



LaserJet MFP M72625, M72630 Series Printer

User Guide



support.hp.com



HP LaserJet MFP M72625, M72630 Series Printer

User Guide

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1 Introduction

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- [About this user's guide](#)
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- [Understanding the LEDs](#)
- [Display screen and useful buttons](#)
- [Understanding the pop-up keyboard](#)
- [Printer hardware setup and software installation](#)

For more information:

The following information is correct at the time of publication. For current information, see support.hp.com.

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Useful to know

Where can I purchase accessories or supplies?

- Order supplies and paper: www.hp.com/go/suresupply
- Order genuine HP parts or accessories: www.hp.com/buy/parts
- Order through service or support providers: Contact an HP-authorized service or support provider.

The status LED flashes or remains constantly on.

- Turn the product off and on again.
- Check the meanings of LED indications in this manual and troubleshoot accordingly (see "Understanding the LEDs")

A paper jam has occurred.

- Open and close the cover (see "Front view 1").
- Check the instructions on removing jammed paper in this manual and troubleshoot accordingly (see "Clearing paper jams")

Printouts are blurry.

- The toner level might be low or uneven. Shake the toner cartridge (see "Redistributing toner").
- Try a different print resolution setting (see "Opening printing preferences")
- Replace the toner cartridge (see "Replacing the toner cartridge").

Where can I download the printer's driver?

- You can get help, support application, printer drivers manuals, and order information from support.hp.com

About this user's guide

This user's guide provides information for your basic understanding of the printer as well as detailed steps to explain printer usage.

- Do not discard this manual and keep it for future reference.
- If you have a problem using the printer, refer to the troubleshooting chapter.
- Terms used in this user's guide are explained in the glossary chapter.
- All illustrations in this user's guide may differ from your printer depending on its options or model you purchased.
- The screenshots/some menus in this user's guide may differ from your printer depending on the printer's firmware/driver version.
- The procedures in this user's guide are mainly based on Windows 7.

Conventions

Some terms in this guide are used interchangeably, as below:

- Document is synonymous with original.
- Paper is synonymous with media, or print media.

Printer overview

- [Front view 1](#)
- [Front view 2](#)
- [Rear view](#)

Front view 1

Figure 1-1 Front view 1

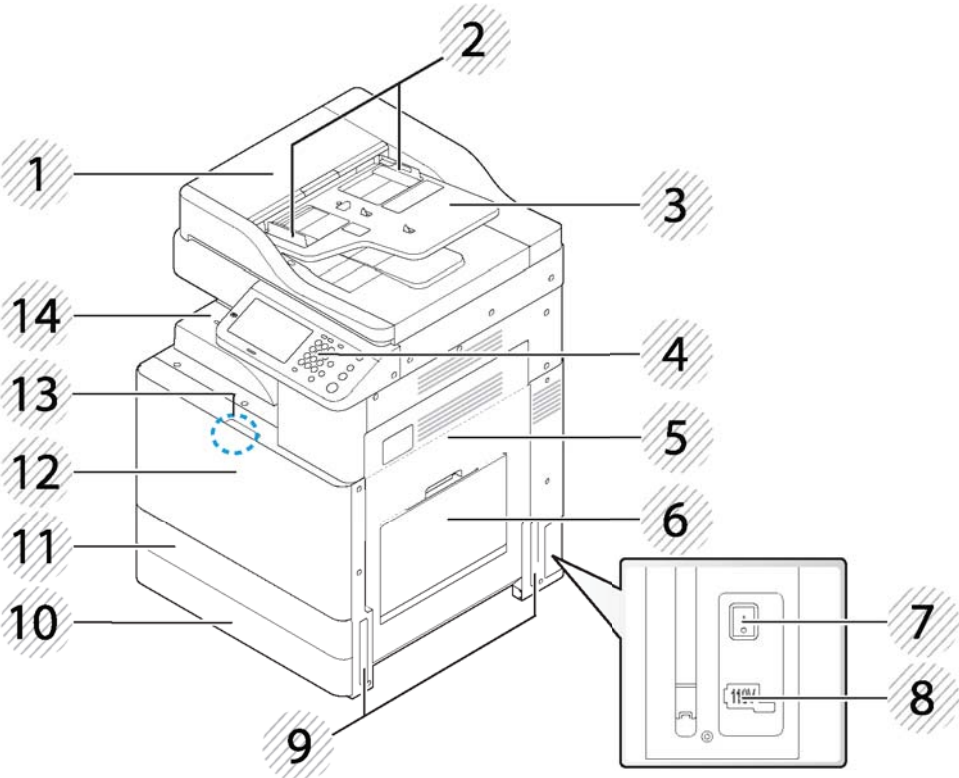


Table 1-1 Front view 1

Callout	Description	Callout	Description
1	Document feeder cover	8	Power receptacle
2	Document feeder width guides	9	Handles
3	Document input tray	10	Standard tray (Tray 3)
4	Control panel	11	Standard tray (Tray 2)
5	Side door	12	Front door
6	Tray 1 (MP)	13	Front door handle
7	Power-switch	14	Paper output tray

Front view 2

Figure 1-2 Front view 2

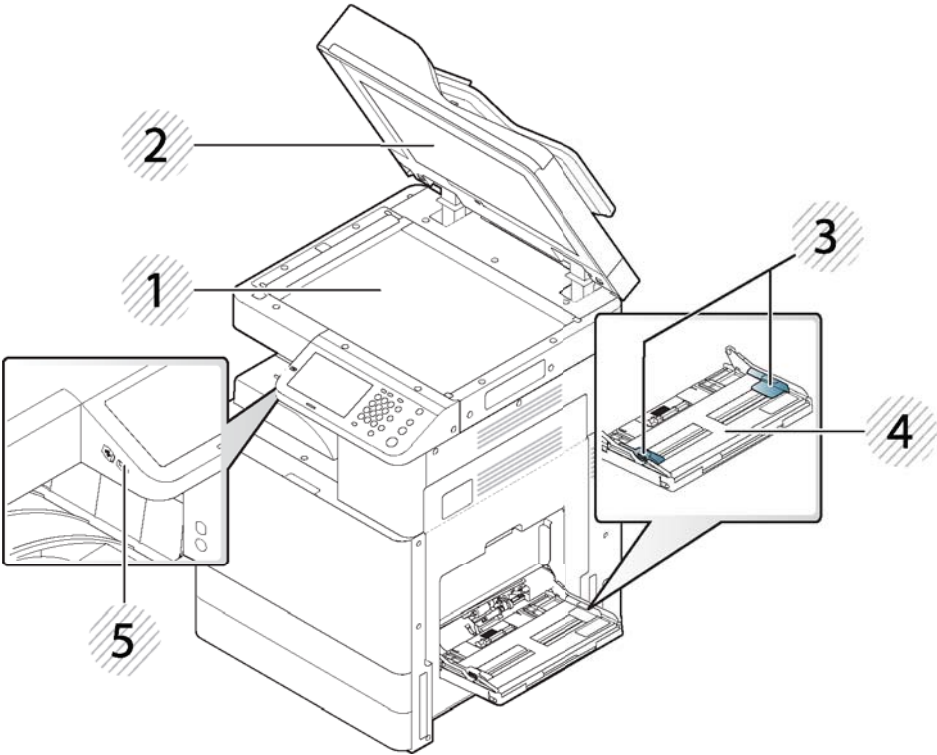


Table 1-2 Front view 2

Callout	Description	Callout	Description
1	Scanner glass	4	Tray 1 (MP)
2	White sheet	5	USB memory port
3	Tray 1 (MP) paper width guides		

Figure 1-3 Inner view

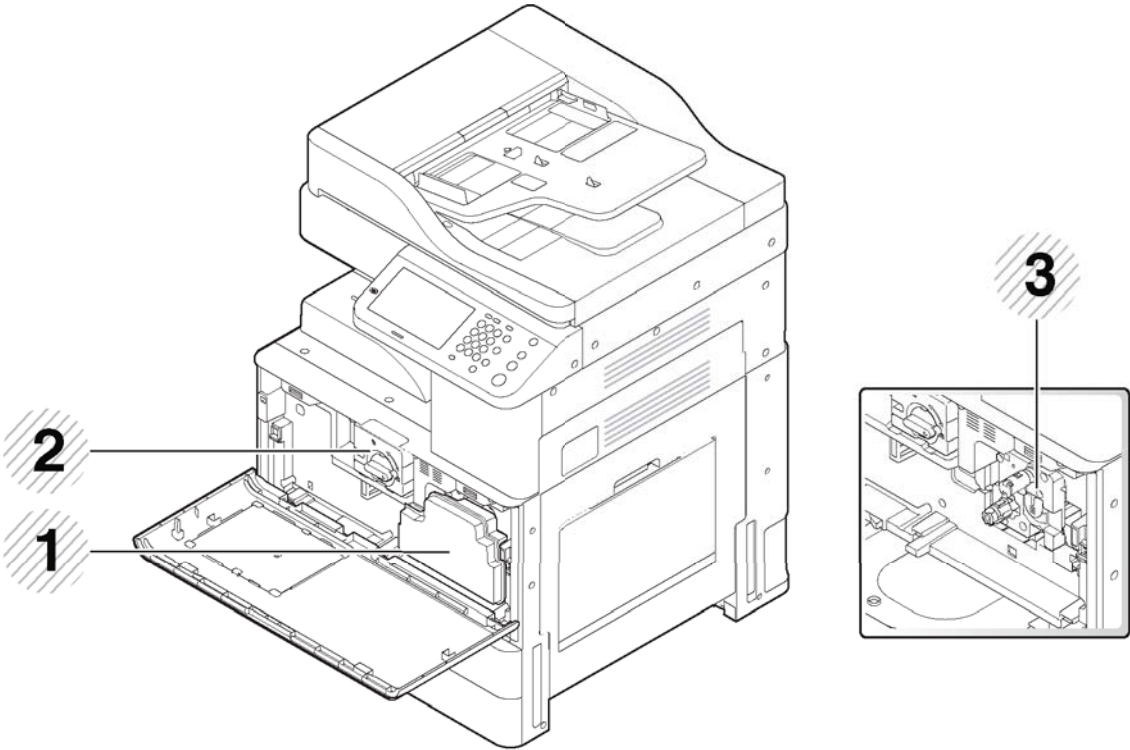


Table 1-3 Inner view

Callout	Description
1	Toner collection unit
2	Toner cartridge
3	Imaging unit



NOTE: If you want to see the imaging unit, you need to remove the toner collection unit.

Rear view

Figure 1-4 Rear view

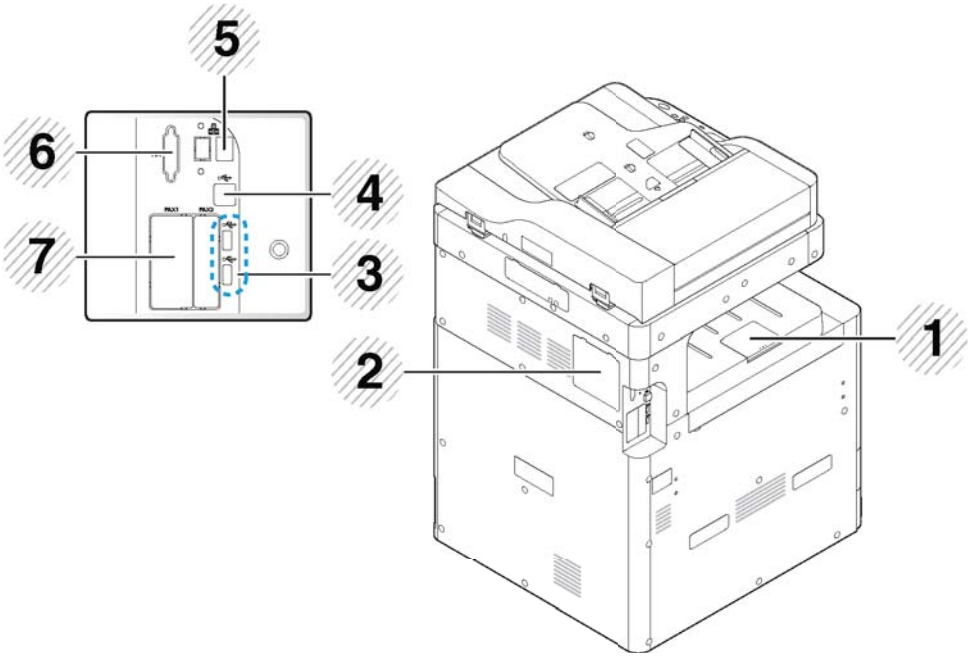


Table 1-4 Rear view

Callout	Description	Callout	Description
1	Output support tray	5	Network port
2	Control board cover ¹	6	Cover for optional FDI kit ¹
3	USB memory port	7	Cover for optional Fax port ¹
4	USB port		

¹ Open this cover to install the optional device.

Printer specifications



IMPORTANT: The following specifications are correct at the time of publication, but they are subject to change. For current information, see support.hp.com.

- [Technical specifications](#)
- [Supported operating systems](#)
- [Mobile printing solutions](#)
- [Printer dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

Technical specifications

Table 1-5 HP LaserJet MFP M72625dn, HP LaserJet MFP M72630dn

		HP LaserJet MFP M72625dn	HP LaserJet MFP M72630dn
Model number		(25 ppm)	(30 ppm)
Product number		ZZN49A	ZZN50A
Paper handling	• Tray 1 (MP) (100-sheet capacity)	✓	✓
	• Tray 2 (520-sheet capacity)	✓	✓
	• Tray 3 (520-sheet capacity)	✓	✓
	• HP LaserJet 2 x 520-sheet paper feeder	Optional	Optional
	• 500-sheet output capacity	✓	✓
	• HP LaserJet Printer cabinet	Optional	Optional
	• HP LaserJet Inner finisher accessory	Optional	Optional
	• HP LaserJet 2/4 hole punch accessory	Optional	Optional
	• HP LaserJet 2/3 hole punch accessory	Optional	Optional
	• HP LaserJet Swedish hole punch	Optional	Optional
	• HP Job Separator	Optional	Optional
	• Automatic duplex printing	✓	✓
Connectivity	• 10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓
	• Hi-Speed USB 2.0 printer to PC connections	✓	✓

Table 1-5 HP LaserJet MFP M72625dn, HP LaserJet MFP M72630dn (continued)

		HP LaserJet MFP M72625dn	HP LaserJet MFP M72630dn
Model number		(25 ppm)	(30 ppm)
Product number		2ZN49A	2ZN50A
	<ul style="list-style-type: none"> Easy-access USB port for printing without a computer and upgrading the firmware (located near the control panel) 	✓	✓
	<ul style="list-style-type: none"> IEEE 802.11b/g/n (NFC active type) 	Optional	Optional
	<ul style="list-style-type: none"> Foreign Device Interface (FDI) Kit 	Optional	Optional
Memory	<ul style="list-style-type: none"> 1.5 GB base memory (standard/maximum) 	✓	✓
Mass Storage	<ul style="list-style-type: none"> 320 GB HP Secure High-Performance Hard Disk 	Optional	Optional
Control-panel display	<ul style="list-style-type: none"> 7 inch touchscreen control panel 	✓	✓
Print	<ul style="list-style-type: none"> Prints 25 pages per minute (ppm) on A4 and on letter-size paper 	✓	✓
	<ul style="list-style-type: none"> Prints 30 pages per minute (ppm) on A4 and on letter-size paper 	Not supported	✓
Fax	<ul style="list-style-type: none"> Analog fax kit 	Optional	Optional
Copy and Scan	<ul style="list-style-type: none"> Scans 45 images per minute (ipm) (mono) on A4 and letter-size paper 	✓	✓
	<ul style="list-style-type: none"> Copy up to 25 cpm on A4 and letter size paper 	✓	✓
	<ul style="list-style-type: none"> Automatic document feeder (ADF) (multiple pass duplex) 	✓	✓
	<ul style="list-style-type: none"> 100-sheet document feeder output 	✓	✓

Supported operating systems

The following information applies to the Printer-Specific Windows PCL 6 and HP print drivers for macOS and to the software installer.

Windows: The HP Software Installer is provided with in-box software CD or can be downloaded from the printer support website (support.hp.com.) The PCL 6 drivers on the software CD and the website support the operating systems listed in the table below.

macOS: macOS computers are supported with this printer. Use the in-box mac software CD, or go to the printer support website (support.hp.com) for assistance in downloading the macOS software for the printer.

Linux: For information and print drivers for Linux, go to www.hp.com/go/linuxprinting.

Table 1-6 Supported operating systems and print drivers

Operating system	Print driver installed (from the software on the web)	Notes
Windows® XP SP3, 32-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best effort support for the discontinued XP operating system. Some features and page sizes in the print driver are not supported.
Windows Vista®, 32-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	Microsoft retired mainstream support for Windows Vista in April 2012. HP will continue to provide best effort support for the discontinued Vista operating system. Some features and page sizes in the print driver are not supported.
Windows Server 2003 SP2, 32-bit	An HP PCL 6 printer-specific print driver is available for download from the printer-support website. Download the driver, and then use the Microsoft Add Printer tool to install it.	Microsoft retired mainstream support for Windows Server 2003 in July 2010. HP will continue to provide best effort support for the discontinued Server 2003 operating system. Some features and page sizes in the print driver are not supported.
Windows 7 SP1, 32-bit and 64-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	
Windows 8, 32-bit and 64-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	Windows 8 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.
Windows 8.1, 32-bit and 64-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	Windows 8.1 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.
Windows 10, 32-bit and 64-bit	An HP PCL 6 printer-specific print driver is installed for this operating system as part of the software installation.	
Windows Server 2008 SP2, 32-bit and 64 bit	An HP PCL 6 printer-specific print driver is available for download from the printer-support website. Download the driver, and then use the Microsoft Add Printer tool to install it.	Microsoft retired mainstream support for Windows Server 2008 in January 2015. HP will continue to provide best effort support for the discontinued Server 2008 operating system. Some features and page sizes in the print driver are not supported.

Table 1-6 Supported operating systems and print drivers (continued)

Operating system	Print driver installed (from the software on the web)	Notes
Windows Server 2008 R2, SP 1, 64-bit	An HP PCL 6 printer-specific print driver is available for download from the printer-support website. Download the driver, and then use the Microsoft Add Printer tool to install it.	
Windows Server 2012, 64-bit	An HP PCL 6 printer-specific print driver is available for download from the printer-support website. Download the driver, and then use the Microsoft Add Printer tool to install it.	
Windows Server 2012 R2, 64-bit	An HP PCL 6 printer-specific print driver is available for download from the printer-support website. Download the driver, and then use the Microsoft Add Printer tool to install it.	
OS X 10.10 Yosemite, OS X 10.11 El Capitan, macOS, 10.12 Sierra, and 10.13 High Sierra	To install from included CD or go to support.hp.com http://123.hp.com/LaserJet follow the steps provided to the install printer software and print driver.	

 **NOTE:** Supported operating systems can change. For a current list of supported operating systems, go to support.hp.com for HP's all-inclusive help for the printer.



 **NOTE:** For details on client and server operating systems and for HP UPD driver support for this printer, go to www.hp.com/go/upd. Under **Additional information**, click the links.

Table 1-7 Minimum system requirements

Windows	macOS
<ul style="list-style-type: none"> • An Internet connection • Dedicated USB 1.1 or 2.0 connection or a network connection • 2 GB of available hard-disk space 	<ul style="list-style-type: none"> • Internet connection • 1 GB of available hard-disk space

Mobile printing solutions

HP offers multiple mobile and ePrint solutions to enable easy printing to an HP printer from a laptop, tablet, smartphone, or other mobile device. To see the full list and to determine the best choice, go to www.hp.com/go/LaserJetMobilePrinting.

 **NOTE:** Update the printer firmware to ensure all mobile printing and ePrint capabilities are supported.

Printer dimensions

Figure 1-5 Printer dimensions

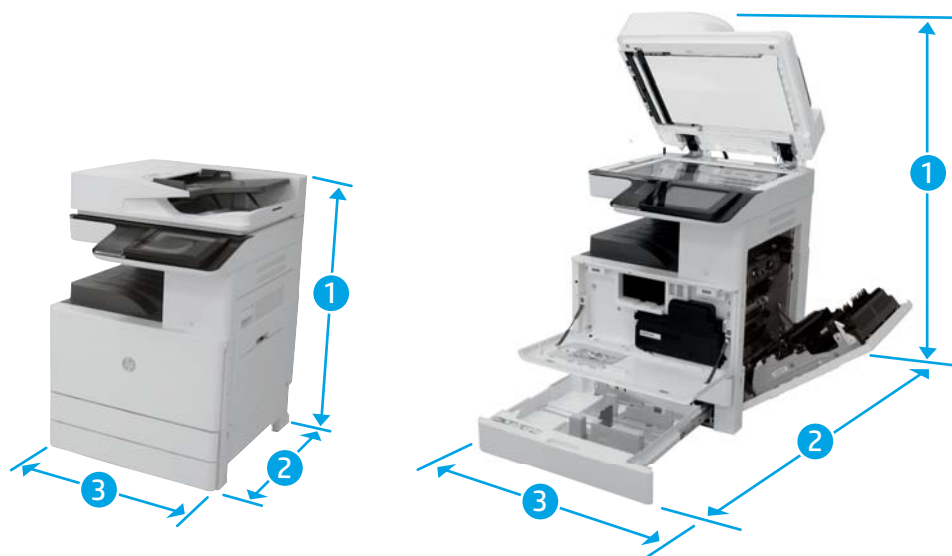


Table 1-8 Printer dimensions

	M72625dn/M72630dn	
	Printer fully closed	Printer fully opened
1. Height	820 mm (32.3 in)	1220 mm (48.03 in)
2. Depth	620 mm (24.41 in)	1115 mm (43.8 in)
3. Width	566 mm (22.28 in)	1010 mm (39.7 in)
Weight	59.0 kg (130.1 lb.)	59.0 kg (130.1 lb.)

Power consumption, electrical specifications, and acoustic emissions

See support.hp.com for current information.

CAUTION: Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the printer warranty.

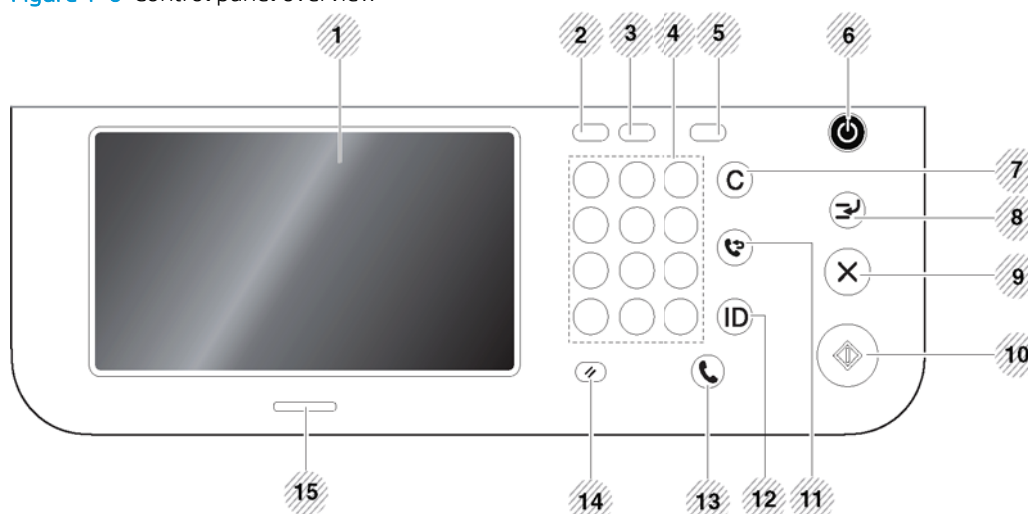
Operating-environment range

Table 1-9 Operating-environment specifications


Environment	Recommended	Allowed
Temperature	10° to 30°C (50° to 86°F)	10° to 30°C (50° to 86°F)
Relative humidity	20% to 80% relative humidity (RH)	20% to 80% (RH)

Control panel overview

Figure 1-6 Control panel overview



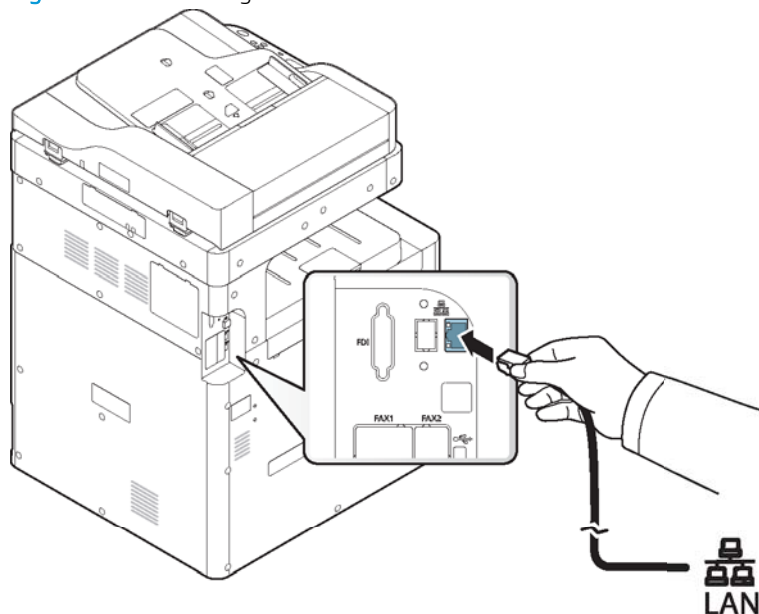
Callout	Item	Description
1	Touch screen	Shows the current printer status and prompts during an operation. You can set menus easily using the display screen.
2	Job Status	Shows the jobs currently running, queued jobs, completed jobs, current error code or secured jobs.
3	Counter	Shows the amount of paper used (see "Counter button")
4	Numeric keypad	Dials numbers and enters alphanumeric characters. You can also enter the number value for document copies or other options.
5	Eco	Turn on Eco mode. Turn on the Eco mode to reduce toner consumption and paper usage when pc-printing and copying only (see "Eco button").
6	Power/Wakeup	Turns the power on or off. When the blue LED is on, the printer is powered on and you can use it. To turn the printer off, press and hold this button for at least 3 seconds. Press Yes when the confirmation window appears.
7	Clear	Deletes characters in the edit area.
8	Interrupt	Stops a print or copy job in operation for urgent copying.
9	Stop	Stops an operation at any time. The pop-up window appears on the screen showing the current job that the user can stop or resume.
10	Start	Starts a job.
11	Redial/Pause	Redials the recently sent fax number or received caller ID in ready mode, or inserts a pause (-) into a fax number in edit mode.
12	Logout	Allows user to log out.
13	On Hook Dial	When you press this button, you can hear a dial tone. Then enter a fax number. It is similar to making a call using a speaker phone.
14	Reset	Resets the current printer setup.
15	Status LED	Shows the status of your printer (see "Understanding the LEDs").

 **IMPORTANT:** When you use the display screen, use your finger only. The screen may be damaged with anything else.

Connecting a network cable

This printer has a built-in network interface card. You can connect your printer to a network using a network cable.

Figure 1-7 Connecting a network cable

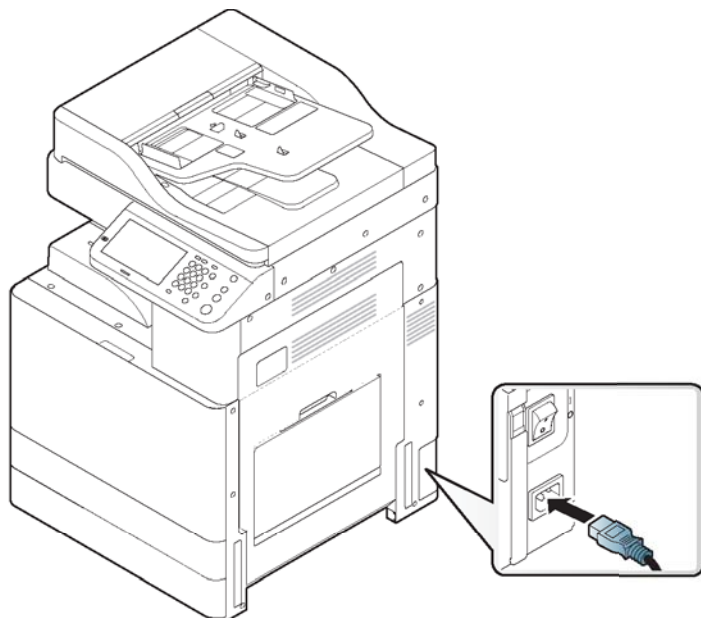


Turning on the printer

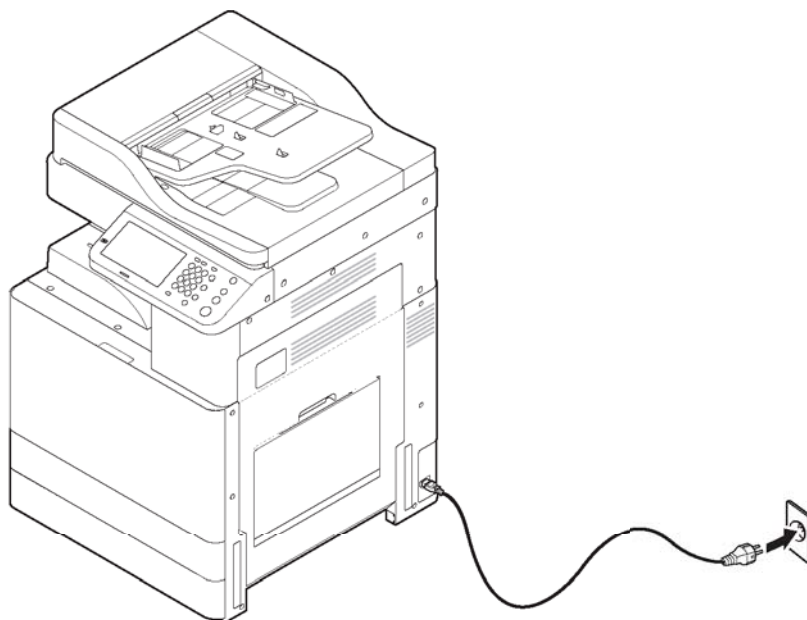
⚠ CAUTION: To prevent damage to the printer, use only the power cord that is provided with the printer.

📝 NOTE: Make sure that the power source is adequate for the printer voltage rating. The voltage rating is on the printer label. The printer uses either 110-127 Vac or 220-240 Vac and 50/60 Hz. A label with the printer voltage rating is located on the back of the printer.

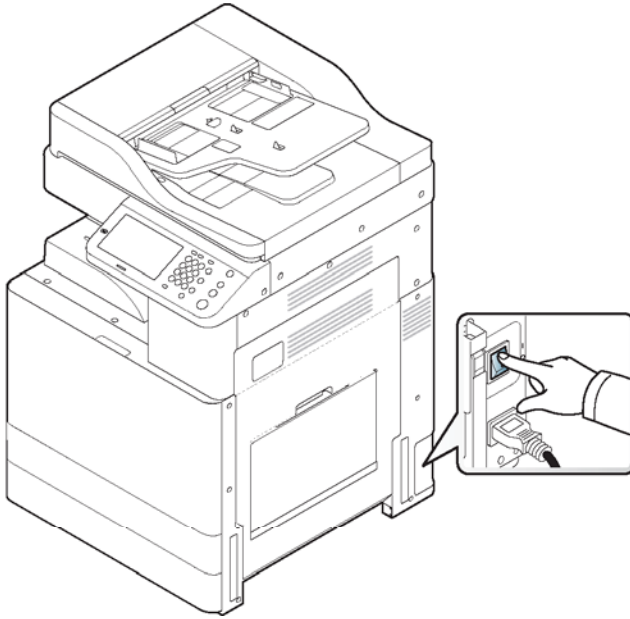
1. Plug the power cord into the power receptacle.




2. Plug the other end into a properly grounded AC outlet.



3. Turn on the main power switch.



⚠ CAUTION:

- You can also turn the printer on pressing the  (Power/Wakeup).
 - Some parts inside of the printer may be hot when power is on, or after printing.
-

Understanding the LEDs

The color of the status LED indicates the printer's current status.



NOTE:

- Some LEDs may not be available depending on model or country/region (see "Control panel overview").
- To resolve the error, look at the error message and its instructions from the troubleshooting chapter (see "Troubleshooting").
- If the problem persists, call a service representative.

- [Understanding the status LED](#)

- [Power LED](#)


Understanding the status LED

Table 1-10 Understanding the status LED

Status		Description	
Off		• The printer is off-line.	
		• The printer is in power save mode.	
Blue	On	The printer is on-line and can be used.	
	Blinking	Fax	The printer is sending or receiving faxes.
		Copy	The printer is copying documents.
		Scan	The printer is scanning documents.
		Print	<ul style="list-style-type: none">• When the status LED slowly blinks, the printer is receiving data from the computer.• When the status LED blinks rapidly, the printer is printing data.

Table 1-10 Understanding the status LED (continued)

Status	Description	
Orange	On	<ul style="list-style-type: none"> A toner cartridge has almost reached its estimated cartridge life. It is recommended to replace the toner cartridge. A paper jam has occurred (see "Clearing paper jams"). The door is opened. Close the door. There is no paper in the tray. Load paper in the tray (see "Loading paper in the tray"). The printer has stopped due to a major error. Check the display message (see "Understanding display messages"). Imaging unit has almost reached its estimated cartridge life. It is recommended to replace the toner cartridge. The toner collection unit is not installed in the printer or it is full (see "Replacing the toner collection unit").
	Blinking	<ul style="list-style-type: none"> A minor error has occurred and the printer is waiting for the error to be cleared. Check the display message (see "Understanding display messages"). When the problem is cleared, the printer resumes its original task. The toner cartridge life or imaging unit is near the end of its life. Order a new toner cartridge or imaging unit. You can temporarily improve print quality by redistributing the toner.


 **NOTE:** Check the message on the display screen. Follow the instructions in the message or refer to the troubleshooting chapter (see "Understanding display messages"). If the problem persists, call for service.

Power LED

The color of the status LED indicates the printer's current status.

Table 1-11 Power LED

Status	Description	
Off	The printer is off-line.	
Blue	On	<ul style="list-style-type: none"> The printer is on-line and can be used.
		<ul style="list-style-type: none"> The printer is in power save mode. When data is received, or any screen is pressed, it switches to on-line automatically.

 **NOTE:** Check the message on the display screen. Follow the instructions in the message or refer to the troubleshooting chapter (see "Understanding display messages"). If the problem persists, call for service.

Display screen and useful buttons

- [Display screen](#)
- [Counter button](#)
- [Eco button](#)
- [Job Status button](#)
- [Interrupt button](#)

Display screen

The display screen on the control panel allows user-friendly operation of the printer. Once you press the home icon (🏠) on the screen, it shows the display screen. The display screen image in this user's guide may differ from your printer depending on its option or model.



NOTE:

- To switch to the next display screen, press the right arrow or drag your finger across the display screen.
 - Depending on the authentication setting, the printer's users have to enter an ID and a password. In this case, the printer can only be used by an authorized user who has registered an ID and a password on the printer. Contact the printer's administrator.
-
- **Copy:** Enters the **Copy** menu (see "Copying").
 - **Stored Document:** Enters the **Stored Document** menu (see "Understanding the Stored Document screen").
 - **Shared Folder:** Enters the **Shared Folder** menu (see "Understanding the Shared Folder screen").
 - **Scan to Email:** Enters the **Scan to Email** menu (see "Scanning and sending through email").
 - **Scan to Server:** Enters the Scan to Server menu (see "Scanning and sending via SMB/FTP").
 - **Scan to PC:** Enters the Scan to PC menu (see "Scanning and sending to your computer").
 - **Scan to Shared Folder:** Enters the **Scan to Shared Folder** menu (see "Scanning and sending to USB /shared folder").
 - **Quick Copy:** Enters the **Quick Copy** menu (see "Quick copying").
 - **USB:** Enters the **USB** menu. When a USB memory device is inserted into the USB memory port on your printer, USB is activated on the display screen (see "Understanding the USB screen").
 - **Scan to USB:** Enters the **Scan to USB** menu. When a USB memory device is inserted into the USB memory port on your printer, Scan to USB is activated on the display screen (see "Scanning to a USB memory device").
 - **Machine Setup:** You can browse current printer settings or change printer values (see "Printer setup").



