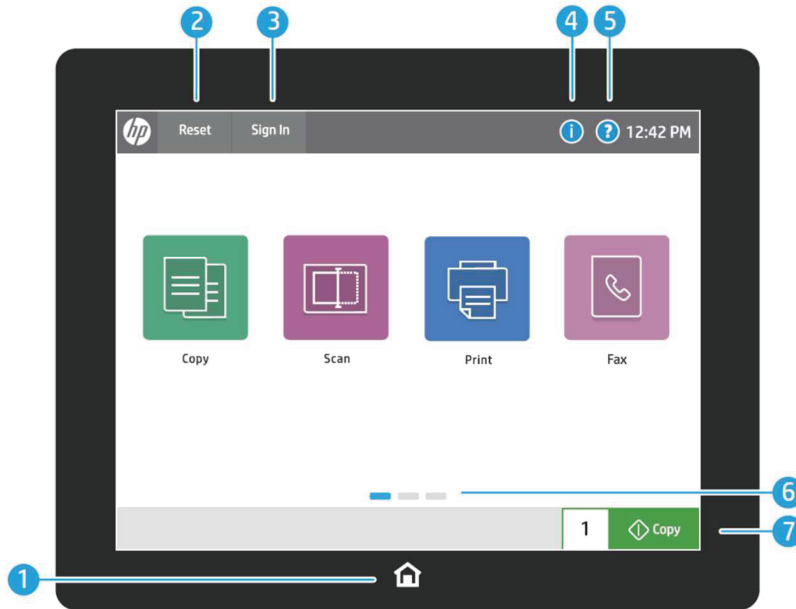


HP PRODUCT QUICK GUIDE

A3 USER TRAINING GUIDE

Home Screen



1. Touch the Home button to wake printer from sleep mode or return the printer to the Home screen. On some devices, the Home button is on the side.
2. Touch the Reset button to resume paused jobs and return printer settings to a fresh state.
3. Touch the Sign In (or Sign Out) button to sign in or out for access to secured features. If you have a card reader installed, you can just touch your proximity card to the reader.
4. Touch the Information button to access info about the wireless or Ethernet, Wi-Fi Direct, sleep settings, the printer's fax number or HP Web Services.
5. Touch the Help button for assistance on any screen.
6. Swipe the screen left to scroll to admin tile pages.
7. Touch the Copy button to start a copy job. Touch [1] to change the number of copies.



How to Load Paper in the Bypass Tray

1. Open Tray 1
2. Pull out the tray extension to support the paper
3. Use the adjustment latch to spread the paper guides to the correct size, and then load paper in the tray.
 - Make sure that the paper fits under the fill line on the paper guides.
(maximum approximately 100 sheets)
4. Using the adjustment latch, adjust the side guides so that they lightly touch the paper stack, but do not bend it.

Use the Alternative Letterhead Mode feature to load letterhead or preprinted paper into the tray the same way for all jobs, whether printing to one side of the sheet of paper or to both sides. When using this mode, load paper as for automatic duplex printing.

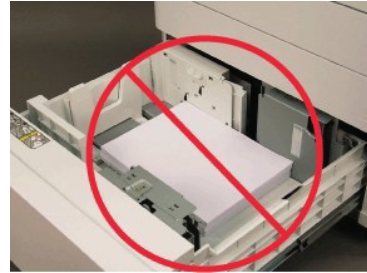
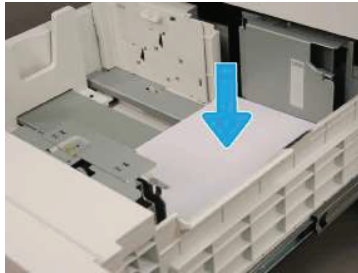
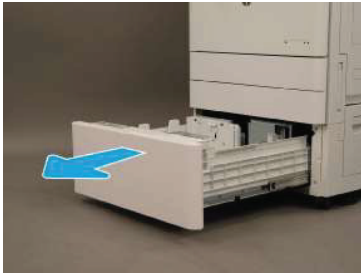
To use the feature, enable it by using the printer control-panel menus.

- A. From the Home screen on the printer control panel, select Settings.
- B. Open the following menus:
 - Copy/Print
 - Manage Trays
 - Alternative Letterhead Mode
- C. Select On.



