With the answers to these frequently asked questions, you'll get the most from your HP Officejet or PSC all-in-one printer.

FAQ: Getting started with your HP Officejet or PSC all-in-one printer

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1. What kind of paper should I use, and what should I avoid?

For optimal printing quality, use HP paper, which is manufactured specifically for your printer and designed to work with HP ink to reduce smearing and produce bright, vivid colors. Here are a few options to consider:

- HP photo paper comes in glossy, semi-gloss, and matte finishes and produces lifelike photo prints that resist fading over time. HP offers Everyday, Premium, and Advanced photo paper varieties to match your needs.

- HP Everyday inkjet paper is optimized for your inkjet printer and best suited for printing most documents — letters, lists, trip itineraries, etc.

- HP also offers a range of specialty papers and a variety of paper sizes to suit your needs, whether you're printing a postcard to send to a friend or a calendar to hang on your wall.

Avoid paper jams and other printing complications by steering clear of these paper types:

- Paper with cutouts or perforations (unless specifically designed for HP printers).

- Highly textured paper stock, such as linen, which might cause uneven printing and bleeding ink.

- Extremely smooth, shiny, or coated papers not specifically designed for your HP ink printer.

- Multipart forms with duplicate and triplicate layers, which can wrinkle or get stuck and cause the ink to smear.

- Envelopes with clasps or windows, which can get stuck and cause paper jams.

- Paper sizes other than those indicated in the Technical Specifications chapter of your user manual.

2. What do I need to know about printing on specialty paper?

Your HP Officejet or PSC all-in-one printer can produce much more than everyday letters and documents. You can print lab-quality photos, greeting cards, brochures, and more—all with a professional look and your own personal touch. Here are a few specialty papers to consider:

- Vellum. This translucent parchment paper adds an elegant touch to greeting cards and invitations.

- Iron-on transfers. Create your own personalized T-shirts for a fraction of what you'd spend at a store.

- Greeting cards. You'll always have the right card for any occasion when you print it yourself. You can even add photos and your own words for a one-of-a-kind keepsake.

- Brochures and flyers. Create a family newsletter, advertise your next garage sale, or create a brochure for your home business without paying a professional.

- Inkjet fabric sheets. Design unique quilt blocks, pillows, and more by printing directly on fabric sheets designed for inkjet printers.

3. How do I print on different sized papers such as postcards or envelopes?

Your HP Officejet or PSC all-in-one is versatile enough to print on a variety of paper sizes beyond the standard 8.5" x 11" pages. Print your own photos in popular sizes such as 4" x 6" and 5" x 7", create customized postcards with your own vacation photos, or save time by printing addresses directly onto your envelopes.

Before you begin printing, adjust the paper width and length guides on your printer's in tray. Then, open the **Printer Properties** or **Page Setup** dialog box and set the appropriate paper size, scaling, and orientation options.

4. Will printing in draft mode help me save money on ink?

Yes. You can extend the lifespan of your ink cartridges by adjusting the Print quality setting, which essentially lets you select the print speed and the amount of ink used when printing.

When you're ready to print, open the Printer Properties or Print dialog box, and select one of the following Print quality settings to match your needs:

- Fast draft. This setting uses the least amount of ink and prints at the fastest speed. Use it for quick printing and simple black-and-white documents that don't include images or require a professional appearance.

- Fast normal. This setting prints faster than the Normal setting and at a higher quality (it uses more ink) than Fast draft. Use it to print informal documents when time is of the essence (like those last-minute book reports) but you need a darker print quality than Fast draft.

- Normal. With the ideal balance between print quality and speed, this setting is the best choice for most documents. Use it to print letters, web pages or documents for your files, and other primarily text-focused items.

- Best. If you're printing a greeting card or a flyer, you want it to look as professional as possible. This setting provides high-quality results.

- Maximum dpi. For the ultimate print quality, this setting is your best bet. It provides the highest quality printing, with the most ink saturation. Because it uses more ink, this setting takes longer to complete a print job than the Best setting, and it also uses more memory to get the job done. Use it for printing photos, postcards, scrapbook pages and other documents that include full-color images that you want to display or give to others.

5. How will I know when it's time to replace an ink cartridge?

When a print cartridge's ink level is low, a message will appear in your all-in-one's display window.

You can also check the levels manually:

- Windows: View estimated remaining ink levels by opening the Print Properties dialog box and clicking the Services tab. Click Service this device, and then select the Estimated Ink Levels tab. Click the Print Cartridge Information button for ordering information.

