



Color LaserJet Enterprise MFP M577

User Guide



M577dn



M577f



M577c



M577z



www.hp.com/support/colorljM577MFP



HP Color LaserJet Enterprise MFP M577

User Guide

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1 Printer overview

- [Printer views](#)
- [Printer specifications](#)
- [Printer hardware setup and software installation](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.

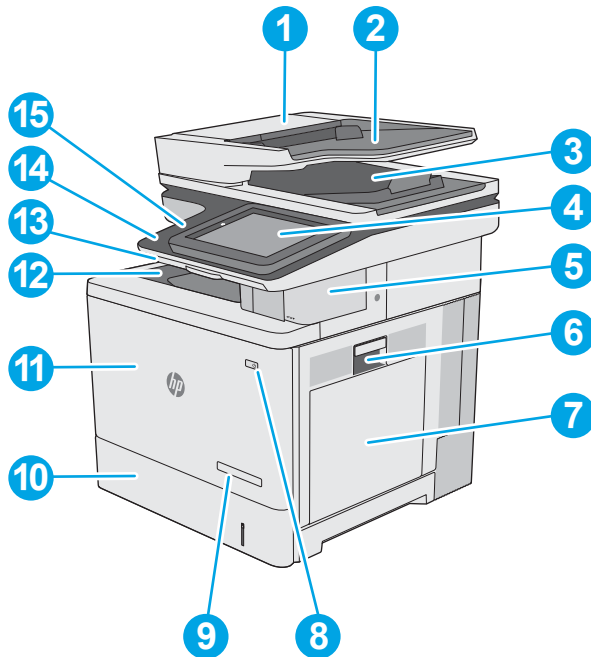
HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Printer views

- [Printer front view](#)
- [Printer back view](#)
- [Interface ports](#)
- [Control-panel view](#)

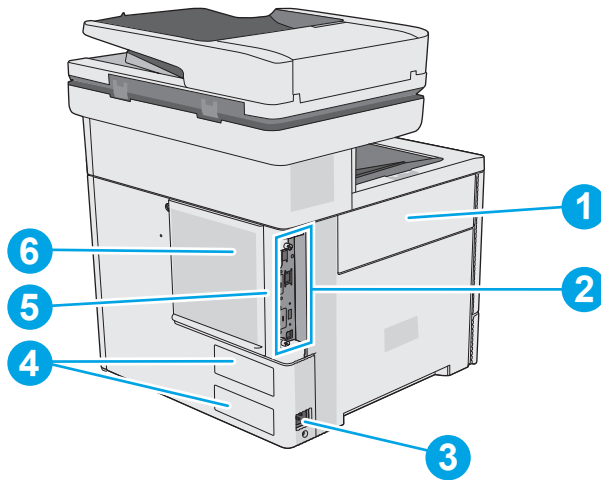
Printer front view



1	Document-feeder cover (access for clearing jams)
2	Document-feeder input tray
3	Document-feeder output bin
	NOTE: When feeding long paper through the document feeder, extend the paper stop at the right side of the output bin.
4	Control panel with color touchscreen display (tilts up for easier viewing)
5	Convenience stapler (f, c, and z models only)
6	Right door (access to the fuser and for clearing jams)
7	Tray 1
8	On/off button
9	Model name
10	Tray 2
11	Front door (access to the toner cartridges)
12	Standard output bin
13	Physical keyboard (c and z models only) Pull the keyboard straight out to use it.

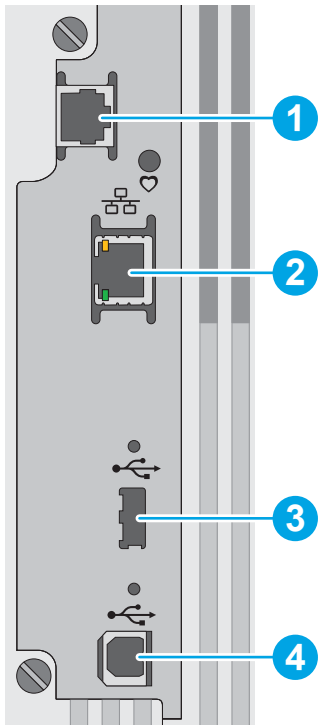
-
- | | |
|----|---|
| 14 | Easy-access USB port (on the side of the control panel) |
| | Insert a USB flash drive for printing or scanning without a computer or to update the printer firmware. |
| | NOTE: An administrator must enable this port before use. |
-
- | | |
|----|--|
| 15 | Hardware integration pocket (for connecting accessory and third-party devices) |
|----|--|
-

Printer back view



-
- | | |
|---|--|
| 1 | Toner-collection-unit door |
| 2 | Formatter (contains the interface ports) |
| 3 | Power connection |
| 4 | Serial number and product number label |
| 5 | Slot for a cable-type security lock (on the rear cover of the printer) |
| 6 | Formatter cover |
-

Interface ports



1 Fax port (f, c, and z models only. The port is covered for the dn model.)

2 Local area network (LAN) Ethernet (RJ-45) network port

3 USB port for connecting external USB devices (this port might be covered)



NOTE: For easy-access USB printing, use the USB port near the control panel.


4 Hi-Speed USB 2.0 printing port

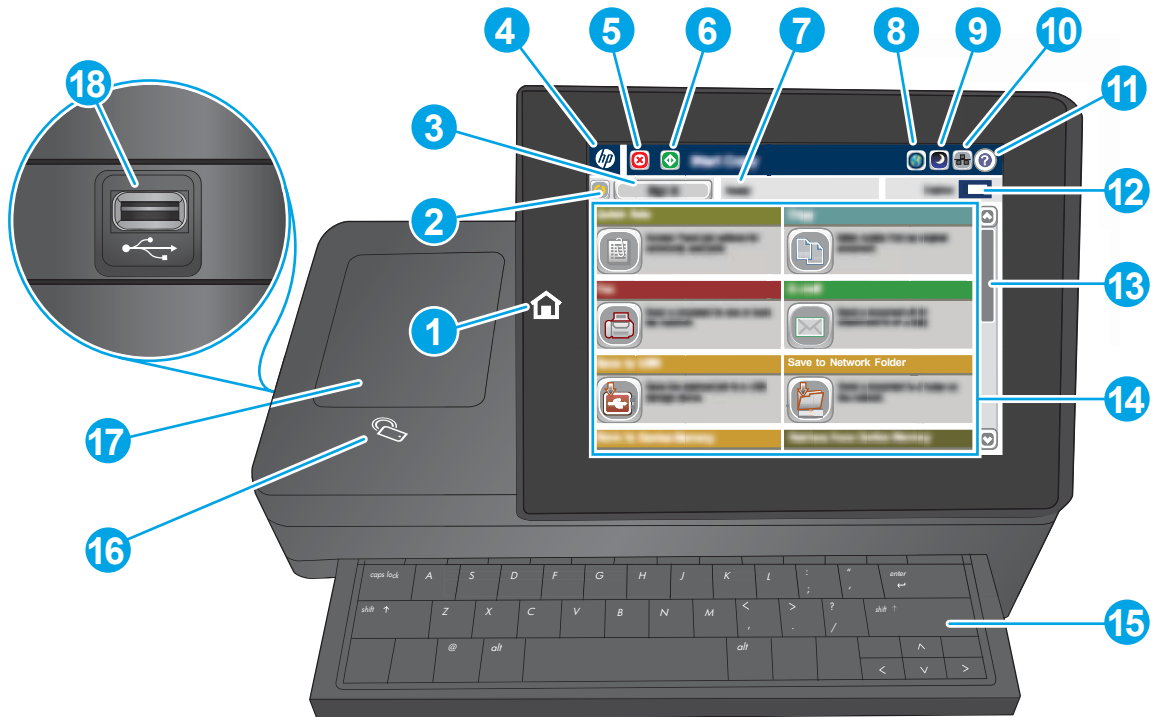
Control-panel view





 **NOTE:** Tilt the control panel for easier viewing.


The Home screen provides access to the printer features and indicates the current status of the printer.

Return to the Home screen at any time by touching the Home  button. Touch the Home  button on the left side of the printer control panel, or touch the Home button in the upper-left corner of most screens.

 **NOTE:** The features that appear on the Home screen can vary, depending on the printer configuration.



1	Home  button	Touch the Home button to return to the printer Home screen at any time.
2	Refresh button	Touch the Refresh button to clear changes and restore the default settings.
3	Sign In or Sign Out button	Touch the Sign In button to access secured features. Touch the Sign Out button to sign out of the printer. The printer restores all options to the default settings.
4	HP logo or Home button	On any screen other than the Home screen, the HP logo changes to a Home button. Touch the Home button to return to the Home screen.
5	Stop  button	Touch the Stop button to pause the current job. The Job Status screen opens and provides options to cancel or continue the job.
6	Start  button	Touch the Start button to start a copy job
7	Printer status	The status line provides information about the overall printer status.
8	Language Selection button	Touch the Language Selection button to select the language for the control-panel display.
9	Sleep button	Touch the Sleep button to put the printer into Sleep mode.
10	Network  button	Touch the Network button to find information about the network connection.

11	Help  button	Touch the Help button to open the embedded help system.
12	Copies field	The Copies field indicates the number of copies that the product is set to make.
13	Scroll bar	Use the scroll bar to see the complete list of available features.
14	Features	<p>Depending on the printer configuration, the features that appear in this area can include any of the following items:</p> <ul style="list-style-type: none"> • Quick Sets • Copy • E-mail • Fax • Save to USB • Save to Network Folder • Save to Device Memory • Retrieve from USB • Retrieve from Device Memory • Save to SharePoint® (c and z models only) • Job Status • Supplies • Trays • Administration • Device Maintenance
15	Keyboard (c and z models only)	This printer includes a physical keyboard. The keys are mapped to a language in the same way the virtual keyboard on the printer control panel is mapped. Whenever the keyboard layout for the virtual keyboard changes, the keys on the physical keyboard are remapped to match the new settings.
16	Near-field communication icon (z models only)	This icon indicates the printer includes integrated HP near-field communication (NFC) and Wi-Fi Direct
17	Hardware integration pocket	For connecting accessory and third-party devices.
18	Easy-access USB port	<p>Insert a USB flash drive for printing and scanning without a computer or to update the printer firmware</p> <p>NOTE: An administrator must enable this port before use.</p>

Printer specifications



IMPORTANT: The following specifications are correct at the time of publication, but they are subject to change. For current information, see www.hp.com/support/colorljM577MFP.

- [Technical specifications](#)
- [Supported operating systems](#)
- [Mobile printing solutions](#)
- [Printer dimensions](#)
- [Power consumption, electrical specifications, and acoustic emissions](#)
- [Operating-environment range](#)

Technical specifications

Model name		M577dn	M577f	Flow M577c	Flow M577z
Product number		B5L46A	B5L47A	B5L54A	B5L48A
Paper handling	Tray 1 (100-sheet capacity)	✓	✓	✓	✓
	Tray 2 (550-sheet capacity)	✓	✓	✓	✓
	1 x 550-sheet paper feeder	Optional	Optional	Optional	Optional
	NOTE: The printer accepts up to three 1 x 550-sheet paper feeders.				
	Printer cabinet	Optional	Optional	Optional	Optional
	Automatic duplex printing	✓	✓	✓	✓
	Convenience stapler	Not supported	✓	✓	✓
Connectivity	10/100/1000 Ethernet LAN connection with IPv4 and IPv6	✓	✓	✓	✓
	Hi-Speed USB 2.0	✓	✓	✓	✓
	Easy-access USB port for printing without a computer and upgrading the firmware	✓	✓	✓	✓
	Hardware Integration Pocket for connecting accessory and third-party devices	✓	✓	✓	✓
	HP Internal USB Ports	Optional	Optional	Optional	Optional
	Integrated HP near-field communication (NFC) and Wi-Fi Direct functionality for printing from mobile devices	Not supported	Not supported	Not supported	✓
	HP Jetdirect 3000w NFC/ Wireless Accessory for printing from mobile devices	Optional	Optional	Optional	Not supported

Model name		M577dn	M577f	Flow M577c	Flow M577z
Product number		B5L46A	B5L47A	B5L54A	B5L48A
	HP Jetdirect 2900nw Print Server accessory for wireless connectivity	Optional	Optional	Optional	Optional
Memory	1.75 GB base memory NOTE: The base memory is expandable to 2.5 GB by adding a DIMM memory module.	✓	✓	✓	✓
Mass storage	320 GB Hard Disk Drive	✓	✓	✓	✓
Security	HP Trusted Platform Module for encrypting all data that passes through the printer	Optional	Optional	Optional	Optional
Control-panel display and keyboard	Color touchscreen control panel	✓	✓	✓	✓
	Physical keyboard	Not supported	Not supported	✓	✓
Print	Prints 38 pages per minute (ppm) on A4 and 40 ppm on letter-size paper	✓	✓	✓	✓
	Easy-access USB printing (no computer required)	✓	✓	✓	✓
	Store jobs in the printer memory to print later or print privately	✓	✓	✓	✓
Fax		Optional	✓	✓	✓
Copy and Scan	Copies 38 pages per minute (ppm) on A4 and 40 ppm on letter-size paper	✓	✓	✓	✓
	100-page document feeder with dual-head scanning for single-pass duplex copying and scanning	✓	✓	✓	✓
	HP EveryPage Technologies including ultrasonic multi-feed detection	Not supported	Not supported	✓	✓
	Embedded optical character recognition (OCR) provides the ability to convert printed pages into text that can be edited or searched using a computer	Not supported	Not supported	✓	✓
	SMART Label feature provides paper-edge detection for automatic page cropping	Not supported	Not supported	✓	✓
	Automatic page orientation for pages that have at least 100 characters of text	Not supported	Not supported	✓	✓

Model name	M577dn	M577f	Flow M577c	Flow M577z	
Product number	B5L46A	B5L47A	B5L54A	B5L48A	
	Automatic tone adjustment sets contrast, brightness, and background removal for each page	Not supported	Not supported	✓	✓
Digital Send	Send documents to E-mail, USB, and shared folders on a network	✓	✓	✓	✓
	Send documents to SharePoint®	Not supported	Not supported	✓	✓

Supported operating systems

The following information applies to the Printer-Specific Windows PCL 6 and OS X print drivers and to the in-box software installation CD.

Windows: The HP Software Installer CD installs the “HP PCL.6” version 3 print driver, the “HP PCL 6” version 3 print driver, or the or the “HP PCL-6” version 4 print driver, depending on the Windows operating system, along with optional software when using the full software installer. Download the “HP PCL.6” version 3 print driver, the “HP PCL 6” version 3 print driver, and the “HP PCL-6” version 4 print driver from the printer-support Web site for this printer: www.hp.com/support/colorljM577MFP.

Mac computers, OS X, and iOS devices: Mac computers and Apple iOS mobile devices are supported with this printer. The OS X print driver and print utility are available for download from hp.com. The HP installer software for OS X is not included in the in-box CD. Follow these steps to download the HP installer software for OS X:


1. Go to www.hp.com/support/colorljM577MFP.
2. Select **Support Options**, under **Download Options** select **Drivers, Software & Firmware**, and then select the printer bundle.
3. Click the operating system version, and then click the **Download** button.

Table 1-1 Supported operating systems and print drivers

Operating system	Print driver installed (from the software installer CD for Windows, or the installer on the Web for OS X)	Notes
Windows® XP SP3, 32-bit	The “HP PCL.6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system. Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best effort support for the discontinued XP operating system.
Windows Vista®, 32-bit	The “HP PCL.6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system.
Windows Server 2003 SP2, 32-bit	The “HP PCL.6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system. Microsoft retired mainstream support for Windows Server 2003 in July 2010. HP will continue to provide best effort support for the discontinued Server 2003 operating system.
Windows 7 SP1, 32-bit and 64-bit	The “HP PCL 6” printer-specific print driver is installed for this operating system as part of the full software installation.	
Windows 8, 32-bit and 64-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system. Windows 8 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.

Table 1-1 Supported operating systems and print drivers (continued)

Operating system	Print driver installed (from the software installer CD for Windows, or the installer on the Web for OS X)	Notes
Windows 8.1, 32-bit and 64-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system. Windows 8.1 RT support is provided through Microsoft IN OS Version 4, 32-bit driver.
Windows 10, 32-bit and 64-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system.
Windows Server 2008 SP2, 32-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system.
Windows Server 2008 SP2, 64-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system.
Windows Server 2008 R2, SP 1, 64-bit	The “HP PCL-6” printer-specific print driver is installed for this operating system as part of the basic software installation. The basic installer installs the driver only.	The full software installer is not supported for this operating system.
Windows Server 2012, 64-bit	The software installer does not support Windows Server 2012 but the “HP PCL-6” version 3 and “HP PCL-6” version 4 printer-specific print drivers do support it.	Download the driver from the HP Web site, and use the Windows Add Printer tool to install it.
Windows Server 2012 R2, 64-bit	The software installer does not support Windows Server 2012 but the “HP PCL-6” version 3 and “HP PCL-6” version 4 printer-specific print drivers do support it.	Download the driver from the HP Web site, and use the Windows Add Printer tool to install it.
OS X 10.8 Mountain Lion, OS X 10.9 Mavericks, OS X 10.10 Yosemite	The OS X print driver and print utility are available for download from hp.com and may also be available via Apple Software Update. The HP installer software for OS X is not included in the in-box CD.	For OS X, download the installer from the support Web site for this printer. <ol style="list-style-type: none"> 1. Go to www.hp.com/support/colorljM577MFP. 2. Select Support Options, under Download Options select Drivers, Software & Firmware, and then select the printer bundle. 3. Click the operating system version, and then click the Download button.

 **NOTE:** For a current list of supported operating systems, go to www.hp.com/support/colorljM577MFP for HP's all-inclusive help for the printer.


 **NOTE:** For details on client and server operating systems and for HP UPD PCL6, UPD PCL 5, and UPD PS driver support for this printer, go to www.hp.com/go/upd. Under **Additional information**, click the links.

Table 1-2 Minimum system requirements

Windows	Mac computers and OS X
<ul style="list-style-type: none">• CD-ROM drive, DVD drive, or an Internet connection• Dedicated USB 1.1 or 2.0 connection or a network connection• 400 MB of available hard-disk space• 1 GB RAM (32-bit) or 2 GB RAM (64-bit)	<ul style="list-style-type: none">• Internet connection• 1 GB of available hard-disk space

Mobile printing solutions

The printer supports the following software for mobile printing:

- HP ePrint software

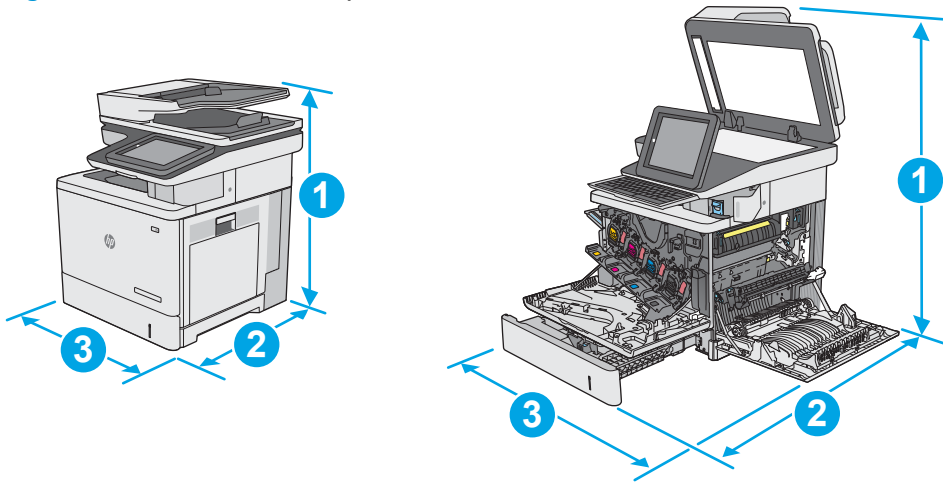


NOTE: The HP ePrint Software supports the following operating systems: Windows 7 SP 1 (32-bit and 64-bit); Windows 8 (32-bit and 64-bit); Windows 8.1 (32-bit and 64-bit); Windows 10 (32-bit and 64-bit); and OS X versions 10.8 Mountain Lion, 10.9 Mavericks, and 10.10 Yosemite.

- HP ePrint via email (Requires HP Web Services to be enabled and the printer to be registered with HP Connected)
- HP ePrint app (Available for Android, iOS, and Blackberry)
- ePrint Enterprise app (Supported on all printers with ePrint Enterprise Server Software)
- HP Home and Biz app (Available for Symbian/Nokia devices)
- Google Cloud Print 1.0 (Requires the printer to be registered with HP Connected and then registered with Google Cloud)
- AirPrint
- Android Printing

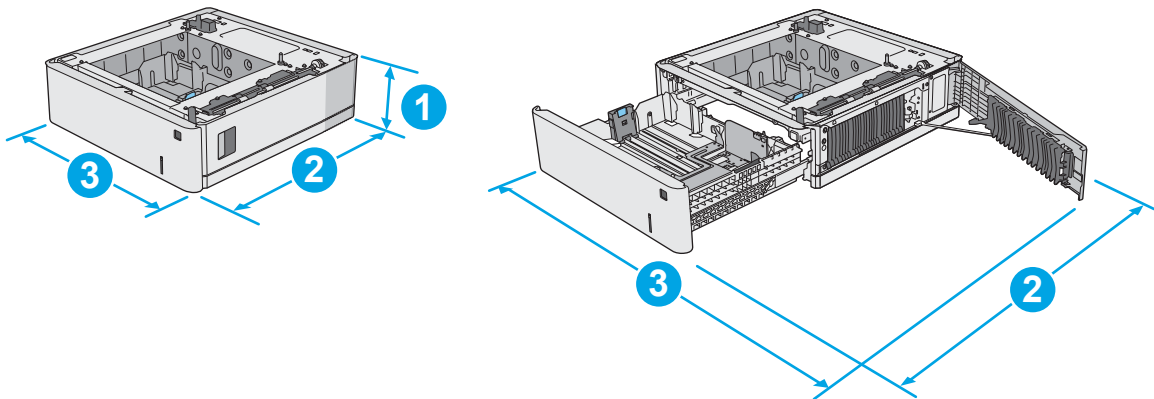
Printer dimensions

Figure 1-1 Dimensions for the printer



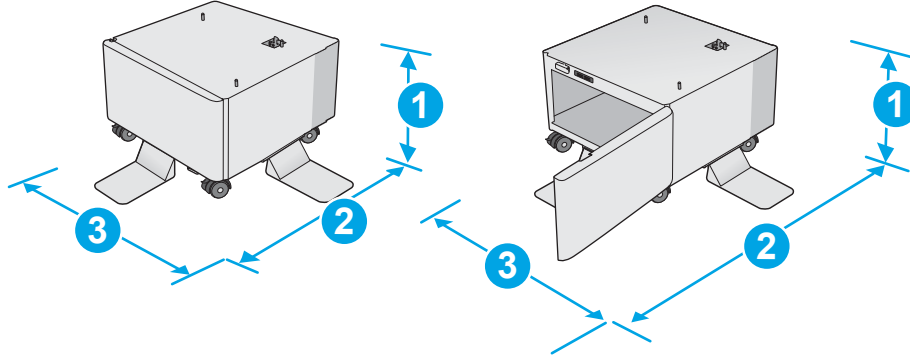
	Printer fully closed	Printer fully opened
1. Height	583 mm (23 in)	837 mm (33 in)
2. Depth	504 mm (19.8 in)	853 mm (33.6 in)
3. Width	482 mm (19 in)	803 mm (31.6 in)
Weight	dn model: 38.1 kg (84 lb) f model: 38.3 kg (84.5 lb) c and z models: 38.6 kg (85 lb)	

Figure 1-2 Dimensions for the 1 x 550-sheet paper feeder



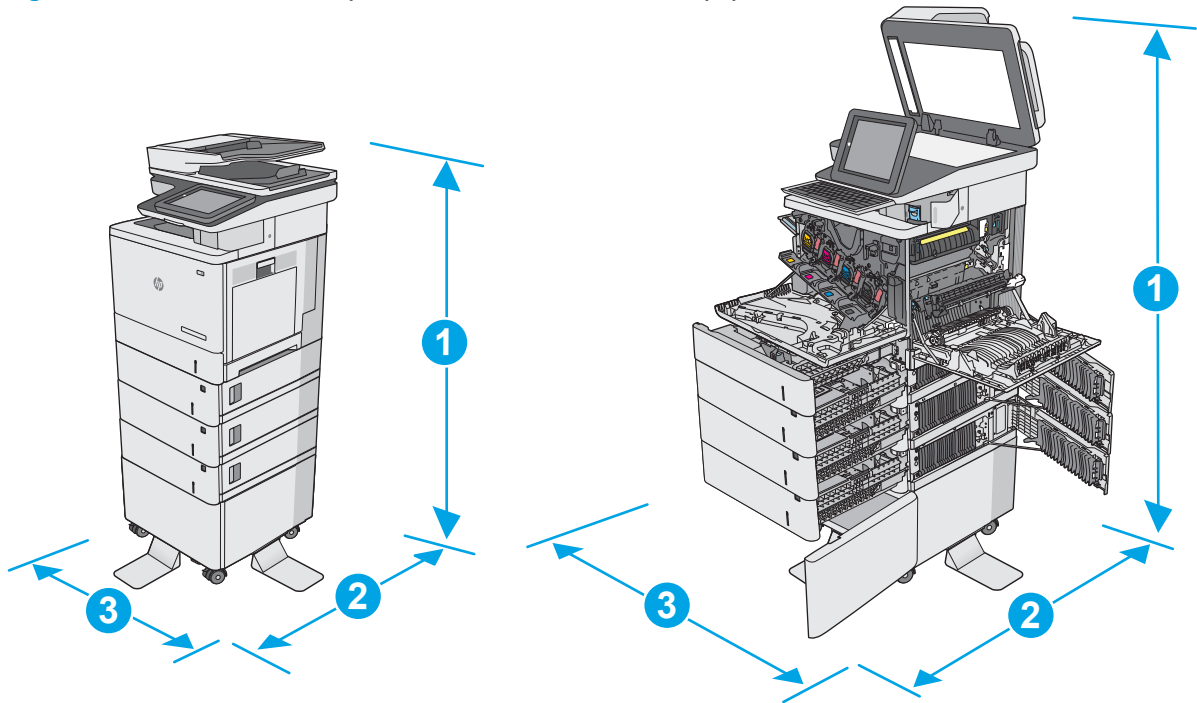
1. Height	130 mm (5.1 in)
2. Depth	Tray closed: 465 mm (18.3 in) Tray opened: 768 mm (30.2 in)
3. Width	Lower-right door closed: 458 mm (18.0 in) Lower-right door opened: 853 mm (33.6 in)
Weight	5.8 kg (12.8 lb)

Figure 1-3 Dimensions for the cabinet/stand



1. Height	295 mm (11.6 in)
2. Depth	Door closed: 869 mm (34.2 in) Door opened: 1113 mm (43.8 in)
3. Width	884 mm (34.8 in) This value is subject to change. For current information, go to www.hp.com/support/colorljM577MFP .
Weight	17.7 kg (39 lb) This value is subject to change. For current information, go to www.hp.com/support/colorljM577MFP .

Figure 1-4 Dimensions for the printer with three 1 x 550-sheet paper feeders and the cabinet/stand



	Printer and accessories fully closed	Printer and accessories fully opened
1. Height	1268 mm (49.9 in)	1522 mm (59.9 in)
2. Depth	869 mm (34.2 in)	1113 mm (43.8 in)

	Printer and accessories fully closed	Printer and accessories fully opened
3. Width	884 mm (34.8 in)	853 mm (33.6 in)
Weight	dn model: 73.2 kg (161.4 lb)	
	f model: 73.4 kg (161.8 lb)	
	c and z models: 73.7 kg (162.5 lb)	

¹ These values are subject to change. For current information, go to www.hp.com/support/colorljM577MFP.

² Do not extend more than one paper tray at a time.

Power consumption, electrical specifications, and acoustic emissions

See www.hp.com/support/colorljM577MFP for current information.

CAUTION: Power requirements are based on the country/region where the printer is sold. Do not convert operating voltages. This will damage the printer and void the printer warranty.

Operating-environment range

Table 1-3 Operating-environment specifications

Environment	Recommended	Allowed
Temperature	17° to 25°C (62.6° to 77°F)	15° to 30°C (59° to 86°F)
Relative humidity	30% to 70% relative humidity (RH)	10% to 80% RH

Printer hardware setup and software installation

For basic setup instructions, see the Hardware Installation Guide that came with the printer. For additional instructions, go to HP support on the Web.

Go to www.hp.com/support/colorljM577MFP for HP's all-inclusive help for the printer. Find the following support:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

2 Paper trays

- [Load paper to Tray 1 \(multipurpose tray\)](#)
- [Load paper to Trays 2, 3, 4, and 5](#)
- [Load and print envelopes](#)
- [Load and print labels](#)
- [Use the convenience stapler \(f, c, and z models\)](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.




HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

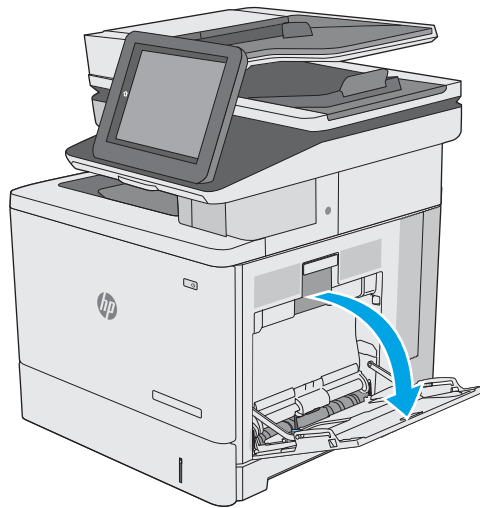
Load paper to Tray 1 (multipurpose tray)

Introduction

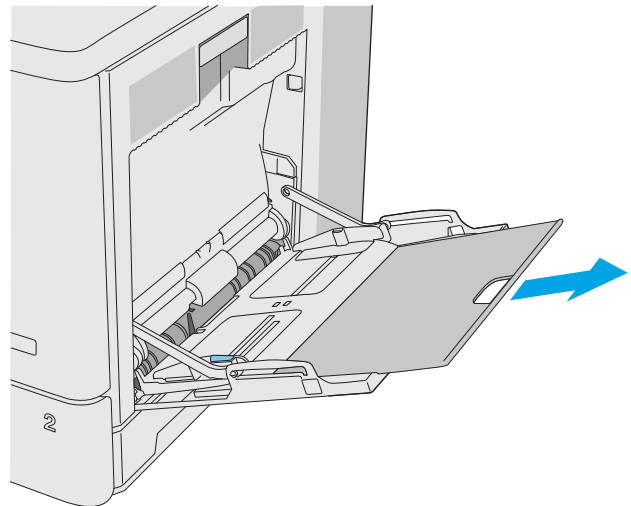
The following information describes how to load paper into Tray 1. This tray holds up to 100 sheets of 75 g/m² (20 lb) paper or 10 envelopes.

-  **NOTE:** Select the correct paper type in the print driver before printing..
-  **NOTE:** Tray 1 does not support labels. To print on sheets of labels, use Tray 2, or one of the optional 550-sheet paper feeders.
-  **CAUTION:** To avoid jams, never add or remove paper from Tray 1 during printing.

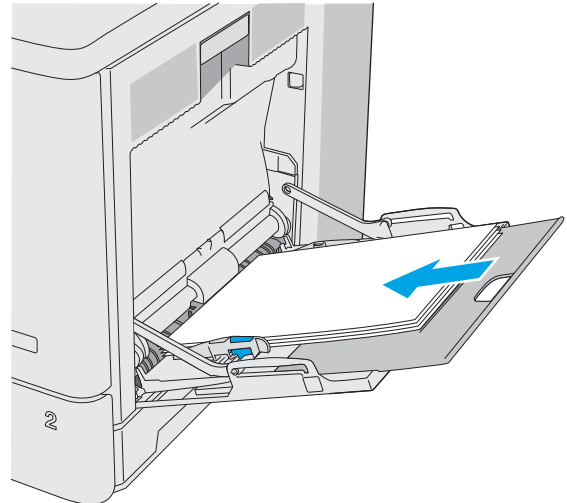
1. Open Tray 1.



2. Pull out the tray extension to support the paper.

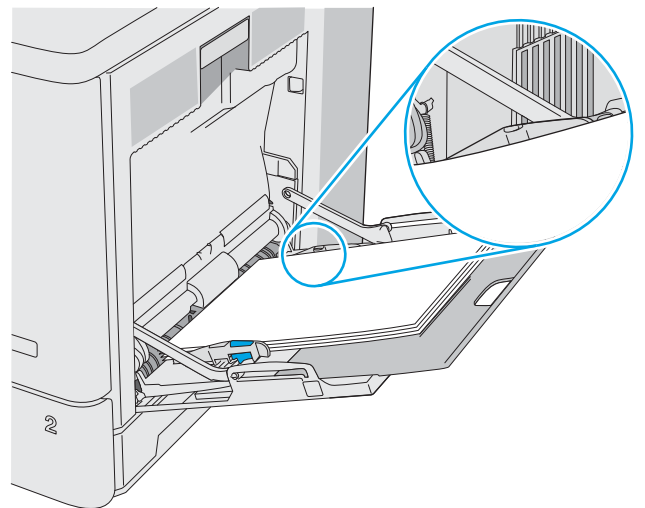


3. Spread the paper guides to the correct size, and then load paper in the tray. For information about how to orient the paper, see [Tray 1 paper orientation on page 20](#).

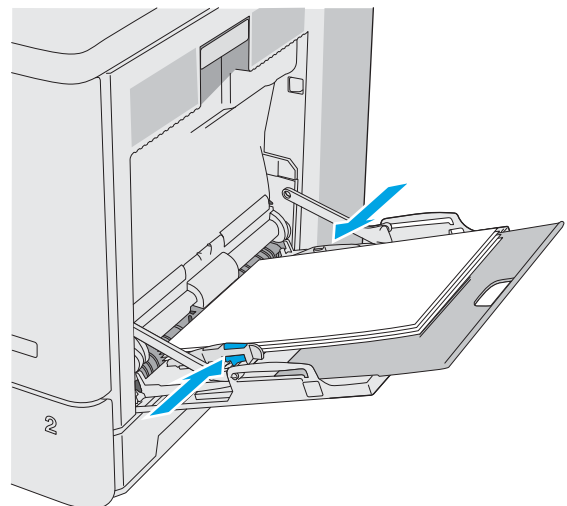


4. Make sure that the paper fits under the fill line on the paper guides.

NOTE: The maximum stack height is 10 mm (0.4 in), or approximately 100 sheets of 75g paper.




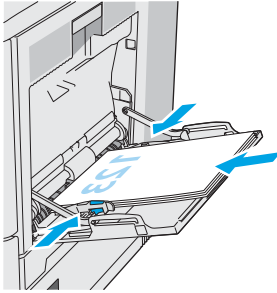
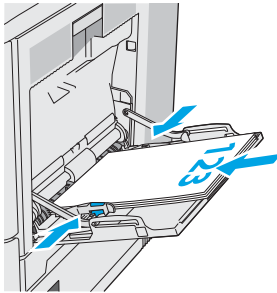
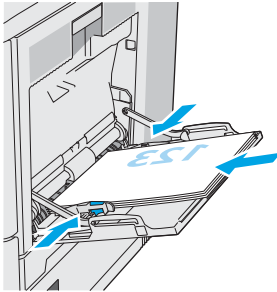
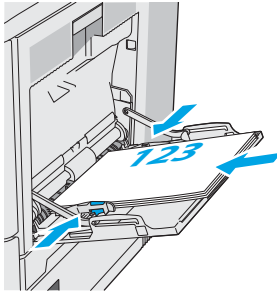
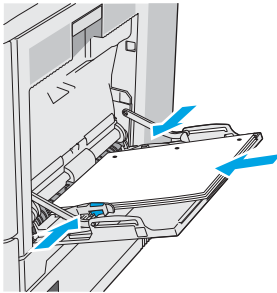
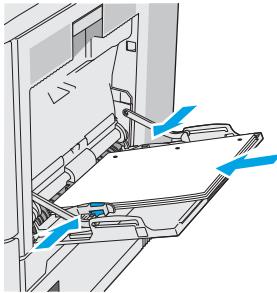
5. Adjust the side guides so that they lightly touch the paper stack, but do not bend it.



Tray 1 paper orientation

When using paper that requires a specific orientation, load it according to the information in the following table.

 **NOTE:** The **Alternative Letterhead Mode** settings affects the way to load letterhead or preprinted paper. This setting is disabled by default. When using this mode, load paper as for automatic duplex printing. For more information, see [Use alternative letterhead mode on page 21](#).

Paper type	Image Orientation	Single-sided printing	Duplex printing or with Alternative Letterhead Mode enabled
Letterhead or preprinted	Portrait	Face-down Top edge leading into the printer 	Face-up Bottom edge leading into the printer 
	Landscape	Face-down Top edge toward the back of the printer 	Face-up Top edge toward the back of the printer 
Prepunched	Portrait and landscape	Holes toward the back of the printer 	Holes toward the back of the printer 

Use alternative letterhead mode

Use the [Alternative Letterhead Mode](#) feature to load letterhead or preprinted paper into the tray the same way for all jobs, whether printing to one side of the sheet of paper or to both sides. When using this mode, load paper as for automatic duplex printing.

To use the feature, enable it by using the printer control-panel menus.


Enable Alternative Letterhead Mode by using the printer control-panel menus


1. From the Home screen on the printer control panel, swipe from right to left until the [Settings](#) menu displays. Touch the [Settings](#) icon to open the menu.
2. Open the following menus:
 - [Manage Trays](#)
 - [Alternative Letterhead Mode](#)
3. Select [Enabled](#), and then touch the [Save](#) button or press the [OK](#) button.

Load paper to Trays 2, 3, 4, and 5

Introduction

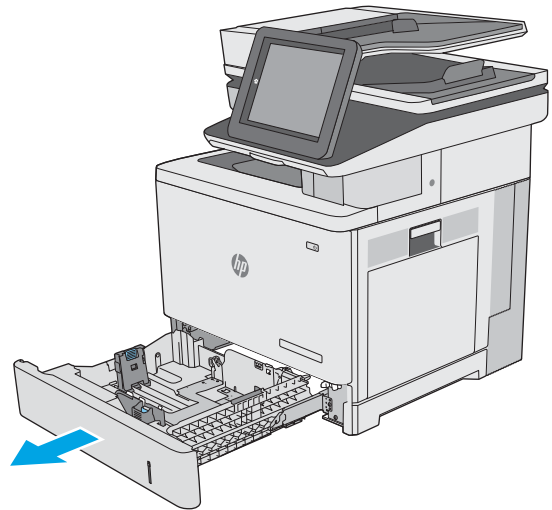
The following information describes how to load paper in Tray 2 and the optional 550-sheet trays (Trays 3, 4, and 5; part number B5L34A). These trays hold up to 550 sheets of 75 g/m² (20 lb) paper.

 **NOTE:** The procedure to load paper for the optional 550-sheet trays is the same as for Tray 2. Only Tray 2 is shown here.

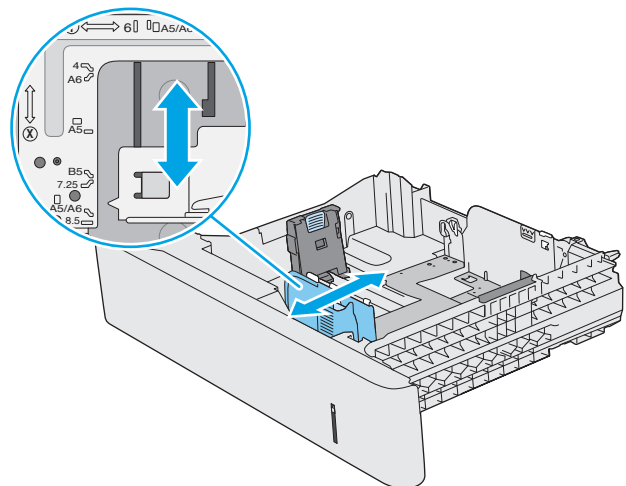
 **CAUTION:** Do not extend more than one paper tray at a time.

1. Open the tray.

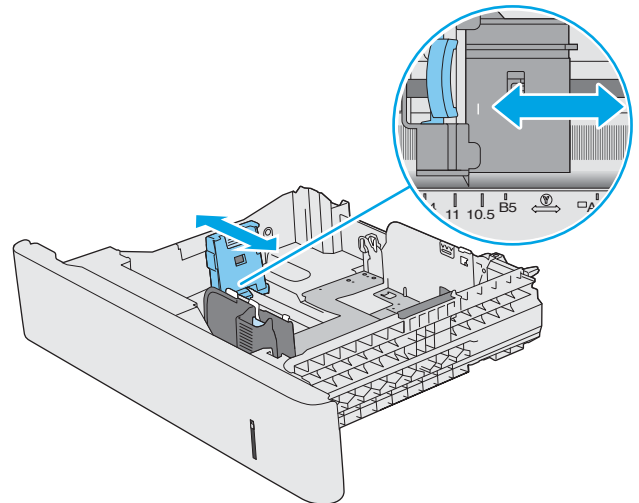
NOTE: Do not open this tray while it is in use.



