



# OFFICEJET PRO X400/X500 SERIES PRINTERS

## Software Technical Reference







# HP Officejet Pro X400/X500 Series

Software Technical Reference

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## Introduction

Use this document to determine what printing-system software solution best meets your needs.

- Find descriptions of printer drivers, operating systems, and system admin tools.
- Learn what software you should install, installation method, and how to install and uninstall it.
- Discover software solutions and support that are available on the CD and on the web.



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# 1 Software solutions

## Select a solution

HP provides different software solutions for different user environments and needs. Refer to the table below to determine which software solution and installation method is best for you.

Environment	Features	SW solution
Home or small office (non-managed environments, no IT/System administrator)	<ul style="list-style-type: none"><li>• Print, scan, and fax supported (scan and fax capability on select models)</li><li>• Windows and Mac supported</li><li>• Wireless Enterprise Security and 802.1x are not supported.*</li><li>• Windows Server Editions are not supported.</li></ul>	In-box CD
Managed environment (IT/System administrator)	<ul style="list-style-type: none"><li>• Print, scan, and fax supported (scan and fax capability on select models)</li><li>• Windows and Mac, only Windows supports command line install</li><li>• Select Windows Server Editions are only supported by the IT Administrator Custom Command Line Install.</li></ul>	<b>Full Software Solution or Driver with Installer</b> from: <a href="http://www.hp.com/support">www.hp.com/support</a> (documentation and support information can be found at this site)  <b>The IT Administrators' Install Guide</b> is also available on this site.
Managed environment (IT/System administrator)	<ul style="list-style-type: none"><li>• Print only is supported (scan and fax are not supported even if the printer has this capability)</li><li>• Windows and other select operating systems</li><li>• Select Windows Server Editions are supported.</li></ul>	<b>HP Universal Print Driver (UPD)</b> from: <a href="http://www.hp.com/go/upd">www.hp.com/go/upd</a>

 **NOTE:** If you install Windows software from the CD, use the Printer's Embedded Web Server (for a single printer) or HP Web Jetadmin (WJA) (for multiple printers) to setup the printer on a network using Wireless Enterprise or 802.1x Security.

## In-box CD

Use the software CD to install the HP PCL 6 driver for Windows and PS driver for Mac operating systems. See [Windows software on page 9](#) or [Mac software and utilities on page 36](#) to learn about installation, features, and uninstalling.

## Supported operating systems

- Windows 8; 32-bit and 64-bit
- Windows 7; 32-bit and 64-bit
- Windows Vista; 32-bit and 64-bit
- Windows XP; 32-bit (Service Pack 3 and higher)
- OS X v10.6, OS X Lion, OS X Mountain Lion

## Minimum system requirements

### Windows 8, 7

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 2 GB HD
- Microsoft Internet Explorer
- CD-ROM/DVD or Internet
- USB

### Windows Vista

- 1 GHz 32-bit (x86) or 64-bit (x64) processor
- 2 GB HD
- Microsoft Internet Explorer
- CD-ROM/DVD or Internet
- USB


### Windows XP SP3 (32-bit only)

- Intel Pentium II, Celeron or 233 MHz compatible processor
- 750 MB HD
- Microsoft Internet Explorer 6
- CD-ROM/DVD or Internet
- USB

## Mac

- OS X v10.6
- OS X Lion
- OS X Mountain Lion


 **NOTE:** Go to [www.microsoft.com](http://www.microsoft.com) and [www.apple.com](http://www.apple.com) for operating system compatible hardware system requirements.

 **NOTE:** HP does not control and is not responsible for information on links that take you outside the Hewlett-Packard Web site.

## Basic Print Scan Driver on Web / Full Feature Software on Web

Use the printer's software download page at [www.hp.com/support](http://www.hp.com/support) to install a **Full Software Solution** and **Driver with Installer**. Both downloads contain the HP PCL 6 driver for Windows or the PS driver for Mac that is on the software CD. See the [In-box CD on page 2](#) for supported operating systems and system requirements.

- **Full Software Solution** is the complete software solution intended for users who want more than just basic drivers (scan available on select models).
- **Driver with Installer** is a software solution intended for users who want a basic print and scan driver (scan available on select models).


 **NOTE:** You can use the command line method to install the PCL6 driver for select Windows Server Editions.

## HP Universal Print Driver (HP UPD)


Use the HP UPD to install HP UPD PCL 5, PCL 6, and PS drivers. Go to [www.hp.com/go/upd](http://www.hp.com/go/upd) for drivers and installation instructions.

### Client operating systems supported:

- Microsoft Windows 8; x86 and x64.
- Microsoft Windows 7 Starter, Home Premium, Professional, Enterprise, and Ultimate; x86 and x64.
- Microsoft Windows Vista Business, Enterprise, Home Basic, Home Premium, and Ultimate; x86 and x64.

 **NOTE:** Microsoft retired mainstream support for Windows Vista in April 2012. HP will continue to provide best effort support the current UPD and tools for the discontinued Vista operating system.


- Microsoft Windows XP (SP2 and later) Home Edition, and Professional; x86 and x64.


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


## Server operating systems supported:

- Windows 2003 Server (Standard Edition, Enterprise Edition) (32bit and 64-bit)
- Windows 2003 Server R2 (Standard Edition, Enterprise Edition) (32bit and 64-bit)
- Windows Small Business Server 2003 (32bit and 64-bit)
- Windows 2008 Server (Standard Edition, Enterprise Edition) (32bit and 64-bit)
- Windows Small Business Server 2008 (64-bit)
- Windows 2008 Server R2 (Standard Edition, Enterprise Edition) (64-bit)
- Windows Small Business Server 2011
- Windows Server 2012
- Windows Cluster (Windows Server 2008 R2)
- Windows Terminal Services (Windows Server 2008 R2)
- Windows 2003 Small Business Server Terminal Services
- Windows 2003 Server Terminal Services
- Windows 2003 Server Terminal Services with Citrix Metaframe XP with Feature Release 3
- Windows Server 2003 Terminal Services with Citrix Presentation Server 4.0
- Windows Server 2003 Terminal Services with Citrix Presentation Server 4.5
- Windows Server 2008 Terminal Services
- Windows Server 2008 Terminal Services with Citrix XenApp
- Citrix (Print): Xen Server 5.6, Xen Desktop 5.5, Citrix XenApps 6.0, Citrix XenApp 6.5
- Novell Netware 6, 6.5, Open Enterprise Server 6.5 (Novell iPrint support only)

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 **NOTE:** For additional details on client and server operating systems for the HP Universal Print Driver (UPD), go to [www.hp.com/go/upd](http://www.hp.com/go/upd) and click the **Specifications** tab.

 **NOTE:** Microsoft discontinued mainstream support for Windows XP. However, HP will continue to provide best effort support for its print drivers in Windows XP.

 **NOTE:** For updated information, refer to the latest release notes available on the driver download page.

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# Links to software and support

## Print drivers

- **HP Basic Print (PCL6) and Scan Driver for Windows and Full Feature Software and Drivers for Windows (PCL6) and Mac (Postscript):** [www.hp.com/support](http://www.hp.com/support)
- HP UPD PCL 6, PCL 5, PS: [www.hp.com/go/upd](http://www.hp.com/go/upd)
- Linux print drivers: [www.hplip.net](http://www.hplip.net)
- Unix drivers/model scripts: [www.hp.com/go/unix](http://www.hp.com/go/unix) and [www.hp.com/go/unixmodelscripts](http://www.hp.com/go/unixmodelscripts)

## Software administration tools

- **HP Managed Print Administrator (MPA):** [www.hp.com/go/mpa](http://www.hp.com/go/mpa)

The MPA tool does not support setting print modes for these products. A white paper located at [www.hp.com/go/upd](http://www.hp.com/go/upd) on the Documentation tab, titled "HP Universal Print Driver - Creating and Deploying Managed Printer Lists for the Universal Print Driver with HP Web Jetadmin 8.0 for use with the Active Directory Administrative Templates" provides a method for setting print modes.

- **HP Driver Deployment Utility:** [www.hp.com/go/ddu](http://www.hp.com/go/ddu)

DDU is used to package and deploy drivers, including silent installations, in enterprise environments.

- **HP Driver Configuration Utility:** [www.hp.com/go/dcu](http://www.hp.com/go/dcu)

DCU is used to configure driver features, like two-sided printing, prior to deployment.

- **Citrix and Windows Terminal Services:** [www.hp.com/go/upd](http://www.hp.com/go/upd)

On this site, click the Documentation tab, and then open the HP Universal Print Driver – System Administrator's Guide

- **SAP device types/configuration files:** [www.hp.com/go/sap/drivers](http://www.hp.com/go/sap/drivers) and [www.hp.com/go/sap/print](http://www.hp.com/go/sap/print)

On this site, click the Documentation tab, and then open the HP Universal Print Driver – System Administrator's Guide

- **HP Web Jetadmin (WJA):** [www.hp.com/go/webjetadmin](http://www.hp.com/go/webjetadmin)

WJA is used in Windows enterprise environments to manage printers, deploy drivers, update firmware, etc.

- **Novell iPrint:** [www.novell.com/iprint](http://www.novell.com/iprint)

iPrint makes all your printing resources instantly accessible with a web browser.

## Printing from mobile devices

- HP ePrint: [www.hpconnected.com](http://www.hpconnected.com) (Available on select models)



**NOTE:** HP ePrint is a free service from HP that allows you to print to your HP ePrint-enabled printer anytime, from any location. It is as simple as sending an email to the email address assigned to your printer when you enable Web Services on the printer. No special drivers or software are needed. If you can send an email, you can print from anywhere, using HP ePrint. Once you have signed up for an account on ePrintCenter (or HP Connected), you can sign in to view your HP ePrint job status, manage your HP ePrint printer queue, control who can use your printer's HP ePrint email address to print, and get help for HP ePrint.

- HP ePrint Mobile Driver: [www.hp.com/go/eprintmobiledriver](http://www.hp.com/go/eprintmobiledriver) (Available on select models)
- Airprint: [www.hp.com/go/airprint](http://www.hp.com/go/airprint) (Available on select models)

## HP Embedded Web Server (EWS)

This product is equipped with an embedded Web server (EWS), which provides access to information about product and network activities. The advantage of an EWS is that it provides an interface to the product that anyone with a network connected product and computer can use. There is no special software to install or configure, but you must have a supported Web browser on the computer. To gain access to the EWS, type the IP address for the product in the address line of the browser.



**NOTE:** For Apple operating systems, you can use the HP EWS over a USB connection after installing the software included with the product.

For more information, see the electronic help documentation that came with your product.



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## 2 Windows software

# In-box CD and Full Software Solution or Driver with Installer on the Web (PCL6)

## Install

Before installing the software, see [Supported operating systems on page 3](#) and [Minimum system requirements on page 3](#) to confirm your computer meets installation requirements.

You can install the printer over:

- 10/100 Ethernet LAN
- 802.11 B/G/N Single Band wireless on select models
- Hi-Speed USB 2.0 or higher

## Installation steps

1. Insert the CD into CD ROM drive of your computer or download the drivers from the web at: [www.hp.com/support](http://www.hp.com/support)

If installing USB, do not connect the cable until prompted.



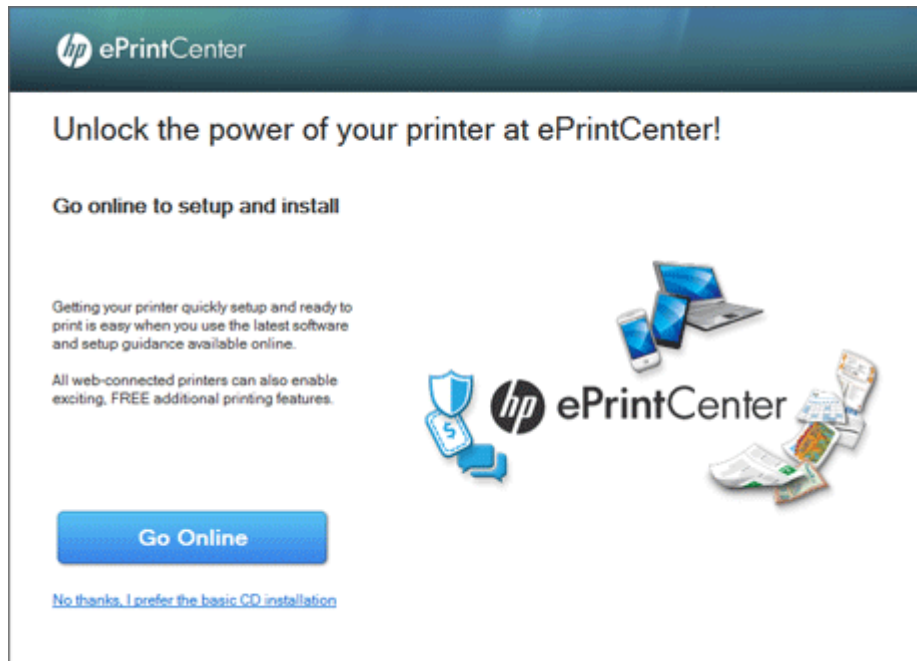
**NOTE:** You can download the **Full Software Solution** or just the **Driver with Installer** from the web.

- If the CD does not automatically start, browse to the CD drive of the computer, and double-click **Setup.exe**.
  - If you want a driver that supports select Windows Server Editions, download the driver from the web and then use the command line method to install. You can select only the modules that you want to install. The command line install is a silent install, so you will not see any user interface screens. To learn more see the **IT Administrator's Install Guide**.
  - If you do not need a driver that supports select Windows Server Editions, you can download the **Full Software Solution** or the **Driver with Installer** from the web, and then double-click on the executable file (.exe) to start the installation. The **Full Software Solution** is the same solution as the CD, and you will be able to select the recommended software you would like to install. The **Driver with Installer** does not support the installation of any additional software. When you install with the executable method, you will see user interface screens to guide you through the install.
2. Follow the on-screen instructions.

