HP LaserJet M9040/M9050 MFP
User Guide

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User Guide

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Product introduction

HP LaserJet M9040 MFP and HP LaserJet M9050 MFP
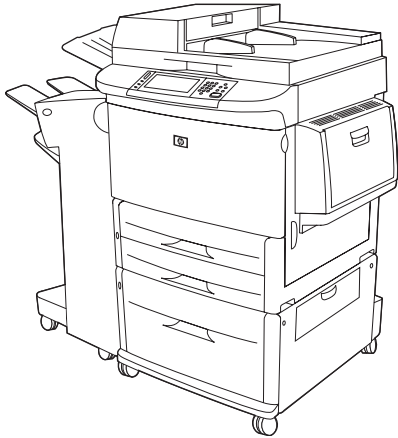
The HP LaserJet M9040 MFP and HP LaserJet M9050 MFP come standard with the following items:

- 100-sheet multipurpose input tray (tray 1)
- Two 500-sheet input trays
- One 2,000-sheet input tray
- Automatic document feeder (ADF)
- HP Jetdirect embedded print server for connecting to a 10/100/1000Base-TX network (Gigabit support)
- 384 megabytes (MB) of random access memory (RAM)
- Duplexer
- Hard drive
- Output device

Product features

The HP LaserJet M9040 MFP and HP LaserJet M9050 MFP are designed to be shared by a workgroup. The MFP is a standalone copier that does not require connection to a computer. With the exception of network printing, you can select all functions at the MFP control panel.

Functions

- Two-sided copying and printing
- Image modification
- Color digital sending
- Black-and-white printing and copying
- Wide-format printing
- Document finishing

Speed and throughput

- 50 images per minute (ipm) when scanning and printing on letter-size or International Standards Organization (ISO) A4-size paper (HP LaserJet M9050 MFP only)
- 40 ipm when scanning and printing on letter-size or ISO A4-size paper (HP LaserJet M9040 MFP only)
- 25% to 400% scalability when using the scanner glass
- 25% to 200% scalability when using the automatic document feeder (ADF)
- Transmit Once, Raster Image Processing (RIP) ONCE technology
- Eight-seconds to first page
- Duty cycle of up to 300,000 images per month
- 533 megahertz (MHz) microprocessor

Resolution

- 600 dots per inch (dpi) with Resolution Enhancement technology (REt)
- FastRes 1200 provides 1200 dpi quality at full speed
- Up to 220 levels of gray

Memory

- 384 megabytes (MB) of random-access memory (RAM), expandable to 512 MB by using industry standard 100-pin double data rate dual inline memory modules (DDR DIMMs)
- Memory Enhancement technology (MEt) that automatically compresses data to use RAM more efficiently

User interface

- Graphical display on control panel

- Embedded Web server to gain access to support and order supplies (for network-connected products)

- HP Toolbox software to provide MFP status and alerts and print internal information pages

Language and fonts

- HP Printer Command Language (PCL) 6

- HP PCL 5e for compatibility

- Printer Management Language

- 80 scalable TrueType typefaces

- HP postscript 3 emulation

Copying and sending

- Modes for text, graphics, and mixed text and graphics formats

- A job-interrupt feature (at copy boundaries)

- Multiple pages per sheet

- Operator attendance animations (for example, jam recovery)

- The ability to copy books

- E-mail compatibility

- A sleep feature that saves energy

- One-pass duplex scanning

Print cartridge

- No-shake cartridge design

- Authentic HP print cartridge detection

- Automatic seal tab removal

Paper-handling

- **Input**

  ◦ **Tray 1 (multipurpose tray):** A multipurpose tray for paper, transparencies, labels, and envelopes. Holds up to 100 sheets of paper or 10 envelopes.

  ◦ **Trays 2 and 3:** Two 500-sheet trays. These trays automatically detect standard paper sizes up to 11 x 17/A3 and allow printing on custom-size paper.

  ◦ **Tray 4 (2000-sheet input tray):** This tray automatically detects standard paper sizes up to 11 x 17/A3 and allows printing on custom-size paper.

- ◦ **Automatic Document Feeder (ADF):** Holds up to 100 sheets of Letter- or A4-size paper or 50 sheets of 11 x 17- or A3-size paper.

- ◦ **Duplex printing:** Provides two-sided printing (printing both sides of the paper).

- ● **Output**

  The MFP includes one of the following output choices.

  - ◦ **3000-sheet stacker:** Stacks up to 3,000 sheets of paper.

    Upper bin (face-up): Holds up to 100 sheets of paper.

    Lower bin (face-down): Holds up to 3,000 sheets of paper. The output bins are part of the output device.

  - ◦ **3000-sheet stapler/stacker:** Provides multiposition stapling for up to 50 sheets of paper per job, or a maximum job height of 5 mm (0.2 inch).

    Upper bin (face-up): Holds up to 100 sheets of paper.

    Lower bin (face-down): Holds up to 3,000 sheets of paper. The output bins are part of the output device.

  - ◦ **Multifunction finisher:** Provides 1,000 sheets of stacking capacity, stapling for as many as 50 sheets of paper per document, plus folding and saddle stitching of booklets that contain up to 10 sheets of paper.

    Upper bin (face-up and face-down): Holds up to 1,000 sheets of paper.

    Lower booklet bin: Holds up to 50 booklets.

  - ◦ **8-bin mailbox:** A stacker, collator, or job separator that also provides eight mailbox bins that can be assigned to individual users or workgroups for easy identification and retrieval. The 8-bin mailbox can stack up to 2,000 sheets of A4- or letter-size paper in all the bins.

    Upper bin (face-up): Holds up to 125 sheets of paper

    Bins 1 through 8 (face-down): Each holds up to 250 sheets of paper

Connectivity

- ● Hi-Speed USB 2.0 connection

- ● A Foreign Interface Harness (FIH) connection (AUX) for attaching third-party copy-control solutions.

- ● HP JetDirect 635n IPv6/IPSec Print Server. Local area network (LAN)-connector (RJ-45) for the embedded print server

- ● Optional analog fax card

- ● Optional HP Jetdirect EIO print server cards

  - ◦ HP JetDirect 625n gigabit Ethernet internal print server

  - ◦ IPV6/IPSec

Environmental features

- Sleep setting saves energy (meets Energy Star® guidelines, Version 1.0 HP LaserJet M9050 MFP only)

- Firmware updates provide the ability to upgrade the MFP firmware. To download the latest firmware, go to www.hp.com/go/ljm9040mfp_firmware or www.hp.com/go/ljm9050mfp_firmware and follow the onscreen instructions. To easily send firmware updates to multiple products, use the HP Web Jetadmin software (go to www.hp.com/go/webjetadmin).

- Internal hard disk can be used to store selected print jobs. It can support RIP ONCE technology, and can permanently store downloaded fonts and forms in the MFP. Unlike standard product memory, many items on the hard disk remain in the MFP even when the MFP is turned off. Fonts that are downloaded to the hard disk are available to all users of the MFP.

- Optional EIO hard disk accessory provides additional capacity for storing fonts and forms. The MFP does not use the EIO hard disk accessory for tasks such as RIP ONCE and stored jobs. The MFP uses the internal hard disk for these tasks. Both disks can be write-protected through software for additional security.

Security features

- Foreign Interface Harness

- Secure Disk Erase

- Security lock

- Job retention

- Front-panel authentication

Product walkaround

Figure 1-2 Product walkaround
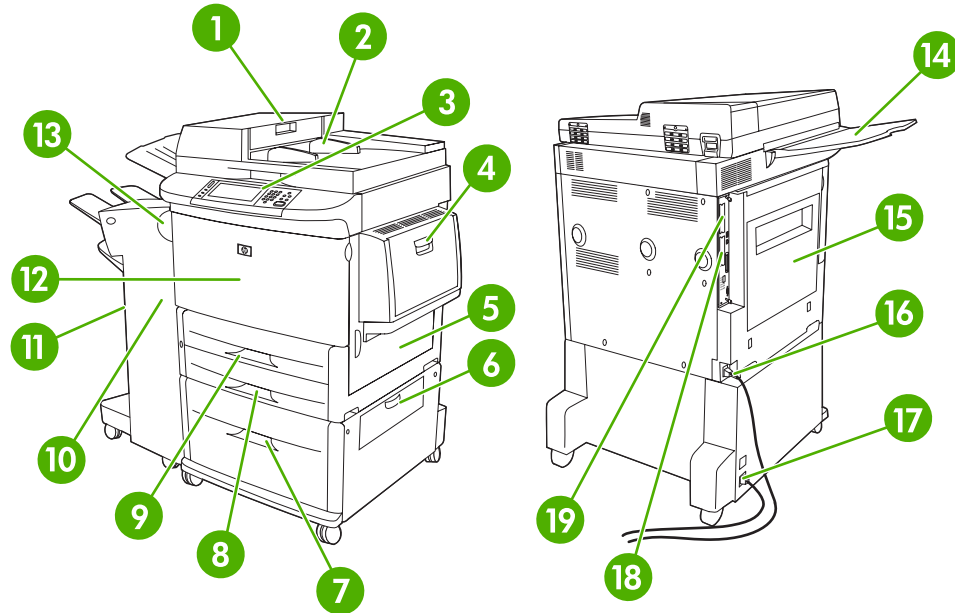
1	Document-feeder cover
2	Document feeder (ADF)
3	Control panel with touchscreen graphical display
4	Tray 1
5	Right door
6	Vertical transfer door
7	Tray 4
8	Tray 3
9	Tray 2
10	Left door (behind output device)
11	Output device
12	Front door
13	Duplex printing accessory (inside the MFP)
14	ADF output bin
15	Left door
16	Printer power cable
17	Tray 4 power cable
18	EIO slot 1
19	Copy processor EIO card

Output devices

This MFP comes with a 3000-sheet stacker, a 3000-sheet stapler/stacker, a multifunction finisher, or an 8-bin mailbox.

3,000-sheet stacker

- Stacks up to 3,000 sheets of A4- or letter-size paper

- Stacks up to 1,500 sheets of A3- or ledger-size paper

- Can offset jobs, or offset the first page of jobs

The lower bin (face-down bin) is the default bin for all output jobs.

3,000-sheet stapler/stacker

Paper handling features

- Stacks up to 3,000 sheets A4- or letter-size paper

- Stacks up to 1,500 sheets of A3- or ledger-size paper

- Can offset jobs, or offset the first page of jobs

The upper bin (face-up bin) is the default bin for all output jobs.

Stapling information

The 3,000-sheet stapler/stacker can staple documents that contain between two pages and 50 pages of 75 g/m2 (20 lb) paper, or equivalent 5 mm (0.2 inches). The pages must be 64 to 199 g/m^2 (17 to 53 lb) of all sizes that the MFP supports.

- Heavier media might have a stapling limit of fewer than 50 pages.

- Stapling will not be performed on less than two sheets or more than 50 though the MFP will copy or print the job.

Stapling is usually selected in your software program or printer driver. See Change printer-driver settings for more information. Where and how you make selections depends on your program or driver.

If the stapler cannot be selected in the program or printer driver, it can be selected through the MFP control panel. See Staple documents on page 104 for instructions.

Multifunction finisher

Paper handling features

- Stacks up to 1,000 sheets of A4- and letter-size paper or up to 500 sheets of A3- and 11 x 17-size paper

- Stacks up to 40 booklets of 5 sheets of A3- and ledger-size paper

- Can offset jobs

- Staples up to 50 sheets of paper per document of A4- and letter-size paper

- Staples up to 25 sheets of paper per document A3- and ledger-size paper

- Folds single pages

- Saddle-stitches and folds up to 40 booklets of 5 sheets stacked, or 20 booklets of 10 sheets stacked.

Stapling information

The finisher can staple documents that contain between two pages and 50 pages of 75 g/m2 (20 lb) A-4-or letter-size paper or 25 pages of A3- 11 x 17-size paper or equivalent to 5.5 mm (0.22 inches). The pages must be 64 to 199 g/m^2 (17 to 53 lb) of all sizes supported by the MFP.

Consider these additional points:

- The upper bin (stacker bin) can hold up to 1,000 sheets stacked (not stapled). The multifunction finisher can deliver jobs face up or face down to the upper bin.

- Heavier media might have a stapling limit of fewer than 50 pages.

If the job that you want stapled contains only one sheet, or if it contains more than 50 sheets, the multifunction finisher delivers the job without staples.

You can usually select the stapler in your software program or printer driver, although some options might be available only in the printer driver. See Change printer-driver settings for Windows on page 53 for more information. Where and how you make selections depends on your program or driver.

If the stapler cannot be selected in the program or printer driver, it can be selected through the MFP control panel. See Staple documents on page 104 for instructions.

Booklets

You can gain access to the booklet feature in some software programs, such as desktop publishing programs. See the user guide that came with your program for information about making booklets.

If you are using a program that does not support booklet making, you can create booklets by using the HP printer driver.

NOTE: HP recommends that you use your program to prepare and preview your document for printing, and then use the HP printer driver to print and saddle stitch your booklet.

Use the following steps to create a booklet by using the printer driver:

- Prepare your booklet: Arrange the pages on a sheet (called booklet imposition) to create a booklet. You can impose your booklet in your software program, or you can use the booklet-printing feature in printer driver.

- Add a cover: Add a cover to your booklet by selecting a different first page with a different paper type. You can also add a cover of the same paper type as your booklet. Booklet covers must be the same size as the rest of the sheets in the booklet. However, the cover can be a different weight from the rest of the booklet.

- Use saddle stitching: Paper must be fed into the MFP short edge first. The MFP prompts you for rotated paper. The multifunction finisher staples the center of your booklet (called saddle stitching). If your booklet contains only one sheet of paper, the multifunction finisher folds the sheet, but does not staple it. If the booklet contains more than one sheet of paper, the multifunction finisher staples the sheets, and then folds up to 10 sheets per booklet.

The booklet-printing feature of the multifunction finisher supports the saddle stitch and fold feature for the following paper sizes:

- A3

- A4-Rotated (A4-R)*

- Letter-Rotated (Letter-R)*

- Legal

- Ledger

See the *HP Multifunction Finisher User Guide* at www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp for more information about making booklets.

* A4-R and Letter-R are A4- and letter-size paper that is rotated 90˚ in the source tray.

8-bin mailbox

- Handles high-capacity output that increases the MFP output capacity to 2,000 sheets of standard media

- Uses the upper bin to provide 125 sheets of face-up stacking capacity

- Delivers printed jobs face-down to the eight face-down bins, and each bin provides 250 sheets of stacking capacity

- Offers stacking options in different operational modes: mailbox, stacker, job separator, and sorter/collator

For more information about the 8-bin mailbox, see the use guide that came with the 8-bin mailbox.

2 Control panel

- [Use the control panel](#)
- [Use the Administration menu](#)

Use the control panel

The control panel has a VGA touchscreen that provides access to all device functions. Use the buttons and numeric keypad to control jobs and the device status. The LEDs indicate overall device status.

Control-panel layout

The control panel includes a touchscreen graphical display, job-control buttons, a numeric keypad, and three light-emitting diode (LED) status lights.

Figure 2-1 Control panel
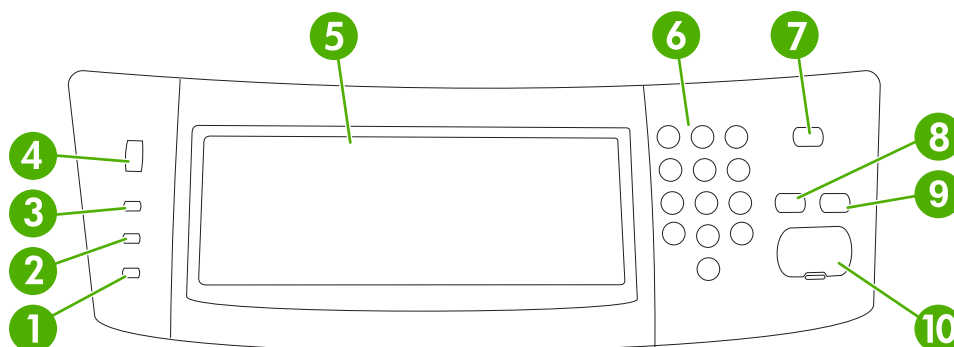
1	**Attention** light	The Attention light indicates that the device has a condition that requires intervention. Examples include an empty paper tray or an error message on the touchscreen.
2	**Data** light	The Data light indicates that the device is receiving data.
3	**Ready** light	The Ready light indicates that the device is ready to begin processing any job.
4	Brightness-adjustment dial	Roll the dial to control the brightness of the touchscreen.
5	Touchscreen graphical display	Use the touchscreen to open and set up all device functions.
6	Numeric keypad	Allows you to type numeric values for number of copies required and other numeric values.
7	Sleep button	If the device is inactive for a long period of time, it automatically enters a sleep mode. To place the device into sleep mode or to reactivate the device, press the Sleep button.
8	Reset button	Resets the job settings to factory or user-defined default values.
9	Stop button	Stops the active job. While stopped, the control panel shows the options for the stopped job (for example, if you press the Stop button while the device is processing a print job, the control panel message prompts you to cancel or resume the print job).
10	Start button	Begins a copy job, starts digital sending, or continues a job that has been interrupted.

Home screen

The home screen provides access to the device features, and it indicates the current status of the device.

NOTE: Depending on how the system administrator has configured the device, the features that appear on the home screen can vary.

Figure 2-2 Home screen

1	Features	Depending on how the system administrator has configured the device, the features that appear in this area can include any of the following items:
		● Copy
		● Fax (Optional)
		● E-mail
		● Secondary E-mail
		● Network Folder
		● Job Storage
		● Workflow
		● Supplies Status
		● Administration
2	Device status line	The status line provides information about the overall device status. Various buttons appear in this area, depending on the current status. For a description of each button that can appear in the status line, see Buttons on the touchscreen on page 14.
3	Copy count	The copy count box indicates the number of copies that the device is set to make.
4	Help button	Touch the Help button to open the embedded help system.
5	Scroll bar	Touch the up or down arrows on the scroll bar to see the complete list of available features.
6	Sign Out	Touch Sign Out to sign out of the device if you have signed in for access to restricted features. After you sign out, the device restores all options to the default settings.
7	Network Address	Touch Network Address to find information about the network connection.
8	Date and time	The current date and time appear here. The system administrator can select the format that the device uses to show the date and time, for example 12-hour format or 24-hour format.

Buttons on the touchscreen

The status line on the touchscreen provides information about the status of the device. Various buttons can appear in this area. The following table describes each button.

	Home button. Touch the home button to go to the Home screen from any other screen.
	Start button. Touch the Start button to begin the action for the feature that you are using. **NOTE:** The name of this button changes for each feature. For example, in the Copy feature, the button is named Start Copy.
	Error button. The error button appears whenever the device has an error that requires attention before it can continue. Touch the error button to see a message that describes the error. The message also has instructions for solving the problem.
	Warning button. The warning button appears when the device has a problem but can continue functioning. Touch the warning button to see a message that describes the problem. The message also has instructions for solving the problem.
	Help button. Touch the help button to open the built-in online Help system. For more information, see Control-panel help system on page 14.

Control-panel help system

The device has a built-in Help system that explains how to use each screen. To open the Help system, touch the Help button ( ) in the upper-right corner of the screen.

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu.

For screens that contain settings for individual jobs, the Help opens to a topic that explains the options for that screen.

If the device alerts you of an error or warning, touch the error ( ) or warning ( ) button to open a message that describes the problem. The message also contains instructions to help solve the problem.

Use the Administration menu

Use the administration menu to set up default device behavior and other global settings, such as the language and the format for date and time.

NOTE: Menus can be locked by the administrator. Contact the administrator if a menu or menu item is not available.

Navigate the Administration menu

From the Home screen, touch Administration to open the menu structure. You might need to scroll to the bottom of the Home screen to see this feature.

The Administration menu has several sub-menus, which are listed on the left side of the screen. Touch the name of a menu to expand the structure. A plus sign (+) next to a menu name means that it contains sub-menus. Continue opening the structure until you reach the option that you want to configure. To return to the previous level, touch Back.

To exit the Administration menu, touch the Home button ( ) in the upper-left corner of the screen.

The device has built-in Help that explains each of the features that are available through the menus. Help is available for many menus on the right-hand side of the touchscreen. Or, to open the global Help system, touch the Help button ( ) in the upper-right corner of the screen.

The tables in the sections that follow indicate the overall structure of each menu.

Information menu

Administration > Information

Use this menu to print information pages and reports that are stored internally on the device.

Table 2-1 Information menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Configuration Page	Administration Menu Map		Print	Shows the basic structure of the Administration menu and current administration settings.
	Configuration Page		Print	A set of configuration pages that show the current device settings.
	Supplies Status Page		Print	Shows the status of supplies such as cartridges, maintenance kit, and staples.
	Usage Page		Print	Shows information about the number of pages that have been printed on each paper type and size.
	File Directory		Print	A directory page that contains information for any mass-storage devices, such as flash drives, memory cards, or hard disks, that are installed in this device.
Fax Reports (only available if the HP LaserJet Analog Fax Accessory 300 is installed)	Fax Activity Log		Print	Contains a list of the faxes that have been sent from or received by this device.
	Fax Call Report	Fax Call Report	Print	A detailed report of the last fax operation, either sent or received.
		Thumbnail on Report	Yes	Choose whether or not to include a thumbnail of the first page of the fax on the report.
			No (default)	
		When to Print Report	Never auto print	
			Print after any fax job	
			Print after fax send jobs	
			Print after any fax error (default)	
			Print after send errors only	
			Print after receive errors only	
	Billing Codes Report		Print	A list of billing codes that have been used for outgoing faxes. This report shows how many sent faxes were billed to each code.
	Blocked Fax List		Print	A list of phone numbers that are blocked from sending faxes to this device.
	Speed Dial List		Print	Shows the speed dials that have been set up for this device.
Sample Pages/Fonts	PCL Font List		Print	A list of printer control language (PCL) fonts that are currently available on the device.
	PS Font List		Print	A list of postscript fonts that are currently available on the device.

Default Job Options menu

Administration > Default Job Options

Use this menu to define the default job options for each function. If the user does not specify the job options when creating the job, the default options are used.

The Default Job Options menu contains the following sub-menus:

● Default Options for Originals

● Default Copy Options

● Default Fax Options

● Default E-mail Options

● Default Send To Folder Options

● Default Print Options

Default Options for Originals

Administration > Default Job Options > Default Options for Originals

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-2 Default Options for Originals menu

Menu item	Values	Description
Paper Size	Select a paper size from the list.	Select the paper size that is most often used for copy or scan originals.
Number of Sides	1 (default)	Select whether copy or scan originals are most often single-sided or double-sided.
	2	
Orientation	Portrait (default)	Select the orientation that is most often used for copy or scan originals. Select Portrait if the short edge is at the top or select Landscape if the long edge is at the top.
	Landscape	
Optimize Text/Picture	Manually Adjust (default)	Use this setting to optimize the output for a particular type of original. You can optimize the output for text, pictures, or a mixture.
	Text	
	Printed Picture	If you select Manually Adjust, you can specify the mix of text and pictures that will most often be used.
Image Adjustment	Darkness	Use this setting to optimize the output for darker or lighter originals that you scan or copy.
	Background Cleanup	Increase the Background Cleanup setting to remove faint images from the background or to remove a light background color.
	Sharpness	Adjust the Sharpness setting to clarify or soften the image.
Heavy Originals	Normal	This setting is important for jobs that use the ADF. Changing this setting adjusts the tension on heavy paper as it moves through the scanning area. It can affect output quality for papers that weigh more than 100 g/m^2.
	Heavy Paper	

Default Copy Options

Administration > Default Job Options > Default Copy Options

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-3 Default Copy Options menu

Menu item	Sub-menu item	Values	Description
Number of Copies		Type the number of copies. The factory default setting is 1.	Set the default number of copies for a copy job.
Number of Sides		1 (default) 2	Set the default number of sides for copies.
Staple/Collate	Staple	None (default) Staple options	Set up options for stapling and collating sets of copies. When you make multiple copies of a document, collating places the pages in the correct order, one set at a time, rather than placing all copies of each page next to each other.
	Collate	Off On (default)	
Output Bin		Bin numbers/name	Select the default output bin, if applicable, for copies.
Edge-To-Edge		Normal (recommended) (default) Edge-To-Edge Output	If the original document is printed close to the edges, use the Edge-To-Edge feature to avoid shadows that can appear along the edges. Combine this feature with the Reduce/Enlarge feature to ensure that the entire page is printed on the copies.
Auto Include Margins		Off (default) On	Select this feature to ensure that the entire image appears on the copy, including any content that is close to the edges. If necessary, the device shrinks the image slightly, depending on the size of the printable area on the paper.

Default Fax Options

Administration > Default Job Options > Default Fax Options

📝 **NOTE:** This menu is only available if the HP LaserJet Analog Fax Accessory 300 is installed.

Table 2-4 Fax Send menu

Menu item	Sub-menu item	Values	Description
Resolution		Standard (100x200dpi) (default)	Set the resolution for sent documents. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
		Fine (200x200dpi)	
		Superfine (300x300dpi)	
Fax Header		Prepend (default)	Select the position of the fax header on the page.
		Overlay	Select Prepend to print the fax header above the fax content and move the fax content down on the page. Select Overlay to print the fax header over the top of the fax contents without moving the contents down. Using Overlay could prevent a single-page fax from flowing onto another page.

Table 2-5 Fax Receive menu

Menu item	Values	Description
Fax Forwarding	Fax Forwarding Change PIN	To forward received faxes to another fax device, select Fax Forwarding and Custom. Then type the number of the other fax device into the Forward to Number field. When you select this menu item for the first time, you are prompted to set up a PIN. Type that PIN every time you use this menu. This is the same PIN that is used to access the Fax Printing menu. This PIN is exactly four digits.
Stamp Received Faxes	Enabled Disabled (default)	Add the date, time, senders phone number, and page number to each page of the faxes that this device receives.
Fit to Page	Enabled (default) Disabled	Shrink faxes that are larger than Letter-size or A4-size so that they can fit onto a Letter-size or A4-size page. If it this feature set to Disabled, faxes larger than Letter or A4 will flow across multiple pages.
Fax Paper Tray	Select Automatic or a specific tray.	Select the tray that holds the size and type of paper that you want to use for incoming faxes.
Output Bin	<Binname>	Select the default output bin, if applicable, to use for faxes.

Default E-mail Options

Administration > Default Job Options > Default E-mail Options

Use this menu to set default options for e-mails that are sent from the device.

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Menu item	Values	Description
Document File Type	PDF (default)	Choose the file format for the e-mail.
	JPEG	
	TIFF	
	M-TIFF	
Output Quality	High (large file)	Choosing higher quality for output increases the size of the output file.
	Medium (default)	
	Low (small file)	
Resolution	300 DPI	Use this feature to select the resolution. Use a lower setting to create smaller files.
	200 DPI	
	150 DPI (default)	
	75 DPI	
Color/Black	Color scan (default)	Specify whether the e-mail will be in black or in color.
	Black/white scan	
TIFF Version	TIFF 6.0 (default)	Use this feature to specify the TIFF version to use when saving scanned files.
	TIFF (Post 6.0)	

Default Send to Folder Options

Administration > Default Job Options > Default Send to Folder Options

Use this menu to set default options for scan jobs sent to the computer.

NOTE: Values shown with "(default)" are the factory-default values. Some menu items have no default.

Menu item	Values	Description
Color/Black	Color scan	Specify whether the file will be in black or in color.
	Black/white scan (default)	
Document File Type	PDF (default)	Choose the file format for the file.
	M-TIFF	
	TIFF	
	JPEG	
TIFF Version	TIFF 6.0 (default)	Use this feature to specify the TIFF version to use when saving scanned files.
	TIFF (post 6.0)	
Output Quality	High (large file)	Choosing higher quality for output increases the size of the output file.
	Medium (default)	
	Low (small file)	
Resolution	75 DPI	Use this feature to select the resolution. Use a lower setting to create smaller files.
	150 DPI (default)	
	200 DPI	
	300 DPI	
	400 DPI	
	600 DPI	

Default Print Options

Administration > Default Job Options > Default Print Options

Use this menu to set default options for jobs that are sent from a computer.

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-6 Default Print Options menu

Menu item	Sub-menu item	Values	Description
Copies Per Job		Type a value.	Use this feature to set the default number of copies for print jobs.
Default Paper Size		(List of supported sizes.)	Choose a paper size.
Default Custom Paper Size	Unit of measure	Millimeters Inches	Configure the default paper size that is used when the user selects Custom as the paper size for a print job.
	X Dimension		Configure the width measurement for the Default Custom Paper Size.
	Y Dimension		Configure the height measurement for the Default Custom Paper Size.
Output Bin		<Binname>	Select the default output bin for print jobs.
Print Sides		1-sided (default) 2-sided	Use this feature to select whether print jobs should be single-sided or double-sided by default.
2-Sided Format		Long edge Short edge	Use this feature to configure the default style for 2-sided print jobs. If Long edge is selected, the back side of the page is printed the right way up. This option is for print jobs that are bound along the left edge. If Short edge is selected, the back side of the page is printed upside-down. This option is for print jobs that are bound along the top edge.

Time/Scheduling menu

Administration > Time/Scheduling

Use this menu to set options for setting the time and for setting the device to enter and exit sleep mode.

NOTE: Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-7 Time/Scheduling menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Date/Time	Date Format		YYYY/MMM/DD (default)	Use this feature to set the current date and time, and to set the date format and time format that are used to time-stamp outgoing faxes.
			MMM/DD/YYYY	
			DD/MMM/YYYY	
	Date	Month		
		Day		
		Year		
	Time Format		12 hour (AM/PM) (default)	
			24 hour	
	Time	Hour		
		Minute		
		AM		
		PM		
Time Zone				Use this feature to set the time zone for your location and to select whether the device should automatically adjust for daylight-saving time.
Sleep Delay			1 Minute	Use this feature to select the time interval that the device should remain inactive before entering Sleep Mode.
			20 minutes	
			30 minutes	
			45 minutes (default)	
			1 hour (60 minutes)	
			90 minutes	
			2 hours	
			4 hours	
Wake Time	Monday		Off (default)	Select Custom to set a wake time for each day of the week. The device exits sleep mode according to this schedule. Using a sleep schedule helps conserve energy and prepares the device for use so that users do not have to wait for it to warm up.
	Tuesday		Custom	
	Wednesday			
	Thursday			

Table 2-7 Time/Scheduling menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Friday			
	Saturday			
	Sunday			
Sleep Time	Monday		Off (default)	Select Custom to set a sleep time for each day of the week. The device is put in sleep mode according to this schedule. Using a sleep schedule helps conserve energy.
	Tuesday		Custom	
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
Fax Printing (only available if the HP LaserJet Analog Fax Accessory 300 is installed)	Fax Printing Mode		Store all received faxes Print all received faxes (default) Use Fax Printing Schedule	If you have concerns about the security of private faxes, use this feature to store faxes rather than having them automatically print by creating a printing schedule. For the fax printing schedule, the control panel prompts you to select days and times to print faxes.
	Change PIN			Select Change PIN to change the PIN number that users must provide to access the Fax Printing menu and the Fax Forwarding menu. This PIN is exactly four digits.

Management menu

Administration > Management

Use this menu to set up global device-management options.

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-8 Management menu

Menu item	Sub-menu item	Values	Description
Network Address Button		Display (default)	Select this option to display the Network Address button on the control-panel home screen.
		Hide	
Stored Job Management	Quick Copy Job Storage Limit	Select the maximum number of jobs to store	Use this menu to view and manage any jobs that are stored on the device.
	Quick Copy Job Held Timeout	Off (default)	
		1 Hour	
		4 hours	
		1 Day	
		1 Week	
Sleep mode		Disable	Use this feature to customize the sleep mode settings for this device.
		Use Sleep Delay (default)	Select Use Sleep Delay to set the device to enter sleep mode after the delay that is specified in the Time/Scheduling menu.
Manage Supplies	Replace black cartridge	Stop at low	Use this menu to carry out administrative supply management tasks such as changing the threshold when supplies should be ordered.
		Stop at out	
		Override at out (default)	
	Supply Low/Order Threshold	Select a value in the range.	

Initial Setup menu

Administration > Initial Setup

The Initial Setup menu contains the sub-menus shown:

- Networking and I/O menu

- Fax Setup menu

- E-mail Setup menu

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Networking and I/O

Administration > Initial Setup > Networking and I/O

Table 2-9 Networking and I/O

Menu item	Sub-menu item	Values	Description
I/O Timeout		Select a value in the range. The factory default setting is 15 seconds.	I/O timeout refers to the elapsed time before a print job fails. If the stream of data that the device receives for a print job gets interrupted, this setting indicates how long the device will wait before it reports that the job has failed.
Embedded Jetdirect	See Table 2-10 Jetdirect menus on page 26 for the list of options.		
EIO <X> Jetdirect			

Table 2-10 Jetdirect menus

Menu item	Sub-menu item	Sub-menu item	Values and Description
TCP/IP	Enable		Off: Disable the TCP/IP protocol. On (default): Enable the TCP/IP protocol.
	Host Name		An alphanumeric string, up to 32 characters, used to identify the device. This name is listed on the HP Jetdirect configuration page. The default host name is NPIxxxxxx, where xxxxxx is the last six digits of the LAN hardware (MAC) address.
	IPV4 Settings	Config Method	Specifies the method by which TCP/IPv4 parameters for the HP Jetdirect print server will be configured. Bootp: Use BootP (Bootstrap Protocol) for automatic configuration from a BootP server. DHCP (Default): Use DHCP (Dynamic Host Configuration Protocol) for automatic configuration from a DHCPv4 server. If selected and a DHCP lease exists, DHCP Release and DHCP Renew menus are available to set DHCP lease options. Auto IP: Use automatic link-local IPv4 addressing. An address in the form 169.254.x.x is assigned automatically.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
			Manual: Use the Manual Settings menu to configure TCP/IPv4 parameters.
		DHCP Release	This menu appears if Config Method was set to DHCP and a DHCP lease for the print server exists.
			No (default): The current DHCP lease is saved.
			Yes: Release the current IP address. Note that the printer will lose network connectivity until it reboots at which point it may have a new address.
		DHCP Renew	This menu appears if Config Method was set to DHCP and a DHCP lease for the print server exists.
			No (default): The print server does not request to renew the DHCP lease.
			Yes: The print server renews the lease on it's IP address.
		Manual Settings	(Available only if Config Method is set to Manual) Configure parameters directly from the printer control panel:
			IP Address: The unique IP address of the printer (n.n.n.n), where n is a value from 0 to 255.
			Subnet Mask: The subnet mask for the printer (m.m.m.m), where m is a value from 0 to 255.
			Syslog Server: The IP address of the syslog server used to receive and log syslog messages.
			Default Gateway: The IP address of the gateway or router used for communications with other networks.
			Idle Timeout: The time period, in seconds, after which an idle TCP print data connection is closed (default is 270 seconds, 0 disables the timeout).
		Default IP	Specify the IP address to default to when the print server is unable to obtain an IP address from the network during a forced TCP/IP reconfiguration (for example, when manually configured to use BootP or DHCP).
			Auto IP: A link-local IP address 169.254.x.x is set.
			Legacy: The address 192.0.0.192 is set, consistent with older HP Jetdirect devices.
		Primary DNS	Specify the IP address (n.n.n.n) of a Primary DNS Server.
		Secondary DNS	Specify the IP address (n.n.n.n) of a Secondary Domain Name System (DNS) Server.
	IPV6 Settings	Enable	Use this item to enable or disable IPv6 operation on the print server.
			Off (default): IPv6 is disabled.
			On: IPv6 is enabled.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
		Address	Use this item to manually configure an IPv6 address.
			Manual Settings: Use the Manual Settings menu to enable and manually configure a TCP/ IPv6 address.
		DHCPV6 Policy	Router Specified (Default): The stateful auto-configuration method to be used by the print server is determined by a router. The router specifies whether the print server obtains its address, its configuration information, or both from a DHCPv6 server.
			Router Unavailable: If a router is not available, the print server should attempt to obtain its stateful configuration from a DHCPv6 server.
			Always: Whether or not a router is available, the print server always attempts to obtain its stateful configuration from a DHCPv6 server.
		Primary DNS	Use this item to specify an IPv6 address for a primary DNS server that the print server should use.
		Manual Settings	Use this item to manually set IPv6 addresses on the print server.
			Enable: Select this item and choose On to enable manual configuration, or Off to disable manual configuration.
			Address: Use this item to type a 32 hexadecimal digit IPv6 node address that uses the colon hexadecimal syntax.
	Proxy Server		Specifies the proxy server to be used by embedded applications in the device. A proxy server is typically used by network clients for Internet access. It caches Web pages, and provides a degree of Internet security, for those clients.
			To specify a proxy server, enter its IPv4 address or fully-qualified domain name. The name can be up to 255 octets.
			For some networks, you may need to contact your Independent Service Provider (ISP) for the proxy server address.
	Proxy Port		Type the port number used by the proxy server for client support. The port number identifies the port reserved for proxy activity on your network, and can be a value from 0 to 65535.
IPX/SPX	Enable		Off: Disable the IPX/SPX protocol.
			On (default): Enable the IPX/SPX protocol.
	Frame Type		Selects the frame-type setting for your network.
			Auto (Default): Automatically sets and limits the frame type to the first one detected.
			EN_8023, EN_II, EN_8022, and EN_SNAP: Frame-type selections for Ethernet networks.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
A Talk	Enable		Off : Disable the AppleTalk protocol.
			On (default): Enable the AppleTalk protocol.
DLC/LLC	Enable		Off : Disable the DLC/LLC protocol.
			On (default): Enable the DLC/LLC protocol.
Security	Print Sec Page		Yes: Prints a page that contains the current security settings on the HP Jetdirect print server.
			No (default): A security settings page is not printed.
	Secure Web		For configuration management, specify whether the embedded Web server will accept communications using HTTPS (Secure HTTP) only, or both HTTP and HTTPS.
			HTTPS Required (Default): For secure, encrypted communications, only HTTPS access is accepted. The print server will appear as a secure site.
			HTTP/HTTPS optional: Access using either HTTP or HTTPS is permitted.
	IPsec or Firewall		Specify the IPsec or Firewall status on the print server.
			Keep: IPsec/Firewall status remains the same as currently configured.
			Disable (Default): IPsec/Firewall operation on the print server is disabled.
	Reset Security		Specify whether the current security settings on the print server will be saved or reset to factory defaults.
			No (default): The current security settings are maintained.
			Yes: Security settings are reset to factory defaults.
Diagnostics	Embedded Test		This menu provides tests to help diagnose network hardware or TCP/IP network connection problems.
			Embedded tests help to identify whether a network fault is internal or external to the device. Use an embedded test to check hardware and communication paths on the print server. After you select and enable a test and set the execution time, you must select Execute to initiate the test.
			Depending on the execution time, a selected test runs continuously until either the device is turned off, or an error occurs and a diagnostic page is printed.
		LAN HW Test	CAUTION: Running this embedded test will erase your TCP/IP configuration.
			This test performs an internal loopback test. An internal loopback test will send and receive packets only on the internal network hardware. There are no external transmissions on your network.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
			Select Yes to choose this test, or No to not choose it.
		HTTP Test	This test checks operation of HTTP by retrieving predefined pages from the device, and tests the embedded Web server.
			Select Yes to choose this test, or No to not choose it.
		SNMP Test	This test checks operation of SNMP communications by accessing predefined SNMP objects on the device.
			Select Yes to choose this test, or No to not choose it.
		Select All Tests	Use this item to select all available embedded tests.
			Select Yes to choose all tests. Select No to select individual tests.
		Data Path Test	This test helps to identify data path and corruption problems on an HP postscript level 3 emulation device. It sends a predefined PS file to the device, However, the test is paperless; the file will not print.
			Select Yes to choose this test, or No to not choose it.
		Execution Time [H]	Use this item to specify the length of time (in hours) that an embedded test will be run. You can select a value from 1 to 60 hours. If you select zero (0), the test runs indefinitely until an error occurs or device is turned off.
			Data gathered from the HTTP, SNMP, and Data Path tests is printed after the tests have completed.
		Execute	No*: Do not initiate the selected tests.
			Yes: Initiate the selected tests.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
	Ping Test		This test is used to check network communications. This test sends link-level packets to a remote network host, then waits for an appropriate response. To run a ping test, set the following items:
		Dest Type	Specify whether the target device is an IPv4 or IPv6 node.
		Dest IP	IPV4: Type the IPv4 address.
			IPV6: Type the IPv6 address.
		Packet Size	Specify the size of each packet, in bytes, to be sent to the remote host. The minimum is 64 (default) and the maximum is 2048.
		Timeout	Specify the length of time, in seconds, to wait for a response from the remote host. The default is 1 and the maximum is 100.
		Count	Specify the number of ping test packets to send for this test. Select a value from 1 to 100. To configure the test to run continuously, select 0.
		Print Results	If the ping test was not set for continuous operation, you can choose to print the test results. Select Yes to print results. If you select No (default), results are not printed.
		Execute	Specify whether to initiate the ping test. Select Yes to initiate the test, or No to not run the test.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
	Ping Results		Use this item to view the ping test status and results using the control panel display. You can select the following items:
		Packets Sent	Shows the number of packets (0 - 65535) sent to the remote host since the most recent test was initiated or completed.
		Packets Received	Shows the number of packets (0 - 65535) received from the remote host since the most recent test was initiated or completed.
		Percent Lost	Shows the percent of ping test packets that were sent with no response from the remote host since the most recent test was initiated or completed.
		RTT Min	Shows the minimum detected roundtrip- time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		RTT Max	Shows the maximum detected roundtrip- time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		RTT Average	Shows the average round-trip-time (RTT), from 0 to 4096 milliseconds, for packet transmission and response.
		Ping In Progress	Shows whether a ping test is in progress. Yes indicates a test in progress, and No indicates that a test completed or was not run.
		Refresh	When viewing the ping test results, this item updates the ping test data with current results. Select Yes to update the data, or No to maintain the existing data. However, a refresh automatically occurs when the menu times out or you manually return to the main menu.
Link Speed			The link speed and communication mode of the print server must match the network. The available settings depend on the device and installed print server. Select one of the following link configuration settings: **CAUTION:** If you change the link setting, network communications with the print server and network device might be lost. Auto (default): The print server uses auto-negotiation to configure itself with the highest link speed and communication mode allowed. If auto-negotiation fails, either 100TX HALF or 10TX HALF is set depending on the detected link speed of the hub/switch port. (A 1000T half-duplex selection is not supported.) 10T Half: 10 Mbps, half-duplex operation. 10T Full: 10 Mbps, Full-duplex operation. 100TX Half: 100 Mbps, half-duplex operation. 100TX Full: 100 Mbps, full-duplex operation. 100TX Auto: Limits auto-negotiation to a maximum link speed of 100 Mbps.

