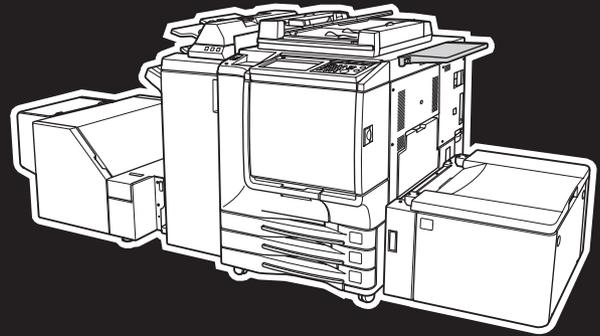




i n v e n t



hp color 9850mfp



system administrator  
guide



hp color 9850mfp

**system administrator guide**

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Part number: Q3225-90901  
Edition 1, 3/2004

**FCC Class A Statement**

This equipment has been tested  
and found to comply with the  
limits for a Class A digital  
device, pursuant to Part 15 of  
the FCC Rules. These limits are  
designed to provide reasonable  
protection against harmful  
interference when the  
equipment is operated in a  
commercial environment. This  
equipment generates, uses and  
can radiate radio frequency  
energy and, if not installed and  
used in accordance with the  
instruction manual, may cause  
harmful interference to radio  
communications. Operation of  
this equipment in a residential  
area is likely to cause harmful  
interference, in which case the  
user will be required to correct  
the interference at his own  
expense. The end user of this  
product should be aware that  
any changes or modifications  
made to this equipment without  
the approval of Hewlett-Packard  
could result in the product not  
meeting the Class A limits, in  
which case the FCC could void  
the user's authority to operate  
the equipment.

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## Legal restrictions on copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

### Financial documents

- Personal checks
- Travelers' checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

### Legal documents

- Food stamps (U.S.A. Welfare program)
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- U.S.A. Internal Revenue Service stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

### General

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

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#### Note

You are prohibited under any circumstances to copy domestic or foreign currencies or works of art without permission of the copyright owner. When in doubt about the nature of a document, consult with legal counsel.

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# Caution labels and indicators

The caution labels and indicators are attached to the engine areas, as shown below. The purpose of the safety labels is to alert you of imminent or potentially hazardous situations and conditions. Make sure to heed all safety label information. If any safety label is removed or becomes illegible, please contact a service representative for replacements.

(Right side of the fuser)



**CAUTION**

To avoid injury, do not put your hand between the engine and developing fuser.

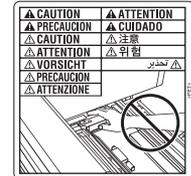


**CAUTION**

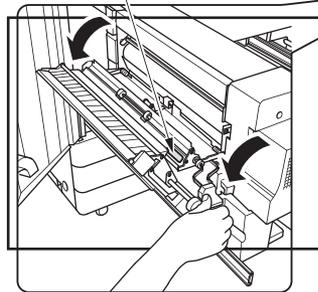
To avoid injury, do not put your hand between the engine and developing fuser.

**CAUTION**

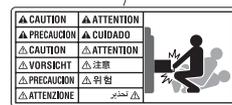
The fuser is very hot. Do not touch the fuser.



(Top surface of the fuser)

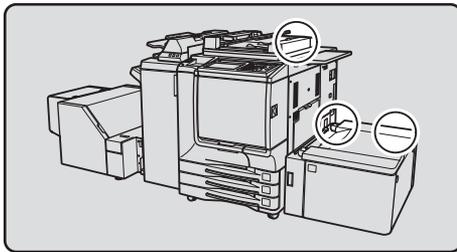


(Inside the fuser)



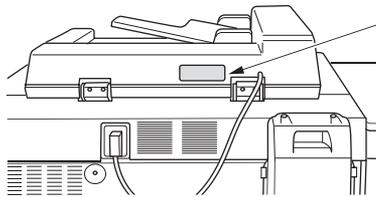
**CAUTION**

The conveyance fuser is heavy. To avoid injury, pull it out gently.



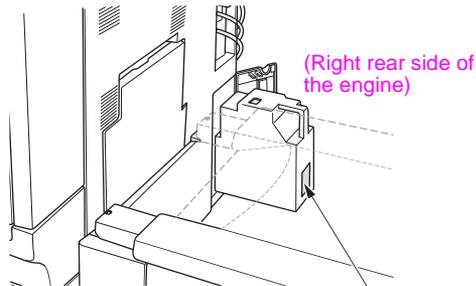
**CAUTION**

Do not insert fingers into the two RADF (ADF) hinge portions.

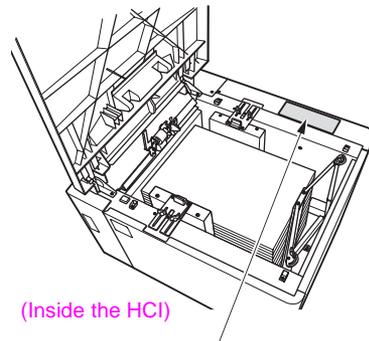


(Rear side of the RADF (ADF))

▲ CAUTION	▲ CAUTION	▲ ATTENZIONE	
▲ ATTENTION	▲ ATTENTION	▲ 注意	
▲ PRECAUTION	▲ VORSICHT	▲ 위험	
▲ CUIDADO	▲ PRECAUCION	▲ تحذير	



(Right rear side of the engine)



(Inside the HCI)

▲ CAUTION	▲ ATTENTION		
▲ PRECAUCION	▲ CUIDADO		
▲ CAUTION	▲ ATTENTION		
▲ VORSICHT	▲ 注意		
▲ PRECAUCION	▲ 위험		
▲ ATTENZIONE	▲ تحذير		

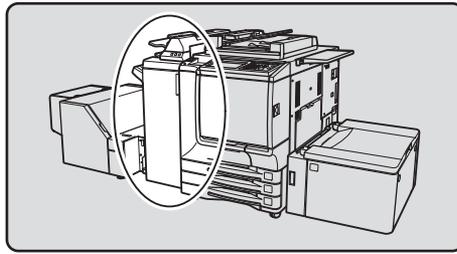
**CAUTION**

Do not throw the toner recovery box into a fire, the toner may ignite.

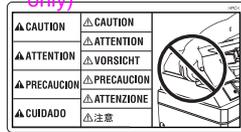


**CAUTION**

Do not place hands into the holes at the bottom the HCI.

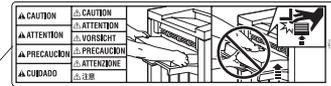


(Finisher with Post Insertion Feeder only)



**CAUTION**

*Do not insert fingers into the bottom of the upper part of the feeder when returning it to its original position.*



**CAUTION**

*Do not put hands on top of the printed sheets. Make sure to hold both sides of the printed sheets when removing them. Do not leave hands on the printed sheets while the primary (main) tray is moving.*



**CAUTION**

*Do not insert hands into the paper exit outlet after opening it.*



**CAUTION**

*Do not insert hands inside the lower paper exit outlet of the roller drive unit.*

**CAUTION**

Burns or injury may occur from touching areas detailed in the caution labels and caution indicators. Do *not* remove caution labels or indicators. If any caution label or caution indicator is soiled, please clean to make legible. If any safety label is removed or becomes illegible, please contact a service representative for replacements.

The following indicators are used on the caution labels and in this manual to categorize the level of safety cautions.



**DANGER**

Action highly may cause death or serious injury.



**WARNING**

Action may cause death or serious injury.



**CAUTION**

Action may cause minor injury, engine trouble, or physical damage.

If you find any of these indicators when removing jammed paper, adding toner, or reading the manual, make sure to follow the information.

---

**Note**

---

If any safety label is removed or becomes illegible, please contact a service representative for replacements.

## Regulations

### FCC regulations

---

**WARNING!**

---

The HP Color 9850mfp can generate, use, and also radiate radio frequency energy. If it is not installed and used in accordance with the instruction manual, interference with radio communications may occur. This equipment has been tested and found to comply with the limits for a Class A computing device, pursuant to Subpart B, Part 15, of the Federal Communications Commission (FCC) rules, which are designed to provide reasonable protection against interference from such equipment when it is operating in a commercial environment.

Users operating this equipment in a residential area are likely to cause interference, in which case they may be required to correct the interference at their own expense.

### FCC Class A Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the users will be required to correct the interference at their own expense. The end users of this product should be aware that any changes or modifications made to this equipment without the approval of Hewlett-Packard could result in the product not meeting the Class A limits, in which case the FCC could void the user's authority to operate the equipment.

### Canadian DOC regulations

Complies with Canadian EMC Class A requirements.

“Conforme à la classe A des normes canadiennes de compatibilité électromagnétiques “CEM”.”

### FDA regulations

This MFP is certified as a “Class 1” laser product under the U.S. Department of Health and Human Services Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside this MFP is completely confined within protective housings and covers, the laser beam cannot escape during any phase of normal operation.

### Laser safety

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration has implemented regulations for laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The MFP is certified as a “Class 1” laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Since radiation emitted inside the MFP is completely confined within protective housings and external covers, the laser beam cannot escape during any phase of normal user operation.

---

**WARNING!**

---

Using controls, making adjustments, or performing procedures other than those specified in this user guide may result in exposure to hazardous radiation.

# Laser statement for Finland

## Luokan 1 laserlaite

### Klass 1 Laser Apparat

HP Color 9850mfp laserkirjoitin on käyttäjän kannalta turvallinen luokan 1 laserlaite. Normaalisissa käytössä kirjoittimen suojakoteloitinta estää lasersäteiden pääsyn laitteen ulkopuolelle. Laitteen turvallisuusluokka on määritetty standardin EN 60825-1 (1994) mukaisesti.

### **VAROITUS!**

Laitteen käyttäminen muulla kuin käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

### **WARNING!**

Om apparaten används på annat sätt än i bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

### **HUOLTO**

HP Color 9850mfp -kirjoittimen sisällä ei ole käyttäjän huollettavissa olevia kohteita. Laitteen saa avata ja huoltaa ainoastaan sen huoltamiseen koulutettu henkilö. Tällaiseksi huoltotoimenpiteeksi ei katsota väriainekasetin vaihtamista, paperiradan puhdistusta tai muita käyttäjän käsikirjassa lueteltuja, käyttäjän tehtäväksi tarkoitettuja ylläpitotoimia, jotka voidaan suorittaa ilman erikoistyökaluja.

### **VARO!**

Mikäli kirjoittimen suojakotelo avataan, olet alttiina näkymättömälle lasersäteilylle laitteen ollessa toiminnassa. Älä katso säteeseen.

### **WARNING!**

Om laserprinterns skyddshölje öppnas då apparaten är i funktion, utsättas användaren för osynlig laserstrålning. Betrakta ej strålen. Tiedot laitteessa käytettävän laserdiodin säteilyominaisuuksista: Aallonpituus 775-795 nm

Teho 5 m W

Luokan 3B laser

## Declaration of conformity

<b>Declaration of Conformity</b>	
According to ISO/IEC Guide 22 and CEN/CENELEC EN 45014	
<b>Manufacturer's Name:</b>	Hewlett-Packard Company
<b>Manufacturer's Address:</b>	Montemorelos 299 Guadalajara Jalisco, 45060 México
<b>declares that the product</b>	
<b>Product Name:</b>	HP Color 9850mfp
<b>Product Numbers:</b>	Q3225A
<b>Product Options:</b>	ALL
<b>conforms to the following Product Specifications:</b>	
<b>Safety:</b>	IEC 60950:1999 / EN60950:2000 IEC 60825-1:1993 + A1 +A2 / EN 60825-1:1994 + A11 +A2 Class 1Laser/LED Product GB4943-1995
<b>EMC:</b>	CISPR 22:1997 / EN 55022:1998 Class A1 CISPR24:1997/EN 55024:1998  IEC 61000-3-2:2000 / EN 61000-3-2:2000 IEC 61000-3-3:1994 +A1 / EN 61000-3-3:1995 +A1  FCC Title 47 CFR, Part 15 Class A/ ICES-003, Issue 3 / GB9254-1998  AS / NZS 3548:1995 + A1 + A2
<b>Supplementary Information:</b>	
The product herewith complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC, and carries the CE-Marking accordingly.	
1 The product was tested in a typical configuration with Hewlett-Packard Personal Computer Systems.	
2 This Device complies with Part 15 of the FCC Rules. Operation is subject to the following two Conditions:	
1) this device may not cause harmful interference, and	
2) this device must accept any interference received, including interference that may cause undesired operation	
<b>December 4, 2003</b>	
<u>For Regulatory Topics Only:</u>	
Australia Contact: Product Regulations Manager, Hewlett-Packard Australia Ltd., 31-41 Joseph Street, Blackburn, Victoria 3130, Australia.	
European Contact: Your Local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH, Department HQ-TRE / Standards Europe, Herrenberger Straße 130, D-71034 Böblingen (FAX: +49-7031-14-3143)	
USA Contact: Product Regulations Manager, Hewlett-Packard Company, PO Box 15, Mail Stop 160, Boise, Idaho 83707-0015, Phone: 208-396-6000)	

# Environmental Product Stewardship Program

## Protecting the environment

Hewlett-Packard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

### Ozone protection

This product contains an ozone filter to protect indoor air quality. The ozone filter should be replaced every 100,000 pages during preventive maintenance.

### Power consumption

Power usage drops significantly while in Sleep mode, which saves natural resources and saves money without affecting the high performance of this product. This product qualifies for ENERGY STAR® (Version 1.0), which is a voluntary program to encourage the development of energy-efficient office products.



ENERGY STAR® is a U.S. registered mark. As an ENERGY STAR Partner, the Hewlett-Packard Company has determined that this product meets ENERGY STAR (Version 1.0) Guidelines for energy efficiency. For more information, see <http://www.energystar.gov/>.

### Paper use

This product's automatic duplex capability can reduce paper usage and the resulting demands on natural resources.

### Plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at their end-of-life.

### Paper

This product is capable of using recycled papers when the paper meets the guidelines outlined in the *Print Media Guide*. This product is suitable for the use of recycled paper according to EN 12281:2000.

### Material restrictions

This HP product contains mercury in the fluorescent lamp on the liquid crystal display control panel that may require special handling at its end-of-life.

This HP product contains lead in solder that may require special handling at its end-of-life.

This HP product contains a lithium battery located on the memory board unit that may require special handling at its end-of-life.



For recycling information, contact <http://www.hp.com/go/recycle>, your local authorities, or the Electronics Industries Alliance at <http://www.eiae.org/>.

### **Material safety data sheet**

Material Safety Data Sheets (MSDS) can be obtained by contacting the HP LaserJet printer supplies website at <http://www.hp.com/go/msds>.

### **For more information**

To obtain information about these environmental topics:

- product environmental profile sheet for this and many related HP products
- commitment to the environment
- environmental management system
- end-of-life product return and recycling program
- MSDS

Visit <http://www.hp.com/go/environment> or <http://www.hp.com/hpinfo/community/environment>

## Routine safety

### Installation requirements

#### **WARNING!**

Failure to heed the following cautions may result in bodily injury and/or MFP damage.

#### **Temperature and humidity**

Install the MFP away from direct sunlight, heat sources (stoves, heaters), and cold temperatures (air conditioners).

Avoid any environmental conditions beyond the range shown below:

- 10 to 30° C (50 to 86° F) in temperature
- 10 to 80 percent in humidity

#### **Ventilation**

- *Do not* allow the MFP to come in contact with dust, ammonia, gas, or fumes from printing or cleaning solutions, and so forth. Install the MFP in a well-ventilated area.
- Keep the MFP away from dust or corrosive gases. These materials may cause poor image quality.
- When in use, the engine generates ozone in an insufficient amount to cause any hazard to the human body.

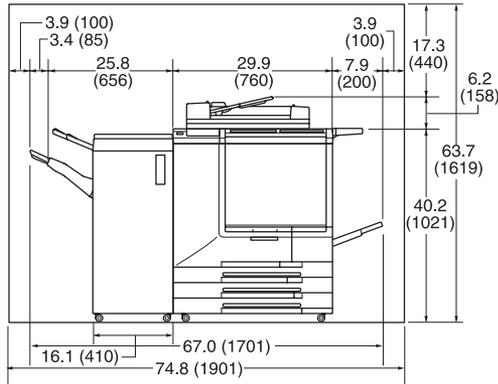
However, if the MFP is used in a poorly ventilated room, and many copies are made or more than one MFP is used at the same time, an odor may be detected. Ensure adequate ventilation for a comfortable working environment.

#### **Vibrations**

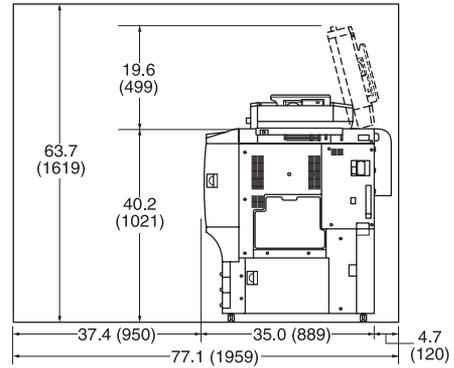
If the MFP is constantly vibrated or jolted, problems may occur. Install the MFP on a level, horizontal floor, free from vibrations.

## Space allotment

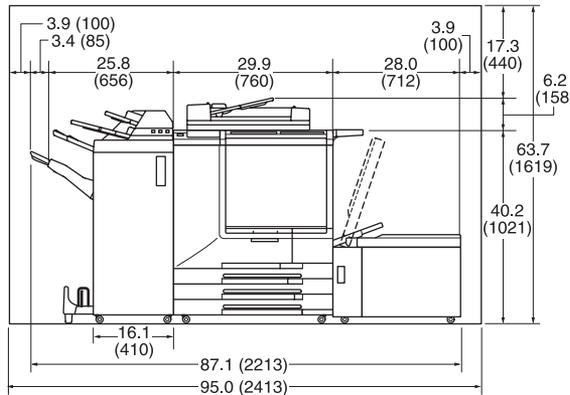
Install the MFP in an area with adequate space for performing all operations, replacing supply items, and conducting preventive maintenance.



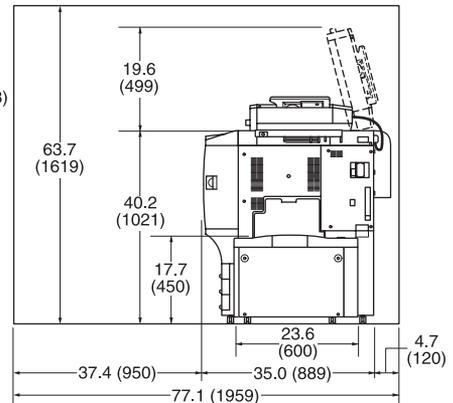
HP Color 9850mfp plus HP Automatic Document Feeder (Front)



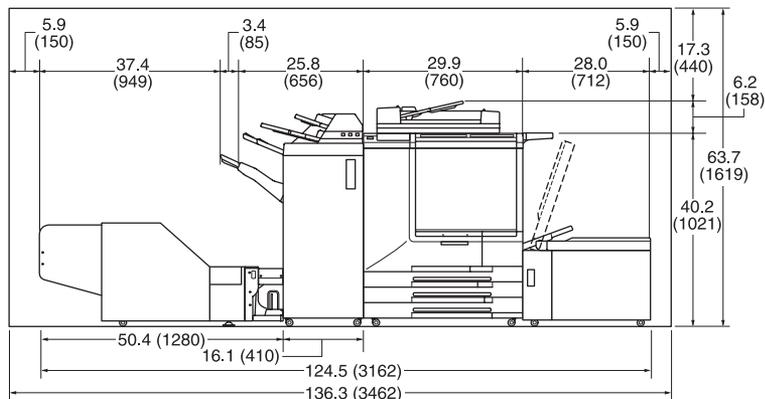
HP Color 9850mfp plus HP Automatic Document Feeder (Right side)



HP Color 9850mfp plus HP Automatic Document Feeder, HP 3000-Sheet Multifunction Finisher, HP Post Insertion Kit, and HP 2500-Sheet High Capacity Input (HCI) (Front)



HP Color 9850mfp plus HP Automatic Document Feeder and HP 2500-Sheet High Capacity Input (HCI) (Right side)



HP Color 9850mfp plus HP Automatic Document Feeder, HP 3000-Sheet Multifunction Finisher, HP Post Insertion Kit, HP 2500-Sheet High Capacity Input (HCI), and HP Trimmer Unit, (Front)

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**Note**

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The Finisher paper exit face down tray of the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher gradually goes down while printed materials output. *Do not* allow any object to interfere with the operation of the tray on the left side of the Finisher, as any interference may cause damage to the Finisher.

### **Relocation and transportation**

Contact a service representative when moving or transporting the MFP.

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**WARNING!**

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Failure to heed the following cautions may result in MFP damage, overheating, risk of electrical shock, and/or personal injury.

### **Electrical outlet**

A plug socket is limited in capacity. Use a dedicated circuit for this MFP to prevent overheating and fire. The total power consumption of the MFP, plus all peripherals, must not exceed the capacity of the main power supply.

Make sure the outlet is near the equipment and is easily accessible.

### **Plug and cord (lead)**

Unless the power plug is firmly inserted into the electrical outlet, overheating or fire can occur. Firmly insert the power cord plug into the electrical outlet before turning on the MFP power switch. If the inserted plug is loose in the electrical outlet, disconnect it and consult an electrician for repair. *Do not* attempt to operate the MFP.

Make sure the electrical outlet is near the equipment and is easily accessible.

A damaged power cord may result in overheating, short circuit, or fire. *Do not* bend, crush, wind, kick, or strike the cord with any item. *Do not* roll up the cord. If the MFP power cord is bent or damaged, immediately contact a service representative. *Do not* attempt to repair it yourself. *Do not* continue to operate the MFP.

### **Adapters and multiple loads**

To avoid overheating or fire, *do not* use adapters and never connect multiple loads or a branched socket to a single socket outlet.

### **Extension cords (leads)**

An extension cord or lead is limited in capacity. Unless the cord or lead has adequate capacity, smoking and overheating may occur. Should smoking and/or overheating occur, turn off the MFP and contact an electrician immediately. If you require further information about power requirements, power consumption, extension cords, adapters, and connectors, please contact your service representative and consult your electrician.

## Handling and care

### MFP contact

- Never touch internal high temperature or magnetic areas indicated with a caution label.
- Never touch an internal high voltage area, indicated with a WARNING label.
- Never touch the drum surface.
- Never touch the inside of the MFP for any purpose except when removing a paper jam or adding toner.
- Never put your hand into the developing unit when removing a paper jam.
- If machine repair is necessary, *do not* attempt to repair the MFP. If the Service call screen is displayed and MFP operations cannot be continued, stop the operation to prevent any damage or injury. Write down the report code displayed on the second line of the message, and then turn off the MFP and disconnect from the power source. Contact your service representative and inform the representative of the report code.

For more information, see [Caution labels and indicators](#).

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### WARNING!

Failure to heed the following cautions may result in MFP damage, overheating, and/or personal injury.

The following pages include important safety information that you must read and understand before you attempt to operate the MFP. If you have any concerns about safety, please contact your service representative.

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### Preventing fire

*Do not* install the MFP near flammable materials, curtains, and volatile combustibles that can catch or cause fire.

### Preventing short circuit

*Do not* install the MFP where it could come in contact with water.

### Precautions for routine handling

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### WARNING!

Failure to heed the following cautions may result in MFP damage, overheating, and/or personal injury.

### Toner recovery box

*Do not* throw the toner recovery box into a fire; the toner may ignite.

### Abnormal conditions

- If any abnormal sound, odor, or smoke generates from the MFP, immediately stop using the MFP, turn off the main power switch, disconnect the plug, and contact a service representative.
- If a circuit breaker is tripped or if a fuse blows, stop using the MFP and contact an electrician. If more detailed information is needed regarding the power source or power consumption of the MFP, contact a service representative.
- Ensure that replacement fuses conform to the rating of the power source. Never use a fuse with an incorrect rating.

### Modifications

*Do not* modify the MFP in any way or remove any part or screw. Never attempt to perform any maintenance function that is not specifically described in this manual. *Do not* connect the MFP with any options other than those specified.

## **MFP care**

*Do not* drop paper clips, staples, or other small metallic objects into the MFP. *Do not* spill liquid into the MFP.

*Do not* use the MFP surface to support vases, books, or other objects. These items will interfere with the work space and may cause damage to the MFP or to original documents.

## **Periodic check**

Make sure to periodically check the following:

- Check for loose connections or excessive heat near the power plug.
- Check for damage to the power cord and/or plug (creased, frayed, scratched, cut, and so forth).
- Check that the grounding wire is correctly connected.
- Check that the power plug or the power outlet is free from dust.

If any abnormality occurs, *do not* continue to operate the MFP and contact your service representative.

## **Toner**

Keep toner out of the reach of children. If toner dust escapes as a result of mishandling, avoid inhalation, and eye or skin contact. Please refer to the material safety data sheet for additional toner safety information. A Material Safety Data Sheet is available for professional use at <http://www.hp.com/go/msds>.

*Do not* throw the empty toner box into a fire; the toner may ignite.

## **Paper**

Check paper to make sure it meets the specifications outlined in [Paper information](#).

*Do not* use paper with staples or paper that conducts electricity (silver, carbon, etc.); overheating or fire may occur.

To avoid engine trouble, do not use heat-sensitive paper, colored transparency, or paper specifically designed for ink-jet printers, such as photo-paper.

## **Power saver and weekly timer**

In Power Saver mode, the MFP is still connected to the main power supply and power is still applied to certain areas of the machine. When not using the MFP for long periods of time, turn the main power switch off, unless the Weekly Timer function is operating.

When the Weekly Timer function is operating, turning the power off will disable the function.

## **Roller drive unit**

The roller drive unit is inside the booklet mode outlet. *Do not* put your hand into it when removing the folded or stapled and folded sheet or you may be injured.

## **Finisher paper exit outlet**

To avoid injury when stapling large-size copies, *do not* put your hand into the open paper exit outlet.

## **Fuser**

The internal fuser is very hot. To avoid injury, *do not* touch the fuser. Use care when removing the fuser.

### **Drum unit**

The internal drum unit generates a high voltage. To avoid an electrical shock, *do not* touch.

### **Tray 4/HCI bottom plate**

To avoid injury, *do not* put your hand into the holes (three places) on the bottom plate of the Tray 4/HCI.

### **Disposal of MFP**

*Do not* dispose of the MFP yourself. Contact your service representative, who can arrange for its safe disposal. Hewlett-Packard offers end-of-life HP product return programs in certain geographic areas. To determine if a program is available for this HP product in your area, see the HP recycling web site at <http://www.hp.com/go/recycle> or contact your nearest HP sales office.

Contact a service representative when moving or transporting the MFP.

### **Paper capacity for the exit tray**

The exit tray has a maximum capacity of 120 sheets (28 lb paper). If more than 120 sheets are required, make sure to remove the copies from the exit tray before reaching the maximum capacity. Failure to do so will cause the MFP to jam.

### **HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher paper capacity**

The HP 3000-Sheet Stapler/Stacker is equipped with two exit trays, and the HP 3000-Sheet Multifunction Finisher is equipped with three exit trays.

Select an exit tray and output mode on the Output Mode popup menu.

To prevent paper misfeed, do not exceed the paper capacity of the Finisher.

When the total number of copies exceeds the capacity, make sure to unload the exit tray while the MFP is still copying. Failure to do so will cause the MFP to jam.

### **HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher**

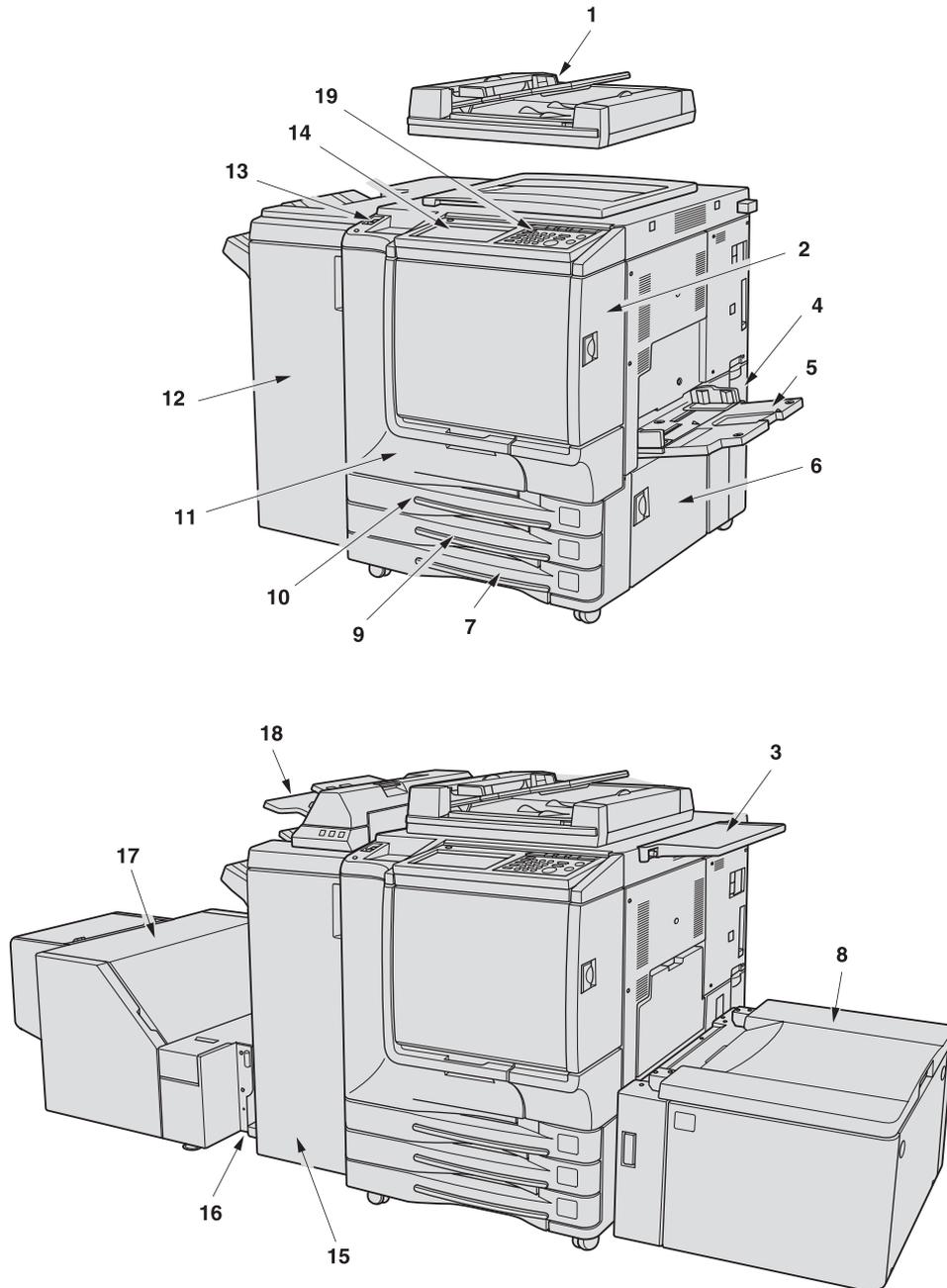
After printed material is removed from the paper exit face down tray of the Finisher, the tray goes up automatically. To avoid injury, *do not* put your hand on top of the printed sheets. Make sure to hold both sides of the printed sheets when removing them, and *do not* leave your hand on the printed sheets while the primary tray goes up.

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## Engine information

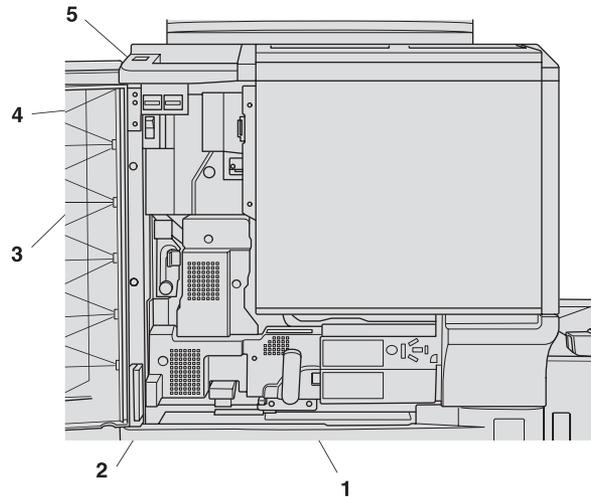
### External engine parts



- 1** HP Automatic Document Feeder (RADF (ADF)) automatically feeds multiple originals, one at a time, to the scanner glass for copying.
- 2** Toner access door opens to replenish the black or color toner.
- 3** Work table provides a convenient workspace for documents before and after copying.
- 4** Toner recovery box opens to replace the filled toner box with a new one.
- 5** Multi-sheet bypass tray opens to use copy paper of another size or type than those loaded in the engine trays or HCI.

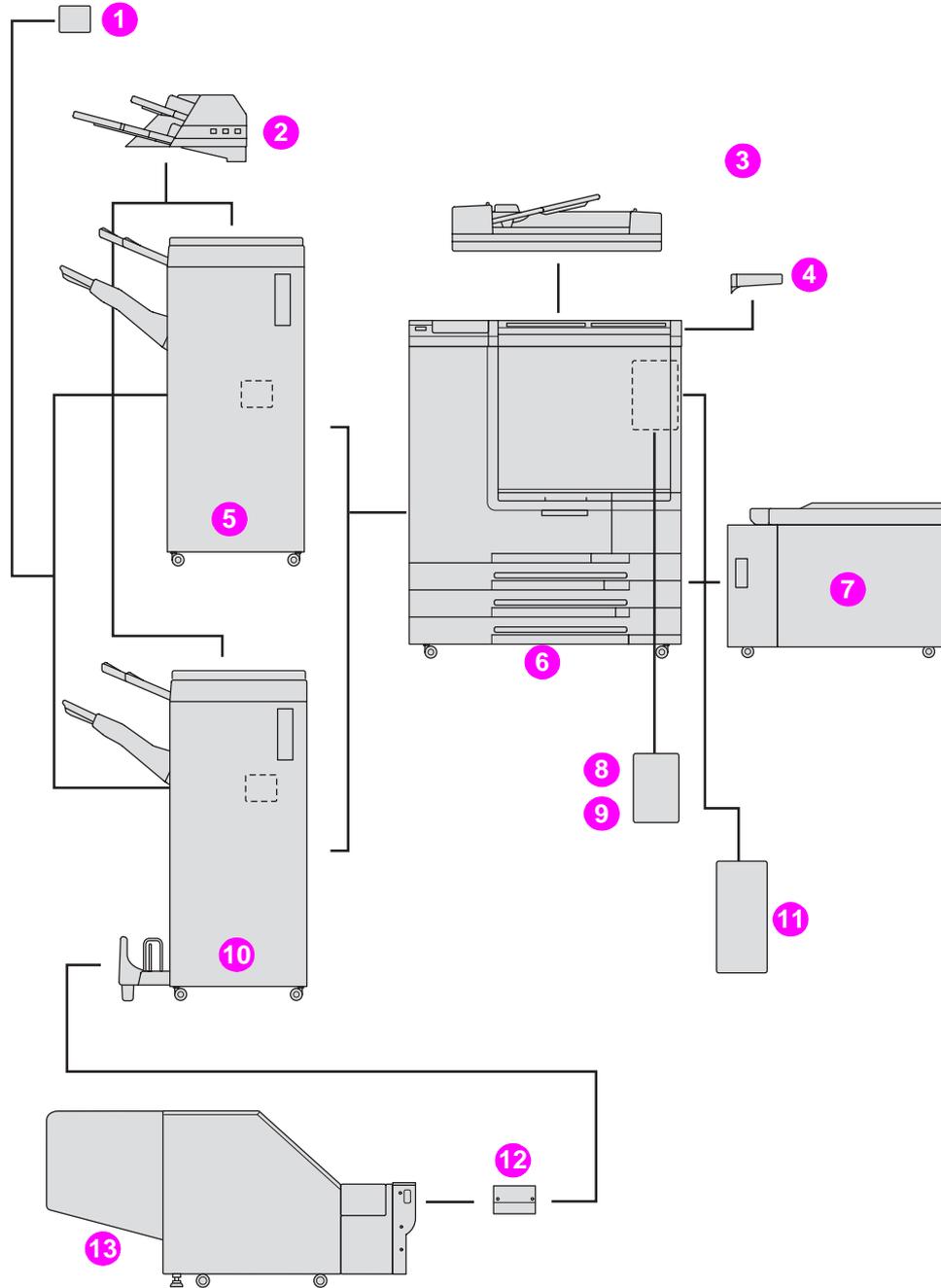
- 6 Right side door opens to allow removal of misfed paper.
- 7 Tray 3 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).
- 8 Tray 4/HCI (HP 2500-Sheet High Capacity Input (HCI)) holds 2,200 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to Letter.
- 9 Tray 2 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).
- 10 Tray 1 (universal tray) is user-adjustable and holds 400 sheets (28 lb paper) from 330 by 483 mm (13 by 19 inches) to 139 by 216 mm (5.5 by 8.5R inches).
- 11 Front door opens to allow removal of misfed paper.
- 12 HP 3000-Sheet Stapler/Stacker (optional) sorts, staple-sorts, or groups copies into finished sets.
- 13 Power switch turns the MFP power on/off when pressed.
- 14 Liquid crystal display (LCD) Touch display shows interactive operation screens.
- 15 HP 3000-Sheet Multifunction Finisher (optional) sorts, staple-sorts, or groups copies into finished sets. The HP 3000-Sheet Multifunction Finisher also folds or staples and folds copies into booklet-style sets, or folds a maximum of three copies into tri-fold documents.
- 16 HP Trimmer Adapter Kit (optional) connects the Finisher and HP Trimmer Unit.
- 17 HP Trimmer Unit (optional) trims the end of booklet.
- 18 HP Post Insertion Kit (optional) loads cover sheet paper and feeds the sheet as cover to the sorted sets, used in combination with HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.
- 19 Control panel controls MFP operations and displays messages as required.

## Internal engine parts



- 1** Lever A can be moved to withdraw the conveyance fuser for removal of misfed paper.
- 2** Fuser fuses the toner onto the copy paper.
- 3** Main power switch (used only by a service representative) turns the engine power on and off.
- 4** Total counter indicates the total number of prints made.
- 5** Black print counter indicates the total number of the black prints made.

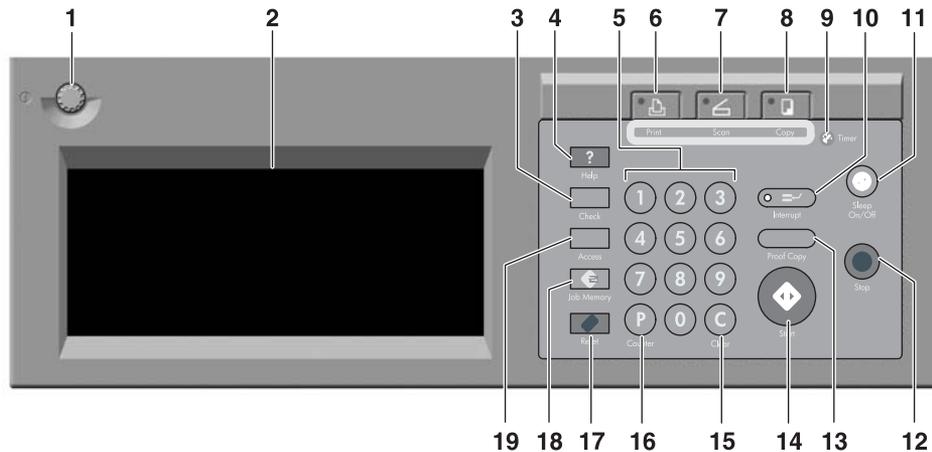
## Standard/optional equipment



- 1 HP 3 Hole Punch Kit
- 2 HP Post Insertion Kit
- 3 HP Automatic Document Feeder (RADF (ADF))
- 4 Work table
- 5 HP 3000-Sheet Stapler/Stacker
- 6 HP Color 9850mfp (engine)
- 7 HP 2500-Sheet High Capacity Input (HCI)
- 8 HP 256 MB Memory Module

- 9 HP Copy Controller Hard Drive
- 10 HP 3000-Sheet Multifunction Finisher
- 11 EFI Print Controller Kit
- 12 HP Trimmer Adapter Kit (optional) connects the Finisher and HP Trimmer Unit.
- 13 HP Trimmer Unit

## Control panel layout



- 1 **CONTRAST ADJUSTMENT DIAL** can be turned to adjust the touch panel contrast.
- 2 **LCD TOUCH DISPLAY** shows engine and copying status, help information, interactive screens, and touch keys for selecting all functions.
- 3 **Check** displays a screen showing all settings that are selected for the current job.
- 4 **Help** displays a screen with help for the currently selected function, or to access the Key Operator Mode screen.
- 5 **KEYPAD** allows numeric values to be typed.
- 6 **PRINTER** switches the engine operation mode to printer. This key does not function at present.
- 7 **SCANNER** switches the engine operation mode to scanner.
- 8 **COPY** switches the engine operation mode to copy.
- 9 **Timer** lights when the timer function is set.
- 10 **Interrupt** stops copying in progress to allow copying from the scanner glass.
- 11 **Sleep On/Off** activates power-saving mode for times when the MFP is inactive, or activates Timer Interrupt mode when the Weekly Timer function is active.
- 12 **Stop** key stops the copying sequence and deletes the stored memory.
- 13 **Proof Copy** outputs a single set of copies to confirm whether the current settings are selected properly.
- 14 **Start** activates copying or scanning.
- 15 **(C) (Clear)** allows resetting of print quantity.

