

## Get started

1. Follow the illustrations on the setup flyer to set up your printer.
2. Install software.

### Windows®

Go to [www.hp.com/ePrint/OJ2620](http://www.hp.com/ePrint/OJ2620), and then follow the on-screen instructions. If your computer is not connected to the Internet, insert the software CD in your computer. If the CD does not start, browse to **Computer**, double-click the CD/DVD drive icon with the HP logo, double-click **setup.exe**, and then follow the on-screen instructions.

### Apple

**OS X:** The latest HP software is available from [www.hp.com/ePrint/OJ2620](http://www.hp.com/ePrint/OJ2620). HP software for Mac is not included on the software CD that came with the printer.

## Learn more

**Electronic Help:** Install the electronic Help by selecting it from the recommended software during software installation. Learn about product features, printing, troubleshooting, and support. Find notices, environmental, and regulatory information, including the European Union Regulatory Notice and compliance statements, in the Technical Information section.

- **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 click **Help**.
- **Windows® 7, Windows Vista®, and Windows® XP:** Click **Start** > **All Programs** > **HP** > **HP Officejet 2620 series** > **Help**.
- **OS X Lion, Mountain Lion:** Click **Help** > **Help Center**. In the Help Viewer window, click **Help for all your apps**, and then click **HP Officejet 2620 series**.
- **OS X v10.6:** Click **Help** > **Mac Help**. In the Help Viewer window, choose **HP Officejet 2620 series** from the Mac Help pop-up menu.

**Readme:** Contains HP support information, operating system requirements, and recent printer updates.

- **Windows:** Insert the software CD in your computer, and then browse to the **ReadMe.chm**. Double-click **ReadMe.chm** to open, and then select the **ReadMe** in your language.
- **Mac:** Open the **Documents** folder located at the top-level of the software installer. Double-click **ReadMe**, and then select the **ReadMe** in your language.

**On the Web:** Additional help and information: [www.hp.com/go/support](http://www.hp.com/go/support). Printer registration: [www.register.hp.com](http://www.register.hp.com). Declaration of Conformity: [www.hp.eu/certificates](http://www.hp.eu/certificates). Ink usage: [www.hp.com/go/inkusage](http://www.hp.com/go/inkusage).

**Note:** Ink from the cartridges is used in the printing process in a number of different ways and some residual ink is left in the cartridge after it is used.



D4H21-90037

Printed in [English]

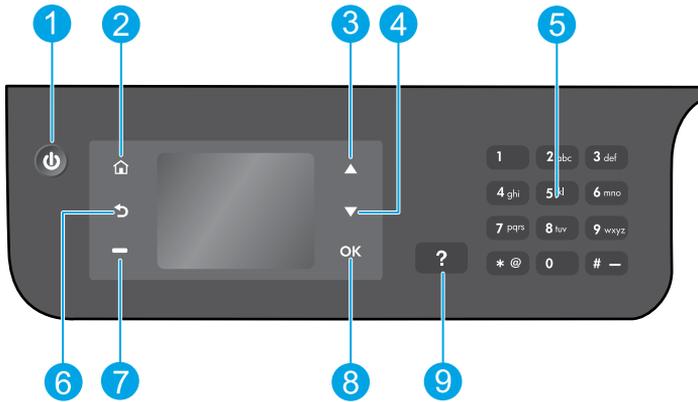
Scan to learn about your printer.

[www.hp.com/apac/m/OJ2620](http://www.hp.com/apac/m/OJ2620)

Standard data rates may apply. Might not be available in all languages.

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# Control Panel



- 1 **On** button: Turns the printer on or off.

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- 2 **Home** button: Returns you to the Home screen, where you can access the **Copy**, **Fax**, or **Scan** menu to make a copy, send a fax or change fax settings, or scan a document.

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- 3 **Up** button: Use this button to navigate menus and select number of copies.

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- 4 **Down** button: Use this button to navigate menus and select number of copies.

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- 5 **Keypad**: Use the keypad to enter numbers and text.

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- 6 **Back** button: Returns to the previous screen.

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- 7 **Selection** button: The function of this button changes depending on what is displayed on the printer display.

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- 8 **OK** button: Confirms the current selection.

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- 9 **Help** button: Shows help content if it is available for the current operation.

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## Safety information

Use only with the power cord and power adapter supplied by HP.

# Basic Troubleshooting

## If you are unable to print:

1. Make sure the cable connections are secure by unplugging them completely and then plugging them back in.
2. Make sure the printer is powered on. The **On** button will be lit white.

Visit the **HP Diagnostic Tools** website at [www.hp.com/go/tools](http://www.hp.com/go/tools) to download free diagnostic utilities (tools) that you can use to fix common printer problems.

