



OFFICEJET 150

User Guide





HP Officejet 150 (L511) Mobile All-in-One Printer

User Guide

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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.

1. Read and understand all instructions in the documentation that comes with the device.
2. Observe all warnings and instructions marked on the product.
3. Unplug this product from wall outlets before cleaning.
4. Do not install or use this product near water, or when you are wet.
5. Install the product securely on a stable surface.
6. 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.
7. If the product does not operate normally, see [Solve a problem](#).
8. There are no user-serviceable parts inside. Refer servicing to qualified service personnel.

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1 Get started

This guide provides details about how to use the printer and to resolve problems.

- [Accessibility](#)
- [HP EcoSolutions \(HP and the Environment\)](#)
- [Understand the printer parts](#)
- [Use the printer control panel](#)
- [Find the printer model number](#)
- [Select print media](#)
- [Load an original in the scanner](#)
- [Load media](#)
- [Install and use the battery](#)
- [Insert a memory device](#)
- [Print from mobile phones](#)
- [Maintain the printer](#)
- [Turn off the printer](#)

Accessibility

The printer provides a number of features that make it accessible for people with disabilities.

Visual

The HP software provided with the printer is accessible for users with visual impairments or low vision by using the operating system's accessibility options and features. The software also supports most assistive technology such as screen readers, Braille readers, and voice-to-text applications. For users who are color blind, colored buttons and tabs used in the HP software and on the printer control panel have simple text or icon labels that convey the appropriate action.

Mobility

For users with mobility impairments, the HP software functions can be executed through keyboard commands. The HP software also supports Microsoft® Windows® accessibility options such as StickyKeys, ToggleKeys, FilterKeys, and MouseKeys. The printer doors, buttons, input tray, and paper guides can be operated by users with limited strength and reach.

Support

For more details about the accessibility of this printer and HP's commitment to product accessibility, visit HP's Web site at www.hp.com/accessibility.

For accessibility information for Mac OS X, visit the Apple Web site at www.apple.com/accessibility.

HP EcoSolutions (HP and the Environment)

Hewlett-Packard 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, HP follows during the manufacturing process, see [Environmental product stewardship program](#). For more information about HP's environmental initiatives, visit www.hp.com/ecosolutions.

Manage power

To conserve electricity and extend the length of time you can use the printer, the printer comes with the following features:

- **Sleep mode**
Power usage is reduced while in Sleep mode. To configure sleep mode settings, touch **Power Meter** on the printer's control panel display, touch **Settings**, touch **Sleep Mode**, and then touch the desired option. After the printer has been inactive for this period of time, the printer will go into a low-power mode.
- **Auto-Off**
When Auto Power-Off is enabled, the printer will automatically turn off when the printer has been inactive for the configured period of time. To configure Auto Power-Off settings, touch **Power Meter** on the printer's control panel display, touch **Settings**, touch **Auto-Off**, and then touch the desired option.

In addition, try the following:

- Turn off Bluetooth when not in use. To turn off Bluetooth, touch **Bluetooth** on the printer's control panel display, and then touch **Turn Off**.
- To maximize battery life and capacity, be sure to charge, use, and store the battery in places that meet the recommended temperature guidelines. For more information about using the battery, see [Install and use the battery](#).

Optimize printing supplies

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

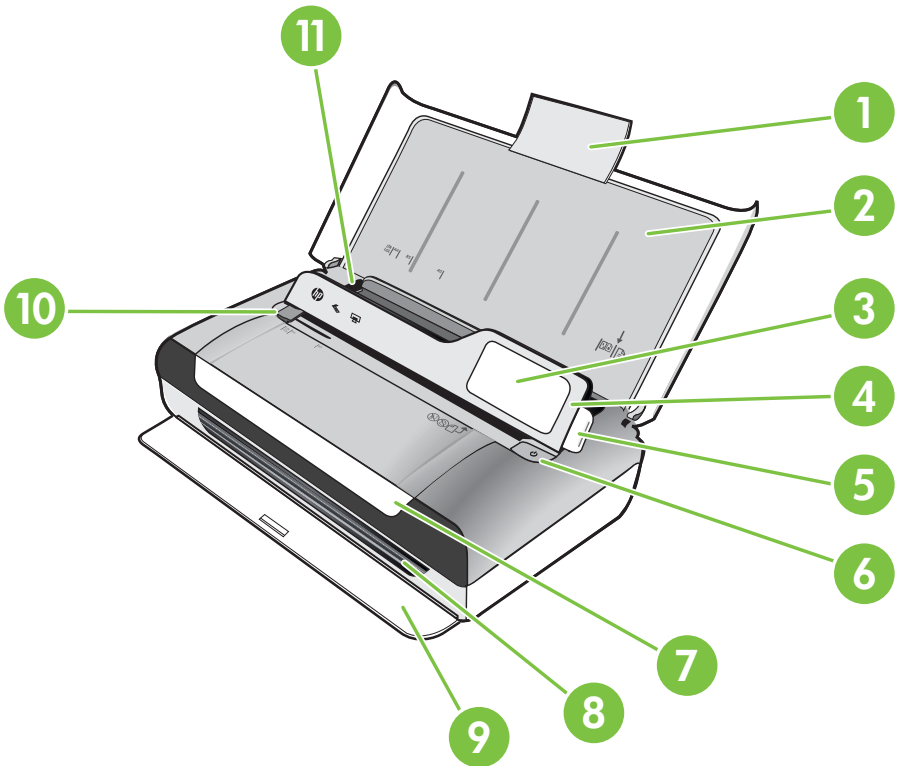
- Recycle used original HP ink cartridges through HP Planet Partners. For more information, visit www.hp.com/recycle.
- Optimize paper usage by printing on both sides of the paper. If the printer has an HP automatic two-sided printing accessory (duplexer), see [Print on both sides \(duplexing\)](#). Otherwise, you can first print just the odd pages, flip the pages over, and then print just the even pages.
- Save ink and paper when printing web content with HP Smart Print. For more information, visit www.hp.com/go/smartprint.
- Change the print mode 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.

Understand the printer parts

This section contains the following topics:

- [Front view](#)
- [Printing supplies area](#)
- [Back and side view](#)
- [Bottom view](#)

Front view

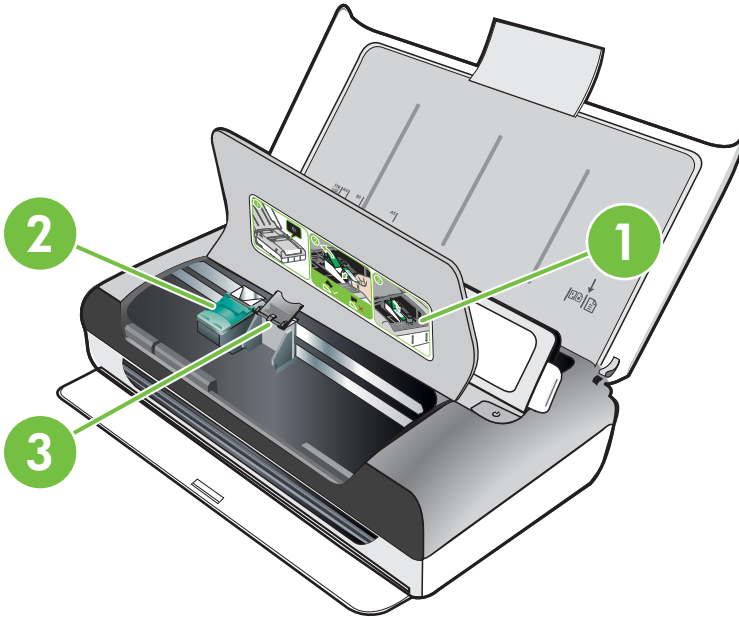


1	Input tray extension
2	Input tray
3	Narrow media guide
4	Control panel
5	Control panel latch
6	Power button

(continued)

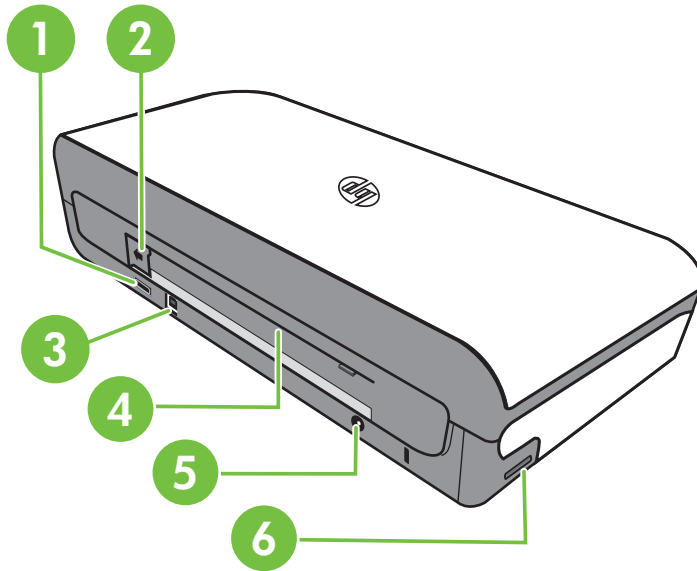
7	Cartridge access door
8	Output slot
9	Output door
10	Scanner media width guide
11	Media width guide

Printing supplies area



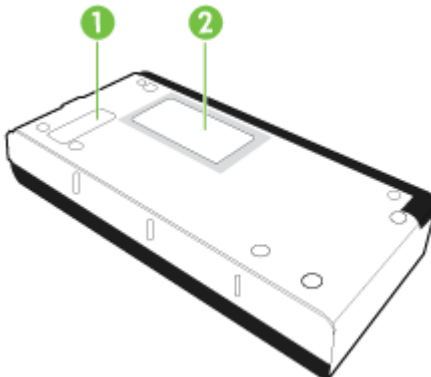
1	Cartridge access door
2	Print cartridge latches
3	Print cartridge cradle compartments

Back and side view



1	PictBridge Host USB port
2	Battery connector cover
3	Universal serial bus (USB) port
4	Battery slot
5	Power input
6	Memory card slot

Bottom view



1	Cover of replaceable ink service module
2	Card holder


Use the printer control panel

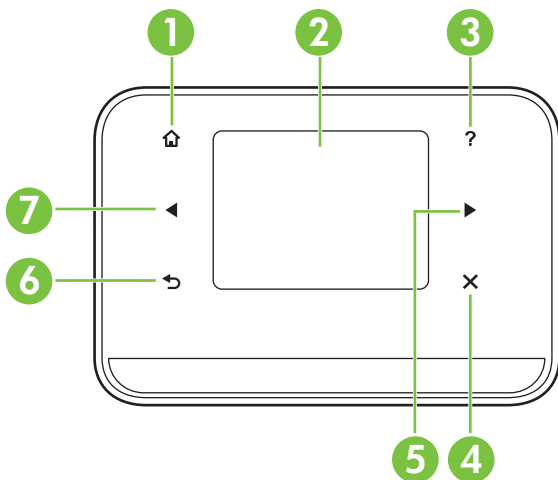
This section contains the following topics:

- [Overview of buttons and lights](#)
- [Control-panel display icons](#)
- [Change printer mode and settings](#)

Overview of buttons and lights

The following diagram and related table provide a quick reference to the printer control panel features.

 **NOTE:** The buttons around the color display are available only if the action is supported.










Label	Name and Description
1	Home (🏠): Touch this to return to the Home screen from any other screen.
2	Color display: The color display is a touch sensitive (screen) user interface used to navigate and select the desired printer function.
3	Help (?): Touch the Help icon to open the Help screen.
4	Cancel: Stops a job, exits a screen, or exits settings.
5	Right arrow (right arrow ▶): Navigates through settings in the screens.

(continued)


Label	Name and Description
6	Back (↩): Touch this to return to the previous screen.
7	Left arrow (left arrow ⇐): Navigates through settings in the screens.

Control-panel display icons

Icon	Purpose
	Displays a screen where you can make copies or select other options.
	Displays a screen where you can make a scan or change scan settings.
	Displays a screen where you can adjust photo printing options.
	Displays the Setup screen for generating reports and changing settings.
	Displays a screen where you can see information about the ink cartridges, including estimated fill levels. NOTE: Ink level warnings and indicators provide estimates for planning purposes only. When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace cartridges until print quality becomes unacceptable.
	Displays the Bluetooth options and setup.
	Displays the battery and power options.



Change printer mode and settings

Use the control panel to change the printer mode (such as Copy or Scan) and settings (such as the number of copies or the scan destination). Also, you can use the control panel to print reports or get help for the printer.

 **TIP:** You can use software programs provided with the printer to change printer settings from a computer. For more information about these tools, see [Printer management tools](#).

Select the mode and change the mode settings

The home screen of the control-panel display shows the available modes for the printer.


1. To select a mode, touch the left arrow  or the right arrow  to see the available modes, and then touch the icon to select the desired mode. To change the settings for a mode, after selecting a mode, touch the arrow buttons to scroll through the available modes settings, and then touch the setting you want to change.

 **NOTE:** Use the  (Back) button to return to the previous menu.

2. Follow the prompts on the display to change the settings. The control-panel display returns to the home screen when the job is finished.

Change the printer settings

To change the printer settings or print reports, use the options available in the Setup screen:

1. Touch the right arrow , and then touch **Setup**.
2. Touch the arrows to scroll through the screens.
3. Touch the screen items to select screens or options.

 **NOTE:** Use the  (Back) button to return to the previous menu.

Find the printer model number

In addition to the model name that appears on the front of the printer, this printer has a specific model number. You can use this number when obtaining support and to help determine which supplies or accessories are available for the printer.

The model number is printed on a label inside the printer, near the ink cartridges area.

Select print media

The printer is designed to work well with most types of office media. It is best to test a variety of print media types before buying large quantities. Use HP media for optimum

print quality. Visit the HP Web site at www.hp.com for more information about HP media.



HP recommends plain papers with the ColorLok logo for printing and copying of 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 dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.

This section contains the following topics:

- [Recommended papers for printing and copying](#)
- [Recommended papers for photo printing](#)
- [Tips for selecting and using media](#)

Recommended papers for printing and copying

If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing.


Depending on your country/region, some of these papers might not be available.

HP Brochure Paper HP Superior Inkjet Paper	These papers are glossy-coated or matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.
HP Bright White Inkjet Paper	HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. It features ColorLok Technology for less smearing, bolder blacks and vivid colors.
HP Printing Paper	HP Printing Paper is a high-quality multifunction paper. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It features ColorLok Technology for less smearing, bolder blacks and vivid colors. It is acid-free for longer lasting documents.
HP Office Paper	HP Office Paper is a high-quality multifunction paper. It is suitable for copies, drafts, memos and other everyday documents. It features ColorLok Technology for less smearing, bolder blacks and vivid colors. It is acid-free for longer lasting documents.
HP Office Recycled Paper	HP Office Recycled Paper is a high-quality multifunction paper made with 30% recycled fiber. It features ColorLok Technology for less smearing, bolder blacks and vivid colors. It is acid-free for longer lasting documents.
HP Premium Presentation Paper HP Professional Paper	These papers are heavy two-sided matte papers perfect for presentation, proposals, reports and newsletters. They are heavyweight for an impressive look and feel.
HP Advanced Photo Paper	This thick photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store processed

(continued)

	photo. It is available in several sizes, including A4, 8.5 x 11 inch, 10 x 15 cm (4 x 6 inch), 13x18 cm (5 x7 inch) with a glossy finish. It is acid-free for longer lasting documents.
HP Everyday Photo Paper	Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable, photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. Available in semi-gloss finish in 8.5 x11 inch, A4, 4 x 6 inch and 10 x 15 cm. It is acid-free for longer lasting documents.

To order HP papers and other supplies, go to www.hp.com/buy/supplies. If prompted, select your country/region, follow the prompts to select your printer, and then click one of the shopping links on the page.

 **NOTE:** At this time, some portions of the HP Web site are available in English only.

Recommended papers for photo printing

If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing.

Depending on your country/region, some of these papers might not be available.

HP Advanced Photo Paper

This thick photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store processed photo. It is available in several sizes, including A4, 8.5 x 11 inch, 10 x 15 cm (4 x 6 inch), 13 x 18 cm (5 x 7 inch) and two finishes – glossy or soft gloss (satin matte). It is acid-free for longer lasting documents.


HP Everyday Photo Paper

Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable, photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. Available in semi-gloss finish in 8.5 x 11 inch, A4, 4 x 6 inch and 10 x 15 cm. It is acid-free for longer lasting documents.

HP Photo Value Packs

HP Photo Value Packs conveniently package Original HP ink cartridges and HP Advanced Photo Paper to save you time and take the guesswork out of printing affordable professional photos with your HP printer. Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation's worth of photos or multiple prints to share.

To order HP papers and other supplies, go to www.hp.com/buy/supplies. If prompted, select your country/region, follow the prompts to select your printer, and then click one of the shopping links on the page.

 **NOTE:** At this time, some portions of the HP Web site are available in English only.


Tips for selecting and using media


For the best results, observe the following guidelines.

- Always use media that conforms to the printer specifications. For more information, see [Media specifications](#).
- Load only one type of media at a time into the input tray.
- When loading the input tray or scanner, make sure the media is loaded correctly. For more information, see [Load media](#) or [Load an original in the scanner](#).
- Do not overload the input tray or scanner. For more information, see [Media specifications](#).
- To prevent jams, poor print quality, and other printing problems, avoid loading the following media in the input tray or scanner:
 - 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
- Do not leave photo paper in the input tray for extended periods of time.

Load an original in the scanner

You can copy or scan documents by placing them in the scanner.


 **CAUTION:** Do not load photos in the scanner; this might cause damage to the photos. Use only media that is supported by the printer. For more information, see [Media specifications](#).

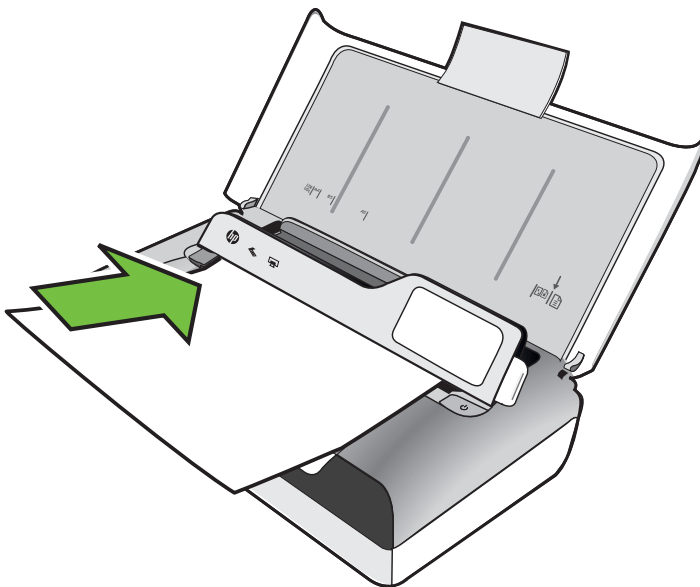
 **NOTE:** The scanner can hold only 1 sheet of plain paper at a time. To scan multiple pages, wait for the printer to finish scanning the page, and then load the next page into the scanner.

To load an original in the scanner

Use these steps to load a document in the scanner.

1. Insert the original, print-side down, into the scanner along the right edge, so that the top edge of the original goes in first.

 **CAUTION:** Only insert one page at a time into the scanner. Inserting more than one page can cause jams and possibly damage your original.



2. Slide the original into the scanner until the scanner grips the page and you hear a tone and see a message on the display indicating that the loaded page was detected.
3. Slide the guide until it touches the edge of the original.

Load media

This section provides instructions for loading media into the printer.

⚠ CAUTION: Use only media that is supported by the printer. For more information, see [Media specifications](#).

This section contains the following topics:

⚠ CAUTION: Do not load media while the printer is printing.

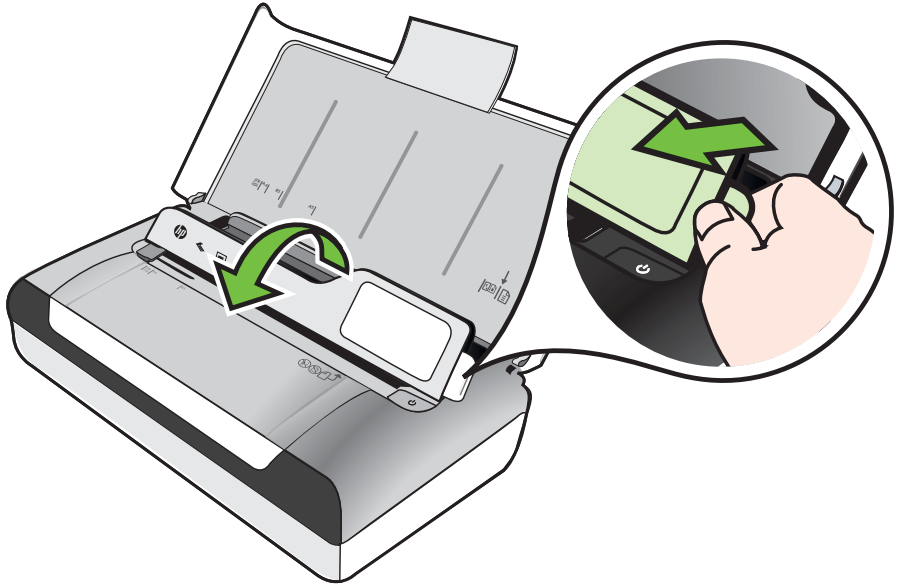
- [Load standard-size media](#)
- [Load envelopes](#)
- [Load cards and photo paper](#)
- [Load custom-size media](#)

Load standard-size media


To load media

Use these instructions to load standard media.