3. On select models, you might see the **ePrintCenter** screen if your printer is on a network and has web access when you install. Select **Go Online** to install software drivers from the web. On select models, you will be able to set up HP Web Services such as HP ePrint while you are online.

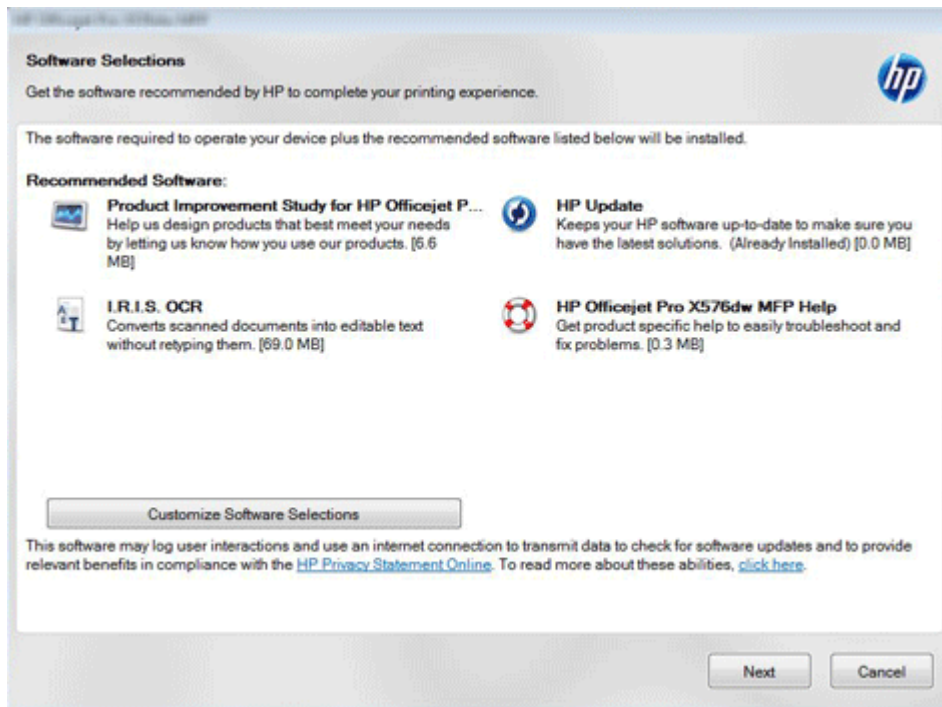


**NOTE:** HP ePrint is a free service from HP that allows you to print to your HP ePrint-enabled printer anytime, from any location. It is as simple as sending an email to the email address assigned to your printer when you enable Web Services on the printer. No special drivers or software are needed. If you can send an email, you can print from anywhere, using HP ePrint. Once you have signed up for an account on ePrintCenter (or HP Connected), you can sign in to view your HP ePrint job status, manage your HP ePrint printer queue, control who can use your printer's HP ePrint email address to print, and get help for HP ePrint.




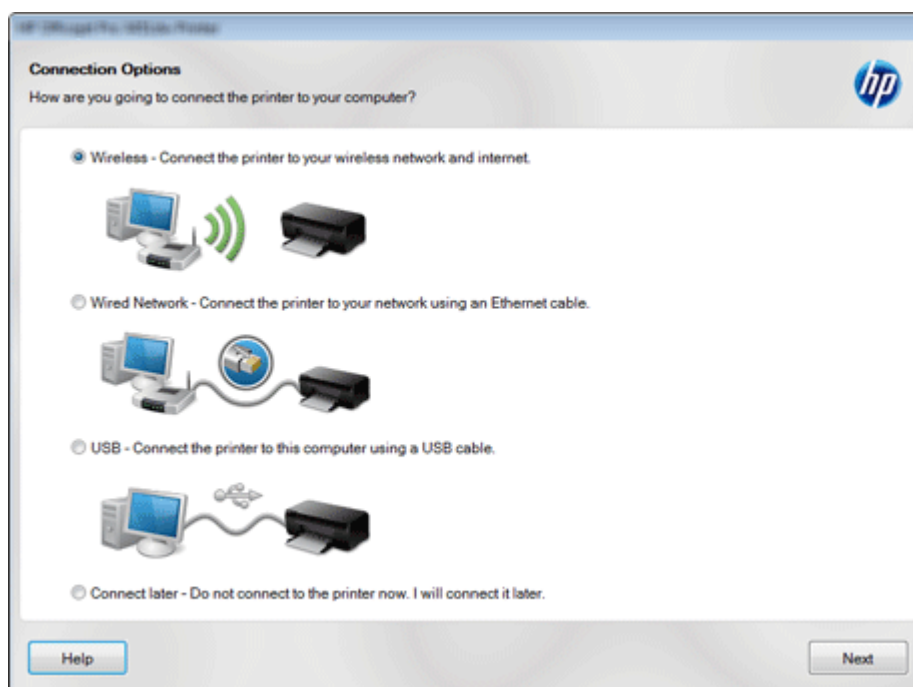
4. If you are installing from the software CD or installing the **Full Software Solution** from the web, you will see the **Software Selections** screen. Select **Next** to install all of the recommended software or select **Customize Software Selections**, and then uncheck the box by the software that you do not want to install.

 **NOTE:** Recommended Software options might vary depending on the printer model.



5. When you see the **Connection Options** screen, select how you want to install the printer software.

 **NOTE:** If your printer and network both support an Ethernet and a wireless connection, consider using an Ethernet connection to ensure a more reliable connection to your network. If you use a wireless connection you will need to make sure that the wireless signal is turned on and your computer is within signal range of your printer.



Refer to the following table to determine the appropriate connection option for your printer. Some of the connection options might not be available for your specific printer.

Selection option	Requirements	What you want to do
Wireless	<ul style="list-style-type: none"><li>• Your printer has a wireless network (802.11) connection capability.</li><li>• Your computer is connected to a Wireless 802.11 Local Area Network (LAN) through a wireless router/access point.</li><li>• Your printer's wireless signal is within range of your computer.</li></ul>	<ul style="list-style-type: none"><li>• You want to wirelessly connect your printer to your network.</li><li>• You want other computers on your network to have access to your printer.</li><li>• You want to use features such as HP ePrint and HP wireless direct.</li></ul>

Selection option	Requirements	What you want to do
Wired Network	<ul style="list-style-type: none"> <li>• Your printer has an Ethernet (wired — 802.3) network connection capability.</li> <li>• You have a Local Area Network (LAN) with an Ethernet (wired — 802.3) connection.</li> <li>• You have an Ethernet cable (Category 5 for example) for connecting your printer to your network.</li> </ul>	<ul style="list-style-type: none"> <li>• You want to use an Ethernet cable to connect your printer to your network.</li> <li>• You want other computers on your network to have access to your printer.</li> <li>• You want to use HP ePrint .</li> </ul>
USB	<ul style="list-style-type: none"> <li>• Your printer has a USB port.</li> <li>• Your computer has a USB port.</li> <li>• You have a USB cable.</li> </ul>	<ul style="list-style-type: none"> <li>• You want to use a USB cable to connect your printer to your computer.</li> <li>• Your printer can only be used by the computer that is directly connected to your printer.</li> </ul>
Connect later	You complete installation of the printer software on your computer, but you do not connect your printer to your computer.	You want to install the software on your computer, but you want to connect your printer to your computer later.

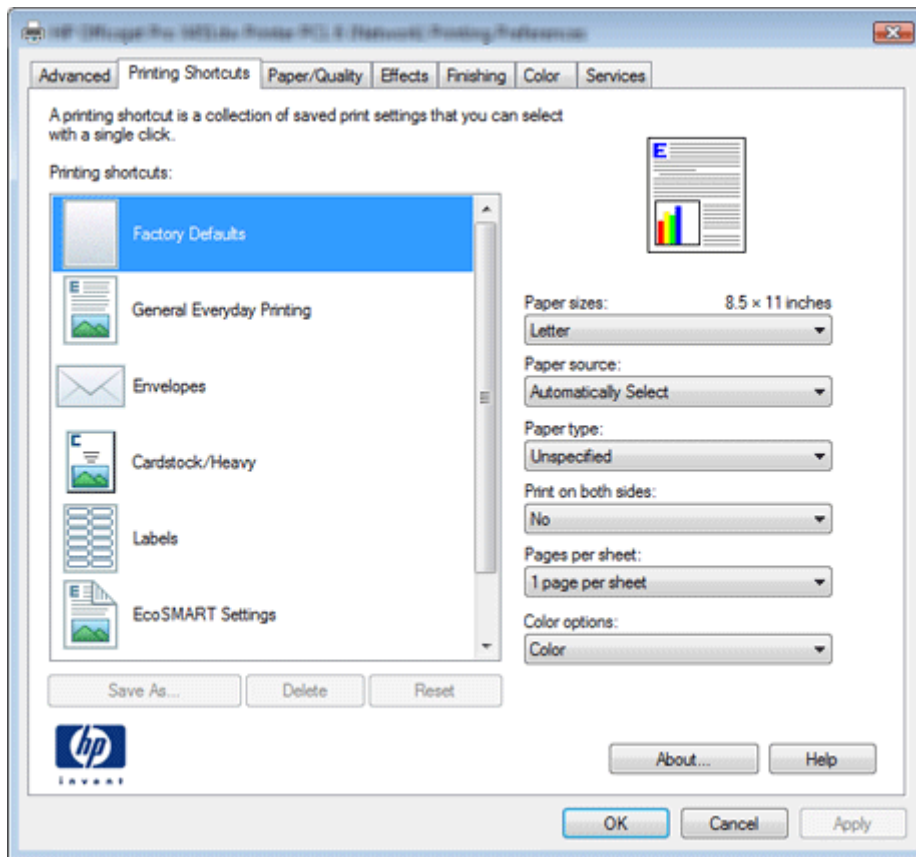


**NOTE:** If you want to connect later after you have installed the full software solution, go to the computer's start menu and then select **All Programs > HP > HP Officejet Pro XXXX > Printer Setup & Software > Connect a new printer**.

## Printer driver functions

### Printing shortcuts tab

Use the Printing Shortcuts tab to select predefined settings for printing your document. When you select an option from the **Printing shortcuts** menu, that option is reflected in the menu options on the right side of the screen. You can also create your own printing shortcuts. Select **Factory Defaults** when you want to reset the selections.




## Create and use printing shortcuts

You can use a printing shortcut as it has been defined, you can modify a shortcut for the current print job, or you can create and save a new shortcut for later use.

1. Select a shortcut from the menu.

You will see the pre-selected settings on the right.

2. Click **OK** to use the settings that are displayed to the right, or use the drop-down menus to change the pre-defined settings.

 **NOTE:** You can change the default pre-defined settings for every option except **Factory Defaults**.

3. If you changed the pre-selected settings, **Save As** and **Reset** will be available.

Use **Save As** to create and name a new shortcut. If you want to use these settings just for the current print job, click **OK** and then print your document.

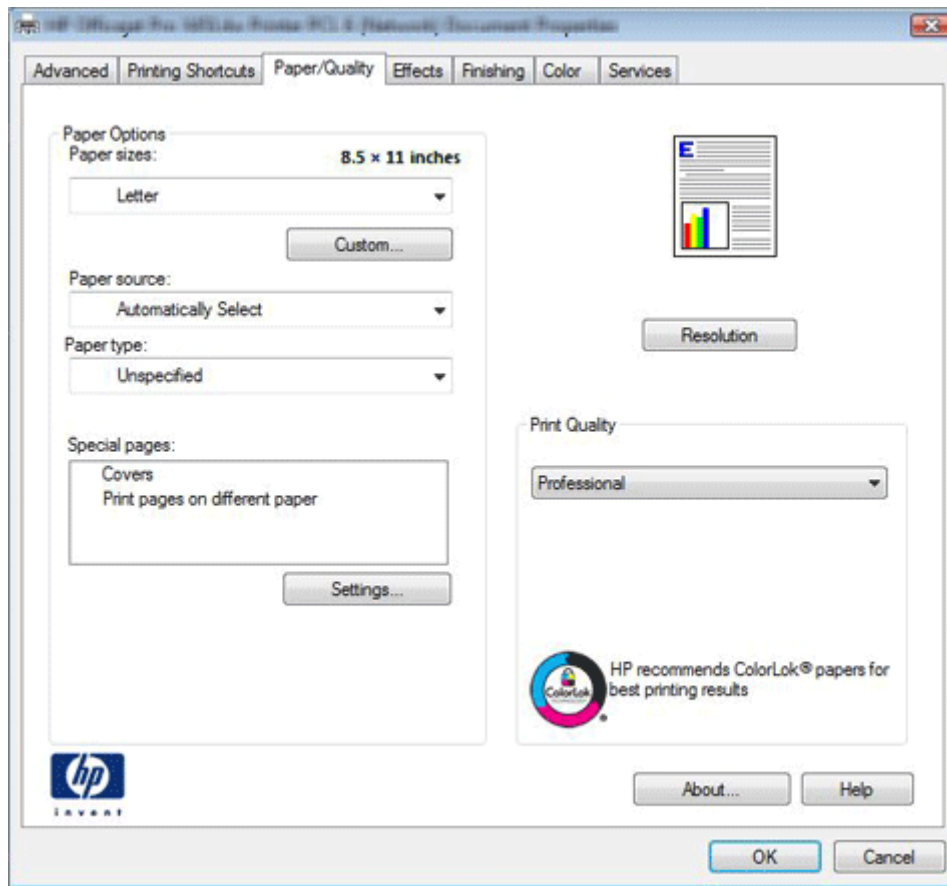
Use **Reset** to change your selections back to default before you save the settings.

4. Click **OK**, and then print your document.

 **NOTE:** **Print Quality** is not set from **Printing Shortcuts**. To clear print quality conflicts, use the **Paper/Quality** tab.

## Paper/Quality tab

Use the **Paper/Quality** tab to specify paper size, type, and source. You can also specify different paper selections for the front cover, first page, other pages, last page, and back cover of the document.




