HP Color MFP S962dn
HP Color MFP S970dn

QUICK START GUIDE

www.hp.com

Keep this manual close at hand for reference whenever needed.

BEFORE FIRST USE

For the users of the fax function

Important safety instructions

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- Never install telephone wiring during a lightning storm.
- Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet. Take care not to spill any liquids on the machine.
- Save these instructions.

Caution!

For complete electrical disconnection, pull out the main plug.
The socket-outlet shall be installed near the equipment and shall be easily accessible.

Shielded interface cables must be used with this equipment to maintain compliance with EMC regulations.

The equipment should be installed near an accessible socket outlet for easy disconnection.

FAX interface cable and Line cable

These special accessories must be used with the device.

To reduce the risk of fire, use only UL-Listed No.26 AWG or larger telecommunication line cord.

FOR YOUR RECORDS ...

To protect against loss or theft, record and retain for reference the machine's serial number located at the lower left corner of the left side of the machine.

Model Number _____

Serial Number _____

Date of Purchase _____

Place of Purchase _____

Authorized HP Printer _____

Service Department Number _____

Notice for Users in U.S.A.

EMC (this machine and peripheral devices)

Warning:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.
Shielded interface cables must be used with this equipment to maintain compliance with EMC regulations.

NOTE: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules.
These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

BEFORE FIRST USE

NOTE:
- The explanations in this manual assume that you have a working knowledge of your Windows or Macintosh computer.
- For information on your operating system, please refer to your operating system manual or the online Help function.
- The explanations of screens and procedures in this manual are primarily for Windows Vista® in Windows® environments. The screens may vary depending on the version of the operating system.
- This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.
- Considerable care has been taken in preparing this manual. If you have any comments or concerns about the manual, please contact your HP or 3rd party service and support representative.
- This product has undergone strict quality control and inspection procedures. In the unlikely event that a defect or other problem is discovered, please contact your HP or 3rd party service and support representative.
- Aside from instances provided for by law, HP is not responsible for failures occurring during the use of the product or its options, or failures due to incorrect operation of the product and its options, or other failures, or for any damage that occurs due to use of the product.

Products that have earned the ENERGY STAR® are designed to protect the environment through superior energy efficiency.
The products that meet the ENERGY STAR® guidelines carry the logo shown above.
The products without the logo may not meet the ENERGY STAR® guidelines.

■ **Warranty**

While every effort has been made to make this document as accurate and helpful as possible, HP makes no warranty of any kind with regard to its content. All information included herein is subject to change without notice. HP is not responsible for any loss or damages, direct or indirect, arising from or related to the use of this operation manual.
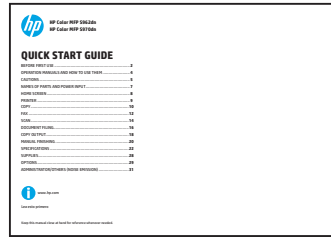
OPERATION MANUALS AND HOW TO USE THEM

Quick Start Guide (this document)

Features important safety notes, names of parts and components, information about the power-on procedure, operation overviews, information for people who manage the machine, and information about other aspects of this machine.
Read this section before using the machine for the first time.

User's Manual (PC)

Can be downloaded from the machine to a computer and viewed. Refer to this document to learn more about printer mode and settings mode, and to learn about the details of each type of mode.

HP Universal Print Driver (UPD)

The HP Universal Print Driver is the single driver that gives users instant access to a range of HP print products without downloading separate drivers.
For more information on the UPD, go to www.hp.com/go/upd

Operation Guide (Built-in)

Can be viewed by touching the operation guide icon on the machine's touch panel. When you are using this machine, use this document to see an overview of a particular mode or when you are having trouble operating the machine.

Downloading the User's Manual

You can download the [User's Manual] by following the procedures below while the machine is connected to the network.

1 Confirm the machine's IP address

First, tap the [Settings] key on the home screen, and then tap [System Settings] [List Print (User)] in the left menu.
Next, tap the [Print] key in the [All Custom Setting List], and confirm the IP address in the printed list.

2 Insert the machine's IP address into the address bar of your web browser to access the machine.

http://machine's IP address/
User verification may be required depending on the machine's settings.
Please check with the machine's administrator to obtain the account information necessary for verification.
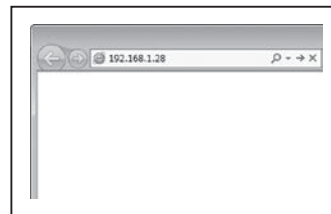
3 Download the [User's Manual]

Click [Operation Guide Download] on the displayed page. Next, select the desired language from the "Language to download" list, and then click the [Download] button.

4 Double-click on the downloaded file to display the User's Manual.

CAUTIONS

Symbols in this manual

To ensure safe use of the machine, this manual uses various safety symbols. The safety symbols are classified as explained below. Be sure you understand the meaning of the symbols when reading the manual.

⚠ WARNING

Indicates a risk of death or serious injury.

⚠ CAUTION

Indicates a risk of human injury or property damage.

| Meaning of the symbols | CAUTION! HOT | PINCH POINT KEEP CLEAR | PROHIBITED ACTIONS | DO NOT DISASSEMBLE | MANDATORY ACTIONS |

Handling precautions

⚠ WARNING

If you notice smoke, a strange odor, or other abnormality, do not use the machine.

If used in this condition, fire or electrical shock may result.
Immediately switch off the main power and remove the power plug from the power outlet.
Contact your HP or 3rd party service and support representative.

Do not use a flammable spray to clean the machine.

If gas from the spray comes in contact with hot electrical components or the fusing unit inside the machine, fire or electrical shock may result.

Do not make any modifications to this machine.

Doing so may result in personal injury or damage to the machine.

Do not remove the machine casing.

High-voltage parts inside the machine may cause electrical shock.

Do not place a container of water or other liquid, or a metal object that might fall inside, on the machine.

If the liquid spills or the object falls into the machine, fire or electrical shock may result.

If a thunder storm begins, switch off the main power and remove the power plug from the outlet to prevent electrical shock and fire due to lightning.

Do not look directly at the light source.

Doing so may damage your eyes.

Do not block the ventilation ports on the machine. Do not install the machine in a location that will block the ventilation ports.

Blocking the ventilation ports will cause heat to build up in the machine, creating a risk of fire.

The fusing unit and paper exit area are hot. When removing a misfeed, do not touch the fusing unit and paper exit area. Take care not to burn yourself.
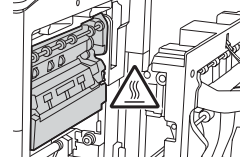
When loading paper, removing a misfeed, performing maintenance, closing the front and side covers, and inserting and removing trays, take care that your fingers are not pinched.
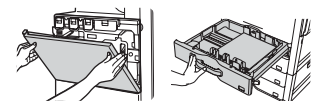
The machine includes the document filing function, which stores document image data on the machine's hard drive. Stored documents can be called up and printed or transmitted as needed. If a hard drive failure occurs, it will no longer be possible to call up the stored document data. To prevent the loss of important documents in the unlikely event of a hard drive failure, keep the originals of important documents or store the original data elsewhere.
With the exception of instances provided for by law, HP bears no responsibility for any damages or loss due to the loss of stored document data.

▌ Laser information

Wave length	788nm+12nm/-13nm
Pulse times	F1J61A Normal paper mode (P/S = 300 mm/s) = (4.15 µs ± 0.017 ns) / 7 mm Heavy paper mode (P/S = 220 mm/s) = (5.659 µs ± 0.023 ns) / 7 mm F1J62A Normal paper mode (P/S = 330 mm/s) = (3.773 µs ± 0.015 ns) / 7 mm Heavy paper mode (P/S = 220 mm/s) = (5.659 µs ± 0.023 ns) / 7 mm
Output power	Max 1.4 mW (LD1+LD2+LD3+LD4)

■ Caution

Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

This Digital Equipment is CLASS 1 LASER PRODUCT (IEC 60825-1 Edition 2-2007)

CAUTIONS

Power notes

⚠️ **WARNING**

🚫 **Do not insert or remove the power plug with wet hands.**

This may cause electrical shock.

🚫 **When removing the power plug from the outlet, do not pull on the cord.**

Pulling on the cord may cause damage such as wire exposure and breakage, and may result in fire or electrical shock.
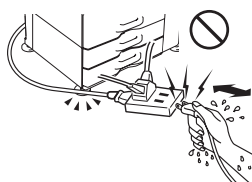
❗ **If you will not use the machine for a long time, be sure to remove the power plug from the outlet for safety.**

❗ **Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements.**
Also make certain the outlet is properly grounded. Do not use an extension cord or adapter to connect other devices to the power outlet used by the machine. Using an improper power supply may cause fire or electrical shock.
* For the power supply requirements, see the name plate in the lower left corner of the left side of the machine.

Installation notes

⚠️ **WARNING**

🚫 **Do not install the machine on an unstable or slanted surface. Install the machine on a surface that can withstand the weight of the machine.**

Risk of injury due to the machine falling or toppling.

🚫 **Be sure to connect the power cord only to a power outlet that meets the specified voltage and current requirements. Also make certain the outlet is properly grounded. Do not use an extension cord or adapter to connect other devices to the power outlet used by the machine. Using an improper power supply may cause fire or electrical shock.**

* For the power supply requirements, see the name plate in the lower left corner of the left side of the machine.

❗ **Near a wall**

Be sure to leave the clearances shown right between the unit and the nearest wall or other surface.
For easy maintenance, you should also leave the clearances shown right around the unit.

30cm / 30cm / 45cm
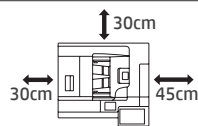
🚫 **Locations that are excessively hot, cold, humid, or dry (near heaters, humidifiers, air conditioners, etc.)**

The paper will become damp and condensation may form inside the machine, causing misfeeds and dirty output.

🚫 **Do not install the machine in a location with poor air circulation.**

A small amount of ozone is created inside the machine during printing. The amount of ozone created is not sufficient to be harmful; however, an unpleasant odor may be noticed during large copy runs, and thus the machine should be installed in a room with a ventilation fan or windows that provide sufficient air circulation. (The odor may occasionally cause headaches.)

🚫 **Locations exposed to direct sunlight**

Plastic parts may become deformed and dirty output may result.

🚫 **Locations with ammonia gas**

Installing the machine next to a diazo copy machine may cause dirty output.

🚫 **Locations subject to vibration.**

Vibration may cause failure.

⚠️ **CAUTION**

The machine includes a built-in hard drive. Do not subject the machine to shock or vibration. In particular, never move the machine while the power is on.

