Safety Symbols

If present, this symbol is placed on the HP OfficeJet where it is necessary for you to refer to the manual to understand a hazard.

If present, this symbol is placed on the HP OfficeJet within the area where hazardous voltage is present. Only trained service persons should perform work in this area.

If present, this symbol is placed on the HP OfficeJet within the area where electrostatic discharge (ESD) may occur. ESD can damage the HP OfficeJet's electronic components. Avoid touching electronic components or circuit paths. Use proper grounding devices when circuits are open to outside areas.

HP OfficeJet R80 Setup Guide and Faxing Operation

HP OfficeJet R Series

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Note: Regulatory information can be found in Chapter 3 of this guide and Chapter 6 of the *HP OfficeJet R Series Customer Care Guide*.

It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

◆ Governmental paper or documents:
  - Passports
  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
◆ Governmental stamps:
  - Postage stamps
  - Food stamps
◆ Checks or drafts drawn on Governmental agencies
◆ Paper currency, traveler's checks, or money orders
◆ Certificates of deposit
◆ Copyrighted works

contents

Chapter 1 — Setting Up Your New HP OfficeJet R Series

Chapter 2 — Using the Fax and Legal-Size Copy Features

About This Guide

This guide will help you get started and show you how to perform the most common tasks with your HP OfficeJet. Because it supports several product versions within the HP OfficeJet R Series product line, some of the information provided and graphics shown may or may not apply to the product that you purchased.

If you need additional information, use the HP OfficeJet R Series Toolbox on your desktop. For late-breaking updates, visit our Web site at:

http://www.hp.com/go/all-in-one

Conventions Used

Throughout this guide, we use specific conventions to help you quickly identify information:

boldface	Bold typeface identifies a specific button name or command you need to enter.
CAUTION	This label calls attention to an operating procedure, practice, or the like, which, if not correctly performed or adhered to, could result in damage to or destruction of part or all of the product or your data. Do not proceed beyond a Caution label until you fully understand and have met the indicated conditions.
IMPORTANT	This label identifies significant information.
NOTE	This label identifies information you should know before you continue.
TIP	This label precedes helpful hints.
WARNING	This label calls attention to a procedure, practice, or the like, which, if not correctly performed or adhered to, could result in personal injury. Do not proceed beyond a Warning label until you fully understand and have met the indicated conditions.

Setting Up Your New HP OfficeJet R Series

1

Before you start, review the following important information about your computer's parallel port mode. After that, do the steps in the order listed.

Determining Your Computer's Parallel Port Mode

To scan using your HP OfficeJet, you must set your computer's parallel port to one of the following modes:

ECP (Extended Capabilities Port)	Available in recently manufactured computers. This mode ensures the fastest scanning speed.
Bi-Directional	Allows communication between your computer and the HP OfficeJet. Scanning is slower than with ECP mode.

NOTE   HP recommends using ECP mode if your computer has this capability.

Most computers have a setup, CMOS, hardware configuration, or other screen that can be accessed during the boot process. This screen shows your computer's current settings, including parallel port mode.

If you need more information about changing parallel port mode in your computer, see the user guide that came with your computer. You can also refer to the Read about ECP document located on the HP OfficeJet R Series CD-ROM or in the HP OfficeJet R Series program folder, which is available after you install your software.

Setting Up Your HP OfficeJet

Follow the steps in the order shown.

IMPORTANT   **Do not turn on your HP OfficeJet until you are instructed to do so**.

Step 1 — Unpack Your HP OfficeJet

1   Remove the cardboard tray containing the accessory items.

2   Rest the box on its side, and pull out your HP OfficeJet.
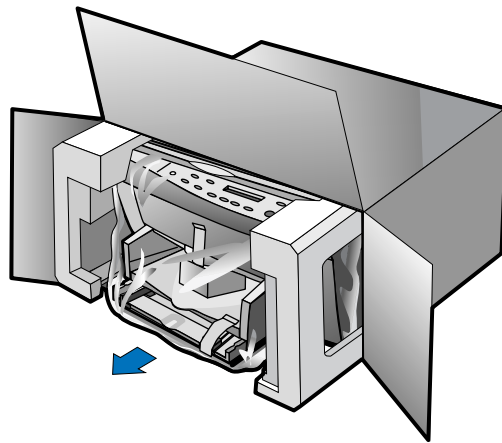
3   Verify that the following items are included with your HP OfficeJet:

a   Fax/phone line connector (attached to the back of the HP OfficeJet)

b   Legal-size paper-tray extension

c   Bi-directional parallel, IEEE 1284-compliant printer cable with 1284-C connector

d   Power supply (AC/DC adapter) with attached cord (HP part number 0950-2880)

e   Power cord

f   Front-panel overlay with text on it

g   One black and one color print cartridge

h   CD-ROM disks

i   Three manuals: *HP OfficeJet R80 Setup Guide and Faxing Operation (this guide)*, *HP OfficeJet R Series Basic Operations Guide*, and *HP OfficeJet R Series Customer Care Guide*

In addition to the above items, a sticker with the HP Web site address is included. Put this sticker some place where you can quickly refer to it if you need support services.

If any of the items are missing or damaged, contact the dealer from whom you purchased your HP OfficeJet.
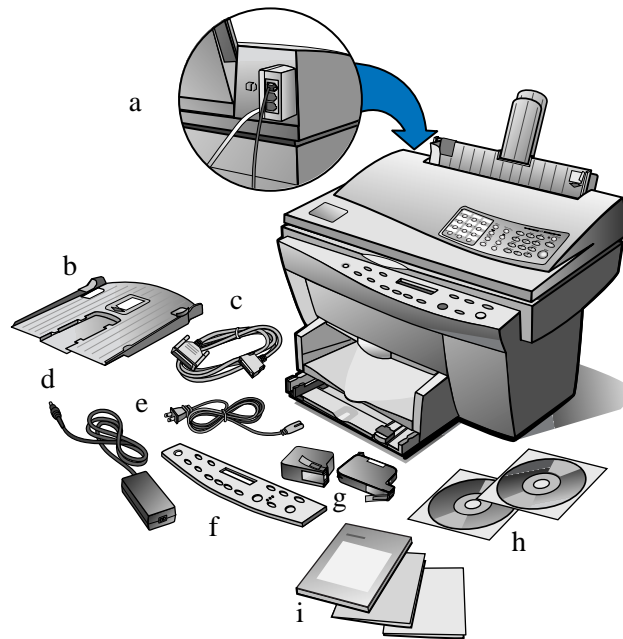
4 Choose a location and environment for your HP OfficeJet.

- ◆ Use your HP OfficeJet only within normal office temperature and humidity ranges. For recommended ranges, see "Environmental Specifications" in Chapter 6 of the *HP OfficeJet R Series Customer Care Guide*.

- ◆ Avoid direct sunlight or locations where a quick change in temperature might cause condensation inside the unit.

- ◆ Make sure the location is well ventilated. Dust, gases, or fumes (such as ammonia or paint thinner) can damage the unit.

- ◆ Choose a site that is level, flat, and stable. The HP OfficeJet vibrates and needs to be on a sturdy surface.

- ◆ Be sure a grounded outlet is nearby and easily accessible.

- ◆ Make sure that you can open the lid all the way by placing your HP OfficeJet at least 9 inches (230 mm) from the wall.

5 Remove the packaging materials (plastic wrap, cardboard insert, and packing tape) from the outside of the unit.
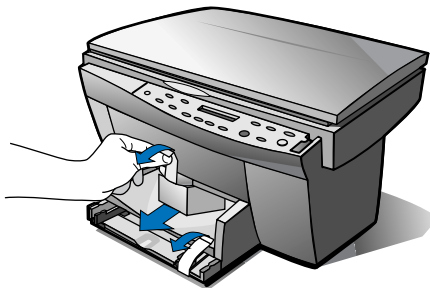
6 Remove the packaging materials from the ADF lid.

Step 2 — Attach the Front-Panel Overlay

1 Align the front-panel overlay with the front panel buttons.

2 Push straight down firmly on both ends and the middle to snap the overlay into place.
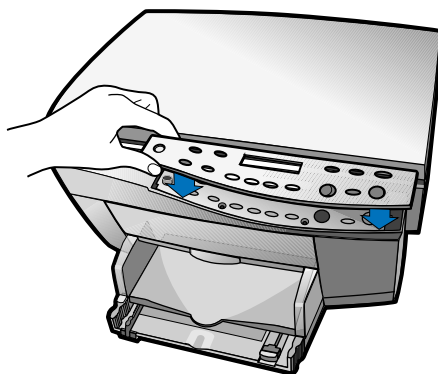
Step 3 — Load Paper in Your HP OfficeJet

1 Remove the packaging materials from the HP OfficeJet, if you have not already done so.

2 Slide the paper width and length adjusters to their outermost positions.

As you pull the paper length adjuster out, the bottom (IN) tray also slides out.
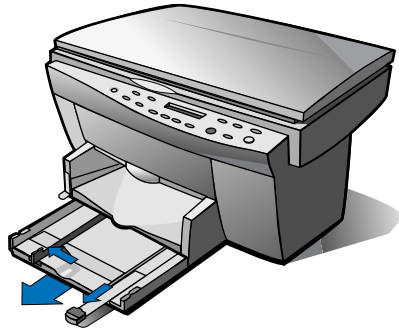
3 Insert paper into the IN tray, print side down, until it stops.
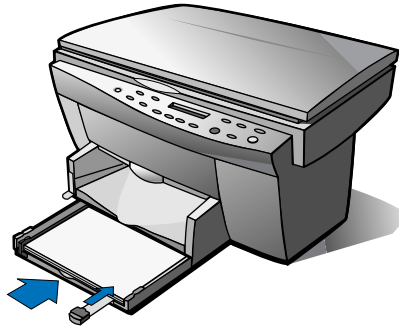
4 Slide the paper width and length adjusters in until they stop at the edges of the paper.

5 Push the IN tray back toward the unit until it stops, and lower the top (OUT) tray if you raised it before inserting paper.
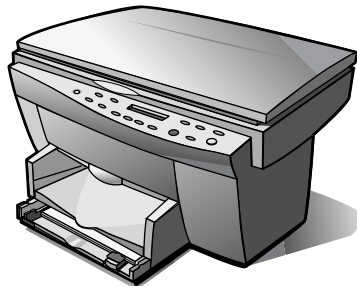
For information about loading specific paper types, see Chapter 2, "All About Paper," of the *HP OfficeJet R Series Basic Operations Guide*.

For information about paper tray capacities, see Chapter 6, "Technical Information," of the *HP OfficeJet R Series Customer Care Guide*.

