

# 1 HP Deskjet 6500 series printers

To find an answer to a question, click the appropriate topic below:



HP Deskjet 6540-50 series

- [Notices](#)
- [Special features](#)
- [Getting started](#)
- [Connecting to the printer](#)
- [Printing photos](#)
- [Printing other documents](#)
- [Printing tips](#)
- [Printer software](#)
- [Maintenance](#)
- [Troubleshooting](#)
- [Optional accessories](#)
- [Specifications](#)
- [Supplies](#)



HP Deskjet 6520 series

- [Notices](#)
- [Special features](#)
- [Getting started](#)
- [Connecting to the printer](#)
- [Printing photos](#)
- [Printing other documents](#)
- [Printing tips](#)
- [Printer software](#)
- [Maintenance](#)
- [Troubleshooting](#)
- [Optional accessories](#)
- [Specifications](#)
- [Supplies](#)

## 2 Special features

Select your printer model:



HP Deskjet 6540-50 series



HP Deskjet 6520 series

### HP Deskjet 6540-50 series

Congratulations! You have purchased an HP Deskjet printer that is equipped with several exciting features:

- **Print Quality Selector** : [Select the print quality](#) from the front of the printer.
- **Ink-backup mode** : [Ink-backup mode](#) lets you continue printing with one print cartridge when the other print cartridge has run out of ink.
- **Print Cancel button** : Cancel print jobs at the touch of a [button](#).
- **Print multiple pages on a single sheet of paper** : Use the [printer software](#) to print up to 16 pages on a single sheet of paper.
- **Borderless printing** : Use the entire page surface when printing photos and cards by using the [borderless printing](#) feature.
- **Digital photo printing** : Use the enhanced [digital photo printing](#) capabilities.
- **Six-ink upgradeable printing** : Enhance photo printing with a [photo print cartridge](#).
- **Auto-off** : Enable the [auto-off](#) feature to place the printer into a low-power, energy-efficient mode after it has been idle for 30 minutes.
- **Front USB port** : Use the [USB port on the front of the printer](#) to connect the printer with a laptop quickly.
- **Optional Automatic Two-Sided Printing Accessory** : Purchase a [Automatic Two-Sided Printing Accessory](#) to print two-sided documents automatically.
- **Optional 250-Sheet Plain Paper Tray Accessory** : Purchase an optional [250-Sheet Plain Paper Tray Accessory](#) and expand the printer's paper-handling capability.

## HP Deskjet 6520 series

Congratulations! You have purchased an HP Deskjet printer that is equipped with several exciting features:

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## 3 Getting started (HP Deskjet 6540-50 series)



For an overview of the printer features, see the [printer features](#) page.

Click the appropriate topic below for a description of a printer feature:

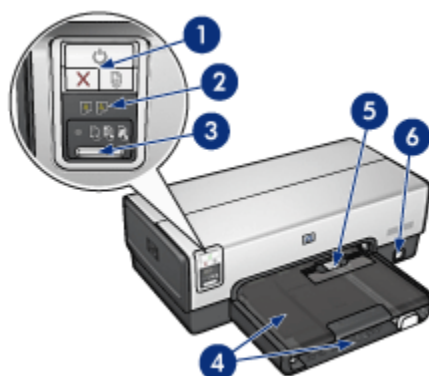
- [Buttons and lights](#)
- [Print Cartridge Status lights](#)
- [Print Quality Selector button](#)
- [Paper trays](#)
- [Envelope slot](#)
- [Print cartridges](#)
- [Ink-backup mode](#)
- [Automatic Paper Type Sensor](#)
- [Front USB port](#)

For a description of the optional accessories, see the [optional accessories](#) page.

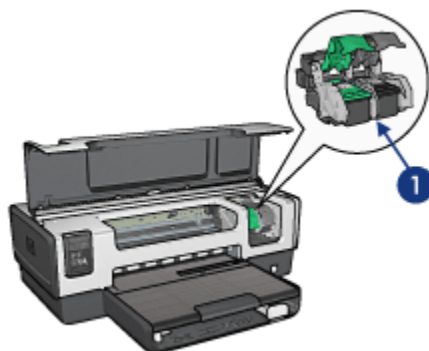
### 3.1 Printer features (HP Deskjet 6540-50 series)

The HP printer has several features to make printing easier and more efficient.

## HP Deskjet 6500 series printers

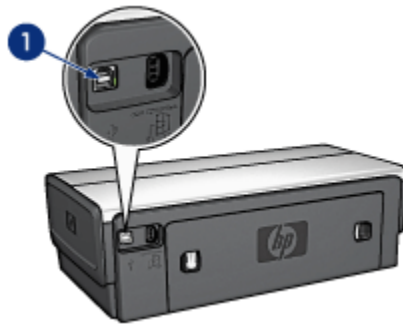


1. Buttons and lights
2. Print Cartridge Status lights
3. Print Quality Selector button
4. Paper trays
5. Envelope slot
6. Front USB port



1. Print cartridges
2. Automatic Paper-Type Sensor (not illustrated)
3. Ink-backup mode (not illustrated)

## HP Deskjet 6500 series printers

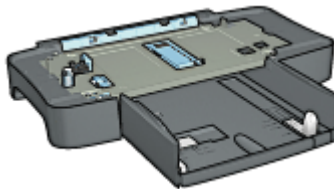


1. Rear USB port

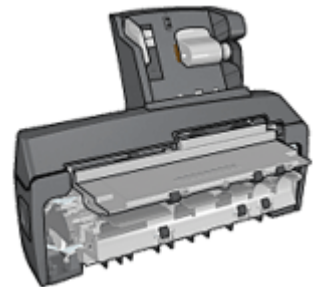
### Optional accessories



Automatic Two-Sided  
Printing Accessory (optional)



250-Sheet Plain Paper Tray  
Accessory (optional)



Auto Two-Sided Print  
Accessory with Small Paper  
Tray (optional)

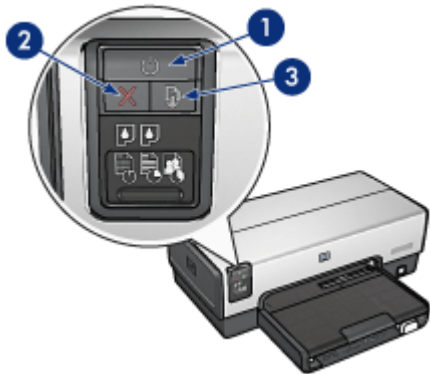
Note: The availability of accessories varies by country/region.

## 3.2 Buttons and lights (HP Deskjet 6540-50 series)

Use the printer buttons to turn the printer on and off, cancel a print job, and restart a job. The printer lights give you visual cues about the status of the printer.

The printer buttons are located in the upper portion of the control panel.

## HP Deskjet 6500 series printers



1. Power button and light
2. Print Cancel button
3. Resume button and light

The control panel also contains [Print Cartridge Status lights](#) and a [Print Quality Selector button](#).

### **Power button and light**

The Power button turns the printer on and off. It might take a few seconds for the printer to turn on after you press the Power button.

The Power light flashes when the printer is processing.



**Caution:** Always use the Power button to turn the printer on and off. Using a power strip, surge protector, or a wall-mounted switch to turn the printer on and off can cause printer failure.

### **Print Cancel button**

Pressing the Print Cancel button cancels the current print job.

### **Resume button and light**

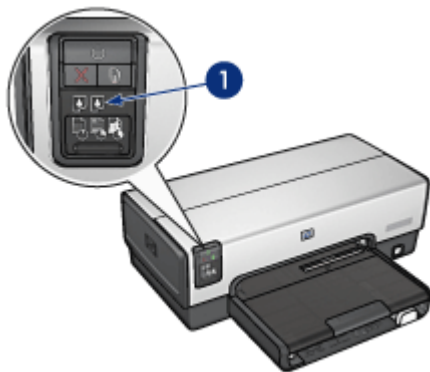
The Resume light flashes when an action is required, such as loading paper or clearing a paper jam. When the problem is solved, press the Resume button to continue printing.

### 3.3 Print Cartridge Status lights (HP Deskjet 6540-50 series)

The Print Cartridge Status lights indicate the status of the print cartridges.

Status of the Print Cartridge Status lights	Status of the print cartridges
On and solid	Low on ink
Flashing	Service required

The Print Cartridge Status lights are located in the center of the printer control panel.



1. Print Cartridge Status lights



1 . The **left** status light represents the tri-color print cartridge.

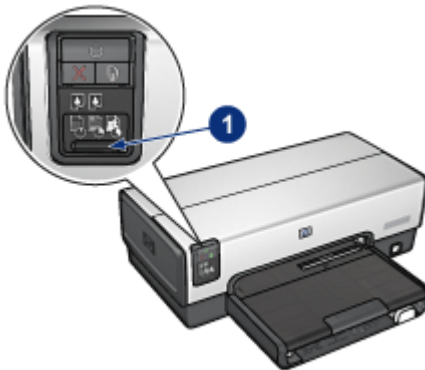


2 . The **right** status light represents the print cartridge that is installed in the compartment on the right side of the print cartridge cradle. That print cartridge can be the black print cartridge, the photo print cartridge, or the gray photo print cartridge.

### 3.4 Print Quality Selector button (HP Deskjet 6540-50 series)

Use the Print Quality Selector button to set print quality and print speed from the front of the printer.

The Print Quality Selector button is located on the lower portion of the printer control panel.



1. Print Quality Selector button

#### Enabling the Print Quality Selector button

Before using the Print Quality Selector button, you must enable it from the printer software.

Follow these steps to enable the Print Quality Selector button:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Click **Use printer default** in the **Print quality** drop-down list.

Note: Depending on the type of document that you are printing, the **Use Printer Default** option might not be available on the **Printing Shortcuts** tab.

4. Click **OK**.

### Using the Print Quality Selector button

Use the Print Quality Selector button to specify the print quality for documents that you plan to print. You cannot change the print quality for a document after the document begins printing.

Follow these steps to use the Print Quality Selector button:

1. Verify that the **Print Quality Selector** button is enabled from the printer software.
2. Press the **Print Quality Selector** button to select one of the following print qualities:



Note: FastDraft and Maximum dpi can only be selected in the printer software. If a document is printed in either FastDraft or Maximum dpi mode, the currently selected print-quality icon flashes until the document is complete.

### Lights

The Print Quality Selector icons light up or flash to indicate the selected print quality:

Status of the icons	Meaning
One icon is lit.	The illuminated icon is the selected print quality.
One icon is lit and another flashes.	The illuminated icon is the selected print quality for the current print job. The flashing icon is the selected print quality for the next print job.

Status of the icons	Meaning
One icon flashes.	Either FastDraft or Maximum dpi has been selected as the print quality from the printer software.

### 3.5 Paper trays (HP Deskjet 6540-50 series)

The printer has two paper trays:

- In tray
- Out tray

#### In tray

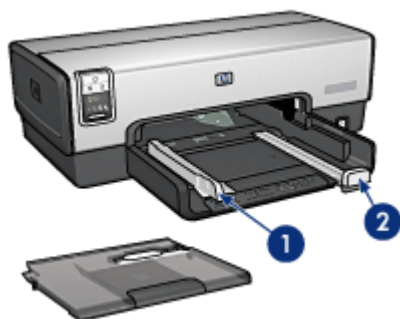
The In tray holds paper or other media to be printed.



1. In tray

Slide the paper guides firmly against the edges of the media on which you are printing.

## HP Deskjet 6500 series printers



1. Paper-width guide
2. Paper-length guide

### Out tray

Printed pages are deposited in the Out tray.



1. Out tray
2. Envelope slot

Use the [envelope slot](#) to print single envelopes.

Raise the Out tray to load paper.



## HP Deskjet 6500 series printers

To prevent paper from falling out of the Out tray, pull out the Out-tray extension, and then unfold the Out-tray extension stop.



1. Out-tray extension
2. Out-tray extension stop

Do not unfold the Out-tray extension stop when printing on legal paper.

After the print job is complete, fold the Out-tray extension stop, and then push the Out-tray extension into the Out tray.



## 3.6 Envelope slot (HP Deskjet 6540-50 series)

Use the envelope slot to print single envelopes.



### 1. Envelope slot

Follow these steps to use the envelope slot:

1. Insert the envelope with the side to be printed on facing down and the flap to the left.



2. Push the envelope into the printer as far as it will go without bending.
3. Print the envelope.

## 3.7 Print cartridges

Four print cartridges are available for use with the printer.



1. Black
2. Tri-color
3. Photo
4. Gray photo

Note: The availability of print cartridges varies by country/region.

### Using print cartridges

#### Everyday printing

Use the black and tri-color print cartridges for everyday print jobs.

### Quality color photos

For more vibrant colors when printing color photographs or other special documents, remove the black print cartridge and use a [photo print cartridge](#) in combination with the tri-color print cartridge.

### Quality black and white photos

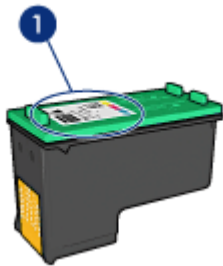
For outstanding black and white photographs, remove the black print cartridge and use a [gray photo print cartridge](#) in combination with the tri-color print cartridge.

## Replacing print cartridges

When buying print cartridges, look for the print cartridge selection number.

You can find the selection number in three places:

- Selection number label: Look at the label on the print cartridge you are replacing.



#### 1. Selection number label

- Printer documentation: For a list of print cartridge selection numbers, see the reference guide that came with the printer.
- Print Cartridge Ordering Information dialog box: For a list of print cartridge selection numbers, open the printer [Toolbox](#), click the **Estimated Ink Level** tab, and then click the **Print Cartridge Ordering Information** button.

If a print cartridge runs out of ink, the printer can operate in the [ink-backup mode](#).

For information about installing a print cartridge, see the [print cartridge installation page](#).

## 3.8 Ink-backup mode

In the ink-backup mode, the printer operates by using only one print cartridge. The ink back-up mode is initiated when a print cartridge is removed from the print cartridge cradle.

To remove a print cartridge, see the [print cartridge installation](#) page.

### Ink-backup mode output

Printing in ink-backup mode slows the printer and affects the quality of printed documents.

Installed print cartridge	Result
Black print cartridge.	Colors are printed as grayscale.
Tri-color print cartridge.	Colors print but black is grayed and is not a true black.
Photo print cartridge.	Colors are printed as grayscale.
Gray photo print cartridge.	Colors are printed as grayscale.

Note: It is recommended that you do not use the photo print cartridge or the gray photo print cartridge for ink-backup mode.

### Exiting ink-backup mode

Install two print cartridges in the printer to exit the ink-backup mode.

To install a print cartridge, see the [print cartridge installation](#) page.

## 3.9 Automatic Paper-Type Sensor

The Automatic Paper-Type Sensor automatically selects the appropriate print settings for the media that is being printed on, particularly HP media.

When the Automatic Paper-Type Sensor is engaged, the printer scans the first page of a document with a red optical sensor light to determine the best paper-type setting. After the printer determines the paper-type setting, the page is printed.

Do not place the printer in direct sunlight. Direct sunlight can interfere with the Automatic Paper-Type Sensor.

To use the Automatic Paper-Type Sensor, see the [paper-type selection](#) page.

Note: The Automatic Paper-Type Sensor is not available for documents that are printed from the [250-Sheet Plain Paper Tray Accessory](#) or the [Auto Two-Sided Print Accessory with Small Paper Tray](#).



## 4 Getting started (HP Deskjet 6520 series)



For an overview of the printer features, see the [printer features](#) page.

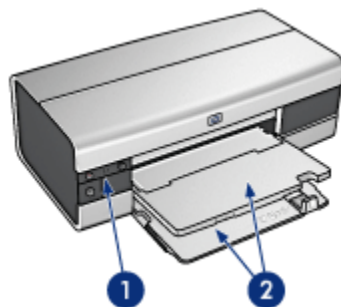
Click the appropriate topic below for a description of a printer feature:

- [Buttons and lights](#)
- [Paper trays](#)
- [Print cartridges](#)
- [Ink-backup mode](#)
- [Automatic Paper-Type Sensor](#)

For a description of the optional accessories, see the [optional accessories](#) page.

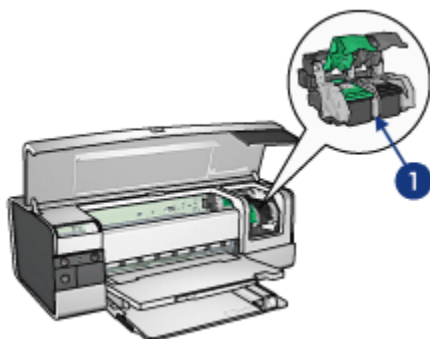
### 4.1 Printer features (HP Deskjet 6520 series)

The HP printer has several features to make printing easier and more efficient.

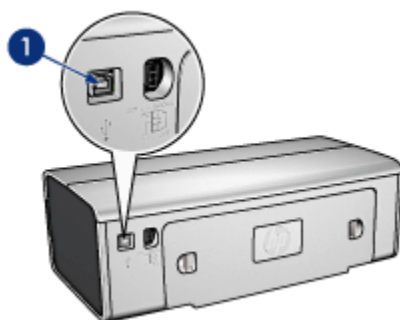


1. [Buttons and lights](#)
2. [Paper trays](#)

## HP Deskjet 6500 series printers



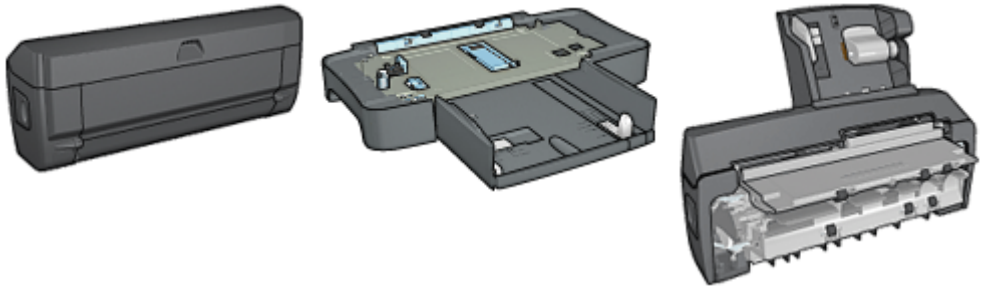
1. Print cartridges
2. Automatic Paper-Type Sensor (not illustrated)
3. Ink-backup mode (not illustrated)



1. USB port

### Optional accessories

## HP Deskjet 6500 series printers



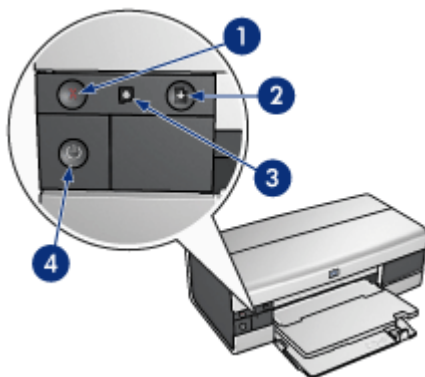
Automatic Two-Sided Printing Accessory (optional)      250-Sheet Plain Paper Tray Accessory (optional)

Auto Two-Sided Print Accessory with Small Paper Tray (optional)

Note: Availability of accessories varies by country/region.

## 4.2 Buttons and lights (HP Deskjet 6520 series)

Use the printer buttons to turn the printer on and off, cancel a print job, and restart a job. The printer lights give you visual cues about the status of the printer.



1. Cancel button
2. Resume button and light
3. Print Cartridge Status light
4. Power button and light

### **Print Cancel button**

Pressing the Print Cancel button cancels the current print job.

### **Print Cartridge Status light**

The Print Cartridge Status light turns on or **flashes** when a print cartridge needs service.

### **Resume button and light**

The Resume light flashes when an action is required, such as loading paper or clearing a paper jam. When the problem is solved, press the Resume button to continue printing.

### **Power button and light**

The Power button turns the printer on and off. It might take a few seconds for the printer to turn on after you press the Power button.

The Power light flashes when the printer is processing.



Caution: Always use the Power button to turn the printer on and off. Using a power strip, surge protector, or a wall-mounted switch to turn the printer on and off can cause printer failure.

## **4.3 Paper trays (HP Deskjet 6520 series)**

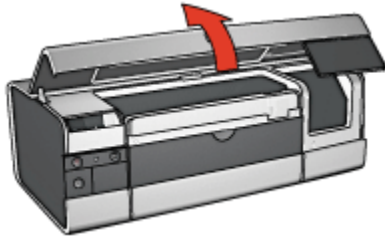
For information about the paper trays, select one of the topics below:

- [Unfolding the paper trays](#)
- [In tray](#)
- [Out tray](#)
- [Folding the paper trays](#)

### **Unfolding the paper trays**

Raise the printer cover to unfold the paper trays.

## HP Deskjet 6500 series printers



### In tray

The In tray holds paper and other media to be printed.



1. In tray

Slide the paper guides firmly against the edges of the media on which you are printing.



1. Paper-width guide
2. Paper-length guide

To print on large paper, such as legal paper, pull out the paper-length guide to the edge of the In tray, and then pull out the In-tray extension.

## HP Deskjet 6500 series printers



1. In-tray extension

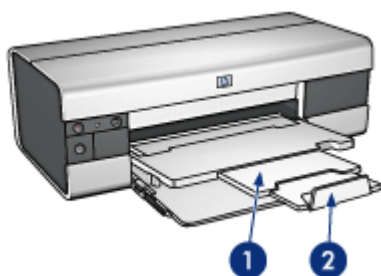
### Out tray

Printed pages are deposited in the Out tray.



1. Out tray

To prevent paper from falling out of the tray, pull out the Out-tray extension, and then unfold the Out-tray extension stop.



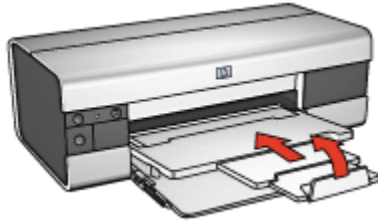
## HP Deskjet 6500 series printers

1. Out-tray extension
2. Out-tray extension stop

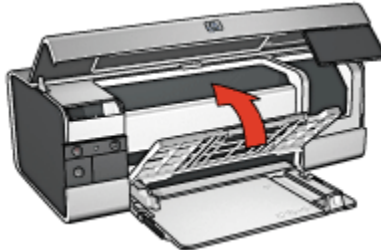
### Folding the paper trays

Follow these steps to fold the paper tray:

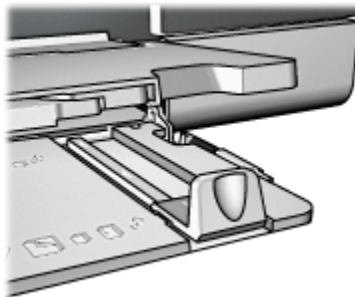
1. If necessary, fold the Out-tray extension stop, and then push in the Out-tray extension.



2. Raise the printer cover.
3. Raise the Out tray.

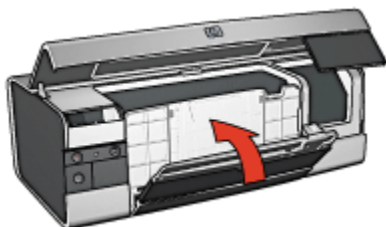


4. Verify that the In-tray extension is pushed in, and then pull the paper-length guide to the edge of the In tray.

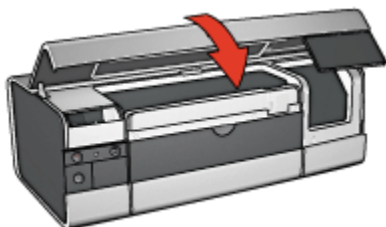


5. Raise the In tray.

## HP Deskjet 6500 series printers



6. Close the printer cover.





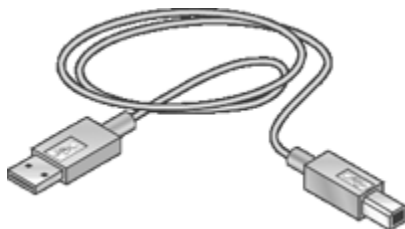
## 5 Connecting to the printer

- USB
- Front USB port (HP Deskjet 6540-50 series)
  - Front USB port - printer software not installed
  - Front USB port - printer software already installed
  - Using the front USB port
- Networking
  - Sharing the printer
  - HP Jetdirect 175x
  - HP Jetdirect 310x
  - HP Jetdirect 380x

Note: HP Jetdirect availability varies by country/region.

### 5.1 USB

The printer connects to the computer with a Universal Serial Bus (USB) cable. The computer must be running Windows 98 or later to use a USB cable.



For instructions about connecting the printer with a USB cable, see the setup poster that came with the printer.

### 5.2 Front USB port (HP Deskjet 6540-50 series)

Use the USB port on the front of the printer to connect the printer to a laptop quickly.



1. Front USB port

**First connection to the front USB port**

The first time you connect a laptop to the front USB port of the printer, you must configure the laptop for the port.

For configuration instructions, answer the following question:

Has the printer software been installed on the laptop?

- Yes
- No

**5.2.1 Front USB port - printer software not installed**

Follow the steps below if the printer software has *not* been installed on the laptop.

If the printer software has been installed on the laptop, follow the instructions for [configuring the laptop](#) to use the front USB port.

**Installing the printer software**

1. Verify that the printer is turned on.
2. Use a USB cable to connect the laptop to the front USB port on the printer.
3. Wait for a New Hardware wizard to appear.
4. After the New Hardware wizard appears, insert the printer software CD in the CD-ROM drive of the laptop.
5. Follow the onscreen instructions to install the printer software.

**5.2.2 Front USB port - printer software already installed**

Follow the steps below if the printer software has been installed on the laptop.

## HP Deskjet 6500 series printers

If the printer software has *not* been installed on the laptop, follow the instructions for [installing the printer software](#).

### Configuring the laptop

Configuring the laptop to use the printer's front USB port creates another copy of the printer software on your laptop. The new copy of the printer software is configured for the printer's front USB port.

1. Verify that the printer is turned on.
2. Use a USB cable to connect the laptop to the front USB port of the printer.
3. Wait for a New Hardware wizard to appear.
4. Do one of the following depending on the version of Windows on the laptop:
  - **Windows XP** : When prompted, click **OK**.
  - **Windows 2000** : Allow Windows to configure the laptop automatically.
  - **Windows Me** : When prompted, insert the printer software CD in the CD-ROM drive of the laptop, and then follow the onscreen instructions.
  - **Windows 98** : Allow Windows to configure the laptop automatically.