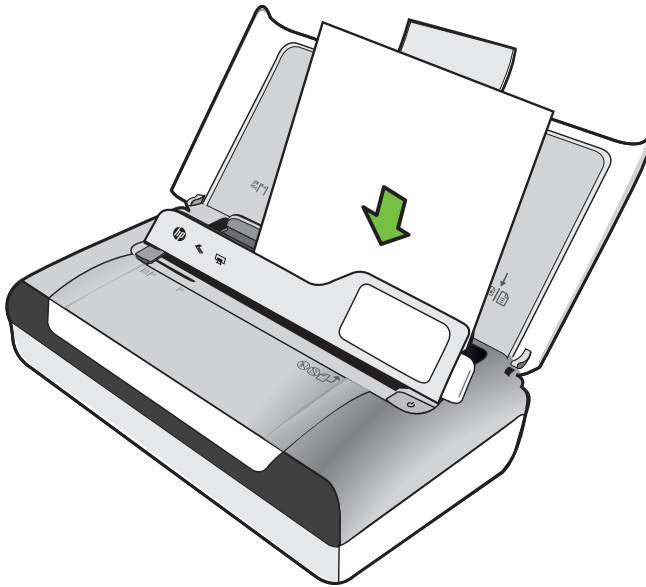
1. Lift the input tray.
2. Lift up the control panel using the control panel latch.




3. Slide the paper width guide out as far as possible.

 **NOTE:** If you are loading larger-sized media, pull up the input tray extension.

4. Insert the plain paper print-side up and align it squarely against the paper guide.



 **NOTE:** Do not load paper while the printer is printing.

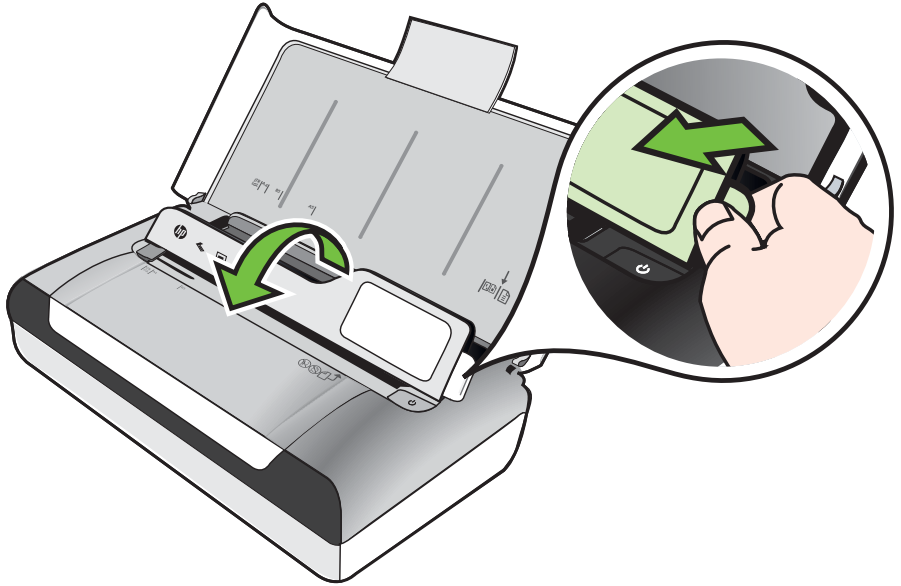
5. Adjust the paper width guide so it fits snugly against the sides of the paper.

Load envelopes


To load envelopes

Use these instructions to load an envelope.

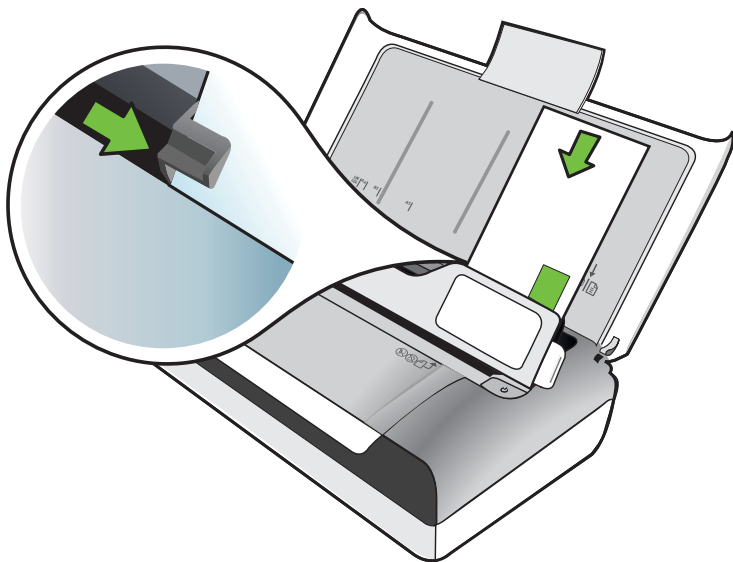
1. Lift the input tray.
2. Lift up the control panel using the control panel latch.



3. Slide the paper width guide out as far as possible.

 **NOTE:** If you are loading larger-sized media, pull up the input tray extension.

4. Load envelopes according to the graphic in the tray.
5. Adjust the width guide so it fits snugly against the sides of the envelope.

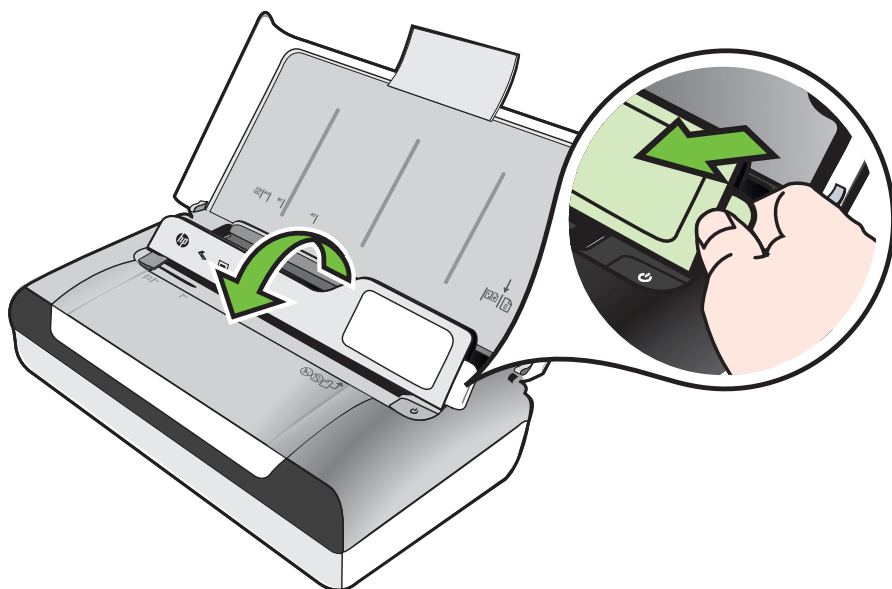


Load cards and photo paper


To load cards and photo paper

Use these instructions to load photo paper.


1. Lift the input tray.
2. Lift up the control panel using the control panel latch.



3. Slide the paper width guide out as far as possible.

 **NOTE:** If you are loading larger-sized media, pull up the input tray extension.

4. Insert the media print-side up and align it squarely against the paper guide. If the photo paper has a tab along one edge, make sure the tab is pointing up.


 **NOTE:** Do not load paper while the printer is printing.

5. Adjust the paper width guide so it fits snugly against the sides of the paper.

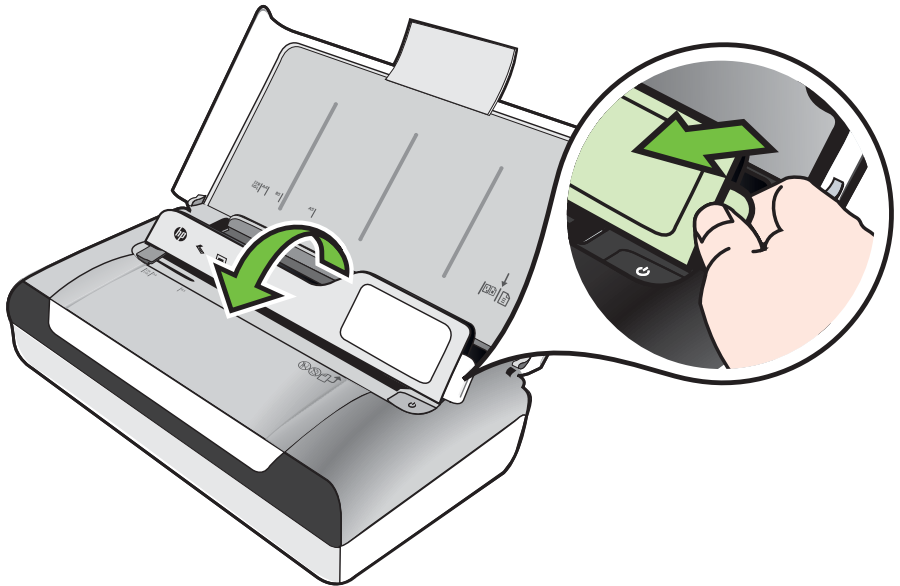
Load custom-size media

To load cards and photo paper

Use these instructions to load custom-size media.

 **CAUTION:** Use only custom-size media that is supported by the printer. For more information, see [Media specifications](#).

1. Lift the input tray.
2. Lift up the control panel using the control panel latch.



3. Slide the paper width guide out as far as possible.

 **NOTE:** If you are loading larger-sized media, pull up the input tray extension.

4. Insert the media print-side up and align it squarely against the paper guide.



NOTE: Do not load paper while the printer is printing.

5. Adjust the paper width guide so it fits snugly against the sides of the paper.

Install and use the battery

The printer comes with a lithium-ion rechargeable battery. It is also available for purchase as an optional accessory. For more information, see [HP supplies and accessories](#).

This section contains the following topics:

- [Battery safety](#)
- [Understand the battery](#)
- [Charge and use the battery](#)

Battery safety

- Use only the battery designed specifically for the printer. For more information, see [HP supplies and accessories](#) and [Printer specifications](#).
- When discarding a battery, contact your local waste disposal provider regarding local restrictions on the disposal or recycling of batteries. Though the lithium-ion rechargeable battery is mercury-free, it might require recycling or proper disposal at end-of-life. For more information, see [Recycling program](#).
- The battery might explode if incorrectly replaced or disposed of in fire. Do not short-circuit the battery.
- To purchase a replacement battery, contact your local dealer or HP sales office. For more information, see [HP supplies and accessories](#).
- To avoid risk of fire, burns, or damage to the battery, do not allow a metal object to touch the battery contacts.
- Do not disassemble the battery. The battery has no serviceable parts inside.
- Handle a damaged or leaking battery with extreme care. If you come in contact with the electrolyte, wash the exposed area with soap and water. If it contacts the eye, flush the eye with water for 15 minutes and seek medical attention.
- Do not charge, store, or use the battery in places where the temperature exceeds the limits specified in [Operating environment](#).

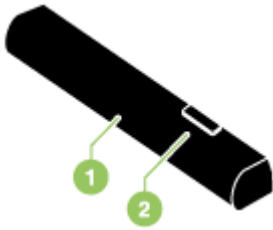
Important notes

Take note of the following when charging or using the battery:

- Charge the battery for 4 hours before using the battery for the first time. For subsequent charges, it takes approximately 3 hours to fully charge the battery.
- The battery charge light is amber when the battery is charging. If it is red, the battery might be faulty and need to be replaced.
- To see battery status, touch Power Meter on the control-panel display. The battery status is also displayed in Toolbox (Windows) and HP Utility (Mac OS X). If you are using a Microsoft Windows Mobile® device, you can use the Toolbox software for PDAs. For more information, see [Printer management tools](#).

- If the battery is running low, either plug in the AC adapter to charge it or replace the battery with one that is charged.
- A fully charged battery can print up to approximately 500 pages, scan up to approximately 140 pages, or copy approximately 100 pages, depending on the complexity of the jobs.
- By default, the printer goes into Sleep mode to conserve the battery if left idle for 5 minutes on battery power. You can configure this feature from the printer control panel.
- Prior to long-term storage, fully charge the battery. Do not leave the battery in a discharged (empty) state for more than 6 months.
- To maximize battery life and capacity, charge, store, and use the battery in places that meet the guidelines specified in [Operating environment](#).

Understand the battery



1	Battery – Supplies power to the printer.
2	Battery release slider – Slides to release the battery.

Charge and use the battery

⚠ WARNING! Charge the battery for 4 hours before using the battery for the first time. Because the battery is normally warm while it is charging, do not charge it in a briefcase or other confined space as this might cause the battery to overheat.

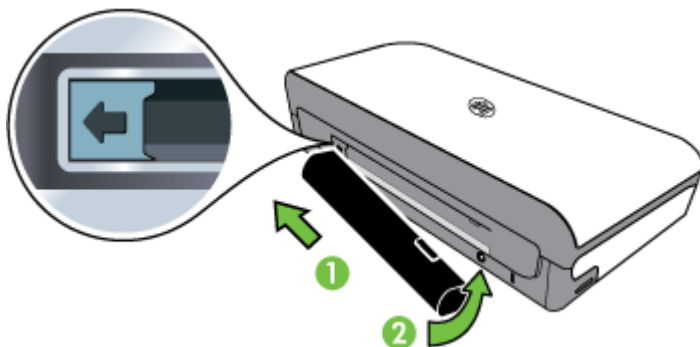
📝 NOTE: The AC adapter is normally warm to the touch when plugged into an AC outlet.

NOTE: Bluetooth printing uses more battery power than wired printing. For information on checking the battery charge level, see [Install and use the battery](#).

To install the battery

📝 NOTE: You can install the battery with the printer turned on or off.

1. Slide the battery into the battery slot at an angle, until the contacts on the battery are flush with the contacts in the battery slot. The battery contact cover slides open.

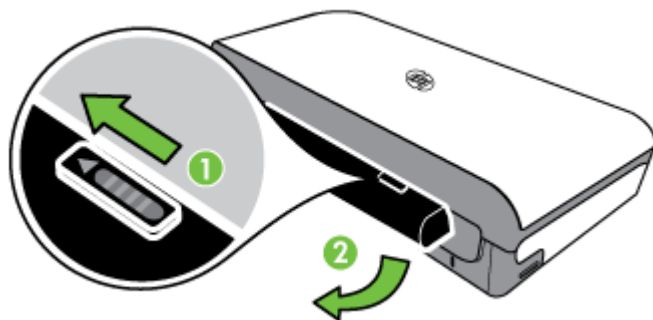


2. Push the battery into the battery slot until the battery clicks into place.
3. Plug in the AC adapter and turn on the printer. Allow the battery to charge for four hours before using the battery for the first time.
4. After the battery is fully charged, you can use the printer without connecting to the AC power supply.

To remove the battery

Follow these instructions to remove the battery.

1. Slide the battery release slider in the direction of the arrow.
2. Remove the battery.



Insert a memory device

If your digital camera uses a memory card to store photos, you can insert the memory card into the printer to print or save your photos.

Using the USB port on the back of the printer, you can connect a USB storage device, or you can connect and print photos from a PictBridge-compatible camera. You can also transfer files from the storage device to your computer.

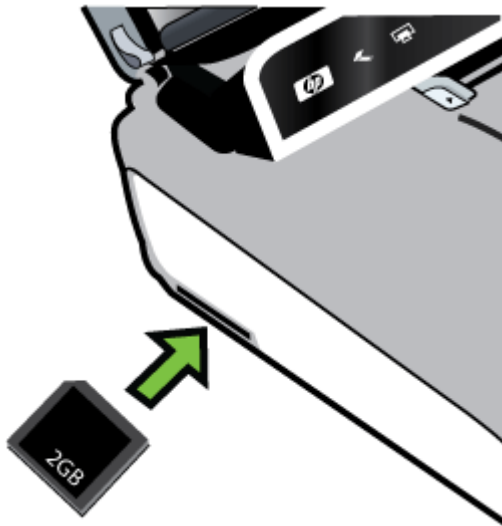
CAUTION: Attempting to remove a memory device while it is being accessed can damage files on the memory device. You can safely remove a memory card only when the photo light is not blinking.

NOTE: The printer does not support encrypted memory devices.

For more information on the supported memory devices, see [Memory device specifications](#).

To insert a memory card

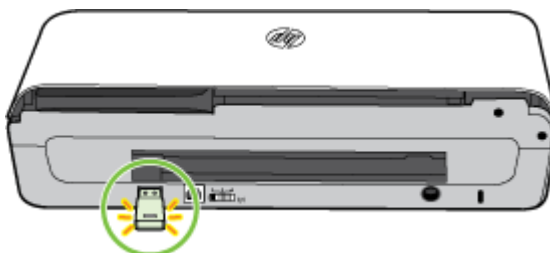
1. Turn the memory card so that the label faces up.
2. Insert the memory card into the memory card slot on the left side of the printer until it snaps into place.




TIP: To remove a memory card, push in the card and then release it.

To connect a storage device

- ▲ Insert the USB storage device or the other end of the camera's USB cable to the USB port at the back of the printer.




 **NOTE:** If you are connecting a digital camera, change the USB mode of the camera to storage mode, and then connect one end of the USB cable to the camera. Different cameras use different terms to describe the storage mode. For instance, some cameras have a digital camera setting and a disk drive setting. In this instance, the disk drive setting is the storage mode setting. If storage mode does not work on your camera, you might need to upgrade the camera firmware. For more information, see the documentation that came with the camera.

NOTE: If your USB device does not fit into this port due to size limitations, or if the connector on the device is shorter than 11 mm (0.43 in), you will need to purchase a USB extension cable in order to use your device with this port. For more information on supported USB devices, see [Memory device specifications](#).

Print from mobile phones


If you have a mobile phone that supports Bluetooth, you can purchase software that allows you to print documents and photos from your phone.

 **NOTE:** If you are using a mobile phone running Windows Mobile, you can use the HP software CD to install the printing software.

For a list of mobile phones and printing software, as well as information about obtaining the software, see [Mobile phone printing information](#).

Maintain the printer

The printer does not require scheduled maintenance, except for replacing the ink service module. For more information, see [Replace the ink service module](#). You should attempt, however, to keep the printer free of dust and debris. This cleaning keeps the printer in peak condition and might also make the diagnosis of problems easier.

 **WARNING!** Turn off the printer and unplug the power cord before cleaning the printer. If using the optional battery, turn off the printer and remove the battery before cleaning.

This section covers the following topics:

- [Clean the printer](#)

Clean the printer

When you clean the printer, follow these guidelines:

- Clean the outside of the printer with a soft cloth moistened with mild detergent and water.




NOTE: Clean the printer only with water or water mixed with a mild detergent. Using other cleaners or alcohol can damage the printer.

- Clean the inside of the cartridge access door with a dry, lint-free cloth.



CAUTION: Be careful not to touch the rollers. Skin oils on the rollers can cause print quality problems.

Turn off the printer

Turn off the printer by pressing  (Power) located on the printer. Wait until the power light turns off before unplugging the power cord or turning off a power strip. If you turn off the printer incorrectly, the print carriage might not return to the correct position, which might cause print quality issues or problems with the ink cartridges.



NOTE: Wait for the printer to completely shutdown before removing the power cord from a surge protector or wall outlet, or removing the battery pack.

If you do not shut down the printer in this manner, the next time you start the printer, an error message will show on the control panel display.


2 Print

Most print settings are automatically handled by the software application. Change the settings manually only when you want to change print quality, print on specific types of paper, change media size, or use special features. For more information about selecting the best print media for your documents, see [Select print media](#).

This section contains the following topics:

- [Print documents](#)
- [Print brochures](#)
- [Print on envelopes](#)
- [Print a Web page](#)
- [Print photos](#)
- [Print on special and custom-size paper](#)
- [Print borderless documents](#)
- [Print on both sides \(duplexing\)](#)

Print documents

 **NOTE:** With certain types of paper, you can print on both sides of a sheet of paper (called “two-sided printing” or “duplex printing”). For more information, see [Print on both sides \(duplexing\)](#).

Follow the instructions for the operating system.


- [Print documents \(Windows\)](#)
- [Print documents \(Mac OS X\)](#)


Print documents (Windows)

1. Load paper in the tray. For more information, see [Load media](#).
2. On the **File** menu in the software application, click **Print**.
3. Make sure the printer you want to use is selected.
4. To change settings, click the button that opens the **Properties** dialog box. Depending on the software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. Change the paper orientation on the **Layout** tab, and paper source, media type, paper size, and quality settings on the **Paper/Quality** tab. To print in black and white, click the **Advanced** button, and then change the **Print in Grayscale** option.
6. Click **OK**.
7. Click **Print** or **OK** to begin printing.

