User Guide



HP OfficeJet Pro 9120e series

HP company notices

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Safety Information

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

- Read and understand all instructions in the documentation that comes with the printer.

- Observe all warnings and instructions marked on the product.

- Unplug this product from wall outlets before cleaning.

- Do not install or use this product near water, or when you are wet.

- Install the product securely on a stable surface.

- Install the product in a protected location where no one can step on or trip over the line cord, and the line cord cannot be damaged.

- If the product does not operate normally, see **Solve a problem** in this guide.

- There are no user-serviceable parts inside. Refer servicing to qualified service personnel.

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1 Get started

Learn about printer parts, control panel features, and other printer functionalities.

Printer views

Printer parts and their descriptions.

Front view

Printer parts on the front.

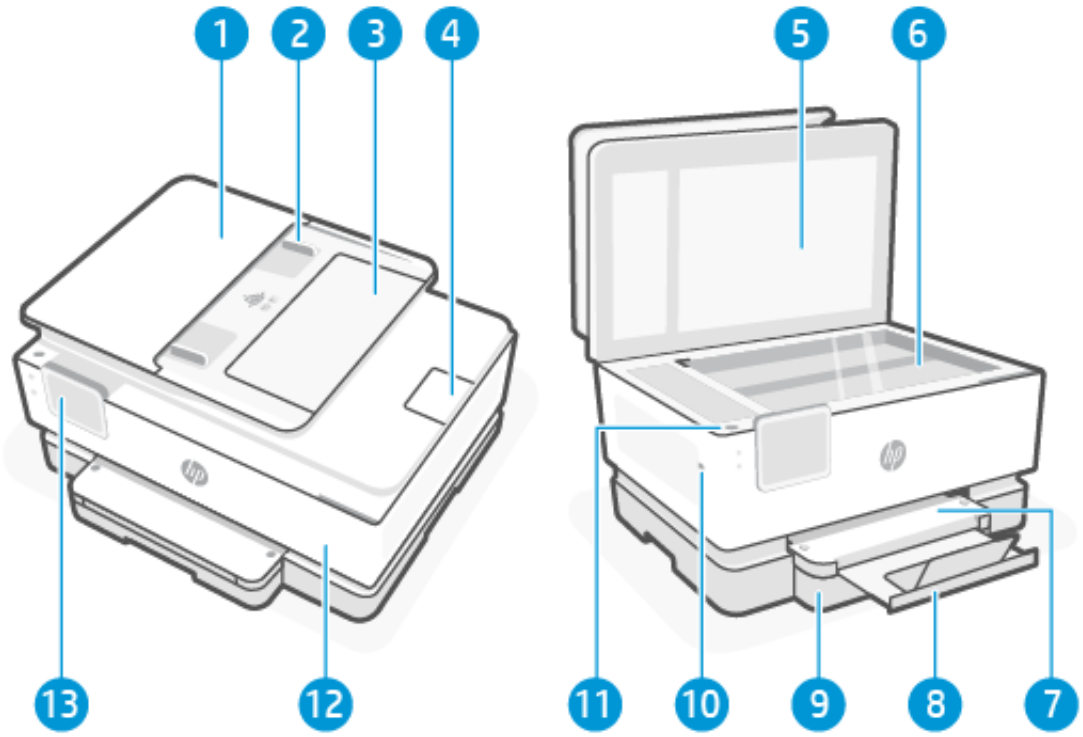


Table 1-1 Printer front view

Feature	Description
1	Document feeder
2	Document feeder paper-width guides
3	Document feeder tray
4	Document feeder output extension
5	Scanner lid
6	Scanner glass

Table 1-1 Printer front view (continued)

Feature	Description
7	Output tray
8	Output tray extension
9	Input tray
10	Front USB port
11	Indicates whether the printer is turned on.
12	Front door
13	Control panel display

Print supplies area

Parts in the print supplies area.

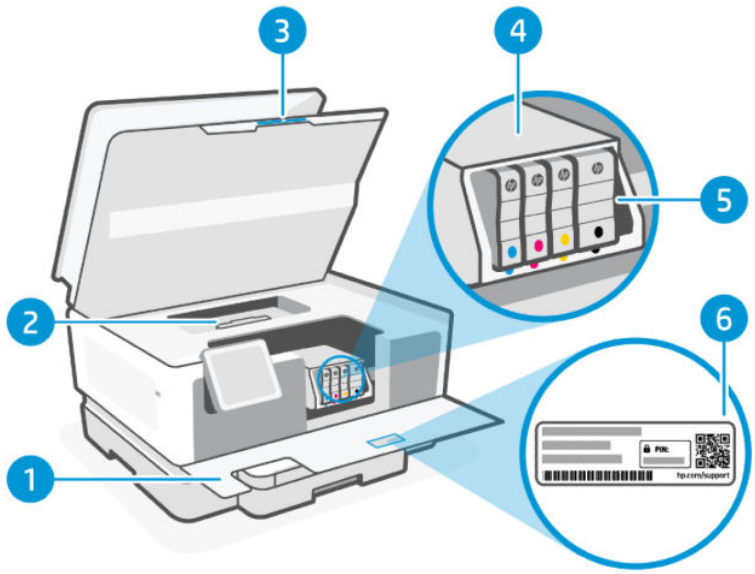


Table 1-2 Print supplies area

Feature	Description
1	Front door
2	Paper path cover
3	Cartridge access door
4	PIN label
5	Printhead

Table 1-2 Print supplies area (continued)

Feature	Description
6	Cartridges

NOTE: Cartridges must be kept in the printer to prevent possible print quality issues or printhead damage. Avoid removing supplies for extended periods of time. Do not turn the printer off when a cartridge is missing.

Rear view

Printer parts on the rear.

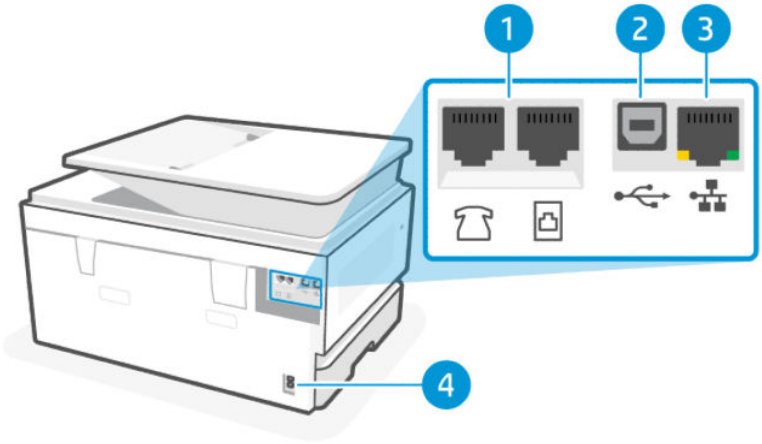


Table 1-3 Printer rear view

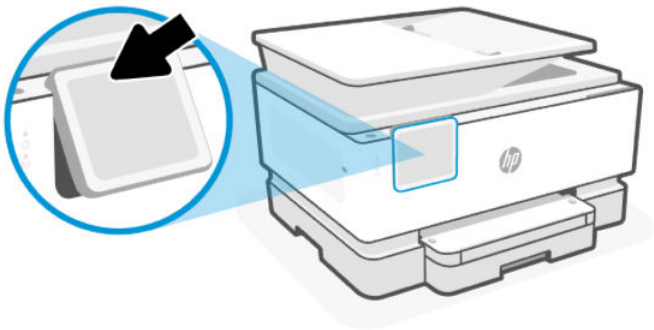
Feature	Description
1	Fax ports /
2	Rear USB port NOTE: To use all the available features of this printer, complete setup using HP software and an Internet connection. After setup, you can print using a USB cable if needed.
3	Ethernet network port
4	Power connection

Control panel features

The control panel provides direct interaction, including lights to indicate status, errors, and more.

Tilt the control panel

Tilt the control panel for easier viewing. Push the upper part of the control panel to tilt it upwards and push the lower part to tilt it downwards.



Control panel display

Check printer status, perform printer tasks, and change printer settings.

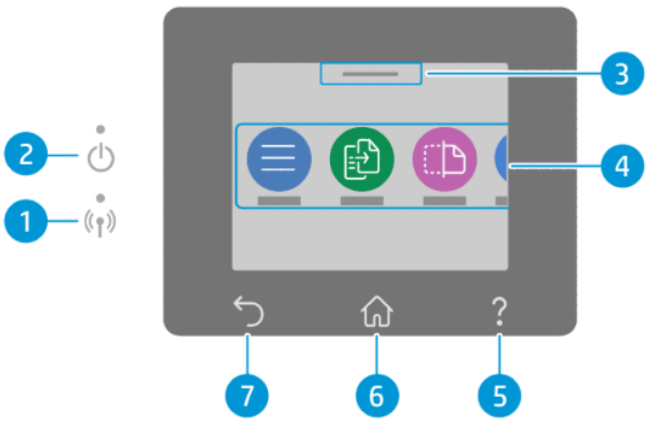


Table 1-4 Control panel display

Feature	Icon	Description
1	**Wi-Fi light**	Indicates the printer Wi-Fi connection status. • Solid blue light indicates that the Wi-Fi connection is established and you can print. • Slow blinking light with pause indicates that Wi-Fi is on, but not configured. See Connect to a Wi-Fi network. • Slow blinking light indicates that Wi-Fi is on, but the printer is not connected to a network. Make sure your printer is within the range of Wi-Fi signal. • Fast blinking light indicates Wi-Fi network connection error. See the message on the printer control panel display. • If the Wi-Fi light is off, Wi-Fi is turned off.
2	**Power light**	Indicates whether the printer is turned on.
3	**Status Center**	Touch to view the printer status.
4	**Function buttons**	Touch to perform common tasks.
5	**Help button**	Opens the Help menu when on the Home screen or shows contextual help content if it is available for the current operation when on other screens.
6	**Home button**	Returns to the home screen from any other screen.
7	**Back button**	Returns to the previous menu.

Function buttons

Perform printer tasks.

Table 1-5 Function buttons

Function Button	Description
Menu	Access printer functions, view and change printer settings, print reports, and get help information.
Copy	Copy a document, an ID card, or a photo.
Scan	Scan a document.
Print	Print from a USB device or stored jobs.
Fax	Set up a fax, send a fax, or reprint a received fax.
USB	Scan to or print from a USB device.
Trays	Check loaded paper size and type, and change paper settings if needed.
Supplies	Check the estimated ink levels and cartridge information.
Jobs	Check the stored print jobs in the printer memory for printing at a later time.
Help	Check the contextual help content if it is available for the current operation.

Change printer settings

Use the control panel to view or change printer settings. You can also change printer settings using the HP software or the embedded web server (EWS).

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.

3. Touch the desired option to make the necessary changes.

TIP: Touch **Home** to return to the main screen.

Use HP software

HP software helps you perform printer tasks from a mobile device or computer.

- Set up and connect your printer.
- Print and scan documents and photos.
- Share documents through email and other applications.
- Manage printer settings, check printer status, print reports, and order supplies.

NOTE:

- You can download the HP software from the app store for your device.
- HP software supports mobile devices and computers running on certain versions of iOS, Android, Windows, and macOS.

  Visit hp.com/support for more information on systems requirements.
- HP software is only available in some languages and only supports some file formats. Some features are only available on certain printers or models.

Install the HP software and create an HP account:

1. Visit 123.hp.com to download and install the HP software on your device.
2. Open the HP software.

   If prompted, create or sign in to an HP account and register the printer.
3. Connect the printer.

   See Connect your printer.

Turn printer off

Press the **Power** button to turn off the printer. Wait until the power light turns off before unplugging the power cord or turning off the power strip.

CAUTION: When turning off the printer, always make sure to follow this procedure to avoid possible problems.

2 Connect your printer

Learn about different ways to connect your printer.

Requirements for HP+ printers

Check the requirements before you connect the printer.

NOTE: HP+ is only available in some countries/regions.

Keep the printer connected to the Internet

HP+ printers are cloud-connected devices that must remain connected to the Internet in order to function. The Internet connection enables the printer to deliver HP+ specific app features and firmware updates.

During setup, you must connect the printer to the Internet using a supported network connection. After setup, you can print using a USB cable connection, if desired, but the printer must still be connected to the Internet.

Use Original HP cartridges

Original HP cartridges are cartridges manufactured and sold by HP in official HP packaging. If non-Original HP supplies or refilled cartridges are installed, HP+ printers do not operate as expected.

Have an HP account

Create or sign into an HP account to manage your printer.

Connect to a Wi-Fi network

Make sure your network is ready before connecting your printer to a Wi-Fi network.

- The printer is not connected to the network using an Ethernet cable.
- The printer Wi-Fi is turned on and the Wi-Fi network is set up and working properly. The blue Wi-Fi light on the printer control panel is lit when Wi-Fi is turned on.
- The printer and the devices that use the printer are on the same network (subnet). While connecting the printer, you might be prompted to enter the Wi-Fi network name (SSID) and a Wi-Fi password.

TIP:

- Visit hpsmart.com/wirelessprinting for more information about setting up and using the printer wirelessly.
- If you run into any problem with Wi-Fi connect, see Restore original network settings.

Check Wi-Fi status

You can view the status of the printer Wi-Fi connection from the printer control panel.

1. On the control panel Home screen, touch **Menu**.

2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Network**, and then touch **Wi-Fi**.
4. Touch **View Details**.

Turn on Wi-Fi

You can turn on Wi-Fi from the printer control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Network**, and then touch **Wi-Fi**.
4. Touch the toggle button next to **Wi-Fi** to enable the Wi-Fi mode.

NOTE:

- The blue Wi-Fi light on the printer control panel is lit when Wi-Fi is turned on.
- If the printer has never been configured to connect to a Wi-Fi network before, turning on Wi-Fi mode automatically starts the **Wi-Fi Setup Wizard**.

Connect to a Wi-Fi network using the HP software

Use the HP software on your computer or mobile device to set up or connect the printer to your Wi-Fi network.

See Use HP software.

NOTE:

- HP software uses Bluetooth for printer setup. It does not support printing using Bluetooth.
- Turn on Bluetooth and location services on your mobile device.
- Make sure your printer Wi-Fi is turned on and the printer is in Wi-Fi setup mode.
- Make sure your computer or mobile device is connected to the same Wi-Fi network as the printer.

1. Open the HP software on your device.

   If prompted, create or sign in to an HP account and register the printer.

2. In the software, follow the on-screen instructions to add or connect the printer.

   If prompted for a password, enter the default printer PIN available on the label inside the printer access door. If you have changed the password, enter your new password.

When the printer connects successfully, the Wi-Fi light stops blinking and remains lit.

Connect to a Wi-Fi network using the control panel

Use the **Wi-Fi Setup Wizard** or **Wi-Fi Protected Setup** from the printer control panel to connect the printer wirelessly.

NOTE: If the printer has never been configured to connect to a Wi-Fi network before, turning on the Wi-Fi capability automatically starts the **Wi-Fi Setup** Wizard.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Network**, and then touch **Wi-Fi**.
4. Touch the toggle button next to **Wi-Fi** to enable the Wi-Fi mode.
5. Touch **Wi-Fi Setup Wizard** or **Wi-Fi Protected Setup**, and then follow the on-screen instructions to add the printer to your network.

   The blue Wi-Fi light on the printer control panel is lit when Wi-Fi is turned on.

After connecting the printer wirelessly, visit 123.hp.com to download and install the HP software on your device.

Connect to an Ethernet network

You can connect your printer to an Ethernet network.

NOTE: The Wi-Fi connection is automatically disabled when you connect the Ethernet cable.

1. Connect your computer to the router.
2. Connect your printer and router using an Ethernet cable.
3. Open the HP software on your computer.

   If prompted, create or sign in to an HP account and register the printer.
4. In HP software, add the printer, and then follow the on-screen instructions to add or connect the printer.

Connect using a USB cable

You can connect your printer using a USB cable.

NOTE: HP+ will not work as expected if you set up the printer using a USB cable.

While you are setting up the printer for the first time and 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.

1. Connect the printer and computer using a USB cable.
2. Open the HP software on your computer.

   If prompted, create or sign in to an HP account and register the printer.
3. In HP software, add the printer, and then follow the on-screen instructions to add or connect the printer.

Change the connection type

If you have already connected your printer, you can change the connection from USB to Wi-Fi or from Wi-Fi to USB.

USB to Wi-Fi

Unplug the USB cable from the printer and connect the printer to your network.

See Connect to a Wi-Fi network.

Wi-Fi to USB

Change the printer connection from Wi-Fi to USB.

NOTE: If necessary, remove the label covering the USB port at the back of the printer.

1. Connect the printer and computer using a USB cable.
2. Open the HP software on your computer.

   If prompted, create or sign in to an HP account and register the printer.
3. In HP software, add the printer, and then follow the on-screen instructions to add or connect the printer.

3 Load media

Learn how to load paper and change media settings.

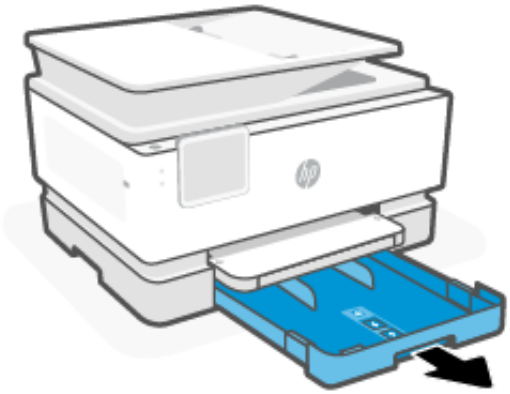
Load paper

Load a stack of paper into the tray.

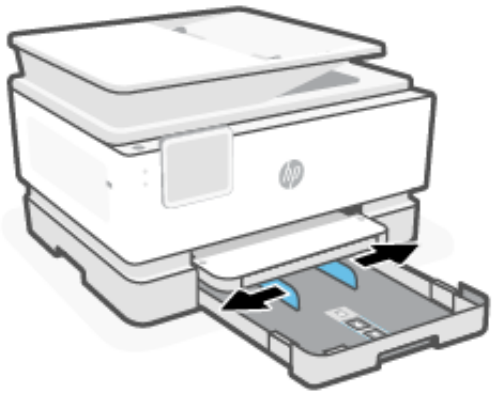
NOTE:

- Remove any paper before loading a different paper type or size.
- Do not load paper while the printer is printing.

1. Pull out the input tray.

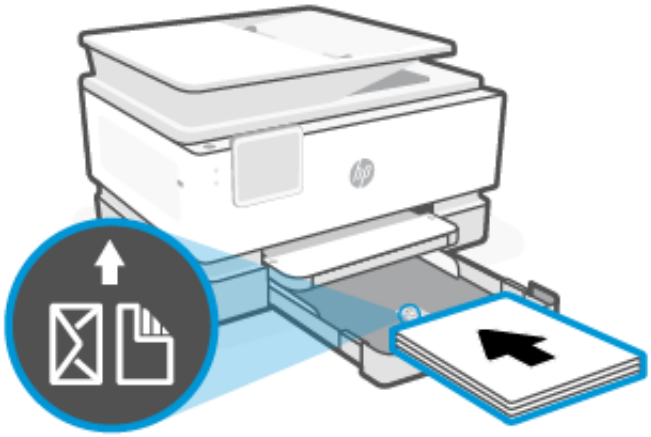


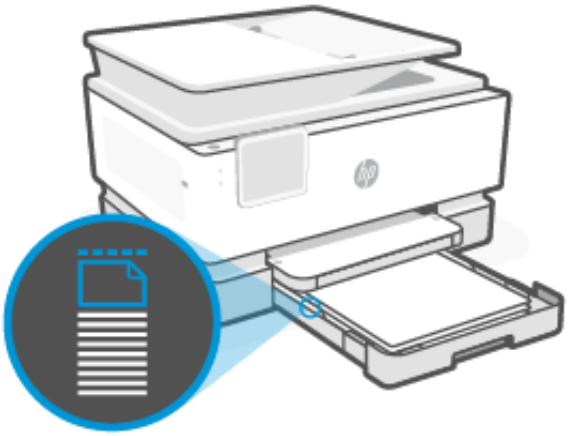
2. Slide the paper guides to the edges of the tray.



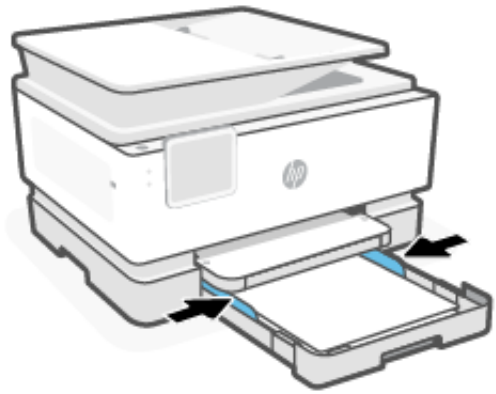
3. Insert paper with the side to be printed facing down.

   Make sure the stack of paper is aligned with the appropriate paper-size indicators and does not exceed the stack-height marking in the tray.

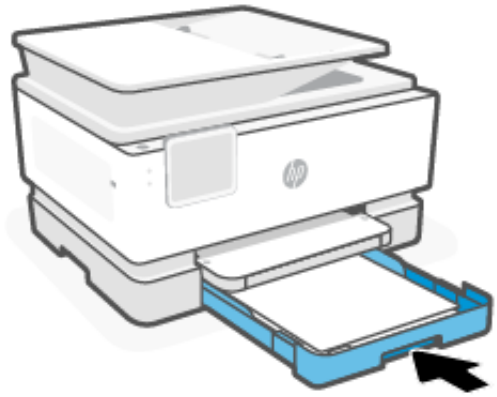




4. Adjust the paper guides until they touch the edges of the paper stack.

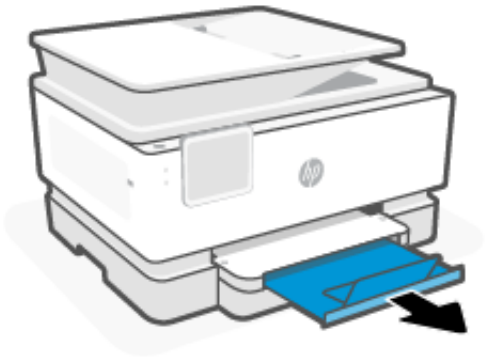


5. Gently close the input tray.



6. Change or retain the paper settings on the control panel. Make sure the settings match the paper type and size loaded.

7. Pull out the output tray extension.



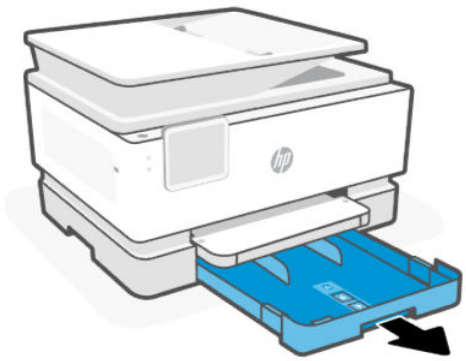
Load envelopes

Load envelopes into the tray.

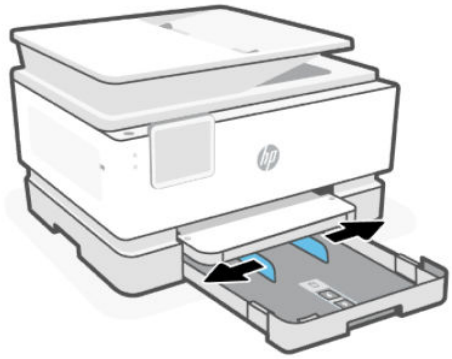
NOTE:

- Remove any paper before loading a different paper type or size.
- Do not load paper while the printer is printing.

1. Pull out the input tray.

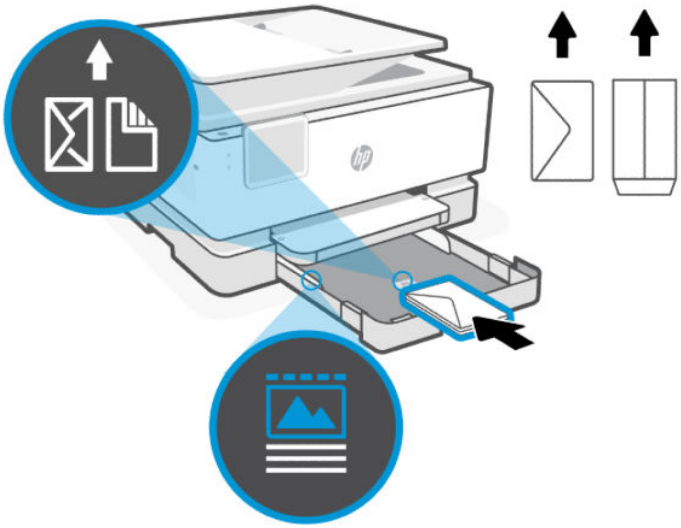


2. Slide the paper guides to the edges of the tray.

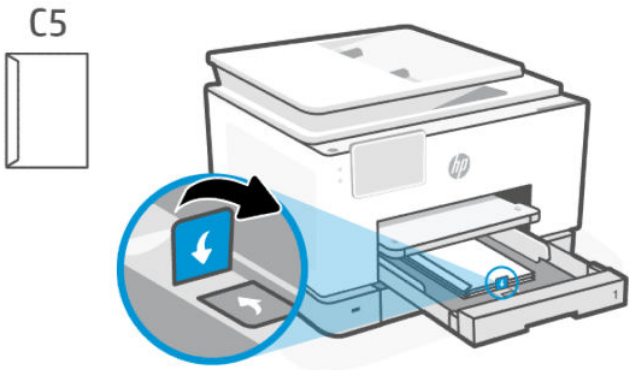


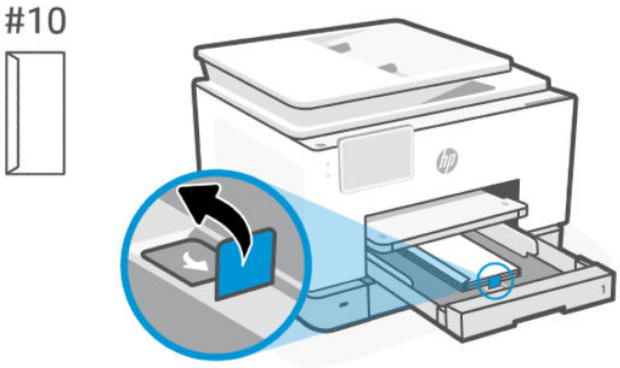
3. Insert envelopes in portrait orientation and with the side to be printed facing down.

   Make sure the stack of envelopes is aligned with the appropriate paper-size indicators and does not exceed the stack-height marking in the tray.

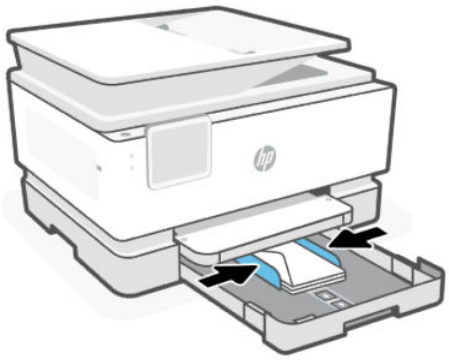


TIP: Use the envelope guide to load C5 and #10 envelopes with long flaps. You do not need to use the guide for envelopes with short flaps.