Step 4 — Install Print Cartridges

1   Locate the print-cartridge access door on the front of the HP OfficeJet, just above the OUT tray.

2   Pull the latch on the print-cartridge access door toward you and raise it up until it is fully extended.
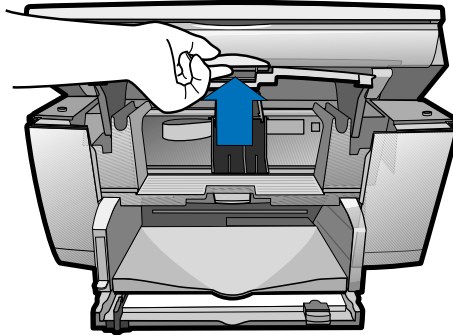
3   Remove the cardboard insert from the inside of the unit.

TIP   *Save the packaging materials in case you ever need to move or ship your HP OfficeJet.*

The print-cartridge carriage will be in the middle of the access area. The carriage contains two slots designed to hold one color print cartridge and one black print cartridge. You should have received one of each type of cartridge with your new HP OfficeJet.

4   Raise both latches on the carriage.

5   Remove the color print cartridge (the thicker one) from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and blue tape covering the nozzles.
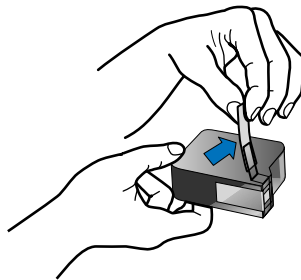
CAUTION   **Do not touch the gold-colored contacts.**

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6 Push the color print cartridge firmly down into the slot on the left.
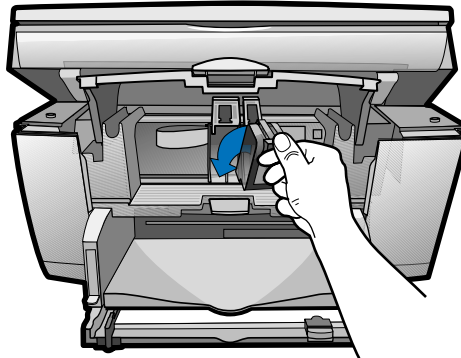
The print-cartridge label should be facing you after the cartridge is inserted.

7 Remove the black print cartridge (the thinner one) from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and blue tape covering the nozzles.
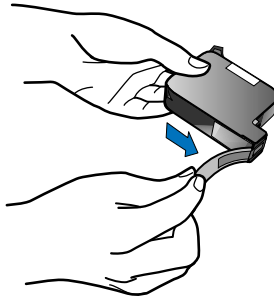
8 Push the black print cartridge firmly down into the slot on the right.
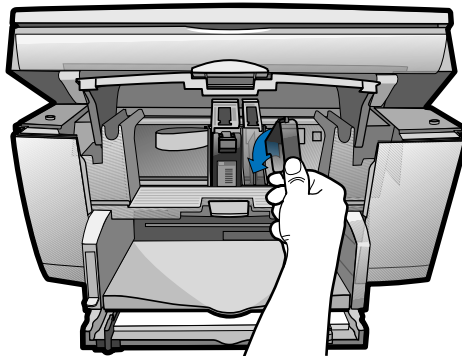
9   Lower each print-cartridge latch down onto the top of the cartridge, and push down until the latch locks firmly into place.

10   Close the print-cartridge access door.

NOTE   Both print cartridges must be correctly installed (with the green tab and blue tape removed) for your HP OfficeJet to work. Make sure that the following things are done before continuing:

- Cartridges are pushed firmly into their slots.
- Cartridge labels are facing toward you.
- Both print-cartridge latches are down and locked.
- Print-cartridge access door is closed and latched.
- IN tray is pushed in completely.
- Paper length adjuster is pushed firmly against the paper stack.
- OUT tray is fully down.

Step 5 — Connect the Printer Cable and Power Cord

NOTE   Use the printer cable that was shipped with your unit. It is a special bi-directional parallel, IEEE 1284-compliant printer cable with a 1284-C connector that is necessary for the proper functioning of your HP OfficeJet. If you choose to buy a longer cable, make sure it is an IEEE 1284-compliant parallel cable with a 1284-C connector.

Connecting the Printer Cable

1 Connect the printer cable to the HP OfficeJet.

The cable connector is located on the back of the unit, in the middle.
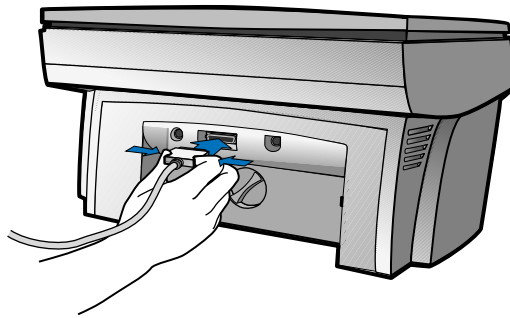
2 Plug the other end of the cable into your computer's *parallel* port.

CAUTION   Do not connect your HP OfficeJet to a switch box or the pass-through port of another parallel product, such as a scanner, tape drive, or CD-ROM drive. Doing so can cause erratic behavior of both products and the possible loss of information.

Connecting the Power Cord

WARNING   Choose a power outlet that is easy to access. This allows you to shut off power quickly.

Power is present in the product even if the white power button on the left side of the unit's front panel was used to turn the unit off. To shut off power completely, disconnect the power cord.

For safe operation, use the power cord with a properly grounded outlet.

Use only the power supply (HP part number 0950-2880) that came with your HP OfficeJet. Using another adapter may be hazardous.

The HP OfficeJet comes with a power supply adapter, to which an output cord is permanently attached, and a main power cord for the country to which it is shipped. If the plug on the main power cord does not look familiar, contact your dealer or local HP Sales and Support Office.

1 Plug the power supply output cord into the back of the HP OfficeJet.

The power supply connector is located on the back of the unit, to the left of the printer-cable connector.
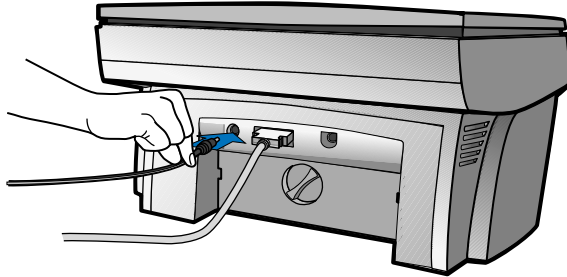
2 Plug the adapter end of the main power cord into the power supply adapter.
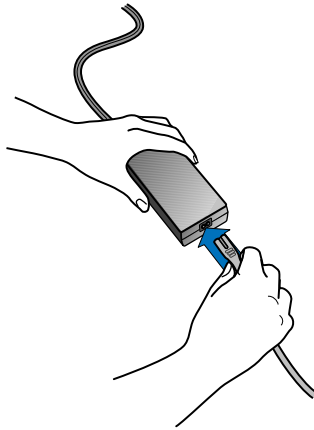
3 Plug the power outlet end of the separate power cord into the power outlet.

IMPORTANT	**Do not turn on your HP OfficeJet until you are instructed to do so**.

4 If the ADF lid cord is not already attached, connect the cord securely to the back of the HP OfficeJet.

The lid cord is located on the back of the unit, to the right of the printer-cable connector.

ADF lid cord
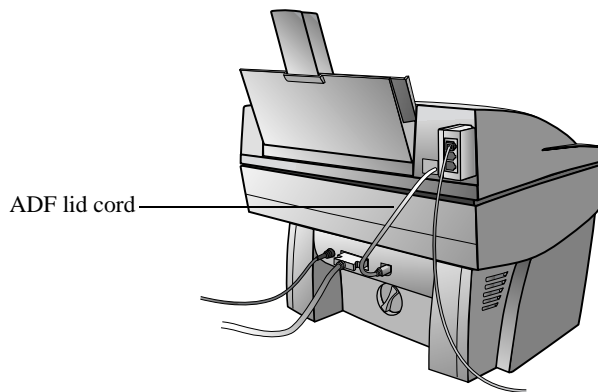
NOTE	Make sure that the cord is securely attached; otherwise, it may not work.

Step 6 — Install the HP OfficeJet Software

Now you need to install software so that the HP OfficeJet can work with your computer for printing and scanning.

NOTE	You must install both the printing and scanning software to use the scan feature.
	If you are installing the software on a Windows NT 4.0 computer, you must have Service Pack 3 or higher installed.
	If you are using a dual-boot Windows 95/98 and NT 4.0 computer, see the Readme file on the HP OfficeJet R Series CD-ROM for important information.

Installing the HP OfficeJet R Series Software

1 Turn on your computer, but *do not turn on your HP OfficeJet*.

2 If you are a Windows 95/98 user and one of the following windows appears on your screen, click **Cancel** or press **Esc** on your keyboard.
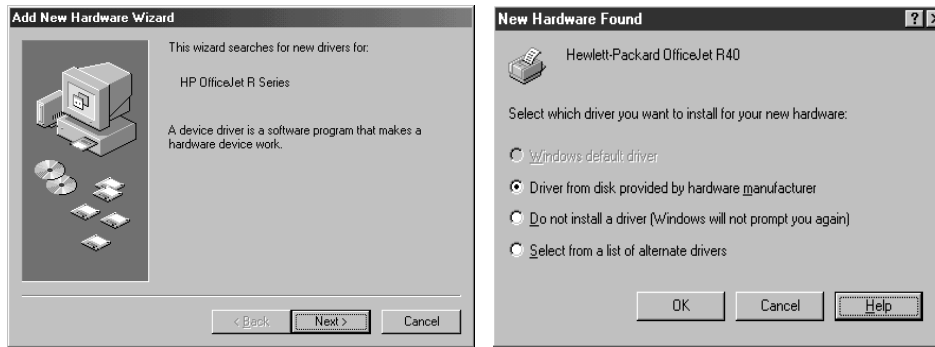
| CAUTION | HP strongly recommends using only the installation procedures in this setup guide to install the HP OfficeJet software for the first time. For more installation information, see the readme file. |

3 Insert the HP OfficeJet R Series CD-ROM into your computer's CD-ROM drive.

The HP OfficeJet R Series software installation menu should appear automatically (in less than a minute). If the menu does not appear, do the following:

a On the Windows taskbar, click **Start**, and then choose **Run**.

b In the Run dialog box, type **z:\setup.exe** (substitute your CD-ROM drive letter for the "z").

