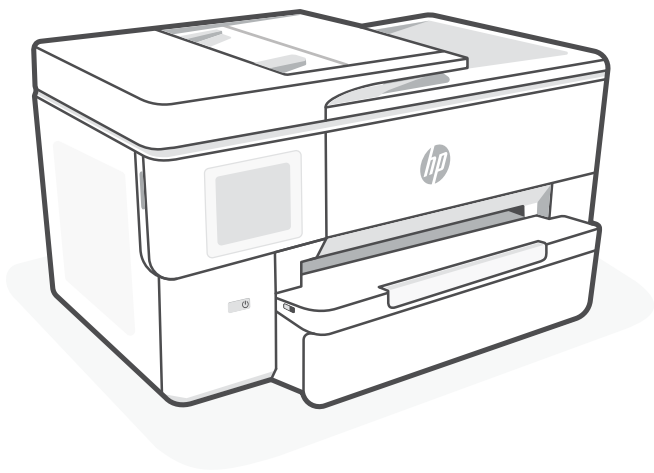




参考指南

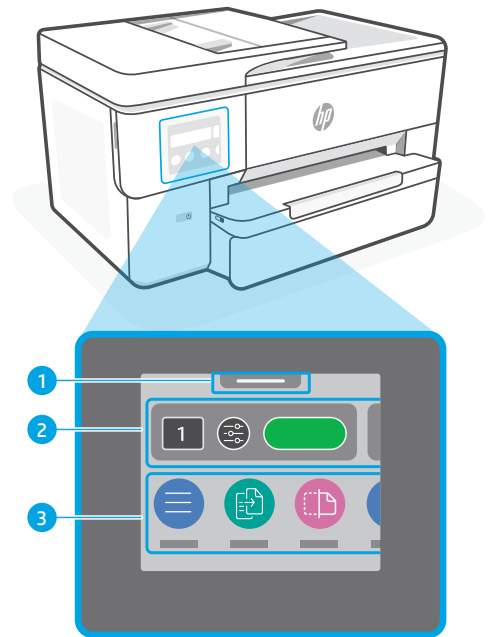
Reference Guide



HP OfficeJet Pro
9720 series

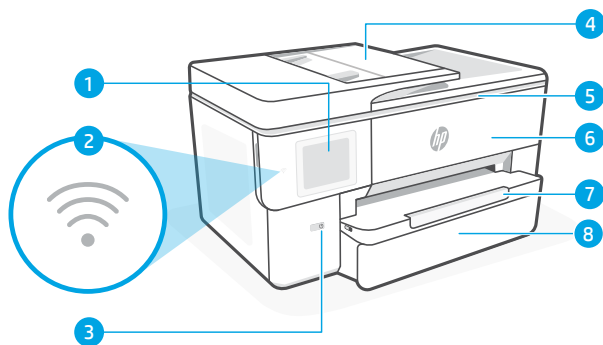
控制面板

- 1 **状态中心**
轻触显示打印机状态。
- 2 **复印小工具**
- 3 **功能按钮**
轻触可执行常见任务。



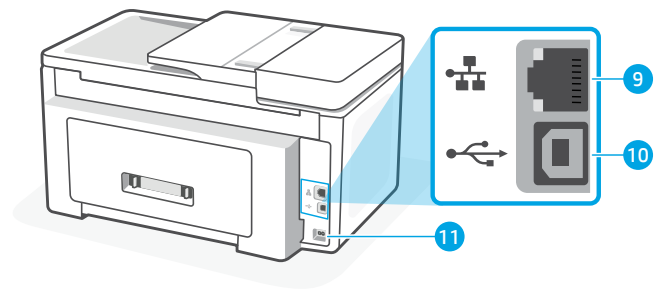
打印机功能

正面



- 1 控制面板
- 2 Wi-Fi 指示灯
- 3 电源按钮
- 4 送纸器
- 5 墨盒检修门
- 6 前盖
- 7 出纸盒
- 8 进纸盒

背面



- 9 以太网端口
- 10 USB 端口
- 11 电源线端口

请勿使用 USB 进行设置



我们建议将此打印机连接至网络。要使用此打印机的所有可用功能，请使用 HP 软件及 Internet 连接完成设置。设置之后，如果需要，可使用 USB 连接线进行打印。

