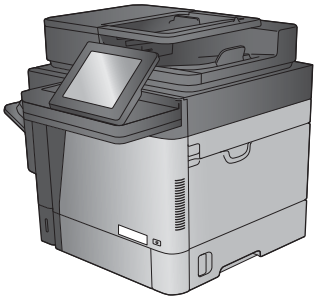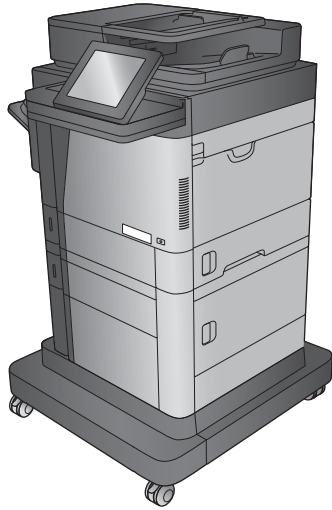# LaserJet Enterprise MFP M630
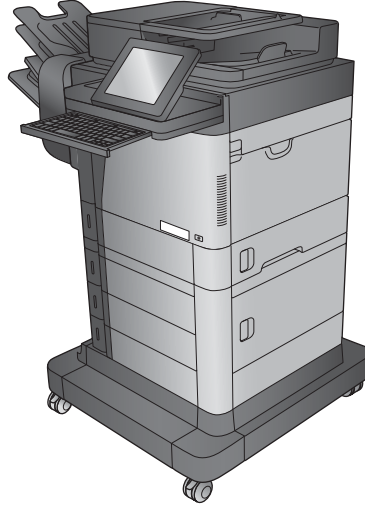
## User Guide

M630dn
M630h

M630f

Flow MFP M630z

Flow MFP M630h

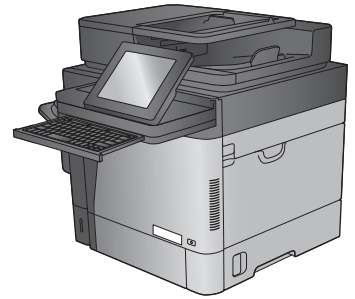www.hp.com/support/ljMFPM630

# HP LaserJet Enterprise MFP M630

User Guide

# Table of contents

# 1 Product introduction

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

**For more information:**

Go to [www.hp.com/support/ljMFPM630](http://www.hp.com/support/ljMFPM630).

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

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

# Product comparison and specifications

| Model name | | M630dn | M630h | M630f | M630z |
|---|---|---|---|---|---|
| Product number | | B3G84A | J7X28A | B3G85A | B3G86A |
| Product dimensions | Width | 737 mm (29.0 in) | 737 mm (29.0 in) | 737 mm (29.0 in) | 911 mm (35.9 in) |
| | Depth | 643 mm (25.3 in) | 643 mm (25.3 in) | 643 mm (25.3 in) | 643 mm (25.3 in) |
| | Height | 570 mm (22.4 in) | 570 mm (22.4 in) | 1110 mm (43.7 in) | 1110 mm (43.7 in) |
| | Weight | 51.5 kg (113.5 lb) | 51.6 kg (113.7 lb) | 73.5 kg (162 lb) | 91.2 kg (201.1 lb) |
| Paper handling | Tray 1 (100-sheet capacity) | ✓ | ✓ | ✓ | ✓ |
| | Tray 2 (500-sheet capacity) | ✓ | ✓ | ✓ | ✓ |
| | 1x500-sheet paper feeder with storage cabinet<br><br>NOTE: The product supports only one additional paper feeder at a time. This accessory cannot be combined with other paper feeders. | Optional | Optional | ✓ | |
| | 2,500-sheet high-capacity feeder<br><br>NOTE: The product supports only one additional paper feeder at a time. This accessory cannot be combined with other paper feeders. | Optional | Optional | | ✓ |
| | 1x500-sheet feeder<br><br>NOTE: The product supports only one additional paper feeder at a time. This accessory cannot be combined with other paper feeders. | Optional | Optional | | |
| | Automatic duplex printing | ✓ | ✓ | ✓ | ✓ |
| | 900-sheet 3-bin stapling mailbox accessory | Optional | Optional | Optional | ✓ |
| | Envelope feeder for printing up to 75 envelopes | Optional | Optional | Optional | Optional |
| Connectivity | 10/100/1000 Ethernet LAN connection with IPv4 and IPv6 | ✓ | ✓ | ✓ | ✓ |
| | Easy-access USB port for printing and scanning without a computer and upgrading the firmware | ✓ | ✓ | ✓ | ✓ |
| | HP near field communication (NFC) and Wireless Direct accessory for printing from mobile devices | Optional | Optional | Optional | Optional |
| Internal Storage | 8 GB Solid-state memory | ✓ | | | |

| Model name | | M630dn | M630h | M630f | M630z |
|---|---|---|---|---|---|
| **Product number** | | B3G84A | J7X28A | B3G85A | B3G86A |
| | 320 GB HP High-Performance Secure Hard Disk | ✔ | ✔ | ✔ | |
| | 500 GB Federal Information Processing Standards (FIPS) hard disk drive | | | | Optional |
| **Memory** | 1.50 GB Memory, upgradeable to 2 GB | ✔ | ✔ | ✔ | ✔ |
| **Control-panel display and input** | Touchscreen control panel | ✔ | ✔ | ✔ | ✔ |
| | Retractable keyboard | | | | ✔ |
| **Print** | Prints 57 pages per minute (ppm) on A4 and 60 ppm on letter-size paper | ✔ | ✔ | ✔ | ✔ |
| | Easy-access USB printing (no computer required) | ✔ | ✔ | ✔ | ✔ |
| **Mobile printing solutions** | HP ePrint via email | ✔ | ✔ | ✔ | ✔ |
| For more information about Mobile printing solutions see: | HP ePrint software[1] | ✔ | ✔ | ✔ | ✔ |
| | HP ePrint app | ✔ | ✔ | ✔ | ✔ |
| www.hp.com/go/ mobileprinting | ePrint Enterprise app | ✔ | ✔ | ✔ | ✔ |
| www.hpconnected.com | Google Cloud Print | ✔ | ✔ | ✔ | ✔ |
| www.hp.com/go/ LaserJetMobilePrinting (English only) | AirPrint | ✔ | ✔ | ✔ | ✔ |
| | Android Printing | ✔ | ✔ | ✔ | ✔ |
| www.hp.com/go/ eprintsoftware | | | | | |
| www.hp.com/go/ eprintenterprise | | | | | |
| www.google.com/cloudprint/ learn | | | | | |
| www.hp.com/go/airprint | | | | | |
| **Fax** | | Optional | Optional | ✔ | ✔ |
| **Copy and Scan** NOTE: Copy and scan speeds are subject to change. For the most current information, go to www.hp.com/support/ ljMFPM630 | Copies 57 pages per minute (ppm) on A4 and 60 ppm on letter-size paper | ✔ | ✔ | ✔ | ✔ |
| | Scans in monochrome at 60 images per minute (ipm) and in color at 45 ipm. | ✔ | ✔ | ✔ | |

| Model name | | M630dn | M630h | M630f | M630z |
|---|---|---|---|---|---|
| Product number | | B3G84A | J7X28A | B3G85A | B3G86A |
| | Scans in monochrome at 89 images per minute (ipm) and in color at 65 ipm. | | | | ✔ |
| | Easy-access USB copying and scanning (no computer required) | ✔ | ✔ | ✔ | ✔ |
| | 100-page document feeder with electronic duplex copying and scanning | ✔ | ✔ | ✔ | |
| | 100-page document feeder with electronic duplex copying and scanning, including the following features: <br><br> ● HP EveryPage Technologies including ultrasonic multi-feed detection <br><br> ● Switchable black and white backgrounds provide automatic page cropping. <br><br> ● Embedded optical character recognition (OCR) provides the ability to convert printed pages into text that can be edited or searched using a computer. <br><br> ● Automatic page orientation for pages that have at least 100 characters of text. <br><br> ● Automatic tone adjustment sets contrast, brightness, and background removal for each page. | | | | ✔ |
| Digital Send | Send to E-mail, Save to USB, and Save to Network Folder | ✔ | ✔ | ✔ | ✔ |
| | Save to SharePoint® | | | | ✔ |

| Model name | | M630dn | M630h | M630f | M630z |
|---|---|---|---|---|---|
| Product number | | B3G84A | J7X28A | B3G85A | B3G86A |
| Supported operating systems[2, 3] | Windows XP SP3 or later, 32-bit and 64-bit<br><br>NOTE: The software installer does not support the 64-bit version, but the PCL 6 print driver supports it.<br><br>NOTE: Microsoft retired mainstream support for Windows XP in April 2009. HP will continue to provide best-effort support for the discontinued XP operating system. | ✔ | ✔ | ✔ | ✔ |
| | Windows Vista, 32-bit and 64-bit<br><br>NOTE: Windows Vista Starter is not supported by the software installer or the print driver. | ✔ | ✔ | ✔ | ✔ |
| | Windows 7 SP1 or later, 32-bit and 64-bit | ✔ | ✔ | ✔ | ✔ |
| | Windows 8, 32-bit and 64-bit<br><br>NOTE: Windows RT uses a Microsoft IN OS driver only. | ✔ | ✔ | ✔ | ✔ |
| | Windows 8.1, 32-bit and 64-bit<br><br>NOTE: Windows RT uses a Microsoft IN OS driver only. | ✔ | ✔ | ✔ | ✔ |
| | Windows 2003 Server SP2 or later, 32-bit and 64-bit<br><br>NOTE: The software installer does not support the 64-bit version, but the HP PCL 6 print driver supports it.<br><br>NOTE: Microsoft retired mainstream support for Windows Server 2003 in July 2010. HP will continue to provide best-effort support for the discontinued Server 2003 operating system. | ✔ | ✔ | ✔ | ✔ |
| | Windows Server 2008, 32-bit and 64-bit | ✔ | ✔ | ✔ | ✔ |
| | Windows Server 2008 R2, 64-bit | ✔ | ✔ | ✔ | ✔ |

| Model name | M630dn | M630h | M630f | M630z |
|---|---|---|---|---|
| Product number | B3G84A | J7X28A | B3G85A | B3G86A |
| Windows Server 2012, 64-bit<br><br>NOTE: The software installer does not support Windows Server 2012 but the HP PCL 6 print driver does support it. | ✓ | ✓ | ✓ | ✓ |
| Windows Server 2012 R2, 64 bit<br><br>NOTE: The software installer does not support Windows Server 2012 but the HP PCL 6 print driver does support it. | ✓ | ✓ | ✓ | ✓ |
| Mac OS X 10.7 Lion, OS X 10.8 Mountain Lion, and OS X 10.9 Mavericks | ✓ | ✓ | ✓ | ✓ |

[1] The HP ePrint Software supports the following operating systems: Windows Vista® (32-bit and 64-bit); Windows 7 SP 1 or later (32-bit and 64-bit); Windows 8 (32-bit and 64-bit); Windows 8.1 (32-bit and 64-bit); and Mac OS X versions 10.6 Snow Leopard, 10.7 Lion, 10.8 Mountain Lion, and 10.9 Mavericks.

[2] The list of supported operating systems applies to the Windows PCL 6 and Mac print drivers and to the in-box software installation CD. For information about OS support for HP UPD PCL 6, UPD PCL 5, and UPD PS print drivers, see the note below. For a current list of supported operating systems, go to www.hp.com/support/ljMFPM630 for HP's all-inclusive help for the product.

[3] The HP Software Installer CD installs the HP PCL 6 driver for Windows operating systems along with optional software. Mac computers and Apple mobile devices are supported with this product. The Mac print driver and print utility are available for download from hp.com and may also be available via Apple Software Update. The HP Mac software is not included in the in-box CD. The steps to download the Mac installer software are as follows: Go to www.hp.com/support/ljMFPM630. Select **Support Options**, and then under **Download Options** select **Drivers, Software & Firmware**. Click the operating system version, and then click the **Download** button.

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

## Power consumption, electrical specifications, and acoustic emissions

See www.hp.com/support/ljMFPM630 for current information.

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

## Operating environment specifications

Table 1-1  Operating–environment specifications

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

# Product views

- [Product front view](#)
- [Product back view](#)
- [Interface ports](#)
- [Serial number and product number location](#)
- [Control-panel view](#)

## Product front view



**M630dn**
**M630h**
**Flow MFP M630h**

**M630f**

**Flow MFP M630z**
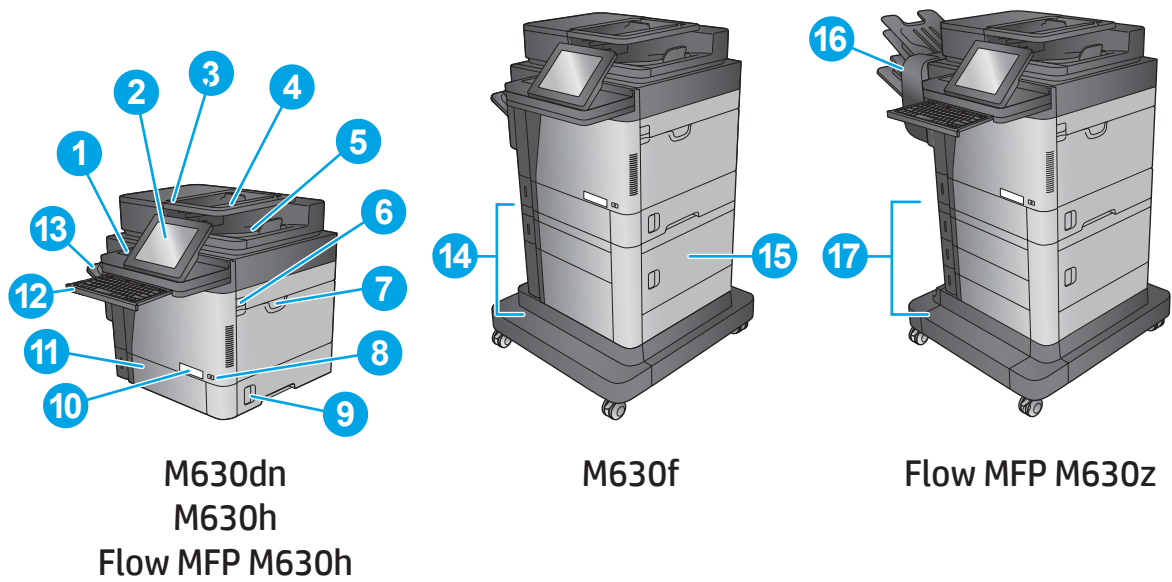
| 1 | Hardware integration pocket (for connecting accessory and third-party devices) |
|----|----|
| 2 | Control panel with color touchscreen display (tilts up for easier viewing) |
| 3 | Document-feeder cover (access for clearing jams) |
| 4 | Document-feeder input tray |
| 5 | Document-feeder output bin |
| 6 | Latch to release the top cover (access to the toner cartridge) |
| 7 | Tray 1 |
| 8 | On/off button |
| 9 | Right door (access for clearing jams) |
| 10 | Model name |
| 11 | Tray 2 |
| 12 | Standard output bin |
| 13 | 1x500 tray with cabinet (included with the M630f, optional for the M630dn and M630h) |
| 14 | Lower-right door (M630f and M630z only. Access for clearing jams for the M630z.) |

| 15 | Stapling mailbox accessory (included with the M630z, optional for the other models.) |
| 16 | Keyboard (M630z only. Pull the keyboard straight out to use it.) |
| 17 | 2x500-sheet trays and 1,500-sheet high-capacity input tray (included with the M630z, optional for the M630dn and M630h) |

## Product back view

**NOTE:** The product is shown without a finishing accessory attached.
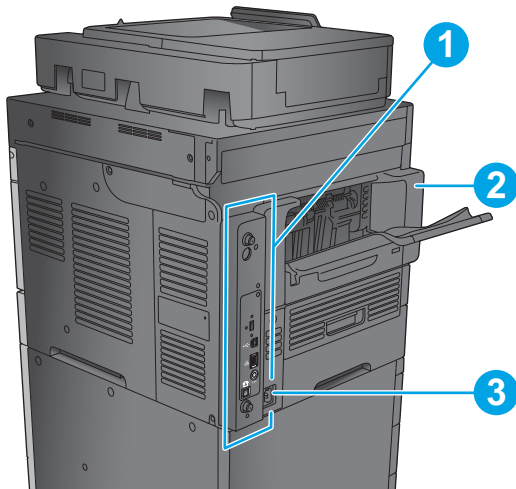


| 1 | Formatter (contains the interface ports) |
| 2 | Bezel for the standard output bin |
| 3 | Power connection |

## Interface ports
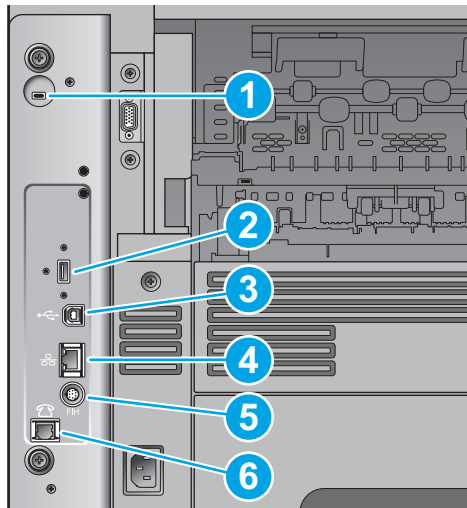


| 1 | Slot for a cable-type security lock |
|---|---|
| 2 | USB port for connecting external USB devices (this port might be covered) |
| 3 | Hi-Speed USB 2.0 printing port |
|   | **NOTE:** For easy-access USB printing, use the USB port near the control panel. |
| 4 | Local area network (LAN) Ethernet (RJ-45) network port |
| 5 | Foreign interface harness (for connecting third-party devices) |
| 6 | Fax port (M630f and M630z only. The port is covered for the M630dn and M630h models.) |

## Serial number and product number location

A label containing the serial number and product number is inside the product, under the top cover.

The product number is a six-character code that identifies a particular model of a product and is used for ordering parts for the product. The serial number is a unique number for each individual unit.
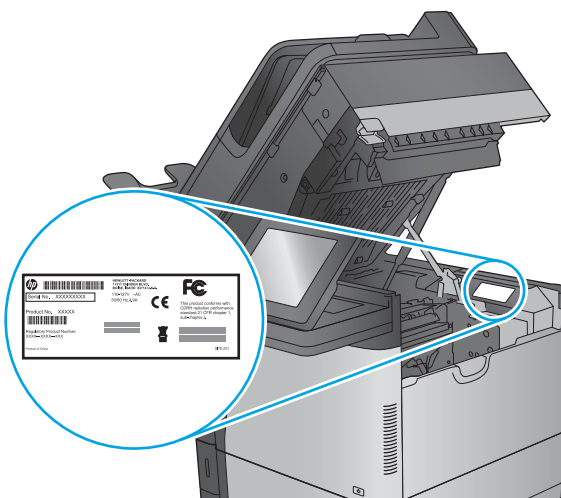
# Control-panel view

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

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

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



| 1 | Home button | Touch to return to the product Home screen at any time. |
|---|---|---|
| 2 | Refresh button | Touch the Refresh button to clear changes and restore the default settings. |
| 3 | Sign In or Sign Out button | Touch the Sign In button to access secured features. |
| | | Touch the Sign Out button to sign out of the product. The product restores all options to the default settings. |
| 4 | HP logo or Home button | On any screen other than the Home screen, the HP logo changes to a Home 🏠 button. Touch the Home 🏠 button to return to the Home screen. |
| 5 | Stop button | Touch the Stop button to pause the current job. |
| 6 | Start button | Touch the Start button to start a copy job. |
| 7 | Product status | The status line provides information about the overall product status. |
| 8 | Language Selection button | Touch the Language Selection button to select the language for the control-panel display. |
| 9 | Sleep button | Touch the Sleep button to put the product into Sleep mode. |
| 10 | Network button | Touch the Network button to find information about the network connection. |
| 11 | Help button | Touch the Help button to open the embedded help system. |
| 12 | Copies field | The Copies field indicates the number of copies that the product is set to make. |

| 13 | Scroll bar | Use the scroll bar to see the complete list of available features. |
|----|------------|------------------------------------------------------------------|
| 14 | Features | Depending on the product configuration, the features that appear in this area can include any of the following items: |
| | | • Quick Sets |
| | | • Copy |
| | | • E-mail |
| | | • Fax |
| | | • Save to USB |
| | | • Save to Network Folder |
| | | • Save to Device Memory |
| | | • Retrieve from USB |
| | | • Retrieve from Device Memory |
| | | • Save to SharePoint® (M630z only) |
| | | • Job Status |
| | | • Supplies |
| | | • Trays |
| | | • Administration |
| | | • Device Maintenance |
| 15 | Keyboard<br><br>(M630z only) | This product includes a physical keyboard. The keys are mapped to a language in the same way the virtual keyboard on the product control panel is mapped. Whenever the keyboard layout for the virtual keyboard changes, the keys on the physical keyboard are remapped to match the new settings. |
| 16 | Easy-access USB port | Insert a USB flash drive for printing and scanning without a computer or to update the product firmware.<br><br>NOTE: An administrator must enable this port before use. |

# Product hardware setup and software installation

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

Go to www.hp.com/support/ljMFPM630 for HP's all-inclusive help for the product. Find the following support:

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

# 2 Paper trays

- [Load Tray 1](#)
- [Load Tray 2 and the 500-sheet trays](#)
- [Load the 1,500-sheet high-capacity input tray](#)
- [Configure the stapling mailbox accessory](#)

**For more information:**

Go to [www.hp.com/support/ljMFPM630](http://www.hp.com/support/ljMFPM630).

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

- Install and configure
- Learn and use
- Solve problems
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- Join support forums
- Find warranty and regulatory information

# Load Tray 1

The following information describes how to load paper in Tray 1.

⚠ **CAUTION:** To avoid jams, never add or remove paper from Tray 1 during printing.

1. Open Tray 1.
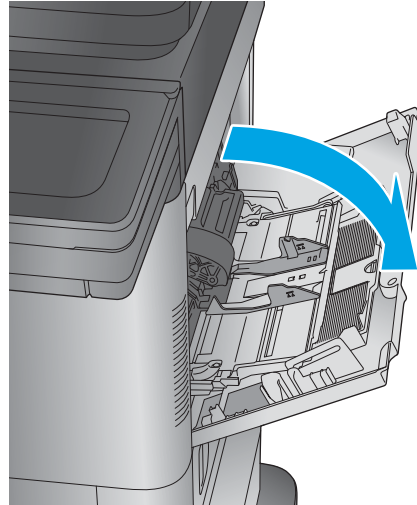
2. Pull out the tray extension to support the paper.
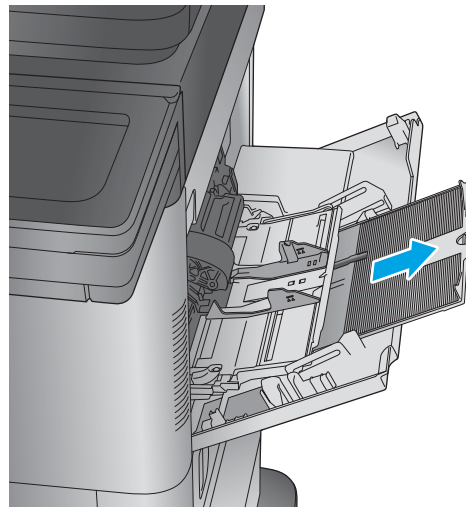
3. Load paper in the tray. For information about how to orient the paper, see Table 2-1 Tray 1 paper orientation on page 16.
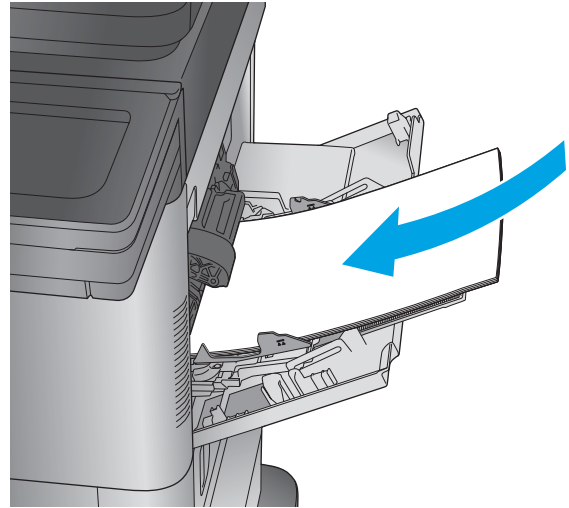
4. Make sure that the paper fits under the fill line on the paper guides.

   NOTE: The maximum stack height is 10 mm (0.4 in), or approximately 100 sheets of 75g paper.
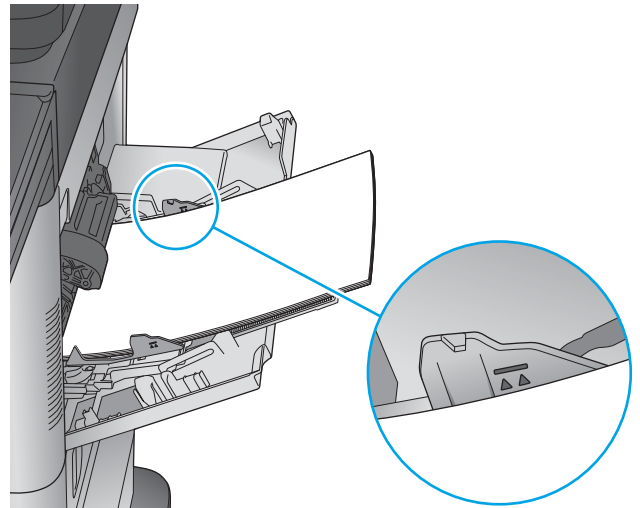
5. Adjust the side guides so that they lightly touch the paper stack, but do not bend it.
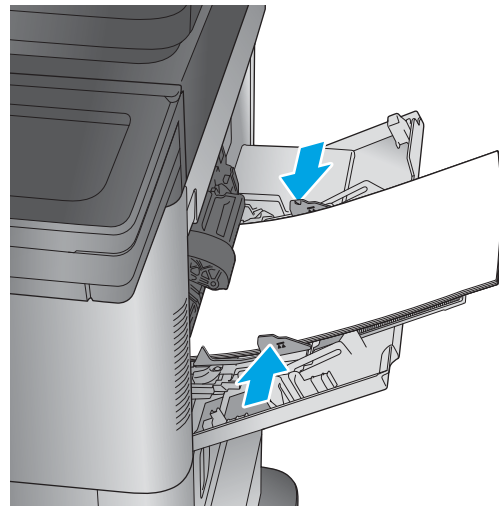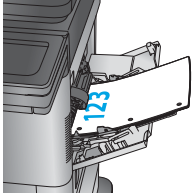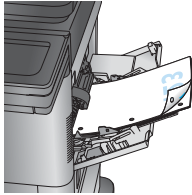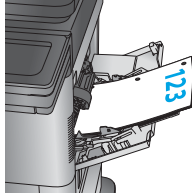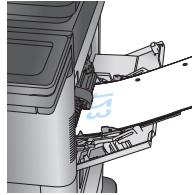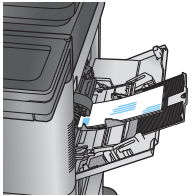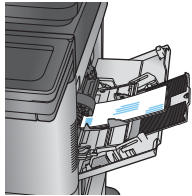
Table 2-1 Tray 1 paper orientation

| Paper type | Single-sided printing, no stapling mailbox | Duplex printing, no stapling mailbox | Single-sided printing, with the stapling mailbox | Duplex printing, with the stapling mailbox |
|---|---|---|---|---|
| Letterhead, preprinted, or prepunched | Face-up<br><br>Top edge leading into the product<br><br> | Face-down<br><br>Bottom edge leading into the product<br><br> | Face-up<br><br>Bottom edge leading into the product<br><br> | Face-down<br><br>Top edge leading into the product<br><br> |
| Envelopes | Face-up<br><br>Short, postage-edge leading into the product<br><br> | | Face-up<br><br>Short, postage-edge leading into the product<br><br> | |

# Load Tray 2 and the 500-sheet trays

The following information describes how to load paper in Trays 2, 3, and 4.

> **NOTE:** The procedure to load paper for the 500-sheet trays is the same as for Tray 2. Only Tray 2 is shown here.

1.  Open the tray.

    **NOTE:** Do not open this tray while it is in use.
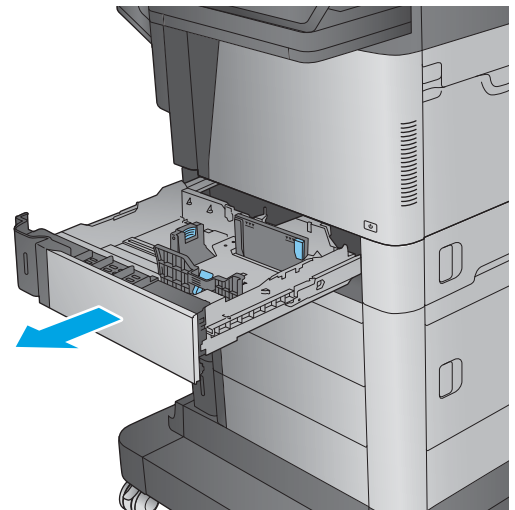
2.  Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of the paper being used.
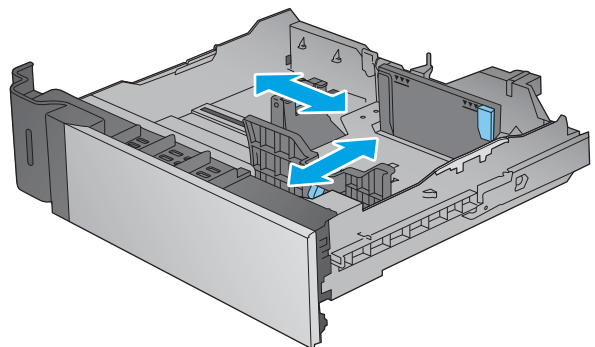
3. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it. For information about how to orient the paper, see .

   NOTE: To prevent jams, do not overfill the tray. Be sure that the top of the stack is below the tray full indicator.

   NOTE: If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.

4. Close the tray.
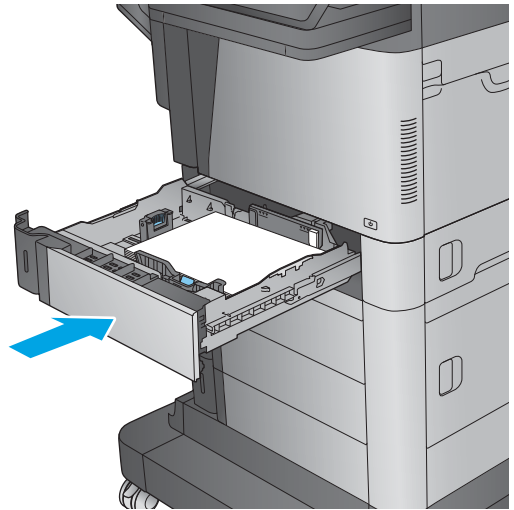
5. The tray configuration message displays on the product control panel.
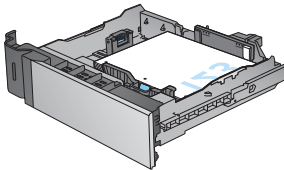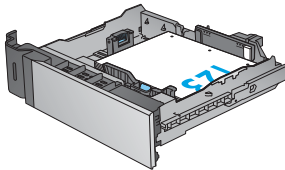
6.  Touch the OK button to accept the detected type and size, or touch the Modify button to choose a different paper size or type.

    For custom-size paper, specify the X and Y dimensions for the paper when the prompt displays on the product control panel.
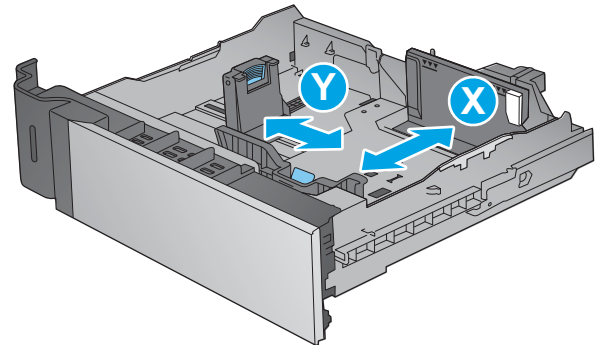
7.  Select the correct type and size, and then touch the OK button.

Table 2-2  Tray 2 and the 500-sheet trays paper orientation

| Paper type | Single-sided printing | Duplex printing |
| --- | --- | --- |
| | Face-down | Face-up |
| | Top edge at the right of the tray | Top edge at the right of the tray |
| | | |

# Load the 1,500-sheet high-capacity input tray

The following information describes how to load paper in the high-capacity input tray (Tray 5). This tray is part of the 2x500-sheet and 1,500-sheet high-capacity input feeder, which is included with the M630z model and optional for the M630dn and M630h models.

1. Open the tray.

   NOTE:   Do not open this tray while it is in use.
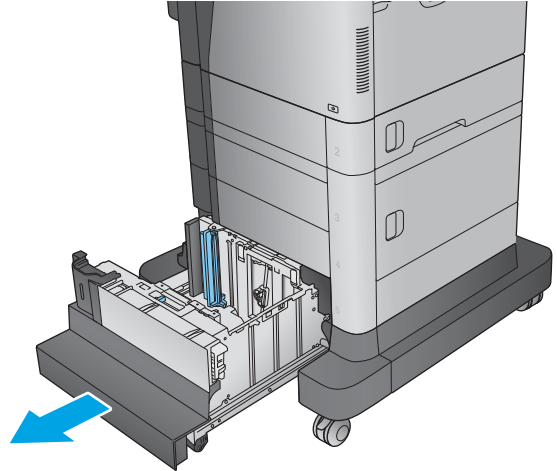
2. Adjust the paper-width guide to the correct position for the paper.
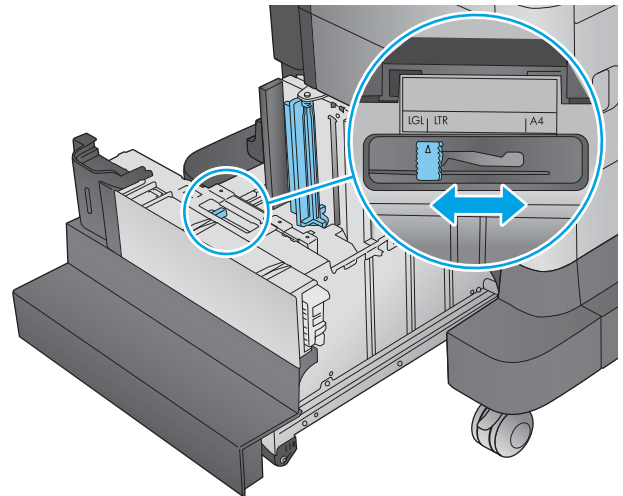
3. Rotate the paper-stop lever to the correct position for the paper.
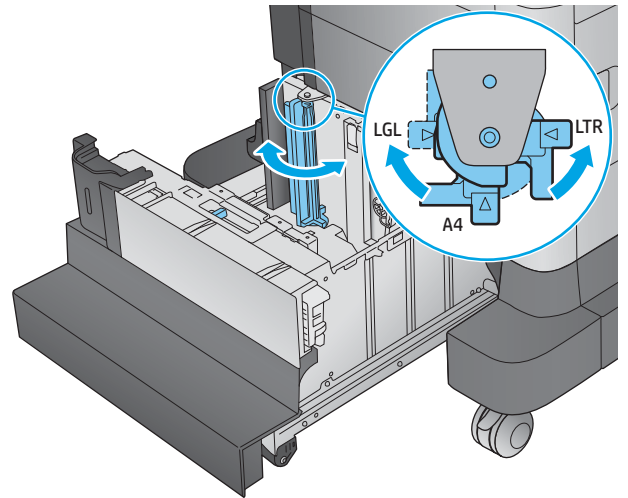
4. Load paper into the tray. Check the paper to verify the guides lightly touch the stack, but do not bend it.