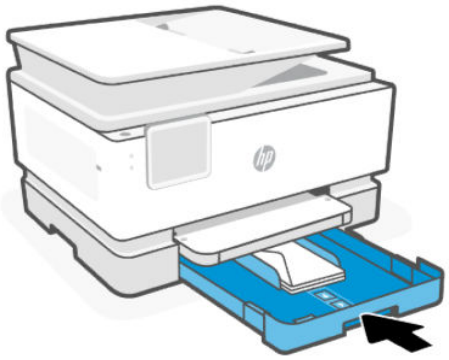




4. Adjust the paper guides until they touch the edges of the paper stack.

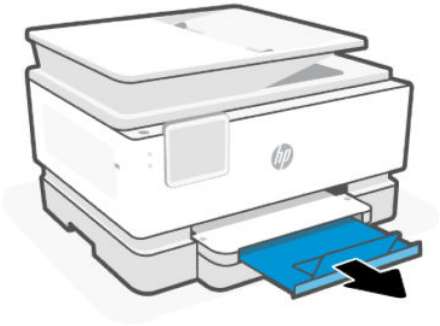


5. Gently close the input tray.



6. Change or retain the paper settings on the control panel. Make sure the settings match the paper type and size loaded.

7. Pull out the output tray extension.



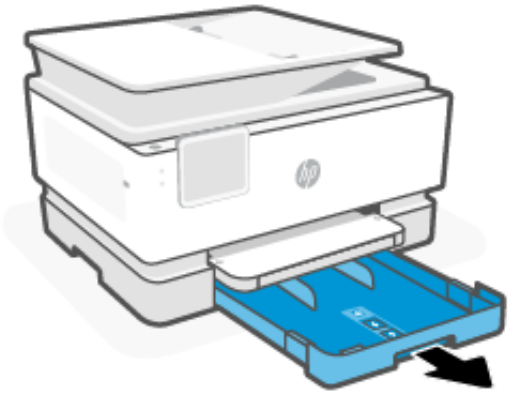
Load cards and photo paper

Load cards and photo paper into the tray.

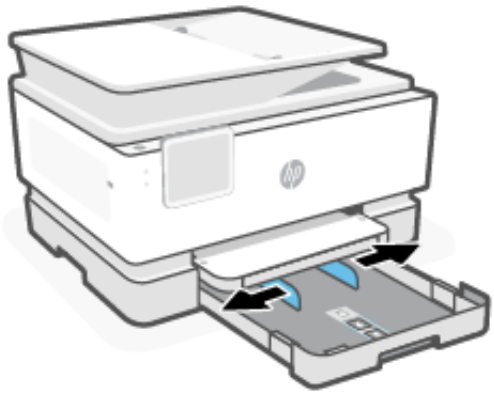
NOTE:

- Remove any paper before loading a different paper type or size.
- Do not load paper while the printer is printing.

1. Pull out the input tray.

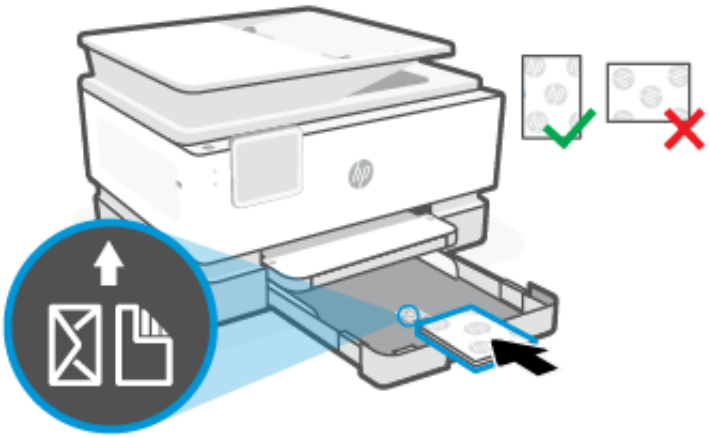


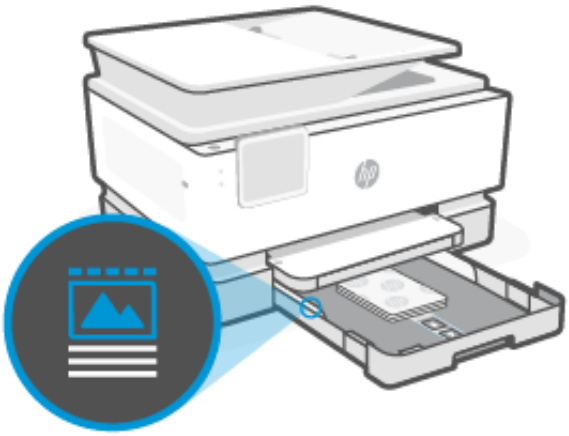
2. Slide the paper guides to the edges of the tray.



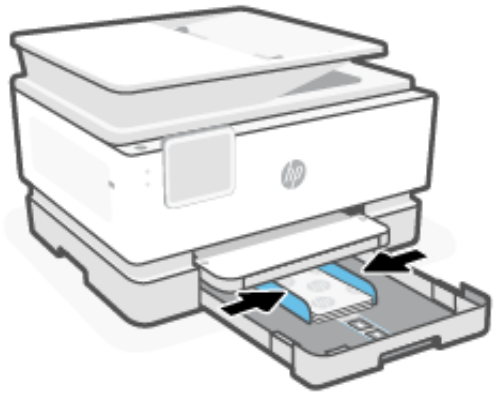
3. Insert paper with the side to be printed facing down.

   Make sure the stack of paper is aligned with the appropriate paper-size indicators and does not exceed the stack-height marking in the tray.

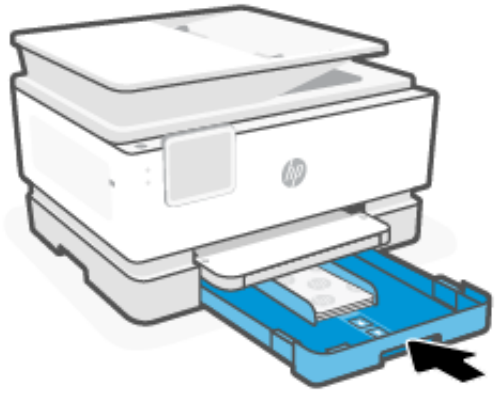




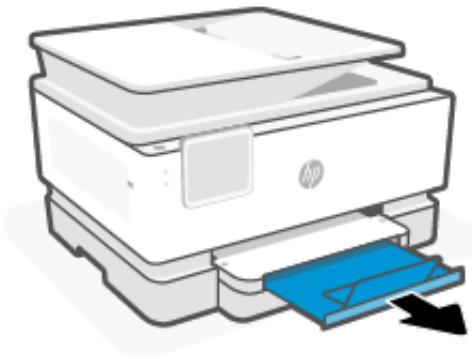
4. Adjust the paper guides until they touch the edges of the paper stack.



5. Gently close the input tray.



6. Change or retain the paper settings on the control panel. Make sure the settings match the paper type and size loaded.
7. Pull out the output tray extension.



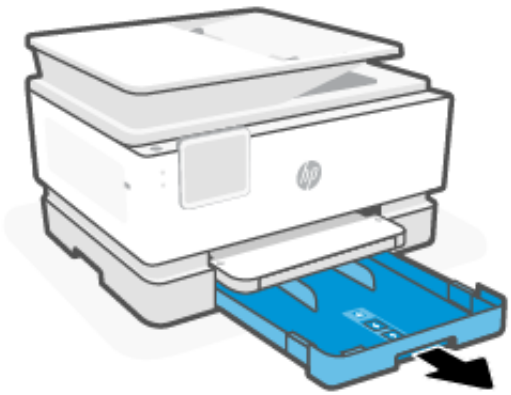
Load legal paper

Load legal paper into the tray.

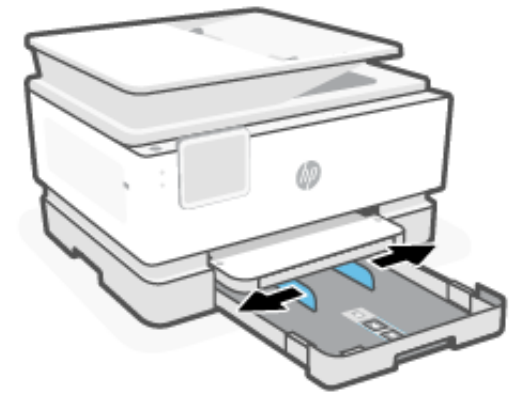
NOTE:

- Remove any paper before loading a different paper type or size.
- Do not load paper while the printer is printing.

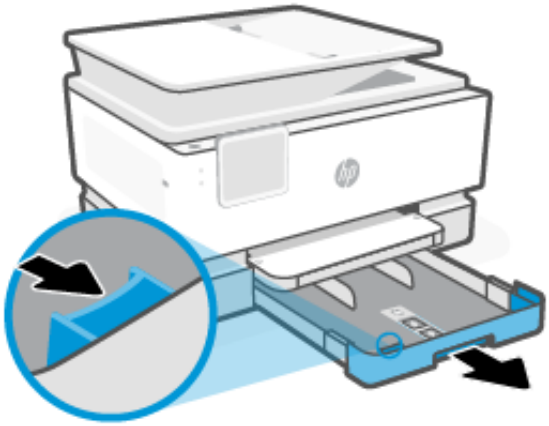
1. Pull out the input tray.



2. Slide the paper guides to the edges of the tray.

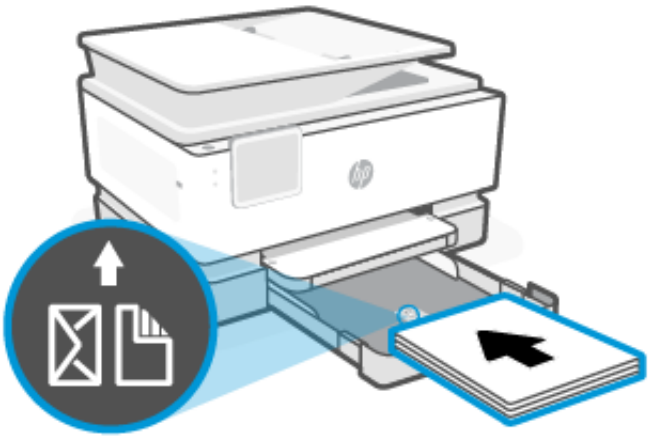


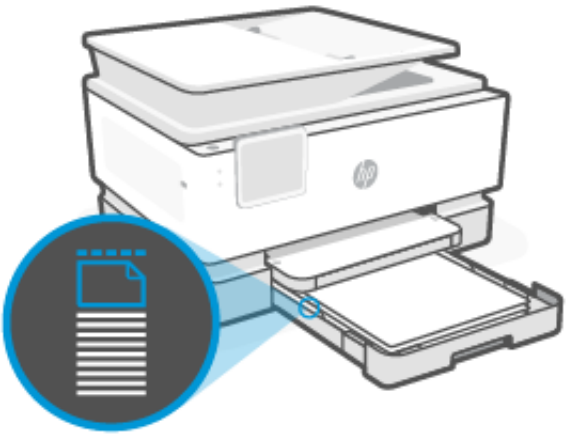
3. Press the button near the front of the tray to extend the input tray.



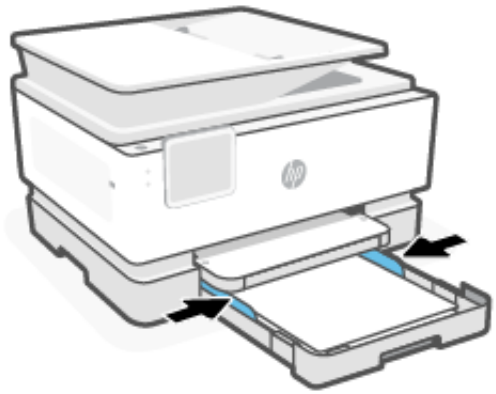
4. Insert paper with the side to be printed facing down.

   Make sure the stack of paper is aligned with the appropriate paper-size indicators and does not exceed the stack-height marking in the tray.

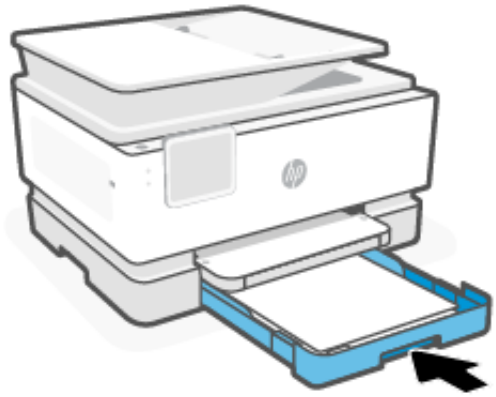




5. Adjust the paper guides until they touch the edges of the paper stack.



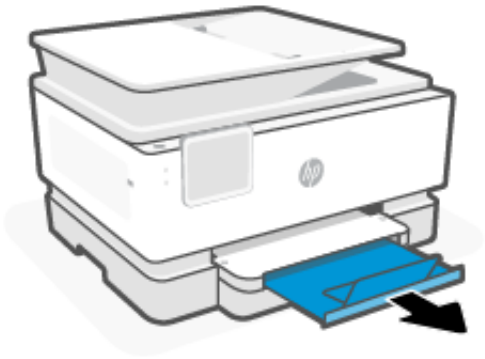
6. Reinsert the input tray into the printer.



NOTE: When you insert the input tray, the input tray extension remains outside of the printer. This is the expected result.

7. Change or retain the paper settings on the control panel. Make sure the settings match the paper type and size loaded.

8. Pull out the output tray extension.



Load an original on the scanner glass

Copy or scan an original by placing it on the scanner glass.

NOTE:

- The scanner might not work correctly if the scanner glass and lid backing are not clean.

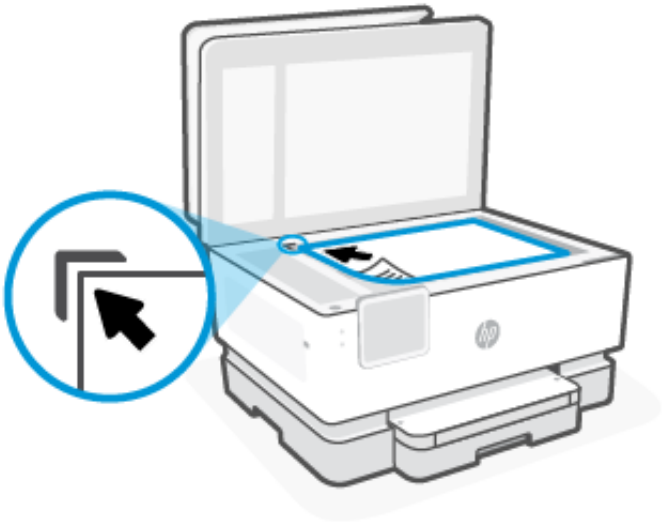
  See Printer maintenance.

- Remove all originals from the document feeder tray before lifting the lid on the printer.

1. Lift the scanner lid.



2. Load your original print-side down on the scanner glass. Align the original to the indicated corner and the engraved guides along the edges of the scanner glass.



3. Close the lid.

Load an original in the document feeder

You can copy or scan a document by placing it in the document feeder.

CAUTION: Do not load photos in the document feeder, this might cause damage to your photos. Use only paper that is supported by the document feeder.

NOTE: Some features, such as the **Fit to Page** copy feature, do not work when you load your originals in the document feeder. For those features to work, load your originals on the scanner glass.

1. Load your original print-side up into the document feeder.

   a. If you are loading an original printed in portrait orientation, place the pages so that the top edge of the document goes in first. If you are loading an original printed in landscape orientation, place the pages so that the left edge of the document goes in first.

   b. Slide the paper in the document feeder until you hear a tone or see a message on the printer control panel display indicating that the loaded pages were detected.

TIP: For more help on loading originals in the document feeder, refer to the diagram on the document feeder tray.



2. Adjust the paper guides until they touch the edges of the paper stack.

Change the default paper settings

The printer can automatically detect whether the input tray has paper loaded and detect whether the loaded paper is large, small, or medium width. You can change the default large, medium, or small paper size detected by the printer.

1. On the control panel Home screen, swipe right and touch **Trays**.
2. Select the tray and touch **Modify** to make the desired changes.
3. Touch **Done**.

Paper basics

The printer is designed to work well with most types of office paper. It is best to test a variety of paper types before buying large quantities.

Use HP paper for optimum print quality. Visit hp.com for more information about HP paper.

HP recommends plain papers with the ColorLok logo for printing everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and that dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.

Tips for selecting and using paper

For best results, follow the guidelines when loading paper into a tray or document feeder.

- Load only one type and one size of paper at a time.
- Make sure the paper is loaded correctly.
- Do not overload the tray.

- Avoid loading the following paper to prevent jams and poor print quality:
  - Multipart forms
  - Media that is damaged, curled, or wrinkled
  - Media with cutouts or perforations
  - Media that is heavily textured, embossed, or does not accept ink well
  - Media that is too lightweight or stretches easily
  - Media that contains staples or clips

4 Configure your printer

Learn how to configure your printer using the printer control panel and the embedded web server (EWS).

Configure using the control panel

You can change settings using the control panel:

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Select the feature and change the desired settings.

Configure using the embedded web server (EWS)

The EWS is the printer homepage accessed through a web browser. Use the EWS to manage printer functions and settings from your computer or mobile device.

- View the printer status information.
- Check the information and status of the printing supplies.
- Receive notification of printer and supplies events.
- View and change the network and the printer settings.

Things to note when accessing the EWS.

- If the web browser displays a message indicating that the website is unsafe, select the option to continue. Accessing the website does not harm your device.
- Depending on how the printer is connected, some features in the EWS might not be available.
- For your security, some settings in the EWS are password-protected.

  If prompted for a password, enter the default printer PIN available on the label inside the printer access door. If you have changed the password, enter your new password.
- The EWS is not accessible beyond the network firewall.

Use the EWS to view or change IP configuration settings, and manually set an IPv4 address, subnet mask and default gateway.

Open the embedded web server (EWS)

Open a web browser and type the IP address or hostname of the printer.

See Find printer IP address.

If prompted for a password, enter the default printer PIN available on the label inside the printer access door. If you have changed the password, enter your new password.

NOTE: You can also open the EWS using the HP software.

Find printer IP address

The IP address for your printer is a unique address on the network that is used to connect to other devices.

- For printer connected using the **Wi-Fi Direct** connection, use this IP address: 192.168.223.1
- For printer connected using the **Wi-Fi** connection, touch the **Status Center** on the printer control panel to view the IP address.

  Alternatively, from the control panel Home screen, touch **Menu**, scroll to **Utilities** and touch **Settings**, touch **Network**, touch **Wi-Fi**, and then touch **View Details**.

View or change network settings

When troubleshooting or setting up your printer, it might be necessary to view or edit its network settings.

1. Open the EWS.
2. From the left menu, click **Network**:
   - To view network information, click **Network Summary**.
   - To change network settings, click **Network Settings**.

Manually change IPv4 and IPv6 TCP/IP parameters

It might be necessary to manually configure a printer IP address when the printer is not detected on your network.

1. Open the EWS.
2. From the left menu, click the **Network** tab, and then click the **Network Settings** tab.
3. Click **IP Settings**.
4. On the **IP Settings** page, click the **Protocols** drop-down menu, and then select one of the following:
   - **IPv4 Only**
   - **IPv6 Only**
   - **Both IPv4 and IPv6**

Assign or change the system password

Assign an administrator password using the embedded web server (EWS) to prevent unauthorized users from changing the printer settings.

1. Open the EWS.
2. From the left menu, click **Security**, and then click **Password Settings**.
3. On the **Admin Account Password** page, enter the password in the **New Password*** field.

4. Re-enter the password in the **Confirm Password** field.
5. Click **Apply**.

NOTE: Make note of the password and store it in a safe place.

Change energy-conservation settings

The printer includes several economy features to conserve energy and supplies.

See Power management for more information on printer energy-conservation settings.

Update printer

HP periodically releases firmware updates to enhance product functionality and fix issues. By default, if the printer is connected to the internet, the printer automatically checks for updates at regular intervals.

You can change the default setting for automatic updates or manually check for updates immediately.

Update printer using the control panel

You can update your printer firmware manually using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Firmware Update**, touch **Next**, and then select any of the desired option:
   - **Auto Update (Recommended)**: The printer automatically checks for and installs new firmware updates.
   - **Notify**: The printer automatically checks for new firmware updates and displays a notification on the control panel when an update is available.
   - **Do Not Check**: The printer does not automatically check for any updates.

Update printer using the embedded web server (EWS)

You can update your printer firmware using the EWS.

1. Open the EWS.

   See Open the embedded web server (EWS).

   If prompted for a password, enter the default printer PIN available on the label inside the printer access door. If you have changed the password, enter your new password.
2. From the left menu, click **General**, and then click **Firmware Update**.
3. On the **Firmware Information** page, click **Check for Update**.

If a printer update is available, the printer installs the update and restarts.

NOTE: If prompted for proxy settings, follow the on-screen instructions to set up a proxy server. If you do not have the details, contact your network administrator or the person who set up the network.

5 Print

Learn how to print from your computer or mobile device.

Install HP software on smartphone, laptop, desktop computer, or other devices to print, scan, and manage your printer.

Visit 123.hp.com for more information.

Print from a Windows computer

You can print from the file menu of most apps.

Make sure you have installed the HP software. See Use HP software.

1. Open the document you wish to print.
2. From the **File** menu in your software program, select the **Print** option.

NOTE: Make sure your printer is selected from the list of available printers.

3. Click the button that opens the **Properties** dialog box.

   Depending on your software application, this button might be called **Properties**, **Options**, **Setup**, or **Preferences**.
4. Change any print settings if needed, and click **OK**.
5. Click **Print** or **OK** to print.

Print from a Mac computer

Use the Print command from any open file.

1. If you are printing for the first time, complete the following steps.
   a. Open **System Preference**, and select **Printers & Scanners**.
   b. Click the **Add** button/icon +, select the printer from the printer list, and then click **Add**.
2. Open the document you want to print and use the **Print** command.

   Make sure your printer is selected from the list of available printers.
3. Change any print settings if needed.
4. Click **Print** to print.

Print from mobile devices

You can print documents and photos from your mobile devices using HP software, AirPrint, or the HP Print Service Plugin.

- **HP software**: Visit hp.com/mobileprinting for more information on mobile printing.
- **iOS:** Devices running iOS 4.2 or later have AirPrint preinstalled.
- **Android:** Download the HP Print Service Plugin (supported by most Android devices) from the Google Play Store and enable it on your device.

Print using Wi-Fi Direct

With Wi-Fi Direct, you can directly connect your computer or mobile device to the printer and print wirelessly without connecting to an existing wireless network.

NOTE:

- Up to 5 computers and mobile devices can connect to the printer using a Wi-Fi Direct connection.
- Make sure to turn on Wi-Fi Direct on your printer before printing from your device. You can turn on Wi-Fi Direct using the printer control panel or the embedded web server (EWS).

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Network**, and then touch **Wi-Fi Direct**.
4. Touch the toggle button next to **Wi-Fi Direct** to turn it on.

Visit hp.com/go/wifidirectprinting to learn how to use Wi-Fi Direct and for troubleshooting information.

Tips for successful printing

To print successfully, make sure you have appropriate printer settings, sufficient ink in the HP cartridges, and paper loaded correctly in the trays.

You can check the printer settings in the HP software, the embedded web server (EWS), and your software applications.

Ink tips

Following are the ink tips for successful printing:

- If the print quality is not acceptable, see Printing issues.
- Use Original HP cartridges.

  Original HP cartridges are designed and tested with HP printers and papers to help you easily produce great results, time after time.

NOTE:

- HP cannot guarantee the quality or reliability of non-Original HP supplies. Product service or repairs required as a result of using a non-Original HP supply will not be covered under warranty.
- To determine if you have purchased Original HP cartridges, visit hp.com/go/anticounterfeit for more information.

- Make sure all cartridges are installed correctly.

See Replace cartridges.

- Check the estimated ink levels to make sure that there is sufficient ink.

  See Check estimated ink levels.

NOTE: Ink level warnings and indicators provide estimates for planning purposes only. When an indicator shows low ink levels, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace cartridges until you are prompted to.

Paper loading tips

Following are the paper loading tips for successful printing:

- Make sure that the paper is loaded in the main tray properly, and set the correct media size and media type. Upon loading paper in main tray, you will be prompted to set the media size and media type from the control panel.

  See Load media.

- Load a stack of paper (not just one page). All the paper in the stack must be of the same size and type to avoid a paper jam.
- Load paper with the print-side down.
- Make sure paper is loaded in the main tray lays flat and the edges are not bent or torn.
- Adjust the paper-width guides in the main tray to fit snugly against all paper. Make sure that the guides do not bend the paper in the tray.

6 Copy, Scan, and Mobile Fax

Learn how to use the copy, scan, and mobile fax features.

Copy from printer

Use the printer control panel to copy a document or an ID card from printer.

1. Load paper in the input tray.

   See Load media.

2. On the control panel Home screen, touch **Copy**.
3. Touch **Document Copy** or **ID Card Copy**.
4. Set the number of copies or change the default copy settings.

   NOTE: By default, the printer is set to copy in color. Touch **Save** to save the current settings as default.

5. To copy a document, load your original print-side down on the scanner glass or print-side up in the document feeder. Touch **Copy**.

   To copy an ID card, load your original ID card on the scanner glass, touch **Copy**, and then follow the on-screen instructions to load your ID card or complete copy on the scanner glass.

Copy or scan from a mobile device

If your mobile device has a camera, you can use the HP software to copy or scan a printed document or photo.

TIP: You can use the HP software to edit, save, print, or share the copied or scanned image.

1. Open the HP software on your mobile device.
2. Tap the **Plus** icon + or the **Add Printer** option.
3. Tap **Copy**, **Camera Scan**, or **Printer Scan**.
4. Place a document or photo in front of the camera, select a size option to help identify the size of the original, and then tap the round button at the bottom of the screen to take a picture.

   TIP: For best results, adjust the camera position to place the original within the provided frame on the preview screen.

5. Specify other settings, and follow the on-screen instructions to complete copy or scan.

Scan and share files from the printer

You can scan and share your documents to the cloud, email addresses, network folders, a computer, or Microsoft SharePoint sites.

To set up and use these features, the printer must be connected to the same network. For more information, follow the instructions on the printer control panel.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.

   See Load an original on the scanner glass or Load an original in the document feeder.

2. On the control panel Home screen, touch **Scan**, and then touch the desired option.

3. Follow the on-screen instructions to complete the scan.

Scan to a USB device from printer

Use the printer control panel to scan a file directly to a USB device.

NOTE: You can also use embedded web server (EWS) to scan to a USB device.

1. Insert the USB device into the USB port of the printer.

2. Load your original print-side down on the scanner glass or print-side up in the document feeder.

   See Load an original on the scanner glass or Load an original in the document feeder.

3. On the control panel Home screen, touch **Scan**.

4. Touch **Scan to USB**, and then select the location on the USB device where you want to save the scanned file.

5. Touch the **File Name** field and type in the file name.

6. Touch to set other file options such as **Original Sides**, **File Type**, **Resolution**, and **Color Mode** from each drop-down list.

7. Touch **Options** to change settings.

8. Touch **Preview** if you want to preview scanned photo or document, and then touch **Send** to scan the document and save it to the USB device.

Scan using Web Scan

Web Scan is a feature of the embedded web server (EWS) that can scan photos and documents from your printer to your computer using a web browser.

This feature is available even if you did not install the printer software on your computer.

NOTE: By default, Web Scan is off. You can enable this feature from the EWS.

If you are unable to open Web Scan in the EWS, your network administrator might have turned it off. For more information, contact your network administrator or the person who set up your network.

Enable Web Scan

You must enable Web Scan before scanning from any browser.