Paper sizes	Select a paper size from this drop-down menu. Use <b>Custom</b> to define a paper size not in the menu.
Paper source	Select the tray you want to use from this drop-down menu. <b>Automatically Select</b> uses the source tray that supports the paper size you selected.
Paper type	Select a paper type from this drop-down menu.
Special pages	Select <b>Settings</b> to define different paper trays and paper types for the pages of your document.
Print quality	Select a print quality from this drop-down menu, and then select <b>Resolution</b> to view the print resolution of the option that you have selected.

**NOTE:** The **Resolution** feature is only available in the PCL6 full-feature driver.

**NOTE:** If a paper type has only one supported print quality setting, the drop-down menu might not appear.

## Paper sizes

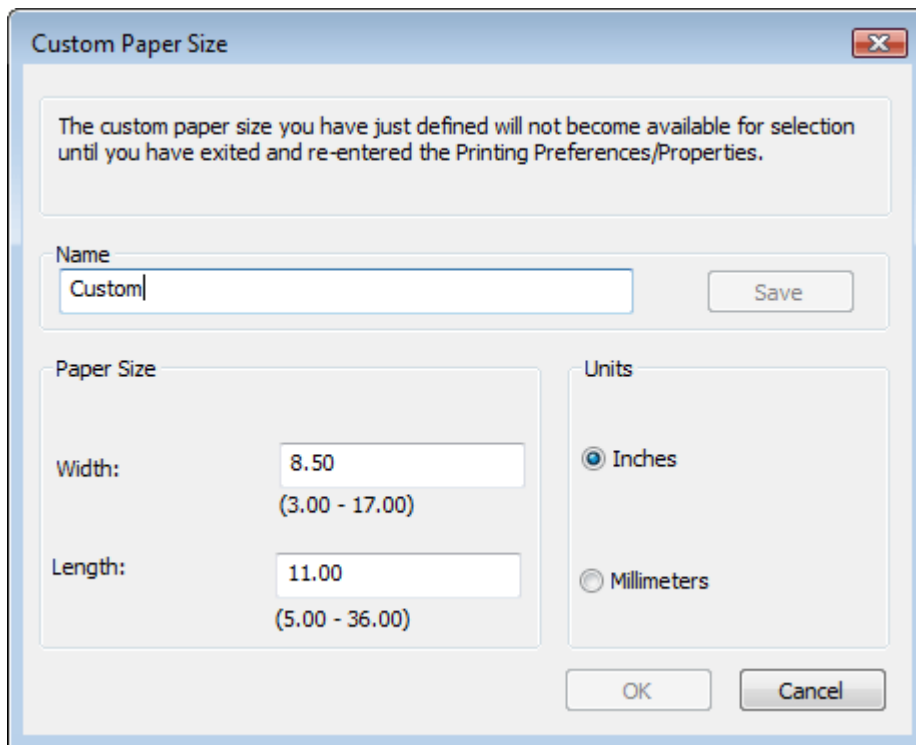
Paper-size settings in most software programs override driver settings, so it is generally best to use the driver to set paper size only when you are printing from software programs that do not include a paper-size setting, such as NotePad, or when you are producing a book or a booklet that does not require different paper sizes.

 **NOTE:** Click on the paper dimensions above the drop-down menu box to switch between English and metric dimensions of the selected paper size.

## Custom Paper Size

To create a custom paper size:

1. Select **Custom** on the **Paper/Quality** tab. The Custom Paper size dialog box will be displayed.



The Custom Paper Size dialog box is shown. It has a title bar with a close button. Inside, there is a message box stating: "The custom paper size you have just defined will not become available for selection until you have exited and re-entered the Printing Preferences/Properties." Below this, there is a "Name" field with the text "Custom" and a "Save" button. Underneath, there are two sections: "Paper Size" and "Units". The "Paper Size" section has "Width:" with a value of "8.50" and a range "(3.00 - 17.00)", and "Length:" with a value of "11.00" and a range "(5.00 - 36.00)". The "Units" section has two radio buttons: "Inches" (selected) and "Millimeters". At the bottom, there are "OK" and "Cancel" buttons.

2. In the dialog box:
  - Enter a name for the custom size that you want to create.
  - Select **Inches** or **Millimeters**.
  - Enter the dimensions that you want.
3. Select **Save**, and then **OK** to close the dialog box.

4. Close the printer properties, and then open printer properties again.



**NOTE:** The printer properties must be closed and reopened to access your new custom paper size.

5. From the **Paper size** drop-down menu select the paper size that you created.



**NOTE:** If you want to view the dimensions of a custom paper size that you created, select the name of the paper size from **Paper size** drop-down menu, and then select **Custom**

## Paper source

Specify the source tray for printing a document with the **Paper source** drop-down menu. Available trays will vary by printer.

**Automatically select** is the default setting. When this setting is selected, the printer uses the source tray that supports the paper size that you have selected. If you select a source tray other than **Automatically select**, make sure that the correct paper size is loaded in the source tray.

## Paper type

The default setting is **Unspecified**. If you select a paper type other than **Unspecified**, make sure that the correct paper type is loaded in the selected **Paper source** tray.

You can choose specific paper types by selecting **More**, and then selecting a specific paper type in one of the categories under **Type Is**.

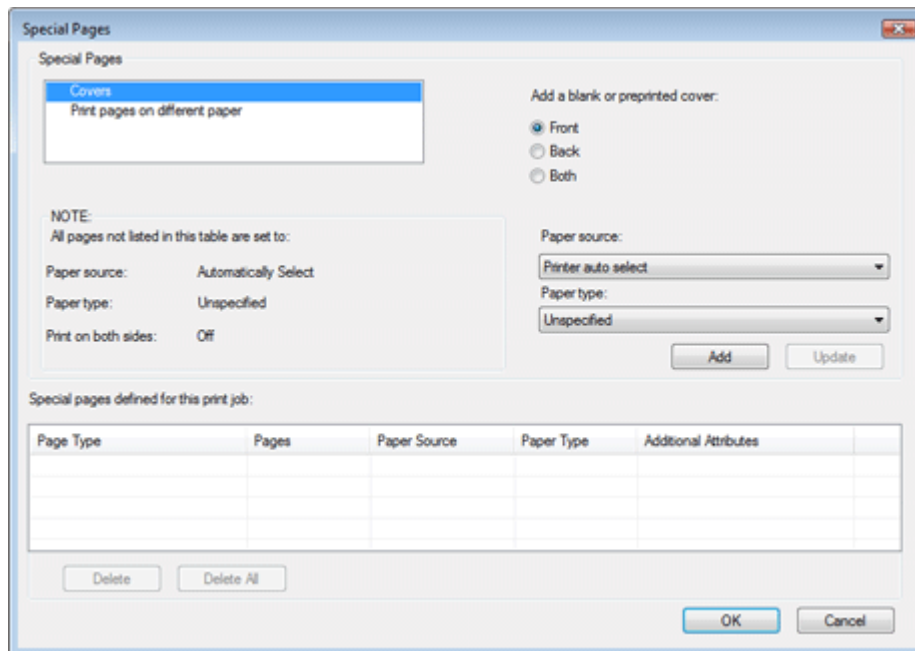
## Special pages

Open the **Special Pages** dialog box by selecting **Settings** from the **Paper/Quality** tab.

- If you want to add a blank cover or a preprinted cover to a document, use the **Covers** setting. Use this setting for covers that are not pages within your document.
- If you want to use a different paper type for the first and/or last page of your document use the **Print pages on different paper** setting.

Create a **Covers** setting:

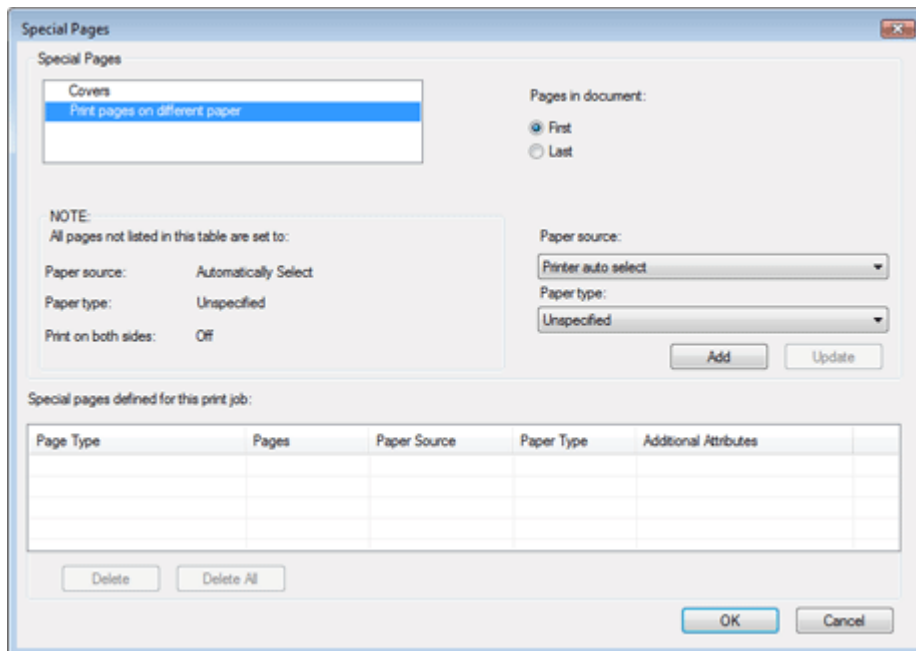
1. Select **Cover** from the **Special Pages** group box.



2. Select an option for each of the following:
  - **Add a blank or preprinted cover** – make sure cover paper is loaded in the tray that you specify for **Front**, **Back** or **Both**
  - **Paper source** – select the tray that has the cover paper
  - **Paper type** – select the paper type for the cover
3. Select **Add**. You will see your cover settings appear in the list of **Special pages defined for the print job**.
4. Select **OK**.

Create a **Print pages on different paper** setting:

1. Select **Print pages on different paper** from the **Special Pages** group box.




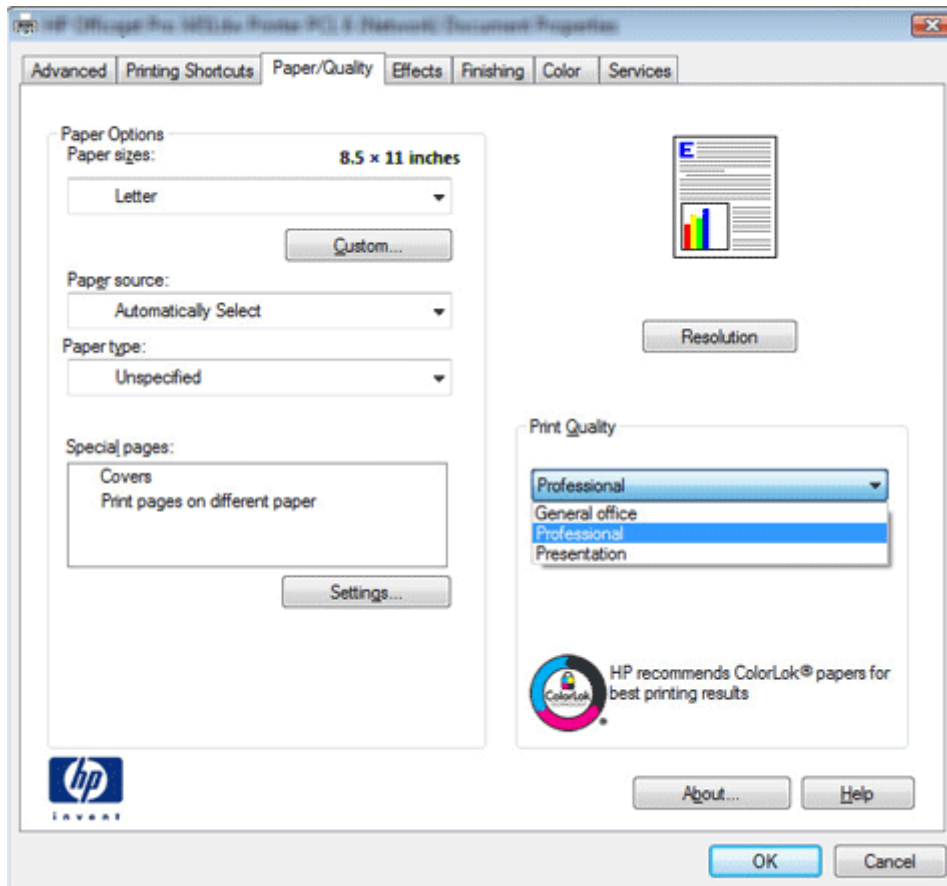
2. Select an option for each of the following:
  - **Pages in document** – make sure appropriate paper is loaded in the tray that you specify for the **First** or **Last** page.
  - **Paper source** – select the tray that has the appropriate paper for the first or last page.
  - **Paper type** – select the paper type for the first or last page.
3. Select **Add**. You will see the first or last page settings appear in the list of **Special pages defined for the print job**.
4. Select **OK**.

## Print quality

Select the print quality that you want from the Print Quality drop-down menu.

- **General office**: Use for general printing.
- **Professional**: Use when a higher quality print is desired.
- **Presentation**: Use when the highest quality print is desired. It is not supported on all paper types.
- **Maximum DPI**: Use maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper.

