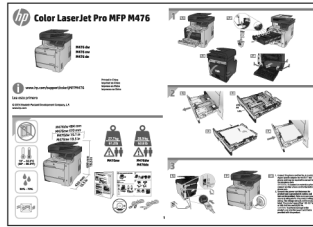




Color LaserJet Pro MFP M476 Getting Started Guide

! IMPORTANT:

Follow **Steps 1 - 3** on the printer hardware setup poster, then continue with step 4 on the following page.



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4. 在控制面板上进行初始设置

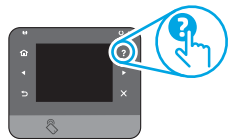
开启打印机之后，等待其初始化。按控制面板上的提示配置以下这些设置：


- 语言
- 位置
- 默认设置


在“默认设置”下，选择以下某个选项：

- 自我管理：为向导式设置、配置和更新体验优化的默认设置。
- IT 管理：为批量管理和增强安全性优化的默认设置。

初始设置之后，全部设置均可自定义。



 **注：**选择“打印信息页”以打印一页内容，其中说明如何更改默认设置。

 **注：**轻触打印机控制面板上的“帮助”？按钮以访问帮助主题。

5. 选择一种连接方式并准备安装软件

USB 直接连接打印机和计算机

请使用 A 接 B 型的 USB 电缆。

Windows



1. 在 Windows (Windows 8、8.1 或 RT 除外) 中，安装软件之前请勿连接 USB 电缆。如果已连接了电缆，则将其拔下，然后再继续。安装过程将适时提示连接电缆。
2. 继续执行“找到或下载软件安装文件”。


 **注：**在安装软件期间，选择“使用 USB 电缆直接连接此计算机”选项。

Mac

1. 对于 Mac，在安装软件之前使用 USB 电缆连接计算机和打印机。
2. 继续执行“找到或下载软件安装文件”。


内置无线网络连接 (仅限 nw 和 dw 型号)

1. 要将打印机连接到无线 (Wi-Fi) 网络，请在打印机控制面板上轻触“无线” 按钮。
2. 轻触“无线”菜单，然后轻触“无线设置向导”。从 SSID 列表中选择该网络名称，如果未列出该网络名称，则输入它。
3. 使用键盘输入通行短语，然后轻触“确定”按钮。
4. 等待打印机建立网络连接。
5. 在打印机控制面板上，轻触“网络” 按钮。如果已列出 IP 地址，则网络连接已建立。如果未列出，请等待几分钟，然后重试。请记住 IP 地址以备安装软件时使用。**IP 地址示例：**192.168.0.1
6. 要从计算机进行打印，请继续执行“找到或下载软件安装文件”。要仅从手机或平板电脑进行打印，请继续执行“移动和无线打印”。

 **注：**在安装软件期间，选择“通过网络进行连接”选项。

有线 (以太网) 网络连接

使用标准网络电缆。

1. 使用网络电缆连接产品和网络。等待几分钟，让产品获取网络地址。
2. 在打印机控制面板上，轻触“网络” 按钮。如果已列出 IP 地址，则网络连接已建立。如果未列出，请等待几分钟，然后重试。请记住 IP 地址以备安装软件时使用。**IP 地址示例：**192.168.0.1

要手动配置 IP 地址，请参阅“手动配置 IP 地址”。

3. 继续执行“找到或下载软件安装文件”。

 **注：**在安装软件期间，选择“通过网络进行连接”选项。

手动配置 IP 地址

有关如何手动配置 IP 地址的信息，请参阅打印机《用户指南》，网址为 www.hp.com/support/colorljMFPM476。

6. 找到或下载软件安装文件

从打印机 CD 安装

对于 Windows，在打印机附带的 CD 上提供软件安装文件。

对于 OS X，CD 上的安装程序文件中含有从 Web 下载文件的链接。

安装说明


有关打印机软件的更多详细信息，请参阅打印机 CD 上的 Install Notes (安装说明) 文件。

从 Web 下载

1. 访问 www.hp.com/support/colorljMFPM476。
2. 在 **Download Options (下载选项)** 下，依次单击 **Drivers (驱动程序)**、**Software & Firmware (软件和固件)**。
3. 从列表中选择该打印机型号。
4. 选择操作系统。
5. 决定使用哪个软件选项，然后单击它旁边的 **Download (下载)** 按钮。

7. 安装软件

Windows 完整解决方案

1. 将打印机 CD 插入计算机，或启动从 Web 下载的软件安装文件。
 2. 软件安装程序检测操作系统语言，然后以相同语言显示安装程序的主菜单。从 CD 进行安装时，如果打印程序在 30 秒后未启动，则浏览计算机上的 CD 驱动器并启动名为 SETUP.EXE 的文件。
 3. “软件选择”屏幕详细介绍要安装的软件。
 - 建议安装的软件包括打印驱动程序和有关产品所有功能的软件。
 - 要自定义所安装的软件，请单击可自定义的软件选择链接。完成后，单击“下一步”按钮。
 4. 按照屏幕上的说明安装软件。
 5. 提示选择连接类型时，选择连接类型对应的选项：
 - 使用 USB 电缆直接连接此计算机
 - 通过网络进行连接
-  **注：**通过网络进行连接时，检测打印机的最简便方式为选择“在网络上自动查找我的打印机”。
6. (可选) 对于网络上的打印机，在安装软件过程结束时，使用“传真设置向导”、“扫描到电子邮件向导”和“扫描到网络文件夹向导”设置传真和扫描功能。这是配置这些功能的一种简便方式。有关详细信息，请参阅“为网络上的打印机设置扫描功能”。