An HP OfficeJet R Series software installation menu similar to the one below appears.
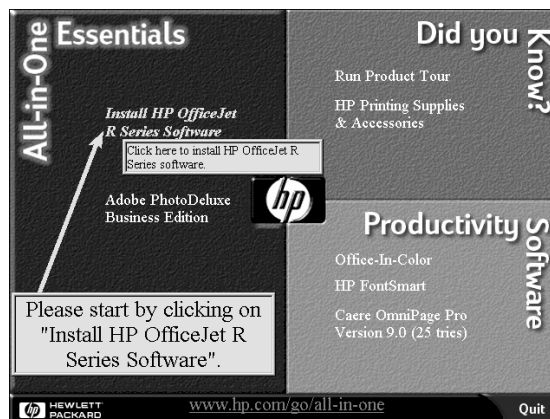
4   Click **Install HP OfficeJet R Series Software**.

5   After the **Welcome** window appears, click **Next**.

6   In the **Software License Agreement** window, click **Yes**.

7   After the message appears that instructs you to turn on the unit, press the white power button on the left side of the front panel.

When your HP OfficeJet is on, a light appears on the front panel, and text appears in the front-panel display. If you do not see these, check the power cord connections from the back of the unit to the power-supply adapter and from the power-supply adapter to the power outlet.

NOTE   For now, ignore any messages that appear on the front-panel display. As we continue through the setup process, you will perform steps that address these messages.

8   After turning on your HP OfficeJet, click **OK** on your computer screen to close the **Information** message.

The Select HP Software window appears.

9   Click **Next** to continue.

   TIP   *Click Browse to select a different destination folder for the HP OfficeJet software, if desired.*

A progress window appears on your screen as the HP OfficeJet printing and scanning program files are copied to your computer.

The following message appears while the program tests the cable connection between your computer and the HP OfficeJet.

Testing device connection...
This could take a couple of minutes.
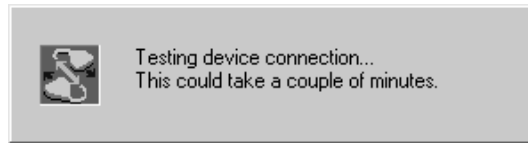
10 Determine the results of the cable connection test.

◆ If the test succeeds, skip to step 11.

◆ If the test fails and the Communications Test - Failed window appears, follow the instructions in the window, and then click **Retry**. If the test fails again, do the following:

a Click **Continue** to finish installing the HP OfficeJet software.

b Set the front-panel language and page size manually. Follow the instructions provided later in this chapter under "Changing the Front-Panel Language."

c After installing your software, see "Addressing Communication Tests and Cable-Connection Issues" in the Readme file. To access the Readme file, click the **Start** button, point to **Programs**, point to **HP OfficeJet R Series**, and then click **Readme**.

11 After the **Setup Complete and Product Tour** window appears with the option to view the product tour selected, click **Finish**.

Setup Complete and Product Tour

Setup has finished installing the printing and scanning software on your computer.

To see the many ways in which your new HP OfficeJet R Series can be a powerful ally in your office, take our multimedia tour. The tour takes 3-5 minutes, and you can exit at any time.

☑ Yes, I want to view the tour now.

To view the tour again at a later time, double-click on the HP OfficeJet R Toolbox icon located on the Windows desktop.

Click Finish to complete Setup.

< Back   Finish

12 In the product tour window, click any topic to learn more about that topic.

13 After you are finished, click **Quit** to exit the tour.

14 If prompted to do so, restart your computer.

This completes installation of the HP OfficeJet R Series software. Now you can install the third-party programs included with your HP OfficeJet. For more information, see "Installing Third-Party Programs."

To take the tour at any time in the future, do the following:

1 Insert the HP OfficeJet R Series CD-ROM into your computer's CD-ROM drive.

2 In the HP OfficeJet R Series software installation menu, click **Run Product Tour**.

For an example of this menu, see "Installing the HP OfficeJet R Series Software," earlier in this chapter.

TIP   *You can also access the tour from the Welcome tab on the toolbox.*

Registering Your HP OfficeJet

The first time you restart your computer after installing the HP OfficeJet R Series software, you will be invited to register your unit electronically. The information you provide to HP is confidential and is used to help us improve our products.

Installing Third-Party Programs

Your HP OfficeJet may or may not include additional third-party programs. If your HP OfficeJet includes third-party programs, installing them will enhance its capabilities. You can install these programs now or later. To install now, do the following:

1 Insert the HP OfficeJet R Series CD-ROM into your computer's CD-ROM drive.

2 In the HP OfficeJet R Series software installation menu, click the name of the third-party program you want to install.

A brief description of each program and customer support contact information appears.

3 Follow the on-screen instructions to begin and complete installation.

Installing Adobe PhotoDeluxe Business Edition

NOTE   Most of the third-party programs are located on the HP OfficeJet R Series CD-ROM. PhotoDeluxe is included on its own CD-ROM. You can view Adobe contact and support information on the HP CD-ROM, but PhotoDeluxe must be installed from the Adobe CD-ROM.

1 Insert the Adobe CD-ROM into your computer's CD-ROM drive.

2 Follow the on-screen instructions to install the program.

Step 7 — Align Your Print Cartridges

Before you start using your HP OfficeJet, you need to align the print cartridges to ensure the best copy and print quality.

After you turn on your HP OfficeJet for the first time, you will see the message "Initializing," followed by the message "Press Resume to Align Cartridges" on the front-panel display.

1 If "Press Resume to Align Cartridges" appears on the front-panel display of your HP OfficeJet, press the **Select/Resume** button on the front panel of the unit.

The HP OfficeJet prints a page with three sets of paired lines on it. A set of numbered, horizontal lines appears at the top of the page, and two sets of vertical lines, each with a unique letter, appear in the middle and at the bottom of the page.

2 Follow the instructions on the page above each set of paired lines.

Changing the Front-Panel Language

NOTE   The HP OfficeJet product that contains the fax feature only supports English.

To switch to a different language, do the following:

1   While holding down the **Select/Resume** button, press the **Color Intensity** button, and then release both buttons.

The current language appears on the front-panel display.

2   Press the **minus (–)** or **plus (+)** button to scroll through the available languages until the language you need appears on the display.

The available languages include: English, Español, Deutsch, Français, Italiano, Portugués, Nederlands, Dansk, Norsk, Svenska, and Suomi.

3   Press **Select/Resume** to choose the displayed language.

The current paper size appears on the front-panel display.

4   Press the **minus (–)** or **plus (+)** button until the desired paper size appears on the display.

5   Press **Select/Resume** to choose the displayed paper size.

Step 8 — Set Up for Faxing

You are now ready to configure your HP OfficeJet to send and receive faxes.

Reviewing the Fax Panel

The following diagram highlights the main sections of the fax panel.
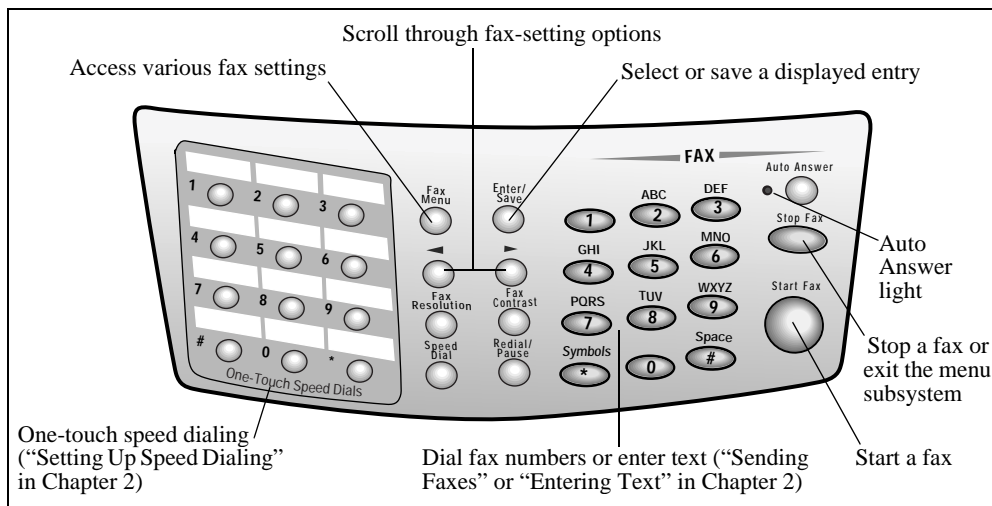
Checking the Line Connector

1   Verify that the fax/phone line connector is securely inserted into the back of the HP OfficeJet lid and that the phone connector is inserted in the top slot of the line connector.
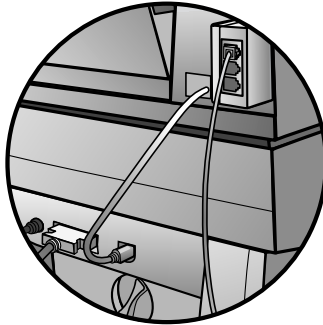
2   Plug the other end of the phone cord into the telephone wall jack that you will use for your fax line.

Connecting Your Office Equipment

Notice the two ports on the back of the fax/phone line connector labeled "To Phone, Answering Machine or Modem." Use either port to connect any of these device types; the two ports are interchangeable.

Your telephone line(s), answering machine, modem, and/or voice mail determine whether you can receive faxes automatically or must receive them manually. Answer these questions to determine how you can receive faxes.

NOTE   As you connect your office equipment you will select certain fax settings for use with your HP OfficeJet. For a detailed map of the various settings that are available and how to get to them, see the chart on the inside of the back cover of this guide.

You can press Stop Fax any time to exit a menu or start over.

Are you using the same phone line to receive voice and fax calls?

<u>Yes</u>

Skip to the next section, "Do you have distinctive ringing?"

<u>No</u>

1   On the fax panel, verify that **Auto Answer** is enabled.

The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

2   Skip to and complete the steps outlined later under "Setting Your Basic Fax Settings."

Do you have distinctive ringing?

This phone-company feature (usually offered for an additional fee) allows you to have several phone numbers on the same line. Each number has a specific ring pattern. If you do not know what distinctive ringing is, your phone probably does not use it.

<u>No</u>

Skip to the next section, "Do you have an answering machine or other device that takes messages for you when you cannot answer the phone?"

<u>Yes</u>

1   On the fax panel, verify that **Auto Answer** is enabled.

   The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

2   Press **Fax Menu**.

3   Press **5** and then press **4**.

4   Press ▶ to scroll through these options: **All Rings**, **Single Rings**, **Double Rings**, **Triple Rings**, and **Double & Triple**.