## Windows

### Make sure that the printer is set as your default printing device:

- **Windows 8:** Point to or tap the upper-right corner of the screen to open the Charms bar, click the **Settings** icon, click or tap **Control Panel**, and then click or tap **View devices and printers**.
- **Windows 7:** From the Windows **Start** menu, click **Devices and Printers**.
- **Windows Vista:** On the Windows taskbar, click **Start**, click **Control Panel**, and then click **Printer**.
- **Windows XP:** On the Windows taskbar, click **Start**, click **Control Panel**, and then click **Printers and Faxes**.

Make sure that your printer has a check mark in the circle next to it. If your printer is not selected as the default printer, right-click the printer icon and choose **Set as Default Printer** from the menu.

### If you are using a USB cable and you are still unable to print, or the software installation fails:

1. Remove the CD from the CD/DVD drive, and then disconnect the USB cable from the computer.
2. Restart the computer.
3. Insert the printer software CD in the CD/DVD drive, and then follow the on-screen instructions to install the printer software. Do not connect the USB cable until you are told to do so.
4. After the installation finishes, restart the computer.

## Acknowledgements

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

## Mac

### Check your print queue:

1. In **System Preferences**, click **Print & Scan** (**Print & Fax** in OS X v10.6).
2. Click **Open Print Queue**.
3. Click a print job to select it.
4. Use the following buttons to manage the print job:
  - **Delete:** Cancel the selected print job.
  - **Resume:** Continue a paused print job.
5. If you made any changes, try to print again.

### Restart and reset:

1. Restart the computer.
2. Reset the printer.
  - a. Turn off the printer and unplug the power cord.
  - b. Wait a minute, then plug the power cord back in and turn on the printer.

### If you are still unable to print, reset the printing system and uninstall the software:

#### To reset the printing system:

1. In **System Preferences**, click **Print & Scan** (**Print & Fax** in OS X v10.6).
2. Press and hold the **Control** key as you click the list at the left, and then choose **Reset printing system**. After you reset the printing system, the list of printers in **Print & Scan** (**Print & Fax** in OS X v10.6) preferences is empty.
3. Add the printer you want to use.

#### To uninstall the software:

1. Disconnect the printer from your computer.
2. Open the **Applications/Hewlett-Packard** folder.
3. Double-click **HP Uninstaller**, and then follow the on-screen instructions.

# Set up fax

You can set up fax using the software wizard (recommended) during the software installation or after installation using Fax Setup Wizard from the software (Windows) or Basic Fax Settings from HP Utility (OS X), or continue with the steps below.

1. If your country or region is listed below, visit [www.hp.com/uk/faxconfig](http://www.hp.com/uk/faxconfig) for setup information. Otherwise, follow the instructions in this guide.

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

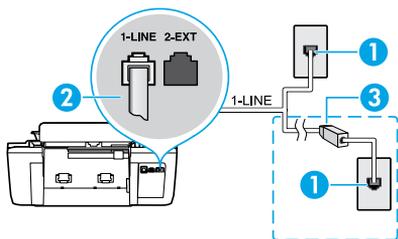
2. Connect the phone line.

**Note:** 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 digital-to-analog filters or converters when setting up the printer for faxing. Contact your phone company to determine which setup options are best for you.

### If the phone line is only used for fax

- a. Connect one end of the phone cord to the phone wall jack.
- b. Connect the other end to the port labeled 1-LINE on the back of the printer.

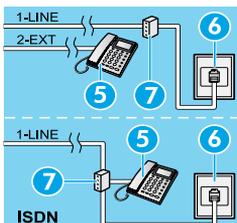
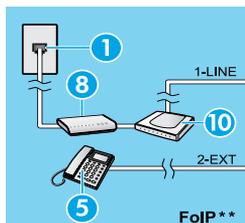
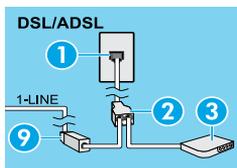
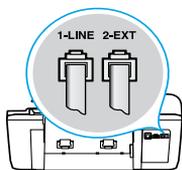
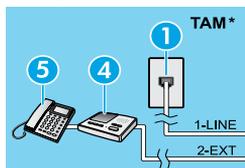
**Note:** If you have subscribed to a DSL/ADSL service, connect a DSL/ADSL filter between the 1-LINE port and the phone wall jack.



- 1 Phone wall jack
- 2 Fax port (1-LINE)  
**Note:** Do not insert into the port labeled 2-EXT.
- 3 DSL/ADSL filter (provided by the telephone company or service provider)

### If additional devices are connected to the phone line

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

\*\* FoIP: Fax over Internet Protocol

3. Test fax setup. The fax test checks hardware, verifies phone cord type and connection status, and checks for a dial tone and an active phone line. To run the test:

- a. From the Home screen on the printer display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
- b. Select **Settings**, select **Advanced Settings**, select **Fax Setup Wizard**, and then follow on-screen instructions.

