HP LaserJet M1319 MFP Series

User Guide

HP LaserJet M1319 MFP Series
User Guide

Table of contents

8 Copy

9 Scan

10 Fax

11 Manage and maintain the product

12 Problem solve

1 Product basics

-
-
-
-
-

Product comparison

The product is available in the following configuration.

HP LaserJet M1319 MFP

- Prints letter-size pages at speeds up to 19 pages per minute (ppm) and A4-size pages at speeds up to 18 ppm.

- Tray 1 holds up to 250 sheets of print media or up to 10 envelopes.

- The priority input tray holds up to 10 sheets of print media.

- Manual two-sided (duplex) printing, fax receiving, and copying.

- Hi-Speed USB 2.0 port and one telephone handset port.

- V.34 fax modem and 4-megabyte (MB) flash fax-storage memory.

- Two RJ-11 fax/phone cable ports.

- 32-MB random-access memory (RAM).

- 30-page automatic document feeder (ADF).

- Integrated telephone handset.

Product features

Print	●	Prints letter-size pages at speeds up to 19 ppm and A4-size pages at speeds up to 18 ppm.
	●	Prints at 600 dots per inch (dpi) and FastRes 1200 dpi.
	●	Includes adjustable settings to optimize print quality.
Copy	●	Copies at 300 dots per inch (dpi).
Scan	●	Provides 600 pixels per inch (ppi) full-color scanning.
Fax	●	Full-functionality fax capabilities with a V.34 fax; includes a phone book and delayed-fax features.
Memory	●	Includes 32-megabyte (MB) random-access memory (RAM).
Paper handling	●	Priority input tray holds up to 10 pages.
	●	Tray 1 holds up to 250 sheets of print media or 10 envelopes.
	●	Output bin holds up to 100 sheets of print media.
Printer driver features	●	FastRes 1200 produces 1200-dots-per-inch (dpi) print quality for fast, high-quality printing of business text and graphics.
Interface connections	●	Hi-Speed USB 2.0 port.
	●	RJ-11 fax/phone cable ports.
Economical printing	●	Provides N-up printing (printing more than one page on a sheet).
	●	Provides an EconoMode setting, which uses less toner.
Supplies	●	The product ships with a 1,000-page (average yield) starter cartridge. The average yield for replacement cartridges is 2,000 pages.
Accessibility	●	Online user guide that is compatible with text screen-readers.
	●	Print cartridges can be installed and removed by using one hand.
	●	All doors and covers can be opened by using one hand.

Product walkaround

Front view
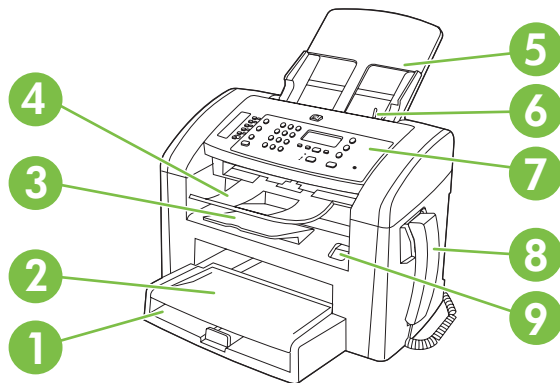
1	Tray 1
2	Priority input tray
3	Output bin
4	Automatic document feeder (ADF) output bin
5	Automatic document feeder (ADF) input tray
6	ADF media lever
7	Control panel
8	Telephone handset
9	Print-cartridge door latch

Back view
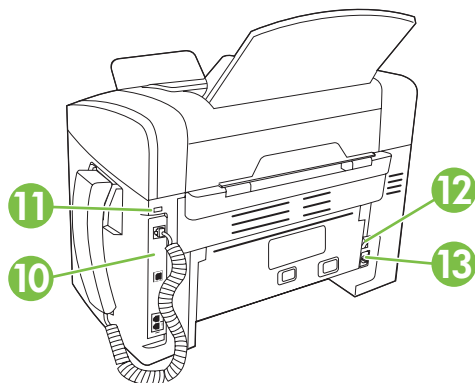
10	Interface ports
11	Kensington lock
12	Power switch
13	Power connector

Interface ports

The product has a Hi-Speed USB 2.0 port, fax and phone ports, and a handset port.
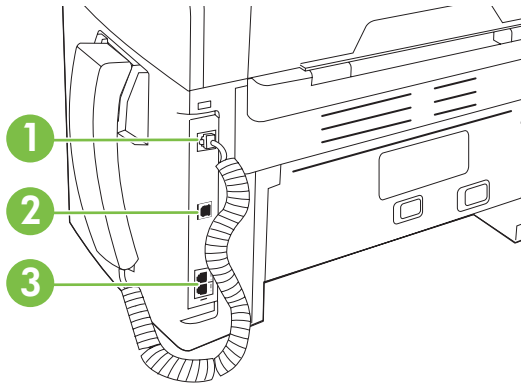
1	Handset port
2	Hi-Speed USB 2.0 port
3	Fax ports

Serial number and model number location

The serial number and product model number label is at the back of the product.
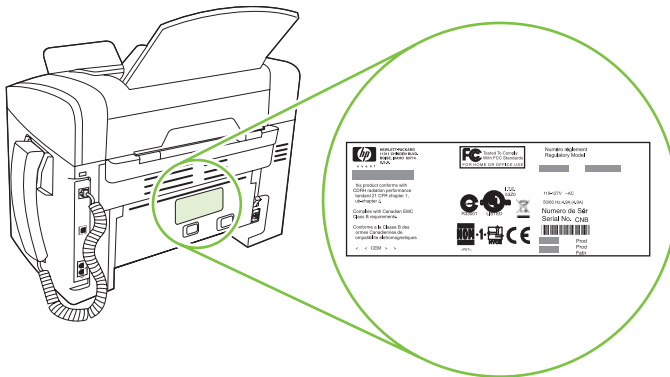
Supported operating systems

The product supports the following operating systems:

Full software installation

- Windows XP (32-bit)
- Windows Vista (32-bit)
- Mac OS X v10.3, v10.4, and later

Print and scan drivers only

- Windows XP (64-bit)
- Windows Vista (64-bit)
- Windows 2000
- Windows 2003 Server (32-bit and 64-bit)

NOTE: For Mac OS X v10.4 and later, PPC and Intel Core Processor Macs are supported.

Supported product software

Software included with the product

There are several options for completing a recommended install. Easy installation will complete the installation with default settings. Advanced installation allows you to review the license agreements and the default settings.

Easy installation for Windows

- HP drivers
  - Printer driver
  - Scan driver
  - Fax driver
- HP MFP software
  - HP LaserJet Scan program
  - PC Fax Send program
  - HP Toolbox program
  - Uninstall program
- Other programs
  - Readiris OCR (not installed with other software; separate installation is required)

Advanced installation

Advanced installation includes all of the features that are available with the easy installation. The HP Customer Participation program is optional.

Macintosh software

- HP Product Setup Assistant

- HP Uninstaller

- HP LaserJet software

  - HP Scan

  - HP Director

  - Scan to e-mail program

Supported printer drivers

The product comes with software for Windows and Macintosh that allows the computer to communicate with the product. This software is called a printer driver. Printer drivers provide access to product features, such as printing on custom-sized paper, resizing documents, and inserting watermarks.

NOTE: The most recent drivers are available at www.hp.com/support/ljm1319. Depending on the configuration of Windows-based computers, the installation program for the product software automatically checks the computer for Internet access in order to obtain the latest drivers.

2 Control panel

-
-

Control-panel walkaround
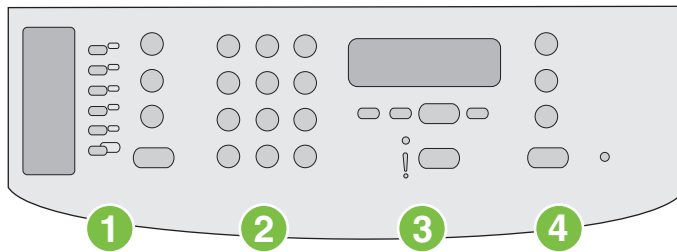
1	**Fax controls.** Use the fax controls to change commonly used fax settings.
2	**Alphanumeric buttons.** Use the alphanumeric buttons to type data into the product control-panel display and dial telephone numbers for faxing.
3	**Setup and cancel controls.** Use these controls to select menu options, determine the product status, and cancel the current job.
4	**Copy controls.** Use these controls to change commonly used default settings and to start copying.

Control-panel menus

Use the control-panel menus

To gain access to the control-panel menus, use the following steps.

1. Press Setup.

2. Use the arrow buttons to navigate the listings.

● Press OK to select the appropriate option.

● Press Cancel to cancel an action or return to the Ready state.

Control-panel main menus

These menus are available from the control-panel main menu:

● Use the **Fax Job status** menu to display a list of all faxes that are waiting to be sent, or have been received but are waiting to be printed, forwarded, or uploaded to the computer.

● Use the **Fax functions** menu to configure fax functions such as scheduling a delayed fax, cancelling the **Receive to PC** mode, reprinting faxes that were previously printed, or printing faxes that are stored in memory.

● Use the **Copy setup** menu to configure basic copy default settings such as contrast, collation, or the number of copies printed.

● Use the **Reports** menu to print reports that provide information about the product.

● Use the **Fax setup** menu to configure the fax phone book, the outgoing and incoming fax options, and the basic settings for all faxes.

● Use the **System setup** menu to establish basic product settings such as language, print quality, or volume levels.

● Use the **Service** menu to restore default settings, clean the product, and activate special modes that affect print output.

NOTE: To print a detailed list of the entire control-panel menu and its structure, print a menu map. See .

Table 2-1 Fax Job status menu

Menu item	Description
Fax Job status	Displays pending fax jobs, and allows you to cancel pending fax jobs.

Table 2-2 Fax functions menu

Menu item	Description
Send fax later	Allows a fax to be sent at a later time and date.
Stop Recv to PC	Disables the **Receive to PC** setting that allows a computer to upload all current faxes that have not been printed and all future faxes received by the product.
Reprint last	Reprints the faxes that are stored in the product memory.

Table 2-2 Fax functions menu (continued)

Menu item	Description
Polling receive	Allows the product to call another fax machine that has polling send enabled.
Clear saved faxs	Clears all faxes in the product memory.

Table 2-3 Copy setup menu

Menu item	Sub-menu item	Description
Default Quality	Text	Sets the default copy quality.
	Draft	
	Mixed	
	Film photo	
	Picture	
Def. Light/dark		Sets the default contrast option.
Def. # of copies	(Range: 1-99)	Sets the default number of copies.
Def. Reduce/Enlrg	Original=100%	Sets the default percentage to reduce or enlarge a copied document.
	A4->Ltr=94%	
	Ltr->A4=97%	
	Full Page=91%	
	2 pages/sheet	
	4 pages/sheet	
	Custom:25-400%	
Restore defaults		Sets all customized copy settings to the factory default values.

Table 2-4 Reports menu

Menu Item	Sub-menu item	Sub-menu item	Description
Demo page			Prints a page that demonstrates print quality.

Table 2-4 Reports menu (continued)

Menu Item	Sub-menu item	Sub-menu item	Description
Fax Reports	Fax Confirmation	Never	Sets whether or not the product prints a confirmation report after a successful sending or receiving job.
		Send fax only	
		Receive fax	
		Every fax	
	Fax Error report	Every error	Sets whether or not the product prints a report after a failed sending or receiving job.
		Send Error	
		Receive Error	
		Never	
	Last Call report		Prints a detailed report of the last fax operation, either sent or received.
	Include 1st page	On	Sets whether or not the product includes a thumbnail image of the first page of the fax on the report.
		Off	
	Fax Activity log	Print log now	**Print log now**: Prints a list of the last 50 faxes that have been sent from or received by this product.
		Auto Log Print	**Auto Log Print**: Select **On** to automatically print a report after every fax job. Select **Off** to turn off the automatic print feature.
	PhoneBook report		Prints a list of the speed dials that have been set up for this product.
	Block Fax list		Prints a list of phone numbers that are blocked from sending faxes to this product.
	All fax reports		Prints all fax-related reports.
Menu structure			Prints a control-panel menu layout map. The active settings for each menu are listed.
Config report			Prints a list of all the product settings.

Table 2-5 Fax setup menu

Menu Item	Sub-menu item	Sub-menu item	Description
Fax header	Your fax number		Sets the identifying information that is sent to the receiving product.
	Company name		
Phone Book	Individual setup	Add/Edit	Edits the fax phone book speed dials and group-dial entries. The product supports up to 120 phone book entries, which can be either individual or group entries.
		Delete	
	Group setup	Add/Edit group	
		Delete group	
		Del. # in group	
	Delete all		

Table 2-5 Fax setup menu (continued)

Menu Item	Sub-menu item	Sub-menu item	Description
Fax Send setup	Def. Resolution	Fine	Sets the resolution for sent documents. Higher resolution images have more dots per inch (dpi), so they show more detail. Lower resolution images have fewer dots per inch and show less detail, but the file size is smaller.
		Superfine	
		Photo	
		Standard	Changing the resolution setting might affect the fax speed.
	Def. light/dark		Sets the darkness of outgoing faxes.
	Dialing Mode	Tone	Sets whether the product should use tone or pulse dialing.
		Pulse	
	Redial if busy	On	Sets whether or not the product should attempt to redial if the line is busy.
		Off	
	Redial-no answer	On	Sets whether the product should attempt to dial if the recipient fax number does not answer.
		Off	
	Redial Comm Err.	On	Sets whether the product should attempt to redial the recipient fax number if a communication error occurs.
		Off	
	Dial Prefix	On	Specifies a prefix number that must be dialed when sending faxes from the product.
		Off	
	Detect dial tone	On	Sets whether the product should check for a dial tone before sending a fax.
		Off	

Table 2-5 Fax setup menu (continued)

Menu Item	Sub-menu item	Sub-menu item	Description
Fax Recv. setup	Answer mode	Automatic Manual	Sets the type of answer mode. The following options are available: ● **Automatic**: The product automatically answers an incoming call on the configured number of rings. ● **Manual** : The user must press the Start Fax button or use an extension phone to make the product answer the incoming call.
	Rings to answer	(Range of 1-9)	Sets the number of rings that must occur before the fax modem answers.
	Answer Ring Type	All Rings Single Double Triple Double&Triple	Allows a user to have two or three phone numbers on a single line, each with a different ring pattern (on a phone system with distinctive-ring service). ● **All Rings**: The product answers any calls that come through the telephone line. ● **Single**: The product answers any calls that produce a single-ring pattern. ● **Double**: The product answers any calls that produce a double-ring pattern. ● **Triple**: The product answers any calls that produce a triple-ring pattern. ● **Double&Triple**: The product answers any calls that produce a double-ring or triple-ring pattern.
	Extension Phone	On Off	When this feature is enabled, the user can press the **1-2-3** buttons on the extension phone to cause the product to answer an incoming fax call.
	Silence Detect	On Off	Sets whether the product can receive faxes from older model fax machines that do not emit the initial fax tones used during fax transmission.
	Fit to page	On Off	Shrinks faxes that are larger than Letter-size or A4-size so that they can fit onto a Letter-size or A4-size page. If this feature is set to **Off**, faxes larger than Letter or A4 will print on multiple pages.
	Stamp faxes	On Off	Sets product to add the date, time, sender's phone number, and page number to each page of the faxes that this product receives.
	Forward fax	On Off	Sets product to send all received faxes to another fax machine.

Table 2-5 Fax setup menu (continued)

Menu Item	Sub-menu item	Sub-menu item	Description
	Block faxes	**Add entry** **Delete entry** **Clear all**	Modifies the blocked fax list. The blocked fax list can contain up to 30 numbers. When the product receives a call from one of the blocked fax numbers, it deletes the incoming fax. It also logs the blocked fax in the activity log along with job-accounting information.
	Reprint faxes	**On** **Off**	Sets whether all received faxes stored in available memory can be reprinted.
	Private receive	**On** **Off**	Setting **Private receive** to **On** requires the user to have set a password in product security. After the password is set, the following options are set: **Private receive** is turned on. - All old faxes are deleted from memory. **Fax forwarding** or **Receive to PC** are set to **On** and are not allowed to be set. - All incoming faxes are stored in memory.
All faxes	**Error correction**	**On** **Off**	Sets whether the product sends or receives the error portion again when a fax transmission error occurs.
	Fax Speed	**Fast(V.34)** **Medium(V.17)** **Slow(V.29)**	Increases or decreases the allowed fax communication speed.

Table 2-6 System setup menu

Menu Item	Sub-menu item	Sub-menu item	Description
Language	(List of available control-panel display languages.)		Sets the language in which the control panel displays messages and product reports.
Paper setup	**Def. paper size**	**Letter** **A4** **Legal**	Sets the size for printing internal reports or any print job that does not specify a size.
	Def. paper type	Lists available media types.	Sets the type for printing internal reports or any print job that does not specify a type.
Print Density	(Range of 1-5)		Sets how much toner the product should use to darken lines and edges.

Table 2-6 System setup menu (continued)

Menu Item	Sub-menu item	Sub-menu item	Description
Volume settings	Alarm volume	Soft	Sets the volume levels for the product.
	Ring volume	Medium	
	Key-press volume	Loud	
	Phoneline volume	Off	
	Handset volume		
Time/Date	(Settings for time format, current time, date format, and current date.)		Sets the time and date setting for the product.

Table 2-7 Service menu

Menu item	Sub-menu item	Description
Restore defaults		Sets all customized settings to the factory default values.
Cleaning Mode		Cleans the product when specks or other marks appear on printed output. The cleaning process removes dust and excess toner from the paper path. When selected, the product prompts you to load plain Letter or A4 paper in tray 1. Press OK to begin the cleaning process. Wait until the process completes. Discard the page that prints.
USB speed	High Full	Sets the USB speed.
Less paper curl	On Off	When printed pages are consistently curled, this option sets the product to a mode that reduces curl. The default setting is **Off**.
Archive print	On Off	When printing pages that will be stored for a long time, this option sets the product to a mode that reduces toner smearing and dusting. The default setting is **Off**.
Print T.30 trace	Never Now If error At end of call	Prints or schedules a report that is used to troubleshoot fax transmission issues.

3 Software for Windows

-
-
-
-
-
-
-

Supported operating systems for Windows

The product supports the following Windows operating systems:

Full software installation

- Windows XP (32-bit)

- Windows Vista (32-bit)

Print and scan drivers only

- Windows XP (64-bit)

- Windows Vista (64-bit)

- Windows 2000

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

Printer driver

Printer drivers provide access to product features, such as printing on custom-sized paper, resizing documents, and inserting watermarks.

📝 **NOTE:** The most recent drivers are available at www.hp.com/support/ljm1319. Depending on the configuration of Windows-based computers, the installation program for the product software automatically checks the computer for Internet access in order to obtain the latest drivers.

Priority for print settings

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

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

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

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

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

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

Open the printer driver and change the print settings

Operating System	To change the settings for all print jobs until the software program is closed	To change the default settings for all print jobs	To change the device configuration settings
Windows 2000, XP, Server 2003, and Vista	1. On the **File** menu in the software program, click **Print**. 2. Select the driver, and then click **Properties** or **Preferences**. The steps can vary; this procedure is most common.	1. Click **Start**, click **Settings**, and then click **Printers** (Windows 2000) or **Printers and Faxes** (Windows XP Professional and Server 2003) or **Printers and Other Hardware Devices** (Windows XP Home). For Windows Vista, click **Start**, click **Control Panel**, and then click **Printer**. 2. Right-click the driver icon, and then select **Printing Preferences**.	1. Click **Start**, click **Settings**, and then click **Printers** (Windows 2000) or **Printers and Faxes** (Windows XP Professional and Server 2003) or **Printers and Other Hardware Devices** (Windows XP Home). For Windows Vista, click **Start**, click **Control Panel**, and then click **Printer**. 2. Right-click the driver icon, and then select **Properties**. 3. Click the **Configure** tab.

Software installation types for Windows

The following software installation types are available:

- **Easy**. Installs the full software solution.
- **Advanced**. Use this option to select which software and drivers to install.

Remove software for Windows

1. Click **Start**, and then click **All Programs**.
2. Click **HP**, and then click **HP LaserJet M1319**.
3. Click **Uninstall**, and then follow the onscreen instructions to remove the software.

Supported utilities for Windows

HP Toolbox software

HP Toolbox is a software program that you can use for the following tasks:

- Check the product status.

- Configure the product settings.

- Configure pop-up-alert messages.

- View troubleshooting information.

- View online documentation.

Status Alerts software

The Status Alerts software provides information about the current status of the product.

The software also provides pop-up alerts when certain events occur, such as an empty tray or a problem with the product. The alert includes information about solving the problem.

Other Windows components and utilities

- Software installer — automates the printing system installation

- Online Web registration

4 Use the product with Macintosh

- [Software for Macintosh](#)
- [Use features in the Macintosh printer driver](#)
- [Scan from the product and HP Director (Macintosh)](#)
- [Fax a document from a Macintosh computer](#)

Software for Macintosh

Supported operating systems for Macintosh

The device supports the following Macintosh operating systems:

- Mac OS X v10.3, v10.4 and later

NOTE: For Mac OS v10.4 and later, PPC and Intel Core Processor Macs are supported.

Supported printer drivers for Macintosh

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

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

Priority for print settings for Macintosh

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

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

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

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

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

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

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

Change printer-driver settings for Macintosh

To change the settings for all print jobs until the software program is closed	To change the default settings for all print jobs	To change the device configuration settings
1. On the **File** menu, click **Print**.	1. On the **File** menu, click **Print**.	1. In the Finder, on the **Go** menu, click **Applications**.
2. Change the settings that you want on the various pop-up menus.	2. Change the settings that you want on the various pop-up menus.	2. Open **Utilities**, and then open **Printer Setup Utility**.
	3. On the **Presets** pop-up menu, click **Save as** and type a name for the preset.	3. Click on the print queue.

To change the settings for all print jobs until the software program is closed	To change the default settings for all print jobs	To change the device configuration settings
	These settings are saved in the **Presets** menu. To use the new settings, you must select the saved preset option every time you open a program and print.	4. On the **Printers** menu, click **Show Info**. 5. Click the **Installable Options** menu. **NOTE:** Configuration settings might not be available in Classic mode.

Software installation types for Macintosh

Install Macintosh software for direct connections (USB)

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

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

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

4. Follow the instructions on the computer screen.

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

5. On the computer hard drive, open **Applications**, open **Utilities**, and then open **Printer Setup Utility**.

6. Select the correct printer queue, and then click **Show Info** to open the **Printer Info** dialog box.

7. In the pop-up menu, select **Printer Model**, and then, in the pop-up menu in which **Generic** is selected, select the correct PPD for the device.

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

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

Use features in the Macintosh printer driver

Print

Create and use printing presets in Macintosh

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

Create a printing preset

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

2. Select the driver.

3. Select the print settings.

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

5. Click **OK**.

Use printing presets

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

2. Select the driver.

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

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

Resize documents or print on a custom paper size

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

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

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

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

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

Print a cover page

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

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

2. Select the driver.

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

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

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

Use watermarks

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

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

2. Open the **Watermarks** menu.

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

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

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

6. Select options for the remaining settings.

Print multiple pages on one sheet of paper in Macintosh

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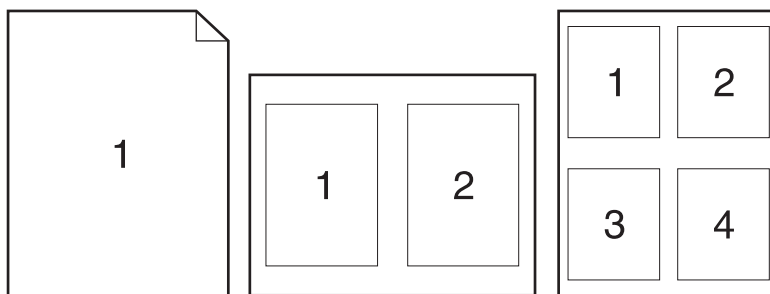
1. On the **File** menu, click **Print**.

2. Select the driver.

3. Open the **Layout** pop-up menu.

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

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

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

Print on both sides of the page (duplex printing)

1. On the **Print** dialog, select **Manual Duplex**.

2. In the **Manual Duplex** area, select **Print on Both Sides (Manually)**.

3. Print the document.

4. After one side has been printed, remove the remaining media from the input tray, and set it aside until after you finish the duplexing job.
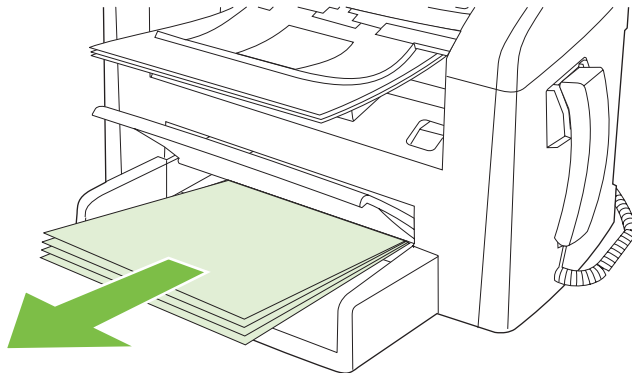
5. Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack.
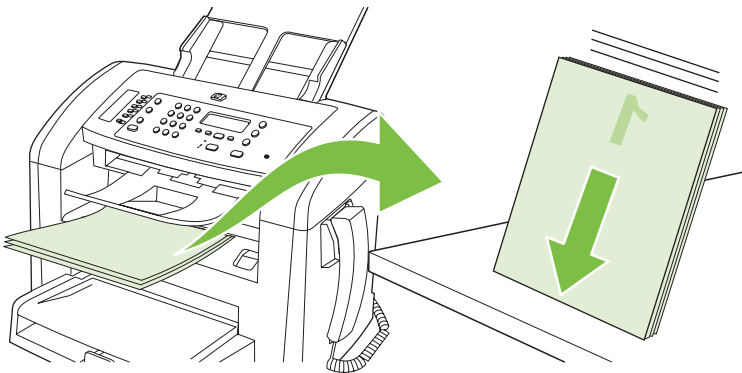
6. Maintaining the same orientation, place the stack of media in the input tray again. The printed side should be facing down.
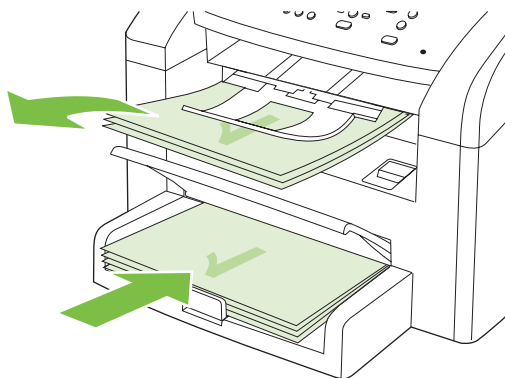
7. On the product control panel, press OK and wait for the second side to print.

Scan from the product and HP Director (Macintosh)

For more information about tasks and settings described in this section, see the HP Director online Help.

Scanning tasks

To scan to a software program, scan an item using the program itself. Any TWAIN-compliant program can scan an image. If the program is not TWAIN-compliant, save the scanned image to a file then place, open, or import the file in the software program.

Use page-by-page scanning

1. Load the original that is to be scanned face-down in the ADF.

2. Double-click the HP Director desktop alias.

3. Click the HP Director, and then click **Scan** to open the **HP** dialog box.

4. Click **Scan**.

5. To scan multiple pages, load the next page and click **Scan**. Repeat until all pages are scanned.

6. Click **Finish**, and then click **Destinations**.

Scan to file

1. In **Destinations**, choose **Save To File(s)**.

2. Name the file and specify the destination location.

3. Click **Save**. The original is scanned and saved.

Scan to e-mail

1. In **Destinations**, choose **E-mail**.

2. A blank e-mail opens with the scanned document as an attachment.

3. Enter an e-mail recipient, add text, or other attachments, then click **Send**.

Fax a document from a Macintosh computer

1. In the software program, on the **File** menu, select **Print**.

2. Click **PDF**, and then select **Fax PDF**.

3. Enter a fax number in the **To** field.

4. To include a fax cover page, select **Use Cover Page**, and then enter the cover page subject and message (optional).

5. Click **Fax**.

5 Connectivity

- [Connect the product directly to a computer with USB](#)

Connect the product directly to a computer with USB

NOTE: Do not connect the USB cable from the product to the computer until the installer prompts you to do so.

