

hp LaserJet 9000mfp



Introduce

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Edition 2, February 2002

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- For the U.S., call (1) (208) 323-2551 Monday through Friday from 6 A.M. to 6 P.M., Mountain time.
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- Austria: 43 (0)810 00 6080
- Belgium
Dutch: 32 (0)2 626-8806
French: 32 (0)2 626-8806
- Czech Republic: 42 (0)2 6130 7310
- Denmark: +45 39 29 4099
- International English: +44 (0)207 512 52 02
- Finland: 358 (0)203 47 288
- France: 33 (0)1 43 62 34 34
- Germany: 49 (0)180 52 58 143
- Greece: +30 (0)1 619 64 11
- Hungary: +36 (0)1 382-1111
- Ireland: +353 (0)1 662 5525
- Italy: 39 02 264 10350
- Netherlands: 31 (0)20 606 8751
- Norway: 47 22 11 6299
- Poland: +48 22 865 98 00
- Portugal: 351 21 3176333
- Romania: +40 1 315 44 42 (or 01 3154442)
- Russian Federation
Moscow: +7 095 797 3520
St. Petersburg: +7 812 346 7997
- Spain: +34 902 321 123
- Sweden: +46 (0)8 619 2170
- Switzerland: +41 (0)848 80 11 11
- Turkey: +90 212 221 69 69
- Ukraine: +7 (380-44) 490-3520
- U.K.: +44 (0)207 512 52 02

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- Egypt: +202 7956222
- Israel: +972 (0)9 9524848
- South Africa
Inside RSA: 086 000 1030
Outside RSA: +27-11 258 9301
- United Arab Emirates, Bahrain, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Yemen: 971 4 883 8454
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Hours of operation vary by country/region.

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- Australia: (03) 8877 8000
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- Hong Kong SAR: +85 (2) 2802 4098
- India: +91 11 682 6035
- Indonesia: +62 (21) 350-3408
- Japan: +81 3 3335-8333
- Republic of Korea:
Seoul: +82 (2) 3270-0700
Outside Seoul: 080 999-0700
- Malaysia: +60 (3) 295 2566
- New Zealand: +64 (9) 356 6640
- Philippines: +63 (2) 867 3551
- Singapore: +65 272 5300
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- Thailand: +66 (2) 661 4000
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- Argentina: 0810-555-5520
- Brazil
 - Greater Sao Paulo: (11) 3747-7799
 - Outside Greater Sao Paulo: 0800-157751
- Chile: 800-22-5547
- Guatemala: 800-999-5305
- Mexico
 - Mexico City: 52-58-9922
 - Outside Mexico City: 01-800-472-6684
- Peru: 0-0800-10111
- Puerto Rico: 1-877-2320-589
- Venezuela
 - Caracas: 207 8488
 - Outside Caracas: 800 47 777

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1 The basics

Overview

This chapter introduces the following basic features and operations of the HP LaserJet 9000mfp*:

- Product features and benefits
- External view of the product and accessories
- Loading input trays
- Understanding product messages
- Help system

*Multifunction peripheral

Product features and benefits

This section lists the major product features.

Functions

- two-sided copying
- image modification
- color digital sending
- wide-format printing
- document finishing

Speed and throughput

- 50 pages per minute (ppm) scanning and printing on Letter-size or ISO A4-size paper
- 100-page capacity automatic document feeder (ADF)
- 25 percent to 400 percent scalability using the glass
- 25 percent to 200 percent scalability using the ADF
- Transmit Once, Raster Image Processing (RIP) ONCE technology
- Eight-second standby to first page
- Duty cycle up to 300,000 pages per month
- 300 megahertz (MHz) microprocessor

Resolution

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

Memory

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

Language and fonts

- HP printer command language (PCL) 6 driver
- HP PCL 5e driver for compatibility with previous products
- Printer job language (PJM)
- Printer management language
- 80 scalable TrueType™ typefaces
- PostScript® (PS) Level 3 Emulation standard

Consumables management

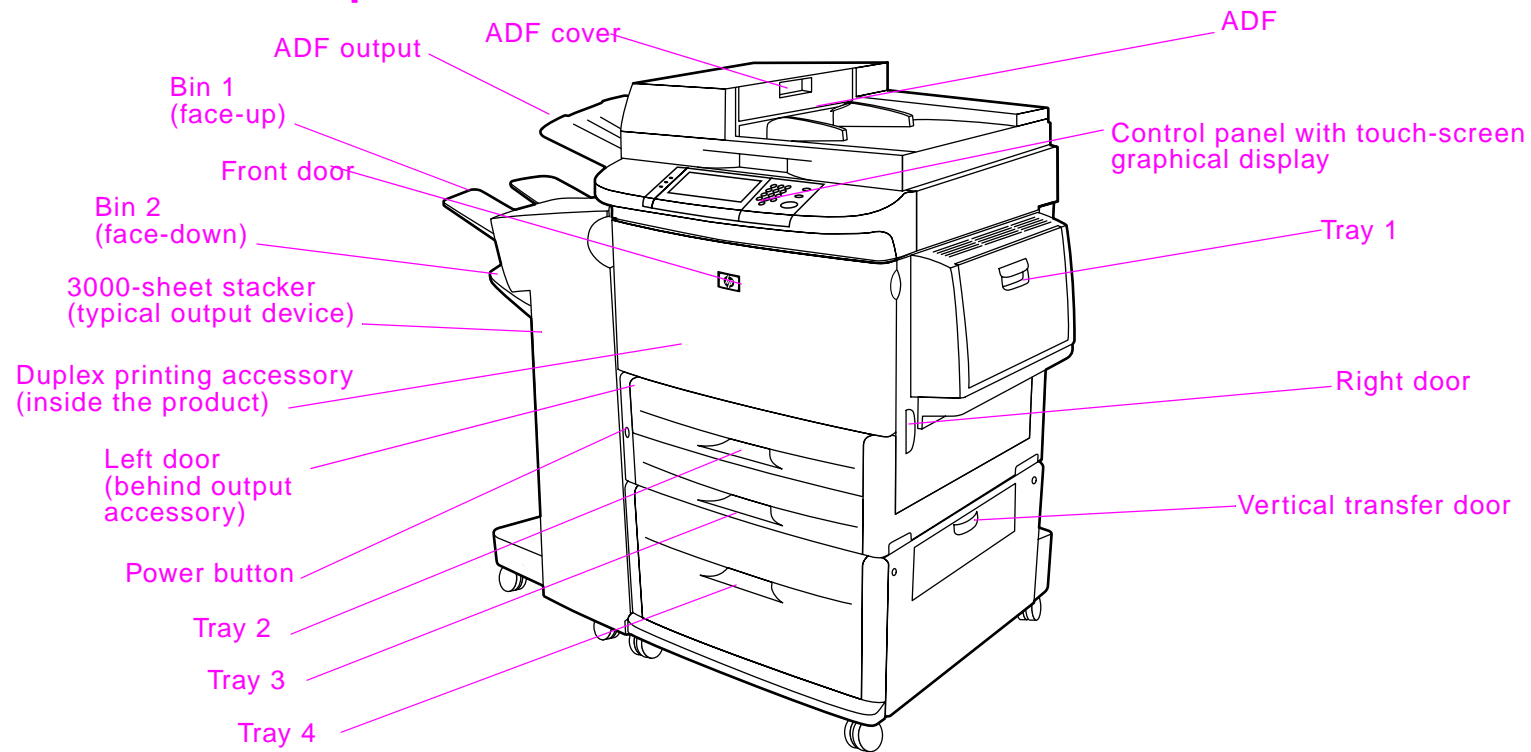
- Supplies status page with information on toner gauge, page count, and paper sizes used
- Internet-enabled supplies ordering
- No-shake print cartridge
- No-pull tab print cartridge

Parts and accessories

| Type of item | Item | Description or use | Order number |
|--------------------------|---------------------------------|--|--------------|
| Paper handling | 3000-sheet stacker | One 3000-sheet stacking device. | C8084A |
| | 3000-sheet stapler/stacker | One 3000-sheet stacking device provides stapling for as many as 50 sheets of paper per document. | C8085A |
| | Multifunction finisher | Finishing device that provides 1000 sheets of stacking capacity, stapling, and folding for as many as 50 sheets of paper per booklet, and saddle-stitching of booklets for up to 10 sheets of paper. | C8088A |
| | Staple cartridge | Replacement HP 5000 staple cartridge for the 3000-sheet stapler/stacker. | C8091A |
| | | Replacement HP 5000 staple cartridge for the multifunction finisher. | C8092A |
| Printing supplies | Print cartridge (30,000 images) | Replacement HP maximum capacity, smart print cartridge. | C8543X |

| Type of item | Item | Description or use | Order number |
|--|-----------------------------|---|--------------|
| Memory, fonts, and mass storage | SDRAM DIMMs (100-pin) | Improves the ability of the product to handle large and stored jobs (maximum 192 MB with HP brand DIMMs). | |
| | | 16 MB | C7843A |
| | | 32 MB | C7845A |
| | | 64 MB | C7846A |
| | 128 MB | C9121A | |
| | Flash Memory DIMM (100-pin) | Permanent memory storage for fonts and forms. | |
| | | 16 MB | C9147AA |
| | EIO hard disk | 5 GB of permanent storage for fonts and forms. Enables RIP ONCE technology of print jobs that are too large to RIP ONCE in RAM. | J6054A |
| Cable and interface accessories | EIO Cards | <ul style="list-style-type: none"> HP JetDirect 610N Print Server for Fast Ethernet (10/100Base-TX) networks (RJ-45 only) (standard) | J4167A |
| | | <ul style="list-style-type: none"> HP JetDirect 610N print server for token ring networks (RJ-45, DB-9) (optional) | J4135A |
| | | <ul style="list-style-type: none"> HP JetDirect Connectivity Card for USB, Serial, and LocalTalk (standard) | J4169A |
| Maintenance kit | Printer maintenance kit | Contains replacement fuser assembly, transfer roller assembly, and feed, pickup and separation rollers. | |
| | | For 110 V units | C9152A |
| | | For 220 V units | C9153A |

External view of product and accessories



Note

Bin 1 is face up and Bin 2 is face down only on the 3000-sheet stacker or the 3000-sheet stapler/stacker. If you choose the multifunction finisher as your output device, Bin 1 is both face up and face down, and Bin 2 is the booklet bin.

Loading input trays

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

CAUTION

To avoid a jam, never add or remove paper from Tray 1 or open Tray 2, Tray 3, or Tray 4 while printing or copying from that tray.

To avoid damaging the product, print labels and envelopes only from Tray 1. Send labels and envelopes to the face-up bin. Print only one side of labels and envelopes.

Loading Tray 1

Tray 1 holds up to 100 sheets of paper or 10 envelopes. See “Paper specifications” on page 83.

- 1 Open Tray 1.
- 2 Load A4- or Letter-size paper with the long edge leading into the product. See “Paper specifications” on page 83 for more information on loading custom sizes.

CAUTION

To avoid jams, print sheets of labels one at a time.

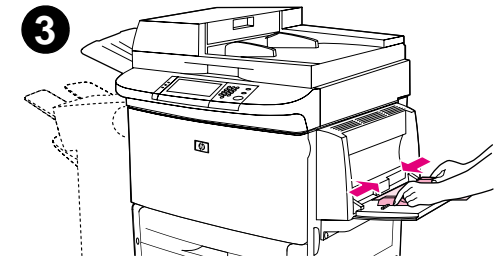
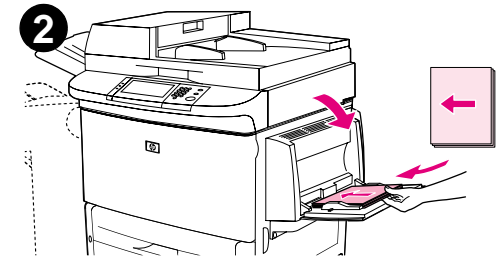
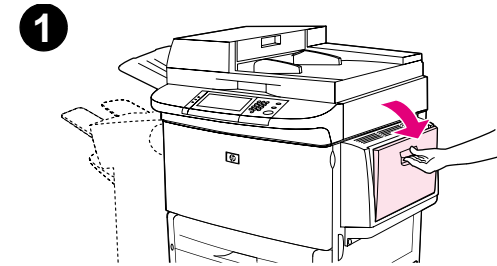
- 3 Adjust the paper guides so they lightly touch the paper stack, but do not bend the paper.
- 4 Make sure the paper fits under the tabs on the guides and not above the load level indicators.