OS X 完整解决方案

1. 启动从 Web 下载的软件安装 .dmg 文件。
2. 软件安装程序检测操作系统语言，然后以相同语言显示安装程序的主菜单。
3. “安装选项”屏幕详细介绍要安装的软件。
 - 要进行标准安装，现在请单击“安装”按钮。
 - 要进行自定义安装，请单击“自定义”按钮。在打开的屏幕上，选择要安装的组件，然后单击“安装”按钮。
4. 按照屏幕上的说明安装软件。
5. 在安装软件过程结束时，使用 HP Utility 设置助手配置打印机选项。

OS X 基本安装

要安装基本的打印和传真驱动程序，但不运行 CD 上或从 hp.com 下载的 HP 完整解决方案软件，请执行以下步骤：

1. 将打印机连接到计算机或网络。
2. 从“系统偏好设置”中，单击“打印机与扫描仪”，然后单击左下角的加号按钮，再选择 M476，其中使用驱动程序命名的“AirPrint”或“HP 打印机”。

Readiris Pro for HP

下载此免费软件以启用其他扫描功能，包括光学字符识别 (OCR)。在安装软件期间，单击左侧窗格中的“更多选项”一项，然后选择“Web 支持”以下载此软件。

要从 Web 下载软件，请访问

www.hp.com/support/colorijMFPM476，然后依次选择 Drivers (驱动程序)、Software & Firmware (软件和固件)。

8. 移动和无线打印 (仅限 nw 和 dw 型号 - 可选)

要从手机或平板电脑进行打印，请将该设备与打印机连接到同一无线网络。

Apple iOS 设备 (AirPrint): 打开要打印的项，然后选择“操作”图标。依次选择“打印”、本打印机、“打印”。

较新的 Android 设备 (4.4 或更高版本): 打开要打印的项，然后选择“菜单”按钮。依次选择“打印”、本打印机、“打印”。

某些设备需要从 Google Play 商店下载“HP Print Service 插件”应用程序。

较旧的 Android 设备 (4.3 或更低版本): 从 Google Play 商店下载“HP ePrint”应用程序。

Windows Phone: 从 Windows 应用商店下载“HP AiO Remote”应用程序。

详细了解移动打印

要详细了解其他移动打印选项 (包括其他 ePrint 解决方案)，请扫描二维码或参阅《用户指南》的“移动打印”一节。



HP Wireless Direct

通过 HP Wireless Direct，可近距离从无线移动设备直接打印到支持 HP Wireless Direct 的打印机，而无需连接到网络或 Internet。

启用 HP Wireless Direct

1. 在打印机控制面板上，轻触“无线”按钮。依次轻触“HP Wireless Direct”、“设置”。
2. 依次轻触“开/关”、“开”。
3. 要进行安全打印，请依次轻触“安全性”、“开”。记下所显示的通行短语。使用此通行短语允许访问移动设备。要允许进行非安全打印，请依次轻触“安全性”、“关”。

 有关无线打印和无线设置的详细信息，请访问 www.hp.com/go/wirelessprinting。



9. 设置通过电子邮件的 HP ePrint (可选)

使用通过电子邮件的 HP ePrint 打印文档只需从任何支持电子邮件的设备 (甚至可从不在同一网络上的设备) 这些 将文档作为电子邮件附件发送到产品的电子邮件地址即可。

要使用通过电子邮件的 HP ePrint, 打印机必须满足以下这些要求:

- 打印机必须连接到有线或无线网络并可访问 Internet。
- 打印机上必须启用 HP Web 服务, 并且打印机必须注册到 HP Connected。

启用 HP Web 服务

1. 从打印机控制面板上的主屏幕中, 轻触“Web 服务”按钮。
2. 轻触“启用 Web 服务”按钮。随后打印机将启用 Web 服务, 然后打印一张信息页。该信息页包含在 HP Connected 注册 HP 产品所需的打印机代码。
3. 访问 www.hpconnected.com 以创建 HP ePrint 帐户并完成设置过程。

10. 为网络上的打印机设置扫描功能 (可选)

打印机具有“扫描到电子邮件”和“扫描到网络文件夹”功能, 扫描文件后可将其作为电子邮件附件发送或将其保存在网络上的文件夹中。打印机必须连接到有线或无线网络。要配置这些选项, 首先请获取以下信息:

- 对于“扫描到电子邮件”功能, 获取 SMTP 服务器名称、SMTP 端口号和身份验证信息。有关此信息, 请与电子邮件/Internet 服务提供商或系统管理员联系。通常很容易找到 SMTP 服务器名称和端口号, 只需在 Internet 上搜索一下即可。例如, 搜索“gmail smtp 服务器名称”或“yahoo smtp 服务器名称”等词语。
- 对于“扫描到网络文件夹”功能, 确认设置了具有适当权限的共享网络文件夹, 并且知道该文件夹在网络上的路径。

注: 有关设置“扫描到电子邮件”和“扫描到网络文件夹”的更多帮助, 请参阅《用户指南》, 或访问 www.hp.com/support/colorIJMPEM476 并使用“扫描到电子邮件”或“扫描到网络文件夹”词语进行搜索。