NOTE: Some menus are only configured by an administrator or an authorized user who has an ID and password registered on the printer by an administrator. When the printer requests, enter the ID and password.

Counter button


When you press the **Counter** button on the control panel, you can see the number of impressions.

When you select [Device](#), you can see the number of impressions by device. An impression typically refers to a single side of a sheet and not a one-sided print.

- [Total Usage](#): Displays the total number of impressions.
- [Send Usage](#): Displays the number of images sent via email, server, etc.
- [Large Page](#): Displays the total number of impressions with large size paper.
- [Fax Send Usage \(PSTN\)](#): Displays the number of sent faxes.

When you select [User](#), you can see the number of usage, limit, and remaining usage by each user.

Eco button

The eco feature allows you to save print resources and leads you to eco-friendly printing. When you press the Eco button, the printer turns eco mode on or off. If the eco mode is on, you can see the eco image () on some features. Some options in the features are not available to use in the eco mode.



NOTE:

- Only administrators have permission for Eco Settings in Machine Setup (see "Eco Settings").
- If the printer requests a password for eco mode, you need to enter the password. Contact your administrator.
- The [Eco](#) button is activated only for [Copy](#), [Quick Copy](#) menus.

Table 1-12 Eco button

Status		Description
Off		The printer is not in Eco mode.
Green	On	The printer is in Eco mode.

Job Status button

When you press the [Job Status](#) button, the screen lists the currently running, queued, and completed jobs.

Current Job

Displays the list of jobs in progress and pending.

Pressing the job name shows more detailed information.

- [No.:](#) Gives the order of jobs.
- [Job Type](#): Displays type of the job, such as print, copy, fax, etc.
- [Job Name](#): Displays the name of the job.
- [User](#): Displays the name of the job owner.
- [Status](#): Displays the current status of each job.
- [Delete](#): Removes a selected job from the list.

Completed Job

Displays the list of completed jobs.

Pressing the job name shows more detailed information.

- **No.:** Gives the order of jobs.
- **Job Type:** Displays type of the job, such as print, copy, fax, etc.
- **Job Name:** Displays the name of the job.
- **User:** Displays the name of the job owner.
- **Status:** Displays the status of each completed job.

Secured Job

Displays the list of secured jobs the user has set in the printer driver (see "Print Mode"). You need to enter the ID and Password set in the printer driver.

- **No.:** Gives the order of jobs.
- **Job Type:** Displays type of the job.
- **Job Name:** Displays the name of the job.
- **User:** Displays the name of the job owner.
- **Detail:** Displays detailed information of the selected job. You can also change the number of copies by pressing Change Settings.
- **Edit:** Changes the Job Name of the selected job.
- **Delete:** Removes the selected job from the list.
- **Print:** Prints the selected job from the list.
- **Close:** Closes the job status window.

Active Notice

Displays any error messages and codes that have occurred.

- **Time:** Display the time of messages.
- **Type:** Displays type of the job.
- **Machine Status Message:** Displays the error messages for the current errors in the printer.
- **Error Code:** Displays the error message's code.

Interrupt button

When you press the Interrupt button, the printer goes into interrupt mode, which means it stops the current printing job for an urgent copy job. When the urgent copy job is completed, the previous printing job continues.

Table 1-13 Interrupt button

Status		Description
Off		The printer is not in interrupt printing mode.
Blue	On	The printer is in interrupt printing mode.

Understanding the pop-up keyboard

You can enter alphabet characters, numbers, or special symbols using the popup keyboard on the display screen. This keyboard is the same as a normal keyboard for easy usability.

Touch the input area where you need to enter characters, then the keyboard pops up on the screen. The keyboard is the default showing the lowercase letters.

Printer hardware setup and software installation

For basic setup instructions, see the Hardware Installation Guide that came with the printer. For additional instructions, go to HP support on the Web.

Go to support.hp.com for HP's all-inclusive help for the printer. Find the following support:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

2 Using a Network-Connected Printer

- [Network environment](#)
- [Accessing network setup](#)
- [Network settings \(TCP/IP\)](#)
- [Installing driver over the network](#)
- [WebUI \(embedded web server\)](#)
- [Additional network-connected tasks](#)

Network environment

You can use network after connecting network cable to a corresponding port on your printer.

You need to set up the network protocols on the printer to use it as your network printer. You can set up the basic network settings through the printer's control panel.

The following table shows the network environments supported by the printer:

Table 2-1 Network environment

Items	Specifications
Network interface	<ul style="list-style-type: none">• Ethernet 10/100/1000 Base-TX Wired Lan• 802.11b/g/n Wireless LAN^a
Network operating system	<ul style="list-style-type: none">• Windows® XP Service Pack 3, Windows Server® 2003,• Windows Vista®, Windows® 7/8, Windows® 8.1, Windows® 10, Windows Server® 2008 R2, Windows® Server 2012, Windows® Server 2016• Various Linux OS• macOS 10.6 -10.13• 32-bit and 64-bit operating systems
Network protocols	<ul style="list-style-type: none">• TCP/IPv4• DHCP, BOOTP• DNS, WINS, Bonjour, SLP, UPnP• Standard TCP/IP Printing (RAW), LPR, IPP, WSD• SNMPv 1/2/3, HTTP, IPSec• TCP/IPv6 (DHCP, DNS, RAW, LPR, SNMPv 1/2/3, HTTP, IPSec)
Wireless security ^a	<ul style="list-style-type: none">• Authentication: Open System, Shared Key, WPA/WPA2-Personal/Enterprise• Encryption: WEP64, WEP128, TKIP, AES

^a Optional device

Accessing network setup

1. Make sure that the ethernet cable is connected to your printer.
2. Press [Machine Setup](#) > [Network Settings](#) from the display screen.
3. Select the option you want. If the option is available for only the administrator, the following screen appears.

Enter the [ID](#), [Password](#), and [Domain](#) using the pop-up keyboard which appears when you press each field.

NOTE:

- Enter the ID and password you first set when you turned on the printer: Initial Settings (see "Initial Settings").
 - You can also use the [Recent Users](#) button to find the recently used ID and [Domain List](#) button to find the domain from the list stored in the printer.
 - When you log-in, you can see the ID of the logged in user on the display.
-

4. Press [OK](#).

Network settings (TCP/IP)

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. The settings shown below are the basic settings required for using your printer as a network printer. You can set TCP/IP, DNS server, TCP/IPv6, Ethernet, and IP address allocation methods.

- [Ethernet](#)
- [TCP/IP Protocol](#)

Ethernet

You can set ethernet settings.

Press [Machine Setup](#) > [Network Settings](#) > [TCP/IP](#) > [Ethernet](#) from the display screen.

 **NOTE:** You can also use this feature from the WebUI. Open the Web browser from your networked computer and type the IP address of your printer (see "Settings tab").

- **Ethernet:** You can enable/disable ethernet port.
- **Speed Rate:** Choose the speed rate of ethernet.
- **MAC Address:** Shows the MAC address of the printer.

TCP/IP Protocol

You can set IPv4 settings.

Press [Machine Setup](#) > [Network Settings](#) > [TCP/IP](#) > [TCP/IPv4](#) from the display screen.

 **NOTE:** You can also use this feature from the WebUI. Open the Web browser from your networked computer and type the IP address of your printer (see "Settings tab").

IP Setting

You can choose the method for allocating IP addresses.

- **Static:** Select to enter IP address/Subnet Mask/Gateway Address manually.
- **BOOTP:** IP address/Subnet Mask/Gateway Address are automatically allocated by the BOOTP Server.
- **DHCP:** IP address/Subnet Mask/Gateway Address are automatically allocated by the DHCP Server.

DNS Configuration

You can configure the DNS server.

- **Host Name:** Enter the host name. You can enter up to 63 characters. Default name is ""NPI"[last 6 digits of MAC address]".
- **Domain Name:** Enter the domain name. You can enter up to 128 characters.
- **Primary DNS Server:** Enter the address of the DNS server you want to use primarily.
- **Secondary DNS Server:** Enter the address of the DNS server you want to use as an alternative.
- **Dynamic DNS Registration:** If you want to use, check the checkbox(es) of dynamic DNS registration. If this option is checked, the printer registers its host name and domain name to configured DNS servers dynamically. Also, if this option is checked and DHCP is selected, DHCP FQDN options are automatically disabled.

WINS (Windows Internet Name Service)

You can configure the WINS server. WINS is used in the Windows operating system.

Display IP address

You can set the printer to display the IP address on the [Notification Bar](#). If you select this option, the IP address will show on the [Notification Bar](#).

Installing driver over the network

You must install the printer driver software for printing. The software includes drivers, applications, and other support programs.

Make sure that the network setup for your printer is completed. All applications should be closed on your computer before beginning installation.

- [Windows](#)
- [macOS](#)
- [Linux](#)

Windows

1. Make sure that the printer is connected to the network and powered on. Also, your printer's IP address should have been set.
2. Insert the supplied software CD into your CD-ROM drive.



If the installation window does not appear, select **Start > All programs > Accessories > Run**.

X:\Setup.exe replacing "X" with the letter, which represents your CD-ROM drive and select **OK**.

- For Windows 8

If the installation window does not appear, from Charms, select **Search > Apps** and search for **Run**. Type in X:\Setup.exe, replacing "X" with the letter that represents your CD-ROM drive and select **OK**.

If "**Tap to choose what happens with this disc.**" pop-up window appears, select the window and select **Run Setup.exe**.
 - For Windows 10 / Windows Server 2016

If the installation window does not appear, from task bar, type in X:\Setup.exe in **Search** input area, replacing "X" with the letter that represents your CD-ROM drive and press the Enter key.
3. Review and accept the installation agreements in the installation window, and then select **Next**.
 4. Select **Network Connection** on the **Printer Connection Type** screen. Then, select **Next**.
 5. Follow the instructions in the installation window.

In Windows 8.1, 10

The V4 class driver is automatically installed from the operating system when your computer is connected to the network.

1. Make sure that the printer is connected to the network and powered on. Also, your printer's IP address should have been set.
2. From Charms, select **Settings > Change PC settings > Devices**.



NOTE: For Windows 10 / Windows Server 2016

From task bar, type in **Devices and Printers** in **Search** input area. Press the Enter key.

Or

From the **Start** () icon, select **Settings > Devices > Printers and Scanners**.

3. Click **Add a printer or scanner**.
Discovered machines will be shown on the screen.
4. Click the model name or host name you wish to use.



NOTE: You can print a Network Configuration Report from the printer's control panel that will show the current printer's host name.

5. The driver is automatically installed from the Windows Update.

macOS

1. Make sure that the printer is connected to your computer and powered on.



NOTE: If your MAC does not have an optical drive, go to support.hp.com for driver installation.

2. Insert the supplied software CD into your CD-ROM drive.
3. Select the CD-ROM volume that appears on **Finder**.
4. Double-click the **Install Software** icon.
5. Read the license agreement and check installation agreement button.
6. Click **Next**.
7. Select **Network** on the **Printer Connection Type**.
8. Click **Next**.
9. Follow the instructions in the installation window.

Linux

You need to download Linux software packages from the HP Linux Imaging and Printing (HPLIP) website to install the printer software.

1. Make sure that the printer is connected to your network and powered on. Also, your printer's IP address should have been set.
2. Copy **Unified Linux Driver** package to your system.
3. Open Terminal program and go to the folder that you copied the package to.
4. Extract the package.
5. Move to **uld** folder.
6. Execute "**./install.sh**" command (If you are not logged in as root, execute the command with "**sudo**" as "**sudo ./install.sh**").
7. Proceed with installation.
8. When installation finished, launch **Printing** utility (Go to **System > Administration > Printing** or execute "**system-config-printer**" command in Terminal program).
9. Click **Add** button.
10. Select **AppSocket/HP JetDirect** and enter your printer's IP address.
11. Click **Forward** button and add it to your system.

WebUI (embedded web server)

This section gives you step-by-step instructions for setting up the network environment using WebUI.



NOTE:

- Internet Explorer® 8.0 or higher is the minimum requirement for WebUI.
- Some menus may not appear on the display screen depending on the settings or models. If so, it is not applicable to your printer.

What is WebUI?

If you have connected your printer to a network and set up TCP/IP network parameters correctly, you can manage the printer via WebUI. Use WebUI to:

- View the printer's device information and check its current status.
- Change TCP/IP parameters and set up other network parameters.
- Change the printer preference.
- Set the email notifications advising of the printer's status.
- Get support for using the printer.
- Upgrade printer software.

Required web browser

You need one of the following web browsers to use WebUI:

- Internet Explorer® 8.0 or higher
- Chrome 27.0 or higher
- FireFox 21.0 or higher
- Safari 5.9.1 or higher

Connecting to WebUI

IPv4 supported web browser

1. Start a web browser that supports IPv4 addressing as a URL.



NOTE: You can get the printer's IP address from the printer report (see "Other settings").

2. Your printer's WebUI website opens.

IPv6 supported web browser

1. Start a web browser that supports IPv6 addressing as a URL.
2. Select one of the IPv6 addresses (**Stateless Address**, **Stateful Address**, **Manual Address**) from Network Configuration Report.



NOTE: You can get the printer's IP address from the printer report (see "Other settings").

3. Enter the IPv6 addresses (e.g., `http://[3ffe:10:88:194:213:77ff:fe82:75b]`).



IMPORTANT: The address must be enclosed in '[']' brackets.

4. Your printer's WebUI website opens.

Logging into WebUI

Before configuring options in WebUI, you need to log-in as an administrator. You can still use WebUI without logging in, but you will not have access to or view the **Settings** tab and the **Security** tab.

1. Click **Login** on the upper right of the WebUI website.

A log-in page appears.

2. Type in the **ID** and **Password**.

Use the same login **ID**, **Password** as when logging in from the printer (see "Log-in").



NOTE: If you want to change the password, see "Security tab".

Information tab

This tab gives you general information about your printer. You can check things, such as the printer's status, supplies' status, count information, network information, and more. You can also print reports, such as configuration page.

- **Active Alerts:** You can check the current alerts in the printer. Use this information to troubleshoot printer errors.
- **Supplies:** You can check the supplies' information. For toner cartridge, supplies' status is displayed with a visual graph showing you the amount of each supply left. Page counts are also available which can help you predict when to change the supplies. This feature is also available from the printer.
- **Usage Counters:** You can check the billing information and usage counter of the printer. This feature is also available from the printer.
- **Current Settings:** Shows the current settings of the printer and network.
 - **Machine Information:** Shows the current printer settings.
 - **Network Information:** Shows the current network settings. Use this page as a reference and change the necessary settings needed for using the network.
- **Security Information:** Shows the current security settings of the printer and network.
- **Print Information:** You can print all the reports provided by your printer. You can use these reports to help you maintain your printer. This feature is also available in the printer (see "Other settings").

Address book tab

You can manage the address book. This feature is also available from the printer (see "Setting up an address book from the control panel").

- **Individual:** You can manage individual entries in the address book.
- **Group:** You can manage group address books.

Settings tab

Settings tab has sub menus, **Machine Settings** and **Network Settings**. You cannot view or access this tab if you do not log-in as an administrator (see "Logging into WebUI").

- **Machine Settings:** You can set printer settings.
 - **System:** You can set printer related settings.
 - **Printer:** You can set print related settings such as darkness or adjust the background. This feature is also available from the printer.
 - **Copy:** You can set copy related settings such as darkness or adjusting the background.
 - **Fax:** You can set fax related settings such as fax number or redial times. This feature is also available from the printer (see "Understanding the fax screen" on page 175).
 - **Scan:** You can set scan related settings. This feature is also available from the printer (see "Understanding the Scan to Email screen" on page 146).
 - **Email Notification:** When an error occurs or the consumables are running out, the printer sends a notification to the administrator via email. You can set whether to use this feature or not. You can also select which alerts to receive and when.
- **Network Settings:** You can set up the network environment to use your printer as a network printer. You can also set the settings from the printer. Refer to the network setup chapter (see "Network Settings").
 - **General:** You can set general printer information to use in the network and set ethernet settings. This feature is also available from the printer.
 - **TCP/IPv4, TCP/IPv6, Raw TCP/IP, LPR/LPD, IPP, Telnet, WSD, SLP, UPNP, mDNS, CIFS (Shared Folder), SNMPv1/v2, SNMPv3, FTP Print Server:** You can set protocol settings.
 - **Outgoing Mail Server (SMTP):** You can set server settings for outgoing emails. If this setting is not configured, you cannot use scan to email feature. Outgoing emails will be sent through SMTP server you set here.
 - **HTTP:** You can allow or block users from accessing the WebUI.
 - **Proxy:** You can set proxy settings and enable authentication.
 - **Restore Default:** Clicking the **Clear** button under the **Restore Default** section will clear security and network configurations. Restoring the settings will take effect after the system is rebooted.

Security tab

The security tab has **System Security**, **Network Security**, **User Access Control** and **System Log**. You cannot access this tab if you do not log-in as an administrator (see "Logging into WebUI").

- **System Security:** From the WebUI, select the **Security** tab > **System Security**.

- **System Administrator:** Enter the system administrator's information. The printer sends email notification to the email address set here. This feature is also available from the printer.
- **Feature Management:** Specifies the services, PC application security, physical ports, and network protocol features to use. Select the features to use, and then click **Apply**.
- **Information Hiding:** Specifies which information to hide. Select the amount of information that you want to hide, and then click **Apply**.
- **Restart Device:** You can reboot your printer. Click the **Restart Now** button to reboot.
- **Network Security:** From the WebUI, select the **Security** tab > **Network Security**.
 - **Digital Certificate:** You can manage digital certificates. A digital certificate is an electronic certificate that verifies the secure association between communication nodes. You need to add the certificate for SSL communication.
 - **Secure Connection:** You can enable or disable secure connection to use more enhanced secure network channel. For secure communication, using the **Secure Connection** feature is recommended.
 - **SNMPv3:** You can set SNMPv3.
 - **IP Security:** You can set IP security settings.
 - **IP/MAC Filtering:** You can set filtering options for IP and MAC addresses. If the administrator does not add a filtering rule for IPv4, IPv6, and MAC addresses, nothing is filtered. If the administrator has added a filtering rule, filtering will be applied to the entered IPv4, IPv6, and MAC addresses.
 - **IPv4 Filtering:** You can enable/disable IPv4 filtering as well as manage filtering rules.
 - **IPv6 Filtering:** You can enable/disable IPv6 filtering as well as manage filtering rules.
 - **MAC Filtering:** You can enable/disable Mac filtering as well as manage filtering rules.
 - **802.1x(Ethernet):** You can enable/disable 802.1x Security as well as manage filtering rules.
 - **External Authentication Server:** Set the servers for authentication.
- **User Access Control:** You can restrict users from accessing the printer or application. You can also give specific permission for user to only use certain feature of the printer. For example, you can allow user A to only use print feature. In this case, user A will not be able to scan, copy or fax with the printer.
 - **Authentication:** You can choose the authentication method for user authentication. Select a mode and click on the **Options** button.
 - **Authorization (Giving rights):** You can give permissions to a user to only use certain features of the printer.
 - **Authority Management:** You can give different rights to different users. For example, you can allow user A to use all the printer's functions while giving user B only the right to print.
 - **External User Authority:** Set the authority for external server users.

- **Accounting:** You can manage accounts.
- **User profile:** You can store user information on the printer's hard drive. You can use this feature to manage the users using the printer. You can also group the users and manage them as a group. You can make a maximum of 500 individual users and 200 user groups.
- **System Log:** You can keep logs of events that have happened in the printer. The administrator can record and manage the printer usage information by keeping the system log files. The system log files are stored on the printer's mass storage device (hard disk), and when it is full, it will erase old data. Export and save the important audit data separately using the exporting feature.
- **Log configuration:** You can enable or disable keeping logs. You can also backup log files by periods and transfer to a repository server.
- **Log Viewer:** You can view, delete, and search log files.

Maintenance tab

This tab allows you to maintain your printer by upgrading firmware, managing applications, and setting contact information for sending emails. You can also connect to the HP website or download manuals and drivers by selecting the **Link** menu.

- **Firmware Upgrade:** You can check the firmware version used in the printer. Check the version and update it if necessary.
- **Application Management:** You can add or delete applications/license. If you add an application, you need to activate the license of the installed application. Some applications may not have a license.
- **Contact Information:** You can view contact information.
- **Link:** You can view links to useful websites where you can:
 - view product information and get support (HP website).
 - download manuals and drivers.
 - order consumable supplies.
 - register your printer on-line.
- **License Management:** License Management provides settings managing the licenses for installed applications.
- **Cloning:** The printer prints multiple original images on a single page. The number of images is automatically determined by the original image and the paper size. You can enable or disable the clone menu.
- **Wi-Fi Interface:** You can enable or disable the Wi-Fi menu.

Additional network-connected tasks

For more information go to support.hp.com

Instructions are available for performing specific scan task, such as the following:

- Wireless network setup (optional accessory required)

Additional network-connected tasks

Go to support.hp.com. Instructions are available for performing specific copy tasks, such as the following:

- Setting IP address

3 Media and tray

- [Loading originals](#)
- [Selecting print media](#)
- [Loading paper in the tray](#)
- [Printing on special media](#)
- [Tray Settings](#)

Loading originals

You can use the scanner glass or the Document Feeder to load an original for copying, scanning, and sending a fax.

- [Scanner glass](#)
- [Document feeder](#)

Scanner glass

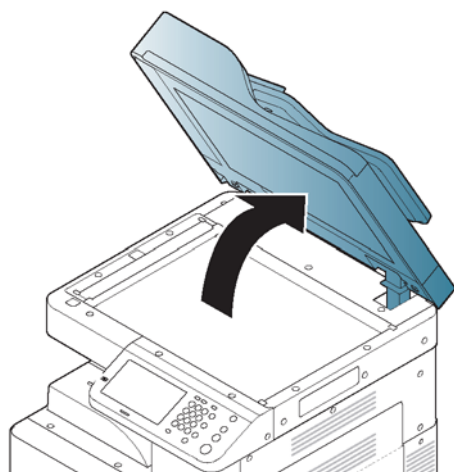
Make sure that no originals are in the document feeder. If an original is detected in the document feeder, the printer gives it priority over the original on the scanner glass. To get the best scan quality, especially for colored or gray-scaled images, use the scanner glass.

Preparing originals

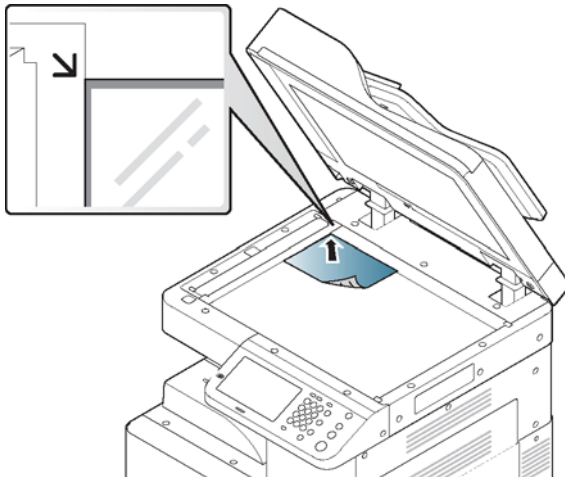
Do not load paper smaller than 25 x 25 mm (1.0 x 1.0 inch) or larger than 297 x 432 mm (11.7 x 17 inches).

Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.

1. Open the document feeder.



2. Place the original face down on the scanner glass and align it with the registration guide at the top left corner of the glass.



3. Close the document feeder.

**NOTE:**

- Leaving the document feeder open while copying may affect copy quality and toner consumption.
- Dust on the scanner glass may cause black spots on the printout. Always keep it clean.
- If you are copying a page from a book or magazine, lift the document feeder until its hinges are caught by the stopper and then close the lid. If the book or magazine is thicker than 30 mm (1 inch), start copying with the lid open.

**IMPORTANT:**

- Be careful not to break the scanner glass, it may cause injury.
- Do not put hands on the scanner glass while closing the document feeder. The document feeder may fall on your hands and cause injury.
- Do not look at the light inside of the scanner while copying or scanning. It is harmful to eyes.

Document feeder

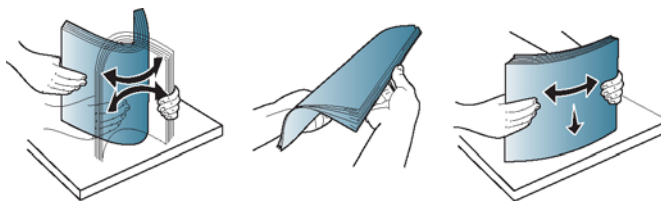
- Do not load paper smaller than 140 x 140 mm (5.5 x 5.5 inches) or larger than 297 x 432 mm (11.7 x 17 inches).
- The document feeder can automatically detect A5 LEF, Letters or A4 SEF, Legal SEF, A3 SEF.
 - Do not attempt to load the following types of paper, in order to prevent paper jams, low print quality, and printer damage.
 - Carbon paper or carbon-backed paper
 - Coated paper
 - Onion skin or thin paper
 - Wrinkled or creased paper

- Curled or rolled paper
- Torn paper
- Remove all staples and paper clips before loading.
- Make sure any glue, ink, or correction fluid on the paper is completely dry before loading.
- Do not load originals that include different sizes or weights of paper.
- Do not load booklets, pamphlets, transparencies, or documents with other unusual characteristics.

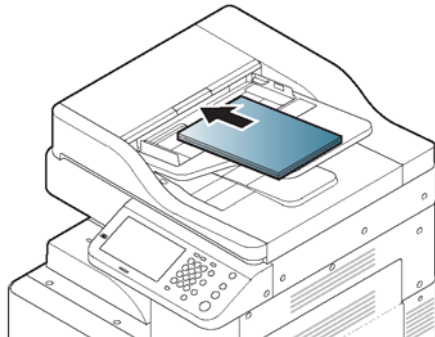
Preparing originals


Using the document feeder, you can load up to 100 sheets of paper (80 g/m², 20 lb. bond) for one job.

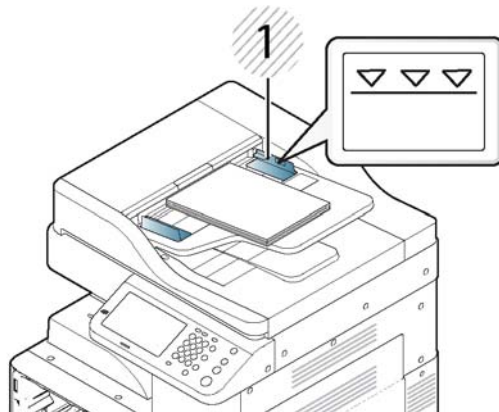
1. Flex or fan the edge of the paper stack to separate the pages before loading originals.



2. Load the originals face up into the document feeder. Make sure that the bottom of the original stack matches the paper size marked on the document input tray.

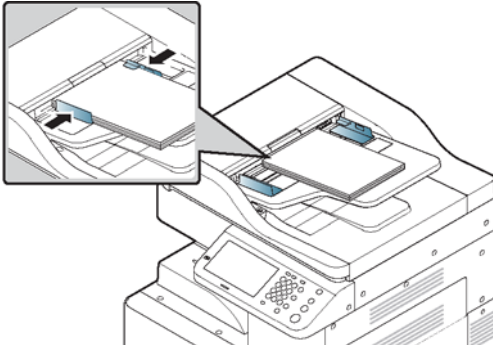



 **NOTE:** Do not overload the tray: it may cause original jams. Make sure that the paper is below the maximum paper capacity indicator inside the tray.



1 Paper capacity indicator

3. Adjust the document width guides to the paper size.



 **NOTE:** Dust on the document feeder glass may cause black lines on the printout. Always keep the glass clean.

Selecting print media

You can print on a variety of print media, such as plain paper, envelopes and labels. Always use print media that meet the guidelines for use with your printer.

- [Guidelines to select print media](#)


Guidelines to select print media

Print media that does not meet the guidelines outlined in this user's guide may cause the following problems:


- Poor print quality
- Increased paper jams
- Premature wear on the printer

Properties, such as weight, composition, grain, and moisture content, are important factors that affect the printer's performance and the output quality. When you choose print materials, consider the following:

- The type, size, and weight of the print media for your printer are described in print media specifications (see "Print media specifications").
- Desired outcome: The print media you choose should be appropriate for your project.
- Brightness: Some print media are whiter than others and produce sharper, more vibrant images.
- Surface smoothness: The smoothness of the print media affects how crisp the printing looks on the paper.

 **NOTE:** Some print media may meet all of the guidelines in this user's guide and still not produce satisfactory results. This may be the result of the sheets characteristics, improper handling, unacceptable temperature and humidity levels, or other variables over which cannot be controlled.

Before purchasing large quantities of print media, ensure that it meets the requirements specified in this user's guide.

 **CAUTION:** Using print media that does not meet these specifications may cause problems or require repairs. Such repairs are not covered by HP's warranty or service agreements.

The amount of paper put into the tray may differ according to media type used (see "Print media specifications").

Make sure not to use the inkjet photo paper with this printer. It could cause damage to the printer.

Use designated print media (see "Print media specifications").

 **WARNING!** The use of inflammable media or foreign materials left in the printer may lead to overheating of the unit and equipment damage.

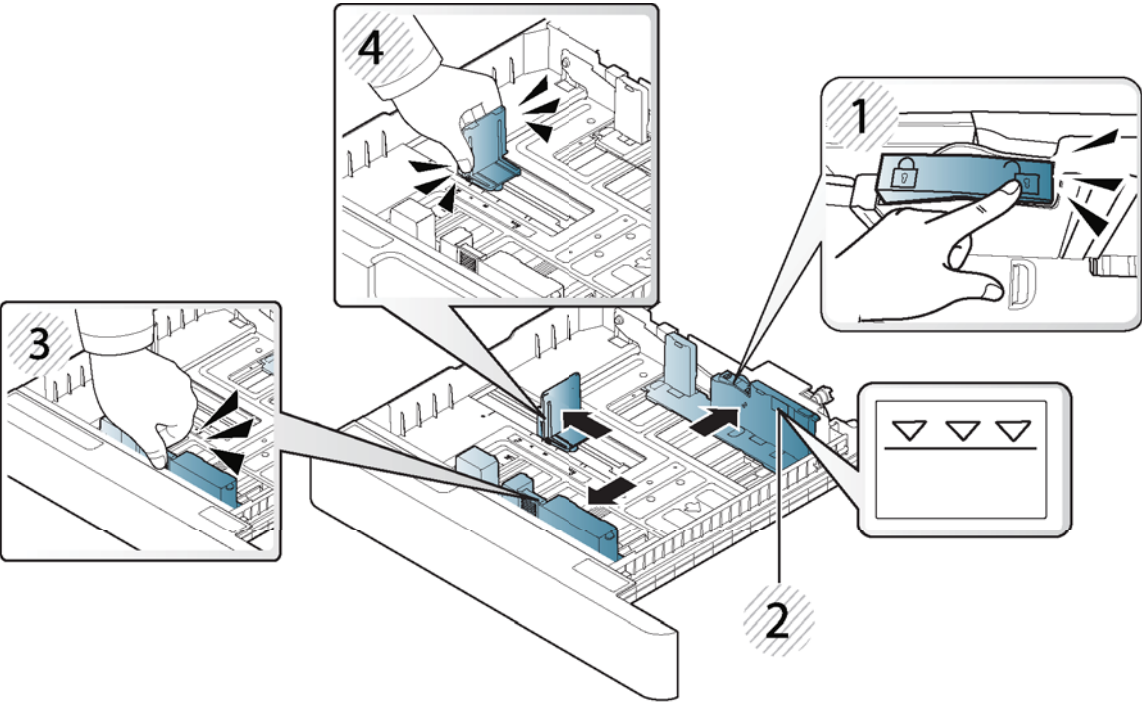
The amount of paper put into the tray may differ according to media type used (see "Print media specifications").

Loading paper in the tray


- [Tray overview](#)
- [Standard tray / optional dual cassette feeder](#)
- [Tray 1 \(MP\)](#)
- [Media sizes automatically detected](#)

Tray overview

To change the size, you need to adjust the paper guides.



1	Locking switch
2	Paper capacity indicator
3	Paper length guide
4	Paper width guide

 **IMPORTANT:** If you do not adjust the guide, it may cause paper registration, image skew, or jamming of the paper.

Standard tray / optional dual cassette feeder

Load the print media you use for the majority of your print jobs into the standard tray. The standard tray can hold a maximum of 1,040 sheets of plain paper.

You can purchase an optional dual cassette feeder and attach it below the standard tray to load an additional 1,040 sheets of plain paper.

 **NOTE:** Standard tray contains two trays. (Tray 2, Tray 3)

Optional dual cassette feeder contains two trays. (Tray 4, Tray 5)

The process to load paper in Tray 2, Tray 3, Tray 4, and Tray 5 is the same.


Do not extend more than one paper tray at a time.

Do not use paper tray as a step.

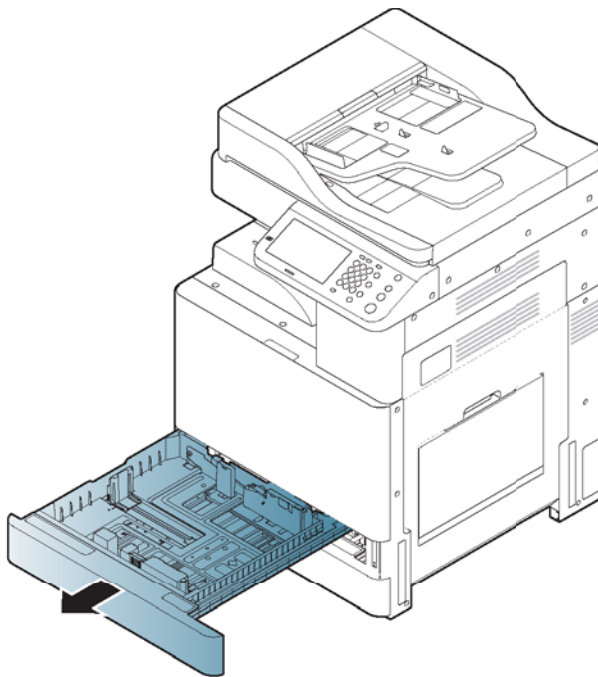
All trays must be closed while relocating/moving product.

Keep hands out of paper tray/drawers when closing.

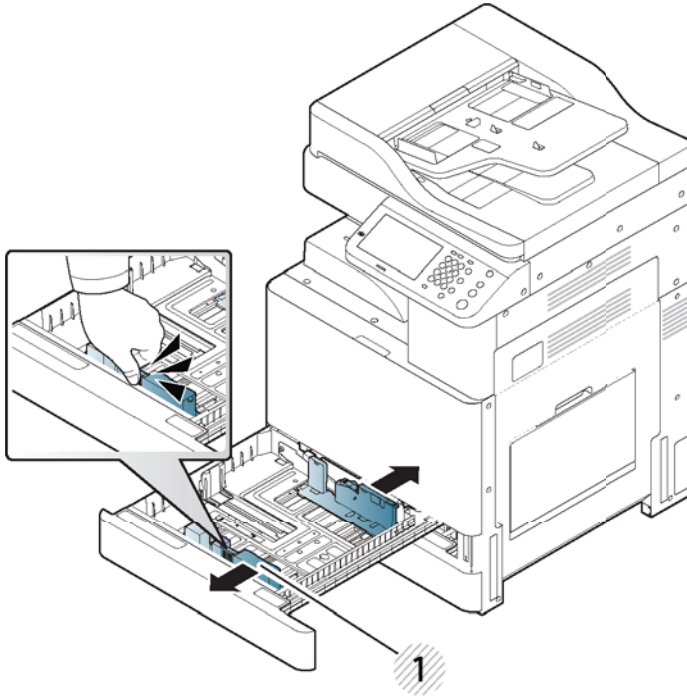
Close keyboard tray when not in use.