Table 2-10 Jetdirect menus (continued)

Menu item	Sub-menu item	Sub-menu item	Values and Description
			1000TX Full: 1000 Mbps, full-duplex operation.
Print Protocols			Use this item to print a page that lists the configuration of the following protocols: IPX/SPX, Novell NetWare, AppleTalk, DLC/LLC.

Fax Setup

Administration > Initial Setup > Fax Setup

📝 **NOTE:** This menu is only available if the HP LaserJet Analog Fax Accessory 300 is installed.

Table 2-11 **Fax Setup menu**

Menu item	Sub-menu item	Sub-menu item	Values	Description
Required Settings	Country/Region		(Countries/regions listed)	Configure the settings that are legally required for outgoing faxes.
	Date/Time			
	Fax Header Information	Phone Number		
		Company Name		
PC Fax Send			Disabled	Use this feature to enable or disable PC Fax Send. PC Fax Send enables users to send faxes through the device from their computers if they have the Send Fax driver installed.
			Enabled (default)	

Table 2-11 Fax Setup menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
Fax Send Settings	Fax Dial Volume		Off Low (default) High	Use this feature to set the volume of the tones that you hear while the device dials the fax number.
	Error Correction Mode		Enabled (default) Disabled	When Error Correction Mode is enabled and an error occurs during fax transmission, the device sends or receives the error portion again.
	JBIG Compression		Enabled (default) Disabled	JBIG compression reduces fax-transmission time, which can result in lower phone charges. However, using JBIG compression sometimes causes compatibility problems with older fax machines. If this occurs, turn off JBIG compression.
	Maximum Baud Rate		Select a value from the list. The default is 33.6K.	Use this feature to set the maximum baud rate for receiving faxes. This can be used as a diagnostic tool for troubleshooting fax problems.
	TCF T.30 Delay Timer		Default (default) Custom	This setting should be left at the default value and only changed when directed by an HP technical support agent. Adjustment procedures associated with this setting are beyond the scope of this guide.
	TCF Extend		Default (default) Custom	This setting should be left at the default value and only changed when directed by an HP technical support agent. Adjustment procedures associated with this setting are beyond the scope of this guide.
	Dialing Mode		Tone (default) Pulse	Select whether the device should use tone or pulse dialing.
	Redial On Busy		The range is between 0 and 9. The factory default is 3 times.	Type the number of times the device should attempt to redial if the line is busy.
	Redial On No Answer		Never (default) Once Twice	Use this feature to specify the number of times the device should attempt to dial if the recipient fax number does not answer. **NOTE:** Twice is available in locations other than the United States and Canada.

Table 2-11 Fax Setup menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	Redial Interval		The range is between 1 and 5 minutes. The factory default is 5 minutes.	Use this feature to specify the number of minutes between dialing attempts if the recipient number is busy or not answering.
	Detect Dial Tone		Enabled Disabled (default)	Use this feature to specify whether the device should check for a dial tone before sending a fax.
	Dialing Prefix		Off (default) Custom	Use this feature to specify a prefix number that must be dialed when sending faxes from the device.
	Billing Codes		Off (default) Custom	When billing codes are enabled, a prompt appears that asks the user to enter the billing code for an outgoing fax. The range is between 1 and 16 digits. The default is 1 digit.
Fax Receive Settings	Rings To Answer		The range varies by location. The factory default is 2 rings.	Use this feature to specify the number of rings that must occur before the fax modem answers.
	Ring Interval		Default (default) Custom	This setting is used to adjust for some PBX ring signals. Change this setting only when directed by an HP technical support agent.
	Ring Frequency		Default (default) Custom	This setting should be left at the default value and only changed when directed by an HP technical support agent. Adjustment procedures associated with this setting are beyond the scope of this guide.
	Ringer Volume		Off Low (default) High	Set the volume for the fax ring-tone.
	Blocked Fax Numbers	Add Blocked Numbers	Type the fax number to add.	Use this feature to add or delete numbers from the blocked fax list. The blocked fax list can contain up to 30 numbers. When the device receives a call from one of the blocked fax numbers, it deletes the incoming fax. It also logs the blocked fax in the activity log along with job-accounting information.
		Remove Blocked Numbers	Select a fax number to remove.	
		Clear All Blocked Numbers	No (default) Yes	

E-mail Setup

Administration > Initial Setup > E-mail Setup

Use this menu to enable the e-mail feature and to configure basic e-mail settings.

NOTE: To configure advanced e-mail settings, use the embedded Web server. For more information, see Embedded Web server on page 152.

Table 2-12 E-mail Setup menu

Menu item	Values	Description
Address Validation	On (default) Off	This option enables the device to check e-mail syntax when you type an e-mail address. Valid e-mail addresses require the "@" sign and a ".".
Find Send Gateways		Search the network for SMTP gateways that the device can use to send e-mail.
SMTP Gateway	Enter a value.	Specify the IP address of the SMTP gateway that is used to send e-mail from the device.
Test Send Gateway		Test the configured SMTP gateway to see if it is functional.

Send Setup menu

Administration > Initial Setup > Send Setup

Table 2-13 Send Setup menu

Menu item	Values	Description
Replicate MFP	Enter a value (IP Address).	Copy the local Send settings from one device to another.
Allow Transfer to New DSS	Off On (default)	Use this feature to allow the transfer of the device from one HP Digital Sending Software (DSS) server to another. HP DSS is a software package that handles digital sending tasks such as faxing, e-mail, and sending a scanned document to a network folder.
Allow Use of Digital Send Service	Off On (default)	This feature allows you to configure the device for use with an HP Digital Sending Software (DSS) server.
Fax Number Confirmation	Disable (default) Enable	Enable fax number confirmation for fax numbers that are entered at the device control panel. When fax number confirmation is enabled, the fax number must be entered twice to ensure that it was entered correctly.
Fax Number Speed Dial Matching	Disable (default) Enable	If this feature is enabled, the MFP tries to match any fax number entered with existing entries in the speed dial list. If a match is found, you can confirm the match and have the MFP complete the faxing action automatically.

Device Behavior menu

Administration > Device Behavior

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-14 Device Behavior menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Language			Select the language from the list.	Use this feature to select a different language for control-panel messages. When you select a new language, the keyboard layout might also change.
Key Press Sound			On (default) Off	Use this feature to specify whether you hear a sound when you touch the screen or press buttons on the control panel.
Inactivity Timeout			Type a value between 10 and 300 seconds. The factory default is 60 seconds.	Use this feature to specify the amount of time that elapses between any activity on the control panel and the device resetting to the default settings.
Warning/Error Behavior	Clearable Warnings		On Job (default)	Use this feature to set the amount of time that a clearable warning appears on the control panel.
	Continuable Events		Auto continue (10 seconds) (default) Press OK to continue	Use this option to configure the device behavior when the device encounters certain errors.
	Jam Recovery		Auto (default) On Off	Use this feature to configure how the device handles pages that are lost during a jam.
Tray Behavior	Use Requested Tray		Exclusively (default) First	Use this feature to control how the device handles jobs that have specified a specific input tray.
	Manually Feed Prompt		Always (default) Unless Loaded	Use this feature to indicate whether a prompt should appear when the type or size for a job does not match the specified tray and the device pulls from the multipurpose tray instead.
	PS Defer Media		Enabled (default) Disabled	Use this feature to choose either the postscript (PS) or HP paper-handling model.
	Use Another Tray		Enabled (default) Disabled	Use this feature to turn on or off the control-panel prompt to select another tray when the specified tray is empty.
	Size/Type Prompt		Display Do not display (default)	Use this feature to control whether the tray configuration message appears whenever a tray is opened or closed.
	Duplex Blank Pages		Auto (default) Yes	Use this feature to control how the device handles two-sided jobs (duplexing).

Table 2-14 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
[output device menu] NOTE: This menu varies depending on the output device installed.				Use this menu to set the finishing options for the installed output device.
General Copy Behavior	Hold Off Print Job		On Off	Prevents print jobs from beginning to print while a walk-up user is setting up a job.
	Hold Off Time			Prevents non-copy print jobs from starting for a specified time after a copy job is completely printed.
	Scan Ahead		Enabled (default) Disabled	Use this feature to turn on no-wait scanning. With Scan Ahead enabled, the pages in the original document are scanned to disk and held until the device becomes available.
	Auto Print Interrupt		Enabled Disabled (Default)	When this feature is enabled, copy jobs can interrupt print jobs that are set to print multiple copies. The copy job is inserted into the print queue at the end of one copy of the print job. After the copy job is complete, the device continues printing the remaining copies of the print job.
	Copy Interrupt		Enabled Disabled (Default)	When this feature is enabled, a copy job that is currently printing can be interrupted when a new copy job is started. You are prompted to confirm that you want to interrupt the current job.
	Alternative Letterhead Mode		Off (default) On	Enable this feature to load letterhead or preprinted paper into the tray the same way for all copy jobs, whether you are copying to one side of the sheet or to both sides of the sheet. When this option is selected, load the paper as you would for printing on both sides. The device speed slows to the speed required for printing on both sides.

Table 2-14 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
General Printing Behavior	Override A4/Letter		No Yes (default)	Use this feature to print on letter-size paper when an A4 job is sent but no A4-size paper is loaded in the device (or to print on A4 paper when a letter-size job is sent but no letter-size paper is loaded). This option will also override A3 with ledger-size paper and ledger with A3-size paper.
	Manual Feed		Enabled Disabled (default)	When this feature is enabled, the user can select manual feed from the control panel as the paper source for a job.
	Edge-To-Edge Override		Enabled Disabled (default)	Use the feature to turn the edge-to-edge mode on or off for all print jobs. This mode can be overridden inside a print job by an edge-to-edge PJL variable.
	Courier Font		Regular (default) Dark	Use this feature to select which version of the Courier font you want to use.
	Wide A4		Enabled Disabled (default)	Use this feature to change the printable area of A4-size paper. If you enable this option, eighty 10-pitch characters can be printed on a single line of A4 paper.
	Print PS Errors		Enabled Disabled (default)	Use this feature to select whether a postscript (PS) error page is printed when the device encounters a PS error.
	Print PDF Errors		Enabled (default) Disabled	Use this feature to select whether a PDF error page is printed when the device encounters a PDF error.
	Personality		Auto (default) PCL PDF PS	Select the printer language that the device should use. Normally you should not change the language. If you change the setting to a specific language, the device does not automatically switch from one language to another unless specific software commands are sent to the device.

Table 2-14 Device Behavior menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
	PCL	Form Length	Type a value between 5 and 128 lines. The factory default is 60 lines.	PCL is a set of printer commands that Hewlett-Packard developed to provide access to printer features.
		Orientation	Portrait (default) Landscape	Select the orientation that is most often used print jobs. Select Portrait if the short edge is at the top or select Landscape if the long edge is at the top.
		Font Source	Select the source from the list.	Use this feature to select the font source for the user-defined soft default font.
		Font Number	Type the font number. The range is between 0 and 999. The factory default is 0.	Use this feature to specify the font number for the user-soft default font using the source that is specified in the Font Source menu item. The device assigns a number to each font and lists it on the PCL font list (available from the Administration menu).
		Font Pitch	Type a value between 0.44 and 99.99. The factory default is 10.00.	If Font Source and Font Number indicate a contour font, then use this feature to select a default pitch (for a fixed-spaced font).
		Font Point Size	Type a value between 4.00 and 999.75. The factory default is 12.00.	If Font Source and Font Number indicate a contour font, then use this feature to select a default point size (for a proportional-spaced font).
		Symbol Set	PC-8 (default) (50 additional symbol sets from which to choose)	Use this feature to select any one of several available symbol sets from the control panel. A symbol set is a unique grouping of all the characters in a font.
		Append CR to LF	No (default) Yes	Use this feature to configure whether a carriage return (CR) is appended to each line feed (LF) encountered in backwards-compatible PCL jobs (pure text, no job control).
		Suppress Blank Pages	No (default) Yes	This option is for users who are generating their own PCL, which could include extra form feeds that would cause blank pages to be printed. When Yes is selected, form feeds are ignored if the page is blank.
		Media Source Mapping	Standard (default) Classic	Use this feature to select and maintain input trays by number when you are not using the device driver, or when the software program has no option for tray selection.

Print Quality menu

Administration > Print Quality

📝 **NOTE:** Values shown with "(default)" are the factory-default values. Some menu items have no default.

Table 2-15 Print Quality menu

Menu item	Sub-menu item	Values	Description
Set Registration	Test Page	Print (button)	Print a test page for setting the registration. Follow the instructions that are printed on the page to adjust each tray.
	Source	All trays Tray <X>: <contents> Tray <X>: <contents> (choose a tray)	Use Set Registration to shift the margin alignment to center the image on the page from top to bottom and from left to right. You can also align the image on the front with the image printed on the back. Select the source input tray for printing the Set Registration page.
	Adjust Tray <X>	Shift from -20 to 20 along the X or Y axes. 0 is the default.	Perform the alignment procedure for each tray. When it creates an image, the device *scans* across the page from side to side as the sheet *feeds* from top to bottom into the device.
Fuser Modes	Standby Fuser Mode	125° Celsius Off	Set the temperature of the fuser when the MFP is in standby mode.
	<Paper Type>		Configure the fuser mode associated with each media type.
	Restore Modes	Restore (button)	Restore the fuser modes to the default settings.
Resolution		300 600 FastRes 1200 (default) ProRes 1200	Use this feature to select the print resolution.
REt		Off Light Medium (default) Dark	Enable Resolution Enhancement technology (REt), which produces print output with smooth angles, curves, and edges. All print resolutions, including FastRes 1200, benefit from REt.
Economode		Enabled Disabled (default)	When Economode is enabled, the device prints with a reduced amount of toner per page; however, the print quality of the page is reduced.
Toner Density		Choose from a range of 1 to 5. 3 is the default.	Lighten or darken the print on the page. 1 is the lightest and 5 is the darkest.
Small Paper Mode		Normal (default) Slow	Choose Slow to adjust the MFP for printing narrow media.

Table 2-15 Print Quality menu (continued)

Menu item	Sub-menu item	Values	Description
Calibration/Cleaning	Create Cleaning Page	Create (button)	Generate a page for cleaning excess toner off the pressure roller in the fuser. The page has instructions that guide you through the cleaning process.
	Process Cleaning Page	Process (button)	Process the cleaning page that was created by using the Create Cleaning Page menu item. The process takes up to 2.5 minutes.

Troubleshooting menu

Administration > Troubleshooting

NOTE: Many of the menu items under the Troubleshooting menu are for advanced troubleshooting purposes.

Table 2-16 Troubleshooting menu

Menu item	Sub-menu item	Sub-menu item	Values	Description
Event Log			Print	This shows the event codes and their corresponding engine cycles on the control-panel display.
Fax T.30 Trace (only available if the HP LaserJet Analog Fax Accessory 300 is installed)	Print T.30 Report			Print or configure the fax T.30 trace report. T.30 is the standard that specifies handshaking, protocols, and error correction between fax machines.
	When to Print Report		Never auto print (default)	
			Print after any fax job	
			Print after fax send jobs	
			Print after any fax error	
			Print after send errors only	
			Print after receive errors only	
Fax Transmit Signal Loss (only available if the HP LaserJet Analog Fax Accessory 300 is installed)			A value between 0 and 30. The default is 0.	Set loss levels to compensate for phone-line signal loss. Do not modify this setting unless requested to do so by an HP service representative because it could cause the fax to stop functioning.
Fax V.34 (only available if the HP LaserJet Analog Fax Accessory 300 is installed)			Normal (default) Off	Disable V.34 modulations if several fax failures have occurred or if phone line conditions require it.
Fax Speaker Mode (only available if the HP LaserJet Analog Fax Accessory 300 is installed)			Normal (default) Diagnostic	Use this feature to evaluate and diagnose fax issues by listening to the sounds of fax modulations.

Table 2-16 Troubleshooting menu (continued)

Menu item	Sub-menu item	Sub-menu item	Values	Description
Paper Path Test	Print Test Page		Print	Generate a test page for testing the paper-handling features. Define the path for the test in order to test specific paper paths.
	Source		All trays Tray 1 Tray 2 (Additional trays are shown, if applicable.)	Specify whether the test page is printed from all trays or from a specific tray.
	Destination		All bins Stacker Bin Standard Output Bin	Select the output option for the test page. Send the test page to all output bins or only to a specific bin.
	Duplex		Off (default) On	Select whether the duplexer should be included in the test.
	Copies		1,10,50,100,500 Default=1	Select how many pages should be sent from the specified source as part of the test.
Service Test			Follow the on-screen instructions.	Provides a series of prompts that the user can follow to discover if the printer is functioning properly. It also makes sure that paper is not in the paper path.
Print/Stop Test			Continuous value from 0 to 60,000 milliseconds. Default: 0	Isolate faults by stopping the device during the print cycle and observing where in the process the image degrades. To run the test, specify a stop time. The next job that is sent to the device stops at the specified time in the process.
Scanner Tests				A service technician can use this menu item to diagnose potential problems with the device scanner.
Control Panel	LEDs			Verify that the components of the control panel are functioning correctly.
	Display			
	Buttons			
	Touchscreen			

Resets menu

Administration > Resets

Table 2-17 Resets menu

Menu item	Values	Description
Clear Local Address Book	Clear (button)	Use this feature to clear all addresses from the address books that are stored on the device.
Clear Fax Activity Log	Yes No (default)	Use this feature to clear all events from the Fax Activity Log.
Restore Factory Telecom Setting	Restore (button)	Use this option to restore the telephone-related settings that are in the Initial Setup menu to factory default values.
Restore Factory Settings	Restore (button)	Use this feature to restore all device settings to their factory defaults.
Clear Maintenance Message	Clear (button)	Clear the Order maintenance kit and Replace maintenance kit warning messages.
Reset Supplies	New Maintenance Kit (Yes/No)	Notify the device that a new maintenance kit has been installed.
Lock Carriage	Lock (button)	Use the feature to lock the carriage. To unlock the carriage, turn the MFP off and then on.

Service menu

Administration > Service

The Service menu is locked and requires a PIN for access. This menu is intended for use by authorized service personnel.

3 Software for Windows

Supported operating systems for Windows

The product supports the following Windows operating systems:

- Windows XP (32-bit and 64-bit)

- Windows Server 2003 (32-bit and 64-bit)

- Windows 2000

- Windows Vista

Supported printer drivers for Windows

- PCL 6

- PCL 5 – Product Specific Driver based on the HP Universal Print Driver.

- PS – Product Specific Driver based on the HP Universal Print Driver.

The printer drivers include online Help that has instructions for common printing tasks and also describes the buttons, checkboxes, and drop-down lists that are in the printer driver.

HP Universal Print Driver (UPD)

The HP Universal Print Driver (UPD) for Windows is a single driver that gives you instant access to virtually any HP LaserJet product, from any location, without downloading separate drivers. It is built on proven HP print driver technology and has been tested thoroughly and used with many software programs. It is a powerful solution that performs consistently over time.

The HP UPD communicates directly with each HP product, gathers configuration information, and then customizes the user interface to show the product's unique, available features. It automatically enables features that are available for the product, such as two-sided printing and stapling, so you do not need to enable them manually.

For more information, go to www.hp.com/go/upd.

UPD installation modes

Traditional mode	● Use this mode if you are installing the driver from a CD for a single computer. ● When installed with this mode, UPD operates like traditional printer drivers. ● If you use this mode, you must install UPD separately for each computer.
Dynamic mode	● Use this mode if you are installing the driver for a mobile computer, so you can discover and print to HP products in any location. ● Use this mode if you are installing UPD for a workgroup. ● To use this mode, download UPD from the Internet. See www.hp.com/go/upd.

Select the correct printer driver for Windows

Printer drivers provide access to the product features and allow the computer to communicate with the product (using a printer language). Check the installation notes and readme files on the device CD for additional software and languages.

HP PCL 6 driver description

- Recommended for printing in all Windows environments
- Provides the overall best speed, print quality, and product-feature support for most users
- Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments
- Might not be fully compatible with third-party and custom software programs that are based on PCL 5

HP postscript emulation Product Specific Driver based on the HP Universal Print Driver Description

- Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs
- Provides support for printing from postscript level 3 emulation needs, or for postscript flash font support
- Performs slightly faster than the PCL 6 driver when using Adobe software programs

HP PCL 5 Product Specific Driver based on the HP Universal Print Driver Description

- Recommended for general office printing in Windows environments
- Compatible with previous PCL versions and older HP LaserJet products
- The best choice for printing from third-party or custom software programs
- The best choice when operating with mixed environments, which require the product to be set to PCL 5 (UNIX, Linux, mainframe)
- Designed for use in corporate Windows environments to provide a single driver for use with multiple printer models
- Preferred when printing to multiple printer models from a mobile Windows computer

Priority for print settings

Changes to print settings are prioritized depending on where the changes are made:

- **Page Setup dialog box**: Click **Page Setup** or a similar command on the **File** menu of the program you are working in to open this dialog box. Settings changed here override settings changed anywhere else.

- **Print dialog box**: Click **Print**, **Print Setup**, or a similar command on the **File** menu of the program you are working in to open this dialog box. Settings changed in the **Print** dialog box have a lower priority and do *not* override changes made in the **Page Setup** dialog box.

- **Printer Properties dialog box (printer driver)**: Click **Properties** in the **Print** dialog box to open the printer driver. Settings changed in the **Printer Properties** dialog box do not override settings anywhere else in the printing software.

- **Default printer driver settings**: The default printer driver settings determine the settings used in all print jobs, *unless* settings are changed in the **Page Setup**, **Print**, or **Printer Properties** dialog boxes.

- **Printer control panel settings**: Settings changed at the printer control panel have a lower priority than changes made anywhere else.

Change printer-driver settings for Windows

Change the settings for all print jobs until the software program is closed	Change the default settings for all print jobs	Change the product configuration settings
1. On the **File** menu in the software program, click **Print**. 2. Select the driver, and then click **Properties** or **Preferences**. The steps can vary; this procedure is most common.	1. **Windows XP and Windows Server 2003 (using the default Start menu view)**: Click **Start**, and then click **Printers and Faxes**. **-or-** **Windows 2000, Windows XP, and Windows Server 2003 (using the Classic Start menu view)**: Click **Start**, click **Settings**, and then click **Printers**. **-or-** **Windows Vista**: Click **Start**, click **Control Panel**, and then in the category for **Hardware and Sound** click **Printer**. 2. Right-click the driver icon, and then select **Printing Preferences**.	1. **Windows XP and Windows Server 2003 (using the default Start menu view)**: Click **Start**, and then click **Printers and Faxes**. **-or-** **Windows 2000, Windows XP, and Windows Server 2003 (using the Classic Start menu view)**: Click **Start**, click **Settings**, and then click **Printers**. **-or-** **Windows Vista**: Click **Start**, click **Control Panel**, and then in the category for **Hardware and Sound** click **Printer**. 2. Right-click the driver icon, and then select **Properties**. 3. Click the **Device Settings** tab.

Install the Windows software

Install Windows software for direct connections

When installing the product software in a direct-connect environment, always install the software before connecting the USB cable. In addition, make sure to use a standard 2-meter USB cable.

1. Close all software programs that are open or running.

2. Insert the product CD-ROM into the CD-ROM drive.

   If the welcome screen does not open, start it by using the following procedure:

   a. On the **Start** menu, click **Run**.

   b. Type the following: X:\setup (where X is the letter of the CD-ROM drive).

   c. Click **OK**.

3. When prompted, click **Install**.

   The print driver screen appears.

4. Select the driver to be installed and follow the instructions on the computer screen

5. Click **Finish** when the installation has completed.

6. From the **Next Steps** screen, select **Add**, **Tonal options** or driver if desired.

7. Select **Exit** to close the installer.

8. You might need to restart the computer.

9. Print a test page from any software program to make sure that the software is correctly installed.

If installation fails, reinstall the software. If this fails, check the installation notes and readme files on the product CD-ROM or the flyer that came in the product box, or go to www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp for help or more information.

Install Windows software for networks

The software on the product CD-ROM supports network installation with a Microsoft network. For network installation on other operating systems, go to www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

The installer does not support product installation or object creation on Novell servers. It supports only direct-mode network installations between Windows computers and a product. To install the product and create objects on a Novell server, use an HP utility (such as HP Web Jetadmin) or a Novell utility (such as NWAdmin).

1. If you are installing the software on Windows 2000, Windows XP, Windows Server 2003, or Windows Vista, make sure that you have administrator privileges.

2. Make sure that the HP Jetdirect print server and printer are correctly connected to the network. Print a configuration page, and find the HP Jetdirect page. On the HPJetdirect page, locate the IP address that is currently configured. You might need this address to initially identify the product on your network and complete the installation.

3. Close all software programs that are open or running.

4. Insert the product CD-ROM into the CD-ROM drive.

   If the welcome screen does not open, start it by using the following procedure:

   a. On the **Start** menu, click **Run**.

   b. Type the following: X:\setup (where X is the letter of the CD-ROM drive).

   c. Click **OK**.

5. When prompted, click **Install**. The print driver screen appears.

6. Select the driver to be installed and follow the instructions on the computer screen

7. Click **Finish** when the installation has completed.

8. From the **Next Steps** screen, select **Add**, **Tonal options** or driver if desired.

9. Select **Exit** to close the installer.

10. You might need to restart the computer.

11. Print a test page from any software program to make sure that the software is correctly installed.

Remove software for Windows

1. Click **Start**, and then click **All Programs**.

2. Click **HP**, and then click **HP LaserJet M9040 and HP LaserJet M9050 MFP**.

3. Click **Uninstall HP LaserJet M9040 and HP LaserJet M9050 MFP**, and then follow the onscreen instructions to remove the software.

Supported utilities

This MFP is equipped with several utilities that make it easy to monitor and manage the MFP on a network.

HP Web Jetadmin

HP Web Jetadmin is a browser-based management tool for HP Jetdirect-connected printers within your intranet, and it should be installed only on the network administrator's computer.

To download a current version of HP Web Jetadmin and for the latest list of supported host systems, visit www.hp.com/go/webjetadmin.

When installed on a host server, a Windows client can gain access to HP Web Jetadmin by using a supported Web browser (such as Microsoft® Internet Explorer 4.x or Netscape Navigator 4.x or later) by navigating to the HP Web Jetadmin host.

Embedded Web server

The device is equipped with an embedded Web server, which provides access to information about device and network activities. This information appears in a Web browser, such as Microsoft Internet Explorer, Netscape Navigator, Apple Safari, or Firefox.

The embedded Web server resides on the device. It is not loaded on a network server.

The embedded Web server provides an interface to the device that anyone who has a network-connected computer and a standard Web browser can use. No special software is installed or configured, but you must have a supported Web browser on your computer. To gain access to the embedded Web server, type the IP address for the device in the address line of the browser. (To find the IP address, print a configuration page. For more information about printing a configuration page, see Information pages on page 150.)

For a complete explanation of the features and functionality of the embedded Web server, see Embedded Web server on page 152.

HP Easy Printer Care

HP Easy Printer Care software is a program that you can use for the following tasks:

- Check the product status

- Check the supplies status and use HP SureSupply to shop online for supplies

- Set up alerts

- View product usage reports

- View product documentation

- Gain access to troubleshooting and maintenance tools

- Use HP Proactive Support to routinely scan your printing system and to prevent potential problems. HP Proactive Support can update software, firmware, and HP printer drivers.

You can view HP Easy Printer Care software when the product is directly connected to your computer or when it is connected to a network.

Supported operating systems	• Microsoft® Windows 2000
	• Microsoft Windows XP, Service Pack 2 (Home and Professional editions)
	• Microsoft Windows Server 2003
	• Microsoft Windows Vista™
Supported browsers	• Microsoft Internet Explorer 6.0 or 7.0

To download HP Easy Printer Care software , go to www.hp.com/go/easyprintercare. This Web site also provides updated information about supported browsers and a list of HP products that support HP Easy Printer Care software.

For more information about using HP Easy Printer Care software, see Open the HP Easy Printer Care software on page 156.

Software for other operating systems

OS	Software
UNIX	For HP-UX and Solaris networks, go to www.hp.com/support/net_printing to download the HP Jetdirect printer installer for UNIX.
Linux	For information, go to www.hp.com/go/linuxprinting.

4   Use the product with Macintosh

- [Software for Macintosh](#)
- [Use features in the Macintosh printer driver](#)

Software for Macintosh

Supported operating systems for Macintosh

The device supports the following Macintosh operating systems:

● Mac OS X V10.2.8, V10.3, V10.4 and later

NOTE: For Mac OS V10.4 and later, PPC and Intel Core Processor Macs are supported.

Supported printer drivers for Macintosh

The HP installer provides PostScript® Printer Description (PPD) files, Printer Dialog Extensions (PDEs), and the HP Printer Utility for use with Macintosh computers.

The PPDs, in combination with the Apple PostScript printer drivers, provide access to device features. Use the Apple PostScript printer driver that comes with the computer.

Software installation types for Macintosh

Install Macintosh software for direct connections (USB)

Mac OS X V10.2.8

1. Make sure the product is turned on.

2. Insert the CD into the CD-ROM drive. If the CD does not run automatically, double-click the CD icon on the desktop.

3. Double-click the **Installer** icon in the HP LaserJet Installer folder.

4. Follow the instructions on the computer screen.

5. Connect a USB cable between the product USB port and the computer USB port. Use a standard 2-meter (6.56-foot) USB cable.

NOTE: USB printer queues are created automatically when the product is attached to the computer. However, the queue will use a generic PPD if the installer has not been run before the USB cable is connected.

6. On the computer hard drive, open **Applications**, open **Utilities**, and then open **Print Center**.

7. If the product name appears in the Printer list, setup is complete. If the product name does *not* appear in the printer list, continue with the next step.

8. Click **Add** or **+**, and then select **USB** from the drop-down list. Select the product name from the printer list.

9. Click **Add**. The **Installable Options** dialog box appears. Select the product options that you are using.

10. Print a test page from any software program to make sure that the software is correctly installed.

If installation fails, reinstall the software. If this fails, see the installation notes or late-breaking readme files on the device CD or the flyer that came in the box for help.

Mac OS X V10.3 and later

1. Make sure the product is turned on.

2. Insert the CD into the CD-ROM drive. If the CD does not run automatically, double-click the CD icon on the desktop.

3. Double-click the **Installer** icon in the HP LaserJet Installer folder.

4. Follow the instructions on the computer screen.

5. Connect a USB cable between the product USB port and the computer USB port. Use a standard 2-meter (6.56-foot) USB cable.

    NOTE: USB printer queues are created automatically when the product is attached to the computer. However, the queue will use a generic PPD if the installer has not been run before the USB cable is connected.

6. From the Apple menu, click **System Preferences** and then **Print & Fax**.

7. If the product name appears in the Printer list, setup is complete. If the product name does *not* appear in the printer list, continue with the next step.

8. Click **Add** or **+**, and then select **Default Browser** or **Default**. Select the product name from the Printer Browser.

9. Click **Add**. The **Installable Options** dialog box appears. Select the product options that you are using.

10. Print a test page from any software program to make sure that the software is correctly installed.

    If installation fails, reinstall the software. If this fails, see the installation notes or late-breaking readme files on the device CD or the flyer that came in the box for help.

Install Macintosh software for networks

Mac OS X V10.2.8

1. Connect the network cable between the HP Jetdirect print server and a network port.

2. Insert the CD into the CD-ROM drive. If the CD does not run automatically, double-click the CD icon on the desktop.

3. Double-click the **Installer** icon in the HP LaserJet Installer folder.

4. Follow the instructions on the computer screen.

5. On the computer hard drive, open **Applications**, open **Utilities**, and then open **Print Center**.

6. Click **Add**.

7. From the drop-down list, select the connection type.

    Rendezvous

    a. Select the product from the list.

    b. Select the printer model if one is not already selected.

IP Printing

   a. Enter the IP address for the product.

   b. Select the printer model if one is not already selected.

8. Click **Add**. The **Installable Options** dialog box appears. Select the product options that you are using.

9. Print a test page from any software program to make sure that the software is correctly installed.

   If installation fails, reinstall the software. If this fails, see the installation notes or late-breaking readme files on the device CD or the flyer that came in the box for help.

Mac OS X V10.3 and later

1. Connect the network cable between the HP Jetdirect print server and a network port.

2. Insert the CD into the CD-ROM drive. If the CD does not run automatically, double-click the CD icon on the desktop.

3. Double-click the **Installer** icon in the HP LaserJet Installer folder.

4. Follow the instructions on the computer screen.

5. From the Apple menu, click **System Preferences** and then **Print & Fax**.

6. Click **Add** or **+**.

7. Select the connection type.

   Default Browser

   a. Select the product from the list.

   b. From the **Print Using** drop-down list, select the printer model if one is not already selected.

   IP Printer

   a. From the Protocol drop-down list, select **HP Jetdirect Socket**.

   b. Enter the IP address for the product.

   c. From the **Print Using** drop-down list, select the printer model if one is not already selected.

8. Click **Add**. The **Installable Options** dialog box appears. Select the product options that you are using.

9. Print a test page from any software program to make sure that the software is correctly installed.

   If installation fails, reinstall the software. If this fails, see the installation notes or late-breaking readme files on the device CD or the flyer that came in the box for help.

Software for Macintosh computers

HP Printer Utility

Use the HP Printer Utility to set up product features that are not available in the printer driver.

You can use the HP Printer Utility when the product uses a universal serial bus (USB) cable or is connected to a TCP/IP-based network.

Open the HP Printer Utility

Open the HP Printer Utility in Mac OS X V10.2.8

1. Open the Finder, and then click **Applications**.

2. Click **Library**, and then click **Printers**.

3. Click **hp**, and then click **Utilities**.

4. Double-click **HP Printer Selector** to open the HP Printer Selector.

5. Select the product that you want to configure, and then click **Utility**.

Open the HP Printer Utility in Mac OS X V10.3 and V10.4

1. Open the Finder, click **Applications**, click **Utilities**, and then double-click **Printer Setup Utility**.

2. Select the product that you want to configure, and then click **Utility**.

Open the HP Printer Utility in Mac OS X V10.5

▲ From the **Printer** menu, click **Printer Utility**.

   -or-

   From the **Print Queue**, click the **Utility** icon.

HP Printer Utility features

The HP Printer Utility consists of pages that you open by clicking in the **Configuration Settings** list. The following table describes the tasks that you can perform from these pages.

Item	Description
Configuration Page	Prints a configuration page.
Supplies Status	Shows the device supplies status and provides links for online supplies-ordering.
HP Support	Provides access to technical assistance, online supplies ordering, online registration, and recycling and return information.
File Upload	Transfers files from the computer to the device.
Upload Fonts	Transfers font files from the computer to the device.
Firmware Update	Transfers updated firmware files from the computer to the device.
Duplex Mode	Turns on the automatic two-sided printing mode.
Economode & Toner Density	Turns on the Economode setting to conserve toner, or adjusts toner density.
Resolution	Changes the resolution settings, including the REt setting.
Lock Resources	Locks or unlocks storage products, such as a hard disk.
Stored Jobs	Manages print jobs that are stored on the device hard disk.
Trays Configuration	Changes the default tray settings.

Item	Description
IP Settings	Changes the device network settings and provides access to the embedded Web server.
Bonjour Settings	Provides the ability to turn on or off Bonjour support or change the device service name that is listed on a network.
Additional Settings	Provides access to the embedded Web server.
E-mail Alerts	Configures the device to send e-mail notices for certain events.

Priority for print settings for Macintosh

Changes to print settings are prioritized depending on where the changes are made:

📝 **NOTE:** The names of commands and dialog boxes might vary depending on your software program.

- **Page Setup dialog box**: Click **Page Setup** or a similar command on the **File** menu of the program you are working in to open this dialog box. Settings changed here might override settings changed anywhere else.

- **Print dialog box**: Click **Print**, **Print Setup**, or a similar command on the **File** menu of the program you are working in to open this dialog box. Settings changed in the **Print** dialog box have a lower priority and do *not* override changes made in the **Page Setup** dialog box.

- **Default printer driver settings**: The default printer driver settings determine the settings used in all print jobs, *unless* settings are changed in the **Page Setup**, **Print**, or **Printer Properties** dialog boxes.

- **Printer control panel settings**: Settings changed at the printer control panel have a lower priority than changes made anywhere else.

Change printer-driver settings for Macintosh

Change the settings for all print jobs until the software program is closed	Change the default settings for all print jobs	Change the product configuration settings
1. On the **File** menu, click **Print**.	1. On the **File** menu, click **Print**.	**Mac OS X V10.2.8**
2. Change the settings that you want on the various menus.	2. Change the settings that you want on the various menus.	1. In the Finder, on the **Go** menu, click **Applications**.
	3. On the **Presets** menu, click **Save as** and type a name for the preset.	2. Open **Utilities**, and then open **Print Center**.
	These settings are saved in the **Presets** menu. To use the new settings, you must select the saved preset option every time you open a program and print.	3. Click on the print queue.
		4. On the **Printers** menu, click **Configure**.
		5. Click the **Installable Options** menu.
		NOTE: Configuration settings might not be available in Classic mode.

Change the settings for all print jobs until the software program is closed	Change the default settings for all print jobs	Change the product configuration settings
		Mac OS X V10.3 or Mac OS X V10.4
		1. From the Apple menu, click **System Preferences** and then **Print & Fax**.
		2. Click **Printer Setup**.
		3. Click the **Installable Options** menu.
		Mac OS X V10.5
		1. From the Apple menu, click **System Preferences** and then **Print & Fax**.
		2. Click **Options & Supplies**.
		3. Click the **Driver** menu.
		4. Select the driver from the list, and configure the installed options.

Remove software from Macintosh operating systems

To remove the software from a Macintosh computer, drag the PPD files to the trash can.

Supported utilities for Macintosh

Embedded Web server

The device is equipped with an embedded Web server, which provides access to information about device and network activities. This information appears in a Web browser, such as Microsoft Internet Explorer, Netscape Navigator, Apple Safari, or Firefox.

The embedded Web server resides on the device. It is not loaded on a network server.