Windows

某些 HP 产品从软件 CD 中安装驱动程序。此安装过程结束时有一个设置“扫描到文件夹和电子邮件”选项。这些设置向导中含有基本配置的选项。

扫描到电子邮件设置向导

1. 依次单击“开始”、“程序”。
2. 依次单击“HP”、产品名称、“扫描到电子邮件向导”。
3. 在“外发电子邮件配置文件”对话框中, 单击“新建”按钮。随后将打开“扫描到电子邮件设置”对话框。
4. 在“1. 开始”页面上, 输入“电子邮件地址”和“显示名称”, 然后单击“下一步”。创建安全 PIN 为可选操作。
5. 在“2. 身份验证”页面上, 输入“SMTP 服务器”和“端口号”。

注: 大多数情况下不需要更改默认端口号。

6. 如果使用 Google™ Gmail 电子邮件服务, 则选中始终使用安全连接 (SSL/TLS) 复选框。
7. 如果 SMTP 服务器要求进行身份验证才能发送电子邮件, 则选中“电子邮件登录身份验证”复选框, 然后输入用户 ID 和密码。单击“下一步”。
8. 在“4. 完成”页面上, 确认所有设置均正确无误, 然后单击“完成”。

扫描到网络文件夹设置向导

1. 依次单击“开始”、“程序”。
2. 依次单击“HP”、产品名称、“扫描到网络文件夹”向导。
3. 在“网络文件夹配置文件”对话框中, 单击“新建”按钮。随后将打开“扫描到网络文件夹”对话框。
4. 在“1. 开始”页面上, 输入“显示名称”和“目标文件夹”, 然后单击“下一步”。

提示: 单击“浏览”按钮以查找该文件夹。

5. 要在计算机桌面上创建该网络文件夹的快捷方式, 请选中“创建网络文件夹的桌面快捷方式”复选框, 然后单击“下一步”。创建安全 PIN 为可选操作。
6. 在“2. 身份验证”页面上, 输入 Windows® 用户名和密码, 然后单击“下一步”。
7. 在“3. 配置”页面上, 确保默认扫描设置正确无误, 然后在“文件名前缀”字段中输入文件名前缀, 再单击“下一步”。
8. 在“4. 完成”页面上, 确认所有设置均正确无误, 然后单击“保存并测试”。
9. 单击“完成”以完成配置。

OS X

通过单击 Dock 上的 HP Utility 图标, 打开 HP Utility, 或单击“前往”菜单, 然后双击 HP Utility。

扫描到电子邮件

1. 依次单击“系统”选项卡、“管理”链接, 然后将“扫描到电子邮件”选项设置为“开”。
2. 依次单击“扫描”选项卡、“外发电子邮件配置文件”链接、“新建”按钮。
3. 在“电子邮件地址”区域中, 填写必填字段。
4. 在“SMTP 服务器设置”区域中, 填写必填字段。

注: 大多数情况下不需要更改默认端口号。

5. 如果 SMTP 服务器要求进行身份验证才能发送电子邮件, 则填写“SMTP 身份验证”区域中的必填字段。创建安全 PIN 为可选操作。
6. 在“电子邮件首选项”区域中配置电子邮件首选项。
7. 检查所有信息, 然后单击“保存并测试”。

扫描到网络文件夹

1. 依次单击“系统”选项卡、“管理”链接, 然后将“扫描到网络文件夹”选项设置为“开”。
2. 单击“扫描”选项卡, 确保突出显示“网络文件夹设置”链接。
3. 在“网络文件夹配置”页面上, 单击“新建”按钮。
4. 在“网络文件夹配置”区域中, 填写必填字段。创建安全 PIN 为可选操作。
5. 在“扫描设置”区域中, 填写必填字段。
6. 检查所有信息, 然后单击“保存并测试”。



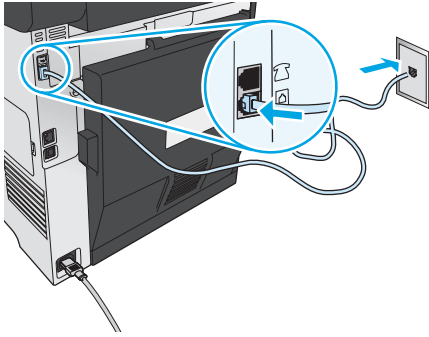
11. 设置传真（可选）

11.1 连接打印机

本打印机为模拟设备。HP 建议在专用模拟电话线路上使用本打印机。

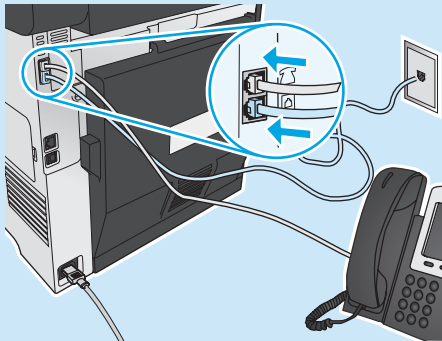
注：部分国家/地区可能需要使用适配器才能连接本打印机随附的电话线。

用打印机随附的电话线连接打印机上的传真端口与墙上的电话插孔。



❶ 如何连接电话应答机或电话分机？

1. 从电话端口上拔下插头。
2. 从电话插孔中拔下电话应答机的电话线，然后将这条电话线连接到打印机上的电话端口。
3. 用打印机随附的电话线连接打印机上的传真端口与墙上的电话插孔。



