, or photographs.
<a href="#">Pages per Sheet</a>	Use the <a href="#">Pages per Sheet</a> feature to copy multiple pages onto one sheet of paper.
<a href="#">Original Size</a>	Use the <a href="#">Original Size</a> feature to describe the page size of the original document.
<a href="#">Booklet Format</a>	Use the <a href="#">Booklet Format</a> feature to copy two or more pages onto one sheet of paper so you can fold the sheets in the center to form a booklet. The product arranges the pages in the correct order. For example, if the original document has eight pages, the product prints pages 1 and 8 on the same sheet.
<a href="#">Edge-To-Edge</a>	Use the <a href="#">Edge-To-Edge</a> feature to avoid shadows that can appear along the edges of copies when the original document is printed close to the edges. Combine this feature with the <a href="#">Reduce/Enlarge</a> feature to ensure that the entire page is printed on the copies.
<a href="#">Job Build</a>	Use the <a href="#">Job Build</a> feature to divide a complex job into smaller segments. This is useful when you are copying or scanning an original document that has more pages than the document feeder can hold, or when you want to combine pages that have different sizes into one job.

## Make a single copy

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

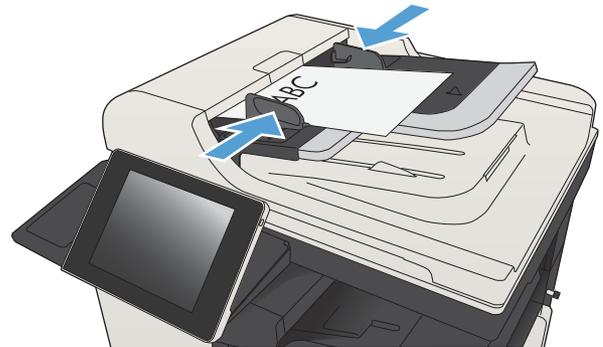


2. From the Home screen on the product control panel, touch the Start  button.

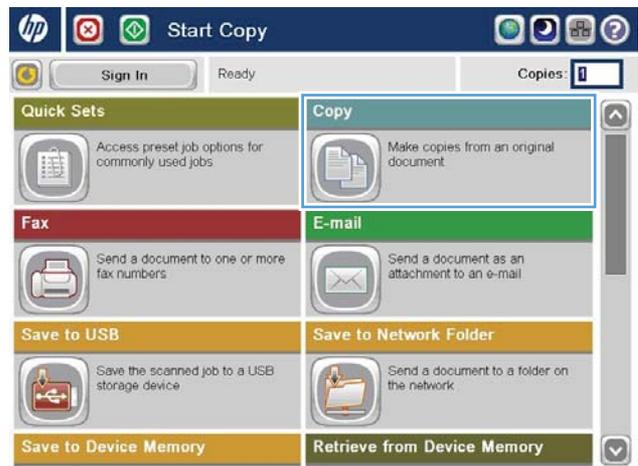


## Make multiple copies

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



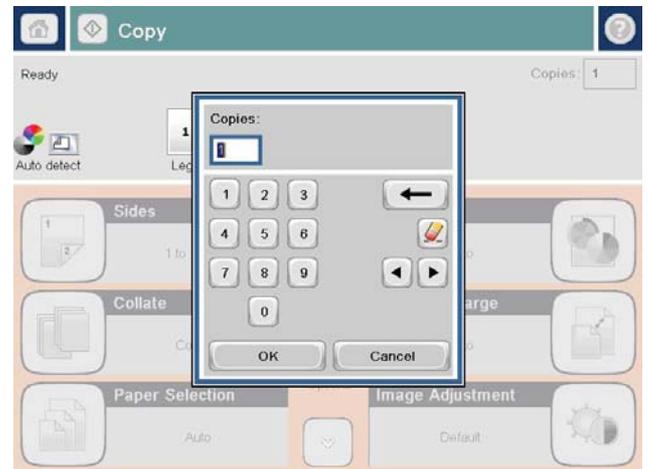
2. From the Home screen on the product control panel, touch the **Copy** button.



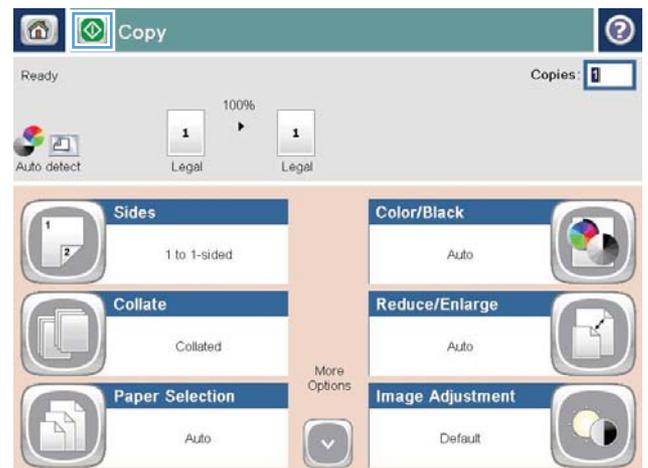
3. Touch the **Copies** field to open a keypad.



4. Enter the number of copies, and then touch the **OK** button.



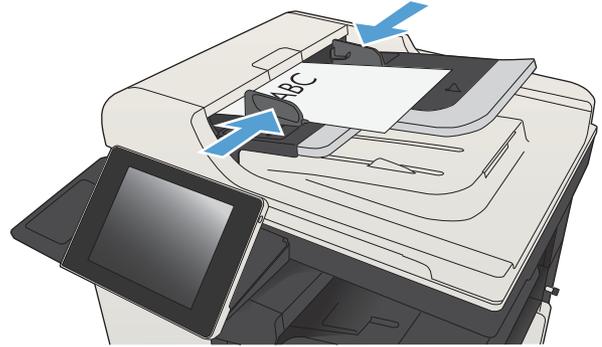
5. Touch the Start  button.



## Copy a multiple-page original

The document feeder holds up to 100 pages (depending on the thickness of the pages).

1. Place the document into the document feeder with the pages facing up. Adjust the paper guides to fit the size of the document.



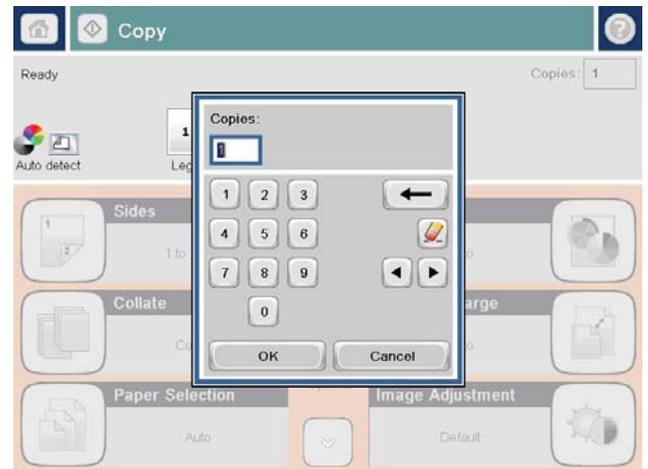
2. From the Home screen on the product control panel, touch the **Copy** button.



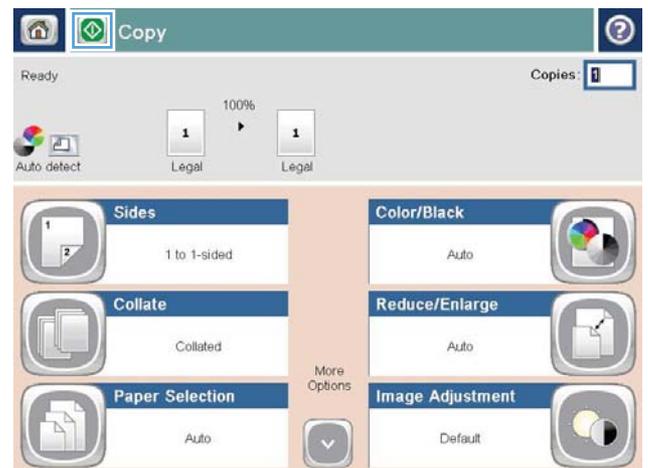
3. Touch the **Copies** field to open a keypad.



4. Enter the number of copies, and then touch the **OK** button.



5. Touch the Start  button.



## Collate a copy job

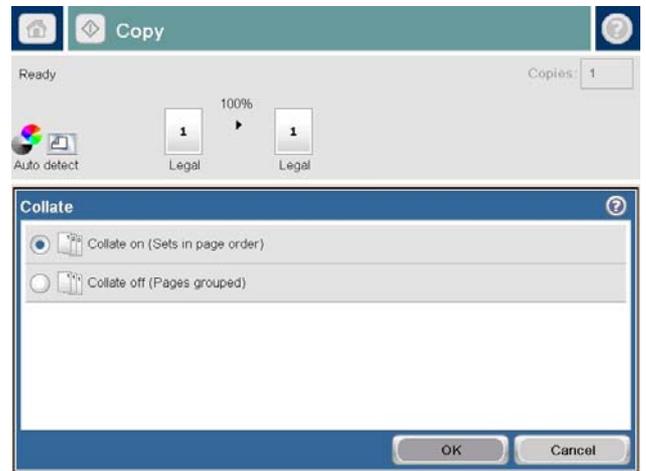
1. From the Home screen on the product control panel, touch the **Copy** button.



2. Touch the **Collate** button.



3. Touch the **Collate on (Sets in page order)** option.  
Touch the **OK** button.



4. Touch the **Start** button.



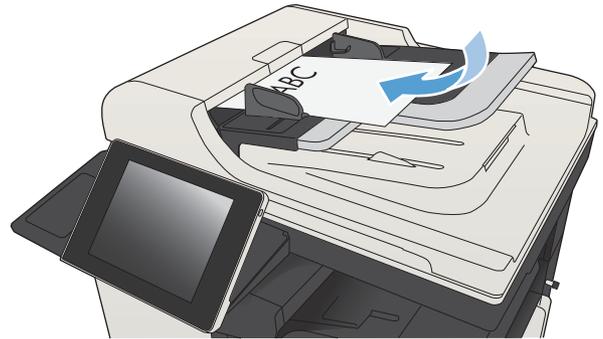
## Staple a copy job

1. From the Home screen on the product control panel, touch the **Copy** button.
2. Touch the **Staple/Collate** button.
3. Select a **Staple** option. Touch the **OK** button.
4. Touch the Start  button.

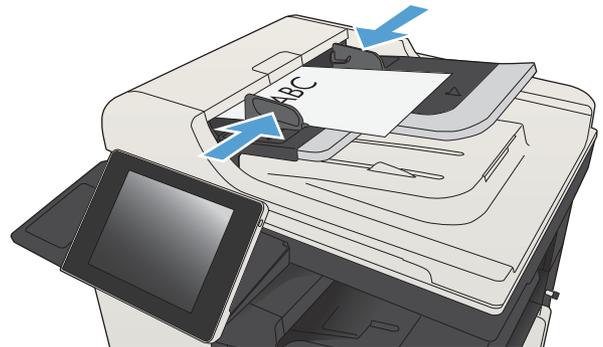
## Copy on both sides (duplex)

### Copy on both sides automatically

1. Load the original documents into the document feeder with the first page facing up, and with the top of the page leading.



2. Adjust the paper guides to fit the size of the document.



3. From the Home screen on the product control panel, touch the [Copy](#) button.
4. Touch the [Sides](#) button.

5. To make a two-sided copy from a one-sided original, touch the **1-sided original, 2-sided output** button.

To make a two-sided copy from a two-sided original, touch the **2-sided original, 2-sided output** button.

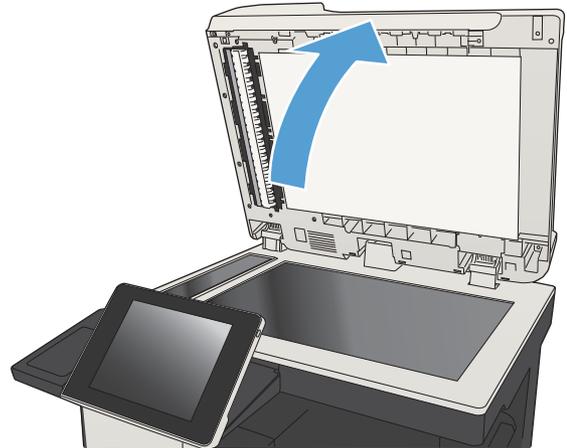
To make a one-sided copy from a two-sided original, touch the **2-sided original, 1-sided output** button.

Touch the **OK** button.

6. Touch the Start  button.

## Copy on both sides manually

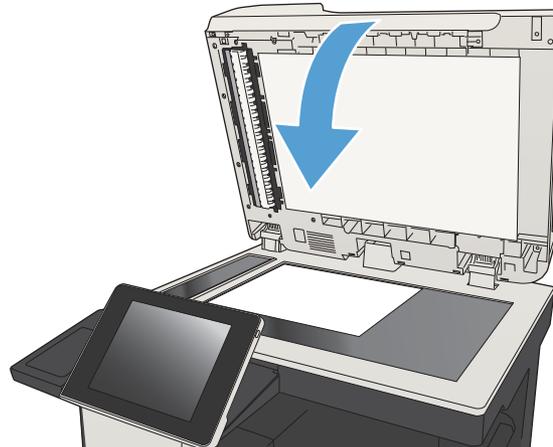
1. Lift the scanner lid.



2. Place the document face-down on the scanner glass with the upper-left corner of the page in the upper-left corner of the glass.



3. Gently close the scanner lid.



4. From the Home screen on the product control panel, touch the **Copy** button.
5. Touch the **Sides** button.
6. To make a two-sided copy from a one-sided original, touch the **1-sided original, 2-sided output** button.

To make a two-sided copy from a two-sided original, touch the **2-sided original, 2-sided output** button.

To make a one-sided copy from a two-sided original, touch the **2-sided original, 1-sided output** button.

Touch the **OK** button.

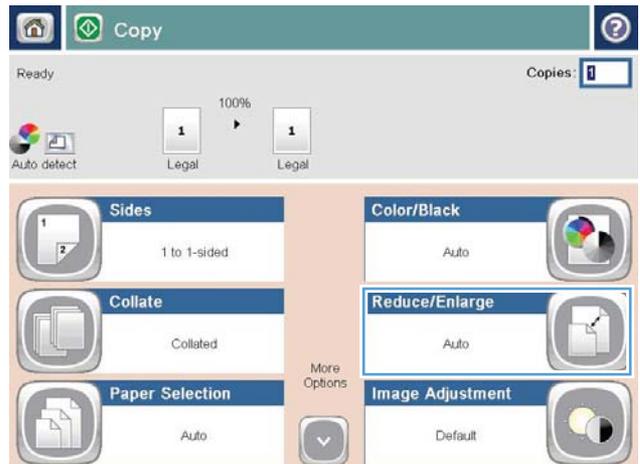
7. Touch the **Start**  button.
8. The product prompts you to load the next original document. Place it on the glass, and then touch the **Scan** button.
9. The product temporarily saves the scanned images. Touch the **Finish** button to finish printing the copies.

## Reduce or enlarge a copy image

1. From the Home screen on the product control panel, touch the **Copy** button.



2. Touch the **Reduce/Enlarge** button.



3. Select one of the predefined percentages, or touch the **Scaling** field and type a percentage between 25 and 200 when using the document feeder or between 25 and 400 when copying from the scanner glass. Touch the **OK** button. You can also select these options:

- **Auto**: The product automatically scales the image to fit the paper size in the tray.
- **Auto Include Margins**: The product reduces the image slightly to fit the entire scanned image within the printable area on the page.

**NOTE:** To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.

4. Touch the Start  button.



## Optimize copy quality for text or pictures

Optimize the copy job for the type of image being copied: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the **Copy** button.
2. Touch the **More Options** button, and then touch the **Optimize Text/Picture** button.
3. Select one of the predefined options, or touch the **Manually adjust** button and then adjust the slider in the **Optimize For** area. Touch the **OK** button.
4. Touch the Start  button.

---

 **NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

---

## Adjust the copy lightness/darkness

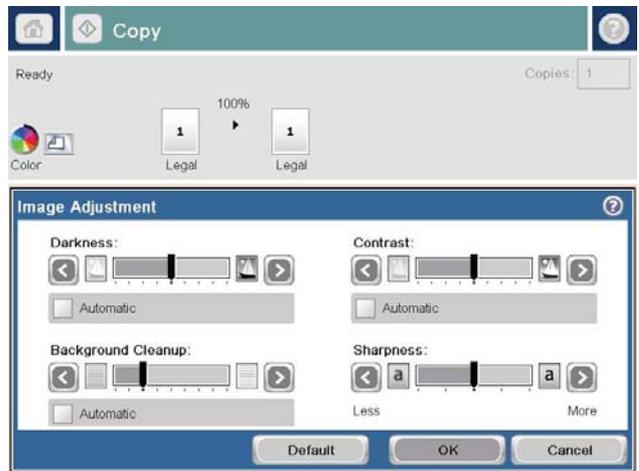
1. From the Home screen on the product control panel, touch the [Copy](#) button.



2. Touch the [Image Adjustment](#) button.



- Adjust the sliders to set the **Darkness** level, the **Contrast** level, the **Sharpness** level, and the **Background Cleanup** level. Touch the **OK** button.



- Touch the Start  button.



## Set the paper size and type for copying on special paper

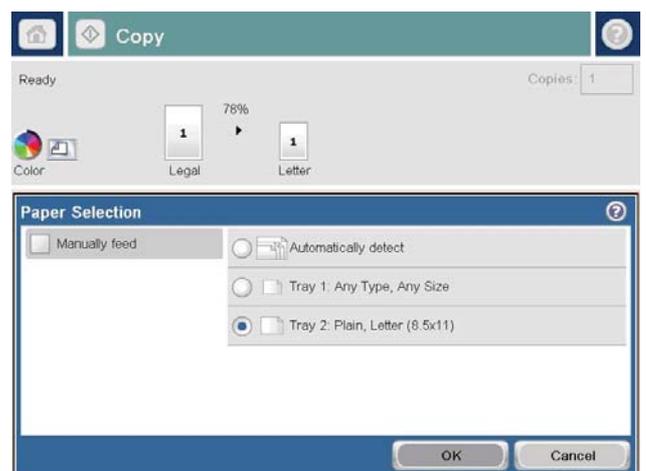
1. From the Home screen on the product control panel, touch the **Copy** button.



2. Touch the **Paper Selection** button.



3. Select the tray that holds the paper that you want to use, and then touch the **OK** button.



## Use Job Build mode

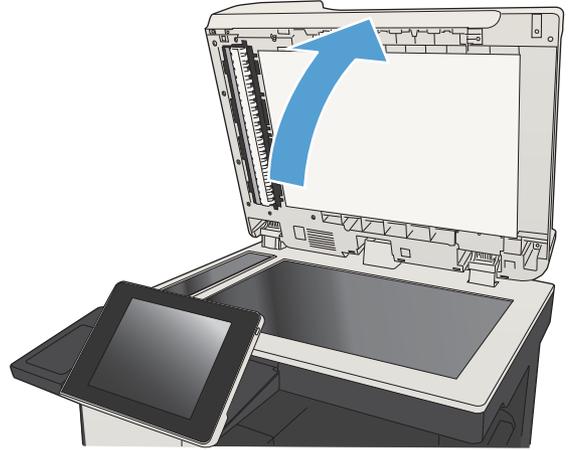
Use the [Job Build](#) feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the product control panel, touch the [Copy](#) button.
3. Touch the [More Options](#) button, and then touch the [Job Build](#) button.
4. Touch the [Job Build on](#) button.
5. Touch the [OK](#) button.
6. If necessary, select copy options.
7. Touch the Start  button. After each page is scanned, or when the document feeder is empty, the control panel prompts you for more pages.
8. If the job contains more pages, load the next page, and then touch the [Scan](#) button.

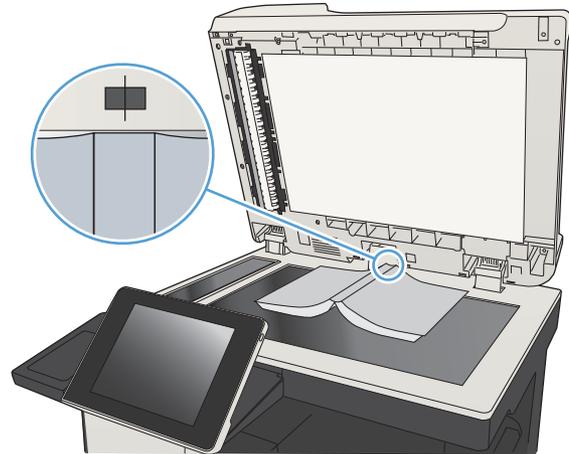
The product temporarily saves all the scanned images. Touch the [Finish](#) button to print the copy job.

## Copy a book

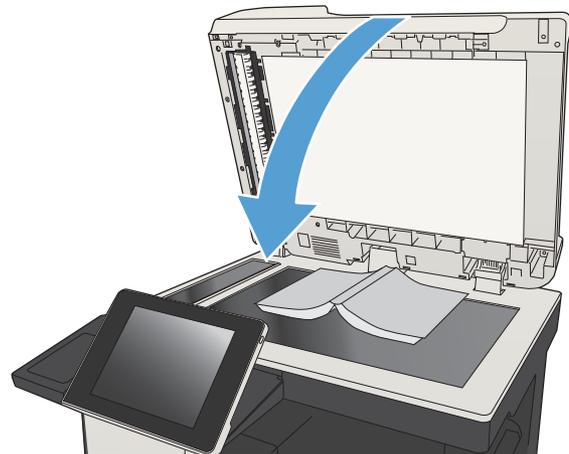
1. Lift the scanner lid.



2. Place the book on the scanner glass with the spine aligned with the mark on the rear, center of the scanner glass.



3. Gently close the scanner lid.



4. From the Home screen on the product control panel, touch the Start  button.



5. Repeat these steps for each page that you want to copy.

---

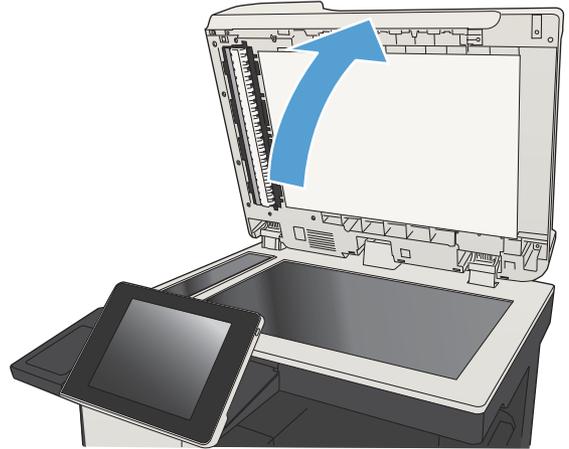
 **NOTE:** This product does not have the capability to distinguish left and right pages. Assemble the copied pages carefully.

---

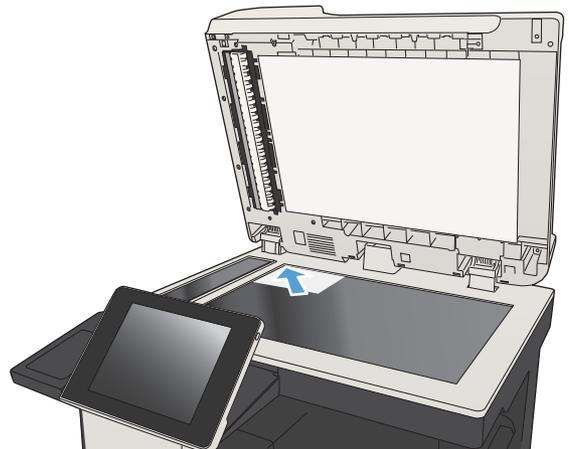
## Copy a photo

Copy photos from the scanner glass.

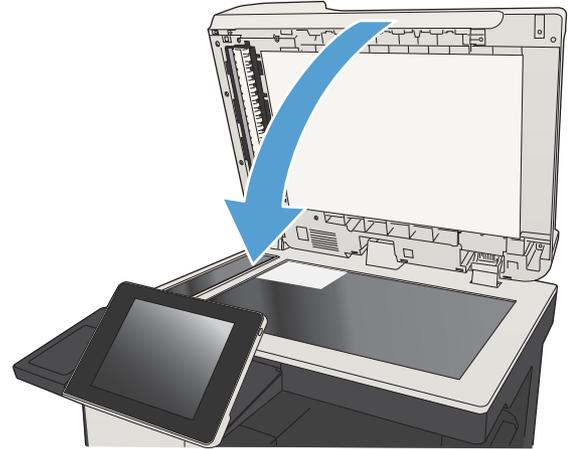
1. Lift the scanner lid.



2. Place the photo on the scanner glass with the picture-side down and the upper-left corner of the photo in the upper-left corner of the glass.



3. Gently close the scanner lid.



4. From the Home screen on the product control panel, touch the **Copy** button.
5. Touch the **More Options** button at the bottom of the screen.
6. Touch the **Optimize Text/Picture** button.
7. Select the **Photograph** option, and then touch the **OK** button.
8. Touch the Start  button.

---

## 7 Scan/send

- [Set up scan/send features](#)
- [Change default scan/send settings from the product control panel](#)
- [Send a scanned document to a network folder](#)
- [Send a scanned document to a folder in the product memory](#)
- [Send a scanned document to a USB flash drive](#)
- [Send a scanned document to one or more email addresses](#)
- [Use the address book to send email](#)
- [Scan a photo](#)

## Set up scan/send features

The product offers the following scan and send features:

- Scan and save files to a folder on your network.
- Scan and save files to the product memory.
- Scan and save files to a USB flash drive.
- Scan and send documents to one or more email addresses.

Some scan and send features are not available on the product control panel until you use the HP Embedded Web Server to enable them.



---

**NOTE:** To find detailed information about using the HP Embedded Web Server, click the **Help** link in the upper-right corner of each HP Embedded Web Server page.

---

1. Open a Web browser, and then enter the product IP address in the address line.
2. When the HP Embedded Web Server opens, click the **Scan/Digital Send** tab.
3. If you did not set up the **E-mail** feature during software installation, you can enable it by using the HP Embedded Web Server.
  - a. Click the **E-mail Setup** link.
  - b. Select the **Enable Send to E-mail** check box to enable the feature.
  - c. Select the outgoing mail server to use, or click the **Add** button to add a different server to the list. Follow the on-screen prompts.



---

**NOTE:** If you do not know the name of the mail server, you can usually find it by opening your email program and looking at the outgoing mail configuration settings.

---

- d. In the **Address Message** area, configure the default setting for the From address.
  - e. Configuring the other settings is optional.
  - f. Click the **Apply** button at the bottom of the page.
4. Enable the **Save to Network Folder** feature.
    - a. Click the **Save to Network Folder Setup** link.
    - b. Select the **Enable Save to Network Folder** check box to enable the feature.
    - c. Configure the options that you want to customize.
    - d. Click the **Apply** button at the bottom of the page.
  5. Enable the **Save to USB** feature.

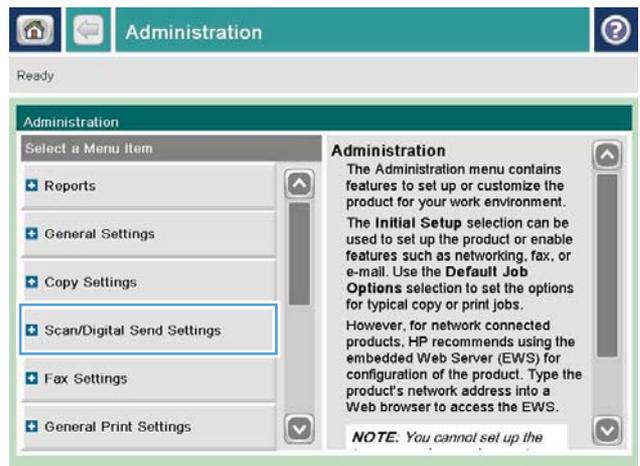
- a. Click the **Save to USB Setup** link.
- b. Select the **Enable Save to USB** check box.
- c. Click the **Apply** button at the bottom of the page.

## Change default scan/send settings from the product control panel

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.



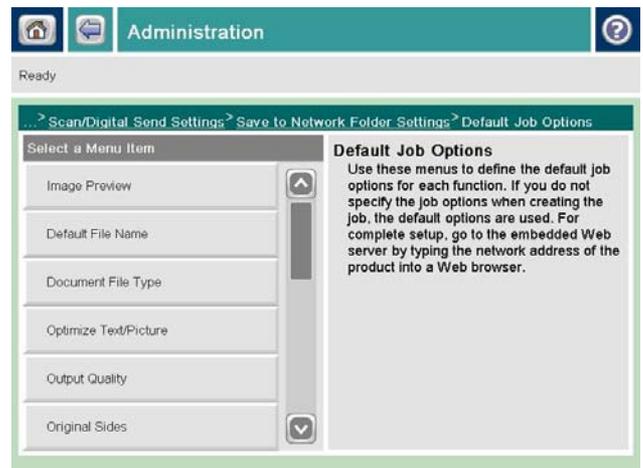
2. Open the [Scan/Digital Send Settings](#) menu.



3. Select the category of scan and send settings that you want to configure.



4. Open the Default Job Options menu, and configure the options. Touch the Save button to save the settings.



## Send a scanned document to a network folder

The product can scan a file and save it in a folder on the network. The following operating systems support this feature:

- Windows Server 2003, 64-bit
- Windows Server 2008, 64-bit
- Windows XP, 64-bit
- Windows Vista, 64-bit
- Windows 7, 64-bit
- Novell v5.1 and later (access to the [Quick Sets](#) folders only)

---

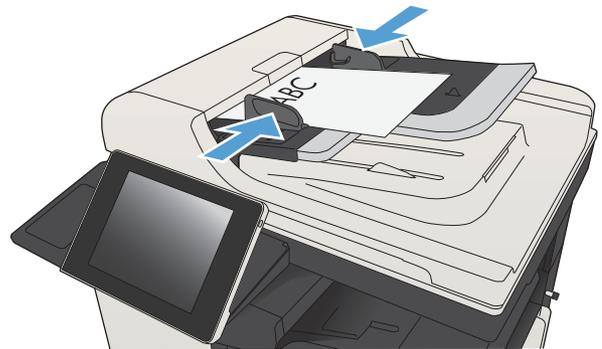
 **NOTE:** You can use this feature with Mac OS X v10.6 and earlier if you have configured Windows File Sharing.

 **NOTE:** You might be required to sign in to the product to use this feature.

---

The system administrator can use the HP Embedded Web Server to configure pre-defined [Quick Sets](#) folders, or you can provide the path to another network folder.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

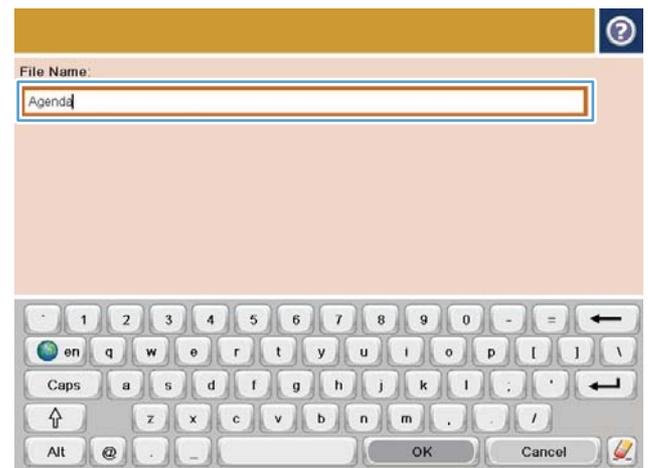
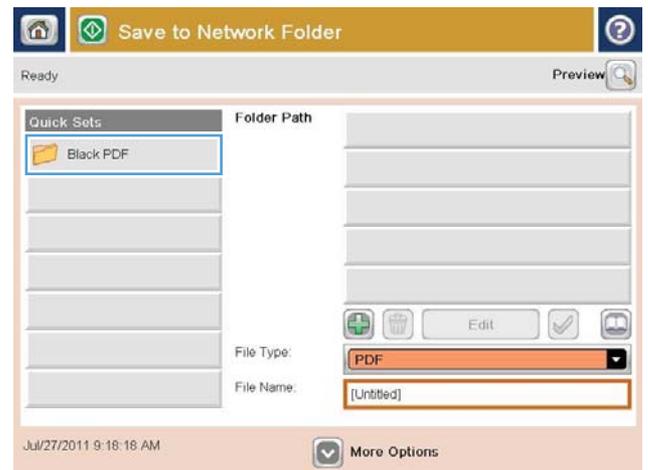


- From the Home screen on the product control panel, touch the [Save to Network Folder](#) button.

