



LaserJet Pro MFP M225 and M226 Getting Started Guide



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IMPORTANT:

Follow **Steps 1 - 3** on the printer hardware setup poster, then continue with Step 4 to the right.

www.hp.com/support/colorjMFPM225
www.hp.com/support/colorjMFPM226

www.register.hp.com



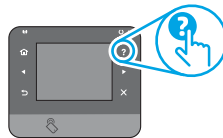
4. Initial setup on the control panel

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. Except Windows 8, 8.1, or RT, do not connect the USB cable before installing the software. If already connected, remove before continuing. Installation prompts to connect the cable when appropriate.

2. Continue with **"6. 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. Connect the USB cable between the computer and the printer before installing the software.
2. Continue with **"6. Locate or download the software installation files."**

Built-in wireless network connection (wireless models only)

1. To connect the printer to a wireless (Wi-Fi) network, on the printer control panel, touch the Wireless button. Touch **Wireless Menu**, and then touch **Wireless Setup Wizard**.
2. 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 **"6. Locate or download the software installation files."** To print from a phone or tablet only, continue with **"8. Mobile and wireless printing."**

NOTE: During software installation, select the option to **Help me set up a first-time wireless connection.**

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. **LCD control panels:** Press the Setup button. Open the Network Setup menu and then select Show IP Address to display the IP address or host name.
Touchscreen control panels: From the Home screen on the product control panel, touch the Network button to display the IP address or host name.
3. 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. 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."
4. Continue with **"6. Locate or download the software installation files."**

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/colorjMFPM225 or www.hp.com/support/colorjMFPM226.



CF484-91012

6. Locate or download the software installation files

Method 1: Download from HP Easy Start (Windows and OS X)

1. Go to 123.hp.com/laserjet, and click **Download**.
2. Follow the onscreen instructions and prompts to save the file to the computer.
3. Launch the software file from the folder where the file was saved, and continue with “7. Install the software.”

Method 2: Download from printer support Web site (Windows and OS X)

1. Go to www.hp.com/support/colorijMFP225 or www.hp.com/support/colorijMFP226.

2. Select **Software** and **drivers**.
3. Download the software for your printer model and operating system.
4. Launch the installation file by clicking on the .exe or .zip file as necessary.

Method 3: Install from the printer CD (Windows only)


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.

1. Insert the printer CD into the computer.
2. Continue with “7. Install the software.”

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 **Customize 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**
 - **Help me set up a first-time wireless connection**
-  **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 wireless models only, 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 “10. Set up scan features for printers on a network (wireless models only - optional)” 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 **M225** or **M226** 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/colorijMFP225 or www.hp.com/support/colorijMFP226, select **Drivers**, and then click **Software & Firmware**.

8. Mobile and wireless printing (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 (wireless models only)

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 (wireless models only)

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 (wireless models only - 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/colorIJMFPM225 or www.hp.com/support/colorIJMFPM226, 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**.

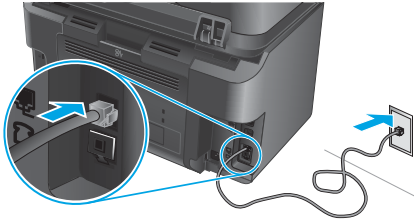
11. Set up fax (optional)

11.1 Connect the printer




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

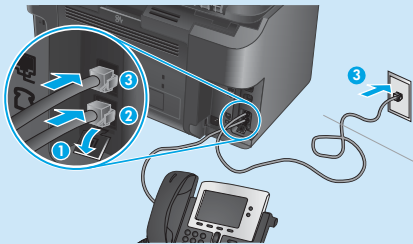
 **NOTE:** Some countries/regions might require an adapter for the phone cord that came with the printer.

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



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.



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.

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.

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/colorljMFPM225 or www.hp.com/support/colorljMFPM226.

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/colorijMFP225 or www.hp.com/support/colorijMFP226.

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

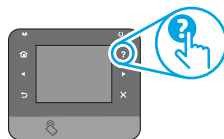
On the **Start** screen, right-click an empty area on the screen, click **All Apps** on the app bar, click the icon with the printer's name, and then select **Help**.

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/colorijMFP225 or www.hp.com/support/colorijMFP226

- 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 (wireless models only)



- 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**.



Panduan Persiapan LaserJet Pro MFP M225 dan M226



PENTING:

Ikuti **Langkah 1-3** pada poster pengaturan perangkat keras printer, lalu lanjutkan dengan Langkah 4 pada halaman berikutnya.



www.hp.com/support/colorijMFPM225
www.hp.com/support/colorijMFPM226



www.register.hp.com

4. Pengaturan awal pada panel kontrol

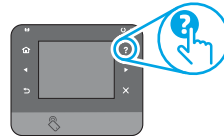
Setelah menghidupkan printer, tunggu proses inialisasi. Untuk menavigasikan panel kontrol layar sentuh, gunakan gerakan sentuh, geser, dan gulir. Ikuti perintah pada panel kontrol untuk mengkonfigurasi pengaturan berikut:

- Bahasa
- Lokasi
- Pengaturan Default

Dalam **Default Settings** (Pengaturan Default), pilih salah satu dari pilihan berikut:

- Dikelola sendiri: Pengaturan default yang dioptimalkan untuk pengalaman pengaturan, konfigurasi, dan pembaruan terpadu.
- Dikelola TI: Pengaturan default yang dioptimalkan untuk kemampuan pengelolaan cepat dengan meningkatkan keamanan.

Pengaturan dapat disesuaikan secara penuh setelah pengaturan awal.



CATATAN: Pilih **Print Information Page** (Halaman Informasi Cetak) untuk mencetak halaman yang menunjukkan cara mengubah pengaturan default.

CATATAN: Sentuh tombol Bantuan ? pada panel kontrol printer untuk mengakses topik bantuan.

5. Memilih metode sambungan dan persiapan penginstalan perangkat lunak

Sambungan USB secara langsung antara printer dan komputer

Gunakan kabel USB jenis A-ke-B.

Windows

1. Kecuali untuk Windows 8, 8.1, atau RT, jangan sambungkan kabel USB sebelum menginstal perangkat lunak. Jika telah tersambung, lepas kabel USB terlebih dulu sebelum melanjutkan. Penginstalan perangkat lunak akan meminta kabel disambungkan pada saat yang tepat.
2. Lanjutkan dengan "**6. Mencari atau men-download file instalasi perangkat lunak**".

CATATAN: Saat penginstalan perangkat lunak berlangsung, tetapkan pilihan ke "**Directly connect this computer using a USB cable.**" (Sambungkan komputer ini secara langsung menggunakan kabel USB).

Mac

1. Sambungkan kabel USB antara komputer dan printer sebelum menginstal perangkat lunak.
2. Lanjutkan dengan "**6. Mencari atau men-download file instalasi perangkat lunak**".

Sambungan jaringan berkabel (Ethernet)

Gunakan kabel jaringan standar.

1. Sambungkan kabel jaringan ke printer dan jaringan. Tunggu beberapa menit agar printer mendapatkan alamat jaringan.
2. **Panel kontrol LCD:** Tekan tombol Setup (Pengaturan) . Buka menu Network Setup (Pengaturan Jaringan), lalu pilih Show IP Address (Tampilkan Alamat IP) untuk menampilkan alamat IP atau nama host. **Panel kontrol layar sentuh:** Dari layar Awal pada panel kontrol produk, sentuh tombol Network (Jaringan) untuk menampilkan alamat IP atau nama host.
3. Jika alamat IP tercantum dalam daftar, maka sambungan jaringan telah ditetapkan. Jika tidak, tunggu beberapa menit, lalu coba lagi. Catat alamat IP untuk digunakan selama penginstalan perangkat lunak. **Contoh alamat IP:** 192.168.0.1
Untuk mengkonfigurasi alamat IP secara manual, lihat "**Konfigurasi alamat IP secara manual**".
4. Lanjutkan dengan "**6. Mencari atau men-download file instalasi perangkat lunak**".

CATATAN: Saat penginstalan perangkat lunak berlangsung, tetapkan pilihan ke "**Connect through a network**" (Sambungkan melalui jaringan).

Sambungan jaringan nirkabel internal (hanya model nirkabel)

1. Untuk menyambungkan printer ke jaringan nirkabel (Wi-Fi), pada panel kontrol printer, sentuh tombol Wireless (Nirkabel) . Sentuh **Wireless Menu** (Menu Nirkabel), lalu sentuh **Wireless Setup Wizard** (Wizard Pengaturan Nirkabel).
2. Pilih nama jaringan dari daftar SSID, atau masukkan nama jaringan jika tidak tercantum dalam daftar.
3. Gunakan keyboard untuk memasukkan frasa akses, lalu sentuh tombol **OK**.
4. Tunggu sementara printer menetapkan sambungan jaringan.
5. Pada panel kontrol printer, sentuh tombol Network (Jaringan) . Jika alamat IP tercantum dalam daftar, maka sambungan jaringan telah ditetapkan. Jika tidak, tunggu beberapa menit, lalu coba lagi. Catat alamat IP untuk digunakan selama penginstalan perangkat lunak. **Contoh alamat IP:** 192.168.0.1
6. Untuk mencetak dari komputer, lanjutkan dengan "**6. Mencari atau men-download file instalasi perangkat lunak**". Untuk mencetak dari telepon atau hanya tablet, lanjutkan dengan "**8. Pencetakan seluler dan nirkabel**".

CATATAN: Saat penginstalan perangkat lunak berlangsung, tetapkan pilihan ke **Help me set up a first-time wireless connection** (Bantu saya mengatur sambungan nirkabel untuk pertama kalinya).

Konfigurasi alamat IP secara manual

Lihat Panduan Pengguna printer untuk mendapatkan informasi tentang cara mengkonfigurasi alamat IP secara manual www.hp.com/support/colorijMFPM225 atau www.hp.com/support/colorijMFPM226.

6. Mencari atau men-download file instalasi perangkat lunak

Metode 1: Download dari HP Easy Start (Windows dan OS X)

1. Kunjungi 123.hp.com/laserjet, lalu klik **Download**.
2. Ikuti perintah dan pesan cepat di layar untuk menyimpan file ke komputer.
3. Jalankan file perangkat lunak dari folder tempat menyimpan file, lalu lanjutkan dengan "7. Menginstal perangkat lunak".

Metode 2: Download dari situs Web dukungan printer (Windows dan OS X)

1. Kunjungi www.hp.com/support/colorljiMFP225 atau www.hp.com/support/colorljiMFP226.

2. Pilih **Software and drivers** (Perangkat lunak dan driver).
3. Download perangkat lunak untuk model printer dan sistem operasi Anda.
4. Jalankan file penginstalan dengan mengklik file .exe atau .zip bila perlu.

Metode 3: Instal dari CD printer (hanya Windows)

Untuk Windows, file penginstalan perangkat lunak tersedia di CD yang disertakan bersama printer.

Untuk OS X, file penginstal di CD berisi link untuk men-download file dari Web.

1. Masukkan CD printer ke komputer.
2. Lanjutkan dengan "7. Menginstal perangkat lunak".

7. Menginstal perangkat lunak

Solusi lengkap Windows

1. Masukkan CD printer ke komputer, atau jalankan file instalasi perangkat lunak yang telah di-download dari Web.
 2. Penginstal perangkat lunak menemukan bahasa sistem operasi, lalu menampilkan menu utama program penginstalan dalam bahasa yang sama. Saat melakukan penginstalan dari CD, jika program penginstal tidak dimulai setelah 30 detik, buka drive CD pada komputer, lalu jalankan file SETUP.EXE.
 3. Layar **Software Selection** (Pilihan Perangkat Lunak) merinci perangkat lunak yang akan diinstal.
 - Penginstalan perangkat lunak yang direkomendasikan mencakup driver cetak dan perangkat lunak untuk semua fitur printer yang tersedia.
 - Untuk menyesuaikan perangkat lunak yang diinstal, klik link **Customize software selections** (Sesuaikan pilihan perangkat lunak). Setelah selesai, klik tombol **Next** (Berikutnya).
 4. Ikuti petunjuk di layar untuk menginstal perangkat lunak.
 5. Bila diminta untuk memilih jenis sambungan, tetapkan pilihan yang tepat untuk jenis sambungan.
 - **Directly connect this computer using a USB cable** (Sambungkan komputer ini secara langsung menggunakan kabel USB)
 - **Connect through a network** (Sambungkan melalui jaringan)
 - **Help me set up a first-time wireless connection** (Bantu saya mengatur sambungan nirkabel untuk pertama kalinya)
- CATATAN:** Saat menyambung melalui jaringan, cara termudah untuk menemukan printer adalah dengan memilih **Automatically find my printer on the network** (Temukan printer saya di jaringan secara otomatis).
6. (Opsional) Hanya untuk model nirkabel, pada akhir proses penginstalan perangkat lunak, konfigurasi fitur faks dan pindai dengan menggunakan **Fax Setup Wizard** (Wizard Pengaturan Faks), **Scan to E-mail Wizard** (Wizard Pindai ke E-mail), dan **Scan to Network Folder Wizard** (Wizard Pindai ke Folder Jaringan). Cara ini tepat untuk mengkonfigurasi fitur tersebut. Untuk informasi lebih lanjut, lihat "10. Mengatur fitur pindai untuk printer di jaringan (hanya model nirkabel - opsional)".

Solusi lengkap OS X

1. Jalankan file instalasi perangkat lunak .dmg yang di-download dari web.
2. Penginstal perangkat lunak menemukan bahasa sistem operasi, lalu menampilkan menu utama program penginstalan dalam bahasa yang sama.
3. Layar **Installation Options** (Pilihan Penginstalan) merinci perangkat lunak yang akan diinstal.
 - Untuk penginstalan standar, klik tombol **Install** (Instal) sekarang.
 - Untuk penginstalan kustom, klik tombol **Customize** (Sesuaikan). Pada layar yang terbuka, pilih komponen yang akan diinstal, lalu klik tombol **Install** (Instal).
4. Ikuti petunjuk di layar untuk menginstal perangkat lunak.
5. Pada akhir proses penginstalan perangkat lunak, gunakan **HP Utility Setup Assistant** (Asisten Pengaturan HP Utility) untuk mengkonfigurasi pilihan printer.

Penginstalan dasar OS X

Untuk menginstal driver cetak dan faks dasar tanpa menjalankan perangkat lunak HP solusi lengkap dari CD atau melalui download **hp.com**, ikuti langkah-langkah berikut:

1. Sambungkan printer ke komputer atau jaringan.
2. Dari **System Preferences** (Preferensi Sistem), klik **Printers and Scanners** (Printer dan Pemindai), klik tombol plus pada bagian kiri bawah, lalu pilih **M225** atau **M226** menggunakan driver AirPrint atau HP Printer.

Readiris Pro untuk HP

Download perangkat lunak gratis ini untuk mengaktifkan fitur pindai ekstra, termasuk OCR (Optical Character Recognition atau Pengenalan Karakter Optik). Saat penginstalan perangkat lunak berlangsung, klik item **More Options** (Pilihan Lainnya) di jendela kiri, lalu pilih **Web Support** (Dukungan Web) untuk men-download perangkat lunak ini.

Untuk men-download perangkat lunak dari Web, kunjungi www.hp.com/support/colorljiMFP225 atau www.hp.com/support/colorljiMFP226, pilih **Drivers** (Driver), lalu klik **Software & Firmware** (Perangkat Lunak & Firmware).

8. Pencetakan seluler dan nirkabel (opsional)

Untuk mencetak dari ponsel atau tablet, sambungkan perangkat tersebut ke jaringan nirkabel yang juga digunakan untuk menyambungkan printer.

Perangkat Apple iOS (AirPrint): Buka item yang akan dicetak, lalu pilih ikon **Action** (Tindakan). Pilih **Print** (Cetak), pilih printer, lalu pilih **Print** (Cetak).

Perangkat Android versi lebih baru (4.4 atau versi yang lebih baru): Buka item yang akan dicetak, lalu pilih tombol **Menu**. Pilih **Print** (Cetak), pilih printer, lalu pilih **Print** (Cetak).

Perangkat tertentu mengharuskan Anda men-download aplikasi plugin HP Print Service dari Google Play Store.

Perangkat Android versi lebih lama (4.3 atau versi yang lebih lama): Download aplikasi HP ePrint dari Google Play Store.

Windows Phone: Download aplikasi HP AiO Remote dari Windows Store.

📄 Selengkapnya tentang pencetakan seluler

"Untuk mengetahui selengkapnya tentang pilihan pencetakan seluler lainnya, termasuk solusi tambahan ePrint, pindai kode QR, atau lihat bagian "Pencetakan Seluler" dalam panduan pengguna."



HP Wireless Direct (hanya model nirkabel nw dan dw)

HP Wireless Direct dapat digunakan untuk pencetakan jarak dekat dari perangkat bergerak nirkabel secara langsung ke printer yang mendukung HP Wireless Direct tanpa memerlukan sambungan ke jaringan atau Internet.

Mengaktifkan HP Wireless Direct

1. Pada panel kontrol printer, sentuh tombol **Wireless** (Nirkabel) . Sentuh **Wireless Menu** (Menu Nirkabel), lalu **Wireless Direct** (Langsung Nirkabel).
2. Sentuh **On/Off** (Aktif/Nonaktif), lalu sentuh **On** (Aktif).
3. Untuk pencetakan yang aman, sentuh **Security** (Keamanan), lalu sentuh **On** (Aktif). Catat frasa akses yang ditampilkan. Gunakan frasa akses tersebut untuk mengizinkan akses ke perangkat bergerak. Untuk membolehkan pencetakan yang tidak aman, sentuh **Security** (Keamanan), lalu sentuh **Off** (Nonaktif).

📄 Untuk informasi selengkapnya tentang pencetakan nirkabel dan pengaturan nirkabel, kunjungi www.hp.com/go/wirelessprinting.


9. Mengatur HP ePrint via email (opsional)

Gunakan HP ePrint via email untuk mencetak dokumen dengan mengirimnya sebagai lampiran ke alamat email printer dari perangkat apa pun yang mendukung email, bahkan dari perangkat di jaringan yang berbeda.

Untuk menggunakan HP ePrint via email, printer harus memenuhi persyaratan ini:

- Printer harus disambungkan ke jaringan berkabel atau nirkabel dan memiliki akses Internet.
- HP Web Services harus diaktifkan pada printer ini, lalu printer harus terdaftar di HP Connected.

Mengaktifkan HP Web Services (hanya model nirkabel)

1. Dari layar Awal pada panel kontrol produk, sentuh tombol Web Services (Layanan Web) .
2. Sentuh tombol **Enable Web Services** (Aktifkan Layanan Web). Printer akan mengaktifkan Layanan Web, lalu mencetak halaman informasi. Halaman informasi berisi kode printer yang digunakan untuk mendaftarkan printer HP di HP Connected.
3. Kunjungi www.hpconnected.com untuk membuat akun HP ePrint dan menyelesaikan proses pengaturan.

10. Mengkonfigurasi fitur pindai untuk printer di jaringan (hanya model nirkabel - opsional)

Printer mencakup fitur **Scan to E-mail** (Pindai ke E-mail) dan **Scan to Network Folder** (Pindai ke Folder Jaringan) yang dapat memindai file dan mengirimnya sebagai lampiran email atau menyimpan dalam folder di jaringan. Produk harus tersambung ke jaringan berkabel atau nirkabel. Untuk mengkonfigurasi pilihan berikut, dapatkan dulu informasi berikut:

- Untuk fitur **Scan to Email** (Pindai ke Email), dapatkan nama server SMTP, nomor port SMTP, dan informasi otentik. Hubungi penyedia layanan email/Internet atau administrator sistem untuk informasi ini. Nama server SMTP dan nama port biasanya mudah ditemukan dengan melakukan pencarian di Internet. Misalnya, gunakan istilah seperti "gmail smtp server name" atau "yahoo smtp server name".
- Untuk fitur **Scan to Network Folder** (Pindai ke Folder Jaringan), konfirmasi bahwa folder jaringan bersama dengan izin yang tepat telah dikonfigurasi, lalu ketahui jalur ke folder tersebut di jaringan.


 **CATATAN:** Untuk bantuan selengkapnya tentang cara mengkonfigurasi **Scan to Email** (Pindai ke Email) dan **Scan to Network Folder** (Pindai ke Folder Jaringan), lihat Panduan Pengguna atau kunjungi www.hp.com/support/colorjmfPM225 atau www.hp.com/support/colorjmfPM226, lalu cari menggunakan kata kunci "scan to email" atau "scan to network folder".

Windows

Beberapa produk HP menyertakan instalasi driver dari CD perangkat lunak. Pada akhir penginstalan tersedia pilihan untuk **Setup Scan to Folder and Email** (Konfigurasi Pindai ke Folder dan Email). Wizard pengaturan menyertakan pilihan untuk konfigurasi dasar.

Wizard Pengaturan Pindai ke Email

1. Klik **Start** (Mulai), lalu klik **Programs** (Program).
2. Klik **HP**, klik nama produk, lalu klik **Scan to Email Wizard** (Wizard Pindai ke Email).
3. Pada dialog **Outgoing E-mail Profiles** (Profil Email Keluar), klik tombol **New** (Baru). Kotak dialog **Scan to Email Setup** (Pengaturan Pindai ke Email) akan terbuka.
4. Pada halaman **1. Start** (1. Mulai), masukkan **Email Address** (Alamat Email) dan **Display Name** (Nama Tampilan), lalu klik **Next** (Berikutnya). Pembuatan PIN keamanan adalah opsional.
5. Pada halaman **2. Authenticate** (2. Otentikasikan), masukkan **SMTP Server** (Server SMTP) dan **Port Number** (Nomor Port).