- The machine should be installed near an accessible power outlet for easy connection.
- Connect the machine to a power outlet which is not used for other electric appliances. If a lighting fixture is connected to the same outlet, the light may flicker.

About consumables

⚠️ **WARNING**

🚫 **Do not throw a toner cartridge into a fire.**

Toner may fly and cause burns.

🚫 **Store toner cartridge out of the reach of children.**

NAMES OF PARTS AND POWER INPUT

The machine has two power switches: The main power switch inside the front cover located in the lower left corner, and the [POWER] button (⏻) on the operation panel.
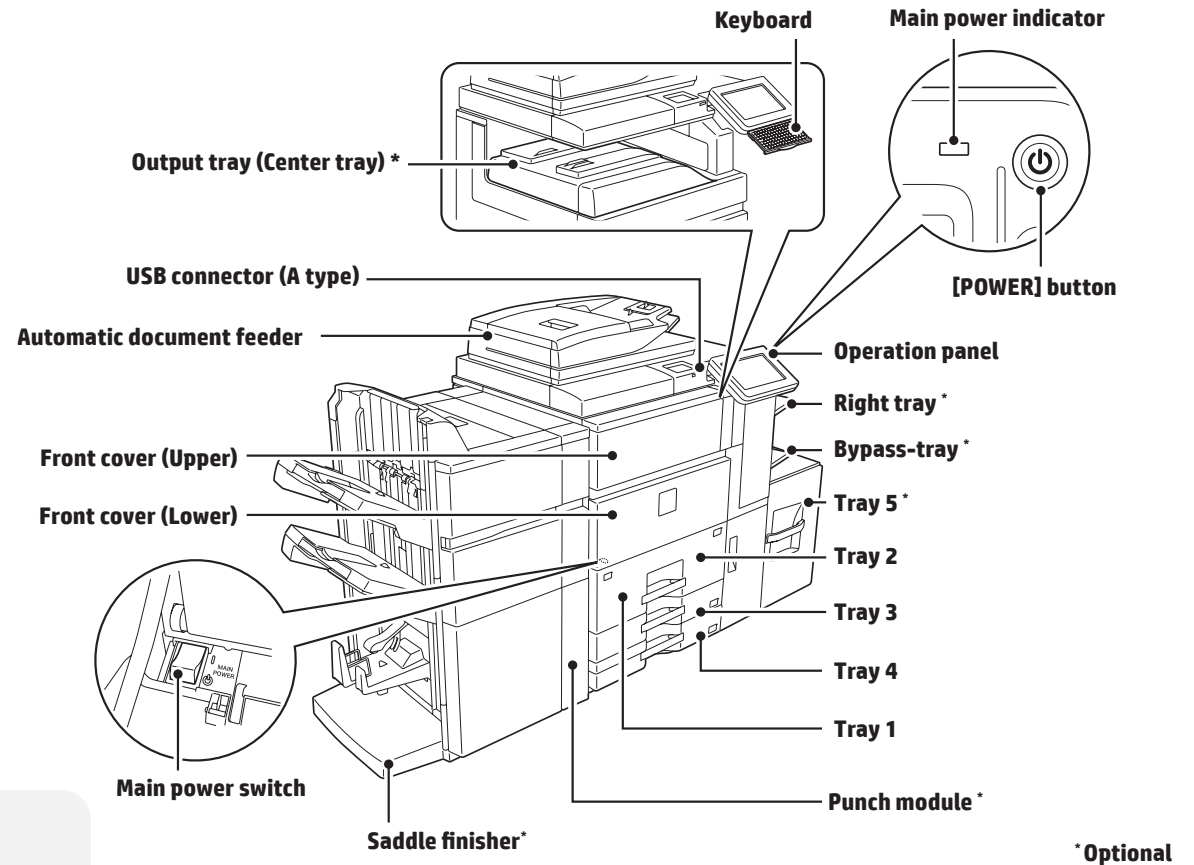
Turning on the power

- Turn the main power switch to the " | " position.
  The main power indicator blinks in green. The [POWER] button (⏻) does not function while the main power indicator blinks in green.
- After the main power indicator lights up green, press the [POWER] button (⏻).

Turning off the power

Turn off the power by pressing the [POWER] button (⏻), then turn the main power switch to the " ⏻ " position.

Restarting the machine

In order for some settings to take effect, the machine must be restarted. Follow the message displayed on the touch panel to restart the system (turn off the power by pressing the [POWER] button (⏻) and then press it again to turn the power back on).

⚠ Caution:

- When turning off the main power switch, make sure that all indicators other than the main power are turned off.
- In the case of a sudden main power outage, turn the power for the machine back on and then turn it off in the correct order. If you turn off the main power switch or unplug the power cord while the indicator is lit up or blinking, the hard disk drive may be damaged or data may be lost.
- Turn off both the [POWER] button (⏻) and the main power switch and unplug the power cord if you suspect a machine failure, if there is a bad thunderstorm nearby, or when you are moving the machine.

Keyboard

Main power indicator

Output tray (Center tray) *

USB connector (A type)

Automatic document feeder

Front cover (Upper)

Front cover (Lower)

Main power switch

Saddle finisher*

[POWER] button

Operation panel

Right tray *

Bypass-tray *

Tray 5 *

Tray 2

Tray 3

Tray 4

Tray 1

Punch module *

*** Optional**

NOTE:
- When using the fax always keep the main power switch in the "On" position.
- In some machine operating states, restarting using the [POWER] button (⏻) may not make the settings take effect. In this case, turn off the main power switch and then turn it on again.

HOME SCREEN

This screen appears first. When you touch an icon, the corresponding screen appears.

Pressing the [Home Screen] button (⌂) on the operation panel also displays this screen.
* The screen may differ from the actual one depending on the model or customization.

Fax The scanned original is sent using the telephone line.

E-mail The scanned original is attached to an e-mail and sent.

Copy

The scanned original is printed.

Action panel

Tap an item to edit Home Screen or other operation.

Scroll area

Up to 12 icons are displayed.
Icons that are not displayed can be displayed by scrolling horizontally.

FTP

The scanned file is sent to a specified directory of an FTP server or to a specified folder on a computer connected to the network.

HDD file retrieve

The scanned original is saved.
Saved data can be edited and used again for another operation.

Fixed area

Up to 10 icons are displayed.

Job status

Displays the status of the current job.

Operation Guide Refer to the Operation Guide when you have questions about operating the machine.

Page switch keys

Use these keys to view a hidden page in the scrolling area.

Settings Allows various settings to be adjusted according to how the machine will be used or its current state of use.
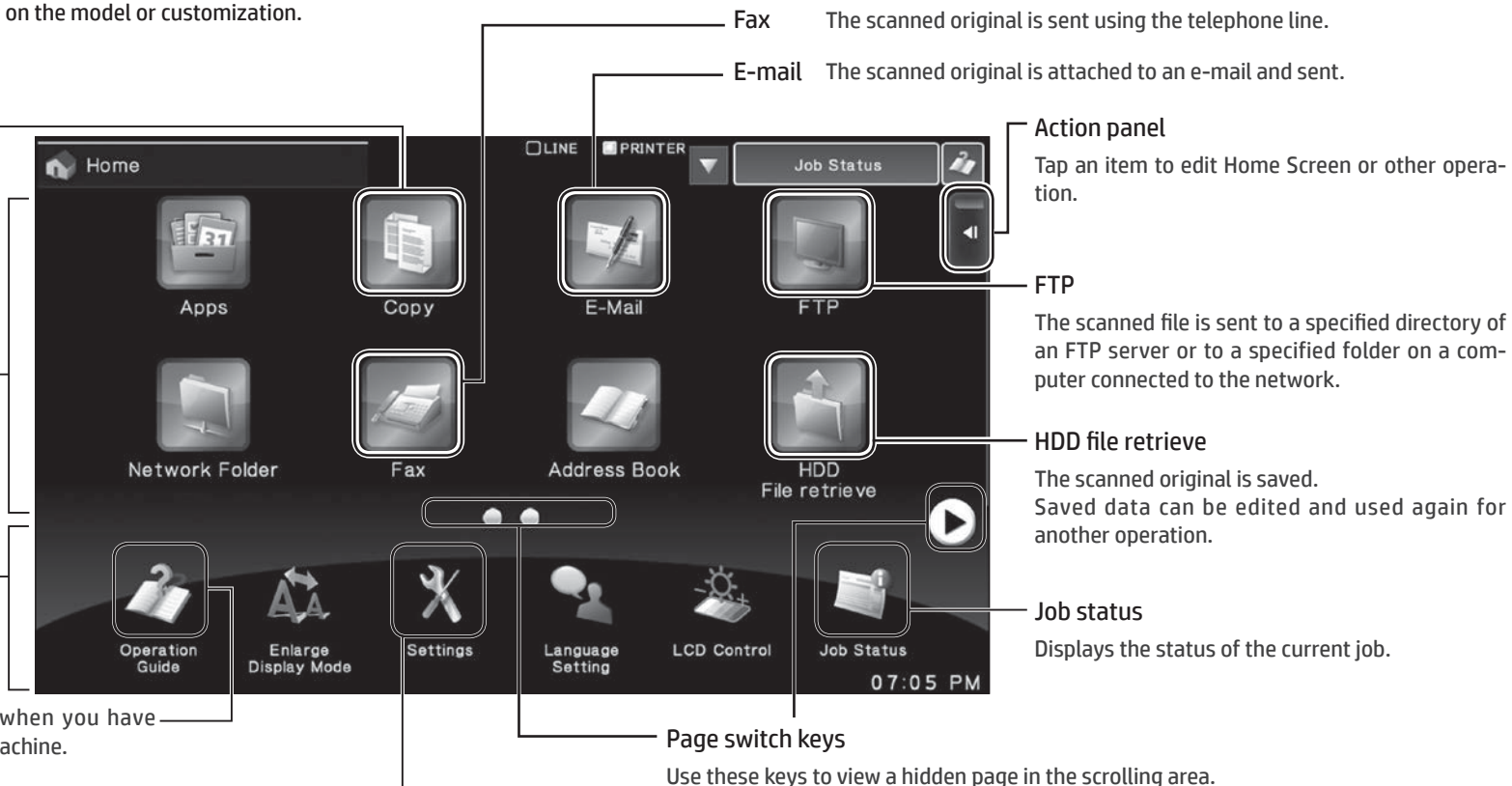
Operating the touch panel

In addition to the conventional method of single tapping, the touch panel of the machine can be operated by long touching, flicking and sliding.