Print documents (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the paper size from the **Paper Size** pop-up menu (if available).
6. Change the print settings for the option provided in the pop-up menus, as appropriate for your project.

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.


7. Click **Print** to begin printing.


Print brochures

Follow the instructions for the operating system.

- [Print brochures \(Windows\)](#)
- [Print brochures \(Mac OS X\)](#)

Print brochures (Windows)


-  **NOTE:** To set print settings for all print jobs, make the changes in the HP software provided with the printer. For more information on the HP software, see [Printer management tools](#).
-
1. Load paper in the tray. For more information, see [Load media](#).
 2. On the **File** menu in the software application, click **Print**.
 3. Select the printer you want to use.
 4. To change settings, click the button that opens the **Properties** dialog box. Depending on the software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
 5. Select a size from the **Size** drop-down menu. Select a brochure type from the **Paper Type** drop-down menu.
 6. Change any other print settings.


 **TIP:** You can change more options for the print job by using the features available on the other tabs in the dialog box.

 7. Click **Print** to begin printing.

Print brochures (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.


 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the paper size from the **Paper Size** pop-up menu (if available).
6. Click **Paper Type/Quality** from the pop-up menu, and then select the following settings:
 - **Paper Type:** The appropriate brochure paper type
 - **Quality:** **Normal** or **Best**

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.
7. Select any other print settings that you want, and then click **Print** to begin printing.

Print on envelopes

When you select envelopes, avoid envelopes that have a very slick finish, self-stick adhesives, clasps, or windows. Also, avoid envelopes with thick, irregular, or curled edges, or areas that are wrinkled, torn, or otherwise damaged.

Make sure the envelopes you load in the printer are tightly constructed and that the folds are sharply creased.

 **NOTE:** For more information about printing on envelopes, see the documentation available with the software program you are using.


Follow the instructions for the operating system.

- [Print on envelopes \(Windows\)](#)
- [Print on envelopes \(Mac OS X\)](#)

Print on envelopes (Windows)

1. Load envelopes in the tray. For more information, see [Load media](#).
2. On the **File** menu in the software application, click **Print**.
3. Select the printer you want to print to.
4. To change settings, click the button that opens the **Properties** dialog box. Depending on the software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. On the **Features** tab, change the orientation to **Landscape**.

6. In the **Basic Options** area, from the **Size** drop-down list, select **More**. Then, select the appropriate envelope type.

 **TIP:** You can change more options for the print job by using the features available on the other tabs in the dialog box.


7. Click **OK**, and then click **Print** or **OK** to begin printing.

Print on envelopes (Mac OS X)

1. Load envelopes in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.


 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.


- b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the appropriate envelope size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
 4. Make sure the printer you want to use is selected.
 5. Select the appropriate envelope size in the **Paper Size** pop-up menu (if available).
 6. Select the **Orientation** option.

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.

7. Select any other print settings that you want, and then click **Print** to begin printing.

Print a Web page

 **TIP:** To print Web pages correctly, you might **NEED** to set the print orientation to Landscape.

 **NOTE:** With certain types of paper, you can print on both sides of a sheet of paper (called “two-sided printing” or “duplex printing”). For more information, see [Print on both sides \(duplexing\)](#).

Follow the instructions for your operating system.

- [Print a Web page \(Windows\)](#)
- [Print a Web page \(Mac OS X\)](#)

Print a Web page (Windows)


If you are using a computer running Windows and Internet Explorer 6.0 or higher for Web browsing, you can use HP Smart Web Printing to ensure simple, predictable Web printing with control over what you want and how you want it printed. You can access

HP Smart Web Printing from the toolbar in Internet Explorer. For more information about HP Smart Web Printing, see the help file provided with it.


1. Load paper in the tray. For more information, see [Load media](#).
2. On the **File** menu in the software application, click **Print**.
3. Make sure the printer you want to use is selected.
4. If your Web browser supports it, select the items on the Web page that you want to include in the printout.
For example, in Internet Explorer, click the **Options** tab to select options such as **As laid out on screen**, **Only the selected frame**, and **Print all linked documents**.
5. Click **Print** or **OK** to begin printing.


Print a Web page (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.

 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the paper size from the **Paper Size** pop-up menu (if available).
6. Change the print settings for the option provided in the pop-up menus, as appropriate for your project.

 **TIP:** Some Web browsers include special options for printing Web pages. If available, select the option for your Web browser from the pop-up menu. For more information, see the documentation provided with your Web browser.

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.

7. Click **Print** to begin printing.

Print photos

Do not leave unused photo paper in the input tray. The paper might start to curl, which could reduce the quality of the printout. Photo paper should be flat before printing.

Follow the instructions for the operating system.


- [Print photos on photo paper \(Windows\)](#)
- [Print photos on photo paper \(Mac OS X\)](#)
- [Print photos from a memory device](#)


Print photos on photo paper (Windows)

1. Load paper in the tray. For more information, see [Load media](#).
2. On the **File** menu in the software application, click **Print**.
3. Make sure the printer you want to use is selected.
4. To change settings, click the button that opens the **Properties** dialog box. Depending on the software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. If you want to print the photo in black and white, click the **Features** tab and then change the **Print in Grayscale** option under **Color Options**.
6. Click **OK**, and then click **Print** or **OK** to begin printing.

Print photos on photo paper (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the appropriate paper size from the **Paper Size** pop-up menu (if available).
6. Click **Paper Type/Quality** from the pop-up menu, and then select the following settings:
 - **Paper Type:** The appropriate photo paper type
 - **Quality: Best or Maximum dpi**

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.

7. If necessary, change the photo and color options:
 - a. Click the disclosure triangle beside **Color Options** and select the appropriate **Photo Fix** options:
 - **Off:** Applies no automatic adjustments to the image.
 - **Basic:** Automatically focuses the image; moderately adjusts image sharpness.
 - b. To print the photo in black and white, click **Grayscale** from the **Color** pop-up menu, and then select one of the following options:
 - **High Quality:** Uses all the available colors to print your photo in grayscale. This creates smooth and natural shades of gray.
 - **Black Print Cartridge Only:** Uses black ink to print your photo in grayscale. The gray shading is created by varying patterns of black dots, which might result in a grainy image.
8. Select any other print settings that you want, and then click **Print** to begin printing.

Print photos from a memory device

You can insert supported memory cards into the slot located on the left side of the printer. In addition, you can connect a USB storage device (such as a keychain drive or portable hard drive) to the USB port at the back of the printer. You can also connect a digital camera in storage mode to the USB port at the back of the printer and print photos directly from the camera.

For more information about using memory devices, see [Insert a memory device](#).

⚠ CAUTION: Attempting to remove a memory device while it is being accessed can damage files on the memory device. You can safely remove a memory card only when the status light is not blinking.

To print selected photos

📄 NOTE: This function is only available if the memory device does not contain Digital Print Order Format (DPOF) content.

1. Insert your memory device into the appropriate slot on the printer. The **Photo** screen appears on the control panel display.
2. Touch **View & Print**. The photos are displayed.
3. Follow the instructions on the control panel display to select, edit, or print the photos.

Print on special and custom-size paper

If your application supports custom-size paper, set the size in the application before printing the document. If not, set the size in the print driver. You might need to reformat existing documents to print them correctly on custom-size paper.

Use only custom-size paper that is supported by the printer. For more information, see [Media specifications](#).

📄 NOTE: Defining custom-size media sizes is only available in the HP printing software in Mac OS X.


Follow the instructions for your operating system.

- [Print on special or custom-size paper \(Mac OS X\)](#)

Print on special or custom-size paper (Mac OS X)


📄 NOTE: Before you can print on custom-size paper, you must set up the custom size in the HP software provided with the printer. For instructions, see [Set up custom sizes \(Mac OS X\)](#).

1. Load the appropriate paper in the tray. For more information, see [Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the appropriate paper size from the **Paper Size** pop-up menu (if available).
6. Click **Paper Handling** from the pop-up menu.
7. Under **Destination Paper Size**, click **Scale to fit paper size**, and then select the custom size.
8. Select any other print settings that you want, and then click **Print** to begin printing.


Set up custom sizes (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. From the **File** menu in your software application, click **Page Setup**, and then make sure the printer you want to use is selected in the **Format For** pop-up menu.
- OR -
From the **File** menu in your software application, click **Print**, and then make sure the printer you want to use is selected.
3. Select **Manage Custom Sizes** in the **Paper Size** pop-up menu.

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.
4. Click the **+** on the left side of the screen, double-click **Untitled**, and type a name for the new, custom size.
5. In the **Width** and **Height** boxes, type the dimensions, and then set the margins, if you want to customize them.
6. Click **OK**.

Print borderless documents

Borderless printing lets you print to the edges of certain photo media types and a range of standard media sizes up to 4 x 6 inches (102 x 152 mm).

 **NOTE:** You cannot print a borderless document if the paper type is set to **Plain paper**.

NOTE: Before printing a borderless document, open the file in a software application and assign the image size. Make sure the size corresponds to the media size on which you are printing the image.

NOTE: Not all applications support borderless printing.

Follow the instructions for the operating system.


- [Print borderless documents \(Windows\)](#)
- [Print borderless documents \(Mac OS X\)](#)


Print borderless documents (Windows)

1. Load paper in the tray. For more information, see [Load media](#).
2. On the **File** menu in the software application, click **Print**.
3. Select the printer you want to print to.
4. To change settings, click the button that opens the **Properties** dialog box. Depending on the software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. Click the **Features** tab.
6. In the **Size** list, click **More**, and then select the borderless size loaded in the tray. If a borderless image can be printed on the specified size, the **Borderless** check box is selected.
7. In the **Paper type** drop-down list, click **More**, and then select the appropriate paper type.
8. Select the **Borderless** check box if it is not already checked. If the borderless paper size and paper type are not compatible, the printer software displays an alert and allows you to select a different type or size.
9. Click **OK**, and then click **Print** or **OK** to begin printing.

Print borderless documents (Mac OS X)

1. Load paper in the tray. For more information, see [Load media](#).
2. Select a borderless paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

 **NOTE:** If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select an available borderless paper size from the **Paper Size** pop-up menu, and then click **OK**.
3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the paper size from the **Paper Size** pop-up menu (if available).
6. Click **Paper Type/Quality** from the pop-up menu, and then select the following settings:
 - **Paper Type:** The appropriate paper type
 - **Quality:** **Best** or **Maximum dpi**

 **NOTE:** If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.
7. Make sure the **Print Borderless** check box is selected.

8. If necessary, click the disclosure triangle beside **Color Options** and select the appropriate **Photo Fix** options:
 - **Off:** Applies no automatic adjustments to the image.
 - **Basic:** Automatically focuses the image; moderately adjusts image sharpness.
9. Select any other print settings that you want, and then click **Print** to begin printing.

Print on both sides (duplexing)

You can print on both sides manually using the Windows printer software.

You can print on both sides of a sheet using a Macintosh computer by first printing the odd-numbered pages, turning the pages over, and then printing the even-numbered pages.

- [To perform duplexing \(Windows\)](#)
- [To perform duplexing \(Mac OS X\)](#)

To perform duplexing (Windows)

1. Load the appropriate media. See [Guidelines for two-sided \(duplex\) printing and Load media](#).
2. With a document open, on the **File** menu, click **Print**, and then click **Properties**.
3. Click the **Features** tab.
4. Select **Manually** from the two-sided printing drop-down list.
5. To automatically resize each page to match the document's onscreen layout, ensure **Preserve Layout** is selected. Clearing this option might result in unwanted page breaks.
6. Select or clear the **Flip Pages Up** check box to match the way you want the binding. See the graphics in the print driver for examples.
7. Change any other desired settings and click **OK**.
8. Print the document.
9. After the first side of the document is printed, follow the onscreen instructions and reload the paper into the tray to complete printing.
10. After reloading the paper, click **Continue** in the onscreen instructions to continue the print job.

To perform duplexing (Mac OS X)

1. Load the appropriate media. For more information, see [Guidelines for two-sided \(duplex\) printing and Load media](#).
2. Select a paper size:
 - a. From the **File** menu in your software application, click **Page Setup**.

NOTE: If you do not see a **Page Setup** menu item, go to step 3.
 - b. Make sure the printer you want to use is selected in the **Format For** pop-up menu.
 - c. Select the paper size from the **Paper Size** pop-up menu, and then click **OK**.

3. From the **File** menu in your software application, click **Print**.
4. Make sure the printer you want to use is selected.
5. Select the paper size from the **Paper Size** pop-up menu (if available).
6. Click the **Paper Handling** pop-up menu, select **Odd Only** in the **Pages to Print** pop-up menu, and then click **Print**.




NOTE: If you do not see any options, click the disclosure triangle next to the **Printer** pop-up menu or click **Show Details**.

7. Flip the paper over and then print the even-numbered pages.

3 Scan

You can use the printer's control panel to scan documents and other originals and send them to a variety of destinations, such as a folder on a computer. You can also scan these originals from your computer using either the HP software provided with the printer or TWAIN-compliant or WIA-compliant programs.

You can use the HP software on your computer to convert the text in scanned documents into a format that you can search, copy, paste, and edit.

 **NOTE:** Some scan functions are only available after you install the HP software.

NOTE: Scan functions are supported only through a USB connection. Scan functions are not available through a Bluetooth connection.

NOTE: For better scan quality, use color scan and avoid scanning under direct sunlight or intense light.

This section contains the following topics:

- [Scan an original](#)
- [Scanning documents as editable text](#)

Scan an original


 **NOTE:** Your printer and computer must be connected and turned on.

NOTE: If you are scanning an original from the printer control panel or from your computer using a the HP printer software, the HP software provided with the printer must also be installed and running on your computer prior to scanning.

This section contains the following topics:

- [Scan to a computer](#)
- [Scan to a memory device](#)

Scan to a computer

 **NOTE:** Before scanning to a computer, install the HP software and make sure the printer is connected to the computer with a USB cable.

NOTE: To scan using HP Scan application or TWAIN compliant software, full HP software needs to be installed.

To scan an original to a computer from the printer control panel

Use these steps to scan from the control panel.

1. Insert the original in the scanner. For more information, see [Load an original in the scanner](#).
2. Touch **Scan**, and then select **Scan To computer**.



NOTE: If you are using a computer running Mac OS X, make sure you quit the HP Scan application before scanning from the printer control panel.

3. Touch the type of document you want to save.
4. Touch **Start Scan**.

To scan an original from HP printer software

1. Insert the original in the scanner. For more information, see [Load an original in the scanner](#).
2. On the computer, open the HP scanning software:
 - **Windows:** From the computer desktop, click **Start**, select **Programs** or **All Programs**, select the folder for your HP printer, select **HP Scan**, and then select the scan shortcut you want to use.
 - **Mac OS X:** Double-click the **HP Scan 3** icon. This icon is located in the **Hewlett-Packard** folder in the **Applications** folder at the top level of the hard disk.



TIP: To scan and send documents as email attachments on a computer running Windows, select **Attach to E-mail** from the **Scan Shortcuts** list, and then follow any onscreen instructions. Also, be sure you have already set up a valid e-mail account.

3. To start the scan, click **Scan**.



NOTE: For more information, see the online Help provided with the scanning software.

NOTE: Use the HP software to scan documents into editable text, a format that allows you to search, copy, paste, and edit within the scanned document. Use this format to edit letters, newspaper clippings, and many other documents. For more information, see [Scanning documents as editable text](#).

Scan to a memory device



NOTE: To scan to a memory device, you do not need to install the HP software or connect the printer to a computer.

To scan an original to a memory device from the printer control panel

Use these steps to scan an original to a memory device.

1. Insert your original print-side down in the scanner. For more information, see [Load an original in the scanner](#).
2. Insert a memory device. For more information, see [Insert a memory device](#).
3. Touch **Scan**, and then touch **Memory Card** or **USB Drive**.

4. Touch **Document Type** to select the type of document you want to save. Make changes to scan options, if needed.
Touch **Resolution** if you want to change the output quality.
5. Touch **Start Scan**.

Scanning documents as editable text

When scanning documents, you can use the HP software to scan documents into a format that you can search, copy, paste, and edit. This allows you to edit letters, newspaper clippings, and many other documents.

This section contains the following topics:

- [To scan documents as editable text](#)
- [Guidelines for scanning documents as editable text](#)

To scan documents as editable text

Use the following guidelines for scanning documents as editable text.

Follow the instructions for your operating system.

Windows

1. Insert your original print-side down in the scanner. For more information, see [Load an original in the scanner](#).
2. From the computer desktop, click **Start**, select **Programs** or **All Programs**, select the folder for your HP printer, and then select **HP Scan**.
3. Select the type of editable text you want to use in the scan:

I want to...	Follow these steps
Extract just the text, without any of the formatting of the original	Select the Save as Editable Text shortcut from the list, and then select Text File (*.txt) from the File Type drop-down menu.
Extract the text, as well as some of the formatting of the original	Select the Save as Editable Text shortcut from the list, and then select Rich Text File (*.rtf) from the File Type drop-down menu. Or Select the Save as PDF (searchable) shortcut from the list, and then select PDF-Searchable (*.pdf) from the File Type drop-down menu.

4. To start the scan, click **Scan**, and then follow the onscreen instructions.

Mac OS X

1. Insert your original print-side down in the scanner. For more information, see [Load an original in the scanner](#).
2. Double-click the HP Scan 3 icon. This icon is located in the **Hewlett-Packard** folder in the **Applications** folder at the top level of the hard disk.
3. From the **HP Scan** menu, click **Preferences**.

4. Select the **Documents** preset from the **Presets** pop-up menu.
5. To start the scan, click **Scan**.
6. After the scan is complete, click the **Save** button in the HP Scan toolbar
7. Select the type of editable text you want to use in the scan:

I want to...	Follow these steps
Extract just the text, without any of the formatting of the original	Select TXT from the Format pop-up menu. Extract the text, as well as some of the formatting of the original
Extract the text, as well as some of the formatting of the original	Select RTF or PDF-Searchable from the Format pop-up menu.

8. Click **Save**.

Guidelines for scanning documents as editable text


To ensure that the software can convert your documents successfully, do the following:

- **Make sure the scanner glass is clean.**
When the printer scans the document, smudges or dust on the scanner glass can be scanned, as well, and can prevent the software from converting the document to editable text.
- **Make sure the document is loaded correctly.**
When scanning documents as editable text, the original must be loaded with the top forward and face up.
Also, make sure the document is not skewed. For more information, see [Load an original in the scanner](#).
- **Make sure the text on the document is clear.**
To successfully convert the document to editable text, the original must be clear and of high quality. The following conditions can cause the software to not convert the document successfully:
 - The text on the original is faint or wrinkled.
 - The text is too small.
 - The structure of the document is too complex.
 - The text is tightly spaced. For example, if the text that the software converts has missing or combined characters, "rn" might appear as "m."
 - The text is on a colored background. Colored backgrounds can cause images in the foreground to blend too much.

- **Choose the correct profile.**
Be sure to select a shortcut or preset that allows scanning as editable text. These options use scan settings designed to maximize the quality of your OCR scan. In Windows, use the **Editable Text (OCR)** or **Save as PDF** shortcuts. In Mac OS X, use the **Documents** preset.
- **Save your file in the correct format.**
If you want to extract just the text from the document, without any of the formatting of the original, select a plain text format (such as **Text (.txt)** or **TXT**). If you want to extract the text, as well as some of the formatting of the original, select Rich Text Format (such as **Rich Text (.rtf)** or **RTF**) or searchable PDF format (**Searchable PDF (.pdf)** or **PDF-Searchable**).

4 Copy

You can produce high-quality color and black-and-white copies on a variety of paper types and sizes.

 **NOTE:** For better copy quality, use color copy and avoid copying under direct sunlight or intense light.

This section contains the following topics:


- [Copy documents](#)
- [Change copy settings](#)

Copy documents

You can make quality copies from the printer control panel.

To copy documents

1. Make sure you have paper loaded in the input tray.
2. Insert the original in the scanner. For more information, see [Load an original in the scanner](#).
3. Touch **Copy**.
4. Touch the left and right arrows to select the number of copies.
5. Touch **Settings** to change copy settings. For more information, see [Change copy settings](#).
6. To start the copy job, touch one of the following:
 - **Start Black:** To select a black-and-white copy job.
 - **Start Color :** To select a color copy job.

 **NOTE:** If you have a color original, selecting the **Black** function produces a black-and-white copy of the color original, while selecting **Color** produces a full-color copy of the color original.

Change copy settings

You can customize copy jobs using the various settings available from the printer's control panel, including the following:

- Copy paper size
- Copy paper type
- Resize copies
- Copy quality
- Lighter/Darker settings
- Set as New Defaults - After making settings changes, touch this to make it the default for all copies.

You can use these settings for single copy jobs, or you can save settings to be used as defaults for future jobs.

To change copy settings for a single job

1. Touch **Copy**, and then touch **Settings** .
2. Select the copy function settings you want to change.
3. Touch **Start Black** or **Start Color**.

To save the current settings as defaults for future jobs

1. Touch **Copy**, and then touch **Settings**.
2. Make any changes to the copy function settings, and then touch **Set as new defaults**.
3. Touch **Yes**.