# Use fax

## Send a standard fax

1. Load your original print-side up in the Automatic Document Feeder (ADF) or print-side down on the right front corner of the scanner glass.
2. From the Home screen on the printer display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
3. Select **Black Fax** or **Color Fax**.
4. Enter the fax number by using the keypad, and then press **OK**.

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

If the recipient reports problems with the quality of the fax you sent, try changing the resolution or contrast of your fax.

## Send a fax using an extension phone

1. Load your original print-side up in the ADF or print-side down on the right front corner of the scanner glass.
2. From the Home screen on the printer display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
3. 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.

4. 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.

5. When you are ready to send the fax, press **OK**, select **Send New Fax**, and then select **Start Black Fax** or **Start Color 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.

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 electronic Help.

## 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 display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
3. Select **Settings**, and then select **Auto Answer**, and then select **On**.

**Note:** If you have subscribed to a voice mail service 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.)

**Tip:** The printer can store received faxes in its internal memory. To reprint these faxes, see “Reprint received faxes from memory” on the next page.

# Use fax (continued)

## Receive a fax manually

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

1. Make sure the printer is turned on and paper is loaded.
2. Remove any originals from the ADF.  
**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 **Up** and **Down** buttons to select **Fax**, press **OK**, and then select **Receive Fax Manually**.

**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.

## Reprint received faxes from memory

The received faxes, which are with errors or not printed out, are stored in memory.

**Note:** The number of faxes that can be stored in memory is limited. Depending on the sizes of the faxes in memory, you can reprint up to eight of the most recently faxes, if they are still in memory.

**Note:** All faxes stored in memory will 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 display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
3. Select **Settings**, and then select **Reprint Missed Faxes**.  
The faxes are displayed in the reverse order from when they were received, with the most recently received fax first.
4. Select the fax you want to print, and then select **Print**.
5. To stop printing, select **Cancel**.

## Print a report or log

Fax reports provide useful system information about the printer.

1. From the Home screen on the printer display, press the **Up** and **Down** buttons to select **Fax**, and then press **OK**.
2. Select **Settings**, select **Advanced Settings**, and then select **Fax Reports**.
3. Select the fax report you want to print or **Fax Log**, and then press **OK**.

**Note:** If you need printed confirmation that your faxes were successfully sent, select **Fax Confirmation** and then select the desired option.

# Solve fax problems

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

## Cannot send but can receive faxes

1. Perform a copy or scan to ensure that the printer is working properly.
2. Check the physical fax connections.
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.
4. If the problem persists, print the fax test 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

1. Check the fax settings on the printer.
2. Check the physical fax connections.
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.
4. Check the problem with the sender. If the problem persists, print the fax test 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

1. Perform a copy or scan to ensure that the printer is working properly.
2. Check the physical fax connections.
3. Check the fax settings on the printer.
4. Check if other devices connected to this phone line can send or receive faxes. There might be a problem with the phone line.
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.
6. If the problem persists, print the fax test 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 voice mail 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 voice mail 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** on the printer display.
- 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 1-LINE port on the back of the printer to the phone wall jack and connect a phone cable from the 2-EXT port 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.

# HP printer 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	90 days

## A. Extent of limited warranty

- 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.
- 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.
- 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:
  - Improper maintenance or modification;
  - Software, media, parts, or supplies not provided or supported by HP;
  - Operation outside the product's specifications;
  - Unauthorized modification or misuse.
- 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.
- 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.
- HP shall have no obligation to repair, replace, or refund until the customer returns the defective product to HP.
- 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.
- HP products may contain remanufactured parts, components, or materials equivalent to new in performance.
- 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

- 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 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

- 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.
- 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:
  - Preclude the disclaimers and limitations in this Warranty Statement from limiting the statutory rights of a consumer (e.g., the United Kingdom);
  - Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or
  - 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.

## 開始使用

1. 請依照設定傳單上的圖示說明設定您的印表機。
2. 安裝軟體。

### Windows®

請前往 [www.hp.com/ePrint/OJ2620](http://www.hp.com/ePrint/OJ2620)，然後依照螢幕上的指示操作。如果您的電腦未連線至網際網路，請將軟體 CD 插入電腦。如果 CD 未啟動，請瀏覽至電腦，按兩下有 HP 標誌的 CD/DVD 光碟機圖示，接著按兩下 **setup.exe**，然後依照螢幕上的指示操作。