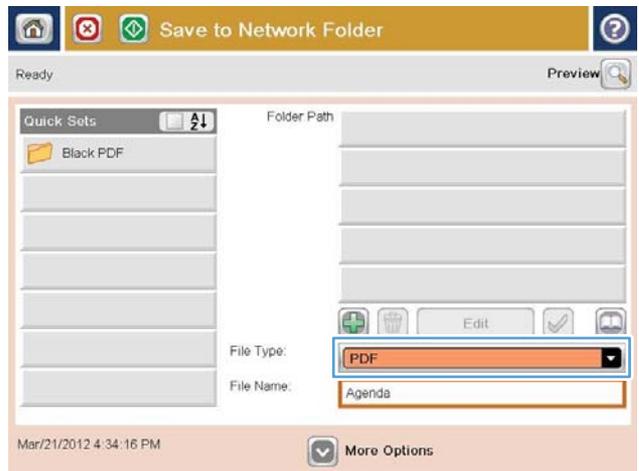
**NOTE:** If prompted, type your user name and password.

- To use one of the preset job settings, select one of the items in the [Quick Sets](#) list.

- To set up a new job, touch the [File Name:](#) text field to open a keyboard, and then type the name for the file. Touch the [OK](#) button.



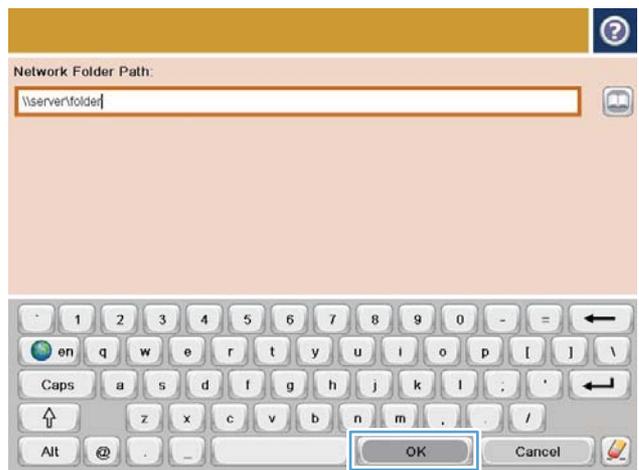
5. If necessary, touch the **File Type** drop-down menu to select a different output file format.



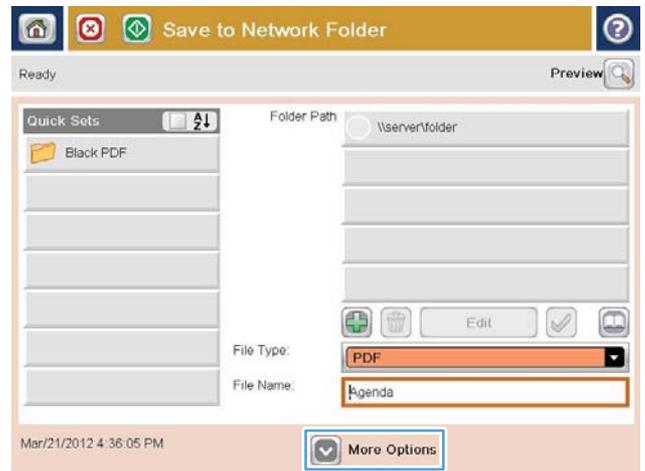
6. Touch the Add  button that is below the **Folder Path** field to open a keyboard, and then type the path to the network folder. Use this format for the path:

\\path\path

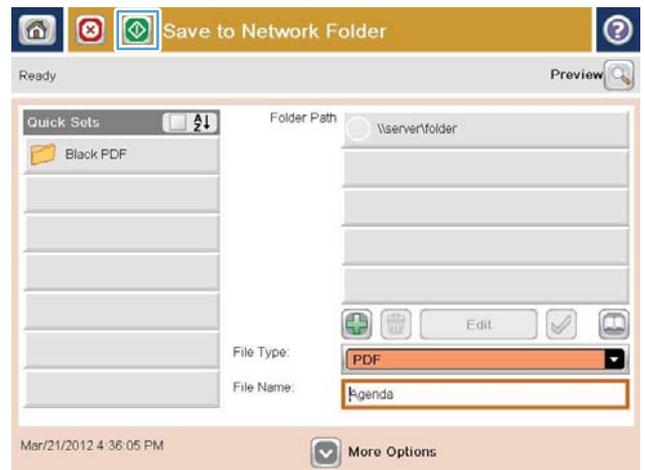
Touch the **OK** button.



7. To configure settings for the document, touch the **More Options** button.



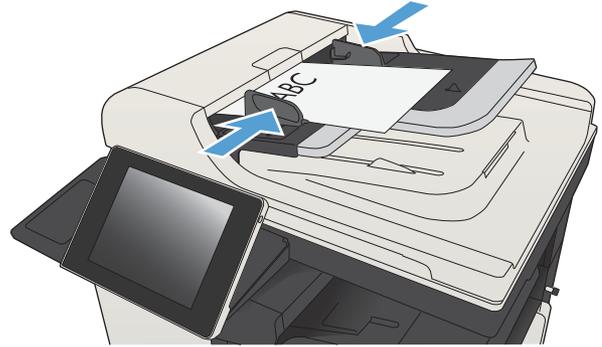
8. Touch the Start  button to save the file.  
**NOTE:** You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help**  button on the preview screen.



## Send a scanned document to a folder in the product memory

Use this procedure to scan a document and save it on the product so you can print copies at any time.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



2. From the Home screen on the product control panel, scroll to and touch the [Save to Device Memory](#) button.  
**NOTE:** If prompted, enter your user name and password.
3. Select an existing folder, or touch the [New Folder](#) button to create a new folder.
4. Enter the name for the file in the [File Name:](#) field.
5. To configure settings for the document, touch the [More Options](#) button.
6. Touch the Start  button to save the file.

## Send a scanned document to a USB flash drive

The product can scan a file and save it in a folder on a USB flash drive.

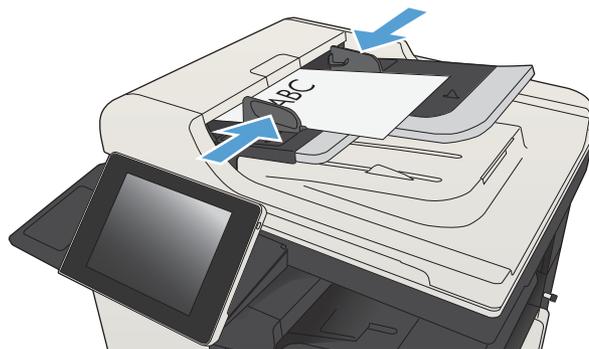
 **NOTE:** You might be required to sign in to the product to use this feature.

Before you can use this feature, you must enable the USB port. Use the following procedure to enable the port from the product control-panel menus:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Enable Retrieve from USB](#)
3. Select the [Enable](#) option, and then touch the [Save](#) button.

## Scan and save the document

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



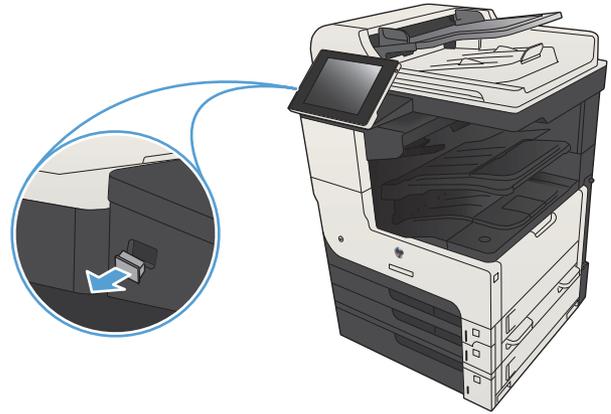
2. From the Home screen on the product control panel, scroll to and touch the [Save to USB](#) button.

**NOTE:** If prompted, enter your user name and password.

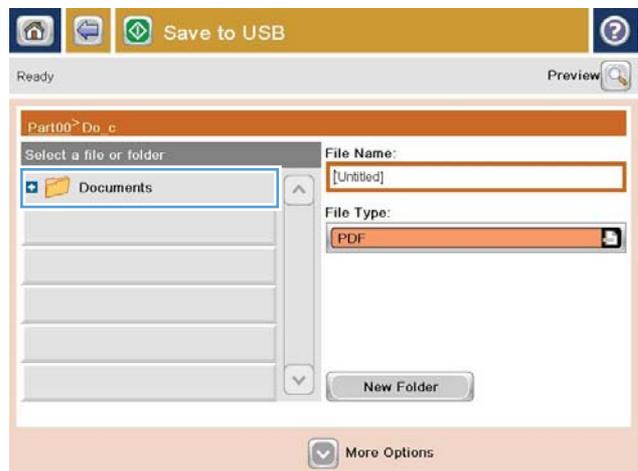


3. Insert the USB flash drive into the USB port on the left side of the product control panel.

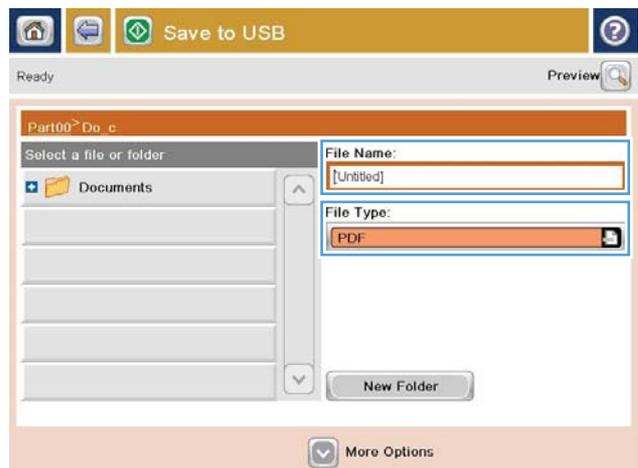
**NOTE:** You might need to remove the cover from the USB port.



4. You can save the file on the root of the USB flash drive, or save it in a folder. To save it in a folder, select one of the folders in the list, or touch the **New Folder** button to create a new folder on the USB flash drive.



5. Enter the name for the file in the **File Name:** field. Touch the **OK** button. Select the file type from the **File Type** drop-down list. Touch the **OK** button.



6. To configure settings for the document, touch the **More Options** button.



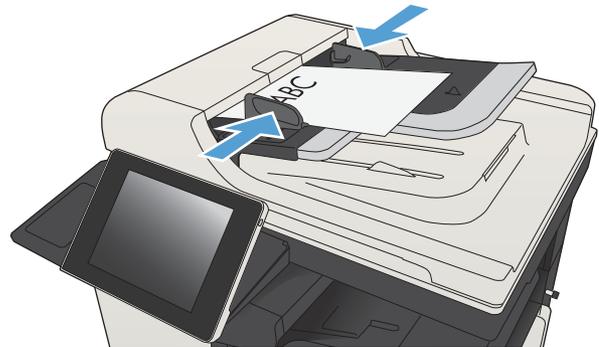
7. Touch the Start button to save the file.

**NOTE:** You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help** button on the preview screen.



## Send a scanned document to one or more email addresses

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



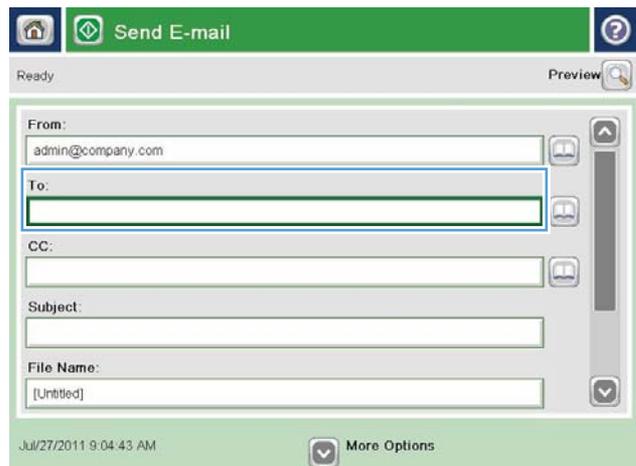
2. From the Home screen on the product control panel, touch the **E-mail** button.

**NOTE:** If prompted, type your user name and password.



3. Touch the **To** field to open a keyboard.

**NOTE:** If you are signed in to the product, your user name or other default information might appear in the **From:** field. If so, you might not be able to change it.

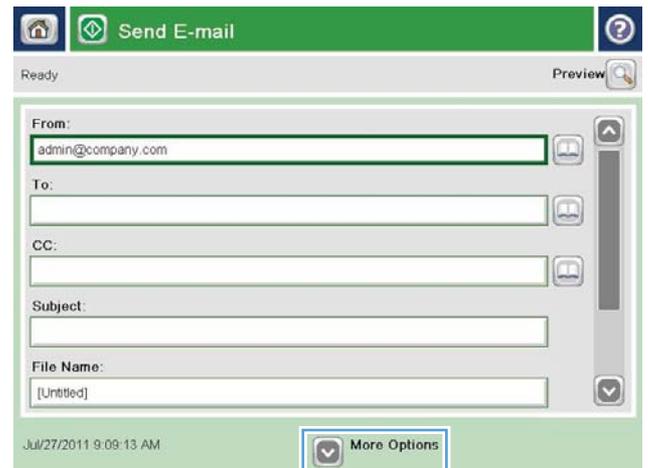


4. Enter the email address. To send to multiple addresses, separate the addresses with a semicolon, or touch the **Enter** button on the touchscreen keyboard after you type each address.

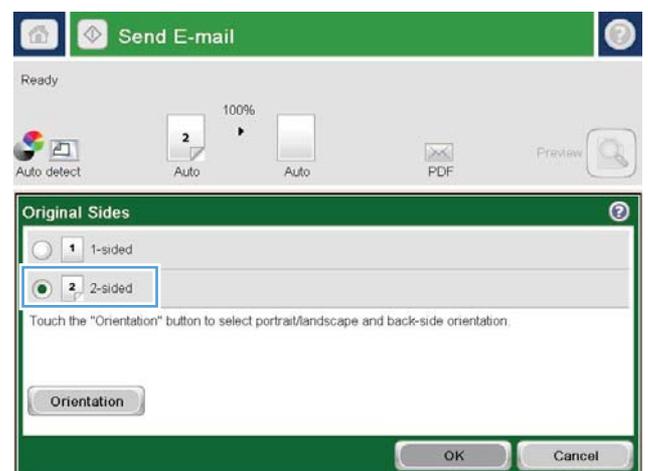


5. Complete the **CC:**, **Subject:**, and **File Name:** fields by touching the field and using the touchscreen keyboard to enter information. Touch the **OK** button when you have completed the fields.

6. To change the settings for the document touch the **More Options** button.



7. If you are sending a two-sided document, select the **Original Sides** menu and select the **2-sided** option. Touch the **OK** button.



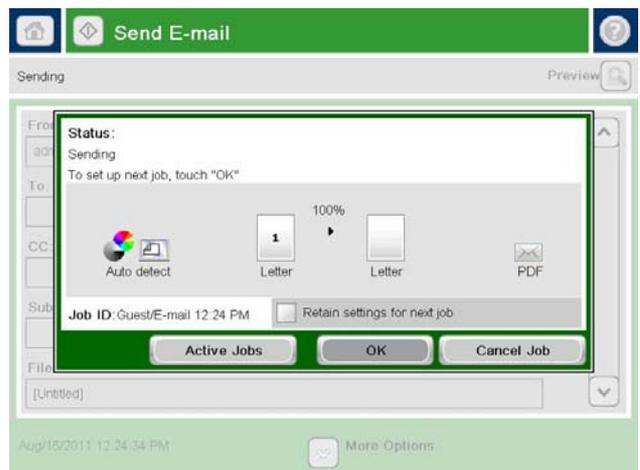
8. Touch the Start  button to begin sending.

**NOTE:** The product might prompt you to add the email address to the address book.

**NOTE:** You can preview the image at any time by touching the [Preview](#) button in the upper-right corner of the screen. For more information about this feature, touch the [Help](#)  button on the preview screen.

9. To set up another email job, touch the [OK](#) button on the Status screen.

**NOTE:** You have the option to retain the settings from this job to use for the next job.



## Use the address book to send email

You can send email to a list of recipients by using the address book. Depending on how the product is configured, you might have one or more of the following address book viewing options.

- **All Contacts:** Lists all the contacts that are available to you.
- **Personal Contacts:** Lists all the contacts that are associated with your user name. These contacts are not visible to other people who use the product.

---

 **NOTE:** You must be signed in to the product to see the [Personal Contacts](#) list.

---

- **Local Contacts:** Lists all the contacts that are stored in the product memory. These contacts are visible to all people who use the product.

## Add contacts to the address book from the product control panel

If you are signed in to the product, contacts that you add to the address book will not be visible to other people who use the product.

If you are not signed in to the product, contacts that you add to the address book will be visible to all people who use the product.

---

 **NOTE:** You can also use the HP Embedded Web Server (EWS) to create and manage the address book.

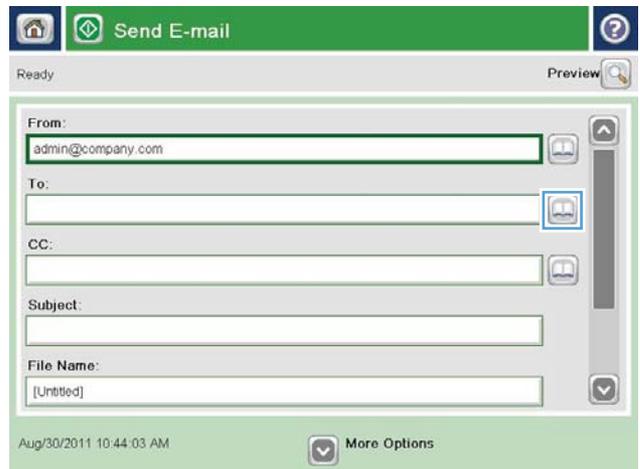
---

1. From the Home screen on the product control panel, touch the [E-mail](#) button.

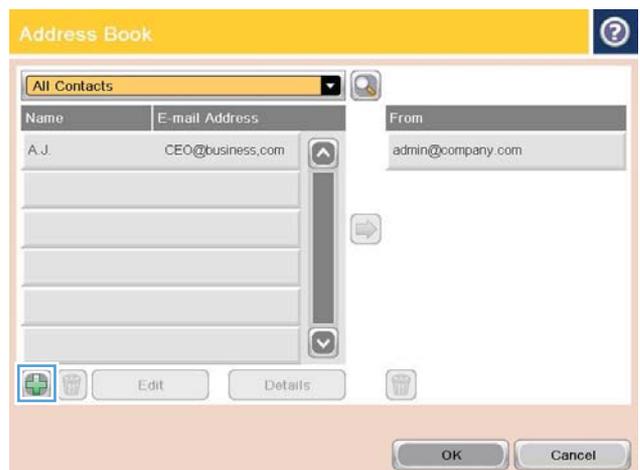
**NOTE:** If prompted, enter your user name and password.



2. Touch the Address Book  button that is next to the To: field to open the Address Book screen.



3. Touch the Add  button that is in the lower left corner of the screen.



4. In the **Name** field, enter the name of the contact.

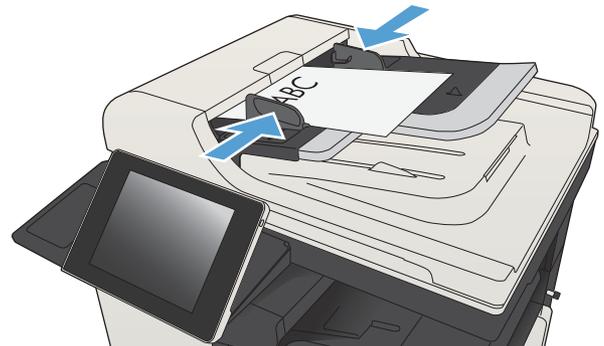


5. From the menu list, select the **E-mail Address** option, and then enter the contact's email address.  
Touch the **OK** button to add the contact to the list.



## Send a document to email by using the address book

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

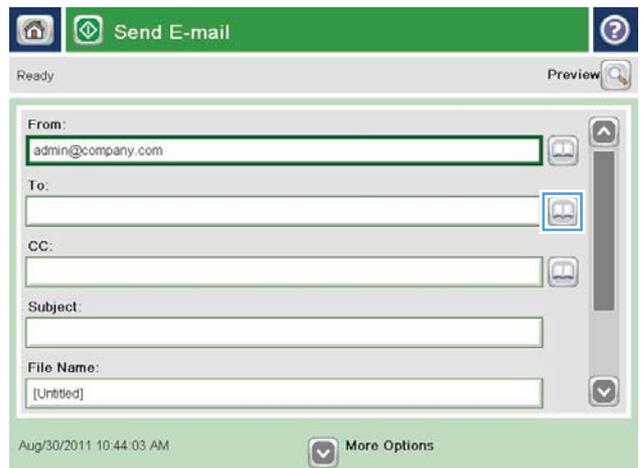


- From the Home screen on the product control panel, touch the **E-mail** button.

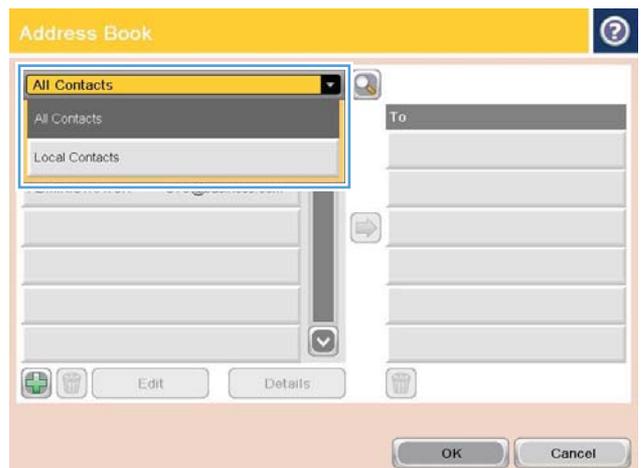
**NOTE:** If prompted, enter your user name and password.



- Touch the Address Book  button that is next to the **To:** field to open the **Address Book** screen.

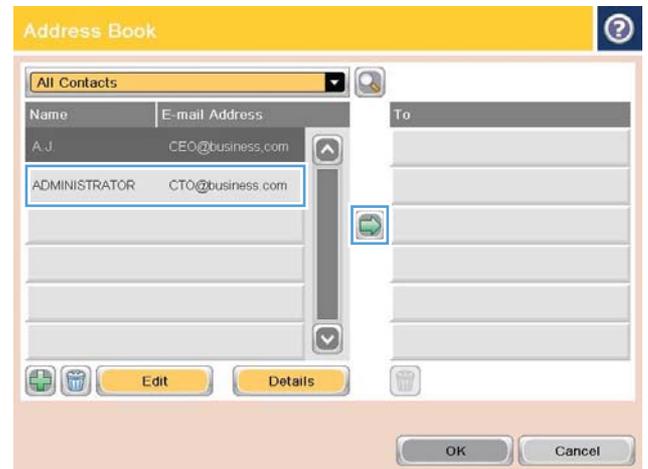


- From the drop-down list, select the address book view that you want to use.



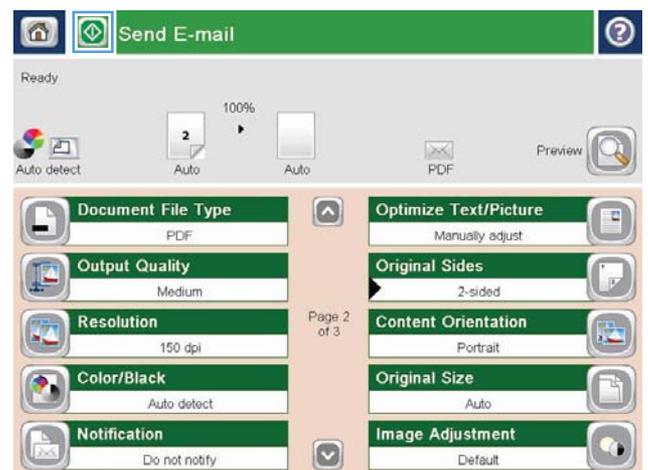
5. Select a name from the list of contacts, and then touch the right arrow  button to add the name to the recipients list.

Repeat this step for each recipient, and then touch the **OK** button.



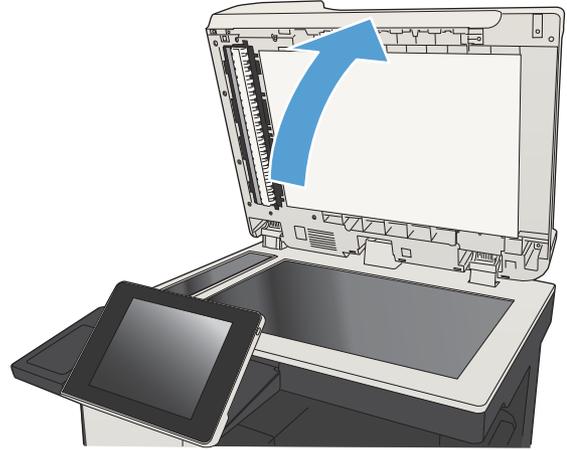
6. Touch the Start  button to begin sending.

**NOTE:** You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help**  button on the preview screen.

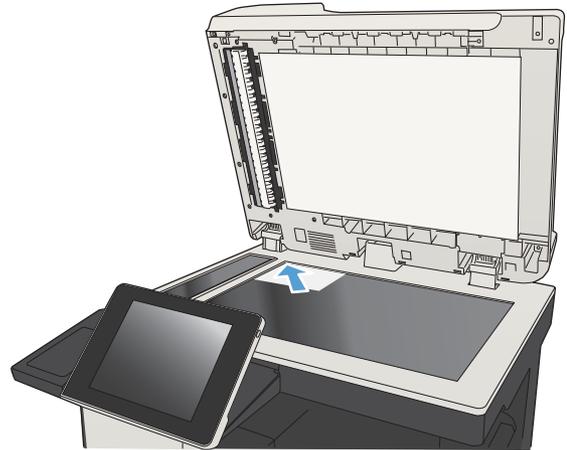


## Scan a photo

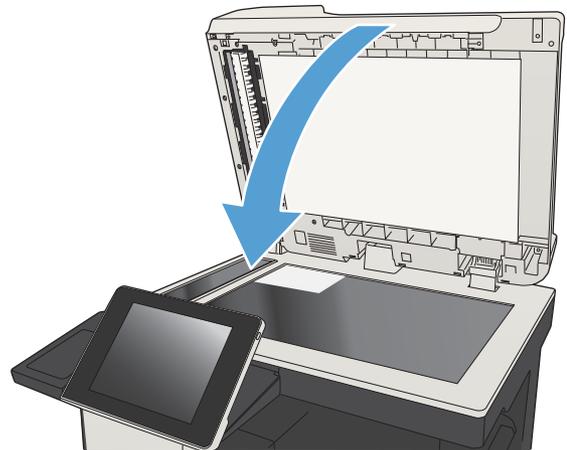
1. Lift the scanner lid.



2. Place the photo on the scanner glass with the picture-side down and the upper-left corner of the photo in the upper-left corner of the glass.



3. Gently close the scanner lid.



4. From the Home screen on the product control panel, touch one of the buttons for the scan/send features:
  - Save to Network Folder
  - Save to Device Memory
  - Save to USB
5. Select an existing folder, or touch the [New Folder](#) button to create a new folder.
6. Enter the name for the file in the [File Name:](#) field.
7. Touch the [More Options](#) button at the bottom of the screen.
8. Touch the [Optimize Text/Picture](#) button.
9. Select the [Photograph](#) option, and then touch the [OK](#) button.
10. Touch the Start  button.



**NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

---



---

# 8 Fax

- [Configure required fax settings](#)
- [Configure fax dialing settings](#)
- [Configure general fax send settings](#)
- [Configure fax billing codes](#)
- [Configure default options for fax send jobs](#)
- [Configure fax receive settings](#)
- [Use a fax printing schedule](#)
- [Block incoming faxes](#)
- [Configure default options for fax receive jobs](#)
- [Fax archiving and forwarding](#)
- [Create a speed dial list](#)
- [Add a number to an existing speed dial list](#)
- [Delete a speed dial list](#)
- [Delete a single number from a speed dial list](#)
- [Send a fax by entering numbers manually](#)
- [Send a fax by using a speed dial](#)
- [Search a speed-dial list by name](#)
- [Send a fax by using fax address book numbers](#)
- [Search the fax address book](#)
- [Cancel a fax](#)
- [Use Fax over VoIP networks](#)
- [Fax reports](#)

## Configure required fax settings

You must configure certain settings before you can use the fax feature. If these settings are not configured, the fax icon is unavailable. These settings include:

- [Country/region](#)
- [Date/Time](#)
- [Company Name](#)
- [Fax Number](#)
- [Dialing Prefix](#) (optional)

This information is used in the fax header, which is for printing on all outgoing faxes.

---

 **NOTE:** When first installed, the fax accessory might read some of these settings from the product; therefore, a value might already be set. Check the values to verify that they are correct.

 **NOTE:** In the U.S. and many other countries/regions, setting the date, time, country/region, phone number, and company name is a legal requirement for fax.

---

## Fax Setup Wizard

The Fax Setup Wizard guides you through a step-by-step procedure to configure fax settings that are required to use the fax feature. If the settings are not configured, the fax feature is disabled.

The first time the product is turned on with a fax accessory installed, access the Fax Setup Wizard by following these steps:

1. From the Home screen on the product control panel, touch the [Initial Setup](#) button.
2. Touch the [Fax Setup Wizard](#) menu.
3. Follow the steps in the Fax Setup Wizard to configure the required settings.
4. When the Fax Setup Wizard finishes, the option to hide the [Initial Setup](#) button appears on the Home screen.

Access the Fax Setup Wizard *after* initial setup through the control panel by following these steps:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Fax Send Setup](#)
  - [Fax Setup Wizard](#)
3. Follow the steps in the Fax Setup Wizard to configure the required settings. Fax setup is complete.

---

 **NOTE:** The settings configured using the Fax Setup Wizard on the control panel override any settings made in the HP Embedded Web Server.

 **NOTE:** If the Fax Settings menu does not appear in the menu listing, LAN or internet fax might be enabled. When LAN or internet fax is enabled, the analog fax accessory is disabled and the Fax Settings menu does not display. Only one fax feature, either LAN fax, analog fax, or internet fax, can be enabled at a time. If you want to use analog fax when LAN fax is enabled, use the HP MFP Digital Sending Software Configuration Utility or the HP Embedded Web Server to disable LAN fax.