Tapping	Touch and then quickly release the finger. Use this method to select a key, tab or checkbox.
Long touching	Touch the key with your finger and hold it for a while.

Double tapping	Lightly tap the touch panel twice. Use this method to switch preview modes or enlarge a preview image.
Flicking	Flick the panel to scroll a preview image.

| **Dragging**	Drag (slide your finger touching the panel in a random direction) to replace or delete pages in the original displayed on the preview screen.
Sliding	Slide the scroll bar (with your finger touching the panel) to scroll up and down a list containing a large number of items.

PRINTER

Basic printing

■ In a Windows environment

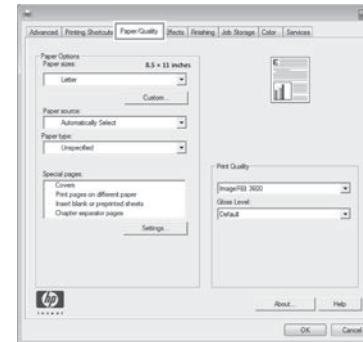This section explains how to print a document from Microsoft Word.

Note: To use the UPD, download it from the HP Web site. For more information, go to www.hp.com/go/upd.

1 From the software program, select the [Print] option

2 Select the product and click the [Preferences] or [Properties] button
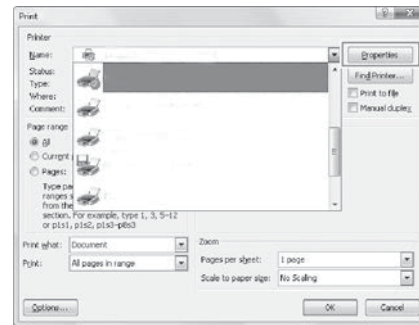
3 Click the [Paper/Quality] tab and select the paper size

4 Click the [OK] button to close the dialog box, and then click the [OK] button to print the job
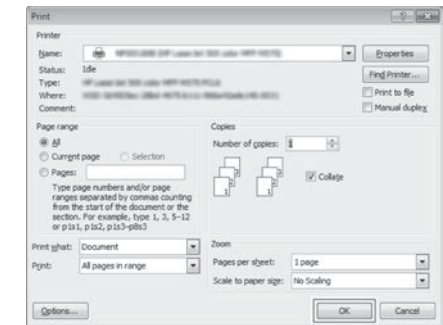
* Make sure the paper size is the same as the paper size set in the application.

■ For Mac OS X environments

The following example explains how to print a document from the standard accessory application "TextEdit" in Mac OS X.

1 Select [Page Setup] from the [File] menu and select the printer

2 Configure paper and click the [OK] button

3 Select [Print] from the [File] menu. Make sure that the correct printer is selected.

4 Print settings

5 Click the [Print] button to start printing

NOTE:
- Different types of paper sheets can be inserted for covers, etc.
- For Windows environments, different paper can be inserted into the specified page, or the paper can be inserted as inserts.

COPY

Basic operations

1 Place the original **2** Copy settings **3** Preview **4** Specify the number of copies **5** Start (Black & white, or color)

1 **Copy settings**
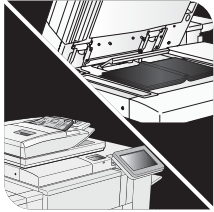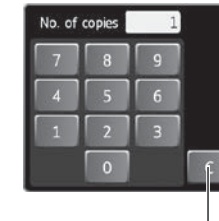2 **Displays the [Function Review] dialog**
3 **Scans the original and displays it in the preview area (if preview is required)**
4 **Cancels all settings**

Corrects the number of copies

Copy settings

Color mode	
Auto	Automatically identifies color or black & white to copy
Full Color	Copies in full color
B/W	Copies in black & white
2 Color	Copies in 2 colors
Single Color	Copies in a single color

Paper Select	
Paper Tray 1 A4 / 2 A4 / 3 A4 / 4 A4	Tray 1/Tray 2/Tray 3/Tray 4
Bypass Tray A4 Plain / Type and Size	Bypass Tray (Optional)* Specify the type and size of paper.
Large Capacity Tray 5 A4 Plain	Large Capacity Tray (Optional)

2-sided copy	
1-Sided→1-Sided	1-sided copy
1-Sided→2-Sided	Outputs two 1-Side original sheets to one 2-Side sheet
2-Sided→2-Sided	Outputs one 2-Side original sheet to one 2-Side sheet
2-Sided→1-Sided	Outputs one 2-Side original sheet to two 1-Side sheets

Output	
Middle tray	Outputs to the middle tray of the machine
Offset Tray	Outputs to the offset tray of the finisher
Sort	Outputs by sorting on a set basis
Group	Outputs by sorting on a page basis
Right Tray	Outputs to the output tray on the right of the machine

Copy Ratio	
Zoom	Displays the basic ratio menu.
XY Zoom	Displays the XY Zoom ratio menu.
Auto Image	Automatically sets the ratio based on the original settings and paper settings.
B4→B5 A3→A4 70% / 115% B5→A4 B4→A3 / B5→A5 B4→A4 81% / 122% A5→B5 A4→B4 / A4→B5 A3→B4 86% / 141% B5→B4 A4→A3	Sets the ratio based on the original settings and paper settings.
100 % (25~200)	Enlarges or reduces the image in increments of 1%
Other Ratio	Transits to the "Other Ratio" screen
by Paper	Transits to the "by Paper" screen
by Size	Transits to the "by Size" screen

* Please note that the Bypass-tray is standard feature in some countries and regions.

Exposure

Setting	Description	Setting	Description
Auto	Selects automatically	Map	Best for maps containing fine text
Text	Best for text originals	Light Original	Best for faint colored originals such as those written using pencil
Text/Printed Photo	Prioritizes the quality of text and printed photo images	(shading slider 1···3···5)	Tap a darker or lighter area to adjust shading
Text/Photo	Best for text originals to which photos are pasted	Copy of Copy	Select this option for copied or printed originals
Printed Photo	Prioritizes the quality of photo images	Color Tone Enhancement	Select this option to enhance the color of a color copy
Photo	Best for photo originals		

Original

Setting	Description
Auto	Selects automatically
Inch	Displays inch size list
AB	Displays AB size list
Direct Entry	Displays the direct entry screen
Custom Size	Displays the custom size list

AB				Inch	
A5	A5R	B5	B5R	$5^1/_2 \times 8^1/_2$	$5^1/_2 \times 8^1/_2$R
A4	A4R	B4	A3	$8^1/_2 \times 11$	$8^1/_2 \times 11$R
216 × 340	216 × 343			$8^1/_2 \times 13$	$8^1/_2 \times 14$
				11 × 17	$8^1/_2 \times 13^2/_5$

Others

Setting	Description	Setting	Description	Setting	Description
Multi Shot	Copying a multi-page original to a single sheet	Margin Shift	Adds margins	Erase	Specify the edge erase (center erase) and erase width of the original for copies
Pamphlet Copy	Arranges a pamphlet format	Covers/Inserts	Inserts cover or insertion sheets	Transparency Inserts	Outputs transparency films in a way that they do not stick together
Blank Page Skip	Skipping blank pages in an original	Card Shot	Copies both sides of a card as a single page	Position Image	Specify the image print position
Tab Copy	Copies captions onto tab paper	Dual Page Copy	Copies each facing page	Book Copy	Copies a pamphlet
Book Divide	Splits a pamphlet original by page in a copy	Stamp	Prints dates, the number of pages, and stamps	Custom Image	Adds a registered image to an original
Hidden Pattern Print	Padding unauthorised copy deterrent data	Repeat Layout	Repeats the same image on one sheet in a copy	Multi-Page Enlargement	Making a poster-sized copy
Mirror Image	Inverts the original into a mirror image	Full Bleed Copy	Copies originals with no edge cut-off	Centering	Copying in the center of the paper
B/W Reverse	Reverses white and black	Job Build	Copies many originals at once	Tandem Copy	Using two machines to copy in parallel
Original Count	Check the number of scanned original sheets	Mixed Size Original	Copies originals of different sizes together	Slow Scan Mode	This mode switches document feeder controls for originals with thin paper thickness
Sharpness	Adjust the sharpness of an image	Scan Resolution	Specify the resolution of the original	RGB Adjust	Adjusting red/green/blue in copies
Suppress Background	Suppresses light background area in copies	Color Balance	Adjust the color of a copy image	Brightness	Adjust the brightness of a color copy image
Intensity	Adjust the intensity (saturation) of a color copy image	File	Uses document filing	Quick File	Temporarily saves the scanned data on the hard disk drive of the machine
Preview Edit	Displays a preview image after selection				

FAX

Basic operations
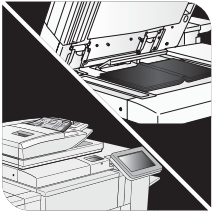
1 Place the original   **2** Fax scanning and send settings   **3** Preview   **4** Specify the destination   **5** Start

1. Fax scanning and send settings
2. Displays the [Function Review] dialog
3. Scans the original and displays it in the preview area (if preview is required)
4. Cancels all settings
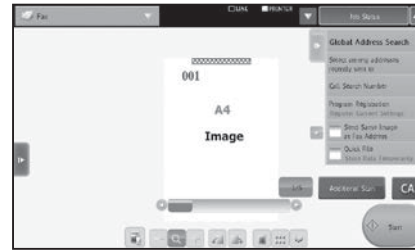
Correction

Fax scanning and send settings

Exposure

Auto	Selects automatically
	Touch a darker or lighter area to adjust shading

Original

Scan Size — Auto A4	Specify the original size to be scanned
100%	Displays the ratio of scan size and send size
Send Size — Auto A4	Specify the original size to be sent
2-Sided Tablet	Scans a 2-Sided original (Tablet)
2-Sided Booklet	Scans a 2-Sided original (Book)
Image Orientation	Specify the original orientation

Resolution

Standard	Best for normal size text originals
Fine	Best for text originals
Super Fine	Best for originals containing illustrations
Ultra Fine	Expresses fine text or the delicate thickness of photo originals

Address book

Tap this to display the address book screen to select a destination.

12

Job Build
Tap this to switch the job build mode on or off.
Setting it to On scans a large number of originals in segments.
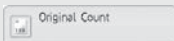
Original Count
Tap this to switch the original count setting on or off.
Setting it to On sends fax after checking the scanned number of original sheets.

Select among addresses recently sent to
Select a destination from the transmission log screen.

Slow Scan Mode
Tap this to switch the slow scan mode on or off.
Setting it to On prevents slips or other thin paper sheets from getting jammed when they are scanned.