 **CATATAN:** Pada sebagian besar kasus, nomor port default tidak perlu diganti.

6. Jika Anda menggunakan Google™ Gmail sebagai layanan email, centang kotak **Always use secure connection (SSL/TLS)** (Selalu gunakan sambungan aman (SSL/TLS)).
7. Jika SMTP memerlukan otentikasi untuk mengirim email, centang kotak **Email Log in Authentication** (Otentikasi Log In Email), lalu masukkan ID pengguna dan sandi. Klik **Next** (Berikutnya).
8. Pada halaman **4. Finish** (4. Selesai), verifikasi semua pengaturan sudah benar, lalu klik **Finish** (Selesai).

Wizard Pengaturan Pindai ke Folder Jaringan:


1. Klik **Start** (Mulai), lalu klik **Programs** (Program).
2. Klik **HP**, klik nama produk, lalu klik **Scan to Network Folder Wizard** (Wizard Pindai ke Folder Jaringan).
3. Pada dialog **Network Folder Profiles** (Profil Folder Jaringan), klik tombol **New** (Baru). Dialog **Scan to Network Folder Setup** (Pengaturan Pindai ke Folder Jaringan) akan terbuka.
4. Pada halaman **1. Start** (1. Mulai), masukkan **Display Name** (Nama Tampilan) dan **Destination Folder** (Folder Tujuan), lalu klik **Next** (Berikutnya).
TIPS: Klik tombol **Browse** (Telusuri) untuk menemukan folder.
5. Untuk membuat pintasan ke folder jaringan pada desktop komputer, centang kotak **Create a Desktop shortcut to the network folder** (Buat pintasan Desktop ke folder jaringan), lalu klik **Next** (Berikutnya). Pembuatan PIN keamanan adalah opsional.
6. Pada halaman **2. Authenticate** (2. Otentikasikan), masukkan Nama pengguna dan Sandi Windows®, lalu klik **Next** (Berikutnya).
7. Pada halaman **3. Configure** (3. Konfigurasi), pastikan pengaturan pindai default sudah benar, masukkan prefiks nama file pada kolom **Filename Prefix** (Prefiks Nama File), lalu klik **Next** (Berikutnya).
8. Pada halaman **4. Finish** (4. Selesai), verifikasi semua pengaturan sudah benar, lalu klik **Save and Test** (Simpan dan Uji).
9. Klik **Finish** (Selesai) untuk menyelesaikan konfigurasi.

OS X

Buka HP Utility dengan mengklik ikon HP Utility pada Dock, atau klik menu **Go** (Buka), lalu klik dua kali **HP Utility**.

Pindai ke Email

1. Klik tab **System** (Sistem), klik link **Administration** (Administrasi), lalu atur pilihan **Scan to Email** (Pindai ke Email) ke **On** (Aktif).
2. Klik tab **Scan** (Pindai), klik link **Outgoing Email Profiles** (Profil Email Keluar), lalu klik tombol **New** (Baru).
3. Pada area **E-mail Address** (Alamat Email), isi kolom yang diperlukan.
4. Pada area **SMTP Server Settings** (Pengaturan Server SMTP), isi kolom yang diperlukan.

 **CATATAN:** Pada sebagian besar kasus, nomor port default tidak perlu diganti.

5. Jika server SMTP memerlukan otentikasi untuk mengirim email, isi kolom yang diperlukan di area **SMTP Authentication** (Otentikasi SMTP). Pembuatan PIN keamanan adalah opsional.
6. Konfigurasi preferensi email di area **E-mail Message Preferences** (Preferensi Pesan Email).
7. Periksa semua informasi, lalu klik **Save and Test** (Simpan dan Uji).

Pindai ke Folder Jaringan

1. Klik tab **System** (Sistem), klik link **Administration** (Administrasi), lalu atur pilihan **Scan to Network Folder** (Pindai ke Folder Jaringan) ke **On** (Aktif).
2. Klik tab **Scan** (Pindai), pastikan link **Network Folder Setup** (Pengaturan Folder Jaringan) disorot.
3. Pada halaman **Network Folder Configuration** (Konfigurasi Folder Jaringan), klik tombol **New** (Baru).
4. Pada area **Network Folder Configuration** (Konfigurasi Folder Jaringan), isi kolom yang diperlukan. Pembuatan PIN keamanan adalah opsional.
5. Di area **Scan Settings** (Pengaturan Pindai), isi kolom yang diperlukan.
6. Periksa semua informasi, lalu klik **Save and Test** (Simpan dan Uji).

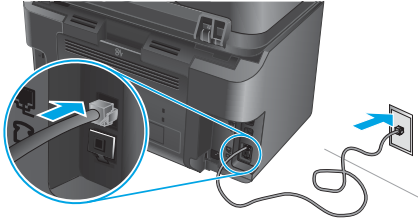
11. Mengatur faks (opsional)

11.1 Menyambungkan printer

Printer ini adalah perangkat analog. HP menganjurkan penggunaan printer pada saluran telepon analog khusus.

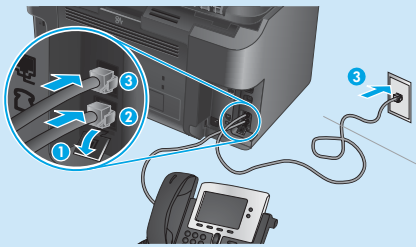
CATATAN: Adapter mungkin diperlukan di beberapa negara/kawasan tertentu untuk menggunakan kabel telepon yang diberikan bersama printer.

Sambungkan kabel telepon yang diberikan bersama printer ke port Faks pada printer dan ke soket telepon di dinding.



Bagaimana menyambungkan mesin penjawab atau telepon ekstensi?

1. Lepas konektor dari port telepon.
2. Lepas sambungan kabel telepon mesin penjawab dari soket telepon, lalu sambungkan ke port telepon pada printer.
3. Sambungkan kabel telepon yang diberikan bersama printer ke port faks pada printer dan ke soket telepon di dinding.



Bagaimana cara mengkonfigurasi printer HP dalam lingkungan telepon digital?

Printer HP dirancang khusus untuk digunakan bersama layanan telepon analog biasa. Untuk lingkungan telepon digital (misalnya, DSL/ADSL, PBX, ISDN, atau FoIP), filter atau konverter digital ke analog mungkin diperlukan bila mengkonfigurasi printer untuk faks.

Catatan: Berdasarkan perusahaan telepon, printer mungkin tidak kompatibel dengan semua saluran atau penyedia layanan digital, di semua lingkungan digital, atau dengan semua konverter digital ke analog. Hubungi perusahaan telepon untuk menentukan pilihan pengaturan yang terbaik.

Catatan: Saat mengkonfigurasi deteksi pola dering dalam sistem telepon PBX yang memiliki pola dering yang berbeda untuk panggilan internal dan eksternal, pastikan menekan nomor faks printer menggunakan nomor eksternal untuk merekam pola dering.

11.2 Mengkonfigurasi Printer

Mengkonfigurasi pengaturan waktu, tanggal, dan kepala faks diperlukan agar dapat menggunakan fitur faks.

1. Dari layar Awal pada panel kontrol printer, sentuh tombol Setup (Pengaturan).
2. Pilih **Fax Setup** (Pengaturan Faks), lalu pilih **Basic Setup** (Pengaturan Dasar).
3. Pilih **Time/Date** (Waktu/Tanggal).
4. Pilih format waktu 12 jam atau 24 jam.
5. Gunakan keypad untuk memasukkan waktu saat ini, lalu sentuh tombol **OK**.
6. Pilih format tanggal.
7. Gunakan keypad untuk memasukkan tanggal sekarang, lalu sentuh tombol **OK**.
8. Pilih **Fax Header** (Kepala Faks).
9. Gunakan keypad untuk memasukkan nomor faks, lalu sentuh tombol **OK**.

CATATAN: Jumlah maksimal karakter untuk nomor faks adalah 20.

10. Gunakan keypad untuk memasukkan nama perusahaan atau kepala faks, lalu sentuh tombol **OK**.
Untuk memasukkan karakter khusus yang tidak ada pada keypad standar, sentuh tombol **@#*** untuk membuka keypad yang berisi karakter khusus.

CATATAN: Jumlah maksimal karakter untuk kepala faks adalah 40.

Selengkapnya!

Untuk informasi selengkapnya tentang cara lain untuk mengirim faks, misalnya menjadwalkan faks untuk dikirim nanti atau mengirim faks dari komputer, lihat Panduan Pengguna www.hp.com/support/colorljMFPM225 atau www.hp.com/support/colorljMFPM226.

Untuk informasi tentang cara mengkonfigurasi printer sebagai mesin faks mandiri, atau untuk penggunaan dengan mesin penjawab atau telepon ekstensi, lihat Panduan Pengguna pada CD printer.

Mengatasi Masalah

Panduan Pengguna

Panduan Pengguna mencakup informasi tentang penggunaan printer dan mengatasi masalah. Tersedia pada CD printer dan web:

1. Kunjungi www.hp.com/support/colorlijMFPM225 atau www.hp.com/support/colorlijMFPM226.

2. Klik **Manuals** (Panduan).

Untuk Windows, Panduan Pengguna disalin ke komputer saat penginstalan perangkat lunak yang direkomendasikan berlangsung.


Windows® XP, Windows Vista®, dan Windows® 7

Klik **Start** (Mulai), pilih **Programs** (Program) atau **All Programs** (Semua Program), pilih **HP**, pilih folder untuk printer HP Anda, lalu pilih **Help** (Bantuan).


Windows® 8

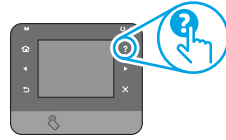
Pada layar **Start** (Mulai), klik kanan area kosong pada layar, klik **All Apps** (Semua Aplikasi) pada panel aplikasi, klik ikon dengan nama printer, lalu pilih **Help** (Bantuan).

Memeriksa pembaruan firmware

1. Dari layar Awal pada panel kontrol printer, sentuh tombol Setup (Pengaturan) .
2. Gulir dan buka menu **Service** (Layanan).
3. Pilih **LaserJet Update** (Pembaruan LaserJet).
4. Pilih **Check for Updates Now** (Periksa Pembaruan Sekarang).

Bantuan panel kontrol

Sentuh tombol Bantuan  pada panel kontrol printer untuk mengakses topik bantuan.



Sumber dukungan tambahan

Untuk bantuan secara menyeluruh dari HP terkait printer, kunjungi: www.hp.com/support/colorlijMFPM225 atau www.hp.com/support/colorlijMFPM226

- Mengatasi masalah
- Menemukan petunjuk konfigurasi tingkat lanjut
- Men-download pembaruan perangkat lunak
- Mengikuti forum dukungan
- Mencari informasi jaminan dan peraturan
- Sumber pencetakan seluler

Sambungan jaringan berkabel (Ethernet)

- Pastikan printer telah tersambung ke port jaringan yang benar menggunakan kabel dengan panjang yang benar.
- Pastikan lampu di sebelah port jaringan telah menyala.
- Pastikan driver cetak telah terinstal di komputer.
- Uji sambungan jaringan dengan melakukan ping jaringan.

Windows

Klik **Start** (Mulai) > **Run** (Jalankan). Ketik **cmd**, lalu tekan **Enter**. Ketik **ping**, ketik spasi, ketik alamat IP printer, lalu tekan **Enter**. **Contoh alamat IP:** 192.168.0.1

OS X


Buka Network Utility (Utilitas Jaringan), lalu ketik alamat IP di jendela **ping**. Tekan **Enter**. **Contoh alamat IP:** 192.168.0.1

- Jika jendela menampilkan waktu respons (round-trip time), jaringan bekerja.
- Jika ping tidak berjalan, coba hidupkan ulang printer, lalu periksa kembali semua langkah sambungan.

Sambungan jaringan nirkabel (hanya model nirkabel)



- Pastikan kabel jaringan tidak tersambung. Printer tidak dapat menyambung ke jaringan nirkabel jika kabel jaringan tersambung.
- Pastikan printer dan router nirkabel telah diaktifkan dan memiliki daya. Pastikan juga sakelar nirkabel diaktifkan.
- Pastikan printer telah berada dalam jangkauan jaringan nirkabel. Untuk sebagian besar jaringan, printer harus berada dalam jarak 30 m (100 kaki) dari jalur akses nirkabel (router nirkabel).
- Pastikan driver cetak telah terinstal di komputer.
- Pastikan komputer dan printer telah tersambung ke jaringan nirkabel yang sama.
- Untuk Mac, pastikan router nirkabel mendukung Bonjour.
- Hidupkan ulang router nirkabel.

Menjalankan pengujian diagnosis nirkabel

1. Dari layar Awal pada panel kontrol printer, sentuh tombol Setup (Pengaturan) .
2. Pilih **Self Diagnostics** (Diagnosis Mandiri), lalu pilih **Run Wireless Test** (Jalankan Pengujian Nirkabel).

Mengatasi masalah faks


Memastikan sambungan fisik

- Pastikan kabel telepon telah tersambung ke port faks  di bagian belakang printer dan stopkontak.
- Untuk telepon ekstensi atau perangkat tambahan lain, pastikan kabel telepon telah tersambung ke port telepon  di bagian belakang printer dan perangkat.
- Jika panggilan telepon keluar gagal karena nada panggil tidak terdeteksi atau sambungan sibuk, sambungkan ke saluran telepon lainnya.
- Untuk layanan Faks melalui IP, kurangi kecepatan faks, lalu nonaktifkan **Error Correction Mode** (Mode Koreksi Kesalahan) dari menu **Fax Settings** (Pengaturan Faks) pada panel kontrol printer.

Memastikan pengaturan faks printer

- Untuk menggunakan layanan pesan suara dari perusahaan atau penyedia layanan telepon, pastikan pengaturan **Rings to Answer** (Dering ke Jawab) pada printer diatur ke lebih sedikit dering daripada mesin penjawab telepon.
- Jika beberapa nomor telepon ditetapkan pada sambungan fisik telepon yang sama dan sambungan dibagi oleh beberapa perangkat, pastikan printer telah diatur ke pengaturan dering khusus yang benar. Gunakan pengaturan agar printer menjawab faks dan mengabaikan jenis dering lainnya.
- Mengkonfigurasi pengaturan Fax Speed (Kecepatan Faks) ke Medium (Sedang) (V.17) atau Slow (Lambat) (V.29) juga dapat meningkatkan kemampuan pengiriman faks.

Menjalankan pengujian diagnosis faks

1. Dari layar Awal pada panel kontrol printer, sentuh tombol Setup (Pengaturan) .
2. Pilih **Self Diagnostics** (Diagnosis Mandiri), lalu pilih **Run Fax Test** (Jalankan Pengujian Faks).



LaserJet Pro MFP M225 및 M226 시작 설명서

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중요:

프린터 하드웨어 설치 포스터의 **1~3단계** 를 수행한 후, 다음 페이지의 4단계를 진행하십시오.



www.hp.com/support/colorljMFPM225
www.hp.com/support/colorljMFPM226



www.register.hp.com

4. 제어판에서 초기 설정을 완료합니다

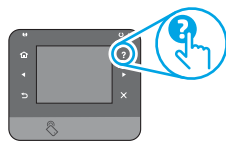
프린터를 켜 후 초기화될 때까지 기다립니다. 터치 스크린 제어판을 탐색하려면 터치, 스와이프, 스크롤 제스처를 사용합니다. 제어판에 표시되는 메시지에 따라 다음과 같은 설정을 구성합니다.

- 언어
- 위치
- 기본 설정

기본 설정 영역에서 다음 옵션 중 하나를 선택합니다.

- 자가 관리: 설정, 구성 및 업데이트에 대해 안내하기 위해 최적화된 기본 설정.
- IT 관리: 향상된 보안과 장비 관리를 위해 최적화된 기본 설정.

설정은 초기 설정 후 모두 사용자 정의할 수 있습니다.



참고: 기본 설정을 변경하는 방법을 지시하는 페이지를 인쇄하려면 **인쇄 정보 페이지**를 선택하십시오.

참고: 도움말을 보려면 프린트 제어판의 **도움말 ?** 버튼을 누르십시오.

5. 연결 방법을 선택하고 소프트웨어 설치를 준비합니다

프린터와 컴퓨터간 직접 USB 연결

A-B형 USB 케이블을 사용합니다.

Windows

1. Windows 8, 8.1 또는 RT를 제외하고, 소프트웨어를 설치하기 전에 USB 케이블을 연결하지 마십시오. 이미 연결된 경우, 계속 진행하기 전에 먼저 분리합니다. 설치 과정 중에 케이블을 연결하라는 메시지가 표시됩니다.
2. **"6. 소프트웨어 설치 파일을 찾거나 다운로드"**를 진행합니다.

참고: 소프트웨어를 설치하는 동안 **"USB 케이블을 사용하여 이 컴퓨터에 직접 연결"** 옵션을 선택합니다.

Mac

1. 소프트웨어를 설치하기 전에 USB 케이블을 컴퓨터와 프린터에 연결합니다.
2. **"6. 소프트웨어 설치 파일을 찾거나 다운로드"**를 진행합니다.

유선(이더넷) 네트워크 연결

표준 네트워크 케이블을 사용합니다.

1. 네트워크 케이블을 프린터와 네트워크에 연결합니다. 프린터에서 네트워크 주소를 받을 때까지 몇 분 대기합니다.
2. **LCD 제어판:** 설정 버튼을 누릅니다. 네트워크 설정 메뉴를 연 다음, IP 주소 표시를 선택하여 IP 주소나 호스트 이름을 표시합니다.
터치스크린 제어판: 제품 제어판의 홈 화면에서 네트워크 버튼을 터치하여 IP 주소 또는 호스트 이름을 표시합니다.
3. IP 주소가 표시되면 네트워크 연결이 설정된 것입니다. 그렇지 않은 경우 몇 분 더 기다린 다음 다시 시도합니다. 소프트웨어 설치 중 사용할 IP 주소를 메모합니다. 소프트웨어 설치 중 사용할 IP 주소를 메모합니다. **IP 주소 예:** 192.168.0.1
IP 주소를 수동으로 구성하려면 **"IP 주소 수동으로 구성"**을 참조하십시오.
4. **"6. 소프트웨어 설치 파일을 찾거나 다운로드"**를 진행합니다.

참고: 소프트웨어를 설치하는 동안 **"네트워크를 통해 연결"** 옵션을 선택합니다.

내장 무선 네트워크 연결(무선 모델만 해당)

1. 프린터를 무선(Wi-Fi) 네트워크에 연결하려면 프린터 제어판에서 무선 버튼을 누릅니다. **무선 메뉴, 무선 설정 마법사**를 차례로 누릅니다.
2. SSID 목록에서 네트워크 이름을 선택하거나 목록에 없는 경우 네트워크 이름을 입력합니다.
3. 키보드를 사용하여 암호를 입력한 후 **확인** 버튼을 누릅니다.
4. 프린터가 네트워크 연결을 설정하는 동안 기다립니다.
5. 프린터 제어판에서 네트워크 버튼을 누릅니다. IP 주소가 표시되면 네트워크 연결이 설정된 것입니다. 그렇지 않은 경우 몇 분 더 기다린 다음 다시 시도합니다. 소프트웨어 설치 중 사용할 IP 주소를 메모합니다. **IP 주소 예:** 192.168.0.1
6. 컴퓨터에서 인쇄하려면 **"6. 소프트웨어 설치 파일을 찾거나 다운로드"**를 진행합니다. 휴대전화나 태블릿에서만 인쇄하려면 **"8. 모바일 및 무선 인쇄"**를 진행합니다.

참고: 소프트웨어 설치 중 **"최초 무선 연결 설정 도움말 보기"** 옵션을 선택합니다.

IP 주소 수동으로 구성

수동으로 IP 주소를 구성하는 방법에 대한 자세한 내용은 프린터 사용 설명서 www.hp.com/support/colorljMFPM225 또는 www.hp.com/support/colorljMFPM226을 참조하십시오.

6. 소프트웨어 설치 파일을 찾거나 다운로드

방법 1: HP Easy Start에서 다운로드(Windows 및 OS X)

1. 123.hp.com/laserjet으로 이동하여 **다운로드**를 클릭합니다.
2. 화면에 표시되는 안내와 알림에 따라 컴퓨터에 파일을 저장합니다.
3. 파일이 저장된 폴더에서 소프트웨어 파일을 실행하고 **"7. 소프트웨어 설치"**를 진행합니다.

방법 2: 프린터 지원 웹 사이트에서 다운로드(Windows 및 OS X)

1. www.hp.com/support/colorliMFPM225 또는 www.hp.com/support/colorliMFPM226으로 이동합니다.

2. 소프트웨어 및 드라이버를 선택합니다.
3. 해당 프린터 모델 및 운영 체제용 소프트웨어를 다운로드합니다.
4. 필요에 따라 .exe 또는 .zip 파일을 클릭하여 설치 파일을 실행합니다.

방법 3: 프린터 CD에서 설치(Windows만 해당)

Windows의 경우, 소프트웨어 설치 파일은 프린터와 함께 제공된 CD에 있습니다. OS X의 경우, CD의 설치 프로그램 파일에는 웹에서 파일을 다운로드할 수 있는 링크가 포함되어 있습니다.

1. 컴퓨터에 프린터 CD를 넣습니다.
2. **"7. 소프트웨어 설치"**를 진행합니다.