The embedded Web server provides an interface to the device that anyone who has a network-connected computer and a standard Web browser can use. No special software is installed or configured, but you must have a supported Web browser on your computer. To gain access to the embedded Web server, type the IP address for the device in the address line of the browser. (To find the IP address, print a configuration page. For more information about printing a configuration page, see .)

For a complete explanation of the features and functionality of the embedded Web server, see .

Use features in the Macintosh printer driver

Create and use printing presets in Macintosh

Use printing presets to save the current printer driver settings for reuse.

Create a printing preset

1. On the **File** menu, click **Print**.

2. Select the driver.

3. Select the print settings.

4. In the **Presets** box, click **Save As...**, and type a name for the preset.

5. Click **OK**.

Use printing presets

1. On the **File** menu, click **Print**.

2. Select the driver.

3. In the **Presets** box, select the printing preset that you want to use.

NOTE: To use printer-driver default settings, select **Standard**.

Resize documents or print on a custom paper size

You can scale a document to fit on a different size of paper.

1. On the **File** menu, click **Print**.

2. Open the **Paper Handling** menu.

3. In the area for **Destination Paper Size**, select **Scale to fit paper size**, and then select the size from the drop-down list.

4. If you want to use only paper that is smaller than the document, select **Scale down only**.

Print a cover page

You can print a separate cover page for your document that includes a message (such as "Confidential").

1. On the **File** menu, click **Print**.

2. Select the driver.

3. Open the **Cover Page** menu, and then select whether to print the cover page **Before Document** or **After Document**.

4. In the **Cover Page Type** menu, select the message that you want to print on the cover page.

NOTE: To print a blank cover page, select **Standard** as the **Cover Page Type**.

Use watermarks

A watermark is a notice, such as "Confidential," that is printed in the background of each page of a document.

1. On the **File** menu, click **Print**.

2. Open the **Watermarks** menu.

3. Next to **Mode**, select the type of watermark to use. Select **Watermark** to print a semi-transparent message. Select **Overlay** to print a message that is not transparent.

4. Next to **Pages**, select whether to print the watermark on all pages or on the first page only.

5. Next to **Text**, select one of the standard messages, or select **Custom** and type a new message in the box.

6. Select options for the remaining settings.

Print multiple pages on one sheet of paper in Macintosh

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.
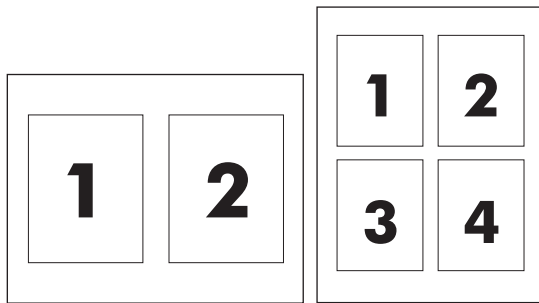
1. On the **File** menu, click **Print**.

2. Select the driver.

3. Open the **Layout** menu.

4. Next to **Pages per Sheet**, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).

5. Next to **Layout Direction**, select the order and placement of the pages on the sheet.

6. Next to **Borders**, select the type of border to print around each page on the sheet.

Print on both sides of the page (duplex printing)

Use automatic duplex printing

1. Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways:

    ●   For tray 1, load the letterhead paper face-up with the bottom edge feeding into the printer first.

    ●   For all other trays, load the letterhead paper face-down with the top edge at the back of the tray.

2. On the **File** menu, click **Print**.

3. Open the **Layout** menu.

4. Next to **Two-Sided**, select either **Long-Edge Binding** or **Short-Edge Binding**.

5. Click **Print**.

Print on both sides manually

1. Insert enough paper into one of the trays to accommodate the print job. If you are loading special paper such as letterhead, load it in one of the following ways:

    ●   For tray 1, load the letterhead paper face-up with the bottom edge feeding into the printer first.

    ●   For all other trays, load the letterhead paper face-down with the top edge at the back of the tray.

    △ **CAUTION:**   To avoid jams, do not load paper that is heavier than 105 g/m² (28-lb bond).

2. On the **File** menu, click **Print**.

3. On the **Finishing** menu, select **Manually Print on 2nd Side**.

4. Click **Print**. Follow the instructions in the pop-up window that appears on the computer screen before replacing the output stack in tray 1 for printing the second half.

5. Go to the printer, and remove any blank paper that is in tray 1.

6. Insert the printed stack face-up with the bottom edge feeding into the printer first in tray 1. You *must* print the second side from tray 1.

7. If prompted, press the appropriate control-panel button to continue.

Set the stapling options

If a finishing device that has a stapler is installed, you can staple documents.

1. On the **File** menu, click **Print**.

2. Open the **Finishing** menu.

3. In the **Stapling Options** drop-down list, select the stapling option that you want to use.

Store jobs

You can store jobs on the product so you can print them at any time. You can share stored jobs with other users, or you can make them private.

1. On the **File** menu, click **Print**.

2. Open the **Job Storage** menu.

3. In the **Job Storage:** drop-down list, select the type of stored job.

4. For the **Stored Job**, **Private Job**, and **Private Stored Job** types of stored jobs, enter a name for the stored job in the box next to **Job Name:**.

   Select which option to use if another stored job already has that name.

   - **Use Job Name + (1 - 99)** appends a unique number to the end of the job name.

   - **Replace Existing File** overwrites the existing stored job with the new one.

5. If you selected **Stored Job** or **Private Job** in step 3, type a 4-digit number in the box next to **PIN To Print (0000 - 9999)**. When other people attempt to print this job, the product prompts them to enter this PIN number.

Use the Services menu

If the product is connected to a network, use the **Services** menu to obtain product and supply-status information.

1. On the **File** menu, click **Print**.

2. Open the **Services** menu.

3. To open the embedded Web server and perform a maintenance task, do the following:

   a. Select **Device Maintenance**.

   b. Select a task from the drop-down list.

   c. Click **Launch**.

4. To go to various support Web sites for this device, do the following:

   a. Select **Services on the Web**.

   b. Select **Internet Services**, and select an option from the drop-down list.

   c. Click **Go!**.

5   Connectivity

- USB connection
- Auxiliary connection
- Network configuration

USB connection

This MFP supports a Type B Hi-speed USB 2.0 connection for printing.

Figure 5-1 USB connection
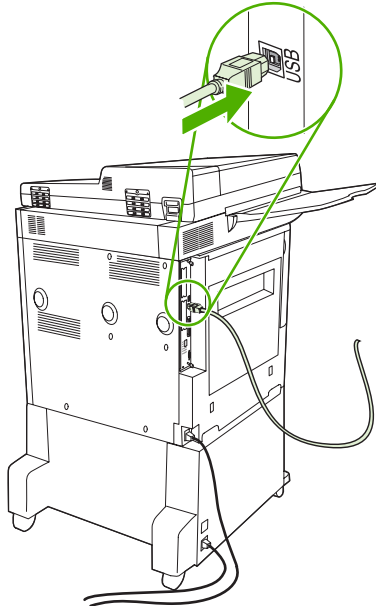
Auxiliary connection

This MFP supports an auxiliary connection for paper handling output devices. The port is located on the back of the MFP.

Figure 5-2 Auxiliary connection
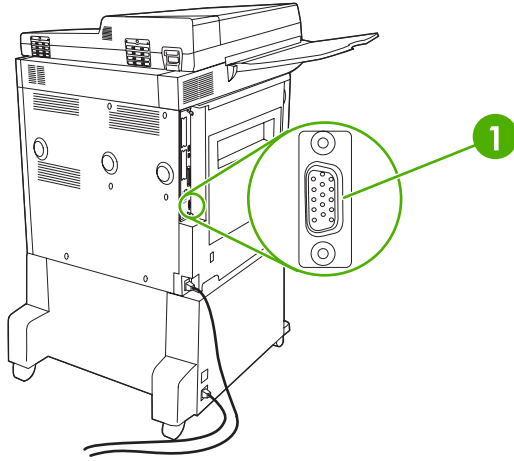
| 1 | Auxiliary connection port (Jetlink) |

Network configuration

You might need to configure certain network parameters on the device. You can configure these parameters in the following locations:

- Installation software
- Device control panel
- Embedded Web server
- Management software (HP Web Jetadmin or HP LaserJet Utility for Macintosh)

NOTE: For more information about using the embedded Web server, see Embedded Web server on page 152

For more information on supported networks and network configuration tools, see the *HP Jetdirect Print Server Administrator's Guide*. The guide comes with printers in which an HP Jetdirect print server is installed.

This section contains the following information about configuring network parameters:

- Configure TCP/IPv4 parameters
- Configure TCP/IPv6 parameters
- Disable network protocols (optional)
- HP Jetdirect EIO print servers

Configure TCP/IPv4 parameters

If your network doesn't provide automatic IP addressing through DHCP, BOOTP, RARP, or another method, you might need to enter the following parameters manually before you can print over the network:

- IP address (4 bytes)
- Subnet mask (4 bytes)
- Default gateway (4 bytes)

Change the IP address

You can view the current IP address of the device from the control-panel Home screen by touching Network Address.

Use the following procedure to change the IP address manually.

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch TCP/IP.

6. Touch IPV4 Settings.

7. Touch Config Method.

8. Touch Manual.

9. Touch Save.

10. Touch Manual Settings.

11. Touch IP Address.

12. Touch the IP Address text box.

13. Use the touchscreen keypad to type the IP address.

14. Touch OK.

15. Touch Save.

Set the subnet mask

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch TCP/IP.

6. Touch IPV4 Settings.

7. Touch Config Method.

8. Touch Manual.

9. Touch Save.

10. Touch Manual Settings.

11. Touch Subnet Mask.

12. Touch the Subnet Mask text box.

13. Use the touchscreen keypad to type the subnet mask.

14. Touch OK.

15. Touch Save.

Set the default gateway

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch TCP/IP.

6. Touch IPV4 Settings.

7. Touch Config Method.

8. Touch Manual.

9. Touch Save.

10. Touch Manual Settings.

11. Touch Default Gateway.

12. Touch the Default Gateway text box.

13. Use the touchscreen keyboard to type the default gateway.

14. Touch OK.

15. Touch Save.

Configure TCP/IPv6 parameters

For information about configuring the device for a TCP/IPv6 network, see the *HP Jetdirect Print Server Administrator's Guide*.

Disable network protocols (optional)

By factory default, all supported network protocols are enabled. Disabling unused protocols has the following benefits:

- It decreases device-generated network traffic.

- It prevents unauthorized users from printing to the device.

- It provides only pertinent information on the configuration page.

- It allows the device control panel to display protocol-specific error and warning messages.

Disable IPX/SPX

NOTE: Do not disable this protocol in Windows-based systems that print to the printer through IPX/SPX.

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch IPX/SPX.

6. Touch Enable.

7. Touch Off.

8. Touch Save.

Disable AppleTalk

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch AppleTalk.

6. Touch Enable.

7. Touch Off.

8. Touch Save.

Disable DLC/LLC

1. Scroll to and touch Administration.

2. Scroll to and touch Initial Setup.

3. Touch Networking and I/O.

4. Touch Embedded Jetdirect.

5. Touch DLC/LLC.

6. Touch Enable.

7. Touch Off.

8. Touch Save.

HP Jetdirect EIO print servers

HP Jetdirect print servers (network cards) can be installed in the EIO slot. Supported networking features depend on the print server model. For available HP Jetdirect EIO print server models, go to http://www.hp.com/go/jetdirect.

NOTE: Configure the card through the control panel, the printer installation software, or HP Web Jetadmin. Refer to the HP Jetdirect print server documentation for more information.

6 Paper and print media

Understand paper and print media use

This product supports a variety of paper and other print media in accordance with the guidelines in this user guide. Paper or print media that does not meet these guidelines might cause the following problems:

- Poor print quality

- Increased jams

- Premature wear on the product, requiring repair

For best results, use only HP-brand paper and print media designed for laserjets or multiuse. Do not use paper or print media made for inkjet printers. Hewlett-Packard Company cannot recommend the use of other brands of media because HP cannot control their quality.

It is possible for paper to meet all of the guidelines in this user guide and still not produce satisfactory results. This might be the result of improper handling, unacceptable temperature and/or humidity levels, or other variables over which Hewlett-Packard has no control.

△ **CAUTION:** Using paper or print media that does not meet Hewlett-Packard's specifications might cause problems for the product, requiring repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.

Supported paper and print media sizes

This product supports a number of paper sizes, and it adapts to various media.

NOTE: To obtain best print results, select the appropriate paper size and type in your print driver before printing.

Table 6-1 Supported paper and print media sizes

Size	Dimensions	Tray 1, Letter R, A4	Trays 2 and 3, Letter R, A4	Tray 4, Letter R, A4	Stapler / Stacker lower bin
Letter	216 x 279 mm (8.5 x 11 in.)	✔	✔	✔	✔
Legal	216 x 356 mm (8.5 x 14 in.)	✔	✔	✔	✔
A4	210 x 297 mm (8.27 x 11.69 in.)	✔	✔	✔	✔
Executive	184 x 267 mm (7.24 x 10.51 in.)	✔	✔	✔	✔
Executive (JIS)	216 x 330 mm (8.5 x 13 in.)				
A3	297 x 420 mm (11.69 x 16.54 in.)	✔	✔	✔	
A5	148 x 210 mm (5.83 x 8.27 in.)	✔	✔		✔
A6	105 x 148 mm (4.13 x 5.83 in.)				
Statement	140 x 216 mm (5.5 x 8.5 in.)				
11 x 17	279 x 432 mm (11 x 17 in.)	✔	✔	✔	✔
12 x 18	305 x 457 mm (12 x 18 in.)				
B4 (JIS)	257 x 364 mm (10.12 x 14.33 in.)	✔	✔	✔	✔
RA3	305 x 430 mm (12.01 x 16.93 in.)				
B5 (JIS)	182 x 257 mm (7.17 x 10.12 in.)	✔	✔	✔	✔
8k	270 x390 mm (10.63 x 15.35 in.)				✔
16k	197 x 273 mm (7.75 x 10.75 in.)				✔

Table 6-2 Supported envelopes and postcards

Size	Dimensions	Tray 1, mailbox, stacker	Trays 2, 3, 4	Stapler
Envelope #10	105 x 241 mm (4.13 x 9.49 in.)	✔		
Envelope DL	110 x 220 mm (4.33 x 8.66 in.)	✔		
Envelope C5	162 x 229 mm (6.93 x 9.84 in.)	✔		
Envelope B5	176 x 250 mm (6.7 x 9.8 in.)	✔		
Envelope Monarch	98 x 191 mm (3.9 x 7.5 in.)	✔		
Post Card	100 x 148 mm (3.94 x 5.83 in.)	✔		

Table 6-2 Supported envelopes and postcards (continued)

Size	Dimensions	Tray 1, mailbox, stacker	Trays 2, 3, 4	Stapler
Double Post Card	148 x 200 mm (5.83 x 7.87 in.)	✔		
Postcard (US)	88.9 x 139.7 mm (3.5 x 5.5 in.)	✔		
Postcard (European)	105 x 148 mm (4.13 x 5.83 in.)	✔		

Custom paper sizes

This product supports a variety of custom paper sizes. Supported custom sizes are sizes that are within the minimum- and maximum-size guidelines for the product but are not listed in the supported paper sizes table. When using a supported custom size, specify the custom size in the print driver, and load the paper in a tray that supports custom sizes.

Special paper or print media guidelines

This product supports printing on special media. Use the following guidelines to obtain satisfactory results. When using special paper or print media, be sure to set the type and size in your print driver to obtain the best print results.

⚠ **CAUTION:** HP LaserJet printers use fusers to bond dry toner particles to the paper in very precise dots. HP laser paper is designed to withstand this extreme heat. Using inkjet paper not designed for this technology could damage your printer.

Media type	Do	Do not
Envelopes	● Store envelopes flat. ● Use envelopes where the seam extends all the way to the corner of the envelope. ● Use peel-off adhesive strips that are approved for use in laser printers.	● Do not use envelopes that are wrinkled, nicked, stuck together, or otherwise damaged. ● Do not use envelopes that have clasps, snaps, windows, or coated linings. ● Do not use self-stick adhesives or other synthetic materials.
Labels	● Use only labels that have no exposed backing between them. ● Use Labels that lie flat. ● Use only full sheets of labels.	● Do not use labels that have wrinkles or bubbles, or are damaged. ● Do not print partial sheets of labels.
Transparencies	● Use only transparencies that are approved for use in laser printers. ● Place transparencies on a flat surface after removing them from the product.	● Do not use transparent print media not approved for laser printers.
Letterhead or preprinted forms	● Use only letterhead or forms approved for use in laser printers.	● Do not use raised or metallic letterhead.
Heavy paper	● Use only heavy paper that is approved for use in laser printers and meets the weight specifications for this product.	● Do not use paper that is heavier than the recommended media specification for this product unless it is HP paper that has been approved for use in this product.
Glossy or coated paper	● Use only glossy or coated paper that is approved for use in laser printers.	● Do not use glossy or coated paper designed for use in inkjet products.

Load paper and print media

This section contains information about loading standard- and custom-size media into the four input trays.

△ **CAUTION:** To avoid a jam, never add or remove paper from tray 1 or open tray 2, tray 3, or tray 4 while printing or copying from that tray. To avoid damaging the MFP, print labels, envelopes, and transparencies from tray 1 only. Send labels, envelopes, and transparencies to the upper bin. Print on only one side of labels, envelopes, and transparencies.

Load tray 1

Tray 1 holds up to 100 sheets of paper or 10 envelopes. For more information about supported media, see .

1. Open tray 1.

    Figure 6-1 Load tray 1 (1 of 3)
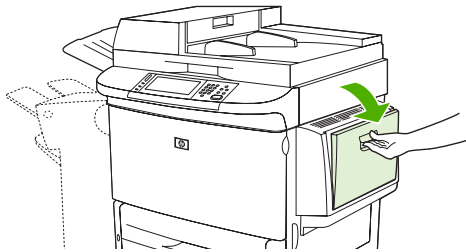
2. Load paper according to size and finishing options.

    Figure 6-2 Load tray 1 (2 of 3)

    △ **CAUTION:** To avoid jams, print sheets of labels one sheet at a time.

3. Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.

    Figure 6-3 Load tray 1 (3 of 3)
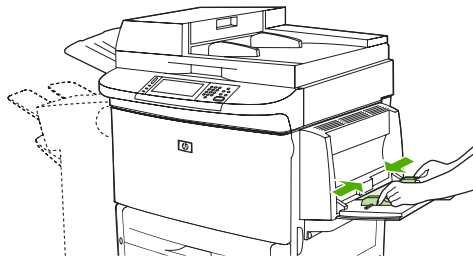
4. Make sure the paper fits under the tabs on the guides and not above the load level indicators.

NOTE: If printing on A3- or 11 x 17-size paper, or other long media, also pull out the tray extension until it stops.

Load trays 2, 3, and 4

Trays 2 and 3 hold up to 500 sheets of standard media. Tray 4 holds up to 2,000 sheets of standard media. For information about paper specifications, see Supported paper and print media sizes on page 81.

Load detectable standard-size paper in trays 2, 3, and 4

Follow this procedure to load detectable standard-size paper in the tray. The following are the detectable sizes, which are marked inside the tray:

● A4

● Letter

● A3

● Legal

● Executive

● 11 x 17

● B4 (JIS)

● B5 (JIS)

● A4-Rotated

● Letter-Rotated

CAUTION: To avoid a jam, never add or remove paper from a tray while printing from that tray.

1. Open the tray until it stops.

   Figure 6-4 Load trays 2, 3, and 4 (1 of 6)

2. Adjust the left (Y) paper guide by pressing the tab on the guide and set the guide to the correct paper size.

Figure 6-5 Load trays 2, 3, and 4 (2 of 6)
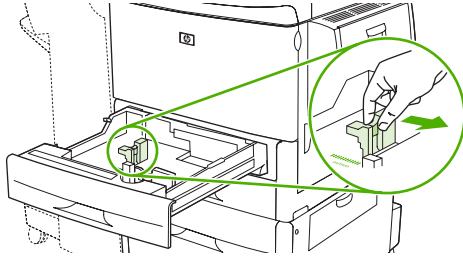
3. Adjust the front (X) paper guide by pressing the tab on the guide and set the guide to the correct paper size.

Figure 6-6 Load trays 2, 3, and 4 (3 of 6)
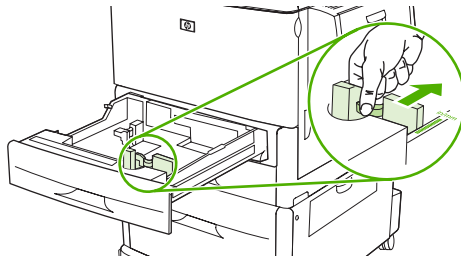
4. Load (orient) the paper according to size.

Figure 6-7 Load trays 2, 3, and 4 (4 of 6)
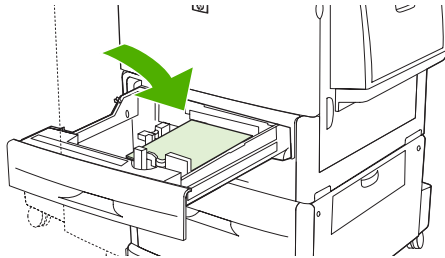
5. Set the Custom/Standard switch to Standard.

Figure 6-8 Load trays 2, 3, and 4 (5 of 6)
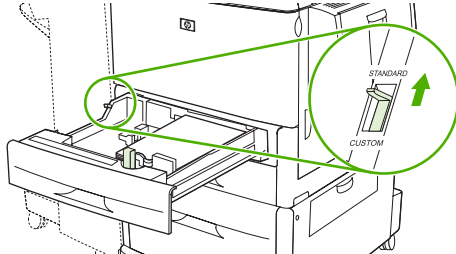
6. Close the tray. The MFP control panel might show the tray media type and size. If the configuration is not correct, touch Modify on the control panel. If the configuration is correct, touch OK.

Figure 6-9 Load trays 2, 3, and 4 (6 of 6)
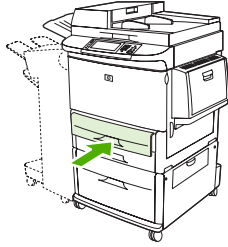
Load undetectable standard-size paper in trays 2, 3, and 4

Follow this procedure to load undetectable standard-size paper in the tray. The following are the undetectable sizes:

- 8K
- 16K
- Statement
- JIS Executive
- 8.5 x 13 (216 x 330 mm).

⚠ **CAUTION:** To avoid a jam, never add or remove paper from a tray while printing from that tray.

1. Open the tray until it stops.

Figure 6-10 Load undetectable standard-size paper in trays 2, 3, and 4 (1 of 6)

2. Press the tab on the front paper guide and slide the guide all the way out.

3. Press the tab on the left paper guide and slide the guide all the way out.

4. Load (orient) the paper according to size.

Figure 6-11 Load undetectable standard-size paper in trays 2, 3, and 4 (2 of 6)
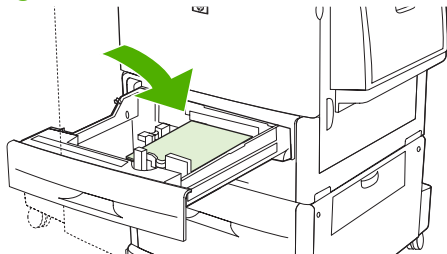
5. Adjust the left paper guide by pressing the tab on the guide and slide the guide until it gently touches the paper

Figure 6-12 Load undetectable standard-size paper in trays 2, 3, and 4 (3 of 6)
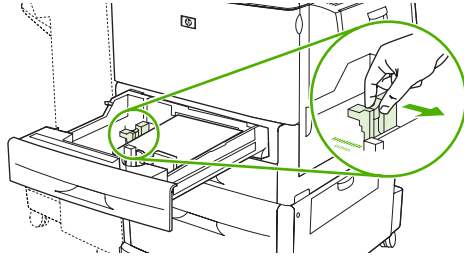
6. Adjust the front paper guide by pressing the tab on the guide and slide the guide until it gently touches the paper.

Figure 6-13 Load undetectable standard-size paper in trays 2, 3, and 4 (4 of 6)
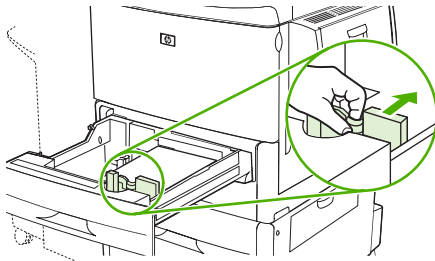
NOTE: When loading tray 4, make sure that the paper guide lock is in the up position.

7. Set the Custom/Standard switch to Custom.

Figure 6-14 Load undetectable standard-size paper in trays 2, 3, and 4 (5 of 6)
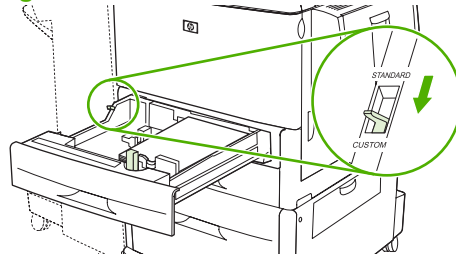
8. Close the tray. The MFP control panel might show the tray media type and size. If the configuration is not correct, touch Modify on the control panel. If the configuration is correct, touch OK.

Figure 6-15 Load undetectable standard-size paper in trays 2, 3, and 4 (6 of 6)
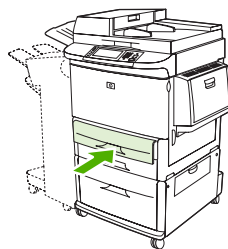
Load custom media in trays 2, 3, and 4

Use the following procedure to load custom-size paper in the tray.

△ **CAUTION:** To avoid a jam, never add or remove paper from a tray while printing from that tray.

1. Open the tray until it stops.

Figure 6-16 Load custom media in trays 2, 3, and 4 (1 of 6)
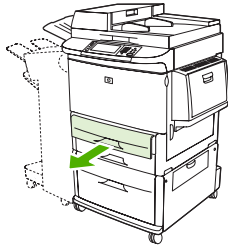
2. Press the tab on the front (X) paper guide and slide the guide all the way out.

3. Press the tab on the left (Y) paper guide and slide the guide all the way out.

4. Load (orient) the paper according to size.

Figure 6-17 Load custom media in trays 2, 3, and 4 (2 of 6)
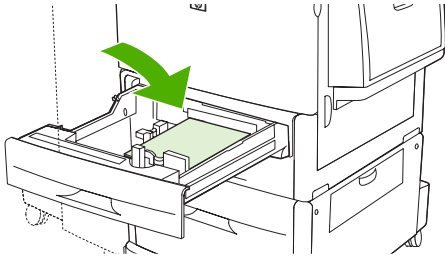
5. Set the Custom/Standard switch to Custom.

Figure 6-18 Load custom media in trays 2, 3, and 4 (3 of 6)
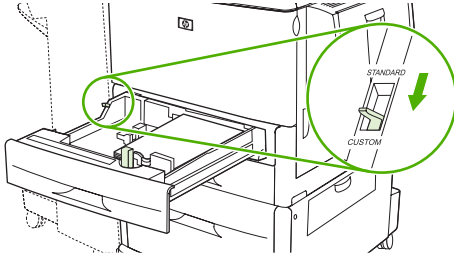
6. Adjust the left (Y) paper guide by pressing the tab on the guide and slide the guide until it gently touches the paper

Figure 6-19 Load custom media in trays 2, 3, and 4 (4 of 6)
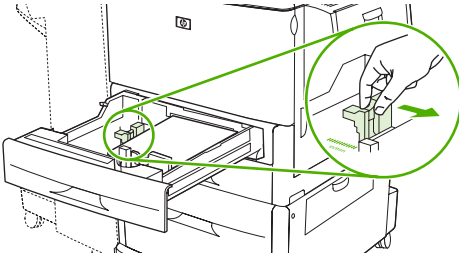
7. Adjust the front (X) paper guide by pressing the tab on the guide and slide the guide until it gently touches the paper.

    Figure 6-20 Load custom media in trays 2, 3, and 4 (5 of 6)
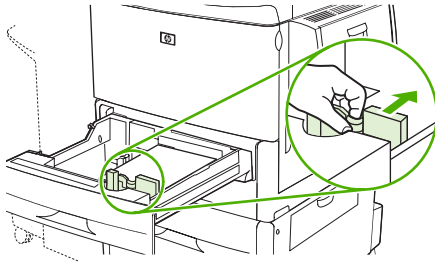
8. Note the orientation of the paper, as well as the value of the X dimension and the Y dimension. The X and Y dimensions are marked in the tray. You will need this information for a later step.

    NOTE: When loading tray 4, make sure that the paper guide lock is in the up position.

9. Close the tray. The MFP control panel might show the tray media type and size. If the configuration is not correct, touch Modify on the control panel. If the configuration is correct, touch OK.

    Figure 6-21 Load custom media in trays 2, 3, and 4 (6 of 6)
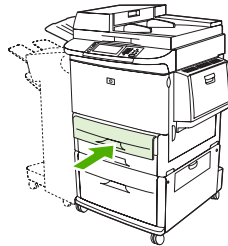
Configure trays

The MFP might automatically prompt you to configure a tray for type and size when you load media into the tray.

The following message appears on the control panel: **Tray <X> [type] [size] To change size or type, touch "Modify". To accept, touch "OK".**.

NOTE: The prompt does not appear if you are printing from tray 1 and tray 1 is configured for **Any Size** and **Any Type**.

NOTE: If you have used other HP LaserJet printer models, you might be accustomed to configuring tray 1 to **First** mode or **Cassette** mode. On the HP LaserJet M9040/M9050 MFP, setting tray 1 size and type to **Any Size** is equivalent to **First** mode. Setting size or type for tray 1 to a setting other than **Any Size** is equivalent to **Cassette** mode.

Configure a tray when loading media

1. Load media in the tray. Close the tray if you are using tray 2, 3, or 4.

2. If the tray configuration message appears, touch OK to accept the detected size, or touch Modify to choose a different paper size.

3. If modifying the tray configuration, select the size.

   NOTE: The MFP automatically detects most media sizes in trays 2, 3, and 4.

4. If modifying the tray configuration, select the paper type.

5. Touch Exit.

Configure a tray by using the Supplies Status button on the touchscreen

You can also configure the trays for type and size without a prompt from the MFP.

1. Scroll to and touch Supplies Status.

2. Touch the desired tray.

3. Touch Modify.

4. Select the size and type. If you select a custom type, use the numeric keypad to set the X dimension and the Y dimension, and then touch OK.

5. Touch OK.

6. Touch OK again.

Select the media by source, type, or size

In the Microsoft Windows operating system, three settings affect how the printer driver tries to pull media when you send a print job. *Source*, *Type*, and *Size* settings appear in the **Page Setup**, **Print**, or **Print Properties** dialog boxes in most software programs. Unless you change these settings, the MFP automatically selects a tray using the default settings.

Source

To print by *Source* select a specific tray from MFP to pull from. The MFP tries to print from this tray, no matter what type or size is loaded. If you select a tray that is configured for a type or size that does not match your print job, the MFP does not print automatically. Instead, it waits for you to load the tray with the type or size of print media for your print job. If you load the tray, the MFP begins printing.

Type and Size

Printing by *Type* or *Size* means that you want the MFP to pull from the tray that is loaded with the correct type and size of media. Selecting media by type rather than source is similar to locking out trays and helps protect special media from accidental use. For example, if a tray is configured for letterhead and you select plain paper, the MFP will not pull the letterhead from that tray. Instead, it will pull from a tray that has plain paper loaded and is configured for plain paper on the MFP control panel. Selecting media by Type and Size results in significantly better print quality for heavy paper, glossy paper, and transparencies. Using the wrong setting might result in unsatisfactory print quality. Always print by Type for special print media, such as labels or transparencies. Print by Size for envelopes, if possible.

- To print by Type or Size, select the Type or Size from the **Page Setup** dialog box, the **Print** dialog box, or the **Print Properties** dialog box, depending on the software program.

- If you often print on a certain type or size of media, configure a tray for that type or size. Then, when you select that type or size as you print a job, the MFP pulls media from the tray that is configured for that type or size.

Select the output bin

The MFP has at least two output bin locations: the ADF output bin (1) and an output bin on the output device.

Figure 6-22 Output bins
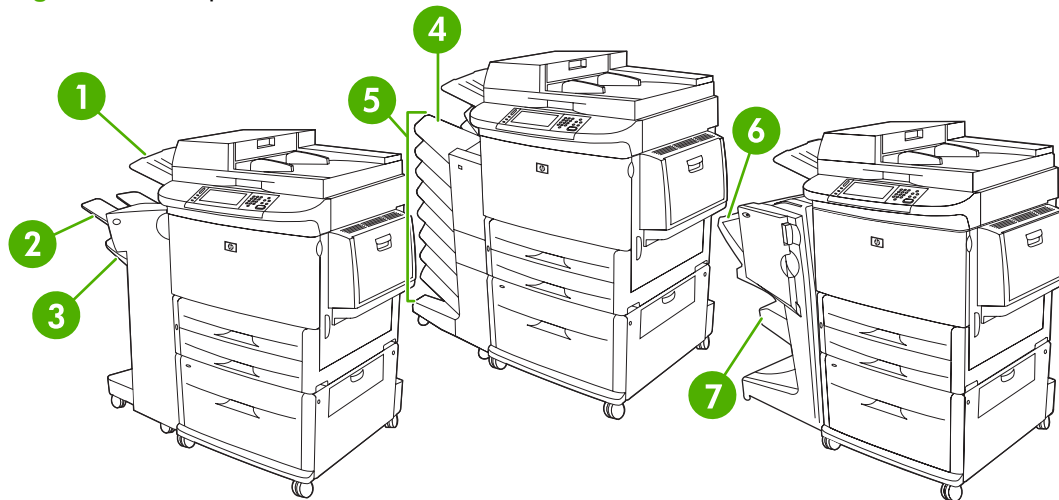
It is recommended that you select an output location through the software program or printer driver.

Stacker or stapler/stacker output bins

If you choose the 3,000-sheet stacker or 3,000-sheet stapler/stacker, the output bins are the upper bin (2) (face up) and the lower bin (3) (face down).

The upper bin (face-up) (2) is the top bin on the stacker or stapler/stacker. This bin holds up to 100 sheets of paper in face-up order as they exit the MFP. A sensor causes the product to stop when the bin is full. Product operation continues when you empty or reduce the amount of paper in the bin.

The lower bin (face-down) (3) is the lower bin on the stacker or stapler/stacker. This bin holds up to 3,000 sheets of paper and allows you to stack or staple jobs. This bin is the default output bin.

8-bin mailbox output bins

If you choose the 8-bin mailbox, the output bins are the upper bin and the eight face-down bins.

The upper bin (4) holds up to 125 sheets of paper.

The network administrator can assign the eight bins (5) to individual users or workgroups. Each bin can stack up to 250 sheets of paper.

Multifunction finisher output bins

If you choose the multifunction finisher, the output bins are the upper bin (6) and the lower booklet bin (7).

The upper bin (6) is the top bin on the multifunction finisher. This bin provides 1,000 sheets of stacking capacity and can offset each job as it is stacked, delivering unstapled jobs face up or face down. This bin also provides stapling for up to 50 sheets of paper per document. The upper bin is the default output bin when the multifunction finisher is attached.

The lower booklet bin (7) is the lower bin on the multifunction finisher. This bin provides folding and saddle stitching of booklets for up to 10 sheets of paper.

Select an output location

Printing

It is recommended that you select an output location (bin) through your program or driver. Where and how you make selections depends on your program or driver, set the default output location from the MFP control panel.

1. Scroll to and touch Administration.

2. Touch Default Job Options.

3. Touch Default Print Options.

4. Touch Output Bin.

5. Touch the desired output bin.

Copying

You can set and override the current default output location (bin) from the MFP control panel for copy jobs:

1. Scroll to and touch Copy.

2. Touch More Options.

3. Touch Output Bin.

4. Touch the desired output bin.

To set the default output bin for copy jobs:

1. Scroll to and touch Administration.

2. Touch Default Job Options.

3. Touch Default Copy Options.

4. Touch Output Bin.

5. Touch the desired output bin.

7 Print tasks

Media type and tray loading

Minimum media dimensions are 98 x 191 mm (3.8 x 7.5 inches).

Maximum media dimensions are 312 x 470 mm (12.3 x 18.5 inches).

Table 7-1 Tray 1 media information

Media type	Media specifications	Media quantity	Driver settings	Paper orientation
Paper and cardstock, standard sizes	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond Two-sided printing: 64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Maximum stack height: 10 mm (0.6 inch) Equivalent to 100 sheets of 75 g/m^2 (20 lb) bond.	Plain or unspecified	N/A
Envelopes	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond	Up to 10 envelopes	Envelope	Short edge leading, flap on right side facing up
Labels	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond	Maximum stack height: 10 mm (0.6 inch)	Labels	Side to be printed on facing up
Transparencies	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond	Maximum stack height: 10 mm (0.6 inch)	Transparencies	Side to be printed on facing up
Heavy	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond Two-sided printing: 64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Maximum stack height: 10 mm (0.6 in.)	Light glossy, glossy, or heavy glossy	Side to be printed on facing up
Glossy	64 g/m^2 (17 lb) bond to 216 g/m^2 (58 lb) bond Two-sided printing: 64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Maximum stack height: 10 mm (0.6 in.)	Light glossy, glossy, or heavy glossy	Side to be printed on facing up

Table 7-2 Tray 2 and 3 media information

Media type	Media specifications	Media quantity	Driver settings	Paper orientation
Paper and cardstock	64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Up to 500 sheets	Plain or unspecified Light glossy, glossy, or heavy glossy	N/A
Heavy	64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Up to 500 sheets	Light glossy, glossy, or heavy glossy	Side to be printed on facing up
Glossy	64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Up to 500 sheets	Light glossy, glossy, or heavy glossy	Side to be printed on facing up

Table 7-3 Tray 4 media information

Media type	Media specifications	Media quantity	Driver settings	Paper orientation
Paper and cardstock	64 g/m^2 (17 lb) bond to 199 g/m^2 (53 lb) bond	Up to 2000 sheets	Plain or unspecified	N/A

Table 7-3 Tray 4 media information (continued)

Media type	Media specifications	Media quantity	Driver settings	Paper orientation
Heavy	64 g/m² (17 lb) bond to 199 g/m² (53 lb) bond	Up to 2000 sheets	Light glossy, glossy, or heavy glossy	Side to be printed on facing up
Glossy	64 g/m² (17 lb) bond to 199 g/m² (53 lb) bond	Up to 2000 sheets	Light glossy, glossy, or heavy glossy	Side to be printed on facing up

Use features in the Windows printer driver

Open the printer driver

How do I	Steps to perform
Open the printer driver	On the **File** menu in the software program, click **Print**. Select the printer, and then click **Properties** or **Preferences**.
Get help for any printing option	Click the **?** symbol in the upper-right corner of the printer driver, and then click any item in the printer driver. A pop-up message displays that provides information about the item. Or, click **Help** to open the online Help.

Use printing shortcuts

To perform the following tasks, open the printer driver and click the **Printing Shortcuts** tab.

📝 **NOTE:**   In previous HP printer drivers, this feature was called **Quick Sets**.

How do I	Steps to perform
Use a printing shortcut	Select one of the shortcuts, and then click **OK** to print the job with the predefined settings.
Create a custom printing shortcut	a) Select an existing shortcut as a base. b) Select the print options for the new shortcut. c) Click **Save As**, type a name for the shortcut, and click **OK**.

Set paper and quality options

To perform the following tasks, open the printer driver and click the **Paper/Quality** tab.

How do I	Steps to perform
Select a page size	Select a size from the **Paper size** drop-down list.
Select a custom page size	a) Click **Custom**. The **Custom Paper Size** dialog box opens. b) Type a name for the custom size, specify the dimensions, and click **OK**.
Select a paper source	Select a tray from the **Paper source** drop-down list.
Select a paper type	Select a type from the **Paper type** drop-down list.
Print covers on different paper Print the first or last page on different paper	a) In the **Special pages** area, click **Covers** or **Print pages on different paper**, and then click **Settings**. b) Select an option to print a blank or preprinted front cover, back cover, or both. Or, select an option to print the first or last page on different paper. c) Select options from the **Paper source** and **Paper type** drop-down lists, and then click **Add**. d) Click **OK**.
Adjust the resolution of printed images	In the **Print Quality** area, select an option from the first drop down list. See the printer-driver online Help for information about each of the available options.
Select draft-quality printing	In the **Print Quality** area, click **EconoMode**.