Note

If printing on A3- or Ledger-size paper, also pull out the tray extension until it stops.

Note

By default, **Tray 1 Size** is set to **Any**. If you do not specify a size, any job sent to the product prints from Tray 1, if print media is loaded in the tray.



Loading Trays 2 and 3

For paper specifications, See “Paper specifications” on page 83.

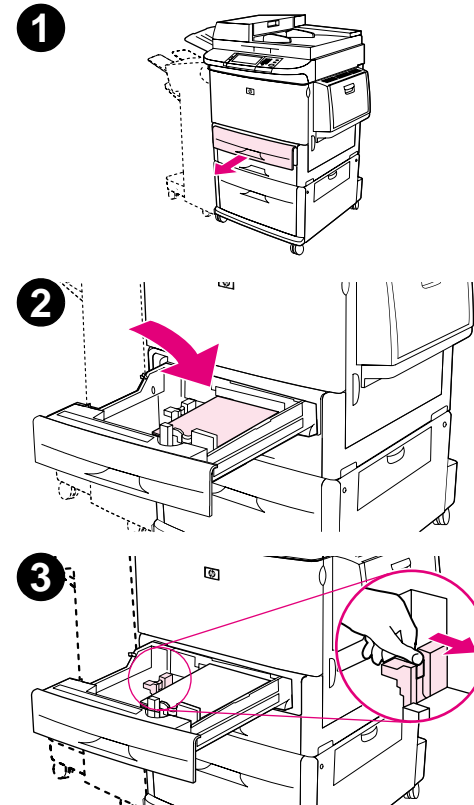
CAUTION

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

- 1 Pull Tray 2 open until it stops.
- 2 Load about 100 sheets of paper according to size.
- 3 Adjust the left (Y) paper guide by squeezing the tab on the guide and then sliding the guide to the edge of the stack.

Note

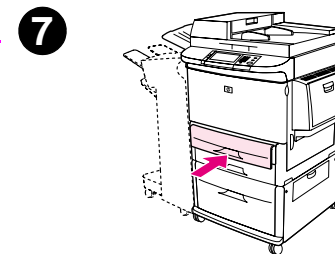
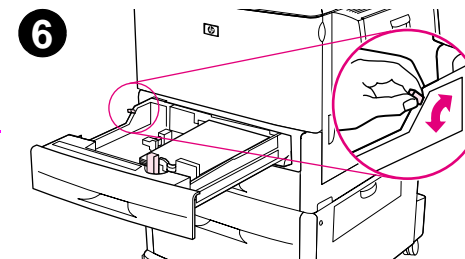
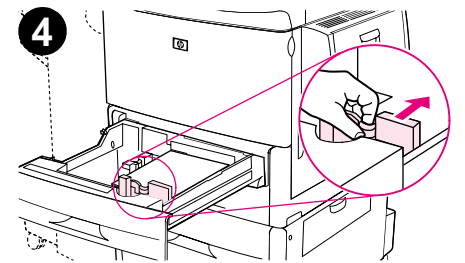
For single-sided printing of letterhead or preprinted paper, the side to be printed on should be down. For double-sided printing of letterhead or preprinted paper, the first side to be printed on should be up.



- 4 Adjust the front (X) paper guide by squeezing the tab on the guide and sliding the guide to the edge of the paper.
- 5 Load the remaining paper (up to 500 sheets of standard-size paper), if desired.
- 6 Set the paper lever to Standard if both guides are set to the same Standard marking, such as Letter or A4. Otherwise, set the lever to Custom.
- 7 Push the tray in until it stops.
- 8 Repeat steps 1 through 7 to load Tray 3.

Note

If standard-size media is loaded, the graphical display shows the dimensions. If custom-size media is loaded, note the paper size in millimeters on the left (Y) and front (X) guides and go to “Setting the paper size for a tray” on page 27.



Loading Tray 4

Tray 4 holds up to 2000 sheets. For paper specifications, see See “Paper specifications” on page 83.

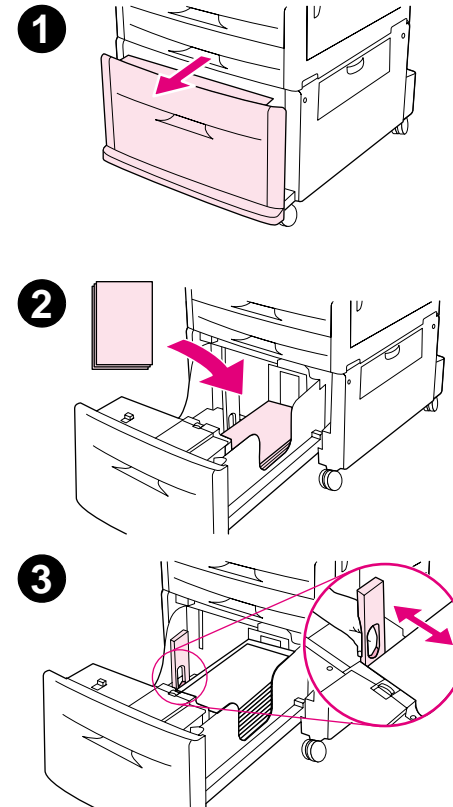
CAUTION

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

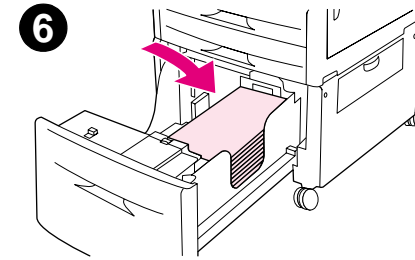
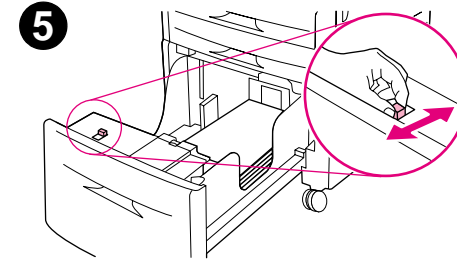
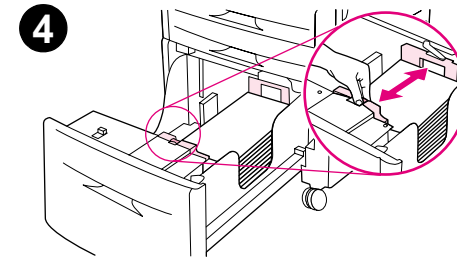
- 1 Pull the tray open until it stops.
- 2 Load about 100 sheets of paper.
- 3 Adjust the left (Y) paper guide by squeezing the tab on the guide and sliding the guide to the edge of the paper.

Note

For single-sided printing of letterhead or preprinted paper, the side to be printed on should be down. For double-sided printing of letterhead or preprinted paper, the first side to be printed on should be up.



- 4 Adjust the front (X) paper guide by squeezing the tab on the guide and sliding it to the edge of the paper.
- 5 Set the Custom/Standard switch to Standard if both guides are set to the same Standard marking, such as Letter or A4. Otherwise, set the switch to Custom.
- 6 Load the remaining paper (up to 2000 sheets of standard-size paper), if desired.



- 7 Press down each of the four corners of the paper stack to ensure the paper rests flat in the tray, without bending.

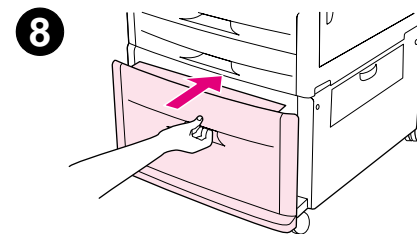
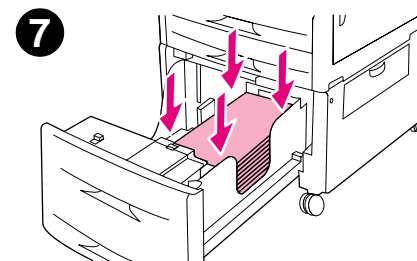
CAUTION

Never store paper or other items in the area to the left of the guides. Doing so can permanently damage the tray.

- 8 Push the tray in until it stops.

Note

If custom-size media is loaded, note the measurement in millimeters on each guide and go to “Setting the paper size for a tray” on page 27.



Setting the paper size for a tray

Use these guidelines to set the paper size for a tray.

- When you load any size print media in Tray 1, you must use the control panel to configure the product to recognize the size loaded.
- When you load standard size paper (such as A4 or Letter) in Tray 2, Tray 3, or Tray 4, the product automatically detects the size loaded and shows the size on the control panel. You do not need to set the size manually.
- When you load a custom (non-standard) size in Tray 2, Tray 3, or Tray 4, use the control panel to configure the product to recognize the size loaded.

When standard- or custom-size paper is loaded into Tray 1, the product prints at a slower speed if a size is not specified at the control panel. When custom-size paper is loaded in Tray 2, Tray 3, or Tray 4, the product prints at normal speed for that size because it picks up paper based on the size defined at the control panel.

To set any size for Tray 1

- 1 Touch **Menu**.
- 2 Touch **Paper Handling**.
- 3 Touch **Tray 1 Size**.
- 4 Touch the paper size loaded.
- 5 Touch **OK** to exit the menus.

To set a standard size for Trays 2, 3, and 4

The product automatically detects the size loaded, so you do not need to set the size manually.

To set a custom size for Trays 2, 3, and 4

- 1 Make sure the switch inside the tray you want to configure is in the Custom position.
- 2 A message on the control panel prompts you to enter the paper size.
- 3 Touch unit of measure (**Millimeters** or **Inches**). (The default is **Millimeters** because the marks on the tray guides are in millimeters.)
- 4 Use the numeric keypad to select the X (front to back) dimension.
- 5 Touch **OK**.
- 6 Use the numeric keypad to select the Y (left to right) dimension.
- 7 Touch **OK** to exit the menus.

Understanding product messages

Messages appear on the status bar of the control panel graphical display to relay the normal status of the product (such as `READY`) or an error condition (such as `STAPLER LOW ON STAPLES`) that needs attention. This product features a Help system that provides instructions for resolving most product errors. After detecting an error, a dialog box appears on the graphical display. The dialog box prompts you with instructions on how to solve the problem.

Help system

You can gain access to the Help system at any time on the touch screen of the graphical display.

“What is this?” Help

The product provides information on any item on the touch screen of the graphical display. On the top level screen, touch **Help**, and then touch **What is this?**. After touching **What is this?**, a pop-up dialog box asks you to “Touch any item for help.” After touching the item, you see a pop-up dialog box that displays information about the item you touched. After reading the information, touch a clear space on the screen to remove the **What is this?** pop-up dialog box.

On other levels of the touch screen, you can gain access to the Help system by touching **?** located in the upper-right corner of each screen.

“Show me how” Help

Using **Show me how** Help, the product shows you how to use the product features.

- 1 Touch **Help**.
- 2 Touch **Show me how**. You can choose a topic from the Show Me How Index screen by using the scroll bar to highlight the desired topic.
- 3 Touch **OK**.

Show me how also appears on a **What is this?** pop-up dialog box if the item you chose is a function that includes instructions. For example, if you touch **Send Options**, and then touch **What is this?** Help and touch the **E-mail** option, you see a **Show me how** button in the pop-up dialog box. Touch the **Show me how** button for instructions on how to e-mail a document from the product.