---

## Set or verify the date and time

The date and time setting for the fax accessory is the same value as the product date and time setting. Use the Fax Setup Wizard to provide this information, or follow these steps:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Date/Time Settings](#)
  - [Date/Time](#)
3. Touch the correct [Time Zone](#) setting for your locale.
4. Touch the [Month](#) drop-down menu and select a month.
5. Touch the boxes next to the [Date](#) drop-down menu to enter the day and year from the keypad.
6. Touch the boxes below the [Time](#) heading to enter the hour and minutes from the keypad, and then touch the [AM](#) or [PM](#) button.
7. Touch the [Adjust for Daylight Savings](#) feature, if necessary.
8. Touch the [Save](#) button to save the settings.

## Set or verify the date/time format

The date and time format setting for the fax accessory is in the same format as the product date and time setting. Use the Fax Setup Wizard to provide this information, or follow these steps:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Date/Time Settings](#)
  - [Date/Time Format](#)
3. Touch a [Date Format](#) option.
4. Touch a [Time Format](#) option.
5. Touch the [Save](#) button to save the settings.

## Configure fax dialing settings

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Fax Send Setup](#)
  - [Fax Dialing Settings](#)

Configure any of the following settings:

Menu item	Description
<a href="#">Fax Dial Volume</a>	Use the <a href="#">Fax Dial Volume</a> setting to control the product's dialing volume level when sending faxes.
<a href="#">Dialing Mode</a>	The <a href="#">Dialing Mode</a> setting sets the type of dialing that is used: either tone (touch-tone phones) or pulse (rotary-dial phones).
<a href="#">Fax Send Speed</a>	The <a href="#">Fax Send Speed</a> setting sets the modem bit rate (measured in bits per second) of the Analog Fax modem while sending a fax. <ul style="list-style-type: none"><li>• <a href="#">Fast</a> (default) — v.34/max 33,600 bps</li><li>• <a href="#">Medium</a> — v.17/max 14,600 bps</li><li>• <a href="#">Slow</a> — v.29/max 9,600 bps</li></ul>
<a href="#">Redial Interval</a>	The <a href="#">Redial Interval</a> setting selects the number of minutes between retries if the number dialed is busy or not answering, or if an error occurs.  <b>NOTE:</b> You might observe a redial message on the control panel when both the <a href="#">Redial On Busy</a> and <a href="#">Redial On No Answer</a> settings are set to off. This occurs when the fax accessory dials a number, establishes a connection, and then loses the connection. As a result of this error condition, the fax accessory performs three automatic redial attempts regardless of the redial settings. During this redial operation, a message displays on the control panel to indicate that a redial is in progress.
<a href="#">Redial on error</a>	The <a href="#">Redial on error</a> feature sets the number of times a fax number will be redialed when an error occurs during a fax transmission.
<a href="#">Redial On Busy</a>	The <a href="#">Redial On Busy</a> setting selects the number of times (0 through 9) the fax accessory redials a number when the number is busy. The interval between retries is set by the Redial Interval setting.
<a href="#">Redial On No Answer</a>	The <a href="#">Redial On No Answer</a> setting selects the number of times the fax accessory redials if the number dialed does not answer. The number of retries is either 0 to 1 (used in the U.S.) or 0 to 2, depending on the country/region setting. The interval between retries is set by the redial interval setting.
<a href="#">Detect Dial Tone</a>	The <a href="#">Detect Dial Tone</a> setting determines whether the fax checks for a dial tone before sending a fax.
<a href="#">Dialing Prefix</a>	The <a href="#">Dialing Prefix</a> setting allows you to enter a prefix number (such as a "9" to access an outside line) when dialing. This prefix number is automatically added to all phone numbers when dialed.

# Configure general fax send settings

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Fax Send Setup](#)
  - [General Fax Send Settings](#)

Configure any of the following settings:

Menu item	Description
<a href="#">Fax Number Confirmation</a>	When the <a href="#">Fax Number Confirmation</a> feature is enabled, the fax number must be entered twice to ensure that it was entered correctly. The feature is disabled by default.
<a href="#">PC Fax Send</a>	Use the <a href="#">PC Fax Send</a> feature to send faxes from a PC. This feature is enabled by default.
<a href="#">Fax Header</a>	Use the <a href="#">Fax Header</a> feature to control whether the header is appended to the top, and content is shifted down, or if the header is overlaid on top of the previous header.
<a href="#">JBIG Compression</a>	<p>Enabling the <a href="#">JBIG Compression</a> feature can reduce phone-call charges by reducing fax transmission time and might be the preferred setting. However, using the <a href="#">JBIG Compression</a> feature might cause compatibility problems when communicating with some older fax machines, in which case you might need to disable it.</p> <p><b>NOTE:</b> The <a href="#">JBIG Compression</a> feature works only when both the sending and receiving machines have this setting.</p>
<a href="#">Error Correction Mode</a>	<p>Normally, the fax accessory monitors the signals on the telephone line while it is sending or receiving a fax. If the fax accessory detects an error during the transmission and the <a href="#">Error Correction Mode</a> setting is on, the fax accessory can request that the error portion of the fax be sent again.</p> <p>The <a href="#">Error Correction Mode</a> feature is enabled by default. You should turn it off only if you are having trouble sending or receiving a fax and if you are willing to accept the errors in the transmission and a probable quality reduction in the image. Turning off the setting might be useful when you are trying to send a fax overseas or receive one from overseas, or if you are using a satellite telephone connection.</p> <p><b>NOTE:</b> Some VoIP providers might suggest turning off the <a href="#">Error Correction Mode</a> setting. However, this is not usually necessary.</p>

## Configure fax billing codes

The billing-code setting, when enabled, prompts the user to enter a number when sending a fax. This number is placed in the billing-code report. To view the billing-code report, either print the report or query it by using an application.

Billing codes are disabled by default. Follow these steps to enable billing codes:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Fax Send Setup](#)
  - [Billing Codes](#)
3. Touch the [Enable Billing Codes](#) feature to enable billing codes.

---

 **NOTE:** To disable billing codes, deselect the [Enable Billing Codes](#) feature, touch the [Save](#) button, and then skip the remaining steps.

To allow users to edit billing codes, select the [Allow users to edit billing codes](#) box.

---

4. Touch the [Default Billing Code](#) field to open the keyboard.
5. Enter the billing code and then touch the [OK](#) button.
6. Touch the [Minimum Length](#) field to open the keypad.
7. Type the minimum number of digits you want in the billing code, and then touch the [OK](#) button.
8. Touch the [Save](#) button.

## Configure default options for fax send jobs

 **NOTE:** Default job option settings are shared across all fax methods; analog, LAN, and internet fax.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Default Job Options](#)

Configure any of the following settings:

Menu item	Description
<a href="#">Image Preview</a>	Use the <a href="#">Image Preview</a> feature to preview the fax image before you send it. You can configure the preview to be optional for all users, required for all users, or disabled for all users.
<a href="#">Resolution</a>	<p>The outgoing fax resolution setting determines the maximum resolution supported by the receiving fax. The fax accessory uses the highest possible resolution common to the sending and receiving fax machines (as limited by this setting).</p> <p><b>NOTE:</b> To reduce phone time, faxes wider than 21.25 cm (8.5 in) are automatically sent by using standard or fine resolution.</p> <p><b>NOTE:</b> The higher the resolution, the longer the transmission time required.</p> <p><b>NOTE:</b> LAN fax resolution settings vary by vendor and might differ from the settings listed.</p>
<a href="#">Original Sides</a>	Use the <a href="#">Original Sides</a> feature to select <a href="#">1-sided</a> or <a href="#">2-sided</a> originals.
<a href="#">Notification</a>	Use the <a href="#">Notification</a> feature to select when and how you are notified of the status of an outgoing fax. This setting applies to the current fax only. To change the setting permanently, change the default setting.
<a href="#">Content Orientation</a>	Use the <a href="#">Content Orientation</a> feature to set how the fax content is oriented on the page. For 1-sided pages, choose Portrait (short-edge on top, default setting) or Landscape (long-edge on top). For 2-sided pages, choose Book-style (short-edge on top) or Flip-style (long-edge on top).
<a href="#">Original Size</a>	Use the <a href="#">Original Size</a> feature to match your fax content to the size of the original document.
<a href="#">Image Adjustment</a>	<p>Use the <a href="#">Image Adjustment</a> feature to adjust the <a href="#">Darkness</a>, <a href="#">Contrast</a>, <a href="#">Background Cleanup</a>, or <a href="#">Sharpness</a> settings.</p> <p>In some cases, a gray background on the document causes the fax to transmit more slowly.</p> <p><b>NOTE:</b> Touch the <a href="#">Default</a> button to reset the sharpness setting to the factory setting.</p>
<a href="#">Optimize Text/Picture</a>	Use the <a href="#">Optimize Text/Picture</a> feature to produce fax output that best matches the original. Sending graphics and photos in text mode results in lower quality images.
<a href="#">Job Build</a>	Use the <a href="#">Job Build</a> feature to combine multiple originals into a single fax job.
<a href="#">Blank Page Suppression</a>	Use the <a href="#">Blank Page Suppression</a> feature to prevent blank pages in a fax from being printed.

## Configure fax receive settings

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Fax Receive Setup](#)

Configure any of the following settings:

Menu item	Description
<a href="#">Ringer Volume</a>	Touch the <a href="#">Ringer Volume</a> drop-down menu and adjust the ringer volume settings.
<a href="#">Rings To Answer</a>	<p>The <a href="#">Rings To Answer</a> setting determines the number of times the phone rings before the call is answered by the fax accessory.</p> <p><b>NOTE:</b> The default range for the available options for the <a href="#">Rings To Answer</a> setting is country/region-specific. The range of possible <a href="#">Rings To Answer</a> options is limited by country/region.</p> <p>If you experience problems with the fax accessory answering, and the <a href="#">Rings To Answer</a> setting is <b>1</b>, try increasing it to <b>2</b>.</p>
<a href="#">Fax Receive Speed</a>	<p>Touch the <a href="#">Fax Receive Speed</a> drop down menu and select one of the following options:</p> <ul style="list-style-type: none"><li>• <a href="#">Fast</a> (default) — v.34/max 33,600 bps</li><li>• <a href="#">Medium</a> — v.17/max 14,600 bps</li><li>• <a href="#">Slow</a> — v.29/max 9,600 bps</li></ul>
<a href="#">Ring Interval</a>	Touch the box beneath the <a href="#">Ring Interval</a> heading to open the keypad. Enter a value for the ring interval on the keypad, and then touch the <a href="#">OK</a> button. The default setting for ring interval is 600 ms.
<a href="#">Ring Frequency</a>	Touch the box beneath the <a href="#">Ring Frequency</a> heading to open the keypad. Enter a value for the ring frequency on the keypad, and then touch the <a href="#">OK</a> button. The default setting for ring frequency is 68 Hz, which detects rings up to 68 Hz.

# Use a fax printing schedule



---

**NOTE:** Before enabling a fax-printing schedule, a schedule must be created.

---

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Fax Printing Schedule](#)
3. Touch the [Use Fax Printing Schedule](#) option.
4. Touch the [Schedule](#) button.
5. Touch the [Fax Printing Mode](#) button.
6. Touch the green plus sign to open the [Schedule a Weekly Fax Event](#) screen.
7. Select an option under the [Event Type](#) heading:
  - [Print incoming faxes](#)
  - [Store incoming faxes](#)
8. Touch the [Time](#) fields to open the keypad and then enter the hour and minute values when incoming faxes will be printed or stored.
9. Touch the [Event Days](#) buttons for the days to apply the fax printing schedule.
10. Touch the [OK](#) button.
11. Touch the [Save](#) button to save the fax printing schedule.
12. Touch the [Save](#) button to enable fax printing schedule.



---

**NOTE:** Only one fax printing schedule can be applied per day.

---

## Block incoming faxes

Use the fax block list setting to create a list of blocked phone numbers. When a fax is received from a blocked phone number, the fax is not printed and is immediately deleted from memory.

### Create a blocked-fax list

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Blocked Fax Numbers](#)
3. Touch the [Fax Number to Block](#) field to display the keyboard.
4. Type a number and then touch the [OK](#) button.
5. Touch the green arrow to move the number to the [Blocked Fax Numbers](#) list.



---

**NOTE:** To add additional blocked fax numbers, repeat steps 3 through 5.

---

6. Touch the [Save](#) button to save the blocked fax numbers list.

### Delete numbers from the blocked-fax list

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Blocked Fax Numbers](#)
3. Touch the number to be deleted from the [Blocked Fax Numbers](#) list, touch the [Delete](#) button, and then touch the [Save](#) button.
4. Touch the [OK](#) button to confirm the deletion of the number.
5. Repeat steps 3 and 4 to delete more numbers from the [Blocked Fax Numbers](#) list, or touch the [Delete All](#) button, and then touch the [Save](#) button, to delete all numbers from the [Blocked Fax Numbers](#) list at once.

# Configure default options for fax receive jobs

 **NOTE:** Default job option settings are shared across all fax methods; analog, LAN, and internet fax.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Default Job Options](#)

Configure any of the following settings:

Menu item	Description
<a href="#">Notification</a>	The <a href="#">Notification</a> setting controls when the fax call report is printed for incoming faxes.
<a href="#">Stamp Received Faxes</a>	The <a href="#">Stamp Received Faxes</a> setting enables or disables stamping incoming faxes. The stamp prints the date, time, phone number, and page number on each incoming page.
<a href="#">Fit to Page</a>	When selecting a page size to print a fax, the product determines the closest page size that matches the intended size from sizes available in the product. If the fit-to-page setting is enabled and the received image is larger than that page size, the product attempts to scale the image to fit the page. If this setting is disabled, an incoming image larger than the page splits across pages.
<a href="#">Paper Selection</a>	Use the <a href="#">Paper Selection</a> feature to specify which tray to use for printing faxes.
<a href="#">Sides</a>	Use the <a href="#">Sides</a> feature to specify 1-sided or 2-sided output for faxes.

## Fax archiving and forwarding

Use the fax archive feature to save archival copies of all incoming faxes, all outgoing faxes, or both, to a specified email address, network folder, or FTP server.

Use the fax forwarding feature to forward all received faxes, all outgoing faxes, or both, to another fax number. When fax forwarding is enabled, the receiving product prints the fax and also forwards the fax to the fax forward number.

Use the HP Embedded Web server to enable and configure these features.

### Enable fax archiving

1. Open a Web browser, and then enter the product IP address in the address line.
2. When the HP Embedded Web Server opens, click the **Fax** tab.
3. Click the **Fax Archive and Forwarding** link.
4. In the **Fax Archive** area, select an option from the **Fax Archiving** drop-down list.
5. Select an option from the **Type of Fax Job to Archive** drop-down list.
6. Select an option from the **Archive Destination** drop-down list.



---

**NOTE:** If you want to archive to email, you will need to configure the SMTP server information.

---

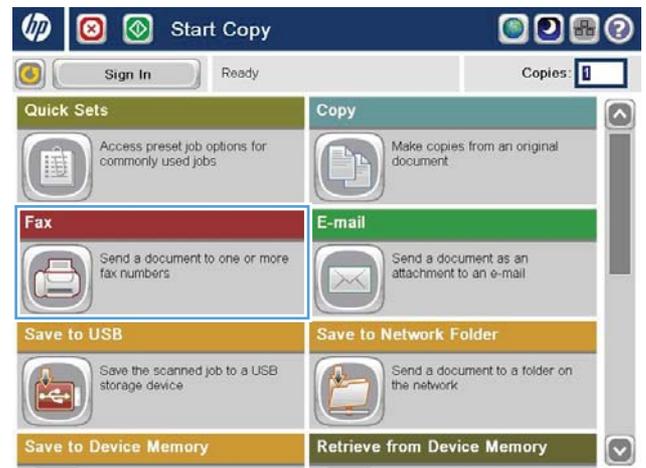
7. Click the **Apply** button at the bottom of the page.

### Enable fax forwarding

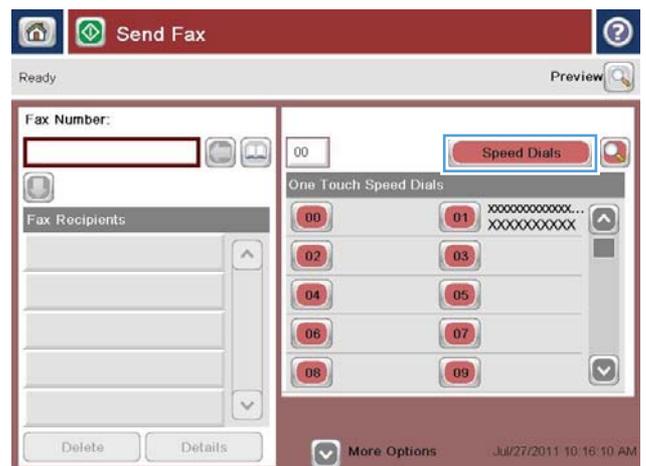
1. Open a Web browser, and then enter the product IP address in the address line.
2. When the HP Embedded Web Server opens, click the **Fax** tab.
3. Click the **Fax Archive and Forwarding** link.
4. In the **Fax Forwarding** area, click the **Enable Fax Forwarding** box.
5. Select an option from the **Type of Fax Job to Forward** drop-down list.
6. Enter the fax number in the **Fax Forwarding Number** field.
7. Click the **Apply** button at the bottom of the page.

## Create a speed dial list

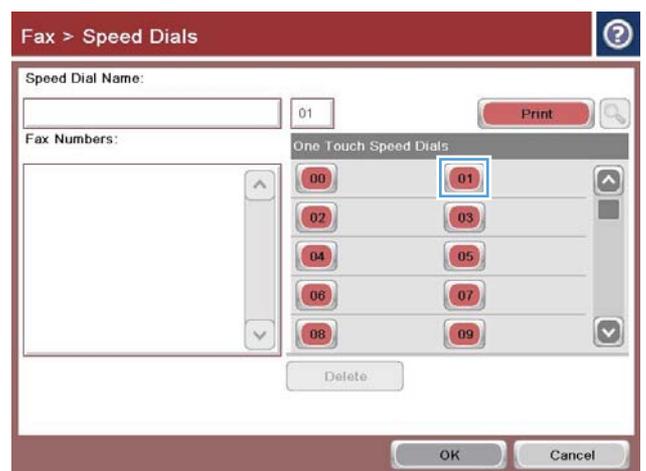
1. From the Home screen on the product control panel, touch the **Fax** button.



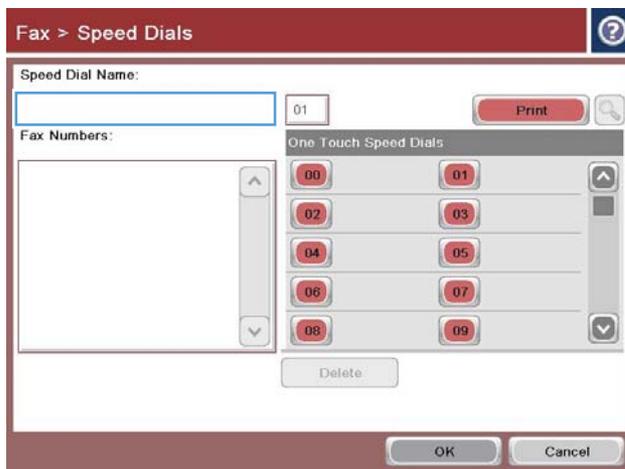
2. Touch the **Speed Dials** button to display the **Speed Dials** screen.



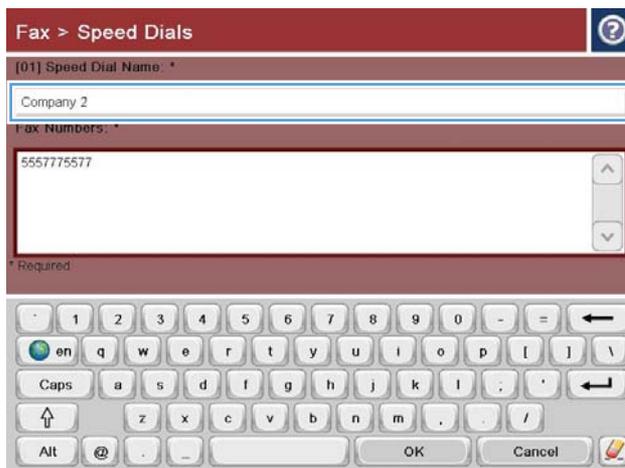
3. Touch one of the unassigned **One Touch Speed Dials** numbers.



4. Touch the **Speed Dial Name** field to display the keyboard.



5. Type a name for the speed dial.



6. Type a fax number for the speed dial.

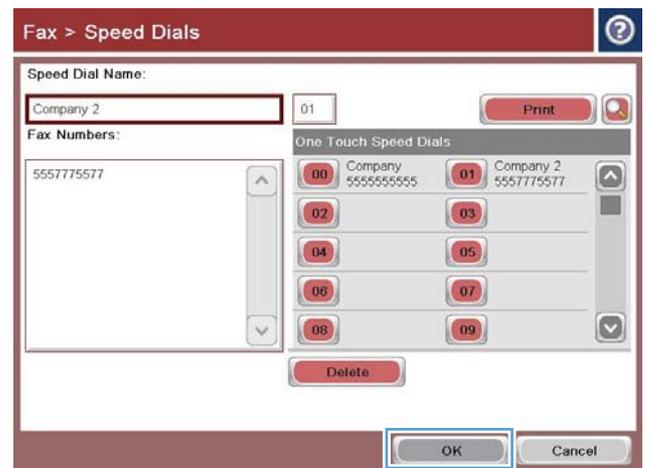
**NOTE:** To enter additional fax numbers for a speed dial, touch the screen to the right of the last digit of the previously entered fax number. When the cursor appears, touch the enter key to move the cursor to the next line. Repeat this step to enter all the numbers for the speed dial.

Touch the **OK** button.



7. The name and fax number (or numbers) display next to the selected **One Touch Speed Dials** number.

Touch the **OK** button to return to the **Fax** screen.



## Add a number to an existing speed dial list

1. From the Home screen on the product control panel, scroll to and touch the **Fax** button.
2. Touch the **Speed Dials** button to display the **Speed Dials** screen.
3. Touch the **One Touch Speed Dials** number of the list to be edited.
4. Touch the down arrow on the **Speed Dial Name** box to open the drop-down menu.
5. Touch the **Fax Numbers** item.
6. To add a fax number for a speed dial name, touch the screen to the right of the last digit of the last fax number in the list. When the cursor appears, touch the enter key to move the cursor to the next line and then type the fax number.
7. Touch the **OK** button to return to the **Speed Dials** screen.
8. Touch the **OK** button to return to the **Fax** screen.

## Delete a speed dial list

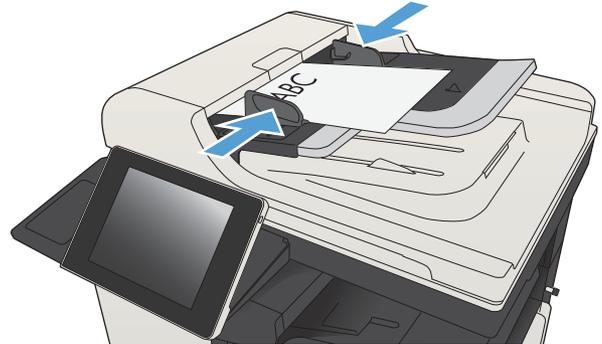
1. From the Home screen on the product control panel, scroll to and touch the [Fax](#) button.
2. Touch the [Speed Dials](#) button to display the [Speed Dials](#) screen.
3. Touch the [One Touch Speed Dials](#) number of the list to be deleted.
4. Touch the [Delete](#) button.
5. Touch the [Yes](#) button to confirm the deletion of the speed dial list and to return to the [Fax](#) screen.

## Delete a single number from a speed dial list

1. From the Home screen on the product control panel, scroll to and touch the **Fax** button.
2. Touch the **Speed Dials** button to display the **Speed Dials** screen.
3. Touch the **One Touch Speed Dials** number of the list to open the keyboard.
4. Touch the down arrow on the **Speed Dial Name** box to open the drop-down menu and then touch the **Fax Numbers** option.
5. Scroll through the list of fax numbers and touch the screen to the right of last digit of the fax number to be deleted. Use the backspace key to delete the fax number.
6. Touch the **OK** button to return to the **Speed Dials** screen.
7. Touch the **OK** button to return to the **Fax** screen.

## Send a fax by entering numbers manually

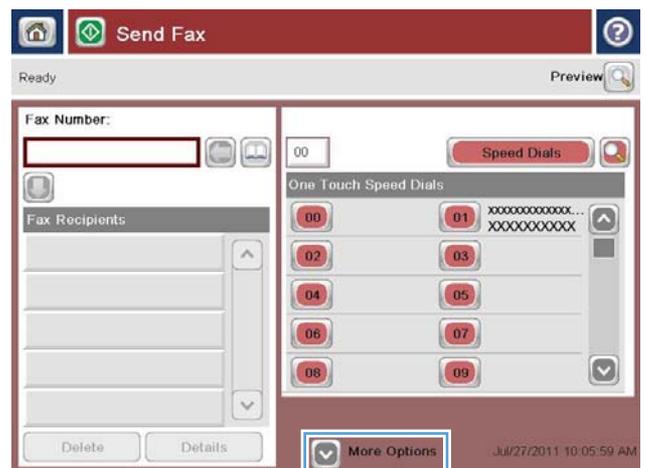
1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



2. From the Home screen on the product control panel, touch the **Fax** button. You might be prompted to type a user name and password.



3. Touch the **More Options** button. Verify that the settings match those of your original. When all settings are completed, touch the up arrow to scroll to the main **Fax** screen.



4. Touch the Fax Number field to open the keypad.



5. Enter a phone number and then touch the OK button.

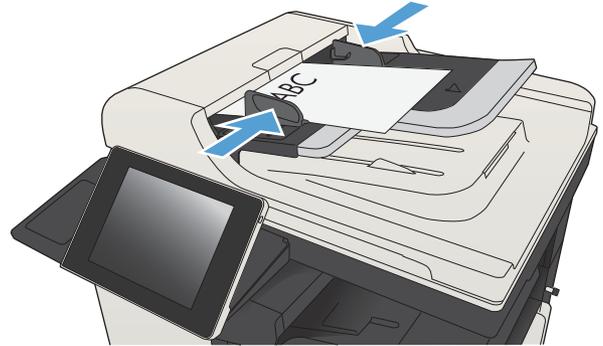


6. Touch the Start  button to send the fax.
- NOTE:** You can preview the image at any time by touching the [Preview](#) button in the upper-right corner of the screen. For more information about this feature, touch the [Help](#)  button on the preview screen.



## Send a fax by using a speed dial

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.



2. From the Home screen on the product control panel, touch the **Fax** button.



3. Touch the number button for the speed dial name you want to use. The speed dial name appears in the **Fax Recipients** section of the **Fax** screen.



4. Touch the Start  button to send the fax.

**NOTE:** You can preview the image at any time by touching the **Preview** button in the upper-right corner of the screen. For more information about this feature, touch the **Help**  button on the preview screen.



## Search a speed-dial list by name



**NOTE:** If you do not know the unique name of the speed dial, type a letter to select any portion of the list. For example, to view speed-dial names that begin with the letter N, type the letter N. If no matching entries exist, a message appears before the search shows the entry that is closest to the letter N.

1. From the Home screen on the product control panel, touch the **Fax** button.
2. Touch the search button. This button looks like a magnifying glass and is located to the right of the **Speed Dials** button.
3. Type the first letters of the speed dial name to search for. As matches are found, the list at the top of the search screen is populated. If necessary, scroll to see all the entries, or type more letters to narrow the search.
4. Select the appropriate name from the list and touch the **OK** button. The speed-dial list on the main fax screen shows the selected entry within the list of numbers.
5. Touch a speed dial number to add it to the recipients list.
6. Select or search for additional names as needed.

## Send a fax by using fax address book numbers

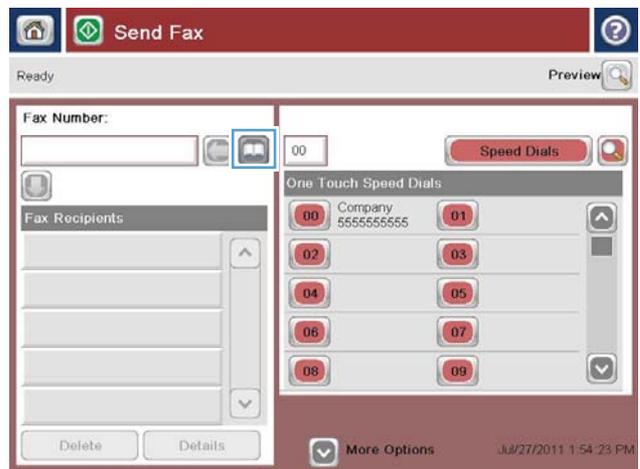
The fax address book feature allows you to store fax numbers on the product.

Your Microsoft® Exchange contact list might also be enabled on the product to appear in the fax address book.

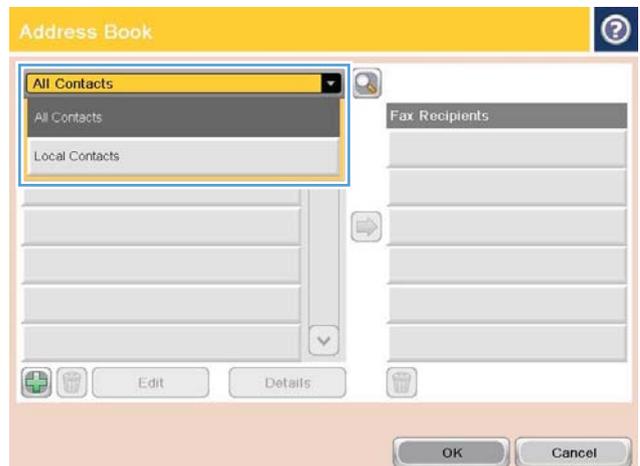
1. From the Home screen on the product control panel, touch the **Fax** button.



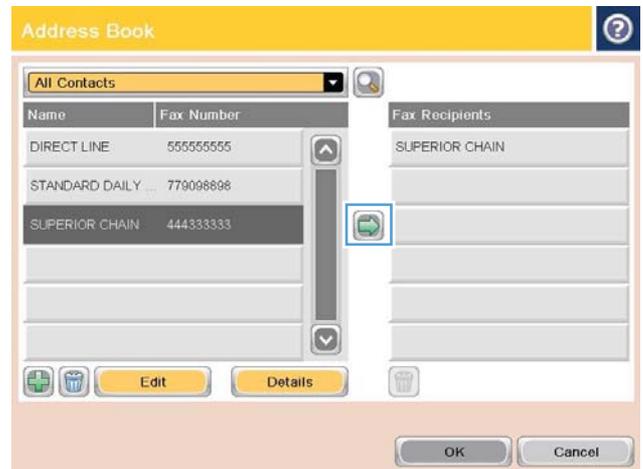
2. Touch the **Address Book** icon to display the **Address Book** screen.



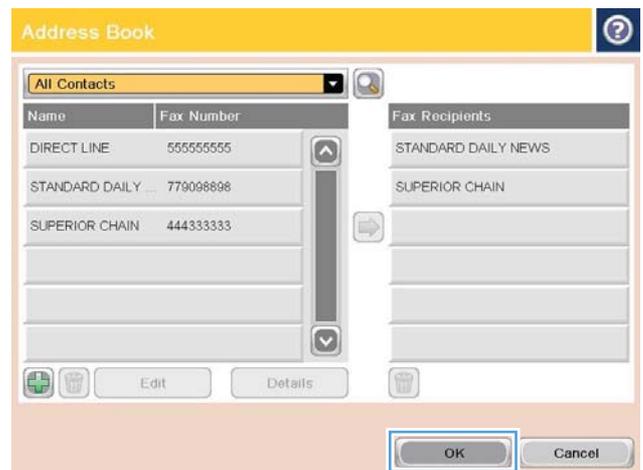
3. Select a fax address book source from the drop-down menu.