Set document effects

To perform the following tasks, open the printer driver and click the **Effects** tab.

How do I	Steps to perform
Scale a page to fit on a selected paper size	Click **Print document on**, and then select a size from the drop-down list.
Scale a page to be a percent of the actual size	Click **% of actual size**, and then type the percent or adjust the slider bar.
Print a watermark	a) Select a watermark from the **Watermarks** drop-down list. b) To print the watermark on the first page only, click **First page only**. Otherwise, the watermark is printed on each page.
Add or edit watermarks **NOTE:** The printer driver must be stored on your computer for this to work.	a) In the **Watermarks** area, click **Edit**. The **Watermark Details** dialog box opens. b) Specify the settings for the watermark, and then click **OK**.

Set document finishing options

To perform the following tasks, open the printer driver and click the **Finishing** tab.

How do I	Steps to perform
Print on both sides (Duplex)	Click **Print on both sides**. If you will bind the document along the top edge, click **Flip pages up**.
Print a booklet	a) Click **Print on both sides**. b) In the **Booklet layout** drop-down list, click **Left binding** or **Right binding**. The **Pages per sheet** option automatically changes to **2 pages per sheet**.
Print multiple pages per sheet	a) Select the number of pages per sheet from the **Pages per sheet** drop-down list. b) Select the correct options for **Print page borders**, **Page order**, and **Orientation**.
Select page orientation	a) In the **Orientation** area, click **Portrait** or **Landscape**. b) To print the page image upside down, click **Rotate by 180 degrees**.

Set product output options

To perform the following tasks, open the printer driver and click the **Output** tab.

NOTE: The options that are available on this tab depend on the finishing device that you are using.

How do I	Steps to perform
Select staple options	Select a stapling option from the **Staple** drop-down list.
Print a separator page between copies	a) Click **Job Separator**. The **Separator Page Details** dialog box opens. b) In the **Separator Page Details** drop-down list, click **Separator page**, and then select a paper source and a paper type. c) To print job-related data on the separator page, click any or all of the check boxes. Click **OK**.
Select an output bin	Select an output bin from the **Bin** drop-down list.

Set job storage options

To perform the following tasks, open the printer driver and click the **Job Storage** tab.

How do I	Steps to perform
Print one copy for proof before printing all the copies	In the **Job Storage Mode** area, click **Proof and Hold**. The product prints the first copy only. A message appears on the product control panel that prompts you to print the rest of the copies.
Temporarily store a private job on the product and print it later	a) In the **Job Storage Mode** area, click **Personal Job**. b) In the **Make Job Private** area, enter a 4-digit personal identification number (PIN).
Temporarily store a job on the product NOTE: These jobs are deleted if the product is turned off.	In the **Job Storage Mode** area, click **Quick Copy**. One copy of the job is printed immediately, but you can print more copies from the product control panel.
Permanently store a job on the product	In the **Job Storage Mode** area, click **Stored Job**.
Make a permanently stored job private so that anyone who tries to print it must provide a PIN	a) In the **Job Storage Mode** area, click **Stored Job**. b) In the **Make Job Private** area, click **PIN to print**, and then enter a 4-digit personal identification number (PIN).
Receive notification when someone prints a stored job	In the **Job Notification Options** area, click **Display Job ID when printing**.
Set the user name for a stored job	In the **User Name** area, click **User name** to use the Windows default user name. To provide a different user name, click **Custom** and type the name.
Specify a name for the stored job	a) In the **Job Name** area, click **Automatic** to use the default job name. To specify a job name, click **Custom** and type the name. b) Select an option from the **If job name exists** drop-down list. Select **Use Job Name + (1-99)** to add a number to the end of the existing name, or select **Replace Existing File** to overwrite a job that already has that name.

Obtain support and product-status information

To perform the following tasks, open the printer driver and click the **Services** tab.

How do I	Steps to perform
Obtain support information for the product and order supplies online	In the **Internet Services** drop-down list, select a support option, and click **Go!**
Check the status of the product, including the level of supplies	Click the **Device and Supplies Status** icon. The **Device Status** page of the HP embedded Web server opens.

Set advanced printing options

To perform the following tasks, open the printer driver and click the **Advanced** tab.

How do I	Steps to perform
Select advanced printing options	In any of the sections, click a current setting to activate a drop-down list so you can change the setting.

How do I	Steps to perform
Change the number of copies that are printed **NOTE:** If the software program that you are using does not provide a way to print a particular number of copies, you can change the number of copies in the driver. Changing this setting affects the number of copies for all print jobs. After your job has printed, restore this setting to the original value.	Open the **Paper/Output** section, and then enter the number of copies to print. If you select 2 or more copies, you can select the option to collate the pages.
Print colored text as black rather than as shades of gray	a) Open the **Document Options** section, and then open the **Printer Features** section. b) In the **Print All Text as Black** drop-down list, select **Enabled**.
Load letterhead or preprinted paper the same way for every job, whether printing on one or both sides of the page	a) Open the **Document Options** section, and then open the **Printer Features** section. b) In the **Alternative Letterhead Mode** drop-down list, select **On**. c) At the product, load the paper the same way you would for printing on both sides.
Change the order in which pages are printed	a) Open the **Document Options** section, and then open the **Layout Options** section. b) In the **Page Order** drop-down list, select **Front to Back** to print the pages in the same order as they are in the document, or select **Back to Front** to print the pages in the reverse order.

Staple documents

Set the stapler at the control panel for printed jobs

You can usually select the stapler in your software program or printer driver, although some options might be available only in the printer driver. See Change printer-driver settings for Windows on page 53 for more information. Where and how you make selections depends on your program or driver. If the stapler cannot be selected in the program or printer driver, it can be selected using the MFP control panel.

1. Scroll to and touch Administration.

2. Scroll to and touch Device Behavior.

3. Scroll to and touch Stapler/Stacker or Multifunct. Finisher.

4. Touch Staple.

5. Touch the staple option you want to use.

NOTE: Selecting the stapler at the printer control panel changes the default setting to Staple. It is possible that all print jobs will be stapled. However, settings that are changed in the printer driver override settings that are changed at the control panel.

Set the stapler at the control panel for all copy jobs

NOTE: The following procedure changes the default setting for all copy jobs.

1. Scroll to and touch Administration.

2. Touch Default Job Options.

3. Touch Default Copy Options.

4. Touch Staple/Collate.

5. Touch Staple.

6. Touch the staple option you want to use.

Set the stapler at the control panel for a single copy job

NOTE: The following procedure sets the stapling option for only the current copy job.

1. Touch Copy.

2. Touch Staple/Collate.

3. Touch the staple option you want to use.

Configure the device to stop or continue when the staple cartridge is empty

You can specify whether the MFP stops printing when the staple cartridge is empty or if it continues printing but does not staple the jobs.

1. Scroll to and touch Administration.

2. Scroll to and touch Device Behavior.

3. Scroll to and touch Stapler/Stacker or Multifunct. Finisher.

4. Touch Staples Out.

5. Touch the option that you want to use:

   ● Select Stop to stop all printing until the staple cartridge is replaced.

   ● Select Continue to continue printing jobs without stapling them.

Load staples

Load staples if the MFP control-panel display prompts you with a **Stapler Low On Staples** or **Order staple cartridge** message (the stapler has fewer than 20 usable staples left), or when it prompts you with a **Replace Stapler Cartridge** or **STAPLER OUT OF STAPLES** message (the stapler is empty, or the remaining staples cannot be used).

The stapler accepts print jobs if it is out of staples, but it does not staple the pages. The printer driver can be configured to disable the staple option when the stapler cartridge is empty.

Load staples in the stapler/stacker

1. Move the stapler/stacker away from the MFP.

   Figure 7-1 Load staples in the stapler/stacker (1 of 5)
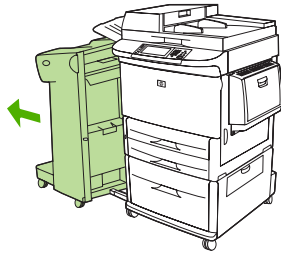
2. Open the stapler unit door.

   Figure 7-2 Load staples in the stapler/stacker (2 of 5)
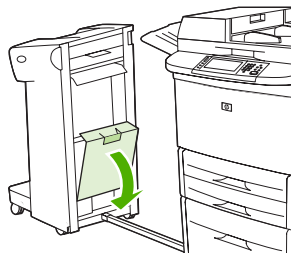
3. On the empty staple cartridge, pull up on the green tab, and then pull the empty cartridge out.

Figure 7-3 Load staples in the stapler/stacker (3 of 5)
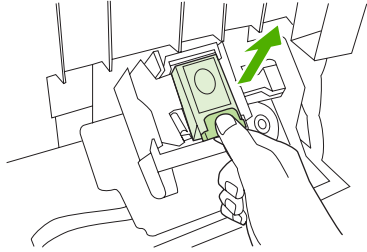
4. Insert the new staple cartridge, and push down on the green tab so that the cartridge locks into place.

Figure 7-4 Load staples in the stapler/stacker (4 of 5)
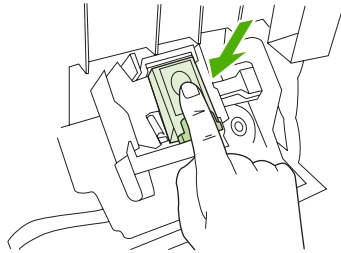
5. Close the stapler unit door and push the stapler/stacker back into place.

Figure 7-5 Load staples in the stapler/stacker (5 of 5)
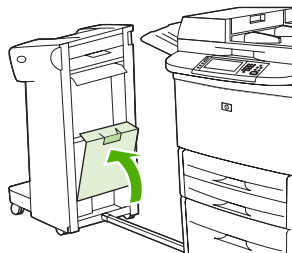
Load staples in the multifunction finisher

1. Open the stapler unit door.

Figure 7-6 Load staples in the multifunction finisher (1 of 8)
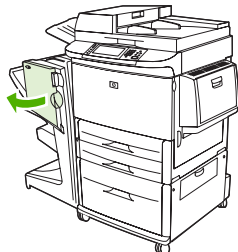
2. Slide the stapler unit toward you.

Figure 7-7 Load staples in the multifunction finisher (2 of 8)
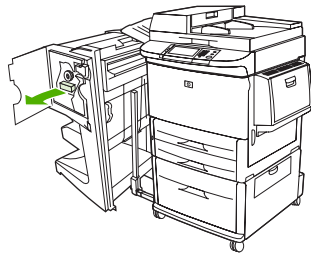
3. Turn the large green knob until the blue dot appears in the window of the stapler unit.

Figure 7-8 Load staples in the multifunction finisher (3 of 8)
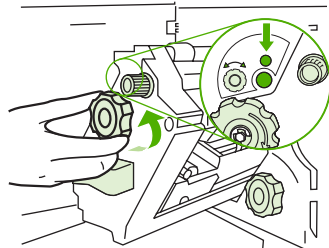
4. Turn the small green knob at the top of the stapler unit clockwise until the staple cartridge moves to the left of the stapler unit.

Figure 7-9 Load staples in the multifunction finisher (4 of 8)
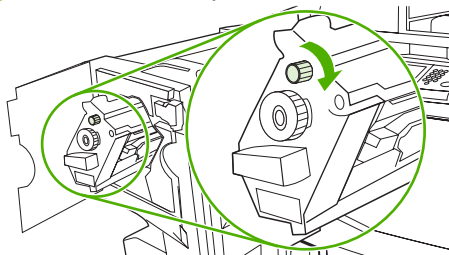
△ **CAUTION:** The blue dot must appear in the window of the stapler unit before you remove the staple cartridge. If you try to remove the staple cartridge before the blue dot appears in the window, you could damage the finisher.

5. On the empty staple cartridge, squeeze the tabs together and pull the empty cartridge out.

Figure 7-10 Load staples in the multifunction finisher (5 of 8)
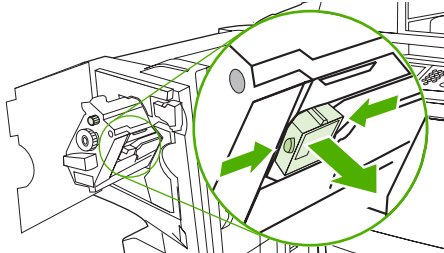
6. Insert the new staple cartridge so that it locks into place.

Figure 7-11 Load staples in the multifunction finisher (6 of 8)
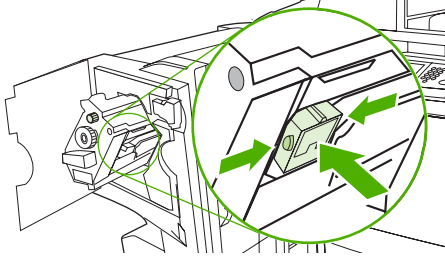
7. Slide the stapler unit into the finisher.

Figure 7-12 Load staples in the multifunction finisher (7 of 8)
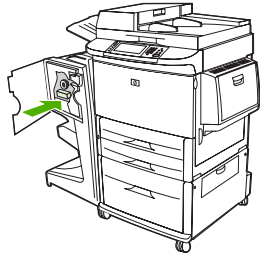
8. Close the stapler unit door and realign the multifunction finisher against the MFP.

Figure 7-13 Load staples in the multifunction finisher (8 of 8)
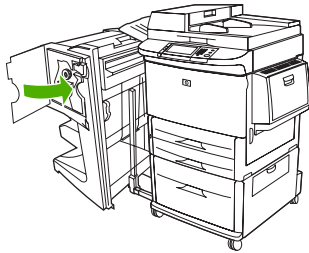
Cancel a print job

You can stop a print request by using the control panel or by using the software program. For instructions about how to stop a print request from a computer on a network, see the online Help for the specific network software.

NOTE: It can take some time for all printing to clear after you have canceled a print job.

Stop the current print job from the control panel

1. Press Stop on the control panel.

2. On the touchscreen, on the **Device Has Been Paused** screen, touch **Cancel current job**.

   NOTE: If the print job is too far into the printing process, you might not have the option to cancel it.

Stop the current print job from the software program

A dialog box will appear briefly on the screen, giving you the option to cancel the print job.

If several requests have been sent to the device through your software, they might be waiting in a print queue (for example, in Windows Print Manager). See the software documentation for specific instructions about canceling a print request from the computer.

If a print job is waiting in a print queue (computer memory) or print spooler (Windows 2000 or XP), delete the print job there.

Click **Start** and then click **Printers**. Double-click the device icon to open the print spooler. Select the print job that you want to cancel, and then press Delete. If the print job is not cancelled, you might need to shut down and restart the computer.

Print on envelopes

Envelopes must be printed from tray 1, which holds up to 10 envelopes. Printing performance depends on the construction of the envelope. Always test a few sample envelopes before purchasing a large quantity. For envelope specifications, see Supported paper and print media sizes on page 81 or go to www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

⚠ **CAUTION:** Envelopes with clasps, snaps, windows, coated linings, exposed self-stick adhesives, or other synthetic materials can severely damage the MFP. Do not use envelopes with pressure-sensitive adhesive.

Use the following basic steps to print on envelopes.

1. Load the envelopes in tray 1.

2. Change the fuser levers.

3. Send the print job.

Load envelopes in tray 1

1. Open tray 1, but do not pull out the extension. (Most envelopes feed best without the extension. However, oversize envelopes might need the extension.)

   Figure 7-14 Load envelopes in tray 1 (1 of 3)
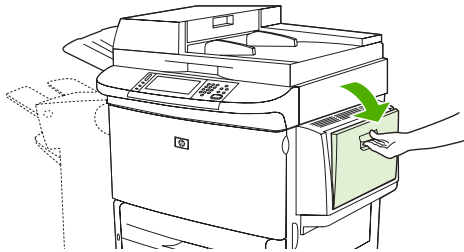
2. Load up to 10 envelopes in the center of tray 1 with the side to be printed on facing up, and the return-address end toward the MFP. Slide the envelopes into the MFP as far as they will go without forcing them.

   Figure 7-15 Load envelopes in tray 1 (2 of 3)
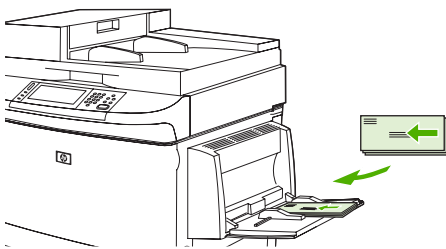
3. Adjust the guides to touch the envelope stack without bending the envelopes. Make sure that the envelopes fit under the tabs on the guides.

Figure 7-16 Load envelopes in tray 1 (3 of 3)
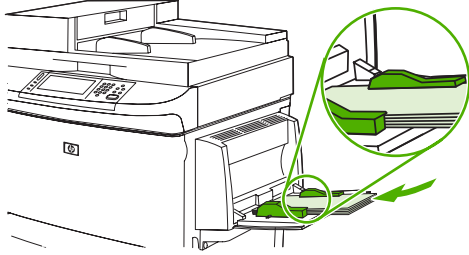
4. Change the fuser levers (see).

Change the fuser levers

1. Move the output device away from the MFP to gain access to the left door.

Figure 7-17 Change the fuser levers (1 of 4)
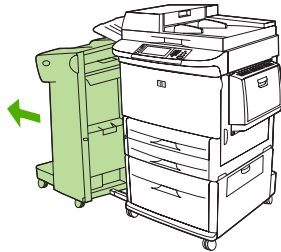
2. Open the left door.

Figure 7-18 Change the fuser levers (2 of 4)
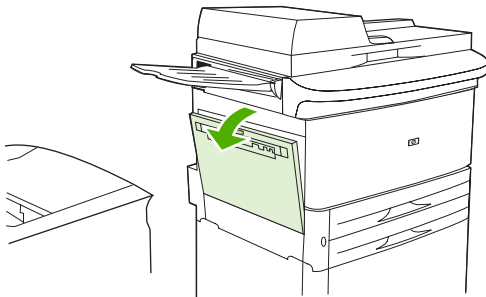
⚠ **WARNING!** Avoid touching the adjacent fusing area. It can be hot.

3. Locate and lift up the two blue levers.

📝 **NOTE:** Return the fuser levers to the down position after printing on envelopes.

⚠ **CAUTION:** Failure to return levers to the down position for standard paper types can result in poor print quality.

Figure 7-19 Change the fuser levers (3 of 4)
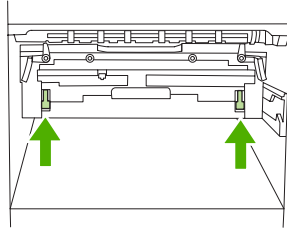
4. Close the left door.

Figure 7-20 Change the fuser levers (4 of 4)
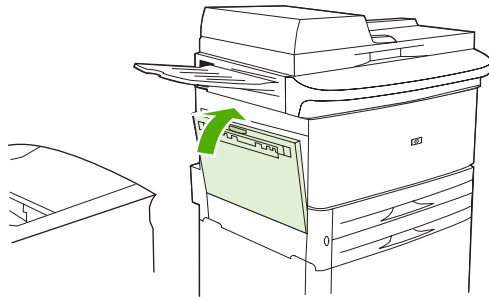
5. Push the output device back into place.

Print on envelopes from a program

1. Load envelopes into tray 1.

2. In your program or in the printer driver, select tray 1 as the source.

3. Set the appropriate envelope size and type. For envelope specifications, see <u>Supported paper and print media sizes on page 81</u>.

4. If your program does not automatically format for an envelope, specify "Portrait" for page orientation.

⚠ **CAUTION:** To avoid a jam, do not remove or insert an envelope after you begin printing.

5. Set margins to within 15 mm (0.6 inch) from the edge of the envelope. For best print quality, set margins for a return and mailing address (typical address margins for a Commercial #10 or DL envelope are offered). Avoid printing over the area where the three back flaps meet on the back of an envelope.

6. Select the left bin as the output location.

7. When finished printing on envelopes, return the fuser levers to the down position.

⚠ **CAUTION:** Failure to return levers to the down position for standard paper types can result in poor print quality.

Job storage features for print

The following job-storage features are available for print jobs:

● **Proof and hold jobs**: This feature provides a quick and easy way to print and proof one copy of a job and then print the additional copies.

● **Personal jobs**: When you send a private job to the device, the job does not print until you provide the required personal identification number (PIN) at the control panel.

● **Stored jobs**: You can store a job such as a personnel form, time sheet, or calendar on the device and allow other users to print the job at any time. Stored jobs also can be protected by a PIN.

Follow the instructions in this section to gain access to the job storage features at the computer. See the specific section for the type of job that you want to create.

△ **CAUTION:** If you turn off the device, all proof-and-hold and personal jobs are deleted.

Gain access to the job storage features for print

For Windows

1. On the **File** menu, click **Print**.

2. Click **Properties**, and then click the **Job Storage** tab.

3. Select the job storage mode that you want.

For Macintosh

In newer drivers: Select **Job Storage** in the pull-down menu in the **Print** dialog box. In older drivers, select **Printer Specific Options**.

Use the proof and hold feature

The proof and hold feature provides a quick and easy way to print and proof one copy of a job.

To permanently store the job and prevent the device from deleting it when space is needed for something else, select the **Stored Job** option in the driver.

Create a proof and hold job

△ **CAUTION:** If the device needs additional space to store newer proof and hold jobs, the device deletes other stored proof and hold jobs, starting with the oldest job. To permanently store a job and prevent the device from deleting it when space is needed, select the **Stored Job** option in the driver instead of the **Proof and Hold** option.

In the driver, select the **Proof and Hold** option and type a user name and job name.

The device prints one copy of the job for you to proof.

Print the remaining copies of a proof and hold job

At the device control panel, use the following procedure to print the remaining copies of a job held on the hard disk.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the job.

4. Scroll to and touch the job that you want to print.

5. Touch the Copies field to change the number of copies to print. Touch Retrieve Stored Job (◉) to print the document.

Delete a proof and hold job

When you send a proof and hold job, the device automatically deletes your previous proof and hold job.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the job.

4. Scroll to and touch the job that you want to delete.

5. Touch Delete.

6. Touch Yes.

Use the personal job feature

Use the personal printing feature to specify that a job is not printed until you release it. First, set a 4-digit PIN by typing the PIN in the printer driver. The PIN is sent to the device as part of the print job. After you have sent the print job to the device, you must use the PIN to print the job.

Create a personal job

To specify that a job is personal, in the driver, select the Personal Job option, type a user name and job name, and then type a four-digit PIN into the **Make Job Private** field. The job will not print until you enter the PIN at the device control panel.

Print a personal job

You can print a personal job at the control panel after the job has been sent to the device.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the personal job.

4. Scroll to and touch the personal job that you want to print.

   NOTE: A personal job will have a 🔒 [lock symbol] next to it.

5. Touch the PIN field.

6. Use the numeric keypad to type the PIN, and then touch **OK**.

7. Touch the Copies field to change the number of copies to print.

8. Touch Retrieve Stored Job (⬙) to print the document.

Delete a personal job

A personal job is automatically deleted from the device hard disk after you release it for printing. If you want to delete the job without printing it, use this procedure.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the personal job.

4. Scroll to and touch the personal job that you want to delete.

   NOTE: A personal job will have a 🔒 [lock symbol] next to it.)

5. Touch the PIN field.

6. Use the numeric keypad to type the PIN, and then touch OK.

7. Touch Delete.

Use the QuickCopy feature

The QuickCopy feature prints the requested number of copies of a job and stores a copy on the device hard disk. Additional copies of the job can be printed later. This feature can be turned off in the printer driver.

The default number of different QuickCopy jobs that can be stored on the device is 32. At the control panel, you can set a different default number. See Navigate the Administration menu on page 15.

Create a QuickCopy job

⚠ **CAUTION:** If the device needs additional space to store newer QuickCopy jobs, the device deletes other stored QuickCopy jobs, starting with the oldest job. To permanently store a job and prevent the device from deleting it when space is needed, select the **Job Storage** option in the driver instead of the **QuickCopy** option.

In the driver, select the **QuickCopy** option, and then type a user name and a job name.

When you send the job to print, the device prints the number of copies that you set in the driver. To print more quick copies at the device control panel, see .

Print additional copies of a QuickCopy job

This section describes how to print additional copies of a job stored on the device hard disk at the control panel.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the job.

4. Scroll to and touch the job that you want to print.

5. Touch the Copies field to change the number of copies to print.

6. Touch Retrieve Stored Job (⊛) to print the document.

Delete a QuickCopy job

Delete a QuickCopy job at the device control panel when you no longer need it. If the device requires additional space to store new QuickCopy jobs, the device automatically deletes other stored QuickCopy jobs, starting with the oldest job.

📝 **NOTE:** Stored QuickCopy jobs can be deleted at the control panel or in HP Web Jetadmin.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the job.

4. Scroll to and touch the job that you want to delete.

5. Touch Delete.

6. Touch Yes.

Use the stored job feature

You can save a print job to the device hard disk without printing it. You can then print the job at any time at the device control panel. For example, you might want to download a personnel form, calendar, time sheet, or accounting form that other users can print when they need it.

Create a stored print job

In the driver, select the **Stored Job** option, and then type a user name and job name. The job does not print until someone requests it at the device control panel.

Print a stored print job

At the control panel, you can print a job that is stored on the device hard disk.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the stored job.

4. Scroll to and touch the stored job that you want to print.

5. Touch Retrieve Stored Job (⬦) to print the document.

6. Touch the Copies field to change the number of copies to print.

7. Touch Retrieve Stored Job (⬦) to print the document.

If the file has 🔒 (lock symbol) next to it, the job is a private job and requires a PIN.

Delete a stored print job

Jobs stored on the device hard disk can be deleted at the control panel.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the stored job.

4. Scroll to and touch the stored job that you want to delete.

5. Touch Delete.

6. Touch Yes.

If the file has 🔒 (lock symbol) next to it, the job requires a PIN to delete it.

8 Copy

This device can function as a standalone, walk-up copier. It is not necessary to install the printing system software on the computer; you can adjust the copy settings at the control panel. You can also copy originals by using either the document feeder or the scanner glass.

This chapter provides information about how to make copies and how to change copy settings, including the following topics:

- Use the Copy screen
- Set the default copy options
- Basic copy instructions
- Adjust the copy settings
- Copy two-sided documents
- Copy mixed-size originals
- Change the copy-collation setting
- Copy photos and books
- Combine copy jobs by using Job Build
- Cancel a copy job
- Job storage features for copy

It is recommended that you review the basic control-panel information before using the device copying functions. See Use the control panel on page 12 for more information.

Use the Copy screen

From the Home screen, touch Copy to view the Copy screen. Note that only the first six copy features are immediately visible. In order to view additional copy features, touch More Options.

Figure 8-1 Copy screen
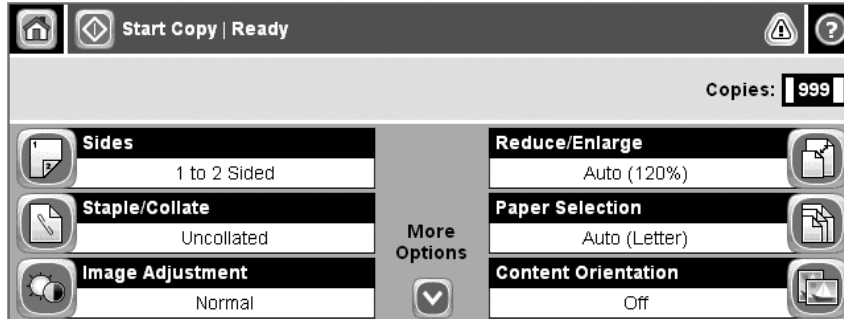
Set the default copy options

You can use the administration menu to establish default settings that apply to all copy jobs. If necessary, you can override most settings for an individual job. After that job is complete, the device returns to the default settings.

1. From the Home screen, scroll to and touch Administration.

2. Touch Default Job Options, and then touch Default Copy Options.

3. Several options are available. You can configure defaults for all options, or for only some options.

   For information about each option, see Adjust the copy settings on page 123. The built-in Help system also provides an explanation of each option. Touch the Help button ( ) in the upper-right corner of the screen.

4. To exit the administration menu, touch the Home button ( ) in the upper-left corner of the screen.

Basic copy instructions

This section provides the basic instructions for copying.

Copy from the scanner glass

Use the scanner glass to make as many as 999 copies of small, lightweight media or heavy media. This includes media such as receipts, newspaper clippings, photographs, old documents, worn documents, and books.

Place original documents face-down on the glass. Align the corner of the original with the upper-left corner of the glass.

To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start. To use customized settings, touch Copy. Specify the settings, and then press Start. For more information about using customized settings, see Adjust the copy settings on page 123.

Copy from the document feeder

Use the document feeder to make as many as 999 copies of a document that has up to 50 pages (depending on the thickness of the pages). Place the document into the document feeder with the pages facing down.

To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start. To use customized settings, touch Copy. Specify the settings, and then press Start. For more information about using customized settings, see Adjust the copy settings on page 123.

Adjust the copy settings

The device offers several features so you can optimize copied output. These features are all available on the Copy screen.

The Copy screen consists of several pages. From the first page, touch More Options to go to the next page. Then touch the up or down arrow buttons to scroll to other pages.

For details about how to use an option, touch the option, and then touch the help (?) button in the upper-right corner of the screen. The following table provides an overview of the copy options.

NOTE: Depending on how the system administrator has configured the device, some of these options might not appear. The options in the table are listed in the order in which they can appear.

Option name	Description
Sides	Use this feature to indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
Reduce/Enlarge	Use this feature to reduce or enlarge the copied image on the page.
Staple/Collate or Collate	If the optional HP Stapler/Stacker or HP Multifunction Finisher is attached, the Staple/Collate option is available. Use this feature to set up options for stapling and assembling the pages in sets of copies.
	If the optional HP Stapler/Stacker or HP Multifunction Finisher is not attached, the Collate option is available. Use this feature to assemble each set of copied pages in the same order as the original document.
Paper Selection	Use this feature to select the tray that holds the size and type of paper that you want to use.
Image Adjustment	Use this feature to improve the overall quality of the copy. For example, you can adjust the darkness and sharpness, and you can use the Background Cleanup setting to remove faint images from the background or to remove a light background color.
Content Orientation	Use this feature to specify the way the content of the original page is placed on the page: portrait or landscape.
Output Bin	Use this feature to select an output bin for the copies.
Optimize Text/Picture	Use this feature to optimize the output for a particular type of content. You can optimize the output for text or printed pictures, or you can manually adjust the values.
Pages per Sheet	Use this feature to copy multiple pages onto one sheet of paper.
Original Size	Use this feature to describe the page size of the original document.
Booklet Format	Use this feature to copy two or more pages onto one sheet of paper so you can fold the sheets in the center to form a booklet.
Edge-To-Edge	Use this feature to avoid shadows that can appear along the edges of copies when the original document is printed close to the edges. Combine this feature with the Reduce/Enlarge feature to ensure that the entire page is printed on the copies.
Job Build	Use this feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.

Copy two-sided documents

Two-sided documents can be copied manually or automatically.

Copying two-sided documents manually

Copies resulting from this procedure are printed on one side, and need to be hand-collated.

1. Load the documents to be copied into the document feeder input tray with the first page facing down, and with the top of the page leading into the document feeder.

2. Touch Start Copy. The odd-numbered pages are copied and printed.

3. Remove the stack from the document feeder output tray and reload the stack with the last page facing down, and with the top of the page leading into the document feeder.

4. Touch Start Copy. The even-numbered pages are copied and printed.

5. Collate the odd- and even-numbered printed copies.

   Figure 8-2 Collate copies
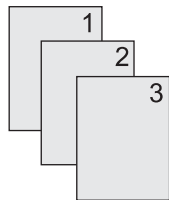
Copy two-sided documents automatically

The default copy setting is one-sided to one-sided. Use the following procedures to change the setting so you can copy from or to documents that are two-sided.

Make two-sided copies from one-sided documents

1. Load the documents to be copied into the document feeder with the first page facing down, and with the top of the page leading.

2. On the control panel, touch Copy.

3. Touch Sides.

4. Touch **1-sided original, 2-sided output**.

5. Touch OK.

6. Touch Start Copy.

Make two-sided copies from two-sided documents

1. Load the documents to be copied into the document feeder with the first page facing down, and with the top of the page leading.

2. On the control panel, touch Copy.

3. Touch Sides.

4. Touch **2-sided original, 2-sided output**.

5. Touch OK.

6. Touch Start Copy.

Make one-sided copies from two-sided documents

1. Load the documents to be copied into the document feeder with the first page facing down, and with the top of the page leading.

2. On the control panel, touch Copy.

3. Touch Sides.

4. Touch **2-sided original, 1-sided output**.

5. Touch OK.

6. Touch Start Copy.

Copy mixed-size originals

You can copy original documents that are printed on different sizes of paper as long as the sheets of paper have one common dimension. For example, you could combine letter and legal sizes, or you could combine A4 and A5 sizes.

1. Arrange the sheets in the original document so they all have the same width.

2. Place the sheets face-down into the document feeder, and adjust both paper guides against the document.

3. From the Home screen, touch Copy.

4. Touch Original Size.

   📝 **NOTE:** If this option is not on the first screen, touch More Options until the option appears.

5. Select Mixed Ltr/Lgl, and then touch OK.

6. Touch Start Copy.

Change the copy-collation setting

You can set the device to automatically collate multiple copies into sets. For example, if you are making two copies of three pages and the automatic collation is on, the pages print in this order: 1,2,3,1,2,3. If automatic collation is off, the pages print in this order: 1,1,2,2,3,3.

To use the automatic collation, the original document size must fit into the memory. If it does not, the device makes only one copy and a message appears notifying you of the change. If that happens, use one of the following methods to finish the job:

- Split the job into smaller jobs that contain fewer pages.

- Make only one copy of the document at a time.

- Turn off the automatic collation.

The collation setting you select is in effect for all copies until you change the setting. The default setting for automatic copy collation is On.

1. On the control panel, touch Copy.

2. Touch Staple/Collate or Collate.

3. Touch Off.

4. Touch OK.

Copy photos and books

Copy a photo

📝 **NOTE:** Photos should be copied from the flatbed scanner, not from the document feeder.

1. Lift the lid and place the photo on the flatbed scanner with the picture-side down and the upper-left corner of the photo in the upper-left corner of the glass.

2. Gently close the lid.

3. Touch Start Copy.

Copy a book

1. Place the book face down on the glass with the top edge toward the rear of the glass. Align the book spine with the book icon 📖 along the top edge of the glass.

2. Touch Copy.

3. Scroll to and touch Book Copy.

4. Touch Book Copy On and then touch OK.

5. Select the number of copies to make and adjust other settings as needed.

6. Touch Start Copy, or press the Start button on the control panel.

7. Select which pages of the book should be copied:

   ● Copy both pages copies the images on both the left and right side of the spine

   ● Skip left page copies the image on the right side of the spine only

   ● Skip right page copies the image on the left side of the spine only

8. Touch Scan.

9. After the last page is scanned, touch Finish.

Combine copy jobs by using Job Build

Use the Job Build feature to build a single copy job from multiple scans. You can use either the document feeder or the scanner glass. The settings for the first scan are used for subsequent scans.

1. Touch Copy.

2. Scroll to and touch Job Build.

3. Touch Job Build On.

4. Touch OK.

5. If necessary, select the desired copy options.

6. Touch Start Copy. After each page is scanned, the control panel prompts you for more pages.

7. If the job contains more pages, load the next page, and then touch Scan.

   The product temporarily saves all the scanned images. The product will begin printing copies when it has enough information to begin. Touch Finished to finish printing the copies.

NOTE: In Job Build, if you scan the first page of a document by using the document feeder, then you must scan all of the pages in that document by using the document feeder. If you scan the first page of a document by using the scanner glass, then you must scan all of the pages in that document by using the scanner glass.

Cancel a copy job

To cancel the copy job that is currently running, touch Stop on the control panel. This pauses the device. Then touch Cancel Current Job.

NOTE: If you cancel a copy job, clear the document from the flatbed scanner or from the automatic document feeder.

Job storage features for copy

You can create a stored copy job at the device control panel that can be printed at a later time.

Create a stored copy job

1. Place the original document face-down on the glass or face-down in the ADF.

2. From the Home screen, touch Job Storage.

3. Touch the Create tab.

4. Specify the name for the stored job in one of these ways:

    ● Select an existing folder from the list. Touch New Job and type a job name.

    ● Touch the box below the existing Folder Name: or Job Name: on the right-hand side of the screen, and then edit the text.

5. A private stored job has a lock icon next to the name, and it requires that you specify a PIN to retrieve it. To make the job private, select PIN to Print and then type the PIN for the job. Touch OK.

6. Touch More Options to view and change other job storage options.

7. After all the options are set, touch Create Stored Job (⊕) in the upper-left corner of the screen to scan the document and store the job. The job is saved on the device until you delete it, so you can print it as often as necessary.

Print a stored copy job

At the control panel, you can print a job that is stored on the device hard disk.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the stored job.

4. Scroll to and touch the stored job that you want to print.

5. Touch Retrieve Stored Job (⊕) to print the document.

6. Touch the Copies field to change the number of copies to print.

7. Touch Retrieve Stored Job (⊕) to print the document.

If the file has 🔒 (lock symbol) next to it, the job is a private job and requires a PIN.

Delete a stored copy job

Jobs stored on the device hard disk can be deleted at the control panel.

1. From the Home screen, touch Job Storage.

2. Touch the Retrieve tab.

3. Scroll to and touch the job storage folder that holds the stored job.

4. Scroll to and touch the stored job that you want to delete.

5. Touch Delete.

6. Touch Yes.

If the file has 🔒 (lock symbol) next to it, the job requires a PIN to delete it.

9   Scan and send to e-mail

The MFP offers color-scanning and digital-sending capabilities. By using the control panel, you can scan black-and-white or color documents and send them to an e-mail address as an e-mail attachment. To use digital sending, the device must be connected to a local area network (LAN).

NOTE: The e-mail icon is not shown on the control panel if e-mail is not configured.

●   Configure the device to send e-mail

●   Use the Send E-mail screen

●   Perform basic e-mail functions

●   Use the address book

●   Change e-mail settings for the current job

●   Scan to a folder

●   Scan to a workflow destination

Configure the device to send e-mail

Before you can send a document to e-mail, you must configure the device.

📝 **NOTE:** The instructions that follow are for configuring the device at the control panel. You can also perform these procedures by using the embedded Web server. For more information, see Embedded Web server on page 152.

Supported protocols

The HP LaserJet M9040 and HP LaserJet M9050 MFP models support Simple Mail Transfer Protocol (SMTP) and Lightweight Directory Access Protocol (LDAP).

SMTP (e-mail gateway)

- SMTP is a set of rules that define the interaction between programs that send and receive e-mail. In order for the device to send documents to e-mail, it must be connected to a LAN that has access to an e-mail server that supports SMTP. The SMTP server must also have Internet access.

- If you are using a LAN connection, contact your system administrator to obtain the IP address or host name for your SMTP server. If you are connecting through a DSL or cable connection, contact the internet service provider to obtain the SMTP server IP address.

LDAP

- LDAP is used to gain access to a database of information. When the device uses LDAP, it searches a global list of e-mail addresses. As you begin to type the e-mail address, LDAP uses an auto-complete feature that supplies a list of e-mail addresses that match the characters you type. As you type additional characters, the list of matching e-mail addresses becomes smaller.

- The device supports LDAP, but a connection to an LDAP server is not required in order for the device to be able to send to e-mail.

📝 **NOTE:** If you need to change the LDAP settings, you must change them by using the embedded Web server. For more information, see Embedded Web server on page 152, or see the *Embedded Web Server User Guide* on the device CD.

Configure e-mail server settings

Find the IP address for the SMTP server by touching the Network Address button on the control-panel home screen or by consulting your system administrator. Then use the following procedures to manually configure and test the IP address.

Configure the SMTP gateway address

1. From the Home screen, touch Administration.

2. Touch Initial Setup.

3. Touch E-mail Setup, and then touch SMTP Gateway.

4. Type the SMTP gateway address, either as an IP address or as a fully qualified domain name. If you do not know the IP address or domain name, contact the network administrator.

5. Touch OK.

Test the SMTP settings

1. From the Home screen, touch Administration.

2. Touch Initial Setup.

3. Touch E-mail Setup, and then touch Test Send Gateway.

   If the configuration is correct, **Gateways OK** appears on the control-panel display.

If the first test was successful, send an e-mail to yourself by using the digital-send feature. If you receive the e-mail, you have successfully configured the digital-sending feature.

