Color LaserJet Pro MFP M274
入门指南
Getting Started Guide

www.hp.com/support/colorljM274MFP   www.register.hp.com

M6D61-90919

重要信息：

请执行打印机硬件设置海报上的**步骤 1 - 3**，然后执行**步骤 4**。

HP Color LaserJet Pro MFP M274 1
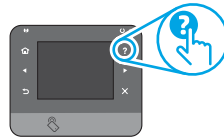
4. 在控制面板上进行初始设置

开启打印机之后，等待其初始化。要在触摸屏控制面板上导航，请使用轻触、轻扫和滚动手势。按控制面板上的提示配置以下这些设置：

- 语言
- 位置
- 默认设置

在**默认设置**下，选择以下某个选项：

- 自助管理：可提供向导式设置、配置和更新体验的优化默认设置。
- IT 管理：用于批量管理并提供增强安全性的优化默认设置。

初始安装后，可完全自定义设置。

注：选择**打印信息页**可打印一页内容，其中将说明如何更改默认设置。

注：轻触打印机控制面板上的"帮助"**?**按钮可访问帮助主题。

5. 选择一种连接方式并准备安装软件

USB 直接连接打印机和计算机
请使用 A 接 B 型的 USB 电缆。

Windows
1. 对于 Windows 7 或更低版本，安装软件之前请勿连接 USB 电缆。安装程序将适时提示连接电缆。如果已连接电缆，请在安装程序提示连接电缆时，重新启动打印机。
2. 继续执行 **6. 找到或下载软件安装文件。**

注：在安装软件期间，请选择使用 **USB 电缆直接连接此计算机**选项。

Mac
1. 对于 Mac，在安装软件之前，请使用 USB 电缆连接计算机和打印机。
2. 继续执行 **6. 找到或下载软件安装文件。**

有线（以太网）网络连接
使用标准网络电缆。

1. 使用网络电缆连接打印机和网络。等待几分钟，让打印机获取网络地址。
2. 在打印机控制面板上，轻触"网络"按钮。如果列出 IP 地址，则已建立网络连接。如果未列出，请等待几分钟，然后重试。请记下 IP 地址以备安装软件时使用。**IP 地址示例**：192.168.0.1

   要手动配置 IP 地址，请参阅**手动配置 IP 地址**。
3. 继续执行 **6. 找到或下载软件安装文件。**

注：在安装软件期间，请选择**通过网络进行连接**选项。

ⓘ 手动配置 IP 地址

有关如何手动配置 IP 地址的信息，请参阅打印机《用户指南》：www.hp.com/support/colorljM274MFP。

6. 找到或下载软件安装文件件

方法 1：从 HP Easy Start 下载
1. 访问 123.hp.com/laserjet，然后单击**下载** (Download)。
2. 按屏幕上的说明和提示将文件保存到计算机。
3. 从保存软件文件的文件夹中启动该文件，然后继续执行"7. 安装软件"。

方法 2：从打印机支持网站下载
1. 访问 www.hp.com/support/colorljM274MFP。
2. 选择**软件和驱动程序。**
3. 下载适用于您的打印机型号和操作系统的软件。
4. 通过单击所需的 .exe 或 .zip 文件，启动安装文件。

方法 3：从打印机 CD 安装
对于 Windows，在打印机附带的 CD 上提供软件安装文件。

对于 OS X，CD 上的安装程序文件中含有从 Web 下载文件的链接。
1. 将打印机 CD 插入计算机。
2. 继续执行"7. 安装软件"。

7. 安装软件

Windows 完整解决方案

1. 将打印机 CD 插入计算机，或启动从 Web 下载的软件安装文件。
2. 软件安装程序会检测操作系统语言，然后用相同语言显示安装程序的主菜单。从 CD 进行安装时，如果安装程序在 30 秒后未启动，则浏览计算机上的 CD 驱动器并启动名为 SETUP.EXE 的文件。
3. **软件选择**屏幕会显示要安装软件的详细信息。
   - 建议安装的软件将会包括打印驱动程序以及用于打印机所有可用功能的软件。
   - 要自定义所安装的软件，请单击**可自定义的软件选择**链接。完成后，单击**下一步**按钮。
4. 按照屏幕上的说明安装软件。
5. 提示选择连接类型时，选择该连接类型的相应选项：
   - **使用 USB 电缆直接连接此计算机**
   - **通过网络进行连接**