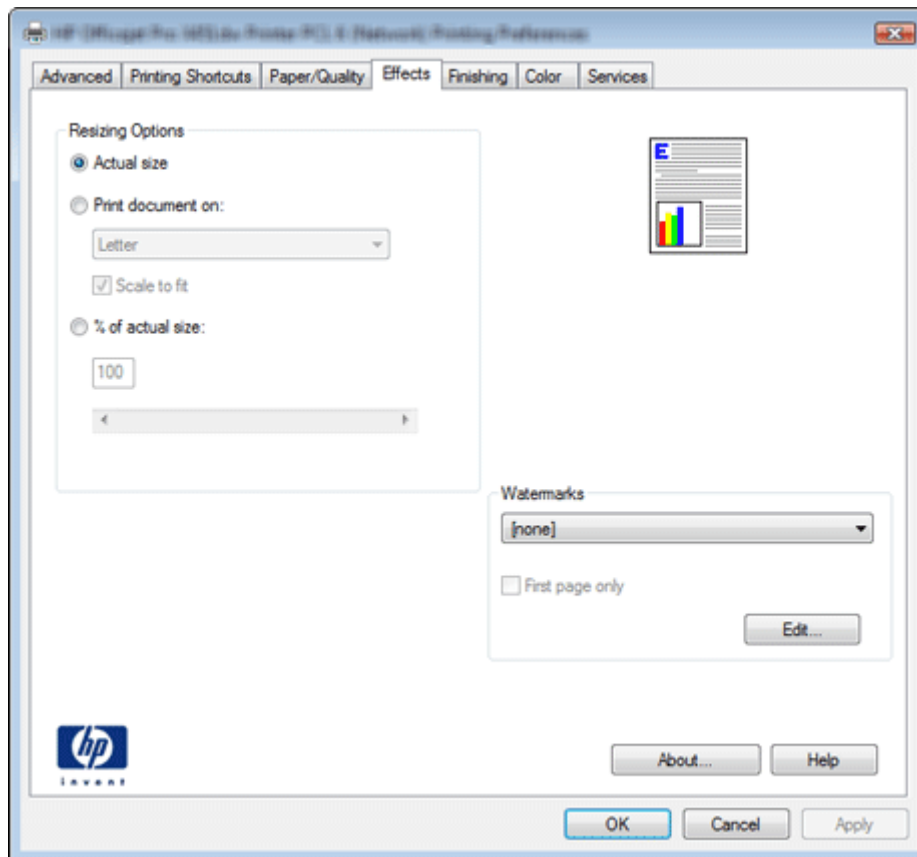
 **NOTE:** Maximum DPI is only available when **HP Advanced Photo Papers** is the selected **Paper Type**.



**NOTE:** Select **Resolution** to view the print resolution of the Print Quality mode that you have selected. When only one print quality is supported for a paper type, the print quality drop-down menu might not appear.

## Effects tab

Use the **Effects** tab to resize your document to fit on a different size paper than the original document or to add a watermark.



## Resizing options

**Actual Size** prints the document size set in the printer driver, and is the default setting. If you want the printer driver to automatically reformat your document to a different target paper size, use **Print Document On**. If you want to manually reduce or enlarge your document on your paper use **% of actual size**.

### Print Document On

1. Select **Print Document On**.

**Scale to Fit** is automatically selected, so your document will fit within the margins of the target paper size. If you uncheck this box, your document might not fit on the target paper size.

2. Select the target paper size from the **Print document on** drop-down menu.

 **NOTE:** **Pages per sheet** will be set to 1.


3. Select **OK**, and then print your document.

## % of actual size

1. Select **% of actual size**.
2. Type a number from 25 to 400 to reduce the image by 25% or increase the size of the image by as much as 400%. You can also use the slider bar and arrows to adjust the image. Refer to the print preview image in the upper right corner of the printer driver to view the changes that you have made.

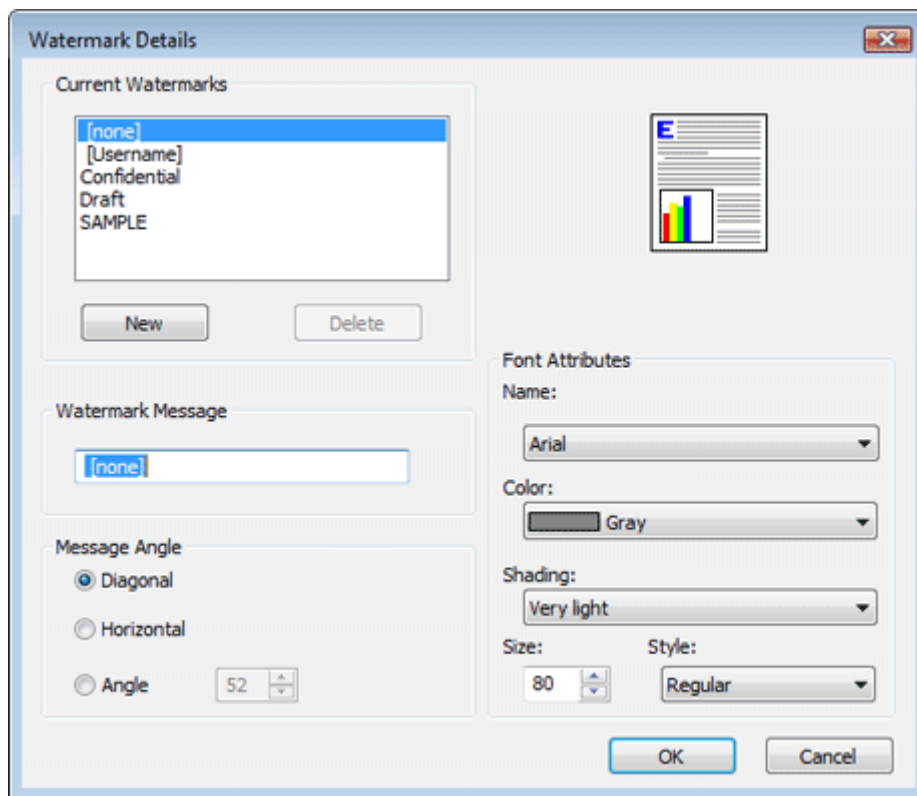
 **NOTE:** Pages per sheet will be set to 1.

3. Select **OK**, and then print your document.

 **NOTE:** When larger paper sizes are selected on the **Paper/Quality** tab, the job will automatically be scaled.

## Watermarks


Open the **Watermark details** dialog box by selecting **Watermarks** from the **Effects** tab. Select and edit an existing watermark, create a new watermark, or delete a watermark.



## Edit or create a watermark

1. From the **Current Watermarks** menu select **New**, if you want to create a new watermark, or select an existing watermark.
  - If you select **New**, **Untitled** will appear in the menu, and in the **Watermark Message** text box below. Type your watermark text in the message box to add it to the menu.
  - If you select **[Username]**, the watermark will be the username that you use to log into the network.

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 **NOTE:** You can save up to 30 watermarks. If you want to delete a watermark, highlight the watermark, and then select **Delete**.


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2. Edit the appearance of your watermark.

Use **Message Angle** and **Font Attributes** to edit the appearance of your watermark. You can change the angle of the text and modify the type, color, shading, size, and style of the font. Refer to the print preview image in the upper right corner of the printer driver to view the changes that you have made.

3. Select **OK** to save your settings. If you make changes to multiple watermarks before selecting **OK**, these changes will also be saved.
4. Define the pages that the watermark should be printed on.
  - If you only want the watermark on the first page of the document, check **First page only**, on the **Watermark** dialog box of the **Effects** tab.
  - If you want the watermark on every page of the document, uncheck **First page only**, on the **Watermark** dialog box of the **Effects** tab.

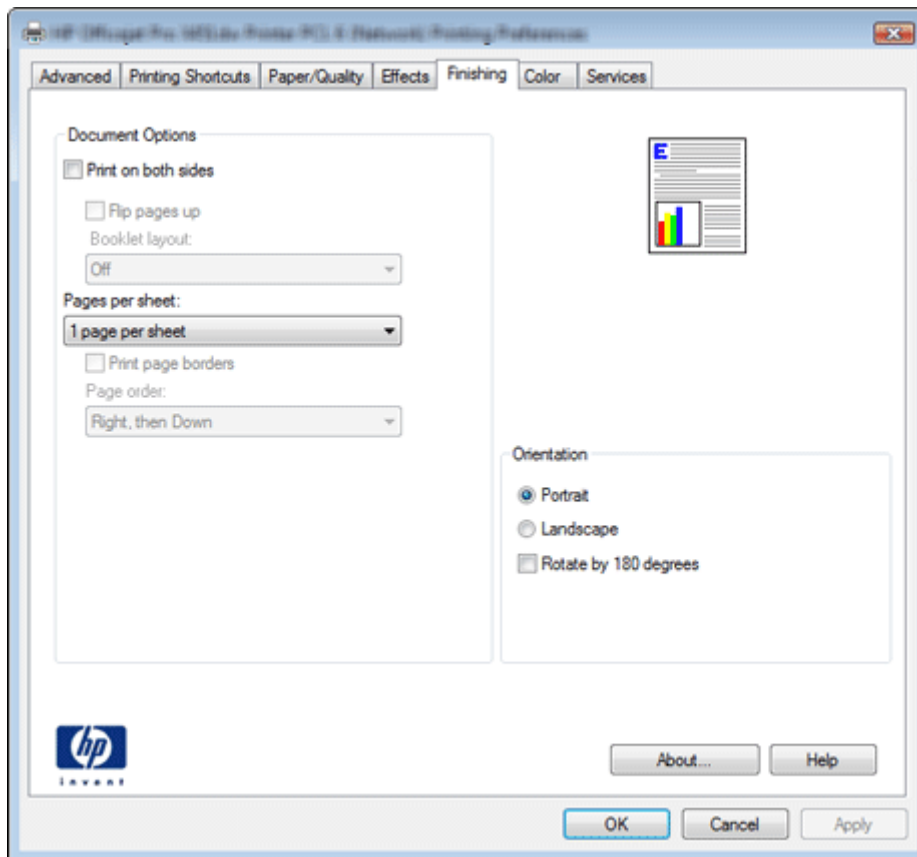
---

 **NOTE:** If your document has watermarks on every page, and you print multiple pages of a document on a sheet of paper, the watermark will appear on every page of the document within the physical sheet. So if you print two pages per physical sheet, a watermark will be printed twice on the physical sheet.

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## Finishing tab

Use the **Finishing** tab to print on both sides of the paper, print booklets, print multiple pages of a document on one sheet of paper, and change the orientation of the document.



## Print on both sides

1. Select **Print on both sides** if you want to print on both sides of the paper.
2. Make additional modifications to the format of the document if you want.
  - Select **Flip pages up** to orient the document as if bound on the top side. You cannot use this setting with **Booklet layout**.
  - Select **Booklet** layout to print pages in a booklet format, then select **Left binding** or **Right binding**.



**NOTE:** **Booklet layout** will set 2 document pages per sheet of paper.

3. Select **OK**, and then print your document.

## Pages per sheet

1. Select **Pages per sheet** if you want to print multiple pages of your document on a sheet of paper.

You will see the document changes reflected by the print preview image on the upper right corner of the printer driver.

2. Select one of the **Pages per sheet** options from the drop-down menu.



**NOTE:** You can print a maximum of 16 document pages on a sheet of paper. You can only select **Booklet layout** if you select **2 pages per sheet**.

3. Make additional modifications to the format of the document if you want.

Select **Print page borders** if you want a line printed around the edge of each document page on a sheet of paper.

Select a **Page order** from the drop-down menu to define where each document page will appear on a sheet of paper.

## Orientation

Most software applications will automatically set the page orientation of a document. If your application does not set the orientation, or you want to change the orientation, use this setting.

1. Select **Portrait** or **Landscape**.

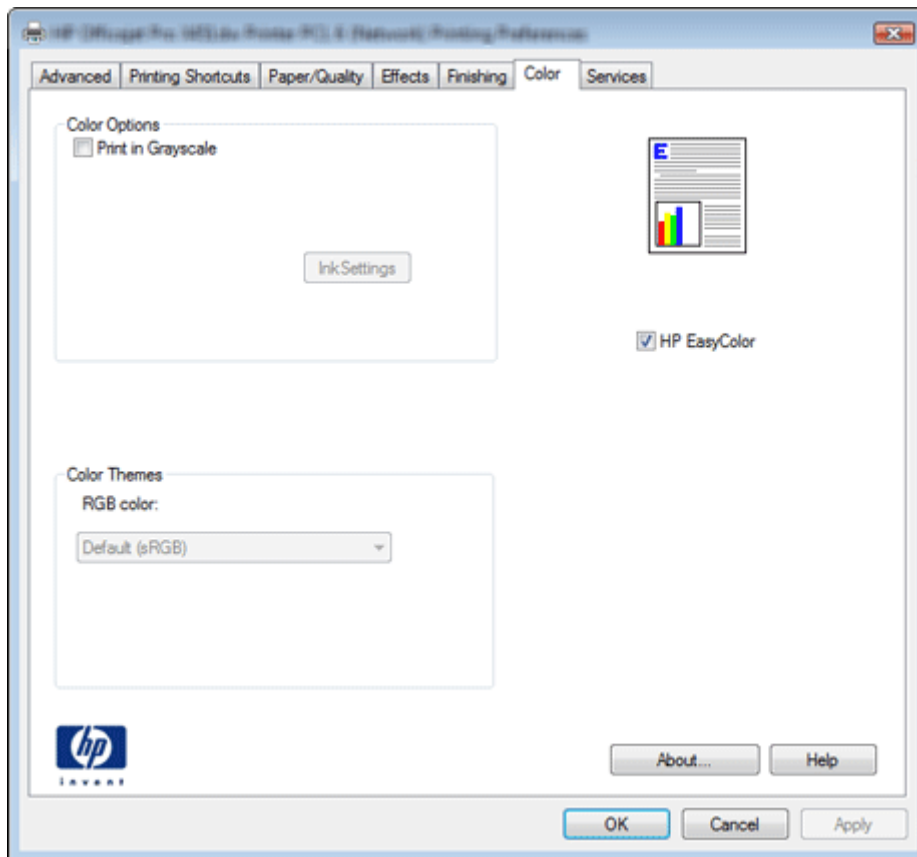
**Portrait** orients the document vertically on the page; **Landscape** orients the document horizontally on the page. Changing orientation in the driver does not affect how the paper feeds into the printer. You will see the document changes reflected by the print preview image in the upper right corner of the printer driver.