❶ 如何在数字电话环境下设置 HP 打印机？

HP 打印机专为使用传统模拟电话服务而设计。对于数字电话环境（如 DSL/ADSL、PBX、ISDN 或 FoIP），为打印机设置传真时可能需要使用数模滤波器或转换器。

注：根据电话公司的不同，打印机可能并非在所有数字环境下与所有数字服务线路或提供商兼容或与所有数模转换器兼容。请与电话公司联系以判断何种设置方式最佳。

注：为国际长途电话和外线电话振铃模式不同的 PBX 电话系统设置振铃模式检测时，务必使用外线号码拨打打印机传真号以录制振铃模式。

11.2 配置打印机

必须配置传真时间、日期和标题设置才能使用传真功能。最简便的方法为使用**传真设置实用程序**。或者，也可在“基本设置”菜单中配置上述和其他基本传真设置。

传真设置实用程序

1. 从打印机控制面板上的主屏幕中，轻触“设置”按钮。
2. 依次选择“传真设置”、“传真设置实用程序”。
3. 按照屏幕上的说明配置基本传真设置。

“基本设置”菜单

1. 从打印机控制面板上的主屏幕中，轻触“设置”按钮。
2. 依次选择“传真设置”、“基本设置”。
3. 选择“时间/日期”。
4. 选择 12 小时制或 24 小时制。
5. 使用小键盘输入当前时间，然后轻触“确定”按钮。
6. 选择日期格式。
7. 使用小键盘输入当前日期，然后轻触“确定”按钮。
8. 选择“传真标题”。
9. 使用小键盘输入传真号，然后轻触“确定”按钮。

注：传真号最多可包含 20 个字符。

10. 使用小键盘输入公司名称或标题，然后轻触“确定”按钮。
要输入标准小键盘上没有的特殊字符，请轻触 @\$ 按钮以打开包含特殊字符的小键盘。

注：传真标题最多可包含 40 个字符。

❶ 了解详细信息！

有关发送传真的其他方法，如安排以后发送传真或从计算机发送传真，请参阅《用户指南》，网址为 www.hp.com/support/colorijMFPM476。

有关将打印机配置为独立传真机或与电话应答机或电话分机配合使用的信息，请参阅打印机 CD 上的《用户指南》。

故障排除

用户指南

《用户指南》中含有打印机使用和故障排除信息。可在打印机 CD 和 Web 上找到它：


1. 访问 www.hp.com/support/colorijMFPM476。
2. 单击 **Manuals (手册)**。

对于 Windows，在安装推荐的软件期间，将《用户指南》复制到计算机。

Windows® XP、Windows Vista® 和 Windows® 7：单击“开始”，依次选择“程序”或“所有程序”、“HP”、HP 打印机对应的文件夹、“帮助”。

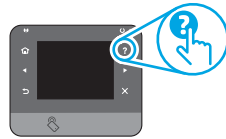
Windows® 8：在“开始”屏幕上，右键单击屏幕上的空白区域，在应用栏上单击“所有应用”，单击具有打印机名称的图标，然后选择“帮助”。

检查固件更新

1. 从打印机控制面板上的主屏幕中，轻触“设置”按钮。
2. 滚动至“服务”菜单并打开它。
3. 选择“LaserJet 更新”。
4. 选择“立即检查更新”。

控制面板帮助

轻触打印机控制面板上的“帮助”按钮以访问帮助主题。



其他支持资源

有关设置打印机的详细信息，请扫描二维码。
有关 HP 对打印机的全方位帮助，请访问 www.hp.com/support/colorijMFPM476：

- 解决问题
- 查找高级配置说明
- 下载软件更新
- 加入支持论坛
- 查找保修和监管信息
- 移动打印资源

有线（以太网）网络连接

- 确认打印机使用长度合适的电缆连接到正确的网络端口。
- 确认网络端口旁的指示灯点亮。
- 确认计算机上装有打印驱动程序。
- 通过 ping 网络，测试网络连接：

Windows：单击“开始”>“运行”。键入 `cmd`，然后按 Enter。依次键入 `ping`、空格、打印机 IP 地址，然后按 Enter。IP 地址示例：192.168.0.1


OS X：打开“网络实用工具”，然后在 Ping 窗格中键入 IP 地址。按 Enter。IP 地址示例：192.168.0.1

- 如果窗口显示往返时间，则表明网络运行正常。
- 如果 ping 不起作用，则尝试重新启动打印机，然后重新检查所有连接步骤。

无线网络连接（仅限 dw 和 c6 型号 - 可选）



- 确认未连接网络电缆。连接网络电缆时，打印机无法连接到无线网络。
- 确认打印机和无线路由器均已开启且通电。还要确保无线开关已开启。
- 确认打印机在无线网络的覆盖范围内。对于大多数网络，打印机与无线接入点（无线路由器）的距离必须在 30 米（100 英尺）以内。
- 确认计算机上装有打印驱动程序。
- 确认计算机与打印机连接到同一无线网络。
- 对于 Mac，确认无线路由器支持 Bonjour。
- 重新启动无线路由器。