When Windows offers you the opportunity to name the printer, give the printer a name that indicates that you are using the front USB port, such as **HP Deskjet 65xx Front USB** .

### 5.2.3 Using the front USB port

Before using the front USB port on the printer, you must [configure the laptop](#) for the port.

Follow these steps to use the front USB port:

1. Use a USB cable to connect the laptop to the front USB port on the printer.
2. Open the document that you want to print, click **File** , and then click **Print**.
3. Click the HP Deskjet 6540-50 series printer, and then click **OK** or **Print**.

**Note:** If two copies of the HP Deskjet 6540-50 series printer appear, select the copy that is configured for the front USB port.

## 5.3 Networking

You can make a printer available to other computers on a network by [sharing the printer](#).

You can use any of the following HP Jetdirect print servers to place the printer on a network.

## HP Deskjet 6500 series printers

- [HP Jetdirect 175x](#)
- [HP Jetdirect 310x](#)
- [HP Jetdirect 380x](#)

Note: HP Jetdirect availability varies by country/region.

### 5.3.1 Sharing the printer

The printer can be connected directly to a computer on a network and then shared with other computers on the network.

For instructions about sharing the printer on a network, use the printer software CD and follow the onscreen network setup instructions.

### 5.3.2 HP Jetdirect 175x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

#### HP J6035A Jetdirect 175x

- USB printer connection
- 100Base-Tx (Fast Ethernet) and/or 10Base-T (Ethernet) network connection
- TCP/IP, IPX/SPX direct mode, Apple EtherTalk networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

### 5.3.3 HP Jetdirect 310x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

#### HP J6038A Jetdirect 310x

- USB printer connection
- 100Base-Tx (Fast Ethernet) and/or 10Base-T (Ethernet) network connection
- TCP/IP, IPX/SPX direct mode, Apple EtherTalk networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

### 5.3.4 HP Jetdirect 380x

Use print servers to connect your printer directly to a network so that any computer on the network can use the printer.

## HP Deskjet 6500 series printers

### **HP J6061A Jetdirect 380x**

- USB printer connection
- 802.11b (Wi-Fi) wireless network connection, with encryption, and 802.1x, EAP-MD5, EAP-TLS authentication
- TCP/IP, IPX/SPX, Novell NetWare, Apple EtherTalk, Unix/Linux networks
- Windows 98, 2000, Me, and XP, and MacOS computers

Note: HP Jetdirect availability varies by country/region.

## 6 Printing (HP Deskjet 6540-50 series)



- Printing photos
- Printing other documents
- Printing tips
- Printing software

### 6.1 Printing photos (HP Deskjet 6540-50 series)

Select the type of photograph that you want to print:

Borderless Photos



Small borderless photo Large borderless photo Panoramic borderless photo

Photos with a white border



Small photo  
with a white border

Large photo  
with a white border

Panoramic photo  
with a white border

## Enhancing your photos

Learn how to enhance your photographs by using the printer's [photo printing features](#).

### 6.1.1 Enhancing your photos

The printer software offers several features to make printing digital photos easier and improve photo quality:

- Get the best combination of speed and quality by using [PhotoREt](#).
- Use the [HP digital photography options](#) to touch up photos.
- Achieve the highest resolution with [Maximum dpi](#).
- Print an [Exif-formatted](#) photo if you have Exif-enabled software.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.

Learn how to add professional touches to your digital photographs:

- Use the [photo print cartridge](#) for great colors.
- Use these software options to improve printed colors:
  - [Advanced color settings](#)
  - [Color management](#)
- Use the [gray photo print cartridge](#) for outstanding black-and-white photos.
- Print [black-and-white photos](#).
- Print to the edges of the photo paper with [borderless printing](#).

To prevent photo paper from curling, follow the [photo paper storage guidelines](#).

### 6.1.2 PhotoREt

PhotoREt offers the best combination of print speed and quality for your image.

Follow these steps to print with PhotoREt technology:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Click **Best** in the **Print quality** drop-down list.
4. Select any other print settings that you want, and then click **OK**.

### 6.1.3 HP digital photography options

The printer has several features to enhance the quality of digital photographs.

## Opening the HP digital photography options dialog box

Follow these steps to open the **HP digital photography options** dialog box:

1. Open the **Printer Properties** dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab, and then click the **HP digital photography** button.

## Using the HP digital photography options dialog box

Use the **HP digital photography options** dialog box to set these options:



1. **Red eye removal** : Click **On** to remove or reduce red-eye in the photograph.
2. **Contrast enhancement** : Adjust the contrast to your preference. Click **Automatic** to allow the printer driver to automatically balance the contrast.
3. **Digital flash** : Adjust the exposure in dark areas of photos to bring out detail. Click **Automatic** to allow the printer driver to automatically balance lightness and darkness.
4. **SmartFocus** : Enhance image quality and clarity. Click **On** to allow the printer driver to automatically focus the image.
5. **Sharpness** : Adjust the image sharpness to your preference. Click **Automatic** to allow the printer driver to automatically set the level of sharpening for the image.
6. **Smoothing** : Soften an image. Click **Automatic** to allow the printer driver to automatically set the level of smoothing for the image.



### 6.1.4 Maximum dpi

The **Maximum dpi** print quality setting offers 4800 x 1200 optimized dpi printing.

The 4800 x 1200 optimized dpi print mode is the highest quality resolution for this printer. When 4800 x 1200 optimized dpi is selected in the printer driver, the tri-color print cartridge prints in the 4800 x 1200 optimized dpi mode (up to 4800 x 1200 optimized dpi color and 1200-input dpi). If a [photo print cartridge](#) is also installed, the print quality is enhanced. A photo print cartridge can be purchased separately if it is not included with your printer.

**Note:** Use an HP premium photo paper when printing in the Maximum dpi print quality setting in order to enhance color matching and detail in the photo.

Follow these steps to print in the 4800 x 1200 optimized dpi mode:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.

**Note:** On the **Printing Shortcuts** tab, select either **Photo printing-borderless** or **Photo printing-with white borders**.

3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper type</b>
<b>Paper/Quality</b>	<b>Type is</b>

**Note:** You do not need to set the print quality on both tabs.

4. Select the appropriate photo paper type in the drop-down list.
5. Click **Maximum dpi** in the **Print quality** drop-down list.

**Note:** The **Maximum dpi** setting temporarily uses a lot of disk space and may print slowly.

6. Select any other print settings that you want, and then click **OK**.

### 6.1.5 Exif Print

Exif Print (Exchangeable Image File Format 2.2) is an international digital imaging standard that simplifies digital photography and enhances printed photographs. When a photograph is taken with an Exif Print-enabled digital camera, Exif Print captures information such as exposure time, type of flash, and color saturation, and stores it in the image file. The HP Deskjet printer software then uses this information to automatically perform image specific enhancements, to create outstanding photographs.

Printing Exif Print-enhanced photos requires the following equipment:

- A digital camera that supports Exif Print
- Exif Print-enabled photo software

Follow these steps to print Exif Print-enhanced photos:

1. Open the file that you want the Exif Print-enabled photo software to print.
2. Open the [Printer Properties](#) dialog box.
3. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.

Note: On the **Printing Shortcuts** tab, select either **Photo printing-borderless** or **Photo printing-with white borders**.

4. Click **Normal** or **Best** in the **Print quality** drop-down list.
5. Select any other print settings that you want, and then click **OK**.

The printer software automatically optimizes the printed image.

### 6.1.6 Printing borderless photos

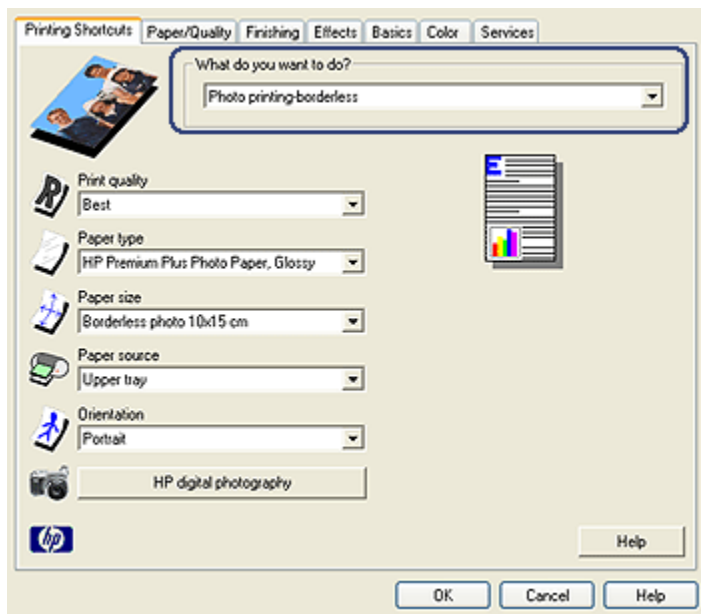
Use borderless printing to print to the edges of certain paper types and on a range of standard and custom paper sizes from 101 x 152 mm (4x6 in) photo paper to a 210 x 594 mm ( 8.5 x 23.4 in) custom photo size.

#### Guidelines

- Do not print borderless documents in [ink-backup mode](#). Always have two print cartridges installed in the printer.
- Open the file in a software application and assign the image size. Ensure that the size corresponds to the paper size on which you want to print the image.

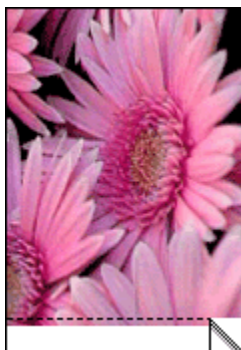
#### Printing

1. Open the file that you want to print.
2. Open the [Printer Properties](#) dialog box.
3. On the **Printing Shortcuts** tab, click **Photo printing-borderless** in the drop-down list.



4. Select the appropriate print setting for the photo that you want to print.
5. If you want to use them, set the **HP digital photography** options.
6. Select any other print settings that you want, and then click **OK**.

If you printed on photo paper that has a tear-off tab, remove the tab to make the document completely borderless.



### 6.1.7 Photo print cartridge

The photo print cartridge, used in conjunction with the tri-color print cartridge, provides six-ink, virtually grain-free photos that have exceptional fade resistance.



The photo print cartridge can be purchased separately if it is not included with your product.

### Installing the photo print cartridge

To install the photo print cartridge, remove the black print cartridge from the printer, and then install the photo print cartridge in the compartment on the right of the print cartridge cradle.

For more information, see the [print cartridge installation](#) page.

### Using the photo print cartridge

Follow these steps to print in six-ink color print mode:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.

Note: On the **Print Shortcuts** tab, select either **Photo printing-borderless** or **Photo printing-with white borders**.

3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper type</b>
<b>Paper/Quality</b>	<b>Type is</b>

Note: You do not need to set the print quality on both tabs.

4. Click the appropriate photo paper type in the drop-down list.
5. Click **Normal** , **Best** , or **Maximum dpi** in the **Print quality** drop-down list.
6. Select any other print settings that you want, and then click **OK**.

### Storing the photo print cartridge

To maintain the health of the print cartridge, follow the [print cartridge storage guidelines](#).

### 6.1.8 Using advanced color settings

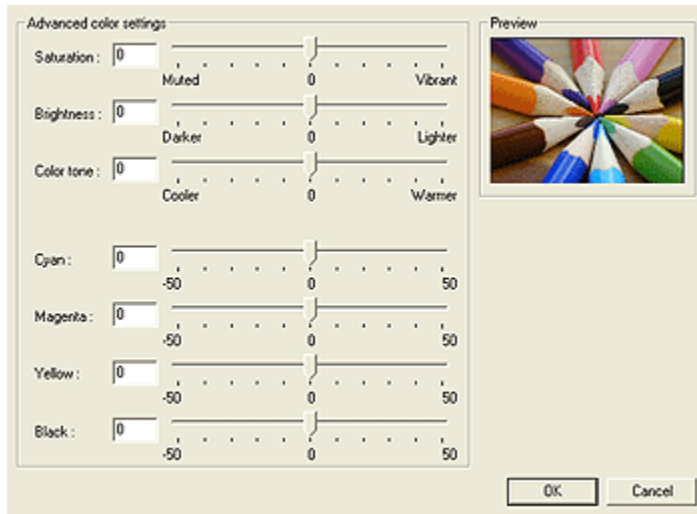
Use the Advanced Color Settings dialog box to adjust how printed colors appear on your printout.

Adjusting these settings causes the printed colors to differ from the colors that appear on your computer monitor.

Follow these steps to specify advanced color settings:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Color** tab.
3. Click the **Advanced color settings** button.

The **Advanced color settings** dialog box appears.



4. Adjust the following settings as appropriate:
  - **General color settings** : Adjust the **Saturation** , **Brightness** , and **Color tone** to affect how overall colors are printed.
  - **Specific color settings** : Adjust the **Cyan** , **Magenta** , **Yellow** , and **Black** sliders to specify the level of each color that is used in printing.
5. After specifying the color settings, click **OK**.
6. Select any other print settings that you want, and then click **OK**.

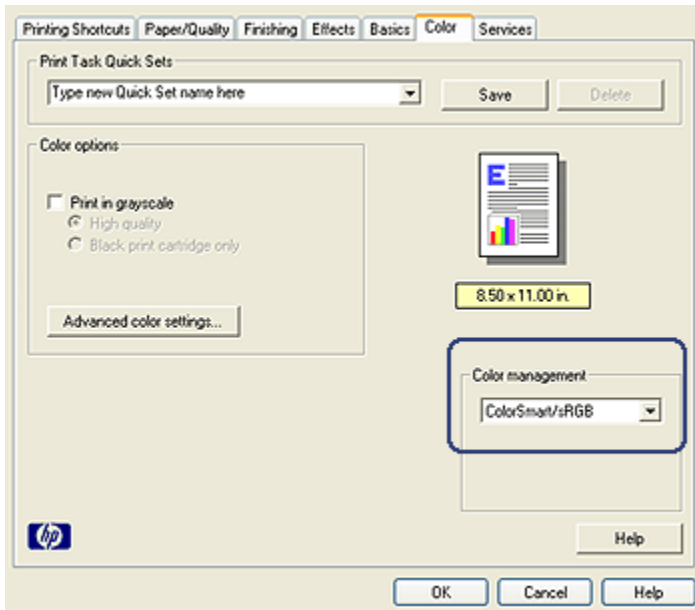
Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.1.9 Color management

Color management defines the range of colors that can be printed. The printer software translates the colors of your document from their current color settings to the color-management option that is selected.

Follow these steps to select a color-management option:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Color** tab.



3. Click one of the following options in the **Color management** drop-down list:
  - **ColorSmart/sRGB** : ColorSmart/sRGB is an appropriate option for most print jobs. It is used for most Web-based documents and current imaging devices.
  - **AdobeRGB** : When printing from a professional application with AdobeRGB, turn off the color management in the application and allow the printer software to manage the color space. Use the AdobeRGB setting for documents or photos that were originally created in the AdobeRGB color space.
  - **Managed by application** : This option allows the application from which you are printing manage the color of the document.
4. Select any other print settings that you want, and then click **OK**.

HP Deskjet 6500 series printers

### 6.1.10 Black-and-white photos



HP Deskjet 6540-50 series



HP Deskjet 6520 series

### 6.1.11 Printing black-and white-photos

You can perform the following tasks with the printer:

- [Print a black-and-white photo](#)
- [Print a color photo in black-and-white](#)

For great black-and-white photos, install a [gray photo print cartridge](#) and a tri-color printer cartridge in the printer.

#### Printing a black-and-white photo

To print a photo that is already black and white, simply follow the instructions for the [type and size of photo](#) that you want to print.

#### Printing a color photo in black and white

Follow these steps to print a color photo in black and white:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Color** tab.
3. Select the **Print in grayscale** check box.
4. Click the **High quality** option.
5. Select any other print settings that you want, and then click **OK**.

### 6.1.12 Storing and handling photo paper

Follow these instructions to maintain the quality of your HP brand photo paper.

## Storage

- Keep unused photo paper in a resealable plastic bag, in the box in which it was originally packaged. Store the packaged photo paper on a flat surface in a cool place.
- When you are ready to print, remove only the paper that you plan to use immediately from the plastic bag. When you have finished printing, return any unused photo paper to the plastic bag.
- Do not leave unused photo paper in the printer paper tray. The paper might start to curl, which can reduce the quality of your photographs.

## Handling

- Always hold photo paper by its edges. Fingerprints on photo paper can reduce print quality.
- If the corners of the photo paper curl more than 10 mm (3/8 inch), flatten the paper by putting it in the resealable storage bag, and then rolling the bag on a table edge until the paper is flat.

Photo paper should be flat before it is printed on.

### 6.1.13 Saving money when printing photos

#### HP Everyday Photo Paper

To save money and ink when printing photos, use **HP Everyday Photo Paper, Semi-gloss** and set the **Print quality** to **Normal**.

**HP Everyday Photo Paper, Semi-gloss** is designed to create quality photos with less ink.

Note: For higher-quality photos, use HP Premium Plus Photo paper and set the **Print quality** to **Best** or **Maximum dpi**.

### 6.1.14 Small borderless photos (HP Deskjet 6540-50 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use **HP Everyday Photo Paper, Semi-gloss** to save money and ink when printing photos.



## HP Deskjet 6500 series printers

- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.



6. Slide the paper guides firmly against the paper.
7. Replace the Out tray.

### Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate borderless photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:

## HP Deskjet 6500 series printers

- [HP digital photography options](#)
- [Advanced color settings](#)
- [Color management](#)
- [Grayscale quality](#)

4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.1.15 Large borderless photos (HP Deskjet 6540-50 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

If the photo paper is not flat, see the [photo paper storage instructions](#).

5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

## Printing

**Note:** If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate borderless photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.1.16 Panoramic borderless photos (HP Deskjet 6540-50 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

## Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

**Note:** Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper width-guide firmly against the edge of the paper.

7. Lower the Out tray.

## Printing

**Note:** If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate the panoramic borderless photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)

## HP Deskjet 6500 series printers

- [Color management](#)
- [Grayscale quality](#)

4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.1.17 Small photos with a white border (HP Deskjet 6540-50 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

If the photo paper is not flat, see the [photo paper storage instructions](#).

5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.



6. Slide the paper guides firmly against the paper.
7. Replace the Out tray.

## Printing

**Note:** If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.1.18 Large photos with a white border (HP Deskjet 6540-50 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

## Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.1.19 Panoramic photos with a white border (HP Deskjet 6540-50 series)

### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper width-guide firmly against the edge of the paper.

7. Lower the Out tray.



## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : Normal , Best , or Max dpi
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : Portrait or Landscape
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.2 Printing other documents (HP Deskjet 6540-50 series)



E-mail



Letters



Documents



Envelopes



Postcards



Brochures



Greeting cards



Transparencies

## HP Deskjet 6500 series printers



Labels



Index cards



Booklets



Posters



Banners



Iron-on  
transfers

### Printing tips

Minimize your cost and effort while maximizing the quality of your printouts by using these [printing tips](#).

### Printer software

Learn about the [printer software](#).

## 6.2.1 E-mail (HP Deskjet 6540-50 series)

### Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



6. Lower the Out tray.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **General everyday printing** or **Fast/economical printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Paper source](#)
  - [Grayscale printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.2 Letters (HP Deskjet 6540-50 series)

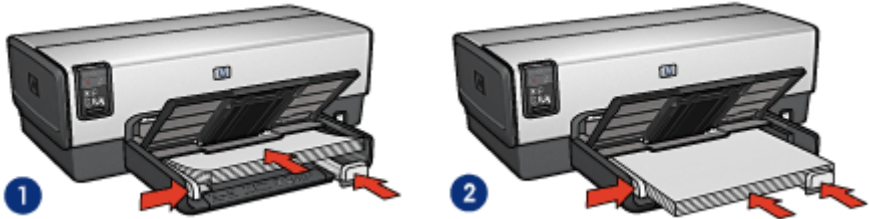
#### Guidelines

- Learn how to add a [watermark](#) to the letter.
- For help printing on an envelope, see the [envelope](#) page.
- Do not exceed the In-tray capacity: up to 150 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.

5. Slide the paper guides firmly against the paper.



1. Letter or A4 paper

2. Legal paper

Note: If you are using letterhead, verify that the letterhead is facing down and towards the interior of the printer.

6. Lower the Out tray.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Presentation printing** or **General everyday printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Paper source](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.3 Documents (HP Deskjet 6540-50 series)

#### Guidelines

- Learn how to add a [watermark](#) to your document.
- Learn how to print the [first page of the document on a different paper type](#).
- Save paper with [two-sided printing](#).
- For draft documents, use [Fast/economical](#) printing.
- Do not exceed the In-tray capacity: up to 150 sheets.

## Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



1. Letter or A4 paper



2. Legal paper

6. Lower the Out tray.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **General everyday printing** or **Presentation printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Paper source](#)
  - [Two-sided printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.4 Envelopes (HP Deskjet 6540-50 series)

#### Guidelines

- Avoid using envelopes that have the following qualities:

## HP Deskjet 6500 series printers

- Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the In tray.
  - Do not exceed the In-tray capacity: up to 20 envelopes.

### Preparing to print

If you are printing on a single envelope, use the [envelope slot](#).

If you are printing on multiple envelopes, follow these steps:

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the envelopes, with the sides to be printed on facing down and the flaps to the left, into the In tray and to the right. Push the envelopes into the printer until they stop.



5. Slide the paper guides firmly against the envelopes.
6. Replace the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, then select the following print settings:
  - **Size is** : The appropriate envelope size
  - **Type is** : **Automatic** or **Plain paper**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.2.5 Postcards (HP Deskjet 6540-50 series)



If the optional Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow the steps for [printing postcards with the Auto Two-Sided Print Accessory with Small Paper Tray](#).

### Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

### Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the sides to be printed on facing down and one of the short sides pointing towards the printer, into In tray and to the right. Push the cards into the printer until they stop.



5. Slide the paper guides firmly against the cards.
6. Replace the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Postcard printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**

## HP Deskjet 6500 series printers

- **Paper source** : Upper tray

3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.6 Brochures (HP Deskjet 6540-50 series)

#### Guidelines

- Learn to print [borderless](#) brochures.
- For great results, use HP Brochure & Flyer Paper.
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place brochure paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



6. Lower the Out tray.

#### Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Presentation printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or appropriate brochure paper type
3. Select the following print settings as appropriate:



## HP Deskjet 6500 series printers

- Print quality
- Grayscale printing
- Two-sided printing

4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.7 Greeting cards (HP Deskjet 6540-50 series)

#### Guidelines

- Unfold prefolded cards, and then place them in the In tray.
- For great results, use HP Greeting Card Paper.
- Do not exceed the In-tray capacity: up to 30 cards.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Fan the edges of the greeting cards to separate them, then align the edges.
5. Place the greeting cards in the In tray, with the side to be printed on facing down. Push the cards into the printer until they stop.
6. Slide the paper guides firmly against the paper.



7. Lower the Out tray.

#### Printing

**Note:** If your software program includes a greeting card printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

## HP Deskjet 6500 series printers

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate card size
  - **Source is** : **Upper tray**
  - **Type is** : The appropriate card type
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.8 Transparencies (HP Deskjet 6540-50 series)

#### Guidelines

- For great results, use HP Premium Inkjet Transparency Film.
- Do not exceed the In tray capacity: up to 30 transparencies.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the transparencies in the In tray, with the side to printed on facing down and the adhesive strip facing up and toward the printer.



5. Carefully push the transparencies into the printer until they stop so that none of the adhesive strips catch on one another.
6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

#### Printing

1. Open the [Printer Properties](#) dialog box.

2. On the **Printing Shortcuts** tab, click **Presentation printing** , and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or appropriate transparency film
  - **Paper source** : **Upper tray**
3. Select the following print settings as appropriate:
  - **Print quality**
  - **Grayscale printing**
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.2.9 Labels (HP Deskjet 6540-50 series)

### Guidelines

- Use only labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Verify that the labels are not sticky, wrinkled, or pulling away from the protective backing.
- Do not exceed the In-tray capacity: up to 30 sheets of labels (use only letter-size or A4-size sheets).

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Fan the edges of the label sheets to separate them, and then align the edges.
5. Place the label sheets in the In tray with the label side facing down. Push the sheets into the printer until they stop.



6. Slide the paper guides firmly against the edge of the sheets.
7. Lower the Out tray.

## Printing

**Note:** If your software program includes a label printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **General everyday printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
  - **Paper source** : **Upper tray**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Grayscale printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.10 Index cards and other small media (HP Deskjet 6540-50 series)

#### Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

#### Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the sides to be printed on facing down and one of the short sides pointing towards the printer, into In tray and to the right. Push the cards into the printer until they stop.



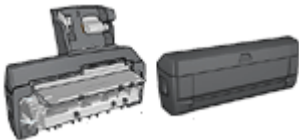
5. Slide the paper guides firmly against the cards.
6. Replace the Out tray.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate paper size
  - **Type is** : The appropriate paper type
  - **Source is** : **Upper tray**
3. Select any other print settings that you want, and then click **OK**.

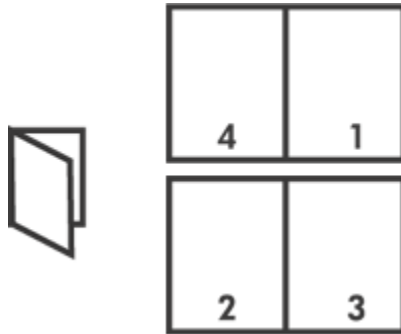
Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.11 Booklets (HP Deskjet 6540-50 series)



If an optional two-sided printing accessory is attached to the printer, then follow the [steps to print a booklet automatically](#).

Booklet printing automatically arranges and resizes the pages of a document so that when the pages are folded into a booklet, the page order is correct.



### Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



6. Lower the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Select the **Printing Shortcuts** tab, and then click **Two-sided, duplex, printing** in the drop-down list.
3. In the **Print on both sides** drop-down list, click one of the following binding options:
  - **Left edge booklet**

## HP Deskjet 6500 series printers

- **Right edge booklet**

4. Select any other print settings that you want, and then click **OK**.
5. When prompted, reload the printed pages in the In tray as shown below.