- 16 (P) (Counter) displays the Counter screen or accesses programming modes for setting special functions.
- 17 Reset restores the MFP to automatic mode settings or to Key Operator settings.
- 18 Job Memory displays screens for selecting job memory/job recall functions.
- 19 Access sets the engine to allow copying only when the Copy monitor password is entered.

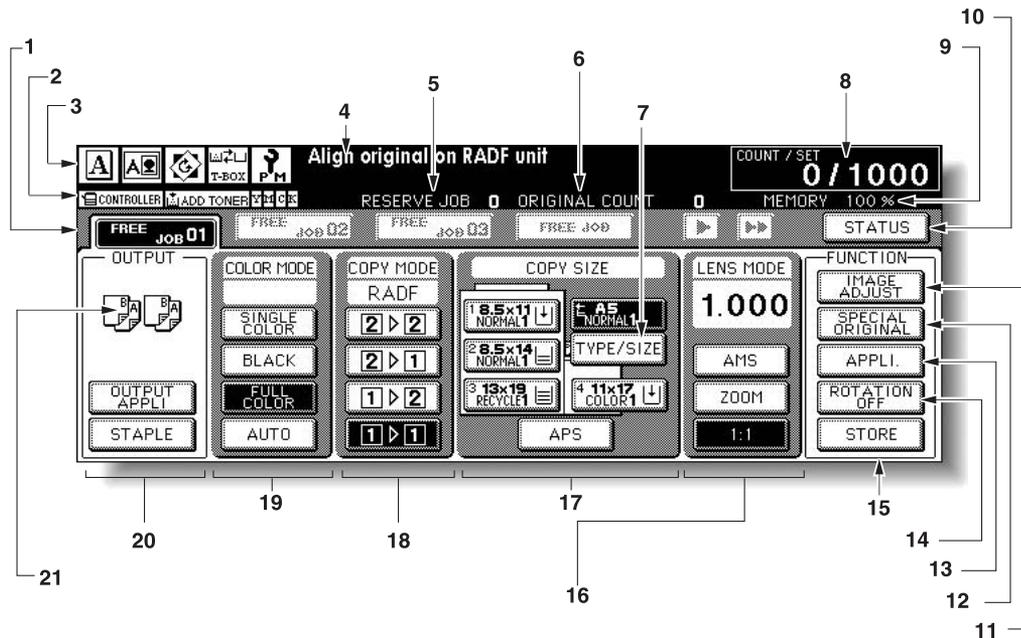
**CAUTION**

The touch display of the control panel is covered with glass. *Do not* drop heavy objects on the glass or put excess weight or pressure on it; the glass can break or become scratched. When the Call for Service screen (When the “Call for Service” message is displayed) is displayed, make sure to contact your service representative immediately.

**Note**

The control panel of this engine can be slightly lowered to two angled positions to ensure easy access. An authorized HP service representative can make this setting for you.

**Main screen**



- 1 **Folder keys:**  
FREE JOB is selected to specify copy job conditions. When scanning starts, FREE JOB changes to SCAN JOB, and then changes to PRINT JOB when the engine starts printing. FREE JOB at the right side of SCAN JOB or PRINT JOB can be touched to specify reserve job conditions. Up to nine reserve jobs can be set. The arrow keys at the right side of folder keys are used to scroll.
- 2 **Word icons:**  
The ADD TONER icon is displayed when toner supply becomes low. The toner color to be supplied is indicated by a letter; C (cyan), M (magenta), Y (yellow), or K (black). The Printer icon indicates the engine status when operating as a printer.
- 3 **Graphic icons:**  
The Original direction icon indicates the original direction specified on the Special Original popup menu.

The Image adjust icon indicates the Enhance mode specified on the Special Original popup menu.

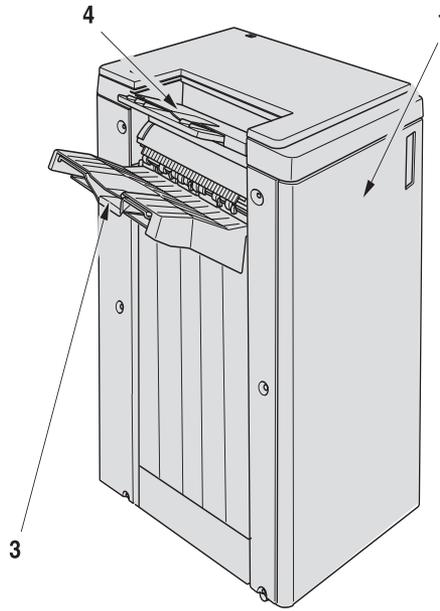
The Rotation icon is displayed when Rotation automatically functions.

The Toner recovery box icon is displayed when replacement of the toner recovery box is due.

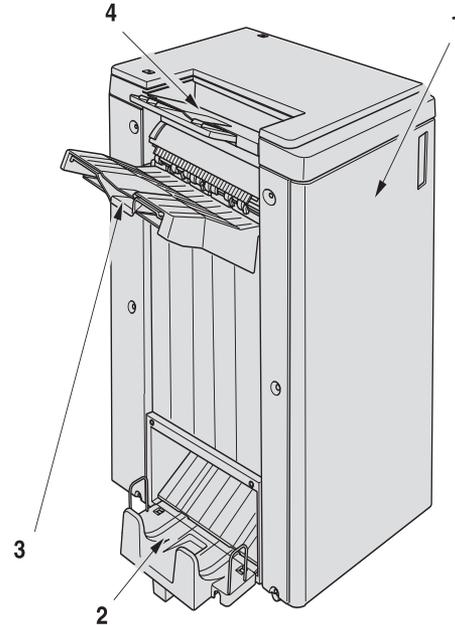
The PM icon is displayed when preventive maintenance is due.

- 4 The Message area displays the engine status and procedure required at that time.
- 5 Reserve job counts the reserve jobs already specified.
- 6 Original count counts the original pages placed in the document feeder as they are scanned.
- 7 The TYPE/SIZE key appears when the Bypass key is selected, and is touched to specify the type and size of the paper loaded in the multi-sheet bypass tray.
- 8 The Count/Set indicator indicates the print quantity entered from the control panel keypad, and also indicates the print count on the left of the set count while printing.
- 9 The Memory indicator indicates the remaining memory available for the next operation.
- 10 The STATUS key allows you to view the current job status, to change the printing order of reserve jobs, and to cancel printing a reserve job.
- 11 The IMAGE ADJUST key allows you to display five sorts of the Image Adjustment Setting screens to adjust the image quality.
- 12 The SPECIAL ORIGINAL key allows you to specify the condition of originals to be scanned.
- 13 The OUTPUT APPLI (Application) key allows you to select various application functions.
- 14 The ROTATION OFF key allows you to release the rotation function.
- 15 The STORE key allows you to store scanned images into memory.
- 16 The Lens mode area is used to select the desired magnification ratio.
- 17 The Copy size area is used to select the desired copy size or automatic paper selection (APS).
- 18 The Copy mode area is used to select the copy mode (1 ▶ 1, 1 ▶ 2, 2 ▶ 1, or 2 ▶ 2).
- 19 The Color mode area is used to specify the desired color mode (single color, black, full color, or auto).
- 20 The Output mode keys are used to specify the desired output mode.
- 21 The Output icon area displays the appropriate output icon according to the selected output mode.

## HP 3000-Sheet Stapler/Stacker /HP 3000-Sheet Multifunction Finisher (with HP 3 Hole Punch Kit)

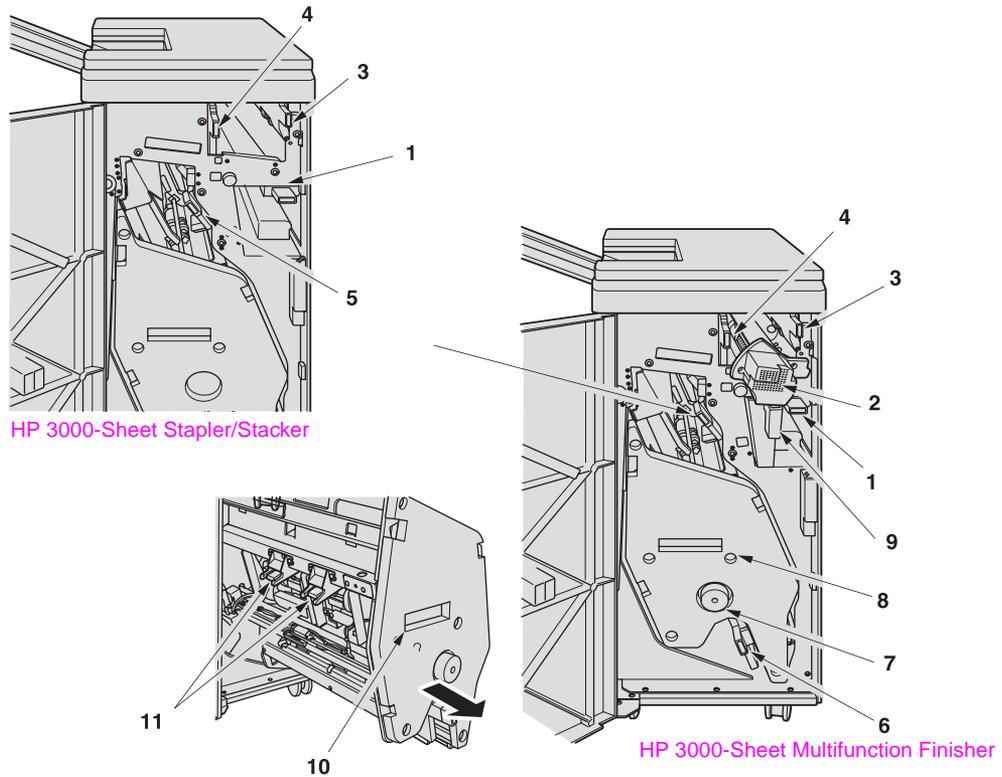


HP 3000-Sheet Stapler/Stacker



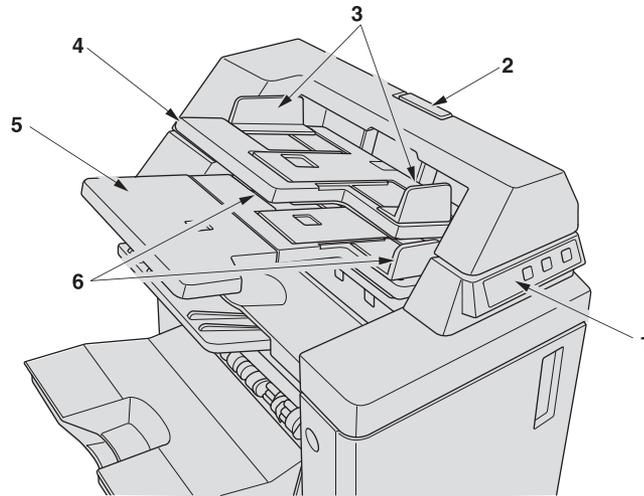
HP 3000-Sheet Multifunction Finisher

- 1 The Finisher door opens to the internal Finisher to allow clearing misfed paper, replenishing staples, and emptying the trash basket from the Punch Kit.
- 2 The Booklet tray (HP 3000-Sheet Multifunction Finisher only) holds sets output in Folding mode, Stapling & Folding mode, or Three-folding mode.
- 3 The Main output tray holds sets output in Non-sort mode, Sort mode (offset), Staple-sort mode, or Group mode (offset).
- 4 The Sub output tray holds sets output in Sort mode or Group mode with face down/up mode.



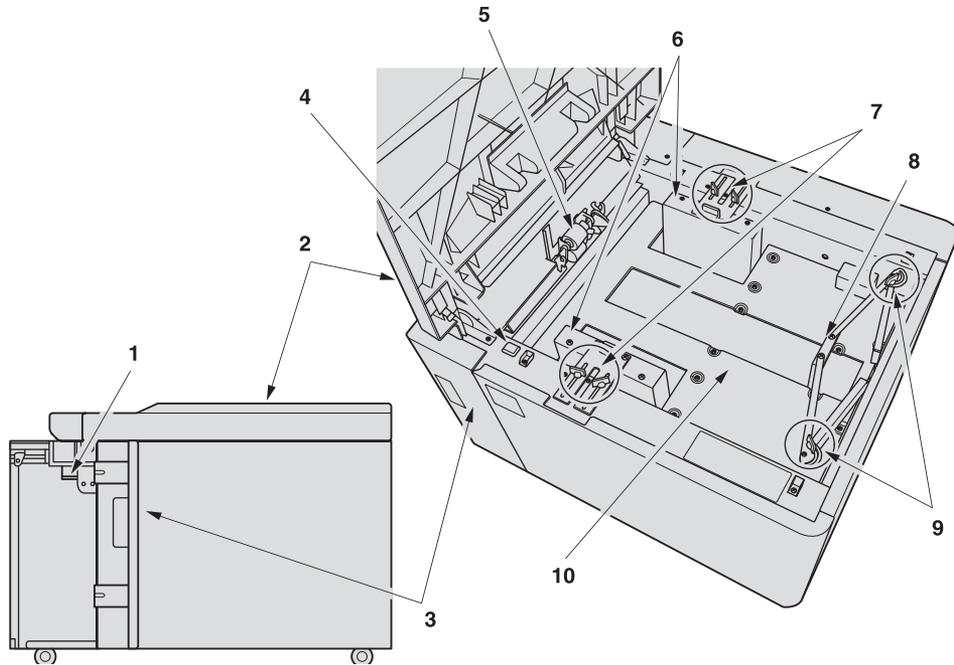
- 1 Entrance lever opens downward to remove misfed paper.
- 2 HP Hole Punch Kits (optional) punches file holes in the output copies.
- 3 Cover sheet conveyance lever opens to remove misfed paper.
- 4 Paper exit conveyance lever opens to remove misfed paper.
- 5 Stacker conveyance lever opens to remove misfed paper.
- 6 Lower lever opens to remove misfed paper.
- 7 The Stacker unit knob can be turned to ease removal of misfed paper from the Stacker unit.
- 8 The Stacker unit folds or staples and folds copies into booklet-styled sets, and also folds a maximum of three copies into tri-fold documents.
- 9 Trash basket (optional) holds the punched out waste paper.
- 10 Stacker unit handle withdraws unit to allow removal of misfed paper and replacement of staple cartridge.
- 11 Cartridge housing holds staple cartridge to be replaced when supplying staples.

## HP Post Insertion Kit



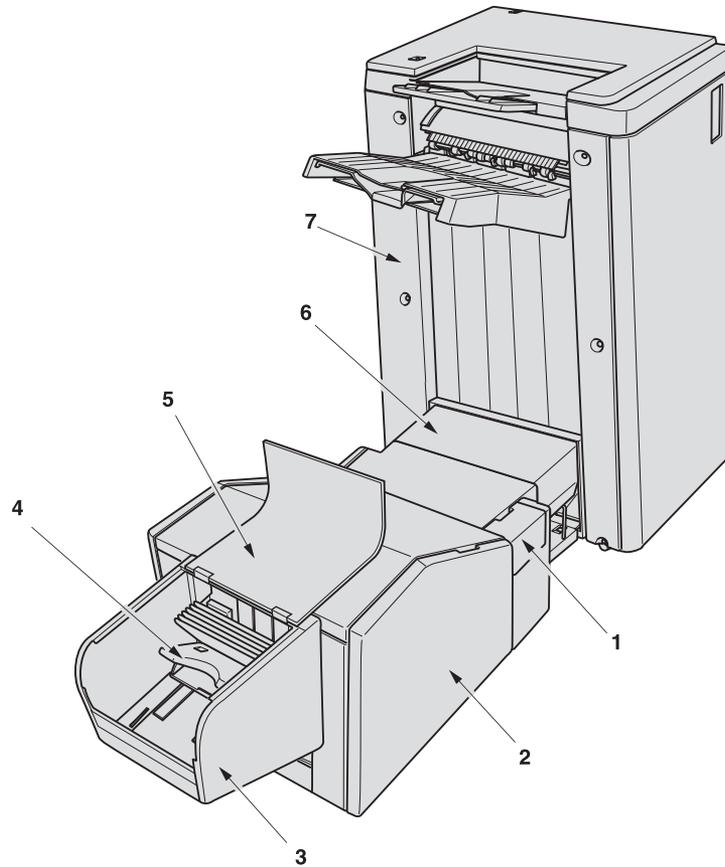
- 1 Control panel controls cover sheet feeder operations.
- 2 The upper unit release lever can be moved to slide the upper unit of the cover sheet feeder for removal of misfed paper.
- 3 The upper tray guide plates holds cover sheets to fix the position.
- 4 The upper tray holds cover sheets for use in cover sheet output mode.
- 5 The lower tray holds cover sheets for use in cover sheet output mode or a copied set in manual stapling/punching/three-folding mode.
- 6 Lower tray guide plates hold the cover sheets to fix the position.

## HP 2500-Sheet High Capacity Input (HCI)



- 1 HCI lever can be moved downward to ease removal of misfed paper.
- 2 HCI top door opens to allow paper loading or removal of misfed paper.
- 3 HCI left side door opens to allow removal of misfed paper.
- 4 Paper loading button is pressed to lower the bottom plate to allow loading paper.
- 5 Paper pick roller conveys the copy paper to the engine.
- 6 HCI paper guides hold the copy paper to fix the position.
- 7 HCI paper guide knobs can be turned to move or fix the HCI paper guide.
- 8 Rear stopper fixes the rear end of copy paper.
- 9 Rear stopper knobs can be turned to move or fix the rear stopper.
- 10 The HCI bottom plate goes up automatically when paper supply becomes low, and goes down when the paper loading button is pressed.

## HP Trimmer Unit



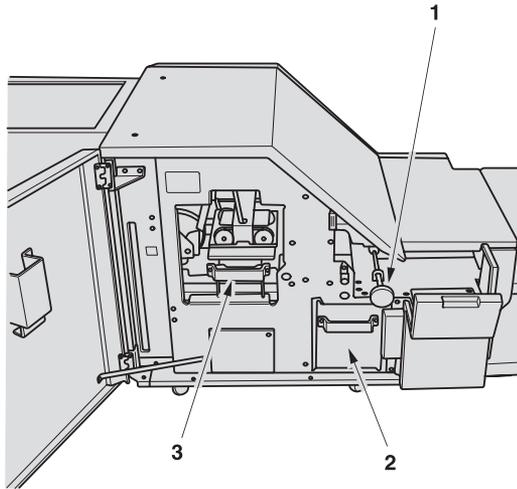
- 1 The front-right cover opens to allow removal of misfed paper.
- 2 The front door opens to allow removal of misfed paper or waste paper.
- 3 The trimmer Unit holds sets output in Trimming mode.
- 4 The Trimmer Unit tray slides to the left side each time a trimmed booklet is delivered.
- 5 The Trimmer Unit cover opens to allow you to take out the finished sets.
- 6 HP Trimmer Adapter Kit connects the Finisher and HP Trimmer Unit.
- 7 HP 3000-Sheet Multifunction Finisher allows the HP Trimmer Unit to be installed.

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**Note**

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*Do not* place heavy objects on the Trimmer Unit or apply any weight on it, and *do not* use it for storage.  
Excessive weight applied to the inside or outside of the Trimmer Unit will damage the equipment.

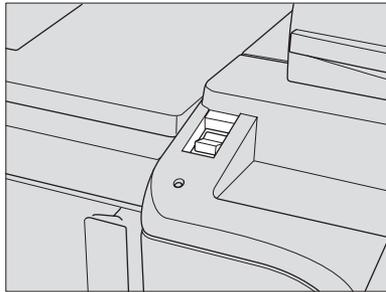


- 1** Trimmer Unit knob can be turned to ease removal of misfed paper.
- 2** Trash basket holds waste paper cut off from the booklets.
- 3** Trimmer pressure release lever opens to allow removal of misfed paper.

## Turning on the power switch

### To turn on the power

- 1 Turn on the power switch.  
The power switch is located on the left side of the control panel.



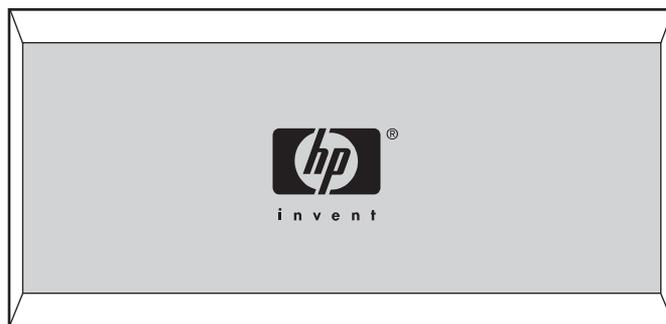
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#### Note

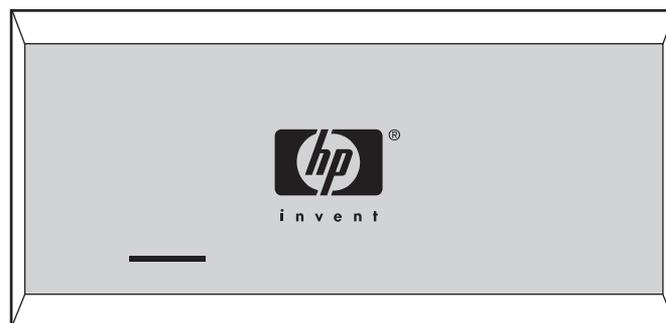
---

The main power switch is located on the upper-left side of the internal engine. *Do not* use the main power switch in usual operation.

- 2 The Wake-up screen and Warm-up screens are displayed



Wake-up screen



Warm-up screen

A few seconds after the Wake-up screen appears in the LCD Touch display, a Warm-up screen is displayed for approximately 6.5 minutes.

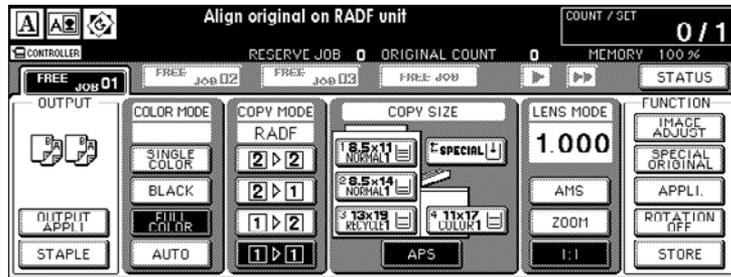
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#### Note

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You can set reserve jobs while the engine warms up. Touch the LCD screen to change the Warm-up screen to the Main screen, and then check that the message “**Ready to copy reserve**” is displayed on the Main screen. For more information, see [Setting job during warm-up](#).

- The Main screen is displayed.  
The message on the Main screen informs you that the copying job is now available.



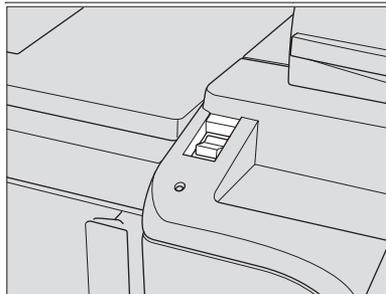
When the initial settings are changed by the key operator, the Main screen displays the modified conditions.

When “**Enter E.C.M. password**” is displayed, type your password to use the MFP.

When “**Set the key counter**” is displayed, insert the key counter to its inlet on the right side of the engine.

## To turn off the power

- Turn off the power switch.  
The power switch is located on the left side of the control panel.  
The Touch display and all the light emitting diodes (LEDs) on the control panel are turned off.



### Note

*Do not* use the main power switch in usual operation.  
When the engine is under control of the Weekly Timer function, turning off the power switch deactivates the function.

## Reducing power in standby mode

The Auto Low Power function automatically lowers the power after a specified period (initially 15 minutes) of MFP inactivity. The LCD screen will go off.

### Note

The Auto Low Power function can be set to 5, 10, 15, 30, 60, 90, 120, or 240 minutes in the Key Operator mode. See [\(13\) Memory switch setting](#) for more information.

To start a copying job, press any key on the control panel.  
The Auto low power is released and the LCD screen recovers usual brightness.

---

**Note**

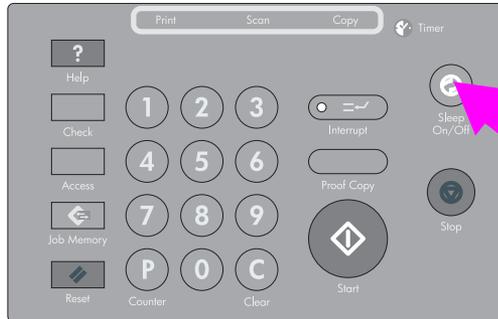
---

If the Auto Shut-Off function activates at the same time, the power is turned off without the LCD screen becoming dark.  
The LCD screen will not go off during a duplex copying job or when the Jam Position screen is displayed.

## Shutting off automatically

The Auto shut-off function automatically shuts off the power after a specified period (initially 90 minutes) of MFP inactivity.

To start a copying job, press **Sleep On/Off**.  
The copying operation becomes available.



---

**Note**

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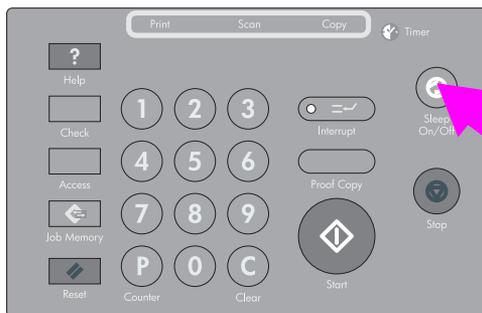
The Auto shut-off can be set for 30, 60, 90, 120, or 240 minutes in the Key Operator mode. For information, see (13) Memory switch setting.  
When "Timer interrupt mode / Enter password" is displayed after pressing **Sleep On/Off**, see Programmed shut-off and follow the procedure to continue.

## Shutting off/reducing power manually

Follow the procedure below to shut off the power manually.

The engine is initially set to activate the Manual Shut-Off function. Manual Low Power can be selected in the Key Operator setting. For more information, see (13) Memory switch setting.

- 1 Press **Sleep On/Off** for one second or longer, and then release it.



---

**Note**

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If Manual Low Power is selected in the Key Operator setting, the engine automatically activates the Low Power mode before releasing **Sleep On/Off**.

- 2 The Shut-Off mode is activated.  
The **Sleep On/Off** LED is illuminated and all other LEDs and the LCD screen are turned off.

---

**Note**

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Make sure to press **Sleep On/Off** for one second or longer, otherwise the following message is displayed and the Shut-Off (Low Power) mode is not activated.

**Press POWER SAVER more than one second,  
then release it for shut off mode**

**Press POWER SAVER continuously more  
than one second for low power mode**

To release the mode, press **Sleep On/Off**.  
The engine is available for copying.

## Typing a copy monitor password

The Copy monitor allows the key operator to monitor all copying activities by controlling Copy monitor password accounts. Copy quantity limits for specific accounts can be set.

The Copy monitor is *not* factory-set. A Copy monitor password is required only when the Copy monitor is activated, a User Password is assigned, and “**Enter Copy Monitor password**” is displayed on the Touch display.

Follow the procedure below for a copying job:

See (4) Copy monitor function setting for more information.

- 1 Type the Copy monitor password.  
Type your eight-digit Copy monitor password, using the keypad.  
See (1) Copy monitor data edit for details on setting a Copy monitor password.  
If an invalid Copy monitor password is entered, continue by entering the correct password.
- 2 Press **Start**.  
Your current copy count and copy limit is displayed for 3 seconds  
**Current count/limit**  
**018888/025000**
- 3 Start a copying job.  
When the message changes to “**Ready to copy**,” the copying job is available on the engine.

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**Note**

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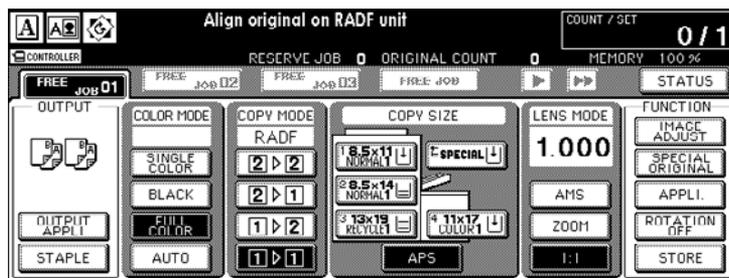
When your copy count reaches the copy limit, the message “**Copy limit reached**” is displayed. In that case, contact the key operator to reset your copy limit.

- 4 Press **Access**.  
The initial state is restored, with the message “**Enter E.C.M. password**” is displayed on the screen.

## Loading paper

A paper indicator is shown on each tray key of the Main screen to indicate the paper tray level (six levels are provided: ) of the tray. (The multi-sheet bypass tray displays only “” when the tray becomes empty.)

When the paper supply in a tray becomes low, the indicator “” appears on the tray key, and then it changes to “” when paper in that tray becomes empty and the tray key blinks on the screen.



Follow the procedure below to supply the empty tray with copy paper.

Each tray key displays a paper type and a number that indicates the paper weight to be loaded. The following paper types are provided:

Normal, Recycled, Colored, Fine, Coated, User, Tab paper, and Exclusive A to D

The numbers corresponding to the paper weight are:

- 1: 64 - 74 g/m<sup>2</sup> (17 lb - 18 lb)
- 2: 75 - 80 g/m<sup>2</sup> (19 lb - 20 lb)
- 3: 81 - 105 g/m<sup>2</sup> (21 lb - 28 lb)
- 4: 106 - 162 g/m<sup>2</sup> (29 lb - 42 lb)
- 5: 163 - 209 g/m<sup>2</sup> (43 lb - 115 lb index)
- 6: 210 - 256 g/m<sup>2</sup> (116 lb - 143 lb index) (for the HCI and multi-sheet bypass tray only)

The key operator can change this setting. See (1) Date & time setting for details on the engine trays and the Tray 4/HCI. See Copying using special paper (multi-sheet bypass tray) for details about the multi-sheet bypass tray.

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### Note

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Make sure to load only the paper type and weight set for the tray.

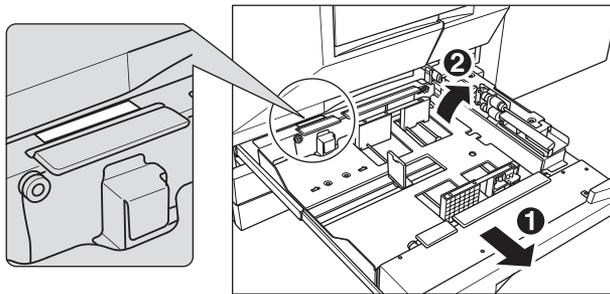
When using paper with punch holes, the copy result may not be satisfactory due to the hole positions.

## Loading paper in Trays 1, 2, and 3

- 1 Withdraw Tray 1, 2, or 3 and open the paper pick roller.

### CAUTION

*Do not* withdraw the tray forcibly; you can be injured.



Withdraw the tray completely until the green line appears at the left rear side of the tray.

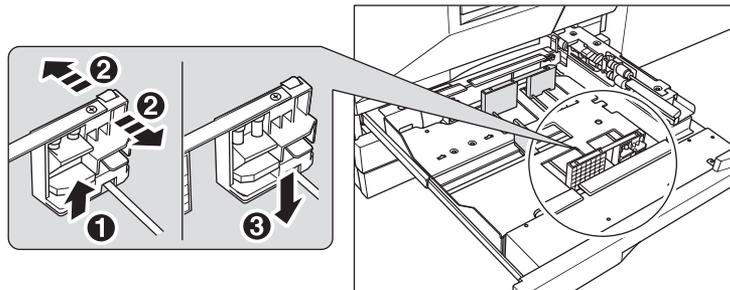
To load the same size as loaded before, proceed to step 4.

If changing the paper size, proceed to the next step.

- 2 Adjust the position of the side guide plate.  
Pull up the lock lever at the front, and then slide the side guide plate to the desired position.

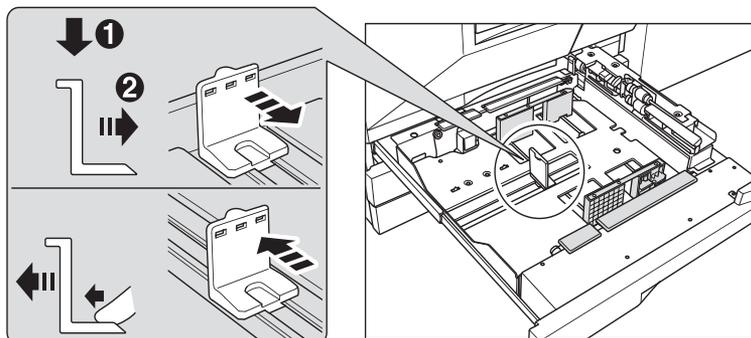
See the size indication on the bottom plate of the tray to determine the position of the side guide plate.

Push down the lock lever firmly until it clicks into position to secure the side guide plate.



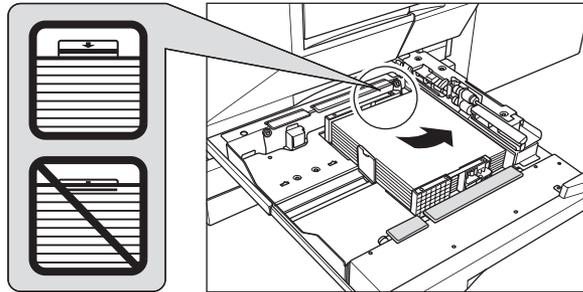
Make sure to secure the side guide plate in position according to the size indicated on the tray bottom plate, so that the engine can detect the correct paper size.

- 3 Adjust the position of the rear stopper.  
To slide the rear stopper to the right, hold it at the upper part and slide it while pressing down slightly.  
With the other hand, hold the rear stopper at the lower part to slide it to the left.



Make sure to press down the rear stopper when moving it to the right, and also make sure to hold it at the lower part when moving it to the left. *Do not* move the rear stopper forcibly, otherwise it can be damaged.

- 4 Place paper on the tray.  
Load paper aligning it to the right side of the tray, and then align the rear stopper to the paper.



Make sure that the rear guide plate is securely aligned to the paper to avoid engine trouble.

*Do not* load above the limit indicated on the side guide plate.

- 5 When paper is positioned properly, close the paper pick roller.
- 6 Gently push in the tray until it locks into place.  
The indicator “” on the tray key will change to “”.

---

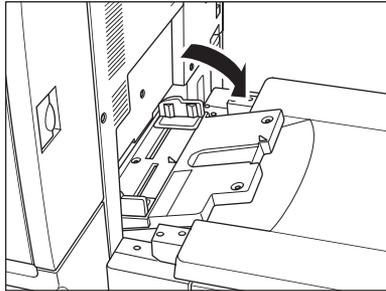
**Note**

To avoid engine trouble, *do not* push the tray into the engine.

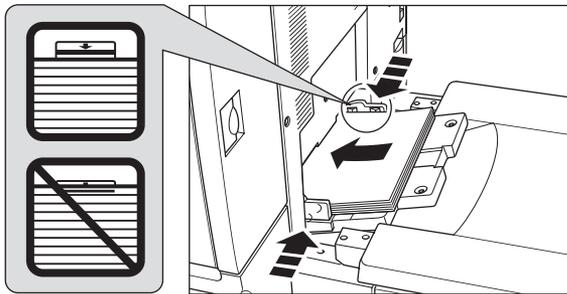
## Loading paper in multi-sheet bypass tray

When using the multi-sheet bypass tray, specify the paper type to be loaded on the tray at the same time. See Copying using special paper (multi-sheet bypass tray) for more information.

- 1 Open the multi-sheet bypass tray located on the right side of the MFP.



- 2 Load copy paper and adjust the paper guides to the paper size.



---

### Note

Stack paper up to 200 sheets (28 lb). When loading special paper, *do not* exceed the limit indicated on the paper guides because this could lead to a paper misfeed.

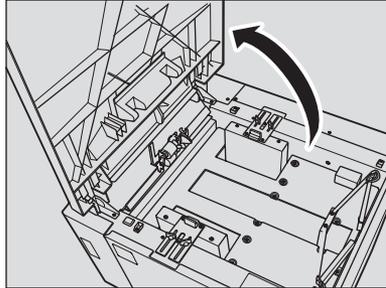
Transparency film or ink-jet paper cannot be used with this engine.

- 3 When copying is completed, close the multi-sheet bypass tray.

## Loading paper in HP 2500-Sheet High Capacity Input (HCI)

Make sure to load only the paper type and weight set for HP 2500-Sheet High Capacity Input. Only the key operator can change this setting. See (6) Paper type/special size set for more information.

- 1 Open the top door of HP 2500-Sheet High Capacity Input.  
The bottom plate will go up.

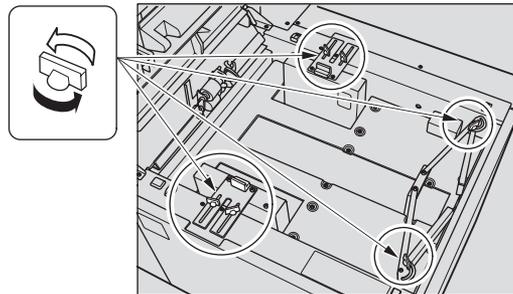


### Note

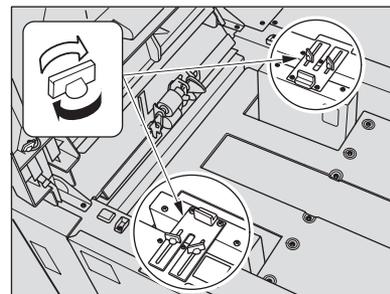
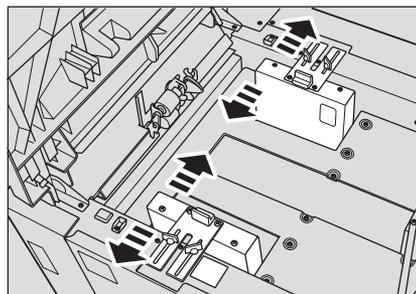
Make sure to turn on the power switch before loading paper in the HP 2500-Sheet High Capacity Input or the bottom plate will not function.

To load the same size as loaded before, proceed to step 3.  
If changing the paper size, proceed to the next step.

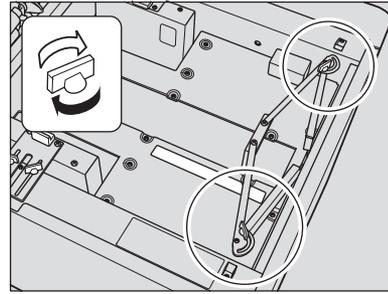
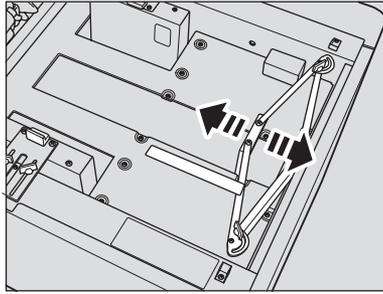
- 2 Adjust the position of the paper guides and rear stopper.
  - a Turn the four paper guide knobs and two rear stopper knobs counterclockwise to loosen them.



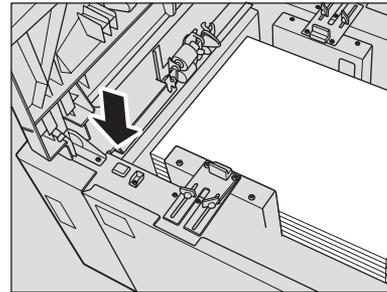
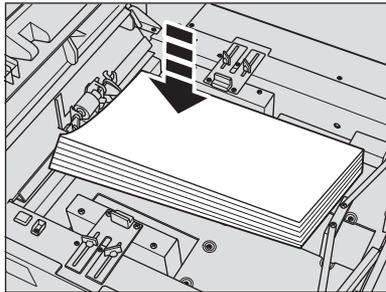
- b Move the upper part of the two paper guides to the appropriate positions according to the size indication, and then turn the paper guide knobs (two for each) clockwise to secure the guides.



- c** Move the rear stopper to the appropriate position according to the size indicator on the bottom plate, and then turn the two rear stopper knobs clockwise to secure the rear stopper.



- 3** Press the paper loading button once, and then load the paper. The bottom plate will go down.