1. Insert the product CD into your computer. If the software installer does not start, navigate to the setup.exe file on the CD and double-click the file.

2. Follow the installer instructions.

3. Allow the installation process to complete, and then restart the computer.

6 Paper and print media

- [Understand paper and print media use](#)
- [Supported paper and print media sizes](#)
- [Special paper or print media guidelines](#)
- [Load paper and print media](#)
- [Configure trays](#)

Understand paper and print media use

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

- Poor print quality

- Increased jams

- Premature wear on the product, requiring repair

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

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

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

CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

Supported paper and print media sizes

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

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

Table 6-1 Supported paper and print media sizes

Size	Dimensions	Priority input tray	Tray 1
Letter	216 x 279 mm (8.5 x 11 inches)	✔	✔
Legal	216 x 356 mm (8.5 x 14 inches)	✔	✔
A4	210 x 297 mm (8.27 x 11.69 inches)	✔	✔
Executive	184 x 267 mm (7.24 x 10.51 inches)	✔	✔
A3	297 x 420 mm (11.69 x 16.54 inches)		
A5	148 x 210 mm (5.83 x 8.27 inches)	✔	✔
A6	105 x 148 mm (4.13 x 5.83 inches)	✔	✔
B5 (JIS)	182 x 257 mm (7.17 x 10.12 inches)	✔	✔
16k	197 x 273 mm (7.75 x 10.75 inches)	✔	✔
16k	195 x 270 mm (7.7 x 10.6 inches)	✔	✔
16k	184 x 260 mm (7.25 x 10.25 inches)	✔	✔
8.5 x 13	216 x 330 mm (8.5 x 13 inches)	✔	✔
4 x 6[1]	107 x 152 mm (4 x 6 inches)	✔	✔
5 x 8[1]	127 x 203 mm (5 x 8 inches)	✔	✔
10 x 15 cm[1]	100 x 150 mm (3.9 x 5.9 inches)	✔	✔
Custom	**Priority input tray**: Minimum—76 x127 mm (3 x 5 inches); Maximum—216 x 356 mm (8.5 x 14 inches)	✔	✔

[1] These sizes are supported as custom sizes.

Table 6-2 Supported envelopes and postcards

Size	Dimensions	Priority input tray	Tray 1
Envelope #10	105 x 241 mm (4.13 x 9.49 inches)	✔	✔
Envelope DL	110 x 220 mm (4.33 x 8.66 inches)	✔	✔

Table 6-2 Supported envelopes and postcards (continued)

Size	Dimensions	Priority input tray	Tray 1
Envelope C5	162 x 229 mm (6.93 x 9.84 inches)	✔	✔
Envelope B5	176 x 250 mm (6.7 x 9.8 inches)	✔	✔
Envelope Monarch	98 x 191 mm (3.9 x 7.5 inches)	✔	✔
Postcard	100 x 148 mm (3.94 x 5.83 inches)	✔	✔
Double postcard	148 x 200 mm (5.83 x 7.87 inches)	✔	✔

Special paper or print media guidelines

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

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

Media type	Do	Do not
Envelopes	- Store envelopes flat. - Use envelopes where the seam extends all the way to the corner of the envelope. - Use peel-off adhesive strips that are approved for use in laser printers.	- Do not use envelopes that are wrinkled, nicked, stuck together, or otherwise damaged. - Do not use envelopes that have clasps, snaps, windows, or coated linings. - Do not use self-stick adhesives or other synthetic materials.
Labels	- Use only labels that have no exposed backing between them. - Use Labels that lie flat. - Use only full sheets of labels.	- Do not use labels that have wrinkles or bubbles, or are damaged. - Do not print partial sheets of labels.
Transparencies	- Use only transparencies that are approved for use in laser printers. - Place transparencies on a flat surface after removing them from the product.	Do not use transparent print media not approved for laser printers.
Letterhead or preprinted forms	Use only letterhead or forms approved for use in laser printers.	Do not use raised or metallic letterhead.

Media type	Do	Do not
Heavy paper	● Use only heavy paper that is approved for use in laser printers and meets the weight specifications for this product.	● Do not use paper that is heavier than the recommended media specification for this product unless it is HP paper that has been approved for use in this product.
Glossy or coated paper	● Use only glossy or coated paper that is approved for use in laser printers.	● Do not use glossy or coated paper designed for use in inkjet products.

Load paper and print media

Priority input tray

The priority input tray is accessed from the front of the product. The product prints from the priority input tray before attempting to print from tray 1.
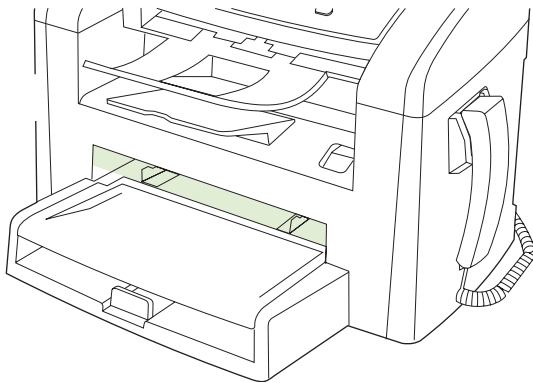
The priority input tray holds up to 10 sheets of 75 g/m^2 (20 lb) media or one envelope, one transparency, or one card. You can use the priority input tray to print the first page on media different from the remainder of the document.

Media guides ensure that the media is correctly fed into the product and that the print is not skewed (crooked on the media). When loading media, adjust the media guides to match the width of the media that you are using.
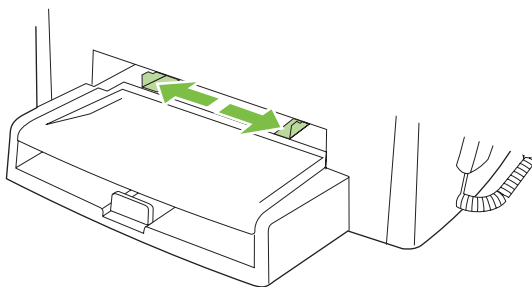
Tray 1

Tray 1 holds up to 250 pages of 75 g/m^2 (20 lb) paper, or fewer pages of heavier media (25 mm (0.9 in) or less stack height). Load media with the top forward and the side to be printed on facing down.

Media guides ensure that the media feeds correctly into the product and that the print is not skewed. Tray 1 has side and rear media guides. When loading media, adjust the media guides to match the length and width of the media that you are using.
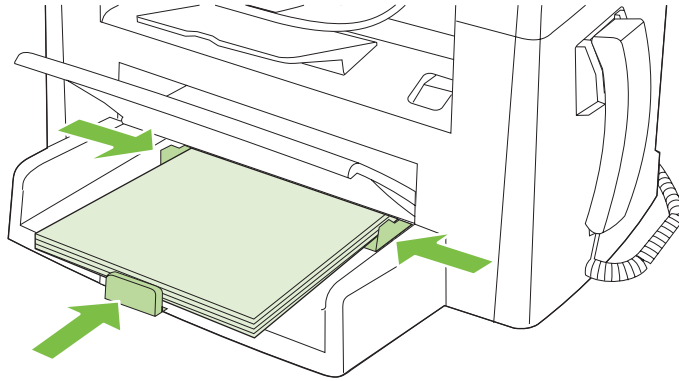
NOTE: When you add new media, make sure that you remove all of the media from the input tray and straighten the stack of new media. Do not fan the media. This reduces jams by preventing multiple sheets of media from feeding through the product at one time.

Configure trays

To set the default paper size or type from the control panel, complete the following steps.

Configure trays for copy jobs

1. On the product control panel, press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow keys to select **Paper setup**, and then press OK.

4. Use the arrow keys to select either **Def. paper size** or **Def. paper type**, and then press OK.

5. Use the arrow keys to select a default type or size for the tray, and then press OK.

NOTE: To configure the product trays for print jobs, use the printer driver.

7 Print tasks

This section provides information about common printing tasks.

- Change the print driver to match the media type and size
- Get help for any print option
- Cancel a print job
- Change the default settings
- Create booklets
- Change print-quality settings
- Change print density
- Print on special media
- Use different paper and print covers
- Print a blank first page
- Resize documents
- Select a paper size
- Select a paper source
- Select a paper type
- Set the print orientation
- Use watermarks
- Save toner
- Print on both sides of the paper (duplex printing)
- Print multiple pages on one sheet of paper in Windows
- Economy settings

Change the print driver to match the media type and size

Selecting media by type and size results in significantly better print quality for heavy paper, glossy paper, and overhead transparencies. Using the wrong setting can result in unsatisfactory print quality. Always print by **Type** for special print media, such as labels or transparencies. Always print by **Size** for envelopes.

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. Click the **Paper/Quality** tab.

4. In the **Paper Type** or **Paper Size** list box, select the correct media type or size.

5. Click **OK**.

Supported paper types and tray capacity

This product has the following tray priority for feeding print media:

1. Priority input tray

2. Tray 1

Minimum media dimensions are 76 x 127 mm (3 x 5 in).

Maximum media dimensions are 216 x 356 mm (8.5 x 14 in).

To obtain the best print results, change the paper size and paper type settings in the printer driver before printing.

Type is	Media specifications	Priority input tray	Tray 1 capacity[2]
Plain	75 g/m^2 (20 lb) to 104 g/m^2 (27 lb)	Up to 10 sheets	Up to 250 sheets
Color			
Preprinted			
Prepunched			
Recycled			
Light	60 g/m^2 (16 lb) to 75 g/m^2 (20 lb)	Up to 10 sheets	Up to 260 sheets
Envelopes	Less than 90 g/m^2 (24 lb)	1 envelope	Up to 10 envelopes.
Labels	Standard	1 sheet	Not supported.
Bond	75 g/m^2 (20 lb) to 104 g/m^2 (27 lb)	1 sheet	Up to 250 sheets
Rough	75 g/m^2 (20 lb) to 104 g/m^2 (27 lb)	1 sheet	Up to 200 sheets
Transparencies	4 mm (0.1 inches) Monochrome Overhead	1 sheet	Up to 200 sheets.
Heavy	110 g/m^2 (29 lb) to 125 g/m^2 (33 lb)	Up to 10 sheets	Not supported.

Type is	Media specifications	Priority input tray	Tray 1 capacity[2]
Letterhead	75 g/m^2 (20 lb) to 104 g/m^2 (27 lb)	Up to 10 sheets	Up to 250 sheets

[2] The maximum stack height for tray 1 is 25 mm (1 inch).

Get help for any print option

Printer-driver Help is separate from program Help. The printer-driver help provides explanations for the buttons, check boxes, and drop-down lists that are in the printer driver. It also includes instructions for performing common printing tasks, such as printing on both sides, printing multiple pages on one sheet, and printing the first page or covers on different paper.

Activate the printer-driver Help screens in one of the following ways:

Windows	Macintosh
● In the printer driver **Properties** dialog box, click the **Help** button.	In the **Print** dialog box, click the **?** button.
● Press the F1 key on the computer keyboard.	
● Click the question-mark symbol in the upper-right corner of the printer driver.	
● Right-click on any item in the driver, and then click **What's This?**.	

Cancel a print job

If the print job is currently printing, cancel it by pressing Cancel on the product control panel.

NOTE: Pressing Cancel clears the job that the product is currently processing. If more than one process is running, pressing Cancel clears the process that currently appears on the product control panel.

You can also cancel a print job from a software program or a print queue.

To stop the print job immediately, remove the remaining print media from the product. After printing stops, use one of the following options:

● **Device control panel:** To cancel the print job, press and release Cancel on the product control panel.

● **Software program:** Typically, a dialog box appears briefly on the computer screen, allowing you to cancel the print job.

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

   ○ **Windows 2000:** Go to the **Printer** dialog box. Click **Start**, click **Settings**, and then click **Printers**. Double-click the product icon to open the window, select the print job, and then click **Delete**.

   ○ **Windows XP or Server 2003:** Click **Start**, click **Settings**, and then click **Printers and Faxes**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.

   ○ **Windows Vista:** Click **Start**, click **Control Panel**, and then, under **Hardware and Sound**, click **Printer**. Double-click the product icon to open the window, right-click the print job that you want to cancel, and then click **Cancel**.

● **Macintosh print queue:** Open the print queue by double-clicking the product icon in the dock. Highlight the print job, and then click **Delete**.

Change the default settings

1. Click **Start**, click **Settings**, and then click **Printers** (Windows 2000) or **Printers and Faxes** (Windows XP Professional and Server 2003) or **Printers and Other Hardware Devices** (Windows XP Home).

    For Windows Vista, click **Start**, click **Control Panel**, and then click **Printer**.

2. Right-click the driver icon, and then select **Properties**.

3. Click the **Configure** tab.

4. Change the settings, and then click **OK**.

Create booklets

You can copy two pages on one sheet of paper so you can fold the pages in the center to form a booklet. The device arranges the pages in the correct order. For example, if the original document has eight pages, the device prints pages 1 and 8 on the same sheet.

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. Click the **Finishing** tab.

4. Select **Print On Both Sides**.

5. In the drop-down box for **Booklet Layout**, select either **Left Edge Binding** or **Right Edge Binding**. The **Pages per Sheet** setting automatically changes to 2 pages per sheet.

6. Click **OK**.

Change print-quality settings

1. On the **File** menu in the software program, click **Print**.

2. On the **Paper/Quality** tab, select the resolution or print-quality settings that you want from the **Print Quality** drop-down menu.

3. Click **OK**.

Change print density

Increasing the print density darkens the print on the page.

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. Click the **Device Settings** tab.

4. Use the **Print Density** slider to change the setting.

5. Click **OK**.

Print on special media

Make sure that the paper or print media that you are using meets HP specifications. Generally, smoother paper provides better results.

1. Open the media input tray and remove any media.
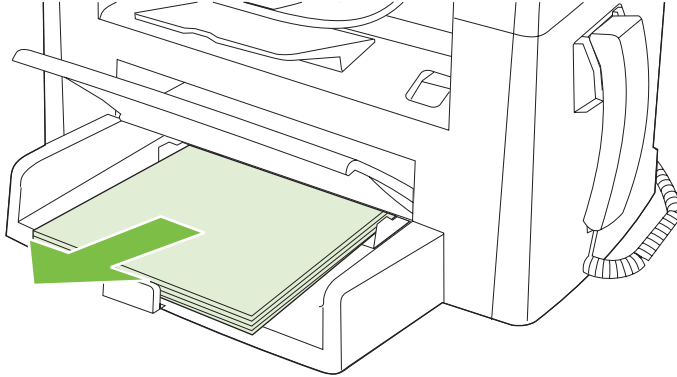
2. Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.

3. Adjust the media guides to the length and width of the media.
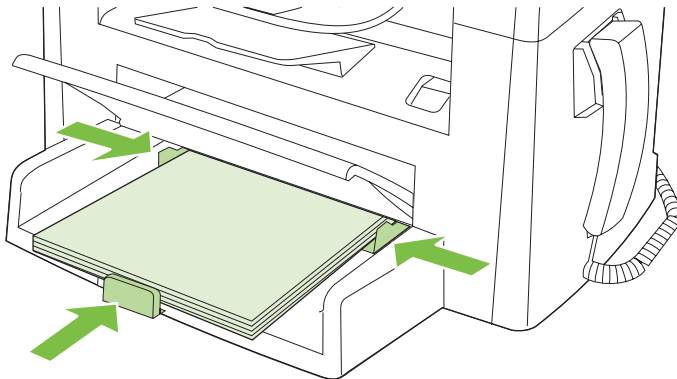
4. On the printer driver, on the **Paper** tab or the **Paper/Quality** tab, select the media type from the **Paper Type** drop-down list.

    △ **CAUTION:** Be sure to set the correct media type in the product settings. The product adjusts the fuser temperature according to the media type setting. When printing on special media such as transparencies or labels, this adjustment prevents the fuser from damaging the media as it passes through the product.

5. Print the document.

Use different paper and print covers

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, select the appropriate paper.

4. Click **Use different paper**.

5. Select the pages that you want to use to print specific pages on different paper.

6. To print front or back covers, select **Add Blank or Preprinted Cover**.

7. Click **OK**.

NOTE: The paper size must be the same for all pages of the print job.

Print a blank first page

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, click **Use different paper**.

4. In the list box, click **Front or Back Cover**.

5. Click **Add Blank or Preprinted Cover**.

6. Click **OK**.

Resize documents

Use the document resizing options to scale a document to a percentage of its normal size. You can also choose to print a document on a different size paper, with or without scaling.

Reduce or enlarge a document

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Effects** tab, select **% of normal size**, and then type the percentage by which you want to reduce or enlarge the document.

   You can also use the scroll bar to adjust the percentage.

4. Click **OK**.

Print a document onto a different paper size

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Effects** tab, click **Print Document On**.

4. Select the paper size to print on.

5. To print the document without scaling it to fit, make sure that the **Scale to Fit** option is *not* selected.

6. Click **OK**.

Select a paper size

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, select the size from the **Size is** drop-down list.

4. Click **OK**.

Select a paper source

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, select the source from the **Source is** drop-down list.

4. Click **OK**.

Select a paper type

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, select the type from the **Type is** drop-down list.

4. Click **OK**.

Set the print orientation

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Finishing** tab, select either **Portrait** or **Landscape** in the **Orientation** section.

4. Click **OK**.

Use watermarks

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

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. From the **Effects** tab, click the **Watermarks** drop-down list.

4. Click the watermark that you want to use.

5. If you want the watermark to appear only on the first page of the document, click **First Page Only**.

6. Click **OK**.

To remove the watermark, click **(none)** in the **Watermarks** drop-down list.

Save toner

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. On the **Paper/Quality** tab, click **EconoMode**.

4. Click **OK**.

Print on both sides of the paper (duplex printing)

NOTE: The printer driver also contains instructions and graphics for manually duplexing.

1. In the software program, open the properties (printer driver).

2. On the **Finishing** tab, select **Print on Both Sides (Manually)**.

   NOTE: If the **Print on Both Sides** option is dimmed or unavailable, open the properties (printer driver). On the **Device Settings** tab or the **Configure** tab, select **Allow Manual Duplexing**, and then click **OK**. Repeat steps 1 and 2.

3. Print the document.

4. After one side has been printed, remove the remaining media from the input tray, and set it aside until after you finish the duplexing job.
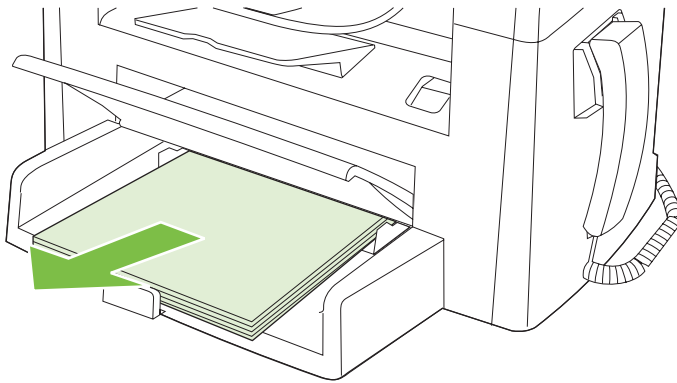
5. Without changing the orientation, remove the printed stack from the output bin, and then straighten the stack.
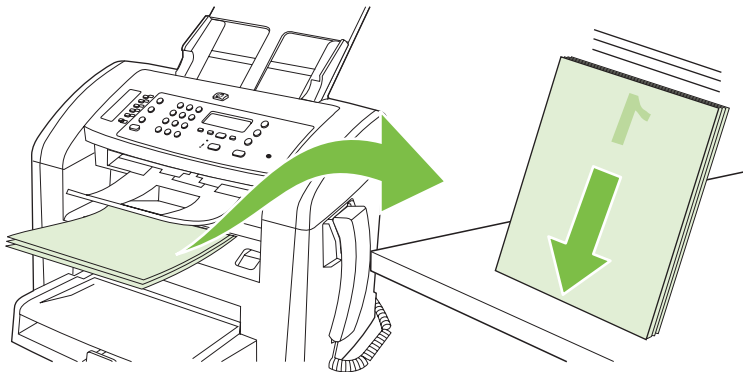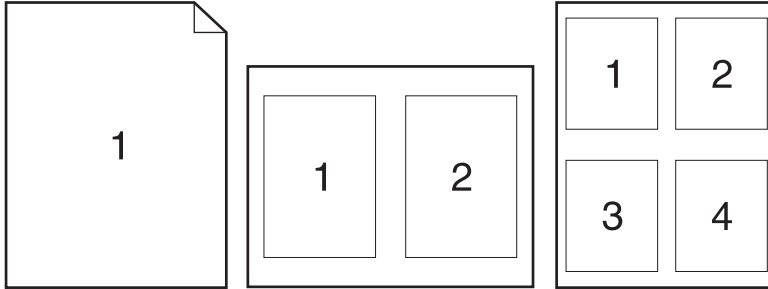
6. Maintaining the same orientation, place the stack of media in the input tray again. The printed side should be facing down.
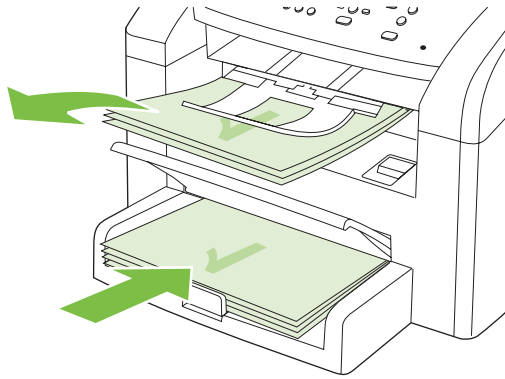
7. On the product control panel, press OK and wait for the second side to print.

Print multiple pages on one sheet of paper in Windows

You can print more than one page on a single sheet of paper.

1. On the **File** menu in the software program, click **Print**.

2. Select the driver, and then click **Properties** or **Preferences**.

3. Click the **Finishing** tab.

4. In the **Document Options** drop-down list, select the number of pages that you want to print on each sheet (1, 2, 4, 6, 9, or 16).

5. If the number of pages is greater than 1, select the correct options for **Print page borders** and **Page order**.

   ● If you need to change the page orientation, click **Portrait** or **Landscape**.

6. Click **OK**. The product is now set to print the number of pages per sheet that you have selected.

Economy settings

EconoMode

The EconoMode setting in the product printer driver conserves toner.

Archive print

Archive print produces output that is less susceptible to toner smearing and dusting. Use archive print to create documents that you want to preserve or archive.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Service**, and then press OK.

3. Use the arrow buttons to select **Archive print**, select **On** or **Off**, and then press OK.
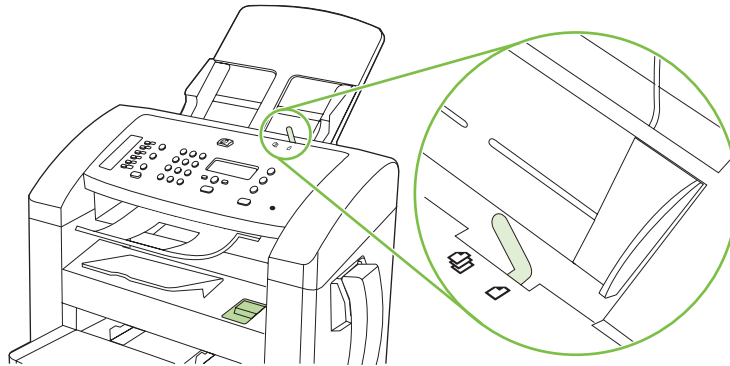
8 Copy

- [Load originals](#)
- [Use copy](#)
- [Copy settings](#)
- [Duplex (two-sided) copy jobs](#)

Load originals

NOTE: The ADF capacity is up to 30 sheets of 80 g/m² or 20 lb media.

CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

1. Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be copied at the bottom of the stack.

2. Make sure that the ADF media lever is set correctly for single-page or multiple-page documents.

3. Slide the stack into the ADF until it does not move any farther.

Document loaded appears on the control-panel display.

4. Adjust the media guides until they are snug against the media.

Use copy

One-touch copy

1. Load the document into the ADF input tray.

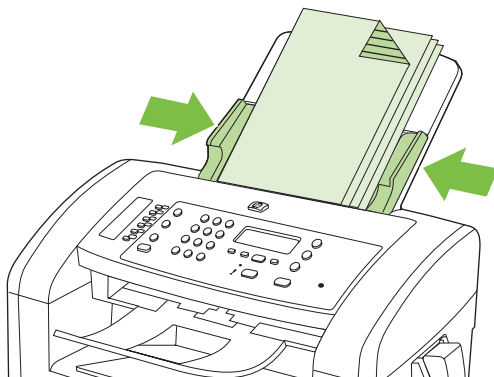2. Press Start Copy on the product control panel to start copying.

3. Repeat the process for each copy.

Multiple copies

Change the number of copies for the current job

1. On the product control panel, use the alphanumeric buttons to set the number of copies (between 1 and 99) that you want to make for the current job.

2. Press Start Copy to begin copying your job.

   NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, **Custom settings** appears on the product control-panel display.

Change the default number of copies

1. On the product control panel, press Setup.

2. Use the arrow buttons to select **Copy setup**, and then press OK.

3. Use the arrow buttons to select **Def. # of copies**, and then press OK.

4. Use the arrow buttons to set the number of copies (between 1 and 99) that you want as the default.

5. Press OK to save your selection.

Cancel a copy job

To cancel a copy job, press Cancel on the product control panel. If more than one process is running, pressing Cancel clears the process that currently appears on the product control-panel display.

Reduce or enlarge copies

Reduce or enlarge copies for the current job

1. On the product control panel, press Reduce/Enlarge.

2. Select the size to which you would like to reduce or enlarge the copies in this job.

   NOTE: If you select **Custom: 25-400%**, use the arrow keys to set a percentage.

   If you select **2 pages/sheet** or **4 pages/sheet**, select the orientation (portrait or landscape).

3. Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.

NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, **Custom settings** appears on the product control-panel display.

You must change the default media size in the media input tray to match the output size, or part of your copy might be cut off.

Adjust the default copy size

NOTE: The default copy size is the size to which copies are normally reduced or enlarged. If you keep the factory default size setting of **Original=100%**, all copies will be the same size as the original document.

1. Press Setup.

2. Use the arrow buttons to select **Copy setup**, and then press OK.

3. Use the arrow buttons to select **Def. Redu/Enlrg**, and then press OK.

4. Use the arrow buttons to select the option for how you normally want to reduce or enlarge copies.

   NOTE: If you select **Custom: 25-400%**, use the arrow keys to set the percentage of the original size that you normally want for copies.

   If you select **2 pages/sheet** or **4 pages/sheet**, select the orientation (portrait or landscape).

5. Press OK to save the selection.

The product can reduce copies to as little as 25% of the original size or enlarge copies to as much as 400% of the original size.

Reduction/enlargement settings

- **Original=100%**
- **A4 > Ltr=94%**
- **Ltr > A4=97%**
- **Full Page=91%**
- **2 pages/sheet**
- **4 pages/sheet**
- **Custom: 25-400%**

NOTE: When using the **2 pages/sheet** or **4 pages/sheet** setting, select the page orientation (portrait or landscape).

Copy settings

Copy quality

Five copy-quality settings are available: **Text**, **Draft**, **Mixed**, **Film photo**, and **Picture**.

The factory-set default for copy quality is **Text**. This setting is the best for items that contain mostly text.