### Apple

**OS X**：最新的 HP 軟體可從 [www.hp.com/ePrint/OJ2620](http://www.hp.com/ePrint/OJ2620) 取得。適用於 Mac 的 HP 軟體未包含在印表機隨附的軟體 CD 中。

## 深入瞭解

**電子說明**：在軟體安裝期間，從建議的軟體中選擇以安裝電子說明。深入瞭解產品功能、列印、疑難排解及支援。在「技術資訊」區段中，取得注意事項、環保資訊和法規資訊，包含 European Union Regulatory Notice 和法規遵循聲明。

- **Windows® 8**：在開始畫面中，在畫面的空白區域中按一下滑鼠右鍵，依序按一下應用程式列中的所有應用程式、具有印表機名稱的圖示，然後按一下說明。
- **Windows® 7、Windows Vista® 及 Windows® XP**：按一下開始 > 所有程式 > HP > HP Officejet 2620 series > 說明。
- **OS X Lion、Mountain Lion**：按一下說明 > 說明中心。在「說明檢視器」視窗中，按一下您所有應用程式的說明，然後按一下 HP Officejet 2620 series。
- **OS X v10.6**：按一下說明 > Mac 說明。在「說明檢視器」視窗中，從「Mac 說明」快顯功能表中選擇 HP Officejet 2620 series。

**讀我檔案**：包含 HP 支援資訊、作業系統需求及最近印表機更新項目。

- **Windows**：將軟體 CD 放入電腦中，然後瀏覽至 **ReadMe.chm**。按兩下 **ReadMe.chm** 將其開啓，然後選取您所用語言的讀我檔案。
- **Mac**：開啓位於軟體安裝程式最上層的文件資料夾。按兩下讀我檔案，然後選擇您所用語言的讀我檔案。

**在 Web 上**：其他說明與資訊：[www.hp.com/go/support](http://www.hp.com/go/support)。印表機註冊：[www.register.hp.com](http://www.register.hp.com)。符合性聲明：[www.hp.eu/certificates](http://www.hp.eu/certificates)。墨水使用量：[www.hp.com/go/inkusage](http://www.hp.com/go/inkusage)。

**注意**：列印過程中會以各種方式使用墨水匣的墨水，使用後會有部分墨水殘留在墨水匣中。

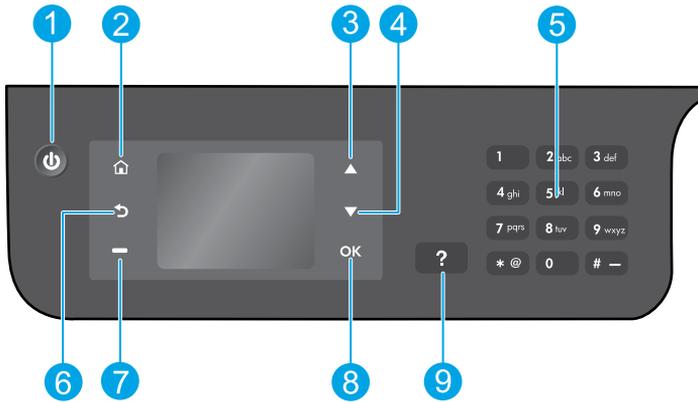


掃描以瞭解您的印表機。

[www.hp.com/apac/m/OJ2620](http://www.hp.com/apac/m/OJ2620)

可能產生標準資料傳輸費用。可能只提供某些語言版本。

# 控制台



- 1 開啓按鈕：**開啓或關閉印表機。
- 2 首頁按鈕：**讓您回到「首頁」畫面，您可在其中存取**影印**、**傳真**或**掃描**功能表，以影印、傳送傳真或變更傳真設定，或掃描文件。
- 3 向上按鈕：**使用此按鈕來瀏覽功能表並選取份數。
- 4 向下按鈕：**使用此按鈕來瀏覽功能表並選取份數。
- 5 數字鍵：**使用數字鍵輸入數字和文字。
- 6 返回按鈕：**返回上一個畫面。
- 7 選項按鈕：**此按鈕的功能會隨著印表機顯示器的顯示內容而變更。
- 8 確定按鈕：**確認目前所做的選擇。
- 9 說明按鈕：**顯示目前操作的說明內容 (若有)。

## 安全資訊

僅使用 HP 提供的電源線和電源轉接器。

# 基本疑難排解

## 如果您無法列印：

1. 請確定纜線連接穩固，方法是將纜線完全拔下再插回去。
2. 請確定印表機電源已開啓。**開啓**按鈕將亮起。

請造訪 **HP 診斷工具** 網站 (網址為 [www.hp.com/go/tools](http://www.hp.com/go/tools))，下載可用於修復常見印表機問題的免費診斷公用程式 (工具)。