   📝 注：通过网络进行连接时，检测打印机的最简便方式为选择**在网络上自动查找我的打印机**。
6. （可选）对于网络上的打印机，在软件安装程序结束时，使用**传真设置向导、扫描到电子邮件向导和扫描到网络文件夹向导**可设置传真和扫描功能。这是配置这些功能的一种简便方式。请参阅 **10. 为网络上的打印机设置扫描功能**以了解详细信息。

OS X 完整解决方案

1. 启动您从 Web 下载的软件安装程序。
2. 软件安装程序会检测操作系统语言，然后用相同语言显示安装程序的主菜单。
3. **安装选项**屏幕会详细介绍要安装的软件。
   - 对于标准安装，请立即单击**安装**按钮。
   - 对于自定义安装，请单击**自定义**按钮。在打开的屏幕上，选择要安装的组件，然后单击**安装**按钮。
4. 按照屏幕上的说明安装软件。
5. 在安装软件过程结束时，使用 **HP Utility 设置助手**配置打印机选项。

OS X 基本安装

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

1. 将打印机连接到计算机或网络。
2. 从**系统首选项**中，单击**打印机与扫描仪**，然后单击左下角的加号按钮，再选择 **M274** 并使用名为 "AirPrint" 或 "HP 打印机" 的驱动程序。

8. 📱 移动和无线打印（可选）

将设备连接到无线网络

要从手机或平板电脑进行打印，请将该设备与打印机连接到同一网络。

Apple iOS 设备 (AirPrint):
打开要打印的文档，然后选择操作图标。选择**打印**，然后选择打印机，最后选择**打印**。

新版 Android 设备（4.4 或更新版本）：
打开要打印的项目，然后选择**菜单**按钮。依次选择**打印**、本打印机、**打印**。

某些设备要求从 Google Play 商店下载 HP Print Service 插件应用程序。

旧版 Android 设备（4.3 或更旧版本）：
从 Google Play 商店下载 HP ePrint 应用。

Windows Phone:
从 Windows 应用商店下载 HP AiO Remote 应用。

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

📝 注：从无线设备打印时，需要使用无线网络连接。

❶ 详细了解移动打印

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

9. 设置通过电子邮件的 HP ePrint（可选）

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

要使用通过电子邮件的 HP ePrint，打印机必须满足以下这些要求：
- 打印机必须连接到有线或无线网络并可访问 Internet。
- 打印机上必须启用 HP Web 服务，并且打印机必须注册到 HP Connected。

启用 HP Web 服务
1. 打开 HP 内嵌式 Web 服务器 (EWS)：
   a. **2 行控制面板**：按 **OK** 按钮。打开**网络设置**菜单。选择**显示 IP 地址**项以显示 IP 地址。

   触摸屏控制面板：从打印机控制面板上的主屏幕中，轻触**连接信息** 📶 按钮，然后轻触 **Wi-Fi 开启**以显示 IP 地址或主机名。

   b. 打开 Web 浏览器，在地址行中键入在打印机控制面板上显示的准确 IP 地址或主机名。按计算机键盘上的 **Enter** 键。随后将打开 EWS。

📝 **注**：如果在尝试打开 EWS 时 Web 浏览器显示**此网站的安全证书有问题**消息，请单击**继续浏览此网站(不推荐)**。在 HP 打印机的 EWS 中导航时，选择**继续浏览此网站(不推荐)** 不会对计算机造成伤害。

2. 单击 **HP Web 服务**选项卡。
3. 选择用于启用 Web 服务的选项。

📝 **注**：启用 Web 服务可能耗时几分钟。

4. 访问 www.hpconnected.com 或 www.hp.com/go/eprintcenter 以创建 HP ePrint 帐户并完成设置过程。

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10. 为网络上的打印机设置扫描功能（可选）

打印机具有"扫描到电子邮件"和"扫描到网络文件夹"功能，扫描文件后可按电子邮件附件的形式发送文件或将文件保存在网络上的文件夹中。打印机必须连接到有线或无线网络。
- 对于**扫描到电子邮件**功能，获取 SMTP 服务器名称、SMTP 端口号和身份验证信息。请与电子邮件/Internet 服务提供商或系统管理员联系获取这些信息。通常很容易找到 SMTP 服务器名称和端口号，只需在 Internet 上搜索一下即可。
例如，搜索"gmail smtp 服务器名称"或"yahoo smtp 服务器名称"等词语。
- 对于**扫描到网络文件夹**功能，确认设置了具有适当权限的共享网络文件夹，并且知道该文件夹在网络上的路径。

📝 **注**：有关设置**扫描到电子邮件**和**扫描到网络文件夹**的更多帮助，请参阅《用户指南》，或访问 www.hp.com/support/colorljM477MFP 并使用"扫描到电子邮件"或"扫描到网络文件夹"关键字进行搜索。