 **IMPORTANT:** Using photographic paper or coated paper may cause problems that require repairs. Such repairs are not covered by the warranty or service agreements.

1. Pull on the right side of the tray to pull out.

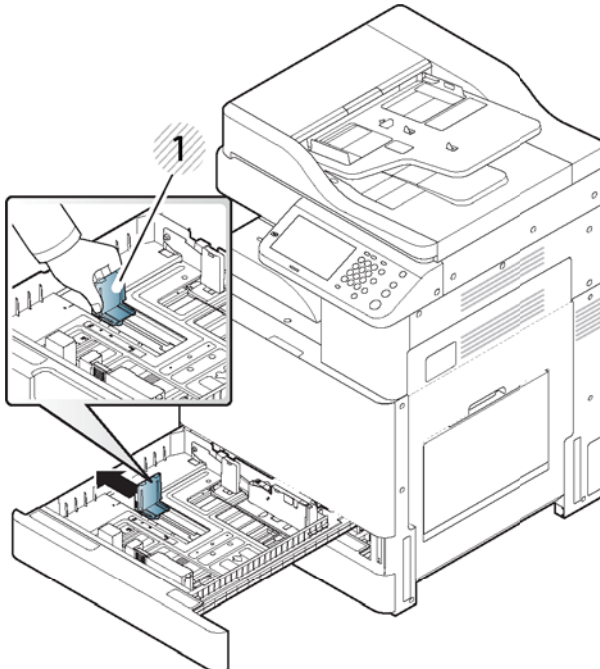


2. Squeeze the paper length guide, and pull it to the end of the tray.



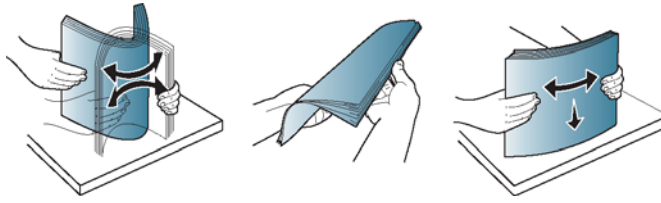
1 Paper length guide

3. Squeeze the paper width guide, and pull it to the end of the tray.

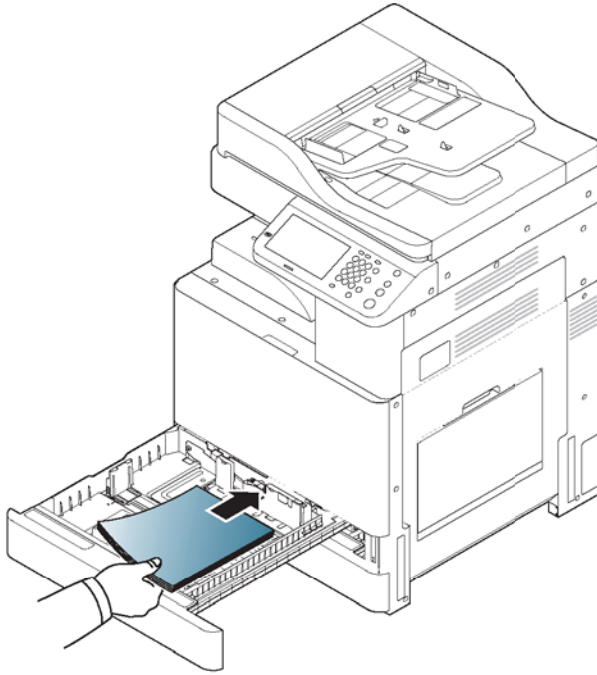



1 Paper width guide

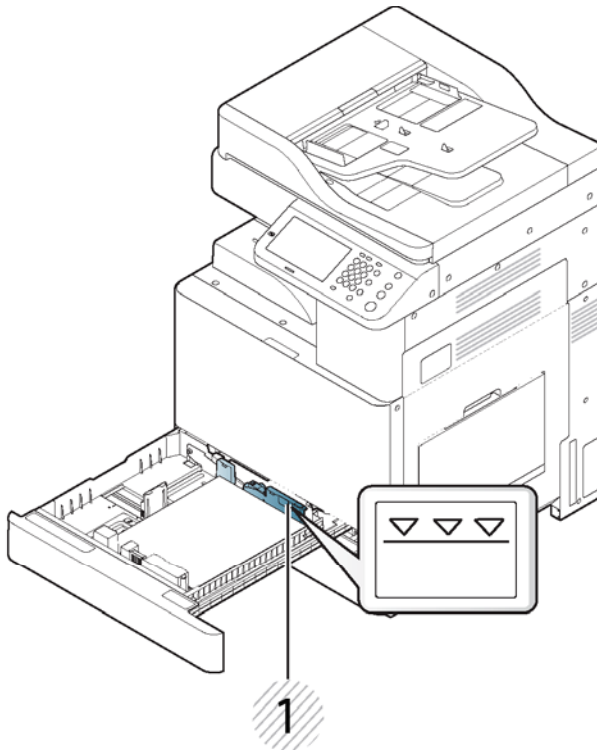
4. Flex and fan the edge of the paper stack to separate the pages before loading papers.



5. Load paper with the print side facing up.

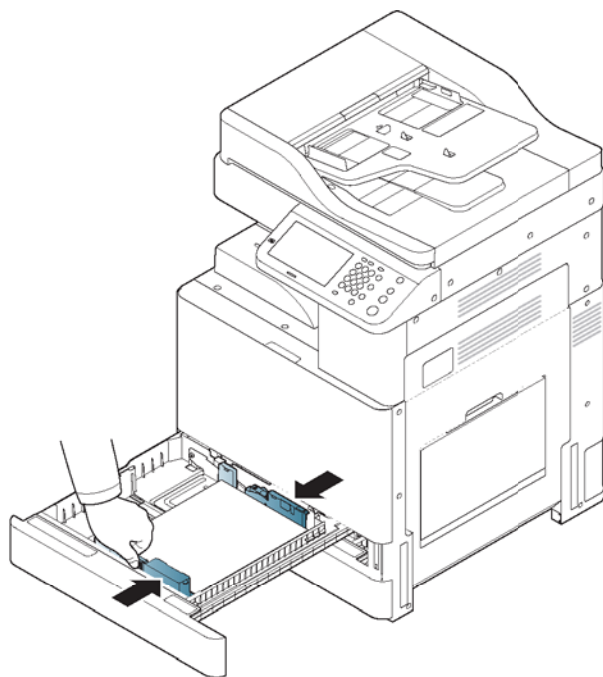


 **NOTE:** Do not overload the tray: it may cause paper jams. Make sure that the paper is below the maximum paper capacity indicator inside the tray.

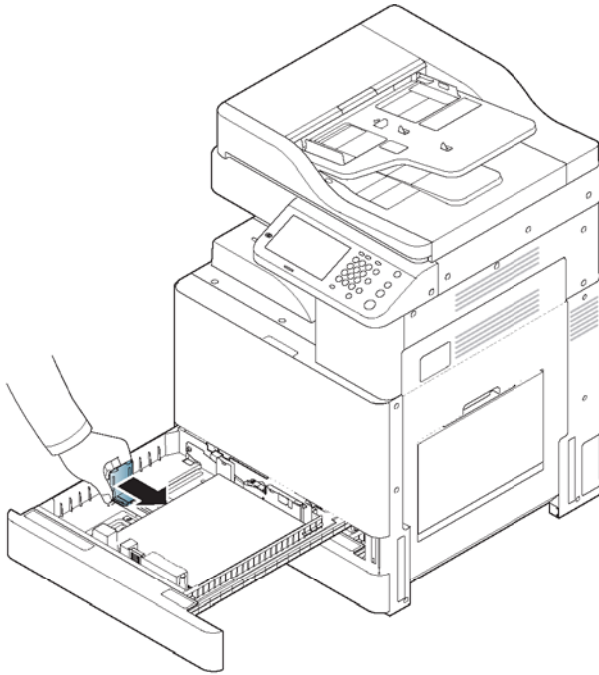


1 Paper capacity indicator

6. Adjust the paper length guide to the desired paper length.

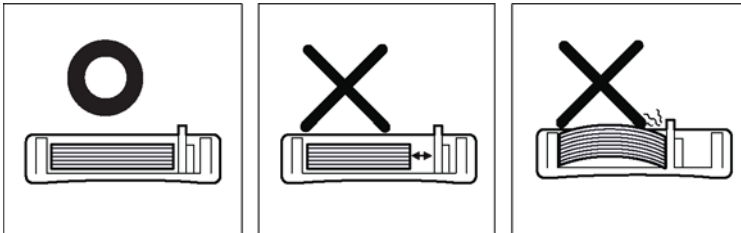


7. After loading paper into the tray, pinch the paper width guide and move it toward the stack of paper until it lightly touches the side of the stack. Do not press the guide too tightly to the edge of the paper: the guide may bend the paper.

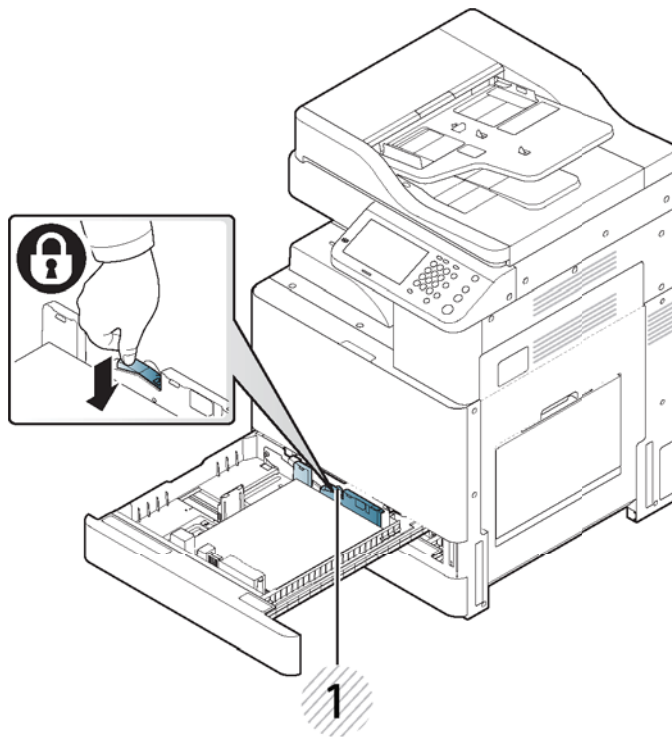


 **NOTE:** Do not push the paper guide too far causing the media to warp.

If you do not adjust the paper width guide, it may cause paper jams.



8. Fix the paper length guide using the locking switch. Release the locking switch to load a different sized paper.



1 Locking switch

9. Insert the tray back into the printer.

When you print a document, set the paper type and size for the tray.

For information about setting the paper type and size on the control panel (see "Tray Settings").

 **NOTE:**

- If you experience problems with paper feeding, check whether the paper meets the media specifications (see "Print media specifications"). Then, try placing one sheet at a time in Tray 1 (MP) (see "Tray 1 (MP)").
- The standard tray and optional dual cassette feeder can automatically detect various-sized paper (see "Media sizes automatically detected").

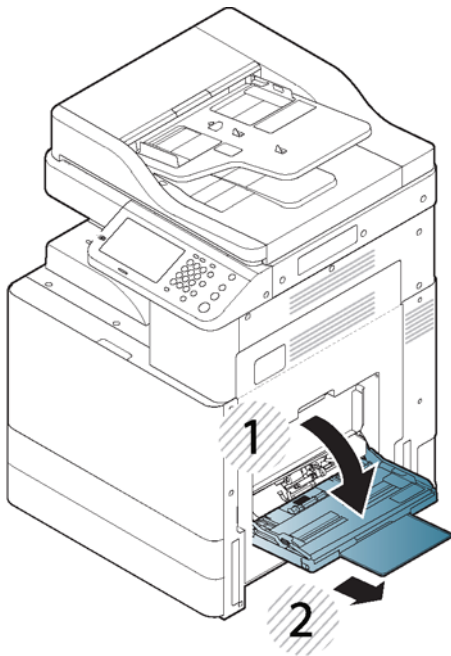
Check if the paper size and type in the tray are detected or not. If you want to set the paper size and type or if the printer cannot detect them, you can set the size and type directly in the confirmation window.

Tray 1 (MP)

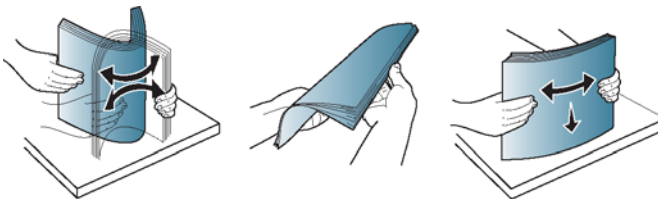
Tray 1 (MP) can hold special sizes and types of print material, such as postcards, note cards, and envelopes. It is useful for single page printing on colored paper.

Tips on using Tray 1 (MP)

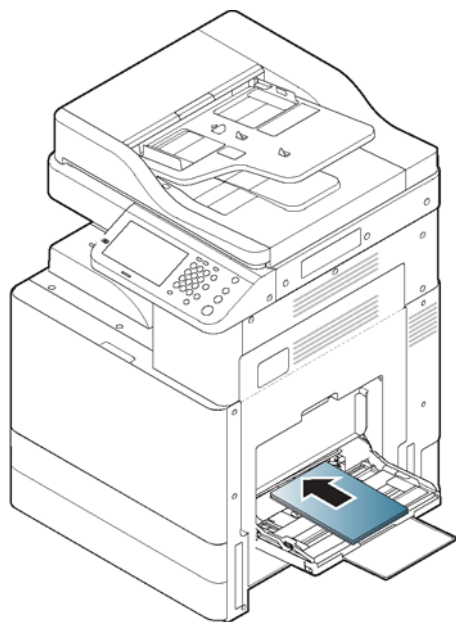
- Load only one type, size, and weight of print media at a time in the Tray 1 (MP).
 - To prevent paper jams, do not add paper while printing when there is still paper in Tray 1 (MP). This also applies to other types of print media.
 - Print media should be loaded face down with the top edge going into Tray 1 (MP) first and be placed in the center of the tray.
 - Always load only the specified print media to avoid paper jams and print quality problems (see "Print media specifications").
 - Flatten any curl on postcards, envelopes, and labels before loading them into Tray 1 (MP).
1. Open Tray 1 (MP) and pull out the extension if necessary.




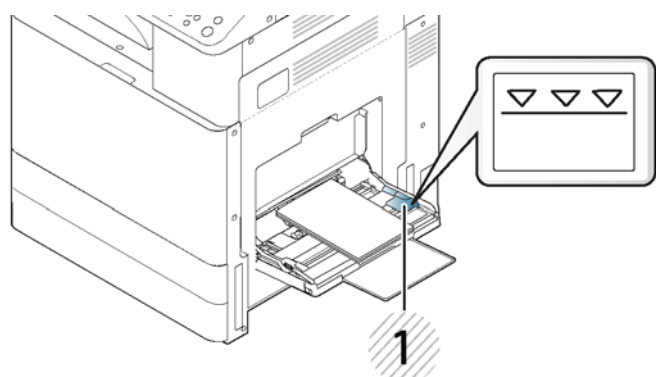
2. Flex or fan the edge of the paper stack to separate the pages before loading originals.



3. Load the paper with the side to be printed on facing down.

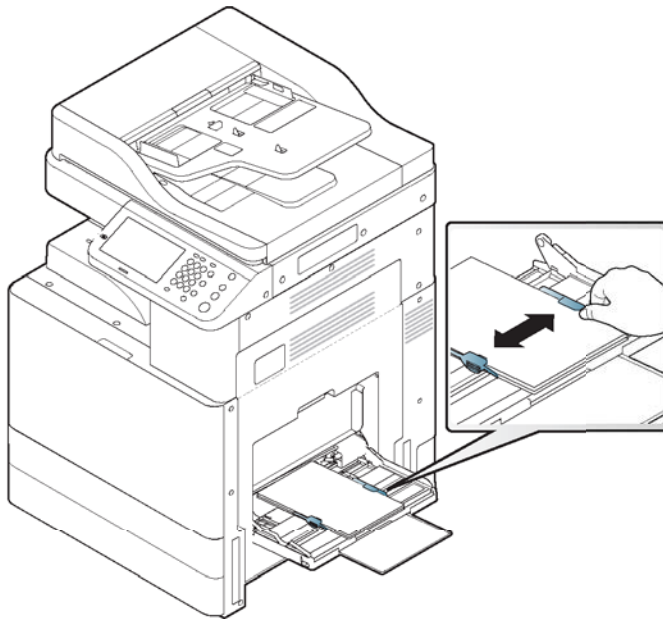


 **NOTE:** Do not overload the tray: it may cause paper jams. Make sure that the paper is below the maximum paper capacity indicator inside the tray.



1 Paper capacity indicator

4. Squeeze Tray 1 (MP) paper width guides and adjust them to the width of the paper. Do not force too much, otherwise the paper will bend resulting in a paper jam or skew.



5. When you print a document, set the paper type and size for the Tray 1 (MP) (see "Media sizes automatically detected").

For information about setting the paper type and size on the control panel (see "Tray Settings").

Media sizes automatically detected

This printer can automatically detect various sized-paper. Refer to the table below.

The paper sizes auto-detected are determined by the printer's default paper size. If A4, metric paper sizes are auto detected, if Letter, imperial sizes are auto detected.

Table 3-8 Media sizes automatically detected

Size ^a (Plain)	Standard tray 2, 3	Optional dual cassette feeder	Duplex printing
Letter SEF ^b	✓	✓	✓
Letter LEF ^c	✓	✓	✓
11x17	✓	✓	✓
NOTE: (Tray 3 only)			
Legal SEF	Auto-detected in trays 2 -4		✓
Executive SEF			✓
Executive LEF			✓
Statement SEF	✓	✓	✓
A3 SEF	✓	✓	✓
NOTE: (Tray 3 only)			
A4 SEF	✓	✓	✓

Table 3-8 Media sizes automatically detected (continued)


Size ^a (Plain)	Standard tray 2, 3	Optional dual cassette feeder	Duplex printing
A4 LEF	✓	✓	✓
A5 SEF	✓	✓	✓
A5 LEF			
B4 SEF	✓	✓	✓
JIS B5 SEF	✓	✓	✓
JIS B5 LEF			✓
A6 SEF			
Officio 8.5 x 13 SEF	✓	✓	✓
Officio 216 x 340 mm SEF			✓
8K 270 x 390 mm SEF			✓
16K 195 x 270 mm SEF			✓
16K 195 x 270 mm LEF			✓

^a This printer can detect paper of similar sizes as the listed paper sizes.

^b SEF meaning is Short Edge Feed.

^c LEF meaning is Long Edge Feed.

Printing on special media

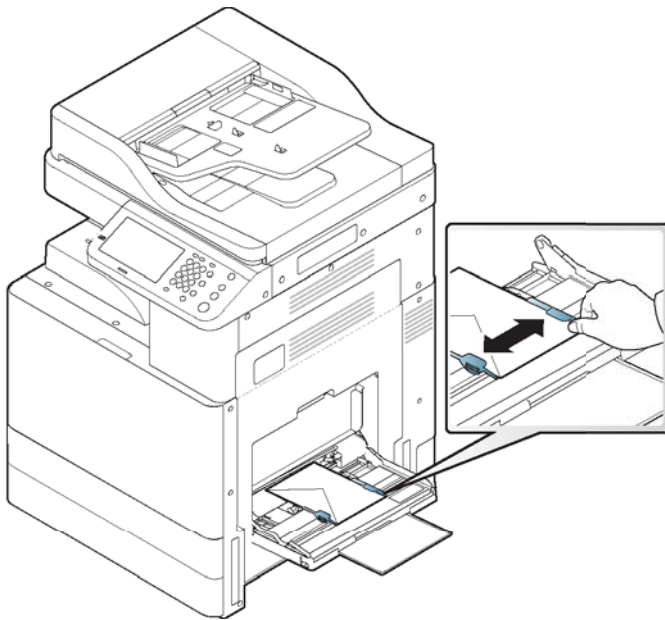
 **NOTE:** The media types are shown in the Printing Preferences. This paper type option allows you to set the type of paper to be loaded in the tray. This setting appears in the list so that you can select it. This will let you get the best quality printout. If not, the desired print quality may not be achieved.

- [Envelope](#)
- [Labels](#)
- [Card stock/ Custom-sized paper](#)
- [Letterhead/Pre-printed paper](#)
- [Additional information for printing on special media](#)

Envelope

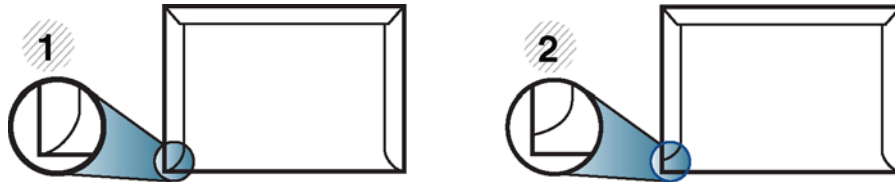
Successful printing on envelopes depends upon the quality of the envelopes.

To print an envelope, place it with the flap side up.



- When selecting envelopes, consider the following factors:
 - **Weight:** The weight of the envelope paper should not exceed 90 g/m² (16 lb.) otherwise, a jam may occur.
 - **Construction:** Prior to printing, envelopes should lie flat with less than 6 mm (0.25 inches) curl, and should not contain air.
 - **Condition:** Envelopes should not be wrinkled, nicked, or damaged.
 - **Temperature:** Use envelopes that are compatible with the heat and pressure of the printer during operation.
- Use only well-constructed envelopes with sharp and well-creased folds.
- Do not use stamped envelopes.

- Do not use envelopes with clasps, snaps, windows, coated lining, self-adhesive seals, or other synthetic materials.
- Do not use damaged or poorly made envelopes.
- Be sure the seam at both ends of the envelope extends all the way to the corner of the envelope.



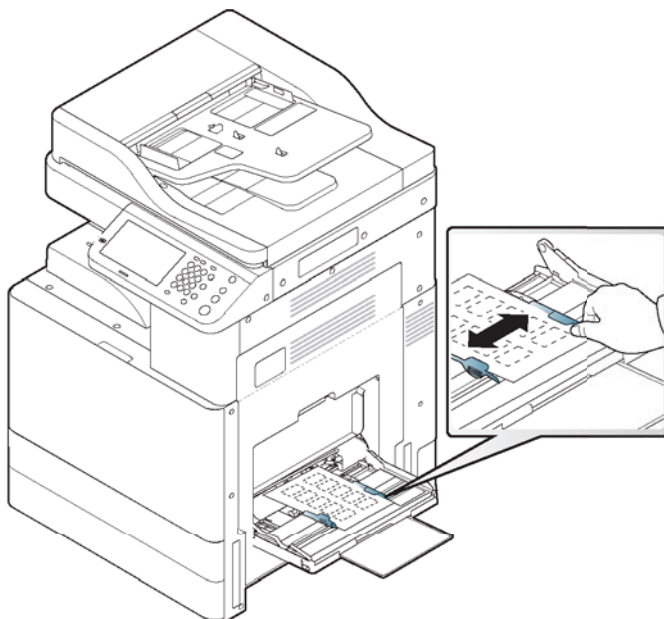
1	Acceptable
2	Unacceptable

- Envelopes with a peel-off adhesive strip or with more than one flap that folds over to seal must use adhesives compatible with the printer's fusing temperature of about 170°C (338 °F) for 0.1 second. The extra flaps and strips might cause wrinkling, creasing, or jams, and may even damage the fuser.
- For the best print quality, position margins no closer than 15 mm (0.6 inches) from the edges of the envelope.
- Avoid printing over the area where the envelope's seams meet.

Labels

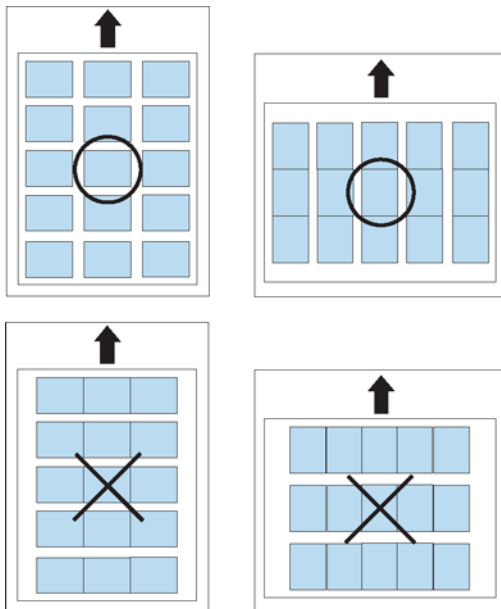
Load the paper with the side to be printed on facing down.

To avoid damaging the printer, use only labels designed for use in laser printers.

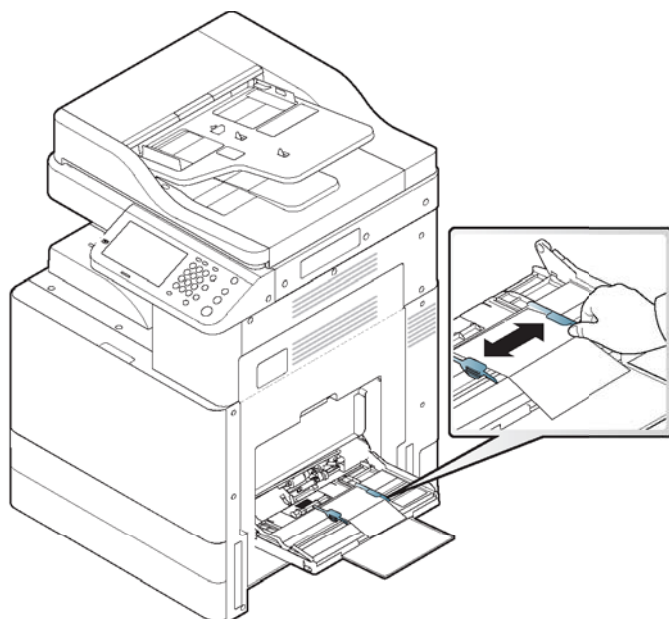


When selecting labels, consider the following factors:

- **Adhesives:** The adhesive material should be stable at your printer's fusing temperature of about 170°C (338 °F) for 0.1 second.
- **Arrangement:** Only use labels with no exposed backing between them. Labels can peel off sheets that have spaces between the labels, causing serious jams.
 - **Curl:** Prior to printing, labels must lie flat with no more than 13 mm (0.5 inches) of curl in any direction.
 - **Condition:** Do not use labels with wrinkles, bubbles, or other indications of separation.
- Make sure that there is no exposed adhesive material between labels. Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to printer components.
- Do not run a sheet of labels through the printer more than once. The adhesive backing is designed for only a single pass through the printer.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or damaged.
- Do not load paper that does not have space between labels running the same direction as the paper is being fed. Otherwise, it could cause paper jams.



Card stock/ Custom-sized paper



- Do not print on media smaller than 98 mm (3.8 inches) wide or 148 mm (5.8 inches) long.
- In the software application, set margins to at least 6.4 mm (0.25 inches) away from the edges of the material.

Letterhead/Pre-printed paper

Table 3-10 Letterhead / Pre-printed paper

Tray	Single-sided	Double-sided
Standard tray/Optional dual cassette feeder	Face up	Face down
Tray 1 (MP)	Face down	Face up

- Preprinted paper must be printed with heat-resistant ink that will not melt, vaporize, or release hazardous emissions when subjected to the printer's fusing temperature of about 170°C (338 °F) for 0.1 second.
- Preprinted paper ink must be non-flammable and should not adversely affect printer rollers.
- Forms should be sealed in a moisture-proof wrapping to prevent changes during storage.
- Before you load preprinted paper, verify that the ink on the paper is dry. During the fusing process, wet ink can come off preprinted paper, reducing print quality.

Additional information for printing on special media

Go to support.hp.com. Instructions are available for performing specific scan tasks, such as the following:

- Special media types and what each tray will support

Tray Settings

After loading paper in the paper tray, set the paper size and type using the display screen. For computer printing, select the paper size and type in the application program you use on your computer (see "Opening printing preferences").



NOTE: The paper setting in the printer and driver should match to print without a paper mismatch error.

- You change the paper setting set in the printer using WebUI.
If your printer is connected to the network, you can set the printer's setting WebUI.
 - You can set it using [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > select the tray you want > [Paper Size](#) or [Paper Type](#) on the control panel.
-
- [Setting the paper size](#)
 - [Setting the paper type](#)
 - [Setting the tray confirmation message](#)
 - [Auto tray switch](#)
 - [Auto continue](#)
 - [Paper substitution](#)
 - [Tray protection](#)
 - [Tray priority setting](#)

Setting the paper size


1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > select the tray you want from the display screen.
2. Press [Paper Size](#) and select the paper size.



NOTE: If there is no required size paper or you need to use custom size paper, press the [Custom Size](#) button to set the paper size. You can also set and save the custom size using [Custom Size](#). You can select the custom size whenever you need it.

3. Press  ([Back](#)) to save the selection.

Setting the paper type

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > select the tray you want from the display screen.
2. Press [Paper Type](#) and select the paper type.
3. Press  ([Back](#)) to save the selection.

Setting the tray confirmation message

When you load paper into a tray, you can set the confirmation message to appear automatically; or not at all. This printer can detect some paper sizes and types automatically. If you want to set the paper size and type, or the printer cannot detect them, you can set the size and type directly in the confirmation window.

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > select the tray you want from the display screen.
2. Press the button in [Tray Confirmation Message](#) to activate this function.

Auto tray switch

This is the option to set if the printer is to continue printing or not when any tray becomes empty. For example, both tray 1 and tray 2 are filled with the same size paper, the printer automatically prints from tray 2 after the tray 1 runs out of paper.

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > [Auto Tray Switch](#).
2. Press the button on the right to activate this function.

Auto continue

This option allows you to continue printing when the paper size you have set is mismatched with the paper in the tray. When this option is activated, the printer continues printing using similar or large size paper. If this option is inactivated, the printer waits until the required size paper is loaded in the tray.

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > [Auto Continue](#).
2. Choose one of the options.

Paper substitution

When the requested paper for a print job is not available in the tray, this feature allows you to substitute similar paper size. For example, if the requested ledger sized paper is not available in the tray, this printer substitutes A3 for the requested paper.



NOTE: When the paper is substituted, some image loss may occur.

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > [Paper Substitution](#).
2. Press the button on the right to activate this function.

Tray protection

When you choose this option, the selected tray will be protected. This will be used to prevent like paper from being fed if Auto Switching is "ON".

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > [Tray Protection](#).
2. Choose tray and press the button to activate this function.

Tray priority setting


When you do not select the tray for printing, the tray selected as in the Tray Priority Setting will be used in order. If the tray does not have the paper on which you want to print, the printer automatically prints from the trays in the priority order set.

1. Press [Machine Setup](#) > [Tray Settings](#) > [Settings](#) > [Tray Priority Setting](#).
2. Press a tray, and give priority in the order for printing job using up and down arrows.

4 Printing

- [Printer driver features](#)
- [Basic printing](#)
- [macOS printing](#)
- [Additional print tasks](#)

Printer driver features


 **NOTE:** The procedures in the chapter are based on the print drivers provided on the CD received with your printer.

Check the operating systems that are compatible with your printer (see "System requirements").

Your printer drivers support the following standard features:

- Paper orientation, size, source, and media type selection
- Number of copies

You can also use various special printing features. The following table shows a general overview of features supported by your printer drivers:

 **NOTE:** Some models or operating system may not support the certain feature(s) in the following table.

Feature	PCL/PS ^a /XPS ^b	PS ^b	
	Windows	macOS	Linux
Printer quality option	✓	✓	✓
Poster printing	✓	✓	
Multiple pages per sheet	✓	✓	✓
Booklet printing	✓	✓	
Fit to page printing	✓	✓	
Reduce and enlarge printing	✓	✓	
Different source for first page	✓	✓	
Cover page options	✓	✓	
Raster compression	✓		
	(PCL only)		
Output options	✓	✓	✓
Watermark	✓	✓	
Overlay	✓		
	(PCL only)		
Double-sided printing (duplex)	✓	✓	✓

^a The PostScript driver is recommended for best print image quality from PostScript-based applications such as Acrobat Reader®, Adobe Illustrator®, Adobe Photoshop®, etc.

^b Download the software from the HPI website and install it: (hp.com > find your product > Support or Downloads). Before installing, check whether your computer's OS support the software.

^c XPS printer driver can be installed only on Windows Vista OS or higher.

Basic printing



NOTE:

- macOS printing (see "macOS printing").
- Linux printing (see "Linux printing").

The following Printing Preferences window is for Notepad in Windows 7. Your Printing Preferences window may differ, depending on your operating system or the application you are using.

1. Open the document you want to print.
2. Select **Print** from the **File** menu.
3. Select your printer from the **Select Printer** list.

The basic print settings including the number of copies and print range are selected within the **Print** window.





NOTE: To take advantage of the printer features provided by your printer driver, click **Properties** or **Preferences** in the application's **Print** window to change the print setting (see "Opening printing preferences").

4. To start the print job, click **OK** or **Print** in the **Print** window.

Canceling a print job

If the print job is waiting in the print queue or print spooler, cancel the job as follows:

- You can access this window by simply double-clicking the printer icon () in the Windows task bar.
- You can also cancel the current job by pressing () (**Stop**) button on the control panel.

macOS printing



NOTE: Some features may not be available depending on models or options. It means that the features are not supported.

- [Printing a document](#)
- [Changing printer settings](#)
- [Printing multiple pages on one sheet](#)
- [Printing on both sides of the paper](#)
- [Using help](#)

Printing a document

When you print with macOS, you need to check the printer driver settings in each application you use. Follow the steps below to print from macOS:

1. Open the document to print.
2. Open the **File** menu and click **Page Setup** (**Document Setup** in some applications).
3. Choose your paper size, orientation, scaling, other options, and make sure that your printer is selected. Click **OK**.
4. Open the **File** menu and click **Print**.
5. Choose the number of copies and indicate which pages to print.
6. Click **Print**.

Changing printer settings

You can use advanced printing features when using your printer.

Open an application and select **Print** from the **File** menu. The printer name, which appears in the printer properties window, may differ depending on the printer in use.

Printing multiple pages on one sheet

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft copies.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
3. Select the other options to use.
4. Click **Print**.

The printer prints the selected number of pages to print on one sheet of paper.

Printing on both sides of the paper



NOTE: Some features may not be available depending on models or options. It means that the features are not supported

Before printing in the duplex mode, decide on which edge you will be binding your finished document. The binding options are, as follows:

- **Long-Edge Binding:** This option is the conventional layout used in book binding.
 - **Short-Edge Binding:** This option is the type often used with calendars.
1. From your macOS application, select **Print** from the **File** menu.
 2. Select **Layout** from the drop-down list under **Orientation**.
 3. Select a binding orientation from the **Two-Sided** option.
 4. Select the other options to use.
 5. Click **Print** and the printer prints on both sides of the paper.