Print this topic

You can print any of the **Show me how** instructions by touching the **Print This Topic** button at the top of the Show Me How screen.

2 The control panel

Overview

The product control panel has a unique touch-screen graphical display that offers an integrated approach to copying, digital sending, and printing. The control panel provides you with all the features you expect from a standard photocopier as well as digital sending capabilities and printing. The control panel allows you to describe the features of the original document, modify the document, and then select the features you desire in the copy.

In addition, the control panel presents several menus that allow you to set system defaults, customize settings for a particular job, and store and retrieve printed and scanned jobs.

This chapter presents a general overview of the control panel and the control panel menus. Specific control panel functions that pertain to sending, copying, and printing tasks are presented in later chapters.

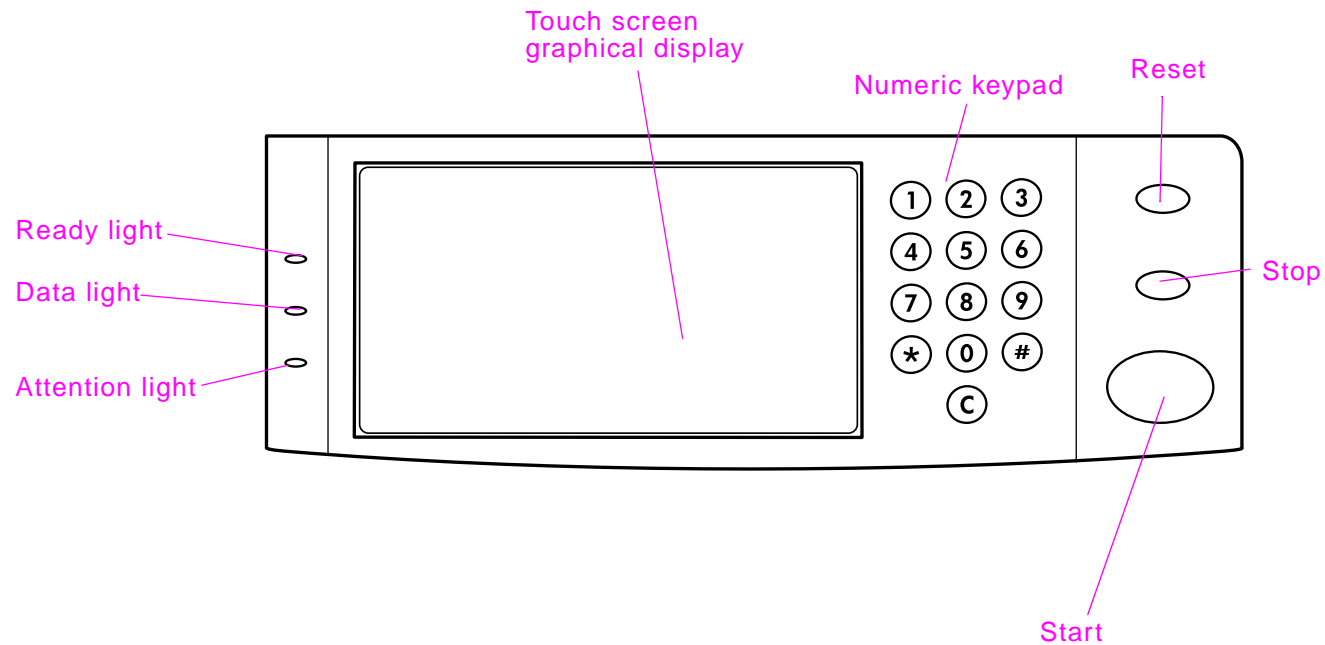
The control panel offers:

- clear feedback during interaction with the touch-screen graphical display
- support for learning how to use product features
- clear instructions and illustrations
- easy-to-read status messages in one location

Control panel overview and operation

Control panel layout





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



Control panel features

The control panel contains three lights:

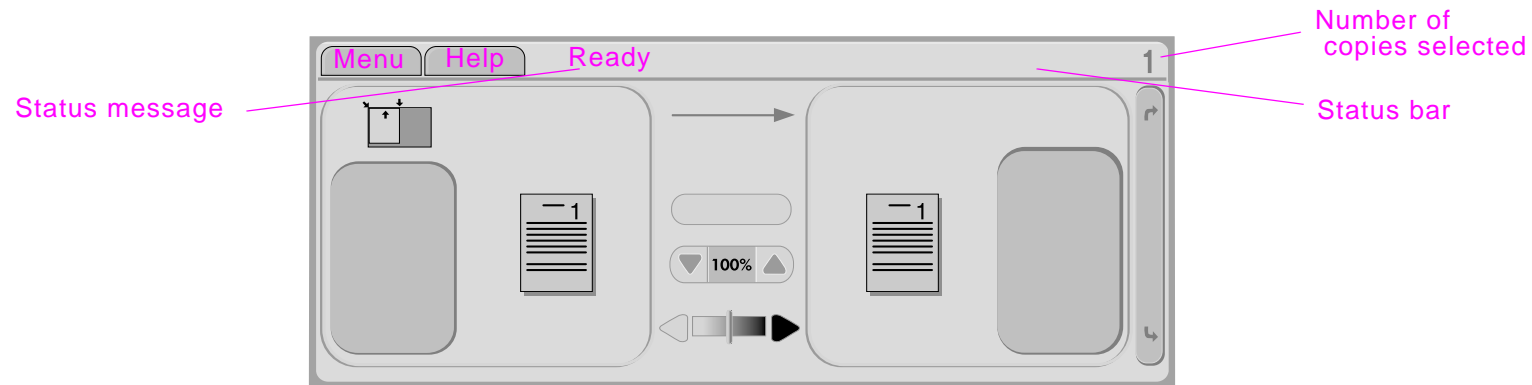
- Ready: green light that is on when the product is ready to copy, send or receive data
- Data: green light that blinks when data are transmitted
- Attention: orange light that is on when the product needs attention

| Features/Keys | Function |
|---|---|
| Status bar | Displays current device status, number of copies, menu and Help options. |
| Menu | Provides access to settings such as paper handling and device configuration. |
| Help | Provides access to “What is this?” or “Show me how” Help options. |
| Original | Displays settings describing the original document. The product can automatically detect the document size. |
| Copy | Displays settings describing the output features of the document. |
| Send Options | Allows you to send your documents via e-mail. |
| Reduce/Enlarge  | Reduces or enlarges the size of the copy. |
| Contrast Control  | Increases or decreases the brightness. |
|  | Allows you to gain access to “What is this?” Help. Embedded in the touch-screen menus. |
| Enhance  | Allows you to gain access to the screen that contains enhancement features. |
| RESET | Resets the job settings to factory or user-defined default values. |

| Features/Keys | Function |
|----------------------|--|
| STOP | Cancels the active job. |
| START | Begins a copy job, starts digital sending, or continues a job that has been interrupted. |
| NUMERIC KEYPAD | Allows you to type numeric values for number of copies desired and other numeric values. |

Control panel navigation

You navigate through the control panel menus using the touch-screen graphical display.



Status bar

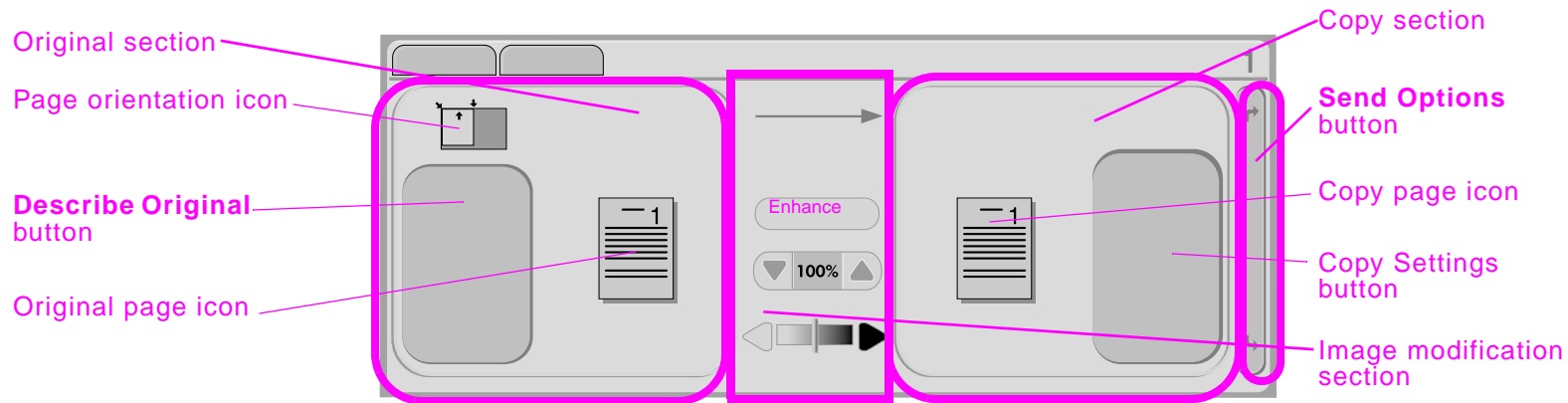
The status bar is located at the top of the touch-screen graphical display. The Status bar displays Menu, Help, status messages, and the number of copies selected.

- Menu: Choose from a list of menus such as **Information** menu and **Paper Handling** menu.
- Help: Choose "What is this?" Help or "Show me how." (See "Help system" on page 29.)
- Status messages: Shows the current status of the product, such as `Ready` or `Scanning Page 1`.
- Number of copies selected: Shows the current number of copies selected. The factory default setting is 1.

User-attention error messages are displayed in a pop-up dialog box that prohibits normal screen interaction until the message is cleared.

Control panel default touch screen

The touch-screen graphical display is divided into four sections: Original, Image Modification, Copy, and the **Send Options** button.



Original

The Original section on the touch screen allows you to describe the characteristics of the original document. The Original section is divided into three components that describe the original being copied:

- **Page orientation icon:** Shows how the original should be placed on the glass or in the ADF. The paper size is auto-detected by the product when placed on the glass or in the ADF. You can override the auto-detect function by touching the **Describe Original** button and changing the size.
- **Describe Original button:** Displays and changes the description of the original document.
- **Original page icon:** Displays the current settings in a graphical representation.

Image modification

You can adjust the contrast and reduce or enlarge the image in this section of the graphical display. When touched, the **Enhance** button exposes additional options for image modification.

Copy

The Copy section of the graphical display contains a copy page icon and the **Copy Settings** button.

- Copy page icon: Displays the current copy settings in a graphical representation.
- **Copy Settings** button: Displays the current copy setting and, when touched, allows you to change these settings.

Send Options

When touched, the **Send Options** button displays the digital sending options available to you. E-mail is standard on the product. Fax, folders, and presets are available only to customers who purchase the HP Digital Sender Module software.

Send Options overlays the Copy section of the graphical display, but the Original section and the Image modification section are still displayed. The copy section of the graphical display does not apply to digital sending.

3 Walk-up digital sending

Overview

The following topics are addressed in this chapter:

- introduction to digital sending
- loading documents
- sending a document using the factory default settings

Note The product cannot copy or print in color, but it can send color images.

Sending basics

The product offers black and white and color digital sending capabilities. Using the control panel, you can scan black and white or color documents and send them to an e-mail address as an e-mail attachment. To use digital sending, the product must be connected to a local area network (LAN) (see the *start* guide for more information on connecting to a LAN).

Introduction to digital sending

Digital sending offers these advantages:

- sends mail to multiple e-mail addresses simultaneously, saving time and delivery costs.
- ensures privacy by sending information to a personal inbox.
- delivers files at near-original quality in black and white or in color.
- sends files in JPEG, PDF, TIFF, and MTIFF formats, which can be manipulated by the recipient.