When making a copy of a photo or graphic, you can select the **Film photo** setting for photos or the **Picture** setting for other graphics to increase the quality of your copy. Select the **Mixed** setting for documents that include both text and graphics.

Adjust the copy quality for the current job

1. On the product control panel, press More Copy Settings twice to see the current quality setting for the copy.

2. Use the arrow buttons to scroll through the quality setting options.

3. Select a setting, and then press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.

NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, **Custom settings** appears on the product control-panel display.

Adjust the default copy quality

1. On the product control panel, press Setup.

2. Use the arrow buttons to select **Copy setup**, and then press OK.

3. Use the arrow buttons to select **Default quality**, and then press OK.

4. Use the arrow buttons to select the copy quality, and then press OK to save the selection.

Adjust the lighter/darker (contrast) setting

The lighter/darker setting affects the lightness or darkness (contrast) of the copy. Use the following procedure to change the contrast for the current copy job only.

Adjust the lighter/darker setting for the current job

1. On the product control panel, press Lighter/Darker to see the current contrast setting.

2. Use the arrow buttons to adjust the setting. Move the slider to the left to make the copy lighter than the original, or move the slider to the right to make the copy darker than the original.

3. Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.

NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, **Custom settings** appears on the product control-panel display.

Adjust the default lighter/darker setting

NOTE: The default lighter/darker setting affects all copy jobs.

1. On the product control panel, press Setup.

2. Use the arrow buttons button to select **Copy setup**, and then press OK.

3. Use the arrow buttons button to select **Def. Light/dark**, and then press OK.

4. Use the arrow buttons button to adjust the setting. Move the slider to the left to make all of the copies lighter than the original, or move the slider to the right to make all of the copies darker than the original.

5. Press OK to save the selection.

Change copy job print density

Increasing the print density at the product control panel darkens the print on the page.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Paper setup**, and then press OK.

4. Use the arrow buttons to select **Print Density**, and then press OK.

5. Use the arrow buttons to increase or decrease the density setting, and then press OK.

Define custom copy settings

When you change the copy settings at the control panel, **Custom settings** appears on the control-panel display. The custom settings remain in effect for approximately 2 minutes, and then the product returns to the default settings. To immediately return to the default settings, press Cancel.

Print or copy edge-to-edge

The product cannot print fully edge-to-edge. The maximum printing area is 203.2 x 347 mm (8 x 13.7 in), leaving a 4 mm unprintable border around the page.

Copy onto media of different types and sizes

The product is set to copy on either letter- or A4-size paper, depending on the country/region in which it was purchased. You can change the size and type of media that you copy to for the current copy job or for all copy jobs.

Media-size settings

- **Letter**
- **Legal**
- **A4**

Media-type settings

- **Plain**
- **Preprinted**
- **Letterhead**
- **Transparency**
- **Prepunched**
- **Labels**

- **Bond**

- **Recycled**

- **Color**

- **Light**

- **Heavy**

- **Cardstock**

- **Envelope #10**

- **Rough**

Change the default media-size setting

1. On the product control panel, press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Paper setup**, and then press OK.

4. Use the arrow buttons to select **Def. paper size**, and then press OK.

5. Use the arrow buttons to select a media size, and then press OK.

6. Press OK to save the selection.

Change the default media-type setting

1. On the product control panel, press Setup.

2. Use the arrow buttons to select System setup, and then press OK.

3. Use the arrow buttons to select **Paper setup**, and then press OK.

4. Use the arrow buttons to select **Def. paper type**, and then press OK.

5. Use the arrow buttons to select a media type, and then press OK.

6. Press OK to save the selection.

Restore the copy-settings defaults

Use the control panel to restore the copy settings to the factory-set default values.

1. On the product control panel, press Setup.

2. Use the arrow buttons to select Copy setup, and then press OK.

3. Use the arrow buttons to select **Restore defaults**, and then press OK.

Duplex (two-sided) copy jobs

Copy a two-sided original to a one-sided document

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

1. Load the first page of the document to be copied face-down into the ADF.
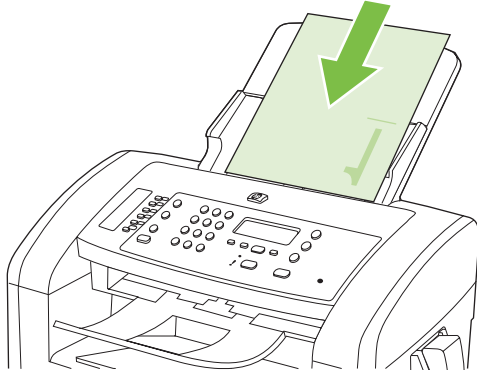
2. Press Start Copy.

3. Flip the original, and then reload it into the ADF.

4. Press Start Copy.

5. Repeat steps 1 through 4 for each page until all of the original document pages have been copied.

Copying a two-sided original to a two-sided document

1. Load the first page of the document to be copied face-down into the ADF.
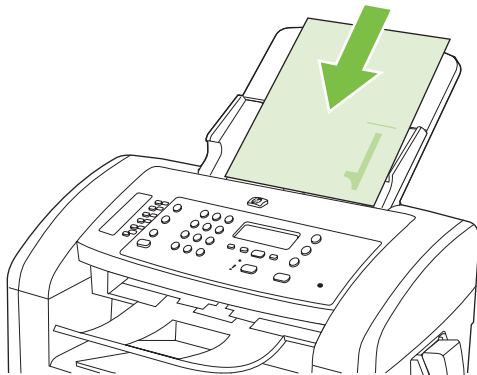
2. Press Start Copy.

3. Flip the original, and then reload it into the ADF.

4. Remove the copied page from the output bin and place it face down into the priority input tray.
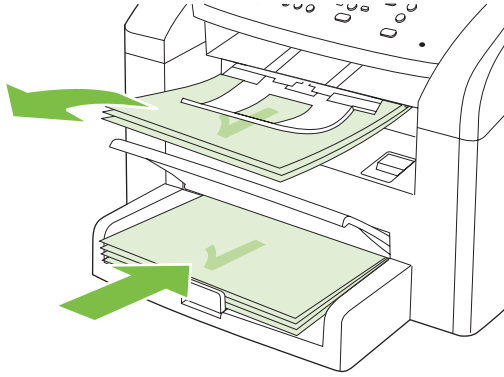
5. Press Start Copy.

6. Remove the copied page from the output bin, and then set it aside for manual collating.

7. Repeat steps 1 through 6, following the original document page order, until all pages of the original are copied.

9 Scan

- [Load originals for scanning](#)
- [Use scan](#)
- [Scan settings](#)

Load originals for scanning

NOTE: The ADF capacity is up to 30 sheets of 80 g/m^2 or 20 lb media.

CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

1. Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be copied at the bottom of the stack.

2. Make sure that the ADF media lever is set correctly for single-page or multiple-page documents.

3. Slide the stack into the ADF until it does not move any farther.

Document loaded appears on the control-panel display.

4. Adjust the media guides until they are snug against the media.

Use scan

Scan methods

Scan jobs can be performed in the following ways.

- Scan from the computer by using HP LaserJet Scan (Windows)

- Scanning by using HP Director (Macintosh). See .

- Scan from TWAIN-compliant or Windows Imaging Application (WIA)-compliant software

NOTE: To learn about and use text-recognition software, install the Readiris program from the software CD-ROM. Text-recognition software is also known as optical character recognition (OCR) software.

Scan by using HP LaserJet Scan (Windows)

1. In the HP program group, select **Scan to** to start HP LaserJet Scan.

2. Select a scanning destination.

3. Click **Scan**.

   NOTE: **OK** should indicate the action that you want to accomplish.

Scan by using other software

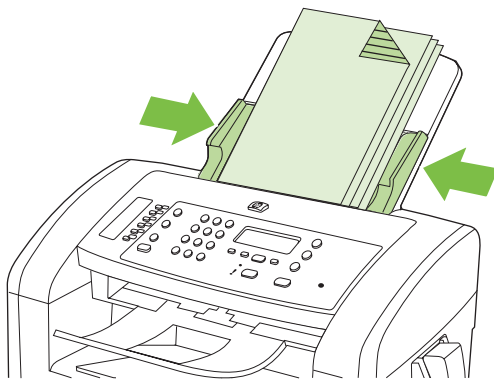The product is TWAIN-compliant and Windows Imaging Application (WIA)-compliant. The product works with Windows-based programs that support TWAIN-compliant or WIA-compliant scanning devices and with Macintosh-based programs that support TWAIN-compliant scanning devices.

While you are in a TWAIN-compliant or WIA-compliant program, you can gain access to the scanning feature and scan an image directly into the open program. For more information, see the Help file or the documentation that came with your TWAIN-compliant or WIA-compliant software program.

Scan from a TWAIN-compliant program

Generally, a software program is TWAIN-compliant if it has a command such as **Acquire**, **File Acquire**, **Scan**, **Import New Object**, **Insert from**, or **Scanner**. If you are unsure whether the program is compliant or you do not know what the command is called, see the software program Help or documentation.

When scanning from a TWAIN-compliant program, the HP LaserJet Scan software program might start automatically. If the HP LaserJet Scan program starts, you can make changes while previewing the image. If the program does not start automatically, the image goes to the TWAIN-compliant program immediately.

Start the scan from within the TWAIN-compliant program. See the software program Help or documentation for information about the commands and steps to use.

Scan from a WIA-compliant program (Windows XP and Vista only)

WIA is another way to scan an image directly into a software program, such as Microsoft Word. WIA uses Microsoft software to scan, instead of HP LaserJet Scan software.

Generally, a software program is WIA-compliant if it has a command such as **Picture/From Scanner or Camera** in the Insert or File menu. If you are unsure whether the program is WIA-compliant, see the software program Help or documentation.

Start the scan from within the WIA-compliant program. See the software program Help or documentation for information about the commands and steps to use.

-Or-

In the Cameras and Scanner folder, double-click the product icon. This opens the standard Microsoft WIA Wizard, which enables you to scan to a file.

Scanning by using optical character recognition (OCR) software

You can use third-party OCR software to import scanned text into your preferred word-processing program for editing.

Readiris

The Readiris OCR program is included on a separate CD-ROM that shipped with the product. To use the Readiris program, install it from the appropriate software CD-ROM, and then follow the instructions in the online Help.

Canceling a scan job

To cancel a scan job, use one of the following procedures.

- On the product control panel, press Cancel.
- Click the **Cancel** button in the onscreen dialog box.

Scan settings

Scan file format

The default file format of a scanned document or photo depends on the scan type as well as the object being scanned.

- Scanning a document or a photo to a computer results in the file being saved as a .TIF file.

- Scanning a document to email results in the file being saved as a .PDF file.

- Scanning a photo to e-mail results in the file being saved as a .JPEG file.

NOTE: Different file types can be selected when using the scan software program.

Scanner resolution and color

If you are printing a scanned image, and the quality is not what you expected, you might have selected a resolution or color setting in the scanner software that does not match your needs. Resolution and color affect the following features of scanned images:

- Image clarity

- Texture of gradations (smooth or rough)

- Scan time

- File size

Scanning resolution is measured in pixels per inch (ppi).

NOTE: Scanning ppi levels are not interchangeable with printing dpi (dots per inch) levels.

Color, grayscale, and black and white define the number of colors possible. You can adjust the scanner hardware resolution to up to 1200 ppi. The software can perform an enhanced resolution up to 19,200 ppi. You can set color and grayscale at 1 bit (black and white), or at 8 bit (256 levels of gray or color) to 24 bit (true color).

The resolution and color guidelines table lists simple tips that you can follow to meet your scanning needs.

NOTE: Setting the resolution and color to a high value can create large files that take up disk space and slow the scanning process. Before setting the resolution and color, determine how you are going to use the scanned image.

Resolution and color guidelines

The following table describes the recommended resolution and color settings for different types of scan jobs.

Intended use	Recommended resolution	Recommended color settings
Fax	150 ppi	● Black and White
E-mail	150 ppi	● Black and White, if the image does not require smooth gradation ● Grayscale, if the image requires smooth gradation ● Color, if the image is in color
Edit text	300 ppi	● Black and White
Print (graphics or text)	600 ppi for complex graphics, or if you want to significantly enlarge the document 300 ppi for normal graphics and text 150 ppi for photos	● Black and White for text and line art ● Grayscale for shaded or colored graphics and photos ● Color, if the image is in color
Display on screen	75 ppi	● Black and White for text ● Grayscale for graphics and photos ● Color, if the image is in color

Color

You can set the color values to the following settings when scanning.

Setting	Recommended use
Color	Use this setting for high-quality color photos or documents in which the color is important.
Black and White	Use this setting for text documents.
Grayscale	Use this setting when file size is an issue or when you want a document or photograph to be scanned quickly.

Scan quality

Clean the scanner glass strip and platen

Over time, specks of debris might collect on the scanner glass and white platen, which can affect performance. Use the following procedure to clean the scanner glass and white platen.

1. Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.

2. Tilt the control panel forward.

3. Clean the glass strip and the white platen with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.
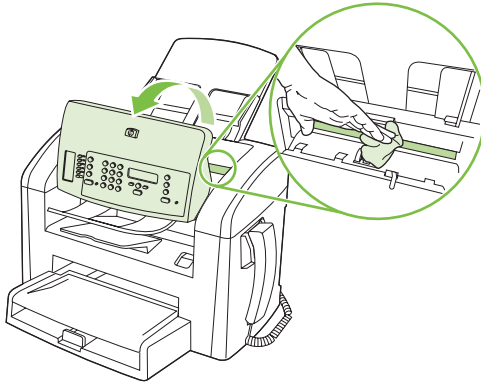
⚠ **CAUTION:** Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

4. Dry the glass and platen with a chamois or a cellulose sponge to prevent spotting.

5. Plug in the product, and then use the power switch to turn on the product.

10 Fax

- Fax features
- Setup
- Change fax settings
- Use fax
- Solve fax problems

For information about the fax controls on the control panel, see .

Fax features

The product has the following fax features, which are available from the control panel or from the product software.

- Integrated telephone handset

- Fax Setup Wizard for easy fax configuration

- Plain-paper analog fax with 30-page automatic document feeder (ADF) and output tray of up to 100-page paper capacity

- 120-entry phone book and 10 speed dials from the control panel

- Automatic redial

- Digital storage of up to 500 fax pages

- Fax forwarding

- Delayed sending of faxes

- Ring features: Configure rings to answer and distinctive ring compatibility (service required through local telecommunications company)

- Fax confirmation report

- Junk fax blocking

- Eight cover page templates available

NOTE: Not all features are listed. The product software might need to be installed for some features to be available.

Setup

Install and connect the hardware

Connect to a telephone line

The product is an analog device. HP recommends using the product on a dedicated analog telephone line. For information about using the product with other telephone environments, see Use fax on a DSL, PBX, ISDN, or VoIP system on page 98.

Connect additional devices

The product includes two fax ports:

- The "line out" port (⬚), which connects the product to the wall telephone jack.

- The "telephone" port (⬚), which connects additional devices to the product.

Telephones used in conjunction with the product can be employed in two ways:

- An extension phone is a phone plugged into the same phone line at another location.

- A downstream phone is one that is plugged into the product or a device that is plugged into the product.

Connect additional devices in the order that is described in the following steps. The output port for each device is connected to the input port of the next, forming a "chain". If you do not want to connect a specific device, skip the step that explains it and continue to the next device.

NOTE: Do not connect more than three devices to the telephone line.

NOTE: Voicemail is not supported with this product.

1. Unplug the power cords for all of the devices that you want to connect.

2. If the product is not yet connected to a telephone line, see the getting started guide before proceeding. The product should already be connected to a telephone jack.

3. Remove the plastic insert from the "telephone" port (the port that is marked with the telephone icon).
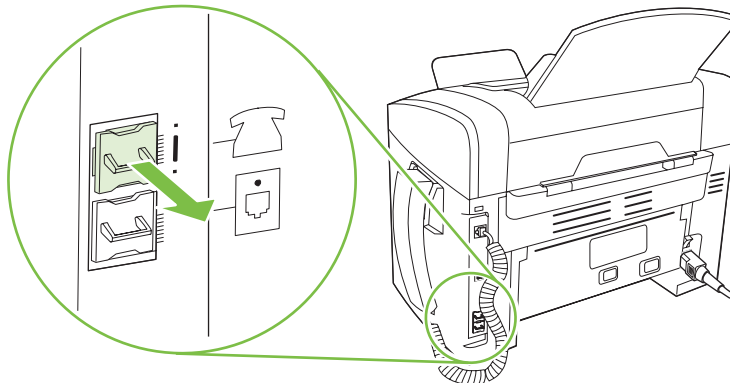
4. To connect an internal or external modem on a computer, plug one end of a telephone cord into the product "telephone" port (⬜). Plug the other end of the telephone cord into the modem "line" port.
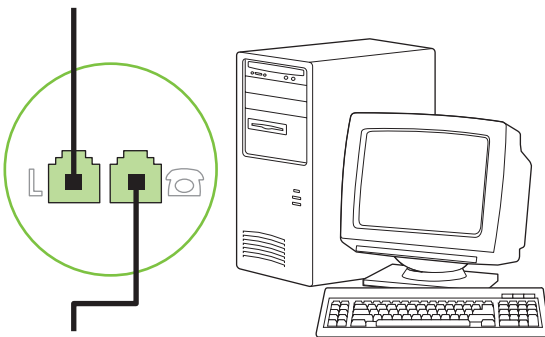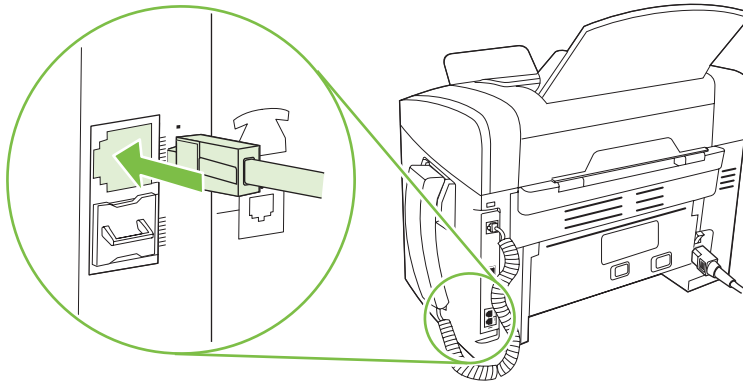
> **NOTE:** Some modems have a second "line" port to connect to a dedicated voice line. If you have two "line" ports, see your modem documentation to make sure that you connect to the correct "line" port.

5. To connect a caller-ID box, plug a telephone cord into the previous device's "telephone" port. Plug the other end of the telephone cord into the caller-ID box "line" port.
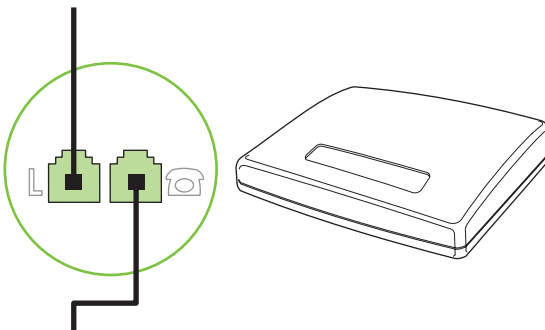
6. To connect an answering machine, plug a telephone cord into the previous device's "telephone" port. Plug the other end of the telephone cord into the answering machine "line" port.
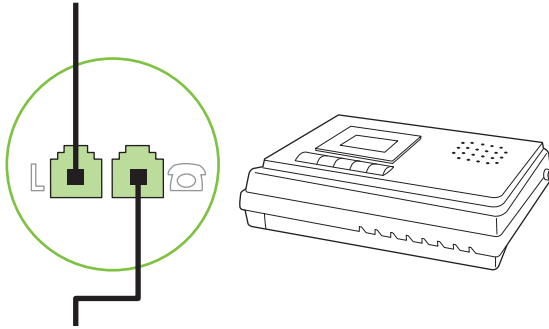
7. To connect a telephone, plug a telephone cord into the previous device's "telephone" port. Plug the other end of the telephone cord into the telephone "line" port.
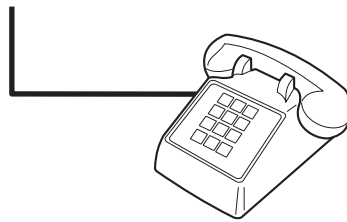
8. After you have finished connecting additional devices, plug all of the devices into their power sources.

Set up fax with a telephone answering machine

●   Set the product rings-to-answer setting for at least one ring more than the number of rings for which the answering machine is set.

●   If an answering machine is connected to the same telephone line but on a different jack (in another room, for example), it might interfere with the product's ability to receive faxes.

Setup for stand-alone fax

1. Unpack and set up the product.

2. Set the time, date, and fax header. See Configure fax settings on page 79.

3. Set other settings as necessary to configure for the product environment.

Configure fax settings

The product fax settings can be set from the control panel, from HP Toolbox, or from HP Director. At the initial set-up process, the HP Fax Setup Wizard can be used to configure the settings.

In the United States and many other countries/regions, setting the time, date, and other fax header information is a legal requirement.

Use the control panel to set the fax time, date, and header

To use the control panel to set the date, time, and header, complete the following steps:

1. At the control panel, press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Time/Date**. Press OK.

4. Use the arrow buttons to select the 12-hour clock or 24-hour clock, and then press OK.

5. Use the alphanumeric buttons to enter the current time.

6. Complete one of the following:

   ● For the 12-hour clock, use the arrow buttons to move past the fourth character. Select 1 for a.m. or 2 for p.m. Press OK.

   ● For the 24-hour clock, press OK.

7. Use the alphanumeric buttons to enter the current date. Use two digits to specify the month, day, and year. Press OK.

8. Use the arrow buttons to select **Fax setup**, then press OK.

9. Use the arrow buttons to select **Fax Header**, then press OK.

10. Use the alphanumeric buttons to enter your fax number and your company name or header, and then press OK.

    NOTE: The maximum number of characters for the fax number is 20; use up to 25 characters for the company name.

Use HP Fax Setup Wizard to set the fax time, date, and header

If you completed the software installation, you are ready to send faxes from your computer. If you did not complete the fax setup process at the time you installed the software, you can complete it at any time by using the Fax Setup Wizard.

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

2. Click **HP**, click the name of the product, and then click **HP Fax Setup Wizard**.

3. Follow the onscreen instructions in the HP Fax Setup Wizard to set the time, date, and fax header, as well as several other settings.

Use of common localized letters in fax headers

When using the control panel to enter your name in the header or to enter a name for a one-touch key, speed-dial entry, or group-dial entry, press the appropriate alphanumeric button repeatedly until the letter that you need appears. Then, press the > button to select that letter and move to the next space. The following table shows which letters and numbers appear on each alphanumeric button.

Key number	Characters
1	1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	0
*	( ) + - . / , " * & @ R W
#	space # ,

NOTE: Use > to move the cursor on the control panel and use < to delete characters.

Manage the phone book

You can store frequently dialed fax numbers or groups of fax numbers as speed dials or group-dial entries.

In the product phone book, a total of 120 entries are available for speed dials and group-dial entries. For example, if you program 100 of the entries as speed-dials, the remaining 20 can be used for group-dials.

Use phone-book data from other programs

NOTE: Before a phone book from another program can be imported, you must use the export feature in that other program.

HP Toolbox can import contact information from other software program phone books. The following table shows which programs are supported for HP Toolbox.

Program	Description
Microsoft Outlook	Personal Address Book (PAB) entries, Contacts entries, or both combined may be selected. Individuals and groups from the PAB are combined with individuals from Contacts only if the combined option is selected.
	If a Contacts entry has both a home and a business fax number, two entries will be displayed. The "name" of these two entries will be modified. ":(B)" will be added to the name in the business entry and ":(H)" will be added to the name in the home entry.
	If a duplicate entry occurs (one from Contacts and one from the PAB with the same name and fax number), a single entry will be displayed. However, if an entry exists in the PAB with a duplicate in Contacts, and the Contacts entry has both a business and a home fax number, all three entries will be displayed.
Windows Address Book	The Windows Address Book (WAB), used by Outlook Express and Internet Explorer, is supported. If an individual has both a home and a business fax number, two entries will be displayed. The

Program	Description
	"name" of these two entries will be modified. ":(B)" will be added to the name in the business entry and ":(H)" will be added to the name in the home entry.
Goldmine	Goldmine version 4.0 is supported. HP Toolbox imports the file last used by Goldmine.
Symantec Act!	Act! versions 4.0 and 2000 are supported. HP Toolbox imports the database last used by Act!.

Complete the following steps to import a phone book:

1. Open HP Toolbox.

2. Click **Fax**, and then click **Fax Phone Book**.

3. Browse to the program phone book, and then click **Import**.

Delete phone book

You can delete all speed dials and group-dial entries that are programmed in the product.

△ **CAUTION:** After speed dials and group-dial entries are deleted, they cannot be recovered.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Press OK to select **Phone Book**.

4. Use the arrow buttons to select **Delete All**, and then press OK.

5. Press OK to confirm the deletion.

Special dialing symbols and options

You can insert pauses into a fax number that you are dialing or programming to a one-touch key, speed-dial entry, or group-dial entry. Pauses are often needed when dialing internationally or connecting to an outside line.

- **Insert a dialing pause**: Press # (Pause) repeatedly until a comma (**,**) appears on the control-panel display, indicating that the pause will occur at that point in the dialing sequence.

- **Insert a pause for dial tone**: Press * (Symbols) repeatedly until **W** appears on the control-panel display to have the product wait for a dial tone before dialing the remainder of the telephone number.

- **Insert a hook flash**: Press * (Symbols) repeatedly until **R** appears on the control-panel display to have the product perform a hook flash.

Manage speed dials

Create and edit speed dials

Speed dials 1 through 10 are also associated with their corresponding one-touch keys on the control panel. The one-touch keys can be used for speed dials or group-dial entries. A maximum of 50 characters can be entered for a single fax number.

NOTE: To gain access to all of the speed dials, you must use the Shift button. Speed dials 6 through 10 are all available by pressing Shift and the associated one-touch key on the control panel.

Complete the following steps to program speed dials from the control panel:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Press OK to select **Phone Book**.

4. Press OK to select **Individual Setup**.

5. Press OK to select **Add**.

6. Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press OK. Selecting a number from 1 to 10 also associates the fax number with the corresponding one-touch key.

7. Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.

    NOTE: When entering a fax number, press Pause until a comma (**,**) appears if you want to insert a pause in the dialing sequence, or press * until **W** appears if you want the product to wait for a dial tone.

8. Press OK.

9. Use the alphanumeric buttons to enter a name for the fax number. To do so, repeatedly press the alphanumeric button for the letter that you need until the letter appears. (For a list of characters, see Use of common localized letters in fax headers on page 80.)

    NOTE: To insert punctuation, press the asterisk (*) button repeatedly until the character that you want appears, and then press the > button to go to the next space.

10. Press OK to save the information.

11. If you have more speed dials to program, repeat steps 1 through 10.

Delete speed dials

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Press OK to select **Phone Book**.

4. Press OK to select **Individual setup**.

5. Use the arrow buttons button to select **Delete**, and then press OK.

6. Use the alphanumeric buttons to enter the number of the speed-dial entry you want to delete, and then press OK.

7. Press OK to confirm the deletion.

Manage group-dial entries

Create and edit group-dial entries

1. Assign a speed-dial entry to each fax number that you want in the group. (For instructions, see Create and edit speed dials on page 82.)

2. On the control panel, press Setup.

3. Use the arrow buttons to select **Fax setup**, and then press OK.

4. Press OK to select **Phone Book**.

5. Use the arrow buttons to select **Group setup**, and then press OK.

6. Use the arrow buttons to select **Add/Edit group**, and then press OK.

7. Use the alphanumeric buttons to enter the number that you want to associate with this group, and then press OK. Selecting 1 through 10 also associates the group with the corresponding one-touch key.

8. Use the alphanumeric buttons to enter a name for the group, and then press OK.

9. Press a one-touch key, and then press OK again to confirm the addition. Repeat this step for each group member you want to add.