7. 소프트웨어 설치

Windows 전체 솔루션

1. 컴퓨터에 프린터 CD를 삽입하거나 웹에서 다운로드한 소프트웨어 설치 파일을 실행합니다.
2. 소프트웨어 설치 프로그램에서 운영 체제의 언어를 감지한 후 설치 프로그램의 기본 메뉴를 동일한 언어로 표시합니다. CD에서 설치하는 경우 30초 후에도 설치 프로그램이 시작되지 않으면 컴퓨터의 CD 드라이브를 검색하여 이름이 SETUP.EXE인 파일을 실행합니다.
3. **소프트웨어 선택** 화면에 설치될 소프트웨어에 대한 세부 정보가 표시됩니다.
 - 권장 소프트웨어 설치에는 제공되는 모든 프린터 기능을 위한 인쇄 드라이버 및 소프트웨어가 포함됩니다.
 - 설치된 소프트웨어를 사용자 정의하려면 **소프트웨어 선택 사용자 정의** 링크를 클릭합니다. 작업이 끝나면 **다음** 버튼을 클릭합니다.
4. 화면의 지시에 따라 소프트웨어를 설치합니다.
5. 연결 유형을 선택하라는 메시지가 표시되면 연결 유형에 적합한 옵션을 선택합니다.
 - **USB 케이블을 사용하여 이 컴퓨터에 직접 연결**
 - **네트워크를 통해 연결**
 - **최초 무선 연결 설정 도움말 보기**

참고: 네트워크를 통해 연결할 때 프린터를 검색하는 가장 쉬운 방법은 네트워크에서 **내 프린터 자동으로 찾기**를 선택하는 것입니다.

6. (선택 사항) 무선 모델의 경우에 한해, 소프트웨어 설치 과정 마지막에 **팩스 설정 마법사**, **스캔하여 이메일로 전송 마법사**, **스캔 후 네트워크 폴더로 전송 마법사**를 사용하여 팩스 및 스캔 기능을 설정합니다. 이러한 기능을 편리하게 구성할 수 있는 방법입니다. 자세한 내용은 **"10. 네트워크 프린터에 대한 스캔 기능 설정(무선 모델만 해당 - 선택 사항)"**을 참조하십시오.

OS X 전체 솔루션

1. 웹에서 다운로드한 소프트웨어 설치 .dmg 파일을 실행합니다.
2. 소프트웨어 설치 프로그램에서 운영 체제의 언어를 감지한 후 설치 프로그램의 기본 메뉴를 동일한 언어로 표시합니다.
3. **설치 옵션** 화면에 설치될 소프트웨어에 대한 세부 정보가 표시됩니다.
 - 표준 설치의 경우 **설치** 버튼을 바로 클릭합니다.
 - 사용자 정의 설치의 경우 **사용자 정의** 버튼을 클릭합니다. 화면이 열리면 설치할 구성 요소를 선택한 후 **설치** 버튼을 클릭합니다.
4. 화면의 지시에 따라 소프트웨어를 설치합니다.
5. 소프트웨어 설치 과정 마지막에 **HP 유릴리티 설정 지원**을 사용하여 프린터 옵션을 구성합니다.

OS X 기본 설치

CD 또는 hp.com에서 다운로드한 HP 전체 솔루션 소프트웨어를 실행하지 않고 기본 인쇄 및 팩스 드라이버를 설치하려면 다음 단계를 수행합니다.

1. 컴퓨터나 네트워크에 프린터를 연결합니다.
2. **시스템 환경 설정에서 프린터 및 스캐너**를 클릭한 다음 왼쪽 하단에 있는 **더하기(+)** 버튼을 클릭하고 이름이 AirPrint 또는 HP 프린터인 드라이버를 사용하여 **M225** 또는 **M226**를 선택합니다.

HP용 Readiris PRO 14

광학 문자 인식(OCR)을 포함하여 별도의 스캔 기능을 사용할 수 있는 이 무료 소프트웨어를 다운로드하십시오. 소프트웨어를 설치하는 동안 왼쪽 창에서 **기타 옵션 항목**을 클릭한 다음 **웹 지원**을 선택하여 이 소프트웨어를 다운로드합니다.

웹에서 소프트웨어를 다운로드하려면

www.hp.com/support/colorliMFPM225 또는 www.hp.com/support/colorliMFPM226에서 드라이버를 선택한 다음 **소프트웨어 및 펌웨어**를 클릭합니다.

8. 모바일 및 무선 인쇄(선택 사항)

휴대폰이나 태블릿에서 인쇄하려면 장치를 프린터와 동일한 무선 네트워크에 연결합니다.

Apple iOS 장치(AirPrint): 인쇄할 항목을 열고 **작업** 아이콘을 선택합니다. **인쇄**를 선택하고 프린터를 선택한 다음 **인쇄**를 선택합니다.

신규 Android 장치(4.4 이상 버전): 인쇄할 항목을 열고 **메뉴** 버튼을 선택합니다. **인쇄**를 선택하고 프린터를 선택한 다음 **인쇄**를 선택합니다.

일부 장치의 경우 Google Play 스토어에서 HP 인쇄 서비스 플러그인 앱을 다운로드해야 합니다.

이전 Android 장치(4.3 이하 버전): Google Play 스토어에서 HP ePrint 앱을 다운로드합니다.

Windows 폰: Windows Store에서 HP AiO Remote 앱을 다운로드합니다.

모바일 인쇄에 대해 자세히 알아보기

추가 ePrint에 솔루션을 포함한 기타 모바일 인쇄 옵션에 대한 자세한 내용은 QR 코드를 스캔하거나 사용 설명서의 "모바일 인쇄" 섹션을 참조하십시오.



HP Wireless Direct (nw 및 dw 무선 모델만 해당)

HP Wireless Direct 인쇄 기능을 사용하면, 설정된 네트워크나 인터넷으로 연결할 필요 없이 무선 모바일 장치에서 HP Wireless Direct 기능이 활성화된 프린터로 직접 인쇄가 가능합니다.

HP Wireless Direct 활성화

1. 프린터 제어판에서 무선 버튼을 누릅니다. 무선 메뉴를 터치한 다음, **Wireless Direct**를 터치합니다.
2. **켜짐/꺼짐**을 누르고 **켜짐**을 누릅니다.
3. 보안 인쇄의 경우 **보안**을 누르고 **켜짐**을 누릅니다. 표시되는 암호를 메모합니다. 이 암호를 사용하여 모바일 장치에 대한 액세스를 허용합니다. 보안되지 않은 인쇄를 허용하려면 **보안**을 누르고 **꺼짐**을 누릅니다.

- 1 무선 인쇄 및 무선 설정에 대한 자세한 내용은 www.hp.com/go/wirelessprinting에서 확인하십시오.


9. 이메일을 통한 HP ePrint 설정(선택 사항)

이메일을 통한 HP ePrint를 사용하면 장치가 동일한 네트워크 상에 없어도 이메일을 사용할 수 있는 모든 장치에서 프린터의 이메일 주소로 문서를 첨부 파일로 전송하여 인쇄할 수 있습니다.

이메일을 통한 HP ePrint를 사용하려면 프린터가 다음 요구 사항을 충족해야 합니다.

- 프린터가 유선 또는 무선 네트워크에 연결되어 있고 인터넷에 접속되어야 합니다.
- 프린터에 HP 웹 서비스가 활성화되어 있어야 하며, HP Connected에 프린터가 등록되어 있어야 합니다.

HP 웹 서비스 활성화(무선 모델만 해당)

1. 프린터 제어판의 홈 화면에서 웹 서비스  버튼을 누릅니다.
2. **웹 서비스 활성화** 버튼을 누릅니다. 프린터에서 웹 서비스가 활성화되고 정보 페이지가 인쇄됩니다. 정보 페이지에는 HP 프린터를 HP Connected에 등록하는 데 사용되는 프린터 코드가 있습니다.
3. www.hpconnected.com으로 이동하여 HP ePrint 계정을 만들고 설정 과정을 완료합니다.

10. 네트워크 프린트에 대한 스캔 기능 설정(무선 모델만 해당 - 선택 사항)

프린터에는 파일을 스캔한 후 이메일 첨부 파일로 보내거나 네트워크에 있는 폴더에 저장하는 **스캔하여 이메일로 전송** 및 **스캔 후 네트워크 폴더로 전송** 기능이 포함되어 있습니다. 프린터가 유선 또는 무선 네트워크에 연결되어 있어야 합니다. 이러한 옵션을 구성하려면 먼저 다음과 같은 정보를 얻으십시오.

- **스캔하여 이메일로 전송** 기능의 경우 SMTP 서버 이름, SMTP 포트 번호, 인증 정보를 얻으십시오. 이 정보는 이메일/인터넷 서비스 공급자 또는 시스템 관리자에게 문의하십시오. SMTP 서버 이름과 포트 이름은 일반적으로 인터넷 검색으로 쉽게 찾을 수 있습니다. 예를 들어, "gmail smtp 서버 이름" 또는 "yahoo smtp 서버 이름" 등의 용어를 검색하십시오.
- **스캔 후 네트워크 폴더로 전송** 기능의 경우 적절한 권한이 있는 공유 네트워크 폴더를 설정하고 네트워크에 있는 해당 폴더의 경로를 알고 있는지 확인합니다.

 **참고:** 스캔하여 이메일로 전송 및 스캔 후 네트워크 폴더로 전송을 설정하는 방법에 대한 자세한 내용은 사용 설명서를 참조하거나 www.hp.com/support/colorljMFPM225 또는 www.hp.com/support/colorljMFPM226에서 "스캔하여 이메일로 전송" 또는 "스캔 후 네트워크 폴더로 전송" 키워드를 사용하여 검색하십시오.

Windows

일부 HP 제품은 소프트웨어 CD를 사용한 드라이버 설치를 포함합니다. 이러한 설치 끝부분에 **스캔하여 이메일로 전송** 설정 옵션이 있습니다. 이 설정 마법사는 기본 구성에 대한 옵션을 포함하고 있습니다.

스캔하여 이메일로 전송 설정 마법사

1. **시작, 프로그램**을 차례로 클릭합니다.
2. **HP**를 클릭하고 제품 이름을 누른 다음 **스캔하여 이메일로 전송 마법사**를 차례로 클릭합니다.
3. **발신 메일 프로필** 대화 상자에서 **새로 만들기** 버튼을 클릭합니다. **스캔하여 이메일로 전송** 설정 대화 상자가 열립니다.
4. **1. 시작** 페이지에 **이메일 주소** 및 **표시 이름**을 입력하고 **다음**을 클릭합니다. 보안 PIN을 만드는 것은 선택 사항입니다.
5. **2. 인증** 페이지에 **SMTP 서버** 및 **포트 번호**를 입력합니다.

 **참고:** 대부분의 경우 기본 포트 번호를 변경할 필요가 없습니다.

6. Google™ Gmail 메일 서비스를 사용하는 경우에는 **항상 보안 연결 (SSL/TLS) 사용** 확인란을 클릭합니다.
7. SMTP 서버에서 **이메일을 보내기** 위한 인증을 요청하는 경우 이메일 로그인 인증 확인란을 선택한 후 사용자 ID 및 암호를 입력합니다. **다음**을 클릭합니다.
8. **4. 마침** 페이지에서 모든 설정이 올바른지 확인하고 **마침**을 클릭합니다.

스캔 후 네트워크 폴더로 전송 설정 마법사

1. **시작, 프로그램**을 차례로 클릭합니다.
2. **HP**를 클릭하고 제품 이름을 누른 다음 **스캔 후 네트워크 폴더로 전송 마법사**를 차례로 클릭합니다.
3. **네트워크 폴더 프로필** 대화 상자에서 **새로 만들기** 버튼을 클릭합니다. **스캔 후 네트워크 폴더로 전송** 설정 대화 상자가 열립니다.
4. **1. 시작** 페이지에 **표시 이름** 및 **대상 폴더**를 입력한 후 **다음**을 클릭합니다.

팁: **찾아보기** 버튼을 클릭하여 폴더를 찾습니다.

5. 컴퓨터 바탕화면에 네트워크 폴더에 대한 바로 가기를 만들려면 **바탕 화면에 네트워크 폴더의 바로 가기 만들기** 확인란을 선택하고 **다음**을 클릭합니다. 보안 PIN을 만드는 것은 선택 사항입니다.
6. **2. 인증** 페이지에 Windows® 사용자 이름 및 암호를 입력하고 **다음**을 클릭합니다.
7. **3. 구성** 페이지에서 기본 스캔 설정이 올바른지 확인하고 파일 이름 접두사 필드에 **파일 이름 접두사**를 입력한 후 **다음**을 클릭합니다.
8. **4. 마침** 페이지에서 모든 설정이 올바른지 확인하고 **저장 및 테스트**를 클릭합니다.
9. 구성을 **마치려면** **마침**을 클릭합니다.

OS X

Dock에서 HP Utility를 클릭하여 HP Utility를 열거나 **이동 메뉴**를 클릭한 다음 **HP Utility**를 두 번 클릭합니다.

스캔하여 이메일로 전송

1. **시스템 탭**을 클릭한 다음 **관리 링크**를 클릭하고 **스캔하여 이메일로 전송 옵션을 켜짐**으로 설정합니다.
2. **시스템 탭**을 클릭하고 **발신 이메일 프로필** 링크를 클릭한 다음 **새로 만들기** 버튼을 클릭합니다.
3. **이메일 주소** 영역에서 필수 필드를 입력합니다.
4. **SMTP 서버 설정** 영역에서 필수 필드를 입력합니다.

 **참고:** 대부분의 경우 기본 포트 번호를 변경할 필요가 없습니다.

5. SMTP 서버에서 이메일을 보내기 위한 인증을 요청하는 경우 **SMTP 인증** 영역에 필수 필드를 입력합니다. 보안 PIN을 만드는 것은 선택 사항입니다.
6. **이메일 메시지의 기본 설정** 영역에 이메일 환경 설정을 구성합니다.
7. 모든 정보를 검토한 다음 **저장 및 테스트**를 클릭합니다.

스캔 후 네트워크 폴더로 전송

1. **시스템 탭**을 클릭한 다음 **관리 링크**를 클릭하고 **스캔 후 네트워크 폴더로 전송 옵션을 켜짐**으로 설정합니다.
2. **시스템 탭**을 클릭하고 **네트워크 폴더** 설정 링크가 강조 표시되었는지 확인합니다.
3. **네트워크 폴더 구성** 페이지에서 **새로 만들기** 버튼을 클릭합니다.
4. **네트워크 폴더 구성** 영역에서 필수 필드를 입력합니다. 보안 PIN을 만드는 것은 선택 사항입니다.
5. **스캔 설정** 영역에서 필수 필드를 입력합니다.
6. 모든 정보를 검토한 다음 **저장 및 테스트**를 클릭합니다.

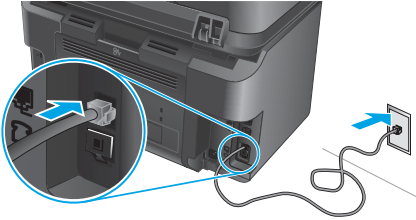
11. 팩스 설정(선택 사항)

11.1 프린터 연결

이 프린터는 아날로그 장치입니다. HP는 전용 아날로그 전화선에서 이 프린터를 사용할 것을 권장합니다.

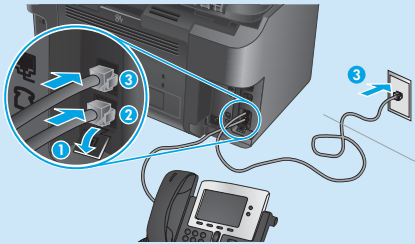
참고: 일부 국가/지역에서는 프린터와 함께 제공된 전화 코드에 대한 어댑터가 필요할 수 있습니다.

프린터와 함께 제공된 전화 코드를 프린터의 팩스 포트와 벽면의 전화 잭에 연결합니다.



① 자동 응답기나 내선 전화는 어떻게 연결하나요?

1. 전화 포트 ①에서 플러그를 제거합니다.
2. 전화 잭에서 자동 응답기 전화 코드를 분리한 다음 프린터의 전화 포트 ②에 연결합니다.
3. 프린터와 함께 제공된 전화 코드를 프린터의 팩스 포트 ③와 벽면의 전화 잭에 연결합니다.



① 디지털 전화기 환경에서는 HP 프린터를 어떻게 설정하나요?

HP 프린터는 기존 아날로그 전화기 서비스와 함께 사용할 수 있도록 개발되었습니다. 디지털 전화기 환경(예: DSL/ADSL, PBX, ISDN, 또는 FoIP 등)의 경우 팩스용 프린터를 설치할 때 디지털-아날로그 필터 또는 변환기가 필요할 수 있습니다.

참고: 전화 회사에 따라 프린터가 모든 디지털 서비스 회선이나 제공 업체와, 모든 디지털 환경에서 또는 모든 디지털-아날로그 변환기로 호환되지 않을 수 있습니다. 가장 적합한 설치 옵션을 확인하려면 전화 회사에 문의하십시오.

참고: 내선 및 외선 통화에 대해 다른 벨소리 종류를 가진 PBX 전화 시스템에 벨소리 종류 감지 기능을 설정할 때 외부 번호를 사용하여 프린터 팩스 번호로 전화를 걸어 벨소리 종류를 기록하십시오.

11.2 프린터 구성

팩스 기능을 사용하려면 팩스 시간, 날짜 및 머리글 설정을 구성해야 합니다.

1. 프린터 제어판의 홈 화면에서 설정 버튼을 누릅니다.
2. 팩스 설정, 기본 설정을 차례로 선택합니다.
3. 시간/날짜를 선택합니다.
4. 12시간 시계 또는 24시간 시계를 선택합니다.
5. 키패드를 사용하여 현재 시간을 입력한 다음 확인 버튼을 누릅니다.
6. 날짜 형식을 선택합니다.
7. 키패드를 사용하여 현재 날짜를 입력한 다음 확인 버튼을 누릅니다.
8. 팩스 머리글을 선택합니다.
9. 키패드를 사용하여 팩스 번호를 입력한 다음 확인 버튼을 누릅니다.

참고: 팩스 번호로 최대 20자를 사용할 수 있습니다.

10. 키패드를 사용하여 회사 이름이나 머리글을 입력한 다음 확인 버튼을 누릅니다.
표준 키패드에 없는 특수 문자를 입력하려면 @\$# 버튼을 눌러 특수 문자가 들어 있는 키패드를 엽니다.

참고: 팩스 머리글로 최대 40자를 사용할 수 있습니다.

① 자세히 알아보기!

나중에 보내도록 팩스를 예약하거나 컴퓨터에서 팩스 보내기 등 팩스를 보내는 다양한 방법에 대한 자세한 내용은 사용 설명서 www.hp.com/support/colorijMFPM225 또는 www.hp.com/support/colorijMFPM226을 참조하십시오.

독립형 팩스로, 또는 자동 응답기나 내선 전화에서 사용하도록 프린터를 구성하는 방법에 대한 자세한 내용은 프린터 CD에 있는 사용 설명서를 참조하십시오.

문제 해결

사용 설명서

사용 설명서에는 프린터 사용법 및 문제 해결 정보가 포함되어 있습니다. 프린터 CD 및 웹에서 제공됩니다.

1. www.hp.com/support/colorIJMFPM225 또는 www.hp.com/support/colorIJMFPM226으로 이동합니다.

2. 설명서를 클릭합니다.

Windows의 경우, 권장 소프트웨어를 설치하는 동안 사용 설명서가 컴퓨터에 복사됩니다.

Windows® XP, Windows Vista® 및 Windows® 7

시작을 클릭하고, 프로그램 또는 모든 프로그램, HP를 차례로 선택하고, HP 프린터 폴더를 선택한 후 도움말을 선택합니다.

Windows® 8

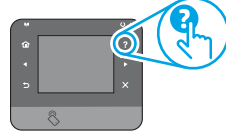
시작 화면에서 화면의 빈 공간을 마우스 오른쪽 버튼으로 클릭하고, 응용 프로그램 표시줄에서 모든 앱을 클릭한 후, 프린터 이름이 있는 아이콘을 클릭하고 도움말을 클릭합니다.

펌웨어 업데이트 확인

1. 프린터 제어판의 홈 화면에서 설정 버튼을 누릅니다.
2. 서비스 메뉴로 스크롤하여 엽니다.
3. LaserJet 업데이트를 선택합니다.
4. 지금 업데이트 확인을 선택합니다.

제어판 도움말

도움말을 보려면 프린트 제어판의 도움말 ? 버튼을 누르십시오.



추가 지원 리소스

프린터에 대한 HP 전체 도움말은 다음을 참조하십시오.

- www.hp.com/support/colorIJMFPM225 또는
- www.hp.com/support/colorIJMFPM226

- 문제 해결 방법
- 고급 구성 지침 찾기
- 소프트웨어 업데이트 다운로드
- 지원 포럼 가입
- 보증 및 규정 정보 찾기
- 모바일 인쇄 리소스

유선(이더넷) 네트워크 연결

- 프린터가 올바른 길이의 케이블을 사용하여 올바른 네트워크 포트에 연결되어 있는지 확인합니다.
- 네트워크 포트 옆에 있는 표시등이 켜져 있는지 확인합니다.
- 프린터 드라이버가 컴퓨터에 설치되어 있는지 확인합니다.
- 네트워크에 ping을 수행하여 네트워크 통신을 테스트합니다.

Windows

시작 > 실행을 클릭합니다. cmd를 입력하고 Enter를 누릅니다. ping, 공백, 프린터 IP 주소를 차례로 입력한 다음 Enter를 누릅니다 IP 주소 예: 192.168.0.1

OS X

네트워크 유틸리티를 열고 ping 창에 IP 주소를 입력합니다. Enter를 누릅니다. IP 주소 예: 192.168.0.1

- 창에 왕복 시간이 표시되면 네트워크가 작동 중입니다.
- ping이 작동하지 않는 경우, 프린터를 재시작하고 모든 연결 단계를 다시 확인합니다.

무선 네트워크 연결(무선 모델만 해당)

- 네트워크 케이블이 연결되어 있지 않은지 확인합니다. 네트워크 케이블이 연결되어 있는 경우 프린터가 무선 네트워크에 연결할 수 없습니다.
- 프린터 및 무선 라우터가 켜져 있고 전원에 이상이 없는지 확인합니다. 무선 스위치가 켜져 있는지도 확인합니다.
- 프린터가 무선 네트워크 범위 내에 있는지 확인합니다. 대부분의 네트워크에서는 프린터가 무선 액세스 지점(무선 라우터)의 30m(100ft) 이내에 있어야 합니다.
- 프린터 드라이버가 컴퓨터에 설치되어 있는지 확인합니다.
- 컴퓨터 및 프린터가 동일한 무선 네트워크에 연결되어 있는지 확인합니다.
- Mac의 경우 무선 라우터에서 Bonjour를 지원하는지 확인합니다.
- 무선 라우터를 재시작합니다.