1. Open the embedded web server (EWS).

2. From the left menu, click **Network**, and then click **Advanced Settings**.

3. On the **Advanced Settings** page, click **Remote Scan**, and then click the toggle button next to **WS-Scan** to enable Web Scan.

   If Web Scan is not enabled, click **Network** and **Advanced Settings** from the left menu, click **Web Services (Microsoft)** in the Advanced Settings page, and then click the toggle button next to **WS-Scan** to enable Web Scan.

Scan using Web Scan

Web Scan offers basic scan options. For additional scan options or functionality, scan from the HP software.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.
2. Open the embedded web server (EWS).
3. From the left menu, click **Scan**.
4. Click **Web Scan**, change any settings, and then click **Start Scan**.

Tips for copy and scan success

Use the following tips to copy and scan successfully:

- Keep the glass and the back of the lid clean. The scanner interprets anything it detects on the glass as part of the image.
- Load your original print-side down on the scanner glass and align it with the marking on the rear left corner of the glass.
- To make a large copy of a small original, scan the original into the computer, resize the image in the scanning software, and then print a copy of the enlarged image.
- If you want to adjust scan size, output type, scan resolution, or file type, and so on, start scan from the HP software.
- To avoid incorrect or missing scanned text, make sure the brightness is set appropriately in the software.
- If you want to scan a document with several pages into one file instead of multiple files, start the scan with the HP software instead of selecting **Scan** from the printer display or use document feeder to scan.
- When scanning from a mobile camera, make sure to scan in a well-lit area so that the original has good contrast with the surface it is lying on.

Mobile Fax

Use this feature in HP software to quickly scan and fax multiple pages from your mobile device or computer.

NOTE: Make sure your mobile device or computer are connected to a network.

1. Open HP software on your mobile device or computer.

   If prompted, create or sign in to an HP account and register the printer.

2. Select the **Mobile Fax** tile.

   If the tile is missing, tap or click **Personalize Tiles** to add it to your home screen.

NOTE: If you cannot find this feature in the HP software, it might not be available in your country/region.

3. Fill out the necessary information and enable a cover page if required.
4. Attach an existing file to fax or scan a new file using your printer or mobile device.
5. Review the details and send the fax when ready.

7 Fax

Configure the fax features, and send and receive faxes using the printer.

You can use the printer to send and receive faxes. You can schedule faxes to be sent later within 24 hours and set up address book contacts to send faxes quickly and easily to frequently used numbers. On the printer control panel, you can also set a number of fax options, such as resolution and the contrast between lightness and darkness on the faxes you send.

NOTE:

- Before you begin faxing, make sure you have set up the printer correctly for faxing. You can verify the fax is set up correctly by running the fax setup test from the printer control panel.

  See Fax test report.

- You can send a secure fax using the HP software and your mobile device or computer from anywhere, anytime. Use the HP software to quickly scan and fax multiple pages at once from your mobile device or computer.

  See Use HP software.

Send a fax

You can send a fax in a variety of ways, depending on your situation or need.

Send a standard fax

You can send a single-page fax or multiple-page fax using the control panel.

NOTE:

- Send single-page faxes by placing the original on the glass. Send multiple page faxes using the document feeder.
- If you need printed confirmation that your faxes were sent, **Fax Notification** (Fax Send) must be enabled.

  See Set the fax notifications (send or receive) settings.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.
2. On the control panel Home screen, swipe right and then touch **Fax**.
3. To enter the fax number, do one of the following:
   - Touch **Enter the Fax Number**, and then enter the fax number.
   - Touch the **Address Book** icon next to the **Enter the Fax Number field** to open the Address Book.
4. Touch **Select** to confirm.

5. Touch **Send** to send the fax.

TIP:

- By default, the printer is set to send a black-and-white fax. If you want to send a color fax, touch **Options** to change the default fax scan and send options.
- If the recipient reports issues with the quality of the fax, try changing the resolution or contrast of your fax.

Send a standard fax from the computer (Windows)

You can fax a document directly from your computer without printing it first.

To use this feature, make sure you have installed HP software on your computer, the printer is connected to a working telephone line, and the fax function is set up and functioning correctly.

1. Open the document on your computer that you want to fax.
2. On the **File** menu in your software application, click **Print**.
3. From the Name list, select the printer that has "**fax**" in the name.
4. To change settings, click the button that opens the **Properties** dialog box.

   Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. After you have changed any settings, click **OK**.
6. Click **Print** or **OK**.
7. Enter the fax number and other information for the recipient, change any further settings for the fax, and then click **Send Fax**. The printer begins dialing the fax number and faxing the document.

Send a fax from a phone

You can send a fax using your telephone extension. This allows you to talk with the intended recipient before sending the fax.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.
2. Dial the number by using the keypad on the phone that is connected to the printer.

   If the recipient answers the telephone, inform the recipient that they should receive the fax on their fax machine after they hear fax tones. If a fax machine answers the call, you will hear fax tones from the receiving fax machine.
3. When you are ready to send, touch **Send Fax**, and then follow the on-screen instructions to proceed.

TIP: By default, the printer is set to send a black-and-white fax. If you want to send a color fax, touch **Options** to change the default fax scan and send options.

The telephone is silent while the fax is transmitting. If you want to speak to the recipient later, remain on the line until the transmission is complete. If you were finished talking to the recipient, you can hang up the telephone as soon as the fax begins transmitting.

Send a scheduled fax using the control panel

You can schedule faxes to be sent at a later time.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.
2. On the control panel Home screen, swipe right and then touch **Fax**.
3. Touch **Options**, scroll down to **Send Options**, and then touch **Schedule Fax**.
4. Set the time to send the fax, and then touch **Done**.
5. To enter the fax number, do one of the following:
   - Touch **Enter the Fax Number**, and then enter the fax number.
   - Touch the **Address Book** icon next to the **Enter the Fax Number field** to open the Address Book.
6. Touch **Send**.

   Follow the on-screen instructions that might occur.

Send a fax using the printer memory

You can scan a black-and-white fax into memory and then send the fax from memory. This feature is useful if the fax number you are trying to reach is busy or temporarily unavailable. The printer scans the originals into memory and sends them once it is able to connect to the receiving fax machine. After the printer scans the pages into memory, you can immediately remove the originals from the document feeder tray or scanner glass.

NOTE:

- You can only send a black-and-white fax from memory.
- You can scan multiple pages from the scanner glass to the printer's memory, and then fax them. You can use this feature to fax multiple pages from a book or magazine, when it is not feasible in ADF.

1. Make sure that **Scan and Fax Method** is turned on.
   a. On the control panel Home screen, touch **Menu**.
   b. Scroll to **Utilities** and touch **Settings**.
   c. Touch **Fax Settings**, and then touch **Fax Send**.
   d. Touch the toggle button next to **Scan and Fax Method** to turn it on or off.
2. Load your original print-side down on the scanner glass or print-side up in the document feeder.
3. On the control panel Home screen, swipe right and then touch **Fax**.
4. To enter the fax number, do one of the following:
   - Touch **Enter the Fax Number**, and then enter the fax number.
   - Touch the **Address Book** icon next to the **Enter the Fax Number field** to open the Address Book.
5. Touch **Send**.

   The printer scans the originals into memory and sends the fax when the receiving fax machine is available.

Send a fax to multiple recipients using group address book

You can send a fax to multiple recipients by creating a group address book contact made up of two or more individual recipients.

1. Load your original print-side down on the scanner glass or print-side up in the document feeder.
2. On the control panel Home screen, swipe right and then touch **Fax**.
3. Touch **Enter the Fax Number**, and then enter the fax number.
4. Touch **Address Book**, touch **Local**, and touch the **Enter** button after entering each fax number. When finished entering all fax numbers, touch **Done**.
5. Touch **Group** to select the group address book, and then select **Select**.
6. Touch the name of the group that you want to send.
7. Touch **Send**

   Printer sends the document to all the numbers in the selected group.

TIP: If the recipient reports issues with the quality of the fax, try changing the resolution or contrast of your fax.

Receive a fax

You can receive faxes automatically or manually. If you turn off the **Auto Answer** option, you must receive faxes manually. If you turn on the **Auto Answer** option (the default setting), the printer automatically answers incoming calls and receives faxes after the number of rings that are specified by the **Rings to Answer** setting (The default **Rings to Answer** setting is two rings).

If you receive a Legal-size or larger fax and the printer is not currently set to use Legal-size paper, the printer reduces the fax so that it fits on the paper that is loaded. If you have disabled the **Automatic Reduction** feature, the printer prints the fax on two pages.

NOTE: If you are copying a document when a fax arrives, the fax is stored in the printer memory until the copying finishes.

Receive a fax manually

When you are on the phone, the person you are speaking with can send you a fax while you are still connected. You can pick up the handset to talk or listen for fax tones.

- You can receive faxes manually from a phone that is directly connected to the Fax port on the back of the printer.
- If you need printed confirmation that your faxes were successfully sent, **Fax Notification** (Fax Receive) must be enabled.

1. Make sure the printer is turned on and you have paper loaded in the input tray.
2. Remove any originals from the document feeder tray.
3. On the control panel Home screen, touch **Menu**.
4. Scroll to **Utilities** and touch **Settings**.

5. Touch **Fax Settings**, and then touch **Fax Receive**.
6. Set the **Rings to Answer** setting to a high number to allow you to answer the incoming call before the printer answers.

   Or

   Turn off the **Auto Answer** setting so that the printer does not automatically answer incoming calls.
7. If you are currently on the phone with the sender, instruct the sender to press **Send Fax** on their fax machine.
8. Do the following when you hear fax tones from a sending fax machine.
   a. On the printer control Home screen, touch **Receive Now** to receive the fax.
   b. After the printer begins to receive the fax, you can hang up the phone or remain on the line. The phone line is silent during fax transmission.

Reprint faxes in memory using the control panel

You can reprint up to 100 of the most recently printed faxes if they are still in memory. For example, you might need to reprint your faxes if you lost the copy of your last printout.

NOTE: After the memory becomes full, the printer cannot receive the new fax until you print or delete the faxes from memory. You might also want to delete the faxes in memory for security or privacy purposes.

1. Make sure you have loaded paper in the input tray.

   See Load media.
2. From the printer control panel display, touch **Print**.
3. Touch **Job Storage**, **Stored Faxes**, and **Print**.

   The faxes are printed in the reverse order from which they were received with the most recently received fax printed first, and so on.
4. Select a fax and then touch **Print**.

Block unwanted fax numbers

You can block specific fax numbers so the printer does not receive faxes received from those numbers. When an incoming fax call is received, the printer compares the number to the list of blocked fax numbers to determine if the call should be blocked. If the number matches a number in the blocked fax numbers list, the fax is not received (The maximum number of fax numbers you can block varies by model).

You can block specific fax numbers by adding them to the blocked fax numbers, unblock these numbers by removing them from the blocked fax numbers list, and print a list of blocked fax numbers.

Add a number to the Blocked Fax Numbers list

Use the following steps to block and add a number to the blocked fax list using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Receive**, and **Blocked Fax Numbers**.

4. Select the number you want to add and then touch **Add**.
5. Touch **OK**.

   Follow the on-screen instructions.

Remove numbers from the Blocked Fax Numbers list

Use the following steps to remove numbers from the blocked fax numbers list using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Receive**, and **Blocked Fax Numbers**.
4. Select the number you want to remove and then touch **Remove**.
5. Touch **OK**.

   Follow the on-screen instructions.

Print a Blocked Fax Report

Use the following steps to print a blocked fax report using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Blocked Fax Report**.
4. Touch **Print** to begin printing.

Set up address book contacts

You can set up frequently used fax numbers as address book contacts. This lets you quickly dial those numbers using the printer control panel.

TIP: In addition to creating and managing address book contacts from the printer control panel, you can also use tools available on your computer, such as HP software and the embedded web server (EWS).

See Use HP software.

Create an address book contact

You can store fax numbers as address book contacts.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch **Add Contact**.
4. Touch **Display Name*** to enter your personal or company display name manually, and then touch **OK**.
5. Touch **Enter Address** to enter your personal or company email address manually, and then touch **OK**.

6. Touch **Fax number** to enter the fax number manually, and then touch **OK**.

NOTE: Be sure to include any pauses or other required numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix.

7. Touch **Save**.

Change address book contacts

You can change address book contacts.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch **Contact** to edit the contact details that you want to change.
4. Touch **Edit** to change the Display Name*, Email Address, or Fax Number.

NOTE: Be sure to include any pauses or other required numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix.

5. Touch **Save**.

Create and edit a group address book contact

You can store groups of fax numbers as group address book contacts.

Set up group contacts

You can set up group contacts.

NOTE: Before you can create a group address book contact, you must have already created at least one address book contact.

See Create an address book contact.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch **Add Group** to enter your personal or company group name manually, and then touch **OK**.
4. Touch **Group Name*** to enter a group name manually by using the keyboard, and then touch **OK**.
5. Touch **Members**, select the contacts that you want to include in this group and touch **Add**.
6. Touch **Save**.

Change group address book contacts

You can change group address book contacts.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch **Group** to edit the group contact details that you want to change.

4. Touch **Edit** to change the group name manually and choose the members of the group.
5. Touch **Save**.

NOTE: If you want to remove a contact from the group, touch to deselect the contact.

Delete address book contacts

You can delete address book contacts.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch the name of the address book contact that you want to delete.
4. Touch **Edit**, and then touch **Delete**.
5. Touch **Delete** to confirm.

Delete group address book contacts

You can delete group address book contacts.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Contacts**.
3. Touch the name of the group contact that you want to delete.
4. Touch **Edit**, and then touch **Delete**.
5. Touch **Delete** to confirm.

Change fax settings

Use the following steps to change the initial settings or to configure other options for faxing.

Configure the fax dialing settings

You can configure the fax dialing settings using the control panel. If the printer was unable to send a fax because the receiving fax machine did not answer or was busy, the printer attempts to redial based on the settings for the redial options.

All redial options work only when sending faxes from memory with **Scan and Fax** method turned on.

- **Redial on Error**: Redials automatically if there has been a problem communicating with the receiving fax machine.
- **Redial on No Answer**: Redials automatically if the receiving fax machine does not answer.
- **Redial on Busy**: Redials automatically if it receives a busy signal.
- **Redial Interval**: Redials on the time interval set.
- **Fax Send Speed**: Set fax speed to communicate between your printer and other fax machines when sending faxes.

- **Pulse Dialing Mode**: Change to pulse dialing mode. The factory-set default is Tone. Do not change the setting unless you know that your phone line cannot use tone dialing.
- **Dialing Prefix**: Make sure to include any pauses or other required numbers such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long-distance prefix.
- **Detect Dial Tone**: Dials as soon as it detects a dial tone.

Complete the following steps to set the fax dialing options.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Send**.
4. Touch **Fax Dialing**, and then slide to increase or decrease to set any of the following options.
    - Redial on Error
    - Redial on No Answer
    - Redial on Busy
    - Redial Interval
    - Fax Send Speed
    - Pulse Dialing Mode
    - Dialing Prefix
    - Detect Dial Tone

Enable scan and fax method

You can set the scan and fax method using the control panel. This feature is useful if the fax number you are trying to reach is busy or temporarily unavailable. The printer scans the originals into memory and sends them once it is able to connect to the receiving fax machine. After the printer scans the pages into memory, you can immediately remove the originals from the document feeder tray or scanner glass.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Send**.
4. Touch the toggle button next to **Scan and Fax Method** to turn it on or off.

Set the fax number confirmation

Allows you to re-enter the fax number for confirmation.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Send**.
4. Touch the toggle button next to **Fax Number Confirmation** to turn it on or off.

Set the error correction mode (ECM) settings

You can turn on or off ECM settings using the control panel. ECM prevents loss of data due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion. Phone charges are unaffected, or might even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. The default setting is **On**. Turn ECM off only if it increases phone charges substantially, and if you can accept poorer quality in exchange for reduced charges.

If ECM is turned off, the quality and transmission speed of faxes you send and receive are affected, and the Speed is automatically set to **Medium**.

You can change ECM settings either from Fax Send or Fax Receive settings using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Send**.

   Or

   Touch **Fax Settings**, and then touch **Fax Receive**.
4. Touch the toggle button next to **Error Correction Mode** to turn it on or off.

Set the overlay fax header

You can configure the overlay fax header settings using the control panel. The overlay fax header prints your name and fax number on the top of every fax you send. HP recommends that you set up the fax header by using HP software. You can also set up the fax header from the printer control panel, as described here.

NOTE: In some countries/regions, the fax header information is a legal requirement.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Setup**.
4. On the **Basic Fax Setup** screen, touch **Country/Region*** and scroll to select the country/region.
5. Touch **Fax Header Name*** to manually enter your personal or company fax header name using the keyboard, and then touch **OK**.
6. Touch **Fax Number** to enter your fax number manually by using the keyboard, and then touch **OK**.

   NOTE: The fax header prints your name and fax number on the top of every fax you send.
7. Touch **Next**, and then follow the on-screen instructions.
8. Touch **OK**.

Set the billing code

You can set to print the billing code using the control panel. The billing codes feature prompts the user to input a billing code for each fax being sent; the billing code is then assigned to each page of the fax.

For an undefined group or a group-dial fax, the billing code count is increased for each successful fax that is sent to each destination. By default, the billing code setting is turned off.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Send**.
4. From the **Fax Send Settings** screen, touch the toggle button next to **Billing Code** to turn it on or off.

Set the fax notifications (send or receive) settings

You can set to print a notification on the printer when any fax is sent or received using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Send**, and **Fax Send Settings**.

   Or

   Touch **Fax Settings**, **Fax Receive**, and **Fax Receive Settings**.
4. On the **Fax Send Settings** or **Fax Receive Settings** screen, touch next to **Fax Notifications** to set the required option.
   - Do not notify
   - Notify when job completes
   - Notify only if job fails

Configure the fax printing settings

You can configure the fax printing settings using the control panel. Depending on your preference and security requirements, you can set up the printer to store and print all the faxes it receives and sends using the control panel.

1. Complete the following steps to change the store and print settings.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive**.
4. On the **Fax Receive Settings** screen, touch **Store and Print** next to **Fax Printing**.
5. Touch one of the following options.

Table 7-1 **Store and print**

Settings	Description
Store and Print	Printer stores all received faxes in memory. This enables you to reprint up to 100 of the most recent faxes from the memory. This is the default setting. NOTE: When the printer memory is low, it overwrites. If memory becomes full of unprinted faxes, the printer stops answering incoming fax calls.

Table 7-1 Store and print (continued)

Settings	Description
Always Print	When **Always Print** is selected, the printer prints the received faxes without storing in memory.

Set the answer mode (auto answer)

You can set to auto answer mode using the control panel. The answer mode determines whether the printer answers incoming calls.

- Turn on the **Auto Answer** setting if you want the printer to answer faxes **automatically**.
- Turn off the **Auto Answer** setting if you want to receive faxes **manually**. You must be available to respond in person to the incoming fax call or else the printer does not receive faxes.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive** option.
4. Touch the toggle button next to **Auto Answer** to turn it on or off.

Set the number of rings

You can set the number of rings before answering using the control panel. If you turn on the **Auto Answer** setting, you can specify how many rings to occur before incoming calls are automatically answered.

The **Rings to Answer** setting is important if you have an answering machine on the same phone line as the printer, because you want the answering machine to answer the phone before the printer does. The number of rings to answer for the printer should be greater than the number of rings to answer for the answering machine.

For example, set your answering machine to a low number of rings and the printer to answer in the maximum number of rings. In this setup, the answering machine answers the call and the printer monitors the line. If the printer detects fax tones, it receives the fax. If the call is a voice call, the answering machine records the incoming message.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive**.
4. Touch to set the number of rings.

Set the fax ring volume

You can change the ring volume of fax sounds.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Receive**, and **Ring Volume**.
4. Touch to set **High**, **Off**, or **On**.

Set the answer ring pattern for distinctive ring

You can change the answer ring pattern for distinctive ring. Many phone companies offer a distinctive ring feature that allows you to have several phone numbers on one phone line. When you subscribe to this service, each number is assigned a different ring pattern. You can set up the printer to answer incoming calls that have a specific ring pattern.

If you connect the printer to a line with distinctive ring, have your telephone company assign one ring pattern to voice calls and another ring pattern to fax calls. HP recommends that you request double or triple rings for a fax number. When the printer detects the specified ring pattern, it answers the call and receives the fax.

TIP: You can also use the Ring Pattern Detection feature in the printer control panel to set distinctive ring. With this feature, the printer recognizes and records the ring pattern of an incoming call and, based on this call, automatically determines the distinctive ring pattern assigned by your telephone company to fax calls.

If you do not have a distinctive ring service, use the default ring pattern, which is **All Standard Rings**.

1. Make sure that the printer is set to answer fax calls automatically.

   See Set the answer mode (auto answer).

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Settings**.
4. Touch **Fax Settings**, and then touch **Fax Receive**.
5. Scroll down and touch **Distinctive Ring**.
6. Touch any of the following options:
   - Single Ring
   - Double Rings
   - Triple Rings
   - Double and Triple Rings
   - All Standard Rings
   - Record Ring Pattern

NOTE: If you are using a PBX phone system that has different ring patterns for internal and external calls, you must call the fax number from an external number.

Set the 2-sided fax printing

You can set the 2-sided fax printing option to print incoming faxes on both sides of the paper.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive**.
4. Scroll down and touch the toggle button next to **2-Sided Fax Printing** to turn it on or off.

Set the stamp received faxes settings

You can set the stamp received faxes settings using the control panel. You can stamp the incoming fax with your own header information to confirm the date and time that the fax was received. This feature is not enabled by default.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive**.
4. Scroll down and touch the toggle button next to **Stamp Received Faxes** to turn it on or off.

Set the Fit to Page settings

You can set fit to page settings using the control panel.

The **Fit to Page** setting determines what the printer does if it receives a fax that is too large for the loaded paper size. This setting is turned on by default, so the image of the incoming fax is reduced to fit on one page, if possible. If this feature is turned off, information that does not fit on the first page is printed on a second page. **Fit to Page** is useful when you receive a fax larger than A4/Letter-size fax and A4/Letter-size paper is loaded in the input tray.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Receive**.
4. Scroll down and touch the toggle button next to **Fit to Page** to turn it on or off.

Add a number to the Blocked Fax Numbers list

Use the following steps to block and add a number to the blocked fax list using the control panel.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Receive**, and **Blocked Fax Numbers**.
4. Select the number you want to add and then touch **Add**.
5. Touch **OK**.

   Follow the on-screen instructions.

Set the Fax Speed (send or receive) settings

If you use one of the following, setting the fax speed to a slower speed might be required:

- An Internet phone service
- A PBX (private branch exchange) system
- Fax on Voice over Internet Protocol (VoIP)
- An integrated services digital network (ISDN) service

If you experience problems sending and receiving faxes, try using a slower **Speed**. The following table provides the available fax speed settings.

Table 7-2 Set the send and receive speed

Fax speed setting	Fax speed
Fast	v.34 (33600 bps)
Medium	v.17 (14400 bps)
Slow	v.29 (9600 bps)

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax Send**, **Fax Dialing**, and **Fax Send Speed**.

   Or

   Touch **Fax Settings**, **Fax Receive**, **Fax Dialing**, and **Fax Receive Speed**.
4. Touch any of the following options to set the fax send or receive speed.
   - **Slow (9600 bps)**
   - **Medium (14400 bps)**
   - **Fast (33600 bps)**

Set the dial type

Use this procedure to set tone-dialing or pulse-dialing mode. The factory-set default is **Tone**. Do not change the setting unless you know that your phone line cannot use tone dialing.

NOTE: The pulse-dialing option is not available in all countries/regions.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, **Fax send**, and **Fax Dialing**.
4. From the **Fax Dialing** options, touch the toggle button next to **Pulse Dialing Mode** to turn it on or off.

Set fax forward

You can set up the printer to forward your faxes to another fax number using the control panel. All faxes are forwarded in black and white, regardless of how they were originally sent.

HP recommends that you verify the number you are forwarding to is a working fax line. Send a test fax to make sure the fax machine is able to receive your forwarded faxes.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Fax Settings**, and then touch **Fax Forwarding**.

4. Do one of the following to activate the fax forwarding:
   - Touch the toggle button next to **Fax Forwarding** to forward the fax.
   - Touch the toggle button next to **Fax Forwarding + Print** to print and forward the fax.
   - Touch **Enter Fax Number** to enter the fax number manually of the fax machine intended to receive the forwarded faxes.

NOTE:

- If the printer loses power when fax forwarding is set up, it saves the fax forwarding setting and phone number. When the power is restored to the printer, the fax forwarding setting is still **On**.
- You can cancel fax forwarding by selecting **Off** from the **Fax Forwarding** menu.

Configure fax archiving

You can use fax archive to automatically receive faxes and save them directly to your computer. This saves paper and ink.

Received faxes are saved as TIFF (Tagged Image File Format) or PDF (Portable Document Format).

NOTE: Fax to Computer is available for receiving black-and-white faxes only. Color faxes will be printed.

Fax archive requirements

Following are the fax archive requirements.

- The destination folder of the computer must be available at all times. Faxes will not be saved if the computer is asleep or in hibernate mode.
- Paper must be loaded in the input tray to print the received faxes archived.

  See Load media.

Set up or modify fax archive settings

You can set up or modify fax archiving settings using the embedded web server (EWS).

1. Open the EWS.

   See Use HP software.
2. From the left menu, click **Fax**, and then click **Fax Archive and Forwarding**.
3. Click **Archive** tab, and then select the desired settings from the **Fax Archiving** drop-down menu.
   - Do not archive (print only)
   - Archive and print
   - Archive only

Turn off fax archiving

You can turn off fax archive using the embedded web server (EWS).

1. Open the EWS.

   See Use HP software.

2. From the left menu, click **Fax**, and then click **Fax Archive and Forwarding**.

3. Click **Archive** tab, and then select **Do not archive (print only)** from the **Fax Archiving** drop-down menu.

Fax and digital phone services

Many telephone companies provide their customers with digital phone services, such as the following:

- DSL: A Digital subscriber line (DSL) service through your telephone company (DSL might be called ADSL in your country/region).
- PBX: A private branch exchange (PBX) phone system.
- ISDN: An integrated services digital network (ISDN) system.
- VoIP: A low-cost phone service that allows you to send and receive faxes with your printer by using the Internet. This method is called Fax on Voice over Internet Protocol (VoIP).

  See Fax on Voice over Internet Protocol.

HP printers are designed specifically for use with traditional analog phone services. If you are in a digital phone environment (such as DSL/ADSL, PBX, or ISDN), you might need to use digital-to-analog filters or converters when setting up the printer for faxing.

NOTE: HP does not guarantee that the printer will be compatible with all digital service lines or providers, in all digital environments, or with all digital-to-analog converters. It is always recommended that you discuss with the telephone company directly for the correct setup options based on their line services provided.

Fax on Voice over Internet Protocol

You might be able to subscribe to a low cost phone service that allows you to send and receive faxes with your printer by using the Internet. This method is called Fax on Voice over Internet Protocol (VoIP).

The following are indications you probably use a VoIP service:

- Dial a special access code along with the fax number.
- Have an IP converter box that connects to the Internet and provides analog phone ports for the fax connection.

NOTE: You can only send and receive faxes by connecting a phone cord to the port labeled on the back of the printer. This means that your connection to the Internet must be done either through a converter box (which supplies regular analog phone jacks for fax connections) or your telephone company.