Windows

Windows 7、Windows 8.1 和 Windows 10 的设置向导包括基本配置的选项

设置"扫描到网络文件夹"
1. 启动"扫描到网络文件夹向导"。
   Windows 7
   a. 依次单击**"开始"**、**"程序"**。
   b. 依次单击 **HP**、打印机名称和**"扫描到网络文件夹向导"**。
   c. 在**"网络文件夹配置文件"**对话框中，单击**"新建"**按钮。随后将打开**"扫描到网络文件夹设置"**对话框。
   Windows 8.1, Windows 10
   a. 从计算机的"开始"屏幕中，键入"HP AIO Remote"，然后选择搜索结果中的 HP AIO Remote 应用程序，或单击现有的 HP AIO Remote 图标。
   b. 向右滚动或轻扫。在**"工具箱"**部分中，选择**"设置首选项"**。
   c. 在**"扫描"**部分中，选择**"扫描到网络文件夹"**。
2. 按照屏幕上的说明进行操作并输入前面记下的必要信息以完成此过程。
3. 在**"完成"**页面或屏幕上，选择**"完成"**或**"保存"**以完成设置过程。

设置"扫描到电子邮件"
1. 启动"扫描到电子邮件向导"。
   Windows 7
   a. 依次单击**"开始"**、**"程序"**。
   b. 依次单击 **HP**、打印机名称、**"扫描到电子邮件向导"**。
   c. 在**"外发电子邮件配置文件"**对话框中，单击**"新建"**按钮。随后将打开**"扫描到电子邮件设置"**对话框。
   Windows 8.1, Windows 10
   a. 从计算机的"开始"屏幕中，键入"HP AIO Remote"，然后选择搜索结果中的 HP AIO Remote 应用程序，或单击现有的 HP AIO Remote 图标。
   b. 向右滚动或轻扫。在**"工具箱"**部分中，选择**"设置首选项"**。
   c. 在**"扫描"**部分中，选择**"扫描到电子邮件"**。
   d. 确认或更改系统设置，然后选择**"保存"**。随后将打开**"配置电子邮件"**屏幕。
2. 按照屏幕上的说明进行操作并输入前面记下的必要信息以完成此过程。

📝 **注**：在 2."**身份验证**"页面 (Windows 7) 或**"SMTP 设置"**屏幕（Windows 8.1、10）中，如果使用 Google™ Gmail 作为电子邮件服务，则选中确保使用 SSL/TLS 安全连接的复选框。

3. 在**"完成"**页面或屏幕上，选择**"完成"**或**"保存"**以完成设置过程。

OS X

要在 OS X 中设置扫描功能，请打开 HP Utility。HP Utility 位于"应用程序/HP"文件夹中。

设置"扫描到电子邮件"
1. 在 HP Utility 中，单击**扫描到电子邮件**图标。
2. 单击**开始设置"扫描到电子邮件"**以打开 HP 内嵌式 Web 服务器 (EWS)。
3. 在 EWS 中，依次单击**系统**选项卡、**管理**链接，然后将**扫描到电子邮件**选项设置为**开**。
4. 依次单击**扫描**选项卡、**外发电子邮件配置文件**链接、**新建**按钮。
5. 在**电子邮件地址**区域中，填写必填字段。
6. 在 **SMTP 服务器设置**区域中，填写必填字段。

📝 **注**：大多数情况下不需要更改默认端口号。

7. 检查所有信息，然后单击**保存并测试**。

设置"扫描到网络文件夹"
1. 在 HP Utility 中，单击**扫描到网络文件夹**图标。
2. 单击**注册我的共享文件夹**以打开 HP 内嵌式 Web 服务器 (EWS)。
3. 在 EWS 中，依次单击**系统**选项卡、**管理**链接，然后将**扫描到网络文件夹**选项设置为**开**。
4. 单击**扫描**选项卡，然后确保突出显示**网络文件夹设置**链接。
5. 在**网络文件夹配置**页中，单击**新建**按钮。
6. 在**网络文件夹配置**区域中，填写必填字段。创建安全 PIN 为可选操作。
7. 在**扫描设置**区域中，填写必填字段。
8. 检查所有信息，然后单击**保存并测试**。