6. Click **Continue** to finish printing the booklet.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.2.12 Posters (HP Deskjet 6540-50 series)

#### Guidelines

- After the sections of a poster have been printed, trim the edges of the sheets, and then tape the sheets together.



- Do not exceed the In-tray capacity: up to 150 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.

## HP Deskjet 6500 series printers

3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



6. Lower the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate size
  - **Source is** : **Upper tray**
  - **Type is** : **Automatic** or **Plain paper**
3. Click the **Finishing** tab, and then specify the following print settings:
  - **Poster printing** : **2 x 2, 4 sheets** , **3 x 3, 9 sheets** , **4 x 4, 16 sheets** , or **5 x 5, 25 sheets**
4. Click the **Basics** tab, and then specify the following print settings:
  - **Orientation** : The appropriate orientation
5. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

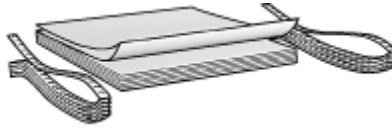
### 6.2.13 Banners (HP Deskjet 6540-50 series)

#### Guidelines

- Use HP Banner Paper for great results.
- Remove any perforated strips from the banner paper before loading it in the In tray.



## HP Deskjet 6500 series printers



- Do not exceed the In-tray capacity: up to 20 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Remove the Out tray, and then remove all paper from the In tray.
3. Slide the paper width-guide all the way to the left, and then pull out the paper-length guide.
4. Place the banner paper in the In tray so that the unattached edge is on top of the paper stack and pointing toward the printer.



1. Unattached edge
5. Slide the paper-width guide firmly against the paper.

Note: Leave the Out tray off of the printer when printing a banner.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is : Letter or A4**
  - **Source is : Upper tray**
  - **Type is : HP Banner Paper**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.2.14 Iron-on transfers (HP Deskjet 6540-50 series)

### Guidelines

- Use HP Iron-on Transfers for great results.
- When printing a mirror image, the text and the pictures are horizontally reversed from what appears on the computer screen.



- Do not exceed the In tray capacity: Up to 20 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place iron-on transfer paper with the side to be printed on facing down in the In tray.
5. Push the paper into the printer until it stops.
6. Slide the paper guides firmly against the paper.



7. Lower the Out tray.

### Printing

**Note:** If your software program includes an iron-on transfer printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below. Also, some iron-on transfer paper types do not require you to print a mirror image.

## HP Deskjet 6500 series printers

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate paper size
  - **Source is** : Upper Tray
  - **Type is** : HP Iron-on Transfer
  - **Print Quality** : Normal or Best
3. Click the **Basics** tab, and then specify the following print settings:
  - **Orientation** : **Mirror Image** (if required for the paper type you are using)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 6.3 Printing tips (HP Deskjet 6540-50 series)

### Save time

- Use the [Printing Shortcuts](#) tab.
- Create [print task quick sets](#) for documents you print often.
- Use the [250-Sheet Plain Paper Tray Accessory](#) to reload the printer less often.
- Use the [Print Quality Selector](#).
- Set the [printer default settings](#) for options that you use often.
- Print from front to back.
- Print [collated copies](#).

### Same money

- Use [Fast/economical printing](#).
- Print a two-sided document either [automatically](#) or [manually](#).
- Print [multiple pages on a single sheet of paper](#).
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.

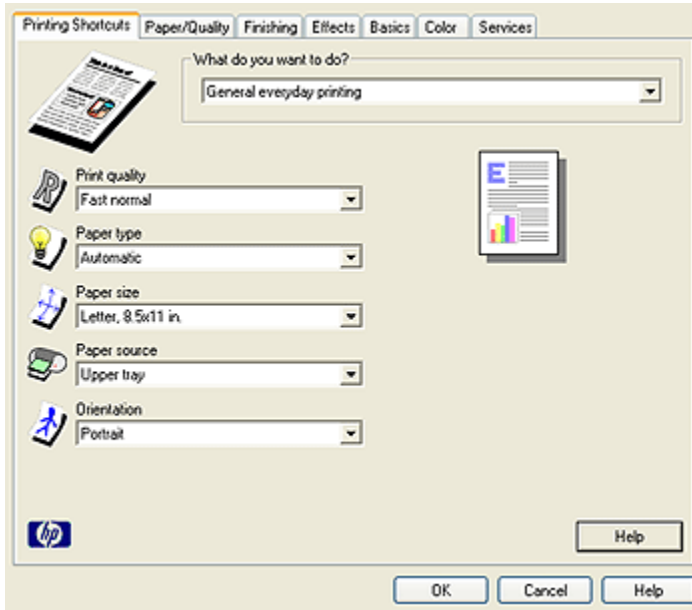
### Enhance the quality of printouts

- [Preview](#) the document before printing it.
- Select the right [paper type](#).
- Select the right [print quality](#).
- [Resize](#) the document as needed.
- Add a [watermark](#).
- Print a [borderless brochure](#).

- Print the first page of a document on a [different paper type](#).
- Print on a [custom paper size](#).

### 6.3.1 Printing shortcuts

The **Printing Shortcuts** tab makes it easy to set the printing options for the documents that you want to print.



Use the **Printing Shortcuts** tab for the following print tasks:

- General everyday printing
- Photo printing-borderless
- Photo printing-with white borders
- Two-sided, duplex, printing
- Presentation printing
- Fast/economical printing
- Postcard printing

### 6.3.2 Fast/economical printing

Use Fast/economical printing to produce draft-quality printouts quickly.

Follow these steps to use Fast/economical printing:

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **Fast/economical printing** from the drop-down list.
3. Specify the printing settings as desired.
4. After specifying the print settings, click **OK**

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.3.3 Print task quick sets

Use print task quick sets to print with or save print settings that you use often.

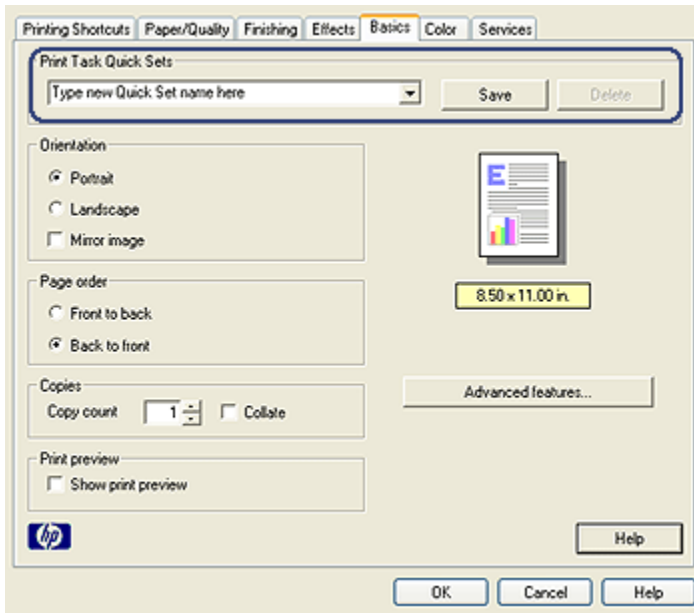
For example, if you frequently print on envelopes, you can create a print task that contains the paper size, print quality, and orientation setting that you normally use for envelopes. After creating the print task, simply select it when printing on envelopes rather than setting each of the print settings separately.

Create your own print task or use the specially designed print tasks that are available in the **Print Task Quick Sets** drop-down list.

#### Using a print task quick set

Follow these steps to use a print task quick set:

1. Open the [Printer Properties](#) dialog box.
2. Select the print task that you want to use from the drop-down list.



3. Click **OK**.

Note: To restore default print settings, click **Default print settings** in the **Print Task Quick Sets** drop-down list, and click **OK**.

### Creating a print task quick set

Follow these steps to create a print task quick set:

Note: The printer software can save up to 25 print task quick sets.

1. Open the [Printer Properties](#) dialog box.
2. Select the options that you want to include in the new print task.
3. Type a name for the new print task in the **Print Task Quick Sets** drop-down list, and then click **Save**.

The print task quick set is added to the drop-down list.

Note: If you add more options to the print task, you must rename the print task, and then click **OK**.

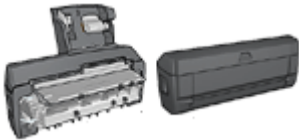
## Deleting a print task quick set

Follow these steps to delete a print task quick set:

1. Open the [Printer Properties](#) dialog box.
2. Select the print task that you want to delete from the drop-down list, and then click **Delete**.

Note: Some print task quick sets cannot be deleted.

### 6.3.4 Manual two-sided printing (HP Deskjet 6540-50 series)



If an optional two-sided printing accessory is attached to the printer, then follow the [automatic two-sided printing instructions](#).

## Binding type

Select the type of binding that you want for the two-sided document, and then follow the steps for that binding:



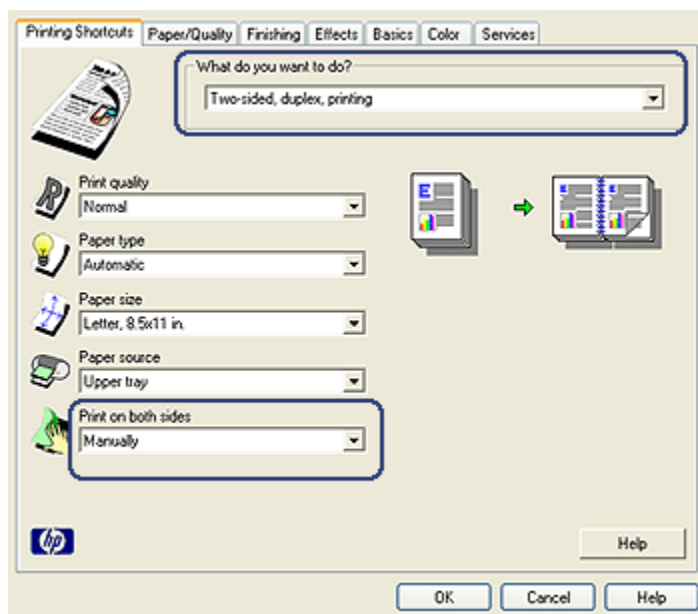
[Book binding](#) [Tablet binding](#)

Note: Book binding is the most common type of binding.

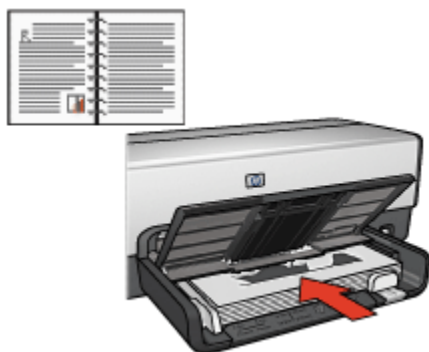
## Book binding

Follow these steps to print a two-sided document with a book binding:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab, and then click **Two-sided, duplex, printing**.



3. In the **Print on both sides** drop-down list, click **Manually**.
4. Select any other print settings that you want, and then click **OK**.  
The printer prints the odd-numbered pages first.
5. After the odd-numbered pages have been printed, reload the printed pages, with the printed side facing up.



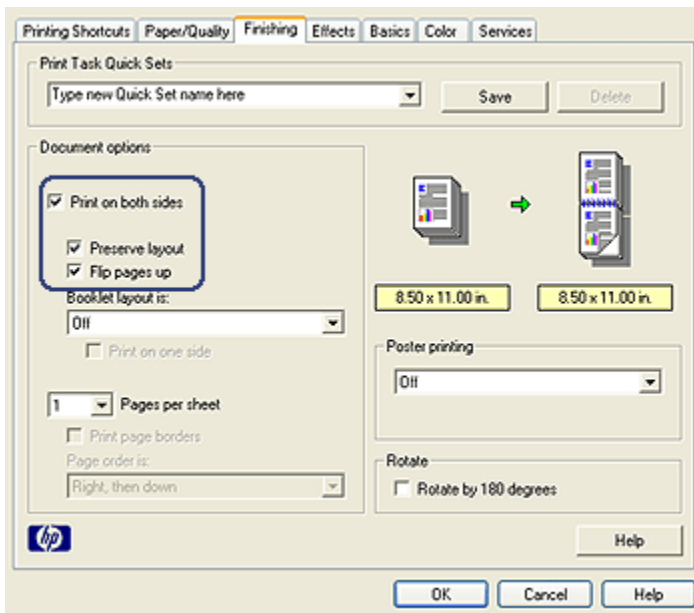
6. Click **Continue** to print the even-numbered pages.



## Tablet binding

Follow these steps to print a two-sided document with a tablet binding:

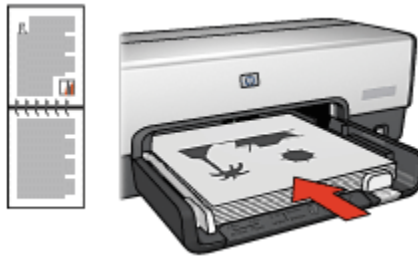
1. Open the [Printer Properties](#) dialog box.
2. Click the **Finishing** tab.



3. Select the **Print on both sides** check box.
4. Select the **Preserve layout** check box.
5. Select the **Flip pages up** check box.
6. Select any other print settings that you want, and then click **OK**.

The printer prints the odd-numbered pages first.

7. After the odd-numbered pages have been printed, reload the printed pages, with the printed side facing up according to the document's orientation:
  - **Portrait**



- Landscape



8. Click **Continue** to print the even-numbered pages.

### 6.3.5 Automatic two-sided printing

To print a two-sided document automatically, one of the following accessories must be attached to the printer:

Automatic Two-Sided Printing Accessory



Auto Two-Sided Print Accessory with Small Paper Tray

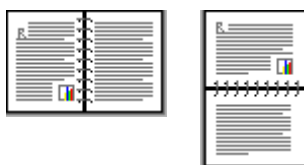


The two-sided printing accessories only support certain paper types. For a list of supported paper types, see the documentation that came with the accessory.

If a two-sided printing accessory is not attached to the printer or you are printing on an unsupported paper type, use [manual two-sided printing](#).

## Binding type

Select the type of binding that you want for the two-sided document, and then follow the steps for that binding:



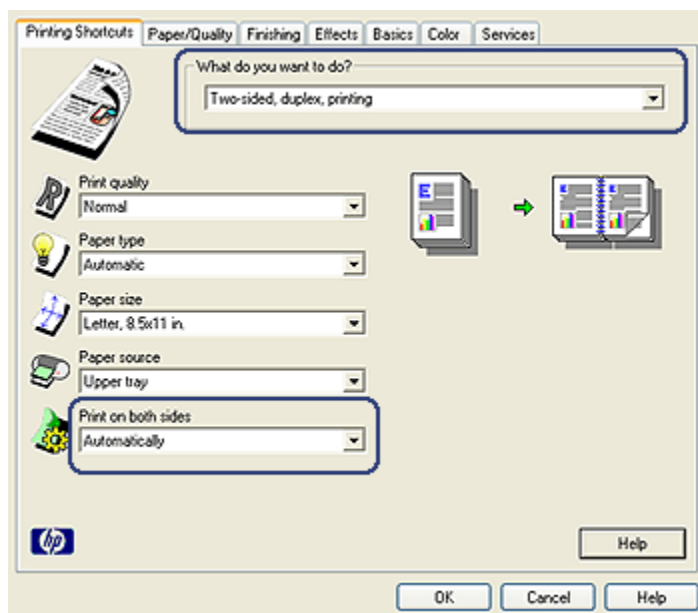
[Book binding](#) [Tablet binding](#)

Note: Book binding is the most common type of binding.

## Book binding

Follow these steps to print a two-sided document with a book binding:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab, and then click **Two-sided, duplex, printing** in the drop-down list.



3. In the **Print on both sides** drop-down list, click **Automatically**.
4. Select any other print settings that you want, and then click **OK**.

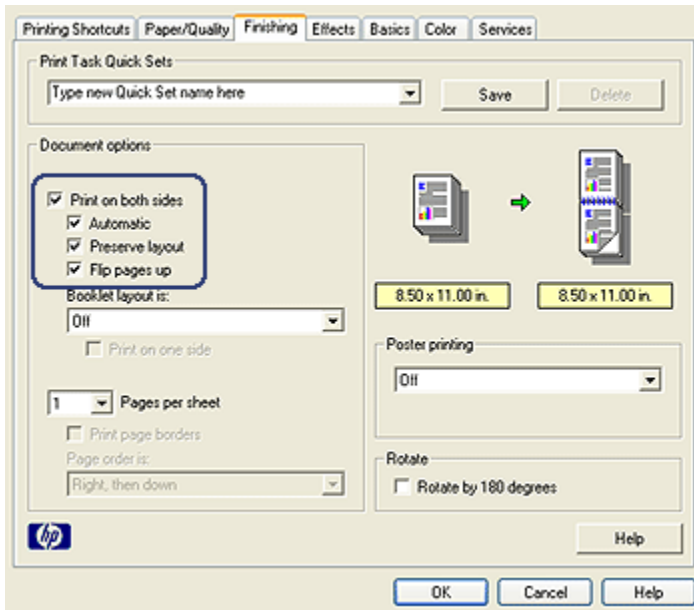
After the first side of the page is printed, the printer pauses while the ink dries. When the ink is dry, the paper is pulled back into the duplexer and the reverse side of the page is printed.

Do not remove the paper from the printer until both sides of the page have been printed.

## Tablet binding

Follow these steps to print a two-sided document with a tablet binding:

1. Open the **Printer Properties** dialog box.
2. Click the **Finishing** tab.



3. Select the **Print on both sides** check box.
4. Select the **Automatic** check box.
5. Select the **Preserve layout** check box.
6. Select the **Flip pages up** check box.
7. Select any other print settings that you want, and then click **OK**.

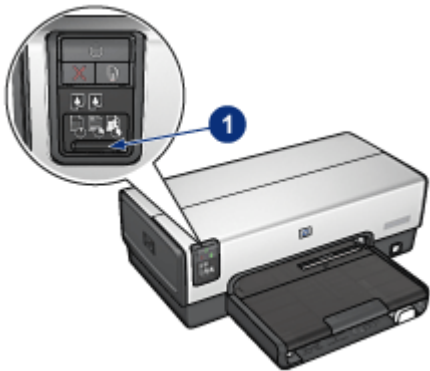
## HP Deskjet 6500 series printers

After the first side of the page is printed, the printer pauses while the ink dries. When the ink is dry, the paper is pulled back into the duplexer and the reverse side of the page is printed.

Do not remove the paper from the printer until both sides of the page have been printed.

### 6.3.6 Using the Print Quality Selector (HP Deskjet 6540-50 series)

The Print Quality Selector button is located on the front of the printer.



1. Print Quality Selector button

### Enabling the Print Quality Selector button

Before using the Print Quality Selector button, you must enable it from the printer software.

Follow these steps to enable the Print Quality Selector button:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Click **Use printer default** in the **Print quality** drop-down list.

Note: Depending on the type of document that you are printing, the **Use Printer Default** option might not be available on the **Printing Shortcuts** tab.

4. Click **OK**.

## Using the Print Quality Selector button

Use the Print Quality Selector button to specify the print quality for documents that you plan to print. You cannot change the print quality for a document after the document begins printing.

Follow these steps to use the Print Quality Selector button:

1. Verify that the **Print Quality Selector** button is enabled from the printer software.
2. Press the **Print Quality Selector** button to select one of the following print qualities:



Note: FastDraft and Maximum dpi can only be selected in the printer software. If a document is printed in either FastDraft or Maximum dpi mode, the currently selected print-quality icon flashes until the document is complete.

## Lights

The Print Quality Selector icons light up or flash to indicate the selected print quality:

Status of the icons	Meaning
One icon is lit.	The illuminated icon is the selected print quality.
One icon is lit and another flashes.	The illuminated icon is the selected print quality for the current print job. The flashing icon is the selected print quality for the next print job.
One icon flashes.	Either FastDraft or Maximum dpi has been selected as the print quality from the printer software.

### 6.3.7 Using the 250-Sheet Plain Paper Tray Accessory

If the 250-Sheet Plain Paper Tray Accessory is not installed on the printer, follow the [installation steps](#).

Note: The 250-Sheet Plain Paper Tray Accessory is not available in all countries/regions.

Follow these steps to use the 250-Sheet Plain Paper Tray Accessory:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper source</b>
<b>Paper/Quality</b>	<b>Source is</b>

Note: You do not need to set the paper source on both tabs.

4. Select one of the following options in the drop-down list:
  - **Upper tray** : prints from the In tray.
  - **Lower tray** : prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Upper, then lower** : prints from the In tray. If the In tray is empty, the printer prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Lower, then upper** : prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, the printer prints from the In tray.

### 6.3.8 Printing in grayscale

For instructions about printing black-and-white photos, see the [black-and-white photo printing](#) page.

Follow these steps to print in grayscale:

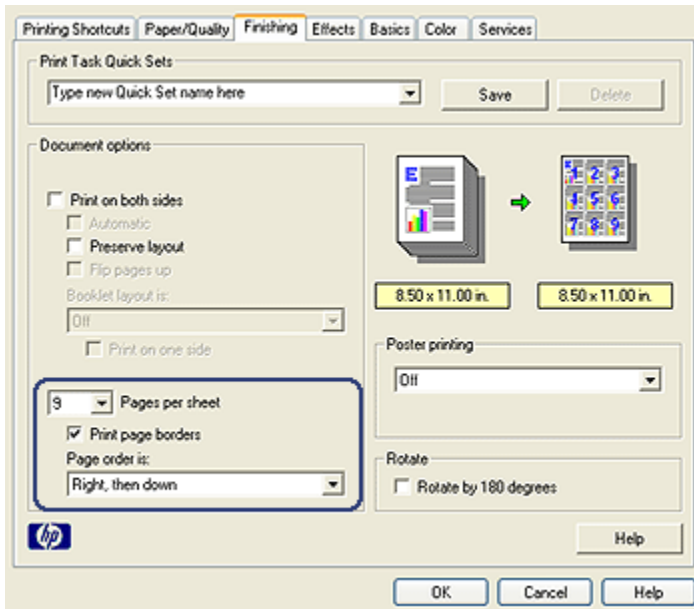
1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab, and then click either **Presentation printing** or **Fast/economical printing**.
3. In the **Print in grayscale** drop-down list, click one of the following:
  - **High quality** : Use this option for high-quality printouts.
  - **Black only** : Use this option for fast, economical printing.
4. Select any other print settings that you want, and then click **OK**.

### 6.3.9 Printing multiple pages on a single sheet of paper

Use printer software to print multiple pages of a document on a single sheet of paper. The printer software automatically resizes the document text and images to fit on the printed page.

Follow these steps to print multiple pages of a document on a single sheet of paper:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Finishing** tab.



3. In the **Pages per sheet** drop-down list, click the number of pages that you want to appear on each sheet of paper.
4. If you want a border to appear around each page image that is printed on the sheet of paper, select the **Print page borders** check box.
5. Select a layout for each sheet of paper from the **Page order is** drop-down list.
6. Select any other print settings that you want, and then click **OK**.

### 6.3.10 Setting the printer default settings

The printer uses the default settings for all documents unless you open the [Printer Properties](#) dialog box and specify other settings.

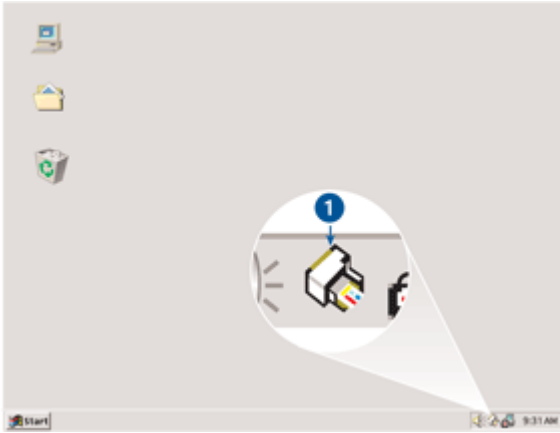


## HP Deskjet 6500 series printers

To save time when printing, set the printer default settings to options that you use often. That way, you do not have to specify the options every time you use the printer.

Follow these steps to change the printer default settings:

1. Click the printer task tray icon.



1. Printer task tray icon

The **Printer Properties** dialog box appears.

2. Select the options that you want to use as the default settings.
3. Click **OK**.

A dialog box appears stating that the new settings will be used every time you print. If you do not want to see this dialog box again, select **Don't show me this message again**.

4. Click **OK** to save the new default print settings.

### Print Quality Selector (HP Deskjet 6540-50 series)

For the HP Deskjet 6540-50 series printer, you can set the default print quality from the printer by using the [Print Quality Selector](#).

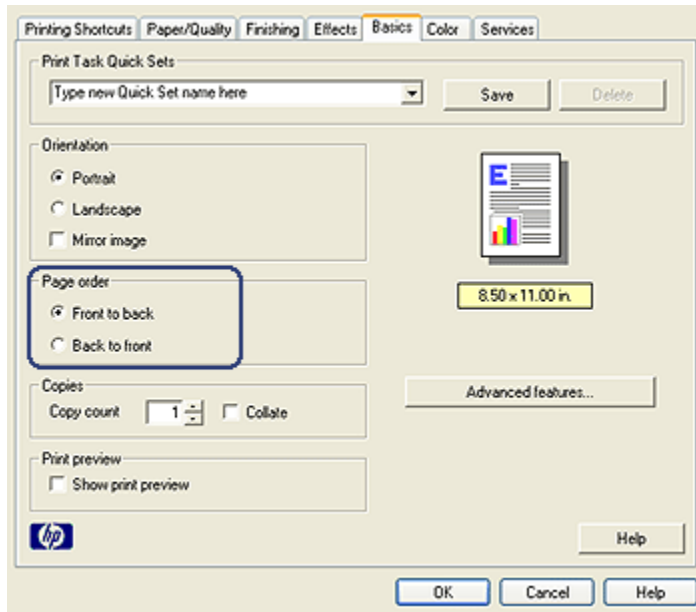
#### 6.3.11 Setting the page order

Setting the page order determines the order in which your document will be printed. Frequently, it is convenient to have the first page of a document printed last so that the complete document is lying face-up in the Out tray.