执行无线诊断测试

1. 从打印机控制面板上的主屏幕中，轻触“设置”按钮。
2. 依次选择“自我诊断”、“运行无线测试”。

传真故障排除


确认实物连接

- 确认用电话线连接打印机背面的传真端口与墙上的插孔。
- 对于外线电话或其他设备，确认用电话线连接打印机背面的电话端口与该设备。
- 如果外呼电话因检测不到拨号音或线路忙而失败，则连接到其他电话线。
- 对于 IP 传真服务，从打印机控制面板上的“传真设置菜单”中降低速度并关闭“纠错模式”。

确认打印机传真设置

- 要使用电话公司或服务提供商提供的语音信箱服务，请确保将打印机的“应答前振铃次数”设置为少于电话应答机的振铃次数。
- 如果将多个电话号码分配给同一条实物电话线，并且这条线路由多个设备共享，则确保正确设置打印机的特殊振铃。使用打印机应答传真但忽略其他振铃类型的设置。
- 将“传真速度”设置配置为“中(V.17)”或“慢(V.29)”也可提高发送传真的能力。

执行传真诊断测试

1. 从打印机控制面板上的主屏幕中，轻触“设置”按钮。
2. 依次选择“自我诊断”、“运行传真测试”。

4. Initial setup on the control panel

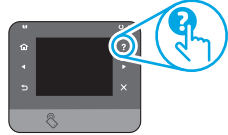
After turning on the printer, wait for it to initialize. To navigate the touchscreen control panel, use touch, swipe, and scroll gestures. Follow the prompts on the control panel to configure these settings:

- Language
- Location
- Default Settings


Under **Default Settings** select one of these options:

- Self-managed: Optimized default settings for a guided experience on setups, configurations, and updates.
- IT-managed: Optimized default settings for fleet manageability with enhanced security.

Settings are fully customizable after initial setup.



 **NOTE:** Select **Print Information Page** to print a page that instructs how to change the default settings.

 **NOTE:** Touch the Help ? button on the printer control panel to access help topics.

5. Select a connection method and prepare for software installation

USB connection directly between the printer and the computer

Use an A-to-B type USB cable.

Windows

1. For Windows, except Windows 8, 8.1, or RT, do not connect the USB cable before installing the software. If the cable is already connected, disconnect it before continuing. The installation process prompts to connect the cable at the appropriate time.
2. Continue with “[Locate or download the software installation files.](#)”


 **NOTE:** During software installation, select the option to “[Directly connect this computer using a USB cable.](#)”

Mac

1. For Mac, connect the USB cable between the computer and the printer before installing the software.
2. Continue with “[Locate or download the software installation files.](#)”



Wired (Ethernet) network connection

Use a standard network cable.

1. Connect the network cable to the printer and to the network. Wait a few minutes for the printer to acquire a network address.
2. On the printer control panel, touch the Network  button. If an IP address is listed, the network connection has been established. If not, wait a few more minutes and try again. Note the IP address for use during software installation. **Example IP address:** 192.168.0.1 To manually configure the IP address, see “[Manually configure the IP address.](#)”
3. Continue with “[Locate or download the software installation files.](#)”

 **NOTE:** During software installation, select the option to “[Connect through a network.](#)”

Built-in wireless network connection (dw and c6 models only)

1. To connect the printer to a wireless (Wi-Fi) network, on the printer control panel, touch the Wireless  button.
2. Touch **Wireless Menu**, and then touch **Wireless Setup Wizard**. Select the network name from the SSID list, or enter the network name if it is not listed.
3. Use the keyboard to enter the passphrase, and then touch the **OK** button.
4. Wait while the printer establishes a network connection.
5. On the printer control panel, touch the Network  button. If an IP address is listed, the network connection has been established. If not, wait a few more minutes and try again. Note the IP address for use during software installation. **Example IP address:** 192.168.0.1
6. To print from a computer, continue with “[Locate or download the software installation files.](#)” To print from a phone or tablet only, continue with “[Mobile and wireless printing.](#)”

 **NOTE:** During software installation, select the option to “[Connect through a network.](#)”

Manually configure the IP address

See the printer User Guide for information on how to manually configure the IP address www.hp.com/support/colorijMFPM476.

6. Locate or download the software installation files



Install from the printer CD

For Windows, the software installation files are provided on the CD that came with the printer.

For OS X, the installer file on the CD includes a link to download the files from the Web.

Install Notes

For more details about the software for the printer, see the Install Notes file on the printer CD.




Download from the Web

1. Go to www.hp.com/support/colorijMFPM476.
2. Under **Download** options, click **Drivers**, and then click **Software & Firmware**.
3. Select the printer model from the list.
4. Select the operating system.
5. Determine which software option to use, and then click the **Download** button next to it.

7. Install the software

Windows full solution

1. Insert the printer CD into the computer, or launch the software installation file downloaded from the Web.
 2. The software installer detects the language of the operating system, and then it displays the main menu of the installation program in the same language. When installing from the CD, if the installer program does not start after 30 seconds, browse the CD drive on the computer and launch the file named SETUP.EXE.
 3. The **Software Selection** screen details the software to be installed.
 - The recommended software installation includes the print driver and software for all available printer features.
 - To customize the software installed, click the **Customizable software selections** link. When finished, click the **Next** button.
 4. Follow the on-screen instructions to install the software.
 5. When prompted to select a connection type, select the appropriate option for the type of connection:
 - **Directly connect this computer using a USB cable**
 - **Connect through a network**
-  **NOTE:** When connecting through a network, the easiest way to detect the printer is to select **Automatically find my printer on the network**.
6. (Optional) For printers on a network, at the end of the software installation process, set up fax and scan features by using the **Fax Setup Wizard**, **Scan to E-mail Wizard**, and the **Scan to Network Folder Wizard**. This is a convenient way to configure these features. See “[Set up scan features for printers on a network](#)” for more information.