How to Load Paper in the High Capacity Input (HCI) Tray

1. Open the HCI.
2. Load the right side of the tray. The left side of the tray can also be loaded at the same time.
 - The paper transport guide must be positioned all the way to the left before loading paper in the left side of the HCI.
 - Do not load unsupported paper types (A4 or letter only)
3. Close the HCI.



Clearing Paper Jams

Paper Jam in Tray 1

Gently remove the jammed paper.
Open and then close the front door to resume printing.



Paper Jam in Tray 2 or 3

Open the tray.
Gently remove any jammed paper.
Close the tray.
Printing automatically resumes.



Paper Jam in Paper Path

Open the right door.
Gently remove any jammed paper.
Close the right door.



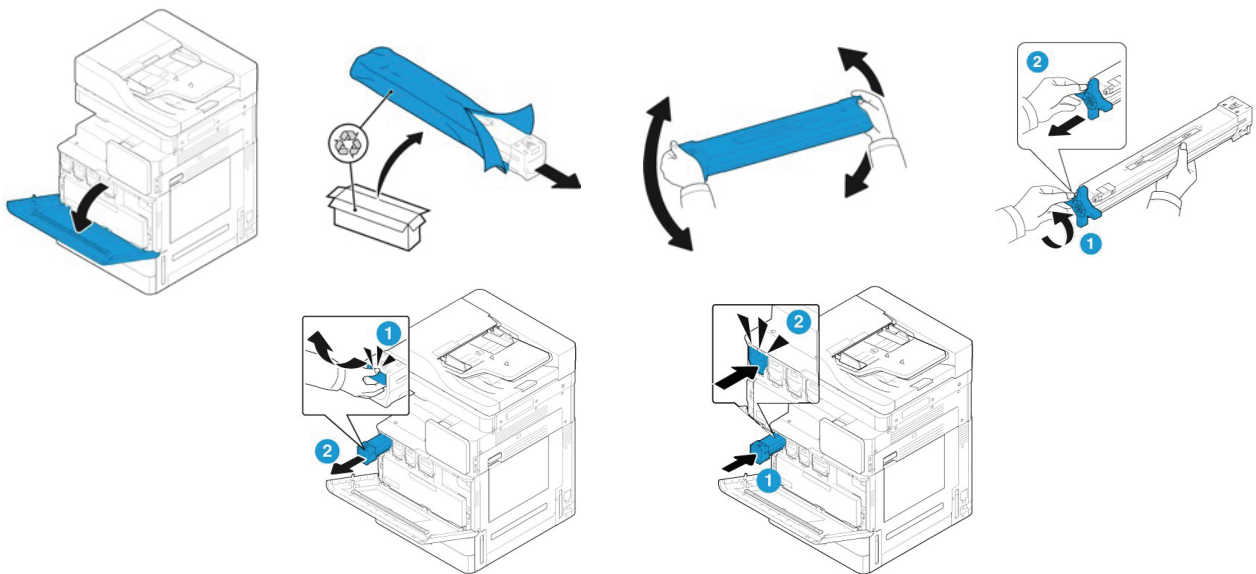
How to Replace a Toner Cartridge (Color)

The printer Supplies Status Page indicates when a toner cartridge level is low. The actual cartridge life remaining can vary. The cartridge does not need to be replaced at this time. Consider having a replacement cartridge available to install when print quality is no longer acceptable.

Do not remove the cartridge from its package until you are ready to use it.

Information about recycling used toner cartridges is included on the cartridge box and in the recycling guide inside the box.

1. Open the front door of the printer.
2. Grasp the end of the used cartridge and pull it straight out to remove it.
3. Remove the new cartridge from the packaging.
4. Rotate the end cap counterclockwise until the end cap releases from the end of the cartridge.
Discard the end cap.
5. Hold both ends of the cartridge and rock it 5 or 6 times to evenly distribute the toner that is inside.
 - If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.
6. Hold the cartridge and align it with the corresponding slot inside the printer. Insert the cartridge into its slot until it locks in place.
7. Close the front door. (If the front door is not closed completely, the printer will not operate.)