- Macintosh: Go to the HP Printer Utility, and select Supplies Status. If it's time to replace a cartridge, make a note of the print cartridge selection number displayed in the HP Printer Utility.

It's a good idea to keep extra ink cartridges handy to avoid any delays while you're printing. Follow the instructions in your user manual to replace print cartridges.

6. Is it OK to refill the ink cartridges in my all-in-one?

Ink cartridges that you can refill may sound like an inexpensive option, and manufacturers claim they offer the same quality as genuine HP ink cartridges. But quality assurance tests have shown that discount cartridges can produce pages with streaks, smudges, and other poor print quality issues. The resulting wasted time, ink, paper, and effort could end up costing you more money in the long run.

A recent study by QualityLogic found that HP inkjet print cartridges outperformed ink refills in both print quality and reliability

For dependability and high-quality prints, use genuine HP inkjet cartridges. They're designed to work with your HP all-in-one, and they're developed by HP, a recognized leader in color and ink quality. HP Vivera Inks are specially formulated to deliver crisp colors, sharp images, and exceptional fade resistance, which are particularly important qualities when you're printing photos for scrapbooks or framing.

7. How can I save money on HP ink and photo paper?

Save money and ink by setting Print quality at Normal, and using HP Everyday photo paper, which is designed to print quality photos with less ink.

HP Photo Value Packs offer an even better way to save money when you're buying ink and paper for printing digital photos. Each pack includes just the right combination of HP original ink and HP Premium photo paper for a certain number of prints at a certain size. You'll save money on each photo you print, and you don't have to worry about running out of ink before you run out of paper, or vice versa.

8. What's the best way to conserve color ink?

You can conserve your color ink cartridges by only printing and copying in color when you need to. This comes in handy when you're printing color pages from the web, but you're only interested in the text, or when you're printing a test page of a color document to check spelling or alignment before final printing.

To print a color document in black-and-white, simply adjust your settings to print in grayscale.

- Windows: Open the Printer Properties dialog box, click the Color tab, and select Print in Grayscale.

- Macintosh: Open the Print dialog box, select the Paper Type/Quality pane, and choose Grayscale from the Color pulldown menu.

Remember to adjust your settings again when you're ready to print the document in color.

9. How can I recycle used ink cartridges?

With the HP Planet Partners program, it's free and easy to recycle ink cartridges after you've replaced them. Many HP ink cartridge boxes include prepaid shipping labels or envelopes you can use to return the used cartridges to HP.

10. Can I share my all-in-one with more than one computer?

If you've created a network connecting two or more computers in your home, it's easy to share your all-in-one with other computers in your network. Print recipes from your laptop in the kitchen, documents from your desktop in the den, and homework assignments from your kids' computers without having to buy multiple printers.

Some HP all-in-ones feature a network interface as a standard capability, so you can print from anywhere in the house and save time, space, and money. Some network interface cards feature wireless connection capabilities, so you can even connect your printer to a wireless network for cable-free printing. Check your user manual, and look for an Ethernet port on the side or back of your printer to find out if it's network-ready.

Even if your printer is not automatically network-ready, you can connect it to one computer in your home network and then share it with other computers throughout the house.

11. Can I print, copy, or fax without turning on my computer?

Yes. If you need to make a copy of a magazine article, send a quick fax (for all-in-ones with built-in fax capabilities), or print digital vacation photos, you can access these features directly from your all-in-one's control panel without using your computer.

Many all-in-one models feature a memory card slot for PC-free photo printing. Simply remove the memory card from your digital camera and insert it into the memory card slot on your all-in-one. Or, if your printer features PictBridge support, and your digital camera is PictBridge enabled, you can connect your camera directly to the USB port on your HP Officejet or PSC all-in-one. You can then use your printer's color image display (available on select models) to preview, choose, edit, and print photos. Read your user manual to learn more about your specific printer's capabilities.

To create a scan or print electronic documents from your computer, your all-in-one and your computer must be connected and turned on.

12. How can I save time and paper when printing a document with multiple pages?

If you're printing a multipage document, such as a compilation of family recipes or that novel you've been working on, you can save time by setting the order in which your pages print (Hint: print the first page last so you won't have to reorder pages after printing). You can also speed things up by printing collated pages when you're printing more than one copy of a multipage document. You'll find these settings in your Print Properties or Print dialog box.