5   After the ring pattern that the phone company established for this number appears, press **Enter/Save**.

TIP   *We recommend that you use the Double Rings or Triple Rings option.*

6   If you have an answering machine on this phone line (on any phone number), set the answering machine to answer after four or more rings.

   You want HP OfficeJet to answer *before* the answering machine; otherwise, HP OfficeJet will not receive fax calls. HP OfficeJet is automatically set to answer after one ring.

7   If you want to change the number of rings after which HP OfficeJet answers, do the following:

   ◆   Press **Fax Menu**, press **4** and then press **6**.

   ◆   Press ▶ to select a number of rings that is *fewer* than the number you set on your answering machine in step 6.

   ◆   After the number of rings you want appears, press **Enter/Save**.

8   If you have a modem on this phone line, turn off the setting in the modem's software that automatically receives faxes to your PC; otherwise, HP OfficeJet will not receive faxes properly.

9   Skip to and complete the steps outlined later under "Setting Your Basic Fax Settings."

Do you have an answering machine or other device that takes messages for you when you cannot answer the phone?

Yes

Skip to the next section, "Do you use voice mail from the phone company?"

No

1 Choose one of the following:

- If you want HP OfficeJet to respond automatically whenever you answer the phone and hear fax tones, verify that **Auto Answer** is enabled. (The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.)

  Change the Rings to Answer setting (the default setting is 1) , described later under "Setting the Rings to Answer Setting," high enough to allow you time to answer the phone before HP OfficeJet connects.

  If Auto Answer is enabled and you are not available to answer the phone, the caller will always hear fax tones. We recommend that you use this option only when you are expecting a fax or are available to answer the phone. If you pick up the phone and hear fax tones, stay on the line until HP OfficeJet connects, and then hang up.

- If you do not enable Auto Answer and you answer a phone and hear fax tones, press **1 2 3** on your phone to accept the fax. With Auto Answer off, you must be available to respond to the incoming call; otherwise, HP OfficeJet cannot receive faxes.

2 Skip to and complete the steps outlined later under "Setting Your Basic Fax Settings."

Do you use voice mail from the phone company?

No

Skip to the next section, "Is your answering machine or PC modem located in the same room as your HP OfficeJet?"

Yes

If you use voice mail (that is, you dial a phone number and press buttons on your phone to hear messages), you must be available to respond to incoming fax calls, unless you subscribe to a distinctive-ring service.

1 Choose one of the following:

- If you want HP OfficeJet to respond automatically whenever you answer the phone and hear fax tones, verify that **Auto Answer** is enabled. (The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.) If you pick up the phone and hear fax tones, stay on the line until HP OfficeJet connects, and then hang up.

Set the HP OfficeJet Rings to Answer setting (the default setting is 1) , described later under "Setting the Rings to Answer Setting," *higher* than the number of rings selected for your voice mail system. This allows your voice mail system to answer your voice calls.

◆ If you do not enable Auto Answer and you answer a phone and hear fax tones, press **1 2 3** on your phone to accept the fax. With Auto Answer off, you must be available to respond to the incoming call; otherwise, HP OfficeJet cannot receive faxes.

2 Skip to and complete the steps outlined later under "Setting Your Basic Fax Settings."

Is your answering machine or PC modem located in the same room as your HP OfficeJet?

No

Skip to the next section, "My answering machine or PC modem is not available for connection through my HP OfficeJet."

Yes

If you use an answering machine or PC modem (that is, you press buttons on a separate machine to hear your phone messages or you receive messages on your computer and use software to listen to them) and they are available for connection through your HP OfficeJet, follow these steps.

1 Choose one of the following:

◆ If you are only using an answering machine, plug the phone into the back of the answering machine, and plug the answering machine into the back of HP OfficeJet.

◆ If you are only using a modem, connect the phone to the back of HP OfficeJet, and plug the modem into the remaining connector on the back of HP OfficeJet.

◆ If you use both an answering machine and a modem, plug the phone into the back of the answering machine, and plug the answering machine and modem into HP OfficeJet. Also, in the modem software, turn off the voice-call answering feature and the feature that allows it to receive faxes.

IMPORTANT   If you do not plug the answering machine or modem into the back of your HP OfficeJet, the fax may not be able to receive faxes properly.

---

2 Make sure the greeting on your answering machine or modem software is longer than 10 seconds and shorter than 30.

3 On the fax panel, verify that **Auto Answer** is enabled.

The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

4 Set your answering machine or modem software to answer after four or *fewer* rings.

5   To set the number of rings on HP OfficeJet, press **Fax Menu**, press **4** and then press **6**.

6   Press ▶ to select a number of rings that is *higher* than the number you set in step 4.

For example, if you set your answering machine to answer in four rings, set HP OfficeJet to answer in five.

7   After the number of rings you want is displayed, press **Enter/Save**.

Your answering machine or modem will answer the call after the number of rings you set. HP OfficeJet will monitor the call during the greeting. If HP OfficeJet detects fax tones, it will cut off the answering machine or voice modem and receive the fax.

If you answer the phone first, stay on the line until HP OfficeJet answers the call.

8   Skip to and complete the steps outlined later under "Setting Your Basic Fax Settings."

My answering machine or PC modem is not available for connection through my HP OfficeJet.

If you use an answering machine or PC modem (that is, you press buttons on a separate machine to hear your phone messages or you receive messages on your computer and use software to listen to them) and they are *not* available for connection through your HP OfficeJet, follow these steps.

1   On the fax panel, verify that **Auto Answer** is disabled.

The light next to Auto Answer is off when the feature is disabled. Press the Auto Answer button to turn it on or off.

If you answer a phone and hear fax tones, press **1 2 3** on your phone. With Auto Answer off, you must be available to respond to the incoming call; otherwise, HP OfficeJet cannot receive faxes.

2   Complete the steps outlined under "Setting Your Basic Fax Settings."

Setting Your Basic Fax Settings

NOTE   As you configure the fax date/time and header settings, be aware that HP OfficeJet reverts to the original settings if the new ones are not saved within two minutes.

You can press Stop Fax any time to exit a menu or start over.

Setting the Date and Time

1   On the fax panel, press **Fax Menu**.

2   Press **4**.

"4. Basic Setup" appears briefly, followed by "1. Set Date/Time."

3 After "1. Set Date/Time" appears, press **Enter/Save**.

A series of prompts asks for the date and time.

NOTE   HP OfficeJet only supports a 12-hour clock format.

---

4 Make each entry from the telephone keypad (that is, the set of numbers on the *right* side of the lid) using the following guidelines:

  ◆ Press **Enter/Save** after completing each prompt.
  ◆ Use only the last two digits for the year.

NOTE   HP OfficeJet meets year 2000 (Y2K) requirements. For more information, see Chapter 5 of your *HP OfficeJet R Series Customer Care Guide.*

After you are done, the date and time appear on the display.

Setting the Fax Header

Federal Communications Commission (FCC) regulations require that you enter header information.

1 On the fax panel, press **Fax Menu**.

2 Press **4** and then press **2**.

3 Enter your name using the following guidelines:

  ◆ Press the keypad numbers that correspond to the letters of your name.
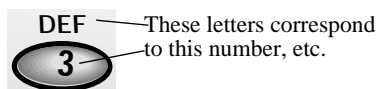
> DEF —— These letters correspond
> **3** —— to this number, etc.

  ◆ Press a button multiple times to see its letters *first in lowercase and then in uppercase*.

> ABC   To get this character: a   b   c   A   B   C   2
> **2**   Press 2 this many times: 1   2   3   4   5   6   7
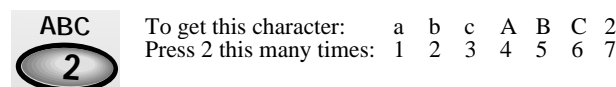
  ◆ After the correct letter appears, press ▶, and then press the number that corresponds to the next letter in your name. Again, press multiple times until the correct letter appears.
  ◆ After you finish entering your first name, press **Space (#)** to insert a space before your last name.

TIP   *If you make a mistake, press ◀ to clear it, and then make the correct entry.*

4 After you finish entering your name, press **Enter/Save**.

5 Using the keypad, enter your fax number.

To enter a symbol, such as a hyphen or parenthesis, press Symbols (*) to scroll through a list of symbols.

6 After you finish entering your fax number, press **Enter/Save**.

Setting the Dial Mode

1 Press **Fax Menu**.

2 Press **4** and then press **5**.

3 Press ▶ to toggle between **Tone** and **Pulse**.

4 After the mode that you want appears, press **Enter/Save**.

Setting the Rings to Answer Setting

NOTE If you already configured this setting as part of the earlier portion of the setup process, skip to the next section, "Testing Your Fax Features."

To use this feature, Auto Answer must be enabled. The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.

---

1 Press **Fax Menu**.

2 Press **4** and then press **6**.

3 Press ▶ to select the number of rings after which HP OfficeJet should answer.

4 After the number of rings you want appears, press **Enter/Save**.

Testing Your Fax Features

To make sure that your fax features are configured correctly, we recommend that you ask someone to send you a sample fax and that you send that person a fax.

NOTE If desired, you can connect a single-line phone to the HP OfficeJet.

Using the Fax and Legal-Size Copy Features

2

This chapter provides instructions for sending and receiving faxes and for changing various fax settings. It also contains information about copying legal-size documents. For information on the printing, scanning, and other copying features, see your *HP OfficeJet R Series Basic Operations Guide*.

NOTE   When you change settings or send or receive a fax, watch the front-panel display for the appropriate messages.

You can press Stop Fax any time to exit a menu or start over.

Sending Faxes

HP OfficeJet lets you work with letter (A), A4, and legal-size originals.

◆ If your current task only uses letter (A) or A4-size originals, begin by following the steps in "Processing Letter-Size Originals Exclusively."

◆ If your current task uses legal-size originals or a mixture of legal- and letter-size originals, begin by following the steps in "Processing Legal-Size or Legal- and Letter-Size Originals."

Processing Letter-Size Originals Exclusively

1 Place your originals in the automatic document feeder (ADF) with the printed side facing toward the back and with the top to the right.

Align the paper with the right side of the ADF. Use only full-sized pages in the ADF, and adjust the page guide to the length of the originals.

As you load the originals, the message "Document loaded" appears briefly on the front-panel display.

Insert only letter-size originals sideways, even if the legal- size tray is attached.

If processing legal-size originals, follow the instructions provided later under "Processing Legal-Size or Legal- and Letter-Size Originals."