   -or-

   Select **Phone Book**, and then select the speed-dial entry for the group member you want to add. Press OK to confirm the addition. Repeat this step for each group member you want to add.

10. When you are finished, press OK.

11. If you have more group-dial entries to assign, press OK, and then repeat steps 1 through 10.

Delete group-dial entries

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Press OK to select **Phone Book**.

4. Use the arrow buttons to select **Group setup**, and then press OK.

5. Use the arrow buttons to select **Delete group**, and then press OK.

6. Using the alphanumeric buttons, enter the number of the group-dial that you want to delete, and then press OK.

7. Press OK to confirm the deletion.

Delete an individual from a group-dial entry

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Press OK to select **Phone Book**.

4. Use the arrow buttons to select **Group setup**, and then press OK.

5. Use the arrow buttons to select **Del. # in group**, and then press OK.

6. Use the arrow buttons to select the individual that you want to delete from the group.

7. Press OK to confirm the deletion.

8. Repeat steps 6 and 7 to delete other individuals from the group.

   -or-

   Press Cancel if you are finished.

> **NOTE:** Deleting a speed-dial entry also deletes that entry from any group-dial entries that included that speed-dial entry.

Set fax polling

If someone else has set up a fax to be polled, you can request that the fax be sent to your product. (This is known as polling another machine).

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax functions**, and then press OK.

3. Use the arrow buttons to select **Polling receive**, and then press OK.

The product dials the other fax machine and requests the fax.

Change fax settings

Set the sound-volume settings

Control the volume of the fax sounds from the control panel. You can make changes to the following sounds:

- The fax sounds that are associated with incoming and outgoing faxes

- The ring for incoming faxes

The factory-set default for the fax-sounds volume is **Soft**.

Set the alert volume

1. Press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Volume settings**, and then press OK.

4. Use the arrow buttons to select **Alarm volume**, and then press OK.

5. Use the arrow buttons to select **Off**, **Soft**, **Medium**, or **Loud**.

6. Press OK to save the selection.

Set the fax-sounds (phone-line) volume

Complete the following steps to change the fax-sounds volume.

1. Press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Volume settings**, and then press OK.

4. Use the arrow buttons to select **Phoneline volume**, and then press OK.

5. Use the arrow buttons to select **Off**, **Soft**, **Medium**, or **Loud**.

6. Press OK to save the selection.

Set the ring volume

When the product is initially receiving a call, a ring alert is audible. The ring duration length is based on the local telephone company ring-pattern length. The factory-set default for the ring volume is **Soft**.

1. Press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Volume settings**, and then press OK.

4. Use the arrow buttons to select **Ring volume**, and then press OK.

5. Use the arrow buttons to select **Off**, **Soft**, **Medium**, or **Loud**.

6. Press OK to save the selection.

Set the handset volume

1. Press Setup.

2. Use the arrow buttons to select **System setup**, and then press OK.

3. Use the arrow buttons to select **Volume settings**, and then press OK.

4. Use the arrow buttons to select **Handset volume**, and then press OK.

5. Use the arrow buttons to select **Off**, **Soft**, **Medium**, or **Loud**.

6. Press OK to save the selection.

Send fax settings

Set a dial prefix

A dial prefix is a number or group of numbers that are automatically added to the beginning of every fax number you enter at the control panel or from the software. The maximum number of characters for a dial prefix is 50.

The default setting is **Off**. You might want to turn this setting on and enter a prefix if, for example, you have to dial a number such as 9 to get a telephone line outside of your company telephone system. While this setting is activated, you can dial a fax number without the dial prefix by using manual dial. For instructions, see Manual dial faxing on page 101.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Dial Prefix**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

6. If you selected **On**, use the alphanumeric buttons to enter the prefix, and then press OK. You can use numbers, pauses, and dialing symbols.

Set the dial-tone detection

Normally, the product begins dialing a fax number immediately. If you are using the product on the same line as your telephone, turn on the detect-dial-tone setting. This prevents the product from sending a fax while someone is on the telephone.

The factory-set default for detect dial tone is **On** for France and Hungary, and **Off** for all other countries/regions.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Detect dial tone**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

Set autoredial

If the product was unable to send a fax because the receiving fax machine did not answer or was busy, the product attempts to redial based on the redial-on-busy, redial-on-no-answer, and redial-on-communication-error options. Use the procedures in this section to turn these options on or off.

Set the redial-on-busy option

If this option is turned on, the product redials automatically if it receives a busy signal. The factory-set default for the redial-on-busy option is **On**.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Redial if busy**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

Set the redial-on-no-answer option

If this option is turned on, the product redials automatically if the receiving machine does not answer. The factory-set default for the redial-on-no-answer option is **Off**.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Redial-no answer**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

Set the redial-on-communication-error option

If this option is turned on, the product redials automatically if some sort of communication error occurs. The factory-set default for the redial-on-communication-error option is **On**.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Redial Comm Err.**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

Set light/dark and resolution

Set the default light/dark (contrast) setting

The contrast affects the lightness and darkness of an outgoing fax as it is being sent.

The default light/dark setting is the contrast that is normally applied to items that are being faxed. The slider is set to the middle as the default setting.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Def. Light/dark**, and then press OK.

5. Use the < button to move the slider to the left to make the fax lighter than the original, or use the > button to move the slider to the right to make the fax darker than the original.

6. Press OK to save the selection.

Set resolution settings

NOTE: Increasing the resolution increases the fax size. Larger faxes increase the send time and could exceed the available memory in the product.

The factory-set default resolution setting is **Fine**.

Use this procedure to change the default resolution for all fax jobs to one of the following settings:

- **Standard**: This setting provides the lowest quality and the fastest transmission time.

- **Fine**: This setting provides a higher resolution quality than **Standard** that is usually appropriate for text documents.

- **Superfine**: This setting is best used for documents that mix text and images. The transmission time is slower than **Fine** but faster than **Photo**.

- **Photo**: This setting produces the best images, but greatly increases the transmission time.

Set the default resolution setting

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Def. Resolution**, and then press OK.

5. Use the arrow buttons to change the resolution setting.

6. Press OK to save the selection.

Set the resolution for the current fax job

1. On the control panel, press Resolution to show the current resolution setting.

2. Use the arrow buttons to select the appropriate resolution setting.

3. Press OK to save the selection.

Set tone-dialing or pulse-dialing

Use this procedure to set the product to tone-dialing or pulse-dialing mode. The factory-set default is **Tone**. Do not change this setting unless you know that the telephone line cannot use tone dialing.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Send setup**, and then press OK.

4. Use the arrow buttons to select **Dialing Mode**, and then press OK.

5. Use the arrow buttons to select **Tone** or **Pulse**, and then press OK to save the selection.

> **NOTE:** The pulse-dialing option is not available in all countries/regions.

Receive fax settings

Set or change number of rings-to-answer

When the answer mode is set to **Automatic**, the product rings-to-answer setting determines the number of times the telephone rings before the product answers an incoming call.

If the product is connected to a line that receives both fax and voice calls (a shared line) and that also uses an answering machine, you might need to adjust the rings-to-answer setting. The number of rings-to-answer for the product must be greater than the rings-to-answer on the answering machine. This allows the answering machine to answer the incoming call and record a message if it is a voice call. When the answering machine answers the call, the product listens to the call and automatically answers it if it detects fax tones.

The default setting for rings-to-answer is five for the U.S. and Canada, and two for other countries/regions.

Use the rings-to-answer setting

Use the following table to determine the number of rings-to-answer to use.

Type of telephone line	Recommended rings-to-answer setting
Dedicated fax line (receiving only fax calls)	Set to a number of rings within the range shown on the control-panel display. (The minimum and maximum number of rings allowed varies by country/region.)
One line with two separate numbers and a ring-pattern service	One or two rings. (If you have an answering machine or computer voicemail for the other telephone number, make sure that the product is set to a greater number of rings than the answering system. Also, use the distinctive-ring feature to differentiate between voice and fax calls. See Set up distinctive ring on page 92.)
Shared line (receiving both fax and voice calls) with only an attached telephone	Five rings or more.
Shared line (receiving both fax and voice calls) with an attached answering machine or computer voicemail	Two rings more than the answering machine or computer voicemail.

Set the number of rings-to-answer

To set or change the number of rings-to-answer, use the following steps:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Rings to answer**, and then press OK.

5. Use the alphanumeric buttons to enter the number of rings-to-answer, and then press OK.

Set the answer mode

Depending on the situation, set the product answer mode to **Automatic** or **Manual**. The factory-set default is **Automatic**.

● **Automatic:** In this answer mode, the product answers incoming calls after a specified number of rings or upon recognition of special fax tones. To specify the number of rings, see .

● **Manual:** In this answer mode, the product never answers calls. You must start the fax-receiving process yourself, either by pressing Start Fax on the control panel or by picking up a telephone that is connected to that line and dialing 1-2-3.

To set or change the answer mode, complete the following steps:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Press OK to select **Answer mode**.

5. Use the arrow buttons to select the answer mode, and then press OK.

The control-panel display shows the answer mode setting that you specified.

Set fax forwarding

You can set your product to forward incoming faxes to another fax number. When the fax arrives at your product, it is stored in the memory. The product then dials the fax number that you have specified and sends the fax. If the product cannot forward a fax because of an error (for example, the number is busy) and repeated redial attempts are unsuccessful, your product prints the fax.

If the product runs out of memory while receiving a fax, it terminates the incoming fax and only forwards the pages and partial pages that have been stored in the memory.

When it is using the fax-forwarding feature, the product (rather than the computer) must be receiving the faxes, and the answer mode must be set to **Automatic**.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Forward fax**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

6. If you turn on the fax-forwarding feature, use the alphanumeric buttons to specify the fax number where the fax is to be sent, and then press OK to save the selection.

Set up distinctive ring

Ring-pattern or distinctive-ring service is available through some local telephone companies. The service allows you to have more than one telephone number on a single line. Each telephone number has a unique ring pattern, so that you can answer voice calls and the product can answer fax calls.

If you subscribe to a ring-pattern service with a telephone company, you must set the product to answer the correct ring pattern. Not all countries/regions support unique ring patterns. Contact the telephone company to determine if this service is available in your country/region.

NOTE: If you do not have ring-pattern service and you change the ring-pattern settings to something other than the default, **All Rings**, the product might not be able to receive faxes.

The settings are as follows:

●   **All Rings**: The product answers any calls that come through the telephone line.

●   **Single**: The product answers any calls that produce a single-ring pattern.

●   **Double**: The product answers any calls that produce a double-ring pattern.

●   **Triple**: The product answers any calls that produce a triple-ring pattern.

●   **Double&Triple**: The product answers any calls that produce a double-ring or triple-ring pattern.

To change ring patterns for call answering, complete the following steps:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Answer Ring Type**, and then press OK.

5. Use the arrow buttons to select the ring pattern that you want, and then press OK.

6. After product installation is complete, ask someone to send a fax to you in order to verify that the ring-pattern service is working correctly.

Use the private receive feature

NOTE: The private receive feature does not affect the reprint last fax feature. To limit access to all received faxes, make sure that the **Reprint faxes** setting is set to **Off**.

Turn on the private receive feature

When the private-receive feature is activated, received faxes are stored in memory. A personal identification number (PIN) is required to print the stored faxes.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Private Receive**, and then press OK.

5. Use the arrow buttons to select **On**, and then press OK.

6. Use the alphanumeric buttons to enter the product security password, and then press OK.

7. To confirm the product security password, use the alphanumeric buttons to re-enter the product security password, and then press OK.

Turn off the private receive feature

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the alphanumeric buttons to enter the product security password, and then press OK.

4. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

5. Use the arrow buttons to select **Private Receive**, and then press OK.

6. Use the arrow buttons to select **Off**, and then press OK.

If any unprinted faxes exist in the fax memory, the product will print the faxes and then erase them from memory.

Set up the computer to receive faxes

> **NOTE:** Receiving faxes by using a computer is not supported for Macintosh.

Receiving faxes to a computer is available only if a full software installation was performed during initial product setup.

To receive faxes to your computer, turn on the receive-to-PC setting in the software.

1. Open HP Toolbox.

2. Select the product.

3. Click **Fax**.

4. Click **Fax Tasks**.

5. Under **Fax Receive Mode**, select **Receive faxes to this computer**.

Turn off the receive-to-PC setting from the control panel

The receive-to-PC setting can be activated only from one computer. If for any reason that computer is no longer available, you can use the following procedure to turn the receive-to-PC setting off from the control panel.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax functions**, and then press OK.

3. Use the arrow buttons to select **Stop Recv to PC**, and then press OK.

Use autoreduction for incoming faxes

If the fit-to-page option is turned on, the product automatically reduces long faxes up to 75% to fit the information on the default paper size (for example, the fax is reduced from legal to letter size).

If the fit-to-page option is turned off, long faxes print at full size on multiple pages. The factory-set default for incoming fax autoreduction is **On**.

If you have the stamp-received faxes option turned on, you might also want to turn on autoreduction. This reduces the size of the incoming faxes slightly, and prevents the page-stamp from forcing a fax onto two pages.

> **NOTE:** Make sure that the default media size setting matches the size of the media that is loaded in the tray.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Fit to page**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK to save the selection.

Set the silence-detect mode

This setting controls whether or not you can receive faxes from older-model fax machines that do not emit a fax signal during fax transmissions. At the time of this publication, these silent-model fax machines represented very few of the fax machines in use. The default setting is **Off**. The silence-detect mode setting should be changed only if you regularly receive faxes from someone who uses an older-model fax machine.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Silence Detect**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK to save the selection.

Set the default fax reprint settings

The default fax reprint setting is **On**. To change this setting from the control panel, complete the following steps:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Reprint faxes**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK.

Create stamp-received faxes

The product prints the sender identification information at the top of each received fax. You can also choose to stamp the incoming fax with your own header information to confirm the date and time that the fax was received. The factory-set default for stamp-received faxes is **Off**.

NOTE: Turning on the stamp-received setting might increase the page size and cause the product to print a second page.

NOTE: This option applies only to received faxes that the product prints.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Stamp faxes**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK to save the selection.

Block or unblock fax numbers

If you do not want to receive faxes from specific people or businesses, you can block as many as 30 fax numbers by using the control panel. When you block a fax number and someone from that number sends you a fax, the control-panel display indicates that the number is blocked, the fax does not print, and the fax is not saved in memory. Faxes from blocked fax numbers appear in the fax activity log with a "discarded" designation. You can unblock blocked fax numbers individually or all at one time.

NOTE: The sender of a blocked fax is not notified that the fax failed.

To print a list of numbers that you have blocked or the fax activity log, see .

Complete the following steps to block or unblock fax numbers by using the control panel:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Block faxes**, and then press OK.

5. To block a fax number, use the arrow buttons to select **Add entry**, and then press OK. Enter the fax number exactly as it appears in the header (including spaces), and then press OK. Enter a name for the blocked number, and then press OK.

   To unblock a single fax number, use the arrow buttons to select **Delete entry**, and then press OK. Use the arrow buttons to select the fax number that you want to delete, and then press OK to confirm the deletions.

   -or-

   To unblock all blocked fax numbers, use the arrow buttons to select **Clear all**, and then press OK. Press OK again to confirm the deletions.

Make an extension telephone available to receive faxes

With this setting turned on, you can alert the product to pick up the incoming fax call by pressing 1-2-3 sequentially on the telephone keypad. The default setting is **On**. Turn this setting off only if you use pulse dialing or if you have a service from your telephone company that also uses the 1-2-3 sequence. The telephone company service does not work if it conflicts with the product.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

4. Use the arrow buttons to select **Extension Phone**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK to save the selection.

Use fax

Fax software

Supported fax programs

The PC fax program that came with the product is the only PC fax program that works with the product. In order to continue to use a PC fax program previously installed on the computer, it must be used with the modem that is already connected to the computer; it will not function through the product modem.

Available cover-page templates

Several business and personal fax cover-page templates are available in the PC Fax Send software program.

NOTE: Cover-sheet templates cannot be altered. While fields within the templates may be edited, the templates themselves are fixed forms.

Customize a fax cover sheet

1. Open the PC Fax Send software program.

2. In the **Fax To** section, provide the recipient fax number, name, and company.

3. In the **Resolution** section, select a resolution setting.

4. In the **Include With Fax** section, select **Cover Page**.

5. Add more information in the **Notes** and **Subject** text boxes.

6. In the **Cover Page Template** drop-down box, select a template, and then select **Pages in Document Tray**.

7. Do one of the following:

    ● Click **Send Now** to send the fax without previewing the cover page.

    ● Click **Preview** to view the cover page prior to sending the fax.

Cancel a fax

Use these instructions to cancel a single fax that is currently dialing or a fax that is being transmitted or received.

Cancel the current fax

Press Cancel on the control panel. Any pages that have not been transmitted are canceled. Pressing Cancel also stops group-dial jobs.

Cancel a pending fax job

Use this procedure to cancel a fax job in the following situations:

- The product is waiting to redial after encountering a busy signal, an unanswered call, or a communication error.

- The fax is scheduled to be sent at a future time.

Use the following steps to cancel a fax job by using the **Fax Job status** menu:

1. On the control panel, press Setup.

2. Press OK to select **Fax Job status**.

3. Use the arrow buttons to scroll through pending jobs until you reach the job that you want to clear.

4. Press OK to select the job that you want to cancel.

5. Press OK to confirm that you want to cancel the job.

Delete faxes from memory

Use this procedure only if you are concerned that someone else has access to your product and might try to reprint faxes from the memory.

△ **CAUTION:** In addition to clearing the reprint memory, this procedure clears any fax that is currently being sent, unsent faxes that are pending redial, faxes that are scheduled to be sent at a future time, and faxes that are not printed or forwarded.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax functions**, and then press OK.

3. Use the arrow buttons to select **Clear saved faxes**, and then press OK.

4. Press OK to confirm the deletion.

Use fax on a DSL, PBX, ISDN, or VoIP system

HP products are designed specifically for use with traditional analog phone services. They are not designed to work on DSL, PBX, ISDN lines, or VoIP services, but they might work with the proper setup and equipment.

📝 **NOTE:** HP recommends discussing DSL, PBX, ISDN, and VoIP setup options with the service provider.

The HP LaserJet product is an analog device that is not compatible with all digital phone environments (unless a digital-to-analog converter is used). HP does not guarantee that the product will be compatible with digital environments or digital-to-analog converters.

DSL

A digital subscriber line (DSL) uses digital technology over standard copper telephone wires. This product is not directly compatible with digital signals. However, if the configuration is specified during DSL setup, the signal can be separated so that some of the bandwidth is used to transmit an analog signal (for voice and fax) while the remaining bandwidth is used to transmit digital data.

NOTE: Not all faxes are compatible with DSL services. HP does not guarantee that the product will be compatible with all DSL service lines or providers.

The DSL modem requires a high-pass filter. The service provider typically provides a low-pass filter, for normal telephone wiring.

NOTE: Contact the DSL provider for more information or for assistance.

PBX

The product is an analog device that is not compatible in all digital phone environments. Digital-to-analog filters or converters may be needed for faxing functionality. If faxing issues occur in a PBX environment, it might be necessary to contact the PBX provider for assistance. HP does not guarantee that the product will be compatible with digital environments or digital-to-analog converters.

Contact the PBX provider for more information and for assistance.

ISDN

Contact the ISDN provider for more information and for assistance.

VoIP

Voice over internet protocol (VoIP) services are often not compatible with fax machines unless the provider explicitly states that it supports fax over IP services.

If the product experiences problems getting a fax to work on a VoIP network, verify that all cables and settings are correct. Decreasing the fax-speed setting might allow the product to send a fax over a VoIP network.

If faxing problems continue, contact the VoIP provider.
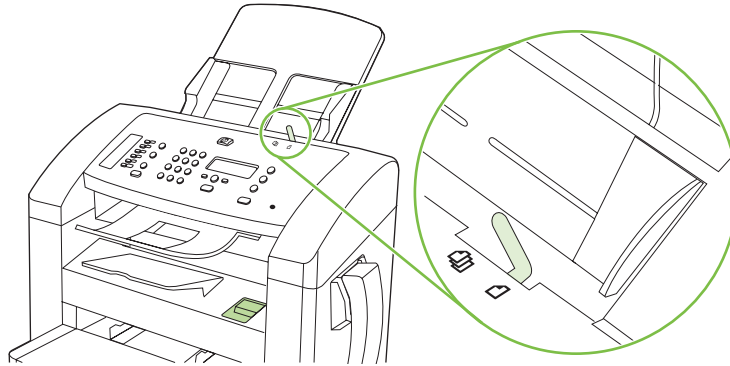
Send a fax

Fax from the automatic document feeder (ADF)

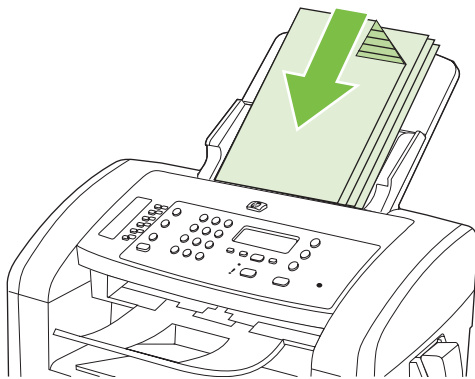**NOTE:** The ADF capacity is up to 30 sheets of 80 g/m^2 or 20 lb media.

CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

1. Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be copied at the bottom of the stack.

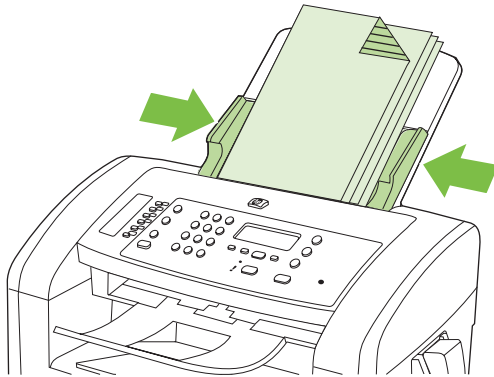2. Make sure that the ADF media lever is set correctly for single-page or multiple-page documents.

3. Slide the stack into the ADF until it does not move any farther.

Document loaded appears on the control-panel display.

4. Adjust the media guides until they are snug against the media.

5. Use the alphanumeric buttons on the control panel to dial the number.

   -or-

   If the fax number you are calling has been assigned to a one-touch key, press that key.

   -or-

   If the fax number you are calling has a speed dial or group-dial entry, press Phone Book, use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press OK.

6. On the control panel, press Start Fax. The product starts the fax job.

Manual dial faxing

Usually, the product dials after you press Start Fax. At times, however, you might want the product to dial each number as you press it. For example, if you are charging your fax call to a calling card, you might need to dial the fax number, wait for the acceptance tone of your telephone company, and then dial the calling card number. When dialing internationally, you might need to dial part of the number and then listen for dial tones before continuing to dial.

Dial manually from the handset

1. Load the document into the ADF.

2. Call the recipient on the handset.

3. When the recipient is ready, press Start Fax on the product control panel.

Send a fax to a group manually (ad hoc faxing)

Use the following instructions to send a fax to a group of recipients that has not been assigned a group-dial entry:

1. Load the document into the automatic document feeder (ADF) input tray.

2. Use the alphanumeric buttons.

   -or-

   If the fax number that you are calling has been assigned a speed-dial entry, press Phone Book, use the alphanumeric buttons to specify the speed-dial entry, and then press OK.

3. Press OK.

4. To continue dialing numbers, repeat steps 2 and 3.

   -or-

   If you are finished dialing numbers, go to the next step.

5. Press Start Fax.

6. If you have more pages to scan, press 1 to select **Yes**, and then repeat step 5 for each page of the fax job.

   -or-

   If you are finished, press 2 to select **No**.

The product sends the fax to each fax number. If a number in the group is busy or does not answer, the product redials that number based on the redial setting. If all redial attempts fail, the product updates the fax activity log by adding the error, and then it proceeds to the next number in the group.

Redial manually

1. Load the document into the automatic document feeder (ADF) input tray.

2. On the control panel, press Redial.

3. Press Start Fax.

4. If you have more pages to scan, press 1 to select **Yes**, and then repeat step 3 for each page of the fax job.

   -or-

   If you are finished, press 2 to select **No**.

The product sends the fax to the number that it redialed. If the number is busy or does not answer, the product redials the number based on its redial setting. If all redial attempts fail, the product updates the fax activity log by adding the error.

Use speed dials and group-dial entries

Send a fax by using a speed dial

1. Load the document into the automatic document feeder (ADF) input tray.

2. Press the one-touch key for the speed dial.

   -or-

   Press Phone Book, use the alphanumeric buttons to specify the speed-dial entry, and then press OK.

3. Press Start Fax.

4. If you have more pages to scan, press 1 to select **Yes**, and then repeat step 3 for each page of the fax job.

   -or-

   If you are finished, press 2 to select **No**.

When the last page of the fax has exited the product, you can start sending another fax, copying, or scanning.

You can assign a speed dial to numbers that you use regularly. See . If you have electronic phone books available, you might be able to use them to select recipients. Electronic phone books are generated by using third-party software programs.

Send a fax by using a group-dial entry

1. Load the document into the automatic document feeder (ADF) input tray.

2. Press the one-touch key for the group.

   -or-

   Press Phone Book, use the alphanumeric buttons to specify the group-dial entry, and then press OK.

3. Press Start Fax.

4. If you have more pages to scan, press 1 to select **Yes**, and then repeat step 3 for each page of the fax job.

   -or-

If you are finished, press 2 to select **No**.

The product scans the document into memory and sends the fax to each number specified. If a number in the group is busy or does not answer, the product redials the number based on its redial setting. If all redial attempts fail, the product updates the fax activity log with the error and proceeds to the next number in the group.

Send a fax from the software

This section contains basic instructions for sending faxes by using the software that came with the product. All other software-related topics are covered in the software Help, which can be opened from the software-program **Help** menu.

You can fax electronic documents from a computer if you meet the following requirements:

- The product is connected directly to the computer.

- The product software is installed on the computer.

- The computer operating system is Microsoft Windows XP, Windows Vista, Mac OS X v10.3, or Mac OS X v10.4.

Send a fax from the software (Windows XP or Vista)

The procedure to send a fax varies according to your specifications. The most typical steps follow.

1. Click **Start**, click **Programs** (or **All Programs** in Windows XP), and then click **Hewlett-Packard**.

2. Click the product name, and then click **Send fax**. The fax software appears.

3. Enter the fax number of one or more recipients.

4. Load the document in the automatic document feeder (ADF) input tray.

5. Include a cover page. (This step is optional.)

6. Click **Send Now**.

Send a fax from the software (Mac OS X v10.3)

1. Load the document into the automatic document feeder (ADF) input tray.

2. Open HP Director and click **Fax**. The fax software appears.

3. Select **Fax** from the **Print** dialog.

4. Enter the fax number of one or more recipients.

5. Include a cover page (this step is optional).

6. Click **Fax**.

Send a fax from the software (Mac OS X v10.4)

Using Mac OS X v10.4, you can choose between two methods of sending faxes from the product software.

To send a fax by using HP Director complete the following steps:

1. Load the document into the automatic document feeder (ADF) input tray.

2. Open HP Director by clicking the icon in the dock, and then click **Fax**. The Apple print dialog appears.

3. Select **Fax PDF** from the **PDF** pop-up menu.

4. Enter the fax number of one or more recipients under **To**.

5. Select the product under **Modem**.

6. Click **Fax**.

To send a fax by printing to a fax driver, complete the following steps:

1. Open the document that you want to fax.

2. Click **File** and then click **Print**.

3. Select **Fax PDF** from the **PDF** pop-up menu.

4. Enter the fax number of one or more recipients under **To**.

5. Select the product under **Modem**.

6. Click **Fax**.

Send a fax from a third-party software program, such as Microsoft Word (all operating systems)

1. Open a document in a third-party program.

2. Click the **File** menu, and then click **Print**.

3. Select the fax print driver from the printer driver drop-down list. The fax software appears.

4. Complete one of the following procedures:

   - **Windows**

     a. Enter the fax number of one or more recipients.

     b. Include a cover page. (This step is optional.)

     c. Include any pages loaded at the product. (This step is optional.)

     d. Click **Send Now**.