Viewing original settings
Displays the original settings on the lower center of the panel.
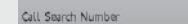
Call Search Number
Select a destination from the search number.
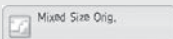
Mixed Size Orig.
Use this to switch the mixed size original mode on or off.
Setting it to On scans originals of different sizes together using the automatic document feeder.

Global Address Search
A destination is searched for in the global address book.

Send Directly
Sends the scanned original without saving it to the memory.

Others

Erase	Specify the edge erase (center erase) and erase width of the original to be sent	Dual Page Scan	Scans each facing page of a bound document	Book Divide	Sends a pamphlet original by splitting it by page
Card Shot	Sends both sides of a card as a single page	Timer	Automatically performs transmission or polling reception at the specified time	Verif. Stamp	Stamps scanned originals (optional)
Own Name Select	Select sender information for fax transmission	Transaction Report	Prints the transaction report	Memory Box	Use this to register and manage the data to be sent when receiving data from the other machine by polling, as well as manage the data received by confidential reception.
File	Saves the send data on the hard disk drive of the machine.	Quick File	Temporarily saves the send data on the hard disk drive of the machine	Multi Shot	Sends two pages as a single page
Polling	The original data placed in the other machine is retrieved by operating your machine				

This manual contains references to the fax function. However, please note that the fax function is not available in some countries and regions.

SCAN

Basic Operations (Scan to E-mail)

1 Place the original **2** Scan settings **3** Preview **4** Specify the destination **5** Start
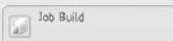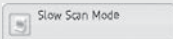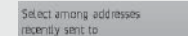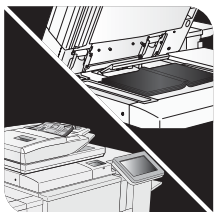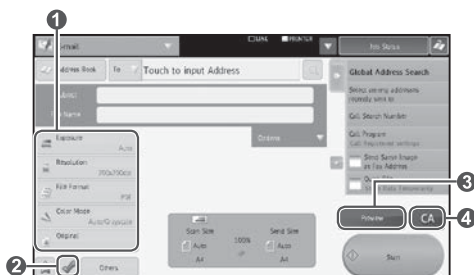
1 **Scan settings**
2 **Displays the [Function Review] dialog**
3 **Scans the original and displays it in the preview area (if preview is required)**
4 **Cancels all settings**

Scan settings

Address Book

Tap this to display the address book screen to select a destination.

To ▽	Tap this to switch between To and Cc.
🔍	Searches a destination

File Name

Select a file name or enter it directly.

Subject

Select a subject or enter it directly.

Touch to input Address

Enter an address directory.

Resolution

100x100dpi	300x300dpi
150x150dpi	400x400dpi
200x200dpi	600x600dpi

100 × 100 dpi
150 × 150 dpi
200 × 200 dpi
300 × 300 dpi
400 × 400 dpi
600 × 600 dpi

Send Same Image as Fax Address

Tap this to switch "Send Same Image as Fax Address" on or off.

Setting this to On sends the same image as the fax address.

Exposure

Auto	Selects automatically
1 - 3 - 5	Touch a darker or lighter area to adjust shading
Text	Best for text originals
Text/Printed Photo	Prioritizes the quality of text and printed photo images
Text/Photo	Best for text originals to which photos are pasted
Printed Photo	Prioritizes the quality of photo images
Photo	Best for photo originals
Map	Best for maps containing fine text

File Format

This function sets the file format and compression mode (ratio) of send data.

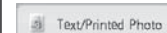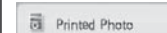| File format			Compression mode			Number of pages setting	
	Color/Grayscale	B/W		Color/Grayscale	B/W	Color/Grayscale/Black & white	
TIFF / XPS / JPEG / PDF / PDF/A	Transmittable formats: TIFF, XPS, JPEG, PDF, PDF/A	Transmittable formats: TIFF, XPS, PDF, PDF/A	Low / Middle / High / Bk Letter Emphasis / None / MH (G3) / MMR (G4)	Compressible modes: Low, Medium, High, Bk Letter Emphasis	Compressible modes: None, MH (G3), MMR (G4)	Specified Pages per File	Specify the number of pages per file
	Encry. — Creates an encrypted PDF file	Encry. — Creates an encrypted PDF file		Compact — Sends data by reducing its size		1 (1~99) Page	Displays the number of pages per file
				U-Fine — Sends data by reducing its size but without reducing the image quality		— +	Increases or decreases the number of pages per file

Others

Job Build	Tap this to switch the job build mode on or off. Setting it to On scans a large number of originals in segments.	Slow Scan Mode	Scans a thin original	Mixed Size Original	Scans originals of different sizes together
Original Count	Tap this to switch the original count setting on or off. Setting it to On checks the scanned number of original sheets.	Erase	Specify the edge erase (center erase) and erase width of the original to be sent	Dual Page Scan	Scans an original as two separate pages
Book Divide	Sends a pamphlet original by splitting it by page	Card Shot	Sends both sides of a card as a single page	Timer	Automatically performs transmission at the specified time
Verif. Stamp	Stamps scanned originals	Suppress Background	Scans originals by suppressing light background area	Blank Page Skip	Erases blank pages mixed in an original after scanning
Drop Out color	Removes chromatic colors from the scanned original before transmission	Sharpness	Adjust the sharpness of an image to produce a sharper or softer image.	Contrast	Adding contrast to the scanned original before transmission.
File	Saves the send data on the hard disk drive of the machine.	Quick File	Temporarily saves the send data on the hard disk drive of the machine		

DOCUMENT FILING

This function saves the original scanned on the machine, received fax data, or print data from a PC on the hard disk drive of the machine or on an external memory device.
The saved data can be printed or sent. Editing of the stored files, for example combining, is also possible.

Basic operations

1 HOME SCREEN
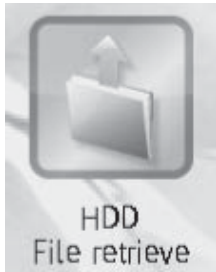
2 Select the folder

3 Place the original
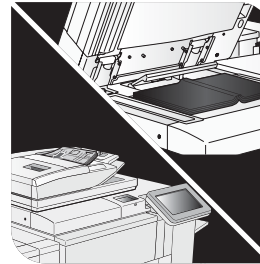
4 Start

Folder select screen

My Folder

Displays the private screen for the login user.

Main Folder

Use this to save the original you wish to share among users.

Quick File Folder

Saves files temporarily.

Custom Folder

The folder for the registered user.

Reset button

Use this button to reset all settings.

HDD Status

The usage of the machine's hard disk drive is displayed in graphical format, separately for Main Folder, Custom Folder, and Quick File Folder.

NOTE: • Files stored using [Quick File] are provided with the "Sharing" property that can be accessed by any person for output and sending. Therefore, do not store sensitive documents or documents that you do not want to be used by others using the [Quick File] function.

File list view

File thumbnails view

You can select the method to display files. List view or thumbnails view can be selected.

■ Viewing by folder

■ Viewing by job
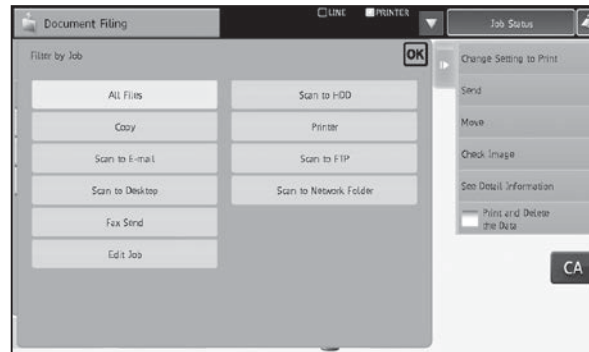
Job settings menu

Select a file you wish to retrieve, then select a desired operation. The following operations are displayed on the action panel.
The [Print Now] operation is not displayed on the action panel but displayed as a button in the trigger area.

Change Setting to Print	Prints a file from the reprint screen This item changes to [Print] when multiple files are selected.	See Detail Information	Views property change and file detail information This item is not displayed when multiple files are selected.
Send	Sends a file from the resend screen This item is not displayed when multiple files are selected.	Print and Delete the Data	Select this item if you wish to delete data after printing.
Move	Moves a file You can also edit the file name using this option.	B/W Print	Select this item if you wish to print all in black & white This item is not displayed when multiple files are selected.
Combine File	Merges the selected two files into a single file This item is not displayed when only one file or three or more files are selected.	Print Now	Prints the selected file immediately
Check Image	Check the content of the original file by image This item is not displayed when multiple files are selected.	Delete	Deletes data

COPY OUTPUT

Configure the output settings for copies using Sort, Group, Offset, Staple, Punch, or Fold.

Basic operations

1 Select [Output]

2 Copy output settings
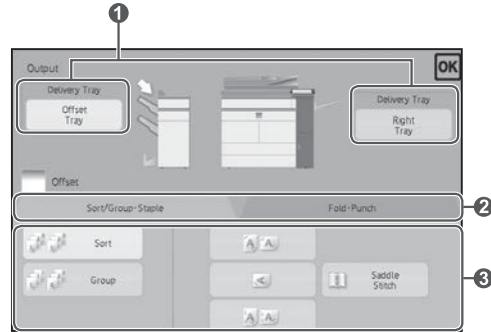
1 Specify the output tray
2 Select the output and paper output type
3 Specify the details of output mode

3 Check the preview image

4 Start

(Black & white, or color)

Output tray settings

Output tray settings

Specify the destination to output copies.
The output tray currently selected is indicated by an arrow.

(When a finisher (100-sheet stapling) or saddle finisher (100-sheet stapling) is installed)
The [Middle Tray] key can be selected.

Offset Tray	Outputs to the offset tray
Right Tray	Outputs to the right tray If the offset, staple sort, saddle-stitch, fold, or punch function is specified, the right tray is not available.

Sort/Group function

This function sets the sorting method when copying a scanned original.

Sort	Sorts the scanned original on a set basis, and outputs them
Group	Groups the scanned original on a page basis, and outputs them.

Offset function

(When a finisher or saddle finisher is installed)
Select this function when you wish to output copies while shifting them set by set.
Selecting the staple function clears the Offset checkmark automatically.

Sort staple

(When a finisher or saddle finisher is installed)
This function staples the output copies and deliver them to the tray.

	1 staple in back
	1 staple in front
	2 Staples
Saddle Stitch	Copies can be folded at the center, stapled, and output. This function is only available when a saddle finisher is installed.

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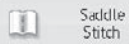
Saddle Stitch

(When a saddle finisher is installed)
Copies can be folded at the center, stapled, and output.