NOTE   For more information about the types of paper you can use in the ADF, see Chapter 2 in your *HP OfficeJet R Series Basic Operations Guide.*

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2 Choose one of the following:

- ◆ To send a fax to one number or speed dial, follow the steps in "Sending a Fax to One Number or Speed Dial."
- ◆ To broadcast a fax to one group or ten numbers, follow the steps in "Broadcasting a Fax to One Group or Ten Numbers."
- ◆ To schedule a fax for later delivery, follow the steps in "Sending a Fax Later Using Scheduled Send."

Processing Legal-Size or Legal- and Letter-Size Originals

HP OfficeJet lets you work with both letter-size and legal-size originals. If you intend to work with legal-size originals, follow these instructions for installing and using the legal-size tray.

1 Slide the legal-size tray onto the *front* paper-tray extender located on the automatic document feeder (ADF) lid.
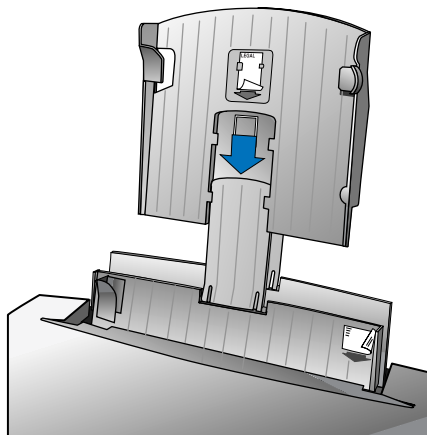
2 Place *all* originals in the legal-size tray with the printed side facing toward the back and with the top of the document pointing down.

Align the paper with the left side of the legal-size tray.

As you load the originals, the message "Document loaded" appears briefly on the front-panel display.
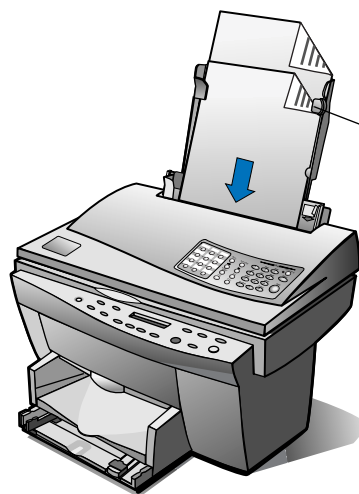
Insert legal-size or mix of legal- and letter-size originals vertically.

If processing *only* letter-size originals, follow the instructions provided earlier under "Processing Letter-Size Originals Exclusively."

NOTE	When working with originals in vertical orientation, you may notice that part of the original temporarily sticks out from under the lid and a short delay occurs. This is normal behavior.

- ◆ To send a fax to one number or speed dial, follow the steps in "Sending a Fax to One Number or Speed Dial."
- ◆ To broadcast a fax to one group or ten numbers, follow the steps in "Broadcasting a Fax to One Group or Ten Numbers."
- ◆ To schedule a fax for later delivery, follow the steps in "Sending a Fax Later Using Scheduled Send."

Sending a Fax to One Number or Speed Dial

These steps help you send a fax using the traditional method of dialing the entire fax number or, if you have set up speed dialing, using the shortcuts.

TIP *For more speed-dialing information, see "Setting Up Speed Dialing."*

1 Choose one of the following:

- ◆ To use a regular number, dial the fax number. Enter all the numbers you would enter if you were dialing the number from a phone.
- ◆ To use an individual or group speed-dial code, press **Speed Dial** and enter the code, or, if it is one of the first 12, press the corresponding button on the one-touch pad located on the left side of the fax panel.

2 Press **Start Fax**.

Broadcasting a Fax to One Group or Ten Numbers

Broadcasting lets you send a fax to up to ten individual numbers or individual speed-dial codes. You can also broadcast to one group code. To use broadcasting, the fax must fit into HP OfficeJet memory; otherwise, an error occurs.

TIP *For more speed-dialing information, see "Setting Up Speed Dialing."*

1 Choose one of the following or a combination of the first two:

- ◆ To use regular numbers, dial the fax number. Enter all the digits you would enter if you were dialing the number from a phone. After entering the first number, press **Enter/Save**. Enter the second number, press **Enter/Save**, and repeat this process until all desired numbers are entered.
- ◆ To use individual speed-dial codes, press **Speed Dial** and enter the code. Press **Enter/Save** to select the displayed code. To enter the next code, press **Speed Dial**, enter the code, and press **Enter/Save**. Repeat this process until all desired codes are entered.
- ◆ To use a group speed-dial code, press **Speed Dial** and enter the code, or, if the code is one of the first 12, press the corresponding button on the one-touch pad located on the left side of the fax panel.

2 Press **Start Fax**.

Sending a Fax Later Using Scheduled Send

Scheduled Send lets you send one fax at a predefined time.

1 Press **Fax Menu**.

2 Press **2**.

"2. Fax Functions" appears briefly, followed by "1. Scheduled Send."

3 After "1. Scheduled Send" appears, press **Enter/Save**.

4 Enter the fax number of the recipient, and press **Enter/Save**.

5 If desired, enter additional fax numbers, pressing **Enter/Save** after each entry.

6 After you are done entering fax numbers, press **Start Fax**.

7 After the "Enter/Save = another number, Start Fax = continue" message appears, press **Start Fax**.

8 Change the applicable information when the corresponding prompts appear on the display, and press **Start Fax**.

HP OfficeJet scans the original into memory and retains it until the specified delivery time, at which time it faxes it to the selected recipients.

Cancelling a Scheduled-Send Fax

You can cancel a fax stored in memory or one that is currently in progress.

◆ To cancel a fax from memory, press **Fax Menu**, press **2**, and then press **2** again. After "Cancel Sched Send at <time>?" appears, press **1** for **Yes**.

◆ To cancel a fax that is in progress, press **Stop Fax**. If the fax was scheduled to go to multiple numbers, wait for the next fax number to appear and press **Stop Fax** again. Repeat this process for each number that the fax was scheduled to be sent to.

Receiving Faxes

Depending on how you set up HP OfficeJet, you will either receive faxes automatically or manually.

NOTE   Before receiving a fax, we recommend that you remove any originals from the ADF.

If you receive a legal-size fax and HP OfficeJet is not currently set to use legal-size paper, the unit automatically reduces the fax so that it fits on the paper that is loaded.

◆ To let HP OfficeJet monitor all calls, verify that **Auto Answer** is enabled. (The light next to Auto Answer is on when the feature is enabled. Press the Auto Answer button to turn it on or off.) If you pick up the phone and hear fax tones, stay on the line until HP OfficeJet connects, and then hang up.

◆ If you do not enable Auto Answer and you answer a phone and hear fax tones, press **1 2 3** on your phone to accept the fax.

Setting Automatic Reduction

This setting determines what HP OfficeJet does if it receives a fax too large for the default paper size. With this setting on (the default), the image is reduced so that it fits on one page. With this feature off, the information that will not fit on the first page is printed on a second page.

1   Press **Fax Menu**.

2   Press **5** and then press **5** again.

3   Press ▶ to toggle between "Off" and "On."

4   After the state that you want appears, press **Enter/Save**.

Using Fax-Back Features

Some companies offer a fax-back service that allows you to call a number and automatically receive a fax in return. To use this feature, you must dial using a phone connected to the back of HP OfficeJet. Follow the individual company's instructions for requesting a fax back.

Controlling How Faxes Look When Sent to a Recipient

HP OfficeJet lets you change the resolution and contrast of documents that you are sending. Your changes remain in effect until you change them again.

NOTE   The copy settings do not affect faxing, and the fax settings do not affect copying.

Changing Resolution

Resolution affects the transmission speed and quality of faxed documents.

1   Press **Fax Resolution**.

2   Press ▶ to scroll through these options: "Standard," "Fine," and "Superfine."

NOTE   HP OfficeJet only faxes at the highest resolution supported by the receiving fax.

Standard resolution is the default. If you choose one of the higher resolutions, Fine or Superfine, be aware that the faxing process takes longer to complete. When faxing photographs, we recommend that you choose one of these higher resolutions.

3   After the resolution that you want appears, press **Enter/Save**.

Changing Contrast

Change this setting if you want the fax to be darker or lighter than the original. (The default setting is Normal.)

1   Press **Fax Contrast**.

2   Press ▶ to scroll through these options: "Normal," "Darken," and "Lighten."

3   After the contrast that you want appears, press **Enter/Save**.

Using the Advanced Send Settings

HP OfficeJet offers several advanced settings for sending faxes.

NOTE   During setup, you defined your basic fax settings. If you need help changing any of these settings, refer to "Setting Your Basic Fax Settings" in Chapter 1.

Faxing an Image from the Glass

You can fax a single image, such as a photograph, book, or other odd-sized document, directly from the glass instead of using the ADF.

1   On the fax panel, dial the fax number.

2   Press **Start Fax**.

3   After "Load document then press Start Fax" appears on the display, lift the lid and place the original on the glass.

4   Lower the lid, and press **Start Fax**.

Using Off-Hook Dialing to Use a Credit or Calling Card

Off-hook dialing lets you charge a fax to your phone credit or calling card.

1   Place the original in the ADF or on the glass.

2   Press **Start Fax**.

3   If you placed the original on the glass, press **Start Fax** again after "Load the document then press Start Fax" appears on the display.

4   After "Off hook" appears, use the fax panel to dial the phone number.

Enter all the numbers you would enter if you were dialing the number from a phone using your credit or calling card.

5   Follow the voice prompts.

Five seconds after you are done entering numbers, faxing begins.

Redialing a Busy Number Automatically

If a busy signal is encountered, HP OfficeJet automatically redials the number until a connection is made.

1   Press **Fax Menu**.
2   Press **5** and then press **2**.
3   Press ▶ to toggle between "Off" and "On."
4   After the state that you want appears, press **Enter/Save**.

TIP   *To redial the last fax number immediately, press Redial/Pause.*

Redialing an Unanswered Number Automatically

You can set HP OfficeJet to redial an unanswered number automatically. (The default setting is Off.)

1   Press **Fax Menu**.
2   Press **5** and then press **3**.
3   Press ▶ to toggle between "Off" and "On."
4   After the state that you want appears, press **Enter/Save**.

TIP   *To redial the last fax number immediately, press Redial/Pause.*

Setting Up Speed Dialing

You can assign codes to frequently used fax numbers. This lets you dial those numbers quickly using the Speed Dial button and a one- or two-digit code. You can create up to 100 individual and group codes.

The first 12 speed-dial numbers are also automatically assigned to the one-touch speed-dial buttons on the left side of the fax panel. Use a pencil or felt-tip pen to label each button.

Creating Individual Speed-Dial Settings

Use this setting to enter fax numbers that you will reuse frequently. You can create up to 100 codes (individual and group).