IMPORTANT: If you print more than 2 copies, the first copy and the second copy might print on the same sheet of paper. Avoid printing on both sides of paper when you are printing more than 1 copy.

Using help

Click the question mark on the bottom-left corner of the window and click on the topic you want to know about. A pop-up window appears with information about that option's feature, which is provided from the driver.

Additional print tasks

Go to support.hp.com.

Instructions are available for performing specific print tasks, such as the following:

- Create and use printing shortcuts or presets
- Select the paper size, or use a custom paper size
- Select the page orientation
- Create a booklet
- Scale a document to fit a specific paper size
- Print the first or last pages of the document on different paper
- Print watermarks on a document

5 Copying

- [Understanding the copy screen](#)
- [Basic copying](#)
- [Quick copying](#)
- [Using special copy features](#)
- [Additional copy tasks](#)

Understanding the copy screen

When you press [Copy](#) from the display screen, the [Copy](#) screen appears which has several tabs and lots of copying options. All the options are grouped by features so that you can configure your selections easily.

If a different screen is displayed, press  ([Home](#)) to go to the home display screen.

- [Basic tab](#)
- [Advanced tab](#)
- [Image tab](#)

Basic tab

- [Copies](#): Enters the number of copies.
- [Paper Source](#): Selects the paper source tray.
- [Reduce/Enlarge](#): Reduces or enlarges the size of a copied image.
- [Duplex](#): Sets the printer to print copies on both sides of the paper.
- [Output](#): Sets the printer's various output options.
- [Darkness](#): Adjusts the brightness level to make a copy for easier reading, when the original contains faint markings and dark images.
- [Programs](#): Allows you to save the current settings for future use.

Advanced tab

- [Original Size](#): Selects the actual paper size of the originals.
- [Original Orientation](#): Selects the orientation of the originals.
- [N-Up](#): Prints 2 or more original images, reduced to fit onto one sheet of paper.
- [ID Copy](#): Prints 2-sided originals on one sheet of paper. This feature is helpful for copying a small-sized item, such as a business card.
- [Book Copy](#): Allows you to copy the left or/and right pages of book on separate output paper.
- [Booklet](#): Allows you to create booklets.
- [Watermark](#): Allows you to print a watermark on printouts.
- [Stamp](#): Allows you to print with some information such as date and time.
- [Build Job](#): After the scanning is finished, the Scan More Pages window appears to ask if you want to scan another page. If you select [Yes](#), then you can scan another page in the current job. If you select [No](#), then the scanning process is completed and the remainder of the job is performed.

Image tab


- [Original Type](#): Improves the copy quality by selecting the original's type for the current copy job.
- [Adjust Background](#): Prints an image with a lighter background.

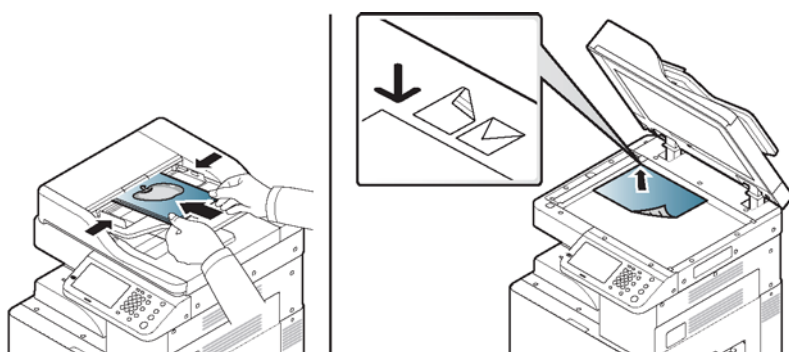
- **Erase Backside Image:** Prevents copying the original's image shown through on the backside.
- **Erase Edge:** Allows you to erase spots, drill holes, fold creases and staple marks along any of the four edges of a document.


Basic copying

This is the normal and usual procedure for copying your originals.


1. Press **Copy** from the display screen.
2. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").

 **NOTE:** Ensure all documents are centered in the input tray. Adjust paper guides to align with the edges of the paper.




3. Adjust the settings for each copy such as **Paper Source**, **Reduce/Enlarge**, **Duplex** and more in the **Basic** tab.
4. Set the copy features in the **Advanced** or **Image** tabs, if necessary.
5. Enter the number of copies using the numeric keypad on the control panel, if necessary.
6. Press  (**Start**) from the control panel to begin copying.

 **NOTE:**

- To cancel the current copy job, press  (**Stop**) on the control panel.
 - You can delete current and pending jobs using **Job Status** on the control panel. Select the job you want to cancel and press **Delete** (see "Job Status button").
-

Copying originals of different sizes

This feature allows you to copy originals of different sizes at once.

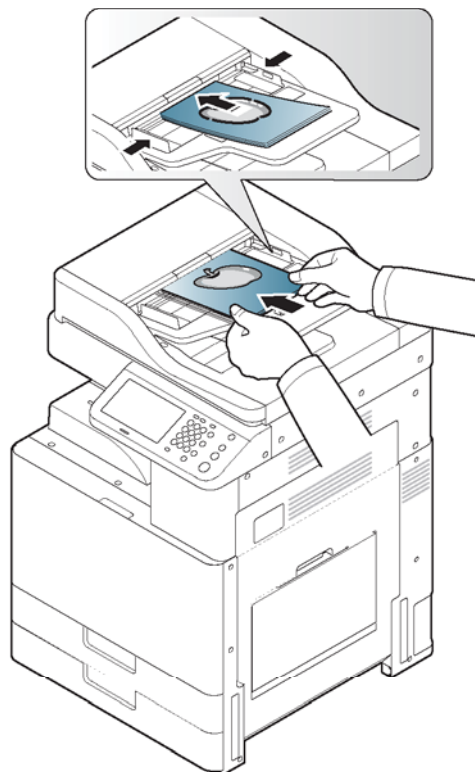
 **NOTE:** If you want to copy different sized originals at once, select **Mixed Size** under the **Original Size** option. Otherwise, it could cause original-document jams.

1. Press **Copy** from the display screen.

2. Place the different sized originals face up in the document feeder. Align and gently push them to the center side of the document feeder width guide.



NOTE: Ensure all documents are centered in the input tray. Adjust paper guides to align with the edges of the paper.



3. Press the **Advanced** tab > **Original Size** > **Mixed Size** from the display screen.

 **NOTE:**


- [Mixed Size](#) is activated when the originals are placed in the document feeder.
- When using the [Mixed Size](#) option, we recommend that you use the following combinations for copying different sized originals. Using combinations that are not recommended may cause original-document jams. Depending on the default paper size (A4 or Letter), the combinations are as follows:

If **A4** is the default paper size,

- A3 and A4 LEF
- B4 JIS and B5 LEF
- A4 SEF and A5 LEF
- Letter LEF and 11x17

If **Letter** is the default paper size,

- A3 and A4 LEF
 - B4 JIS and B5 LEF
 - 11x17 and Letter LEF
 - Legal, Letter SEF and Statement LEF
-


4. Adjust the settings for each copy such as [Paper Source](#), [Duplex](#) and more in the [Basic](#) tab.
5. Set the copy features in the [Advanced](#) or [Image](#) tab, if necessary.
6. Enter the number of copies using the numeric keypad on the control panel, if necessary.
7. Press  ([Start](#)) from the control panel to begin copying.

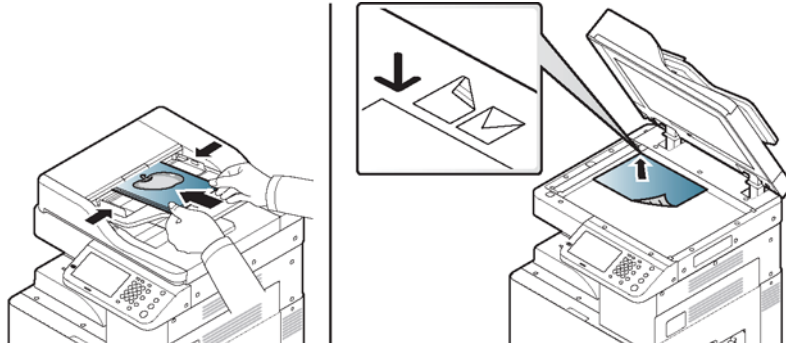
Quick copying

The [Quick Copy](#) menu allows you to quickly set copy options without having to move to a lower level menu or another tab. But, this menu does not provide all copy options. If you need to use other copy options, use the copy options in the [Copy](#) menu.


1. Press [Quick Copy](#) from the display screen.


2. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder.

 **NOTE:** Ensure all documents are centered in the input tray. Adjust paper guides to align with the edges of the paper.




3. Adjust the settings for each copy such as [Reduce/Enlarge](#), [Duplex/NUp](#), [Output](#), [Paper Source](#), etc.

 **NOTE:** You can set the default [Quick Copy](#) options from [Machine Setup](#) > [Application Settings](#) > [Copy Settings](#) from the display screen. Set the most frequently used settings.

4. Enter the number of copies using the numeric keypad on the control panel, if necessary.
5. Press  ([Start](#)) from the control panel to begin copying.

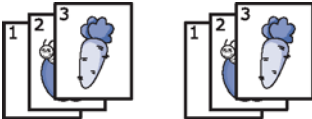
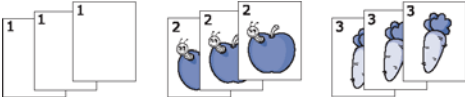
Using special copy features

On the [Basic](#), [Advanced](#), or [Image](#) tab of the [Copy](#) screen, you can select specific copy features.

 **NOTE:** Some menus may not appear in the display depending on options or models.

To change the menu options:

1. Press [Copy](#) from the display screen.
2. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
3. If you want to customize the copy settings including reduce/enlarge, darkness, original type, and more from the display screen.
4. Press the [Basic](#), [Advanced](#), or [Image](#) tab from the display screen.
5. Select the appropriate option.

Item	Description
Paper Source	Paper Source sets the tray containing the paper to be used for printing. The printer prints the scanned image on the paper in the selected tray. You can see the icons that show paper sizes and the remaining amount of paper in each tray.
Reduce/Enlarge	Reduces or enlarges the size of a copied image. NOTE: If the printer is set to Eco mode, reduce and enlarge features are not available.
Output	You can select the options for how you want the outputs to be arranged. <ul style="list-style-type: none">• Sort: Select how to sort the output.<ul style="list-style-type: none">– Collated: The outputs are in sets to match the sequence of originals.<div data-bbox="740 1171 1054 1289"></div>– Uncollated: The outputs are sorted into stacks of individual pages.<div data-bbox="740 1371 1208 1467"></div>• Rotate: Stacks the printouts in crisscrossed sets.

NOTE:

- This feature is available only when the finisher is not installed.
- This feature is available only with Letter- and A4-sized print media.
- Before using this feature, you have to load the paper in the trays with SEF (Short edge feed) and LEF (Long edge feed). For example, direction of paper feeding in tray 1 is SEF, and direction of paper feeding in tray 2 is LEF.
- This feature is available only when the optional finisher is installed.
- Some features are available only when the optional finisher is installed.
- **Output Tray:** This option allows you to specify the tray where to output the printed documents.
- **Staple:** Specify the number of staples to use when binding the document (either 1 or 2 staples).
- **Punch:** Specify the number of holes to punch in the document (either two or three holes). Some punch kits may offer a 4 Hole option instead of the 3 Hole option.

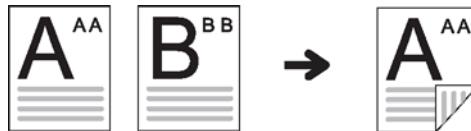
Darkness

You can adjust the degree of darkness. This feature allows dark images to be printed into lighter images, or light images into darker images.

Duplex

You can set the printer to print copies on both sides of paper.

- **1 -> 1 Sided:** Scans one side of an original and prints it on one side of the paper.
- **1 -> 2 Sided**



- **2 -> 1 Sided**



- **2 -> 2 Sided**



NOTE: If an original is placed on the scanner glass and you press **1 -> 2 Sided**, **2 -> 1 Sided** or **2 -> 2 Sided**, the message **Do you want to scan another page?** appears after the first page is copied. Load another original and press **Yes**. When you finish, press **No** on this window.

Original Size

Copies can be produced after specifying the document scanning size if the document size cannot be detected automatically or if you wish to specify a certain document size.

Original Orientation

When copying double-sided documents or making double-sided copies or combined copies, specify the document orientation; otherwise, the copies may not be printed in the correct page order or correct front and back page arrangement.

- **Upright Images:** Select this setting for an original document loaded with the top toward the back of the printer.
- **Sideways Images:** Select this setting for an original document loaded into the document feeder with the top of the original document toward the left side of the printer or an original document placed on the scanner glass with the top of the original document toward the right side of the printer.

Original Type

The original type setting is used to improve copy quality by selecting document types for current copy jobs.

- **Text:** Use for originals containing mostly text.
- **Text/Photo:** Use for originals containing text mixed with photographs.
- **Photo:** Use when the originals are photographs.
- **Copied Original:** Use for copied documents.
- **Map:** Use for maps.
- **Light Original:** Use for light documents.

N-Up

Reduces the size of the original images and prints 2 or 32 pages onto one sheet of paper.



- **Off:** Copies an original onto one sheet of paper.
- **2UP - 32UP:** Copies corresponding numbers of separate originals to one page.

NOTE: Depending on original document size, output paper size, and the reduced rate of image, some options may be inactivated.

Booklet

The printer automatically prints on one or both sides of the paper, which are then folded to produce a booklet with all the pages in the correct sequence.

The printer will also reduce and correctly adjust the position of each image to fit on the selected paper.

- **Off:** Disables this feature.
- **1 Sided Original:** Copies from one side of the original to one page of a booklet.



- **2 Sided Original Book:** Copies each side of an original to one page of a booklet.



- **2 Sided Original Calendar:** Copies each side of an original to one page of a booklet. The second side of each original is rotated 180 degrees so the text will be upright in the booklet.



Book Copy

This feature allows you to copy an entire book. If the book is too thick, lift the cover until its hinges are caught by the stopper and then close the cover. If the book is thicker than 30 mm, start copying with the cover open.

- **Off:** Disables this feature.
- **Left Page:** Prints only the left page of the book.
- **Right Page:** Prints only the right page of the book.
- **Both Pages (From Left):** Prints both facing pages from the left page.
- **Both Pages (From Right):** Prints both facing pages from the right page.

NOTE: This copy feature is available only when you place originals on the scanner glass.

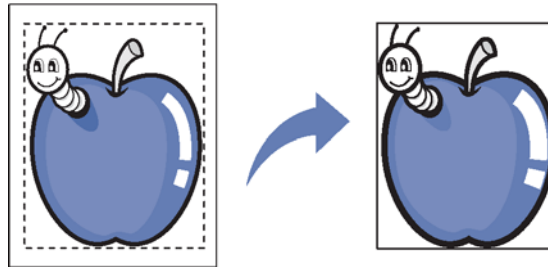
Adjust Background

Prints an image without its background. This copy feature removes the background color and can be helpful when copying an original containing color in the background, such as a newspaper or a catalog.

- **Off:** Disables this feature.
 - **Auto:** Optimizes the background.
 - **Enhance:** The higher the number is, the more vivid the background.
 - **Erase:** The higher the number is, the lighter the background.
-

Erase Edge

Allows you to erase spots, drill holes, fold creases and staple marks along any of the four edges of a document.



- **Off:** Disables this feature.
- **Border Erase:** Erases the certain amount of the edge of the printout.
- **Hole Punch Erase:** Erases the marks of bookbinding holes.

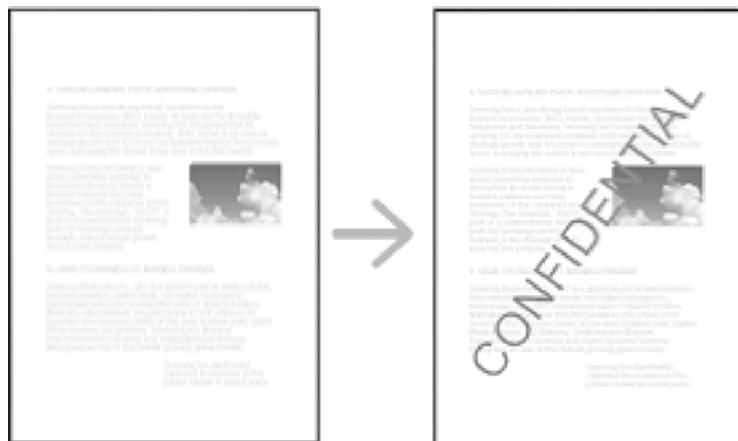
Stamp

You can apply the stamp feature.

- **IP Address:** This option allows you to print an IP Address on the printouts.
- **ID:** This option allows you to print a user ID on the printouts.
- **Device information:** This option allows you to print a device information on the printouts.
- **Comment:** This option allows you to print your comment on the printouts.
- **Date & Time:** This option allows you to print time and date stamps on the printouts.
- **Page Number:** This option allows you to print page number on the printouts.

Watermark

The watermark option allows you to print text over an existing document. For example, you use it when you want to have large gray letters reading “DRAFT” or “CONFIDENTIAL” printed diagonally across the first page or all pages of a document.



ID Copy

This feature is helpful for copying a small-sized item such as business cards (see “ID card copying”)

Erase Backside Image

When the original is thin and backside images show through, you can use this feature to remove the backside images.

Build Job

After the scanning is finished, the [Scan More Pages](#) window appears to ask if you want to scan another page. If you select [Yes](#), then you can scan another page in the current job. If you select [No](#), then the scanning process is completed and the remainder of the job is performed.

Additional copy tasks

Go to support.hp.com. Instructions are available for performing specific copy tasks, such as the following:

- Copy or scan pages from books or other bound documents
- Copy mixed-size documents
- Copy or scan both sides of an identification card
- Copy or scan a document into a booklet format

6 Scanning

Scanning with your printer lets you turn pictures and text into digital files that can be stored on your computer.

- [Understanding the scan methods](#)
- [Scanning and sending through email](#)
- [Scanning and sending via SMB/FTP](#)
- [Scanning and sending to your computer](#)
- [Scanning and sending to USB/shared folder](#)
- [macOS scanning](#)
- [Additional scan tasks](#)



NOTE: The maximum resolution that can be achieved depends upon various factors, including computer speed, available disk space, memory, the size of the image being scanned, and bit depth settings. Thus, depending on your system and what you are scanning, you may not be able to scan at certain resolutions, especially using enhanced resolution.

Understanding the scan methods

To use the scanning feature, press [Scan to Email](#), [Scan to USB](#), [Scan to Server](#), [Scan to PC](#), or [Scan to Shared Folder](#) on the display screen.

If a different screen is displayed, press (🏠) to go to the home display screen.

- [Scan to Email](#): Scans and sends scanned output to the destination by e-mail (see "Scanning and sending through email").
- [Scan to Server](#): Scans and sends scanned output to the destination with SMB or FTP (see "Scanning and sending via SMB/FTP").
- [Scan to PC](#): Scans and sends scanned output to a computer (see "Scanning and sending to your computer").
- [Scan to Shared Folder](#): Scans and stores scanned output in the shared folder (see "Scanning and sending to USB /shared folder").



NOTE: This option is available when the mass storage device (hard disk) installed.

- [Scan to USB](#): Scans and stores scanned output onto a USB memory device (see "Scanning to a USB memory device").



NOTE: If you want to use this feature, you need to insert a USB memory device into the USB memory port on your printer.

Scanning and sending through email

You can scan originals and send the scanned image to several destinations from the printer by email.




NOTE: To scan and send an image as an email attachment, you need to set up network parameters, SMTP settings and Scan to Email settings using the control panel (see "Setting up an email account").

- [Understanding the Scan to Email screen](#)
- [Setting up an email account](#)
- [Scanning and sending an email](#)
- [Resending to the last email address](#)
- [Printing an email confirmation report](#)

Understanding the Scan to Email screen

Press **Scan to Email** in the display screen.

Basic tab

- **Send To Me:** Press the **Advanced tab** > **Email Settings**, then type the sender's email address. Click the checkbox on the right to send to yourself.
- **Input Address:** Tap the screen to add recipient's email addresses.
- **File Name:** Makes the file name for the file to be sent.
- **File Format:** Select the file format before you proceed with the scanning job.
- **Resolution:** Selects scanning resolution value.
- **Darkness:** Adjusts the degree of darkness of scanned output.
- **Address Book** (Favorite () , **All**, **ABC**, **123/!@#**, **Server**): Inputs the recipient's address by pressing stored addresses. You can save frequently used email addresses using the control panel (see "Setting up an address book from the control panel").
- **Recent:** Shows the latest email addresses used. Also, you can choose email addresses instead of pressing the pop-up keyboard (see "Resending to the last email address").
- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting").

Advanced tab

- **Original Size:** Selects the size of originals.
- **Original Orientation:** Selects the orientation of the originals.
- **Email Settings:** Enter the information including **From**, **Subject**, and **Message**.
- **Duplex:** For originals that are scanned on both sides.
- **Build Job:** After the scanning is finished, the **Scan More Pages** window appears to ask if you want to scan another page. If you select **Yes**, then you can scan another page in the current job. If you select **No**, then the scanning process is completed and the remainder of the job is performed.

Image tab

You can move to the next or previous page using the up/down arrows located at the bottom left.

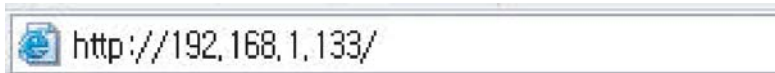
- **Original Type:** Selects whether the original is text, photo, etc.
- **Adjust Background:** Erase the background to some extent by adjusting density or brightness.
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper.
- **Scan to Edge:** Scans the document all the way to the edge of the paper.

Output tab

- **Quality:** Adjusts the display quality of the scanned output.
- **File Format:** Selects the file format for the file to be sent.

Setting up an email account

1. Check whether or not the network cable is connected to the printer. If not, connect the printer with a standard network cable.
2. Start a web browser such as Internet Explorer, Safari, or Firefox and enter your printer's new IP address in the browser window.



3. Click **Login** on the upper right of the WebUI website.
4. Type in the **ID** and **Password**.

Use the same login ID, Password as when logging in from the printer (see "Log-in").

 **NOTE:** If you want to change the password, see the "Security tab" section.

5. Select **Settings > Network Settings** and **Outgoing Mail Server (SMTP)**.
6. Enter the IP address in dotted decimal notation or as a host name.
7. Select a **Secure Email Connection with SSL/TLS** option.

 **NOTE:** Based on the option you select, you must enter the port number in step 8.

- **None:** Port 25 is used by default.
 - **SSL:** Port 465 is used by default.
 - **TLS:** Port 587 is used by default.
-
8. Enter the server port number, from 1 to 65535.
 9. Check the box next to **SMTP Requires Authentication** to require authentication.
 10. Enter the SMTP server login name and password.
 11. Press **Apply**.

 **NOTE:**

- If the authentication method of SMTP server is POP3 before SMTP, put a check mark of [SMTP Requires POP Before SMTP Authentication](#).
 - Enter the IP address and port number.
-


Scanning and sending an email

You can scan originals and send the scanned image to several destinations from the printer by email.


 **NOTE:** To scan and send an image as an email attachment, you need to set up network parameters, SMTP settings and [Scan to Email](#) settings using the control panel (see "Setting up an email account").

1. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
2. Press [Scan to Email](#) from the display screen.
3. Set the scan features in the [Advanced](#), [Image](#), or [Output](#) tabs.
4. Press the [Basic](#) tab.
5. Enter the login name and password that you configured.
6. Enter the sender's and recipient's email address.

 **NOTE:**

- [Add to Address](#): Allows you to add an email address in the [Recent](#) results to the Address Book.
 - [Delete](#): Allows you to delete an email address in the [Recent](#) results. Press the email address you want to delete. Then press [Delete](#).
-
7. Set the scan quality by [Duplex](#) and [Resolution](#).
 8. Press the  ([Start](#)) button to scan and send the file.
 9. The printer begins scanning and then sends the email.

 **NOTE:**

- To cancel the current scan job, press the  ([Stop](#)) button on the control panel. Or you can delete current and pending jobs using [Job Status](#) on the control panel. Select the job you want to cancel and press [Delete](#) (see "Job Status button").
 - While the printer is sending a scanned data, you cannot use the printer to copy or to send a fax.
-

Resending to the last email address


To resend to the last used email address:

1. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
2. Press [Scan to Email](#) from the display screen.

3. Set the scan features in the [Advanced](#), [Image](#), or [Output](#) tabs.
4. Press the [Basic](#) tab.
5. Press [To's](#) input area and [Recent](#).
6. Press the email address which you want to re-send. Then press [OK](#).

 **NOTE:**


- [Add to Address](#): Allows you to add an email address in the [Recent](#) results to the Address Book.
 - [Delete](#): Allows you to delete an email address in the [Recent](#) results. Press the email address you want to delete. Then press [Delete](#).
-


7. Set the scan quality by [Duplex](#) and [Resolution](#).
8. Press the  ([Start](#)) button to scan and send the file.

If an original is placed on the scanner glass, the printer shows the window asking if you want to place another page. Load another original and press [Yes](#). When you finish, press [No](#) on this window.

Printing an email confirmation report

You can set the printer to print a report whether an email transmission is successfully completed or not.

 **NOTE:** If a report contains characters or fonts that the printer does not support, [Unknown](#) could be printed instead of the characters/fonts in the report.

1. Press [Machine Setup](#) > [Application Settings](#) > [Scan to Email Settings](#) from the display screen.
2. Press the appropriate option in [Print Confirmation Report](#).
 - [Always](#): Always prints a confirmation report whether an email transmission is successfully completed or not.
 - [Never](#): Never prints a confirmation report.
 - [On Errors Only](#): Prints a confirmation report only when an email transmission is not successful.
3. Press  ([Back](#)) to go back to the previous screen.

Scanning and sending via SMB/FTP

If you install a mass storage device (hard disk), you can send scanned images to up to ten different destinations via SMB or FTP. Without a mass storage device, you can only send scanned images to a single destination via SMB or FTP.




NOTE: To scan and send an image to a server, you need to set up network parameters using the control panel (see "Setting up an FTP/SMB server").

- [Understanding the Scan to Server screen](#)
- [Setting up an FTP/SMB server](#)
- [Scanning and sending to an SMB/FTP server](#)
- [Resending to the last server address](#)

Understanding the Scan to Server screen

Press [Scan to Server](#) in the display screen.

Basic tab

- **File Name:** Makes the file name for the file to be sent.
- **File Format:** Select the file format before you proceed with the scanning job.
- **Recent:** Shows the latest email addresses used. Also, you can choose email addresses instead of pressing the pop-up keyboard (see "Resending to the last email address").
- **Resolution:** Selects scanning resolution value.
- **Darkness:** Adjusts the degree of darkness of scanned output.
- **Address Book (Favorite () , All, ABC, 123/!@#):** Inputs the recipient's address by pressing stored addresses. You can save frequently used email addresses using the control panel (see "Setting up an address book from the control panel").
- **Programs:** Allows you to save the current settings for future use (see "Using a programs setting").

Advanced tab

- **Original Size:** Selects the size of originals.
- **Original Orientation:** Selects the orientation of the originals.
- **Duplex:** For originals that are scanned on both sides.
- **Build Job:** After the scanning is finished, the [Scan More Pages](#) window appears to ask if you want to scan another page. If you select **Yes**, then you can scan another page in the current job. If you select **No**, then the scanning process is completed and the remainder of the job is performed.

Image tab

You can move to the next or previous page using the up/down arrows located at the bottom left.

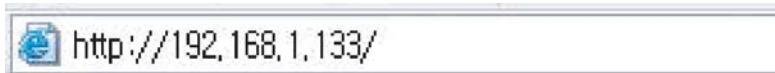
- **Original Type:** Selects whether the original is text, photo, etc.
- **Adjust Background:** Erase the background to some extent by adjusting density or brightness.
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper.
- **Scan to Edge:** Scans the document all the way to the edge of the paper.

Output tab

- **Quality:** Adjusts the display quality of the scanned output.
- **File Format:** Selects the file format of the scanned output.


Setting up an FTP/SMB server

1. Check whether or not the network cable is connected to the printer. If not, connect the printer with a standard network cable.
2. Start a web browser such as Internet Explorer, Safari, or Firefox and enter your printer's new IP address in the browser window.



3. Click **Login** on the upper right of the WebUI website.
4. Type in the **ID** and **Password**.

Use the same login ID, Password as when logging in from the printer (see "Log-in").

 **NOTE:** If you want to change the password, see the "Security tab" section.

5. Select **Address Book > Individual > Add**.
6. Check the box next to **Add FTP** or **Add SMB**.
7. Enter the IP address in dotted decimal notation or as a host name.
8. Enter the server port number, from 1 to 65535.
9. Check the box next to **Anonymous**, then the server permits the access of unauthorized people.
10. Enter the login name and password.
11. Enter the domain name if your server is joined to the certain domain, otherwise just enter your computer name which is registered to the SMB server.
12. Enter the path for saving the scanned image.


 **NOTE:**

- The folder to save the scanned image must be on the root.
 - The folder properties need to be setup as a share.
 - Your user name should have the rights to read and write the folder.
-

13. Press [Apply](#).


Scanning and sending to an SMB/FTP server

You can select destinations using SMB, or FTP servers.

 **NOTE:** To scan and send an image to a server, you need to set up network parameters using the control panel (see "Setting up an FTP/SMB server").

1. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
2. Press [Scan to Server](#) from the display screen.
3. Set the scan features in the [Advanced](#), [Image](#), or [Output](#) tabs (see "Changing the scan feature settings").
4. Press the [Basic](#) tab.
5. Press the server name input area, you can enter a recipient's server address manually. You cannot enter an address in the second field before entering an address in the first field.


You can also use [Address Book](#) to enter the addresses easily (see "Setting up an Address Book").

6. Set the scan quality by [Duplex](#) and [Resolution](#).
7. Press  ([Start](#)) on the control panel.

The printer begins scanning and then sends the scanned image to the specified server.

If an original is placed on the scanner glass, the printer shows the window asking if you want to place another page. Load another original and press [Yes](#). When you finish, press [No](#) on this window.

 **NOTE:**

- To cancel the current scan job, press  ([Stop](#)) on the control panel. Or you can delete current and pending jobs using [Job Status](#) on the control panel. Select the job you want to cancel and press [Delete](#) (see "Job Status button").
 - While the printer is sending a scanned data, you cannot use the printer to copy or to send a fax.
-

Resending to the last server address

To resend a file to the server address last sent to:


1. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
2. Press [Scan to Server](#) from the display screen.

3. Set the scan features in the [Advanced](#), [Image](#), or [Output](#) tabs.
4. Press the [Basic](#) tab.
5. Press [Recent](#).
6. Press the server address to which you want to resend. Then press [OK](#).



NOTE:

- [Add to Address](#): Allows you to add a server address in the Recent results to the Address Book.
 - [Delete](#): Allows you to delete a server address in the [Recent](#) results. Press the server address you want to delete. Then press [Delete](#).
-

7. Set the scan quality by [Duplex](#) and [Resolution](#).
8. Press the  ([Start](#)) button to scan and send the file.

If an original is placed on the scanner glass, the printer shows the window asking if you want to place another page. Load another original and press [Yes](#). When you finish, press [No](#) on this window.

Scanning and sending to your computer

This option allows you to scan an image on the printer and send it out to your network-connected computer.

- [For a network or USB connected printer](#)

For a network or USB connected printer

Make sure the scanner driver is installed on your computer.

1. Make sure that your printer and the computer are connected to a network USB.



NOTE: This feature is enabled by default if HP MFP [Scan To PC Setup](#) is selected during installation. To enable/disable this feature later launch HP MFP [Scan to PC Setup](#) > select the corresponding device.

2. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
3. Press [Scan to PC](#) from the display screen.
4. Select "Local" if connected over USB or your computer name and press [OK](#). If the printer requests a password, enter the password using the numeric keypad on the control panel.
5. Press the application program you want and press [Select](#).

The default setting is [My Documents](#).

6. Set the scan quality with [Resolution](#) in the [Basic](#) tab.
7. Set the size of original in the [Advanced](#) tab. If you are not sure of the original size, select [Auto](#).
8. Set the file format in which the image is to be saved in the [Output](#) tab.



NOTE: [File Format](#) activates only when you select the application program as [My Documents](#).

9. Press  ([Start](#)) from the control panel to begin scanning.



NOTE: The scanned image is saved in the computer's [My Documents](#) > [Scan](#) folder.

Scanning and sending to USB/shared folder

You can scan a document and save the scanned image onto USB memory device/ shared folder. When you scan a document, the printer uses the default settings, such as for resolution. You can also customize your own scan settings (see "Changing the scan feature settings").

- [Understanding the USB /shared folder screen](#)
- [Scanning to a USB /shared folder](#)

Understanding the USB /shared folder screen

Press [Scan to USB](#) or [Scan to Shared Folder](#) in the display screen.



NOTE: This option is available when the USB inserted or mass storage device (hard disk) installed.

Basic tab

- **File Name:** Makes a file name to store the scan data.
- **File Format:** Select the file format before you proceed with the scanning job.
- **Resolution:** Selects the scanning resolution value.
- **Darkness:** Adjusts the degree of darkness of scanned output.

Advanced tab

- **Duplex:** For originals that are scanned on both sides.
- **Original Size:** Selects the size of originals.
- **Original Orientation:** Selects the orientation of the originals.
- **Build Job:** After the scanning is finished, the [Scan More Pages](#) window appears to ask if you want to scan another page. If you select [Yes](#), then you can scan another page in the current job. If you select [No](#), then the scanning process is completed and the remainder of the job is performed.

Image tab

You can move to the next or previous pages using the up/down arrows located at the bottom left.

- **Original Type:** Selects whether the original is text, photo, etc.
- **Adjust Background:** Erase the background to some extent by adjusting density or brightness.
- **Erase Backside Image:** Prevents scanning the other side's image shown through the original paper.
- **Scan to Edge:** Scans the document all the way to the edge of the paper.


Output tab

- **Quality:** Adjusts the display quality of the scanned output.
- **File Format:** Selects the file format of the scan output.
- **Filing Policy:** Automatically renames or overwrites when the USB memory device has a file with same name.

Scanning to a USB /shared folder



NOTE:

- **To use Scan to USB feature:** Insert a USB memory device into the USB memory port on your printer.
 - **To use Scan to shared folder feature:** Install the mass storage device (hard disk) device.
-
1. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
 2. Press [Scan to USB](#) or [Scan to Shared Folder](#) from the display screen.
 3. Press the [Basic](#) tab.
 4. Select a folder for storing the scanned image. If you do not select a folder, the scanned image is stored in root directory.
 5. Press the [File Name](#) input area. The pop-up keyboard appears.
 6. Enter a file name to store the scan data. Press [Done](#).
 7. Set the [File format](#), [Resolution](#), and [Darkness](#).
 8. Set the scan features in the [Advanced](#), [Image](#), or [Output](#) tabs, if necessary (see "Changing the scan feature settings").
 9. Press the  ([Start](#)) button to scan and store the file.

If an original is placed on the scanner glass, the printer shows the window asking if you want to place another page. Load another original and press [Yes](#). When you finish, press [No](#) on this window.

macOS scanning

You can scan documents using **Image Capture** program. macOS offers the **Image Capture** program.

Scanning with network

1. Make sure that your printer is connected to a network.
2. Place the originals face up in the document feeder or place a single original face down on the scanner glass and close the document feeder (see "Loading originals").
3. Open the **Applications** folder and run **Image Capture**.
4. Select your device below **SHARED**.
5. Set the scan options on this program.
6. Scan and save your scanned image.