(When a trimming module is installed on the saddle finisher)
For saddle folding, it trims a side drop, offering a good-looking output image.

Off	Releases saddle stitch
Left Binding	This selects left binding
Right Binding	This selects right binding

2-Sided	Scanning 2-Sided originals
Cover Setting	Tap this to switch the cover setting Off or On, or to configure the paper tray settings.
1-Sided	Scans 1-Sided originals

Trimmer Setting

(When a trimming module is installed on the saddle finisher)
Enabling "Saddle-stitch" allows you to configure the trimmer settings.

Off	Turns off the trimmer setting
On	Turns on the trimmer setting
2 . 0 (2.0~20.0) mm	Specify the trimming width within the range of 2.0 to 20.0 mm

Folding function

(When a saddle finisher or folding unit is installed)
Copies can be folded and output.

Saddle Fold	Selects saddle fold
Z-Fold	Selects Z-fold
C-Fold	Selects C-fold
Accord-ion Fold	Selects accordion fold
Double Fold	Selects double fold
Half Fold	Selects half fold

Detail setting screen for each folding type

Inside	Folds paper so that the print side faces downward during output	Select the size of paper to be folded with Z-fold (One of either A3, B4, A4R, 11" × 17", 8-1/2" × 14" and 8-1/2" × 11"R can be selected)
Outside	Folds paper so that the print side faces upward during output	
Fold Multiple Sheets Together	Select this option to fold multiple sheets together	Open Left — Folds paper for left binding during output
Displays a folding image		Open Right — Folds paper for right binding during output

Punch function

(When a punch module is installed)
This function punches copies and outputs them. It is available for paper sizes B5R to A3.

2 Hole Punch	
3 Hole Punch	
4 Hole Punch	Punches holes during output
4 Hole Punch	

MANUAL FINISHING

This function allows you to set for finish on copied or printed pages.

You can select the manual finishing mode if the inserter is installed.

When the finisher (100-sheet stapling), saddle finisher (100-sheet stapling), punch module, or folding unit is installed, finishing operations, such as stapling, punching or folding, can be performed.

Basic operations

1 Place the original
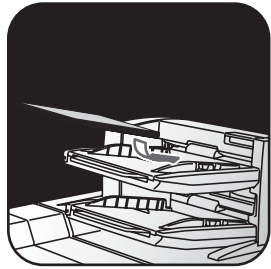
Adjust the inserter tray guide to the paper size, and load paper.
(Special media such as transparency film and tab paper cannot be used.)

2 Switch to the manual finishing mode

■ Changing modes from the Home Screen
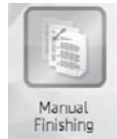
■ Changing modes from the screen for each mode
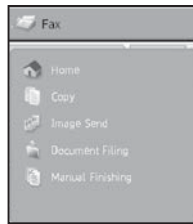
3 Finishing method settings
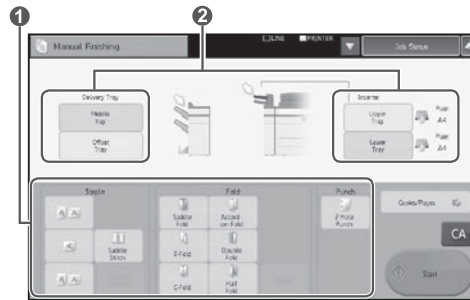
1 **Select the appropriate finishing method**
2 **Change the paper tray or output tray as required**

4 Start

Paper Loading and Output Settings

Checking and changing the output tray

You can check the type and size of paper loaded.
As needed, the paper type and size can be specified for each of the upper and lower trays.
If you wish to change the paper sizes or types, select [System Settings] > [Paper Tray Settings] > [Inserter].

Plain A4	Check the paper type and size
Upper Tray	Selects the upper tray as paper tray
Lower Tray	Selects the lower tray as paper tray

Checking and changing the output tray
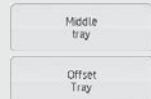
The output tray is automatically selected based on the output function you set. If Z-Fold, Half Fold, or Punch is selected, however, you can select the middle or offset tray for the output tray.
If you have changed the output tray, the output function may be deselected depending on the original output settings.

Middle tray	Selects the middle tray as the output tray
Offset Tray	Selects the offset tray as the output tray

Orientation of placed original

For stapling or punching on the desired position, place the paper as shown in the following:

- For staple function, place the paper face up and align text with the direction of the touch panel display. (For the saddle-stitch function, place the paper so that middle surface faces up.

- When using punch or folding function, place the paper face up, and align text horizontally and upward with the scan (right) direction.

Staple

(When a finisher installed)
This function staples the loaded paper sheets into a sheaf.

A A	1 staple in back
◄	1 staple in front
A A	2 Staples

Setting the number of copies (number of pages)

This function loads previously sorted sheets and outputs multiple sets at once.

Number of copies setting

1 (1-999)	Enter the number of output copies (from 1 to 999)

Number of pages setting

All Pages	Select this to set all pages as one set * If this setting is enabled, set the [Number of Copies] to "1".
Manual	Select this to specify the number of page for each set
1 (1-200)	Enter a numeric value when [Manual] is selected. (from 1 to 200 pages)

Saddle Stitch

(When a saddle finisher (100-sheet stapling) is installed)
This function staples each set of copies at two positions in the center of paper, folds them in half, and outputs them.

(When a trimming module is installed on the saddle finisher)
For saddle-stitch, it trims a side drop, offering a good-looking output image.
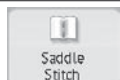
Saddle Stitch	Staples each set of copies at two positions in the center of paper, and folds them in half during output
Trimmer Setting	Trims a side drop for saddle folding during output Specify the trimming width within the range of 2.0 to 20.0 mm
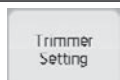
Checking and changing the output tray

The output tray is automatically selected based on the output function you set. If Z-Fold, Half Fold, or Punch is selected, however, you can select the middle or offset tray for the output tray.
If you have changed the output tray, the output function may be deselected depending on the original output settings.

Middle tray	Selects the middle tray as the output tray
Offset Tray	Selects the offset tray as the output tray

Punch function

(When a punch module is installed)
This function punches holes in paper. It is available for paper sizes B5R to A3.
You cannot use A3W (12" × 18") size paper, and special media such as transparency film and tab papers.

2 Hole Punch 3 Hole Punch 4 Hole Punch 4 Hole Punch	Punches holes during output If the paper size used is A3, B4 or 11" × 17", this function can be used with saddle-stitch or folding function for Z-fold.

Folding function

(When a folding unit is installed)
This function folds paper in Z-fold, C-fold, or other types of shapes.

(When a saddle finisher (100-sheet stapling) is installed)
Paper can be folded in a saddle fold.
* The paper sizes that can be selected vary depending on the type of paper fold.
* Special media such as transparency film and tab paper cannot be used.
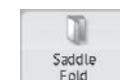
Saddle Fold	Allowable paper sizes: A3W, A3, B4, A4R, SRA3 12" × 18", 11" × 17", 8-1/2" × 14", 8-1/2" × 11"R, 8K The fold settings can be configured in [Detail].
Z-Fold	Allowable paper sizes: A3, B4, A4R, 11" × 17", 8-1/2" × 14", 8-1/2" × 11"R This can be used with staple or punch function only when the A3, B4 or 11" × 17" paper is used.
C-Fold	Allowable paper sizes: A4R, 8-1/2" × 11"R
Accord- ion Fold	Allowable paper sizes: A4R, 8-1/2" × 11"R
Double Fold	Allowable paper sizes: A4R, 8-1/2" × 11"R
Half Fold	Allowable paper sizes: A4R, 8-1/2" × 11"R

SPECIFICATIONS

Basic / Copier

Name	HP Color MFP S962dn (F1J61F) / HP Color MFP S970dn (F1J62A)
Type	Console
Color	Full color
Copier system	Laser electrostatic copier
Scanning resolution	Scan (B/W): 600 × 600 dpi, 600 × 400 dpi Scan (full color): 600 × 600 dpi Print: 600 × 600 dpi, equivalent to 9,600 dpi × 600 dpi
Gradation	Scan: equivalent to 256 levels / Print: equivalent to 256 levels
Original paper sizes	Max. A3 (11" × 17") for sheets and bound documents
Copy sizes	A3 wide (12" × 18") to A5R, 5-1/2" × 8-1/2"R, Transparency film, Heavy paper, Envelopes Tray 1: A4, B5, 8-1/2" × 11" Tray 2: A4, 8-1/2" × 11" Tray 3: A3 wide (12" × 18"), A3, B4, A4, A4R, B5, B5R, 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R Tray 4: A3 wide (12" × 18"), A3, B4, A4, A4R, B5, B5R, A5R, 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R Multi-bypass tray: A3 wide (12" × 18") to A5R, 5-1/2" × 8-1/2"R, SRA3, Transparency film, Heavy paper, Envelopes Lost margin (leading edge): 4 mm (11/64") ± 1 mm (± 3/64") Lost margin (trailing edge): 2 mm (6/64") - 5 mm (- 13/64") Leading edge / trailing edge: total 8 mm (21/64") or less Near edge / far edge: total 4 mm (11/64") ± 2 mm (± 6/64") or less
Warm-up time	55 seconds ● This may vary depending on the ambient conditions.

First-copy time

	F1J61A	F1J62A
Full color:	5.6 seconds	5.1 seconds
B/W:	4.0 seconds	3.7 seconds

● This may vary depending on the state of the machine.

Continuous copying speeds* (when shifter is not in operation)

	F1J61A	F1J62A
A4, B5, 8-1/2" × 11":	62 copies/min.	70 copies/min.
A4R, B5R, A5R, 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R:	43 copies/min.	46 copies/min.
B4, 8-1/2" × 14":	36 copies/min.	40 copies/min.
A3, 11" × 17":	32 copies/min.	35 copies/min.

* Continuous speed for same original source. Output may be temporarily interrupted to stabilize image quality.