TIP: Support for traditional fax transmission over any Internet protocol telephone systems are often limited. If you experience problems faxing, try using a slower fax speed or disabling the fax Error Correction Mode (ECM). However, if you turn off ECM, you cannot send and receive color faxes.

If you have questions about Internet faxing, contact your Internet faxing services support department or your local service provider for further assistance.

Fax reports

You can manually print fax reports as required to obtain the information about the fax calls that you send and receive.

By default, the printer does not print a notification report. You must first enable **Fax Send Notifications** or **Fax Receive Notifications** to send or receive a notification message to indicate whether a fax was sent or received successfully.

See Set the fax notifications (send or receive) settings.

NOTE:

- If the reports are not legible, you can check the estimated ink levels from the control panel or the HP software.

  See Check estimated ink levels.

- Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink alert, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until the print quality becomes unacceptable.
- Make sure that the printheads and cartridges are in good conditions and installed properly.

  See Manage cartridges.

Print the fax reports or logs

You can print a log of faxes or reports that have been received and sent by the printer.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, and then touch **Fax Reports**.
4. Touch any or all of the following reports:
   - Billings Codes Report
   - Blocked Fax Report
   - Fax Trace Report
   - Fax Activity Log
   - Fax Call Report
5. Touch **Print** to begin printing.

Billing Codes Report

You can print a list of all the fax billing codes and the total number of faxes that have been billed to each code.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Billing Codes Report**.

4. Touch **Print** to begin printing.

Caller ID Report

You can print a list of caller ID fax numbers.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Caller ID Report**.
4. Touch **Print** to begin printing.

Blocked Fax Report

You can print a list of blocked fax numbers.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Blocked Fax Report**.
4. Touch **Print** to begin printing.

Fax Trace Report

A fax trace report has information that can help resolve fax transmission problems.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Fax Trace Report**.
4. Touch **Print** to begin printing.

Fax Activity Log

You can check the fax activity log for the latest fax call records.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Fax Activity Log**.
4. Touch **Print** to begin printing.

Fax Call Report

You can print the last fax call report to know the call status.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, **Fax Reports**, and **Fax Call Report**.

4. Touch **Print** to begin printing.

Additional fax setup

After completing all the steps in the Getting Started Guide, use the instructions in this section to complete your fax setup. Keep your Getting Started Guide for later use.

In this section, you learn how to set up the printer so that faxing works successfully with equipment and services you might already have on the same phone line.

TIP: You can also use the **Fax Setup Wizard** to help you quickly set up some important fax settings such as the answer mode and fax header information.

Select the correct fax setup for your home or office

To fax successfully, you need to know what types of equipment and services (if any) share the same phone line with the printer. This is important because you might need to connect some of your existing office equipment directly to the printer, and you might also need to change some fax settings before you can fax successfully.

1. Select the combination of equipment and services sharing your fax line.
   - **DSL**: A Digital subscriber line (DSL) service through your telephone company. (DSL might be called ADSL in your country/region).
   - **PBX**: A private branch exchange (PBX) phone system.
   - **ISDN**: An integrated services digital network (ISDN) system.
   - **Distinctive ring service**: A distinctive ring service through your telephone company provides multiple telephone numbers with different ring patterns.
   - **Voice calls**: Voice calls are received at the same phone number you use for fax calls on the printer.
   - **Computer dial-up modem**: A computer dial-up modem is on the same phone line as the printer. If you answer Yes to any of the following questions, you are using a computer dial-up modem:
     - Do you send and receive faxes directly to and from your computer software applications through a dial-up connection?
     - Do you send and receive email messages on your computer through a dial-up connection?
     - Do you access the Internet from your computer through a dial-up connection?
   - **Answering machine**: An answering machine that answers voice calls at the same phone number you use for fax calls on the printer.
   - **Voice mail service**: A voice mail subscription through your telephone company at the same number you use for fax calls on the printer.
2. From the following table, select the combination of equipment and services applicable to your home or office setting. Then look up the recommended fax setup. Step-by-step instructions are included for each case in the sections that follow.

NOTE: If your home or office setup is not described in this section, set up the printer as you would a regular analog phone. Connect one end of the phone cord to your telephone wall and the other end to the port labeled on the back of the printer.

You might need to connect the phone cord to your country/region adapter.

Table 7-3 Combination of equipment and services sharing your fax line

Recommended fax setup	Combinations sharing your fax line
Case A: Separate fax line (no voice calls received)	Fax line
Case B: Set up the printer with DSL	DSL
Case C: Set up the printer with a PBX phone system or an ISDN line	PBX
Case D: Fax with a distinctive ring service on the same line	Distinctive ring service
Case E: Shared voice/fax line	Voice calls
Case F: Shared voice/fax line with voice mail	Voice calls and/or voice mail service
Case G: Fax line shared with computer modem (no voice calls received)	Computer dial-up modem
Case H: Shared voice/fax line with computer modem	Voice calls and/or computer dial-up modem
Case I: Shared voice/fax line with answering machine	Voice calls and/or answering machine
Case J: Shared voice/fax line with computer modem and answering machine	Voice calls, computer dial-up modem, and/or answering machine
Case K: Shared voice/fax line with computer dial-up modem and voice mail	Voice calls, computer dial-up modem, and/or voice mail service

Case A: Separate fax line (no voice calls received)

If you have a separate phone line on which you receive no voice calls, and you have no other equipment connected on this phone line, set up the printer as described in this section.

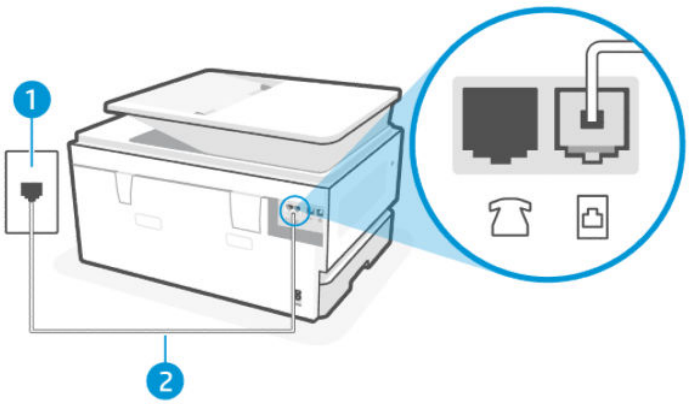


Table 7-4 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.

Set up the printer with a separate fax line

Follow these steps to set up the printer with a separate fax line.

1. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Settings**.
4. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
5. Touch the toggle button next to **Auto Answer** to turn it on or off.
6. (Optional) Set **Rings to Answer** to the lowest setting (two rings).

When the phone rings, the printer answers automatically after the number of rings you set in the **Rings to Answer** setting. The printer begins emitting fax reception tones to the sending fax machine and receives the fax.

Case B: Set up the printer with DSL

If you have a DSL service through your telephone company, and do not connect any equipment to the printer, use the instructions in this section to connect a DSL filter between the telephone wall jack and the printer. The DSL filter removes the digital signal that can interfere with the printer, so the printer can communicate correctly with the phone line (DSL might be called ADSL in your country/region).

NOTE: If you have a DSL line and you do not connect the DSL filter, you cannot send and receive faxes with the printer.

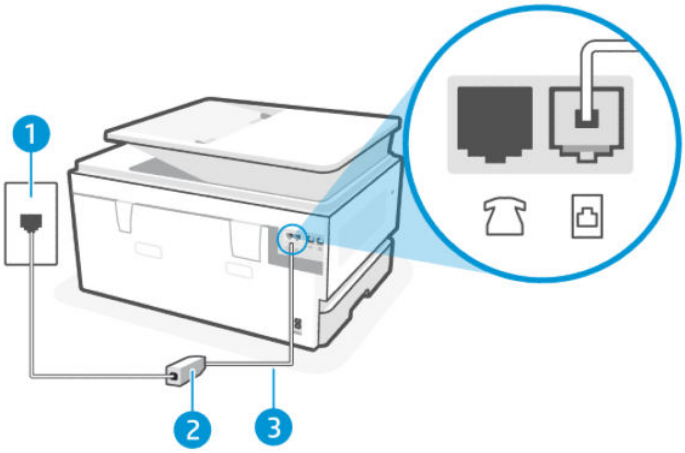


Table 7-5 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	DSL (or ADSL) filter and cord supplied by your DSL provider.

Table 7-5 Rear view of printer (continued)

Feature	Description
3	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.

Set up the printer with DSL

Follow these steps to set up the printer with DSL.

1. Obtain a DSL filter from your DSL provider.
2. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

Get additional phone cords for this setup if needed. You can purchase phone cords from electronics stores that sell phone accessories.

3. Connect an additional phone cord from the DSL filter to the telephone wall jack.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case C: Set up the printer with a PBX phone system or an ISDN line

If you are using either a PBX phone system or an ISDN converter/terminal adaptor, make sure you do the following:

- If you are using either a PBX or an ISDN converter/terminal adaptor, connect the printer to the port that is designated for fax and phone use. Also, make sure that the terminal adaptor is set to the correct switch type for your country/region, if possible.

NOTE: Some ISDN systems allow you to configure the ports for specific phone equipment. For example, you might have assigned one port for telephone and Group 3 fax and another port for multiple purposes. If you have problems when connected to the fax/phone port of your ISDN converter, try using the port designated for multiple purposes; it might be labeled "multi-combi" or something similar.

- If you are using a PBX phone system, set the call waiting tone to "off."

NOTE: Many digital PBX systems include a call-waiting tone that is set to "on" by default. The call waiting tone interferes with any fax transmission, and you cannot send or receive faxes with the printer. Refer to the documentation that came with your PBX phone system for instructions on how to turn off the call-waiting tone.

- If you are using a PBX phone system, dial the number for an outside line before dialing the fax number.
- You might need to connect the phone cord to your country/region adapter.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case D: Fax with a distinctive ring service on the same line

If you subscribe to a distinctive ring service (through your telephone company) that allows you to have multiple phone numbers on one phone line, each with a different ring pattern, set up the printer as described in this section.

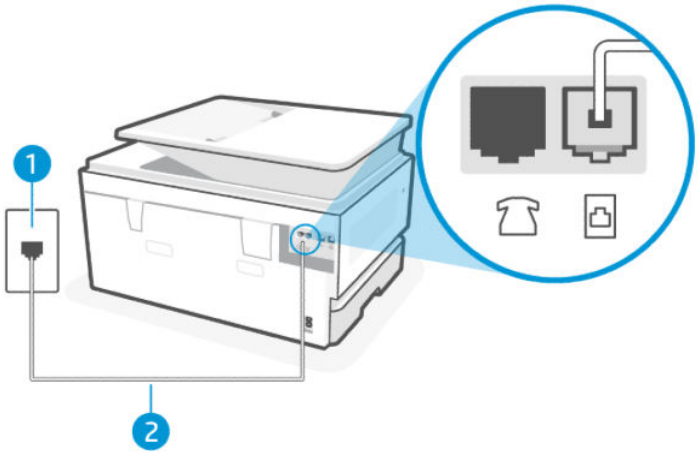


Table 7-6 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.

Set up the printer with a distinctive ring service

Follow these steps to set up the printer with a distinctive ring service.

1. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Settings**.
4. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
5. Touch **Auto Answer**.

6. (Optional) Set **Rings to Answer** to the lowest setting (two rings).

NOTE: By default, the printer is set to answer all ring patterns. If you do not set the **Distinctive Ring** to match the ring pattern assigned to your fax number, the printer might answer both voice calls and fax calls or it might not answer at all.

TIP: You can also use the Ring Pattern Detection feature in the printer control panel to set distinctive ring. With this feature, the printer recognizes and records the ring pattern of an incoming call and, based on this call, automatically determines the distinctive ring pattern assigned by your telephone company to fax calls.

See Set the answer ring pattern for distinctive ring.

The printer automatically answers incoming calls that have the ring pattern you selected (**Distinctive Ring** setting) after the number of rings you selected (**Rings to Answer** setting). The printer begins emitting fax reception tones to the sending fax machine and receives the fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case E: Shared voice/fax line

If you receive both voice calls and fax calls at the same phone number, and you have no other office equipment (or voice mail) on this phone line, set up the printer as described in this section.

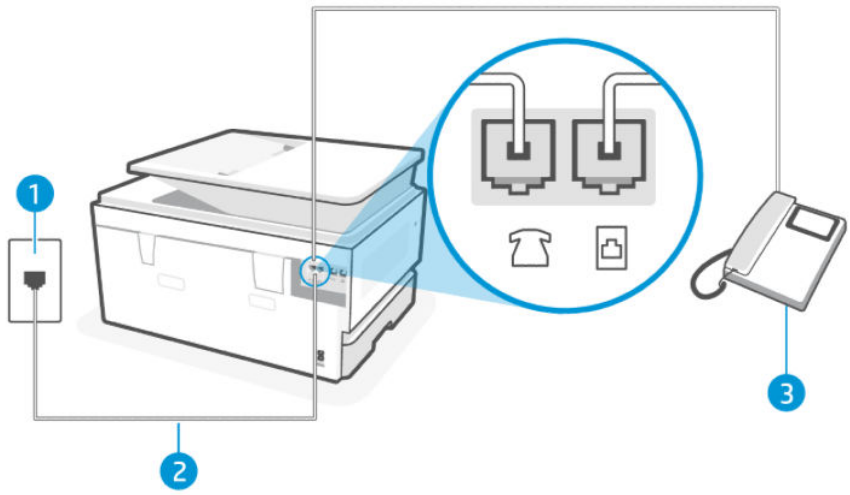


Table 7-7 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
3	Telephone (optional).

Set up the printer with a shared voice/fax line

Follow these steps to set up the printer with a shared voice and fax line.

1. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

2. Do one of the following:

   - If you have a parallel-type phone system, connect a phone to the Fax port on the back of the printer.
   - If you have a serial-type phone system, you might plug your phone directly on top of the printer cable which has a wall plug attached to it.

3. Now you need to decide how you want the printer to answer calls, automatically or manually:

   - If you set up the printer to answer calls **automatically**, it answers all incoming calls and receives faxes. The printer cannot distinguish between fax and voice calls in this case; if you suspect the call is a voice call, you need to answer it before the printer answers the call. To set up the printer to answer calls automatically, turn on the **Auto Answer** setting.
   - If you set up the printer to answer faxes **manually**, you must be available to respond in person to incoming fax calls or the printer cannot receive faxes. To set up the printer to answer calls manually, turn off the **Auto Answer** setting.

If you pick up the phone before the printer answers the call and hear fax tones from a sending fax machine, you need to answer the fax call manually.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case F: Shared voice/fax line with voice mail

If you receive both voice calls and fax calls at the same phone number, and you also subscribe to a voice mail service through your telephone company, set up the printer as described in this section.

NOTE: You cannot receive faxes automatically if you have a voice mail service at the same phone number you use for fax calls. You must receive faxes manually; this means you must be available to respond in person to incoming fax calls. If you want to receive faxes automatically instead, contact your telephone company to subscribe to a distinctive ring service, or to obtain a separate phone line for faxing.

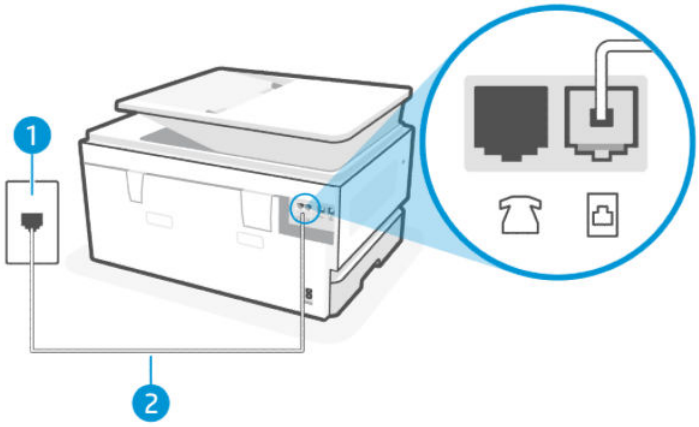


Table 7-8 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.

Set up the printer with voice mail

Follow these steps to set up the printer with voice mail.

1. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Settings**.
4. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
5. Turn off **Auto Answer**.

You must be available to respond in person to incoming fax calls, or the printer cannot receive faxes. You must initiate the manual fax before voicemail picks up the line.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case G: Fax line shared with computer modem (no voice calls received)

If you have a fax line on which you receive no voice calls, and you also have a computer modem connected on this line, set up the printer as described in this section.

NOTE: If you have a computer dial-up modem, your computer dial-up modem shares the phone line with the printer. You cannot use both your modem and the printer simultaneously. For example, you cannot use the printer for faxing while you are using your computer dial-up modem to send an email or access the Internet.

Set up the printer with a computer dial-up modem

If you are using the same phone line for sending faxes and for a computer dial-up modem, follow these directions for setting up the printer.

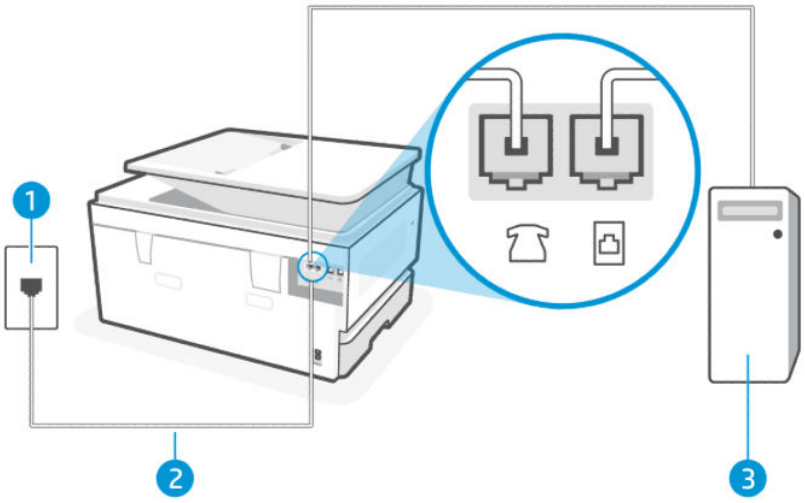


Table 7-9 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
3	Computer with modem.

Set up the printer with a computer dial-up modem

Follow these steps to set up the printer with a computer dial-up modem.

1. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the Fax port on the back of the printer.

2. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

3. If your modem software is set to receive faxes to your computer automatically, turn off that setting.

NOTE: If you do not turn off the automatic fax reception setting in your modem software, the printer cannot receive faxes.

4. On the control panel Home screen, touch **Menu**.
5. Scroll to **Utilities** and touch **Settings**.
6. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
7. Turn on **Auto Answer**.
8. (Optional) Set **Rings to Answer** to the lowest setting (two rings).

When the phone rings, the printer automatically answers after the number of rings you set in the **Rings to Answer** setting. The printer begins emitting fax reception tones to the sending fax machine and receives the fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Set up the printer with a computer DSL/ADSL modem

If you have a DSL line and use that phone line to send faxes, follow these instructions to set up your fax.

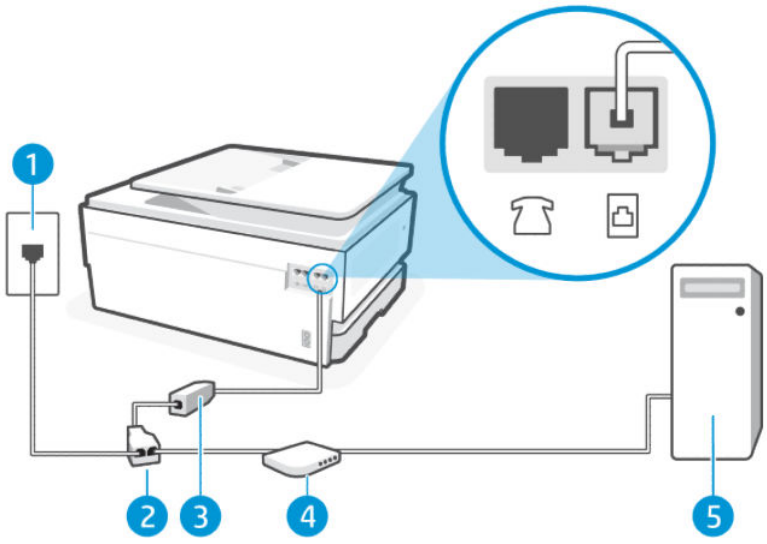


Table 7-10 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Parallel splitter.
3	DSL/ADSL filter.

Table 7-10 Rear view of printer (continued)

Feature	Description
4	DSL/ADSL modem.
5	Computer.

NOTE: You need to purchase a parallel splitter. A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a 2–line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back.

Figure 7-1 Example of a parallel splitter



Set up the printer with a computer DSL/ADSL modem

Follow these steps to set up the printer with a computer DSL/ADSL modem.

1. Obtain a DSL filter from your DSL provider.
2. Connect one end of the phone cord to the DSL filter, and then connect the other end to the Fax port on the back of the printer.

   NOTE: You might need to connect the phone cord to your country/region adapter.
3. Connect the DSL filter to the parallel splitter.
4. Connect the DSL modem to the parallel splitter.
5. Connect the parallel splitter to the wall jack.

When the phone rings, the printer automatically answers after the number of rings you set in the **Rings to Answer** setting. The printer begins emitting fax reception tones to the sending fax machine and receives the fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case H: Shared voice/fax line with computer modem

There are two different ways to set up the printer with your computer based on the number of phone ports on your computer. Before you begin, check your computer to see if it has one or two phone ports.

Shared voice/fax with computer dial-up modem

If you use your phone line for both fax and telephone calls, use these instructions to set up your fax.

There are two different ways to set up the printer with your computer based on the number of phone ports on your computer. Before you begin, check your computer to see if it has one or two phone ports.

NOTE: If your computer has only one phone port, you need to purchase a parallel splitter (also called a coupler), as shown in the illustration (A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a two-line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back).

Figure 7-2 Example of a parallel splitter

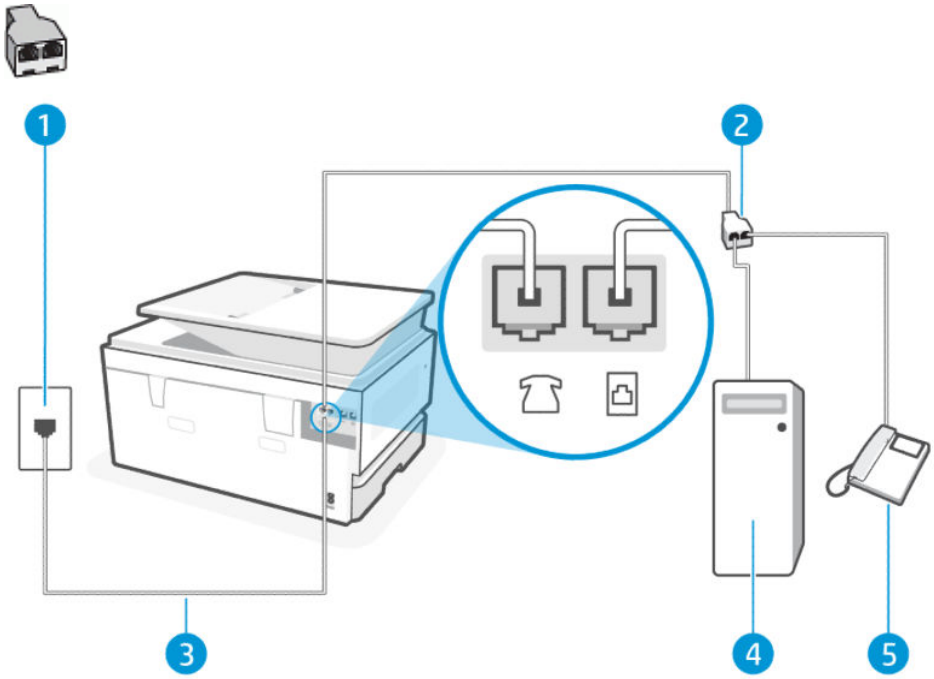


Table 7-11 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Parallel splitter.
3	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
4	Computer with modem.
5	Telephone.

Set up the printer on the same phone line as a computer with two phone ports

Follow these steps to set up the printer on the same phone line as a computer with two phone ports.

1. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the Fax port on the back of the printer.
2. Connect a phone to the "OUT" port on the back of your computer dial-up modem.
3. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

4. If your modem software is set to receive faxes to your computer automatically, turn off that setting.

NOTE: If you do not turn off the automatic fax reception setting in your modem software, the printer cannot receive faxes.

5. Now you need to decide how you want the printer to answer calls, automatically or manually:

   - If you set up the printer to answer calls **automatically**, it answers all incoming calls and receives faxes. The printer cannot distinguish between fax and voice calls in this case; if you suspect the call is a voice call, you need to answer it before the printer answers the call. To set up the printer to answer calls automatically, turn on the **Auto Answer** setting.
   - If you set up the printer to answer faxes **manually**, you must be available to respond in person to incoming fax calls or the printer cannot receive faxes. To set up the printer to answer calls manually, turn off the **Auto Answer** setting.

If you pick up the phone before the printer answers the call and hear fax tones from a sending fax machine, you need to answer the fax call manually.

If you use your phone line for voice, fax, and your computer dial-up modem, follow these directions to set up your fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Shared voice/fax with computer DSL/ADSL modem

Follow these steps if your computer has a DSL/ADSL modem.

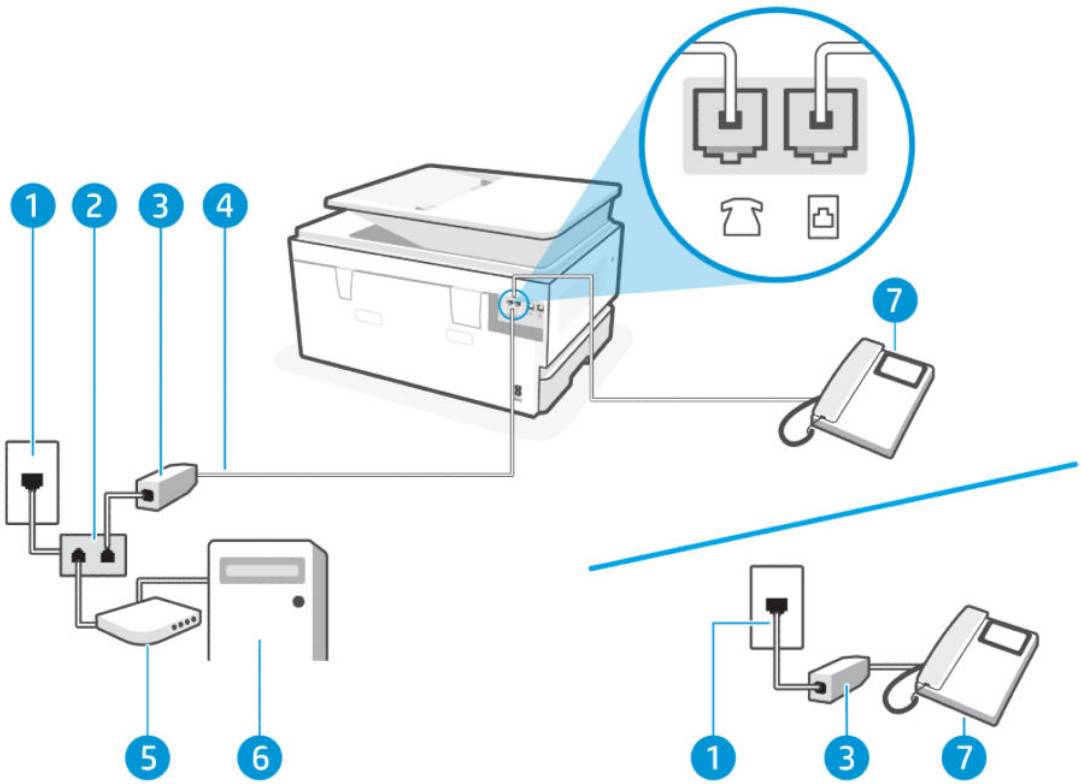


Table 7-12 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Parallel splitter.
3	DSL/ADSL filter.
4	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
5	DSL/ADSL modem.
6	Computer.
7	Telephone.