무선 진단 테스트 수행

1. 프린터 제어판의 홈 화면에서 설정 버튼을 누릅니다.
2. 자가 진단, 무선 테스트 실행을 차례로 선택합니다.

팩스 문제 해결

물리적 연결 확인

- 전화 코드가 프린터 뒷면의 팩스 포트와 벽면 전화 잭에 연결되어 있는지 확인합니다.
- 내선 전화 또는 기타 추가 장치의 경우 전화 코드가 프린터 뒷면의 전화 포트와 장치에 연결되어 있는지 확인합니다.
- 발신음이 검출되지 않거나 통화 중이어서 전화 발신이 실패하는 경우 다른 전화선에 연결합니다.
- IP 서비스의 경우, 팩스 속도를 줄이고 프린터 제어판의 팩스 설정 메뉴에서 오류 수정 모드를 끕니다.

프린터 팩스 설정 확인

- 전화 회사 또는 서비스 공급자의 음성 메일 서비스를 사용하려면 프린터의 Rings to Answer(전화벨 횟수) 설정이 전화 자동 응답 장치보다 적게 설정되어 있는지 확인합니다.
- 여러 전화 번호가 동일한 물리적 전화 회선에 할당되고 회선을 여러 장치에서 공유하는 경우, 프린터가 올바른 벨소리 구별 설정으로 설정되어 있는지 확인합니다. 프린터가 팩스에 응답하고 다른 발신음 유형은 무시하는 설정을 사용합니다.
- 팩스 속도 설정을 중간(V.17) 또는 느림(V.29)으로 구성하면 팩스 전송 성능을 향상시킬 수 있습니다.

팩스 진단 테스트 수행

1. 프린터 제어판의 홈 화면에서 설정 버튼을 터치합니다.
2. 자가 진단, 팩스 테스트 실행을 차례로 선택합니다.



คู่มือการเริ่มใช้งาน LaserJet Pro MFP M225 และ M226



www.hp.com/support/colorijMFPM225
www.hp.com/support/colorijMFPM226



www.register.hp.com



สำคัญ:

ทำตาม **ขั้นตอนที่ 1 - 3**
 บนโปสเตอร์การตั้งค่าฮาร์ดแวร์
 เครื่องพิมพ์ แล้วทำตามขั้นตอนที่ 4
 ในหน้าต่อไปนี



4. การตั้งค่าครั้งแรกบนแผงควบคุม

หลังจากเปิดเครื่องพิมพ์แล้วให้รอจนกว่าระบบจะเริ่มขึ้น หากต้องการนำทางโดยใช้แผงควบคุมสำหรับหน้าจอสัมผัสให้ใช้วิธีการแตะ กวาด และเลื่อน ทำตามคำแนะนำบนแผงควบคุมเพื่อกำหนดการตั้งค่าเหล่านี้ :

- ภาษา
- สถานที่
- การตั้งค่าเริ่มต้น

ภายใต้ **การตั้งค่าเริ่มต้น** ให้เลือกตัวเลือกใดตัวเลือกหนึ่งต่อไปนี้:

- จัดการด้วยตนเอง: การตั้งค่าเริ่มต้นที่มีประสิทธิภาพสำหรับประสบการณ์แบบมีคำแนะนำเกี่ยวกับการตั้งค่า การกำหนดค่า และการอัปเดต
- จัดการด้วยไอที: การตั้งค่าเริ่มต้นที่มีประสิทธิภาพสำหรับความสามารถในการจัดการพร้อมความปลอดภัยที่ดียิ่งขึ้น



คุณสามารถกำหนดการตั้งค่าเองได้เต็มที่หลังจากการตั้งค่าครั้งแรก

หมายเหตุ: เลือก **พิมพ์หน้าข้อมูล** เพื่อพิมพ์หน้าที่แนะนำวิธีการเปลี่ยนการตั้งค่าเริ่มต้น

หมายเหตุ: แตะปุ่มวิธีใช้? บนแผงควบคุมของเครื่องพิมพ์เพื่อเข้าถึงหัวข้อวิธีใช้

5. เลือกขั้นตอนการเชื่อมต่อและเตรียมตัวสำหรับการติดตั้งซอฟต์แวร์

การเชื่อมต่อ USB โดยตรงระหว่างเครื่องพิมพ์และคอมพิวเตอร์

ใช้สาย USB แบบ A-to-B

Windows

1. ยกเว้น Windows 8, 8.1 หรือ RT อย่าเชื่อมต่อสาย USB ก่อนที่จะติดตั้งซอฟต์แวร์ หากเชื่อมต่อแล้วให้ปลดการเชื่อมต่อก่อนที่จะดำเนินการต่อ การติดตั้งจะพร้อมดีให้เชื่อมต่อสายในเวลาที่เหมาะสม
2. ดำเนินการ **“6. ค้นหาหรือดาวน์โหลดไฟล์การติดตั้งซอฟต์แวร์”**

หมายเหตุ: ระหว่างการติดตั้งซอฟต์แวร์ให้เลือกตัวเลือกเพื่อ **“เชื่อมต่อโดยตรงกับคอมพิวเตอร์เครื่องนี้โดยใช้สาย USB”**

Mac

1. ให้เชื่อมต่อสาย USB ระหว่างคอมพิวเตอร์และเครื่องพิมพ์ก่อนที่จะติดตั้งซอฟต์แวร์
2. ดำเนินการ **“6. ค้นหาหรือดาวน์โหลดไฟล์การติดตั้งซอฟต์แวร์”**

การเชื่อมต่อเครือข่ายแบบใช้สาย (อีเทอร์เน็ต)

ใช้สายเคเบิลเครือข่ายมาตรฐาน

1. เชื่อมต่อสายเคเบิลเครือข่ายกับเครื่องพิมพ์และกับเครือข่าย รอสองสามนาทีเพื่อให้เครื่องพิมพ์รับแอดเดรสเครือข่าย
2. **แผงควบคุม LCD:** กดปุ่มการตั้งค่า เปิดเมนู การตั้งค่าเครือข่าย แล้วเลือก แสดง IP แอดเดรส เพื่อแสดง IP แอดเดรสหรือชื่อโฮสต์ **แผงควบคุมหน้าจอสัมผัส:** จากหน้าจอสัมผัสบนแผงควบคุมของเครื่องพิมพ์ให้แตะปุ่มเครือข่าย เพื่อแสดงที่อยู่ IP หรือชื่อโฮสต์
3. หาก IP แอดเดรสปรากฏขึ้น แสดงว่าทำการเชื่อมต่อเครือข่ายแล้ว หากไม่ใช่ให้รอสักครู่แล้วลองอีกครั้ง จดบันทึก IP แอดเดรสสำหรับใช้ระหว่างการติดตั้งซอฟต์แวร์ จดบันทึก IP แอดเดรสสำหรับใช้ระหว่างการติดตั้งซอฟต์แวร์ ตัวอย่าง IP แอดเดรส: 192.168.0.1 หากต้องการกำหนดค่าที่อยู่ IP ด้วยตนเองให้ดู “กำหนดค่าที่อยู่ IP ด้วยตนเอง”
4. ดำเนินการ **“6. ค้นหาหรือดาวน์โหลดไฟล์การติดตั้งซอฟต์แวร์”**

หมายเหตุ: ระหว่างการติดตั้งซอฟต์แวร์ให้เลือกตัวเลือกเพื่อ **เชื่อมต่อผ่านเครือข่าย**

(i) การเชื่อมต่อเครือข่ายไร้สาย (รุ่นไร้สายเท่านั้น)

1. หากต้องการเชื่อมต่อเครื่องพิมพ์ไปยังเครือข่ายไร้สาย (Wi-Fi) บนแผงควบคุมเครื่องพิมพ์ให้แตะปุ่มไร้สาย แตะ **เมนูไร้สาย** และแตะ **วิธีติดตั้งค่าเครือข่ายไร้สาย**
2. เลือกชื่อเครือข่ายจากรายการ SSID หรือป้อนชื่อเครือข่ายหากไม่อยู่ในรายการ
3. ใช้แป้นพิมพ์เพื่อป้อนรหัสผ่าน จากนั้นแตะปุ่ม **OK** (ตกลง)
4. รอระหว่างที่เครื่องพิมพ์ทำการเชื่อมต่อเครือข่าย
5. บนแผงควบคุมเครื่องพิมพ์ให้แตะปุ่มเครือข่าย หาก IP แอดเดรสปรากฏขึ้น แสดงว่าทำการเชื่อมต่อเครือข่ายแล้ว หากไม่ใช่ให้รอสักครู่แล้วลองอีกครั้ง จดบันทึก IP แอดเดรสสำหรับใช้ระหว่างการติดตั้งซอฟต์แวร์ ตัวอย่าง IP แอดเดรส: 192.168.0.1
6. หากต้องการพิมพ์จากคอมพิวเตอร์ให้ดำเนินการ **“6. ค้นหาหรือดาวน์โหลดไฟล์การติดตั้งซอฟต์แวร์”** หากต้องการพิมพ์จากโทรศัพท์หรือแท็บเล็ตเท่านั้น ให้ดำเนินการ **“8. การพิมพ์บนมือถือและระบบไร้สาย”**

หมายเหตุ: ระหว่างการติดตั้งซอฟต์แวร์ให้เลือกตัวเลือกเพื่อ **ช่วยฉันตั้งค่าการเชื่อมต่อไร้สายครั้งแรก**

i กำหนดค่า IP ด้วยตนเอง

ดูคู่มือการใช้งานเครื่องพิมพ์สำหรับข้อมูลเกี่ยวกับวิธีการกำหนดค่า IP ด้วยตนเอง www.hp.com/support/colorijMFPM225 หรือ www.hp.com/support/colorijMFPM226

6. ค้นหาหรือดาวน์โหลดไฟล์การติดตั้งซอฟต์แวร์

วิธีที่ 1: ดาวน์โหลดจาก HP Easy Start (Windows และ OS X)

1. ไปที่ 123.hp.com/laserjet และคลิก **ดาวน์โหลด** (Download)
2. ทำตามคำแนะนำบนหน้าจอและพร้อมท์ เพื่อบันทึกไฟล์ในคอมพิวเตอร์
3. เปิดไฟล์ซอฟต์แวร์จากโฟลเดอร์ที่บันทึกไฟล์ไว้ และข้ามไปที่ "7. การติดตั้งซอฟต์แวร์"

วิธีที่ 2: ดาวน์โหลดจากเว็บไซต์การสนับสนุนเครื่องพิมพ์ (Windows และ OS X)

1. ไปที่ www.hp.com/support/colorijMFPM225 หรือ www.hp.com/support/colorijMFPM226

2. เลือก **Software and drivers** (ซอฟต์แวร์และไดรเวอร์)
3. ดาวน์โหลดซอฟต์แวร์สำหรับรุ่นเครื่องพิมพ์และระบบปฏิบัติการของคุณ
4. เปิดไฟล์การติดตั้งโดยคลิกไฟล์ .exe หรือ .zip ตามความจำเป็น

วิธีที่ 3: ติดตั้งจากซีดีเครื่องพิมพ์ (Windows เท่านั้น)

สำหรับ Windows ไฟล์การติดตั้งซอฟต์แวร์จะมีให้ในแผ่นซีดีที่มากับเครื่องพิมพ์ สำหรับ OS X ไฟล์ตัวติดตั้งในแผ่นซีดีจะมีลิงก์เพื่อให้ดาวน์โหลดไฟล์จากเว็บ

1. ใส่แผ่นซีดีเครื่องพิมพ์ลงในคอมพิวเตอร์
2. ข้ามไปที่ "7. การติดตั้งซอฟต์แวร์"

7. ติดตั้งซอฟต์แวร์

โซลูชัน Windows แบบเต็ม

1. ใส่แผ่นซีดีเครื่องพิมพ์เข้าไปในคอมพิวเตอร์ หรือเปิดไฟล์การติดตั้งซอฟต์แวร์ที่ดาวน์โหลดจากเว็บ
2. โปรแกรมติดตั้งซอฟต์แวร์จะตรวจหาภาษาของระบบปฏิบัติการ แล้วแสดงเมนูหลักของโปรแกรมการติดตั้งเป็นภาษานั้น เมื่อติดตั้งจากแผ่นซีดี หากโปรแกรมติดตั้งไม่เริ่มต้นภายใน 30 วินาที ให้เรียกดูไดรฟ์แผ่นซีดีบนคอมพิวเตอร์และเปิดไฟล์ที่ชื่อ SETUP.EXE
3. หน้าจอ **Software Selection** (การเลือกซอฟต์แวร์) จะแสดงรายละเอียดซอฟต์แวร์ที่จะติดตั้ง
 - การติดตั้งซอฟต์แวร์ที่แนะนำจะมีไดรเวอร์การพิมพ์และซอฟต์แวร์สำหรับคุณสมบัติเครื่องพิมพ์ทั้งหมด
 - ในการปรับแต่งซอฟต์แวร์ที่ติดตั้ง ให้คลิกลิงค์ **Customize software selections** (กำหนดตัวเลือกซอฟต์แวร์เอง) เมื่อเสร็จสิ้น ให้คลิกปุ่ม **Next** (ถัดไป)
4. ทำตามคำแนะนำบนหน้าจอเพื่อติดตั้งซอฟต์แวร์
5. เมื่อพร้อมท์ให้เลือกประเภทของการเชื่อมต่อ ให้เลือกตัวเลือกที่เหมาะสมสำหรับประเภทของการเชื่อมต่อ:
 - **เชื่อมต่อกับเครื่องคอมพิวเตอร์นี้โดยตรงโดยใช้สาย USB**
 - **เชื่อมต่อผ่านเครือข่าย**
 - **ช่วยฉันตั้งค่าการเชื่อมต่อไร้สายครั้งแรก**

หมายเหตุ: เมื่อเชื่อมต่อผ่านเครือข่าย วิธีที่ง่ายที่สุดในการตรวจหาเครื่องพิมพ์คือการเลือก **ค้นหาเครื่องพิมพ์บนเครือข่ายของฉันโดยอัตโนมัติ**

6. (ไม่บังคับ) สำหรับรุ่นไร้สายเท่านั้น เมื่อสิ้นสุดขั้นตอนการติดตั้งซอฟต์แวร์ให้ตั้งค่าแฟกซ์และคุณลักษณะการสแกนโดยการคลิก **วิซาร์ดการตั้งค่าแฟกซ์**, **วิซาร์ดการตั้งค่าสแกนไปยังอีเมล** และ **วิซาร์ดการสแกนไปยังโฟลเดอร์เครือข่าย** ซึ่งเป็นวิธีที่สะดวกที่สุดในการกำหนดค่าคุณลักษณะเหล่านี้ ดู "10. ตั้งค่าคุณลักษณะการสแกนสำหรับเครื่องพิมพ์บนเครือข่าย (รุ่นไร้สายเท่านั้น - ไม่บังคับ)" สำหรับข้อมูลเพิ่มเติม

โซลูชัน OS X แบบเต็ม

1. เปิดไฟล์การติดตั้งซอฟต์แวร์ .dmg ที่ดาวน์โหลดจากเว็บ
2. โปรแกรมติดตั้งซอฟต์แวร์จะตรวจหาภาษาของระบบปฏิบัติการ แล้วแสดงเมนูหลักของโปรแกรมการติดตั้งเป็นภาษานั้น
3. **ตัวเลือกการติดตั้ง** จะแสดงรายละเอียดซอฟต์แวร์ที่จะติดตั้ง
 - สำหรับการติดตั้งมาตรฐาน ให้คลิกปุ่ม **Install** ตอนนี้
 - สำหรับการติดตั้งที่กำหนดเอง ให้คลิกปุ่ม **Customize** ในหน้าจอที่เปิดขึ้น ให้เลือกส่วนประกอบที่จะติดตั้ง แล้วคลิกปุ่ม **Install**
4. ทำตามคำแนะนำบนหน้าจอเพื่อติดตั้งซอฟต์แวร์
5. เมื่อสิ้นสุดขั้นตอนการติดตั้งซอฟต์แวร์ให้ใช้ **HP Utility Setup Assistant** เพื่อกำหนดค่าตัวเลือกของเครื่องพิมพ์

การติดตั้งพื้นฐานสำหรับ OS X

ในการติดตั้งไดรเวอร์การพิมพ์และแฟกซ์พื้นฐานโดยไม่รันซอฟต์แวร์โซลูชัน HP แบบเต็มจากแผ่นซีดีหรือการดาวน์โหลดจาก hp.com ให้ทำตามขั้นตอนต่อไปนี้:

1. เชื่อมต่อเครื่องพิมพ์ไปยังคอมพิวเตอร์หรือเครือข่าย
2. จาก **คำกำหนดระบบ** ให้คลิก **เครื่องพิมพ์และสแกนเนอร์** แล้วคลิกปุ่มบวกทางด้านล่างซ้าย และเลือก **M225** หรือ **M226** โดยใช้ ไดรเวอร์ที่ชื่อ AirPrint หรือ HP Printer

Readiris Pro สำหรับ HP

ดาวน์โหลดซอฟต์แวร์ฟรีนี้เพื่อเปิดใช้คุณลักษณะการสแกนเพิ่มเติม รวมถึงการจดจำอักขระด้วยแสง (OCR) ระหว่างการติดตั้งซอฟต์แวร์ให้คลิกการ **ตัวเลือกเพิ่มเติม** ในแผงด้านซ้าย แล้วเลือก **การสนับสนุนเว็บ** เพื่อดาวน์โหลดซอฟต์แวร์นี้

ในการดาวน์โหลดซอฟต์แวร์จากเว็บ ให้ไปที่ www.hp.com/support/colorijMFPM225 หรือ www.hp.com/support/colorijMFPM226 เลือก **ไดรเวอร์** แล้วคลิก **ซอฟต์แวร์และเฟิร์มแวร์**

8. การพิมพ์จากอุปกรณ์มือถือและการพิมพ์แบบไร้สาย (ไม่บังคับ)

ในการพิมพ์จากโทรศัพท์หรือแท็บเล็ต ให้เชื่อมต่ออุปกรณ์กับเครือข่ายไร้สายเดียวกับเครื่องพิมพ์

อุปกรณ์ Apple iOS (AirPrint): เปิดรายการที่จะพิมพ์ จากนั้นเลือกไอคอน **Action** เลือก **Print** เลือกเครื่องพิมพ์ จากนั้นเลือก **Print**

อุปกรณ์ Android เวอร์ชันใหม่ (4.4 ขึ้นไป): เปิดรายการที่จะพิมพ์ จากนั้นเลือกปุ่ม **Menu** เลือก **Print** เลือกเครื่องพิมพ์ จากนั้นเลือก **Print**

บางอุปกรณ์อาจต้องมีการดาวน์โหลดแอป HP Print Service plugin จาก Google Play สโตร์

อุปกรณ์ Android เวอร์ชันเก่า (4.3 หรือต่ำกว่า): ดาวน์โหลดแอป HP ePrint จาก Google Play สโตร์

Windows Phone: ดาวน์โหลดแอป HP AiO Remote จาก Windows Store

📌 เรียนรู้เพิ่มเติมเกี่ยวกับการพิมพ์ทางมือถือ

ในการเรียนรู้เพิ่มเติมเกี่ยวกับตัวเลือกการพิมพ์ทางมือถืออื่น ๆ รวมถึงโซลูชัน ePrint เพิ่มเติม ให้สแกนรหัส QR หรือดูที่ส่วน "การพิมพ์ทางมือถือ" ของคู่มือผู้ใช้



HP Wireless Direct (เฉพาะรุ่นไร้สาย nw และ dw เท่านั้น)

HP Wireless Direct จะช่วยให้คุณส่งพิมพ์ในระยะใกล้จากอุปกรณ์มือถือแบบไร้สายไปที่เครื่องพิมพ์ที่เปิดใช้งาน HP Wireless Direct โดยไม่ต้องเชื่อมต่อเครือข่ายหรืออินเทอร์เน็ต

เปิดใช้งาน Wi-Fi Wireless Direct

1. บนแผงควบคุมของเครื่องพิมพ์ให้แตะปุ่มไร้สาย และ **เมนูไร้สาย** และแตะ **วิซาร์ดตั้งค่าเครือข่ายไร้สาย**
2. แตะ **เปิด/ปิด** แล้วแตะ **เปิด**
3. สำหรับการพิมพ์ที่ปลอดภัยให้แตะ **ความปลอดภัย** แล้วแตะ **เปิด** จดบันทึกวิธีการที่ส่วนที่แสดงใช้วิธีการเดียวกันเพื่ออนุญาตการเข้าถึงอุปกรณ์เคลื่อนที่ในการอนุญาตการพิมพ์ที่ปลอดภัยให้แตะ **ความปลอดภัย** แล้วแตะ **ปิด**

1. สำหรับข้อมูลเพิ่มเติมเกี่ยวกับการพิมพ์ไร้สายและการตั้งค่าระบบไร้สาย ให้ไปที่ www.hp.com/go/wirelessprinting


9. ตั้งค่า HP ePrint ผ่านอีเมล (ไม่บังคับ)

ใช้ HP ePrint ผ่านอีเมลเพื่อพิมพ์เอกสารโดยส่งเอกสารเป็นไฟล์แนบอีเมลไปยังที่อยู่อีเมลของเครื่องพิมพ์จากอุปกรณ์ใดก็ได้ที่เปิดใช้อีเมล แม้จากอุปกรณ์ที่ไม่ได้อยู่ในเครือข่ายเดียวกัน