The product connects directly to your LAN, so that you can send digital documents without a dedicated computer. By using HP Smart Compression technology, digital sending keeps file sizes small, minimizing the impact on your network. Documents arrive in near-original quality, and can then be printed, stored, or forwarded like any other e-mail message.

Loading documents

You can scan a document using either the glass or the ADF. The glass and ADF can accommodate originals as large as Ledger- and A3-size. Smaller originals, books, manuals, receipts, irregular and worn documents, stapled documents, previously folded documents, and photographs should be scanned using the glass. Multiple-page documents can be scanned easily using the ADF.

Sending a document using factory default settings

Factory default settings are:

- Color
- PDF file format (requires the recipient to have an Adobe Acrobat viewer to open and view the file)

To send a document using factory default settings:

1 Place the document face down on the glass or in the ADF. (Use the ADF for multipage documents.)

On the touch screen of the graphical display:

- 2 Touch **Send Options**. The Send Options box replaces the Copy Settings box. The **Enhance** and **Reduce/Enlarge** buttons disappear. Those options do not apply to digital sending.
- 3 Touch **E-mail**.
- 4 Touch **From:** and then, using the displayed keyboard, enter your e-mail address.

Note Touch  to delete any incorrect keystrokes.

- 5 Touch **OK**.
- 6 Touch **To:** and then enter the recipient e-mail address.
- 7 Touch **OK**.
- 8 Touch **CC:** and then enter the e-mail address of any copy recipients, if desired.
- 9 Touch **OK**.
- 10 Touch **Subject:** and then enter the subject of your e-mail.
- 11 Touch **OK**.
- 12 Press **START**.
- 13 Follow the instructions on the pop-up dialog box.
- 14 Remove the originals from the glass or the ADF output.

4 Walk-up copying

Overview

The product functions as a standalone, walk-up copier. You can easily adjust copy settings at the control panel. Originals can be copied using either the glass or the ADF. The product can process copying, printing, and digital sending jobs simultaneously.

The topics in this section include:

- basic copying procedures
 - factory-default copy settings
 - one-touch copying
 - copying using user-defined settings
 - copying on both sides of the paper (duplexing)
- modifying copy settings for the current job
 - adjusting the copy contrast
 - reducing or enlarging copies

You might want to review the chapter titled “The control panel” on page 31 before using the copying functions.

Basic copying procedure

The following information describes how to make copies using the product.

Factory default copy settings

The following table is a list of factory default copy settings. To change the factory default copy settings, see “Copying using user-defined settings” on page 43.

Factory default copy settings

| Feature | Factory Default Setting |
|--------------------|--|
| Size | Letter/A4-size original to Letter/A4-size copy |
| Number of sides | 1-sided original to 1-sided copy |
| Number of copies | One copy |
| Page content | Mixed (mixed text and graphics) |
| Page orientation | Portrait |
| Collation | Collated |
| Staple placement | No staple |
| Output bin | Bin 2 |
| Background removal | Medium background removal |

One-touch copying

Select **Quick Copies** from the **Show me how** Help index for instructions on one-touch copying. Touch the **Print This Topic** button to print the instructions.

Copying using user-defined settings

You can change the factory default copy settings using the following steps.

To make copies using settings other than the default settings

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

On the touch screen of the graphical display:

2 Touch the **Describe Original** box to view your options.

3 Touch the items that describe your original. Choose from:

- **Size:** Select the paper size of your original
- **Page Orientation:** Select **Portrait** or **Landscape**
- **Number of Sides:** Select **1-sided** or **2-sided**
- **Page Content:** Select **Text**, **Graphic**, or **Mixed**

4 After you make your selections, touch **OK** to return to the main screen.

Note

The page icon in the Original section of the graphical display shows an image representing the original document.

5 Make any necessary adjustments to the contrast and reduction or enlargement using the **Contrast Control** bar and the **Reduce/Enlarge** button in the Image Modification section of the graphical display.

6 Touch **Copy Settings** to view your options. You can choose **Basic** options or **Advanced** options.

7 Touch the **Basic** items that describe the characteristics of the copies you are making. The items are:

- **Paper Size:** Select **Auto** (paper size is matched to original size), or the copy size that you desire
- **Number of Sides:** Select **1-sided** or **2-sided**
- **Backside Orientation:** Select **Normal** or **Flip** (applies when **2-sided** copying is chosen)
- **Pages per sheet:** Select **1, 2, 4,** or **Booklet**

Note

If **4** pages per sheet is chosen, “Z” or “N” ordering is tailored to the page orientation, and the option to put a border around each smaller page is displayed. The page icon displays the ordering option you chose.

- **Borders:** Select **Border** or **No Border**
- **Staple:** Select **None, Corner,** or **Edge**

8 Touch the **Advanced** options, if desired. The options are:

- **Collation:** Select **Collated** or **Uncollated**
- **Output Bin:** Select **Bin 1** or **Bin 2**

9 When you are finished, touch **OK**.

Note

The page icon in the Copy section of the graphical display shows a representative image of the copy.

Using the numeric keypad, select the number of copies, and then press **START**.

Copying on both sides of the paper (duplexing)

Select **2-Sided Input to 1-Sided Output (2 to 1)** or **2-Sided Input to 2-Sided Output (2 to 2)** from the **Show me how** Help index. Touch the **Print This Topic** button to print the instructions.

Copying books

Select **Book Copying** from the **Show me how** Help index. Touch the **Print This Topic** button to print the instructions.

Modifying copy settings for the current job

You can modify your copies by adjusting the contrast, reducing or enlarging, or enhancing.

Adjusting the copy contrast

You can adjust the contrast by touching the arrows on the **Contrast Control** bar. The slider moves to the lighter or darker area of the **Contrast Control** bar.

Reducing or enlarging copies

The product has an autoscaling feature. If there is a difference between original paper size and copy paper size, the product can autodetect a size mismatch between the original page size and the copy page size. The original image is reduced or enlarged automatically to match the copy paper size. You can override autoscaling using the reduce and enlarge feature.

The product can reduce copies to as little as 25 percent of the original size and enlarge copies to as much as 400 percent of the original (200 percent using the ADF).

To reduce or enlarge your copies, touch the arrows on the **Reduce/Enlarge** button until you obtain the desired reduction or enlargement. The scale percentage box in the center of the **Reduce/Enlarge** button indicates the percentage of reduction or enlargement.

Enhancing copies

You can enhance the quality of your document by touching **Enhance** to gain access to the enhancement screen.

Background Removal

If you copy a document that is printed on colored paper, or if you use two-sided copying, you can enhance your copy quality by removing the background that might cause your copy to streak or blur. Touch the **Enhance** button to gain access to the embedded Background Removal screen. Adjust the amount of background removal by touching the arrows on the **Background Removal Control**. The slider moves to the lighter or darker area of the **Background Removal Control** bar.

Sharpness

The **Sharpness Control** specifies the sharpness setting that the scanner uses when the product scans your original. Sharpness enhances the edges of the original so that faint or fine text and graphics are reproduced more sharply. Adjust the amount of sharpness by touching the arrows on the **Sharpness Control** bar.

Density

The **Density Control** allows you to determine the contrast and brightness of your copy. Touch the arrows on the **Density Control**, and move the slider to the lighter or darker area of the **Density Control** bar.

5 Desktop printing

Overview

When the drivers are installed, the product can function as a network printer. Print jobs can be sent to the product from any software program. This chapter addresses the following topics:

- printing from the software
- printing both sides of paper (duplexing)
- using job retention

Printing from the software

This section provides the basic instructions for printing using special features such as duplexing and stapling.



PRINTING ON BOTH SIDES

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **FINISHING** tab. Select **PRINT ON BOTH SIDES**.

PS: Click on **ADVANCED** tab. Select **PAPER/OUTPUT, PRINT ON BOTH SIDES**.

Mac

Click on **FILE, PRINT**.

Choose **LAYOUT** from the pop-up menu. Select **PRINT ON BOTH SIDES**.

Mac OS X

Click on **FILE, PRINT**.

Choose **DUPLEX** from the pop-up menu. Select **PRINT ON BOTH SIDES**.



PRINTING BOOKLETS

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **FINISHING TAB**. Select **PRINT ON BOTH SIDES, BOOKLET PRINTING TYPE** from the drop-down menu.

PS: See the program Help files for information.

Mac

Click on **FILE, PRINT**.

Choose **LAYOUT** from the pull-down menu. Select **PRINT ON BOTH SIDES**.

Choose **PLUG-IN PREFERENCES**. Check **PRINT-TIME FILTERS**. Check **BOOKLET**.



Press **SAVE SETTINGS**.

Choose **BOOKLET PRINTING**. Check **FORMAT BOOKLET**.

Select the **PAPER SIZE** from the pull-down menu.

Mac OS X

Not available.

| | |
|---|--|
|  | <p>ADDING A COVER TO A BOOKLET</p> <p>Windows Click on FILE, PRINT, PROPERTIES.</p> <p>PCL: Click on PAPER TAB. Check the USE DIFFERENT PAGE FOR FIRST PAGE box. Select PAPER SIZE, PAPER SOURCE, and PAPER TYPE.</p> <p>PS: See the program Help files for information.</p> <p>Mac See the program Help files for information.</p> <p>Mac OS X Not available.</p> |
|  | <p>SADDLE STITCHING</p> <p>Windows Click on FILE, PRINT, PROPERTIES.</p> <p>PCL: Click on FINISHING TAB. Select STAPLE. Select SADDLE STITCH. Selecting SADDLE STITCH ensures that the document is folded. Click on the DESTINATION TAB. Choose BOOKLET BIN.</p> <p>PS: Click on ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, OUTPUT DESTINATIONS, SADDLE STITCH.</p> <p>Mac See the program Help files for information.</p> <p>Mac OS X Not available.</p> |



STAPLING DOCUMENTS

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **FINISHING TAB**. Select **STAPLE**.

PS: Click on **ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, OUTPUT DESTINATIONS, STAPLER**.

Mac

Click on **FILE, PRINT**.

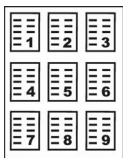
Choose **LAYOUT** from the pull-down menu. Select **PRINT ON BOTH SIDES**.

Choose **OUTPUT OPTIONS** from the pop-up menu. Select the **STAPLER OPTION** from the pull-down menu.

Mac OS X

Click on **FILE, PRINT**.

Choose **FINISHING** from the pop-up menu. Select the **STAPLER OPTION** from the pull-down menu.



PRINTING MULTIPLE PAGES PER SHEET

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **FINISHING TAB**. Select Number of **PAGES PER SHEET** (up to 16).

PS: Click on **ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, PAGES PER SHEET**.
Click **'CHANGE PAGES PER SHEET' SETTING**. Select number per sheet (page orientation).

Mac

Click on **FILE, PRINT**.

Choose **LAYOUT** from the pull-down menu.

Select number of **PAGES PER SHEET** from the pull-down menu.

Mac OS X

Same as Mac above.



PRINTING WATERMARKS

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **EFFECTS TAB**. Select a predefined Watermark from the **dropdown menu** or Click **EDIT** to make changes, delete or create a new Watermark.

PS: Click on **ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, WATERMARK**. Click on **'CHANGE WATERMARK SETTINGS' SPECIFY WATERMARK**, repeat for Font, Size, Angle, Style and Print Watermark.

Mac

Click on **FILE, PRINT**.

Choose **WATERMARK/OVERLAY** from the pull-down menu. Select a predefined Watermark or select Custom from the **TEXT** pull-down menu, and type the watermark text in the box below the pull-down menu.

Mac OS X

Not available.



SELECTING PAPER SIZE, SOURCE, OR TYPE

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **PAPER TAB**. Select **PAPER SIZE, SOURCE OR TYPE** from the drop-down menus.

PS: Click on **ADVANCED TAB**. Select **PAPER/OUTPUT, SIZE AND SOURCE**.

Mac

- Paper Size

Click on **FILE, PAGE SETUP**.