NOTE: You need to purchase a parallel splitter. A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a 2–line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back.

Figure 7-3 Example of a parallel splitter



Set up the printer with a computer DSL/ADSL modem

Follow these steps to set up the printer with a computer DSL/ADSL modem.

1. Obtain a DSL filter from your DSL provider.

NOTE: Phones in other parts of the home/office sharing the same phone number with DSL service need to be connected to additional DSL filters to avoid noise when making voice calls.

2. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

3. If you have a parallel-type phone system, connect a phone to the Fax port on the back of the printer.
4. Connect the DSL filter to the parallel splitter.
5. Connect the DSL modem to the parallel splitter.
6. Connect the parallel splitter to the wall jack.

When the phone rings, the printer automatically answers after the number of rings you set in the **Rings to Answer** setting. The printer begins emitting fax reception tones to the sending fax machine and receives the fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case I: Shared voice/fax line with answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have an answering machine that answers voice calls at this phone number, set up the printer as described in this section.

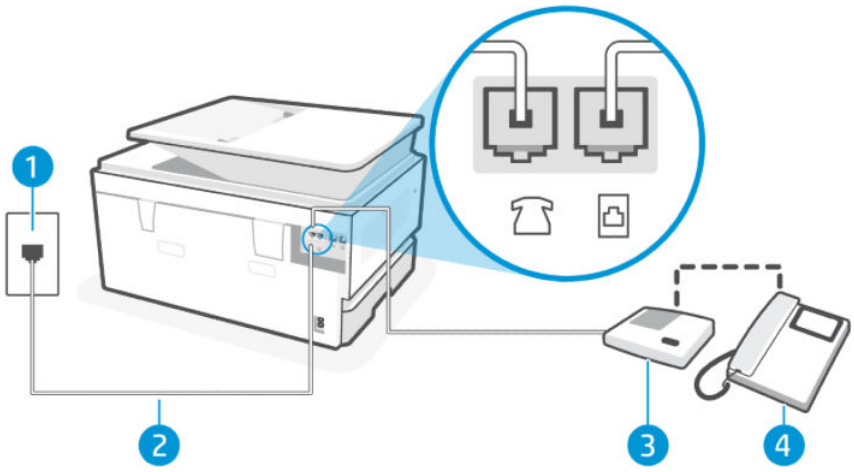


Table 7-13 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
3	Answering machine.
4	Telephone (optional).

Set up the printer with a shared voice/fax line with answering machine

Follow these steps to set up the printer with a shared voice/fax line with answering machine.

1. Unplug your answering machine from the telephone wall jack and connect it to the Fax port on the back of the printer.

NOTE: If you do not connect your answering machine directly to the printer, fax tones from a sending fax machine might be recorded on your answering machine, and you might not receive faxes with the printer.

2. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

3. (Optional) If your answering machine does not have a built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "OUT" port.

NOTE: If your answering machine does not let you connect an external phone, you can purchase and use a parallel splitter (also known as a coupler) to connect both the answering machine and telephone to the printer. You can use standard phone cords for these connections.

4. On the control panel Home screen, touch **Menu**.
5. Scroll to **Utilities** and touch **Settings**.
6. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
7. Turn on **Auto Answer**.
8. Set your answering machine to answer after a low number of rings.
9. Change the **Rings to Answer** setting on the printer to the maximum number of rings supported by your printer (The maximum number of rings varies by country/region).

When the phone rings, your answering machine answers after the number of rings you have set, and then plays your recorded greeting. The printer monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the printer emits fax reception tones and receives the fax; if there are no fax tones, the printer stops monitoring the line and your answering machine can record a voice message.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case J: Shared voice/fax line with computer modem and answering machine

If you receive both voice calls and fax calls at the same phone number, and you also have a computer modem and answering machine connected on this phone line, set up the printer as described in this section.

NOTE: Since your computer dial-up modem shares the phone line with the printer, you cannot use both your modem and the printer simultaneously. For example, you cannot use the printer for faxing while you are using your computer dial-up modem to send an email or access the Internet.

Shared voice/fax line with computer dial-up modem and answering machine

There are two different ways to set up the printer with your computer based on the number of phone ports on your computer. Before you begin, check your computer to see if it has one or two phone ports.

NOTE: If your computer has only one phone port, you need to purchase a parallel splitter (also called a coupler), as shown in the illustration (A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a two-line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back).

Figure 7-4 **Example of a parallel splitter**



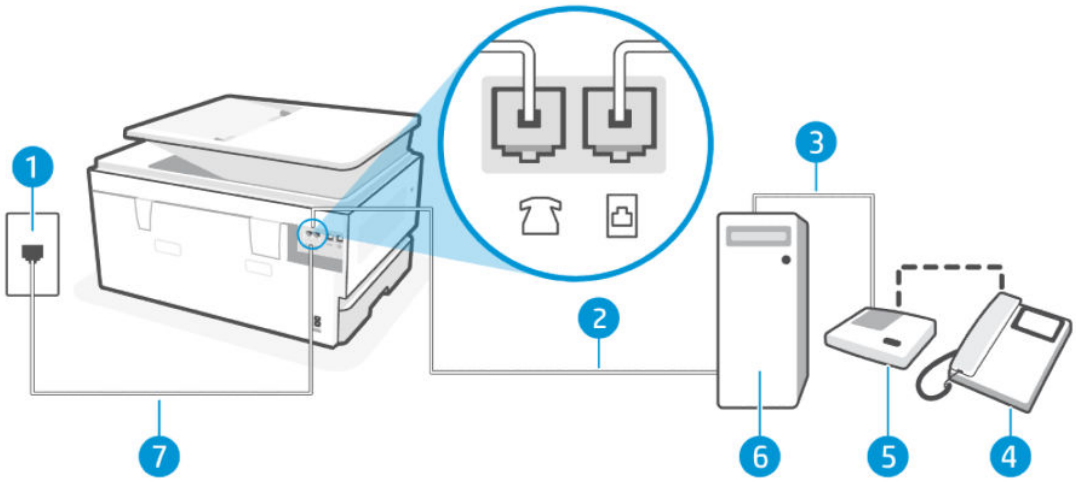


Table 7-14 Rear view of printer

Feature	Description
1	Telephone wall jack
2	"IN" phone port on your computer.
3	"OUT" phone port on your computer.
4	Telephone (optional).
5	Answering machine.
6	Computer with modem.
7	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.

Set up the printer on the same phone line as a computer with two phone ports

Follow these steps to set up the printer on the same phone line as a computer with two phone ports.

1. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the Fax port on the back of the printer.
2. Unplug your answering machine from the telephone wall jack and connect it to the port labeled "OUT" on the back of the computer (the computer dial-up modem).
3. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

4. (Optional) If your answering machine does not have a built-in phone, for convenience you might want to connect a phone to the back of your answering machine at the "OUT" port.

NOTE: If your answering machine does not let you connect an external phone, you can purchase and use a parallel splitter (also known as a coupler) to connect both the answering machine and telephone to the printer. You can use standard phone cords for these connections.

5. If your modem software is set to receive faxes to your computer automatically, turn off that setting.

NOTE: If you do not turn off the automatic fax reception setting in your modem software, the printer cannot receive faxes.

6. On the control panel Home screen, touch **Menu**.
7. Scroll to **Utilities** and touch **Settings**.
8. Touch **Fax Receive**, and then touch **Fax Receive Settings**.
9. Touch **Auto Answer**.
10. Set your answering machine to answer after a low number of rings.
11. Set **Rings to Answer** on the printer to the maximum number of rings supported by the product (The maximum number of rings varies by country/region)

When the phone rings, your answering machine answers after the number of rings you have set, and then plays your recorded greeting. The printer monitors the call during this time, "listening" for fax tones. If incoming fax tones are detected, the printer emits fax reception tones and receives the fax; if there are no fax tones, the printer stops monitoring the line and your answering machine can record a voice message.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Shared voice/fax line with computer DSL/ADSL modem and answering machine

Follow these steps to shared voice/fax line with computer DSL/ADSL modem and answering machine.

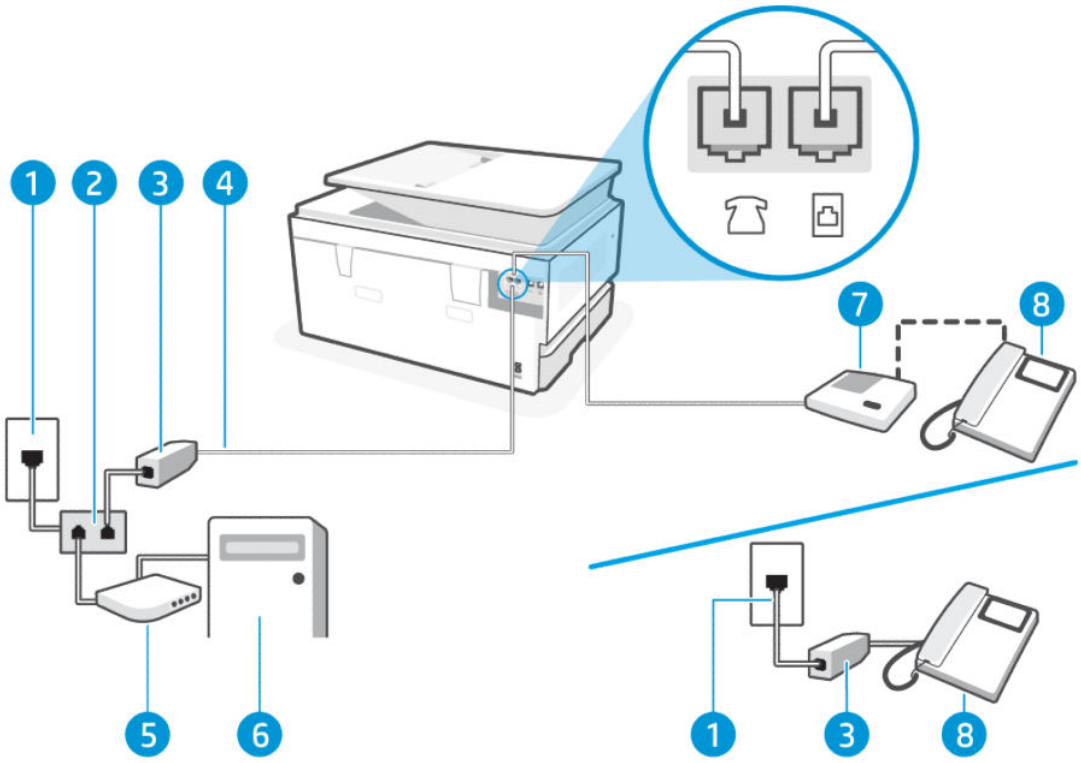


Table 7-15 Rear view of printer

Feature	Description
1	Telephone wall jack
2	Parallel splitter.
3	DSL/ADSL filter.
4	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
5	DSL/ADSL modem.
6	Computer.
7	Answering machine.
8	Telephone (optional).

NOTE: You need to purchase a parallel splitter. A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a 2–line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back.

Figure 7-5 Example of a parallel splitter



Set up the printer with a computer DSL/ADSL modem

Follow these steps to set up the printer with a computer DSL/ADSL modem.

1. Obtain a DSL/ADSL filter from your DSL/ADSL provider.

NOTE: Phones in other parts of the home/office sharing the same phone number with DSL/ADSL service need to be connected to additional DSL/ADSL filters, to avoid noise when making voice calls.

2. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

3. Connect the DSL/ADSL filter to the splitter.
4. Unplug the answering machine from the telephone wall jack, and connect it to the Fax port on the back of the printer.

NOTE: If you do not connect your answering machine directly to the printer, fax tones from a sending fax machine might be recorded on your answering machine, and you might not receive faxes with the printer.

5. Connect the DSL modem to the parallel splitter.
6. Connect the parallel splitter to the wall jack.
7. Set your answering machine to answer after a low number of rings.
8. Set **Rings to Answer** on the printer to the maximum number of rings supported by the printer.

NOTE: The maximum number of rings varies by country/region

When the phone rings, your answering machine answers after the number of rings you have set, and then play your recorded greeting. The printer monitors the call during this time, “listening” for fax tones. If incoming fax tones are detected, the printer emits fax reception tones and receive the fax; if there are no fax tones, the printer stops monitoring the line and your answering machine can record a voice message.

If you use the same phone line for telephone, fax, and have a computer DSL modem, follow these instructions to set up your fax.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Case K: Shared voice/fax line with computer dial-up modem and voice mail

If you receive both voice calls and fax calls at the same phone number, use a computer dial-up modem on the same phone line, and subscribe to a voice mail service through your telephone company, set up the printer as described in this section.

NOTE: You cannot receive faxes automatically if you have a voice mail service at the same phone number you use for fax calls. You must receive faxes manually; this means you must be available to respond in person to incoming fax calls. If you want to receive faxes automatically instead, contact your telephone company to subscribe to a distinctive ring service, or to obtain a separate phone line for faxing.

Since your computer dial-up modem shares the phone line with the printer, you cannot use both your modem and the printer simultaneously. For example, you cannot use the printer for faxing if you are using your computer dial-up modem to send an email or access the Internet.

There are two different ways to set up the printer with your computer based on the number of phone ports on your computer. Before you begin, check your computer to see if it has one or two phone ports.

- If your computer has only one phone port, you need to purchase a parallel splitter (also called a coupler), as shown in the illustration (A parallel splitter has one RJ-11 port on the front and two RJ-11 ports on the back. Do not use a two-line phone splitter, a serial splitter, or a parallel splitter which has two RJ-11 ports on the front and a plug on the back).



- If your computer has two phone ports, set up the printer as follows:

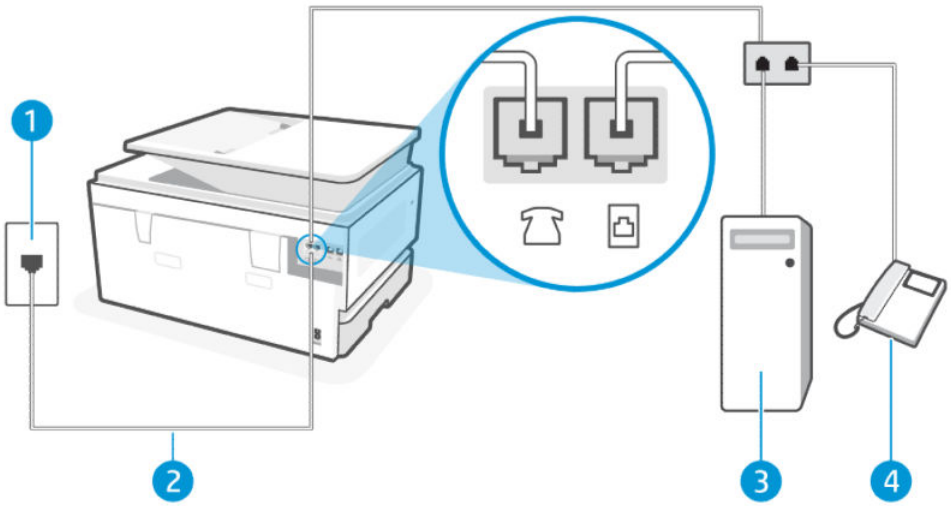


Table 7-16 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord. You might need to connect the phone cord to your country/region adapter.
3	Computer with modem.
4	Telephone.

Set up the printer on the same phone line as a computer with two phone ports

Follow these steps to set up the printer on the same phone line as a computer with two phone ports.

1. Find the phone cord that connects from the back of your computer (your computer dial-up modem) to a telephone wall jack. Disconnect the cord from the telephone wall jack and plug it into the Fax port on the back of the printer.
2. Connect a phone to the "OUT" port on the back of your computer dial-up modem.

3. Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.

NOTE: You might need to connect the phone cord to your country/region adapter.

4. If your modem software is set to receive faxes to your computer automatically, turn off that setting.

NOTE: If you do not turn off the automatic fax reception setting in your modem software, the printer cannot receive faxes.

5. Touch **Fax**, **Setup**, and **Preferences**.

6. Turn off the **Auto Answer** setting.

You must be available to respond in person to incoming fax calls, or the printer cannot receive faxes.

If you encounter problems setting up the printer with optional equipment, contact your local service provider or vendor for further assistance.

Run the fax test

Run the fax test report first to see if there is a problem with your fax setup. If the test passes and you are still having problems faxing, check the fax settings listed in the report to verify that the settings are correct.

See Fax test report.

You can test your fax setup to check the status of the printer and to make sure it is set up correctly for faxing. Perform this test only after you have completed fax setup on the printer. The test does the following:

- Fax Hardware Interface Test
- Active Telephone Line Detection Test
- Line Current Test
- Dial Tone Test

Test fax setup

Follow these steps to set up using the printer control panel.

NOTE: Make sure the cartridges are installed, and that full-size paper is loaded in the input tray, before starting the test.

1. Set up the printer for faxing according to your particular home or office setup instructions.
2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Settings**.
4. Touch **Fax Settings**, and then touch **Setup**.
5. On the **Basic Fax Setup** screen, follow the on-screen instructions.

8 Manage cartridges

Manage and order print supplies.

Dynamic Security Enabled Printers

This printer is intended to work only with cartridges that have a new or reused HP chip. A reused HP chip enables the use of reused, remanufactured, and refilled cartridges.

The printer uses dynamic security measures to block cartridges using a non-HP chip. Periodic firmware updates delivered over the internet will maintain the effectiveness of the dynamic security measures and block cartridges that previously worked.

Updates can improve, enhance, or extend the printer's functionality and features, protect against security threats, and serve other purposes, but these updates can also block cartridges using a non-HP chip from working in the printer, including cartridges that work today. Unless you are enrolled in certain HP programs such as Instant Ink or use other services that require automatic online firmware updates, most HP printers can be configured to receive updates either automatically or with a notification that allows you to choose whether to update or not. For more information on dynamic security and how to configure online firmware updates, please go to www.hp.com/learn/ds.

Tips for handling cartridges and printhead

The following tips help maintain HP cartridges and ensure consistent print quality.

Visit hp.com/supplies for more information.

- Cartridges can be left in the printer for extended periods of time. However, to assure optimal cartridge health, be sure to turn off the printer properly when the printer is not in use.
- Make sure you leave the cartridges installed.
- Use Original HP cartridges

  If you have an HP+ printer, you must use Original HP cartridges. If non-Original HP or refilled cartridges are installed, the printer will not be able to print.
- Make sure you turn off the printer properly to avoid damage to the cartridges.
- Keep all cartridges in the original sealed packages until they are needed.
- Store cartridges at room temperature (15-35° C or 59-95° F).
- Dropping, jarring, or rough handling during installation can cause temporary printing problems.
- If you have installed a refilled or re-manufactured cartridge or a cartridge that has been used in another printer, the ink level indicator might be inaccurate or unavailable.
- This printer is designed for ink cartridges to be used until they are empty. Refilling cartridges prior to depletion might cause your printer to fail. If this happens, insert a new cartridge (Original HP cartridges) to continue printing.

- Do not clean the printhead unnecessarily. This wastes ink and shortens the life of the cartridges.
- Some color ink is used even when printing with black cartridge only
  - Ink is used in a number of ways throughout the inkjet printing process.
  - Ink from the cartridges is used in the printing process in a number of different ways, including in the initialization process, which prepares the printer and cartridges for printing, and in printhead servicing, which keeps print nozzles clear and ink flowing smoothly. In addition, some residual ink is left in the cartridge after it is used, and some ink evaporates.
- If you are transporting the printer, follow these tips to prevent ink leaks or printer damage.
  - Make sure you turn off the printer by pressing the **Power** button. Wait until all sounds of internal motion stop before unplugging the printer.
  - The printer must be transported sitting flat, it must not be placed on its side, back, front, or top.

Check estimated ink levels

You can check estimated ink levels using the printer control panel.

Alternatively, you can also check estimated ink levels using the HP software and the embedded web server (EWS).

1. On the control panel Home screen, swipe right and then touch **Supplies**.
2. Touch **Ink Cartridges**.

NOTE: Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink alert, consider having a replacement cartridge available to avoid possible printing delays. You do not have to replace the cartridges until prompted to do so.

Order cartridges

Before ordering cartridges, visually check the labels on the ink to locate the ink numbers. Use only the replacement cartridges that have the same cartridge number as the cartridge you are replacing.

- If prompted, choose your country/region, and then follow the prompts to find the right ink for your printer.

NOTE: Ordering ink online is not supported in all countries/regions. If it is not available in your country/region, you may still view supplies information and print a list for reference when shopping at a local HP reseller.

- In the embedded web server (EWS), click **Supplies**, click **Cartridges**, scroll down and then click **Order Supplies** under Notes.

You can find the cartridge number in the following places:

- On the label of the cartridge you are replacing.
- On a sticker inside the printer. Open the cartridge access door to locate the sticker.

NOTE: The **Setup** cartridge that comes with the printer is not available for separate purchase.

Replace cartridges

Replace cartridges with new Original HP cartridges when ink levels are too low and the cartridges no longer yield good print quality.

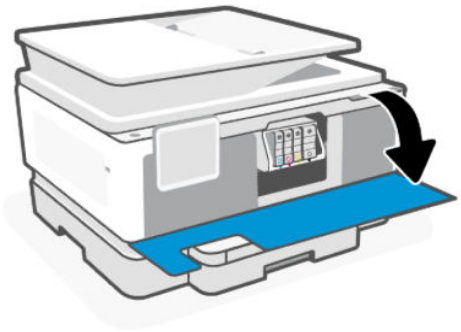
See HP inkjet supplies recycling program.

CAUTION: HP recommends that you replace any missing or damaged cartridges as soon as possible to avoid print quality issues and possible extra ink usage or damage to the ink system. Never turn off the printer when cartridges are missing.

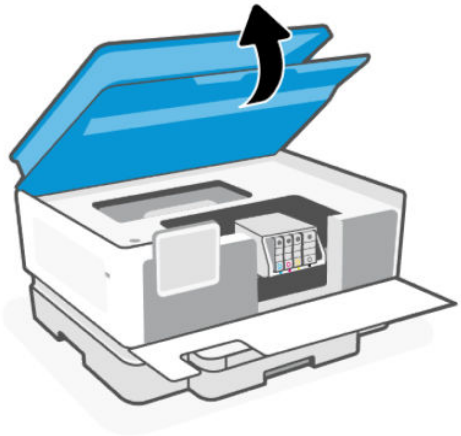
NOTE:

- Not all cartridges are available in all countries/regions.
- If ink gets on to your clothing, wipe it off with a dry cloth and wash the clothing in cold water. Hot water sets ink into the fabric.
- Make sure that the printer is turned on.

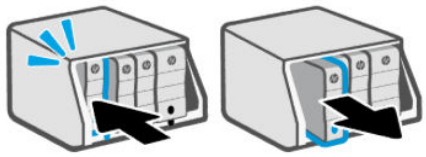
1. Open the front door.



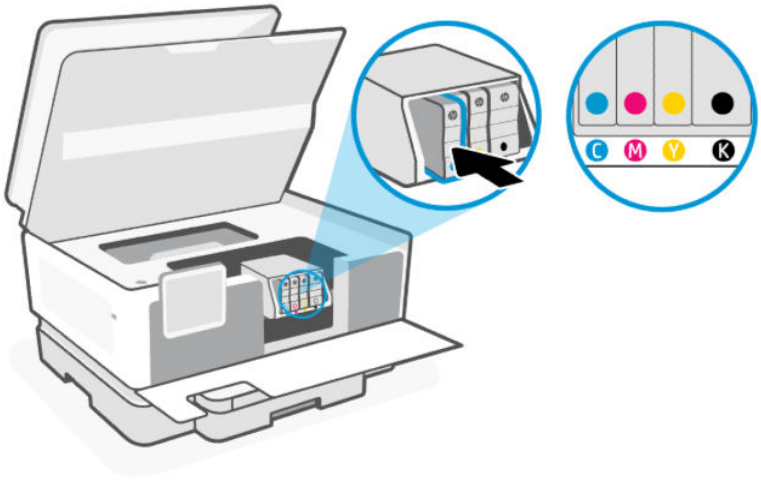
2. Open the cartridge access door, and then wait until the carriage stops moving.



3. Press the front of the cartridge to release it, and then remove it from the slot.



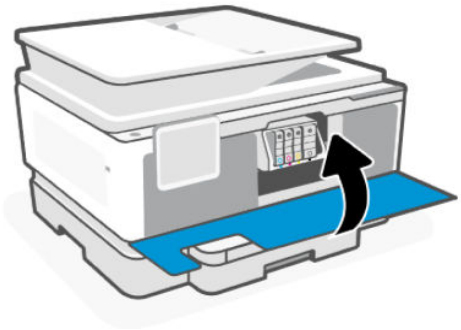
4. Remove the new cartridge from its packaging.
5. Recycle the used cartridge. Visit hp.com/recycle to recycle the used cartridge.
6. Insert each cartridge securely into the indicated slot. Make sure the color-coded letter on the cartridge matches that on the slot.



7. Repeat these steps to replace the other cartridges.
8. Close the cartridge access door.



9. Close the front door.



Store supply user data

The HP cartridges used with this printer contain a memory chip that assists in printer operation. This memory chip may store a limited set of supply and printer usage data, which may include: job size, types of job, media type, and printing frequency.

HP collects a sampling of the memory chips from cartridges returned to HP's free return and recycling program (HP Planet Partners: hp.com/recycle). HP partners who assist in recycling this cartridge might have access to this data, as well. Any third party possessing the cartridge might have access to information on the memory chip.

This information helps HP perform analytics for business operations, customer support, and product improvement.

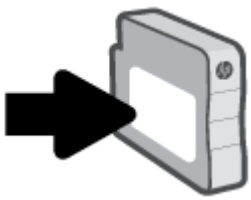
1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **Supplies**, and then touch the toggle button next to **Store Supply Usage Data** to turn it on or off.

   Touch the toggle button next to **Turning on "Cartridge Protection" will permanently protect the cartridges** to turn it on or off.

Cartridge warranty information

The HP cartridge warranty is applicable when the cartridge is used in its designated HP printing device. This warranty does not cover HP ink cartridges that have been refilled, remanufactured, refurbished, misused, or tampered with.

During the warranty period the cartridge is covered as long as the HP ink is not depleted and the end of warranty date has not been reached. The end of warranty date, in YYYY/MM format, may be found on the cartridge as indicated:



Visit hp.com/supplies for more information about the supplies limited warranty, and then navigate to the warranty section of the site.

9 Solve a problem

Solve common printer problems.

You can get help from the HP software and the printer control panel.

- **HP software**: Provides alerts for printer issues (jams and other problems), links to help content, and options to contact support for additional assistance.

  See Use HP software for more information.

- **Printer control panel**: Touch the **Help** button ? to access the Help menu, contextual help, and also animations for some tasks.

If the suggestions do not solve the problems, try getting help using one of the support services, contact HP support.

Visit hp.com/support for more information.

Jams and paper-feed issues

Learn how to troubleshoot jams and paper-feed issues.

Possible jam locations

Paper jams can occur in the following areas of the printer.

