HP Officejet Pro 3620



www.hp.com/support

www.register.hp.com



Finding more information

To set up the printer, follow the instructions in

Printing from mobile devices

Setup Poster

the poster provided.

Want to print from your smart phone or tablet? Get one of HP's printing apps—apps that let you print your documents and photos directly from your mobile device. For more information, visit www.hp.com/global/us/en/eprint/mobile_printing_apps.html. (At this time, this website might not be available in all languages.)

User Guide

The user guide (also called "Help") will be copied to your computer when you install the recommended HP printer software. This guide includes usage and troubleshooting information, specifications, notices, and environmental, regulatory, and support information, as well as links to online content.

• Windows XP[®], Windows Vista[®], and Windows[®] 7: Click Start, select Programs or All Programs, select HP, select the folder for your HP printer, and then select Help. Installing HP printer software

If your computer does not have a CD or DVD drive, you can download the HP software from HP's support website (www.hp.com/support). If you are using a computer running Windows and the installation program does not start automatically, browse to the CD drive of the computer, and double-click **Setup.exe**.

- Windows[®] 8: On the Start screen, right-click an empty area on the screen, click All Apps on the app bar, click the icon with the printer's name, and then select Help.
- Mac OS X v10.6: Choose Mac Help from the Help menu. In the Help Viewer, click and hold the Home button, and then choose the Help for your device.
- OS X Lion and OS X Mountain Lion: Choose Help Center from the Help menu. Click Help for all your apps (at the bottom left of the Help viewer) and click the Help for your device.

Note: If you cannot find the user guide on your computer, visit www.hp.com/support for information about installing it.

C C O Regulatory and compliance information for the European Union is available in the "Technical information" section of the user guide (also called "Help"). Also, the Declaration of Conformity is available at www.hp.eu/certificates.

Readme

The Readme file is available on the HP printer software CD provided with your printer. It provides information about system requirements and updated information about setting up and using the printer.

- **Windows:** Insert the CD into your computer, double-click the file named ReadMe.chm, and then click the option for your language.
- OS X: Insert the CD into your computer and open the Read Me folder. Click the Readme button for your language.

Power specifications

Note: Use only the power adapter supplied by HP. **Power adapter**

- Input voltage: 200 to 240 VAC, 50/60 Hz
- Output voltage: +32 V/+12 V at 1094 mA/250 mA



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With HP ePrint, you can safely and easily print documents or photos from your computer or mobile device (such as a smart phone or tablet)—no extra printer software required!

To print using HP ePrint, attach the documents or photos to an email message, and then send the email message to the email address assigned to your printer when you signed up. The printer prints both the email message and the attachments.

Note: In order to use HP ePrint, the printer must be connected to a network that provides an Internet connection.

D Learn more!

To learn how to use and manage HP ePrint, visit HP Connected (www.hpconnected.com). (At this time, this website might not be available in all languages.)

To get started with HP ePrint, press the D (HP ePrint) on the printer control panel, enable HP ePrint when prompted, and then follow the on-screen instructions.

Ink cartridge information

- Setup cartridge: During setup, when you are prompted to install ink cartridge, make sure you use the cartridge provided with the printer, labeled 'SETUP CARTRIDGE'.
- Ink usage: Ink from ink cartridge is used in the printing process in a number of different ways, including in the
 initialization process, which prepares the printer and ink cartridge for printing, and in printhead servicing, which
 keeps print nozzles clear and ink flowing smoothly. In addition, some residual ink is left in the cartridge after it is
 used. For more information, visit www.hp.com/go/inkusage.
- Anonymous usage information storage: HP cartridge used with this printer contain a memory chip that assists in the operation of the printer and stores a limited set of anonymous information about the usage of the printer. This information might be used to improve future HP printers. For more information and instructions for disabling this usage information collection, see the user guide.

Safety information

Always follow basic safety precautions when using this printer to reduce the risk of injury from fire or electric shock.

- 1. Read and understand all instructions in the documentation that comes with the printer.
- 2. Observe all warnings and instructions marked on the printer.
- 3. Unplug this printer from wall outlets before cleaning.
- 4. Do not install or use this printer near water, or when you are wet.
- 5. Install the printer securely on a stable surface.
- Install the printer in a protected location where no one can step on or trip over the line cord, and the line cord cannot be damaged.
- 7. If the printer does not operate normally, see the user guide (which is available on your computer after you install the software).
- 8. There are no user-serviceable parts inside. Refer servicing to qualified service personnel.
- 9. Use only the external power adapter provided with the printer.

Acknowledgements

Microsoft, Windows, Windows XP, Windows Vista, Windows 7, and Windows 8 are U.S. registered trademarks of Microsoft Corporation.



Set up fax

Find setup information (for users in Europe)

Check the "Finding fax setup information in Europe" box. If your country/region is listed, visit the website for setup information. If it is not listed, follow the instructions in this guide.

Difference Finding fax setup information in Europe

If you are in one of the following countries/regions, visit www.hp.com/uk/faxconfig for information about setting up fax.