   - **Macintosh**

     a. **Mac OS X v10.3:** Select **Fax** from the **Print** dialog.

        -or-

        Mac OS X v10.4: Select **Fax PDF** from the **PDF** pop-up menu.

     b. Enter the fax number of one or more recipients.

     c. **Mac OS X v10.3:** Include a cover page (this step is optional).

        -or-

        Mac OS X v10.4: Select the product under **Modem**.

     d. Click **Fax**.

Send a fax by dialing from a downstream phone

Occasionally, you might want to dial a fax number from a telephone that is connected to the same line as the product. For example, if you are sending a fax to a person whose device is in the manual receive mode, you can precede the fax with a voice call to let that person know that the fax is coming.

NOTE: The telephone must be connected to the product "telephone" port (▭).

1. Load the document into the automatic document feeder (ADF) input tray.

2. Pick up the handset of a telephone that is connected to the same line as the product. Dial the fax number by using the telephone keypad.

3. When the recipient answers, instruct the person to start the fax machine.

4. When you hear the fax tones, press Start Fax, wait until **Connecting** appears on the control-panel display, and then hang up the telephone.

Send a delayed fax

Use the product control panel to schedule a fax to be sent automatically at a future time to one or more people. When this procedure is completed, the product scans the document into memory and then returns to the Ready state.

NOTE: If the product cannot transmit the fax at the scheduled time, that information is indicated on the fax error report (if that option is turned on) or recorded in the fax activity log. The transmittal might not be initiated because the fax-sending call is not answered, or because a busy signal stops the redial attempts.

If a fax has been scheduled to be sent at a future time but it requires updating, send the additional information as another job. All faxes that are scheduled to go to the same fax number at the same time are delivered as individual faxes.

1. Load the document into the automatic document feeder (ADF) input tray.

2. On the control panel, press Setup.

3. Use the arrow buttons until **Fax functions** appears, and then press OK.

4. Use the arrow buttons until **Send fax later** appears, and then press OK.

5. Use the alphanumeric buttons to enter the time.

6. If the product is set to the 12-hour time mode, use the arrow buttons to move the cursor past the fourth character to set A.M. or P.M. Select **1** for A.M. or select **2** for P.M., and then press OK.

    -or-

    If the product is set to the 24-hour time mode, press OK.

7. Use the alphanumeric buttons to enter the date, and then press OK.

    -or-

    Accept the default date by pressing OK.

8. Enter the fax number, enter the speed dial, or press the one-touch key.

> **NOTE:** This feature does not support undefined (ad hoc) groups.

9. Press OK or Start Fax. The product scans the document into memory and sends it at the designated time.

Use access codes, credit cards, or calling cards

To use access codes, credit cards, or calling cards, dial manually to allow for pauses and dialing codes. See Manual dial faxing on page 101.

Send faxes internationally

To send a fax to an international destination, dial manually to allow for pauses and international dialing codes. See Manual dial faxing on page 101.

Receive a fax

When the product receives a fax transmission, it prints the fax (unless the private-receive feature is enabled) and also stores it automatically to flash memory.

Print a stored fax (when private receive feature is on)

To print stored faxes, you must provide the private-receive PIN. Once the product prints the stored faxes, the faxes are deleted from memory.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the alphanumeric buttons to enter the product security PIN, and then press OK.

4. Use the arrow buttons to select **Fax Recv. setup**, and then press OK.

5. Use the arrow buttons to select **Private receive**, and then press OK.

6. Use the arrow buttons to select **Print faxes**, and then press OK.

Reprint a fax

If you want to reprint a fax because the print cartridge was empty or if the fax was printed on the wrong type of media, you can try to reprint it. The amount of memory that is available determines the actual number of faxes that are stored for reprinting. The most recent fax prints first; the oldest fax that is in storage prints last.

These faxes are stored continuously. Reprinting them does not clear them from the memory. To clear these faxes from the memory, see Delete faxes from memory on page 98.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax functions**, and then press OK.

3. Use the arrow buttons to select **Reprint last**, and then press OK. The product begins reprinting the most recently printed fax.

> **NOTE:** To stop the printing at any time, press Cancel.

> △ **CAUTION:** If the **Reprint faxes** setting is set to **Off**, misprinted or faded faxes cannot be reprinted.

Receive a fax when the handset rings

1. Answer the phone.

2. If you hear fax tones, wait for the product to pick up the fax.

3. After the line becomes silent, hang up the handset.

Receive faxes when fax tones are audible on the phone line

If you have a telephone line that receives both fax and telephone calls, and you hear fax tones when you answer the telephone, you can start the receiving process in one of two ways:

● If you are close to the product, press Start Fax on the control panel.

● If not, press 1-2-3 in sequence on the telephone keypad, listen for fax transmission sounds, and then hang up.

NOTE: In order for the second method to work, the extension telephone setting must be set to **Yes**. See Make an extension telephone available to receive faxes on page 96 to check or change the setting.

View a fax that was sent to your computer

In order to view faxes on a computer, the product must be configured to receive faxes to the computer. See Set up the computer to receive faxes on page 93.

1. Open HP Toolbox.

2. Select the product.

3. Click **Fax**.

4. Click **Fax Receive Log**.

5. In the **Fax Image** column, click the "view" link of the fax that you want to view.

NOTE: Receiving faxes by using a computer is not supported for Macintosh.

Solve fax problems

Fax error messages

Alert and warning messages appear temporarily and might require the user to acknowledge the message by pressing OK to resume or by pressing Cancel to cancel the job. With certain warnings, the job might not complete or the print quality might be affected. If the alert or warning message is related to printing and the auto-continue feature is on, the product will attempt to resume the printing job after the warning has appeared for 10 seconds without acknowledgement.

Alert and warning message tables

Table 10-1 Alert and warning messages

Control panel message	Description	Recommended action
Comm. error	A fax communication error occurred between the product and the sender or receiver.	Allow the product to retry sending the fax. Unplug the product telephone cord from the wall, plug in a telephone, and try making a call. Plug the product phone cord into a jack for another phone line.
		Try a different phone cord.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Fax delayed – Send memory full	Fax memory is full.	Cancel the fax by pressing OK or Cancel. Resend the fax. You might need to send the fax in multiple sections if the error occurs again.
Fax is busy Canceled send	The fax line to which you were sending a fax was busy. The product has canceled sending the fax.	Call the recipient to ensure that the fax machine is on and ready.
		Check that you are dialing the correct fax number.
		Check that the **Redial if busy** option is enabled.
		Check for a dial tone on the phone line by pressing Start Fax.
		Make sure that the phone is working by disconnecting the product, plugging in a telephone to the phone line, and making a voice call.
		Plug the product phone cord into a jack for another phone line, and then try sending the fax again.
		Try a different phone cord.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Fax is busy Redial pending	The fax line to which you were sending a fax was busy. The product automatically redials the busy number. See Set autoredial on page 88.	Allow the product to retry sending the fax.
		Call the recipient to ensure that the fax machine is on and ready.

Table 10-1 Alert and warning messages (continued)

Control panel message	Description	Recommended action
		Check that you are dialing the correct fax number.
		Check for a dial tone on the phone line by pressing Start Fax.
		Make sure that the phone is working by disconnecting the product, plugging in a telephone to the phone line, and making a voice call.
		Plug the product phone cord into a jack for another phone line, and try sending the fax again.
		Try a different phone cord.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Fax memory full Canceling recv.	During the fax transmission, the product ran out of memory. Only the pages that fit into memory will be printed.	Print all of the faxes, and then have the sender resend the fax. Have the sender divide the fax job into multiple jobs before resending. Cancel all fax jobs or clear the faxes from memory. See Delete faxes from memory on page 98.
Fax memory full Canceling send	During the fax job, the memory filled. All pages of the fax have to be in memory for a fax job to work correctly. Only the pages that fit into memory were sent.	Print all received faxes or wait until all pending faxes are sent.
		Ask the sender to send the fax again.
		Cancel all fax jobs or clear the faxes from memory. See Delete faxes from memory on page 98.
Fax recv. error	An error occurred while trying to receive a fax.	Ask the sender to resend the fax.
		Try faxing back to the sender or another fax machine.
		Check for a dial tone on the phone line by pressing Start Fax.
		Check that the telephone cord is securely connected by unplugging and replugging the cord.
		Make sure that you are using the telephone cord that came with the product.
		Make sure that the phone is working by disconnecting the product, plugging in a telephone to the phone line, and making a voice call.
		Decrease the fax speed. See Change the fax speed on page 116. Ask the sender to resend the fax.
		Turn off error-correction mode. See Set the fax-error-correction mode on page 115. Ask the sender to resend the fax.

Table 10-1 Alert and warning messages (continued)

Control panel message	Description	Recommended action
		Connect the product to a different phone line.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Fax Send error	An error occurred while trying to send a fax.	Try resending the fax.
		Try faxing to another fax number.
		Check for a dial tone on the phone line by pressing Start Fax.
		Check that the telephone cord is securely connected by unplugging and replugging the cord.
		Make sure that you are using the telephone cord that came with the product.
		Make sure that the phone is working by disconnecting the product, plugging in a telephone to the phone line, and making a voice call.
		Connect the product to a different phone line.
		Set the fax resolution to **Standard** instead of the default of **Fine**. See Set resolution settings on page 89.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Group dial not allowed in group	The speed-dial code that you typed is programmed for a group. Adding a group-dial to another group-dial is not allowed.	Add one-touch buttons (programmed as an individual speed dial) or speed-dial codes to a group-dial.
Invalid entry	Invalid data or response.	Correct the entry.
No Dial Tone	The product could not detect a dial tone.	Check for a dial tone on the phone line by pressing Start Fax.
		Unplug the telephone cord from both the product and the wall and replug the cord.
		Make sure that you are using the telephone cord that came with the product.
		Unplug the product telephone cord from the wall, plug in a telephone, and try making a voice call.
		Make sure that the phone cord from the wall telephone jack is plugged into the line out (▽) port.
		Plug the product phone cord into a jack for another phone line. See Connect to a telephone line on page 77.

Table 10-1 Alert and warning messages (continued)

Control panel message	Description	Recommended action
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
No document sent	The product did not scan any pages, or it did not receive any pages from the computer to transmit a fax.	Try sending the fax again.
No fax answer Redial pending	The receiving fax line did not answer. The product attempts to redial after a few minutes.	Allow the product to retry sending the fax.
		Call the recipient to ensure that the fax machine is on and ready.
		Check that you are dialing the correct fax number.
		If the product continues to redial, unplug the product telephone cord from the wall, plug in a telephone, and try making a voice call.
		Make sure that the phone cord from the wall telephone jack is plugged into the line out (⬇) port.
		Plug the product phone cord into a jack for another phone line.
		Try a different phone cord.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
No fax answer. Canceled send	Attempts to redial a fax number failed, or the "Redial-no answer" option was turned off.	Call the recipient to ensure that the fax machine is on and ready.
		Check that you are dialing the correct fax number.
		Check that the redial option is enabled.
		Unplug the telephone cord from both the product and the wall and replug the cord.
		Unplug the product telephone cord from the wall, plug in a telephone, and try making a voice call.
		Make sure that the phone cord from the wall telephone jack is plugged into the line out (⬇) port.
		Plug the product phone cord into a jack for another phone line.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
No fax detected	The product answered the incoming call but did not detect that a fax machine was calling.	Allow the product to retry receiving the fax.
		Try a different phone cord.

Table 10-1 Alert and warning messages (continued)

Control panel message	Description	Recommended action
		Plug the product phone cord into a jack for another phone line.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

Fax memory is retained when there is a loss of power

The HP LaserJet M1319 MFP flash memory protects against data loss when a power failure occurs. Other fax devices store fax pages in either normal RAM or short-term RAM. Normal RAM immediately loses data when power is lost, while short-term RAM loses data about 60 minutes after a power failure occurs. Flash memory can maintain its data for years without power applied.

Fax logs and reports

Use the following instructions to print fax logs and reports:

Print all fax reports

Use this procedure to print all of the following reports at one time:

- Fax activity log

- Phone book report

- Configuration report

- Block-fax list

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select **All fax reports**, and then press OK. The product exits the menu settings and prints the reports.

Print individual fax reports

Use the control panel to print the following fax logs and reports:

- **Last call report:** Provides information about the last fax sent from or received at the product.

- **Fax activity log:** Provides a chronological history of the last 40 faxes that were received, sent, or deleted, and any errors that occurred.

- **Phone book report:** Lists the fax numbers that are assigned to the phone book entries, including speed dials and group-dial entries.

- **Block-fax list:** Lists the fax numbers that are blocked from sending faxes to the product.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select the report to be printed, and then press OK. The product exits the menu settings and prints the report.

📝 **NOTE:** If you selected **Fax Activity log** and pressed OK, press OK again to select **Print log now**. The product exits the menu settings and prints the log.

Set the fax activity log to print automatically

You can decide whether or not you want the fax log to print automatically after every 40 entries. The factory-set default is **On**. Use the following steps to set the fax activity log to print automatically:

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select **Fax Activity log**, and then press OK.

5. Use the arrow buttons to select **Auto Log Print**, and then press OK.

6. Use the arrow buttons to select **On**, and then press OK to confirm the selection.

Set the fax error report

A fax error report is a brief report that indicates the product experienced a fax job error. It can be set to print after the following events:

- Every fax error (the factory-set default)
- Send fax error
- Receive fax error
- Never

📝 **NOTE:** If you select **Never**, you will have no indication that a fax failed to be transmitted unless you print a fax activity log.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select **Fax Error report**, and then press OK.

5. Use the arrow buttons to select the option for when you want the fax error reports to be printed.

6. Press OK to save the selection.

Set the fax confirmation report

A confirmation report is a brief report that indicates the product successfully sent or received a fax job. It can be set to print after the following events:

● Every fax job

● Send fax

● Receive fax

● Never (the factory-set default)

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select **Fax Confirmation**, and then press OK.

5. Use the arrow buttons to select the option for when you want the fax error reports to be printed.

6. Press OK to save the selection.

Include the first page of each fax on the fax confirmation, fax error, and last call reports

If this option is turned on and the page image still exists in the product memory, the fax configuration, fax error, and last call reports include a thumbnail (50% reduction) of the first page of the most recent fax that was sent or received. The factory-set default for this option is **On**.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Reports**, and then press OK.

3. Use the arrow buttons to select **Fax Reports**, and then press OK.

4. Use the arrow buttons to select **Include 1st page**, and then press OK.

5. Use the arrow buttons to select **On**, and then press OK to confirm the selection.

Change error correction and fax speed

Set the fax-error-correction mode

Usually, the product monitors the signals on the telephone line while it is sending or receiving a fax. If the product detects an error during the transmission and the error-correction setting is **On**, the product can request that the portion of the fax be resent. The factory-set default for error correction is **On**.

You should turn off error correction only if you are having trouble sending or receiving a fax, and you are willing to accept the errors in the transmission. 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.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **All faxes**, and then press OK.

4. Use the arrow buttons to select **Error correction**, and then press OK.

5. Use the arrow buttons to select **On** or **Off**, and then press OK to save the selection.

Change the fax speed

The fax-speed setting is the modem protocol that the product uses to send faxes. It is the worldwide standard for full-duplex modems that send and receive data across telephone lines at up to 33,600 bits per second (bps). The factory-set default for the fax-speed setting is **High (V.34)**.

You should change the setting only if you are having trouble sending a fax to or receiving a fax from a particular device. Decreasing the fax speed 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.

1. On the control panel, press Setup.

2. Use the arrow buttons to select **Fax setup**, and then press OK.

3. Use the arrow buttons to select **All faxes**, and then press OK.

4. Use the arrow buttons to select **Fax Speed**, and then press OK.

5. Use the arrow buttons to select a speed setting, and then press OK.

Problems sending faxes

Problem	Cause	Solution
The document stops feeding in the middle of faxing.	The maximum length of a page that you can load is 381 mm (15 inches). Faxing of a longer page stops at 381 mm (15 inches).	Print the document on shorter media. If no jam exists and less than one minute has elapsed, wait a moment before pressing Cancel. If a jam exists, remove the jam. Then, resend the job.
	If the item is too small, it can jam inside the automatic document feeder (ADF).	The minimum page size for the ADF is 148 x 105 mm (5.83 x 4.13 inches). If a jam exists, remove the jam. Then, resend the job.
Faxes stop during sending.	The receiving fax machine might be malfunctioning.	Try sending to another fax machine.
	The telephone line might not be working.	Do one of the following: ● Turn up the volume on the product, and then press Start Fax on the control panel. If you hear a dial tone, the telephone line is working. ● Disconnect the product from the jack in the wall, and then connect a telephone to the jack. Try to make a telephone call to verify that the telephone line is working.
	A communication error might be interrupting the fax job.	Change the redial-on-communication-error setting to **On**.

Problem	Cause	Solution
The product is receiving faxes but is not sending them.	If the product is on a digital system, the system might be generating a dial tone that the product cannot detect.	Disable the detect-dial-tone setting. If the error persists, contact the system service provider.
	A poor telephone connection might exist.	Try again later.
	The receiving fax machine might be malfunctioning.	Try sending to another fax machine.
	The telephone line might not be working.	Do one of the following: ● Turn up the volume on the product and press Start Fax on the control panel. If a dial tone exists, the telephone line is working. ● Disconnect the product from the telephone jack and connect a telephone. Try to make a telephone call to verify that the telephone line is working.
Outgoing fax calls continue to be dialed.	The product automatically redials a fax number if the redial options are set to **On**.	To stop the product from redialing a fax, press Cancel. Or change the redial setting.
Sent faxes are not arriving at the receiving fax machine.	The receiving fax machine might be off or might have an error condition, such as being out of paper.	Call the recipient to verify that the fax machine is on and ready to receive faxes.
	The originals might be incorrectly loaded.	Verify that the original documents are correctly loaded into the ADF input tray.
	A fax might be in memory because it is waiting to redial a busy number, other jobs that are ahead of it are waiting to be sent, or the fax is set up for a delayed send.	If a fax job is in memory for any of these reasons, an entry for the job appears in the fax log. Print the fax activity log and check the **Status** column for jobs that show a **Pending** designation.
The control panel shows a low-memory error.	The fax might be too large, or the resolution might be too high.	Try one of the following: ● Divide a large fax into smaller sections, and then fax them individually. ● Clear stored faxes to make more memory available for outgoing faxes. ● Configure the outgoing fax as a delayed fax, and then verify that it will send completely. ● Make sure that the product is using the lowest resolution setting (**Standard**).

Problems receiving faxes

Use the table in this section to solve problems that might occur when receiving faxes.

NOTE: Use the fax cord that came with the product in order to ensure that the product functions correctly.

Problem	Cause	Solution
The product cannot receive faxes from an extension telephone.	The extension-telephone setting might be disabled.	Change the extension-telephone setting.
	The fax cord might not be securely connected.	Verify that the fax cord is securely connected between the telephone jack and the product (or another device that is connected to the product). Press 1-2-3 in sequence, wait for three seconds, and then hang up.
	The product dialing mode might be incorrectly set, or the extension phone might be incorrectly set.	Verify that the product dialing mode is set to **Tone**. Verify that the extension phone is set up for tone dialing as well.
The product is not answering incoming fax calls.	The answer mode might be set to **Manual**.	If the answer mode is set to **Manual**, the product does not answer calls. Start the fax-receiving process manually.
	The rings-to-answer setting might not be set correctly.	Check the rings-to-answer setting to verify that it is set properly.
	The answer-ring pattern feature might be turned on, but you do not have the service, or you do have the service and the feature is not set correctly.	Check the answer-ring pattern feature to verify that it is set properly.
	The fax cord might not be correctly connected, or the fax cord is not working.	See the getting started guide to check the installation. Verify that you are using the fax cord that came with the product.
	The product might not be able to detect incoming fax tones because the answering machine is playing a voice message.	Re-record the answering machine message, leaving at least two seconds of silence at the beginning of the message.
	Too many devices might be connected to the telephone line.	Do not attach more than three devices to the line. Remove the last device that was connected and determine whether the product works. If not, continue removing devices one at a time and retry after removing each one.
	The telephone line might not be working.	Do one of the following: ● Increase the volume on the product, and then press Start Fax on the control panel. If a dial tone exists, the telephone line is working. ● Disconnect the product from the telephone jack, and then connect a telephone. Try to make a telephone call to verify that the telephone line is working.

Problem	Cause	Solution
The product is not answering incoming fax calls.	A voice-messaging service might be interfering with the product as it attempts to answer calls.	Do one of the following: ● Disable the messaging service. ● Get a telephone line that is dedicated to fax calls. ● Set the product answer mode to **Manual**. In manual mode, you must start the fax-receive process yourself. ● Leave the product set to automatic mode and lower the rings-to-answer setting for the product to a number less than the rings-to-answer setting for the voice mail. The product will answer all incoming calls.
	The product might be out of paper and the memory is full.	Refill the media input tray. Press OK. The product prints all of the faxes it has saved in memory and then resumes answering fax calls.
Faxes are not printing.	The media input tray is empty.	Load media. Any faxes that are received while the input tray is empty are stored in memory and will print after the tray has been refilled.
	The receive-to-PC option might be selected, and faxes are being received by the computer.	Check to determine whether the computer is receiving faxes.
	The product has encountered an error.	Check the control panel for an error message, and then see Fax error messages on page 109.
Faxes are printing on two pages instead of one.	The autoreduction setting might not be set correctly.	Turn on the autoreduction setting.
	The incoming faxes might have been sent on larger media.	Adjust the autoreduction setting to allow larger pages to be printed on one page.
Received faxes are too light, are blank, or have poor print quality.	The product ran out of toner while printing a fax.	The product stores the most recently printed faxes. (The amount of memory that is available determines the actual number of faxes stored for reprinting.) As soon as possible, replace the print cartridge, and then reprint the fax.
	The fax that was sent was too light.	Contact the sender and have the sender resend the fax after altering the contrast settings.

Performance problems

Problem	Cause	Solution
Faxes are transmitting or being received very slowly.	The fax might be very complex, such as one with many graphics.	Complex faxes take longer to be sent or received. Breaking longer faxes into multiple jobs and decreasing the resolution can increase the transmission speed.
	The receiving fax machine might have a slow modem speed.	The product sends the fax only at the fastest modem speed that the receiving fax machine can accept.
	The resolution at which the fax was sent or is being received might be very high.	To receive the fax, call and ask the sender to lower the resolution and resend the fax. To send the fax, lower the resolution and resend the fax.
	The telephone line might be experiencing line noise.	Hang up and resend the fax. Have the telephone company check the telephone line. If the fax is being sent via a digital phone line, contact the service provider.
	The fax is being sent via an international call.	Allow more time to transmit fax jobs internationally.
	The original document has a colored background.	Reprint the original document with a white background, and then resend the fax.
The fax activity logs or fax call reports are printing at inappropriate times.	The fax activity log or fax call reports settings are not correct.	Print a configuration page and check when the reports print.
The product sounds are too loud or too soft.	The volume setting might not be adjusted correctly.	Adjust the product volume setting.

11 Manage and maintain the product

- Information pages
- Use the HP Toolbox software
- Manage supplies

Information pages

Information pages reside within the product memory. These pages help diagnose and solve problems with the product.

NOTE: If the product language was not correctly set during installation, you can set the language manually so the information pages print in one of the supported languages. Change the language by using the **System setup** menu on the control panel. See Control panel on page 9.

Page description	How to print the page
Configuration page Shows the current settings and product properties.	1. On the product control panel, press Setup. 2. Use the arrow buttons to select **Reports**, and then press OK. 3. Use the arrow buttons to select **Config report**, and then press OK. A second page also prints. On that page, the **Fax Settings** section provides details about the product fax settings.
Demo page Contains examples of text and graphics.	1. On the product control panel, press Setup. 2. Use the arrow buttons to select **Reports**, and then press OK. 3. Use the arrow buttons to select **Demo page**, and then press OK.
Menu map Shows the control-panel menus and available settings.	1. On the product control panel, press Setup. 2. Use the arrow buttons to select **Reports**, and then press OK. 3. Use the arrow buttons to select **Menu structure**, and then press OK.
Fax reports	For information about fax logs and reports, see Fax logs and reports on page 113.

Use the HP Toolbox software

Perform a full software installation in order to use the HP Toolbox.

HP Toolbox is a software program that you can use for the following tasks:

- Check the product status.
- Configure the product settings.
- Configure pop-up-alert messages.
- View troubleshooting information.
- View online documentation.

View HP Toolbox

Open HP Toolbox in one of these ways:

- In the Windows system tray, double-click the product icon ().
- On the Windows **Start** menu, click **Programs** (or **All Programs** in Windows XP), click **HP**, click **HP LaserJet M1319**, and then click **HP Toolbox**.

The HP Toolbox software contains the following sections for each product in the Devices window:

- **Status**
- **Fax**

In addition to these sections, every page contains the following common elements:

- **Shop for Supplies**.
- **Other links**.

Status

The **Status** folder contains links to the following main pages:

● **Device Status**. View product status information. This page indicates product conditions such as a jam or an empty tray. After you correct a product problem, click **Refresh status** to update the product status.

Fax

Use the HP Toolbox **Fax** tab to perform fax tasks from your computer. The **Fax** tab contains links to the following main pages:

- **Fax Tasks**. Perform such tasks as sending a fax or clearing the fax memory, or set the fax receive mode.

- **Fax Phone Book**. Add, edit, or delete entries in the all-in-one phone book.

- **Fax Send Log**. View all of the recent faxes that have been sent from the all-in-one.

- **Fax Receive Log**. View all of the recent faxes that have been received by the all-in-one.

- **Fax Data Properties**. Manage the space used to store faxes on a computer. These settings apply only if you have chosen to send or receive faxes remotely from a computer.

Fax tasks

The following three options are available when receiving a fax:

- Print the fax. You can also select an option to have a message appear on your computer to notifying you when the fax was printed.

- Receive the fax on your computer. You can also select an option to have a message appear on your computer to notifying you when the fax arrives. If the fax machine is connected to multiple computers, only one computer can be designated to receive faxes.

- Forward the fax to another fax machine.

NOTE: You must click **Apply** before the changes take effect.

Fax phone book

Use the HP Toolbox Fax phone book to add and remove individuals or groups on your speed-dial list, import phone books from a variety of sources, and update and maintain your contact list.

- To add an individual contact to your speed-dial list, select the check box next to the speed dial number that you want to specify. Type the contact name in the **Contact name** window. Type the fax number in the **Fax number** window. Click **Add/Edit**.

- To add a group of contacts to your speed-dial list, select the check box next to the speed-dial number that you want to specify. Click **New/Edit Group**. Double-click a contact name from the list on the left to move it to the group list on the right, or select a name on the left and then click the appropriate arrow to move it to the group list on the right. You can also use those two methods to move names from right to left. When you have created a group, type a name in the **Group name** window, and then click **OK**.

- To edit an existing individual speed-dial entry, click anywhere on the row containing the contact name to select it, type changes in the appropriate windows, and then click **Add/Edit**. You can also make changes directly in the phone book directory list by clicking the entry and typing your changes. Make sure that you do not have a check mark in the **Select** column.

- To edit an existing group-speed-dial entry, click anywhere on the row containing the group name to select it, and then click **New/Edit Group**. Make any required changes, and then click **OK**. You can make changes to the name of the group directly in the phone book directory list by clicking the entry and typing your changes. Make sure that you do not have a check mark in the **Select** column.

- To delete an entry from the speed-dial list, select the item and then click **Delete**.

- To move speed dial entries, you can select the entry and then click **Move**, or you can select **Move** and then specify the entry in the dialog box. Either select **Next empty row** or specify the number of the row where you want to move the entry.