4. Touch the names to highlight and then touch the right arrow icon to move the highlighted names to the Fax Recipients section.



5. Touch the OK button to return to the Fax screen.



6. Touch the Start button to send the fax.



## Search the fax address book

Use the fax address book search feature to complete a name search of the address book.

1. From the Home screen on the product control panel, touch the [Fax](#) button.
2. Touch the Address Book  button.
3. Select the [All Contacts](#) or [Local Contacts](#) option in the drop-down menu at the top of the fax address book screen.
4. Touch the Search icon (magnifying glass) next to the drop-down menu.
5. On the keyboard, enter the first letter or letters of the name; matching recipients display on the screen. Type more letters to further refine the search. Select a name, and then touch the [OK](#) button.
6. Touch the right arrow to transfer the selected name to the [Fax Recipients](#) list.
7. Touch the [OK](#) button to return to the [Send Fax](#) screen.

## Cancel a fax

To cancel a current fax job, touch the [Cancel Job](#) button on the fax status screen.



## Use Fax over VoIP networks

VoIP technology converts the analog phone signal into digital bits. These are then assembled into packets which travel on the Internet. The packets are converted and transmitted back to analog signals at or near the destination.

Transmission of information on the Internet is digital instead of analog. Therefore, there are different constraints on the fax transmission that might require different fax settings than the analog Public Switched Telephone Network (PSTN). Fax is very dependent upon timing and signal quality, so a fax transmission is more sensitive to a VoIP environment.

**The following are suggested changes in settings for the HP LaserJet Analog Fax Accessory 500 when it is connected to a VoIP service:**

- Begin with the fax speed set in Fast (V.34) mode and with Error Correction Mode (ECM) turned on. The V.34 protocol handles any changes in transmission speed needed to accommodate VoIP networks.
- If numerous errors or retries occur with the fax speed set to Fast, set it to Medium (V.17).
- If errors and retries persist, set the fax speed to Slow (V.29) because some VoIP systems cannot handle the higher signal rates associated with fax.
- In rare cases, if errors persist, turn off ECM on the product. The image quality might decrease. Ensure that the image quality is acceptable with ECM off before using this setting.
- If the preceding setting changes have not improved the VoIP fax reliability, contact your VoIP provider for help.

# Fax reports

The following sections list the fax reports available on this product. These reports can be printed or viewed on the product control panel.

The following fax reports are available on this product:

- Fax Activity Log
- Billing Codes Report
- Blocked Fax List
- Speed Dial List
- Fax Call Report

Use the following steps to print or view a fax report:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Reports](#)
  - [Fax Reports](#)
3. Select the log or report to print or view.
4. Touch the [Print](#) or [View](#) button.

## Fax activity log

The fax activity log includes the following information.

- The fax header information configured on the product.
- The job number of each fax job.
- Date and time of faxes received, sent, or failed to send.
- The type of fax job; send or receive.
- Identification of the sender (phone number, if available)
- Duration (off-hook time)
- Number of pages
- Result (successfully sent, pending, or failed to send which includes error type and code)

The database stores the most recent 500 fax entries. The database fax entries include any fax session as an entry. For example, a fax session could be a sent fax, received fax, or firmware upgrades. Depending on the activity, there might be fewer than 500 entries in the report.

If you want to use the log for record keeping purposes, print the log periodically and then clear it.

To clear the fax activity log, complete the following steps.

1. On the control panel, touch the [Administration](#) icon.
2. Open the following menus:
  - [Fax Settings](#)
  - [Clear fax activity log](#)
3. Touch the [Clear](#) button to clear the fax activity log.

## Billing code report

The billing code report is a list of the most recent 500 faxes that were successfully sent, listed by billing code. The following information is provided in this report.

- Billing code number
- Date and time of all faxes that were successfully sent
- Identification number
- Duration (off hook time)
- Number of pages sent
- Result (success)

The database stores the most recent 500 faxes. If you want to use the report for record-keeping purposes, print the report periodically and then clear it.

## Blocked fax list report

The blocked fax list report contains the list of fax numbers that the product has been configured to not receive faxes from.

## Speed dial list report

A speed dial list report lists the fax numbers assigned to speed dial names.

## Fax call report

The fax call report is a brief report that indicates the status of the last fax that was sent or received.

---

# 9 Manage the product

- [Configure IP network settings](#)
- [HP Embedded Web Server](#)
- [HP Utility \(Mac OS X\)](#)
- [Use HP Web Jetadmin software](#)
- [Economy settings](#)
- [Product security features](#)
- [Upgrade the product firmware](#)

# Configure IP network settings

## Printer sharing disclaimer

HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP print drivers. Go to Microsoft at [www.microsoft.com](http://www.microsoft.com).

## View or change network settings

Use the HP Embedded Web Server to view or change IP configuration settings.

1. Print a configuration page, and locate the IP address.
  - If you are using IPv4, the IP address contains only digits. It has this format:  
`xxx . xxx . xxx . xxx`
  - If you are using IPv6, the IP address is a hexadecimal combination of characters and digits. It has a format similar to this:  
`xxxx : : xxxx : xxxx : xxxx : xxxx`
2. To open the HP Embedded Web Server, type the IP address into the address line of a Web browser.
3. Click the **Networking** tab to obtain network information. You can change settings as needed.

## Manually configure IPv4 TCP/IP parameters from the control panel

Use the control-panel [Administration](#) menus to manually set an IPv4 address, subnet mask, and default gateway.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Network Settings](#)
  - [Jetdirect Menu](#)
  - [TCP/IP](#)
  - [IPV4 Settings](#)
  - [Config Method](#)
3. Select the [Manual](#) option, and then touch the [Save](#) button.
4. Open the [Manual Settings](#) menu.
5. Touch the [IP Address](#), [Subnet Mask](#), or [Default Gateway](#) option.
6. Touch the first field to open a keypad. Enter the correct digits for the field, and then touch the [OK](#) button.  
Repeat the process for each field, and then touch the [Save](#) button.

## Manually configure IPv6 TCP/IP parameters from the control panel

Use the control-panel [Administration](#) menus to manually set an IPv6 address.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. To enable manual configuration, open the following menus:

- [Network Settings](#)
- [Jetdirect Menu](#)
- [TCP/IP](#)
- [IPV6 Settings](#)
- [Address](#)
- [Manual Settings](#)
- [Enable](#)

Select the [On](#) option, and then touch the [Save](#) button.

3. To configure the address, touch the [Address](#) button and then touch the field to open a keypad.
4. Use the keypad to enter the address, and then touch the [OK](#) button.
5. Touch the [Save](#) button.

# HP Embedded Web Server

Use the HP Embedded Web Server to view product status, configure product network settings, and to manage printing functions from your computer instead of from the product control panel. The following are examples of what you can do using the HP Embedded Web Server:

- View product status information
- Determine the remaining life for all supplies and order new ones
- View and change tray configurations
- View and change the product control-panel menu configuration
- View and print internal pages
- Receive notification of product and supplies events
- View and change network configuration

To use the HP Embedded Web Server, your browser must meet the following requirements:

- Windows: Microsoft Internet Explorer 5.01 or later or Netscape 6.2 or later
- Mac OS X: Safari or Firefox using Bonjour or an IP address
- Linux: Netscape Navigator only
- HP-UX 10 and HP-UX 11: Netscape Navigator 4.7

The HP Embedded Web Server works when the product is connected to an IP-based network. The HP Embedded Web Server does not support IPX-based product connections. You do not have to have Internet access to open and use the HP Embedded Web Server.

When the product is connected to the network, the HP Embedded Web Server is automatically available.

## Open the HP Embedded Web Server

1. Identify the product IP address or host name. If the Network  button is visible on the Home screen on the product control panel, touch that button to display the address. Otherwise, follow these steps to print or view the product configuration page:
  - a. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
  - b. Open the following menus:
    - [Reports](#)
    - [Configuration/Status Pages](#)
    - [Configuration Page](#)
  - c. Touch the [Print](#) or [View](#) button.
  - d. Find the IP address or host name on the Jetdirect page.
2. In a supported Web browser on your computer, enter the product IP address or host name in the address/URL field.

# HP Embedded Web Server features

## Information tab

Table 9-1 HP Embedded Web Server Information tab

Menu	Description
Device Status	Shows the product status and shows the estimated life remaining of HP supplies. The page also shows the type and size of paper set for each tray. To change the default settings, click the <b>Change Settings</b> link.
Job Log	Shows a summary of all jobs the product has processed.
Configuration Page	Shows the information found on the configuration page.
Supplies Status Page	Shows the status of the supplies for the product.
Event Log Page	Shows a list of all product events and errors. Use the <b>HP Instant Support</b> link (in the <b>Other Links</b> area on all HP Embedded Web Server pages) to connect to a set of dynamic Web pages that help you solve problems. These pages also show additional services available for the product.
Usage Page	Shows a summary of the number of pages the product has printed, grouped by size, type, and paper print path.
Device Information	Shows the product network name, address, and model information. To customize these entries, click the <b>Device Information</b> menu on the <b>General</b> tab.
Control Panel Snapshot	Shows an image of the current screen on the control-panel display.
Print	Upload a print-ready file from your computer to print. The product uses the default print settings to print the file.
Printable Reports and Pages	Lists the internal reports and pages for the product. Select one or more items to print.

## General tab

Table 9-2 HP Embedded Web Server General tab

Menu	Description
Control Panel Customization	Reorder, show, or hide features on the control-panel display, and change the default display language.
Quick Sets Setup	Configure jobs that are available in the <b>Quick Sets</b> area of the Home screen on the product control panel.
Alerts	Set up email alerts for various product and supplies events.
Control Panel Administration Menu	Shows the menu structure of the <b>Administration</b> menu on the control panel. <b>NOTE:</b> You can configure settings on this screen, but the HP Embedded Web Server provides more advanced configuration options than are available through the <b>Administration</b> menu.
AutoSend	Configure the product to send automated emails regarding product configuration and supplies to specific email addresses.
Edit Other Links	Add or customize a link to another Web site. This link displays in the <b>Other Links</b> area on all HP Embedded Web Server pages.
Ordering Information	Enter information about ordering replacement toner cartridges. This information displays on the supplies status page.

**Table 9-2** HP Embedded Web Server General tab (continued)

Menu	Description
Device Information	Name the product and assign an asset number to it. Enter the name of the primary contact who will receive information about the product.
Language	Set the language in which to display the HP Embedded Web Server information.
Date and Time	Set the date and time or synchronize with a network time server.
Energy Settings	Set or edit a wake time, sleep time, and sleep delay for the product. You can set a different schedule for each day of the week and for holidays. You can also set which interactions with the product cause it to wake from sleep mode.
Backup and Restore	Create a backup file that contains product and user data. If necessary, you can use this file to restore data to the product.
Restore Factory Settings	Restore product settings to the factory defaults.
Solution Installer	Install third-party software programs that can enhance the product functionality.
Firmware Upgrade	Download and install product firmware upgrade files.
Quota and Statistics Services	Provides connection information about third-party job-statistics services.

## Copy/Print tab

**Table 9-3** HP Embedded Web Server Copy/Print tab

Menu	Description
Retrieve from USB Setup	Enable or disable the <a href="#">Retrieve from USB</a> menu on the control panel.
Manage Stored Jobs	Enable or disable the ability to store jobs in the product memory, and configure job-storage options.
Adjust Paper Types	If print quality problems occur when using a specific paper type, you can override factory–default mode settings.
General Print Settings	Configure settings for all print jobs, including copy jobs or received faxes.
Copy Settings	Configure the default options for copy jobs.
Manage Trays	Configure settings for paper trays.

## Scan/Digital Send tab

**Table 9-4** HP Embedded Web Server Scan/Digital Send tab

Menu	Description
Address Book	Add email addresses into the product one at a time, and edit email addresses that have already been saved in the product. You can also use the <b>Import/Export</b> tab to transfer a large list of frequently-used email addresses to the product all at once, rather than adding them one at a time.
E-mail and Save to Network Folder Quick Setup Wizards	Configure the product to send scanned images as email attachments.  Configure the product to save scanned images to network-folder Quick Sets. Quick Sets provide easy access to files saved on the network.

**Table 9-4 HP Embedded Web Server Scan/Digital Send tab (continued)**

Menu	Description
<b>E-mail Setup</b>	Configure the default email settings for digital sending, including the following: <ul style="list-style-type: none"><li>• Settings for the outgoing mail (SMTP) server</li><li>• Default settings for E-mail Quick Sets jobs</li><li>• Default message settings, such as the "From" address and the subject line</li><li>• Settings for digital signatures and encryption</li><li>• Settings for email notifications</li><li>• Default scan settings for email jobs</li><li>• Default file settings for email jobs</li></ul>
<b>Save to Network Folder Setup</b>	Configure the network folder settings for digital sending, including the following: <ul style="list-style-type: none"><li>• Default settings for Quick Sets jobs saved in a network folder</li><li>• Settings for notifications</li><li>• Default scan settings for jobs saved in a network folder</li><li>• Default file settings for for jobs saved in a network folder</li></ul>
<b>Save to USB Setup</b>	Configure the USB settings for digital sending, including the following: <ul style="list-style-type: none"><li>• Default settings for Quick Sets jobs saved on a USB flash drive</li><li>• Settings for notifications</li><li>• Default scan settings for jobs saved on a USB flash drive</li><li>• Default file settings for for jobs saved on a USB flash drive</li></ul>
<b>OXPd: Workflow</b>	Use third-party workflow tools.
<b>Digital Sending Software Setup</b>	Configure settings related to using optional Digital Sending software.

## Fax tab (Fax models only)

**Table 9-5 HP Embedded Web Server Fax tab**

Menu	Description
<b>Fax Send Setup</b>	Configure settings for sending faxes, including the following: <ul style="list-style-type: none"><li>• Default common job settings for outgoing faxes</li><li>• Default setting for sending faxes using the internal fax modem</li><li>• Settings for using a LAN fax service</li><li>• Settings for using an Internet fax service</li></ul>
<b>Speed Dials</b>	Manage fax speed dial numbers. You can also import .CSV files containing email addresses, fax numbers, or user records, so that they can be accessed on this product. You can also export email, fax, or user records from the product into a file on your computer. You can then use this file as a data backup, or you can use it to import the records onto another HP product.

**Table 9-5** HP Embedded Web Server Fax tab (continued)

Menu	Description
Fax Receive Setup	Configure default print options for incoming faxes, and set up a fax printing schedule.
Fax Archive and Forwarding	Enable or disable fax archiving and fax forwarding, and configure basic settings for each. <ul style="list-style-type: none"> <li>Fax archiving is a method to send a copy of all incoming and outgoing faxes to an email address.</li> <li>Fax forwarding is a method to forward incoming faxes to a different fax device.</li> </ul>
Fax Activity Log	Contains a list of the faxes that have been sent from or received by this product.

## Troubleshooting tab

**Table 9-6** HP Embedded Web Server Troubleshooting tab

Menu	Description
General Troubleshooting	Select from a variety of reports and tests to help solve problems with the product.
Retrieve Diagnostic Data	Export product information to a file that can be useful for detailed problem analysis.
<b>NOTE:</b> This item is available only if an administrator password is set from the Security tab.	
Firmware Upgrade	Download and install product firmware upgrade files.
Restore Factory Settings	Restore product settings to factory defaults.

## Security tab

**Table 9-7** HP Embedded Web Server Security tab

Menu	Description
General Security	Configure an administrator password so you can restrict access to certain features on the product.  Set PJI password for processing PJI commands.  Set file system access and firmware upgrade security.  Enable or disable the Host USB port on the control panel or the USB connectivity port on the formatter for printing directly from a computer.  View the status of all security settings.
Access Control	Configure access to product functions for specific individuals or groups. Also set up user accounts and select the method by which individuals sign in to the product.
Protect Stored Data	Configure and manage the internal hard drive for the product. This product includes an encrypted hard drive for maximum security.  Configure settings for jobs that are stored on the product hard drive.
Certificate Management	Install and manage security certificates for access to the product and the network.
Self Test	Verify that the security functions are running according to expected system parameters.

## HP Web Services tab

Use the **HP Web Services** tab to configure and enable HP Web Services for this product. You must enable HP Web Services to use the HP ePrint feature.

## Networking tab

Use the **Networking** tab to configure and secure network settings for the product when it is connected to an IP-based network. This tab does not display if the product is connected to other types of networks.

## Other Links list

 **NOTE:** You can configure which links display in the **Other Links** list by using the **Edit Other Links** menu on the **General** tab. The following are the default links.

**Table 9-8** HP Embedded Web Server Other Links list

Menu	Description
HP Instant Support	Connects you to the HP Web site to help you find solutions to product problems.
Shop for Supplies	Connects to the HP SureSupply Web site, where you can receive information on options for purchasing original HP supplies, such as toner cartridges and paper.
Product Support	Connects to the support site for the product, from which you can search for help regarding various topics.

# HP Utility (Mac OS X)

HP Utility is a software program that provides access to the product in Mac OS X.

You can use HP Utility when the product uses a USB cable or is connected to a TCP/IP-based network.

## Open HP Utility

From the Finder, click **Applications**, click **Utilities**, and then click **HP Utility**.

If HP Utility is not included in the **Utilities** list, use the following procedure to open it:

1. At the computer, open the Apple  menu, click the **System Preferences** menu, and then click the **Print & Fax** icon or the **Print & Scan** icon.
2. Select the product in the left side of the window.
3. Click the **Options & Supplies** button.
4. Click the **Utility** tab.
5. Click the **Open Printer Utility** button.

## HP Utility features

HP Utility consists of pages that you open by clicking in the **All Settings** list. At the top of any page, click the icons to access HP Web sites for the following information:

- **HP Support**
- **Supplies**
- **Registration**
- **Recycling**

The following table describes the tasks that you can perform with HP Utility.

Menu	Item	Description
Information And Support	Supplies Status	Shows the product supplies status and provides links for ordering supplies online.
	Device Information	Shows information about the currently selected product.
	File Upload	Transfers files from the computer to the product.
	Upload Fonts	Transfers font files from the computer to the product.
	HP ePrintCenter	Accesses the HP ePrintCenter.
	Update Firmware	Transfers a firmware update file to the product. <b>NOTE:</b> This option is available only after you open the <b>View</b> menu and select the <b>Show Advanced Options</b> item.
Commands	Commands	Sends special characters or print commands to the product after the print job. <b>NOTE:</b> This option is available only after you open the <b>View</b> menu and select the <b>Show Advanced Options</b> item.

Menu	Item	Description
Printer Settings	Supplies Management	Configures how the product should behave when supplies are nearing the end of their estimated life.
	Trays Configuration	Changes the default tray settings.
	Output Devices	Manages settings for optional output accessories.
	Duplex Mode	Turns on the automatic two-sided printing mode.
	Protect Direct Ports	Disables printing over USB or parallel ports.
	Stored Jobs	Manages print jobs that are stored on the product hard disk.
	Network Settings	Configures the network settings, such as the IPv4 and IPv6 settings.
	Additional Settings	Provides access to the HP Embedded Web Server.
Scan Settings	Scan to E-mail	<p>Opens the HP Embedded Web Server page for configuring settings for scanning to email.</p> <p><b>NOTE:</b> USB connections are not supported.</p>
	Scan to Network Folder	<p>Opens the HP Embedded Web Server page for configuring settings for scanning to a network folder.</p> <p><b>NOTE:</b> USB connections are not supported.</p>

## Use HP Web Jetadmin software

HP Web Jetadmin is an award-winning, industry-leading tool for efficiently managing a wide variety of networked HP products, including printers, multifunction products, and digital senders. This single solution allows you to remotely install, monitor, maintain, troubleshoot, and secure your printing and imaging environment — ultimately increasing business productivity by helping you save time, control costs, and protect your investment.

HP Web Jetadmin upgrades are periodically made available to provide support for specific product features. Go to [www.hp.com/go/webjetadmin](http://www.hp.com/go/webjetadmin) and click the **Self Help and Documentation** link to learn more about upgrades.

# Economy settings

## Print with EconoMode

This product has an EconoMode option for printing drafts of documents. Using EconoMode can use less toner, which might extend the life of the toner cartridge. However, using EconoMode can also reduce print quality.

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.

---

 **NOTE:** This feature is available with the PCL 6 print driver for Windows. If you are not using that driver, you can enable the feature by using the HP Embedded Web Server.

---

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.
4. Click the **EconoMode** check box.
5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog, click the **OK** button to print the job.

## Optimize speed or energy use

By default the product stays warm between jobs to optimize speed and print the first page of jobs faster. You can set the product to cool between jobs, which conserves energy.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Energy Settings](#)
  - [Optimum Speed/Energy Usage](#)
3. Select the option that you want to use, and then touch the [Save](#) button.

## Set sleep mode

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open each of the following menus:
  - [General Settings](#)
  - [Energy Settings](#)

- [Sleep Timer Settings](#)
  - [Sleep Mode/Auto off After](#)
3. Select the appropriate time period, and then touch the [Save](#) button.

---

 **NOTE:** The sleep-mode default time is 30 minutes.

 **NOTE:** When the product is in sleep mode, the power-button light flashes.

---

## Set the sleep schedule

---

 **NOTE:** You must configure the date and time settings before you can use the [Sleep Schedule](#) feature.

---

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Date/Time Settings](#)
3. Open the [Date/Time Format](#) menu and configure the following settings:
  - [Date Format](#)
  - [Time Format](#)
4. Touch the [Save](#) button.
5. Open the [Date/Time](#) menu and configure the following settings:
  - [Date](#)
  - [Time](#)
  - [Time Zone](#)

If you are in an area that uses daylight savings time, select the [Adjust for Daylight Savings](#) box.

6. Touch the [Save](#) button.
7. Touch the back-arrow button to return to the [Administration](#) screen.
8. Open the following menus:
  - [General Settings](#)
  - [Energy Settings](#)
  - [Sleep Schedule](#)
9. Touch the Add  button, and then select the type of event to schedule: [Wake](#) or [Sleep](#).
10. Configure the following settings:

- [Time](#)
  - [Event Days](#)
11. Touch the [OK](#) button, and then touch the [Save](#) button.

# Product security features

## Security statements

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

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

## IP Security

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

For products that are connected to the network and have an HP Jetdirect print server, you can configure IPsec by using the **Networking** tab in the HP Embedded Web Server.

## Sign in to the product

Some features on the product control panel can be secured so that unauthorized people cannot use them. When a feature is secured, the product prompts you to sign in before you can use it. You can also sign in without waiting for a prompt by touching the **Sign In** button on the Home screen.

Typically, you use the same user name and password that you use to sign in to your computer on the network. Consult the network administrator for this product if you have questions about which credentials to use.

After you have signed in to the product, a **Sign Out** button displays on the control panel. To maintain security for the product, touch the **Sign Out** button when you have finished using the product.

## Assign a system password

Assign an administrator password for access to the product and the HP Embedded Web Server so that unauthorized users cannot change the product settings.

1. Open the HP Embedded Web Server by entering the product IP address into the address line of a Web browser.
2. Click the **Security** tab.
3. Open the **General Security** menu.
4. In the **Username** field, enter the name to associate with the password.
5. Enter the password in the **New Password** field, and then enter it again in the **Verify password** field.



**NOTE:** If you are changing an existing password, you must first enter the existing password in the **Old Password** field.

6. Click the **Apply** button. Make note of the password and store it in a safe place.

## Encryption support: HP High-Performance Secure Hard Disks

The hard disk provides hardware-based encryption so you can securely store sensitive data without impacting product performance. This hard disk uses the latest Advanced Encryption Standard (AES) and has versatile time-saving features and robust functionality.

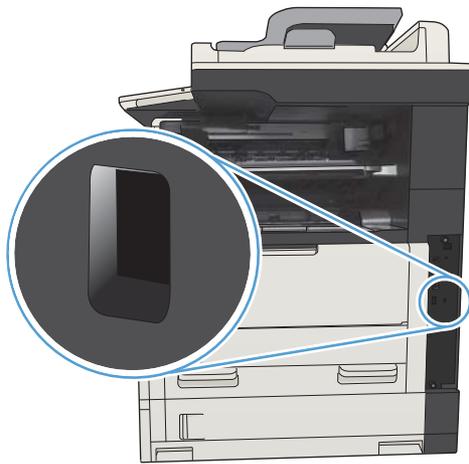
Use the **Security** menu in the HP Embedded Web Server to configure the disk.

For more information about the encrypted hard disk, see the *HP High-Performance Secure Hard Disk Setup Guide*.

1. Go to [www.hp.com/support](http://www.hp.com/support).
2. Enter **Secure Hard Disk** into the search field and press **Enter**.
3. Click the **HP High-Performance Secure Hard Disk Drive** link.
4. Click the **Manuals** link.

## Lock the formatter cage

The formatter cage, on the back of the product, has a slot that you can use to attach a security cable. Locking the formatter cage prevents someone from removing valuable components from the formatter.



## Upgrade the product firmware

Software and firmware upgrades and installation instructions for this product are available at [www.hp.com/support/ljMFPM725series](http://www.hp.com/support/ljMFPM725series). Click **Support & Drivers**, click the operating system, and then select the download for the product.

---

# 10 Solve problems

- [Solve problems checklist](#)
- [Factors that affect product performance](#)
- [Restore factory-set defaults](#)
- [Control-panel help](#)
- [Paper feeds incorrectly or becomes jammed](#)
- [Clear jams](#)
- [Change jam recovery](#)
- [Improve print quality](#)
- [Improve copy quality](#)
- [Improve scan quality](#)
- [Improve fax quality](#)
- [The product does not print or it prints slowly](#)
- [Solve easy-access USB printing problems](#)
- [Solve USB connection problems](#)
- [Solve wired network problems](#)
- [Solve fax problems](#)
- [Solve product software problems \(Windows\)](#)
- [Solve product software problems \(Mac OS X\)](#)
- [Remove software \(Windows\)](#)
- [Remove the print driver \(Mac OS X\)](#)

## Solve problems checklist

Follow these steps when trying to solve a problem with the product.

1. If the control panel is blank or black, complete these steps:
  - a. Check the power cable.
  - b. Check that the power is turned on.
  - c. Make sure that the line voltage is correct for the product power configuration. (See the label that is on the back of the product for voltage requirements.) If you are using a power strip and its voltage is not within specifications, connect the product directly into the electrical outlet. If it is already connected into the outlet, try a different outlet.
  - d. If none of these measures restores power, contact HP Customer Care.
2. The control panel should indicate a **Ready** status. If an error message displays, follow the instructions on the control panel to resolve the error.
3. Check the cabling.
  - a. Check the cable connection between the product and the computer or network port. Make sure that the connection is secure.
  - b. Make sure that the cable itself is not faulty by using a different cable, if possible.
  - c. Check the network connection.
4. Ensure that the selected paper size and type meet specifications. Also open the **Trays** menu on the product control panel and verify that the tray is configured correctly for the paper type and size.
5. Print a configuration page. If the product is connected to a network, an HP Jetdirect page also prints.
  - a. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
  - b. Open the following menus:
    - **Reports**
    - **Configuration/Status Pages**
    - **Configuration Page**
  - c. Touch the **Print** button to print the page.

If the page does not print, check that at least one tray contains paper.

If the page jams in the product, follow the instructions on the control panel to clear the jam.

If the page does not print correctly, contact HP Customer Care.

If the page prints correctly, the problem is probably with the computer you are using, with the print driver, or with the program.

6. Verify that you have installed the print driver for this product. Check the program to make sure that you are using the print driver for this product. The print driver is on the CD that came with the product. You can also download the print driver from this Web site: [www.hp.com/go/ljMFPM725\\_software](http://www.hp.com/go/ljMFPM725_software).

7. Print a short document from a different program that has worked in the past. If this solution works, then the problem is with the program. If this solution does not work (the document does not print), complete these steps:
  - a. Try printing the job from another computer that has the product software installed.
  - b. If you connected the product to the network, connect the product directly to a computer with a USB cable. Redirect the product to the correct port, or reinstall the software, selecting the new connection type that you are using.



**NOTE:** The product will arrive with the USB port disabled. To enable the USB port and use it to test the product's connectivity, ensure the product is in the [Ready](#) state.

---

8. The product firmware might need to be upgraded. Software and firmware upgrades and installation instructions for this product are available at [www.hp.com/support/ljMFPM725series](http://www.hp.com/support/ljMFPM725series). Click **Support & Drivers**, click the operating system, and then select the download for the product.

## Factors that affect product performance

Several factors affect the time it takes to print a job:

- Maximum product speed, measured in pages per minute (ppm)
- The use of special paper (such as transparencies, heavy paper, and custom-size paper)
- Product processing and download time
- The complexity and size of graphics
- The speed of the computer you are using
- The USB connection
- The product I/O configuration
- The network operating system and configuration (if applicable)
- The print driver that you are using

## Restore factory-set defaults

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Restore Factory Settings](#)
3. A verification message advises that completing the reset function might result in loss of data. Touch the [Reset](#) button to complete the process.



**NOTE:** The product restarts automatically after the reset operation completes.

---

## Control-panel help

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

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu.

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

If the product alerts you of an error or warning, touch the Error  button or the Warning  button to open a message that describes the problem. The message also contains instructions to help solve the problem.

You can print a report of the complete [Administration](#) menu so you can more easily navigate to the individual settings you need.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Reports](#)
  - [Configuration/Status Pages](#)
3. Select the [Administration Menu Map](#) option.
4. Touch the [Print](#) button to print the report.

## Paper feeds incorrectly or becomes jammed

- [The product does not pick up paper](#)
- [The product picks up multiple sheets of paper](#)
- [The document feeder jams, skews, or picks up multiple sheets of paper](#)
- [Prevent paper jams](#)

### The product does not pick up paper

If the product does not pick up paper from the tray, try these solutions.

1. Open the product and remove any jammed sheets of paper.
2. Load the tray with the correct size of paper for your job.
3. Make sure the paper size and type are set correctly on the product control panel.
4. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray.
5. Check the product control panel to see if the product is waiting for you to acknowledge a prompt to feed the paper manually. Load paper, and continue.
6. The rollers above the tray might be contaminated. Clean the rollers with a lint-free cloth dampened with warm water.

### The product picks up multiple sheets of paper

If the product picks up multiple sheets of paper from the tray, try these solutions.

1. Remove the stack of paper from the tray and flex it, rotate it 180 degrees, and flip it over. *Do not fan the paper.* Return the stack of paper to the tray.
2. Use only paper that meets HP specifications for this product.
3. Use paper that is not wrinkled, folded, or damaged. If necessary, use paper from a different package.
4. Make sure the tray is not overfilled. If it is, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.
5. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray.
6. Make sure the printing environment is within recommended specifications.

### The document feeder jams, skews, or picks up multiple sheets of paper

- The original might have something on it, such as staples or self-adhesive notes, that must be removed.
- Check that all rollers are in place and that the roller-access cover inside the document feeder is closed.
- Make sure that the top document-feeder cover is closed.
- The pages might not be placed correctly. Straighten the pages and adjust the paper guides to center the stack.