2. If you want to rotate the page orientation of a document by 180 degrees, check **Rotate by 180 degrees**.

You might want to rotate an image if you are printing on pre-punched paper. You will not see changes to this setting reflected by the print preview image in the upper right corner of the printer driver.

## Color tab

Use the **Color** tab if you want to print in grayscale, or adjust color and grayscale settings, or adjust ink drying time, saturation, and spread.



### Automatic color and grayscale settings


**HP EasyColor** automatically improves mixed text with graphics documents and photo images that are printed from common software applications. It is the default setting.

- Select **HP EasyColor** to optimize color print quality.
- Select both **Print in Grayscale** and **HP EasyColor** to optimize grayscale print quality. When both settings are checked the printer will use black and color cartridges to print in grayscale.


### Adjust color, grayscale, and ink settings

Disable **HP EasyColor** to manually adjust color and grayscale settings. When **HP EasyColor** is disabled you will also be able to change **Dry Time**, **Saturation**, and **Black Ink Spread** from the **Ink Settings** menu.

 **NOTE:** See [Printer features on page 31](#) for more information.

 **NOTE:** Manual adjustment of ink settings is only available in the PCL6 full-feature driver.

1. Uncheck **HP EasyColor** to disable automatic settings.
2. If you want to print in grayscale, select **Print in Grayscale**.
  - Select **Black Ink Only** if you want to print using a black cartridge only.
  - Select **High Quality** for superior grayscale quality, using both black and color cartridges.
3. If you want to change ink drying time, saturation, or spread, select **Ink Settings** and then adjust settings using the sliders for each option.

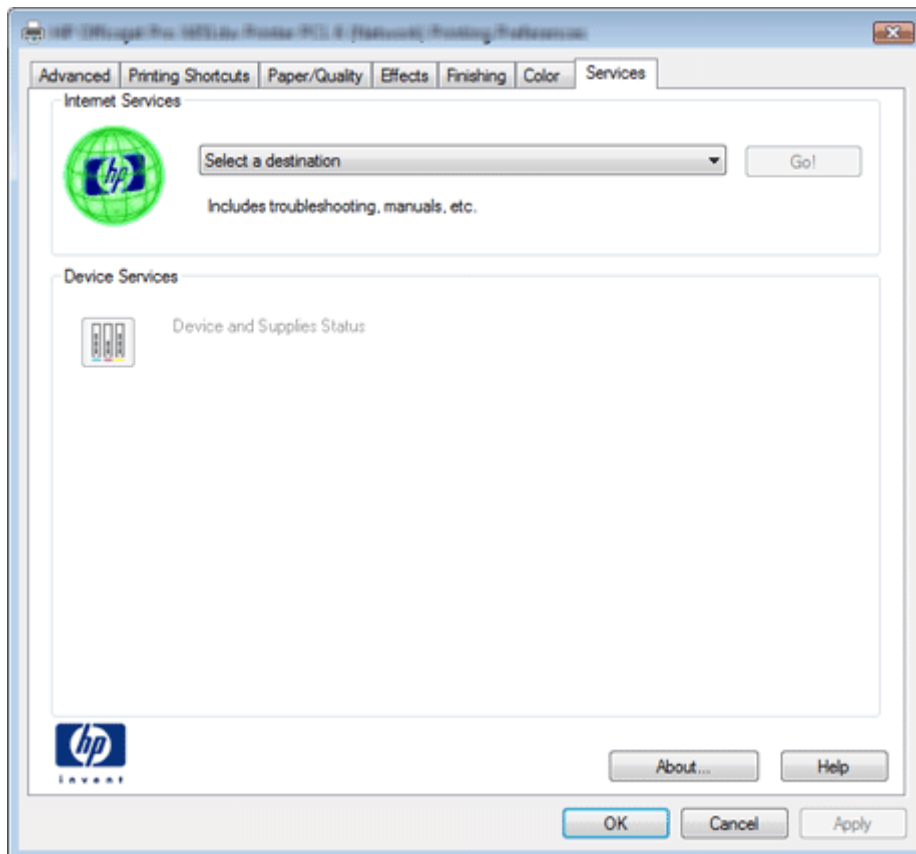
 **NOTE:** Changing **Ink Settings** manually might impact printed output. HP recommends that only color graphics experts change these settings.

4. If you want to change how the printer renders colors from the computer screen, select a setting from the **RGB color** drop-down menu. These settings can be adjusted for color and grayscale printing.

Default (sRGB)	Use this setting for most of your printed documents to get vivid images and graphics. Colors are optimized to match the RGB settings on the computer screen.
Photo (sRGB)	Use this setting for an alternative rendering of raster images. Only raster data is affected by this setting.
Photo (Adobe RGB 1998)	Use this setting for images created with a digital camera or color documents that were originally created with Adobe RGB (1998). If you are printing from a professional software program with Adobe RGB (1998), you should turn off the color management in the software program and allow the printer software to manage the color space.
None	Use this setting to accept RGB data directly from the software application.
Vivid (sRGB)	Use this setting for graphics with saturated areas of color such as pie charts and bar graphs. Business documents with graphs and charts, but not photo images, can be printed with this setting.

## Services tab

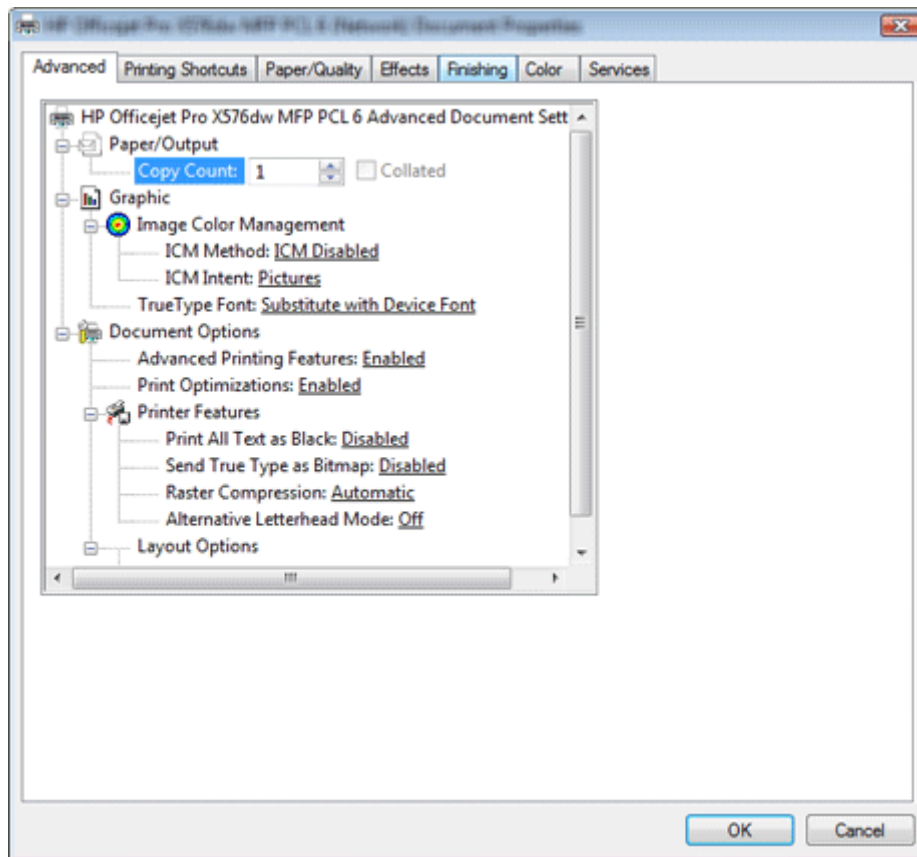
Use the **Services** tab to link to online tools, support, and product information.



- Select **Select a destination** to access diagnostic tools, support and troubleshooting, printer manuals, and driver updates.
- Select **Device Services** to open the printer's Embedded Web Server (EWS). The EWS provides information about ink levels, printer usage, features available, Web Services such as ePrint, network status, and Energy Save Settings.

## Advanced tab

If the software application supports changing settings such as number of copies and collation, change the settings in the software application. If the software application does not support these settings, use the **Advanced** tab. Change other settings such as **Color** and **Layout** on the **Color** tab and **Finishing** tab, respectively. Other settings on this tab are for advanced use.



## Copy Count

If a software program does not have a copy count setting, you can set copy count here. Type or use the arrows to set the number of copies from 1 to 9999. If a software program has copy count, set the copy count in the software to avoid conflicts between the program settings and the printer driver settings. If you select more than one copy, you will also be able to select **Collated**, to collate. Set collation in the software program, instead of the printer driver, if it is available.

## Image Color Management

Image Color Management (ICM) defines the range of colors that can be printed. The printer software translates the colors of an image from the current color settings to the color management option that is selected.

Select an **ICM Method** from the following:

- **ICM Disabled** – use the software program to manage the color of the document.
- **ICM Handled by Host System** – use the operating system to manage the color of the document.
- **ICM Handled by Printer** – use the printer driver to manage the color of the document.

Select an **ICM Intent** from the following:

- **Pictures** – use for photographs and pictures with blended colors and color gradations.
- **Graphics** – use for charts and graphs that have bright saturated colors.
- **Match** – use to preview the color settings from another printer.
- **Proof** – use for matching a color exactly when you are sending a document to a printer that has a specific color of ink.

## True Type Font

The printer can use True Type fonts or it can substitute fonts for True Type.

- **Substitute with Device Font** – The printer will use equivalent fonts to print documents with TrueType fonts. This permits faster printing; however, you might lose special characters that the printer font does not support. This is the default setting.
- **Download as Softfont** – This setting causes TrueType fonts to be downloaded and used for printing, instead of using printer fonts.

## Advanced Printing Features

When the **Advanced Printing Features** setting is **Enabled**, metafile spooling is turned on. Metafile spooling reduces the time between a request to print (initiated by an application) and the return of control to the application by the operating system. For normal printing, leave the **Advanced Printing Features** setting at **Enabled**.

## Print Optimization

The default setting for **Print Optimizations** is **Enabled**. When this feature is enabled and your document contains overlapping text and graphics, the text that is placed on top of a graphic might not print correctly. If the printed output is not correct, you can disable this feature. When this feature is disabled, print optimization-features, such as substituting device fonts for TrueType fonts and scanning for horizontal and vertical rules, are turned off.

## Printer features

Print All Text as Black	<p>The feature is <b>Disabled</b> by default. When <b>Enabled</b> is selected, the driver prints all text as black regardless of the original document text color. This setting does not affect graphic images on the page, nor does it affect any text that is part of a graphic.</p> <p>When <b>General Office</b> or <b>Professional Quality</b> print mode is selected, black text will be printed using black ink only. When other print quality modes are selected, black text will be printed using both black and color ink.</p>
Send True Type as Bitmap	<p><b>Send True Type as Bitmap</b> provides an alternative for software programs that have trouble using TrueType fonts for special graphic aspects such as shading, rotation, or slanting. The setting is <b>Disabled</b> (off) by default. The TrueType fonts are converted to bitmap soft fonts before downloading. The <b>Enabled</b> setting causes the driver to send TrueType fonts to the product as outlines, which retains the standard format (outline) of the fonts.</p>

Raster Compression	<p>Select the graphics-compression method:</p> <p><b>Automatic</b> - The software determines the best compression method to use.</p> <p><b>Best Quality</b> - The software does not lose any data during the compression.</p> <p><b>Maximum Compression</b> - The software loses data during the compression.</p> <p>Choosing this option increases the print speed performance, but does decrease print image quality.</p>
Alternative Letterhead Mode	<p>When selected, this option eliminates the need to flip or reload letterhead or preprinted paper in a tray, whether you are printing on one or both sides of the sheet.</p> <p>This feature might not be available in the current driver software.</p>

## Page Order

Use this option to specify the order in which pages of your document are printed. **Front to Back** starts printing from page one. **Back to Front** starts printing from the last page.

## HP Scan

HP scanning software may be included as part of the installation on select models. Use the **HP Scan** application to scan a document from your computer. For more information, see the electronic help documentation that came with your product.

## Uninstall

Use the Windows operating system Control Panel to uninstall the printer driver and any recommended software that you installed with the printer driver. If you uninstall the HP software using the HP printer program group, not everything will be uninstalled.



**NOTE:** To remove the software, you must log on with Administrator privileges.

1. Navigate to the Windows **Control Panel**
2. Follow the steps for the operating system:
  - **Windows 8, Windows 7, and Windows Vista:** From the **Control Panel** select **Programs**, and then select **Uninstall a program**.
  - **Windows XP:** From the **Control Panel** double-click **Uninstall a program** item.
3. Highlight the name of the HP printer software that you want to uninstall, and then select **Uninstall** follow the on-screen instructions.

# HP Universal Print Drivers on the Web (HP UPD PCL 5, PCL 6, and PS drivers)

Use the HP UPD driver if you are an IT/System Administrator and you want to manage the software over a network.

- The HP UPD driver only supports printing. Scan and fax are not supported by the HP UPD even if your printer supports these functions.
- Before installing the software, see [Client operating systems supported: on page 4](#) and [Server operating systems supported: on page 5](#) to confirm installation requirements.
- Download the HP UPD software and documentation at: [www.hp.com/go/upd](http://www.hp.com/go/upd)



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## 3 Mac software

# Mac software and utilities

## Install

Install the software on any computer that has save rights to the product. Users must have Administrator rights to install the software.



**NOTE:** If the computer is connected to the product by a LocalTalk (printer port) connection, you must configure the AppleTalk (or network) control panel for the correct connection to communicate with the product. Apple operating systems do not support parallel connections.

## Installation steps

You must set up the product, connect it to the computer or network, and turn it on before the software is installed. Refer to the printed installation guide that came with your printer.