OS X full solution

1. Launch the software installation .dmg file that you downloaded from the Web.
2. The software installer detects the language of the operating system, and then it displays the main menu of the installation program in the same language.
3. The **Installation Options** screen details the software to be installed.
 - For a standard installation, click the **Install** button now.
 - For a custom installation, click the **Customize** button. On the screen that opens, select the components to install, and then click the **Install** button.
4. Follow the on-screen instructions to install the software.
5. At the end of the software installation process, use the **HP Utility Setup Assistant** to configure printer options.

OS X basic installation

To install basic print and fax drivers without running the HP full solution software from CD or [hp.com](#) download, follow these steps:

1. Connect the printer to the computer or network.
2. From **System Preferences**, click **Printers and Scanners**, then the plus button on the bottom left, and select **M476** using the driver named either AirPrint or HP Printer.

Readiris Pro for HP

Download this free software to enable extra scanning features, including Optical Character Recognition (OCR). During software installation, click the **More Options** item in the left pane, and then select **Web Support** to download this software.

To download the software from the Web, go to [www.hp.com/support/colorljMFP476](#), select **Drivers**, and then click **Software & Firmware**.

8. Mobile and wireless printing (dw and c6 models only - optional)

To print from a phone or tablet, connect the device to the same wireless network as the printer.

Apple iOS devices (AirPrint): Open the item to print, and select the **Action** icon. Select **Print**, select the printer, and then select **Print**.

Newer Android devices (4.4 or newer): Open the item to print, and select the **Menu** button. Select **Print**, select the printer, and select **Print**.

Some devices require downloading the HP Print Service plugin app from the Google Play store.

Older Android Devices (4.3 or older): Download the HP ePrint app from the Google Play store.

Windows Phone: Download the HP AiO Remote app from the Windows Store.

Learn More About Mobile Printing


To learn more about other mobile printing options, including additional ePrint solutions, scan the QR code, or see the “Mobile printing” section of the user guide.




HP Wireless Direct

HP Wireless Direct enables close-proximity printing from a wireless mobile device directly to an HP Wireless Direct-enabled printer without requiring a connection to a network or the Internet.

Enable HP Wireless Direct

1. On the printer control panel, touch the Wireless  button. Touch **Wireless Menu**, and then touch **Wireless Direct**.
2. Touch **On/Off**, and then touch **On**.
3. For secure printing, touch **Security**, and then touch **On**. Note the passphrase that displays. Use this passphrase to allow access to the mobile devices. To allow unsecured printing, touch **Security**, and then touch **Off**.

 For more information on wireless printing and wireless setup, go to [www.hp.com/go/wirelessprinting](#).



9. Set up HP ePrint via email (optional)

Use HP ePrint via email to print documents by sending them as an email attachment to the printer's email address from any email enabled device, even from devices that are not on the same network.

To use HP ePrint via email, the printer must meet these requirements:

- The printer must be connected to a wired or wireless network and have Internet access.
- HP Web Services must be enabled on the printer, and the printer must be registered with HP Connected.

Enable HP Web Services

1. From the Home screen on the printer control panel, touch the Web Services button.
2. Touch the **Enable Web Services** button. The printer enables Web Services, and then prints an information page. The information page contains a printer code necessary to register the HP printer at HP Connected.
3. Go to www.hpconnected.com to create an HP ePrint account and complete the setup process.

10. Set up scan features for printers on a network (optional)

The printer includes **Scan to E-mail** and **Scan to Network Folder** features that scan files and send them as an email attachment or save them in a folder on the network. The printer must be connected to a wired or wireless network. To configure these options, first obtain the following information:

- For the **Scan to Email** feature, obtain the SMTP server name, SMTP port number, and authentication information. Contact the email/Internet service provider or system administrator for this information. SMTP server names and port names are typically easy to find by doing an Internet search. For example, search for terms like "gmail smtp server name" or "yahoo smtp server name."
- For the **Scan to Network Folder** feature, confirm that a shared network folder with proper permissions is set up, and know the path to that folder on the network.

NOTE: For more help on setting up **Scan to Email** and **Scan to Network Folder**, see the User Guide, or go to www.hp.com/support/colorijMFPM476 and search using keywords "scan to email" or "scan to network folder."

Windows

Some HP products include driver installation from a software CD. At the end of this installation is an option to **Setup Scan to Folder and Email**. The setup wizards include the options for basic configuration.

Scan to Email Setup Wizard

1. Click **Start**, and then click **Programs**.
2. Click **HP**, click the name of the product, and then click **Scan to E-mail Wizard**.
3. In the **Outgoing Email Profiles** dialog, click the **New** button. The **Scan to Email Setup** dialog opens.
4. On the **1. Start** page, enter the **Email Address** and **Display Name**, and then click **Next**. Creating a security PIN is optional.
5. On the **2. Authenticate** page, enter the **SMTP Server** and **Port Number**.