NOTE:

- If scanning does not operate in Image Capture, update macOS to the latest version.
 - For more information, refer to the **Image Capture's** help.
-

Additional scan tasks

Go to support.hp.com.

Instructions are available for performing specific scan tasks, such as the following:

- Copy or scan pages from books or other bound documents
- Send a scanned document to a folder in the printer memory
- Copy or scan both sides of an identification card
- Copy or scan a document into a booklet format
- Scan using a TWAIN driver
- Scan using a WIA driver
- Scan using USB

7 Menu Overview and Advanced Features

This chapter shows an overview of menus provided by your printer and explains the Machine Setup menu in detail. The Machine Setup menu provides various options for administrators to set in order to use the printer to its full capabilities. Read this chapter carefully to understand the diverse features your printer provides.



NOTE:

- This administrator's guide mainly describes features administrators would often use and settings to configure before using the printer.
- For some options, you need to contact your local service provider to configure the settings.
- Some menus may not appear on the display screen depending on the settings or models. If so, it is not applicable to your printer.

-
- [Menu overview](#)
 - [Printer setup](#)

Menu overview

Your printer is equipped with various menus that will be useful for both users and administrators. With the menus, administrators can set the settings for the printer or use the various features provided. You can access the menus by pressing the display screen on the control panel.

The following table shows the menus provided by your printer. Use the following table to view the menu structure. The menu column shows the main menu and the option column shows its submenus.



NOTE: Some menus may not appear on the display screen depending on the settings or models. If so, it is not applicable to your printer.

Table 7-1 Menu overview

USB ^a (See "Understanding the USB screen")	Copy (See "Copying")	Quick Copy (See "Quick copying")	Fax (See "Faxing (Optional)")
Format Rename Delete Print Scan to USB	Basic <ul style="list-style-type: none"> – Paper Source – Reduce/Enlarge – Duplex – Color Mode – Output – Darkness – Programs Advanced <ul style="list-style-type: none"> – Original Size – Original Orientation – ID Copy – N-Up – Booklet – Book Copy – Watermark – Stamp – Build Job Image <ul style="list-style-type: none"> – Original Type – Adjust Background – Erase Backside Image – Erase Edge 	Copies Paper Source Reduce/Enlarge Duplex / N-Up Output ^b Original Orientation Darkness	Basic <ul style="list-style-type: none"> – Direct Input – Resolution – Darkness – Address Book – Pause – Programs Advanced <ul style="list-style-type: none"> – Original Size – Duplex – Original Orientation – Delay Send – Build Job Image <ul style="list-style-type: none"> – Original Type

^a This option is available when the USB memory device is inserted.

^b Only available when the optional finisher is installed.

Table 7-2 Menu overview

Scan to Email (See "Scanning and sending through email")	Scan to PC (See "Scanning and sending to your computer")	Scan to Server (See "Scanning and sending via SMB/FTP")
Basic <ul style="list-style-type: none"> – Send to Me – File Name – File Format – Resolution – Darkness – Address Book – Programs Advanced <ul style="list-style-type: none"> – Email Settings – Duplex – Original Size – Original Orientation – Build Job Image <ul style="list-style-type: none"> – Original Type – Color Mode – Adjust Background – Erase Backside Image – Scan to Edge Output <ul style="list-style-type: none"> – Quality – File Format 	Computers Basic <ul style="list-style-type: none"> – Destination – Darkness – Resolution Advanced <ul style="list-style-type: none"> – Duplex – Original Size – Original Orientation – Build Job Image <ul style="list-style-type: none"> – Original Type – Color Mode – Adjust Background – Erase Backside Image – Scan to Edge Output <ul style="list-style-type: none"> – Quality – File Format 	Basic <ul style="list-style-type: none"> – File Name – File Format – Resolution – Darkness – Address Book – Programs Advanced <ul style="list-style-type: none"> – Duplex – Original Size – Original Orientation – Build Job Image <ul style="list-style-type: none"> – Original Type – Color Mode – Adjust Background – Erase Backside Image – Scan to Edge Output <ul style="list-style-type: none"> – Quality – File Format

Table 7-3 Menu overview

Scan to USB ^a (See "Scanning to a USB memory device")	Scan to Shared Folder ^b (See "Scanning and sending to USB /shared folder")	Stored Document (See "Understanding the Stored Document screen")	Shared Folder ^b (See "Understanding the Shared Folder screen")
Basic <ul style="list-style-type: none"> Edit File Name File Format Resolution Darkness Programs Advanced <ul style="list-style-type: none"> Duplex Original Size Original Orientation Build Job Image <ul style="list-style-type: none"> Original Type Color Mode Adjust Background Erase Backside Image Scan to Edge Output <ul style="list-style-type: none"> Quality File Format Filing Policy 	Basic <ul style="list-style-type: none"> Destination File Name File Format Resolution Darkness Advanced <ul style="list-style-type: none"> Duplex Original Size Original Orientation Build Job Image <ul style="list-style-type: none"> Original Type Color Mode Adjust Background Erase Backside Image Scan to Edge Output <ul style="list-style-type: none"> Quality File Format Filing Policy 	Public Private	Rename Delete Print

^a This option is available when the USB memory device is inserted.

^b This option is available when the mass storage device (hard disk) is installed.

Table 7-4 Menu overview

Machine Setup				
If you have selected Security > Authentication, you need to log-in as an administrator (see the "Security" section).				
Machine Details	Initial Settings	Network Settings (continued)	General Settings	General Settings (continued)
<ul style="list-style-type: none"> – H/W Configuration – Software Versions – Capabilities – QR Code 	Print Settings <ul style="list-style-type: none"> – General <ul style="list-style-type: none"> • Skip Blank Pages • Emulation • Paper Source – Layout <ul style="list-style-type: none"> • Orientation • Duplex • No. of Copies • Margin 	<ul style="list-style-type: none"> – Wi-Fi^a <ul style="list-style-type: none"> • Wi-Fi On/OFF • Wi-Fi Settings • WPS • Wi-Fi Direct • Wi-Fi Signal • Clear Wi-Fi Settings – NFC – Clear Setting 	<ul style="list-style-type: none"> – Date and Time – Power Saver – Timers – Altitude Adjustment – Default Paper Size – PDF <ul style="list-style-type: none"> • PDF Format • Compact – Supplies Management <ul style="list-style-type: none"> • Imaging Unit Reorder Notification • Toner Cartridge Reorder Notification • Toner Save – Sound <ul style="list-style-type: none"> • Key Sound • Alarm Sound • Fax Sound – Measurements – Image Management <ul style="list-style-type: none"> • Tone Adjustment 	<ul style="list-style-type: none"> – Machine Test <ul style="list-style-type: none"> • Print Adjustment – Home Setting <ul style="list-style-type: none"> • Default Home Screen • Home Window • Priority • Home Window Background – Out of Staples^c <ul style="list-style-type: none"> • Continue Job • Hold Job – Stamp – Job Progress Window – Job Rescheduling – Auto Original Detection Failure – Smart Duplex – Logout Confirmation – Show Error Animation Immediately – Humidity
Tray Settings <ul style="list-style-type: none"> – Name – Paper Size – Paper Type – Settings 				
Eco Settings <ul style="list-style-type: none"> – Default Eco Mode – Eco Features Configuration 	Network Settings <ul style="list-style-type: none"> – TCP/IP – PrinterOn – SNMPv1/v2 – SNTP – UPnP (SSDP) – mDNS – Print – SLP – Network Filtering – HTTP 	Security <ul style="list-style-type: none"> – Image Overwrite^b – Authentication – IPSec – 802.1x – Accounting – HTTPS 		
Application Settings <ul style="list-style-type: none"> – Copy Settings – Fax Settings – Scan to Email Settings – Scan to Server Settings – Scan to USB Settings – Scan to Shared Folder Settings – Address Book 		Others <ul style="list-style-type: none"> – Supplies Life – Contact Information – Report – Application Management 		
		Language		

^a This option is available when the optional Wireless/NFC kit is installed.


^b This option is available when the mass storage device (hard disk) is installed.

^c This option is available when the optional finisher is installed.

Printer setup



NOTE:

- Some options are only available to the administrator depending on the authentication settings selected (see "Security").
- Press the  (Back) button to return to the previous screen.

- [Log-in](#)
- [Printer Details](#)
- [General Settings](#)
- [Security](#)
- [Printer hardware setup](#)

Log-in

Depending on the authentication settings you selected, you may need to log-in as an administrator to access some options under [Machine Setup](#) menu (see "Security").

1. Press [Machine Setup](#) from the display screen.
2. Select the option you want. If the option is available for only the administrator, the following screen appears.

Enter the [ID](#), [Password](#), and [Domain](#) using the pop-up keyboard which appears when you press each field.



NOTE:

- Enter the ID and password you first set when you turned on the printer: [Initial Settings](#) (see "Initial Settings").
- The default ID is **admin**.
- You can also use the [Recent Users](#) button to find the recently used ID and [Domain List](#) button to find the domain from the list stored in the printer.
- When you log-in, you can see the ID of the logged in user on the display.


3. Press [OK](#).

Printer Details

You can check the detailed printer information. Check the status of installed hardware and software versions to help you maintain the printer. You can download the latest software from www.hp.com.

1. Press [Machine Setup](#) > [Machine Details](#) from the display screen.
2. Press the option you want:

- [H/W Configuration](#): Shows the status of installed hardware including optional parts.
- [Firmware versions](#): Shows the firmware versions of the systems installed.
- [Capabilities](#): Shows the capabilities of the hardware.

3. Press  (Back) to return to the previous screen.

General Settings



NOTE: Some menus may differ from your printer depending on its options or models.

Before using the printer, set up the general settings, as follows:

Press [Machine Setup](#) > [General Settings](#) from the display screen.

Table 7-5 General settings

Feature	Description
Date and Time^a	Allows you to set the date and time. The date and time you set in this option will be used for sending/ printing delayed fax/print jobs or will be printed on reports.
Power Saver	<p>Allows you to reduce energy consumption. If you set this option, the printer goes into power saving mode when not in use.</p> <ul style="list-style-type: none"> • Power Save: When you are not using the printer for a while, use this option to save power. The printer conserves more power in Power Save mode than in Low Power Save mode. • Low Power Save: This option allows your printer to save power. When you are not using the printer for a while, some parts of the printer automatically enter the Low Power Save option. The Low Power Save option conserves less power than the Power Save option.
Timers	<p>When there is no input for a certain period of time, the printer cancels the held job or exits the current menu and goes in to the default settings. You can set the amount of time the printer will wait before it cancels a held job or exits the current menu.</p> <ul style="list-style-type: none"> • System Timeout: The printer returns to the Copy menu if there is no input for the given time. • Held Job Timeout: When an error occurs while printing and there is no signal from the computer, the printer holds a job for a specific time period before deleting it.
Altitude Adjustment	<p>Allows you to choose the altitude your printer is placed in. Print quality is affected by atmospheric pressure. The atmospheric pressure is determined by the height of the printer above sea level.</p> <ul style="list-style-type: none"> • Normal: 0-1,000 m (3,280 ft.) • High 1: 1,000 m (3,280 ft.)-2,000 m (6,561 ft.) • High 2: 2,000 m (6,561 ft.)-3,000 m (9,842 ft.) • High 3: 3,000 m (9,842 ft.)-4,000 m (13,123 ft.) • High 4: 4,000 m (13,123 ft.)-5,000 m (16,404 ft.)
Default Paper Size	Allows you to choose the default paper size (A4 or Letter).
PDF	<p>Allows you to select the PDF format. If you select PDF/A, you can create a PDF file that can be displayed exactly the same way regardless of where the file is opened and you can use Compact function.</p> <ul style="list-style-type: none"> • PDF Format

Table 7-5 General settings (continued)

Feature	Description
	<ul style="list-style-type: none"> – Standard: Saves the data as a regular PDF. – PDF/A: Saves the data as a PDF that has the necessary information to render itself in any environment. <p>NOTE: A PDF/A file must be self-contained: it cannot rely on another application to render fonts, open hyperlinks, or execute scripts, audio files, or video files.</p> <ul style="list-style-type: none"> • Compact <ul style="list-style-type: none"> – On: You can get smaller PDF file size than standard PDF file. – Off: You can turn off this function.
Supplies Management	<p>Allows you to set options for supplies reorder notification. If you set this option, the printer will display a warning message when the supplies are running out. Prepare the supplies in advance.</p> <ul style="list-style-type: none"> • Imaging Unit Reorder Notification: Issues a notification when an imaging unit has the specified lifespan remaining. • Toner Cartridge Reorder Notification: Issues a notification when a toner cartridge has the specified lifespan remaining. • Toner Save: Activating this mode extends the life of your toner cartridge and reduces your cost per page beyond what one would experience in the normal mode, but it reduces print quality.
Sound	<p>Allows you to set the volume for button sound, notice alarm, and sounds occurring during fax job. You can test the volume right after you set the level.</p> <p>Using the Quiet/Loud buttons, select the desired volume and press the Test button to test the volume.</p> <ul style="list-style-type: none"> • Key Sound: Allows you to adjust the sound volume when pressing the button. • Fax Sound: Allows you to adjust the sound volume occurring during a fax job. This option has other sub-options. • Alarm Sound: Allows you to adjust the sound volume for when notice alarm.
Measurements	<p>Allows you to choose the measuring unit (mm or inch) and set the numeric separation (comma or period) for thousands separator.</p>
Machine Test	<p>Print Adjustment: Allows you to adjust the print area. When images are printed off the page or shifted, adjust the print area.</p> <ol style="list-style-type: none"> 1. Press Print Adjustment from the display screen. 2. Press Paper Source and select the tray to supply the paper from. 3. Press Paper Size and select the paper size to use. 4. Press Print. The adjustment pattern (chart) is printed. 5. Press Next and follow the instruction on the screen. <p>NOTE: The Next button is enabled after you press Print.</p>

Table 7-5 General settings (continued)

Feature	Description
Home Setting	<p>Allows you to choose the menu order of the Home window.</p> <ul style="list-style-type: none"> • Home Window: You can select the menus that display on the Home screen. Select the menu and press Enable and OK. • Priority: You can select the order of the home window menus. Select the Application you want to move and press the Up/Down buttons to set the items in the desired order. • Home Window Background: You can select the Home window background. • Default Home Screen The default settings are used unless they are changed by using the Home window.
Stamp	Allows you to apply the stamp feature, prints the time and date, IP address, or user ID on the copied output.
Job Progress Window	Allows you to show job progress in the display.
Job Rescheduling	Allows the printer to proceed to the next job when the current job pauses due to a paper mismatch or paper empty error.
Image Management	Allows you to manage the color settings including copy darkness and print density.
Out of Staples^b	<p>Determines what the printer does when the staple cartridge is empty.</p> <ul style="list-style-type: none"> • Continue Job: Continues to process the job even if there are no staples. • Hold Job: Stops processing the job. The job resumes after you have refilled the staple cartridge.
Auto Original Detection Failure	<p>Determines what the printer does when it fails to automatically detect the size of the original.</p> <ul style="list-style-type: none"> • Default Paper Size: Copies documents in the default paper size (A4 or Letter). • Selected Paper Size: Copies documents on the paper in the selected tray. The printer automatically detects the available trays and selects a tray based on the tray priority. However, you can also manually select the tray.
Smart Duplex	Uses simplex mode when printing only one original page or a blank page although the duplex option is enabled.
Logout Confirmation	Determines whether to use the confirmation pop-up when you log out.
Show Error Animation Immediately	Determines whether to show the helpful animation for solving errors when one occurs.
Humidity	Optimizes print quality according to the humidity in the environment.

^a May only be available for the administrator depending on the authentication settings selected (see the "Security" section).

^b This option appears only when the finisher option is installed.

Security

This feature allows you to configure the security related settings.

1. Press **Machine Setup > Security** from the display screen.
2. Select the appropriate option.

Table 7-6 Security

Option	Description
Image Overwrite ^a	<p>You can set the printer to overwrite data stored in the memory. The printer overwrites the data with different patterns eliminating the possibilities of recovery.</p> <ul style="list-style-type: none"> • Automatic Image Overwrite: When a job is completed, there are temporal images left in the memory. For security reasons, you can set the printer to automatically overwrite secure nonvolatile memory. If you want to secure memory space, you can set the printer to automatically overwrite secure non-volatile memory. • Manual Image Overwrite: When printing, copying, scanning, and faxing, the printer temporarily uses memory space. For security reasons, you can set the printer to manually overwrite secure non-volatile memory. If you want to secure memory space, you can manually overwrite secure non-volatile memory. You can set the printer to repeat the manual image overwrite after the system is rebooted.
Authentication	<ul style="list-style-type: none"> • Mode <ul style="list-style-type: none"> – Device Mode: Activate device authentication. Device authentication requests a user to login before being able to use the device. Users cannot use any application without logging in. – Application Mode: Activate application authentication. An administrator can choose the application(s) to require a user to login to use. Users cannot use the selected application(s) without logging-in. Press Application mode to enable authentication. – Basic Mode: Activate basic authentication. Users are asked to login when they select options that are only available to administrators. • Method <ul style="list-style-type: none"> – Local Authentication: Executes the authentication process based on the user information stored on the mass storage device (hard disk) in the device. – Standard Accounting Only: Allows users to log in by entering ID and password. – Kerberos and Local Authentication: Executes the authentication process based on the user information stored on the kerberos server. – LDAP and Local Authentication: Executes the authentication process based on the user information stored on the LDAP server. – SMB and Local Authentication: Executes the authentication process based on the user information stored on the SMB server. <p>NOTE: LUI Login Screen: Provides Pre-Installed-For- LUI, by default.</p> <p>NOTE: Options: Select what to require for the user to login:</p> <ul style="list-style-type: none"> – Auto Logout: You can use auto logout. – Seconds: You can set the auto logout time. – Login Identification: You can select the login Identification type. – Login Restriction: You can set the Login Restriction time, attempt, or lock-out time. – Logout Policy: You can set the logout policy.
IPSec	Select Off to disable IPSec.
HTTPS	Select Off to disable HTTPS.

Table 7-6 Security (continued)

Option	Description
802.1x	<p>You can enable 802.1x authentication, which is a port-based authentication.</p> <p>If this authentication is enabled, the printer is not allowed to access through the protected side of the network until the printer is authorized.</p> <p>Use this feature to protect your network.</p> <ul style="list-style-type: none"> • EAP-MD5: Offers minimal security. The MD5 hash function is vulnerable to dictionary attacks, and does not support key generation. • PEAP: Recommended for users who only intend to use Microsoft desktop clients and servers. For other users, it is not recommended. • EAP-MSCHAPv2: Provides two-way authentication between peers by combining a peer Challenge message with the Response packet, and an authenticator Response message on the Success packet. • TLS: This is used to provide secure communication over the Internet between a client and server.
Accounting	<ul style="list-style-type: none"> • No Accounting: Select not to use this feature. • Standard Accounting: Select to use the installed job accounting method.

^a This feature may not be available depending on models or optional kits installed.

Printer hardware setup

For basic setup instructions, see the Installation Guide that came with the printer. For additional instructions, go to HP support on the Web. Go to support.hp.com for HP's all-inclusive help for the printer. Find the following support:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

8 Supplies and accessories

- [Ordering supplies and accessories](#)
- [Available supplies](#)
- [Available accessories](#)
- [Storing the toner cartridge](#)
- [Redistributing toner](#)
- [Replacing the toner cartridge](#)
- [Replacing the toner collection unit](#)
- [Checking the supplies life](#)
- [Cleaning the printer](#)
- [Tips for storing the printer, supplies, and paper](#)
- [Tips for moving the printer](#)

Ordering supplies and accessories



NOTE: Available accessories may differ from country/region to another. Contact your sales representatives to obtain the list of available supplies, and maintenance parts.

Ordering

- Order supplies and paper: www.hp.com/go/suresupply
- Order genuine HP parts or accessories: www.hp.com/buy/parts
- Order through service or support providers: Contact an HP-authorized service or support provider.

For more information, see

- "Available supplies"
- "Available accessories"

Available supplies

When supplies reach their lifespan, you can order the following types of supplies for your printer.



NOTE: Depending on the options and job mode used, the toner cartridge's lifespan may differ.

Table 8-1 Long life consumables (LLCs)

Type	Average yield ^a	Part name
Toner cartridge	Average continuous black cartridge yield: Approx. 33,000 standard pages	W1002YC
Replacement staple cartridge		Y1G13A
Toner collection unit	Approx. 100,000 pages	W9007MC

^a Print cartridge life is approximate, based on average A4/Letter-size page count with ISO coverage. Declared cartridge yield value in accordance with ISO/IEC 19798. Actual yields vary considerably based on images printed and other factors. For more information, visit www.hp.com/go/learnaboutsupplies

Available accessories

You can purchase and install accessories to enhance your printer's performance and capacity.

 **NOTE:** If the installation guide for the optional accessory does not include information about how to install the accessory in your printer model, then visit support.hp.com

Figure 8-1 Available accessories

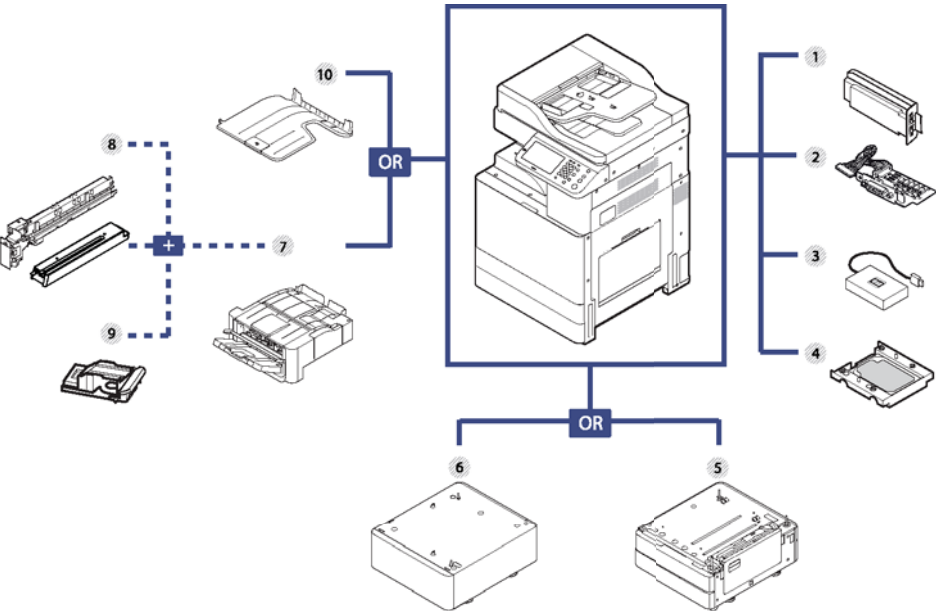


Table 8-2 Available optional accessories

No	Accessory	Function	Part number
1	Fax Expansion Kit CLX-FAX160	This fax kit allows you to use your printer as a fax.	China only: SS411E#AB2 India only: SS411F#ACJ Taiwan only: SS411C#ABD Vietnam only: SS411F#ACJ All other Asia Pacific Countries/Regions: SS411B#EEE
2	Foreign Device Interface (FDI) Kit CLX-KIT10F	This card is installed inside the printer to allow a third party device such as a coin operated device or a card reader. Those devices allow the pay for-print service on your printer.	China only: SS421C#AB2 India only: SS421D#ACJ Taiwan only: SS421B#EEE Vietnam only: SS421B#EEE All other Asia Pacific Countries/Regions: SS421B#EEE

Table 8-2 Available optional accessories (continued)

3	JetDirect Wireless/NFC Kit SL-NWE001X	To purchase the Wireless/NFC kit, contact the retailer or distributor where you purchased the printer. Only authorized service providers, distributors, or retailers are permitted to install the Wireless/NFC kit.	<p>China only: SS474E#AB2</p> <p>India only: SS474F#ACJ</p> <p>Taiwan only: SS474B#EEE</p> <p>Vietnam only: SS474B#EEE</p> <p>All other Asia Pacific Countries/Regions: SS474B#EEE</p>
4	320GB Hard disk drive (HDD) SCX-HDK471	This HDD kit will help the printer to be used in various ways.	<p>China only: SS441D#AB2</p> <p>India only: SS441C#ACJ</p> <p>Taiwan only: SS441B#EEE</p> <p>Vietnam only: SS441B#EEE</p> <p>All other Asia Pacific Countries/Regions: SS441B#EEE</p>

Table 8-3 Available paper handling accessories

No.	Accessory	Function	Part name
5	HP LaserJet Dual Cassette Feeder	If you are experiencing frequent Paper Source problems, you can attach an additional tray. The optional tray can hold up to 1,040 sheets. You can print documents in various sizes and types of print materials in the tray.	Y1F97A
6	HP LaserJet Cabinet	You can place the printer on the ergonomically-designed cabinet which lets you reach the printer conveniently. Also, you can easily move the cabinet with its wheels, if necessary, and store miscellaneous items like papers into the cabinet.	Y1G17A
7	HP LaserJet Inner Finisher	This finisher allows you to sort, group and staple printouts.	Y1G00A
8	HP LaserJet Inner Finisher Hole 2/3 punch^a	This kit allows you to punch holes for filing the printouts.	Y1G02A
8	HP LaserJet Inner Finisher Hole 2/4 punch	This kit allows you to punch holes for filing the printouts.	Y1G03A
8	HP LaserJet Inner Finisher Swedish punch	This kit allows you to punch holes for filing the printouts.	Y1G04A
9	Staple Refill^a	3 x 5,000 staples per package, covers maximum thickness of 50 sheets, 1 staple position.	Y1G13A
10	HP LaserJet Job Separator	This job separator allows you to sort the printouts.	Y1G15A

^a This accessory is available only when the optional inner finisher is installed.



NOTE: Many part numbers vary based on where you are located. It is important to contact your local HP parts suppliers to ensure you have the most current part number available based on your location.

Storing the toner cartridge

Toner cartridges contain components that are sensitive to light, temperature and humidity. HPI suggests users follow these recommendations to ensure optimal performance, highest quality, and longest life from your new HP toner cartridge.

Store the cartridge in the same environment in which the printer will be used. This should be in controlled temperature and humidity conditions. The toner cartridge should remain in its original and unopened package until installation – if original packaging is not available, cover the top opening of the cartridge with paper and store in a dark cabinet.

Opening the cartridge package prior to use dramatically shortens its useful shelf and operating life. Do not store on the floor. If the toner cartridge is removed from the printer, follow the instructions below to store the toner cartridge properly.

- Store the cartridge inside the protective bag from the original package.
- Store lying flat (not standing on end) with the same side facing up as if it were installed in the printer.
- Do not store consumables in any of the following conditions:

Temperature greater than 40 °C (104 °F).

Humidity range less than 20% or greater than 80%.

An environment with extreme changes in humidity or temperature.

Direct sunlight or room light.

Dusty places.

A car for a long period of time.

An environment where corrosive gases are present.

An environment with salty air.

Handling instructions

Do not expose the cartridge to unnecessary vibrations or shock.

Toner cartridge usage

HP does not recommend the use of non-HP brand toner cartridges in your printer including generic, store brand, refilled, or remanufactured toner cartridges.

Estimated cartridge life

Print cartridge life is approximate, based on average A4/Letter-size page count with ISO coverage. Declared cartridge yield value in accordance with ISO/IEC 19798. Actual yields vary considerably based on images printed and other factors. For more information, visit www.hp.com/go/learnaboutsupplies.


For example, if you print a lot of graphics, the consumption of the toner is higher and you may need to change the cartridge more often.


Redistributing toner

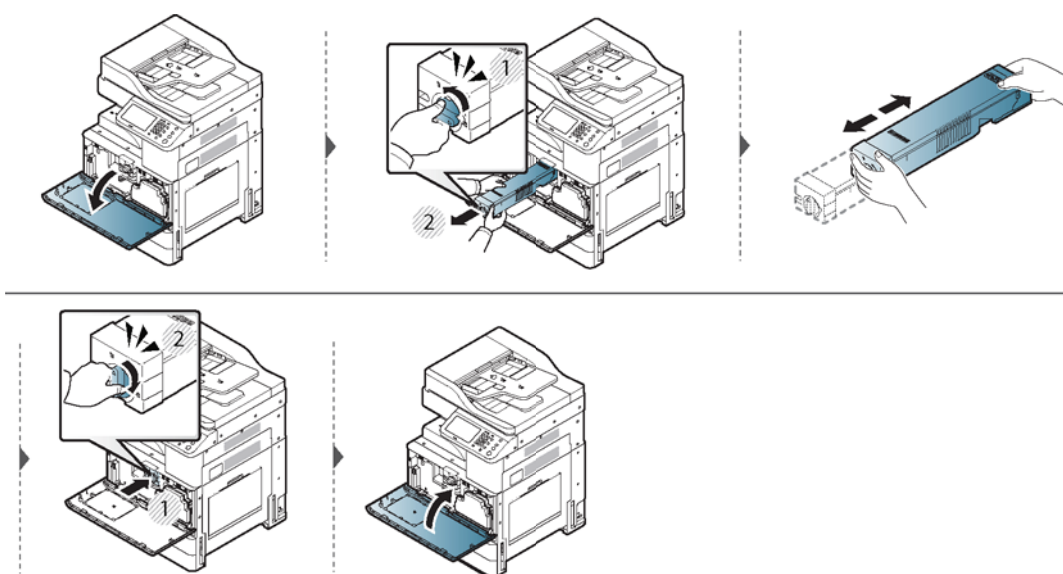
When the toner cartridge is near the end of its life:

- White streaks or light printing occurs and/or density varies from side to side.
- The toner-related message saying that the toner is low may appear on the display.

If this happens, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

 **NOTE:** Illustrations on this user's guide may differ from your printer depending on its options or models. Check your printer type (see "Printer overview").

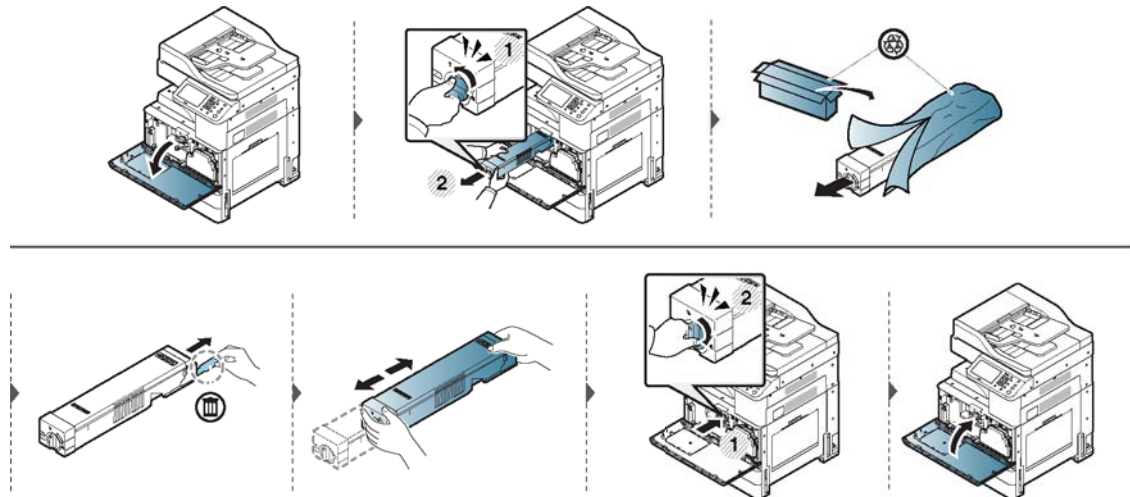
 **CAUTION:** If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.



Replacing the toner cartridge

When the toner cartridge is totally empty:

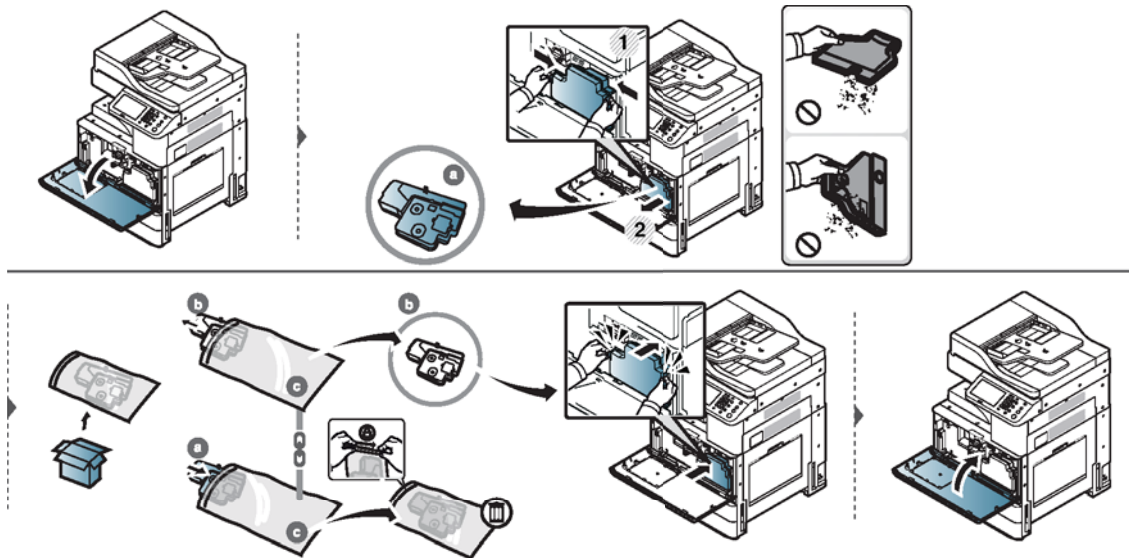
- The display screen shows the error message of replacing toner.
- Prepare a new toner cartridge if **Toner is low** displays. Replace the cartridge with a new toner cartridge if **Toner is very low** displays.
- The printer stops printing and incoming faxes are saved in memory.
- Check the type of the toner cartridge for your printer (see "Available supplies").



Replacing the toner collection unit

When the toner collection unit is totally empty:

- The status LED turns orange on and the display screen shows the error message of replacing toner collection unit.
- Check the type of the toner collection unit for your printer (see "Available supplies").



Checking the supplies life

Check remaining life of the supplies and prepare the supplies in advance.

You can also print the supplies life report. Select [Supplies Information](#) in the [Report](#) feature (see "Other settings").

- [From the printer](#)

From the printer

1. Press [Machine Setup](#) > [Others](#) > [Supplies Life](#) from the display screen.
2. Check the supplies life.



NOTE: We recommend you prepare new supplies or those that you have used over 90% of their average yield.

Cleaning the printer

If printing quality problems occur or if you use your printer in a dusty environment, you need to clean your printer regularly to keep the best printing condition and use your printer longer.

⚠ WARNING! Read the following precautions before cleaning the printer: any damages due to user's mishandling is not covered by the warranty:

- Turn the printer's power off and unplug all the power cords.
 - Do not disassemble the printer without following the instructions in this guide.
 - Do not clean the printer with cleaning materials containing large amounts of alcohol, solvent, or other strong substances. They can discolor or distort the cabinet.
 - Do not use a vacuum cleaner to clean the toner dust, we recommend you use a cloth or tissue dampened with water to clean it. If you use a vacuum cleaner, toner blows into the air and might be harmful to you.
 - When using a dampened cloth, be careful not to drip any water into the printer: it might cause an electric shock.
 - Wait until the printer is completely dry before plugging the printer in and turning on power.
-
- [Cleaning the outside or display screen](#)
 - [Cleaning the inside](#)
 - [Cleaning the imaging unit area](#)
 - [Cleaning the toner collection unit area](#)
 - [Cleaning the scan unit](#)
 - [Cleaning the chargers of imaging unit](#)

Cleaning the outside or display screen

Clean the printer cabinet or the display screen with a soft, lint-free cloth. Dampen the cloth slightly with water, but be careful not to let any water drip onto or into the printer.