If you do not receive the e-mail, use these actions to resolve issues with the digital-sending software:

● Check the SMTP and address to make sure that you typed them correctly.

● Print a configuration page. Verify that the SMTP gateway address is correct.

● Make sure that the network is operating correctly. Send an e-mail to yourself from a computer. If you receive the e-mail, the network is operating correctly. If you do not receive the e-mail, contact your network administrator or Internet service provider (ISP).

● Run the DISCOVER.EXE file. This program attempts to find the gateway. You can download the file from the HP Web site at www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

Use the Send E-mail screen

Use the touchscreen to navigate through the options on the Send E-mail screen.
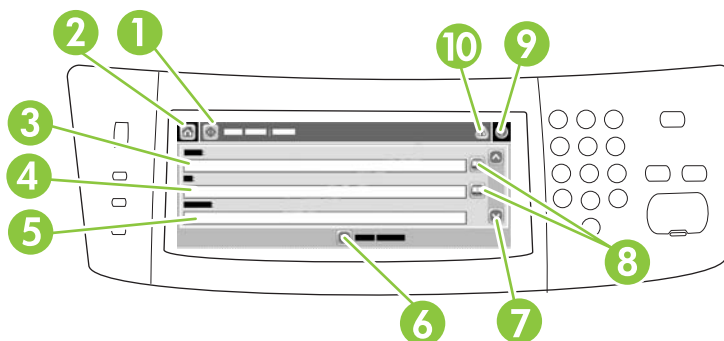
1	Send E-mail button	Touching this button scans the document and sends an e-mail file to the provided e-mail addresses.
2	Home button	Touching this button opens the Home screen.
3	From: field	Touch this field to open the keyboard, and then type your e-mail address. If the system administrator has configured the device to do so, this field might automatically insert a default address.
4	To: field	Touch this field to open the keyboard, and then type the e-mail addresses of those whom you want to receive the scanned document.
5	Subject: field	Touch this field to open the keyboard, and then type a subject title.
6	More Options button	Touch this button to change certain e-mail settings for the current scan job.
7	Scroll bar	Use the scroll bar to view and set up the CC:, BCC:, Message, and File Name fields. Touch any of those fields to open the keyboard and add the necessary information.
8	Address book buttons	Touch these buttons to use the address book to populate the To:, CC:, or BCC: fields. For more information, see Use the address book on page 139.
9	Help button	Touch this button for control-panel help. For more information, see Use the control panel on page 12.
10	Error/warning button	This button appears only when there is an error or warning in the status line area. Touch it to open a pop-up screen that will help you resolve the error or warning.

Perform basic e-mail functions

The device e-mail feature offers the following benefits:

- Sends documents to multiple e-mail addresses, saving time and delivery costs.

- Delivers files in black-and-white or in color. Files can be sent in different file formats that the recipient can manipulate.

With e-mail, documents are scanned into the device memory and sent to an e-mail address or multiple addresses as an e-mail attachment. Digital documents can be sent in several graphics formats, such as .TFF and .JPG, which allows recipients to manipulate the document file in various programs to meet their specific needs. Documents arrive in near-original quality, and then can be printed, stored, or forwarded.

In order to use the e-mail feature, the device needs to be connected to a valid SMTP local area network that includes Internet access.

Load documents

You can scan a document by using either the glass or the ADF. The glass and ADF can accommodate Executive / A5 to Ledger (LDR, 11x17) / A3. Smaller originals, receipts, irregular and worn documents, stapled documents, previously folded documents, and photographs should be scanned by using the glass. Multiple-page documents can be scanned easily by using the ADF.

Send documents

The device scans both black-and-white and color originals. You can use default settings or change the scanning preferences and file formats. The following are the default settings:

- Color

- PDF (requires the recipient to have an Adobe Acrobat viewer to view the e-mail attachment)

For information about changing the settings for the current job, see Change e-mail settings for the current job on page 141.

Send a document

1. Place the document face-down on the scanner glass or face-down in the ADF.

2. From the Home screen, touch E-mail.

3. If prompted, type your user name and password.

4. Complete the From:, To:, and Subject: fields. Scroll down and complete the CC:, BCC:, and Message fields if appropriate. Your user name or other default information might appear in the From: field. If so, you might not be able to change it.

5. (Optional) Touch More Options to change the settings for the document that you are sending (for example, the document's original size). If you are sending a two-sided document, you should select Sides and an option with a two-sided original.

6. Press Start to begin sending.

7. When you are finished, remove the original document from the scanner glass, ADF, or output bin.

Use the auto-complete function

When you type characters into the To:, CC:, or From: fields on the Send E-mail screen, the auto-complete function is activated. As you type the required address or name by using the keyboard screen, the device automatically searches the address book list and completes the address or name by using the first match. You can then select that name by touching Enter, or continue typing the name until auto-complete finds the correct entry. If you type a character that does not match any entry in the list, the auto-complete text is removed from the display to indicate that you are typing an address that is not in the address book.

Use the address book

You can send e-mail to a list of recipients by using the address book feature of the device. See your system administrator for information about configuring address lists.

NOTE: You can also use the embedded Web server (EWS) to create and manage the e-mail address book. The EWS e-mail address book can be used to add, edit, or delete single e-mail addresses or e-mail distribution lists. For more information, see Embedded Web server on page 152.

Create a recipient list

1. From the Home screen, touch E-mail.

2. Complete one of the following steps:

   - Touch To: to open the keyboard screen, and then type the recipients' e-mail addresses. Separate multiple e-mail addresses with a semicolon or by touching Enter on the touchscreen.

   - Use the address book.

     a. On the Send E-mail screen, touch the address book button (🖵) to open the address book.

     b. Navigate the entries in the address book by using the scroll bar. Hold down the arrow to scroll quickly through the list.

     c. Highlight the name to select a recipient, and then touch the add button (⊞).

        You can also select a distribution list by touching the drop-down list at the top of the screen and then touching All, or add a recipient from a local list by touching Local in the drop-down list. Highlight the appropriate names, and then touch ⊞ to add the name to your list of recipients.

        You can remove a recipient from your list by scrolling to highlight the recipient, and then touching the remove button (✖).

3. The names in the recipient list are placed in the text line of the keyboard screen. If you want, you can add a recipient that is not found in the address book by typing the e-mail address on the keyboard. After you are satisfied with your recipient list, touch OK.

4. Touch OK.

5. Finish typing information in the CC: and Subject: fields on the Send E-mail screen, if necessary. You can check the list of recipients by touching the down arrow in the To: text line.

6. Press Start.

Use the local address book

Use the local address book to store frequently-used e-mail addresses. The local address book can be shared between devices that use the same server to gain access to the HP Digital Sending software.

You can use the address book when you type e-mail addresses in the From:, To:, CC:, or BCC: fields. You can also add or delete addresses in the address book.

To open the address book, touch the address book button (🖵).

Add e-mail addresses to the local address book

1. Touch Local.

2. Touch ⊕.

3. (Optional) Touch the Name field, and in the keyboard that appears type a name for the new entry. Touch OK.

    The name is the alias for the e-mail address. If you do not type an alias name, the alias will be the e-mail address itself.

4. Touch the Address field, and in the keyboard that appears type the e-mail address for the new entry. Touch OK.

Delete e-mail addresses from the local address book

You can delete e-mail addresses that you no longer use.

📝 **NOTE:** To *change* an e-mail address, you must first delete the address and then add the corrected address as a new address in the local address book.

1. Touch Local.

2. Touch the e-mail address that you want to delete.

3. Touch ✖.

    The following confirmation message appears: **Do you want to delete the selected address(es)?**

4. Touch Yes to delete the e-mail address(es) or touch No to return to the Address Book screen.

Change e-mail settings for the current job

Use the More Options button to change the following e-mail settings for the current print job:

Button	Description
Document File Type	Touch this button to change the type of file the device creates after scanning the document.
Output Quality	Touch this button to increase or decrease the print quality of the file being scanned. A higher quality setting produces a larger file size.
Resolution	Touch this button to change the scan resolution. A higher resolution setting produces a larger file size.
Color/Black	Touch this button to determine whether you will scan the document in color or in black-and-white.
Original Sides	Touch this button to indicate if the original document is one-sided or two-sided.
Content Orientation	Touch this button to select either the portrait or landscape orientation for the original.
Original Size	Touch this button to select the size of the document: letter, A4, legal, or mixed letter/legal.
Optimize Text/ Picture	Touch this button to change the scanning procedure based on the type of document that you are scanning.
Job Build	Touch this button to activate or deactivate the Job Build mode, which enables you to scan several small scan jobs and send them as one file.
Image Adjustment	Touch this button to change the darkness and sharpness settings, or to clean up background clutter on the original.

Scan to a folder

If the system administrator has made the feature available, the device can scan a file and send it to a folder on the network. Supported operating systems for folder destinations include Windows 2000, Windows XP, Windows Server 2003, and Windows Vista.

NOTE: You might be required to supply a user name and password in order to use this option, or to send to certain folders. See your system administrator for more information.

1. Place the document face-down on the scanner glass or face-down in the ADF.

2. From the Home screen, touch **Network Folder**.

3. In the Quick Access Folders list, select the folder in which you want to save the document.

4. Touch the **File Name** field to open the keyboard pop-up screen, and then type the file name.

5. Touch **Send to Network Folder**.

Scan to a workflow destination

NOTE: This device feature is provided by the optional Digital Sending Software.

If the system administrator has enabled the workflow functionality, you can scan a document and send it to a custom workflow destination. A workflow destination gives you the ability to send additional information, along with the scanned document, to a specified network or file transfer protocol (FTP) location. Prompts for specific information appear on the control-panel display. The system administrator can also designate a printer as a workflow destination, which allows you to scan a document and then send it directly to a network printer for printing.

1. Place the document face-down on the scanner glass or face-down in the ADF.

2. From the Home screen, touch **Workflow**.

3. Select the destination to which you want to scan.

4. In the Text Field field, type the data that you want to accompany the file, and then touch **Send Workflow**.

10 Fax

- [Analog fax](#)
- [Digital fax](#)

Analog fax

Add analog fax capabilities to the MFP by purchasing and installing the Analog Fax Accessory 300. When the analog fax accessory is installed, the MFP can function as a standalone fax machine. See Order parts, accessories, and supplies on page 240 for information about ordering the analog fax accessory. The *Analog Fax Accessory 300 Fax Guide* and the *Analog Fax Accessory 300 Send Fax Driver Guide* are available at www.hp.com/go/mfpfaxaccessory300.

Connect the fax accessory to a phone line

When connecting the fax accessory to a phone line, ensure that the phone line being used for the fax accessory is a dedicated line that is not used by any other devices. Also, this line should be an analog line because the fax will not function correctly if it is connected to some digital PBX systems. If you are not sure whether you have an analog or digital phone line, contact your telecom provider.

NOTE: HP recommends using the phone cord that comes with the fax accessory to ensure that the accessory functions correctly.

Follow these instructions to connect the fax accessory to a phone jack.

1. Locate the phone cord that is included with the fax accessory kit. Connect one end of the phone cord into the fax accessory phone jack that is on the formatter. Push the connector until it clicks.

   Figure 10-1 Connect the fax accessory to a phone line
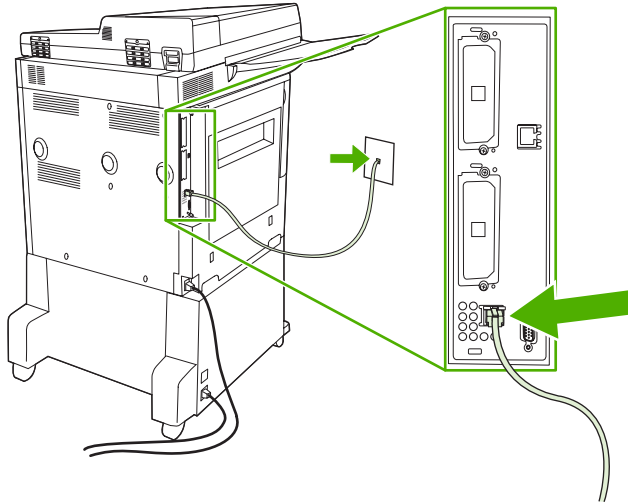
CAUTION: Be sure to connect the phone line to the fax accessory port, which is located at the bottom of the formatter.

2. Connect the other end of the phone cord into the phone jack on the wall. Push the connector until it clicks or until it is securely seated. Because different types of connectors are used in different countries/regions, the connector might not make an audible click.

Configure and use the fax features

Before you can use the fax features, you must configure them in the control-panel menus. For complete information about configuring and using the fax accessory, and for information about troubleshooting problems with the fax accessory, see the *HP LaserJet Analog Fax Accessory 300 User Guide*. This guide is provided with the fax accessory.

Use the Send Fax driver to send a fax from a computer without going to the MFP control panel. See the *HP LaserJet MFP Analog Fax Accessory 300 Send Fax Driver Guide* for more information.

Digital fax

Digital faxing is available when you install the optional HP Digital Sending Software. For information about ordering this software, go to http://www.hp.com/go/digitalsending.

With digital faxing, the MFP does *not* need to be connected directly to a phone line. Instead, the MFP can send a fax in one of three ways:

●   **LAN fax** sends faxes through a third-party fax provider.

●   **Microsoft Windows 2000 fax** is a fax modem and Digital Sender Module on a computer that allows the computer to operate as a turnkey gateway fax.

●   **Internet fax** uses an Internet fax provider to process faxes, and the fax is delivered on a traditional fax machine or sent to the user's e-mail.

For complete information about using digital faxing, see the documentation that is provided with the HP Digital Sending Software.

11 Manage and maintain

Information pages

Information pages provide details about the device and its current configuration. The following table provides the instructions for printing the information pages.

Page description	How to print the page from the MFP control panel
Menu map Shows the control-panel menus and available settings.	1. From the Home screen, touch Administration. 2. Touch Information. 3. Touch Configuration/Status Pages. 4. Touch Administration Menu Map. 5. Touch Print. The content of the menu map varies, depending on the options currently installed in the device. For a complete list of control panel menus and possible values, see <u>Use the control panel on page 12</u>.
Configuration page Shows device settings and installed accessories.	1. From the Home screen, touch Administration. 2. Touch Information. 3. Touch Configuration/Status Pages. 4. Touch Configuration Page. 5. Touch Print. **NOTE:** If the device contains an HP Jetdirect print server or an optional hard disk drive, additional configuration pages print that provide information about those devices.
Supplies status page Shows status of print-cartridge life and status of maintenance kit.	1. From the Home screen, touch Administration. 2. Touch Information. 3. Touch Configuration/Status Pages. 4. Touch Supplies Status Page. 5. Touch Print. **NOTE:** If you are using non-HP supplies, the supplies status page might not show the remaining life for those supplies.
Usage page Shows a page count for each size of paper printed, the number of one-sided (simplexed) or two-sided (duplexed) pages, and the average percentage of coverage.	1. From the Home screen, touch Administration. 2. Touch Information. 3. Touch Configuration/Status Pages. 4. Touch Usage Page. 5. Touch Print.
File directory Contains information for any mass storage devices, such as flash drives, memory cards, or hard disks, that are installed in the device.	1. From the Home screen, touch Administration. 2. Touch Information. 3. Touch Configuration/Status Pages.

Page description	How to print the page from the MFP control panel
	4. Touch File Directory.
	5. Touch Print.
Fax reports

Five reports show fax activity, fax calls, billing codes, blocked fax numbers, and speed-dial numbers.

NOTE: Fax reports are available only on models that have the fax accessory installed. | **1.** From the Home screen, touch Administration.

2. Touch Information.

3. Touch Fax Reports.

4. Touch one of the following buttons to print the corresponding report:

- ◦ Fax Activity Log
- ◦ Fax Call Report
- ◦ Billing Codes Report
- ◦ Blocked Fax List
- ◦ Speed Dial List

5. Touch Print.

For more information, see the fax guide that came with the device. |
| **Font lists**

Shows which fonts are currently installed in the device. | **1.** From the Home screen, touch Administration.

2. Touch Information.

3. Touch Sample Pages/Fonts.

4. Touch either PCL Font List or PS Font List.

5. Touch Print.

NOTE: The font lists also show which fonts reside on a hard disk accessory or DIMM. |

Embedded Web server

Use the embedded Web server to view MFP and network status and to manage printing functions from your computer instead of from the MFP control panel. The following are examples of what you can do using the embedded Web server:

> **NOTE:** When the printer is directly connected to a computer, use the HP Easy Printer Care to view the printer status.

- View MFP status information.

- Set the type of media that is loaded in each tray.

- Determine the remaining life for all supplies and order new ones.

- View and change tray configurations.

- View and change the MFP control-panel menu configuration.

- View and print internal pages.

- Receive notification of MFP and supplies events.

- View and change network configuration.

To use the embedded Web server, you must have Microsoft Internet Explorer 5.01 or later or Netscape 6.2 or later for Windows, Mac OS, and Linux (Netscape only). Netscape Navigator 4.7 is required for HP-UX 10 and HP-UX 11. The embedded Web server works when the MFP is connected to an IP-based network. The embedded Web server does not support IPX-based MFP connections. You do not have to have Internet access to open and use the embedded Web server.

When the MFP is connected to the network, the embedded Web server is automatically available.

> **NOTE:** For complete information about using the embedded Web server, see the *Embedded Web Server User Guide*, which is on the HP LaserJet M9040 MFP and HP LaserJet M9050 MFP software CD.

Open the embedded Web server by using a network connection

1. In a supported Web browser on your computer, type the device IP address or host name in the address/URL field. To find the IP address or host name, print a configuration page. See Information pages on page 150.

   > **NOTE:** After you open the URL, you can bookmark it so that you can return to it quickly in the future.

2. The embedded Web server has four tabs that contain settings and information about the device: the **Information** tab, the **Settings** tab, the **Networking** tab, and the **Digital Sending** tab. Click the tab that you want to view.

   See Embedded Web server sections on page 153 for more information about each tab.

Embedded Web server sections

Tab or section	Options
Information tab Provides device, status, and configuration information	• **Device Status**: Shows the device status and shows the life remaining of HP supplies, with 0% indicating that a supply is empty. The page also shows the type and size of print paper set for each tray. To change the default settings, click **Change Settings**. • **Configuration Page**: Shows the information found on the configuration page. • **Supplies Status**: Shows the life remaining of HP supplies, with 0 percent indicating that a supply is empty. This page also provides supplies part numbers. To order new supplies, click **Shop for Supplies** in the **Other Links** area on the left side of the window. • **Event log**: Shows a list of all device events and errors. • **Usage page**: Shows a summary of the number of pages the device has printed, grouped by size and type. • **Device Information**: Shows the device network name, address, and model information. To change these entries, click **Device Information** on the **Settings** tab. • **Control Panel**: Shows messages from the device control panel, such as **Ready** or **Sleep mode on**. • **Print**: Allows you to send print jobs to the device.
Settings tab Provides the ability to configure the device from your computer	• **Configure Device**: Allows you to configure device settings. This page contains the traditional menus found on devices using a control-panel display. • **Tray Sizes/Types**: Allows you to assign paper sizes and paper types for each tray on the product. • **E-mail Server**: Network only. Used in conjunction with the **Alerts** page to set up incoming and outgoing e-mail, as well as to set e-mail alerts. • **Alerts**: Network only. Allows you to set up to receive e-mail alerts for various device and supplies events. • **AutoSend**: Allows you to configure the device to send automated e-mails regarding device configuration and supplies to specific e-mail addresses. • **Security**: Allows you to set a password that must be entered to gain access to the **Settings** and **Networking** tabs. Enable and disable certain features of the embedded Web server. • **Authentication Manager**: Allows you to determine which device functions will require a user to provide log-in information in order to use those functions. • **LDAP Authentication**: Allows you to configure a Lightweight Directory Access Protocol (LDAP) server to limit device access to certain users. The LDAP server will require a user to provide log-in information in order to gain access to the device. • **Kerberos Authentication**: Use the Kerberos Authentication page to configure the device to authenticate users to a Kerberos Realm. When Kerberos authentication is selected as the Log In Method for one or more Device Functions, the user at the device must enter valid credentials (username, password, and realm) to gain access to those functions. • **Device PIN**: Allows you to limit access to one or more device functions using a Personal Identification Number (PIN).

Tab or section	Options
	• **User PIN**: Allows you to add user PIN records into the device, and to edit or delete user PIN records that have already been saved in the device. You can set up the device to require each user to provide their PIN when they access the device. • **Edit Other Links**: Allows you to add or customize a link to another Web site. This link is displayed in the **Other Links** area on all embedded Web server pages. • **Device Information**: Allows you to name the device and assign an asset number to it. Enter the name and e-mail address for the primary contact who will receive information about the device. • **Language**: Allows you to determine the language in which to display the embedded Web server information. • **Date & Time**: Allows time synchronization with a network time server. • **Wake Time**: Allows you to set or edit a wake time for the device. **NOTE:** The **Settings** tab can be password-protected. If this device is on a network, always consult with the system administrator before changing settings on this tab.
Digital Sending tab Provides the ability to change digital sending settings from your computer	• **General Settings**: Allows you to set digital-sending administrator information. • **Send to Folder**: Allows you to send scanned documents to shared folders or FTP sites. • **E-mail Settings**: Allows you to configure SMTP settings, set the maximum e-mail attachment size, and set the default e-mail address for the product. You can also set a default subject for all e-mail messages that the product sends. • **E-mail Address Book**: Allows you to add e-mail addresses into the device, and to edit e-mail addresses that have already been saved in the device. • **Fax Address Book**: Allows you to add fax numbers into the device, and to edit fax numbers that have already been saved in the device. • **Import/Export**: Allows you to import and export address book and user information to and from the device. • **LDAP Settings**: Allows you to configure a Lightweight Directory Access Protocol (LDAP) server to look up e-mail addresses. • **Log**: Allows you to view digital sending job information, including any errors that occur. • **Preferences**: Allows you to configure general settings for the digital-sending features.
Networking tab Provides the ability to change network settings from your computer	Network administrators can use this tab to control network-related settings for the device when it is connected to an IP-based network. This tab does not appear if the device is directly connected to a computer, or if the device is connected to a network using anything other than an HP Jetdirect print server. **NOTE:** The **Networking** tab can be password-protected.
Other links Contains links that connect you to the Internet	• **HP Instant Support™**: Connects you to the HP Web site to help you find solutions. This service analyzes your device error log and configuration information to provide diagnostic and support information specific to your device. • **Shop for Supplies**: Connects to the HP SureSupply Web site, where you will receive information on options for purchasing original HP supplies, such as print cartridges and paper. • **Product Support**: Connects to the support site for the device, from which you can search for help regarding general topics.

Tab or section	Options
	NOTE: You must have Internet access in order to use any of these links. If you use a dial-up connection and did not connect when you first opened the embedded Web server, you must connect before you can visit these Web sites. Connecting might require that you close the embedded Web server and reopen it.

HP Easy Printer Care

HP Easy Printer Care is a software program that you can use for the following tasks:

- Checking the device status

- Checking the supplies status

- Setting up alerts

- Viewing device documentation

- Gaining access to troubleshooting and maintenance tools

- Printing usage reports

- Fixing problems with HP drivers, software, and device firmware

You can use the HP Easy Printer Care when the printer is directly connected to your computer or when it is connected to a network. You must perform a complete software installation to use the HP Easy Printer Care.

NOTE: You do not have to have Internet access to open and use the HP Easy Printer Care. However, if you click a Web-based link, you must have Internet access to go to the site associated with the link.

For more information on HP Easy Printer Care, visit http://www.hp.com/go/easyprintercare.

Supported operating systems

HP Easy Printer Care is supported for Windows 2000, Windows XP Service Pack 2 (Professional or Home), and Windows Vista.

Open the HP Easy Printer Care software

Use one of the following methods to open the HP Easy Printer Care software:

- On the **Start** menu, select **Programs**, select **Hewlett-Packard**, select **HP Easy Printer Care**, and then click **Start HP Easy Printer Care**.

- In the Windows system tray (in the lower-right corner of the desktop), double-click the HP Easy Printer Care icon.

- Double-click the desktop icon.

HP Easy Printer Care software sections

HP Easy Printer Care software can provide information about multiple HP products that are on your network as well as any products that are directly connected to your computer. Some of the items that are in the following table might not be available for every product.

The Help button (**?**) in the upper-right corner of each page provides more detailed information about the options on that page.

Section	Options
Device List tab When you open the software, this is the first page that appears. **NOTE:** To return to this page from any tab, click **My HP Printers** in the left side of the window.	● **Devices** list: Shows the products that you can select. **NOTE:** The product information appears either in list form or as icons, depending on the setting for the **View as** option. ● The information on this tab includes current alerts for the product. ● If you click a product in the list, the HP Easy Printer Care opens the **Overview** tab for that product.
Compatible Printers	Provides a list of all the HP products that support HP Easy Printer Care software.
Find Other Printers window Add more products to the **My HP Printers** list	Click the **Find Other Printers** link in the **Devices** list to open the **Find Other Printers** window. The **Find Other Printers** window provides a utility that detects other network printers so that you can add them to the **My HP Printers** list and then monitor those products from your computer.
Overview tab Contains basic status information for the device	● **Device Status** section: This section shows product-identification information and the product status. It indicates product-alert conditions, such as an empty print cartridge. After you correct a problem with the product, click the refresh button ⟳ in the upper-right corner of the window to update the status. ● **Supplies Status** section: Shows detailed supplies status, such as the percentage of toner remaining in the print cartridge and the status of the paper that is loaded in each tray. ● **Supplies Details** link: Opens the supplies status page to view more detailed information about product supplies, ordering information, and recycling information.
Support tab Provides links to support information	● **Device Status** section: This section shows product-identification information and the product status. It indicates product-alert conditions, such as an empty print cartridge. After you correct a problem with the product, click the refresh button ⟳ in the upper-right corner of the window to update the status. ● **Device Management** section: Provides links to information about HP Easy Printer Care, to advanced product settings, and to product usage reports. ● **Troubleshooting and Help**: Provides links to tools that you can use to resolve problems, to online product support information, and to online HP experts.
Settings tab Configure product settings, adjust print-quality settings, and find information about specific product features **NOTE:** This tab is not available for some products.	● **About**: Provides general information about this tab. ● **General**: Provides information about the product, such as the model number, serial number, and the settings for date and time, if they are available. ● **Information Pages**: Provides links to print the information pages that are available for the product. ● **Capabilities**: Provides information about product features, such as duplexing, the available memory, and the available printing personalities. Click **Change** to adjust the settings. ● **Print Quality**: Provides information about print-quality settings. Click **Change** to adjust the settings. ● **Trays / Paper**: Provides information about the trays and how they are configured. Click **Change** to adjust the settings. ● **Restore Defaults**: Provides a way to restore the product settings to the factory defaults. Click **Restore** to restore the settings to the defaults.
HP Proactive Support	When enabled, HP Proactive Support routinely scans your printing system to identify potential problems. Click the **more info** link to configure how frequently the scans occur. This page also provides information about available updates for product

Section	Options
NOTE: This item is available from the **Overview** and **Support** tabs.	software, firmware, and HP printer drivers. You can accept or decline each recommended update.
Supplies Ordering button Click the **Supplies Ordering** button on any tab to open the **Supplies Ordering** window, which provides access to online supplies ordering. **NOTE:** This item is available from the **Overview** and **Support** tabs.	● Ordering list: Shows the supplies that you can order for each product. To order a certain item, click the **Order** check box for that item in the supplies list. You can sort the list by product, or by the supplies that need to be ordered the soonest. The list contains supplies information for every product that is in the **My HP Printers** list. ● **Shop Online for Supplies** button: Opens the HP SureSupply Web site in a new browser window. If you have checked the **Order** check box for any items, the information about those items can be transferred to the Web site, where you will receive information on options for purchasing your selected supplies. ● **Print Shopping List** button: Prints the information for the supplies that have the **Order** check box selected.
Alert Settings link **NOTE:** This item is available from the **Overview** and **Support** tabs.	Click **Alert Settings** to open the Alert Settings window, in which you can configure alerts for each product. ● Alerting is on or off: Activates or deactivates the alerts feature. ● **Printer Alerts**: Select the option to receive alerts for critical errors only, or for any error. ● **Job Alerts**: For products that support it, you can receive alerts for specific print jobs.
Color Access Control **NOTE:** This item is available only for HP color products that support Color Access Control. **NOTE:** This item is available from the **Overview** and **Support** tabs.	Use this feature to permit or restrict color printing.

Use HP Web Jetadmin software

HP Web Jetadmin is a Web-based software solution for remotely installing, monitoring, and troubleshooting network-connected peripherals. The intuitive browser interface simplifies cross-platform management of a wide range of devices, including HP and non-HP devices. Management is proactive, allowing network administrators the ability to resolve issues before users are affected. Download this free, enhanced-management software at www.hp.com/go/webjetadmin_software.

To obtain plug-ins to HP Web Jetadmin, click **plug-ins**, and then click the **download** link that is next to the name of the plug-in that you want. The HP Web Jetadmin software can automatically notify you when new plug-ins are available. On the **Product Update** page, follow the directions to automatically connect to the HP Web site.

If installed on a host server, HP Web Jetadmin is available to any client through a supported Web browser, such as Microsoft Internet Explorer 6.0 for Windows or Netscape Navigator 7.1 for Linux. Browse to the HP Web Jetadmin host.

NOTE: Browsers must be Java-enabled. Browsing from an Apple PC is not supported.

HP Printer Utility for Macintosh

Use the optional HP Printer Utility to configure and maintain a printer from a Mac OS X V10.2, V10.3, or V10.4 computer. This section describes several functions that you can perform through the HP Printer Utility.

Open the HP Printer Utility

The process that you use to start the HP Printer Utility depends on the Macintosh operating system that you are using.

Open the HP Printer Utility in Mac OS X V10.2

1. Open the Finder, and then click **Applications**.

2. Click **Library**, and then click **Printers**.

3. Click **hp**, and then click **Utilities**.

4. Double-click **HP Printer Selector** to open the HP Printer Selector.

5. Select the printer that you want to configure, and then click **Utilities**.

Open the HP Printer Utility in Mac OS X V10.3 or Mac OS X V10.4

1. In the Dock, click the **Printer Setup Utility** icon.

   NOTE: If the **Printer Setup Utility** icon does not appear in the Dock, open the Finder, click **Applications**, click **Utilities**, and then double-click **Printer Setup Utility**.

2. Select the printer that you want to configure, and then click **Utilities**.

Print a cleaning page

Print a cleaning page if the printer is not printing jobs at the expected quality level.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Cleaning**.

3. Click **Print Cleaning Page** to print the cleaning page.

Print a configuration page

Print a configuration page to view the printer settings.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Configuration Page**.

3. Click **Print Configuration Page** to print the configuration page.

View supplies status

View the status of the printer supplies (such as print cartridges, imaging drum, or print media) from a computer.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Supplies Status**.

3. Click the **Supplies** tab to view the status of various replaceable supplies, and click the **Media** tab to view the status of print media.

    ●   To view a more detailed status list, click **Detailed Supplies Information**. The Supplies Information dialog box appears.

    ●   To order supplies online, click **Order HP Supplies**. You must have Internet access in order to use the online ordering Web page. For more information about online ordering, see Order supplies online and use other support features on page 161.

Order supplies online and use other support features

Use the HP Web site to order printer supplies, register the printer, get customer support, or learn about recycling printer supplies. You must have Internet access in order to use the supplies and support Web pages.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **HP Support**.

3. Click one of the following buttons:

    ●   **Instant Support**: Opens a Web page that you can use to seek technical assistance.

    ●   **Order Supplies Online**: Opens a Web page that you can use to order printer supplies.

    ●   **Online Registration**: Opens a Web page that you can use to register the printer.

    ●   **Return & Recycle**: Opens a Web page that you can use to find information about recycling used supplies.

Upload a file to the printer

Send a file from the computer to the printer. The action that the printer takes depends on the type of file that is being sent to it. For example, when a print-ready file (such as a .PS or .PCL file) is sent, the printer prints the file.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **File Upload**.

3. Click **Choose**, navigate to the file that you want to upload, and then click **OK**.

4. Click **Upload** to load the file.

Update the firmware

Update the printer firmware by loading the new firmware file from the computer. You can find new firmware files for your printer at www.hp.com/go/ljm9040mfp_firmware or www.hp.com/go/ljm9050mfp_firmware.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Firmware Update**.

3. Click **Choose**, navigate to the firmware file that you want to upload, and then click **OK**.

4. Click **Upload** to load the firmware file.

Activate the two-sided printing (duplexing) mode

Turn on the two-sided printing feature on printers equipped with automatic duplexers.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Duplex mode**.

3. Select **Enable Duplex Mode** to activate the two-sided printing mode, and then click **Apply Now**.

Lock or unlock printer storage devices

Manage access to printer storage devices from the computer.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Lock Resources**.

3. On the **Control Panel Access Level** pop-up menu, select the access level that you want to set for the printer control panel.

4. Select the devices that you want to lock, and clear any devices that you want to unlock.

5. Click **Apply Now**.

Save or print stored jobs

Turn on the printer job-storing function, or print a stored job from the computer. You also can delete a stored print job.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Stored Jobs**.

3. Perform any of the following tasks:

   ● To turn on the job-storing function, select **Enable Job Storing**, and then click **Apply Now**.

   ● To print a stored job, select a stored job in the list, type the necessary personal identification number (PIN) in the **Enter Secure Job PIN** box, type the number of copies that you want in the **Copies To Print** box, and then click **Print**.

   ● To delete a stored job, select a stored job in the list, and then click **Delete**.

Configure trays

Change the default printer tray settings from the computer.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Tray Configuration**.

3. In the **Trays** list, select the tray to be configured.

   📝 **NOTE:** To make the selected tray the default tray for printing, click **Make Default**.

4. In the **Default Media Size** pop-up menu, select the default media size for the tray.

5. In the **Default Media Type** pop-up menu, select the default media type for the tray.

6. Click **Apply Now**.

Change network settings

Change the network internet protocol (IP) settings from the computer. You also can open the embedded Web server to change additional settings. For more information, see Embedded Web server on page 152.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **IP Settings**.

3. Change any of the settings in the following pop-up menus or fields:

   - **Configuration**

   - **Host Name**

   - **IP Address**

   - **Subnet Mask**

   - **Default Gateway**

   If you want to change more settings in the embedded Web server, click **Additional Network Settings**. The embedded Web server opens with the **Networking** tab selected.

4. Click **Apply Now**.

Open the embedded Web server

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **Additional Settings**.

3. Click **Open Embedded Web Server**.

Set up e-mail alerts

Set up e-mail messages that alert you to certain events that occur with the printer, such as a low toner level in a print cartridge.

1. Open the HP Printer Utility.

2. In the **Configuration Settings** list, select **E-mail Alerts**.

3. Click the **Server** tab, and, in the **SMTP Server** box, type the server name.

4. Click the **Destination** tab, click the add (**+**) button, and then type the e-mail addresses, mobile device numbers, or Web site URLs to which you want the e-mail alerts sent.

   NOTE: If your printer supports e-mail lists, you can make alerts lists for specific events the same way that you added e-mail addresses.

5. Click the **Events** tab, and, in the list, define the events for which an e-mail alert should be sent.

6. To test the alerts setup, click the **Server** tab, and then click **Test**. A sample message is sent to the defined e-mail addresses if the configuration is correct.

7. Click **Apply Now**.

Security features

This section explains important security features that are available for the MFP:

- Secure the embedded Web server
- Foreign Interface Harness (FIH)
- Secure Disk Erase
- Security Lock
- Authentication
- Lock the control-panel menus

Secure the embedded Web server

Assign a password for access to the embedded Web server so that unauthorized users cannot change the MFP settings.

1. Open the embedded Web server. See Embedded Web server on page 152.

2. Click the **Settings** tab.

3. On the left side of the window, click **Security**.

4. Type the password next to **New Password**, and type it again next to **Verify Password**.

5. Click **Apply**. Make note of the password and store it in a safe place.

Foreign Interface Harness (FIH)

The Foreign Interface Harness (FIH) provides a portal on the MFP. By using the FIH and third-party equipment, you can track information about copies that are made on the MFP.

Requirements

- Windows 9*X*, Windows Me, Windows 2000, or Windows XP
- Access to third-party accounting hardware solutions, such as Equitrac or Copitrak devices

Use the FIH

To use the FIH, you must download and install the FIH software. The software is available from www.hp.com/go/ljm9040mfp_software or www.hp.com/go/ljm9050mfp_software. The software is used to enable or disable the FIH portal. Use the software to set and change the administrator personal identification number (PIN).

Administrators can use the PIN option to configure the FIH to prevent any unauthorized changes. Changes can be made only with the correct PIN authentication.

NOTE: It is important to remember the PIN that is assigned to the FIH administration software. The PIN is required to make any changes to the FIH.

Enable the FIH portal

1. Double-click the FIH.EXE file. The **Foreign Interface Harness** dialog box appears.

2. Click **OK**.

3. Click **Enable**.

4. If you have not entered a PIN before, click **No**. If you have entered a PIN before, click **Yes**. If you click **No**, type and confirm the PIN, and then click **OK**. If you click **Yes**, type the PIN and click **OK**.

   📝 **NOTE:** The PIN must be numeric.

5. Click the appropriate button for the type of connection: **Direct** or **Network**. If **Direct** is selected, type the MFP port. If **Network** is selected, type the IP address and port for the MFP.

   📝 **NOTE:** The IP address for the MFP can be found on the Configuration page.

   If you typed an incorrect IP address, you will receive an error message. Otherwise, the portal is enabled.

Disable the FIH portal

1. Double-click the FIH.EXE file. The **Foreign Interface Harness** dialog box appears.

2. Click **OK**.

3. Click **Disable**.

4. Type the PIN and click **OK**.

5. Click the appropriate button for the type of connection: **Direct** or **Network**. If **Direct** is selected, type the MFP port and click **OK**. If **Network** is selected, type the IP address and port for the MFP, and then click **OK**. The portal is disabled.

📝 **NOTE:** If you lose the PIN number and the portal needs to be disabled, try using the default PIN that is listed to disable it. For assistance, use the HP Instant Support service, which is available through the embedded Web server or at http://instantsupport.hp.com. See Embedded Web server on page 152.

Secure Disk Erase

To protect deleted data from unauthorized access on the MFP hard drive, use the Secure Disk Erase feature. This feature can securely erase print and copy jobs from the hard drive.

Secure Disk Erase offers the following levels of disk security:

● **Non-Secure Fast Erase**. This is a simple file-table erase function. Access to the file is removed, but actual data is retained on the disk until it is overwritten by subsequent data-storage operations. This is the fastest mode. Non-Secure Fast Erase is the default erase mode.

● **Secure Fast Erase**. Access to the file is removed, and the data is overwritten with a fixed identical character pattern. This is slower than Non-Secure Fast Erase, but all data is overwritten. Secure Fast Erase meets the U.S. Department of Defense 5220-22.M requirements for the clearing of disk media.

● **Secure Sanitizing Erase**. This level is similar to the Secure Fast Erase mode. In addition, data is repetitively overwritten by using an algorithm that prevents any residual data persistence. This mode will impact performance. Secure Sanitizing Erase meets the U.S. Department of Defense 5220-22.M requirements for the sanitization of disk media.

Data affected

Data affected (covered) by the Secure Disk Erase feature includes temporary files that are created during the print and copying process, stored jobs, proof and hold jobs, disk-based fonts, disk-based macros (forms), stored fax files, address books, and HP and third-party applications.

NOTE: Stored jobs will be securely overwritten only when they have been deleted through the **Retrieve Job** menu on the MFP after the appropriate erase mode has been set.

This feature will not impact data that is stored on flash-based product non-volatile RAM (NVRAM) that is used to store default settings, page counts, and similar data. This feature does not affect data that is stored on a system RAM disk (if one is used). This feature does not impact data that is stored on the flash-based system boot RAM.

Changing the Secure Disk Erase mode does not overwrite previous data on the disk, nor does it immediately perform a full-disk sanitization. Changing the Secure Disk Erase mode changes how the MFP cleans up temporary data for jobs after the erase mode has been changed.

Gain access to Secure Disk Erase

Use HP Web Jetadmin to gain access to and set the Secure Disk Erase feature.

Additional Information

For additional information about the HP Secure Disk Erase feature, see the HP support flyer or go to http://www.hp.com/go/webjetadmin/.

Security Lock

The security lock is a mechanical lock that is used to prevent the removal of internal computer components. Optional EIO accessories are not protected, however. Purchase the security lock assembly separately, and then install it on the MFP.