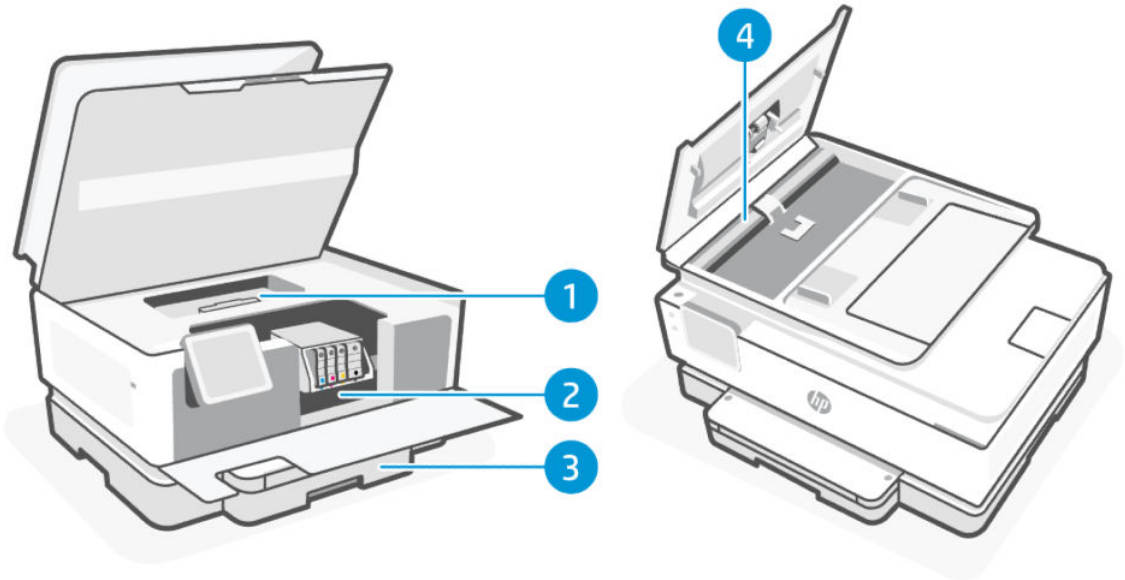


Table 9-1 Possible jam locations

Feature	Description
1	Paper path cover
2	Print zone
3	Input tray
4	Document feeder

Remove jammed paper

Look in all areas where jams can occur and remove any jammed paper or foreign objects found.

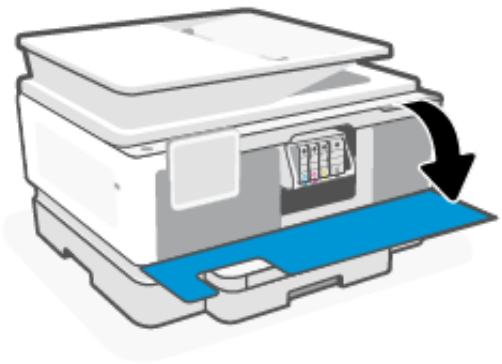
⚠ CAUTION:

- Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams.
- When removing jammed paper, use both hands to pull the paper straight out from the printer.
- To help avoid additional paper jams, make sure to remove all small pieces of paper and foreign objects found.

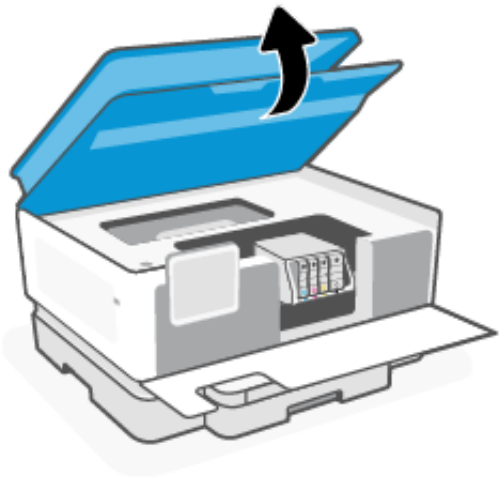
Clear a paper jam from print zone

Remove any objects, such as paper, blocking the print zone.

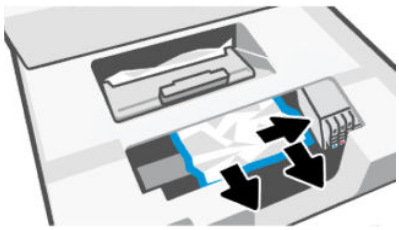
1. Open the front door.



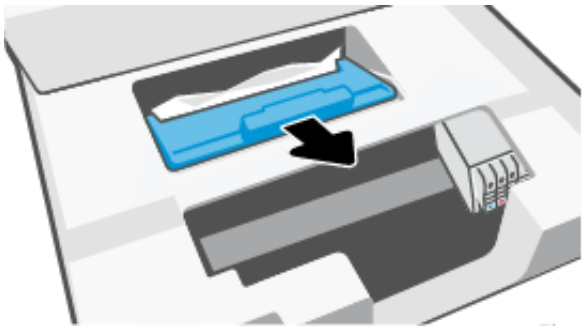
2. Open the cartridge access door.



3. Look inside the printer and remove any jammed paper found. Move the carriage to the left and right to fully inspect the print area for any jammed paper.

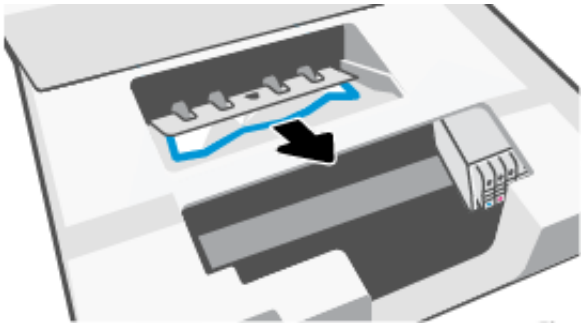


4. Lift the handle of the paper path cover and remove the cover.

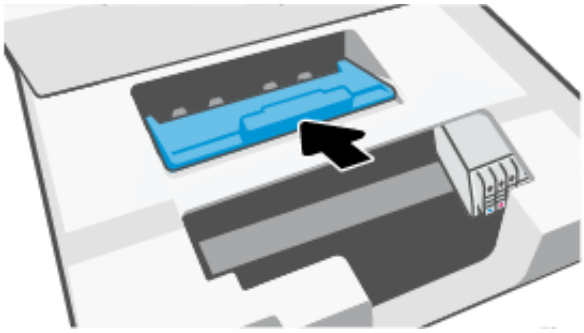


5. Locate any jammed paper inside the printer, grasp it with both hands and pull it towards you.

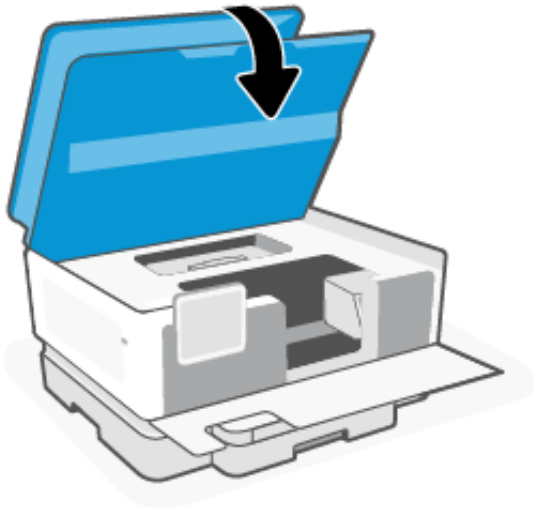
⚠ CAUTION: To avoid future paper jams, check the rollers and wheels for small pieces of paper. Be sure to remove all pieces of paper and foreign objects.



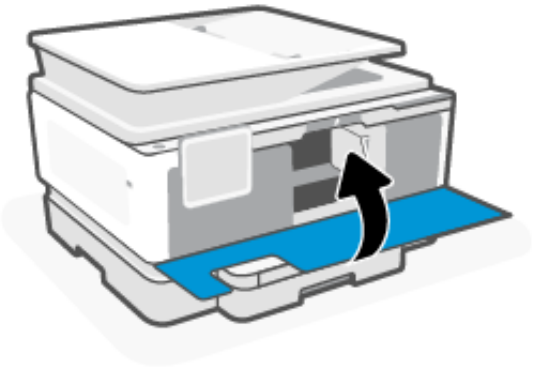
6. Reinsert the paper path cover until it snaps into place.



7. Close the cartridge access door.



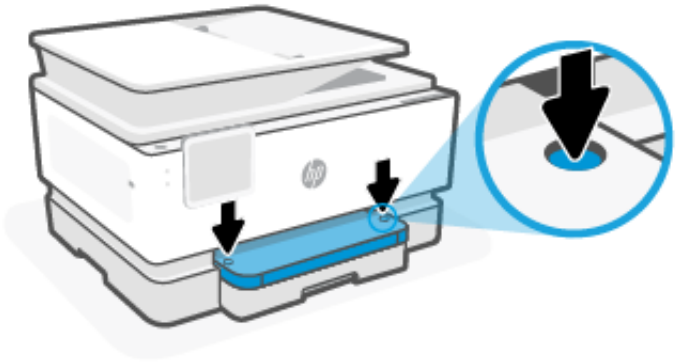
8. Close the front door.



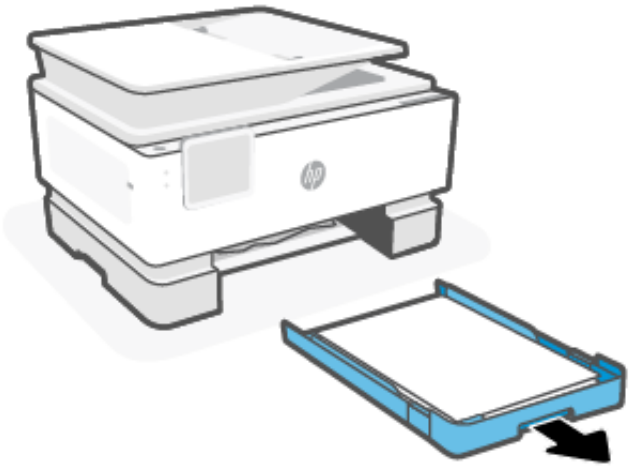
Clear a paper jam from the input tray

Remove the input tray and clear any jams found inside the paper feed path.

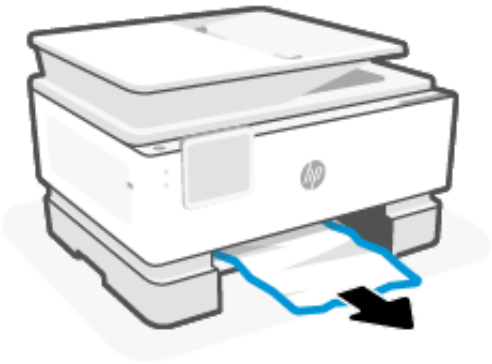
1. Press and hold the two buttons on both sides of the output tray to remove the output tray from the printer.



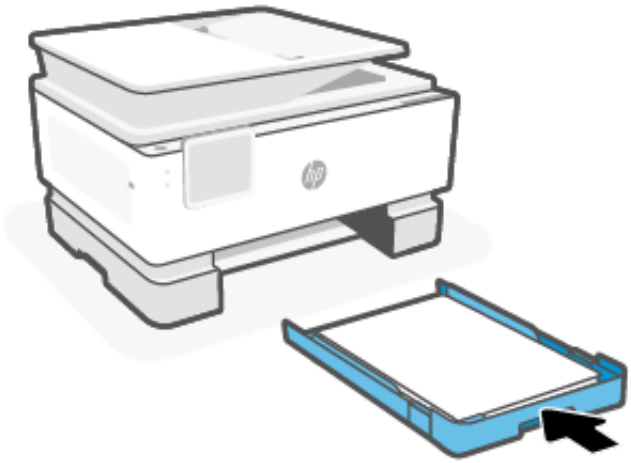
2. Remove the input tray by pulling it all the way out of the printer.



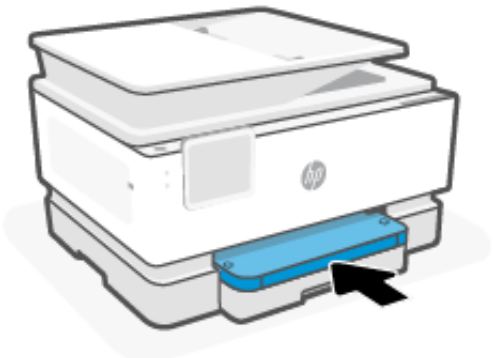
3. Check the input tray area underneath the printer. Remove any jammed paper.



4. Insert the input tray back until it snaps into place.



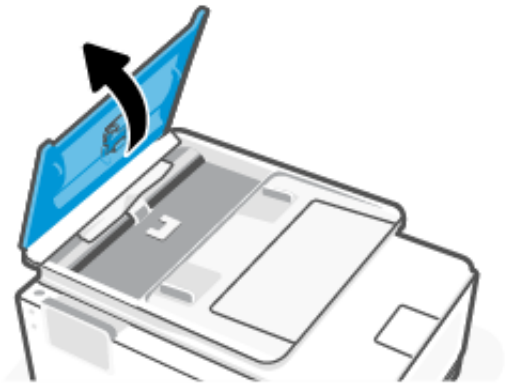
5. Insert the output tray back into the printer.



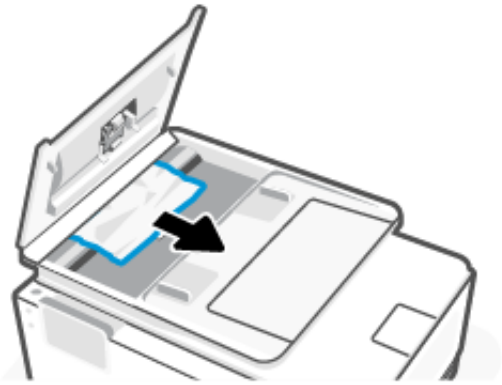
Clear a paper jam from the document feeder

Open the cover and remove any paper found in the feeder.

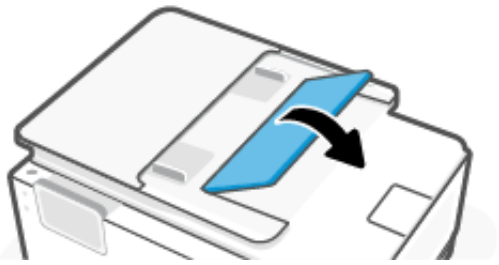
1. Lift the document feeder cover.



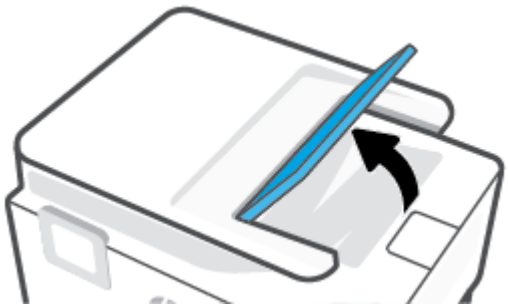
2. Pull any jammed paper out of the rollers.



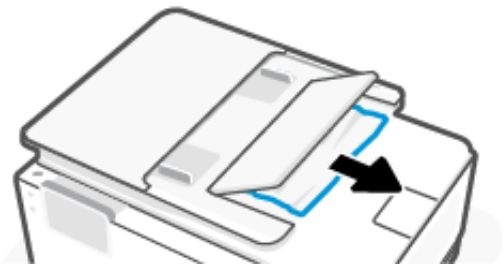
3. Close the cover of the document feeder until it snaps into space.



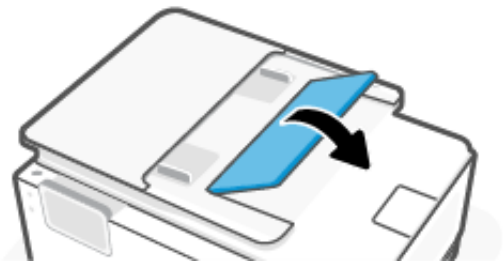
4. Lift the document feeder tray.



5. Remove any jammed paper under the tray.



6. Close the document feeder tray.



Clear a print carriage jam

Remove any objects, such as paper blocking the print carriage.

NOTE: Do not use any tools or other devices to remove jammed paper. Always use caution when removing jammed paper from inside the printer.

Reset the printer

Reset the printer to recover from printer errors and failures.

NOTE: See Check power connection and restart printer.

Learn how to avoid paper jams

To help avoid paper jams, follow these guidelines.

- Always keep the printer on a flat surface.

- When paper jam occurs, try not to tilt the printer up-side down to remove any foreign materials as it might damage the printer.
- Remove printed papers from the output tray frequently.
- Make sure that you are printing with paper that is not wrinkled, folded, or damaged.
- Prevent curled or wrinkled paper by storing all unused paper flat in a resealable bag.
- Do not use paper that is too thick or too thin for the printer.
- Make sure that the trays are loaded correctly and are not too full.

  See Load media.
- Make sure that the paper loaded in the input tray lays flat and the edges are not bent or torn.
- Do not place too much paper in the document feeder tray.

  See Specifications for information on the maximum number of sheets allowed in the document feeder.
- Do not mix different paper types and paper sizes in the input tray; the entire stack of paper in the input tray must be the same size and type.
- Adjust the paper-width guides in the input tray to fit snugly against all paper. Make sure the paper-width guides do not bend the paper in the input tray.
- Do not force paper too far inside the input tray.
- If you are printing on both sides of a page, do not print highly saturated images on light weight paper.
- Use paper types that are recommended for the printer.
- Do not load paper while the printer is printing.
- When removing the input tray, it is recommended to remove the tray completely from the printer to make sure no paper is stuck at the rear of the tray. You might need to check the opening in the printer where the tray was, and reach into the gap to remove any paper.

Solve paper-feed problems

What kind of problem are you having?

- Paper is not picked up from a tray
  - Make sure paper is loaded in the tray.

    See Load media.
  - Make sure the paper-width guides are set to the correct markings in the tray for the paper size you are loading. Also make sure the paper guides are snug, but not tight, against the stack.
  - Make sure that the stack of paper is aligned with the appropriate paper size lines on the bottom of the input tray, and does not exceed the stack height indicated by one or more label on the side or paper-width guide of the input tray.
  - Make sure paper in the tray is not curled. Uncurl paper by bending it in the opposite direction of the curl.
  - Fan paper before loading

- Pages are skewing
  - Make sure the paper loaded in the input tray is aligned to the paper-width guides. If needed, pull out the input tray from the printer and reload the paper correctly, making sure that the paper guides are aligned correctly.
  - Load paper into the printer only when it is not printing.
  - Make sure the rear access door is securely shut.
- Multiple pages are being picked up
  - Make sure the paper-width guides are set to the correct markings in the tray for the paper size you are loading. Also make sure the paper-width guides are snug, but not tight, against the stack.
  - Make sure that the stack of paper is aligned with the appropriate paper size lines on the bottom of the input tray, and does not exceed the stack height indicated by one or more label on the side or paper-width guide of the input tray.
  - Make sure the tray is not overloaded with paper.
  - Use HP paper for optimum performance and efficiency.

Printer is unable to print

Learn how to troubleshoot when the printer is unable to print.

Check printer connection to the Internet

Verify that the printer is connected to the Internet. If disconnected, the printer will not work as expected.

Your printer might be occasionally disconnected from the Internet (for example. power outage, network or router issues or turning off the printer when not in use). You might be able to print a limited number of pages while the printer is disconnected, but it is critical to reconnect the printer to continue printing.

Check printer settings and status

You can check printer settings and status.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Info**.
3. On the **Info** screen, touch **Printer** to check the printer settings and touch **Connectivity** to check the printer status.

NOTE: See Connect to a Wi-Fi network using the control panel.

If you are still unable to print, visit hp.com/support

Printing issues

Learn how to troubleshoot printing issues.

Fix problems with HP+ printers not printing

If your HP+ printer does not print, verify that it is connected to the Internet and that you are using HP Original cartridges.

HP+ printers must be connected to the Internet over Wi-Fi or Ethernet to function. Your printer might be occasionally disconnected from the Internet (for example, due to power outage, network or router issues, or turning off the printer when not in use). You might be able to print a limited number of pages while the printer is disconnected, but it is critical to reconnect the printer to continue printing.

Also, make sure you have installed Original HP cartridges. Original HP cartridges are manufactured and sold by HP in official HP packaging. HP+ printers require Original HP cartridges. If non-Original HP or refilled cartridges are installed, HP+ printers will not operate as expected.

Fix problems with page not printing (unable to print)

Learn how to troubleshoot printing issues.

Resolve print issues

Make sure that the printer is turned on and that there is paper in the tray. If you are still unable to print, try the following in order:

1. Check for error messages and resolve them by following the on-screen instructions.
2. If you have an HP+ printer, verify that the printer is connected to the Internet and Original HP cartridges are installed. HP+ printers will not print when disconnected or if non-Original HP or refilled cartridges are installed.
3. If your computer is connected to the printer with a USB cable, disconnect and reconnect the USB cable. If your computer is connected to the printer with a Wi-Fi connection, confirm that the connection is working.
4. Download and run HP Print and Scan Doctor to help diagnose and fix issues automatically.

NOTE: This tool is for the Windows operating system, and is only available in some languages.

Check power connection and restart printer

Follow these steps to check power connection and restart printer.

1. Make sure the power cord is firmly connected to the printer.

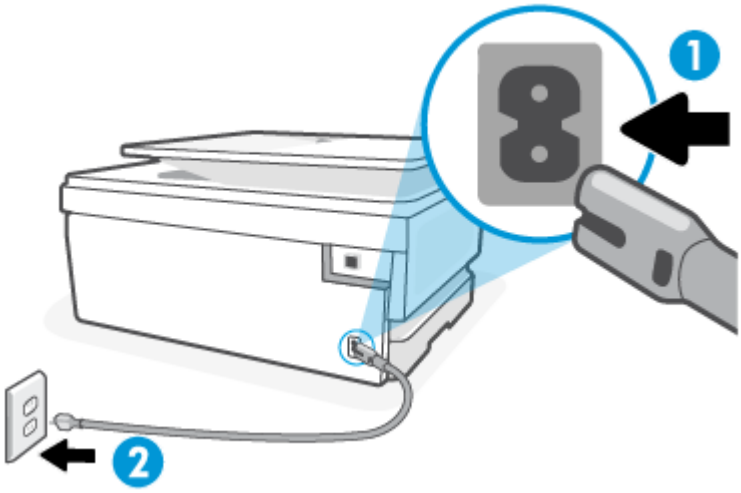


Table 9-2 Printer ports

Port	Description
1	Power connection to the printer
2	Connection to a power outlet

2. Look at the **Power** button located on the printer. If it is not lit, the printer is turned off. Press the **Power** button to turn on the printer.

NOTE: If the printer is not receiving electrical power, connect it to another power outlet.

3. With the printer turned on, disconnect the power cord from the back of the printer.
4. Unplug the power cord from the wall outlet.
5. Wait at least 15 seconds.
6. Plug the power cord back into the wall outlet.
7. Reconnect the power cord to the back of the printer.
8. If the printer does not turn on by itself, press the **Power** button to turn on printer.
9. Try using the printer again.

Fix print quality issues

Learn how to troubleshoot print quality issues.

NOTE: To avoid print quality problems, always turn the printer off using the **Power** button, and wait until the **Power** button light goes out before you pull the plug or turn off a power strip. This allows the printer to move the cartridges to a capped position, where they are protected from drying out.

Improve print quality using the control panel

Complete the following steps to improve print quality.

1. Make sure you are using original HP cartridges and the cartridges are not low on ink.

   See Check estimated ink levels. If cartridges are low on ink, consider replacing them.

2. Make sure you have selected the appropriate paper type and print quality.
3. Print a **Print Quality Diagnostic Report**.

   See Print a printer report.

4. Check the report.
   - If the lines are not straight and connected, align the printheads.
   - If you see thin white lines across any of the colored blocks, clean the printheads.
   - If there are smears or streaks of ink on the back of the printouts, clean the smear.
5. Fix the identified issues on the report.
   a. Load Letter, A4, or Legal unused plain white paper into the main tray.
   b. On the control panel Home screen, touch **Menu**.
   c. Scroll to **Utilities** and touch **Tools**.
   d. Touch **Troubleshooting**, and then touch **Print Quality**.
   e. Select the desired option to resolve the identified issues.
6. If this does not solve the problem, then contact HP support.

   Visit hp.com/support for more information.

Copy and scan issues

Select any of the following troubleshooting options.

- Use an HP online troubleshooting tool to solve your copy and scan.
- Download and run HP Print and Scan Doctor to help diagnose and fix issues automatically.

NOTE: This tool is for the Windows operating system, and is only available in some languages.

See Tips for copy and scan success for more information.

Fax issues

Run the fax test report first to see if there is a problem with your fax setup. If the test passes and you are still having problems faxing, check the fax settings listed in the report to verify that the settings are correct.

What to do if the fax test failed

If you ran a fax test and the test failed, review the report for basic information about the error. For more detailed information, check the report to see which part of the test failed, and then review the appropriate topic in this section for solutions to try.

The "Fax Hardware Interface Test" failed

Follow these steps to fix if the fax hardware interface test fails.

- Turn the printer off by pressing the **Power** button located on the front left side of the printer and then unplug the power cord from the back of the printer. After a few seconds, plug the power cord in again, and then turn the power on. Run the test again. If the test fails again, continue reviewing the troubleshooting information in this section.
- Try to send or receive a test fax. If you can send or receive a fax successfully, there might not be a problem.
- If you are using a phone splitter, this can cause faxing problems (A splitter is a two-cord connector that plugs into a telephone wall jack). Try removing the splitter and connecting the printer directly to the telephone wall jack.

After you resolve any problems found, run the fax test again to make sure it passes and the printer is ready for faxing. If the **Fax Hardware Interface Test** continues to fail and you experience problems faxing, contact HP support. Visit hp.com/support for more information. - This website provides information and utilities that can help you correct many common printer problems. If prompted, select your country/region, and then click **All HP Contacts** for information on calling for technical support.

The "Active Telephone Line Detection Test" failed

Follow these steps to fix if the active telephone detection test fails.

- Check the connection between the telephone wall jack and the printer to make sure the phone cord is secure.
- Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.
- If you are using a phone splitter, this can cause faxing problems (A splitter is a two-cord connector that plugs into a telephone wall jack). Try removing the splitter and connecting the printer directly to the telephone wall jack.
- Try connecting a working phone and phone cord to the telephone wall jack that you are using for the printer and check for a dial tone. If you do not hear a dial tone, contact your telephone company and have them check the line.
- Try to send or receive a test fax. If you can send or receive a fax successfully, there might not be a problem.

After you resolve any problems found, run the fax test again to make sure it passes and the printer is ready for faxing.

The "Dial Tone Detection" test failed

Follow these steps to fix if the dial tone detection test fails.

- Other equipment, which uses the same phone line as the printer, might be causing the test to fail. To find out if other equipment is causing a problem, disconnect everything from the phone line, and then run the test again. If the **Dial Tone Detection** test passes without the other equipment, then one or more pieces of the equipment is causing problems; try adding them back one at a time and rerunning the test each time, until you identify which piece of equipment is causing the problem.
- Try connecting a working phone and phone cord to the telephone wall jack that you are using for the printer and check for a dial tone. If you do not hear a dial tone, contact your telephone company and have them check the line.

- Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.
- If you are using a phone splitter, this can cause faxing problems (A splitter is a two-cord connector that plugs into a telephone wall jack). Try removing the splitter and connecting the printer directly to the telephone wall jack.
- If your telephone system is not using a standard dial tone, such as some private branch exchange (PBX) systems, this might cause the test to fail. This does not cause a problem sending or receiving faxes. Try sending or receiving a test fax.
- Check to make sure the country/region setting is set appropriately for your country/region. If the country/region setting is not set or is set incorrectly, the test might fail and you might have problems sending and receiving faxes.
- Make sure you connect the printer to an analog phone line or you cannot send or receive faxes. To check if your phone line is digital, connect a regular analog phone to the line and listen for a dial tone. If you do not hear a normal sounding dial tone, it might be a phone line set up for digital phones. Connect the printer to an analog phone line and try sending or receiving a fax.

After you resolve any problems found, run the fax test again to make sure it passes and the printer is ready for faxing. If the **Dial Tone Detection** test continues to fail, contact your telephone company and have them check the phone line.

The "Line Current Test" failed

Follow these steps to fix if the line current test fails.

- Make sure you connect the printer to an analog phone line or you cannot send or receive faxes. To check if your phone line is digital, connect a regular analog phone to the line and listen for a dial tone. If you do not hear a normal sounding dial tone, it might be a phone line set up for digital phones. Connect the printer to an analog phone line and try sending or receiving a fax.
- Check the connection between the telephone wall jack and the printer to make sure the phone cord is secure.
- Connect one end of the phone cord to your telephone wall jack, then connect the other end to the Fax port on the back of the printer.
- Other equipment, which uses the same phone line as the printer, might be causing the test to fail. To find out if other equipment is causing a problem, disconnect everything from the phone line, and then run the test again.
  - If the **Line Current Test** passes without the other equipment, then one or more pieces of the equipment is causing problems; try adding them back one at a time and rerunning the test each time, until you identify which piece of equipment is causing the problem.
  - If the **Line Current Test** fails without the other equipment, connect the printer to a working phone line and continue reviewing the troubleshooting information in this section.
- If you are using a phone splitter, this can cause faxing problems (A splitter is a two-cord connector that plugs into a telephone wall jack). Try removing the splitter and connecting the printer directly to the telephone wall jack.

After you resolve any problems found, run the fax test again to make sure it passes and the printer is ready for faxing. If the **Line Current Test** test continues to fail and you experience problems faxing, contact your telephone company and have them check the phone line.

Troubleshoot fax problems

What kind of fax problem are you having?

The display always shows Phone Off Hook

Other equipment that uses the same phone line as the printer might be in use. Make sure extension phones (phones on the same phone line, but not connected to the printer) or other equipment are not in use or off the hook. For example, you cannot use the printer for faxing if an extension phone is off the hook, or if you are using a computer dial-up modem to send email or access the Internet.

The printer is having problems sending and receiving faxes

Follow these steps if the printer is having problems sending and receiving faxes:

- Make sure the printer is turned on. Look at the display on the printer. If the display is blank and the **Power** button light is not lit, the printer is turned off. Make sure the power cord is firmly connected to the printer and plugged into a power outlet. Press the **Power** button to turn on the printer.

  After turning on the printer, HP recommends you wait five minutes before sending or receiving a fax. The printer cannot send or receive faxes while it is initializing after being turned on.

- Make sure you used the phone cord supplied in the box with the printer to connect to the telephone wall jack. One end of the phone cord should be connected to the port labeled on the back of the printer and the other end to your telephone wall jack, as shown in the illustration.

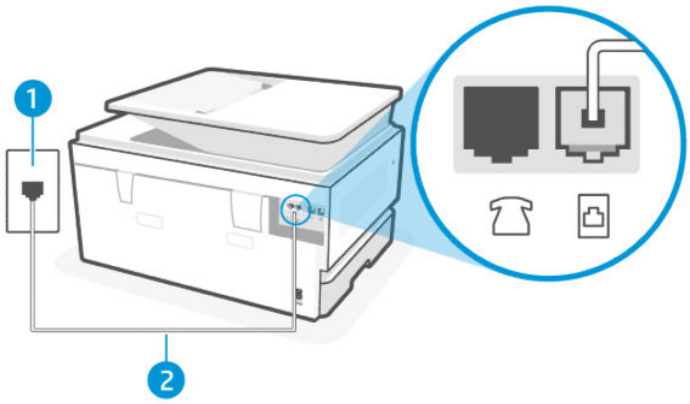


Table 9-3 Rear view of printer

Feature	Description
1	Telephone wall jack.
2	Use a minimum 26 AWG phone cord to connect to the port on the printer. CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger (For example, 24 AWG) UL Listed or CSA Certified Telecommunications Line Cord.

- Try connecting a working phone and phone cord to the telephone wall jack that you are using for the printer and check for a dial tone. If you do not hear a dial tone, call your local telephone company for service.
- Other equipment, which uses the same phone line as the printer, might be in use. For example, you cannot use the printer for faxing if an extension phone is off the hook, or if you are using a computer dial-up modem to send an email or access the Internet.

- Check to see if another process has caused an error. Check the display or your computer for an error message providing information about the problem and how to solve it. If there is an error, the printer cannot send or receive a fax until the error condition is resolved.
- The phone line connection might be noisy. Phone lines with poor sound quality (noise) can cause faxing problems. Check the sound quality of the phone line by plugging a phone into the telephone wall jack and listening for static or other noise. If you hear noise, turn **Error Correction Mode** off and try faxing again. If the problem persists, contact your telephone company.
- If you are using a digital subscriber line (DSL) service, make sure that you have a DSL filter connected or you cannot fax successfully.
- Make sure the printer is not connected to a telephone wall jack that is set up for digital phones. To check if your phone line is digital, connect a regular analog phone to the line and listen for a dial tone. If you do not hear a normal sounding dial tone, it might be a phone line set up for digital phones.
- If you are using either a private branch exchange (PBX) or an integrated services digital network (ISDN) converter/terminal adapter, make sure the printer is connected to the correct port and the terminal adapter is set to the correct switch type for your country/region, if possible.
- If the printer shares the same phone line with a DSL service, the DSL modem might not be grounded correctly. If the DSL modem is not grounded correctly, it can create noise on the phone line. Phone lines with poor sound quality (noise) can cause faxing problems. You can check the sound quality of the phone line by plugging a phone into the telephone wall jack and listening for static or other noise. If you hear noise, turn off your DSL modem and completely remove power for at least 15 minutes. Turn the DSL modem back on and listen to the dial tone again.

NOTE: You might notice static on the phone line again in the future. If the printer stops sending and receiving faxes, repeat this process.

If the phone line is still noisy, contact your telephone company. For information on turning your DSL modem off, contact your DSL provider for support.

- If you are using a phone splitter, this can cause faxing problems (a splitter is a two-cord connector that plugs into a telephone wall jack). Try removing the splitter and connecting the printer directly to the telephone wall jack.

The printer cannot receive faxes, but can send faxes

Follow these steps if the printer cannot receive faxes, but can send faxes:

- If you are not using a distinctive ring service, check to make sure that the **Distinctive Ring** feature on the printer is set to **All Standard Rings**.
- If **Auto Answer** is set to **Off**, you need to receive faxes manually; otherwise, the printer cannot receive the fax.
- If **Store and Print** feature under Fax Receive Settings is enabled and the printing is blocked due to out-of-paper from the print tray, paper jam, and so on, make sure to clear the jammed paper or to start printing the faxes to receive further faxes.
- If you have a voice mail service at the same phone number you use for fax calls, you must receive faxes manually, not automatically. This means that you must be available to respond in person to incoming fax calls.
- If you have a computer dial-up modem on the same phone line with the printer, check to make sure that the software that came with your modem is not set to receive faxes automatically. Modems that are set up to receive faxes automatically take over the phone line to receive all incoming faxes, which prevents the printer from receiving fax calls.

- If you have an answering machine on the same phone line with the printer, you might have one of the following problems:
  - Your answering machine might not be set up correctly with the printer.
  - Your outgoing message might be too long or too loud to allow the printer to detect fax tones, and the sending fax machine might disconnect.
  - Your answering machine might not have enough quiet time after your outgoing message to allow the printer to detect fax tones. This problem is most common with digital answering machines.

  The following actions might help to solve these problems:
  - When you have an answering machine on the same phone line you use for fax calls, try connecting the answering machine directly to the printer.
  - Make sure the printer is set to receive faxes automatically.
  - Make sure the **Rings to Answer** setting is set to a greater number of rings than the answering machine.
  - Disconnect the answering machine and then try receiving a fax. If faxing is successful without the answering machine, the answering machine might be causing the problem.
  - Reconnect the answering machine and record your outgoing message again. Record a message that is approximately 10 seconds in duration. Speak slowly and at a low volume when recording your message. Leave at least 5 seconds of silence at the end of the voice message. There should be no background noise when recording this silent time. Try to receive a fax again.

  NOTE: Some digital answering machines might not retain the recorded silence at the end of your outgoing message. Play back your outgoing message to check.
- If the printer shares the same phone line with other types of phone equipment, such as an answering machine, a computer dial-up modem, or a multi-port switch box, the fax signal level might be reduced. The signal level can also be reduced if you use a splitter or connect extra cables to extend the length of your phone. A reduced fax signal can cause problems during fax reception.

  To find out if other equipment is causing a problem, disconnect everything except the printer from the phone line, and then try to receive a fax. If you can receive faxes successfully without the other equipment, one or more pieces of the other equipment is causing problems; try adding them back one at a time and receiving a fax each time, until you identify which equipment is causing the problem.
- If you have a special ring pattern for your fax phone number (using a distinctive ring service through your telephone company), make sure that the **Distinctive Ring** feature on the printer is set to match.

The printer cannot send faxes, but can receive faxes

Follow these steps if the printer cannot send faxes, but can receive faxes:

- The printer might be dialing too fast or too soon. You might need to insert some pauses in the number sequence. For example, if you need to access an outside line before dialing the phone number, insert a pause following the access number. If your number is 95555555, and 9 accesses an outside line, you might insert pauses as follows: 9,555,5555. Use the **Pause** button on the keyboard.
- The number you entered when sending the fax is not in the proper format or the receiving fax machine is having problems. To check this, try calling the fax number from a telephone and listen for fax tones. If you cannot hear fax tones, the receiving fax machine might not be turned on or connected, or a voice mail service could be interfering with the recipient's phone line. You can also ask the recipient to check the receiving fax machine for any problems.

Fax tones are recorded on my answering machine

Follow these steps if the fax tones are recorded on your answering machine:

- When you have an answering machine on the same phone line you use for fax calls, try connecting the answering machine directly to the printer. If you do not connect the answering machine as recommended, fax tones might be recorded on your answering machine.
- Make sure the printer is set to receive faxes automatically and that the **Rings to Answer** setting is correct. The number of rings to answer for the printer should be greater than the number of rings to answer for the answering machine. If the answering machine and the printer are set to the same number of rings to answer, both devices answer the call and fax tones are recorded on the answering machine.
- Set your answering machine to a low number of rings and the printer to answer in the maximum number of rings supported. In this setup, the answering machine answers the call and the printer monitors the line. If the printer detects fax tones, the printer receives the fax. If the call is a voice call, the answering machine records the incoming message.

Fax reports

Learn how to troubleshoot problems with fax reports.

Fax T.30 Trace Reports

Use a T.30 protocol trace report to troubleshoot fax transmission issues.

Use the following settings to specify when to print the report.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Troubleshooting**, and then touch **Fax**.
4. Touch to select any of the following options next to **Fax T.30 Trace Reports** to print.
   - Never Automatically Print
   - Print after every fax
   - Print only after sending faxes
   - Print only after receiving faxes
   - Print only after problems sending faxes
   - Print only after problems receiving faxes
   - Print after any fax problems

Fax test report

Print fax test report to test fax setup using the printer control panel.

NOTE: Make sure the cartridges are installed, and that full-size paper is loaded in the input tray, before starting the test.

1. Set up the printer for faxing according to your home or office setup instructions.

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Tools**.
4. Touch **Troubleshooting**, and then touch **Fax**.
5. Touch **Fax Test Report** to print.

   The printer prints the test report.
6. Review the report.
   - If the test passes and you are still having problems faxing, check the fax settings listed in the report to verify the settings are correct. A blank or incorrect fax settings might cause problems faxing.

     See Change fax settings.
   - If the test fails, review the report for more information on how to fix any problems found.

Clear the Fax Log/Memory

Clearing the fax log clears fax call records.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Troubleshooting**, and then touch **Fax**.
4. From the **Fax** screen, touch **Clear Fax Logs/Memory**.
5. Touch **Clear**.

PBX Ring Detect

Enable this feature to prevent false detection of extension phone being picked up if the voltage changes between rings in certain PBX environments.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Troubleshooting**, and then touch **Fax**.
4. From the **Fax** screen, touch the toggle button next to **PBX Ring Detect** to turn it on or off.

Network and connection issues

Learn how to troubleshoot network and connection issues.

Fix Wi-Fi connection

Select one of the following troubleshooting options:

- Restore network settings and reconnect the printer.

  See Restore settings.
- Check the network configuration or print the Wi-Fi test report to assist in diagnosing network connection issues.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, and then touch **Status Reports**.
4. Touch **Network Configuration Report**, and then touch **Print**.

Check the Wi-Fi Network Test report to see if something failed during the test.

- See the **DIAGNOSTICS RESULTS** section for all tests that were performed, to determine whether or not your printer passed.
- From the **CURRENT CONFIGURATION** section, find out the Network Name (SSID) to which your printer is currently connected. Make sure that the printer is connected to the same network as your computer or mobile devices.

- Use an HP online troubleshooting tool to solve your printer issues.

Fix Wi-Fi Direct connection

Complete the following to resolve **Wi-Fi Direct** connection issues.

1. Check the printer to confirm that the **Wi-Fi Direct** is turned on.

   See Print using Wi-Fi Direct to turn on **Wi-Fi Direct**.

2. From your wireless computer or mobile device, turn on the Wi-Fi connection, and then search for and connect to the **Wi-Fi Direct** name of your printer.
3. Enter the **Wi-Fi Direct** password when prompted.

   The **Wi-Fi Direct** name and password are listed on the Network Configuration Report.

   See Print a printer report.

If you are using a mobile device, visit the hp.com/mobileprinting website for more information about mobile printing.

Fix Ethernet connection

Check the following:

- The network is operational and the network hub, switch, or router is turned on.
- The Ethernet cable is properly connected between the printer and the router. The Ethernet cable is plugged into the Ethernet port on the printer and the light near the connector lights up when connected.
- Antivirus programs, including spyware protection programs, are not impacting your network connection to the printer. If you know that antivirus or firewall software is preventing your computer from connecting to the printer, use HP online firewall troubleshooter to help solve the problem.
- HP Print and Scan Doctor: Download and run HP Print and Scan Doctor to help diagnose and fix issues automatically.

NOTE: This tool is for the Windows operating system, and is only available in some languages.

Restore original network settings

If you want to restart **Wi-Fi setup mode** or troubleshoot network-related issues, you can restore the printer to its original network settings.

NOTE:

- You must reconnect the printer to the network using the HP software after you restore network settings.
- For network-related issues, try the following before restoring network settings.
  - Run HP Print and Scan Doctor to help diagnose and fix issues automatically.
  - Visit hp.com/support for information and utilities that can help you fix many common printer problems.

See Restore settings.

Printer hardware issues

Complete the following to resolve printer hardware issues.

The printer shuts down unexpectedly

Complete the following steps if printer shuts down unexpectedly:

- Check the power and power connections.
- Make sure the printer power cord is connected firmly to a functioning power outlet.

Printhead alignment fails

Follow these steps to fix if the printhead alignment fails.

- If the alignment process fails, make sure you have loaded unused, plain white paper into the main tray. If you have colored paper loaded in the main tray when you align the printhead, the alignment fails.
- If the alignment process fails repeatedly, you may need to clean the printhead, or you might have a defective sensor. See Maintain the printhead and cartridges to clean the printhead.
- If cleaning the printhead does not solve the problem, contact HP support. Visit hp.com/support for more information.

Resolve printer failure

Complete the following steps to resolve printer failure problems.

1. Press the **Power** button to turn off the printer.
2. Unplug the power cord, and then plug in the power cord again.
3. Press the **Power** button to turn on the printer.

If this problem persists, write down the error code provided in the message, and then contact HP support. Visit hp.com/support for more information.

Understand printer reports

Learn more about how to print some useful printer reports.

- **Printer Status Report**

  Provides a summary of printer information, current status, and settings, including connectivity settings, as well as print or scan settings and usage.

- **Network Configuration Report**

  Provides important network settings such as network status and the printer IP address.

- **Print Quality Diagnostic Report**

  Print a diagnostics page to determine if cleaning or aligning the printheads is recommended to improve print quality.

- **Wi-Fi Network Test Results**

  Provides information about your printer network connection or to troubleshoot connection issues.

- **Web Access Test Report**

  Provides information about the printer status, DNS setting, and the IP address. If the printer is connected to a Wi-Fi network, the test report displays details about the network settings. It also indicates any Wi-Fi connectivity issues.

Print a printer report

Follow these steps to print a printer report.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Reports**, and then touch **Status Reports**.
4. Select a printer report to print and touch **Print**.

Printer maintenance

Clean different printer parts.

Clean the scanner glass

Dust or dirt on the scanner glass, scanner lid backing, or scanner frame can slow down performance, degrade the quality of scans, and affect the accuracy of special features such as fitting copies to a certain page size.

⚠ WARNING! Before cleaning the printer, turn the printer off by pressing the **Power** button and unplug the power cord from the electrical socket.

1. Lift the scanner lid.



2. Clean the scanner glass and lid backing by using a soft, lint-free cloth that has been sprayed with a mild glass cleaner.



⚠ CAUTION:

- Use only glass cleaner to clean the scanner glass. Avoid cleaners that contain abrasives, acetone, benzene, and carbon tetrachloride, all of which can damage the scanner glass. Avoid isopropyl alcohol because it can leave streaks on the scanner glass.
- Do not spray the glass cleaner directly on the scanner glass. If too much glass cleaner is applied, the cleaner could leak under the scanner glass and damage the scanner.

3. Close the scanner lid, and turn on the printer.

Clean the exterior

Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off the case. Keep fluids away from the interior of the printer, as well as from the printer control panel.

⚠ WARNING! Before cleaning the printer, turn the printer off by pressing the **Power** button and unplugging the power cord from the electrical socket.

Clean the document feeder

If the document feeder picks up multiple pages or if it does not pick up plain paper, you can clean the rollers and separator pad.

⚠ WARNING! Before cleaning the printer, turn the printer off by pressing the **Power** button and unplug the power cord from the electrical socket.

1. Remove all originals from the document feeder tray.
2. Lift the document feeder cover.



This provides easy access to the rollers (1) and separator pad (2).

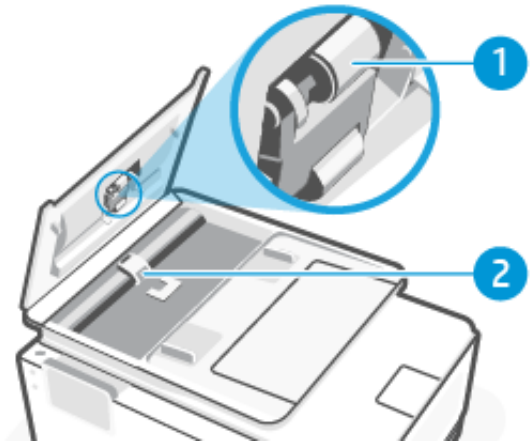


Table 9-4 Clean the document feeder

Feature	Description
1	Rollers
2	Separator pad

3. Lightly dampen a clean lint-free cloth with distilled water, then squeeze any excess liquid from the cloth.
4. Use the damp cloth to wipe any residue off the Rollers (1) or Separator pad (2).

NOTE: If the residue does not come off using distilled water, try using isopropyl (rubbing) alcohol.

5. Close the cover of the document feeder.

Maintain the printhead and cartridges

If you are experiencing problems with printing, you might have a problem with the printhead. You must perform the procedures in the following sections only when directed to do so for resolving print quality issues.

Performing the aligning and cleaning procedures unnecessarily can waste ink and shorten the life of the cartridges.

- Clean the printhead if your printed output is streaked or has any incorrect or missing colors.

  There are three stages of cleaning. Each stage lasts about two minutes, uses one sheet of paper, and uses an increasing amount of ink. After each stage, review the quality of the printed page. You must only initiate the next phase of cleaning if the print quality is poor.

  If print quality still seems poor after you complete all stages of cleaning, try aligning the printhead. If print quality problems persist after cleaning and aligning, contact HP support. Visit hp.com/support for more information.

- Align the printhead when the printer status page shows streaking or white lines through any of the blocks of color, or if you are having print quality issues with your printouts.

  The printer automatically aligns the printhead during the initial setup.

Cleaning uses ink, so clean the printhead only when necessary. The cleaning process takes a few minutes. Some noise might be generated in the process.

Always use the **Power** button to turn off the printer. Turning the printer off improperly can cause print quality problems.

To clean or align the printhead from the printer control panel.

1. Load Letter or A4 unused plain white paper into the main tray.

   See Load media.

2. On the control panel Home screen, touch **Menu**.
3. Scroll to **Utilities** and touch **Supplies**.
4. Touch **Troubleshooting**, and then touch **Print Quality**.
5. Select the desired option, and then follow the on-screen instructions.

You can also do the same from the HP software or the embedded web server (EWS).

See Use HP software or Configure using the embedded web server (EWS).

Restore settings

If you change some settings or disable some functions and want to change them back, you can restore or reset the settings.

For HP+ printers, after restoring the printer, register the printer again using the HP account you used when you first set up the printer.

- **Restore network settings**

  If you want to discard the changes you have made to the printer network settings, you can restore them to the original network settings.

- **Reset user settings**

  If you want to discard the changes you have made to the printer user settings, you can reset the printer to the default user settings.

- **Reset user data**

  If you want to discard the changes you have made to the printer user data, you can reset the printer to the original default data.

- **Restore all factory defaults**

  If you want to discard the changes you have made to the printer settings, you can restore all the printer settings to the original factory default settings.

Complete the following steps to restore settings.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Tools**.
3. Touch **Maintenance**, and then touch **Restore Settings**.
4. Select the feature and change the desired settings.

HP support

HP online support provides information and utilities that can help you solve common printer problems.

- **View video tutorials**

  Learn how to set up printer and perform common tasks.

- **Get troubleshooting assistance**

  Find information for resolving paper jams, network connection issues, print quality issues, printer errors, and more.

- **Get software and drivers**

  Download software, drivers, and firmware you need for the printer.

- **Ask the community**

  Join the community forums to find solutions, ask questions, and share tips.

- **HP diagnostics solutions**

  Use HP online tools to detect your printer and find recommended solutions.

  Download and run HP Print and Scan Doctor to help diagnose and fix issues automatically.

Contact HP

If you need help from an HP technical support representative to solve a problem.

Visit hp.com/support for more information.

The following contact options are available at no cost for in-warranty customers (HP agent-assisted support for out-of-warranty customers may require a fee).

- **Chat**

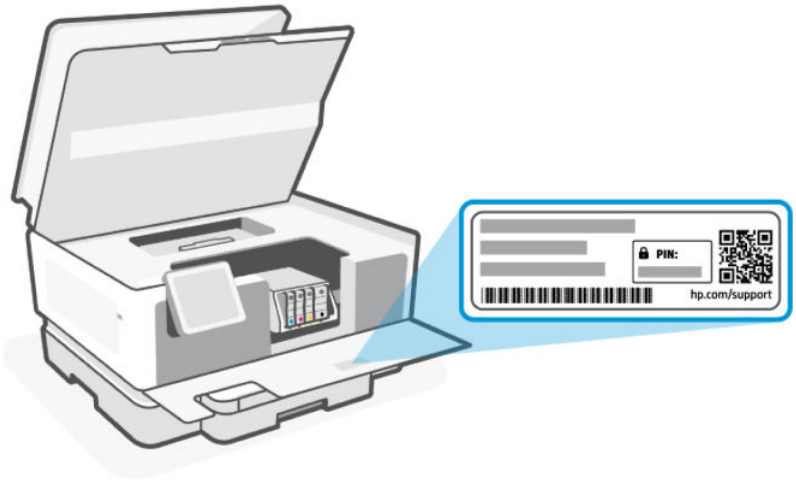
  Chat with an HP support agent or the HP Virtual Assistant online.

- **Call**

  Call an HP support agent.

When contacting HP support, provide the following information:

- Product name (Located on the printer)
- Product number and serial number (located near the cartridge access area)



Register printer

By taking just a few quick minutes to register, you can enjoy quicker service, more efficient support, and product support alerts.

If you did not register your printer while installing the printer software, you can register anytime on the register.hp.com website.

Additional warranty options

Extended service plans are available for the printer at additional costs.

Visit hp.com/support, select your country/region and language, then explore the service plan options available for your printer.

10 HP EcoSolutions (HP and the Environment)

HP is committed to helping you optimize your environmental footprint and empowering you to print responsibly—at home or in the office.

For more detailed information about environmental guidelines that HP follows during the manufacturing process, see Environmental product stewardship program.

Power management

Use Sleep, Inactivity Shutdown, and Schedule Printer On/Off to conserve electricity.

NOTE: Configuring longer times for these settings or turning off these features will increase energy consumption.

- **Sleep**

  After initial setup, the printer enters Sleep mode after 5 minutes of inactivity by default.

- **Inactivity Shutdown**

  To conserve power, the printer turns off completely after a default period of inactivity. Press the **Power** button to turn on the printer again.

  Inactivity Shutdown is disabled when a printer wireless or **Wi-Fi Direct** capability is turned on or when a printer with fax, USB, or Ethernet network capability establishes a fax, USB, or Ethernet network connection.

- **Schedule Printer On/Off**

  Use this feature to automatically turn the printer on or off at the scheduled time.

  For example, you can schedule the printer to turn on at 8 a.m. and turn off at 8 p.m. from Monday to Friday. In this way, you save energy during the night and weekends.

Follow these steps to change the settings:

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **General**, and then touch **Energy**.
4. Select the feature and change the desired settings.

Quiet Mode

This feature slows down printing to reduce overall noise without affecting print quality. By default, this feature is off. It only works when printing on plain paper. Additionally, this feature is disabled if you are printing using the best or presentation print quality. To reduce printing noise, turn on this feature. To print at normal speed, turn this feature off.

NOTE: Quiet Mode is not supported when printing photos or envelopes.

1. On the control panel Home screen, touch **Menu**.
2. Scroll to **Utilities** and touch **Settings**.
3. Touch **General**, and then touch the toggle button next to **Quiet Mode** to turn it on or off.

NOTE:

- While the printer is printing or while making a copy, you can turn on or turn off this feature. The new settings will take effect after the current page has printed.
- You can also set this feature using the embedded web server (EWS).

  See Access and use the embedded web server (EWS).

Optimize printing supplies

To optimize printing supplies such as ink and paper, try the following:

- Visit hp.com/recycle to recycle used Original HP ink cartridges through HP Planet Partners.
- Optimize paper usage by printing on both sides of the paper.
- Change the print quality in the printer driver to a draft setting. The draft setting uses less ink.
- Do not clean the printhead unnecessarily. Doing so wastes ink and shortens the life of the cartridges.

A Technical information

The information contained herein is subject to change without notice. Some statements might not be applicable for your printer or all countries/regions.

Specifications

HP support website provides information about the product specifications including acoustic information, print resolutions, and system requirements.

Visit hp.com/support for more information.