NOTE: In most cases, the default port number does not need to be changed.

6. If you are using Google™ Gmail for email service, select the **Always use secure connection (SSL/TLS)** check box.
7. If the SMTP server requires authentication to send an email, select the **Email Log-in Authentication** check box, and then enter the user ID and password. Click **Next**.
8. On the **4. Finish** page, verify all the settings are correct, and click **Finish**.

Scan to Network Folder Setup Wizard

1. Click **Start**, and then click **Programs**.
2. Click **HP**, click the name of the product, and then click **Scan to Network Folder Wizard**.
3. In the **Network Folder Profiles** dialog, click the **New** button. The **Scan to Network Folder Setup** dialog opens.
4. On the **1. Start** page, enter the **Display Name** and **Destination Folder**, and then click **Next**.
TIP: Click the **Browse** button to locate the folder.
5. To create a shortcut to the network folder on the computer desktop, select the **Create a Desktop shortcut to the network folder** check box, and click **Next**. Creating a security PIN is optional.
6. On the **2. Authenticate** page, enter the Windows® User name and Password, and click **Next**.
7. On the **3. Configure** page, make sure that the default scan settings are correct, and then enter a filename prefix in the **Filename Prefix** field, and click **Next**.
8. On the **4. Finish** page, verify all the settings are correct, and click **Save and Test**.
9. Click **Finish** to complete the configuration.

OS X

Open the HP Utility by clicking the HP Utility icon on the Dock, or click the **Go** menu, and then double-click **HP Utility**.

Scan to Email

1. Click the **System** tab, then click the **Administration** link, and set the Scan to **Email** option to **On**.
2. Click the **Scan** tab, then click the **Outgoing E-mail Profiles** link, and click the **New** button.
3. In the **E-mail Address** area, fill in the required fields.
4. In the **SMTP Server Settings** area, fill in the required fields.
 NOTE: In most cases, the default port number does not need to be changed.
5. If the SMTP server requires authentication to send an email, fill in the required fields in the **SMTP Authentication** area. Creating a security PIN is optional.
6. Configure email preferences in the **E-mail Message Preferences** area.
7. Review all the information, and then click **Save and Test**.

Scan to Network Folder

1. Click the **System** tab, then click the **Administration** link, and set the **Scan to Network Folder** option to **On**.
2. Click the **Scan** tab, make sure the **Network Folder Setup** link is highlighted.
3. On the **Network Folder Configuration** page, click the **New** button.
4. In the **Network Folder Configuration** area, fill in the required fields. Creating a security PIN is optional.
5. In the **Scan Settings** area, fill in the required fields.
6. Review all the information, and then click **Save and Test**.



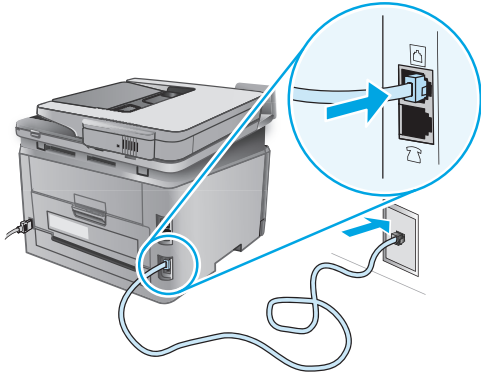
11. Set up fax (optional)

11.1 Connect the printer

The printer is an analog device. HP recommends using the printer on a dedicated analog telephone line.

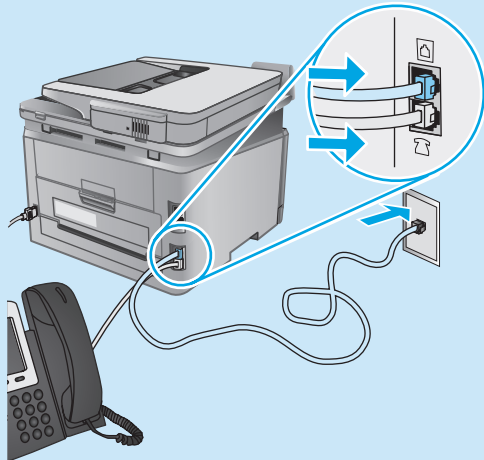
NOTE: Some countries/regions might require an adapter for the phone cord that came with the printer.

Connect the phone cord that came with the printer to the Fax port on the printer and to the telephone jack on the wall.



i How do I connect an answering machine or extension phone?

1. Remove the plug from the phone port.
2. Disconnect the answering machine phone cord from the phone jack, and then connect it to the phone port on the printer.
3. Connect the phone cord that came with the printer to the fax port on the printer and to the telephone jack on the wall.



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

HP printers are designed specifically for use with traditional analog phone services. For a digital phone environment (such as DSL/ADSL, PBX, ISDN, or FoIP), digital-to-analog filters or converters might be necessary when setting up the printer for fax.

Note: Depending on the phone company, the printer might not be compatible with all digital service lines or providers, in all digital environments, or with all digital-to-analog converters. Contact the phone company to determine which setup options are best.

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

11.2 Configure the printer

Configuring the fax time, date, and header settings is required to use the fax feature. The easiest method is to use the **Fax Set-Up Utility**. Alternately, configure these and other basic fax settings in the **Basic Setup** menu.