   NOTE: To prevent jams, do not overfill the tray. Be sure that the top of the stack is below the tray full indicator.

   NOTE: If the tray is not adjusted correctly, an error message might appear during printing or the paper might jam.
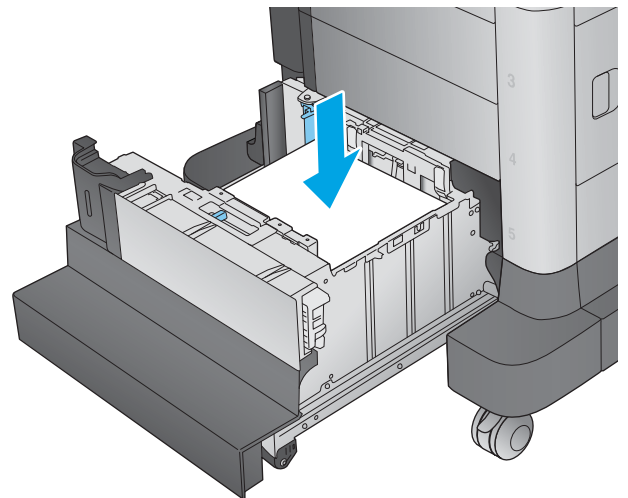
5. Close the tray.
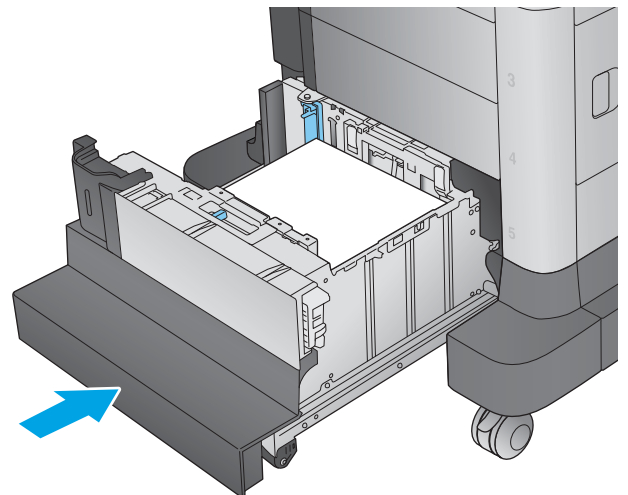
6. The tray configuration message displays on the product control panel.

7. Touch the OK button to accept the detected type and size, or touch the Modify button to choose a different paper size or type.

8. Select the correct type and size, and then touch the OK button.

# Configure the stapling mailbox accessory

The following information describes how to load load staples and configure the options for the stapling mailbox accessory. This accessory is included with the M630z model and optional for the other models.

The stapling mailbox accessory can staple documents in the upper left or upper right corners, and it can stack up to 900 sheets of paper in the three output bins. The output bins have three mode-configuration options: stacker mode, mailbox mode, or function separator mode.

- Load staples

- Configure the default staple location

- Configure the operation mode

## Load staples

1. Press the release latch, and then slide the stapling mailbox away from the product.
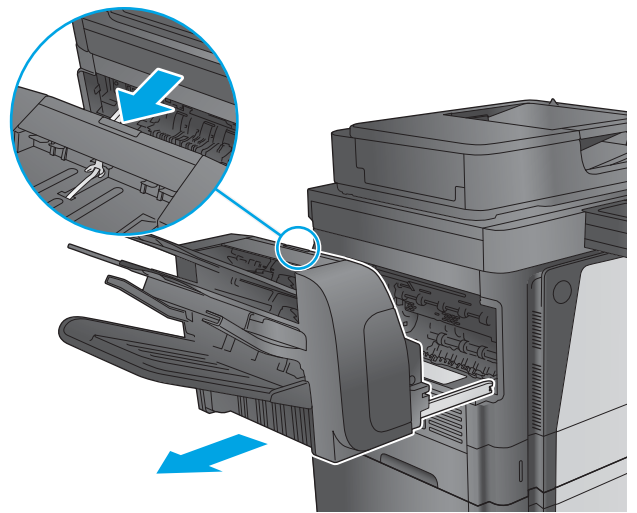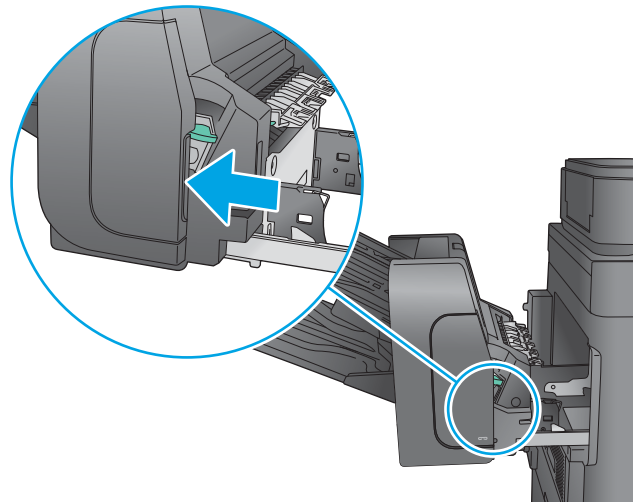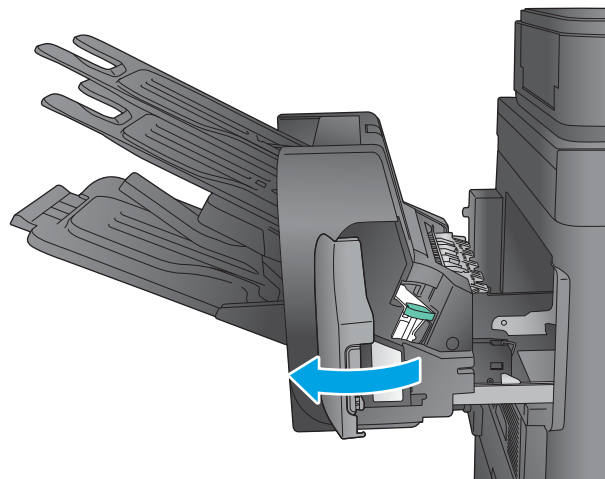


2. Press the latch to release the stapler door.

3. Open the stapler door.

4. Lift the green tab on the staple cartridge up, and then pull the staple cartridge straight out.
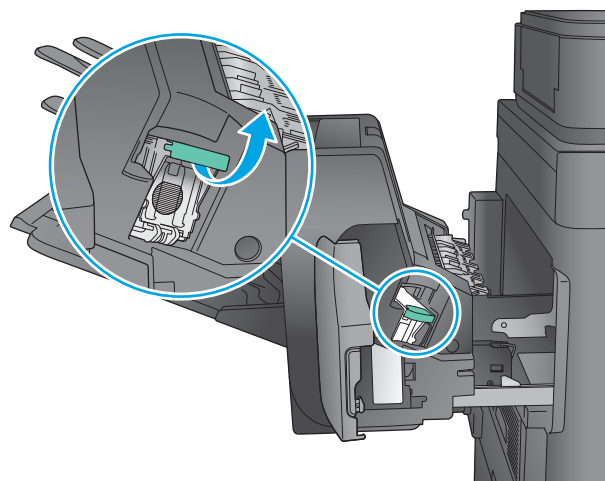
5. Insert the new staple cartridge into the stapler and push down on the green handle until it snaps into place.
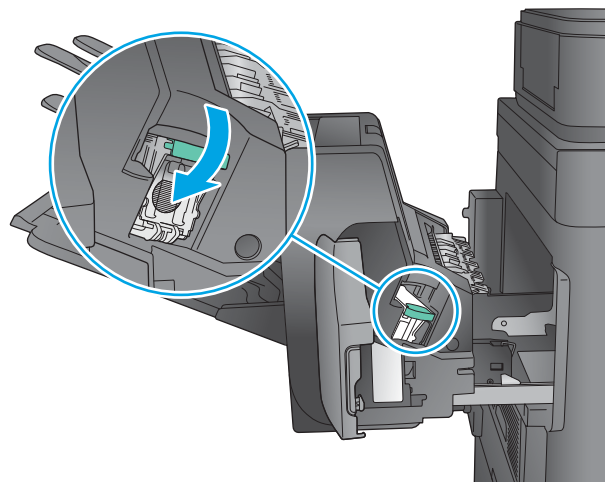
6.  Close the stapler door.
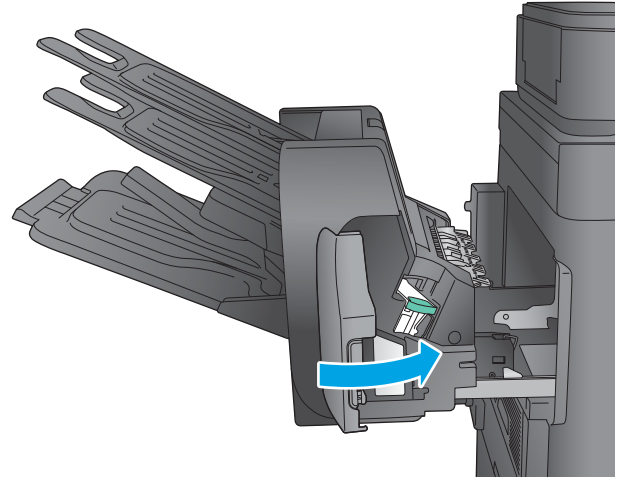
7.  Slide the stapling mailbox toward the product until it latches in place.
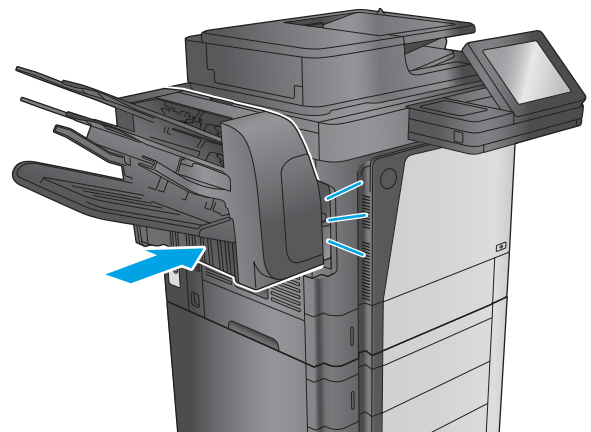
# Configure the default staple location

1.  From the Home screen on the product control panel, scroll to and touch the Administration button.

2.  Open the following menus:

    ●   Stapler/Stacker Settings

    ●   Stapling

3.  Select a staple location from the list of options, and then touch the Save button. The following options are available:

    ●   None: No staples

    ●   Top left or right: If the document has portrait orientation, the staple is in the top left corner of the short edge of the paper. If the document has landscape orientation, the staple is in the top right corner of the long edge of the paper.

- **Top left**: The staple is in the top left corner of the short edge of the paper.

- **Top right**: The staple is in the top right corner of the long edge of the paper.
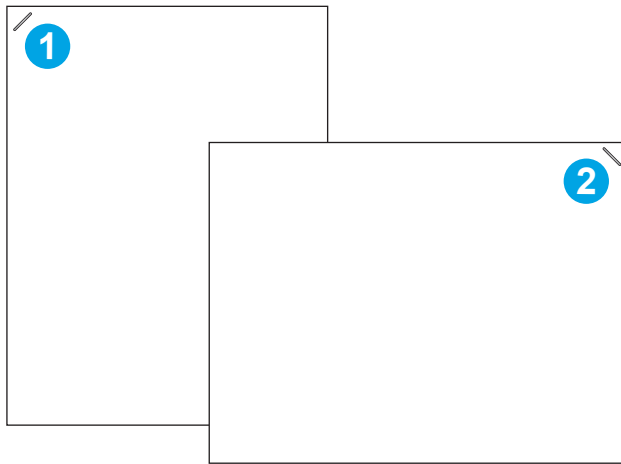


| 1 | Top left corner of the short edge of the paper |
|---|---|
| 2 | Top right corner of the long edge of the paper |

## Configure the operation mode

Use this procedure to configure how the product sorts jobs into the output bins.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - Stapler/Stacker Settings

   - Operation Mode

3. Select a mode from the list of options, and then touch the Save button. The following options are available:

   - Stacker: The product stacks jobs in the bins from bottom to top.

   - Mailbox: The product places jobs in different bins according to the person who sent them.

   - Function Separator: The product places jobs in different bins according to product function such as print jobs, copy jobs, or fax jobs.

# 3 Parts, supplies, and accessories

- [Order parts, accessories, and supplies](#)
- [Replace the toner cartridge](#)

**For more information:**

Go to [www.hp.com/support/ljMFPM630](http://www.hp.com/support/ljMFPM630).

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

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

# Order parts, accessories, and supplies

## Ordering

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

## Parts and supplies

The following parts are available for the product.

- Parts listed as **Mandatory** self-replacement are to be installed by customers, unless you are willing to pay HP service personnel to perform the repair. For these parts, on-site or return-to-depot support is not provided under the HP product warranty.

- Parts listed as **Optional** self-replacement can be installed by HP service personnel at your request for no additional charge during the product warranty period.

| Item | Description | Self-replacement options | Part number |
|---|---|---|---|
| HP 81X High Yield Black Original LaserJet Toner Cartridge | High-capacity replacement toner cartridge | Mandatory | CF281X |
| HP 81A Black Original LaserJet Toner Cartridge | Standard-capacity replacement toner cartridge | Mandatory | CF281A |
| HP Staple Cartridge Refill | Replacement staple cartridge | Mandatory | C8091A |
| Control panel kit | Replacement control panel<br><br>Includes installation instructions | Mandatory | B3G84–67908 |
| Transfer roller kit | Replacement transfer roller<br><br>Includes installation instructions | Mandatory | B3G84-67901 |
| ADF maintenance kit | Replacement roller for the document feeder<br><br>Includes installation instructions | Mandatory | L2718A |
| Output bin assembly kit | Replacement standard output bin<br><br>Includes installation instructions | Mandatory | B3G84-69702 |
| Duplex assembly kit | Replacment duplexer<br><br>Includes installation instructions | Mandatory | B3G84-67903 |
| Fuser entrance guide kit | Replacement fuser-entrance guide<br><br>Includes installation instructions | Mandatory | B3G84-67904 |

| Item | Description | Self-replacement options | Part number |
|---|---|---|---|
| Fuser kit 110V | Replacement 110 Volt fuser<br><br>Includes installation instructions | Mandatory | B3M77-67903 |
| Fuser kit 220V | Replacement 220 Volt fuser<br><br>Includes installation instructions | Mandatory | B3M78-67903 |
| Tray 2–5 roller kit | Replacement pickup and feed rollers for Trays 2–5<br><br>Includes installation instructions | Mandatory | B3G84-67905 |
| Tray 1 roller kit | Replacement pickup and separation rollers for Tray 1<br><br>Includes installation instructions | Optional | B3G84-67906 |
| Formatter kit | Replacement formatter assembly<br><br>Includes installation instructions | Mandatory | B3G85-67901 |
| Formatter kit for China and India | Replacement formatter assembly for China and India only<br><br>Includes installation instructions | Mandatory | B3G85-67902 |
| 320 GB encrypted hard drive kit | Replacement hard drive<br><br>Includes installation instructions | Optional | B3G85-67903 |
| FIPS HDD 500 GB Kit (US government only) | Replacement hard drive<br><br>Includes installation instructions | Optional | B3G85-67904 |
| 8 GB solid-state drive kit | Replacement solid-state drive<br><br>Includes installation instructions | Optional | B3G84-67907 |
| Analog fax accessory kit | Replacement fax board<br><br>Includes installation instructions | Mandatory | A2W77-67910 |
| Backside Background Selector Kit | Replacement Backside Background Selector for the document feeder<br><br>Includes installation instructions | Mandatory | 5851-5022 |
| White backing - A4 Kit | Replacement white plastic backing for the scanner<br><br>Includes installation instructions | Mandatory | 5851-6084 |
| 110 Volt Maintenance Kit | Maintenance Kit with 110 Volt fuser<br><br>Includes installation instructions | Mandatory | B3M77A |
| 220 Volt Maintenance Kit | Maintenance Kit with 220 Volt fuser<br><br>Includes installation instructions | Mandatory | B3M78A |
| Separation Pad Spring kit | Replacement spring for the separation pad in the document feeder | Mandatory | 5851-4879 |

| Item | Description | Self-replacement options | Part number |
|---|---|---|---|
| U.S. English Keyboard Kit | Replacement keyboard for the M630z model<br><br>Includes installation instructions | Mandatory | 5851-6430 |
| U.K. English Keyboard Kit | Replacement keyboard for the M630z model<br><br>Includes installation instructions | Mandatory | 5851-6431 |
| Keyboard Overlay Kit<br><br>French, Italian, Russian, German, Spanish, Ukranian | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6019 |
| Keyboard Overlay Kit<br><br>Canadian French, Latin American Spanish, U.S. Spanish | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6020 |
| Keyboard Overlay Kit<br><br>Swiss French, Swiss German, Danish | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6021 |
| Keyboard Overlay Kit<br><br>Simplified Chinese, Traditional Chinese | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6022 |
| Keyboard Overlay Kit<br><br>Spanish, Portuguese | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6023 |
| Keyboard Overlay Kit<br><br>Japanese (KG and KT) | Replacement keyboard overlay<br><br>Includes installation instructions | Mandatory | 5851-6024 |

## Accessories

| Item | Description | Part number |
|---|---|---|
| 500-sheet paper tray | Input tray accessory | B3M73A |
| 500-sheet paper feeder and cabinet | Input tray and storage cabinet accessory | B3M74A |
| 2x500-sheet, 1,500-sheet high-capacity input feeder, and stand | 2,500-sheet feeder accessory | B3M75A |
| 900-sheet, 3-bin stapling mailbox | Stapling mailbox accessory | B3M76A |
| Envelope Feeder | Envelope feeder accessory | B3G87A |
| HP LaserJet MFP Analog Fax Accessory 500 | Analog fax accessory | CC487A |
| HP Jetdirect 2700w USB Wireless Print Server | USB wireless print server accessory | J8026A |
| HP Jetdirect 2800w NFC & Wireless Direct Accessory | Wireless direct accessory for "touch" printing from mobile devices | J8029A |
| HP 2 GB DDR2 DIMM | DIMM to expand the product memory. Replaces the standard DIMM. | B3G84-67909 |

# Replace the toner cartridge

This product indicates when the toner cartridge level is low. The actual toner cartridge life remaining can vary. The toner cartridge does not need to be replaced at this time. Consider having a replacement cartridge available to install when print quality is no longer acceptable.

Continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality. To redistribute the toner, remove the toner cartridge from the printer and gently rock the cartridge back and forth about its horizontal axis. For graphical representation, see cartridge replacement instructions. Reinsert the toner cartridge into the printer and close the cover.

**Table 3-1  Toner cartridge information**

| Capacity | Cartridge number | Part number |
|---|---|---|
| HP 81A Black Original LaserJet Toner Cartridge | 81A | CF281A |
| HP 81X High Yield Black Original LaserJet Toner Cartridge | 81X | CF281X |

Do not remove the toner cartridge from its package until you are ready to use it.

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

The following illustration shows the toner-cartridge components.
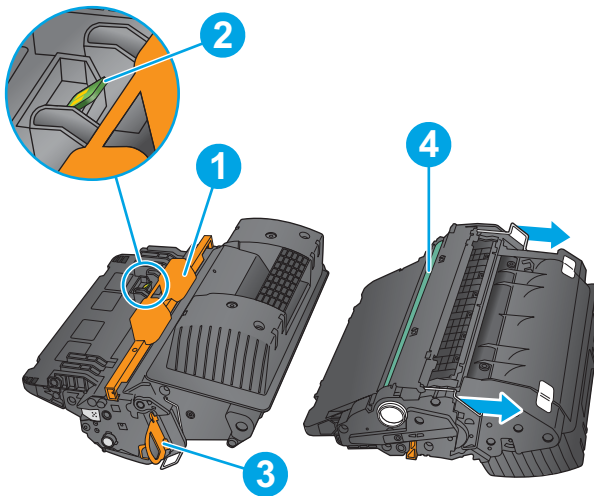


| 1 | Plastic shield |
|---|---|
| 2 | Memory chip |
| 3 | Sealing tape |
| 4 | Imaging drum |
|  | CAUTION:    Do not touch the imaging drum. Fingerprints can cause print-quality problems. |

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

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

1.  Pull the top cover release lever to open the top cover.
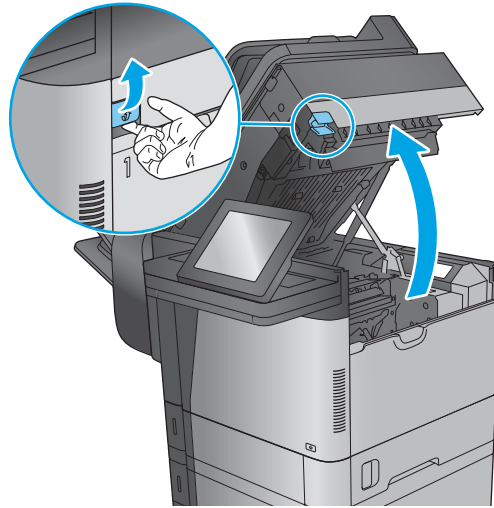
2.  Grasp the handle of the used toner cartridge and pull out to remove it.
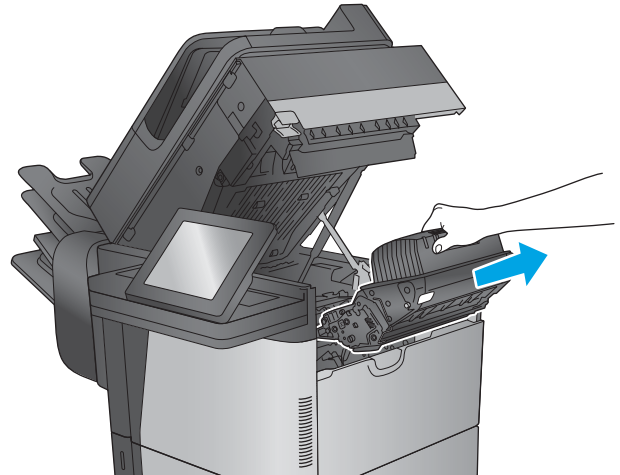
3.  Remove the new toner cartridge from its protective bag. Save all packaging for recycling. Use the enclosed pre-paid mailing label to return the used cartridge to HP for recycling.
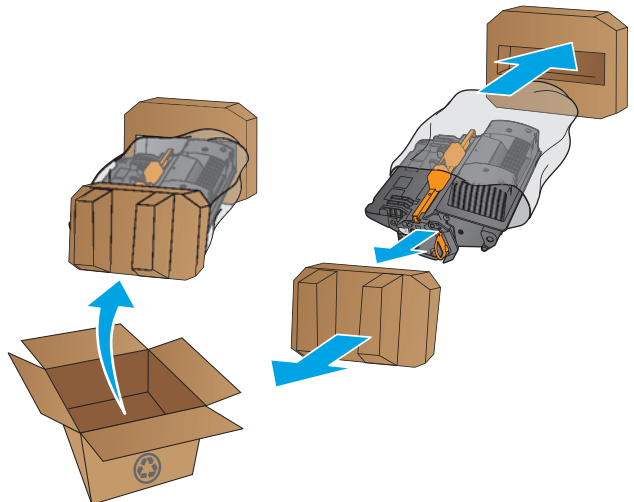
4. Hold both ends of the toner cartridge and rock it 5-6 times.
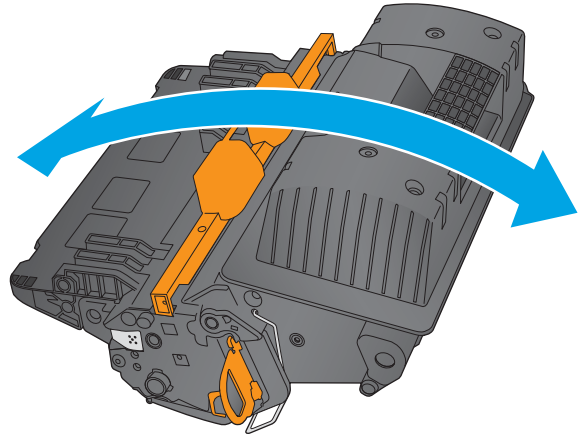
5. Remove the protective shield from the toner cartridge.
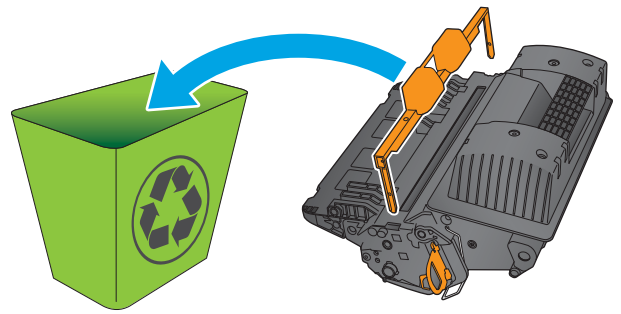
6. Pull on the orange tab to remove the toner sealing tape. Completely remove the sealing tape from the cartridge.
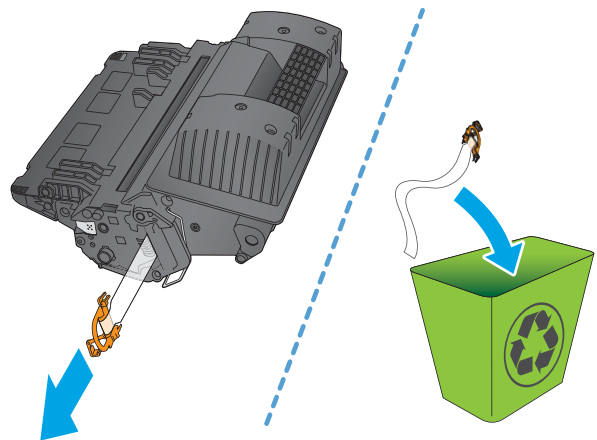
7. Align the toner cartridge with its slot, and then insert the toner cartridge into the product.
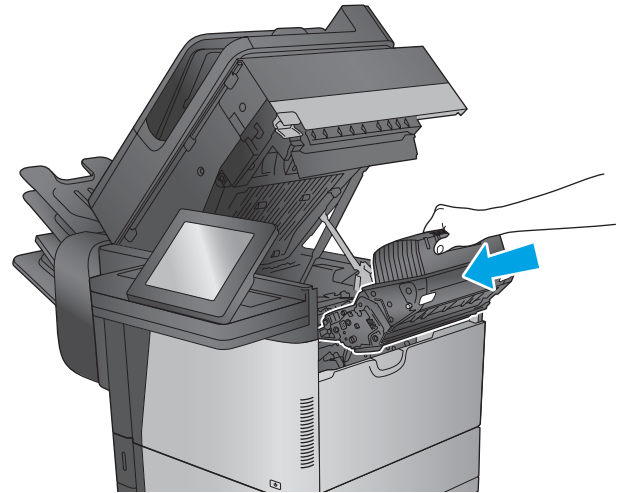
8. Close the top cover.
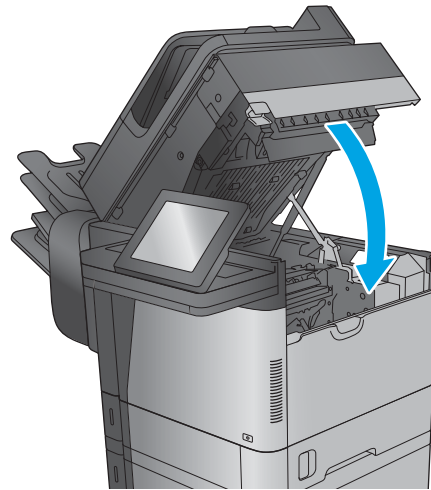
9. Pack the used toner cartridge, the protective shield, and the sealing tape into the box that the new cartridge came in. Adhere the prepaid shipping label to the box, and return the used cartridge to HP for recycling.
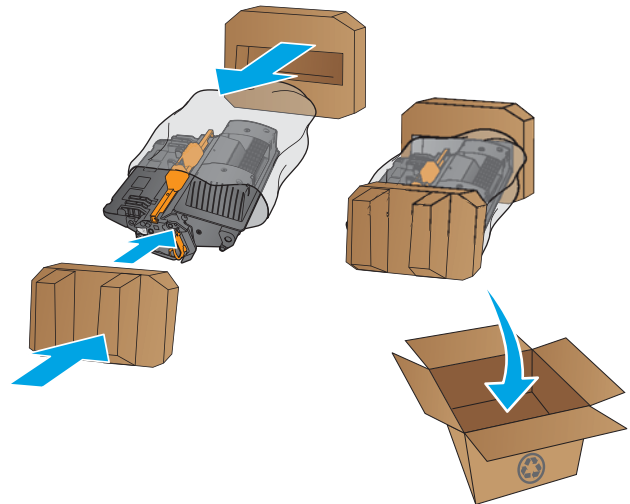
# 4 Print

- [Print tasks (Windows)](#)
- [Print tasks (OS X)](#)
- [Store print jobs on the product to print later](#)
- [HP Wireless Direct and NFC Printing](#)
- [Mobile printing](#)
- [Print from the USB port](#)

For more information:

Go to www.hp.com/support/ljMFPM630.

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

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

# Print tasks (Windows)

## How to print (Windows)

The following procedure describes the basic printing process for Windows.

1. From the software program, select the **Print** option.

2. Select the product from the list of printers. To change settings, click or tap the **Properties** or **Preferences** button to open the print driver.

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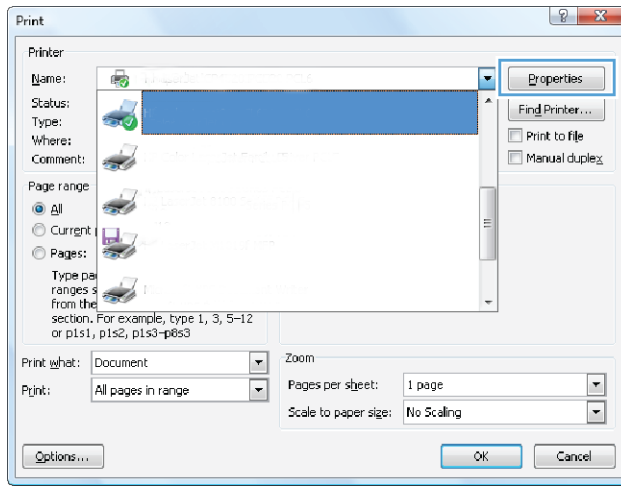
   

3. Click or tap the tabs in the print driver to configure the available options. For example, set the paper orientation on the **Finishing** tab, and set the paper source, paper type, paper size, and quality settings on the **Paper/Quality** tab.
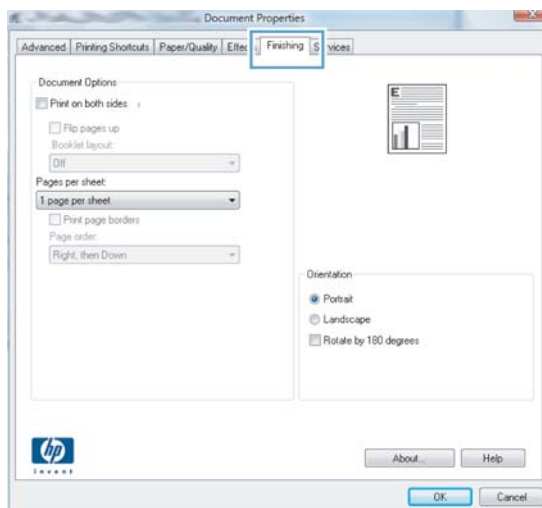
   

4. Click or tap the **OK** button to return to the **Print** dialog box. Select the number of copies to print from this screen.

5. Click or tap the **OK** button to print the job.

## Automatically print on both sides (Windows)

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

1.  From the software program, select the **Print** option.

2.  Select the product from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

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

3.  Click or tap the **Finishing** tab.

4.  Select the **Print on both sides** check box. Click the **OK** button to close the **Document Properties** dialog box.

5.  In the **Print** dialog box, click the **OK** button to print the job.

## Manually print on both sides (Windows)

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

1.  From the software program, select the **Print** option.

2.  Select the product from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

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

3.  Click or tap the **Finishing** tab.

4.  Select the **Print on both sides (manually)** check box. Click the **OK** button to print the first side of the job.

5.  Retrieve the printed stack from the output bin, and place it in Tray 1.

6.  If prompted, touch the appropriate control panel button to continue.

## Print multiple pages per sheet (Windows)

1. From the software program, select the **Print** option.

2. Select the product from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

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

3. Click or tap the **Finishing** tab.

4. Select the number of pages per sheet from the **Pages per sheet** drop-down list.

5. Select the correct **Print page borders**, **Page order**, and **Orientation** options. Click the **OK** button to close the **Document Properties** dialog box.

6. In the **Print** dialog box, click the **OK** button to print the job.

## Select the paper type (Windows)

1. From the software program, select the **Print** option.

2. Select the product from the list of printers, and then click or tap the **Properties** or **Preferences** button to open the print driver.

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

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

4. From the **Paper type** drop-down list, click the **More...** option.

5. Expand the list of **Type is:** options.

6. Expand the category of paper types that best describes your paper.

7. Select the option for the type of paper you are using, and then click the **OK** button.

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

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

9. Load the tray with the specified type and size of paper, and then close the tray.

10. Touch the OK button to accept the detected type and size, or touch the Modify button to choose a different paper size or type.

11. Select the correct type and size, and then touch the OK button.

# Additional print tasks

Go to [www.hp.com/support/ljMFPM630](www.hp.com/support/ljMFPM630).

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

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

# Print tasks (OS X)

## How to print (OS X)

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

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then select other menus to adjust the print settings.

4. Click the **Print** button.

## Automatically print on both sides (OS X)

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

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

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then click the **Layout** menu.

4. Select a binding option from the **Two-Sided** drop-down list.

5. Click the **Print** button.

## Manually print on both sides (OS X)

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

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then click the **Manual Duplex** menu.

4. Click the **Manual Duplex** box, and select a binding option.

5. Click the **Print** button.

6. Go to the product, and remove any blank paper that is in Tray 1.

7. Retrieve the printed stack from the output bin and place it with the printed-side facing down in the input tray.

8. If prompted, touch the appropriate control panel button to continue.

# Print multiple pages per sheet (OS X)

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then click the **Layout** menu.

4. From the **Pages per Sheet** drop-down list, select the number of pages that you want to print on each sheet.

5. In the **Layout Direction** area, select the order and placement of the pages on the sheet.

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

7. Click the **Print** button.

# Select the paper type (OS X)

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then click the **Media & Quality** menu or the **Paper/Quality** menu.

4. Select a type from the **Media-type** drop-down list.

5. Click the **Print** button.

# Additional print tasks

Go to www.hp.com/support/ljMFPM630.

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

- Create and use printing shortcuts or presets

- Select the paper size, or use a custom paper size

- Select the page orientation

- Create a booklet

- Scale a document to fit a specific paper size

- Print the first or last pages of the document on different paper

- Print watermarks on a document

# Store print jobs on the product to print later

## Introduction

The following information provides procedures for creating and printing documents that are stored on the product. This feature is enabled on the product by default.

- Create a stored job (Windows)

- Create a stored job (OS X)

- Print a stored job

- Delete a stored job

## Create a stored job (Windows)

You can store jobs on the product so you can print them at any time.

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

1. From the software program, select the **Print** option.

2. Select the product from the list of printers, and then select **Properties** or **Preferences** (the name varies for different software programs).