Follow these steps to set the page order:

## HP Deskjet 6500 series printers

1. Open the [Printer Properties](#) dialog box.
2. Click the **Basics** tab.



3. Select one of the following options:
  - **Front to back** : Prints the first page of the document last. This is the appropriate setting for most print jobs.
  - **Back to front** : Prints the last page of the document last. This setting is required when printing the first page of a document on a different paper type.
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.3.12 Printing collated copies

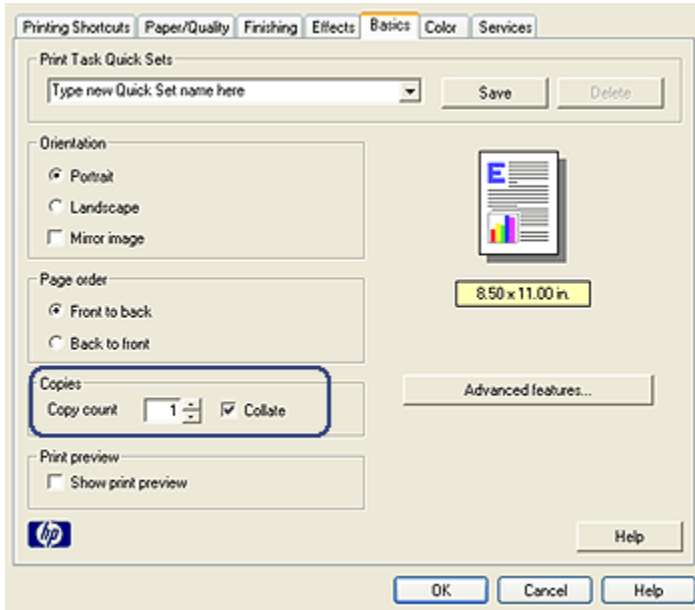
If you are printing several copies of a document at one time, use collation so that you do not have to re-arrange the copies after printing.

**Note:** Some software programs do not allow you use the printer software to specify the number of copies to print. If the program that you are using allows you to specify the number of copies to print, then specify the number of copies to print in the application.

## HP Deskjet 6500 series printers

Follow these steps to print collated copies:

1. Open the **Printer Properties** dialog box.
2. Click the **Basics** tab.



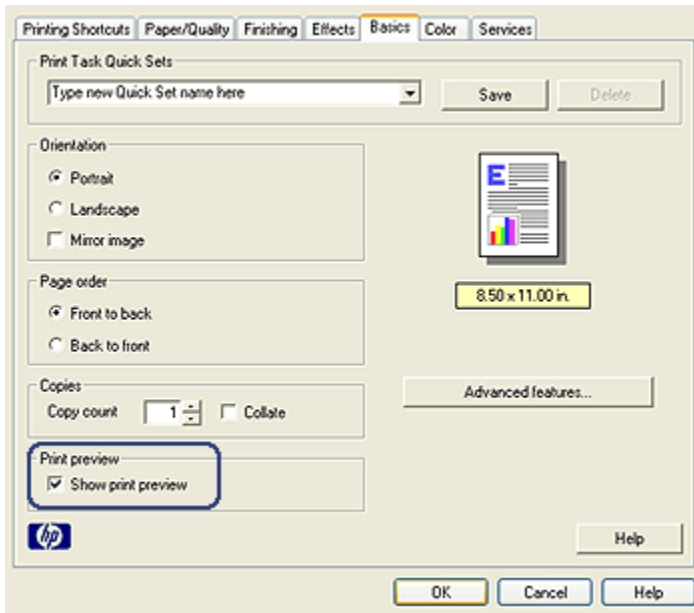
3. Type the number of copies that you want to print in the **Copy count** box.
4. Select the **Collate** check box.
5. Select any other print settings that you want, and then click **OK**.

### 6.3.13 Print preview

To save time and money when printing, preview the document on your computer before printing it. If the print preview does not look the way that you want it to, close the preview window and make the necessary adjustments to your document.

Follow these steps view a preview of a document:

1. Open the **Printer Properties** dialog box.
2. Click the **Basics** tab.



3. Select the **Show print preview** check box.
4. Select any other print settings that you want, and then click **OK**.

Before the document prints, a preview appears.

5. Do one of the following:
  - Click **File** , and then click **Print to HP Deskjet** to print the document.
  - Click **File** , and then click **Cancel Printing** to cancel the print job. Adjust the print settings as needed before trying to print the document again.

### 6.3.14 Selecting a paper type

#### Using the Automatic Paper-Type Sensor

The [Automatic Paper-Type Sensor](#) automatically selects the print settings that are appropriate for the media that you are printing on, particularly when used with HP paper and media.

**Note:** The **Automatic Paper-Type Sensor** cannot be used for documents that are printed from the [250-Sheet Plain Paper Tray Accessory](#).

Follow these steps to use the Automatic Paper-Type Sensor:

1. Open the [Printer Properties](#) dialog box.

2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper type</b>
<b>Paper/Quality</b>	<b>Type is</b>

Note: You do not need to set the paper type on both tabs.

4. Click **Automatic** in the drop-down list.
5. Select any other print settings that you want, and then click **OK**.

### Selecting a specific paper type

When printing a higher-quality document, it is recommended that you select a specific paper type.

Follow these steps to select a specific paper type:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper type</b>
<b>Paper/Quality</b>	<b>Type is</b>

Note: You do not need to set the paper type on both tabs.

4. Click the paper type in the drop-down list.
5. Select any other print settings that you want, and then click **OK**.

### 6.3.15 Selecting a print quality (HP Deskjet 6540-50 series)

Follow these steps to select a print quality:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Select one of the following from the **Print quality** drop-down list:

Note: The print quality options that are available on the **Printing Shortcuts** tab vary depending on the type of document you are printing.

- **Use printer default** : enables the [Print Quality Selector](#) button.

- **FastDraft** : prints at the fastest printing speed.
- **Fast normal** : prints more quickly than the Normal mode and at a higher print quality than FastDraft.
- **Normal** : provides the best balance between print quality and speed. This is the appropriate setting for most documents.
- **Best** : provides high-quality printing.
- **Maximum dpi** : provides the highest quality printing but requires longer to print than Best and requires a large amount of disk space.

### 6.3.16 Resizing a document

Use the printer software for either of these tasks:

- Print a document on a [paper size different](#) from the size for which it is formatted.
- [Shrink or enlarge text and graphics](#) on the printed page.

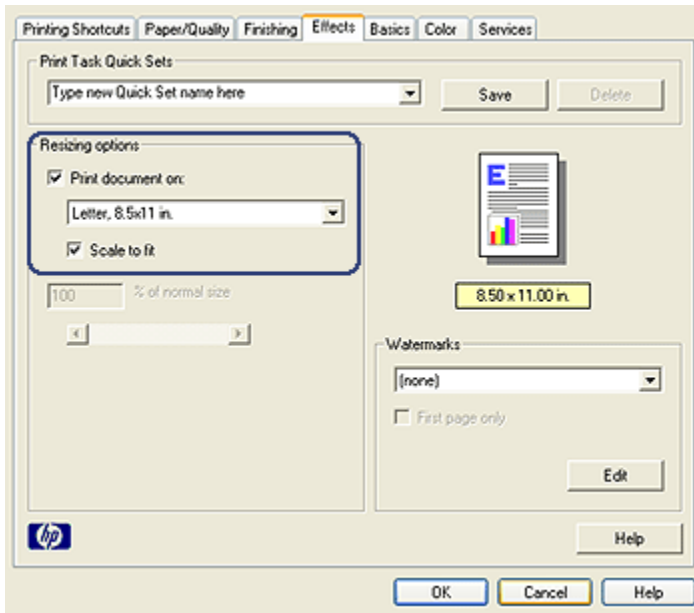
#### Printing on different paper size

Use this feature to print a document that is formatted for one paper size on another paper size. Doing this can be useful if you do not have the correct paper size available.

For example, if you have created a document that is formatted for letter-size paper, but you do not have any letter-size paper available, you can print the document on another paper size that is available.

Follow these steps to resize the document for a different paper size:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Effects** tab.



3. Click **Print document on** , and then select the target paper size from the drop-down list.

The target paper size is the size of the paper on which you are printing, not the size for which the document was formatted.

4. Do one of the following:

Objective	Action
Shrink or enlarge the document to fit on the target paper size.	Click <b>Scale to fit</b> .
Print the document at its original size on the selected paper size.	Do not click <b>Scale to fit</b> .

5. Select any other print settings that you want, and then click **OK**.

### Shrinking or enlarging text and graphics

Use this feature to shrink or enlarge printed text and graphics without changing the paper size.

Follow these steps to shrink or enlarge text and graphics:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Effects** tab.

3. In the **% of normal size** box, type the percentage by which you want to shrink or enlarge the text and graphics.

One hundred percent represents the actual size of the text and graphics. Type a number less than 100 to shrink the text and graphics. Type a number greater than 100 to enlarge the text and graphics.

4. Select any other print settings that you want, and then click **OK**.

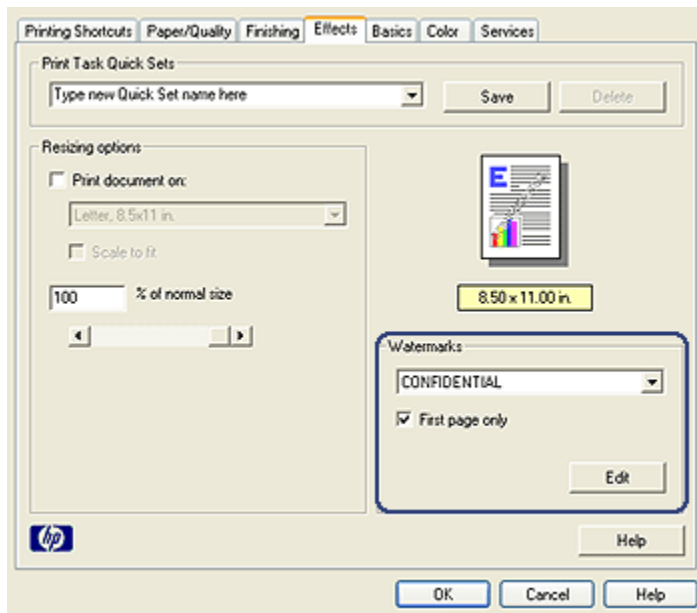
### 6.3.17 Watermarks

Watermarks appear as background printing on documents.

#### Applying an existing watermark to a document

Follow these steps to apply an existing watermark to a document:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Effects** tab.



3. Select a watermark from the **Watermarks** drop-down list.  
If you do not want to use one of the listed watermarks, [create a new watermark](#).
4. Make one of the following selections:
  - If you want the watermark to appear on the first page only, click **First page only**.



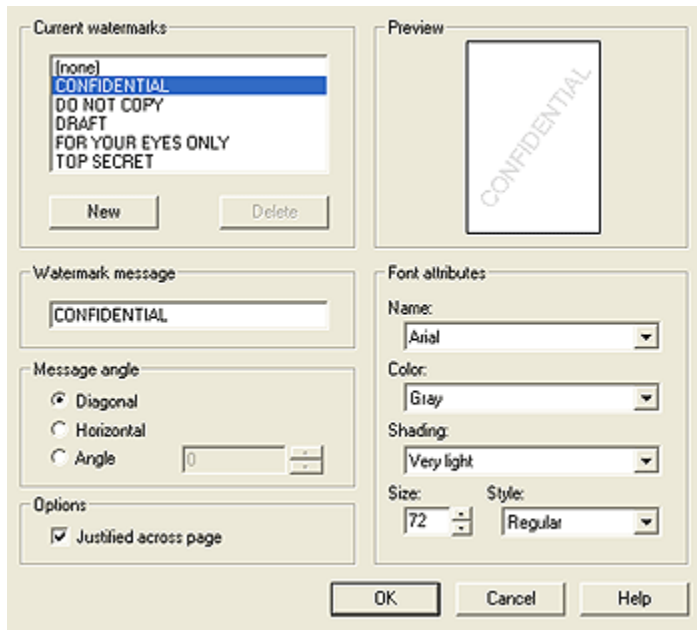
- If you want the watermark to appear on all printed pages, leave **First page only** clear.
5. Print the document according to the instructions for the paper type.

## Creating or changing a watermark

Follow these steps to create or change a watermark:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Effects** tab.
3. Click the **Edit** button.

The **Watermark Details** dialog box appears.



4. Make one of the following selections:
  - Click the **New** button.
  - Select an existing watermark to change.
5. Type the watermark message, message angle, and font attributes.
6. After you have set the watermark details, click **OK**.

For instructions about applying watermarks, follow the [steps for applying an existing watermark to a document](#).

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 6.3.18 Printing a borderless brochure

You can print a borderless brochure on glossy brochure paper.

For instructions about printing a borderless photo, see the [borderless photo](#) page.

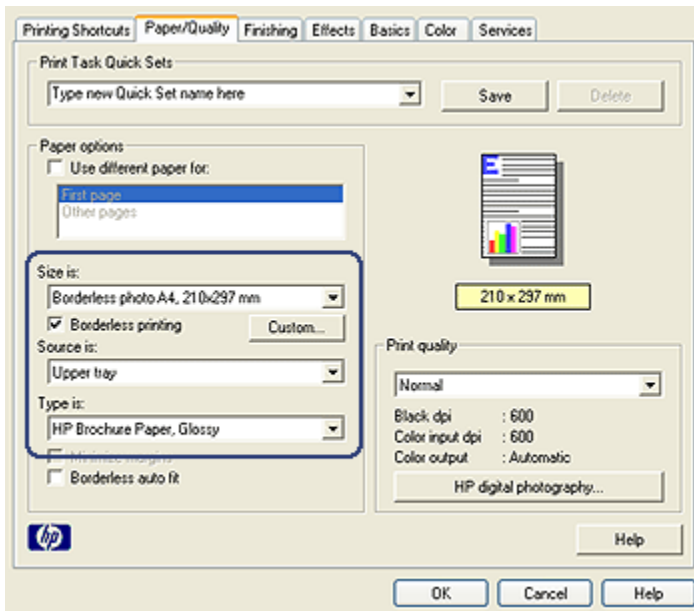
#### Guidelines

- Do not print borderless documents in [ink-backup mode](#). Always have two print cartridges installed in the printer.
- Open the file in a software application and assign the image size. Ensure that the size corresponds to the paper size on which you want to print the image.

#### Printing

Follow these steps to print a borderless document:

1. Open the file that you want to print.
2. Open the [Printer Properties](#) dialog box.
3. Click the **Paper/Quality** tab.



## HP Deskjet 6500 series printers

4. Select one of the borderless paper sizes in the **Size is** drop-down list. Verify that the paper size matches the size of the paper that is loaded in the In tray.
5. Verify that the **Borderless Printing** check box is selected.
6. Click the glossy brochure paper type in the **Type is** drop-down list.  
Do not select **Automatic**.
7. Select any other print settings that you want, and then click **OK**.

### 6.3.19 Printing a different first page (HP Deskjet 6540-50 series)



If the 250-Sheet Plain Paper Tray Accessory is attached to the printer, follow the steps to [print a different first page with the 250-Sheet Plain Paper Tray Accessory](#).

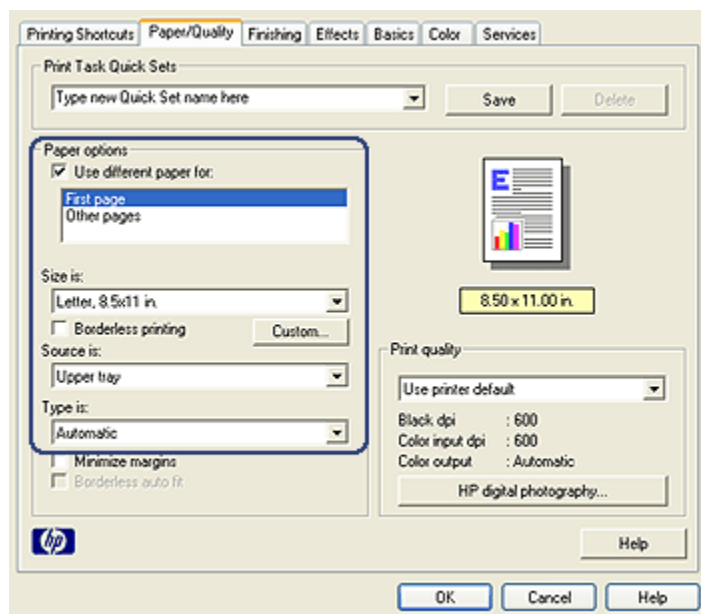
#### Load paper

1. Load the paper for the body of the document in the [In tray](#).  
For instructions about loading a specific paper type, go to the [printing other documents](#) page, and then select the appropriate document type.
2. Load the paper for the first page on top of the paper stack in the In tray.

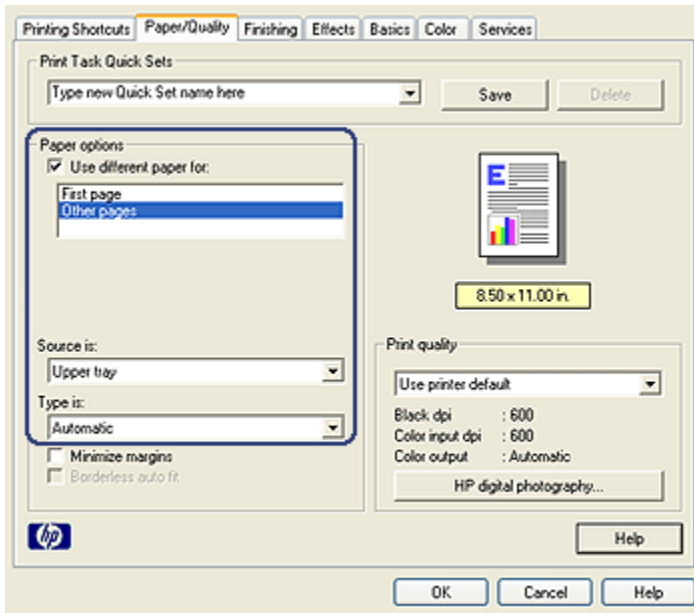
#### Printing

Follow these steps to print a document with a different first page:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab.
3. Select the **Use different paper for** check box.
4. Click **First page**.



5. Select the paper type and paper size for the first page.
6. Click **Upper tray** in the **Source is** box.
7. Click **Other pages**.



8. Click **Upper tray** in the **Source is** box.
9. Select the paper type for the other pages in the **Type is** drop-down list.
10. Select any other print settings that you want, and then click **OK**.

Note: Do not print the document in reverse order.

### 6.3.20 Setting a custom paper size

Use the **Custom paper size** dialog box to print on a special paper size.

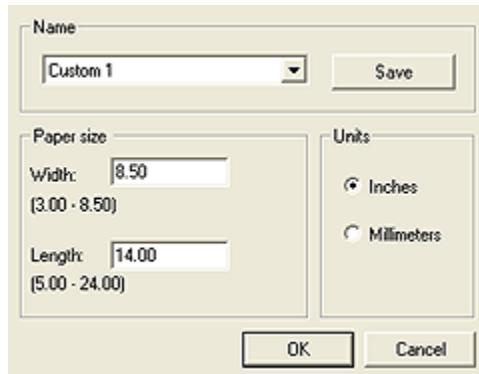
Note: Use the Custom paper size dialog box to create borderless panoramic paper sizes. The printer can print borderless documents on paper sizes from 101 x 152 mm (4x6 in) to 210 x 594 mm (8.5 x 23.4 in).

### Defining a custom paper size

Follow these steps to define a custom paper size:

1. Open the **Printer Properties** dialog box.
2. Click the **Paper/Quality** tab.
3. Click the **Custom** button.

The **Custom paper size** dialog box appears.



4. Click a custom paper size name in the **Name** drop-down list.

Note: To create a borderless panoramic custom paper size, click the **Custom borderless panorama** custom paper size name.

5. Type the paper dimensions in the **Width** and **Length** boxes.  
The minimum and maximum paper dimensions appear beneath each of the boxes.
6. Click the unit of measurement: **Inches** or **Millimeters**.
7. Click **Save** to save the custom paper size.
8. Click **OK** to exit the **Custom paper size** dialog box.

### 6.3.21 Selecting a paper source (HP Deskjet 6540-50 series)

The printer offers three sources for paper:



In tray



250-Sheet Plain Paper  
Tray Accessory



Auto Two-Sided Print Accessory  
with Small Paper Tray

Follow these steps to select a paper source:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Find the appropriate drop-down list:

Tab	Drop-down list
Printing Shortcuts	Paper source
Paper/Quality	Source is

Select any other print settings that you want, and then click **OK**.

4. Select one of the following options in the drop-down list:
  - **Upper tray** : prints from the In tray.
  - **Lower tray** : prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Upper, then lower** : prints from the In tray. If the In tray is empty, then the printer prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Lower, then upper** : prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, then the printer prints from the In tray.
  - **Rear tray** : prints from the Auto Two-Sided Print Accessory with Small Paper Tray. This option appears only if the accessory is attached to the printer.

## 6.4 Printer software

Learn how to use these software features:

- Use the [Printer Properties](#) dialog box to select printing options.
- Use the [Printing Shortcuts](#) tab to specify print settings quickly.
- Use the [What's This? help](#) to learn more about specific printing options.
- The [Device Status box](#) displays useful information.

### 6.4.1 Printer Properties dialog box

The printer is controlled by software that is installed on your computer. Use the printer software, also known as the *printer driver*, to change the print settings for a document.

To change the print settings, open the **Printer Properties** dialog box.

#### Printer Preferences dialog box

The **Printer Properties** dialog box is also referred to as the **Printer Preferences** dialog box.

#### Opening the Printer Properties dialog box

Follow these steps to open the **Printer Properties** dialog box:

1. Open the file that you want to print.
2. Click **File**, click **Print**, and then click **Properties** or **Preferences**.

The **Printer Properties** dialog box appears.

### **What's This? help**

Use the [What's This? help](#) to learn about the features you see on the **Printer Properties** dialog box.

#### **6.4.2 Using What's This? help**

Use **What's This? help** to learn more about the available printing options.

1. Move the cursor over the feature that you want to learn more about.
2. Click the right mouse button.

The **What's This?** box appears.

3. Move the cursor over the **What's This?** box, and then click the left mouse button.

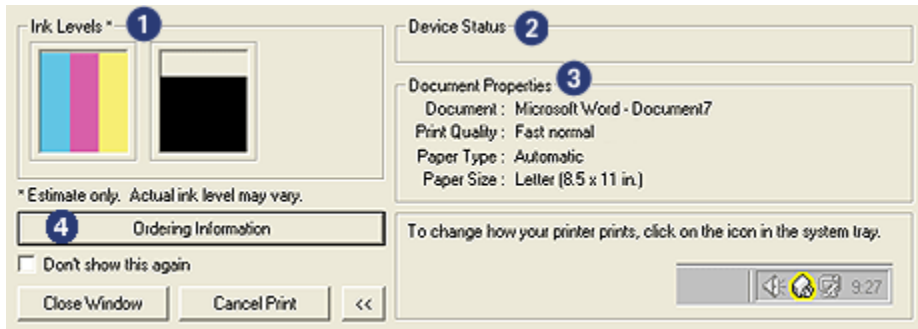
An explanation of the feature appears.



#### **6.4.3 Device Status window**

The **Device Status window** appears each time the printer prints a file.





The following items appear on the **Device Status window** :

1. **Ink levels** : approximate ink level of each print cartridge.
2. **Device status** : the status of the printer. For example, **Spooling** or **Printing**.
3. **Document properties** : information about the current print job:
  - **Document** : name of the document that is currently printing.
  - **Print quality** : print quality setting that is being used.
  - **Paper type** : type of paper in use.
  - **Paper size** : size of paper in use.
4. **Ordering information** : link to the HP Web site for ordering printer supplies and accessories.

If you do not want to see the **Device Status window** every time you print, select the **Don't show this again** check box.

To cancel a print job, click **Cancel print**.

To close the **Device Status window** , click **Close window** .

# 7 Printing (HP Deskjet 6520 series)



- [Printing photos](#)
- [Printing other documents](#)
- [Printing tips](#)
- [Printing software](#)

## 7.1 Printing photos (HP Deskjet 6520 series)

Select the type of photograph that you want to print:

Borderless photos



[Small borderless photo](#) [Large borderless photo](#) [Panoramic borderless photo](#)

Photos with a white border



[Small photo with a white border](#)

[Large photo with a white border](#)

[Panoramic photo with a white border](#)

**Enhancing your photos**

Learn how to enhance your photographs by using the printer's [photo printing features](#).

### 7.1.1 Gray photo print cartridge

The gray photo print cartridge, used in conjunction with the tri-color print cartridge, prints high-quality black-and-white photographs.



The gray photo print cartridge can be purchased separately if it is not included with your product.

#### Installing the gray photo print cartridge

To install the gray photo print cartridge, remove the black print cartridge from the printer, and then install the gray photo print cartridge in the compartment on the right of the print cartridge cradle.

For more information, see the [print cartridge installation page](#).

#### Using the gray photo print cartridge

To use the gray photo print cartridge, follow the [steps to print a black-and-white photo](#).

#### Storing the gray photo print cartridge

To maintain the health of the print cartridge, follow the [print cartridge storage guidelines](#).

### 7.1.2 Printing black-and white-photos

The printer allows you to do the following:

- [Print a black-and-white photo](#)
- [Print a color photo in black-and-white](#)

For great black and white photos, install a [gray photo print cartridge](#) and a tri-color printer cartridge in the printer.

## Printing a black-and-white photo

To print a photo that is already black and white, simply follow the instructions for the [type and size of photo](#) you want to print.

## Printing a color photo in black-and-white

Follow these steps to print a color photo in black and white:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Color** tab.
3. Select the **Print in grayscale** check box.
4. Click the **High quality** option.
5. Select any other print settings that you want, and then click **OK**.

### 7.1.3 Small borderless photos (HP Deskjet 6520 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.



6. Slide the paper guides firmly against the paper.

## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate borderless photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.1.4 Large borderless photos (HP Deskjet 6520 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.

## HP Deskjet 6500 series printers

- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

### Printing

**Note:** If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate borderless photo paper size
  - **Paper type** : The appropriate photo paper type

## HP Deskjet 6500 series printers

- **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
    - [HP digital photography options](#)
    - [Advanced color settings](#)
    - [Color management](#)
    - [Grayscale quality](#)
  4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

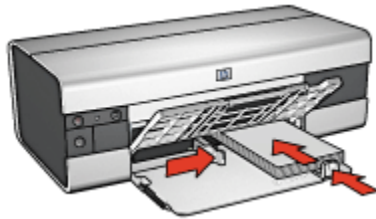
### 7.1.5 Panoramic borderless photos (HP Deskjet 6520 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper-width guide firmly against the edge of the paper.