You can save paper (and money) on longer documents by printing on both sides of each page. Some HP printers come with automatic two-sided printing as a standard feature, and for others, it's an easy-to-install option. HP two-sided printing accessories help you save paper and add a more polished touch to newsletters, posters, and other creative print projects.

13. Can I print multiple pages on one sheet of paper?

If you're printing a first draft of a document, or if you'd like to see how several scrapbook or photo album pages look before you print final copies, you can save paper by printing multiple pages on a single sheet. Your printer software can automatically resize your document's text and images to fit on one printed page.

- Windows: Open the Printer Properties dialog box, click the Finishing tab, and select the number of pages you want to print on a single sheet from the Pages Per Sheet and Posters drop down list.

- Macintosh: Open the Print dialog box, select the Layout pane, and select from the Pages Per Sheet Menu.

14. How long should I wait for the ink to dry before handling my prints?

Humidity, temperature, and the specific type of paper and ink you're using all effect the amount of time it takes for your prints to dry. Generally, however, a color photo takes longer than a black-and-white text document. If you're printing a heavily saturated image, or if you're printing on any kind of specialty paper, set your print aside for at least 10 minutes before handling to give the ink time to dry completely.

Most HP Officejet or PSC all-in-one printers automatically wait for a certain amount of time between prints to ensure adequate drying time. You can increase or decrease this interval using your printer software.

- Windows: Open the Print Properties dialog box, click the Advanced tab, select Document Options, then Printer Features, and adjust the Dry Time.

- Macintosh: Open the Print Dialog box, and select the Paper Type/Quality pane. Then click the Ink tab and adjust the Dry Time.

15. How can I adjust the Copy quality settings for faster copying?

For faster copying, and to conserve ink, adjust the Copy quality settings to fit your needs. Here are your options:

- Fast. Use this setting for speedy black-and-white or color copying when you don't require ultra-sharp images or highly saturated color.

- Normal. This setting is appropriate for most day-to-day copying needs.

- Best. Choose this setting when you want the highest resolution your all-in-one has to offer. It will take slightly longer than the Fast or Normal modes, but you'll get lifelike photos and graphics that are spitting images of the originals.

16. Do I need a separate phone line to send a fax?

No. If your all-in-one has a fax feature, you can send and receive black-and-white and color faxes quickly and easily using the same phone line as your home telephone. Follow the detailed instructions in your user manual to set up your all-in-one fax capabilities to work successfully with other equipment and services associated with your phone line, such as answering machines, voice mail, and DSL service.

17. Do I need special software for scanning?

To use the scanning features on your HP Officejet or PSC all-in-one, first install the computer software that came with your printer. Before you try to scan, be sure that the software is running. On a Windows computer, look for the HP Digital Imaging Monitor icon. On a Macintosh, the software is always running.

18. Can I scan photos?

With your HP all-in-one, you can scan almost anything, including text documents, pages from books or magazines, three dimensional objects, and yes, even photos.

First, be sure that your all-in-one and your computer are connected and turned on. Follow the instructions in your user manual to load the original photo and scan the image as an electronic file. You can scan to an application on your computer or scan to a memory card or storage device. You can also print, edit, and even share your scanned images with your all-in-one's HP Photosmart Share feature.

19. Can I recycle my old printer?

Yes, thanks to the HP Planet Partners program, which includes hardware and supplies recycling. Since the program began in 1987, the HP Planet Partners hardware take-back program has recycled more than 400 million pounds of computer hardware worldwide.

HP Planet Partners will recycle computing hardware from any manufacturer, and the process is easy.

20. How often should I clean my all-in-one?

Your HP Officejet or PSC all-in-one should require very little cleaning other than the occasional dusting. Use a soft damp cloth to remove any ink stains or smudges on the exterior of your all-in-one. To ensure clear scans and copies, you may want to occasionally clean the glass strip or white strip inside the automatic document feeder. Consult your user manual for instructions and more information.

If you keep your all-in-one in a dusty environment, debris can accumulate on the print cartridge contacts, and you may need to carefully clean them occasionally to ensure optimal printing. Follow the instructions in your user manual to manually clean the cartridges.

21. How can I keep my printer software up-to-date?

To take advantage of the latest software and driver updates, sign up to receive driver, support, and security alerts via e-mail from HP. You can customize your profile so you only get the information that is relevant to you, and you'll also receive support tips, promotions, and other special offers.

22. How can I get a replacement user manual for my printer?

HP provides online manuals and setup guides for HP printers on the HP website. To get your user manual.