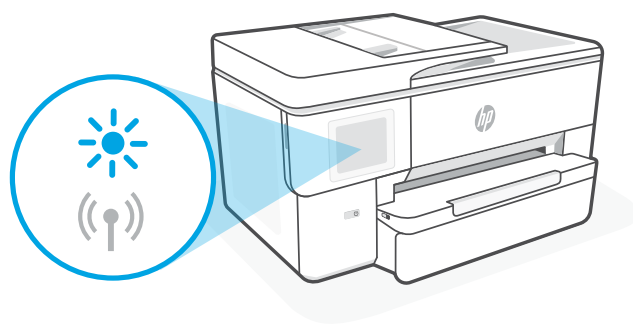
Wi-Fi 及连接帮助与提示

如果软件在设置期间或设置后找不到打印机，请检查以下状况以解决问题。

重置 Wi-Fi (设置模式)

初始安装期间:

如果蓝色 Wi-Fi 指示灯未闪烁，则打印机可能未处于 Wi-Fi 设置模式。查看控制面板，如果出现提示，请选择“重新开始设置”。



使用打印机期间，Wi-Fi 断开连接:

1. 在控制面板上，轻触“菜单”>“设置”>“网络”。轻触“还原网络设置”中的“还原”。
2. 等待打印机扫描 Wi-Fi 网络。选择网络，输入密码，然后连接。
3. 如果适用，请打开 HP 软件，并再次添加打印机。

其他潜在问题

解决方案

计算机或移动设备离打印机太远

将计算机或移动设备靠近打印机。设备可能已超出打印机的 Wi-Fi 信号范围。

计算机已连接至虚拟专用网络 (VPN) 或远程工作网络

从 VPN 断开连接后再安装 HP 软件。与 VPN 连接时，无法通过 Microsoft Store 安装应用。完成打印机设置后再连接 VPN。

注意：在断开 VPN 连接之前，请考虑您的位置和 Wi-Fi 网络的安全性。

计算机上的 Wi-Fi 已关闭
(计算机通过以太网连接)