7. Lower the Out tray.

## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-borderless** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate the panoramic borderless photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.



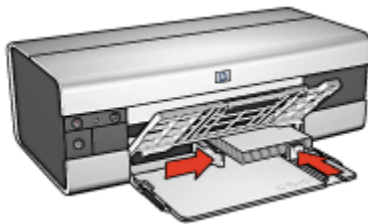
## 7.1.6 Small photos with a white border (HP Deskjet 6520 series)

### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down. If you are using a photo paper that has a tear-off tab, verify that the tab is pointing away from the printer.



6. Slide the paper guides firmly against the paper.

## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : Normal , Best , or Max dpi
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : Portrait or Landscape
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.1.7 Large photos with a white border (HP Deskjet 6520 series)

#### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.

2. Lift the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.

If the photo paper is not flat, see the [photo paper storage instructions](#).

5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.
7. Lower the Out tray.

## Printing

**Note:** If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

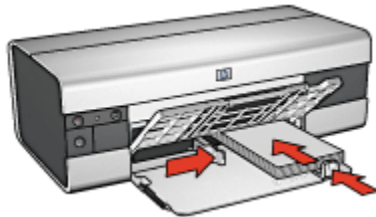
## 7.1.8 Panoramic photos with a white border (HP Deskjet 6520 series)

### Guidelines

- For high-quality results, use a [photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the In-tray capacity: up to 25 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all of the paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Verify that the photo paper is flat.  
If the photo paper is not flat, see the [photo paper storage instructions](#).
5. Place the photo paper in the In tray with the side to be printed on facing down.



6. Slide the paper guides firmly against the paper.

Note: Some panoramic paper sizes may extend beyond the edge of the In tray. When printing on such papers, be sure to slide the paper-width guide firmly against the edge of the paper.

7. Lower the Out tray.

## Printing

Note: If your software program includes a photo printing feature, follow the instructions that are provided with the software program. Otherwise, follow these instructions.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : Normal , Best , or Max dpi
  - **Paper size** : The appropriate photo paper size
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : Portrait or Landscape
3. Set the following options as appropriate:
  - [HP digital photography options](#)
  - [Advanced color settings](#)
  - [Color management](#)
  - [Grayscale quality](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 7.2 Printing other documents (HP Deskjet 6520 series)



E-mail



Letters



Documents



Envelopes



Postcards



Brochures



Greeting cards



Transparencies

## HP Deskjet 6500 series printers



Labels



Index cards



Booklets



Posters



Banners



Iron-on  
transfers

### Printing tips

Minimize your cost and effort while maximizing the quality of your printouts by using these [printing tips](#).

### Printer software

Learn about the [printer software](#).

## 7.2.1 E-mail (HP Deskjet 6520 series)

### Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **General everyday printing** or **Fast/economical Printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as desired:
  - [Print quality](#)
  - [Paper source](#)
  - [Grayscale printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.2 Letters (HP Deskjet 6520 series)

#### Guidelines

- Learn how to add a [watermark](#) to the letter.
- For help printing on an envelope, see the [envelope](#) page.
- Do not exceed the In-tray capacity: up to 150 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.

4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



1. Letter or A4 paper



2. Legal paper

Note: If you are using letterhead, verify that the letterhead is facing down and towards the interior of the printer.

5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Presentation printing** or **General everyday printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Paper source](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.3 Documents (HP Deskjet 6520 series)

#### Guidelines

- Learn how to add a [watermark](#) to your document.
- Learn how to print the [first page of the document on a different paper type](#).
- Save paper with [two-sided printing](#).
- For draft documents, use [Fast/economical printing](#).



## HP Deskjet 6500 series printers

- Do not exceed the In-tray capacity: up to 150 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.
5. Slide the paper guides firmly against the paper.



1. Letter or A4 paper



2. Legal paper

6. Lower the Out tray, then pull out the Out-tray extension.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **General everyday printing** or **Presentation printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Paper source](#)
  - [Two-sided printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 7.2.4 Envelopes (HP Deskjet 6520 series)

### Guidelines

- Avoid using envelopes that have the following qualities:
  - Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the In tray.
- Do not exceed the In-tray capacity: up to 20 envelopes.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the envelopes, with the sides to be printed on facing down and the flaps to the left, into In tray and to the right. Push the envelopes into the printer until they stop.



5. Slide the paper guides firmly against the envelopes.
6. Lower the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, then select the following print settings:
  - **Size is** : The appropriate envelope size
  - **Type is** : **Automatic** or **Plain paper**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 7.2.5 Postcards (HP Deskjet 6520 series)



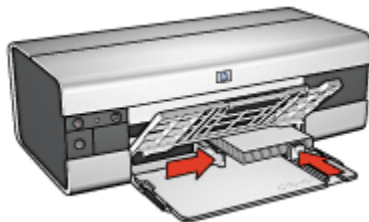
If the optional Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow the [steps for printing postcards with the Auto Two-Sided Print Accessory with Small Paper Tray](#).

### Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the printable sides down and the short sides pointing towards the printer, in the right side of the In tray. Push the cards into the printer until they stop.



5. Slide the paper guides firmly against the cards.
6. Lower the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.

## HP Deskjet 6500 series printers

2. On the **Printing Shortcuts** tab, click **Postcard printing** , and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
  - **Paper source** : **Upper tray**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.6 Brochures (HP Deskjet 6520 series)

#### Guidelines

- Learn to print [borderless](#) brochures.
- For great results, use HP Brochure & Flyer Paper.
- Do not exceed the In-tray capacity: up to 25 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, then pull the paper-length guide to the edge of the tray.
4. Place brochure paper in the In tray, pushing the paper into the printer until it stops.



5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

#### Printing

1. Open the [Printer Properties](#) dialog box.

2. On the **Printing Shortcuts** tab, click **Presentation printing** , and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or appropriate brochure paper type
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Grayscale printing](#)
  - [Two-sided printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.7 Greeting cards (HP Deskjet 6520 series)

#### Guidelines

- Unfold prefolded cards, and then place them in the In tray.
- For great results, use HP Greeting Card Paper.
- Do not exceed the In-tray capacity: up to 30 cards.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Fan the edges of the greeting cards to separate them, then align the edges.
5. Place the greeting cards in the In tray, with the side to be printed on facing down. Push the cards into the printer until they stop.
6. Slide the paper guides firmly against the paper.



7. Lower the Out tray, then pull out the Out-tray extension.

## Printing

Note: If your software program includes a greeting card printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate card size
  - **Source is** : **Upper tray**
  - **Type is** : The appropriate card type
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

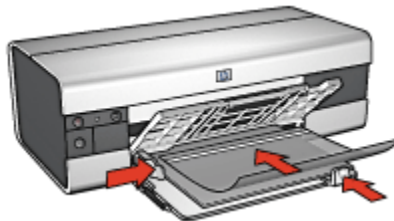
### 7.2.8 Transparencies (HP Deskjet 6520 series)

#### Guidelines

- For great results, use HP Premium Inkjet Transparency Film.
- Do not exceed the In tray capacity: up to 30 transparencies.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the transparencies in the In tray, with the side to be printed on facing down and the adhesive strip facing up and toward the printer.



5. Carefully push the transparencies into the printer until they stop so that none of the adhesive strips catch on one another.
6. Slide the paper guides firmly against the edge of the transparencies.

7. Lower the Out tray, then pull out the Out-tray extension.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Presentation printing**, and then specify the following print settings:
  - **Paper size** : The appropriate paper size
  - **Paper type** : **Automatic** or appropriate transparency film
  - **Paper source** : **Upper tray**
3. Select the following print settings as appropriate:
  - [Print quality](#)
  - [Grayscale printing](#)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.9 Labels (HP Deskjet 6520 series)

#### Guidelines

- Use only labels that are designed specifically for inkjet printers.
- Use only full sheets of labels.
- Verify that the labels are not sticky, wrinkled, or pulling away from the protective backing.
- Do not exceed the In-tray capacity: up to 30 sheets of labels (use only letter-size or A4-size sheets).

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Fan the edges of the label sheets to separate them, and then align the edges.
5. Place the label sheets in the In tray with the label side facing down. Push the sheets into the printer until they stop.



6. Slide the paper guides firmly against the edge of the sheets.
7. Lower the Out tray, then pull out the Out-tray extension.

## Printing

Note: If your software program includes a label printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below.

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, select **General everyday printing** , and then specify the following print settings:
  - **Paper size** : Appropriate paper size
  - **Paper type** : **Automatic** or **Plain paper**
  - **Paper source** : **Upper tray**
3. Select the following print settings as desired:
  - [Print quality](#)
  - [Grayscale printing](#)
4. After selecting the print settings, click **OK** .

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.10 Index cards and other small media (HP Deskjet 6520 series)

#### Guidelines

- Use only cards and small media that meet the printer paper-size specifications. For specifications, see the reference guide that came with the printer.
- Do not exceed the In-tray capacity: up to 60 cards.

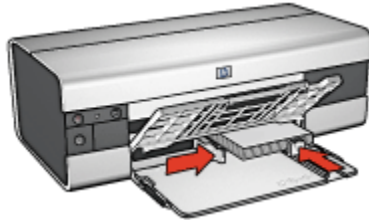
#### Preparing to print

1. Verify that the printer is turned on.



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2. Raise the Out tray, then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, then pull out the paper-length guide.
4. Place the cards, with the printable sides down and the short sides pointing towards the printer, in the right side of the In tray. Push the cards into the printer until they stop.



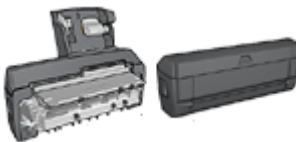
5. Slide the paper guides firmly against the cards.
6. Lower the Out tray.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate paper size
  - **Type is** : The appropriate paper type
  - **Source is** : **Upper tray**
3. Select any other print settings that you want, and then click **OK**.

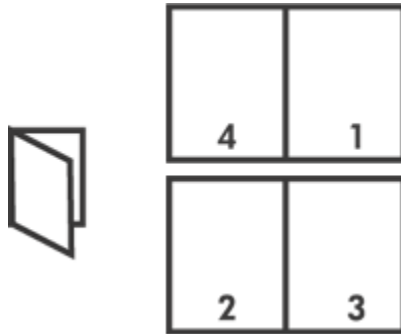
Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.11 Booklets (HP Deskjet 6520 series)



If an optional two-sided printing accessory is attached to the printer, then follow the [steps to print a booklet automatically](#).

Booklet printing automatically arranges and resizes the pages of a document so that when the pages are folded into a booklet, the page order is correct.



### Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



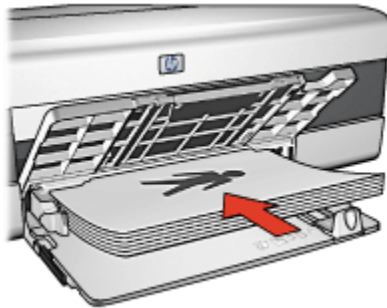
5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

### Printing

1. Open the [Printer Properties](#) dialog box.
2. Select the **Printing Shortcuts** tab, and then click **Two-sided, duplex, printing In** in the drop-down list.
3. In the **Print on both sides** drop-down list, click one of the following binding options:

## HP Deskjet 6500 series printers

- **Left edge booklet**
  - **Right edge booklet**
4. Select any other print settings that you want, and then click **OK**.
  5. When prompted, reload the paper in the In tray as shown below.



6. Click **Continue** to finish printing the booklet.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.12 Posters (HP Deskjet 6520 series)

#### Guidelines

- After the sections of a poster have been printed, trim the edges of the sheets, and then tape the sheets together.



- Do not exceed the In-tray capacity: up to 150 sheets.

#### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.

## HP Deskjet 6500 series printers

3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place plain paper in the In tray, pushing the paper into the printer until it stops.



5. Slide the paper guides firmly against the paper.
6. Lower the Out tray, then pull out the Out-tray extension.

## Printing

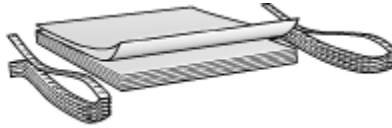
1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate size
  - **Source is** : **Upper tray**
  - **Type is** : **Automatic** or **Plain paper**
3. Click the **Finishing** tab, and then specify the following print settings:
  - **Poster printing** : **2 x 2, 4 sheets** , **3 x 3, 9 sheets** , **4 x 4, 16 sheets** , or **5 x 5, 25 sheets**
4. Click the **Basics** tab, and then specify the following print settings:
  - **Orientation** : The appropriate orientation
5. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 7.2.13 Banners (HP Deskjet 6520 series)

#### Guidelines

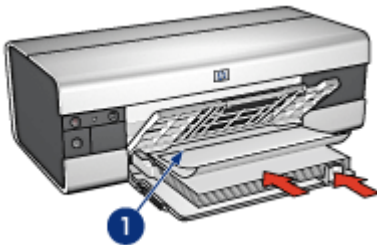
- Use HP Banner Paper for great results.
- Remove any perforated strips from the banner paper before loading it in the In tray.



- Do not exceed the In-tray capacity: up to 20 sheets.

## Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray, and then remove all paper from the In tray.
3. Slide the paper-width guide all the way to the left, and then pull out the paper-length guide.
4. Place the banner paper in the In tray so that the unattached edge is on top of the paper stack and pointing toward the printer.



1. Unattached edge
5. Slide the paper-width guide firmly against the paper.
6. Lower the Out tray.

Do not unfold the Out-tray extension stop.

## Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is : Letter or A4**
  - **Source is : Upper tray**
  - **Type is : HP Banner Paper**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 7.2.14 Iron-on transfers (HP Deskjet 6520 series)

### Guidelines

- Use HP Iron-on Transfers for great results.
- When printing a mirror image, the text and the pictures are horizontally reversed from what appears on the computer screen.



- Do not exceed the In tray capacity: Up to 20 sheets.

### Preparing to print

1. Verify that the printer is turned on.
2. Raise the Out tray.
3. Slide the paper-width guide all the way to the left, and then pull the paper-length guide to the edge of the tray.
4. Place iron-on transfer paper with the side to be printed on facing down in the In tray.
5. Push the paper into the printer until it stops.
6. Slide the paper guides firmly against the paper.



7. Lower the Out tray, then pull out the Out-tray extension.

### Printing

**Note:** If your software program includes an iron-on transfer printing feature, follow the instructions that are provided with the software program. Otherwise, follow the instructions below. Also, some iron-on transfer paper types do not require you to print a mirror image.

## HP Deskjet 6500 series printers

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate paper size
  - **Source is** : Upper Tray
  - **Type is** : HP Iron-on Transfer
  - **Print Quality** : Normal or Best
3. Click the **Basics** tab, and then specify the following print settings:
  - **Orientation** : **Mirror Image** (if required for the paper type you are using)
4. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 7.3 Printing tips (HP Deskjet 6520 series)

### Save time and money

- Use the [Printing Shortcuts](#) tab.
- Create [print task quick sets](#) for documents you print often.
- Use the [250-Sheet Plain Paper Tray Accessory](#) to reload the printer less often.
- Set the [printer default settings](#) for options that you use often.
- Print from [front to back](#).
- Print [collated copies](#).

### Save money

- Use [Fast/economical printing](#).
- Print a two-sided document either [manually](#) or [automatically](#).
- Print [multiple pages on a single sheet of paper](#).
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.

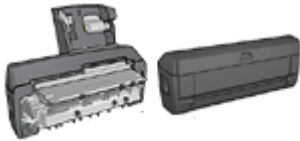
### Enhance the quality of printouts

- [Preview](#) the document before printing it.
- Select the right [paper type](#).
- Select the right [print quality](#).
- [Resize](#) the document as needed.
- Add a [watermark](#).
- Print a [borderless brochure](#).
- Print the first page of a document on a [different paper type](#).

## HP Deskjet 6500 series printers

- Print on a [custom paper size](#).

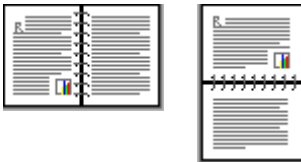
### 7.3.1 Manual two-sided printing (HP Deskjet 6520 series)



If an optional two-sided printing accessory is attached to the printer, then follow the [automatic two-sided printing instructions](#).

#### Binding type

Select the type of binding that you want for the two-sided document, and then follow the steps for that binding:



[Book binding](#) [Tablet binding](#)

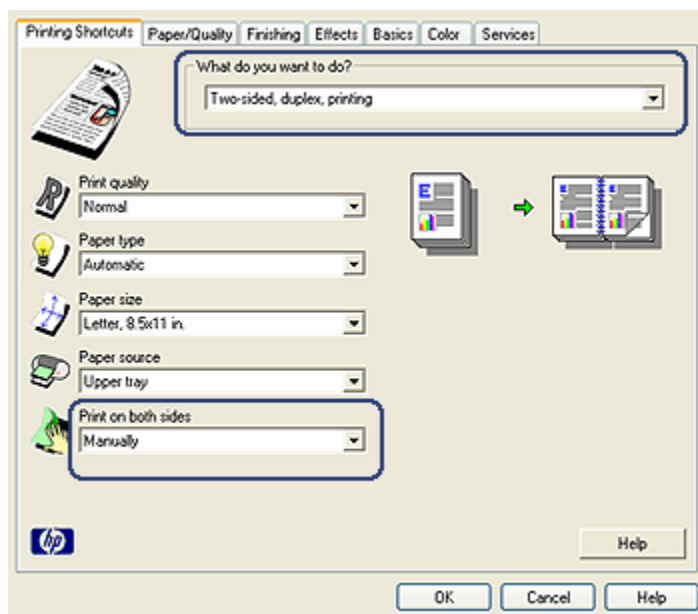
Note: Book binding is the most common type of binding.

#### Book binding

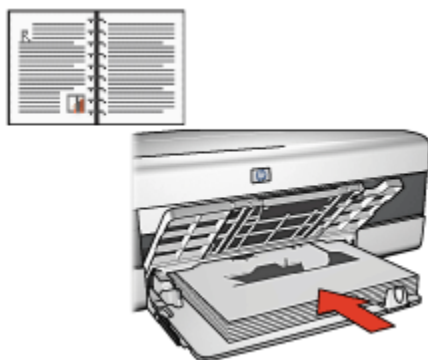
Follow these steps to print a two-sided document with a book binding:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab, and then click **Two-sided, duplex, printing**.





3. In the **Print on both sides** drop-down list, click **Manually**.
4. Select any other print settings that you want, and then click **OK**.  
The printer prints the odd-numbered pages first.
5. After the odd-numbered pages have been printed, reload the printed pages, with the printed side facing up.

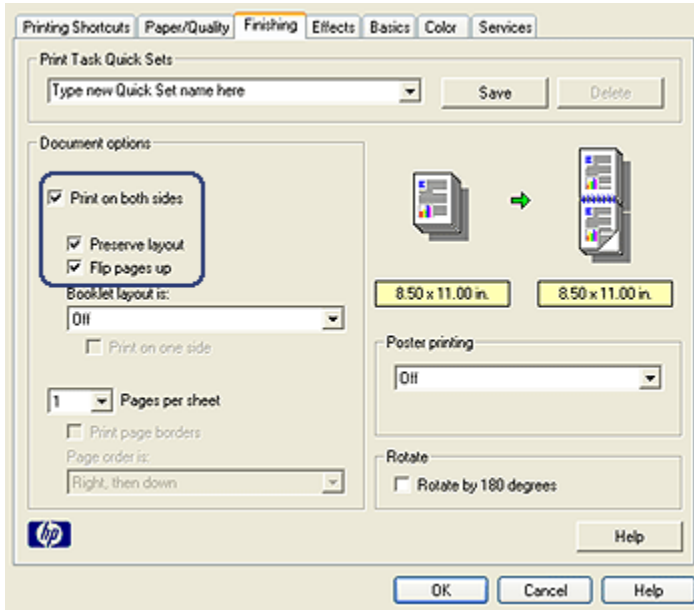


6. Click **Continue** to print the even-numbered pages.

## Tablet binding

Follow these steps to print a two-sided document with a tablet binding:

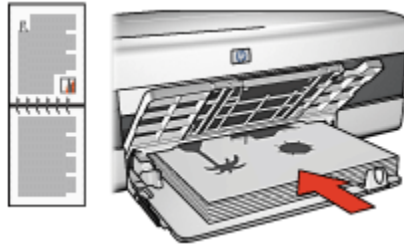
1. Open the [Printer Properties](#) dialog box.
2. Click the **Finishing** tab.



3. Select the **Print on both sides** check box.
4. Select the **Preserve layout** check box.
5. Select the **Flip pages up** check box.
6. Select any other print settings that you want, and then click **OK**.

The printer prints the odd-numbered pages first.

7. After the odd-numbered pages have been printed, reload the printed pages, with the printed side facing up according to the document's orientation:
  - **Portrait**



- **Landscape**



8. Click **Continue** to print the even-numbered pages.

### 7.3.2 Selecting a print quality (HP Deskjet 6520 series)

Follow these steps to select a print quality:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Select one of the following from the **Print quality** drop-down list:

Note: The print quality options that are available on the **Printing Shortcuts** tab vary depending on the type of document you are printing.

- **Use printer default** : prints in the Normal mode.
- **FastDraft** : prints at the fastest printing speed.
- **Fast normal** : prints more quickly than the Normal mode and at a higher print quality than FastDraft.
- **Normal** : provides the best balance between print quality and speed. This is the appropriate setting for most documents.
- **Best** : provides high-quality printing.
- **Maximum dpi** : provides the highest quality printing but requires longer to print than Best and requires a large amount of disk space.

### 7.3.3 Printing a different first page (HP Deskjet 6520 series)



If the 250-Sheet Plain Paper Tray Accessory is attached to the printer, follow the steps to [print a different first page with the 250-Sheet Plain Paper Tray Accessory](#).

#### Load paper

1. Load the paper for the body of the document in the [In tray](#).

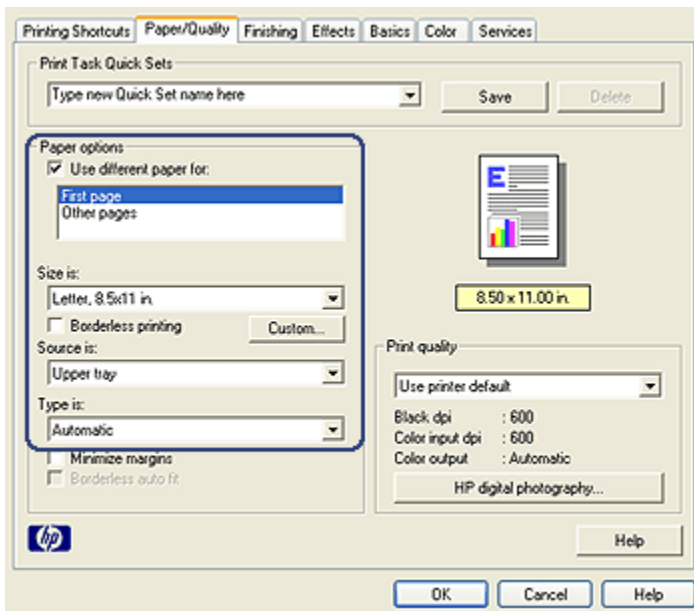
For instructions about loading a specific paper type, go to the [printing other documents](#) page, and then select the appropriate document type.

2. Load the paper for the first page on top of the paper stack in the In tray.

#### Printing

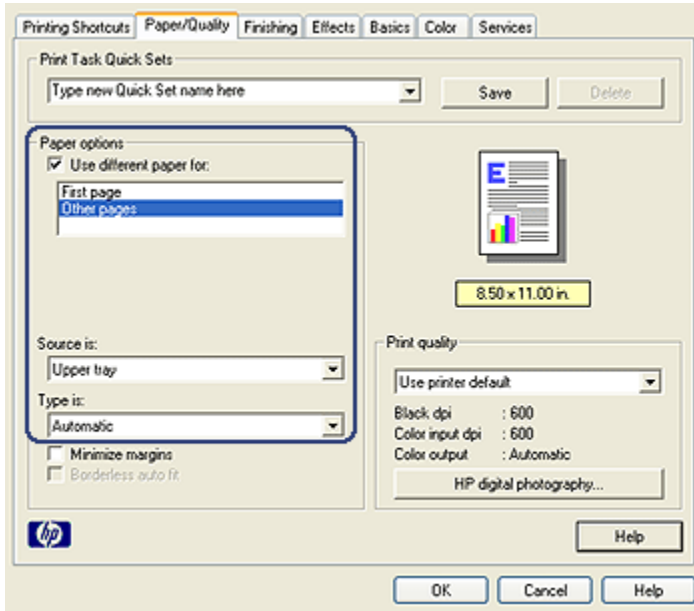
Follow these steps to print a document with a different first page:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab.
3. Select the **Use different paper for** check box.
4. Click **First page**.



## HP Deskjet 6500 series printers

5. Select the paper type and paper size for the first page.
6. Click **Upper tray** in the **Source is** box.
7. Click **Other pages**.



8. Click **Upper tray** in the **Source is** box.
9. Select the paper type for the other pages in the **Type is** drop-down list.
10. Select any other print settings that you want, and then click **OK**.

Note: Do not print the document in reverse order.

### 7.3.4 Selecting a paper source (HP Deskjet 6520 series)

The printer offers three sources for paper:



## HP Deskjet 6500 series printers

In tray      250-Sheet Plain Paper Tray Accessory      Auto Two-Sided Print Accessory with Small Paper Tray

Follow these steps to select a paper source:

1. Open the **Printer Properties** dialog box.
2. Click the **Printing Shortcuts** tab or the **Paper/Quality** tab.
3. Find the appropriate drop-down list:

Tab	Drop-down list
<b>Printing Shortcuts</b>	<b>Paper source</b>
<b>Paper/Quality</b>	<b>Source is</b>

Select any other print settings that you want, and then click **OK**.

4. Select one of the following options in the drop-down list:
  - **Upper tray** : prints from the In tray.
  - **Lower tray** : prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Upper, then lower** : prints from the In tray. If the In tray is empty, then the printer prints from the 250-Sheet Plain Paper Tray Accessory.
  - **Lower, then upper** : prints from the 250-Sheet Plain Paper Tray Accessory. If the accessory is empty, then the printer prints from the In tray.
  - **Rear tray** : prints from the Auto Two-Sided Print Accessory with Small Paper Tray. This option appears only if the accessory is attached to the printer.