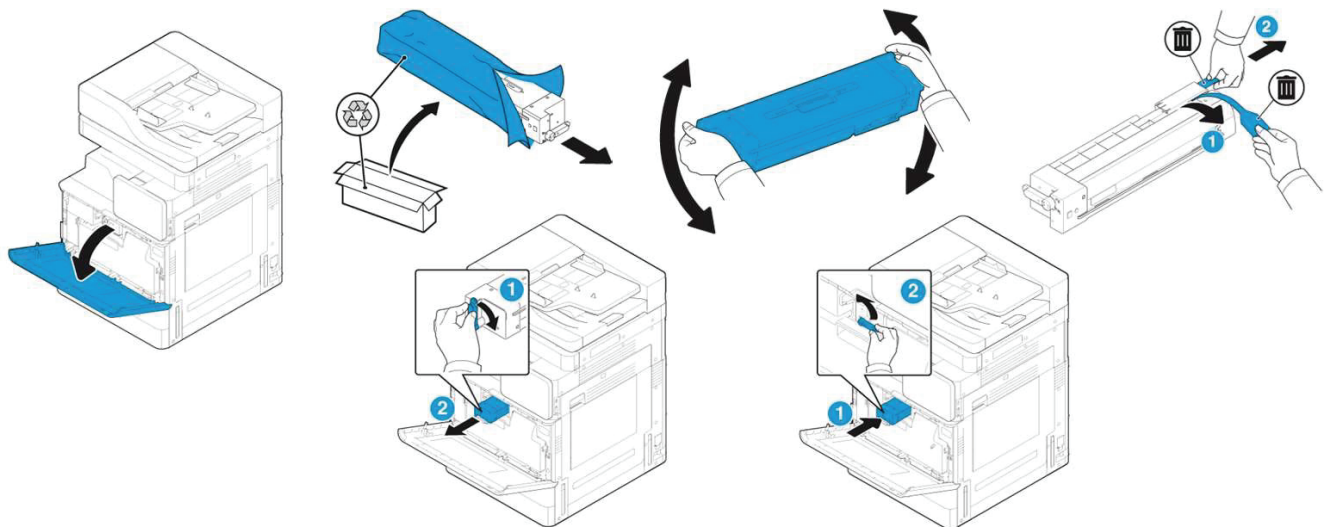
How to Replace a Toner Cartridge (Mono)

The printer Supplies Status Page indicates when a toner cartridge level is low. The actual cartridge life remaining can vary. The cartridge does not need to be replaced at this time. Consider having a replacement cartridge available to install when print quality is no longer acceptable.

Do not remove the cartridge from its package until you are ready to use it.

Information about recycling used toner cartridges is included on the cartridge box and in the recycling guide inside the box.

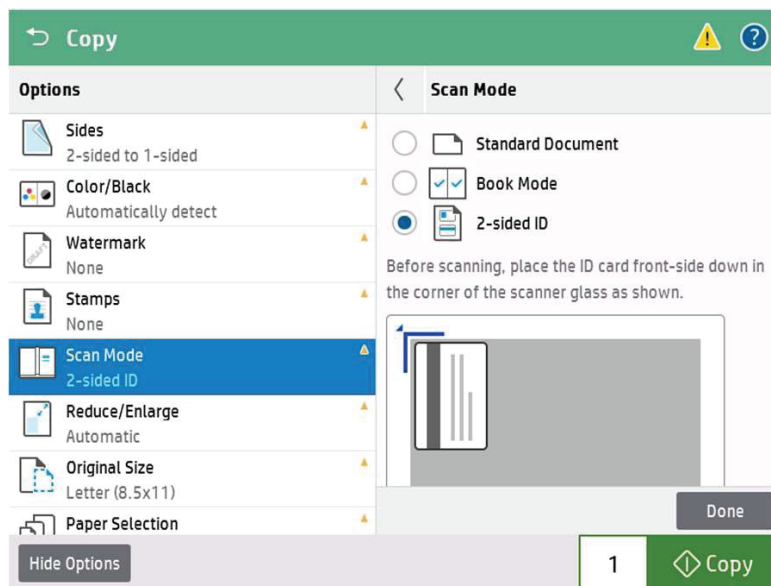
1. Open the front door of the printer.
2. Rotate the cartridge lever down, and then pull the used cartridge straight out to remove it.
 - Be certain the lever is completely horizontal before removing the cartridge.
3. Remove the new cartridge from the packaging.
4. Hold both ends of the cartridge and rock it 5 or 6 times to evenly distribute the toner that is inside.
5. Pull the sealing tapes out of the cartridge and discard the tapes.
 - If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.
6. Hold the cartridge and align it with the corresponding slot inside the printer. Insert the cartridge into its slot until it locks in place, and then rotate the cartridge lever up.
 - Be sure the lever is completely vertical and locked.
7. Close the front door. (If the front door is not closed completely, the printer will not operate.)