Austria	Germany	Portugal
Belgium	Ireland	Spain
Denmark	Italy	Sweden
Finland	Norway	Switzerland
France	Netherlands	United Kingdom

7 c

Connect the phone line

Using the phone line for fax only

- Note: If a phone cord is provided with the printer, HP recommends that you use this phone cord. If the phone cord is not long enough, use a coupler and another phone cord to extend.
- 1. Connect one end of the phone cord to the phone wall jack.
- 2. Connect the other end to the port labeled **1-LINE** on the back of the printer.
- **Note:** Do not insert into the port labeled **2-EXT**.
- If you have subscribed to a DSL/ADSL service, connect a DSL/ADSL filter between the printer port labeled 1-LINE and the phone wall jack.

Y How do I set up HP printers in digital phone environments?

HP printers are designed specifically for use with traditional analog phone services. If you are in a digital phone environment (such as DSL/ADSL, PBX, ISDN, or FoIP), you might need to use digitalto-analog filters or converters when setting up the printer for faxing.

Note: The printer might not be compatible with all digital service lines or providers in all digital environments or with all digital-to-analog converters. Contact your phone company to determine which setup options are best for you.

Note: If you are setting up ring pattern detection in a PBX phone system that has different ring patterns for internal and external calls, make sure you dial the fax number of your printer using an external number when recording the ring pattern.



- 1. Phone wall jack
- Port labeled 1-LINE on the back of the printer Note: Do not insert into the port labeled 2-EXT.
- DSL/ADSL filter (provided by the telephone company or service provider)

Connecting additional devices

If you have other devices to connect, connect them as shown in the diagram below:





- 1. Phone wall jack
- 2. Parallel splitter
- 3. DSL/ADSL modem
- 4. Telephone answering machine
- 5. Telephone
- 6. ISDN wall jack
- 7. Terminal adapter or ISDN router
- 8. Broadband modem
- 9. DSL/ADSL filter
- 10. Analog telephone adaptor

TAM: Telephone answering machine

FolP*

** FoIP: Fax over Internet Protocol

Test fax setup

The fax test does the following:

- Tests the fax hardware
- Verifies the correct type of phone cord is connected to the printer
- Checks that the phone cord is plugged into the correct port
- Checks for a dial tone
- Checks for an active phone line
- Tests the status of your phone line connection

Use fax

Send a standard fax

- 1. Load your document print-side down on the scanner glass or print-side up in the document feeder.
- 2. From the Home screen on the printer control panel, press the button next to **Fax**.
- 3. Enter the fax number using the keypad or by selecting a speed dial.

 $\dot{\nabla}$ **Tip:** To add a pause in the fax number, press * repeatedly, until a dash (-) appears on the display.

- 4. Press the button next to **Start Fax**, and then select **Black** or **Color**.
 - $\frac{1}{1}$ Tip: If the recipient reports problems with the
- ✓ quality of the fax you sent, try changing the resolution or contrast of your fax.

Learn more!

For more information about other ways you can send faxes, such as scheduling a fax to be sent later or sending faxes from a computer, see the user guide. (For information, see "User Guide" on page 1.) To run the fax test:

- 1. From the Home screen on the printer control panel, press the 🔧 (Setup) button.
- Using the buttons to the right, scroll to and select **Tools**, and then select **Run Fax Test**. If the test fails, review the report for information on how to fix the problem, make the suggested changes, and run the test again.

Send a fax using an extension phone

1. Dial the number by using the keypad on the extension phone.

Note: Do not use the keypad on the printer control panel when sending a fax using this method.

2. If the recipient answers the phone, you can engage in a conversation before sending the fax.

Note: If a fax machine answers the call, you will hear fax tones from the receiving fax machine.

- 3. Load your document print-side down on the scanner glass or print-side up in the document feeder.
- 4. From the Home screen on the printer control panel, press the button next to **Fax**.
- 5. When you are ready to send the fax, select **Black** or **Color**.
- 6. If prompted, select **Send Fax**.

If you were on the phone with the recipient, ask the recipient to start receiving the fax when they hear fax tones on the fax machine. When the printer begins faxing, you can hang up the phone or remain on the line. You might not hear fax tones during fax transmission.

4

Receive a fax automatically

By default, the printer automatically answers incoming calls and receives faxes.

To receive faxes manually, turn off Auto Answer from the printer control panel.

The printer will answer calls after the number of rings specified in the Rings to Answer setting.



Note: If an answering machine is connected to the printer, the Rings to Answer setting for the printer must be set to a higher number than the answering machine.

- 1. Make sure the printer is turned on and paper is loaded.
- 2. From the Home screen on the printer control panel, press the 🔧 (Setup) button.
- 3. Using the buttons to the right, scroll to and select Fax Setup, and then select Auto Answer.
- 4. Scroll to and select On or Off.
- Note: If you have subscribed to a voicemail service -6 on the same phone line that you will use for faxing, you cannot receive faxes automatically. You must be available to respond in person to incoming fax calls. (If you want to receive faxes automatically, contact your phone company to subscribe to a distinctive ring service or to obtain a separate phone line for faxing.)
- $\frac{1}{\sqrt{2}}$ Tip: The printer can store received faxes in its
- internal memory. To reprint these faxes, see "Reprint received faxes from memory" on this page.