Choose a size from the **PAPER SIZE** pull-down menu, and then click **OK**.

Click on **FILE, PRINT**.

- Paper Source or Paper Type

Click on **FILE, PRINT**.

Select the paper type or source from the **PAPER SOURCE** pull-down menu.

Mac OS X

- Paper Size

Click on **FILE, PAGE SETUP**.

Choose a size from the **PAPER SIZE** pull-down menu, and then click **OK**.

Click on **FILE, PRINT**.

- Paper Source or Paper Type

Click on **FILE, PRINT**.

Select **PAPER FEED** from the pull-down menu. Select the paper type or source from the pull-down menu.



USING QUICK COPY, PROOF AND HOLD, STORED JOBS

Windows

Click on **FILE, PRINT, PROPERTIES**.

PCL: Click on **DESTINATION TAB**. Click on **OPTIONS**. Select **QUICK COPY, PROOF AND HOLD OR STORED JOB**. Enter **Job Name**. Go to Printer.

PS: Click on **ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, JOB RETENTION**. Click in the **CHANGE 'JOB RETENTION' SETTING** select **QUICK COPY** or **PROOF AND HOLD**. Select **USER NUMBER**.

Mac

Click on **FILE, PRINT**.

Select **JOB RETENTION** from the pull-down menu.

Selection **QUICK COPY, PROOF AND HOLD**, or **STORED JOB** from the pull-down menu. Enter User Name and Job Name. Go to printer.

Mac OS X

Click on **FILE, PRINT**.

Select **JOB RETENTION** from the pull-down menu.

Selection **QUICK COPY, PROOF AND HOLD**, or **STORED JOB** from the pull-down menu. Enter User Name and Job Name. Go to printer.



PRINTING PRIVATE JOBS

Windows

Click on **FILE, PRINT, PROPERTIES.**

PCL: Click on **DESTINATION TAB.** Click on **OPTIONS.** Select **PRIVATE JOB.** Enter Job Name and PIN.

PS: Click on **ADVANCED TAB, DOCUMENT OPTIONS, PRINTER FEATURES, JOB RETENTION.** Click the **CHANGE 'JOB RETENTION' SETTING.** Select **PRIVATE JOB, USER** and **PIN NUMBER.**

Mac

Click on **FILE, PRINT.**

Select **JOB RETENTION** from the pull-down menu.

Select **PRIVATE JOB** from the pull-down menu. Enter User Name, Job Name, and PIN.

Mac OS X

Not available.



RELEASING PRIVATE PRINT JOBS, QUICK COPY, PROOF AND HOLD, AND STORED JOBS AT THE PRODUCT

PRIVATE PRINT JOBS

- 1 Touch **Menu**.
- 2 Scroll to **Retrieve Job** and touch **OK**.
- 3 Scroll to the username of the job to print and touch **OK**.
- 4 Scroll to the jobname of the job to print and touch **OK**.
- 5 Scroll to **Print** and touch **OK**.
- 6 If a lock symbol appears to the right of **PRINT**, the job is PIN Protected. Using the numeric keypad, select the four-digit PIN entered in the driver. As each number is entered, the number changes to an *. Touch **OK** when finished.
- 7 Using the numeric keypad, select the number of copies you want to print and touch **OK**.

Printing both sides of paper (duplexing)

You can set the product to print automatically on both sides of the paper.

CAUTION

Never try to print on both sides of labels, envelopes, or paper heavier than 199 g/m² (53 lb). Damage to the product or a jam can result.

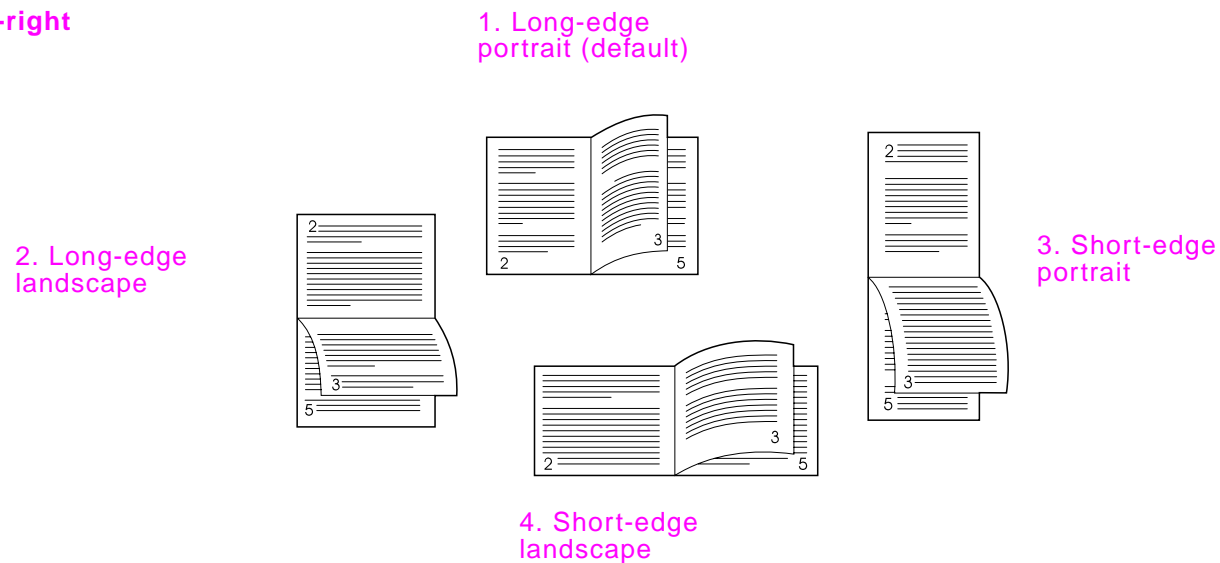
- 1 Load paper for duplexing.
- 2 Select the **Print on both sides** option from the program or driver. See “PRINTING ON BOTH SIDES” on page 48. If you cannot select this option from one of those locations, set it at the control panel. (In the **Configure Device** menu, select the **Printing** menu, touch **Duplex**, and select **ON**.)
- 3 Set the **Binding** and **Orientation** options from the **Print** dialog box, if possible. If not, set them from the control panel. See “Layout options for printing both sides of paper” on page 59 for more information.

Layout options for printing both sides of paper

The four print layout options are shown below. Select the binding and orientation options for this product from the **Print** dialog box, if possible. The terminology in the **Print** dialog box for the binding edge might be different than the terms listed here.

If you cannot set these options from the **Print** dialog box, set them from the control panel. Select the **Configure Device** menu, select the **Printing** menu, touch **Binding** or **Orientation**, and choose the layout option you want.

Printing left-to-right



Using job retention

Four special job-retention features are available for this printer.

- **Private jobs:** When you send a private job to the product, the job does not print until you enter a PIN at the printer.
- **Stored jobs:** You can download a job such as a personnel form, time sheet, or calendar to the product and allow other users to print the job at any time. Stored jobs are copied to the hard disk and are not deleted if retention space on the product becomes limited.
- **QuickCopy jobs:** You can print the requested number of copies of a job and then store a copy of the job on the hard disk in the product. Storing the job allows you to print additional copies of the job later.
- **Proof and hold jobs:** This feature provides a quick and easy way to print and proof one copy of a job and then print the additional copies.

Note

Go to www.hp.com/support/lj9000 and see the *use* guide for more information on these features.

6 Output devices

Overview

This chapter includes information on the following output devices:

- 3000-sheet stacker
- 3000-sheet stacker/stapler
- Multifunction finisher

3000-sheet stacker

Paper handling features

- up to 3000 sheets of A4- or Letter-size paper
- up to 1500 sheets of A3- or Ledger-size paper
- jobs are offset

Bin 2 (face-down on the 3000-sheet stacker and 3000-sheet stapler/stacker; the booklet bin on the multifunction finisher) on the output devices is the default bin for all output.

3000-sheet stapler/stacker

Paper handling features

- up to 3000 sheets A4- or Letter-size paper
- up to 1500 sheets of A3- or Ledger-size paper
- jobs are offset and stapled, if desired

Using the stapler

The 3000-sheet stapler/stacker can staple documents consisting of a minimum of two pages, and a maximum of 50 pages of 75 g/m² (20 lb) paper or equivalent 5.5 mm (.22 inches). The pages must be 64 to 199 g/m² (17 to 53 lb) of all sizes supported by the product.

Keep in mind these additional points:

- The stapler bin can hold up to 3000 sheets.
- Heavier media might have a stapling limit of fewer than 50 pages.
- If the job you want stapled consists of only one sheet, or if it consists of more than 50 sheets, the product copies or prints the job to the bin. However it will not staple.

Selecting the stapler

You can usually select the stapler through your program or driver, although some options might be available only through the driver. See “STAPLING DOCUMENTS” on page 51. Where and how you make selections depends on your program or driver.

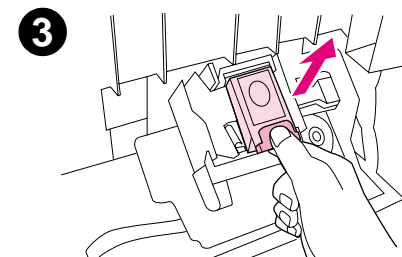
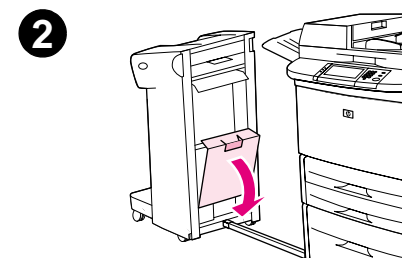
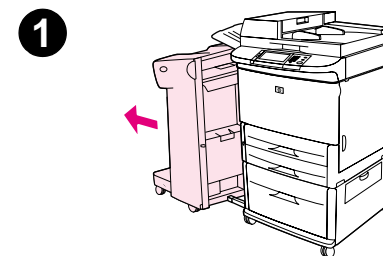
If you cannot select the stapler from the program or driver, select the stapler from the product control panel.

- 1 Touch **Copy Settings**.
- 2 Touch **Corner** or **Edge**, depending on where you want the documents stapled, and then touch **OK**.

Note The page icon on the right side of the control panel shows the position of the staple.

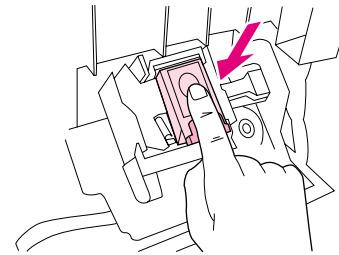
Loading staples

- 1 Move the stacker/stapler away from the product.
- 2 Open the stapler unit door.
- 3 On the empty staple cartridge, pull up on the green tab, and then pull the empty cartridge out.

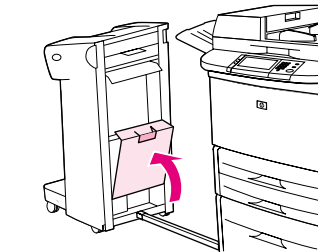


- 4 Insert the new staple cartridge, and push down on the green tab so that the cartridge locks into place.
- 5 Close the stapler unit door and attach the stapler/stacker to the product.

4



5



Multifunction finisher

Paper handling features

- stacks up to 1000 sheets of A4- and Letter-size paper or up to 500 sheets of A3- and Ledger-size paper
- stacks up to 50 booklets of 5 sheets of A3- and Ledger-size paper
- offsets jobs
- staples up to 50 sheets of paper per document of A4- and Letter-size paper
- staples up to 25 sheets of paper per document A3- and Ledger-size paper
- folds single pages
- saddle-stitches and folds booklets up to 10 sheets of paper (40 pages).

Using the stapler

The finisher can staple documents consisting of a minimum of two pages, and a maximum of 50 pages of 75 g/m² (20 lb) paper or equivalent 5.5 mm (.22 inches). The pages must be 64 to 199 g/m² (17 to 53 lb) of all sizes supported by the product.