5 Work with ink cartridges

This section contains the following topics:



- [Information about ink cartridges](#)
- [Check the estimated ink levels](#)
- [Handle the ink cartridges](#)
- [Replace the ink cartridges](#)
- [Print with a single ink cartridge](#)
- [Store printing supplies](#)
- [Ink cartridge maintenance](#)

Information about ink cartridges

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

- If you need to replace an ink cartridge, wait until you have the new ink cartridge available to install before removing the old cartridge.

⚠ CAUTION: Do not leave untaped ink cartridges outside of the product for an extended period of time. This can result in damage to the ink cartridge.

- Keep all ink cartridges in the original sealed packages until they are needed.
- Turn off the printer by pressing the  (Power) button located on the product. Wait until the power light turns off before unplugging the power cord or turning off a power strip. If you improperly turn off the printer, the print carriage might not return to the correct position causing problems with the ink cartridges and print quality issues. For more information, see [Turn off the printer](#).
- Store ink cartridges at room temperature (15-35° C or 59-95° F).
- You do not need to replace the cartridges until print quality becomes unacceptable, but a significant decrease in print quality may be the result of one or more depleted cartridges. Possible solutions include checking the estimated ink levels remaining in the cartridges, and cleaning the ink cartridges. Cleaning the ink cartridges uses some ink. For more information, see [Advanced ink cartridge maintenance](#).
- Do not clean ink cartridges unnecessarily. This wastes ink and shortens the life of the cartridges.
- Handle ink cartridges carefully. Dropping, jarring, or rough handling during installation can cause temporary printing problems.
- If you are transporting the product, do the following to prevent ink leaking from the print carriage or other damage from occurring to the product:
 - Make sure you turn off the product by pressing the  (Power) button. The print carriage should be parked on the right side in the service station.
 - Make sure you leave the ink cartridges installed.

Related topics

[Check the estimated ink levels](#)

Check the estimated ink levels

You can check the estimated ink levels from Toolbox (Windows), HP Utility (Mac OS X), or the Toolbox software for PDAs. For information about using these tools, see [Printer management tools](#). You can also print the Printer Status page to view this information (see [Understand the printer information pages](#)).

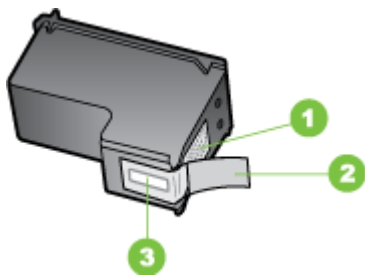
NOTE: Ink level alerts and indicators provide estimates for planning purposes only. When you receive a low-ink alert, consider having a replacement cartridge available to avoid possible printing delays. You do not have to replace the cartridges until the print quality is unacceptable.

NOTE: If you have installed a refilled or remanufactured cartridge, or a cartridge that has been used in another printer, the ink level indicator might be inaccurate or unavailable.

NOTE: Ink from the cartridges is used in the printing process in a number of different ways, including in the initialization process, which prepares the product 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. For more information, see www.hp.com/go/inkusage.

Handle the ink cartridges


Before you replace or clean an ink cartridge, you should know the part names and how to handle the ink cartridges.



1	Copper-colored contacts
2	Plastic tape with pink pull tab (must be removed before installing)
3	Ink nozzles under tape


Hold the ink cartridges by their black plastic sides, with the label on top. Do not touch the copper-colored contacts or the ink nozzles.




 **NOTE:** Handle the ink cartridges carefully. Dropping or jarring cartridges can cause temporary printing problems, or even permanent damage.

Replace the ink cartridges

You can check the estimated ink levels from Toolbox (Windows), HP Utility (Mac OS), or the Toolbox software for PDAs (Microsoft Windows Mobile). For information about using these tools, see [Printer management tools](#). You can also print the self-test diagnostic page to view this information (see [Understand the printer information pages](#)).

 **NOTE:** The ink levels shown are an estimate only. Actual ink volumes might vary. After removing a cartridge from its package, install it right away. Do not remove a cartridge from the printer for long periods of time.

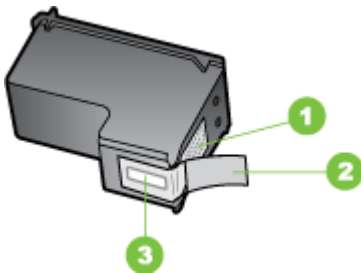
To find out which ink cartridges work with the printer, see [Supplies](#).

 **CAUTION:** To prevent clogs, ink failure, and bad electrical connections, do not touch the ink cartridge ink nozzles or copper contacts, and do not remove the copper strips.

To replace the ink cartridges


Follow these instructions to replace an ink cartridge.

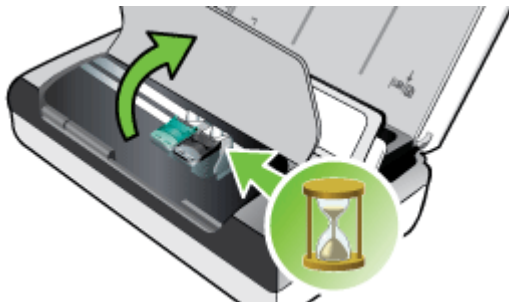
1. Remove the new ink cartridge from its package and then pull the colored tab to remove the protective film from the cartridge.



1	Copper-colored contacts
2	Plastic tape with pink pull tab (must be removed before installing)
3	Ink nozzles under tape

2. With the printer turned on, open the cartridge access door. Wait for the carriage to stop moving. This should take only a few seconds.

 **CAUTION:** Only remove or install ink cartridges when the ink cartridge carriage stops moving.



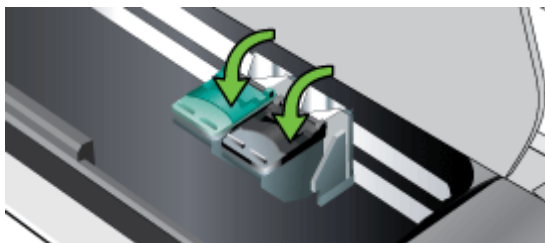
3. Lift the ink cartridge latch open and gently remove the ink cartridge from its cradle compartment.




4. Insert the new ink cartridge into its cradle compartment at the same angle at which you removed the old ink cartridge. Check the symbol on the latch against the symbol on the ink cartridge to make sure you are inserting the correct ink cartridge.



5. Close the ink cartridge latch. If the cartridge is inserted correctly, closing the latch gently pushes the cartridge into its cradle compartment. Press the latch to make sure it is seated flat on the cartridge.




6. Close the cartridge access door.
7. Wait for the carriage to complete the ink cartridge initialization routine before using the printer.

 **NOTE:** Do not open the cartridge access door until the ink cartridge initialization is complete.

Print with a single ink cartridge

If one of the ink cartridges runs out of ink before you can replace it, you can still print with a single ink cartridge.

Empty cartridge	Cartridges used	Output
Black	Prints with only the tri-color ink cartridge	Color and grayscale
Tri-color	Prints with only the black or photo ink cartridge	All documents print in grayscale
Photo	Prints with only the tri-color ink cartridge	Color and grayscale

 **NOTE:** Printing with one ink cartridge might be slower and the print quality might be affected. It is recommended to print with both ink cartridges. For borderless printing, the tri-color ink cartridge must be installed.

Store printing supplies

This section covers the following topics:

- [Store ink cartridges](#)

Store ink cartridges

Store an ink cartridge in an airtight container with the print nozzles facing up.


Ink cartridge maintenance


This section contains the following topics:

- [Align the ink cartridges](#)
- [Calibrate color](#)
- [Clean the ink cartridges](#)

Align the ink cartridges


Whenever you install a new ink cartridge, you should align the ink cartridges for the best possible print quality. If the printout is grainy, has stray dots, jagged edges, or the ink is bleeding into another color, you can realign them through Toolbox, or HP Utility (Mac OS). For information about using these tools, see [Printer management tools](#).

 **NOTE:** Load plain paper into the input tray before aligning the ink cartridges. An alignment page is printed during the alignment process.

- **Printer control panel:** Touch the right arrow , touch **Setup**, touch **Tools**, and then select **Align Ink Cartridges**.
- **Toolbox (Windows):** Open Toolbox. For more information, see [Toolbox \(Windows\)](#). Click the **Printer Services** tab, and then click **Align Ink Cartridges** and follow the onscreen instructions.
- **HP Utility (Mac OS):** Open HP Utility. For more information, see [HP Utility \(Mac OS X\)](#). Click **Align** and follow the onscreen instructions.

Calibrate color

If you are not satisfied with the appearance of colors, you can calibrate the colors manually to ensure the best print quality.

 **NOTE:** Calibrate the color only when the tri-color and photo ink cartridges are installed together. The photo ink cartridge is available for purchase as an optional accessory. For more information, see [HP supplies and accessories](#).

NOTE: If you are using a Windows Mobile, you can calibrate the color using the Toolbox software for PDAs. For more information, see [Toolbox software for PDAs \(Microsoft Windows Mobile\)](#).

Color calibration balances color tints on printed pages. It is only necessary if:


- Printed colors have visibly shifted toward yellow, cyan or magenta.
- There is a color tinge in the gray shades.

Low ink levels in the ink cartridges might also produce incorrect colors.

- **Toolbox (Windows):** Open Toolbox. For more information, see [Toolbox \(Windows\)](#). Click the **Printer Services** tab, and then click **Calibrate Color** and follow the onscreen instructions.
- **HP Utility (Mac OS):** Open HP Utility. For more information, see [HP Utility \(Mac OS X\)](#). Click **Calibrate Color** and follow the onscreen instructions.

Clean the ink cartridges


If printed characters are incomplete, or if dots or lines are missing from the printouts, you might need to clean the ink cartridges. These are symptoms of clogged ink nozzles, which can result from prolonged exposure to air.

 **NOTE:** Before you clean the ink cartridges, make sure the ink cartridge ink levels are not low or empty. Low ink levels can also cause incomplete characters, missing lines, or dots on the printouts. You can check the ink level of the cartridges from the printer control panel, the Printer Status tab in Toolbox (Windows), HP Utility (Mac OS), or the Toolbox software for PDAs. For more information, see [Work with ink cartridges](#).


This section contains the following topics:

- [To clean ink cartridges automatically](#)
- [To clean ink cartridges manually](#)

To clean ink cartridges automatically

 **NOTE:** Clean the ink cartridges only when print quality is poor. Cleaning uses ink and shortens the life of the ink cartridges. There are three levels of cleaning available. After one level of cleaning, perform the next level of cleaning only if the results are not satisfactory.

Control panel

1. Touch right arrow , and then touch **Setup**.
2. Touch **Tools**, and then touch **Clean Ink Cartridges**.
3. Follow the onscreen instructions.

Toolbox (Windows)


1. Open Toolbox. For more information, see [Toolbox \(Windows\)](#).
2. Click the **Services** tab, click **Clean the Print Cartridges**, and then follow the onscreen instructions.

HP Utility (Mac OS X)

1. Open HP Utility. For more information, see [HP Utility \(Mac OS X\)](#).
2. Click **Clean** and follow the onscreen instructions.

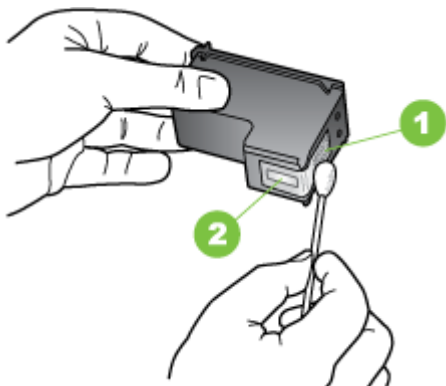
To clean ink cartridges manually

Poor contact between the ink cartridges and the ink cartridge cradles can cause error messages or affect print quality. When this occurs, try cleaning the electrical contacts on the ink cartridges and ink cartridge cradles.

 **NOTE:** Before cleaning the ink cartridges manually, remove and reinsert the cartridges to make sure they are inserted correctly.


1. Turn on the device and open the front access cover.
The print carriage moves to the center of the printer.
2. Wait until the print carriage is idle and silent, and then unplug the power cord from the back of the device.
3. Lift the ink cartridge latch open and gently remove the ink cartridge from its cradle compartment.
4. Inspect the ink cartridge contacts for ink and debris buildup.
5. Dip a clean foam rubber swab or lint-free cloth into distilled water, and squeeze any excess water from it.
6. Hold the ink cartridge by its sides.

7. Clean only the copper-colored contacts. Allow the ink cartridges to dry for approximately ten minutes.



1	Copper-colored contacts
2	Ink nozzles (do not clean)

8. Insert the ink cartridge into its cradle compartment at the same angle at which you removed the old ink cartridge.
9. Close the ink cartridge latch. If the cartridge is inserted correctly, closing the latch gently pushes the cartridge into its cradle compartment. Press the latch to make sure it is seated flat on the cartridge.
10. Repeat if necessary for the other ink cartridge.
11. Close the front access cover and plug the power cord into the back of the device.
12. Wait for the carriage to complete the ink cartridge initialization routine and return to the home position at the left side of the printer before using the printer.

 **NOTE:** Do not open the front access cover until the ink cartridge initialization is complete.

13. Align the ink cartridges. For more information, see [Align the ink cartridges](#).

6 Solve a problem

This section contains the following topics:

- [HP support](#)
- [General troubleshooting tips and resources](#)
- [Solve printing problems](#)
- [Poor print quality and unexpected printouts](#)
- [Advanced ink cartridge maintenance](#)
- [Solve paper-feed problems](#)
- [Solve copy problems](#)
- [Solve scan problems](#)
- [Troubleshoot installation issues](#)
- [Problems setting up Bluetooth communication](#)
- [Understand the printer information pages](#)
- [Clear jams](#)

HP support

If you have a problem, follow these steps

1. Check the documentation that came with the printer.
2. Visit the HP online support Web site at www.hp.com/support. HP online support is available to all HP customers. It is the fastest source for up-to-date printer information and expert assistance and includes the following features:
 - Fast access to qualified online support specialists
 - Software and driver updates for the HP printer
 - Valuable troubleshooting information for common problems
 - Proactive printer updates, support alerts, and HP newsgrams that are available when you register the HP printerFor more information, see [Obtain electronic support](#).
3. Call HP support. Support options and availability vary by printer, country/region, and language. For more information, see [HP support by phone](#).

Obtain electronic support

To find support and warranty information, go to the HP Web site at www.hp.com/support. If prompted, choose your country/region, and then click **Contact HP** for information on calling for technical support.

This Web site also offers technical support, drivers, supplies, ordering information and other options such as:

- Access online support pages.
- Send HP an e-mail message for answers to your questions.
- Connect with an HP technician by using online chat.
- Check for HP software updates.

You can also obtain support from the HP software provided with your computer. For more information, see [Printer management tools](#).


Support options and availability vary by printer, country/region, and language.

HP support by phone

The phone support numbers and associated costs listed here are those in effect at time of publication and are applicable only for calls made on a land line. Different rates might apply for mobile phones.

For the most current HP list of telephone support numbers and call costs information, see www.hp.com/support.

During the warranty period, you can obtain assistance from the HP Customer Care Center.

 **NOTE:** HP does not provide telephone support for Linux printing. All support is provided online at the following web site: <https://launchpad.net/hplip>. Click **Ask a question** to begin the support process.

The HPLIP Web site does not provide support for Windows or Mac OS X. If you are using these operating systems, see www.hp.com/support.

This section contains the following topics:

- [Before you call](#)
- [Phone support period](#)
- [Telephone support numbers](#)
- [After the phone support period](#)

Before you call

Call HP support while you are in front of the computer and the HP All-in-One. Be prepared to provide the following information:

- Model number (for more information, see [Find the printer model number](#))
- Serial number (located on the back or bottom of the printer)
- Messages that appear when the situation occurs
- Answers to these questions:
 - Has this situation happened before?
 - Can you re-create it?
 - Did you add any new hardware or software to the computer at about the time that this situation began?
 - Did anything else occur prior to this situation (such as a thunderstorm or moving the printer)?

Phone support period

One year of phone support is available in North America, Asia Pacific, and Latin America (including Mexico).

Telephone support numbers

In many locations, HP provides toll free telephone support during the warranty period. However, some of the support numbers might not be toll free.

For the most current list of telephone support numbers, see www.hp.com/support.




www.hp.com/support

Africa (English speaking)	(0027)112345872	Lietuva	+370 5 210 3333
Afrique (francophone)	0033 1 4993 9230	Jamaica	1-800-711-2884
021 672 280	العراير	日本	0120-96-1665
Algérie	021 67 22 80	0800 222 47	الأردن
Argentina (Buenos Aires)	54-11-4708-1600	한국	1588-3003
Argentina	0-800-555-5000	Luxembourg (Français)	900 40 006 0,15 €/min
Australia	1300 721 147	Luxemburg (Deutsch)	900 40 007 0,15 €/Min
Australia (out-of-warranty)	1902 910 910	Madagascar	262 262 51 21 21
Österreich	0820 874 417 doppelter Ortstarif	Magyarország	06 40 200 629 7,2 HUF/perc vezetékes telefonra
Белоруссия	(375) 17 328 4640	Malaysia	1800 88 8588
172 12 049	البحرين	Maurice	262 262 210 404
België (Nederlands)	078 600 019 0,0546 euro/min piekuren 0,0273 euro/min daluren	México (Ciudad de México)	55-5258-9922
België (Français)	078 600 020 0,0546 euro/min heures de pointe 0,0273 euro/min heures creuses	México	01-800-472-88368
България	0 700 1 0404	Maroc	0801 005 010
Hrvatska	0800 223213	Nederland	+31 0900 2020 165 0,10 €/Min
Brasil (Sao Paulo)	55-11-4004-7751	New Zealand	0800 441 147
Brasil	0-800-709-7751	Nigeria	(01) 271 2320
Canada	1-800-474-6836 (1-800 hp invent)	Norge	815 62 070 starter på 0,59 Kr per min., deretter 0,39 Kr per min. Fra mobiltelefon gjelder mobiltelefonakster.
Central America & The Caribbean	www.hp.com/la/soporte	24791773	عمان
Chile	800-360-999	Panamá	1-800-711-2884
中国	800-820-6616	Paraguay	009 800 54 1 0006
中国	400-885-6616	Perú	0-800-10111
Colombia (Bogotá)	571-606-9191	Philippines	2 867 3551
Colombia	01-8000-51-4746-8368	Polska	(22) 583 43 73 Koszt połączenia - z tel. stacjonarnego jak za 1 impuls wg taryfy operatora, - z tel. komórkowego wg taryfy operatora.
Costa Rica	0-800-011-1046	Portugal	808 201 492 Custo: 8 cêntimos no primeiro minuto e 3 cêntimos restantes minutos
Ceská republika	420 810 222 222 1,53 CZN/min	Puerto Rico	1-877-232-0589
Danmark	70 20 28 45 Opkald: 0,145 (kr, pr, min.) Pr. min. man-lar 08.00-19.30: 0,25 Pr. min. øvrige tidspunkter: 0,125	00974 - 44761936	قطر
Eesti	372 6813 823	República Dominicana	1-800-711-2884
Ecuador (Andinatel)	1-999-119 ☎ 800-711-2884	La Réunion	0820 890 323
Ecuador (Pacifitel)	1-800-225-528 ☎ 800-711-2884	România	0801 033 390 (021 204 7090) 0,029 pe minut
02 691 0602	مصر	Россия	800 500 9268
El Salvador	800-6160	800 897 1415	السعودية
España	902 010 059 Coste horario normal (de 9:00 a 20:00) 6,73 cts/min Coste horario reducido 4,03 cts/min Coste de establecimiento de llamada 8,33 cts	Singapore	+65 6272 5300
France	0969 320 435 Tarif local	Srbija	0700 301 301
Deutschland	069 29 993 434 0,14 €/Min aus dem deutschen Festnetz - bei Anrufen aus Mobilfunknetzen können andere Preise gelten	Slovenská republika	0850 111 256 miestna tarifa
Ελλάδα	801-11-75400 0,30 Ευρω/Ακτιμό	Slovenija	01 432 2001
Κύπρος	800 9 2654	South Africa (RSA)	0860 104 771 Calls at Local Rate
Guatemala	1-800-711-2884 (852) 2802 4098	Suomi	0203 667 67 0,0147€/min
香港特別行政區	1-800-425-7737	Sverige	0771-20 47 65 0,23 kr/min
India	91-80-28526900	Schweiz (Deutsch)	0848 672 672 8Rp./Min
India	91-80-28526900	Suisse (Français)	0848 672 672 0,08CHF/min
Indonesia	+62 (21) 350 3408	Svizzera	0848 672 672 0,08CHF/min
+971 4 224 9189	العراق	臺灣	0800-010055 (免費)
+971 4 224 9189	البحرين	ไทย	+66 (2) 353 9000
1-700-503-048	إسرائيل	071 891 391	تونس
עלות שיחה מקונית / עולות בקונית לדיקט שיחה מק טלפון בית 0,1127 ש"ח (0,59) לכל היחידה. עולות לדיקט שיחה מק טלפון בית 0,176 ש"ח	Trinidad & Tobago	1-800-711-2884	
Italia	848 800 871 costo telefonico locale	Tunisie	23 927 000
Казахстан	+7 7172 978 177	Türkiye	0(212) 444 0307 Yerel numara: 444 0307 0,08 TL/dk, yerel numara (İstanbul, Bursa, Ankara ve İzmir) ve 0,10 TL ulusal ücret
(965) 6767 0099	الكويت	Україна	38 (044) 230-51-06
Latvija	8000 80 12	600 54 47 47	الإمارات العربية المتحدة
00961 1 217970	لبنان	United Kingdom	0844 369 0369 0,50 £/min
		United States	1-(800)-474-6836
		Uruguay	0004-054-177
		Venezuela (Caracas)	58-212-278-8666
		Venezuela	0-800-474-68368
		Việt Nam	+84 88234530

After the phone support period

After the phone support period, help is available from HP at an additional cost. Help might also be available at the HP online support Web site: www.hp.com/support. Contact your HP dealer or call the support phone number for your country/region to learn more about support options.