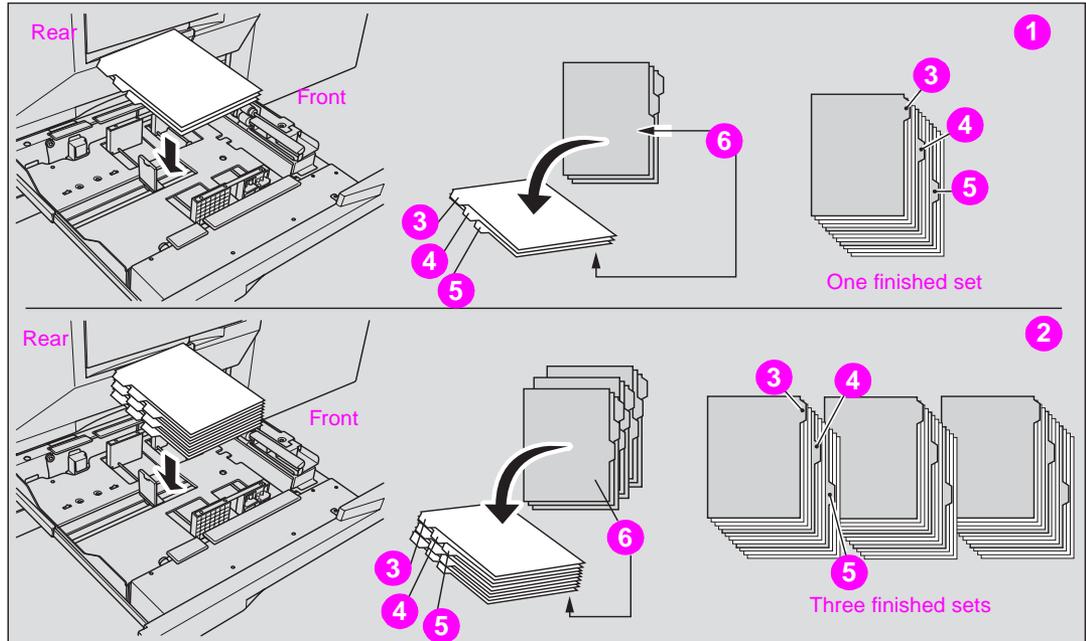
## Loading tabbed sheets in Tray 1, 2, or 3

When TAB is displayed on the tray key of the Main screen, follow the procedure below to supply the tray with tabbed sheets.

The tray paper type can be specified in the Key Operator setting. For more information, see [\(6\) Paper type/special size set](#).

### Note

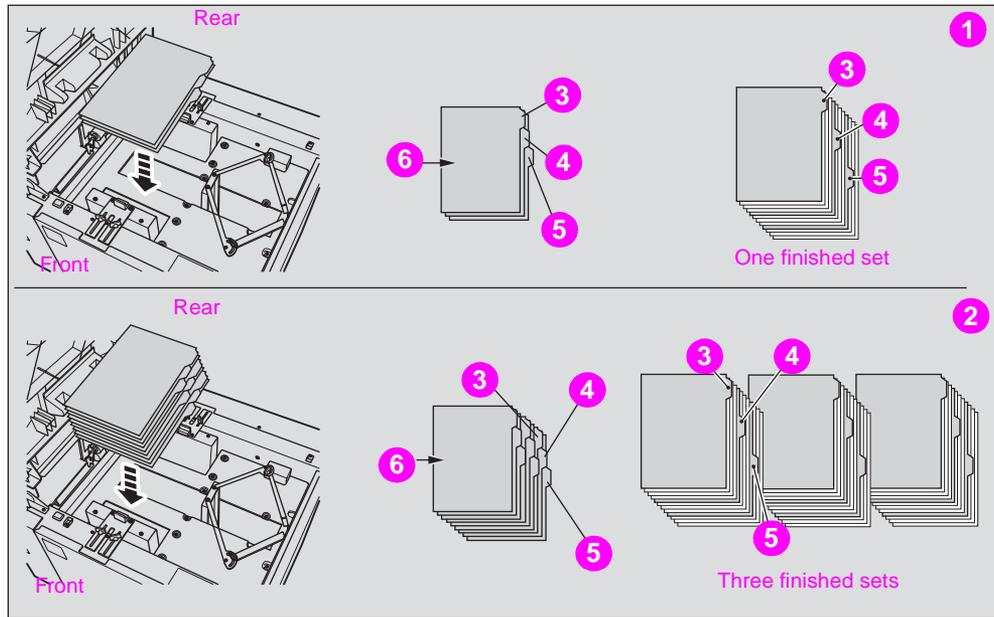
The tab extension width should be 12.5 mm (0.5 inch) or less.



- 1 Example: Three tabbed sheets loaded in position for one finished set
- 2 Example: Nine tabbed sheets loaded in position for three finished sets
- 3 First tab
- 4 Second tab
- 5 Third tab
- 6 Printed side

- 1 Remove Tray 1, 2, or 3.
- 2 Open the paper feed roller.
- 3 Place the tabbed sheets on the tray as illustrated above.
- 4 Move the green levers (located at the front and the left side) to the edge of the paper.
- 5 Close the paper feed roller, and then push in the tray until it locks into place.

## Loading tabbed sheets in the HCI



- 1 Example: Three tabbed sheets loaded in position for one finished set
- 2 Example: Nine tabbed sheets loaded in position for three finished sets
- 3 First tab
- 4 Second tab
- 5 Third tab
- 6 Printed side

---

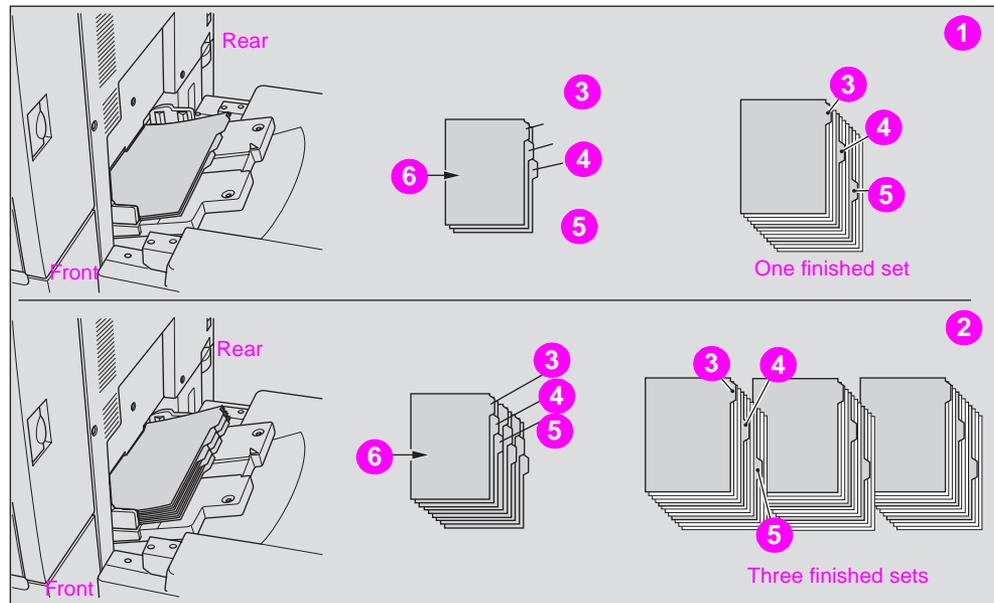
### Note

The tab extension width must be 12.5 mm (0.5 inch) or less.

To load the tabbed sheets into the HCI, contact your service representative to position the rear stopper for the paper size to be loaded.

- 1 Open the HCI top door.
- 2 Press the paper loading button to lower the HCI bottom plate.
- 3 Load the tabbed sheets into the HCI as illustrated above.
- 4 Close the HCI top door.

## Loading tabbed sheets in multi-sheet bypass tray



- 1 Example: Three tabbed sheets loaded in position for one finished set
- 2 Example: Nine tabbed sheets loaded in position for three finished sets
- 3 First tab
- 4 Second tab
- 5 Third tab
- 6 Printed side

---

### Note

---

The tab extension width should be 12.5 mm (0.5 inch) or less.

- 1 Open the multi-sheet bypass tray located on the right side of the copier.
- 2 Load tabbed sheets as illustrated above.
- 3 Adjust the paper guides to the paper size.
- 4 Specify the paper type as TAB for the multi-sheet bypass tray.

---

### Note

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See [Copying using special paper \(multi-sheet bypass tray\)](#) for information about specifying the paper type in the multi-sheet bypass tray.



# 3 Copying operations

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## Selecting color mode

The following four color modes are available:

**AUTO** mode detects whether the scanned original is a colored or black-and-white image and automatically selects either **FULL COLOR** mode or **BLACK** mode for copying.

**FULL COLOR** mode makes full-colored copies whether the original image is colored or not.

**BLACK** mode makes black-and-white copies whether the original image is colored or not.

**SINGLE COLOR** mode copies in one color to be selected from red, green, blue, magenta, cyan, or yellow.

The **FULL COLOR** mode is initially selected. Follow the procedure below to change the Color mode.

### Specification for color mode

- A color mode is incompatible with another color mode.
- Incompatible with **AUTO**: Tab paper, Folding/Stapling & Folding/Trimming (with Booklet selected), Combination, Booklet, Overlay, and Overlay Memory
- Incompatible with **FULL COLOR**: Tab Paper
- Incompatible with **SINGLE COLOR**: Tab Paper

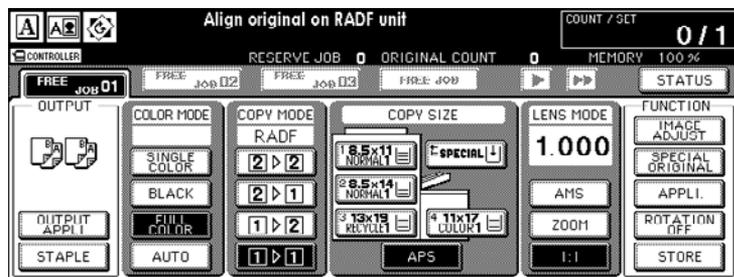
The color adjustment function is provided on this engine. See [Color image adjustment](#) for more information.

Some adjustments cannot be made in the BLACK mode and SINGLE COLOR mode.

Incompatible with BLACK: Hue/Saturation/Brightness in Color Adjust, Color Balance, any function except Auto in Screen, Color/Text of Image Judge in Others, Original Type in Special Original.

Incompatible with SINGLE COLOR: Hue/Saturation/Brightness in Color Adjust, Color Balance, Color/Text of Image Judge in Others, Original Type in Special Original

- 1 Touch a mode key under COLOR MODE on the Main screen to select the desired Color mode.

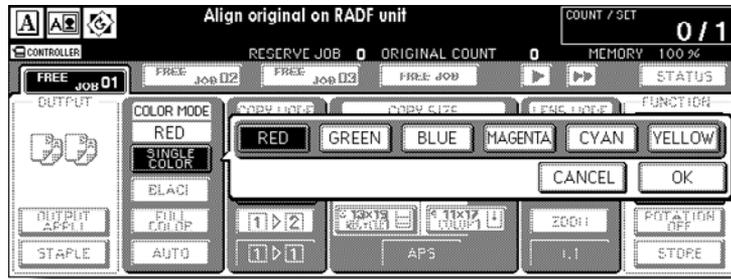


When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

FULL COLOR is already highlighted when the initial settings are restored.

The initial settings may have been altered by the key operator. See [\(2\) MFP initial setting](#) for more information.

Selecting SINGLE COLOR displays a pop-up menu for specifying a color.



Touch the desired color key, and then touch **OK**.

The selected color is indicated under the COLOR MODE indication of the Main screen, with the SINGLE COLOR key highlighted.

---

**Note**

Touch **CANCEL** to restore the previous setting.

- 2 Select additional copy conditions, as desired.

---

**Note**

If color adjustment is desired, see [Color image adjustment](#) for more information.

- 3 Type the desired print quantity by using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 4 Position original(s).  
See [Positioning originals](#) for more information.
- 5 Press **Start**.

## Positioning originals

To copy, set the originals in the RADF (ADF) or on the scanner glass.

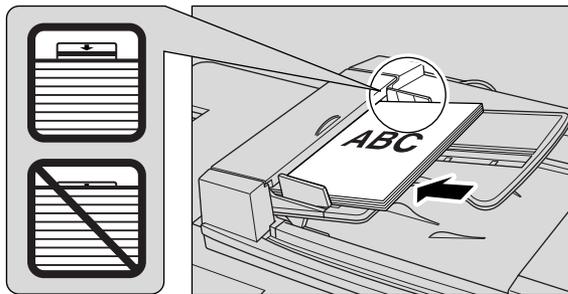
### Positioning originals in RADF (ADF)

The HP Automatic Document Feeder (RADF (ADF)) automatically feeds up to 100 originals directly to the scanner area, starting with the top sheet. The RADF (ADF) should only be used for unstapled, smooth, and flat originals.

See [RADF \(ADF\) originals](#) for details of the original sizes available in the RADF (ADF).

### Positioning originals in Normal mode

- 1 Arrange originals in order.
- 2 Position original(s) *face up* in the document feeder tray.  
Place two-sided originals with page one *face up*.  
The direction of the originals should conform to the Original direction icon displayed at the upper left corner of the Main screen.  
Up to 100 originals can be set at a time.



---

**Note**

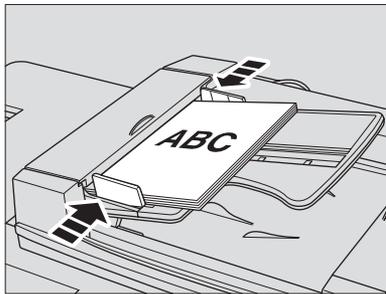
The copy result may not be satisfactory if the originals are set in the wrong direction. Make sure that the originals are set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using the Staple, Stapling & Folding, Folding, or Booklet mode. See [Specifying original direction](#) for more information.

Make sure to use suitable RADF (ADF) originals. See [Scanner glass originals](#) for more information.

*Do not* set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is completely closed. Once closed, *do not* open the document feeder because the selected copy conditions can be altered automatically.

- 3 Adjust the paper guides.



### Positioning originals in Mixed Original mode

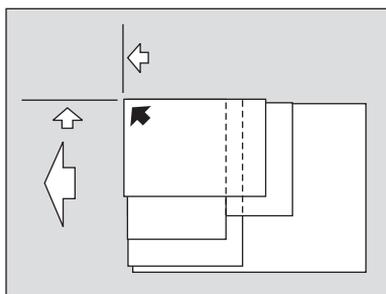
Mixed size originals can be copied together from the document feeder.

---

**Note**

To use the Mixed Original mode, see [Copying mixed size originals](#) for more information. See [RADF \(ADF\) originals](#) for available combinations of mixed originals.

- 1 Arrange originals in order.  
Arrange the mixed size originals as illustrated below.



- 2 Position mixed originals *face up*, aligned with the left rear side of the document feeder tray. Place two-sided originals with page one *face up*. Up to 100 originals can be set at a time.

---

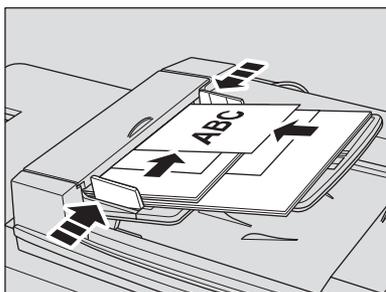
**Note**

Make sure to use suitable RADF (ADF) originals. See [Scanner glass originals](#) for more information.

*Do not* set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is fully closed. Once closed, *do not* open the document feeder because the selected copy conditions may be altered automatically.

- 3 Adjust the paper guides.



### Positioning originals in Z-Folded Original mode

Z-Folded Original mode detects the folded original size without using the size detection sensor of the RADF (ADF).

---

**Note**

To use the Z-Folded Original mode, see [Copying Z-folded originals](#) for more information. See [RADF \(ADF\) originals](#) for available sizes of folded originals.

- 1 Arrange originals in order.
- 2 Position original(s) *face up* in the document feeder tray. Place two-sided originals with page one *face up*. Up to 100 originals can be set at a time.

---

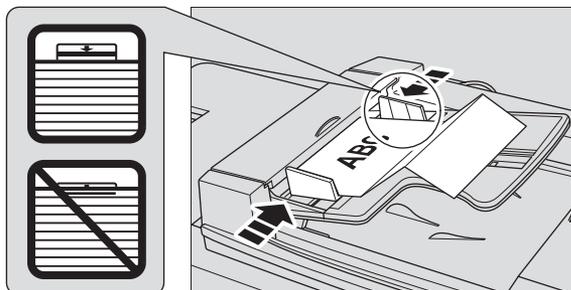
**Note**

Make sure to use suitable RADF (ADF) originals. See [Scanner glass originals](#) for more information.

*Do not* set more than 100 originals or over the limit indicated on the paper guides. Otherwise, a paper misfeed will occur and may damage the originals.

Before placing originals in the tray, make sure the document feeder is fully closed. Once closed, *do not* open the document feeder because the selected copy conditions may be altered automatically.

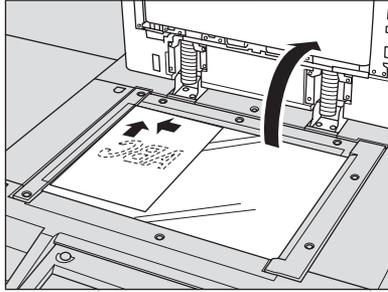
- 3 Adjust the paper guides.



## Positioning original on scanner glass

Use the scanner glass when the originals are not suitable for use with the document feeder, for example, when size is incompatible, or when originals are folded, stapled, torn, or generally in a poor condition.

- 1 Raise the document feeder.
- 2 Place original *face down* in the left rear corner. The direction of the original should conform to the Original direction icon displayed at the upper left corner of the Main screen.

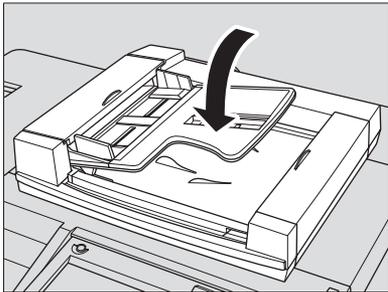


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### Note

The copy result may not be satisfactory if the original is set in wrong direction. Make sure the original is set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using the Staple, Stapling & Folding, Folding, or Booklet mode. See [Specifying original direction](#) for more information.

- 3 Gently close the document feeder or platen cover to prevent the original from shifting on the glass.



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### Note

When selecting Book Copy, Non-Image Area Erase, AUTO mode in Repeat, or AUTO Layout, do not close the document feeder. For details on each function, see [Applications](#).

---

### CAUTION

*Do not* place originals that are too heavy, and *do not* press too hard when a thick original is placed and is under pressure of the RADF (ADF). In such cases the glass may break and you may be injured.

## Setting print quantity

This section describes how to set or change print quantity.

### To set print quantity

The MFP is initially set to copy the original set in amounts determined by the print quantity setting, and then generate sorted sets.

- 1 Type the desired print quantity by using the control panel keypad.



Entered quantity is displayed on the touch panel.

### To change print quantity

Follow the procedure below to change the print quantity that has been already entered.

- 1 Press **C (Clear)**.



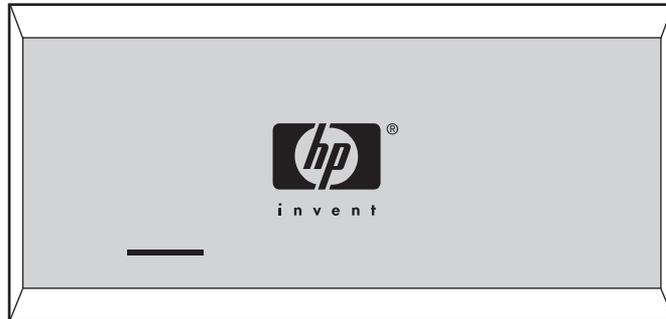
The quantity displayed on the touch panel returns to 1.

- 2 Type the correct quantity.  
Typed quantity is displayed on the touch panel.

## Setting job during warm-up

While the MFP is warming up after power is turned on, select copy conditions and start scanning so that the MFP starts printing immediately when the engine is ready.

- 1 Turn on the power switch of the engine.  
The Warm-up screen is displayed.



### Note

See [Turning on the power switch](#) for details on turning on the power switch.

- 2 Touch the LCD panel to change the Warm-up screen to the Main screen.



Check that the message “Ready to copy reserve” is displayed on the Main screen.

- 3 Set the desired copying conditions, and type the print quantity.

### Note

See [Setting print quantity](#) for more information.

- 4 Position original(s) face up in the RADF (ADF) or face down on the scanner glass.

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**Note**

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See [Positioning originals](#) for more information.

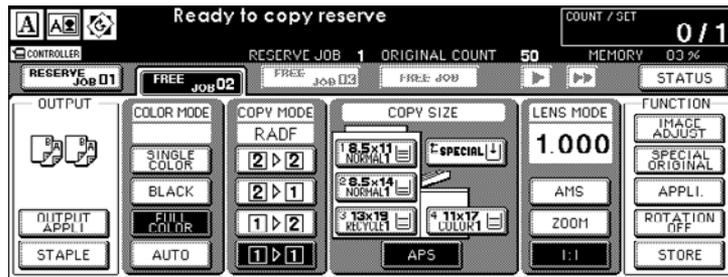
5 Press **Start**.

The original for the job is scanned, and the highlighted FREE JOB folder key is changed to SCAN JOB.

When scanning is completed, SCAN JOB changes to RESERVE JOB, and the next FREE JOB becomes active.



6 If setting more than one reserve job, touch the next FREE JOB to highlight it.



7 Set the desired copying conditions, type the print quantity, position original(s), and then press **Start**.

Up to nine reserve jobs can be prepared.

Copying on the reserve job starts automatically after completing the warm-up.

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**Note**

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The Job Status screen allows you to alter the output order of the reserve jobs or to delete reserve jobs. See [To check or control jobs in progress](#) for more information.

If all three reserve job keys are used, touch the active **FREE JOB** key at the far right to scroll. See [To set next copying job](#) for more information.

To stop printing, press **Stop**. See [To stop scanning/printing](#) for more information.

## To stop scanning/printing

Follow the procedure below to stop scanning or printing.

- 1 Touch to highlight the **SCAN JOB** or **PRINT JOB** to be suspended.
- 2 Press **Stop**.



The current engine operation of the selected job is suspended.

### Note

If the wrong job is suspended, touch **CONTINUE** on the popup menu immediately, select the correct job, and then press **Stop** to suspend it.

- 3 Touch **EXIT** to cancel the job.  
All the data of the selected job is deleted.

### Note

To restart the suspended job, touch **CONTINUE** on the popup menu.

## Selecting copy size

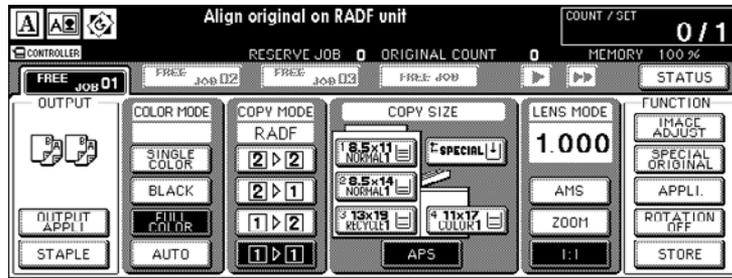
To select an appropriate copy size for getting your desired copy result, use APS, or select copy size manually on the touch display, as required.

### To select copy size automatically (APS)

APS detects the size of originals placed on the RADF (ADF) or scanner glass, and automatically selects and feeds copy paper of the same size, or selects an appropriate size according to the magnification ratio selected.

APS is *not* available when using non-standard size or wide paper.

- 1 Touch to highlight **APS** under **COPY SIZE** on the Main screen.



- 2 Select additional copy conditions, as desired.
- 3 Type the desired print quantity by using the control panel keypad.

#### Note

See [Setting print quantity](#) for more information.

- 4 Position original(s).

See [Original information](#) for the original sizes detectable from the RADF (ADF) or on the scanner glass.

Detectable original sizes can be changed from inch sizes to AB sizes, only A sizes, or inch sizes and AB sizes mixed. See [\(13\) Memory switch setting](#) and [Positioning originals](#) for more information.

A key operator can deactivate APS when the original is set in the RADF (ADF) or on the scanner glass. See [\(13\) Memory switch setting](#).

- 5 Press **Start**.  
Scanned images are printed on the copy size automatically selected.

**Note**

If the appropriate copy paper is not loaded in any tray, no copying is performed, and a message prompts you to load the appropriate paper. Copy results may not be satisfactory due to the Rotation function. In this case, turn off the function manually. See [Rotation](#) for more information.

See the table below for the relation of original size, magnification ratio, and copy paper size.

	Copy size	Original size					Copy size	
		11x17	8.5x14	8.5x11	8.5x11R	5.5x8.5	5.5x8.5R	
Magnification ratio	0.250 - 0.500	5.5x8.5R (5.5x8.5)						0.250 - 0.500
	0.501 - 0.552		5.5x8.5R (5.5x8.5)					0.501 - 0.552
	0.553 - 0.607			5.5x8.5R (5.5x8.5)	5.5x8.5R (5.5x8.5)			0.553 - 0.607
	0.608 - 0.636							0.608 - 0.636
	0.637 - 0.647					5.5x8.5	5.5x8.5	0.637 - 0.647
	0.648 - 0.773	8.5x14	8.5x11R (8.5x11)				5.5x8.5R (5.5x8.5R)	0.648 - 0.773
	0.774 - 0.779							0.774 - 0.779
	0.780 - 0.786			8.5x11 (8.5x11R)	8.5x11R (8.5x11)			0.780 - 0.786
	0.787 - 0.900							0.787 - 0.900
	0.901 - 1.000		8.5x14					0.901 - 1.000
	1.001 - 1.103	11x17					8.5x11 (8.5x11R)	1.001 - 1.103
	1.104 - 1.294						8.5x11R (8.5x11)	1.104 - 1.294
	1.295		11x17	11x17	11x17			1.295
	1.296 - 1.545					11x17	8.5x14	1.296 - 1.545
	1.546 - 4.000						11x17	1.546 - 4.000

( ): Rotation functions

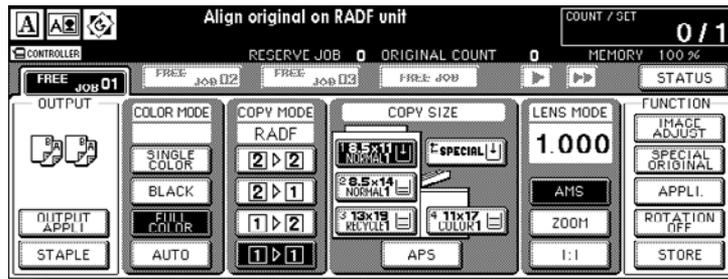
### To specify desired copy size (AMS)

When a copy size is specified on the touch display, an appropriate reduction or enlargement ratio is selected automatically according to the original size detected from the RADF (ADF) or the scanner glass.

**Note**

Wide paper size can be specified when AMS is in use. In this case, the same magnification ratio as that of the standard size is selected automatically.

- 1 Touch a tray key on the main screen to select the desired copy size.



The selected tray key is highlighted, and under the LENS MODE the AMS key is also highlighted.

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**Note**

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If copying in 1.000 (100 percent) magnification mode and specifying a copy size, see [To copy in 1.000 magnification mode](#).

- 2 Select additional copy conditions, as desired.
- 3 Type the desired print quantity by using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 4 Position original(s).  
See [Original information](#) for the original sizes detectable from the RADF (ADF) or on the scanner glass.  
See [Positioning originals](#) for more information.
- 5 Press **Start**.  
Scanned images are printed on the specified copy size in the magnification ratio automatically selected.

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**Note**

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The copy result may not be satisfactory due to the Rotation function. In this case, turn the function off manually. See [Rotation](#) for more information.  
See the table below for the relation of original size, copy paper size, and magnification ratio automatically selected.

AMS Table		Original size						
		11"x17"	8.5"x14"	8.5"x11"	8.5"x11"R	5.5"x8.5"	5.5"x8.5"R	A4
Copy size	11"x17"/ 11"x17"W	1.000 (0.647)	1.214 (0.786)	1.000 (1.294)	1.294 (1.000)	1.294 (2.000)	2.000 (1.294)	0.941 (1.330)
	8.5"x14"	0.772 (0.500)	1.000 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.545)	1.545 (1.000)	0.727 (1.028)
	8.5"x11"/ 8.5"x11"W	0.500 (0.647)	0.607 (0.786)	1.000 (0.773)	0.773 (1.000)	1.294 (1.000)	1.000 (1.294)	0.941 (0.727)
	8.5"x11"R/ 8.5"x11"WR	0.647 (0.500)	0.785 (0.607)	0.773 (1.000)	1.000 (0.773)	1.000 (1.294)	1.294 (1.000)	0.727 (0.941)
	5.5"x8.5"/ 5.5"x8.5"W	0.324 (0.500)	0.393 (0.607)	0.647 (0.500)	0.500 (0.647)	1.000 (0.647)	0.647 (1.000)	0.665 (0.470)
	5.5"x8.5"R/ 5.5"x8.5"WR	0.500 (0.324)	0.607 (0.393)	0.500 (0.647)	0.647 (0.500)	0.647 (1.000)	1.000 (0.647)	0.470 (0.665)
	A4/A4W	0.486 (0.688)	0.591 (0.835)	0.973 (0.752)	0.752 (0.973)	1.376 (0.973)	0.973 (1.376)	1.000 (0.707)

( ): Rotation functions

## Copying using special paper (multi-sheet bypass tray)

Use the multi-sheet bypass tray to copy using special (non-standard) paper. Select the special paper type and weight from the selections previously specified by the key operator, and then select the size to be loaded on the multi-sheet bypass tray as described below.

### Note

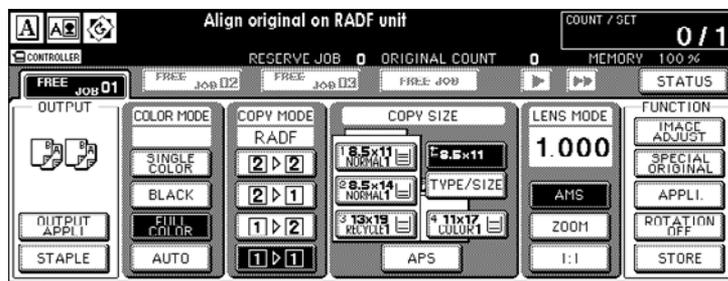
Transparencies cannot be used on this engine.

B6R sizes (unavailable in tray 1 to 4) can be used in the multi-sheet bypass tray. Also, over 116 lb paper (210 - 256 g/m<sup>2</sup>) can be used in the multi-sheet bypass tray.

To specify the combinations of special paper type and weight to be selected for the multi-sheet bypass tray, see [\(2\) Paper type set \(Bypass\)](#).

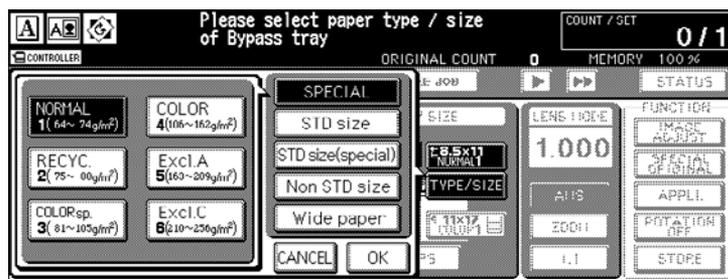
To specify the special paper type, weight and size in tray 1 to 4 to be used on a regular basis, see [\(1\) Paper type/special size set](#).

- 1 Open the multi-sheet bypass tray and load the copy paper.  
See [Loading paper in multi-sheet bypass tray](#) for details on the loading procedure.  
For the specifications of paper in the multi-sheet bypass tray, see [Paper information](#).
- 2 Touch the **Multi-sheet bypass tray** key in the COPY SIZE area of the Main screen to highlight it.



The TYPE/SIZE key appears under the Tray 1 key, APS is deselected, and AMS is highlighted on the Main screen.

- 3 Touch **TYPE/SIZE**.  
The Paper Type/Size popup menu is displayed.
- 4 Select the paper type and weight.  
To select the paper type and weight, select the desired key from the six keys on the menu to highlight it.



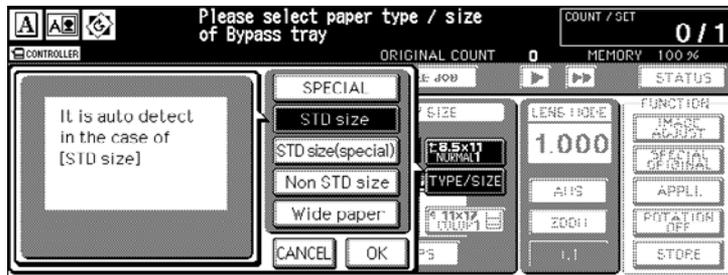
**Note**

If the desired paper type and weight cannot be found on the popup menu, specify it in the Key Operator mode. See (2) [Paper type set \(Bypass\)](#).  
If you select Tab Paper as the special paper type to copy onto the tabbed paper including the tab part, specify the original paper type as Tab Paper on the Special Original popup menu. See [Copying non-standard size originals](#) for more information.

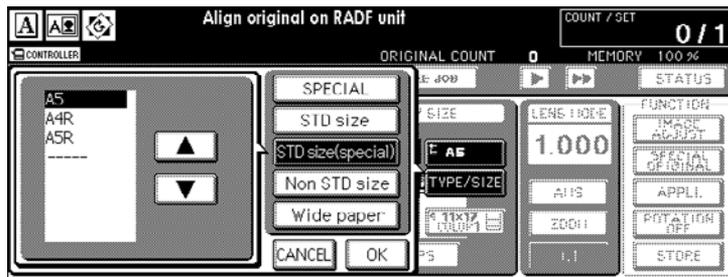
If no paper type and weight indication is needed, touch the highlighted key to clear the selection of the six keys.

The selected paper type and number indicating the paper weight appears on the tray 1 key of the main screen.

- 5 Specify the paper size.  
When using a standard size, touch **STD size** to highlight it.

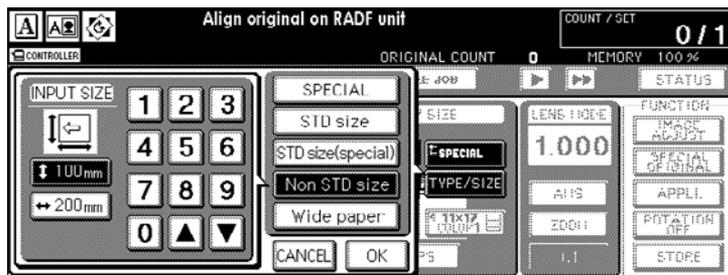


When using a special size, specify the paper size as follows.  
To select the **STD size (special)**:

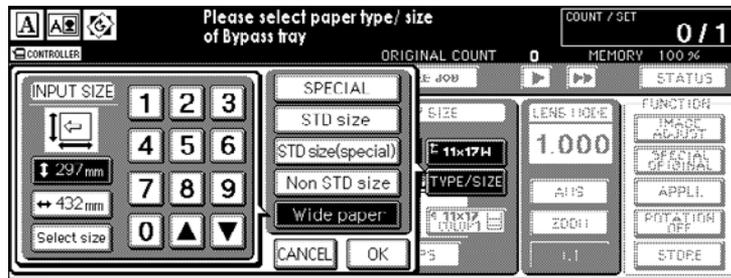
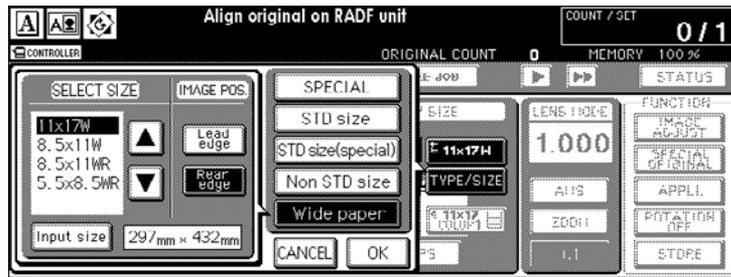


Touch **STD size (special)** to display the popup menu, and then use arrow keys to scroll to the desired size.

To select the Non STD size, touch **Non STD size** to display the popup menu, touch the vertical or horizontal size key to highlight it, and then use the keypad on the popup menu to type the vertical/horizontal size, or use the arrow keys to scroll to that number.



To select the Wide paper, touch **Wide paper** to display the popup menu, use the arrow keys to scroll to the desired wide size, and then touch **Lead edge** or **Rear edge** to select the paper dimensions corresponding to the wide paper sizes entered.



Touch **Input size** to display the Input Size popup menu, touch the vertical or horizontal size key to highlight it, and then use the keypad on the popup menu to enter the vertical/horizontal size, or use the arrow keys to scroll to that number.

The entered number should fall within the range from the vertical/horizontal size of the standard size corresponding to the selected wide size, to a maximum of 330 mm (13 inches)/488 mm (19.2 inches).

**Note**

When selecting Wide paper, make sure to specify the actual size of the wide paper to be loaded. Wide paper size information is *not* initially input in this engine.

**6 Touch OK.**

The main screen is restored. The tray 1 key shows the specified size, paper type and the number indicating paper weight, and is highlighted along with the TYPE/SIZE key.

**Note**

When the STD size (special) or Wide paper is selected, the size specified on the popup menu is indicated on the tray 1 key.

When Non STD size is selected, the SPECIAL indication appears instead.

**7 Select additional copy conditions, as desired.**

**8 Type the desired print quantity by using the control panel keypad.**

See [Setting print quantity](#) for more information.

**9 Position original(s) face up in the document feeder or face down on the scanner glass.**

See [Positioning originals](#) for more information.

See [Copying non-standard size originals](#) for details on positioning non-standard size or tabbed paper originals.

**10 Press Start.**

## Selecting magnification ratio (lens mode)

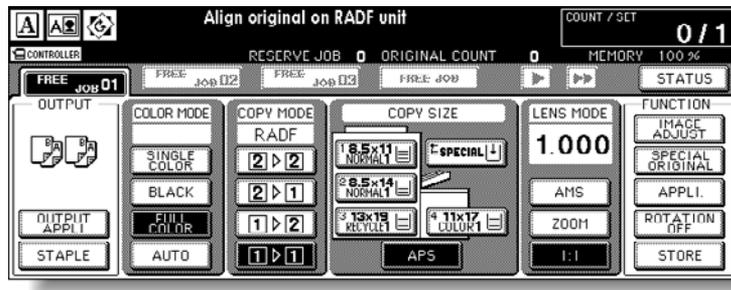
When the MFP is turned on, the magnification ratio is automatically set to 1.000 (100 percent) on the main screen.

Follow each procedure described in this section to select the desired magnification ratio.

### To copy in 1.000 magnification mode

Follow this procedure to make a 100 percent copy of the original image.

- 1 Close the RADF (ADF) securely, and then press **Reset**.



The initial settings are restored. Check that APS is highlighted to indicate that the 1.000 magnification is selected.

#### Note

The initial settings can be altered by the key operator. See [\(2\) MFP initial setting](#).

- 2 Select additional copy conditions, as desired.  
Specifying copy size will release 1.000 magnification and set AMS automatically. In this case, touch 1:1 to highlight it again.
- 3 Type the desired print quantity by using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 4 Position original(s).  
See [Positioning originals](#) for more information.
- 5 Press **Start**.

### To change magnification ratio (fixed magnification/zoom mode)

Use the eight preset ratios (0.500, 0.647, 0.772, 0.785, 1.214, 1.294, 1.545, and 2.000) and three user preset ratios to increase or decrease magnification in fixed amounts, or use the Zoom mode to reduce or enlarge the copied original image in 0.1 percent (0.001) increments.

#### Specifications for Fixed Magnification/Zoom mode

- Incompatible conditions: AMS, Repeat mode in Repeat, Reduce & Shift in Image Shift  
See [Vertical/horizontal zoom mode](#) for more information.
- 1 Touch **ZOOM** on the main screen.  
The popup menu for changing the magnification ratio is displayed.

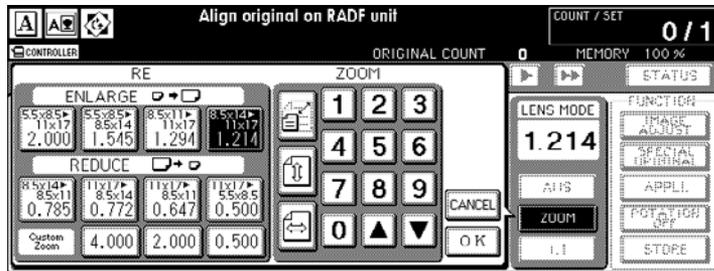
---

**Note**

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When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Specify the desired magnification ratio.  
To select a preset or user preset ratio, touch the desired preset or userset ratio key in the Reduce/Enlarge (RE) area to highlight it, and then touch **OK**.