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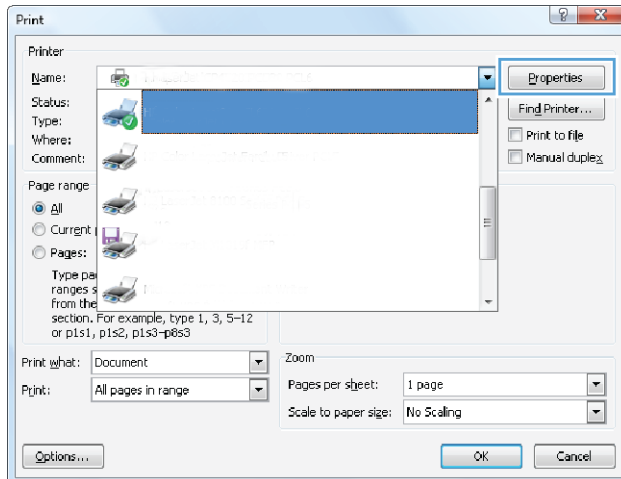
3. Click the **Job Storage** tab.
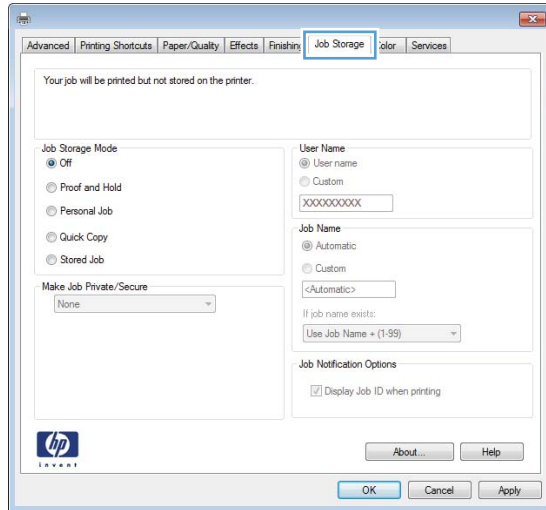


4. Select a **Job Storage Mode** option.

- **Proof and Hold**: Print and proof one copy of a job, and then print more copies.

- **Personal Job**: The job does not print until you request it at the product control panel. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel. If you encrypt the job, you must provide the required password at the control panel.

- **Quick Copy**: Print the requested number of copies of a job and store a copy of the job in the product memory so you can print it again later.

- **Stored Job**: Store a job on the product and allow other users to print the job at any time. For this job-storage mode, you can select one of the **Make Job Private/Secure** options. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel. If you encrypt the job, the person who prints the job must provide the required password at the control panel.

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

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

   - **Use Job Name + (1-99)**: Append a unique number to the end of the job name.

   - **Replace Existing File**: Overwrite the existing stored job with the new one.

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

# Create a stored job (OS X)

You can store jobs on the product so you can print them at any time.

1. Click the **File** menu, and then click the **Print** option.

2. In the **Printer** menu, select the product.

3. By default, the print driver displays the **Copies & Pages** menu. Open the menus drop-down list, and then click the **Job Storage** menu.

4. In the **Mode** drop-down list, select the type of stored job.

   - **Proof and Hold**: Print and proof one copy of a job, and then print more copies.

   - **Personal Job**: The job does not print until you request it at the product control panel. If you assign a personal identification number (PIN) to the job, you must provide the required PIN at the control panel.

   - **Quick Copy**: Print the requested number of copies of a job and store a copy of the job in the product memory so you can print it again later.

   - **Stored Job**: Store a job on the product and allow other users to print the job at any time. If you assign a personal identification number (PIN) to the job, the person who prints the job must provide the required PIN at the control panel.

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

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

   - **Use Job Name + (1-99)**: Append a unique number to the end of the job name.

   - **Replace Existing File**: Overwrite the existing stored job with the new one.

6. If you selected the **Stored Job** or **Personal Job** option in step 3, you can protect the job with a PIN. Type a 4-digit number in the **Use PIN to Print** field. When other people attempt to print this job, the product prompts them to enter this PIN number.

7. Click the **Print** button to process the job.

## Print a stored job

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

1. Touch or press the Home ⌂ button on the product control panel.

2. Select Retrieve from Device Memory.

3. Select the name of the folder where the job is stored.

4. Select the name of the job. If the job is private or encrypted, enter the PIN or password.

5. Adjust the number of copies, and then touch the Start ⊚ button or press the OK button to print the job.

## Delete a stored job

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

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

1. Touch or press the Home ⌂ button on the product control panel.

2. Select Retrieve from Device Memory.

3. Select the name of the folder where the job is stored.

4. Select the name of the job, and then select the Delete button.

5. If the job is private or encrypted, enter the PIN or the password, and then select the Delete button.

# HP Wireless Direct and NFC Printing

HP provides HP Wireless Direct and NFC (Near Field Communication) printing for printers with the HP Jetdirect 2800w NFC & Wireless Direct Accessory (part number: J8029A) as well as certain other HP LaserJet printers (check the printer's documentation). See www.hp.com/go/jd2800wSupport for more information on the HP Jetdirect 2800w NFC & Wireless Direct Accessory.

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

- iPhone, iPad, or iPod touch using Apple AirPrint or the HP ePrint app

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

- Symbian mobile devices using the HP ePrint Home & Biz App

- PC and Mac devices using the HP ePrint Software

For more information on HP Wireless Direct printing, go to www.hp.com/go/wirelessprinting, and then click **HP Wireless Direct** on the left navigation bar.

NFC and HP Wireless Direct capabilities can be enabled or disabled from the printer's control panel.

1. From the Home screen on the product control panel, scroll to and touch the Administration menu.

2. Open the following menus:

   - Network Settings

   - Wireless Menu

   - Wireless Direct

3. Touch the On menu item.

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

Follow this procedure to change the product SSID:

1. From the Home screen on the product control panel, scroll to and touch the Administration menu.

2. Open the following menus:

   - Network Settings

   - Wireless Menu

   - Wireless Direct

   - SSID

3. Touch the SSID name area.

4. Use the keyboard to change the name.

5. Touch OK.

# Mobile printing

## Introduction

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

- HP ePrint via email
- HP ePrint software
- AirPrint
- Android embedded printing

## HP ePrint via email

Use HP ePrint to print documents by sending them as an email attachment to the product's email address from any email enabled device.
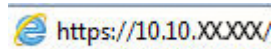
**NOTE:** The product might require a firmware update to use this feature.

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

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

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

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

    a. From the Home screen on the product control panel, touch the Network 🖧 button to display the IP address or host name.

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

    🌐 https://10.10.XXXXX/

2. Click the **HP Web Services** tab.

3. Select the option to enable Web Services.

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

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

## HP ePrint software

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

- **Windows:** After installing the software, open the **Print** option from within your application, and then select **HP ePrint** from the installed printers list. Click the **Properties** button to configure print options.

- **Mac:** After installing the software, select **File**, **Print**, and then select the arrow next to **PDF** (in the bottom left of the driver screen). Select **HP ePrint**.

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

Windows and Mac both support IPP printing to LAN or WAN network-connected products that support ePCL.

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

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

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

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

## AirPrint

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

- Mail

- Photos

- Safari

- iBooks

- Select third-party applications

To use AirPrint, the product must be connected to the same wireless network as the Apple device. For more information about using AirPrint and about which HP products are compatible with AirPrint, go to the support Web site for this product:

www.hp.com/support/ljMFPM630

**NOTE:** AirPrint does not support USB connections.

## Android embedded printing

HP's built-in print solution for Android and Kindle enables mobile devices to automatically find and print to HP printers that are either on a wireless network or within wireless range for wireless direct printing. The print solution is built into the supported operating systems, so installing drivers or downloading software is not necessary.

For more information on how to use Android embedded printing and which Android devices are supported, go to www.hp.com/go/LaserJetMobilePrinting, and select the link for **Other mobile printing solutions**, and select the link under **Android embedded print**.

# Print from the USB port

This product features easy-access USB printing, so you can quickly print files without sending them from a computer. The product accepts standard USB flash drives in the USB port on the front of the product. You can print the following types of files:

- .pdf

- .prn

- .pcl

- .ps

- .cht

## Enable the USB port for printing

Before you can use this feature, you must enable the USB port. Use the following procedure to enable the port from the product control-panel menus:

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

    - General Settings

    - Enable Retrieve from USB

3. Select the Enable option, and then touch the Save button.

## Print USB documents

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

    📝 **NOTE:** You might need to remove the cover from the USB port. Pull the cover straight out to remove it.

2. The product detects the USB flash drive. Touch the OK button to access the drive, or, if prompted, select the Retrieve from USB option from the list of available applications. The Retrieve from USB screen opens.

3. Select the name of the document that you want to print.

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

4. To adjust the number of copies, touch the Copies field, and then use the keypad to select the number of copies.

5. Touch the Start ⊚ button to print the document.

# 5 Copy

- [Make a copy](#)

- [Copy on both sides (duplex)](#)

- [Optimize copy quality for text or pictures](#)

- [Use advanced image processing features for copying (Flow models only)](#)

**For more information:**

Go to [www.hp.com/support/ljMFPM630](#).

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

- Install and configure

- Learn and use

- Solve problems

- Download software updates

- Join support forums

- Find warranty and regulatory information

# Make a copy

1.  Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2.  From the Home screen on the product control panel, touch the Copy button.
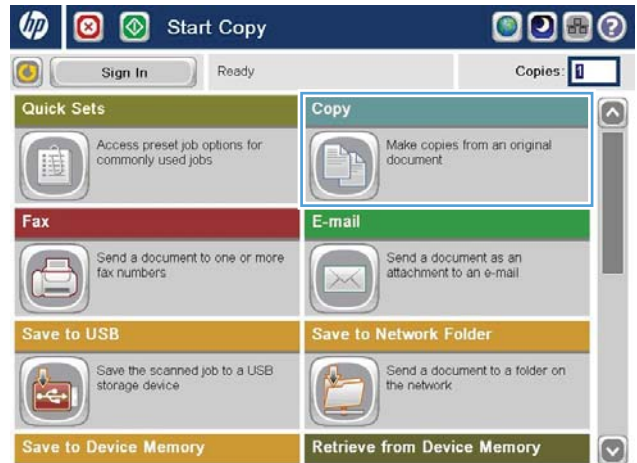
3.  To adjust the number of copies, touch the Copies field to open a keypad.
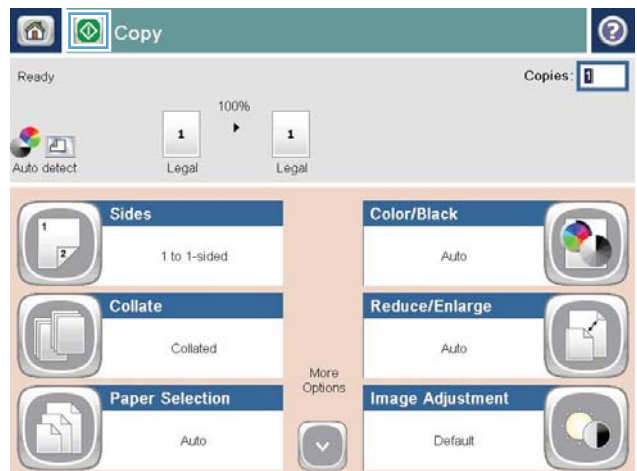
4. Enter the number of copies, and then touch the OK button.
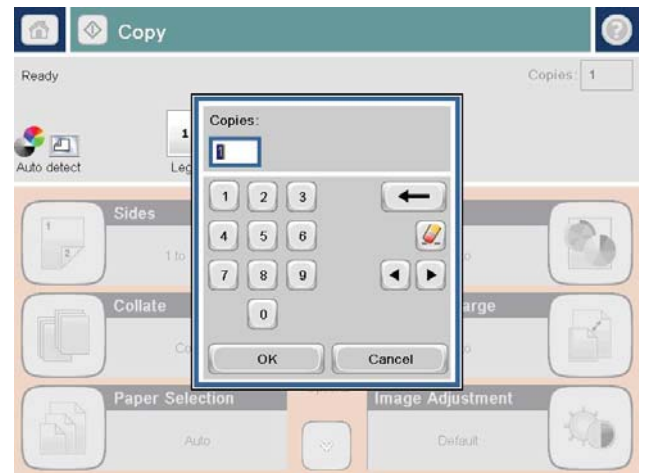
5. Touch the Copy ⊚ button.

# Copy on both sides (duplex)

## Copy on both sides automatically

1. Load the original documents face-up in the document feeder with the top of the page leading. Adjust the paper guides to fit the size of the document.

2. From the Home screen on the product control panel, touch the Copy button.

3. Touch the Sides button.

4. To make a two-sided copy from a one-sided original, touch the 1-sided original, 2-sided output button.

   To make a two-sided copy from a two-sided original, touch the 2-sided original, 2-sided output button.

   To make a one-sided copy from a two-sided original, touch the 2-sided original, 1-sided output button.

5. Touch the OK button.

6. Touch the Start ⊚ button.

## Copy on both sides manually

1. Load the document on the scanner glass according to the indicators on the product.

2. From the Home screen on the product control panel, touch the Copy button.

3. Touch the Sides button.

4. To make a two-sided copy from a one-sided original, touch the 1-sided original, 2-sided output button.

   To make a two-sided copy from a two-sided original, touch the 2-sided original, 2-sided output button.

   To make a one-sided copy from a two-sided original, touch the 2-sided original, 1-sided output button.

5. Touch the OK button.

6. Touch the Start ⊚ button.

7. The product prompts you to load the next original document. Place it on the glass, and then touch the Scan button.

8. The product temporarily saves the scanned images. Touch the Finish button to finish printing the copies.

# Optimize copy quality for text or pictures

Optimize the copy job for the type of image being copied: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the More Options button, and then touch the Optimize Text/Picture button.

3. Select one of the predefined options, or touch the Manually Adjust button, and then adjust the slider in the Optimize For area. Touch the OK button.

4. Touch the Start ⊚ button.

📝 **NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

# Use advanced image processing features for copying (Flow models only)

HP LaserJet Enterprise Flow MFP products include several features to enhance scanned images.

## Sharpness adjustment for copies

Adjust the Sharpness setting to clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the Image Adjustment button.

   **NOTE:** If the button is not on the first page of options, touch the More Options button at the bottom of the screen.

3. Adjust the Sharpness slider to the left to decrease the sharpness, or adjust it to the right to increase the sharpness.

4. Touch the OK button to save the changes.

5. Touch the Start ◉ button to begin scanning.

## Erase edges for copies

Use the Erase Edges feature to remove blemishes, such as dark borders or staple marks, by cleaning the edges of the scanned image.

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the Erase Edges button.

   **NOTE:** If the button is not on the first page of options, touch the More Options button at the bottom of the screen.

3. If necessary, change the unit of measure by selecting the Use inches box or the Use millimeters box.

4. Touch the field for an edge of the image to clean, and then enter the distance from the edge of the page to clean. Repeat this step for each edge to clean.

5. Touch the OK button to save the changes.

6. Touch the Start ◉ button to begin scanning.

## Automatic tone adjustment for copies

Use the Automatic Tone feature to configure the product to automatically adjust the darkness, contrast, and background cleanup settings on a page-by-page basis. For example, if the original document has some pages that are lighter than the others, the resulting scanned image has a more uniform darkness setting for all pages.

1.	From the Home screen on the product control panel, touch the Copy button.

2.	Touch the Image Adjustment button.

    **NOTE:** If the button is not on the first page of options, touch the More Options button at the bottom of the screen.

3.	Touch the Automatic Tone check box to select it.

4.	Touch the OK button to save the changes.

5.	Touch the Start ⊚ button to begin scanning.

# 6 Scan

- [Set up Scan to Email](#)

- [Set up Save to Network Folder](#)

- [Set up Save to USB](#)

- [Set up Save to SharePoint® (Flow models only)](#)

- [Create a Quick Set](#)

- [Send a scanned document to one or more email addresses](#)

- [Send a scanned document to a network folder](#)

- [Use image-processing features for scanning](#)

- [Use advanced image processing features for scanning (Flow models only)](#)

- [Use the image preview feature](#)

- [Use HP Flow CM solution (Flow models only)](#)

**For more information:**

Go to www.hp.com/support/ljMFPM630.

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

- Install and configure

- Learn and use

- Solve problems

- Download software updates

- Join support forums

- Find warranty and regulatory information

# Set up Scan to Email

The product can scan a file and send it to one or more email addresses. Use the following information to set up the Scan to Email feature.

- Use the E-Mail Setup Wizard

- Set up the Scan to Email feature via the HP Embedded Web Server

- Set up personal and network contacts

- Configure Microsoft Outlook with Google Gmail

## Use the E-Mail Setup Wizard

Some HP products include driver installation from a software CD. At the end of this installation is an option to **Setup Scan to Folder and Email**. This option opens the setup wizards that are in the HP Embedded Web Server (EWS) for the product. The setup wizards include the options for basic configuration.

To begin, click **E-Mail Setup Wizard**. Follow the instructions on the screen. Click **Next** to advance to the next step in the wizard.

For more detailed setup information, see the sections that follow to configure this feature through the complete set of Scan to Email options.

## Set up the Scan to Email feature via the HP Embedded Web Server

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

    a.  From the Home screen on the product control panel, touch the Network ⊞ button to display the IP address or host name.

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

    ![https://10.10.XX.XXX/]
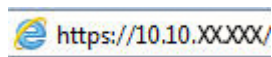
2.  Click the **Networking** tab.

3.  If it is not already selected, click **TCP/IP Settings** in the left navigation pane.

4.  Click the **Network Identification** tab.

5.  In the **TCP/IP Domain Suffix** area, verify that the DNS suffix for the email client you use is listed. DNS suffixes have this format: *companyname*.com, gmail.com, etc.

    If the DNS suffix is not listed, type it in the field to the left of the **Add** button. Click **Add**. Repeat this procedure for each DNS suffix that you need to add.

6.  Click **Apply**.

7.  Click the **Scan/Digital Send** tab.

8.  On the left navigation pane, click the **E-mail Setup** link.

9.  On the **E-mail Setup** dialog, select the **Enable Send to E-mail** checkbox. Under **Outgoing E-mail Servers (SMTP)** click **Add**.

10. On the **Outgoing E-mail Servers (SMTP)** dialog, do one of the following:

    ● Select **I know my SMTP server address or host name**, enter the information, and then click **Next**. The **Outgoing E-mail Servers (SMTP)** dialog refreshes.

    ● Select **Search network for outgoing e-mail server**, click **Next**, select the appropriate server from the **Finding SMTP servers** list, and then click **Next**. The **Outgoing E-mail Servers (SMTP)** dialog refreshes.

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

11. On the **Set the basic information necessary to connect to the server** dialog, set the options to use. Click **Next**.

    > **NOTE:** The port number is set to 25 by default. You do not need to change it.

    > **NOTE:** If you are using Google™ Gmail for email service, select the **Enable SMTP SSL Protocol** check box. If you are using Microsoft® Outlook with Google™ Gmail email service, also follow the instructions in Configure Microsoft Outlook with Google Gmail on page 64.

12. On the **Server Authentication Requirements** dialog, select whether the email server requires authentication. Click **Next**.

13. On the **Server Usage** dialog, select the appropriate usage options. Click **Next**.

14. On the **Summary and Test** dialog, enter a valid emial address in the **Send a test e-mail to** field, and then click **Test**.

15. Review the **Summary** dialog and click **Finish**.

16. On the **E-mail Setup** dialog, click **Apply** to complete the setup.

## Set up personal and network contacts

You can send email to a list of recipients by using the address book. Depending on how the product is configured, you might have one or more of the following address book viewing options.

● All Contacts: Lists all the contacts that are available to you.

● Personal Contacts: Lists all the contacts that are associated with your user name. These contacts are not visible to other people who use the product.

> **NOTE:** You must be signed in to the product to see the Personal Contacts list.

● Local Contacts: Lists all the contacts that are stored in the product memory. These contacts are visible to all people who use the product.

To use this feature, first use the HP Embedded Web Server (EWS) to enable the personal contacts and network contacts address books. Ask the system administrator for assistance with the following steps:

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

    a. From the Home screen on the product control panel, touch the Network ⊞ button to display the IP address or host name.

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


https://10.10.XX.XXX/

2. Click the **Scan/Digital Send** tab.

3. In the left navigation pane, click the **Address Book** link.

4. In the **Network Contacts Setup** area, click the **Enable Personal Contacts** and the **Enable Network Contacts** check boxes. For network contacts, if no LDAP servers are listed, click **Add**, and then follow the instructions to add an LDAP server.

5. Click the **Apply** button at the bottom of the screen.

## Add contacts to the address book from the product control panel

If you are signed in to the product, contacts that you add to the address book will not be visible to other people who use the product.

If you are not signed in to the product, contacts that you add to the address book will be visible to all people who use the product.

📝 **NOTE:** You can also use the HP Embedded Web Server (EWS) to create and manage the address book.

1. From the Home screen on the product control panel, touch the E-mail button.

   **NOTE:** If prompted, enter your user name and password.

2.  Touch the Address Book ▣ button that is next to the To: field to open the Address Book screen.
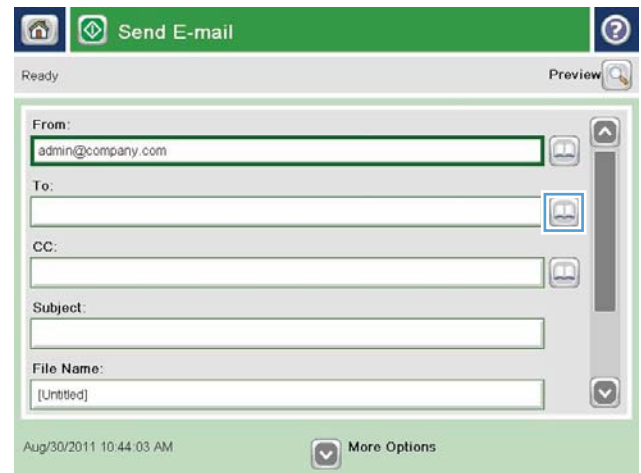
3.  Touch the Add ⊕ button that is in the lower left corner of the screen.
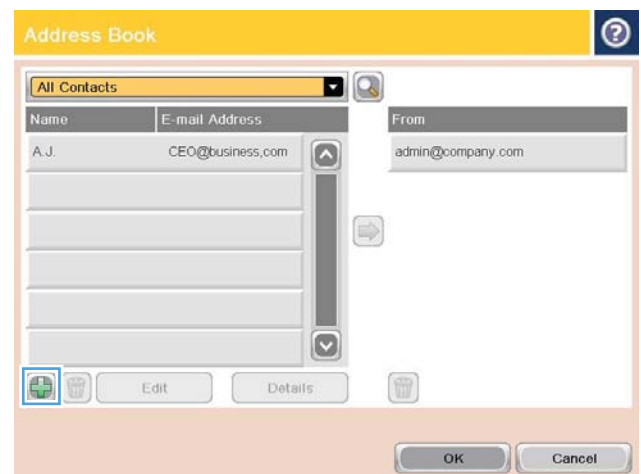
4. In the Name field, enter the name of the contact.

5. From the menu list, select the E-mail Address option, and then enter the contact's email address.

   Touch the OK button to add the contact to the list.

## Configure Microsoft Outlook with Google Gmail

If you have Google™ Gmail email service and you are using Microsoft® Outlook as your email interface, additional configuration is necessary to use the Scan to Email feature.

**NOTE:** The following instructions are for Microsoft Outlook 2007.

1. In Outlook, click the **Tools** menu.

2. Click **Account Settings**.

3. Select your email account from the list, and click **Change**.

4. On the Change E-mail Account screen, click **More Settings**.

5. On the Internet E-mail Settings screen, click the **Advanced** tab.

6. Use the following port settings for the incoming server and the outgoing server:

   - Incoming server (IMAP): 993

     Use the following type of encrypted connection: SSL

   - Outgoing server (SMTP): 587

Use the following type of encrypted connection: TLS

7. Click **OK**.

8. On the Account Settings screen, click **Next**.

9. On the Change Email Account screen, click **Finish** to complete the setup.

# Set up Save to Network Folder

Use the following information to configure a Save to Network Folder quick set.

- Use the Save to Network Folder Quick Set Wizard

- Set up Save to Network Folder via the HP Embedded Web Server

- Complete the destination folder settings

## Use the Save to Network Folder Quick Set Wizard

Some HP products include driver installation from a software CD. At the end of this installation is an option to **Setup Scan to Folder and Email**. This option opens the setup wizards that are in the HP Embedded Web Server (EWS) for the product. The setup wizards include the options for basic configuration.

To begin, click **Save to Network Folder Quick Set Wizard**. Follow the instructions on the screen. Click **Next** to advance to the next step in the wizard.

For more detailed setup information, see the sections that follow to configure this feature through the complete set of Save to Network Folder options.

## Set up Save to Network Folder via the HP Embedded Web Server

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

   a. From the Home screen on the product control panel, touch the Network 🖧 button to display the IP address or host name.

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

   
   https://10.10.XXXXX/
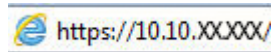
2. Click the **Scan/Digital Send** tab.

3. On the left navigation menu, click **Save to Network Folder Setup** link.

4. On the **Save to Network Folder Setup** dialog, select the **Enable Save to Network Folder** check box.

   📝 NOTE:  The Save to Network Folder feature can be minimally configured by selecting this check box and not creating a quick set. However, for this basic configuration, the user must enter the destination folder information at the control panel for each scan job. A quick set is required to include Save to Network Folder metadata.

5. Under the Quick Sets section, click **Add**.

6. On the **Set the button location for the Quick Set and options for user interaction at the control panel** dialog, enter a title and description for the Save to Network Folder quick set. Select the button location for the quick set and the quick set start option. Click **Next**.

7. On the **Folder Settings** dialog, click **Add** to create a destination folder. Set the options to use and click **Next**.

   📝 NOTE:  For additional help with folder settings, see Complete the destination folder settings on page 67.

8. On the **Notification Settings** dialog, select the scan status notification preference. Click **Next**.

9. On the **File Settings** dialog, select the file settings to use. Click **Next**.

10. Review the **Summary** dialog and click **Finish**.

11. On the **Save to Network Folder Setup** dialog, click **Apply** to save the quick set.

# Complete the destination folder settings

Use the following information to complete the destination folder settings for a shared folder or FTP folder. These options are available to set up a network folder using a quick set in the HP Embedded Web Server.

**NOTE:** Similar options are available to set up a folder destination from the control panel.

In the **Folder Settings** dialog, select one of the following options:

1. **Save to shared folders or FTP folders** (Click **Add** to create a destination folder.)

2. **Save to a personal shared folder**

   – This option is used in domain environments where the administrator configures a shared folder for each user. If this setting applies, Windows or LDAP authentication is required. The personal shared folder address is determined by the signed-in user on the product.

   – Specify the user's home folder in the Microsoft Active Directory. Verify that the user knows where this home folder is located on the network.

   – Users must sign in with Windows at the control panel. If users do not sign in to open the Network Folder program, this selection will not show up on the list. This program requires querying the network user's account to retrieve the home folder.

- Add Network Folder Path – Save to a standard shared network folder

- Add Network Folder Path – Save to an FTP Server

- Send only to folders with read and write access

- Allow sending to folders with write-access only

## Add Network Folder Path – Save to a standard shared network folder

**UNC folder path**: Enter one of the following in this field:

- The fully-qualified domain name (FQDN)

- The IP address of the server

The FQDN can be more reliable than the IP address. If the server gets its IP address via DHCP, the IP address can change.

With an IP address, the product does not need to use DNS to find the destination server, and therefore, the connection might be faster.

*Examples:*

- FQDN: \\servername.us.companyname.net\scans

- IP Address: \\16.88.20.20\scans

**Custom Subfolder**: This option automatically creates a subfolder for a scan in the destination folder. Select a format for the subfolder name from the list.

**Restrict subfolder access to user**: Select this option to restrict subfolder access to the user who creates the scan job.

**Folder Path Preview**: Click **Update Preview** to view the complete folder path for scan jobs.

**Authentication Settings**: The authentication settings determine whether to use the credentials of the signed in user at the product or to use fixed credentials.

- **Use credentials of User**: Select this option to use the login credentials for the user, which is typically the Windows login. The product user must also have permission on the shared folder for the credentials to work.

- **Always use these credentials** (fixed credentials): Select this option to enter valid credentials for access to the shared folder. This option means that anyone with access to the product can send to the folder.

**Windows Domain**: Enter the Windows domain name in this field.

The following information applies for environments that are not on a domain:

- If a shared folder is set to be accessed by everyone, values for a workgroup name (default is "Workgroup"), username, and password fields are required to save the quick set. However, it typically does not matter what the values are.

  ☼ **TIP:** These fields are available under **Authentication Settings** using fixed credentials. If the folder is in a within a particular user's folders and not Public, the credentials of that user must be used.

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

## Add Network Folder Path – Save to an FTP Server

Specify the following fields to set up an FTP server as the Save To destination.

- FTP Server name
- Port
- FTP Folder Path
- Custom Subfolder (naming convention for subfolder)
- FTP Transfer Mode
- Username and Password

Click **Verify Access** to confirm the destination can be accessed. Click **OK**.

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

## Send only to folders with read and write access

Select this option for folders configured for read and write access. This option also supports folder access verification, job notifications, and inclusion of user in a subfolder name.

**Verify folder access prior to job start**

- Select this check box to force the device to verify folder access before starting a scan job.

- Clear this check box for faster completion of scan jobs. Jobs can fail if the folder is unavailable.

## Allow sending to folders with write-access only

Select this option for folders configured for write-only access (required for this type of folder).

**NOTE:** When this box is checked, the product cannot increment the scan filename. It sends the same filename for all scans.

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

# Set up Save to USB

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

    a.  From the Home screen on the product control panel, touch the Network 🖧 button to display the IP address or host name.

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

    🌐 https://10.10.XXXXX/
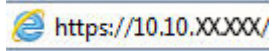
2.  Click the **Scan/Digital Send** tab.

3.  Click the **Save to USB Setup** link.

4.  Select the **Enable Save to USB** check box.

5.  Click the **Apply** button at the bottom of the page.

# Set up Save to SharePoint® (Flow models only)

**NOTE:** Before you can complete this procedure, the destination folder to which you want to save scanned files must exist on the SharePoint® site, and you must have write access to the destination folder.
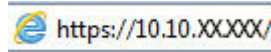
1. Open the HP Embedded Web Server (EWS):

   a. From the Home screen on the product control panel, touch the Network 🖧 button to display the IP address or host name.

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

   
   https://10.10.XXXXX/

2. Click the **Scan/Digital Send** tab.

3. On the left navigation pane, click the **Save to SharePoint®** link.

4. On the **Save to SharePoint®** dialog, select the **Enable Save to SharePoint®** check box.

5. To use this feature, establish a Quick Set for each SharePoint® site. In the **Quick Sets** area, click the **Add** button to start the Quick Set wizard.

6. On the **Set the button location for the Quick Set and options for user interaction at the control panel** dialog, provide the following information:

   - **Quick Set Title**: This title appears on the new Quick Set button on the product control panel.

   - **Quick Set Description**: This short description appears next to the title on the new Quick Set button on the control panel.

   - **Button Location**: Select whether the new Quick Set button will be directly on the Home screen or within the Quick Sets application on the control panel.

   - **Quick Set Start Option**: Select one of these options:

     ○ **Enter application, then user presses Start**: The product opens the scan application for the Quick Set, so you can review and change the settings before pressing the Start button to begin the job.

     ○ **Start instantly upon selection**: The job starts instantly when you touch the Quick Set button.

   Click **Next**.

7. On the **SharePoint® Destination Settings** dialog, click **Add** to create a new destination, and then follow the instructions at the top of the **Add SharePoint® Path** dialog.

   a. Open another browser window and navigate to the SharePoint® scan destination folder. Copy the destination path, and then paste the path into the **SharePoint® Path** field on the **Add SharePoint® Path** dialog.

   b. Click the **Generate Short URL** button to create a shortened version of the URL, which displays on the product control panel. This step is mandatory.

   c. In the **Authentication Settings** field, select whether users must sign in with their credentials at the control panel to access this SharePoint® folder, or if the login credentials should always be the same as when you navigated to the folder.

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

    d.    Click **OK**.

8.    On the **SharePoint® Destination Settings** dialog, select the **Verify folder access prior to job start** checkbox if appropriate, and then click **Next**.

9.    On the **Notification Settings** dialog, select your scan status notification preference, and then click **Next**.

10.    On the **Scan Settings** dialog, select the scan settings to use. Click **Next**.

11.    On the **File Settings** dialog, select the file settings to use. Click **Next**.

12.    Review the **Summary** dialog and click **Finish**.

13.    At the bottom of the **Save to SharePoint®** dialog, click **Apply** to save the Quick Set.
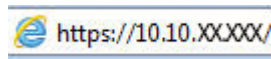
# Create a Quick Set

Use the Quick Sets feature to quickly access preset job options. The product administrator can use the HP Embedded Web Server to create Quick Sets, which are then available in the Quick Sets menu from the control-panel Home screen. Quick Sets are available for the following scan/send features:

- E-mail

- Save to Network Folder

- Save to USB

- Save to SharePoint®

Ask the system administrator for assistance with the following steps:

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

   a. From the Home screen on the product control panel, touch the Network ![icon] button to display the IP address or host name.

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

   ![https://10.10.XXXXX/]

2. Click the **General** tab.

3. On the left navigation pane, click the **Quick Sets Setup** link.

4. On the **Quick Sets** dialog, click **Add**.

5. On the **Select an application** dialog, select the application for which you want to create a Quick Set. Click **Next**.

6. On the **Set the button location for the Quick Set and options for user interaction at the control panel** dialog, provide the following information:

   - **Quick Set Title**: This title appears on the new Quick Set button on the product control panel.

   - **Quick Set Description**: This short description appears next to the title on the new Quick Set button on the control panel.

   - **Button Location**: Select whether the new Quick Set button will be directly on the Home screen or within the Quick Sets application on the control panel.

   - **Quick Set Start Option**: Select one of these options:

     ○ **Enter application, then user presses Start**: The product opens the scan application for the Quick Set, so you can review and change the settings before pressing the Start button to begin the job.

     ○ **Start instantly upon selection**: The job starts instantly when you touch the Quick Set button.

   Click **Next**.

7. The next several dialogs that appear depend on which application you selected in Step 5:

- If you selected **E-mail**, the following dialogs appear: **Address and Message Field Control**, **Signing and Encryption**

- If you selected **Fax**, the following dialog appears: **Select Fax Recipients**

- If you selected **Save to Network Folder**, the following dialog appears: **Folder Settings**

- If you selected **Save to USB** the following dialog appears: **Set where files are saved on the USB storage device**

- If you selected **Save to SharePoint®** the following dialogs appear: **SharePoint® Destination Settings**, **Add SharePoint® Path**, **SharePoint® Destination Settings**

> 📝 **NOTE:** The **Save to SharePoint®** feature is available for all HP LaserJet flow MFPs and the Scanjet 8500 fn1, and the Scanjet 7000nx with firmware datecode 20120119 or newer.

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

8. On the **Notification Settings** dialog, select your scan status notification preference, and then click **Next**.

9. On the **Scan Settings** dialog, select the scan settings to use. Click **Next**.

10. On the **File Settings** dialog, select the file settings to use. Click **Next**.

11. Review the **Summary** dialog, and then click **Finish**.

12. On the Quick Set-specific dialog, click **Apply** at the bottom of the window to save the Quick Set.

# Send a scanned document to one or more email addresses

- Send email by entering email addresses manually

- Send email by using the address book

## Send email by entering email addresses manually

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the product control panel, touch the E-mail button.