## Windows

### 請確定印表機已設為預設列印裝置：

- **Windows 8**：將滑鼠指向螢幕右上角或輕觸一下以開啓「快速鍵」列，按一下**設定**圖示，按一下或輕觸**控制台**，然後按一下或輕觸**檢視裝置與印表機**。
- **Windows 7**：從 Windows **開始**功能表中，按一下**裝置和印表機**。
- **Windows Vista**：在 Windows 工作列上，依序按一下**開始**、**控制台**以及**印表機**。
- **Windows XP**：在 Windows 工作列上，依序按一下**開始**、**控制台**以及**印表機和傳真**。

請確定已勾選您印表機旁的圓圈。如果您的印表機未指定為預設印表機，請在印表機圖示上按一下滑鼠右鍵，然後從功能表中選取**設為預設印表機**。

### 如果您是使用 USB 纜線，而且仍然無法列印，或軟體安裝失敗：

1. 請從 CD/DVD 光碟機中取出 CD，接著中斷 USB 纜線與電腦間的連線。
2. 重新啟動電腦。
3. 將印表機軟體 CD 插入電腦的 CD/DVD 光碟機中，然後依照螢幕上的指示安裝印表機軟體。請在系統提示您連接 USB 纜線後再進行動作。
4. 安裝完畢之後，請重新啟動電腦。

## 聲明

Windows XP、Windows Vista、Windows 7 和 Windows 8 皆為 Microsoft Corporation 在美國的註冊商標。

## Mac

### 檢查列印佇列：

1. 在**系統偏好設定**中，按一下**列印與掃描** (在 OS X v10.6 中為**列印與傳真**)。
2. 按一下**開啓**列印佇列。
3. 按一下列印工作以將其選取。
4. 利用下列按鈕來管理列印工作：
  - **刪除**：取消選取的列印工作。
  - **繼續**：繼續進行暫停的列印工作。
5. 如果您已進行變更，請嘗試再次列印。

### 重新啟動並重設：

1. 重新啟動電腦。
2. 重設印表機。
  - a. 關閉印表機，並拔掉電源線。
  - b. 稍候片刻，再插回電源線，然後開啓印表機。

### 如果仍然無法列印，請重設列印系統及解除安裝軟體：

#### 若要重設列印系統：

1. 在**系統偏好設定**中，按一下**列印與掃描** (在 OS X v10.6 中為**列印與傳真**)。
2. 在按一下左側清單的同時按住**控制**鍵，然後選擇**重設列印系統**。重設列印系統後，**列印與掃描** (在 OS X v10.6 中為**列印與傳真**) 偏好設定中的印表機清單為空白。
3. 新增要使用的印表機。

#### 若要解除安裝軟體：

1. 斷開印表機與電腦間的連接。
2. 開啓 **Applications/Hewlett-Packard** 資料夾。
3. 按兩下 **HP 解除安裝程式**，然後依照螢幕上的指示操作。

# 設定傳真

您可以在軟體安裝過程中使用軟體精靈來設定傳真(推薦)，或者在安裝後使用軟體中的「傳真設定精靈」(Windows)或「HP 公用程式」中的「基本傳真設定」(OS X)進行設定，或者繼續執行下面的步驟。

1. 如果您的國家或地區位於以下清單中，請造訪 [www.hp.com/uk/faxconfig](http://www.hp.com/uk/faxconfig) 以取得設定資訊。否則，請依照本指南中的指示操作。

- 奧地利
- 芬蘭
- 愛爾蘭
- 荷蘭
- 瑞典
- 比利時
- 法國
- 義大利
- 葡萄牙
- 瑞士
- 丹麥
- 德國
- 挪威
- 西班牙
- 英國

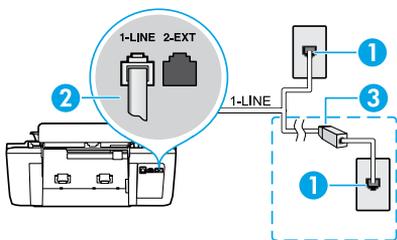
2. 連接電話線。

**注意：**HP 印表機的設計，是專供搭配傳統類比電話服務一併使用。如果是在數位電話環境中(例如 DSL/ADSL、PBX、ISDN 或 FoIP)，可能會需要在設定印表機進行傳真時，使用數位對類比過濾器或轉換器。請聯絡您的電話公司，以確定最適合您的設定選項。

## 如果電話線僅用於傳真

- 將電話線一端連接到牆壁上的電話插孔。
- 將另一端連接至印表機背後標有 1-LINE 的連接埠上。

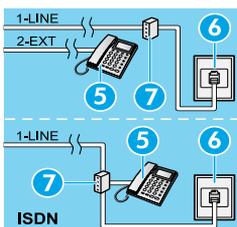
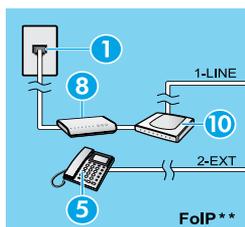
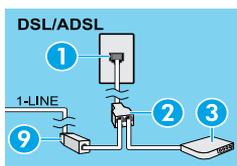
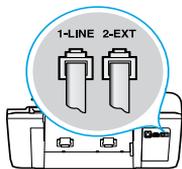
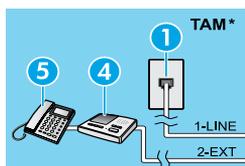
**注意：**如果您已訂閱 DSL/ADSL 服務，請在 1-LINE 連接埠和牆上電話插座之間連接 DSL/ADSL 過濾器。