如果计算机通过以太网连接，请在设置打印机时开启计算机的 Wi-Fi。暂时断开以太网连接线，以便通过 Wi-Fi 完成设置。

移动设备上的蓝牙和定位服务已关闭

如果用移动设备设置，请开启蓝牙和定位服务。这将帮助软件找到您的网络和打印机。

注意：我们不会确定您的位置，在设置过程中也不会将位置信息发送到 HP。



帮助和支持

如需了解打印机故障排除相关信息和观看视频，请访问 hp.com/start/53N94C



hp.com/start/53N94C

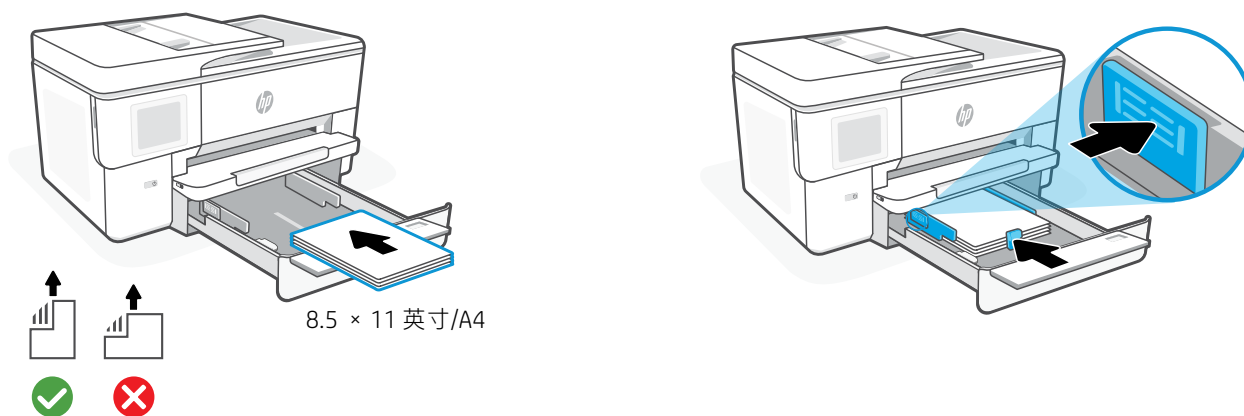
打印机硬件安装信息

放入纸张

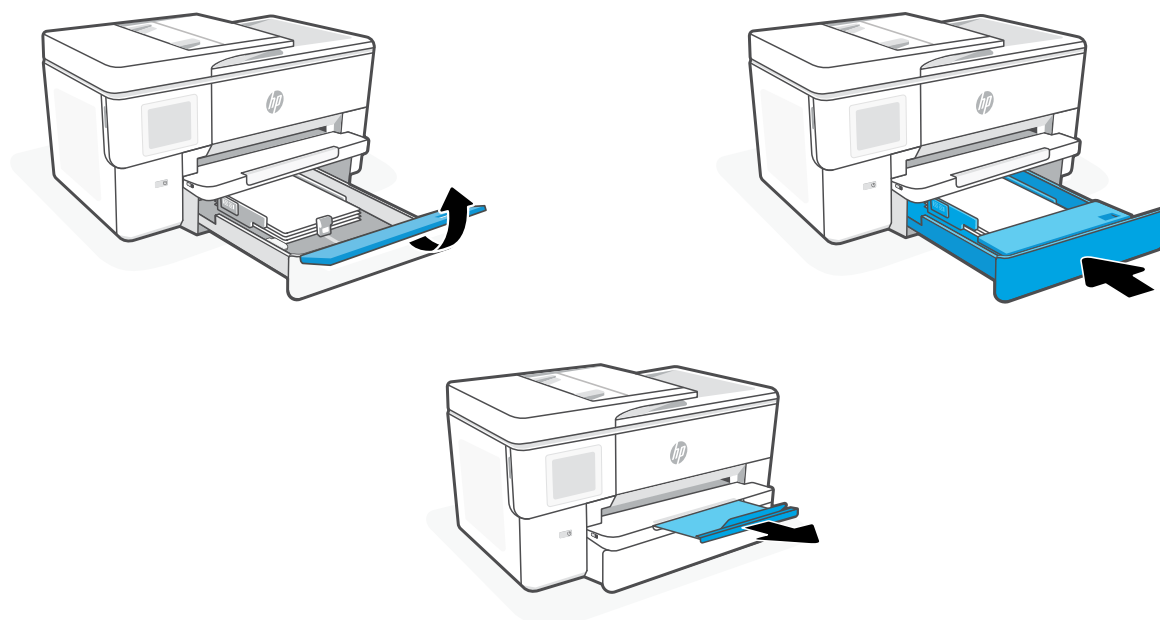
1. 打开纸盒，抬起纸盒盖。



2. 将 Letter 或 A4 纸张纵向放入纸盒，然后调整导板。

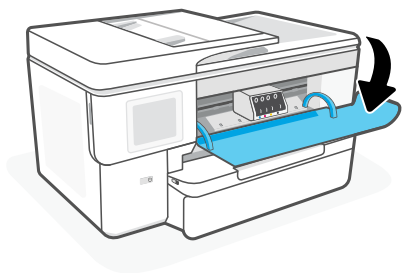


3. 盖上纸盒盖并合上纸盒。拉开出纸盒延长板。



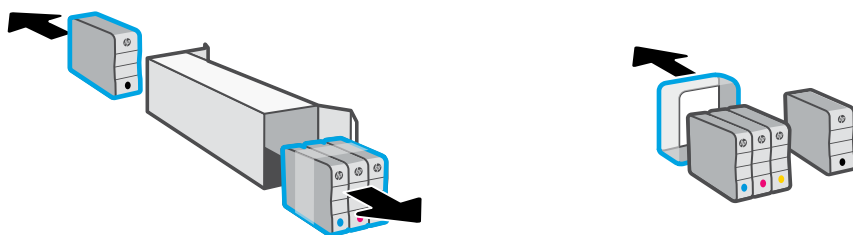
安装墨盒

1. 打开前门。

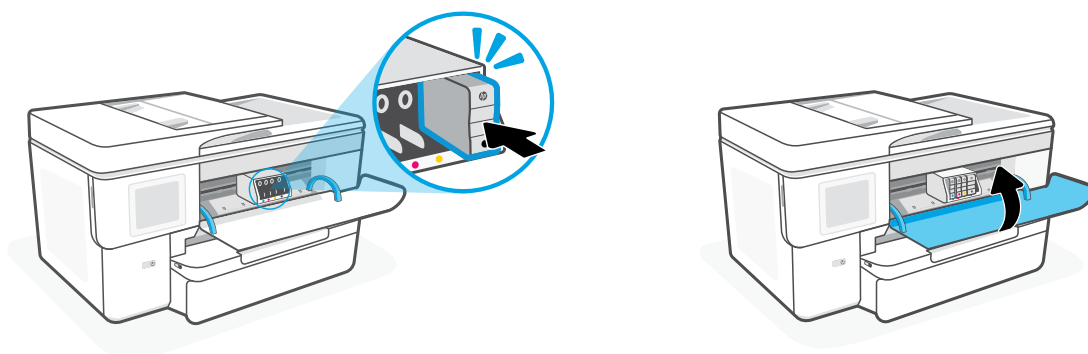


2. 拆开墨盒包装。

注意：请务必使用打印机随附的墨盒进行安装。

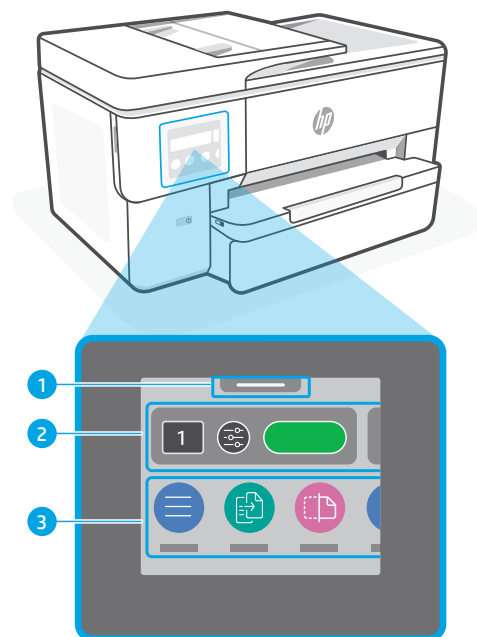


3. 将每个墨盒牢固地插入指定槽中。关上前门。



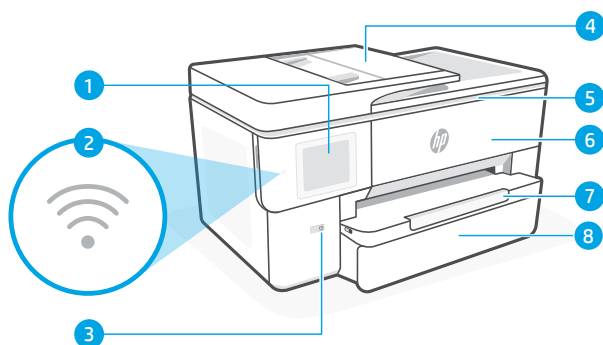