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



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

   NOTE: If you are signed in to the product, your user name or other default information might appear in the From: field. If so, you might not be able to change it.
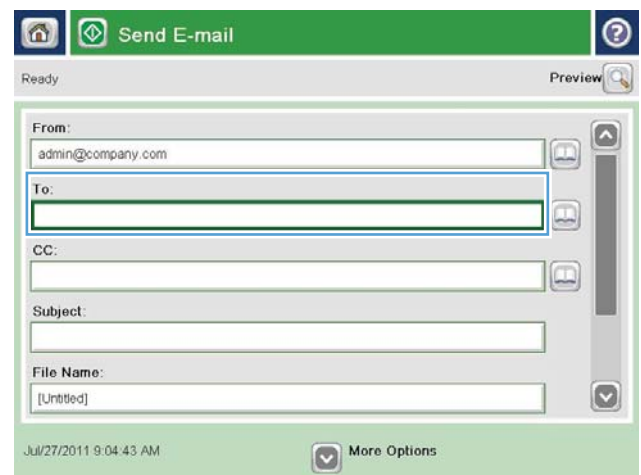
4. Enter the email address. To send to multiple addresses, separate the addresses with a semicolon, or touch the Enter button on the touchscreen keyboard after you type each address.

5. Complete the CC:, Subject:, and File Name: fields by touching the field and using the touchscreen keyboard to enter information. Touch the OK button when you have completed the fields.

6. To change the settings for the document touch the More Options button.
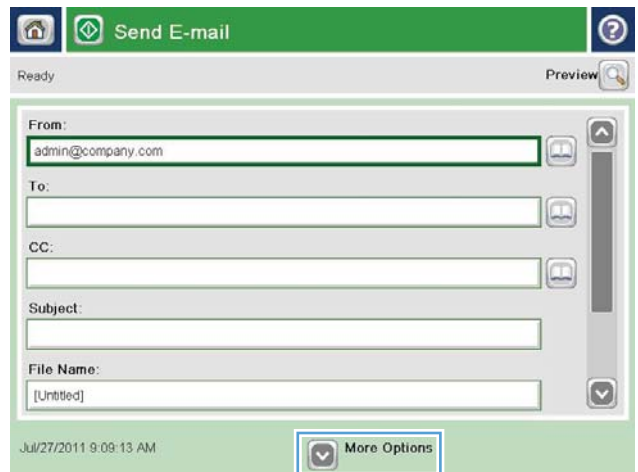
7. If you are sending a two-sided document, select the Original Sides menu, and then select the 2–sided option. Touch the OK button.
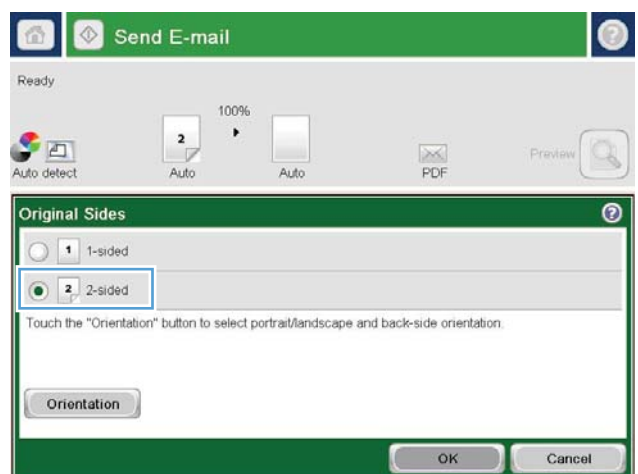
8. Touch the Start ⊚ button to send.

   NOTE: The product might prompt you to add the email address to the address book.

   NOTE: You can preview the image at any time by touching the Preview button in the upper-right corner of the screen. For more information about this feature, touch the Help ❓ button on the preview screen.



9. To set up another email job, touch the OK button on the Status screen.

   NOTE: You have the option to retain the settings from this job to use for the next job.
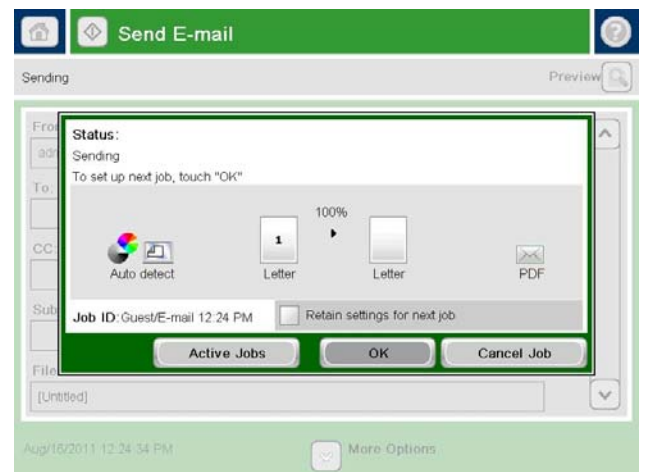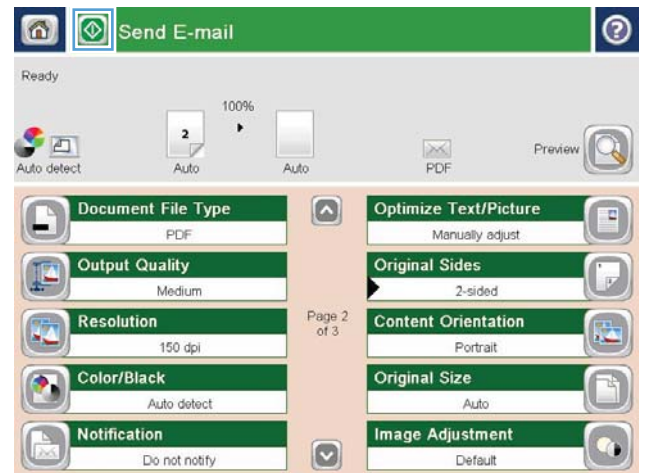


## Send email by using the address book

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the product control panel, touch the E-mail button.

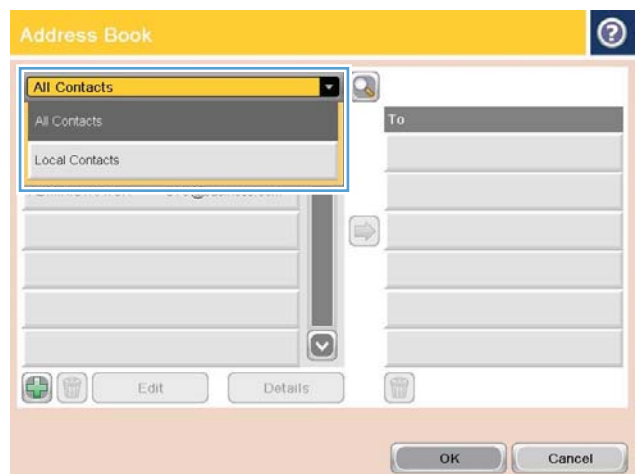   NOTE: If prompted, enter your user name and password.

**3.** Touch the Address Book button that is next to the To: field to open the Address Book screen.
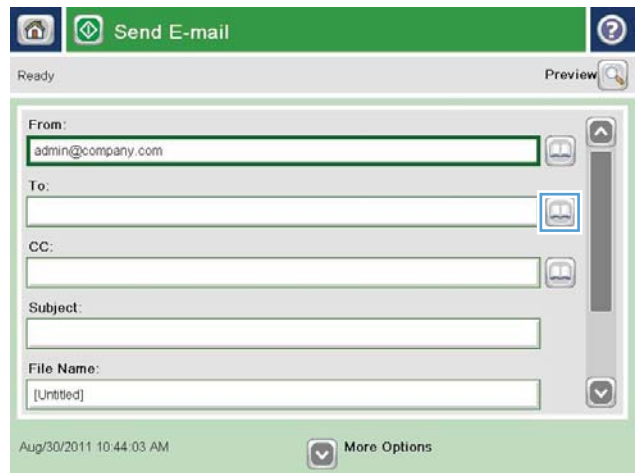
**4.** From the drop-down list, select the address book view that you want to use.

5. Select a name from the list of contacts, and then touch the right arrow ▶ button to add the name to the recipients list.

   Repeat this step for each recipient, and then touch the OK button.
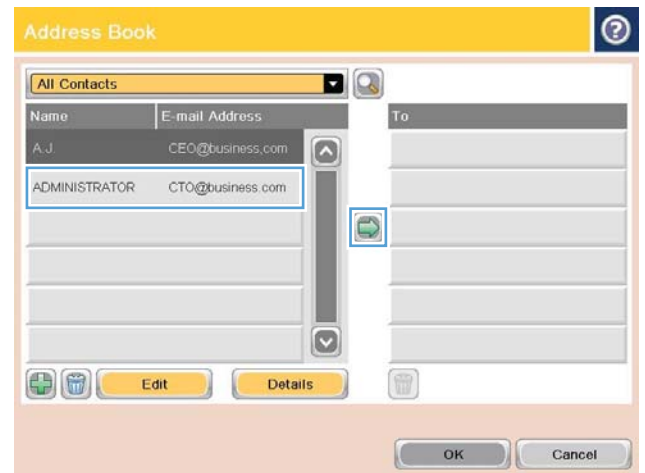
6. Touch the Start ◉ button to send.

   NOTE: You can preview the image at any time by touching the Preview button in the upper-right corner of the screen. For more information about this feature, touch the Help ❓ button on the preview screen.
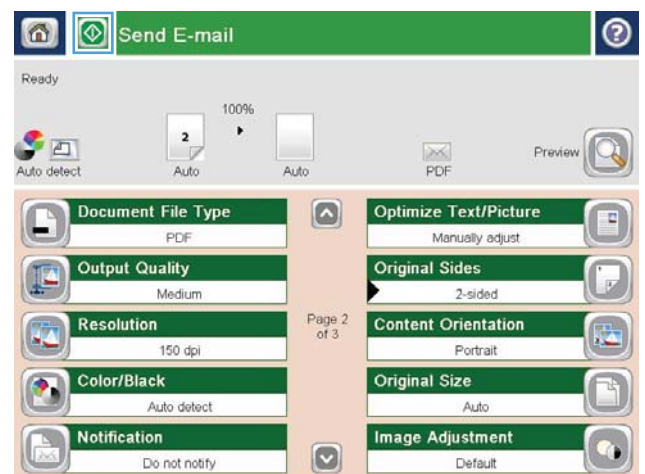
# Send a scanned document to a network folder

The product can scan a file and save it in a folder on the network. The following operating systems support this feature:

- Windows Server 2003, 64-bit

- Windows Server 2008, 64-bit

- Windows XP, 64-bit

- Windows Vista, 64-bit

- Windows 7, 64-bit

- Novell v5.1 and later (access to the Quick Sets folders only)

**NOTE:** You can use this feature with Mac OS X v10.6 and earlier if you have configured Windows File Sharing.

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

The system administrator can use the HP Embedded Web Server to configure pre-defined Quick Sets folders, or you can provide the path to another network folder.

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the product control panel, touch the Save to Network Folder button.

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

3.	To use one of the preset job settings, select one of the items in the Quick Sets list.
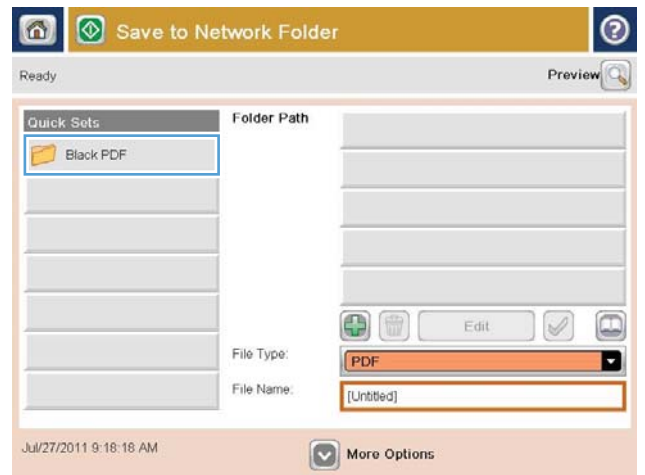
4.	To set up a new job, touch the File Name text field to open a keyboard, and then type the name for the file. Touch the OK button.
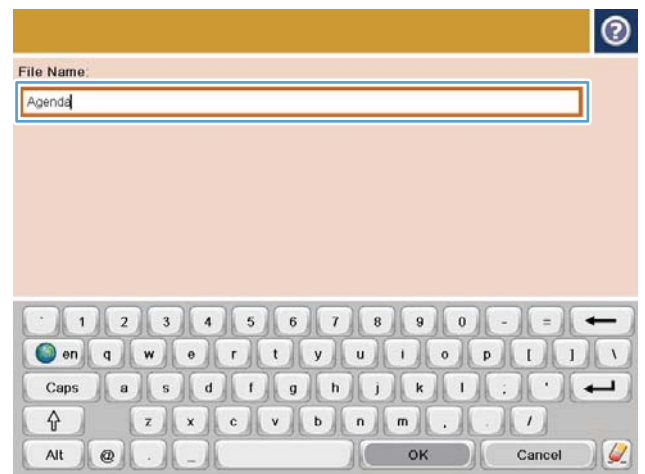
5.	If necessary, touch the File Type drop-down menu to select a different output file format.
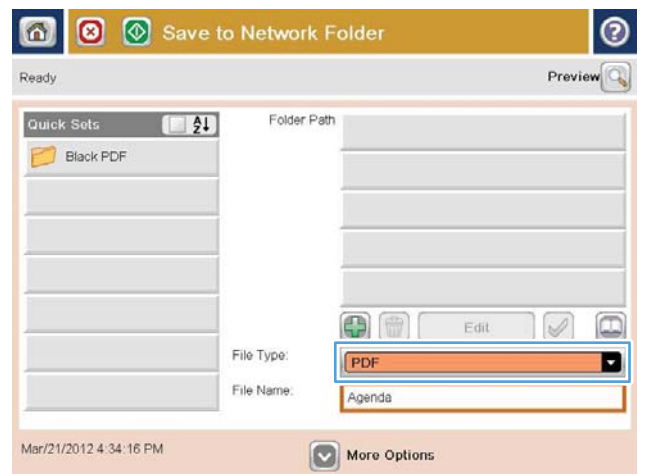
**6.** Touch the Add 🔵 button that is below the Folder Path field to open a keyboard, and then type the path to the network folder. Use this format for the path:

\\path\path

Touch the OK button.

**7.** To configure settings for the document, touch the More Options button.

**8.** Touch the Start 🔵 button to save the file.

NOTE: You can preview the image at any time by touching the Preview button in the upper-right corner of the screen. For more information about this feature, touch the Help ? button on the preview screen.
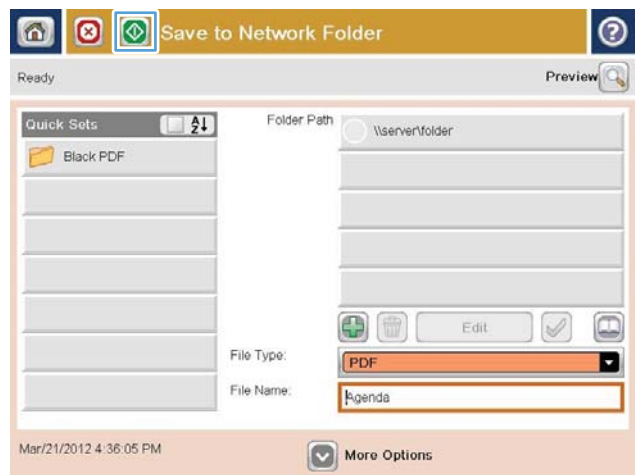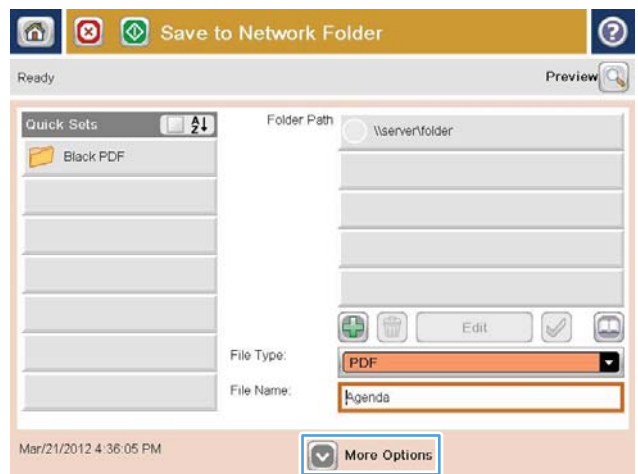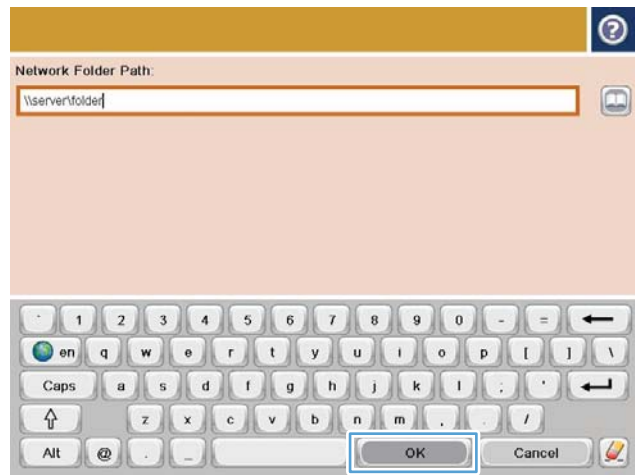
# Use image-processing features for scanning

The product can enhance scanned images in several ways.

- Select document file types for scanning

- Optimize scanned images for text or pictures

- Select the output quality or file size for scanned images

- Specify the number of sides for original documents

- Select the resolution for scanned images

- Automatic color detection for scanning

- Specify the size for original documents

- Select notification options for scanning

- Adjust sharpness for scanning

- Adjust darkness for scanning

- Adjust contrast for scanning

- Clean up the background for scanning

- Erase edges for scanning

- Use the Job Build mode for scanning

- Suppress blank pages for scanning

These settings are available for the following scan/send features:

- E-mail

- Save to Network Folder

- Save to Device Memory (some settings are not available for this feature)

- Save to USB

- Save to SharePoint®

## Select document file types for scanning

Use the Document File Type feature to save a scanned document as one of several types of files.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Document File Type button.

   📝 NOTE:   If the button is not on the first page of options, touch the More Options button again.

5. Select the document file type from the list of options.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

The following standard file types are available:

- PDF: This file type provides the best overall image and text quality. PDF files require Adobe® Acrobat® Reader software for viewing.

- JPEG: This file type is a good choice for most graphics. Most computers have a browser that can view .JPEG files. This file type produces one file per page.

- TIFF: This is a standard file type that many graphics programs support. This file type produces one file per page.

- MTIFF: MTIFF stands for multi-page TIFF. This file type saves multiple scanned pages in a single file.

- XPS: XPS (XML Paper Specification) creates an XAML file that preserves the original formatting of the document and supports color graphics and embedded fonts.

- PDF/A: PDF/A is a type of PDF designed for long-term archival of electronic documents. All format information in the document is self-contained.

## Optimize scanned images for text or pictures

Optimize the scan job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Optimize Text/Picture button.

   📝 NOTE: If the button is not on the first page of options, touch the More Options button again.

5. Select one of the predefined options, or touch the Manually adjust button and then adjust the slider in the Optimize For area.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Select the output quality or file size for scanned images

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

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Output Quality button.

**NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select one of the Output Quality options. The higher the quality, the larger the file size.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Specify the number of sides for original documents

Specify whether the original document is printed on one side or both sides. When scanning from the document feeder, the product can automatically scan both sides without further interaction. When scanning from the flatbed glass with an original that is printed on both sides, the product prompts you to turn the page over after it scans the first side.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Original Sides button.

**NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select either the 1-sided or 2-sided option. Also touch the Orientation button to specify the orientation of the original document.

**NOTE:** When using the 2-sided option, also use the Blank Page Suppression feature to remove any blank pages from the scanned document.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Select the resolution for scanned images

Specify the resolution of scanned images. Select a higher resolution to increase the clarity of the image. However, as the resolution increases, the file size also increases.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Resolution button.

**NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select one of the Resolution options.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

# Automatic color detection for scanning

All HP LaserJet MFP products can create scanned images in color, regardless of whether the product prints in color or in black and grayscale only. Use the Color/Black feature to configure the color settings that the product uses for scanned images. The following options are available:

| | |
|---|---|
| Auto detect | The product previews the images and determines whether the pages contain color. If the pages have color, the product creates a color image. If the pages do not have color, the product creates a black image or a grayscale image. Black and grayscale images have a smaller file size than color images.<br><br>This is the default setting. |
| Color | The product always creates a color image. |
| Black/Gray | The product always creates an image in black and grayscale. |
| Black | The product always creates an image in black only, with no shades of gray. |

> **NOTE:** This feature is not available for the Save to Device Memory option.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Color/Black button.

> **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select the appropriate color setting from the list of options.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

# Specify the size for original documents

Specify the page size of the original document. The product creates the scanned image to match the same page size.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Original Size button.

> **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select one of the predefined page sizes, or select the Automatically detect option to instruct the product to use internal sensors to try to determine the page size.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Select notification options for scanning

The product can send notification of the status of scan jobs. The product can print the notification, or it can send the notification in an email.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Notification button.

📝 NOTE: If the button is not on the first page of options, touch the More Options button again.

5. By default, the product is set to send no notification. To receive a notification, select either of the following options:

   ● Notify when job completes: The product sends a notification upon completion of the job.

   ● Notify only if job fails: The product sends a notification only if the job fails. It sends no notification for successful jobs.

6. Select whether the product prints the notification or sends it by email. For the email option, touch the Notification E-mail Address field, and then enter the email address to use.

7. Touch the OK button to save the changes.

8. Touch the Start ⊚ button to begin scanning.

## Adjust sharpness for scanning

Adjust the Sharpness setting to clarify or soften the image. For example, increasing the sharpness could make text appear crisper, but decreasing it could make photos appear smoother.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Image Adjustment button.

📝 NOTE: If the button is not on the first page of options, touch the More Options button again.

5. Adjust the Sharpness slider to the left to decrease the sharpness, or adjust it to the right to increase the sharpness.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

# Adjust darkness for scanning

Adjust the Darkness setting to increase or decrease the amount of white and black used in colors in scanned images.

1.  From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2.  Complete the fields on the first screen, as appropriate for the scan/send feature.

3.  Touch the More Options button at the bottom of the screen.

4.  Touch the Image Adjustment button.

    📝 NOTE:   If the button is not on the first page of options, touch the More Options button again.

5.  Adjust the Darkness slider to the left to decrease the darkness, or adjust it to the right to increase the darkness.

6.  Touch the OK button to save the changes.

7.  Touch the Start ⊚ button to begin scanning.

# Adjust contrast for scanning

Adjust the Contrast setting to increase or decrease the difference between the lightest and the darkest color on the page.

1.  From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2.  Complete the fields on the first screen, as appropriate for the scan/send feature.

3.  Touch the More Options button at the bottom of the screen.

4.  Touch the Image Adjustment button.

    📝 NOTE:   If the button is not on the first page of options, touch the More Options button again.

5.  Adjust the Contrast slider to the left to decrease the contrast, or adjust it to the right to increase the contrast.

6.  Touch the OK button to save the changes.

7.  Touch the Start ⊚ button to begin scanning.

# Clean up the background for scanning

Adjust the Background Cleanup setting to remove faint colors from the background of scanned images. For example, if the original document is printed on colored paper, use this feature to lighten the background without affecting the darkness of the image.

1.  From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2.  Complete the fields on the first screen, as appropriate for the scan/send feature.

3.  Touch the More Options button at the bottom of the screen.

4. Touch the Image Adjustment button.

📝 **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Adjust the Background Cleanup slider to the right to clean the background.

6. Touch the OK button to save the changes.

7. Touch the Start ⊙ button to begin scanning.

## Erase edges for scanning

Use the Erase Edges feature to remove blemishes, such as dark borders or staple marks, by cleaning the edges of the scanned image.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Erase Edges button.

📝 **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. If necessary, change the unit of measure by selecting the Use inches box or the Use millimeters box.

6. Touch the field for an edge of the image to clean, and then enter the distance from the edge of the page to clean. Repeat this step for each edge to clean.

7. Touch the OK button to save the changes.

8. Touch the Start ⊙ button to begin scanning.

## Use the Job Build mode for scanning

Use the Job Build feature to combine several sets of original documents into one scan job. Also use this feature to scan an original document that has more pages than the document feeder can accommodate at one time.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Job Build button.

📝 **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Touch the Start ⊙ button. After each page is scanned, or when the document feeder is empty, the control panel prompts for more pages.

6. If the job contains more pages, load the next page, and then touch the Scan button.

The product temporarily saves all the scanned images. Touch the Finish button to complete the job.

# Suppress blank pages for scanning

The product can exclude blank pages in the original document from scanned images. This feature is useful for scanning pages printed on both sides to eliminate blank pages in the resulting scanned document. By default, the product includes all pages in scanned images. Use the following procedure to suppress blank pages:

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Blank Page Suppression button.

   📝 NOTE:  If the button is not on the first page of options, touch the More Options button again.

5. Select the Enabled option.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

# Use advanced image processing features for scanning (Flow models only)

In addition to the basic image-processing features, HP LaserJet Enterprise Flow MFP products include technology that enables several advanced image-processing features.

- Select Optical Character Recognition (OCR) file types for scanning

- Automatic page cropping for scanning

- Automatic image orientation for scanning

- Automatic tone adjustment for scanning

- Automatic multi-feed detection for scanning (HP EveryPage)

These settings are available for the following scan/send features:

- E-mail

- Save to Network Folder

- Save to Device Memory (some settings are not available for this feature)

- Save to USB

- Save to SharePoint®

## Select Optical Character Recognition (OCR) file types for scanning

Use the Document File Type feature to save a scanned document as one of several types of files.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Document File Type button.

   > **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select the document file type from the list of options.

6. Touch the OK button to save the changes.

7. Touch the Start 🔘 button to begin scanning.

The following standard file types are available:

- PDF: This file type provides the best overall image and text quality. PDF files require Adobe® Acrobat® Reader software for viewing.

- JPEG: This file type is a good choice for most graphics. Most computers have a browser that can view .JPEG files. This file type produces one file per page.

- TIFF: This is a standard file type that many graphics programs support. This file type produces one file per page.

- **MTIFF**: MTIFF stands for multi-page TIFF. This file type saves multiple scanned pages in a single file.

- **XPS**: XPS (XML Paper Specification) creates an XAML file that preserves the original formatting of the document and supports color graphics and embedded fonts.

- **PDF/A**: PDF/A is a type of PDF designed for long-term archival of electronic documents. All format information in the document is self-contained.

HP LaserJet Enterprise flow MFP products also support the following OCR file types:

- **Text (OCR)**: Text (OCR) creates a text file by using optical character recognition (OCR) to scan the original. A text file can be opened in any word processing program. The formatting of the original will not be saved using this option.

- **Unicode Text (OCR)**: Unicode Text (OCR) is an industry standard used to consistently represent and manipulate text. This file type is useful for internationalization and localization.

- **RTF (OCR)**: RTF (OCR) creates a rich text format (RTF) file by using optical character recognition (OCR) to scan the original. RTF is an alternative text format that can be opened by most word processing programs. Some of the formatting of the original will be saved using this option.

- **Searchable PDF (OCR)**: Searchable PDF (OCR) creates a searchable PDF file by using optical character recognition (OCR) to scan the original. When a document is scanned in this way, use Adobe Acrobat® Reader's search tools to search for specific words or phrases within the PDF.

- **Searchable PDF/A (OCR)**: Searchable PDF/A (OCR) is a type of PDF/A file that includes information about the document structure, which allows content to be searched.

- **HTML (OCR)**: HTML (OCR) creates a Hypertext Markup Language (HTML) file containing the contents of the original document. HTML is used to display files on Web sites.

- **CSV (OCR)**: CSV (OCR) is common text file format that contains comma-separated values. This type of file can be opened by most word processing, spreadsheet, or database programs.

## Automatic page cropping for scanning

The product can crop the scanned image so that it is the same size as the paper for the original document, or it can crop the image to the size of the detectable content in the original document.

**NOTE:** To crop the image to match the paper size, scan from the document feeder or leave the scanner lid open when scanning from the flatbed glass.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Cropping Options button.

   **NOTE:** If the button is not on the first page of options, touch the More Options button again.

5. Select the appropriate cropping option.

   - **Crop to paper**: the product crops the image to match the paper size of the original document.

   - **Crop to content**: The product crops the image to the size of the detectable content in the original document.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Automatic image orientation for scanning

For original documents that have at least 100 characters of text on the page, the product can detect which edge is the top of the page, and it orients the scanned images appropriately. If some of the pages are upside-down in relation to the other pages, the resulting scanned image has all pages right-side-up. If some of the pages have a landscape orientation, the product rotates the image so that the top of the page is at the top of the image.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/ send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Content Orientation button.

   📝 NOTE:   If the button is not on the first page of options, touch the More Options button again.

5. Select the Automatically detect option.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Automatic tone adjustment for scanning

Use the Automatic Tone feature to configure the product to automatically adjust the darkness, contrast, and background cleanup settings on a page-by-page basis. For example, if the original document has some pages that are lighter than the others, the resulting scanned image has a more uniform darkness setting for all pages.

1. From the Home screen on the product control panel, scroll to and touch the button for one of the scan/ send features.

2. Complete the fields on the first screen, as appropriate for the scan/send feature.

3. Touch the More Options button at the bottom of the screen.

4. Touch the Image Adjustment button.

   📝 NOTE:   If the button is not on the first page of options, touch the More Options button again.

5. Touch the Automatic Tone check box to select it.

6. Touch the OK button to save the changes.

7. Touch the Start ⊚ button to begin scanning.

## Automatic multi-feed detection for scanning (HP EveryPage)

The document feeder in HP LaserJet Enterprise flow MFP products has a sensor that automatically detects the thickness of the pages as they enter the scanning mechanism. If the sensor detects two or more pieces of paper at one time, the product stops and prompts to remove the pages. The setting is turned on by default. To override the setting for scanning heavy paper or documents such as folded booklets through the document feeder, follow these instructions:

1.  From the Home screen on the product control panel, scroll to and touch the button for one of the scan/send features.

2.  Complete the fields on the first screen, as appropriate for the scan/send feature.

3.  Touch the More Options button at the bottom of the screen.

4.  Touch the Multi-feed Detection button.

    NOTE:   If the button is not on the first page of options, touch the More Options button again.

5.  Touch the Disabled check box to select it.

6.  Touch the OK button to save the changes.

7.  Touch the Start button to begin scanning.

# Use the image preview feature

The product includes an image-preview feature so you can preview and make adjustments to scanned images before completing the job. Image preview is available for the following scan/send features:

- E-mail

- Save to Network Folder

- Save to USB

- Save to SharePoint® (flow models only)

- Fax

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. Select one of the supported scan destinations.

3. Touch the Preview 🔍 button in the upper-right corner of the screen. The product scans the pages.

4. The image preview screen opens. It includes the following features:
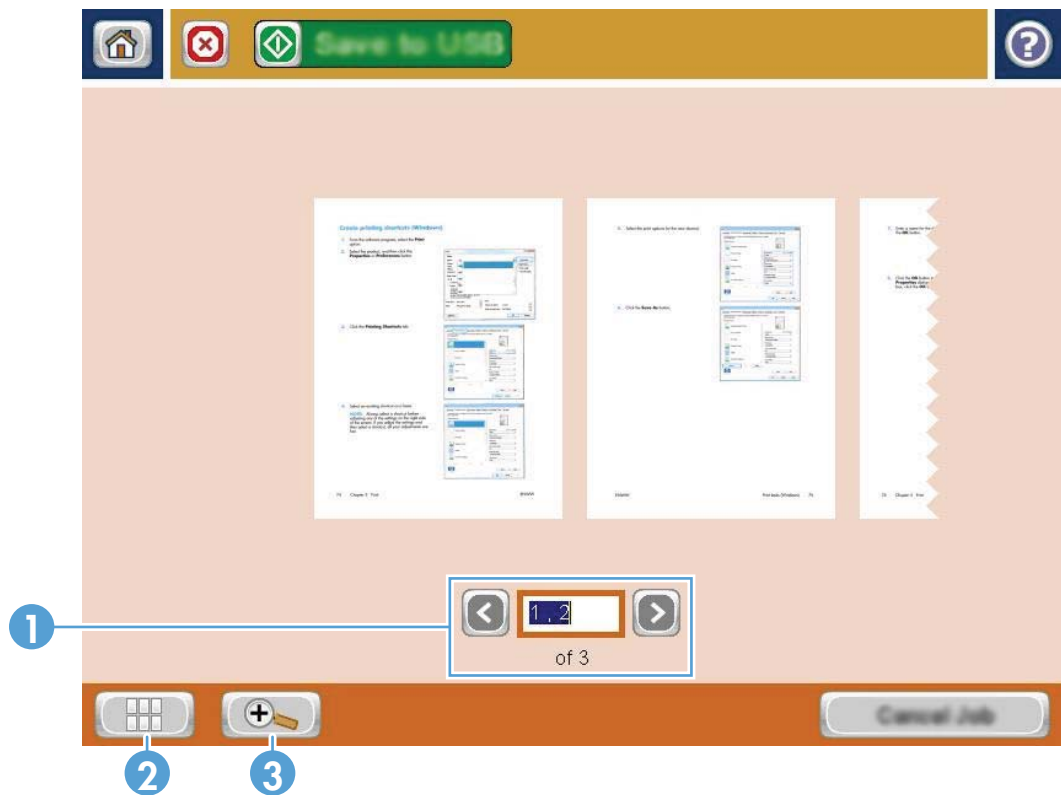


| 1 | **Page-navigation control:** Touch the arrow buttons to scroll forward or backward through the document, one page at a time, or use a finger-swiping motion over the page images on the screen to scroll through the pages. To display a specific page, touch the text box and enter the page number. |
|---|---|

| 2 | **View button:** Touch the view button to toggle between the default single-page view and a multi-page view. |
|---|---|
| 3 | **Zoom button:** Touch the zoom button to enlarge the image displayed in the document-preview area. To move the image in the document-preview area, touch an area on the image and drag your finger on the screen. To return the image to the original size, touch the zoom button again. |

5. Touch the view button to open the multi-page view. In the multi-page view, several options are available for manipulating the pages in the document. Touch one of the pages in the document-preview area to enable the options.
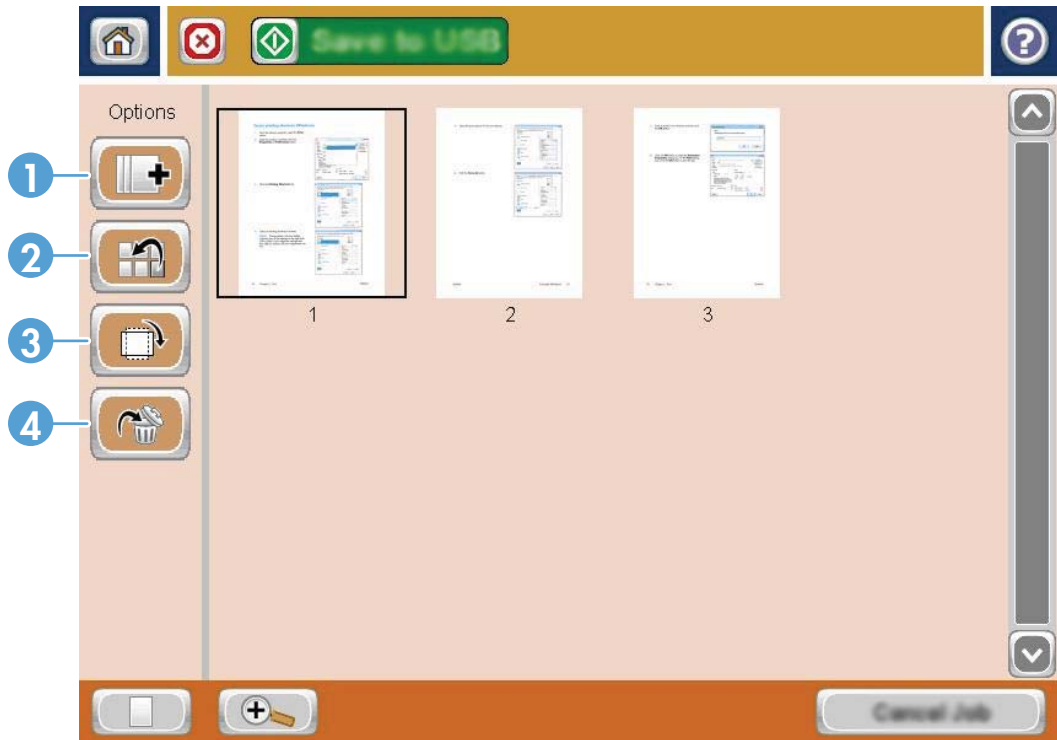


| 1 | **Append pages button:** Use this button to add more pages to the document. Touch the append pages button, and then place additional pages in the document feeder or on the scanner glass. Touch the Scan button. |
|---|---|
| 2 | **Move pages button:** Touch the page or pages to move. To select a range of pages, touch the first and last pages in the range. Touch the move pages button. Page-insert buttons appear on the screen that indicate where pages can move. Touch one of the page-insert buttons to move the pages. |
| 3 | **Rotate pages button:** Touch the page or pages to rotate. To select a range of pages, touch the first and last pages in the range. Touch the rotate pages button. The pages rotate clockwise 90 degrees. To rotate them further, touch the button again. |
| 4 | **Delete pages button:** Touch the page or pages to delete. To select a range of pages, touch the first and last pages in the range. Touch the delete pages button, and then in the dialog box that displays touch the Delete button to delete the pages. |

6. Touch the Start ⊚ button to save the file.

# Use HP Flow CM solution (Flow models only)

HP Flow CM Professional is an easy-to-use, cloud-based solution designed to help businesses securely store and access information for better collaboration. The solution provides access from virtually anywhere, via a web browser, to a complete set of proven document-management tools for capture, store, search, retrieval, sharing, and more.