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**Note**

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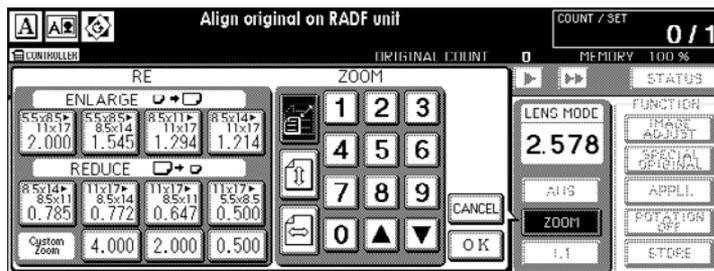
To restore the previous setting, touch **CANCEL**.

The selected ratio is displayed on the Main screen.

To specify a zoom ratio, touch the Vertical/Horizontal zoom key in the **ZOOM** area to highlight it.

Use the keypad on the popup menu to enter the desired magnification ratio, and then touch **OK**.

The selected ratio is displayed on the Main screen.



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**Note**

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The magnification ratio should be a four-digit number. Start with 0 if the magnification ratio is less than 1.000.

If an incorrect ratio is entered, continue by entering the correct ratio.

Use the upper arrow (▲) to enlarge, or the lower arrow (▼) to reduce the ratio in 0.1 percent (0.001) increments.

To restore the previous setting, touch **CANCEL**.

- 3 Select additional copy conditions, as desired.
- 4 Enter the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for more information.
- 5 Position original(s).  
See [Positioning originals](#) for more information.
- 6 Press **Start**.

## Making double-sided copies

The Main screen is initially set to the 1 > 1 copy mode to make single-sided copies from single-sided originals.

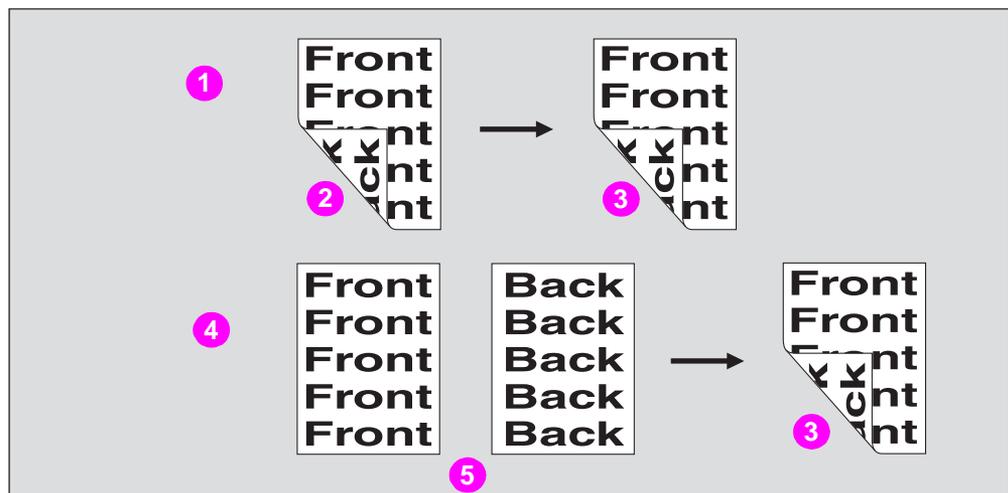
Follow the procedure below to make double-sided copies from the originals scanned from the document feeder or from the scanner glass.

### Using the RADF (ADF)

Select the copy mode according to the original type (single-sided or double-sided).

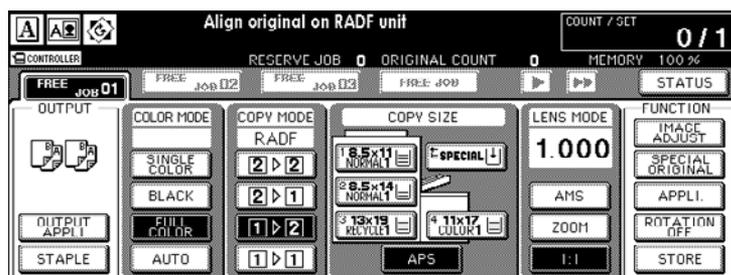
#### Specification for double-sided copying using the RADF (ADF)

- See [Scanner glass originals](#) for details about unsuitable RADF (ADF) originals.
- Incompatible conditions: Face up, Multi-Page Enlargement, Non-Image Area Erase, Vertical/Horizontal mode or Auto mode of Repeat, AUTO Layout, Storing Image in Overlay Memory



- 1 2 > 2 copying
- 2 Double-sided original
- 3 Duplex copy
- 4 1 > 2 copying
- 5 Single-sided original

- 1 Touch 1 > 2 or 2 > 2 on the Main screen to highlight it.



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**Note**

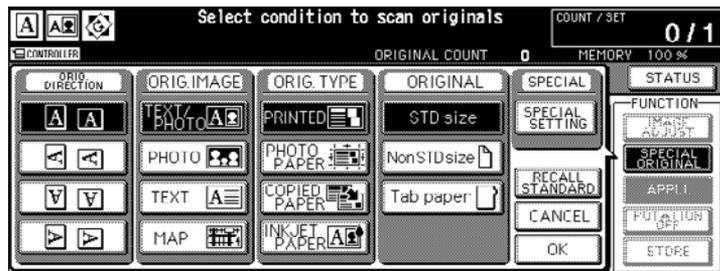
---

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Check the original set direction.

The Original direction icon is located at the upper left corner of the Main screen.

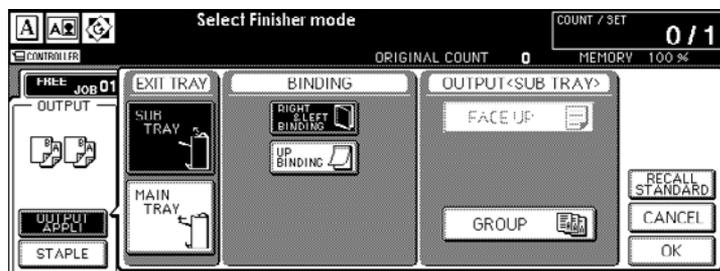
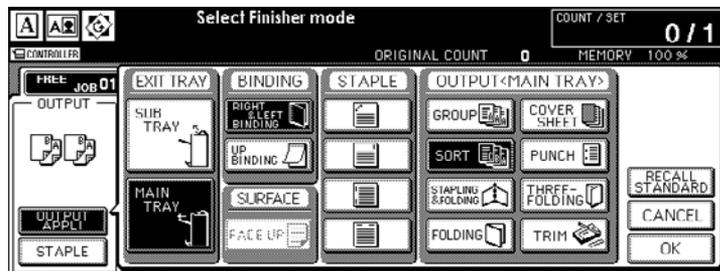
To change the original set direction, touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu, and then touch the desired original direction key to highlight it.



To return to the Main screen, touch **OK**.

- 3 Select the Binding mode.

Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, and then touch the desired Binding mode key to highlight it.



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**Note**

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Selecting **UP BINDING** makes copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.

To return to the Main screen, touch **OK**.

- 4 Select additional copy conditions, as desired.

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**Note**

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Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

- 5 Type the desired print quantity by using the control panel keypad.

See [Setting print quantity](#) for more information.

- 6 Position originals *face up* in the document feeder according to the original direction.  
See [Positioning originals in RADF \(ADF\)](#) for more information.  
Use RADF (ADF) store mode when the original count exceeds 100. See [To scan originals into memory](#) for more information.
- 7 Press **Start**.  
The engine starts to scan originals, and then prints duplex copies when ready for output.

**Note**

Press **Stop** to suspend the scanning or printing job. See [To stop scanning/printing](#) for more information.

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Using the scanner glass

Use the scanner glass to scan originals unsuitable for the document feeder.

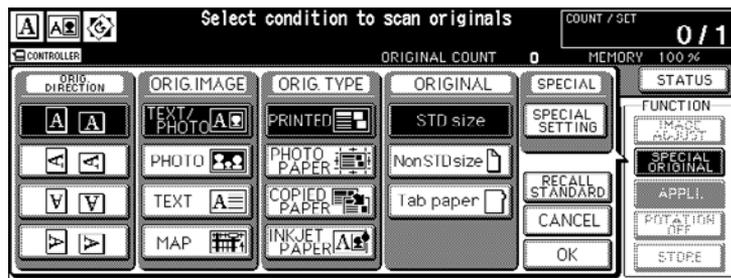
### Specification for double-sided copying using the scanner glass

- Use the Scanner store mode.
- See [Scanner glass originals](#) for details about unsuitable RADF (ADF) originals.
- Incompatible conditions: Face up, Image Insert, Multi-page Enlargement, Storing Image in Overlay Memory

- 1 Check the original set direction.

The Original direction icon is located at the upper left corner of the Main screen.

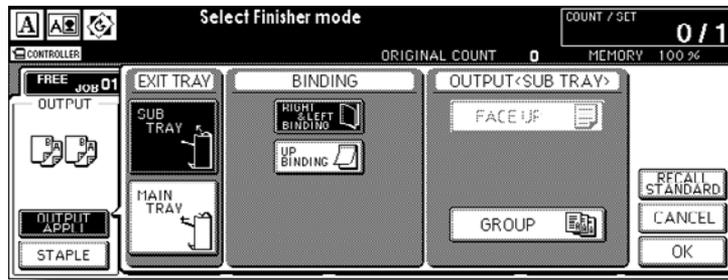
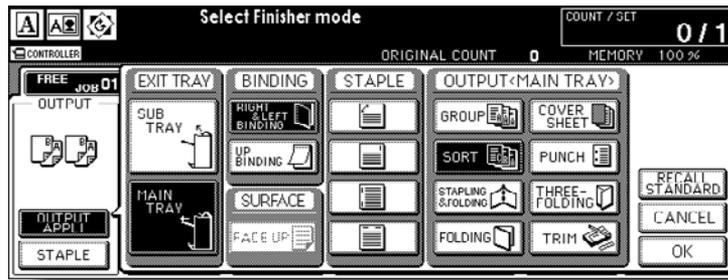
To change the original set direction, touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu, and then touch the desired original direction key to highlight it.



To return to the Main screen, touch **OK**.

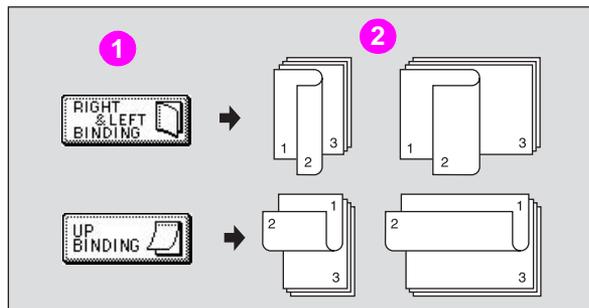
2 Select the Binding mode.

Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, and then touch the desired Binding mode key to highlight it.



**Note**

Selecting **UP BINDING** makes copies upside down on the reverse side, while **RIGHT&LEFT BINDING** copies normally.



1 Binding mode

2 Copies

Touch **OK** to return to the Main screen.

3 Position original *face down* on the scanner glass according to the original direction, and then close the document feeder or scanner cover.

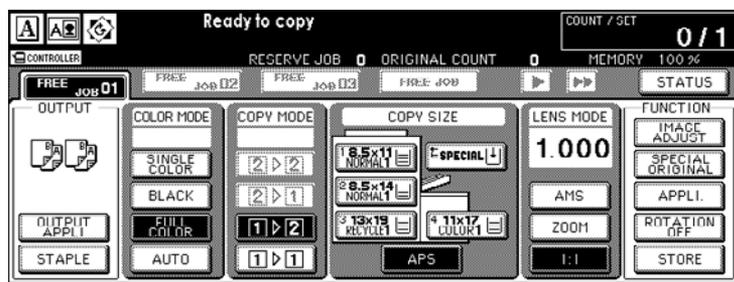
Make sure to start from the first page.

---

**Note**

See [Scanner glass originals](#) for details on paper sizes detectable on the scanner glass.  
See [Positioning original on scanner glass](#) for more information.  
Use Non-Image Area Erase to prevent the black copy marks to be produced when scanning the original with the document feeder or scanner cover open. See [Erasing outside the original](#) for more information.

- 4 Touch 1 ▶ 2 on the Main screen to highlight it.



The **STORE** key is automatically highlighted on the screen.

---

**Note**

*Do not* press **Reset** at this point, otherwise the scanner mode is released to disable the MFP from scanning the original placed on the scanner glass.

- 5 Select additional copy conditions, as desired.

---

**Note**

Some incompatible conditions may automatically release the selected copy mode. In this case, arrange the settings so that they are compatible with the selected copy mode.

- 6 Type the desired print quantity by using the control panel keypad.

See [Setting print quantity](#) for more information.

- 7 Press **Start** to scan.

The front side image of the double-sided copy is scanned into memory.

- 8 Replace the original on the scanner glass with the back side image original, and then press **Start**.

Repeat this step until all originals are scanned.

---

**Note**

The Memory indicator on the upper right of the Main screen allows you to check the remaining memory.

To delete the scanned data without printing, press **Stop**. See [To stop scanning/printing](#) for more information.

- 9 After all originals are scanned, touch **STORE** to exit the Store mode.

STORE will no longer be highlighted.

- 10 Press **Start** to print.

All the data in memory is output.

Press **Stop** to suspend the printing job. See [To stop scanning/printing](#) for more information.

---

**CAUTION**

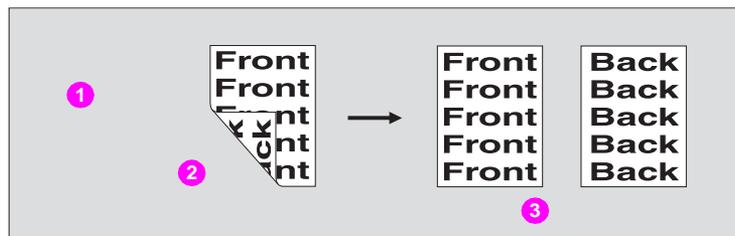
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Making single-sided copies from double-sided originals

Use RADF (ADF) and select 2 > 1 copy mode to make single-sided copies from double-sided originals.

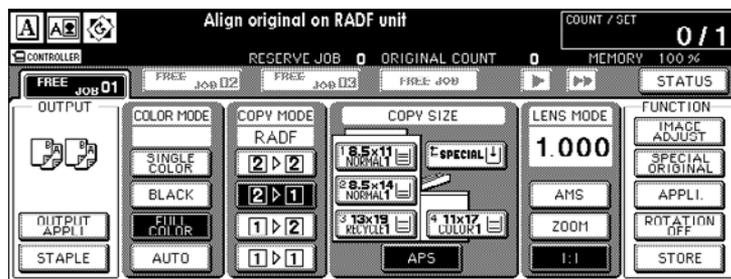
### Specification for single-sided copying from double-sided originals

- See [Scanner glass originals](#) for details on unsuitable RADF (ADF) originals.
- Incompatible conditions: Folding/Stapling & Folding/Trimming (with Booklet selected), Tab paper, Chapter, Booklet, Multi-Page Enlargement, Non-Image Area Erase, Repeat (except 2/4/8 Repeat), AUTO Layout, Storing Image in Overlay Memory



- 1 2 > 1 copying
- 2 Double-sided original
- 3 Simplex copy

- 1 Touch 2 > 1 on the Main screen to highlight it.



### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Select additional copy conditions, as desired.
- 3 Type the desired print quantity by using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 4 Position originals *face up* in the document feeder.

### Note

See [Positioning originals in RADF \(ADF\)](#) for more information.  
Use RADF (ADF) store mode when the original count exceeds 100. See [To scan originals into memory](#) for more information.

- 5 Press **Start**.

The engine starts to scan originals, and then prints simplex copies when ready for output.

---

**Note**

---

Press **Stop** to suspend the scanning or printing job. See [To stop scanning/printing](#) for more information.

---

**CAUTION**

---

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## To scan originals into memory

Store mode allows you to scan all the originals into the memory first, and then start a continuous printing job.

Use RADF (ADF) Store mode to scan a large amount of originals.

Use Scanner store mode for originals that cannot be fed through the document feeder due to thickness, size, or condition.

These two modes can be used in combination.

---

### Note

---

The RADF (ADF) tray capacity is 100. However, more than 100 originals can be scanned into memory using RADF (ADF) store mode.

### Specification for store mode

Incompatible with RADF (ADF) store mode: Image Insert, Storing image in Overlay Memory

- 1 Make copying selections, as desired.

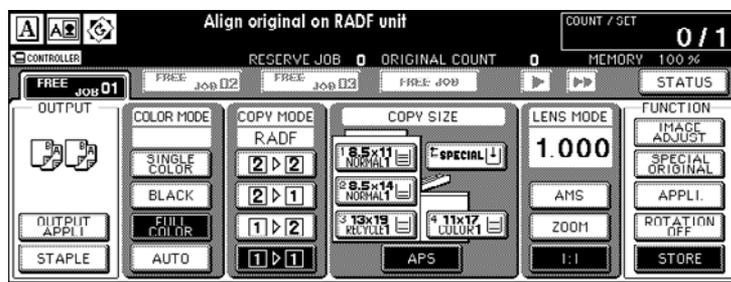
---

### Note

---

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **STORE** on the Main screen to highlight it.



- 3 Type the desired print quantity by using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 4 Position original(s).

#### Using the scanner glass

Place original *face down*. Start scanning from the first page.

---

### Note

---

When Book Copy, Non-Image Area Erase, Auto detection mode of Repeat, or AUTO Layout is selected, keep the RADF (ADF) open throughout the scanning procedure.

#### Using the RADF (ADF)

Position originals with page one *face up*. Up to 100 originals can be loaded.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them beginning with the block contained on the first page.

Make sure to check the original direction according to the Original direction icon displayed at the upper-left corner of the Main screen.

---

**Note**

The copy result may not be satisfactory if the originals are set in the wrong direction. Make sure that the originals are set in the same direction as indicated by the Original direction icon, especially when making double-sided copies or using Staple, Stapling & Folding, Folding, or Booklet mode. See [Specifying original direction](#) for more information.

---

See [Positioning originals](#) for more information.

**5** Press **Start** to scan.

Repeat steps **4** and **5** until all originals are scanned.

The Memory indicator on the upper right of the Main screen allows you to check the remaining memory.

To delete the scanned data without printing, press **Stop**. See [To stop scanning/printing](#) for more information.

See [When the "Memory Full" message is displayed \(memory overflow\)](#) if memory overflow occurs.

In case memory overflow occurs frequently, HP recommends that you contact a service representative to expand the memory capacity of your engine.

**6** Touch **STORE** to exit the Store mode.

STORE will no longer be highlighted.

**7** Press **Start**.

All the data in memory is output.

Press **Stop** to suspend the scanning or printing job. See [To stop scanning/printing](#) for more information.

---

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## To set next copying job

The Reserve function allows you to set up a new job while a current job is in process. When the current job is finished, the Reserve job starts printing immediately.

### Specifications for reserve

- Job settings: Maximum 10 (current job plus nine reserve jobs)
- When the current job is in Store mode, Image Insert, or Book Copy, the reserve job setting is available after the MFP starts to print the current job.
- Incompatible conditions: Interrupt copying, Scanning in Store mode, Proof copy, Storing image in Overlay Memory

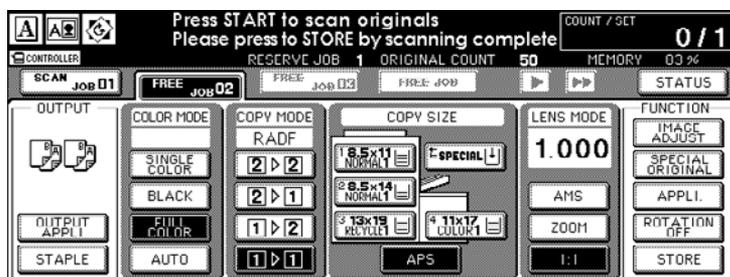
1 Press **Start** to start scanning/printing for the current job.

FREE JOB becomes active to show that the reserve job setting is now available.



2 Touch **FREE JOB** to highlight it.

The Reserve Job Setting screen is displayed.



On the Reserve Job Setting screen, all keys on the LCD and control panel function for the reserve job.

3 Select copy conditions for the reserve job, as desired.

### Note

When problems occur while setting the reserve job, the PRINT or SCAN JOB key on the Main screen changes to the JAM or ADD PAPER key. See [When "JAM" appears on the folder key \(or arrow key flashes\)](#) and [When "ADD PAPER" appears on the folder key \(or arrow key flashes\)](#) for more information.

4 Position original(s) after completing the scan for the current job.

See [Positioning originals](#) for more information.

To cancel the reserve job, touch **STATUS** on the Main screen to display the Job Status screen. See [To check or control jobs in progress](#) for more information.

- Press **Start** to start scanning for the reserve job.



Up to 10 jobs (current job included) can be set.

**Note**

When setting more than one reserve job, the next reserve job setting is available after the MFP starts to scan for the previous reserve job.

To set the fourth copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen. Another three reserve job settings (04-06) are available.



To set the seventh copying job, touch the active **FREE JOB** key at the far right to scroll to the next reserve setting screen.



**Note**

The number of reserve jobs including current job is indicated in the middle of the message area.

When completed, the Main screen for the current printing job is restored.

To scroll to the next/previous screen, touch the arrow keys displayed at the right side of the folder keys.

**Note**

When problems occur on a reserve job that is *not* currently displayed on the screen, touch the arrow key to scroll to that job will blink. See [When "JAM" appears on the folder key \(or arrow key flashes\)](#) and [When "ADD PAPER" appears on the folder key \(or arrow key flashes\)](#) for more information.

- Copying of the reserve job starts automatically after completing the current job.

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## To check or control jobs in progress

To check or control jobs in progress, you can use the Job Status screen. The Job Status screen allows you to perform the following functions:

- Confirm engine status
- Change order of reserve job
- Delete reserve job
- View previous job list
- View incomplete job list

### Note

Copy reserve jobs and print jobs made in the Printer mode can be checked and controlled on this screen.

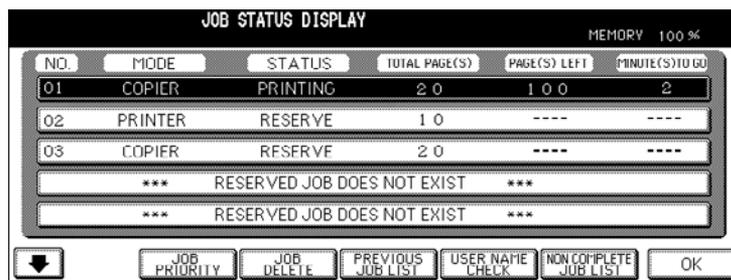
- 1 Touch **STATUS** on the Main screen.

The Job Status screen is displayed.

Check the current status of the engine.

See [Contents of job status screen](#) for more information.

- 2 Perform the desired setting on the screen.



### To change the order of reserve job

Touch to highlight the desired reserve job key, and then touch **JOB PRIORITY**.

The highlighted reserve job is advanced by one in printing order unless the job preceding the selected one is already in progress.

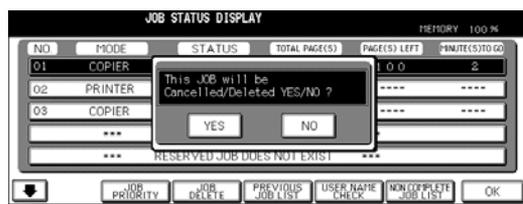
### Note

If more than six jobs are entered, use the page down arrow key at the lower-left corner of the screen to scroll to the desired job.

### To clear reserve job

Touch to highlight the desired reserve job key, and then touch **JOB DELETE**.

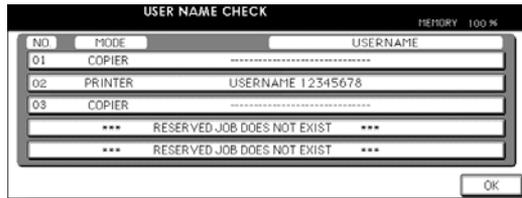
Touch **YES** to clear the highlighted reserve job, or **NO** to cancel.



### To check user name (print jobs only)

Touch **USER NAME CHECK** to display the User Name Check screen.

Check the user name indicated on the right side of the job number and operation mode.  
Touch **OK** to return to the Job Status screen.



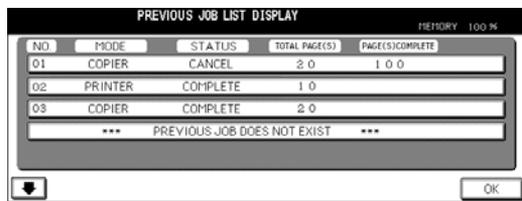
### To display previous job list

Touch **PREVIOUS JOB LIST** to display the Previous Job List screen.

Touch  to scroll to the next page. Up to 16 previous jobs (four pages) can be displayed.

Touch  to return to the previous page.

Touch **OK** to return to the Job Status screen.



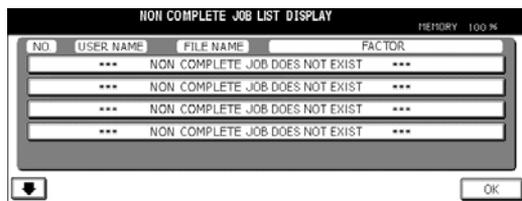
### To display noncomplete job list

Touch **NONCOMPLETE JOB LIST** to display the Noncomplete Job List screen.

Touch  to scroll to the next page. Up to 16 incomplete jobs (four pages) can be displayed.

Touch  to return to the previous page.

Touch **OK** to return to the Job Status screen.



**3** Touch **OK** on the Job Status screen.

The Main screen is restored.

## Contents of job status screen

- NO.: Displays the No. (01-99) for each job assigned to the engine.
- MODE: Displays the current mode of operation of the engine. Three modes are listed below.
  - MFP
  - PRINTER
  - SCANNER
- STATUS: Displays the current status of the engine for each job.
  - READY: Ready to use in each mode
  - INTERRUPT: Interrupting the previous job
  - ERROR: Error in each mode
  - PRINTING: Printing in each mode
  - NO PAPER: No paper in copy/print mode
  - STOP: Stop in each mode
  - RESERVE: Ready to reserve
  - JAM: Jam in each mode
- TOTAL PAGE(s): Displays the number of scanned pages for each job (0 to 9999).
- PAGE(s) LEFT: Displays the remaining copy count of the job.
  - 0 to 9999 (The number exceeding 9999 is displayed as 9999^.)
  - Copy count = Number of scanned pages multiplied by print quantity
- MINUTE(s) TO GO: Displays the time (in minutes) required for completing the job.
  - Exceeding 999 minutes: 999^
  - Shorter than 1 minute: <1
- Other: The following message is displayed on the bar when the reserved job does not exist.

RESERVED JOB DOES NOT EXIST

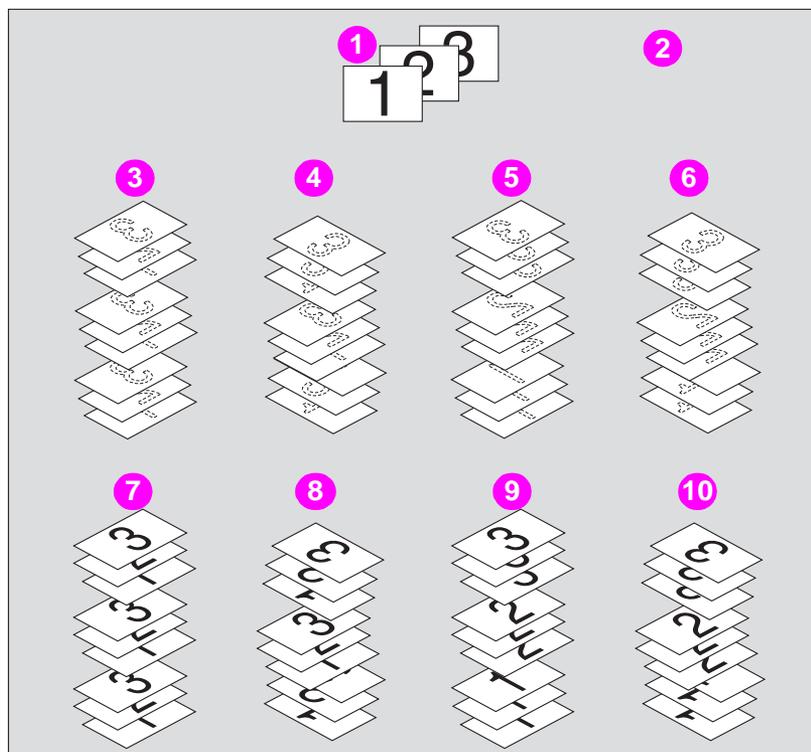
## Output mode for engine without Finisher

This section describes the output modes for an MFP without the Finisher.

The Non-sort mode is initially selected.

- Non-sort mode copies the original set in amounts determined by the print quantity setting, and then outputs sorted sets normally.
- Rotation sort mode rotates every other sorted set by 90° upon exit, provided the same paper size is loaded in two trays: one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, for example, Letter and 8.5 by 11R.
- Group mode copies each original page in amounts determined by the print quantity setting, and then outputs grouped sets normally.
- Rotation group mode rotates every other grouped set by 90° upon exit, provided the same paper size is loaded in two trays: one tray with paper loaded in portrait orientation and the other tray with paper loaded in landscape orientation, for example, Letter and 8.5 by 11R.

Using Face up mode in combination with the above four modes, simplex copies and odd numbered duplex copies exit face up on the 100-sheet output tray.



- 1 Originals
- 2 Example: three-set copies
- 3 Non-sort mode copies, output face down (default)
- 4 Rotation sort mode copies, output face down
- 5 Group mode copies, output face down
- 6 Rotation group mode copies, output face down
- 7 Non-sort mode copies, output face up
- 8 Rotation sort mode copies, output face up
- 9 Group mode copies, output face up
- 10 Rotation group mode copies, output face up

## Specifications for output modes without Finisher

- Incompatible with Group mode: Proof Copy, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Program Job, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering)
- Incompatible with Rotation Group mode: Proof Copy, Mixed Original, Z-Folded Original, Non STD Size (WHOLE AREA), Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Book Copy, Program Job, Repeat, AUTO Layout, Non-Image Area Erase, Stamp (Numbering), Overlay
- Incompatible with Rotation Sort mode: Mixed Original, Sheet/Cover Insertion, Booklet, Repeat, AUTO Layout, Non-Image Area Erase

### 1 Load copy paper.

When using Rotation sort or Rotation group mode, load the same paper size into two trays in different orientation.

### Note

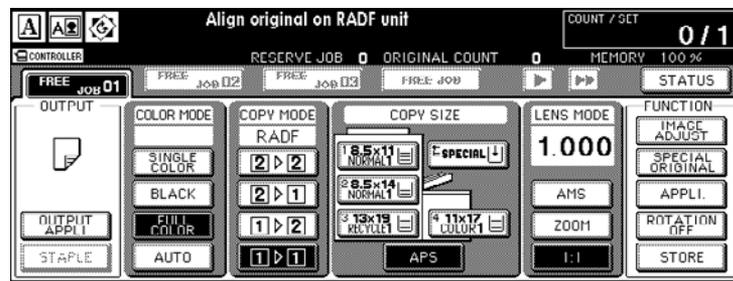
*Do not* release the Rotation function.

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

### 2 Select the desired output mode.

To select face down non-sort mode:

Confirm that **OUTPUT APPLI** is not highlighted on the Main screen.



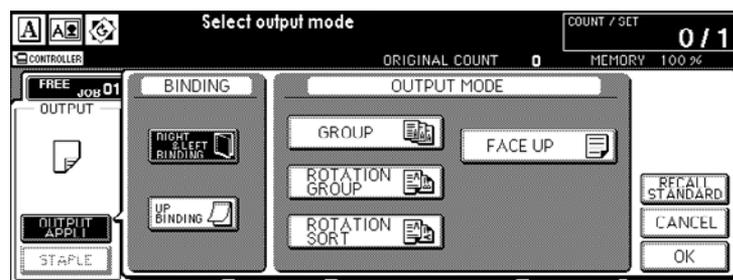
### Note

Face down non-sort mode is initially selected. The key operator can change the initial output mode. See [\(2\) MFP initial setting](#).

To select Group, Rotation group, Rotation sort, or Face up mode:

Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, and then touch the desired mode key to highlight it.

To use Face up mode in combination, simply touch **FACE UP** to highlight it.



### 3 Touch **OK** on the Output Mode popup menu.

The Main screen is restored with the output icon indicating the Output mode currently selected.

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**Note**

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Touch **CANCEL** on the Output Mode popup menu to restore the previous setting.  
Touch **RECALL STANDARD** to restore the initial setting.  
See [Output icons on the Main screen](#) for more information.

- 4 Select additional copy conditions, as desired.
- 5 Type the desired print quantity by using the control panel keypad.

---

**Note**

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The 100-sheet output tray capacity is 120 sheets (28 lb paper). Make sure that the capacity is not exceeded.  
See [Setting print quantity](#) for more information.

- 6 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 7 Press **Start**.  
Press **Stop** to suspend the scanning or printing job. See [To stop scanning/printing](#) for more information.

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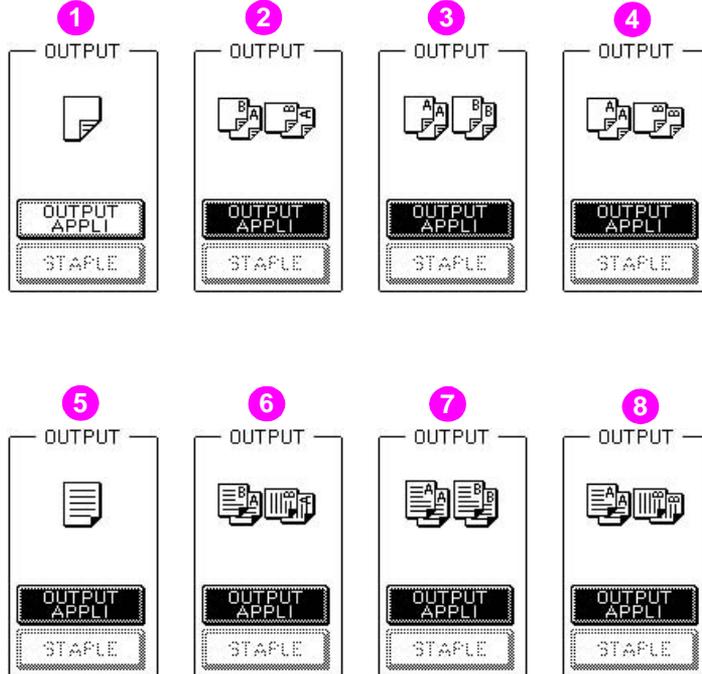
**CAUTION**

---

When the 100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Output icons on the Main screen

The following figure identifies the output icons that appear on the Main screen.



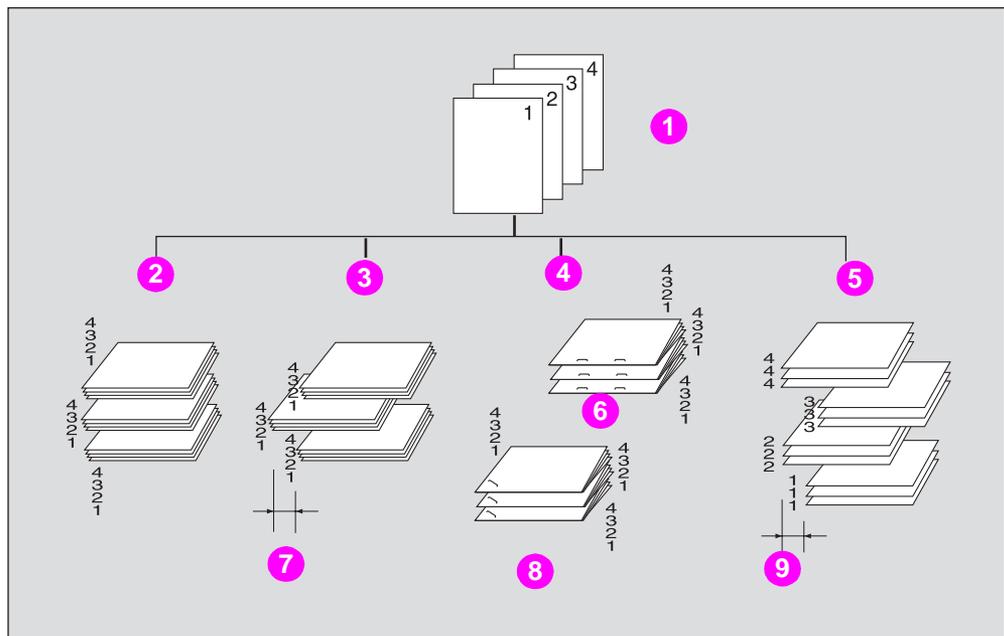
- 1 Non-sort mode, face down output
- 2 Rotation sort mode, face down output
- 3 Group mode, face down output
- 4 Rotation group mode, face down output
- 5 Non-sort mode, face up output
- 6 Rotation sort mode, face up output
- 7 Group mode, face up output
- 8 Rotation group mode, face up output

## Output mode for engine with Finisher

HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher are equipped with a Main output tray and a Sub output tray. Without using any optional equipment, each 100-sheet output tray provides the output modes as described below.

### Main output tray

- Non-sort mode simply means that the offset-stacker Finisher modes are not selected. Copies are stacked upon exit without being offset by sorted sets.
- Sort mode outputs multiple copies of the original set, having each sorted set offset by 30 mm upon exit.
- Staple mode offsets and staples each sorted set. Up to 50 sheets (or within 5 mm thick) can be stapled.
- Group mode groups together multiple copies of each original and offsets the sets by 30 mm upon exit.

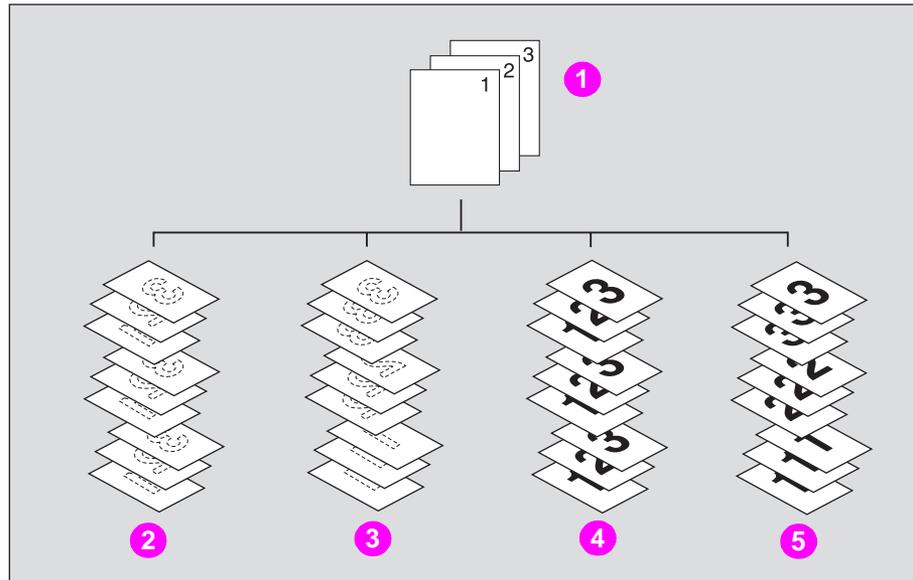


- 1 Example: make three copied sets from four original sheets
- 2 Non-sort
- 3 Sort
- 4 Staple-sort
- 5 Group
- 6 2 staples
- 7 Offset by 30 mm
- 8 One oblique staple
- 9 Offset by 30 mm

### Sub output tray

- Face down non-sort exit outputs simplex copies and odd numbered duplex copies face down, without offsetting the sorted sets.
- Face down group exit outputs multiple copies of each original face down, without offsetting the grouped sets upon exit.

- Face up non-sort exit outputs simplex copies and odd numbered duplex copies face up, without offsetting the sorted sets.
- Face up group exit outputs multiple copies of each original face up, without offsetting the grouped sets upon exit.



- 1 Example: make three copied sets
- 2 Face down non-sort
- 3 Face down group
- 4 Face up non-sort
- 5 Face up group

The MFP is initially set to output to the Main output tray in Sort mode.

See [Advanced information](#) for the output modes using the Finisher options.

### Specifications for output modes with Finisher

- Incompatible with Sort mode: using scanner glass (unless Image Insert, Book Copy, or Scanner store mode is used), Folding, Stapling & Folding, Tri-Folding, Trimming
- Incompatible with Staple mode: using scanner glass (unless Image Insert, Book Copy, or Scanner store mode is used), Folding, Stapling & Folding, Tri-Folding, Trimming

#### Note

Using excessively curled paper or some types of thin paper in Staple mode may cause poor results in arrangement of the stapled sets.

- Incompatible with Group mode: 1 ▶ 2 or 2 ▶ 2 mode using scanner glass (unless Scanner store mode is used), Proof Copy, Folding, Stapling & Folding, Tri-Folding, Trimming, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Repeat
- Incompatible with Group using the Sub output tray: 1 ▶ 2 or 2 ▶ 2 mode using scanner glass (unless Scanner store mode is used), Proof Copy, Folding, Stapling & Folding, Tri-Folding, Trimming, Punch, Cover sheet feeding, Sheet/Cover Insertion, Chapter, Combination, Booklet, Image Insert, Repeat
- Incompatible with Face up exit: 1 ▶ 2 or 2 ▶ 2 mode using scanner glass, Folding, Stapling & Folding, Tri-Folding, Trimming, Cover sheet feeding

- 1 Close the RADF (ADF) securely, and then press **Reset**.