ในการใช้ HP ePrint ผ่านอีเมล เครื่องพิมพ์ต้องมีคุณสมบัติดังนี้:

- เครื่องพิมพ์ต้องเชื่อมต่อกับเครือข่ายแบบไร้สายหรือไร้สายและเชื่อมต่ออินเทอร์เน็ต
- ต้องเปิดใช้งาน HP Web Services ในเครื่องพิมพ์ และเครื่องพิมพ์ต้องลงทะเบียนกับ HP Connected

เปิดใช้งาน HP Web Services (รุ่นไร้สายเท่านั้น)

1. จากหน้าจอหลักบนแผงควบคุมเครื่องพิมพ์ ให้แตะปุ่มบริการเว็บ 
2. แตะปุ่ม **เปิดใช้งานบริการบนเว็บ** เครื่องพิมพ์จะเปิดใช้งานบริการบนเว็บ แล้วพิมพ์หน้าข้อมูล หน้าข้อมูลประกอบด้วยรหัสเครื่องพิมพ์ที่คุณใช้เพื่อลงทะเบียนเครื่องพิมพ์ HP ที่ HP Connected
3. ไปที่ www.hpconnected.com เพื่อสร้างบัญชี HP ePrint และตั้งค่างานเสร็จเรียบร้อย

10. ตั้งค่าคุณลักษณะการสแกนสำหรับเครื่องพิมพ์บนเครือข่าย (รุ่นไร้สายเท่านั้น - ไม่บังคับ)

เครื่องพิมพ์ประกอบด้วยคุณลักษณะ **สแกนไปยังอีเมล** และ **สแกนไปยังโฟลเดอร์เครือข่าย** ที่สแกนไฟล์และส่งเป็นไฟล์แนบอีเมลหรือบันทึกลงในโฟลเดอร์บนเครือข่าย เครื่องพิมพ์ต้องเชื่อมต่อกับเครือข่ายแบบไร้สายหรือไร้สาย ในการกำหนดค่าตัวเลือกเหล่านี้ ก่อนอื่นต้องมีข้อมูลต่อไปนี้:

- สำหรับคุณลักษณะ **สแกนไปยังอีเมล** ให้รับชื่อเซิร์ฟเวอร์ SMTP, หมายเลขพอร์ต SMTP และข้อมูลการตรวจสอบสิทธิ์ ติดตั้งผู้ให้บริการอีเมล/อินเทอร์เน็ตหรือผู้ดูแลระบบสำหรับข้อมูลนี้ ชื่อเซิร์ฟเวอร์และชื่อพอร์ต SMTP โดยทั่วไปจะค้นหาได้ง่ายจากอินเทอร์เน็ต ตัวอย่างเช่น ใช้คำว่า "gmail smtp server name" หรือ "yahoo smtp server name"
- สำหรับคุณลักษณะ **สแกนไปยังโฟลเดอร์เครือข่าย** ให้ยืนยันว่าการตั้งค่าโฟลเดอร์เครือข่ายที่แชร์ด้วยสิทธิ์ที่เหมาะสม และทราบเส้นทางไปยังโฟลเดอร์นั้นบนเครือข่าย

 **หมายเหตุ:** สำหรับความช่วยเหลือเพิ่มเติมเกี่ยวกับการตั้งค่า **สแกนไปยังอีเมล** และ **สแกนไปยังโฟลเดอร์เครือข่าย** โปรดดูคู่มือผู้ใช้ หรือไปที่ www.hp.com/support/colorijMFPM225 หรือ www.hp.com/support/colorijMFPM226 และค้นหาโดยใช้คำหลัก "สแกนไปยังอีเมล" หรือ "สแกนไปยังโฟลเดอร์เครือข่าย"

Windows

ผลิตภัณฑ์บางอย่างของ HP รวมถึงการติดตั้งไดรเวอร์จากแผ่นซีดีซอฟต์แวร์ ตอนท้ายของการติดตั้งนี้คือตัวเลือกสำหรับ **Setup Scan to Folder and Email** (การตั้งค่าการสแกนไปยังโฟลเดอร์และอีเมล) วิศวกรรมการตั้งค่า รวมถึงตัวเลือกสำหรับการกำหนดค่าพื้นฐาน

วิศวกรรมการตั้งค่าสแกนไปยังอีเมล

1. คลิก **Start** (เริ่ม) แล้วคลิก **Programs** (โปรแกรม)
2. คลิก **HP** คลิกชื่อของผลิตภัณฑ์แล้วคลิก **วิศวกรตั้งค่าสแกนไปยังอีเมล**
3. ในหน้าต่างโต้ตอบ **โปรไฟล์อีเมลขาออก** ให้คลิกปุ่ม **ใหม่** ช่องโต้ตอบ **สแกนไปยังอีเมล** จะเปิดขึ้น
4. บนหน้า **1. เริ่มต้น** ให้ป้อน **ที่อยู่อีเมล** และ **ชื่อการแสดงผล** จากนั้นคลิก **Next** (ถัดไป) การสร้าง PIN ความปลอดภัยนั้นไม่บังคับ
5. ในหน้า **2. ตรวจสอบสิทธิ์** ให้ป้อน **เซิร์ฟเวอร์ SMTP** และ **หมายเลขพอร์ต**

 **หมายเหตุ:** ในกรณีส่วนใหญ่ไม่จำเป็นต้องเปลี่ยนหมายเลขพอร์ตเริ่มต้น

6. หากคุณใช้ Google™ Gmail สำหรับบริการอีเมล ให้เลือกช่องทำเครื่องหมาย

ใช้การเชื่อมต่อที่ปลอดภัยเสมอ (SSL/TLS)

7. หากเซิร์ฟเวอร์ SMTP ต้องการตรวจสอบสิทธิ์เพื่อส่งอีเมล ให้เลือกช่องทำเครื่องหมาย **การตรวจสอบสิทธิ์การเข้าสู่ระบบอีเมล** จากนั้นป้อนรหัสผู้ใช้และรหัสผ่าน คลิก **Next** (ถัดไป)
8. ในหน้า **4. เสร็จสิ้น** ให้ยืนยันว่าการตั้งค่าทั้งหมดมีความถูกต้อง และคลิก **Finish** (เสร็จสิ้น)

วิศวกรรมการตั้งค่าสแกนไปยังโฟลเดอร์เครือข่าย

1. คลิก **Start** (เริ่ม) แล้วคลิก **Programs** (โปรแกรม)
2. คลิก **HP** คลิกชื่อของผลิตภัณฑ์ แล้วคลิก **สแกนไปยังโฟลเดอร์เครือข่าย**
3. ในช่องโต้ตอบ **โปรไฟล์โฟลเดอร์เครือข่าย** ให้คลิกปุ่ม **ใหม่** ช่องโต้ตอบ **การตั้งค่าสแกนไปยังโฟลเดอร์เครือข่าย** จะเปิดขึ้น
4. บนหน้า **1. เริ่มต้น** ให้ป้อน **ชื่อการแสดงผล** และ **โฟลเดอร์ปลายทาง** จากนั้นคลิก **Next** (ถัดไป)
คำแนะนำ: คลิกปุ่ม **เรียกดู** เพื่อค้นหาโฟลเดอร์
5. ในการสร้างทางลัดไปยังโฟลเดอร์เครือข่ายบนเดสก์ท็อปคอมพิวเตอร์ ให้เลือกช่องทำเครื่องหมาย **สร้างทางลัดบนเดสก์ท็อปไปยังโฟลเดอร์เครือข่าย** และคลิก **Next** (ถัดไป) การสร้าง PIN ความปลอดภัยนั้นไม่บังคับ
6. บนหน้า **2. ตรวจสอบสิทธิ์** ให้ป้อนชื่อผู้ใช้และรหัสผ่านของ Windows® และคลิก **Next** (ถัดไป)
7. บนหน้า **3. กำหนดค่า** ตรวจสอบว่าการตั้งค่าสแกนเริ่มต้นมีความถูกต้อง แล้วป้อนค่านำหน้าชื่อไฟล์ ในฟิลด์ **ค่านำหน้าชื่อไฟล์** แล้วคลิก **Next** (ถัดไป)
8. ในหน้า **4. เสร็จสิ้น** ให้ยืนยันว่าการตั้งค่าทั้งหมดมีความถูกต้อง และคลิก **Save and Test** (จัดเก็บข้อมูล)
9. คลิก **Finish** (เสร็จสิ้น) เมื่อกำหนดค่าเสร็จ

OS X:

เปิด HP Utility โดยคลิกไอคอน HP Utility ใน Dock หรือคลิกเมนู **Go** แล้วดับเบิลคลิก **HP Utility**

Scan to Email (สแกนไปยังอีเมล)

1. คลิกแท็บ **ระบบ** แล้วคลิกลิงก์ **การดูและระบบ** และตั้งค่าตัวเลือก **สแกนไปยังอีเมล** เป็น **เปิด**
2. คลิกแท็บ **สแกน** แล้วคลิกลิงก์ **โปรไฟล์อีเมลขาออก** และคลิกปุ่ม **ใหม่**
3. ในพื้นที่ **ที่อยู่อีเมล** ให้ป้อนฟิลด์ที่จำเป็น
4. ในพื้นที่ **การตั้งค่าเซิร์ฟเวอร์ SMTP** ให้ป้อนฟิลด์ที่จำเป็น

 **หมายเหตุ:** ในกรณีส่วนใหญ่ไม่จำเป็นต้องเปลี่ยนหมายเลขพอร์ตเริ่มต้น

5. หากเซิร์ฟเวอร์ SMTP ต้องการตรวจสอบสิทธิ์ ในการส่งอีเมล ให้ป้อนฟิลด์ที่จำเป็นในพื้นที่ **การตรวจสอบสิทธิ์ SMTP** การสร้าง PIN ความปลอดภัยนั้นไม่บังคับ
6. กำหนดค่าอีเมลในพื้นที่ **กำหนดค่าความอีเมล**
7. ตรวจสอบข้อมูลทั้งหมด แล้วคลิก **บันทึกและทดสอบ**

สแกนไปยังโฟลเดอร์เครือข่าย

1. คลิกแท็บ **ระบบ** แล้วคลิกลิงก์ **การดูและระบบ** และตั้งค่าตัวเลือก **สแกนไปยังโฟลเดอร์เครือข่าย** เป็น **เปิด**
2. คลิกแท็บ **สแกน** ตรวจสอบว่าการเลือกโฟลเดอร์ **การตั้งค่าโฟลเดอร์เครือข่าย**
3. ในหน้า **การกำหนดค่าโฟลเดอร์เครือข่าย** ให้คลิกปุ่ม **New** (ใหม่)
4. ในพื้นที่ **การกำหนดค่าโฟลเดอร์เครือข่าย** ให้ป้อนฟิลด์ที่จำเป็น การสร้าง PIN ความปลอดภัยนั้นไม่บังคับ
5. ในพื้นที่ **การตั้งค่าการสแกน** ให้ป้อนฟิลด์ที่จำเป็น
6. ตรวจสอบข้อมูลทั้งหมด แล้วคลิก **บันทึกและทดสอบ**

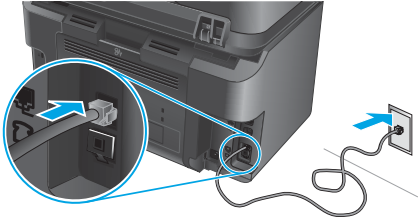
11. ตั้งค่าแฟกซ์ (ไม่บังคับ)

11.1 เชื่อมต่อเครื่องพิมพ์

เครื่องพิมพ์นี้เป็นอุปกรณ์แบบอะนาล็อก HP ขอแนะนำให้คุณใช้เครื่องพิมพ์กับสายโทรศัพท์อะนาล็อกที่แยกเฉพาะ

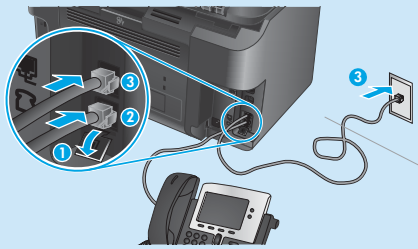
หมายเหตุ: ในบางประเทศ/พื้นที่อาจต้องใช้อะแดปเตอร์สำหรับสายโทรศัพท์ที่มาพร้อมกับเครื่องพิมพ์

เครื่องพิมพ์สายโทรศัพท์ที่มากับเครื่องพิมพ์ ไปยังพอร์ตแฟกซ์ บนเครื่องพิมพ์และไปยังแจ็คโทรศัพท์บนผนัง



ฉันจะเชื่อมต่อเครื่องตอบรับหรือโทรศัพท์ภายในได้อย่างไร

1. ถอดปลั๊กออกจากพอร์ตโทรศัพท์
2. ยกเลิกการเชื่อมต่อสายโทรศัพท์เครื่องตอบรับจากแจ็คโทรศัพท์ จากนั้นเชื่อมต่อเครื่องตอบรับไปยังพอร์ต บนเครื่องพิมพ์
3. เชื่อมต่อสายสายโทรศัพท์ที่มากับเครื่องพิมพ์ไปยังพอร์ตแฟกซ์ บนเครื่องพิมพ์และไปยังแจ็คโทรศัพท์บนผนัง



ฉันจะตั้งค่าเครื่องพิมพ์ HP ในสภาพแวดล้อมโทรศัพท์ดิจิตอลได้อย่างไร

เครื่องพิมพ์ HP ออกแบบมาสำหรับใช้กับระบบโทรศัพท์แบบอะนาล็อกทั่วไปโดยเฉพาะ สำหรับสภาพแวดล้อมโทรศัพท์ดิจิตอล (เช่น DSL/ADSL, PBX, ISDN หรือ FoIP) ตัวกรองดิจิตอลเป็นอะนาล็อกหรือตัวแปลงอาจมีความจำเป็นเมื่อตั้งค่าเครื่องพิมพ์สำหรับแฟกซ์

หมายเหตุ: ขึ้นอยู่กับบริษัทโทรศัพท์ เครื่องพิมพ์อาจเข้ากันไม่ได้กับสายบริการดิจิตอลหรือผู้ใช้บริการทั้งหมดในสภาพแวดล้อมดิจิตอลทั้งหมด หรือกับตัวแปลงดิจิตอลเป็นอะนาล็อกทั้งหมด ติดต่อบริษัทโทรศัพท์เพื่อพิจารณาว่าตัวเลือกการตั้งค่าใดดีที่สุด

หมายเหตุ: เมื่อตั้งค่าการตรวจหารูปแบบการส่งเสียงในระบบโทรศัพท์ PBX ที่มีรูปแบบการส่งเสียงแตกต่างกันสำหรับการโทรภายในและภายนอก โปรดตรวจสอบว่าใช้หมายเลขภายนอกในการหมุนหมายเลขแฟกซ์เครื่องพิมพ์เพื่อบันทึกรูปแบบการส่งเสียง

11.2 กำหนดค่าเครื่องพิมพ์

การกำหนดค่าเวลา วันที่ และหัวแฟกซ์จำเป็นในการใช้คุณสมบัติแฟกซ์

1. ตั้งค่าการตั้งค่า ในหน้าจอหลักบนแผงควบคุมเครื่องพิมพ์
2. เลือก **Fax Setup** (การตั้งค่าแฟกซ์) แล้วเลือก **Basic Setup** (การตั้งค่าพื้นฐาน)
3. เลือก **เวลา/วันที่**
4. เลือก เวลา 12 ชั่วโมง หรือ เวลา 24 ชั่วโมง
5. ใช้แผงปุ่มกดเพื่อป้อนเวลาปัจจุบัน แล้วแตะปุ่ม **OK** (ตกลง)
6. เลือกรูปแบบวันที่
7. ใช้แผงปุ่มกดเพื่อป้อนวันที่ปัจจุบัน แล้วแตะปุ่ม **OK** (ตกลง)
8. เลือก **หัวแฟกซ์**
9. ใช้แผงปุ่มกดเพื่อป้อนหมายเลขแฟกซ์ แล้วแตะปุ่ม **OK** (ตกลง)

หมายเหตุ: จำนวนตัวอักษรสูงสุดของหมายเลขแฟกซ์ คือ 20 ตัว

10. ใช้แผงปุ่มกดเพื่อป้อนชื่อบริษัทหรือหัวแฟกซ์ แล้วแตะปุ่ม **OK** (ตกลง) ในการป้อนตัวอักษรพิเศษที่ไม่อยู่บนแป้นพิมพ์มาตรฐาน ให้แตะปุ่ม **@#\$** เพื่อเปิดแป้นพิมพ์ที่มีตัวอักษรพิเศษ

หมายเหตุ: จำนวนตัวอักษรสูงสุดของหัวแฟกซ์ คือ 40 ตัว

เรียนรู้เพิ่มเติม!

สำหรับข้อมูลเพิ่มเติมเกี่ยวกับวิธีอื่นๆ ในการส่งแฟกซ์ เช่น การจัดการเวลาส่งแฟกซ์ ในภายหลังหรือการส่งแฟกซ์จากคอมพิวเตอร์ โปรดดูคู่มือผู้ใช้ www.hp.com/support/colorljMFPM225 หรือ www.hp.com/support/colorljMFPM226

สำหรับข้อมูลเพิ่มเติมเกี่ยวกับการกำหนดค่าเครื่องพิมพ์เป็นเครื่องแฟกซ์แบบสแตนด์อะโลน หรือการใช้กับเครื่องตอบรับหรือโทรศัพท์ภายใน โปรดดูคู่มือผู้ใช้บนแผ่นซีดีเครื่องพิมพ์

การแก้ไขปัญหา

คู่มือผู้ใช้

คู่มือผู้ใช้รวมถึงการใช้เครื่องพิมพ์และข้อมูลการแก้ไขปัญหา ซึ่งมีอยู่ในแผ่นซีดีเครื่องพิมพ์และบนเว็บ:

1. ไปที่ www.hp.com/support/colorijMFP225 หรือ www.hp.com/support/colorijMFP226
2. คลิก **แมนนวล**

สำหรับ Windows จะมีการแนะนำคู่มือผู้ใช้ไปยังคอมพิวเตอร์ในระหว่างการติดตั้งซอฟต์แวร์ที่แนะนำ

Windows® XP, Windows Vista® และ Windows® 7

คลิก **เริ่มต้น** เลือก **โปรแกรม** หรือ **โปรแกรมทั้งหมด** เลือก **HP** เลือกโฟลเดอร์สำหรับเครื่องพิมพ์ HP จากนั้นเลือก **วิธีใช้**

Windows® 8

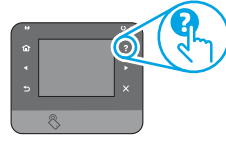
บนหน้าจอ **เริ่มต้น** คลิกขวาบนพื้นผิวของหน้าจอ และคลิก **แอปทั้งหมด** บนแถบแอปพลิเคชัน และจากนั้นคลิกไอคอนที่มีชื่อเครื่องพิมพ์ และจากนั้นเลือก **วิธีใช้**

ตรวจสอบการอัปเดตเฟิร์มแวร์

1. แตะปุ่มการตั้งค่า  ในหน้าจอหลักบนแผงควบคุมเครื่องพิมพ์
2. เลื่อนและเปิดเมนู **บริการ**
3. เลือก **การอัปเดต LaserJet**
4. เลือก **ตรวจสอบการอัปเดตตอนนี้**

วิธีใช้แผงควบคุม

แตะปุ่มวิธีใช้? บนแผงควบคุมของเครื่องพิมพ์เพื่อเข้าถึงหัวข้อวิธีใช้



ทรัพยากรการสนับสนุนเพิ่มเติม

สำหรับวิธีใช้ที่ครอบคลุมทั้งหมดของ HP สำหรับเครื่องพิมพ์ให้ไปที่:

www.hp.com/support/colorijMFP225 หรือ www.hp.com/support/colorijMFP226

- การแก้ไขปัญหา
- ค้นหาคำแนะนำในการกำหนดค่าขั้นสูง
- ดาวโหลดการอัปเดตซอฟต์แวร์
- เข้าร่วมฟอรัมการสนับสนุน
- ค้นหาข้อมูลการรับประกันและข้อบังคับ
- ทรัพยากรการพิมพ์ทางมือถือ

การเชื่อมต่อเครือข่ายแบบไร้สาย (อีเทอร์เน็ต)

- ตรวจสอบว่าเครื่องพิมพ์ได้เชื่อมต่อกับพอร์ตเครือข่ายที่ถูกต้องโดยใช้สายเคเบิลที่มีความยาวเหมาะสม
- ตรวจสอบว่าไฟลัดจากพอร์ตเครือข่ายเปิดอยู่
- ตรวจสอบว่าติดตั้งไดรเวอร์การพิมพ์บนคอมพิวเตอร์แล้ว
- ทดสอบการสื่อสารเครือข่ายโดยการ Ping เครื่องหมาย

Windows

คลิก **เริ่ม** > **รัน** พิมพ์ **cmd** และกด **Enter** พิมพ์ **ping** ที่อยู่อักษรว่าง พิมพ์ที่อยู่ IP จากนั้นกด **Enter** ตัวอย่าง IP แอดเดรส: 192.168.0.1

OS X:


เปิดหน้าต่างที่เครือข่าย และพิมพ์ที่อยู่ IP ในบานหน้าต่าง **ping** กด **Enter** ตัวอย่าง IP แอดเดรส: 192.168.0.1

- หากหน้าต่างแสดงเวลาระยะเวลาไปกลับ แสดงว่าเครือข่ายกำลังทำงาน
- หาก ping ไม่ทำงาน ให้ลองรีสตาร์ทเครื่องพิมพ์และตรวจสอบขั้นตอนการเชื่อมต่อทั้งหมด

การเชื่อมต่อเครือข่ายไร้สาย (รุ่นไร้สายเท่านั้น)