Consider these additional points:

- Bin 2 can hold up to 1000 sheets stacked (not stapled).
- Heavier media may have a stapling limit of fewer than 50 pages.

If the job you want stapled consists of only one sheet, or if it consists of more than 50 sheets, the finisher delivers the job to the bin without staples.

Selecting the stapler

You can usually select the stapler through your program or driver, although some options might be available only through the driver. See “STAPLING DOCUMENTS” on page 51 or “SADDLE STITCHING” on page 50. Where and how you make selections depends on your program or driver.

If you cannot select the stapler from the program or driver, select the stapler from the product control panel.

- 1 Touch **Copy Settings**.
- 2 At the Staple menu, touch **Corner** or **Edge**, depending on where you want the documents stapled, and then touch **OK**. If you selected **Booklet** from the Copies per Page menu, your stapling options are **None**, **One**, **Two** or **Center** staples.

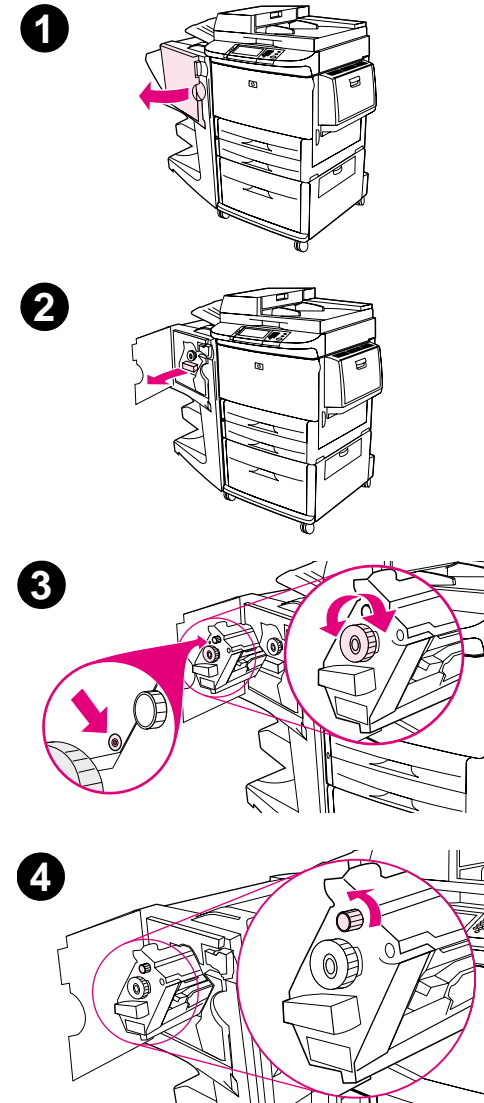
Note The page icon on the right side of the touch screen shows the position of the staple.

Loading staples

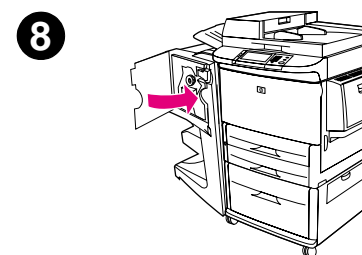
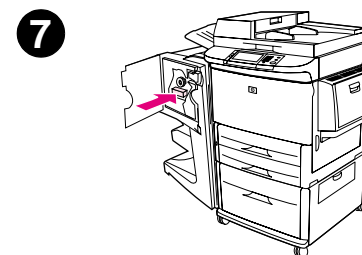
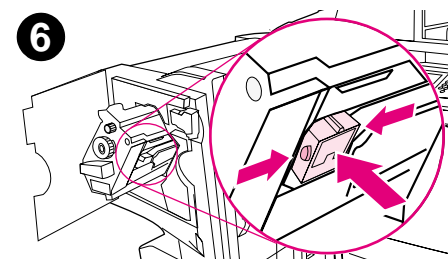
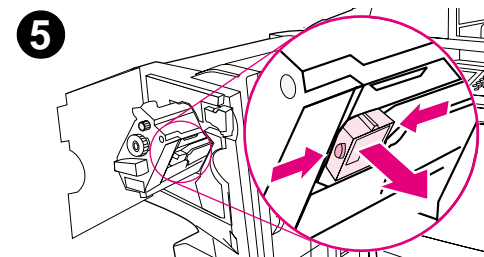
- 1 Open the stapler unit door.
- 2 Slide the stapler unit toward you.
- 3 Turn the large green knob until the blue dot appears in the window of the stapler unit.
- 4 Turn the small green knob at the top of the stapler unit counterclockwise until the staple cartridge moves to the left of the stapler unit.

CAUTION

The blue dot must appear in the window of the stapler unit before you remove the staple cartridge. If you try to remove the staple cartridge before the blue dot appears in the window, you could damage the finisher.



- 5 On the empty staple cartridge, squeeze the tabs together and pull the empty cartridge out.
- 6 Insert the new staple cartridge so that it locks into place.
- 7 Slide the stapler unit into the finisher.
- 8 Close the stapler unit door.



Making booklets

You can gain access to the booklet-printing feature through some programs, such as desktop publishing programs. Refer to the user guide that came with your program for information on making booklets.

If you are using a program that does not support booklet making, you can create booklets using your HP drivers.

Note

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

There are three main steps to creating a booklet from your driver:

- Preparing your booklet: Arrange the pages on a sheet (booklet imposition) to create a booklet. You can impose your document from your program or use the booklet-printing feature in your HP driver. (See “PRINTING BOOKLETS” on page 49.)
- Adding a cover: Add a cover to your booklet by selecting a different first page using a different paper type. You can also add a cover of the same paper type as your booklet. Booklet covers must be the same size as the rest of the sheets. However, the covers may be a different weight from the rest of the booklet. (See “ADDING A COVER TO A BOOKLET” on page 50.)
- Saddle stitching: Paper must be fed into the product short edge first. The finisher staples the center of your booklet (saddle stitching). If your booklet is only one sheet of paper, the finisher will fold the sheet, but not staple it. If the booklet consists of more than one sheet of paper, the finisher will staple and then fold up to 10 sheets per booklet. (See “SADDLE STITCHING” on page 50.)

The booklet-printing feature of the multifunction finisher allows you to saddle stitch and fold booklets using the following paper sizes:

- A3
- A4
- Letter
- Legal
- Ledger

See the *multifunction finisher use* guide at www.hp.com/lj9000 for detailed information on making booklets.

7 Maintenance

Overview

This chapter includes information on the following topics:

- print cartridge information
- printer maintenance kit
- product cleaning

Print cartridge information

This section contains information about print cartridges.

Print cartridge authentication

The product informs you when a cartridge is not a genuine HP print cartridge after you insert it in the product. If you insert a used HP cartridge from another HP product, the product can take as many as 60 printed pages to authenticate that the cartridge is a genuine HP part, and then reactivate the supply status features.

If the control panel message states that this is not a genuine HP print cartridge and you believe you purchased an HP cartridge, call the HP fraud hotline at (1) (887) 219-3183 (toll-free in North America).

Non-HP print cartridges

Hewlett-Packard Company cannot recommend use of non-HP print cartridges, 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 print cartridge will *not* be covered under the product warranty.

When you use a non-HP print cartridge, the product is unable to report on the status of the print cartridge. The `CARTRIDGE LOW` and `CARTRIDGE OUT` messages will not be provided.

Print cartridge life expectancy

When a `CARTRIDGE LOW` message appears on the control panel display, the default setting allows the product to continue printing until you replace the print cartridge, or until the product receives an “end of drum life” message. When a `CARTRIDGE OUT` message appears at the end of the drum life, the product stops, and you cannot override the message or continue printing until you replace the drum. The product stops to prevent potential damage to the product.

HP recommends that you order a replacement print cartridge when you first receive a `CARTRIDGE LOW` alert. You can order a cartridge using the Internet Enabled Supplies Ordering feature. For a direct connection, click the printer icon on the bottom right of your screen, click the icon of the product you use, and click the Order Supplies link on the status page. In a network environment, use the Web access server to order supplies online.

Printer maintenance kit

Note The printer maintenance kit is a consumable and is not covered under warranty.

To ensure optimum print quality, the product prompts you to perform printer maintenance every 350,000 pages. When the `PERFORM PRINTER MAINTENANCE` dialog box appears on the control panel, you must install a printer maintenance kit (see “Parts and accessories” on page 17 for ordering information). After a new maintenance kit is installed, the control panel displays another dialog box with the message `NEW MAINTENANCE KIT`. Touch `YES`. To verify that the maintenance count is reset to zero, print the configuration.

To print the configuration, on the touch screen of the graphical display:

- 1 Touch **Menu**.
- 2 Touch **Information**.
- 3 Touch **Print Configuration**.
- 4 Touch **OK**.

For more information on installing the printer maintenance kit, see the instructions that accompany it.

Product cleaning

To maintain print quality, clean the product thoroughly:

- every time you change the print cartridge
- whenever print-quality problems occur

Clean the outside of the product with a lightly water-dampened cloth. Clean the inside with only a dry, lint-free cloth. Observe all warnings and cautions regarding the cleaning tasks.

WARNING! Avoid touching the fusing area when cleaning the product. It can be HOT.

CAUTION To avoid permanent damage to the print cartridge, do not use ammonia-based cleaners on or around the product except as directed.

To clean the paper path

- 1 Before you begin these steps, turn the product off (button out) and disconnect all cables.
- 2 Open the front cover of the product, rotate the green lever downward to the unlocked position, and remove the print cartridge.

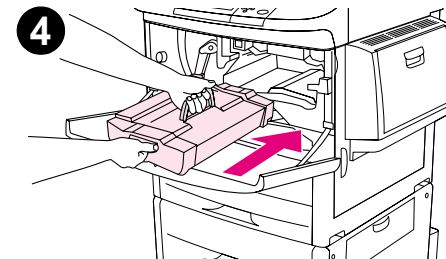
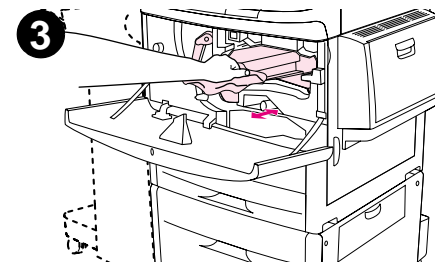
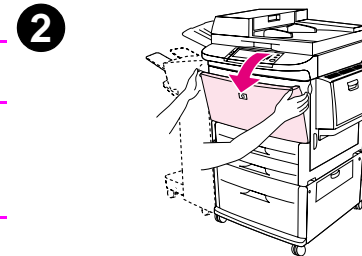
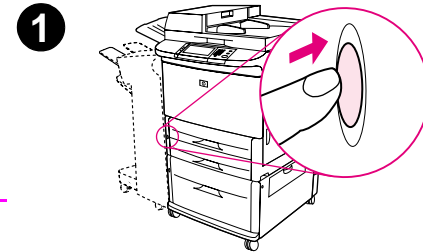
CAUTION

To prevent damage to the print cartridge, use two hands when removing it from the product.

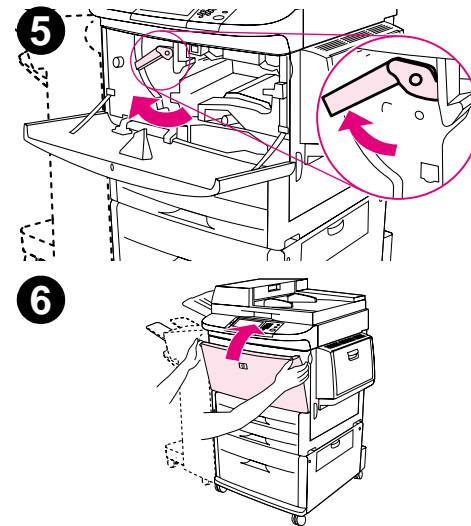
Note

If toner gets on your clothes, wipe it off with a dry cloth, and wash your clothes in cold water. Hot water sets toner into fabric.