Cleaning the inside

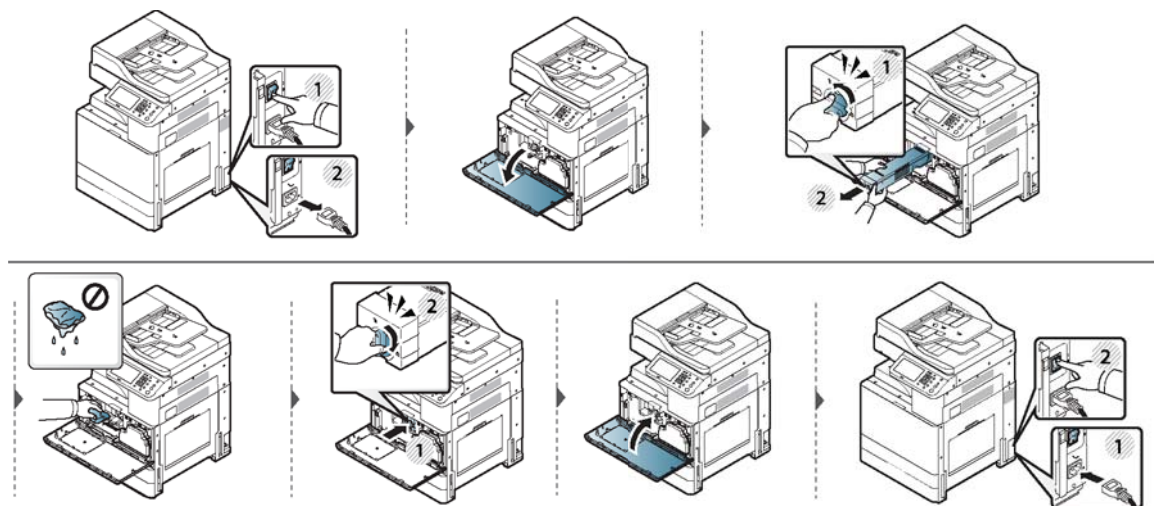
Toner cartridge area:

During the printing process, paper, toner, and dust particles can accumulate inside the printer. These accumulations can cause print quality problems, such as toner specks or smearing. Cleaning the inside of the printer clears and reduces printing quality problems.

⚠ CAUTION: Use a dry lint free cloth when cleaning the inside of the printer, be careful not to damage the transfer roller or any other inside parts. Do not use solvents such as benzene or thinner. Printing quality problems can occur and cause damage to the printer.

- Use a dry lint-free cloth to clean the printer.
- Turn the printer off and unplug the power cord. Wait for the printer to cool down. If your printer has a power switch, turn the power switch off before cleaning the printer.

- If the front door is not completely closed, the printer will not operate.
- Illustrations on this user's guide may differ from your printer depending on its options or models. Check your printer type (see "Printer overview").

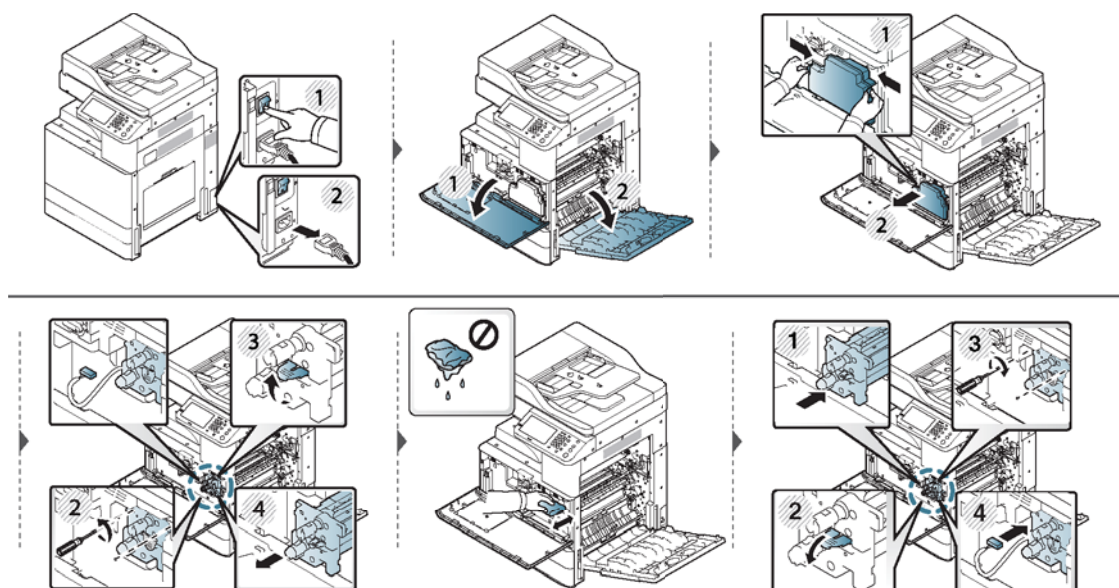


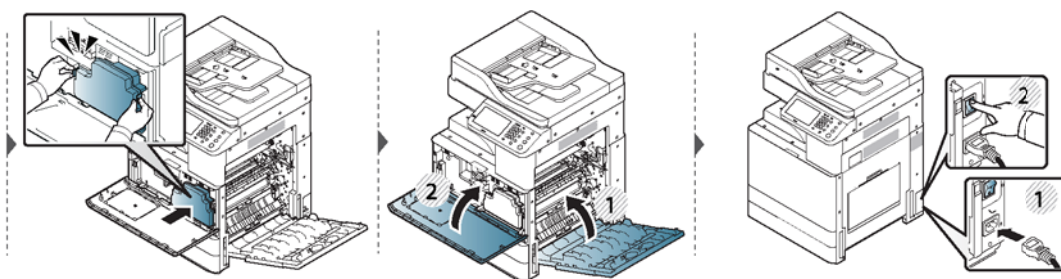
Cleaning the imaging unit area

⚠ CAUTION:

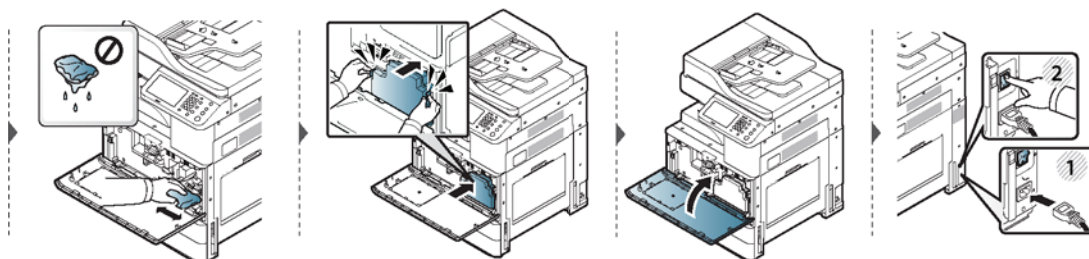
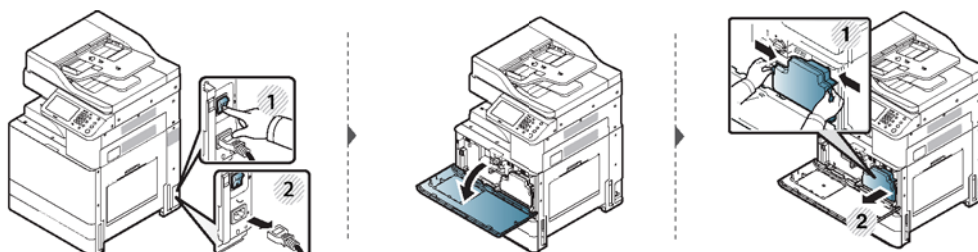
- To prevent damage to the imaging unit, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.
- Do not touch the green surface underside of the imaging unit.

 **NOTE:** If the front door is not completely closed, the printer will not operate.





Cleaning the toner collection unit area



Cleaning the scan unit

Keeping the scan unit clean helps to ensure the best possible copy quality. We suggest that you clean the scan unit at the start of each day and during the day, as needed.

NOTE:

- Turn the printer off and unplug the power cord. Wait for the printer to cool down. If your printer has a power switch, turn the power switch off before cleaning the printer.
 - Illustrations on this user's guide may differ from your printer depending on its options or models. Check your printer type (see "Printer overview").
1. Prepare a soft, lint-free cloth.
 2. Open the scanner lid.
 3. Wipe the surface of the scanner glass and the document feeder glass with the cloth until it is clean and dry. Wipe the underside of the scanner lid and white sheet until it is clean and dry.

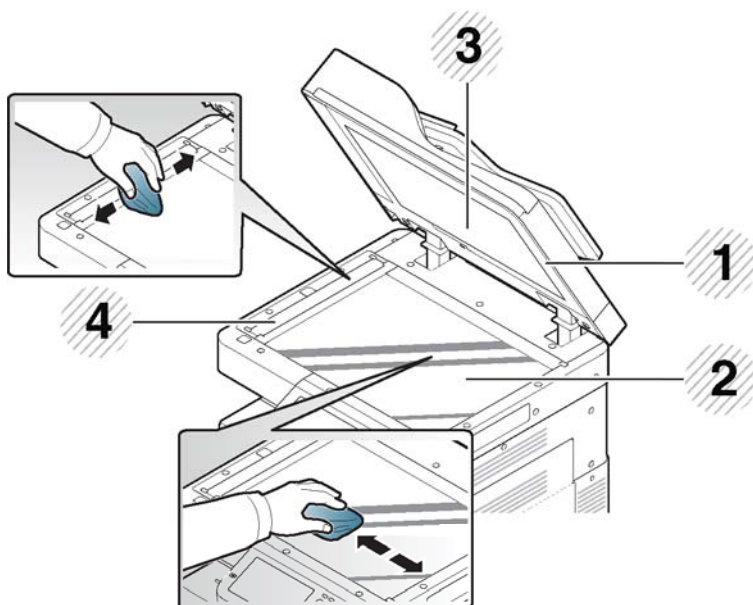


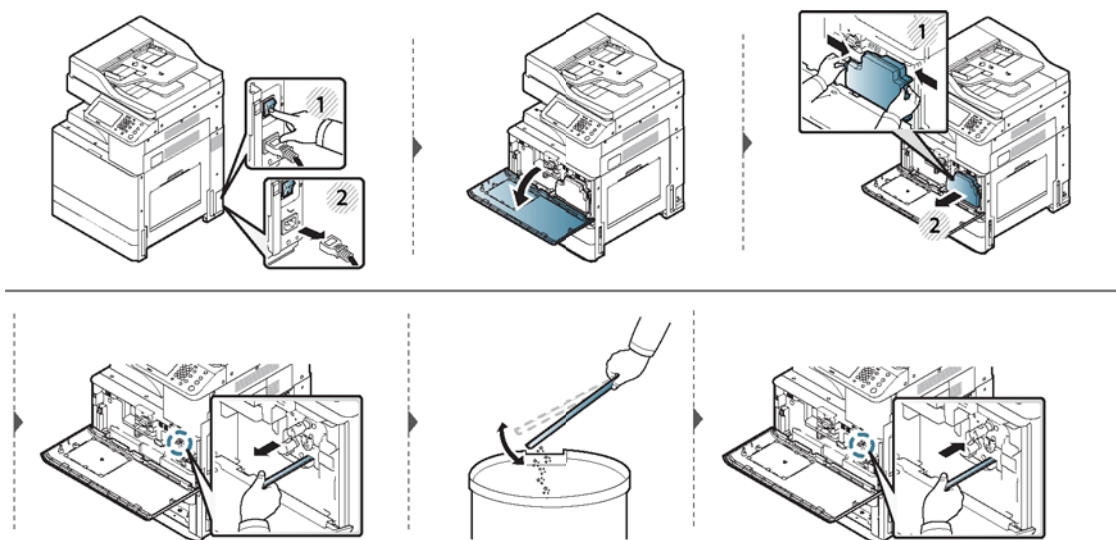
Table 8-4 Clean scanner areas

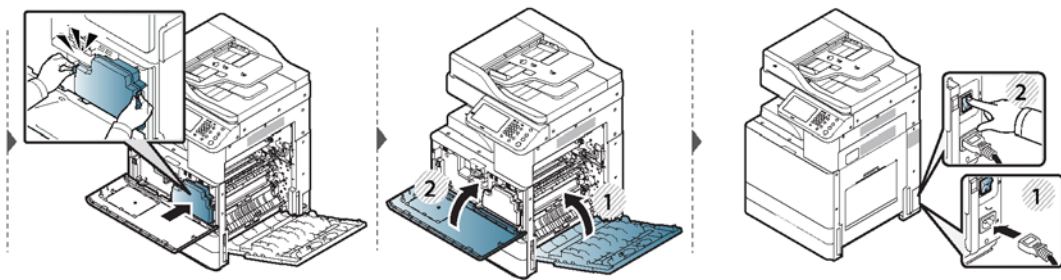
1	Scanner lid
2	Scanner glass
3	White sheet
4	Document feeder glass

4. Close the scanner lid.

Cleaning the chargers of imaging unit

The paper dust stick and the chargers of the imaging unit will need to be cleaned after a specified number of pages are printed. When the message appears indicating that the chargers of the imaging unit must be cleaned, clean the paper dust stick first. Then, clean the chargers. The time when the message appears depends on environmental factors like altitude, temperature, humidity, and so on. You must clean the charger to maintain printing quality. If cleaning is done, the message will disappear automatically.





Tips for storing the printer, supplies, and paper

- Keep them in a cool place with no humidity.
- Keep them covered so that dusts cannot be accumulated.
- Keep them dry.

Printer

- When moving the printer, do not tilt or turn it upside down. Otherwise, the inside of the printer may be contaminated by toner, which can cause damage to the printer or reduce print quality.
- When moving the printer, make sure at least four people are holding the printer securely.

Toner cartridge/ Imaging unit


To get the best, print quality from the toner cartridge, keep the following guidelines in mind:

- Do not remove the toner cartridge from its package until it's ready to use.
- Do not refill the toner cartridge.
- Store toner cartridges in the same environment as your printer.
- Keep it in a level place so the toner dust is not slanted to one side.

Paper

- Store print media in its ream wrapper until you are ready to use it.
- Place cartons on pallets or shelves, not on the floor.
- Do not place heavy objects on top of the paper, whether it is packed or unpacked.
- Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- Store paper in temperatures between 15° and 30°C (59° to 86°F) and humidity between 10% and 70%.

Tips for moving the printer

 **CAUTION:** Use safe lifting and handling techniques. If you need to move this printer, you need at least four people. Use the lifting handles, as shown below. If less than four people attempt to lift the printer, it can lead to back injury.

- When moving the printer, do not subject the control panel to hard impacts as this may damage the screen or border of the control panel.
 - The warranty does not cover damage from falls or impacts due to the intentional or unintentional actions of the user.
-
- Do not tilt or turn it upside down. Otherwise, the inside of the printer may be contaminated by toner, which can cause damage to the printer or bad print quality.
 - Make sure at least four people are holding the printer securely.
 - Lock the scanner lock.
 - Moving long distances using a truck:
 - Remove the finisher, optional trays, or desk and inner imaging unit and toner cartridges.
 - Fasten the scanner locking screw and the finisher locking screws.
 - All trays must be closed while relocating or moving product.
 - Tape trays and document feeder cover.
 - Moving short distances (e.g. moving between floors) to prevent damage from vibration:
 - Remove the finisher.

9 Troubleshooting

- [Tips for avoiding paper jams](#)
- [Clearing paper jams](#)
- [Understanding display messages](#)
- [Paper feeding problems](#)
- [Power and cable connecting problems](#)
- [Solving other problems](#)

Tips for avoiding paper jams

By selecting the correct media, most paper jams can be avoided. To avoid paper jams, refer to the following guidelines:

- Ensure that the adjustable guides are positioned correctly (see “Tray overview”).
- Do not remove paper from the tray while your printer is printing.
- Flex, fan, and straighten the paper before loading.
- Do not use creased, damp, or curled paper.
- Do not mix paper type and size in a tray.
- Use only recommended print media (see “Print media specifications”).

Clearing paper jams

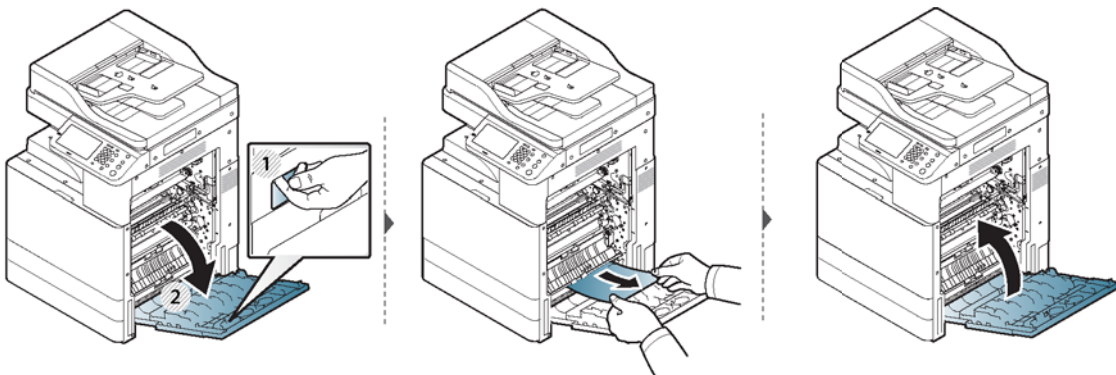
When a paper jam occurs, a warning message appears on the display screen.

⚠ CAUTION: To avoid tearing the paper, pull the jammed paper out slowly and gently. Follow the instructions in the following sections to clear the jam.

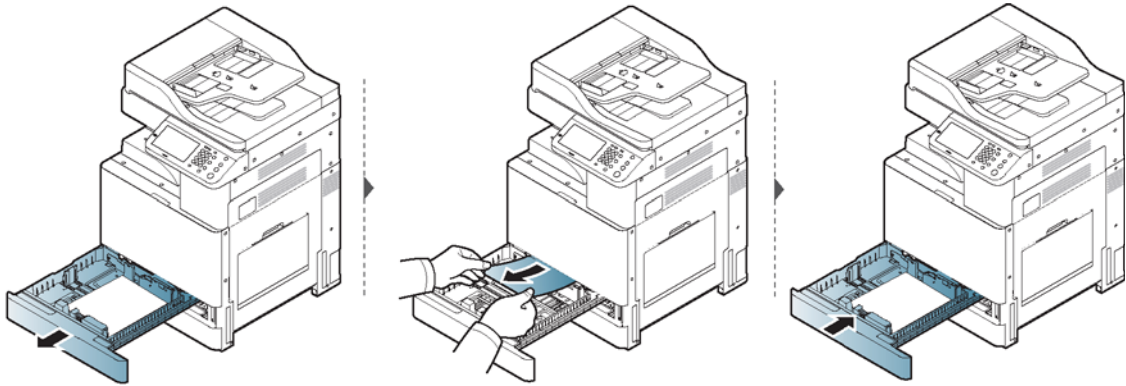
- [Jam in Tray 2](#)
- [Jam in optional trays](#)
- [Jam in Tray 1 \(MP\)](#)
- [Jam inside the printer](#)
- [Jam in the fuser area](#)
- [Jam in the exit area](#)
- [Jam in the duplex unit area](#)
- [Clearing original document jams](#)
- [Original paper jam in exit area of scanner](#)
- [Jam in the optional inner finisher area](#)

Jam in Tray 2

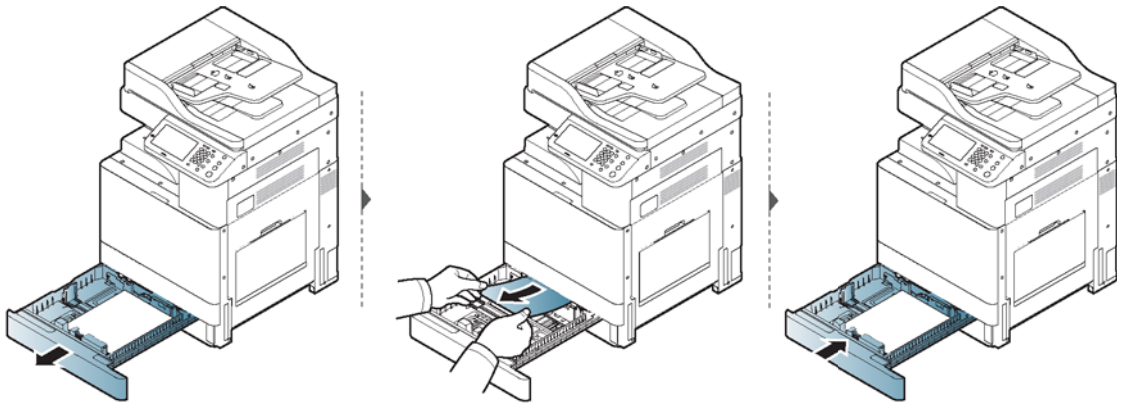
Illustrations in this user's guide may differ from your printer depending on its options or models. Check your printer type (see "Printer overview").



If you do not see the paper in this area, stop and go to next step:

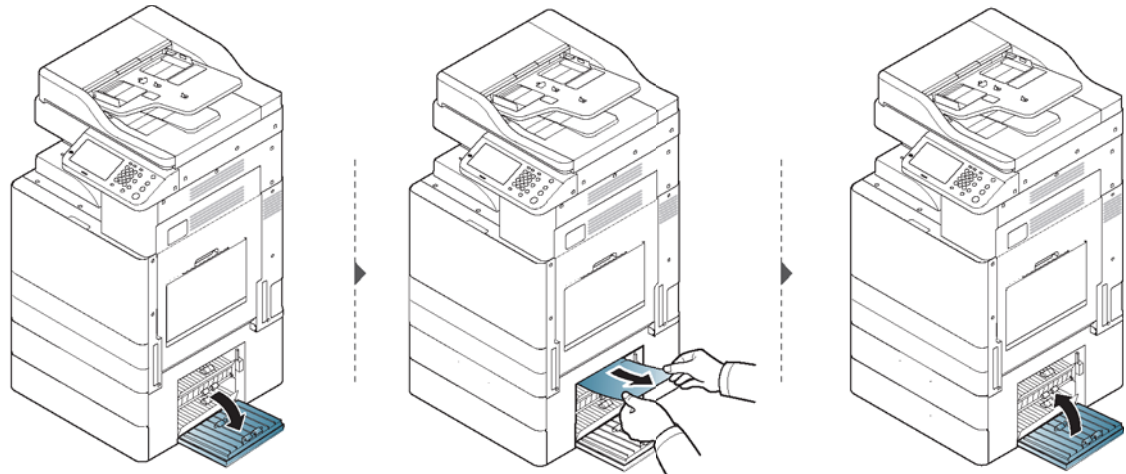


If you do not see the paper in this area, stop and go to next step:

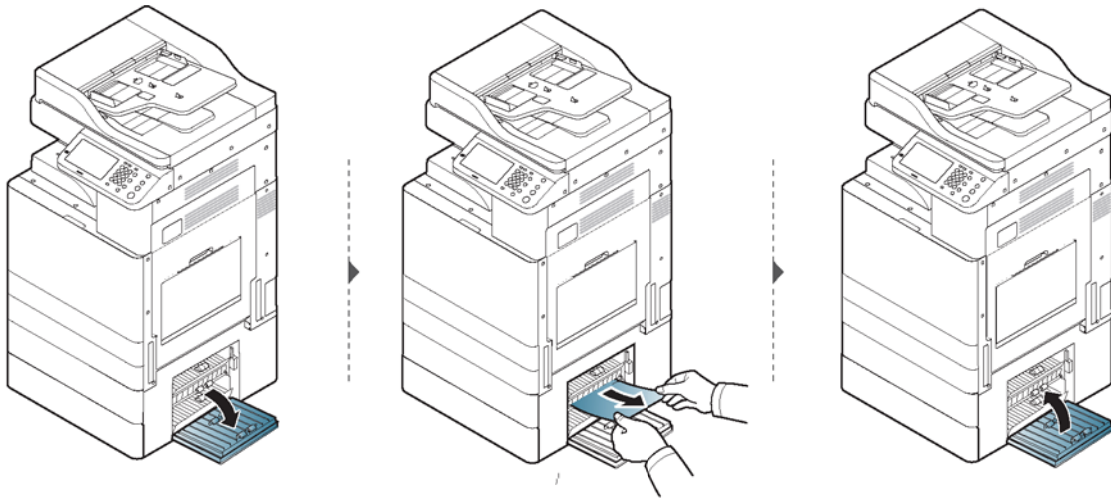


Jam in optional trays

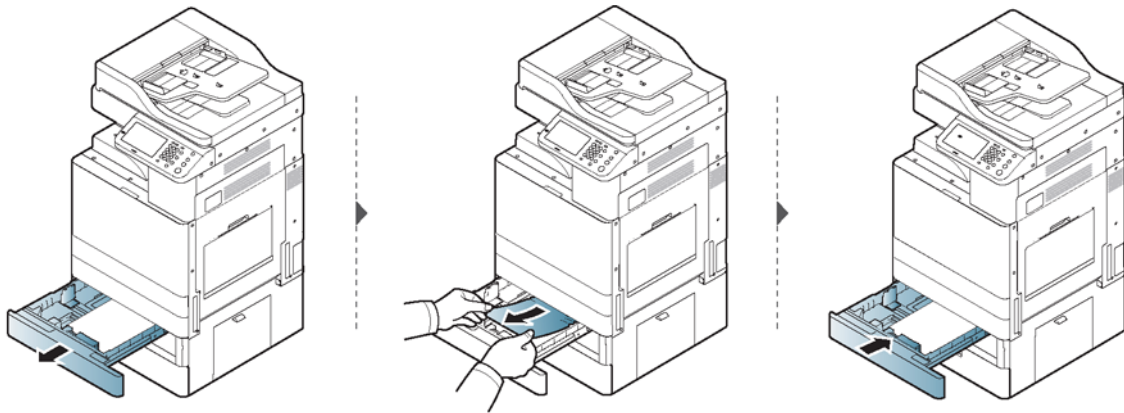
The procedure is same for all optional trays.



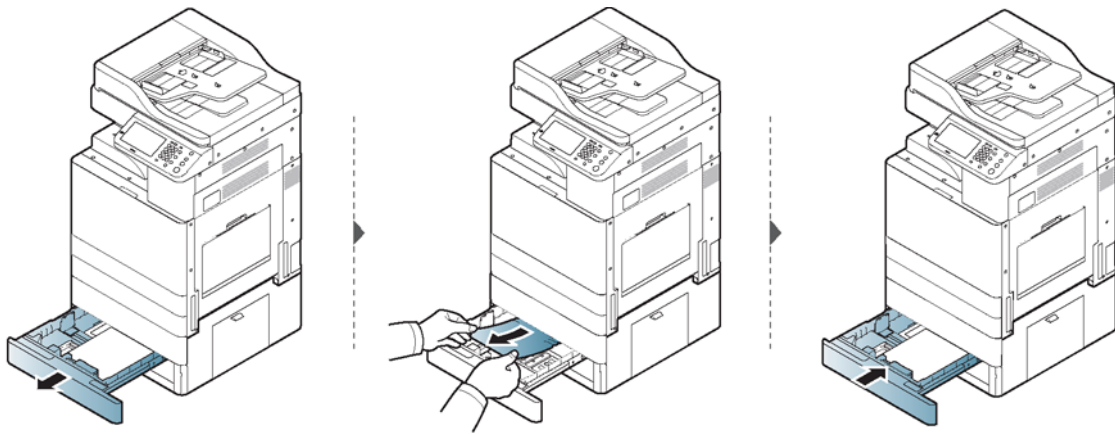
If you do not see the paper in this area, stop and go to next step:



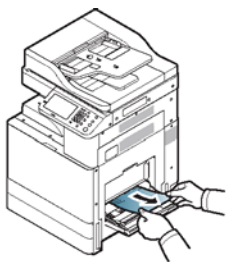
If you do not see the paper in this area, stop and go to next step:



If you do not see the paper in this area, stop and go to next step:




Jam in Tray 1 (MP)

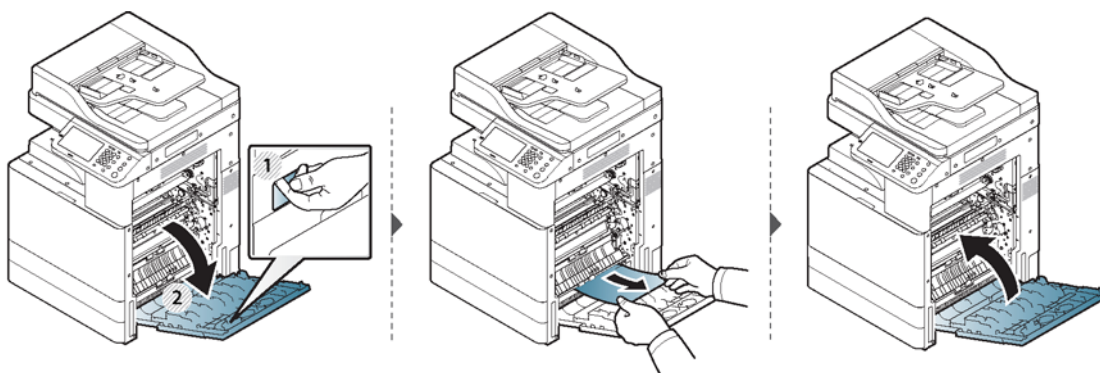


Jam inside the printer

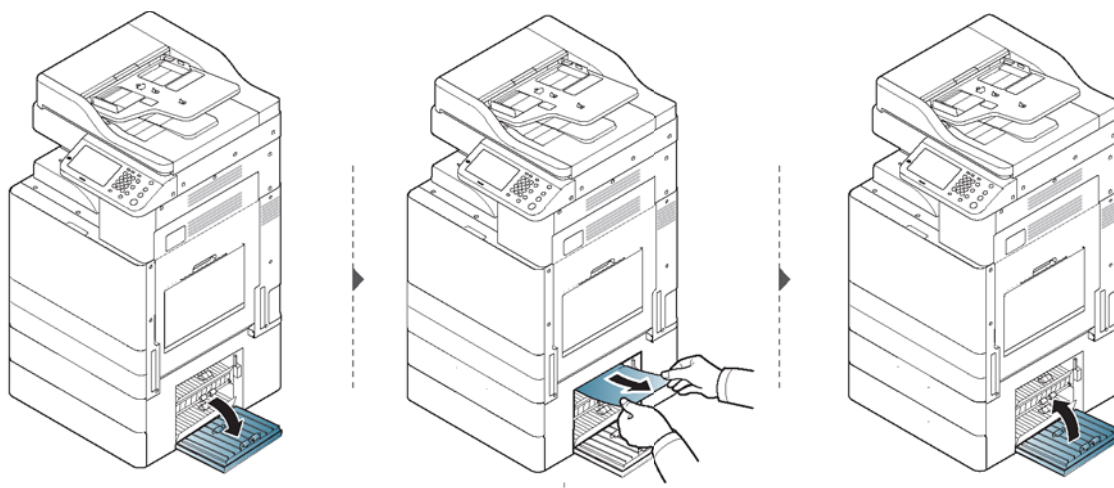
The fuser area is hot. Turn the printer off and let the printer cool before removing paper from the Fuser Unit area. Failure to take care when removing paper from this area may cause injury.

 **NOTE:** Illustrations on this user's guide may differ from your printer depending on its options or models. Check your printer type (see "Printer overview").

Jam feed 1, Jam feed 2

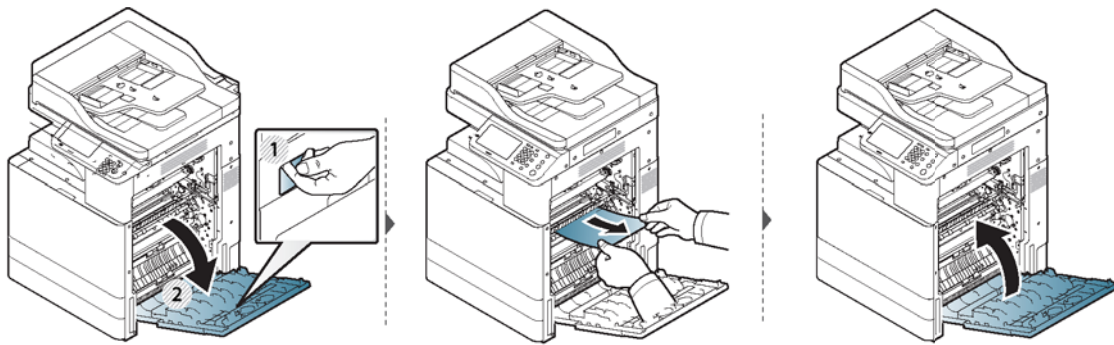


Jam feed 3, Jam feed 4 (Optional device only)

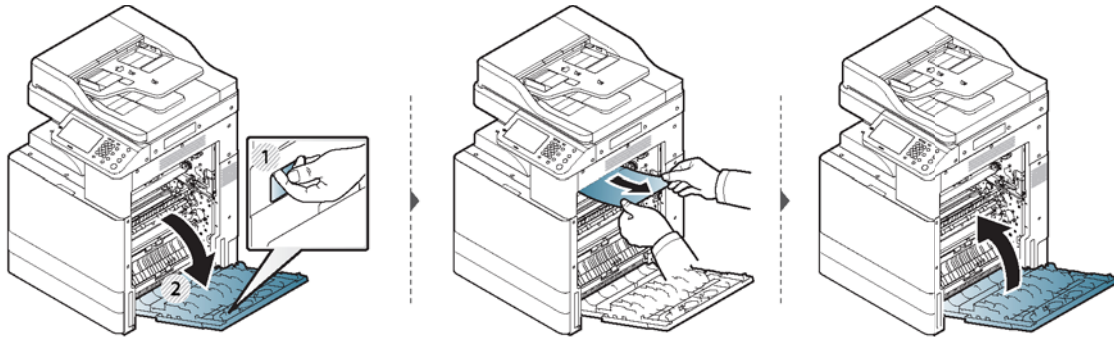


Jam in the fuser area

The fuser area is hot. Take care when removing paper from the printer.

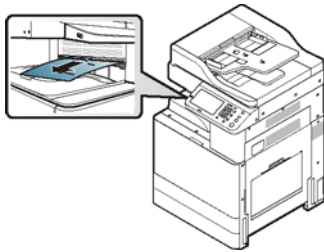


If you do not see the paper in this area, stop and go to next step:



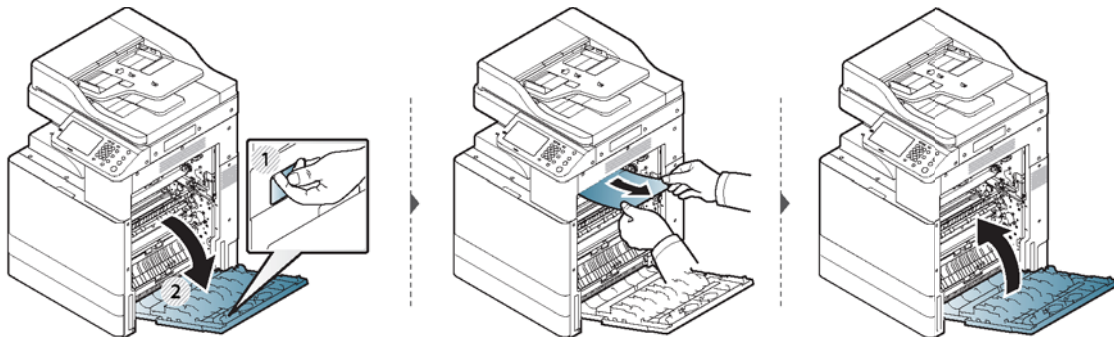
Jam in the exit area

The fuser area is hot. Take care when removing paper from the printer.