  NOTE: If you specify a row that is occupied, the new entry will overwrite the existing entry.

- To import contacts from a phone book that exists in Lotus Notes, Outlook, or Outlook Express, click **Import Phone Book**. Select the appropriate software program, navigate to the appropriate file, and then click **OK**. You can also select individual entries from the phone book instead of importing the entire phone book.

- To select all of the entries in your speed-dial list, click the **Select** column heading.

In addition to numerical digits, the following are valid characters for fax numbers:

- (

-)

- +

- -

- *

- #

- R

- W

- .

- ,

- <space>

NOTE: You must click **Apply** before the changes take effect.

Fax send log

The HP Toolbox Fax send log lists all recently sent faxes and information about them, including the date and time sent, job number, fax number, page count, and the results.

When you send a fax from a computer that is connected to the all-in-one, the fax contains a **View** link. Clicking this link opens a new page that provides information about the fax.

Click any column heading in the Fax send log to re-sort the information in that column in ascending or descending order.

The Results column provides the status of the fax. If the fax attempt was unsuccessful, this column provides a description of why the fax was not sent.

NOTE: You must click **Apply** before the changes take effect.

Fax receive log

The HP Toolbox Fax receive log provides a list of all recently received faxes and information about them including the date and time received, job number, fax number, page count, results, and an abbreviated fax image.

When you receive a fax on a computer that is connected to the all-in-one, the fax contains a **View** link. Clicking this link opens a new page that provides information about the fax.

Click on any column heading in the Fax receive log to re-sort the information in that column in ascending or descending order.

The Results column provides the status of the fax. If the fax attempt was unsuccessful, this column provides a description of why the fax was not received.

NOTE: You must click **Apply** before the changes take effect.

Shop for Supplies

This button, at the top of each page, links to a Web site where you can order replacement supplies. You must have Internet access to use this feature.

Other Links

This section contains links that connect you to the Internet. You must have Internet access in order to use any of these links. If you use a dial-up connection and did not connect when you first opened the HP Toolbox, you must connect before you can visit these Web sites. Connecting might require that you close the HP Toolbox and reopen it.

- **HP Instant Support**. Connects to the HP Instant Support Web site.

- **Product Support**. Connects to the support site for the product where you can search for help with a specific problem.

- **Shop for Supplies**. Order supplies at the HP Web site.

- **Product Registration**. Connects to the HP product registration Web site.

Manage supplies

Check and order supplies

You can check the supplies status by using the product control panel, printing a supplies status page, or viewing HP Toolbox. Hewlett-Packard recommends that you place an order for a replacement print cartridge when Low message for a print cartridge first appears. Use a new, authentic HP print cartridge to obtain the following types of supplies information:

- Amount of cartridge life remaining

- Estimated number of pages remaining

- Number of pages printed

- Other supplies information

NOTE: You can set HP Toolbox to notify you when supplies are low.

Check supplies status by using the control panel

Check the product control panel, which indicates when a print cartridge is low or empty. The control panel also indicates when a non-HP print cartridge is first installed.

If the supplies levels are low, you can order supplies through a local HP dealer, by telephone, or online. See Accessories and ordering information on page 167 for part numbers. Go to www.hp.com/go/ljsupplies to order online.

Store supplies

Follow these guidelines for storing print cartridges:

●   Do not remove the print cartridge from its package until you are ready to use it.

△ **CAUTION:**   To prevent damage, do not expose the print cartridge to light for more than a few minutes.

●   See Environmental specifications on page 175 for operating and storage temperature ranges.

●   Store the supply in a horizontal position.

●   Store the supply in a dark, dry location away from heat and magnetic sources.

HP policy on non-HP supplies

Hewlett-Packard Company cannot recommend the use of non-HP supplies, either new or remanufactured. Because they are not HP products, HP cannot influence their design or control their quality. Service or repairs required as a result of using a non-HP supply will *not* be covered under the warranty.

HP fraud hotline

Call the HP fraud hotline if the product or HP Toolbox indicates that the print cartridge is not an HP print cartridge and you think that it is genuine. HP will help determine if the product is genuine and take steps to resolve the problem.

The print cartridge might not be a genuine HP one if you notice the following issues:

●   You are experiencing a large number of problems with the print cartridge.

●   The print cartridge does not look like it usually does (for example, the pull tab or the box is different).

In the United States, call toll-free: 1-877-219-3183.

Outside the United States, you can call collect. Dial the operator and ask to place a collect call to this telephone number: 1-770-263-4745. If you do not speak English, a representative at the HP fraud hotline who speaks your language will assist you. Or, if someone who speaks your language is not available, a language line interpreter will connect approximately one minute after the beginning of the call. The language line interpreter is a service that will translate between you and the representative for the HP fraud hotline.

Recycle supplies

To install a new HP print cartridge, follow the instructions that are included in the box that contains the new supply, or see the getting started guide.

To recycle supplies, place the used supply in the box in which the new supply arrived. Use the enclosed return label to send the used supply to HP for recycling. For complete information, see the recycling guide that is included with each new HP supply item. See HP LaserJet print supplies on page 179 for more information about HP's recycling program.

Redistribute toner

If faded or light areas appear on the printed page, you might be able to temporarily improve print quality by redistributing the toner.

1. Remove the print cartridge from the printer.

2. To redistribute the toner, gently rock the print cartridge from front to back.

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

3. Reinsert the print cartridge into the printer, and close the print cartridge door. If the print is still light or unacceptable, install a new print cartridge.

Replace supplies

Print cartridge

1. Open the print-cartridge door.
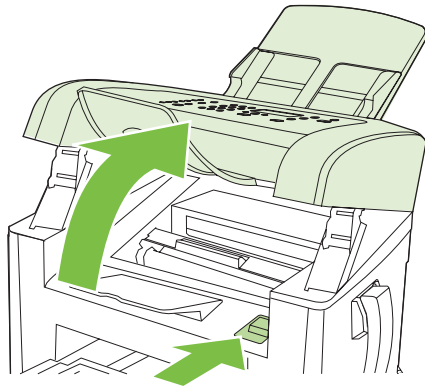
2. Grasp the handle on the print cartridge and then pull the cartridge straight out to remove it. See the recycling information inside the print cartridge box.
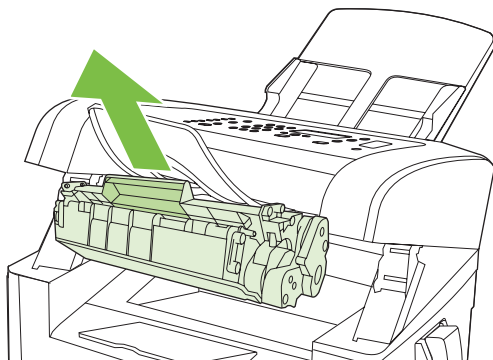
3. Remove the new print cartridge from its packaging, rock the cartridge, remove the orange cover, and then pull the orange tab straight out to remove the sealing tape.
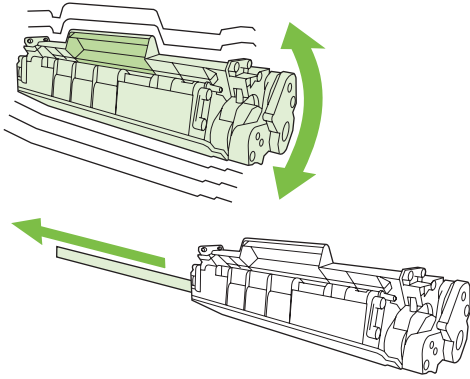
4. Insert the cartridge into the product until it is *firmly* in place.
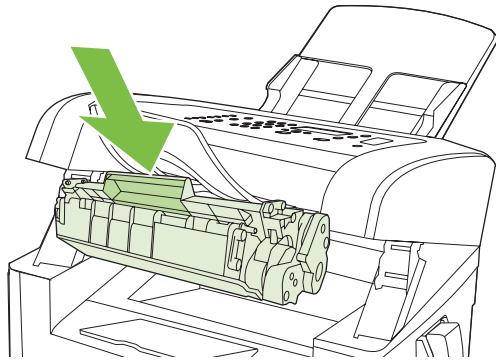
5. Close the print-cartridge door.
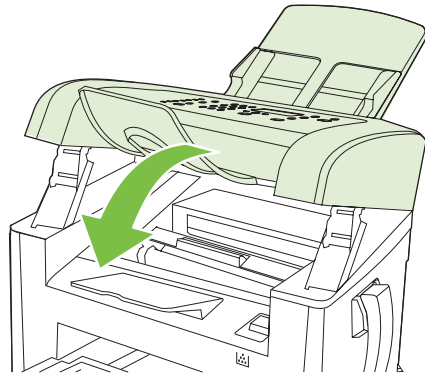
△ **CAUTION:** If toner gets on any clothing, wipe it off with a dry cloth and wash the clothing in cold water. *Hot water sets toner into the fabric*.

Clean the product

Clean the paper path

During the printing process, paper, toner, and dust particles can accumulate inside the product. Over time, this buildup can cause print-quality problems such as toner specks or smearing. This product has a cleaning mode that can correct and prevent these types of problems.
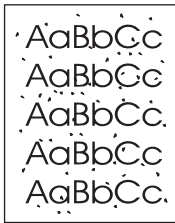
Specks   Smearing
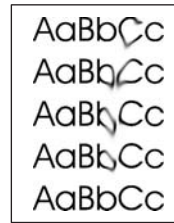
1. Press Setup.

2. Use the arrow buttons to find the **Service** menu, and then press OK.

3. Use the arrow buttons to find **Cleaning mode**, and then press OK.

4. Load plain letter or A4 paper when you are prompted.

5. Press OK again to confirm and begin the cleaning process.

   A page feeds through the product slowly. Discard the page when the process is completed.

Clean the exterior

Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off of the exterior of the product.

Firmware updates

Firmware updates and installation instructions for this product are available at www.hp.com/support/
ljm1319. Click **Downloads and drivers**, click the operating system, and then select the firmware
download for the product.

12 Problem solve

Problem-solving checklist

Follow these steps when trying to solve a problem with the product.

Step number	Verification step	Possible problems	Solutions
1	**Is the power on?**	No power due to failed power source, cable, switch, or fuse.	1. Verify that the product is plugged in. 2. Verify that the power cable is functional and that the power switch is on. 3. Check the power source by plugging the product directly into the wall or into a different outlet.
2	**Does Ready appear in the product control panel?** The control panel should function without error messages.	Control panel shows an error.	See Control-panel messages on page 138 for a list of common messages that will help you correct the error.
3	**Do information pages print?** Print a configuration page. See Information pages on page 122.	An error message appears on the control-panel display.	See Control-panel messages on page 138 for a list of common messages that will help you correct the error.
		Paper jams when printing.	Make sure that media that meets HP specifications. See Paper and print media on page 35 Clean the paper path. See Clean the paper path on page 132.
4	**Does the product copy?** Place the configuration page into the ADF and make a copy. The report should feed smoothly through the ADF, and copies should print without print-quality problems.	Poor copy quality from the ADF.	Clean the ADF scanning strip. See Clean the scanner glass strip and platen on page 72.
		Paper jams when printing.	Make sure that media that meets HP specifications. See Paper and print media on page 35 Clean the paper path. See Clean the paper path on page 132.
5	**Does the product send a fax?** Press Start Fax to verify that a dial tone exists (using a hand set, if necessary). Attempt to send a fax.	The telephone line is not operational or the product is not plugged into the telephone line.	Verify that the product is plugged into a telephone line that you know works.
		The telephone cord is faulty or is plugged into the wrong connector.	1. Try plugging the telephone cord into the other connector. 2. Try a new telephone cord.
6	**Does the product receive a fax?** Use another fax machine to send a fax to the product, if available.	Too many telephone devices are plugged in, or telephone devices are not connected in the correct order.	Make sure that the HP LaserJet M1319 MFP is the only device on the telephone line and try again to receive the fax.
		The product fax settings are set incorrectly.	Review and reset the product fax settings. See Change fax settings on page 86

Step number	Verification step	Possible problems	Solutions
7	**Does the product print from the computer?** Use a word-processing program to send a print job to the product.	Software is not installed correctly or an error occurred during software installation.	Uninstall and then reinstall the product software. Verify that you are using the correct installation procedure and the correct port setting.
		The cable is not connected correctly.	Reconnect the cable.
		An incorrect driver is selected.	Select the proper driver.
		There is a port driver problem in Microsoft Windows.	Uninstall and then reinstall the product software. Verify that you are using the correct installation procedure and the correct port setting.
8	**Does the product scan to the computer?** Initiate a scan from the basic desktop software at your computer.	The cable is not connected correctly.	Reconnect the cable.
		Software is not installed correctly or an error occurred during software installation.	Uninstall and then reinstall the product software. Verify that you are using the correct installation procedure and the correct port setting.
		If the error persists, turn off the product and then turn on the product.	

Restore the factory-set defaults

Restoring the factory-set defaults returns all of the settings to the factory defaults, and it also clears the fax header name, phone number, speed dials, and any stored faxes in the product memory.

△ **CAUTION:** This procedure also clears all fax numbers and names that are associated with one-touch keys and speed-dial codes, and deletes any pages that are stored in the memory. The procedure then automatically restarts the product.

1. On the product control panel, press Setup.

2. Use the arrows buttons to select **Service**, and then press OK.

3. Use the arrows buttons to select **Restore defaults**, and then press OK.

    The product automatically restarts.

Control-panel messages

The majority of the control-panel messages are intended to guide the user through typical operation. The control-panel messages indicate the status of the current operation, and include a page count on the second line of the display, if appropriate. When the product is receiving print data or scanning commands, control-panel messages indicate this status. In addition, alert messages, warning messages, and critical error messages indicate situations that might require some action.

Alert and warning messages

Alert and warning messages appear temporarily and might require the user to acknowledge the message by pressing OK to resume or by pressing Cancel to cancel the job. With certain warnings, the job might not complete or the print quality might be affected. If the alert or warning message is related to printing and the auto-continue feature is on, the product will attempt to resume the printing job after the warning has appeared for 10 seconds without acknowledgement.

Alert and warning message tables

Control panel message	Description	Recommended action
Device error **Press [OK]**	The product experienced an internal communication error.	This is a warning message only. Job output might be affected.
Jam in print paper path alternates with **Open door and clear jam**	The product has detected a jam in the paper path.	Clear the jam from the area indicated on the product control panel, and then follow the control-panel instructions. See Clear jams on page 141.
Page too complex **Press [OK]**	The product could not print the current page because of its complexity.	Press OK to clear the message. Allow the product to finish the job, or press Cancel to cancel the job.
Printer jam **clear paper path**	The product has detected a jam in the input trays.	Clear the jam from the area indicated on the product control panel, and then follow the control panel instructions. See Clear jams on page 141.
Settings cleared	The product has cleared job settings.	Re-enter any appropriate job settings.

Critical error messages

Critical error messages can indicate some kind of failure. Turning off and then turning on the power might fix the problem. If a critical error persists, the product might require service.

Critical error message-tables

Control panel message	Description	Recommended action
50.1 Fuser Error **Turn off then on**	The product has experienced an internal hardware error.	1. Turn off the power by using the power switch, and then wait at least 30 seconds. 2. If a surge protector is being used, remove it. Plug the product directly into the wall socket. 3. Turn on the power and wait for the product to initialize. If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
50.2 Fuser Error **Turn off then on**	The product has experienced an internal hardware error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize. If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on. If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
50.3 Fuser Error **Turn off then on**	The product has experienced an internal hardware error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize. If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on. If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
50.8 Fuser Error **Turn off then on**	The product has experienced an internal hardware error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize. If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on. If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
50.9 Fuser Error **Turn off then on**	The product has experienced an internal hardware error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize.

Control panel message	Description	Recommended action
		If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
52 Scanner Error **Turn off then on**	The product has experienced a scanner error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize.
		If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
54.1C Error **Turn off then on**	The product has experienced an internal hardware error.	Turn off the power by using the power switch, wait at least 30 seconds, and then turn on the power and wait for the product to initialize.
		If a surge protector is being used, remove it. Plug the product directly into the wall socket. Use the power switch to turn the product on.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
Engine comm. Error	The product has experienced an internal hardware error.	1. Turn off the power by using the power switch, and then wait at least 30 seconds.
		2. If a surge protector is being used, remove it. Plug the product directly into the wall socket.
		3. Turn on the power and wait for the product to initialize.
		If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

Control-panel display problems

⚠ **CAUTION:** Static electricity can cause unexpected black lines or dots to appear on the product control-panel display. Do not touch the product control-panel display if there is a chance that you have collected a static electric charge (for example, by walking on carpet in a low-humidity environment).

Unexpected lines or dots might appear on the product control-panel display, or the display might become blank if the product is exposed to an electric or magnetic field. To resolve this problem, perform the following procedure:

1. Turn the product off.

2. Remove the product from the electric or magnetic field.

3. Turn the product on again.

Clear jams

Causes of jams

Occasionally, paper or other print media can become jammed during a print job. Some causes include the following events:

- The input trays are loaded improperly or overfilled, or the media guides are not set properly.

- Media is added to or removed from an input tray during a print job or an input tray is removed from the product during a print job.

- The cartridge door is opened during a print job.

- Too many sheets have accumulated in an output area, or sheets are blocking an output area.

- The print media that is being used does not meet HP specifications. See Paper and print media on page 35.

- The media is damaged or has foreign objects attached to it, such as staples or paper clips.

- The environment in which the print media was stored is too humid or too dry. See Paper and print media on page 35.

Where to look for jams

Jams can occur in these locations:

- In the automatic document feeder (ADF)

- In input areas

- In output areas

- Inside the product

Find and remove the jam by using the instructions on the following pages. If the location of the jam is not obvious, first look inside the product.

Loose toner might remain in the product after a jam. This problem typically resolves itself after a few sheets have been printed.

Clear jams from the ADF

Occasionally, media becomes jammed during a fax, copy, or scan job.

△ **CAUTION:** To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

1. Open the ADF lid.
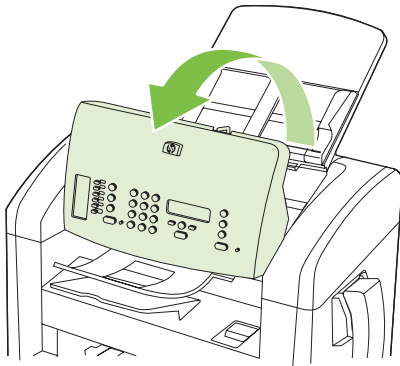
2. Carefully remove jammed media. Gently try to remove the page without tearing it.
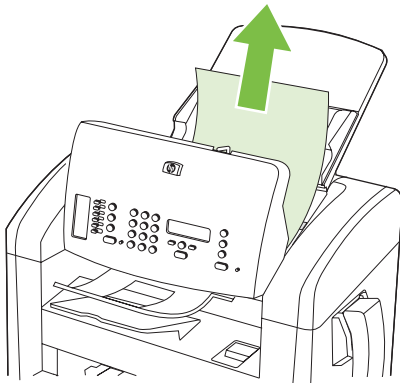
3. Close the ADF lid.
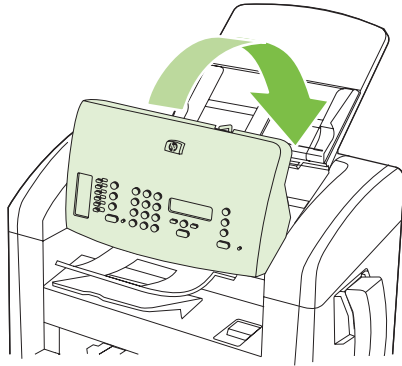
Clear jams from the input-tray areas

△ **CAUTION:** Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.

When removing jammed media, pull the jammed media straight away from the product. Pulling jammed media out of the product at an angle can damage the product.

📝 **NOTE:** Depending on where the jam is located, some of the following steps might not be necessary.

1. Open the print-cartridge door.
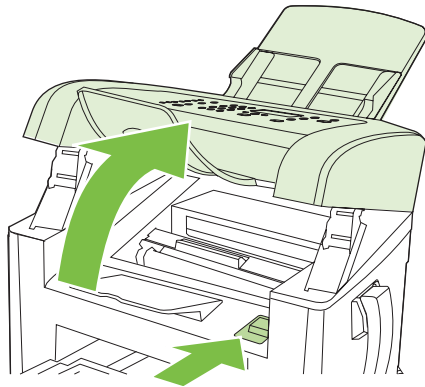
2. Do one of the following:

- If media is visible, use both hands to grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.

- If no media is visible, remove the print cartridge, and rotate the upper media guide. Carefully pull the media up and out of the product.
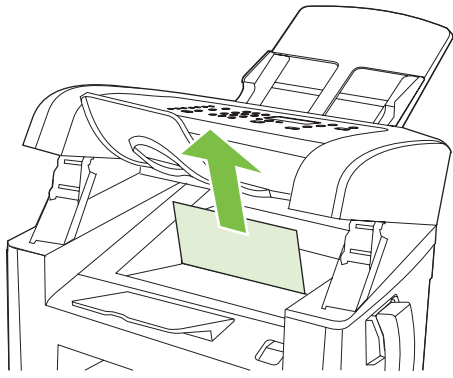
3. Close the print-cartridge door.
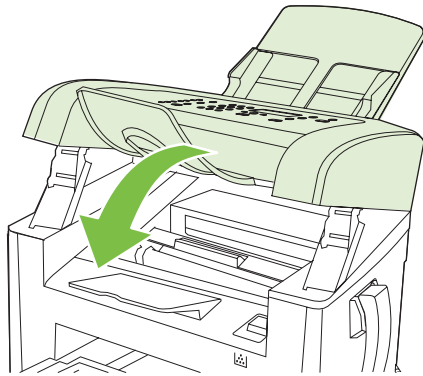
4. Open tray 1.
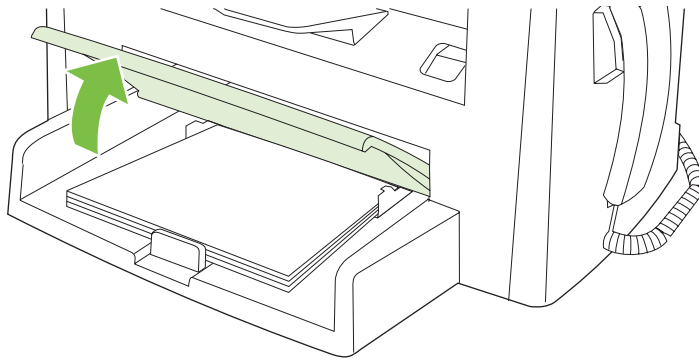
5. With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.
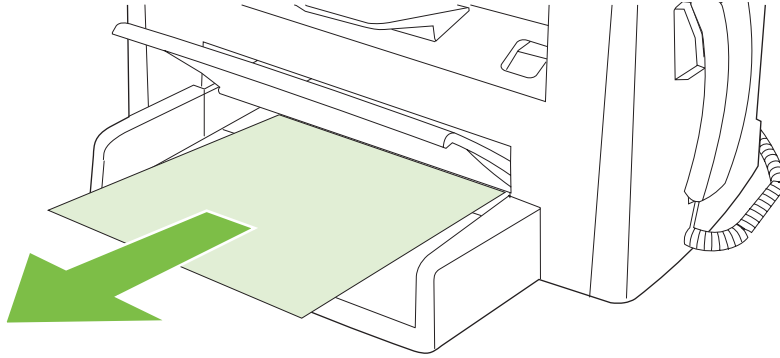
6. Close tray 1.

Clear jams from the output bin

⚠ **CAUTION:** Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.

With both hands, grasp the side of the jammed media that is most visible (this includes the middle), and carefully pull it free from the product.
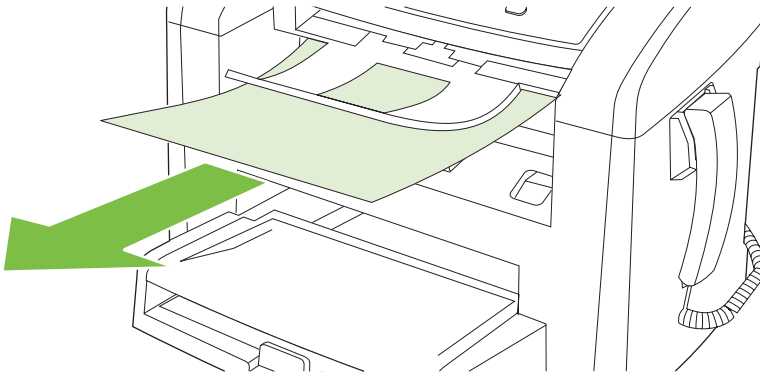
Clear jams from the print-cartridge area

⚠ **CAUTION:** Do not use sharp objects, such as tweezers or needle-nose pliers, to remove jams. Damage caused by sharp objects will not be covered by the warranty.

When removing jammed media, pull the jammed media straight away from the product. Pulling jammed media out of the product at an angle can damage the product.

1. Open the print-cartridge door, and remove the print cartridge.
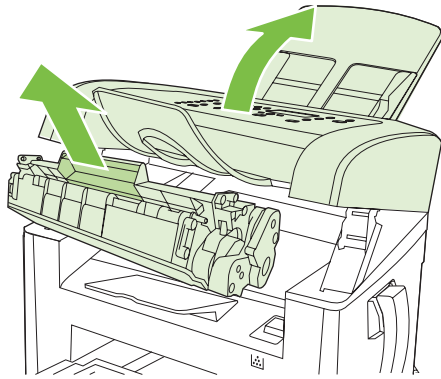
⚠ **CAUTION:** To prevent damage to the print cartridge, minimize its exposure to direct light.

2. With both hands, grasp the side of the media that is most visible (this includes the middle), and carefully pull it free from the product.
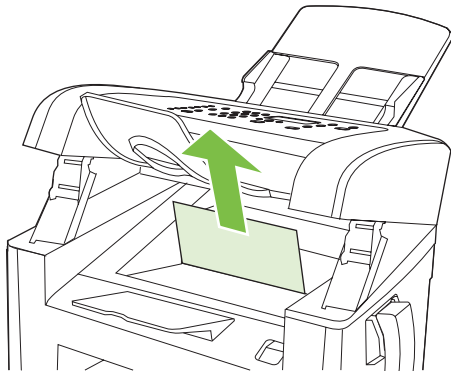
3. Replace the print cartridge, and then close the print-cartridge door.
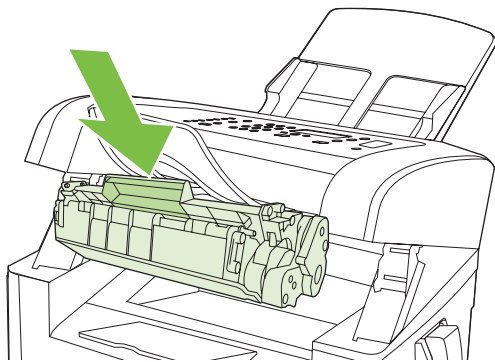
Avoid repeated jams

- Verify that the input tray is not overfilled. The input tray capacity varies depending on the type of print media that you are using.

- Verify that the media guides are properly adjusted.

- Check that the input tray is securely in place.

- Do not add print media into the input tray while the product is printing.

- Use only HP-recommended media types and sizes. See Paper and print media on page 35 for more information about print media types.

- Do not fan media prior to loading it in a tray. To loosen the ream, hold it firmly in both hands and twist the media by rotating your hands in the opposite direction.

- Do not let print media stack up in the output bin. The print media type and the amount of toner used affect the output bin capacity.

- Check the power connection. Make sure that the power cord is firmly connected to both the product and the power supply box. Plug the power cord into a grounded power outlet.

- Make sure that the ADF media lever is set correctly for single-page or multiple-page documents.

- To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.