Control Panel

- 1 Status Center**
Touch to display printer status.
- 2 Copy widget**
- 3 Function buttons**
Touch to perform common tasks.



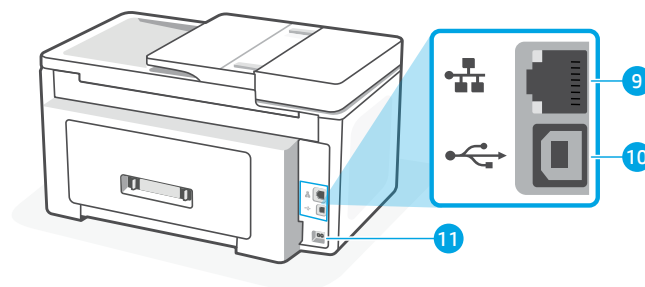
Printer Features

Front



- 1** Control panel
- 2** Wi-Fi light
- 3** Power button
- 4** Document feeder
- 5** Cartridge access door
- 6** Front door
- 7** Output tray
- 8** Input tray

Back



- 9** Ethernet port
- 10** USB port
- 11** Power cord port

Do not use USB for setup



We encourage network connection for this printer. To use all the available features of this printer, complete setup using HP software and an Internet connection. After setup, you can print using a USB cable if needed.