Fax Set-Up Utility

1. From the Home screen on the printer control panel, touch the Setup button.
2. Select **Fax Setup**, and then select **Fax Set-Up Utility**.
3. Follow the on-screen prompts to configure the essential fax settings.

Basic Setup menu

1. From the Home screen on the printer control panel, touch the Setup button.
2. Select **Fax Setup**, and then select **Basic Setup**.
3. Select **Time/Date**.
4. Select the 12-hour clock or 24-hour clock.
5. Use the keypad to enter the current time, and then touch the **OK** button.
6. Select the date format.
7. Use the keypad to enter the current date, and then touch the **OK** button.
8. Select **Fax Header**.
9. Use the keypad to enter the fax number, and then touch the **OK** button.

NOTE: The maximum number of characters for the fax number is 20.

10. Use the keypad to enter your company name or header, and then touch the **OK** button.
To enter special characters that are not on the standard keypad, touch the **@#&** button to open a keypad that contains special characters.

NOTE: The maximum number of characters for the fax header is 40.

i Learn more!

For more information about other ways to send faxes, such as scheduling a fax to be sent later or sending faxes from a computer, see the user guide www.hp.com/support/colorljMFPM476.

For information about configuring the printer as a stand-alone fax machine, or for use with an answering machine or extension phone, see the user guide on the printer CD.

Troubleshooting

User guide

The user guide includes printer usage and troubleshooting information. It is available on the printer CD and on the Web:

1. Go to www.hp.com/support/colorijMFP476.
2. Click **Manuals**.

For Windows, the user guide is copied to the computer during the recommended software installation.


Windows® XP, Windows Vista®, and Windows® 7:

Click **Start**, select **Programs** or **All Programs**, select **HP**, select the folder for the HP printer, and then select **Help**.

Windows® 8:

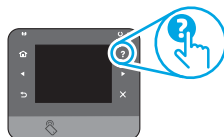
On the **Start** screen, right-click an empty area on the screen, click **All Apps** on the app bar, click the icon with the printer's name, and then select **Help**.

Check for firmware updates

1. From the Home screen on the printer control panel, touch the Setup  button.
2. Scroll to and open the **Service** menu.
3. Select **LaserJet Update**.
4. Select **Check for Updates Now**.

Control panel help

Touch the Help  button on the printer control panel to access help topics.



Additional support resources

For HP's all-inclusive help for the printer, go to www.hp.com/support/colorijMFP476:

- Solve problems
- Find advanced configuration instructions
- Download software updates
- Join support forums
- Find warranty and regulatory information
- Mobile printing resources



Wired (Ethernet) network connection


- Verify that the printer is attached to the correct network port using a cable of the correct length.
- Verify the lights next to the network port are lit.
- Verify the print driver is installed on the computer.
- Test the network connection by pinging the network:
 - Windows:** Click **Start** > **Run**. Type **cmd**, and press **Enter**. Type **ping**, type a space, type the printer IP address, and then press **Enter**. **Example IP address:** 192.168.0.1
 - OS X:** Open the Network Utility, and type the IP address in the **ping** pane. Press **Enter**. **Example IP address:** 192.168.0.1
- If the window displays round-trip times, the network is working.
- If the ping does not work, try restarting the printer and recheck all of the connection steps.



Wireless network connection (dw and c6 models only - optional)

- Verify that the network cable is not connected. The printer cannot connect to a wireless network when a network cable is connected.
- Verify that the printer and wireless router are turned on and have power. Also make sure the wireless switch is turned on.
- Verify that the printer is within the range of the wireless network. For most networks, the printer must be within 30 m (100 ft) of the wireless access point (wireless router).
- Verify the print driver is installed on the computer.
- Verify that the computer and printer connect to the same wireless network.
- For Mac, verify that the wireless router supports Bonjour.
- Restart the wireless router.



Perform the wireless diagnostic test

1. From the Home screen on the printer control panel, touch the Setup  button.
2. Select **Self Diagnostics**, and then select **Run Wireless Test**.



Fax troubleshooting


Verify the physical connection

- Verify that the phone cord is connected to the fax  port on the back of the printer and to the wall jack.
- For an extension phone or other additional device, verify the phone cord is connected to the telephone  port on the back of the printer and to the device.
- If outgoing phone calls fail because no dial tone is detected or the line is busy, connect to a different phone line.
- For Fax over IP service, reduce the fax speed and turn off **Error Correction Mode** from the **Fax Settings** menu on the printer control panel.

Verify the printer fax settings

- To use a voice-mail service from the phone company or service provider, make sure that the printer **Rings to Answer** setting is set to be fewer rings than the telephone answering machine.
- If multiple phone numbers are assigned to the same physical phone line and the line is shared by multiple devices, make sure that the printer is set to the correct distinctive ring setting. Use a setting in which the printer answers faxes and ignores other ring types.
- Configuring the Fax Speed setting to Medium (V.17) or Slow (V.29) can also improve your ability to send a fax.

Perform the fax diagnostic test

1. From the Home screen on the printer control panel, touch the Setup  button.
2. Select **Self Diagnostics**, and then select **Run Fax Test**.

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- 重新调整接收天线的方向或位置。
- 增加设备和接收器之间的距离。
- 将设备连接到与接收器不在同一电路上的插座。
- 咨询代理商或经验丰富的无线电/电视技术人员。

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- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

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