Check that the Sort mode icon is displayed and the OUTPUT APPLI key is highlighted in the OUTPUT area.

**Note**

The key operator can change the initial output mode. See [\(2\) MFP initial setting](#).

- 2 Select the desired output mode.

To set output to the Main output tray (except Staple): proceed to the next step.

To set Staple mode: proceed to step 4.

To set output to the Sub output tray: proceed to step 5.

- 3 Touch **OUTPUT APPLI** to display the **Output Mode** popup menu, and then touch **MAIN TRAY** to highlight it.

To select Non-sort mode, deselect all the keys in the OUTPUT <MAIN TRAY> area.

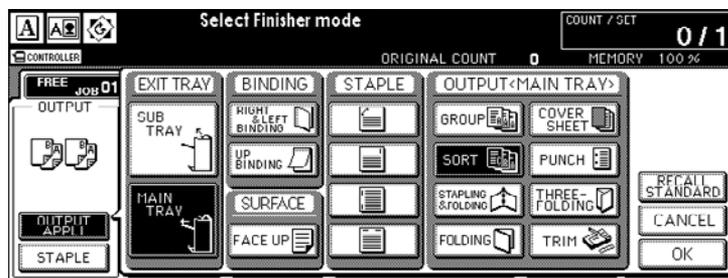
To select Sort mode, touch **SORT** to highlight it.

To select Group mode, touch **GROUP** to highlight it.

To select Face up mode, touch **FACE UP** in the SURFACE area to highlight it. The Face up mode is compatible with Non-sort, Sort, and Group modes.

**Note**

Using Face up mode and Non-sort or Sort mode in combination, the sorted copies are output in the reverse order of the originals.



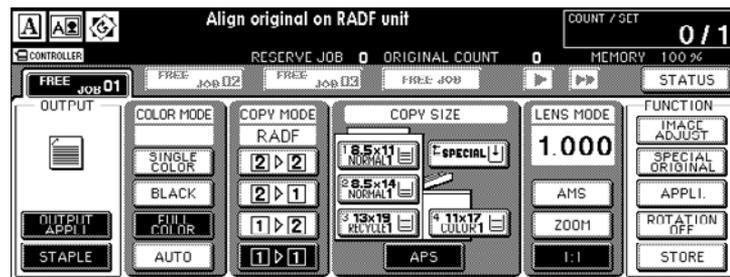
Touch **OK** on the Output Mode popup menu to return to the Main screen.

OUTPUT APPLI is highlighted, and the output icon of the selected output mode is displayed in the OUTPUT area.

Proceed to step 6.

See [Output icons on the Main screen](#) for more information.

- 4 To set Staple-sort mode:
  - a Touch **STAPLE** on the Main screen to highlight it.

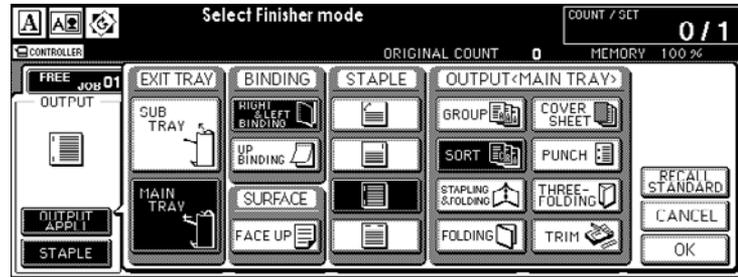


The staple position icon is displayed in the output icon area.

To change the staple position, proceed to the next step.

Proceed to step c, if the present setting is desired.

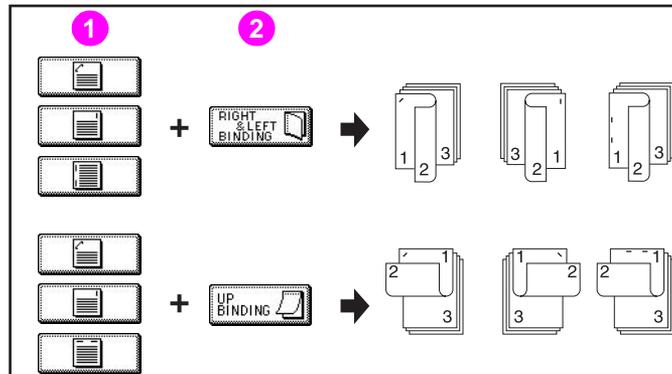
- b Touch **OUTPUT APPLI** on the Main screen to display the Output Mode popup menu, touch the desired staple position key, and then touch **OK**.



The Main screen is restored, with the selected staple position icon displayed.

**Note**

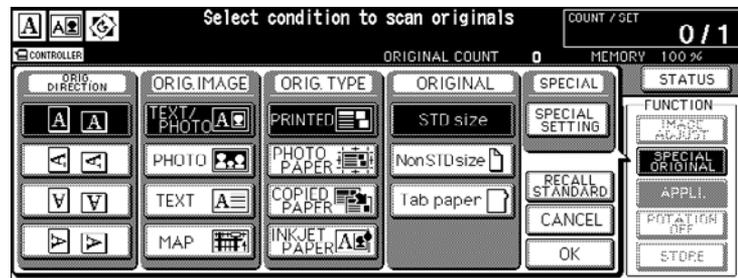
When making double-sided copies, select the desired Binding mode on the Output Mode popup menu. See [Selecting binding mode](#) for more information.



- 1 Staple position
- 2 Binding mode

- c Check the original set direction with the Original direction icon at the upper left corner of the Main screen.

To change the original set direction, touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu, touch the desired original set direction key, and then touch **OK** to return to the Main screen.



Proceed to step 6.

- 5 Touch **OUTPUT APPLI** to display the **Output Mode** popup menu, and then touch **SUB TRAY** to highlight it.

To select Face down non-sort mode, deselect both **FACE UP** and **GROUP**.

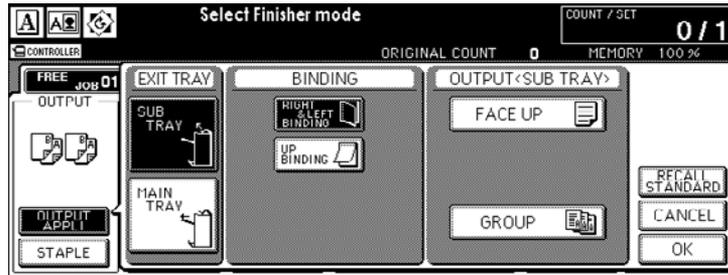
To select Face up non-sort mode, touch **FACE UP** to highlight it.

To select Face down group mode, touch **GROUP** to highlight it.

To select Face up group mode, touch **FACE UP** and **GROUP** to highlight them.

Touch **OK** to restore the Main screen. **OUTPUT APPLI** is highlighted, and the output icon of the selected output mode is displayed in the **OUTPUT** area.

See [Output icons on the Main screen](#) for more information.



- 6 Select additional copy conditions, as desired.
- 7 Enter the desired print quantity from the control panel keypad.

See [Tray/output tray capacity](#) for information on Finisher capacity.

See [Setting print quantity](#) for more information.

- 8 Position original(s).

See [Positioning originals](#) for more information.

- 9 Press **Start**.

---

**Note**

Press **Stop** to suspend the scanning or printing job. See [To stop scanning/printing](#) for more information.

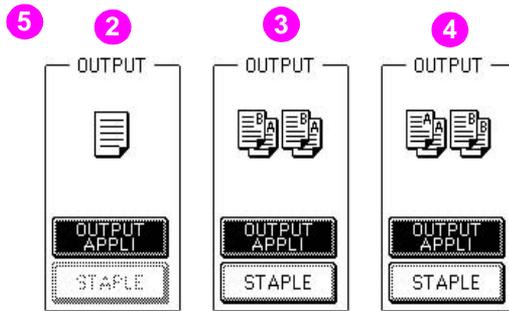
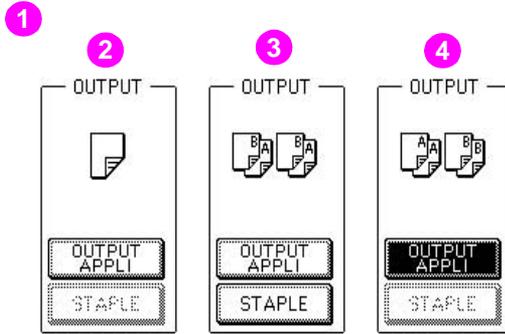
The Main output tray of the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher gradually goes down while printed materials output. *Do not* allow any object to interfere with the operation of the tray on the left side of the Finisher, as any interference may cause damage to the Finisher.

---

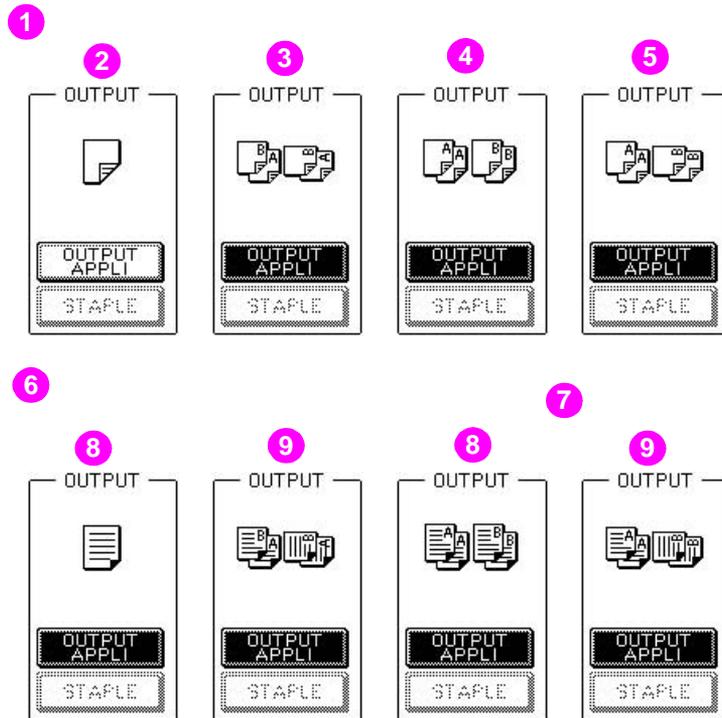
**CAUTION**

When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Output icons on the Main screen



- 1 Primary (Main) tray: face down
- 2 Non-sort
- 3 Sort (offset)
- 4 Group (offset)
- 5 Primary (Main) tray: face up



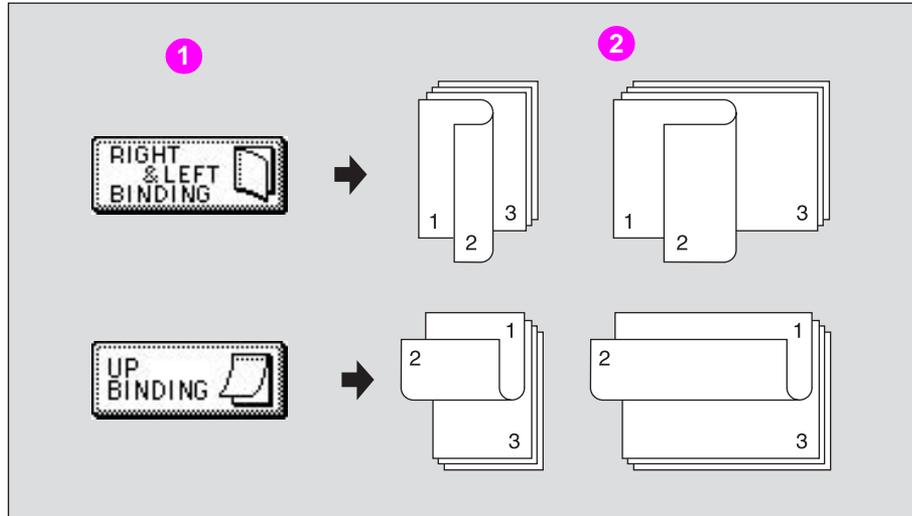
- 1 Primary (Main) tray: Staple-sort
- 2 Left 1 position
- 3 Right 1 position
- 4 Left 2 position
- 5 Up 2 position
- 6 Secondary (Sub) tray: face down
- 7 Secondary (Sub) tray: face up
- 8 Non-sort
- 9 Group

## Selecting binding mode

When copying in 1 ▶ 2 or 2 ▶ 2 mode, specify the Binding mode on the Output Mode popup menu to obtain the desired copy result.

Right & Left binding: Normal duplex copies

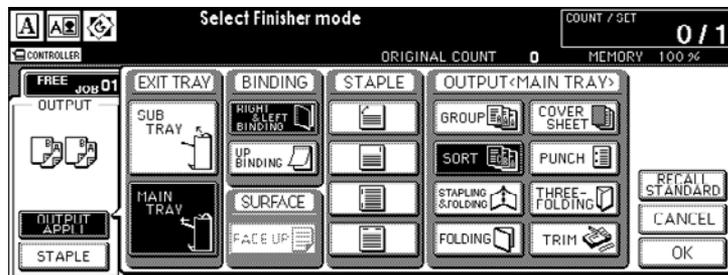
Up binding: Duplex copies arranged upside down on the reverse side



1 Binding mode

2 Copies

- 1 Touch **OUTPUT APPLI** to display the Output Mode popup menu.



- 2 Touch to highlight the desired Binding mode key.
- 3 To return to the Main screen, touch **OK**.



# 4 Helpful functions

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## Making a sample copy (proof copy)

Use Proof Copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost-effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Booklet
- Sheet/cover insertion
- Image insert
- Chapter
- Book copy
- Combination
- Program job

### Specifications for Proof Copy

- Proof Copy is available when using the RADF (ADF) or Scanner store mode for multiple originals.
- Proof Copy cannot be used for testing the user set density.
- Proof Copy is not compatible with Group or Rotation group output mode.

1 Select the desired copy conditions and press the desired print quantity.

---

#### Note

---

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **RESET**.

2 Position original(s).

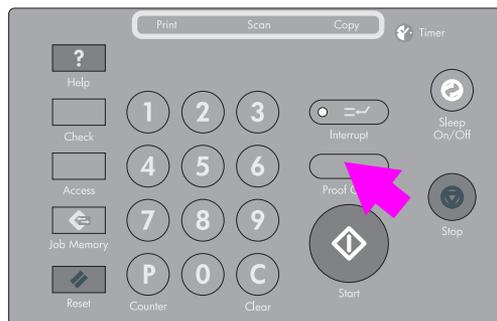
---

#### Note

---

See [Positioning originals](#) for details on positioning originals.

3 Press **Proof Copy** on the control panel.



A sample copy is generated, and the Check screen is displayed.

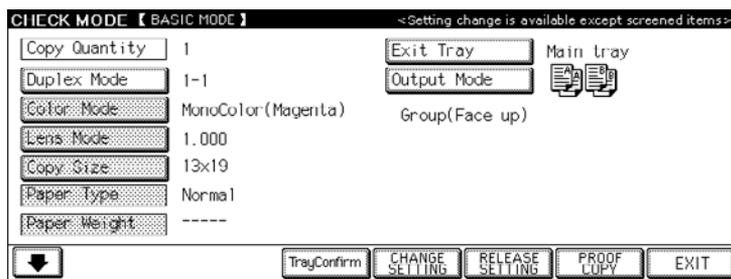
---

**Note**

---

To suspend proof copying, press **Stop**. In this case, the scanned image data will *not* be deleted from memory.

You cannot change or release selections that appear dimmed after proof copying.



---

**Note**

---

If the copy result is satisfactory, proceed to step 5.

See [To change the settings](#) for details on any setting changes.

- 4 Repeat proof copying until the copy result becomes satisfactory.
- 5 Change the print quantity as required.

Proof Copy can be performed as needed, until the print quantity amount on the Main screen reaches zero.

If required, change the print quantity on the Main screen.

- 6 Press **Start**.

If the print quantity is not changed, the MFP will generate the remaining copies, minus the sample sets.

---

**Note**

---

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Checking feature selections/proof copying (check mode)

Use the Check mode to confirm copying selections before starting the print operation.

In this mode, use Proof Copy to produce a sample of the copied set before making multiple copies. This is a convenient and cost-effective way of viewing the results of the following copying selections.

- Copying conditions using Store mode
- Booklet
- Sheet/cover insertion
- Image insert
- Chapter
- Book copy
- Combination
- Program job

### Specifications for check mode and proof copy

- Proof Copy is available when using the RADF (ADF) or Scanner store mode for multiple originals.
- Proof Copy is unavailable with Group output mode.

To check the Proof Copy features, use the following steps:

- 1 Select the desired copy conditions and press the desired print quantity.

---

#### Note

---

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

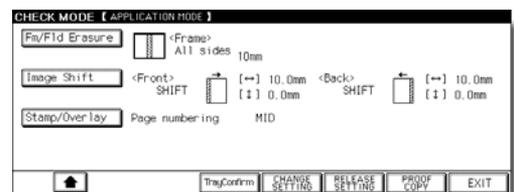
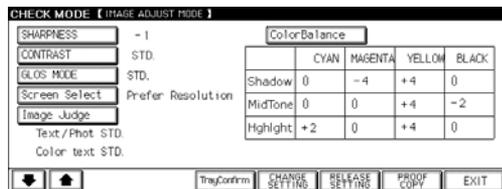
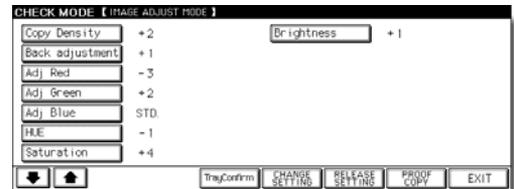
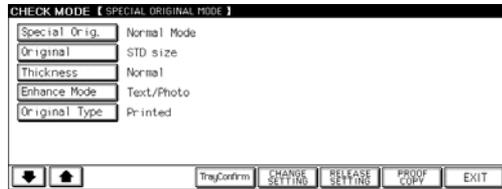
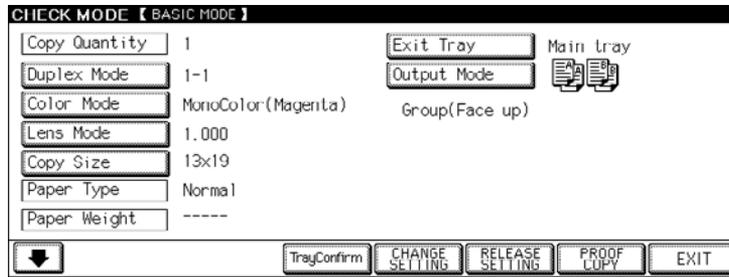
- 2 Position original(s).

See [Positioning originals](#) for details on positioning originals.

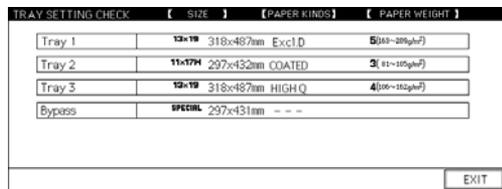
- 3 Press **Check** on the control panel.



The Check screen is displayed.



### Tray Setting Check screen



- a Touch the down arrow key to scroll to the next screen in the order shown above. The previous screen is displayed if you touch the up arrow key.
- b Touch **Tray Confirm** to display the Tray Setting Check screen.
- c Verify all the settings made for the current job.
  - If the settings are correct, proceed to step 7.
  - If a sample copy is needed, proceed to step 5.
  - If changing any setting from the Check screen, proceed to the next step.
  - If releasing any setting from the Check screen, proceed to step 5.
- 4 To change the settings
  - a Touch the desired copying condition key on the Check screen to highlight it.

### Note

Any key that cannot be highlighted indicates that the copying condition cannot be changed from the Check screen.

**b** Touch **CHANGE SETTING**.

The LCD displays an appropriate screen to change the copying condition selected.

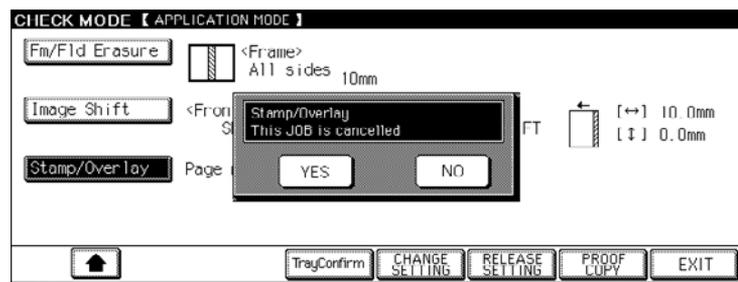
- Selecting a Basic Copying Condition key displays the Main screen.
- Selecting a Special Original mode key displays the Special Original popup menu.
- Selecting an Image Adjust mode key displays the Change Image Adjustment Setting screen.
- When BOOK MARK has been checked on a subsequent screen, selecting the mode key jumps to that screen.
- Selecting an Application Mode key displays the Change Application Selection screen.
- When BOOK MARK has been checked on a subsequent screen, selecting the application function key will jump to that screen. For more information, see [To display application selection screen](#).

**Note**

CHANGE SETTING will *not* function for the following application functions: Program Job, Non-Image Area Erase, Reverse Image, AUTO Layout, and Overlay. However, they can be released by touching RELEASE SETTING.

- c** Change the setting as desired, and then restore the Check screen to return to the checking steps.
  - d** From the Main screen, press **Check** to return to the Check screen.
  - e** From the Special Original pop-up menu, Change Image Adjustment Setting screen, or Change Application Selection screen, touch **OK** to return to the Check screen.
    - When making a set or sample copy, proceed to step 6.
    - To start printing without proof copying, proceed to step 8.
- 5** To release the settings:  
Touch the desired copying condition key on the Check screen to highlight it, and then touch **RELEASE SETTING**.

The confirmation screen appears on the Check screen.



- a** Touch **YES** to cancel the function, or **NO** to restore.
  - If making a sample copy, proceed to the next step.
  - To start printing, proceed to step 8.
- b** Press **Proof Copy** on the control panel or touch **PROOF COPY** on the Check screen. A sample copy is generated.

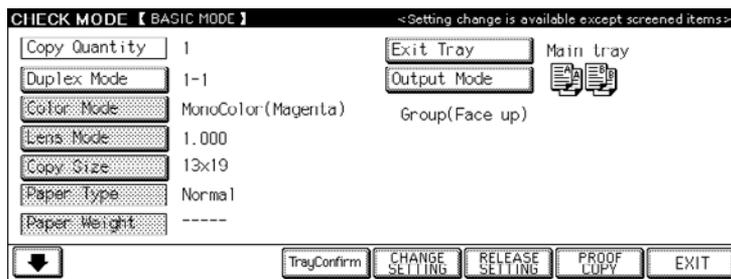
---

**Note**

---

Press **Stop** to suspend the proof copying. In this case, the scanned image data is not deleted from memory.

You cannot change or release selections that appear dimmed after proof copying.



- When the copy result is satisfactory, proceed to the next step.
- When any setting change is required, return to step 4, and then repeat proof copying, as required.
- If the desired selection cannot be changed, press **Stop** to delete all the data in memory, and then press **Reset** to restart the job setting.

**6** Change the copy quantity or other conditions, as required.

---

**Note**

---

Proof Copy can be performed as needed, until the print quantity amount on the Main screen reaches zero. (The print quantity amount on the Check screen does not change.) If required, change the print quantity on the Main screen.

**7** Press **Start**.

If the print quantity is not changed, the MFP generates the remaining copies, minus the sample sets.

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Interrupt copying

Use the Interrupt mode to interrupt copying in progress and perform a simple job. When interrupt copying is completed, the settings for the initial job are restored automatically and the Main screen is displayed.

Interrupt copying is available when the MFP is performing the following operations:

- Printing the image stored in memory continuously
- Scanning the originals into memory
- Scanning the originals into memory in Reserve mode while printing

### Note

If desired, the key operator can change the timing to stop current engine operation for interrupt copying.

The compatible copying conditions will vary according to the timing selected.

For more information, see [\(13\) Memory switch setting](#).

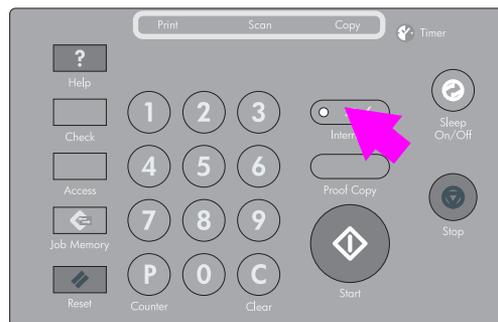
### Specification for Interrupt mode

The Interrupt mode cannot be selected with the following MFP conditions:

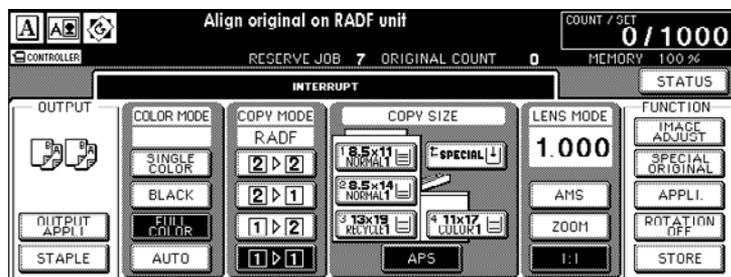
- The Main screen is not displayed.
- Overlay Memory is in use.
- The Call for Service message displays or a paper misfeed occurs.

Incompatible: 2 ▶ 1, 2 ▶ 2, Applications, Mixed Original, Z-Folded Original.

- 1 Press **Interrupt** on the control panel.



The INTERRUPT LED turns on and all JOB indicators on the Main screen change to INTERRUPT.



---

**Note**

The timing of the Interrupt mode varies according to the job in progress on the engine when Interrupt is pressed.

In Reserve mode, pressing **Interrupt** before the MFP finishes scanning the reserve job originals will clear the settings selected for the reserve job.

See [To set next copying job](#) for details on the Reserve mode.

- 
- 2 Set copy conditions, as desired.

The initial settings in Interrupt mode are as follows.

Color Mode: AUTO

Copy Mode: 1 ▶ 1

RADF (ADF): ON

Automatic exposure selection (AES): ON

Lens Mode: 1.000 (100 percent)

APS: ON

Print Quantity: 1

Finisher: Main output tray in sort mode

---

**Note**

Remove any document from the scanner glass or from the document feeder, if present.

- 3 Position original(s).

See [Positioning originals](#) for details on positioning originals.

- 4 Press **Start** to start interrupt copying.

---

**Note**

When **Check** is pressed during Interrupt copying, the information displayed reflects the initial copy job settings. Check mode will not display interrupt copy job information.

- 5 When interrupt copying is completed, press **Interrupt** again.

The INTERRUPT LED turns off and the INTERRUPT indicator on the Main screen returns to the JOB indicator.

The settings for the initial job are restored on the Main screen.

- 6 Press **Start** to resume copying.

---

**Note**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

---

When particular jobs are in progress, copying stops only after certain phases of the immediate operation are completed, and is indicated by the INTERRUPT LED conditions described below:

- Collectively printing image stored in memory

The LED blinks until one set of the current job is printed. The LED then remains steady while the temporary job is performed in Interrupt mode.

- Scanning originals into memory

The LED blinks until scanning is completed for all originals placed in the document feeder. The LED then remains steady while the temporary job is performed in Interrupt mode.

- Scanning originals into memory while printing in Reserve mode

The LED blinks until the MFP completes the current printing job, scans all originals placed on the document feeder, and prints one set of the Reserved job. The LED then remains steady while the temporary job is performed in Interrupt mode.

## Storing job conditions (job memory)

Use Job Memory to store up to 30 frequently used copy job settings, which can be recalled at any time. The stored jobs can be given alphabetical names.

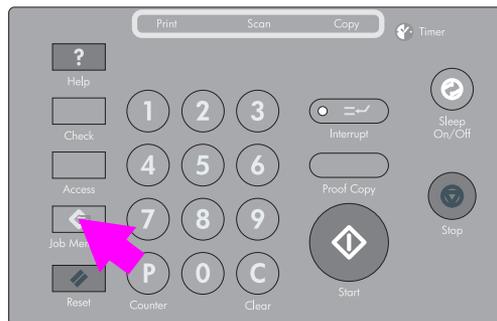
### Specifications for job memory

- All copying functions can be selected.
  - Interrupt mode cannot be used while in Job Memory.
- 1 Make job selections from the Main screen, Application Selections screen, or both.

#### Note

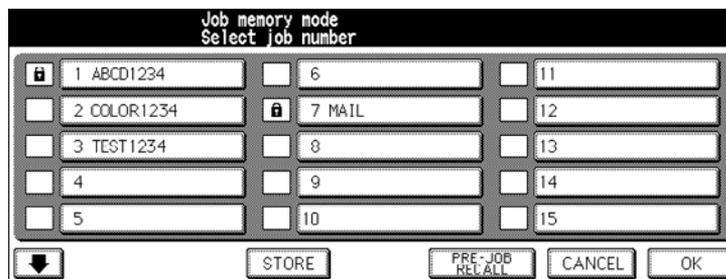
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Press **Job Memory** on the control panel.



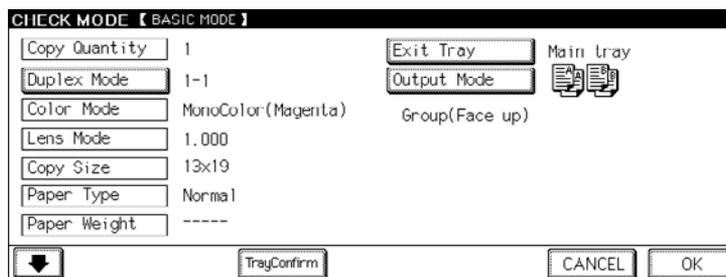
The Job No. Selection screen is displayed.

- 3 Touch **STORE**.



The Job Memory Check screen is displayed.

- 4 Review the settings on the Job Memory Check screen.



- a Touch the down arrow key to scroll to the following pages.

**b** Check that the selections made in step 1 are correctly entered.

If any correction is required, touch **CANCEL** to return to the Main screen. Make new selections, and then restart the Job Memory operation from step 2.

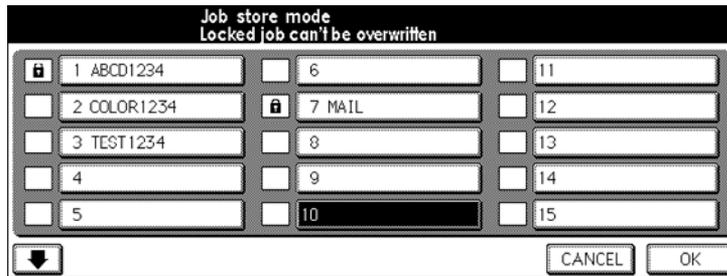
**5** Touch **OK**.

The Job No. Selection screen will be restored.

To suspend the storing job after step 6, press **Reset**.

The Job Memory mode is cancelled, and Main screen is displayed.

**6** Touch one of the keys numbered from 1- 30 to store the job under that number.



The screen displays 15 job number keys. The arrow key at the lower left corner can be used to scroll to the next/previous page.

A blank key indicates that no job is stored under that key and a named job without a lock icon (  ) displayed can be overwritten.

The key with a lock icon (  ) displayed is locked and cannot be selected.

---

**Note**

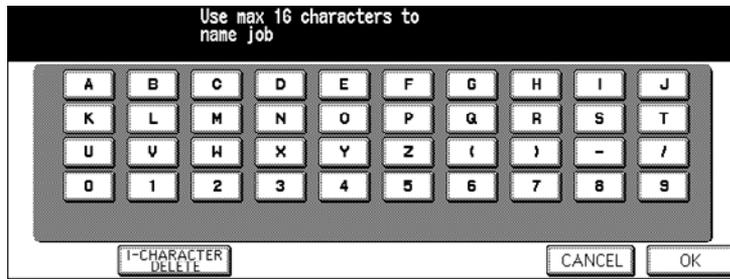
To lock or unlock a job, and to delete a locked job, see [\(5\) Lock/delete job memory](#).

If you wish to cancel the job number selection, touch **CANCEL** to restore the Main screen, which displays the settings made in step 1.

To cancel the settings, press **Reset**.

- 7 Touch **OK**.

The Job Name Registration screen is displayed.



- 8 Type a job name.

Enter a job name in up to 16 characters, using the Touch display alphabet keypad.

To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character entered, and then type the correct job name.

---

**Note**

If you *do not* wish to type a name, simply touch **OK**. The key displays 16 asterisks (\*) in place of a name.

When changing the name of a job previously stored, touch **1-CHARACTER DELETE** repeatedly to delete the previous name, and then type the new name.

- 9 Touch **OK**.

The Job No. Selection screen is restored.

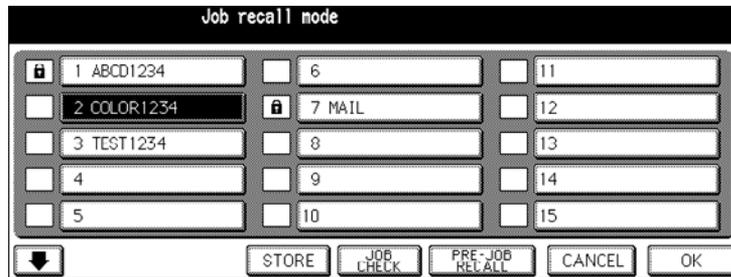
Check that the job name has been correctly entered.

- 10 Touch **OK** to complete the setting and return to the Main screen.

## Recalling stored job settings (job memory: job recall)

Use Job Recall to recall jobs that are already stored in Job Memory.

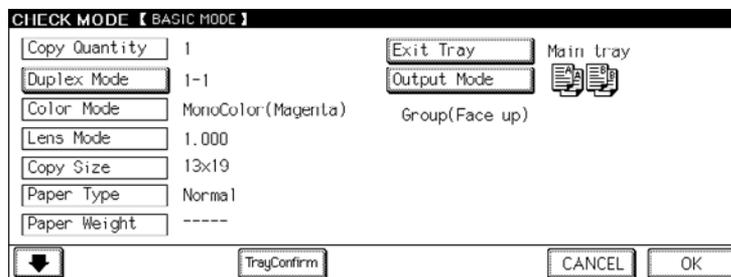
- 1 Press **Job Memory** on the control panel.  
The Job No. Selection screen is displayed.
- 2 Touch to highlight a job number key to select a job you want to recall.



The screen displays 15 job number keys. If required, scroll to the next page with the arrow key to reach the desired job number key (16 - 30).

- 3 If desired, touch **JOB CHECK**.

The Job Recall Check screen is displayed, which enables you to review the settings.



- 4 Touch **OK**.  
The settings of the selected job are recalled on the restored Main screen.  
To cancel the recall mode, touch **CANCEL** and return to the Main screen.
- 5 Position original(s), and then press **Start** to print.

## Recalling previous job settings

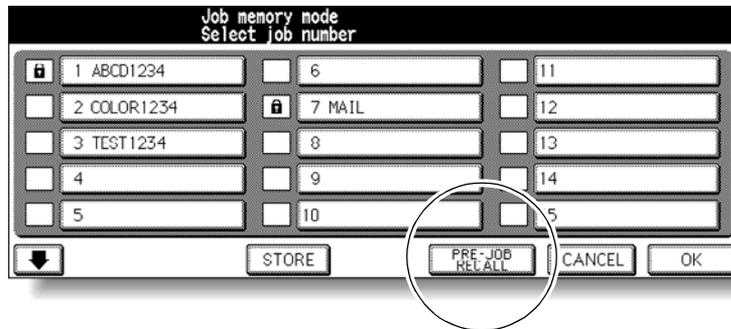
Follow the procedure below for copying using the settings of a previous job.

### Note

Only the last-completed output job settings can be recalled as the previous job settings. Non-complete job or reserve job settings cannot be recalled, even if the setting operations have been made last.

The previous job settings can be recalled, even after the engine power is cycled.

- 1 Press **Job Memory** on the control panel.  
The Job No. Selection screen is displayed.
- 2 Touch **PRE-JOB RECALL**.



The **JOB CHECK** key is displayed between **STORE** and **PRE-JOB RECALL** on the screen.

- 3 Touch **JOB CHECK** to display the Job Check screen.  
Check the settings of the previous output job.
- 4 Touch **OK** to return to the Main screen.  
The settings of the previous output job are recalled on the screen.
- 5 Change the settings recalled on the screen, if desired.
- 6 When all settings are acceptable, position original(s) in the document feeder or on the scanner glass, and then press **Start**.

## Displaying screen for operation guide (help mode)

The Help screen provides you with the information about the current screen mode and about setting procedures. Help mode can be accessed from any screen except the Job Memory and Key Operator screens.

Help mode provides two types of Help screens according to the current screen mode:

- Help screen accessed from the Main screen
- Help screen accessed from screens other than the Main screen

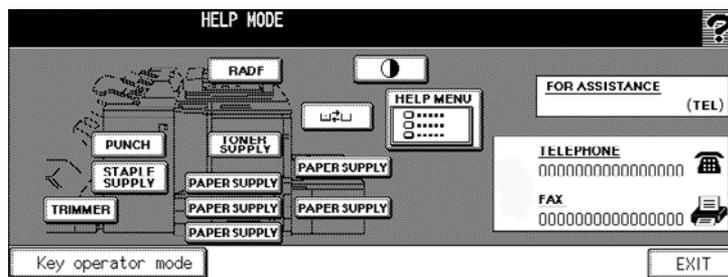
### To display the Help screen from the main screen

- 1 Return to the Main screen, and then press **Help**.



The Help screen is displayed.

- 2 Touch the desired key to display specific information.



- **STAPLE SUPPLY** provides information on replacing the staple cartridge.
- **PUNCH** provides information on emptying the trash basket.
- **TRIMMER** provides information on emptying the trash basket.
- **RADF (ADF)** provides information on positioning originals in the document feeder.
- **TONER SUPPLY** provides information on adding toner.
- **PAPER SUPPLY** provides information on loading paper in each tray.
- **HELP MENU** displays the Help Menu screen that provides a list of all of the MFP functions. When a function item is touched, the Help screen displays information specific to that topic.
- **PANEL CONTRAST**  displays the screen to adjust the contrast of the LCD panel.
- **Toner recovery box**  provides information on exchanging the toner recovery box.
- **FOR ASSISTANCE** displays the extension number of the Key Operator.
- **TELEPHONE/FAX** displays the phone/fax number of your service center.

- Touch  on the Help screen, if provided, to scroll to the next page. Touch  to return to the previous page.
  - Touch **KEY OPERATOR MODE** to enter the Key Operator mode. For more information, see [An outline of the key operator mode](#).
- 3 Touch **EXIT** to return to the Main screen.

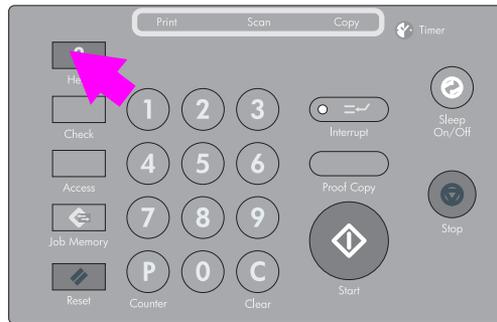
#### Help Menu screen



- Select one of the eight help menu items on the Help Menu screen to display subsequent Help screens.
- Touch  on the Help screen, if provided, to scroll to the next page. Touch  to return to the previous page.
- Touch **MENU** on the subsequent Help screen to return to the Help Menu screen, and then touch **EXIT** to restore the Main screen.
  - “1. Hard keys” displays the information on control panel buttons.
  - “2. RADF (ADF)/Scanner” displays the information on unsuitable RADF (ADF) originals and maintenance of the document feeder and scanner glass.
  - “3. Basic modes” displays the information on basic functions provided on the Main screen.
  - “4. Applications” displays operational information on 16 application functions provided on the Application Selection screen.
  - “5. Special orig.” displays the information on functions provided on the Special Original popup menu.
  - “6. Output modes” displays the information on Finisher functions.
  - “7. Job memory” displays the information on Job Memory.
  - “8. Image Adjust” displays the information on Color Image Adjustment.

## To display the Help screen from other screens

- 1 While in any screen other than the Main screen, press **Help**.



The Help screen displays to provide the information about the current screen mode and setting procedures.

- 2 Touch **EXIT**.

The screen that was displayed before pressing **Help** is restored.