1. Insert the Mac in-box CD into the CD-ROM drive.

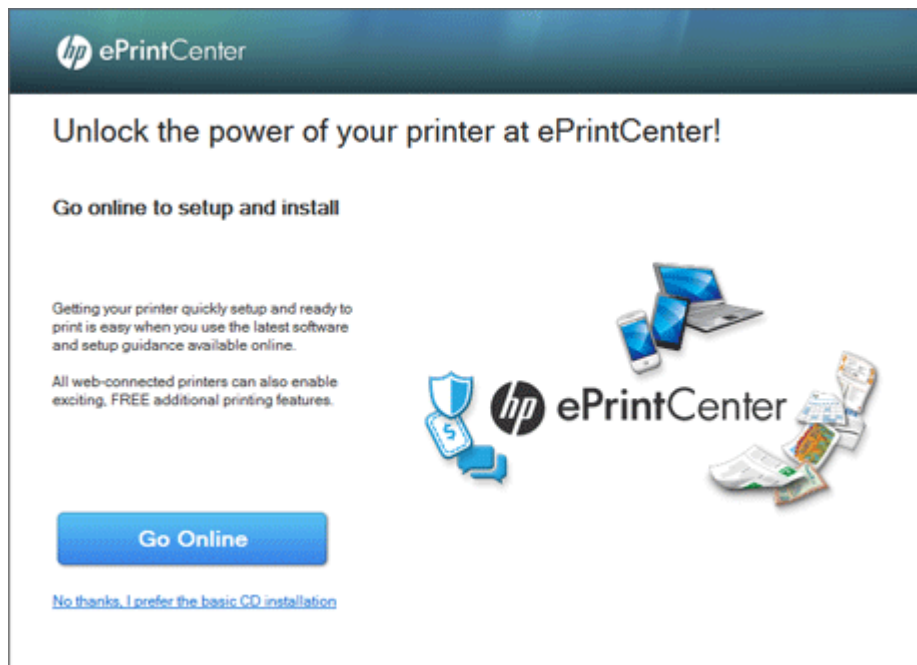


**NOTE:** If no optical drive is available, download the software installer from [www.hp.com/support](http://www.hp.com/support).

2. Double-click the **HP Installer** icon.
3. Follow the on-screen instructions.

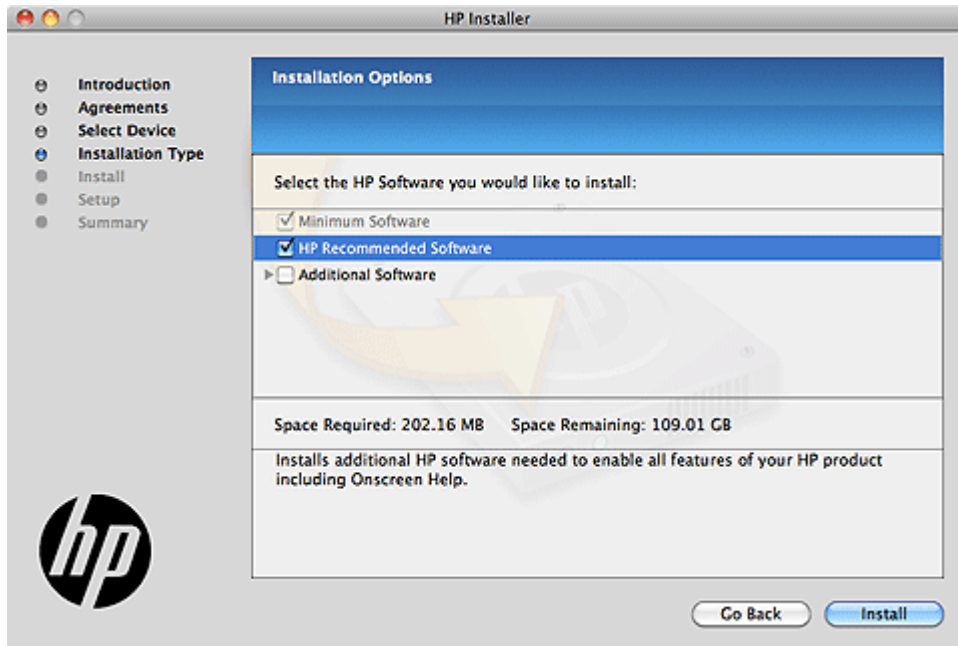
4. On select models, you might see the **ePrintCenter** screen if your printer is on a network and has web access when you install. Select **Go Online** to install software drivers from the Web (you might be redirected to HP Connected). On select models, you will be able to set up HP Web Services such as HP ePrint while you are online.

 **NOTE:** HP ePrint is a free service from HP that allows you to print to your HP ePrint-enabled printer anytime, from any location. It is as simple as sending an email to the email address assigned to your printer when you enable Web Services on the printer. No special drivers or software are needed. If you can send an email, you can print from anywhere, using HP ePrint. Once you have signed up for an account on ePrintCenter (or HP Connected), you can sign in to view your HP ePrint job status, manage your HP ePrint printer queue, control who can use your printer's HP ePrint email address to print, and get help for HP ePrint.




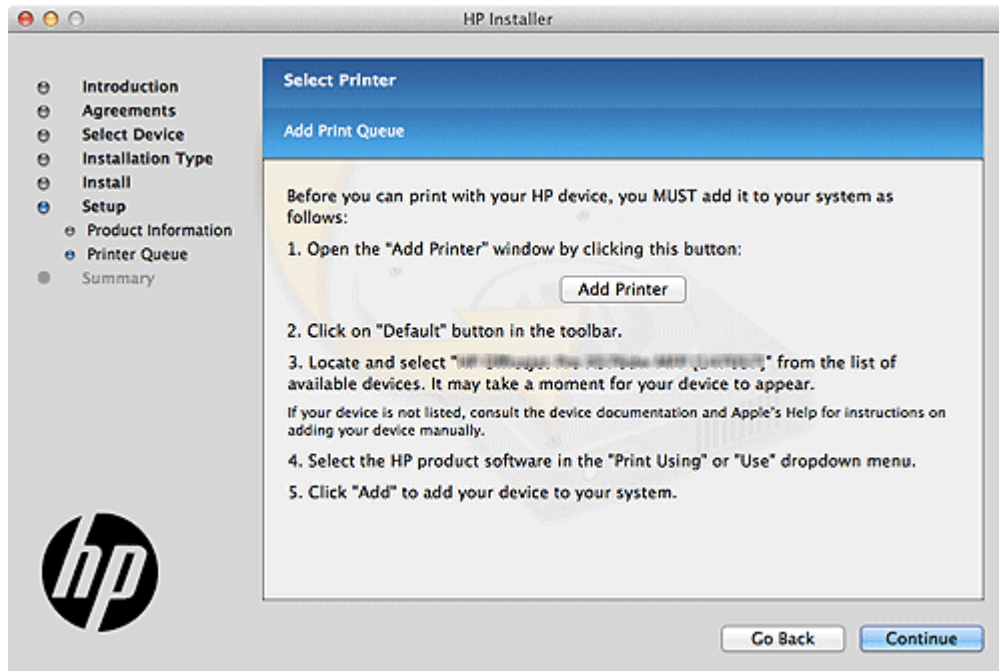
5. If you are installing from the software CD or from the web, you will see the **Installation Options** screen. Select **HP Recommended Software** or use the check boxes to customize your software selections.

 **NOTE:** **Recommended Software** options might vary depending on the printer model.




6. **For network connections only:** In the **Select Printer** screen, click the **Add Printer** button and follow the on-screen instructions.

 **NOTE:** For USB connections, the installer program automatically sets up the product in the Printers list.



In the Add Printer list that appears, click the product to be installed, and then click the **Add** button.


 **NOTE:** The HP driver may not be the default driver. If you would like to use the HP driver, you may need to manually select the HP driver from the pop-up menu.

7. When the software installation is complete, click the **Close** button.

## Add printer

If you did not click the **Add Printer** button during the initial installation process, do the following:

1. Make sure printer is on.
2. If you are installing the product using a USB connection, connect the USB cable between the printer and the computer. If you are installing using a network connection, verify that the network cable is connected to the printer.
3. From the Apple menu, click the **System Preferences** menu, and then click the **Print & Scan** icon.
4. Click the plus sign (+) and follow the on-screen instructions to complete the software installation.

 **NOTE:** The HP driver may not be the default driver. If you would like to use the HP driver, you may need to manually select the HP driver from the pop-up menu.

## Printer driver functions

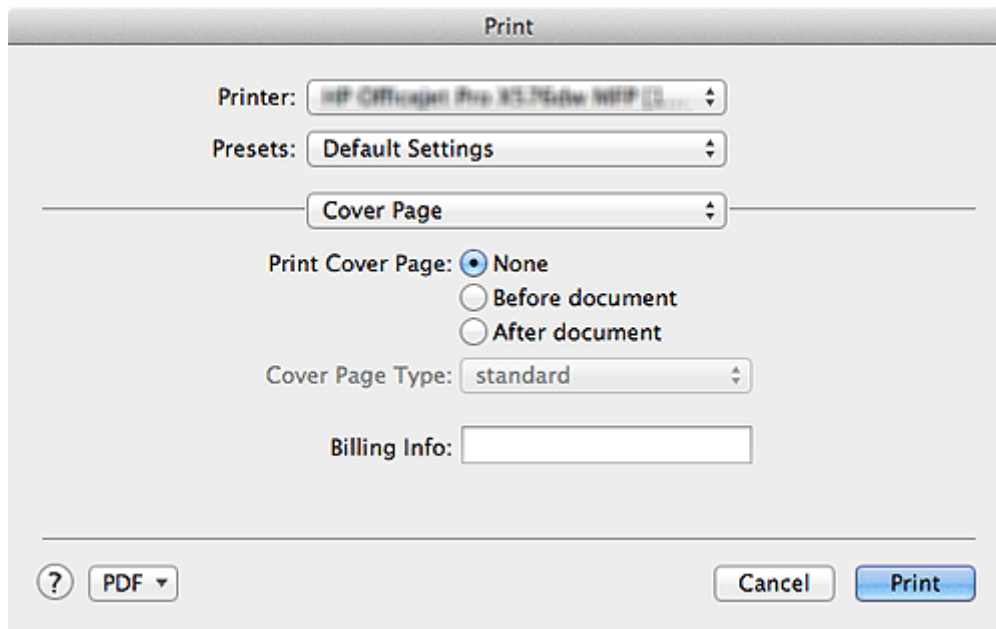
HP extends driver functions with plug-ins that provide access to product features, such as number of copies, duplexing, and print quality settings. These plug-ins are HP additions to Apple's printer driver.

### Cover page

Select **Before document** or **After document** to enable cover page printing options.

The cover page will include details of the print job, such as:

- Job ID
- Title
- Printed for
- Printed from
- Billing information (optional)



## Paper/Quality

### Media type

- The default setting is **Unspecified**. If you select a paper type other than **Unspecified**, make sure that the correct paper type is loaded in the selected **Paper source** tray.

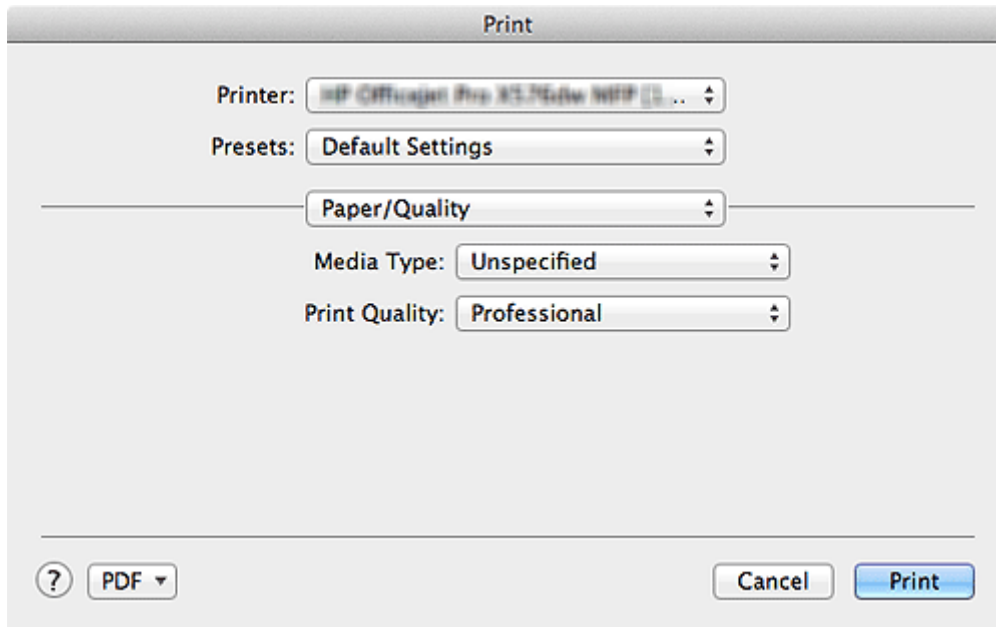
### Print quality

- **General office**: Used for general printing.
- **Professional**: Used when a higher quality print is desired.

- **Presentation:** Used when the highest quality print is desired.
- **Maximum DPI:** Use maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper.