- 牆上電話插座
- 傳真埠 (1-LINE)  
**注意：**請勿插入標有 2-EXT 的連接埠。
- DSL/ADSL 過濾器(由電話公司或服務廠商提供)

## 如果要將其他裝置連接至電話線

如果您還需要連接其他裝置，請依下列圖表中所示進行連接：



- 牆上電話插座
- 並列分歧器
- DSL/ADSL 數據機
- 電話答錄機
- 電話
- ISDN 牆上插孔
- 終端機轉接器或 ISDN 路由器
- 寬頻數據機
- DSL/ADSL 過濾器
- 類比電話轉接器

\* TAM：電話答錄機

\*\* FoIP：網際網路傳真通訊協定

3. 測試傳真設定。傳真測試可檢查硬體、確認電話線類型和連線狀態，以及檢查撥號音和使用中的電話線。執行測試：

- 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
- 依序選取**設定**、**進階設定**、**傳真設定精靈**，然後遵循螢幕上的指示操作。

# 使用傳真

## 傳送標準傳真

1. 將原稿列印面朝上放入自動文件進紙器 (ADF)，或將列印面朝下放在掃描器玻璃板的右前角。
2. 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
3. 選取**黑白傳真**或**彩色傳真**。
4. 使用數字鍵輸入傳真號碼，然後按下**確定**。

**提示：**若要在傳真號碼中加入暫停，請重複按下\*，直到破折號 (-) 出現在顯示器上。

若收件者告知您所傳送的傳真品質有問題，請嘗試變更傳真的解析度或對比。

## 使用電話分機傳送傳真

1. 將原稿列印面朝上放入 ADF，或將列印面朝下放在掃描器玻璃板的右前角。
2. 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
3. 使用電話分機上的數字鍵撥號。

**注意：**使用此方法傳送傳真時，請勿使用印表機控制台上的數字鍵。

4. 如果收件者接聽電話，您可以在傳送傳真之前進行對話。

**注意：**若由傳真機接聽電話，您將會聽到接收方傳真機的傳真音。

5. 當您做好傳真傳送準備時，請按下**確定**，選取**傳送新傳真**，然後選取**開始黑白傳真**或**開始彩色傳真**。

如果您正在與收件者通話，請要求收件者在聽到傳真機的傳真音時開始接收傳真。當印表機開始傳真時，您可以掛斷電話或仍然保持通話。在傳輸傳真期間您可能不會聽到傳真音。

如需有關可以傳送傳真之其他方法的詳細資訊 (例如排定稍後要傳送的傳真或從電腦傳送傳真)，請參閱電子說明。

## 自動接收傳真

根據預設，印表機會自動接聽來電和接收傳真。

若要手動接收傳真，請從印表機控制台關閉**自動接聽**。

印表機將在**接聽鈴聲次數**設定中所指定的鈴聲次數後接聽來電。

**注意：**如果將答錄機連接至印表機，則印表機的**接聽鈴聲次數**設定必須高於答錄機。

1. 確定印表機已開機且已裝入紙張。
2. 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
3. 選擇**設定**，然後依序選擇**自動接聽**和**開啓**。

**注意：**如果您已在要用於傳真的同一個電話線路上訂閱語音信箱服務，將無法自動接收傳真。您必須能夠親自回應傳真來電。(如果您要自動接收傳真，請聯絡電話公司以訂閱區別鈴聲服務，或取得獨立傳真電話線路。)

**提示：**印表機可以將收到的傳真儲存在其內部記憶體中。若要重新列印這些傳真，請參閱下一頁的「從記憶體重新列印接收到的傳真」。

# 使用傳真 (續)

## 手動接收傳真

如果您正在與他人通話，您可以手動接收傳真而無須掛斷電話。

1. 確定印表機已開機且已裝入紙張。
2. 從 ADF 中取出所有原稿。  
**注意：**將**接聽鈴聲次數**設定為較高的值，可讓您在印表機接聽之前有時間接聽來電。或者，關閉**自動接聽**，印表機就不會自動接聽來電。
3. 要求傳送者開始傳送傳真。
4. 當您聽到傳真音時，請在印表機控制台的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，按下**確定**，然後選擇**手動接收傳真**。