- ตรวจสอบว่าไม่ได้เชื่อมต่อสายเคเบิลเครือข่าย เครื่องพิมพ์ไม่สามารถเชื่อมต่อกับเครือข่ายไร้สายเมื่อเชื่อมต่อเคเบิลเครือข่ายอยู่
- ตรวจสอบว่าเครื่องพิมพ์และเราเตอร์ไร้สายเปิดเครื่องอยู่และมีไฟเข้า และตรวจสอบว่าเปิดสัญญาณไร้สายในเครื่องพิมพ์แล้ว
- ตรวจสอบว่าเครื่องพิมพ์อยู่ภายในช่วงเครือข่ายไร้สาย สำหรับเครือข่ายส่วนใหญ่ เครื่องพิมพ์ต้องอยู่ภายใน 30 ม. 100 ฟุต ของจุดเชื่อมต่อไร้สาย (เราเตอร์ไร้สาย)
- ตรวจสอบว่าติดตั้งไดรเวอร์การพิมพ์บนคอมพิวเตอร์แล้ว
- ตรวจสอบว่าคอมพิวเตอร์และเครื่องพิมพ์เชื่อมต่อเครือข่ายไร้สายเดียวกัน
- สำหรับ Mac OS X ให้ตรวจสอบว่าเราเตอร์ไร้สายสนับสนุน Bonjour
- รีเซ็ตเราเตอร์ไร้สาย

ทดสอบวินิจฉัยแฟกซ์

1. แตะปุ่มการตั้งค่า  ในหน้าจอหลักบนแผงควบคุมเครื่องพิมพ์
2. เลือก **Self Diagnostics** (วินิจฉัยเอง) แล้วเลือก **Run Wireless Test** (รับการทดสอบระบบไร้สาย)

การแก้ไขปัญหาแฟกซ์


ตรวจสอบการเชื่อมต่อทางกายภาพ

- ตรวจสอบว่าสายสายโทรศัพท์ที่เข้ากับพอร์ตแฟกซ์  อยู่ด้านหลังเครื่องพิมพ์และเสียบบนผนัง
- สำหรับโทรศัพท์ภายในหรืออุปกรณ์เพิ่มเติมอื่นๆ ให้ตรวจสอบสายโทรศัพท์ที่เข้ากับพอร์ตโทรศัพท์  อยู่ด้านหลังเครื่องพิมพ์และอุปกรณ์
- หากไม่สามารถโทรออกได้เนื่องจากพบว่าไม่มีการรับสายหรือสายไม่ว่าง ให้เชื่อมต่อสายอื่น
- สำหรับบริการแฟกซ์บน IP จะลดความเร็วในการส่งแฟกซ์และปิดลง **โหมดแก้ไขข้อผิดพลาด** จากเมนู **การตั้งค่าแฟกซ์** บนแผงควบคุมเครื่องพิมพ์

ตรวจสอบการตั้งค่าแฟกซ์เครื่องพิมพ์

- ในการใช้บริการเสียงทางเมลจากบริษัทหรือผู้ให้บริการโทรศัพท์ ต้องแน่ใจว่าการตั้งค่า **ส่งเสียงเพื่อตอบ** ตั้งไว้เป็นส่งเสียงมากกว่าเครื่องตอบรับโทรศัพท์
- หากมีการกำหนดหลายหมายเลขโทรศัพท์ ให้กับสายโทรศัพท์ทางกายภาพและอุปกรณ์หลายเครื่องใช้สายนั้นร่วมกัน โปรดตรวจสอบเครื่องพิมพ์ว่าการตั้งค่าการส่งเสียงที่ใช้อย่างถูกต้อง ใช้การตั้งค่าที่เครื่องพิมพ์ตอบรับแฟกซ์และเพิกเฉยประเภทการส่งเสียงอื่นๆ
- การกำหนดการตั้งค่าความเร็วแฟกซ์เป็นปานกลาง (V.17) หรือช้า (V.29) ยังสามารถปรับปรุงความสามารถของคุณในการส่งแฟกซ์

ทดสอบวินิจฉัยแฟกซ์

1. แตะปุ่มการตั้งค่า  ในหน้าจอหลักบนแผงควบคุมเครื่องพิมพ์
2. เลือก **Self Diagnostics** (วินิจฉัยเอง) แล้วเลือก **Run Wireless Test** (รับการทดสอบระบบไร้สาย)



LaserJet Pro MFP M225 和 M226 入門指南

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重要事項：

依照印表機硬體設定海報上的**步驟 1 - 3**進行後，再繼續執行下一頁的**步驟 4**。



www.hp.com/support/colorijMFPM225
www.hp.com/support/colorijMFPM226

www.register.hp.com

4. 控制面板上的初始設定

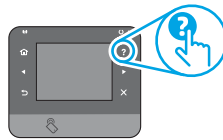
開啟印表機電源後，等待印表機初始化。若要瀏覽觸控螢幕控制面板，請使用點選、撥動和捲動手勢。依照控制面板上的提示設定下列設定：

- 語言
- 位置
- 預設設定

在「預設設定」下，選擇其中一個選項：

- 自我管理：引導式設定、組態及更新體驗的最佳化預設設定。
- IT 管理：安全性增強的機群管理功能最佳化預設設定。

設定值在初始設定之後完全可自訂。



註：選擇「列印資訊頁」以列印指示如何變更預設設定的頁面。

註：點選印表機控制面板上的「說明」？按鈕以存取說明主題。

5. 選擇連線方法並準備進行軟體安裝

直接在印表機與電腦之間連接的 USB 連線

請使用 A 對 B 型的 USB 纜線。

Windows

1. 除了 Windows 8、8.1 和 RT 以外，請勿在安裝軟體之前連接 USB 纜線。如果已連接，請先取下再繼續。安裝程序會在適當時間提示您連接纜線。
2. 繼續執行「6. 找出或下載軟體安裝檔」。

註：進行軟體安裝時，選擇「使用 USB 纜線直接連接這部電腦」的選項。

Mac

1. 先連接電腦與印表機之間的 USB 纜線，再進行軟體安裝。
2. 繼續執行「6. 找出或下載軟體安裝檔」。

內建無線網路連線（僅限無線機型）

1. 若要將印表機連接至無線 (Wi-Fi) 網路，請點選印表機控制面板上的「無線」 按鈕。點選「無線功能表」，然後點選「無線設定精靈」。
2. 從 SSID 清單選擇網路名稱，或輸入網路名稱（如果未列出）。
3. 使用鍵盤輸入複雜密碼，然後點選「確定」按鈕。
4. 等待印表機建立網路連線。
5. 在印表機控制面板上，點選「網路」 按鈕。若列出 IP 位址，則已建立網路連線。若未列出，請等候幾分鐘後再試一次。請記下 IP 位址以便在安裝軟體時使用。**IP 位址範例：**192.168.0.1
6. 若要從電腦列印，請繼續執行「6. 找出或下載軟體安裝檔」。若要單純從電話或平板電腦列印，請繼續執行「8. 行動和無線列印」。

註：進行軟體安裝時，選擇「協助我設定第一次無線連線」的選項。

有線（乙太網路）網路連線

使用標準網路線。

1. 將網路線連接至印表機與網路。等待幾分鐘，讓印表機取得網路位址。
2. **LCD 控制面板：**按下「設定」 按鈕。開啟「網路設定」功能表，然後選擇「顯示 IP 位址」以顯示 IP 位址或主機名稱。
觸控螢幕控制面板：在產品控制面板上的主畫面中，點選「網路」 按鈕以顯示 IP 位址或主機名稱。
3. 若列出 IP 位址，則已建立網路連線。若未列出，請等候幾分鐘後再試一次。請記下 IP 位址以便在安裝軟體時使用。請記下 IP 位址以便在安裝軟體時使用。**IP 位址範例：**192.168.0.1
若要手動設定 IP 位址，請參閱「手動設定 IP 位址」。
4. 繼續執行「6. 找出或下載軟體安裝檔」。

註：進行軟體安裝時，選擇「透過網路連接」的選項。

手動設定 IP 位址

如需有關如何手動設定 IP 位址的詳細資訊，請參閱印表機使用指南 www.hp.com/support/colorijMFPM225 或 www.hp.com/support/colorijMFPM226。

6. 找出或下載軟體安裝檔

方法 1：從 HP Easy Start 下載 (Windows 及 OS X)

1. 請前往 123.hp.com/laserjet，然後按一下下載。
2. 請按照螢幕上的指示和提示，將檔案儲存至電腦。
3. 從儲存軟體檔案的資料夾啟動軟體檔案，然後繼續執行「7. 安裝軟體」。

方法 2：從印表機支援網站下載 (Windows 及 OS X)

1. 前往 www.hp.com/support/colorijMFP225 或 www.hp.com/support/colorijMFP226。

2. 選擇軟體和驅動程式。
3. 下載適用於您印表機型號和作業系統的軟體。
4. 視需要按一下 .exe 或 .zip 檔案以啟動安裝檔。

方法 3：從印表機光碟安裝 (僅限 Windows)

對於 Windows，印表機隨附的光碟提供軟體安裝檔。

對於 OS X，光碟中的安裝程式檔案會包含可從網路下載檔案的連結。

1. 將印表機光碟插入電腦中。
2. 繼續執行「7. 安裝軟體」。

7. 安裝軟體

Windows 完整解決方案

1. 將印表機光碟插入電腦中，或啟動從網路下載的軟體安裝檔。
2. 軟體安裝程式會偵測作業系統的語言，然後以相同的語言顯示安裝程式的主功能表。從光碟安裝時，如果安裝程式未在 30 秒鐘之後啟動，請瀏覽電腦上的 CD 光碟機，並啟動名稱為 SETUP.EXE 的檔案。
3. 「軟體選擇」畫面會詳細說明要安裝的軟體。
 - 建議的軟體安裝包括所有可用印表機功能的列印驅動程式及軟體。
 - 要自訂已安裝的軟體，按一下自訂軟體選擇連結。完成時，按一下「下一步」按鈕。
4. 依照螢幕上的指示安裝軟體。
5. 提示選擇連線類型時，選取連線類型的適當選項：
 - 使用 USB 纜線直接連接這部電腦
 - 透過網路連接
 - 協助我設定第一次無線連線

 註：透過網路連接時，偵測印表機的最輕鬆方式就是選擇「Automatically find my printer on the network」（自動在網路上尋找我的印表機）。

6. (選用) 僅限無線機型，請在軟體安裝程序結束時，使用「傳真設定精靈」、「掃描到電子郵件精靈」和「掃描到網路資料夾精靈」來設定傳真及掃描功能。這是設定這些功能的便利方法。請參閱「10. 在網路上設定印表機的掃描功能 (僅限無線機型 - 選用)」以取得詳細資訊。

OS X 完整解決方案

1. 啟動您從網路下載的軟體安裝 .dmg 檔案。
2. 軟體安裝程式會偵測作業系統的語言，然後以相同的語言顯示安裝程式的主功能表。
3. 「安裝選項」畫面會詳細說明要安裝的軟體。
 - 進行標準安裝時，立即按一下「安裝」按鈕。
 - 對於自訂安裝，請按一下「自訂」按鈕。在開啟的畫面上，選擇要安裝的元件，然後按一下「安裝」按鈕。
4. 依照螢幕上的指示安裝軟體。
5. 在軟體安裝程序結束時，使用 HP Utility 設定小幫手來設定印表機選項。

OS X 基本安裝

若要不執行來自光碟或 hp.com 下載的 HP 完整解決方案軟體，即安裝基本列印及傳真驅動程式，請依照下列步驟進行：

1. 將印表機連接至電腦或網路。
2. 在「系統偏好設定」中，依序按一下「印表機與掃描器」和左下方的加號按鈕，並選擇「M225」或「M226」（使用名稱為 AirPrint 或 HP 印表機的驅動程式）。

Readiris Pro for HP

下載這個免費軟體以啟用其他掃描功能，包括光學字元辨識 (OCR)。進行軟體安裝時，按一下左窗格中的「More Options」（更多選項）項目，然後選擇「Web Support」（網路支援）以下載這個軟體。

若要從網路下載軟體，請前往 www.hp.com/support/colorijMFP225 或 www.hp.com/support/colorijMFP226，選擇「Drivers」（驅動程式），然後按一下「Software & Firmware」（軟體與韌體）。

8. 行動和無線列印 (選用)

若要從行動電話或平板電腦列印，請將裝置連線到印表機所在的同一個無線網路。

Apple iOS 裝置 (AirPrint)：開啟要列印的項目，然後選擇動作圖示。選擇「列印」，選擇印表機，然後選擇「列印」。

較新的 Android 裝置 (4.4 或更新版本)：開啟要列印的項目，然後選擇功能表按鈕。選擇「列印」，選擇印表機，然後選擇「列印」。

某些裝置必須從 Google Play 商店下載 HP Print Service 外掛程式應用程式。

較舊的 Android 裝置 (4.3 或更舊版本)：從 Google Play 商店下載 HP ePrint 應用程式。

Windows Phone：從 Windows 市集下載 HP AiO Remote 應用程式。

進一步了解行動列印


若要進一步了解其他行動列印選項 (包括其他 ePrint 解決方案)，請掃描 QR 碼，或參閱使用指南的「行動列印」一節。



HP 無線直接 (僅限 nw 和 dw 無線機型)

HP 無線直接功能可讓您從無線行動裝置近距離列印到支援 HP 無線直接的印表機，不需要連線到網路或網際網路。

啟用 HP 無線直接

1. 在印表機控制面板上，點選「無線」 按鈕。點選「無線功能表」，然後點選「Wireless Direct」（無線直接）。
2. 點選「On/Off」（開/關），然後點選「On」（開啟）。
3. 如需進行安全列印，點選「Security」（安全性），然後點選「On」（開啟）。記下顯示的複雜密碼。使用此複雜密碼以允許存取行動裝置。若要允許不安全保護的列印，請點選「Security」（安全性），然後點選「Off」（關閉）。

 如需無線列印及無線設定的詳細資訊，請前往 www.hp.com/go/wirelessprinting。


9. 設定 HP ePrint via email (選用)

透過 HP ePrint via email，您只要在任何具備電子郵件功能的裝置上，將文件當做電子郵件附件傳送至印表機的電子郵件地址即可列印該文件，即使您使用的裝置不在同一個網路上也沒問題。

若要使用 HP ePrint via email，印表機必須符合以下要求：

- 印表機必須連線到有線或無線網路，且必須能夠存取網際網路。
- HP Web 服務必須在印表機上啟用，而且印表機必須向 HP Connected 註冊。


啟用 HP Web 服務 (僅限無線機型)

1. 在印表機控制面板的主畫面中，點選「Web 服務」 按鈕。
2. 點選「啟用 Web 服務」按鈕。印表機隨即啟用 Web 服務，然後列印資訊頁。資訊頁包含向 HP Connected 註冊 HP 印表機所需的印表機代碼。
3. 請前往 www.hpconnected.com 建立 HP ePrint 帳戶，並完成設定程序。

10. 在網路上設定印表機的掃描功能 (僅限無線機型 - 選用)

印表機包含「掃描到電子郵件」和「掃描到網路資料夾」功能，可以掃描檔案，再將掃描結果當做電子郵件附件傳送，或儲存在網路上的資料夾中。印表機必須已連接至有線或無線網路。若要設定這些選項，請先取得下列資訊：

- 設定「掃描到電子郵件」功能時，要取得 SMTP 伺服器名稱、SMTP 連接埠號碼和驗證資訊。請聯絡電子郵件/網際網路服務供應商或系統管理員，以取得這些資訊。透過網際網路搜尋通常可以找到 SMTP 伺服器名稱和連接埠名稱，例如，搜尋「gmail smtp 伺服器名稱」或「yahoo smtp 伺服器名稱」等詞彙。
- 設定「掃描到網路資料夾」功能時，要確認已設定正確權限的共用網路資料夾，並且知道該資料夾在網路上的路徑。


 註：如需有關設定「掃描到電子郵件」和「掃描到網路資料夾」的說明，請參閱使用指南，或前往 www.hp.com/support/colorijMFPM225 或 www.hp.com/support/colorijMFPM226，使用關鍵字「掃描到電子郵件」或「掃描到網路資料夾」進行搜尋。

Windows

某些 HP 產品包含從軟體光碟安裝驅動程式的作業。在此安裝作業的最後階段會提供設定掃描到資料夾和電子郵件的選項。這些設定精靈包含基本組態的選項。

掃描到電子郵件設定精靈

1. 按一下「開始」，然後按一下「程式集」。
2. 按一下「HP」，按一下產品名稱，然後按一下「掃描到電子郵件精靈」。
3. 在「外寄電子郵件設定檔」對話方塊中，按一下「新增」按鈕。「掃描到電子郵件設定」對話方塊隨即開啟。
4. 在「1. Start」(1. 開始)頁面中，輸入「電子郵件地址」和「顯示名稱」，然後按一下「下一步」。建立安全性 PIN 碼是選用步驟。
5. 在「2. Authenticate」(2. 驗證)頁面中，輸入 SMTP 伺服器 and 連接埠號碼。

 註：在大部分情況下，不需要變更預設連接埠號碼。

6. 如果您的電子郵件服務使用 Google™ Gmail，請選擇「Always use secure connection (SSL/TLS)」(永遠使用安全連線 (SSL/TLS)) 核取方塊。
7. 如果 SMTP 伺服器需要傳送電子郵件的驗證，請選擇「Email Log-in Authentication」(電子郵件登入驗證) 核取方塊，然後輸入使用者 ID 和密碼。按一下「下一步」。
8. 在「4. Finish」(4. 完成)頁面中，確認所有設定值皆正確，然後按一下「完成」。

掃描到網路資料夾設定精靈

1. 按一下「開始」，然後按一下「程式集」。
2. 按一下「HP」，按一下產品名稱，然後按一下「掃描到網路資料夾精靈」。
3. 在「網路資料夾設定檔」對話方塊中，按一下「新增」按鈕。「掃描到網路資料夾設定」對話方塊隨即開啟。
4. 在「1. Start」(1. 開始)頁面中，輸入顯示名稱和目的地資料夾，然後按一下「下一步」。

提示：按一下「瀏覽」按鈕以尋找資料夾。


5. 若要在電腦桌面上建立網路資料夾的捷徑，請選擇「Create a Desktop shortcut to the network folder」(建立網路資料夾的桌面捷徑) 核取方塊，然後按一下「下一步」。建立安全性 PIN 碼是選用步驟。
6. 在「2. Authenticate」(2. 驗證)頁面中，輸入 Windows® 使用者名稱和密碼，然後按一下「下一步」。
7. 在「3. Configure」(3. 設定)頁面中，確認預設掃描設定正確，然後在「Filename Prefix」(檔案名稱首碼)欄位中輸入檔案名稱首碼，並按一下「下一步」。
8. 在「4. Finish」(4. 完成)頁面中，確認所有設定皆正確，然後按一下「Save and Test」(儲存並測試)。
9. 按一下「Finish」(完成)以完成組態設定。

OS X

按一下 Dock 上的 HP Utility 圖示開啟 HP Utility，或按一下「前往」選單，然後按兩下「HP Utility」。

掃描到電子郵件

1. 按一下「系統」標籤，然後按一下「管理」連結，將「掃描到電子郵件」選項設定為「開啟」。
2. 按一下「掃描」標籤，按一下「外寄電子郵件設定檔」連結，然後按一下「新增」按鈕。
3. 在「電子郵件地址」區域中，填入必要的欄位。
4. 在「SMTP Server Settings」(SMTP 伺服器設定)區域中，填入必要的欄位。

 註：在大部分情況下，不需要變更預設連接埠號碼。

5. 如果 SMTP 伺服器需要傳送電子郵件的驗證，請填入「SMTP Authentication」(SMTP 驗證)區域中的必要欄位。建立安全性 PIN 碼是選用步驟。
6. 設定「E-mail Message Preferences」(電子郵件訊息偏好設定)區域中的電子郵件偏好設定。
7. 檢閱所有資訊，然後按一下「Save and Test」(儲存並測試)。

掃描到網路資料夾

1. 按一下「系統」標籤，然後按一下「管理」連結，將「掃描到網路資料夾」選項設定為「開啟」。
2. 按一下「掃描」標籤，確認「Network Folder Setup」(網路資料夾設定)連結已反白顯示。
3. 在「Network Folder Configuration」(網路資料夾組態)頁面中，按一下「新增」按鈕。
4. 在「Network Folder Configuration」(網路資料夾組態)區域中，填入必要的欄位。建立安全性 PIN 碼是選用步驟。
5. 在「Scan Settings」(掃描設定)區域中，填入必要的欄位。
6. 檢閱所有資訊，然後按一下「Save and Test」(儲存並測試)。

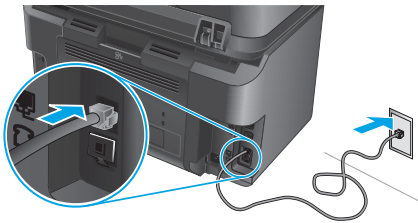
11. 設定傳真（選用）

11.1 連接印表機

印表機為類比裝置。HP 建議在專用類比電話線路上使用印表機。

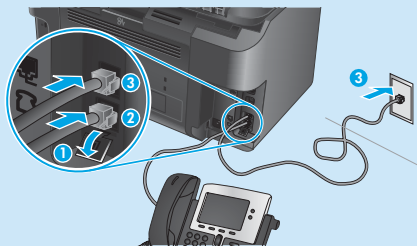
 註：有些國家/地區可能需要為印表機隨附的電話線準備轉換器。

將印表機隨附的電話線連接到印表機上的傳真連接埠和牆上的電話插座。



❶ 如何連接答錄機或電話分機？

1. 從電話連接埠 ❶ 取下插頭。
2. 將答錄機電話線從電話插座拔除，然後連接到印表機上的電話連接埠 ❷。
3. 將印表機隨附的電話線連接到印表機上的傳真連接埠 ❸ 和牆上的電話插座。