- 3 With a dry, lint-free cloth, wipe any residue from the paper path area, the registration roller, and the print cartridge cavity.
- 4 Replace the print cartridge.



- 5 Make sure the green lever is in the locked position.
- 6 Close the front cover, reconnect all cables, and turn the product on (button in).



To clean the outside of the product

- Clean the outside of the product if it is visibly marked.
- Use a soft, lint-free cloth dampened with water, or water and a mild detergent.

To clean the touch screen

- Clean the touch screen when needed (fingerprints, dust build-up).
- Wipe the touch screen gently with a clean, water-dampened, lint-free cloth.

CAUTION

Use water only. Solvents or cleaners may damage the touch screen. Do not pour or spray water directly onto the touch screen.

To clean the glass

- Clean the glass only if dirt is visible, or if you are experiencing a decrease in copy quality, such as streaking.
- Clean the glass surface by wiping it gently with a clean, slightly damp, lint-free cloth. Use an ammonia-based surface cleaner to dampen the cloth.

CAUTION

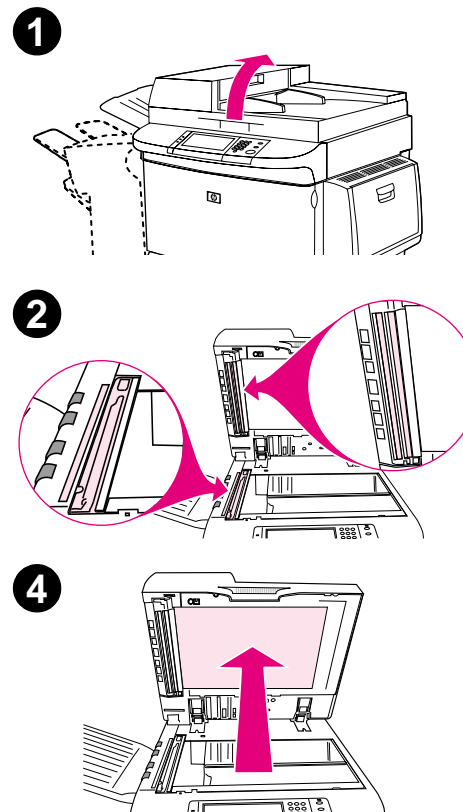
Do not pour or spray liquids directly onto the glass.

- Do not press hard on the glass surface (you could break the glass).

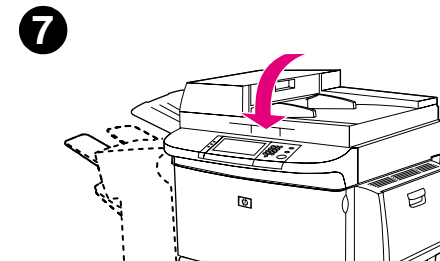
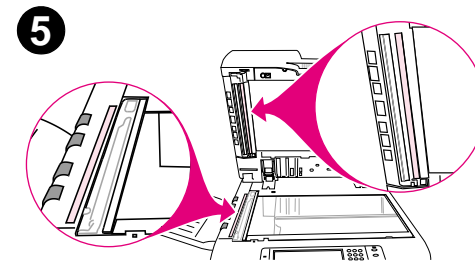
To clean the ADF

Clean the ADF only if visibly marked, or if you are experiencing a decrease in copy quality, such as streaking.

- 1 Lift the ADF.
- 2 Locate the top and bottom ADF glass strips.
- 3 Clean the glass strips by wiping them gently with a clean, slightly damp, lint-free cloth. Use an ammonia-based surface cleaner to dampen the cloth.
- 4 Locate the white, vinyl ADF backing.



- 5 Locate the white, vinyl calibration strips.
- 6 Clean the ADF backing and the calibration strips by wiping them with a clean, slightly damp, lint-free cloth. Use an ammonia-based surface cleaner to dampen the cloth.
- 7 Close the ADF.



If you are still experiencing a decrease in copy quality, you might need to clean the inside of the top ADF glass strip.

CAUTION

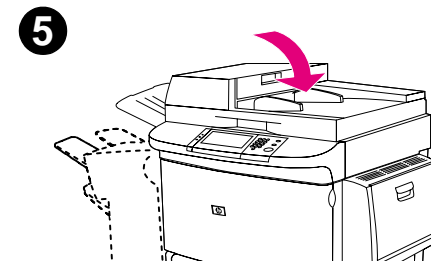
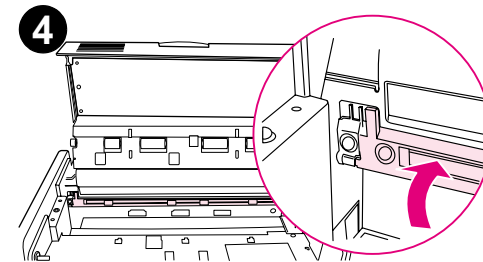
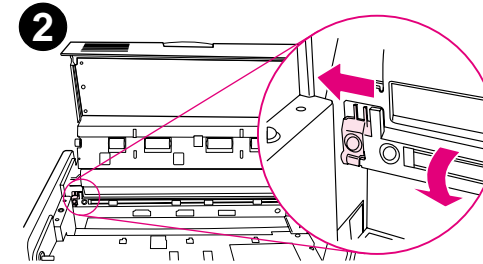
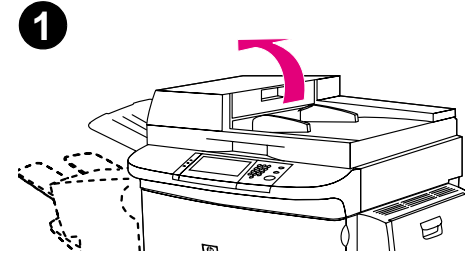
Clean this area only if you are experiencing copy defects such as streaks, and there is noticeable dust inside the glass strip. Cleaning this area frequently could introduce dust into the product.

- 1 Open the ADF cover.
- 2 Locate the latch that releases the back of the top ADF glass strip. Push the latch to the left, and pull down to expose the inside of the glass strip.
- 3 Gently wipe the glass with a dry, lint-free cloth.

CAUTION

Use dry cloth only in this area. Do not use solvents, cleaners, water, or compressed air. Doing so could severely damage the product.

- 4 Pull up on the latch to return the glass strip to its normal position.
- 5 Close the ADF cover.



To clean the ADF rollers

You can clean the rollers in the ADF if you are experiencing misfeeds or if your documents are skewed as they go through the ADF.

- 1 Open the ADF.

CAUTION

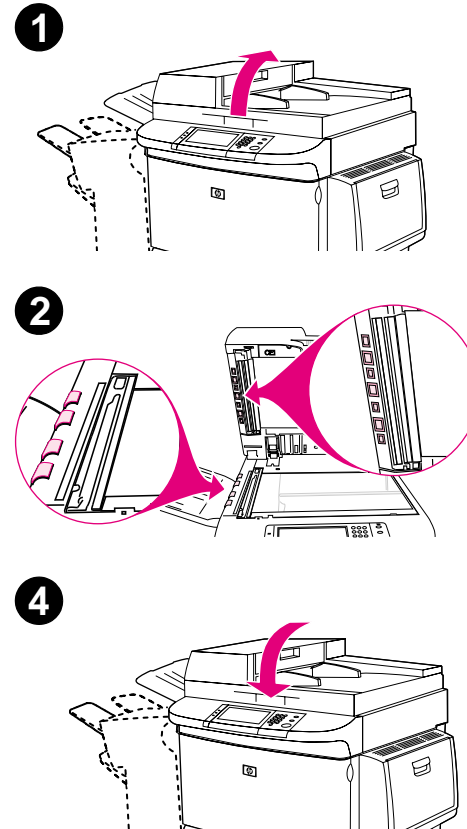
Clean the rollers only if you are experiencing misfeeds or skewing problems, and there is noticeable dust on the rollers. Cleaning the rollers frequently could introduce dust into the product.

- 2 Locate the rollers near the glass strips.
- 3 Wipe the rollers gently with a clean, water-dampened, lint-free cloth.

CAUTION

Do not pour water directly onto the rollers. Doing so may damage the product.

- 4 Close the ADF.

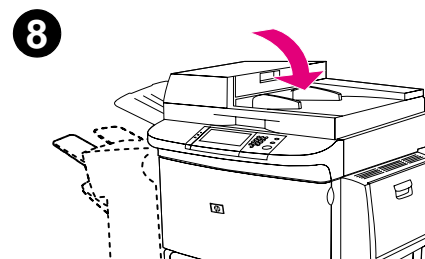
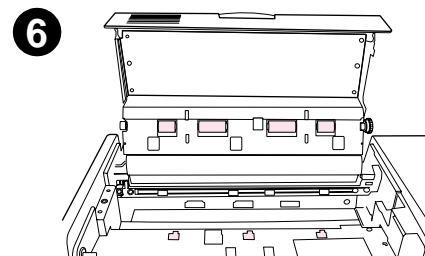
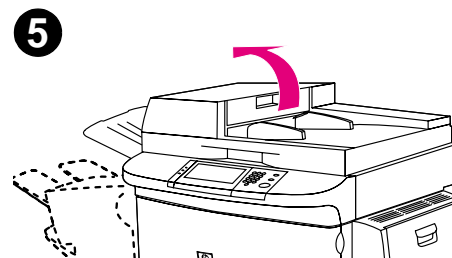


- 5 Open the ADF cover.
- 6 Locate the rollers.
- 7 Wipe the rollers with a clean, water-dampened, lint-free cloth.

CAUTION

Do not pour water directly onto the rollers. Doing so may damage the product.

- 8 Close the ADF cover.



A Specifications

Paper specifications

HP LaserJet products produce excellent print quality. This product accepts a variety of media, such as cut-sheet paper (including recycled paper), envelopes, labels, transparencies, and custom-size paper. Properties such as weight, grain, and moisture content are important factors affecting product performance and output quality.

The product can use a variety of paper and other print media in accordance with the guidelines in this manual. Paper that does not meet these guidelines may cause the following problems:

- poor print quality
- increased jams and multiple-sheet feeds
- premature wear on the product, requiring repair

For best results, use only HP-brand paper and print media. Hewlett-Packard cannot recommend the use of other brands. Because they are not HP products, HP cannot influence or control their quality.

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

Before purchasing a large quantity of paper, make sure it meets the requirements specified in this *use* guide and in the *print media Guide*. Always test paper before purchasing a large quantity. For more information, see www.hp.com/go/ljpaper.

CAUTION

Using paper outside HP specifications might cause problems for the product, requiring repair. This repair is not covered by the HP warranty or service agreements.