Use a networked scanner or HP LaserJet Flow MFP (and select upgradeable HP MFPs) to quickly and simply send paper documents directly to the HP Flow CM Professional solution. Retrieve and print PDF documents, set directories, and browse a file repository directly from the control panel of a Flow CM enabled product.

For more information on HP Flow CM Professional, go to the following Web sites:

- To log in to HP Flow CM, go to www.hpflowcm.com/login.

- To search HP Flow CM Support, go to help.hpflowcm.com.

- To find out more about HP Flow CM and have a sales expert contact you, go to www.hp.com/go/flowcm.

- To find out more about HP Flow CM Professional, go to www.hp.com/go/flow.

- To find out more about HP Flow CM Enterprise, go to www.hp.com/go/flowcmenterprise.

# 7 Fax

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

**For more information:**

Go to [www.hp.com/support/ljMFPM630](www.hp.com/support/ljMFPM630).

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

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

# Set up fax

The steps to set up the fax function on the product vary depending on whether you are initially setting up the product hardware or if the hardware is already set up.

Before continuing, connect the fax cable to the fax port on the product and to the phone port on the wall. Turn on the product.

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

- The first time the product is turned on with a fax accessory installed
- After initial product hardware setup

## The first time the product is turned on with a fax accessory installed

The first time the product is turned on with a fax accessory installed, access the Fax Setup Wizard by following these steps:

1. From the Home screen on the product control panel, touch Initial Setup.

2. Touch the Fax Setup Wizard menu.

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

4. When the Fax Setup Wizard finishes, the option to hide the Initial Setup button appears on the Home screen. Fax setup is complete.

**NOTE:** When first installed, the fax accessory might read some of these settings from the product; therefore, a value might already be set. Check the values to verify that they are correct.

## After initial product hardware setup

Access the Fax Setup Wizard *after* initial setup through the control panel by following these steps:

1. From the Home screen on the product control panel, scroll to and touch Administration.

2. Open the following menus:

    - Fax Settings
    - Fax Send Settings
    - Fax Send Setup
    - Fax Setup Wizard

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

**NOTE:** If the Fax Settings menu does not appear in the menu listing, LAN or internet fax might be enabled. When LAN or internet fax is enabled, the analog fax accessory is disabled and the Fax Settings menu does not display. Only one fax feature, either LAN fax, analog fax, or internet fax, can be enabled at a time. If you want to use analog fax when LAN fax is enabled, use the HP MFP Digital Sending Software Configuration Utility or the HP Embedded Web Server to disable LAN fax.

# Change fax configurations

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

- Fax dialing settings

- General fax send settings

- Fax receive settings

## Fax dialing settings

1. From the Home screen on the product control panel, scroll to and touch Administration.

2. Open the following menus:

    - Fax Settings

    - Fax Send Settings

    - Fax Send Setup

    - Fax Dialing Settings

Configure any of the following settings:

| Menu item | Description |
| --- | --- |
| Fax Dial Volume | Use the Fax Dial Volume setting to control the product's dialing volume level when sending faxes. |
| Dialing Mode | The Dialing Mode setting sets the type of dialing that is used: either tone (touch-tone phones) or pulse (rotary-dial phones). |
| Fax Send Speed | The Fax Send Speed setting sets the modem bit rate (measured in bits per second) of the Analog Fax modem while sending a fax.<br><br>• Fast (default) — v.34/max 33,600 bps<br><br>• Medium — v.17/max 14,400 bps<br><br>• Slow — v.29/max 9,600 bps |
| Redial Interval | The Redial Interval setting selects the number of minutes between retries if the number dialed is busy or not answering, or if an error occurs.<br><br>**NOTE:** You might observe a redial message on the control panel when both the Redial On Busy and Redial On No Answer settings are set to off. This occurs when the fax accessory dials a number, establishes a connection, and then loses the connection. As a result of this error condition, the fax accessory performs three automatic redial attempts regardless of the redial settings. During this redial operation, a message displays on the control panel to indicate that a redial is in progress. |
| Redial On Error | The Redial On Error feature sets the number of times a fax number will be redialed when an error occurs during a fax transmission. |

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

# General fax send settings

1. From the Home screen on the product control panel, scroll to and touch Administration.

2. Open the following menus:

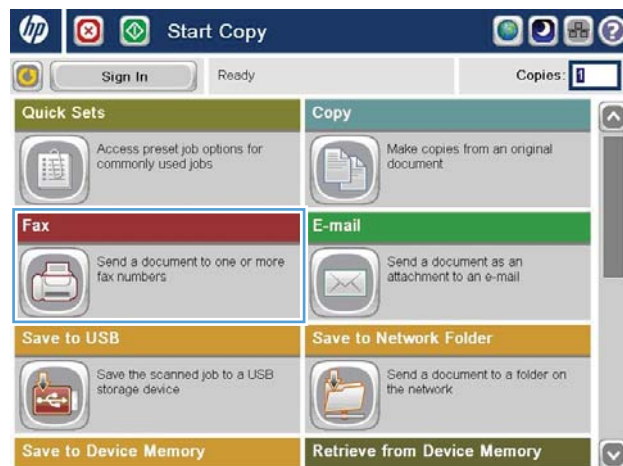   - Fax Settings

   - Fax Send Settings

   - Fax Send Setup

   - General Fax Send Settings

Configure any of the following settings:

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

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

## Fax receive settings

1.  From the Home screen on the product control panel, scroll to and touch Administration.

2.  Open the following menus:

    -   Fax Settings

    -   Fax Receive Settings

    -   Fax Receive Setup

Configure any of the following settings:

| Menu item | Description |
|---|---|
| Ringer Volume | Touch the Ringer Volume drop-down menu and adjust the ringer volume settings. |
| Rings To Answer | The Rings To Answer setting determines the number of times the phone rings before the call is answered by the fax accessory. |
| | NOTE: The default range for the available options for the Rings To Answer setting is country/region-specific. The range of possible Rings To Answer options is limited by country/region. |
| | If you experience problems with the fax accessory answering, and the Rings To Answer setting is **1**, try increasing it to **2**. |
| Fax Receive Speed | Touch the Fax Receive Speed drop down menu and select one of the following options: |
| | - Fast (default) — v.34/max 33,600 bps |
| | - Medium — v.17/max 14,400 bps |
| | - Slow — v.29/max 9,600 bps |

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

# Send a fax

1.  Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2.  From the Home screen on the product control panel, touch the Fax button. You might be prompted to type a user name and password.

3.  Touch the More Options button. Verify that the settings match those of your original. When all settings are completed, touch the up arrow to scroll to the main Fax screen.

**4.** Touch the Fax Number field to open the keypad.
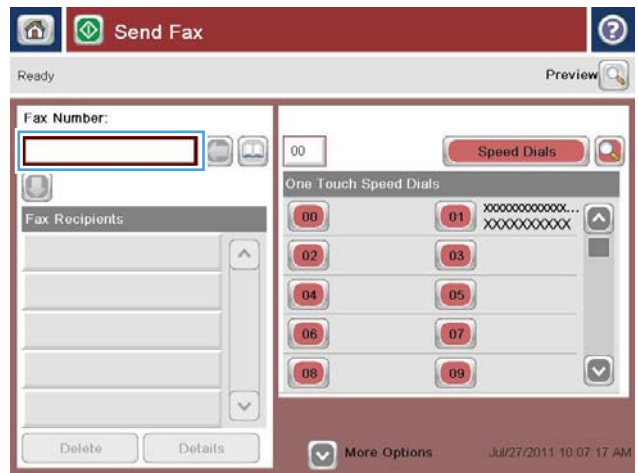
**5.** Enter a phone number, and then touch the OK button.

**6.** Touch the Start ⊚ button to send the fax.

NOTE: You can preview the image at any time by touching the Preview button in the upper-right corner of the screen. For more information about this feature, touch the Help ❓ button on the preview screen.
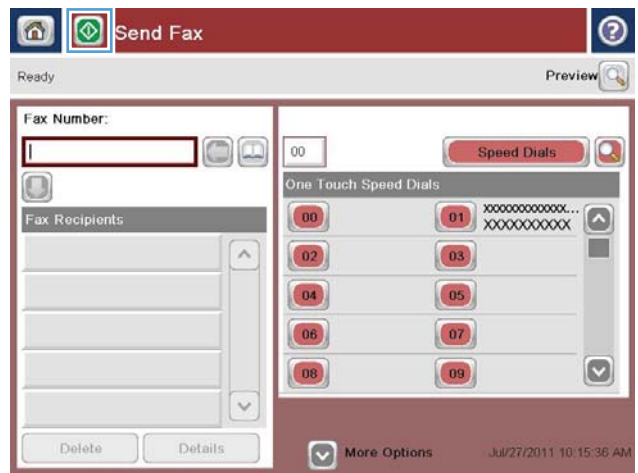
# 8 Manage the product

- [Advanced configuration with HP Embedded Web Server (EWS)](#)

- [HP Utility for Mac OS X](#)

- [Configure IP network settings](#)

- [Product security features](#)

- [Economy settings](#)

- [HP Web Jetadmin](#)

- [Software and firmware updates](#)

**For more information:**

Go to [www.hp.com/support/ljMFPM630](http://www.hp.com/support/ljMFPM630).

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- Solve problems

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- Find warranty and regulatory information

# Advanced configuration with HP Embedded Web Server (EWS)

- How to access the HP Embedded Web Server (EWS)
- HP Embedded Web Server features

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

- View product status information
- Determine the remaining life for all supplies and order new ones
- View and change tray configurations
- View and change the product control-panel menu configuration
- View and print internal pages
- Receive notification of product and supplies events
- View and change network configuration
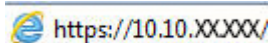
The HP Embedded Web Server works when the product is connected to an IP-based network. The HP Embedded Web Server does not support IPX-based product connections. Internet access is not needed to open and use the HP Embedded Web Server.

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

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

## How to access the HP Embedded Web Server (EWS)

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

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

    

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

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

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

- Windows: Microsoft Internet Explorer 5.01 or later or Netscape 6.2 or later
- Mac OS X: Safari or Firefox using Bonjour or an IP address
- Linux: Netscape Navigator only
- HP-UX 10 and HP-UX 11: Netscape Navigator 4.7

# HP Embedded Web Server features

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

## Information tab

Table 8-1  HP Embedded Web Server Information tab

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

## General tab

Table 8-2  HP Embedded Web Server General tab

| Menu | Description |
|---|---|
| Control Panel Customization | Reorder, show, or hide features on the control-panel display. |
| | Change the default display language. |
| Quick Sets Setup | Configure jobs that are available in the Quick Sets area of the Home screen on the product control panel. |
| Alerts | Setup email alerts for various product and supplies events. |
| Control Panel Administration Menu | Shows the menu structure of the Administration menu on the control panel. |
| | **NOTE:** Configure settings on this screen, or the HP Embedded Web Server provides more advanced configuration options than are available through the Administration menu. |
| AutoSend | Configure the product to send automated emails regarding product configuration and supplies to specific email addresses. |
| Edit Other Links | Add or customize a link to another Web site. This link displays in the **Other Links** area on all HP Embedded Web Server pages. |
| Ordering Information | Enter information about ordering replacement toner cartridges. This information displays on the supplies status page. |
| Device Information | Name the product and assign an asset number to it. Enter the name of the primary contact who will receive information about the product. |
| Language | Set the language in which to display the HP Embedded Web Server information. |
| Date and Time | Set the date and time or synchronize with a network time server. |
| Energy Settings | Set or edit a wake time, sleep time, and sleep delay for the product. Set a different schedule for each day of the week and for holidays. |
| | Set which interactions with the product cause it to wake from sleep mode. |
| Backup and Restore | Create a backup file that contains product and user data. If necessary, use this file to restore data to the product. |
| Restore Factory Settings | Restore product settings to the factory defaults. |
| Solution Installer | Install third-party software programs that can enhance the product functionality. |
| Firmware Upgrade | Download and install product firmware upgrade files. |
| Quota and Statistics Services | Provides connection information about third-party job-statistics services. |

## Copy/Print tab

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

| Menu | Description |
|---|---|
| Retrieve from USB Setup | Enable or disable the Retrieve from USB menu on the control panel. |
| Manage Stored Jobs | Enable or disable the ability to store jobs in the product memory. |
| | Configure job-storage options. |
| Adjust Paper Types | Override the factory-default mode settings if print quality problems occur when using a specific paper type. |

**Table 8-3 HP Embedded Web Server Copy/Print tab (continued)**

| Menu | Description |
|---|---|
| Restrict Color<br><br>(Color products only) | Permit or restrict color printing and copying.<br><br>Specify permissions for individual users or for jobs that are sent from specific software programs. |
| General Print Settings | Configure settings for all print jobs, including copy jobs or received faxes. |
| Copy Settings | Configure the default options for copy jobs. |
| Manage Trays | Configure settings for paper trays. |

## Scan/Digital Send tab

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

| Menu | Description |
|---|---|
| E-mail and Save to Network Folder Quick Setup Wizards | Configure the product to send scanned images as email attachments.<br><br>Configure the product to save scanned images to network-folder Quick Sets. Quicks Sets provide easy access to files saved on the network. |
| Address Book | Manage the address book, including the following:<br><br>● Add email addresses into the product one at a time.<br><br>● Use the **Import/Export** tab to load a large list of frequently-used email addresses on to the product all at once, rather than adding them one at a time.<br><br>● Edit email addresses that have already been saved in the product. |
| E-mail Setup | Configure the default email settings for digital sending, including the following:<br><br>● Settings for the outgoing mail (SMTP) server<br><br>● Default settings for E-mail Quick Sets jobs<br><br>● Default message settings, such as the "From" address and the subject line<br><br>● Settings for digital signatures and encryption<br><br>● Settings for email notifications<br><br>● Default scan settings for email jobs<br><br>● Default file settings for email jobs |
| Save to Network Folder Setup | Configure the network folder settings for digital sending, including the following:<br><br>● Default settings for Quick Sets jobs saved in a network folder<br><br>● Settings for notifications<br><br>● Default scan settings for jobs saved in a network folder<br><br>● Default file settings for for jobs saved in a network folder |

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

| Menu | Description |
| --- | --- |
| Save to USB Setup | Configure the USB settings for digital sending, including the following:<br><br>● Default settings for Quick Sets jobs saved on a USB flash drive<br><br>● Settings for notifications<br><br>● Default scan settings for jobs saved on a USB flash drive<br><br>● Default file settings for for jobs saved on a USB flash drive |
| OXPd: Workflow | Use third-party workflow tools. |
| Digital Sending Software Setup | Configure settings related to using optional Digital Sending software. |

## Fax tab

Table 8-5 HP Embedded Web Server Fax tab

| Menu | Description |
| --- | --- |
| Fax Send Setup | Configure settings for sending faxes, including the following:<br><br>● Default settings for outgoing faxes<br><br>● Default setting for sending faxes using the internal fax modem<br><br>● Settings for using a LAN fax service<br><br>● Settings for using an Internet fax service |
| Speed Dials | Manage speed dial numbers, including the following:<br><br>● Import .CSV files containing email addresses, fax numbers, or user records, so that they can be accessed on this product.<br><br>● Export email, fax, or user records from the product into a file on the computer to use as a data backup, or import the records onto another HP product. |
| Fax Receive Setup | Configure default print options for incoming faxes, and set up a fax printing schedule. |
| Fax Archive and Forwarding | Enable or disable fax archiving and fax forwarding, and configure basic settings for each:<br><br>● Fax archiving is a method to send a copy of all incoming and outgoing faxes to an email address.<br><br>● Fax forwarding is a method to forward incoming faxes to a different fax device. |
| Fax Activity Log | Contains a list of the faxes that have been sent from or received by this product. |

## Troubleshooting tab

Table 8-6 HP Embedded Web Server Troubleshooting tab

| Menu | Description |
| --- | --- |
| General Troubleshooting | Select from a variety of reports and tests to help solve problems with the product. |
| Online Help | Obtain QR codes and Web links to solution pages for the product. |

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

| Menu | Description |
|---|---|
| **Diagnostic Data**<br><br>NOTE:   This item is available only if an administrator password is set from the **Security** tab. | Export product information to a file that can be useful for detailed problem analysis. |
| **Calibration/Cleaning**<br><br>(Color products only) | Enable the automatic cleaning feature, create and print the cleaning page, and select an option to calibrate the product immediately. |
| **Firmware Upgrade** | Download and install product firmware upgrade files. |
| **Restore Factory Settings** | Restore product settings to factory defaults. |

## Security tab

Table 8-7  HP Embedded Web Server Security tab

| Menu | Description |
|---|---|
| **General Security** | Settings for general security, including the following:<br><br>● Configure an administrator password to restrict access to certain features on the product.<br><br>● Set PJL password for processing PJL commands.<br><br>● Set file system access and firmware upgrade security.<br><br>● Enable or disable the Host USB port on the control panel or the USB connectivity port on the formatter for printing directly from a computer.<br><br>● View the status of all security settings. |
| **Access Control** | Configure access to product functions for specific individuals or groups, and select the method individuals use to sign in to the product. |
| **Protect Stored Data** | Configure and manage the internal hard drive for the product. This product includes an encrypted hard drive for maximum security.<br><br>Configure settings for jobs that are stored on the product hard drive. |
| **Certificate Management** | Install and manage security certificates for access to the product and the network. |
| **Web Service Security** | Allow resources on this product to be accessed by web pages from different domains. If no sites are added to the list, then all sites are trusted. |
| **Self Test** | Verify that the security functions are running according to expected system parameters. |

## HP Web Services tab

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

Table 8-8  HP Embedded Web Server Networking tab

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

## Networking tab

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

Table 8-9  HP Embedded Web Server Networking tab

| Menu | Description |
| --- | --- |
| TCP/IP Setting | Configure TCP/IP settings for IPv4 and IPv6 networks.<br><br>**NOTE:**  The configuration options available depend on the print server model. |
| Network Settings | Configure IPX/SPX, AppleTalk, DLC/LLC, and SNMP settings, depending on the print server model. |
| Other Settings | Configure general printing protocols and services supported by the print server. The available options depend on the print server model, but can include firmware update, LPD queues, USB settings, support information, and refresh rate. |
| AirPrint | Enable, set up, or disable network printing from Apple supported products. |
| Select Language | Change the language displayed by the HP Embedded Web Server. This page displays if the Web pages support multiple languages. Optionally, select supported languages through language-preference settings in the browser. |
| Settings | View and restore current security settings to factory-default values.<br><br>Configure security settings using the Security Configuration Wizard.<br><br>**NOTE:**  Do not use the Security Configuration Wizard to configure security settings using network-management applications, such as HP Web Jetadmin. |
| Authorization | Control configuration management and use of this product, including the following:<br><br>● Set or change the administrator password to control access to configuration parameters.<br><br>● Request, install, and manage digital certificates on the HP Jetdirect print server.<br><br>● Limit host access to this product through an Access Control List (ACL) (for selected print servers on IPv4 networks only). |
| Mgmt. Protocols | Configure and manage security protocols for this product, including the following:<br><br>● Set the security management level for the HP Embedded Web Server, and control traffic over HTTP and HTTPS.<br><br>● Configure the SNMP (Simple Network Management Protocol) operation. Enable or disable the SNMP v1/v2c or SNMP v3 agents on the print server.<br><br>● Control access through protocols that may not be secure, such as printing protocols, print services, discovery protocols, name resolution services, and configuration-management protocols. |

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

| Menu | Description |
|---|---|
| 802.1X Authentication | Configure 802.1X authentication settings on the Jetdirect print server as required for client authentication on the network, and reset the 802.1X authentication settings to factory-default values.<br><br>CAUTION: When changing the 802.1X authentication settings; the product might lose its connection. To reconnect, it might be necessary to reset the print server to a factory-default state and reinstall the product. |
| IPsec/Firewall | View or configure a Firewall policy or an IPsec/Firewall policy (for selected HP Jetdirect models only). |
| Announcement Agent | Enable or disable the HP Device Announcement Agent, set the configuration server, and configure mutual authentication using certificates. |
| Network Statistics | Display network statistics that are collected and stored on the HP Jetdirect print server. |
| Protocol Info | View a list of network-configuration settings on the HP Jetdirect print server for each protocol. |
| Configuration Page | View the HP Jetdirect configuration page, which contains status and configuration information. |

## Other Links list

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

Table 8-10 HP Embedded Web Server Other Links list

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

# HP Utility for Mac OS X

Use the HP Utility for Mac OS X to check product status or to view or change product settings from your computer.

You can use the HP Utility when the product is connected with a USB cable or is connected to a TCP/IP-based network.

## Open HP Utility

1.  At the computer, open the **System Preferences** menu, and then click **Print & Fax**, **Print & Scan**, or **Printers & Scanners**.

2.  Select the product in the list.

3.  Click the **Options & Supplies** button.

4.  Click the **Utility** tab.

5.  Click the **Open Printer Utility** button.

## HP Utility features

The HP Utility toolbar is at the top of every page. It includes these items:

- **Devices**: Click this button to show or hide Mac products found by the HP Utility in the **Printers** pane at the left side of the screen.

- **All Settings**: Click this button to return to the HP Utility main page.

- **Applications**: Click this button to manage which HP tools or utilities appear in the Dock.

- **HP Support**: Click this button to open a browser and go to the HP support Web site for the product.

- **Supplies**: Click this button to open the HP SureSupply Web site.

- **Registration**: Click this button to open the HP registration Web site.

- **Recycling**: Click this button to open the HP Planet Partners Recycling Program Web site.

HP Utility consists of pages that you open by clicking in the **All Settings** list. The following table describes the tasks that you can perform with HP Utility.

| Menu | Item | Description |
| --- | --- | --- |
| Information and Support | Supplies Status | Shows the product supplies status and provides links for ordering supplies online. |
| | Device Information | Shows information about the currently selected product. |
| | File Upload | Transfers files from the computer to the product. |
| | Upload Fonts | Transfers font files from the computer to the product. |
| | HP Connected | Accesses the HP Connected Web site. |
| | Update Firmware | Transfers a firmware update file to the product. NOTE: This option is available only after you open the **View** menu and select the **Show Advanced Options** item. |

| Menu | Item | Description |
|------|------|-------------|
| | **Commands** | Sends special characters or print commands to the product after the print job. |
| | | **NOTE:** This option is available only after you open the **View** menu and select the **Show Advanced Options** item. |
| **Printer Settings** | **Supplies Management** | Configures how the product should behave when supplies are nearing the end of their estimated life. |
| | **Trays Configuration** | Changes the default tray settings. |
| | **Output Devices** | Manages settings for optional output accessories. |
| | **Duplex Mode** | Turns on the automatic two-sided printing mode. |
| | **Protect Direct Ports** | Disables printing over USB or parallel ports. |
| | **Stored Jobs** | Manages print jobs that are stored on the product hard disk. |
| | **Network Settings** | Configures the network settings, such as the IPv4 and IPv6 settings. |
| | **Additional Settings** | Provides access to the HP Embedded Web Server. |
| **Scan Settings** | **Scan to E-mail** | Opens the HP Embedded Web Server page for configuring settings for scanning to email. |
| | | **NOTE:** USB connections are not supported. |
| | **Scan to Network Folder** | Opens the HP Embedded Web Server page for configuring settings for scanning to a network folder. |
| | | **NOTE:** USB connections are not supported. |

# Configure IP network settings

## Printer sharing disclaimer

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

## View or change network settings

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

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

    a.  From the Home screen on the product control panel, touch the Network 📇 button to display the IP address or host name.

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

    https://10.10.XXXXX/
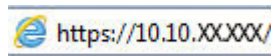
2.  Click the **Networking** tab to obtain network information. You can change settings as needed.

## Rename the product on a network

If you want to rename the product on a network so that it can be uniquely identified, use the HP Embedded Web Server.

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

    a.  From the Home screen on the product control panel, touch the Network 📇 button to display the IP address or host name.

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

    https://10.10.XXXXX/
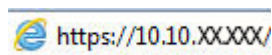
2.  Open the **General** tab.

3.  On the **Device Information** page, the default product name is in the **Device Name** field. You can change this name to uniquely identify this product.

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

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

## Manually configure IPv4 TCP/IP parameters from the control panel

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

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - Network Settings

   - Jetdirect Menu

   - TCP/IP

   - IPV 4 Settings

   - Config Method

3. Select the Manual option, and then touch the Save button.

4. Open the Manual Settings menu.

5. Touch the IP Address, Subnet Mask, or Default Gateway option.

6. Touch the first field to open a keypad. Enter the correct digits for the field, and then touch the OK button.

   Repeat the process for each field, and then touch the Save button.

## Manually configure IPv6 TCP/IP parameters from the control panel

Use the control-panel Administration menus to manually set an IPv6 address.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. To enable manual configuration, open the following menus:

   - Network Settings

   - Jetdirect Menu

   - TCP/IP

   - IPV6 Settings

   - Address

   - Manual Settings

   - Enable

   Select the On option, and then touch the Save button.

3. To configure the address, touch the Address button and then touch the field to open a keypad.

4. Use the keypad to enter the address, and then touch the OK button.

5. Touch the Save button.

## Link speed and duplex settings

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

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

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

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

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

    ● Network Settings

    ● Jetdirect Menu

    ● Link Speed

3. Select one of the following options:

    ● Auto: The print server automatically configures itself for the highest link speed and communication mode allowed on the network.

    ● 10T Half: 10 megabytes per second (Mbps), half-duplex operation

    ● 10T Full: 10 Mbps, full-duplex operation

    ● 10T Auto: 10 Mbps, automatic-duplex operation

    ● 100TX Half: 100 Mbps, half-duplex operation

    ● 100TX Full: 100 Mbps, full-duplex operation

    ● 100TX Auto: 100 Mbps, automatic-duplex operation

    ● 1000T Full: 1000 Mbps, full-duplex operation

4. Touch the Save button. The product turns off and then on.

# Product security features

- [Security statements](Security statements)
- [IP Security](IP Security)
- [Sign in to the product](Sign in to the product)
- [Assign a system password](Assign a system password)
- [Encryption support: HP High Performance Secure Hard Disks](Encryption support: HP High Performance Secure Hard Disks)
- [Lock the formatter](Lock the formatter)

## Security statements

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

For in-depth information about HP's secure imaging and printing solutions, visit www.hp.com/go/secureprinting. The site provides links to white papers and FAQ documents about security features.

## IP Security

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

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

## Sign in to the product

Some features on the product control panel can be secured so that unauthorized people cannot use them. When a feature is secured, the product prompts you to sign in before you can use it. You can also sign in without waiting for a prompt by touching the Sign In button on the Home screen.

Typically, you use the same user name and password that you use to sign in to your computer on the network. Consult the network administrator for this product if you have questions about which credentials to use.

After you have signed in to the product, a Sign Out button displays on the control panel. To maintain security for the product, touch the Sign Out button when you have finished using the product.

## Assign a system password

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

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

    a.  From the Home screen on the product control panel, touch the Network ⊞ button to display the IP address or host name.

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

https://10.10.XX.XXX/
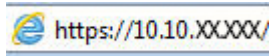
2. Click the **Security** tab.

3. Open the **General Security** menu.

4. In the **Username** field, enter the name to associate with the password.

5. Enter the password in the **New Password** field, and then enter it again in the **Verify Password** field.

> **NOTE:** If you are changing an existing password, you must first enter the existing password in the **Old Password** field.

6. Click the **Apply** button. Make note of the password and store it in a safe place.

## Encryption support: HP High Performance Secure Hard Disks

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

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

## Lock the formatter

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

# Economy settings

- Print with EconoMode
- Set the sleep timer and configure the product to use 1 watt or less of power
- Set the Sleep Schedule

## Print with EconoMode

This product has an EconoMode option for printing drafts of documents. Using EconoMode can use less toner. However, using EconoMode can also reduce print quality.

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.

**NOTE:** If this option is not available in your print driver, you can set it using the product control panel.

### Configure EconoMode from the print driver

1. From the software program, select the **Print** option.

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

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

4. Click the **EconoMode** check box to enable the feature, and then click **OK**.

### Configure EconoMode from the product control panel

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - General Settings

   - Print Quality

3. Scroll to and select EconoMode.

4. Touch On or Off to enable or disable the feature, and then touch Save.

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

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

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - General Settings

   - Energy Settings

   - Sleep Timer Settings

3.  Touch Sleep /Auto Off After to enable the feature.

4.  Select the appropriate time period.

    📝 NOTE:   The Sleep/Auto Off After default time is 30 minutes.

5.  Select one of the Wake/Auto On to These Events options:

    ●   All events: The product wakes when it receives a fax job (through the phone connection) or any print job (through the USB port, network port, or wireless connection), when a copy job is started, or when someone touches the control panel, or opens a door or tray.

    ●   Network port: The product wakes when it receives a fax job (through the phone connection) or a print job (through the network port only), when a copy job is started, or when someone touches the control panel, or opens a door or tray. **With this setting, the product uses 1 watt or less of power while in the Sleep/Auto Off state.**

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

## Set the Sleep Schedule

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

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

1.  From the Home screen on the product control panel, scroll to and touch the Administration button.

2.  Open the following menus:

    ●   General Settings

    ●   Date/Time Settings

3.  Open the Date/Time Format menu and configure the following settings:

    ●   Date Format

    ●   Time Format

4.  Touch the Save button.

5.  Open the Date/Time menu and configure the following settings:

    ●   Date/Time

    ●   Time Zone

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

6.  Touch the Save button.

7.  Touch the back-arrow button to return to the Administration screen.

8.  Open the following menus:

- General Settings

- Energy Settings

- Sleep Schedule

9.  Touch the Add ⊕ button, and then select the type of event to schedule: Wake or Sleep.

10. Configure the following settings:

    - Time

    - Event Days

11. Touch the OK button, and then touch the Save button.

# HP Web Jetadmin

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

HP Web Jetadmin upgrades are periodically made available to provide support for specific product features. Go to www.hp.com/go/webjetadmin and click the **Self Help and Documentation** link to learn more about upgrades.

# Software and firmware updates

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

Go to www.hp.com/support/ljMFPM630. Click **Drivers & Software**.

# 9 Solve problems

## For more information:

Go to www.hp.com/support/ljMFPM630.

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

- Install and configure

- Learn and use

- Solve problems

- Download software updates

- Join support forums

- Find warranty and regulatory information

# Customer support

| | |
|---|---|
| Get telephone support for your country/region<br><br>Have the product name, serial number, date of purchase, and problem description ready. | Country/region phone numbers are on the flyer that was in the box with your product or at www.hp.com/support/. |
| Get 24-hour Internet support | www.hp.com/support/ljMFPM630 |
| Download software utilities, drivers, and electronic information | www.hp.com/support/ljMFPM630 |
| Order additional HP service or maintenance agreements | www.hp.com/go/carepack |
| Register your product | www.register.hp.com |

# Control panel help system

The product has a built-in Help system that explains how to use each screen. To open the Help system, touch the Help ❓ button in the upper-right corner of the screen.

For some screens, the Help opens to a global menu where you can search for specific topics. You can browse through the menu structure by touching the buttons in the menu.

Some Help screens include animations that guide you through procedures, such as clearing jams.

For screens that contain settings for individual jobs, the Help opens to a topic that explains the options for that screen.

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

# Restore factory-set defaults

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   ● General Settings

   ● Restore Factory Settings

3. A verification message advises that completing the reset function might result in loss of data. Touch the Reset button to complete the process.

📝 NOTE: The product restarts automatically after the reset operation completes.

# A "Cartridge is low" or "Cartridge is very low" message displays on the printer control panel

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

Continue printing with the current cartridge until redistributing the toner no longer yields acceptable print quality. To redistribute the toner, remove the toner cartridge from the printer and gently rock the cartridge back and forth about its horizontal axis. For graphical representation, see cartridge replacement instructions. Reinsert the toner cartridge into the printer and close the cover.

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

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

## Change the "Very Low" settings

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

1. From the Home screen on the product control panel, scroll to and select Supplies.

2. Open the following menus:

    - Manage Supplies

    - Supply Settings

    - Black Cartridge or Color Cartridges

    - Very Low Settings

3. Select one of the following options:

    - Select the Stop option to set the printer to stop printing when the cartridge reaches the **Very Low** threshold.

    - Select the Prompt to continue option to set the printer to stop printing when the cartridge reaches the **Very Low** threshold. You can acknowledge the prompt or replace the cartridge to resume printing.

    - Select the Continue option to set the printer to alert you that the cartridge is very low, and to continue printing beyond the **Very Low** setting without interaction. This can result in unsatisfactory print quality.

## For products with fax capability

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

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

# Order supplies

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

# Product does not pick up paper or misfeeds

- The product does not pick up paper
- The product picks up multiple sheets of paper
- The document feeder jams, skews, or picks up multiple sheets of paper
- Clean the pickup rollers and separation pad in the document feeder

## The product does not pick up paper

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

1. Open the product and remove any jammed sheets of paper.

2. Load the tray with the correct size of paper for your job.

3. Make sure the paper size and type are set correctly on the product control panel.

4. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray.

5. Check the product control panel to see if the product is waiting for you to acknowledge a prompt to feed the paper manually. Load paper, and continue.

6. The rollers above the tray might be contaminated. Clean the rollers with a lint-free cloth dampened with warm water.

## The product picks up multiple sheets of paper

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

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

2. Use only paper that meets HP specifications for this product.

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

4. Make sure the tray is not overfilled. If it is, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.

5. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides to the appropriate indentation in the tray.

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

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

NOTE: This information applies to MFP products only.

- The original might have something on it, such as staples or self-adhesive notes, that must be removed.
- Check that all rollers are in place and that the roller-access cover inside the document feeder is closed.
- Make sure that the top document-feeder cover is closed.

- The pages might not be placed correctly. Straighten the pages and adjust the paper guides to center the stack.

- The paper guides must be touching the sides of the paper stack to work correctly. Make sure that the paper stack is straight and the guides are against the paper stack.