2. Before loading paper, adjust the paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used. The arrow on the tray guide should line up exactly with the marking on the tray.



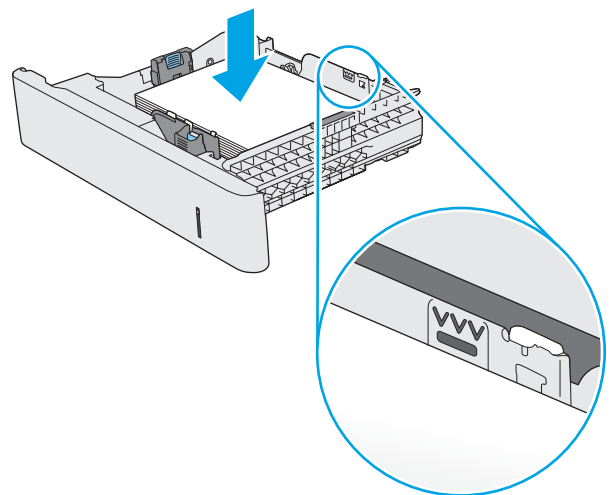
3. Adjust the paper-length guide by squeezing the adjustment latch and sliding the guide to the size of the paper being used.



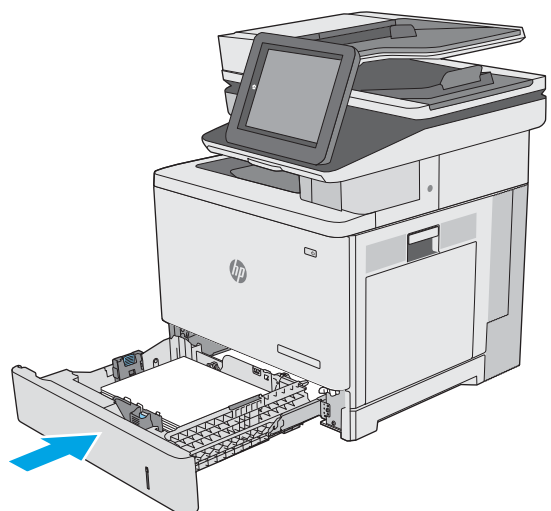
4. Load paper into the tray. For information about how to orient the paper, see [Tray 2 and the 550-sheet trays paper orientation on page 24](#).

NOTE: Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

NOTE: To prevent jams, adjust the paper guides to the correct size and do not overfill the tray. Be sure that the top of the stack is below the tray full indicator, as shown in the enlargement in the illustration.

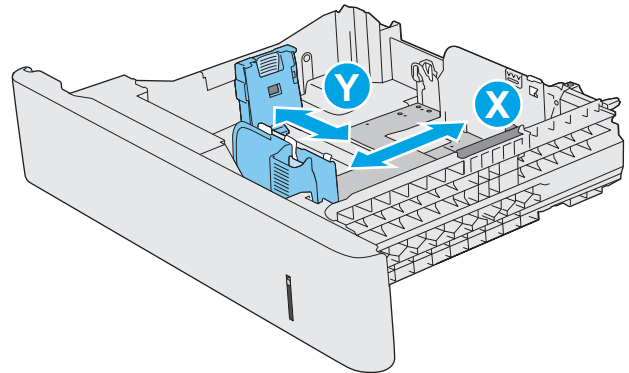


5. Close the tray.




- 6. The tray configuration message displays on the printer control panel.
- 7. If the paper size and type shown is not correct, select **Modify** to choose a different paper size or type.

For custom-size paper, specify the X and Y dimensions for the paper when the prompt displays on the printer control panel.

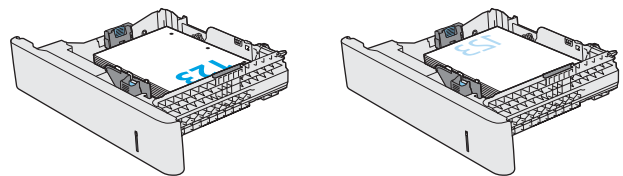


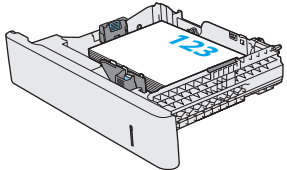
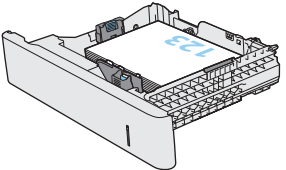
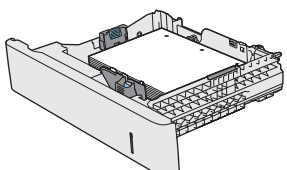
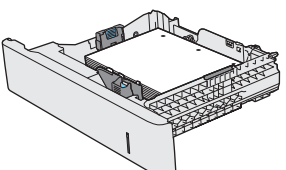
Tray 2 and the 550-sheet trays paper orientation

When using paper that requires a specific orientation, load it according to the information in the following table.

 **NOTE:** The **Alternative Letterhead Mode** settings affects the way to load letterhead or preprinted paper. This setting is disabled by default. When using this mode, load paper as for automatic duplex printing. For more information, see [Use alternative letterhead mode on page 25](#).

Paper type	Image Orientation	Single-sided printing	Duplex printing or with Alternative Letterhead Mode enabled
Letterhead or preprinted	Portrait	Face-up Top edge toward the right	Face-down Top edge toward the left



Paper type	Image Orientation	Single-sided printing	Duplex printing or with Alternative Letterhead Mode enabled
	Landscape	Face-up Top edge toward the back of the printer	Face-down Top edge toward the back of the printer
			
Prepunched	Portrait and landscape	Holes toward the back of the printer	Holes toward the back of the printer
			

Use alternative letterhead mode

Use the [Alternative Letterhead Mode](#) feature to load letterhead or prepunched paper into the tray the same way for all jobs, whether printing to one side of the sheet of paper or to both sides. When using this mode, load paper as for automatic duplex printing.

To use the feature, enable it by using the printer control-panel menus.

Enable Alternative Letterhead Mode by using the printer control-panel menus

- From the Home screen on the printer control panel, swipe from right to left until the [Settings](#) menu displays. Touch the [Settings](#) icon to open the menu.
- Open the following menus:
 - [Manage Trays](#)
 - [Alternative Letterhead Mode](#)
- Select [Enabled](#), and then touch the [Save](#) button or press the [OK](#) button.

Load and print envelopes

Introduction


The following information describes how to print and load envelopes. Use only Tray 1 to print on envelopes. Tray 1 holds up to 10 envelopes.

To print envelopes using the manual feed option, follow these steps to select the correct settings in the print driver, and then load the envelopes into the tray after sending the print job to the printer.

Print envelopes

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen, select **Devices**, select **Print**, and then select the printer.

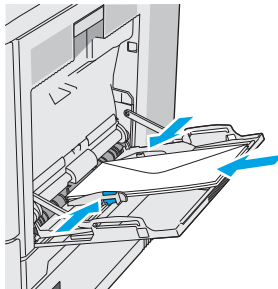
3. Click or tap the **Paper/Quality** tab.
4. In the **Paper size** drop-down list, select the correct size for the envelopes.
5. In the **Paper type** drop-down list, select **Envelope**.
6. In the **Paper source** drop-down list, select **Manual feed**.
7. Click the **OK** button to close the **Document Properties** dialog box.
8. In the **Print** dialog box, click the **OK** button to print the job.

Envelope orientation

Load envelopes in either of these orientations:

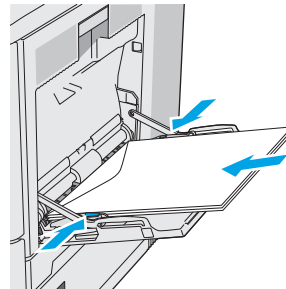
Face-down

Top edge toward the back of the printer



Face-down

Top edge leading into the printer



Load and print labels

Introduction

To print on sheets of labels, use Tray 2 or one of the optional 550-sheet trays. Tray 1 does not support labels.

To print labels using the manual feed option, follow these steps to select the correct settings in the print driver, and then load the labels into the tray after sending the print job to the printer. When using manual feed, the printer waits to print the job until it detects the tray has been opened and closed.

Manually feed labels

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.



NOTE: The name of the button varies for different software programs.



NOTE: To access these features from a Windows 8 or 8.1 Start screen, select **Devices**, select **Print**, and then select the printer.

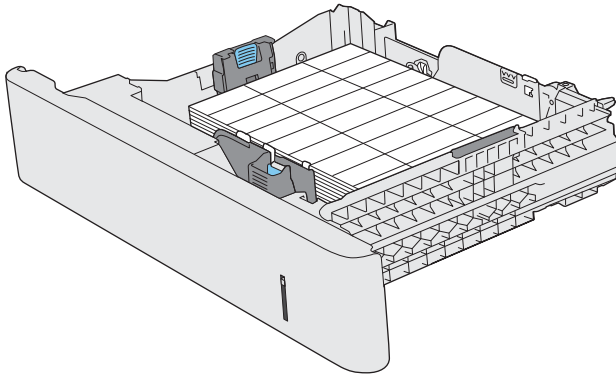
3. Click or tap the **Paper/Quality** tab.
4. In the **Paper size** drop-down list, select the correct size for the sheets of labels.
5. In the **Paper type** drop-down list, select **Labels**.
6. In the **Paper source** drop-down list, select **Manual feed**.



NOTE: When using manual feed, the printer prints from the lowest-numbered tray that is configured for the correct size of paper, so it is not necessary to specify a particular tray. For example, if Tray 2 is configured for labels, the printer will print from Tray 2. If Tray 3 is installed and configured for labels, but Tray 2 is not configured for labels, the printer will print from Tray 3.

7. Click the **OK** button to close the **Document Properties** dialog box.
8. In the **Print** dialog box, click the **OK** button to print the job.

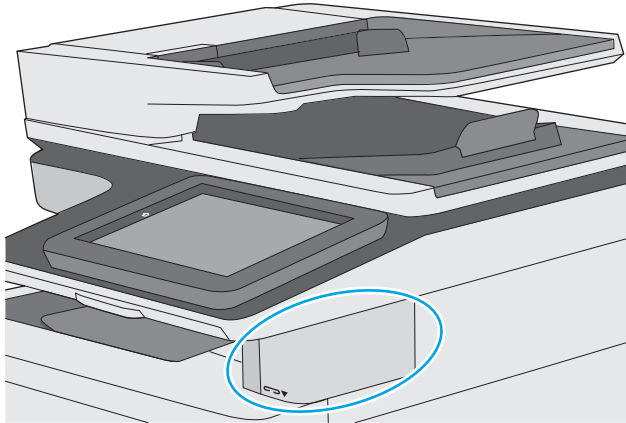
9. Load sheets of labels face-up with the top of the sheet toward the right side of the printer.



Use the convenience stapler (f, c, and z models)

The convenience stapler can staple up to 20 sheets of 75 g/m² (20 lb) paper.

CAUTION: To avoid damage to the printer, do not attempt to staple materials other than paper.



1. Insert the stack of paper into the slot on the front of the stapler.
2. Wait for the stapler to staple the sheets. The stapler activates when it senses paper, and it makes a stapling sound.

NOTE: If the printer is in Sleep mode, there might be a short delay.

3. Remove the stapled paper from the slot.

If the stapler does not release the paper, follow these steps to resolve the problem.

WARNING! To avoid injury, do not put your finger inside the stapler area to attempt to release the paper.

1. Open and close the stapler door, and then try removing the paper.
2. If the paper is still stuck, make sure the stapler door is closed, and then turn off the printer and turn it on again.

3 Supplies, accessories, and parts

- [Order supplies, accessories, and parts](#)
- [Replace the toner cartridges](#)
- [Replace the toner-collection unit](#)
- [Replace the staple cartridge \(f, c, and z models\)](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Order supplies, accessories, and parts

Ordering

Order supplies and paper	www.hp.com/go/suresupply
Order genuine HP parts or accessories	www.hp.com/buy/parts
Order through service or support providers	Contact an HP-authorized service or support provider.
Order using the HP Embedded Web Server (EWS)	To access, in a supported Web browser on your computer, enter the printer IP address or host name in the address/URL field. The EWS contains a link to the HP SureSupply Web site, which provides options for purchasing Original HP supplies.

Supplies and accessories

Item	Description	Cartridge number	Part number
Supplies			
HP 508A Black Original LaserJet Toner Cartridge	Standard-capacity replacement black toner cartridge	508A	CF360A
HP 508X High Yield Black Original LaserJet Toner Cartridge	High-capacity replacement black toner cartridge	508X	CF360X
HP 508A Cyan Original LaserJet Toner Cartridge	Standard-capacity replacement cyan cartridge	508A	CF361A
HP 508X High Yield Cyan Original LaserJet Toner Cartridge	High-capacity replacement cyan toner cartridge	508X	CF361X
HP 508A Yellow Original LaserJet Toner Cartridge	Standard-capacity replacement yellow toner cartridge	508A	CF362A
HP 508X High Yield Yellow Original LaserJet Toner Cartridge	High-capacity replacement yellow toner cartridge	508X	CF362X
HP 508A Magenta Original LaserJet Toner Cartridge	Standard-capacity replacement magenta toner cartridge	508A	CF363A
HP 508X High Yield Magenta Original LaserJet Toner Cartridge	High-capacity replacement magenta toner cartridge	508X	CF363X
HP toner-collection unit	Replacement toner-collection unit with attached door	Not applicable	B5L37A
HP Staple Cartridge Pack	Replacement staple cartridges for the f and z models. Contains two staple cartridges of 1500 staples each.	Not applicable	Q7432A
HP LaserJet 110 V Fuser Kit	Replacement fuser for 110 V models NOTE: A message displays on the control panel if the fuser needs to be replaced.	Not applicable	B5L35A

Item	Description	Cartridge number	Part number
HP LaserJet 220 V Fuser Kit	Replacement fuser for 220 V models NOTE: A message displays on the control panel if the fuser needs to be replaced.	Not applicable	B5L36A
HP 200 ADF Roller Replacement Kit	Replacement feed rollers for the document feeder	Not applicable	B5L52A
Accessories			
HP Color LaserJet 550-sheet Media Tray	Optional 550-sheet paper feeder NOTE: The printer supports up to three 550-sheet paper feeders.	Not applicable	B5L34A
Printer stand and cabinet	Optional stand with storage cabinet to support the printer Recommended when using multiple optional paper feeders. Includes installation instructions	Not applicable	B5L51A
HP LaserJet Keyboard Overlay Kit for Simplified Chinese & Traditional Chinese (c and z model only)	Language-specific, adhesive overlay for the physical keyboard	Not applicable	A7W12A
HP LaserJet Keyboard Overlay Kit for Swedish (c and z model only)	Language-specific, adhesive overlay for the physical keyboard	Not applicable	A7W14A
HP 1GB DDR3 x32 144-Pin 800MMHz SODIMM	Optional DIMM for expanding the memory	Not applicable	E5K48A
HP Trusted Platform Module	Automatically encrypts all data that passes through the printer	Not applicable	F5S62A
HP Foreign Interface Harness	Optional port for connecting third-party devices	Not applicable	B5L31A
HP LaserJet MFP Analog Fax Accessory 600	Optional fax accessory for the dn model	Not applicable	B5L53A
HP Jetdirect 2900nw Print Server	USB wireless print server accessory	Not applicable	J8031A
HP Jetdirect 3000w NFC/Wireless Accessory	Wi-Fi direct accessory for “touch” printing from mobile devices	Not applicable	J8030A

Customer self-repair parts

Customer Self-Repair (CSR) parts are available for many HP LaserJet printers to reduce repair time. More information about the CSR program and benefits can be found at www.hp.com/go/csr-support and www.hp.com/go/csr-faq.

Genuine HP replacement parts can be ordered at www.hp.com/buy/parts or by contacting an HP-authorized service or support provider. When ordering, one of the following will be needed: part number, serial number (found on back of printer), product number, or printer name.

- Parts listed as **Mandatory** self-replacement are to be installed by customers, unless you are willing to pay HP service personnel to perform the repair. For these parts, on-site or return-to-depot support is not provided under the HP printer warranty.
- Parts listed as **Optional** self-replacement can be installed by HP service personnel at your request for no additional charge during the printer warranty period.

Item	Description	Self-replacement options	Part number
1 x 550 Sheet Feeder Kit	Replacement 1 x 550-sheet feeder	Mandatory	B5L34-67901
Printer Cabinet Kit	Replacement printer cabinet/stand	Mandatory	B5L51-67901
HP Fuser kit	Replacement fuser	Mandatory	B5L35-67901 (110-volt) B5L36-67901 (220-volt)
HP Fuser kit, service	Replacement fuser, service kit	Mandatory	B5L35-67902 (110-volt) B5L36-67902 (220-volt)
ITB and T2 Roller kit, service	Replacement transfer belt and secondary transfer roller	Optional	B5L24-67901
T2 Roller Service Kit	Replacement secondary transfer roller	Mandatory	B5L24-67902
Tray 2-X Roller kit	Replacement rollers for Trays 2, 3, 4, and 5	Optional	B5L24-67904
Control-panel kit	Replacement touchscreen control panel	Mandatory	B5L47-67018
320 GB Hard Disk Drive kit	Replacement hard disk drive	Mandatory	5851-6712
HP 1GB DDR3 x32 144-Pin 800MHz SODIMM	Replacement memory DIMM	Mandatory	E5K48A-67902
HP Trusted Platform Module kit	Replacement trusted platform module	Mandatory	F5S62-61001
HP Foreign Interface Harness kit	Replacement foreign interface harness	Mandatory	B5L31-67902
Toner Collection Unit	Replacement toner-collection unit	Mandatory	B5L37-67901
Analog FAX 600 Kit	Replacement fax board	Mandatory	B5L53-67901
ADF Maintenance Kit	Maintenance kit for the document feeder	Mandatory	B5L52-67903
Scanner white backing	Replacement white plastic backing for the scanner	Mandatory	5851-6570
Retention Clip Assy	Replacement retention clips that are behind the scanner white backing	Mandatory	5851-6573
U.S. English Keyboard Kit	Replacement keyboard for the c and z model	Mandatory	B5L47-67019
U.K. English Keyboard Kit	Replacement keyboard for the c and z model	Mandatory	B5L47-67020
Keyboard Overlay Kit French, Italian, Russian, German, Spanish, Ukrainian	Replacement keyboard overlay for the c and z model	Mandatory	5851-6019
Keyboard Overlay Kit Canadian French, Latin American Spanish, U.S. Spanish	Replacement keyboard overlay for the c and z model	Mandatory	5851-6020

Item	Description	Self-replacement options	Part number
Keyboard Overlay Kit Swiss French, Swiss German, Danish	Replacement keyboard overlay for the c and z model	Mandatory	5851-6021
Keyboard Overlay Kit Simplified Chinese, Traditional Chinese	Replacement keyboard overlay for the c and z model	Mandatory	5851-6022
Keyboard Overlay Kit Spanish, Portuguese	Replacement keyboard overlay for the c and z model	Mandatory	5851-6023
Keyboard Overlay Kit Japanese (KG and KT)	Replacement keyboard overlay for the c and z model	Mandatory	5851-6024

Replace the toner cartridges

Introduction

The following information provides details about the toner cartridges for the printer, and it includes instructions to replace them.

- [Toner-cartridge information](#)
- [Remove and replace the cartridges](#)


Toner-cartridge information

This printer indicates when the toner-cartridge level is low and very low. The actual toner-cartridge life remaining can vary. Consider having a replacement cartridge available to install when print quality is no longer acceptable.

To purchase cartridges or check cartridge compatibility for the printer, go to HP SureSupply at www.hp.com/go/suresupply. Scroll to the bottom of the page and verify that the country/region is correct.

The printer uses four colors and has a different toner cartridge for each color: yellow (Y), magenta (M), cyan (C), and black (K). The toner cartridges are inside the front door.

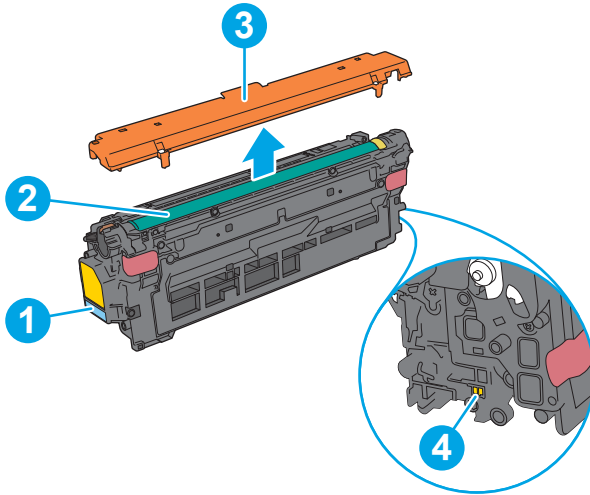
Item	Description	Cartridge number	Part number
HP 508A Black Original LaserJet Toner Cartridge	Standard-capacity replacement black toner cartridge	508A	CF360A
HP 508X High Yield Black Original LaserJet Toner Cartridge	High-capacity replacement black toner cartridge	508X	CF360X
HP 508A Cyan Original LaserJet Toner Cartridge	Standard-capacity replacement cyan cartridge	508A	CF361A
HP 508X High Yield Cyan Original LaserJet Toner Cartridge	High-capacity replacement cyan toner cartridge	508X	CF361X
HP 508A Yellow Original LaserJet Toner Cartridge	Standard-capacity replacement yellow toner cartridge	508A	CF362A
HP 508X High Yield Yellow Original LaserJet Toner Cartridge	High-capacity replacement yellow toner cartridge	508X	CF362X
HP 508A Magenta Original LaserJet Toner Cartridge	Standard-capacity replacement magenta toner cartridge	508A	CF363A
HP 508X High Yield Magenta Original LaserJet Toner Cartridge	High-capacity replacement magenta toner cartridge	508X	CF363X

 **NOTE:** High-yield toner cartridges contain more toner than standard cartridges for increased page yield. For more information, go to www.hp.com/go/learnaboutsupplies.

Do not remove the toner cartridge from its package until it is time to replace it.

CAUTION: To prevent damage to the toner cartridge, do not expose it to light for more than a few minutes. Cover the green imaging drum if the toner cartridge must be removed from the printer for an extended period of time.

The following illustration shows the toner-cartridge components.



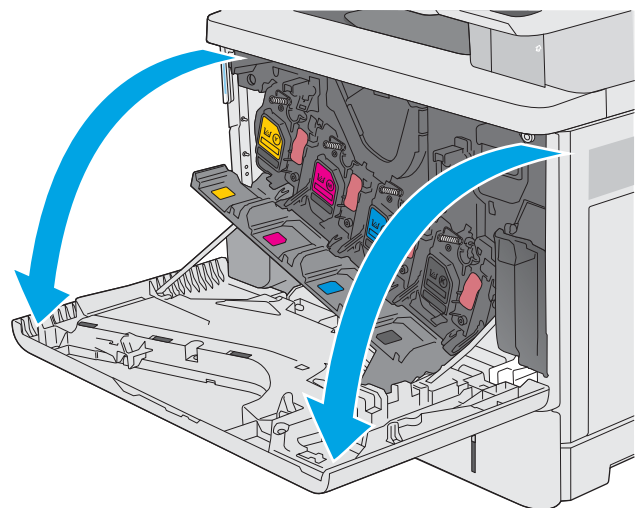
1	Handle
2	Imaging drum
3	Protective shield
4	Memory chip

CAUTION: If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

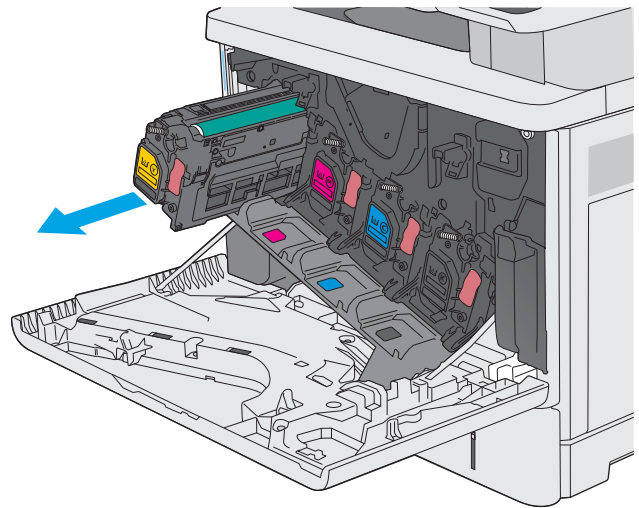
NOTE: Information about recycling used toner cartridges is in the toner-cartridge box.

Remove and replace the cartridges

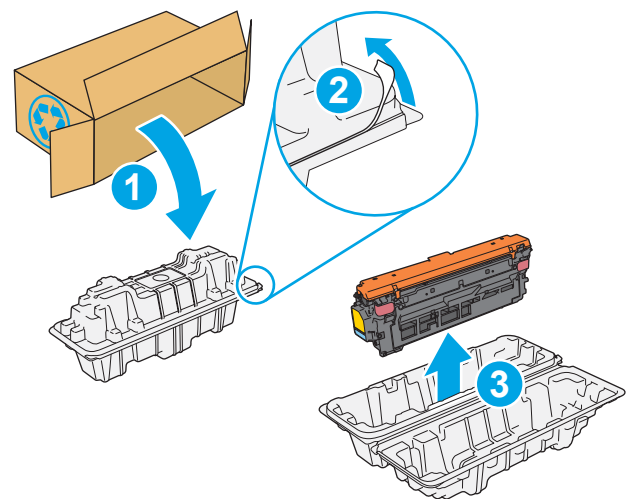
1. Open the front door.



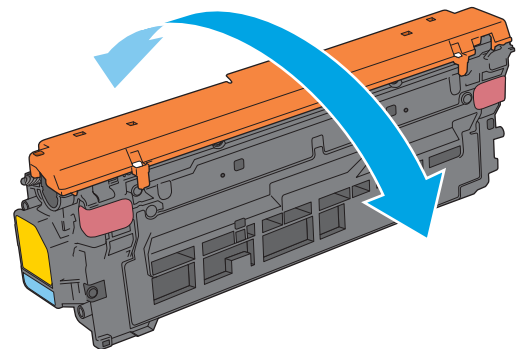
- 2. Grasp the handle of the used toner cartridge and pull out to remove it.



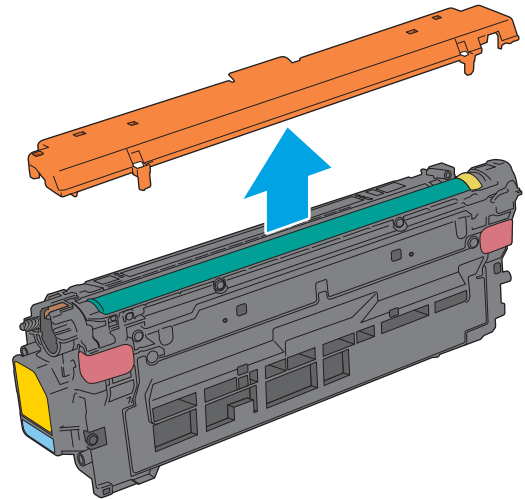
- 3. Remove the new toner cartridge from its protective shell by tearing off the plastic strip and opening the package. Save all packaging for recycling the used toner cartridge.



- 4. Hold both ends of the toner cartridge and rock it 5-6 times.

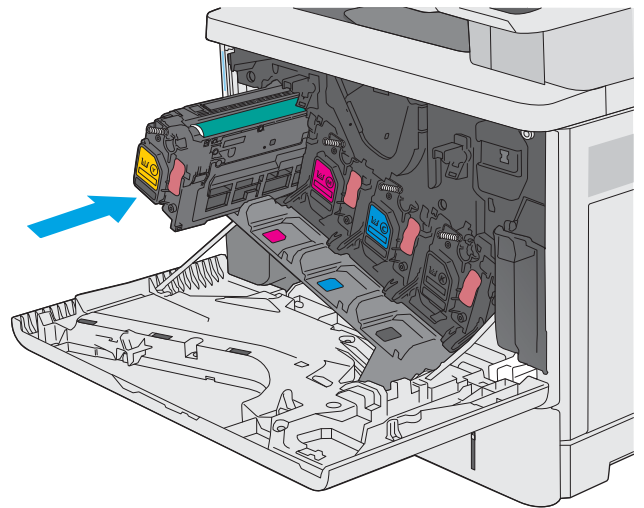


5. Remove the protective shield from the toner cartridge.

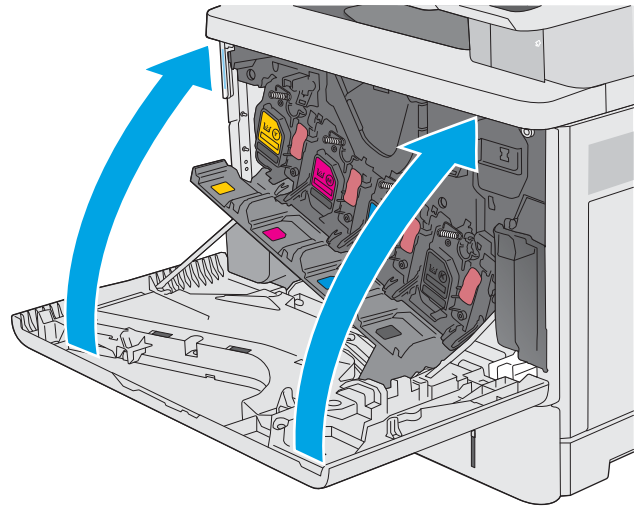


6. Support the toner cartridge underneath with one hand while holding the cartridge handle with the other. Align the toner cartridge with its slot on the shelf, and then insert the toner cartridge into the printer.

NOTE: Avoid touching the green imaging drum. Fingerprints on the imaging drum can cause print defects.



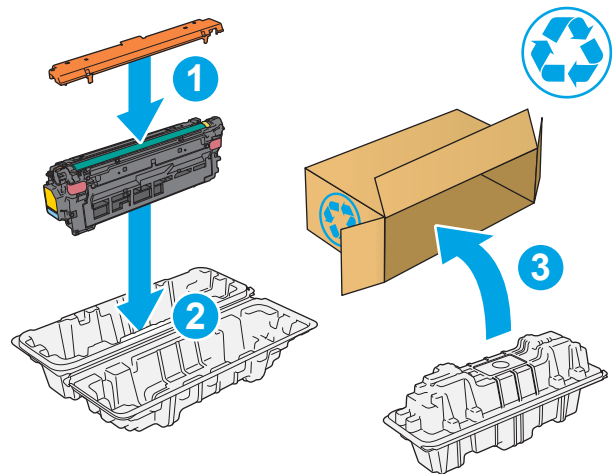
7. Close the front door.



8. Pack the used toner cartridge and the protective shield into the box that the new cartridge came in. See the enclosed recycling guide for information about recycling.

HP helps recycle Original HP cartridges—it's easy and free with the HP Planet Partners program, available in more than 50 countries/regions and territories around the world¹.

To find information about how to recycle used HP cartridges, please go to www.hp.com/recycle.



1) Program availability varies. For more information, visit www.hp.com/recycle.


Replace the toner-collection unit


Introduction

The following information provides details about the toner-collection unit for the printer, and it includes instructions to replace it.

The printer indicates when the toner-collection unit is nearly full and when it is completely full. When it is completely full, printing stops until the toner-collection unit is replaced.

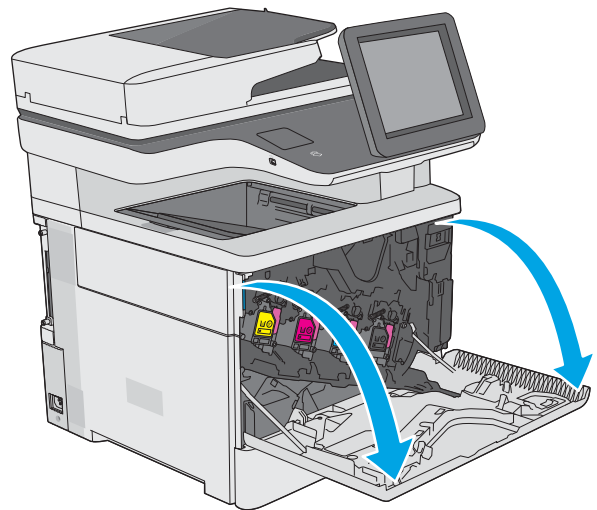
To purchase a toner-collection unit (part number B5L37A), go to the HP Parts Store at www.hp.com/buy/parts.

 **NOTE:** The toner-collection unit is designed for a single use. Do not attempt to empty the toner-collection unit and reuse it. Doing so could lead to toner being spilled inside the printer, which could result in reduced print quality. After use, return the toner-collection unit to HP's Planet Partners program for recycling.

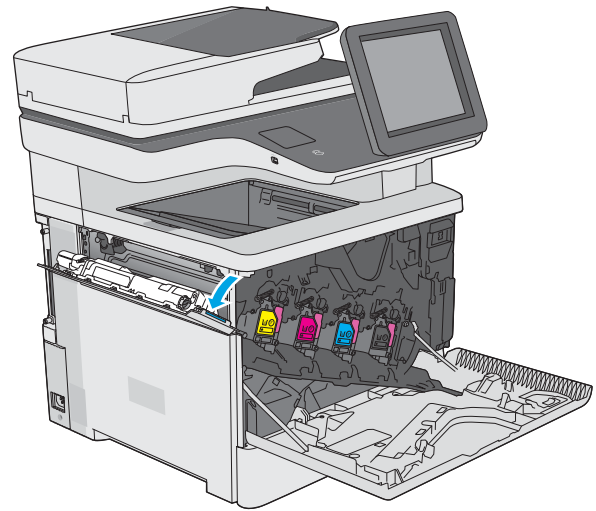
 **CAUTION:** If toner gets on clothing, wipe it off by using a dry cloth and wash the clothes in cold water. Hot water sets toner into fabric.

Remove and replace the toner-collection unit

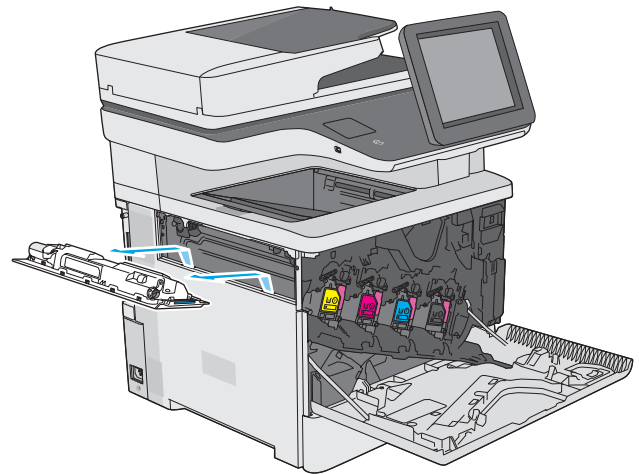
1. Open the front door.



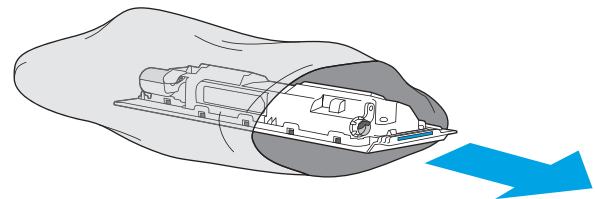
2. Open the toner-collection-unit door on the upper-left side of the printer.



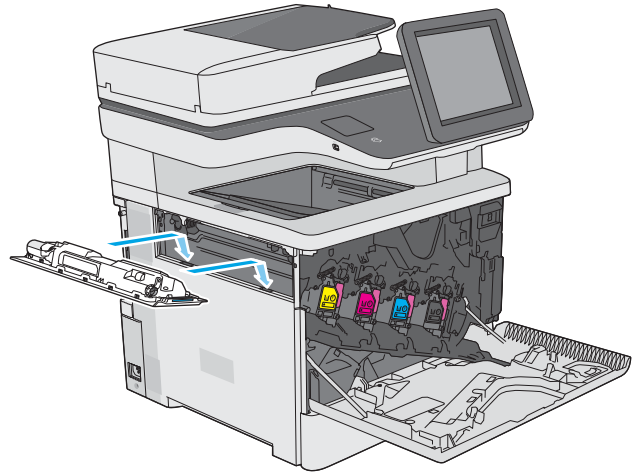
3. Pull out the toner-collection unit and the attached door.



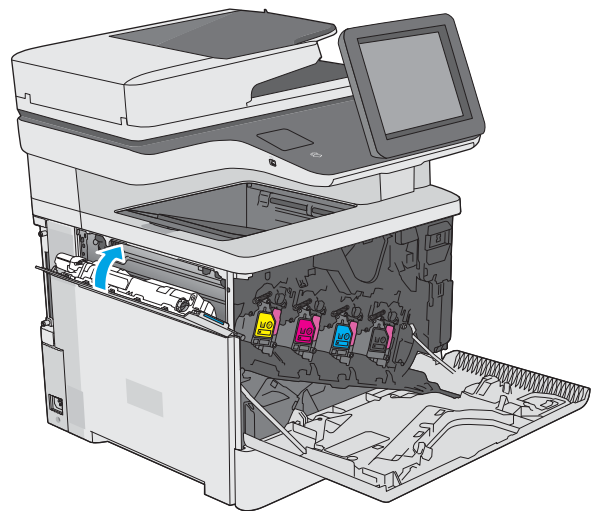
4. Remove the new toner-collection unit from its packaging.



5. Install the new toner-collection unit and the attached door into the printer. Align the tabs on the door with the slots in the printer.

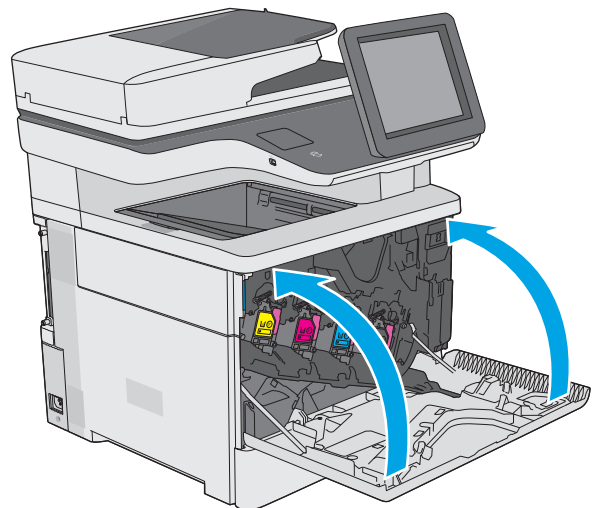


6. Close the toner-collection unit door.



7. Close the front door.

To recycle the used toner-collection unit, follow the instructions included with the new toner-collection unit.



Replace the staple cartridge (f, c, and z models)

Introduction

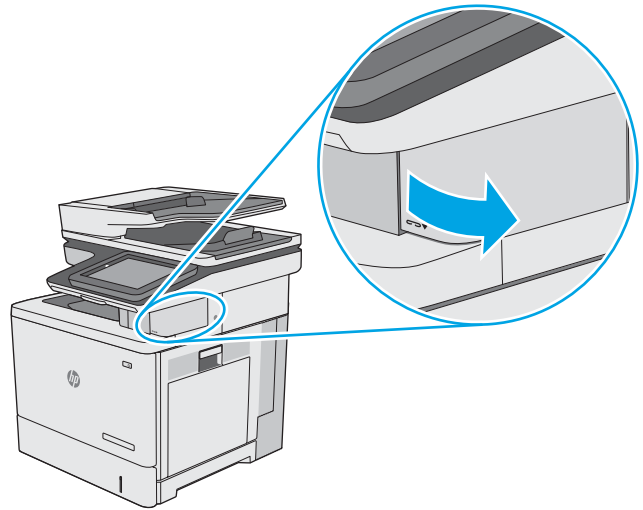
The following information provides details about the staple cartridges for the printer, and it includes instructions to replace them.

To purchase a package of two staple cartridges (part number Q7432A), go to the HP Parts Store at www.hp.com/buy/parts. Each cartridge holds 1,500 staples.