Reprint received faxes from memory

If Backup Fax Reception is turned on, incoming faxes will be stored in memory even when the printer has an error condition.

Note: All faxes stored in memory might be deleted from memory when the printer is turned off.

- 1. Make sure paper is loaded in the printer.
- 2. From the Home screen on the printer control panel, press the 🔧 (Setup) button.

Use reports and logs

Fax reports provide useful system information about the printer.

Print a report

- 1. From the Home screen on the printer control panel, press the 🔧 (Setup) button.
- 2. Using the buttons to the right, scroll to select Fax Setup, and then select Fax Reports.
- 3. Select the fax report you want to print, and then select OK.



Note: If you need printed confirmation that your faxes were successfully sent, select Fax Confirmation and then select the desired option. To include an image on the first page of a fax on the confirmation page, select On (Fax Send) or On (Send and Receive).

Receive a fax manually

If you are on the phone with another person, you can receive faxes manually without hanging up the phone.

- Make sure the printer is turned on and paper is 1 loaded.
- Remove any originals from the document feeder tray.



- Note: Set Rings to Answer to a higher number to allow you time to answer the incoming call before the printer does. Or turn off Auto Answer so that the printer does not automatically answer incoming calls.
- 3. Ask the sender to start sending the fax.
- 4. When you hear fax tones, from the Home screen on the printer control panel, press the button next to Fax, select OK, and then select Receive Fax Manually to start receiving fax.



Note: When the printer begins to receive the fax, you can hang up the phone or remain on the line. You might not hear fax tones during fax transmission.

\square Learn more!

For more information about fax features, such as blocking junk faxes or forwarding faxes, see the user guide. (For information about finding the user guide, see "User Guide" on page 1.)

- 3. Using the buttons to the right, scroll to select Fax Setup, select Fax Tools, and then select Reprint Faxes in Memory. The faxes are printed in the reverse order from when they were received, with the most recently received fax printed first, and so on.
- 4. To stop printing, press the X (Cancel) button.

Clear the fax log

Note: Clearing the fax log also deletes all faxes 2 stored in memory.

- 1. From the Home screen on the printer control panel, press the 🔧 (Setup) button.
- 2. Using the buttons to the right, scroll to and select Fax Setup, select Fax Tools, and then select Clear Fax log.

Solving problems

If you still have problems using fax after successfully completing the fax test on page 4, follow the steps below:

Cannot send but can receive faxes

- Step 1: Perform a copy or scan to ensure that the printer is working properly.
- Step 2: Check the physical fax connections.
- Step 3: Check if other fax devices can send to the same phone number. The receiving fax device might have blocked your phone number, or it might be having technical problems.
- Step 4: If the problem persists, print the Fax Error Report and Fax Log (and if available, the caller ID report and junk fax report), and then contact HP for further help.

Cannot receive but can send faxes

Step 1: Check the fax settings on the printer.

- Step 2: Check the physical fax connections.
- Step 3: Check if other devices connected to the same phone line can receive faxes. The phone line might be faulty or the sending fax device might be having problems sending faxes. You might also want to check if you have blocked the sender's phone number.
- Step 4: Check the problem with the sender. If the problem persists, print the Fax Error Report and Fax Log (and if available, the caller ID report and junk fax report), and then contact HP for further help.

Cannot send and receive faxes

- Step 1: Perform a copy or scan to ensure that the printer is working properly.
- Step 2: Check the physical fax connections.
- Step 3: Check the fax settings on the printer.
- **Step 4:** Check if other devices connected to this phone line can send or receive faxes. There might be a problem with the phone line.
- Step 5: Reset the printer by turning off the printer and, if possible, the main switch of the power supply. Wait for a few seconds before turning on the power again. Try to send or receive a fax on the printer.
- **Step 6:** If the problem persists, print the Fax Error Report and Fax Log (and if available, the caller ID report and junk fax report), and then contact HP for further help.
- Note: If you have subscribed to a voicemail
 service on the same phone line used for faxing, you will have to receive faxes manually.

Check the printer fax settings

- The Auto Answer feature is turned on for the printer to receive fax automatically.
- If you have subscribed to a voicemail service from the phone company or service provider, ensure that the Rings to Answer on the printer is set to be more than that of the telephone answering machine. The printer will monitor the line and decide if an incoming call is a normal phone call or fax call. If it is a fax call, the printer will start a fax connection automatically. Otherwise, you might have to receive the fax manually by selecting **Fax**.
- If multiple phone numbers are assigned to the same physical phone line and the line is shared by multiple devices, ensure that the printer is set to the correct distinctive ring setting for receiving faxes.