- The document feeder input tray or output bin might contain more than the maximum number of pages. Make sure the paper stack fits below the guides in the input tray, and remove pages from the output bin.

- Verify that there are no pieces of paper, staples, paper clips, or other debris in the paper path.

- Clean the document-feeder rollers and the separation pad. Use compressed air or a clean, lint-free cloth moistened with warm water. If misfeeds still occur, replace the rollers.

- From the Home screen on the product control panel, scroll to and touch the Supplies button. Check the status of the document-feeder kit, and replace it if necessary.

## Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the printed pages have toner smudges or skewed print.

1. Lift the document-feeder latch.



2. Open the document-feeder cover.

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

    NOTE:   Lift up the roller assembly so you can clean the second roller.

4.  Close the document-feeder cover.

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

# Clear paper jams

## Jam locations
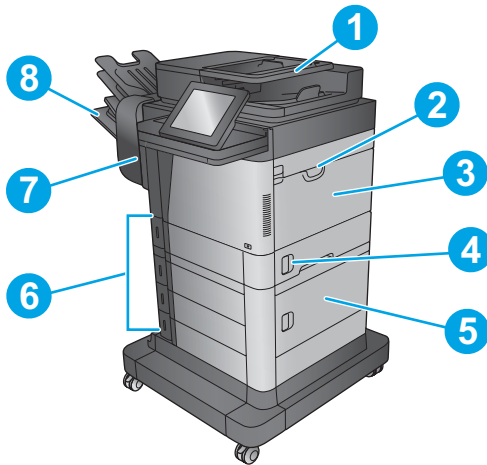


| 1 | Document feeder | See Clear jams in the document feeder on page 140. |
|---|---|---|
| 2 | Top cover area | See Clear jams under the top cover and in the registration area on page 158. |
| 3 | Tray 1 | See Clear jams in Tray 1 on page 144. |
| 4 | Right door | See Clear jams in the right door on page 152. |
| 5 | Lower right door | See Clear jams in the lower-right door on page 153. |
| 6 | Trays 2–5 | See Clear jams in Tray 2, 3, or 4 on page 147 and Clear jams in the 1,500-sheet high-capacity input tray (Tray 5) on page 149. |
| 7 | Duplexer and fuser | See Clear jams in the duplexer and fuser on page 154. |
| 8 | Output bin (M630dn, M630h, M630f)<br><br>Stapling mailbox (M630z) | See Clear jams in the output bin on page 161, Clear jams in the stapling mailbox accessory on page 161, and Clear staple jams in the stapling mailbox accessory on page 163. |

## Auto-navigation for clearing jams

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

## Experiencing frequent or recurring paper jams?

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

1. Use only paper that meets HP specifications for this product.

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

3. Use paper that has not previously been printed or copied on.

4. Make sure the tray is not overfilled. If it is, remove the entire stack of paper from the tray, straighten the stack, and then return some of the paper to the tray.

5. Make sure the paper guides in the tray are adjusted correctly for the size of paper. Adjust the guides so they are touching the paper stack without bending it.

6. Make sure that the tray is fully inserted in the product.

7. If you are printing on heavy, embossed, or perforated paper, use the manual feed feature and feed sheets one at a time.

8. From the Home screen on the product control panel, scroll to and touch the Trays button. Verify that the tray is configured correctly for the paper type and size.

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

# Clear jams in the document feeder

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

1. Lift the latch to release the document-feeder cover.
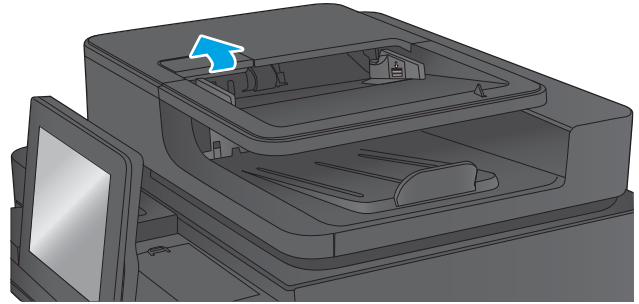
2. Open the document-feeder cover.
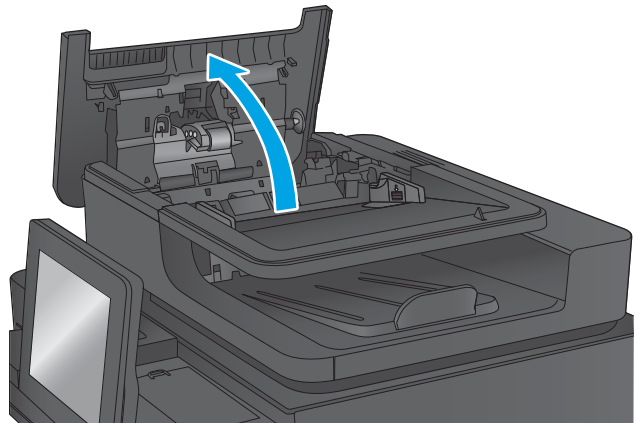
3. Lift the jam-access door, and remove any jammed paper.

   If necessary, rotate the green wheel at the front of the document feeder to remove jammed paper.
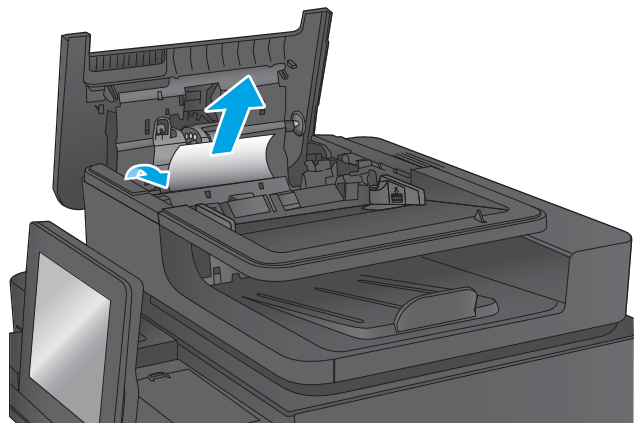
4. Press on the door next to the document-feeder rollers to make sure it is closed completely.
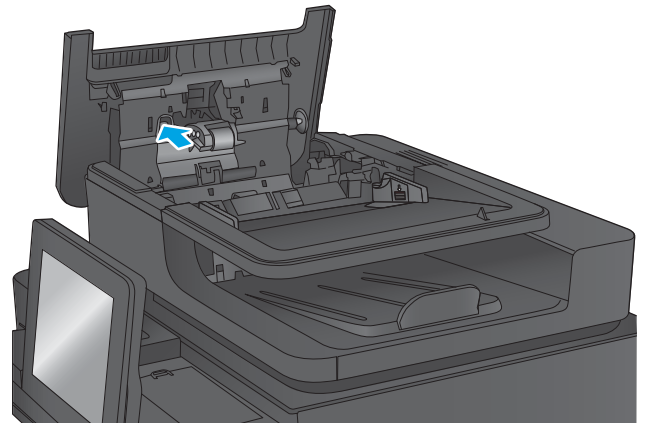
5. Lift the document-feeder input tray.
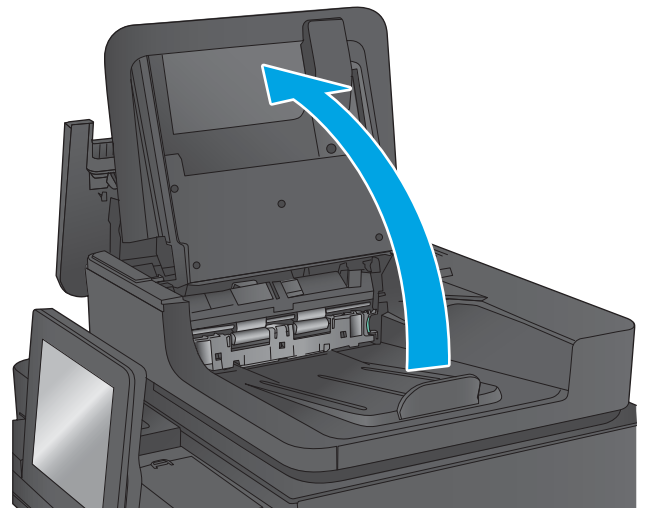
6. Squeeze inward on the two slots at each end of the backside-background selector assembly.
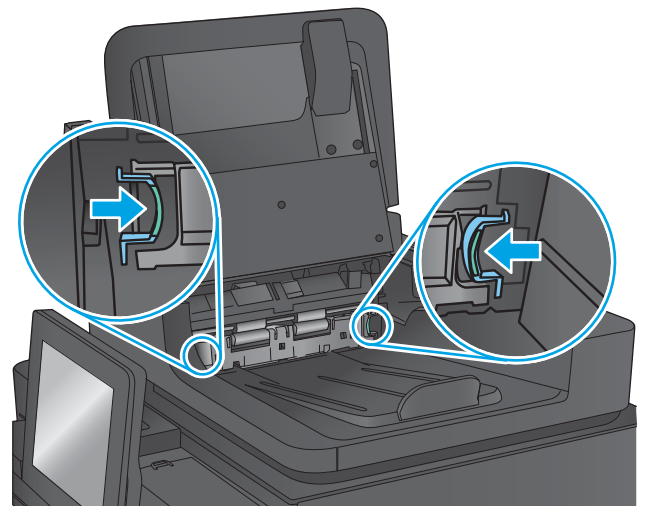
7. Remove the backside-background selector assembly by pulling it out.
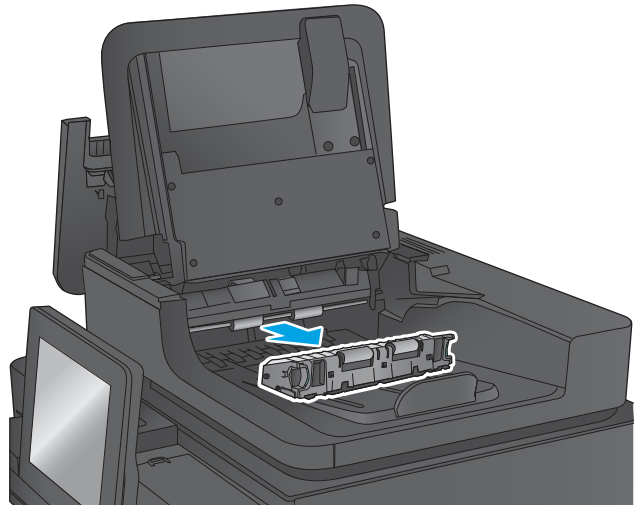
8. Remove any jammed paper.
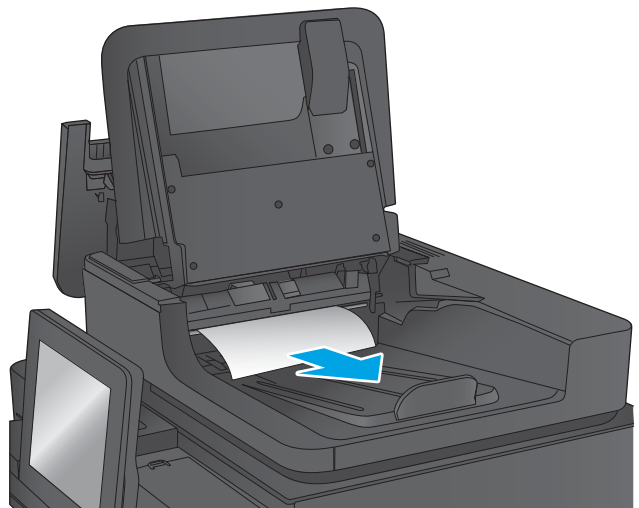
9. Reinstall the backside-background selector assembly by sliding it in until it locks into place.
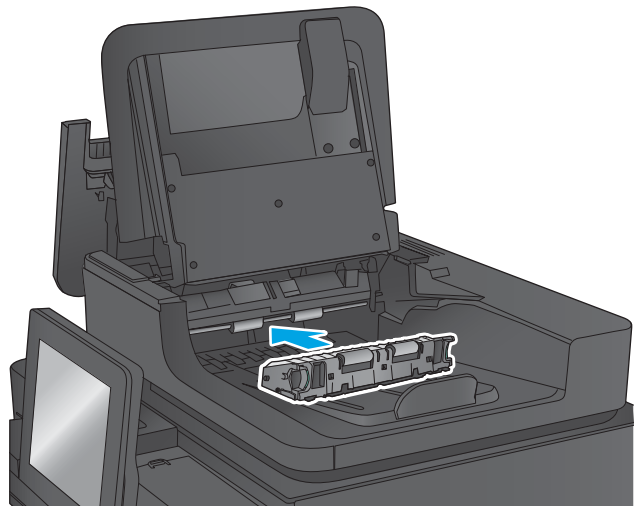
10. Lower the document-feeder input tray.
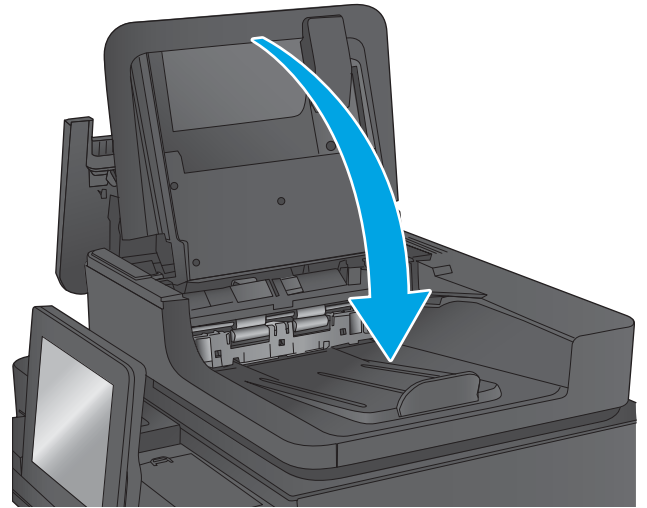
11. Close the document-feeder cover.
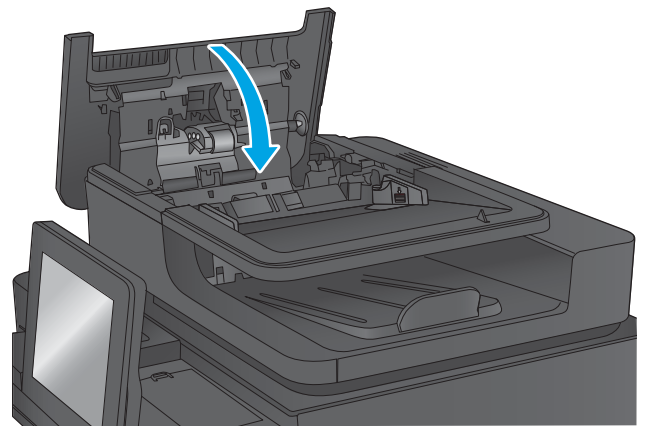
📝 **NOTE:** To avoid jams, make sure the guides in the document-feeder input tray are adjusted tightly against the document. Remove all staples and paper clips from original documents.

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

# Clear jams in Tray 1

The following information describes how to clear a paper jam in Tray 1. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

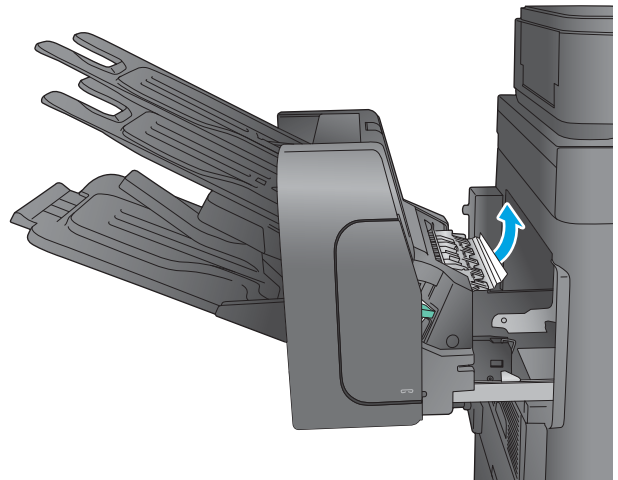1. If jammed paper is visible in Tray 1, clear the jam by gently pulling the paper straight out. Touch the OK button to clear the message.
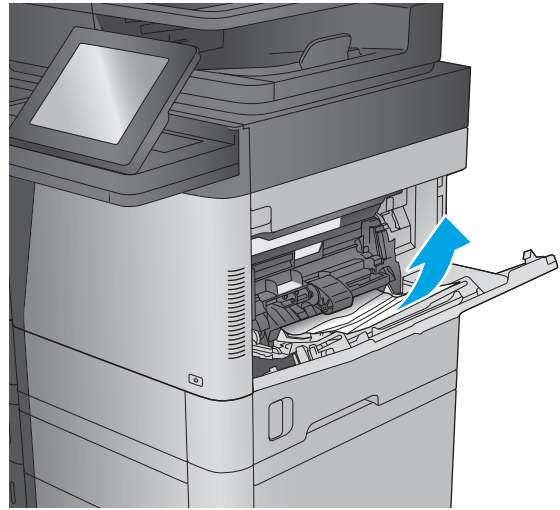
2. If the paper is difficult to remove, first remove the envelope-feeder cover (or the optional envelope feeder, if it is installed), and then try pulling the paper straight out.

3. If the paper is difficult to remove, or if no jammed paper is visible in Tray 1, lift the top-cover-release latch and open the top cover.
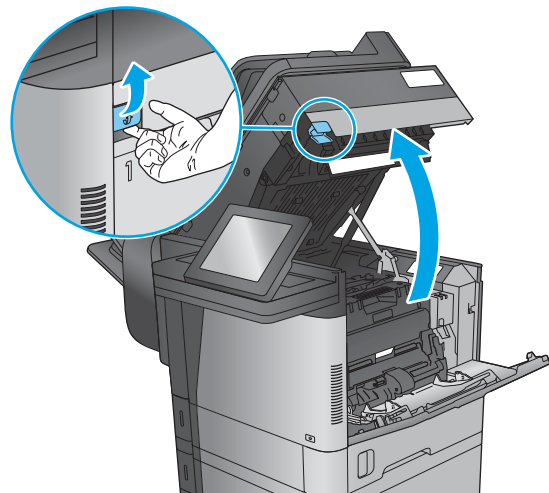
4. Remove the toner cartridge.
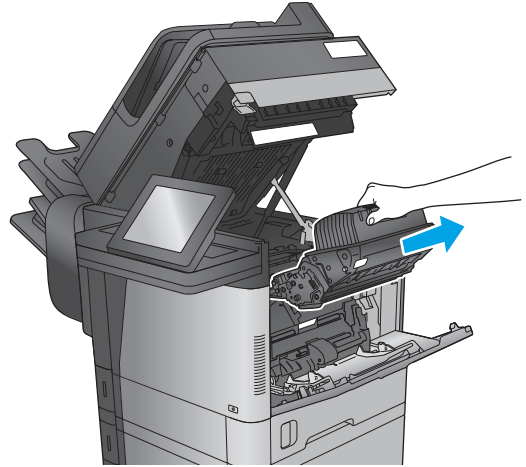


5. At the front of the registration roller, lift the small green tab to raise the plastic roller shield, and then pull any jammed paper straight out.
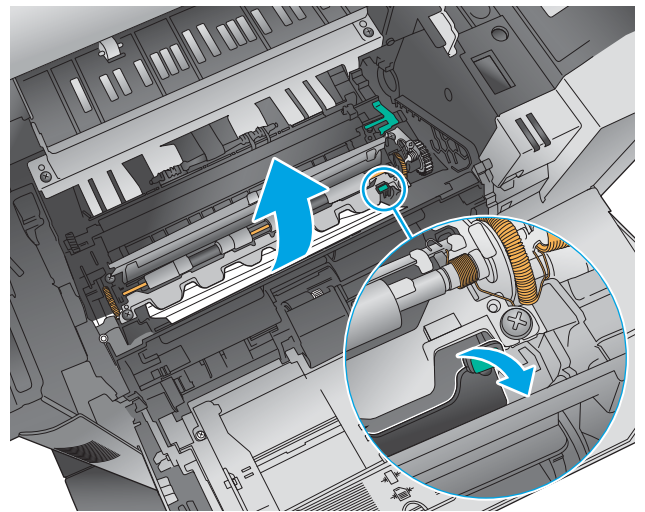


6. At the back of the roller, use the longer green tab to raise the metal shield, and then pull any jammed paper straight out.
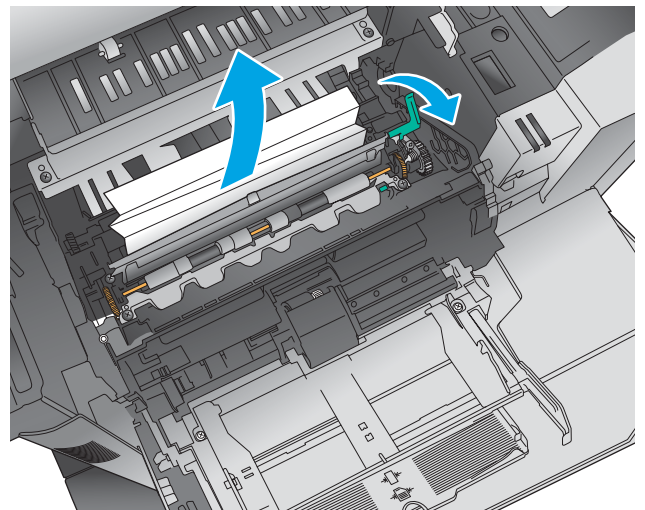
7. Install the toner cartridge.
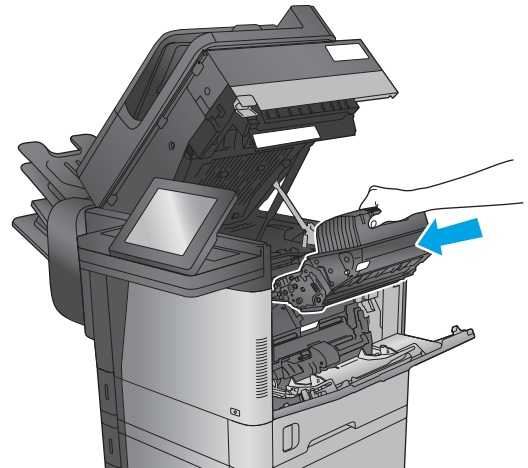
8. Close the top cover.
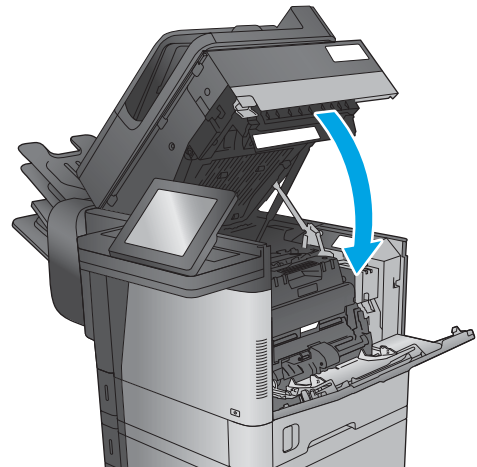
9. Insert the envelope-feeder cover and close Tray 1 (or reinstall the optional envelope feeder).
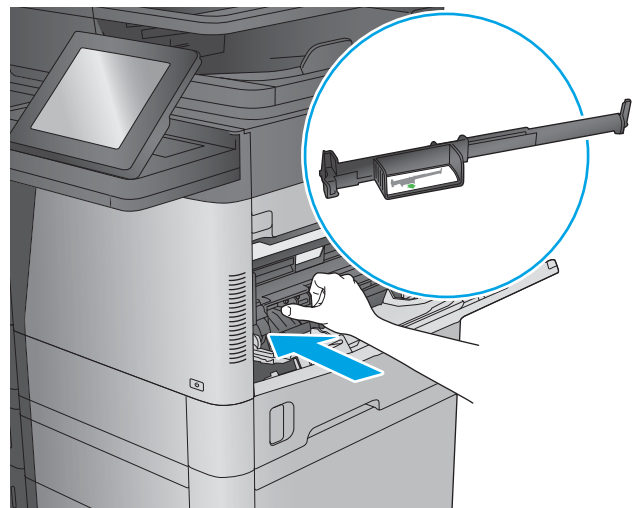
# Clear jams in Tray 2, 3, or 4

The following information describes how to clear a paper jam in Trays 2, 3, or 4. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

**NOTE:** The following procedure shows Tray 2. The method to clear jams in Trays 3 and 4 is the same.

1. Pull the tray completely out of the product by pulling and lifting it up slightly.
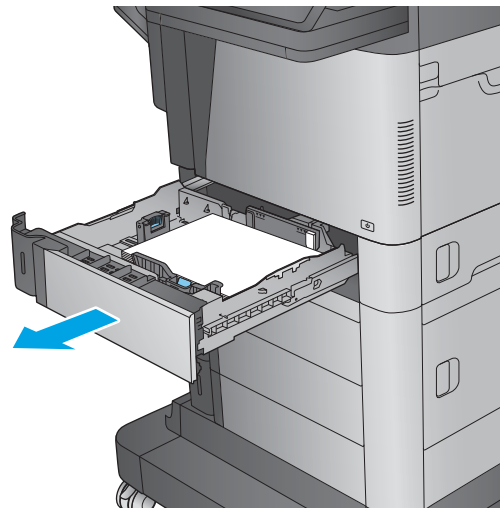
2. Remove any jammed or damaged sheets of paper.
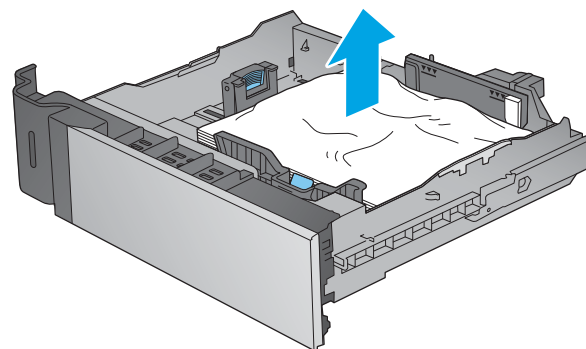
3.  Remove any paper from the feed rollers inside the product.
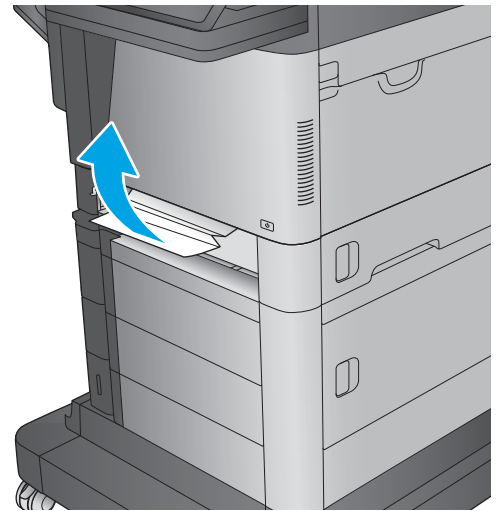
4.  Reinsert and close the tray.
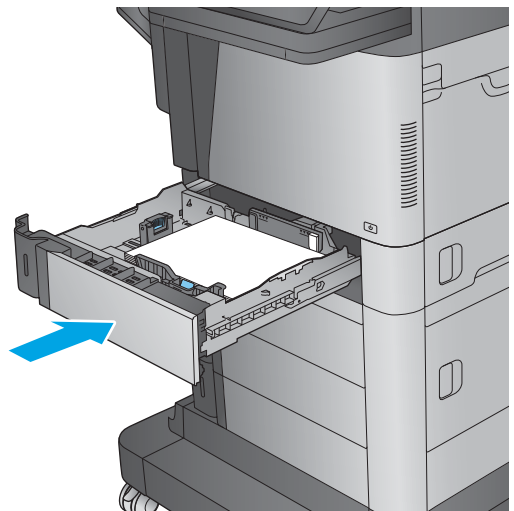
# Clear jams in the 1,500-sheet high-capacity input tray (Tray 5)

The following information describes how to clear a paper jam in the 1,500-sheet high-capacity tray (Tray 5). When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1. Open the 1,500-sheet high-capacity input tray.
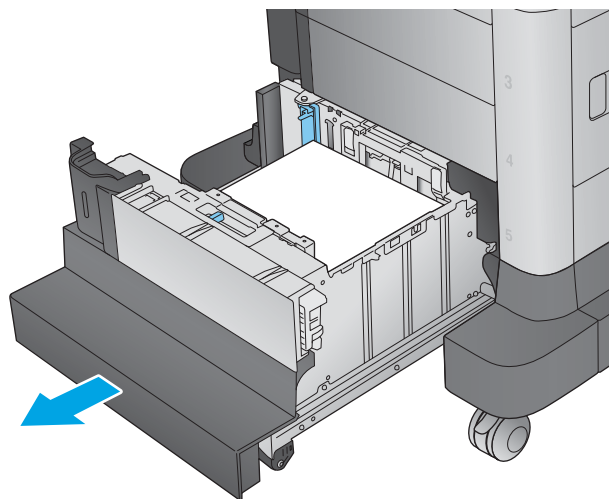
2. Remove and discard any damaged sheets.
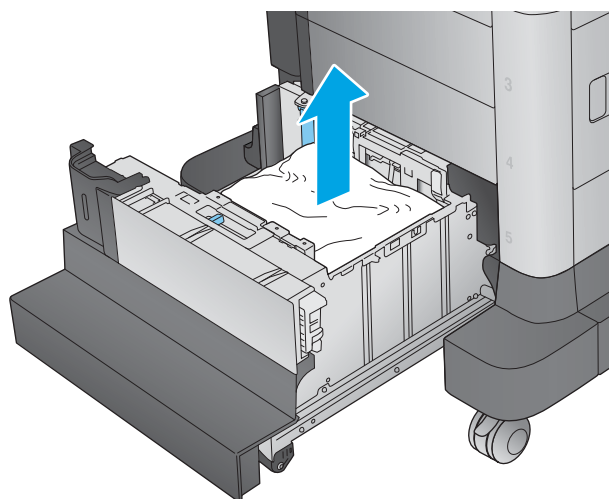
3. Remove the paper from the tray.
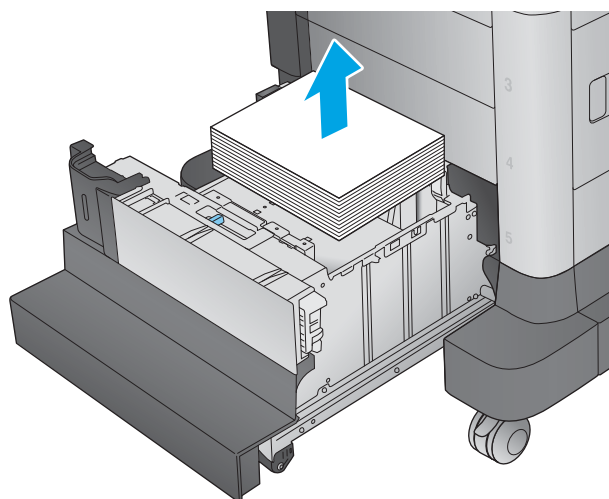
4. Lift the tray up and then pull it straight out to remove it.
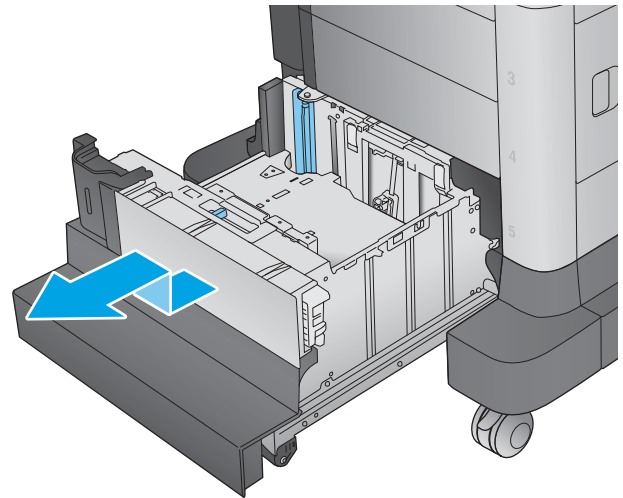
5. If jammed paper is in the feed area, pull it down to remove it.
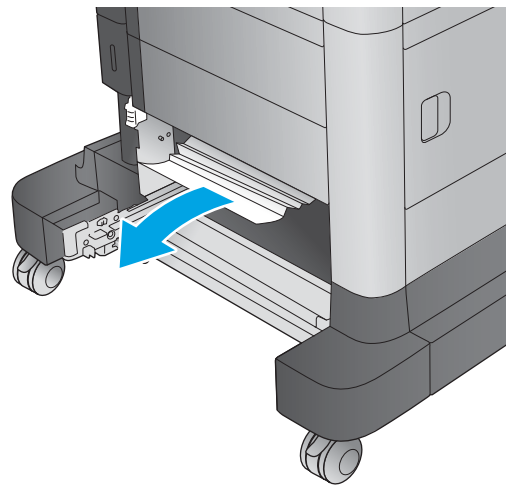
6. Reinstall the tray, and then load full reams of paper into the tray. The tray holds 1,500 sheets of paper.