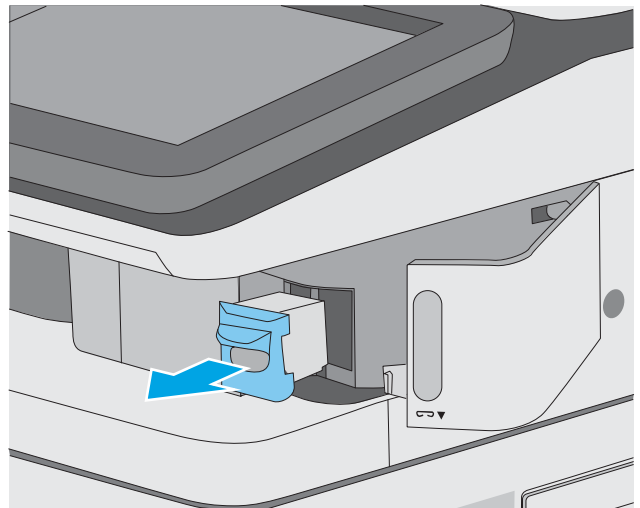
Remove and replace the staple cartridge

1. Open the stapler door.

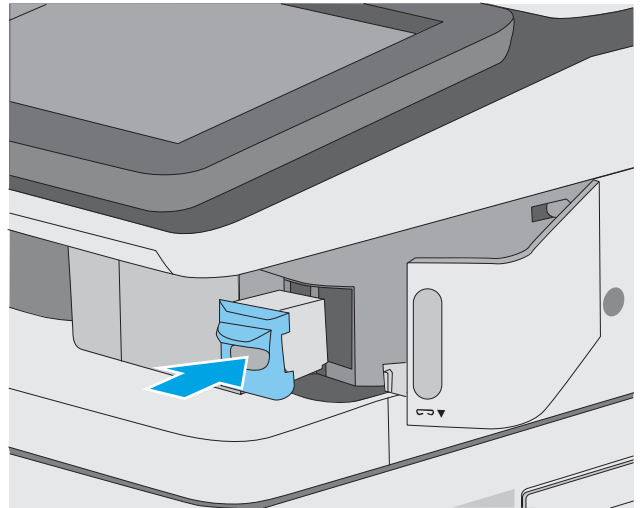
NOTE: Opening the stapler door disables the stapler.



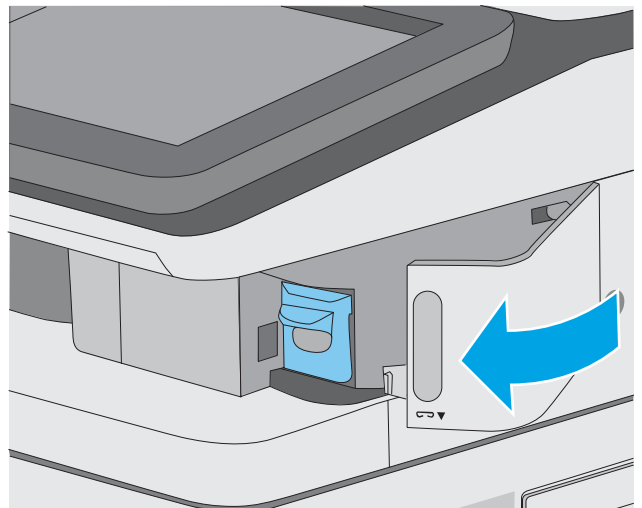
2. Remove the staple cartridge from the printer.



3. Insert the new staple cartridge into the opening inside the stapler door.



4. Close the stapler door.



4 Print

- [Print tasks \(Windows\)](#)
- [Print tasks \(OS X\)](#)
- [Store print jobs on the printer to print later or print privately](#)
- [Mobile printing](#)
- [Print from the USB port](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information


Print tasks (Windows)

How to print (Windows)


The following procedure describes the basic printing process for Windows.

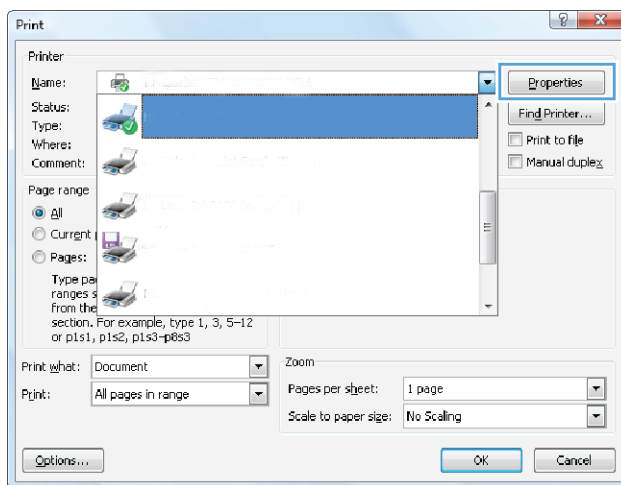
1. From the software program, select the **Print** option.
2. Select the printer from the list of printers. To change settings, click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.

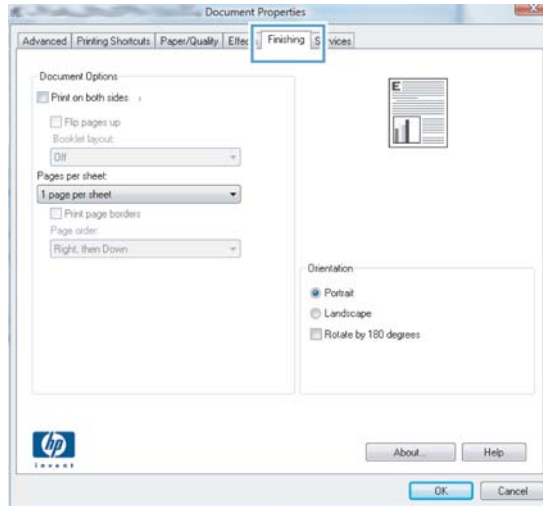
 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

 **NOTE:** For more information, click the Help (?) button in the print driver.

 **NOTE:** The print driver might look different than what is shown here, but the steps are the same.



3. Click or tap the tabs in the print driver to configure the available options. For example, set the paper orientation on the **Finishing** tab, and set the paper source, paper type, paper size, and quality settings on the **Paper/Quality** tab.




4. Click or tap the **OK** button to return to the **Print** dialog box. Select the number of copies to print from this screen.
5. Click or tap the **OK** button to print the job.

Automatically print on both sides (Windows)

Use this procedure for printers that have an automatic duplexer installed. If the printer does not have an automatic duplexer installed, or to print on paper types that the duplexer does not support, print on both sides manually.

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.


 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.


3. Click or tap the **Finishing** tab.
4. Select the **Print on both sides** check box. Click the **OK** button to close the **Document Properties** dialog box.
5. In the **Print** dialog box, click the **OK** button to print the job.

Manually print on both sides (Windows)

Use this procedure for printers that do not have an automatic duplexer installed or to print on paper that the duplexer does not support.

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.


 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

3. Click or tap the **Finishing** tab.
4. Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.
5. Retrieve the printed stack from the output bin, and place it in Tray 1.
6. If prompted, touch the appropriate control panel button to continue.

Print multiple pages per sheet (Windows)

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.


 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

3. Click or tap the **Finishing** tab.
4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.
5. Select the correct **Print page borders**, **Page order**, and **Orientation** options. Click the **OK** button to close the **Document Properties** dialog box.
6. In the **Print** dialog box, click the **OK** button to print the job.

Select the paper type (Windows)

1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.

3. Click or tap the **Paper/Quality** tab.
4. From the **Paper type** drop-down list, click the **More...** option.
5. Expand the list of **Type is:** options.
6. Expand the category of paper types that best describes your paper.
7. Select the option for the type of paper you are using, and then click the **OK** button.
8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

If the tray needs to be configured, a tray configuration message displays on the printer control panel.

9. Load the tray with the specified type and size of paper, and then close the tray.
10. Touch the **OK** button to accept the detected type and size, or touch the **Modify** button to choose a different paper size or type.
11. Select the correct type and size, and then touch the **OK** button.

Additional print tasks

Go to www.hp.com/support/colorljM577MFP.

Instructions are available for performing specific print tasks, such as the following:

- Create and use printing shortcuts or presets
- Select the paper size, or use a custom paper size
- Select the page orientation
- Create a booklet
- Scale a document to fit a specific paper size
- Print the first or last pages of the document on different paper
- Print watermarks on a document

Print tasks (OS X)

How to print (OS X)

The following procedure describes the basic printing process for OS X.


1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then select other menus to adjust the print settings.

 **NOTE:** The name of the item varies for different software programs.

4. Click the **Print** button.

Automatically print on both sides (OS X)

 **NOTE:** This information applies to printers that include an automatic duplexer.


 **NOTE:** This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.

 **NOTE:** The name of the item varies for different software programs.

4. Select a binding option from the **Two-Sided** drop-down list.
5. Click the **Print** button.

Manually print on both sides (OS X)

 **NOTE:** This feature is available if you install the HP print driver. It might not be available if you are using AirPrint.

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Manual Duplex** menu.

 **NOTE:** The name of the item varies for different software programs.

4. Click the **Manual Duplex** box, and select a binding option.
5. Click the **Print** button.
6. Go to the printer, and remove any blank paper that is in Tray 1.

7. Retrieve the printed stack from the output bin and place it with the printed-side facing down in the input tray.
8. If prompted, touch the appropriate control panel button to continue.

Print multiple pages per sheet (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Layout** menu.



NOTE: The name of the item varies for different software programs.

4. From the **Pages per Sheet** drop-down list, select the number of pages that you want to print on each sheet.
5. In the **Layout Direction** area, select the order and placement of the pages on the sheet.
6. From the **Borders** menu, select the type of border to print around each page on the sheet.
7. Click the **Print** button.

Select the paper type (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. Select the printer.
3. Click **Show Details** or **Copies & Pages**, and then click the **Media & Quality** menu or the **Paper/Quality** menu.



NOTE: The name of the item varies for different software programs.

4. Select from the **Media & Quality** or **Paper/Quality** options.



NOTE: This list contains the master set of options available. Some options are not available on all printers.

- **Media Type:** Select the option for the type of paper for the print job.
 - **Print Quality:** Select the resolution level for the print job.
 - **Edge-To-Edge Printing:** Select this option to print close to the paper edges.
 - **EconoMode:** Select this option to conserve toner when printing drafts of documents.
5. Click the **Print** button.

Additional print tasks

Go to www.hp.com/support/colorljM577MFP.

Instructions are available for performing specific print tasks, such as the following:

- Create and use printing shortcuts or presets
- Select the paper size, or use a custom paper size

- Select the page orientation
- Create a booklet
- Scale a document to fit a specific paper size
- Print the first or last pages of the document on different paper
- Print watermarks on a document

Store print jobs on the printer to print later or print privately


Introduction

The following information provides procedures for creating and printing documents that are stored on the printer. These jobs can be printed at a later time or printed privately.

- [Create a stored job \(Windows\)](#)
- [Create a stored job \(OS X\)](#)
- [Print a stored job](#)
- [Delete a stored job](#)


Create a stored job (Windows)

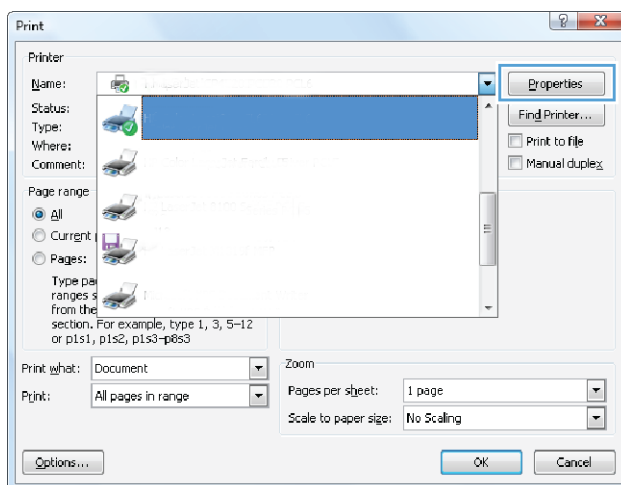
Store jobs on the printer for private or delayed printing.

 **NOTE:** The print driver might look different than what is shown here, but the steps are the same.

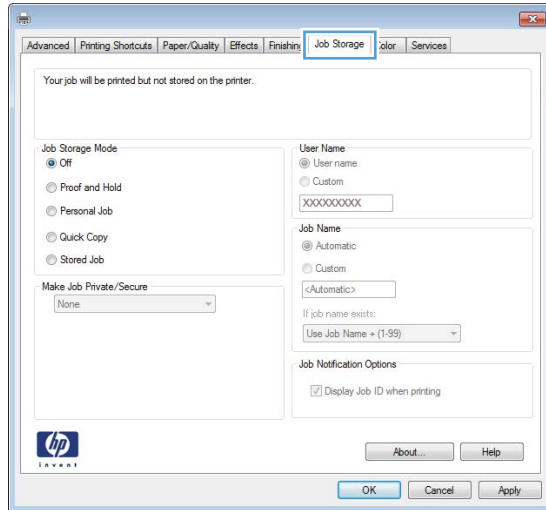
1. From the software program, select the **Print** option.
2. Select the printer from the list of printers, and then select **Properties** or **Preferences** (the name varies for different software programs).

 **NOTE:** The name of the button varies for different software programs.

 **NOTE:** To access these features from a Windows 8 or 8.1 Start screen app, select **Devices**, select **Print**, and then select the printer.



3. Click the **Job Storage** tab.



4. Select a **Job Storage Mode** option.

- **Proof and Hold:** Print and proof one copy of a job, and then print more copies.
- **Personal Job:** The job does not print until you request it at the printer control panel. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel. If you encrypt the job, you must provide the required password at the control panel. The print job is deleted from memory after it prints and is lost if the printer loses power.
- **Quick Copy:** Print the requested number of copies of a job and store a copy of the job in the printer memory so you can print it again later.
- **Stored Job:** Store a job on the printer and allow other users to print the job at any time. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel. If you encrypt the job, the person who prints the job must provide the required password at the control panel.

5. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

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

- **Use Job Name + (1-99):** Append a unique number to the end of the job name.
- **Replace Existing File:** Overwrite the existing stored job with the new one.

6. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

7. For information about how to print the job, see the topic for "Print a stored job."

Create a stored job (OS X)

Store jobs on the printer for private or delayed printing.



1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the printer.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Job Storage** menu.
4. In the **Mode** drop-down list, select the type of stored job.
 - **Proof and Hold:** Print and proof one copy of a job, and then print more copies.
 - **Personal Job:** The job does not print until someone requests it at the printer control panel. If the job has a personal identification number (PIN), provide the required PIN at the control panel. The print job is deleted from memory after it prints and is lost if the printer loses power.
 - **Quick Copy:** Print the requested number of copies of a job and store a copy of the job in the printer memory to print it again later.
 - **Stored Job:** Store a job on the printer and allow other users to print the job at any time. If the job has a personal identification number (PIN), the person who prints the job must provide the required PIN at the control panel.
5. To use a custom user name or job name, click the **Custom** button, and then enter the user name or the job name.

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

- **Use Job Name + (1-99):** Append a unique number to the end of the job name.
 - **Replace Existing File:** Overwrite the existing stored job with the new one.
6. If you selected the **Stored Job** or **Personal Job** option in step 3, you can protect the job with a PIN. Type a 4-digit number in the **Use PIN to Print** field. When other people attempt to print this job, the printer prompts them to enter this PIN number.
 7. Click the **Print** button to process the job.

Print a stored job


Use the following procedure to print a job that is stored in the printer memory.

1. Touch or press the Home  button on the printer control panel.
2. Select **Retrieve from Device Memory**.
3. Select the name of the folder where the job is stored.
4. Select the name of the job. If the job is private or encrypted, enter the PIN or password.
5. Adjust the number of copies, and then touch the Start  button or press the **OK** button to print the job.

Delete a stored job

When you send a stored job to the printer memory, the printer overwrites any previous jobs with the same user and job name. If a job is not already stored under the same user and job name, and the printer needs additional space, the printer might delete other stored jobs starting with the oldest. You can change the number of jobs that the printer can store from the [General Settings](#) menu on the printer control panel.

Use this procedure to delete a job that is stored in the printer memory.

1. Touch or press the Home  button on the printer control panel.
2. Select [Retrieve from Device Memory](#).
3. Select the name of the folder where the job is stored.
4. Select the name of the job, and then select the [Delete](#) button.
5. If the job is private or encrypted, enter the PIN or the password, and then select the [Delete](#) button.

Mobile printing

Introduction

HP offers multiple mobile and ePrint solutions to enable easy printing to an HP printer from a laptop, tablet, smartphone, or other mobile device. To see the full list and to determine the best choice, go to www.hp.com/go/LaserJetMobilePrinting.

- [HP ePrint via email](#)
- [HP ePrint software](#)
- [AirPrint](#)
- [Android embedded printing](#)
- [Wi-Fi Direct and NFC Printing](#)

HP ePrint via email


Use HP ePrint to print documents by sending them as an email attachment to the printer's email address from any email enabled device.

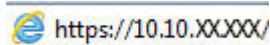
To use HP ePrint, the printer must meet these requirements:

- The printer must be connected to a wired or wireless network and have Internet access.
- HP Web Services must be enabled on the printer, and the printer must be registered with HP Connected.

Follow this procedure to enable HP Web Services and register with HP Connected:

1. Open the HP Embedded Web Server (EWS):

- a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
- b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

- 2.** Click the **HP Web Services** tab.
- 3.** Select the option to enable Web Services.

 **NOTE:** Enabling Web Services might take several minutes.

- 4.** Go to www.hpconnected.com to create an HP ePrint account and complete the setup process.

HP ePrint software

The HP ePrint software makes it easy to print from a Windows or Mac desktop or laptop computer to any HP ePrint-capable printer. This software makes it easy to find HP ePrint-enabled printers that are registered to your HP Connected account. The target HP printer can be located in the office or at locations across the globe.

- **Windows:** After installing the software, open the **Print** option from within your application, and then select **HP ePrint** from the installed printers list. Click the **Properties** button to configure print options.
- **OS X:** After installing the software, select **File, Print**, and then select the arrow next to **PDF** (in the bottom left of the driver screen). Select **HP ePrint**.


For Windows, the HP ePrint software supports TCP/IP printing to local printers on the network (LAN or WAN) and that support UPD PostScript®.

Windows and OS X both support IPP printing to LAN or WAN network-connected printers that support ePCL.

Windows and Mac also both support printing PDF documents to public print locations and printing using HP ePrint via email through the cloud.

Go to www.hp.com/go/eprintsoftware for drivers and information.

 **NOTE:** The HP ePrint software is a PDF workflow utility for Mac, and is not technically a print driver.


 **NOTE:** HP ePrint Software does not support USB printing.

AirPrint

Direct printing using Apple's AirPrint is supported for iOS 4.2 or later and from Mac computers running OS X 10.7 Lion and newer. Use AirPrint to print directly to the printer from an iPad, iPhone (3GS or later), or iPod touch (third generation or later) in the following mobile applications:

- Mail
- Photos
- Safari
- iBooks
- Select third-party applications

To use AirPrint, the printer must be connected to the same network (sub-net) as the Apple device. For more information about using AirPrint and about which HP printers are compatible with AirPrint, go to www.hp.com/go/LaserJetMobilePrinting.

 **NOTE:** Before using AirPrint with a USB connection, verify the version number. AirPrint versions 1.3 and earlier do not support USB connections.

Android embedded printing

HP's built-in print solution for Android and Kindle enables mobile devices to automatically find and print to HP printers that are either on a network or within wireless range for Wi-Fi Direct printing.

The printer must be connected to the same network (sub-net) as the Android device.

The print solution is built into the supported operating systems, so installing drivers or downloading software is not necessary.

For more information on how to use Android embedded printing and which Android devices are supported, go to www.hp.com/go/LaserJetMobilePrinting.

Wi-Fi Direct and NFC Printing

HP provides Wi-Fi Direct and NFC (Near Field Communication) printing for printers with a supported HP Jetdirect 3000w NFC/Wireless Accessory. This accessory is available as an option for HP LaserJet printers that include a hardware-integration pocket (HIP).

HP Wireless Direct, Wi-Fi Direct, and NFC printing enable Wi-Fi capable (mobile) devices to make a wireless network connection directly to the printer without using a wireless router.

The printer does not need to be connected to the network for this mobile walk-up printing to work.

Use HP Wireless Direct to print wirelessly from the following devices:

- iPhone, iPad, or iPod touch using Apple AirPrint or the HP ePrint app
- Android mobile devices using the HP ePrint App or the Android embedded print solution
- PC and Mac devices using the HP ePrint Software

Use Wi-Fi Direct to print wirelessly from the following devices:


- Android mobile devices using the HP ePrint App or the Android embedded print solution

For more information on HP Wireless Direct and Wi-Fi Direct printing, go to www.hp.com/go/wirelessprinting.

NFC, HP Wireless Direct, and Wi-Fi Direct capabilities can be enabled or disabled from the printer control panel.

1. From the Home screen on the printer control panel, scroll to and select the **Administration** menu.
2. Open the following menus:
 - **Network Settings**
 - **Wireless Menu**
 - **Wireless Direct**
3. Select **On** to enable wireless printing.



NOTE: In environments where more than one model of the same printer is installed, it might be helpful to provide each printer a more unique Service Set Identifier (SSID) for easier printer identification for HP Wireless Direct printing. The SSID is also available on the **How to Connect Page** by touching the Network  button from the Home screen on the printer control panel.

Follow this procedure to change the printer SSID:

1. From the Home screen on the printer control panel, scroll to and select the **Administration** menu.
2. Open the following menus:
 - **Network Settings**
 - **Wireless Menu**

- [Wireless Direct](#)
 - [SSID](#)
3. Select the SSID name area.
 4. Use the keyboard to change the name.
 5. Select [OK](#).

Print from the USB port

Introduction


This printer features easy-access USB printing, for quickly printing files without sending them from a computer. The printer accepts standard USB flash drives in the USB port near the control panel. It supports the following types of files:

- .pdf
- .prn
- .pcl
- .ps
- .cht


Enable the USB port for printing

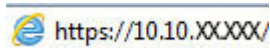
The USB port is disabled by default. Before using this feature, enable the USB port. Use one of the following methods to enable the port:

Method one: Enable the USB port from the printer control-panel menus

1. Press the Home  button on the printer control panel.
2. Open the following menus:
 - Administration
 - General Settings
 - Enable Retrieve from USB
3. Select the Enabled option, and then touch the Save button or press the OK button.

Method two: Enable the USB port from the HP Embedded Web server (network-connected printers only)

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the Enter key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Open the **Print** tab.

3. On the left side of the screen, click **Retrieve from USB Setup**.
4. Select the **Enable Retrieve from USB** check box.
5. Click **Apply**.

Print USB documents

1. Insert the USB flash drive into the easy-access USB port.




NOTE: The port might be covered. For some printers, the cover flips open. For other printers, pull the cover straight out to remove it.

2. The printer detects the USB flash drive. Touch or press the **OK** button to access the drive, or, if prompted, select the **Retrieve from USB** option from the list of available applications. The **Retrieve from USB** screen opens.
3. Select the name of the document to print.



NOTE: The document might be in a folder. Open folders as necessary.

4. To adjust the number of copies, select **Copies**, and then use the keypad to change the number of copies.
5. Touch the Start  button or press the **OK** button to print the document.

5 Copy

- [Make a copy](#)
- [Copy on both sides \(duplex\)](#)
- [Additional copy tasks](#)


For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.


HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Make a copy

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select **Copy**.
3. To adjust the number of copies, touch the **Copies** field to open a keypad.
4. Touch the **More Options** button, and then touch the **Optimize Text/Picture** button.
5. Select one of the predefined options, or touch the **Manually Adjust** button, and then adjust the slider in the **Optimize For** area. Touch the **OK** button.
6. Touch the **Copy**  button.

Copy on both sides (duplex)

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, select **Copy**.
3. Touch the **Sides** button, and then select one of the following options:
 - Use **1-sided original, 2-sided output** to make a two-sided copy from a one-sided original.
 - Use **2-sided original, 2-sided output** to make a two-sided copy from a two-sided original
 - Use **2-sided original, 1-sided output** to make a one-sided copy from a two-sided original.
4. Touch the **OK** button.
5. Touch the Start  button.

Additional copy tasks

Go to www.hp.com/support/colorljM577MFP.

Instructions are available for performing specific copy tasks, such as the following:

- Copy or scan pages from books or other bound documents
- Copy mixed-size documents
- Copy or scan both sides of an identification card
- Copy or scan a document into a booklet format

6 Scan

- [Set up Scan to Email](#)
- [Set up Scan to Network Folder](#)
- [Set up Scan to USB Drive](#)
- [Set up Scan to SharePoint® \(Flow models only\)](#)
- [Create a Quick Set](#)
- [Scan and send to email](#)
- [Scan and send to network folder](#)
- [Scan and send to USB Flash Drive](#)
- [Additional scan tasks](#)

For more information:

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- Find warranty and regulatory information

Set up Scan to Email

- [Introduction](#)
- [Before you begin](#)
- [Method one: Use the E-mail Setup page](#)
- [Method two: Use the E-mail Setup Wizard](#)
- [Set up Send to E-mail to use Office 365 Outlook](#)
- [Solve problems with email](#)

Introduction


The printer has a feature that enables it to scan a document and send it to one or more email addresses. To use this scan feature, the printer must be connected to a network; however, the feature is not available until it has been configured by using the HP Embedded Web Server (EWS). There are two methods in the EWS for configuring Scan to Email. Use the **E-mail Setup** page for complete setup, or use the **Scan to Email Setup Wizard** for basic setup.

Before you begin

To set up the Scan to Email feature, the printer must have an active network connection.


Administrators need the following information before beginning the configuration process.

- Administrative access to the printer
- DNS suffix (e.g., companyname.com)
- SMTP server (e.g., smtp.mycompany.com)


 **NOTE:** If you do not know the SMTP server name, SMTP port number, or authentication information, contact the email/Internet service provider or system administrator for the information. SMTP server names and port names are typically easy to find by doing an Internet search. For example, use terms like "gmail smtp server name" or "yahoo smtp server name" to search.

- SMTP server authentication requirements for outgoing email messages, including the user name and password used for authentication, if applicable.

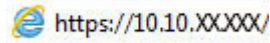
Use the HP Embedded Web Server (EWS) to set up the Scan to E-mail feature. Before continuing, use this procedure to open the EWS, and then set up the Scan to E-mail feature by using one of the two methods provided.

 **IMPORTANT:** Consult your email service provider's documentation for information on digital sending limits for your email account. Some providers may temporarily lock your account if you exceed your sending limit.

Access the HP Embedded Web Server

1. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.

2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

Method one: Use the E-mail Setup page


1. Click the **Networking** tab.

 **NOTE:** Configuring settings on the **Networking** tab might require the assistance of a system administrator.


2. If it is not already selected, click **TCP/IP Settings** in the left navigation pane.
3. Click the **Network Identification** tab.
4. If DNS is required on the network, in the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client being used is listed. DNS suffixes have this format: *companyname.com*, *gmail.com*, etc.

 **NOTE:** If the Domain Name suffix is not set up, use the IP address.


5. Click **Apply**.
6. Click the **Scan/Digital Send** tab.
7. On the left navigation pane, click the **E-mail Setup** link, and click **Default Job Options**.
8. On the **E-mail Setup** dialog, select the **Enable Send to E-mail** check box. If this check box is not selected, the feature is unavailable at the printer control panel.
9. In the **Outgoing E-mail Servers (SMTP)** area, complete the steps for one of the following options:
 - Select one of the displayed servers
 - Click **Add** to start the SMTP wizard.
 1. In the SMTP wizard, select one of the following options:
 - Method one: Enter the address of an SMTP server, and then click **Next**
 - Method two: Select **Search network for outgoing e-mail server**, and then click **Next**. Select the server, and then click **Next**.

 **NOTE:** If an SMTP server was already created for another printer function, the **Use a server already in use by another function** option displays. Select this option, and then configure it to be used for the email function.

2. On the **Set the basic information necessary to connect to the server** dialog, set the options to use, and then click **Next**.

 **NOTE:** Some servers have problems sending or receiving emails that are larger than 5 megabytes (MB). These problems can be prevented by entering a number in **Split e-mails if larger than (MB)**.


 **NOTE:** In most cases, the default port number does not need to be changed.

 **NOTE:** If you are using Google™ Gmail for email service, select the **Enable SMTP SSL Protocol** check box. Typically, for gmail, the SMTP address is smtp.gmail.com, port number 465, and the SSL should be enabled.


Please refer to online sources to confirm these server settings are current and valid at the time of configuration.

3. On the **Server Authentication Requirements** dialog, select the option that describes the server's authentication requirements:

- **Server does not require authentication**, and then click **Next**.
- **Server requires authentication**
 - From the drop-down box, select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.
 - From the drop-down box, select **Always use these credentials**, enter the **Username** and **Password**, and then click **Next**.

 **NOTE:** If using a signed-in user's credentials, set email to require sign in by the user on the printer control panel. Deny device guest access to email by clearing the check box for email in the **Device Guest** column in the **Sign in and Permission Policies** area on the **Access Control** dialog of the **Security** tab. The icon in the check box changes from a check mark to a lock.

4. On the **Server Usage** dialog, choose the printer functions that will send email through this SMTP server, and then click the **Next** button.

 **NOTE:** If the server requires authentication, a user name and password for sending automatic alerts and reports from the printer will be required.

5. On the **Summary and Test** dialog, enter a valid email address in the **Send a test e-mail to:** field, and then click **Test**.
6. Verify that all of the settings are correct, and then click **Finish** to complete the outgoing email server set up.

10. In the **Address and Message Field Control** area, enter a **Default From:** setting and any of the other optional settings.

Address and Message Field Control settings:

 **NOTE:** To display all these settings, click **Advanced Settings** at the bottom of the page.

Feature	Description
Address Field Restrictions	<p>Specify whether users must select an email address from an address book or whether users are allowed to enter in an email address manually.</p> <p>CAUTION: If Users must select from address book is selected, and any of the address fields are also set as User editable, changes to those editable fields also change the corresponding values in the address book.</p> <p>To prevent users from changing contacts in the Address Book at the printer control panel, go to the Access Control page on the Security tab, and deny Device Guest access to address book modifications.</p>
Allow invalid e-mail address formats	Select to allow an invalid email address format.
User editable	<p>To use the Default From address and Default Display Name for all emails sent from this printer (unless a user is signed in), do not select the User editable check box.</p> <p>When setting up the address fields, if the User editable check box is unchecked, users will not be able to edit those fields at the printer control panel when sending an email. For send-to-me functionality, clear the User editable check boxes for all of the address fields, including the From: To: CC:, and BCC: fields, and then set that user's send email From: their own email address and To: their own email address.</p>
Default From: and Default Display Name:	<p>Provide an email address and name to use for the From: address for the email message.</p> <p>TIP: Create an email account for the printer, and use this address for the default email address.</p> <p>TIP: Configure the email feature so that users must sign in before using it. This prevents users from sending an email from an address that is not their own.</p>
To:	Provide a To (recipient) email address for emails.
CC:	Provide a CC email address for emails.
BCC:	Provide a BCC email address for emails.
Subject:	Provide a default subject line for the email messages.
Message:	Create a custom message. To use this message for all emails sent from the printer, clear or do not select the User editable check box for Message: .

11. In the **Signing and Encryption** area, set the signing and encryption preferences.



NOTE: To display the **Signing and Encryption** settings, click **Advanced Settings** at the bottom of the page.

Signing and Encryption settings:

Feature	Description
Signing	<p>Select whether to sign the security certificate.</p> <p>Select the User editable check box to make this setting editable at the printer control panel.</p>
Hashing Algorithm	Select the algorithm to use for signing the emails.
Encryption	<p>Select whether to encrypt the email.</p> <p>Select the User editable check box to make this setting editable at the printer control panel.</p>
Encryption Algorithm	Select the algorithm to use for encrypting the email.

Feature	Description
Attribute for Recipient Public Key	Enter which attribute to use to retrieve the recipient's public key certificate from LDAP.
Use the recipient public key certificate to verify the recipient	Select this setting to use the recipients's public key certificate to verify the recipient.

12. In the **Notification Settings** area, select when users will receive notifications about sent emails. The default setting is using the signed in user's email address. If the recipient email address is blank, no notification is sent.



NOTE: To display the **Notification** settings, click **Advanced Settings** at the bottom of the page.

13. In the **File Settings** area, set the default scanning preferences.



NOTE: The following list contains the master set of options available for HP LaserJet Enterprise MFP printers. Some options are not available on all printers.

Save As...	Specify the folder and file name for the scanned file
Load and Save Settings	<p>Load Quick Set: Load scan settings from a saved Quick Set.</p> <p>NOTE: Use the HP Embedded Web Server to create and save Quick Sets.</p> <p>Save Defaults: Save the current settings in the Options list as default settings for future scan jobs.</p>

Document File Type

Save a scanned document as one of several types of files.

The following standard file types are available:

- **PDF:** This file type provides the best overall image and text quality. PDF files require Adobe® Acrobat® Reader software for viewing.
- **JPEG:** This file type is a good choice for most graphics. Most computers have a browser that can view .JPEG files. This file type produces one file per page.
- **TIFF:** This is a standard file type that many graphics programs support. This file type produces one file per page.
- **MTIFF:** MTIFF stands for multi-page TIFF. This file type saves multiple scanned pages in a single file.
- **XPS:** XPS (XML Paper Specification) creates an XAML file that preserves the original formatting of the document and supports color graphics and embedded fonts.
- **PDF/A:** PDF/A is a type of PDF designed for long-term archival of electronic documents. All format information in the document is self-contained.

HP LaserJet Enterprise Flow MFP printers also support the following OCR file types:

- **Text (OCR):** Text (OCR) creates a text file by using optical character recognition (OCR) to scan the original. A text file can be opened in any word processing program. The formatting of the original will not be saved using this option.
- **Unicode Text (OCR):** Unicode Text (OCR) is an industry standard used to consistently represent and manipulate text. This file type is useful for internationalization and localization.
- **RTF (OCR):** RTF (OCR) creates a rich text format (RTF) file by using optical character recognition (OCR) to scan the original. RTF is an alternative text format that can be opened by most word processing programs. Some of the formatting of the original will be saved using this option.
- **Searchable PDF (OCR):** Searchable PDF (OCR) creates a searchable PDF file by using optical character recognition (OCR) to scan the original. When a document is scanned in this way, use Adobe Acrobat® Reader's search tools to search for specific words or phrases within the PDF.
- **Searchable PDF/A (OCR):** Searchable PDF/A (OCR) is a type of PDF/A file that includes information about the document structure, which allows content to be searched.
- **HTML (OCR):** HTML (OCR) creates a Hypertext Markup Language (HTML) file containing the contents of the original document. HTML is used to display files on Web sites.
- **CSV (OCR):** CSV (OCR) is common text file format that contains comma-separated values. This type of file can be opened by most word processing, spreadsheet, or database programs.

Output Quality

Specify the output quality of scanned images, which affects the file size of the resulting file.

Original Sides

Specify whether the original document is printed on one side or both sides.

Color/Black

Specify whether the scanned image will be in color, black and gray, or black only.

For color printers only.


Scan Mode	<p>Standard Document: Scan a page or stack of pages through the document feeder, or individually on the flatbed glass.</p> <p>Book Mode: Scan an open book and output each page of the book onto different pages.</p> <p>2-sided ID Copy: Scan each side of an identification card on the flatbed glass and output them onto one page. After scanning the first side, the printer prompts to place the second side in the correct position on the glass.</p>
Resolution	Specify the resolution of scanned images. Select a higher resolution to increase the clarity of the image. However, as the resolution increases, the file size also increases.
Original Size	Specify the paper size for the original document.
Content Orientation	Specify whether the original document is printed in Portrait or Landscape orientation.
Image Adjustment	<p>Sharpness: Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.</p> <p>Darkness: Increase or decrease the amount of white and black used in colors in scanned images.</p> <p>Contrast: Increase or decrease the difference between the lightest and the darkest color on the page.</p> <p>Background Cleanup: Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.</p> <p>Automatic Tone: Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.</p>
Optimize Text/Picture	Optimize the job for the type of image being scanned: text, graphics, or photos.
Erase Edges	Remove blemishes, such as dark borders or staple marks, by cleaning the edges of the scanned image.
Cropping options	<p>Crop to original size: Crop the image to match the paper size of the original document.</p> <p>Crop to content: Crop the image to the size of the detectable content in the original document.</p>
Blank Page Suppression	Exclude blank pages in the original document from scanned images. This feature is useful for scanning pages printed on both sides to eliminate blank pages in the resulting scanned document.
Multi-feed Detection	Enable or disable multi-feed detection. When enabled, scanning stops when the printer detects more than one page at a time being fed in the document feeder. When disabled, scanning continues when a multi-feed is detected, to allow scanning pages that are stuck together, originals with self-adhesive notes on them, or thick paper.
Notification	Select whether to send notifications of the status of scan jobs. The printer can print the notification, or it can send the notification in an email.
Save Defaults	Save the current scan settings as the new default settings for this scan function.

14. In the **File Settings** area, set the default file settings preferences.



NOTE: To display all these settings, click **Advanced Settings** at the bottom of the page.

15. Review the selected options to verify that they are accurate, and then click **Apply** to complete the setup.
16. On the left navigation pane, under **E-mail Setup**, click **Quick Sets**, and select any Quick Sets for the printer.

 **NOTE:** Quick Sets are shortcut jobs that can be accessed within the Quick Sets application on the printer control panel.


Method two: Use the E-mail Setup Wizard

The setup wizard includes the options for basic configuration.

1. Click the **Networking** tab.
2. If it is not already selected, click **TCP/IP Settings** in the left navigation pane.
3. Click the **Network Identification** tab.
4. If DNS is required on the network, in the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client being used is listed. DNS suffixes have this format: *companyname.com*, *gmail.com*, etc.


 **NOTE:** If the Domain Name suffix is not set up, use the IP address.


5. Click **Apply**.
6. Click the **Scan/Digital Send** tab.
7. On the left navigation pane, click **E-mail and Save to Network Folder Quick Setup Wizards**.
8. Click the **E-mail Setup Wizard** link.
9. On the **Configure E-mail Server (SMTP)** dialog, complete the steps for one of the following options:
 - Option one: **Search network for outgoing e-mail server:**

 **NOTE:** This option finds outgoing SMTP servers inside your firewall only.

1. Select **Search network for outgoing e-mail server**, and then click **Next**
2. Select the appropriate server from the **Finding SMTP servers** list, and then click **Next**.
3. Select the option that describes the server's authentication requirements:
 - **Server does not require authentication**, and then click **Next**.
 - **Server requires authentication**
 - From the drop-down box, select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.
 - From the drop-down box, select **Always use these credentials**, enter the **Username** and **Password**, and then click **Next**.
- Option two: **Add SMTP server:**

1. Select **Add SMTP server**
2. Enter the **Server Name** and **Port Number**, and then click **Next**.


 **NOTE:** In most cases, the default port number does not need to be changed.

 **NOTE:** If you are using a hosted SMTP service such as gmail, verify the SMTP address, port number, and SSL settings from the service provider's Web site or other sources. Typically, for gmail, the SMTP address is smtp.gmail.com, port number 465, and the SSL should be enabled.

Please refer to online sources to confirm these server settings are current and valid at the time of configuration.

3. Select the option that describes the server's authentication requirements:
 - **Server does not require authentication**, and then click **Next**.
 - **Server requires authentication**
 - From the drop-down box, select **Use credentials of user to connect after Sign In at the control panel**, and then click **Next**.
 - From the drop-down box, select **Always use these credentials**, enter the **Username** and **Password**, and then click **Next**.

10. On the **Configure E-mail Settings** dialog, enter the information about the From email address, the subject line of the email, and the default message, and then click **Next**.

 **NOTE:** When setting up the address fields, if the **User editable** check box is unchecked, users will not be able to edit those fields at the printer control panel when sending an email.

Feature	Description
From: (Required)	Select one of the following: <ul style="list-style-type: none"> • User's address (sign-in required) • Default From <ul style="list-style-type: none"> ◦ Default From: and Default Display Name: Provide an email address and name to use for the email message. TIP: Create an email account for the printer, and use this address for the default email address. TIP: Configure the email feature so that users must sign in before using it. This prevents users from sending an email from an address that is not their own.
Subject: (Optional)	Provide a default subject line for the email messages.
Message: (Optional)	Create a custom message. To use this message for all emails sent from the printer, clear the User editable check box for Message: .

11. On the **Configure File Scan Settings** dialog, set the default scanning preferences, and then click **Next**.
12. Review the **Summary** dialog, and then click **Finish** to complete the setup.

Set up Send to E-mail to use Office 365 Outlook

- [Introduction](#)
- [Configure the outgoing email server \(SMTP\) to send an email from an Office 365 Outlook account](#)

Introduction

Microsoft Office 365 Outlook is a cloud-based email system provided by Microsoft which uses Microsoft's Simple Mail Transfer Protocol (SMTP) server to send or receive emails. Complete the following to enable the printer to send an email with an Office 365 Outlook account from the control panel.



NOTE: You must have an email address account with Office 365 Outlook to configure the settings in the EWS.

Configure the outgoing email server (SMTP) to send an email from an Office 365 Outlook account

1. Click the **Networking** tab.
2. If it is not already selected, click **TCP/IP Settings** in the left navigation pane.
3. Click the **Network Identification** tab.
4. If DNS is required on the network, in the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client being used is listed. DNS suffixes have this format: *companyname.com*, *gmail.com*, etc.



NOTE: If the Domain Name suffix is not set up, use the IP address.

5. Click **Apply**.
6. Click the **Scan/Digital Send** tab.
7. On the left navigation pane, click the **Scan to E-mail** link.
8. Select the **Enable Scan to E-mail** check box. If this check box is not checked, the feature is unavailable at the printer control panel.
9. In the **Outgoing E-mail Servers (SMTP)** area, click **Add** to start the SMTP wizard.
10. In the **I know my SMTP server address or host name** field, type smtp.onoffice.com, and then click **Next**.
11. On the **Set the basic information necessary to connect to the server** dialog, in the **Port Number** field, type **587**.