Check the physical fax connections

- Connect the phone cable from the port labeled 1-LINE on the back of the printer to the phone wall jack and connect a phone cable from the port labeled 2-EXT on the back of the printer to an extension phone. From the extension phone, call the phone number that failed to receive the faxes. Note: If you were trying to fax to an external number, be sure to include any required access code or numbers prior to entering the number. You might also need to add a pause in the number to prevent the printer from dialing too fast; to add a pause, press * repeatedly until a dash (-) appears on the display.
- If you cannot make any outgoing calls because no dial tone is detected or the line is noisy, try using another phone cable in place of the one connected to the 1-LINE phone port, or move the printer to another location which has a separate phone line (if possible) and see if there are similar problems.
- If you are in a digital phone environment (such as FoIP, fax over VoIP), reduce the fax speed and turn off the Error Code Modulation (ECM) from the printer control panel. If needed, contact your phone company to find out if there are problems with the phone line or to learn more about the capabilities of the phone network.

Hewlett-Packard limited warranty statement

HP product	Duration of limited warranty
Software Media	90 days
Printer	1 year
Print or Ink cartridges	Until the HP ink is depleted or the "end of warranty" date printed on the cartridge has been reached, whichever occurs first. This warranty does not cover HP ink products that have been refilled, remanufactured, refurbished, misused, or tampered with.
Printheads (only applies to products with customer replaceable printheads)	1 year
Accessories	1 year unless otherwise stated

A. Extent of limited warranty

- 1. Hewlett-Packard (HP) warrants to the end-user customer that the HP products specified above will be free from defects in materials and workmanship for the duration specified above, which duration begins on the date of purchase by the customer.
- 2. For software products, HP's limited warranty applies only to a failure to execute programming instructions. HP
- does not warrant that the operation of any product will be interrupted or error free.3. HP's limited warranty covers only those defects that arise as a result of normal use of the product, and does not cover any other problems, including those that arise as a result of:
 - a. Improper maintenance or modification;
 - b. Software, media, parts, or supplies not provided or supported by HP;
 - c. Operation outside the product's specifications;
 - d. Unauthorized modification or misuse.
- 4. For HP printer products, the use of a non-HP cartridge or a refilled cartridge does not affect either the warranty to the customer or any HP support contract with the customer. However, if printer failure or damage is attributable to the use of a non-HP or refilled ink cartridge, HP will charge its standard time and materials charges to service the printer for the particular failure or damage.
- 5. If HP receives, during the applicable warranty period, notice of a defect in any product which is covered by HP's warranty, HP shall either repair or replace the product, at HP's option.
- If HP is unable to repair or replace, as applicable, a defective product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the product.
- 7. HP shall have no obligation to repair, replace, or refund until the customer returns the defective product to HP. 8. Any replacement product may be either new or like-new, provided that it has functionality at least equal to that
- of the product being replaced. 9. HP products may contain remanufactured parts, components, or materials equivalent to new in performance.
- 10. HP's Limited Warranty Statement is valid in any country where the covered HP product is distributed by HP. Contracts for additional warranty services, such as on-site service, may be available from any authorized HP service facility in countries where the product is distributed by HP or by an authorized importer.
- B. Limitations of warranty

TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD PARTY SUPPLIERS MAKES ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

- C. Limitations of liability
 - 1. To the extent allowed by local law, the remedies provided in this Warranty Statement are the customer's sole and exclusive remedies.
 - TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS WARRANTY STATEMENT, IN NO EVENT SHALL HP OR ITS THIRD PARTY SUPPLIERS 2. BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- D. Local law
 - 1. This Warranty Statement gives the customer specific legal rights. The customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country to country elsewhere in the world.
 - 2. To the extent that this Warranty Statement is inconsistent with local law, this Warranty Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Warranty Statement may not apply to the customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may
 - a. Preclude the disclaimers and limitations in this Warranty Statement from limiting the statutory rights of a consumer (e.g., the United Kingdom);
 - b. Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or
 - c. Grant the customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or allow limitations on the duration of implied warranties.
 - THE TERMS IN THIS WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THE HP PRODUCTS TO SUCH CUSTOMERS.

HP Officejet Pro 3620



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从移动设备打印 **0**-

安装海报

要设置打印机,请按照海报中的说明操作。

想从智能手机或平板电脑打印吗? 获取惠普的打印应用程序 -允许直接从移动设备打印文档和照片。有关详细信息,请访问 www.hp.com/global/us/en/eprint/mobile_printing_apps.html。 (目前,此网站并未提供所有语言版本。)

用户指南

当您安装建议的 HP 打印机软件时, 会将此用户指南 (也称为"帮助") 复制到您的计算机。

该指南包括使用情况和故障排除信息、规格、通告、环境信息、管制 信息和支持信息以及在线内容的链接。

- Windows XP[®]、Windows Vista[®]和Windows[®]7: 单击开始, 依次选择程序或所有程序、HP、HP 打印机的文件夹和帮助。
- Windows[®]8:在开始屏幕上,右键单击屏幕上的空白区域, 单击应用程序栏上的所有应用程序, 单击具有打印机名称的 图标,然后选择帮助。