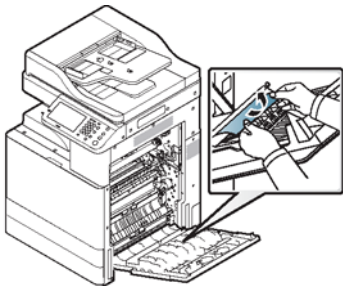


If you do not see the paper in this area, stop and go to next step:

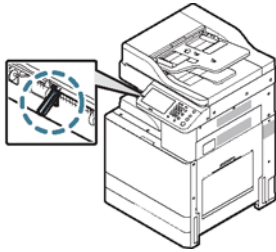
The fuser area is hot. Take care when removing paper from the printer.



 **NOTE:** If the optional Finisher is installed, remove the jammed paper as shown below.

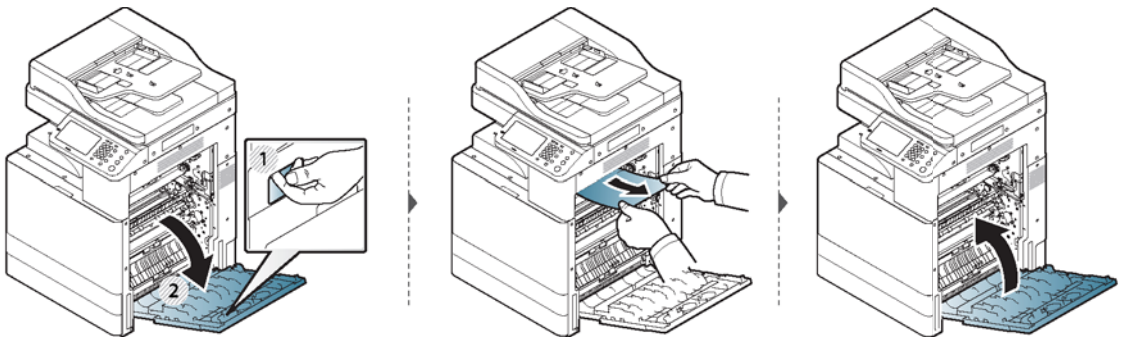


If this paper jam persists, make sure the bin full sensor is unfolded. The bin full sensor is located in front of the output tray.

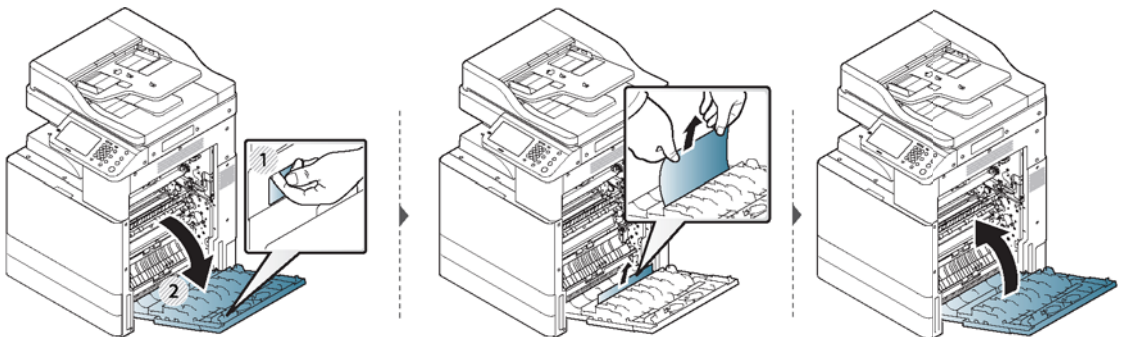


Jam in the duplex unit area

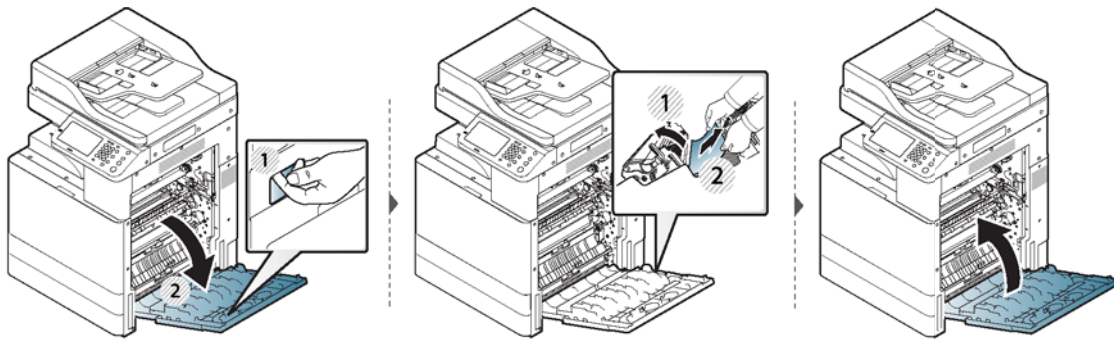
The fuser area is hot. Take care when removing paper from the printer.



If you do not see the paper in this area, stop and go to next step:



If you do not see the paper in this area, stop and go to next step:

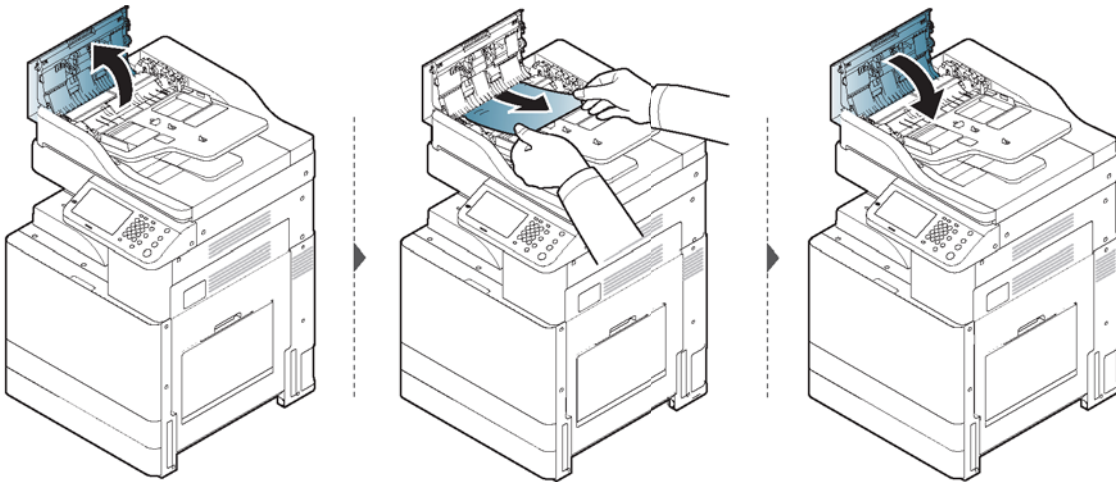


Clearing original document jams

To prevent document jams, use the scanner glass for thick, thin or mixed paper originals.

⚠ CAUTION: To avoid tearing the document, remove the jammed document slowly and carefully.

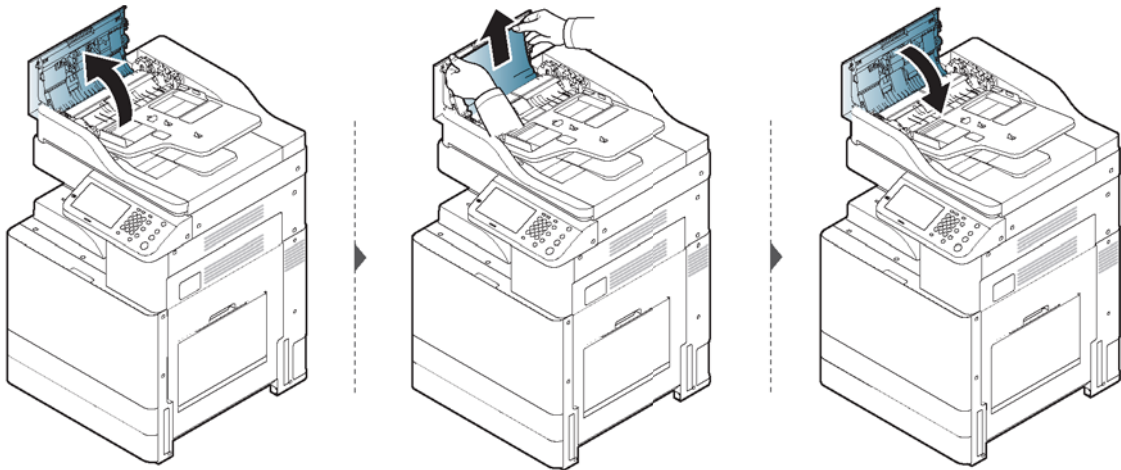
Original paper jam in front of scanner



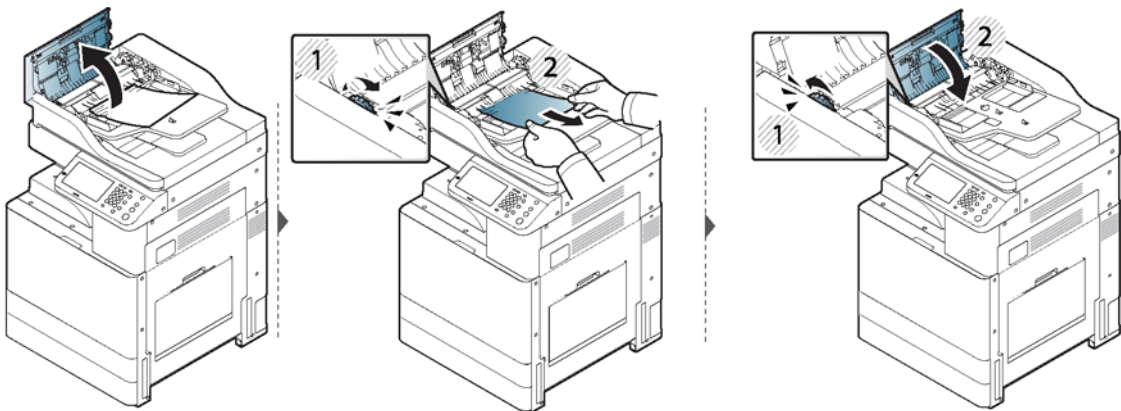
Original paper jam inside of scanner

NOTE:

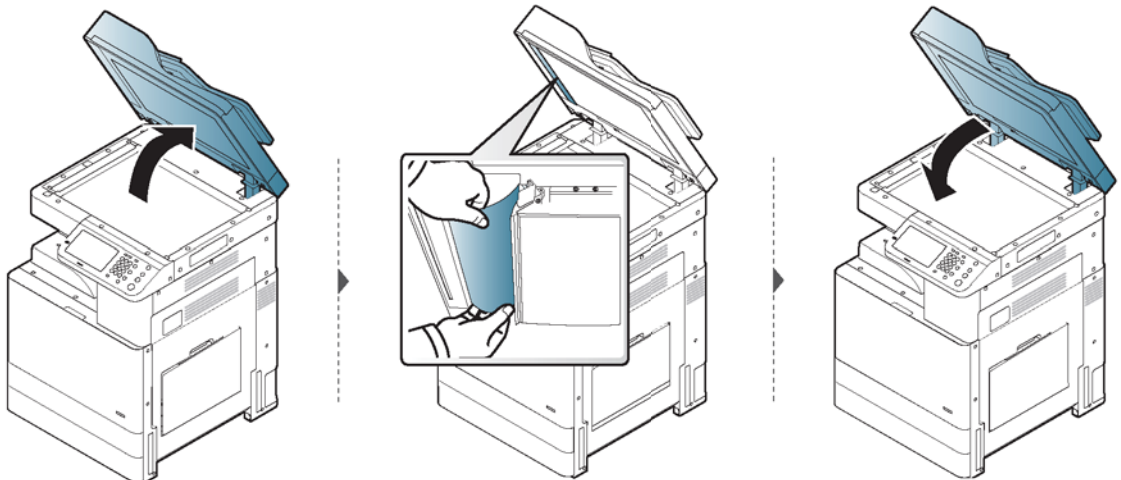
- Illustrations in this user's guide may differ from your printer depending on the model and options installed. Check your printer type (see "Printer overview").
- This troubleshooting may not be available depending on model or optional goods (see "Variety feature").



If you do not see the paper in this area, stop and go to next step:



If you do not see the paper in this area, stop and go to next step:

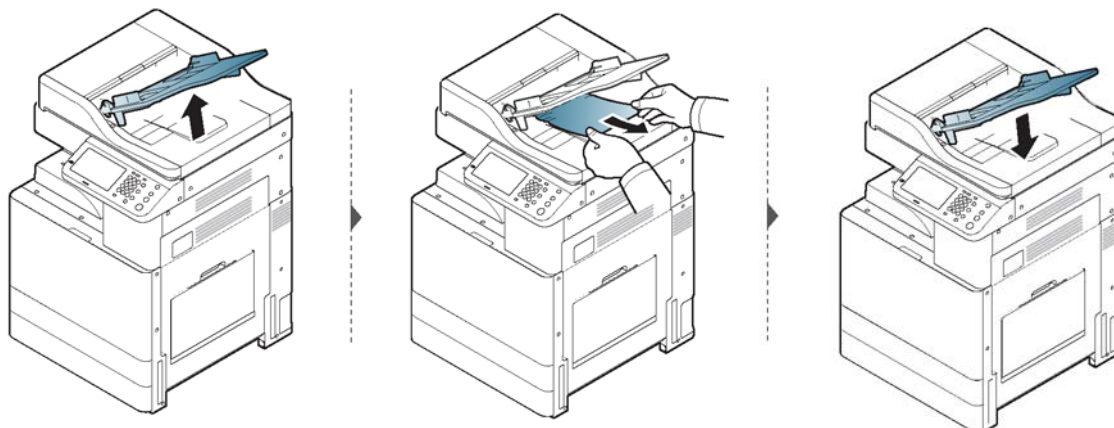


Original paper jam in exit area of scanner

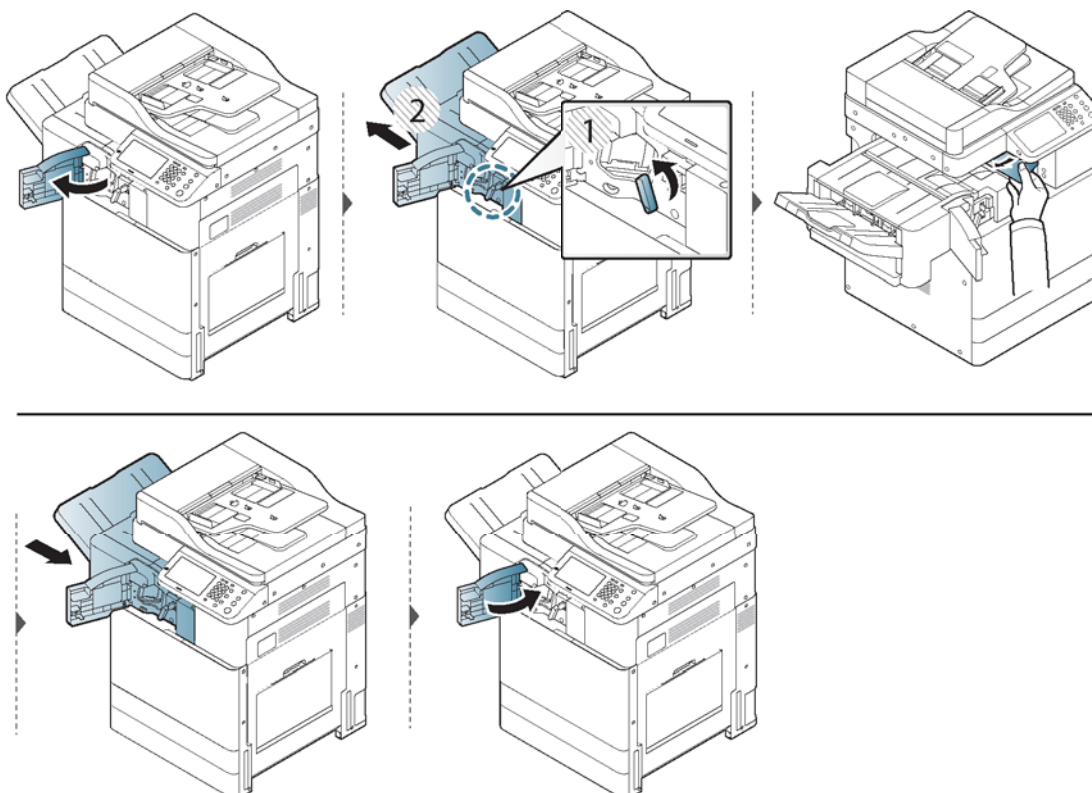
Illustrations in this user's guide may differ from your printer depending on the model and options installed. Check your printer type (see "Printer overview").

 **NOTE:**

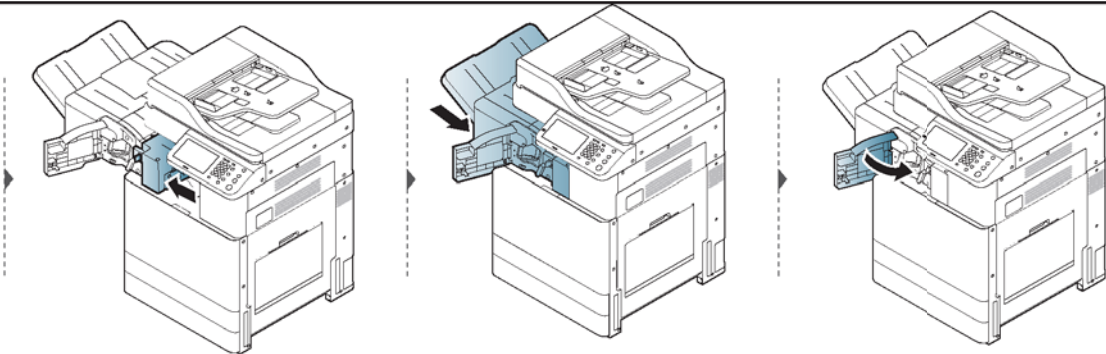
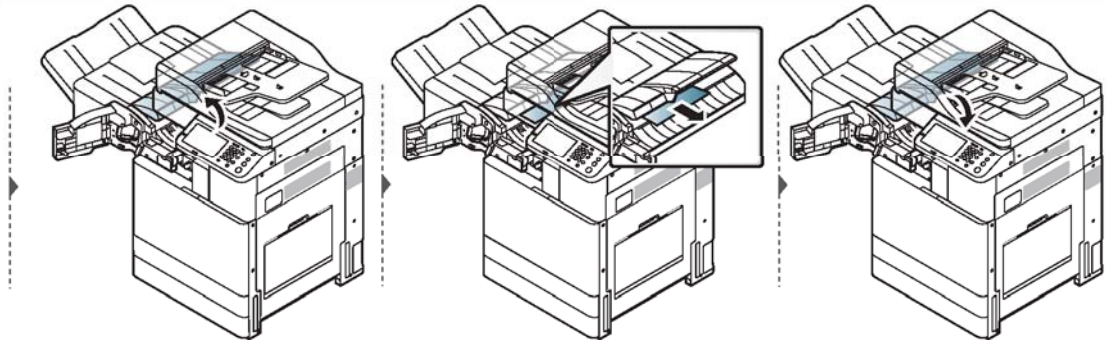
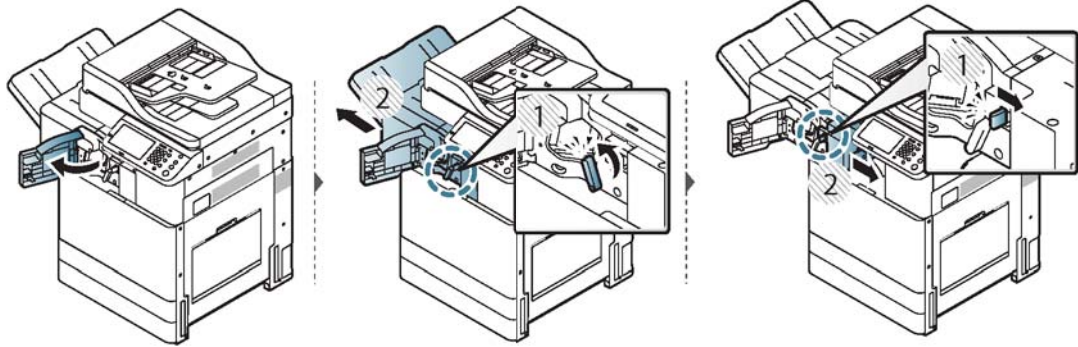
- This troubleshooting may not be available depending on model or optional goods (see "Printer overview").



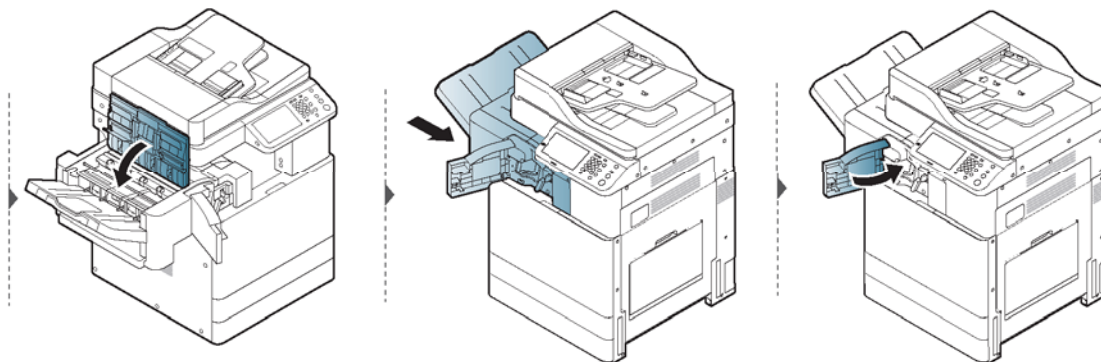
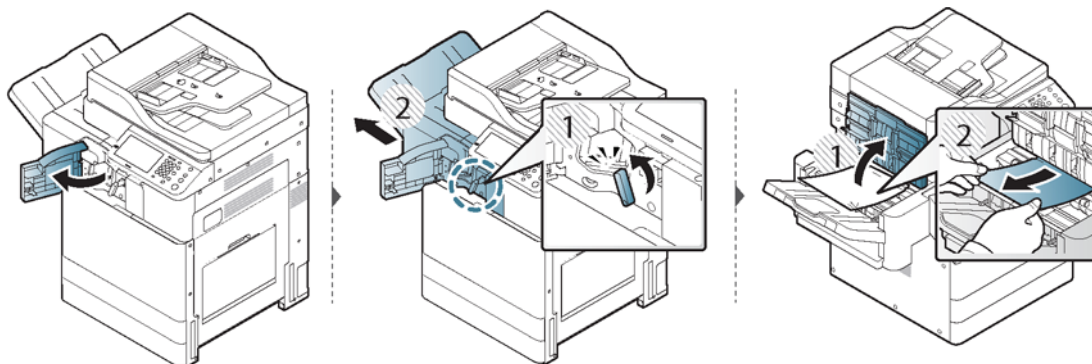
Jam in the optional inner finisher area



If you do not see the paper in this area, stop and go to next step:



If you do not see the paper in this area, stop and go to next step:



Understanding display messages

Messages appear on the control panel display to indicate the printer's status or errors. Refer to the tables below to understand the messages' and their meaning, and correct the problem, if necessary.



NOTE:

- You can resolve the error with the guideline from the computer's Printing Status program window.
 - If a message is not in the table, reboot the power and try the printing job again. If the problem persists, call a service representative.
 - When you call for service, provide the service representative with the contents of display message.
 - Some messages may not appear on the display depending on the options or models.
 - [error number] indicates the error number.
 - [tray type] indicates the tray number.
-
- [Paper Jam-related messages](#)
 - [Toner-related messages](#)
 - [Tray-related messages](#)
 - [Network-related messages](#)
 - [Misc. messages](#)

Paper Jam-related messages

Message	Meaning	Suggested solutions
<ul style="list-style-type: none">• Original paper jam inside the scanner• Original paper jam in the exit area of the scanner	The loaded original document has jammed in document feeder.	Clear the jam (see "Clearing original document jams").
<ul style="list-style-type: none">• Paper jam at the top of duplex path• Paper jam at the bottom of duplex path	Paper has jammed during duplex printing. This is applicable only to printers with this feature.	Clear the jam (see "Clearing paper jams").
<ul style="list-style-type: none">• Paper jam inside of machine• Paper jam inside of machine. Please remove the paper	Paper has jammed inside the printer.	Clear the jam (see "Inside the printer").
Paper jam in exit area	Paper has jammed in the paper exit area.	Clear the jam (see "In the exit area").
Paper jam in Tray 1 (MP)	Paper has jammed in Tray 1 (MP).	Clear the jam (see "Clearing paper jams").

Message	Meaning	Suggested solutions
<ul style="list-style-type: none"> Paper jam in [Tray number] Paper jam in [tray number]. Please open the door and remove paper, then close the door. 	Paper has jammed in the tray.	Clear the jam (see "Clearing paper jams").
<ul style="list-style-type: none"> Paper jam at exit of finisher Paper jam in front of finisher Paper jam inside of finisher 	Paper has jammed during finishing.	Clear the jam (see "In the optional finisher area").

Toner-related messages

Message	Meaning	Suggested solutions
Did not supply enough [color] toner	The printer cannot detect a toner cartridge. Or not removed seal tape of toner cartridge.	Remove seal tape of [color] toner cartridge or shake it. Call for service if the problem persists.
[color] toner cartridge is not compatible. Check users guide	The toner cartridge you have installed is not for your printer.	Install a genuine HP toner cartridge designed for your printer (see "Available supplies").
<ul style="list-style-type: none"> Toner cartridge is not installed. Install the cartridge. [color] toner cartridge is not installed. Install it. 	<p>A toner cartridge is not installed.</p> <p>A toner cartridge is not being detected.</p> <p>Not removed protective film from toner.</p>	<p>Reinstall the toner cartridge.</p> <p>Reinstall the toner cartridge two or three times to confirm it is seated properly. If the problem persists, please call for service.</p> <p>Remove the protective film from the toner cartridge. Refer to Quick Installation Guide provided with your printer.</p>
Prepare new [color] toner cartridge.	Prepare new toner cartridge (LED: RED blink) → Toner is low (LED: Green On). Replace with new toner cartridge → Toner is very low.	Prepare a new toner cartridge for a replacement. You may temporarily increase the printing quality by redistributing the toner (see "Redistributing toner").
<ul style="list-style-type: none"> Replace with new [color] toner cartridge End of life. Replace with new [color] toner cartridge 	The indicated toner cartridge has almost reached its estimated cartridge life.	<ul style="list-style-type: none"> You can choose Stop or Continue as shown on the control panel. If you select Stop, the printer stops printing. If you select Continue, the printer keeps printing but the printing quality cannot be guaranteed. Replace the toner cartridge for the best print quality when this message appears. Using a cartridge beyond this stage can result in printing quality issues (see "Replacing the toner cartridge").

Message	Meaning	Suggested solutions
<ul style="list-style-type: none"> Shake [color] toner cartridge and then install Shake [color] toner cartridge and then install. Call for service if the problem persists 	Small amount of toner is left in the indicated cartridge.	<ul style="list-style-type: none"> You may temporarily increase the printing quality by redistributing the toner (see "Redistributing toner"). If the problem persists, call for service.
<ul style="list-style-type: none"> Shake [color] toner cartridge and then install. Replace toner cartridge if the problem persists 	Small amount of toner is left in the indicated cartridge.	<ul style="list-style-type: none"> You may temporarily increase the printing quality by redistributing the toner (see "Redistributing toner"). If the problem persists, call for service.

HP does not recommend using a non-genuine HP toner cartridge such as refilled or remanufactured. HP cannot guarantee a non-genuine HP toner cartridge's quality. Service or repair required as a result of using non-genuine HP toner cartridges will not be covered under the printer warranty.

Tray-related messages

Message	Meaning	Suggested solutions
<ul style="list-style-type: none"> Paper is empty in [tray number]. Load paper Paper is empty in Tray 1 (MP). Load paper Paper is empty in all trays. Load paper 	There is no paper in the indicated tray.	Load paper in the tray (see "Loading paper in the tray").
Paper is low in [tray number].	Running out of paper in the tray.	Load paper in the tray.
[Tray number] cassette is pulled out. Insert it properly	The tray is not securely latched.	Close the tray until it locks into place.
<ul style="list-style-type: none"> [Tray number] Paper Mismatch Tray 1 (MP) Paper Mismatch 	The paper size specified in the printer properties does not match the paper loaded in the tray.	Select Continue to proceed with the print job with the incorrect paper, or select Cancel to stop the print job and load the correct paper in the tray.
Tray Failure: [error number]. Pull [tray number] out and insert it. Call for service if the problem persists	The tray is not securely connected.	Reinstall the tray. If the problem persists, call for service.
Tray Failure: [error number]. Check tray 3 connection and turn off then on. Call for service if the problem persists	The tray is not securely connected.	Reinstall the tray. If the problem persists, call for service.

Network-related messages

Message	Meaning	Suggested solutions
802.1x authentication failed. Please Contact the System Administrator	Fail to authenticate.	Check the network authentication protocol. If the problem persists, contact your network administrator.

Message	Meaning	Suggested solutions
Cannot find a wireless network. Please check the wireless environment	The printer cannot find the wireless network.	Check the status of the wireless router or access point, including its configuration and power connections, as well as any devices that may affect wireless communication. If the problem persists, please call for service.
Failed to connect to Wi-Fi Direct. Turn off your mobile device and turn it on	The printer failed to connect via Wi-Fi Direct.	Turn the Wi-Fi Direct feature off and then back on or reboot the printer or mobile device. If the problem persists, please call for service.
Failed connection to WPS. Try again or set up other wireless connection	The printer failed to connect via WPS.	Check the WPS settings (see "Using the WPS menu").
MSOK System Failure: [error number]. Turn off then on	There is a problem in the engine system.	Turn the printer off and back on again. If the problem persists, call for service.
Network cable is disconnected. Check it	The printer is not connected with a network cable.	Connect the printer to the network with a network cable.
Network Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the network system.	Turn the printer off and back on again. If the problem persists, call for service.
Not connected from the wireless AP. If you do not reconnect automatically, check the wireless settings	The printer failed to connect to the wireless AP (access point or wireless router).	Check the status of the access point, including its configuration and power connections, as well as any devices that may affect wireless communication. If the problem persists, please call for service.
This IP address conflicts with that of other system. Check it	The network IP address you have set is being used by someone else.	Check the IP address and reset it if necessary.
Video System Failure: [error number]. Turn off then on	There is a problem in the CPU.	Turn the printer off and back on again. If the problem persists, call for service.
Wi-Fi Direct is not ready. Turn off then on. Call for service if the problem persists	The printer failed to initialize the Wi-Fi Direct connection.	Reboot the printer to initialize the wireless settings. If the problem persists, please call for service.
Wireless security settings are incorrect. Please change the settings	<ul style="list-style-type: none"> The wireless network options are configured incorrectly for the security method. The password entered in the wireless security options is incorrect. The printer does not support the security method used by the access point or wireless router. The access point or wireless router has malfunctioned. 	Reconfigure the wireless options in the printer, SWS, access point, or wireless router. The WPA2-PSK/AES security method is recommended. If the problem persists, please call for service.

Misc. messages

Message	Meaning	Suggested solutions
<ul style="list-style-type: none"> [color] Developer Failure: [error number]. Turn off then on [color] Developer Failure: [error number]. Turn off then on. Please call for service if the problem persists 	There is a problem in the developer.	Unplug the power cord and plug it back in. If the problem persists, call for service.
[color] imaging unit is not compatible. Check users guide	The imaging unit you have installed is not for your printer.	Install a HP-genuine imaging unit, designed for your printer (see "Available supplies").
<ul style="list-style-type: none"> [color] imaging unit is not installed. Install it Imaging unit is not installed. Install the unit 	The imaging unit is not installed or the imaging unit is not properly installed.	Install the imaging unit. If it is already installed, try to reinstall the imaging unit. If the problem persists, call for service.
[color] Imaging Unit Failure: [error number]. Install [color] imaging unit again	The imaging unit is not installed.	Install the imaging unit. If it is already installed, try to reinstall the imaging unit. If the problem persists, call for service.
End of life. Replace with new [color] imaging unit	The indicated imaging unit has almost reached its estimated cartridge life. ^a	Replace the imaging unit with a HP-genuine imaging unit (see "Replacing the imaging unit").
Engine System Failure [error number]: Turn off then on	There is a problem in the engine system.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Fan Failure: [error number]. Open the door, then close it. Call for service if the problem persists	There is a problem in the fan.	Open the door, then close it. If the problem persists, call for service.
Fan Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the fan.	Unplug the power cord and plug it back in. If the problem persists, call for service.
<ul style="list-style-type: none"> Finisher Failure: [error number]. Open the finisher door, then close it. Turn off then on if the problem persists Finisher Failure: [error number]. Check finisher 	There is a problem in the finisher system.	Open the door, then close it. If the problem persists, call for service.
Finisher is pulled out. Insert it properly	The finisher is not securely connected.	Reinstall the finisher. If the problem persists, call for service.
Finisher jam door is open. Close it	The finisher door is not securely latched.	Close the door until it locks into place.
Finisher stapler door is open. Close it	The finisher stapler door is not securely latched.	Close the door until it locks into place.
<ul style="list-style-type: none"> Front door is open. Close it Right door is open. Close it 	The front door or right door is not securely latched.	Close the door until it locks into place.
Fuser unit is not compatible. Check user's guide.	The fuser unit you have installed is not for your printer.	Install a HP-genuine fuser unit, designed for your printer, call for service.
Fuser unit is not installed. Install it	The fuser unit is not properly installed.	Reinstall the fuser unit. If the problem persists, call for service.

Message	Meaning	Suggested solutions
<ul style="list-style-type: none"> Fuser Unit Failure: [error number]. Turn off then on. Call for service if the problem persists Fuser Unit Failure: [error number]. Turn off then on Fuser Failure: [error number]. Turn off then on 	There is a problem in the fuser unit.	Unplug the power cord and plug it back in. If the problem persists, call for service.
HDD System Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the HDD system.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Hole punch hopper is full. Remove waste of hopper	The hole punch hopper is full.	Remove the waste in the hopper.
Hole punch hopper is not installed. Install hopper	The hole punch hopper is not installed.	Install the hole punch hopper. If it is already installed, try to reinstall the hole punch hopper. If the problem persists, call for service.
Imaging unit requires chargers cleaning. Clean the unit	The imaging unit requires charger cleaning.	Cleaning the chargers of imaging unit (see "Cleaning the chargers of imaging unit").
Imaging Unit Failure: [error number]. Please turn off then on	There is a problem in the imaging unit.	Turn the printer off and back on again. If the problem persists, call for service.
Inner output tray is full. Remove printed media	Inner output tray is full.	Remove printed media.
Input System Failure: [error number]. Pull [Tray number] out and insert it	There is a problem in the tray.	Open and close the tray. If the problem persists, call for service.
LSU Failure: [error number]. Please turn off then on	There is a problem in the LSU.	Unplug the power cord and plug it back in.
LSU Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the LSU.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Motor Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the motor system.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Output tray (face down) is full. Remove printed media	Output tray is full.	Remove printed media.
Prepare new [color] imaging unit	The estimated life ³ of the imaging unit is close.	Prepare a new imaging unit for a replacement (see "Replacing the imaging unit").
Replace with new [color] developer unit	The life of the developer unit expires totally.	<ul style="list-style-type: none"> You can choose Stop or Continue as shown on the control panel. If you select Stop, the printer stops printing. If you select Continue, the printer keeps printing but the printing quality cannot be guaranteed. Replace the developer unit with a new one. If the problem persists, please call for service.
Replace with new fuser unit	The life of the transfer roller expires totally.	Replace the fuser unit with a new one. If the problem persists, please call for service.