How to Copy Both Side of an Identification Card

Use the 2-sided ID Scan feature to copy or scan both sides of identification cards, or other small-size documents, onto the same side of one sheet of paper. The product scans one side of the document, prompts to turn the document over, and then scans again.


1. From the Home screen on the printer control panel, select Copy Icon, and then select Options in the lower left corner.
2. Select Scan Mode, select 2-sided ID Copy, and then select Done.
3. Place the identification card face-down on the left, rear corner of the scanner glass, with the top of the card along the left edge. The image on the control panel shows the correct orientation.
4. Adjust any other setting options that are needed. Select Done for each setting if prompted.
5. Select Copy to begin scanning. A 2-sided ID Scan prompt screen appears.
6. Turn the ID card over to scan the other side, and then select Scan.
7. Select Done to start printing.



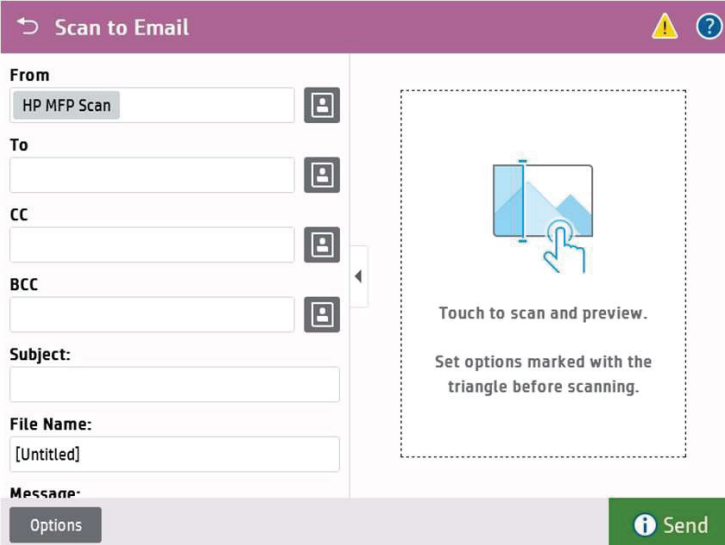
How to Scan to Email

The printer has a feature that enables it to scan a document and send it to one or more email addresses. Before you can scan to email, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and set it up.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select Scan Icon, and then select Scan to Email.
3. Touch the To field to open a keyboard.
 - If you are signed in to the printer, your user name or other default information might appear in the From field. If so, you might not be able to change it.
4. Specify the recipients by using one of these methods:
 - Enter addresses manually
Enter the address in the To field. To send to multiple addresses, separate the addresses with a semicolon, or select the Enter button on the touchscreen keyboard after typing each address.
 - Enter addresses from the Contacts list
 - a. Select the Contacts button that is next to the To field to open the Contacts screen.
 - b. Select the appropriate contact list.
 - c. Select a name or names from the list of contacts to add the name to the recipients list, and then select Add.