General troubleshooting tips and resources

 **NOTE:** Many of the steps below require HP software. If you did not install the HP software, you can install it using the HP software CD included with the printer, or you can download the software from the HP support Web site: www.hp.com/support.

Try these when you begin troubleshooting a printing problem.

- For a paper jam, see [Clear jams](#).
- For paper-feed problems, such as the paper skew and paper pick, see [Solve paper-feed problems](#).
- Make sure that the power light is on and not blinking. When the printer is turned on for the first time, it takes approximately a minute to initialize it after the ink cartridges are installed.
- If the power cord is plugged in, make sure that the power cord and other cables are working and are firmly connected to the printer. Make sure that the printer is connected firmly to a functioning alternating current (AC) power outlet and is turned on. For voltage requirements, see [Electrical requirements](#).
- If the printer is using battery power, make sure that the battery has been charged. For more information, see [Charge and use the battery](#).
- Media is loaded correctly in the input tray and is not jammed in the printer.
- All packing tapes and materials are removed.
- The printer is set as the current or default printer. For Windows, set it as the default in the **Printers** folder. For Mac OS X, set it as the default in the **Print & Fax** or **Print & Scan** section of the System Preferences. See the computer's documentation for more information.
- **Pause Printing** is not selected if you are using a computer running Windows.
- You are not running too many programs when you are performing a task. Close programs that you are not using or restart the computer before attempting the task again.

Troubleshooting topics

- [Solve printing problems](#)
- [Poor print quality and unexpected printouts](#)
- [Solve paper-feed problems](#)
- [Solve copy problems](#)
- [Solve scan problems](#)
- [Troubleshoot installation issues](#)
- [Problems setting up Bluetooth communication](#)
- [Clear jams](#)

Solve printing problems

This section contains the following topics:

- [The printer shuts down unexpectedly](#)
- [All printer lights are on or flashing](#)
- [The printer is not responding \(nothing prints\)](#)
- [Printer does not accept ink cartridge](#)
- [Printer takes a long time to print](#)
- [Blank or partial page printed](#)
- [Something on the page is missing or incorrect](#)
- [Placement of the text or graphics is wrong](#)

The printer shuts down unexpectedly

Check the power and power connections

- Make sure the printer is connected firmly to a functioning alternating current (AC) power outlet. For voltage requirements, see [Electrical requirements](#).
- If you are using the battery, make sure it is installed correctly.

All printer lights are on or flashing

A non-recoverable error has occurred

Disconnect all cables (such as power cord and USB cable), remove the battery, wait about 20 seconds, and then reconnect the cables. If the problem persists, visit the HP Web site (www.hp.com/support) for the latest troubleshooting information, or printer fixes and updates.

The printer is not responding (nothing prints)

Check the print queue

A print job might be stuck in the print queue. To fix, open the print queue, cancel the printing of all documents in the queue, and then reboot the computer. After the computer reboots, try printing again. See the operating system help for information on opening the print queue and canceling print jobs.

Check the printer setup

For more information, see [General troubleshooting tips and resources](#).

Check the printer software installation

If the printer is turned off when printing, an alert message should appear on the computer screen; otherwise, the printer software might not be installed correctly. To resolve this, uninstall the software completely, and then reinstall the printer software. For more information, see [Uninstall and reinstall the HP software](#).

Check the cable connections

Make sure both ends of the USB cable are secure.

Check any personal firewall software installed on the computer

The personal software firewall is a security program that protects a computer from intrusion. However, the firewall might block communication between the computer and the printer. If there is a problem communicating with the printer, try temporarily disabling the firewall. If the problem persists, the firewall is not the source of the communication problem. Re-enable the firewall.

If disabling the firewall allows you to communicate with the printer, you might want to assign a static IP address to the printer and re-enable the firewall.

Check the Bluetooth connection

Printing larger files using a Bluetooth wireless connection can sometimes cause the print job to fail. Try printing a smaller file. For more information, see [Set up the printer for Bluetooth communication](#).

Printer does not accept ink cartridge

Check the ink cartridge


- Remove and reinstall the ink cartridge.
- Make sure the ink cartridge is intended for use in this printer. For more information, see [Work with ink cartridges](#).

Clean the ink cartridge manually

Complete the ink cartridge cleaning procedure. For more information, see [To clean ink cartridges manually](#).

Turn off the printer after removing the ink cartridge

After removing the ink cartridge, turn off the printer, wait about 20 seconds, and turn it on again without the ink cartridge installed. After the printer has restarted, reinsert the ink cartridge.

 **NOTE:** Make sure you turn off the printer correctly. For more information, see [Turn off the printer](#).

Printer takes a long time to print

Check the system resources

- Make sure the computer has enough resources to print the document in a reasonable amount of time. If the computer meets only the minimum system requirements, documents might take longer to print. For more information on minimum and recommended system requirements, see [System requirements](#).
- If the computer is too busy running other programs, documents can print more slowly. Try closing some programs, and then print the document again.

Check the printer software settings

Print speed is slower when **Best** or **Maximum dpi** is selected as the print quality. To increase the print speed, select different print settings in the print driver. For more information, see [Print](#).

Check for radio interference

If the printer is connected using Bluetooth wireless and is printing slowly, then the radio signal might be weak. For more information, see [Set up the printer for Bluetooth communication](#).

Check the Bluetooth wireless connection

Printing larger files using a Bluetooth wireless connection can sometimes cause the print job to fail. Try printing a smaller file. For more information, see [Problems setting up Bluetooth communication](#).

Blank or partial page printed

Clean the ink cartridge

Complete the ink cartridge cleaning procedure. For more information, see [To clean ink cartridges automatically](#).

Check the battery charge level

If the printer is using battery power, make sure the battery is charged and functioning properly. If the battery charge level is critically low, the printer might not print the entire page before ejecting the page. Plug in the power cord to begin charging the battery. For more information about using the battery, see [Install and use the battery](#).

Check the media settings

- Make sure you select the correct print quality settings in the print driver for the media loaded in the input tray.
- Make sure the page settings in the print driver match the page size of media loaded in the input tray.

Check the Bluetooth connection

Printing larger files using a Bluetooth connection can sometimes cause the print job to fail. Try printing a smaller file. For more information, see [Problems setting up Bluetooth communication](#).

More than one page feeds through the printer

For more information on paper-feed problems, see [Solve paper-feed problems](#).

There is a blank page in the file

Check the file to make sure there is no blank page.

Something on the page is missing or incorrect

Check the ink cartridges

- Check to make sure that both cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).

Check the margin settings

Make sure the margin settings for the document do not exceed the printable area of the printer. For more information, see [Set minimum margins](#).

Check the color print settings

Make sure **Print in Grayscale** is not selected in the print driver.

Check the printer location and length of USB cable

High electromagnetic fields (such as those generated by monitors, motors, fans, TVs, and other such printers) can sometimes cause slight distortions to printouts. Move the printer away from the source of the electromagnetic fields. Also, it is recommended that you use a USB cable that is less than 3 meters (9.8 feet) long to minimize the effects of these electromagnetic fields.

Check the PictBridge settings

If printing using a PictBridge device, make sure the media settings in the device are correct or are defaulting to the current printer settings. If defaulting to the current printer settings, then check Toolbox (Windows), HP Utility (Mac OS), or Toolbox software for PDAs (Windows Mobile) to make sure the current printer settings are correct.

Check the borderless print settings

If printing using a PictBridge device, make sure the media settings in the device are correct or are defaulting to the current printer settings.

Check the Bluetooth connection

Printing larger files using a Bluetooth wireless connection can sometimes cause the print job to fail. Try printing a smaller file. For more information, see [Problems setting up Bluetooth communication](#).

Check the mobile phone font

Boxes might appear when trying to print Asian fonts from a mobile phone on printers purchased outside Asia. Asian fonts for Bluetooth mobile phone printing are supported only by models purchased in Asia.

Placement of the text or graphics is wrong

Check how the media is loaded

Make sure the guides fit snugly against the edges of the media, and make sure the input tray is not overloaded. For more information, see [Load media](#).

Check the media size

- Content on a page might be cut off if the document size is larger than the media that you are using.
- Make sure the media size selected in the print driver match the size of media loaded in the input tray.

Check the margin settings

If the text or graphics are cut off at the edges of the page, make sure the margin settings for the document do not exceed the printable area of the printer. For more information, see [Set minimum margins](#).

Check the page-orientation setting

Make sure the media size and page orientation selected in the application match the settings in the print driver. For more information, see [Print](#).

Check the printer location and length of USB cable

High electromagnetic fields (such as those generated by monitors, motors, fans, TVs, and other such devices) can sometimes cause slight distortions to printouts. Move the printer away from the source of the electromagnetic fields. Also, it is recommended that you use a USB cable that is less than 3 meters (9.8 feet) long to minimize the effects of these electromagnetic fields.

If the above solutions do not work, the problem might be caused by the inability of the application to interpret print settings correctly. See the release notes for known software conflicts, refer to the application's documentation, or contact the software manufacturer for specific help.

Poor print quality and unexpected printouts

Print a print quality page to help solve print quality problems. For more information, see [Understand the printer information pages](#).

This section covers the following topics:

- [General tips](#)
- [Meaningless characters print](#)
- [Ink is smearing](#)
- [Ink is not filling the text or graphics completely](#)
- [Output is faded or dull colored](#)
- [Colors are printing as black and white](#)
- [Wrong colors are printing](#)
- [Printout shows bleeding colors](#)

- [Colors do not line up correctly](#)
- [Printouts have streaks or lines](#)

General tips

Check the ink cartridges

- Check to make sure that both cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).
- Whenever you install a new ink cartridge, you should align the ink cartridges for the best possible print quality. If the printout is grainy, has stray dots, jagged edges, or the ink is bleeding into another color, you can realign them through Toolbox or the print driver (Windows), HP Utility (Mac OS), or the Toolbox software for PDAs (Windows Mobile). For more information, see [Align the ink cartridges](#).
- Dropping or subjecting the ink cartridges to impact might cause temporary missing nozzles in the ink cartridge. To resolve this problem, leave the ink cartridge in the printer for 2 to 24 hours.
- Use the appropriate ink cartridge for the project. For best results, use the HP black ink cartridge to print text documents and use the HP photo ink cartridge to print color or black and white photos.
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Check the paper quality

The paper might be too moist or too rough. Make sure the media meets HP specifications, and try to print again. For more information, see [Media specifications](#).

Check the type of media loaded in the printer

Make sure the tray supports the type of media you have loaded. For more information, see [Media specifications](#).

Check the rollers in the printer

The rollers in the printer might be dirty, causing lines or smudges to appear on the printout. Turn off the printer, remove the battery, and then disconnect the power cord. Clean the output rollers in the printer with a lint-free cloth lightly dampened with water, and then try to print again.

Check the printer location and length of USB cable

High electromagnetic fields (such as those generated by monitors, motors, fans, TVs, and other such devices) can sometimes cause slight distortions to printouts. Move the

printer away from the source of the electromagnetic fields. Also, it is recommended that you use a USB cable that is less than 3 meters (9.8 feet) long to minimize the effects of these electromagnetic fields.

Check the Bluetooth connection

Printing larger files using a Bluetooth connection can sometimes cause the print job to fail. Try printing a smaller file. For more information, see [Problems setting up Bluetooth communication](#).

Meaningless characters print

If an interruption occurs to a job that is printing, the printer might not recognize the rest of the job.

Cancel the print job and wait for the Home screen to appear on the printer control-panel display. If the Home screen does not appear, cancel all jobs and wait again. When the Home screen appears on the printer control-panel display, resend the job. If prompted by the computer to retry the job, click **Cancel**.

Check the cable connections

If the printer and computer are connected with a USB cable, the problem might be due to a poor cable connection.

Make sure the cable connections at both ends are secure. If the problem persists, turn off the printer, disconnect the cable from the printer, turn on the printer without connecting the cable, and delete any remaining jobs from the print spooler. When the Power light is on and not flashing, reconnect the cable.

Check the document file

The document file might be damaged. If you can print other documents from the same application, try printing a backup copy of the document, if available.

Check the mobile phone font

Boxes might appear when trying to print Asian fonts from a mobile phone on printers purchased outside Asia. Asian fonts for Bluetooth mobile phone printing are supported only by models purchased in Asia.

Ink is smearing

Check the print settings

- When you print documents that use a lot of ink or less adsorbent media, allow more time to dry before handling the printouts. In the print driver, select the **Best** print quality, and also increase the ink drying time and reduce the ink saturation using the ink volume under the advanced features (Windows) or ink features (Mac OS X). However, note that decreasing ink saturation might give printouts a "washed-out" quality.
- Color documents that have rich, blended colors can wrinkle or smear when printed using the **Best** print quality. Try using another print mode, such as **Normal**, to reduce ink, or use HP Premium Paper designed for printing vivid color documents. For more information, see [Print](#).

Check the media size and type

- Do not allow the printer to print media that is smaller than the print job. If you are doing borderless printing, make sure the correct media size is loaded. If you are using the incorrect size, ink smears might appear on the bottom of subsequent pages.
- Some types of media do not accept ink well. For these types of media, ink dries more slowly and smearing might occur. For more information, see [Media specifications](#).

Ink is not filling the text or graphics completely

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Check the media type

Some media types are not suitable for use with the printer. For more information, see [Media specifications](#).

Output is faded or dull colored

Check the print mode

The **Draft** or **Fast** mode in the print driver allows you to print at a faster rate, which is good for printing drafts. To get better results, select **Normal** or **Best**. For more information, see [Print](#).

Check the paper type setting

When printing on special media, select the corresponding media type in the print driver. For more information, see [Print on special and custom-size paper](#).

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).

- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Colors are printing as black and white

Check the print settings

Make sure **Print in Grayscale** is not selected in the print driver. Open the printer **Properties** dialog box, click the **Features** tab, and then make sure that **Print in Grayscale** is not selected in the **Color** options.

Check the ink cartridges

- Check to make sure that both the black and the tri-color ink cartridges are installed and functioning correctly. For more information, see [Print with a single ink cartridge](#).
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Wrong colors are printing

Check the print settings

Make sure **Print in Grayscale** is not selected in the print driver. Open the printer **Properties** dialog box, click the **Features** tab, and then make sure that **Print in Grayscale** is not selected in the **Color** options.

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.

- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Printout shows bleeding colors

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Check the media type

Some media types are not suitable for use with the printer. For more information, see [Media specifications](#).

Colors do not line up correctly

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Ink cartridges might need to be cleaned. For more information, see [To clean ink cartridges automatically](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).

- Whenever you install a new ink cartridge, you should align the ink cartridges for the best possible print quality. If the printout is grainy, has stray dots, jagged edges, or the ink is bleeding into another color, you can realign them through Toolbox or the print driver (Windows), HP Utility (Mac OS), or the Toolbox software for PDAs (Windows Mobile). For more information, see [Align the ink cartridges](#).
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Check the graphics placement

Use the zoom or print preview feature of the software to check for gaps in the placement of graphics on the page.

Printouts have streaks or lines

Check the print mode

Try using the **Best** mode in the print driver. For more information, see [Print](#).

Check the ink cartridges

- Check to make sure that both ink cartridges are installed and functioning correctly.
- Clean the ink cartridges. For more information, see [To clean ink cartridges automatically](#) or [Clean the area around the ink nozzles](#).
- Ink cartridges might have run out of ink. Replace any empty cartridge.
- Try removing and reinstalling the cartridges, making sure they snap firmly into place. For more information, see [Work with ink cartridges](#).
- Whenever you install a new ink cartridge, you should align the ink cartridges for the best possible print quality. If the printout is grainy, has stray dots, jagged edges, or the ink is bleeding into another color, you can realign them through Toolbox or the print driver (Windows), HP Utility (Mac OS), or the Toolbox software for PDAs (Windows Mobile). For more information, see [Align the ink cartridges](#).
- Make sure ink cartridges have not been tampered with. Refilling processes and the use of incompatible inks can disrupt the intricate printing system and result in reduced print quality and damage to the printer or ink cartridge. HP does not guarantee or support refilled ink cartridges. For ordering information, see [HP supplies and accessories](#).

Advanced ink cartridge maintenance

This section contains the following topics:


- [Clean the ink cartridge contacts](#)
- [Clean the area around the ink nozzles](#)
- [Replace the ink service module](#)

Clean the ink cartridge contacts


Before cleaning the ink cartridge contacts, remove the ink cartridge and verify that nothing is covering the ink cartridge contacts, then reinstall the ink cartridge.

Make sure you have the following materials available:

- Dry foam rubber swabs, lint-free cloth, or any soft material that will not come apart or leave fibers.

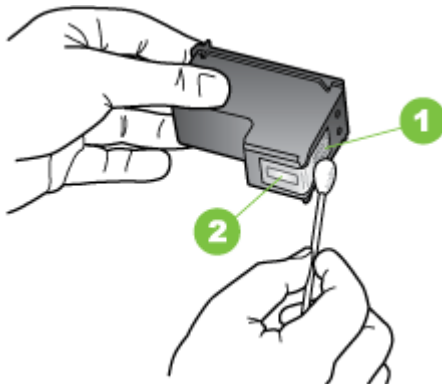
 **TIP:** Coffee filters are lint-free and work well for cleaning ink cartridges.

- Distilled, filtered, or bottled water (tap water might contain contaminants that can damage the ink cartridges).

 **CAUTION:** Do **not** use platen cleaners or alcohol to clean the ink cartridge contacts. These can damage the ink cartridge or the printer.

To clean the ink cartridge contacts

1. Turn on the device and open the front access cover.
The print carriage moves to the center of the printer.
2. Wait until the print carriage is idle and silent, and then unplug the power cord from the back of the device.
3. Lift the ink cartridge latch open and gently remove the ink cartridge from its cradle compartment.
4. Inspect the ink cartridge contacts for ink and debris buildup.
5. Dip a clean foam rubber swab or lint-free cloth into distilled water, and squeeze any excess water from it.
6. Hold the ink cartridge by its sides.
7. Clean only the copper-colored contacts. Allow the ink cartridges to dry for approximately ten minutes.



1	Copper-colored contacts
2	Ink nozzles (do not clean)

8. Insert the ink cartridge into its cradle compartment at the same angle at which you removed the old ink cartridge.
9. Close the ink cartridge latch. If the cartridge is inserted correctly, closing the latch gently pushes the cartridge into its cradle compartment. Press the latch to make sure it is seated flat on the cartridge.
10. Repeat if necessary for the other ink cartridge.
11. Close the front access cover and plug the power cord into the back of the device.
12. Wait for the carriage to complete the ink cartridge initialization routine and return to the home position at the left side of the printer before using the printer.



NOTE: Do not open the front access cover until the ink cartridge initialization is complete.

13. Align the ink cartridges. For more information, see [Align the ink cartridges](#).


Clean the area around the ink nozzles

If the printer is used in a dusty environment, a small amount of debris might accumulate inside the printer. This debris can include dust, hair, carpet, or clothing fibers. When debris gets on the ink cartridges, it can cause ink streaks and smudges on printed pages. Ink streaking can be corrected by cleaning around the ink nozzles as described here.



NOTE: Clean the area around the ink nozzles only if you continue to see streaks and smudges on your printed pages after you have already cleaned the ink cartridges by using the software you installed with the printer. For more information, see [To clean ink cartridges automatically](#).

Make sure you have the following materials available:

- Dry foam rubber swabs, lint-free cloth, or any soft material that will not come apart or leave fibers.
-
-  **TIP:** Coffee filters are lint-free and work well for cleaning ink cartridges.
-
- Distilled, filtered, or bottled water (tap water might contain contaminants that can damage the ink cartridges).
-




CAUTION: Do not touch the copper-colored contacts or ink nozzles. Touching these parts can result in clogs, ink failure, and bad electrical connections.

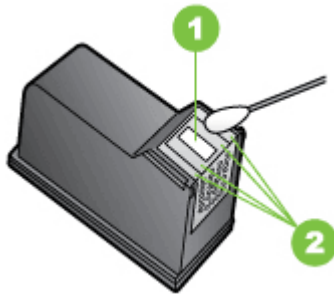
To clean the area around the ink nozzles

1. Turn on the printer and open the front access cover.
The print carriage moves to the center of the printer.
2. Wait until the print carriage is idle and silent, and then unplug the power cord from the back of the device.