Figure 11-1 Security lock
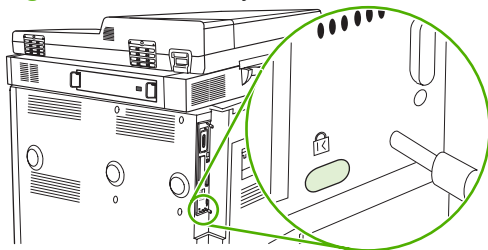
Authentication

This MFP offers several embedded authentication methods. These methods include Kerberos, LDAP, LDAP over SSL, and PIN.

Optional HP Digital Send Software supports Windows SPNEGO, LDAP, LDAP over SSL, and Novell authentication.

Lock the control-panel menus

To prevent someone from changing the MFP configuration, you can lock the control-panel menus. This prevents unauthorized users from changing the configuration settings such as the SMTP server. The

following procedure describes how to restrict access to the control-panel menus by using the HP Web Jetadmin software. (See Use HP Web Jetadmin software on page 159.)

1. Open the HP Web Jetadmin program.

2. Open the **DEVICE MANAGEMENT** folder in the drop-down list in the **Navigation** panel. Navigate to the **DEVICE LISTS** folder.

3. Select the MFP.

4. In the **Device Tools** drop-down list, select **Configure**.

5. Select **Security** from the **Configuration Categories** list.

6. Type a **Device Password**.

7. In the **Control Panel Access** section, select **Maximum Lock**. This prevents unauthorized users from gaining access to configuration settings.

Set the real-time clock

Use the real-time clock feature to set the date and time settings. The date and time information is attached to stored print, fax, and digital-send jobs, so you can identify the most recent versions of stored print jobs.

1. On the control panel, scroll to and touch Administration.

2. Touch Time/Scheduling.

3. Touch Date/Time.

4. Choose a date format.

5. Choose a time format.

6. Touch the Date fields to enter the date.

7. Touch the Time fields to enter the time.

8. Touch Save.

Clean the MFP

Print a cleaning page

1. From the Home screen, touch Administration.

2. Touch Print Quality.

3. Touch Calibration/Cleaning.

4. Touch Create Cleaning Page.

   The device prints a cleaning page.

5. Follow the instructions printed on the cleaning page.

Clean the MFP hardware

To maintain print quality, clean the MFP thoroughly:

● every time you change the print cartridge

● whenever print-quality problems occur

Clean the outside of the MFP with a lightly water-dampened cloth. Clean the inside with only a dry, lint-free cloth. Observe all warnings and cautions regarding the cleaning tasks.

⚠ **WARNING!** Avoid touching the fusing area when cleaning the MFP. It can be hot.

WARNING! Do not touch the transfer roller when cleaning the MFP.

⚠ **CAUTION:** To avoid permanent damage to the print cartridge, do not use ammonia-based cleaners on or around the MFP.

Clean the paper path

1. Before you begin these steps, turn the MFP off (button out) and disconnect all cables, including the power cord.

   Figure 11-2 Clean the paper path (1 of 6)
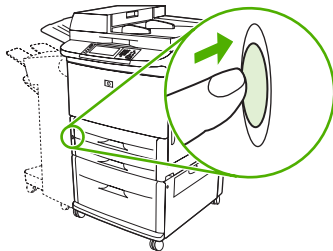
2. Open the front cover of the MFP, rotate the green lever downward to the unlocked position, and remove the print cartridge.

Figure 11-3 Clean the paper path (2 of 6)
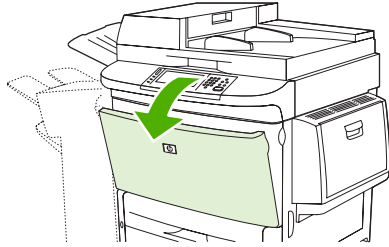
⚠ **CAUTION:** To prevent damage to the print cartridge, use two hands when removing it from the MFP. Do not expose the print cartridge to light for more than a few minutes. Cover the print cartridge when it is outside of the MFP.

📝 **NOTE:** If toner gets on your clothes, wipe it off with a dry cloth, and wash your clothes in cold water. Hot water sets toner into fabric.

3. With a dry, lint-free cloth, wipe any residue from the paper path area, the registration roller, and the print cartridge cavity.

Figure 11-4 Clean the paper path (3 of 6)
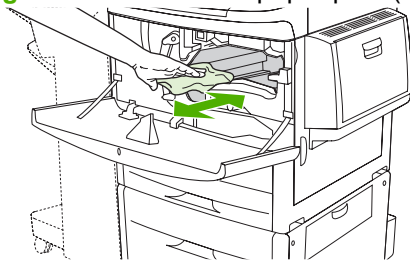
4. Replace the print cartridge.

Figure 11-5 Clean the paper path (4 of 6)
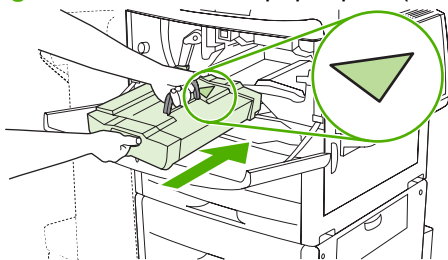
5. Rotate the green handle into the locked position.

Figure 11-6 Clean the paper path (5 of 6)
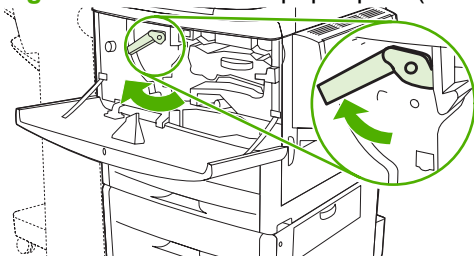
6. Close the front cover, reconnect all cables, and turn the MFP on (button in).

Figure 11-7 Clean the paper path (6 of 6)
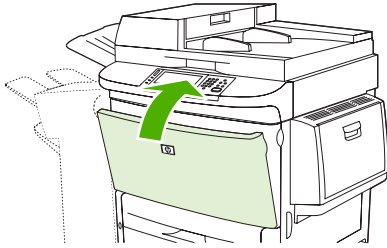
Clean the outside of the MFP

- Clean the outside of the MFP if it is visibly marked.

- Use a soft, lint-free cloth dampened with water.

Clean the touchscreen

- Clean the touch screen when needed (fingerprints, dust build-up).

- Wipe the touch screen gently with a clean, water-dampened, lint-free cloth.

△ **CAUTION:** Use water only. Solvents or cleaners can damage the touch screen. Do not pour or spray water directly onto the touch screen.

Clean the glass

- Clean the glass only if dirt is visible, or if you are experiencing a decrease in copy quality, such as streaking.

- Clean the glass surface by wiping it gently with a clean, slightly damp, lint-free cloth.

△ **CAUTION:** Do not pour or spray liquids directly onto the glass.Do not press hard on the glass surface. (You could break the glass).

Clean the ADF delivery system

Clean the ADF only if it is visibly marked or dirty, or if you are experiencing a decrease in copy quality (such as streaking).

1. Lift the top cover.

Figure 11-8 Clean the ADF delivery system (1 of 5)
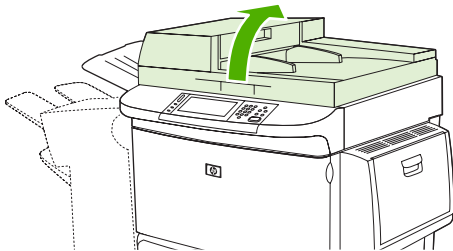
2. Locate the top and bottom ADF glass strips.

Figure 11-9 Clean the ADF delivery system (2 of 5)
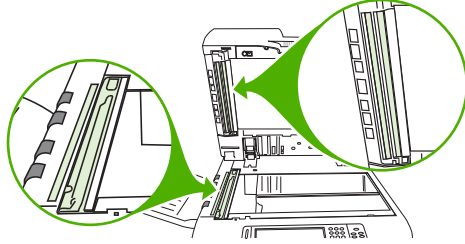
3. Clean the glass strips by wiping them gently with a clean, damp, lint-free cloth.

4. Locate the white, vinyl backing.

Figure 11-10 Clean the ADF delivery system (3 of 5)
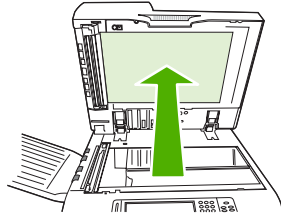
5. Locate the white, vinyl calibration strips.

Figure 11-11 Clean the ADF delivery system (4 of 5)
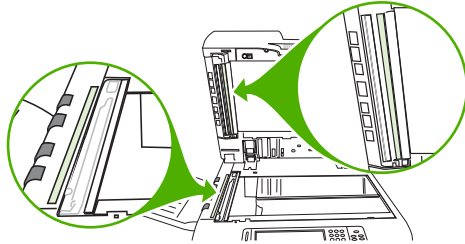
6. Clean the ADF backing and the calibration strips by wiping them with a clean, damp, lint-free cloth.

7. Close the top cover.

Figure 11-12 Clean the ADF delivery system (5 of 5)
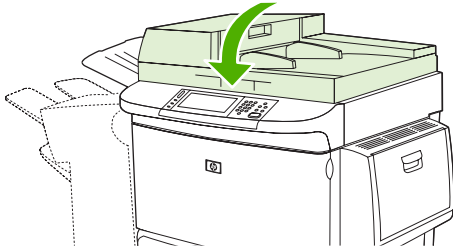
Clean the top ADF glass strip

If you are still experiencing poor copy quality, you might need to clean the top ADF glass strip.

△ **CAUTION:** Clean this area only if you see copy defects such as streaks, and you notice dust inside the glass strip. Cleaning this area frequently could introduce dust into the MFP.

1. Open the ADF cover.

   Figure 11-13 Clean the top ADF glass strip (1 of 4)
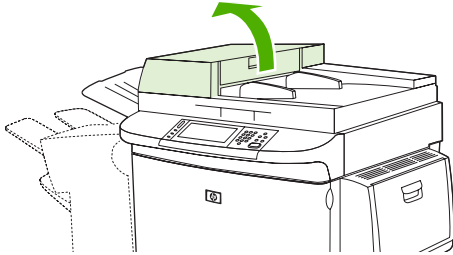
2. Locate the latch that releases the top ADF glass strip. Push the latch to the left, and pull down to expose the inside of the glass strip.

   Figure 11-14 Clean the top ADF glass strip (2 of 4)
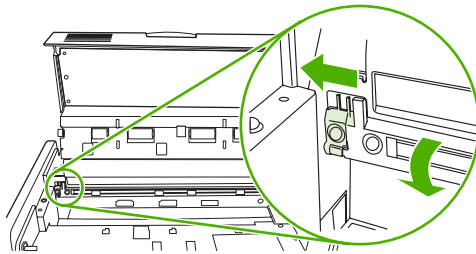
3. Gently wipe the glass with a dry, lint-free cloth.

   △ **CAUTION:** Use dry cloth only in this area. Do not use solvents, cleaners, water, or compressed air. Doing so could severely damage the MFP.

4. Pull the latch to the left and return the glass strip to its normal position.

   Figure 11-15 Clean the top ADF glass strip (3 of 4)
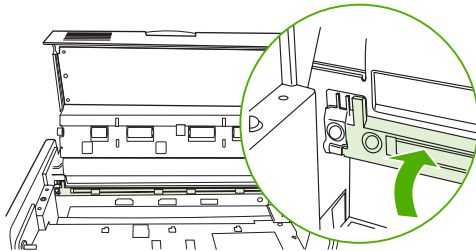
5. Close the ADF cover.

   Figure 11-16 Clean the top ADF glass strip (4 of 4)
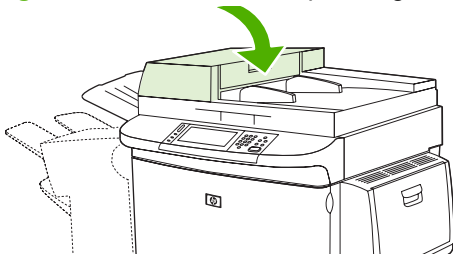
Clean the ADF rollers

You should clean the rollers in the ADF if you are experiencing misfeeds or if your originals show marks as they exit the ADF.

1. Open the top cover.

   △ **CAUTION:** Clean the rollers only if you experience misfeeds or marks on the originals, and you notice dust on the rollers. Cleaning the rollers frequently could introduce dust into the MFP.

   Figure 11-17 Clean the ADF rollers (1 of 6)
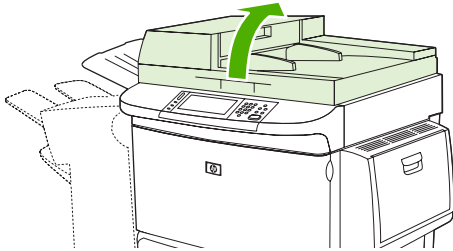
2. Locate the rollers near the glass strips.

   Figure 11-18 Clean the ADF rollers (2 of 6)
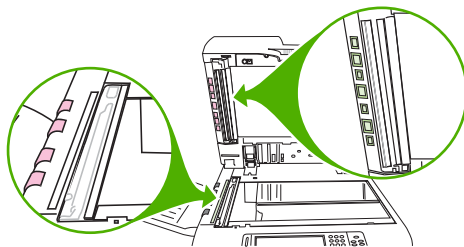
3. Wipe the rollers gently with a clean, water-dampened, lint-free cloth.

   △ **CAUTION:** Do not pour water directly onto the rollers. Doing so might damage the MFP.

4. Close the top cover.

   Figure 11-19 Clean the ADF rollers (3 of 6)

5. Open the ADF cover.

Figure 11-20 Clean the ADF rollers (4 of 6)
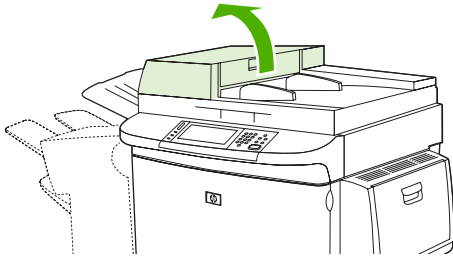
6. Locate the rollers.

Figure 11-21 Clean the ADF rollers (5 of 6)
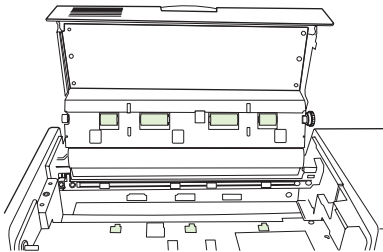
7. Wipe the rollers with a clean, water-dampened, lint-free cloth.

△ **CAUTION:** Do not pour water directly onto the rollers. Doing so might damage the MFP.

8. Close the ADF cover.

Figure 11-22 Clean the ADF rollers (6 of 6)
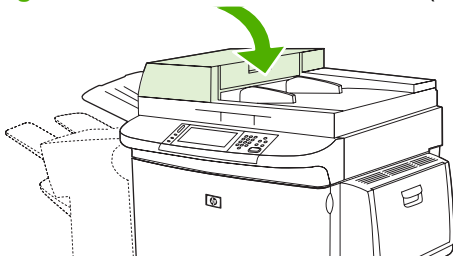
9. Close the delivery guide and wipe its outside surface with the cloth.

Calibrate the scanner

Calibrate the scanner to compensate for offsets in the scanner imaging system (carriage head) for ADF and flatbed scans. Because of mechanical tolerances, the scanner's carriage head might not read the position of the image accurately. During the calibration procedure, scanner offset values are calculated and stored. The offset values are then used when producing scans so that the correct portion of the document is captured.

Scanner calibration should be carried out only if you notice offset problems with the scanned images. The scanner is calibrated before it leaves the factory. It needs to be calibrated again only rarely.

1.   From the Home screen, scroll to and touch Administration.

2.   Touch Troubleshooting.

3.   Touch Calibrate Scanner.

4.   Touch Calibrate and then follow the on-screen instructions.

Configure alerts

You can use HP Web Jetadmin or the MFP's embedded Web server to configure the system to alert you of problems with the MFP. The alerts take the form of e-mail messages to the e-mail account or accounts that you specify.

You can configure the following:

● The printer(s) you want to monitor

● What alerts are to be received (for example, alerts for paper jams, paper out, supplies status, and cover open)

● The e-mail account to which the alerts should be forwarded

Software	Information location
HP Web Jetadmin	See the HP Web Jetadmin Help system for details on alerts and how to set them up.
Embedded Web server	See Embedded Web server on page 56 for general information about the embedded Web server. See the embedded Web server Help system for details on alerts and how to set them up.

Manage supplies

Use genuine HP print cartridges for the best printing results.

HP print cartridges

When you use a genuine new HP print cartridge, you can obtain the following supplies information:

- Percentage of supplies remaining
- Estimated number of pages remaining
- Number of pages printed

NOTE: See Supplies and accessories on page 239 for cartridge ordering information.

Non-HP print cartridges

Hewlett-Packard Company cannot recommend the use of non-HP print cartridges, either new or remanufactured. Service or repair required as a result of using a non-HP print cartridge will not be covered under the MFP warranty.

If the non-HP print cartridge was sold to you as a genuine HP product, see HP fraud hotline on page 179.

Print cartridge authentication

The HP LaserJet M9040 MFP and HP LaserJet M9050 MFP automatically authenticate the print cartridges when the cartridges are inserted into the MFP. During authentication, the MFP will let you know if a cartridge is a genuine HP print cartridge.

If the MFP control panel message states that this is not a genuine HP print cartridge and you believe you purchased an HP print cartridge, call the HP fraud hotline.

To override a non-HP print cartridge error message, touch OK.

HP fraud hotline

Contact the HP fraud hotline if you install an HP print cartridge and a message on the control panel states that the cartridge is non-HP. HP will help determine if the product is genuine and take steps to resolve the problem.

The following issues are signs that your print cartridge might not be a genuine HP print cartridge:

- A high number of problems occur with the print cartridge.
- The cartridge does not look like it usually does (for example, the packaging differs from HP packaging).

Go to www.hp.com/sbso/product/supplies/whybuy_fraud.html for more information.

Print cartridge storage

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

CAUTION: To prevent damage to the print cartridge, do not expose it to light for more than a few minutes.

Table 11-1 Print cartridge temperature specifications

Environmental condition	Recommended	Allowed	Storage/standby
Temperature (print cartridge)	17° to 25°C (62.6° to 77°F)	15° to 30°C (59° to 86°F)	-20° to 40°C (-4° to 104°F)

Print cartridge life expectancy

Average cartridge yield is 30,000 pages in accordance with ISO/IEC 19752. Actual yield depends on specific use.

Check the print cartridge life

You can check the print cartridge life on the MFP control panel, in the embedded Web server, MFP software, HP Easy Printer Care, or through the HP Web Jetadmin software.

On the MFP control panel

1. From the Home screen, touch Administration.

2. Touch Information.

3. Touch Configuration Page.

4. Touch Supplies Status Page.

5. Touch Print.

NOTE: If you are using non-HP supplies, the supplies status page might not show the remaining life for those supplies.

In the embedded Web server

1. In your browser, type the IP address or host name for the printer home page. This takes you to the printer status page.

2. On the left side of the screen, click **Supplies Status**. This takes you to the supplies status page, which provides print cartridge information.

Through HP Easy Printer Care

In the **Overview** tab in the **Supplies Status** section, click **Supplies Details** to open the supplies status page.

Through HP Web Jetadmin

In HP Web Jetadmin, select the printer device. The device status page shows print cartridge information.

Printer maintenance kit

NOTE: The printer maintenance kit is a consumable and is not covered under warranty.

To ensure optimum print quality, HP recommends that a new printer maintenance kit be installed approximately every 350,000 pages. Depending on how you use the MFP, you might need to replace the kit more often. If you have questions about how frequently you should replace the printer maintenance kit, contact the support center at www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

When the Replace maintenance kit message appears on the control panel, you need to purchase a printer maintenance kit and install the new parts. The part number for the 110V kit is C9152A. The part number for the 220V kit is C9153A. The printer maintenance kit contains two Type 1 rollers, seven Type 2 rollers, one transfer roller assembly, and one fuser assembly. Complete instructions for installing the kit components are included in the printer maintenance kit box.

Manage memory

The MFP has two double data rate (DDR) DIMM slots to provide more MFP memory. DDR DIMMs are available in 64, 128, and 256 MB, for a maximum of 512 MB.

The MFP has two compact flash slots to provide the following features:

● To add flash-based memory accessory fonts, macros, and patterns, use the appropriate DDR DIMM.

● To add other flash-based printer languages and MFP options, use the appropriate DDR DIMM.

NOTE: Single in line memory modules (SIMMs) used on previous HP LaserJet products are not compatible with this MFP.

For ordering information, go to www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

Determine memory requirements

The amount of memory you need depends on the types of documents you print. Your MFP can print most text and graphics at 1200 dpi FastRes without additional memory.

You might want to add more memory to the MFP if you often print complex graphics or PS documents, print two-sided documents (duplex printing), use many downloaded fonts, or print large paper sizes (such as A3, B4, or 11 x 17).

Install memory

Use this procedure to install additional DDR memory DIMMs. Before you begin, print a configuration page to find out how much memory is installed in the MFP. The following table lists the maximum amount of memory allowed for each DIMM slot.

Slot label on the Configuration page	Slot label on the Formatter board	Description
Slot 1	J1	256 MB
Slot 2	J2	128 MB
Total		384 MB

CAUTION: Static electricity can damage DDR DIMMs. When handling DDR DIMMs, either wear an antistatic wrist strap or frequently touch the surface of the DIMM antistatic package, and then touch bare metal on the MFP.

1. If you have not already done so, print a configuration page to find out how much memory is installed in the MFP.

2. Slide the optional output device away from the print engine.

Figure 11-23 Install DDR memory DIMMs (1 of 8)
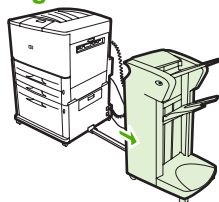
3. Turn the MFP off. Disconnect the power cord and any cables.

Figure 11-24 Install DDR memory DIMMs (2 of 8)
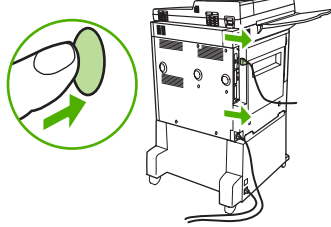
4. Loosen the two captive thumb screws on the back of the MFP.

Figure 11-25 Install DDR memory DIMMs (3 of 8)
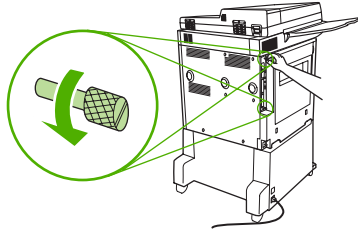
5. Grasp the screws and pull the formatter board out of the MFP. Place it on a flat, non-conductive surface.

Figure 11-26 Install DDR memory DIMMs (4 of 8)
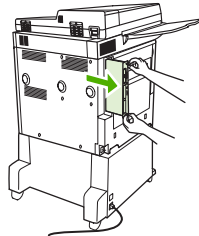
6. Remove the DIMM from the antistatic package. Hold the DIMM with fingers against the side edges and thumbs against the back edge. Align the notches on the DIMM with the DIMM slot. (Check that the locks on each side of the DIMM slot are open, or outward.)

Figure 11-27 Install DDR memory DIMMs (5 of 8)
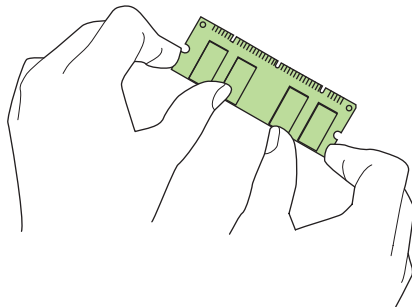
7. Press the DIMM straight into the slot (press firmly). Make sure the locks on each side of the DIMM snap inward into place. (To remove a DIMM, the locks must be released.)

Figure 11-28 Install DDR memory DIMMs (6 of 8)
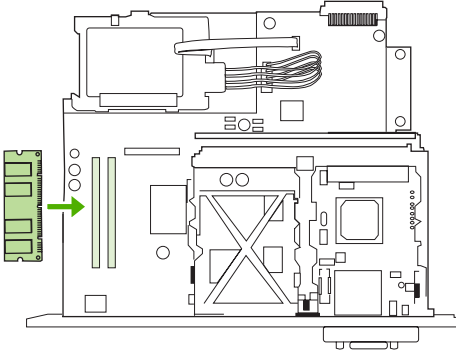
8. Slide the formatter board back into the MFP and tighten the two screws.

Figure 11-29 Install DDR memory DIMMs (7 of 8)
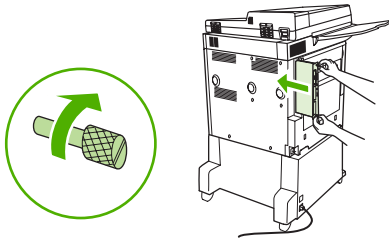
9. Plug in the power cord and connect all cables. Turn the MFP on.

Figure 11-30 Install DDR memory DIMMs (8 of 8)
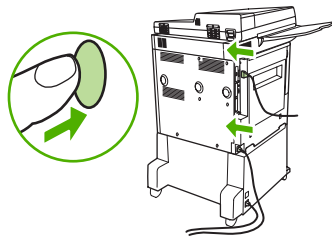
10. Reconnect the optional output device to the MFP.

Verify memory installation

Follow this procedure to verify that DDR DIMMs are installed correctly:

1. Check that the MFP control panel displays Ready when the MFP is turned on. If an error message appears, a DIMM might have been incorrectly installed.

2. Print the configuration page.

3. Check the memory section on the configuration page and compare it to the configuration before the DIMM installation. If the amount of memory has not increased, one of the following situations might have occurred:

   ● The DIMM might not be installed correctly. Repeat the installation procedure.

   ● The DIMM might be defective. Try a new DIMM, or try installing the DIMM in a different slot.

NOTE: If you installed a printer language (personality), check the Installed Personalities and Options section on the configuration page. This area should list the new printer language.

Economy settings

Sleep and wake

Set the sleep delay

Use the sleep-delay feature to set the period of time that the MFP must be idle before it enters the sleep mode. The default setting is 45 minutes.

1. Scroll to and touch Administration.

2. Touch Time/Scheduling.

3. Touch Sleep Delay.

4. Touch the sleep-delay setting that you want.

Set the sleep time

Use the sleep time feature to put the MFP in sleep mode at a set time each day.

1. Scroll to and touch Administration.

2. Touch Time/Scheduling.

3. Touch Sleep Time.

4. Touch the day of the week for the sleep time.

5. Touch Custom.

6. Touch Save.

7. Touch the appropriate options to set the correct hour, minute, and AM/PM setting.

8. If you want to put the MFP in sleep mode at the same time every day (including weekends), on the **Apply to All Days** screen, touch Yes. If you want to set the time for individual days, touch No, and repeat the procedure for each day.

Set the wake time

Use the wake time feature to wake the MFP at a set time each day.

1. Scroll to and touch Administration.

2. Touch Time/Scheduling.

3. Touch Wake Time.

4. Touch the day of the week for the wake time.

5. Touch Custom.

6. Touch Save.

7. Touch the appropriate options to set the correct hour, minute, and AM/PM setting.

8. If you want to wake the MFP at the same time every day (including weekends), on the **Apply to All Days** screen, touch Yes. If you want to set the time for individual days, touch No, and repeat the procedure for each day.

12 Problem solve

Solve problems

If the MFP is not responding correctly, complete the steps in the following checklist, in order. If the MFP does not pass a step, follow the corresponding troubleshooting suggestions. If a step resolves the problem, you can stop without performing the other steps on the checklist.

Troubleshooting checklist

1. Make sure that the MFP Ready light is on. If no lights are on, complete these steps:

    a. Check the power-cable connections.

    b. Check that the power switch is on.

    c. Check the power source by plugging the MFP directly into the wall or into a different outlet.

    d. If none of these measures restores power, contact HP Customer Care.

2. Check the cabling.

    a. Check the cable connection between the MFP and the computer or network port. Make sure that the connection is secure.

    b. Make sure that the cable itself is not faulty by using a different cable, if possible.

    c. Check the network connection. See Solve network connectivity problems on page 234.

3. Ensure that the print media that you are using meets specifications.

4. Print a configuration page (see Information pages on page 150). If the MFP is connected to a network, an HP Jetdirect page also prints.

    a. If the pages do not print, check that at least one tray contains print media.

    b. If the page jams in the MFP, see Clear jams on page 194.

5. If the configuration page prints, check the following items.

    a. If the page prints correctly, then the MFP hardware is working. The problem is with the computer you are using, with the printer driver, or with the program.

    b. If the page does not print correctly, the problem is with the MFP hardware. Contact HP Customer Care.

6. Verify that you have installed the HP LaserJet M9040/M9050 MFP printer driver.

7. Print a short document from a different program that has worked in the past. If this solution works, then the problem is with the program you are using. If this solution does not work, try printing the job from another computer that has the MFP software installed.

8. If the problem is still not resolved, see Determining Solve MFP problems on page 191.

Determining Solve MFP problems

Situation/Message	Solution
The control-panel display is blank, and internal fans are not running.	Make sure that the MFP power is on. Press all the keys to see if one is stuck. Contact your HP-authorized service representative if these steps do not work.
The MFP is turned on, but the internal fans are not running.	Make sure that the line voltage is correct for the MFP power configuration. (See the label on the back of the device for voltage requirements.) If you are using a power strip and its voltage is not within specification, plug the MFP directly into the power receptacle.
The MFP voltage is not correct.	Make sure that the line voltage is in the correct range. (See the label on the back of the device for voltage requirements.)
Messages appear on the control-panel display.	See Control-panel messages on page 193.
Print media is jammed in the MFP.	Check for jams. For more information, see Clear jams on page 194.
The control-panel display shows the wrong language or unfamiliar characters.	Reconfigure the control-panel display language. Turn the MFP off and then on. Administration > Device Behavior > Language
An error occurs during a Digital Send job. Job failed.	The MFP experienced an error during the digital sending job. The administrator should check on the status of the SMTP server. See Solve e-mail problems on page 233.
The e-mail gateway could not accept the job because the attachment is too large.	Reduce the size of the e-mail attachment by setting the maximum attachment size. Set the maximum attachment size on the **Digital Sending** tab of the embedded Web server. See Embedded Web server on page 152. Try using a different file format or sending the document a few pages at a time.
A network connection is required for digital sending	The MFP cannot find a network connection. The administrator should check to see if the MFP is connected to the network. See Solve network connectivity problems on page 234.

Control-panel message types

Four types of control-panel messages can indicate the status of or problems with the device.

Message type	Description
Status messages	Status messages reflect the current state of the device. They inform you of normal device operation and require no interaction to clear them. They change as the state of the device changes. Whenever the device is ready, not busy, and has no pending warning messages, the status message **Ready** appears if the device is online.
Warning messages	Warning messages inform you of data and print errors. These messages typically alternate with the **Ready** or status messages and remain until you touch OK. Some warning messages are clearable. If **Clearable Warnings** is set to **Job** on the device Device Behavior menu, the next print job clears these messages.
Error messages	Error messages communicate that some action must be performed, such as adding paper or clearing a jam. Some error messages are auto-continuable. If **Auto Continue** is set on the menus, the device will continue normal operation after an auto-continuable error message appears for 10 seconds. **NOTE:** Pressing any button during the 10-second auto-continuable error message overrides the auto-continue feature, and the button function takes precedence. For example, pressing the Stop button pauses printing and offers the option to cancel the print job.
Critical-error messages	Critical error messages inform you of a device failure. Some of these messages can be cleared by turning the device off and then on. These messages are not affected by the **Auto Continue** setting. If a critical error persists, service is required.

Control-panel messages

The product provides robust control panel messaging. When a message appears on the control panel, follow the on-screen instructions to resolve the issue. If the product displays an "Error" or "Attention" message, and no steps are shown to resolve the issue, turn the product off then on. Contact HP support if you continue to experience issues with the product.

To get additional information for warnings that appear in the status line, touch the Warning button ⚠.

For additional information on a variety of topics, touch the Help button ❓ in the upper-right corner of the home screen.

Clear jams

If a jam message appears on the control panel, look for media in the locations indicated in the following illustration. You might need to look for jammed media in locations other than those that are indicated in the jam message. If the location of the jam is not obvious, look first in the front door area.

After looking at the illustration, you can go to the procedure for clearing the jam. When clearing jams, be very careful not to tear the media. If a small piece of media remains in the MFP, it could cause additional jams. If jams are a recurring problem, see .

📝 **NOTE:** Loose toner might remain in the MFP after a jam and cause output quality problems. These should clear up within a few pages.

⚠ **WARNING!** Surfaces in and around the MFP can be hot to the touch. Turn off the MFP and allow it to cool before attempting to clear jams.

Jam locations

Figure 12-1 HP LaserJet M9040 MFP or HP LaserJet M9050 MFP with the 3000-sheet stapler/stacker
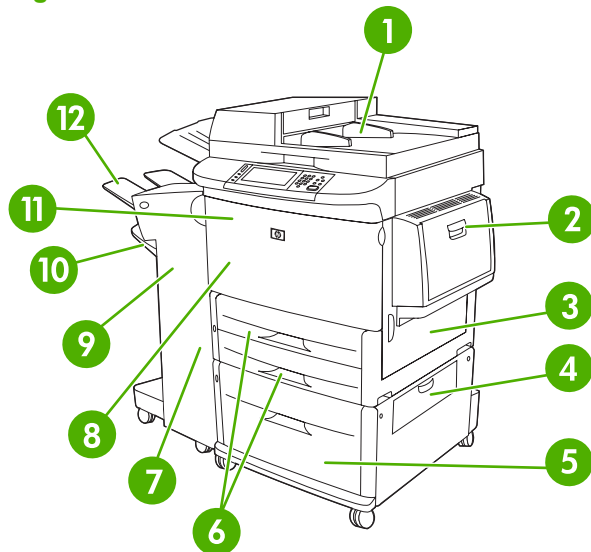
1	ADF
2	Tray 1
3	Right door
4	Vertical transfer door
5	Tray 4
6	Trays 2 and 3
7	Left door (behind the output device)
8	Duplexer (inside the MFP)
9	Output device
10	Lower bin

11	Front door and print-cartridge area
12	Upper bin

Clear jams from the duplexer

1. Move the output device away from the MFP to gain access to the left door.

   Figure 12-2 Clear jams in the duplex printing accessory (1 of 6)
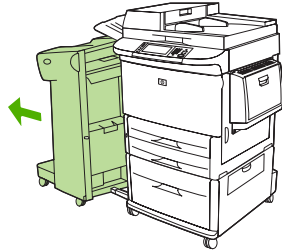
2. Open the left door and carefully pull out any paper from area.

   ⚠ **WARNING!**   Avoid touching the adjacent fusing area. It can be hot.

   Figure 12-3 Clear jams in the duplex printing accessory (2 of 6)

3. Remove the duplex printing accessory by pressing the green lever and pulling the unit out until it stops.

   Figure 12-4 Clear jams in the duplex printing accessory (3 of 6)
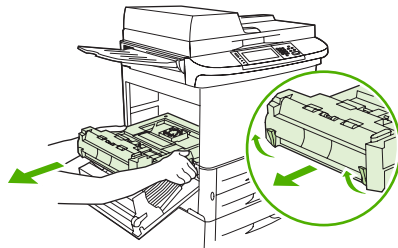
4. Remove any paper by lifting the two green levers in the duplex printing accessory.

5. Open the front door.

Figure 12-5 Clear jams in the duplex printing accessory (4 of 6)
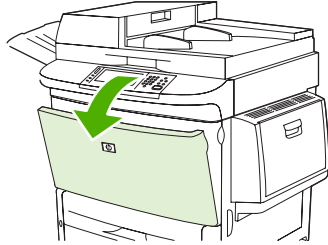
6. Check for paper in the duplex printing accessory area, and remove any paper by pulling it out of the MFP. Be careful not to tear the paper.

Figure 12-6 Clear jams in the duplex printing accessory (5 of 6)
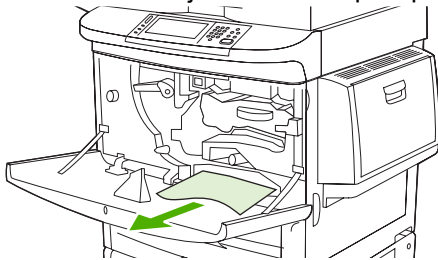
7. Reinstall the duplex printing accessory by sliding it back into the slot until it locks into place.

Figure 12-7 Clear jams in the duplex printing accessory (6 of 6)
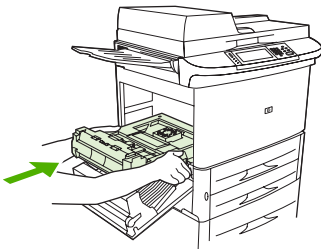
8. Close all open doors. Push the output device back into place.

Clear jams from the input-tray areas

Clear jams in tray 1

1. Check for media in the tray 1 area, and remove any media from this area. Carefully check to be sure you have removed all pieces of torn media.

Figure 12-8 Clear jams in tray 1 (1 of 2)
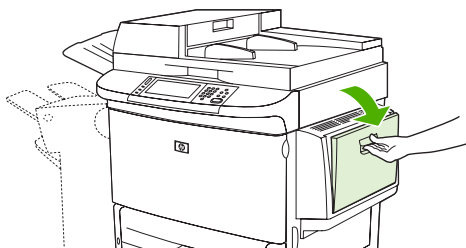
2. Open and close the right door to reset the MFP.

Figure 12-9 Clear jams in tray 1 (2 of 2)
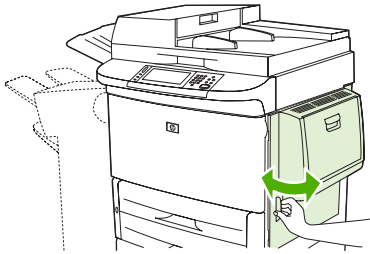
Clear jams inside the right door

1. Open the right door.

Figure 12-10 Clear jams inside the right door (1 of 3)
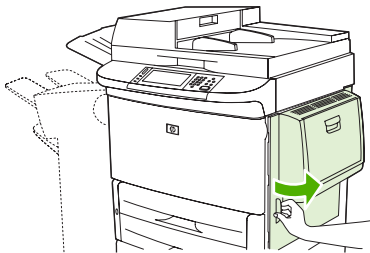
2. Check for media in the right door area, and remove any media from this area. Carefully check to be sure you have removed all pieces of torn media.

3. Open the jam access cover. Pull out and lift the green tab.

Figure 12-11 Clear jams inside the right door (2 of 3)
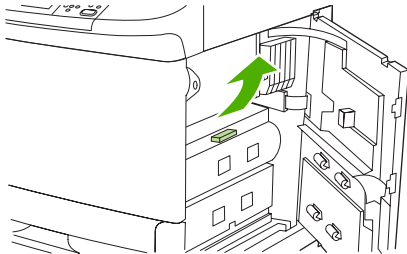
4. Remove any media from this area by pulling it out of the MFP.

5. Push the green lever down to the original position.

Figure 12-12 Clear jams inside the right door (3 of 3)
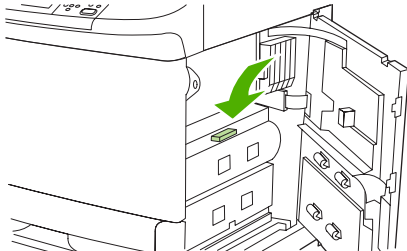
6. Close the right door.

Clear jams in trays 2 and 3

1. Open the tray until it stops.

   Figure 12-13 Clear jams in trays 2 and 3 (1 of 3)
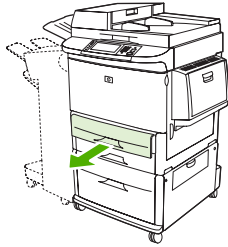
2. Check for media in the tray area, and remove any media from this area. Carefully check to be sure you have removed all pieces of torn media.

3. Close the tray.

   Figure 12-14 Clear jams in trays 2 and 3 (2 of 3)

4. Open the right door, remove any visible media, and close the right door. This resets the MFP.

   Figure 12-15 Clear jams in trays 2 and 3 (3 of 3)
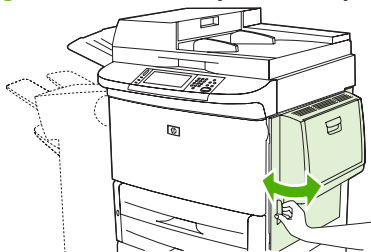
Clear jams in tray 4

1. Open the vertical transfer door on tray 4.

   Figure 12-16 Clear jams in tray 4 (1 of 4)

2. Check for paper in this area, and remove any paper from this area. Carefully check to be sure that you have removed all pieces of torn paper.