NOTE: Some servers have problems sending or receiving emails that are larger than 5 megabytes (MB). These problems can be prevented by entering a number in **Split e-mails if larger than (MB)**.

12. Select the **Enable SMTP SSL Protocol** check box, and then click **Next**.
13. On the **Server Authentication Requirements** dialog, complete the following information:
 - a. Select **Server requires authentication**.
 - b. From the drop-down list, select **Always use these credentials**

- c. In the **Username** field, type the Office 365 Outlook email address.
 - d. In the **Password** field, type the Office 365 Outlook account password, and then click **Next**.
14. On the **Server Usage** dialog, choose the printer functions that will send email through this SMTP server, and then click the **Next** button.
 15. On the **Summary and Test** dialog, enter a valid email address in the **Send a test e-mail to:** field, and then click **Test**.
 16. Verify that all of the settings are correct, and then click **Finish** to complete the outgoing email server set up.

Solve problems with email

Problems with sending email

- Make sure the **Enable Scan to E-mail** check box is checked on the **Scan/Digital Send** tab on the **Scan to E-mail** page.
- If the feature is enabled, but the printer is still unable to send emails, the SMTP server might not be set up correctly. The cause could be any of the following reasons:
 - Authentication is required for the server, but no authentication information is sent.
 - The network address or hostname for the SMTP server is incorrect.
 - The SMTP server is not accepting email (port 25 is not open).
- Check the SMTP server settings to identify the problem.

Check the SMTP server setup



NOTE: This procedure is for Windows operating systems. The following steps show examples of responses from the server. The text portion of the response can vary from server to server.

1. Open a Windows command prompt: click **Start**, click **Run**, and then enter `cmd`.
2. Enter `telnet` followed by the SMTP gateway hostname and then the number 25, which is the port over which the printer is communicating. For example, enter `telnet example.com 25`
3. Press **Enter**. If the SMTP gateway hostname is not valid, the response contains the following message: **Could not open connection to the host on port 25: Connect Failed.**
4. If the SMTP gateway hostname is not valid, reconfigure the server.
 - For the email digital-send feature, use the **Scan/Digital Sending** tab in the embedded Web server to configure the printer to use a different SMTP server.

If you receive a reply such as **220 smtp.hostname**, the SMTP gateway hostname is valid. Continue with the next step.

5. Identify yourself to the SMTP server. At the prompt, enter **HELO** followed by your host name. Press **Enter**. You should receive a reply.
6. Attempt to authorize to the SMTP server. At the prompt, enter `AUTH`. Press **Enter**.

7. If the reply is `503.5.3.3 AUTH not available`, then the SMTP server does not require authentication.

If the reply is `250 AUTH` or `334`, the SMTP server requires authentication. Use the **Scan to E-mail** page on the **Scan/Digital Sending** tab of the HP Embedded Web Server to configure the correct authentication information.

8. Verify that the server recognizes the email account that is sending the message. At the prompt, enter `MAIL FROM: <sender@domain.com>` where “<sender@domain.com>” is the email address for testing.

If the response is `550 Requested action not taken: mailbox unavailable`, then the server cannot find the mailbox for that address.

If the response is `550 Requested action not taken: mailbox name not allowed`, then the email address is not valid.

9. Verify that the server has sent the email to the recipient. At the prompt enter `RCPT TO: <recipient@example.com>` where “<recipient@example.com>” is the email address for the recipient.

If the response is `550 Requested action not taken: mailbox unavailable`, then the server cannot find the mailbox for that address. The recipient email account might be configured so that it cannot receive messages from the printer.

If the response is `551 User not local: please try <forward-path>`, where “<forward-path>” is a different email address, then the email account is not active.

Set up Scan to Network Folder

- [Introduction](#)
- [Before you begin](#)
- [Method one: Use the Save to Network Folder Setup page](#)
- [Method two: Use the Save to Network Folder Quick Set Wizard](#)
- [Problems with sending to a network folder](#)

Introduction


This document explains how to enable and configure the scan to network folder function. The printer has a feature that enables it to scan a document and save it to a network folder. To use this scan feature, the printer must be connected to a network; however, the feature is not available until it has been configured by using the HP Embedded Web Server (EWS). There are two methods in the EWS for configuring Scan to network folder. Use the **Save to Network Folder Setup** page for advanced configuration, or use the **Scan to Network Folder Setup Wizard** for basic configuration.

Before you begin

 **NOTE:** To set up the Scan to Network Folder feature, the printer must have an active network connection.


Administrators need the following items before beginning the configuration process.

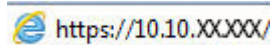
- Administrative access to the printer
- The fully-qualified domain name (FQDN) (e.g., \\servername.us.companyname.net\scans) of the destination folder or the IP address of the server (e.g., \\16.88.20.20\scans).

 **NOTE:** The use of the term "server" in this context refers to the computer where the shared folder resides.

Use the HP Embedded Web Server (EWS) to set up the Scan to Network Folder feature. Before continuing, use this procedure to open the EWS, and then set up the Scan to Network Folder feature by using one of the methods provided.

Access the HP Embedded Web Server

1. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.

 <https://10.10.XX.XXX/>

 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

Method one: Use the Save to Network Folder Setup page

Use this method for complete configuration of the Scan to Network Folder feature.

- [Step one: Enable the Scan to Network Folder feature and configure the default job options](#)
- [Step two: Set up a Quick Set](#)

Step one: Enable the Scan to Network Folder feature and configure the default job options

1. Click the **Scan/Digital Send** tab.
2. On the left navigation menu, click the **Save to Network Folder Setup** link.
3. On the **Save to Network Folder Setup** dialog, select the **Enable Save to Network Folder** check box. If this box is not selected, the feature is unavailable at the printer control panel.

Complete the fields in all the dialogs on the page.

- [Notification settings](#)
- [Folder Settings](#)
- [Scan Settings](#)
- [File Settings](#)

Notification settings

On the **Notification Settings** dialog, select one of these options:



NOTE: In order to send notification emails, the printer must be set up to use an SMTP server for sending email jobs.

- Option one: **Do not notify**
 1. Select **Do not notify**.
 2. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.
- Option two: **Notify when job completes**
 1. Select **Notify when job completes**.
 2. Select the method for delivering the notification from the **Method Used to Deliver Notification** list.
If the method of notification selected is **E-mail**, type the email address in the **Notification E-mail Address** field.
 3. To include a thumbnail of the first scanned page in the notification, select **Include Thumbnail**.
 4. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.
- Option three: **Notify only if job fails**

1. Select **Notify only if job fails**.
2. Select the method for delivering the notification from the **Method Used to Deliver Notification** list.
If the method of notification selected is **E-mail**, type the email address in the **Notification E-mail Address** field.
3. To include a thumbnail of the first scanned page in the notification, select **Include Thumbnail**.
4. To prompt the user to review their notification settings, select **Prompt user prior to job start**, and then click **Next**.

Folder Settings

Use the **Folder Settings** dialog to configure the types of folders the printer sends scanned documents to.

There are two types of folder permissions to select from:

Option 1: Read and write access

To send scanned documents to a folder configured for read and write access, complete the following steps:



NOTE: **Send only to folders with read and write access** supports folder verification and job notification

1. If it is not already selected, select **Send only to folders with read and write access**.
2. To require the printer to verify folder access before starting a scan job, select **Verify folder access prior to job start**.



NOTE: Scan jobs can complete more quickly if **Verify folder access prior to job start** is not selected; however, if the folder is unavailable, the scan job will fail.

3. Click **Next**.

Option 2: Write access only

To send scanned documents to a folder configured for write access only, complete the following steps:



NOTE: **Allow sending to folders with write access only** does not support folder verification or job notification



NOTE: If this option is selected, the printer cannot increment the scan filename. It sends the same filename for all scans.

Select a time-related filename prefix or suffix for the scan filename, so that each scan is saved as a unique file, and does not overwrite a previous file. This filename is determined by the information in the File Settings dialog.

1. Select **Allow sending to folders with write access only**.
2. Click **Next**.

Scan Settings

On the **Scan Settings** dialog, set the default scanning options.

Save As...

Specify the folder and file name for the scanned file

Document File Type	<p>Save a scanned document as one of several types of files.</p> <p>The following standard file types are available:</p> <ul style="list-style-type: none"> • PDF: This file type provides the best overall image and text quality. PDF files require Adobe® Acrobat® Reader software for viewing. • JPEG: This file type is a good choice for most graphics. Most computers have a browser that can view .JPEG files. This file type produces one file per page. • TIFF: This is a standard file type that many graphics programs support. This file type produces one file per page. • MTIFF: MTIFF stands for multi-page TIFF. This file type saves multiple scanned pages in a single file. • XPS: XPS (XML Paper Specification) creates an XAML file that preserves the original formatting of the document and supports color graphics and embedded fonts. • PDF/A: PDF/A is a type of PDF designed for long-term archival of electronic documents. All format information in the document is self-contained.
	<p>HP LaserJet Enterprise Flow MFP printers also support the following OCR file types:</p> <ul style="list-style-type: none"> • Text (OCR): Text (OCR) creates a text file by using optical character recognition (OCR) to scan the original. A text file can be opened in any word processing program. The formatting of the original will not be saved using this option. • Unicode Text (OCR): Unicode Text (OCR) is an industry standard used to consistently represent and manipulate text. This file type is useful for internationalization and localization. • RTF (OCR): RTF (OCR) creates a rich text format (RTF) file by using optical character recognition (OCR) to scan the original. RTF is an alternative text format that can be opened by most word processing programs. Some of the formatting of the original will be saved using this option. • Searchable PDF (OCR): Searchable PDF (OCR) creates a searchable PDF file by using optical character recognition (OCR) to scan the original. When a document is scanned in this way, use Adobe Acrobat® Reader's search tools to search for specific words or phrases within the PDF. • Searchable PDF/A (OCR): Searchable PDF/A (OCR) is a type of PDF/A file that includes information about the document structure, which allows content to be searched. • HTML (OCR): HTML (OCR) creates a Hypertext Markup Language (HTML) file containing the contents of the original document. HTML is used to display files on Web sites. • CSV (OCR): CSV (OCR) is common text file format that contains comma-separated values. This type of file can be opened by most word processing, spreadsheet, or database programs.
Output Quality	Specify the output quality of scanned images, which affects the file size of the resulting file.
Original Sides	Specify whether the original document is printed on one side or both sides.
Color/Black	Specify whether the scanned image will be in color, black and gray, or black only.
	For color printers only.
Scan Mode	<p>Standard Document: Scan a page or stack of pages through the document feeder, or individually on the flatbed glass.</p> <p>Book Mode: Scan an open book and output each page of the book onto different pages.</p> <p>2-sided ID Copy: Scan each side of an identification card on the flatbed glass and output them onto one page. After scanning the first side, the printer prompts to place the second side in the correct position on the glass.</p>
Resolution	Specify the resolution of scanned images. Select a higher resolution to increase the clarity of the image. However, as the resolution increases, the file size also increases.

Original Size	Specify the paper size for the original document.
Content Orientation	Specify whether the original document is printed in Portrait or Landscape orientation.
Image Adjustment	<p>Sharpness: Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.</p> <p>Darkness: Increase or decrease the amount of white and black used in colors in scanned images.</p> <p>Contrast: Increase or decrease the difference between the lightest and the darkest color on the page.</p> <p>Background Cleanup: Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.</p> <p>Automatic Tone: Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.</p>
Optimize Text/Picture	Optimize the job for the type of image being scanned: text, graphics, or photos.
Erase Edges	Remove blemishes, such as dark borders or staple marks, by cleaning the edges of the scanned image.
Cropping options	<p>Crop to original size: Crop the image to match the paper size of the original document.</p> <p>Crop to content: Crop the image to the size of the detectable content in the original document.</p>
Blank Page Suppression	Exclude blank pages in the original document from scanned images. This feature is useful for scanning pages printed on both sides to eliminate blank pages in the resulting scanned document.
Multi-feed Detection	Enable or disable multi-feed detection. When enabled, scanning stops when the printer detects more than one page at a time being fed in the document feeder. When disabled, scanning continues when a multi-feed is detected, to allow scanning pages that are stuck together, originals with self-adhesive notes on them, or thick paper.
Notification	Select whether to send notifications of the status of scan jobs. The printer can print the notification, or it can send the notification in an email.

File Settings

On the **File Settings** dialog, set the default file settings for the Quick Set, and then click **Next**.

File settings:


Feature	Description
File Name Prefix	Set the default file name prefix used for files saved to a network folder.
File Name Suffix	Set the default file name suffix used for files saved to a network folder.
File Number Format	Select a file name format for when the job is divided into multiple files.
File Name Preview	Enter a file name, and then click the Update Preview button.

Step two: Set up a Quick Set

Quick Sets are shortcut jobs that can be accessed within the [Quick Sets](#) application on the printer control panel. The Scan to Network Folder feature can be minimally configured without creating a Quick Set. However, without the Quick Set, users must enter the destination folder information at the control panel for each scan job. A Quick Set is required to include Scan to Network Folder metadata.


Provide the Quick Set name, description, and options for starting

1. On the left navigation pane, click **Quick Sets**.
2. In the Quick Sets Lists area, click **Add**. The **Quick Set Setup** page opens.
3. In the **Quick Set Name** field, type a name.

 **TIP:** Name the Quick Set something that users can understand quickly (e.g., “Scan and save to a folder”).

4. In the **Quick Set Description** field, type a description explaining what the Quick Set will save.
5. From the **Quick Set Start Option** list, select one of the following options:

- Option one: **Enter application, then user presses Start**
- Option two: **Start instantly upon selection**
 - ▲ Select one of the following options under **Original Sides Prompt:**
 - **Use application default**
 - **Prompt for original sides**

 **NOTE:** If **Start instantly upon selection** is selected, the destination folder must be configured in the next step.

6. Click **Next**.

Configure the destination folder for scanned documents

Option 1: Shared folders or FTP folders

To save scanned documents to a standard shared folder or an FTP folder, complete the following steps:

1. If it is not already selected, select **Save to shared folders or FTP folders**.
2. Click **Add....** The **Add Network Folder Path** dialog opens.
3. On the **Add Network Folder Path** dialog, select one of the following options:
 - Option one: **Save to a standard shared network folder**

1. If it is not already selected, select **Save to a standard shared network folder**.
2. In the **UNC Folder Path** field, type a folder path.

The folder path can either be the fully-qualified domain name (FQDN) (e.g., \servername.us.companyname.net\scans) or the IP address of the server (e.g., \16.88.20.20\scans). Be sure that the folder path (e.g., \scans) follows the FQDN or IP address.



NOTE: The FQDN can be more reliable than the IP address. If the server gets its IP address via DHCP, the IP address can change. However, the connection with an IP address might be faster because the printer does not need to use DNS to find the destination server.

3. To automatically create a subfolder for scanned documents in the destination folder, select a format for the subfolder name from the **Custom Subfolder** list.

To restrict the subfolder access to the user who creates the scan job, select **Restrict subfolder access to user**.

4. To view the complete folder path for scanned documents, click **Update Preview**.
5. From the **Authentication Settings** list, select one of the following options:
 - **Use credentials of user to connect after Sign In at the control panel**
 - **Always use these credentials**



NOTE: If **Always use these credentials** is selected, a user name and password must be entered in the corresponding fields.

6. In the **Windows Domain** field, type the Windows domain.



TIP: To find the Windows domain in Windows 7, click **Start**, click **Control Panel**, click **System**.

To find the Windows domain in Windows 8, click **Search**, enter **System** in the search box, and then click **System**.

The domain is listed under **Computer name, domain, and workgroup settings**.



NOTE: If a shared folder is set to be accessed by everyone, values for a workgroup name (default is “Workgroup”), a user name and password must be entered in the corresponding fields. However, if the folder is within a particular user’s folders and not Public, the user name and password of that user must be used.



NOTE: An IP address might be necessary instead of a computer name. Many home routers do not handle computer names well, and there is no Domain Name Server (DNS). In this case, it is best to set up a static IP address on the shared PC to alleviate the problem of DHCP assigning a new IP address. On a typical home router, this is done by setting a static IP address that is on the same subnet, but outside the DHCP address range.

7. Click **OK**.
- Option two: **Save to an FTP Server**



NOTE: If an FTP site is outside the firewall, a proxy server must be specified under the network settings. These settings are located in the **EWS Networking** tab, under the **Advanced** options.

1. Select **Save to an FTP Server**.
2. In the **FTP Server** field, type the FTP server name or IP address.
3. In the **Port** field, type the port number.



NOTE: In most cases, the default port number does not need to be changed.

4. To automatically create a subfolder for scanned documents in the destination folder, select a format for the subfolder name from the **Custom Subfolder** list.
5. To view the complete folder path for scanned documents, click **Update Preview**.
6. From the **FTP Transfer Mode** list, select one of the following options:
 - **Passive**
 - **Active**
7. In the **Username** field, type the user name.
8. In the **Password field**, type the password.
9. Click **Verify Access** to confirm the destination can be accessed.
10. Click **OK**.

Option 2: Personal shared folders

To save scanned documents to a personal shared folder, complete the following steps:



NOTE: This option is used in domain environments where the administrator configures a shared folder for each user. If the Save to a personal shared folder feature is configured, users will be required to sign in at the printer control panel using Windows credentials or LDAP authentication.

1. Select **Save to a personal shared folder**.
2. In the **Retrieve the device user's home folder using this attribute** field, type the user's home folder in the Microsoft Active Directory.



NOTE: Verify that the user knows where this home folder is located on the network.

3. To add a user name subfolder at the end of the folder path, select **Create subfolder based on user name**.

To restrict the subfolder access to the user who creates the scan job, select **Restrict subfolder access to user**.


Summary


On the **Summary** dialog, review the settings, and then click **Finish**.

Method two: Use the Save to Network Folder Quick Set Wizard

This option opens the setup wizard that is in the HP Embedded Web Server (EWS) for the printer. The setup wizard includes the options for basic configuration.


1. Click the **Scan/Digital Send** tab.
2. Click the **E-mail and Save to Network Folder Quick Set Wizard** link.
3. On the **Add or Remove a Save to Network Folder Quick Set** dialog, click **Add**.

 **NOTE:** Quick Sets are shortcut jobs that can be accessed within the [Quick Sets](#) application on the printer control panel.

 **NOTE:** The Save to Network Folder feature can be minimally configured without creating a quick set. However, without the quick set, users must enter the destination folder information at the control panel for each scan job. A quick set is required to include Save to Network Folder metadata.

4. On the **Add Folder Quick Set** dialog, complete the following information:

- a. In the **Quick Set Title** field, type a title.

 **TIP:** Name the Quick Set something that users can understand quickly (e.g., "Scan and save to a folder").

- b. From the **Button Location** drop-down, select one of the following options to indicate where the [Quick Set](#) button will display on the printer control panel:

- **Quick Sets Application**
- **Home Screen**


- c. In the **Quick Set Description** field, type a description explaining what the Quick Set will save.

- d. Click **Next**.

5. On the **Configure Destination Folder** dialog, complete the following information:


- a. In the **UNC Folder Path** field, type a folder path where the scan will go.

The folder path can either be the fully-qualified domain name (FQDN) (e.g., `\servername.us.companyname.net\scans`) or the IP address of the server (e.g., `\16.88.20.20\scans`). Be sure that the folder path (e.g., `\scans`) follows the FQDN or IP address.


 **NOTE:** The FQDN can be more reliable than the IP address. If the server gets its IP address via DHCP, the IP address can change. However, the connection with an IP address might be faster because the printer does not need to use DNS to find the destination server.

- b. From the **Authentication Settings** drop-down, select one of the following options:

- **Use credentials of user to connect after Sign In at the control panel**
- **Always use these credentials**

 **NOTE:** If **Always use these credentials** is selected, a user name and password must be entered in the corresponding fields, and the printer's access to the folder must be verified by clicking **Verify Access**.

- c. In the **Windows Domain** field, type the Windows domain.

 **TIP:** To find the Windows domain in Windows 7, click **Start**, click **Control Panel**, click **System**.

To find the Windows domain in Windows 8, click **Search**, enter **System** in the search box, and then click **System**.

The domain is listed under **Computer name, domain, and workgroup settings**.

- d. Click **Next**.
6. On the **Configure File Scan Settings** dialog, set the default scanning preferences for the Quick Set, and then click **Next**.
7. Review the **Summary** dialog, and then click **Finish**.
8. On the **Save to Network Folder Setup** dialog, review the selected settings, and then click **Finish** to complete the setup.

Problems with sending to a network folder

Issue	Cause	Solution
All users are unable to store jobs in the network folder.	A firewall might be interfering.	If IPsec is enabled, it could be interfering with digital-send features. Try disabling IPsec.
	The server might be turned off.	Verify that the server is turned on.
	The DNS settings might be incorrect.	Verify the UNC folder path, because it might have changed or been entered incorrectly.
A particular user is unable to store jobs in the network folder.	The folder might have write-access restrictions.	If write-access is controlled for the folder, signing in again is required to save a file to that folder.
	If trying to send the job to a folder that is not one of the Quick Set folders, the path to the folder might not be correct.	Verify that the correct network path was entered.
	If a folder is specified by editing the path to a Quick Set Folder, permission to access the new folder might not be allowed.	Set permission to allow jobs to be stored in this folder by this user.
	The user might not be authenticated to the network server.	Verify that the user has the required credentials to gain access to the server where the network folder resides.
	The user might have specified a file type that is not supported.	Try saving the file with a different file-type extension.
No notification was received, although the option to receive a notification was selected.	The default email address for notifications might not be set, or it might be incorrect.	Sign in to the printer, and then verify that the email address for the notification option is correct. Make sure that the SMTP server is set up.

Set up Scan to USB Drive

- [Introduction](#)
- [Enable Scan to USB Drive](#)
- [Configure default scan options](#)
- [Configure the default file name settings](#)

Introduction

This document explains how to enable and configure the scan to USB drive function. The printer has a feature that enables it to scan a document and save it to a USB drive. The feature is not available until it has been configured.

Enable Scan to USB Drive

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, scroll to and select the [Administration](#) menu.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the [Enter](#) key on the computer keyboard. The EWS opens.




 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Click the **Security** tab, and in the area for **Hardware Ports** select **Enable Host USB plug and play**. Click **Apply**.
3. Click the **Scan/Digital Send** tab.
4. Click the **Save to USB** link.
5. Select **Enable Save to USB**.
6. Click the **Apply** button at the bottom of the page.

Configure default scan options

Configure the following default options for Scan to USB Drive.

 **NOTE:** The following list contains the master set of options available for HP LaserJet Enterprise MFP printers. Some options are not available on all printers.

Save As... Specify the folder and file name for the scanned file

Load and Save Settings	<p>Load Quick Set: Load scan settings from a saved Quick Set.</p> <p>NOTE: Use the HP Embedded Web Server to create and save Quick Sets.</p> <p>Save Defaults: Save the current settings in the Options list as default settings for future scan jobs.</p>
Document File Type	<p>Save a scanned document as one of several types of files.</p> <p>The following standard file types are available:</p> <ul style="list-style-type: none"> • PDF: This file type provides the best overall image and text quality. PDF files require Adobe® Acrobat® Reader software for viewing. • JPEG: This file type is a good choice for most graphics. Most computers have a browser that can view .JPEG files. This file type produces one file per page. • TIFF: This is a standard file type that many graphics programs support. This file type produces one file per page. • MTIFF: MTIFF stands for multi-page TIFF. This file type saves multiple scanned pages in a single file. • XPS: XPS (XML Paper Specification) creates an XAML file that preserves the original formatting of the document and supports color graphics and embedded fonts. • PDF/A: PDF/A is a type of PDF designed for long-term archival of electronic documents. All format information in the document is self-contained. <p>HP LaserJet Enterprise Flow MFP printers also support the following OCR file types:</p> <ul style="list-style-type: none"> • Text (OCR): Text (OCR) creates a text file by using optical character recognition (OCR) to scan the original. A text file can be opened in any word processing program. The formatting of the original will not be saved using this option. • Unicode Text (OCR): Unicode Text (OCR) is an industry standard used to consistently represent and manipulate text. This file type is useful for internationalization and localization. • RTF (OCR): RTF (OCR) creates a rich text format (RTF) file by using optical character recognition (OCR) to scan the original. RTF is an alternative text format that can be opened by most word processing programs. Some of the formatting of the original will be saved using this option. • Searchable PDF (OCR): Searchable PDF (OCR) creates a searchable PDF file by using optical character recognition (OCR) to scan the original. When a document is scanned in this way, use Adobe Acrobat® Reader's search tools to search for specific words or phrases within the PDF. • Searchable PDF/A (OCR): Searchable PDF/A (OCR) is a type of PDF/A file that includes information about the document structure, which allows content to be searched. • HTML (OCR): HTML (OCR) creates a Hypertext Markup Language (HTML) file containing the contents of the original document. HTML is used to display files on Web sites. • CSV (OCR): CSV (OCR) is common text file format that contains comma-separated values. This type of file can be opened by most word processing, spreadsheet, or database programs.
Output Quality	Specify the output quality of scanned images, which affects the file size of the resulting file.
Original Sides	Specify whether the original document is printed on one side or both sides.
Color/Black	Specify whether the scanned image will be in color, black and gray, or black only.
For color printers only.	

Scan Mode	<p>Standard Document: Scan a page or stack of pages through the document feeder, or individually on the flatbed glass.</p> <p>Book Mode: Scan an open book and output each page of the book onto different pages.</p> <p>2-sided ID Copy: Scan each side of an identification card on the flatbed glass and output them onto one page. After scanning the first side, the printer prompts to place the second side in the correct position on the glass.</p>
Resolution	Specify the resolution of scanned images. Select a higher resolution to increase the clarity of the image. However, as the resolution increases, the file size also increases.
Original Size	Specify the paper size for the original document.
Content Orientation	Specify whether the original document is printed in Portrait or Landscape orientation.
Image Adjustment	<p>Sharpness: Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.</p> <p>Darkness: Increase or decrease the amount of white and black used in colors in scanned images.</p> <p>Contrast: Increase or decrease the difference between the lightest and the darkest color on the page.</p> <p>Background Cleanup: Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.</p> <p>Automatic Tone: Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.</p>
Optimize Text/Picture	Optimize the job for the type of image being scanned: text, graphics, or photos.
Erase Edges	Remove blemishes, such as dark borders or staple marks, by cleaning the edges of the scanned image.
Cropping options	<p>Crop to original size: Crop the image to match the paper size of the original document.</p> <p>Crop to content: Crop the image to the size of the detectable content in the original document.</p>
Blank Page Suppression	Exclude blank pages in the original document from scanned images. This feature is useful for scanning pages printed on both sides to eliminate blank pages in the resulting scanned document.
Multi-feed Detection	Enable or disable multi-feed detection. When enabled, scanning stops when the printer detects more than one page at a time being fed in the document feeder. When disabled, scanning continues when a multi-feed is detected, to allow scanning pages that are stuck together, originals with self-adhesive notes on them, or thick paper.
Notification	Select whether to send notifications of the status of scan jobs. The printer can print the notification, or it can send the notification in an email.
Save Defaults	Save the current scan settings as the new default settings for this scan function.

Configure the default file name settings

Option name	Description
File Name Prefix	Set the default file name prefix.
File Name Suffix	Set the default file name suffix.

Option name	Description
File Number Format	Select a file name format for when the job is divided into multiple files.
File Name Preview	Enter a file name, and then click the Update Preview button.

Set up Scan to SharePoint® (Flow models only)

- [Introduction](#)
- [Enable Scan to SharePoint®](#)
- [Scan and save a file directly to a Microsoft SharePoint® site](#)


Introduction

Use [Scan to SharePoint®](#) to scan documents directly to a Microsoft® SharePoint® site. This feature eliminates the need to scan the documents to a network folder, USB flash drive, or email message, and then manually upload the files to the SharePoint® site.


[Scan to SharePoint®](#) supports all scanning options, including the ability to scan documents as images or use the OCR features to create text files or searchable PDFs.

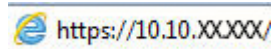
The feature is disabled by default. Enable [Scan to SharePoint®](#) in the HP Embedded Web Server (EWS).

Enable Scan to SharePoint®

 **NOTE:** Before this procedure can be completed, the destination folder that the scanned files will be saved to must exist on the SharePoint® site, and write access must be enabled to the destination folder.

[Scan to SharePoint®](#) is disabled by default. Follow these steps to enable the feature:

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.


2. Open the **Scan/Digital Send** tab, and then select the **Save to SharePoint®** menu in the left column.
3. Select **Enable Save to SharePoint®**, and then click **Apply**.
4. Click **Add** in the **Quick Sets** section to launch the **Quick Set Wizard**.
5. Enter a name for the Quick Set in the **Quick Set Name** field.
6. Enter a description for the Quick Set in the **Quick Set Description:** field. This description displays with the Quick Set button on the printer control-panel display.
7. Select a **Quick Set Start Option:**

- **Enter application, then user presses Start:** The printer opens the scan application for the Quick Set to review or make changes to the settings before pressing **Start** to begin the job.
- **Start instantly upon selection:** The job starts instantly when the Quick Set is selected.


 **NOTE:** In most cases it is best to start the Quick Set manually to check and set options before starting the job.

8. Click **Next**.
9. To add the path to the SharePoint folder, click **Add** . Copy the target path from a browser address field, and paste it into the **SharePoint Path:** field. Click **Generate Short URL** to create a shortened URL to display on the printer control panel.
10. By default, the printer overwrites an existing file that has the same file name as the new file. Clear **Overwrite existing files** so that a new file with the same name as an existing file is given a time/date stamp.
11. Select an option from the **Authentication Settings** drop-down menu. Select whether it is necessary to sign in to the SharePoint site with credentials, or store the credentials within the Quick Set.

 **NOTE:** **Use credentials of user to connect after Sign In at the control panel** is selected in the **Authentication Settings** drop-down menu, the logged-in user must have permissions to write to the specified SharePoint site.

 **NOTE:** For security purposes, the printer does not display credentials entered in the Quick Set Wizard.

12. If entering credentials, click **Verify Access** to make certain that the path and other information are correct, and then click **OK** to return to the **SharePoint Destination Settings** window.
13. Optional: Enter an additional SharePoint path. Click **Next** to continue.
14. Optional: Configure the Quick Set to send email messages or print a summary page if a job either completes successfully or fails. Select an option from the **Condition on Which to Notify** drop-down menu, enter the notification method and email address to send notifications to, if necessary, and then click **Next**.

 **NOTE:** To use the email notification feature, first configure the email feature on the printer.



15. Select options from the **Scan Settings** window, and then click **Next**.
16. Select options from the **File Settings** window. Select predefined file name prefixes and suffixes from the drop-down menus, and enter a default file name. Click **Update Preview** to preview the selected settings. Choose the default file format from the **Default File Type** drop-down menu.

 **NOTE:** The **Default File Types** menu includes the OCR file formats.

17. Click **Next** to see a preview of the Quick Set button as it will appear on the control-panel display, and then click **Finish** to complete the setup.

Scan and save a file directly to a Microsoft SharePoint® site

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, touch **Scan to SharePoint®**.
3. Select one of the items in the **Quick Sets** list.

4. Touch the **File Name:** text field to open a keyboard, and then type the name for the file using either the on-screen keyboard or the physical keyboard. Touch **OK**.
5. If necessary, touch the **File Type** drop-down menu to select a different output file format.
6. Touch **More Options** to view and configure settings for the document.
7. Preview the image at any time by touching the Preview  button in the upper-right corner of the screen. For more information about this feature, touch the Help  button on the preview screen.
8. Touch the Start button to save the file.

Create a Quick Set

Use the [Quick Sets](#) feature to quickly access preset job options. Use the HP Embedded Web Server to create Quick Sets, which are then available in the [Quick Sets](#) application on the printer control panel. Quick Sets are available for the following scan/send features:

- [Copy](#)
- [Scan to E-mail](#)
- [Scan to Network Folder](#)
- [Scan to USB Drive](#)
- [Scan to Fax](#)
- [Scan to SharePoint®](#)

Ask the system administrator for assistance with the following steps:

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, scroll to and select the [Administration](#) menu.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the [Enter](#) key on the computer keyboard. The EWS opens.

A screenshot of a web browser address bar. The address bar contains the text "https://10.10.XXXXX/" in a blue font. To the left of the text is a small globe icon representing the internet or a website.

 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Click the **General** tab.
3. On the left navigation pane, click the **Quick Sets** link.
4. On the **Quick Sets List** dialog, click **Add**.
5. On the **Select an application** dialog, select the application for the new Quick Set. Click **Next**.
6. Provide the following information:
 - **Quick Set Name:** This title appears on the new Quick Set button on the printer control panel.
 - **Quick Set Description:** This short description appears next to the title on the new Quick Set button on the control panel.
 - Quick Set start option: Select one of these options:
 - **Enter application, then user presses Start:** The printer opens the application for the Quick Set, providing the opportunity to review and change the settings before touching the [Start](#) button to begin the job.
 - **Start instantly upon selection:** The job starts instantly when the Quick Set is selected.

Click **Next**.

7. The next several dialogs that appear depend on which application was selected in Step 5:
 - For **Save to E-mail**, the following dialogs appear: **Address Field Restrictions, Signing and Encryption**.
 - For **Fax**, the following dialog appears: **Select Fax Recipients**.
 - For **Save to Network Folder**, the following dialog appears: **Folder Settings**.
 - For **Save to USB Drive** the following dialog appears: **Set where files are saved on the USB storage device**.
 - For **Save to SharePoint®** the following dialogs appear: **SharePoint® Destination Settings, Add SharePoint® Path, SharePoint® Destination Settings**.



NOTE: The **Scan to SharePoint®** feature is available for all HP Flow MFPs, Digital Senders, and the Scanjet 7000nx with firmware datecode 20120119 or newer.

- For **Copy** the following dialog appears: **Copy Settings**.

Proceed through the destination-specific dialogs. Click **Next** to advance to the next dialog.

8. On the **Notification Settings** dialog, select the scan status notification preference, and then click **Next**.
9. On the **Scan Settings** dialog, select the scan settings to use. Click **Next**.
10. On the **File Settings** dialog, select the file settings to use. Click **Next**.
11. Review the **Summary** dialog, and then click **Finish**.
12. On the Quick Set-specific dialog, click **Apply** at the bottom of the window to save the Quick Set.

Scan and send to email

Introduction

The printer has a feature that enables it to scan a document and send it to one or more email addresses. Before using this feature, use the HP Embedded Web Server to enable it and set it up.

Scan and send a document to email

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, touch the **E-mail** button.



NOTE: If prompted, type your user name and password.


3. Touch the **To** field to open a keyboard.







NOTE: If you are signed in to the printer, your user name or other default information might appear in the **From** field. If so, you might not be able to change it.

4. Specify the recipients by using one of these methods:

Enter addresses manually

- ▲ Enter the address in the **To** field. To send to multiple addresses, separate the addresses with a semicolon, or touch the Enter  button on the touchscreen keyboard after typing each address.

Enter addresses from the Contacts list

- a. Touch the Address Book  button that is next to the **To:** field to open the **Address Book** screen.
 - b. From the drop-down list, select the address book view that you want to use.
 - c. Select a name from the list of contacts, and then touch the right arrow  button to add the name to the recipients list. Repeat this step for each recipient, and then touch the **OK** button.
5. Complete the **Subject**, and **File Name** fields by touching the field and using the touchscreen keyboard to enter information. Touch the **OK** button when you have completed the fields.
 6. To configure settings for the document, touch the **More Options** button. For example:
 - Select **File Type and Resolution** to specify the type of file to create, the resolution, and the output quality.
 - If the original document is printed on both sides, select **Original Sides**, and then select **2 Sided**.
 7. Touch the preview  button to preview the document.
 8. Touch the Start  button to send.



NOTE: The printer might prompt you to add the email address to the address book or the contact list.

Scan and send to network folder

Introduction

The printer can scan a file and save it in a shared folder on the network. Before using this feature, use the HP Embedded Web server to enable the feature and configure the shared folders. The system administrator can configure pre-defined Quick Sets folders; otherwise it is necessary to specify the folder path for each job.

Scan and save the document to a folder



NOTE: You might be required to sign in to the printer to use this feature.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, touch the [Save to Network Folder](#) button.
3. To specify a path for this job only, touch the Add button to open a keyboard, and type the path to the folder, and then touch the [OK](#) button. Use this format for the path:

`\\server\folder`, where “server” is the name of the server that hosts the shared folder, and “folder” is the name of the shared folder. If the folder is nested inside other folders, complete all necessary segments of the path to reach the folder. For example: `\\server\folder\folder`

Or, select a pre-defined Quick Sets path or a path associated with a Contact.



NOTE: The [Folder Paths](#) field might have a pre-defined path, and it might not be editable. In this situation, the administrator has configured this folder for common access.

4. Touch the [File Name](#) text field to open a keyboard, and then type the name for the file, and then touch the [OK](#) button.
5. To configure settings for the document, touch the [More Options](#) button. For example:
 - Select [File Type and Resolution](#) to specify the type of file to create, the resolution, and the output quality.
 - If the original document is printed on both sides, select [Original Sides](#), and then select [2 Sided](#).
6. Touch the preview button to preview the document.
7. When the document is ready, touch the Start button to save the file.



Scan and send to USB Flash Drive

Introduction

The printer can scan a file and save it on a USB flash drive. Before using this feature, use the HP Embedded Web server to enable and configure it.

Scan and save the document to a USB flash drive

 **NOTE:** You might be required to sign in to the printer to use this feature.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. Insert the USB flash drive into the USB port near the printer control panel.
3. From the Home screen on the printer control panel, scroll to and touch the **Save to USB** button.
4. Save the file on the root of the USB flash drive, save it in an existing folder, or touch the **New Folder** button to create a new folder on the USB flash drive..
5. Touch the **File Name** text field to open a keyboard, and then type the name for the file, and then touch the **OK** button.
6. To configure settings for the document, touch the **More Options** button. For example:
 - Select **File Type and Resolution** to specify the type of file to create, the resolution, and the output quality.
 - If the original document is printed on both sides, select **Original Sides**, and then select **2 Sided**.
7. Touch the preview  button to preview the document.
8. When the document is ready, touch the Start  button to save the file.

Additional scan tasks

Go to www.hp.com/support/colorljM577MFP.

Instructions are available for performing specific scan tasks, such as the following:

- Copy or scan pages from books or other bound documents
- Send a scanned document to a folder in the printer memory
- Copy or scan both sides of an identification card
- Copy or scan a document into a booklet format

7 Fax

- [Set up fax](#)
- [Change fax configurations](#)
- [Send a fax](#)
- [Additional fax tasks](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Set up fax

Introduction

This information applies to fax and Flow models, or to other printers when an optional analog fax accessory has been installed. Before continuing, connect the printer to a phone line (for analog fax) or to an Internet or network fax service.

Set up fax by using the printer control panel

1. From the Home screen on the printer control panel, scroll to and touch [Administration](#).
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Send Settings](#)
 - [Fax Send Setup](#)
 - [Fax Setup Wizard](#)



NOTE: If the [Fax Settings](#) menu does not appear in the menu listing, LAN or Internet fax might be enabled. When LAN or Internet fax is enabled, the analog fax accessory is disabled and the [Fax Settings](#) menu does not display. Only one fax feature, either LAN fax, analog fax, or Internet fax, can be enabled at a time. To use analog fax when LAN fax is enabled, use the HP Embedded Web Server to disable LAN fax.

3. Follow the steps in the Fax Setup Wizard to configure the required settings.

Change fax configurations



NOTE: The settings configured using the Fax Setup Wizard on the control panel override any settings made in the HP Embedded Web Server.

- [Fax dialing settings](#)
- [General fax send settings](#)
- [Fax receive settings](#)

Fax dialing settings

1. From the Home screen on the product control panel, scroll to and touch [Administration](#).
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Send Settings](#)
 - [Fax Send Setup](#)
 - [Fax Dialing Settings](#)

Configure any of the following settings:

Menu item	Description
Fax Dial Volume	Use the Fax Dial Volume setting to control the product's dialing volume level when sending faxes.
Dialing Mode	The Dialing Mode setting sets the type of dialing that is used: either tone (touch-tone phones) or pulse (rotary-dial phones).
Fax Send Speed	The Fax Send Speed setting sets the modem bit rate (measured in bits per second) of the Analog Fax modem while sending a fax. <ul style="list-style-type: none">• Fast (default) — v.34/max 33,600 bps• Medium — v.17/max 14,400 bps• Slow — v.29/max 9,600 bps
Redial Interval	The Redial Interval setting selects the number of minutes between retries if the number dialed is busy or not answering, or if an error occurs. NOTE: You might observe a redial message on the control panel when both the Redial On Busy and Redial On No Answer settings are set to off. This occurs when the fax accessory dials a number, establishes a connection, and then loses the connection. As a result of this error condition, the fax accessory performs three automatic redial attempts regardless of the redial settings. During this redial operation, a message displays on the control panel to indicate that a redial is in progress.
Redial On Error	The Redial On Error feature sets the number of times a fax number will be redialed when an error occurs during a fax transmission.
Redial On Busy	The Redial On Busy setting selects the number of times (0 through 9) the fax accessory redials a number when the number is busy. The interval between retries is set by the Redial Interval setting.