- The paper guides must be touching the sides of the paper stack to work correctly. Make sure that the paper stack is straight and the guides are against the paper stack.
- The document feeder input tray or output bin might contain more than the maximum number of pages. Make sure the paper stack fits below the guides in the input tray, and remove pages from the output bin.
- Verify that there are no pieces of paper, staples, paper clips, or other debris in the paper path.
- Clean the document-feeder rollers and the separation pad. Use compressed air or a clean, lint-free cloth moistened with warm water. If misfeeds still occur, replace the rollers.
- From the Home screen on the product control panel, scroll to and touch the [Supplies](#) button. Check the status of the document-feeder kit, and replace it if necessary.

## Prevent paper jams

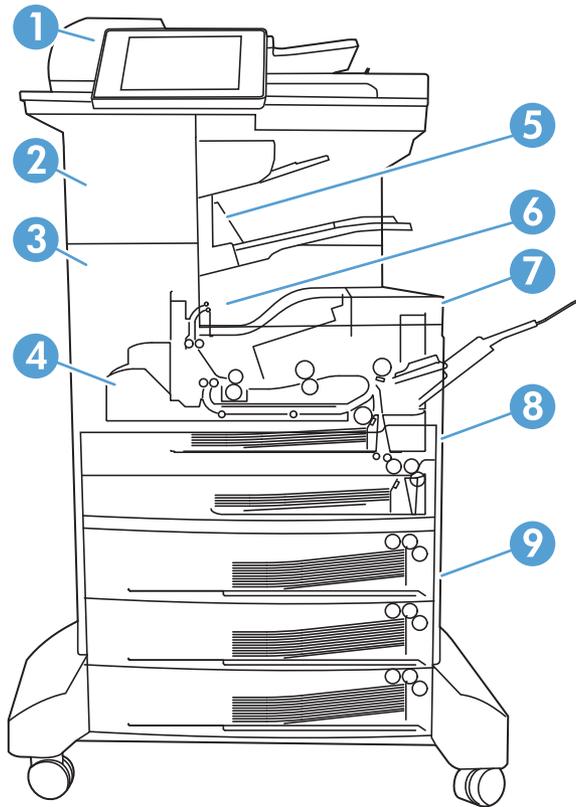
To reduce the number of paper jams, try these solutions.

1. Use only paper that meets HP specifications for this product.
2. Use paper that is not wrinkled, folded, or damaged. If necessary, use paper from a different package.
3. Use paper that has not previously been printed or copied on.
4. Make sure the tray is not overfilled. If it is, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.
5. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides so they are touching the paper stack without bending it.
6. Make sure that the tray is fully inserted in the product.
7. If you are printing on heavy, embossed, or perforated paper, use the manual feed feature and feed sheets one at a time.
8. From the Home screen on the product control panel, scroll to and touch the [Trays](#) button. Verify that the tray is configured correctly for the paper type and size.
9. Make sure the printing environment is within recommended specifications.

# Clear jams

## Jam locations

Use this illustration to troubleshoot jams in the product.



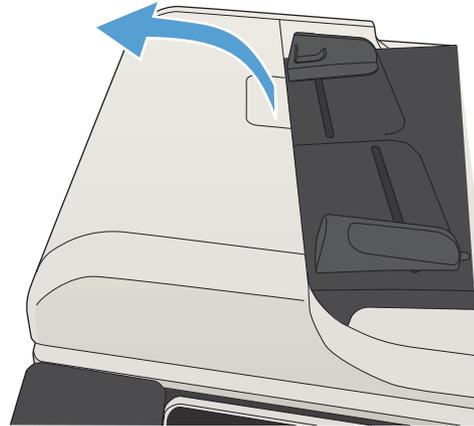
1	Document feeder
2	Stapler/stacker
3	Output path
4	Duplex path (for two-sided printing)
5	Stapler/stacker output bin
6	Output bin
7	Toner cartridge
8	Input trays
9	Optional input trays

## Auto-navigation for clearing jams

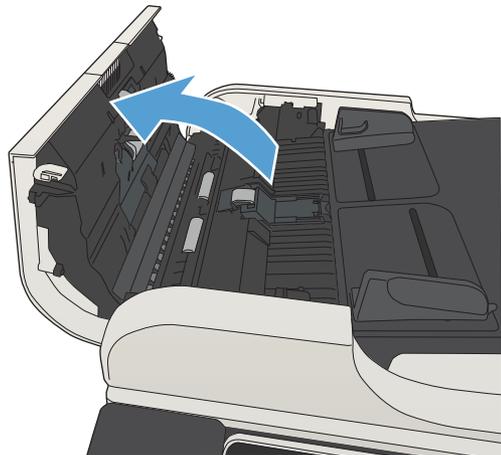
The auto-navigation feature assists you in clearing jams by providing step-by-step instructions on the control panel. When you complete a step, the product displays instructions for the next step until you have completed all steps in the procedure.

### Clear jams in the document feeder

1. Lift the latch to release the document-feeder cover.



2. Open the document-feeder cover.

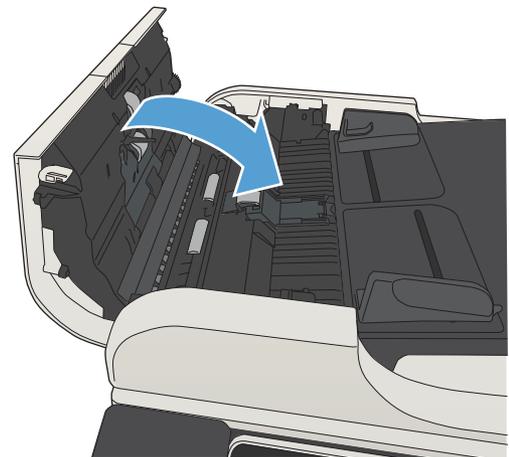


3. Lift the jam-access door, and remove any jammed paper.

If necessary, rotate the green wheel at the front of the document feeder to remove jammed paper.



4. Close the document-feeder cover.



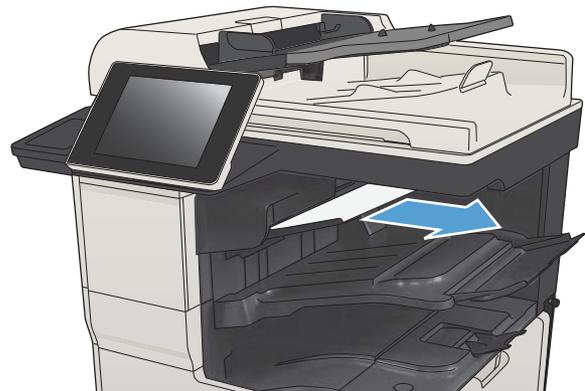
## Clear jams in the output-bin area

1. If paper is visible from the output bin, grasp the leading edge and remove it.

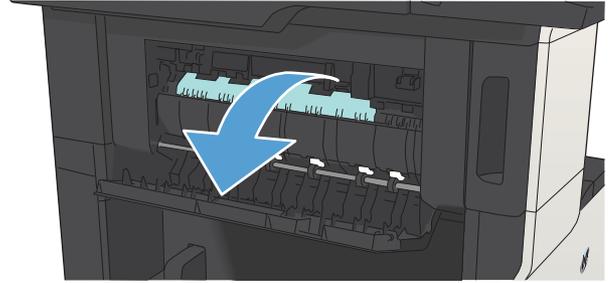


## Clear jams in the stapler/stacker

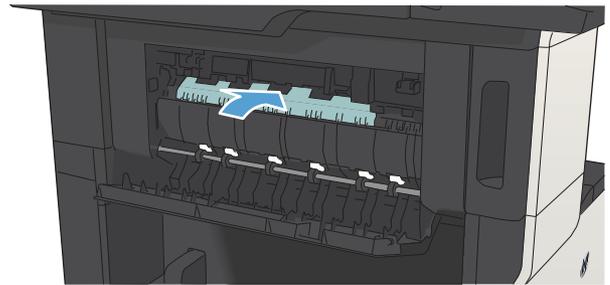
1. If paper is visible in the stapler/stacker output bin, grasp the leading edge of the paper and slowly pull the paper out of the product.



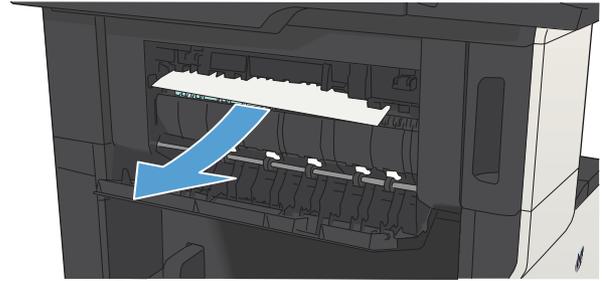
2. Open the upper-left door.



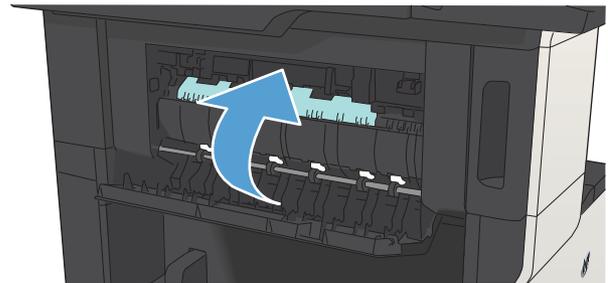
3. Press the green tab down to open the bar.



4. Grasp both sides of the paper, and slowly pull the paper out of the product.



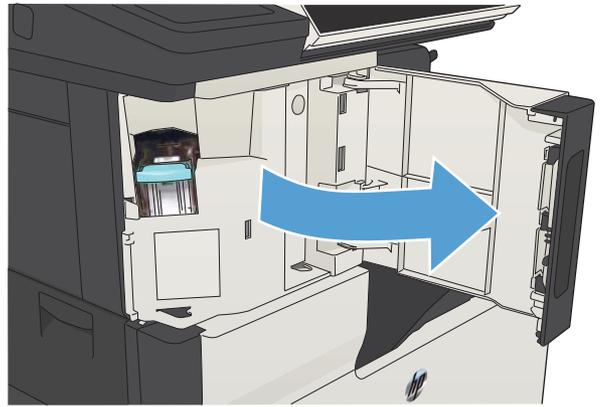
5. Close the upper-left door door. Make sure that both sides of the door snap into place.



## Clear staple jams

To reduce the risk of staple jams, make sure that you staple 30 or fewer pages of paper (80 g/m<sup>2</sup> (20 lb) at a time.

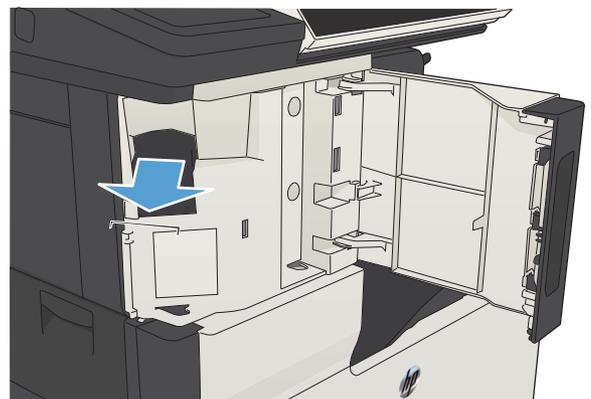
1. Open the stapler door.



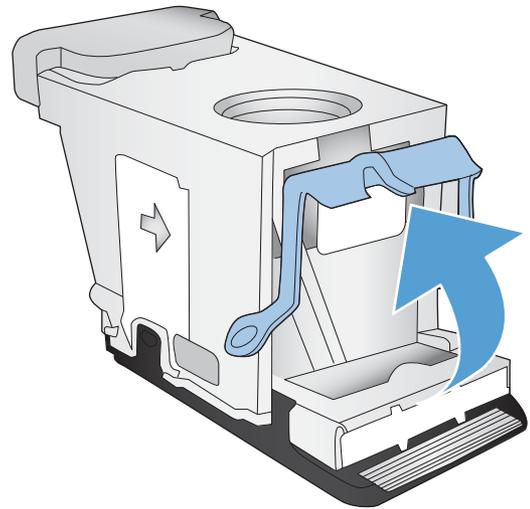
2. Remove the staple cartridge.



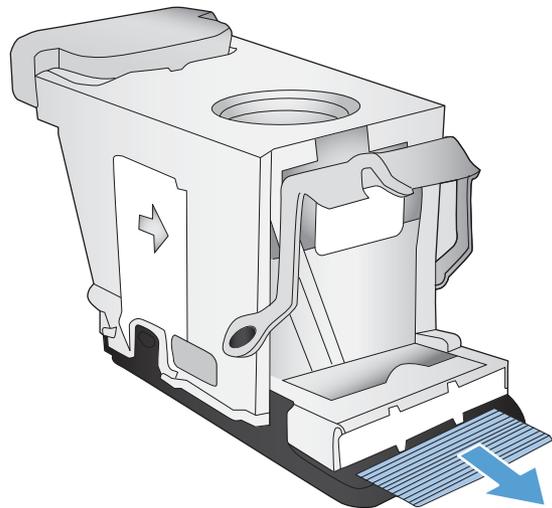
3. Remove any loose staples from the product.



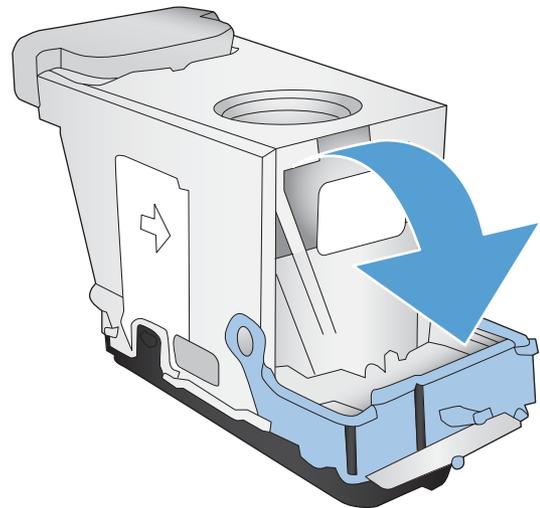
4. Lift up the lever on the front of the staple cartridge.



5. Remove the sheet of staples from the stapler.



6. Push down the lever on the front of the staple cartridge.



7. Insert the staple cartridge.

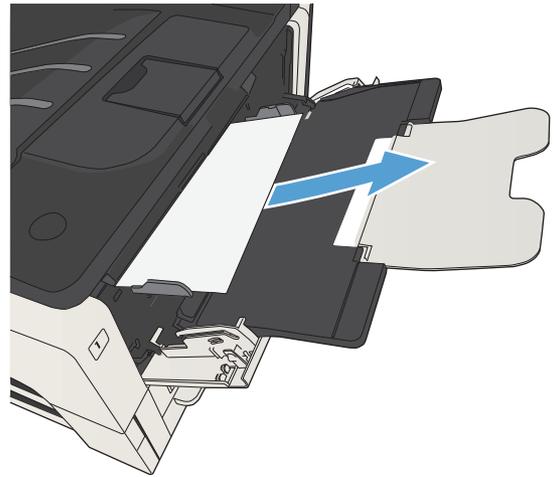


8. Close the stapler door.



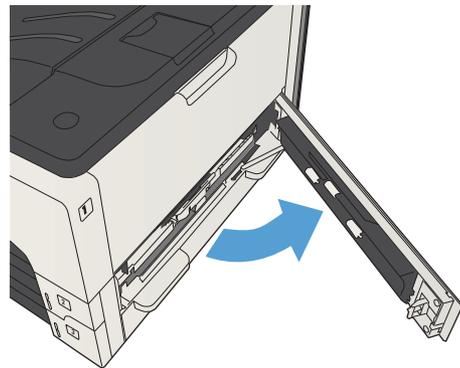
## Clear jams in Tray 1

1. Slowly pull the jammed paper out of the product.

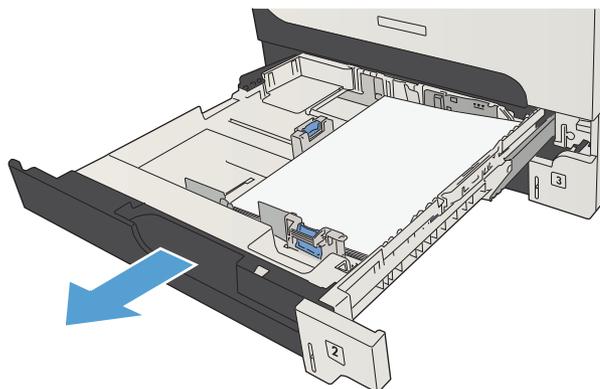


## Clear jams in Tray 2 or Tray 3

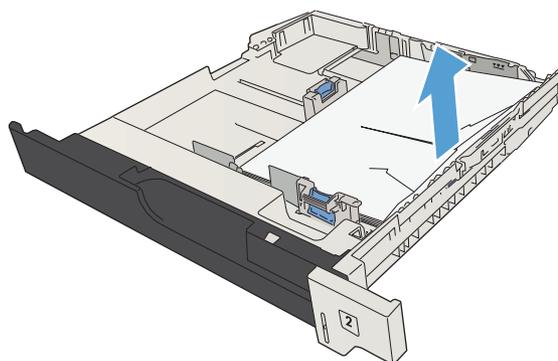
1. Open the right-side access door. If the jammed page is visible, gently pull it out of the product.



2. If you were not able to clear the jam by using the right-side access door, slide the tray out of the product.

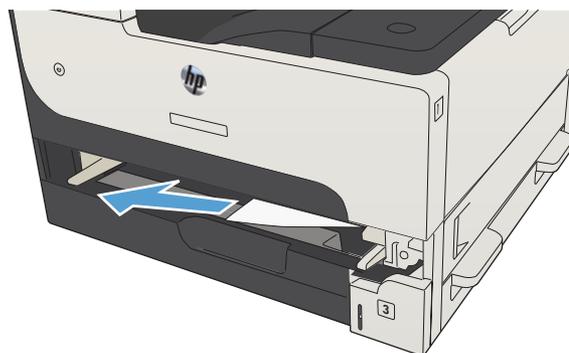


3. Remove any damaged paper from the tray.



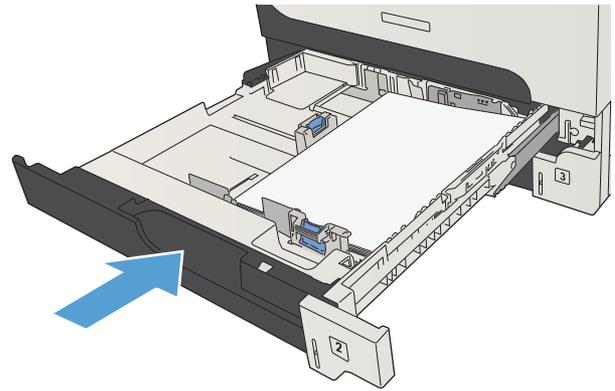
4. If the edge of the paper is visible in the feed area, slowly pull the paper toward the left side and then out of the product.

**NOTE:** Do not force the paper if it will not move easily. If the paper is stuck in a tray, try removing it through the tray above (if applicable) or through the toner-cartridge area.

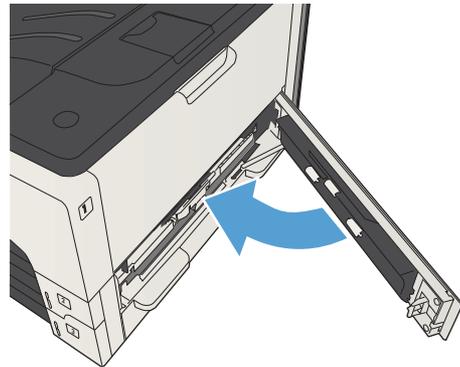


5. Close the tray.

**NOTE:** Before replacing the tray, make sure the paper is flat in the tray at all four corners and below the tabs on the guides.

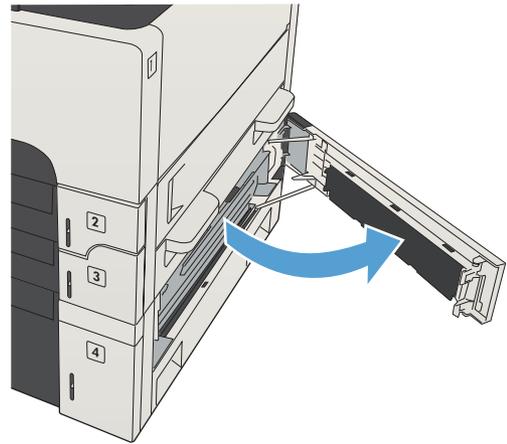


6. Close the right-side access door.

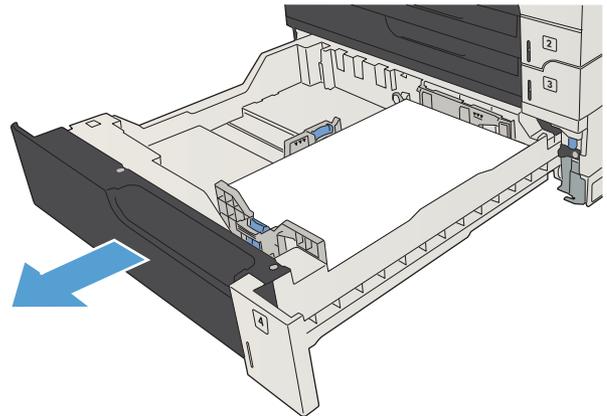


## Clear jams in the 500-sheet trays

1. Open the right-side access door and the 500-sheet tray jam-access door.

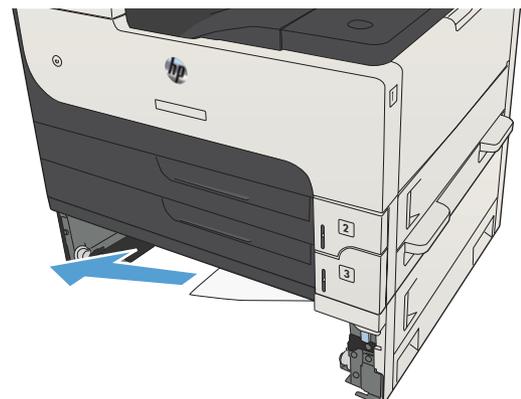


2. Remove the 500-sheet tray.

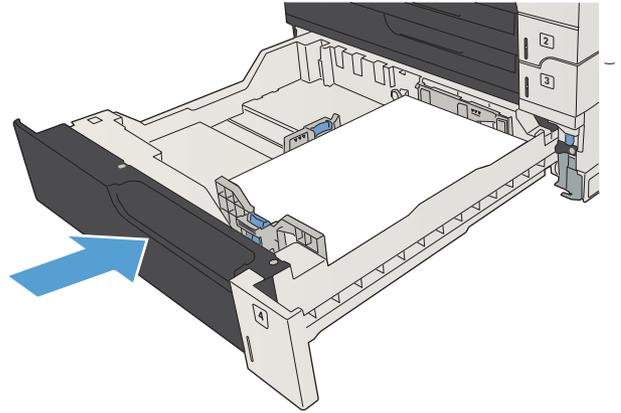


3. If the edge of the paper is visible in the feed area, slowly pull the paper toward the right side and out of the product.

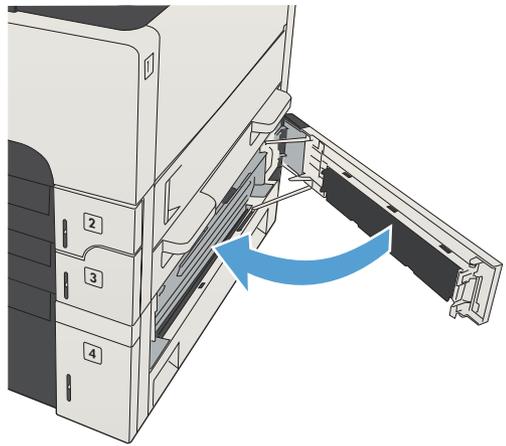
**NOTE:** Do not force the paper if it will not move easily. If the paper is stuck in a tray, try removing it through the tray above (if applicable) or through the upper, right door.



4. Close the 500-sheet tray.

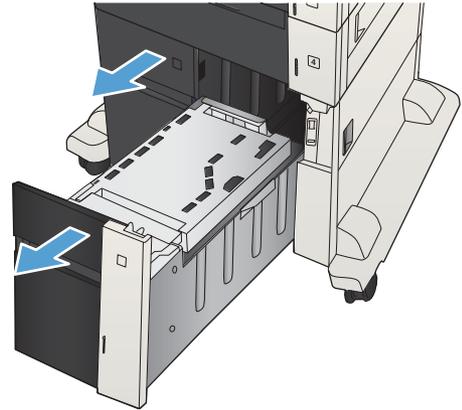


5. Close the right-side access door and the 500-sheet tray jam-access door.

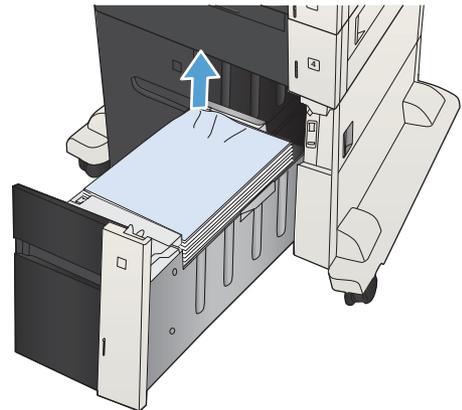


## Clear jams in the 3,500-sheet high-capacity tray

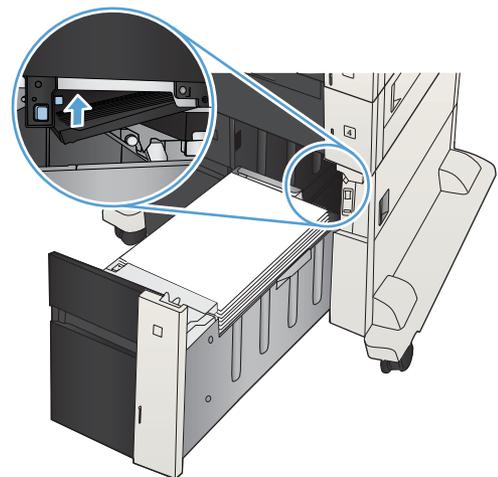
1. Open the right and left sides of the tray.



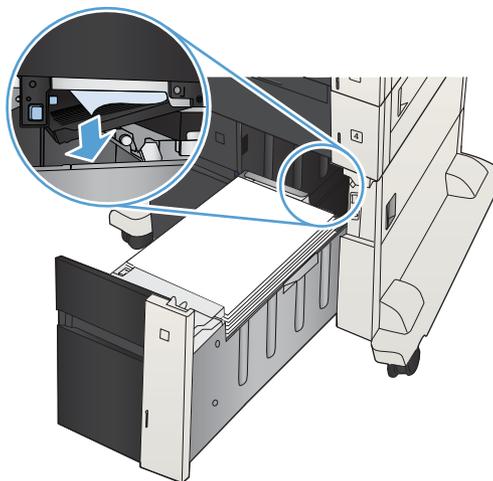
2. Remove any damaged sheets of paper.



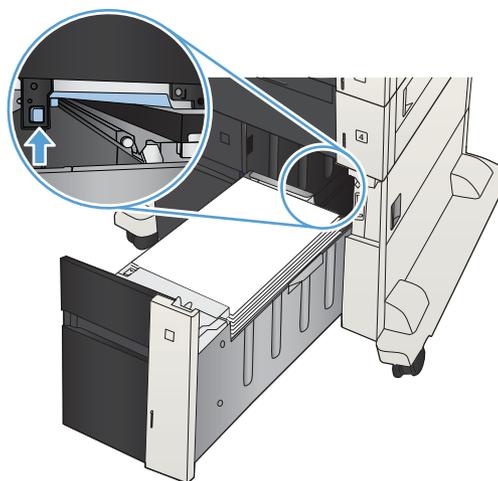
3. Above the right-side tray, press the green button to release the jam-access plate.



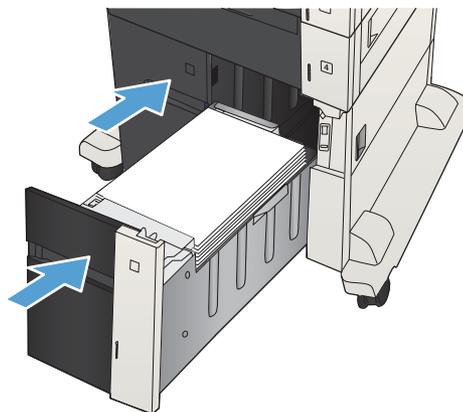
4. If jammed paper is in the feed area, pull it down to remove it.



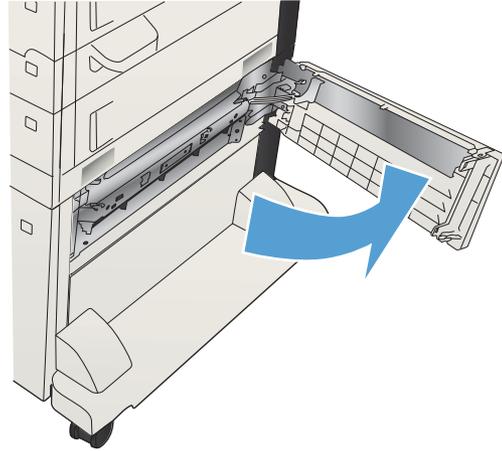
5. Push up on the jam-access plate to close it.



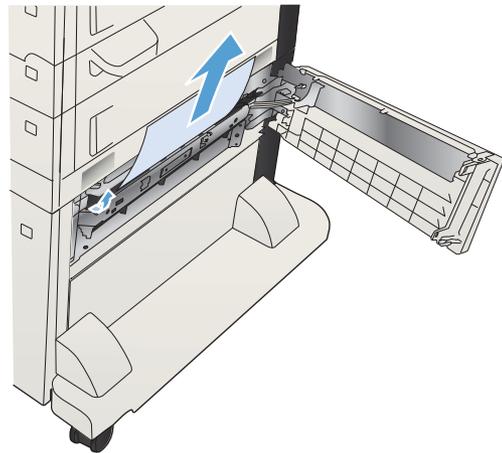
6. Close the right and left sides of the tray.



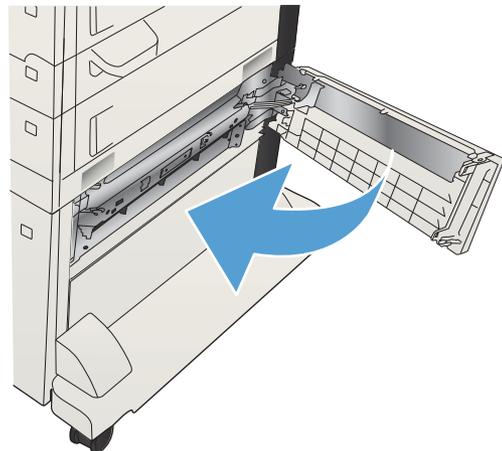
7. Open the jam-access door on the right side of the high-capacity tray cabinet.