3. If you did not see any paper in the vertical transfer door, open tray 4.

Figure 12-17 Clear jams in tray 4 (2 of 4)
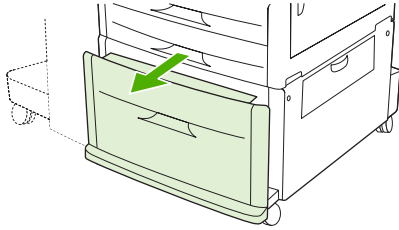
4. Check for paper in the tray area, and remove any paper from this area. Carefully check to be sure you have removed all pieces of torn paper.

5. Close tray 4.

Figure 12-18 Clear jams in tray 4 (3 of 4)
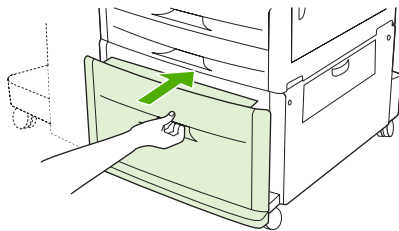
6. Close the vertical transfer door.

Figure 12-19 Clear jams in tray 4 (4 of 4)
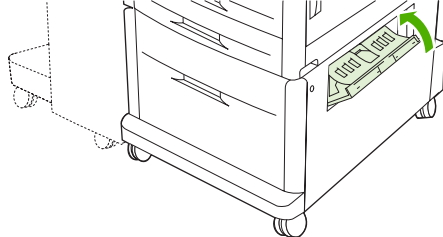
Clear jams from the output areas

Clear jams in the stacker or stapler/stacker

1. If the jam extends into the output bins, slowly and carefully pull the media straight out of the MFP so that it does not tear.

Figure 12-20 Clear jams in the stacker or stapler/stacker (1 of 7)
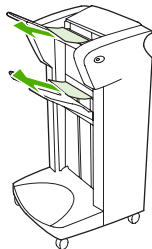
2. Move the output device away from the MFP.

Figure 12-21 Clear jams in the stacker or stapler/stacker (2 of 7)
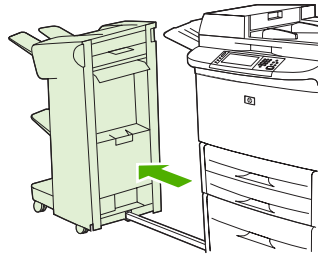
3. On the stacker, lift the wire on the lower bin of the device, and carefully pull out any media from this area. On the stapler/stacker, carefully pull out any media that might be protruding from the accumulator area.

📝 **NOTE:** Only the stacker has the wire on the lower bin.

Figure 12-22 Clear jams in the stacker or stapler/stacker (3 of 7)
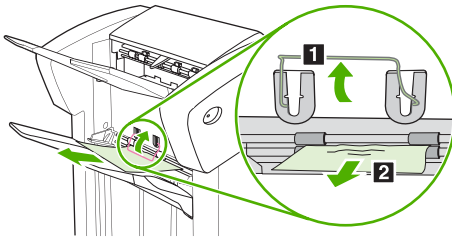
4. Locate the green handle in the flipper area and lift the handle.

Figure 12-23 Clear jams in the stacker or stapler/stacker (4 of 7)
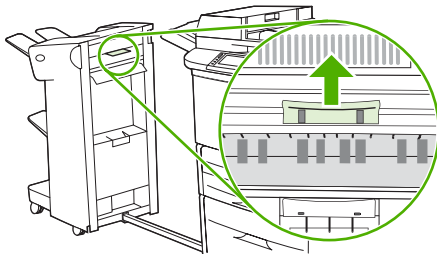
5. Carefully pull out any media from the flipper area.

Figure 12-24 Clear jams in the stacker or stapler/stacker (5 of 7)
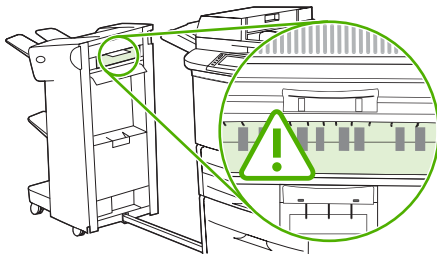
⚠ **WARNING!** Avoid touching the flipper area. It can be hot.

6. Locate the green handle in the paper path module, and then pull down on the handle.

Figure 12-25 Clear jams in the stacker or stapler/stacker (6 of 7)
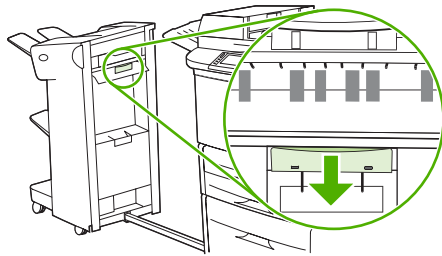
7. Carefully pull out any media from the paper path module.

8. Close all open doors. Push the output device back into place.

Figure 12-26 Clear jams in the stacker or stapler/stacker (7 of 7)
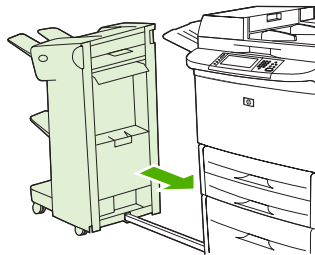
Clear jams in the paper-path area of the multifunction finisher

1. Open the top cover.

Figure 12-27 Clear jams in the paper-path area of the multifunction finisher (1 of 3)
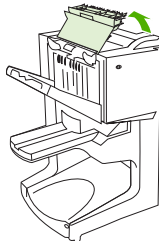
2. Slowly and carefully pull the paper straight out of the finisher so that it does not tear.

Figure 12-28 Clear jams in the paper-path area of the multifunction finisher (2 of 3)
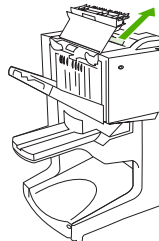
3. Close the finisher cover.

Figure 12-29 Clear jams in the paper-path area of the multifunction finisher (3 of 3)
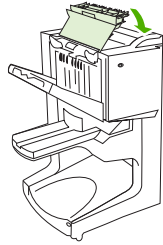
Clear jams in between the multifunction finisher and the MFP

1. Move the finisher away from the MFP.

Figure 12-30 Clear jams in between the multifunction finisher and the MFP (1 of 4)
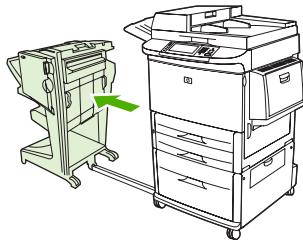
2. Carefully remove any paper from the MFP output area.

Figure 12-31 Clear jams in between the multifunction finisher and the MFP (2 of 4)
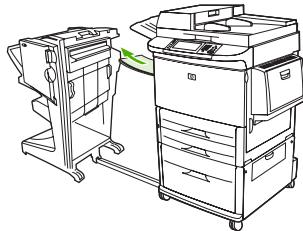
3. Carefully remove any paper from the finisher input area.

Figure 12-32 Clear jams in between the multifunction finisher and the MFP (3 of 4)
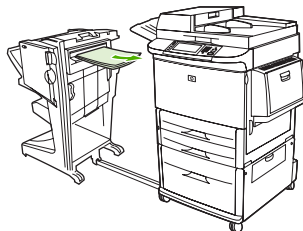
4. Push the multifunction finisher back into place.

Figure 12-33 Clear jams in between the multifunction finisher and the MFP (4 of 4)
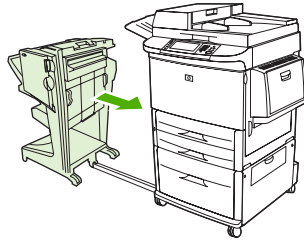
Clear booklet jams in the multifunction finisher

1. Move the finisher away from the MFP.

Figure 12-34 Clear booklet jams in the multifunction finisher (1 of 7)
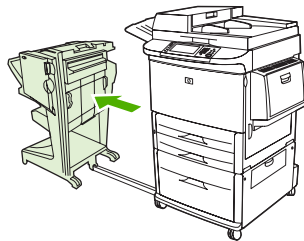
2. If paper is jammed in the finisher input area but has not entered the folding rollers, carefully remove the paper from the input area and then skip to step 7.

Figure 12-35 Clear booklet jams in the multifunction finisher (2 of 7)
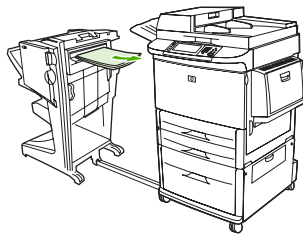
3. Open the back door on the finisher. If jammed paper inside the finisher has not entered the folding rollers, remove the paper and then skip to step 7. If the paper has entered the folding rollers, proceed to step 4.

Figure 12-36 Clear booklet jams in the multifunction finisher (3 of 7)
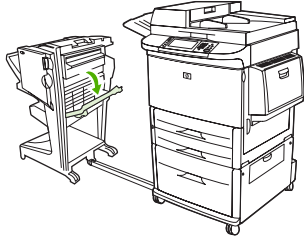
4. Open the stapler-unit door.

Figure 12-37 Clear booklet jams in the multifunction finisher (4 of 7)
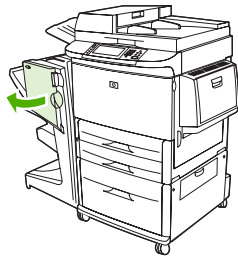
5. Turn the bottom green knob clockwise to advance the jammed paper through the folding rollers and into the booklet bin.

Figure 12-38 Clear booklet jams in the multifunction finisher (5 of 7)
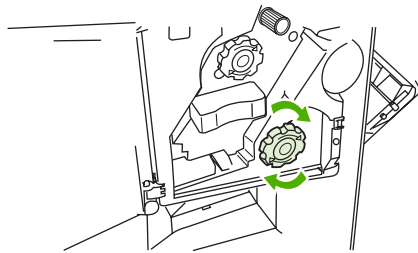
6. Close the stapler-unit door.

Figure 12-39 Clear booklet jams in the multifunction finisher (6 of 7)
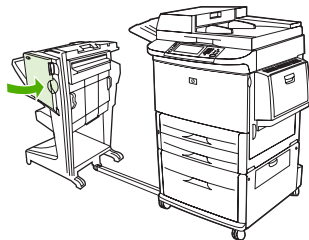
7. Push the multifunction finisher back into place.

Figure 12-40 Clear booklet jams in the multifunction finisher (7 of 7)
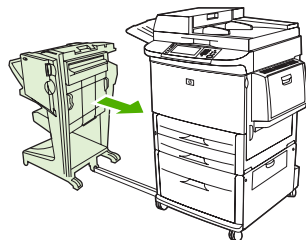
Clear a staple jam from the multifunction finisher

1. Open the stapler-unit door.

    Figure 12-41 Clear a staple jam from the multifunction finisher (1 of 11)

2. Slide the stapler unit toward you.

    Figure 12-42 Clear a staple jam from the multifunction finisher (2 of 11)
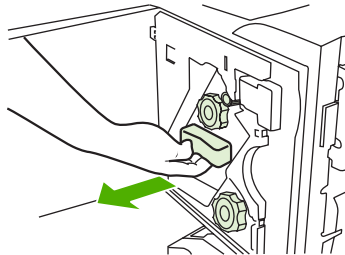
3. Turn the large green knob until you see the blue dot (this indicates that the stapler is fully open).

    Figure 12-43 Clear a staple jam from the multifunction finisher (3 of 11)
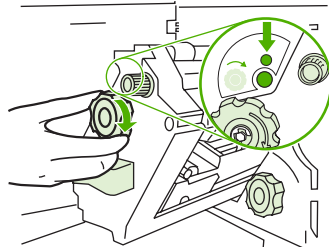
4. Turn the small green knob at the top of the stapler unit clockwise until the staple cartridge moves to the left of the stapler unit.

    Figure 12-44 Clear a staple jam from the multifunction finisher (4 of 11)
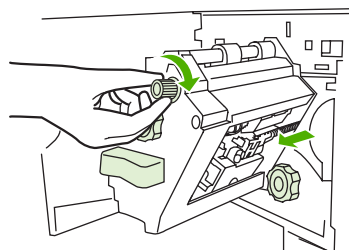
    △ **CAUTION:** The blue dot must appear in the window of the stapler unit before you remove the staple cartridge. If you try to remove the staple cartridge before the blue dot appears in the window, you could damage the device.

5. Remove the staple cartridge.

Figure 12-45 Clear a staple jam from the multifunction finisher (5 of 11)
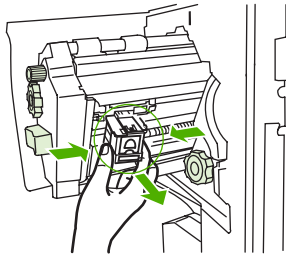
6. Pull up on the lever labeled with a green dot.

Figure 12-46 Clear a staple jam from the multifunction finisher (6 of 11)
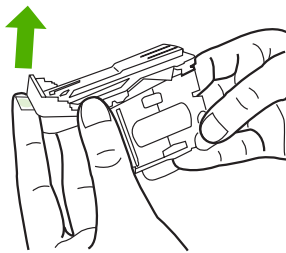
7. Remove the damaged staple.

Figure 12-47 Clear a staple jam from the multifunction finisher (7 of 11)
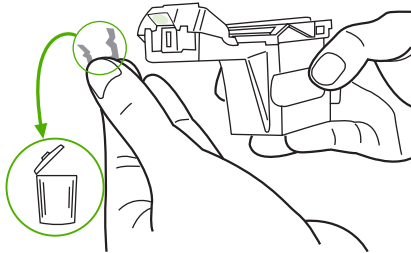
8. Press down on the lever labeled with a green dot.

Figure 12-48 Clear a staple jam from the multifunction finisher (8 of 11)
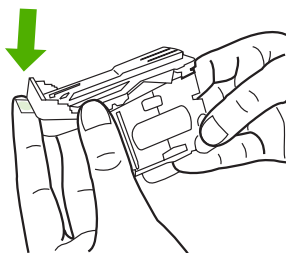
9. Reinstall the staple cartridge.

Figure 12-49 Clear a staple jam from the multifunction finisher (9 of 11)
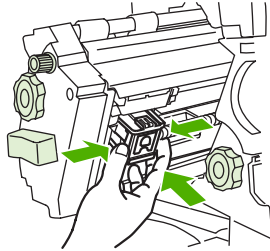
10. Slide the stapler unit into the device.

Figure 12-50 Clear a staple jam from the multifunction finisher (10 of 11)
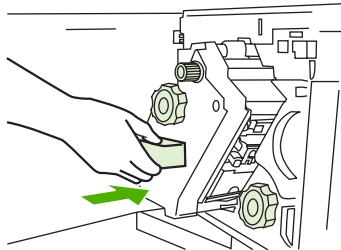
11. Close the stapler-unit door.

Figure 12-51 Clear a staple jam from the multifunction finisher (11 of 11)

Clear a jam in the upper half of the stapler head in the multifunction finisher

1. Follow steps 1 through 4 of the procedure to clear a staple jam from the multifunction finisher.

2. Locate the damaged staple at the back of the stapler head, and remove the staple.

Figure 12-52 Clear a jam in the upper half of the stapler head in the multifunction finisher
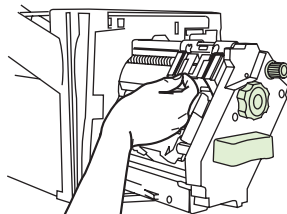
3. Follow steps 10 through 11 from the procedure to clear a staple jam from the multifunction finisher.

Clear a staple jam from the stapler/stacker

1. Move the stapler/stacker away from the MFP.

   Figure 12-53 Clear a staple jam from the stapler/stacker (1 of 9)
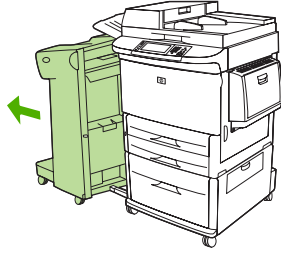
2. Open the stapler unit door.

   Figure 12-54 Clear a staple jam from the stapler/stacker (2 of 9)
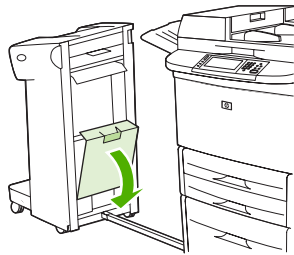
3. Pull the cartridge out.

   Figure 12-55 Clear a staple jam from the stapler/stacker (3 of 9)
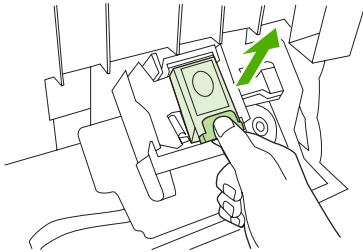
4. Pull up on the lever labeled with a green dot.

   Figure 12-56 Clear a staple jam from the stapler/stacker (4 of 9)
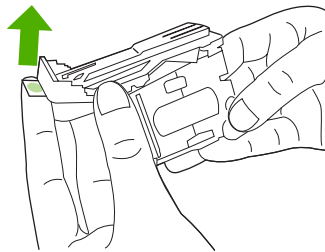
5. Remove the damaged staple.

Figure 12-57 Clear a staple jam from the stapler/stacker (5 of 9)
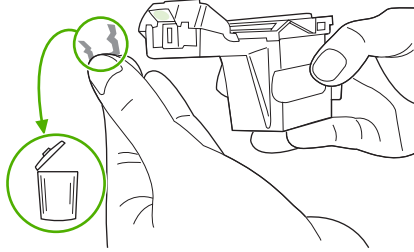
6. Press down on the lever labeled with a green dot.

Figure 12-58 Clear a staple jam from the stapler/stacker (6 of 9)
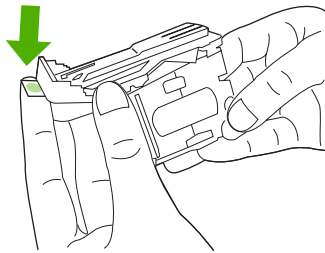
7. Reinstall the staple cartridge.

Figure 12-59 Clear a staple jam from the stapler/stacker (7 of 9)
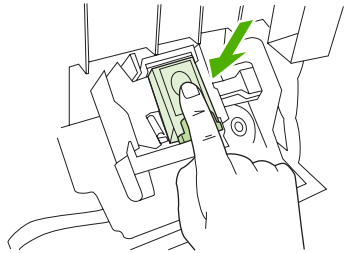
8. Close the stapler unit door.

Figure 12-60 Clear a staple jam from the stapler/stacker (8 of 9)
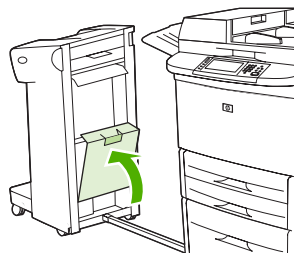
9.   Push the stapler/stacker back into place.

Figure 12-61 Clear a staple jam from the stapler/stacker (9 of 9)
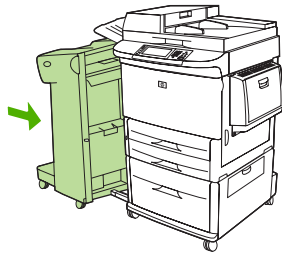
📝 **NOTE:**   The stapler needs to reload after clearing a staple jam, so the first few documents (no more than five) might not be stapled. If a print job is sent and the stapler is jammed or is out of staples, the job will still print as long as the path to the output bin is not blocked.

Clear jams in the left door (fuser area)

1.   Move the output device away from the MFP to gain access to the left door.

Figure 12-62 Clear jams in the left door (1 of 4)
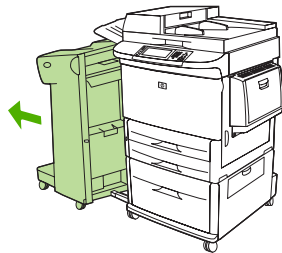
2.   Open the left door.

⚠ **WARNING!**   Avoid touching the adjacent fusing area. It can be hot.

Figure 12-63 Clear jams in the left door (2 of 4)

3.   Remove any jammed or damaged media from this area by pulling it out of the MFP.

4. Press down on the green tab and carefully check for media. Be sure to remove all pieces of torn media.

Figure 12-64 Clear jams in the left door (3 of 4)
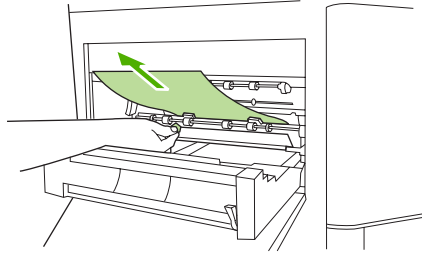
5. Close the left door. Push the output device back into place.

Figure 12-65 Clear jams in the left door (4 of 4)
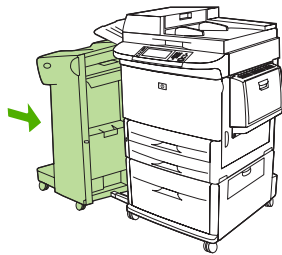
Clear jams in the 8-bin mailbox

1. Move the 8-bin mailbox away from the MFP. To do this, stand on the left side of the MFP and pull the 8-bin mailbox straight toward you.

Figure 12-66 Clear jams in the 8-bin mailbox (1 of 3)
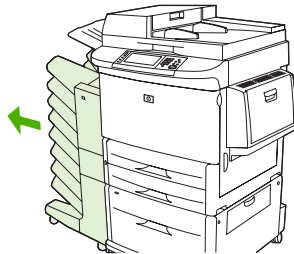
2. Carefully remove the upper (face-up) bin.

3. Pull down the handle on the output paper module and remove any jammed paper from this area.

Figure 12-67 Clear jams in the 8-bin mailbox (2 of 3)
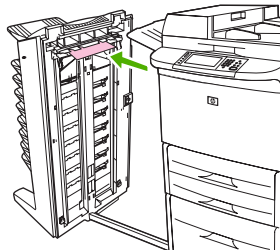
4. Push the 8-bin mailbox back into place, and then reattach the upper bin.

Figure 12-68 Clear jams in the 8-bin mailbox (3 of 3)
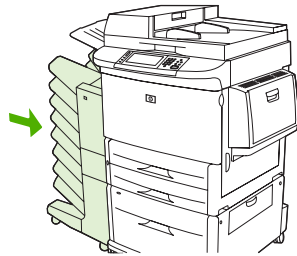
📝 **NOTE:** Check that the paper used is not thicker than the 8-bin mailbox supports. See <u>Supported paper and print media sizes on page 81</u>.

Solve repeated jams

Situation	Solution
General repeated jam problems	1. Verify that the media is correctly loaded in the trays and that all width guides are correctly set (see <u>Print tasks on page 97</u>).
	2. Verify that the paper tray is set for the size of media installed and that the tray is not overloaded.
	3. Try turning over the stack of media in the tray. If you are using prepunched or letterhead paper, try printing from tray 1.
	4. Do not use previously printed media or torn, worn, or irregular media. For recommended media for your MFP, see <u>Supported paper and print media sizes on page 81</u>.
	5. Check the media specifications. (See <u>Supported paper and print media sizes on page 81</u>.) If media is outside of the recommended specifications, problems can occur.
	6. MFP might be dirty. Clean the MFP as described in <u>Clean the MFP on page 170</u>.
	7. Check that all damaged or jammed media is removed from MFP.
Repeated jams in the ADF	1. The ADF might be dirty. Clean the ADF as described in <u>Clean the ADF delivery system on page 172</u>.

📝 **NOTE:** If jams continue, contact your HP-authorized service provider. (See the HP support flyer or go to <u>www.hp.com/support/ljm9040mfp</u> or <u>www.hp.com/support/ljm9050mfp</u>.)

Media-handling problems

Use only media that meets the specifications outlined in the *HP LaserJet Printer Family Print Media Guide*. This guide is available at www.hp.com/support/ljpaperguide.

Printer feeds multiple sheets

Printer feeds multiple sheets

Cause	Solution
The input tray is overfilled.	Remove excess media from the input tray.
Print media is sticking together.	Remove media, flex it, rotate it 180° or flip it over, and then reload it into the tray.
	NOTE: Do not fan media. Fanning can cause static electricity, which can cause media to stick together.
Media does not meet the specifications for this MFP.	Use only media that meets HP media specifications for this MFP.
Trays are not properly adjusted.	Make sure that the rear media-length guide indicates the length of media being used.

Printer feeds incorrect page size

Printer feeds incorrect page size

Cause	Solution
The correct size media is not loaded in the input tray.	Load the correct size media in the input tray.
The correct size media is not selected in the software program or printer driver.	Confirm that the settings in the software program and printer driver are correct, because the software-program settings override the printer-driver and control-panel settings, and the printer-driver settings override the control-panel settings. For more information, see Change printer-driver settings for Windows on page 53.
The correct size media for tray 1 is not selected in the MFP control panel.	From the control panel, select the correct size media for tray 1.
The media size is not configured correctly for the input tray.	Print a configuration page or use the control panel to determine the media size for which the tray is configured.
The guides in the tray are not against the paper.	Verify that the rear and width media guides are touching the paper.

Printer pulls from incorrect tray

Printer pulls from incorrect tray

Cause	Solution
You are using a driver for a different printer. For more information.	Use a driver for this printer.
The specified tray is empty.	Load media in the specified tray.

Printer pulls from incorrect tray

Cause	Solution
The **Use Requested Tray** option is set to **First** in the **Tray Behavior** sub-menu of the **Device Behavior** menu.	Change the setting to **Exclusively**.
The media size is not configured correctly for the input tray.	Print a configuration page or use the control panel to determine the media size for which the tray is configured.
The guides in the tray are not against the paper.	Verify that the guides are touching the paper.

Media does not feed automatically

Media does not feed automatically

Cause	Solution
Manual feed is selected in the software program.	Load tray 1 with media, or, if the media is loaded, touch OK.
The correct size media is not loaded.	Load the correct size media.
The input tray is empty.	Load media into the input tray.
Media from a previous jam has not been completely removed.	Open the MFP and remove any media in the paper path. Closely inspect the fuser area for jams.
The media size is not configured correctly for the input tray.	Print a configuration page or use the control panel to determine the media size for which the tray is configured.
The guides in the tray are not against the paper.	Verify that the rear and width media guides are touching the paper.

Media does not feed from tray 2, 3, or 4

Media does not feed from tray 2, 3, or 4

Cause	Solution
The correct size media is not loaded.	Load the correct size media and verify that the custom-media switch is in the correct position.
The input tray is empty.	Load media in the input tray.
The correct media type for the input tray is not selected in the MFP control panel.	From the MFP control panel, select the correct media type for the input tray.
Media from a previous jam has not been completely removed.	Open the MFP and remove any media in the paper path. Closely inspect the fuser area for jams.
None of the optional trays appear as input tray options.	The optional trays only display as available if they are installed. Verify that any optional trays are correctly installed. Verify that the printer driver has been configured to recognize the optional trays.
An optional tray is incorrectly installed.	Print a configuration page to confirm that the optional tray is installed. If not, verify that the tray is correctly attached to the MFP.

Media does not feed from tray 2, 3, or 4

Cause	Solution
The media size is not configured correctly for the input tray.	Print a configuration page or use the control panel to determine the media size for which the tray is configured.
The guides in the tray are not against the paper.	Verify that the guides are touching the paper.

Transparencies will not feed

Transparencies will not feed

Cause	Solution
The correct media type is not specified in the software or printer driver.	Verify that the correct media type is selected in the software or printer driver.
Tray 1 is overfilled.	Remove excess transparencies from tray 1. Do not exceed the maximum stack height for tray 1.
Media in another input tray is the same size as the transparencies, and the MFP is defaulting to the other tray.	Make sure that tray 1 is selected in the software program or printer driver. Use the MFP control panel to configure the tray to the media type loaded.
Tray 1 is not configured correctly for type.	Make sure that tray 1 is selected in the software program or printer driver. Use the MFP control panel to configure the tray to the media type loaded.
Transparencies might not meet supported media specifications.	Use only media that meets the HP media specifications for this MFP.

Envelopes jam or will not feed in the MFP

📝 **NOTE:** Return the fuser levers to the down position after printing on envelopes. Failure to return levers to the down position for standard paper types can result in poor print quality.

Envelopes jam or will not feed in the MFP

Cause	Solution
Envelopes are loaded in an unsupported tray. Only tray 1 can feed envelopes.	Load envelopes into tray 1.
Envelopes are curled or damaged.	Verify that the fuser levers are in the correct position. Try using different envelopes. Store envelopes in a controlled environment.
Envelopes are sealing because the moisture content is too high.	Try using different envelopes. Store envelopes in a controlled environment.
Envelope orientation is incorrect.	Verify that the envelope is loaded correctly.
This MFP does not support the envelopes being used.	Refer to the *HP LaserJet Printer Family Print Media Guide*.
Tray 1 is configured for a size other than envelopes.	Configure tray 1 size for envelopes.

Output is curled or wrinkled

Cause	Solution
Media does not meet the specifications for this MFP.	Use only media that meets the HP media specifications for this MFP.
Media is damaged or in poor condition.	Remove media from the input tray and load media that is in good condition.
Printer is operating in an excessively humid environment.	Verify that the printing environment is within humidity specifications.
You are printing large, solid-filled areas.	Large, solid-filled areas can cause excessive curl. Try using a different pattern.
Media used was not stored correctly and might have absorbed moisture.	Remove media and replace it with media from a fresh, unopened package.
Media has poorly cut edges.	Remove media, flex it, rotate it 180 degrees or turn it over, and then reload it into the input tray. Do not fan media. If the problem persists, replace the media.
The specific media type was not configured for the tray or selected in the software.	Configure the software for the media (see the software documentation). To configure the tray for the media, see Configure trays on page 92.

Printer will not duplex or duplexes incorrectly

Printer will not duplex or duplexes incorrectly

Cause	Solution
You are trying to duplex on unsupported media.	Verify that the media is supported for duplex printing.
The printer driver is not set up for duplex printing.	Set up the printer driver to enable duplex printing.
The first page is printing on the back of preprinted forms or letterhead.	Load preprinted forms and letterhead in tray 1 with the letterhead or printed side up and the bottom of the page feeding into the MFP. For tray 2, 3, and 4, load these media printed side down with the top of the page toward the back of the MFP.

Solve print-quality problems

This section helps you define print-quality problems and what to do to correct them. Often print- quality problems can be handled easily by making sure that the device is correctly maintained, using print media that meets HP specifications, or running a cleaning page.

Print-quality problems associated with media

Some print-quality problems arise from the use of inappropriate media.

- Use media that meets HP specifications. See Supported paper and print media sizes on page 81, or see the *HP LaserJet Printer Family Print Media Guide*, which is available at www.hp.com/support/ljpaperguide.

- The surface of the media is too smooth. Use media that meets HP specifications. See Supported paper and print media sizes on page 81.

- The moisture content is uneven, too high, or too low. Use media from a different source or from an unopened ream.

- Some areas of the media reject toner. Use media from a different source or from an unopened ream.

- The letterhead you are using is printed on rough media. Use a smoother, xerographic media. If this solves your problem, ask the supplier of your letterhead to use media that meets the specifications for this device. See Supported paper and print media sizes on page 81.

- The media is excessively rough. Use a smoother, xerographic media.

- The driver setting is incorrect. To change the media type setting, see Change printer-driver settings for Windows on page 53.

- The media that you are using is too heavy for the media type setting that you selected, and the toner is not fusing to the media. See Default Options for Originals on page 17.

Print-quality problems associated with the environment

If the device is operating in excessively humid or dry conditions, verify that the printing environment is within specifications. See Operating environment on page 252.

Print-quality problems associated with jams

Make sure that all sheets are cleared from the paper path. See Clear jams on page 194.

- If the device recently jammed, print two to three pages to clean the device.

- If the sheets do not pass through the fuser and cause image defects on subsequent documents, print three pages to clean the device. If the problem persists, print and process a cleaning page. See Clean the MFP on page 170.

Light print (partial page)

Figure 12-69 Light print (partial page)

```
AaBbCc      AaBbCc
AaBbCc      AaBbCc
AaBbCc      AaBbCc
AaBbCc      AaBbCc
AaBbCc      AaBbCc
```
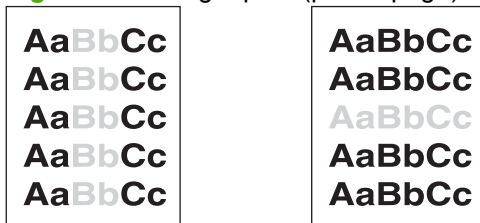
1.   Make sure that the print cartridge is fully installed.

2.   The print cartridge might be defective. Replace the print cartridge.

3.   The media might not meet HP specifications (for example, the media is too moist or too rough). See Supported paper and print media sizes on page 81.

Light print (entire page)

Figure 12-70 Light print (entire page)

```
AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc
```

1.   Make sure that the print cartridge is fully installed.

2.   Make sure that the Economode setting is turned off at the control panel and in the printer driver.

3.   Open the Administration menu at the device control panel. Open the Print Quality menu and increase the Toner Density setting. See Print Quality menu on page 42.

4.   Try using a different type of media.

5.   The print cartridge might be defective. Replace the print cartridge.

Specks

Figure 12-71 Specks

AaBbCc
AaBbCc.
.AaBbCc.
AaBbCc.
.AaBbCc
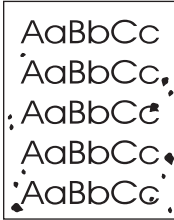
Specks might appear on a page after a jam has been cleared.

1.   Print a few more pages to see if the problem corrects itself.

2.   Clean the inside of the device and run a cleaning page. See Clean the MFP on page 170.

3.   Try using a different type of media.

4.   Check the print cartridge for leaks. If the print cartridge is leaking, replace it.

Dropouts

Figure 12-72 Dropouts
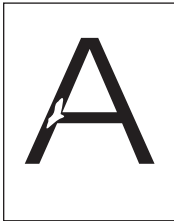
A

1.   Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

2.   If the media is rough, and the toner easily rubs off, open the Administration menu at the device control panel. Open the Print Quality menu, select Fuser Modes, and then select the media type you are using. See Print Quality menu on page 42.

3.   Try using a smoother media.

Lines

Figure 12-73 Lines
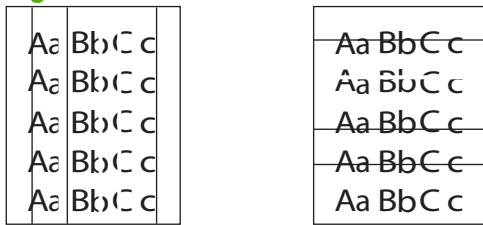
Aa Bb Cc (pattern with vertical lines) / Aa Bb Cc (pattern with horizontal lines)

1. Print a few more pages to see if the problem corrects itself.

2. Clean the inside of the device and run a cleaning page. See Clean the MFP on page 170.

3. Replace the print cartridge.

Gray background

Figure 12-74 Gray background

AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc

1. Do not use media that has already been run through the device.

2. Try using a different type of media.

3. Print a few more pages to see if the problem corrects itself.

4. Turn over the stack in the tray. Also, try rotating the stack 180°.

5. Open the Administration menu at the device control panel. On the Print Quality menu, increase the Toner Density setting. See Print Quality menu on page 42.

6. Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

7. Replace the print cartridge.

Toner smear

Figure 12-75 Toner smear

AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc

1. Print a few more pages to see if the problem corrects itself.

2. Verify that the fuser levers are in the down position (unless printing on envelopes).

3. Try using a different type of media.

4. Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

5. Clean the inside of the device and run a cleaning page. See Clean the MFP on page 170.

6. Replace the print cartridge.

Also see Loose toner on page 221.

Loose toner

Figure 12-76 Loose toner

AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc
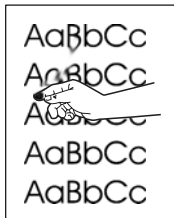
Loose toner, in this context, is defined as toner that can be rubbed off the page.

1. Verify that the fuser levers are in the down position (unless printing on envelopes).

2. If media is heavy or rough, open the Administration menu at the device control panel. On the Print Quality submenu, select Fuser Modes, and then select the media type you are using.

3. If you have observed a rougher texture on one side of your media, try printing on the smoother side.

4. Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

5. Make sure that type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

Repeating defects
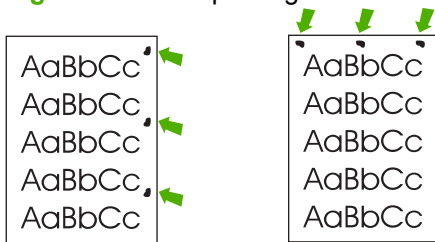
1. Print a few more pages to see if the problem corrects itself.

2. If the distance between defects is 44 mm (1.73 in.), 53 mm (2.1 in.), 63 mm (2.5 in.), or 94 mm (3.7 in.), the print cartridge might need to be replaced.

3. Clean the inside of the device and run a cleaning page. See Clean the MFP on page 170.

Also see Repeating image on page 222.

Repeating image

Figure 12-78 Repeating image
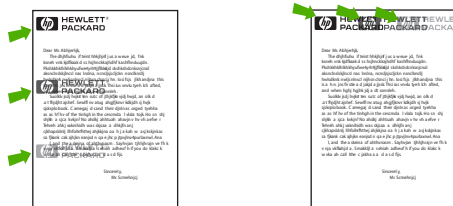
This type of defect might occur when using preprinted forms or a large quantity of narrow media.

1. Print a few more pages to see if the problem corrects itself.

2. Make sure that type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

3. If the distance between defects is 44 mm (1.73 in.), 53 mm (2.1 in.), 63 mm (2.5 in.), or 94 mm (3.7 in.), the print cartridge might need to be replaced.

Misformed characters

Figure 12-79 Misformed characters
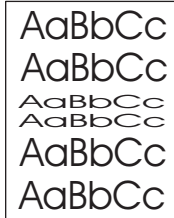
AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc

1. Print a few more pages to see if the problem corrects itself.

2. Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

Page skew

Figure 12-80 Page skew

AaBbCc
AaBbCc
AaBbCc
AaBbCc
AaBbCc
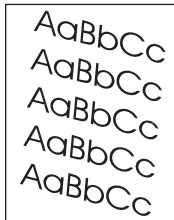
1. Print a few more pages to see if the problem corrects itself.

2. Verify that no torn pieces of media are inside the device.

3. Make sure that media is loaded correctly and that all adjustments have been made. See Load paper and print media on page 85. Make sure that the guides in the tray are not too tight or too loose against the media.

4. Turn over the stack in the tray. Also, try rotating the stack 180°.

5. Make sure that the type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

6. Make sure that the environmental specifications for the device are being met. (See Operating environment on page 252.)

7. Perform a tray alignment by opening the Administration menu at the device control panel. On the Print Quality submenu, touch Set Registration. Choose a tray under Source and then run a test page. For more information, see Print Quality menu on page 42.

Curl or wave

Figure 12-81 Curl or wave
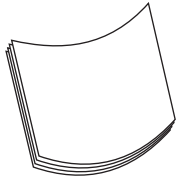
1. Turn over the stack in the tray. Also, try rotating the stack 180°.

2. Make sure that the type and quality of the media you are using meet HP specifications. (See Supported paper and print media sizes on page 81.)

3. Make sure that the environmental specifications for the device are being met. (See Operating environment on page 252.)

4. Try printing to a different output bin.

5. If media is lightweight and smooth, open the Administration menu at the device control panel. On the Print Quality submenu, touch Fuser Modes, and then select the media type you are using. Change the setting to Low, which helps reduce the heat in the fusing process.

Wrinkles or creases

Figure 12-82 Wrinkles or creases
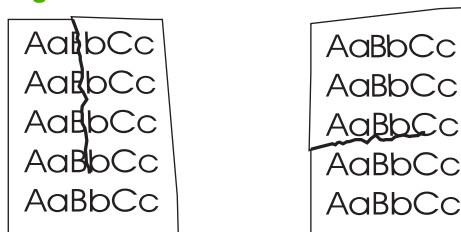
1. Print a few more pages to see if the problem corrects itself.