Menu item	Description
Redial On No Answer	The Redial On No Answer setting selects the number of times the fax accessory redials if the number dialed does not answer. The number of retries is either 0 to 1 (used in the U.S.) or 0 to 2, depending on the country/region setting. The interval between retries is set by the redial interval setting.
Detect Dial Tone	The Detect Dial Tone setting determines whether the fax checks for a dial tone before sending a fax.
Dialing Prefix	The Dialing Prefix setting allows you to enter a prefix number (such as a "9" to access an outside line) when dialing. This prefix number is automatically added to all phone numbers when dialed.

General fax send settings

1. From the Home screen on the product control panel, scroll to and touch [Administration](#).
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Send Settings](#)
 - [Fax Send Setup](#)
 - [General Fax Send Settings](#)

Configure any of the following settings:

Menu item	Description
Fax Number Confirmation	When the Fax Number Confirmation feature is enabled, the fax number must be entered twice to ensure that it was entered correctly. The feature is disabled by default.
PC Fax Send	Use the PC Fax Send feature to send faxes from a PC. This feature is enabled by default.
Fax Header	Use the Fax Header feature to control whether the header is appended to the top, and content is shifted down, or if the header is overlaid on top of the previous header.
JBIG Compression	Enabling the JBIG Compression feature can reduce phone-call charges by reducing fax transmission time and might be the preferred setting. However, using the JBIG Compression feature might cause compatibility problems when communicating with some older fax machines, in which case you might need to disable it. NOTE: The JBIG Compression feature works only when both the sending and receiving machines have this capability.

Menu item	Description
Error Correction Mode	<p>Normally, the fax accessory monitors the signals on the telephone line while it is sending or receiving a fax. If the fax accessory detects an error during the transmission and the Error Correction Mode setting is on, the fax accessory can request that the error portion of the fax be sent again.</p> <p>The Error Correction Mode feature is enabled by default. You should turn it off only if you are having trouble sending or receiving a fax and if you are willing to accept the errors in the transmission and a probable quality reduction in the image. Turning off the setting might be useful when you are trying to send a fax overseas or receive one from overseas, or if you are using a satellite telephone connection.</p> <p>NOTE: Some VoIP providers might suggest turning off the Error Correction Mode setting. However, this is not usually necessary.</p>
Fax Number Speed Dial Matching	<p>Enabling the Fax Number Speed Dial Matching can help when dialing faxes.</p> <p>When you dial a fax number manually, this feature checks the stored speed dial entries for a number that matches the number you enter. This can speed the dialing process and help you if you do not remember the speed dial entry number for a given fax number.</p> <p>If the product finds a matching speed dial entry for the fax number entered manually, you can touch Yes to send the fax to that number or have the number added to the fax distribution list.</p>

Fax receive settings

- From the Home screen on the product control panel, scroll to and touch [Administration](#).
- Open the following menus:
 - [Fax Settings](#)
 - [Fax Receive Settings](#)
 - [Fax Receive Setup](#)

Configure any of the following settings:

Menu item	Description
Ringer Volume	Touch the Ringer Volume drop-down menu and adjust the ringer volume settings.
Rings To Answer	<p>The Rings To Answer setting determines the number of times the phone rings before the call is answered by the fax accessory.</p> <p>NOTE: The default range for the available options for the Rings To Answer setting is country/region-specific. The range of possible Rings To Answer options is limited by country/region.</p> <p>If you experience problems with the fax accessory answering, and the Rings To Answer setting is 1, try increasing it to 2.</p>
Fax Receive Speed	<p>Touch the Fax Receive Speed drop down menu and select one of the following options:</p> <ul style="list-style-type: none"> Fast (default) — v.34/max 33,600 bps Medium — v.17/max 14,400 bps Slow — v.29/max 9,600 bps

Menu item	Description
Ring Interval	Touch the box beneath the Ring Interval heading to open the keypad. Enter a value for the ring interval on the keypad, and then touch the OK button. The default setting for ring interval is 600 ms.
Ring Frequency	Touch the box beneath the Ring Frequency heading to open the keypad. Enter a value for the ring frequency on the keypad, and then touch the OK button. The default setting for ring frequency is 68 Hz, which detects rings up to 68 Hz.




Send a fax

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
2. From the Home screen on the printer control panel, touch the **Fax** button.
3. Specify the recipients by using one of these methods:

Enter recipients manually

- ▲ Touch the **Fax Number** field to open the keypad, enter a fax number, and then touch the **OK** button.

Enter recipients from the Contacts list

- a. Touch the Contacts  button that is next to the **Fax Number** field to open the **Contacts** screen.
 - b. From the drop-down list, select the appropriate contact list.
 - c. Select a name from the list of contacts to add the name to the recipients list. Repeat this step for each recipient, and then touch the **OK** button.
4. To configure settings for the document, touch the **More Options** button. For example:
 - Select **Resolution** to specify the resolution for the fax.
 - If the original document is printed on both sides, select **Original Sides**, and then select **2 Sided**.
 5. Touch the preview  button to preview the document.
 6. When the document is ready, touch the Start  button to send the fax.

Additional fax tasks

Go to www.hp.com/support/colorljM577MFP.

Instructions are available for performing specific fax tasks, such as the following:

- Create and manage fax speed dial lists
- Configure fax billing codes
- Use a fax printing schedule
- Block incoming faxes
- Fax archiving and forwarding

8 Manage the printer

- [Advanced configuration with HP Embedded Web Server \(EWS\)](#)
- [Advanced configuration with HP Utility for OS X](#)
- [Configure IP network settings](#)
- [Printer security features](#)
- [Energy-conservation settings](#)
- [HP Web Jetadmin](#)
- [Software and firmware updates](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.

HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Advanced configuration with HP Embedded Web Server (EWS)

- [Introduction](#)
- [How to access the HP Embedded Web Server \(EWS\)](#)
- [HP Embedded Web Server features](#)

Introduction

Use the HP Embedded Web Server to manage printing functions from a computer instead of the printer control panel.

- View printer status information
- Determine the remaining life for all supplies and order new ones
- View and change tray configurations
- View and change the printer control-panel menu configuration
- View and print internal pages
- Receive notification of printer and supplies events
- View and change network configuration


The HP Embedded Web Server works when the printer is connected to an IP-based network. The HP Embedded Web Server does not support IPX-based printer connections. Internet access is not needed to open and use the HP Embedded Web Server.

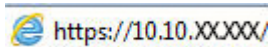
When the printer is connected to the network, the HP Embedded Web Server is automatically available.



NOTE: The HP Embedded Web Server is not accessible beyond the network firewall.

How to access the HP Embedded Web Server (EWS)

1. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
2. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.

 <https://10.10.XXXXX/>



NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

To use the HP Embedded Web Server, the browser must meet the following requirements:

Windows® 7

- Internet Explorer (version 8.x or greater)
- Google Chrome (version 34.x or greater)
- Firefox (version 20.x or greater)

Windows® 8 or greater

- Internet Explorer (version 9.x or greater)
- Google Chrome (version 34.x or greater)
- Firefox (version 20.x or greater)

OS X

- Safari (version 5.x or greater)
- Google Chrome (version 34.x or greater)

Linux

- Google Chrome (version 34.x or greater)
- Firefox (version 20.x or greater)

HP Embedded Web Server features

- [Information tab](#)
- [General tab](#)
- [Copy/Print tab](#)
- [Scan/Digital Send tab](#)
- [Fax tab](#)
- [Troubleshooting tab](#)
- [Security tab](#)
- [HP Web Services tab](#)
- [Networking tab](#)
- [Other Links list](#)

Information tab

Table 8-1 HP Embedded Web Server Information tab

Menu	Description
Device Status	Shows the printer status and shows the estimated life remaining of HP supplies. The page also shows the type and size of paper set for each tray. To change the default settings, click the Change Settings link.
Job Log	Shows a summary of all jobs the printer has processed.

Table 8-1 HP Embedded Web Server Information tab (continued)

Menu	Description
Configuration Page	Shows the information found on the configuration page.
Supplies Status Page	Shows the status of the supplies for the printer.
Event Log Page	Shows a list of all printer events and errors. Use the HP Instant Support link (in the page footer on all HP Embedded Web Server pages) to connect to a set of dynamic Web pages that help solve problems. These pages also show additional services available for the printer.
Usage Page	Shows a summary of the number of pages the printer has printed, grouped by size, type, and paper print path.
Device Information	Shows the printer network name, address, and model information. To customize these entries, click the Device Information menu on the General tab.
Control Panel Snapshot	Shows an image of the current screen on the control panel display.
Print	Upload a print-ready file from the computer to print. The printer uses the default print settings to print the file.
Printable Reports and Pages	Lists the internal reports and pages for the printer. Select one or more items to print or view.

General tab

Table 8-2 HP Embedded Web Server General tab

Menu	Description
Control Panel Customization	Reorder, show, or hide features on the control-panel display. Change the default display language.
Quick Sets Setup	Configure jobs that are available in the Quick Sets area of the Home screen on the printer control panel.
Alerts	Setup email alerts for various printer and supplies events.
Control Panel Administration Menu	Shows the menu structure of the Administration menu on the control panel. NOTE: Configure settings on this screen, or the HP Embedded Web Server provides more advanced configuration options than are available through the Administration menu.
AutoSend	Configure the printer to send automated emails regarding printer configuration and supplies to specific email addresses.
Edit Other Links	Add or customize a link to another Web site. This link displays in the Other Links area on all HP Embedded Web Server pages.
Ordering Information	Enter information about ordering replacement toner cartridges. This information displays on the supplies status page.
Device Information	Name the printer and assign an asset number to it. Enter the name of the primary contact who will receive information about the printer.
Language	Set the language in which to display the HP Embedded Web Server information.
Date and Time	Set the date and time or synchronize with a network time server.

Table 8-2 HP Embedded Web Server General tab (continued)

Menu	Description
Energy Settings	Set or edit sleep settings for business and non-business hours and wake, sleep, and holiday events for the printer. Set which interactions with the printer cause it to wake from sleep mode.
Backup and Restore	Create a backup file that contains printer and user data. If necessary, use this file to restore data to the printer.
Reset Factory Settings	Reset printer settings to the factory defaults.
Solution Installer	Install third-party software programs that can enhance the printer functionality.
Firmware Upgrade	Download and install printer firmware upgrade files.
Quota and Statistics Services	Provides connection information about third-party job-statistics services.

Copy/Print tab

Table 8-3 HP Embedded Web Server Copy/Print tab

Menu	Description
Retrieve from USB Setup	Enable or disable the Print from USB Drive menu on the control panel.
Manage Stored Jobs	Enable or disable the ability to store jobs in the printer memory. Configure job-storage options.
Adjust Paper Types	Override the factory-default mode settings if print quality problems occur when using a specific paper type.
Restrict Color (Color printers only)	Permit or restrict color printing and copying. Specify permissions for individual users or for jobs that are sent from specific software programs.
General Print Settings	Configure settings for all print jobs, including copy jobs or received faxes.
Copy Settings	Configure the default options for copy jobs.
Manage Trays	Configure settings for paper trays.

Scan/Digital Send tab

Table 8-4 HP Embedded Web Server Scan/Digital Send tab

Menu	Description
E-mail Setup	Configure the default email settings for digital sending, including the following: <ul style="list-style-type: none">• Settings for the outgoing mail (SMTP) server• Default settings for E-mail Quick Sets jobs• Default message settings, such as the "From" address and the subject line• Settings for digital signatures and encryption• Settings for email notifications• Default scan settings for email jobs• Default file settings for email jobs
Save to Network Folder	Configure the network folder settings for digital sending, including the following: <ul style="list-style-type: none">• Default settings for Quick Sets jobs saved in a network folder• Settings for notifications• Default scan settings for jobs saved in a network folder• Default file settings for jobs saved in a network folder
Save to SharePoint®	Configure the Microsoft SharePoint® settings for digital sending, including the following: <ul style="list-style-type: none">• Default settings for Quick Sets jobs saved in a document library on the SharePoint® site• Default settings for jobs saved in a document library on the SharePoint® site
Save to USB Setup	Configure the USB settings for digital sending, including the following: <ul style="list-style-type: none">• Default settings for Quick Sets jobs saved on a USB flash drive• Settings for notifications• Default scan settings for jobs saved on a USB flash drive• Default file settings for jobs saved on a USB flash drive
Contacts	Manage contacts, including the following: <ul style="list-style-type: none">• Add email addresses into the printer one at a time.• Import a large list of frequently-used email addresses on to the printer all at once, rather than adding them one at a time.• Export contacts from the printer into a .CSV file on the computer to use as a data backup, or import the records onto another HP printer.• Edit email addresses that have already been saved in the printer.
Preferences	Configure settings for when the size cannot be detected from the scanner glass.

Table 8-4 HP Embedded Web Server Scan/Digital Send tab (continued)

Menu	Description
E-mail and Save to Network Folder Quick Setup Wizards	Configure the printer to send scanned images as email attachments. Configure the printer to save scanned images to network-folder Quick Sets. Quick Sets provide easy access to files saved on the network.
Digital Sending Software Setup	Configure settings related to using optional Digital Sending software.

Fax tab

Table 8-5 HP Embedded Web Server Fax tab

Menu	Description
Fax Send Setup	Configure settings for sending faxes, including the following: <ul style="list-style-type: none"> • Default settings for outgoing faxes • Settings for notifications • Default setting for sending faxes using the internal fax modem • Settings for using a LAN fax service • Settings for using an Internet fax service
Speed Dials	Manage speed dials, including the following: <ul style="list-style-type: none"> • Import .CSV files containing email addresses, fax numbers, or user records, so that they can be accessed on this printer. • Export email, fax, or user records from the printer into a file on the computer to use as a data backup, or import the records onto another HP printer.
Fax Receive Setup	Configure default print options for incoming faxes, and set up a fax printing schedule.
Fax Archive and Forwarding	Enable or disable fax archiving and fax forwarding, and configure basic settings for each: <ul style="list-style-type: none"> • Fax archiving is a method to send a copy of all incoming and outgoing faxes to an email address, a network folder, or an FTP server. • Fax forwarding is a method to forward incoming faxes to a different fax device.
Fax Activity Log	Contains a list of the faxes that have been sent from or received by this printer.

Troubleshooting tab

Table 8-6 HP Embedded Web Server Troubleshooting tab

Menu	Description
General Troubleshooting	Select from a variety of reports and tests to help solve problems with the printer. Configure settings for Fax, OXPd, and Auto Recovery.
Retrieve Diagnostic Data	Export printer information to a file that can be useful for detailed problem analysis.
NOTE: This item is available only if an administrator password is set from the Security tab.	

Table 8-6 HP Embedded Web Server Troubleshooting tab (continued)

Menu	Description
Calibration/Cleaning	Enable the automatic cleaning feature, create and print the cleaning page, and select an option to calibrate the printer immediately.
Firmware Upgrade	Download and install printer firmware upgrade files.
Reset Factory Settings	Reset printer settings to factory defaults.

Security tab

Table 8-7 HP Embedded Web Server Security tab

Menu	Description
General Security	Settings for general security, including the following: <ul style="list-style-type: none"> • Configure an administrator password to restrict access to certain features on the printer. • Set PJI password for processing PJI commands. • Set file system access and firmware upgrade security. • Enable or disable the Host USB port on the control panel or the USB connectivity port on the formatter for printing directly from a computer. • View the status of all security settings.
Access Control	Configure access to printer functions for specific individuals or groups, and select the method individuals use to sign in to the printer.
Protect Stored Data	Configure and manage the internal hard drive for the printer. This printer includes an encrypted hard drive for maximum security. Configure settings for jobs that are stored on the printer hard drive.
Certificate Management	Install and manage security certificates for access to the printer and the network.
Web Service Security	Allow resources on this printer to be accessed by web pages from different domains. If no sites are added to the list, then all sites are trusted.
Self Test	Verify that the security functions are running according to expected system parameters.

HP Web Services tab

Use the **HP Web Services** tab to configure and enable HP Web Services for this printer. It is necessary to Enable HP Web Services to use the HP ePrint feature.

Table 8-8 HP Embedded Web Server HP Web Services tab

Menu	Description
Web Services Setup	Connect this printer to HP's ePrintCenter on the Web by enabling HP Web Services.
Web Proxy	Configure a proxy server if there are issues enabling HP Web Services or connecting the printer to the Internet.

Networking tab

Use the **Networking** tab to configure and secure network settings for the printer when it is connected to an IP-based network. This tab does not display if the printer is connected to other types of networks.

Table 8-9 HP Embedded Web Server Networking tab

Menu	Description
TCP/IP Setting	Configure TCP/IP settings for IPv4 and IPv6 networks. NOTE: The configuration options available depend on the print server model.
Network Settings	Configure IPX/SPX, AppleTalk, DLC/LLC, and SNMP settings, depending on the print server model.
Other Settings	Configure general printing protocols and services supported by the print server. The available options depend on the print server model, but can include firmware update, LPD queues, USB settings, support information, and refresh rate.
AirPrint	Enable, set up, or disable network printing from Apple supported printers.
Select Language	Change the language displayed by the HP Embedded Web Server. This page displays if the Web pages support multiple languages. Optionally, select supported languages through language-preference settings in the browser.
Settings	View and restore current security settings to factory-default values. Configure security settings using the Security Configuration Wizard. NOTE: Do not use the Security Configuration Wizard to configure security settings using network-management applications, such as HP Web Jetadmin.
Authorization	Control configuration management and use of this printer, including the following: <ul style="list-style-type: none">• Set or change the administrator password to control access to configuration parameters.• Request, install, and manage digital certificates on the HP Jetdirect print server.• Limit host access to this printer through an Access Control List (ACL) (for selected print servers on IPv4 networks only).
Mgmt. Protocols	Configure and manage security protocols for this printer, including the following: <ul style="list-style-type: none">• Set the security management level for the HP Embedded Web Server, and control traffic over HTTP and HTTPS.• Configure the SNMP (Simple Network Management Protocol) operation. Enable or disable the SNMP v1/v2c or SNMP v3 agents on the print server.• Control access through protocols that may not be secure, such as printing protocols, print services, discovery protocols, name resolution services, and configuration-management protocols.
802.1X Authentication	Configure 802.1X authentication settings on the Jetdirect print server as required for client authentication on the network, and reset the 802.1X authentication settings to factory-default values. CAUTION: When changing the 802.1X authentication settings; the printer might lose its connection. To reconnect, it might be necessary to reset the print server to a factory-default state and reinstall the printer.
IPsec/Firewall	View or configure a Firewall policy or an IPsec/Firewall policy (for selected HP Jetdirect models only).

Table 8-9 HP Embedded Web Server Networking tab (continued)

Menu	Description
Announcement Agent	Enable or disable the HP Device Announcement Agent, set the configuration server, and configure mutual authentication using certificates.
Network Statistics	Display network statistics that are collected and stored on the HP Jetdirect print server.
Protocol Info	View a list of network-configuration settings on the HP Jetdirect print server for each protocol.
Configuration Page	View the HP Jetdirect configuration page, which contains status and configuration information.

Other Links list



NOTE: Configure which links display in the **Other Links** list by using the **Edit Other Links** menu on the **General** tab. The following are the default links.

Table 8-10 HP Embedded Web Server Other Links list

Menu	Description
Product Support	Connect to the support site for the printer to search for help on various topics.
Shop for Supplies	Connect to the HP SureSupply Web site for information on purchasing original HP supplies, such as toner cartridges and paper.
HP Instant Support	Connect to the HP Web site to find solutions to printer problems.

Advanced configuration with HP Utility for OS X

Use the HP Utility to check printer status or to view or change printer settings from the computer.

Use the HP Utility when the printer is connected with a USB cable or is connected to a TCP/IP-based network.

Open HP Utility

1. At the computer, open the **System Preferences** menu, and then click **Print & Fax, Print & Scan, or Printers & Scanners**.
2. Select the printer in the list.
3. Click the **Options & Supplies** button.
4. Click the **Utility** tab.
5. Click the **Open Printer Utility** button.

HP Utility features

The HP Utility toolbar includes these items:

- **Devices:** Click this button to show or hide Mac products found by the HP Utility.
- **All Settings:** Click this button to return to the HP Utility main view.
- **HP Support:** Click this button to open a browser and go to the HP support Web site.
- **Supplies:** Click this button to open the HP SureSupply Web site.
- **Registration:** Click this button to open the HP registration Web site.
- **Recycling:** Click this button to open the HP Planet Partners Recycling Program Web site.

HP Utility consists of pages that are opened by clicking in the **All Settings** list. The following table describes the tasks available with HP Utility.

Item	Description
Supplies Status	Shows the printer supplies status and provides links for ordering supplies online.
Device Information	Shows information about the currently selected printer.
File Upload	Transfers files from the computer to the printer.
Upload Fonts	Transfers font files from the computer to the printer.
HP Connected	Accesses the HP Connected Web site.
Update Firmware	Transfers a firmware update file to the printer. NOTE: This option is available only after you open the View menu and select the Show Advanced Options item.
Commands	Sends special characters or print commands to the printer after the print job. NOTE: This option is available only after you open the View menu and select the Show Advanced Options item.

Item	Description
Supplies Management	Configures how the printer should behave when supplies are nearing the end of their estimated life.
Trays Configuration	Changes the default tray settings.
Output Devices	Manages settings for optional output accessories.
Duplex Mode	Turns on the automatic two-sided printing mode.
Economode & Toner Density	Configures settings to conserve toner.
E-mail Alerts	Configures automatic email alerts for certain printer conditions, such as when supplies need to be replaced, trays are empty, doors are open, or a paper jam has occurred.
Resolution	Sets the default print resolution.
Protect Direct Ports	Disables printing over USB or parallel ports.
Stored Jobs	Manages print jobs that are stored on the printer hard disk.
Network Settings	Configures the network settings, such as the IPv4 and IPv6 settings.
Additional Settings	Provides access to the HP Embedded Web Server.
Scan to E-mail	Opens the HP Embedded Web Server page for configuring settings for scanning to email. NOTE: USB connections are not supported.
Scan to Network Folder	Opens the HP Embedded Web Server page for configuring settings for scanning to a network folder. NOTE: USB connections are not supported.

Configure IP network settings


- [Printer sharing disclaimer](#)
- [View or change network settings](#)
- [Rename the printer on a network](#)
- [Manually configure IPv4 TCP/IP parameters from the control panel](#)
- [Manually configure IPv6 TCP/IP parameters from the control panel](#)
- [Link speed and duplex settings](#)

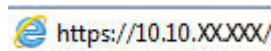
Printer sharing disclaimer

HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP printer drivers. Go to Microsoft at www.microsoft.com.

View or change network settings

Use the HP Embedded Web Server to view or change IP configuration settings.

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Click the **Networking** tab to obtain network information. Change settings as needed.

Rename the printer on a network

To rename the printer on a network so that it can be uniquely identified, use the HP Embedded Web Server.

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.

- b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Open the **General** tab.
3. On the **Device Information** page, the default printer name is in the **Device Name** field. You can change this name to uniquely identify this printer.

 **NOTE:** Completing the other fields on this page is optional.

4. Click the **Apply** button to save the changes.

Manually configure IPv4 TCP/IP parameters from the control panel

Use the control-panel [Administration](#) menus to manually set an IPv4 address, subnet mask, and default gateway.

1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [Network Settings](#)
 - [Jetdirect Menu](#)
 - [TCP/IP](#)
 - [IPV 4 Settings](#)
 - [Config Method](#)
3. Select the [Manual](#) option, and then touch the [Save](#) button.
4. Open the [Manual Settings](#) menu.
5. Touch the [IP Address](#), [Subnet Mask](#), or [Default Gateway](#) option.
6. Touch the first field to open a keypad. Enter the correct digits for the field, and then touch the [OK](#) button.
7. Repeat the process for each field, and then touch the [Save](#) button.

Manually configure IPv6 TCP/IP parameters from the control panel

Use the control-panel [Administration](#) menus to manually set an IPv6 address.


1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. To enable manual configuration, open the following menus:


- [Network Settings](#)
 - [Jetdirect Menu](#)
 - [TCP/IP](#)
 - [IPV 6 Settings](#)
 - [Address](#)
 - [Manual Settings](#)
 - [Enable](#)
3. Select the **On** option, and then touch the **Save** button.
 4. To configure the address, touch the **Address** button and then touch the field to open a keypad.
 5. Use the keypad to enter the address, and then touch the **OK** button.
 6. Touch the **Save** button.

Link speed and duplex settings

 **NOTE:** This information applies only to Ethernet networks. It does not apply to wireless networks.

The link speed and communication mode of the print server must match the network hub. For most situations, leave the printer in automatic mode. Incorrect changes to the link speed and duplex settings might prevent the printer from communicating with other network devices. To make changes, use the printer control panel.

 **NOTE:** The printer setting must match the setting for the network device (a network hub, switch, gateway, router, or computer).

 **NOTE:** Making changes to these settings causes the printer to turn off and then on. Make changes only when the printer is idle.

1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - [Network Settings](#)
 - [Jetdirect Menu](#)
 - [Link Speed](#)
3. Select one of the following options:
 - **Auto:** The print server automatically configures itself for the highest link speed and communication mode allowed on the network.
 - **10T Half:** 10 megabytes per second (Mbps), half-duplex operation
 - **10T Full:** 10 Mbps, full-duplex operation
 - **10T Auto:** 10 Mbps, automatic-duplex operation
 - **100TX Half:** 100 Mbps, half-duplex operation

- **100TX Full:** 100 Mbps, full-duplex operation
 - **100TX Auto:** 100 Mbps, automatic-duplex operation
 - **1000T Full:** 1000 Mbps, full-duplex operation
4. Touch the **Save** button. The printer turns off and then on.

Printer security features

Introduction

The printer includes several security features to restrict who has access to configuration settings, to secure data, and to prevent access to valuable hardware components.


- [Security statements](#)
- [Assign an administrator password](#)
- [IP Security](#)
- [Lock the formatter](#)
- [Encryption support: HP High Performance Secure Hard Disks](#)

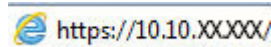
Security statements

The printer supports security standards and recommended protocols that help you keep the printer secure, protect critical information on your network, and simplify the way you monitor and maintain the printer.

Assign an administrator password

Assign an administrator password for access to the printer and the HP Embedded Web Server so that unauthorized users cannot change the printer settings.


1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.



 **NOTE:** If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Click the **Security** tab.
3. Open the **General Security** menu.
4. In the area labeled **Set the Local Administrator Password**, enter the name to associate with the password in the **Username** field.
5. Enter the password in the **New Password** field, and then enter it again in the **Verify Password** field.

 **NOTE:** To change an existing password, first enter the existing password in the **Old Password** field.

6. Click the **Apply** button.

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

Some features on the printer control panel can be secured so that unauthorized people cannot use them. When a feature is secured, the printer prompts you to sign in before you can use it. You can also sign in without waiting for a prompt by selecting [Sign In](#) from the printer control panel.

Typically, the credentials for signing in to the printer are the same as for signing in to the network. Consult the network administrator for this printer if you have questions about which credentials to use.

1. From the Home screen on the printer control panel, select [Sign In](#).
2. Follow the prompts to enter the credentials.

 **NOTE:** To maintain security for the printer, select [Sign Out](#) when you have finished using the printer.

IP Security

IP Security (IPsec) is a set of protocols that control IP-based network traffic to and from the printer. IPsec provides host-to-host authentication, data integrity, and encryption of network communications.

For printers that are connected to the network and have an HP Jetdirect print server, you can configure IPsec by using the **Networking** tab in the HP Embedded Web Server.

Lock the formatter

The formatter has a slot that you can use to attach a security cable. Locking the formatter prevents someone from removing valuable components from it.

Encryption support: HP High Performance Secure Hard Disks

The hard disk provides hardware-based encryption so you can securely store sensitive data without impacting printer performance. This hard disk uses the latest Advanced Encryption Standard (AES) and has versatile time-saving features and robust functionality.

Use the **Security** menu in the HP Embedded Web Server to configure the disk.

Energy-conservation settings

Introduction

- [Optimize speed or energy usage](#)
- [Set the sleep timer and configure the printer to use 1 watt or less of power](#)
- [Set the sleep schedule](#)

Optimize speed or energy usage

By default the product stays warm between jobs to optimize speed and print the first page of jobs faster. To conserve energy, set the product to cool between jobs. The product has four incremental settings to optimize for speed or energy usage.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [General Settings](#)
 - [Energy Settings](#)
 - [Optimum Speed/Energy Usage](#)
3. Select the option that you want to use, and then touch the [Save](#) button.



NOTE: The default setting is [Faster first page](#).

Set the sleep timer and configure the printer to use 1 watt or less of power

The printer has several options for the energy-saving sleep timer feature. The time delay to enter the Sleep/Auto Off state is adjustable, and the power usage during the Sleep/Auto Off state varies according to selection for the wake option.

1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [General Settings](#)
 - [Energy Settings](#)
 - [Sleep Timer Settings](#)
3. Select [Sleep /Auto Off After](#), enter the appropriate time period, and then touch the [Save](#) button.



NOTE: In the European Union the [Sleep/Auto Off After](#) or [Sleep /Auto Off After Inactivity](#) option is always enabled, and no checkbox is available to turn it off.



NOTE: The sleep-mode default time is 0 minutes. The printer enters sleep mode immediately after each job completes.

4. Select one of the [Wake/Auto On to These Events](#) options.

- **All events:** The printer wakes when it receives any print job (through the USB port, network port, or wireless connection), or when someone presses a button on the control panel, or opens any door or tray.
- **Network port:** The printer wakes when it receives a print job sent through the network port, or when someone presses a button on the control panel, or opens any door or tray. With this setting, the printer uses 1 watt or less of power while in the Sleep/Auto Off state.



NOTE: When a print job is sent over network during sleep, the printer wakes and prints the job, but the control panel stays dimmed.

- **Power button only:** The printer wakes only when someone presses the power button. With this setting, the printer uses 1 watt or less of power while in the Sleep/Auto Off state.

Set the sleep schedule


Use the **Sleep Schedule** feature to configure the printer to automatically wake or go into Sleep/Auto Off mode at specific times on specific days of the week.



NOTE: Configure the date and time settings before setting the **Sleep Schedule** feature.

1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - **General Settings**
 - **Date/Time Settings**
3. Open the **Date/Time Format** menu and configure the following settings:
 - **Date Format**
 - **Time Format**
4. Touch the **Save** button.
5. Open the **Date/Time** menu and configure the following settings:
 - **Date/Time**
 - **Time Zone**

If you are in an area that uses daylight savings time, select the **Adjust for Daylight Savings** box.

6. Touch the **Save** button.
7. Touch the back-arrow button to return to the **Administration** screen.
8. Open the following menus:
 - **General Settings**
 - **Energy Settings**
 - **Sleep Schedule**
9. Touch the **Add**  button, and then select the type of event to schedule: **Wake** or **Sleep**.
10. Configure the following settings:

- [Time](#)
- [Event Days](#)

11. Touch the [OK](#) button, and then touch the [Save](#) button.

HP Web Jetadmin

HP Web Jetadmin is an award-winning, industry-leading tool for efficiently managing a wide variety of networked HP products, including printers, multifunction printers, and digital senders. This single solution allows you to remotely install, monitor, maintain, troubleshoot, and secure your printing and imaging environment — ultimately increasing business productivity by helping you save time, control costs, and protect your investment.

HP Web Jetadmin upgrades are periodically made available to provide support for specific product features. Go to www.hp.com/go/webjetadmin for more information.

Software and firmware updates

HP regularly updates features that are available in the printer firmware. To take advantage of the most current features, update the printer firmware. Download the most recent firmware update file from the Web:

Go to www.hp.com/support/colorljM577MFP. Click **Drivers & Software**.

9 Solve problems

- [Customer support](#)
- [Control panel help system](#)
- [Reset factory settings](#)
- [A “Cartridge is low” or “Cartridge is very low” message displays on the printer control panel](#)
- [Printer does not pick up paper or misfeeds](#)
- [Clear paper jams](#)
- [Improve print quality](#)
- [Improve copy image quality](#)
- [Improve scan image quality](#)
- [Improve fax image quality](#)
- [Solve wired network problems](#)
- [Solve fax problems](#)

For more information:

The following information is correct at the time of publication. For current information, see www.hp.com/support/colorljM577MFP.


HP's all-inclusive help for the printer includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software and firmware updates
- Join support forums
- Find warranty and regulatory information

Customer support

Get telephone support for your country/region	Country/region phone numbers are on the flyer that was in the box with the printer or at www.hp.com/support/ .
Have the printer name, serial number, date of purchase, and problem description ready	
Get 24-hour Internet support, and download software utilities and drivers	www.hp.com/support/colorljM577MFP
Order additional HP service or maintenance agreements	www.hp.com/go/carepack
Register the printer	www.register.hp.com


Control panel help system

The printer 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.

Some Help screens include animations that show specific procedures, such as clearing paper jams.

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

Reset factory settings

Introduction

Use one of the following methods to restore the printer to the original settings from the factory.



NOTE: Resetting factory settings sets most of the printer settings to their factory defaults. However, some settings are not changed, such as language, date, time, and some network configuration settings.


Method one: Reset factory settings from the printer control panel


1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - **General Settings**
 - **Reset Factory Settings**
3. A verification message advises that completing the reset function might result in loss of data. Select **Reset** to complete the process.



NOTE: The printer restarts automatically after the reset operation completes.

Method two: Reset factory settings from the HP Embedded Web Server (network-connected printers only)

1. Open the HP Embedded Web Server (EWS):
 - a. From the Home screen on the printer control panel, touch the Network  button to display the IP address or host name.
 - b. Open a Web browser, and in the address line, type the IP address or host name exactly as it displays on the printer control panel. Press the **Enter** key on the computer keyboard. The EWS opens.

 <https://10.10.XX.XXX/>



NOTE: If the Web browser displays a **There is a problem with this website's security certificate** message when attempting to open the EWS, click **Continue to this website (not recommended)**.

Choosing **Continue to this website (not recommended)** will not harm the computer while navigating within the EWS for the HP printer.

2. Open the **General** tab.
3. On the left side of the screen, click **Reset Factory Settings**.
4. Click the **Reset** button.



NOTE: The printer restarts automatically after the reset operation completes.

A “Cartridge is low” or “Cartridge is very low” message displays on the printer control panel

Cartridge is low: The printer indicates when a toner cartridge level is low. Actual toner cartridge life remaining may vary. Consider having a replacement available to install when print quality is no longer acceptable. The toner cartridge does not need to be replaced now.

Cartridge is very low: The printer indicates when the toner cartridge level is very low. Actual toner cartridge life remaining may vary. Consider having a replacement available to install when print quality is no longer acceptable. The toner cartridge does not need to be replaced now unless the print quality is no longer acceptable.

Once an HP toner cartridge has reached **Very Low**, HP’s Premium Protection Warranty on that toner cartridge has ended.

Change the “Very Low” settings

You can change the way the printer reacts when supplies reach the Very Low state. You do not have to re-establish these settings when you install a new toner cartridge.

1. From the Home screen on the printer control panel, scroll to and select [Supplies](#).
2. Open the following menus:
 - [Manage Supplies](#)
 - [Supply Settings](#)
 - [Black Cartridge](#) or [Color Cartridges](#)
 - [Very Low Settings](#)
3. Select one of the following options:
 - Select the [Stop](#) option to set the printer to stop printing when the cartridge reaches the **Very Low** threshold.
 - Select the [Prompt to continue](#) option to set the printer to stop printing when the cartridge reaches the **Very Low** threshold. You can acknowledge the prompt or replace the cartridge to resume printing.
 - Select the [Continue](#) option to set the printer to alert you that the cartridge is very low, and to continue printing beyond the **Very Low** setting without interaction. This can result in unsatisfactory print quality.

For products with fax capability

When the printer is set to the [Stop](#) or [Prompt to continue](#) option, there is some risk that faxes will not print when the printer resumes printing. This can occur if the printer has received more faxes than the memory can hold while the printer is waiting.

The printer can print faxes without interruption when it passes the Very Low threshold if you select the [Continue](#) option for the toner cartridge, but print quality might degrade.

Order supplies

Order supplies and paper	www.hp.com/go/suresupply
Order through service or support providers	Contact an HP-authorized service or support provider.
Order using the HP Embedded Web Server (EWS)	To access, in a supported Web browser on your computer, enter the printer IP address or host name in the address/URL field. The EWS contains a link to the HP SureSupply Web site, which provides options for purchasing Original HP supplies.

Printer does not pick up paper or misfeeds

Introduction

The following solutions can help solve problems if the printer is not picking up paper from the tray or is picking up multiple sheets of paper at one time. Either of these situations can result in paper jams.


- [The printer does not pick up paper](#)
- [The printer picks up multiple sheets of paper](#)
- [The document feeder jams, skews, or picks up multiple sheets of paper](#)
- [Clean the pickup rollers and separation pad in the document feeder](#)

The printer does not pick up paper

If the printer does not pick up paper from the tray, try these solutions.

1. Open the printer and remove any jammed sheets of paper. Verify that no torn remnants of paper remain inside the printer.
2. Load the tray with the correct size of paper for the job.
3. Make sure the paper size and type are set correctly on the printer control panel.

4. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray. The arrow on the tray guide should line up exactly with the marking on the tray.

 **NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

The following images show examples of the paper-size indentations in the trays for various printers. Most HP printers have markings similar to these.

Figure 9-1 Size markings for Tray 1 or the multipurpose tray

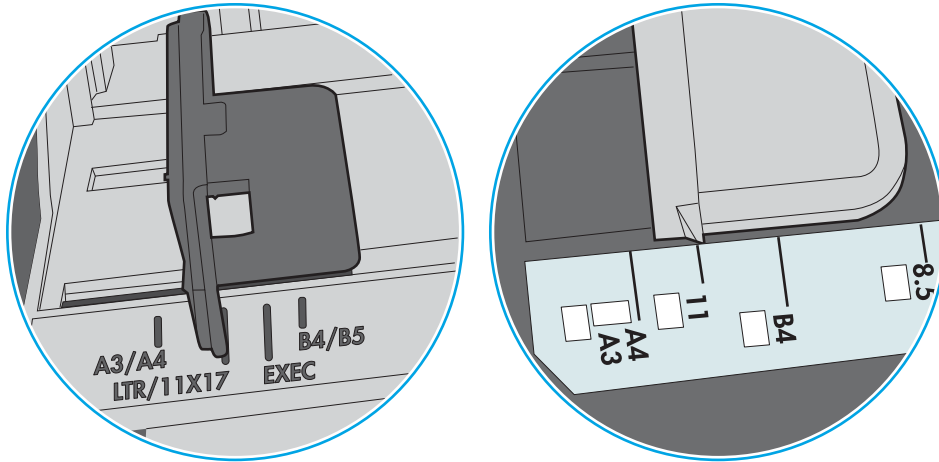
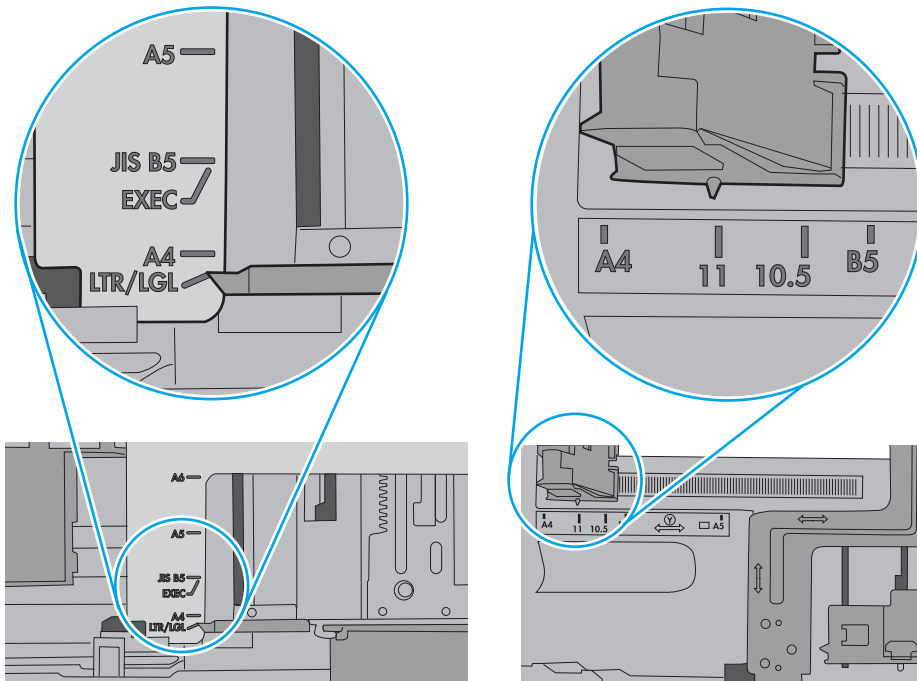


Figure 9-2 Size markings for cassette trays

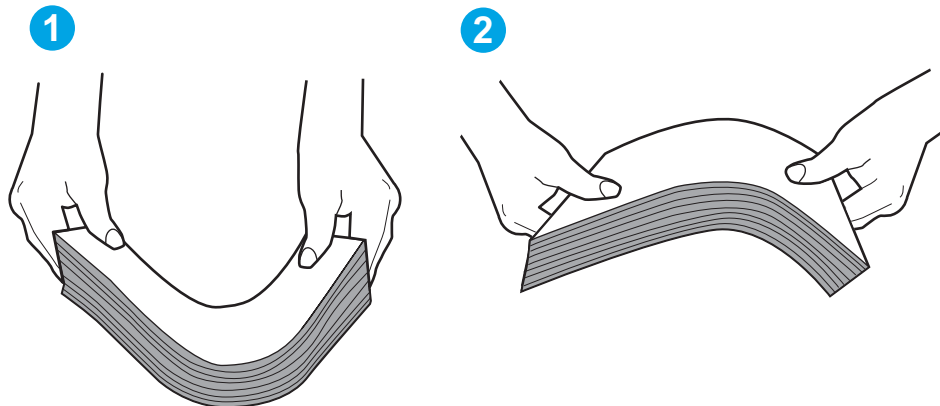


5. Verify that the humidity in the room is within specifications for this printer and that paper is being stored in unopened packages. Most reams of paper are sold in moisture-proof wrapping to keep paper dry.