8. Lift up the jam-release plate and remove any jammed paper.



9. Close the jam-access door on the right side of the high-capacity tray cabinet.

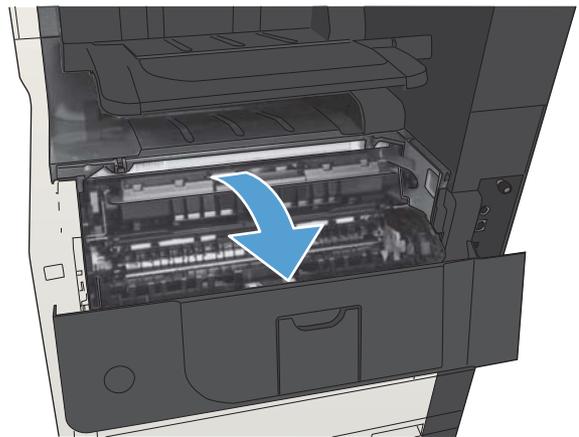


## Clear jams from the toner-cartridge area

1. Press the cartridge-door-release button.

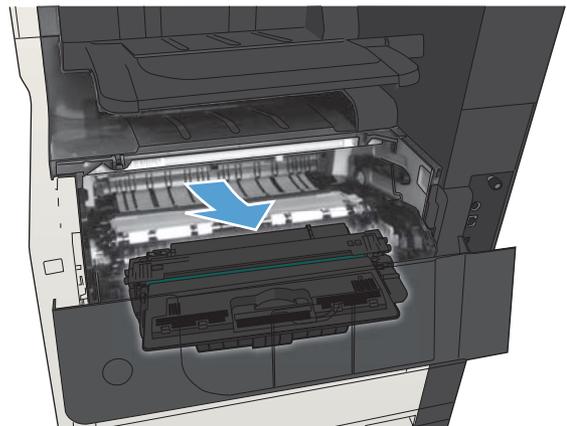


2. Open the cartridge door.

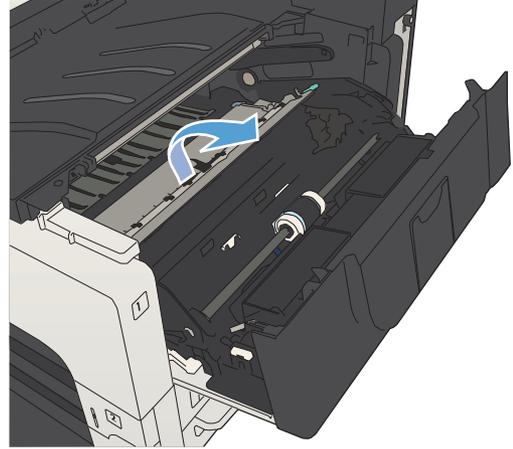


3. Remove the toner cartridge.

**CAUTION:** To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes.

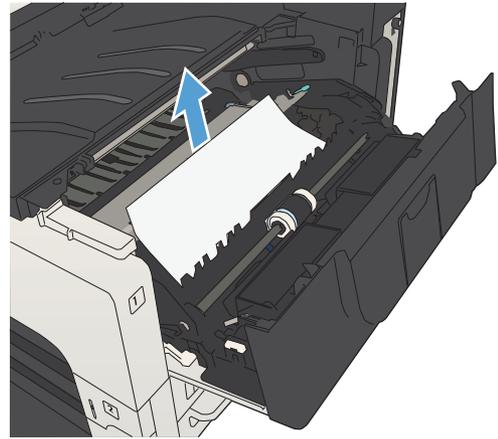


4. Pull the green tab down to open the metal plate inside the product.

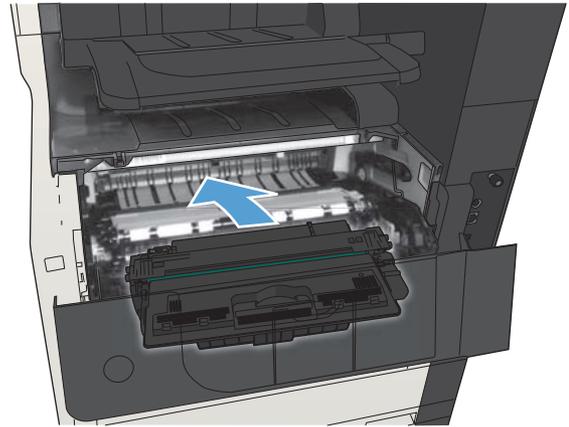


5. Slowly pull the paper out of the product. Be careful to not tear the paper.

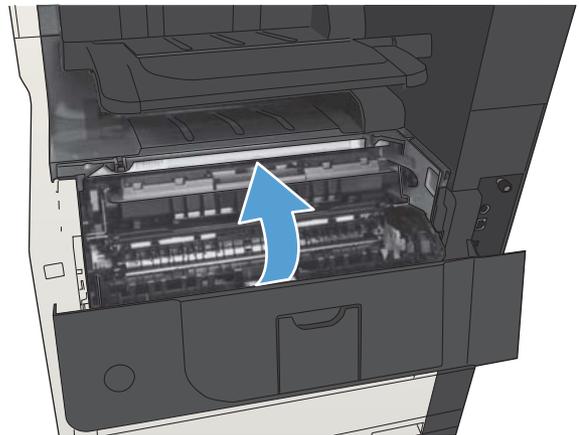
**CAUTION:** Avoid spilling loose toner. Use a dry, lint-free cloth to clean any toner that might have fallen into the product. If loose toner falls into the product, it might cause temporary problems with print quality. Loose toner should clear from the paper path after a few pages are printed. If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. (Hot water sets toner into fabric.)



6. Replace the toner cartridge.



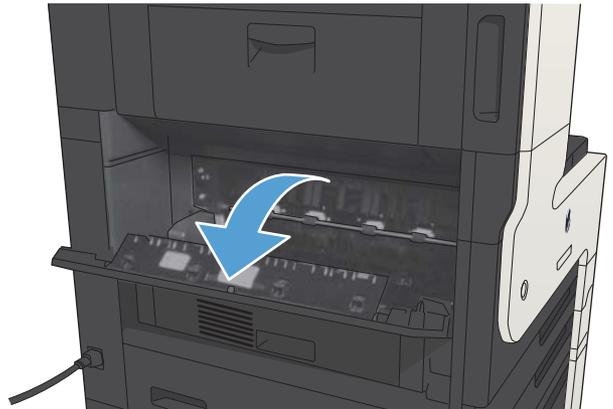
7. Close the cartridge door.



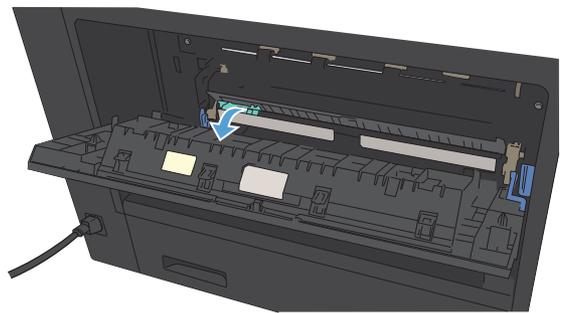
## Clear jams in the fuser

1. Open the fuser door on the left side of the product.

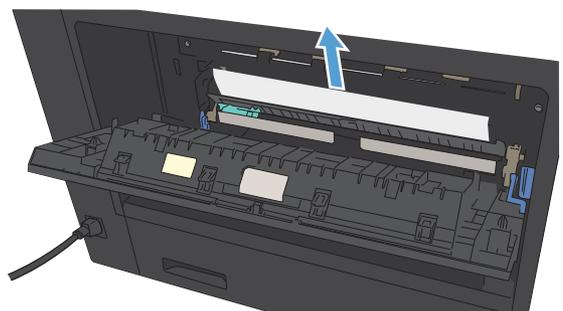
**CAUTION:** The fuser can be hot while the product is in use.



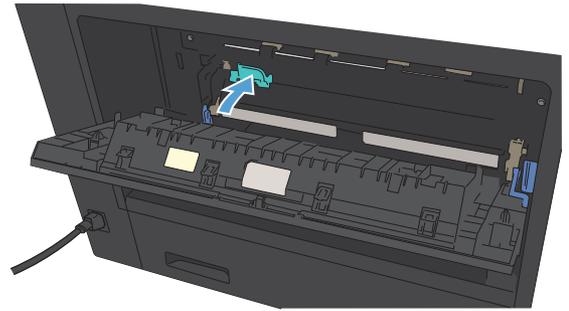
2. Push down on the green tab to open the fuser jam-access cover.



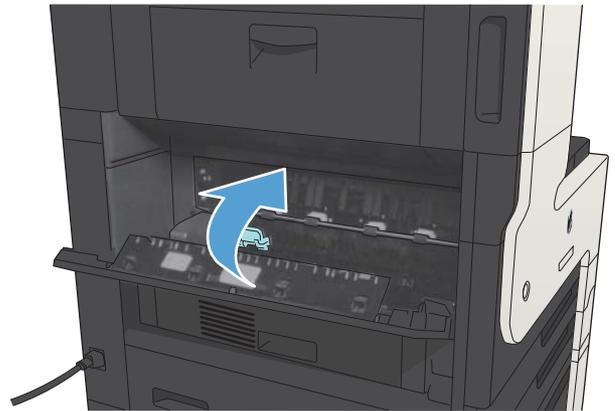
3. Remove any paper from the fuser.



4. Close the fuser jam-access cover.

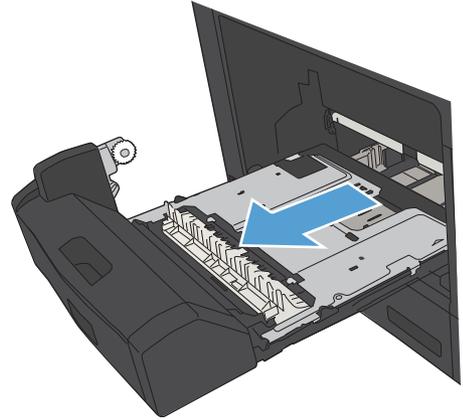


5. Close the fuser door.

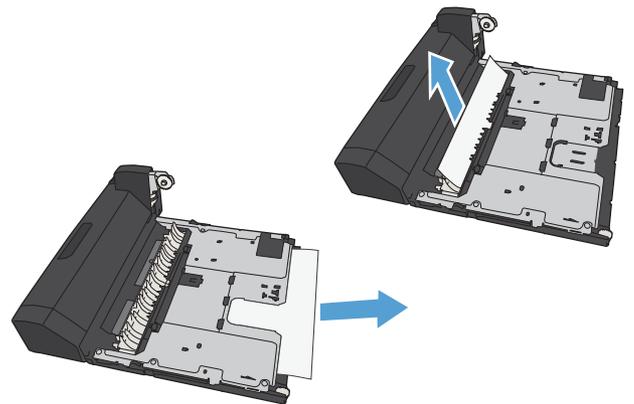


## Clear jams from the duplexer

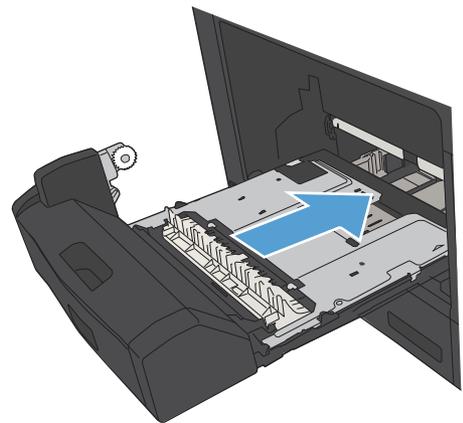
1. Remove the duplexer.



2. Remove any paper from the duplexer.



3. Reinstall the duplexer.



## Change jam recovery

This product provides a jam recovery feature that reprints jammed pages.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [General Settings](#) menu, and then open the [Jam Recovery](#) menu.
3. Select one of the following options:

- [Auto](#) — The product attempts to reprint jammed pages when sufficient memory is available. This is the default setting.
- [Off](#) — The product does not attempt to reprint jammed pages. Because no memory is used to store the most recent pages, performance is optimal.



---

**NOTE:** Some pages can be lost if the product runs out of paper while printing a duplex job with Jam Recovery set to [Off](#).

---

- [On](#) — The product always reprints jammed pages. Additional memory is allocated to store the last few pages printed.

# Improve print quality

## Print from a different software program

Try printing from a different software program. If the page prints correctly, the problem is with the software program from which you were printing.

## Set the paper-type setting for the print job

Check the paper type setting if you are printing from a software program and the pages have any of these problems:

- smeared print
- fuzzy print
- dark print
- curled paper
- scattered dots of toner
- loose toner
- small areas of missing toner

## Check the paper type setting (Windows)

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.
4. From the **Paper type** drop-down list, click the **More...** option.
5. Expand the list of **Type is:** options.
6. Expand the category of paper types that best describes your paper.
7. Select the option for the type of paper you are using, and click the **OK** button.
8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

## Check the paper type setting (Mac OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the product.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Finishing** menu.
4. Select a type from the **Media Type** drop-down list.
5. Click the **Print** button.

## Check the toner-cartridge status

Follow these steps to check the estimated life remaining in the toner cartridges and if applicable, the status of other replaceable maintenance parts.

1. On the product control panel, press the Home  button.
2. Open the following menus:
  - Administration
  - Reports
  - Configuration/Status Pages
3. Select the [Supplies Status](#) option.
4. Highlight the [Print](#) option, and then press the [OK](#) button to print the report.
5. Check the percent of life remaining for the toner cartridges and if applicable, the status of other replaceable maintenance parts.

Print quality problems can occur when using a toner cartridge that is at its estimated end of life. The supplies status page indicates when a supply level is very low. After an HP supply has reached the very low threshold, HP's premium protection warranty on that supply has ended.

The supply does not need to be replaced now unless the print quality is no longer acceptable. Consider having a replacement available to install when print quality is no longer acceptable.

If you determine that you need to replace a toner cartridge or other replaceable maintenance parts, the supplies status page lists the genuine HP part numbers.

6. Check to see if you are using a genuine HP cartridge.

A genuine HP toner cartridge has the words "HP" on it, or has the HP logo on it. For more information on identifying HP cartridges go to [www.hp.com/go/learnaboutsupplies](http://www.hp.com/go/learnaboutsupplies).

HP cannot recommend the use of non-HP supplies, either new or remanufactured. Because they are not HP products, HP cannot influence their design or control their quality. If you are using a refilled or remanufactured toner cartridge and are not satisfied with the print quality, replace the toner cartridge with a genuine HP toner cartridge.

## Print a cleaning page

Print a cleaning page to remove dust and excess toner from the fuser if you are having any of the following problems:

- Specks of toner are on the printed pages.
- Toner is smearing on the printed pages.
- Repeated marks occur on the printed pages.

Use the following procedure to print a cleaning page.

1. From the Home screen on the product control panel, scroll to and touch the [Device Maintenance](#) button.
2. Open the following menus:
  - [Calibration/Cleaning](#)
  - [Cleaning Page](#)
3. Touch the [Print](#) button to print the page.
4. The cleaning process can take several minutes. When it is finished, discard the printed page.

## Visually inspect the toner cartridge

1. Remove the toner cartridge from the product, and verify that the sealing tape has been removed.
2. Check the memory chip for damage.
3. Examine the surface of the green imaging drum on the toner cartridge.

---

 **CAUTION:** Do not touch the imaging drum. Fingerprints on the imaging drum can cause print-quality problems.

---

4. If you see any scratches, fingerprints, or other damage on the imaging drum, replace the toner cartridge.
5. If the imaging drum does not appear to be damaged, rock the toner cartridge gently several times and reinstall it. Print a few pages to see if the problem has resolved.

## Check paper and the printing environment

### Use paper that meets HP specifications

Use different paper if you are having any of the following problems:

- The printing is too light or seems faded in areas.
- Specks of toner are on the printed pages.
- Toner is smearing on the printed pages.
- Printed characters seem misformed.
- Printed pages are curled.

Always use a paper type and weight that this product supports. In addition, follow these guidelines when selecting paper:

- Use paper that is of good quality and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, staples, and curled or bent edges.
- Use paper that has not been previously printed on.
- Use paper that is designed for use in laser printers. Do not use paper that is designed only for use in Inkjet printers.
- Use paper that is not too rough. Using smoother paper generally results in better print quality.

## Check the environment

Environmental conditions can directly affect print quality, and they are a common cause for paper-feeding problems. Try the following solutions:

- Move the product away from drafty locations, such as air-conditioning vents, or open windows or doors.
- Make sure the product is not exposed to temperatures or humidity outside of product specifications.
- Do not place the product in a confined space, such as a cabinet.
- Place the product on a sturdy, level surface.
- Remove anything that is blocking the vents on the product. The product requires good air flow on all sides, including the top.
- Protect the product from airborne debris, dust, steam, grease, or other elements that can leave residue inside the product.

## Check the EconoMode settings

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.



---

**NOTE:** This feature is available with the PCL 6 print driver for Windows. If you are not using that driver, you can enable the feature by using the HP Embedded Web Server.

---

Follow these steps if the entire page is too dark or too light.

1. From the software program, select the **Print** option.
2. Select the product, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab, and locate the **Print Quality** area.
4. If the entire page is too dark, use these settings:
  - Select the **600 dpi** option.
  - Select the **EconoMode** check box to enable it.

If the entire page is too light, use these settings:

- Select the **FastRes 1200** option.
  - Clear the **EconoMode** check box to disable it.
5. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog, click the **OK** button to print the job.

## Try a different print driver

Try using a different print driver if you are printing from a software program and the printed pages have unexpected lines in graphics, missing text, missing graphics, incorrect formatting, or substituted fonts. The following print drivers are available at [www.hp.com/go/ljMFPM725\\_software](http://www.hp.com/go/ljMFPM725_software).

<b>HP PCL 6 driver</b>	<ul style="list-style-type: none"> <li>• Provided as the default driver on the product CD. This driver is automatically installed unless you select a different one.</li> <li>• Recommended for all Windows environments</li> <li>• Provides the overall best speed, print quality, and product-feature support for most users</li> <li>• Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments</li> <li>• Might not be fully compatible with third-party and custom software programs that are based on PCL 5</li> </ul>
<b>HP UPD PS driver</b>	<ul style="list-style-type: none"> <li>• Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs</li> <li>• Provides support for printing from postscript emulation needs, or for postscript flash font support</li> </ul>
<b>HP UPD PCL 5</b>	<ul style="list-style-type: none"> <li>• Recommended for general office printing in Windows environments</li> <li>• Compatible with previous PCL versions and older HP LaserJet products</li> <li>• The best choice for printing from third-party or custom software programs</li> <li>• The best choice when operating with mixed environments, which require the product to be set to PCL 5 (UNIX, Linux, mainframe)</li> <li>• Designed for use in corporate Windows environments to provide a single driver for use with multiple product models</li> <li>• Preferred when printing to multiple product models from a mobile Windows computer</li> </ul>
<b>HP UPD PCL 6</b>	<ul style="list-style-type: none"> <li>• Recommended for printing in all Windows environments</li> <li>• Provides the overall best speed, print quality, and printer feature support for most users</li> <li>• Developed to align with Windows Graphic Device Interface (GDI) for best speed in Windows environments</li> <li>• Might not be fully compatible with third-party and custom software programs that are based on PCL 5</li> </ul>

## Set the individual tray alignment

Adjust the alignment for individual trays when text or images are not centered or aligned correctly on the printed page.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Print Quality](#)
  - [Image Registration](#)
3. Select the tray that you want to adjust.

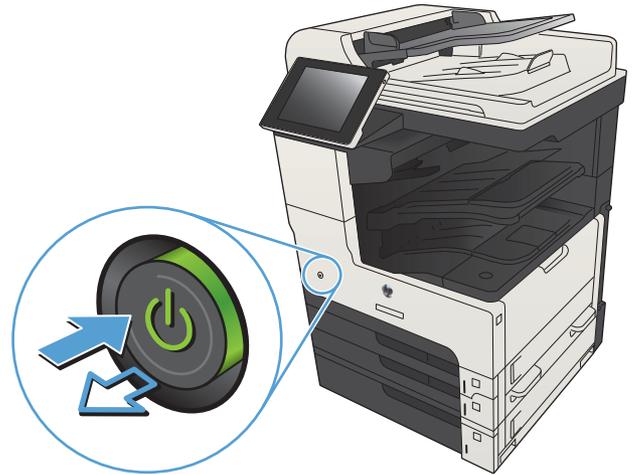
4. Touch the [Print Test Page](#) button, and then follow the instructions on the printed pages.
5. Touch the [Print Test Page](#) button to verify the results, and then make further adjustments if necessary.
6. When you are satisfied with the results, touch the [Save](#) button to save the new settings.

# Improve copy quality

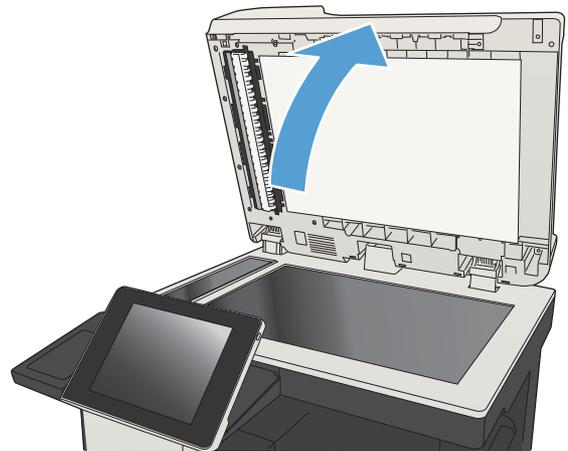
## Check the scanner glass for dirt or smudges

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 glass and white plastic backing.

1. Press the power button to turn off the product, and then disconnect the power cable from the electrical outlet.



2. Open the scanner lid. Align paper that has copy defects with the scanner glass to identify the locations of dirt or smudges.



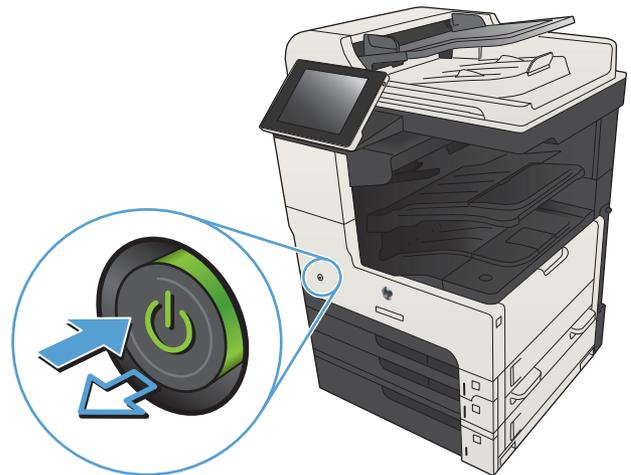
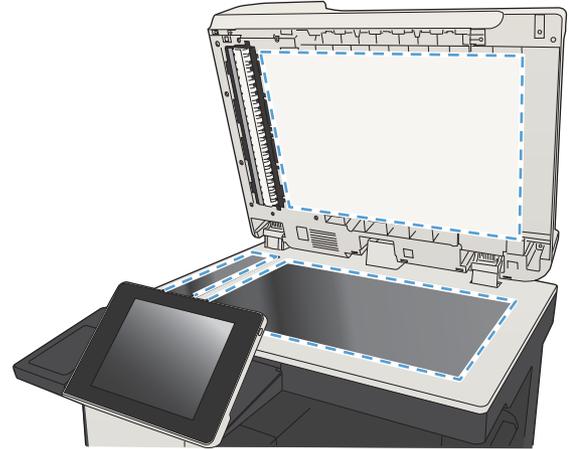
3. Clean the main scanner glass, the document-feeder glass (the small strip of glass on the left side of the scanner), and the white foam backing. Use a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. Dry the glass and white plastic backing by using a chamois or a cellulose sponge to prevent spotting.

**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.

**NOTE:** If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

**NOTE:** See this English-language video for a demonstration of how to identify and clean debris that causes streaks on copies: [www.youtube.com/watch?v=CGn7FJvH8sE](http://www.youtube.com/watch?v=CGn7FJvH8sE).

4. Connect the power cable to an outlet, and then press the power button to turn on the product.



## Calibrate the scanner

If the copied image is not positioned correctly on the page, calibrate the scanner.



**NOTE:** When using the document feeder, make sure to adjust the guides in the input tray so they are against the original document.

1. From the Home screen on the product control panel, scroll to and touch the [Device Maintenance](#) button.
2. Open the following menus:
  - [Calibration/Cleaning](#)
  - [Calibrate Scanner](#)
3. Touch the [Next](#) button to start the calibration process. Follow the on-screen prompts.
4. Wait while the product calibrates, and then try copying again.

## Check the paper settings

Check the paper settings if copied pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or areas where toner has dropped out.

### Check the paper size and type configuration

1. From the Home screen on the product control panel, scroll to and touch the [Trays](#) button.
2. Touch the line for the tray that you want to configure, and then touch the [Modify](#) button.
3. Select the paper size and paper type from the lists of options.
4. Touch the [OK](#) button to save your selection.

### Select the tray to use for the copy

1. From the Home screen on the product control panel, touch the [Copy](#) button.
2. Touch the [Paper Selection](#) button.
3. Select the tray that holds the paper that you want to use, and then touch the [OK](#) button.

## Check the image-adjustment settings

Adjust these additional settings to improve copy quality.

1. From the Home screen on the product control panel, touch the [Copy](#) button.
2. Touch the [Image Adjustment](#) button.
3. Adjust the sliders to set the [Darkness](#) level, the [Contrast](#) level, the [Sharpness](#) level, and the [Background Cleanup](#) level. Touch the [OK](#) button.
4. Touch the Start  button.

## Optimize copy quality for text or pictures

Optimize the copy job for the type of image being copied: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the [Copy](#) button.
2. Touch the [More Options](#) button, and then touch the [Optimize Text/Picture](#) button.
3. Select one of the predefined options, or touch the [Manually adjust](#) button and then adjust the slider in the [Optimize For](#) area. Touch the [OK](#) button.
4. Touch the Start  button.

---

 **NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

---

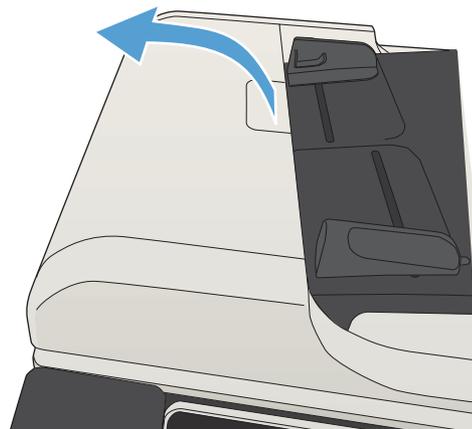
## Edge-to-edge copying

Use this feature to avoid shadows that can appear along the edges of copies when the original document is printed close to the edges.

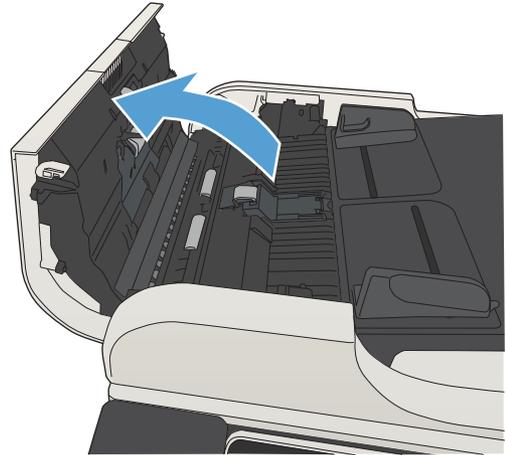
1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Copy Settings](#)
  - [Edge-To-Edge](#)
3. Select the [Edge-To-Edge output](#) option if the original document is printed close to the paper edges.
4. Touch the [OK](#) button.

## Clean the pickup rollers and separation pad in the document feeder

1. Lift the document-feeder latch.

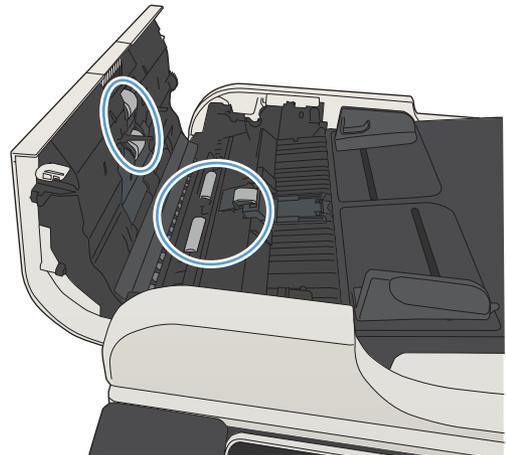


2. Open the document-feeder cover.

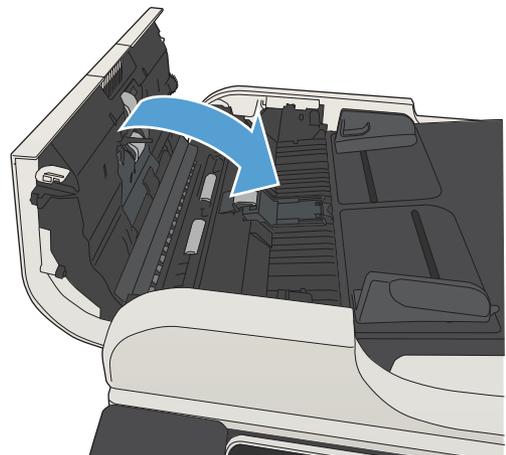


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.

**NOTE:** Lift up the roller assembly so you can clean the second roller.



4. Close the document-feeder cover.

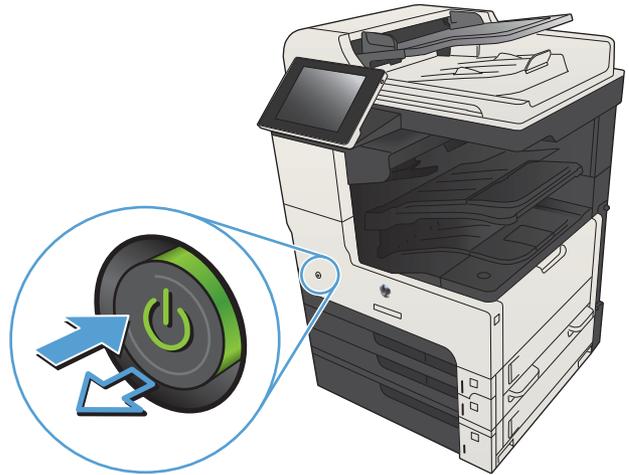


# Improve scan quality

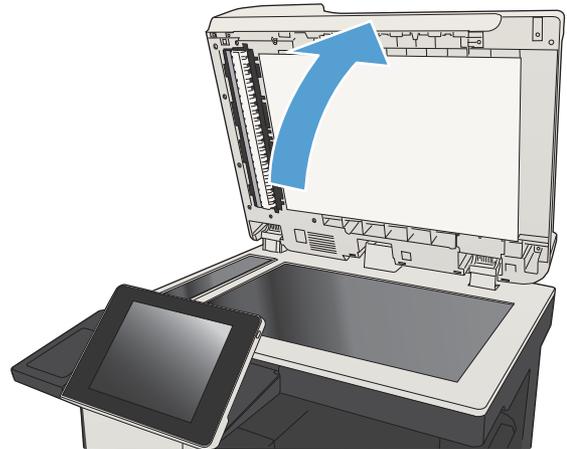
## Check the scanner glass for dirt or smudges

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 glass and white plastic backing.

1. Press the power button to turn off the product, and then disconnect the power cable from the electrical outlet.



2. Open the scanner lid. Align paper that has copy defects with the scanner glass to identify the locations of dirt or smudges.