Solve image-quality problems

Print problems
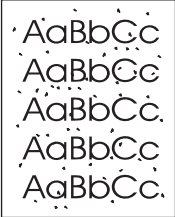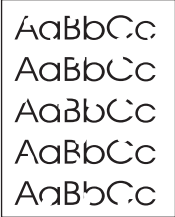
Print quality problems
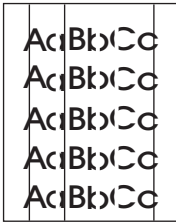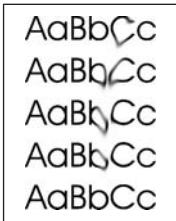
Occasionally, you might encounter problems with print quality. The information in the following sections helps you identify and resolve these issues.
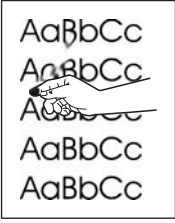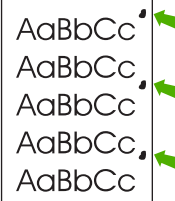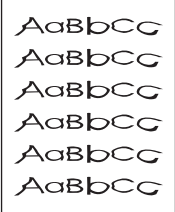
📝 **NOTE:** If you are having copy problems, see Copy problems on page 155.
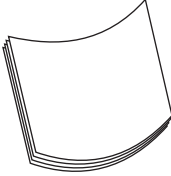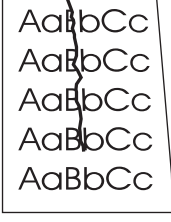
General print-quality issues
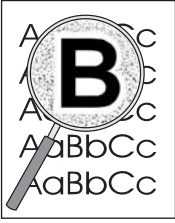
The following examples depict letter-size paper that has passed through the product short-edge-first. These examples illustrate problems that would affect all of the pages that you print. The topics that follow list the typical cause and solution for each of these examples.

Problem	Cause	Solution
Print is light or faded. **AaBbCc** **AaBbCc** **AaBbCc** **AaBbCc** **AaBbCc**	The media might not meet HP specifications.	Use media that meets HP specifications. See Paper and print media on page 35.
	The print cartridge might be defective or low. If you use a non-HP print cartridge, no messages appear on the product control panel.	Replace the print cartridge. See Print cartridge on page 131. If the print cartridge is not low or empty, inspect the toner roller to see if the roller is damaged. If it is, replace the print cartridge.
	If the whole page is light, the print density adjustment is too light or EconoMode might be turned on.	Adjust the print density, and disable EconoMode in the product Properties.
Toner specks appear. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The media might not meet HP specifications.	Use media that meets HP specifications. See Paper and print media on page 35.
	The paper path might need cleaning.	Clean the paper path. See Clean the paper path on page 132.
Dropouts appear. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	A single sheet of print media might be defective.	Try reprinting the job.
	The moisture content of the paper is uneven or the paper has moist spots on its surface.	Try different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
	The paper lot is flawed. The manufacturing processes can cause some areas to reject toner.	
	The print cartridge might be defective or low.	Replace the print cartridge. See Print cartridge on page 131. If the error persists, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

Problem	Cause	Solution
Vertical streaks or bands appear on the page. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The print cartridge might be defective. If you are using a non-HP print cartridge, no messages appear on the product control panel.	Replace the print cartridge. See Print cartridge on page 131.
The amount of background toner shading becomes unacceptable. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The media might not meet HP specifications.	Use a different paper with a lighter basis weight. See Paper and print media on page 35.
	The single-sheet priority input tray might be installed incorrectly.	Make sure that the single-sheet priority input tray is in place.
	The print-density setting is too high.	Decrease the print-density setting. This decreases the amount of background shading.
	Very dry (low humidity) conditions can increase the amount of background shading.	Check the product environment.
	The print cartridge might be defective or low. If you are using a non-HP print cartridge, no messages appear on the product control panel.	Replace the print cartridge. See Print cartridge on page 131.
Toner smears appear on the media. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The media might not meet HP specifications.	Use media that meets HP specifications. See Paper and print media on page 35.
	If toner smears appear on the leading edge of the paper, the media guides are dirty, or debris has accumulated in the print path.	Clean the media guides and the paper path. See Clean the paper path on page 132.
	The print cartridge might be defective. If you are using a non-HP print cartridge, no messages appear on the product control panel.	Replace the print cartridge. See Print cartridge on page 131.
	The fuser temperature might be too low.	In the printer driver, make sure the appropriate media type is selected. Use the archive print feature to improve toner fusing. See Archive print on page 56.

Problem	Cause	Solution
The toner smears easily when touched. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The product is not set to print on the type of media on which you want to print.	In the printer driver, select the **Paper/Quality** tab and set **Paper Type** to match the type of media on which you are printing. Print speed might be slower if you are using heavy paper.
	The media might not meet HP specifications.	Use media that meets HP specifications. See Paper and print media on page 35.
	The paper path might need cleaning.	Clean the product. See Clean the paper path on page 132.
	The power source might be defective.	Plug the product directly into an AC outlet instead of into a power strip.
	The fuser temperature might be too low.	Use the archive print feature to improve toner fusing. See Archive print on page 56.
Marks repeatedly appear at even intervals on the page. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The product is not set to print on the type of media on which you want to print.	In the printer driver, make sure that the appropriate media type is selected. Print speed might be slower if you are using heavy paper.
	Internal parts might have toner on them.	The problem typically corrects itself after a few more pages.
	The paper path might need cleaning.	Clean the product. See Clean the paper path on page 132.
	The print cartridge might be damaged.	If a repetitive mark occurs at the same spot on the page, install a new HP print cartridge. See Print cartridge on page 131.
The printed page contains misformed characters. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The media might not meet HP specifications.	Use a different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
	If characters are incorrectly formed so that they produce a wavy effect, the laser scanner might need service.	Verify that the problem also occurs on the configuration page. If so, contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

Problem	Cause	Solution
The printed page is curled or wavy.	The product is not set to print on the type of media on which you want to print.	In the printer driver, make sure the appropriate media type is selected.
		If the problem persists, select a media type that uses a lower fuser temperature, such as transparencies or light media.
	The media might have been in the input tray too long.	Turn over the stack of media in the tray. Also, try rotating the media 180° in the input tray.
	The media might not meet HP specifications.	Use a different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
	Both high temperature and humidity can cause paper curl.	Check the product environment.
	The fuser temperature might be curling the media.	At the product control panel, turn on the **Less paper curl** setting in the **Service** menu.
Text or graphics are skewed on the printed page.	The media might be loaded incorrectly or the input tray might be too full.	Verify that the media is loaded correctly and that the media guides are not too tight or too loose against the stack. See Load paper and print media on page 39.
	The media might not meet HP specifications.	Use a different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
The printed page contains wrinkles or creases.	The media might be loaded incorrectly or the input tray might be too full.	Turn over the stack of paper in the input tray, or try rotating the paper 180° in the input tray.
		Verify that the media is loaded correctly and that the media guides are not too tight or too loose against the stack. See Load paper and print media on page 39.
	There might be a jam in the paper path.	Clear any jams in the product. See Clear jams on page 141.
	The media might not meet HP specifications.	Use a different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
	Air pockets inside envelopes can cause them to wrinkle.	Remove the envelope, flatten it, and try printing again.

Problem	Cause	Solution
Toner appears around the printed characters.	The media might be loaded incorrectly.	Turn over the stack of paper in the tray.
	If large amounts of toner have scattered around the characters, the paper might have high resistivity.	Use a different paper, such as high-quality paper that is intended for laser printers. See Paper and print media on page 35.
An image that appears at the top of the page (in solid black) repeats farther down the page (in a gray field).	Software settings might affect image printing.	In your software program, change the tone (darkness) of the field in which the repeated image appears.

In your software program, rotate the whole page 180° to print the lighter image first. |
| | The order of images printed might affect printing. | Change the order in which the images are printed. For example, have the lighter image at the top of the page, and the darker image farther down the page. |
| | A power surge might have affected the product. | If the defect occurs later in a print job, turn the product off for 10 minutes, and then turn on the product to restart the print job. |

Media-handling problems

Use the information in this section when the product experiences media-handling problems.

Print-media guidelines

- For best results, make sure that the paper is of good quality, and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, staples, and curled or bent edges.

- For best-quality printing, use a smooth type of paper. Generally, smoother media produces better results.

- If you are unsure what type of paper you are loading (such as bond or recycled), check the label on the package of paper.

- Do not use media that is designed for inkjet printers only. Use media that is designed for laser printers.

- Do not use letterhead paper that is printed with low-temperature inks, such as those used in some types of thermography.

- Do not use raised or embossed letterhead.

- The product uses heat and pressure to fuse toner to the paper. Make sure that any colored paper or preprinted forms use inks that are compatible with this fusing temperature (200°C or 392°F for 0.1 second).

△ **CAUTION:** Failure to follow these guidelines could cause jams or damage to the product.

Solve print-media problems

The following problems with media cause print-quality deviations, jamming, or even damage to the product.

Problem	Cause	Solution
Poor print quality or toner adhesion	The paper is too moist, too rough, too heavy or too smooth, or it is embossed or from a faulty paper lot.	Try another kind of paper, between 100 and 250 Sheffield, with 4 to 6% moisture content.
Dropouts, jamming, or curl	The paper has been stored incorrectly.	Store paper flat in its moisture-proof wrapping.
	The paper has variability from one side to the other.	Turn the paper over.
Excessive curl	The paper is too moist, has the wrong grain direction, or is of short-grain construction	Use long-grain paper.
	The paper varies from side-to-side.	Turn the paper over.
	High fuser temperature is curling the paper.	Turn on the **Less paper curl** setting. At the control panel, press Setup, use the arrow buttons to select Service, and then press OK. Use the arrow buttons to select Less paper curl, press OK, use the arrow buttons to select On, and then press OK.
Jamming, damage to product	The paper has cutouts or perforations.	Use paper that is free of cutouts or perforations.
Problems with feeding	The paper has ragged edges.	Use high-quality paper that is made for laser printers.
	The paper varies from side-to-side.	Turn the paper over.
	The paper is too moist, too rough, too heavy or too smooth, has the wrong grain direction, or is of short-grain construction or it is embossed or from a faulty paper lot.	Try another kind of paper, between 100 and 250 Sheffield, 4 to 6% moisture content. Use long-grain paper.
Print is skewed (crooked).	The media guides might be incorrectly adjusted.	Remove all media from the input tray, straighten the stack, and then load the media in the input tray again. Adjust the media guides to the width and length of the media that you are using and try printing again.
More than one sheet feeds at one time.	The media tray might be overloaded.	Remove all media from the tray, and then return some of the media to the tray. See Load paper and print media on page 39.
	The media might be wrinkled, folded, or damaged.	Verify that the media is not wrinkled, folded, or damaged. Try printing on media from a new or different package.
	The media might have been fanned before it was loaded.	Load media that was not fanned. Loosen ream by twisting paper stack.
	Media might be too dry.	Load new paper that was stored properly.

Problem	Cause	Solution
The product does not pull media from the media input tray.	The product might be in manual feed mode.	• If **Manual feed** appears on the product control-panel display, press OK to print the job. • Verify that the product is not in manual feed mode and print your job again.
	The pickup roller might be dirty or damaged.	Contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
	The paper-length adjustment control in tray 1 is set at a length that is greater than the media size.	Adjust the paper-length adjustment control to the correct length.

Performance problems

Try the tips in this section if pages exit the product, but have nothing printed on them, or when the product does not print any pages.

Problem	Cause	Solution
Pages print but are totally blank.	The sealing tape might still be in the print cartridge.	Verify that the sealing tape has been completely removed from the print cartridge.
	The document might contain blank pages.	Check the document that you are printing to see if content appears on all of the pages.
	The product might be malfunctioning.	To check the product, print a configuration page. See Information pages on page 122.
	Certain media types can slow the print job.	Print on a different type of media.

Problem	Cause	Solution
Pages did not print.	The product might not be pulling media correctly.	See Media-handling problems on page 152.
	The media might be jamming in the product.	Clear the jam. See Clear jams on page 141.
	The USB cable might be defective or incorrectly connected.	● Disconnect the cable at both ends and reconnect it. ● Try printing a job that has printed in the past. ● Try using a different USB cable.
	The product might not be set up as the default printer.	Open the **Printers** or **Printers and Faxes** dialog box, right click the product, and then click **Set as Default Printer**.
	The product might have encountered an error.	Check the control panel for an error message. See Control-panel messages on page 138.
	The product might be paused or offline.	Open the **Printers** or **Printers and Faxes** dialog box, and verify that the product status is Ready. If it is Paused, right-click the product and click **Resume Printing**.
	The product might not be receiving power.	Check the power cord and verify that the product is turned on.
	Other devices are running on your computer.	The product might not share a USB port. If you have an external hard drive or other device that is connected to the same port as the product, the other device might be interfering. To connect and use the product, disconnect the other device or use two USB ports on the computer.

Copy problems

Prevent copy problems

The following are a few simple steps you can take to improve copy quality:

● Use quality originals.

● Load the media correctly. If the media is loaded incorrectly, it might skew, causing unclear images and problems with the OCR program. See Load paper and print media on page 39 for instructions.

● Use or make a carrier sheet to protect your originals.

📝 **NOTE:** Verify that the media meets HP specifications. If the media meets HP specifications, recurring feed problems indicate the pickup roller or separation pad is worn. Contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

Image problems

Problem	Cause	Solution
Images are missing or faded.	The print-cartridge might be defective or empty.	Replace the print cartridge. See Print cartridge on page 131.
	The original might be of poor quality.	If your original is too light or damaged, the copy might not be able to compensate, even if you adjust the contrast. If possible, find an original document in better condition.
	The contrast settings might be set incorrectly.	Use the control-panel Lighter/Darker button to change the contrast setting.
	The original might have a colored background.	Colored backgrounds might cause images in the foreground to blend into the background, or the background might appear in a different shade. If possible, use an original document without a colored background.
Vertical white or faded stripes appear on the copy. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The media might not meet HP specifications.	Use media that meets HP specifications. See Paper and print media on page 35.
	The print-cartridge might be defective.	Replace the print cartridge. See Print cartridge on page 131.
Unwanted lines appear on the copy. AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	The ADF scanning strip might be dirty.	Clean the ADF scanning strip. See Clean the scanner glass strip and platen on page 72.
	The photosensitive drum inside the print cartridge might have been scratched.	Install a new HP print cartridge. See Print cartridge on page 131.
Black dots or streaks appear on the copy.	Ink, glue, correction fluid, or an unwanted substance might be on the automatic document feeder (ADF).	Clean the product. See Clean the product on page 132.
	The power to the product might have fluctuated.	Reprint the job.
Copies are too light or dark.	The printer driver or product software settings may be incorrect.	Verify that the quality settings are correct. See the product software Help for more information about changing the settings.
Text is unclear.	The printer driver or product software settings may be incorrect.	Verify that the quality settings are correct. Verify that the EconoMode setting is off. See the product software Help for more information about changing the settings.

Media-handling problems

Problem	Cause	Solution
Poor print quality or toner adhesion	The paper is too moist, too rough, too heavy or too smooth, or it is embossed or from a faulty paper lot.	Try another kind of paper, between 100 and 250 Sheffield, 4 to 6% moisture content.
Dropouts, jamming, or curl	The paper has been stored incorrectly.	Store paper flat in its moisture-proof wrapping.
	The paper has variability from one side to the other.	Turn the paper over.
Excessive curl	The paper is too moist, has the wrong grain direction, or is of short-grain construction	Use long-grain paper.
	The paper varies from side-to-side.	Turn the paper over.
Jamming, damage to paper	The paper has cutouts or perforations.	Use paper that is free of cutouts or perforations.
Problems with feeding	The paper has ragged edges.	Use high-quality paper that is made for laser printers.
	The paper varies from side-to-side.	Turn the paper over.
	The paper is too moist, too rough, too heavy or too smooth, has the wrong grain direction, or is of short-grain construction or it is embossed or from a faulty paper lot.	Try another kind of paper, between 100 and 250 Sheffield, 4 to 6% moisture content.
		Use long-grain paper.
Print is skewed (crooked).	The media guides might be incorrectly adjusted.	Remove all media from the input tray, straighten the stack, and then load the media in the input tray again. Adjust the media guides to the width and length of the media that you are using and try printing again.
More than one sheet feeds at one time.	The media tray might be overloaded.	Remove some of the media from the tray. See Load paper and print media on page 39.
	The media might be wrinkled, folded, or damaged.	Verify that the media is not wrinkled, folded, or damaged. Try printing on media from a new or different package.
The product does not pull media from the media input tray.	The product might be in manual feed mode.	- If **Manual** appears on the product control-panel display, pressOK to print the job. - Verify that the product is not in manual feed mode and print your job again.
	The pickup roller might be dirty or damaged.	Contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.
	The paper-length adjustment control in tray 1 is set at a length that is greater than the media size.	Adjust the paper-length adjustment control to the correct length.

Performance problems

Problem	Cause	Solution
No copy came out.	The input tray might be empty.	Load media in the product. See <u>Load paper and print media on page 39</u> for more information.
	The original might have been loaded incorrectly.	In the automatic document feeder (ADF), load the original with the narrow side forward and the side to be scanned facing down.
Copies are blank.	The sealing tape might not have been removed from the print cartridge.	Remove the print cartridge from the product, pull out the sealing tape, and reinstall the print cartridge.
	The original might have been loaded incorrectly.	In the ADF, load the original with the narrow side leading into the ADF and the side to be scanned facing down.
	The media might not meet HP specifications.	Use media that meets HP specifications. See <u>Paper and print media on page 35</u>.
	The print cartridge might be defective.	Replace the print cartridge. See <u>Print cartridge on page 131</u>.
Copies are reduced in size.	The product settings might be set to reduce the scanned image.	On the control panel, press Reduce/ Enlarge and verify that it is set to **Original=100%**.

Scan problems

Solve scanned-image problems

Problem	Cause	Solution
The scanned image is of poor quality.	The original might be a second-generation photo or picture.	- To eliminate the patterns, try reducing the size of the image after scanning. - Print the scanned image to see if the quality is better. - Verify that the resolution settings are correct for the type of scan job that you are performing. See Scanner resolution and color on page 71.
	The image that appears on the screen might not be an accurate representation of the quality of the scan.	- Try adjusting your computer monitor settings to use more colors (or levels of gray). Typically, you make this adjustment by opening **Display** in Windows Control Panel. - Try adjusting the resolution settings in the scanner software. See Scanner resolution and color on page 71.
	The original might have been loaded incorrectly.	Use the media guides when you load the originals into the ADF. See Load paper and print media on page 39.
	The scanner might be dirty.	Clean the scanner. See Clean the scanner glass strip and platen on page 72.
	The graphics settings might not be suitable for the type of scan job that you are performing.	Try changing the graphics settings. See Scanner resolution and color on page 71.
	A colored background might be causing images in the foreground to blend into the background.	Try adjusting the settings before you scan the original or enhancing the image after you scan the original.

Problem	Cause	Solution
Part of the image did not scan.	The original might have been loaded incorrectly.	Use the media guides when you load the originals into the ADF. See Load originals for scanning on page 68.
	A colored background might be causing images in the foreground to blend into the background.	Try adjusting the settings before you scan the original or enhancing the image after you scan the original.
	The original is longer than 381 mm (15 inches).	The maximum scannable length is 381 mm (15 inches) when you use the automatic document feeder (ADF) input tray. If the page exceeds the maximum length, the scanner stops. (Copies can be longer.)
		CAUTION: Do not try to pull the original from the ADF; you might damage the scanner or your original. See Clear jams from the ADF on page 142.
	The original is too small.	The minimum size that the ADF supports is 148 x 105 mm (5.83 x 4.13 inches). The original might be jammed. See Clear jams from the ADF on page 142.
	The media size is incorrect.	In **Scan** settings, make sure that the input media size is large enough for the document that you are scanning.
The scan takes too long	The resolution or color level is set too high.	Change the resolution and color settings to the correct settings for your job. See Scanner resolution and color on page 71.
	The software is set to scan in color.	The system default is color, which takes longer to scan even when scanning a monochrome original. If you acquire an image through TWAIN or WIA, you can change the settings so that the original scans in grayscale or black-and-white. See the product software Help for details.
	A print job or copy job was sent before you tried to scan.	If someone sent a print job or copy job before you tried to scan, the scan will start if the scanner is not busy. However, because the product and scanner share memory, the scan might be slower.

Scan-quality problems

Prevent scan-quality problems

The following are a few simple steps you can take to improve copy and scan quality.

- Use high-quality originals.

- Load the media correctly. If the media is loaded incorrectly, it might skew, which causes unclear images. See Load paper and print media on page 39 for instructions.

- Adjust the software settings according to how you plan to use the scanned page. See Scanner resolution and color on page 71 for more information.

- If your product frequently feeds more than one page at a time, the separation pad might need to be replaced. Contact HP. See www.hp.com/support/ljm1319 or the support flyer that came in the product box.

- Use or make a carrier sheet to protect your originals.

Solve scan-quality problems

Problem	Cause	Solution
Blank pages	The original might have been loaded upside down.	In the automatic document feeder (ADF), put the top end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be scanned on the bottom of the stack.
Too light or dark	The resolution and color levels may be set incorrectly.	Verify that you have the correct resolution and color settings. See Scanner resolution and color on page 71.
Unwanted lines	The ADF glass might be dirty.	Clean the scanner strip. See Clean the scanner glass strip and platen on page 72.
Black dots or streaks	The power to the product might have fluctuated.	Reprint the job.
Unclear text	The resolution levels might be set incorrectly.	Verify that the correct resolution settings are correct. See Scanner resolution and color on page 71.

Fax problems

To solve fax issues, see Solve fax problems on page 109.

Optimize and improve image quality

Print-quality checklist

General print-quality problems can be solved by using the following checklist:

1. Make sure that the paper or print media that you are using meets specifications. See Paper and print media on page 35. Generally, smoother paper provides better results.

2. If you are using a special print media such as labels, transparencies, glossy, or letterhead, ensure that you have printed by type. See Select a paper type on page 51.

3. Print a configuration page and supplies status page at the product control panel. See <u>Information pages on page 122</u>.

   ◦ Check the supplies status page to see if any supplies are low or empty. No information is provided for non-HP print cartridges.

   ◦ If the pages do not print correctly, the problem is with the hardware. Contact HP. See <u>www.hp.com/support/ljm1319</u> or the support flyer that came in the product box.

4. Try printing from a different program. If the page prints correctly, the problem is with the program from which you were printing.

5. Restart the computer and the product and try printing again. If the problem is not resolved, see <u>General print-quality issues on page 148</u>.

Manage and configure printer drivers

Print-quality settings affect how light or dark the print is on the page and the style in which the graphics are printed. You can also use the print-quality settings to optimize the print quality for a specific media type.

You can change the settings in the product properties to accommodate the types of jobs that you are printing. The following settings are available, depending on the printer driver that you are using:

- **600 dpi**

- **Custom:** This setting produces the same resolution as the default setting, but you can change the scale patterns.

NOTE: Changing the resolution can change the formatting of your text.

Temporarily change print-quality settings

To change the print-quality settings only for the current software program, open the properties through the **Print Setup** menu in the program that you are using to print.

Change print-quality settings for all future jobs

NOTE: For Macintosh instructions, see <u>Change printer-driver settings for Macintosh on page 26</u>.

For Windows 2000:

1. In the Windows system tray, click **Start**, select **Settings**, and then click **Printers**.

2. Right-click the product icon.

3. Click **Properties** or **Printing Preferences**.

4. Change the settings, and click **OK**.

For Windows XP:

1. In the Windows system tray, click **Start**, click **Control Panel**, and then click **Printers and Faxes**.

2. Right-click the product icon.

3. Click **Properties**, or click **Printing Preferences**.

4. Change the settings, and click **OK**.

For Windows Vista:

1. In the Windows system tray, click **Start**, click **Control Panel**, and then, under **Hardware and Sound**, click **Printer**.

2. Right-click the product icon.

3. Click **Properties**, or click **Printing Preferences**.

4. Change the settings, and click **OK**.

Solve connectivity problems

Solve direct-connection problems

If the product is experiencing connection issues while directly connected to a computer, complete the following steps:

1. Make sure that USB cable is no longer than 2 meters (6 feet).

2. Make sure that both ends of the USB cable are connected.

3. Make sure that the cable is a USB 2.0 Hi-Speed-certified cable.

4. If the error persists, use a different USB cable.

Solve software problems

Solve common Windows problems

Error message:

"General Protection FaultException OE"

"Spool32"

"Illegal Operation"

Cause	Solution
	Close all software programs, restart Windows, and try again.
	Delete all temp files from the Temp subdirectory. Determine the name of the directory by opening the AUTOEXEC.BAT file and looking for the statement "Set Temp =". The name after this statement is the Temp directory. It is usually C:\TEMP by default, but can be redefined.
	See the Microsoft Windows documentation that came with the computer for more information about Windows error messages.

Solve common Macintosh problems

Table 12-1 Problems with Mac OS X v10.3, Mac OS X v10.4, and later

The printer driver is not listed in Printer Setup Utility.

Cause	Solution
The product software might not have been installed or was installed incorrectly.	Make sure that the PPD is in the following hard drive folder: `Library/Printers/PPDs/Contents/Resources/<lang>.lproj`, where "<lang>" represents the two-letter language code for the language that you are using. If necessary, reinstall the software. See the getting started guide for instructions.
The Postscript Printer Description (PPD) file is corrupt.	Delete the PPD file from the following hard drive folder: `Library/Printers/PPDs/Contents/Resources/<lang>.lproj`, where "<lang>" represents the two-letter language code for the language that you are using. Reinstall the software. See the getting started guide for instructions.

The product name does not appear in the printer list box in the Printer Setup Utility.

Cause	Solution
The product might not be ready.	Make sure that the cables are connected correctly, the product is on, and the Ready light is on. Use a different computer port for the USB cable.
The wrong product name is being used.	Check the product name by printing a configuration page. See Information pages on page 122. Verify that the name on the configuration page matches the product name in the Printer Setup Utility.
The interface cable might be defective or of poor quality.	Replace the interface cable. Make sure to use a high-quality cable.

A print job was not sent to the product that you wanted.

Cause	Solution
The print queue might be stopped.	Open the print queue, and then click **Start Jobs**.
The wrong product name is being used. Another product with the same or similar name might have received your print job.	Check the product name by printing a configuration page. See Information pages on page 122. Verify that the name on the configuration page matches the product name in the Printer Setup Utility.

An encapsulated PostScript (EPS) file does not print with the correct fonts.

Cause	Solution
This problem occurs with some programs.	● Try downloading the fonts that are contained in the EPS file to the product before printing. ● Send the file in ASCII format instead of binary encoding.

You are unable to print from a third-party USB card.

Cause	Solution
This error occurs when the software for USB printers is not installed.	When adding a third-party USB card, you might need the Apple USB Adapter Card Support software. The most current version of this software is available from the Apple Web site.

When connected with a USB cable, the product does not appear in the Macintosh Printer Setup Utility after the driver is selected.

Cause	Solution
This problem is caused by either a software or a hardware component.	**Software troubleshooting** ● Check that your Macintosh supports USB. ● Verify that your Macintosh operating system is Mac OS X v10.3, Mac OS X v10.4, or later. ● Ensure that your Macintosh has the appropriate USB software from Apple. **Hardware troubleshooting** ● Check that the product is turned on. ● Verify that the USB cable is connected correctly. ● Check that you are using the appropriate high-speed USB cable. ● Ensure that you do not have too many USB devices drawing power from the chain. Disconnect all of the devices from the chain, and connect the cable directly to the USB port on the host computer. ● Check to see if more than two nonpowered USB hubs are connected in a row on the chain. Disconnect all of the devices from the chain and connect the cable directly to the USB port on the host computer.

Table 12-1 Problems with Mac OS X v10.3, Mac OS X v10.4, and later (continued)

When connected with a USB cable, the product does not appear in the Macintosh Printer Setup Utility after the driver is selected.

Cause	Solution
	NOTE: The iMac keyboard is a nonpowered USB hub.