3. Lift the ink cartridge latch open and gently remove the ink cartridge from its cradle compartment.

 **NOTE:** Do not remove both ink cartridges at the same time. Remove and clean each ink cartridge one at a time. Do not leave an ink cartridge outside the printer for more than 30 minutes.


4. Place the ink cartridge on a piece of paper with the ink nozzles facing up.
5. Lightly moisten a clean swab with distilled water, and squeeze any excess water from it.
6. Clean the face and edges around the ink nozzle area with the swab, as shown below.



1	Nozzle plate (do not clean)
2	Face and edges around the ink nozzle area

 **CAUTION:** Do **not** clean the nozzle plate.

7. Insert the ink cartridge into its cradle compartment at the same angle at which you removed the old ink cartridge.
8. Close the ink cartridge latch. If the cartridge is inserted correctly, closing the latch gently pushes the cartridge into its cradle compartment. Press the latch to make sure it is seated flat on the cartridge.
9. Repeat if necessary for the other ink cartridge.
10. Close the front access cover and plug the power cord into the back of the device.
11. Wait for the carriage to complete the ink cartridge initialization routine and return to the home position at the left side of the printer before using the printer.


 **NOTE:** Do not open the front access cover until the ink cartridge initialization is complete.


12. Align the ink cartridges. For more information, see [Align the ink cartridges](#).

Replace the ink service module

The replaceable ink service module holds waste ink from the black ink cartridge. When the ink service module is almost full, the printer prompts you to replace it. When you are notified by the control panel that the ink service module is full, contact HP support to obtain a new module. For more information, see [HP support](#). If you have a new ink

service module, install it immediately by following the instructions that came with the module.

 **TIP:** When the ink service module is full, the printer stops printing. However, until the replacement arrives, you can continue printing by removing the black ink cartridge and printing with just the tri-color ink cartridge. Color results and print speeds, though, might be affected. For more information about printing with a single ink cartridges, see [Print with a single ink cartridge](#).

 **CAUTION:** Allowing the ink service module to fill completely can result in black ink spillage. Take care to avoid spilling the ink in the ink service module. Ink can permanently stain fabric and other materials.

Solve paper-feed problems

For information on resolving jams, see [Clear jams](#).

This section contains the following topics:

- [Media is not supported for the printer](#)
- [Media is not picked up](#)
- [Media is not coming out correctly](#)
- [Pages are skewing](#)
- [Multiple pages are being picked up](#)

Media is not supported for the printer

Use only media that is supported for the printer and the tray being used. For more information, see [Media specifications](#).

Media is not picked up

- Make sure media is loaded in the tray. For more information, see [Load media](#). Fan the media before loading.
- Make sure the paper guides are snug, but not tight, against the stack.
- Make sure media in the tray is not curled. Uncurl paper by bending it in the opposite direction of the curl.
- Make sure to fully extend the input tray extension.

Media is not coming out correctly

If printed media stacks up outside the printer, it can prevent media from coming out of the printer correctly.

Pages are skewing

- Make sure the media loaded in the input tray is aligned to the paper guide.
- Load media into the printer only when it is not printing.
- Make sure to fully extend the input tray extension.

Multiple pages are being picked up

- Fan the media before loading.
- Make sure the paper guides are snug, but not tight, against the stack.
- Make sure the tray is not overloaded with paper.
- Use HP media for optimum performance and efficiency.

Solve copy problems

If the following topics do not help, see [HP support](#) for information about HP support.

- [No copy came out](#)
- [Copies are blank](#)
- [Documents are missing or faded](#)
- [Size is reduced](#)
- [Copy quality is poor](#)
- [Copy defects are apparent](#)
- [The printer prints half a page, then ejects the paper](#)
- [Paper mismatch](#)

No copy came out

- **Check the power**
 - If using AC power, make sure that the power cord is securely connected, and the printer turned on.
 - If using a battery, make sure that the battery is charged, and the printer turned on.
- **Check the status of the printer**
 - The printer might be busy with another job. Check the control-panel display for information about the status of jobs. Wait for any job that is processing to finish.
 - The printer might be jammed. Check for jams. See [Clear jams](#).
- **Check the input tray**

Make sure that media is loaded. See [Load media](#) for more information.
- **Check the battery charge level**

If the printer is using battery power, make sure the battery is charged and functioning properly. If the battery charge level is critically low, the printer might not print the entire page before ejecting the page. Plug in the power cord to begin charging the battery. For more information about using the battery, see [Install and use the battery](#).

Copies are blank

- **Check the media**
The media might not meet HP media specifications (for example, the media is too moist or too rough). See [Media specifications](#) for more information.
- **Check the settings**
The contrast setting might be set too light. On the printer control panel, touch **Copy**, touch **Lighter Darker**, and then use the arrows to create darker copies.
- **Check the scanner**
Make sure that the original has been loaded correctly. For more information, see [Load an original in the scanner](#).

Documents are missing or faded

- **Check the media**
The media might not meet HP media specifications (for example, the media is too moist or too rough). See [Media specifications](#) for more information.
- **Check the settings**
The quality setting of **Fast** (which produces draft-quality copies) might be responsible for the missing or faded documents. Change to the **Normal** or **Best** setting.
- **Check the original**
 - The accuracy of the copy depends on the quality and size of the original. Use the **Copy** menu to adjust the brightness of the copy. If the original is too light, the copy might not be able to compensate, even if you adjust the contrast.
 - Colored backgrounds might cause images in the foreground to blend into the background, or the background might appear in a different shade.

Size is reduced

- The reduce/enlarge or other copy feature might have been set from the printer control panel to reduce the scanned image. Check the settings for the copy job to make sure that they are for normal size.
- The HP software settings might be set to reduce the scanned image. Change the settings, if needed. See the onscreen Help for the HP software for more information.

Copy quality is poor

- **Take steps to improve the copy quality**
 - Use quality originals.
 - Load the original correctly. If the original is loaded incorrectly in the scanner, it might skew, causing unclear images. See [Media specifications](#) for more information.

- Use or make a carrier sheet to protect the originals.
- For better copy quality, avoid using the printer under direct sunlight or intense light.
- **Check the scanner**
The scanner might need cleaning. To clean the scanner, use the cleaning cloth provided with the printer and see the information provided with the cloth.

Copy defects are apparent

- **Vertical white or faded stripes**
The media might not meet HP media specifications (for example, the media is too moist or too rough). See [Media specifications](#) for more information.
- **Too light or dark**
Try adjusting the contrast and copy-quality settings.
- **Copy is slanted or skewed**
Make sure that the scanner width adjuster is snug against the side of the media.
- **Unclear text**
 - Try adjusting the contrast and copy-quality settings.
 - The default enhancement setting might not be suitable for the job. Check the setting and change it to enhance text or photographs, if needed. For more information, see [Change copy settings](#).
- **Incompletely filled text or graphics**
Try adjusting the contrast and copy-quality settings.
- **Large, black typefaces look splotchy (not smooth)**
The default enhancement setting might not be suitable for the job. Check the setting and change it to enhance text or photographs, if needed. For more information, see [Change copy settings](#).

The printer prints half a page, then ejects the paper

Clean the ink cartridge

Complete the ink cartridge cleaning procedure. For more information, see [To clean ink cartridges automatically](#).

Check the battery charge level

If the printer is using battery power, make sure the battery is charged and functioning properly. If the battery charge level is critically low, the printer might not print the entire page before ejecting the page. Plug in the power cord to begin charging the battery. For more information about using the battery, see [Install and use the battery](#).

Check the media settings

- Make sure you select the correct print quality settings in the print driver for the media loaded in the trays.
- Make sure the page settings in the print driver match the page size of media loaded in the tray.

More than one page feeds through the printer

For more information on paper-feed problems, see [Solve paper-feed problems](#).

There is a blank page in the file

Check the file to make sure there is no blank page.

Paper mismatch

Check the settings

Verify that the loaded media size and type matches the control panel settings.

Solve scan problems

If the following topics do not help, see [HP support](#) for information about HP support.



NOTE: If you are starting the scan from a computer, see the software Help for troubleshooting information.

- [Scanner did nothing](#)
- [Scan takes too long](#)
- [Part of the document did not scan or text is missing](#)
- [Text cannot be edited](#)
- [Error messages appear](#)
- [Scanned image quality is poor](#)
- [Scan defects are apparent](#)

Scanner did nothing

- **Check the original**
Make sure that the original is loaded correctly. For more information, see [Load an original in the scanner](#).
- **Check the printer**
 - To scan to computer or e-mail, the printer must be connected to the computer through a USB connection.
 - The printer might be coming out of Sleep mode after a period of inactivity, which delays processing a short while. Wait until the Home screen appears on the printer control-panel display.
- **Check the HP software**
Make sure the HP software provided with the printer is installed correctly.

Scan takes too long

Check the settings

- If you set the resolution too high, the scan job takes longer and results in larger files. To obtain good results when scanning or copying, do not use a resolution that is higher than needed. You can lower the resolution to scan more quickly.
- If you acquire an image through TWAIN, you can change the settings so that the original scans in black and white. See the onscreen Help for the TWAIN program for information.

Part of the document did not scan or text is missing

- **Check the original**
 - Make sure that the original document meets minimum size requirements. For more information, see [Load an original in the scanner](#).
 - Make sure that you loaded the original correctly. For more information, see [Load an original in the scanner](#).
 - Colored backgrounds can cause images in the foreground to blend into the background. Try adjusting the settings before you scan the original, or try enhancing the image after you scan the original.
- **Check the settings**
 - Make sure that the input media size is large enough for the original that you are scanning.
 - If you are using the HP software provided with the printer, the default settings in the HP software might be set to automatically perform a specific task other than the one that you are attempting. See the onscreen Help for the HP software for instructions about changing the properties.

Text cannot be edited

- **Check the settings**
 - When you scan the original, make sure that you select a document type in the software that creates editable text. If text is classified as a graphic, it is not converted to text.
 - If you are using a separate OCR (optical character recognition) program, the OCR program might be linked to a word-processing program that does not perform OCR tasks. For more information, see the documentation provided with the OCR program.
 - Make sure you have selected an OCR language that corresponds to the language used for the document you are scanning. For more information, see the documentation provided with the OCR program.
- **Check the originals**
 - When scanning documents as editable text, the original must be loaded into the scanner with the top forward and face down. Also, make sure the document is not skewed. For more information, see [Load an original in the scanner](#).
 - The software might not recognize text that is tightly spaced. For example, if the text that the software converts has missing or combined characters, "rn" might appear as "m."

- The accuracy of the software depends on the image quality, text size, and structure of the original and the quality of the scan itself. Make sure that your original has good image quality.
- Colored backgrounds can cause images in the foreground to blend too much.

Error messages appear

- **"Unable to activate TWAIN source" or "An error occurred while acquiring the image"**
 - If you are acquiring an image from another device, such as a digital camera or another scanner, make sure that the other device is TWAIN-compliant. Devices that are not TWAIN-compliant do not work with the HP software.
 - Make sure that you have connected the USB cable to the correct port on the back of the computer.
 - Verify that the correct TWAIN source is selected. In the software, check the TWAIN source by selecting **Select Scanner** on the **File** menu.
- **Error, The Scan cannot be performed because another program has control of the HP imaging device**

If you are using a computer running Mac OS X, quit the HP Scan application. If you get the error message again, restart the computer and try to scan again.

Scanned image quality is poor

The original is a second-generation photo or picture

Reprinted photographs, such as those in newspapers or magazines, are printed by using tiny dots of ink that make an interpretation of the original photograph, which degrades the quality. Often, the ink dots form unwanted patterns that can be detected when the image is scanned or printed or when the image appears on a screen. If the following suggestions do not solve the problem, you might need to use a better-quality version of the original.

- To eliminate the patterns, try reducing the size of the image after scanning.
- Print the scanned image to see if the quality is better.
- Make sure that the resolution and color settings are correct for the type of scan job.

Text or images on the back of a two-sided original appear in the scan

Two-sided originals can "bleed" text or images from the back side to the scan if the originals are printed on media that is too thin or too transparent.

The scanned image is skewed (crooked)

The original might have been placed incorrectly. Be sure to use the media guide when you load the original. For more information, see [Load an original in the scanner](#).

The image quality is better when printed

The image that appears on the screen is not always an accurate representation of the quality of the scan.

- Try adjusting the computer monitor settings to use more colors (or levels of gray). On Windows computers, you typically make this adjustment by opening **Display** on the Windows control panel.
- Try adjusting the resolution and color settings.

The scanned image shows blots, lines, vertical white stripes, or other defects

The defects might be on the original and not a result of the scanning process.

Graphics look different from the original

The graphics settings might not be suitable for the type of scan job that you are performing. Try changing the graphics settings.

- **Take steps to improve the scan quality**
 - Use high-quality originals.
 - Load the original correctly. If the original is loaded incorrectly in the scanner, it might skew, which causes unclear images. For more information, see [Load an original in the scanner](#).
 - Adjust the software settings according to how you plan to use the scanned page.
 - Use or make a carrier sheet to protect the originals.
 - For better scan quality, avoid using the printer under direct sunlight or intense light.
- **Check the scanner**

The scanner might need cleaning. To clean the scanner, use the cleaning cloth provided with the printer and see the information provided with the cloth.

Scan defects are apparent

- **Blank pages**

Make sure that the original document is loaded correctly. For more information, see [Load an original in the scanner](#)
- **Too light or dark**
 - Try adjusting the settings. Be sure to use the correct resolution and color settings.
 - The original image might be very light or dark or might be printed on colored paper.
- **Unclear text**

Try adjusting the settings. Make sure that the resolution and color settings are correct.
- **Size is reduced**

The HP software settings might be set to reduce the scanned image. See the HP software Help for more information about changing the settings.

Troubleshoot installation issues

If the following topics do not help, see [HP support](#) for more information.

- [Hardware installation suggestions](#)
- [Software installation suggestions](#)

Hardware installation suggestions

Check the printer

- Make sure that all packing tape and material have been removed from outside and inside the printer.
- Make sure that the printer is loaded with paper.
- Make sure that no errors on the control panel.

Check the hardware connections

- Make sure that any cords and cables that you are using are in good working order.
- Make sure that the power cord is connected securely to both the printer and to a working power outlet. Or, make sure that the battery is correctly installed and charged.

Check the battery charge level

If the printer is using battery power, make sure the battery is charged and functioning properly. If the battery charge level is critically low, the printer might not print the entire page before ejecting the page. Plug in the power cord to begin charging the battery. For more information about using the battery, see [Install and use the battery](#).

Check the covers

Make sure that all latches and covers are closed correctly.

Software installation suggestions

Check the computer system

- Make sure that the computer is running one of the supported operating systems.
- Make sure that the computer meets at least the minimum system requirements.
- In the Windows device manager, make sure that the USB drivers have not been disabled.
- If you are using a computer running Windows, and the computer cannot detect the printer, run the uninstallation utility (util\ccc\uninstall.bat on the HP software CD) to perform a clean uninstallation of the print driver. Restart the computer, and reinstall the print driver.

Verify installation preliminaries

- Before installing software, make sure that all other programs are closed.
- If the computer does not recognize the path to the CD-ROM drive that you type, make sure that you are specifying the correct drive letter.
- If the computer cannot recognize the HP software CD in the CD-ROM drive, inspect the HP software CD for damage. You can download the print driver from the HP Web site: www.hp.com/support.



NOTE: After correcting any problems, run the installation program again.

Problems setting up Bluetooth communication

If you have problems printing using a Bluetooth connection, try the following suggestions. For more information on configuring wireless settings, see [Set up the printer for Bluetooth communication](#).

Windows

- ▲ Check the Bluetooth settings. For more information, see [Set up the printer for Bluetooth communication](#).

Mac OS

- ▲ Delete and re-add the printer in **Print & Fax** or **Print & Scan** (Mac OS).

Check the Bluetooth settings

- Check the Bluetooth settings. For more information, see [Set up the printer for Bluetooth communication](#)
- To configure Bluetooth settings or monitor printer status (such as ink levels) using Toolbox (Windows), you must connect the printer to the computer with a USB cable.

Check the Bluetooth signal

Wireless communication can be interrupted or unavailable if there is signal interference, distance or signal strength problems, or if the printer is not ready .

- Make sure the printer is within range of the Bluetooth sending device. Bluetooth printing allows wireless printing up to 10 meters (30 feet).
- If a document doesn't print, there could be signal interruption. If a message appears on the computer explaining that there is a signal problem, cancel the print job and then resend it from the computer.

Understand the printer information pages

The printer information pages contain detailed printer information, including firmware version number, serial number, service ID, print cartridge information, default page settings, and printer media settings.



NOTE: The printer must not be processing any print jobs while you print the configuration and diagnostic pages.

If you need to call HP, it is useful to print diagnostic and configuration pages before calling.

Print printer information pages

You can print the following printer information pages from the control panel on the printer, without being connected to the printer.

To print a print quality page

On the printer control panel, touch **Setup**, touch **Reports**, and then touch **Print Quality Diagnostic Report**.

Use the report to view current print cartridge health, and to troubleshoot printer problems.

To print a status page

On the printer control panel, touch **Setup**, touch **Reports**, and then touch **Print Status Report**.

Use the status page to view default page settings and printer media settings.

Clear jams

Occasionally, media becomes jammed during a job. Try the following remedies to reduce jams.

- Make sure that you are printing with media that meets specifications. For more information, see [Media specifications](#).
- Make sure that you are printing with media that is not wrinkled, folded, or damaged.
- Make sure that the input tray is loaded correctly and is not too full. For more information, see [Load media](#).
- Make sure that the original is loaded correctly. For more information, see [Load an original in the scanner](#).

This section contains the following topics:

- [Clear a jam in the printer](#)
- [Tips for avoiding jams](#)

Clear a jam in the printer

To clear a jam

Use these steps to clear a paper jam.

1. Turn off the printer.
2. Unplug the power cord.



NOTE: If using the optional battery, remove the battery. For more information, see [Install and use the battery](#).

3. Remove media that is not jammed from the input tray and the output slot.




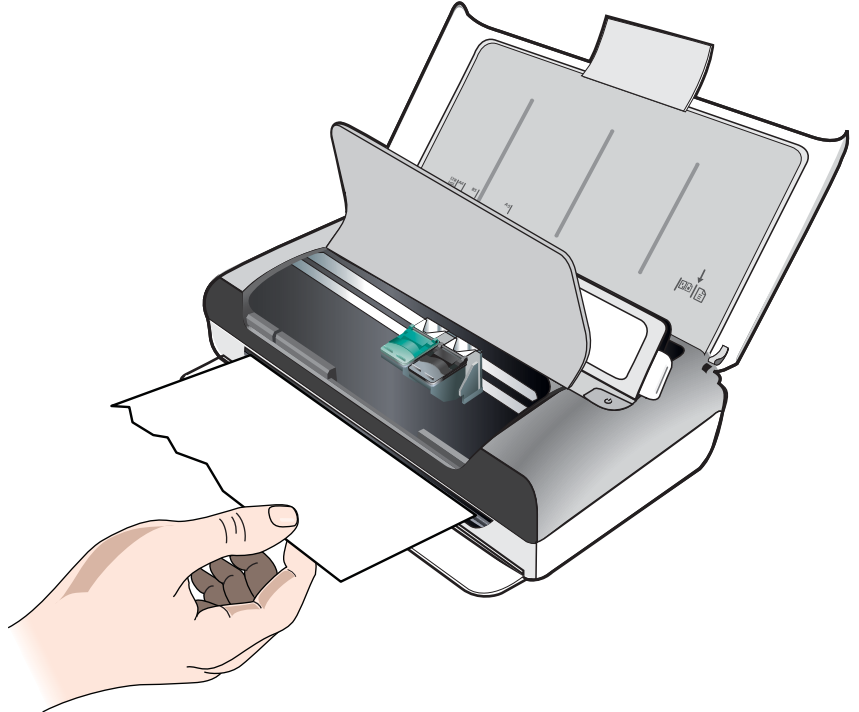
NOTE: Do not put your hands inside the input tray. Use tweezers instead and be careful not to scratch the inside of the printer.

4. Locate the media jam.

Jammed media is visible in the output slot

- a. Gently pull it toward you and out from the slot. If the media is not visible, open the cartridge access door and clear jammed media.

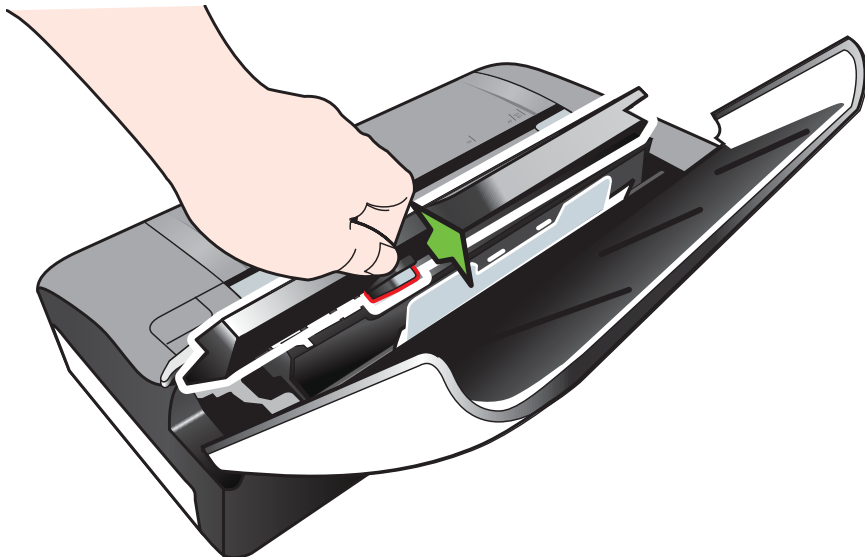
 **NOTE:** Remove jammed media slowly and steadily to prevent media tear.