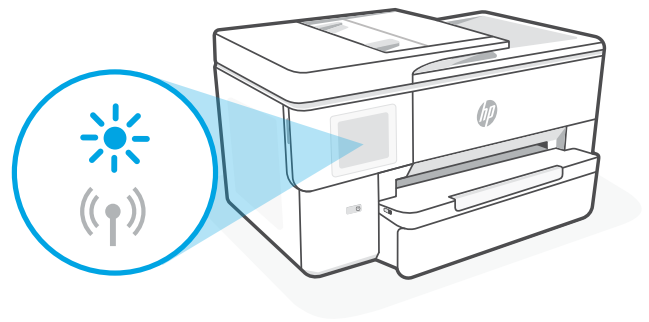
Help and tips for Wi-Fi and connectivity

If the software is unable to find your printer during setup or post setup, check the following conditions to resolve the issue.

Reset Wi-Fi (setup mode)

During initial setup:

If the blue Wi-Fi light is not blinking, the printer might not be in Wi-Fi setup mode. Check the control panel and select “Resume Setup”, if prompted.



During printer use, Wi-Fi disconnects:

1. On the control panel, touch Menu > Settings > Network. Touch Restore in Restore Network Settings.
2. Wait for printer to scan for Wi-Fi networks. Choose your network, enter the password, and connect.
3. If applicable, open HP software and add the printer again.

Other Potential Issues	Solution
Computer or mobile device too far from printer	Move your computer or mobile device closer to the printer. Your device might be out of range of the printer's Wi-Fi signal.
Computer connected to a Virtual Private Network (VPN) or remote work network	Disconnect from a VPN before installing HP software. You can't install apps from the Microsoft Store when connected to a VPN. Connect to the VPN again after finishing printer setup. Note: Consider your location and the security of the Wi-Fi network before disconnecting from a VPN.
Wi-Fi turned off on computer (computer connected by Ethernet)	If your computer is connected by Ethernet, turn on the computer's Wi-Fi while setting up the printer. Disconnect the Ethernet cable temporarily to complete setup over Wi-Fi.
Bluetooth and location services are turned off on your mobile device	If setting up with a mobile device, turn on Bluetooth and location services. This helps the software find your network and printer. Note: Your location is not being determined and no location information is being sent to HP as part of the setup process.