   NOTE: For best results, load full reams of paper. Avoid dividing reams into smaller sections.
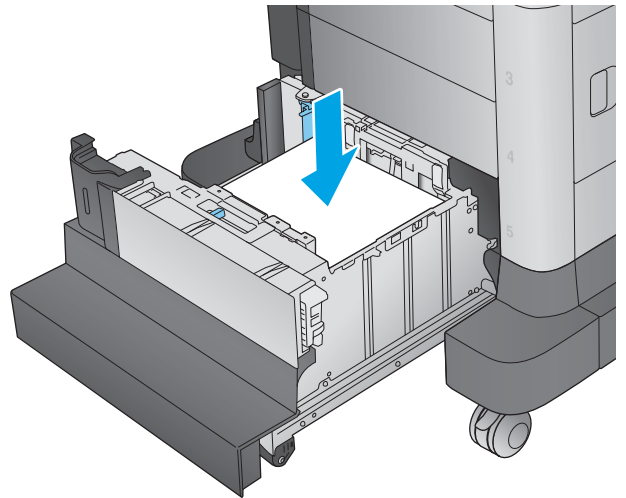
7. Close the tray.
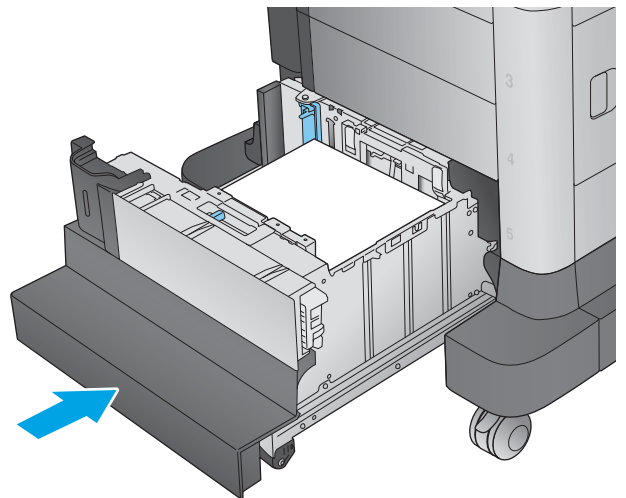
# Clear jams in the right door

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

1. Open the right door.
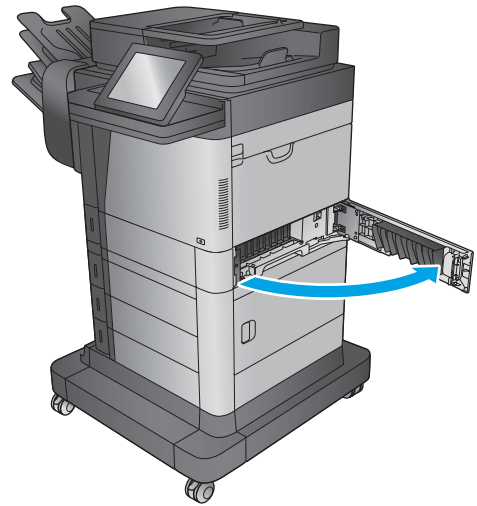
2. Remove any jammed paper.
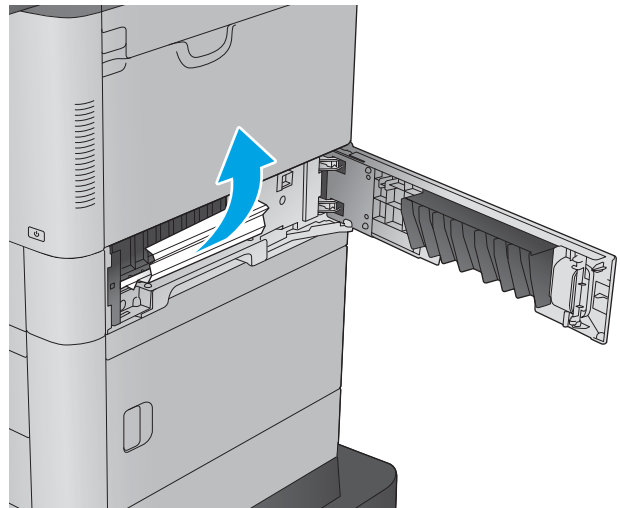
3. Close the right door.
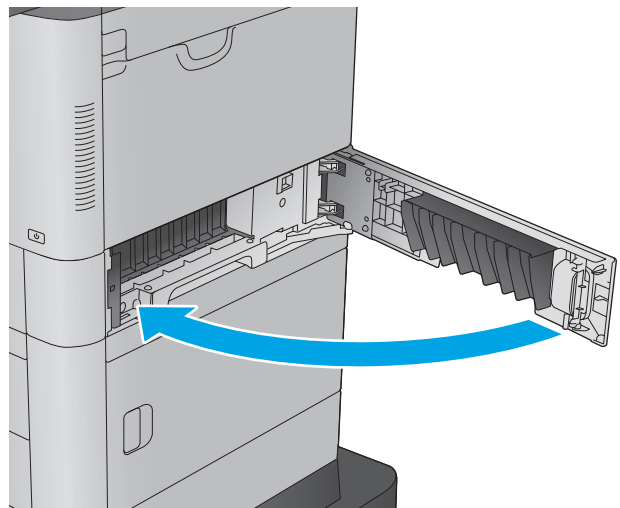
# Clear jams in the lower-right door

The following information describes how to clear a paper jam in the lower-right door. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1. Open the lower-right door.
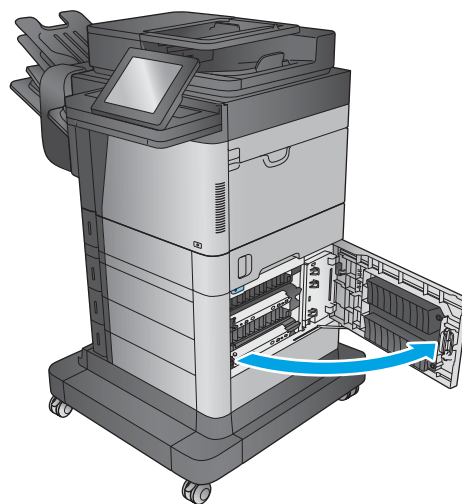
2. Remove any jammed paper.
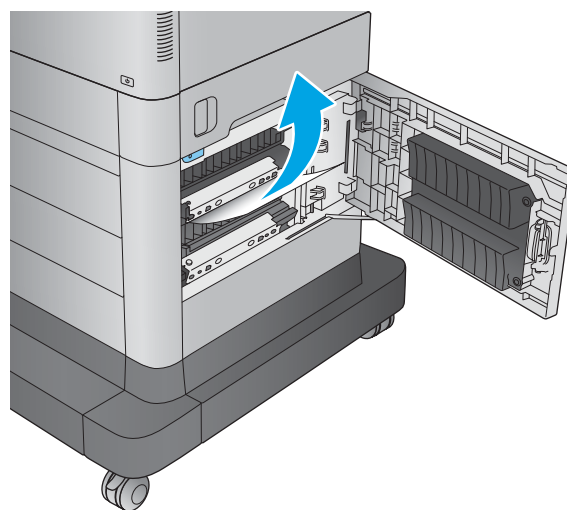
3. Close the lower-right door.
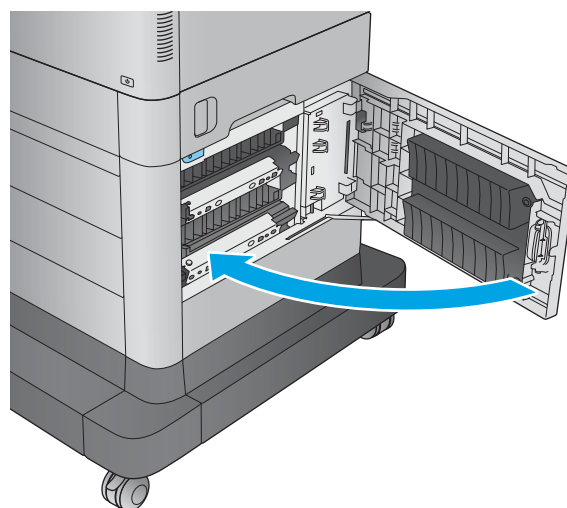
# Clear jams in the duplexer and fuser

The following information describes how to clear a paper jam in the duplexer or fuser area. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1.  **M630dn, M630h, and M630f**: Pull the output bin and bezel straight out, and then lift up to remove them.
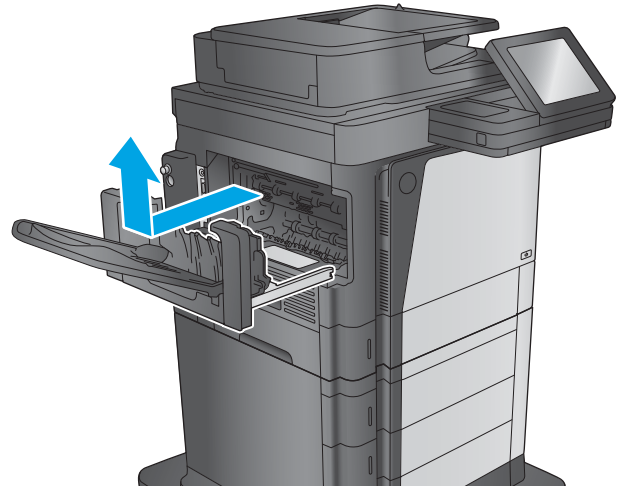
2.  **M630z (or other models if the stapling mailbox is installed)**: Press the button to release the stapling mailbox, and remove it from the product.

    **CAUTION:** Do *not* disconnect the connector. The cord is long enough to set the stapling mailbox on the floor. If the connector is disconnected, reconnect it and restart the product after clearing the jam so the product recognizes the accessory.
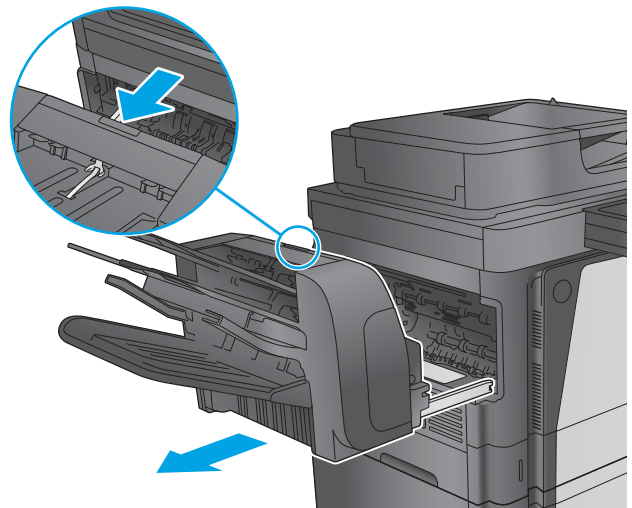
3.  Slide the duplexer away from the product to remove it.
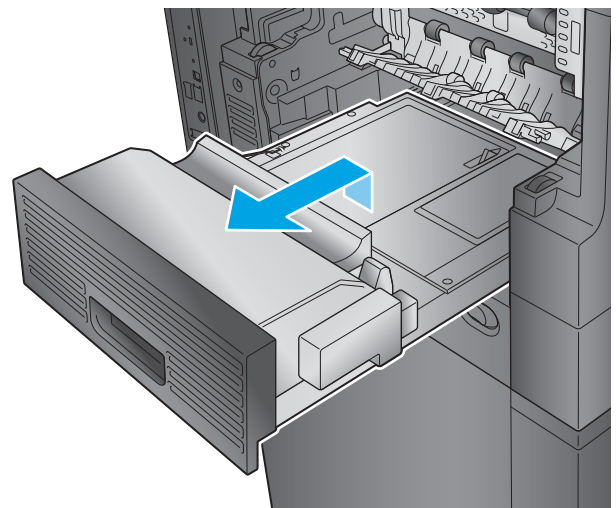
4. If paper is jammed in the duplexer, carefully remove the paper.
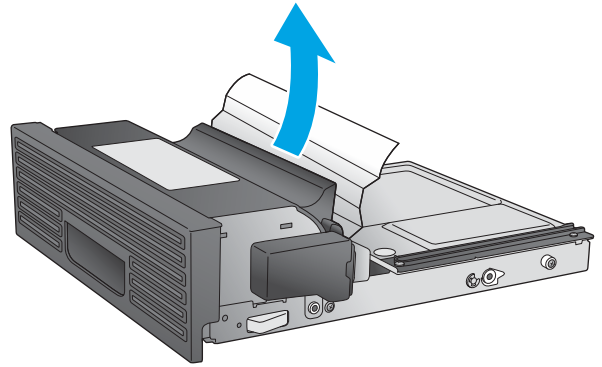
5. Carefully flex the left-hand side of the fuser-entrance guide to release it, and then rotate the guide out and away from the product to remove it.
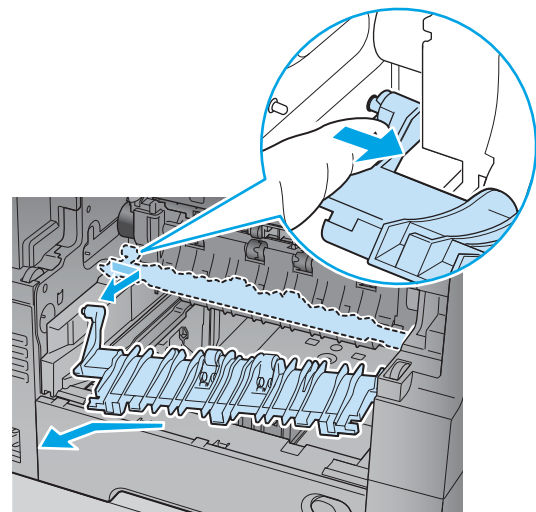
6. Squeeze the two blue tabs on the fuser to release it, slightly lift it up and then pull the fuser straight out of the product to remove it.

   CAUTION: The fuser can be hot while the product is in use.
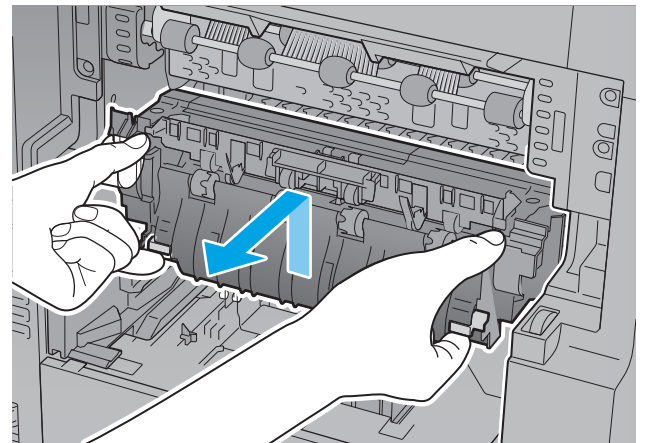
7.  Clear the jam by carefully pulling the paper straight out.
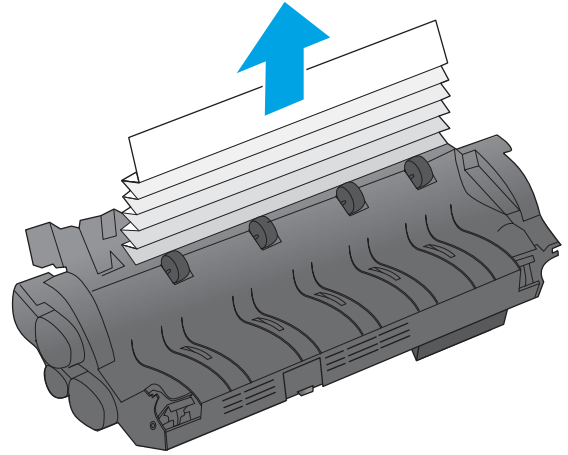
8.  Push the fuser straight into the product until it snaps into place.
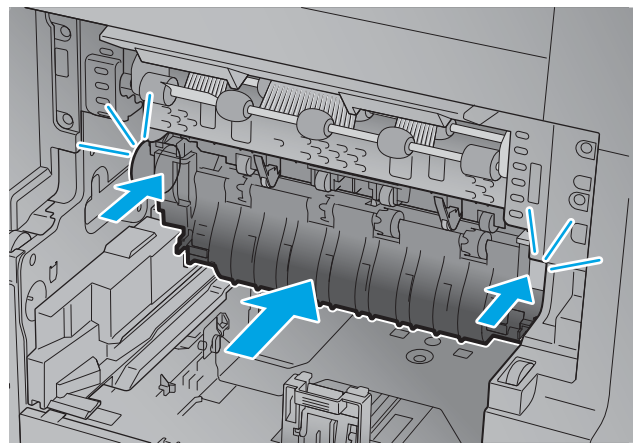
9.  Insert the right-hand side of the fuser-entrance guide into the product, carefully flex the left-hand side of the guide, and then push it back into the product until the pins on the guide snap into the holes on the product chassis.
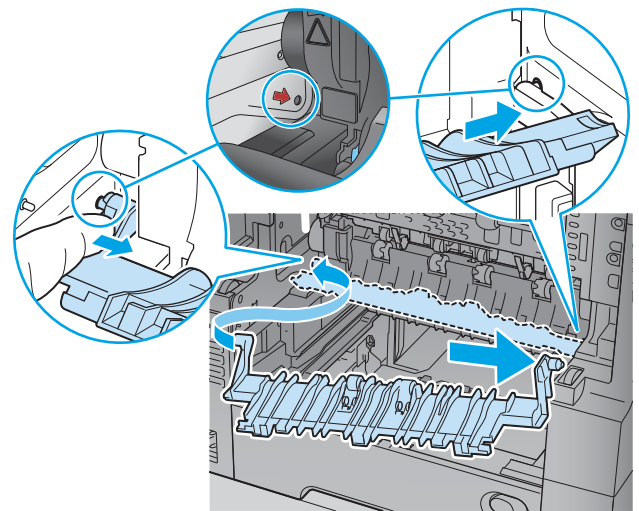
10. Slide the duplexer into the product to install it.
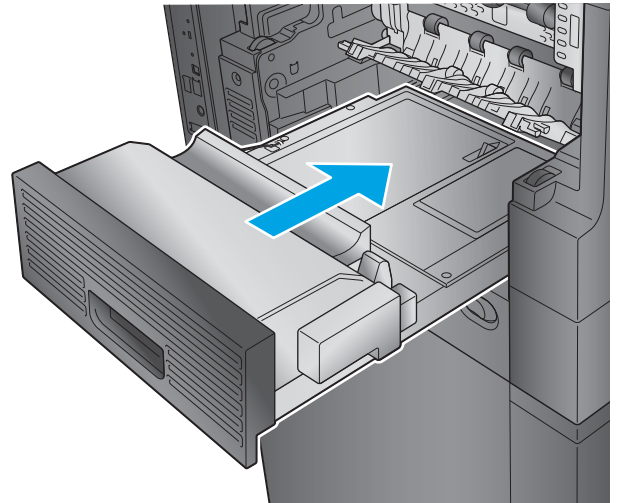
11. **M630dn, M630h, and M630f**: Install the output bin and bezel.
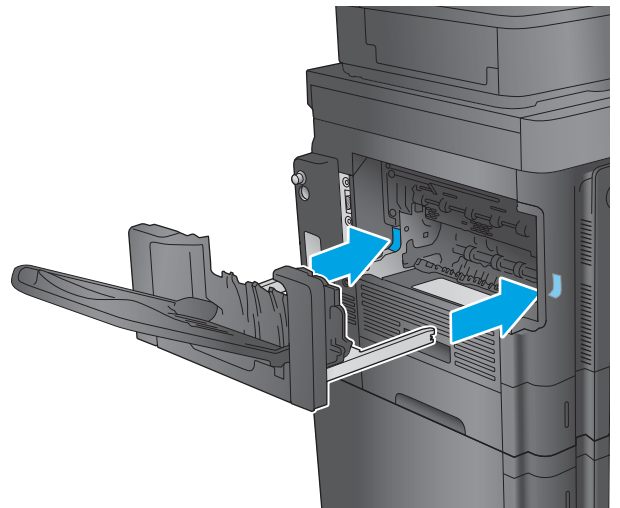
12. **M630z (and other models if the stapling mailbox is installed)**: Align the stapling mailbox with the tracks in the product, and slide it into the product.
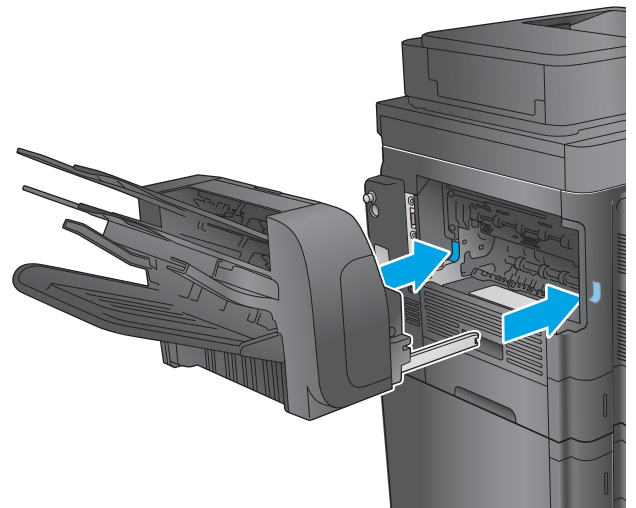
# Clear jams under the top cover and in the registration area

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

1. Open Tray 1 and remove the the envelope-feeder cover (or remove the optional envelope feeder, if it is installed).

2. Lift the top-cover-release latch and open the top cover.
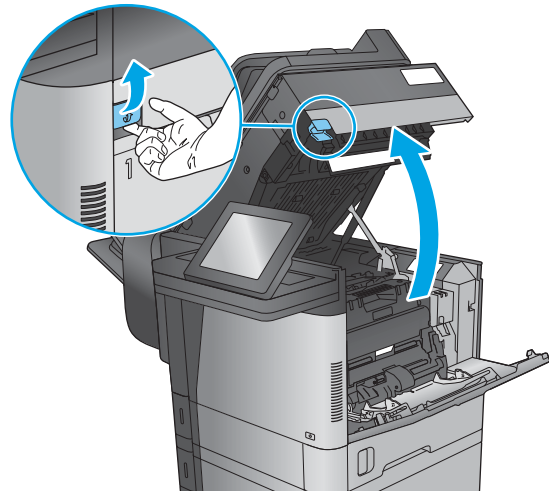
3. Remove the toner cartridge.
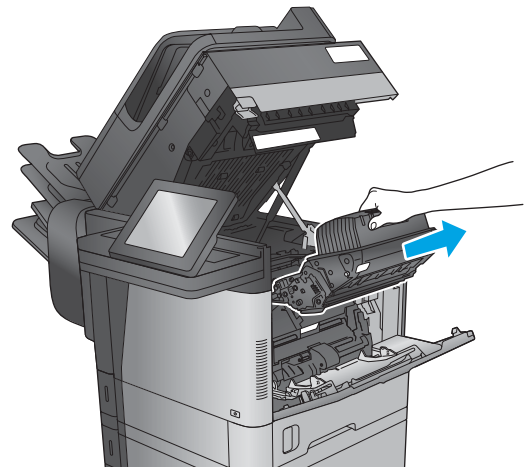
4. At the front of the registration roller, lift the small green tab to raise the plastic roller shield, and then pull any jammed paper straight out.
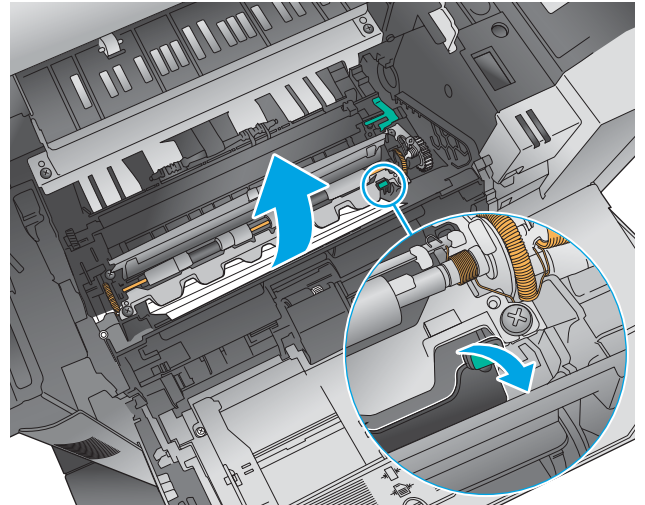
5. At the back of the roller, use the longer green tab to raise the metal shield, and then pull any jammed paper straight out.
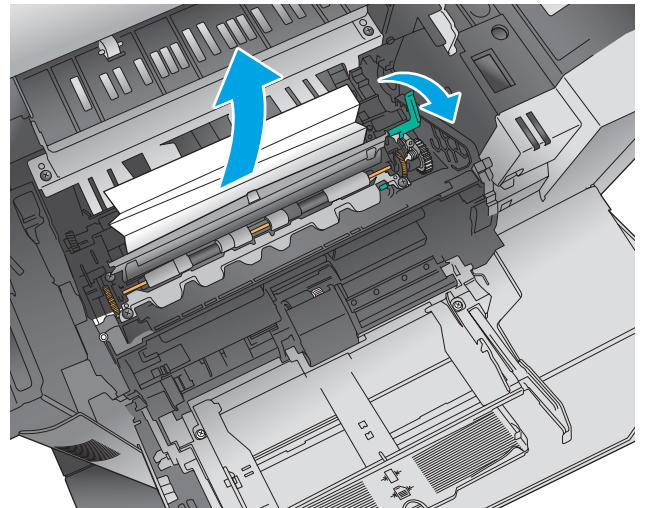
6. Install the toner cartridge.
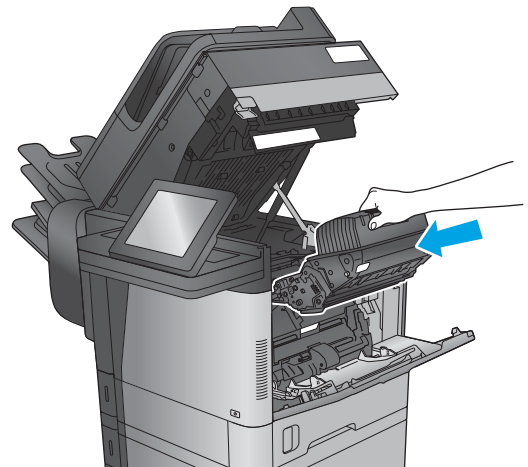
7.   Close the top cover.
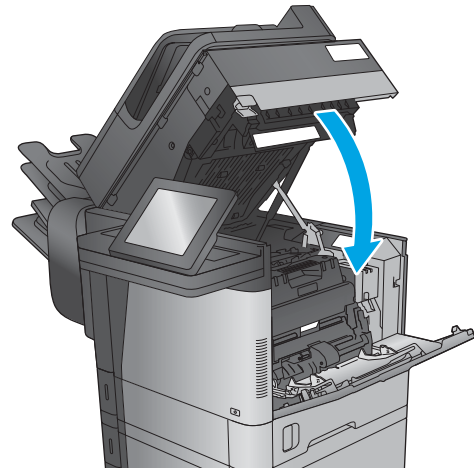
8.   Insert the envelope-feeder cover.
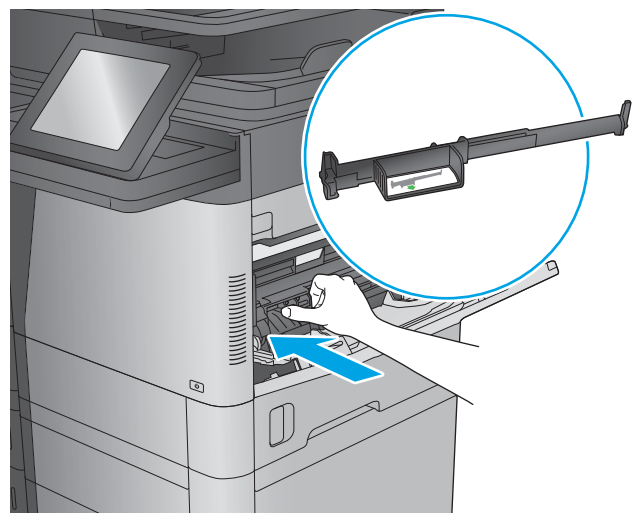
# Clear jams in the output bin

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

1.  **M630dn, M630h, and M630f**: If paper is visible in the output bin, grasp the leading edge and remove it.
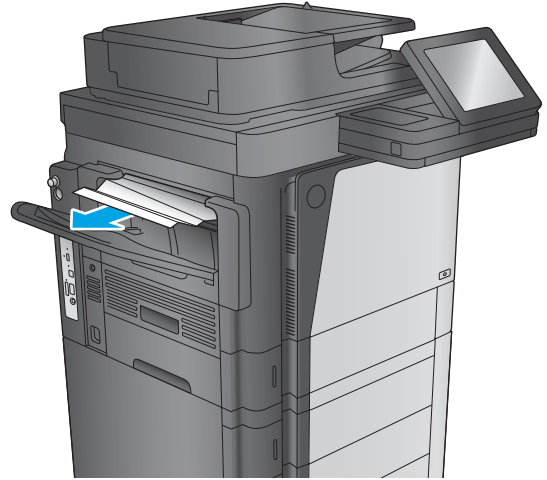
2.  **M630z**: Remove any jammed paper from the mailbox bins.
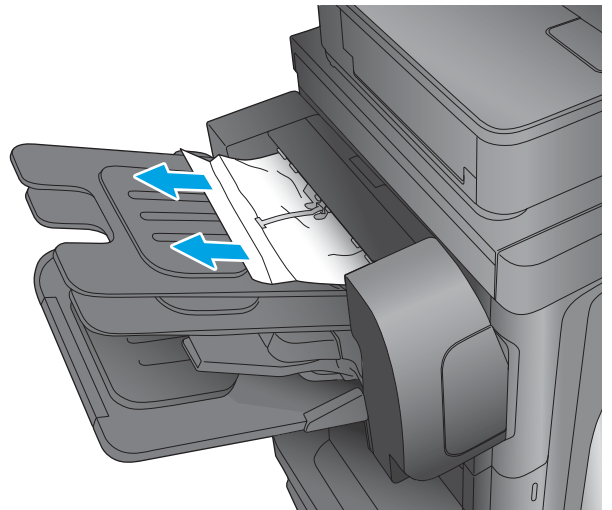
# Clear jams in the stapling mailbox accessory

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

1.  Remove any jammed paper from the mailbox bins.
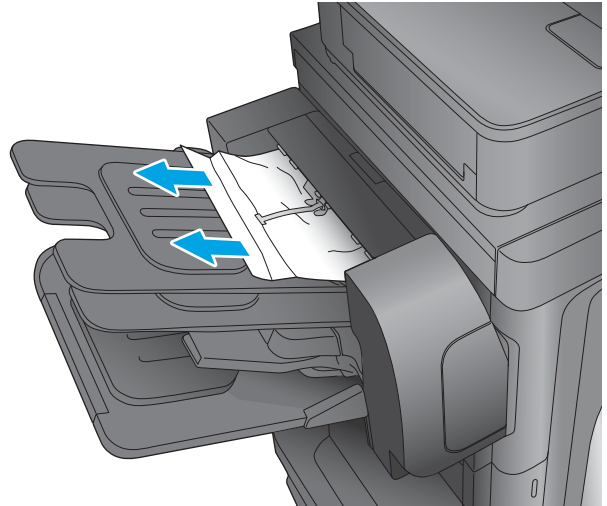
2.  Press the button to release the stapling mailbox, and slide it away from the product.
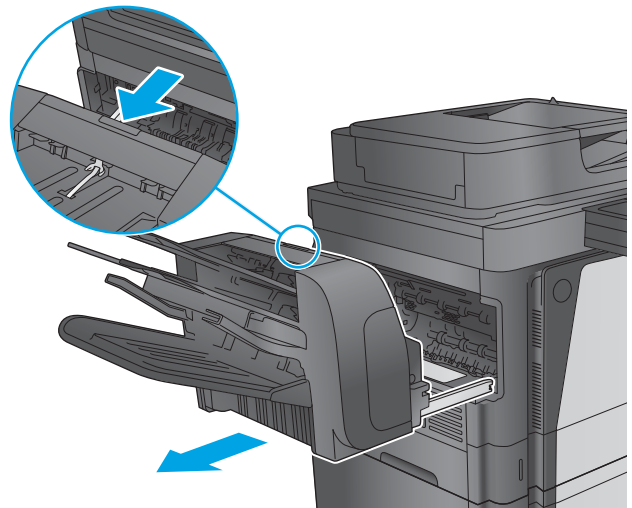
3.  If jammed paper is visible underneath the paper guide, pull it straight out.

4. Open the jam-access door. If jammed paper is visible inside the jam-access door, pull it straight up to remove it.
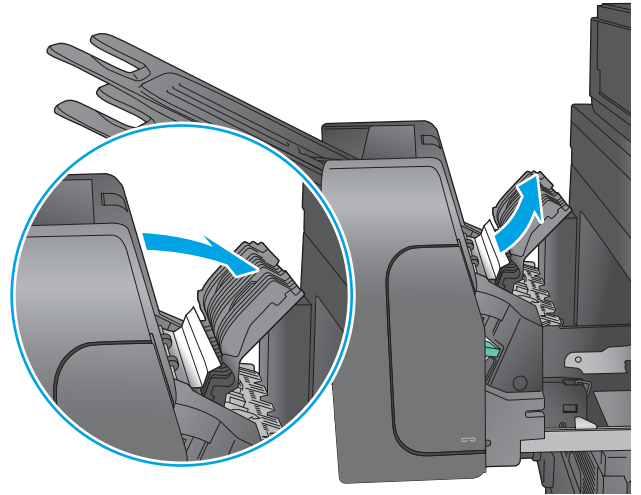


5. Attach the stapling mailbox.
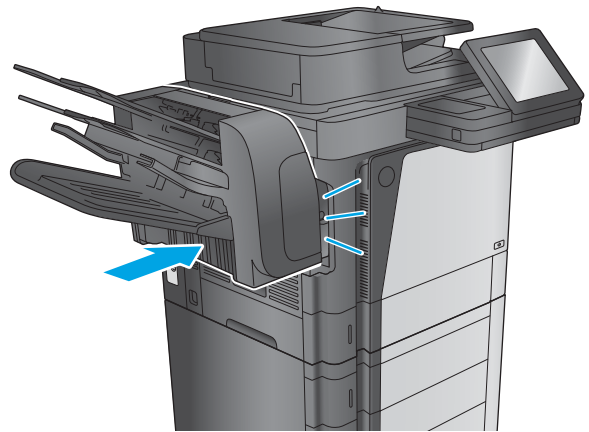


## Clear staple jams in the stapling mailbox accessory

The following information describes how to clear a staple jam in the stapling mailbox accessory. When a jam occurs, the control panel displays an animation that assists in clearing the jam.