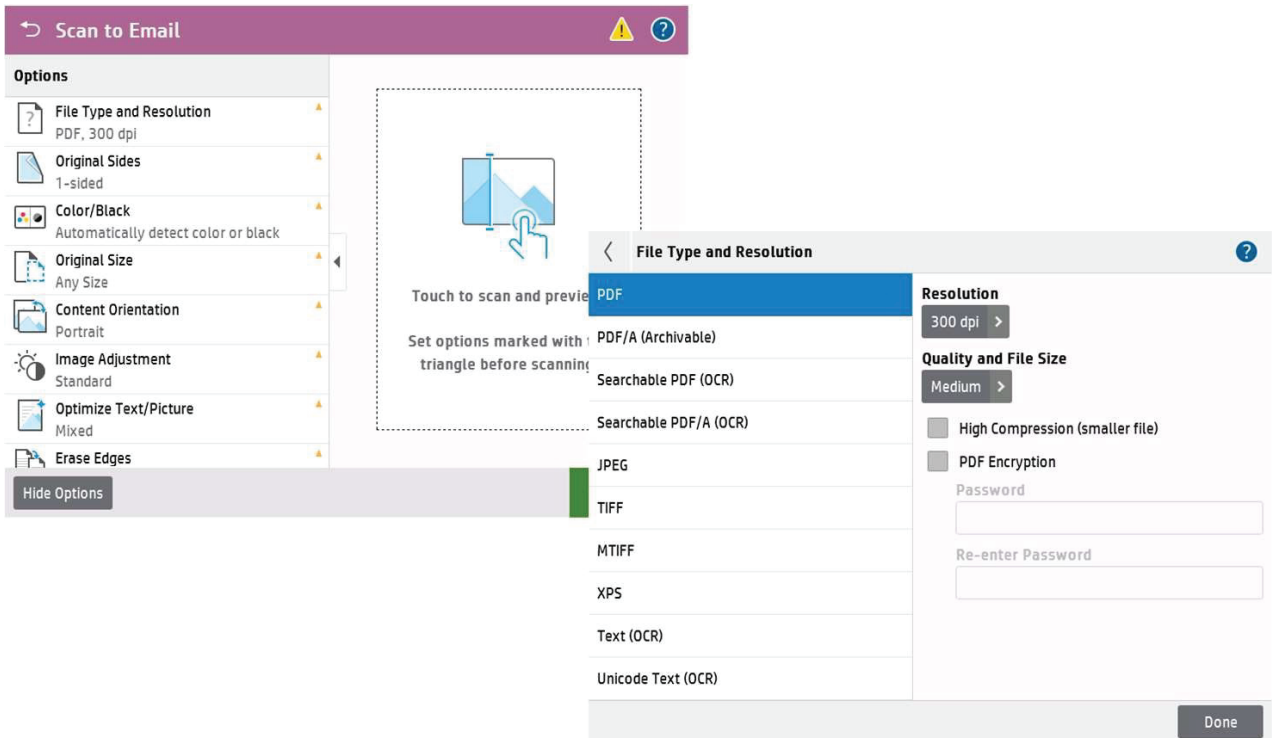


Scan to Email



Scan to Email (Continued)

5. Complete the Subject, File Name, and Message fields by touching the field and using the touchscreen keyboard to enter information. Select the Close button whenever you need to close the keyboard.
6. To load a Quick Set, select Load, select the Quick Set, and then select Load under the Quick Sets list.
 - Quick Sets are predefined settings for various types of output, such as Text, Photograph, and High Quality. You can select a Quick Set to view the description.
7. To configure settings, such as File Type and Resolution, Original Sides, and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done if prompted.
8. When the document is ready, select Send to email it.



How to use Image Preview

Touch the right pane of the screen to preview the document. You can use the Expand and Collapse buttons on the left side of the preview pane to expand and collapse the preview screen.

Use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.



Toggle between two-page view and thumbnail view. More options are available in the thumbnail view.



Delete the selected pages.



Zoom in or Out on the selected pages.



Rearrange the pages within the document. Select one or more pages and move them left or right.



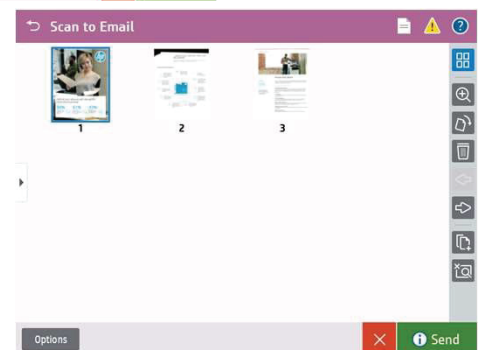
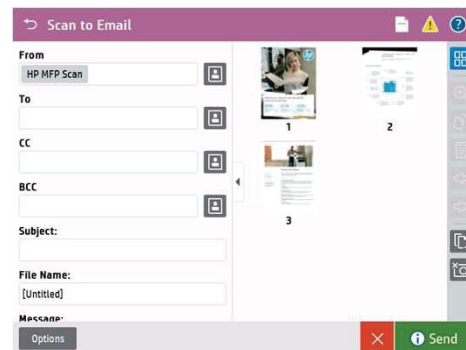
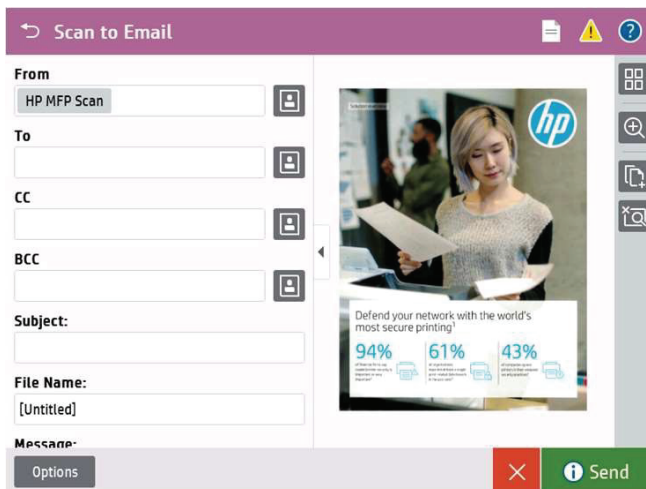
Rotate the page 180 degrees.