# 8 Maintenance

- [Auto-off](#)
- [Installing print cartridges](#)
- [Aligning print cartridges](#)
- [Calibrating color](#)
- [Automatically cleaning print cartridges](#)
- [Manually cleaning the print cartridges](#)
- [Printing a test page](#)
- [View estimated ink levels](#)
- [Removing ink from skin and clothing](#)
- [Maintaining print cartridges](#)
- [Maintaining the printer body](#)
- [Printer toolbox](#)

## 8.1 Auto-off

Use the Auto-off feature to place the printer in a low-power, energy-efficient mode after it has been idle for 30 minutes. To turn on the printer, press the [Power](#) button.

Follow these steps to activate the Auto-off feature:

1. Open the printer [Toolbox](#).
2. Click the **Configuration** tab.
3. Select the **Activate the Hardware Auto-off feature** check box.
4. Close the **Printer Toolbox**.

## 8.2 Installing print cartridges

### Print cartridges

#### Print cartridge combinations

For printing most documents, use the tri-color print cartridge and the black print cartridge. When printing photos, you can use either the [photo print cartridge](#) or the [gray photo print cartridge](#) along with the tri-color print cartridge cradle.

Always install the tri-color print cartridge in the *left* print cartridge cradle compartment.

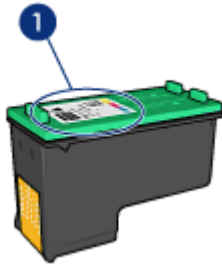
## HP Deskjet 6500 series printers

Install the black, photo, or gray photo print cartridge in the *right* print cartridge cradle compartment.

### Selection numbers

Before buying replacement print cartridges, verify the correct selection numbers in the reference guide that came with the printer.

You can also find the selection number on the print cartridge that you are replacing.



### Ink back-up mode

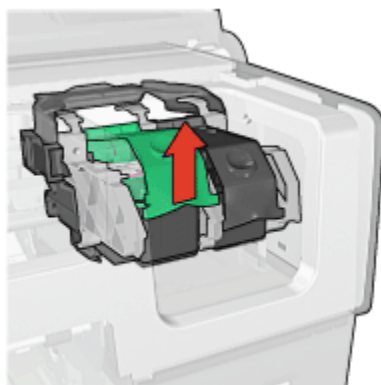
The printer can operate with only one print cartridge installed. For more information, see the [ink back-up mode](#) page.

### Installation instructions

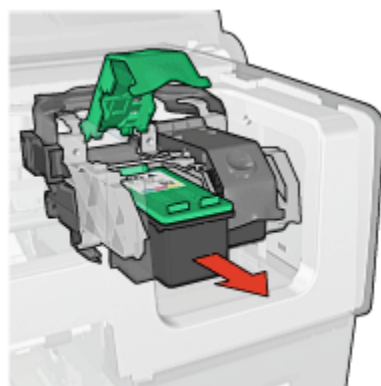
Follow these steps so install a print cartridge:

1. Verify that the printer is turned on.
2. Load a stack of letter-size or A4-size plain, white paper in the In tray.
3. Open the printer cover.
4. Wait until the print cartridge cradle is idle and silent, and then lift the print cartridge latch to the open position.






5. Slide the print cartridge out of the print cartridge cradle.



6. Remove the replacement print cartridge from its packaging and carefully remove the pink, plastic tape.



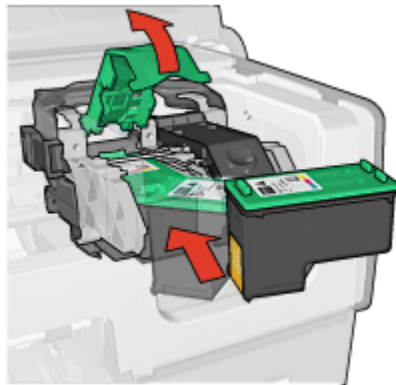
1. Remove the pink tape only

-  Caution: Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections. Do not remove the copper strips. They are required electrical contacts.

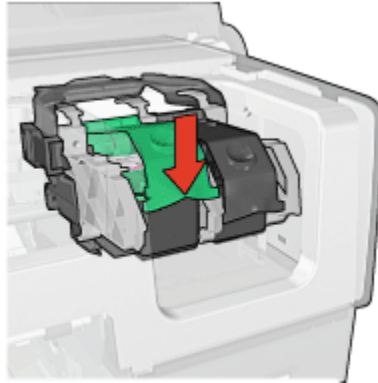


1. Do not touch the copper strips
7. Hold the print cartridge so that the copper strips are on the bottom and facing toward the printer, and then slide the print cartridge into the cradle as shown.

Note: After you insert the print cartridge, verify that the copper contacts of the print cartridge touch the back of the print cartridge cradle.



8. Push down on the print cartridge latch until it snaps closed.



9. Close the printer cover.

The printer automatically prints a calibration page.

For information about storing print cartridges, see the [print cartridge storage](#) page.

For information about recycling empty print cartridges, see the [print cartridge recovery](#) page.



Warning: Keep both new and used print cartridges out of the reach of children.

## 8.3 Aligning print cartridges

The printer automatically aligns the print cartridges after a new print cartridge is installed. You can also align the print cartridges at other times to ensure optimal print quality.

To align print cartridges:

1. Load letter-size or A4-size plain white paper in the In tray.
2. Open the printer [Toolbox](#).
3. Click **Align the Device**.
4. Click **Align** , and then follow the onscreen instructions.

## 8.4 Calibrating color

Perform a color calibration only if the colors in photographs that are printed with the [photo print cartridge](#) and the tri-color print cartridge consistently look incorrect.

Before performing a color calibration, [align the print cartridges](#) , and then reprint your photograph. If the color is still incorrect, then perform a color calibration.

To calibrate color:

1. Load letter-size or A4-size plain white paper in the In tray.
2. Verify that a [photo print cartridge](#) and a tri-color print cartridge are installed in the printer.
3. Open the printer [Toolbox](#).
4. Click **Calibrate Color**.
5. Click **Calibrate** , and then follow the onscreen instructions.

## 8.5 Automatically cleaning print cartridges

If your printed pages are missing lines or dots, or if they contain ink streaks, the print cartridges might be [low on ink](#) or might need to be cleaned.

If the print cartridges are not low on ink, follow these steps to clean the print cartridges automatically:

1. Open the printer [Toolbox](#).
2. Click **Clean Cartridges**.
3. Click **Clean** , and then follow the onscreen instructions.

If your documents are still missing lines or dots after cleaning, [replace](#) the print cartridges.



Caution: Clean print cartridges only when necessary. Unnecessary cleaning wastes ink and shortens the life of the cartridge.

## 8.6 Manually cleaning the print cartridges

If the printer is used in a dusty environment, a small amount of debris can accumulate on the print cartridge contacts.

### Gathering cleaning supplies

You will need the following items to clean the print cartridges.

- Distilled water (tap water can contain contaminants that can damage the print cartridge)
- Cotton swabs or other soft, lint-free material that will not stick to the print cartridge

Be careful not to get [ink on your hands or clothing](#) as you clean.

## Preparing to clean

1. Press the **Power** button to turn on the printer, and then raise the printer cover.
2. Remove the print cartridges and place them on a piece of paper with the nozzle plate facing up.



1. Nozzle plate



Caution: Do not leave the print cartridges outside the printer for more than 30 minutes.

## Cleaning instructions

1. Lightly moisten a cotton swab with distilled water and squeeze any excess water from the swab.
2. Wipe the print cartridge copper contacts with the cotton swab.



Caution: Do not touch the print cartridge ink nozzles. Touching the ink nozzles will result in clogs, ink failure, and bad electrical connections.



1. Clean only the copper contacts

Repeat this process until no ink residue or dust appears on the swab that you use to clean the contacts.

3. Insert the print cartridges in the printer, and then close the printer cover.

## 8.7 Printing a test page

Follow these steps to print a test page:

1. Open the printer [Toolbox](#).
2. Click the **Print a test page** button, and then follow the onscreen instructions.

## 8.8 View estimated ink levels

Follow these steps to view the estimated ink levels of the print cartridges installed in the printer:

1. Open the printer [Toolbox](#).
2. Click the **Estimated Ink Level** tab.

## 8.9 Removing ink from skin and clothing

Follow these instructions to remove ink from skin and clothing:

Surface	Remedy
Skin	Wash the area with an abrasive soap.
White fabric	Wash the fabric in <b>cold</b> water and use chlorine bleach.
Color fabric	Wash the fabric in <b>cold</b> water and use sudsy ammonia.



Caution: Always use cold water to remove ink from fabric. Warm or hot water can set the ink into the fabric.

## 8.10 Maintaining print cartridges

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

- Keep all print cartridges in their sealed packages until they are needed. Print cartridges should be stored at room temperature (15 to 35 degrees C or 59 to 95 degrees F).

- Do not remove the plastic tape covering the ink nozzles until you are ready to install the print cartridge in the printer. If the plastic tape has been removed from the print cartridge, do not attempt to reattach it. Reattaching the tape damages the print cartridge.

### Storing print cartridges

When print cartridges are removed from the printer, store them in a print cartridge protector or an airtight plastic container.

A print cartridge protector comes with the photo print cartridge and the gray photo print cartridge. If you store the print cartridge in an airtight plastic container, make sure that the ink nozzles face down but are not in contact with the container.

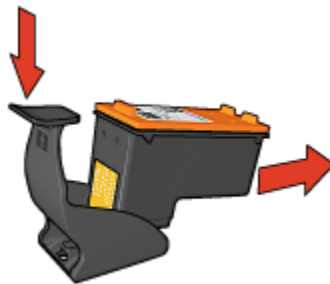
### Inserting the print cartridge into the print cartridge protector

Slide the print cartridge at a slight angle into the protector, and snap it securely in place.



### Removing the print cartridge from the print cartridge protector

Press down and back on the top of the protector to release the cartridge. Slide the cartridge out of the protector.



Caution: Do not drop the print cartridge. Dropping the print cartridge can damage it.

## 8.11 Maintaining the printer body

Because the printer ejects ink onto the paper in a fine mist, ink smudges will eventually appear on the printer case and adjacent surfaces. To remove smudges, stains, and/or dried ink from the exterior of the printer, use a soft cloth moistened with water.

When cleaning your printer, keep these tips in mind:

- Do not clean the interior of the printer. Keep all fluids away from the interior.
- Do not use household cleaners or detergent. In the event that a household cleaner or detergent is used on the printer, wipe the printer's exterior surfaces with a soft cloth moistened with water.
- Do not lubricate the support rod that the print cartridge cradle uses to slide back and forth. Noise is normal when the cradle moves back and forth.

## 8.12 Printer toolbox

The printer Toolbox contains a number of useful tools to enhance the printer performance.

Use the printer tools to perform the following tasks:

- [Set the Auto-off function](#)
- [Clean the print cartridges](#)
- [Align the print cartridges](#)
- [Calibrate color](#)
- [Print a test page](#)
- [View estimated ink levels](#)

To use the tools, open the [Printer Properties](#) dialog box, click the **Services** tab, and then click the **Service this device** button.

## 8.13 Buttons and lights

Select your printer model:



HP Deskjet 6500 series printers



HP Deskjet 6540-50 series



HP Deskjet 6520 series

# 9 Troubleshooting

- Printer is not printing
- Paper jam
- Paper problems
- Print quality is poor
- Document is misprinted
- Photos are not printing correctly
- Banners are not printing correctly
- Borderless printing problems
- Error messages
- Printer lights are on or flashing
- Document prints slowly
- If you continue to have problems

## 9.1 Printer is not printing

### Verify the following

- The printer is connected to the power source.
- The cable connections are secure.
- The printer is turned on.
- The print cartridges are [correctly installed](#).
- The paper or other media is correctly loaded in the In tray.
- The printer cover is closed.
- The rear access door or optional duplexer is attached.

### Check the printer lights

The printer lights indicate the printer status and alert you to potential problems.

For more information, see [printer lights are on or flashing](#).

### Check the printer cable connection

If the printer cable is attached to a USB hub, a printing conflict might exist. There are two methods for solving the conflict:

- Attach the printer USB cable directly to your computer.

- When printing, do not use other USB devices that are attached to the hub.

### Printing to the wrong USB port (HP Deskjet 6540-50 series)

If the computer is configured to use both the printer's back USB port and its [front USB port](#) , then you might be printing to the wrong port.

The computer has two versions of the printer driver: one for the front USB port and one for the back USB port. If you are connected to the back USB port but select the printer driver that is associated with the front USB port, the printer will not print.

Click **File** , and then click **Print** to open the **Print** dialog box. The **Print** dialog box displays two versions of the printer driver. Select the version that is associated with the port to which you are printing.

### If the printer still does not print

Select the topic below that best describes the problem:

- [Paper jam](#)
- [Out of paper message](#)
- [Printer ejects paper](#)

## 9.2 Paper jam

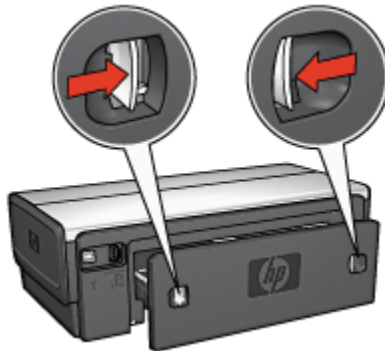
Do **not** clear a paper jam from the front of the printer.

Follow these steps to remove a paper jam:

1. Press the **Resume** button.

If the paper jam does not clear, then go to the next step.

2. Push the two latch handles on the rear access door toward each other, and then remove the door.



## HP Deskjet 6500 series printers

3. Remove any paper that is inside the printer by pulling it out from the back of the printer.

If you are printing labels, verify that a label did not become detached from the label sheet while passing through the printer.

4. Replace the rear access door.



5. Press the **Resume** button.

### Accessories?



If the Two-Sided Printing Accessory is attached to the printer, follow these [steps to clear a paper jam from the Two-Sided Printing Accessory](#).



If the Auto Two-Sided Print Accessory with Small Paper Tray is attached to the printer, follow these [steps to clear a paper jam Auto Two-Sided Print Accessory with Small Paper Tray](#).

## 9.3 Paper problems

### Printer prints on multiple sheets at once

#### Paper weight

The printer might print on multiple sheets of paper at once if the paper is under the recommended paper weight. Use paper that meets the recommended paper weight. For paper weight specifications, see the reference guide that came with the printer.

#### Paper is loaded improperly

The printer might print on multiple sheets of paper at once if the paper is loaded too far toward the back of the printer. Reload paper into the paper tray, pushing the paper until you feel resistance.

The printer might print multiple sheets if different paper types are loaded in the printer. For example, photo paper might be mixed with plain paper. Empty the paper tray and load only the paper type that is appropriate for the document that you are printing.

### **Printer will not feed paper**

Try one or more of the following solutions:

- Reduce the number of sheets in the paper tray.
- Remove the paper from the tray, then reload the paper.
- Use a different type of paper.

### **Printer ejects the paper**

If the printer ejects the paper, try one of the following solutions:

- Move the printer away from direct sunlight. The printer may have been placed in direct sunlight, which can affect the [Automatic Paper-Type Sensor](#).
- Select a paper type other than **Automatic**.
- If you are performing a [color calibration](#), install both the tri-color and photo [print cartridges](#).
- If you are printing a borderless document and the Resume light and Print Cartridge Status light are flashing, follow the [borderless printing guidelines](#).

### **Other paper problems**

- For information about clearing a paper jam, see the [paper jam](#) page.
- If an out-of-paper message appears, see the [error messages](#) page.

## **9.4 Print quality is poor**

For help with photo print quality, see the [photo troubleshooting](#) page.

### **Streaks and missing lines**

If your printed pages are missing lines or dots, or if streaks appear, the print cartridges might be [low on ink](#) or might need to be [cleaned](#).

### **Print is faded**

- Verify that neither of the print cartridges is [low on ink](#).  
If a print cartridge is low on ink, consider [replacing the print cartridge](#) when the print quality lessens.

If the print cartridge is not low on ink, [clean the print cartridge](#).

- Verify that a black print cartridge is installed.

If the black text and images on your printouts are faded, you might be printing with only the tri-color print cartridge. Insert a black print cartridge, in addition to the tri-color print cartridge, for optimal black print quality.

- Verify that the protective piece of plastic tape has been removed from the print cartridges.



#### 1. Plastic tape

- Consider selecting a higher print quality.

### Blank pages print

- The protective piece of plastic tape might still be attached to the print cartridges. Verify that the plastic tape has been removed from the print cartridges.
- The print cartridges might be out of ink. Replace one or both empty print cartridges.
- The printer might be in direct sunlight. Direct sunlight can adversely affect the Automatic Paper-Type Sensor. Move the printer out of direct sunlight.
- You might be trying to print a borderless document with only the black print cartridge installed. When printing a borderless document, always have the tri-color print cartridge and another print cartridge installed.

### Too much or too little ink appears on the page

#### Adjust the ink volume and dry time

1. Open the [Printer Properties](#) dialog box.
2. Click the **Basics** tab.
3. Click the **Advanced features** button.

The **Advanced features** dialog box appears.

4. Move the **Ink volume** slider toward **Light** or **Heavy**.

Note: If you increase the ink volume, move the **Dry time** slider toward **More** to avoid smearing the ink.

5. Click **OK** , and then click **OK** again.

### Select a specific paper type

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab.
3. In the **Type is** field, select an appropriate paper type. Do not select **Automatic**.

## 9.5 Document is misprinted

### Text and images are misaligned

If the text and images on your printouts are misaligned, then [align](#) the print cartridges.

### Document is printed off-center or at an angle

1. Verify that the paper is correctly placed in the In tray or optional lower tray.
2. Verify that the paper guides fit *firmly* against the paper.
3. Reprint the document.

### Parts of the document are missing or printed in the wrong place

Open the [Printer Properties](#) and confirm the following options:

Tab	Setting
<b>Basics</b>	<b>Orientation</b> : verify the appropriate orientation
<b>Paper/Quality</b>	<b>Size is</b> : verify the appropriate paper size
<b>Effects</b>	<b>Scale to fit</b> : select to scale text and graphics to the paper
<b>Finishing</b>	<b>Poster printing</b> : verify that <b>Off</b> is selected

### Envelope is printed at an angle

1. Slide the flap inside the envelope before loading it in the printer.
2. Confirm that the paper guides fit *firmly* against the envelope.
3. Reprint the envelope.

## Document does not reflect the new print settings

The printer default settings might differ from the software program print settings. Select the appropriate print settings within the software program.

## 9.6 Photos are not printing correctly

### Check the paper tray

1. Place the photo paper in the In tray with the side to be printed on facing down.
2. Slide the paper forward until it stops.
3. Slide the paper guide firmly against the edge of the paper.

### Check the printer properties

Open the [Printer Properties](#) dialog box and verify the following options:

Tab	Setting
Paper/Quality	<b>Size is</b> : The appropriate size
	<b>Type is</b> : The appropriate photo paper type
	<b>Print quality</b> : <b>Best</b>

### Colors are tinted or incorrect

If colors in photographs appear tinted or incorrect, follow these steps:

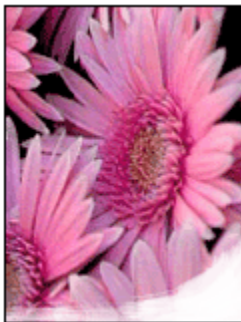
1. [Align](#) the print cartridges using plain, white paper.
2. Reprint the photograph on photo paper.
3. If colors continue to appear tinted or incorrect, [calibrate the color](#).  
A [photo print cartridge](#) and tri-color print cartridge must be installed for color calibration.
4. Reprint the photograph.
5. If colors continue to appear tinted or incorrect, then open the [Printer Properties](#) dialog box, click the **Color** tab, and then click the **Advanced color settings** button.
6. On the [Advanced color settings](#) dialog box, adjust the colors as appropriate. The following are guidelines to follow:
  - If the colors are too yellow, move the **Color tone** slider towards **Cooler**.
  - If the colors are too blue, move the **Color tone** slider towards **Warmer**.
7. Reprint the photograph.



8. If colors continue to appear tinted or incorrect, [align](#) the print cartridges.

### Part of the photo is faded

Fading occurs on the edges of a photo



Verify that the photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, then use photo paper that is not curled.

For instructions about preventing photo paper from curling, see the [photo paper storage](#) page.

### Fading occurs near the edges of a photo



If fading occurs approximately 25 to 64 mm (1 to 2.5 inches) from the edge of a photo, try the following:

- Install a [photo print cartridge](#) and a tri-color print cartridge in the printer.
- Rotate the image 180 degrees.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then set the **Print quality** to **Maximum dpi**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

## 9.7 Banners are not printing correctly

### Check the paper tray

- Unfold and refold the paper when several sheets feed into the printer at one time.
- Confirm that the unattached edge of the banner paper stack is on top and pointing into the printer.
- Verify that the correct paper for banner printing is in use.

### Check the printer properties

Open the [Printer Properties](#) dialog box and verify the following settings:

Tab	Setting
<b>Paper/Quality</b>	<b>Size is :</b> The appropriate banner size <b>Type is :</b> HP Banner Paper

### Check the software

- Verify that the software program that you are using prints banners. Not all software programs print banners.
- If gaps appear at the ends of the sheets, verify that the printer software is operating correctly.

## 9.8 Borderless printing problems

When printing borderless photos or documents, follow these guidelines:

- Verify that the paper size that is specified in the **Paper size** drop-down list on the **Printing Shortcuts** tab matches the size of the paper loaded in the In tray.
- Select the appropriate paper type in the **Paper type** drop-down list on the **Printing Shortcuts** tab.
- If printing in grayscale, select **High quality** under **Print in grayscale** on the **Color** tab.
- Do not print borderless documents in [ink-backup mode](#). Always have two print cartridges installed in the printer.

### Part of the photo is faded

Fading occurs on the edges of a photo



Verify that the photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, then use photo paper that is not curled.

For instructions about preventing photo paper from curling, see the [photo paper storage](#) page.

Fading occurs near the edges of a photo

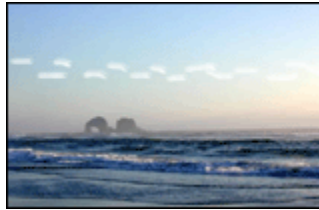


If fading occurs approximately 25 to 64 mm (1 to 2.5 inches) from the edge of a photo, try the following:

- Install a [photo print cartridge](#) and a tri-color print cartridge in the printer.
- Rotate the image 180 degrees.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then set the **Print quality** to **Maximum dpi**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### Streaks appear in a light portion of a photo



If streaks appear in a light portion approximately 64 mm (2.5 inches) from one of the long edges of a photograph, try the following:

- Install a [photo print cartridge](#) in the printer.
- Rotate the image 180 degrees.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### Image is printed at an angle



Follow these steps if the image is printed at an angle:

1. Remove all paper from the In tray.
2. Load the photo paper correctly in the In tray.
3. Verify that the paper guides fit firmly against the media.
4. Follow loading instructions for the media type.

## Printout has an unwanted border

### For most photo paper types



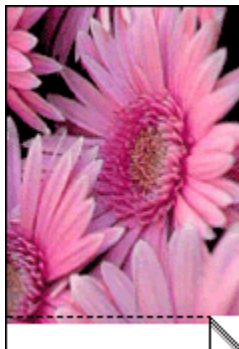
If the printout has an unwanted border, then try the following solutions:

- [Align the print cartridges](#)
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and verify that the selected paper size matches both the paper size that the photo is formatted for and the size of the paper that loaded in the printer.
- Open the [Printer Properties](#) dialog box, click the **Paper/Quality** tab, and then select the **Borderless auto fit** check box.

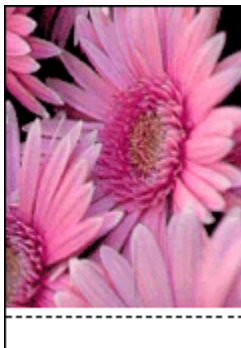
If printing a two-sided document, print the document [manually](#) rather than automatically.

### For photo paper with a tear-off tab

If the border appears below the tear-off tab, then remove the tab.



If the border appears above the tear-off tab, then [align the print cartridges](#).



### Ink smears

Use an HP photo paper.

Verify that the photo paper is not curled. If the photo paper is curled, place the paper in a plastic bag and gently bend it the opposite direction of the curl until the paper lies flat. If the problem persists, then use photo paper that is not curled.

If the paper is not curled, then follow these steps:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Basic** tab, and then click the **Advanced features** button.  
The **Advanced features** dialog box appears.
3. Move the **Dry time** slider toward **More**.
4. Move the **Ink volume** slider toward **Light**.

**Note:** The colors in the image might become lighter.

5. Click **OK**.

If the problem persists, try the following steps:

1. Remove the borderless printing media, and then load plain paper in the In tray.
2. Press and hold down the **Power** button, and then press the **Resume** button.  
The printer prints a self-test page.
3. Repeat step 2 until the back side of the self-test page contains no ink smears.

## 9.9 Error messages

### Out of paper message

#### If the In tray or optional lower tray contains paper

1. Verify the following:
  - There is sufficient paper in the paper tray (at least ten sheets).
  - The paper tray is not overly full.
  - The paper stack is touching the back of the paper tray.
2. Slide the paper guides so that they fit *firmly* against the edges of the paper.
3. Press the **Resume** button to continue printing.

#### If the In tray or optional lower tray is empty

1. Load paper in the tray.
2. Press the **Resume** button to continue printing.

### The error message 'there was an error writing to USB port' appears

If you are using a USB printer cable, the printer might not be receiving correct data from another USB device or USB hub. Connect the printer directly to the USB port on the computer.

### The error message 'there was an error writing to LPT1' appears

The printer is connected to the computer with a USB cable but the cable may not have been attached before installing the software.

Uninstall, and then reinstall, the software.

### The error message 'two-way communication cannot be established' or 'printer not responding' appears

The printer might not be able to communicate with the computer if the USB cable is too long.

If you receive this error message, ensure the USB cable is not greater than five meters (approximately 16 feet, five inches) in length. Connect the printer directly to the USB port on the computer and not to a USB hub.