<u></u> 安装 HP 打印机软件

如果您的计算机没有 CD 或 DVD 驱动器, 可从 HP 支持网站 (www.hp.com/support) 下载 HP 软件。

如果您的计算机在运行 Windows, 且安装程序 不自动启动, 请浏览到计算机的 CD 驱动器. 然后双击 Setup.exe。

- Mac OS X v10.6: 从帮助菜单中选择 Mac 帮助。在帮助查看器中单击并按住"主屏幕"按钮, 然后选择对应您设备的 帮助。
- OS X Lion 和 OS X Mountain Lion: 从帮助菜单中选择帮助中心。单击所有应用程序的帮助(在帮助查看器的左下角), 然后单击对应您设备的"帮助"。

EX 注意:如果在计算机上找不到用户指南,请访问 www.hp.com/support 以获取有关安装它的信息。

适用于欧盟的管制和符合性信息在用户指南(也称为"帮助")的"技术信息"一节提供。另外,网站 $(\in \mathbb{O})$ www.hp.eu/certificates 上提供了符合性声明。

自述文件

打印机随附的 HP 打印机软件 CD 上提供了自述文件。它提供了有关系统要求的信息和有关设置和使用打印机的更新 信息。

- Windows: 将 CD 插入计算机, 双击名为 ReadMe.chm 的文件, 然后单击与您所使用语言对应的选项。
- OS X: 将 CD 插入计算机, 然后打开 Read Me 文件夹。单击与您所使用语言对应的"自述文件"按钮。

电源规格

注意: 仅使用由 HP 提供的电源适配器。 电源适配器

- 输入电压: 200 到 240 VAC, 50/60 Hz
- 输出电压: +32 V/+12 V. 1094 mA/250 mA





有了 HP ePrint, 无需额外的打印机软件即可从计算机或移动设备 (如:智能手机或平板电脑)中安全轻松地打印文档或照片。 要使用 HP ePrint 进行打印,请将文档或照片附在电子邮件中,然后 将电子邮件发送至注册时给打印机分配的电子邮件地址。打印机将 同时打印电子邮件内容和附件。

¹²⁹。 **注意:** 要使用 HP ePrint, 必须将打印机连接到提供 Internet 」
连接的网络。 💭 了解更多!

要了解如何使用和管理 HP ePrint, 请访问 ePrintCenter (www.hp.com/go/eprintcenter)。 (目前, 此网站并未提供所有语言版本。)

要开始使用 HP ePrint, 请按 ^[]]打印机控制面板上的 HP ePrint, 在出现提示时启用 HP ePrint, 然后按照屏幕上的说明 操作。



- 设置墨盒:在设置过程中,当系统提示安装墨盒时,请确保使用随打印机提供的标签为 "SETUP CARTRIDGE" (设置 墨盒)的墨盒。
- 墨水的使用:在打印过程中,墨盒中的墨水有多种不同的使用方式,包括在初始化和打印头维修过程中,前者准备进行 打印的打印机和墨盒,后者保持打印喷嘴畅通和墨水流动平稳。另外,使用后,会有一些剩余的墨水留在墨盒中。有关 详细信息,请访问 www.hp.com/go/inkusage。
- 匿名使用情况信息存储: 该打印机使用的 HP 墨盒包含协助打印机运转的存储芯片,并且存储了一组有关打印机使用 情况的有限匿名信息。该信息可以用于改进未来的 HP 打印机。有关禁用此使用情况信息集合的更多信息和说明, 请参阅用户指南。

安全信息

使用本打印机时,请始终遵守基本的安全防范措施,以降低导致火灾或电击伤害的危险。

- 1. 请阅读并理解本打印机随附文档中的所有说明。
- 2. 请遵守本打印机上标注的所有警告及说明。
- 3. 清洁本打印机之前,请从墙上插座拔下插头。
- 4. 切勿在近水处或身体潮湿时安装或使用本打印机。
- 5. 请将本打印机稳当地安装在平稳的表面上。
- 请将本打印机安装在受保护的场所,以免有人踩到 线路或被线路绊倒,这样电源线就不会受到损坏。
- 如果本打印机不能正常运行,请参见用户指南(安装 软件后便可在计算机上找到)。
- 产品内部没有可供用户维修的部件。有关维修事宜, 请联系合格的维修人员。
- 9. 请仅使用随本打印机提供的外接电源适配器。

知识产权说明

Microsoft、Windows、Windows XP、Windows Vista、Windows 7 和 Windows 8 是 Microsoft Corporation 在美国的注册 商标。



设置传真

查找设置信息(针对欧洲用户)

选中"查找传真设置信息(欧洲)"框。如果其中列出了 您所在的国家/地区,请访问此网站了解设置信息。如果 未列出,请按照本指南中的说明操作。

💭 查找传真设置信息(欧洲)

如果您位于以下国家/地区之一,请访问 www.hp.com/uk/faxconfig 了解传真设置信息。

法国	瑞典
芬兰	瑞士
荷兰	西班牙
挪威	意大利
葡萄牙	英国
	法国 芬兰 荷兰 挪威 葡萄牙



仅将电话线用于传真

- 注意: HP建议您使用打印机随附的电话线 (如果有)。
 如果电话线不够长,请用耦合器和另一条电话线
 延长。
- 1. 将电话线的一端连接至墙壁电话插孔。
- 2. 将另一端连接至打印机背面带有 1-LINE 标签的 端口。
- 1²²³ 注意:请勿将电话线插入带有 2-EXT 标签的 一 端口中。
- 如果您已经订购 DSL/ADSL 服务,请将 DSL/ADSL 过滤器的两端分别与带有 1-LINE 标签的打印机端口 和墙壁电话插孔相连接。

♀ 如何在数字电话环境中设置 HP 打印机?