Message	Meaning	Suggested solutions
Replace with new [color] imaging unit	The indicated imaging unit has almost reached its estimated cartridge life ^a .	Replace the imaging unit for the best print quality when this message appears. Using an imaging unit beyond this stage can result in printing quality issues (see "Replacing the imaging unit").
Prepare new transfer belt unit	The life of the transfer belt will be expired soon.	Replace the transfer belt with a new one. If the problem persists, please call for service.
Replace with new Transfer belt unit	The life of the transfer belt has expired.	
Replace with new transfer roller	The life of the transfer roller expires totally.	Replace the transfer roller with an HP-genuine transfer roller, call for service.
Scanner locked or another problem occurred	The CCD (Charged Couple Device) lock has been locked.	Unlock the CCD lock or turn the printer off and back on again. If the problem persists, call for service.
Scan System Failure: [error number]. Turn off then on	There is a problem in the scan system.	Turn the printer off and back on again. If the problem persists, call for service.
Scan Failure: [error number]. Turn off then on. Call for service if the problem persists	There is a problem in the sensor.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Staple cartridge is empty. Replace it	Small amount of staple cartridge is left. The estimated life of staple cartridge is close.	Prepare a new staple cartridge for a replacement.
<ul style="list-style-type: none"> Staple cartridge is low. Prepare it Staple cartridge is low. Replace it 	The staple cartridge has reached the end of its lifespan.	This message appears when the staple cartridge is completely empty. Prepare the staple cartridge.
Staple cartridge is not install. Install it	The staple cartridge is not installed or the staple cartridge is not properly installed.	Install the staple cartridge. If it is already installed, try to reinstall the staple cartridge. If the problem persists, call for service.
The temperature of this machine is too low. Please wait for a while to warm up	The temperature of this printer is too low.	Wait for a while to warm up.
There has been a problem with fax modem card. Install again. Call for service if the problem persists	There is a problem in the fax modem card.	Install the fax modem card. If it is already installed, try to reinstall the fax modem card. If the problem persists, call for service.
The ACR sensor is dirty. Please clean it with soft cloth or paper	The ACR sensor is dirty.	Clean ACR sensor with soft cloth or paper.
The CTD sensor is dirty. Please clean it with soft cloth or paper	The CTD sensor is dirty.	Clean CTD sensor with soft cloth or paper.
Too much paper in finisher stacker. Remove printed paper	The finisher stacker is full.	Remove printouts from the finisher stacker, the printer resumes printing.
Top door of scanner is open	The document feeder door is not securely latched.	Close the door until it locks into place.
Transfer belt cleaning unit is worn. Replace with new one	The life of the transfer belt cleaning unit expires totally.	Replace the transfer belt cleaning unit with a HP-genuine transfer belt cleaning unit, call for service.
UI System Failure:[error number]. Turn off then on. Call for service if the problem persists	There is a problem in the UI system.	Unplug the power cord and plug it back in. If the problem persists, call for service.
Toner collection unit is almost full. Order new one	The toner collection unit is almost full.	Prepare a new toner collection unit for replacement.

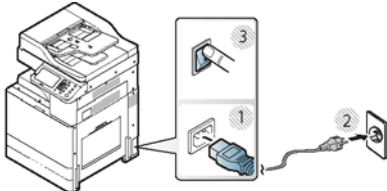
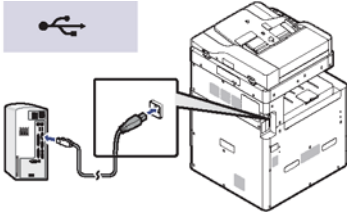
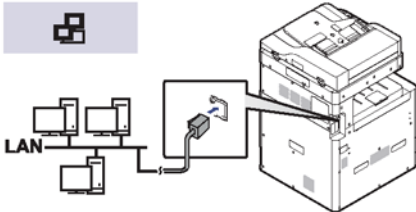
Message	Meaning	Suggested solutions
Toner collection unit is full. Replace it	The toner collection unit is full and the printer will stop printing until a new toner collection unit is placed into the printer.	Replace the toner collection unit with a HP-genuine toner collection unit (see “Replacing the toner collection unit”).
Toner collection unit is not installed. Install it.	The toner collection unit is not installed.	Install the toner collection unit. If it is already installed, try to reinstall the toner collection unit. If the problem persists, call for service.

^a Print cartridge life is approximate, based on average A4/Letter-size page count with ISO coverage. Declared cartridge yield value in accordance with ISO/IEC 19798. Actual yields vary considerably based on images printed and other factors. For more information, visit www.hp.com/go/learnaboutsupplies.

Paper feeding problems

Condition	Suggested solutions
Paper jams during printing.	Clear the paper jam.
Paper sticks together	<ul style="list-style-type: none">• Check the maximum paper capacity of the tray.• Make sure that you are using the correct type of paper.• Remove paper from the tray and flex or fan the paper.• Humid conditions may cause some paper to stick together. Flex or fan the edge of the paper stack to separate the pages before loading papers.
Multiple sheets of paper do not feed.	Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Paper does not feed into the printer.	<ul style="list-style-type: none">• Remove any obstructions from inside the printer.• Paper has not been loaded correctly. Remove paper from the tray and reload it correctly.• There is too much paper in the tray. Remove excess paper from the tray.• The paper is too thick. Use only paper that meets the specifications required by the printer.
The paper keeps jamming.	<ul style="list-style-type: none">• There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the manual feeding in tray.• An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer.• There may be debris inside the printer. Open the front door and remove any debris.
Envelopes skew or fail to feed correctly	Ensure that the paper guides are against both sides of the envelopes.

Power and cable connecting problems

Condition	Suggested solutions
The printer is not receiving power, or the connection cable between the computer and the printer is not connected properly.	<ol style="list-style-type: none">1. Connect the printer to the electricity supply first. 2. Check the USB cable or network cable in the printer's rear.  3. Disconnect the USB cable or network cable in the printer's rear and then reconnect it.

Solving other problems

The following chart lists some trouble conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, contact a service representative.

- [Display screen problem](#)
- [Paper feeding problems](#)
- [Printing problems](#)
- [Printing quality problems](#)
- [Copying problems](#)
- [Scanning problems](#)
- [Additional troubleshooting tasks](#)

Display screen problem

Condition	Suggested solutions
The display screen does not show anything.	<ul style="list-style-type: none">• Adjust the brightness of the display screen.• Turn the printer off and then back on. If the problem persists, please call for service.

Paper feeding problems

Condition	Suggested solutions
Paper jams during printing.	Clear the paper jam (see "Clearing paper jams").
Paper sticks together.	<ul style="list-style-type: none">• Check the maximum paper capacity of the tray (see "Print media specifications").• Make sure that you are using the correct type of paper (see "Print media specifications").• Remove paper from the tray and flex or fan the paper.• Humid conditions may cause some paper to stick together. Try a fresh ream of paper.
Multiple sheets of paper do not feed.	<ul style="list-style-type: none">• Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.• If multiple sheets have caused a paper jam, clear the paper jam (see "Clearing paper jams").

Condition	Suggested solutions
Paper does not feed into the printer.	<ul style="list-style-type: none"> Remove any obstructions from inside the printer. Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. There is too much paper in the tray. Remove excess paper from the tray. The paper is too thick. Use only paper that meets the specifications required by the printer (see "Print media specifications"). If an original does not feed into the printer, the document feeder rubber pad may require to be replaced. Contact a service representative.
The paper keeps jamming.	<ul style="list-style-type: none"> There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use Tray 1 (MP). An incorrect type of paper is being used. Use only paper that meets the specifications required by the printer (see "Print media specifications"). There may be debris inside the printer. Open the front door and remove any debris. If an original does not feed into the printer, the document feeder rubber pad may require to be replaced. Contact a service representative.
Envelopes skew or fail to feed correctly.	Ensure that the paper guides are against both sides of the envelopes.

Printing problems




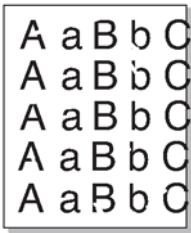
Condition	Possible cause	Suggested solutions
The printer does not print.	The printer is not receiving power.	Check the power cord connections. Check the power switch and the power source.
	The printer is not selected as the default printer.	Select your printer as your default printer in your Windows.
	Check the printer for the following: <ul style="list-style-type: none"> The front door is not closed. Close the front door. Paper is jammed. Clear the paper jam (see "Clearing paper jams"). No paper is loaded. Load paper (see "Loading paper in the tray"). The toner cartridge or the imaging unit is not installed. Install the toner cartridge or imaging unit. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the printer is not connected properly.	Disconnect the printer cable and reconnect it.


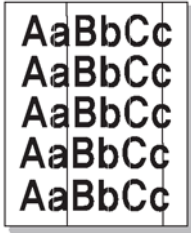


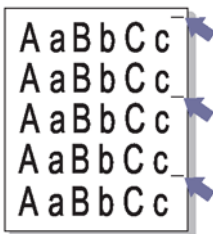
Condition	Possible cause	Suggested solutions
The printer does not print. (continued)	The connection cable between the computer and the printer is defective.	If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different printer cable.
	The port setting is incorrect.	Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the printer is attached to the correct one.
	The printer may be configured incorrectly.	Check the Printing Preferences to ensure that all of the print settings are correct (see "Opening printing preferences").
	The printer driver may be incorrectly installed.	Repair the printer software.
	The printer is malfunctioning.	Check the display message on the control panel to see if the printer is indicating a system error. Contact a service representative.
	The document size is so big that the hard disk space of the computer is insufficient to access the print job.	If printing GUI, make more hard disk space available for your print job and try printing the document again.
The printer selects print materials from the wrong paper source.	The paper option that was selected in the Printing Preferences may be incorrect.	For many software applications, the paper source selection is found under the Paper tab within the Printing Preferences . Select the correct paper source. See the printer driver help screen (see "Opening printing preferences").
A print job is extremely slow.	The job may be very complex.	Reduce the complexity of the page or try adjusting the print quality settings.
Half the page is blank.	The page orientation setting may be incorrect.	Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	Ensure that the paper size in the printer driver settings matches the paper in the tray. Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The printer prints, but the text is wrong, garbled, or incomplete.	The printer cable is loose or defective.	Disconnect the printer cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the printer to another computer that you know works and try a print job. Finally, try a new printer cable.
	The wrong printer driver was selected.	Check the application's printer selection menu to ensure that your printer is selected.
	The software application is malfunctioning.	Try printing a job from another application.
	The operating system is malfunctioning.	Exit Windows and reboot the computer. Turn the printer off and back on again.



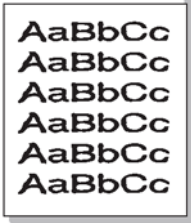
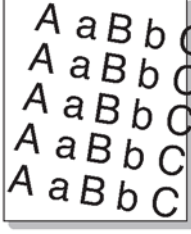

Condition	Possible cause	Suggested solutions
The printer prints, but the text is wrong, garbled, or incomplete. (continued)	If you are in a DOS environment, the font setting for your printer may be set incorrectly.	Change the language setting.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	Redistribute the toner, if necessary. If necessary, replace the toner cartridge.
	The file may have blank pages.	Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	Contact a service representative.
The printer does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. NOTE: It will take longer to print when you print a PDF file as an image.
	If the PDF file is missing fonts and/or images/objects because set on interactive mode.	Try printing a job from Printer Driver.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the printer emits vapor near the output tray.	Using damp paper can cause vapor during printing.	This is not a problem. Just keep printing. Try a fresh ream of paper.
The printer does not print special sized paper, such as billing paper.	Paper size and paper size setting do not match.	Set the correct paper size in the Custom Paper List in the Paper tab in the Printing Preferences (see "Paper Options").
Your printer has an odd smell during initial use.	The oil used to protect the fuser is evaporating.	After printing about 100 pages, there will be no more smell. It is a temporary issue.

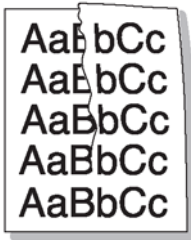
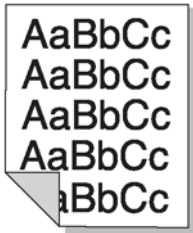

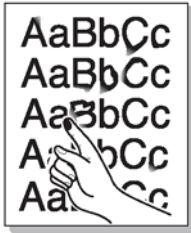

Printing quality problems

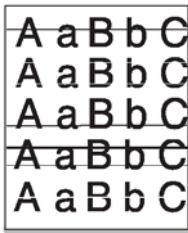
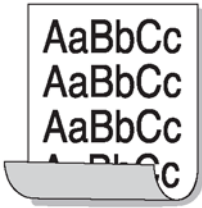
The following table describes common printing quality problems, shows examples of each one, and lists suggested solutions.

Condition	Example	Suggested solutions
Light or faded print	 A vertical white streak or faded area appears on the page, the toner supply is low. Install a new toner cartridge.	<ul style="list-style-type: none"> • If a vertical white streak or faded area appears on the page, the toner supply is low. Install a new toner cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the toner cartridge needs cleaning. Clean the inside of your printer. • The surface of the LSU part inside the printer may be dirty. Clean the inside of your printer. If cleaning does not correct the problem, contact a service representative.
The top half of the paper is printed lighter than the rest of the paper	 The top half of the paper is printed lighter than the rest of the paper	<p>The toner might not adhere properly to this type of paper.</p> <ul style="list-style-type: none"> • Change the printer option and try again. Go to Printing Preferences, click the Paper tab, and set the paper type to Recycled.
Toner specks	 Toner specks on the page	<ul style="list-style-type: none"> • The paper may not meet specifications; for example, the paper may be too moist or rough. • The transfer roller may be dirty. Clean the inside of your printer. • The paper path may need cleaning. If these steps do not correct the problem, contact a service representative.
Dropouts	 Dropouts on the page	<p>If faded areas, generally rounded, occur randomly on the page:</p> <ul style="list-style-type: none"> • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. • The paper lot is bad. The manufacturing processes can cause some areas to reject toner. Try a different kind or brand of paper. • Change the printer option and try again. Go to Printing Preferences, click the Paper, and set type to Thick. <p>If these steps do not correct the problem, contact a service representative.</p>

Condition	Example	Suggested solutions
White Spots		<p>If white spots appear on the page:</p> <ul style="list-style-type: none"> The paper is too rough and a lot of dirt from paper falls to the inner components within the printer, so the transfer roller may be dirty. Clean the inside of your printer. The paper path may need cleaning. Clean the inside of your printer. <p>If these steps do not correct the problem, contact a service representative.</p>
Vertical lines		<p>If black vertical streaks appear on the page:</p> <ul style="list-style-type: none"> The surface (drum part) of the cartridge inside the printer has probably been scratched. Remove the cartridge and install a new one. <p>If white vertical streaks appear on the page:</p> <ul style="list-style-type: none"> The surface of the LSU part inside the printer may be dirty. Clean the inside of your printer. If cleaning does not correct the problem, contact a service representative.
Black or color background		<ul style="list-style-type: none"> Change to a lighter weight paper. Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80% RH) can increase the amount of background shading. Remove the old toner cartridge and install a new one. Thoroughly redistribute the toner.
Toner smear		<ul style="list-style-type: none"> Clean the inside of the printer. Check the paper type and quality. Remove the toner cartridge and install a new one.
Vertical repetitive defects		<p>If marks repeatedly appear on the printed side of the page at even intervals:</p> <ul style="list-style-type: none"> The toner cartridge may be damaged. If you still have the same problem, remove the toner cartridge and, install a new one. Parts of the printer may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. The fusing assembly may be damaged. Contact a service representative.

Condition	Example	Suggested solutions
Background scatter		<p>Background scatter results from bits of toner randomly distributed on the printed page.</p> <ul style="list-style-type: none"> The paper may be too damp. Try printing with a different batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or in Printing Preferences. Ensure the correct paper type is selected. For example: If Thicker Paper is selected, but Plain Paper actually used, an overcharging can occur causing this copy quality problem. If you are using a new toner cartridge, redistribute the toner first.
Toner particles are around bold characters or pictures		<p>The toner might not adhere properly to this type of paper.</p> <ul style="list-style-type: none"> Change the printer option and try again. Go to Printing Preferences, click the Paper tab, and set the paper type to Recycled. Ensure the correct paper type is selected. For example: If Thicker Paper is selected, but Plain Paper actually used, an overcharging can occur causing this copy quality problem.
Malformed characters		<ul style="list-style-type: none"> If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper.
Page skew		<ul style="list-style-type: none"> Ensure that the paper is loaded properly. Check the paper type and quality. Ensure that the guides are not too tight or too loose against the paper stack.
Curl or wave		<ul style="list-style-type: none"> Ensure that the paper is loaded properly. Check the paper type and quality. Both high temperature and humidity can cause paper curl. Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.

Condition	Example	Suggested solutions
Wrinkles or creases		<ul style="list-style-type: none"> • Ensure that the paper is loaded properly. • Check the paper type and quality. • Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray.
Back of printouts are dirty		<ul style="list-style-type: none"> • Check for leaking toner. Clean the inside of the printer.
Solid color or black pages		<ul style="list-style-type: none"> • The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. • The printer may require repairing. Contact a service representative.
Loose toner		<ul style="list-style-type: none"> • Clean the inside of the printer. • Check the paper type, thickness, and quality. • Remove the toner cartridge and install a new one. <p>If the problem persists, the printer may require repair. Contact a service representative.</p>
Character voids		<p>Character voids are white areas within parts of characters that should be solid black:</p> <ul style="list-style-type: none"> • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications.

Condition	Example	Suggested solutions
Horizontal stripes		<p>If horizontally aligned black streaks or smears appear:</p> <ul style="list-style-type: none"> The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. The toner cartridge may be defective. Remove the toner cartridge and install a new one. Remove the toner cartridge and install a new one. <p>If the problem persists, the printer may require repairing. Contact a service representative.</p>
Curl		<p>If the printed paper is curled or paper does not feed into the printer:</p> <ul style="list-style-type: none"> Turn the stack of paper over in the tray. Also try rotating the paper 180° in the tray. Change the printer's paper option and try again. Go to Printing Preferences, click the Paper tab, and set type to Thin.
<ul style="list-style-type: none"> An unknown image repetitively appears on a few sheets Loose toner Light print or contamination occurs 		<p>Your printer is probably being used at an altitude of 1,000 m (3,281 ft.) or above. The high altitude may affect the print quality, such as loose toner or light imaging.</p>

Copying problems

Condition	Suggested solutions
Copies are too light or too dark.	Adjust the darkness in the copy to lighten or darken the background of the copies.
Smears, lines, marks, or spots appear on copies.	<ul style="list-style-type: none"> If the defects appear on the original, decrease the darkness in the copy to lighten the background of your copies. If there are no defects on the original, clean the scan unit. Cleaning the scan unit or contact a service representative.
Copy image is skewed.	<ul style="list-style-type: none"> Ensure that the original is face down on the scanner glass or face up in the document feeder. Check that the copy paper is loaded correctly. If the problem persists, the printer may require repair. Contact a service representative.
Blank copies print out.	Ensure that the original is face down on the scanner glass or face up in the document feeder.
Image rubs off the copy easily.	<ul style="list-style-type: none"> Replace the paper in the tray with paper from a new package. In high humidity areas, do not leave paper in the printer for extended periods of time.

Condition	Suggested solutions
Frequent copy paper jams occur.	<ul style="list-style-type: none"> • Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight. • Check for copy paper or pieces of copy paper remaining in the printer after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	<ul style="list-style-type: none"> • Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The document feeder may be left open while copies are being made. • The printer may be turned on and off frequently.

Scanning problems

Condition	Suggested solutions
The scanner does not work.	<ul style="list-style-type: none"> • Make sure that you place the original to be scanned face down on the scanner glass, or face up in the document feeder. • There may not be enough available memory to hold the document you want to scan. Try the Prescan function through scan programs to see if that works. Try lowering the scan resolution rate. • Check that the printer cable is connected properly. • Make sure that the printer cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable. • Check that the scanner is configured correctly.

Condition	Suggested solutions
The unit scans very slowly.	<ul style="list-style-type: none"> • Check if the printer is printing received data. If so, scan the document after the received data has been printed. • Graphics are scanned more slowly than text. • Communication speed slows in scan mode because of the large amount of memory required to analyze and reproduce the scanned image. Set your computer to the ECP printer mode through BIOS setting. It will help to increase the speed. For details about how to set BIOS, refer to your computer user's guide.
<p>Message appears on your computer screen:</p> <ul style="list-style-type: none"> • Device can't be set to the H/W mode you want. • Port is being used by another program. • Port is Disabled. • Scanner is busy receiving or printing data. When the current job is completed, try again. • Invalid handle. • Scanning has failed. 	<ul style="list-style-type: none"> • There may be a copying or printing job in progress. Try your job again when that job is finished. • The selected port is currently being used. Restart your computer and try again. • The printer cable may be improperly connected or the power may be off. • The scanner driver is not installed or the operating environment is not set up properly. • Ensure that the printer is properly connected and the power is on, then restart your computer. • The USB cable may be improperly connected or the power may be off.

Additional troubleshooting tasks

Go to support.hp.com

Instructions are available for performing specific print tasks, such as the following:

- Fax troubleshooting (optional fax accessory required)

A Revision History

- [Revision History](#)

Revision History

Table A-1 Revision History

Revision Number	Revision Date	Revision Notes
1.0	March, 2018	User guide initial release

B Glossary

Glossary of terms

The following glossary includes terminology commonly used with printing as well as terminology used in this user's manual.

Table B-1 Glossary of terms

802.11	802.11 is a set of standards for wireless local area network (WLAN) communication, developed by the IEEE LAN/MAN Standards Committee (IEEE 802).
802.11b/g/n	802.11b/g/n can share the same hardware and use the 2.4 GHz band. 802.11b supports bandwidth up to 11 Mbps, 802.11n supports bandwidth up to 150 Mbps. 802.11b/g/n devices might occasionally suffer interferences from microwave ovens, cordless telephones, and Bluetooth devices.
Access point	Access point or wireless access point (AP or WAP) is a device that connects wireless communication devices together on a wireless local area networks (WLAN), and acts as a central transmitter and receiver of WLAN radio signals.
ADF	An Automatic Document Feeder (ADF) is a scanning unit that will automatically feed an original sheet of paper for scanning.
BOOTP	Bootstrap Protocol. A network protocol used by a network client to obtain its IP address automatically. This is usually done in the bootstrap process of computers or operating systems running on them. The BOOTP servers assigns an IP address from a pool of addresses to each client. BOOTP enables "diskless workstation" computers to obtain an IP address prior to loading any advanced operating system.
Build job	After scanning is finished, the Scan More Pages window appears to ask if you want to scan additional pages. If you select Yes, then you can scan additional pages to the current job. If you select No, then the scanning process is complete and the remainder of the job is finished.
CCD	Charged Coupled Device (CCD) is a hardware which enables the scan job. The CCD locking mechanism is also used to hold the CCD module to prevent any damage when the device is moved.
Collation	Collation is a process of printing a multiple-copy job in sets. When collation is selected, the device prints an entire set before printing additional copies.
Confidential	This mode is used for printing confidential documents. Password is often required to print the print job.
Control Panel	The control panel is a flat, typically vertical panel or screen where control or monitoring instruments are displayed. The control panel is found on the front of the device.
Coverage	Coverage is the printing term used for a toner usage measurement on printing. For example, 5% coverage means that an A4 sided paper has about 5% image or text on it. If the paper or original has complicated images or a large amount of text, the coverage will be higher and at the same time, a toner usage will be as much as the coverage.
Default	The value or setting that is in effect when a device is unboxed, reset, or initialized.
Developer unit	The developer unit contains toner carrier that is supplied to the magnetic (development) roller by the two mixing augers.
DHCP	A Dynamic Host Configuration Protocol (DHCP) is a client-server networking protocol. A DHCP server provides configuration parameters specific to the DHCP client host requesting, generally, information required by the client host to participate on an IP network. The DHCP also provides a mechanism for allocation of IP addresses to client hosts.
DIMM	Dual Inline Memory Module (DIMM) is a small circuit board that holds memory. The DIMM stores all data within the device, such as printing data and received fax data.
DNS	The Domain Name Server (DNS) is a system that stores information associated with domain names in a distributed database on networks, such as the internet.
Duplex	A mechanism that will automatically turn over a sheet of paper so that the device can print (or scan) on both sides of the paper. A device is equipped with a duplex unit can print on both sides of the paper during one print cycle.

Table B-1 Glossary of terms (continued)

Duty Cycle	Duty cycle is the page quantity which does not affect device performance for a month. Generally, the device has the lifespan limitation such as pages per year. The lifespan means the average capacity of print-outs, usually within the warranty period. For example, if the duty cycle is 48,000 pages per month assuming 20 working days, a printer limits 2,400 pages a day.
Eco	The Eco feature allows you to save print resources and results in an eco-friendly printing.
Emulation	Emulation is a technique of one printer obtaining the same results as another. An emulator duplicates the functions of one system with a different system, so that the second system behaves like the first system. Emulation focuses on exact reproduction of external behavior. This is different from simulation, which concerns an abstract model of the system being simulated, often considering its internal state.
Erase backside image	Prevents copying the original's image shown through on the back side.
Erase edge	Allow the erasing of spots, drill holes, fold creases and staple marks along any of the four edges of a document when making a copy.
Ethernet	Ethernet is a frame-based computer networking technology for local area networks (LANs). It defines wiring and signaling for the physical layer, and frame formats and protocols for the media access control (MAC)/data link layer of the OSI model. Ethernet is mostly standardized as IEEE 802.3. Ethernet has become the most widespread LAN technology in use during the 1990s to present.
FDI	Foreign Device Interface (FDI) is a card installed inside the device to allow use of a third-party device, such as a coin operated device or a card reader. Those devices allow the pay-to-print service on your device.
Filing Policy	Automatically renames or overwrites when the USB memory device has a file with the same name. You can choose the policy for generating file names before you proceed with the scan job through the USB memory device.
FTP	A File Transfer Protocol (FTP) is a commonly used protocol for exchanging files over any network that supports the TCP/IP protocol (such as the internet or an intranet).
Fuser Unit	The fuser unit is part of a laser printer that fuses the toner onto the print media. It consists of a heat roller and a pressure roller. After toner is transferred onto the paper, the fuser unit applies heat and pressure to make sure that the toner stays on the paper permanently, which is why paper is warm when it comes out of a laser printer.
Gateway	A connection between computer networks, or between a computer network and a telephone line. It is very popular, as it is a computer or a network that allows access to another computer or network.
Grayscale	Shades of gray that represent light and dark portions of an image when color images are converted to grayscale. Colors are represented by various shades of gray.
Halftone	An image type that simulates grayscale by varying the number of dots. Highly colored areas consist of a large number of dots, while lighter areas consist of a smaller number of dots.
HDD	Hard Disk Drive (HDD), commonly referred to as a hard drive or hard disk drive, is a non-volatile storage device which stores digitally-encoded data on rapidly rotating platters with magnetic surfaces.
ID copy	Prints two-sided originals on one sheet of paper. The device prints one side of the original on the upper half of the paper and the other side on the lower half of the paper. This feature is helpful for coping a small sized item, such as a business card.
IEEE	The Institute of Electrical and Electronics Engineers (IEEE) is an international non-profit, professional organization for the advancement of technology related to electricity.
Imaging Unit	Imaging unit consists of the OPC drum unit and the developer unit.
Intranet	A private network that uses internet protocols, network connectivity, and possibly the public telecommunication systems to securely share part of an organization's information or operations with its employees. Sometimes the term refers only to the most visible service, the internal website.
IP address	An Internet Protocol (IP) address is a unique number that a device uses in order to identify and communicate with other devices on a network utilizing the Internet Protocol standard.

Table B-1 Glossary of terms (continued)

IPM	The Images Per Minute (IPM) is a method of measuring the speed of a printer. An IPM rate indicates the number of single-sided sheets a printer can complete in one minute.
IPP	The Internet Printing Protocol (IPP) defines a standard protocol for printing and managing print jobs, media size, resolution, etc. IPP can be used locally, or over the internet to reach hundreds of devices, and also supports access control, authentication, and encryption, making it a capable and secure printing solution.
ISO	The International Organization for Standardization (ISO) is an international standard-setting body composed of representatives from national standards bodies. It produces world-wide industrial and commercial standards.
JPEG	Joint Photographic Experts Group (JPEG) is a commonly used standard method of loss compression for photographic images. It is the format used for storing and transmitting photographs on the World Wide Web.
LDAP	The Lightweight Directory Access Protocol (LDAP) is a networking protocol for querying and modifying directory services running over TCP / IP.
LED	A Light-Emitting Diode (LED) is a semiconductor device that indicates the status of a printer.
LEF	Long Edge Feed, rotation of the media by 90 degrees when loaded into the cassette tray. The longer edge of the media is fed into the device first.
LSU	Laser scanner unit forms a latent image on the surface of the OPC drum.
MAC address	Media Access Control (MAC) address is a unique identifier associated with a network adapter. MAC address is a unique 48-bit identifier usually written as 12 hexadecimal characters grouped in pairs (e.g., 00-00-0c-34-11-4e). This address is usually hard-coded into a Network Interface Card (NIC) by the manufacturer, and used as an aid for routers trying to locate printers on a large network.
MFP	Multi-Function Printer (MFP) is an office device that includes multiple functionality in one physical body, such as a printer, copier, fax, scanner, etc.
Modem	A device that modulates a carrier signal to encode digital information, and also demodulates such a carrier signal to decode transmitted information.
NFC	Near field communications allows you to directly print from your mobile device just by holding your mobile device over the NFC tag on the Wireless/NFC LAN option. Need a NFC supported mobile device.
N-up	Prints two or more originals images, reduced to fit onto one sheet of paper.
Offset	When printing multiple copies, this option shifts the output position of each set.
OPC	Organic Photo Conductor (OPC) is a mechanism that makes a virtual image for print using a laser beam emitted from a laser printer. It is usually green or rust colored and has a cylinder shape. An imaging unit containing a drum slowly wears the drum surface during its usage in the printer, and it should be replaced appropriately due to wear from contact with the cartridge development brush, cleaning mechanism, and paper.
Originals	The first example of something, such as a document, photograph, or text which is copied, reproduced, or translated to produce additional copies. The original itself is not copied or derived from something else.
Overlay	An overlay is text and / or images stored on the computer hard drive (HDD) as a special file format that can be printed on any document. Overlays are often used to take place of letterhead paper. Rather than using pre-printed letterhead, you can create an overlay containing exactly the same information that is on your letterhead.
PCL	Printer Command Language (PCL) is a Page Description Language (PDL) developed by HP as a printer protocol. PCL has become an industry standard. Originally developed for early Inkjet printers, PCL has been released in varying levels for thermal, dot matrix printers and laser printers.
PDF	Portable Document Format (PDF) is a proprietary file format developed by Adobe Systems. A PDF represents two dimension documents in a device independent and resolution independent format.
PostScript (PS)	PostScript (PS) is a page description language and programming language used primarily in electronic and desktop publishing. PostScript is run in an interpreter to generate an image.

Table B-1 Glossary of terms (continued)

Printer Driver	A program used to send commands and transfer data from the computer to the printer.
Print Media	Media like paper, envelopes, labels, and transparencies which can be used in a printer, scanner, fax, or copier.
PPM	Pages Per Minute (PPM) is a method of measurement for determining how fast a device works, meaning the number of pages a device can produce in one minute.
PRN file	An interface for a device driver, this allows software to interact with the device driver using standard input / output system calls, which simplifies many tasks.
Protocol	A convention or standard that controls or enables the connection, communication, and data transfer between two computing endpoints.
PSTN	The Public-Switched Telephone Network (PSTN) is the network of the world's public circuit-switched telephone networks which, on industrial premises, is usually routed through the switchboard.
Quick copy	Quick copy menu allows you to quickly set copy options without having to move to a lower level menu or another tab. This option does not provide all copy options.
Resolution	The sharpness of an image, measured in Dots Per Inch (DPI). The higher the DPI, the greater the resolution.
SEF	Short Edge Feed, the media is loaded into the cassette tray where the short side of the paper is fed into the device first.
SMB	Server Message Block (SMB) is a network protocol mainly applied to share files, printers, serial ports, and miscellaneous communications between nodes on a network. SMB also provides an authenticated Inter-process communication mechanism.
SMTP	Simple Mail Transfer Protocol (SMTP) is the standard for email transmissions across the internet. SMTP is a relatively simple, text-based protocol, where one or more recipients of a message are specified and the message text is transferred. It is a client server protocol where the client transmits an email message to the server.
SSID	Service Set Identifier (SSID) is a name of a wireless local area network (WLAN). All wireless devices in the WLAN use the same SSID in order to communicate with each other. The SSIDs are case-sensitive and have a maximum length of 32 characters.
Stamp	Allows the printing of some information such as date and time, page number, ID, IP address, and comments.
Subnet Mask	The subnet mask is used in conjunction with the network address to determine which part of the address is the network address and which part is the host address.
TCP / IP	The Transmission Control Protocol (TCP) and the Internet Protocol (IP) are the set of communications protocols that implement the protocol stack on which the internet and most commercial networks run.
TIFF	Tagged Image File Format (TIFF) is a variable-resolution bitmapped image format. TIFF describes image data that typically come from scanners. TIFF images use tags, keywords defining the characteristics of the image that is included in the file. This flexible and platform-independent format can be used for pictures that have been made by various image processing applications.
Toner Cartridge	A bottle or container that holds toner, which is used in a device like a printer. Toner is a powder used in laser printers and photocopiers. The toner forms the text and images on printed paper. Toner can be fused by a combination of heat/pressure from the fuser, causing it to bind the fibers in the paper.
Toner collection unit	A container that holds contaminated toner.
Tray 1 (MP)	The Tray 1 multi-purpose (MP) tray can hold special sizes and types of print material, such as postcards note cards and envelopes. It is useful for single page printing on colored paper.
TWAIN	An industry standard for scanners and software. By using a TWAIN compliant scanner with TWAIN-compliant software, a scan can be initiated from the program. TWAIN is an image capture API for Microsoft Windows and Apple Macintosh operating systems.
URL	Uniform Resource Locator (URL) is the global address of documents and resources on the internet. The first part of the address indicates what protocol to use. The second part specifies the IP address or the domain name where the resource is located.

Table B-1 Glossary of terms (continued)

USB	Universal Serial Bus (USB) is a standard that was developed by the USB Implementers Forum, Inc., to connect computers and peripherals. Unlike the parallel port, USB is designed to concurrently connect a single computer USB port to multiple peripherals.
Watermark	A watermark is a recognizable image or pattern in paper that appears lighter when viewed by transmitted light. Watermarks were first introduced in Bologna, Italy in 1282. Watermarks have been used by papermakers to identify their product, and also on postage stamps, currency, and other government documents to discourage counterfeiting.
WEP	Wired Equivalent Privacy (WEP) is a security protocol specified in IEEE 802.11 to provide the same level of security as that of a wired LAN. WEP provides security by encrypting data over radio so that it is protected as it is transmitted from one end point to another.
WPS	Wi-Fi Protected Setup (WPS) is a network security standard to create a secure wireless home network.
WPA	Wi-Fi Protected Access (PA) is a class of systems to secure wireless (Wi-Fi) computer networks, which was created to improve the security features of WEP.
XPS	XML Paper Specification (XPS) is a specification for a Page Description Language (PDL) and a new document format developed by Microsoft. This has benefits for portable document and electronic documents. It is an XML-based specification based on a new print path and vector-based, device-independent document format.