Copy ratios	Same size: 1:1 ± 0.8 % Enlarge: 115 %, 122 %, 141 %, 200 %, 400 % Reduce: 25 %, 50 %, 70 %, 81 %, 86 % Zoom range: 25 to 400 % (25 - 200 % using DSPF) in 1 % increments, total 376 increments. Can calculate zoom rate when mm is specified.
Useable paper	Tray 1: 60 to105 g/m^2 (16 lbs. to 28 lbs.) Tray 2: 60 to105 g/m^2 (16 lbs. to 28 lbs.) Tray 3: 60 to 220 g/m^2 (16 lbs. Bond to 80 lbs. Cover) Tray 4: 60 to 220 g/m^2 (16 lbs. Bond to 80 lbs. Cover) Multi-bypass tray: 55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)
Paper feed / capacity	1,200 plus 800 plus 500 plus 500 sheets in 4 trays plus 100-sheet multi-bypass tray ● Using 80 g/m^2 (21 lbs.) weight paper
Max. paper feed / max. capacity	1,200 plus 800 plus 500 plus 500 sheets in 4 trays plus 500-sheet multi-bypass tray plus 5,000 sheets in large capacity trays ● Using 80 g/m^2 (21 lbs.) weight paper
Continuous copy	Max. 9,999 copies
Memory	Standard: 5 GB HDD: 1 TB SD card: 4GB ● 1 GB = One billion bytes when referring to hard drive capacity. Actual format capacity is less.

Ambient environment	Operating environment
	    10 °C (54 °F) to 35 °C (91 °F) (20 % to 85 % RH) (Humidity is 60% or below while the temperature is 35°C (91°F), and the temperature is 30°C (86°F) or below while the humidity is more than 85%.) 590 - 1,013 hpa
	Standard environment
	    20 °C (68 °F) to 25 °C (77 °F) (65 ± 5 % RH)

Required power supply	AC 220-240V/8A, 50/60Hz (2 × 220-240V power supplies) Power consumption Max. 3.84 kW (including options such as the desk)
Dimensions	845 mm (W) × 844 mm (D) × 1,222 mm (H) (33-15/64" (W) × 33-15/64" (D) × 48-7/64" (H))
Weight	Approx. 222 kg (489 lbs.)

Overall dimensions	With multi-bypass tray extended
	    1,242 mm (W) × 844 mm (D) (48-29/32" (W) × 33-15/64" (D))
	With right side exit tray extended
	    1,261 mm (W) × 844 mm (D) (49-21/32" (W) × 33-15/64" (D))

Automatic Document Feeder (standard equipment)

Name	Duplex Single Pass Feeder (DSPF)
Document feeder types	Duplex Single Pass Feeder (DSPF)
Original paper sizes	A3 (11" × 17") to A5 (5-1/2" × 8-1/2")

Original paper types	Paper weight	Thin paper 35 g/m^2 (9 lbs.) to 49 g/m^2 (13 lbs.)
		Plain paper 50 g/m^2 (13 lbs.) to 128 g/m^2 (34 lbs.)
	Two-sided	50 g/m^2 (13 lbs.) to 128 g/m^2 (34 lbs.)

Paper storage capacity	150 sheets (21 lbs. (80 g/m^2)) (or maximum stack height of 49/64" (19.5 mm))
Scan speed (copy)	B/W: 75 one-sided sheets/minute (A4 (8-1/2" × 11") horizontal) (600 × 400 dpi) Color: 51 one-sided sheets/minute (A4 (8-1/2" × 11") horizontal) (600 × 600 dpi)

Large Capacity Trays

Name	HP Large Capacity 5,000-sheet Tray (F1Z99A)
Paper sizes	A3W (12" × 18") to B5R (8-1/2" × 11") ,SRA3
Useable paper	55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)
Paper capacity	5,000 sheets (2,500 × 2)
Required power supply	AC 230V, 10A
Dimensions	895 mm (W) × 763 mm (D) × 986 mm (H) (35-1/4" (W) × 30-1/32" (D) × 38-13/16" (H))
Weight	Approx. 131 kg (288 lbs.)

Name	HP Multi Bypass 500-sheet Tray (F1Z96A)
Paper sizes	A3W (12" × 18") to B5R (8-1/2" × 11"),SRA3
Useable paper	55 to 220 g/m^2 Cover (16 lbs. to 80 lbs.)
Paper capacity	500 sheets
Required power supply	Supplied from large capacity trays
Dimensions	When output paper tray is stored 705 mm (W) × 556 mm (D) × 170 mm (H) (27-3/4" (W) × 21-7/8" (D) × 6-11/16" (H)) When output paper tray is extended 880 mm (W) × 556 mm (D) × 170 mm (H) (34-21/32" (W) × 21-7/8" (D) × 6-11/16" (H))
Weight	Approx. 18 kg (39 lbs.)

Name	HP Large Capacity 3,500-sheet Tray (F1Z98A)
Paper sizes	A4, B5, 8-1/2" × 11"
Useable paper	60 to 220 g/m^2 Cover (16 lbs. to 80 lbs.)
Paper capacity	3,500 sheets
Dimensions	376 mm (W) × 575 mm (D) × 523 mm (H) (14-51/64" (W) × 22-41/64" (D) × 20-19/32" (H))
Weight	Approx. 28.5 kg (63 lbs.)

Name	HP Large Capacity 3,000-sheet Tray (F1Z97A)
Paper sizes	A3W (12" × 18") to B5 (8-1/2" × 11")
Useable paper	60 to 220 g/m^2 Cover (16 lbs. to 80 lbs.)
Paper capacity	3,000 sheets
Dimensions	690 mm (W) × 578 mm (D) × 522 mm (H) (27-11/64" (W) × 22-49/64" (D) × 20-19/32" (H))
Weight	Approx. 50 kg (110 lbs.)

SPECIFICATIONS

Finishers

Name	HP Stapler/Stacker, 50-sheet stapler (F2A01A)		
Paper sizes	Depends on feeder specifications		
Useable paper	55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)		
No. of trays	2		
Tray capacity (21 lbs. (80 g/m^2))	**Upper tray**		
	Non-stapled	A3W (12" × 18") / A3 (11" × 17") /B4 (8-1/2" × 14"), SRA3: 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,550 sheets	
	Staple function	A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,550 sheets	
	Lower tray		
	Non-stapled	A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,700 sheets A4/B5/8-1/2" × 11" Non offset: 2,450 sheets	
	Staple function	A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,700 sheets	
	• Offset output is not available for A3W (12" × 18") / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R).		
Max. no. of stapled sheets (90 g/m^2 (24 lbs.))	Max. no. of 50 sheets (A4 (8-1/2" × 11"), B5) Max. no. of 30 sheets (A3 (11" × 17"), B4 (8-1/2" × 14"), A4R (8-1/2" × 11"R))		
Staple position	1 bottom, 1 top, 2 middle		
Required power supply	Supplied from the machine		

Dimensions	When output paper tray is stored
	    530 mm (W) × 662 mm (D) × 1100 mm (H)
	    (20-7/8" (W) × 26-3/64" (D) × 43-19/64" (H))
	When output paper tray is extended
	    660 mm (W) × 662 mm (D) × 1100 mm (H)
	    (26" (W) × 26-1/8" (D) × 43-19/64" (H))		

Weight	Approx. 42 kg (92.6 lbs.)		

Name	HP Stapler/Stacker, 100-sheet stapler (F2A02A)		
Paper sizes	Depends on feeder specifications		
Useable paper	55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)		
No. of trays	3		
Tray capacity (80 g/m^2 (21 lbs.))	**Upper tray**		
	Non-stapled	A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / 5-1/2" × 8-1/2"R (A5R): 1,500 sheets	
	Staple function	A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,500 sheets	
	Center tray		
	Non-stapled	A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 125 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 250 sheets	
	Lower tray		
	Non-stapled	A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,500 sheets A4/B5/8-1/2" × 11" Non offset: 2,500 sheets	
	Staple function	A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,500 sheets	
	• Offset output is not available for A3W (12" × 18") / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R).		
Max. no. of stapled sheets (90 g/m^2 (24 lbs.))	Max. no. of 100 sheets (A4 (8-1/2" × 11"), B5) Max. no. of 50 sheets (A3 (11" × 17"), B4 (8-1/2" × 14"), A4R (8-1/2" × 11"R))		
Staple position	1 bottom, 1 top, 2 middle		
Required power supply	AC 230V, 10A		

Dimensions	When output paper tray is stored
	    654 mm (W) × 765 mm (D) × 1040 mm (H)
	    (25-3/4" (W) × 30-1/8" (D) × 40-15/16" (H))
	When output paper tray is extended
	    782 mm (W) × 765 mm (D) × 1040 mm (H)
	    (30-51/64" (W) × 30-1/8" (D) × 40-15/16" (H))		

Weight	Approx. 61 kg (134.5 lbs.)		

Saddle-stitch Finisher

Name	Saddle-stitch Finisher, 50-sheet stapler (F2A03A)
Paper sizes	Depends on feeder specifications
Useable paper	55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)
No. of trays	3
Tray capacity (80 g/m^2 (21 lbs.))	**Upper tray** Non-stapled: A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,550 sheets Staple function: A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,550 sheets **Lower tray** Non-sort: A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 650 sheets A4R (8-1/2" × 11"R) / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,700 sheets A4/B5/8-1/2" × 11": 2,450 sheets Staple function: A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 650 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,700 sheets **Saddle-stitch tray**: 10 units (11 to 15 sheets), 20 units (6 to 10 sheets), 25 units (1 to 5 sheets) • Offset output is not available for A3W (12" × 18") / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R).
Max. no. of stapled sheets (90 g/m^2 (24 lbs.))	Max. no. of 50 sheets (A4 (8-1/2" × 11"), B5) Max. no. of 30 sheets (A3 (11" × 17"), B4 (8-1/2" × 14"), A4R (8-1/2" × 11"R))
Staple position	1 bottom, 1 top, 2 middle
Staple method (for saddle-stitch)	Centered fold with stapling in 2 center places
Saddle-stitch fold position	Centered fold
Saddle usable sizes	A3 (11" × 17") / B4 (8-1/2 × 14") / A4R (8-1/2" × 11"R) / A3W (12" × 18")
Saddle usable paper weight	60 g/m^2 (16 lbs.) to 256 g/m^2 (140 lbs.) Index Paper weighting 106 g/m^2 (28 lbs.) to 256 g/m^2 (140 lbs.) Index. 256 g/m^2 (140 lbs.) Index is only able to be used in cover mode and for single sheet fold.
Max. no. of saddle-stitched sheets	Max. no. of 15 sheets (80 g/m^2 (21 lbs.)): 14 sheets (80 g/m^2 (21 lbs.)) + 1 sheet (256 g/m^2 (140 lbs.) Index) Max. no. of 10 sheets (90 g/m^2 (24 lbs.)): 9 sheets (90 g/m^2 (24 lbs.)) + 1 sheet (256 g/m^2 (140 lbs.) Index)
Required power supply	Supplied from the machine
Dimensions	When output paper tray is stored 642 mm (W) × 662 mm (D) × 1100 mm (H) (25-9/32" (W) × 26-3/64" (D) × 43-19/64" (H)) When output paper tray is extended 772 mm (W) × 662 mm (D) × 1100 mm (H) (30-3/8" (W) × 26-1/8" (D) × 43-19/64" (H))
Weight	Approx. 72 kg (158.7 lbs.)