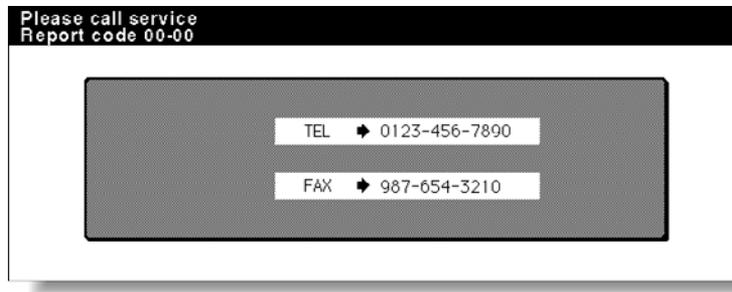
# 5 Troubleshooting

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## When the “Call for Service” message is displayed

A Call for Service message indicates an engine condition that requires the attention of your service representative.

The Call for Service screen usually displays the telephone and facsimile numbers of your service representative.



### CAUTION

When the Call for Service screen is displayed, make sure to contact your service representative immediately by following the procedure below.

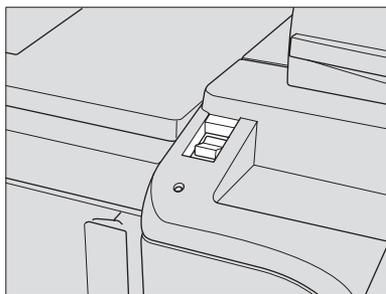
- 1 Make note of the report code number indicated in the second line of the message area.

### Note

If your engine uses the Remote diagnostics option and is automatically monitored by your service representative, the key operator can call for service using the Key Operator setting. See [\(15\) Call remote center](#) for more information.

After calling for service using the Key Operator setting, make sure to turn off the power switch immediately, and then unplug the engine as described here.

- 2 Turn off the power switch.



- 3 Unplug the engine.
- 4 Contact your service representative and report the condition and code number.

### Limited use of the MFP

If the message shown below is displayed on the Call for Service screen, you may continue operating the MFP on a limited-function basis and utilize the trays and Automatic Duplexing Unit (ADU) that are not affected. To obtain this limited functionality of the MFP, consult your service representative. *Use the MFP only temporarily and arrange for engine repair immediately.*

- 1 If limited use of the MFP is available, the following message is displayed in the message area instead of the report code.

For example:

**Tray 2 failure**

**Press AUTO RESET to select except this tray**

- 2 Press **Reset**.

**Please switch OFF/ON**

**E 18-1**

Make note of the report code number.

- 3 Turn off and then turn on the power switch. A copying job can continue without using the troubled portion of the engine (for example: Tray 2).

---

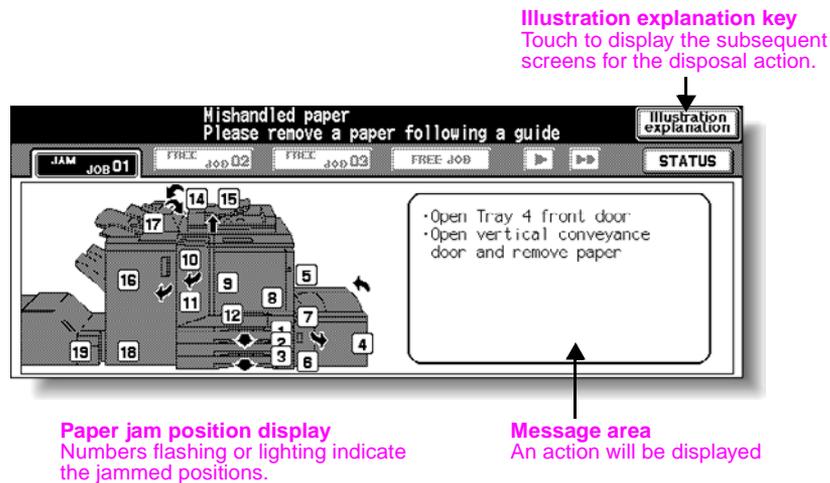
**CAUTION**

---

Even if the copying job can be continued with the above operation, make sure to contact your service representative immediately when the Call for Service screen is displayed.

## Clearing jammed paper

When a paper misfeed occurs, the MFP stops making copies and misfed paper codes display on the screen to indicate misfeed area(s). The copying operation cannot be continued until all the misfeed locations are cleared.



The above screen displays all the jam numbers for the sake of explanation. Actually, only a few numbers appear when a paper misfeed occurs.

- 1 Touch **Illustration explanation** on the screen.  
The screen illustrating the method for the disposal action is displayed.  
Before performing the clearing procedure, see [Caution labels and indicators](#) for more information.
- 2 Follow the procedure on the screen to remove the misfed paper.  
Touch  on the screen, if provided, to go to the next page of a series of illustrations.

### Note

When removing misfed paper, make sure to leave no torn paper inside the engine.

- 3 When completed, the Main screen is restored.  
If any misfeed location remains, the screen displays the next disposal procedure in the message area and the location number in the jam position display. Repeat steps 1 to 2 until all the locations are cleared.

### WARNING!

The drum unit generates high voltage; to avoid electric shock, *never touch* the area.

### CAUTION

The internal fuser is very hot; to avoid getting burned, *do not touch* it.  
To avoid injury, be careful while removing staples stuck inside the engine.  
To avoid injury, *do not* insert fingers into the two RADF (ADF) hinge portions.

## When “JAM” appears on the folder key (or arrow key flashes)

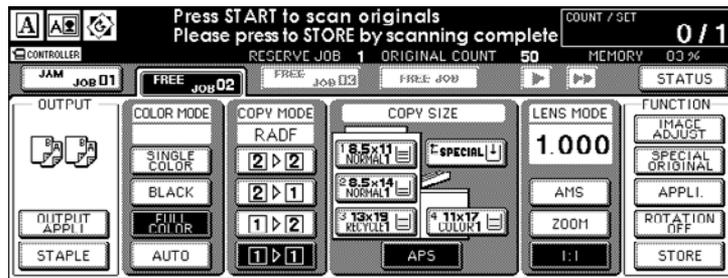
If a misfeed occurs with the print/scan job in progress while you are setting a reserve job, the SCAN or PRINT JOB folder key on the Main screen changes to flashing JAM JOB.

When more than four jobs have been specified, and the folder key of the print/scan job in trouble is not currently displayed on the screen, use the arrow key to scroll to that job flashes.

Follow the procedure below to remove misfed paper.

- 1 Display the Jam position screen.

Touch **JAM JOB**. The Jam position screen displays.



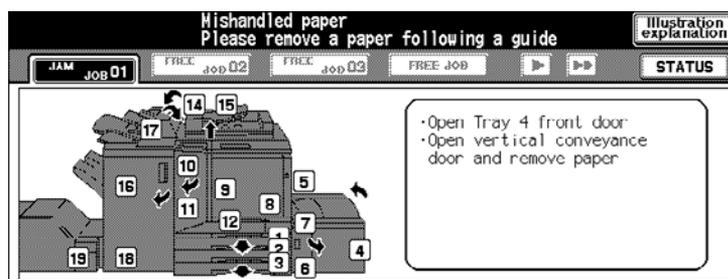
When the arrow key flashes, touch the key to scroll to the **JAM JOB** folder key, and then touch it to display the Jam position screen.



### Note

If ADD PAPER is displayed instead of JAM JOB, see [When “ADD PAPER” appears on the folder key \(or arrow key flashes\)](#) for more information.

- 2 Touch **Illustration explanation**.



The screen illustrating the method for the disposal action is displayed.

### Note

See section [Clearing jammed paper](#) for details on clearing procedure.

- 3 Follow the procedure on the screen to remove the misfed paper.  
When all procedures are completed, the Main screen is restored.

---

**Note**

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JAM JOB has changed to STOP, and the settings for the current printing job are displayed on the screen.

**4** Press **Start**.

The scan/print job resumes.

**5** Touch **FREE JOB** to continue the reserve job setting.

---

**WARNING!**

---

The drum unit generates high voltage; to avoid electric shock, *never touch* the area.

---

**CAUTION**

---

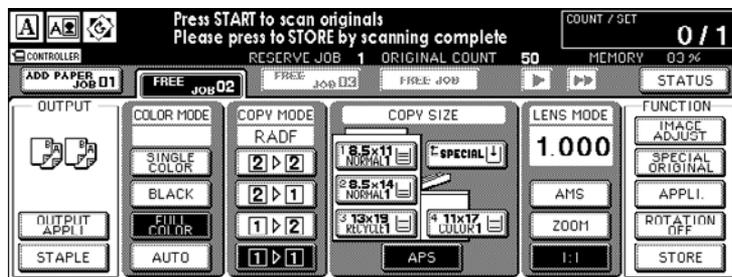
The internal fuser is very hot; to avoid getting burned, *do not touch* it.  
To avoid injury, be careful while removing staples stuck inside the engine.  
To avoid injury, *do not* insert fingers into the two RADF (ADF) hinge portions.

---

## When “ADD PAPER” appears on the folder key (or arrow key flashes)

If the paper supply for a print job in progress becomes depleted while you are setting a reserve job, PRINT JOB on the Main screen changes to flashing ADD PAPER.

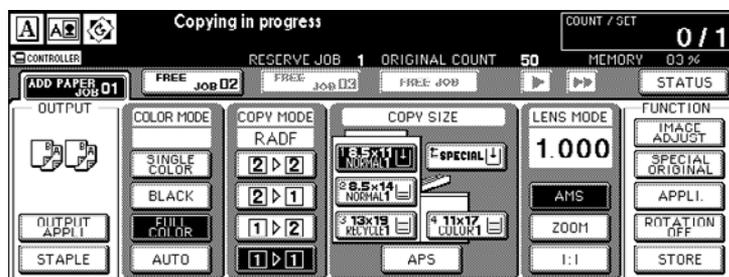
When more than four jobs have been specified and the folder key of the print job in trouble is not currently displayed on the screen, the arrow key to scroll to that job flashes.



Follow the procedure below to continue the copying operation.

- 1 Display the Main screen for the print job in progress.

Touch **ADD PAPER**. The Main screen for the print job is displayed. When the arrow key flashes, touch the key to scroll to the ADD PAPER folder key, and then touch it to display the Main screen for the print job.



- 2 Check the flashing tray key, and then supply that empty tray with copy paper. When paper supply is completed, ADD PAPER changes to STOP.

### Note

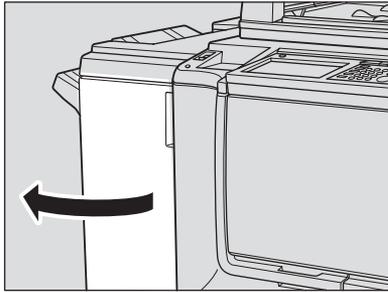
See [Loading paper](#) for more information.

- 3 Press **Start**.  
The print job resumes.
- 4 Touch **FREE JOB** to continue the reserve job setting.

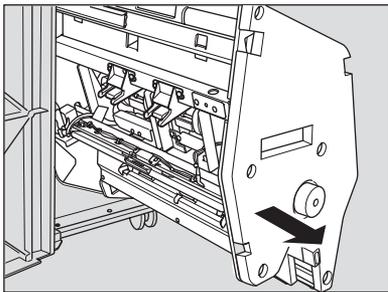
## How to clear a staple jam

Use the following steps to clear a jam caused by a damaged staple.

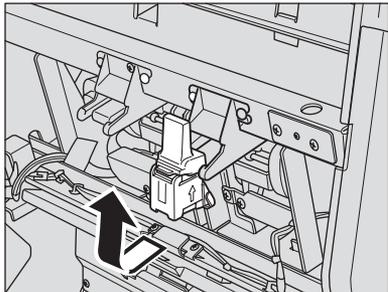
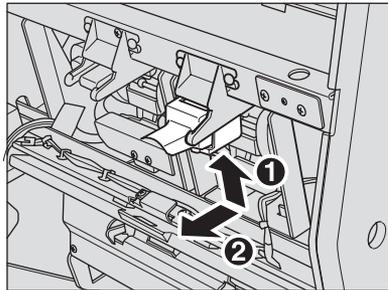
- 1 Open the front door.



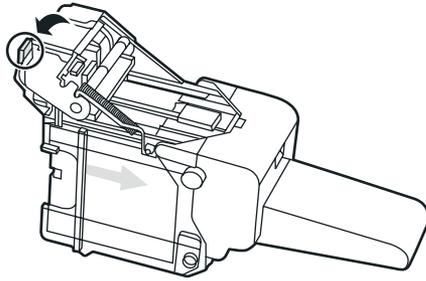
- 2 Slide the stapler unit toward you.



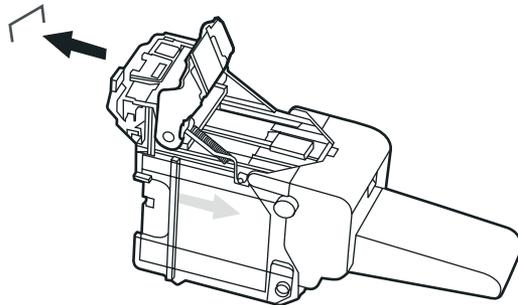
- 3 Remove the staple cartridge.



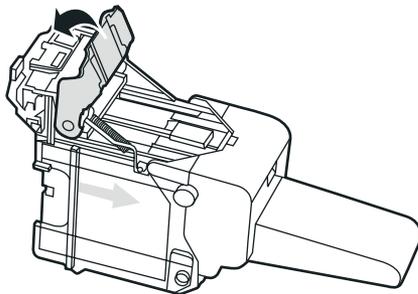
- 4 Press down on the transparent plastic lever.



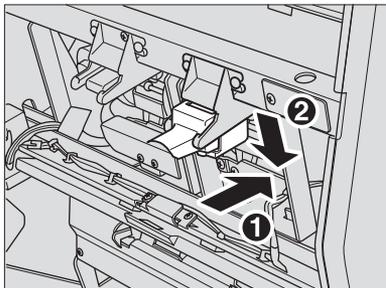
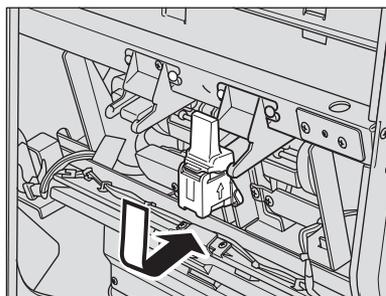
- 5 Remove the damaged staple.



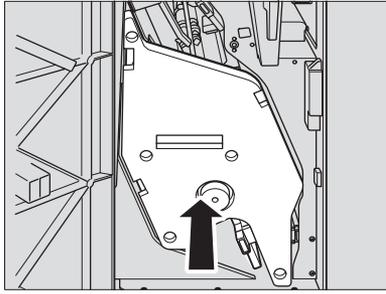
- 6 Press down on the metallic part until it clicks.



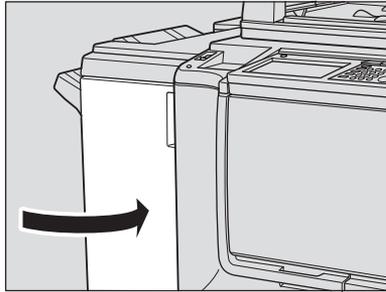
- 7 Reinstall the staple cartridge.



- 8** Slide the stapler unit into the device.



- 9** Close the front door.



## When the “Memory Full” message is displayed (memory overflow)

In certain modes, this MFP uses memory to make operations convenient and smooth flowing. Occasional memory overflow might occur if the installed memory is inadequate for the selected copy conditions.

To handle the memory overflow condition while performing a job, take the appropriate action described below. These actions enable you to continue or suspend the job.

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### Note

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Should memory overflow occur frequently, it is recommended that you contact a service representative to expand the memory capacity in the engine.

### Memory overflow in current job

When memory overflow occurs while scanning the first job, the engine stops immediately, and the screen provides JOB STOP and SCAN STOP as the only two available options.



---

### Note

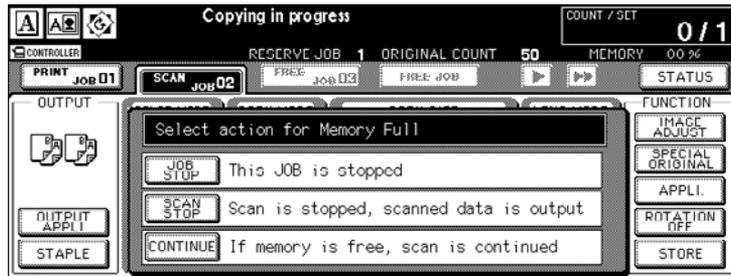
---

If the job settings include Booklet mode, SCAN STOP will disappear.

- To delete all the scanned data, and discontinue the job, touch **JOB STOP**.
- To stop further scanning and to print out all the data already scanned into memory, touch **SCAN STOP**.

## Memory overflow in reserve job

When memory overflow occurs during the reserve operation, CONTINUE also appears on the active screen. In this case, the engine will not stop until all the jobs on standby for printing are completed.



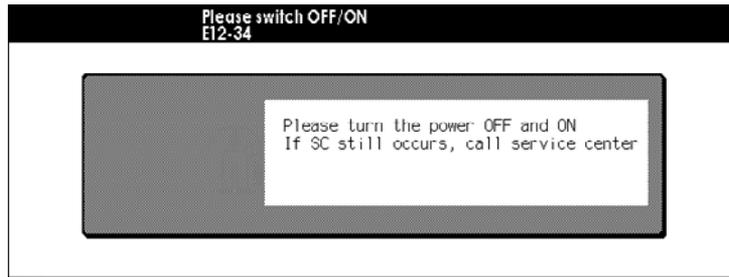
### Note

If the job settings include Booklet mode, SCAN STOP will disappear.

- To delete the scanned data and discontinue the last reserve job, touch **JOB STOP**.
- To stop further scanning, and to print out the data already scanned for the last reserve job, touch **SCAN STOP**.
- To continue scanning the last reserve job, touch **CONTINUE** because the current printing job gradually enables memory for new data.

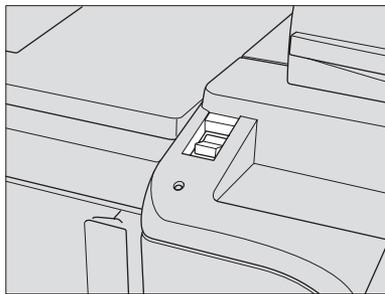
## When Power Off/On screen is displayed

When any problem affects the electrical signal of the MFP, the Power off/on screen is displayed.



Follow the procedure below to turn off the engine power and then turn it on again.

- 1 Turn off the power switch.



- 2 Wait for 10 seconds.
- 3 Turn on the power switch.

## Troubleshooting tips

### **MFP does not operate when the power switch is on**

- Fully insert paper trays.
- Close the RADF (ADF).
- Close the front doors of engine.
- Close the Finisher door.
- Check to make sure the main power switch is turned on.
- Check to make sure the power plug is firmly inserted in an electrical socket.

### **Copy image is too light**

- Manually adjust copy density to darker density.
- Check the toner indicator and add toner, if required.
- Check the paper for dampness. *Do not* leave paper in MFP when humidity is high.
- Check to see if Photo, Text, or Map mode is required.
- Check the Density shift.

### **Copy image is too dark**

- Manually adjust copy density to lighter density.
- Check to see if Photo, Text, or Map mode is required.
- Check the Density shift.

### **Copy image is not clean or shows spots**

- Use clean originals because dirt marks may be copied.
- Keep scanner glass and inner surface of document cover clean.
- Call for service if **Call for Service** is displayed in the message area.
- Check the density indicator, and lighten if required.

### **Copy paper mishandles during copying**

Fan copy paper, and load it with curl side in proper location. *Do not* exceed the tray capacity.

### **Copy image can be rubbed off**

Check the copy paper thickness. Use Thick paper mode, if paper weight requires it.

### **Magnification cannot be changed**

- Reduce & Shift is incompatible with magnification.
- Press **Reset**, and set desired copying conditions without using Reduce & Shift.

### **Duplex modes cannot be selected**

Fully close the RADF (ADF), and then select Duplex mode again. Then press **Reset** or remove the original from the RADF (ADF) and place it again.

### **Copying does not begin after pressing start**

- Insert or adjust the appropriate paper tray for the selected copy size.
- Firmly close the document cover.
- Completely close the front doors and toner access door of engine.
- Completely close the Finisher door.
- Check to see if the message “**Please close stacker cover of Trimmer**” is displayed. Close the Trimmer Unit cover, or front door, completely.

### **Copying does not resume after misfed paper is removed**

Check the MFP diagram on the touch display for additional indications of misfed paper.

### **Copy quality is poor**

Check the paper for dampness, and replace it if necessary.

### **The original paper is misfed or skewed in the document feeder**

- Originals should conform to the recommended size and weight.
- Make sure originals are not stapled.
- Align originals evenly in the RADF (ADF).
- Check to make sure paper guides meet the width of mixed size originals.

### **Copy image is skewed when bypass is used**

Make sure copy paper is inserted straight.

### **Using copy monitor, copies cannot be made after the password is typed**

- Check to see if the message **EXCEEDS LIMIT** is displayed.
- Contact the key operator to reset limit.

### **Finisher does not operate**

- Touch **OUTPUT APPLI**.
- Check for a paper misfeed and remove it, as required. Close the Finisher door properly.

### **RADF (ADF) indicator will not light after reset is pressed**

Fully close the RADF (ADF).

### **RADF (ADF) light is flashing**

- The document feeder is ready to accept originals.
- Insert originals on the RADF (ADF) tray, press **Reset**, and then press **Start**.

### **ADD TONER message is displayed**

New toner supply is needed. Follow instructions for adding toner.

### **CALL FOR PM is displayed**

Contact your service representative for Preventive Maintenance.

### **APS selects the wrong copy size**

Paper guides must be adjusted exactly to the size of originals.

## **In Mixed original mode, a message to load a required paper size displays, even though that size is loaded in one of the trays**

Paper sizes loaded in the trays must be consistent with the tray position size. Otherwise, the tray key on the Main screen will blink.

## **The Main screen does not display settings as described in the *HP Color 9850mfp System Administrator Guide***

Check with the key operator because initial settings may have been changed.

### **“Please check original”**

- This message displays when the MFP detects a non-standard paper size on the scanner glass.
- Select copy size and press **Start**. A magnification of 1.000 is selected automatically.
- If this message continues to display after selecting copy size, select 1.000 magnification, even if it is already indicated, and then press **Start**. If desired, ask your service representative to enable the engine to use 1.000 magnification as default in this situation.

### **Sheet insertion result is not as expected**

- Blank insertion: make sure manuscript originals do not already include blank sheets in the locations designated for sheet insertion.
- Copy insertion: to ensure that chapter sheets in 1 > 2 mode always appear on the right hand side in the finished set, insertion sheets must be designated on the page setting screen with odd numbers, not even. If required, make an even numbered original page odd by inserting a blank sheet in front of that page, so that the blank sheet is even and the insertion sheet is odd.

### **Finisher staple result is not as expected**

The two-staple position functions only on copy paper that is loaded vertically (portrait style).

### **Copies skew in the stapled sets**

- Check to see if copy paper is excessively curled in the tray.
- Reload the copy paper upside down.

### **Using punch, copies cannot be punched**

- Check to see if the message **Trash basket of Punching unit is full** is displayed.
- Empty the trash basket.

### **Copies cannot be stapled or punched in position**

Check to make sure the side guide plates are securely aligned to the copy paper in the paper tray to be used.

### **Paper misfeed occurs frequently inside finisher**

Check to see if copy paper is excessively curled in the tray. Reload the copy paper upside down.

### **Using Trimmer, copies cannot be trimmed**

- Check to see if the message **Trash basket of Trimmer is full** is displayed.
- Empty the trash basket.

# 6 Engine specifications

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## Engine specifications

Product name	HP Color 9850mfp
Configuration	Console with stationary scanner
Photoreceptor	OPC drum
Method	Laser Electrostatic
Toner	Cyan, Magenta, Yellow, Black, and cartridge type
Recommended operating environment	10° to 30° C (50° to 86° F) 10 to 80 percent RH (no dew condensation)
Warm up	Approximately 6.5 minutes @20° C (68° F); 50 percent RH, 230 V
Reset	Off/30 seconds/1 minutes/1.5 minutes/2 minutes/2.5 minutes/3 minutes/3.5 minutes/4 minutes/4.5 minutes/5 minutes
First copy out time	Face up Exit:
	5.6 seconds for Letter in Black mode
	7.4 seconds for Letter in Full color/Single color mode
Copy rate	50 copies per minute (cpm): Letter, 139 by 216 mm (5.5 by 8.5 inches)
	40 cpm: 216 by 279 mm (8.5 by 11R inches)
	32 cpm: Legal
	27 cpm: 279 by 132 mm (11 by 17 inches)
	23 cpm: 330 by 483 mm (13 by 19 inches)
Continuous copy	1- 9,999 copies
Voltage	230 VAC - 14 to 10.6 percent 208 - 240 VAC +/-10 percent
Current	17.6 A dedicated line recommended
Frequency	50 Hz/60 Hz
Grounding	Isolation recommended
Power consumption	Maximum 3,600 VA (full option)
Noise level (full system)	Approximately 78 dB (A) or less, during copying
Automatic modes	AMS; AES (plus nine-level manual density);
	APS detects 279 by 432 mm (11 by 17 inches), Legal, 216 by 279 mm (8.5 by 11R inches), Letter, 139 by 216 mm (5.5 by 8.5R inches), A3, B4, A4, B5, B5R

Magnification	Preset: 0.500, 0.647, 0.772, 0.785, 1.214, 1.294, 1.545, 2.000
	Three User Sets: 0.250 - 4.000, set by the key operator
	Zoom range: 0.250 - 4.000 in 0.1 percent steps
Originals on scanner	Maximum size: 303 by 438 mm (11.9 by 17.2 inches)
Originals in document feeder	Maximum size: 297 by 431.8 mm (11.7 by 17 inches)
Paper source	Engine trays 1/2/3: 400/400/400 sheets
	Tray 4/HCI: 2,200 sheets
	Multi-sheet bypass tray: 200 sheets
	Tray 1/2/3/4: user adjustable
HP 100-Sheet Output Tray	120 sheets (28 lb)
Paper weight	28 lb bond recommended
	Maximum range of Tray 1/2/3/4:
	64 g/m <sup>2</sup> - 209 g/m <sup>2</sup> (17 lb bond - 115 lb index)
	Maximum range of the multi-sheet bypass tray:
	64 g/m <sup>2</sup> - 256 g/m <sup>2</sup> (17 lb - 143 lb)
	Special paper: tab, 3-hole paper
	*Set Offset master, intermediate paper, or label 1 sheet each on the multi-sheet bypass tray.
	* Transparency film and ink-jet paper are unavailable.
Engine safety standard	UL 60950; CAN-CSA C 22.2 No. 60950 -00
Radio interference	FCC Rules part 15, sub-part B Class A
Options	Document feeder (HP Automatic Document Feeder)
	Finisher (HP 3000-Sheet Stapler/Stacker/HP 3000-Sheet Multifunction Finisher)
	Punching Kit (HP 3 Hole Punch Kit)
	Cover Sheet Feeder (HP Post Insertion Kit)
	Trimmer Unit (HP Trimmer Unit)
	Trimmer Relay Kit (HP Trimmer Adapter Kit)
	Tray 4/HCI (HP 2500-Sheet High Capacity Input)
	Expanded Memory Unit (HP 256 MB Memory Module: 256 MB)
	Image Processor
	Hard Disk Drive (HP Copy Controller Hard Drive)
Engine weight	+313 kg (690 lb)

	+14.5 kg (32 lb) w/Document feeder (HP Automatic Document Feeder)
	+56 kg (123 lb) w/Finisher (HP 3000-Sheet Stapler/Stacker)
	+66 kg (132 lb) with Finisher (HP 3000-Sheet Multifunction Finisher)
	+10.5 kg (23 lb) with Cover sheet feeder (HP Post Insertion Kit)
	+ 3 kg (6.6 lb) with Punching Kit (HP 3 Hole Punch Kit)
	+40 kg (88 lb) with Tray 4/HCI (HP 2500-Sheet High Capacity Input)
	+68 kg(150 lb) with Trimmer Unit (HP Trimmer Unit)
Engine dimensions	
Document Feeder (HP Automatic Document Feeder)	
	Width: 588 mm (23.1 inches)
	Depth: 519 mm (20.4 inches)
	Height: 135 mm (5.3 inches) + 23 mm (0.9 inches) with original tray
	Maximum open angle: $70 \pm 5^\circ/40 \pm 5^\circ$
Stapler-Finisher (HP 3000-Sheet Stapler/ Stacker/HP 3000-Sheet Multifunction Finisher)	
	Width: 410 mm (16.1 inches) + 246 - 331 mm (9.7 - 13.0 inches) w/paper tray
	Depth: 656 mm (25.8 inches)
	Height: 990 mm (39.0 inches)
Cover sheet feeder (HP Post Insertion Kit)	
	Width: 511 mm (20.1 inches)
	Depth: 620 mm (24.4 inches)
	Height: 220 mm (8.7 inches)
Trimmer Unit (HP Trimmer Unit)	
	Width: 1240 mm (48.8 inches) + 450 mm (17.7 inches) w/Trimmer Relay Kit
	Depth: 610 mm (24.0 inches)
	Height: 562 mm (22.1 inches)

	HCI Tray 4 (HP 2500-Sheet High Capacity Input)
	Width: 719 mm (23.8 inches)
	Depth: 639 mm (25.2 inches)
	Height: 485 mm (19.1 inches)
Automatic Duplex Unit (ADU)	Paper size: 330 mm by 487 mm (13 by 19.2 inches) - 139 by 216 mm (5.5 by 8.5R inches)
	Paper weight: 64 -209 g/m <sup>2</sup> (17 - 115 lb)
	(17 -19 lb: printed area 20 percent or less only)
	Non-stack type
	Modes: 1 > 2, 2 > 2

## Option specifications

Document Feeder  
(HP Automatic Document  
Feeder)

Power source: engine

Original size:

Maximum 297 mm by 431.8 mm (11.7 by 17 inches)

Minimum. 128 mm by 139.7 mm (5.0 by 5.5 inches)

1 > 1, 1 > 2, 2 > 2, 2 > 1 mode:

279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), 139 by 216 (5.5 by 8.5R inches), A3, B4, A4, B5, B5R

Mixed original mode:

279 by 432 mm (11 by 17 inches) + Legal + Letter + 216 by 279 mm (8.5 by 11R inches) + 139 by 216 mm (5.5 by 8.5 inches), or Legal + 216 by 279 mm (8.5 by 11R inches) + 139 by 216 mm (5.5 by 8.5 inches)

Original feed/exit capacity:

Maximum 100 sheets (20 lb) or less than the limit indicated on the paper guide

Original weight: 10 lb bond - 110 lb index

(10 lb - 12 lb available in Simplex mode only)

(10 lb - 12 lb available in Thin mode of Thickness/Special Original)

(35 lb - 110 lb available in Thick mode of Thickness/Special Original)

Curl maximum 10 mm or less

(Transparency, Paste-up, Offset master, Labels and Intermediate paper unavailable.)

Stapling Finisher  
(HP 3000-Sheet Stapler/  
Stacker/HP 3000-Sheet  
Multifunction Finisher)

Power Source: engine

Non-sort mode using the Main output tray

Paper size: 305 by 457 mm (12 by 18 inches) - 139 by 216 mm (5.5 by 8.5R inches)

Tray capacity (28 lb bond paper):

400 sheets: 139 by 216 mm (5.5 by 8.5R inches)

3000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches) (HP 3000-Sheet Stapler/Stacker), A4, A4R, and B5R

3,000 sheets Letter, 216 by 279 mm (8.5 by 11R inches) (HP 3000-Sheet Multifunction Finisher), A4, A4R, and B5R

2,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches) (HP 3000-Sheet Multifunction Finisher), A4, A4R, and B5R

1,200 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3 and B4

Paper weight: 17 lb bond to 143 lb index

Sort/Group mode using the Main output tray

Paper size: 305 by 457 mm - 216 by 279 mm (12 by 18 - 8.5 by 11R inches)

Tray capacity (28 lb bond paper)

3,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches) (HP 3000-Sheet Stapler/Stacker), A4, A4R, and B5R

2,000 sheets: Letter, 8.5 by 11R inches (HP 3000-Sheet Multifunction Finisher), A4, A4R, and B5R

1,200 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3 and B4

Paper weight: 17 lb bond to 143 lb index

Staple-sort mode

Paper size: 305 by 457 mm - 216 by 279 mm (12 by 18 - 8.5 by 11R inches)

Tray capacity (28 lb bond paper): 800 sheets

(Variable according to the number of pages to be stapled. See [Paper capacity for staple-sort mode of the Finishers](#) for more information.)

Paper weight: 17 lb - 28 lb bond

(One 110 lb index cover paper is available in Cover sheet mode.)

Folding/Stapling & Folding mode (HP 3000-Sheet Multifunction Finisher only)

Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, 216 by 279 mm (8.5 by 11R inches), A4R

Tray capacity (28 lb bond paper):

64 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal

48 sheets: 216 by 279 mm (8.5 by 11R inches), A4 R

(The maximum number of sheets varies, depending on the number of pages in the booklet and whether Folding or Stapling & Folding is selected. See [Making folded booklets](#) for more information.)

Paper weight: 17 lb - 28 lb bond

(One 110 lb index cover paper is available in Cover sheet mode.)

Three-folding mode (HP 3000-Sheet Multifunction Finisher)

Paper size: 216 by 279 mm (8.5 by 11R inches), A4R

Tray capacity (28 lb bond paper):

40 sheets (one-sheet folded each)

Paper weight: 17 lb - 28 lb bond

	<p>Non-sort/Group mode using the Sub output tray</p> <p>Paper size: 330 by 483 - 104 by 146 mm (13 by 19 - 4.1 by 5.8 inches)</p> <p>Tray capacity (28 lb paper): Approximately 100 sheets (More than 100 sheets available dependent on paper type or weight.)</p> <p>Paper weight: 17 lb bond - 143 lb index</p>
Staple Cartridge	5000 staples/cartridge
Cover Sheet Feeder (HP Post Insertion Kit)	<p>Power source: Finisher</p> <p>Paper size (Upper tray): Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), A4, A4R</p> <p>Paper size (Lower tray): 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), A4,A4R</p> <p>Paper weight in Cover sheet mode: 17 lb bond - 110 lb index</p> <p>Paper weight in Manual stapling: 17 lb bond - 110 lb index</p> <p>Paper weight in Manual punching: 17 - 45 lb bond</p> <p>Paper weight in Manual Stapling &amp; Folding: 17 lb bond - 110 lb index</p> <p>Paper weight in Manual Three-folding: 17 lb - 28 lb bond</p>
Punching Kit (HP 3 Hole Punch Kit)	<p>Power source: Finisher</p> <p>Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Letter, A3, and A4</p> <p>Paper weight: 17 - 34 lb</p> <p>Number of holes: 3 holes, 2 holes, 4 holes, and 4 holes Swedish</p> <p>Hole diameter: 8 mm <math>\pm</math> 0.5 mm (0.315 <math>\pm</math> 0.020 inches)</p> <p>Hole pitch: 108 mm <math>\pm</math> 0.5 mm (4.253 <math>\pm</math> 0.020 inches)</p>

Trimmer Unit (HP Trimmer Unit)

Power source: supply from outlet

Paper size: 279 by 432 mm (11 by 17 inches), Legal, 216 by 279 mm (8.5 by 11R inches), A4R

Paper weight: 17 - 28 lb

\*One 110 lb index cover paper is available.

Number of trimmed sheets:

Three sheets maximum with Folding mode

16 sheets maximum with Stapling & Folding mode  
(15 sheets maximum when using a thick cover)

Trimmed width: 10 mm maximum

Stack capacity: 410 sheets maximum

\*The maximum number of sheets varies, depending on the number of pages in the booklet and whether Folding or Stapling & Folding is selected. See [Making trimmed booklets](#) for more information.

Tray 4(HP 2500-Sheet High Capacity Input)

Power source: supply from engine

Paper size: 330 mm by 487 mm (13 by 19.2 inches), 330 by 482 mm (13 by 19 inches), 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, Letter, A3, B4, A4, B5

Tray capacity: 2,200 sheets (28 lb paper)

Paper weight: 17 lb bond - 143 lb index

---

**CAUTION**

---

Feeding coated papers from Trays 1, 2 and 3 can cause jams. HP recommends only feeding coated papers from the HP 2500-Sheet High Capacity Input.



# 7 Color image adjustment

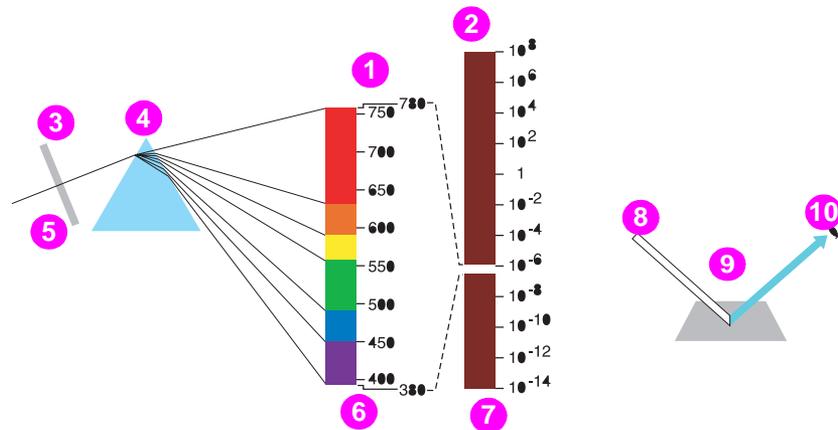
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## About colors

### RGB and CMYK models

Have you ever wondered why the world surrounding us appears colored to our eyes?

Light is made up of electromagnetic waves with wavelengths between about 380 - 780 nm, also called visible rays. The wavelengths of visible rays can be separated into the rainbow colors: violet, indigo, blue, green, yellow, orange, and red. They appear in this sequence, starting with the shortest wavelength. When all the wavelengths of the visible rays strike your eye at the same time, white color is perceived. We see the objects in color because they reflect or transmit visible light of different wavelengths or frequencies.

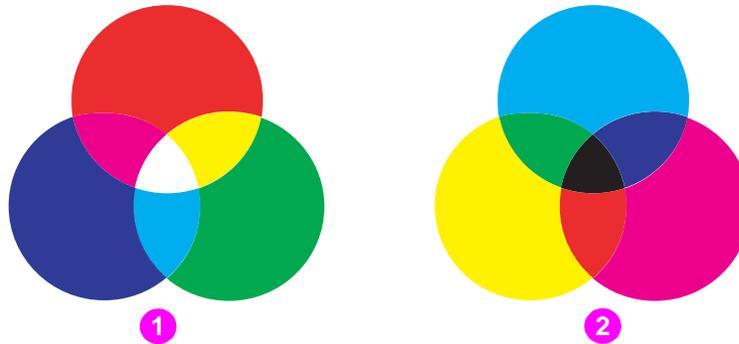


- 1 (nm)
- 2 (m)
- 3 Slit
- 4 Prisms
- 5 White light
- 6 Visible rays
- 7 Electromagnetic wave
- 8 Light
- 9 Reflection
- 10 Color

The colors separated from visible light are called primary colors. Primary colors cannot be produced from other colors. These colors, however, can be combined to make up any other color (color mixture).

The color mixture has three primary colors of light and three primary colors of pigment. The three primary colors of light are called additive color mixture, and if more colors are added, the resultant color becomes brighter. By mixing red (R), green (G), and blue (B) colored lights, various colors can be created.

The three primary colors of pigment are called subtractive color mixture, and if more colors are added, the resultant color becomes darker. By mixing cyan (C), magenta (M), and yellow (Y) pigments (such as ink or toner), various colors can be created. However, black (K) is actually used as the fourth color, in addition to the three primary pigments.



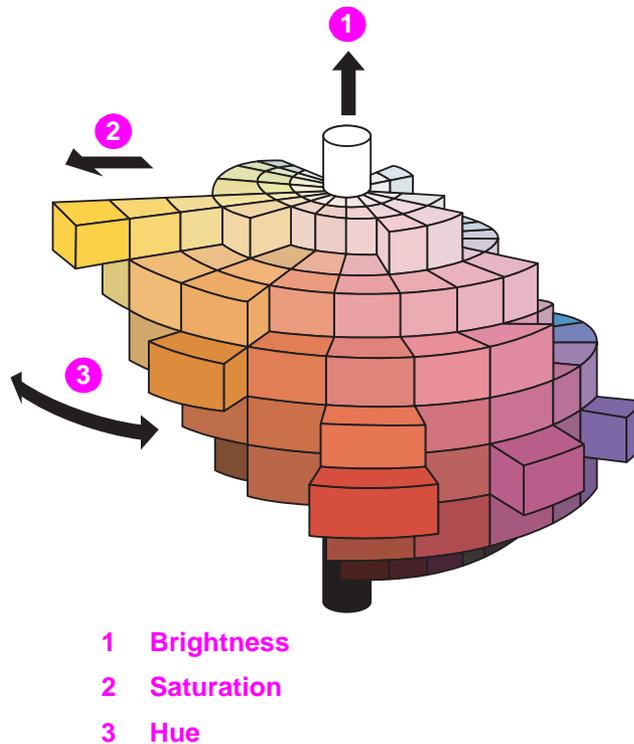
- 1 Three primary colors of light
- 2 Three primary colors of pigment

## Hue, saturation, brightness (HSB) model

This model is based on the human perception of color. When our eyes perceive colors in objects, we receive the information not only on the color itself (reddish, bluish, and other colors) but the brightness (rather bright or dark) and the purity (very clear, clear, not clear, and so on) of the color.