❶ 如何在數位電話環境中設定 HP 印表機？


HP 印表機是專為搭配傳統類比電話服務而設計。進行印表機的傳真設定時，數位電話環境（例如 DSL/ADSL、PBX、ISDN 或 FoIP）可能需要數位轉類比過濾器或轉換器。


附註：視電話公司而定，印表機並非與所有的數位服務線路或供應商、所有的數位環境或所有的數位轉類比轉換器都能相容。請聯絡電話公司以判斷哪些設定選項最適合。

附註：在內部和外部通話有不同鈴聲模式的 PBX 電話系統中設定鈴聲模式偵測時，請務必使用外線電話號碼撥打印表機傳真號碼，以便錄製鈴聲模式。


11.2 設定印表機

若要使用傳真功能，必須設定傳真時間、日期及標題設定。

1. 在印表機控制面板的主畫面中，點選「設定」 按鈕。
2. 選擇「傳真設定」，然後選擇「基本設定」。
3. 選擇「時間/日期」。
4. 選擇 12 小時制或 24 小時制的時鐘。
5. 使用鍵盤輸入目前時間，然後點選「確定」按鈕。
6. 選擇日期格式。
7. 使用鍵盤輸入目前日期，然後點選「確定」按鈕。
8. 選擇「傳真標題」。
9. 使用鍵盤輸入傳真號碼，然後點選「確定」按鈕。

 註：傳真號碼的字元數最多為 20 個。

10. 使用鍵盤輸入公司名稱或標題，然後點選「確定」按鈕。若要輸入標準鍵盤上沒有的特殊字元，請點選 @#\$ 按鈕以開啟包含特殊字元的鍵盤。

 註：傳真標題的字元數最多為 40 個。

❶ 告訴我更多資訊！

如需其他傳真傳送方式（例如排定在日後傳送傳真或從電腦傳送傳真）的詳細資訊，請參閱使用指南 www.hp.com/support/colorijMFPM225 或 www.hp.com/support/colorijMFPM226。

如需有關設定印表機做為獨立傳真機或搭配答錄機或電話分機使用的詳細資訊，請參閱印表機光碟上的使用指南。


疑難排解

使用指南

使用指南包含印表機使用方式及疑難排解資訊。這可在印表機光碟或網路上取得：

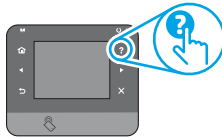
1. 前往 www.hp.com/support/colorijMFP225 或 www.hp.com/support/colorijMFP226。
2. 按一下「Manuals」（手冊）。
對於 Windows，使用指南會在進行建議的軟體安裝時複製到電腦。
Windows® XP、Windows Vista® 和 Windows® 7
按一下「開始」，依序選擇「程式集」或「所有程式」、「HP」、HP 印表機的資料夾，然後選擇「說明」。
Windows® 8
在「開始」畫面中，以滑鼠右鍵按一下畫面中的空白區域，按一下應用程式列的「所有應用程式」，然後按一下顯示印表機名稱的圖示，並選取「說明」。

檢查韌體更新

1. 在印表機控制面板的主畫面中，點選「設定」 按鈕。
2. 捲動至「服務」功能表並將其開啟。
3. 選擇「LaserJet 更新」。
4. 選擇「立即檢查更新」。

控制面板說明

點選印表機控制面板上的「說明」 按鈕以存取說明主題。



其他支援資源

如需印表機的 HP 全方位說明，請前往：

www.hp.com/support/colorijMFP225 或 www.hp.com/support/colorijMFP226

- 解決問題
- 尋找進階組態設定指示
- 下載軟體更新
- 加入支援論壇
- 尋找保固及法規資訊
- 行動列印資源

有線（乙太網路）網路連線

- 確認印表機以合適的纜線長度連接到正確的網路連接埠。
- 確認網路連接埠旁邊的指示燈已亮起。
- 確認電腦已安裝列印驅動程式。
- 使用 Ping 指令偵測網路以測試網路通訊：

Windows

按一下「開始」>「執行」。輸入 cmd，並按下 Enter。依序輸入 ping、空格、印表機 IP 位址，然後按下 Enter。
IP 位址範例：192.168.0.1

OS X


開啟「網路工具程式」，並在 Ping 窗格中輸入 IP 位址。按下 Enter。
IP 位址範例：192.168.0.1

- 如果視窗顯示往返時間，表示網路運作正常。
- 如果 Ping 沒有作用，請嘗試重新啟動印表機，再重新檢查所有的連線步驟。

無線網路連線（僅限無線機型）



- 確認未連接網路線。當網路線已連接時，印表機無法連接至無線網路。
- 確認印表機和無線路由器已開啟且接通電源。此外，確定無線開關已開啟。
- 確認印表機位於無線網路範圍內。對多數網路而言，印表機必須是在距離無線存取點（無線路由器）30 公尺（100 英呎）以內的位置。
- 確認電腦已安裝列印驅動程式。
- 確認電腦和印表機連接至相同的無線網路。
- 若是使用 Mac，請確認無線路由器支援 Bonjour。
- 重新啟動無線路由器。

執行無線診斷測試

1. 在印表機控制面板的主畫面中，點選「設定」 按鈕。
2. 選擇「Self Diagnostics」（自我診斷），然後選擇「Run Wireless Test」（執行無線測試）。

傳真疑難排解


檢查實體連線

- 確認電話線已連接到印表機背面傳真連接埠 和牆上插座。
- 對於電話分機或其他附加裝置，請確認電話線已連接到印表機背面電話連接埠 和裝置。
- 如果因為偵測不到撥號音或在忙線中而無法對外撥打電話，請連接到不同的電話線路。
- 若是使用網路傳真（Fax over IP）服務，請降低傳真速度，並關閉「錯誤修正模式」（位於印表機控制面板上的「傳真設定」功能表中）。

檢查印表機傳真設定

- 若要使用電話公司或服務供應商提供的語音信箱服務，請確定印表機「接聽鈴聲次數」設定所設定的鈴聲次數比電話答錄機的還要少。
- 如果已將多組電話號碼指定給同一條實體電話線路，而且有多台裝置共用該線路時，請確定印表機設定了正確的區別鈴聲設定。使用一個會讓印表機接聽傳真而忽略其他鈴聲類型的設定。
- 將「傳真速度」設定設為「中等 (V.17)」或「慢速 (V.29)」，也可以改善傳送傳真的功能。

執行傳真診斷測試

1. 在印表機控制面板的主畫面中，點選「設定」 按鈕。
2. 選擇「Self Diagnostics」（自我診斷），然後選擇「Run Fax Test」（執行傳真測試）。

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Hướng dẫn bắt đầu cho LaserJet Pro MFP M225 và M226



www.hp.com/support/colorijMFPM225
www.hp.com/support/colorijMFPM226



www.register.hp.com

Tiếng Việt26



QUAN TRỌNG:

Làm theo **Bước 1 - 3** từ hướng dẫn cài đặt phần cứng cho máy in, rồi làm tiếp **Bước 4** trên trang sau.



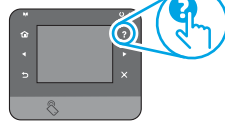
4. Cài đặt ban đầu trên bảng điều khiển

Sau khi bật máy in, đợi thiết bị khởi chạy. Để điều hướng trong bảng điều khiển cảm ứng màn hình cảm ứng, hãy sử dụng các cử chỉ chạm, vuốt và cuộn. Làm theo lời nhắc trên bảng điều khiển để cấu hình các cài đặt sau:

- Ngôn ngữ
- Vị trí
- Cài đặt mặc định

Trong **Cài đặt mặc định**, chọn một trong các tùy chọn sau:

- **Tự quản lý:** Cài đặt mặc định được tối ưu hóa để bạn có trải nghiệm được hướng dẫn về cách cài đặt, cấu hình và cập nhật.
- **Do bộ phận CNTT quản lý:** Cài đặt mặc định được tối ưu hóa cho khả năng quản lý theo đội, cùng khả năng bảo mật được nâng cao.



Bạn hoàn toàn có thể tùy chỉnh các cài đặt sau quá trình cài đặt ban đầu.

LƯU Ý: Hãy chọn **Trang thông tin** bản in để in trang hướng dẫn về cách thay đổi các cài đặt mặc định.

LƯU Ý: Chạm vào nút Help (Trợ giúp) ? trên bảng điều khiển máy in để truy cập các chủ đề trợ giúp.

5. Chọn phương thức kết nối và chuẩn bị để cài đặt phần mềm

Kết nối USB trực tiếp giữa máy in và máy tính

Sử dụng một cáp USB loại A đến B.

Windows

1. Không kết nối cáp USB trước khi cài đặt phần mềm, trừ trường hợp bạn sử dụng Windows 8, 8.1 hoặc RT. Nếu bạn đã kết nối, hãy tháo cáp ra trước khi tiếp tục. Bạn sẽ được nhắc kết nối cáp trong quá trình cài đặt, khi thích hợp.
2. Tiếp tục với **"6. Tìm hoặc tải xuống tập tin cài đặt phần mềm"**.

LƯU Ý: Trong khi cài đặt phần mềm, hãy chọn tùy chọn Directly connect to this computer using a **USB cable** (Nối trực tiếp với máy tính này bằng cáp USB).

Mac

1. Nối cáp USB giữa máy tính và máy in trước khi cài đặt phần mềm.
2. Tiếp tục với **"6. Tìm hoặc tải xuống tập tin cài đặt phần mềm"**.

Kết nối mạng có dây (Ethernet)

Sử dụng cáp mạng thông thường.

1. Cắm cáp mạng vào máy in và vào mạng. Đợi vài phút để máy in lấy địa chỉ mạng.
2. **Bảng điều khiển LCD:** Bấm nút Setup (Cài đặt) . Mở menu Network Setup (Cài đặt mạng), rồi chọn Show IP Address (Hiển thị địa chỉ IP) để hiển thị địa chỉ IP hoặc tên máy chủ.
Bảng điều khiển màn hình cảm ứng: Từ Màn hình chính trên bảng điều khiển của sản phẩm, chạm vào nút Network (Mạng) để hiển thị địa chỉ IP hoặc tên máy chủ.
3. Nếu có địa chỉ IP được liệt kê, thì kết nối mạng đã được thiết lập. Nếu không, hãy đợi vài phút và thử lần nữa. Ghi lại địa chỉ IP sẽ dùng trong khi cài đặt phần mềm. **Địa chỉ IP mẫu:** 192.168.0.1
Để cấu hình thủ công địa chỉ IP, hãy xem "Cấu hình thủ công địa chỉ IP".
4. Tiếp tục với **"6. Tìm hoặc tải xuống tập tin cài đặt phần mềm"**.

LƯU Ý: Trong khi cài đặt phần mềm, hãy chọn tùy chọn **Connect through a network** (Kết nối qua mạng).

Kết nối mạng không dây có sẵn (chỉ dành cho mẫu không dây)

1. Để kết nối máy in với mạng không dây (Wi-Fi), trên bảng điều khiển máy in, hãy chạm vào nút Wireless (Không dây) . Chạm vào **Menu Wireless** (Không dây), rồi chạm vào **Wireless Setup Wizard** (Trình hướng dẫn cài đặt không dây).
2. Chọn tên mạng từ danh sách SSID hoặc nhập tên mạng, nếu tên này không được liệt kê.
3. Sử dụng bàn phím số để nhập tổ hợp mật khẩu, rồi chạm vào nút **OK**.
4. Đợi máy in thiết lập kết nối mạng.
5. Trên bảng điều khiển máy in, chạm vào nút **Network** (Mạng) . Nếu có địa chỉ IP được liệt kê, thì kết nối mạng đã được thiết lập. Nếu không, hãy đợi vài phút và thử lần nữa. Ghi lại địa chỉ IP sẽ dùng trong khi cài đặt phần mềm. **Địa chỉ IP mẫu:** 192.168.0.1
6. Để in từ máy tính, hãy tiếp tục với **"6. Tìm hoặc tải xuống tập tin cài đặt phần mềm"**. Để chỉ in từ điện thoại hoặc máy tính bảng, hãy tiếp tục với **"8. In qua mạng không dây và di động"**.

LƯU Ý: Trong khi cài đặt phần mềm, hãy chọn tùy chọn **Help me set up a first-time wireless connection** (Giúp tôi cài đặt kết nối không dây đầu tiên).

Cấu hình thủ công địa chỉ IP

Hãy xem Hướng dẫn sử dụng cho máy in để biết thông tin về cách cấu hình thủ công địa chỉ IP www.hp.com/support/colorijMFPM225 hoặc www.hp.com/support/colorijMFPM226.

6. Tìm hoặc tải xuống tập tin cài đặt phần mềm

Phương pháp 1: Tải xuống từ HP Easy Start (Windows và OS X)

1. Truy cập 123.hp.com/laserjet và bấm **Tải xuống** (Download).
2. Làm theo hướng dẫn và lời nhắc trên màn hình để lưu tệp vào máy tính.
3. Chạy tệp phần mềm từ thư mục lưu tệp và tiếp tục với “7. Cài đặt phần mềm”.

Phương pháp 2: Tải xuống từ trang web hỗ trợ máy in (Windows và OS X)

1. Truy cập www.hp.com/support/colorljetMFPM225 hoặc www.hp.com/support/colorljetMFPM226.

2. Chọn **Software and drivers** (Phần mềm và trình điều khiển).
3. Tải phần mềm xuống cho kiểu máy in và hệ điều hành của bạn.
4. Chạy tệp cài đặt bằng cách bấm vào tệp .exe hoặc .zip khi cần.

Phương pháp 3: Cài đặt từ CD máy in (Chỉ dành cho Windows)

Đối với Windows, tệp cài đặt phần mềm được cung cấp trên CD đi kèm máy in.


Đối với OS X, tệp trình cài đặt trên CD bao gồm liên kết để tải xuống các tệp từ Web.

1. Đưa đĩa CD máy in vào máy tính.
2. Tiếp tục với “7. Cài đặt phần mềm”.

7. Cài đặt phần mềm

Giải pháp đầy đủ cho Windows

1. Lắp CD máy in vào máy tính hoặc chạy tệp tin cài đặt phần mềm được tải xuống từ Web.
2. Trình cài đặt phần mềm sẽ xác định ngôn ngữ của hệ điều hành, rồi hiển thị menu chính của chương trình cài đặt bằng cùng ngôn ngữ. Nếu bạn cài đặt từ CD, nếu chương trình cài đặt không bắt đầu sau 30 giây, hãy duyệt ổ đĩa CD trên máy tính và chạy tệp tin có tên SETUP.EXE.
3. **Màn hình Software Selection** (Lựa chọn phần mềm) hiển thị chi tiết về phần mềm sẽ được cài đặt.
 - Phần cài đặt phần mềm được khuyến nghị bao gồm trình điều khiển in và phần mềm cho tất cả các tính năng khả dụng của máy in.
 - Để tùy chỉnh phần mềm được cài đặt, hãy nhấp vào liên kết **Customize software selections** (Tùy chỉnh mục lựa chọn phần mềm). Khi bạn hoàn tất, hãy nhấp vào nút **Next** (Kế tiếp).
4. Làm theo hướng dẫn trên màn hình để cài đặt phần mềm.
5. Khi được nhắc chọn loại kết nối, hãy chọn tùy chọn thích hợp cho loại kết nối:
 - **Directly connect to this computer using a USB cable** (Nối trực tiếp với máy tính này bằng cáp USB)
 - **Connect through a network** (Kết nối qua mạng)
 - **Help me set up a first-time wireless connection** (Giúp tôi cài đặt kết nối không dây đầu tiên)

 **LƯU Ý:** Khi kết nối qua mạng, cách dễ nhất để bạn dò tìm máy in là chọn **Automatically find my printer on the network** (Tự động tìm máy in của tôi trên mạng).

6. (Tùy chọn) Chỉ đối với các mẫu không dây, ở cuối quá trình cài đặt phần mềm, hãy thiết lập các tính năng quét và fax bằng **Fax Setup Wizard** (Trình hướng dẫn cài đặt fax), **Scan to E-mail Wizard** (Trình hướng dẫn quét và gửi qua e-mail) và **Scan to Network Folder Wizard** (Trình hướng dẫn quét vào thư mục mạng). Đây là cách thuận tiện để cấu hình các tính năng này. Hãy xem “**10. Cài đặt các tính năng quét cho máy in trên mạng (chỉ dành cho mẫu không dây - tùy chọn)**” để biết thêm thông tin.

Giải pháp đầy đủ cho OS X

1. Chạy tệp tin cài đặt phần mềm (.dmg) mà bạn tải xuống từ Web.
2. Trình cài đặt phần mềm sẽ xác định ngôn ngữ của hệ điều hành, rồi hiển thị menu chính của chương trình cài đặt bằng cùng ngôn ngữ.
3. **Màn hình Installation Options** (Tùy chọn cài đặt) hiển thị chi tiết về phần mềm sẽ được cài đặt.
 - Để cài đặt thông thường, hãy nhấp vào nút **Install** (Cài đặt) ngay.
 - Để cài đặt tùy chỉnh, hãy nhấp vào nút **Customize** (Tùy chỉnh). Trên màn hình hiện ra, hãy chọn các cấu phần sẽ cài đặt, **rồi nhấp vào nút Install** (Cài đặt).
4. Làm theo hướng dẫn trên màn hình để cài đặt phần mềm.
5. Ở cuối quá trình cài đặt phần mềm, hãy sử dụng **HP Utility Setup Assistant** (Trợ lý cài đặt tiện ích của HP) để cấu hình các tùy chọn của máy in.

Cài đặt cơ bản cho OS X

Để cài đặt các trình điều khiển in và fax cơ bản mà không chạy phần mềm giải pháp đầy đủ của HP từ CD hoặc được tải xuống từ **hp.com**, hãy làm theo các bước sau:

1. Kết nối máy in với mạng hoặc máy tính.
2. Từ **System Preferences** (Tùy chọn hệ thống), nhấp vào **Printers and Scanners** (Máy in và máy quét), rồi nhấp vào nút dấu cộng ở phía cuối bên trái và chọn **M225** hoặc **M226** bằng trình điều khiển có tên AirPrint hoặc **HP Printer** (Máy in HP).

Readiris Pro for HP

Hãy tải xuống phần mềm miễn phí này để kích hoạt các tính năng quét khác, kể cả Optical Character Recognition (OCR) (Nhận dạng ký tự quang). Trong khi cài đặt phần mềm, hãy nhấp vào mục **More Options** (Tùy chọn khác) ở ngăn bên trái, rồi chọn **Web Support** (Hỗ trợ qua web) để tải xuống phần mềm này.

Để tải xuống phần mềm từ Web, hãy truy cập www.hp.com/support/colorljetMFPM225 hoặc www.hp.com/support/colorljetMFPM226, chọn **Drivers** (Trình điều khiển), rồi nhấp vào **Software & Firmware** (Phần mềm & chương trình cơ sở).

8. In qua mạng không dây và di động (tùy chọn)

Để in từ điện thoại hoặc máy tính bảng, hãy kết nối thiết bị vào cùng mạng với máy in.

Thiết bị iOS của Apple (AirPrint): Mở mục cần in, rồi chọn biểu tượng **Action** (Hành động). Chọn **Print** (In), chọn máy in, rồi chọn **Print** (In).

Thiết bị Android mới hơn (4.4 trở lên): Chọn mục cần in và chọn nút **Menu**. Chọn **Print** (In), chọn máy in và chọn **Print** (In).

Một số thiết bị sẽ yêu cầu bạn tải xuống ứng dụng trình cầm **HP Print Service** (Dịch vụ in của HP) từ cửa hàng Google Play.

Thiết bị Android cũ hơn (4.3 trở xuống): Tải xuống ứng dụng HP ePrint từ cửa hàng Google Play.

Windows Phone: Tải về ứng dụng HP AiO Remote từ Windows Store.

📄 Tìm hiểu thêm về tùy chọn in qua di động

Để tìm hiểu thêm về các tùy chọn in qua di động khác, kể cả các giải pháp ePrint bổ sung, hãy quét mã QR hoặc xem phần “In qua di động” của hướng dẫn sử dụng.



HP Wireless Direct (chỉ dành cho mẫu không dây nw và dw)

HP Wireless Direct cho phép bạn in trong phạm vi gần, trực tiếp từ thiết bị di động không dây tới máy in được kích hoạt HP Wireless Direct, mà không cần có kết nối mạng hoặc Internet.

Kích hoạt HP Wireless Direct

1. Trên bảng điều khiển máy in, chạm vào nút **Wireless** (Không dây) . Chạm vào **Menu Wireless** (Không dây), rồi chạm vào **Wireless Direct**.
2. Chạm vào **On/Off** (Bật/tắt), rồi chạm vào **On** (Bật).
3. Để in an toàn, hãy chạm vào **Security** (Bảo mật), rồi chạm vào **On** (Bật). Ghi lại tổ hợp mật khẩu được hiển thị. Hãy sử dụng tổ hợp mật khẩu này để cho phép truy cập từ thiết bị di động. Để cho phép in không an toàn, hãy chạm vào **Security** (Bảo mật), rồi chạm vào **Off** (Tắt).

📄 Để biết thêm thông tin về tính năng in không dây và cách cài đặt không dây, hãy truy cập www.hp.com/go/wirelessprinting.

9. Thiết lập HP ePrint qua email (tùy chọn)

Sử dụng HP ePrint qua email để in tài liệu bằng cách gửi chúng dưới dạng tập tin đính kèm email đến địa chỉ email của máy in từ bất kỳ thiết bị được kích hoạt email nào, thậm chí từ các thiết bị không được kết nối vào cùng một mạng.