Name	Saddle-stitch Finisher, 100-sheet stapler (F2A04A)
Paper sizes	Depends on feeder specifications
Useable paper	55 to 300 g/m^2 Index (16 lbs. to 170 lbs.)
No. of trays	4
Tray capacity (80 g/m^2 (21 lbs.))	**Upper tray** Non-stapled A3W (12" × 18") / A3 (11" × 17") /B4 (8-1/2" × 14"), SRA3: 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,500 sheets Staple function: A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,500 sheets **Center tray** Non-stapled A3W (12" × 18") / A3 (11" × 17") /B4 (8-1/2" × 14"), SRA3: 125 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5 / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 250 sheets **Lower tray** Non-sort: A3W (12" × 18") / A3 (11" × 17") / B4 (8-1/2" × 14"), SRA3: 750 sheets A4R (8-1/2" × 11"R) / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R): 1,500 sheets A4/B5/8-1/2" × 11": 2,500 sheets Staple function: A3 (11" × 17") / B4 (8-1/2" × 14"): 50 units or 750 sheets A4 (8-1/2" × 11") / A4R (8-1/2" × 11"R) / B5: 100 units or 1,500 sheets **Saddle-stitch tray** Non-stapled 60 to 105 g/m^2 (16 lbs. to 28 lbs.): 5 sheets Staple function: 60 to 81.4 g/m^2 (16 lbs. to 21 lbs.): 5 units (16 to 20 sheets), 10 units (11 to 15 sheets), 15 units (1 to 5 sheets) 81.4 g/m^2 over to 105 g/m^2 (21 lbs. over to 28 lbs.): 15 units (6 to 10 sheets), 25 units (1 to 5 sheets) Staple function in cover mode: 60 to 81.4 g/m^2 (16 lbs. to 21 lbs.): 5 units (16 to 20 sheets), 10 units (11 to 15 sheets) 81.4 g/m^2 over to 105 g/m^2 (21 lbs. over to 28 lbs.): 10 units (1 to 10 sheets) • Offset output is not available for A3W (12" × 18") / B5R (7-1/4" × 10-1/2"R) / A5R (5-1/2" × 8-1/2"R).
Max. no. of stapled sheets (90 g/m^2 (24 lbs.))	Max. no. of 100 sheets (A4 (8-1/2" × 11"), B5) Max. no. of 50 sheets (A3 (11" × 17"), B4 (8-1/2" × 14"), A4R (8-1/2" × 11"R))
Staple position	1 bottom, 1 top, 2 middle
Staple method (for saddle-stitch)	Centered fold with stapling in 2 center places
Saddle-stitch fold position	Centered fold
Saddle usable sizes	A3 (11" × 17") / B4 (8-1/2 × 14") / A4R (8-1/2" × 11"R) / A3W (12" × 18")
Saddle usable paper weight	60 g/m^2 (16 lbs.) to 300 g/m^2 Index (170 lbs.) Paper weighting 106 g/m^2 (28 lbs.) to 300 g/m^2 Index (170 lbs.) is only able to be used in cover mode and for single sheet fold.
Max. no. of saddle-stitched sheets	Max. no. of 30 sheets (80 g/m^2 (21 lbs.)): 29 sheets (80 g/m^2 (21 lbs.)) + 1 sheet (256 g/m^2 (140 lbs.) Index) Max. no. of 20 sheets (90 g/m^2 (24 lbs.)): 19 sheets (90 g/m^2 (24 lbs.)) + 1 sheet (256 g/m^2 (140 lbs.) Index)
Required power supply	AC 230V, 10A
Dimensions	When output paper tray is stored 767 mm (W) × 765 mm (D) × 1040 mm (H) (30-13/64" (W) × 30-1/8" (D) × 40-15/16" (H)) When output paper tray is extended 896 mm (W) × 765 mm (D) × 1040 mm (H) (35-9/32" (W) × 30-1/8" (D) × 40-15/16" (H))
Weight	Approx. 108 kg (238.1 lbs.)

SPECIFICATIONS

Punch Module

Name	Punch module, 50 sheet (F2A03A / F2A01A)	Required power supply	Supplied from finisher/saddle-stitch finisher
	F2A12A, F2A13A, F2A14A, F2A15A	Dimensions	102 mm (W) × 662 mm (D) × 914 mm (H)
Paper size for punch module	A3 (11" × 17") to B5R (7-1/4" × 10-1/2"R)		(4-1/64" (W) × 26-1/8" (D) × 36" (H))
Holes	2 hole, 2/3 hole, 4 hole, 4 hole wide	Weight	Approx. 8 kg (17.6 lbs.)

Punch Module

Name	Punch module, 100 sheet (F2A04A / F2A02A)	Required power supply	Supplied from finisher/saddle-stitch finisher
	F2A16A, F2A17A, F2A18A, F2A19A	Dimensions	95 mm (W) × 715 mm (D) × 392 mm (H)
Paper size for punch module	A3 (11" × 17") to B5R (7-1/4" × 10-1/2"R)		(3-47/64" (W) × 28-5/32" (D) × 9-13/32" (H))
Holes	2 hole, 2/3 hole, 4 hole, 4 hole wide	Weight	Approx. 3.7 kg (8.2 lbs.)

Fax

Name	HP Fax Expansion Kit (F2A55A)
Useable lines	General phone lines (PSTN), private branch exchange (PBX)
Scanning line density	Normal characters: 8 dot/mm × 3.85 line/mm Small characters: 8 dot/mm × 7.7 line/mm Fine characters: 8 dot/mm × 15.4 line/mm High-definition: 16 dot/mm × 15.4 line/mm
Connection speed	Super G3: 33.6 kbps, G3: 14.4 kbps
Coding method	MH, MR, MMR, JBIG
Connection mode	Super G3 / G3
Original paper sizes for transmission	A3 (11" × 17") to A5 (5-1/2" × 8-1/2") (Paper with a max. length of 1,000 mm* can be transmitted (one-sided and B/W only).)
Registered paper size	A3 (11" × 17") to A5 (5-1/2" × 8-1/2")

Transmission time		Approx. 2 seconds *1 (A4 (8-1/2" × 11") HP standard paper, normal characters, Super G3 (JBIG)) Approx. 6 seconds (G3 ECM)
Memory		1 GB
Notes	Touch dial memory	Max. of 2,000 entries (Including group dialling for fax, scanner, and Internet fax)
	Entries per group	Max. of 500 entries
	Mass transmissions	Max. of 500 recipients

*1   Complies with the 33.6 kbps transmission method for Super G3 facsimiles standardized by the International Telecommunications Union (ITU-T). This is the speed for when sending an A4 (8-1/2" × 11") size piece of paper of around 700 characters at standard image quality (8 × 3.85 line/mm) in Hi-speed mode (33.6 kbps). This is the transmission speed for image information only and does not include time for transmission control. The actual time needed for a transmission depends on the content of the text, type of receiving fax machine, and telephone line conditions.

Network Printer

Type	Built-in type
Continuous print speed	Same as continuous copy speed
Resolution	Data processing: 600 × 600 dpi, 1,200 × 1,200 dpi Print: 600 × 600 dpi, equivalent to 9,600 dpi × 600 dpi, 1,200 × 1,200 dpi
Page description language	Standard: PCL6 emulation, Adobe® PostScript®3
Compatible protocols	TCP/IP, IPv4/IPv6, IPX/SPX, NetBIOS, IPP, EtherTalk
Compatible OS	Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows Server 2008R2 * Macintosh (Mac OS × 10.4 ~ 10.4.11, 10.5 ~ 10.5.8, 10.6.5 ~ 10.6.8, 10.7 ~ 10.7.2)

Internal fonts	80 fonts for PCL, 136 fonts for Adobe® PostScript®3
Memory	Machine system memory and hard disk
Interface	10BASE-T/100BASE-TX/1000BASE-T, USB 1.1, USB 2.0 (high speed mode)

*:   There are cases when a connection cannot be established. Please contact your HP or 3rd party service and support representative.

Network Scanner

Type	Color scanner	Output format	(B/W) TIFF, PDF, PDF/A, encrypted PDF, XPS *3 Compression method: decompression, G3 (MH), G4 (MMR) (Grayscale/color) TIFF, JPEG, PDF, PDF/A, encrypted PDF, high compression PDF, XPS *3 Compression method: JPEG (high, mid, and low compression, Emphasis black letter)
Scan resolution (main × vertical)	100 × 100 dpi, 150 × 150 dpi, 200 × 200 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi (push scan) 50 to 9,600 dpi *1 (pull scan)		
Scan speed (8-1/2" × 11" (A4))	B/W: 75 sheets/minute (one-sided) Color: 75 sheets/minute (one-sided) ● When in standard mode using HP standard paper (A4 (8-1/2" × 11") size with 6% coverage) and the auto color detector is turned off. The speed varies depending on the data volume of the original.	Driver	TWAIN compliant
Interface	10BASE-T/100BASE-TX/1000BASE-T, USB 2.0 (during USB memory scanning)		
Compatible protocols	TCP/IP (IPV4)		
Compatible OS *2	Pull scan (TWAIN) Windows XP, Windows Server 2003, Windows Vista, Windows Server 2008, Windows 7, Windows Server 2008R2 *2		

*1: You must decrease the scan size when increasing the resolution.
*2: There are cases when a connection cannot be established. Please contact your HP or 3rd party service and support representative.
*3: XPS (XML Paper Specification)

Trimmer Unit

Name	HP Trimmer Unit (F2A08A)	Required power supply	Supplied from saddle-stitch finisher
Useable size for trimming module	A3W (12" × 18"), A3, B4, A4R, 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11"R, SRA3	Dimensions	251 mm (W) × 625 mm (D) × 403 mm (H) (9-7/8" (W) × 24-15/32" (D) × 15-7/8" (H))
Max. no. of sheets to be trimmed	2 to 20 sheets (60 g/m^2 to 81.4 g/m^2 (16 lbs. to 21 lbs.)) 2 to 10 sheets (81.4 g/m^2 over to 105 g/m^2 (21 lbs. over to 28 lbs.)) 2 to 3 sheets (105 g/m^2 over to 220 g/m^2 Index (28 lbs. over to 80 lbs.)) • When plain paper trimmed. Includes one front cover of 300 g/m^2 Index (170 lbs.) or less.	Weight	Approx. 32 kg (70.6 lbs.)