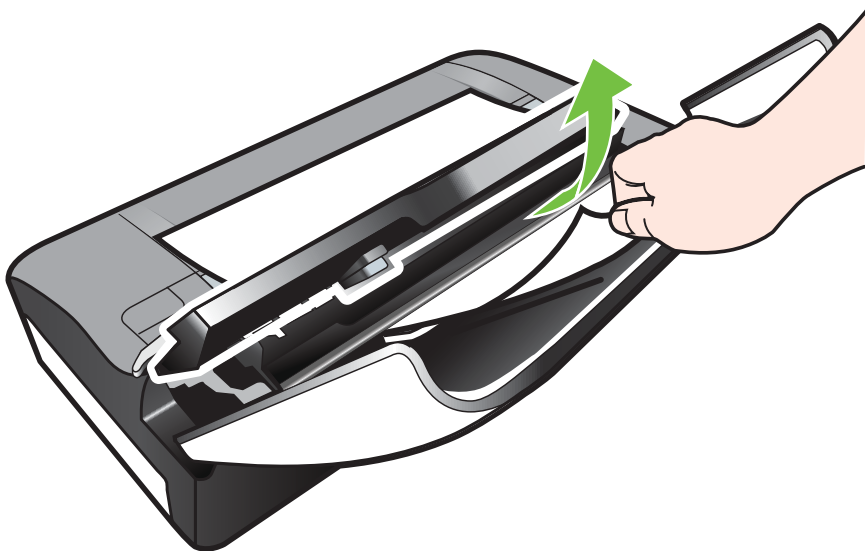
- b. If the print carriage is obstructing the jam, gently push it to one side and then remove the media.
- c. If the jammed media is not visible in the print area inside the printer, remove what is visible in the input tray.

Media is jammed in the scanner

- a. Lift the latch to release the scanner glass.



- b. Gently pull the media from behind the control panel, up and away from the printer.



- c. After all jammed media is removed from the scanner, gently lift the scanner glass until it snaps into place.

5. Plug in the power cord, and then turn on the printer.



NOTE: If using the optional battery, reconnect the battery.

6. Touch **OK** to continue the current job.
The printer continues the print job on the next page. Resend the page or pages that were jammed in the printer.

Tips for avoiding jams

- Make sure that nothing is blocking the paper path.
- Do not overload the input tray. For more information, see [Media specifications](#).
- Load paper correctly and when the printer is not printing. For more information, see [Load media](#).
- Do not use media that is curled or crumpled.
- Always use media that conforms with specifications. For more information, see [Media specifications](#).
- Make sure media is aligned against the right side of the input tray.
- Make sure the media guides are adjusted snugly against the media, but do not crinkle or bend it.
- Make sure to remove paper clips, staples, pins, or other attachments from the paper.

A Technical information

This section contains the following topics:

- [Warranty information](#)
- [Printer specifications](#)
- [Regulatory information](#)
- [Environmental product stewardship program](#)
- [Third-party licenses](#)

Warranty information

This section contains the following topics:

- [Hewlett-Packard limited warranty statement](#)
- [Ink cartridge warranty information](#)

Hewlett-Packard limited warranty statement

HP product	Duration of limited warranty
Software Media	90 days
Printer	1 year
Print or Ink cartridges	Until the HP ink is depleted or the "end of warranty" date printed on the cartridge has been reached, whichever occurs first. This warranty does not cover HP ink products that have been refilled, remanufactured, refurbished, misused, or tampered with.
Printheads (only applies to products with customer replaceable printheads)	1 year
Accessories	1 year unless otherwise stated

A. Extent of limited warranty

- Hewlett-Packard (HP) warrants to the end-user customer that the HP products specified above will be free from defects in materials and workmanship for the duration specified above, which duration begins on the date of purchase by the customer.
- For software products, HP's limited warranty applies only to a failure to execute programming instructions. HP does not warrant that the operation of any product will be interrupted or error free.
- HP's limited warranty covers only those defects that arise as a result of normal use of the product, and does not cover any other problems, including those that arise as a result of:
 - Improper maintenance or modification;
 - Software, media, parts, or supplies not provided or supported by HP;
 - Operation outside the product's specifications;
 - Unauthorized modification or misuse.
- For HP printer products, the use of a non-HP cartridge or a refilled cartridge does not affect either the warranty to the customer or any HP support contract with the customer. However, if printer failure or damage is attributable to the use of a non-HP or refilled cartridge or an expired ink cartridge, HP will charge its standard time and materials charges to service the printer for the particular failure or damage.
- If HP receives, during the applicable warranty period, notice of a defect in any product which is covered by HP's warranty, HP shall either repair or replace the product, at HP's option.
- If HP is unable to repair or replace, as applicable, a defective product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the product.
- HP shall have no obligation to repair, replace, or refund until the customer returns the defective product to HP.
- Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the product being replaced.
- HP products may contain remanufactured parts, components, or materials equivalent to new in performance.
- HP's Limited Warranty Statement is valid in any country where the covered HP product is distributed by HP. Contracts for additional warranty services, such as on-site service, may be available from any authorized HP service facility in countries where the product is distributed by HP or by an authorized importer.

B. Limitations of warranty

TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD PARTY SUPPLIERS MAKES ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

C. Limitations of liability

- To the extent allowed by local law, the remedies provided in this Warranty Statement are the customer's sole and exclusive remedies.
- TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS WARRANTY STATEMENT, IN NO EVENT SHALL HP OR ITS THIRD PARTY SUPPLIERS BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

D. Local law

- This Warranty Statement gives the customer specific legal rights. The customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country to country elsewhere in the world.
- To the extent that this Warranty Statement is inconsistent with local law, this Warranty Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Warranty Statement may not apply to the customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may:
 - Preclude the disclaimers and limitations in this Warranty Statement from limiting the statutory rights of a consumer (e.g., the United Kingdom);
 - Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or
 - Grant the customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or allow limitations on the duration of implied warranties.
- THE TERMS IN THIS WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THE HP PRODUCTS TO SUCH CUSTOMERS.

HP Limited Warranty

The name and address of the HP entity responsible for the performance of the HP Limited Warranty in your country is as follows:

United Kingdom: Hewlett-Packard Ltd Cain Road Bracknell GB-Berks RG12 1HN

Eire: Hewlett-Packard Ireland Limited, 63-74 Sir John Rogerson's Quay, Dublin 2

Malta: Hewlett-Packard International Trade B.V. Malta Branch, 48, Amery Street, Sliema SLM 1701, MALTA

You may have additional statutory rights against the seller based on your purchase agreement. Those rights are not in any way affected by this HP Limited Warranty.

Ink cartridge warranty information

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

During the warranty period the printer 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/DD format, can be found on the printer as indicated:



Printer specifications

This section contains the following topics:

- [Physical specifications](#)
- [Printer features and capacities](#)
- [Processor and memory specifications](#)
- [System requirements](#)
- [Memory device specifications](#)
- [Mobile phone printing information](#)
- [Media specifications](#)
- [Print resolution](#)
- [Copy specifications](#)
- [Scan specifications](#)
- [Operating environment](#)
- [Electrical requirements](#)
- [Acoustic emission specification](#)

Physical specifications

Size (width x depth x height)

- Printer: 355.6 x 176.5 x 89.5 mm (14.00 x 6.95 x 3.52 inches)
- Printer with battery: 355.6 x 198.5 x 89.5 mm (14.00 x 7.81 x 3.52)

Printer weight (does not include print supplies)

- Printer: 3.0 kg (6.5 lb)
- Printer with battery: 3.1 kg (6.9 lb)

Printer features and capacities

Feature	Capacity
Connectivity	<ul style="list-style-type: none"> • USB 2.0-compliant high-speed device • PictBridge/USB 2.0 high-speed host port • Memory cards (Secure Digital, High Capacity Secure Digital) • Bluetooth 2.0 Enhanced Data Rate, backward compatible with 1.0 (Bluetooth Profiles supported: HCRP, BIP, OPP, SPP)
Ink cartridges	Black and tri-color ink cartridge
Supply yields	Visit www.hp.com/pageyield/ for more information on estimated ink cartridge yields.
Printer languages	HP PCL 3 GUI
Printer control panel language support Language availability varies by country/region.	Bulgarian, Croatian, Czech, Danish, Dutch, English, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Norwegian, Polish, Portuguese, Romanian, Russian, Simplified Chinese, Slovak,

(continued)


Feature	Capacity
	Slovenian, Spanish, Swedish, Traditional Chinese, Turkish.

Processor and memory specifications

Processor: 220 MHz ARM9 core

Memory: 64 MB DDR2

System requirements

 **NOTE:** For the most current information about supported operating systems and system requirements, visit www.hp.com/support.

NOTE: For support information on Microsoft® Windows® 8, visit www.hp.com/go/printerinstall.

Operating system compatibility

- Mac OS X v10.5.8, Mac OS X v10.6, OS X Lion, OS X Mountain Lion
- Microsoft® Windows® 8, Windows® 7, Windows Vista®, Windows® XP (32-bit) Service Pack 2
- Linux (For more information, see <http://hplipopensource.com/hplip-web/index.html>.)


Minimum requirements

- **Microsoft® Windows® 7:** 1 GHz 32-bit (x86) or 64-bit (x64) processor; 1.1 GB hard disk space; CD-ROM/DVD drive or Internet connection; USB port
- **Microsoft® Windows® Vista:** 800 MHz 32-bit (x86) or 64-bit (x64) processor; 1.0 GB hard disk space; CD-ROM/DVD drive or Internet connection; USB port
- **Microsoft® Windows® XP (32-bit) Service Pack 2:** Intel® Pentium® II , Celeron® or compatible processor; 233 MHz or higher; 600 MB hard disk space; CD-ROM/DVD drive or internet connection; USB port

Memory device specifications


Memory cards

- **Specifications**
 - Maximum recommended number of files on a memory device: 1,000
 - Maximum recommended individual file size: 12 megapixel maximum, 8 MB maximum
 - Maximum recommended memory device size: 1 GB (solid state only)

 **NOTE:** Approaching any of the recommended maximums on a memory device might cause the performance of the printer to be slower than expected.

- **Supported memory device types**

- Secure Digital
- High Capacity Secure Digital

 **NOTE:** The printer can only read memory devices that have been formatted using the FAT, FAT32, or EX_FAT file system.

USB flash drives

HP has fully tested the following USB flash drives with the printer:

- **Kingston:** Data Traveler 100 USB 2.0 flash driver (4 GB, 8 GB, and 16 GB)
- **Lexar JumpDrive Traveler:** 1 GB

- **Imation:** 1GB USB Swivel
- **SanDisk:** Cruzer Micro Skin USB Flash Drive (4 GB)
- **HP:** HI-SPEED USB Flash Drive v100w (8 GB)



NOTE: You might be able to use other USB flash drives with the printer. However, HP cannot guarantee that they correct functionality with the printer because they have not been fully tested.

Mobile phone printing information

The following printing software for this printer is available for these mobile phones:

Mobile phone	Software	Web site
Windows Mobile*	Westtek JETCET	http://www.westtek.com/pocketpc/jetcet/
Blackberry	Repligo Professional	http://www.cerience.com/products/pro

* The printing software for Windows Mobile is available on the HP software CD.

Media specifications

Use the [Understand supported sizes](#) and [Understand supported media types and weights](#) tables to determine the correct media to use with your printer, and to determine what features work with the media you plan to use. See the [Set minimum margins](#) section for information about the printing margins used by the printer, see the [Guidelines for two-sided \(duplex\) printing](#) section for guidelines that should be followed when printing on both sides of a page.

- [Understand specifications for supported media](#)
- [Set minimum margins](#)
- [Guidelines for two-sided \(duplex\) printing](#)

Understand specifications for supported media

- [Understand supported sizes](#)
- [Understand supported media types and weights](#)

Understand supported sizes

Media size	Input tray	Scanner
Standard media sizes		
U.S. Letter (216 x 279 mm; 8.5 x 11 inches)	✓	✓
U.S. Legal (216 x 356 mm; 8.5 x 14 inches)	✓	✓
A4 (210 x 297 mm; 8.3 x 11.7 inches)	✓	✓
U.S. Executive (184 x 267 mm; 7.25 x 10.5 inches)	✓	✓
B5 (JIS) (182 x 257 mm; 7.17 x 10.12 inches)	✓	✓
A5 (148 x 210 mm; 5.8 x 8.3 inches)	✓	
A6 (105 x 148 mm; 4.13 x 5.83 inches)	✓	

(continued)

Media size	Input tray	Scanner
U.S. Statement (140 x 216 mm; (5.5 x 8.5 inches)	✓	
Envelopes		
U.S. #10 Envelope (105 x 241 mm; 4.12 x 9.5 inches)	✓	
C5 Envelope (162 x 229 mm; 6.38 x 9.01 inches)	✓	
C6 Envelope (114 x 162 mm; 4.5 x 6.4 inches)	✓	
Japanese Envelope Chou #3 (120 x 235 mm; 4.7 x 9.3 inches)	✓	
Japanese Envelope Chou #4 (90 x 205 mm; 3.5 x 8.1 inches)	✓	
Monarch Envelope (3.88 x 7.5 inches)	✓	
A2 Envelope (111 x 146 mm; 4.37 x 5.75 inches)	✓	
DL Envelope (110 x 220 mm; 4.3 x 8.7 inches)	✓	
Cards		
Index card (76.2 x 127 mm; 3 x 5 inches)	✓	
Index card (102 x 152 mm; 4 x 6 inches)	✓	
Index card (127 x 203 mm; 5 x 8 inches)	✓	
Photo media		
4 x 6 (102 x 152 mm; 4 x 6 inches) *	✓	
5 x 7 (13 x 18 cm; 5 x 7 inches)	✓	
8 x 10 (8 x 10 inches)	✓	
13 x 18 cm (5 x 7 inches)	✓	
(10 x 15 cm)*	✓	
(10 x 15 cm) tab *	✓	
Photo L (89 x 127 mm; 3.5 x 5 inches) *	✓	
2L (178 x 127 mm; 7.0 x 5.0 inches)	✓	
3.5 x 5 (88.9 x 127 mm)*	✓	
3 x 5 (76.2 x 127 mm)	✓	
8.5 x 13 (215.9 x 330.2 mm)	✓	

(continued)

Media size	Input tray	Scanner
4 x 6 tab (102 x 152 mm; 4 x 6 inches) *	✓	
Other media		
Custom-size media between 76.2 to 216 mm wide and 101 to 355.6 mm long (3 to 8.5 inches wide and 4 to 14 inches long)	✓	
Custom-sized media (scanner) between 182 to 216 mm wide and 127 to 356 mm long (7.17 to 8.5 inches wide and 5 to 14 inches long)		✓

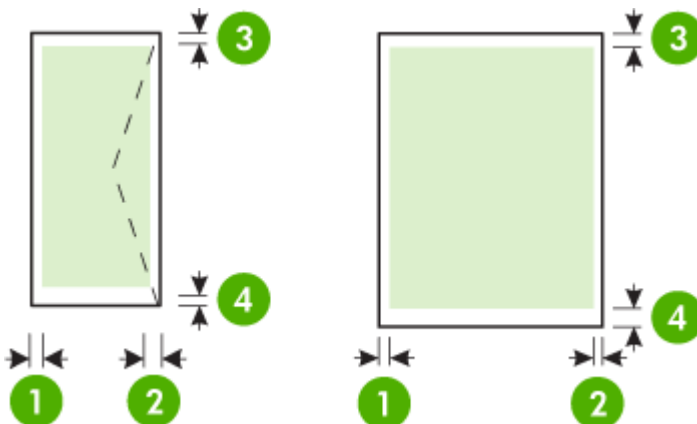
* Borderless printing supported.

Understand supported media types and weights

Tray	Type	Weight	Capacity
Input tray	Paper	60 to 105 g/m2 (16 to 28 lb bond)	Up to 50 sheets of paper
	Photo media	250 g/m2 (66 lb bond)	Up to 5 sheets
	Envelopes	75 to 90 g/m2 (20 to 24 lb bond envelope)	Up to 3 envelopes
	Cards	Up to 200 g/m2 (110 lb index)	Up to 5 cards
Scanner	Paper	75 to 90 g/m2 (20 to 24 lb bond)	1 sheet

Set minimum margins

The document margins must match (or exceed) these margin settings in portrait orientation.



Media	(1) Left margin	(2) Right margin	(3) Top margin	(4) Bottom margin
A4 U.S. Executive U.S. Statement B5 A5	3.3 mm (0.13 inches)	3.3 mm (0.13 inches)	3 mm (0.12 inches)	3 mm (0.12 inches) *
U.S. Letter U.S. Legal Custom-size media 8.5 x 13 inches	6.35 mm (0.25 inches)	6.35 mm (0.25 inches)	3 mm (0.12 inches)	3 mm (0.12 inches) *
Cards Photo media A6	2 mm (0.08 inches)	2 mm (0.08 inches)	3 mm (0.12 inches)	3 mm (0.12 inches)
Envelopes	3.3 mm (0.13 inches)	3.3 mm (0.13 inches)	14.2 mm (0.56 inches)	14.2 mm (0.56 inches)

* If you are using a computer running Windows, you can enable the printer to use a minimum margin of 3.0 mm (0.12 inches). To achieve this margin, click the **Advanced** tab in the print driver, and select **Minimize Margins**.

Guidelines for two-sided (duplex) printing

- Always use media that conforms to the printer specifications. For more information, see [Media specifications](#).
- Specify duplex options in the application or in the print driver.
- Do not print on both sides of envelopes, photo paper, glossy media, or paper lighter than 18 lb bond (75 g/m²). Jams might occur with these media types.
- Several kinds of media require a specific orientation when you print on both sides of a page, such as letterhead, preprinted paper, and paper with watermarks and prepunched holes. When you print from a computer running Windows, the printer prints the first side of the media first. When you print from a computer using the Mac OS X, the printer prints the second side first. Load the media with the front side facing down.

Print resolution

Black print resolution

Up to 600 dpi rendered black (when printing from a computer)

Color print resolution

Up to 4800 x 1200 optimized dpi color on select HP photo papers with 1200 input dpi. Photo papers include the following:

- HP Premium Plus Photo
- HP Premium Photo
- HP Advanced Photo

Copy specifications

- Digital image processing
- Up to 99 copies from original

- Digital zoom: from 25 to 400%
- Copy speeds vary according to the complexity of the document

Refer to the following table to determine which paper type setting to select based on the paper loaded in the main tray.

Paper type	Printer control panel setting
Plain paper	Plain Paper
HP Bright White Paper	Plain Paper
HP Premium Presentation Paper, Matte	Presentation Paper

Scan specifications

- Integrated OCR software automatically converts scanned text to editable text
- Scan speeds vary according to the complexity of the document
- Twain-compliant interface
- Resolution: 600 ppi optical, up to 4800 ppi enhanced
- Color: 24-bit total
- Maximum scan size: 216 x 356 mm (8.5 x 14 inches)
- Minimum scan size: 182 x 127 mm (7.17 x 5 inches)

Operating environment

Operating environment

Recommended relative humidity: 15 to 90% noncondensing
 Recommended operating temperature: 15° to 32° C (59° to 90° F)
 Maximum operating temperature: 5° to 40° C (41° to 104° F)
 Battery charging and usage temperature: 0° to 40° C (32° to 104° F)

Storage environment

Storage relative humidity: Up to 90% noncondensing at a temperature of 65° C (150° F)
 Storage temperature: -40° to 60° C (-40° to 140° F)
 Battery storage temperature: -20° to 60° C (-4° to 140° F)

Electrical requirements

Power supply

Universal power adapter (external)

Power requirements

Input voltage: 100 to 240 VAC (± 10%), 50/60 Hz (± 3Hz)
 Output voltage: 18.5 Vdc at 3.5 A

Power consumption

28.4 watts printing (Fast Draft Mode); 32.5 watts copying (Normal Mode)

Acoustic emission specification

Print in Draft mode, noise levels per ISO 7779

Sound pressure (bystander position)

LpAd 56 (dBA)

Sound power

LwAd 7.0 (BA)

Regulatory information

The printer meets product requirements from regulatory agencies in your country/region.

This section contains the following topics:

- [Regulatory model number](#)
- [FCC statement](#)
- [Notice to users in Korea](#)
- [VCCI \(Class B\) compliance statement for users in Japan](#)
- [Notice to users in Japan about the power cord](#)
- [Noise emission statement for Germany](#)
- [LED indicator statement](#)
- [Gloss of housing of peripheral devices for Germany](#)
- [European Union Regulatory Notice](#)
- [Regulatory information for wireless products](#)

Regulatory model number

For regulatory identification purposes, your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is SNPRC-1003-02. This regulatory number should not be confused with the marketing name (HP Officejet 150 (L511) Mobile All-in-One Printer) or product number.