In high-humidity environments, paper at the top of the stack in the tray can absorb moisture, and it might have a wavy or uneven appearance. If this happens, remove the top 5 to 10 sheets of paper from the stack.

In low-humidity environments, excess static electricity can cause sheets of paper to stick together. If this happens, remove the paper from the tray, and flex the stack by holding it at each end and bringing the ends up to form a U shape. Then, rotate the ends down to reverse the U shape. Next, hold each side of the stack of paper, and repeat this process. This process releases individual sheets without introducing static electricity. Straighten the paper stack against a table before returning it to the tray.

Figure 9-3 Technique for flexing the paper stack

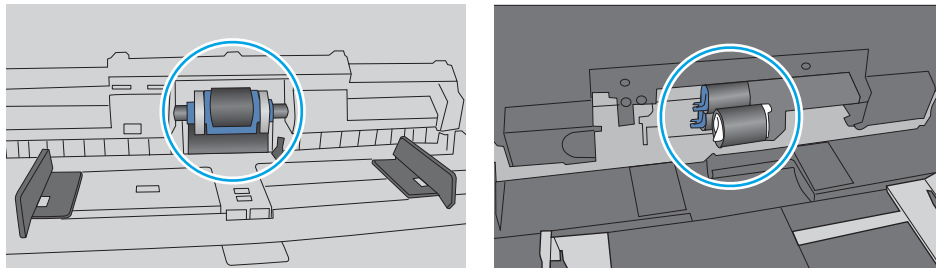


6. Check the printer control panel to see if it is displaying a prompt to feed the paper manually. Load paper, and continue.
7. The rollers above the tray might be contaminated. Clean the rollers with a lint-free cloth dampened with warm water. Use distilled water, if it is available.

CAUTION: Do not spray water directly on to the printer. Instead, spray water on the cloth or dab the cloth in water and wring it out before cleaning the rollers.

The following image shows examples of the roller location for various printers.

Figure 9-4 Roller locations for Tray 1 or the multipurpose tray



The printer picks up multiple sheets of paper

If the printer picks up multiple sheets of paper from the tray, try these solutions.

1. Remove the stack of paper from the tray and flex it, rotate it 180 degrees, and flip it over. *Do not fan the paper.* Return the stack of paper to the tray.


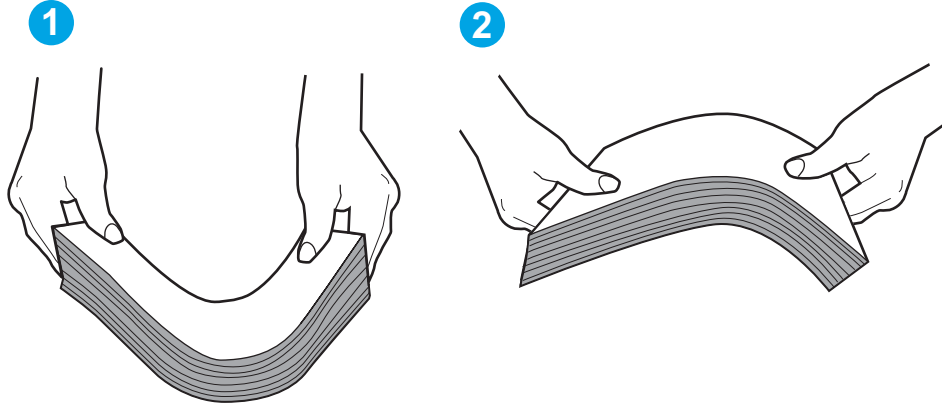
 **NOTE:** Fanning the paper introduces static electricity. Instead of fanning the paper, flex the stack by holding it at each end and bringing the ends up to form a U shape. Then, rotate the ends down to reverse the U shape. Next, hold each side of the stack of paper, and repeat this process. This process releases individual sheets without introducing static electricity. Straighten the paper stack against a table before returning it to the tray.

Figure 9-5 Technique for flexing the paper stack



2. Use only paper that meets HP specifications for this printer.
3. Verify that the humidity in the room is within specifications for this printer, and that paper is being stored in unopened packages. Most reams of paper are sold in moisture-proof wrapping to keep paper dry.

In high-humidity environments, paper at the top of the stack in the tray can absorb moisture, and it might have a wavy or uneven appearance. If this happens, remove the top 5 to 10 sheets of paper from the stack.

In low-humidity environments, excess static electricity can cause sheets of paper to stick together. If this happens, remove the paper from the tray, and flex the stack as described above.

4. Use paper that is not wrinkled, folded, or damaged. If necessary, use paper from a different package.

5. Make sure the tray is not overfilled by checking the stack-height markings inside the tray. If it is overfilled, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.

The following images show examples of the stack-height markings in the trays for various printers. Most HP printers have markings similar to these. Also make sure that all sheets of paper are below the tabs near the stack-height marks. These tabs help hold the paper in the correct position as it enters the printer.

Figure 9-6 Stack-height markings

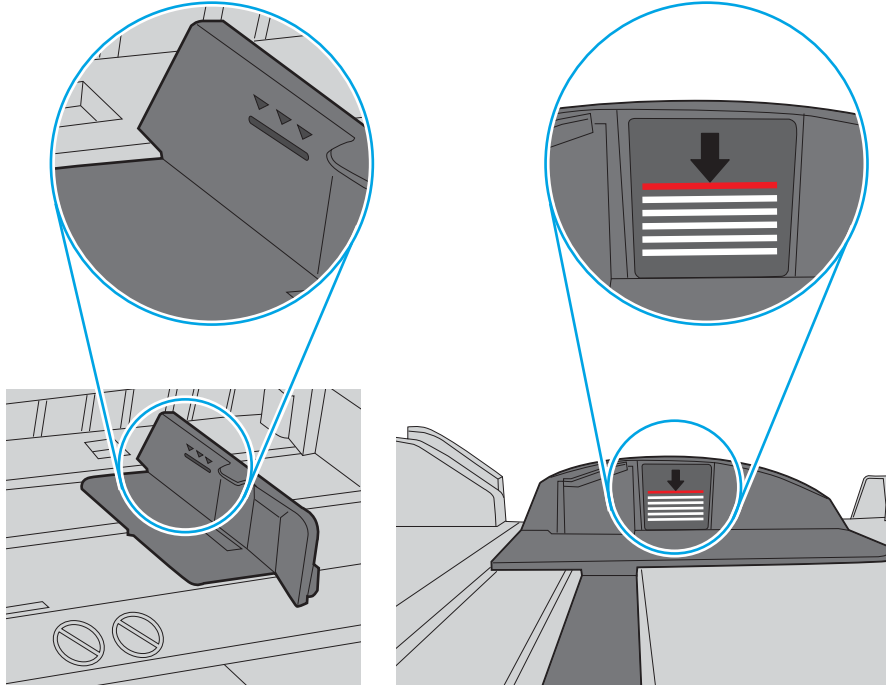
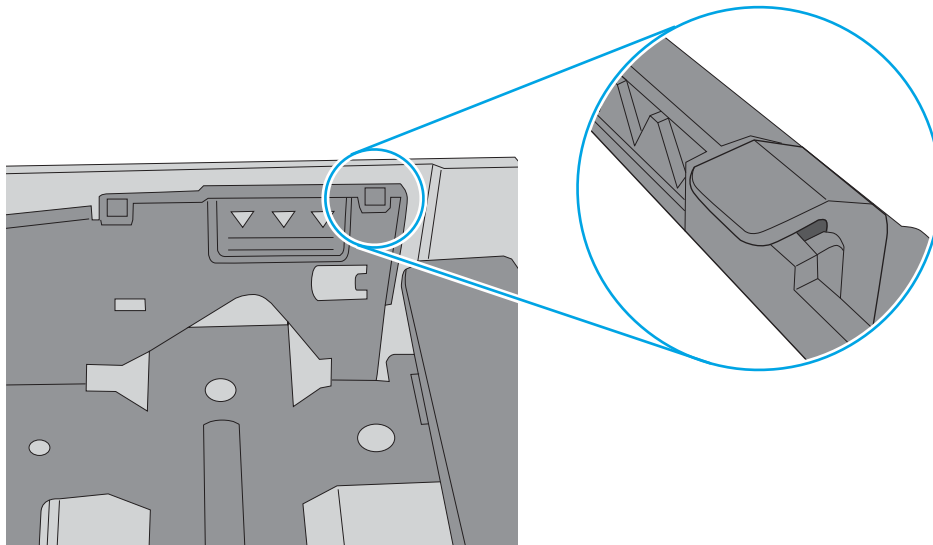



Figure 9-7 Tab for the paper stack



6. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray. The arrow on the tray guide should line up exactly with the marking on the tray.

 **NOTE:** Do not adjust the paper guides tightly against the paper stack. Adjust them to the indentations or markings in the tray.

The following images show examples of the paper-size indentations in the trays for various printers. Most HP printers have markings similar to these.

Figure 9-8 Size markings for Tray 1 or the multipurpose tray

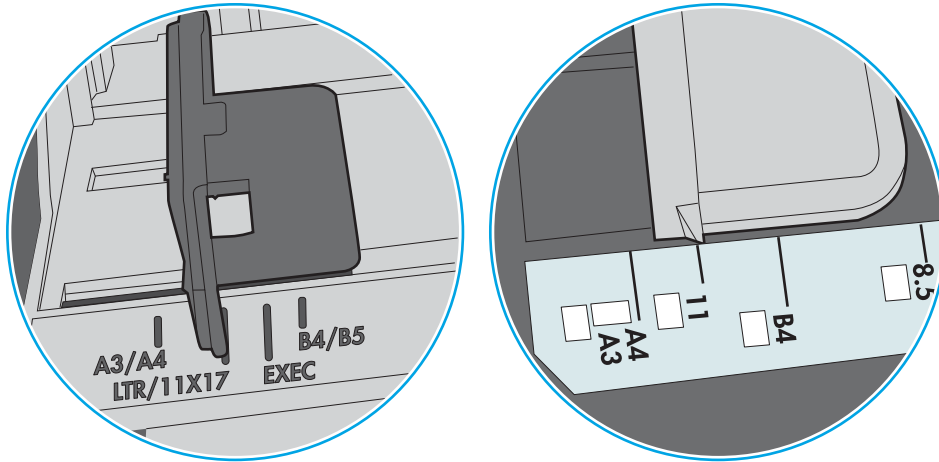
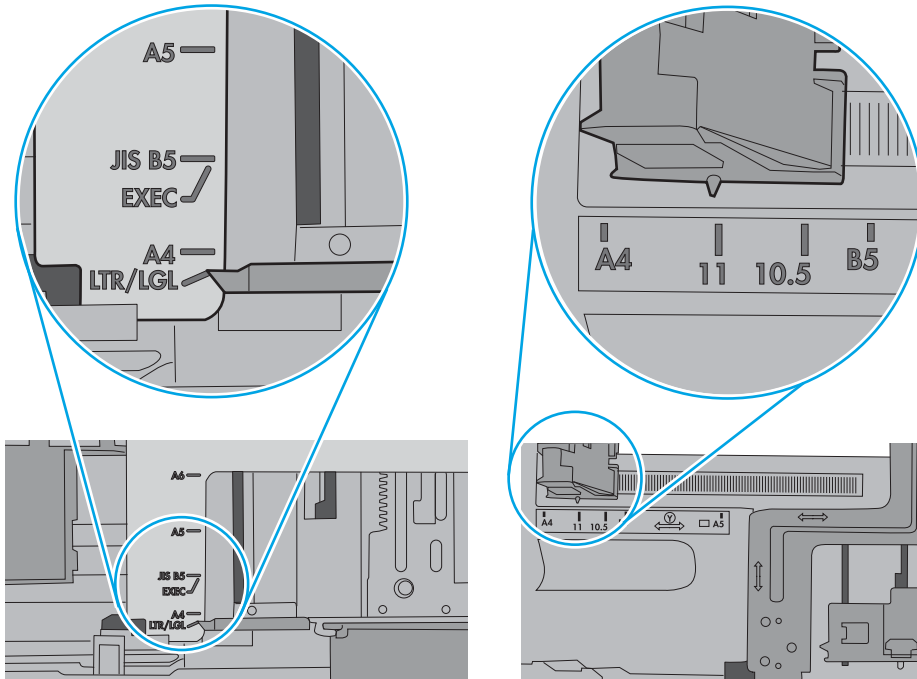


Figure 9-9 Size markings for cassette trays



7. Make sure the printing environment is within recommended specifications.

The document feeder jams, skews, or picks up multiple sheets of paper



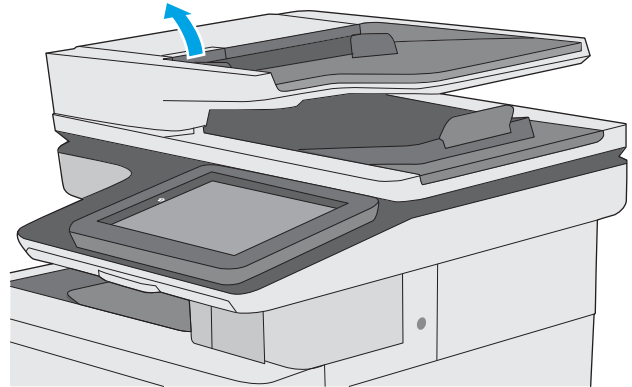
NOTE: This information applies to MFP printers only.

- The original might have something on it, such as staples or self-adhesive notes, that must be removed.
- Check that all rollers are in place and that the roller-access cover inside the document feeder is closed.
- Make sure that the top document-feeder cover is closed.
- The pages might not be placed correctly. Straighten the pages and adjust the paper guides to center the stack.
- The paper guides must be touching the sides of the paper stack to work correctly. Make sure that the paper stack is straight and the guides are against the paper stack.
- The document feeder input tray or output bin might contain more than the maximum number of pages. Make sure the paper stack fits below the guides in the input tray, and remove pages from the output bin.
- Verify that there are no pieces of paper, staples, paper clips, or other debris in the paper path.
- Clean the document-feeder rollers and the separation pad. Use compressed air or a clean, lint-free cloth moistened with warm water. If misfeeds still occur, replace the rollers.
- From the Home screen on the printer control panel, scroll to and touch the [Supplies](#) button. Check the status of the document-feeder kit, and replace it if necessary.

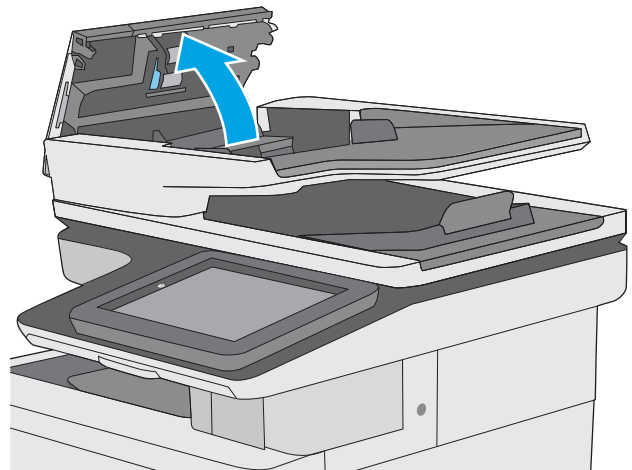
Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the document feeder does not pick up pages correctly or produces skewed output.

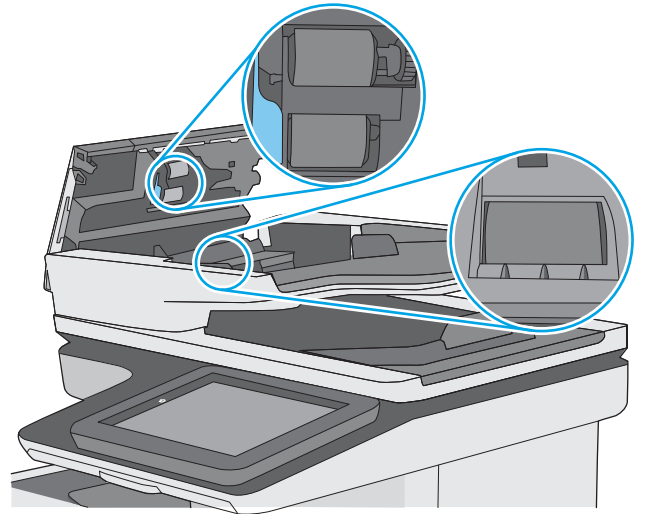
1. Lift the document-feeder latch.



2. Open the document-feeder cover.

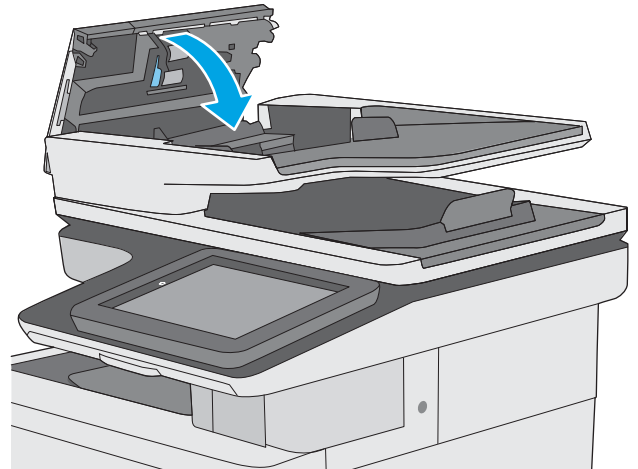


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.



4. Close the document-feeder cover.

NOTE: Verify that the latch on the top of the document-feeder cover is completely closed.



If the problem persists, check the document feeder separation pad and rollers for damage or wear, and replace them if necessary.

 **NOTE:** New rollers have a rough surface. As rollers wear, they become smooth.

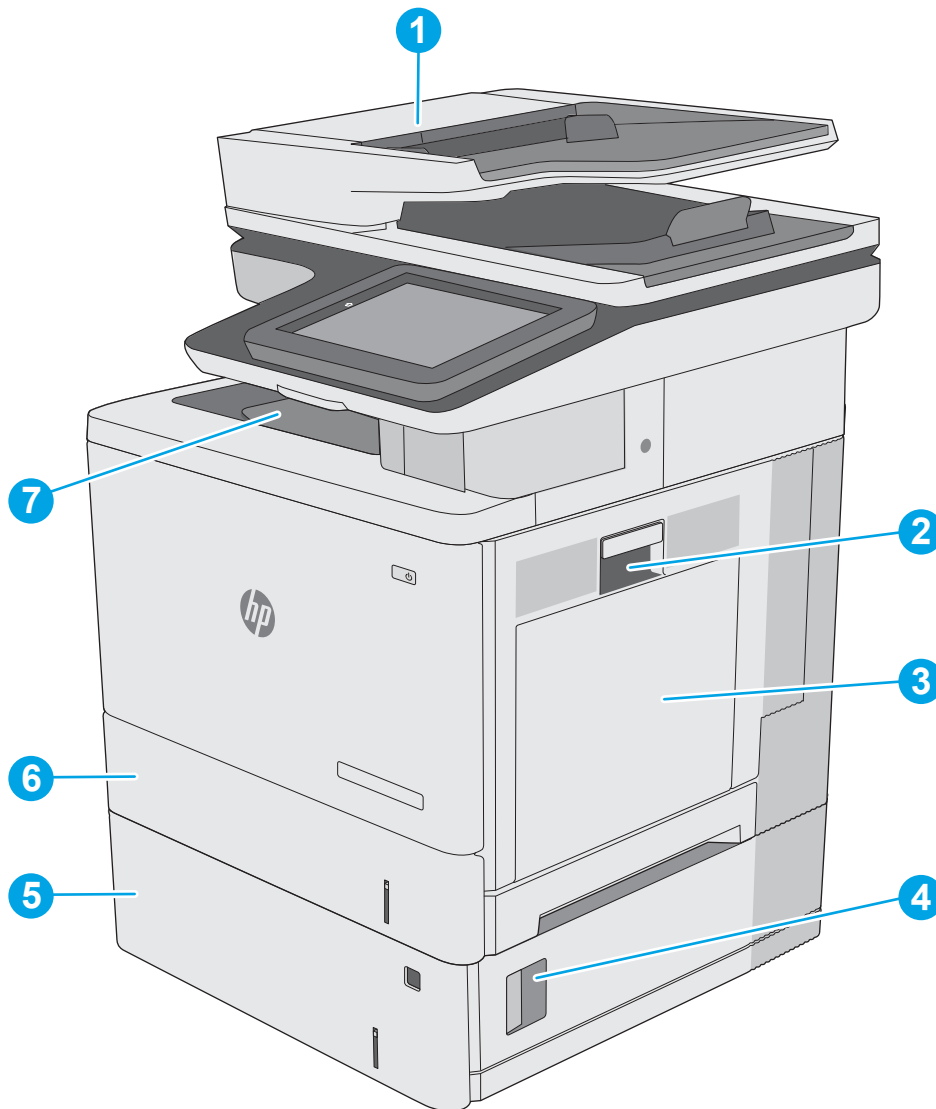
Clear paper jams

Introduction

The following information includes instructions for clearing paper jams from the printer.

- [Jam locations](#)
- [Auto-navigation for clearing jams](#)
- [Experiencing frequent or recurring paper jams?](#)
- [Clear paper jams in the document feeder](#)
- [Clear paper jams in Tray 1](#)
- [Clear paper jams in Tray 2](#)
- [Clear paper jams in the optional 550-sheet trays](#)
- [Clear paper jams in the right door and the fuser area](#)
- [Clear paper jams in the output bin](#)

Jam locations



1	Document feeder
2	Right door and fuser area
3	Tray 1
4	Lower-right door
5	Optional 550-sheet trays
6	Tray 2
7	Output bin

Auto-navigation for clearing jams

The auto-navigation feature assists in clearing jams by providing step-by-step instructions on the control panel. When you complete a step, the printer displays instructions for the next step until you have completed all steps in the procedure.

Experiencing frequent or recurring paper jams?

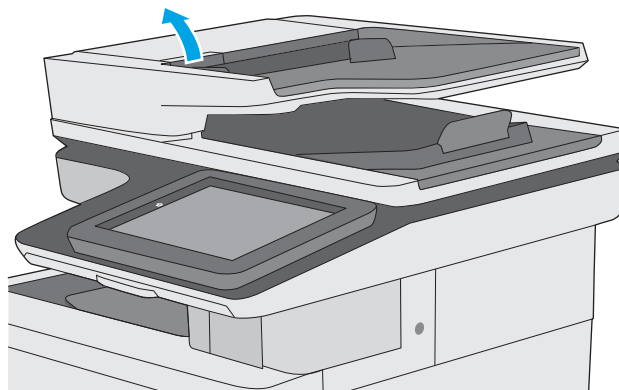
To reduce the number of paper jams, try these solutions.

1. Use only paper that meets HP specifications for this printer.
2. Use paper that is not wrinkled, folded, or damaged. If necessary, use paper from a different package.
3. Use paper that has not previously been printed or copied on.
4. Make sure the tray is not overfilled. If it is, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.
5. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides so they are touching the paper stack without bending it.
6. Make sure that the tray is fully inserted in the printer.
7. If you are printing on heavy, embossed, or perforated paper, use the manual feed feature and feed sheets one at a time.
8. Open the [Trays](#) menu on the printer control panel. Verify that the tray is configured correctly for the paper type and size.
9. Make sure the printing environment is within recommended specifications.

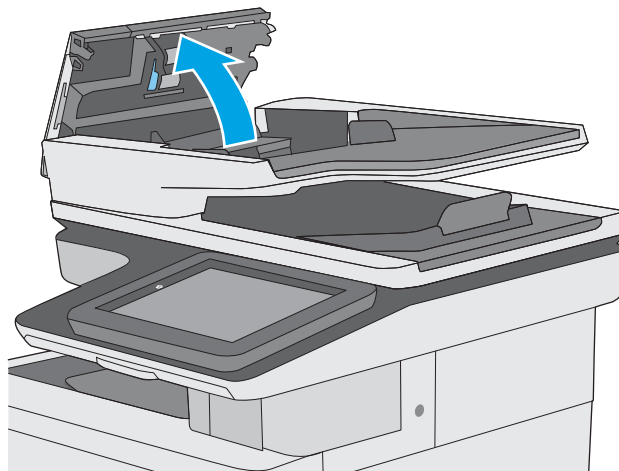
Clear paper jams in the document feeder

The following information describes how to clear paper jams in the document feeder. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

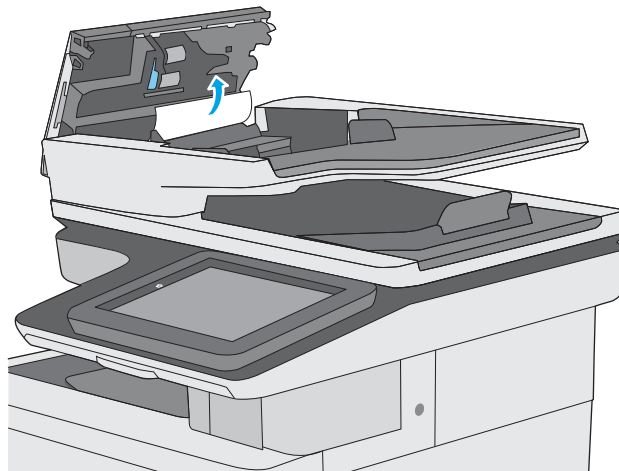
1. Lift the latch to release the document-feeder cover.



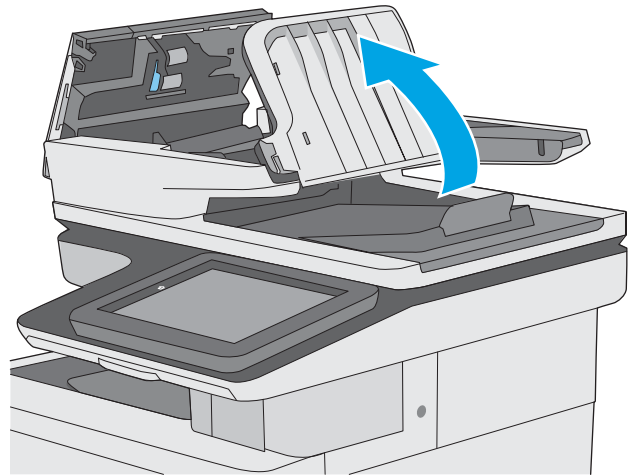
2. Open the document-feeder cover.



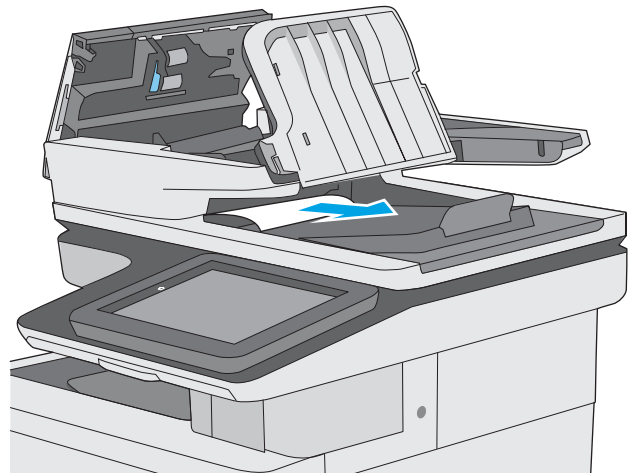
3. Remove any jammed paper.



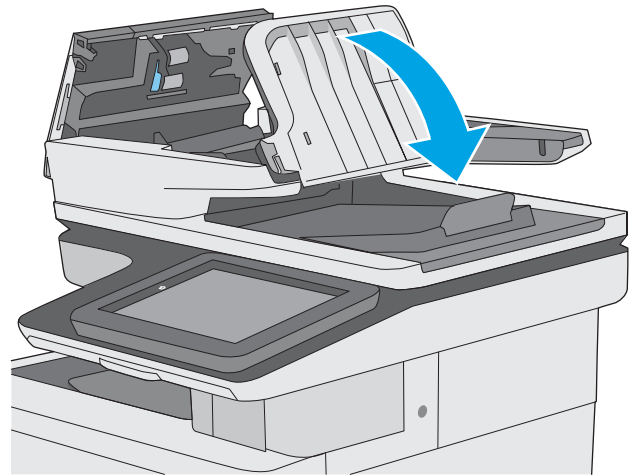
4. Lift the document-feeder input tray.



5. Remove any jammed paper.

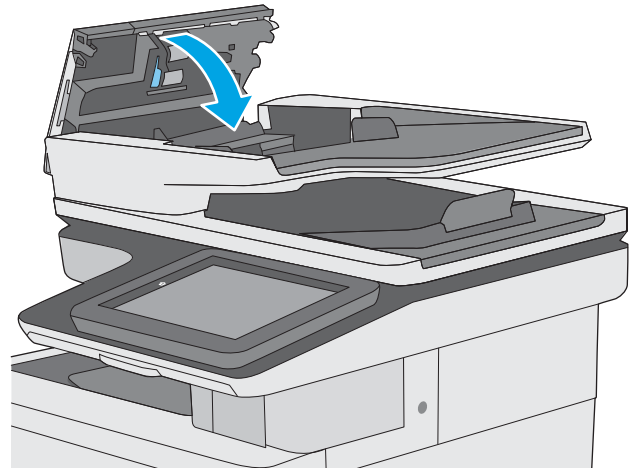



6. Lower the document-feeder input tray.




7. Close the document-feeder cover.

NOTE: Verify that the latch on the top of the document-feeder cover is completely closed.



 **NOTE:** To avoid jams, make sure the guides in the document-feeder input tray are adjusted against the document, without bending the document. To copy narrow documents, use the flatbed scanner. Remove all staples and paper clips from original documents.

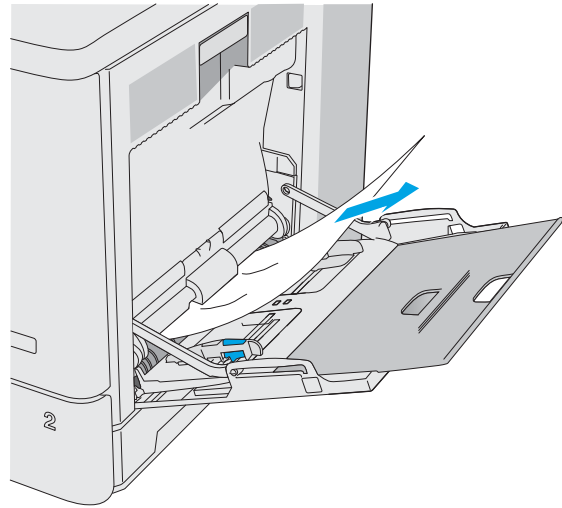
 **NOTE:** Original documents that are printed on heavy, glossy paper can jam more frequently than originals that are printed on plain paper.

Clear paper jams in Tray 1

Use the following procedure to check for paper in all possible jam locations related to Tray 1. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1. If most of the sheet of paper is visible in the tray, slowly pull the jammed paper out of the printer. Make sure that the entire sheet is removed. If it tears, continue with the following steps to find the remnants.

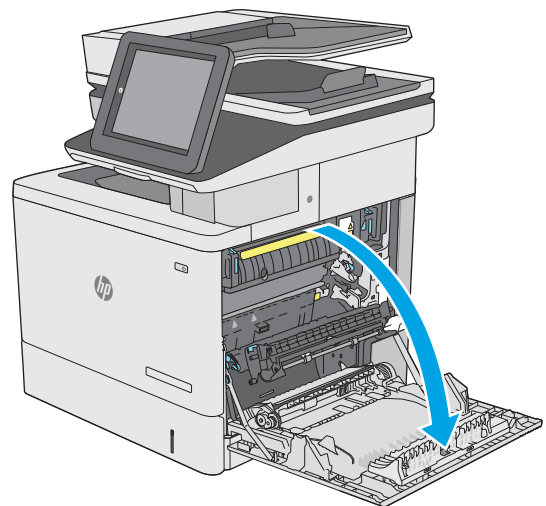
If most of the sheet of paper has been pulled inside the printer, continue with the following steps.



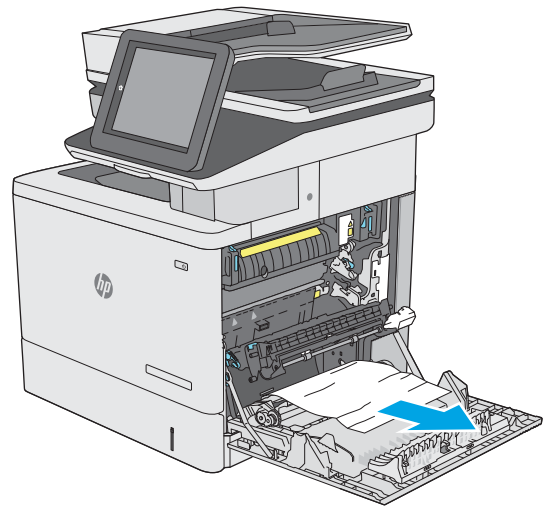
2. Lift the latch on the right door to release it.



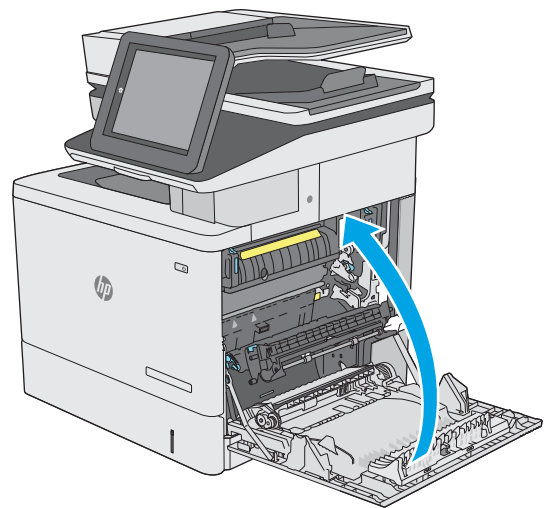
3. Open the right door.



4. If jammed paper is present, gently pull it out.



5. Close the right door.



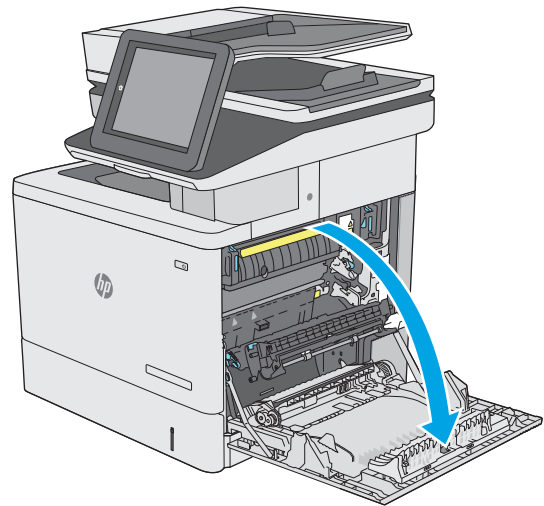
Clear paper jams in Tray 2

Use the following procedure to check for paper in all possible jam locations related to Tray 2. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

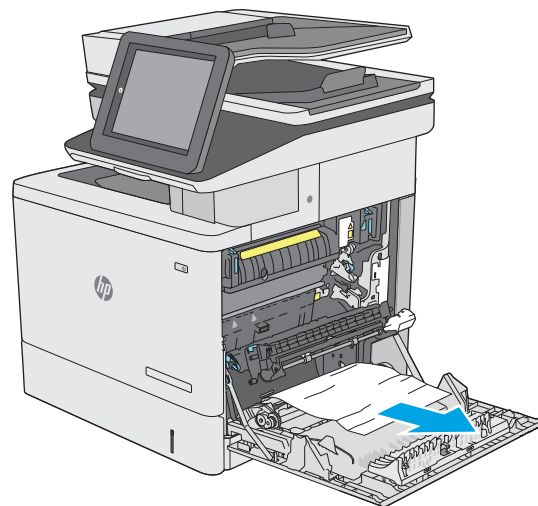
1. Lift the latch on the right door to release it.



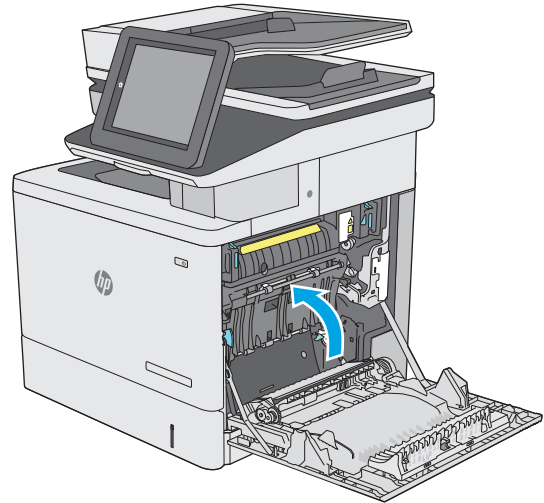
2. Open the right door.



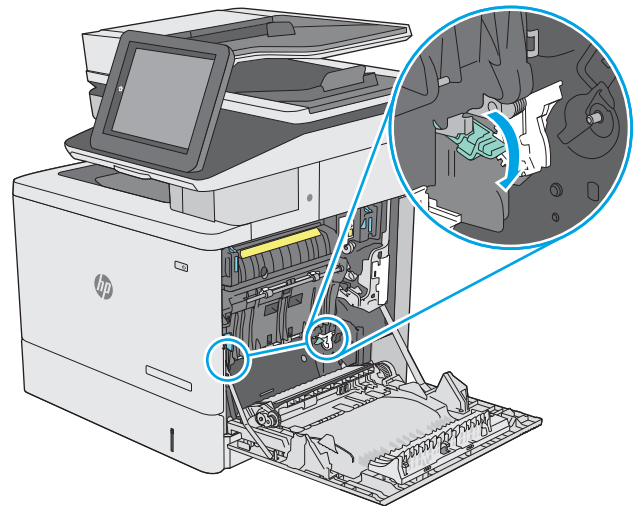
3. Gently pull out any jammed paper from the pick up area.



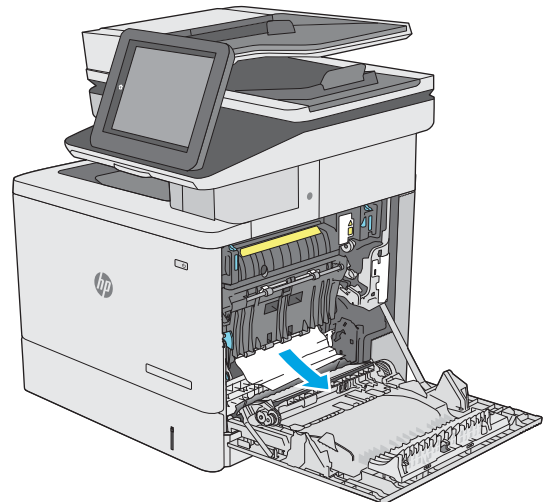
4. Close the transfer assembly.



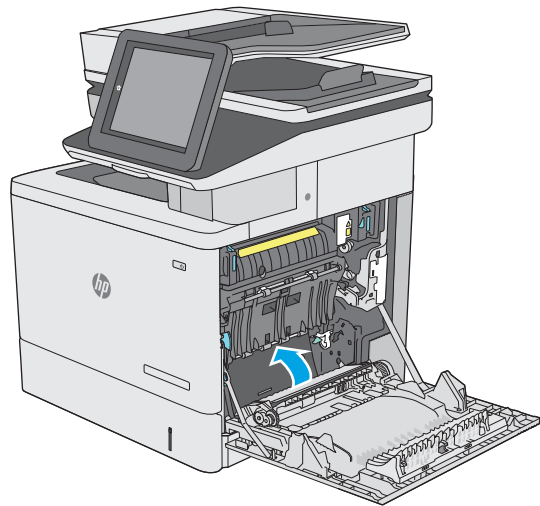
5. Push down on the green levers to release the jam-access cover.