### Printing to the wrong USB port (HP Deskjet 6540-50 series)

If the computer is configured to use both the printer's back USB port and its [front USB port](#) , then you might be printing to the wrong port.

## HP Deskjet 6500 series printers

The computer has two version of the printer driver, one for the front USB port and one for the back USB port. If you are connected to the printer's back USB port but select the printer driver that is associated with the front USB port, the printer will not print.

Click **File** , and then click **Print** to open the **Print** dialog box. The **Print** dialog box displays two versions of the printer driver. Select the version that is associated with the port to which you are printing.

## 9.10 Printer lights are on or flashing

### Overview

For an overview of the printer's lights, click your printer model:



HP Deskjet 6540-50 series



HP Deskjet 6520 series

### What the lights indicate

The printer lights indicate the printer status.

#### Power light is flashing

The printer is preparing to print.

The light stops flashing when the printer has received all data.

#### Resume light is flashing

The printer might be out of paper

1. Place paper in the In tray.
2. Press the **Resume** button on the front of the printer.

#### There might be a paper jam

Follow these instructions to [clear a paper jam](#).



## Print cartridge status light is on or flashing

The HP Deskjet 6540-50 series printer has two print cartridge status lights. The left light corresponds to the left print cartridge, and the right light corresponds to the right print cartridge.

The HP Deskjet 6520 series printer has a single print cartridge status light for both print cartridges.

### HP Deskjet 6520 series only

Look for an error message on the computer monitor. If the error message does not appear, then follow the steps below.

#### If the light is on and not flashing

Check to see if a print cartridge is [low on ink](#). Replace the print cartridge when print quality degrades.

If a print cartridge is low on ink, consider [replacing the print cartridge](#).

If neither print cartridge is low on ink, press the **Resume** button. If the Print Cartridge Status light remains on, turn off the printer, and then turn on the printer.

#### If the light is on and flashing

Verify that the [correct print cartridges](#) are installed.

If you were printing a borderless document when the light started flashing, follow the [borderless printing guidelines](#).

Otherwise, follow these steps:

1. Open the printer cover of the printer, remove the print cartridge on the right, and then close the cover.
2. Do one of the following:
  - *If the light is flashing* : Open the printer cover, replace the print cartridge that you removed, and then remove the other print cartridge. Go to step 3.
  - *If the light is off* : There is a problem with the print cartridge that you removed. Go to step 3.
3. [Manually clean](#) the print cartridge.

After cleaning the print cartridge, reinsert it into the printer.

If the print cartridge status light continues to flash, [replace the print cartridge](#).

## Print quality icon lights are on or flashing (HP Deskjet 6540-50 series)

See the [Print Quality Selector](#) page.

## All lights are flashing

Restart the printer.

1. Press the **Power** button to turn off the printer, then press the **Power** button to restart the printer.

Proceed to step 2 if the lights continue to flash.

2. Press the **Power** button to turn off the printer.
3. Disconnect the printer power cord from the electrical outlet.
4. Reconnect the printer power cord to the electrical outlet.
5. Press the **Power** button to turn on the printer.

### **Power-cord light**

The light on the power cord illuminates when electricity is flowing through the cord. If the light is off, then the cord is not receiving power.

## **9.11 Document prints slowly**

### **Multiple software applications are open**

The computer does not have sufficient resources for the printer to print at its optimum speed.

To increase printer speed, close all unnecessary software applications when printing.

### **Complex documents, graphics, or photographs are printing**

Documents containing graphics or photographs print slower than text documents.

If your computer does not have enough memory or disk space to print the document under normal conditions, you can use Low Memory Mode. Using this option may reduce the quality of the printout. Low Memory Mode also disables 4800 x 1200 optimized dpi printing.

To activate Low Memory Mode:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Basics** tab, and then click the **Advanced Features** button.
3. Select **Low Memory Mode** , and then click **OK**.
4. Print the document.

### **Best or maximum dpi print mode is selected**

The printer prints more slowly when **Best** or **Maximum dpi** is selected as the print quality. To increase the printer speed, select a different print-quality mode.

### **Printer driver is outdated**

An outdated printer driver might be installed.

For information about updating the printer driver, visit the HP Web site [www.hp.com/support](http://www.hp.com/support).

### **Computer does not meet system requirements**

If your computer does not have enough RAM or does not have a large amount of free space on the hard drive, the printer processing time will be longer.

1. Verify that the computer hard disk space, RAM, and processor speed meet the system requirements.

For the system requirements, see the reference guide that came with the printer.

2. Make space available on the hard drive by deleting unneeded files.

### **Printer is in ink-backup mode**

The printer might print more slowly if it is in [ink-backup mode](#).

To increase the print speed, use two print cartridges in the printer.

## **9.12 If you continue to have problems**

If you continue to have problems after investigating the troubleshooting topics, turn off and then restart your computer.

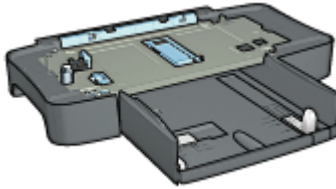
If you still have problems after restarting your computer, go to HP customer support at [www.hp.com/support](http://www.hp.com/support).

## 10 Optional accessories

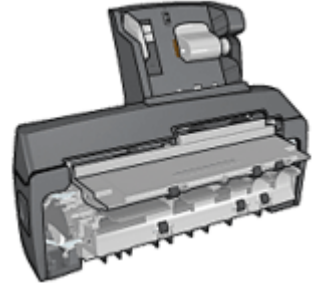
The following optional accessories are available to be used with your HP printer.



Optional Two-Sided Printing Accessory



250-Sheet Plain Paper Tray



Auto Two-Sided Print Accessory with Small Paper Tray

### HP Jetdirect print servers

- HP Jetdirect 175x
- HP Jetdirect 310x
- HP Jetdirect 380x

If an accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

For accessory part numbers, see the [accessory supply list](#).

Note: The availability of accessories varies by country/region.

### 10.1 Automatic Two-Sided Printing Accessory (duplexer)

The duplexer is a special hardware device that enables the printer to automatically print on both sides of a page.

Using a duplexer with your printer has several advantages. It allows you to do the following tasks:

- Print on both sides of a page without manually reloading the page.
- Use less paper by printing on both sides of paper sheets.

## HP Deskjet 6500 series printers

- Create professional-looking brochures, reports, newsletters, and other special items.

If the duplexer is not packaged with your printer, it can be purchased separately from an authorized HP dealer.

Note: The duplexer is not available in all countries/regions.

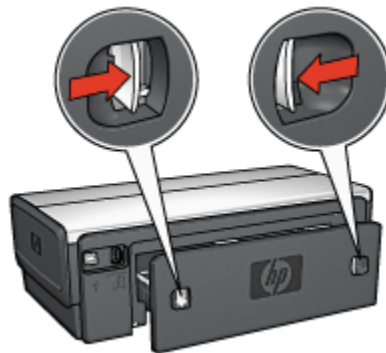


The duplexer only supports certain paper types. For a list of supported paper types, see the documentation that came with the duplexer.

### 10.1.1 Installing the duplexer

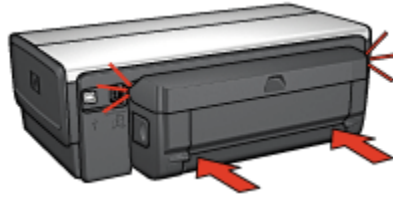
Follow these steps to attach the duplexer to your printer:

1. Push the two latch handles on the printer's rear access door toward each other, and then remove the door.



Note: Do not discard the rear access door. In order to print, either the duplexer or the rear access door must be attached to the printer.

2. Insert the duplexer in the back of the printer until both sides snap into place.



Note: Do not press the buttons on either side of the duplexer when installing it in the printer. Use the buttons only when removing the duplexer from the printer.

### 10.1.2 Enabling the duplexer

Follow these step to enable the duplexer:

1. Open the printer [Toolbox](#).
2. Click the **Configuration** tab.
3. Click **Automatic Two-Sided Printing Module** , and then click **Apply**.
4. Click **OK** in the confirmation box that appears.
5. Click the **X** in the upper-right corner to close the screen.

Note: After the duplexer is enabled, it is not necessary to re-enable it every time you print.

### 10.1.3 Printing a booklet automatically

To print a booklet automatically, one of the following accessories must be attached to the printer:

[Automatic Two-Sided Printing Accessory](#)



[Auto Two-Sided Print Accessory with Small Paper Tray](#)



The two-sided printing accessories only support certain paper types. For a list of supported paper types, see the specifications for either the [Automatic Two-Sided Printing Accessory](#) or the [Auto Two-Sided Print Accessory with Small Paper Tray](#).

If a two-sided printing accessory is not attached to the printer or you are printing on an unsupported paper type, use [manual two-sided printing](#).

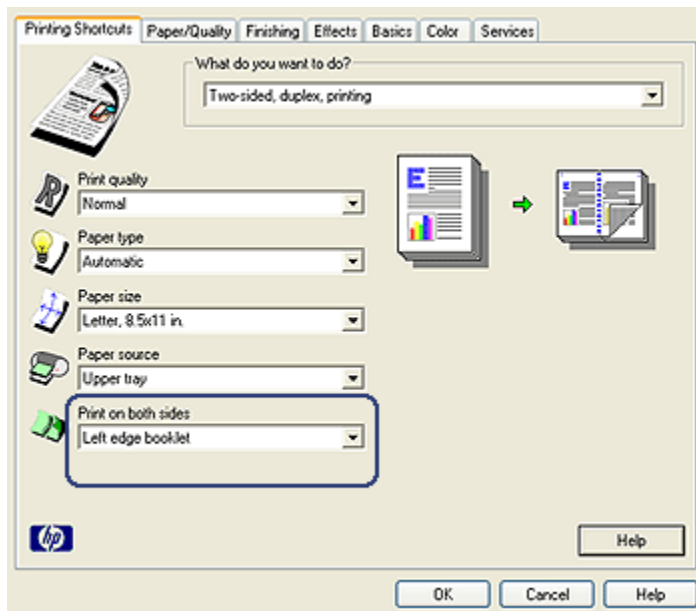
## Guidelines

Do not exceed the In-tray capacity: up to 150 sheets.

## Printing

Load paper in the printer paper tray, and then follow these steps to print a booklet automatically:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Printing Shortcuts** tab, and then select **Two-sided, duplex, printing** from the drop-down list.



3. From the **Print on both sides** drop-down list, select one of the following binding options:
  - **Left edge booklet**
  - **Right edge booklet**
4. Select any other print settings that you want, and then click **OK**.

## HP Deskjet 6500 series printers

After the first side of the page is printed, the printer pauses while the ink dries. When the ink is dry, the paper is pulled back into the duplexer and the reverse side of the page is printed.

Note: Do not remove the paper from the printer until both sides of the page have been printed.

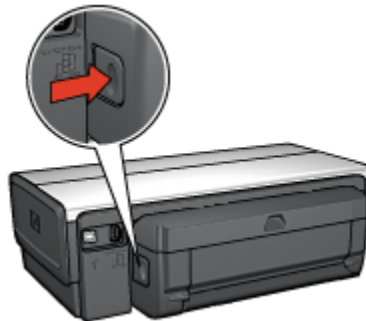
### 10.1.4 Automatic two-sided printing problems

#### Paper jam occurs inside the Automatic Two-Sided Printing Accessory

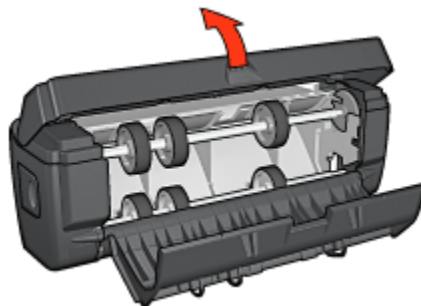
##### Paper jam

Follow these steps to remove a paper jam from the duplexer.

1. Turn off the printer.
2. Press the buttons on the left and right sides of the duplexer, and then remove it from the printer.

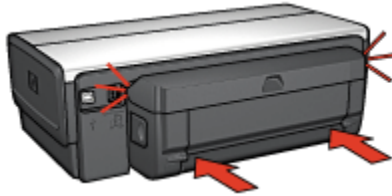


3. Remove any paper inside the printer.
4. Open the duplexer.





5. Remove any paper from inside the duplexer.
6. Close the duplexer, and then re-attach the duplexer to the printer.



### Option for two-sided printing cannot be selected

The printer driver cannot sense the duplexer until a print job is sent to the printer. Print a single sided document, and then print the two-sided document. The option for using the duplexer will appear in the printer software.

If the option for the duplexer still does not appear, then verify that the following conditions exist:

- The duplexer is attached to the printer.
- The duplexer is **enabled** in the printer software.
- The media type and size selected on the **Paper/Quality** tab are supported by the duplexer.

For a list of supported media types and sizes, see the specifications for your duplexer:

- [Automatic Two-Sided Printing Accessory](#)
- [Auto Two-Sided Print Accessory with Small Paper Tray](#)

### Only one side of the page prints when the two-sided printing option is enabled

Verify that the following conditions exist:

- The **correct print options** are set in both the printer software and the software program that you are using.
- The photo paper is not curled, if you are printing on two-sided photo paper. Photo paper should be flat before printing. See [storing and handling photo paper](#) for more information.
- The media type and size that is selected on the **Paper/Quality** tab are supported by the duplexer.

See the documentation that came with the duplexer for a list of supported media types and sizes.

## HP Deskjet 6500 series printers

If the media type or size is not supported by the duplexer, you can print the document by using the [manual two-sided printing instructions](#).

Note: Do not try to print a two-sided document on single-sided paper, such as single-sided photo paper.

### Binding margin is in the wrong place

1. Open the [Printer Properties](#) dialog box.
2. Click the **Finishing** tab.
3. Verify that the following conditions exist:
  - **Flip pages up** is *not* selected for binding along the side (book binding).
  - **Flip pages up** is selected for binding along the top (tablet binding).

For more information, see [two-sided printing](#).

### Paper size changes when the two-sided printing option is selected

The paper size is not supported by the duplexer.

### Colors look faded

If the colors look faded, trying printing the two-sided document by using the [manual two-sided printing instructions](#).

## 10.1.5 Automatic Two-Sided Printing Accessory specifications

### Dimensions when attached to printer

124.6 mm (4.9 in) tall x 320.5 mm (12.62 in) wide x 77.7 mm (3.06 in) deep

### Skew (second side of printed page)

Plain paper: +/- .009 mm/mm (.009 in/in)

Cards: +/- .006 mm/mm (.006 in/in)

Envelopes: +/- .012 mm/mm (.012 in/in)

### Media weight

Letter/A4: 60 to 90 g/m<sup>2</sup> (16 to 24 lb)

Cards: Up to 200 g/m<sup>2</sup> (110 lb index max)

Specialty paper: Up to 160 g/m<sup>2</sup> (44 lb bond)

## HP Deskjet 6500 series printers

### Media sizes

Size range: 81 x 117 mm to 216 x 297 mm (3.2 x 4.6 in to 8.5 x 11 in)

Paper:

- U.S. Letter: 216 x 279 (8.5 x 11 in)
- Executive: 184 x 267 mm (7.25 x 10.5 in)
- A4: 210 x 297 mm
- A5: 148 x 210 mm
- B5: 182 x 257 mm

Cards:

- 127 x 203 mm (5 x 8 in)
- 102 x 152 mm (4 x 6 in)
- A6: 105 x 148.5 mm
- Hagaki: 100 x 148 mm
- L size: 89 x 127 mm

### 10.1.6 Manual two-sided printing

For manual two-sided printing instructions, select your printer model:



HP Deskjet 6540-50 series



HP Deskjet 6520 series

### 10.1.7 Manual booklet printing

For manual two-sided printing instructions, select your printer model:

HP Deskjet 6500 series printers



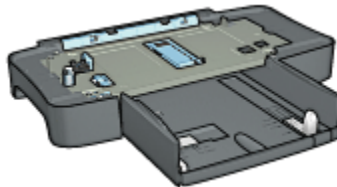
HP Deskjet 6540-50 series



HP Deskjet 6520 series

## 10.2 250-Sheet Plain Paper Tray Accessory

The 250-Sheet Plain Paper Tray Accessory expands the paper capacity of your printer to 400 sheets. It is useful for high-volume printing and for occasions when you want to use the In tray for special media such as letterhead paper, but still have plain paper readily available.



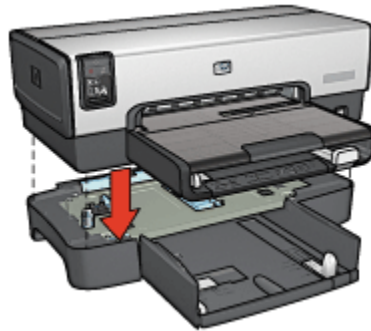
If the 250-Sheet Plain Paper Tray Accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

Note: The 250-sheet Plain Paper Tray Accessory is not available in all countries/regions.

### 10.2.1 Installing the 250-Sheet Plain Paper Tray Accessory

Follow these steps to install the 250-Sheet Plain Paper Tray Accessory:

1. Turn off the printer.
2. Select a location for the printer and place the 250-Sheet Plain Paper Tray Accessory in this location.
3. Carefully lift the printer and orient it above the paper tray.

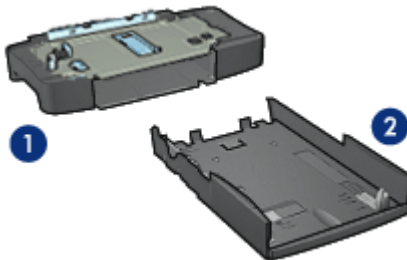


4. Gently place the printer on top of the paper tray.

### 10.2.2 Loading the 250-Sheet Plain Paper Tray Accessory

#### Two parts

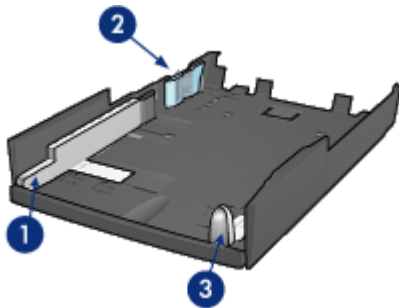
The 250-Sheet Plain Paper Tray Accessory has two parts.



1. Base
2. Lower tray

The lower tray has three size adjusters.

## HP Deskjet 6500 series printers



1. Paper-width guide
2. Paper-width fence
3. Paper-length guide

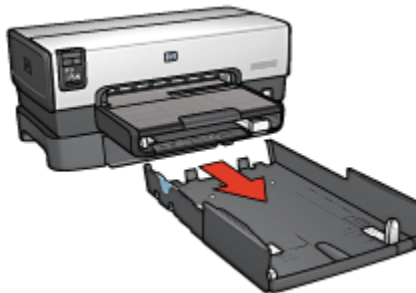
Note: When changing the paper size in the paper tray, you must set all three paper guides.

### Setting the paper size

When changing the paper size in the paper tray, all three paper guides must be set to the correct setting.

Follow these steps to set the paper size:

1. Remove the lower tray from the base.



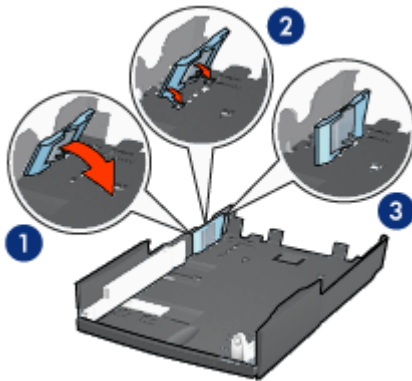
2. Slide the paper-width guide until the arrow is even with the correct setting.



1. Align the arrows

Note: To print on legal-sized paper, set the paper-width guide to **LTR** .

3. Set the paper-width fence by carefully inserting it into the appropriate slots.

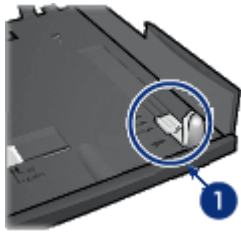


1. Tilt the fence forward.
2. Insert the fence into the appropriate slots
3. Tilt the fence back until it locks into place

Note: To print on legal-sized paper, set the paper-width fence to **LTR** .

4. Set the paper-length guide by pulling it until the arrow lines up with the paper size.

## HP Deskjet 6500 series printers



1. Align the arrows

Note: To print on legal-sized paper, pull the paper-length guide all the way out.

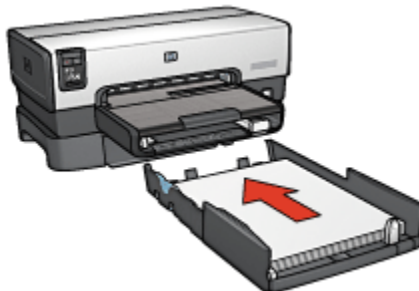
### Loading paper

Follow these steps to load paper:

1. Remove the lower tray from the base.
2. Verify that **all three paper guides are set** to the correct setting.
3. Insert the paper into the lower tray.



4. Insert the lower tray in the base until it locks into place.





## 10.2.3 Printing a different first page with the 250-Sheet Plain Paper Tray Accessory

### Guidelines

The [250-Sheet Plain Paper Tray Accessory](#) is not included with your printer, but can be purchased separately from an authorized HP dealer. The accessory is not available in all countries/regions.

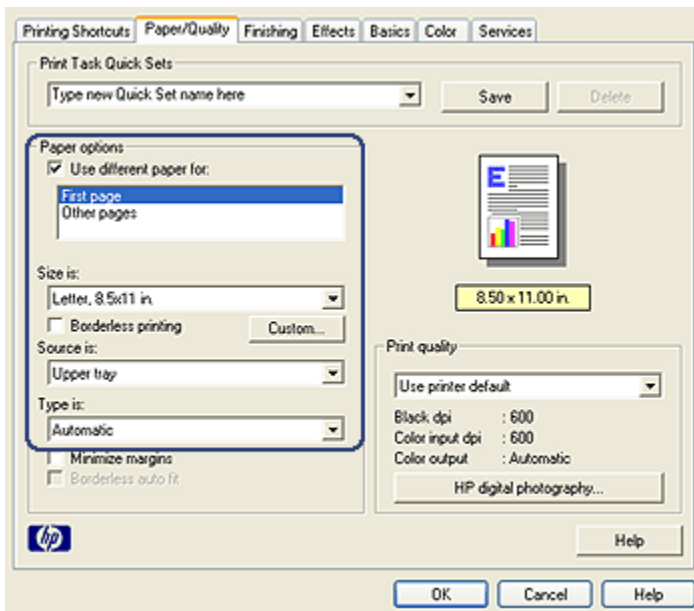
### Load paper

1. Load the paper for the body of the document in the 250-Sheet Plain Paper Tray Accessory.
2. Load the paper for the first page in the In tray.

### Printing

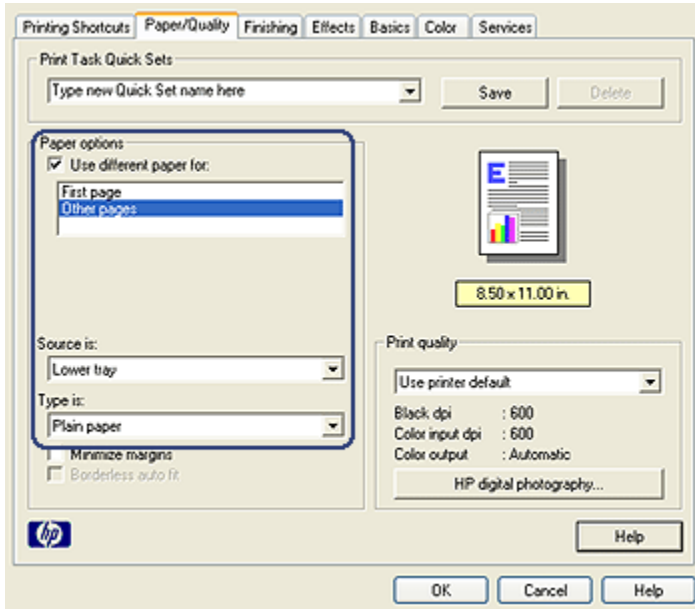
Follow these steps to print a document with a cover page:

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab.
3. Select the **Use different paper for** check box.
4. Click **First page**.



## HP Deskjet 6500 series printers

5. Select the paper type and paper size for the first page.
6. Click **Upper** in the **Source is** box.
7. Click **Other pages**.



8. Click **Lower** in the **Source is** box.
9. Click the paper type for the other pages in the **Type is** drop-down list.  
Do **not** select **Automatic**.
10. Select any other print settings that you want, and then click **OK**.  
Do not print the document in reverse order.

### 10.2.4 250-Sheet Plain Paper Tray Accessory specifications

#### Dimensions

448 mm (17.64 in) wide x 65 mm (2.56 in) high x 384 (15.12 in) mm deep

#### Weight

1.99 kg (4.40 lb)

### Media weight

Letter/A4 paper: 60 to 105 g/m<sup>2</sup> (16 to 28 lbs)

### Media sizes

US Letter: 216 x 279 mm (8.5 x 11 in)

Executive: 184 x 267 mm (7.25 x 10.5 in)

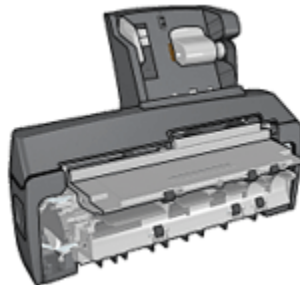
A4: 210 x 297 mm

A5: 148 x 210 mm

B5: 182 x 257 mm

## 10.3 Auto Two-Sided Print Accessory with Small Paper Tray

The Auto Two-Sided Print Accessory with Small Paper Tray is a hardware device that contains a rear tray for small media and a duplexer for two-sided printing on both full-size and small media.



- [Postcards](#) and other small media can be printed on two sides automatically when they are fed from the rear tray.
- [Photo paper](#) and [envelopes](#) can be printed on one side by using the small paper tray.
- [Print two-sided documents automatically.](#)

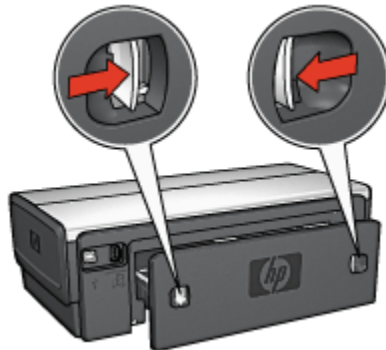
If the Auto Two-Sided Print Accessory with Small Paper Tray is not included with your printer, it can be purchased separately from an authorized HP dealer.