故障排除

用户指南

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

从网上获得《用户指南》
1. 访问 www.hp.com/support/colorljM274MFP。
2. 单击**手册**。

从打印机 CD 获得《用户指南》
对于 Windows，在安装推荐的软件期间，将《用户指南》复制到计算机。

Windows® XP、**Windows Vista®** 和 **Windows® 7**单击**开始**，选择**程序**或**所有程序**，选择 HP，选择 HP 打印机的文件夹，然后选择**帮助**。
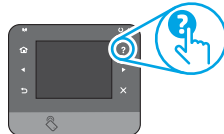
Windows® 8
在**开始**屏幕上，右键单击屏幕上的空白区域，在应用程序栏上单击**所有应用程序**，单击具有打印机名称的图标，然后选择**帮助**。

检查固件更新
1. 从打印机控制面板上的主屏幕中，轻触"设置" 🔧 按钮。
2. 滚动查看并打开**服务**菜单。
3. 选择 **LaserJet 更新**。
4. 选择**立即检查更新**。

控制面板帮助

轻触打印机控制面板上的"帮助" ❓ 按钮可访问帮助主题。

其他支持资源

有关 HP 对打印机的全方位帮助，请访问
www.hp.com/support/colorljM274MFP：

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

⊟ 有线（以太网）网络连接

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

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

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

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

IMPORTANT:

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

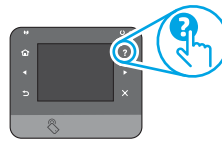## 4. Initial setup on the control panel

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

- Language
- Location
- Default Settings

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

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

Settings are fully customizable after initial setup.

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

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

5. Select a connection method and prepare for software installation

USB connection directly between the printer and the computer

Use an A-to-B type USB cable.

Windows

1. For Windows 7 or lower, do not connect the USB cable befor installing the software. The installation process prompts to connect the cable at the appropriate time. If the cable is already connected, restart the printer when installation prompts to connect the cable.
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. For Mac, 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."**

Wired (Ethernet) network connection

Use a standard network cable.

1. Connect the network cable to the printer and to the network. Wait a few minutes for the printer to acquire a network address.
2. On the printer control panel, touch the Network button. If an IP address is listed, the network connection has been established. If not, wait a few more minutes and try again. Note the IP address for use during software installation. **Example IP address**: 192.168.0.1

   To manually configure the IP address, see "Manually configure the IP address."
3. Continue with **"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

For information on how to manually configure the IP address, see the printer User Guide www.hp.com/support/colorljM274MFP.

6. Locate or download the software installation files

Method 1: Download from HP Easy Start

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

1. Go to www.hp.com/support/colorljM274MFP.
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

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 **Customizable software selections** link. When finished, click the **Next** button.
4. Follow the on-screen instructions to install the software.
5. When prompted to select a connection type, select the appropriate option for the type of connection:
   - **Directly connect this computer using a USB cable**
   - **Connect through a network**

   NOTE: When connecting through a network, the easiest way to detect the printer is to select **Automatically find my printer on the network**.
6. (Optional) For printers on a network, at the end of the software installation process, set up fax and scan features by using the **Fax Setup Wizard**, **Scan to Email 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"** for more information.

OS X full solution

1. Launch the software installer 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 **M274** using the driver named either AirPrint or HP Printer.

8. Mobile and wireless printing (optional)

Connect the device to the wireless network

To print from a phone or tablet, connect the device to the same 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.

ⓘ For more information on wireless printing and wireless setup, go to www.hp.com/go/wirelessprinting.

NOTE: Printing from a wireless device requires a wireless network connection.

ⓘ 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.

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 an have Internet access.
- HP Web Services must be enabled on the printer, and the printer must be registered with HP Connected.

Enable HP Web Services

1. Open the HP Embedded Web Server (EWS):
   a. **2-line control panels**: Press the **OK** button. Open the **Network Setup** menu. Select the **Show IP Address** item to show the IP Address.
   Touchscreen control panels: From the Home screen on the printer control panel, touch the **Connection Information** ⦅ᵢ⦆ button, and then touch **Wi-Fi ON** to display the IP address or host name.

b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.

NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**. Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Click the **HP Web Services** tab.
3. Select the option to enable Web Services.

NOTE: Enabling Web Services might take several minutes.

4. Go to www.hpconnected.com or www.hp.com/go/eprintcenter to create an HP ePrint account and complete the setup process.

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

The printer includes Scan to Email 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.
- 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/colorljM477MFP and search using keywords "scan to email" or "scan to network folder."

Windows

The set up wizards for Windows 7, Windows 8.1, and Windows 10 include the options for basic configuration

Set up Scan to Network Folder
1. Start the Scan to Network Folder Wizard.

   Windows 7
   a. Click **Start**, and then click **Programs**.
   b. Click **HP**, click the name of the printer, and then click **Scan to Network Folder Wizard**.
   c. In the **Network Folder Profiles** dialog, click the **New** button. The **Scan to Network Folder Setup** dialog opens.