Folding Unit

Name	Folding unit (F2A09A)	Tray capacity (80 g/m^2 (21 lbs.))	C-Fold/Accordion Fold/Double Fold 60 mm (2-23/64") (Equivalent to 40 sheets. (Equivalent to 25 sheets for Double Fold)) • Copies made in Z-Fold or Half Fold are output to the tray of the finisher or saddle-stitch finisher.
Folding types	Z-Fold, C-Fold, Accordion Fold, Double Fold, Half Fold.		
Useable size for folding unit	Z-Fold: A3, B4, A4R, 11" × 17", 8-1/2" × 14", 8-1/2" × 11"R C-Fold, Accordion Fold, Double Fold, Half Fold: A4R, 8-1/2" × 11"R	Required power supply	AC 100-240V
Useable paper	55 g/m^2 to 105 g/m^2 (16 lbs. to 28 lbs.)	Dimensions	336 mm (W) × 770 mm (D) × 1050 mm (H) (13-15/32" (W) × 30-5/16" (D) × 41-11/32" (H))
		Weight	Approx. 66 kg (145.5 lbs.)

Inserter

Name	HP Inserter 400 Sheet (F2A10A)	Tray capacity (80 g/m^2 (21 lbs.))	Upper tray: 200 sheets Lower tray: 200 sheets
Useable size for inserter	A3W (12" × 18"), A3, B4, A4, A4R, B5, B5R, A5R, 11" × 17", 8-1/2" × 14", 8-1/2" × 13-1/2", 8-1/2" × 13-2/5", 8-1/2" × 13", 8-1/2" × 11", 8-1/2" × 11"R, 7-1/4" × 10-1/2"R, 5-1/2" × 8-1/2"R	Required power supply	Supplied from the machine
Useable paper	60 g/m^2 to 220 g/m^2 Cover (16 lbs. to 80 lbs.)	Dimensions	540 mm (W) × 760 mm (D) × 1276 mm (H) (21-1/4" (W) × 29-7/8" (D) × 50-1/4" (H))
No. of trays	2	Weight	Approx. 45 kg (99.2 lbs.)

SUPPLIES

Standard supplies for this product that can be replaced by the user include paper, toner cartridges, and staple cartridges for the finisher.

Be sure to use only HP-compatible products for the toner cartridges, finisher staple cartridge, and transparency film.

For best copying results, be sure to use only HP Supplies which are designed, engineered, and tested to maximize the life and performance of HP products. Look for the Supplies label on the toner package.

Storage of supplies

Proper storage

1. Store the supplies in a location that is:
   - clean and dry,
   - at a stable temperature,
   - not exposed to direct sunlight.
2. Store paper in the wrapper and lying flat.
3. Paper stored in packages standing up or out of the wrapper may curl or become damp, resulting in paper misfeeds.

Storing toner cartridges

Store a new toner cartridge box horizontally with the top side up. Do not store a toner cartridge standing on end. If stored standing on end, the toner may not distribute well even after shaking the cartridge vigorously, and will remain inside the cartridge without flowing out.

Staple cartridge

The finisher and saddle finisher require the following staple cartridge:

F5A43A (for finisher and saddle-stitch finisher)
Approx. 5000 per cartridge × 3 cartridges
F5A46A (for saddle-stitch of saddle-stitch finisher and saddle-stitch finisher)
Approx. 2000 per cartridge × 3 cartridges
F5A45A (for finisher)
Approx. 5000 per cartridge × 3 cartridges
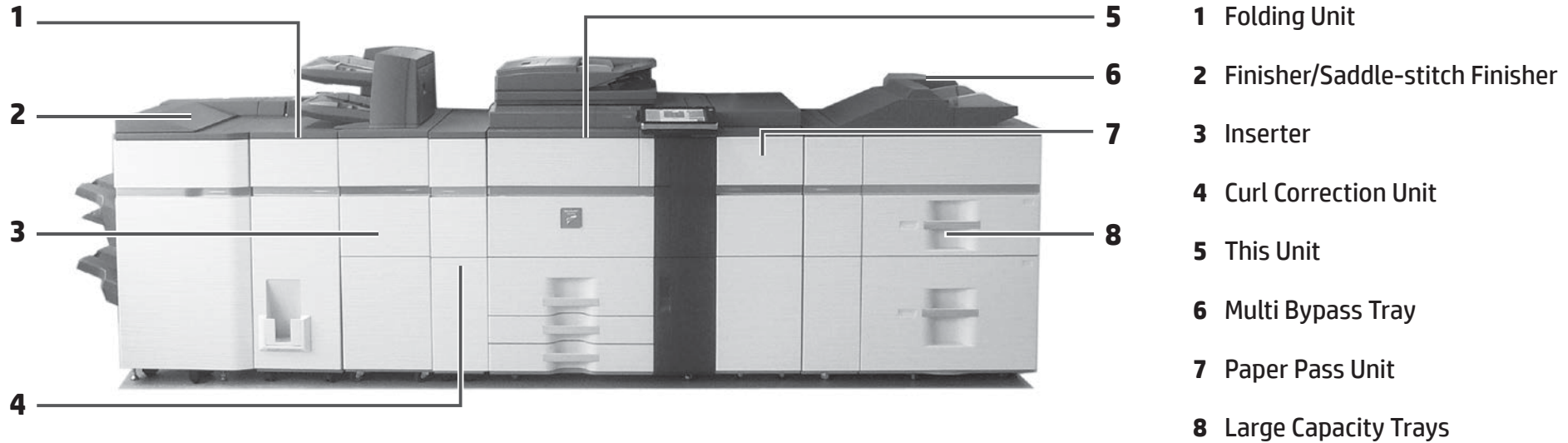
Supply of spare parts and consumables

The supply of spare parts for repair of the machine is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the machine which may break down within the scope of the ordinary use of the product, whereas those parts which normally exceed the life of the product are not to be considered as spare parts. Consumables too, are available for 7 years following the termination of production.
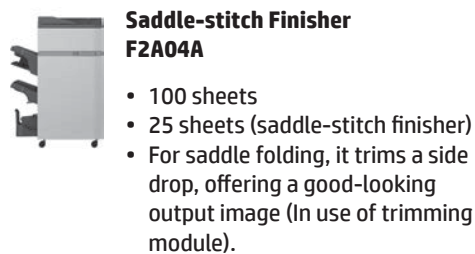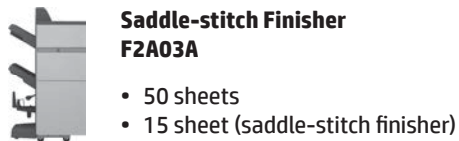
OPTIONS

Optional Units

When optional units are installed, finishing operations such as stapling, punching or folding, can be performed.

With full installation options

1	Folding Unit
2	Finisher/Saddle-stitch Finisher
3	Inserter
4	Curl Correction Unit
5	This Unit
6	Multi Bypass Tray
7	Paper Pass Unit
8	Large Capacity Trays

Finisher/Saddle-stitch Finisher

Each set of copies can be stapled, or the sheets can be folded and stapled.

**Finisher
F2A01A**

• 50 sheets

**Finisher
F2A02A**

• 100 sheets

**Saddle-stitch Finisher
F2A03A**

• 50 sheets
• 15 sheet (saddle-stitch finisher)

**Saddle-stitch Finisher
F2A04A**

• 100 sheets
• 25 sheets (saddle-stitch finisher)
• For saddle folding, it trims a side drop, offering a good-looking output image (In use of trimming module).

Folding Unit

Each set of copies can be folded.

**Folding Unit
F2A09A**

• Half Fold
• Z-Fold
• C-Fold
• Accordion Fold
• Double Fold
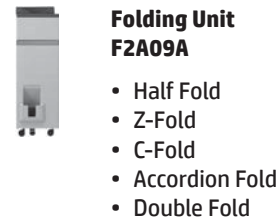
Punch Module

Punches copies and outputs them automatically to the tray.

Punch Module (3 holes)
F2A13A

- For 50-sheet stapling finisher (F2A01A) or saddle-stitch finisher (F2A03A)

Punch Module (3 holes)
F2A17A

- For 100-sheet stapling finisher (F2A02A) or saddle-stitch finisher (F2A04A)

Curl Correction Unit

Perform the curl correction of the output.

Curl Correction Unit
F2A05A

Inserter

Inserts a sheet of paper into a specific page as an insertion sheet.

Inserter
F2A10A

- 200 sheets × 2

Large Capacity Trays

You can drastically reduce the time to load the large number of paper.

Large Capacity Tray
F1Z98A

- A4 size paper can be set.

Large Capacity Tray
F1Z97A

- A3 size paper can be set.

Large Capacity Trays
F1Z99A

- 2 trays

ADMINISTRATOR/OTHERS (NOISE EMISSION)

Forwarding all sent or received data to the administrator (document administration function)

This function is used to forward all data sent and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, or Scan to Network Folder destination). This function can be used by the administrator of the machine to archive all sent and received data. To configure the document administration settings, click [Application Settings] and then [Document Administration Function] in "Settings mode". (Administrator rights are required.)

NOTE:
- The forwarding data, exposure, and resolution settings of sent and received data remain in effect.
- When forwarding is enabled for data sent in fax mode:
  - The [Direct TX] key does not appear on the touch panel.
  - Quick online transmission and dialing using the speaker cannot be used.

Setting mode password

An administrator password is required to configure the machine settings using administrator rights.
The settings can be configured from either the operation panel or by using a computer web browser.
After setting up the machine, refer to "Settings mode" in the User's Manual to set a new password.

NOTE: The same administrator password is used for the operation panel and the Web page. If the administrator changes a password on the operation panel, the password will be valid when logging in to the Web page.

Password for logging in from a computer

As factory default, "Administrator" is the only account allowed to log in from a Web browser. By setting user authentication, "System Administrator" will also be allowed to log in from the Web browser. You can also specify a device account as a login user.
The factory default passwords for respective accounts are shown in the following.

Logging in as an "Administrator" or "System Administrator" allows you to manage all the settings available via Web browser.

	Account	Password
User	user	users
Administrator	admin	admin
System administrator	sysadmin	sysadmin

NOTE: Do not forget the new administrator password.

Noise emission

Noise emission values

The following shows noise emission values as measured according to ISO7779.

Sound power level L_{WAd}

	F1J61A	F1J62A
Operating	7.8 B	7.8 B
Standby	-	-

Sound pressure level L_{pAm}

	F1J61A	F1J62A
Operating	59 B	60 B
Standby	-	-

- Operating: with options F2A11A and F2A01A.
- Standby: "-" = less than background noise.