**Note:** The Auto Two-Sided Print Accessory with Small Paper Tray is not available in all countries/regions.

### 10.3.1 Installing the Auto Two-Sided Print Accessory with Small Paper Tray

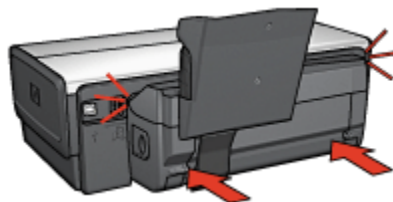
Use these steps to install the Auto Two-Sided Print Accessory with Small Paper Tray:

1. Push the two latch handles on the printer rear access door toward each other, and then remove the door.



Do not discard the rear access door. In order to print, the accessory or the rear access door must be attached to the printer.

2. Insert the accessory into the back of the printer until both sides snap into place.



Note: Do not press the buttons on either side of the accessory when installing it into the printer. Use the buttons only when removing the accessory from the printer.

### 10.3.2 Printing postcards

#### Guidelines

- Use only cards that meet the specifications for the Auto Two-Sided Print Accessory with Small Paper Tray. For more information, see the [Auto Two-Sided Print Accessory with Small Paper Tray specifications](#).

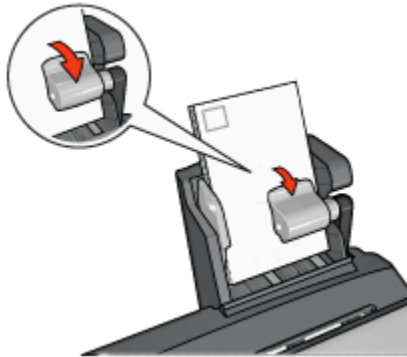
## HP Deskjet 6500 series printers

- When printing a large number of cards, remove the printed material from the printer's Out tray about halfway through the print job.
- Do not exceed the maximum capacity for the rear tray: 100 cards.

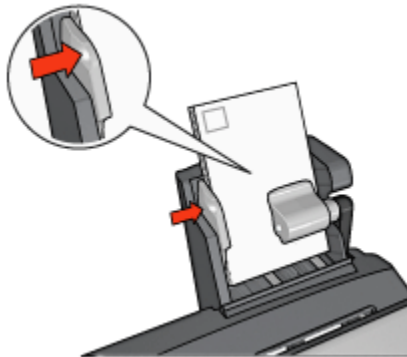
### Preparing to print

1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the cards.

The address side of the cards should face outward.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the cards.



### Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Postcard printing**, and then specify the following print settings:

- **Paper Size** : The appropriate paper size
- **Paper Type** : **Plain paper**
- **Paper Source** : **Rear tray**
- Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 10.3.3 Small photos

#### Guidelines

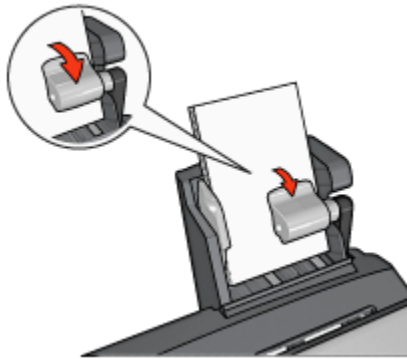
- For high-quality results, [use a photo print cartridge](#) in combination with the tri-color print cartridge.
- For maximum fade resistance, use HP Premium Plus Photo Paper and install a photo print cartridge in the printer.
- To learn how to use the printer's photo printing features, see the [photo enhancing](#) page.
- Use [HP Everyday Photo Paper, Semi-gloss](#) to save money and ink when printing photos.
- Verify that the photo paper that you are using is flat. For information about preventing photo paper from curling, see the [photo paper storage instructions](#).
- Do not exceed the maximum capacity of the rear tray: 20 sheets of photo paper.

#### Preparing to print

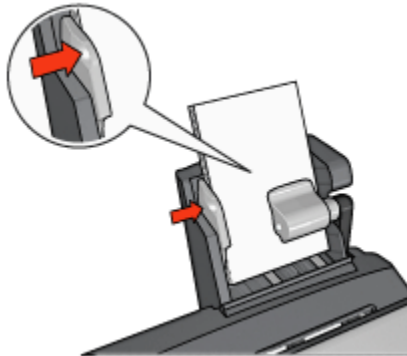
1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the photo paper.

The side of the photo paper to be printed on should face outward.

**Note:** If the photo paper has a tear-off tab, the tab must point up rather than leading into the printer.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the photo paper.



## Printing

1. Open the [Printer Properties](#) dialog box.
2. On the **Printing Shortcuts** tab, click **Photo printing-borderless** or **Photo printing-with white borders** as the type of document, and then select the following options:
  - **Print quality** : **Normal** , **Best** , or **Max dpi**
  - **Paper size** : The appropriate photo paper size
  - **Paper source** : **Rear tray**
  - **Paper type** : The appropriate photo paper type
  - **Orientation** : **Portrait** or **Landscape**
3. Set the following options as appropriate:
  - [HP digital photography options](#)

## HP Deskjet 6500 series printers

- [Advanced color settings](#)
- [Color management](#)
- [Grayscale quality](#)

4. Click **OK** to print the photographs.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

### 10.3.4 Envelopes

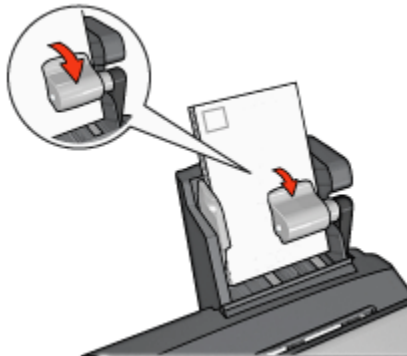
#### Guidelines

- Avoid using envelopes that have the following qualities:
  - Have clasps or windows
  - Have thick, irregular, or curled edges
  - Are shiny or embossed
  - Are wrinkled, torn, or otherwise damaged
- Align the envelope edges before inserting them in the rear tray.
- Do not exceed the maximum capacity of the rear tray capacity: 80 envelopes.

#### Preparing to print

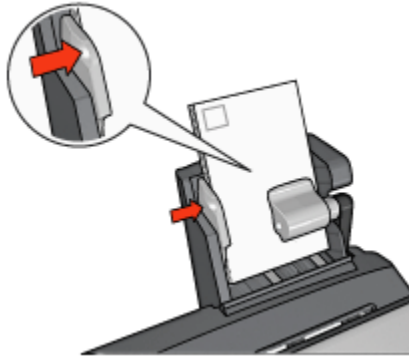
1. Slide the paper-width guide to the left.
2. Pull the paper lever forward and insert the envelopes.

Insert the envelopes with the address side facing outward and the flap to the left.



3. Release the paper lever.
4. Slide the paper-width guide against the edge of the envelopes.





## Printing

1. Open the [Printer Properties](#) dialog box.
2. Click the **Paper/Quality** tab, and then specify the following print settings:
  - **Size is** : The appropriate envelope size
  - **Type is** : The appropriate paper type
  - **Source is** : **Rear tray**
3. Select any other print settings that you want, and then click **OK**.

Use the [What's This? help](#) to learn about the features that you see in the **Printer Properties** dialog box.

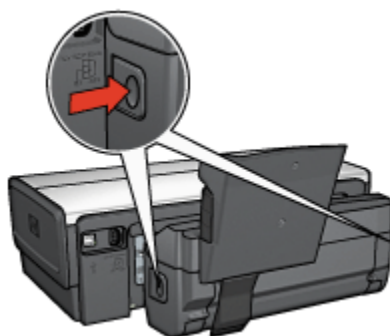
### 10.3.5 Problems with the Auto Two-Sided Print Accessory with Small Paper Tray

Do **not** clear a paper jam from the front of the printer.

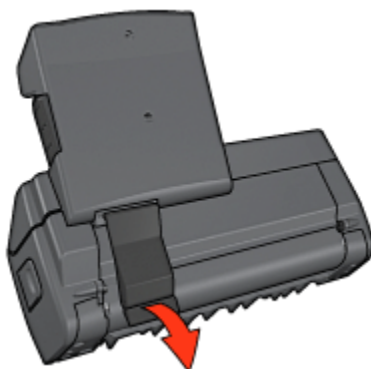
#### Paper jam

Follow these steps to remove a paper jam from the Auto Two-Sided Print Accessory with Small Paper Tray.

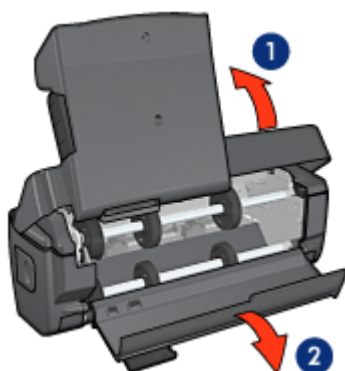
1. Turn off the printer.
2. Press the buttons on the left and right sides of the accessory, and then remove it from the printer.



3. Remove any paper that is inside the printer.
4. Lift the back lever on the accessory, and then unhook the Small Paper Tray

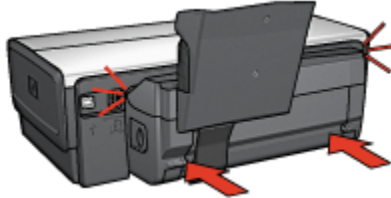


5. Tilt the Small Paper Tray forward and open the lower door of the accessory.



## HP Deskjet 6500 series printers

1. Tilt the Small Paper Tray
2. Open the lower door
6. Remove any paper that is inside the accessory.
7. Close the accessory, and then secure the back lever to close the accessory.
8. Re-attach the accessory to the printer.



### Option for two-sided printing cannot be selected

The printer driver cannot sense the duplexer until a print job is sent to the printer. Print a single sided document, and then print the two-sided document. The option for using the duplexer will appear in the printer software.

If the option for the duplexer still does not appear, then verify that the following conditions exist:

- The duplexer is attached to the printer.
- The duplexer is **enabled** in the printer software.
- The media type and size selected on the **Paper/Quality** tab are supported by the duplexer.

For a list of supported media types and sizes, see the specifications for your duplexer:

- [Automatic Two-Sided Printing Accessory](#)
- [Auto Two-Sided Print Accessory with Small Paper Tray](#)

### Paper size changes when the two-sided printing option is selected

The paper size is not supported by the duplexer.

### Binding margin is in the wrong place

1. Open the [Printer Properties](#) dialog box.
2. Click the **Finishing** tab.
3. Verify that the following conditions exist:
  - **Flip pages up** is *not* selected for binding along the side (book binding).
  - **Flip pages up** is selected for binding along the top (tablet binding).

For more information, see [two-sided printing](#).

### **Only one side of the page prints when the two-sided printing option is enabled**

Verify that the following conditions exist:

- The [correct print options](#) are set in both the printer software and the software program that you are using.
- The photo paper is not curled, if you are printing on two-sided photo paper. Photo paper should be flat before printing. See [storing and handling photo paper](#) for more information.
- The media type and size that is selected on the **Paper/Quality** tab are supported by the duplexer.

See the documentation that came with the duplexer for a list of supported media types and sizes.

If the media type or size is not supported by the duplexer, you can print the document by using the [manual two-sided printing instructions](#).

Note: Do not try to print a two-sided document on single-sided paper, such as single-sided photo paper.

### **Colors look faded**

If the colors look faded, trying printing the two-sided document by using the [manual two-sided printing instructions](#).

## **10.3.6 Auto Two-Sided Print Accessory with Small Paper Tray specifications**

### **Dimensions when attached to printer**

219.3 mm (8.63 in) tall x 320.5 mm (12.62 in) wide x 142.1 mm (5.6 in) deep

### **Duplexing specifications**

For duplexing specifications, including skew, media weight, and media sizes for paper fed into the printer through the printer In tray, see the [Automatic Two-Sided Printing Accessory specifications](#).

### **Small paper tray specifications**

Media thickness: 7-12 mils

Media sizes:

## HP Deskjet 6500 series printers

- Size range:
  - Width: 81.3 to 106 mm (3.2 to 4.17 in)
  - Length: 116.8 to 304.8 mm (4.6 to 12 in)
- Cards:
  - 10x15 cm, 10x15 cm with tab
  - 4x6 in, 4x6 in with tab
  - A6, 105x148 mm
  - Index card, 4x6 in.
  - L, 89x127 mm
- Photo paper:
  - 10x15 cm, 10x15 cm with tab
  - 4x6 in, 4x6 in. with tab
  - A6, 105x148 mm
  - L, 89x127 mm, L, 89x127 mm with tab
  - Panoramic 4x10 in, 4x11 in, 4x12 in
- Envelopes:
  - No. 10 Envelope, 4.12x9.5 in
  - Japanese envelope No. 4, 90x205 mm
- Hagaki:
  - Hagaki, 100x148 mm

### Tray capacities:

- Photo paper:
  - 4x6, L size: Up to 80 sheets
  - Panoramic: Up to 5 sheets
- Hagaki:
  - Photo: Up to 80 cards
- Cards:
  - 4x6: Up to 100
  - A6: Up to 100
- Envelopes:
  - No. 10: Up to 20
  - Japanese envelope No. 4: Up to 20

# 11 Supplies

- [Paper](#)
- [USB cables](#)
- [Accessories](#)
- [Print cartridges](#)

Note: The availability of supplies and accessories varies by country/region.

## 11.1 Paper

This list is subject to change. Go to the HP Web site for an updated list.

Note: The availability of supplies varies by country/region.

### **HP Bright White Inkjet Paper**

HPB250 Letter, 250 sheets

HPB1124 Letter, 500 sheets

C5977B A4, 250 sheets

C1825A A4, 500 sheets (Europe/Asia)

### **HP Premium Paper**

51634Y Letter, 200 sheets

51634Z A4, 200 sheets

### **HP Brochure & Flyer Paper, Matte**

C5445A Letter, 100 sheets

### **HP Brochure & Flyer Paper, Gloss**

C6817A Letter, 50 sheets

C6818A A4, 50 sheets

### **HP Tri-Fold Brochure Paper, Gloss**

C7020A Letter, 100 sheets

Q2525A A4, 50 sheets

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### **HP Tri-Fold Brochure Paper, Matte**

Q5543A Letter, 100 sheets

### **HP Premium Inkjet Transparency Film**

C3828A Letter, 20 sheets

C3834A Letter, 50 sheets

C3832A A4, 20 sheets

C3835A A4, 50 sheets

### **HP Premium Plus Photo Paper, Glossy**

Q2502A 4x6 in, 60 sheets (U.S.)

Q2502AC 4x6 in, 60 sheets (Canada)

Q2503A 10x15 cm, 20 sheets (Europe)

Q2504A 10x15 cm, 20 sheets (Asia Pacific)

C6831A Letter, 20 sheets (U.S.)

Q1785A Letter, 50 sheets (U.S.)

Q5493A Letter, 100 sheets (U.S.)

C6831AC Letter, 20 sheets (Canada)

C6832A A4, 20 sheets (Europe)

Q1786A A4, 50 sheets (Europe)

Q1951A A4, 20 sheets (Asia Pacific)

Q1933A A4, 20 sheets (Japan)

### **HP Premium Plus Photo Paper (with tear-off tab)**

Q1977A 4x6 in, 20 sheets (U.S.)

Q1978A 4x6 in, 60 sheets (U.S.)

Q5431A 4x6 in, 100 sheets (U.S.)

Q1977AC 4x6 in, 20 sheets (Canada)

Q1978AC 4x6 in, 60 sheets (Canada)

Q1979A 10x15 cm, 20 sheets (Europe)

Q1980A 10x15 cm, 60 sheets (Europe)

Q1952A 10x15 cm, 20 sheets (Asia Pacific)

HP Deskjet 6500 series printers

Q1935A 10x15 cm, 20 sheets (Japan)

### **HP Premium Plus Photo Paper, Matte**

Q2506A 4x6 in, 60 sheets (U.S.)

Q2507A 10x15 cm, 20 sheets (Europe)

Q2508A 10x15 cm, 60 sheets (Europe)

C6950A Letter 20 sheets (U.S.)

Q5450A Letter, 50 sheets (U.S.)

C6950AC Letter, 20 sheets (Canada)

C6951A A4, 20 sheets (Europe)

Q1934A A4, 20 sheets (Japan)

### **HP Photo Paper, Glossy (with tear-off tab)**

C7890A 4x6 in, 20 sheets (North America)

C7893A 4x6 in, 60 sheets (North America)

Q7891A 10x15 cm, 20 sheets (Europe)

Q7894A 10x15 cm, 60 sheets (Europe)

### **HP Photo Paper, Glossy**

C1846A Letter, 25 sheets (U.S.)

C7896A Letter, 50 sheets (U.S.)

Q5437A A4, 25 sheets (Europe)

Q7897A A4, 50 sheets (Europe)

C6765A A4, 20 sheets (Asia Pacific)

C7898A A4, 20 sheets (Japan)

### **HP Premium Photo Paper, Glossy**

Q5477A 4x6 in, 60 sheets (U.S.)

Q5477A 5x7 in, 20 sheets (U.S.)

Q5479A 10x15 cm, 20 sheets (Europe)

Q5480A 13x18 cm, 20 sheets (Europe)

C6039A Letter, 15 sheets (U.S.)

C6979A Letter, 50 sheets (U.S.)



## HP Deskjet 6500 series printers

Q5494A Letter, 100 sheets (U.S.)

Q5447A Letter, 120 sheets (U.S.)

C6039AC Letter, 15 sheets (Canada)

C6979AC Letter, 50 sheets (Canada)

Q2519A A4, 20 sheets (Europe)

C7040A A4, 50 sheets (Europe)

### **HP Premium Photo Paper, Glossy (with tear-off tab)**

Q1988A 4x6 in, 20 sheets (U.S.)

Q1989A 4x6 in, 60 sheets (U.S.)

Q1990A 4x6 in, 100 sheets (U.S.)

Q1988AC 4x6 in, 20 sheets (Canada)

Q1989AC 4x6 in, 60 sheets (Canada)

Q1991A 10x15 cm, 20 sheets (Europe)

Q1992A 10x15 cm, 60 sheets (Europe)

### **HP Everyday Photo Paper, Semi-gloss (with tear-off tab)**

Q5440A 4x6 in, 100 sheets (U.S.)

Q5440AC 4x6 in, 100 sheets (Canada)

Q5441A 10x15 cm, 100 sheets (Europe)

Q5442A 10x15 cm, 100 sheets (Asia Pacific)

### **HP Everyday Photo Paper, Semi-gloss**

Q5498A Letter, 25 sheets (U.S.)

Q2509A Letter, 100 sheets (U.S.)

Q2509AC Letter, 100 sheets (Canada)

Q5451A A4, 25 sheets (Europe)

Q2510A A4, 100 sheets (Europe)

Q2511A A4, 100 sheets (Asia Pacific)

### **HP Advanced Photo Paper, Glossy**

Q5461A 4x6 in, 60 sheets (U.S.)

Q5454A Letter, 25 sheets (U.S.)

HP Deskjet 6500 series printers

Q5510A Letter, 50 sheets (U.S.)

**HP Advanced Photo Paper, Glossy (with tear-off tab)**

Q5508A 4x6 in, 20 sheets (U.S.)

Q5509A 4x6 in, 60 sheets (U.S.)

**HP Matte Greeting Cards, White, Quarter-Fold**

C6042A A4, 20 sheets (Europe)

**HP Matte Greeting Cards, White, Half-Fold**

C7018A Letter, 20 sheets (U.S.)

**HP Photo Greeting Cards, Half-Fold**

C6044A Letter, 10 sheets (U.S.)

C6045A A4, 10 sheets (Europe)

**HP Textured Greeting Cards, Ivory, Half-Fold**

C6828A 20 sheets

**HP Textured Greeting Cards, Cream, Half-Fold**

C6829A 20 sheets

**HP Textured Greeting Cards, White, Half-Fold**

C7019A 20 sheets

**HP Linen Greeting Cards, White, Half-Fold**

C1788A 20 sheets

**HP Linen Greeting Cards, Ivory, Half-Fold**

C1787A 20 sheets

**HP Iron-On Transfers (for white fabrics)**

C6049A Letter, 12 sheets (U.S.)

C6050A A4, 12 sheets (Europe)

C6055A A4, 12 sheets (Asia Pacific)

HP Deskjet 6500 series printers

C7917A A4, 12 sheets (Japan)

### **HP Iron-On Transfers for Dark Fabric**

C1974A 6 sheets

### **HP Banner Paper**

C1820A Letter, 100 sheets (U.S.)

C1821A A4, 100 sheets (Europe)

### **HP Matte Photo and Project Paper**

Q5499A Letter, 50 sets

### **HP Glossy CD/DVD Labels**

Q5501A 25 sets

### **HP Matte CD/DVD Labels**

Q5500A 25 sets

## **11.2 USB cables**

Note: The availability of supplies varies by country/region.

C6518A HP USB A-B 2M cable

## **11.3 Accessories**

If an accessory is not included with your printer, it can be purchased separately from an authorized HP dealer.

Note: The availability of accessories varies by country/region.

### **Automatic Two-Sided Printing Accessory**

Q5712A Automatic Two-Sided Printing Accessory

### **Auto Two-Sided Print Accessory with Small Paper Tray**

Q3032A Auto Two-Sided Print Accessory with Small Paper Tray

HP Deskjet 6500 series printers

**250-Sheet Plain Paper Tray Accessory**

Q3447A 250-Sheet Plain Paper Tray Accessory

# 12 Specifications

- [Printer specifications](#)
- [Environmental statement](#)
- [Print cartridge recovery](#)

## 12.1 Printer specifications

See the reference guide that came with your printer for complete printer specifications, including the following information:

- Types, sizes, and weights of paper and other printing media that can be used with your printer
- Print speeds and resolutions
- Power requirements

## 12.2 Environmental statement

Hewlett-Packard continuously improves the design processes of its deskjet printers to minimize the negative impact on the office environment and on the communities where printers are manufactured, shipped, and used.

### Reduction and elimination

**Paper use:** The printer's [two-sided printing](#) capability reduces paper usage and the resulting demands on natural resources. In addition, the [print cancel button](#) allows the user to save paper by quickly canceling a print job as needed. Finally, this equipment is suitable for using recycled paper (in accordance with EN 12281:2002).

**Recycled paper:** All paper documentation for this printer is printed on recycled paper.

**Ozone:** Ozone-depleting chemicals such as CFCs have been eliminated from Hewlett-Packard's manufacturing processes.

### Recycling

Design for recycling has been incorporated into this printer. 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 gain access to quickly for efficient disassembly and repair.

**Printer packaging:** The packaging materials for this printer have been selected to provide maximum protection for the least cost possible, while attempting to minimize environmental impact and facilitate recycling. The rugged design of the HP Deskjet printer assists in minimizing both packaging materials and damage rates.

**Plastic parts:** All major plastics and plastic parts are marked according to international standards. All plastic parts used in the printer housing and chassis are technically recyclable and all use a single polymer.

**Product longevity:** To ensure the longevity of your HP Deskjet printer, HP provides the following:

- **Extended warranty:** Details can be found in the reference guide that came with your printer.
- **Product take-back:** To return this product to HP at the end of its useful life, go to [www.hp.com/recycle](http://www.hp.com/recycle). To return empty print cartridges to HP, see [print cartridge recovery](#).

Note: The extended warranty and product take-back options are not available in all countries/regions.

## Energy consumption

This printer was designed with energy conservation in mind. Not only does this save natural resources, but it also saves money without affecting the high performance of the printer.

This product qualifies for the ENERGY STAR® Program. ENERGY STAR is a voluntary program established to encourage the development of energy-efficient office products.



ENERGY STAR is a U.S. registered service mark of the U.S. Environmental Protection Agency. As an ENERGY STAR partner, Hewlett-Packard Company has determined that this product meets ENERGY STAR guidelines for energy efficiency.

**Energy consumption in standby mode:** See the reference guide for energy consumption specifications.

**Energy consumption in off-mode:** When the printer is off, an amount of energy is still being consumed. Energy consumption can be prevented by turning the printer power off, then disconnecting the end of the printer power cord from the electrical source.

## 12.3 Print cartridge recovery

Customers interested in recycling their genuine HP print cartridges can participate in HP's Planet Partner's Program for inkjet cartridges. HP offers this program in more countries/regions than any other inkjet cartridge manufacturer in the world. This program is provided as a free service to HP customers as an environmentally sound solution for these products at end-of-life.

To participate, simply follow the directions provided on the HP Web site at this address: [www.hp.com/recycle](http://www.hp.com/recycle). This service is not available in all countries/regions. Customers may be asked for their name, phone number, and address.

Because HP's unique recycling processes are very sensitive to material contamination, we cannot take back and recycle cartridges from other manufacturers. The end products of the recycling process are used in the manufacture of new products, and HP must ensure the composition of the material is consistent. To do that, we recycle only HP original cartridges. This program does not extend to refilled cartridges.

Returned cartridges are separated for purification into raw materials for use in other industries to manufacture new products. Examples of products made from recycled HP print cartridge materials include automobile parts, trays used in microchip fabrication processes, copper wire, steel plates, and the precious materials used in electronics. Depending on the model, HP is able to recycle up to 65% of the print cartridge by weight. The remaining parts that cannot be recycled (ink, foam, and composite parts) are disposed of in an environmentally responsible manner.

# 13 Notices

- [Notices and acknowledgements](#)
- [Terms and conventions](#)

## 13.1 Notices and acknowledgements

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## 13.2 Terms and conventions

The following terms and conventions are used in this user's guide.

### Terms

The HP Deskjet printer is also referred to as the **HP printer** or **printer** .

### Cautions, warnings, and notes

A **Caution** indicates possible damage to the HP Deskjet printer or to other equipment. For example:



## HP Deskjet 6500 series printers



Caution: Do not touch the print cartridge ink nozzles or copper contacts. Touching these parts will result in clogs, ink failure, and bad electrical connections.

A **Warning** indicates possible harm to you or to others. For example:



Warning: Keep both new and used print cartridges out of the reach of children.

A **Note** indicates that additional information is provided. For example:

Note: For great results use HP products.

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