Help and Support

For printer troubleshooting and videos, visit hp.com/start/53N94C



hp.com/start/53N94C

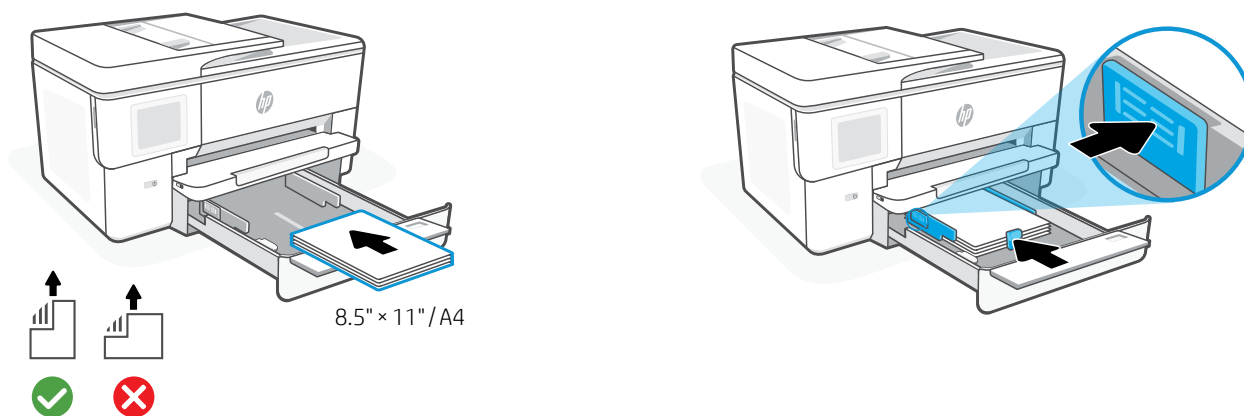
Printer hardware setup information

Load paper

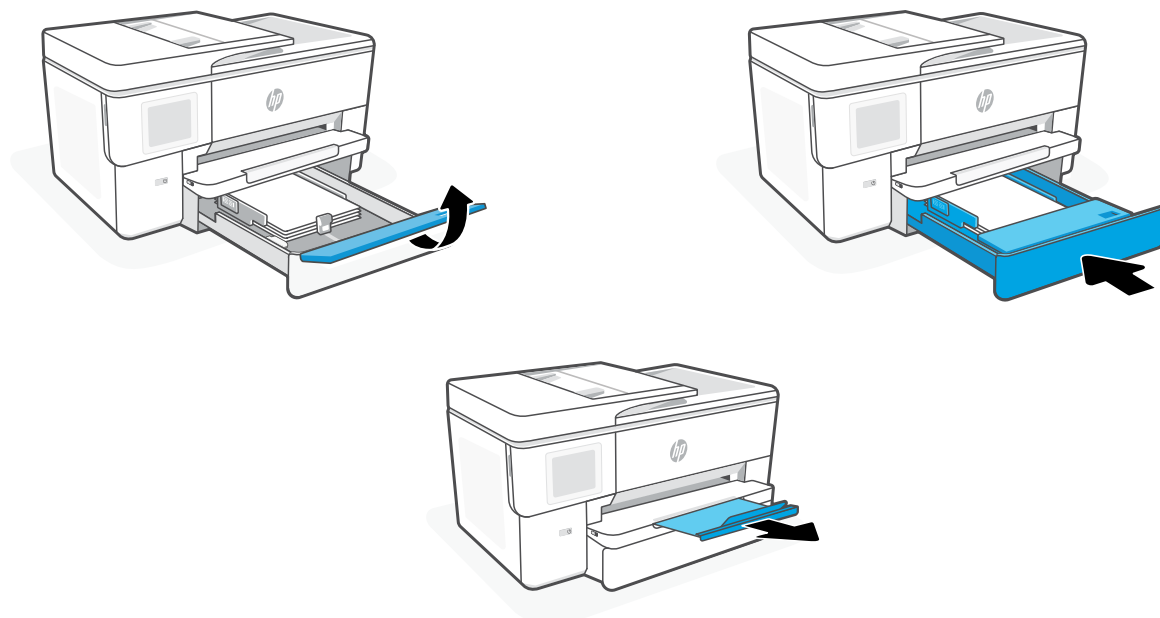
1. Open the paper tray and tray cover.



2. Load Letter or A4 paper in portrait orientation and adjust the guides.

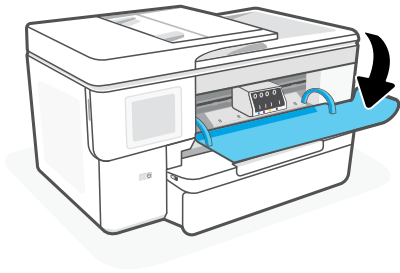


3. Close the tray cover and tray. Pull open the output tray extender.



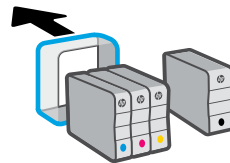
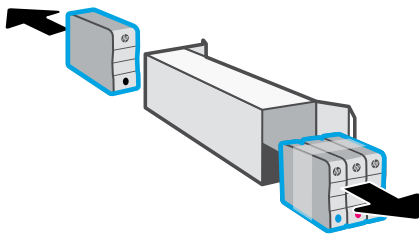
Install cartridges

1. Open the front door.

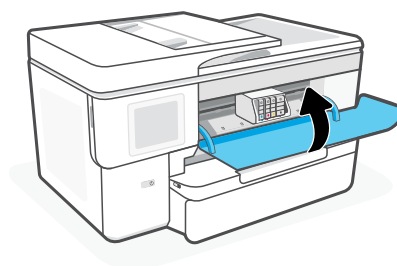
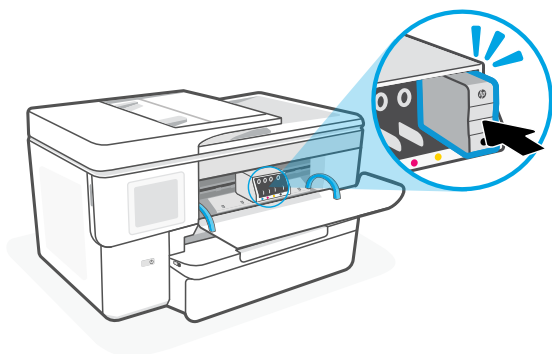


2. Unpack cartridges.

Note: Make sure to use the cartridges provided with the printer for setup.



3. Insert each cartridge securely into the indicated slot. Close the front door.





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