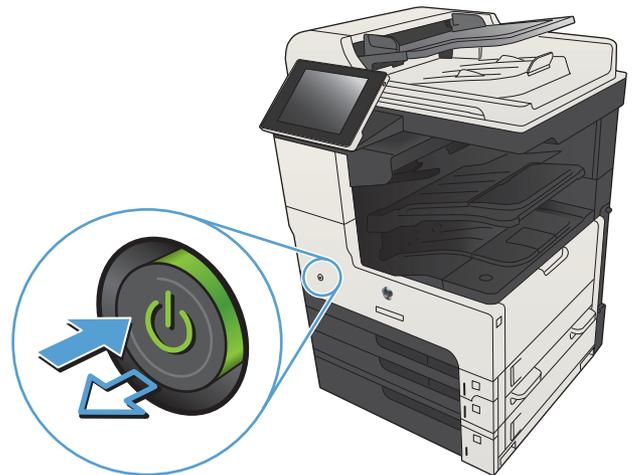
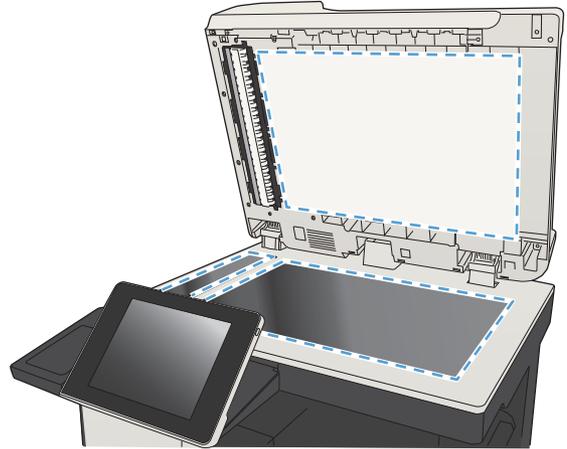
3. Clean the main scanner glass, the document-feeder glass (the small strip of glass on the left side of the scanner), and the white foam backing. Use a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. Dry the glass and white plastic backing by using a chamois or a cellulose sponge to prevent spotting.

**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.

**NOTE:** If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

**NOTE:** See this English-language video for a demonstration of how to identify and clean debris that causes streaks on copies: [www.youtube.com/watch?v=CGn7FJvH8sE](http://www.youtube.com/watch?v=CGn7FJvH8sE).

4. Connect the power cable to an outlet, and then press the power button to turn on the product.



## Check the resolution settings

 **NOTE:** Setting the resolution to a high value increases the file size and the scan time.

1. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
2. Open the **Scan/Digital Send Settings** menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the **Default Job Options** menu.
5. Touch the **Resolution** button.
6. Select one of the predefined options. Touch the **Save** button.
7. Touch the Start  button.

## Check the image-adjustment settings

Adjust these additional settings to improve scan quality.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [Scan/Digital Send Settings](#) menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the [Default Job Options](#) menu.
5. Touch the [Image Adjustment](#) button.
6. Adjust the sliders to set the [Darkness](#) level, the [Contrast](#) level, the [Sharpness](#) level, and the [Background Cleanup](#) level. Touch the [Save](#) button.
7. Touch the Start  button.

## Optimize scan quality for text or pictures

Optimize the scan job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the product control panel, touch one of the buttons for the scan/send features:
  - [Save to Network Folder](#)
  - [Save to Device Memory](#)
  - [Save to USB](#)
2. Touch the [More Options](#) button, and then touch the [Optimize Text/Picture](#) button.
3. Select one of the predefined options, or touch the [Manually adjust](#) button and then adjust the slider in the [Optimize For](#) area. Touch the [OK](#) button.
4. Touch the Start  button.



---

**NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

---

## Check the output-quality settings

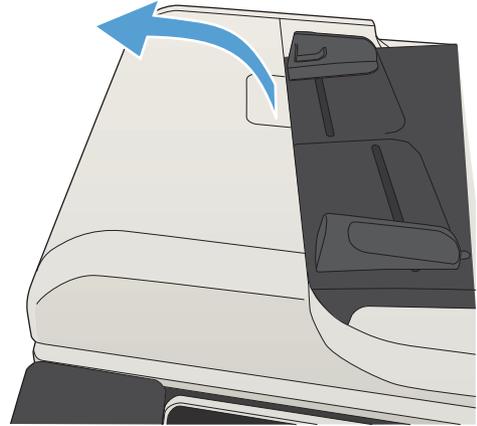
This setting adjusts the level of compression when saving the file. For the highest quality, select the highest setting.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [Scan/Digital Send Settings](#) menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the [Default Job Options](#) menu.
5. Touch the [Output Quality](#) button.

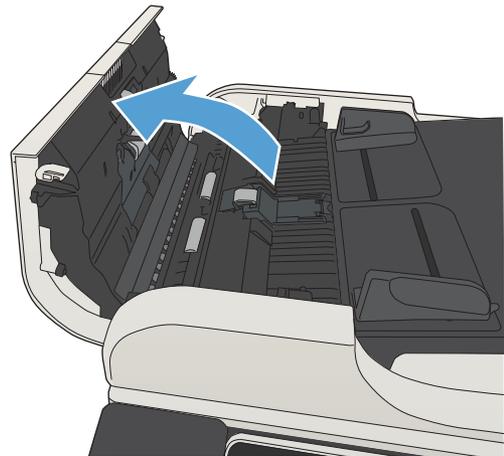
6. Select one of the predefined options. Touch the [Save](#) button.
7. Touch the Start  button.

## Clean the pickup rollers and separation pad in the document feeder

1. Lift the document-feeder latch.

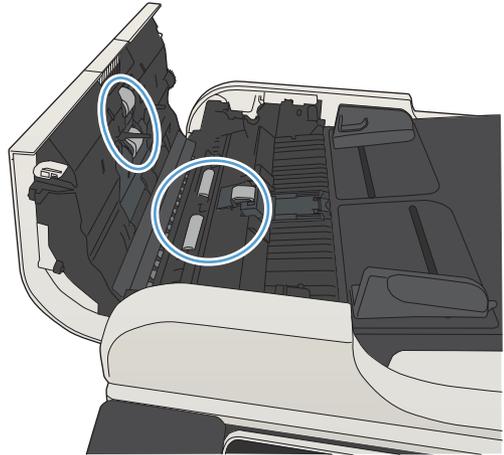


2. Open the document-feeder cover.

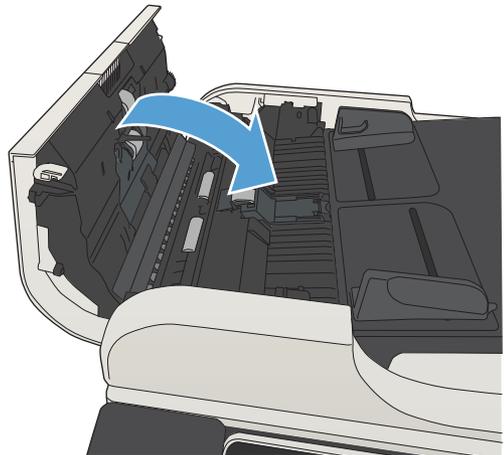


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.

**NOTE:** Lift up the roller assembly so you can clean the second roller.



4. Close the document-feeder cover.

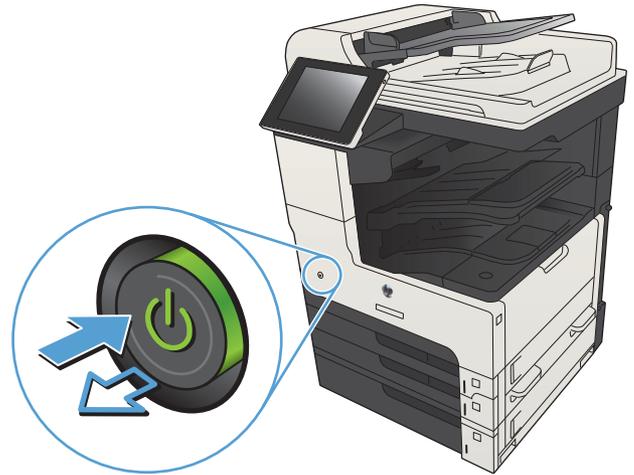


# Improve fax quality

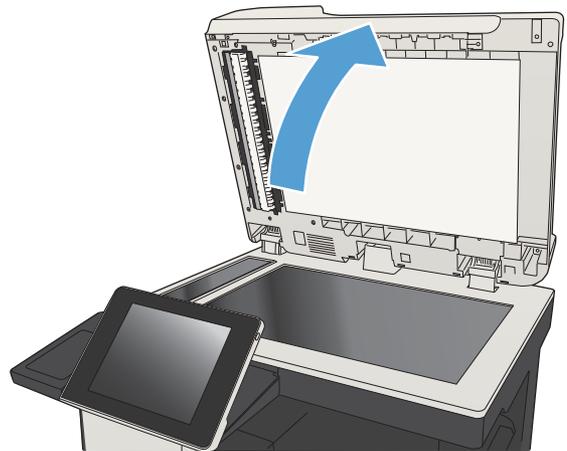
## Check the scanner glass for dirt or smudges

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 glass and white plastic backing.

1. Press the power button to turn off the product, and then disconnect the power cable from the electrical outlet.



2. Open the scanner lid. Align paper that has copy defects with the scanner glass to identify the locations of dirt or smudges.



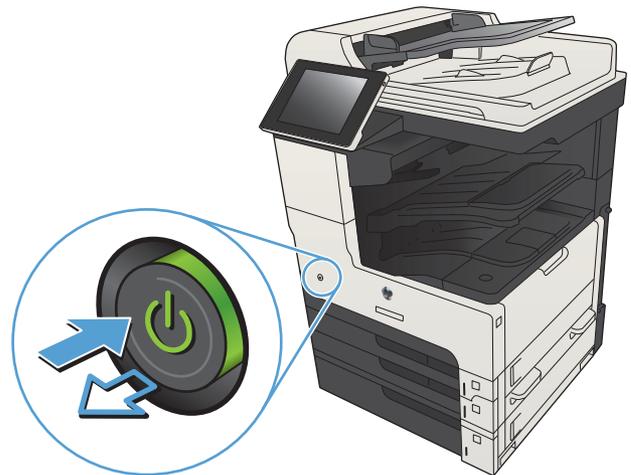
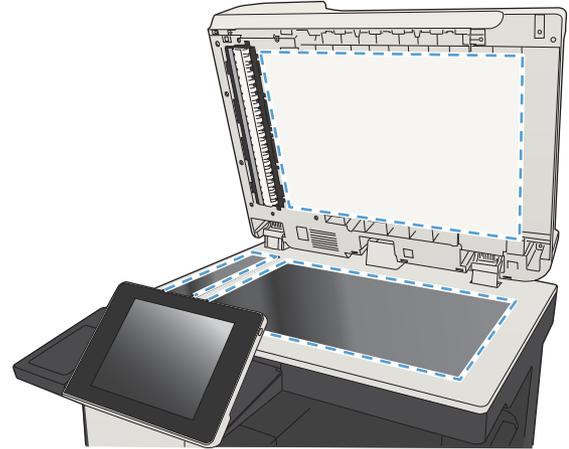
3. Clean the main scanner glass, the document-feeder glass (the small strip of glass on the left side of the scanner), and the white foam backing. Use a soft cloth or sponge that has been moistened with nonabrasive glass cleaner. Dry the glass and white plastic backing by using a chamois or a cellulose sponge to prevent spotting.

**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.

**NOTE:** If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

**NOTE:** See this English-language video for a demonstration of how to identify and clean debris that causes streaks on copies: [www.youtube.com/watch?v=CGn7FJvH8sE](http://www.youtube.com/watch?v=CGn7FJvH8sE).

4. Connect the power cable to an outlet, and then press the power button to turn on the product.



## Check the send-fax resolution settings

 **NOTE:** Increasing the resolution increases the fax size and send time.

1. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
  - **Fax Settings**
  - **Fax Send Settings**
  - **Default Job Options**
3. Touch the **Resolution** button.

4. Select one of the predefined options. Touch the [Save](#) button.
5. Touch the Start  button.

## Check the image-adjustment settings

Adjust these additional settings to improve send-fax quality

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)
  - [Default Job Options](#)
3. Touch the [Image Adjustment](#) button.
4. Adjust the sliders to set the [Darkness](#) level, the [Contrast](#) level, the [Sharpness](#) level, and the [Background Cleanup](#) level. Touch the [Save](#) button.
5. Touch the Start  button.

## Optimize fax quality for text or pictures

Optimize the fax job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the [Copy](#) button.
2. Touch the [More Options](#) button, and then touch the [Optimize Text/Picture](#) button.
3. Select one of the predefined options, or touch the [Manually adjust](#) button and then adjust the slider in the [Optimize For](#) area. Touch the [OK](#) button.
4. Touch the Start  button.



---

**NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

---

## Check the error-correction settings

The [Error Correction Mode](#) setting might be disabled, which can reduce image quality. Follow these steps to enable it.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Send Settings](#)

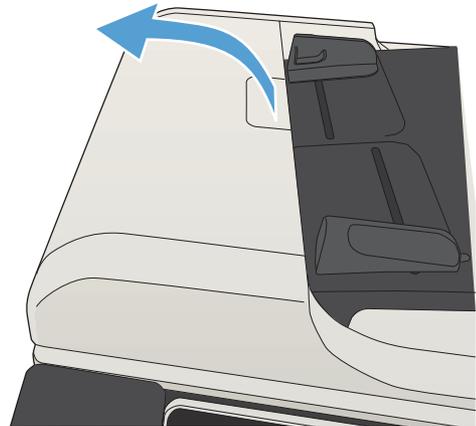
- [Fax Send Setup](#)
  - [General Fax Send Settings](#)
3. Select the [Error Correction Mode](#) option. Touch the [Save](#) button.

## Send to a different fax machine

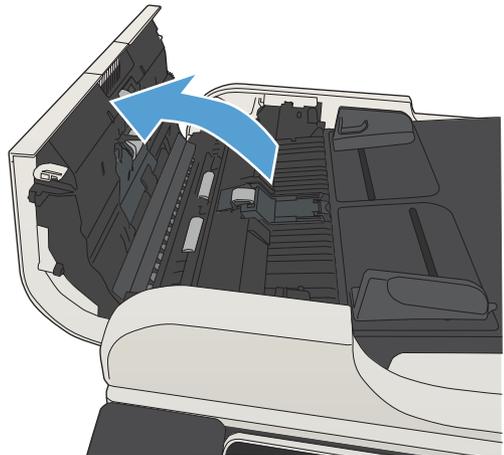
Try sending the fax to a different fax machine. If the fax quality is better, the problem is related to the initial recipient's fax machine settings or supplies status.

## Clean the pickup rollers and separation pad in the document feeder

1. Lift the document-feeder latch.

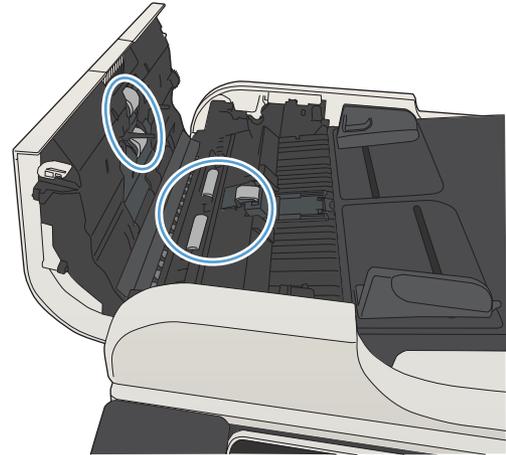


2. Open the document-feeder cover.

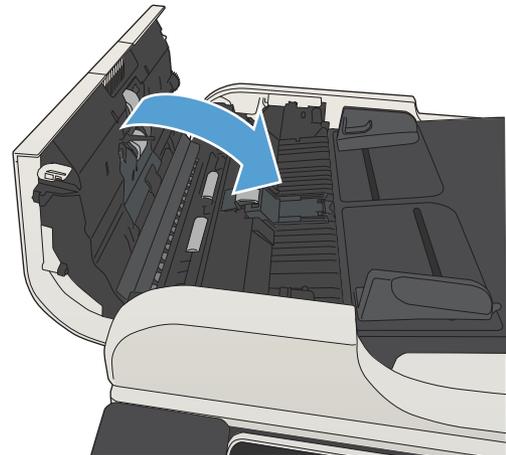


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.

**NOTE:** Lift up the roller assembly so you can clean the second roller.



4. Close the document-feeder cover.



## Check the fit-to-page setting

If the [Fit to Page](#) setting is enabled, and the incoming fax is larger than the default page size, the product attempts to scale the image to fit the page. If this setting is disabled, larger images split across multiple pages.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Fax Settings](#)
  - [Fax Receive Settings](#)
  - [Default Job Options](#)
  - [Fit to Page](#)
3. Touch the [Enabled](#) option to enable the setting, or touch the [Disabled](#) option to disable it. Touch the [Save](#) button.

## Check the sender's fax machine

Ask the sender to try sending from a different fax machine. If the fax quality is better, the problem is with the sender's fax machine. If a different fax machine is unavailable, ask the sender to consider making the following changes:

- Make sure the original document is on white (not colored) paper.
- Increase the fax resolution, quality level, or contrast settings.
- If possible, send the fax from a computer software program.

# The product does not print or it prints slowly

## The product does not print

If the product does not print at all, try the following solutions.

1. Make sure the product is turned on and that the control panel indicates it is ready.
  - If the control panel does not indicate the product is ready, turn the product off and then on again.
  - If the control panel indicates the product is ready, try sending the job again.
2. If the control panel indicates the product has an error, resolve the error and then try sending the job again.
3. Make sure the cables are all connected correctly. If the product is connected to a network, check the following:
  - Check the light next to the network connection on the product. If the network is active, the light is green.
  - Make sure that you are using a network cable and not a phone cord to connect to the network.
  - Make sure the network router, hub, or switch is turned on and that it is working correctly.
4. Install the HP software from the CD that came with the product or use the UPD print driver. Using generic print drivers can cause delays clearing jobs from the print queue.
5. From the list of printers on your computer, right-click the name of this product, click **Properties**, and open the **Ports** tab.
  - If you are using a network cable to connect to the network, make sure the printer name listed on the **Ports** tab matches the product name on the product configuration page.
  - If you are using a USB cable and are connecting to a wireless network, make sure the box is checked next to **Virtual printer port for USB**.
6. If you are using a personal firewall system on the computer, it might be blocking communication with the product. Try temporarily disabling the firewall to see if it is the source of the problem.
7. If your computer or the product is connected to a wireless network, low signal quality or interference might be delaying print jobs.

## The product prints slowly

If the product prints, but it seems slow, try the following solutions.

1. Make sure the computer meets the minimum specifications for this product. For a list of specifications, go to this Web site: [www.hp.com/support/ljMFPM725series](http://www.hp.com/support/ljMFPM725series).
2. When you configure the product to print on some paper types, such as heavy paper, the product prints more slowly so it can correctly fuse the toner to the paper. If the paper type setting is not correct for the type of paper you are using, change the setting to the correct paper type.

## Solve easy-access USB printing problems

- [The Retrieve from USB menu does not open when you insert the USB flash drive](#)
- [The file does not print from the USB flash drive](#)
- [The file that you want to print is not listed in the Retrieve from USB menu](#)

### The Retrieve from USB menu does not open when you insert the USB flash drive

1. You must enable this feature before you can use it.
  - a. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
  - b. Open the following menus:
    - [General Settings](#)
    - [Enable Retrieve from USB](#)
  - c. Select the [Enable](#) option, and then touch the [Save](#) button.
2. You might be using a USB flash drive or a file system that this product does not support. Save the files on a standard USB flash drive that uses File Allocation Table (FAT) file systems. The product supports FAT32 USB flash drives.
3. If another menu is already open, close that menu and then reinsert the USB flash drive.
4. The USB flash drive might have multiple partitions. (Some USB flash drive manufacturers install software on the accessory that creates partitions, similar to a CD.) Reformat the USB flash drive to remove the partitions, or use a different USB flash drive.
5. The USB flash drive might require more power than the product can provide.
  - a. Remove the USB flash drive.
  - b. Turn the product off and then on.
  - c. Use a USB flash drive that has its own power supply or that requires less power.
6. The USB flash drive might not be functioning correctly.
  - a. Remove the USB flash drive.
  - b. Turn the product off and then on.
  - c. Try printing from another USB flash drive.

### The file does not print from the USB flash drive

1. Make sure that paper is in the tray.
2. Check the control panel for messages. If paper is jammed in the product, clear the jam.

## The file that you want to print is not listed in the Retrieve from USB menu

1. You might be trying to print a file type that the USB printing feature does not support. The product supports .pdf, .prn, .pcl, .ps, and .cht file types.
2. You might have too many files in a single folder on the USB flash drive. Reduce the number of files in the folder by moving them to subfolders.
3. You might be using a character set for the file name that the product does not support. In this case, the product replaces the file names with characters from a different character set. Rename the files using ASCII characters.

## Solve USB connection problems

If you have connected the product directly to a computer, configure the following setting so the product wakes from Sleep mode whenever you insert a USB flash drive.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [General Settings](#)
  - [Energy Settings](#)
  - [Sleep Timer Settings](#)
3. In the [Wake/Auto On to These Events](#) list, select the [All events](#) option, and then touch the [Save](#) button.

If you have connected the product directly to a computer, check the cable.

- Verify that the cable is connected to the computer and to the product.
- Verify that the cable is not longer than 2 m (6.65 ft). Try using a shorter cable.
- Verify that the cable is working correctly by connecting it to another product. Replace the cable if necessary.

## Solve wired network problems

Check the following items to verify that the product is communicating with the network. Before beginning, print a configuration page from the product control panel and locate the product IP address that is listed on this page.

- [The product has a poor physical connection](#)
- [The computer is using the incorrect IP address for the product](#)
- [The computer is unable to communicate with the product](#)
- [The product is using incorrect link and duplex settings for the network](#)
- [New software programs might be causing compatibility problems](#)
- [The computer or workstation might be set up incorrectly](#)
- [The product is disabled, or other network settings are incorrect](#)

### The product has a poor physical connection

1. Verify that the product is attached to the correct network port using a cable of the correct length.
2. Verify that cable connections are secure.
3. Look at the network port connection on the back of the product, and verify that the amber activity light and the green link-status light are lit.
4. If the problem continues, try a different cable or port on the hub.

### The computer is using the incorrect IP address for the product

1. Open the printer properties and click the **Ports** tab. Verify that the current IP address for the product is selected. The product IP address is listed on the product configuration page.
2. If you installed the product using the HP standard TCP/IP port, select the box labeled **Always print to this printer, even if its IP address changes**.
3. If you installed the product using a Microsoft standard TCP/IP port, use the hostname instead of the IP address.
4. If the IP address is correct, delete the product and then add it again.

### The computer is unable to communicate with the product

1. Test network communication by pinging the product.
  - a. Open a command-line prompt on your computer. For Windows, click **Start**, click **Run**, and then type `cmd`.
  - b. Type `ping` followed by a space and then the IP address for your product.
  - c. If the window displays round-trip times, the network is working.
2. If the ping command failed, verify that the network hubs are on, and then verify that the network settings, the product, and the computer are all configured for the same network.

## The product is using incorrect link and duplex settings for the network

HP recommends leaving this setting in automatic mode (the default setting). If you change these settings, you must also change them for your network.

## New software programs might be causing compatibility problems

Verify that any new software programs are correctly installed and that they use the correct print driver.

## The computer or workstation might be set up incorrectly

1. Check the network drivers, print drivers, and the network redirection.
2. Verify that the operating system is configured correctly.

## The product is disabled, or other network settings are incorrect

1. Review the configuration page to check the status of the network protocol. Enable it if necessary.
2. Reconfigure the network settings if necessary.

# Solve fax problems

## Checklist for solving fax problems

Use the following checklist to help identify the cause of any fax-related problems you encounter:

- **Are you using the fax cable supplied with the fax accessory?** This fax accessory has been tested with the supplied fax cable to meet RJ11 and functional specifications. Do not substitute another fax cable; the analog-fax accessory requires an analog-fax cable. It also requires an analog phone connection.
- **Is the fax/phone line connector seated in the outlet on the fax accessory?** Make sure that the phone jack is correctly seated in the outlet. Insert the connector into the outlet until it "clicks."
- **Is the phone wall jack working properly?** Verify that a dial tone exists by attaching a phone to the wall jack. Can you hear a dial tone, and can you make or receive a phone call?

## What type of phone line are you using?

- **Dedicated line:** A standard analog fax/phone line assigned to receive or send faxes.

---

 **NOTE:** The phone line should be for product fax use only and not shared with other types of telephone devices. Examples include alarm systems that use the phone line for notifications to a monitoring company.

---

- **PBX system:** A business-environment phone system. Standard home phones and the fax accessory use an analog phone signal. Some PBX systems are digital and might not be compatible with the fax accessory. You need to have access to a standard analog phone connection to be able to send and receive faxes.
- **Roll-over lines:** A phone system feature where a new call "rolls over" to the next available line when the first incoming line is busy. Try attaching the product to the first incoming phone line. The fax accessory answers the phone after it rings the number of times set in the rings-to-answer setting.

---

 **NOTE:** Roll-over lines can cause problems with receiving faxes. Using roll-over lines with this product is not recommended.

---

## Are you using a surge-protection device?

A surge-protection device can be used between the wall jack and the fax accessory to protect the fax accessory against electrical power passed through the phone lines. These devices can cause some fax communication problems by degrading the quality of the phone signal. If you are having problems sending or receiving faxes and are using one of these devices, connect the product directly to the phone jack on the wall to determine whether the problem is with the surge-protection device.

## Are you using a phone company voice-messaging service or an answering machine?

If the rings-to-answer setting for the messaging service is lower than the rings-to-answer setting for the fax accessory, the messaging service answers the call, and the fax accessory cannot receive faxes. If the rings-to-answer setting for the fax accessory is lower than that of the messaging service, the fax accessory answers all calls.

## Does your phone line have a call-waiting feature?

If the fax telephone line has an activated call-waiting feature, a call-waiting notice can interrupt a fax call in progress, which causes a communication error. Ensure that a call-waiting feature is not active on the fax telephone line.

## Check fax accessory status

If the analog-fax accessory does not appear to be functioning, print a [Configuration Page](#) report to check the status.

1. From the Home screen, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Reports](#)
  - [Configuration/Status Pages](#)
  - [Configuration Page](#)
3. Touch the [Print](#) button to print the report, or touch the [View](#) button to view the report on the screen. The report consists of several pages.



**NOTE:** The product IP address or host name is listed on the Jetdirect Page.

On the Fax Accessory Page of the Configuration Page, under the Hardware Information heading, check the Modem Status. The following table identifies the status conditions and possible solutions.



**NOTE:** If the Fax Accessory Page does not print, there might be a problem with the analog fax accessory. If you are using LAN fax or Internet fax, those configurations could be disabling the feature.

Operational / Enabled <sup>1</sup>	The analog-fax accessory is installed and ready.
Operational / Disabled <sup>1</sup>	<p>The fax accessory is installed, but you have not configured the required fax settings yet.</p> <p>The fax accessory is installed and operational; however, the HP Digital Sending utility has either disabled the product fax feature or has enabled LAN fax. When LAN fax is enabled, the analog-fax feature is disabled. Only one fax feature, either LAN fax or analog fax, can be enabled at a time.</p> <p><b>NOTE:</b> If LAN fax is enabled, the <a href="#">Fax</a> feature is unavailable on the product control panel.</p>
Non-Operational / Enabled/Disabled <sup>1</sup>	The product has detected a firmware failure. Upgrade the firmware.
Damaged / Enabled/Disabled <sup>1</sup>	The fax accessory has failed. Reseat the fax accessory card and check for bent pins. If the status is still DAMAGED, replace the analog-fax accessory card.

<sup>1</sup> ENABLED indicates that the analog-fax accessory is enabled and turned on; DISABLED indicates that LAN fax is enabled (analog fax is turned off).

## General fax problems

Problem	Cause	Solution
The fax failed to send.	JBIG is enabled, and the receiving fax machine does not have JBIG capability.	Turn off the JBIG setting.

Problem	Cause	Solution
An "Out of Memory" status message displays on the product control panel.	The product storage disk is full.	Delete some stored jobs from the disk. From the Home screen on the product control panel, touch the <a href="#">Retrieve from Device Memory</a> button. Open the list of stored jobs or stored faxes. Select a job to delete, and then touch the <a href="#">Delete</a> button.
Print quality of a photo is poor or prints as a gray box.	You are using the wrong page-content setting or the wrong resolution setting.	Try setting the <a href="#">Optimize Text/Picture</a> option to <a href="#">Photograph</a> setting.
You touched the Stop  button on the product control panel to cancel a fax transmission, but the fax was still sent.	If the job is too far along in the sending process, you cannot cancel the job.	This is normal operation.
No fax address book button displays.	The fax address book feature has not been enabled.	Use the HP MFP Digital Sending Software Configuration utility to enable the fax address book feature.
Not able to locate the Fax settings in HP Web Jetadmin.	Fax settings in HP Web Jetadmin are located under the device's status page drop-down menu.	Select <b>Digital Sending and Fax</b> from the drop-down menu.
The header is appended to the top of the page when the overlay option is enabled.	For all forwarded faxes, the product appends the overlay header to the top of a page.	This is normal operation.
A mix of names and numbers is in the recipients box.	Names and numbers can both display, depending on where they are from. The fax address book lists names, and all other databases list numbers.	This is normal operation.
A one-page fax prints as two pages.	The fax header is being appended to the top of the fax, pushing text to a second page.	To print a one page fax on one page, set the overlay header to overlay mode, or adjust the fit-to-page setting.
A document stops in the document feeder in the middle of faxing.	A jam is in the document feeder.	Clear the jam, and send the fax again.
The volume for sounds coming from the fax accessory is too high or too low.	The volume setting needs to be adjusted.	Adjust the volume in the <a href="#">Fax Send Settings</a> menu and the <a href="#">Fax Receive Settings</a> menu.

## Use Fax over VoIP networks

VoIP technology converts the analog phone signal into digital bits. These are then assembled into packets which travel on the Internet. The packets are converted and transmitted back to analog signals at or near the destination.

Transmission of information on the Internet is digital instead of analog. Therefore, there are different constraints on the fax transmission that might require different fax settings than the analog Public Switched Telephone Network (PSTN). Fax is very dependent upon timing and signal quality, so a fax transmission is more sensitive to a VoIP environment.

The following are suggested changes in settings for the HP LaserJet Analog Fax Accessory 500 when it is connected to a VoIP service:

- Begin with the fax speed set in Fast (V.34) mode and with Error Correction Mode (ECM) turned on. The V.34 protocol handles any changes in transmission speed needed to accommodate VoIP networks.
- If numerous errors or retries occur with the fax speed set to Fast, set it to Medium (V.17).
- If errors and retries persist, set the fax speed to Slow (V.29) because some VoIP systems cannot handle the higher signal rates associated with fax.
- In rare cases, if errors persist, turn off ECM on the product. The image quality might decrease. Ensure that the image quality is acceptable with ECM off before using this setting.
- If the preceding setting changes have not improved the VoIP fax reliability, contact your VoIP provider for help.

## Problems with receiving faxes

Problem	Cause	Solution
Incoming fax calls are not being answered by the fax accessory (no fax detected).	The rings-to-answer setting might not be set correctly.	Check the rings-to-answer setting.
	The fax cable might not be connected correctly, or the fax cable is not working.	Check the installation. Make sure you are using the fax cable that came with the product or with the fax accessory.
	The phone line might not be working.	Disconnect the fax accessory from the phone jack, and then connect a phone. Try to make a phone call to ensure the phone line is working.
	If you are using a PBX system, the ring signals might not be configured correctly.	Check the ring-signal configuration on the PBX system.
	A voice-messaging service might be interfering with incoming faxes.	Do one of the following: <ul style="list-style-type: none"> <li>• Use a phone line dedicated to fax calls.</li> <li>• Decrease the rings-to-answer for the fax accessory to a number less than the rings-to-answer for the voice mail.</li> </ul>
Faxes are being received very slowly.	You might be receiving a complex fax, such as one with many graphics.	Complex faxes take longer to transmit.
	The sending fax machine might have a slow modem speed.	The fax accessory only receives the fax at the fastest modem speed the sending fax machine can use. Wait for the fax transmission to complete.
	The resolution at which the fax was sent or is being received is very high. A higher resolution typically results in better quality, but also requires a longer transmission time.	Ask the sender to decrease the resolution and resend the fax.
	If there is a poor phone-line connection, the fax accessory and the sending fax machine slow down the transmission to adjust for errors.	Ask the sender to resend the fax. Ask the phone company to check the phone line.