HP 打印机专为配合传统模拟电话服务使用设计。 如果您处于数字电话环境 (如 DSL/ADSL、PBX、ISDN 或 FoIP)中,则在设置打印机的传真功能时,可能需要 使用数模过滤器或转换器。

注意:打印机可能并非与所有数字环境中的所有数字 服务线路或提供商或者所有数模转换器兼容。请与 电话公司联系,确定哪些设置选项对于您最适用。

注意:如果您在针对内外部呼叫使用不同铃声样式的 PBX 电话系统中设置铃声样式检测功能,请确保在 录制铃声样式时使用外部号码拨打打印机的传真号码。



- 1. 墙壁电话插孔
- 打印机背面带有 1-LINE 标签的端口
 注意:请勿将电话线插入带有 2-EXT 标签的端口中。
- 3. DSL/ADSL 过滤器(由电话公司或服务提供商提供)

连接其他设备

如果需要连接其他设备,请按照下图进行连接:

(Gin





- 1. 墙壁电话插孔
- 2. 并行分离器
- 3. DSL/ADSL 调制解调器
- 4. 电话应答机
- 5. 电话
- 6. ISDN 墙壁插孔
- 7. 终端适配器或 ISDN 路由器
- 8. 宽带调制解调器
- 9. DSL/ADSL 过滤器
- 10. 模拟电话适配器

- * TAM: 电话应答机
- ** FoIP: Internet 上的传真协议

测试传真设置

传真测试将执行以下操作:

- 测试传真硬件
- 确认将正确的电话线类型连接到打印机
- 检查电话线是否插入正确的端口
- 检查拨号音
- 检查电话线路的工作状态
- 测试电话线路连接的状态

运行传真测试:

- 1. 从打印机控制面板的主屏幕按 🔧 (设置)按钮。
- 使用右侧的按钮, 滚动查找并选择工具, 然后选择 运行传真测试。
- 如果测试失败,请查看报告中有关如何解决问题的信息,进行建议的更改,并重新运行测试。

使用传真

发送标准传真

- 将文档打印面朝下放到扫描仪玻璃板上,或打印面朝上 放入送纸器中。
- 2. 从打印机控制面板的主屏幕中,按传真旁边的按钮。
- 3. 使用键盘或通过选择快速拨号输入传真号码。
- 4. 按开始传真旁边的按钮,然后选择黑白或彩色。

∴ **提示:** 如果收件人报告所发传真存在质量问题, √ 请尝试更改传真的分辨率或对比度。

🔎 了解更多!

有关其他传真发送方式 (如计划在稍后发送传真或从 计算机发送传真) 的详细信息, 请参阅用户指南。(有关 信息, 请参见第 9 页的 "用户指南"。) 使用电话分机发送传真

1. 使用电话分机上的键盘进行拨号。

(²²²)。**注意:**通过此方式发送传真时,请勿使用打印机控制 面板上的键盘。

 如果接收方接听电话,您可以在发送传真之前与其进行 通话。

[22] **注意**:如果是传真机应答呼叫,您会听到从接收方传 真机发出的传真提示音。

- 将文档打印面朝下放到扫描仪玻璃板上,或打印面朝上 放入送纸器中。
- 4. 从打印机控制面板的主屏幕中,按传真旁边的按钮。
- 5. 准备发送传真时,选择黑白或彩色。
- 6. 如果出现提示,请选择发送传真。

如果您在与接收方通话,请让接收方听到传真机的传真音时 开始接收传真。打印机开始发送传真后,可以挂机或保持接通 状态。传真传输过程中可能听不到传真音。

自动接收传真

默认情况下,打印机会自动应答呼叫和接收传真。 要手动接收传真,请从打印机控制面板关闭自动应答。 打印机将在应答响铃次数设置中指定的响铃次数后应答 呼叫。

2009。 注意:如果应答机已连接到打印机上,则必须将打印 一 机的应答响铃次数设置为大于应答机的响铃次数。

- 1. 确保打印机打开并已放纸。
- 2. 从打印机控制面板的主屏幕按 🔧 (设置) 按钮。
- 使用右侧的按钮, 滚动查找并选择传真设置, 然后 选择自动接听。
- 4. 滚动查找并选择打开或关闭。
- [^{10]}》 注意: 如果购买的语音邮件服务与传真共用一条电话
- 送路,则无法自动接收传真。您必须亲自接听传真呼叫。 (如果希望自动接收传真,请与电话公司联系以订阅 区别铃声服务,或获取专门用于传真的电话线。)
- → 提示:打印机可将接收到的传真存储在其内存中。
- 、 要重新打印这些传真, 请参阅本页上的"重新打印 内存中接收到的传真"。

手动接收传真

与其他人通话时也可手动接收传真,无需挂断电话。

- 1. 确保打印机打开并已放纸。
- 2. 取出送纸器纸盒中的所有原件。
- [299]》 注意:将应答响铃次数设置成较大的数字,以便在
- 打印机应答之前接听来电。或者关闭自动接听,以使 打印机不会自动应答拨入的来电。
- 3. 让发件人开始发送传真。
- 听到传真音后,从打印机控制面板的主屏幕中按传真 旁边的按钮,选择确定,然后选择手动接收传真以开始 接收传真。

注意:打印机开始接收传真后,可以挂机或保持接通 状态。传真传输过程中可能听不到传真音。

□ 了解更多!