**注意：**當印表機開始接收傳真時，您可以掛斷電話或仍然保持通話。在傳輸傳真期間您可能不會聽到傳真音。

## 從記憶體重新列印接收到的傳真

出現錯誤或沒有列印的收到的傳真會儲存在記憶體中。

**注意：**記憶體中只能儲存有限數目的傳真。根據記憶體中的傳真大小，您可以重新列印最多八件最近的傳真(如果它們仍存在於記憶體中)。

**注意：**關閉印表機時，將會從記憶體刪除儲存在記憶體中的所有傳真。

1. 確定已在印表機中裝入紙張。
2. 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
3. 選取**設定**，然後選取**重新列印遺失的傳真**。  
系統將使用與接收傳真相反的順序來顯示傳真，也就是最後收到的傳真先顯示。
4. 選取您想要列印的傳真，然後選取**列印**。
5. 若要停止列印，請選擇**取消**。

## 列印報告或日誌

傳真報告可提供印表機的實用系統資訊。

1. 在印表機顯示器的「首頁」畫面中，按下**向上**和**向下**按鈕以選擇**傳真**，然後按下**確定**。
2. 依序選取**設定**、**進階設定**和**傳真報告**。
3. 選擇您要列印的傳真報告或**傳真日誌**，然後按下**確定**。

**注意：**如果您需要已成功傳送傳真的書面確認，請選擇**傳真確認**，然後選擇所需選項。

# 解決傳真問題

如果在成功完成傳真測試後，您在使用傳真時仍出現問題，請遵循下面的步驟操作：

## 無法傳送但可以接收傳真

1. 執行影印或掃描，以確定印表機可以正常運作。
2. 檢查傳真線路的連接狀況。
3. 檢查其他傳真裝置是否可以傳送至同一個電話號碼。接收傳真的裝置可能已封鎖您的電話號碼，或可能發生技術問題。
4. 如果問題仍然存在，請列印傳真測試報告和傳真日誌(如果有的話，也請列印「呼叫者 ID」報告和「垃圾傳真」報告)，然後聯絡 HP 以取得進一步協助。

## 無法接收但可以傳送傳真

1. 檢查印表機的傳真設定。
2. 檢查傳真線路的連接狀況。
3. 檢查連接至同一條電話線的其他裝置是否可以接收傳真。電話線可能出現故障，或者傳送傳真的裝置可能有問題而無法傳送傳真。您也可以檢查自己是否已封鎖傳送者的電話號碼。
4. 請與傳送者確認問題。如果問題仍然存在，請列印傳真測試報告和傳真日誌(如果有的話，也請列印「呼叫者 ID」報告和「垃圾傳真」報告)，然後聯絡 HP 以取得進一步協助。

## 無法傳送和接收傳真

1. 執行影印或掃描，以確定印表機可以正常運作。
2. 檢查傳真線路的連接狀況。
3. 檢查印表機的傳真設定。
4. 檢查連接至此電話線的其他裝置是否可以傳送或接收傳真。電話線可能有問題。
5. 關閉印表機(可能的話，也關閉電源供應器的主開關)來重設印表機。等待幾秒鐘後再重新開啓電源。嘗試在印表機上傳送或接收傳真。
6. 如果問題仍然存在，請列印傳真測試報告和傳真日誌(如果有的話，也請列印「呼叫者 ID」報告和「垃圾傳真」報告)，然後聯絡 HP 以取得進一步協助。

**注意：**如果您已在用於傳真的同一個電話線路上訂閱語音信箱服務，您將必須手動接收傳真。

## 檢查印表機傳真設定

- 已開啓「自動接聽」功能以讓印表機自動接收傳真。
- 如果您已向電話公司或服務廠商訂閱語音信箱服務，請確定已將印表機的「接聽鈴聲次數」設定為大於電話答錄機的接聽鈴聲次數。印表機將監聽線路并確定來電為標準通話還是傳真撥號。如果是傳真撥號，印表機將自動啓動傳真連線。否則，您可能必須在印表機顯示器上選擇傳真以手動接收傳真。
- 如果已將多個電話號碼指定給同一條實體電話線，而該電話線由多個裝置共用，請確定已將印表機設定為正確的區別鈴聲設定以接收傳真。