Để dùng HP ePrint qua email, máy in phải đáp ứng các yêu cầu sau:

- Máy in phải được kết nối với mạng không dây hoặc có dây và phải có khả năng truy cập vào Internet.
- HP Web Services (Dịch vụ web của HP) phải được kích hoạt trên sản phẩm và sản phẩm phải được đăng ký với HP Connected.


Kích hoạt HP Web Services (Dịch vụ web của HP) (chỉ dành cho mẫu không dây)

1. Từ Màn hình chính trên bảng điều khiển máy in, chạm vào nút **Web Services** (Dịch vụ web) .
2. Chạm vào nút **Enable Web Services** (Bật dịch vụ web). Máy in kích hoạt **Web Services** (Dịch vụ web), rồi in trang thông tin. Trang thông tin có chứa mã máy in cần thiết để bạn đăng ký máy in HP tại HP Connected.
3. Truy cập www.hpconnected.com để tạo tài khoản HP ePrint và hoàn thành quá trình cài đặt.

10. Cài đặt các tính năng quét cho máy in trên mạng (chỉ dành cho mẫu không dây - tùy chọn)

Máy in có các tính năng **Scan to E-mail** (Quét và gửi qua e-mail) và **Scan to Network Folder** (Quét vào thư mục mạng), để bạn quét tập tin và gửi chúng dưới dạng tập tin đính kèm email hay lưu chúng vào thư mục trên mạng. Máy tính phải được kết nối với một mạng có dây hoặc không dây. Để cấu hình các tùy chọn này, trước tiên, bạn hãy lấy thông tin sau:

- Đối với tính năng **Scan to Email** (Quét và gửi qua email), hãy lấy tên máy chủ SMTP, số cổng SMTP và thông tin xác thực. Hãy liên lạc với nhà cung cấp dịch vụ email/Internet hay người quản trị hệ thống để lấy thông tin này. Bạn thường có thể dễ dàng tìm thấy tên máy chủ và tên cổng SMTP bằng cách tìm kiếm trên Internet. Chẳng hạn, hãy tìm các thuật ngữ như "tên máy chủ smtp gmail" hoặc "tên máy chủ smtp yahoo".
- Đối với tính năng **Scan to Network Folder** (Quét vào thư mục mạng), hãy xác nhận rằng có thư mục được chia sẻ qua mạng được cài đặt với các quyền thích hợp và bạn biết đường dẫn đến thư mục đó trên mạng.


 **LƯU Ý:** Để được trợ giúp thêm về việc cài đặt **Scan to Email** (Quét và gửi qua email) và **Scan to Network Folder** (Quét vào thư mục mạng), hãy xem Hướng dẫn sử dụng hoặc truy cập www.hp.com/support/colorijMFP225 hay www.hp.com/support/colorijMFP226, rồi tìm kiếm bằng từ khóa "scan to email" hoặc "scan to network folder".

Windows

Một số sản phẩm của HP có phần cài đặt trình điều khiển từ CD phần mềm. Ở cuối quá trình cài đặt này là tùy chọn **Setup Scan to Folder and Email** (Cài đặt quét vào thư mục và gửi qua email). Trình hướng dẫn cài đặt có các tùy chọn cho cấu hình cơ bản.

Scan to Email Wizard (Trình hướng dẫn cài đặt quét và gửi qua email)

1. Nhấp vào **Start** (Bắt đầu), rồi nhấp vào **Programs** (Chương trình).
2. Nhấp vào **HP**, nhấp vào tên sản phẩm, rồi nhấp vào **HP Scan to E-mail Setup Wizard** (Trình hướng dẫn cài đặt quét và gửi qua e-mail của HP).
3. Trên hộp thoại **Outgoing E-mail Profiles** (Hồ sơ email đi), nhấp vào nút **New** (Mới). Hộp thoại **Scan to Email Setup** (Cài đặt quét và gửi qua email) sẽ mở ra.
4. Trên trang **1. Start** (Bắt đầu), nhập **Email Address** (Địa chỉ email) và **Display Name** (Tên hiển thị), rồi nhấp vào **Next** (Kế tiếp). Lựa chọn tạo PIN bảo mật là không bắt buộc.
5. Trên trang **2. Authenticate** (Xác thực), nhập **SMTP Server** (Máy chủ SMTP) và **Port Number** (Số cổng).

 **LƯU Ý:** Trong hầu hết các trường hợp, bạn không cần thay đổi số cổng mặc định.

6. Nếu bạn đang dùng Google™ Gmail cho dịch vụ email, hãy đánh dấu hộp kiểm **Always use secure connection (SSL/TLS)** (Luôn dùng kết nối an toàn (SSL/TLS)).
7. Nếu máy chủ SMTP yêu cầu có xác thực để gửi email, hãy đánh dấu hộp kiểm **Email Log-in Authentication** (Xác thực đăng nhập email), rồi nhập ID người dùng và mật khẩu. Nhấp vào **Next** (Kế tiếp).
8. Trên trang **4. Finish** (Hoàn tất), xác minh rằng tất cả các cài đặt đều chính xác và nhấp vào **Finish** (Hoàn tất).

Scan to Network Folder Setup Wizard (Trình hướng dẫn cài đặt quét vào thư mục mạng)

1. Nhấp vào **Start** (Bắt đầu), rồi nhấp vào **Programs** (Chương trình).
2. Nhấp vào **HP**, nhấp vào tên sản phẩm, rồi nhấp vào **Scan to Network Folder Wizard** (Trình hướng dẫn cài đặt quét vào thư mục mạng).
3. Trong hộp thoại **Network Folder Profile** (Hồ sơ thư mục mạng), nhấp vào nút **New** (Mới). Hộp thoại **Scan to Network Folder Setup** (Cài đặt quét vào thư mục mạng) sẽ mở ra.
4. Trên trang **1. Start** (Bắt đầu), nhập **Display Name** (Tên hiển thị) và **Destination Folder** (Thư mục đích), rồi nhấp vào **Next** (Kế tiếp).

MẸO: Nhấp vào nút **Browse** (Duyệt) để tìm thư mục.


5. Để tạo lối tắt đến thư mục mạng trên màn hình nền của máy tính, hãy đánh dấu hộp kiểm **Create a Desktop shortcut to the network folder** (Tạo lối tắt đến thư mục mạng trên màn hình nền) và nhấp vào **Next** (Kế tiếp). Lựa chọn tạo PIN bảo mật là không bắt buộc.
6. Trên trang **2. Authenticate** (Xác thực), nhập Windows® **User name** (Tên người dùng Windows) và **Password** (Mật khẩu), rồi nhấp vào **Next** (Kế tiếp).
7. Trên trang **3. Configure** (Cấu hình), bảo đảm rằng các cài đặt quét mặc định đều chính xác, rồi nhập tiền tố tên tập tin vào trường **Filename Prefix** (Tiền tố tên tập tin) và nhấp vào **Next** (Kế tiếp).
8. Trên trang **4. Finish** (Hoàn tất), xác minh rằng tất cả các cài đặt đều chính xác và nhấp vào **Save and Test** (Lưu và kiểm thử).
9. Nhấp vào **Finish** (Hoàn tất) để hoàn thành việc cấu hình.

OS X

Mở HP Utility (Tiện ích HP) bằng cách nhấp vào biểu tượng **HP Utility** (Tiện ích HP) trên Dock hoặc nhấp vào menu **Go** (Đi), rồi nhấp đúp vào **HP Utility** (Tiện ích HP).

Quét và gửi qua email

1. Nhấp vào tab **System** (Hệ thống), rồi nhấp vào liên kết **Administration** (Quản trị) và đặt tùy chọn **Scan to Email** (Quét và gửi qua email) thành **On** (Bật).
2. Nhấp vào tab **Scan** (Quét), rồi nhấp vào liên kết **Outgoing E-mail Profiles** (Hồ sơ email đi) và nhấp vào nút **New** (Mới).
3. Trong vùng **E-mail Address** (Địa chỉ email), điền vào các trường được yêu cầu.
4. Trong vùng **SMTP Server Settings** (Cài đặt máy chủ SMTP), điền vào các trường được yêu cầu.

 **LƯU Ý:** Trong hầu hết các trường hợp, bạn không cần thay đổi số cổng mặc định.

5. Nếu máy chủ SMTP yêu cầu có xác thực để gửi email, hãy điền vào các trường được yêu cầu trong vùng **SMTP Authentication** (Xác thực SMTP). Lựa chọn tạo PIN bảo mật là không bắt buộc.
6. Cấu hình tùy chọn email trong vùng **E-mail Message Preferences** (Tùy chọn thông báo qua email).
7. Xem lại tất cả các thông tin, rồi nhấp vào **Save and Test** (Lưu và kiểm thử).

Scan to Network Folder (Quét vào thư mục mạng)

1. Nhấp vào tab **System** (Hệ thống), rồi nhấp vào liên kết **Administration** (Quản trị) và đặt tùy chọn **Scan to Network Folder** (Quét vào thư mục mạng) thành **On** (Bật).
2. Nhấp vào tab **Scan** (Quét), bảo đảm rằng liên kết **Network Folder Setup** (Cài đặt thư mục mạng) được tô sáng.
3. Trên trang **Network Folder Configuration** (Cấu hình thư mục mạng), nhấp vào nút **New** (Mới).
4. Trong vùng **Network Folder Configuration** (Cấu hình thư mục mạng), điền vào các trường được yêu cầu. Lựa chọn tạo PIN bảo mật là không bắt buộc.
5. Trong vùng **Scan Settings** (Cài đặt quét), điền vào các trường được yêu cầu.
6. Xem lại tất cả các thông tin, rồi nhấp vào **Save and Test** (Lưu và kiểm thử).

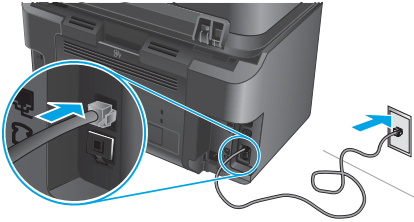
11. Thiết lập fax (tùy chọn)

11.1 Kết nối máy in

Máy in là thiết bị analog. HP khuyến cáo bạn nên sử dụng máy in trên đường dây điện thoại analog chuyên dụng.

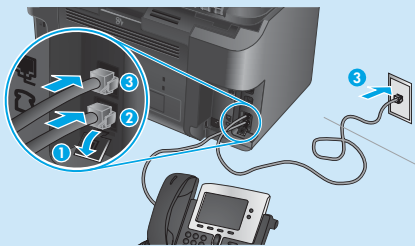
LƯU Ý: Bạn có thể phải sử dụng bộ điều hợp cho dây điện thoại đi kèm với sản phẩm tại một số quốc gia/vùng.

Cắm dây điện thoại đi kèm với máy in vào cổng Fax trên máy in và vào giắc cắm điện thoại trên tường.



❗ Làm thế nào để tôi kết nối máy trả lời tự động hoặc điện thoại nhánh?

1. Rút phích cắm ra khỏi cổng điện thoại ☐.
2. Tháo dây điện thoại của máy trả lời tự động ra khỏi giắc điện thoại, rồi cắm dây đó vào cổng điện thoại ☐ trên máy in.
3. Cắm dây điện thoại đi kèm với máy in vào cổng fax trên máy in vào giắc cắm điện thoại trên tường.



❗ Làm thế nào để tôi cài đặt máy in HP trong môi trường điện thoại kỹ thuật số?


Các máy in HP được thiết kế riêng cho mục đích sử dụng với các dịch vụ điện thoại analog truyền thống. Đối với môi trường điện thoại kỹ thuật số (như DSL/ADSL, PBX, ISDN hay FoIP), bạn có thể cần dùng đến bộ lọc hoặc bộ chuyển đổi tín hiệu kỹ thuật số thành analog khi cài đặt máy in cho chức năng fax.

Lưu ý: Tùy theo công ty điện thoại, máy in có thể không tương thích với tất cả các đường dây hoặc nhà cung cấp dịch vụ kỹ thuật số, trong tất cả các môi trường kỹ thuật số hoặc với tất cả các bộ chuyển đổi tín hiệu kỹ thuật số thành analog. Hãy liên lạc với công ty điện thoại để xác định xem tùy chọn cài đặt nào là phù hợp nhất.

Lưu ý: Khi cài đặt chức năng dò tìm mẫu đồ chuông trong hệ thống điện thoại PBX được thiết lập các mẫu đồ chuông khác nhau cho cuộc gọi nội bộ và từ bên ngoài, hãy bảo đảm rằng bạn quay số fax của máy in bằng số bên ngoài để ghi lại mẫu đồ chuông.

11.2 Cấu hình máy in

Bạn phải cấu hình các cài đặt ngày, giờ và tiêu đề fax để sử dụng tính năng fax.

1. Từ Màn hình chính trên bảng điều khiển máy in, hãy chạm vào nút Setup (Cài đặt) .
2. Chọn **Fax Setup** (Cài đặt fax), rồi chọn **Basic Setup** (Cài đặt cơ bản).
3. Chọn **Time/Date** (Thời gian/Ngày tháng).
4. Chọn **12-hour clock** (đồng hồ kiểu 12 giờ) hoặc **24-hour clock** (đồng hồ kiểu 24 giờ).
5. Sử dụng bàn phím để nhập thời gian hiện tại, rồi chạm vào nút **OK**.
6. Chọn định dạng ngày.
7. Sử dụng bàn phím để nhập ngày tháng hiện tại, rồi chạm vào nút **OK**.
8. Chọn **Fax Header** (Tiêu đề fax).
9. Sử dụng bàn phím để nhập số fax, rồi chạm vào nút **OK**.

LƯU Ý: Số ký tự tối đa cho số fax là 20.

10. Sử dụng bàn phím để nhập tên công ty hoặc tiêu đề, rồi chạm vào nút **OK**. Để nhập các ký tự đặc biệt không có trên bàn phím tiêu chuẩn, hãy chạm vào nút @#\$ để mở bàn phím có chứa các ký tự đặc biệt.

LƯU Ý: Số ký tự tối đa cho tiêu đề fax là 40.

❗ Hãy tìm hiểu thêm!

Để biết thêm thông tin về các cách gửi fax khác, như lên lịch để gửi fax sau hay gửi fax từ máy tính, hãy xem Hướng dẫn sử dụng www.hp.com/support/colorljMFP225 hoặc www.hp.com/support/colorljMFP226.

Để biết thêm thông tin về cách cấu hình máy in như một máy fax độc lập hay cách cấu hình để sử dụng với máy trả lời tự động hoặc điện thoại nhánh, hãy xem **User Guide** (Hướng dẫn sử dụng) trên CD.

Xử lý sự cố

Hướng dẫn sử dụng

Hướng dẫn sử dụng có chứa thông tin về việc sử dụng máy in và cách xử lý sự cố. Tài liệu này có sẵn trên CD máy in và trên Web:

1. Hãy truy cập www.hp.com/support/colorljMFPM225 hoặc www.hp.com/support/colorljMFPM226.

2. Nhấp vào **Manuals** (Tài liệu hướng dẫn).

Đối với hệ điều hành Windows, Hướng dẫn sử dụng được sao chép vào máy tính trong quá trình cài đặt phần mềm được khuyến nghị.

Windows® XP, Windows Vista® và Windows® 7

Nhấp vào **Start** (Bắt đầu), chọn **Programs** (Chương trình) hoặc **All Programs** (Tất cả các chương trình), chọn **HP**, chọn thư mục dành cho máy in HP, rồi chọn **Help** (Trợ giúp).

Windows® 8

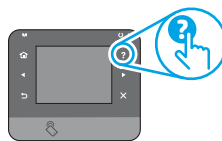
Trên màn hình **Start** (Bắt đầu), nhấp chuột phải vào vùng trống trên màn hình, nhấp vào **All Apps** (Tất cả các ứng dụng) trên thanh ứng dụng, nhấp vào biểu tượng có tên máy in, rồi chọn **Help** (Trợ giúp).

Tìm kiếm bản cập nhật chương trình cơ sở

1. Từ Màn hình chính trên bảng điều khiển máy in, nhấp vào nút **Setup** (Cài đặt).
2. Cuộn đến và mở menu **Service** (Dịch vụ).
3. Chọn **LaserJet Update** (Cập nhật LaserJet).
4. Chọn **Check for Updates Now** (Tìm kiếm bản cập nhật ngay).

Trợ giúp bằng điều khiển

Chạm vào nút **Help** (Trợ giúp) ? trên bảng điều khiển máy in để truy cập các chủ đề trợ giúp.



Tài nguyên hỗ trợ bổ sung

Để xem phần trợ giúp toàn diện của HP dành cho máy in, hãy truy cập:

www.hp.com/support/colorljMFPM225 hoặc www.hp.com/support/colorljMFPM226

- Giải quyết sự cố
- Tìm hướng dẫn về cấu hình nâng cao
- Tải xuống các bản cập nhật phần mềm
- Tham gia các diễn đàn hỗ trợ
- Tìm thông tin về tuân thủ theo quy định và bảo hành
- Tài nguyên in qua di động



Kết nối mạng có dây (Ethernet)

- Xác minh xem máy in có được gắn vào đúng cổng mạng bằng cáp có độ dài phù hợp không.
- Xác minh xem đèn bên cạnh cổng mạng có sáng không.
- Xác minh xem trình điều khiển in có được cài đặt trên máy tính không.
- Kiểm thử kết nối mạng bằng cách ping mạng:

Windows

Nhấp vào **Start** (Bắt đầu) > **Run** (Chạy). Nhập **cmd** và bấm **Enter**. Nhập **ping**, nhập một dấu cách, nhập địa chỉ IP của máy in và bấm **Enter**. **Địa chỉ IP mẫu:** 192.168.0.1

OS X

Mở Network Utility (Tiện ích mạng) và nhập địa chỉ IP vào **ngăn ping**. Bấm **Enter**. **Địa chỉ IP mẫu:** 192.168.0.1

- Nếu cửa sổ hiển thị thời gian khứ hồi, thì điều đó có nghĩa là mạng đang hoạt động.
- Nếu ping không có tác dụng, hãy thử khởi động lại máy in và kiểm tra lại tất cả các bước kết nối.



Kết nối mạng không dây (chỉ dành cho mẫu không dây)

- Xác minh rằng cáp mạng không được kết nối. Máy in không thể kết nối với mạng không dây khi có cáp mạng được kết nối.
- Xác minh rằng sản phẩm và bộ định tuyến mạng không dây đã được bật và có điện. Đồng thời, bảo đảm rằng công tắc không dây được chuyển sang vị trí bật.
- Xác minh rằng máy in nằm trong phạm vi phủ sóng của mạng không dây. Đối với hầu hết các mạng, máy in phải nằm trong phạm vi 30 m (100 ft) tính từ điểm truy cập không dây (bộ định tuyến mạng không dây).
- Xác minh xem trình điều khiển in có được cài đặt trên máy tính không.
- Xác minh rằng máy tính và máy in kết nối với cùng một mạng không dây.
- Đối với máy Mac, hãy xác minh rằng bộ định tuyến mạng không dây hỗ trợ Bonjour.
- Khởi động lại bộ định tuyến mạng không dây.

Thực hiện kiểm tra chẩn đoán mạng không dây

1. Từ Màn hình chính trên bảng điều khiển máy in, hãy nhấp vào nút **Setup** (Cài đặt).
2. Chọn **Self Diagnostics** (Tự chẩn đoán), rồi chọn **Run Wireless Test** (Chạy kiểm tra mạng không dây).

Xác minh cài đặt fax của máy in

- Để sử dụng dịch vụ thư thoại từ công ty điện thoại hoặc nhà cung cấp dịch vụ, hãy đảm bảo rằng **cài đặt Rings to Answer** (Số lần đổ chuông trước khi trả lời) của máy in được đặt ở giá trị thấp hơn mức dành cho máy trả lời điện thoại tự động.
- Nếu có nhiều số điện thoại được chỉ định cho cùng một đường dây điện thoại thực tế và đường dây đó được dùng chung cho nhiều thiết bị, hãy bảo đảm rằng máy in được thiết lập cài đặt đổ chuông riêng thích hợp. Sử dụng mục cài đặt sao cho máy in nhận bản fax và bỏ qua các kiểu đổ chuông khác.
- Việc cấu hình cài đặt **Fax Speed** (Tốc độ fax) thành **Medium** (Trung bình) (V.17) hoặc **Slow** (Chậm) (V.29) cũng có thể giúp bạn cải thiện khả năng gửi fax.

Thực hiện kiểm tra chẩn đoán fax

1. Từ Màn hình chính trên bảng điều khiển máy in, nhấp vào nút **Setup** (Cài đặt).
2. Chọn **Self Diagnostics** (Tự chẩn đoán), rồi chọn **Run Fax Test** (Chạy kiểm tra fax).



Xử lý sự cố fax

Xác minh kết nối thực tế

- Xác minh rằng dây điện thoại được cắm vào cổng fax ở mặt sau của máy in và vào giắc cắm trên tường.
- Đối với điện thoại nhánh hoặc thiết bị bổ sung khác, hãy xác minh rằng dây điện thoại được cắm vào cổng điện thoại ở mặt sau của máy in và vào thiết bị.
- Nếu bạn không thực hiện được cuộc gọi đi vì máy không dò tìm được âm quay số hay đường dây bận, hãy kết nối máy in với đường dây điện thoại khác.
- Đối với dịch vụ **Fax over IP** (Fax qua IP), hãy giảm tốc độ fax và tắt **Error Correction Mode** (Chế độ chỉnh sửa lỗi) từ menu **Fax Settings** (Cài đặt fax) trên bảng điều khiển máy in.

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This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio-frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, correct the interference by one or more of the following measures:

- 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.

Any changes or modifications to the product that are not expressly approved by HP could void the user's authority to operate this equipment. Use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules. For more regulatory information, see the electronic user guide. HP shall not be liable for any direct, indirect, incidental, consequential, or other damage alleged in connection with the furnishing or use of this information.