1 Press **Fax Menu** and then press **3**.

"3. Set Speed Dial" appears briefly, followed by "1. Individual."

2 After "1. Individual" appears, press **Enter/Save**.

The first speed-dial code appears on the display.

3 Enter the code to which you want to assign a number, and then press **Enter/Save**.

TIP *You can also press ▶ to scroll through the codes until you find the first unassigned code.*

4 Enter the fax number to assign to that code, and press **Enter/Save**.

TIP *To enter a two-second pause within a number sequence, press Redial/Pause.*

5 Enter the person's or company's name, and press **Enter/Save**.

For more help, see "Entering Text" later in this chapter.

6 After "Add Another" appears, press **1** for **Yes** if you want to set up another code or press **2** for **No** to exit.

Creating Group Speed-Dial Settings

This feature lets you create a distribution list of up to 25 individual speed-dial codes so that you can send a fax to all of them at the same time. You can create up to 100 codes (individual and group).

NOTE To use a number in a group code, it must already be assigned an individual code.

Only individual codes can be used; a group cannot be assigned to a group.

---

1 Press **Fax Menu**.

2 Press **3** and then press **2**.

3 Choose one of the following:

◆ If this is your first group, the first unassigned code appears. Press **Enter/Save** to select it.

◆ If this is not your first group, "1=New 2=Edit" appears. Press **1** to create a new group. The first unassigned code appears. Press **Enter/Save** to select it.

4 After "Add #1" appears, press **Speed Dial**.

5 Enter the two-digit code that corresponds to the fax number you want to include in the group.

The selected code and corresponding name appear on the display.

6 Choose one of the following:

- ◆ If the displayed code is correct, press **Enter/Save** to add it to the group.
- ◆ To select a different code, press ▶ or ◀ until the appropriate code appears, and then press **Enter/Save** to select it.

7 After "Add Another" appears, press **1** for **Yes** if you want to add another individual code to the group or press **2** for **No**.

8 After you are done selecting individual codes and you press 2 for No, enter a name for the group.

For more help, see "Entering Text" later in this chapter.

9 Press **Enter/Save** to save the group.

10 After "Add Another" appears, press **1** for **Yes** if you want to create another group or press **2** for **No** to exit.

Editing Existing Groups

You can add or remove an individual code to or from an existing group.

1 Press **Fax Menu**.

2 Press **3** and then press **2**.

3 After "1=New 2=Edit" appears, press **2**.

4 Press ▶ until the group that you want to edit appears, and then press **Enter/Save**.

The first individual speed-dial code in that group appears.

5 For each number in the group, press **1** to delete it or **2** to keep it.

6 After "Add Another" appears, choose one of the following:

- ◆ If you want add new individual codes to the group, press **1** and complete steps 4 through 7 in the previous section, "Creating Group Speed-Dial Settings."
- ◆ If you do not want to add any additional individual codes, press **2** to edit the group name or press **Enter/Save** to save it as is.

Deleting Speed-Dial Settings

Follow these steps to delete an individual or group speed-dial code.

1 Press **Fax Menu**.

2 Press **3** and then press **3** again.

3 Press ▶ until the individual or group code that you want to delete appears, and then press **Enter/Save**.

Using Error Correction Mode (ECM)

ECM reduces data lost due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion. Phone charges are unaffected, or may even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. Turn ECM off (the default setting is on) only if it increases phone charges substantially and you are willing to accept poorer quality in exchange for reduced charges.

1 Press **Fax Menu**.

2 Press **5** and then press **8**.

3 Press ▶ to toggle between "Off" and "On."

4 After the state that you want appears, press **Enter/Save**.

Using the Advanced Receive Settings

HP OfficeJet offers several more advanced settings for receiving faxes.

NOTE   During setup, you defined your basic fax settings. If you need help changing any of these settings, refer to "Setting Your Basic Fax Settings" in Chapter 1.

Enabling Silent Detection

This feature controls whether you can receive faxes from older fax machines that do not emit a fax signal. These silent models represent less than 5% of fax machines in use.

Leave this setting off unless *all* of the following are true:

◆   You are having trouble receiving a fax from an older machine,

◆   Your answering machine is connected directly to HP OfficeJet, and

◆   Auto Answer is enabled (the light on the fax panel is on).

1 Press **Fax Menu**.

2 Press **5** and then press **6**.

3 Press ▶ to toggle between "Off" and "On."

4 After the state that you want appears, press **Enter/Save**.

Using Remote Reception

This feature, which is automatically enabled in HP OfficeJet, allows you to enter a code (the default is 1 2 3) when you answer a phone that is on the same circuit as the HP OfficeJet but that is not directly connected to the unit. The code tells HP OfficeJet to take the call even though you answered the phone.

Follow these steps to turn this feature on or off or to change the default code. We recommend that you change this code only if it conflicts with the remote code for your answering machine.

1   Press **Fax Menu**.

2   Press **5** and then press **7**.

3   Press ▶ to toggle between "Off" and "On."

4   After the state that you want appears, press **Enter/Save**.

5   If you chose "On," choose one of the following after "Enter Code" appears:

    ◆   To use the default code, press **Enter/Save**.
    ◆   To change the code, press ◀ to erase the 1 2 3, enter your new three-digit code, and then press **Enter/Save**.

    TIP   *You can use * or # as part of your three-digit code.*

Using Backup Receive

Backup Receive, which is automatically enabled in HP OfficeJet, allows HP OfficeJet to receive a fax call even if there is a potential problem, such as the unit is out of paper. As long as power is not interrupted, the fax is stored in the unit's memory and printed later. To turn this feature on or off:

1   Press **Fax Menu**.

2   Press **4** and then press **7**.

3   Press ▶ to toggle between "Off" and "On."

4   After the state that you want appears, press **Enter/Save**.

Printing Fax Reports

HP OfficeJet includes reports that you set to print automatically and reports that you can print manually, as they are needed.

Generating Automated Reports

This setting lets you configure HP OfficeJet so that it automatically prints, if applicable, a specific report after the last fax. "Every Error" is automatically selected.

1   Press **Fax Menu** and then press **5**.

    "5. Advanced Setup" appears briefly, followed by "1. Auto Report."

2   After "1. Auto Report" appears, press **Enter/Save**.

3 Press ▶ to scroll through the following report types:

- ◆ "Every Error," which prints whenever there is any kind of fax error.
- ◆ "Send Error," which prints whenever there is a transmission error.
- ◆ "Recv Error," which prints whenever there is a receiving error.
- ◆ "Every Fax," which confirms every time a fax is sent or received.
- ◆ "Send Only," which prints every time a fax is sent.
- ◆ "Off," which does not print fax reports.

4 After the condition that you want appears, press **Enter/Save**.

Generating Manual Reports

HP OfficeJet offers several printed reports.

1 Press **Fax Menu**.

2 After "1. Print Reports" appears, press **Enter/Save**.

3 Press ▶ to scroll through the following report types:

- ◆ "1. Last Fax," which indicates the status of the last fax sent.
- ◆ "2. History Log," which lists approximately the last 40 faxes sent and received.
- ◆ "3. Speed Dials," which lists your individual and group codes.
- ◆ "4. Menu Settings," which lists in outline form the entire menu system and indicates the current and default settings.

TIP *For a detailed map of the various settings that are available and how to get to them, see the chart on the inside of the back cover of this guide.*

4 After the report that you want appears, press **Enter/Save**.

Adjusting Sound Volumes

HP OfficeJet provides four levels for adjusting the ring and speaker volumes. The ring volume is the level of the phone rings. The speaker volume is the level of everything else, such as the dial and fax tones. Normal is the default setting for both volumes.

1 Press **Fax Menu**.

2 Press **4** and then press **3** (for Ring Volume) or **4** (for Speaker Volume).

3 Press ▶ to scroll through the levels: "Soft," "Normal," "Loud," and "Off."

**4** After the level that you want appears, press **Enter/Save**.

Entering Text

The following list provides tips for entering text using the fax-panel keypad.

♦ Press the keypad numbers that correspond to the letters of a name.
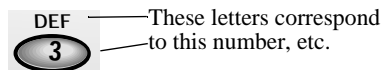
DEF ———These letters correspond
3 ———to this number, etc.

♦ Press a button multiple times to see its letters *first in lowercase and then in uppercase*.

ABC   To get this character: a   b   c   A   B   C   2
2   Press 2 this many times: 1   2   3   4   5   6   7
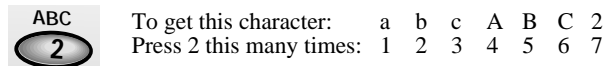
♦ After the correct letter appears, press ▶, and then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.

♦ To insert a space, press **Space (#)**.

♦ To enter a symbol, such as a hyphen or parenthesis, press **Symbols (*)** to scroll through a list of symbols.

♦ If you make a mistake, press ◀ to clear it, and then make the correct entry.

♦ After you are done entering text, press **Enter/Save** to store your entries.

Returning the Fax Settings to the Default Factory Settings

HP OfficeJet lets you restore the original fax settings to what they were when you purchased your unit.

NOTE   This procedure is for restoring only the original fax settings. It does not affect the settings for the copy feature nor does it erase any speed-dial codes that you created.

1   Press **Fax Menu**.

1   Press **6** and then press **3**.

2   After "Restore Factory Settings" appears, press **1** for **Yes** or **2** for **No**.

Using the Copy Features for Legal-Size Paper

In addition to the settings described in Chapter 5 of your *HP OfficeJet R Series Basic Operations Guide*, the HP OfficeJet that includes the fax feature lets you copy to and from legal-size paper.

Copying Legal-Size Originals

HP OfficeJet lets you copy legal-size originals to legal- or letter-size paper.

NOTE	When working with legal-size originals, you can only make black-and-white copies and you can only make one set of copies at a time. The digital copy features (Auto Fit, Poster, and Clone) and enlargements are also not available. Reduction is allowed.

1 Load the originals in the ADF.

    TIP   *For more help, see "Processing Legal-Size or Legal- and Letter-Size Originals" earlier in this chapter.*

2 Choose one of the following:

    ◆ To make legal-size copies, make sure that legal-size paper is loaded in the IN tray and that the default paper size is set to Legal (see the next section for more information).

    ◆ To make letter-size copies, press **Reduce/Enlarge** until "Legal->Ltr" appears on the display. Press **Select/Resume**.

3 Press the **Black** button to make black-and-white copies

NOTE	When working with originals in vertical orientation, you may notice that part of the original temporarily sticks out from under the lid and a short delay occurs. This is normal behavior.