Supported sizes of paper for input and output

Note For more information on an HP output device, see the *install* guide that came with the product or “Output devices” on page 61.

| Tray or Bin | Capacity | Paper | Weight |
|---------------|--------------------|---|--|
| Tray1 | Up to 100 sheets | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, JPostD, 8K, 16K Custom sizes: Minimum: 98 by 191 mm (3.9 by 7.5 inches) Maximum: 312 by 470 mm (12.28 by 18.46 inches) | 64 to 216 g/m ² (17 to 58 lb bond) Two-sided printing: 64 to 199 g/m ² (17 to 53 lb bond) |
| | Up to 10 envelopes | <ul style="list-style-type: none"> Envelope sizes: Commercial #10, C5, DL, Monarch, B5 <p>Note Print envelopes and labels only from Tray 1.</p> | |
| Trays 2 and 3 | Up to 500 sheets | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, JIS B4, JIS B5, 11 by 17 Custom sizes: Minimum: 148 by 210 mm (5.8 by 8.2 inches) Maximum: 297 by 432 mm (11.7 by 17 inches) Custom types: Transparencies | 64 to 199 g/m ² (17 to 53 lb bond) |

| Tray or Bin | Capacity | Paper | Weight |
|---------------------------|-------------------|---|---|
| Tray 4 | Up to 2000 sheets | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, 11 by 17, JIS B4, JIS B5 Custom sizes: Minimum: 182 by 210 mm (7.17 by 8.27 inches) Maximum: 297 by 432 mm (12.28 by 18.46 inches) | 64 to 199 g/m ² (17 to 53 lb bond) |
| Automatic document feeder | Up to 100 sheets | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, JPostD, Monarch, 8K, 16K Custom sizes Custom types: Transparencies | 64 to 199 g/m ² (17 to 53 lb bond) |
| Face-up bin | Up to 3000 sheets | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, JPostD, Monarch, 8K, 16K Custom sizes Custom types: Envelopes, labels | 64 to 216 g/m ² (17 to 58 lb bond) |
| Duplex printing accessory | | <ul style="list-style-type: none"> Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B4, JIS B5, 8K, 16K Custom sizes Custom types: Duplexing is <i>not</i> supported for envelopes, labels, or transparencies | 64 to 199 g/m ² (17 to 53 lb bond) |

| Tray or Bin | Capacity | Paper | Weight |
|----------------------------|---|--|---|
| 3000-sheet stacker | Up to 3000 sheets of Letter or A4 | <ul style="list-style-type: none"> Standard sizes for face-down bin: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, 8K, 16K | <ul style="list-style-type: none"> 64 to 199 g/m² (17 to 53 lb bond) in face-down bin |
| | Up to 1,500 sheets of Ledger or A3 | <ul style="list-style-type: none"> Standard sizes for face-up bin: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, JPostD, Monarch, 8K, 16K Custom sizes Custom types: Envelopes, labels, transparencies, heavy paper | <ul style="list-style-type: none"> 64 to 216 g/m² (17 to 58 lb bond) in face-up bin |
| 3000-sheet stapler/stacker | Up to 3000 sheets stacked (up to 50 sheets stapled) | <ul style="list-style-type: none"> Standard sizes for face-down bin: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, 8K, 16K | <ul style="list-style-type: none"> 64 to 199 g/m² (17 to 53 lb bond) in face-down bin |
| | | <ul style="list-style-type: none"> Standard sizes for face-up bin: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, 11 by 17, JIS B5, JIS B4, JPostD, Monarch, 8K, 16K Custom sizes Custom types: Envelopes, labels, transparencies, heavy paper | <ul style="list-style-type: none"> 64 to 216 g/m² (17 to 58 lb bond) in face-up bin |

| Tray or Bin | Capacity | Paper | Weight |
|------------------------|---|--|--|
| Multifunction finisher | Up to 1000 sheets stacked (up to 50 sheet stapled) Up to 50 booklets of 5 sheets stacked | <ul style="list-style-type: none"> • Standard sizes: Letter, Legal, Executive, ISO A3, ISO A4, ISO A5, JIS B4, JIS B5, 11 by 17 • Custom sizes: Minimum: 98 by 191 mm (3.9 by 7.5 inches) Maximum: 312 by 470 mm (12.28 by 18.46 inches) • Custom types: Envelopes, labels, transparencies, heavy paper | <ul style="list-style-type: none"> • 64 to 199 g/m² (17 to 53 lb bond) in face-down bin • 64 to 216 g/m² (17 to 58 lb bond) in face-up bin |

Supported types of paper

The product allows the selection of the following types of paper and media using the control panel.

- plain
- pre-printed
- letterhead
- transparency (see “Transparencies” on page 91)
- prepunched
- labels (see “Labels” on page 91)
- bond
- recycled
- color
- card stock (see “Card stock and heavy paper” on page 93)
- rough
- user-defined (five types)

Guidelines for using paper

For best results, use conventional 75 g/m² (20 lb) paper. Make sure the paper is of good quality, and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, and curled or bent edges.

If you are unsure what type of paper you are loading (such as bond or recycled), check the label on the package of paper.

Some paper causes print quality problems, jamming, or damage to the product. Do not use letterhead paper that is printed with low-temperature inks, such as those used in some types of thermography, and do not use raised letterhead. Coated papers and some transparencies can wrap around the fuser roller and possibly cause jams.

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 the product fusing temperature (200° C or 392° F for 0.1 second).

Resolving issues with paper and other print media

Use this section to resolve common problems with paper and other print media.

| Symptom | Problem | Solution |
|---|---|---|
| Poor print quality or toner adhesion, problems with feeding | Too moist, too rough, too smooth, or embossed; faulty paper lot | Try another kind of paper, between 100 to 250 Sheffield, 4 to 6 percent moisture content. |
| Dropouts, jamming, curl | Stored improperly | Store paper flat in its moisture-proof wrapping. |
| Increased gray background shading | Too heavy | <ul style="list-style-type: none"> • Use a lighter weight paper. • Use the face-up bin. |
| Excessive curl Problems with feeding | Too moist, wrong grain direction or short-grain construction | <ul style="list-style-type: none"> • Use the face-up bin. • Use long-grain paper. |
| Jamming, damage to product | Cutouts or perforations | Use paper free of cutouts or perforations. |
| Problems with feeding | Ragged edges | Use supported types of paper. |
| Multisheet feeding | Paper sticking together | Remove paper, fan it, and reload paper. |

Labels

To avoid damaging the product, use only labels recommended for use in monochrome laser printers. Never print on the same sheet of labels more than once.

CAUTION

Do not print on both sides of labels, transparencies, envelopes, custom paper, or paper heavier than 216 g/m² (58 lb bond). Damage to the product and jams might result.

Label construction

When selecting labels, consider the quality of each component:

- Adhesives: The adhesive material should be stable at 200° C (392° F), the maximum fusing temperature of the product.
- Arrangement: Only use full-sheet labels. Labels can peel off sheets with spaces between the labels, causing serious jams.
- Curl: Prior to printing, labels must lay flat with no more than 13 mm (0.5 inch) of curl in any direction.
- Condition: Do not use labels with wrinkles, bubbles, or other indications of separation.

Transparencies

CAUTION

Transparencies used in the product must be able to withstand 200° C (392° F), the maximum fusing temperature of the product. To avoid damaging the product, use only transparencies recommended for use in monochrome laser printers.

Do not print on both sides of labels, transparencies, envelopes, custom paper, or paper heavier than 216 g/m² (58 lb bond). Damage to the product and jamming might result.

If you have problems printing transparencies, use Tray 1 and send them to the face-down bin.

Envelopes

Note To print envelopes, use Tray 1 and print them either to the face-down bin or to the face-up bin.

Envelope construction

Envelope construction is critical. Envelope fold lines can vary considerably, not only between manufacturers, but also within a box from the same manufacturer. Successful printing on envelopes depends upon the quality of the envelopes. When selecting envelopes, consider the following components:

- Weight: See “Paper specifications” on page 83 for supported envelope weight.
- Construction: Prior to printing, envelopes should lay flat with less than 6 mm (0.25 inches) curl and should not contain air. (Envelopes that trap air may cause problems.)
- Condition: Make sure envelopes are not wrinkled, nicked, or otherwise damaged.
- Sizes in Tray 1: See “Supported sizes of paper for input and output” on page 84 for supported paper sizes.

Envelopes with adhesive strips or flaps

Envelopes with a peel-off adhesive strip, or with more than one flap that folds over to seal, must use adhesives compatible with the heat and pressure of the product. The extra flaps and strips might cause wrinkling, creasing, or jams.

Envelopes with double-side-seams

Double-side-seam construction has vertical seams at both ends of the envelope rather than diagonal seams. This style might be more likely to wrinkle. Make sure the seam extends all the way to the corner of the envelope.

Envelope storage

Proper storage of envelopes helps contribute to good print quality. Envelopes should be stored flat. If air is trapped in an envelope creating an air bubble, then the envelope may wrinkle during printing.

Card stock and heavy paper

For optimum product performance, do not use paper heavier than 216 g/m² (58 lb bond) in optional Tray 1 or 199 g/m² (53 lb) in other trays. Paper that is too heavy might cause misfeeds, stacking problems, jams, poor toner fusing, poor print quality, or excessive mechanical wear.

Card stock construction

- Smoothness: 135 to 216 g/m² (36 to 58 lb bond) card stock should have a smoothness rating of 100 to 180 Sheffield.
- Construction: Card stock should lay flat with less than 5 mm (0.2 inches) of curl.
- Condition: Make sure card stock is not wrinkled, nicked, or otherwise damaged.
- Sizes: See the sizes listed for “Tray1” on page 84.

Note

Before loading card stock in Tray 1, make sure it is regular in shape and not damaged. Also, make sure the cards are not stuck together.

Environmental specifications

Power consumption

| Product state | Power consumption (average, in watts). | Power consumption with typical output device |
|---|---|---|
| Printing (100–127 V units) (220–240 V units) | 1075 Watts 1075 Watts | 1130 Watts 1130 Watts |
| Standby (100–127 V units) (220–240 V units) | 440 Watts 440 Watts | 485 Watts 485 Watts |
| PowerSave 1 (Fan is on) (100–127 V units) (220–240 V units) | 70 Watts 70 Watts | 115 Watts 115 Watts |
| Low power (100–127 V units) (220–240 V units) | 230 Watts 230 Watts | 275 Watts 275 Watts |
| Off (100–127 V units) (220–240 V units) | 0.5 Watts 1.3 Watts | 0.5 Watts 1.3 Watts |
| ADF copying/printing (100–127 V units) (220–240 V units) | 1130 Watts 1130 Watts | 1185 Watts 1185 Watts |

Power requirements

Power requirements (acceptable line voltage)

| | |
|---------------------|---------------------|
| 100–127 V (+/- 10%) | 50-60 Hz (+/- 2 Hz) |
|---------------------|---------------------|

| | |
|---------------------|------------------|
| 220–240 V (+/- 10%) | 50 Hz (+/- 2 Hz) |
|---------------------|------------------|

| | |
|-----------------|------------------|
| 220 V (+/- 10%) | 60 Hz (+/- 2 Hz) |
|-----------------|------------------|

Acoustical specifications

| Acoustics | Operating (Printing) ^a | Idle | Power save |
|--|-----------------------------------|---------|------------|
| Sound power level | 7.4 Bel | 5.7 Bel | inaudible |
| Sound pressure level, L _{pAm} (Bystander position) | 60 dB | 40 dB | inaudible |
| Sound pressure level, L _{pAm} (Operator position) | 57 dB | 40 dB | inaudible |

a. Copy speed is 50 ppm

Circuit capacity

| | |
|---|-----------|
| Minimum recommended circuit capacity | |
| 100–127 V | 15.0 amps |
| 220–240 V | 6.5 amps |

Operating environment

| | |
|---|------------------------------|
| Operating temperature | 50° to 91° F (10 to 32.5° C) |
| Relative humidity | 10 to 80 percent |
| Storage temperature | -40° to +60° F |
| Storage humidity | 15 to 90 percent |
| Speed, in pages per minute (ppm) | 50 ppm |

B Web access feature

Using the Web access feature

The product comes equipped with a Web access feature. The Web access feature allows you to obtain information about the product, including:

- control panel messages
- supplies levels and ordering
- tray configuration
- product control panel menu configurations
- product configuration page
- product Event Log
- product usage (types of print jobs)
- network configuration and management
- e-mail alerts

You can also use the Web access feature to perform the print job management functions that would usually be done at the product control panel. These functions include:

- changing product settings
- changing product configuration
- canceling print jobs

To gain access to the Web access feature

Note

To use the Web access feature, you must have an IP-based network and a Web browser.

In your Web browser, type the IP address assigned to the product. For example, if the product IP address is 192.1.2.3, you would type this address:

`http://192.1.2.3`

For more information about the Web access feature, see the online *hp embedded web server for hp LaserJet printers users guide* available at www.hp.com/support/lj9000.

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