Add a page to the document.



Clear the changes made in the preview and start over.



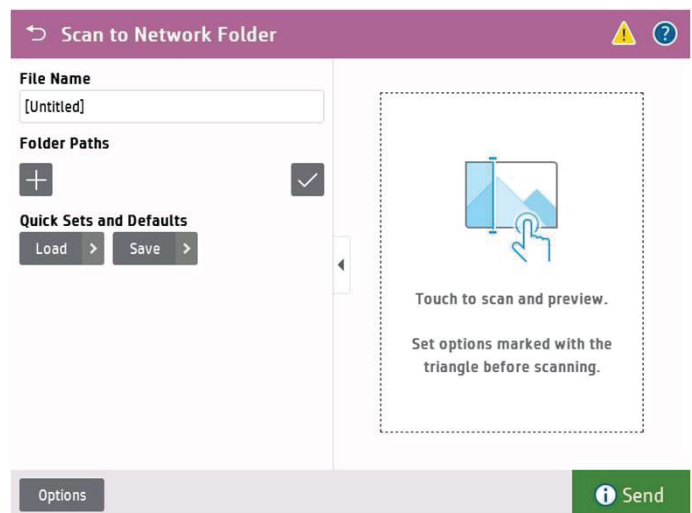
How to Scan to Network Folders

The printer can scan a file and save it in a shared folder on the network. Before you can scan to a network folder, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and configure the shared folders.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select Scan Icon, and then select Scan to Network Folder.
3. Specify a folder destination. Folder options must first be configured by the printer administrator.
 - To select a folder location that the administrator already set up, select Load under Quick Sets and Defaults, select the folder, and then select Load.
 - To specify a new folder location, touch the Folder Paths field to open a touchscreen keyboard, type the path to the folder, and then select the Enter button. Enter user credentials if prompted and then select Save to save the path.
 - Use this format for the path: \\server\folder, where "server" is the name of the server that hosts the shared folder, and "folder" is the name of the shared folder.
4. Touch the File Name text field to open a touchscreen keyboard, type the name for the file, and then select the Enter button
5. To configure settings, such as File Type and Resolution, Original Sides, and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done for each setting if prompted.
6. See "Image Preview" for instructions on how to use the Optional Preview feature.
7. When the document is ready, select Send to save the file to the network folder.



Scan to Network Folder



How to Send a Fax

The printer has a feature that allows you to fax a document to one or more recipients. Before you can send a fax, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and set it up.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select Fax icon. You might be prompted to type a username and password.
3. Specify the recipients by using one of these methods:
 - Enter recipients manually.
 - Touch the Fax Recipients text field, and then use the keypad to enter the fax number. To send to multiple fax numbers, separate the numbers with a semicolon, or select the Enter button on the touchscreen keyboard after typing each number.
 - Enter recipients from the Contacts list
 - Select the Contacts button that is next to the Fax Recipients field to open the Contacts screen.
 - Select the appropriate contact list.
 - Select a name or names from the list of contacts to add to the recipients list, and then select Add.
4. To load a Quick Set, select Load, select the Quick Set, and then select Load under the Quick Sets list.
5. To configure settings, such as Resolution, Sides, and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done if prompted.
6. Optional Preview: See "Image Preview" in this document for more detail on the preview function.
7. When the document is ready, select Send to send the fax.