Changing the Paper Size

HP OfficeJet lets you change the paper size. Your change applies to both copy and fax tasks and remains in effect until you change it again. To switch to a different paper size, do the following:

1 On the front panel, press **Menu** until "Paper Size" appears.

Be sure to press Menu on the front panel, not Fax Menu on the fax panel.

2 Press **Select/Resume**.

The current paper size appears on the display.

3 Press the **minus (–)** or **plus (+)** button until the desired paper size appears.

4 Press **Select/Resume** to choose the displayed paper size.

Fax Customer-Care Information

3

This chapter provides instructions for keeping the automatic document feeder (ADF) of your HP OfficeJet in top working condition. It also lists some of the fax-specific messages that may appear on the front-panel display and ways to address them.

Fax-Specific Troubleshooting

To keep your HP OfficeJet performing at its best, make sure that you keep the glass clean. Dirty glass (fingerprints, smudges, and so on) slows down performance by as much as half a minute. This is because the scanner is actually processing the smudges on the glass. Keep the glass clean. For cleaning instructions, see Chapter 3 of your *HP OfficeJet R Series Customer Care Guide*.

Cleaning the ADF Document-Lid Backing

Minor debris can also accumulate on the white document-backing located underneath the HP OfficeJet lid. Keep this backing clean so that it does not process the debris as part of a copy or fax job.

WARNING Turn off HP OfficeJet and unplug the power cord before cleaning. Even though HP OfficeJet is off, power is still being supplied if the cord is plugged in.

To clean the ADF:

1 Turn off HP OfficeJet, unplug the power cord, and raise the lid.

2 Clean the white document-backing with a soft cloth or sponge slightly moistened with a mild soap and warm water.

3 Wash the backing gently to loosen debris; do *not* scrub the backing.

4 Dry the backing with a chamois or soft cloth.

CAUTION Do *not* use paper-based wipes as these may scratch the backing.

---

5 If this does not clean the backing well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the backing thoroughly with a damp cloth to remove any residual alcohol.

A Blank Page Came Out or Output is Faded

The following list identifies some of the common reasons for pages coming out blank or faded.

- The black print cartridges is low on ink. Whenever quality noticeably decreases, clean the cartridges. For more information, see Chapter 3 in your *HP OfficeJet Customer Care Guide*.
- The black print cartridge is out of ink. Print a self-test page to verify this. If the black sample is missing, replace the cartridge. For more information on printing a self-test page or replacing cartridges, see Chapter 3 in your *HP OfficeJet Customer Care Guide*.
- The person sending you a fax placed the originals backwards in the fax machine. Check the History Log to determine who sent the fax, and ask the sender to send the fax again, after you have corrected the problem. For more information about printing this report, see "Generating Manual Reports" in Chapter 2.

Fax-Specific Front-Panel Messages

Message	What You Should Do
Automatic Document Feeder Jam. Clear jam then press Resume.	If your originals get caught in the ADF, remove them and send the fax again. Do not drop or force the originals into the ADF. For more information on clearing an ADF jam, see Chapter 3 in your *HP OfficeJet Customer Care Guide*.
Dialed Fax Busy - Redial in xx sec	While trying to send a fax, HP OfficeJet encountered a busy signal. For more information, see "Redialing a Busy Number Automatically" in Chapter 2.
Fax Send Failed	An error occurred during faxing. Use one of the reports to determine the reason that the fax failed, and then try sending the fax again, if appropriate. For more information, see "Printing Fax Reports" in Chapter 2.
For better results next time, turn original sideways in feeder. Press Resume to continue.	You copied or faxed letter-size originals that were placed vertically in the ADF. For more information, see "Processing Letter-Size Originals Exclusively" in Chapter 2.
Group full	You tried to add another individual speed-dial code to a group that already contains the maximum 25 assignments. You must remove one of the individual codes currently assigned to the group before you can add another. For more information, see "Editing Existing Groups" in Chapter 2.
Legal size supports one black copy, reduction allowed. Press Resume to continue.	You tried to select invalid settings for copying legal-size originals. For more information, see "Using the Copy Features for Legal-Size Paper" in Chapter 2.

Fax-Specific Front-Panel Messages (Continued)

Message	What You Should Do
Load document then press Start Fax	You have specified that you want to begin sending a fax, but there is no document loaded. Load the original in the ADF or place it on the glass, and then press **Start Fax**.
Must be unassigned	You tried to create a new group for a code that already has an individual or group assigned to it. Either select a new, unused code, or remove the assignment from the code that you originally wanted to use. For more information, see "Setting Up Speed Dialing" in Chapter 2.
Next time place originals in same direction in feeder. Press Resume to continue.	You copied or faxed a mixture of legal- and letter-size originals that were placed horizontally and vertically in the ADF. For more information, see "Processing Legal-Size or Legal- and Letter-Size Originals" in Chapter 2.
No fax answered - Redial in xx sec	There were no answering fax tones at the receiving fax machine, or the phone cord is not properly connected. If the recipient needs to receive faxes manually, notify the recipient that you are sending a fax. Verify that the phone cord is properly inserted to both the HP OfficeJet and the wall jack.
No LIU connected	The fax/phone line connector has been removed from the back of HP OfficeJet. For more information, see "Checking the Line Connector" in Chapter 1.
Off hook	You pressed Start Fax, which gives you a dial tone so that you can begin real-time dialing to send a fax. Begin dialing the fax number to send a fax using the real-time dialing method. For more information, see "Using Off-Hook Dialing to Use a Credit or Calling Card" in Chapter 2.
Out of memory	HP OfficeJet's document memory is full. This can occur if there are too many unprinted faxes in the memory, which may happen if the unit is out of paper, or if the fax you are attempting to send is too long to be stored in memory. Try printing the unprinted faxes or sending the applicable fax in smaller batches.
Paper too narrow. Replace paper then press Resume.	The IN tray contains paper that is not wide enough for the current task (such as envelopes). Replace the paper with letter- or legal-size paper, and then press Resume.
Phone off hook	You lifted the receiver of a phone that is attached directly to HP OfficeJet, and you have a dial tone. Begin dialing a phone or fax call at any time.

Fax-Specific Front-Panel Messages (Continued)

Message	What You Should Do
Receive failed	While you were receiving a fax, a communication error occurred between HP OfficeJet and the transmitting fax machine. Failed transmissions are frequently caused by noise on the phone line. If you know who is sending the fax, ask the person to send it again.
Redial in xx sec	You tried to send a fax that was unsuccessful. The next redial will occur after the indicated number of seconds. If you prefer not to wait, press **Redial/Pause** now.
Speed dial empty	You tried to add an unassigned speed-dial code to a group speed-dial code. Choose a code to which you have already assigned a fax number.
xx:unused. Press Enter to set	You tried to dial a speed-dial code or pressed a one-touch speed-dial button that does not have a fax number assigned to it. Enter a code to which you have already assigned a fax number. For more information, see "Setting Up Speed Dialing" in Chapter 2.
Letter (A) size paper detected. Paper size set to Letter (A). Press Resume to continue.	The paper-size setting did not match the size of the paper loaded in the IN tray so HP OfficeJet automatically changed the setting to match the size of the paper detected. For more information, see "Changing the Paper Size" in Chapter 2. You may have lost part of the first page. Ask the sender to send you the first page again.

Other Fax-Specific Information

For additional specification information, see Chapter 6 of the *HP OfficeJet R Series Customer Care Guide*.

Faxing Specifications

The following specifications are subject to change without notice.

◆ 100 speed dials with 12 one-touch keys including 25 location groups

◆ R80xi is up to 70-page memory; R80 is up to 100-page memory (based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)

◆ 30-page (letter) or 15-page (legal) automatic document feeder

◆ Automatic redial (up to 5 times)

◆ Confirmation and activity reports

◆ CCITT/ITU Group 3 fax with Error Correction Mode

◆ 6 seconds/page at 14.4 Kbps (based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)

◆ Broadcast to 25 locations

◆ Ring detect with automatic fax/answering machine switching

◆ Delayed faxing

Fax Resolution

	Resolution
Standard	203 x 98 dpi
Fine	203 x 196 dpi, 256 levels of gray
Superfine	300 x 300 dpi or 203 x 392 dpi, 256 levels of gray

Copy Margins

U.S. Legal	Top	Bottom	Left	Right
Copy at 100% and Clone	.04 in. (1.0 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
Reductions/ Enlargements and Special Modes	.46 in. (11.7 mm)	.46 in. (11.7 mm)	.38 in. (9.65 mm)	.38 in. (9.65 mm)
2 on 1	.9 in. (22.86 mm)	.9 in. (22.86 mm)	.3 in. (7.62 mm)	.3 in. (7.62 mm)

Regulatory Information

The following sections describe the product requirements from the Federal Communications Commission (FCC, U.S. only).

Notice to Users of the U.S. Telephone Network: FCC Requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

◆ Remain on the line and explain to the dispatcher the reason for the call.

◆ Perform such activities in the off-peak hours, such as early morning or late evening.

Notice: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or

such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

Electromagnetic or Radio Frequency Interference: FCC Requirements

This equipment generates and uses radio frequency energy and may cause interference to radio and television reception. Your facsimile complies with the specifications of Part 15 of the Federal Communications Commission rules for a Class B digital device. These specifications provide reasonable protection against such interference in residential installation. However, there is no guarantee that interference will not occur in a particular installation. If the facsimile does cause interference to radio or television reception, which can be determined by turning the facsimile off and on, you can try to eliminate the interference problem by doing one or more of the following.

◆ Reorient the receiving antenna.

◆ Reorient the position of the facsimile with respect to the receiver.

◆ Move the facsimile away from the receiver.

◆ Plug the facsimile into a different outlet so that the facsimile and the receiver are on different branch circuits.

If necessary, consult an authorized HP service agency or an experienced radio/television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, to be helpful: "How to Identify and Resolve Radio/TV Interference Problems." This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

CAUTION	Changes or modifications not expressly approved by Hewlett-Packard for compliance could void the user's authority to use the equipment.
	Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.
The REN for this product is 1.3B, based on FCC Part 68 test results.

Declaration of Conformity

Manufacturer's Declaration for Class B Certified PC Peripherals

Manufacturer's Name and Address:

Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA

declares, that the product

Product Name:	OfficeJet R40, R65 & R80 series
Model Number(s):	C668xA, where x=0,1,2,3,4,7,8 or 9
	C669yA, where y=2,3 or 4
	HP Color Copier 170, 270, 160, 260
	C668xA, where x=5 or 6
	C669yA, where y=0 or 1
Product Options:	OfficeJet R65 includes ADF HP part # C6681-60020
	OfficeJet R80 includes ADF/FAX HP part # C6682-60040
	HP Color Copier 270 & 260 includes ADF HP part # C6681-60020

conforms to the following Product Specifications:

EMC:	FCC CFR 47, Part 15 – Class B

US Contact Information: Hewlett-Packard, 16399 W. Bernardo Dr. San Diego, CA 92127-1899, (619) 655-4100
NVLAP Certification # 20038-1

Sharing HP OfficeJet on a Network

4

This chapter explains how to set up the HP OfficeJet and your computers for network printing using Windows 95/98 or NT 4.0 or a combination of the two on a point-and-print or peer-to-peer network.