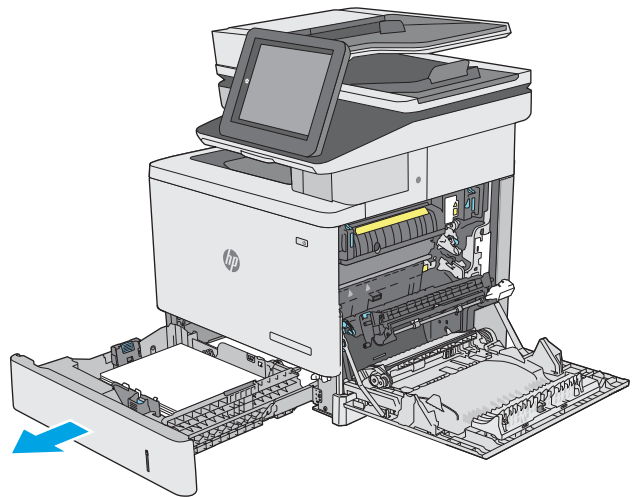
6. Gently pull out any jammed paper. If the paper tears, make sure to remove all remnants.



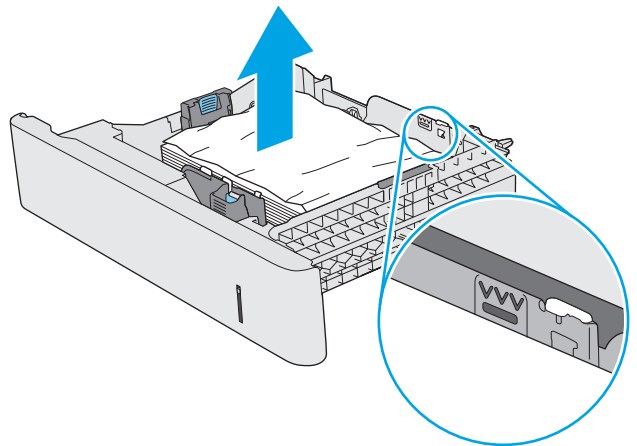
7. Close the jam-access cover, and then lower the transfer assembly.



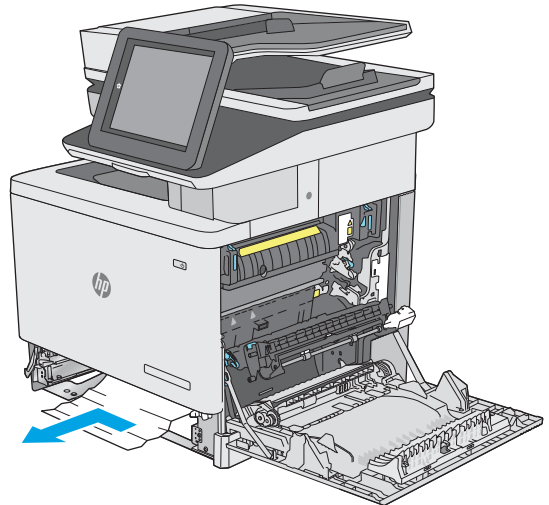
8. Pull the tray completely out of the printer by pulling and lifting it up slightly.



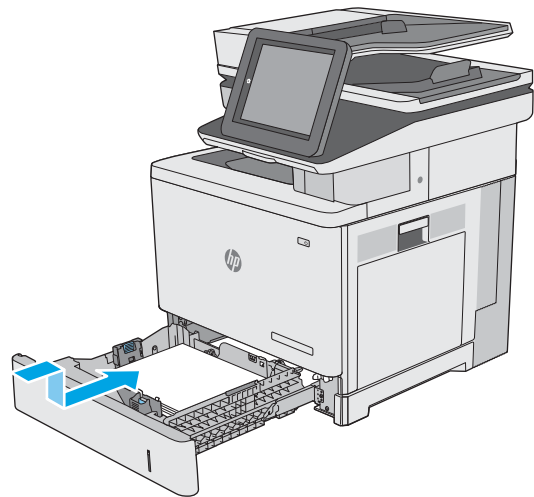
9. Remove any jammed or damaged sheets of paper. Verify that the tray is not overfilled and that the paper guides are adjusted correctly.



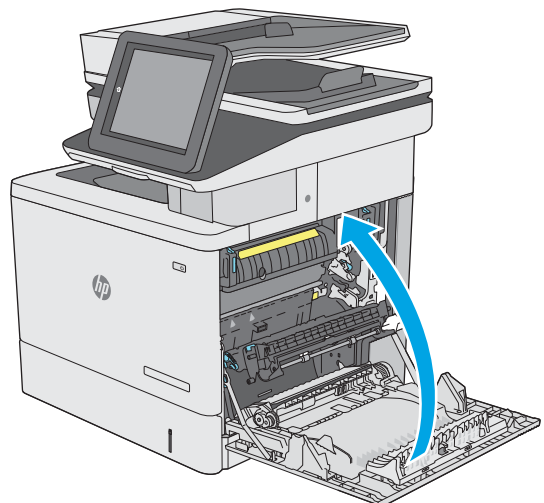
10. Remove any paper from the feed rollers inside the printer. First pull the paper to the left to release it, and then pull it forward to remove it.



11. Reinsert and close the tray.



12. Close the right door.



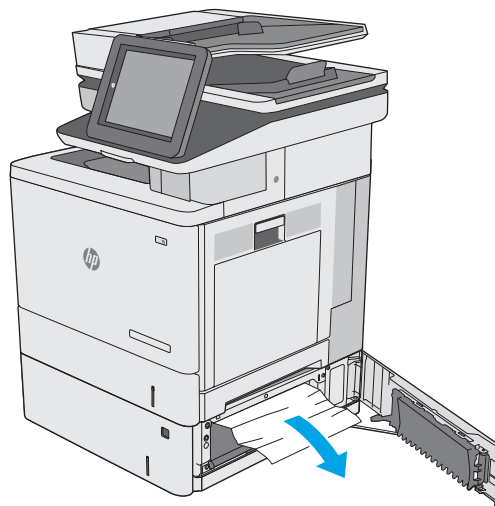
Clear paper jams in the optional 550-sheet trays

Use the following procedure to check for paper in all possible jam locations related to the optional 550-sheet paper feeders. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

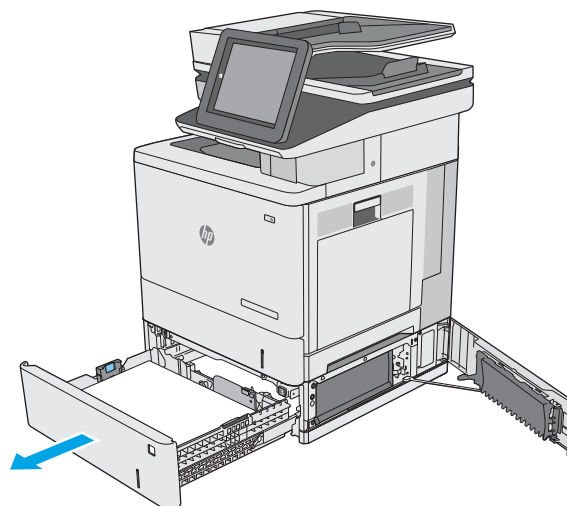
1. Open the lower-right door.



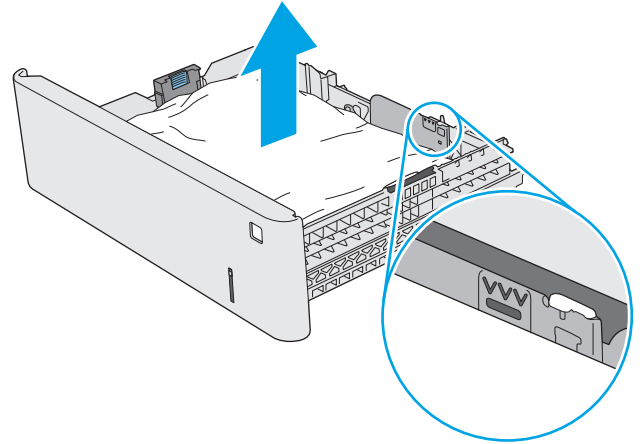
2. Gently pull out any jammed paper.



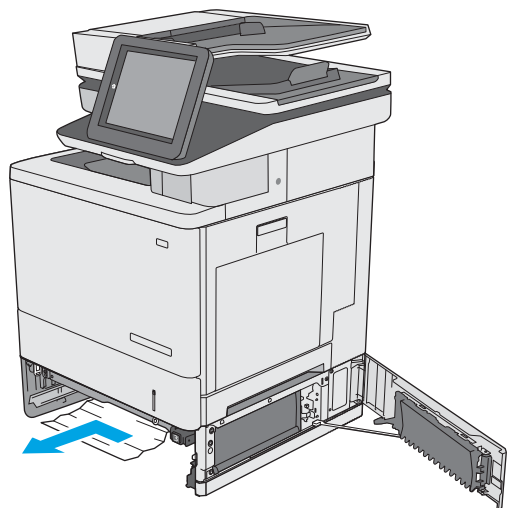
3. Pull the tray completely out of the printer by pulling and lifting it up slightly.



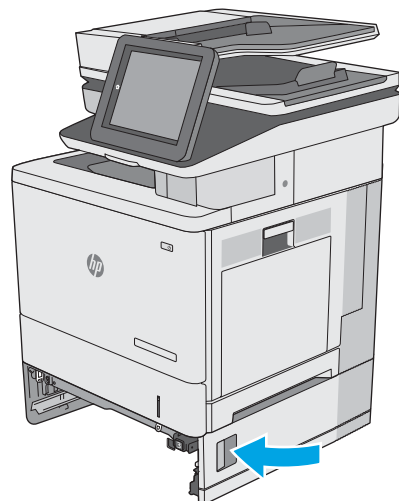
4. Remove any jammed or damaged sheets of paper. Verify that the tray is not overfilled and that the paper guides are adjusted correctly.



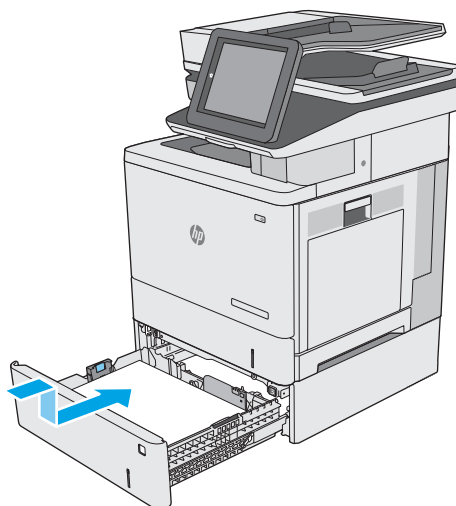
5. Remove any paper from the feed rollers inside the printer. First pull the paper to the left to release it, and then pull it forward to remove it.



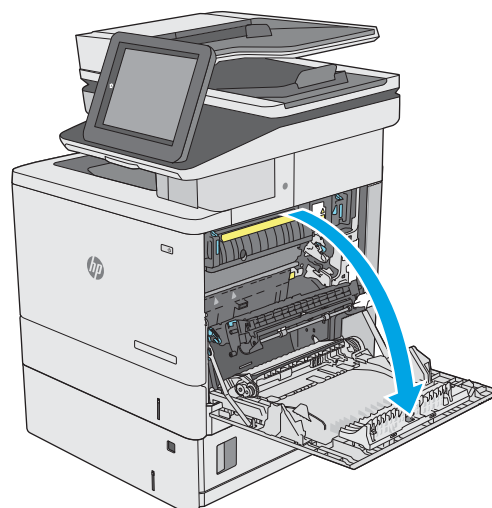
6. Close the lower-right door.



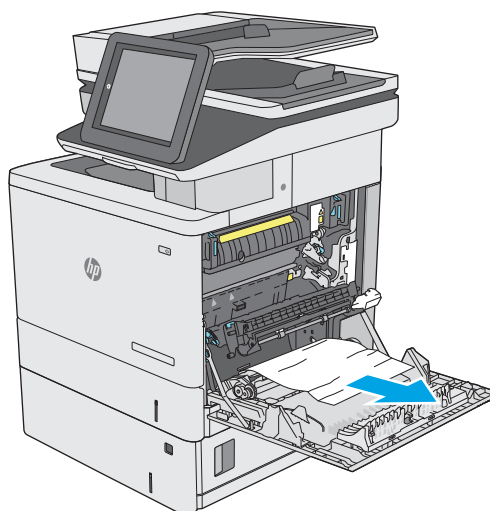
7. Reinsert and close the tray.



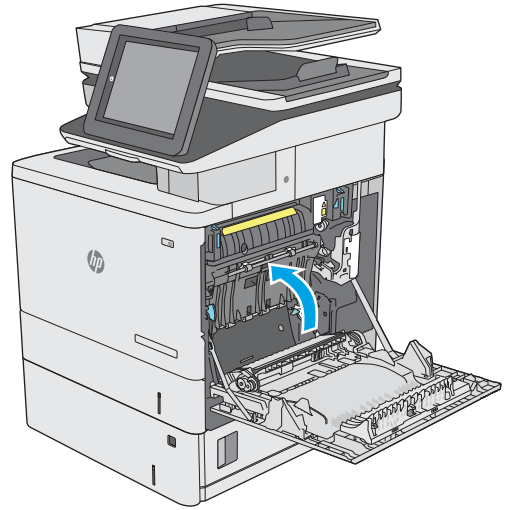
8. Open the right door.



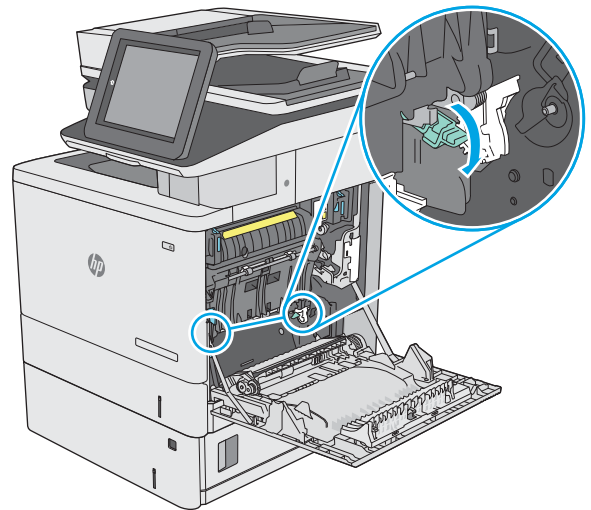
9. Gently pull out any jammed paper from the pick up area.



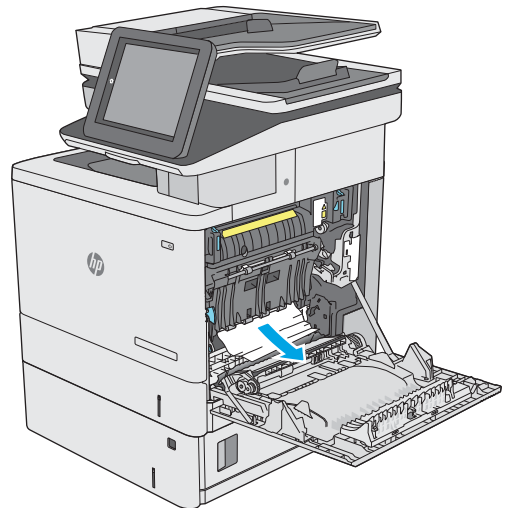
10. Close the transfer assembly.



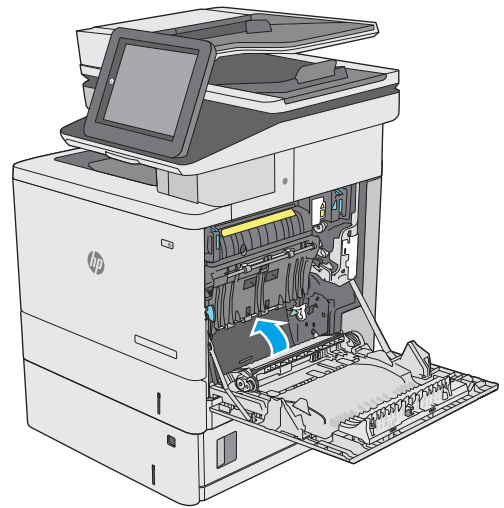
11. Push down on the green levers to release the jam-access cover.



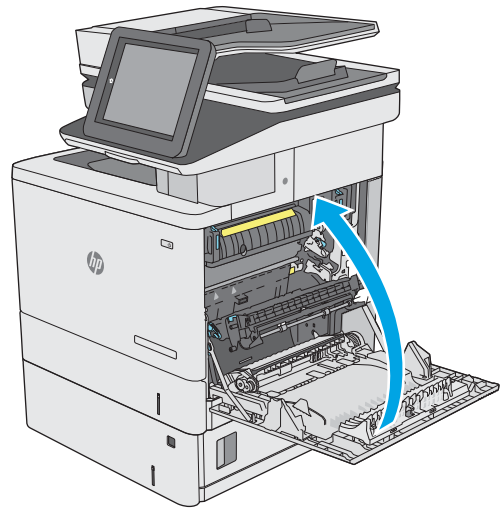
12. Gently pull out any jammed paper. If the paper tears, make sure to remove all remnants.



- 13. Close the jam-access cover, and then lower the transfer assembly.



- 14. Close the right door.



Clear paper jams in the right door and the fuser area

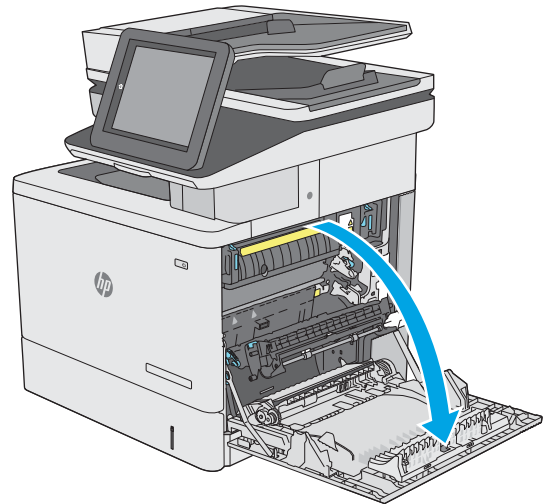
Use the following procedure to check for paper in all possible jam locations inside the right door. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

⚠ CAUTION: The fuser can be hot while the printer is in use. Wait for the fuser to cool before handling it.

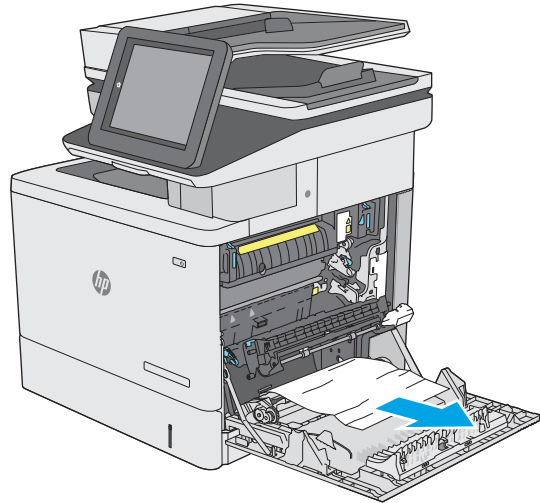
1. Lift the latch on the right door to release it.



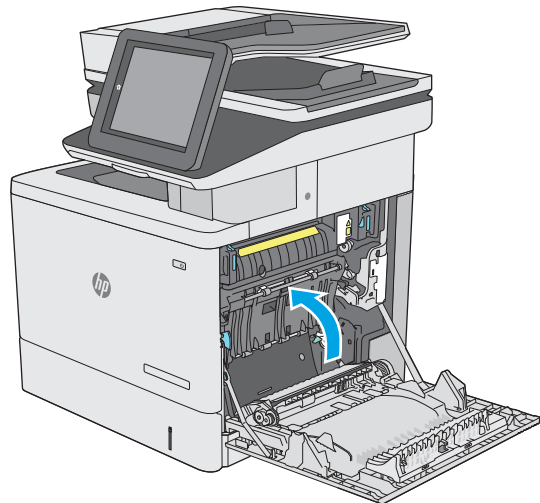
2. Open the right door.



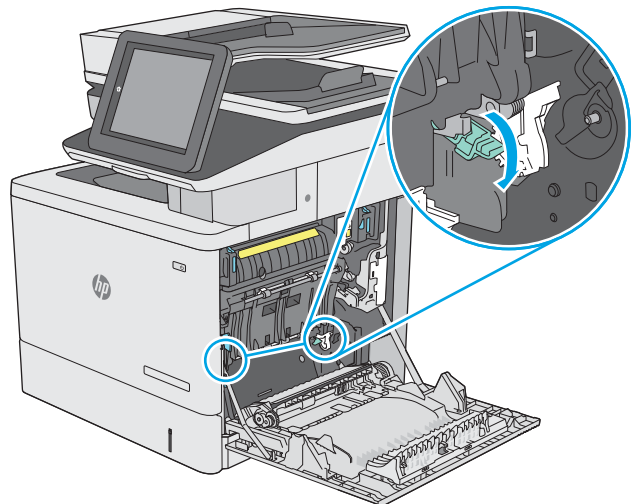
3. Gently pull out any jammed paper from the pick up area.



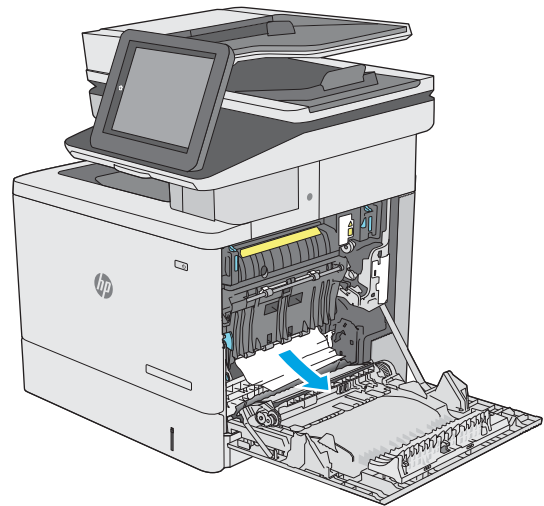
4. Close the transfer assembly.



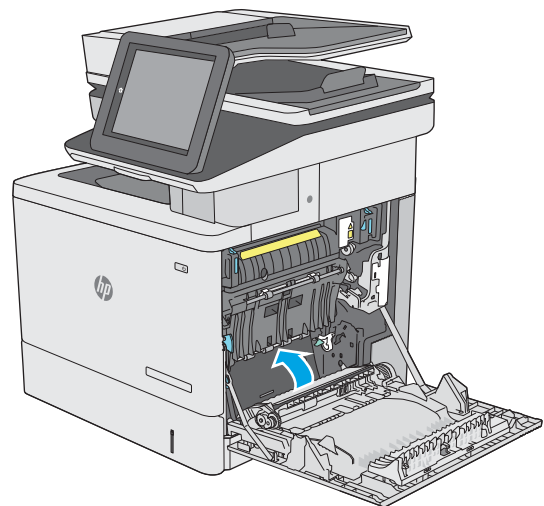
5. Push down on the green levers to release the jam-access cover.



6. Gently pull out any jammed paper. If the paper tears, make sure to remove all remnants.

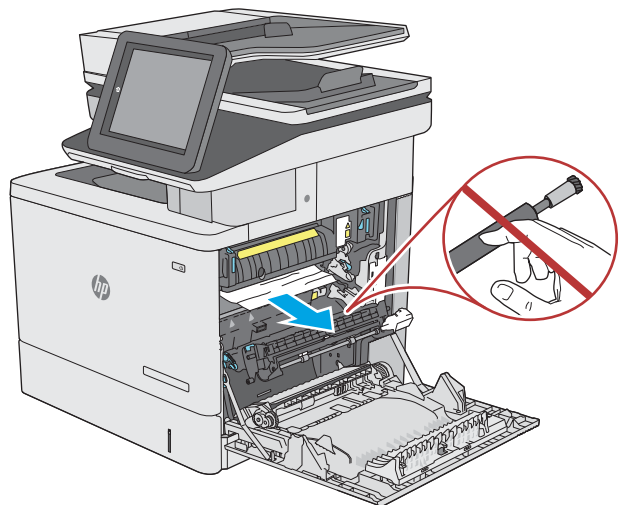


7. Close the jam-access cover, and then lower the transfer assembly.

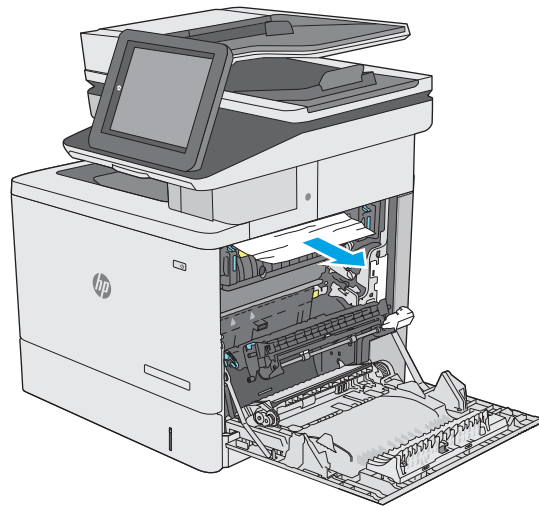


8. If paper is visible entering the bottom of the fuser, gently pull downward to remove it.

CAUTION: Do not touch the foam on the transfer roller. Contaminants can affect print quality.

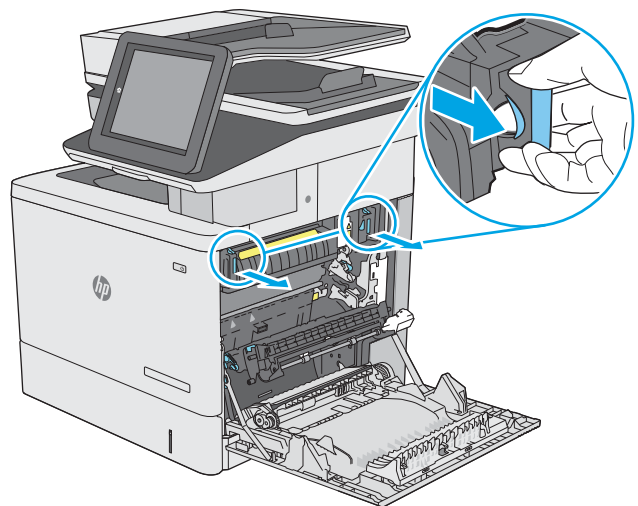


9. If paper is jammed as it enters the output bin, gently pull the paper out to remove it.



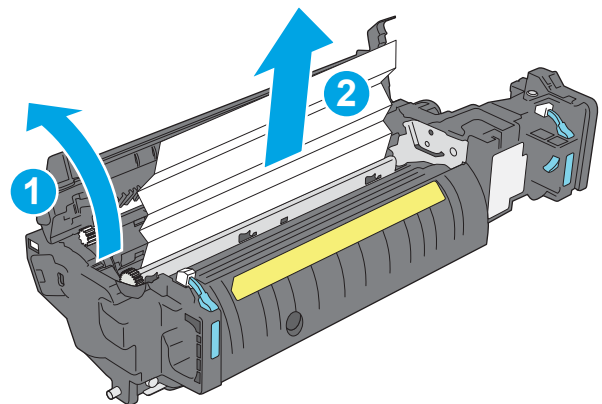
10. Paper could be jammed inside the fuser where it would not be visible. Grasp the fuser handles, lift up slightly, and then pull straight out to remove the fuser.

CAUTION: The fuser can be hot while the printer is in use. Wait for the fuser to cool before handling it.

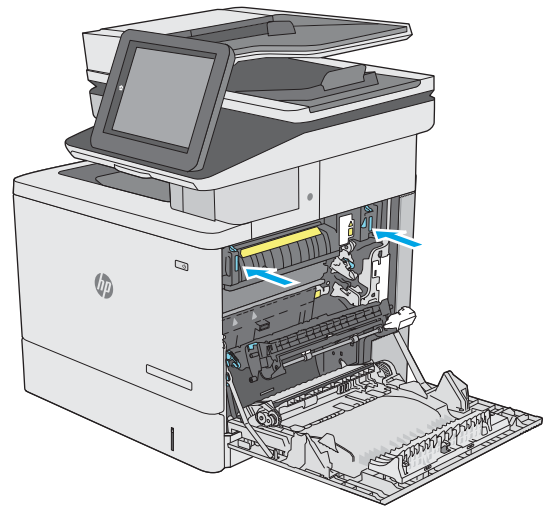


11. Open the jam-access door. If paper is jammed inside the fuser, gently pull it straight up to remove it. If the paper tears, remove all paper fragments.

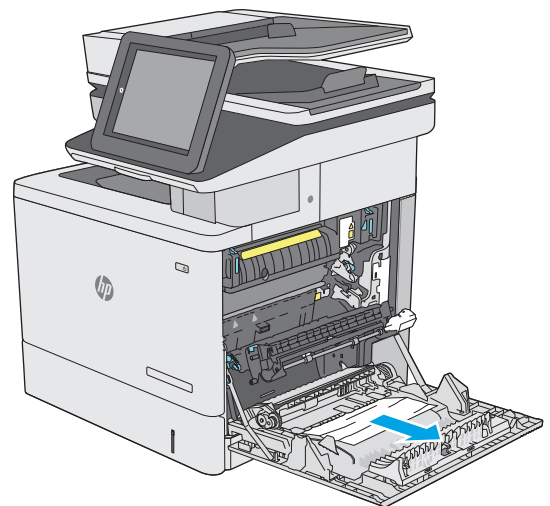
CAUTION: Even if the body of the fuser has cooled, the rollers that are inside could still be hot. Do not touch the fuser rollers until they have cooled.



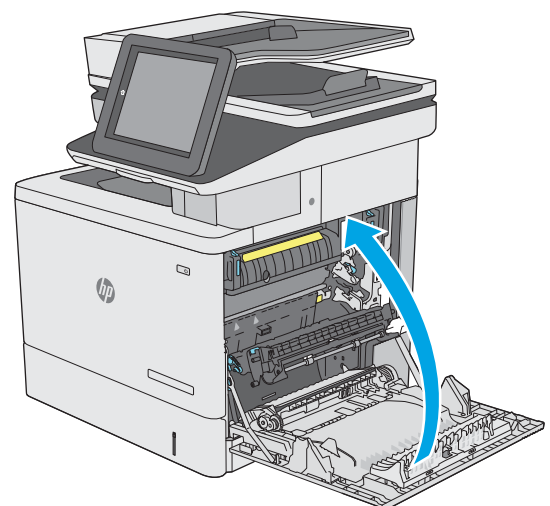
12. Close the jam-access door, and push the fuser completely into the printer until it clicks into place.



13. Check for jammed paper in the duplex path inside the right door, and remove any jammed paper.



14. Close the right door.



Clear paper jams in the output bin

Use the following procedure to clear jams in the output bin. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1. If paper is visible in the output bin, grasp the leading edge and remove it.



Improve print quality

Introduction

- [Print from a different software program](#)
- [Check the paper-type setting for the print job](#)
- [Check toner-cartridge status](#)
- [Clean the printer](#)
- [Visually inspect the toner cartridge](#)
- [Check paper and the printing environment](#)
- [Adjust color settings \(Windows\)](#)
- [Print and interpret the print quality page](#)
- [Calibrate the printer to align the colors](#)
- [Try a different print driver](#)

If the printer is having print-quality problems, try the following solutions in the order presented to resolve the issue.

Print from a different software program

Try printing from a different software program. If the page prints correctly, the problem is with the software program from which you were printing.

Check the paper-type setting for the print job

Check the paper type setting when printing from a software program and the printed pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or small areas of missing toner.

Check the paper type setting (Windows)

1. From the software program, select the **Print** option.
2. Select the printer, and then click the **Properties** or **Preferences** button.
3. Click the **Paper/Quality** tab.
4. From the **Paper Type** drop-down list, click the **More...** option.
5. Expand the list of **Type is:** options.
6. Expand the category of paper types that best describes your paper.
7. Select the option for the type of paper you are using, and click the **OK** button.
8. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.


Check the paper type setting (OS X)

1. Click the **File** menu, and then click the **Print** option.
2. In the **Printer** menu, select the printer.
3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Finishing** menu.
4. Select a type from the **Media Type** drop-down list.
5. Click the **Print** button.

Check toner-cartridge status

Follow these steps to check the estimated life remaining in the toner cartridges and if applicable, the status of other replaceable maintenance parts.

Step one: Print the supplies status page

1. Press the Home  button on the printer control panel.
2. Select **Supplies**.
3. The status of all supply items is listed on the screen.
4. To print a report of the status of all supply items, including the genuine HP part number for reordering the supply, select **Manage Supplies**, and then select **Print Supplies Status**.

Step two: Check supplies status

1. Look at the supplies status report to check the percent of life remaining for the toner cartridges and if applicable, the status of other replaceable maintenance parts.

Print quality problems can occur when using a toner cartridge that is at its estimated end of life. The supplies status page indicates when a supply level is very low. After an HP supply has reached the very low threshold, HP's premium protection warranty on that supply has ended.

The toner cartridge does not need to be replaced now unless the print quality is no longer acceptable. Consider having a replacement available to install when print quality is no longer acceptable.

If you determine that you need to replace a toner cartridge or other replaceable maintenance parts, the supplies status page lists the genuine HP part numbers.

2. Check to see if you are using a genuine HP cartridge.


A genuine HP toner cartridge has the words "HP" or "Hewlett-Packard" on it, or has the HP logo on it. For more information on identifying HP cartridges go to www.hp.com/go/learnaboutsupplies.

Clean the printer

Print a cleaning page

During the printing process paper, toner, and dust particles can accumulate inside the printer and can cause print-quality issues such as toner specks or spatter, smears, streaks, lines, or repeating marks.

Follow these steps to clean the printer's paper path.

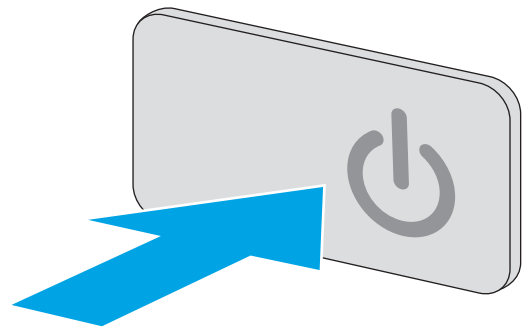
1. Press the Home  button on the printer control panel.
2. Select [Device Maintenance](#).
3. Select [Calibration/Cleaning](#), and then select [Cleaning Page](#) to print the page.

A **Cleaning** message displays on the printer control panel. The cleaning process takes a few minutes to complete. Do not turn the printer off until the cleaning process has finished. When it is finished, discard the printed page.

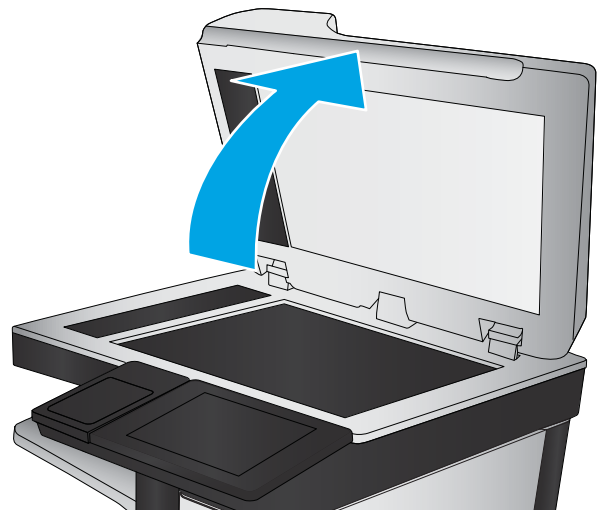
Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the printer off, and then disconnect the power cable from the electrical outlet.



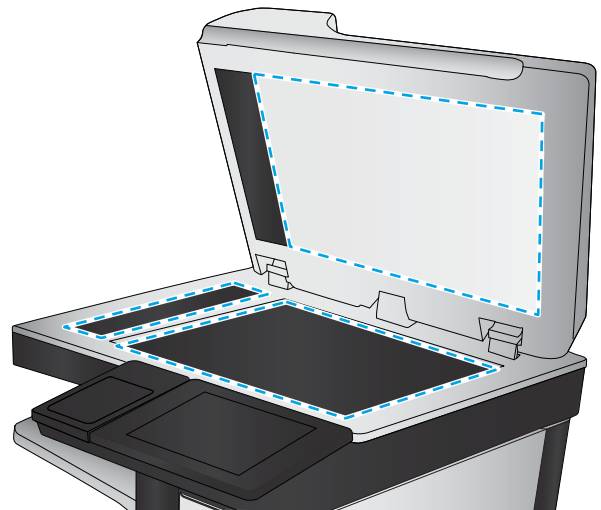
2. Open the scanner lid.



3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the printer; these can damage the printer. Do not place liquids directly on the glass or platen. They might seep and damage the printer.

NOTE: If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.



4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.
5. Connect the power cable to an outlet, and then press the power button to turn the printer on.

Visually inspect the toner cartridge

Follow these steps to inspect each toner cartridge.

1. Remove the toner cartridge from the printer.
2. Check the memory chip for damage.
3. Examine the surface of the green imaging drum.

CAUTION: Do not touch the imaging drum. Fingerprints on the imaging drum can cause print-quality problems.

4. If you see any scratches, fingerprints, or other damage on the imaging drum, replace the toner cartridge.
5. Reinstall the toner cartridge, and print a few pages to see if the problem has resolved.

Check paper and the printing environment

Step one: Use paper that meets HP specifications

Some print-quality problems arise from using paper that does not meet HP specifications.

- Always use a paper type and weight that this printer supports.
- Use paper that is of good quality and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, staples, and curled or bent edges.
- Use paper that has not been previously printed on.
- Use paper that does not contain metallic material, such as glitter.

- Use paper that is designed for use in laser printers. Do not use paper that is designed only for use in Inkjet printers.
- Use paper that is not too rough. Using smoother paper generally results in better print quality.


Step two: Check the environment

The environment can directly affect print quality and is a common cause for print-quality or paper-feeding issues. Try the following solutions:

- Move the printer away from drafty locations, such as open windows or doors, or air-conditioning vents.
- Make sure the printer is not exposed to temperatures or humidity outside of printer specifications.
- Do not place the printer in a confined space, such as a cabinet.
- Place the printer on a sturdy, level surface.
- Remove anything that is blocking the vents on the printer. The printer requires good air flow on all sides, including the top.
- Protect the printer from airborne debris, dust, steam, grease, or other elements that can leave residue inside the printer.

Step three: Set the individual tray alignment

Follow these steps when text or images are not centered or aligned correctly on the printed page when printing from specific trays.

1. Press the Home  button on the printer control panel.
2. Open the following menus:
 - Administration
 - General Settings
 - Print Quality
 - Image Registration
3. Select the tray to adjust.
4. Select [Print Test Page](#), and then follow the instructions on the printed pages.
5. Select [Print Test Page](#) again to verify the results, and then make further adjustments if necessary.
6. Touch the [Save](#) button to save the new settings.

Adjust color settings (Windows)


When printing from a software program, follow these steps if colors on the printed page do not match colors on the computer screen, or if the colors on the printed page are not satisfactory.

Change the color theme

1. From the software program, select the **Print** option.
2. Select the printer, and then click the **Properties** or **Preferences** button.

3. Click the **Color** tab.
4. Select the **HP EasyColor** check box to clear it.
5. Select a color theme from the **Color Themes** drop-down list.
 - **Default (sRGB)**: This theme sets the printer to print RGB data in raw device mode. When using this theme, manage color in the software program or in the operating system for correct rendering.
 - **Vivid (sRGB)**: The printer increases the color saturation in the midtones. Use this theme when printing business graphics.
 - **Photo (sRGB)**: The printer interprets RGB color as if it were printed as a photograph using a digital mini lab. The printer renders deeper, more saturated colors differently than with the Default (sRGB) theme. Use this theme when printing photos.
 - **Photo (Adobe RGB 1998)**: Use this theme with printing digital photos that use the AdobeRGB color space rather than sRGB. Turn off color management in the software program when using this theme.
 - **None**: No color theme is used.
 - **Custom Profile**: Select this option to use a custom input profile to accurately control color output (for example, to emulate a specific HP Color LaserJet printer). Download custom profiles from www.hp.com.
6. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

Change the color options

1. From the software program, select the **Print** option.
 2. Select the printer, and then click the **Properties** or **Preferences** button.
 3. Click the **Color** tab.
 4. Select the **HP EasyColor** check box to clear it.
 5. Click the **Automatic** or **Manual** setting.
 - **Automatic** setting: Select this setting for most color print jobs
 - **Manual** setting: Select this setting to adjust the color settings independently from other settings. Click the **Settings** button to open the manual color-adjustment window.
-
-  **NOTE:** Changing color settings manually can impact output. HP recommends that only color graphics experts change these settings.
-
6. Click the **Print in Grayscale** option to print a color document in black and shades of gray. Use this option to print color documents for photocopying or faxing. Also use this option to print draft copies or to save color toner.
 7. Click the **OK** button to close the **Document Properties** dialog box. In the **Print** dialog box, click the **OK** button to print the job.