## 檢查傳真線路的連接狀況

- 將一條電話線從印表機背後的 1-LINE 連接埠連接至牆上電話插座，並將另一條電話線從印表機背後的 2-EXT 連接埠連接至電話分機。從電話分機撥打無法接收傳真的電話號碼。  
**注意：**如果您嘗試傳真至外部號碼，請務必加上任何必要的存取碼或號碼後再輸入號碼。您可能也需要在號碼中加入暫停，以防止印表機撥號的速度太快；若要加入暫停，請重複按下\*，直到破折號(-)出現在顯示器上。
- 如果因為偵測不到撥號音或線路噪音導致您無法撥出任何電話，請嘗試更換連接至 1-LINE 電話連接埠的電話線，或者將印表機移到另一個位置，連接另一條單獨的電話線(如果可能)，然後查看問題是否仍然存在。
- 如果是在數位電話環境中(例如 FoIP、網路傳真(fax over VoIP))，請從印表機控制台降低傳真速度並關閉「錯誤碼調變(ECM)」。如果有必要，請聯絡您的電話公司，以確定電話線路是否有問題，或深入瞭解電話網路的功能。

# HP 印表機有限保固聲明

HP 產品	有限保固期限
軟體媒體	90 天
印表機	1 年
列印或墨匣	直到 HP 油墨已耗盡或印在墨匣上的「保固結束日期」到期，視何者為先。本保固不包含經過重新裝填、再製、整修、使用不當，或擅自修改的 HP 墨匣產品。
列印頭（僅適用於其列印頭可供客戶替換的產品）	1 年
配件	除非另有說明，否則為 1 年

## A. 有限保固範圍

1. Hewlett-Packard (HP) 向您（最終使用者）保證，自購買之日起到上述指定期限內，以上指定的 HP 產品無材料及製造的瑕疵；保固期限自客戶購買產品之日起生效。
2. 對於軟體產品，HP 的有限保固僅適用於無法執行其程式指令的狀況。HP 並不保證任何產品工作時都不會中斷或無誤。
3. HP 的有限保固僅涵蓋因正常使用產品而發生的瑕疵，而不適用於由其他情況發生的瑕疵，包括下列任何一種情況：
  - a. 不適當的維護或修改；
  - b. 使用非 HP 提供或支援的軟體、媒體、零件或耗材；
  - c. 違反產品規範的操作；
  - d. 未經授權的修改和誤用。
4. 對於 HP 印表機產品，使用非 HP 列印墨匣或重新裝填的列印墨匣不會影響對客戶的保固或任何 HP 與客戶之間的支援合約。然而，如果印表機因為使用非 HP 列印墨匣或重新裝填的列印墨匣出問題或受損，HP 會針對該項問題或損壞維修所耗的時間和材料，收取標準的費用。
5. 如果 HP 在有效的保固期限內，收到 HP 保固範圍內的任何產品瑕疵的通知，HP 可以選擇修理或更換有瑕疵的產品。
6. 如果 HP 不能修理或更換在 HP 保固範圍內的有瑕疵產品，HP 將在接到通知後於合理的時間內，退還購買產品的全款。
7. 未收到客戶的瑕疵產品前，HP 沒有義務進行修理、更換或退款。
8. 更換品可能是新產品或者相當於新的產品，只要在功能性上至少相當於被更換的產品即可。
9. HP 產品可能包含效能上相當於新零件的再製零件、元件或材料。
10. HP 的有限保固，在任何具有 HP 產品經銷的國家/地區都有效。其他保固服務（如現場實地服務）合約，可與 HP 授權服務機構簽訂，這些機構分佈在由 HP 或授權進口商銷售 HP 產品的國家/地區。

## B. 保固限制

在當地法律許可的範圍內，對於 HP 的產品，HP 及其協力廠商都不會明示或暗示地提供其他保證或任何條件，並對於產品適售性、品質滿意度以及針對特定用途的適用性之暗示保證或條件，特別不予擔保。

## C. 責任限制

1. 在當地法律許可的範圍內，本保固聲明中提供的補償是客戶可獲得的唯一補償。
2. 在當地法律許可的範圍內，除了本保固聲明中明確提出的義務之外，不論是否基於合約、侵權、或其他法律理論，也不論是否已告知損害的可能性，HP 及其協力廠商都不會對直接、間接、特殊、意外或者因果性的傷害負責。

## D. 當地法律

1. 本保固聲明賦予客戶特定的法律權利。客戶也可能有其他權利，這種權利在美國因州而異，在加拿大因省而異，在世界各地則因國家或地區而異。
2. 若本保固聲明與當地法律不一致，以當地法律為準。在此情況下，本保固聲明的某些免責和限制條款可能不適用於客戶。例如，美國的某些州以及美國以外的某些政府（包括加拿大的某些省），可能會：
  - a. 排除本保固聲明中的無擔保聲明和限制條款，以免限制的客戶的法定權利（例如英國）；
  - b. 限制製造商實施這些免責或限制條款的能力；或者
  - c. 賦予客戶其他保固權利，指定製造商不能聲明免責的暗示保固期限，或者不允許對暗示的保固期限進行限制。
3. 除了法律許可的範圍外，本保固聲明中的條款，不得排除、限制或修改對客戶銷售 HP 產品的強制性法定權利，而是對這些權利的補充。