有关如阻止垃圾传真或转发传真等传真功能的详细信息, 请参见用户指南。(有关查找用户指南的信息,请参见 第 9 页的 "用户指南"。)

重新打印内存中接收到的传真

如果已启用备份传真接收,则收到的传真将存储在内存中, 即使打印机出现问题也是如此。

(22) **注意:**打印机关闭后,所有存储在内存中的传真都有 可能被删除。

- 1. 确保打印机已放好纸。
- 2. 从打印机控制面板的主屏幕按 🔧 (设置) 按钮。

使用报告和日志

传真报告提供有关打印机的有用系统信息。

打印报告

- 1. 从打印机控制面板的主屏幕按 🔧 (设置)按钮。
- 使用右侧的按钮,滚动查找并选择**传真设置**, 然后选择**传真报告**。
- 3. 选择要打印的传真报告, 然后选择确定。
- 注意:如果需要指示传真已成功发送的书面确认
 消息,请选择传真确认,然后选择所需的选项。
 要在确认页上包含某一传真第一页上的图像,
 请选择开启(发送传真)或启用(发送和接收)。

- 使用右侧的按钮, 滚动查找并依次选择传真设置、 传真工具, 然后选择重新打印内存中的传真。传真的 打印顺序与接收顺序正好相反, 最后收到的传真最先 打印, 依此类推。
- 4. 要停止打印,请按 🗙 (取消)按钮。

- (***)。**注意:**在清除传真日志时,还会删除存储在内存中的所有传真。
- 1. 从打印机控制面板的主屏幕按 🔧 (设置) 按钮。
- 使用右侧的按钮,滚动查找并依次选择传真设置、 传真工具,然后选择清除传真日志。

解决问题

如果成功完成了第 12 页上的传真测试,但在使用传真时仍遇到问题,请按照以下步骤操作:

无法发送传真,但可以接收传真

步骤 1: 执行复印或扫描操作以确保打印机在正常工作。 步骤 2: 检查物理传真连接。

步骤 3: 检查是否其他传真设备也可以向同一电话号码 发送传真。接收传真设备可能已阻止您的电话号码或者 可能存在技术问题。

步骤 4: 如果问题仍旧存在,请打印"传真错误报告"和 "传真日志"(如果存在呼叫方 ID 报告和垃圾传真报告, 请一并打印),然后与 HP 联系,以获取进一步的帮助。

无法接收传真,但可以发送传真

步骤 1: 检查打印机的传真设置。

步骤 2: 检查物理传真连接。

步骤 3: 检查是否其他连接至相同电话线路的设备也可以 接收传真。电话线路可能存在故障或者发送传真的设备可 能在发送传真时遇到问题。您可能还需要检查是否阻止了 此发件人的电话号码。

步骤 4: 联系发件人,核查问题。如果问题仍旧存在,请打印 "传真错误报告"和"传真日志"(如果存在呼叫方 ID 报告和 垃圾传真报告,请一并打印),然后与 HP 联系,以获取进一 步的帮助。

既无法发送传真,也无法接收传真

步骤 1: 执行复印或扫描操作以确保打印机在正常工作。

步骤 2: 检查物理传真连接。

步骤 3: 检查打印机的传真设置。

步骤 4: 检查是否其他连接至此电话线路的设备也可以 收发传真。电话线路可能有问题。

步骤5:通过关闭打印机来对打印机进行重置,如有可能, 也请重置电源的主开关。等待几秒钟,然后再次打开电源。 尝试通过打印机发送或接收一份传真。

步骤 6: 如果问题仍旧存在, 请打印"传真错误报告"和 "传真日志"(如果存在呼叫方 ID 报告和垃圾传真报告,

请一并打印), 然后与 HP 联系, 以获取进一步的帮助。 <u>1999</u> 注意: 如果订购的语音邮件服务与传真共用一条

电话线路,则必须手动接收传真。

检查打印机的传真设置

- 已打开打印机的"自动应答"功能来自动接收 传真。
- 如果您已向电话公司或服务提供商订购语音 邮件服务,请确保已将打印机的应答响铃次数 设置为大于电话应答机的应答响铃次数。打印 机将监视线路并确定来电是普通电话呼叫还 是传真呼叫。如果是传真呼叫,则打印机会自 动开始建立传真连接。否则,您可能需要通过 选择传真手动接收传真。
- 如果为同一物理电话线路分配了多个电话号码, 并且该线路由多个设备共享,请确保打印机的 区别响铃设置正确,以便接收传真。