The color perception (reddish, bluish, and other colors) is defined as hue (H). The strength or purity of the color is defined as saturation (S), and the lightness or darkness of the color is defined as brightness (B).

The above three elements are known as the three attributes of color. With these three attributes, the Munsell color system has been created to describe colors in a three-dimensional space.



## Color copy quality

### Modifying colors

As mentioned above, colors can be reproduced by mixing four pigments. The pigments include the three primary colors, cyan (C), magenta (M), yellow (Y), along with black (K).

To enhance the copy quality, this engine allows you to modify colors by means of the three attributes of color based upon the human eye and perception.

The following methods are provided:

Adjust the density of the whole image.



1



-4

2



+4

1 Original

2 Density

Adjust the hue, saturation, and brightness.



1



-4

2



+4

3



-4



+4

4



-4



+4

- 1 Original
- 2 Hue
- 3 Saturation
- 4 Brightness

---

**Note**

---

The hue adjustment leads the color of the image to another color adjacent in the color circle of red (R), yellow (Y), green (G), cyan (C), blue (B), and magenta (M).

Change the hue by varying the red (R), green (G), and blue (B) colors of the image individually or mutually.



1



-4

2



+4

3



-4



+4



-4

4



+4

- 1 Original
- 2 Red
- 3 Green
- 4 Blue

Change the hue by varying the cyan (C), magenta (M), yellow (Y), and black (K) colors of the image individually or mutually.



1



-4



+4



-4



+4



-4

4



+4

5



-4



+4

- 1 Original
- 2 Cyan
- 3 Magenta
- 4 Yellow
- 5 Black

## Reproducing images

This engine provides two methods for reproducing images.

The Dither (error diffusion) method uses small dots (600 dpi) to reproduce the image. This method is appropriate for the text originals.

The Screen method also provides two methods, Line screen and Dot screen. The Line screen uses many halftone lines, such as scanning lines of a television. The Dot screen uses small dots to reproduce the image. The screen methods provide fine quality in reproducing the gradation in scanned photographic images. However, text originals may not be reproduced as clearly as photo originals by using these methods.



- 1 Dot screen
- 2 Line screen
- 3 Black images
- 4 Color images
- 5 Dots
- 6 Line

## What is image detection?

In many cases, originals include both photo and text. Although the text is normally printed in black, a color printer inevitably uses not only the black toner but cyan, magenta, and yellow in layers to reproduce the black text. Using the screen method, the color printer may add colors in large or bold characters to reproduce the text in the same way as the photo.

While scanning such originals, this engine detects and determines the photo portion and text area, so that the black text area should be reproduced in single color and the photo portion in full color. This function also allows you to obtain the optimum print results by modifying the standard for image detection according to the character size of the text or its proportion in the whole original.



- 1 Detected as text
- 2 Solid

## Applying filters

In addition to the color adjustment and image reproduction methods, this engine allows you to apply the following filters to improve the copy image quality.

Sharpen the outline of the image. (Sharpness)



1



-4

2



+4

Increase the contrast of the image. (Contrast)



1



-4

3



+4

Increase shine on the image. (Gloss mode)



1

4



- 1 Original
- 2 Sharpness
- 3 Contrast
- 4 Gloss mode

## **Improving color copy quality**

To improve the color copy quality, this engine provides three types of adjustment methods: color adjustment, selecting the image reproduction method and its adjustment, and other adjustments.

The color adjustment is performed by varying the level of pigments in RGB model or CMYK model, or by modifying the hue, saturation, and brightness of the image.

To reproduce the copy image, select one of the two methods, the Dither (error diffusion) method or the Screen method. The Image Detection function helps in selecting the most appropriate method for each part of the original to make the copies of scanned image.

For further improvement, use Copy Density or apply filters for Sharpness, Contrast, and Gloss mode.

## Selecting density level and whitening the background (copy density)

Automatic Exposure Selection (AES) operates to detect the density level of the original image while scanning, and automatically selects the appropriate density for the copy.

### Note

The density to be selected automatically using AES can be adjusted on the engine. See [\(20\) AES adjustment](#) for more information.

## To adjust copy density/background whiteness

Follow the procedure below to select the exposure (density) manually to make darker or lighter copies.

### Background whiteness

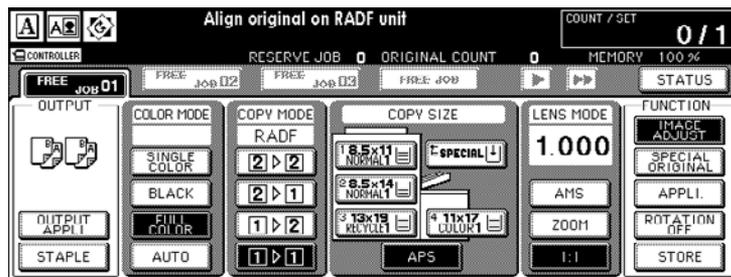
Adjust the background whiteness when copying newspaper or recycled paper originals.



1 Original

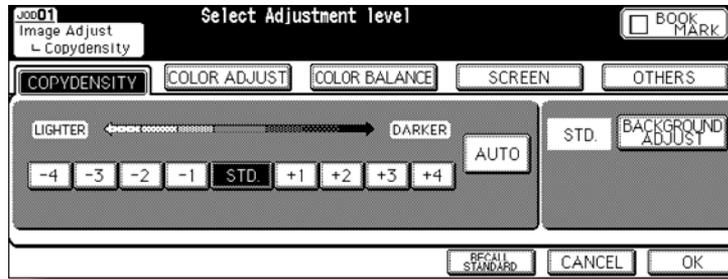
2 Background whiteness

- 1 Touch **IMAGE ADJUST** on the Main screen.



The Image adjustment screen is displayed.

- 2 Touch **COPY DENSITY** to display the Copy density adjustment screen.

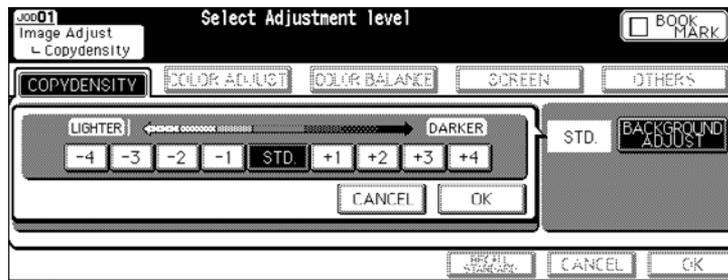


- 3 Touch the desired density level key from -1 to -4 to make the copy image lighter, or from +1 to +4 to make it darker.

**Note**

Touch **STD.** to select the middle density level.  
To resume the AES, touch **AUTO** to highlight it.

- 4 Touch **BACKGROUND ADJUST** to adjust the background whiteness, if necessary.  
Touch the desired level key from -1 to -4 to make the background lighter, or from +1 to +4 to make it darker.



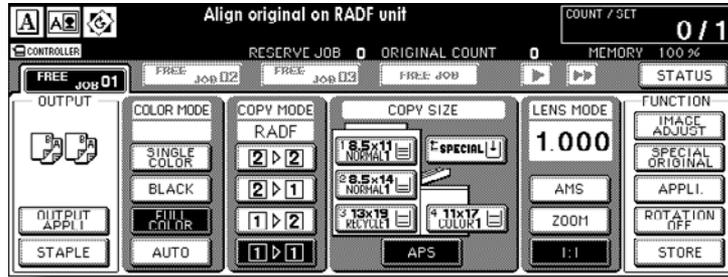
- 5 Touch **OK**. The Copy density adjustment screen is restored.  
To resume the previous setting, touch **CANCEL**.
- 6 Touch **OK**.  
The Main screen is restored, with the **IMAGE ADJUST** key highlighted.  
To resume the previous setting, touch **CANCEL**.  
To restore the initial settings, touch **RECALL STANDARD**.

### Setting density shift

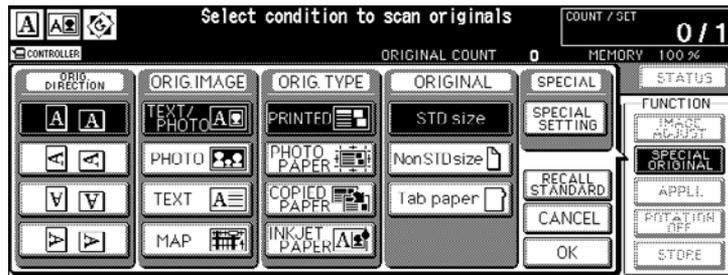
Use this function to shift each of nine density levels to three levels lighter or three levels darker.

This function can be set to be used in combination with each of the four Original Image modes (Text/Photo, Photo, Text, and Map) in each of the three color modes (Full color, Black, and Single color). Therefore, twelve sorts of settings are available for the density adjustment.

- 1 Select the desired color mode from Full color, Black, or Single color.



- 2 Touch **SPECIAL ORIGINAL** on the Main screen to display the Special Original popup menu.
- 3 Select the desired Original Image mode, and then press **P (Counter)**.



For example:

Selected Original Image mode: TEXT/PHOTO, Color mode: BLACK

**Density Shift (Text/Photo Black)**

**3 (0 - 6)**

Selected Original image mode: PHOTO, Color mode: FULL COLOR

**Density Shift (Photo Full color)**

**3 (0 - 6)**

Selected Original image mode: TEXT, Color mode: SINGLE COLOR

**Density Shift (Text Single color)**

**3 (0 - 6)**

Selected Original image mode: MAP, Color mode: FULL COLOR

**Density Shift (Map Full color)**

**3 (0 - 6)**

**Note**

See [Specifying original type](#) for details on the Original Image mode.

- 4 Press any key (from 0 to 5) using the keypad to determine the density shift.

**Note**

Select a smaller number for a darker level, or a larger number for a lighter level. If you enter six or above, the value will be ignored.

- 5 Touch **OK** on the Special original popup menu.

Density shift in the selected Original image mode of the desired Color mode is determined.

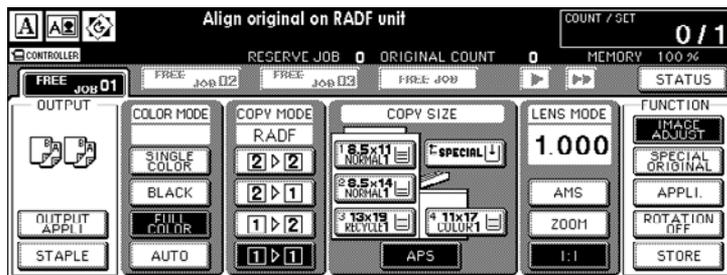
## Changing colors using RGB and HSB values (color adjustment)

Change color by modifying each value of red (R), green (G), and blue (B), and also adjust the value of hue (H), saturation (S), and brightness (B).

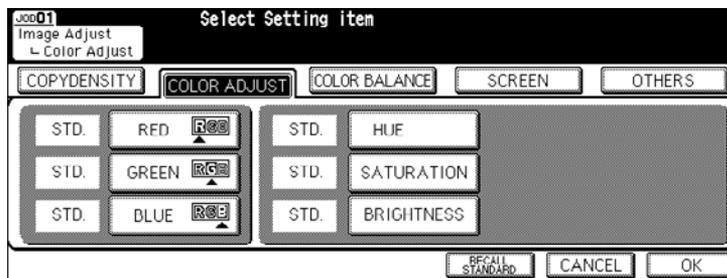
### Modifying RGB value

Change the color of the copy image by modifying each value of red (R), green (G), and blue (B).

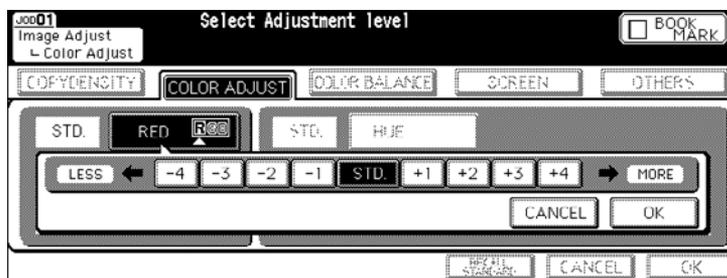
- 1 Touch **IMAGE ADJUST** on the Main screen.



- 2 Touch **COLOR ADJUST** to display the Color adjustment screen.



- 3 Touch the desired color key.



- 4 Touch the desired level key from -1 to -4 to make the color lighter, or from +1 to +4 to make it deeper.

### Note

Touch **STD.** to select the middle level.

- 5 Touch **OK**.  
The Color adjustment screen is restored.  
To resume the previous setting, touch **CANCEL**.
- 6 Touch **OK**.  
The Main screen is restored, with the **IMAGE ADJUST** key highlighted.

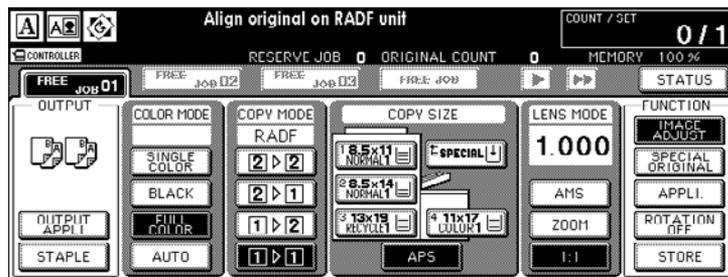
**Note**

To resume the previous setting, touch **CANCEL**.  
To restore the initial settings, touch **RECALL STANDARD**.

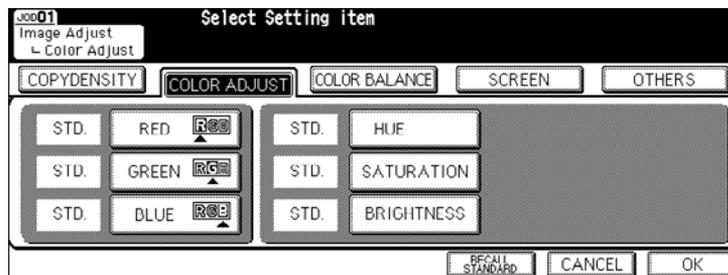
## Modifying HSB value

Change the color of the copy image by making adjustments to hue, saturation, and brightness.

- 1 Touch **IMAGE ADJUST** on the Main screen.

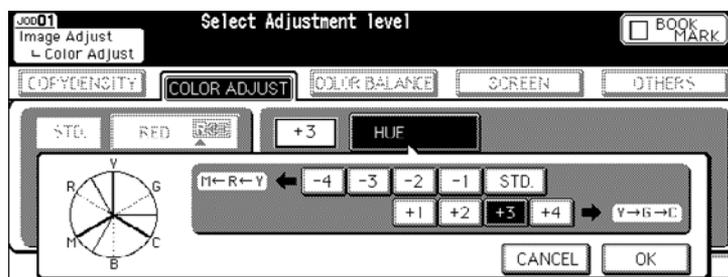


- 2 Touch **COLOR ADJUST** to display the Color adjustment screen.



- 3 Make an adjustment to hue.

Touch **HUE**.



Touch the desired level key from -1 to -4 to make yellow closer to red, and red closer to magenta. (Adjustment goes counterclockwise in the color circle.)

Or, touch a key from +1 to +4 to make yellow closer to green and green closer to cyan. (Adjustment goes clockwise in the color circle.)

---

**Note**

---

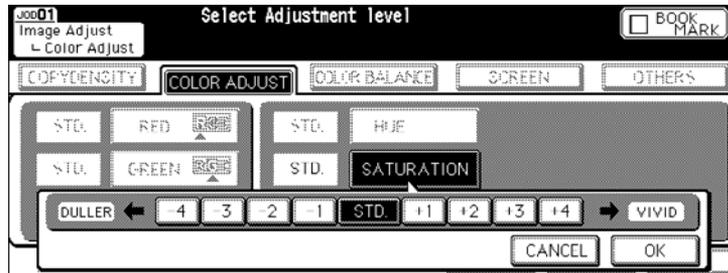
Touch **STD.** to select the middle level.

Touch **OK.** The Color adjustment screen is restored.

To resume the previous setting, touch **CANCEL.**

- 4 Make an adjustment to saturation.

Touch **SATURATION.**



Touch the desired level key from -1 to -4 to make the colors dull, or from +1 to +4 to make them vivid.

---

**Note**

---

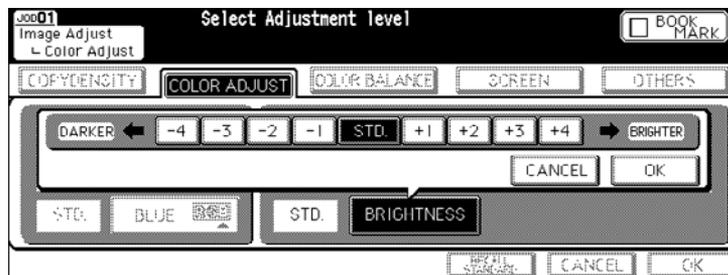
Touch **STD.** to select the middle level.

Touch **OK.** The Color adjustment screen is restored.

To resume the previous setting, touch **CANCEL.**

- 5 Make an adjustment to brightness.

Touch **BRIGHTNESS.**



Touch the desired level key from -1 to -4 to make the image darker, or from +1 to +4 to make it brighter.

---

**Note**

---

Touch **STD.** to select the middle level.

Touch **OK.** The Color adjustment screen is restored.

To resume the previous setting, touch **CANCEL.**

- 6 Touch **OK.**

The Main screen is restored, with the **IMAGE ADJUST** key highlighted.

---

**Note**

---

To resume the previous setting, touch **CANCEL.**

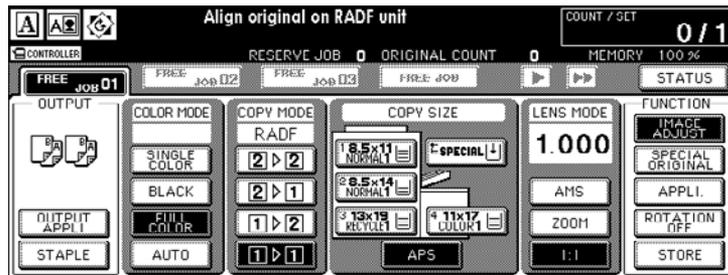
To restore the initial settings, touch **RECALL STANDARD.**

## Changing colors using CMYK value (color balance adjustment)

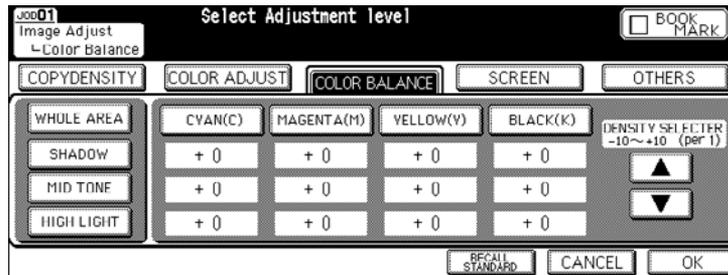
Change the hue by varying the cyan (C), magenta (M), yellow (Y), and black (K) colors of the image individually or mutually.

This adjustment can be made in each density area (shadow, mid tone, or highlight) of the individual color, or in the whole density area of each color. The adjustment value ranges from -10 to +10.

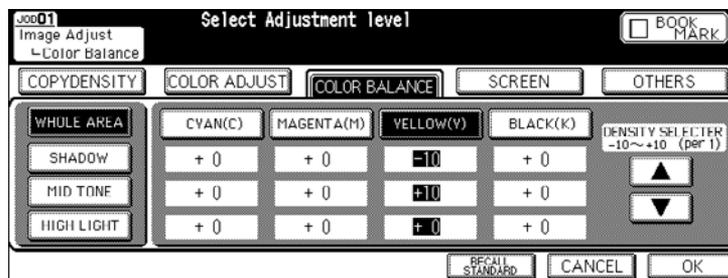
- 1 Touch **IMAGE ADJUST** on the Main screen.



- 2 Touch **COLOR BALANCE** to display the Color balance adjustment screen.



- 3 Select the desired density area.



Check the shadow, mid tone, and highlight areas of the original, and then select the desired density area to adjust the color balance. If adjustment is necessary for the whole density area, touch **WHOLE AREA** to highlight it.

4 Select the color and adjustment value.

Touch **CYAN (C)**, **MAGENTA (M)**, **YELLOW (Y)**, or **BLACK (K)** to highlight it.

Touch the ▲ or ▼ key to display the desired adjustment value from -10 to +10.

---

**Note**

---

The adjustment can be made for each density area. Repeat steps 3 and 4, if desired. Select a smaller number to make the color lighter or a larger number to make it darker.

5 Touch **OK**.

The Main screen is restored, with the **IMAGE ADJUST** key highlighted.

---

**Note**

---

To resume the previous setting, touch **CANCEL**.

To restore the initial settings, touch **RECALL STANDARD**.

## Selecting line screen, dot screen, or high compression (screen setting)

This engine provides two methods to reproduce the print image: Line screen and Dot screen. The engine selects an appropriate method automatically according to the other copy conditions selected for the job.

### Note

See [Reproducing images](#) for details on Line screen and Dot screen.

Follow the procedure below to manually select the reproducing method.

### High resolution/smooth tone

Specify either High Resolution or Smooth Tone, when selecting the reproducing method manually. High Resolution improves the resolution by maximizing the number of lines drawn. Smooth Tone provides a high-performance color grading by lowering the drawing lines.

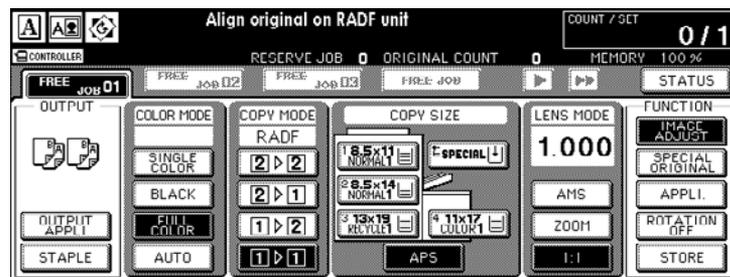
### High compression

The desired copy result may not be obtained because the internal memory overflows when using the reproducing method selected manually or automatically according to the other copy conditions of the job. In this case, select High Compression to give priority to compressing the scanned data. The Dither method is used instead of the Line screen or Dot screen methods.

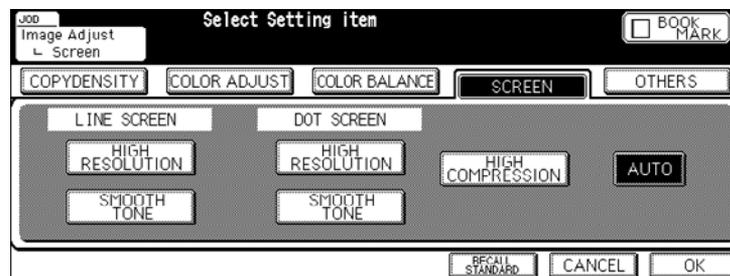
### Auto

Auto selects an appropriate reproducing method automatically, according to the selected copy conditions. This mode is initially selected.

- 1 Touch **IMAGE ADJUST** on the Main screen.

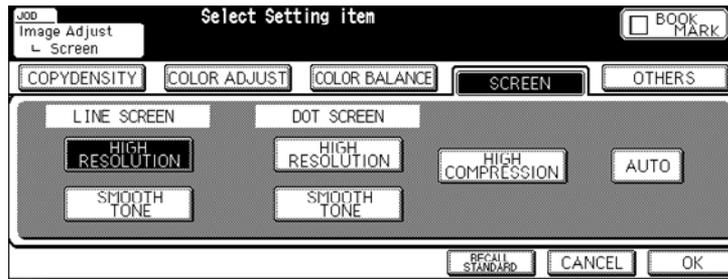


- 2 Touch **SCREEN** to display the Screen setting screen.

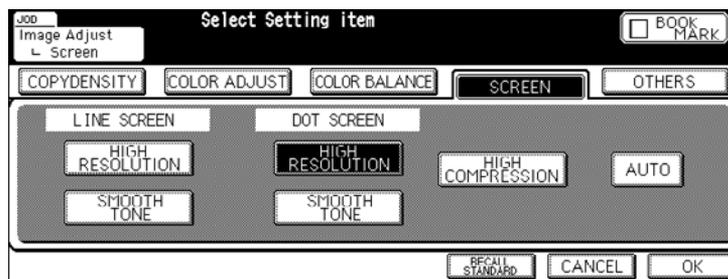


3 Select the desired reproducing method.

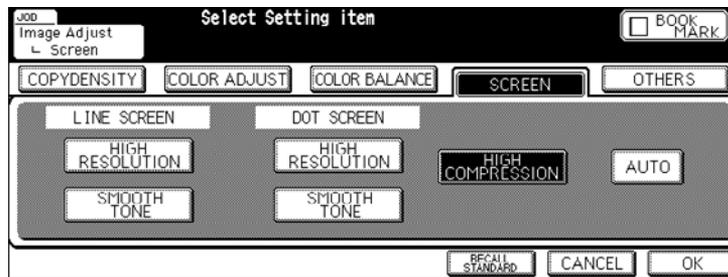
To select Line screen, touch **HIGH RESOLUTION** or **SMOOTH TONE**, under the LINE SCREEN indication to highlight it.



To select Dot screen, touch **HIGH RESOLUTION** or **SMOOTH TONE** under the DOT SCREEN indication to highlight it.



To compress the scanned data, touch **HIGH COMPRESSION** to highlight it.



Touch **AUTO** to highlight it, if reproducing method should be selected automatically.

4 Touch **OK**.

The Main screen is restored, with the IMAGE ADJUST key highlighted.

**Note**

To resume the previous setting, touch **CANCEL**.  
To restore the initial settings, touch **RECALL STANDARD**.

## Adjusting sharpness and contrast/selecting the gloss mode

In addition to the color adjustment and reproducing method selection, this engine allows you to apply the following filters to improve the copy image quality.

Sharpen the outline of the image (Sharpness).

Increase the contrast of the image (Contrast).

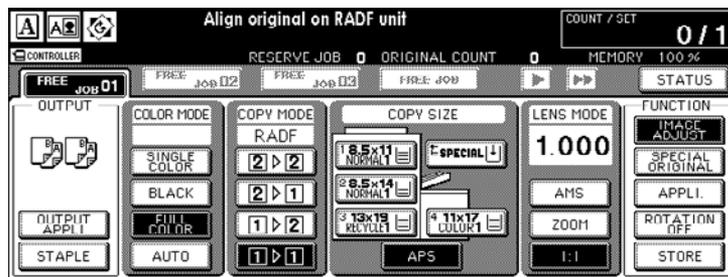
Increase shine on the image (Gloss mode).

Follow the procedure below to make the adjustment.

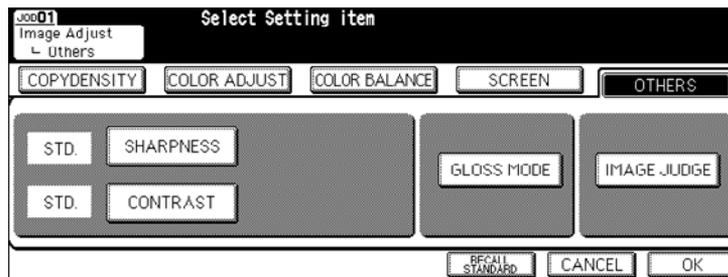
### Note

See [Applying filters](#) for details on Sharpness, Contrast, and Gloss mode.

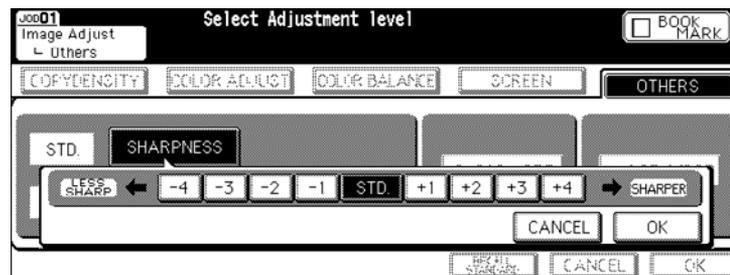
- 1 Touch **IMAGE ADJUST** on the Main screen.



- 2 Touch **OTHERS** to display the Other adjustment screen.



- 3 Select the desired sharpness level.
  - a Touch **SHARPNESS**, and then touch the desired level key from -1 to -4 to make the outline softer, or from +1 to +4 to make it sharper.
  - b Touch **STD.** to select the middle level.
  - c Touch **OK**.



---

**Note**

---

To resume the previous setting, touch **CANCEL**.

- 4 Select the desired contrast level.
  - a Touch **CONTRAST**, and then touch the desired level key from -1 to -4 to decrease the contrast, or from +1 to +4 to increase the contrast.
  - b Touch **STD.** to select the middle level.
  - c Touch **OK**.

---

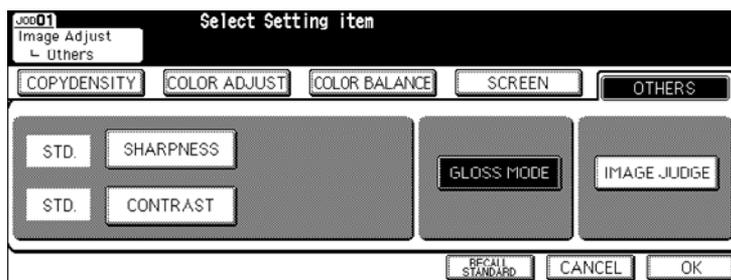
**Note**

---

To resume the previous setting, touch **CANCEL**.

- 5 Select the Gloss mode.

Touch **GLOSS MODE** to highlight it.



- 6 Touch **OK**.

The Main screen is restored, with the **IMAGE ADJUST** key highlighted.

---

**Note**

---

To resume the previous setting, touch **CANCEL**.  
To restore the initial settings, touch **RECALL STANDARD**.

## Making fine adjustment in image detection (image judge)

Image Detection detects and determines the photo portion and text area of the original when scanned, allowing you to obtain the optimum print result by modifying the standard for detection according to the character size of the text or its proportion in the whole original.

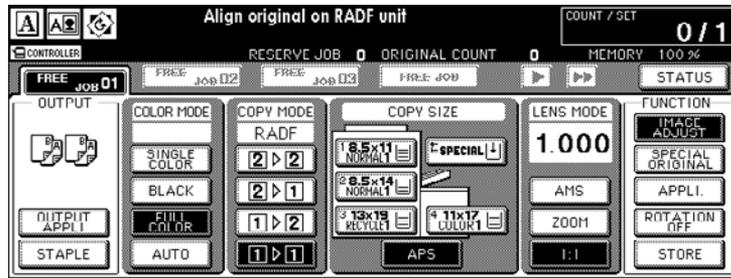
For this adjustment, two items are provided: Text/Photo proportion adjustment and Black/Color text proportion adjustment.

**TEXT/PHOTO** changes the ratio of detecting the text area of the original.

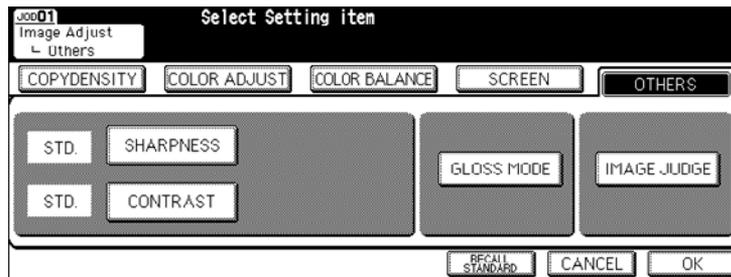
**COLOR/TEXT** changes the proportion in detecting that the original text is black or colored.

Follow the procedure below to make the adjustment.

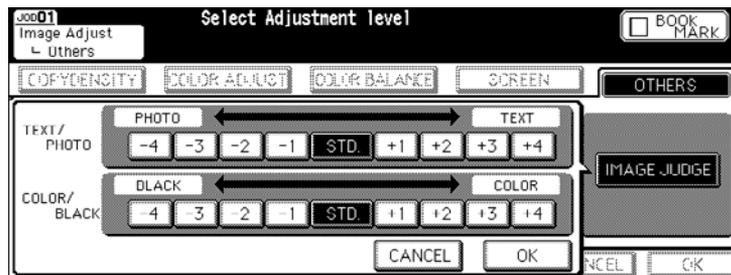
- 1 Touch **IMAGE ADJUST** on the Main screen.



- 2 Touch **OTHERS** to display the Other adjustment screen.



- 3 Touch **IMAGE JUDGE**.



- 4 Make an adjustment to **TEXT/PHOTO**.
  - a Touch the desired level key from -1 to -4 to increase the proportion of photo. Or, touch a key from +1 to +4 to increase the proportion of text.
  - b Touch **STD.** to select the middle level.

- 5 Make an adjustment to **COLOR/BLACK**.
  - a Touch the desired level key from -1 to -4 to increase the proportion of black text, or from +1 to +4 to increase the proportion of colored text.
  - b Touch **STD.** to select the middle level.
- 6 Touch **OK**.

The Other adjustment screen is restored.

To resume the previous setting, touch **CANCEL**.
- 7 Touch **OK**.

The Main screen is restored, with the **IMAGE ADJUST** key highlighted.

---

**Note**

---

To resume the previous setting, touch **CANCEL**.  
To restore the initial settings, touch **RECALL STANDARD**.

## Specifying original type

The image quality or type of the original may affect the copy result.

Use Original Image to improve the image quality by specifying the original image type as follows:

- Originals including both text and photo (TEXT/PHOTO)
- Photo originals or originals mainly composed of photos (PHOTO)
- Text originals (TEXT)
- Colored original with small text such as a map (MAP)

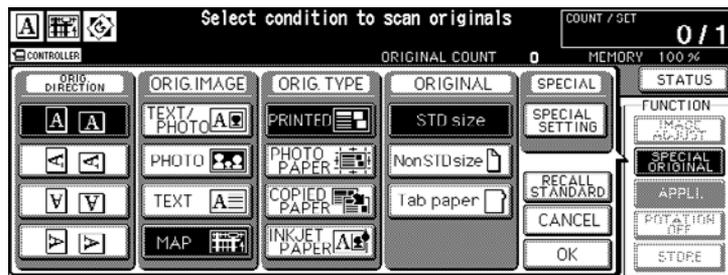
Use Original Type to improve the image quality by specifying the printed original type:

- Normal original (PRINTED)
- Photo-printed original (PHOTO PAPER)
- Copied original (COPIED PAPER)
- Original printed using an Ink-jet printer (INKJET PAPER)

1 Touch **SPECIAL ORIGINAL** on the Main screen.

The Special Original popup menu is displayed.

2 Touch the desired key in ORIG. IMAGE area and ORIG. TYPE area.

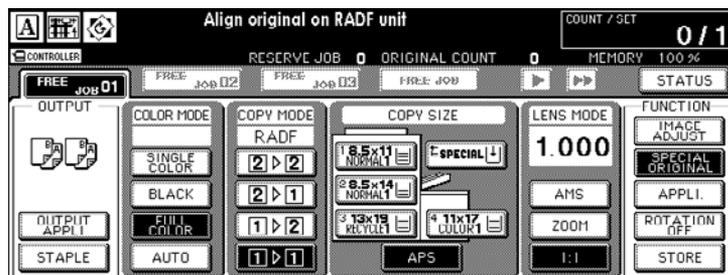


Only one selection can be made in each area.

### Note

In each ORIG. IMAGE mode, the copy density level can be shifted three levels darker or three levels lighter (Density Shift). For more information, see [Setting density shift](#).

3 Touch **OK**.



The Main screen is restored, with the SPECIAL ORIGINAL key highlighted and the selected Original Image icon displayed.

### Note

To resume the previous setting, touch **CANCEL**.

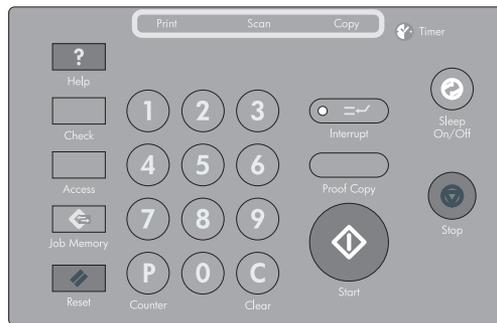
To restore the initial settings, touch **RECALL STANDARD**.

# 8 Advanced information

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## Programmed shut-off

The Weekly timer function turns an MFP on and off at the time specified by the key operator. This function is not factory-set. When the MFP uses the Weekly timer function, the **Timer** indicator on the right side of the control panel is lit.



### Note

Important: When the **Timer** indicator is lit, the MFP will turn off automatically. *Do not* turn it off by pressing the power switch.

When the **Timer** indicator light is on and other indicators are off, copying is unavailable due to the Weekly timer function. However, copying can be made available by following the procedure given below:

- 1 Press **Sleep On/Off** on the control panel.



### Note

See [\(9\) Weekly timer](#) for details on the Weekly timer function.

The Main screen is displayed along with the message shown below:

**Timer interrupt mode**

**Enter password**

### Note

The engine power is turned off automatically five minutes after this message is shown if a password is not entered.

The Timer interrupt password is not factory set and must be entered by the key operator.

If the Timer interrupt password has not been entered by the key operator, the following message is displayed.

**Input copy time**

**0 hour(s) 05 minute(s)**

When the above message is displayed, proceed to step 4.

- 2 Enter the password.

Enter a four-digit number using the keypad on the control panel.

---

**Note**

---

See [\(5\) Timer interrupt password setting](#) for details on setting the Timer interrupt password. If an invalid password is entered, continue by entering the valid four-digit password.

- 3 Press **Start**.

The following message is displayed on the Main screen.

**Input copy time**

**0 hour(s) 05 minute(s)**

- 4 Set the hour for the interrupt use.

Enter a one-digit hour (for example: three hours is 3) using the keypad on the control panel (0-9).

- 5 Press **Start**.

- 6 Set the minute for the interrupt use.

Enter a two-digit minute (for example: 7 minutes is 07) using the keypad on the control panel (00 - 59).

---

**Note**

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If you enter a number smaller than five, the minute is set at five.

- 7 Press **Start**.

Copying is available until the set time is up.

- 8 When Timer interrupt function of the MFP is set, press **Sleep On/Off** for one second or longer, and then release it.

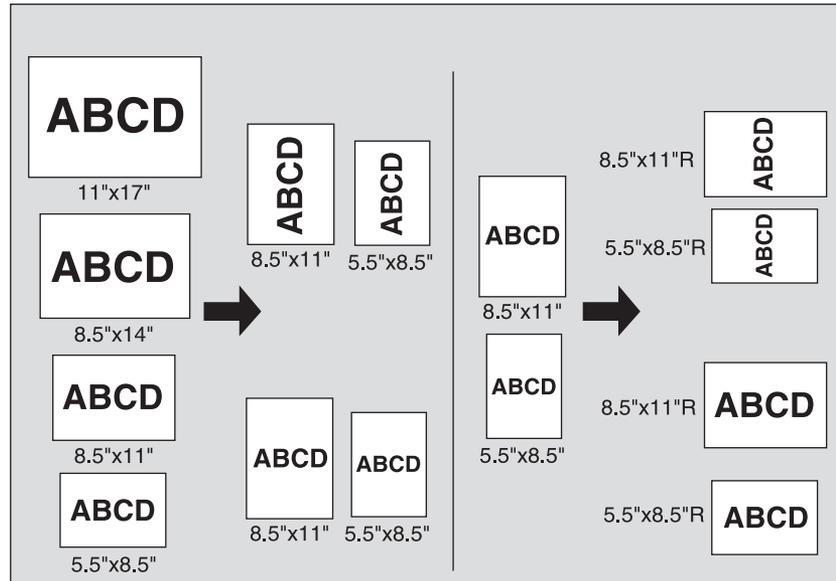
The MFP returns to the off condition and copying is once again disabled.

## Rotation

This function allows you to utilize APS or AMS and copy the original documents on Letter size or 139 by 216 mm (5.5 by 8.5 inches), irrespective of the copy paper feeding direction.

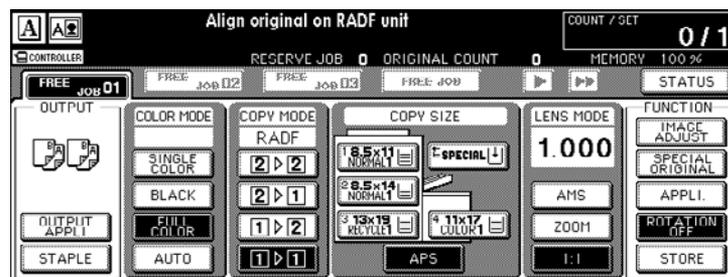
### Note

By default, Rotation requires APS or AMS to function. The key operator can set this function on, or set it to operate when APS, AMS, or reduce functions. See [\(13\) Memory switch setting](#) for more information.



