HP LaserJet
End User Training Checklist

- ☐ **Instructor Prep and Setup for User Training**
  - ☐ Work with HP personnel and/or Customer Training contact to confirm training time and location
  - ☐ Get device Administrator password from customer or HP personnel
  - ☐ Obtain the printer IP address (Information button > Ethernet)
  - ☐ Install Universal Print Driver (PCL) on presenter laptop
  - ☐ Set up Remote Control Panel connection to printer using Embedded Web Server (optional)
  - ☐ Connect laptop to large monitor/projector (optional)
  - ☐ Download device-specific User Manual to presenter laptop (optional)
  - ☐ Create and store some sample documents to HDD, USB, and network folder (optional)

- ☐ **Parts Identification**
  - ☐ **Front View**
    - ☐ Automatic document feeder cover (access for clearing jams)
    - ☐ Automatic document feeder width guides
    - ☐ Automatic document feeder input tray
    - ☐ Automatic document feeder output tray
    - ☐ Control panel with color touchscreen display (tilts up for easier viewing)
    - ☐ Physical keyboard (Flow models only). Pull the keyboard straight out to use it.
    - ☐ Right door (access for clearing jams)
    - ☐ On/off button
    - ☐ Tray 1
    - ☐ Power switch
    - ☐ Power connection
    - ☐ Front door (access to the toner cartridges)
    - ☐ Tray 2
    - ☐ Tray 3
    - ☐ Output bin
    - ☐ Easy-access USB port
    - ☐ Hardware integration pocket (for connecting accessories and third-party devices)
  - ☐ **Back View**
    - ☐ Formatter cover
    - ☐ Interface ports
    - ☐ Serial number and product number label
  - ☐ **Interface Ports**
    - ☐ USB port for connecting external USB devices
    - ☐ Local area network (LAN) Ethernet network port
    - ☐ Hi-Speed USB 2.0 printing port
- ☐ **Keyboard location**
- ☐ **Control Panel**
  - ☐ Adjust control panel viewing angle
  - ☐ **Main buttons**
    - ☐ Home button
    - ☐ Reset button
    - ☐ Sign In or Sign Out
    - ☐ Information button
      - ☐ Message Center
      - ☐ Job Cancel
    - ☐ Help button
    - ☐ Copy button
  - ☐ **Main Icons**
    - ☐ Screen Navigation (swipe left or right)
    - ☐ Copy Icon
    - ☐ Scan Icon
    - ☐ Print Icon
    - ☐ Fax Icon
    - ☐ HP JetAdvantage Icon
    - ☐ Quick Sets Icon
    - ☐ Contacts Icon
    - ☐ Supplies Icon
    - ☐ Trays Icon
    - ☐ Reports Icon
    - ☐ Settings Icon
    - ☐ Support Tools Icon
    - ☐ Job Log
- ☐ **Copy Tasks**
  - ☐ Copy single-sided originals to double-sided copies
  - ☐ Select hole punch options
  - ☐ Staple options
  - ☐ Booklet printing (3-fold and saddle stitch)
  - ☐ Copy mixed paper sizes
  - ☐ Copy book or heavy originals
  - ☐ Image Preview, edit copy jobs, add another page

- ☐ **Paper Path**
  - ☐ Load paper and adjust paper guides (regular trays)
  - ☐ Load paper (High-capacity input trays)

© Copyright 2017 HP Development Company, L.P.

- ☐ Access doors for clearing jams
  - ☐ Paper trays, including High-capacity input trays
  - ☐ Tray 1
  - ☐ Right door
  - ☐ Right lower door (DCF or HCI)
  - ☐ ADF cover
  - ☐ ADF input tray
  - ☐ ADF path
- ☐ **Cleaning the ADF**
  - ☐ ADF glass
  - ☐ Flatbed glass
  - ☐ Simplex white bar
  - ☐ Duplex white bar
  - ☐ Duplex glass
  - ☐ LSU glass
- ☐ **Printing from PC (via Universal Print Driver)**
  - ☐ Find the printer IP address (Information button > Ethernet)
  - ☐ Add a printer to Printers and Devices Folder
  - ☐ Access basic print settings via UPD
    - ☐ # of copies
    - ☐ Single-sided (simplex) and double-sided (duplex)
    - ☐ Stapling along short edge and long edge
    - ☐ 3-hole punch along short edge and long edge
    - ☐ Create a stored job with PIN
- ☐ **Workflow Solutions**
  - ☐ Save job to USB
  - ☐ Print file from USB
  - ☐ Scan to Fax (if enabled)
  - ☐ Scan to Email (if enabled)
  - ☐ Add email address to address book
  - ☐ Scan to Network Folder (if enabled)
  - ☐ Retrieve/print stored job from the hard drive (HDD)
  - ☐ Send a secure print job to the HPAC server (if enabled)
- ☐ **Consumable Replacement**
  - ☐ Toner Cartridge(s)
  - ☐ Toner Collection Unit
  - ☐ Stapler Cartridge (Inner Finisher)
  - ☐ Hole-punch waste bin
  - ☐ Staple cartridges (Booklet Maker)
- ☐ **Super User Tasks**
  - ☐ Locate power and network connection
  - ☐ Locate Main Power (2 power buttons)
  - ☐ Enter printer IP address in browser to access Embedded Web Server (EWS)
  - ☐ Utilize Embedded Web Server (EWS)
    - ☐ Access Admin screens
    - ☐ Modify Energy Saving settings
  - ☐ Locate printer IP Address (Information button > Ethernet)
  - ☐ Access Admin screens via Admin log-in on control panel
  - ☐ Check Supplies Status via EWS or printer control panel
  - ☐ Configure power save settings
  - ☐ Adjust paper size in Paper trays
  - ☐ Configure paper/media type in Paper trays
  - ☐ Configure paper/media type in bypass tray
  - ☐ Customize Control Panel (via EWS – if enabled)
    - ☐ Change wallpaper (General tab > Control Panel Customization > Home Screen Customization)
    - ☐ Language selection (General tab > Control Panel Customization > Control Panel Language and Keyboard Layouts)
    - ☐ Delete/Hide a button from home screen (General tab > Control Panel Customization > Home Screen Customization)
    - ☐ Move a home screen button (General tab Control Panel Customization > Home Screen Customization)
    - ☐ Rename an added home screen button (General tab Control Panel Customization > Home Screen Customization)
  - ☐ Print and interpret a Configuration Page (Reports > Configuration/Status Pages > Print)
  - ☐ Disable/Enable save file to external USB device (Scan/Digital Send tab > Scan to USB Drive > Default Job Options)
  - ☐ Disable/Enable print file from external USB device (Copy/Print tab > Print from USB Drive Settings)
- ☐ **IT Tasks**
  - ☐ Configure Scan to Fax (if used)
  - ☐ Configure Scan to Email (if used)
  - ☐ Configure email address book (if used)
  - ☐ Configure Scan to Network Folder (if used)
  - ☐ Connect fax hardware (if used)
  - ☐ Configure fax software (if used)

© Copyright 2017 HP Development Company, L.P.