FCC statement

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 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.

For further information, contact:

Manager of Corporate Product Regulations
Hewlett-Packard Company
3000 Hanover Street
Palo Alto, Ca 94304
(650) 857-1501

Modifications (part 15.21)

The FCC requires the user to be notified that 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.

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

B급 기기 (가정용 방송통신기기)	이 기기는 가정용(B급)으로 전자파적합등록을 한 기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다.
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VCCI (Class B) compliance statement for users in Japan

この装置は、クラスB情報技術装置です。この装置は、家庭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

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

LED indicator statement

LED indicator statement
The display LEDs meet the requirements of EN 60825-1.

Gloss of housing of peripheral devices for Germany

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.

European Union Regulatory Notice

Products bearing the CE marking comply with the following EU Directives:

- Low Voltage Directive 2006/95/EC
- EMC Directive 2004/108/EC
- Ecodesign Directive 2009/125/EC, where applicable



CE compliance of this product is valid only if powered with the correct CE-marked AC adapter provided by HP.

If this product has telecommunications functionality, it also complies with the essential requirements of the following EU Directive:

R&TTE Directive 1999/5/EC

Compliance with these directives implies conformity to applicable harmonized European standards (European Norms) that are listed in the EU Declaration of Conformity issued by HP for this product or product family and available (in English only) either within the product documentation or at the following web site: www.hp.com/go/certificates (type the product number in the search field).

The compliance is indicated by one of the following conformity markings placed on the product:

	For non-telecommunications products and for EU harmonized telecommunications products, such as Bluetooth® within power class below 10mW.
	For EU non-harmonized telecommunications products (If applicable, a 4-digit notified body number is inserted between CE and !).

Please refer to the regulatory label provided on the product.

The telecommunications functionality of this product may be used in the following EU and EFTA countries: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, Switzerland, and United Kingdom.

The telephone connector (not available for all products) is intended for connection to analogue telephone networks.

Products with wireless LAN devices

Some countries may have specific obligations or special requirements about the operation of Wireless LAN networks such as indoor use only or restrictions of the channels available. Please make sure that the country settings of the wireless network are correct.

France

For 2.4-GHz Wireless LAN operation of this product, certain restrictions apply: This product may be used indoors for the entire 2400-MHz to 2483.5-MHz frequency band (channels 1 to 13). For outdoor use, only the 2400-MHz to 2454-MHz frequency band (channels 1 to 7) may be used. For the latest requirements, see www.arcep.fr.

The point of contact for regulatory matters is:

Hewlett-Packard GmbH, Dept./MS: HQ-TRE, Herrenberger Strasse 140, 71034 Boeblingen, GERMANY

Regulatory information for wireless products

This section contains the following regulatory information pertaining to wireless products:

- [Exposure to radio frequency radiation](#)
- [Notice to users in Brazil](#)
- [Notice to users in Canada](#)
- [Notice to users in Taiwan](#)

Exposure to radio frequency radiation

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 Brazil

Aviso aos usuários no Brasil

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 a sistemas operando em caráter primário. (Res.ANATEL 282/2001).

Notice to users in Canada

Notice to users in Canada/Note à l'attention des utilisateurs canadiens

For Indoor Use. This digital apparatus does not exceed the Class B limits for radio noise emissions from the digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications. The internal wireless radio complies with RSS 210 and RSS GEN of Industry Canada.

Utiliser à l'intérieur. Le présent appareil numérique n'émet pas de bruit radioélectrique dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada. Le composant RF interne est conforme à la norme RSS-210 and RSS GEN d'Industrie Canada.

低功率電波輻射性電機管理辦法

第十二條

經型式認證合格之低功率射頻電機，非經許可，公司、商號或使用者均不得擅自變更頻率、加大功率或變更設計之特性及功能。

第十四條

低功率射頻電機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。

前項合法通信，指依電信法規定作業之無線電通信。低功率射頻電機須忍受合法通信或工業、科學及醫藥用電波輻射性電機設備之干擾。

Environmental product stewardship program

Hewlett-Packard is committed to providing quality products in an environmentally sustainable 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 www.hp.com/ecosolutions.

This section contains the following topics:

- [Paper use](#)
- [Plastics](#)
- [Material safety data sheets](#)
- [Recycling program](#)
- [HP inkjet supplies recycling program](#)
- [Disposal of waste equipment by users in private households in the European Union](#)
- [Power consumption](#)
- [Chemical Substances](#)
- [Battery information](#)
- [RoHS notices \(China only\)](#)
- [RoHS notices \(Ukraine only\)](#)

Paper use

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.

Material safety data sheets

Material safety data sheets (MSDS) can be obtained from the HP Web site at:

www.hp.com/go/msds

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:

www.hp.com/hpinfo/globalcitizenship/environment/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 Web site:

www.hp.com/hpinfo/globalcitizenship/environment/recycle/

Power consumption

Hewlett-Packard printing and imaging equipment marked with the ENERGY STAR® logo is qualified to the U.S. Environmental Protection Agency's ENERGY STAR specifications for imaging equipment. The following mark appears on ENERGY STAR qualified imaging products:



ENERGY STAR is a U.S. registered service mark of the U.S. EPA. As an ENERGY STAR partner, HP has determined that this product meets ENERGY STAR guidelines for energy efficiency.

Additional ENERGY STAR qualified imaging product model information is listed at:

www.hp.com/go/energystar

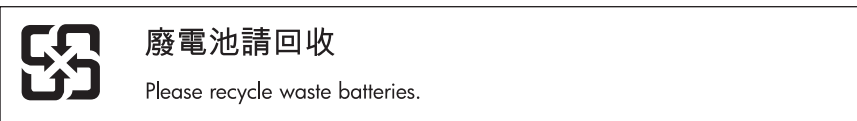
Chemical Substances

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: www.hp.com/go/reach

Battery information

The printer comes with a lithium-ion rechargeable battery. This battery might require special handling and disposal.

HP encourages customers to recycle used electronic hardware, HP original print cartridges, and rechargeable batteries. For more information about recycling programs, go to www.hp.com/recycle.



Attention California users

The battery supplied with this product may contain perchlorate material. Special handling may apply. For more information, go to the following web site: www.dtsc.ca.gov/hazardouswaste/perchlorate.

RoHS notices (China only)

Toxic and hazardous substance table

有毒有害物质表						
根据中国《电子信息产品污染控制管理办法》						
零件描述	有毒有害物质和元素					
	铅	汞	镉	六价铬	多溴联苯	多溴联苯醚
外壳和托盘*	0	0	0	0	0	0
电线*	0	0	0	0	0	0
印刷电路板*	X	0	0	0	0	0
打印系统*	X	0	0	0	0	0
显示器*	X	0	0	0	0	0
喷墨打印机墨盒*	0	0	0	0	0	0
驱动光盘*	X	0	0	0	0	0
扫描仪*	X	X	0	0	0	0
网络配件*	X	0	0	0	0	0
电池板*	X	0	0	0	0	0
自动双面打印系统*	0	0	0	0	0	0
外部电源*	X	0	0	0	0	0

0: 指此部件的所有均一材料中包含的这种有毒有害物质，含量低于SJ/T11363-2006的限制
X: 指此部件使用的均一材料中至少有一种包含的这种有毒有害物质，含量高于SJ/T11363-2006的限制
注：环保使用期限的参考标识取决于产品正常工作的温度和湿度等条件
*以上只适用于使用这些部件的产品

RoHS notices (Ukraine only)

Обладнання відповідає вимогам Технічного регламенту щодо обмеження використання деяких небезпечних речовин в електричному та електронному обладнанні, затвердженого постановою Кабінету Міністрів України від 3 грудня 2008 № 1057

Third-party licenses

This section contains the following topics:

- [HP Officejet 150 \(L511\) Mobile Printer](#)

HP Officejet 150 (L511) Mobile Printer

Third-party licences

Zlib

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Jean-loup Gailly Mark Adler
jloup@gzip.org madler@alumni.caltech.edu

The data format used by the zlib library is described by RFCs (Request for Comments) 1950 to 1952 in the files ftp://ds.internic.net/rfc/rfc1950.txt (zlib format), rfc1951.txt (deflate format) and rfc1952.txt (gzip format).

Independent JPEG Group's free JPEG software

- * Copyright (C) 1991-1998, Thomas G. Lane.
- * This file is part of the Independent JPEG Group's software.
- * For conditions of distribution and use, see the accompanying README file.

Readme File

Independent JPEG Group's free JPEG software

This package contains C software to implement JPEG image encoding, decoding, and transcoding. JPEG is a standardized compression method for full-color and gray-scale images.

The distributed programs provide conversion between JPEG "JFIF" format and image files in PBMPLUS PPM/PGM, GIF, BMP, and Targa file formats. The core compression and decompression library can easily be reused in other programs, such as image viewers. The package is highly portable C code; we have tested it on many machines ranging from PCs to Crays.

We are releasing this software for both noncommercial and commercial use. Companies are welcome to use it as the basis for JPEG-related products.

We do not ask a royalty, although we do ask for an acknowledgement in product literature (see the README file in the distribution for details). We hope to make this software industrial-quality --- although, as with anything that's free, we offer no warranty and accept no liability.

For more information, contact jpeg-info@uc.ag

LIBTIFF

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DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

TIFF Library.

Rev 5.0 Lempel-Ziv & Welch Compression Support

This code is derived from the compress program whose code is derived from software contributed to Berkeley by James A. Woods, derived from original work by Spencer Thomas and Joseph Orost.

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THIS SOFTWARE IS PROVIDED ``AS IS AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED

WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

B HP supplies and accessories

This section provides information on HP supplies and accessories for the printer. The information is subject to changes, visit the HP Web site (www.hpshopping.com) for the latest updates. You can also make purchases through the Web site.


This section contains the following topics:

- [Order printing supplies online](#)
- [Accessories](#)
- [Supplies](#)

Order printing supplies online

To order supplies online or create a printable shopping list, open the HP software that came with the printer and then open Toolbox (Windows). Click the **Estimated Ink Levels** tab, and then click **Shop Online**. With your permission, the HP software uploads printer information, including model number, serial number, and estimated ink levels. The HP supplies that work in the printer are pre-selected. You can change quantities, add or remove items, and then print the list or purchase online at the HP Store or other online retailers (options differ by country/region). Cartridge information and links to online shopping also appear on ink alert messages.

You can also order online by visiting www.hp.com/buy/supplies. If prompted, choose your country/region, follow the prompts to select the printer, and then select the supplies you need.

 **NOTE:** Ordering cartridges online is not supported in all countries/regions. However, many countries/regions have information on ordering by telephone, locating a local store and printing a shopping list. In addition, you can select the 'How to Buy' option at the top of the www.hp.com/buy/supplies page to obtain information about purchasing HP products in your country/region.

Accessories

The following accessories can be used with your HP Officejet mobile printer.

HP Battery for Officejet Mobile Printer	CQ775A
HP Mobile Printer and Notebook Case	Q6282A

Supplies

This section covers the following topics:

- [Ink cartridges](#)
- [HP media](#)

Ink cartridges

You can find the ink cartridge number in the following places:

- On the label of the ink cartridge you are replacing.
- On the printer status page (see [Understand the printer information pages](#)).
- In the Cartridge details feature in Toolbox. Different cartridge numbers are sold in each country/region. To get the complete list of the cartridge numbers sold in each country/region, use the Travelling Information feature in Toolbox. For more information, see [Toolbox \(Windows\)](#).



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

HP media


To order media such as HP Premium Paper, go to www.hp.com.



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 dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.

C Set up the printer for Bluetooth communication

The printer allows you to print documents from Bluetooth devices without a cable connection. Simply print from a Bluetooth device such as a PDA or camera phone. You can also use Bluetooth technology to print from a computer to the printer.

 **NOTE:** The only software functionality available with a Bluetooth connection is printing. Scanning cannot be done over a Bluetooth connection.


This section contains the following topics:

- [Set up a Bluetooth connection](#)
- [Set Bluetooth security for the printer](#)

Set up a Bluetooth connection

This section describes how to set up and configure the device for a Bluetooth wireless connection. You can configure Bluetooth wireless settings during software installation, or you can configure settings later using Toolbox (Windows), HP Utility (Mac OS X), or the Toolbox software for PDAs (Windows Mobile). For more information, see [Printer management tools](#).

To connect the printer using Bluetooth communication (Windows)

 **NOTE:** If you are using an external Bluetooth adapter for your computer, specific instructions for adding the printer might be different. For more information, see the documentation or utility provided with the Bluetooth adapter.

1. If you are using an external Bluetooth adapter for your computer, make sure your computer is started and then attach the Bluetooth adapter to a USB port on the computer. If your computer has Bluetooth built in, just make sure the computer is started and that Bluetooth is turned on.
2. On the Windows taskbar, click **Start**, click **Control Panel**, click **Hardware and Sound**, and then click **Add a printer**.
- Or -
Click **Start**, click **Printer** or **Printers and Faxes**, and then double-click the **Add Printer** icon or click **Add a printer**.
3. Follow the onscreen instructions to finish the installation.

To connect the printer using Bluetooth communication (Mac OS X)

1. If you are using an external Bluetooth adapter for your computer, make sure your computer is started and then attach the Bluetooth adapter to a USB port on the computer. If your computer has Bluetooth built in, just make sure the computer is started and that Bluetooth is turned on.
2. Click **System Preferences** in the Dock, and then click **Print & Fax** or **Print & Scan**.
3. Click **+** (Add).
4. Select the entry for the printer in the list with **Bluetooth** beside its name, and then click **Add**.
5. Follow the onscreen instructions to finish the installation.

Set Bluetooth security for the printer

You can enable the following printer security settings from the printer's control panel

- Require passkey authentication prior to someone printing to the printer from a Bluetooth device.
- Make the printer visible or invisible to Bluetooth printers that are within range.



TIP: You can also use Toolbox (Windows), HP Utility (Mac OS X), or the Toolbox software for PDAs (Windows Mobile) to configure these settings. For more information, see [Printer management tools](#).

This section contains the following topics:

- [Set the Bluetooth Security Level](#)
- [Set the printer to be visible or not visible to Bluetooth devices](#)
- [Reset Bluetooth settings](#)

Set the Bluetooth Security Level

You can set the security level of the printer to either **High** or **Low**.



NOTE: You can also change the Bluetooth settings using Toolbox (Windows). For more information, see [Toolbox \(Windows\)](#).

- **Low:** The printer does not require a passkey. Any Bluetooth device within range can print to it.




NOTE: The default security setting is **Low**. Low level security does not require authentication.

- **High:** The printer requires a passkey from the Bluetooth device before allowing the printer to send a print job to it.



NOTE: The printer ships with a predefined passkey that is set to six zeroes "000000".

To set the printer to require passkey authentication

1. Touch right arrow , and then select **Bluetooth**.
2. Select **Settings**, and then select **Passkey**.
3. Select **Change**, and then use the keypad to enter a new passkey.
4. When you have finished entering your passkey, touch **Done**.
5. Select **Security Level**, and then select **High**.
6. High level security requires authentication.
Passkey authentication is now set for the printer.

Set the printer to be visible or not visible to Bluetooth devices


You can set the printer to be either visible to Bluetooth devices (public) or not visible to any (private).

- **Visible:** Any Bluetooth device within range can print to the printer.
- **Not visible:** Only Bluetooth devices that have stored the device address of the printer can print to it.




NOTE: The printer ships with a default accessibility level of **Visible**.

To set the printer to be not visible

1. Touch right arrow , and then touch **Bluetooth** on the control panel.
2. Select **Settings**, and then select **Visibility**.
3. Touch **Not Visible**.
The printer is inaccessible to Bluetooth devices that have not stored its device address.

Reset Bluetooth settings

To reset Bluetooth settings on the printer to the factory defaults:

1. Touch right arrow , and then touch **Bluetooth** on the control panel.
2. Touch **Settings**, and then touch **Reset Bluetooth**.


D Printer management tools

This section contains the following topics:

- [Toolbox \(Windows\)](#)
- [HP Utility \(Mac OS X\)](#)
- [Toolbox software for PDAs \(Microsoft Windows Mobile\)](#)
- [Uninstall and reinstall the HP software](#)

Toolbox (Windows)

Toolbox provides maintenance information about the printer.

 **NOTE:** Toolbox can be installed from the HP software CD by selecting the full installation option if the computer meets the system requirements.


Open Toolbox

You can open Toolbox using one of the following methods:

- Click **Start**, select **Programs** or **All Programs**, click **HP**, click the folder for your printer, and then click **Toolbox**.
- Right-click the HP Digital Imaging Monitor in the taskbar, point to **Printer Model Name**, and then click **Display Printer Toolbox**.
- From the printer preferences, click the **Features** tab, and then click **Printer Services**.

HP Utility (Mac OS X)

HP Utility contains tools to configure print settings, calibrate the printer, order supplies online, and find website support information.

 **NOTE:** The features available in HP Utility vary depending on the selected printer. Ink level warnings and indicators provide estimates for planning purposes only. When you receive a low on ink message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace cartridges until prompted to do so.

Open HP Utility

To open HP Utility, double-click the **HP Utility** icon. This icon is located in the **Hewlett-Packard** folder in the **Applications** folder at the top level of the hard disk.

Toolbox software for PDAs (Microsoft Windows Mobile)

The Toolbox software for PDAs running Windows Mobile allows you to view status and maintenance information about the printer. You can view ink levels and battery charge level, align the print cartridges, and configure Bluetooth settings for wireless printing.

See the Toolbox software documentation for more information on using Toolbox, or visit www.hp.com/support.


Uninstall and reinstall the HP software

If the installation is incomplete, or if you connected the USB cable to the computer before prompted by the HP software installation screen, you might need to uninstall and then reinstall the HP software that came with the printer. Do not simply delete the printer application files from the


computer. Make sure to remove them correctly using the uninstall utility provided when you installed the HP software.

There are three methods to uninstall the HP software on a Windows computer, and one method to uninstall on a Macintosh computer.


To uninstall from a Windows computer, method 1

1. Disconnect the printer from your computer. Do not connect the printer to your computer until you are prompted to do so by the HP software during the reinstall.
2. On the Windows taskbar, click **Start**, select **Programs** or **All Programs**, select **HP**, select the printer name, and then click **Uninstall**.
3. Follow the onscreen instructions.
4. If you are asked whether you would like to remove shared files, click **No**.
Other programs that use these files might not work correctly if the files are deleted.
5. Restart the computer.
6. To reinstall the HP software, insert the HP software CD into the computer's CD drive, follow the onscreen instructions.
7. Connect the printer when the HP software prompts you to connect it to the computer.
8. Press the  (Power) button to turn the printer on.
After connecting and turning on the printer, you might have to wait several minutes for all of the Plug and Play events to complete.
9. Follow the onscreen instructions.


To uninstall from a Windows computer, method 2

 **NOTE:** Use this method if **Uninstall** is not available in the Windows Start menu.

1. Disconnect the printer from the computer.

 **NOTE:** It is important that you disconnect the printer before restarting your computer. Do not connect the printer to your computer until you are prompted to do so by the HP software during the install.
2. On the Windows taskbar, click **Start**, select **Settings**, select **Control Panel**, and then click **Add/Remove Programs**.
- Or -
Click **Start**, click **Control Panel**, and then double-click **Programs and Features**.
3. Select the printer name, and then click **Change/Remove** or **Uninstall/Change**.
Follow the onscreen instructions.
4. Restart the computer.
5. Insert the HP software CD into the computer's CD drive and then start the Setup program.
6. Follow the onscreen instructions.

To uninstall from a Windows computer, method 3

 **NOTE:** Use this method if **Uninstall** is not available in the Windows Start menu.

1. Insert the HP software CD into the computer's CD drive, and then start the Setup program.
2. Disconnect the printer from your computer. Do not connect the printer to your computer until you are prompted to do so by the HP software during the reinstall.
3. Select **Uninstall** and follow the onscreen directions.
4. Restart the computer.
5. Start the Setup program for the printer again.
6. Select **Install**.
7. Follow the onscreen instructions.

To uninstall from a Macintosh computer, method 1

1. Open HP Utility. For instructions, see [Open HP Utility](#).
2. Click the Application icon on the toolbar.
3. Double click **HP Uninstaller**.
Follow the onscreen instructions.
4. After the HP software is uninstalled, restart the computer.
5. To reinstall the HP software, insert the HP software CD into the computer's CD drive.
6. On the desktop, open the CD, and then double-click **HP Installer**.
7. Follow the onscreen instructions.

To uninstall from a Macintosh computer, method 2

1. Open the Finder.
2. Double-click **Applications**.
3. Double-click **Hewlett-Packard**.
4. Double-click **HP Uninstaller**.
5. Select the printer, and then double-click **Uninstall**.

E How do I?

- [Get started](#)
- [Print](#)
- [Scan](#)
- [Copy](#)
- [Work with ink cartridges](#)
- [Solve a problem](#)
- [Set up the printer for Bluetooth communication](#)
- [Order printing supplies online](#)
- [Contact HP Support](#)

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