2. Make sure that the environmental specifications for the device are being met. See Operating environment on page 252.

3. Turn over the stack in the tray. Also, try rotating the stack 180°.

4. Make sure that media is loaded correctly and all adjustments have been made. See Load paper and print media on page 85.

5. Make sure that the type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

6. If envelopes are creasing, try storing envelopes so that they lie flat.

If the above actions do not improve wrinkles or creases, open the Administration menu at the device control panel. On the Print Quality submenu, select Fuser Modes, and then select the media type you are using. Change the setting to Low, which helps reduce the heat in the fusing process.

Vertical white lines

Figure 12-83 Vertical white lines

1. Print a few more pages to see if the problem corrects itself.

2. Make sure that the type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

3. Replace the print cartridge.

Tire tracks

Figure 12-84 Tire tracks
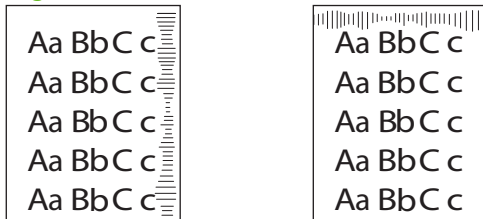
This defect typically occurs when the print cartridge has far exceeded its rated life. For example, if you are printing a very large quantity of pages with very little toner coverage.

1. Replace the print cartridge.

2. Reduce the number of pages that you print with very low toner coverage.

White spots on black

Figure 12-85 White spots on black
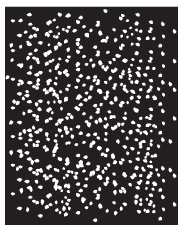
1. Print a few more pages to see if the problem corrects itself.

2. Make sure that the type and quality of the media you are using meet HP specifications. See Supported paper and print media sizes on page 81.

3. Make sure that the environmental specifications for the device are being met. See <u>Operating environment on page 252</u>.

4. Replace the print cartridge.

Scattered lines

Figure 12-86 Scattered lines
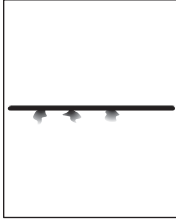
1. Make sure that the type and quality of the media you are using meet HP specifications. See <u>Supported paper and print media sizes on page 81</u>.

2. Make sure that the environmental specifications for the device are being met. See <u>Operating environment on page 252</u>.

3. Turn over the stack in the tray. Also, try rotating the stack 180°.

4. Open the Administration menu at the device control panel. Open the Print Quality submenu and change the Toner Density setting. See <u>Print Quality menu on page 42</u>.

Blurred print

Figure 12-87 Blurred print
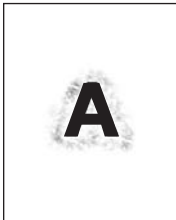
1. Make sure that the type and quality of the media you are using meet HP specifications. See <u>Supported paper and print media sizes on page 81</u>.

2. Make sure that the environmental specifications for the device are being met. See <u>Operating environment on page 252</u>.

3. Turn over the stack in the tray. Also, try rotating the stack 180°.

4. Do not use media that already has been run through the device.

5. Decrease the toner density. Open the Administration menu at the device control panel. Open the Print Quality submenu and change the Toner Density setting. See <u>Print Quality menu on page 42</u>.

Random image repetition

Figure 12-88 Random image repetition (1 of 2)

Figure 12-89 Random image repetition (2 of 2)

If an image that appears at the top of the page (in solid black) repeats further down the page (in a gray field), the toner might not have been completely erased from the last job. (The repeated image might be lighter or darker than the field it appears in.)

- Change the tone (darkness) of the field that the repeated image appears in.

- Change the order in which the images are printed. For example, have the lighter image at the top of the page, and the darker image farther down the page.

- From your software program, rotate the whole page 180° to print the lighter image first.

- If the defect occurs later in a print job, turn the device off for 10 minutes, and then turn it on to restart the print job.

Solve fax problems

For help solving fax problems, see the *Analog Fax Accessory 300 Fax Guide* and the *Analog Fax Accessory 300 Send Fax Driver Guide*, which are included on the software CD that came with the fax accessory.

You can also go to http://www.hp.com/go/mfpfaxaccessory300.

Solve copy problems

Prevent copy problems

The following are a few simple steps you can take to improve copy quality:

- Copy from the flatbed scanner. This will produce a higher quality copy than copying from the automatic document feeder (ADF).

- Use quality originals.

- Load the media correctly. If the media is loaded incorrectly, it might skew, causing unclear images and problems with the OCR program. See Load paper and print media on page 85 for instructions.

- Use or make a carrier sheet to protect your originals.

Image problems

Problem	Cause	Solution
Images are missing or faded.	The print cartridge might be defective.	Replace the print cartridge. See Manage supplies on page 179.
	The original might be of poor quality.	If your original is too light or damaged, the copy might not be able to compensate, even if you adjust the darkness. If possible, find an original document in better condition.
	The original might have a colored background.	Touch Copy, and then touch Image Adjustment. Adjust the Background Cleanup slider to the right to decrease the background.
Vertical white or faded stripes appear on the copy.	The media might not meet HP specifications.	Use media that meets HP specifications. See Supported paper and print media sizes on page 81.
	The print cartridge might be defective.	Replace the print cartridge. See Manage supplies on page 179.
Unwanted lines appear on the copy.	The flatbed scanner or the ADF glass might be dirty.	Clean the flatbed scanner or the ADF glass. See Clean the MFP on page 170.
	The photosensitive drum inside the print cartridge might have been scratched.	Install a new HP print cartridge. See Manage supplies on page 179.
Black dots or streaks appear on the copy.	Ink, glue, correction fluid, or an unwanted substance might be on the automatic document feeder (ADF) or flatbed scanner.	Clean the device. See Clean the MFP on page 170.
Copies are too light or dark.	The darkness setting needs to be adjusted.	Touch Copy, and then touch Image Adjustment. Adjust the Darkness slider to lighten or darken the image.
Text is unclear.	The sharpness setting needs to be adjusted. The image should be optimized for text.	To adjust the sharpness, touch Copy, and then touch Image Adjustment. Adjust the Sharpness slider to the right to increase the sharpness.

Problem	Cause	Solution
		To optimize the image for text, touch Copy and then touch Optimize Text/Picture. Select Text.

Media-handling problems

Problem	Cause	Solution
Poor print quality or toner adhesion	The paper is too moist, too rough, too heavy or too smooth, or it is embossed or from a faulty paper lot. The fuser levers are not in the correct position.	Try another kind of paper, between 100 and 250 Sheffield, 4 to 6% moisture content. Use only media that meets the specifications outlined in the *HP LaserJet Printer Family Print Media Guide*. This guide is available at www.hp.com/support/ljpaperguide. Verify that the fuser levers are in the down position (unless printing on envelopes).
Dropouts, jamming, or curl	The paper has been stored incorrectly.	Store paper flat in its moisture-proof wrapping.
	The paper has variability from one side to the other.	Turn the paper over.
Excessive curl	The paper is too moist, has the wrong grain direction, or is of short-grain construction	Try changing the fuser mode (see Print Quality menu on page 42) or use long-grain paper.
	The paper varies from side-to-side.	Turn the paper over.
Jamming, damage to device	The paper has cutouts or perforations.	Use paper that is free of cutouts or perforations.
Problems with feeding	The paper has ragged edges.	Use high-quality paper that is made for laser printers.
	The paper varies from side-to-side.	Turn the paper over.
	The paper is too moist, too rough, too heavy or too smooth, has the wrong grain direction, or is of short-grain construction or it is embossed or from a faulty paper lot.	● Try another kind of paper, between 100 and 250 Sheffield, 4 to 6% moisture content. ● Use long-grain paper.

Problem	Cause	Solution
Print is crooked or misaligned on the page.	The media guides might be incorrectly adjusted.	Remove all media from the input tray, straighten the stack, and then load the media in the input tray again. Adjust the media guides to the width and length of the media that you are using and try printing again.
	The scanner might require a calibration.	Perform a tray alignment and then calibrate the scanner. ● Perform a tray alignment by opening the Administration menu at the device control panel. On the Print Quality submenu, touch Set Registration. Choose a tray under Source and then run a test page. For more information, see Print Quality menu on page 42. ● See Calibrate the scanner on page 177 for information about calibrating the scanner.
More than one sheet feeds at one time.	The media tray might be overloaded.	Remove some of the media from the tray. See Load paper and print media on page 85.
	The media might be wrinkled, folded, or damaged.	Verify that the media is not wrinkled, folded, or damaged. Try printing on media from a new or different package.
The device does not pull media from a media tray.	The device might be in manual feed mode.	● If **Manual Feed** appears on the control-panel display, press **OK** to print the job. ● Verify that the device is not in manual feed mode, and then print your job again.
	The pickup roller might be dirty or damaged.	Contact HP Customer Care. See HP Customer Care on page 246 or the support flyer that came in the device box.
	The paper-length adjustment control in the tray is set at a length that is greater than the media size.	Adjust the paper-length adjustment control to the correct length.

Performance problems

Problem	Cause	Solution
No copy came out.	The input tray might be empty.	Load media in the device.
	The original might have been loaded incorrectly.	Load the original face down in the ADF or flatbed scanner.
Copies are blank.	The sealing tape might not have been properly removed from the cartridge.	Replace the print cartridge and return the defective cartridge.
	The original might have been loaded incorrectly.	Load the original face down in the ADF or flatbed scanner.
	The media might not meet HP specifications.	Use media that meets HP specifications.
	The print cartridge is defective.	Replace the print cartridge.
The wrong original was copied.	The ADF might be loaded.	Make sure that the ADF is empty.
Copies are reduced in size.	The device software settings might be set to reduce the scanned image.	See the device software Help for more information about changing the settings.

Solve e-mail problems

If you are unable to send e-mails by using the digital-send feature, you might need to reconfigure the SMTP gateway address or the LDAP gateway address. Print a configuration page to find the current SMTP and LDAP gateway addresses. See Information pages on page 150. Use the following procedures to check if the SMTP and LDAP gateway addresses are valid.

Validate the SMTP gateway address

NOTE: This procedure is for Windows operating systems.

1. Open an MS-DOS command prompt: click **Start**, click **Run**, and then type `cmd`.

2. Type `telnet` followed by the SMTP gateway address and then the number 25, which is the port over which the MFP is communicating. For example, type `telnet 123.123.123.123 25` where "123.123.123.123" represents the SMTP gateway address.

3. Press Enter. If the SMTP gateway address is *not* valid, the response contains the message `Could not open connection to the host on port 25: Connect Failed`.

4. If the SMTP gateway address is not valid, contact the network administrator.

Validate the LDAP gateway address

NOTE: This procedure is for Windows operating systems.

1. Open Windows Explorer. In the address bar, type `LDAP://` immediately followed by the LDAP gateway address. For example, type `LDAP://12.12.12.12` where "12.12.12.12" represents the LDAP gateway address.

2. Press Enter. If the LDAP gateway address is valid, the **Find People** dialog box opens.

3. If the LDAP gateway address is not valid, contact the network administrator.

Solve network connectivity problems

If the MFP is having problems communicating with the network, use the information in this section to resolve the problem.

Solve network printing problems

NOTE: HP recommends that you use the MFP CD to install and set up the MFP on a network.

- Make sure that the network cable is securely seated into the formatter RJ45 connector.

- Make sure that the Link LED on the formatter RJ45 connector is lit and is flashing.

- Make sure that the I/O card is ready. Print a configuration page (see Information pages on page 150). If an HP Jetdirect print server is installed, printing a configuration page also prints a second page that shows the network settings and status.

  NOTE: The HP Jetdirect print server supports various network protocols (TCP/IP, IPX/SPX, Novell NetWare, AppleTalk, and DCL/LLC). Make sure that the correct protocols and network parameters are set correctly.

  On the HP Jetdirect configuration page, verify the following items for your protocol:

  - Under HP Jetdirect Configuration, the status is "I/O Card Ready".

  - Protocol status is "Ready".

  - An IP address is listed.

  - The configuration method (Config by:) is listed correctly. See the network administrator if you are not sure which method is correct.

- Try printing the job from another computer.

- To verify that a MFP works with a computer, use a parallel cable to connect it directly to a computer. You will have to reinstall the printing software. Print a document from a program that has printed correctly in the past. If this works, a problem with the network might exist.

- Contact your network administrator for assistance.

Verify communication over the network

If the HP Jetdirect configuration page shows an IP address for the MFP, use this procedure to verify that you can communicate with the MFP over the network.

1. **Windows**: Click **Start**, click **Run**, and then type `cmd`. An MS-DOS command prompt opens.

   -or-

   Mac: Click **Applications**, click **Utilities**, and then open the Terminal application. The terminal window opens.

2. Type `ping` followed by the IP address. For example, type `ping XXX.XXX.XXX.XXX` where "XXX.XXX.XXX.XXX" is the IPv4 address that is shown on the HP Jetdirect configuration page. If the MFP is communicating over the network, the response is a list of replies from the MFP.

3. Verify that the IP address is not a duplicate address on the network by using the address resolution protocol (arp -a) command. At the prompt, type `arp -a`. Find the IP address in the list and compare

its physical address to the hardware address that is listed on the HP Jetdirect configuration page in the section called HP Jetdirect Configuration. If the addresses match, all network communications are valid.

4. If you cannot verify that the MFP is communicating over the network, contact the network administrator.

Solve common Macintosh problems

This section lists problems that can occur when using Mac OS X.

Table 12-1 Problems with Mac OS X

The printer driver is not listed in the Print Center or Printer Setup Utility.

Cause	Solution
The printer software might not have been installed or was installed incorrectly.	Make sure that the printer PPD is in the following hard-drive folder: `Library/Printers/PPDs/Contents/Resources/ <lang>.lproj`, where \<lang\> is the two-letter language code for the language that you are using. If necessary, reinstall the software. See the getting started guide for instructions.
The Postscript Printer Description (PPD) file is corrupt.	Delete the PPD file from the following hard-drive folder: `Library/ Printers/PPDs/Contents/Resources/<lang>.lproj`, where \<lang\> is the two-letter language code for the language that you are using. Reinstall the software. See the getting started guide for instructions.

The printer name, IP address, or Rendezvous/Bonjour host name does not appear in the printer list in the Print Center or Printer Setup Utility.

Cause	Solution
The printer might not be ready.	Make sure that the cables are connected correctly, the printer is on, and the ready light is on. If you are connecting through a USB or Ethernet hub, try connecting directly to the computer or use a different port.
The wrong connection type might be selected.	Make sure that USB, IP Printing, or Rendezvous is selected, depending on the type of connection that exists between the printer and the computer.
The wrong printer name, IP address, or Rendezvous/Bonjour host name is being used.	Print a configuration page in order to check the printer name, IP address, or Rendezvous host name. Verify that the name, IP address, or Rendezvous host name on the configuration page matches the printer name, IP address, or Rendezvous host name in the Print Center or Printer Setup Utility.
The interface cable might be defective or of poor quality.	Replace the interface cable. Make sure to use a high-quality cable.

The printer driver does not automatically set up your selected printer in the Print Center or Printer Setup Utility.

Cause	Solution
The printer might not be ready.	Make sure that the cables are connected correctly, the printer is on, and the ready light is on. If you are connecting through a USB or Ethernet hub, try connecting directly to the computer or use a different port.
The printer software might not have been installed or was installed incorrectly.	Make sure that the printer PPD is in the following hard-drive folder: `Library/Printers/PPDs/Contents/Resources/ <lang>.lproj`, where \<lang\> is the two-letter language code for the language that you are using. If necessary, reinstall the software. See the getting started guide for instructions.

Table 12-1 Problems with Mac OS X (continued)

The printer driver does not automatically set up your selected printer in the Print Center or Printer Setup Utility.

Cause	Solution
The Postscript Printer Description (PPD) file is corrupt.	Delete the PPD file from the following hard-drive folder: `Library/Printers/PPDs/Contents/Resources/<lang>.lproj`, where <lang> is the two-letter language code for the language that you are using. Reinstall the software. See the getting started guide for instructions.
The interface cable might be defective or of poor quality.	Replace the interface cable. Make sure to use a high-quality cable.

A print job was not sent to the printer that you wanted.

Cause	Solution
The print queue might be stopped.	Restart the print queue. Open **print monitor** and select **Start Jobs**.
The wrong printer name or IP address is being used. Another printer with the same or similar name, IP address, or Rendezvous host name might have received your print job.	Print a configuration page in order to check the printer name, IP address, or Rendezvous host name. Verify that the name, IP address, or Rendezvous host name on the configuration page matches the printer name, IP address, or Rendezvous host name in the Print Center or Printer Setup Utility.

An encapsulated postscript (EPS) file does not print with the correct fonts.

Cause	Solution
This problem occurs with some programs.	● Try downloading the fonts that are contained in the EPS file to the printer before printing. ● Send the file in ASCII format instead of binary encoding.

You are unable to print from a third-party USB card.

Cause	Solution
This error occurs when the software for USB printers is not installed.	When adding a third-party USB card, you might need the Apple USB Adapter Card Support software. The most current version of this software is available from the Apple Web site.

When connected with a USB cable, the printer does not appear in the Print Center or Printer Setup Utility after the driver is selected.

Cause	Solution
This problem is caused by either a software or a hardware component.	**Software troubleshooting** ● Check that your Macintosh supports USB. ● Verify that your Macintosh operating system is Mac OS X v10.1 or later. ● Ensure that your Macintosh has the appropriate USB software from Apple.

Table 12-1 Problems with Mac OS X (continued)

When connected with a USB cable, the printer does not appear in the Print Center or Printer Setup Utility after the driver is selected.

Cause	Solution
	Hardware troubleshooting
	● Check that the printer is turned on.
	● Verify that the USB cable is connected correctly.
	● Check that you are using the appropriate high-speed USB cable.
	● Ensure that you do not have too many USB devices drawing power from the chain. Disconnect all of the devices from the chain, and connect the cable directly to the USB port on the host computer.
	● Check to see if more than two nonpowered USB hubs are connected in a row on the chain. Disconnect all of the devices from the chain and connect the cable directly to the USB port on the host computer.
	NOTE: The iMac keyboard is a nonpowered USB hub.

A Supplies and accessories

This section provides information about ordering parts, supplies, and accessories. Use only parts and accessories that are specifically designed for this device.

- [Order parts, accessories, and supplies](#)

- [Part numbers](#)

Order parts, accessories, and supplies

Several methods are available for ordering parts, supplies, and accessories:

- Order directly from HP
- Order through service or support providers
- Order directly through the embedded Web server (for printers that are connected to a network)
- Order directly through the HP Easy Printer Care software

Order directly from HP

You can obtain the following items directly from HP:

- **Replacement parts:** To order replacement parts in the U.S., go to www.hp.com/go/hpparts. Outside the United States, order parts by contacting your local authorized HP service center.

- **Supplies and accessories:** To order supplies in the U.S., go to www.hp.com/go/ljsupplies. To order supplies worldwide, go to www.hp.com/ghp/buyonline.html. To order accessories, go to www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

Order through service or support providers

To order a part or accessory, contact an HP-authorized service or support provider.

Order directly through the embedded Web server (for printers that are connected to a network)

Use the following steps to order printing supplies directly through the embedded Web server.

1. In the Web browser on the computer, type the IP address or host name of the device. The status window opens.

2. In the **Other links** area, double-click **Order Supplies**. This provides a URL for a site from which you can purchase consumables.

3. Select the part numbers that you want to order, and follow the instructions on the screen.

Order directly through the HP Easy Printer Care software

HP Easy Printer Care software is a printer management tool designed to make printer configuration, monitoring, supplies ordering, troubleshooting, and updating as simple and efficient as possible. For more information about HP Easy Printer Care software, go to www.hp.com/go/easyprintercare.

Part numbers

Type of item	Item	Description or use	Order number
Paper handling	3,000-sheet stacker	One 3,000-sheet stacking device. The device also offers job offset capabilities.	C8084A
	3,000-sheet stapler/stacker	One 3,000-sheet stacking device provides stapling for as many as 50 sheets of paper per document. The device also offers job offset capabilities.	C8085A
	Multifunction finisher	Finishing device that provides 1,000 sheets of stacker capacity, stapling, for up to 50 sheets of paper, and folding saddle-stitching for booklets up to 10 sheets of paper.	C8088B
	8-bin mailbox	A device that provides a face-up bin (upper bin) and eight face-down bins that can be assigned to individual users or workgroups. The device also functions as a job separator, stacker, and sorter/collator.	Q5693A
Printing supplies	Print cartridge (average of 30,000 pages in accordance with ISO/IEC 19752)	Replacement HP maximum capacity, smart print cartridge.	C8543X
	Staple cartridge	Replacement HP 5,000 staple cartridge for the 3,000-sheet stapler/stacker.	C8091A
	Staple cartridge	Replacement HP 5,000 staple cartridge for the multifunction finisher.	C8092A
Memory	SDRAM Double Data Rate (DDR) memory DIMMs (100-pin)	The MFP has two memory DIMM slots. One is used by factory-installed memory. Improves the ability of the MFP to handle large and stored jobs (maximum 512 MB with HP brand DDR DIMMs).	Q7715A (64 MB) Q7718A (128 MB) Q7719A (256 MB) Q7720A (512 MB)

Type of item	Item	Description or use	Order number
Cable and interface accessories	Enhanced EIO Cards	HP Jetdirect Connectivity Card for USB, serial, and LocalTalk connectivity	J4135A
		HP Jetdirect 615N Print Server for Fast Ethernet (10/100Base-TX) networks (RJ-45 only)	J6057A
		HP 680N Wireless 802.11b connectivity	J6058A
		HP Jetdirect 625N Print Server for Fast Ethernet (10/100/1000Base-TX networks)	J7960A
	Analog fax	A customer-installable accessory that enables the MFP to function as a stand-alone analog fax machine.	Q3701A
Additional software features	HP Digital Sending Software	A software accessory with enhanced digital sending features including network authentication.	T196AA
Maintenance kit	Printer maintenance kit	The kit contains two Type 1 rollers, seven Type 2 rollers, one transfer roller assembly, and one fuser assembly.	C9152A (110 volt) C9153A (220 volt)

B   Service and support

Hewlett-Packard limited warranty statement

HP PRODUCT	DURATION OF LIMITED WARRANTY
HP LaserJet M9040 MFP and HP LaserJet M9050 MFP	One-year on-site warranty

HP warrants to you, the end-user customer, that HP hardware and accessories will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective. Replacement products may be either new or equivalent in performance to new.

HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. Some countries/regions, states or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights and you might also have other rights that vary from country/region to country/region, state to state, or province to province. HP's limited warranty is valid in any country/ region or locality where HP has a support presence for this product and where HP has marketed this product. The level of warranty service you receive may vary according to local standards. HP will not alter form, fit or function of the product to make it operate in a country/region for which it was never intended to function for legal or regulatory reasons.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL

(INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. Some countries/regions, states or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

Customer self repair warranty service

HP products are designed with many Customer Self Repair (CSR) parts to minimize repair time and allow for greater flexibility in performing defective parts replacement. If during the diagnosis period, HP identifies that the repair can be accomplished by the use of a CSR part, HP will ship that part directly to you for replacement. There are two categories of CSR parts: 1) Parts for which customer self repair is mandatory. If you request HP to replace these parts, you will be charged for the travel and labor costs of this service. 2) Parts for which customer self repair is optional. These parts are also designed for Customer Self Repair. If, however, you require that HP replace them for you, this may be done at no additional charge under the type of warranty service designated for your product.

Based on availability and where geography permits, CSR parts will be shipped for next business day delivery. Same-day or four-hour delivery may be offered at an additional charge where geography permits. If assistance is required, you can call the HP Technical Support Center and a technician will help you over the phone. HP specifies in the materials shipped with a replacement CSR part whether a defective part must be returned to HP. In cases where it is required to return the defective part to HP, you must ship the defective part back to HP within a defined period of time, normally five (5) business days. The defective part must be returned with the associated documentation in the provided shipping material. Failure to return the defective part may result in HP billing you for the replacement. With a customer self repair, HP will pay all shipping and part return costs and determine the courier/carrier to be used.

Print cartridge limited warranty statement

This HP product is warranted to be free from defects in materials and workmanship.

This warranty does not apply to products that (a) have been refilled, refurbished, remanufactured or tampered with in any way, (b) experience problems resulting from misuse, improper storage, or operation outside of the published environmental specifications for the device product or (c) exhibit wear from ordinary use.

To obtain warranty service, please return the product to place of purchase (with a written description of the problem and print samples) or contact HP customer support. At HP's option, HP will either replace products that prove to be defective or refund your purchase price.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTY IS EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

TO THE EXTENT ALLOWED BY LOCAL LAW, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

HP Customer Care

Online Services

For 24-hour access to updated HP device-specific software, product information, and support information through an Internet connection, go to the Web site: www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp.

Go to www.hp.com/support/net_printing for information about the HP Jetdirect external print server.

HP Instant Support Professional Edition (ISPE) is a suite of Web-based troubleshooting tools for desktop computing and printing products. Go to instantsupport.hp.com.

Telephone support

HP provides free telephone support during the warranty period. For the telephone number for your country/region, see the flyer that shipped with the device, or visit www.hp.com/support. Before calling HP, have the following information ready: the product name and serial number, the date of purchase, and a description of the problem.

Software utilities, drivers, and electronic information

www.hp.com/go/ljm9040mfp_software or www.hp.com/go/ljm9050mfp_software

The Web page for the drivers is in English, but you can download the drivers themselves in several languages.

HP direct ordering for accessories or supplies

- United States: www.hp.com/sbso/product/supplies

- Canada: www.hp.ca/supplies

- Europe: www.hp.com/supplies

- Asia-Pacific: www.hp.com/paper

To order genuine HP parts or accessories, go to the HP Parts Store at www.hp.com/buy/parts (U.S. and Canada only), or call 1-800-538-8787 (U.S.) or 1-800-387-3154 (Canada).

HP service information

To locate HP-Authorized Dealers, call 1-800-243-9816 (U.S.) or 1-800-387-3867 (Canada).

Outside the United States and Canada, call the customer support number for your country/region. See the flyer that shipped in the box with the device.

HP service agreements

Call 1-800-HPINVENT (1-800-474-6836 (U.S.)) or 1-800-268-1221 (Canada). Or, go to the HP SupportPack and Carepaq™ Services Web site at www.hpexpress-services.com/10467a.

For extended service, call 1-800-446-0522.

HP Easy Printer Care

To check the device status and settings and view troubleshooting information and online documentation, use the HP Easy Printer Care. You must have performed a full software installation in order to use the HP Easy Printer Care. See HP Easy Printer Care on page 156.

HP support and information for Macintosh computers

Go to www.hp.com/go/macosx for Macintosh OS X support information and HP subscription service for driver updates.

Go to www.hp.com/go/mac-connect for products that are designed specifically for the Macintosh user.

C Specifications

Physical specifications

Table C-1 Dimensions

Model	Height	Depth	Width	Weight[1]
HP LaserJet M9040 MFP	1219 mm (48 in.)	1085 mm (43 in.)	1334 mm (53 in.)	143 kg (317 lb)
HP LaserJet M9050 MFP	1219 mm (48 in.)	1085 mm (43 in.)	1334 mm (53 in.)	143 kg (317 lb)

[1] Without print cartridge

Table C-2 Dimensions with all doors and trays fully opened

Model	Height	Depth	Width
HP LaserJet M9040 MFP	1664 mm (66 in.)	1296 mm (52 in.)	2501 mm (98.5 in.)
HP LaserJet M9050 MFP	1664 mm (66 in.)	1296 mm (52 in.)	2501 mm (98.5 in.)

Electrical specifications

⚠ **WARNING!** Power requirements are based on the country/region where the device is sold. Do not convert operating voltages. This can damage the device and void the product warranty.

Table C-3 Power requirements

Specification	110-volt models	220-volt models
Power requirements	100 to 127 Vac	220 to 240 Vac
	50/60 Hz	50/60 Hz
Rated current	12 Amps	5.3 Amps

Table C-4 Power consumption (average, in watts)[1]

Model	Printing[2]	Copying[2]	Ready or standby[,4]	Sleep 1[3, 5]	Sleep 2	Off
HP LaserJet M9040 MFP	1070 W	1120 W	305 W	221 W	59 W	0.9 W
HP LaserJet M9050 MFP	1130 W	1160 W	305 W	221 W	59 W	0.9 W

[1] Values are based on preliminary data. See www.hp.com/go/ljm9040mfp/regulatory or www.hp.com/go/ljm9050mfp/regulatory for current information.

[2] Power numbers are the highest values measured using all standard voltages.

[3] Default time from Ready mode to Sleep 1 = 15 minutes, and to Sleep 2 = 90 minutes (HP LaserJet M9050 MFP) , 60 minutes (HP LaserJet M9040 MDP).

[4] Heat dissipation in Ready mode = 1045 BTU/hour (HP LaserJet M9050 MFP), 1045 BTU/hour (HP LaserJet M9040 MFP).

[5] Recovery time from Sleep to start of printing = 20 seconds, and from Sleep 2 to start of printing = 145 seconds.

Acoustic emissions

Table C-5 Sound power level[1], [2]

Sound power level	Declared per ISO 9296
Printing[3]	L_{WAd}= 7.4 Bels (A) [74 dB(A)]
Ready	Essentially Inaudible

[1] Values are based on preliminary data. See www.hp.com/go/ljm9040mfp/regulatory or www.hp.com/go/ljm9050mfp/regulatory for current information.

[2] Configuration tested: Base unit printing and scanning continuous with ADF on A4 paper with no output device.

[3] Print speed is 50 ipm HP LaserJet M9050 MFP and 40 ipm HP LaserJet M9040 MFP.

Table C-6 Sound pressure level[1], [2]

Sound pressure level	Declared per ISO 9296
Printing/Copying[3]	L_{pAm}=58 dB (A)
Ready	Essentially Inaudible

[1] Values subject to change. See www.hp.com/support/ljm9040mfp or www.hp.com/support/ljm9050mfp for current information.

[2] Configuration tested: Base unit printing and scanning continuous with ADF on A4 paper with no output device.

[3] Print speed is 50 ipm HP LaserJet M9050 MFP and 40 ipm HP LaserJet M9040 MFP.

Operating environment

Table C-7 Necessary conditions

Environmental condition	Recommended	Allowed
Temperature (device and print cartridge)	17.5° to 25.0°C (63° to 77°F)	0° to 40°C (32° to 104°F)
Relative humidity	30% to 70%	0% to 95%

NOTE: Optimum performance of the device is assured under the recommended temperature and humidity specifications. Print quality might deteriorate and occurrences of paper jams might increase when the device is operated withing the allowed temperature and humidity specifications.

D Regulatory information

FCC regulations

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

● Reorient or relocate the receiving antenna.

● Increase separation between equipment and receiver.

● Connect equipment to an outlet on a circuit different from that to which the receiver is located.

● Consult your dealer or an experienced radio/TV technician.

📝 **NOTE:** Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules.

Environmental product stewardship program

Protecting the environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

Ozone production

This product generates no appreciable ozone gas (O_3).

Power consumption

Power usage drops significantly while in Ready/Sleep mode, which saves natural resources and saves money without affecting the high performance of this product. To determine the ENERGY STAR® qualification status for this product see the Product Data Sheet or Specifications Sheet. Qualified products are also listed at:

http://www.hp.com/hpinfo/globalcitizenship/environment/productdesign/ecolabels.html

Toner consumption

Economode uses significantly less toner, which might extend the life of the print cartridge.

Paper use

This product's manual/optional automatic duplex feature (two-sided printing) and N-up printing (multiple pages printed on one page) capability can reduce paper usage and the resulting demands on natural resources.

Plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the product's life.

HP LaserJet print supplies

It's easy to return and recycle your empty HP LaserJet print cartridges—free of charge—with HP Planet Partners. Multilingual program information and instructions are included in every new HP LaserJet print cartridge and supplies package. You help reduce the toll on the environment further when you return multiple cartridges together rather than separately.

HP is committed to providing inventive, high-quality products and services that are environmentally sound, from product design and manufacturing to distribution, customer use and recycling. When you participate in the HP Planet Partners program, we ensure your HP LaserJet print cartridges are recycled properly, processing them to recover plastics and metals for new products and diverting millions of tons of waste from landfills. Since this cartridge is being recycled and used in new materials, it will not be returned to you. Thank you for being environmentally responsible!

> **NOTE:** Use the return label to return original HP LaserJet print cartridges only. Please do not use this label for HP inkjet cartridges, non-HP cartridges, refilled or remanufactured cartridges or warranty returns. For information about recycling your HP inkjet cartridges please go to http://www.hp.com/recycle.

Return and recycling instructions

United States and Puerto Rico

The enclosed label in the HP LaserJet toner cartridge box is for the return and recycling of one or more HP LaserJet print cartridges after use. Please follow the applicable instructions below.

Multiple returns (two to eight cartridges)

1. Package each HP LaserJet print cartridge in its original box and bag.

2. Tape up to eight single boxes together using strapping or packaging tape (up to 70 lbs).

3. Use a single pre-paid shipping label.

OR

1. Use your own suitable box, or request a free bulk collection box from the http://www.hp.com/recycle or 1-800-340-2445 (holds up to eight HP LaserJet print cartridges).

2. Use a single pre-paid shipping label.

Single returns

1. Package the HP LaserJet print cartridge in its original bag and box.

2. Place the shipping label on the front of the box.

Shipping

For all HP LaserJet print cartridge recycling returns, give the package to UPS during your next delivery or pickup, or take it to an authorized UPS drop-off center. For the location of your local UPS drop-off center, call 1-800-PICKUPS or visit http://www.ups.com. If you are returning via USPS label, give the package to a U.S. Postal Service carrier or drop off at a U.S.Postal Service Office. For more information, or to order additional labels or boxes for bulk returns, visit http://www.hp.com/recycle or call 1-800-340-2445. Requested UPS pickup will be charged normal pickup rates. Information subject to change without notice.

Non-US returns

To participate in HP Planet Partners return and recycling program, just follow the simple directions in the recycling guide (found inside the packaging of your new printer supply item) or visit http://www.hp.com/recycle. Select your country/region for information on how to return your HP LaserJet printing supplies.

Paper

This product is capable of using recycled papers when the paper meets the guidelines outlined in the *HP LaserJet Printer Family Print Media Guide*. This product is suitable for the use of recycled paper according to EN12281:2002.

Material restrictions

This HP product contains mercury in the fluorescent lamp of the scanner and/or control panel liquid crystal display that may require special handling at end-of-life.

This HP product contains a battery that might require special handling at end-of-life. The batteries contained in or supplied by Hewlett-Packard for this product include the following:

HP LaserJet M9040 and HP LaserJet M9050 device	
Type	Carbon monofluoride lithium battery BR1632
Weight	1.5 g
Location	On formatter board
User-removable	No

廢電池請回收

For recycling information, you can go to www.hp.com/recycle, or contact your local authorities or the Electronics Industries Alliance: www.eiae.org.

Disposal of waste equipment by users in private households in the European Union
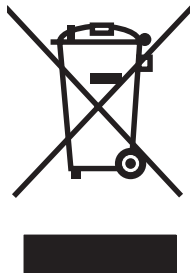
This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help to conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

Material Safety Data Sheet (MSDS)

Material Safety Data Sheets (MSDS) for supplies containing chemical substances (for example, toner) can be obtained by contacting the HP Web site at www.hp.com/go/msds or www.hp.com/hpinfo/globalcitizenship/environment.

For more information

To obtain information about these environmental topics:

● Product environmental profile sheet for this and many related HP products

● HP's commitment to the environment

● HP's environmental management system

● HP's end-of-life product return and recycling program

● Material Safety Data Sheets

Visit www.hp.com/go/environment or www.hp.com/hpinfo/globalcitizenship/environment.

Country/region specific statements

Declaration of Conformity

Declaration of Conformity
according to ISO/IEC 17050-1 and EN 17050-1

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	11311 Chinden Boulevard,
	Boise, Idaho 83714-1021, USA
declares, that the product	
Product Name:	HP LaserJet M9040/ M9050 MFP series
Including:	2000 sheet input feed unit (C8531A)
	8-bin mailbox (Q5693A)(GUADA-0401-00)
Regulatory Model[2]:	BOISB-0403-01
Product Options:	All
Toner Cartridge	C8543X

conforms to the following Product Specifications:

Safety:	IEC 60950-1:2001 / EN60950-1: 2001 + A11
	IEC 60825-1:1993 +A1 +A2 / EN 60825-1:1994 +A1 +A2 (Class 1 Laser/LED Product)
	GB4943-2001
EMC:	CISPR22:2005 / EN 55022:2006 - Class A[1, 3]
	EN 61000-3-2:2000 +A2
	EN 61000-3-3:1995 +A1
	EN 55024:1998 +A1 +A2
	FCC Title 47 CFR, Part 15 Class A / ICES-003, Issue 4
	GB9254-1998, GB17625.1-2003

Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 2004/108/EC and the Low Voltage Directive 2006/95/EC, and carries the CE-Marking $C \epsilon$ accordingly.

This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesirable operation.

1) The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.

2) For regulatory purposes, this product is assigned a Regulatory model number. This number should not be confused with the product name or the product number(s).

3) "Warning – This is a class A product. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures".

Boise, Idaho , USA

23 July 2007

For regulatory topics only,

European Contact:	Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Straáe 140,, D-71034 Böblingen, Germany, (FAX: +49-7031-14-3143), www.hp.com/go/ certificates
USA Contact:	Product Regulations Manager, Hewlett-Packard Company,, PO Box 15, Mail Stop 160,, Boise, Idaho 83707-0015, USA, (Phone: 208-396-6000)

Laser safety

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration has implemented regulations for laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The device is certified as a "Class 1" laser product

under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside the device is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

⚠ **WARNING!** Using controls, making adjustments, or performing procedures other than those specified in this user guide may result in exposure to hazardous radiation.

Canadian DOC regulations

Complies with Canadian EMC Class A requirements.

« Conforme la classe A des normes canadiennes de compatibilit lectromagntiques. « CEM ». »

VCCI statement (Japan)

> この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＡ情報技術装置です。この装置を家庭環境で使用すると電波妨害を引き起こすことがあります。この場合には使用者が適切な対策を講ずるよう要求されることがあります。

Power cord statement (Japan)

> 製品には、同梱された電源コードをお使い下さい。
> 同梱された電源コードは、他の製品では使用出来ません。

EMI statement (Korea)

> Ａ급 기기 (업무용 정보통신기기)
>
> 이 기기는 업무용으로 전자파적합등록을 한 기기이오니 판매자 또는 사용자는 이 점을 주의하시기 바라며, 만약 잘못판매 또는 구입하였을 때에는 가정용으로 교환하시기 바랍니다.

EMI statement (Taiwan)

> 警告使用者：
>
> 這是甲類的資訊產品，在居住的環境中使用時，可能會造成射頻干擾，在這種情況下，使用者會被要求採取某些適當的對策。

Laser statement for Finland

Luokan 1 laserlaite

Klass 1 Laser Apparat

HP LaserJet M9040, M9050, laserkirjoitin on käyttäjän kannalta turvallinen luokan 1 laserlaite. Normaalissa käytössä kirjoittimen suojakotelointi estää lasersäteen pääsyn laitteen ulkopuolelle. Laitteen turvallisuusluokka on määritetty standardin EN 60825-1 (1994) mukaisesti.

VAROITUS !

Laitteen käyttäminen muulla kuin käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

VARNING !

Om apparaten används på annat sätt än i bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

HUOLTO

HP LaserJet M9040, M9050 - kirjoittimen sisällä ei ole käyttäjän huollettavissa olevia kohteita. Laitteen saa avata ja huoltaa ainoastaan sen huoltamiseen koulutettu henkilö. Tällaiseksi huoltotoimenpiteeksi ei katsota väriainekasetin vaihtamista, paperiradan puhdistusta tai muita käyttäjän käsikirjassa lueteltuja, käyttäjän tehtäväksi tarkoitettuja ylläpitotoimia, jotka voidaan suorittaa ilman erikoistyökaluja.

VARO !

Mikäli kirjoittimen suojakotelo avataan, olet alttiina näkymättömälle lasersäteilylle laitteen ollessa toiminnassa. Älä katso säteeseen.

VARNING !

Om laserprinterns skyddshölje öppnas då apparaten är i funktion, utsättas användaren för osynlig laserstrålning. Betrakta ej strålen. Tiedot laitteessa käytettävän laserdiodin säteilyominaisuuksista: Aallonpituus 775-795 nm Teho 5 m W Luokan 3B laser.

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