NOTE	Your computers must already be networked to use this procedure. HP does not provide support for networks. See your Windows Help system for assistance.
	HP OfficeJet does not support scanning over a network. The Jet Direct 170X Print Server may or may not provide network printing and limited scanning capabilities. For more information, see the HP Web site at: http://www.hp.com/go/all-in-one.

Understanding Point-and-Print and Peer-to-Peer Networks

For purposes of discussion in this guide, *point-and-print network* refers to an environment where two or more computers (Windows 95/98 or NT 4.0) equally share a single resource, such as the HP OfficeJet, and the server computer automatically downloads the required software to the client computer. If your network uses a Windows 95/98 computer as the server with Windows NT 4.0 clients, you must use a *peer-to-peer* network configuration instead. A peer-to-peer network is the same except that the software must be manually installed on each Windows NT 4.0 client.

Local Area Network (LAN) Access

Before you can set up printer sharing, a network must already exist.

Minimum System Requirements

Each computer must meet the minimum system requirements for connection to a LAN. A computer that meets these requirements is one that:

◆ Contains a properly configured network card.

◆ Is a client or server for Microsoft networks.

◆ Has basic network services and protocols.

◆ Has the proper network adapter.

◆ Has LAN access.

Setting Up the Server

This section provides instructions for setting up the server.

IMPORTANT	If you are using Windows NT 4.0, you must have administrative rights for your computer to set up an NT 4.0 server for network printing. For more information, see Windows NT 4.0 Help or your system administrator.

1 Install the HP OfficeJet R Series software on the server, as described in Chapter 1 under "Installing the HP OfficeJet R Series Software."

2 If you are using Windows 95/98 as your server, perform the following steps before continuing.

    a On the Windows desktop, right-click **Network Neighborhood**, and choose **Properties**.

    b On the **Configuration** tab, click **File and Print Sharing**.

    c Select the check box for the sharing options you want.

    d Click **OK** to store your changes, and then click **OK** again to exit the File and Print Sharing dialog box.

3 Restart the computer.

4 If an **Electronic Registration** window appears, follow the on-screen instructions to register your HP OfficeJet.

5 On the Windows taskbar, click **Start**, point to **Settings**, and choose **Printers**.

6 Right-click the **HP OfficeJet R Series** icon, and choose **Sharing**.

The HP OfficeJet R Series Properties dialog box appears, with the Sharing tab visible.

7 Click the **Shared** (Windows NT 4.0) or **Shared As** (Windows 95/98) option.

8 In the **Share Name** field, type a name for the HP OfficeJet if you do not want to use the default name, **HPOffice**.

TIP *Note the share name of the HP OfficeJet. You will need it to set up client computers.*

9 If you are setting up a Windows NT 4.0 server that supports Windows 95/98 clients, complete the following steps before continuing.

    a Click **Alternate drivers**, and then click **Windows 95**.

    b After the message instructing you to insert the floppy disk appears, click **OK** and insert the HP OfficeJet R Series CD-ROM.

    c In the **Printer Drivers for Windows 95** dialog box, click **Browse**, open the **AddPrinter** folder, open the **w9x** folder, and double-click the **hpm95wa.inf** file.

    This allows the Windows NT 4.0 server to download the correct driver to a Windows 95/98 client.

10 Click **OK** to close the dialog box and store your changes.

Setting Up a Point-and-Print Client

Follow these steps to install the printing software on each client for either of the following configurations:

◆ Windows 95/98 server with only Windows 95/98 clients.

◆ Windows NT 4.0 server with Windows 95/98 and/or NT 4.0 clients.

NOTE A Windows 95/98 server cannot automatically download the software to a Windows NT 4.0 client. For this configuration, follow the steps in "Setting Up a Peer-to-Peer Client (95/98 server to NT 4.0 client)."

1 On the Windows desktop, double-click **Network Neighborhood**.

2 Find the name of the server that the HP OfficeJet is directly connected to, and double-click its icon.

The server window appears showing shared devices, including the share name of the HP OfficeJet.
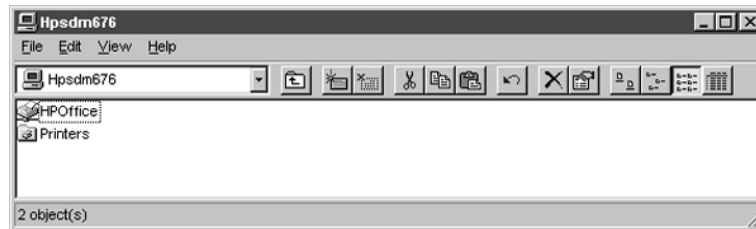
3 Double-click the HP OfficeJet's share name.

4 After the setup message "Before you can use the printer..." appears, click **Yes** and then wait several moments while the client computer establishes a connection to the HP OfficeJet.

After connecting to the shared HP OfficeJet, the HP OfficeJet R Series window appears.

Setting Up a Peer-to-Peer Client (95/98 server to NT 4.0 client)

If you are using a configuration that includes a 95/98 server with an NT 4.0 client, follow these steps to install the printing software on each NT 4.0 client.

1 Set up the server by following the steps outlined earlier under "Setting Up the Server."

2 In the first **Add Printer Wizard** dialog box, select **My Computer**, and click **Next**.

3 In the next dialog box, click **New Port**.

4 In the **Printer Ports** dialog box, choose **Local Port**, and click **New Port**.
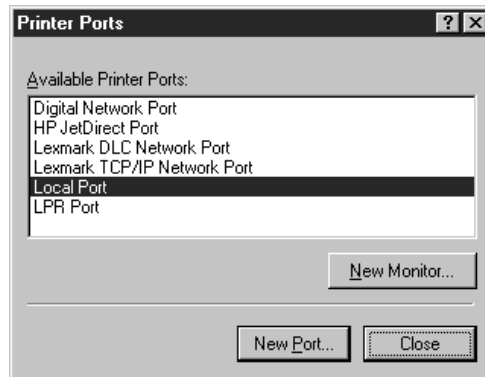
5 In the **Port Name** dialog box, type in the name of the server to which the HP OfficeJet is connected and the share name assigned to the printer.
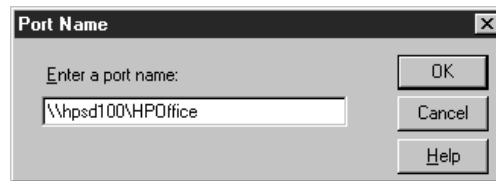
6 Click **OK** to close the **Port Name** dialog box and store your changes, and then click **Close** on the **Printer Ports** dialog box.

7 In the **Available ports** list, verify that the newly created port exists, and then click **Next**.

8 Click **Have Disk**, and insert the HP OfficeJet R Series software CD.

9 If the **HP OfficeJet R Series software installation menu** appears, click **Quit**.

10 Change the name of the drive letter to point to your CD-ROM drive, and click **Browse**.

11 In the **Locate File** dialog box, open the **AddPrinter** folder, open the **wNT** folder, and double-click the **hpmntwa.inf** file.

Locate File		? X
Look in:	🗀 wNT ▼	🔼 📑 📇 🏛

🗐 HPMntWA

🖳 Hp_officejet_r_s (F:)
   🗀 AddPrinter
      🗀 wNT
🖥 Vhalen_c on 'Vanhalen' (H:)
🖳 Network Neighborhood
💼 My Briefcase
📁 New Folder
🗀 q2

File name:	HPMntWA	Open
Files of type:	Setup Information (*.inf) ▼	Cancel

12 In the **Install From Disk** dialog box, click **OK**.

13 If another message appears, point to the same location on the CD, and click **OK**.

14 Select **HP OfficeJet R Series**, click **Next**, and click **Next** again.

15 To set the HP OfficeJet as your default printer, click **Yes** and then click **Next**.

16 Select **Not shared**, and click **Next**.

17 Select **Yes** to print a test page, and click **Finish**.

18 If your test page printed correctly, click **Yes**.

HP OfficeJet R Fax Menu

1. Print Reports — Enter/Save
- 1. Last Fax
- 2. History Log
- 3. Speed Dials
- 4. Menu Settings

2. Fax Functions — Enter/Save
- 1. Scheduled Send
- 2. Cancel/Sched

3. Set Speed Dial — Enter/Save
- 1. Individual
- 2. Group Dial
- 3. Delete Dial

4. Basic Setup — Enter/Save
- 1. Set Date/Time
- 2. Set Fax Header
- 3. Ring Volume → Enter/Save: Off, Soft, Normal (default)*, Loud
- 4. Speaker Volume → Enter/Save: Off, Soft, Normal (default)*, Loud
- 5. Dialing Method → Enter/Save: Tone (default)*, Pulse
- 6. Rings to Answ → Enter/Save: 1 (default)*, 2, 3, 4, 5, or 6
- 7. Backup Receive → Enter/Save: Off, On (default)*

5. Advanced Setup — Enter/Save
- 1. Auto Report → Enter/Save: Every Error (default)*, Send Error, Recv Error, Every Fax, Send Only
- 2. Busy Redial → Enter/Save: Off, On (default)*
- 3. No Answ Redial → Enter/Save: Off (default)*, On
- 4. Answ Ring Patn → Enter/Save: All Rings (default)*, Single Rings, Double Rings, Triple Rings, Double & Triple
- 5. Fx Auto Reduce → Enter/Save: Off, On (default)*
- 6. Silence Detect → Enter/Save: Off (default)*, On
- 7. Remote Recept → Enter/Save: Off, On (default)*
- 8. ECM → Enter/Save: Off, On (default)*

6. Service Setup — Enter/Save
- 1. Echo Protect → Enter/Save: Off, On (default)*
- 2. Reduced Baud → Enter/Save: Default (default)*, Next Fax, All Faxes
- 3. Fact. Defaults → Enter/Save: Off (default)*, Next Fax, All Faxes

Fax Menu   Enter/Save

Use Fax Menu to display the menu options.
Use the arrow buttons to move to the setting you want.
Press Enter/Save to select the setting shown on the display.
The asterisk (*) indicates the current setting.

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