检查物理传真连接

- 将一条电话线的两端分别连接到打印机背面带有 1-LINE 标签的端口和墙壁电话插孔,并将另一条电话线的两端分别连接到打印机背面带有 2-EXT 标签的端口和电话分机。从电话分机中,拨打未能成功接收传真的电话号码。
 注意:如果您尝试向外部号码发送传真,在输入该号码前,一定要添加全部必需的接入代码或号码。您可能还需要在该号码中添加停顿符号,以防止打印机的拨号速度过快;要添加停顿符号,请反复按*,直到显示屏上出现破折号(-)为止。
- 如果检测不到拨号音或者线路噪音太大,导致 您无法外拨电话,请尝试使用其他电话线来代 替已连接到 1-LINE 电话端口的电话线,或将 打印机移至其他拥有独立电话线的位置(如果 可能)并查看是否存在类似问题。
- 如果您处于数字电话环境(如 FoIP、基于 VoIP 的传真),请在打印机控制面板中降低传真速度 并关闭错误代码调节(ECM)。如果需要,请与 电话公司联系,弄清楚电话线路是否存在问题 或者详细了解电话网络的功能。

Hewlett-Packard 有限保修声明

HP 产品	有限保修期限
软件媒体	90 天
打印机	1 年
打印或墨盒	直到 HP 墨水用完,或到达印在墨盒上的"保修结束" 日期,视何者为先。本保修不涵盖重新灌注、再加工、 整修、误用,或被擅改的 HP 墨水产品。
打印头(仅适用于其打印头可供客户更换的产品)	1 年
	除非另有说明,否则为1年

A. 有限保修的范围

- 1. 惠普 (HP) 向最终用户保证,在上述指定的保修期内,上述指定的 HP 产品自购买之日起无材料及 工艺上的缺陷。
- 2. 对于软件产品, HP 的有限保修仅适用于无法执行编程指令的故障。HP 不保证产品工作时不会中断 或无错误。
- 3. HP 的有限保修仅限于由正常使用产品而产生的缺陷,不适用于任何其他问题,包括以下原因而产 生的问题:
 - a. 不正确的维护或调整;
 - b. 使用非 HP 提供或支持的软件、介质、部件或耗材;
 - c. 在产品技术规格以外的条件下操作;
 - d. 未经授权的调整或误用。
- 4. 对于 HP 打印机产品,使用非 HP 墨盒或重新灌注的墨盒既不影响对客户的保修也不影响与客户签订的任何 HP 支持合同。但是如果打印机由于使用非 HP 墨盒、重新灌注的墨盒或过期的墨盒而发生故障或损坏,HP 在维修打印机时将根据具体故障或损坏,收取标准工时费和材料费。
- 5. 如果 HP 在适用的保修期内收到符合 HP 保修条件的任何产品的缺陷通知, HP 将自行决定对有缺陷 的产品进行维修或更换。
- 如果 HP 无法适时维修或更换符合 HP 保修条件的有缺陷产品, HP 将在接到缺陷通知后合理时间 内,退回该产品的全额货款。
- 7. 在客户将有缺陷的产品退回 HP 之前, HP 不承担维修、更换或退款的义务。
- 8. 更换的产品可能为全新产品或相当于全新产品,前提是其功能至少与被更换的产品相当。
- 9. HP 产品可能包含性能等同于新部件的再加工部件、组件或材料。
- 10. HP 的有限保修在任何销售保修范围内的 HP 产品的国家/地区均有效。可与授权的 HP 服务机构签订其他保修服务(如现场服务)合同,这些机构分布在由 HP 或授权进口商销售 HP 产品的国家/地区。
- B. 有限保修

在当地法律允许范围内, HP 及其第三方供应商, 对有关 HP 的产品, 无论是以明示或默示的形式, 均没有任何其他保修或条件并特别声明没有任何用于特定目的适销性、质量满意度以及适用性的默示保修或条件。

- C. 责任限制
 - 1. 在当地法规允许的范围内,本保修声明中提供的补偿是对用户的唯一补偿。
 - 在当地法规允许的范围内,除了本保修声明中特别规定的责任外,在任何情况下,无论是根据合同、民事侵权行为或其他法律准则,无论是否告知产生此类损失的可能性,HP或其第三方供应商对直接、特殊、偶发、继发的损失概不承担责任。
- D. 当地法律
 - 此保修声明赋予用户特定的法律权利。用户还可能拥有其他权利,具体情况视州(美国)、省 (加拿大)及国家/地区(世界其他地方)而异。
 - 如果本保修声明与当地法规发生矛盾,则应视为已修改以便与当地法规保持一致。根据这类当 地法规,本保修声明中的某些责任免除和限制可能不适用于用户。例如,美国的某些州及美国 以外的某些政府(包括加拿大的某些省),可能会:
 - a. 排除本保修声明中的责任免除和限制条款对用户法定权利的限制(例如英国);
 - b. 限制制造商实施这种责任免除或限制的能力; 或者
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