Print and interpret the print quality page

Use the print-quality-troubleshooting pages to help diagnose and solve color print-quality problems.

1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - **Troubleshooting**
 - **Print Quality Pages**
 - **Print PQ Troubleshooting Pages**
3. Touch the **Print** button to print the page.

Follow the instructions on the print-quality troubleshooting procedure page.

Calibrate the printer to align the colors

Calibration is a printer function that optimizes print quality.

Follow these steps to resolve print-quality problems such as misaligned color, colored shadows, blurry graphics, or other print-quality issues.

1. From the Home screen on the product control panel, scroll to and touch the **Device Maintenance** button.
2. Open the following menus:
 - **Calibration/Cleaning**
 - **Full Calibration**
3. Touch the **Start** button to start the calibration process.

A **Calibrating** message will display on the product control panel. The calibration process takes a few minutes to complete. Do not turn the product off until the calibration process has finished.

4. Wait while the product calibrates, and then try printing again.

Try a different print driver

Try a different print driver when printing from a software program and the printed pages have unexpected lines in graphics, missing text, missing graphics, incorrect formatting, or substituted fonts.

Download any of the following drivers from the HP Web site: www.hp.com/support/colorljM577MFP.

HP PCL.6 driver	<ul style="list-style-type: none">• Provided as the default driver on the printer CD. This driver is automatically installed unless you select a different one.
HP PCL 6 driver	<ul style="list-style-type: none">• Recommended for all Windows environments
HP PCL-6 driver	<ul style="list-style-type: none">• Provides the overall best speed, print quality, and printer-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 UPD PS driver

- Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs
- Provides support for printing from postscript emulation needs, or for postscript flash font support

HP UPD PCL 5

- Recommended for general office printing in Windows environments
- Compatible with previous PCL versions and older HP LaserJet printers
- The best choice for printing from third-party or custom software programs
- The best choice when operating with mixed environments, which require the printer 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

HP UPD PCL 6

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

Improve copy image quality

If the printer is having copy quality problems, try the following solutions in the order presented to resolve the issue.

- [Check the scanner glass for dirt and smudges](#)
- [Calibrate the scanner](#)
- [Check the paper settings](#)
- [Check the image-adjustment settings](#)
- [Optimize copy quality for text or pictures](#)
- [Edge-to-edge copying](#)
- [Clean the pickup rollers and separation pad in the document feeder](#)

Try these few simple steps first:

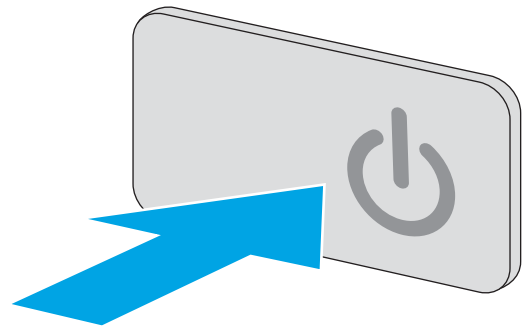
- Use the flatbed scanner rather than the document feeder.
- Use high-quality originals.
- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see “Improve print quality” for further solutions.

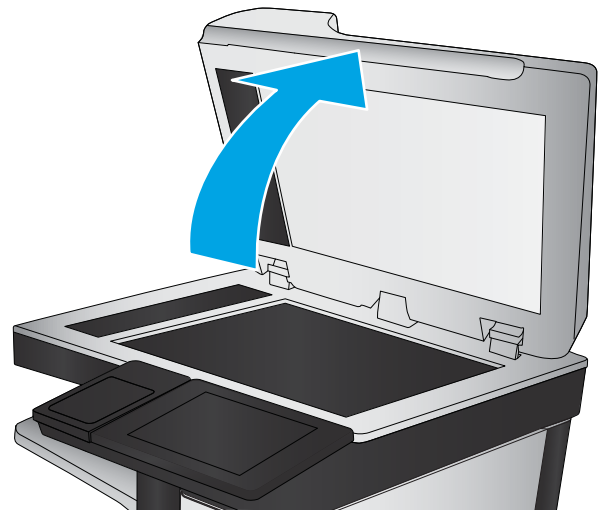
Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the printer off, and then disconnect the power cable from the electrical outlet.



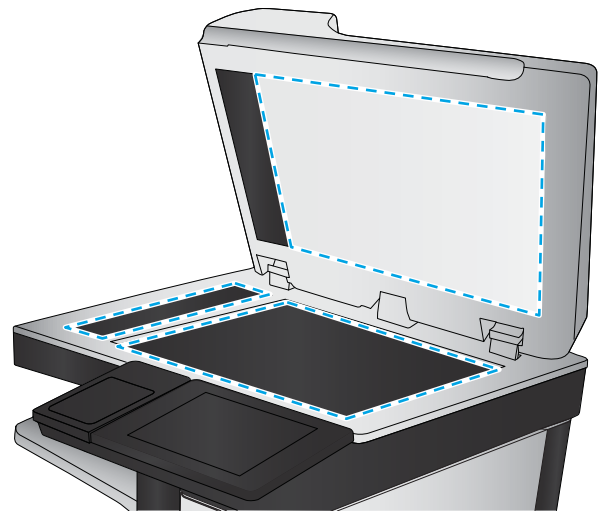
2. Open the scanner lid.



3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the printer; these can damage the printer. Do not place liquids directly on the glass or platen. They might seep and damage the printer.


NOTE: If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.



4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.
5. Connect the power cable to an outlet, and then press the power button to turn the printer on.

Calibrate the scanner

If the copied image is not positioned correctly on the page, follow these steps to calibrate the scanner.

 **NOTE:** When using the document feeder, make sure to adjust the guides in the input tray so they are against the original document.

1. From the Home screen on the printer control panel, scroll to and touch the [Device Maintenance](#) button.
2. Open the following menus:
 - [Calibration/Cleaning](#)
 - [Calibrate Scanner](#)

3. Touch the **Next** button to start the calibration process. Follow the on-screen prompts.
4. Wait while the printer calibrates, and then try copying again.

Check the paper settings

Follow these steps if copied pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or areas where toner has dropped out.

Check the paper size and type configuration

1. From the Home screen on the printer control panel, scroll to and touch the **Trays** button.
2. Touch the line for the tray that you want to configure, and then touch the **Modify** button.
3. Select the paper size and paper type from the lists of options.
4. Touch the **OK** button to save your selection.

Select the tray to use for the copy

1. From the Home screen on the printer control panel, select **Copy**.
2. Touch the **Paper Selection** button.
3. Select the tray that holds the paper that you want to use.
4. Touch the **OK** button.




NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Check the image-adjustment settings

Adjust these additional settings to improve copy quality:

- **Sharpness:** Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.
 - **Darkness:** Increase or decrease the amount of white and black used in colors in scanned images.
 - **Contrast:** Increase or decrease the difference between the lightest and the darkest color on the page.
 - **Background Cleanup:** Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.
 - **Automatic Tone:** Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.
1. From the Home screen on the printer control panel, select **Copy**.
 2. Touch the **Image Adjustment** button.


3. Adjust the sliders to set the levels, and then touch the **OK** button.
4. Touch the Start  button.



NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Optimize copy quality for text or pictures

Optimize the copy job for the type of image being copied: text, graphics, or photos.


1. From the Home screen on the printer control panel, select **Copy**.
2. Touch the **More Options** button, and then touch the **Optimize Text/Picture** button.
3. Select one of the predefined options, or touch the **Manually adjust** button, and then adjust the slider in the **Optimize For** area. Touch the **OK** button.
4. Touch the Start  button.



NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Edge-to-edge copying

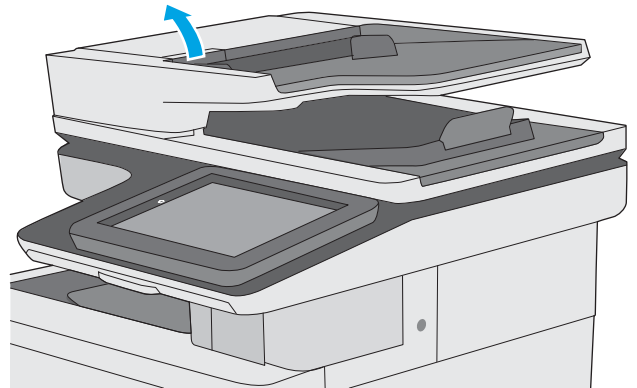
Use this feature to avoid shadows that can appear along the edges of copies when the original document is printed close to the edges.

1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - **Copy Settings**
 - **Edge-To-Edge**
3. Select the **Edge-To-Edge output** option if the original document is printed close to the paper edges.
4. Touch the **Save** button.
5. Touch the Start  button.

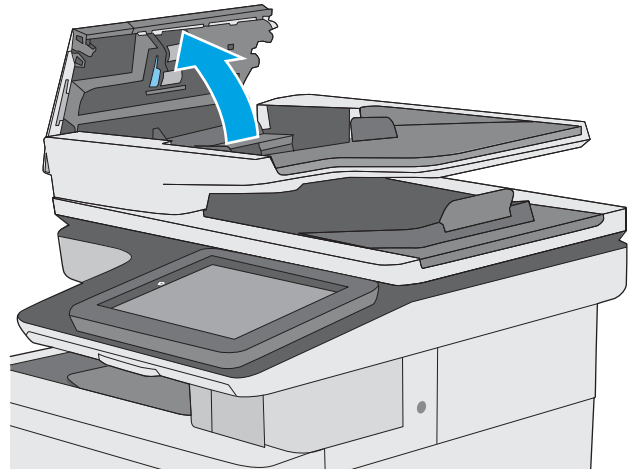
Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the document feeder does not pick up pages correctly or produces skewed output.

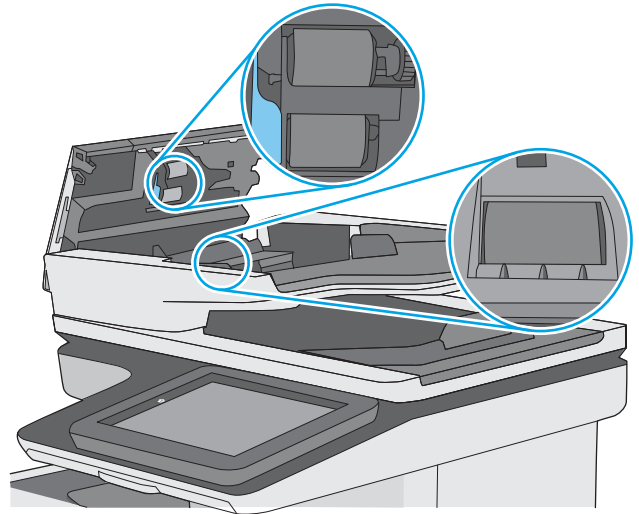
1. Lift the document-feeder latch.



2. Open the document-feeder cover.

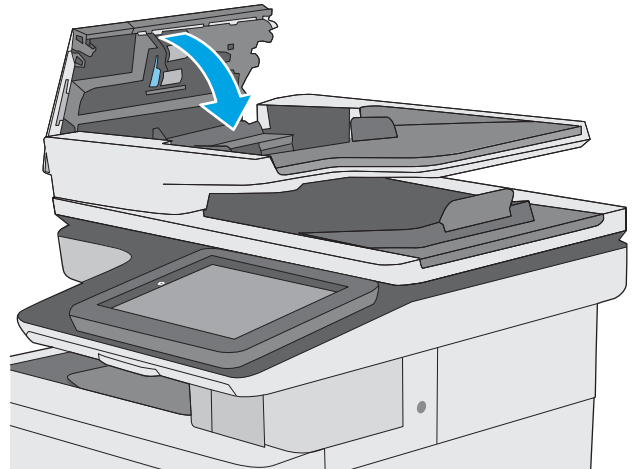


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.



4. Close the document-feeder cover.

NOTE: Verify that the latch on the top of the document-feeder cover is completely closed.



If the problem persists, check the document feeder separation pad and rollers for damage or wear, and replace them if necessary.



NOTE: New rollers have a rough surface. As rollers wear, they become smooth.

Improve scan image quality

- [Check the scanner glass for dirt and smudges](#)
- [Check the resolution settings](#)
- [Check the color settings](#)
- [Check the image-adjustment settings](#)
- [Optimize scan quality for text or pictures](#)
- [Check the output-quality settings](#)
- [Clean the pickup rollers and separation pad in the document feeder](#)

Try these few simple steps first:

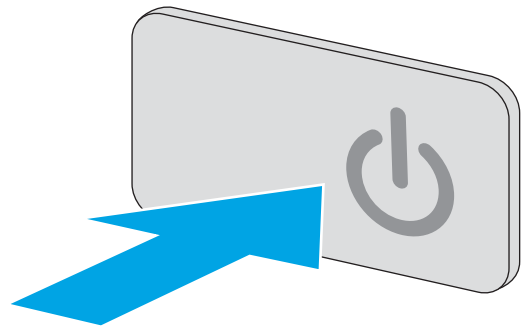
- Use the flatbed scanner rather than the document feeder.
- Use high-quality originals.
- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see “Improve print quality” for further solutions.

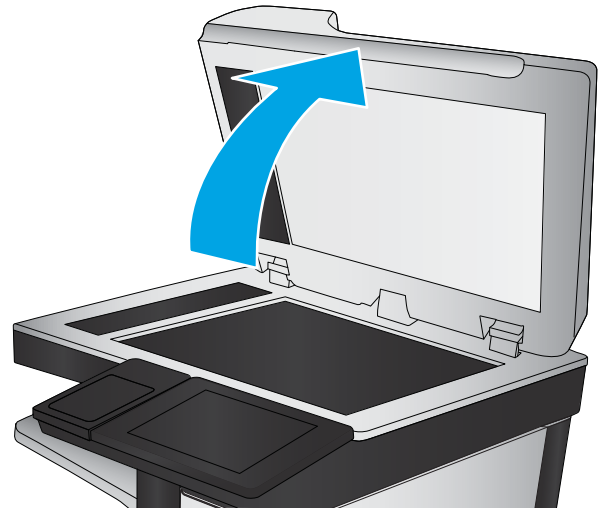
Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the printer off, and then disconnect the power cable from the electrical outlet.



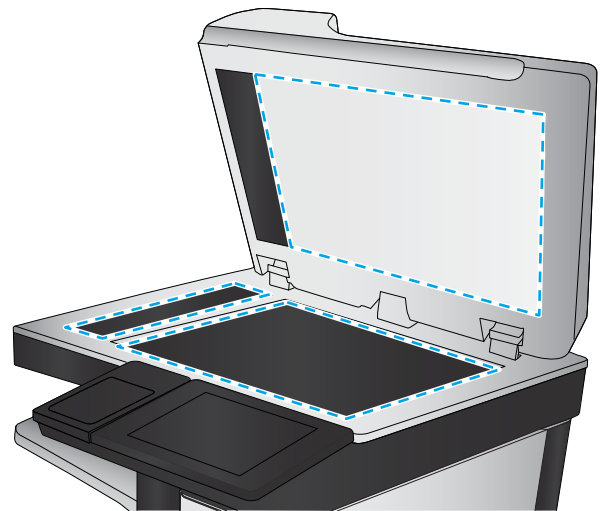
2. Open the scanner lid.



3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the printer; these can damage the printer. Do not place liquids directly on the glass or platen. They might seep and damage the printer.

NOTE: If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.



4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.
5. Connect the power cable to an outlet, and then press the power button to turn the printer on.


Check the resolution settings



NOTE: Setting the resolution to a high value increases the file size and the scan time.


Follow these steps to adjust the resolution setting:

1. From the Home screen on the printer control panel, scroll to and touch the **Administration** button.
2. Open the **Scan/Digital Send Settings** menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the **Default Job Options** menu.
5. Touch the **Resolution** button.

6. Select one of the predefined options. Touch the [Save](#) button.
7. Touch the Start  button.


Check the color settings

Follow these steps to adjust the color setting:

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the [Scan/Digital Send Settings](#) menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the [Default Job Options](#) menu.
5. Touch the [Color/Black](#) button.
6. Select one of the predefined options. Touch the [Save](#) button.
7. Touch the Start  button.

Check the image-adjustment settings

Adjust these additional settings to improve scan quality:


- **Sharpness:** Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.
 - **Darkness:** Increase or decrease the amount of white and black used in colors in scanned images.
 - **Contrast:** Increase or decrease the difference between the lightest and the darkest color on the page.
 - **Background Cleanup:** Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.
 - **Automatic Tone:** Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.
1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
 2. Open the [Scan/Digital Send Settings](#) menu.
 3. Select the category of scan and send settings that you want to configure.
 4. Open the [Default Job Options](#) menu.
 5. Touch the [Image Adjustment](#) button.
 6. Adjust the sliders to set the levels, and then touch the [Save](#) button.
 7. Touch the Start  button.




NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Optimize scan quality for text or pictures


Optimize the scan job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the printer control panel, touch one of the buttons for the scan/send features:
 - [Save to Network Folder](#)
 - [Save to Device Memory](#)
 - [Save to USB](#)
 - [Scan to SharePoint®](#)
2. Touch the [More Options](#) button, and then touch the [Optimize Text/Picture](#) button.
3. Select one of the predefined options, or touch the [Manually adjust](#) button, and then adjust the slider in the [Optimize For](#) area. Touch the [OK](#) button.
4. Touch the Start  button.

 **NOTE:** These settings are temporary. After you have finished the job, the printer returns to the default settings.

Check the output-quality settings

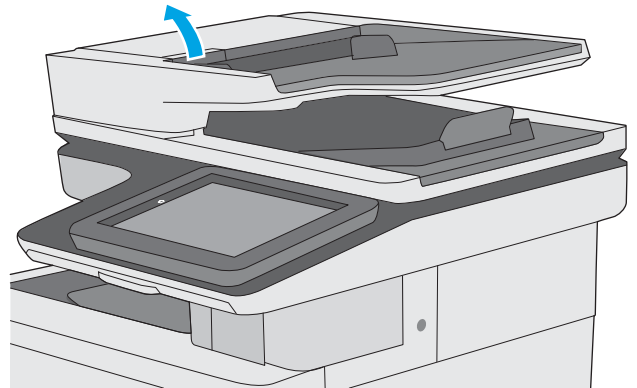
This setting adjusts the level of compression when saving the file. For the highest quality, select the highest setting.

1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. Open the [Scan/Digital Send Settings](#) menu.
3. Select the category of scan and send settings that you want to configure.
4. Open the [Default Job Options](#) menu.
5. Touch the [Output Quality](#) button.
6. Select one of the predefined options, and then touch the [Save](#) button.
7. Touch the Start  button.

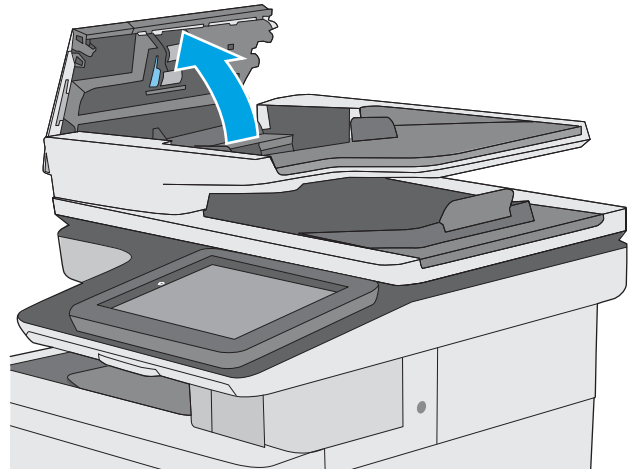
Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the document feeder does not pick up pages correctly or produces skewed output.

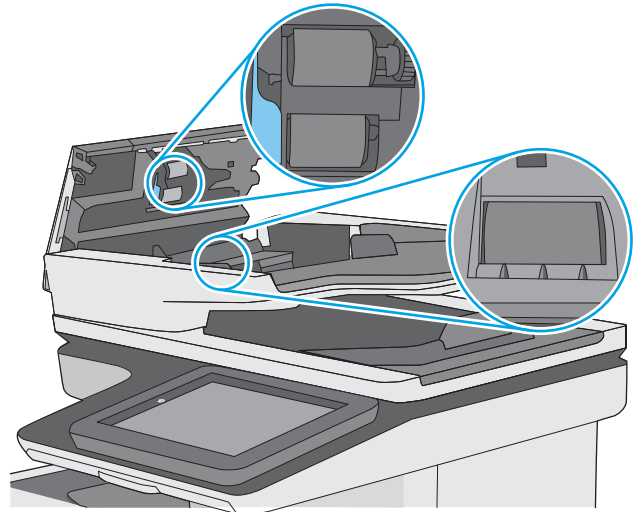
1. Lift the document-feeder latch.



2. Open the document-feeder cover.

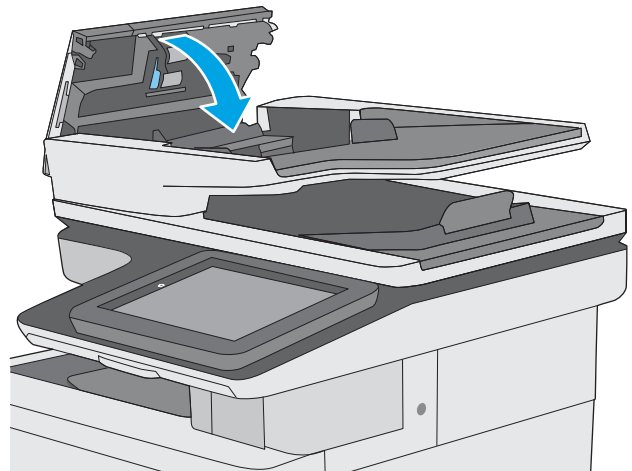


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.



4. Close the document-feeder cover.

NOTE: Verify that the latch on the top of the document-feeder cover is completely closed.



If the problem persists, check the document feeder separation pad and rollers for damage or wear, and replace them if necessary.



NOTE: New rollers have a rough surface. As rollers wear, they become smooth.

Improve fax image quality

If the printer is having fax quality problems, try the following solutions in the order presented to resolve the issue.

- [Check the scanner glass for dirt and smudges](#)
- [Check the send-fax resolution settings](#)
- [Check the image-adjustment settings](#)
- [Optimize fax quality for text or pictures](#)
- [Check the error-correction settings](#)
- [Check the fit-to-page setting](#)
- [Clean the pickup rollers and separation pad in the document feeder](#)
- [Send to a different fax machine](#)
- [Check the sender's fax machine](#)

Try these few simple steps first:

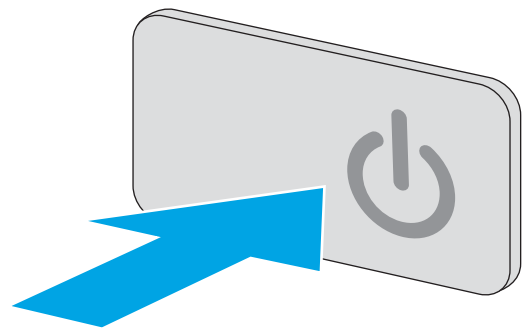
- Use the flatbed scanner rather than the document feeder.
- Use high-quality originals.
- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see “Improve print quality” for further solutions.

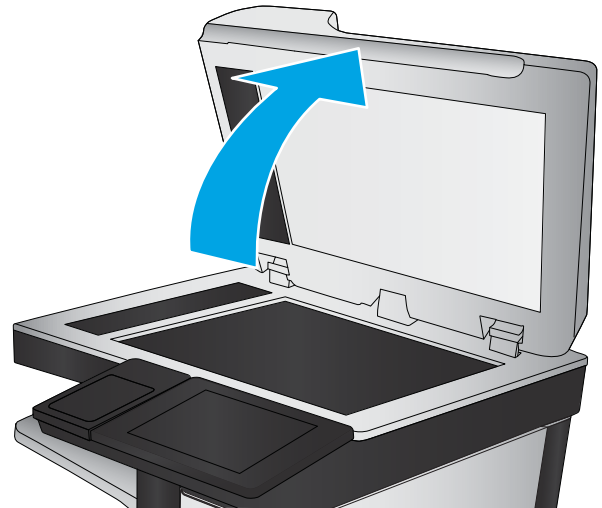
Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the printer off, and then disconnect the power cable from the electrical outlet.



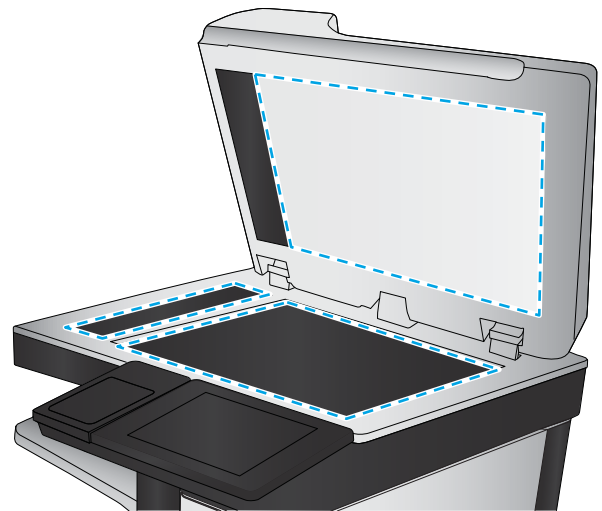
2. Open the scanner lid.



3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the printer; these can damage the printer. Do not place liquids directly on the glass or platen. They might seep and damage the printer.

NOTE: If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.



4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.
5. Connect the power cable to an outlet, and then press the power button to turn the printer on.


Check the send-fax resolution settings

Follow these steps to adjust the resolution of outgoing faxes.




NOTE: Increasing the resolution increases the fax size and send time.

1. From the Home screen on the product control panel, scroll to and touch the **Administration** button.
2. Open the following menus:
 - **Fax Settings**
 - **Fax Send Settings**
 - **Default Job Options**

3. Touch the [Resolution](#) button.
4. Select one of the predefined options. Touch the [Save](#) button.
5. Touch the Start  button.

Check the image-adjustment settings

Adjust these additional settings to improve send-fax quality:


- **Sharpness:** Clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.
 - **Darkness:** Increase or decrease the amount of white and black used in colors in scanned images.
 - **Contrast:** Increase or decrease the difference between the lightest and the darkest color on the page.
 - **Background Cleanup:** Remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.
 - **Automatic Tone:** Available for Flow printers only. For original documents that have at least 100 characters of text on the page, the printer can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the printer rotates the image so that the top of the page is at the top of the image.
1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
 2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Send Settings](#)
 - [Default Job Options](#)
 3. Touch the [Image Adjustment](#) button.
 4. Adjust the sliders to set the levels, and then touch the [Save](#) button.
 5. Touch the Start  button.



NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Optimize fax quality for text or pictures

Optimize the fax job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the printer control panel, touch the [Fax](#) button.
2. Touch the [More Options](#) button, and then touch the [Optimize Text/Picture](#) button.
3. Select one of the predefined options, or touch the [Manually adjust](#) button, and then adjust the slider in the [Optimize For](#) area. Touch the [OK](#) button.
4. Touch the Start  button.



NOTE: These settings are temporary. After you have finished the job, the printer returns to the default settings.

Check the error-correction settings

The [Error Correction Mode](#) setting might be disabled, which can reduce image quality. Follow these steps to re-enable the setting.

1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Send Settings](#)
 - [Fax Send Setup](#)
 - [General Fax Send Settings](#)
3. Select the [Error Correction Mode](#) option. Touch the [Save](#) button.

Check the fit-to-page setting

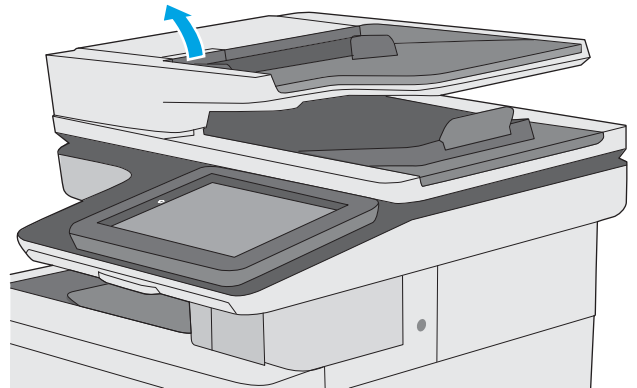
If the [Fit to Page](#) setting is enabled, and the incoming fax is larger than the default page size, the printer attempts to scale the image to fit the page. If this setting is disabled, larger images split across multiple pages.

1. From the Home screen on the printer control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Receive Settings](#)
 - [Default Job Options](#)
 - [Fit to Page](#)
3. Touch the [Enabled](#) option to enable the setting, or touch the [Disabled](#) option to disable it. Touch the [Save](#) button.

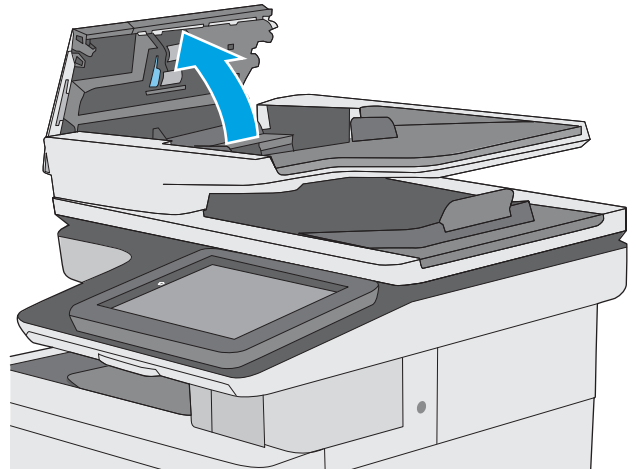
Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the document feeder does not pick up pages correctly or produces skewed output.

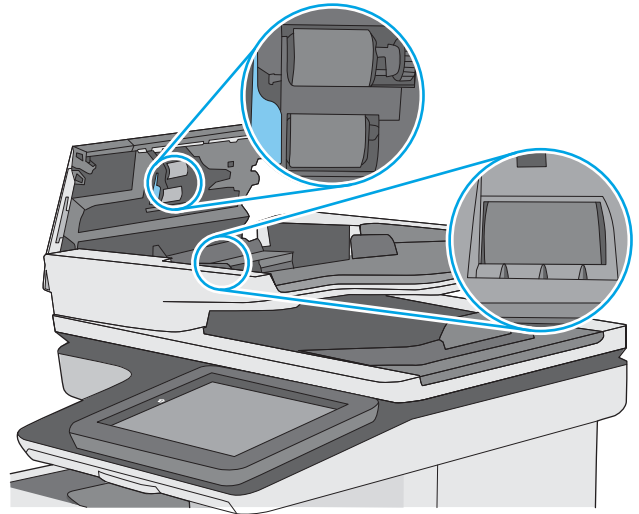
1. Lift the document-feeder latch.



2. Open the document-feeder cover.

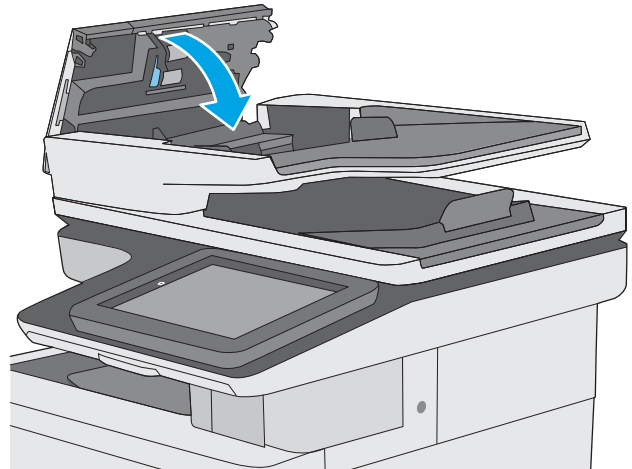


3. Remove any visible lint or dust from each of the feed rollers and the separation pad using compressed air or a clean lint-free cloth moistened with warm water.



4. Close the document-feeder cover.

NOTE: Verify that the latch on the top of the document-feeder cover is completely closed.



If the problem persists, check the document feeder separation pad and rollers for damage or wear, and replace them if necessary.



NOTE: New rollers have a rough surface. As rollers wear, they become smooth.

Send to a different fax machine

Try sending the fax to a different fax machine. If the fax quality is better, the problem is related to the initial recipient's fax machine settings or supplies status.

Check the sender's fax machine

Ask the sender to try sending from a different fax machine. If the fax quality is better, the problem is with the sender's fax machine. If a different fax machine is unavailable, ask the sender to consider making the following changes:

- Make sure the original document is on white (not colored) paper.
- Increase the fax resolution, quality level, or contrast settings.
- If possible, send the fax from a computer software program.

Solve wired network problems

Introduction

Check the following items to verify that the printer is communicating with the network. Before beginning, print a configuration page from the printer control panel and locate the printer IP address that is listed on this page.

- [Poor physical connection](#)
- [The computer is using the incorrect IP address for the printer](#)
- [The computer is unable to communicate with the printer](#)
- [The printer is using incorrect link and duplex settings for the network](#)
- [New software programs might be causing compatibility problems](#)
- [The computer or workstation might be set up incorrectly](#)
- [The printer is disabled, or other network settings are incorrect](#)



NOTE: HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP print drivers. For more information, go to Microsoft at www.microsoft.com.

Poor physical connection

1. Verify that the printer is attached to the correct network port using a cable of the correct length.
2. Verify that cable connections are secure.
3. Look at the network port connection on the back of the printer, and verify that the amber activity light and the green link-status light are lit.
4. If the problem continues, try a different cable or port on the hub.

The computer is using the incorrect IP address for the printer

1. Open the printer properties and click the **Ports** tab. Verify that the current IP address for the printer is selected. The printer IP address is listed on the printer configuration page.
2. If you installed the printer using the HP standard TCP/IP port, select the box labeled **Always print to this printer, even if its IP address changes**.
3. If you installed the printer using a Microsoft standard TCP/IP port, use the hostname instead of the IP address.
4. If the IP address is correct, delete the printer and then add it again.

The computer is unable to communicate with the printer

1. Test network communication by pinging the network.
 - a. Open a command-line prompt on your computer.

- For Windows, click **Start**, click **Run**, type `cmd`, and then press **Enter**.
 - For OS X, go to **Applications**, then **Utilities**, and open **Terminal**.
- b. Type `ping` followed by the IP address for your printer.
 - c. If the window displays round-trip times, the network is working.
2. If the ping command failed, verify that the network hubs are on, and then verify that the network settings, the printer, and the computer are all configured for the same network.

The printer is using incorrect link and duplex settings for the network

HP recommends leaving these settings in automatic mode (the default setting). If you change these settings, you must also change them for your network.

New software programs might be causing compatibility problems

Verify that any new software programs are correctly installed and that they use the correct print driver.

The computer or workstation might be set up incorrectly

1. Check the network drivers, print drivers, and the network redirection settings.
2. Verify that the operating system is configured correctly.

The printer is disabled, or other network settings are incorrect

1. Review the configuration page to check the status of the network protocol. Enable it if necessary.
2. Reconfigure the network settings if necessary.

Solve fax problems

- [Checklist for solving fax problems](#)
- [General fax problems](#)

Checklist for solving fax problems

Use the following checklist to help identify the cause of any fax-related problems you encounter:

- **Are you using the fax cable supplied with the fax accessory?** This fax accessory has been tested with the supplied fax cable to meet RJ11 and functional specifications. Do not substitute another fax cable; the analog-fax accessory requires an analog-fax cable. It also requires an analog phone connection.
- **Is the fax/phone line connector seated in the outlet on the fax accessory?** Make sure that the phone jack is correctly seated in the outlet. Insert the connector into the outlet until it "clicks."



NOTE: Verify that the phone jack is connected to the fax port rather than to the network port. The ports are similar.

- **Is the phone wall jack working properly?** Verify that a dial tone exists by attaching a phone to the wall jack. Can you hear a dial tone, and can you make or receive a phone call?

What type of phone line are you using?

- **Dedicated line:** A standard analog fax/phone line assigned to receive or send faxes.



NOTE: The phone line should be for printer fax use only and not shared with other types of telephone devices. Examples include alarm systems that use the phone line for notifications to a monitoring company.

- **PBX system:** A business-environment phone system. Standard home phones and the fax accessory use an analog phone signal. Some PBX systems are digital and might not be compatible with the fax accessory. You might need an interfacing Analog Telephone Adapter (ATA) to connect the fax machine to digital PBX systems.
- **Roll-over lines:** A phone system feature where a new call "rolls over" to the next available line when the first incoming line is busy. Try attaching the printer to the first incoming phone line. The fax accessory answers the phone after it rings the number of times set in the rings-to-answer setting.

Are you using a surge-protection device?

A surge-protection device can be used between the wall jack and the fax accessory to protect the fax accessory against electrical power passed through the phone lines. These devices can cause some fax communication problems by degrading the quality of the phone signal. If you are having problems sending or receiving faxes and are using one of these devices, connect the printer directly to the phone jack on the wall to determine whether the problem is with the surge-protection device.

Are you using a phone company voice-messaging service or an answering machine?

If the rings-to-answer setting for the messaging service is lower than the rings-to-answer setting for the fax accessory, the messaging service answers the call, and the fax accessory cannot receive faxes. If the rings-to-answer setting for the fax accessory is lower than that of the messaging service, the fax accessory answers all calls.


Does your phone line have a call-waiting feature?

If the fax telephone line has an activated call-waiting feature, a call-waiting notice can interrupt a fax call in progress, which causes a communication error. Ensure that a call-waiting feature is not active on the fax telephone line.


Check fax accessory status

If the analog-fax accessory does not appear to be functioning, print a [Configuration Page](#) report to check the status.

1. From the Home screen, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [Reports](#)
 - [Configuration/Status Pages](#)
 - [Configuration Page](#)
3. Touch the [Print](#) button to print the report, or touch the [View](#) button to view the report on the screen. The report consists of several pages.

 **NOTE:** The printer IP address or host name is listed on the Jetdirect Page.

On the Fax Accessory Page of the Configuration Page, under the Hardware Information heading, check the Modem Status. The following table identifies the status conditions and possible solutions.

 **NOTE:** If the Fax Accessory Page does not print, there might be a problem with the analog fax accessory. If you are using LAN fax or Internet fax, those configurations could be disabling the feature.

Operational / Enabled ¹	The analog-fax accessory is installed and ready.
Operational / Disabled ¹	<p>The fax accessory is installed, but you have not configured the required fax settings yet.</p> <p>The fax accessory is installed and operational; however, the HP Digital Sending utility has either disabled the printer fax feature or has enabled LAN fax. When LAN fax is enabled, the analog-fax feature is disabled. Only one fax feature, either LAN fax or analog fax, can be enabled at a time.</p> <p>NOTE: If LAN fax is enabled, the Scan to Fax feature is unavailable on the printer control panel.</p>
Non-Operational / Enabled/Disabled ¹	The printer has detected a firmware failure. Upgrade the firmware.
Damaged / Enabled/Disabled ¹	The fax accessory has failed. Reseat the fax accessory card and check for bent pins. If the status is still DAMAGED, replace the analog-fax accessory card.

¹ ENABLED indicates that the analog-fax accessory is enabled and turned on; DISABLED indicates that LAN fax is enabled (analog fax is turned off).

General fax problems

The following are some common fax problems.

The fax failed to send

JBIG is enabled, and the receiving fax machine does not have JBIG capability.

Turn off the JBIG setting.

An Out of Memory status message displays on the printer control panel

The printer storage disk is full.

Delete some stored jobs from the disk. From the Home screen on the printer control panel, touch the [Retrieve from Device Memory](#) button. Open the list of stored jobs or stored faxes. Select a job to delete, and then touch the [Delete](#) button.

Print quality of a photo is poor or prints as a gray box

You are using the wrong page-content setting or the wrong resolution setting.

Try setting the [Optimize Text/Picture](#) option to [Photograph](#) setting.

You touched the Stop button to cancel a fax, but the fax was still sent

If the job is too far along in the sending process, you cannot cancel the job.

This is normal operation.

No fax address book button displays

None of the contacts in the selected contacts list have fax information associated with them.

Not able to locate the Fax settings in HP Web Jetadmin

Fax settings in HP Web Jetadmin are located under the device's status page drop-down menu.

Select **Digital Sending and Fax** from the drop-down menu.

The header is appended to the top of the page when the overlay option is enabled

For all forwarded faxes, the printer appends the overlay header to the top of a page.

This is normal operation.

A mix of names and numbers is in the recipients box

Names and numbers can both display, depending on where they are from. The fax address book lists names, and all other databases list numbers.

This is normal operation.

A one-page fax prints as two pages

The fax header is being appended to the top of the fax, pushing text to a second page.

To print a one page fax on one page, set the overlay header to overlay mode, or adjust the fit-to-page setting.

A document stops in the document feeder in the middle of faxing

A jam is in the document feeder.

Clear the jam, and send the fax again.

The volume for sounds coming from the fax accessory is too high or too low

The volume setting needs to be adjusted.

Adjust the volume in the [Fax Send Settings](#) menu and the [Fax Receive Settings](#) menu.

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