Problem	Cause	Solution
Faxes are not printing on the product.	No paper is in the input tray.	Load paper. Any faxes received while the input tray is empty are stored and will print after the tray has paper.
	The <a href="#">Fax Printing Schedule</a> feature is in use.	Faxes print according to the schedule. To print faxes immediately, disable the <a href="#">Fax Printing Schedule</a> feature.
	The product is either low on toner or has run out of toner.	If configured, the product stops printing as soon as it is low on toner or runs out of toner. Any faxes received are stored in memory and print after the toner has been replaced.
	The incoming call might be a voice call.	Incoming voice calls usually show up in the call report as a <b>No Fax Detected</b> error. Because these are voice calls and not a fax error, no action is necessary.
	The incoming fax was interrupted.	Verify that the fax telephone line does not have an activated call-waiting feature. A call-waiting notice can interrupt a fax call in progress, which causes a communication error.
	The <a href="#">Fax Printing Schedule</a> feature is set to the <a href="#">Always store faxes</a> option.	Change the <a href="#">Fax Printing Schedule</a> setting to the <a href="#">Always print faxes</a> option.

## Problems with sending faxes

Problem	Cause	Solution
Faxes are transmitting very slowly.	You might be sending a complex fax, such as one with many graphics.	Complex faxes take longer to transmit.
	The receiving fax machine might have a slow modem speed.	The fax accessory only sends the fax at the fastest modem speed the receiving fax machine can use. Wait for the fax transmission to complete.
	The resolution at which the fax was sent or is being received is very high. A higher resolution typically results in better quality, but also requires a longer transmission time.	Decrease the resolution and change the <a href="#">Optimize Text/Picture</a> option.
	If there is a poor phone-line connection, the fax accessory and the receiving fax machine slow down the transmission to adjust for errors.	Cancel and resend the fax. Ask the phone company to check the phone line.
	The document might have a gray background, which can increase fax transmission time.	Use the <a href="#">Image Adjustment</a> feature to clean up the background shading.
Faxes quit during sending.	The receiving fax machine might be malfunctioning.	Try sending to another fax machine.

Problem	Cause	Solution
	The phone line might not be working.	Disconnect the fax accessory from the phone jack, and connect a phone. Try to make a phone call to ensure the phone line is working.
	The phone line might be noisy or poor quality.	Try using a slower fax speed to improve the reliability of transmission. Use the <a href="#">Fax Dialing Settings</a> menu to set the fax speed for sending faxes.
	A call-waiting feature might be active.	Verify that the fax telephone line does not have an activated call-waiting feature. A call-waiting notice can interrupt a fax call in progress, which causes a communication error.
The fax accessory is receiving faxes but is not sending them.	If the fax accessory is on a PBX system, the PBX system might be generating a dial tone the fax accessory cannot detect.	Disable the detect-dial-tone setting.
	There might be a poor phone connection.	Try again later.
	The receiving fax machine might be malfunctioning.	Try sending to another fax machine.
	The phone line might not be working.	Disconnect the fax accessory from the phone jack, and connect a phone. Try to make a phone call to ensure the phone line is working.
Outgoing fax calls keep dialing.	The fax accessory automatically redials a fax number if the <a href="#">Redial On Busy</a> option is on or if the <a href="#">Redial On No Answer</a> option is on.	This is normal operation. If you do not want the fax to retry, set the <a href="#">Redial On Busy</a> option to 0, set the <a href="#">Redial On No Answer</a> option to 0, and set the <a href="#">Redial on error</a> option to 0.
Faxes you send are not arriving at the receiving fax machine.	The receiving fax machine might be turned off or might have an error condition, such as being out of paper.	Ask the recipient to make sure the fax machine is turned on and ready to receive faxes.
	A fax might be in memory because it is waiting to redial a busy number, or there are other jobs ahead of it waiting to be sent.	If a fax job is in memory for either of these reasons, an entry for the job displays in the fax log. Print the fax activity log, and check the <b>Result</b> column for jobs with a <b>Pending</b> designation.

## Fax error codes

If a fax problem occurs which prevents or interrupts fax transmission, an error code is generated that can help in determining the cause of the problem. Error codes show up in the fax activity log, the fax call report, and the T. 30 Protocol Trace. Print one of these reports to obtain the error code. A detailed description of the error codes and the appropriate action is available at [www.hp.com](http://www.hp.com). Search for HP LaserJet Analog Fax Accessory 500.

## Fax error messages on the product control panel

If the fax process is interrupted or an error occurs during a fax transmission or reception, a two-part status/error description is generated by the fax subsystem on the product. Normal or successful faxes also generate messages indicating success. The message information consists of a text description and a numeric code (a few messages do not include numeric codes). Only the text part of the message is displayed on the product control panel; however, both the text message and numeric code are listed in the Fax Activity Report, Fax Call Report,

and the Fax T.30 Trace. The numeric code is shown in parentheses after the text part of the message in the reports.

The fax modem generates the numeric code. Usually a numeric code of (0) indicates a normal modem response. Some messages always display a numeric code of (0), other messages can have a range of numeric codes, and a few messages have no numeric code. Usually a numeric code of (0) indicates an error was not associated with the fax modem, but occurred in another part of the fax system or other product system such as the printing system. Non-zero error codes give further detail into the particular action or process that the modem is executing, and they do not necessarily indicate that there is a problem with the modem.

Persistent error messages with numeric codes different than those listed here require assistance of customer support. Print a Fax T.30 Trace report before contacting customer support to help identify the problem. This report contains details of the last fax call.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Troubleshooting](#)
  - [Fax](#)
  - [Fax T.30 Trace](#)
3. Select the [Print T.30 Report](#) option to print the report.

## Send-fax messages

**Table 10-1** Send-fax messages

Message	Error No.	Description	Action
Cancelled	0	Someone cancelled the fax at the product control panel.	None.
Success	n/a	The fax was sent successfully.	None.
Fail Busy	0	The receiving fax machine is busy.	The fax will be retired automatically (if configured), otherwise try resending fax later.
No Answer	0 or 17	The receiving fax machine is not answering the call, or a person answered the call.	The receiving fax machine might be disconnected or turned off; contact the receiver to check the machine. Try resending.
No Dial Tone	0	No dial tone is detected when sending the fax.	Verify the phone line is active; set the sending fax to "not" to detect a dial tone.
Failed	Any	The fax might be corrupted or not sent.	Try resending fax.
Failed	0	Incompatible page width, or page had too many bad lines.	Try resending fax; if the error persists, contact service.
Failed	17 or 36	Lost telephone connection between sender and receiver. The issue might be due to voice calls interrupting the fax, or a person answering the call.	Try resending the fax.
Failed or Communication Error	Any besides 17 or 36	General communications issue where the fax transmission was interrupted or did not proceed as expected.	Try resending fax; if the error persists, contact support.
Space Fail	0	Unable to read or write the fax image file to disk; could be corrupt product disk or no space available on the product's disk.	Try resending fax; if the error persists, contact support.
Memory Error	0	Out of memory on product.	If the error persists, delete items from the product memory, such as stored jobs or saved faxes.
Power Failure	0	A power failure occurred on the sending fax product during the fax transmission.	Try resending the fax.

## Receive-fax messages

Table 10-2 Receive-fax messages

Message	Error No.	Description	Action
Success	n/a	The fax transmission was successful.	None.
Blocked	n/a	The receiving fax machine is using the blocked-number feature and is blocking this fax.	None.
Failed	Any	The fax might be corrupted or not sent.	Ask the sender to resend the fax; if the error persists, contact support.
Failed	0	Incompatible page width or page had too many bad lines.	Ask the sender to resend the fax; if the error persists, contact support.
Failed	17, 36	Lost telephone connection or interruption between sender/receiver.	Ask the sender to resend the fax (if the sending machine does not automatically retry).
Failed	Any besides 17 or 36	General communications issue where the fax transmission was interrupted or did not proceed as expected.	Ask the sender to resend the fax; if the error persists, contact support.
Space Fail	0	Unable to read or write image file to disk; could be corrupt product disk or no space on disk.	Ask the sender to resend the fax; if the error persists, contact support.
Memory Error	0	Out of memory on product.	If the error persists, delete items from the product memory, such as stored jobs or saved faxes.
Print Fail	0	The received image file cannot be decoded.	Ask the sender to resend the fax; enable Error Correction Mode if it is not already enabled.
Power Failure	0	A power failure occurred during the fax reception.	Ask the sender to resend the fax.
No Fax Detected	17, 36	A voice call was made to the fax.	None

## Service settings

These items in the control-panel menus are intended to be used when an HP service representative is assisting you.

### Settings in the Troubleshooting menu

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
  - [Troubleshooting](#)
  - [Fax](#)

---

Fax T.30 Trace	This is a printed report of all the communications between the sending and receiving fax machines for the last Fax transmission or reception. The report contains detailed error codes and other information that might be useful in troubleshooting a particular problem related to sending or receiving a fax. Print this report before contacting HP customer support.
Fax V.34	This setting controls the modem's method of transmission. The <b>Normal</b> setting allows the modem to select any of the supported fax speeds up to 33,600 bps. The <b>Off</b> setting sets the fax speed to 14,400 bps or lower, depending on the speed settings for sending and receiving.
Fax Speaker Mode	In <b>Normal</b> mode, the modem speaker is turned on during dialing, through the initial connection, and then it turns off. In <b>Diagnostic</b> mode, the speaker is turned on and remains on for all fax communications until the setting is returned to <b>Normal</b> mode.
Fax Log Entries	The <b>Standard</b> fax log includes basic information such as the time and whether the fax was successful. The <b>Detailed</b> fax log shows the intermediate results of the redial process not shown in the <b>Standard</b> fax log.

---

# Solve product software problems (Windows)

## A print driver for the product is not visible in the Printer folder

1. Reinstall the product software.

---

 **NOTE:** Close any applications that are running. To close an application that has an icon in the system tray, right-click the icon, and select **Close** or **Disable**.

---

2. Try connecting the USB cable to a different USB port on the computer.

## An error message was displayed during the software installation

1. Reinstall the product software.

---

 **NOTE:** Close any applications that are running. To close an application that has an icon in the system tray, right-click the icon, and select **Close** or **Disable**.

---

2. Check the amount of free space on the drive where you are installing the product software. If necessary, free up as much space as you can, and reinstall the product software.
3. If necessary, run the Disk Defragmenter, and reinstall the product software.

## The product is in Ready mode, but nothing prints

1. Print a configuration page, and verify the product functionality.
2. Verify that all of the cables are correctly seated and within specifications. This includes the USB and power cables. Try a new cable.
3. Verify that the product IP address listed on the configuration page matches the IP address for the software port. Use one of the following procedures:

### Windows XP, Windows Server 2003, Windows Server 2008, and Windows Vista

- a. Click **Start**, or for Windows Vista click the Windows icon in the lower-left corner of the screen.
- b. Click **Settings**.
- c. Click **Printers and Faxes** (using the default Start menu view) or click **Printers** (using the Classic Start menu view).
- d. Right-click the product driver icon, and then select **Properties**.
- e. Click the **Ports** tab, and then click **Configure Port**.
- f. Verify the IP address, and then click **OK** or **Cancel**.
- g. If the IP addresses are not the same, delete the driver, and reinstall the driver using the correct IP address.

### Windows 7

- a. Click the Windows icon in the lower-left corner of the screen.
- b. Click **Devices and Printers**.

- c. Right-click the product driver icon, and then select **Printer properties**.
- d. Click the **Ports** tab, and then click **Configure Port**.
- e. Verify the IP address, and then click **OK** or **Cancel**.
- f. If the IP addresses are not the same, delete the driver, and reinstall the driver using the correct IP address.

## Solve product software problems (Mac OS X)

- [The product name does not appear in the product list in the Print & Fax or the Print & Scan list](#)
- [A print job was not sent to the product that you wanted](#)
- [When connected with a USB cable, the product does not appear in the Print & Fax or the Print & Scan list after the driver is selected](#)

### The product name does not appear in the product list in the Print & Fax or the Print & Scan list

1. Make sure that the cables are connected correctly and the product is on.
2. Print a configuration page to check the product name. Verify that the name on the configuration page matches the product name in the Print & Fax or the Print & Scan list.
3. Replace the USB or network cable with a high-quality cable.
4. If necessary, reinstall the software.

---

 **NOTE:** Connect the USB or network cable before attempting to reinstall the software.

---

### A print job was not sent to the product that you wanted

1. Open the print queue and restart the print job.
2. Another product with the same or similar name might have received your print job. Print a configuration page to check the product name. Verify that the name on the configuration page matches the product name in the Print & Fax or the Print & Scan list.

### When connected with a USB cable, the product does not appear in the Print & Fax or the Print & Scan list after the driver is selected

#### Software troubleshooting

- ▲ Make sure that your Mac operating system is Mac OS X 10.6 or later.

#### Hardware troubleshooting

1. Make sure that the product is turned on.
2. Make sure that the USB cable is connected correctly.
3. Make sure that you are using the appropriate high-speed USB cable.
4. Make sure that you do not have too many USB devices drawing power from the chain. Disconnect all of the devices from the chain, and connect the cable directly to the USB port on the computer.
5. Check to see if more than two non-powered USB hubs are connected in a row on the chain. Disconnect all of the devices from the chain, and then connect the cable directly to the USB port on the computer.

---

 **NOTE:** The iMac keyboard is a non-powered USB hub.

---

# Remove software (Windows)

## Windows XP

1. Click **Start, Control Panel**, and then **Add or Remove Programs**.
2. Find and select the product from the list.
3. Click the **Change/Remove** button to remove the software.

## Windows Vista

1. Click the Windows icon in the lower-left corner of the screen. Click **Control Panel**, and then click **Programs and Features**.
2. Find and select the product from the list.
3. Select the **Uninstall/Change** option.

## Windows 7

1. Click the Windows icon in the lower-left corner of the screen. Click **Control Panel**, and then under the **Programs** heading, click **Uninstall a program**.
2. Find and select the product from the list.
3. Select the **Uninstall** option.

## Remove the print driver (Mac OS X)

You must have administrator rights to remove the software.

1. Open **System Preferences**.
2. Select **Print & Fax**.
3. Highlight the product.
4. Click the minus (-) symbol.
5. Delete the print queue, if necessary.



# Index

## Symbols/Numerics

- 3,500-sheet high-capacity
  - orientation 43
- 3,500-sheet high-capacity input
  - capacity 43
  - part number 60
- 3,500-sheet high-capacity tray
  - clear jams 237
  - loading 43
- 500-sheet input tray
  - part number 60
- 500-sheet tray
  - capacity 40
  - clearing paper jams 235
  - loading 41
  - orientation 40

## A

- accessories
  - ordering 48
  - part number 60
- activity log 195
- address books, email
  - recipient lists 161
  - recipient lists, creating 159
- adjust copy images 135
- administration menu map
  - description 14
- AirPrint
  - connecting to 114
  - product name 114
  - support 114
  - troubleshooting 115
- alternative letterhead mode 33
- anticounterfeit supplies 54

## B

- billing code report
  - printing 196

- billing codes 172
- billing codes report
  - description 15
- bin
  - capacity 45
  - location 45
- bins, output
  - capacity 45
  - locating 5
- blank pages
  - placing between print jobs 111
- blocked fax list
  - description 15
- blocked fax list report
  - printing 196
- Bonjour
  - identifying 200
- booklets
  - creating (Windows) 95
  - printing (Mac) 101
- books
  - copying 139
- both sides, copying 129, 130
- both sides, copying manually
  - duplex, manual 130
- browser requirements
  - HP embedded Web Server 200

## C

- calibrate
  - scanner 255
- call report 196
- canceling a fax 193
- canceling a print request (Mac OS X) 105
- canceling a print request (Windows) 103
- cartridges
  - imaging drum 61
- jams, clearing 240
- memory chip 61
- non-HP 50, 62
- order numbers 50, 62
- pull tab 61
- recycling 50, 62
- replacing 51, 63
- sealing tape 61
- storage 50, 62
- checklist
  - problems 216
- cleaning
  - control panel 12
  - paper path 248
  - rollers 256, 261, 266
  - scanner glass 253, 258, 263
- collate
  - copy jobs 126
- configuration page
  - description 14
- configuring
  - IP address 20, 23
- connecting
  - to AirPrint 114
- connection
  - USB with Mac 22
  - USB with Windows 18
- control panel
  - cleaning 12
  - help 12, 220
  - locating 5
- copy
  - adjust lightness/darkness 135
  - books 139
  - collate 126
  - enlarge 132
  - from document feeder 121, 122, 124
  - from glass 121, 122, 124

- improve quality 253, 258, 263
  - Job Build 138
  - Job Mode 138
  - multiple originals 138
  - optimize for text or pictures 134, 256
  - photos 141
  - reduce 132
  - set options 120
  - special paper 137
  - staple 128
  - two-sided documents 129, 130
- copy multiple pages 124
- copy settings
  - HP Embedded Web Server 202
- counterfeit supplies 54
- cover pages
  - printing on different paper (Windows) 90
- covers, locating 5
- current settings page
  - description 14
- D**
- date/time setting 169
- default gateway, setting 198
- deleting
  - stored jobs 110
- digital send settings
  - HP Embedded Web Server 202
- digital sending
  - address books 159, 161
  - folders 148
  - job settings 146
  - product memory 152
  - recipient lists 161
  - sending documents 156
  - USB flash drive 153
- document feeder 129
  - copying two-sided documents 129
  - jams 224
  - make copies from 121, 122, 124
  - paper-feeding problems 221
- double-sided copying 129, 130
- double-sided printing
  - Mac 99
- drivers
  - changing paper sizes 103
  - changing settings (Mac) 73
  - changing settings (Windows) 72
  - paper types 31
  - presets (Mac) 99
  - settings (Mac) 99
  - universal 70
- drum
  - imaging 61
- duplex 129
- duplex printing
  - Mac 99
- duplex printing (double-sided)
  - settings (Windows) 79
- duplexer
  - jams, clearing 245
- duplexing
  - manually (Mac) 99
  - manually (Windows) 81
- E**
- easy-access USB printing 117
- EconoMode setting 209, 250
- edge-to-edge copying 256
- email
  - address books 159, 161
  - recipient lists 161
  - sending documents 156
- email feature
  - enabling 144
- Embedded Web Server (EWS)
  - assigning passwords 212
  - features 200
  - network connection 200
- energy use, optimizing 209
- enlarge
  - copy jobs 132
- envelope
  - Tray 1 capacity 34
- envelopes
  - orientation 34
- error
  - codes 280
- errors
  - software 285
- Explorer, versions supported
  - HP Embedded Web Server 200
- F**
- fax
  - canceling 193
  - feeding problems 276
  - optimize for text or pictures 265
  - required settings 168
  - setup wizard 168
  - speed dial 187
- fax activity log
  - description 15
- fax address book 190
- fax call report
  - description 15
- Fax Reports
  - description 15
- fax settings
  - HP Embedded Web Server 203
- feeding problems 276
- file directory page
  - description 14
- file upload, Mac 206
- firmware
  - update, Mac 206
- first page
  - printing on different paper (Windows) 90
- folders
  - sending to 148
- fonts
  - upload, Mac 206
- formatter
  - security 213
- fraud Web site 54
- fuser
  - jams 243
- G**
- gateway, setting default 198
- general configuration
  - HP Embedded Web Server 201
- group dial. *See* speed dial
- H**
- hard disks
  - encrypted 212
- help, control panel 12, 220
- high-capacity tray
  - clear jams 237
  - loading 43
- how to connect page
  - description 14
- HP Embedded Web Server
  - AirPrint settings 115
  - copy settings 202

- digital send settings 202
- fax settings 203
- general configuration 201
- HP Web Services 205
- information pages 201
- network settings 205
- other links list 205
- print settings 202
- scan settings 202
- security settings 204
- troubleshooting tools 204
- HP Embedded Web Server (EWS)
  - features 200
  - network connection 200
- HP ePrint software 113
- HP ePrint, using 112
- HP fraud Web site 54
- HP Smart Print 116
- HP Universal Print Driver 70
- HP Utility 206
- HP Utility, Mac 206
- HP Web Jetadmin 208
- HP Web Services
  - enabling 205
- HP Web Services, enabling 112

**I**

- imaging drum 61
- information pages
  - HP Embedded Web Server 201
  - printing or viewing 14
- installing
  - product on wired networks, Mac 23
  - software, wired networks 21
- interface ports
  - locating 6, 8
- Internet Explorer, versions supported
  - HP Embedded Web Server 200
- IP address
  - configuring 20, 23
- IP Security 212
- IPsec 212
- IPv4 address 198
- IPv6 address 199

**J**

- jams
  - 3,500-sheet high-capacity tray 237

- 500-sheet tray 235
- auto-navigation 224
- causes of 222
- document feeder 224
- duplexer, clearing 245
- fuser 243
- locations 223
- output bin 226
- recovery 246
- toner-cartridge area 240
- Tray 1 232
- Tray 2 or Tray 3 232
- Jetadmin, HP Web 208
- Job Build, copying 138
- Job Mode, copying 138
- job storage
  - Mac settings 109
- job-separator pages 111
- jobs, stored
  - creating (Windows) 107
  - deleting 110
  - printing 110

**L**

- labels
  - printing (Windows) 87
  - Tray 1 capacity 34
- landscape orientation
  - changing (Mac) 100
  - selecting, Windows 85
- last page
  - printing on different paper (Windows) 90
- letterhead
  - orientation 34
- loading
  - 3,500-sheet high-capacity tray 43
  - 500-sheet tray 41
  - staples 66
  - toner cartridges 49, 61
  - Tray 1 35
  - Trays 2 and 3 38
- log/report
  - activity log 195
  - billing code report 196
  - blocked fax list report 196
  - fax call report 196
  - speed dial list report 196

**M**

- Mac
  - driver settings 73, 99
  - problems, troubleshooting 287
  - removing software 289
- Mac driver settings
  - Job Storage 109
- Macintosh
  - HP Utility 206
- managing network 198
- manual duplex
  - Mac 99
  - Windows 81
- manual duplexing
  - orientation 34
- margins, small
  - copying 256
- media
  - stapling 66
- memory
  - included 2
- memory chip
  - toner cartridge 61
- memory DIMMs
  - security 213
- modem speed 278
- multiple pages per sheet
  - printing (Mac) 100
  - printing (Windows) 83

**N**

- Netscape Navigator, versions supported
  - HP embedded Web Server 200
- network
  - settings, changing 198
  - settings, viewing 198
- Network Folder, scan to 148
- network settings
  - HP Embedded Web Server 205
- networks
  - default gateway 198
  - HP Web Jetadmin 208
  - IPv4 address 198
  - IPv6 address 199
  - subnet mask 198
  - supported 2
- networks, wired
  - installing product, Mac 23
  - installing product, Windows 20

non-HP supplies 50, 62  
not configured 168

## O

on/off button, locating 5  
online help, control panel 12, 220  
optimize copy images 134, 256  
optimize fax images 265  
optimize scanned images 164, 260  
ordering  
    supplies and accessories 48  
orientation  
    3,500-sheet high-capacity 43  
    500-sheet tray 40  
    changing (Mac) 100  
    selecting, Windows 85  
    Tray 1 34  
    Trays 2 and 3 37  
other links list  
    HP Embedded Web Server 205  
output bin  
    jams 226  
    locating 5

## P

page orientation  
    changing (Mac) 100  
page sizes  
    scaling documents to fit (Mac)  
        101  
    scaling documents to fit  
        (Windows) 93  
pages per minute 2  
pages per sheet  
    selecting (Mac) 100  
    selecting (Windows) 83  
paper  
    3,500-sheet high-capacity input  
        tray capacity 43  
    3,500-sheet high-capacity tray  
        43  
    500-sheet tray capacity 40  
    covers, using different paper 90  
    first and last pages, using different  
        paper 90  
    jams 222  
    loading Tray 1 35  
    loading Trays 2 and 3 38  
    selecting 249  
    supported paper sizes 28

    supported sizes 28  
    supported types 31  
    Tray 1 capacity 34  
    Trays 2 and 3 capacity 37  
paper jams  
    3,500-sheet high-capacity tray  
        237  
paper pickup problems  
    solving 221  
paper size  
    changing 103  
paper sizes  
    selecting (Mac) 105  
    selecting custom sizes (Mac) 105  
    selecting custom sizes  
        (Windows) 103  
paper type  
    selecting (Windows) 87  
paper types  
    selecting (Mac) 100  
paper, covers  
    printing (Mac) 101  
paper, ordering 48  
part number  
    accessories 60  
part numbers  
    replacement parts 57  
    supplies 57  
    toner cartridges 57  
    trays 60  
PBX systems troubleshooting 279  
PCL drivers  
    universal 70  
PCL font list  
    description 15  
performance factors  
    Tray 1 218  
phone lines troubleshooting 279  
photos  
    copying 141  
portrait orientation  
    changing (Mac) 100  
    selecting, Windows 85  
ports  
    locating 8  
power connection  
    locating 6, 8  
power switch, locating 5  
presets (Mac) 99

print drivers  
    supported 70  
print drivers (Mac)  
    changing settings 73  
    settings 99  
print drivers (Windows)  
    changing settings 72  
print on both sides  
    Mac 99  
    Windows 81  
print settings  
    HP Embedded Web Server 202  
printing  
    from USB storage accessories  
        117  
    settings (Mac) 99  
    stored jobs 110  
printing on both sides  
    settings (Windows) 79  
problem-solving  
    no response 269  
    slow response 269  
product memory  
    sending to 152  
product memory, scan to 152  
PS font list  
    description 15  
pull tab on toner cartridges 61

## R

recipient lists 161  
recycling supplies 50, 62  
reduce  
    copy jobs 132  
removing Mac software 289  
replacement parts  
    part numbers 57  
replacing printing cartridges 51  
replacing toner cartridges 63  
required settings  
    country/region 168  
resize documents  
    Mac 101  
    Windows 93  
restore factory settings 219  
rollers  
    cleaning 256, 261, 266

## S

- save to device memory
  - enabling 144
- Save to Network Folder 148
- save to network folder
  - enabling 144
- Save to product memory 152
- Save to USB 153
- save to USB
  - enabling 144
- scale documents
  - Mac 101
  - Windows 93
- scan
  - job settings 146
- scan settings
  - HP Embedded Web Server 202
- scanner
  - calibrate 255
- scanner glass
  - cleaning 253, 258, 263
- scanning
  - optimize for text or pictures 260
  - scan pictures 164
- scanning to email
  - address books 159, 161
  - job settings 146
  - recipient lists 161
  - sending documents 156
- scanning to folder 148
- scanning to product memory 152
- scanning to USB 153
- sealing tape on toner cartridges 61
- security settings
  - HP Embedded Web Server 204
- security
  - encrypted hard disk 212
- Send to email
  - enabling 144
- sending a fax
  - delete multiple recipients 183
  - to multiple recipients 179
  - using fax address book numbers 190
- sending to email
  - address books 159, 161
  - job settings 146
  - recipient lists 161
  - sending documents 156
- service settings 283
- settings
  - billing codes 172
  - driver presets (Mac) 99
  - drivers 72
  - drivers (Mac) 73
  - required 168
  - restore factory 219
- shortcuts (Windows)
  - creating 76
  - using 74
- Sign in
  - control panel 212
- sleep mode
  - disabling 209
  - enabling 209
- Sleep Schedule
  - setting 210
- slow fax reception 278
- slow fax transmission 279
- small margins 256
- software
  - HP Utility 206
  - installing, wired networks 21
  - problems 285
  - uninstalling for Windows 288
  - uninstalling Mac 289
- solving
  - direct-connect problems 272
  - easy-access USB printing problems 270
  - network problems 273
- solving problems
  - AirPrint 115
- special paper
  - copying 137
  - printing (Windows) 87
- special paper for covers
  - printing (Mac) 101
- speed dial
  - creating 179
  - delete 183
  - faxes 187
  - list report 196
- speed dial list
  - description 15
- speed, optimizing 209
- staple
  - copy jobs 128
- staple cartridge
  - loading 66
  - part number 66
- staple options
  - selecting (Mac) 102
  - selecting (Windows) 97
- stapler
  - capacity 45
  - loading staples 66
  - setting default staple location 45
- staples, loading 66
- stapling 66
  - setting default location 45
- status
  - HP Utility, Mac 206
- status, fax accessory page 276
- stopping a print request (Mac OS X) 105
- stopping a print request (Windows) 103
- storage, job
  - Mac settings 109
- stored jobs
  - creating (Mac) 109
  - creating (Windows) 107
  - deleting 110
  - printing 110
- storing
  - toner cartridges 50, 62
- storing jobs
  - with Windows 107
- subnet mask 198
- supplies
  - counterfeit 54
  - non-HP 50, 62
  - ordering 48
  - part numbers 57
  - recycling 50, 62
  - replacing toner cartridges 51, 63
  - status, viewing with HP Utility 206
- supplies status 248
- supplies status page
  - description 14
- supported paper 28
- system requirements
  - HP Embedded Web Server 200

## T

T.30 Trace report 283

- TCP/IP
    - manually configuring IPv4
      - parameters 198
    - manually configuring IPv6
      - parameters 199
  - toner cartridges
    - imaging drum 61
    - jams, clearing 240
    - loading 49, 61
    - memory chip 61
    - non-HP 50, 62
    - order numbers 50, 62
    - part numbers 57
    - pull tab 61
    - recycling 50, 62
    - replacing 51, 63
    - sealing tape 61
    - storage 50, 62
  - toner-cartridge status 248
  - transparencies
    - printing (Windows) 87
    - Tray 1 capacity 34
  - Tray 1
    - capacity 34
    - jams 232
    - loading paper 35
    - orientation 34
  - Tray 2
    - clearing jams 232
    - loading paper 38
  - Tray 3
    - clearing jams 232
    - loading paper 38
  - trays
    - configure 32
    - included 2
    - loading paper 35
    - locating 5
    - part numbers 60
  - Trays 2 and 3
    - capacity 37
    - orientation 37
  - troubleshooting
    - AirPrint 115
    - checklist 216
    - direct-connect problems 272
    - easy-access USB printing
      - problems 270
    - jams 222, 223
    - Mac problems 287
    - network problems 273
    - paper feed problems 221
    - PBX systems 279
    - slow fax reception 278
    - slow fax transmission 279
  - troubleshooting tools
    - HP Embedded Web Server 204
  - two-sided copying 129, 130
  - two-sided printing
    - settings (Windows) 79
- U**
- uninstalling Mac software 289
  - uninstalling Windows software 288
  - universal print driver 70
  - usage page
    - description 14
  - USB
    - sending to 153
  - USB configuration, Mac 22
  - USB configuration, Windows 18
  - USB storage accessories
    - printing from 117
  - USB, scan to 153
- V**
- VoIP 194, 277
- W**
- watermarks
    - printing (Mac) 105
    - printing (Windows) 104
  - Web browser requirements
    - HP Embedded Web Server 200
  - Web services status page
    - description 14
  - Web sites
    - fraud reports 54
    - HP Web Jetadmin, downloading 208
    - universal print driver 70
  - Windows
    - driver settings 72
    - universal print driver 70
  - Windows print drivers
    - supported 70
  - wireless printing
    - AirPrint 114
  - wizard, fax setup 168