A Accessories and ordering information

- To order supplies in the U.S., go to www.hp.com/sbso/product/supplies.

- To order supplies worldwide, go to www.hp.com/ghp/buyonline.html.

- To order supplies in Canada, go to www.hp.ca/catalog/supplies.

- To order supplies in Europe, go to www.hp.com/go/ljsupplies.

- To order supplies in Asia-Pacific, go to www.hp.com/paper/.

- To order accessories, go to www.hp.com/go/accessories.

Supplies

Product name	Description	Part number
Replacement print cartridge	Average yield for the print cartridge is approximately 2,000 pages.	Q2612A

Cable and interface accessories

Product name	Description	Part number
USB cable	2-meter standard USB-compatible device connector	C6518A
	3-meter standard USB-compatible device connector	C6520A
Fax cord	Product fax cord	8121-0811

B   Service and support

Hewlett-Packard limited warranty statement

HP PRODUCT	DURATION OF LIMITED WARRANTY
HP LaserJet M1319f	One-year limited warranty

HP warrants to you, the end-user customer, that HP hardware and accessories will be free from defects in materials and workmanship after the date of purchase, for the period specified above. If HP receives notice of such defects during the warranty period, HP will, at its option, either repair or replace products which prove to be defective. Replacement products may be either new or equivalent in performance to new.

HP warrants to you that HP software will not fail to execute its programming instructions after the date of purchase, for the period specified above, due to defects in material and workmanship when properly installed and used. If HP receives notice of such defects during the warranty period, HP will replace software which does not execute its programming instructions due to such defects.

HP does not warrant that the operation of HP products will be uninterrupted or error free. If HP is unable, within a reasonable time, to repair or replace any product to a condition as warranted, you will be entitled to a refund of the purchase price upon prompt return of the product.

HP products may contain remanufactured parts equivalent to new in performance or may have been subject to incidental use.

Warranty does not apply to defects resulting from (a) improper or inadequate maintenance or calibration, (b) software, interfacing, parts or supplies not supplied by HP, (c) unauthorized modification or misuse, (d) operation outside of the published environmental specifications for the product, or (e) improper site preparation or maintenance.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTIES ARE EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE. Some countries/regions, states or provinces do not allow limitations on the duration of an implied warranty, so the above limitation or exclusion might not apply to you. This warranty gives you specific legal rights and you might also have other rights that vary from country/region to country/region, state to state, or province to province. HP's limited warranty is valid in any country/region or locality where HP has a support presence for this product and where HP has marketed this product. The level of warranty service you receive may vary according to local standards. HP will not alter form, fit or function of the product to make it operate in a country/region for which it was never intended to function for legal or regulatory reasons.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE REMEDIES IN THIS WARRANTY STATEMENT ARE YOUR SOLE AND EXCLUSIVE REMEDIES. EXCEPT AS INDICATED ABOVE, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR LOSS OF DATA OR FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL

(INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE. Some countries/regions, states or provinces do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

Customer self repair warranty service

HP products are designed with many Customer Self Repair (CSR) parts to minimize repair time and allow for greater flexibility in performing defective parts replacement. If during the diagnosis period, HP identifies that the repair can be accomplished by the use of a CSR part, HP will ship that part directly to you for replacement. There are two categories of CSR parts: 1) Parts for which customer self repair is mandatory. If you request HP to replace these parts, you will be charged for the travel and labor costs of this service. 2) Parts for which customer self repair is optional. These parts are also designed for Customer Self Repair. If, however, you require that HP replace them for you, this may be done at no additional charge under the type of warranty service designated for your product.

Based on availability and where geography permits, CSR parts will be shipped for next business day delivery. Same-day or four-hour delivery may be offered at an additional charge where geography permits. If assistance is required, you can call the HP Technical Support Center and a technician will help you over the phone. HP specifies in the materials shipped with a replacement CSR part whether a defective part must be returned to HP. In cases where it is required to return the defective part to HP, you must ship the defective part back to HP within a defined period of time, normally five (5) business days. The defective part must be returned with the associated documentation in the provided shipping material. Failure to return the defective part may result in HP billing you for the replacement. With a customer self repair, HP will pay all shipping and part return costs and determine the courier/carrier to be used.

Print cartridge limited warranty statement

This HP product is warranted to be free from defects in materials and workmanship.

This warranty does not apply to products that (a) have been refilled, refurbished, remanufactured or tampered with in any way, (b) experience problems resulting from misuse, improper storage, or operation outside of the published environmental specifications for the device product or (c) exhibit wear from ordinary use.

To obtain warranty service, please return the product to place of purchase (with a written description of the problem and print samples) or contact HP customer support. At HP's option, HP will either replace products that prove to be defective or refund your purchase price.

TO THE EXTENT ALLOWED BY LOCAL LAW, THE ABOVE WARRANTY IS EXCLUSIVE AND NO OTHER WARRANTY OR CONDITION, WHETHER WRITTEN OR ORAL, IS EXPRESSED OR IMPLIED AND HP SPECIFICALLY DISCLAIMS ANY IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

TO THE EXTENT ALLOWED BY LOCAL LAW, IN NO EVENT WILL HP OR ITS SUPPLIERS BE LIABLE FOR DIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL (INCLUDING LOST PROFIT OR DATA), OR OTHER DAMAGE, WHETHER BASED IN CONTRACT, TORT, OR OTHERWISE.

THE WARRANTY TERMS CONTAINED IN THIS STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT OR MODIFY AND ARE IN ADDITION TO THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THIS PRODUCT TO YOU.

Customer support

Get telephone support, free during your warranty period, for your country/region	Country/region phone numbers are on the flyer that was in the box with your product or at www.hp.com/support/.
Have the product name, serial number, date of purchase, and problem description ready.	
Get 24-hour Internet support	www.hp.com/support/ljm1319
Get support for products used with a Macintosh computer	www.hp.com/go/macosx
Download software utilities, drivers, and electronic information	www.hp.com/go/ljm1319_software
Order supplies and paper	www.hp.com/go/suresupply
Order genuine HP parts or accessories	www.hp.com/buy/parts
Order additional HP service or maintenance agreements	www.hp.com/go/carepack

Repack the device

If HP Customer Care determines that your device needs to be returned to HP for repair, follow the steps below to repack the device before shipping it.

△ **CAUTION:** Shipping damage as a result of inadequate packing is the customer's responsibility.

1. Remove and retain the print cartridge.

    △ **CAUTION:** It is *extremely important* to remove the print cartridge before shipping the device. A print cartridge that remains in the device during shipping will leak and entirely cover the device engine and other parts with toner.

    To prevent damage to the print cartridge, avoid touching the roller on it, and store the print cartridge in its original packing material or so that it is not exposed to light.

2. Remove and retain the power cable, interface cable, and optional accessories.

3. If possible, include print samples and 50 to 100 sheets of paper or other print media that did not print correctly.

4. In the U.S., call HP Customer Care to request new packing material. In other areas, use the original packing material, if possible. Hewlett-Packard recommends insuring the equipment for shipment.

C Specifications

This section contains the following information about the product:

- [Physical specifications](#)
- [Electrical specifications](#)
- [Power consumption](#)
- [Environmental specifications](#)
- [Acoustic emissions](#)

Physical specifications

Table C-1 Physical specifications

Product	Height	Depth	Width	Weight
HP LaserJet M1319	459 mm (18.1 inches)	443 mm (17.3 inches)	429 mm (16.9 inches)	10 kg (22 lb)

Electrical specifications

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

Table C-2 Electrical specifications

Item	110-volt models	230-volt models
Power requirements	110 to 127 V (+/- 10%)	220 to 240 V (+/- 10%)
	50 / 60 Hz (+/- 2 Hz)	50 / 60 Hz (+/- 2 Hz)
Rated current	4.5 A	2.6 A

Power consumption

Table C-3 Power consumption (average, in watts)[1]

Product model	Printing[2]	Copying[2]	Ready/Sleep[3]	Off
HP LaserJet M1319	290 W	225 W	5 W	<0.1 W

[1] Values are based on preliminary data. See www.hp.com/support/ljm1319 for current information.

[2] Power reported is highest values measured using all standard voltages.

[3] Instant on fuser technology.

[4] Recovery time from Ready/Sleep to start of printing = 8.5 seconds.

[5] Maximum heat dissipation for all models in Ready mode = 45 BTU/hour

Environmental specifications

Table C-4 Environmental specifications[1]

	Recommended	Operating	Storage
Temperature	15° to 32.5° C	15° to 32.5° C	–20° to 40° C
	(59° to 90.5° F)	(59° to 90.5° F)	(–4° to 104° F)
Relative humidity	10% to 80%	10% to 80%	95% or less

[1] Values are subject to change.

Acoustic emissions

Table C-5 Acoustic emissions

Sound Power Level	Declared per ISO 9296[1]
Printing (18 ppm)	L_{WAd} = 6.3 Bels (A) [65 dB (A)]
Ready	Inaudible
Sound Pressure Level - Bystander Position	**Declared per ISO 9296[1]**
Printing (18 ppm)	L_{pAm} = 49 dB(A)
Ready	Inaudible

[1] Values are based on preliminary data. See www.hp.com/support/ljm1319 for current information.

[2] Configuration tested: HP LaserJet M1319 printing simplex using A4 paper at 18 ppm.

D   Regulatory information

This section contains the following regulatory information:

- FCC compliance

- Environmental product stewardship program

- Telephone Consumer Protection Act (United States)

- IC CS-03 requirements

- EU statement for telecom operation

- New Zealand telecom statements

- Declaration of conformity

- Safety statements

FCC compliance

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase separation between equipment and receiver.

- Connect equipment to an outlet on a circuit different from that to which the receiver is located.

- Consult your dealer or an experienced radio/TV technician.

NOTE: Any changes or modifications to the printer that are not expressly approved by Hewlett-Packard could void the user's authority to operate this equipment.

Use of a shielded interface cable is required to comply with the Class B limits of Part 15 of FCC rules.

This equipment complies with FCC rules, Part 68. On the back of this equipment is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. In most, but not all, areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total RENs, contact the telephone company to determine the maximum REN for the calling area.

This equipment uses the following USOC jacks: RJ11C.

An FCC-compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment cannot be used on telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary. The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service. If trouble is experienced with this equipment, please see the numbers in the front of this manual for repair and (or) warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network until the problem is resolved. The following repairs can be done by the customer: Replace any original equipment that came with the device. This includes the print cartridge, the supports for trays and bins, the power cord, and the telephone cord. It is recommended that the customer install an AC surge arrestor in the AC outlet to which this device is connected. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

NOTE: For HP LaserJet M1319 MFP series models that include a handset, this equipment is hearing-aid compatible.

Environmental product stewardship program

Protecting the environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

Ozone production

This product generates no appreciable ozone gas (O_3).

Power consumption

Power usage drops significantly while in Ready/Sleep mode, which saves natural resources and saves money without affecting the high performance of this product. To determine the ENERGY STAR® qualification status for this product see the Product Data Sheet or Specifications Sheet. Qualified products are also listed at:

www.hp.com/go/energystar

Toner consumption

EconoMode uses less toner, which might extend the life of the print cartridge.

Paper use

This device's manual duplex feature (two-sided printing) and N-up printing (multiple pages printed on one page) capability can reduce paper usage and the resulting demands on natural resources.

Plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the product's life.

HP LaserJet print supplies

It's easy to return and recycle your empty HP LaserJet print cartridges—free of charge—with HP Planet Partners. Multilingual program information and instructions are included in every new HP LaserJet print cartridge and supplies package. You help reduce the toll on the environment further when you return multiple cartridges together rather than separately.

HP is committed to providing inventive, high-quality products and services that are environmentally sound, from product design and manufacturing to distribution, customer use and recycling. When you participate in the HP Planet Partners program, we ensure your HP LaserJet print cartridges are recycled properly, processing them to recover plastics and metals for new products and diverting millions of tons of waste from landfills. Since this cartridge is being recycled and used in new materials, it will not be returned to you. Thank you for being environmentally responsible!

NOTE: Use the return label to return original HP LaserJet print cartridges only. Please do not use this label for HP inkjet cartridges, non-HP cartridges, refilled or remanufactured cartridges or warranty returns. For information about recycling your HP inkjet cartridges please go to http://www.hp.com/recycle.

Return and recycling instructions

United States and Puerto Rico

The enclosed label in the HP LaserJet toner cartridge box is for the return and recycling of one or more HP LaserJet print cartridges after use. Please follow the applicable instructions below.

Multiple returns (two to eight cartridges)

1. Package each HP LaserJet print cartridge in its original box and bag.

2. Tape up to eight single boxes together using strapping or packaging tape (up to 70 lbs).

3. Use a single pre-paid shipping label.

OR

1. Use your own suitable box, or request a free bulk collection box from the http://www.hp.com/recycle or 1-800-340-2445 (holds up to eight HP LaserJet print cartridges).

2. Use a single pre-paid shipping label.

Single returns

1. Package the HP LaserJet print cartridge in its original bag and box.

2. Place the shipping label on the front of the box.

Shipping

For all HP LaserJet print cartridge recycling returns, give the package to UPS during your next delivery or pickup, or take it to an authorized UPS drop-off center. For the location of your local UPS drop-off center, call 1-800-PICKUPS or visit http://www.ups.com. If you are returning via USPS label, give the package to a U.S. Postal Service carrier or drop off at a U.S.Postal Service Office. For more information, or to order additional labels or boxes for bulk returns, visit http://www.hp.com/recycle or call 1-800-340-2445. Requested UPS pickup will be charged normal pickup rates. Information subject to change without notice.

Non-US returns

To participate in HP Planet Partners return and recycling program, just follow the simple directions in the recycling guide (found inside the packaging of your new printer supply item) or visit http://www.hp.com/recycle. Select your country/region for information on how to return your HP LaserJet printing supplies.

Paper

This product is capable of using recycled papers when the paper meets the guidelines outlined in the *HP LaserJet Printer Family Print Media Guide*. This product is suitable for the use of recycled paper according to EN12281:2002.

Material restrictions

This HP product does not contain added mercury.

This HP product contains a battery that might require special handling at end-of-life. The batteries contained in or supplied by Hewlett-Packard for this product include the following:

HP LaserJet M1319	
Type	Carbon monofluoride lithium
Weight	1.5 g
Location	On formatter board
User-removable	No

廢電池請回收

For recycling information, you can go to www.hp.com/recycle, or contact your local authorities or the Electronics Industries Alliance: www.eiae.org.

Disposal of waste equipment by users in private households in the European Union

 This symbol on the product or on its packaging indicates that this product must not be disposed of with your other household waste. Instead, it is your responsibility to dispose of your waste equipment by handing it over to a designated collection point for the recycling of waste electrical and electronic equipment. The separate collection and recycling of your waste equipment at the time of disposal will help to conserve natural resources and ensure that it is recycled in a manner that protects human health and the environment. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, your household waste disposal service or the shop where you purchased the product.

Chemical substances

HP is committed to providing our customers with information about the chemical substances in our products as needed to comply with legal requirements such as REACH (Regulation EC No 1907/2006 of the European Parliament and the Council). A chemical information report for this product can be found at: www.hp.com/go/reach.

Material Safety Data Sheet (MSDS)

Material Safety Data Sheets (MSDS) for supplies containing chemical substances (for example, toner) can be obtained by contacting the HP Web site at www.hp.com/go/msds or www.hp.com/hpinfo/globalcitizenship/environment.

For more information

To obtain information about these environmental topics:

- Product environmental profile sheet for this and many related HP products

- HP's commitment to the environment

- HP's environmental management system

- HP's end-of-life product return and recycling program

- Material Safety Data Sheets

Visit www.hp.com/go/environment or www.hp.com/hpinfo/globalcitizenship/environment/index.html.

Telephone Consumer Protection Act (United States)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains, in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided cannot be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

IC CS-03 requirements

Notice: The Industry Canada label identifies certified equipment. This certification means the equipment meets certain telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirement document(s). The Department does not guarantee the equipment will operate to the user's satisfaction. Before installing this equipment, users should ensure that it is permissible for the equipment to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment. Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution can be particularly important in rural areas.

△ **CAUTION:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate. The Ringer Equivalence Number (REN) of this device is 0.2.

Notice: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed five (5.0). The standard connecting arrangement code (telephone jack type) for equipment with direct connections to the telephone network is CA11A.

EU statement for telecom operation

This product is intended to be connected to the analog Public Switched Telecommunication Networks (PSTN) of European Economic Area (EEA) countries/regions. It meets requirements of EU R&TTE Directive 1999/5/EC (Annex II) and carries appropriate CE conformity marking. For more details, see Declaration of Conformity issued by the manufacturer in another section of this manual. However, due to differences between individual national PSTNs, the product may not guarantee unconditional assurance of successful operation on every PSTN termination point. Network compatibility depends on the correct setting being selected by the customer in preparation of its connection to the PSTN. Please follow the instructions provided in the user manual. If you experience network compatibility issues, please contact your equipment supplier or Hewlett-Packard help desk in the country/region of operation. Connecting to a PSTN termination point may be the subject of additional requirements set out by the local PSTN operator.

New Zealand telecom statements

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment shall not be set up to make automatic calls to the Telecom "111" Emergency Service.

This product has not been tested to ensure compatibility with the FaxAbility distinctive ring service for New Zealand.

⚠ **WARNING!** The handset used on this product might attract dangerous objects like pins, staples, or needles. When using the handset, be careful to avoid harm that might occur from dangerous objects on the ear piece of the handset.

📝 **NOTE:** This equipment will be inoperable when main power fails.

Declaration of conformity

Declaration of Conformity
according to ISO/IEC 17050-1 and EN 17050-1

Manufacturer's Name:	Hewlett-Packard Company	DoC#: BOISB-0405-06-rel.1.0
Manufacturer's Address:	11311 Chinden Boulevard,	
	Boise, Idaho 83714-1021, USA	

declares, that the product

Product Name:	HP LaserJet M1319f MFP Series
Regulatory Model Number[2]	BOISB-0405-06
Product Options:	ALL
Print Cartridge:	Q2612A

conforms to the following Product Specifications:

SAFETY:	IEC 60950-1:2001 / EN60950-1: 2001 +A11
	IEC 60825-1:1993 +A1 +A2 / EN 60825-1:1994 +A1 +A2 (Class 1 Laser/LED Product)
	GB4943-2001
EMC:	CISPR22:2005 / EN55022:2006 – Class B[1]
	EN 61000-3-2:2000 +A2
	EN 61000-3-3:1995 +A1
	EN 55024:1998 +A1 +A2
	FCC Title 47 CFR, Part 15 Class B[1] / ICES-003, Issue 4
	GB9254-1998, GB17625.1-2003
TELECOM:	ES 203 021; FCC Title 47 CFR, Part 68[3]
	TBR38:1998

Supplementary Information:

The product herewith complies with the requirements of the EMC Directive 2004/108/EC and the Low Voltage Directive 2006/95/EC, the R&TTE Directive 1999/5/EC (Annex II), and carries the CE-Marking $C\epsilon$ accordingly.

This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

1) The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.

2) For regulatory purposes, this product is assigned a Regulatory model number. This number should not be confused with the product name or the product number(s).

3) Telecom approvals and standards appropriate for the target countries/regions have been applied to this product, in addition to those listed above.

Boise, Idaho , USA

April 1, 2008

For regulatory topics only:

European Contact:	Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe,, Herrenberger Strasse 140, , D-71034, Böblingen, (FAX: +49-7031-14-3143), http://www.hp.com/go/certificates
USA Contact:	Product Regulations Manager, Hewlett-Packard Company,, PO Box 15, Mail Stop 160, Boise, ID 83707-0015, , (Phone: 208-396-6000)

Safety statements

Laser safety

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration has implemented regulations for laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The device is certified as a "Class 1" laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside the device is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

⚠ **WARNING!** Using controls, making adjustments, or performing procedures other than those specified in this user guide may result in exposure to hazardous radiation.

Canadian DOC regulations

Complies with Canadian EMC Class B requirements.

« Conforme à la classe B des normes canadiennes de compatibilité électromagnétiques. « CEM ». »

EMI statement (Korea)

B급 기기 (가정용 정보통신기기)

이 기기는 가정용으로 전자파적합등록을 한 기기로서
주거지역에서는 물론 모든지역에서 사용할 수 있습니다.

Laser statement for Finland

Luokan 1 laserlaite

Klass 1 Laser Apparat

HP LaserJet M1319f, laserkirjoitin on käyttäjän kannalta turvallinen luokan 1 laserlaite. Normaalissa käytössä kirjoittimen suojakotelointi estää lasersäteen pääsyn laitteen ulkopuolelle. Laitteen turvallisuusluokka on määritetty standardin EN 60825-1 (1994) mukaisesti.

VAROITUS !

Laitteen käyttäminen muulla kuin käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

VARNING !

Om apparaten används på annat sätt än i bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

HUOLTO

HP LaserJet M1319f - kirjoittimen sisällä ei ole käyttäjän huollettavissa olevia kohteita. Laitteen saa avata ja huoltaa ainoastaan sen huoltamiseen koulutettu henkilö. Tällaiseksi huoltotoimenpiteeksi ei katsota väriainekasetin vaihtamista, paperiradan puhdistusta tai muita käyttäjän käsikirjassa lueteltuja, käyttäjän tehtäväksi tarkoitettuja ylläpitotoimia, jotka voidaan suorittaa ilman erikoistyökaluja.

VARO !

Mikäli kirjoittimen suojakotelo avataan, olet alttiina näkymättömällelasersäteilylle laitteen ollessa toiminnassa. Älä katso säteeseen.

VARNING !

Om laserprinterns skyddshölje öppnas då apparaten är i funktion, utsättas användaren för osynlig laserstrålning. Betrakta ej strålen. Tiedot laitteessa käytettävän laserdiodin säteilyominaisuuksista: Aallonpituus 775-795 nm Teho 5 m W Luokan 3B laser.

Substances table (China)

有毒有害物质表

根据中国电子信息产品污染控制管理办法的要求而出台

部件名称	有毒有害物质和元素					
	铅 (Pb)	汞 (Hg)	镉 (Cd)	六价铬 (Cr(VI))	多溴联苯 (PBB)	多溴二苯醚 (PBDE)
打印引擎	X	0	X	X	0	0
复印机组件	X	0	0	0	0	0
控制面板	0	0	0	0	0	0
塑料外壳	0	0	0	0	0	0
格式化板组件	X	0	0	0	0	0
碳粉盒	X	0	0	0	0	0

0：表示在此部件所用的所有同类材料中，所含的此有毒或有害物质均低于
SJ/T11363-2006 的限制要求。

X：表示在此部件所用的所有同类材料中，至少一种所含的此有毒或有害物质高于
SJ/T11363-2006 的限制要求。

注：引用的"环保使用期限"是根据在正常温度和湿度条件下操作使用产品而确定的。

Glossary

ADF   Automatic document feeder. The ADF is used to automatically feed originals into the product for copying, scanning, or faxing.

browser   Short for Web browser, a software program that is used to locate and open Web pages.

collate   The process of printing a multiple-copy job in sets. When collate is selected, the product prints an entire set before printing additional copies. Otherwise, the product prints the specified number of copies of one page before printing the subsequent pages.

comma (,)   A comma in a fax dial sequence indicates that the product will pause at that point in the dialing sequence.

contrast   The difference between the dark and light areas of an image. The lower the number value, the more closely the shades resemble each other. The higher the number, the more the shades appear separate from each other.

dedicated line   A single telephone line that is used exclusively for either voice calls or fax calls.

distinctive ring   A service offered by some telephone companies in some countries/regions that allows two or three phone numbers to be set up on the same telephone line. Each phone number has a different ring pattern, and the fax machine can be configured to recognize the distinctive ring of the fax number.

dots per inch (dpi)   A measurement of resolution that is used for printing. Generally, more dots per inch result in a higher resolution, more visible detail in the image, and a larger file size.

DSL   Digital subscriber line, a technology that enables a high-speed, direct connection to the Internet through telephone lines.

e-mail (electronic mail)   An abbreviation for electronic mail. Software that can be used to electronically transmit items over a communications network.

fax   An abbreviation of facsimile. The electronic encoding of a printed page and the transmission of the electronic page over a telephone line. The product software can send items to electronic fax programs, which require a modem and fax software.

fax functions   Fax-related tasks that are done from the control panel or software that affect only the current job, or are done only once before returning to the Ready state, such as clearing memory. These functions are in their own section in the control-panel menu.

fax settings   Fax-related items that, when set or changed, continue to use the choice made until changed again. An example would be the number of times set for the product to redial a busy number. These settings are in their own section of the control panel menu.

file format   The way the contents of a file are structured by a program or group of programs.

grayscale   Shades of gray that represent light and dark portions of an image when color images are converted to grayscale; colors are represented by various shades of gray.

halftone   An image type that simulates grayscale by varying the number of dots. Highly colored areas consist of a large number of dots, while lighter areas consist of a smaller number of dots.

HP Director   A software screen that is used when working with documents. When the document is loaded into the automatic document feeder (ADF) and the computer is connected directly to the product, the HP Director appears on the computer screen to initiate faxing, copying, or scanning.

HP Toolbox   HP Toolbox is a program that provides access to the product management and troubleshooting tools, and product documentation. HP Toolbox does not support Macintosh operating systems.

ISDN   Integrated Services Digital Network (ISDN) is a suite of internationally adopted standards for end-to-end digital communication over the public telephone network.

link   A connection to a program or device that can be used to send information from the product software to other programs, such as e-mail, electronic fax, and OCR links.

optical character recognition (OCR) software   OCR software converts an electronic image of text, such as a scanned document, into a form that word processor, spreadsheet, and database programs can use.

pixels per inch (ppi)   A measurement of resolution that is used for scanning. Generally, more pixels per inch result in a higher resolution, more visible detail in the image, and a larger file size.

printer driver   A printer driver is a program that software programs use to gain access to a product's features. A printer driver translates a software program's formatting commands (such as page breaks and font selection) into a printer language, and then sends the print file to the product.

private branch exchange (PBX)   A small telephone switching system that typically is used by large businesses or universities to connect all telephone extensions within the organization. A PBX also connects to the public switched telephone network (PSTN) and may be either manual or dial, depending on the method used by extensions to place incoming or outgoing calls. Normally, the equipment is owned by the customer rather than leased from the telephone company.

public switched telephone network (PSTN)   The worldwide dial-up telephone network or a portion of that network. Users are assigned unique phone numbers, which allow them to connect to the PSTN through local telephone exchange companies. Often, this phrase is used when referring to data or other non-telephone services carried over a path initially established using normal telephone signaling and ordinary switched long-distance telephone circuits.

Readiris   An optical character recognition (OCR) program that was developed by I.R.I.S. and that is included with the product software.

resolution   The sharpness of an image, measured in dots per inch (dpi). The higher the dpi, the greater the resolution.

shared line   A single telephone line that is used for both voice and fax calls.

surge protector   A device that protects a power supply and communications lines from electrical surges.

TWAIN   An industry standard for scanners and software. By using a TWAIN-compliant scanner with a TWAIN-compliant program, a scan can be initiated from within the program.

URL   Uniform resource locator, the global address of documents and resources on the Internet. The first part of the address indicates what protocol to use, the second part specifies the IP address or the domain name where the resource is located.

USB   Universal serial bus (USB) is a standard that was developed by the USB Implementers Forum, Inc., to connect computers and peripherals. USB is designed to concurrently connect a single computer USB port to multiple peripherals.

watermarks   A watermark adds background text to a document that is being printed. For example, "Confidential" can be printed in the background text of a document to indicate that the document is confidential. A selection can be made from a set of predefined watermarks, and the font, size, angle, and style can be changed. The product can place the watermark on the first page only or all pages.

WIA   Windows Imaging Architecture (WIA) is an imaging architecture that is available in Windows XP and Windows Vista. A scan can be initiated from within these operating systems by using a WIA-compliant scanner.

Index

hp ®

i n v e n t

CB536-90987