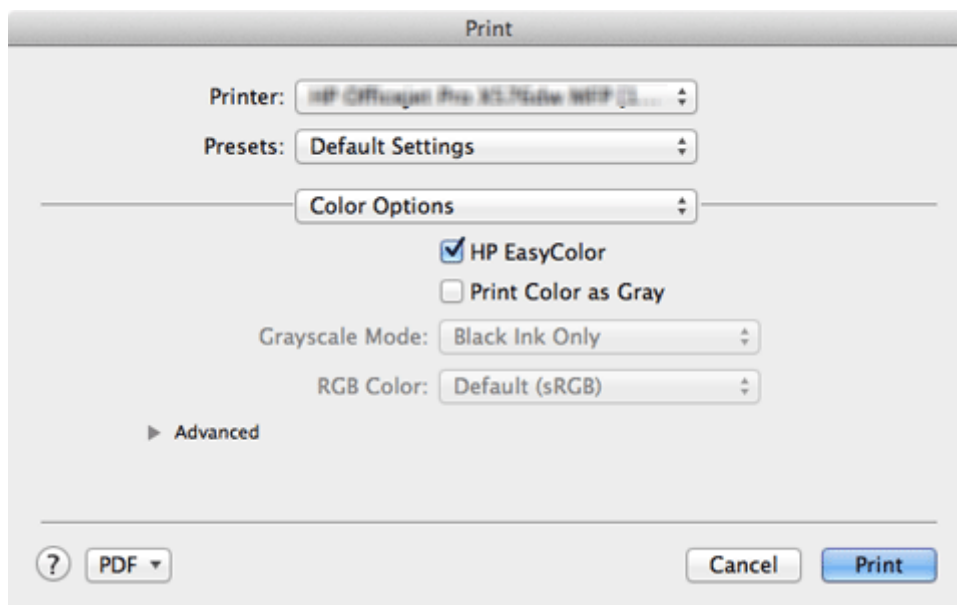
**NOTE:** Maximum DPI is only available when **HP Advanced Photo Papers** is the selected **Media Type**.



## Color options

**HP EasyColor** automatically improves mixed text with graphics documents and photo images that are printed from common software applications. It is the default setting.


- Select **HP EasyColor** to optimize color print quality.
- Select both **Print Color as Gray** and **HP EasyColor** to optimize grayscale print quality. When both settings are checked the printer will use black and color cartridges to print in grayscale.



## Adjust color, grayscale, and ink settings

Disable **HP EasyColor** to manually adjust color and grayscale settings. When **HP EasyColor** is disabled you will also be able to change **Dry Time**, **Saturation**, and **Black Ink Spread** from the **Ink Settings** menu.

1. Deselect **HP EasyColor** to disable automatic settings.
2. If you want to print in grayscale, select **Print Color as Gray**.
  - Select **Black Ink Only** if you want to print using a black cartridge only.
  - Select **High Quality** for superior grayscale quality, using both black and color cartridges.
3. If want to change ink drying time, saturation, or spread, click the **Advanced** disclosure triangle and then adjust settings using the sliders for each option.

 **NOTE:** Changing **Ink Settings** manually might impact printed output. HP recommends that only color graphics experts change these settings.


4. If you want to change how the printer renders colors from the computer screen, choose a setting from the **RGB** color pop-up menu. These settings can be adjusted for color and grayscale printing.

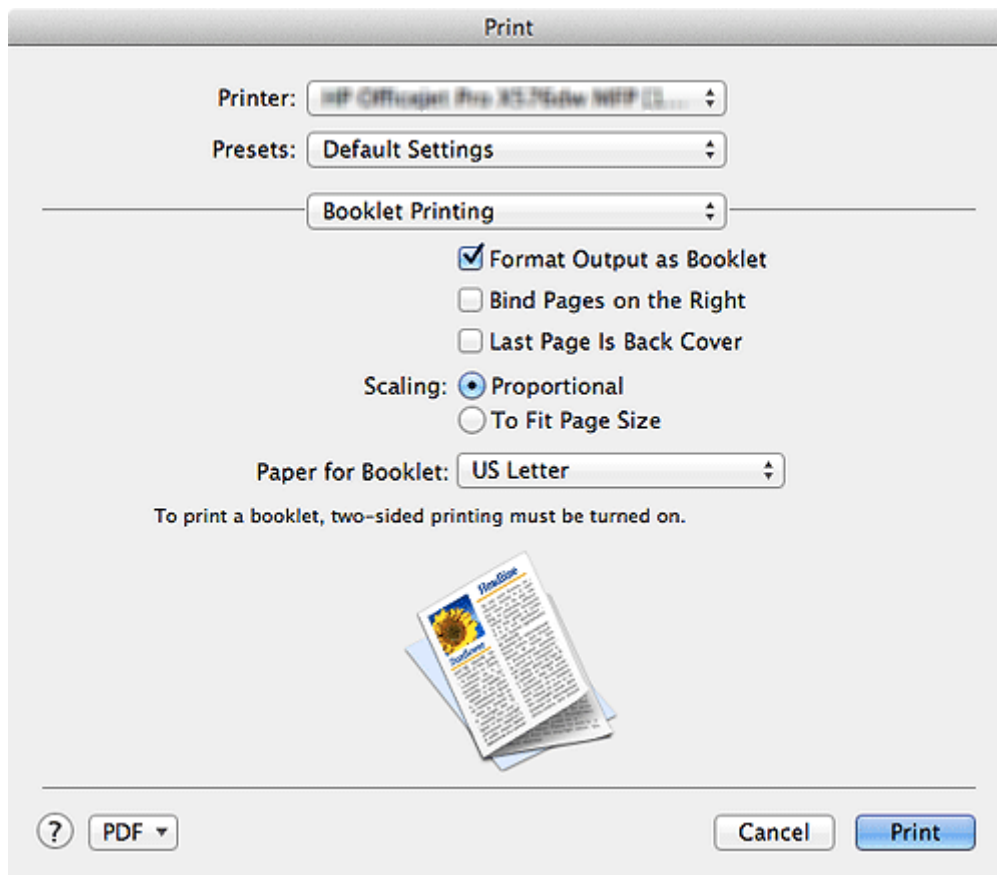
Default (sRGB)	Use this setting for most of your printed documents to get vivid images and graphics. Colors are optimized to match the RGB settings on the computer screen.
Photo (sRGB)	Use this setting for an alternative rendering of raster images. Only raster data is affected by this setting.
Photo (Adobe RGB 1998)	Use this setting for images created with a digital camera or color documents that were originally created with Adobe RGB (1998). If you are printing from a professional software program with Adobe RGB (1998), you should turn off the color management in the software program and allow the printer software to manage the color space.

None	Use this setting to accept RGB data directly from the software application.
Vivid (sRGB)	Use this setting for graphics with saturated areas of color such as pie charts and bar graphs. Business documents with graphs and charts, but not photo images, can be printed with this setting.

## Booklet printing

Select **Format Output as Booklet** to enable booklet printing options.

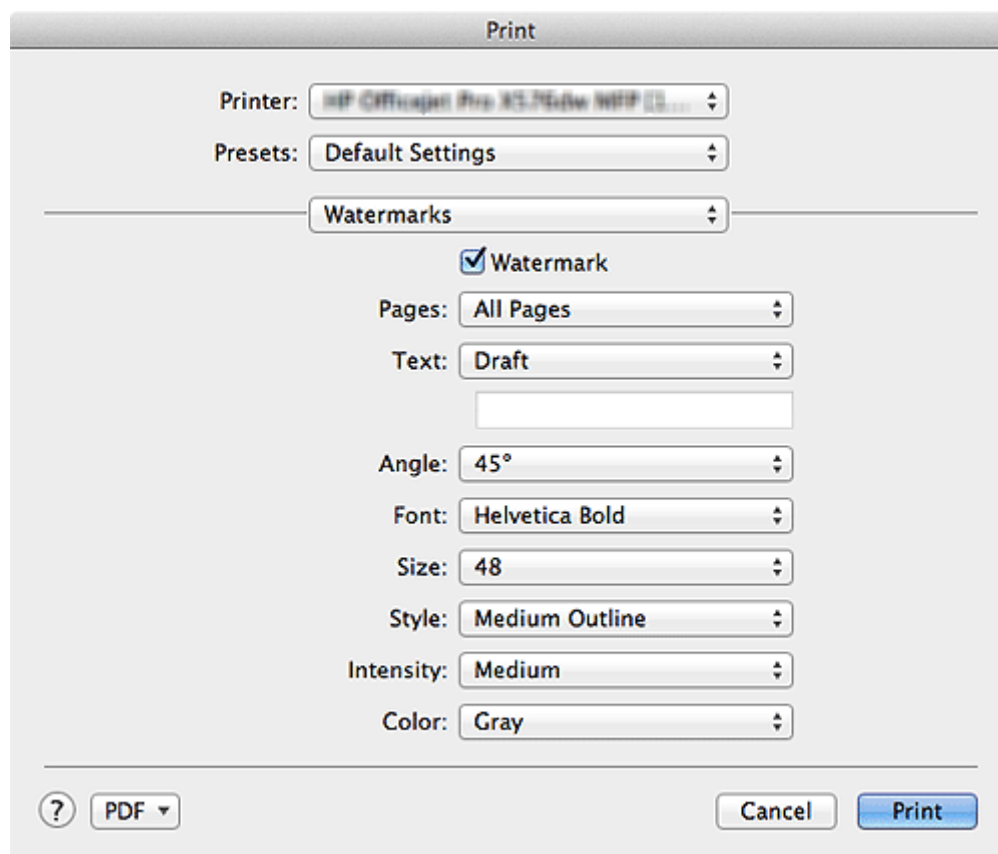
 **NOTE:** To print a booklet, two-sided printing must be turned on. To enable two-sided printing, choose **Layout** from the pop-up menu, and then choose either **Long-edge Binding** or **Short-edge binding** from the **Two-Sided** pop-up menu.



## Watermarks

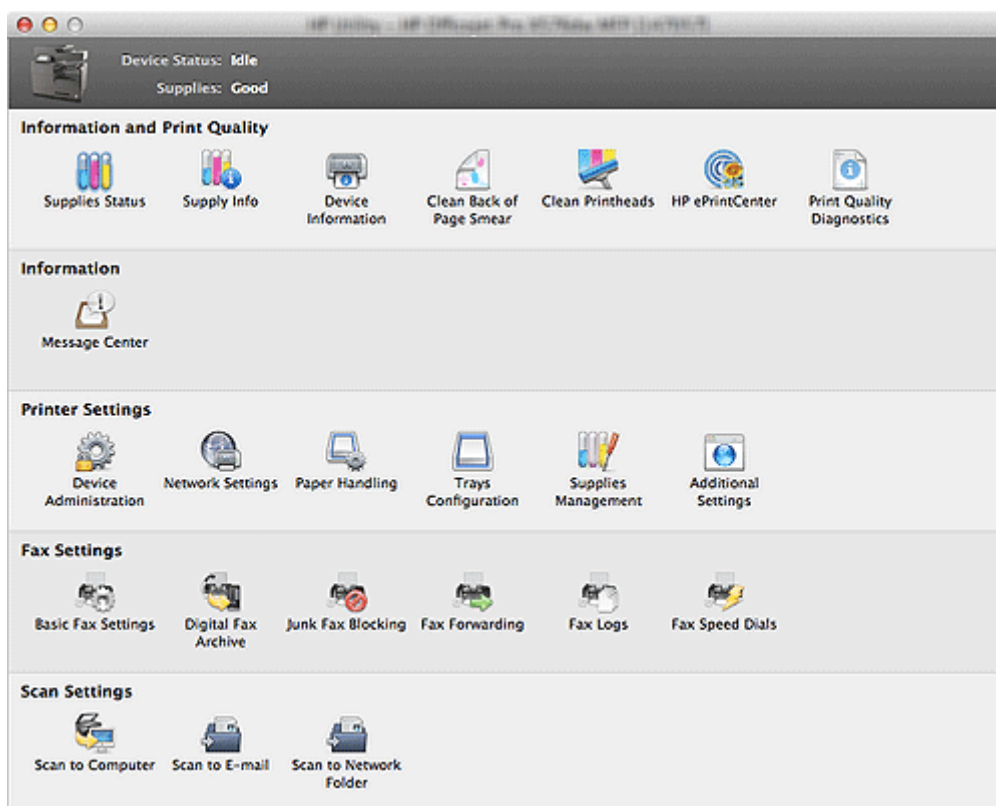
Select **Watermark** to enable watermark options. Use the pop-up menus to edit the appearance of your watermark. You can change the angle of the text and modify the type, color, shading, size, and style of the font.

 **NOTE:** Select **Custom** from the **Text** pop-up menu to enter your own watermark text.



## Printer utility

HP Utility is a software program that gives you access to the product in Mac OS X. HP Utility does not work when it is installed by using the AppleTalk protocol. Use IP, Bonjour, or Rendezvous to enable HP Utility.



HP Utility is located in the Hewlett-Packard folder in the Applications folder at the top level of the hard disk.

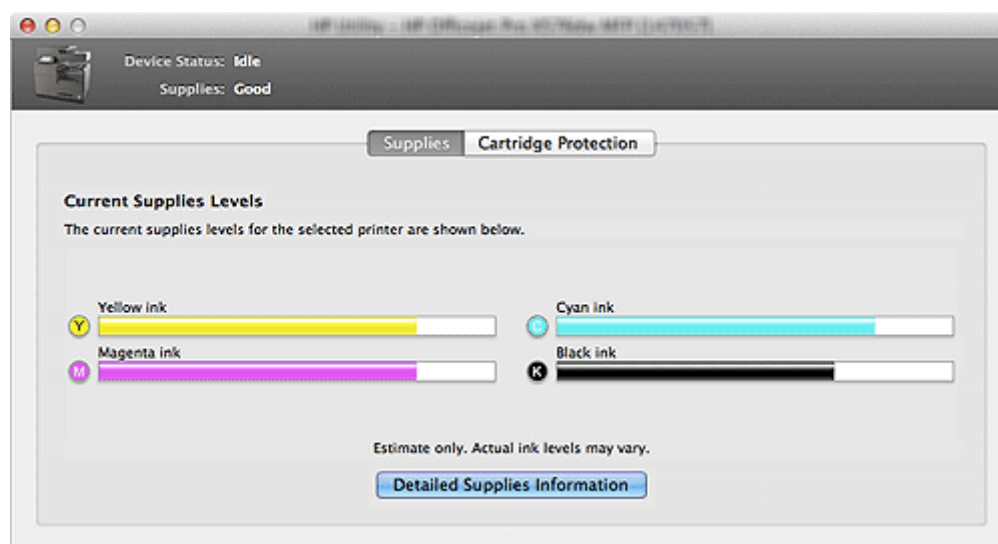
Sections	Content
Information and Print Quality	<p>Use HP Utility to check on supply and device information, maintenance tools, and more.</p> <ul style="list-style-type: none"> <li>• <a href="#">Supplies Status on page 46</a></li> <li>• Supply Info</li> <li>• Device Information</li> <li>• Clean Back of Page Smear</li> <li>• Clean Printheads</li> <li>• HP ePrintCenter</li> <li>• Print Quality Diagnostics</li> </ul>
Printer Settings	<ul style="list-style-type: none"> <li>• Device Administration</li> <li>• Network Settings</li> <li>• Paper Handling</li> <li>• Trays Configuration</li> <li>• <a href="#">Supplies Management on page 46</a></li> <li>• <a href="#">Additional settings on page 47</a></li> </ul>

Sections	Content
Fax Settings (available on select models)	<ul style="list-style-type: none"> <li>• Basic Fax Settings</li> <li>• Digital Fax Archive</li> <li>• Junk Fax Blocking</li> <li>• Fax Forwarding</li> <li>• Fax Logs</li> <li>• Fax Speed Dials</li> </ul>
Scan Settings (available on select models)	<ul style="list-style-type: none"> <li>• Scan to Computer</li> <li>• Scan to E-mail</li> <li>• Scan to Network Folder</li> </ul>

## Information and print quality

### Supplies Status

In the **Information And Print Quality** section, click the **Supplies Status** icon to open the **Supplies Status** screen.