1.  Press the button to release the stapling mailbox, and slide it away from the product.
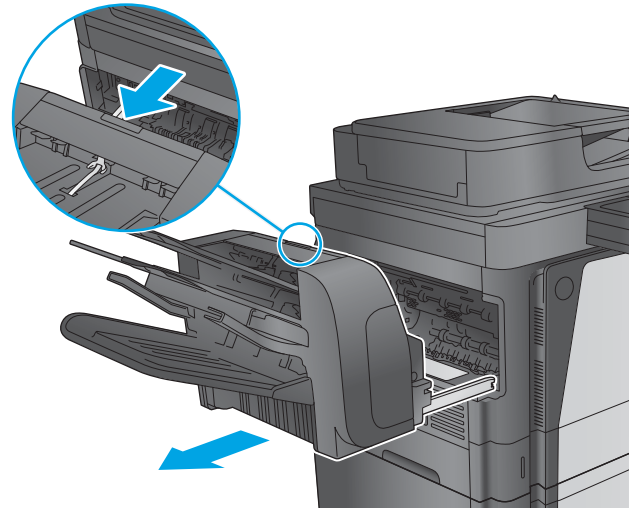
2.  Press the latch to release the stapler door.
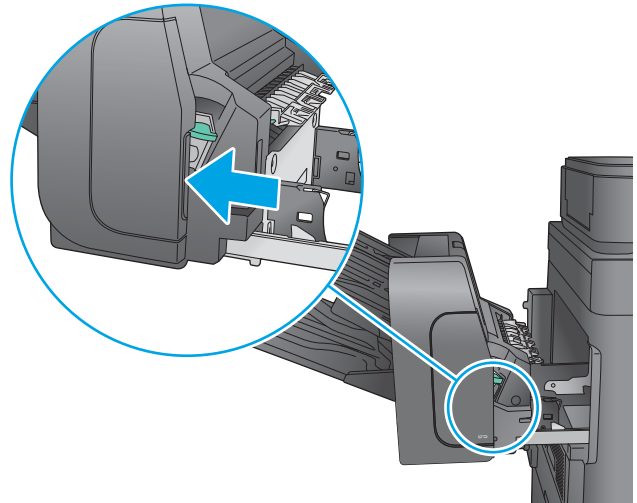
3.  Open the stapler door.
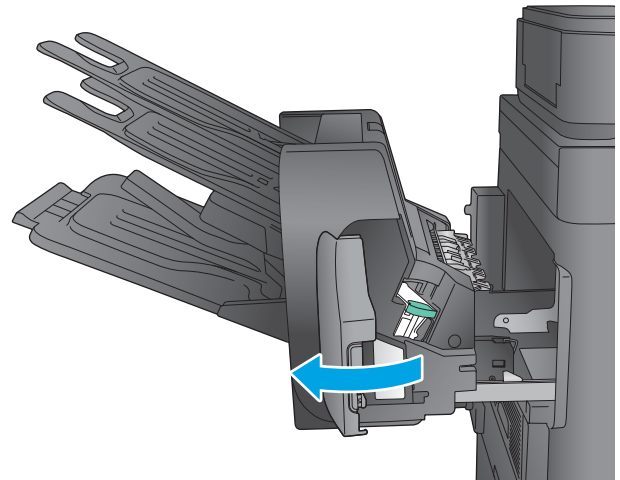
4.  Lift the green tab on the staple cartridge up, and then pull the staple cartridge straight out.
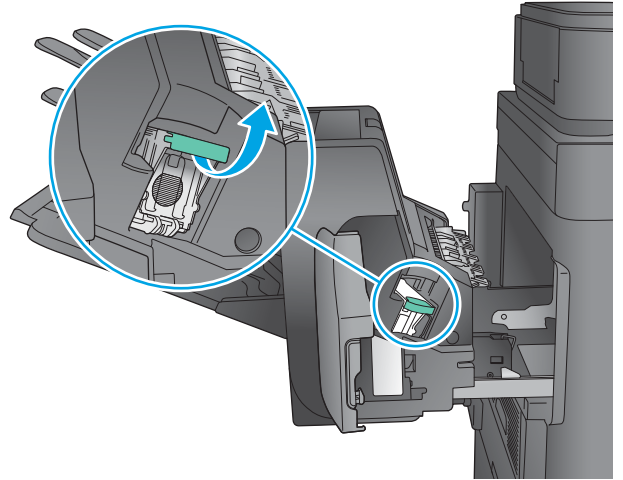
5.  Lift up on the small lever at the back of the staple cartridge.
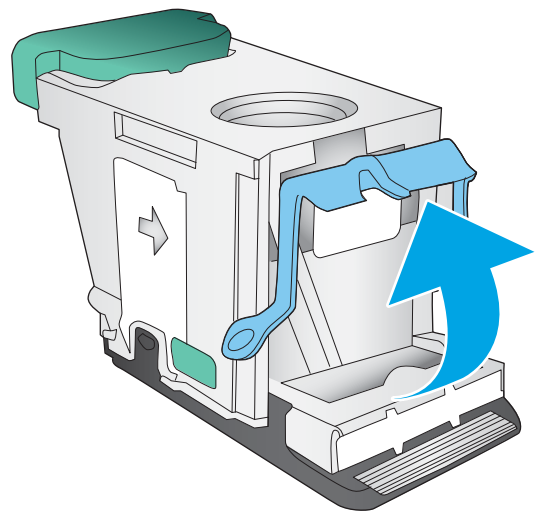
6.  Remove the jammed staples.
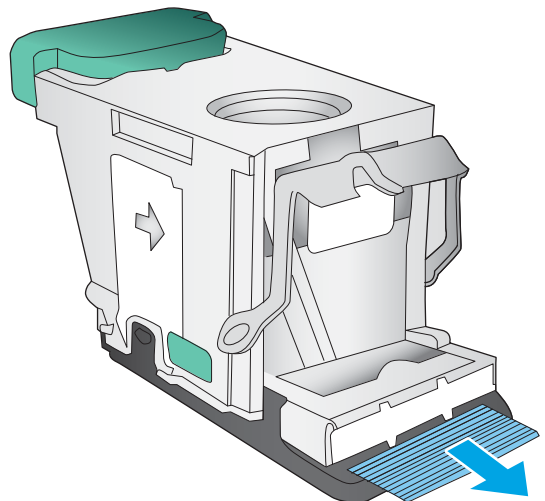
7. Close the lever at the back of the staple cartridge. Be sure that it snaps into place.
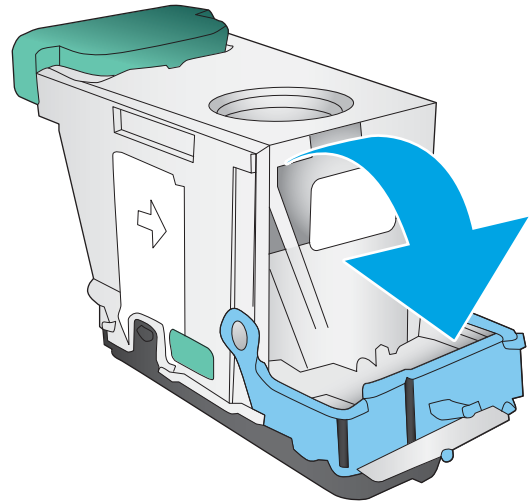
8. Insert the staple cartridge into the stapler and push down on the green handle until it snaps into place.
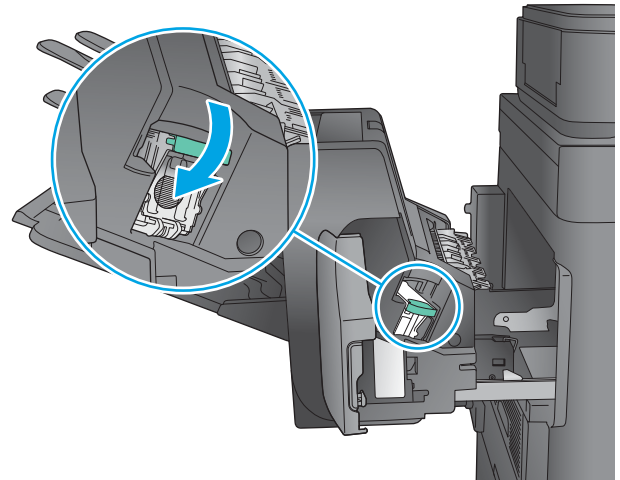
9. Close the stapler door.
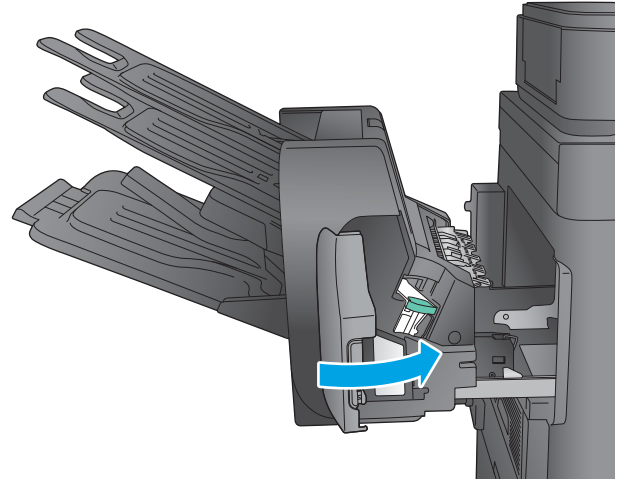
10. Slide the stapling mailbox toward the product until it latches in place.
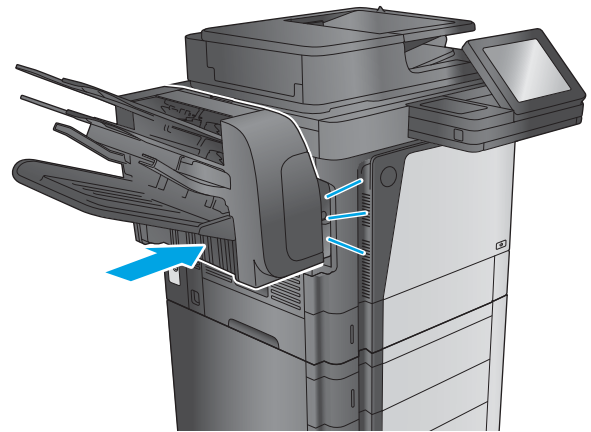
# Improve print quality

If the product is having print-quality problems, try the following solutions in the order presented to resolve the issue.

If the product is having scan, fax, or copy quality problems, try the following solutions and also see "Improve scan quality," "Improve fax quality," or "Improve copy quality" for further solutions.

- Print from a different software program
- Check the paper-type setting for the print job
- Check toner-cartridge status
- Clean the product
- Visually inspect the toner cartridge
- Check paper and the printing environment
- Check the EconoMode settings
- Try a different print driver

## Print from a different software program

Try printing from a different software program. If the page prints correctly, the problem is with the software program from which you were printing.

## Check the paper-type setting for the print job

Check the paper type setting when printing from a software program and the printed pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or small areas of missing toner.

### Check the paper type setting (Windows)

1. From the software program, select the **Print** option.

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

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

4. From the **Paper Type** drop-down list, click the **More...** option.

5. Expand the list of **Type is:** options.

6. Expand the category of paper types that best describes your paper.

7. Select the option for the type of paper you are using, and click the **OK** button.

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

### Check the paper type setting (OS X)

1. Click the **File** menu, and then click the **Print** option.

2. Select the product.

3. Click **Show Details**, and then click the **Media & Quality** menu or the **Paper/Quality** menu.

4. Select a type from the **Media-type** drop-down list.

5. Click the **Print** button.

# Check toner-cartridge status

Follow these steps to check the estimated life remaining in the toner cartridges and if applicable, the status of other replaceable maintenance parts.

## Step one: Print the supplies status page

1. From the Home screen on the product control panel, scroll to and touch the Supplies button.

2. The status of all supply items is listed on the screen.

3. To print or view a report of the status of all supply items, including the genuine HP part number for reordering the supply, touch the Manage Supplies button. Touch the Supplies Status button, and then touch either the Print or View button.

## Step two: Check supplies status

1. Look at the supplies status report to check the percent of life remaining for the toner cartridges and if applicable, the status of other replaceable maintenance parts.

   Print quality problems can occur when using a toner cartridge that is at its estimated end of life. The supplies status page indicates when a supply level is very low. After an HP supply has reached the very low threshold, HP's premium protection warranty on that supply has ended.

   The toner cartridge does not need to be replaced now unless the print quality is no longer acceptable. Consider having a replacement available to install when print quality is no longer acceptable.

   If you determine that you need to replace a toner cartridge or other replaceable maintenance parts, the supplies status page lists the genuine HP part numbers.

2. Check to see if you are using a genuine HP cartridge.

   A genuine HP toner cartridge has the words "HP" on it, or has the HP logo on it. For more information on identifying HP cartridges go to www.hp.com/go/learnaboutsupplies.

# Clean the product

## Print a cleaning page

During the printing process paper, toner, and dust particles can accumulate inside the product and can cause print-quality issues such as toner specks or spatter, smears, streaks, lines, or repeating marks.

Follow these steps to clean the product's paper path.

1. From the Home screen on the product control panel, scroll to and touch the Device Maintenance button.

2. Touch Calibration/Cleaning, touch Cleaning Page, and then touch Print to print the page.

   A **Cleaning** message displays on the product control panel. The cleaning process takes a few minutes to complete. Do not turn the product off until the cleaning process has finished. When it is finished, discard the printed page.
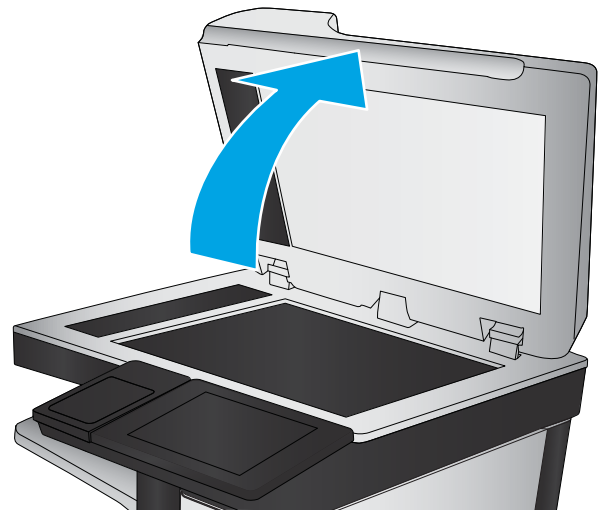
## Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the product off, and then disconnect the power cable from the electrical outlet.
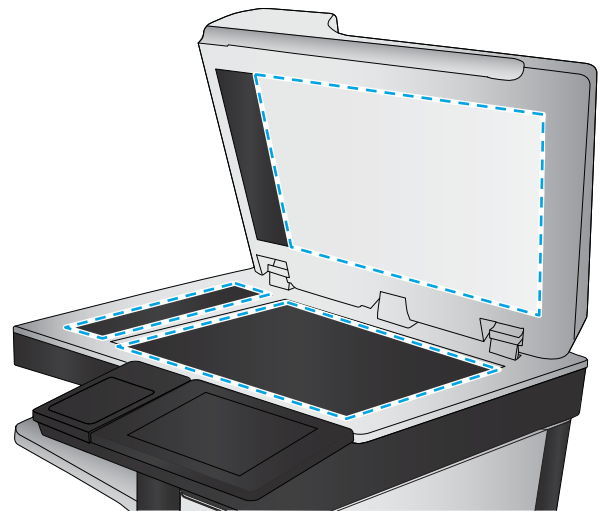
2. Open the scanner lid.

3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

   CAUTION:   Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

   NOTE:   If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.

5. Connect the power cable to an outlet, and then press the power button to turn the product on.

## Visually inspect the toner cartridge

Follow these steps to inspect each toner cartridge.

1. Remove the toner cartridge from the product.

2. Check the memory chip for damage.

3. Examine the surface of the green imaging drum.

   ⚠ CAUTION:   Do not touch the imaging drum. Fingerprints on the imaging drum can cause print-quality problems.

4. If you see any scratches, fingerprints, or other damage on the imaging drum, replace the toner cartridge.

5. Reinstall the toner cartridge, and print a few pages to see if the problem has resolved.

## Check paper and the printing environment

### Step one: Use paper that meets HP specifications

Some print-quality problems arise from using paper that does not meet HP specifications.

- Always use a paper type and weight that this product supports.

- Use paper that is of good quality and free of cuts, nicks, tears, spots, loose particles, dust, wrinkles, voids, staples, and curled or bent edges.

- Use paper that has not been previously printed on.

- Use paper that does not contain metallic material, such as glitter.

- Use paper that is designed for use in laser printers. Do not use paper that is designed only for use in Inkjet printers.

- Use paper that is not too rough. Using smoother paper generally results in better print quality.

## Step two: Check the environment

The environment can directly affect print quality and is a common cause for print-quality or paper-feeding issues. Try the following solutions:

- Move the product away from drafty locations, such as open windows or doors, or air-conditioning vents.

- Make sure the product is not exposed to temperatures or humidity outside of product specifications.

- Do not place the product in a confined space, such as a cabinet.

- Place the product on a sturdy, level surface.

- Remove anything that is blocking the vents on the product. The product requires good air flow on all sides, including the top.

- Protect the product from airborne debris, dust, steam, grease, or other elements that can leave residue inside the product.

## Step three: Set the individual tray alignment

Follow these steps when text or images are not centered or aligned correctly on the printed page when printing from specific trays.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - General Settings

   - Print Quality

   - Image Registration

3. Select the tray that you want to adjust.

4. Touch the Print Test Page button, and then follow the instructions on the printed pages.

5. Touch the Print Test Page button to verify the results, and then make further adjustments if necessary.

6. When you are satisfied with the results, touch the Save button to save the new settings.

## Check the EconoMode settings

HP does not recommend the full-time use of EconoMode. If EconoMode is used full-time, the toner supply might outlast the mechanical parts in the toner cartridge. If print quality begins to degrade and is no longer acceptable, consider replacing the toner cartridge.

**NOTE:** This feature is available with the PCL 6 print driver for Windows. If you are not using that driver, you can enable the feature by using the Embedded Web Server.

Follow these steps if the entire page is too dark or too light.

1. From the software program, select the **Print** option.

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

3. Click the **Paper/Quality** tab, and locate the **Print Quality** area.

4. If the entire page is too dark, use these settings:

   - Select the **600 dpi** option.

   - Select the **EconoMode** check box to enable it.

   If the entire page is too light, use these settings:

   - Select the **FastRes 1200** option.

   - Clear the **EconoMode** check box to disable it.

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

# Try a different print driver

Try a different print driver when printing from a software program and the printed pages have unexpected lines in graphics, missing text, missing graphics, incorrect formatting, or substituted fonts.

Download any of the following drivers from the HP Web site: www.hp.com/support/ljMFPM630.

| HP PCL 6 driver | • Provided as the default driver on the product CD. This driver is automatically installed unless you select a different one. |
| --- | --- |
| | • Recommended for all Windows environments |
| | • Provides the overall best speed, print quality, and product-feature support for most users |
| | • Developed to align with the Windows Graphic Device Interface (GDI) for the best speed in Windows environments |
| | • Might not be fully compatible with third-party and custom software programs that are based on PCL 5 |
| HP UPD PS driver | • Recommended for printing with Adobe® software programs or with other highly graphics-intensive software programs |
| | • Provides support for printing from postscript emulation needs, or for postscript flash font support |

| HP UPD PCL 5 | • Recommended for general office printing in Windows environments |
| --- | --- |
| | • Compatible with previous PCL versions and older HP LaserJet products |
| | • The best choice for printing from third-party or custom software programs |
| | • The best choice when operating with mixed environments, which require the product to be set to PCL 5 (UNIX, Linux, mainframe) |
| | • Designed for use in corporate Windows environments to provide a single driver for use with multiple product models |
| | • Preferred when printing to multiple product models from a mobile Windows computer |
| HP UPD PCL 6 | • Recommended for printing in all Windows environments |
| | • Provides the overall best speed, print quality, and printer feature support for most users |
| | • Developed to align with Windows Graphic Device Interface (GDI) for best speed in Windows environments |
| | • Might not be fully compatible with third-party and custom software programs that are based on PCL 5 |

# Improve copy image quality

If the product is having copy quality problems, try the following solutions in the order presented to resolve the issue.

- Check the scanner glass for dirt and smudges

- Calibrate the scanner

- Check the paper settings

- Check the image-adjustment settings

- Optimize copy quality for text or pictures

- Edge-to-edge copying

- Clean the pickup rollers and separation pad in the document feeder

Try these few simple steps first:

- Use the flatbed scanner rather than the document feeder.

- Use high-quality originals.

- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see "Improve print quality" for further solutions.

## Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the product off, and then disconnect the power cable from the electrical outlet.

2. Open the scanner lid.

3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

   CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

   NOTE: If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.

5. Connect the power cable to an outlet, and then press the power button to turn the product on.

## Calibrate the scanner

If the copied image is not positioned correctly on the page, follow these steps to calibrate the scanner.

NOTE: When using the document feeder, make sure to adjust the guides in the input tray so they are against the original document.

1. From the Home screen on the product control panel, scroll to and touch the Device Maintenance button.

2. Open the following menus:

   - Calibration/Cleaning

   - Calibrate Scanner

3. Touch the Next button to start the calibration process. Follow the on-screen prompts.

4. Wait while the product calibrates, and then try copying again.

# Check the paper settings

Follow these steps if copied pages have smears, fuzzy or dark print, curled paper, scattered dots of toner, loose toner, or areas where toner has dropped out.

## Step one: Check the paper size and type configuration

1. From the Home screen on the product control panel, scroll to and touch the Trays button.

2. Touch the line for the tray that you want to configure, and then touch the Modify button.

3. Select the paper size and paper type from the lists of options.

4. Touch the OK button to save your selection.

## Step two: Select the tray to use for the copy

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the Paper Selection button.

3. Select the tray that holds the paper that you want to use, and then touch the OK button.

📝 NOTE:    These settings are temporary. After you have finished the job, the product returns to the default settings.
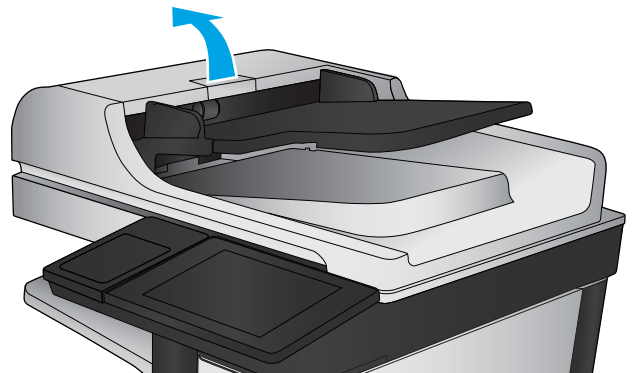
# Check the image-adjustment settings

Adjust these additional settings to improve copy quality.

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the Image Adjustment button.

3. Adjust the sliders to set the Darkness level, the Contrast level, the Sharpness level, and the Background Cleanup level. Touch the OK button.

4. Touch the Start 🔘 button.

📝 NOTE:    These settings are temporary. After you have finished the job, the product returns to the default settings.

# Optimize copy quality for text or pictures

Optimize the copy job for the type of image being copied: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the Copy button.

2. Touch the More Options button, and then touch the Optimize Text/Picture button.

3. Select one of the predefined options, or touch the Manually adjust button, and then adjust the slider in the Optimize For area. Touch the OK button.

4. Touch the Start 🔘 button.

**NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

## Edge-to-edge copying

Use this feature to avoid shadows that can appear along the edges of copies when the original document is printed close to the edges.

1.  From the Home screen on the product control panel, scroll to and touch the Administration button.

2.  Open the following menus:

    *   Copy Settings

    *   Edge-To-Edge

3.  Select the Edge-To-Edge output option if the original document is printed close to the paper edges.

4.  Touch the Save button.

5.  Touch the Start ⊚ button.

## Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the printed pages have toner smudges or skewed print.

1.  Lift the document-feeder latch.

2. Open the document-feeder cover.

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

   NOTE: Lift up the roller assembly so you can clean the second roller.

4. Close the document-feeder cover.

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

# Improve scan image quality

- [Check the scanner glass for dirt and smudges](#)

- [Check the scan/send settings from the product control panel](#)

- [Clean the pickup rollers and separation pad in the document feeder](#)

Try these few simple steps first:

- Use the flatbed scanner rather than the document feeder.

- Use high-quality originals.

- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see "Improve print quality" for further solutions.

## Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the product off, and then disconnect the power cable from the electrical outlet.

**2.** Open the scanner lid.

**3.** Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

**CAUTION:** Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

**NOTE:** If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

**4.** Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.

**5.** Connect the power cable to an outlet, and then press the power button to turn the product on.

# Check the scan/send settings from the product control panel

Check the scan settings on the product.

## Check the resolution settings

**NOTE:** Setting the resolution to a high value increases the file size and the scan time.

Follow these steps to adjust the resolution setting:

**1.** From the Home screen on the product control panel, scroll to and touch the Administration button.

**2.** Open the Scan/Digital Send Settings menu.

**3.** Select the category of scan and send settings that you want to configure.

4. Open the Default Job Options menu.

5. Touch the Resolution button.

6. Select one of the predefined options. Touch the Save button.

7. Touch the Start ⊙ button.

## Check the color settings

Follow these steps to adjust the color setting:

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the Scan/Digital Send Settings menu.

3. Select the category of scan and send settings that you want to configure.

4. Open the Default Job Options menu.

5. Touch the Color/Black button.

6. Select one of the predefined options. Touch the Save button.

7. Touch the Start ⊙ button.

## Check the image-adjustment settings

Adjust these additional settings to improve scan quality.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the Scan/Digital Send Settings menu.

3. Select the category of scan and send settings that you want to configure.

4. Open the Default Job Options menu.

5. Touch the Image Adjustment button.

6. Adjust the sliders to set the Darkness level, the Contrast level, the Sharpness level, and the Background Cleanup level. Touch the Save button.

7. Touch the Start ⊙ button.

> 📝 NOTE: These settings are temporary. After you have finished the job, the product returns to the default settings.

## Optimize scan quality for text or pictures

Optimize the scan job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the product control panel, touch one of the buttons for the scan/send features:

   ● Save to Network Folder

   ● Save to Device Memory

- Save to USB

- Scan to SharePoint®

2. Touch the More Options button, and then touch the Optimize Text/Picture button.

3. Select one of the predefined options, or touch the Manually adjust button, and then adjust the slider in the Optimize For area. Touch the OK button.

4. Touch the Start button.

**NOTE:** These settings are temporary. After you have finished the job, the product returns to the default settings.

## Check the output-quality settings

This setting adjusts the level of compression when saving the file. For the highest quality, select the highest setting.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the Scan/Digital Send Settings menu.

3. Select the category of scan and send settings that you want to configure.

4. Open the Default Job Options menu.

5. Touch the Output Quality button.

6. Select one of the predefined options. Touch the Save button.

7. Touch the Start button.

# Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the printed pages have toner smudges or skewed print.

1. Lift the document-feeder latch.

2. Open the document-feeder cover.



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

   NOTE: Lift up the roller assembly so you can clean the second roller.



4. Close the document-feeder cover.

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

# Improve fax image quality

- [Send-fax quality issues](#)

- [Receive-fax quality issues](#)

## Send-fax quality issues

Follow these steps if the product is having quality issues with sent faxes.

Try these few simple steps first:

- Use the flatbed scanner rather than the document feeder.

- Use high-quality originals.

- When using the document feeder, load the original document into the feeder correctly, using the paper guides, to avoid unclear or skewed images.

If the problem still exists, try these additional solutions. If they do not fix the problem, see "Improve print quality" for further solutions.

### Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner if the printed pages have streaks, unwanted lines, black dots, poor print quality, or unclear text.

1. Press the power button to turn the product off, and then disconnect the power cable from the electrical outlet.

2. Open the scanner lid.

3. Clean the scanner glass, the document feeder strips, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

   **CAUTION:** Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.

   **NOTE:** If you are having trouble with streaks on copies when you are using the document feeder, be sure to clean the small strip of glass on the left side of the scanner.

4. Dry the glass and white plastic parts with a chamois or a cellulose sponge to prevent spotting.

5. Connect the power cable to an outlet, and then press the power button to turn the product on.

## Check the send-fax resolution settings

Follow these steps to adjust the resolution of outgoing faxes.

**NOTE:** Increasing the resolution increases the fax size and send time.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - Fax Settings

   - Fax Send Settings

   - Default Job Options

3. Touch the Resolution button.

4. Select one of the predefined options. Touch the Save button.

5. Touch the Start ⊚ button.

## Check the image-adjustment settings

Adjust these additional settings to improve send-fax quality

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - Fax Settings

   - Fax Send Settings

   - Default Job Options

3. Touch the Image Adjustment button.

4. Adjust the sliders to set the Darkness level, the Contrast level, the Sharpness level, and the Background Cleanup level. Touch the Save button.

5. Touch the Start ⊚ button.

📝 NOTE:   These settings are temporary. After you have finished the job, the product returns to the default settings.

## Optimize fax quality for text or pictures

Optimize the fax job for the type of image being scanned: text, graphics, or photos.

1. From the Home screen on the product control panel, touch the Fax button.

2. Touch the More Options button, and then touch the Optimize Text/Picture button.

3. Select one of the predefined options, or touch the Manually adjust button, and then adjust the slider in the Optimize For area. Touch the OK button.

4. Touch the Start ⊚ button.

📝 NOTE:   These settings are temporary. After you have finished the job, the product returns to the default settings.

## Check the error-correction settings

The Error Correction Mode setting might be disabled, which can reduce image quality. Follow these steps to re-enable the setting.

1. From the Home screen on the product control panel, scroll to and touch the Administration button.

2. Open the following menus:

   - Fax Settings

   - Fax Send Settings

- Fax Send Setup

- General Fax Send Settings

3. Select the Error Correction Mode option. Touch the Save button.

## Send to a different fax machine

Try sending the fax to a different fax machine. If the fax quality is better, the problem is related to the initial recipient's fax machine settings or supplies status.

## Clean the pickup rollers and separation pad in the document feeder

Follow these steps if the printed pages have toner smudges or skewed print.

1. Lift the document-feeder latch.

2. Open the document-feeder cover.

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

    **NOTE:** Lift up the roller assembly so you can clean the second roller.

4.  Close the document-feeder cover.

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

## Receive-fax quality issues

Follow these steps if the product is having quality issues with received faxes.

### Check the fit-to-page setting

If the Fit to Page setting is enabled, and the incoming fax is larger than the default page size, the product attempts to scale the image to fit the page. If this setting is disabled, larger images split across multiple pages.

1.  From the Home screen on the product control panel, scroll to and touch the Administration button.

2.  Open the following menus:

    ● Fax Settings

    ● Fax Receive Settings

    ● Default Job Options

    ● Fit to Page

3.  Touch the Enabled option to enable the setting, or touch the Disabled option to disable it. Touch the Save button.

### Check the sender's fax machine

Ask the sender to try sending from a different fax machine. If the fax quality is better, the problem is with the sender's fax machine. If a different fax machine is unavailable, ask the sender to consider making the following changes:

- Make sure the original document is on white (not colored) paper.

- Increase the fax resolution, quality level, or contrast settings.

- If possible, send the fax from a computer software program.

# Solve wired network problems

Check the following items to verify that the product is communicating with the network. Before beginning, print a configuration page from the product control panel and locate the product IP address that is listed on this page.

- Poor physical connection

- The computer is using the incorrect IP address for the product

- The computer is unable to communicate with the product

- The product is using incorrect link and duplex settings for the network

- New software programs might be causing compatibility problems

- The computer or workstation might be set up incorrectly

- The product is disabled, or other network settings are incorrect

**NOTE:**  HP does not support peer-to-peer networking, as the feature is a function of Microsoft operating systems and not of the HP print drivers. For more information, go to Microsoft at www.microsoft.com.

## Poor physical connection

1. Verify that the product is attached to the correct network port using a cable of the correct length.

2. Verify that cable connections are secure.

3. Look at the network port connection on the back of the product, and verify that the amber activity light and the green link-status light are lit.

4. If the problem continues, try a different cable or port on the hub.

## The computer is using the incorrect IP address for the product

1. Open the printer properties and click the **Ports** tab. Verify that the current IP address for the product is selected. The product IP address is listed on the product configuration page.

2. If you installed the product using the HP standard TCP/IP port, select the box labeled **Always print to this printer, even if its IP address changes**.

3. If you installed the product using a Microsoft standard TCP/IP port, use the hostname instead of the IP address.

4. If the IP address is correct, delete the product and then add it again.

## The computer is unable to communicate with the product

1. Test network communication by pinging the network.

   a. Open a command-line prompt on your computer.

- For Windows, click **Start**, click **Run**, type `cmd`, and then press Enter.

- For OS X, go to **Applications**, then **Utilities**, and open **Terminal**.

b.    Type `ping` followed by the IP address for your product.

c.    If the window displays round-trip times, the network is working.

2.    If the ping command failed, verify that the network hubs are on, and then verify that the network settings, the product, and the computer are all configured for the same network.

## The product is using incorrect link and duplex settings for the network

HP recommends leaving these settings in automatic mode (the default setting). If you change these settings, you must also change them for your network.

## New software programs might be causing compatibility problems

Verify that any new software programs are correctly installed and that they use the correct print driver.

## The computer or workstation might be set up incorrectly

1.    Check the network drivers, print drivers, and the network redirection settings.

2.    Verify that the operating system is configured correctly.

## The product is disabled, or other network settings are incorrect

1.    Review the configuration page to check the status of the network protocol. Enable it if necessary.

2.    Reconfigure the network settings if necessary.

# Solve fax problems

## Checklist for solving fax problems

Use the following checklist to help identify the cause of any fax-related problems you encounter:

- **Are you using the fax cable supplied with the fax accessory?** This fax accessory has been tested with the supplied fax cable to meet RJ11 and functional specifications. Do not substitute another fax cable; the analog-fax accessory requires an analog-fax cable. It also requires an analog phone connection.

- **Is the fax/phone line connector seated in the outlet on the fax accessory?** Make sure that the phone jack is correctly seated in the outlet. Insert the connector into the outlet until it "clicks."

  📝 NOTE:    Verify that the phone jack is connected to the fax port rather than to the network port. The ports are similar.

- **Is the phone wall jack working properly?** Verify that a dial tone exists by attaching a phone to the wall jack. Can you hear a dial tone, and can you make or receive a phone call?

### What type of phone line are you using?

- **Dedicated line:** A standard analog fax/phone line assigned to receive or send faxes.

  📝 NOTE:    The phone line should be for product fax use only and not shared with other types of telephone devices. Examples include alarm systems that use the phone line for notifications to a monitoring company.

- **PBX system:** A business-environment phone system. Standard home phones and the fax accessory use an analog phone signal. Some PBX systems are digital and might not be compatible with the fax accessory. You might need an interfacing Analog Telephone Adapter (ATA) to connect the fax machine to digital PBX systems.

- **Roll-over lines:** A phone system feature where a new call "rolls over" to the next available line when the first incoming line is busy. Try attaching the product to the first incoming phone line. The fax accessory answers the phone after it rings the number of times set in the rings-to-answer setting.

### Are you using a surge-protection device?

A surge-protection device can be used between the wall jack and the fax accessory to protect the fax accessory against electrical power passed through the phone lines. These devices can cause some fax communication problems by degrading the quality of the phone signal. If you are having problems sending or receiving faxes and are using one of these devices, connect the product directly to the phone jack on the wall to determine whether the problem is with the surge-protection device.

### Are you using a phone company voice-messaging service or an answering machine?

If the rings-to-answer setting for the messaging service is lower than the rings-to-answer setting for the fax accessory, the messaging service answers the call, and the fax accessory cannot receive faxes. If the rings-to-answer setting for the fax accessory is lower than that of the messaging service, the fax accessory answers all calls.

## Does your phone line have a call-waiting feature?

If the fax telephone line has an activated call-waiting feature, a call-waiting notice can interrupt a fax call in progress, which causes a communication error. Ensure that a call-waiting feature is not active on the fax telephone line.

## Check fax accessory status

If the analog-fax accessory does not appear to be functioning, print a Configuration Page report to check the status.

1. From the Home screen, scroll to and touch the Administration button.

2. Open the following menus:

   - Reports

   - Configuration/Status Pages

   - Configuration Page

3. Touch the Print button to print the report, or touch the View button to view the report on the screen. The report consists of several pages.

   📝 NOTE:    The product IP address or host name is listed on the Jetdirect Page.

On the Fax Accessory Page of the Configuration Page, under the Hardware Information heading, check the Modem Status. The following table identifies the status conditions and possible solutions.

📝 NOTE:    If the Fax Accessory Page does not print, there might be a problem with the analog fax accessory. If you are using LAN fax or Internet fax, those configurations could be disabling the feature.

| | |
|---|---|
| Operational / Enabled[1] | The analog-fax accessory is installed and ready. |
| Operational / Disabled[1] | The fax accessory is installed, but you have not configured the required fax settings yet. |
| | The fax accessory is installed and operational; however, the HP Digital Sending utility has either disabled the product fax feature or has enabled LAN fax. When LAN fax is enabled, the analog-fax feature is disabled. Only one fax feature, either LAN fax or analog fax, can be enabled at a time. |
| | NOTE:    If LAN fax is enabled, the Fax feature is unavailable on the product control panel. |
| Non-Operational / Enabled/Disabled[1] | The product has detected a firmware failure. Upgrade the firmware. |
| Damaged / Enabled/Disabled[1] | The fax accessory has failed. Reseat the fax accessory card and check for bent pins. If the status is still DAMAGED, replace the analog-fax accessory card. |

[1]    ENABLED indicates that the analog-fax accessory is enabled and turned on; DISABLED indicates that LAN fax is enabled (analog fax is turned off).

# General fax problems

The following are some common fax problems.

## The fax failed to send

JBIG is enabled, and the receiving fax machine does not have JBIG capability.

Turn off the JBIG setting.

## An Out of Memory status message displays on the product control panel

The product storage disk is full.

Delete some stored jobs from the disk. From the Home screen on the product control panel, touch the Retrieve from Device Memory button. Open the list of stored jobs or stored faxes. Select a job to delete, and then touch the Delete button.

## Print quality of a photo is poor or prints as a gray box

You are using the wrong page-content setting or the wrong resolution setting.

Try setting the Optimize Text/Picture option to Photograph setting.

## You touched the Stop button to cancel a fax, but the fax was still sent

If the job is too far along in the sending process, you cannot cancel the job.

This is normal operation.

## No fax address book button displays

The fax address book feature has not been enabled.

Use the HP MFP Digital Sending Software Configuration utility to enable the fax address book feature.

## Not able to locate the Fax settings in HP Web Jetadmin

Fax settings in HP Web Jetadmin are located under the device's status page drop-down menu.

Select **Digital Sending and Fax** from the drop-down menu.

## The header is appended to the top of the page when the overlay option is enabled

For all forwarded faxes, the product appends the overlay header to the top of a page.

This is normal operation.

## A mix of names and numbers is in the recipients box

Names and numbers can both display, depending on where they are from. The fax address book lists names, and all other databases list numbers.

This is normal operation.

### A one-page fax prints as two pages

The fax header is being appended to the top of the fax, pushing text to a second page.

To print a one page fax on one page, set the overlay header to overlay mode, or adjust the fit-to-page setting.

### A document stops in the document feeder in the middle of faxing

A jam is in the document feeder.

Clear the jam, and send the fax again.

### The volume for sounds coming from the fax accessory is too high or too low

The volume setting needs to be adjusted.

Adjust the volume in the Fax Send Settings menu and the Fax Receive Settings menu.

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