Environmental specifications

- Operating temperature: 5° to 40° C (41° to 104° F)
- Operating humidity: 15 to 80% RH non-condensing
- Recommended operating conditions: 15° to 32° C (59° to 90° F)
- Recommended relative humidity: 20 to 80% noncondensing

Input tray capacity

- Plain paper sheets (60 to 105 grams per square meter [16 to 28 lb]): Up to 250
- Envelopes: Up to 30
- Index cards: Up to 50
- Photo paper sheets: Up to 50

Output tray capacity

- Plain paper sheets (60 to 105 grams per square meter [16 to 28 lb]): Up to 60
- Envelopes: Up to 10
- Index cards: Up to 30
- Photo paper sheets: Up to 30

Document feeder capacity

- Plain paper sheets (60 to 90 grams per square meter [16 to 24 lb]): Up to 35

Paper size and weights

See HP software for the list of supported paper sizes.

- Plain paper: 60 to 105 grams per square meter (16 to 28 lb)

- Envelopes: 75 to 90 grams per square meter (20 to 24 lb)
- Cards: 163 to 200 grams per square meter (90 to 110 lb)
- Photo paper: 220 to 300 grams per square meter (60 to 80 lb)

Print specifications

- Print speeds vary according to the complexity of the document and printer model
- Method: drop-on-demand thermal inkjet
- Language: PCL3 GUI
- Print resolution:

  Visit hp.com/support for a list of supported print resolutions.
- Print margins:

  Visit hp.com/support for margin settings of different media.

Power specifications

- Input voltage: 100-240 Vac (+/- 10%)
- Input frequency: 50/60 Hz (+/- 3 Hz)

Copy specifications

- Digital image processing
- Copy speeds vary according to the complexity of the document and printer model

Scan specifications

- Resolution: Up to 1200 x 1200 ppi optical

  See HP software for more information about scan resolution.
- Color: 24-bit color, 8-bit grayscale (256 levels of gray)
- Maximum scan size from scanner glass:
  - U.S. Letter (A): 216 x 297 mm (8.5 x 11.7 inches)
  - ISO A4: 210 x 297mm (8.27 inches x 11.7 inches)
- Maximum scan size from document feeder:
  - Two-sided (Duplex): 210 x 297 mm (8.27 x 11.69 inches)
  - One sided: 216 x 356 mm (8.5 x 14 inches)

Fax specifications

- Walk-up black-and-white and color fax capability.

- Manual fax send and receive.
- Automatic redial on error up to nine times.
- Automatic busy redial up to nine times.
- Automatic no-answer redial up to two times.
- Automatic redial interval up to five minutes.
- Confirmation and activity reports.
- CCITT/ITU Group 3 fax with Error Correction Mode.
- Up to 33.6 Kbps transmission.
- 4 seconds per page speed at 33.6 Kbps (based on ITU-T Test Image #1 at standard resolution). More complicated pages or higher resolution takes longer and uses more memory.
- Ring detect with automatic fax/answering machine switching.
- Fax resolution:

  Table A-1 Fax resolution

Type	Super Fine (dpi)	Fine (dpi)	Standard (dpi)
Black	300 x 300	200 x 200	200 x 100
Color	Not applicable	200 x 200	200 x 200

- Fax Archive specifications
  - Supported file types: TIFF and PDF
  - Supported fax types: black-and-white faxes

Cartridge yield

- Visit hp.com/support for more information on estimated cartridge yields.

Regulatory notices

The printer meets product requirements from regulatory agencies in your country/region that the product is shipping to.

Regulatory Model Number

For regulatory identification purposes, your product is assigned with a Regulatory Model Number. The regulatory model number should not be confused with the marketing names or product numbers.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference

in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

NOTE: If the product has an Ethernet / LAN port with metallic casing then use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.

Modifications (part 15.21)

Any changes or modifications made to this device that are not expressly approved by HP may void the user's authority to operate the equipment.

For further information, contact: Manager of Corporate Product Regulations, HP Inc. 1501 Page Mill Road, Palo Alto, CA 94304, U.S.A.

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Notice to users in Korea

해당 무선설비는 운용 중 전파혼신 가능성이 있음으로 인명안전과 관련된 서비스는 할 수 없음.

B급 기기 (가정용 방송통신기자재)	이 기기는 가정용(B급) 전자파적합기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다.

VCCI (Class B) compliance statement for users in Japan

この装置は、クラスB機器です。この装置は、住宅環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると、受信障害を引き起こすことがあります。
取扱説明書に従って正しい取り扱いをして下さい。 VCCI－B

Power cord instructions

Make sure your power source is adequate for the product voltage rating. The voltage rating is on the product label. The product uses either 100-240 Vac or 200-240 Vac and 50/60 Hz.

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

Notice to users in Japan about the power cord

製品には、同梱された電源コードをお使い下さい。

同梱された電源コードは、他の製品では使用出来ません。

Noise emission statement for Germany

Geräuschemission

LpA < 70 dB am Arbeitsplatz im Normalbetrieb nach DIN 45635 T. 19

European Union and United Kingdom Regulatory Notice

Products bearing the CE marking and UK marking comply to applicable EU Directives and the equivalent UK Statutory Instruments and can operate in at least one EU Member State and in United Kingdom. The full EU and UK Declaration of Conformity can be found at the following website: hp.eu/certificates (Search with the product model name or its Regulatory Model Number (RMN), which may be found on the regulatory label.)

The point of contact for regulatory matters:

For EU: HP REG 23010, 08028 Barcelona, Spain

For UK: HP Inc UK Ltd, Regulatory Enquiries, Earley West, 300 Thames Valley Park Drive, Reading, RG6 1PT

Email: techregshelp@hp.com

Products with wireless functionality

EMF

This product meets international guidelines (ICNIRP) for exposure to radio frequency radiation.

If it incorporates a radio transmitting and receiving device that in normal use, a separation distance of 20 cm ensures that radio frequency exposure levels comply with EU requirements.

Wireless functionality in Europe

For products with 802.11 b/g/n or Bluetooth radio:

- Radio frequency band: 2400-2483.5 MHz, with transmit power of 20 dBm (100 mW) or less.

For products with 802.11 a/b/g/n/ac radio:

- Radio frequency band: 2400-2483.5 MHz, with transmit power of 20 dBm (100 mW) or less.
- Radio frequency band: 5170-5330 MHz, with transmit power of 23 dBm (200 mW) or less.
- Radio frequency band: 5490-5730 MHz, with transmit power of 23 dBm (200 mW) or less.
- Radio frequency band: 5735-5835 MHz, with transmit power of 13.98 dBm (25 mW) or less.



IMPORTANT: IEEE 802.11x wireless LAN with 5.17-5.33 GHz frequency band is restricted for **indoor use only** in all countries reflected in the matrix. Using this WLAN application outdoor might lead to interference issues with existing radio services.

Visual display workplaces statement for Germany

GS-Erklärung (Deutschland)

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Notice to users of the U.S. telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear (or bottom) of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

Applicable connector jack Universal Service Order Codes ("USOC") for the Equipment is: RJ-11C.

A telephone cord, plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. HP recommends a compliant plug, jack and 2-wire telephone cord to connect this product to the premises wiring and telephone network. See installation instructions for details.

The REN is used to determine the quantity of devices, which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all, areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US-AAAEQ##TXXXX. The digits represented by ##are the REN without a decimal point (e.g., 01 is a REN of 0.1).

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service.

If trouble is experienced with this equipment, please contact the manufacturer, or look elsewhere in this manual, for repair and (or) warranty information. If the equipment is causing harm to the telephone network, the

telephone company may request that you disconnect the equipment from the network until the problem is resolved.

Connection to Party Line Service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

⚠ CAUTION: If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

WHEN PROGRAMMING EMERGENCY NUMBERS AND (OR) MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call.
2. Perform such activities in the off-peak hours, such as early morning or late evening.

NOTE: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic devices, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the steps described in the software.

Notice to users of the Canadian telephone network

Cet appareil est conforme aux spécifications techniques des équipements terminaux d'Innovation, Science et Développement Economique Canada. Le numéro d'enregistrement atteste de la conformité de l'appareil. L'abréviation ISED qui précède le numéro d'enregistrement indique que l'enregistrement a été effectué dans le cadre d'une Déclaration de conformité stipulant que les spécifications techniques d'Innovation, Science et Développement Economique Canada ont été respectées. Néanmoins, cette abréviation ne signifie en aucun cas que l'appareil a été validé par Innovation, Science et Développement Economique Canada.

Pour leur propre sécurité, les utilisateurs doivent s'assurer que les prises électriques reliées à la terre de la source d'alimentation, des lignes téléphoniques et du circuit métallique d'alimentation en eau sont, le cas échéant, branchées les unes aux autres. Cette précaution est particulièrement importante dans les zones rurales.

REMARQUE: Le numéro REN (Ringer Equivalence Number) attribué à chaque appareil terminal fournit une indication sur le nombre maximal de terminaux qui peuvent être connectés à une interface téléphonique. La terminaison d'une interface peut se composer de n'importe quelle combinaison d'appareils, à condition que le total des numéros REN ne dépasse pas 5.

Basé sur les résultats de tests FCC Partie 68, le numéro REN de ce produit est 0.1.

This equipment meets the applicable Innovation, Science and Economic Development Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation ISED before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Innovation, Science and Economic Development Canada technical specifications were met. It does not imply that Innovation, Science and Economic Development Canada approved the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution might be particularly important in rural areas.

NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface might consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.1, based on FCC Part 68 test results.

Notice to users of the German telephone network

Hinweis für Benutzer des deutschen Telefonnetzwerks

Dieses HP-Fax ist nur für den Anschluss eines analogen Public Switched Telephone Network (PSTN) gedacht. Schließen Sie den TAE N-Telefonstecker, der im Lieferumfang des HP All-in-One enthalten ist, an die Wandsteckdose (TAE 6) Code N an. Dieses HP-Fax kann als einzelnes Gerät und/oder in Verbindung (mit seriellem Anschluss) mit anderen zugelassenen Endgeräten verwendet werden.

Australia wired fax statement

In Australia, the HP device must be connected to Telecommunication Network through a line cord which meets the requirements of the Technical Standard AS/ACIF S008.

Regulatory information for wireless products

This section contains the following regulatory information pertaining to wireless products:

Exposure to radio frequency radiation

CAUTION: The radiated output power of this device is far below the FCC radio frequency exposure limits. Nevertheless, the device shall be used in such a manner that the potential for human contact during normal operation is minimized. This product and any attached external antenna, if supported, shall be placed in such a manner to minimize the potential for human contact during normal operation. In order to avoid the possibility of exceeding the FCC radio frequency exposure limits, human proximity to the antenna shall not be less than 20 cm (8 inches) during normal operation.

Notice to users in Canada (5 GHz)

CAUTION: When using IEEE 802.11a wireless LAN, this product is restricted to indoor use, due to its operation in the 5.15- to 5.25-GHz frequency range. The Innovation, Science and Economic Development Canada requires this product to be used indoors for the frequency range of 5.15 GHz to 5.25 GHz to reduce the potential for harmful interference to co-channel mobile satellite systems. High-power radar is allocated as the primary user of the 5.25- to 5.35-GHz and 5.65- to 5.85-GHz bands. These radar stations can cause interference with and/or damage to this device.

ATTENTION: Lors de l'utilisation du réseau local sans fil IEEE 802.11a, ce produit se limite à une utilisation en intérieur à cause de son fonctionnement sur la plage de fréquences de 5,15 à 5,25 GHz. Innovation, Science et Développement Economique Canada stipule que ce produit doit être utilisé en intérieur dans la plage de fréquences de 5,15 à 5,25 GHz afin de réduire le risque d'interférences éventuellement dangereuses avec les systèmes mobiles par satellite via un canal adjacent. Le radar à haute puissance est alloué pour une utilisation principale dans une plage de fréquences de 5,25 à 5,35 GHz et de 5,65 à 5,85 GHz. Ces stations radar peuvent provoquer des interférences avec cet appareil et l'endommager.

Notice to users in Taiwan (5 GHz)

應避免影響附近雷達系統之操作。

高增益指向性天線只得應用於固定式點對點系統。

Notice to users in Serbia (5 GHz)

Upotreba ovog uredjaja je ogranicna na zatvorene prostore u slucajevima koriscenja na frekvencijama od 5150-5350 MHz.

Notice to users in Thailand (5 GHz)

เครื่องวิทยุคมนาคมนี้มีระดับการแผ่คลื่นแม่เหล็กไฟฟ้าสอดคล้องตามมาตรฐานความปลอดภัยต่อสุขภาพของมนุษย์จากการใช้เครื่องวิทยุคมนาคมที่คณะกรรมการกิจการโทรคมนาคมแห่งชาติประกาศกำหน

This radio communication equipment has the electromagnetic field strength in compliance with the Safety Standard for the Use of Radio Communication Equipment on Human Health announced by the National Telecommunications Commission.

Notice to users in Brazil

Este equipamento opera em caráter secundário, isto é, não tem direito à proteção contra interferência prejudicial, mesmo de estações do mesmo tipo, e não pode causar interferência em sistemas operando em caráter primário. Este equipamento não tem direito à proteção contra interferência prejudicial e não pode causar interferência em sistemas devidamente autorizados.

Para obter mais informações, verifique o site da ANATEL anatel.gov.br.

Notice to users in Canada

Under Innovation, Science and Economic Development Canada regulations, this radio transmitter may only operate using an antenna of a type and maximum (or lesser) gain approved for the transmitter by Innovation, Science and Economic Development Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

This device complies with Innovation, Science and Economic Development Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

WARNING! Exposure to Radio Frequency Radiation. The radiated output power of this device is below the Innovation, Science and Economic Development Canada radio frequency exposure limits. Nevertheless, the device should be used in such a manner that the potential for human contact is minimized during normal operation.

To avoid the possibility of exceeding the Innovation, Science and Economic Development Canada radio frequency exposure limits, human proximity to the antennas should not be less than 20 cm (8 inches).

Conformément au Règlement d'Innovation, Science et Développement Economique Canada, cet émetteur radioélectrique ne peut fonctionner qu'avec une antenne d'un type et d'un gain maximum (ou moindre) approuvé par Innovation, Science et Développement Economique Canada. Afin de réduire le brouillage radioélectrique potentiel pour d'autres utilisateurs, le type d'antenne et son gain doivent être choisis de manière à ce que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas celle nécessaire à une communication réussie.

Cet appareil est conforme aux normes RSS exemptes de licence d'Innovation, Science et Développement Economique Canada. Son fonctionnement dépend des deux conditions suivantes : (1) cet appareil ne doit

pas provoquer d'interférences nuisibles et (2) doit accepter toutes les interférences reçues, y compris des interférences pouvant provoquer un fonctionnement non souhaité de l'appareil.

AVERTISSEMENT relatif à l'exposition aux radiofréquences. La puissance de rayonnement de cet appareil se trouve sous les limites d'exposition de radiofréquences d'Innovation, Science et Développement Economique Canada. Néanmoins, cet appareil doit être utilisé de telle sorte qu'il doive être mis en contact le moins possible avec le corps humain.

Afin d'éviter le dépassement éventuel des limites d'exposition aux radiofréquences d'Innovation, Science et Développement Economique Canada, il est recommandé de maintenir une distance de plus de 20 cm entre les antennes et l'utilisateur.

Notice to users in Taiwan Region

取得審驗證明之低功率射頻器材，非經核准，公司、商號或使用者均不得擅自變 更頻率、加大功率或變更原設計之特性及功能。低功率射頻器材之使用不得影響 飛航安全及干擾合法通信；經發現有干擾現象時，應立即停用，並改善至無干擾 時方得繼續使用。前述合法通信，指依電信管理法規定作業之無線電通信。低功 率射頻器材須忍受合法通信或工業、科學及醫療用電波輻射性電機設備之干擾。

Notice to users in Mexico

La operación de este equipo está sujeta a las siguientes dos condiciones: (1) es posible que este equipo o dispositivo no cause interferencia perjudicial y (2) este equipo o dispositivo debe aceptar cualquier interferencia, incluyendo la que pueda causar su operación no deseada.

Para saber el modelo de la tarjeta inalámbrica utilizada, revise la etiqueta regulatoria de la impresora.

Notice to users in Japan

この機器は技術基準適合証明又は工事設計認証を受けた無線設備を搭載しています。

Dynamic Security Enabled Printers

This printer is intended to work only with cartridges that have a new or reused HP chip. A reused HP chip enables the use of reused, remanufactured, and refilled cartridges.

The printer uses dynamic security measures to block cartridges using a non-HP chip. Periodic firmware updates delivered over the internet will maintain the effectiveness of the dynamic security measures and block cartridges that previously worked.

Updates can improve, enhance, or extend the printer's functionality and features, protect against security threats, and serve other purposes, but these updates can also block cartridges using a non-HP chip from working in the printer, including cartridges that work today. Unless you are enrolled in certain HP programs such as Instant Ink or use other services that require automatic online firmware updates, most HP printers can be configured to receive updates either automatically or with a notification that allows you to choose whether to update or not. For more information on dynamic security and how to configure online firmware updates, please go to www.hp.com/learn/ds.

Accessibility

Learn more about our efforts to create accessible products, share your story, or connect with customer support for accessibility help all at:

hp.com/accessibility

For more information about the accessibility of your printer, please visit hp.com/support/inkjet/accessibility

Environmental product stewardship program

HP is committed to providing quality products in an environmentally sound manner. Design for recycling has been incorporated into this product. The number of materials has been kept to a minimum while ensuring proper functionality and reliability. Dissimilar materials have been designed to separate easily. Fasteners and other connections are easy to locate, access, and remove using common tools. High priority parts have been designed to access quickly for efficient disassembly and repair. For more information, visit HP's Commitment to the Environment website at:

hp.com/sustainableimpact

HP tips for reducing environmental impact

- Choose from a wide variety of HP papers with FSC® or PEFC™ certification, which indicates that the paper pulp came from a reputable and well-managed source.[1]
- Conserve resources-look for paper made with recycled content.
- Recycle your Original HP cartridges-it's easy and free with the HP Planet Partners program, available in 47 countries and territories worldwide.[2]
- Save paper by printing on both sides of the page.
- Conserve energy by choosing ENERGY STAR® certified HP products.
- Lower your carbon footprint-all HP printers include power management settings that help you control energy use.
- Discover more ways HP and our customers are reducing environmental impact at HP EcoSolutions.

[1] HP papers certified under FSC®C017543 or PEFC™TMPEFC/29-13-198.

[2] Program availability varies. Original HP cartridge return and recycling is currently available in more than 50 countries, territories, and regions in Asia, Europe, and North and South America through the HP Planet Partners program. For more information, visit: hp.com/recycle.

Eco-Tips

HP is committed to helping customers reduce their environmental footprint. Please visit the HP Eco Solutions website for more information on HP's environmental initiatives.

hp.com/sustainableimpact

Paper

This product is suited for the use of recycled paper according to DIN 19309 and EN 12281:2002.

Plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of product life.

European Union Commission Regulation 1275/2008

For product power data, including the power consumption of the product in networked standby if all wired network ports are connected and all wireless network ports are activated, please refer to section P15 'Additional

Information' of the product IT ECO Declaration at hp.com/us-en/hp-information/sustainable-impact/document-reports.html.

Safety data sheets

Safety Data Sheets, product safety and environmental information are available at hp.com/go/ecodata or on request.

Chemical substances

HP is committed to providing our customers with information about the chemical substances in our products as needed to comply with legal requirements such as REACH *(Regulation EC No 1907/2006 of the European Parliament and the Council)*. A chemical information report for this product can be found at: hp.com/go/reach.

EPEAT

Most HP products are designed to meet EPEAT. EPEAT is a comprehensive environmental rating that helps identify greener electronics equipment. For more information on EPEAT go to epeat.net.

Click here for information on HP's EPEAT registered products.

SEPA Ecolabel User Information (China)

中国环境标识认证产品用户说明

噪声大于 63.0 dB(A) **的办公设备不宜放置于办公室内，请在独立的隔离区域使用。**

如需长时间使用本产品或打印大量文件，请确保在通风良好的房间内使用。

如您需要确认本产品处于零能耗状态，请按下电源关闭按钮，并将插头从电源插座断开。

您可以使用再生纸，以减少资源耗费。

Recycling program

HP offers an increasing number of product return and recycling programs in many countries/regions, and partners with some of the largest electronic recycling centers throughout the world. HP conserves resources by reselling some of its most popular products. For more information regarding recycling of HP products, please visit: hp.com/recycle

HP inkjet supplies recycling program

HP is committed to protecting the environment. The HP Inkjet Supplies Recycling Program is available in many countries/regions, and lets you recycle used print cartridges and ink cartridges free of charge. For more information, go to the following website: hp.com/recycle

Battery disposal in Taiwan



California Perchlorate Material Notice

Perchlorate material - special handling may apply. See: dtsc.ca.gov/hazardouswaste/perchlorate

This product's real-time clock battery or coin cell battery may contain perchlorate and may require special handling when recycled or disposed of in California.

European Union Battery Directive



This product contains a battery that is used to maintain data integrity of real time clock or product settings and is designed to last the life of the product. Any attempt to service or replace this battery should be performed by a qualified service technician.

Battery notice for Brazil

A bateria deste equipamento nao foi projetada para ser removida pelo cliente.

Power consumption

HP printing and imaging equipment marked with the ENERGY STAR® logo is certified by the U.S. Environmental Protection Agency. The following mark will appear on ENERGY STAR certified imaging products:



Additional ENERGY STAR certified imaging product model information is listed at: hp.com/go/energystar

China Energy Label for Printer, Fax and Copier

复印机、打印机和传真机能源效率标识实施规则

依据“复印机、打印机和传真机能源效率标识实施规则”，该打印机具有中国能效标识。标识上显示的能效等级和操作模式值根据“复印机、打印机和传真机能效限定值及能效等级”标准（“GB 21521”）来确定和计算。

1. 能效等级

   产品能效等级分 3 级，其中 1 级能效最高。能效限定值根据产品类型和打印速度由标准确定。能效等级则根据基本功耗水平以及网络接口和内存等附加组件和功能的功率因子之和来计算。

2. 能效信息

   喷墨打印机

   - 操作模式功率

     睡眠状态的能耗按照 GB 21521 的标准来衡量和计算。该数据以瓦特 (W) 表示。

   - 待机功率

     待机状态是产品连接到电网电源上功率最低的状态。该状态可以延续无限长时间，且使用者无法改变此状态下产品的功率。对于“成像设备”产品，“待机”状态通常相当于“关闭”状态，但也可能相当于“准备”状态或者“睡眠”状态。该数据以瓦特 (W) 表示。

   - 睡眠状态预设延迟时间

     出厂前由制造商设置的时间决定了该产品在完成主功能后进入低耗模式（例如睡眠、自动关机）的时间。该数据以分钟表示。

   - 附加功能功率因子之和

     网络接口和内存等附加功能的功率因子之和。该数据以瓦特 (W) 表示。

标识上显示的能耗数据是根据典型配置测量得出的数据，此类配置包含登记备案的打印机依据复印机、打印机和传真机能源效率标识实施规则所选的所有配置。因此，该特定产品型号的实际能耗可能与标识上显示的数据有所不同。

要了解规范的更多详情，请参考最新版的 GB 21521 标准。

Disposal of waste equipment by users



This symbol means do not dispose of your product with your other household waste. Instead, you should protect human health and the environment by handing over your waste equipment to a designated collection point for the recycling of waste electrical and electronic equipment. For more information, please contact your household waste disposal service, or go to hp.com/recycle.

Waste disposal for Brazil



Este produto eletrônico e seus componentes não devem ser descartados no lixo comum, pois embora estejam em conformidade com padrões mundiais de restrição a substâncias nocivas, podem conter, ainda que em quantidades mínimas, substâncias impactantes ao meio ambiente. Ao final da vida útil deste produto, o usuário deverá entregá-lo à HP. A não observância dessa orientação sujeitará o infrator às sanções previstas em lei.

Após o uso, as pilhas e/ou baterias dos produtos HP deverão ser entregues ao estabelecimento comercial ou rede de assistência técnica autorizada pela HP.

Para maiores informações, inclusive sobre os pontos de recebimento, acesse: hp.com.br/reciclar

The Table of Hazardous Substances/Elements and their Content (China)

电器电子产品中有害物质的名称及含有信息表

根据中国《电器电子产品有害物质限制使用管理办法》





产品中有害物质的名称及含有的信息表										
部件名称	有害物质									
	铅 (Pb)	汞 (Hg)	镉 (Cd)	六价铬 (Cr(VI))	多溴联苯 (PBBs)	多溴二苯醚 (PBDEs)	邻苯二甲酸二正丁酯 (DBP)	邻苯二甲酸二异丁酯 (DIBP)	邻苯二甲酸丁苄酯 (BBP)	邻苯二甲酸二（2-乙基）己酯 (DEHP)
外壳和托盘	○	○	○	○	○	○	○	○	○	○
电线	○	○	○	○	○	○	○	○	○	○
印刷电路板	×	○	○	○	○	○	○	○	○	○
打印系統	×	○	○	○	○	○	○	○	○	○
显示器	×	○	○	○	○	○	○	○	○	○
喷墨打印机墨盒	○	○	○	○	○	○	○	○	○	○
驱动光盘	×	○	○	○	○	○	○	○	○	○
扫描仪	×	×	○	○	○	○	○	○	○	○
网络配件	×	○	○	○	○	○	○	○	○	○
电池板	×	○	○	○	○	○	○	○	○	○
自动双面打印系统	○	○	○	○	○	○	○	○	○	○
外部电源	×	○	○	○	○	○	○	○	○	○
注 1：○：表示该有害物质在该部件所有均质材料中的含量均不超出电器电子产品有害物质限制使用国家标准要求。 ×：表示该有害物质至少在该部件的某一均质材料中的含量超出电器电子产品有害物质限制使用国家标准要求。 注 2：以上未列出的部件,表明其有害物质含量均不超出电器电子产品有害物质限制使用国家标准要求。										

Regulation on the Control of Waste Electrical and Electronic Equipment (Turkey)

Türkiye Cumhuriyeti: AEEE Yönetmeliğine uygundur

Restriction of hazardous substance (India)

This product, as well as its related consumables and spares, complies with the reduction in hazardous substances provisions of the "India E-waste (Management and Handling) Rule 2016." It does not contain lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except for where allowed pursuant to the exemptions set in Schedule 2 of the Rule.

Declaration of the Presence Condition of the Restricted Substances Marking (Taiwan Region)

限用物質含有情況標示聲明書

Taiwan Declaration of the Presence Condition of the Restricted Substances Marking

單元 unit	限用物質及其化學符號 Restricted substances and chemical symbols					
	鉛 (Pb)	汞 (Hg)	鎘 (Cd)	六價鉻 (Cr^{+6})	多溴聯苯 (PBB)	多溴二苯醚 (PBDE)
列印引擎 Print engine	—	○	○	○	○	○
外殼和紙匣 External Casing and Trays	○	○	○	○	○	○
電源供應器 Power Supply	—	○	○	○	○	○
電線 Cables	○	○	○	○	○	○
印刷電路板 Print printed circuit board	—	○	○	○	○	○
控制面板 Control panel	—	○	○	○	○	○
墨水匣 Cartridge	○	○	○	○	○	○
掃描器組件 Scanner assembly	—	○	○	○	○	○

備考1. “超出0.1wt%”及“超出0.01wt%”係指限用物質之百分比含量超出百分比含量基準值。
Note 1: “Exceeding 0.1 wt %” and “exceeding 0.01 wt %” indicate that the percentage content of the restricted substance exceeds the reference percentage value of presence condition.
備考2. “○”係指該項限用物質之百分比含量未超出百分比含量基準值。
Note 2: “○” indicates that the percentage content of the restricted substance does not exceed the percentage of reference value of presence.
備考3. “–”係指該項限用物質為排除項目
Note 3: “—” indicates that the restricted substance corresponds to the exemption.

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