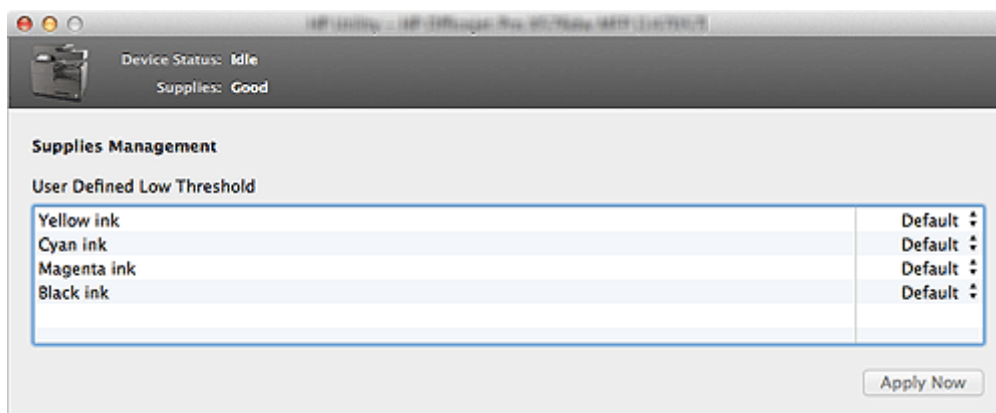


Click the **Detailed Supplies Information** button to get information about ink cartridges, part numbers, cartridge expiration dates, and links to order ink supplies online.

## Printer settings

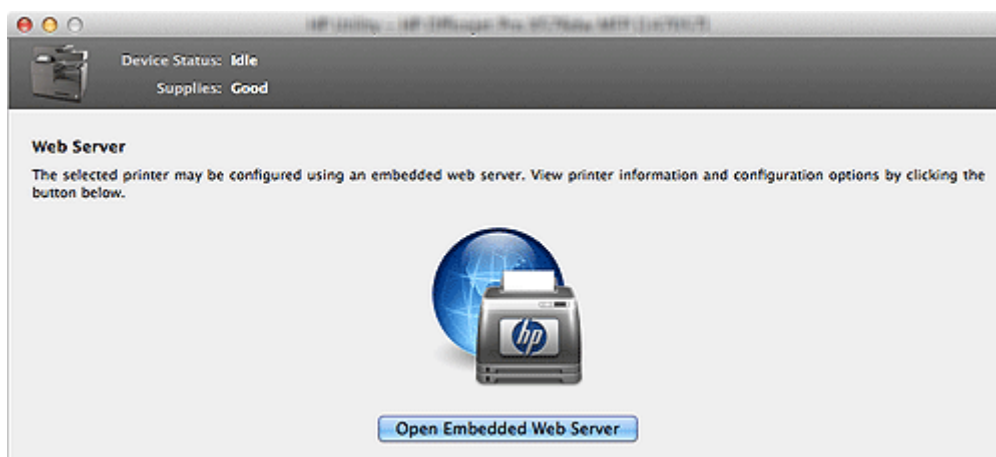
### Supplies Management

Click the **Supplies Management** icon to set the user defined low threshold value. When the ink supply reaches the low threshold you have defined, you will get an alert.



## Additional settings

In the **Printer Settings** section, click the **Additional Settings** icon to open the HP Embedded Web Server (EWS). For information about HP EWS settings, see the electronic help documentation that came with your product.



## HP Scan

HP scanning software may be included as part of the installation on select models. Use the HP Scan application to scan a document from your computer. For more information, see the electronic help documentation that came with your product.

## Uninstall

You must have administrator rights to uninstall the software.

1. From the Apple menu, click the **System Preferences** menu, and then click the **Print & Scan** icon.
2. Highlight the product.
3. Click the minus (-) symbol.
4. Delete the print queue, if necessary.



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## 4 HP Digital Solutions

# Requirements

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## For all HP Digital Solutions

- A network connection

Connect your printer through a wireless router or an Ethernet cable to your network.

- The HP software

HP recommends that you set up HP Digital Solutions using the HP software provided with the printer.

**TIP:** If you would like to set up HP Digital Solutions without installing the HP software, you can use the printer's embedded web server.

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## For Scan to Network Folder, Fax to Network Folder

- Active network connection
- Existing shared folder on the network
  - Network address for the folder
  - Name of the computer where the folder is located
  - Write access to the shared folder
  - Username and password for the shared folder (if necessary)

**NOTE:** HP Direct Digital Filing does not support Active Directory.

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## For Scan to Email, Fax to Email

- A valid email address
- Outgoing SMTP server information
- An active Internet connection

If you are setting up Scan to Email or Fax to Email on a computer running Windows, the setup wizard can automatically detect the email settings for the following email applications.


- Microsoft Outlook 2003–2007 (Windows XP, Windows Vista, and Windows 7)
  - Outlook Express (Windows XP)
  - Windows Mail (Windows Vista)
  - Mozilla Thunderbird (Windows XP, Windows Vista, and Windows 7)
  - Qualcomm Eudora (version 7.0 and above) (Windows XP and Windows Vista)
  - Netscape (version 7.0) (Windows XP)
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# Scan to Network Folder

Scan documents directly to computer folders on your network. These scanned documents can be sent to a shared network folder for personal or group access. In addition, you can configure specific scan settings for each scan destination, so the best settings are being used for each specific task.


## Set up Scan to Network Folder

You can configure up to 10 destination folders for each printer.

 **NOTE:** To use Scan to Network Folder, you must have created and configured the folder you are using on a computer connected to the network. You cannot create a folder from the printer's control panel. Also, make sure the folder preferences are set to provide read and write access.

### Windows

1. Open the HP Printer Software.
2. Go to the Scan section under the **Print, Scan and Fax**, and then double-click **Scan to Network**.
3. Follow the on-screen instructions.

 **NOTE:** After you create destination folders, you can use the printer's EWS to customize the scan settings for these folders. On the last screen of the Scan to Network Folder Wizard, make sure the **Launch embedded web server when finished** check box is selected. When you click Finish, the EWS is displayed in your computer's default web browser. For more information about the embedded web server, see [HP Embedded Web Server \(EWS\) on page 7](#).


### Mac OS X

1. Open HP Utility. For more information, see [Printer utility on page 44](#).
2. Click **Scan to Network Folder** under the **Scan Settings** section, and then follow the on-screen instructions.

 **NOTE:** You can customize the scan settings for each destination folder.

### Embedded web server (EWS)

1. Open the embedded web server (EWS).
2. On the **Home** tab, click **Network Folder Setup** in the **Setup** box.
3. Click **New**, and then follow the on-screen instructions.

 **NOTE:** You can customize the scan settings for each destination folder.

4. After you have entered the required information about the network folder, click **Save and Test** to make sure the link to the network folder is working correctly. The entry is added to the **Network Folder** list.

## Use Scan to Network Folder

1. Load your original print-side down on the right-front corner of the scanner glass or print-side up in the ADF.
2. Touch **Scan**, and then touch **Network Folder**.
3. On the control panel display, select the name that corresponds to the folder you want to use.
4. If prompted, enter the PIN.
5. Change any scan settings, and then touch **Start Scan**.



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**NOTE:** The connection might take some time, depending on network traffic and connection speed.

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# Scan to Email

Scan documents and quickly share them as email attachments. These scanned documents can be sent to one or more email addresses for quick sharing. In addition, you can configure specific scan settings for each scan destination, allowing you to make sure that the best settings are being used for each specific task.

## Set up Scan to Email

You can use the printer to scan documents and send them to one or more email addresses as attachments.

### 1. Set up the outgoing email profiles

Configure the email address which will appear in the FROM portion of the email message sent by the printer. You can add up to 10 **Outgoing Email Profiles**. You can use the HP software installed on your computer to create these profiles.

## Windows

- a. Open the HP printer software.
- b. Go to the **Scan** section under the **Print, Scan and Fax**, and then double-click **Scan to Email Wizard**.
- c. Click **New**, and then follow the on-screen instructions.



**NOTE:** After you set the Outgoing Email Profile, you can use the printer's embedded web server (EWS) to add more Outgoing Email Profiles, add email addresses to the Email Address Book, and configure other email options. To open the EWS automatically, make sure the **Launch embedded web server when finished** check box is selected on the last screen of the Scan to Email Wizard. When you click Finish, the EWS is displayed in your computer's default web browser.

## Mac OS X

- a. Open HP Utility. For more information, see [Printer utility on page 44](#).
- b. Click **Scan to Email** under the **Scan Settings** section.
- c. Follow the on-screen instructions.
- d. After you have entered the required information about the network folder, click **Save and Test** to make sure the email configuration is working correctly. The entry is added to the **Outgoing Email Profiles** list.

## Embedded web server (EWS)

- a. Open the embedded web server (EWS).
- b. On the **Home** tab, click **Outgoing Email Profiles** in the **Setup** box.

- c. Click **New**, and then follow the on-screen instructions.
- d. After you have entered the required information about the network folder, click **Save and Test** to make sure the email configuration is working correctly. The entry is added to the **Outgoing Email Profile List**.

## 2. Add email addresses to the **Email Address Book**

Manage the list of people to whom you can send email messages from the printer. You can add up to 15 email addresses with their corresponding contact names. You can also create email groups. To add email addresses, you can use the printer's embedded web server (EWS) or the printer's control panel.

- a. Open the embedded web server (EWS).
- b. On the **Scan** tab, click **Email Address Book**.
- c. Click **New** to add a single email address or click **Group** to create an email distribution list.



**NOTE:** Before you can create an email distribution list, you must have already added at least one email address to the Email Address Book.

- d. Follow the on-screen instructions. The entry is added to the **Email Address Book**.



**NOTE:** Contact names appear on the printer's control panel display and in your email application.

## 3. Configure other email options

To configure other email options (such as configuring default SUBJECT and body text that is included in all email messages sent from the printer, as well as scan settings used when sending email from the printer), complete the following steps:

- a. Open the embedded web server (EWS).
- b. On the **Scan** tab, click **Email Options**.
- c. Change any settings, and then click **Apply**.

## Use Scan to Email

1. Load your original on the scanner glass or print-side up in the ADF (available on select models).
2. Touch **Scan**, and then touch **Email**.
3. On the control panel display, select the name that corresponds to the Outgoing Email Profile you want to use.
4. If prompted, enter the **PIN**.
5. Select the **TO** email address (the email recipient) or enter an email address.
6. Enter or change the **SUBJECT** for the email message.
7. Change any scan settings, and then touch **Start Scan**.



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**NOTE:** The connection might take some time, depending on network traffic and connection speed.

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# HP Digital Fax

## Set up HP Digital Fax

With HP Digital Fax (available on select models), the printer automatically receives faxes and saves them directly to a network folder (Fax to Network Folder) or forwards them as email attachments (Fax to Email).


 **NOTE:** You can configure HP Digital Fax to use either Fax to Network Folder or to use Fax to Email. You cannot use both at the same time.

Received faxes are saved as TIFF (Tagged Image File Format) or PDF files.

 **NOTE:** HP Digital Fax is available for receiving black-and-white faxes only. Color faxes are printed instead of being saved.

### Windows

1. Open the HP printer software.
2. Go to the **Fax** section under the **Print, Scan and Fax**, and then double-click **Digital Fax Setup**.
3. Follow the on-screen instructions.

 **NOTE:** After you set up HP Digital Fax, you can use the printer's embedded web server (EWS) to edit HP Digital Fax settings. To open the EWS automatically, make sure the **Launch embedded web server when finished** check box is selected on the last screen of the Digital Fax Setup Wizard. When you click **Finish**, the EWS is displayed in your computer's default web browser.

### Mac OS X

1. Open HP Utility.
2. Click **Digital Fax Archive**.
3. Follow the on-screen instructions.
4. After you have entered the required information, click **Save and Test** to make sure the link to the network folder is working correctly.

## Use HP Digital Fax

After you set up HP Digital Fax, you can use the printer's embedded web server (EWS) to edit HP Digital Fax settings. To open the EWS automatically, make sure the **Launch embedded web server when finished** check box is selected on the last screen of the Digital Fax Setup Wizard. When you click **Finish**, the EWS is displayed in your computer's default web browser.



**NOTE:** Any black-and-white faxes that you receive print, by default, and then are saved to the designated destination—either the network folder or email address that you have specified.

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- If you are using Fax to Network Folder, this process happens in the background. HP Digital Fax does not notify you when faxes are saved to the network folder.
- If you are using Fax to Email and if your email application is set to notify you when new email messages arrive in your inbox, you can see when new faxes arrive.



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