   Windows 8.1, Windows 10
   a. From the computer Start screen, either type "HP AIO Remote" and then select the HP AIO Remote app in the search results, or click the existing HP AIO Remote icon.
   b. Scroll or swipe to the right. In the **Toolbox** section, select **Set Preferences**.
   c. In the **Scan** section, select **Scan to Network Folder**.
2. Follow the onscreen instructions and enter the necessary information that you noted earlier to complete the process.
3. On the **Finish** page or screen, select **Finish** or **Save** to finish the setup process.

Set up Scan to Email
1. Start the Scan to Email Wizard.

   Windows 7
   a. Click **Start**, and then click **Programs**.
   b. Click **HP**, click the name of the printer, and then click **Scan to Email Wizard**.
   c. In the **Outgoing Email Profiles** dialog, click the **New** button. The **Scan to Email Setup** dialog opens.

   Windows 8.1, Windows 10
   a. From the computer Start screen, either type "HP AIO Remote" and then select the HP AIO Remote app in the search results, or click the existing HP AIO Remote icon.
   b. Scroll or swipe to the right. In the **Toolbox** section, select **Set Preferences**.
   c. In the **Scan** section, select **Scan to Email**.
   d. Confirm or change the system settings, and then select **Save**. The **Configure Email** screen opens.
2. Follow the onscreen instructions and enter the necessary information that you noted earlier to complete the process.

📝 **NOTE:** In the **2. Authenticate** page (Windows 7) or the **SMTP Settings** screen (Windows 8.1, 10), if you are using Google™ Gmail for email service, select the check box that ensures that you use an SSL/TLS secure connection.
3. On the **Finish** page or screen, select **Finish** or **Save** to finish the setup process.

OS X

To set up the scan features in OS X, open HP Utility. HP Utility is located in the Applications/HP folder.

Set up Scan to Email
1. In HP Utility, click the **Scan to E-mail** icon.
2. Click **Begin Scan to E-mail Setup** to open the HP Embedded Web Server (EWS).
3. In the EWS, click the **System** tab, click the **Administration** link, and then set the **Scan to Email** option to **On**.
4. Click the **Scan** tab, click the **Outgoing E-mail Profiles** link, and then click the **New** button.
5. In the **E-mail Address** area, fill in the required fields.
6. 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.
7. Review all the information, and then click **Save and Test**.

Set up Scan to Network Folder
1. In HP Utility, click the **Scan to Network Folder** icon.
2. Click **Register My Shared Folder** to open the HP Embedded Web Server (EWS).
3. In the EWS, click the **System** tab, click the **Administration** link, and then set the **Scan to Network Folder** option to **On**.
4. Click the **Scan** tab, and then make sure that the **Network Folder Setup** link is highlighted.
5. On the **Network Folder Configuration** page, click the **New** button.
6. In the **Network Folder Configuration** area, fill in the required fields. Creating a security PIN is optional.
7. In the **Scan Settings** area, fill in the required fields.
8. Review all the information, and then click **Save and Test**.

Troubleshooting

User Guide

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

User Guide on the Web
1.   Go to www.hp.com/support/colorljM274MFP.
2.   Click **Manuals**.

User Guide from the printer CD
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**.
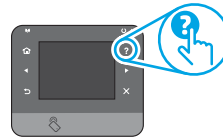
Windows® 8
On the **Start** screen, right-click an empty area on the screen, click **All Apps** on the app bar, click the icon with the printer's name, and then select **Help**.

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/colorljM274MFP:

- 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.

FCC 规则

本设备经测试，确认符合 FCC 规则第 15 部分有关 B 级数字设备的限制规定。这些限制旨在为防止住宅安装中的有害干扰提供合理保护。本设备会产生、使用并可能辐射射频能量。如果不按照说明进行安装和使用，可能会对无线电通信造成有害干扰。但也不能保证在特定的安装中不会产生干扰的问题。如果本设备确实对无线电或电视接收造成干扰（可以通过开关设备来确定），可通过以下一种或多种措施排除干扰：

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

未经 HP 公司的明确同意而擅自更改或改动本产品，用户可能会失去使用此设备的权利。根据 FCC 规则第 15 部分有关 B 级数字设备的限制规定，用户必须使用屏蔽的接口电缆。有关更多管制信息，请参阅电子版《用户指南》。对于由提供或使用本信息所引起的任何直接、间接、偶然、继发性或其它损失，HP 概不负责。

FCC Regulations
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.

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