The MFP is initially set to activate the Rotation function automatically. Use the following procedure to release/resume this function.

- 1 Touch **ROTATION OFF** on the Main screen to highlight it.



When Rotation is released, the Rotation icon on the Main screen disappears indicating that this function is cancelled.

- 2 Touch to undo selection of **ROTATION OFF** to resume this function.

When Rotation is resumed, the Rotation icon is displayed on the screen.

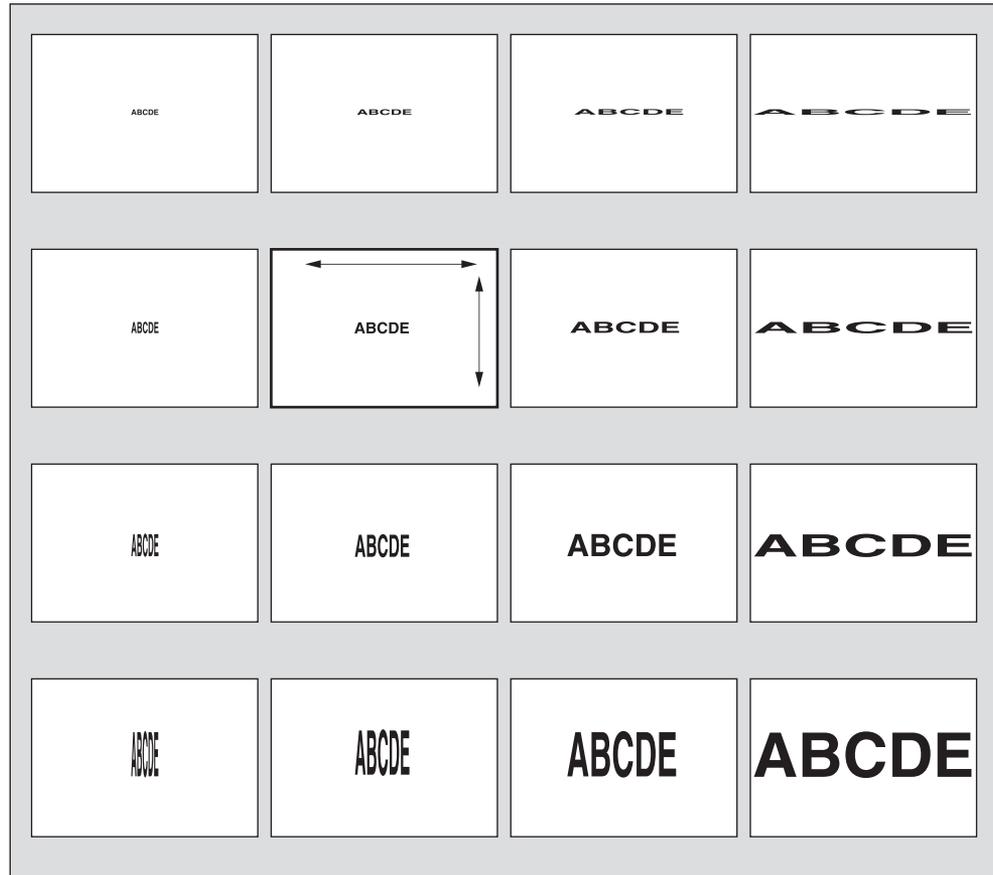
## Vertical/horizontal zoom mode

Use the Vertical/Horizontal zoom mode to reduce or enlarge vertical and horizontal dimensions, independently.

### Vertical/Horizontal Zoom mode specifications

- Vertical/Horizontal zoom range: 0.250 - 4.000
- Incompatible conditions: APS, AMS, Reduce & shift in image shift, Overlay with repeat.

The figure shown below is the sample image using the vertical and horizontal zoom styles.

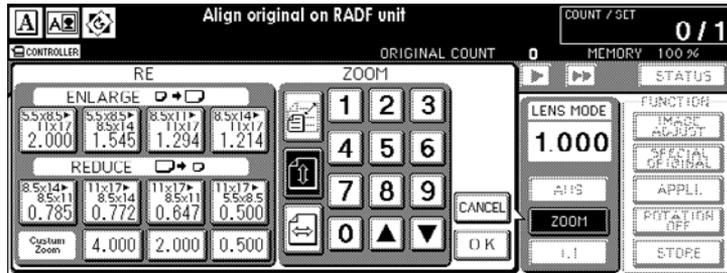


- 1 Touch **ZOOM** on the Main screen.  
The popup menu for setting a zoom ratio is displayed.

**Note**

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch the vertical zoom key on the popup menu to highlight it, and then set the vertical zoom ratio.

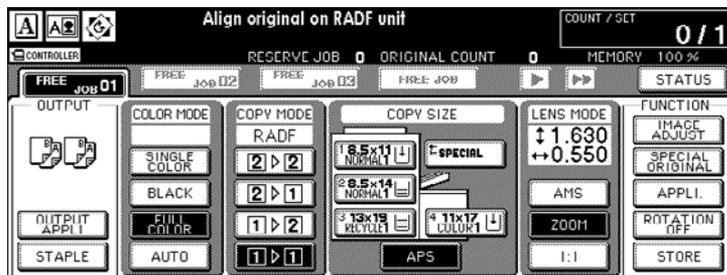


Use the keypad on the popup menu to enter a three-digit vertical zoom ratio, or use arrow keys ( $\blacktriangle$ / $\blacktriangledown$ ) to scroll to the desired ratio.

Similarly, touch the horizontal zoom key to highlight it, and then set the horizontal zoom ratio.

- 3 Touch **OK**.

The popup menu disappears automatically and the specified zoom ratio is displayed on the Main screen.



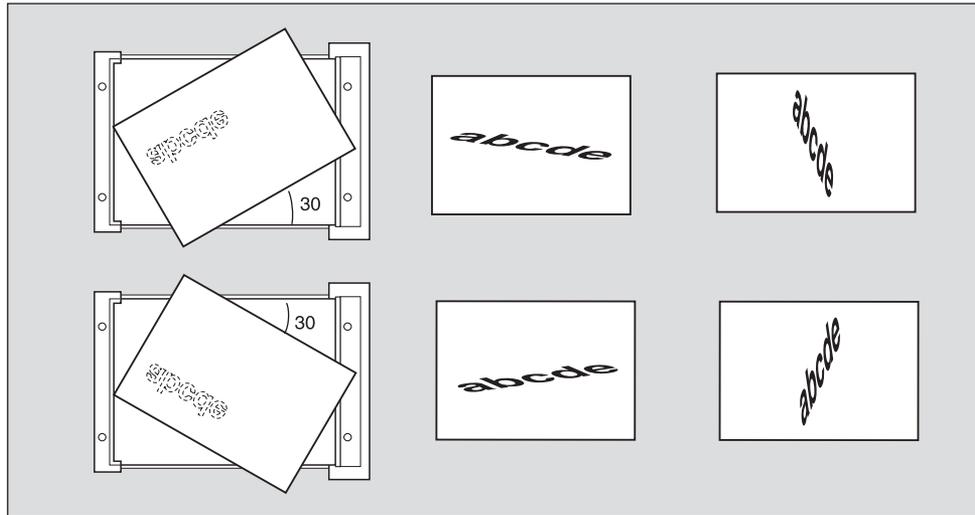
- 4 Select additional copy conditions, as required.
- 5 Type the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 6 Position original(s).  
See [Positioning originals](#) for more information.
- 7 Press **Start**.

---

**Note**

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The figure below shows a sample image using the vertical/horizontal zoom when the original is placed on the scanner glass in a slanting position



## Making folded booklets

The Folding and Stapling & Folding modes are available only when the HP 3000-Sheet Multifunction Finisher option is installed. When any of these modes is selected, the Booklet feature is automatically selected and indicated on the Application selection screen.

---

### Note

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When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application selection screen. When copying dark originals or using Reverse image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be slightly shifted.

The following copy results may be expected when using Folding or Stapling & Folding mode:

- In the Folding mode, each copied set is folded and output to the Booklet tray of the Finisher.
- In the Stapling & Folding mode, each copied set is stapled at two positions (saddle stitched), and then folded and put into the Booklet tray of the Finisher.

### Specifications for Folding/Stapling & Folding mode

- Use the RADF (ADF).
- Maximum number of folded sheets in Folding mode
  - 28 lb paper or less: three sheets (less than in Staple & Folding mode because they are not clinched first)
- Maximum number of folded sheets in Stapling & Folding mode
  - 20 lb paper or less: 20 sheets  
19 sheets with a thick cover paper
  - 28 lb paper or less: 16 sheets  
15 sheets with a thick cover paper
- Paper size: 305 by 457 mm (12 by 18 inches), Ledger, Legal, 216 by 279 mm (8.5 by 11R inches), A4R
- Paper weight: 16 - 28 lb; Special stock (20 lb paper is recommended)
- Booklet tray capacity:

When the Booklet tray capacity is exceeded, the Finisher will stop operating. Select the appropriate print quantity by referring to the following capacities.

Using 20 lb paper:

Approximately 100 sheets maximum (12 by 18 inches, Ledger, Legal)

Folding: 33 sets maximum of three-sheet-folded booklet (33 x 3 = 99 sheets)

Stapling & Folding: 20 sets maximum of five-sheet-folded booklet (20 x 5 = 100 sheets)

five sets maximum of 20-sheet-folded booklet (5 x 20 = 100 sheets)

Approximately 75 sheets maximum 216 by 279 mm (8.5 by 11 inches, A4R)

Folding: 25 sets maximum of three-sheet-folded booklet (25 x 3 = 75 sheets)

Stapling & Folding: 15 sets maximum of five-sheet-folded booklet (15 x 5 = 75 sheets)

Using 28 lb paper:

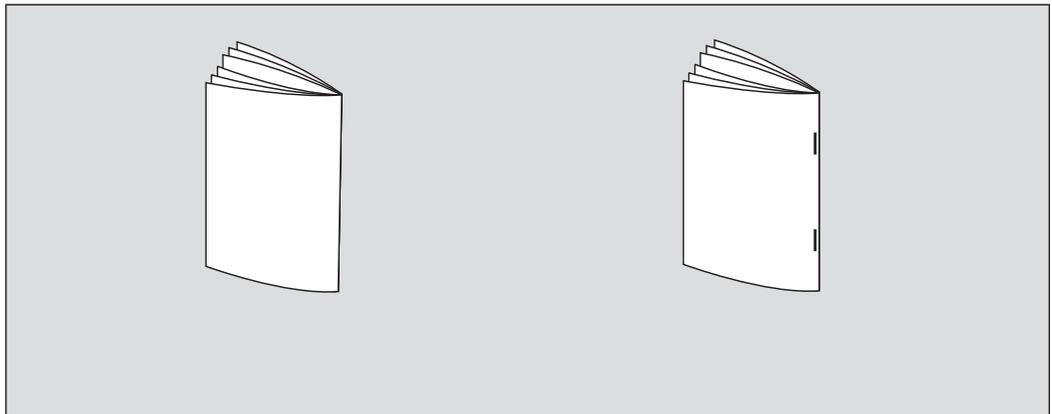
Approximately 80 sheets maximum 305 by 457 mm (12 by 18 inches), Ledger, Legal  
 Folding: 26 sets maximum of three-sheet-folded booklet (26 x 3 = 78 sheets)  
 Stapling & Folding: 16 sets maximum of five-sheet-folded booklet (16 x 5 = 80 sheets)  
 five sets maximum of 15-sheet-folded booklet (5 x 15 = 75 sheets)

Approximately 60 sheets maximum 216 by 279 mm (8.5 by 11R inches), A4R  
 Folding: 20 sets maximum of three-sheet-folded booklet (20 x 3 = 60 sheets)  
 Stapling & Folding: 12 sets maximum of five-sheet-folded booklet (12 x 5 = 60 sheets)

- Incompatible conditions with Booklet selected: APS, 1 > 1, 2 > 1, ACS, Sort, Staple-sort, Group, Face up, Three-folding, Rotation sort, Rotation group, Punch, Back cover feeding, Mixed original, Whole area in non STD size, Tab paper, Sheet/Cover insertion, Combination, Program job, Multi-page enlargement, Non-image area erase, Reverse image, and Repeat.
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-folding, Punch, Back cover feeding, Mixed original, Book copy, Program job, Multi-page enlargement, and Reverse image.

**Note**

The maximum number of sheets of coated paper over 80 g/m<sup>2</sup> is 10.  
 The maximum number of sheets of coated paper over 80 g/m<sup>2</sup> that can be stapled is 10.  
 The maximum number of sheets of coated paper with the paper weight between 81 to 256 g/m<sup>2</sup> that can be stapled is 10.

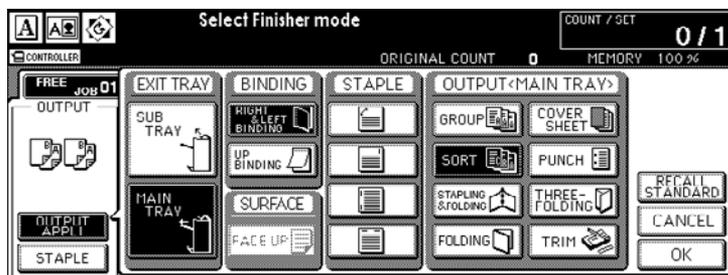


- 1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.

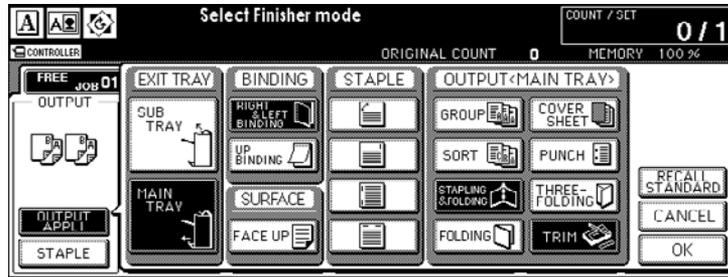
**Note**

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **MAIN TRAY**, if not highlighted.



- 3 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.



---

**Note**

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Selecting **STAPLING & FOLDING** or **FOLDING** automatically switches the Output tray to Booklet tray. Notice that the arrow pointing from the Main tray shifts to the Booklet tray.

When selecting **STAPLING & FOLDING**, the engine with the Trimmer Unit installed selects **TRIM** automatically. To cancel the trimming mode, touch **TRIM**.

- 4 Touch **OK** on the Output mode popup menu.  
The Main screen is restored and the selection made in the output mode is reflected in the **OUTPUT** icon area.
- 5 Select additional copying features, as required.

---

**Note**

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NO COVER SHEET of Booklet is automatically selected.

To change this selection, touch **OUTPUT APPLI** on the Main screen to display the Application Selection screen. On this screen, touch **Booklet** twice to display the Booklet mode selection screen to make another selection or to release the setting.

- 6 Enter the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.

- 7 Position originals.

See [Positioning originals](#) for more information.

When loading originals, notice the following limits on capacity:

Folding mode:

- 12 pages or less for simplex copying
- six pages or less for duplex copying

Stapling & Folding mode:

- 80/64 pages or less for simplex copying (20/28 lb paper)
- 40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above capacity limits may cause problems in the Finisher.

- 8 Press **Start**.

---

**CAUTION**

---

When the Booklet tray capacity is exceeded, the Finisher will stop operating. To avoid this, select the appropriate print quantity from the specifications listed in the [Specifications for Folding/Stapling & Folding mode](#) section.

## Punching file holes in copies

The Punch mode is available only when the HP 3 Hole Punch Kit option is installed on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

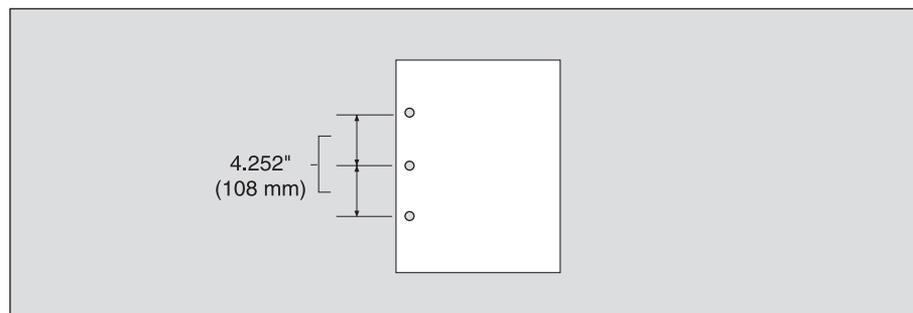
When the Punch mode is selected in combination with any of the Main tray output modes, each copied sheet is punched and put into to the Main output tray according to the selected output mode.

The following situations may conflict with the punching function:

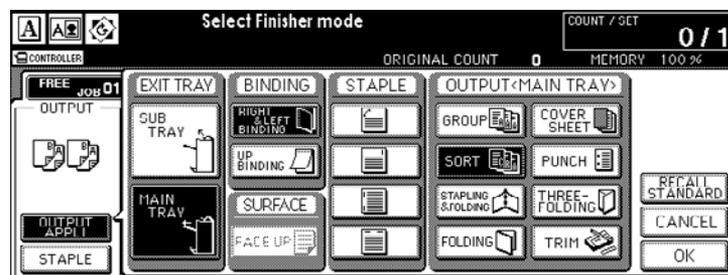
- Some staple positions previously selected may conflict with this function.
- Special size paper (STD size (special), Non STD size, Wide paper) cannot be punched.
- If the Automatic Tray Switching (ATS) functions while the engine uses the Punch mode, the punch holes may be slightly off the appropriate positions.
- *Do not* punch special paper type such as labels, tabbed sheets, etc.
- Make sure that the paper guides of the paper tray are securely aligned with the paper; otherwise the copies may not be punched in the correct position.

### Specifications for Punch mode

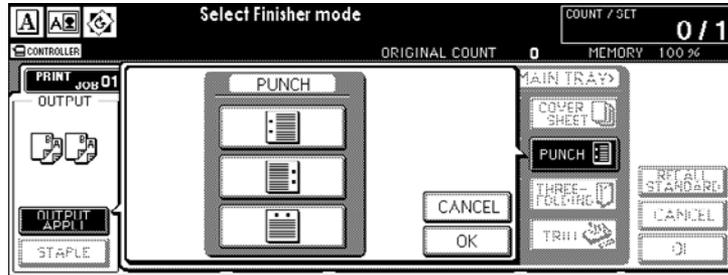
- Copy paper size: 305 by 457 mm (12 by 18 inches), Ledger, Letter (20 lb paper recommended)
- Paper weight: 64 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (6 lb to 34 lb) paper recommended
- Number of holes: 3 holes, 2 holes, 4 holes, and 4 holes Swedish Style
- Hole diameter: 8 mm ± 0.5 mm (0.315 ± 0.020 inch)
- Hole pitch: 108 mm ± 0.5 mm (4.252 ± 0.020 inch)
- Incompatible conditions: using scanner glass (available when using Scanner store mode), Rotation sort, Rotation group, Folding, Stapling & Folding, Three-folding, Cover sheet mode, Output modes using secondary tray, Mixed original 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 mixed), Copy insertion mode in Chapter, Cover sheet mode in Booklet.



- 1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.
- 2 Touch **MAIN TRAY**, if not highlighted.



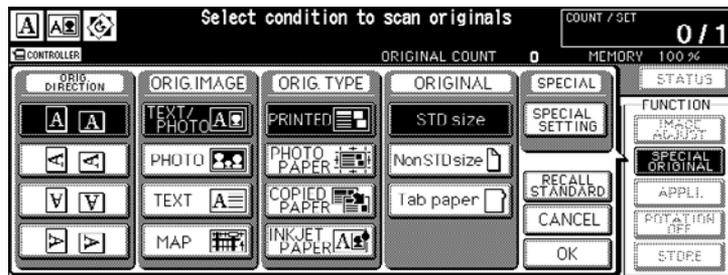
- 3 Touch **PUNCH** to display the Punch position popup menu.



- 4 Touch the desired punch position key to highlight it.
- 5 Touch **OK** on the Punch position popup menu to restore the Output mode popup menu.
- 6 Touch **OK** on the Output mode popup menu to complete the setting and return to the Main screen.

The selection made in punch position is displayed in the OUTPUT icon area.

- 7 Specify the original set direction.



Touch **SPECIAL ORIGINAL** on the Main screen to display the Special original popup menu.

Touch to select the desired original set direction, and then touch **OK** to return to the Main screen.

- 8 Select additional copying features, as required.
- 9 Type the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 10 Position originals in the document feeder.  
See [Positioning originals](#) for more information.
- 11 Press **Start**.

#### Note

The maximum number of sheets of coated paper with the paper weight between 81 to 256 g/m<sup>2</sup> that can be stapled is 10.

#### CAUTION

When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

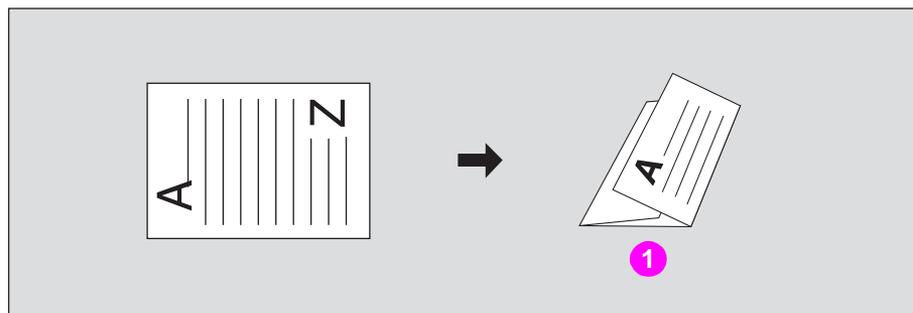
## Output three-folded copies

The Three-folding mode is available only when the HP 3000-Sheet Multifunction Finisher option is installed.

In this mode, the original image is copied on 8.5 by 11R copy paper and output to the Booklet tray of the Finisher.

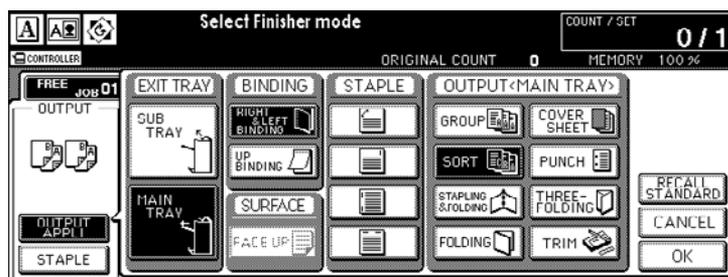
### Specifications for Three-folding mode

- Copy paper size: 216 by 279 mm (8.5 by 11R inches), A4R (20 lb paper recommended)  
The service setting is required to use A4R paper in this mode. Please contact your service representative.
- Maximum number of folded sheets (20 lb bond): three sheets
- Paper weight: 17 - 28 lb; special stock (20 lb paper is recommended)
- Booklet tray capacity: 50 sets maximum of one-sheet-folded set (50 sheets)
- Incompatible Conditions: Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Output modes using secondary tray, Folding, Stapling & Folding, Punch, Back cover feeding, Mixed original, Book copy, Program job, Multi-Page enlargement, and Reverse image.

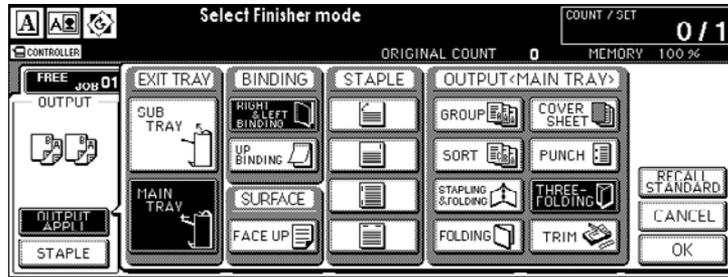


### 1 Three-folding copy

- 1 Load Letter size or A4R size copy paper in a tray.
- 2 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.
- 3 Touch **MAIN TRAY**, if not highlighted.



- 4 Touch **THREE-FOLDING** to highlight it.



- 5 Touch **OK** on the popup menu to complete the setting and return to the Main screen. The **THREE-FOLDING** icon is displayed in the OUTPUT icon area.
- 6 Select additional copying features, as required. Touch to highlight the 8.5 by 11R or A4R tray key, if not already highlighted.
- 7 Enter the desired print quantity from the control panel keypad. See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position originals.

---

**Note**

See [Positioning originals](#) for more information.

Up to three originals can be three-folded.

- 9 Press **Start**.

---

**CAUTION**

When the Booklet tray capacity is exceeded, the Finisher will stop operating. To avoid this, select the appropriate print quantity. See [Specifications for Three-folding mode](#).

## Making trimmed booklets

The Trimming mode is available only when the HP Trimmer Unit option is installed on the HP 3000-Sheet Multifunction Finisher. This function can be used with Folding or Stapling & Folding mode to make each copied set folded or stapled and folded, trimmed at the edge that opens the booklet, and then output to the Trimmer Unit tray.

### Specifications for Trimming mode

- Maximum number of folded sheets in Folding mode
  - 28 lb paper or less: three sheets (less than in Staple & Folding mode because they are not clinched first)
- Maximum number of folded sheets in Stapling & Folding mode
  - 20 lb paper or less: 20 sheets
    - 19 sheets with a thick cover paper
  - 28 lb paper or less: 16 sheets
    - 15 sheets with a thick cover paper
- Paper size: 12 by 18, Ledger, Legal, 8.5 by 11, A4R
- Paper weight: 16 - 28 lb
- Trimmer Unit tray capacity:

When the Trimmer Unit tray capacity is exceeded, the Finisher and Trimmer Unit will stop operating. Select an appropriate print quantity by referring to the following capacities.

Approximately 512 sheets maximum (20 lb paper)

Folding and Trimming: 100 sets maximum of three-sheet-folded booklet  
(100 x 3 = 300 sheets maximum)

Stapling & Folding and Trimming: 100 sets maximum of two - five-sheet-folded booklet  
(100 x 5 = 500 sheets maximum)

50 sets maximum of 6 - 10-sheet-folded booklet  
(50 x 10 = 500 sheets maximum)

32 sets maximum of 11 - 16-sheet-folded booklet  
(32 x 16 = 512 sheets maximum)

25 sets maximum of 17 - 20-sheet-folded booklet  
(25 x 20 = 500 sheets maximum)

Approx. 410 sheets maximum (28 lb paper)

Folding and Trimming: 100 sets maximum of three-sheet-folded booklet  
(100 x 3 = 300 sheets maximum)

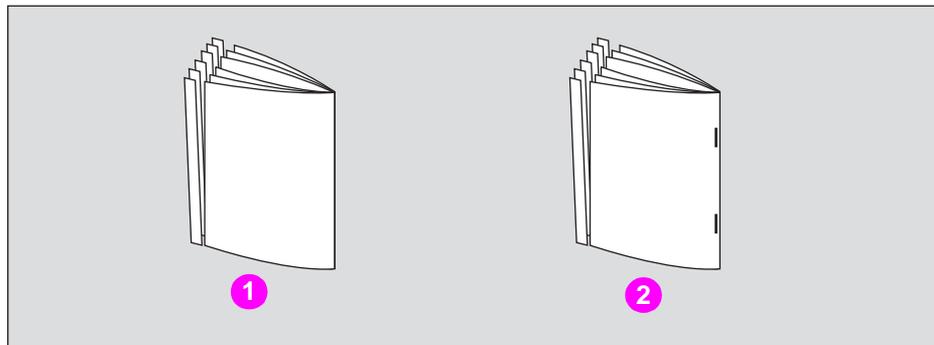
Stapling & Folding and Trimming: 80 sets maximum of two - five-sheet-folded booklet  
(80 x 5 = 400 sheets maximum)

40 sets maximum of 6 -10-sheet-folded booklet  
(40 x 10 = 400 sheets maximum)

25 sets maximum of 11 - 16-sheet-folded booklet  
(25 x 16 = 400 sheets maximum)

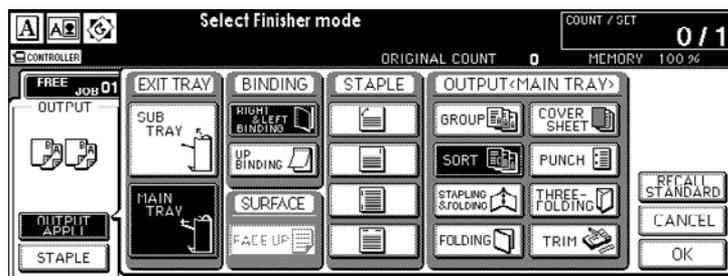
20 sets maximum of 17 - 20-sheet-folded booklet  
(20 x 20 = 400 sheets maximum)

- Incompatible conditions with Booklet selected: APS, 1 > 1, 2 > 1, ACS, Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-Folding, Punch, Back cover feeding, Mixed original, Whole area in non-STD size, Tab paper, Sheet/cover insertion, Combination, Program job, Multi-page enlargement, Non-image area erase, Reverse image, and Repeat.
- Incompatible conditions without Booklet: Sort, Staple-sort, Group, Face up, Rotation sort, Rotation group, Three-folding, Punch, Back cover feeding, Mixed original, Book copy, Program job, Multi-page enlargement, and Reverse image.

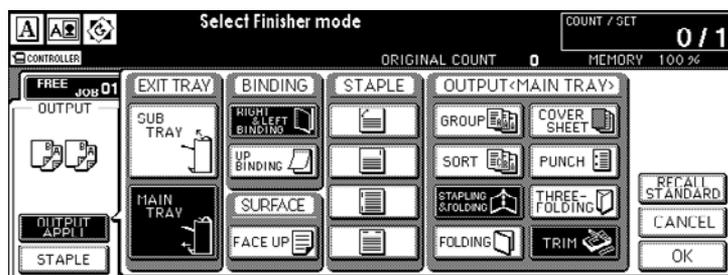


- 1 Folding and trimming
- 2 Stapling & Folding, and trimming

- 1 Touch **OUTPUT APPLI** on the Main screen  
The Output Mode popup menu is displayed.
- 2 Touch **MAIN TRAY**, if not highlighted.



- 3 Select the desired trimming mode.  
Touch **STAPLING & FOLDING** or **FOLDING**, as desired.  
When selecting **FOLDING**, also touch **TRIM** to highlight it.  
When selecting **STAPLING & FOLDING**, **TRIM** is selected automatically if the Trimmer Unit is installed.



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**Note**

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When copying two-sided signature originals using the Folding or Stapling & Folding mode, release the automatically selected Booklet mode on the Application Selection screen. When copying dark originals or using Reverse image mode together with Folding or Stapling & Folding mode, the folded line of the output copies may be shifted slightly.

- 4 Touch **OK** on the Output mode popup menu.  
The Main screen will be restored and the selection made in the output mode will be reflected in the **OUTPUT** icon area.
- 5 Select additional copying features, as required.  
**NO COVER SHEET** of Booklet is initially selected.  
To change this selection, touch **OUTPUT APPLI** on the Main screen to display the Application selection screen. On this screen, touch **Booklet** twice to display the Booklet mode selection screen to make another selection or to release the setting.
- 6 Enter the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 7 Position originals.  
See [Positioning originals](#) for more information.  
When loading originals, notice the following limits on capacity:  
Folding mode:
  - 12 pages or less for simplex copying
  - Six pages or less for duplex copyingStapling & Folding mode:
  - 80/64 pages or less for simplex copying (20/28 lb paper)
  - 40/32 pages or less for duplex copying (20/28 lb paper)Exceeding the above capacity limits may cause the Finisher to quit operating.
- 8 Press **Start**.

---

**CAUTION**

---

When the Trimmer Unit tray capacity is exceeded, the Finisher and Trimmer Unit will stop operating. To avoid this, select the appropriate print quantity. See [Specifications for Trimming mode](#).

## Cover sheet feeding

The HP Post Insertion Kit is available as an option on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.

Load cover sheet paper into this device and use the sheets as front covers for copied sets output to the Main output tray. The sheets can also be used as booklet-type covers for copied sets output to the Booklet tray in the Folding or Stapling & Folding mode.

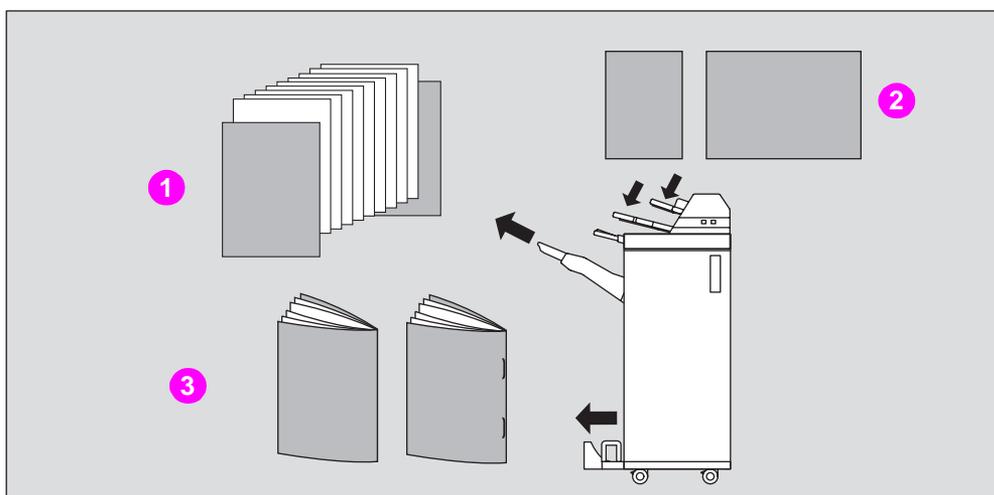
### Note

Paper loaded into the cover sheet feeder cannot be copied.

This function is incompatible with Cover sheet mode (COVER WITH COPY SHEET and COVER WITH BLANK SHEET) in Booklet and Cover mode in Sheet/covers Insertion.

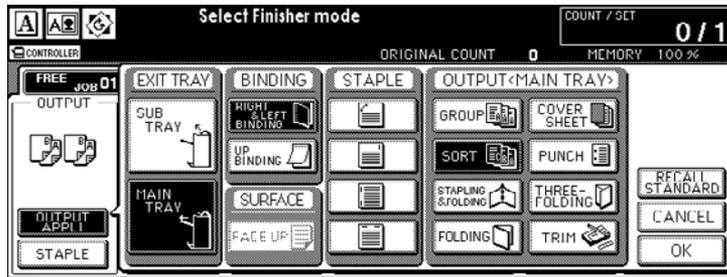
### Specifications for cover sheet feeding

- Cover paper size:
  - Upper tray; Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches)
  - Lower tray; 305 by 457 mm (12 by 18 inches), Ledger, Legal, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches)
  - 139 by 216 mm (5.5 by 8.5 inches) paper is available in portrait type feeding only).
- Cover paper weight: (200 g/m<sup>2</sup>) 13 - 110 lb cover paper
- Tray capacity: 200 sheets, (200 g/m<sup>2</sup> (110 lb)) cover paper or 30 mm thick for both trays
- Incompatible Conditions: Group, Rotation sort, Rotation group, Output to secondary (sub) tray, Punch, Cover mode in Sheet/Cover insertion, Cover sheet mode in Booklet, and Multi-page enlargement.
- Incompatible with Back cover feeding: Folding, Stapling & Folding, and Three-folding.

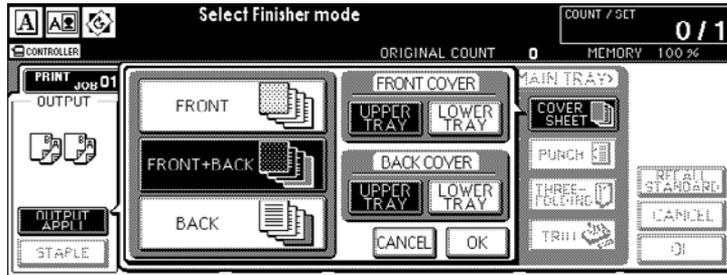


- 1 Copied set with cover attached
- 2 Cover sheet
- 3 Copied sets with cover attached in Folding or Stapling & Folding mode

- 1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu.
- 2 Touch **MAIN TRAY**, if not highlighted.



- 3 Touch **COVER SHEET** to display the cover sheet insert selection screen.
- 4 Touch **FRONT**, **FRONT+BACK**, or **BACK** to highlight it, and then select the covers tray.



When you select **FRONT+BACK** mode, you can specify different tray sources for each.

---

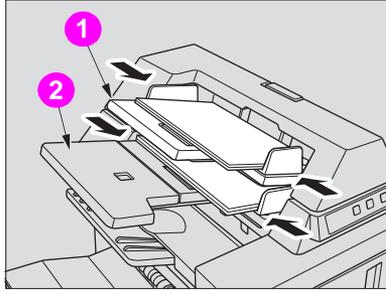
**Note**

---

Copy paper sizes available to be loaded are different in each tray. See [Specifications for cover sheet feeding](#) for more information.

- 5 Touch **OK** to restore the Output mode popup menu.
- 6 Touch **OK** on the Output mode popup menu.  
The Main screen is restored.
- 7 Select additional copying features, as required.

- 8 Load the cover sheet paper into the optional cover sheet feeder of the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher.



1 Upper tray

2 Lower tray

If the paper size loaded in the cover sheet feeder is not suitable, the following messages are displayed and copying is unavailable until the correct size is loaded.

**Please load cover sheet in  
cover sheet feeder**

**Adapt paper size between  
cover sheet and selected paper**

- 9 Enter the desired print quantity from the control panel keypad.  
See [To set print quantity](#) for details on setting the print quantity.
- 10 Position originals.  
See [Positioning originals](#) for more information.
- 11 Press **Start**.

---

**CAUTION**

---

When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Off-line finishing

The Off-Line finishing function enables you to finish documents independent of MFP operation. This function is available only with the HP Post Insertion Kit installed on the HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher. To use this convenient function, simply load paper into the lower tray of the cover sheet feeder, select the desired mode from the Off-line finishing control panel located on the top of the Finisher, and then press the Start/Stop button.

The available finishing modes are described below:

HP 3000-Sheet Stapler/Stacker + HP Post Insertion Kit

- One oblique staple: Main tray
- Two parallel staples: Main tray

HP 3000-Sheet Stapler/Stacker + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Punch

HP 3000-Sheet Multifunction Finisher + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Stapling & Folding (two staples in the center + folding)
- Three-folding

HP 3000-Sheet Multifunction Finisher + HP Post Insertion Kit + HP 3 Hole Punch Kit

- One oblique staple
- Two parallel staples
- Stapling & Folding (two staples in the center + folding)
- Three-folding
- Punch

### **Specifications for manual stapling one oblique staple and two parallel staples**

- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 356 mm (8.5 by 14 inches), 216 by 279 mm (8.5 by 11 inches), 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), A4, A4R (210 by 297 mm, 8.27 by 11.69 inches)
- Paper weight: 13 - 28 lb (20 lb paper is recommended)
- Staple capacity: 50/40 sheets maximum (20/28 lb paper)
- Output tray: Main output tray

### **Specifications for manual punch**

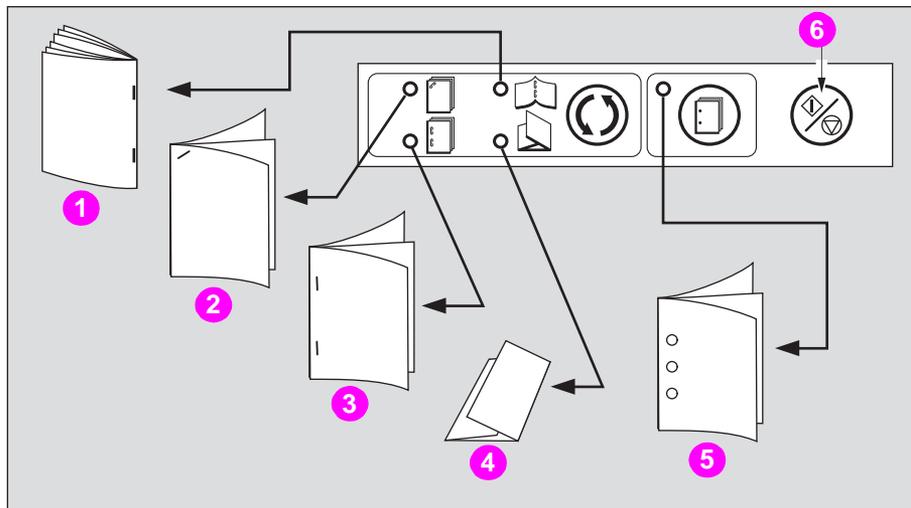
- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 279 mm (8.5 by 11 inches), A4 (210 by 297 mm (8.27 by 11.69 inches)
- Paper weight: 13 - 34 lb (20 lb paper is recommended)
- Punch capacity: 200 sheets maximum (28 lb paper) or within 30 mm thick
- Output tray: Main output tray

### Specifications for manual stapling & folding mode

- Paper size: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), 216 by 356 mm (8.5 by 14 inches), 216 by 279 mm (8.5 by 11R inches), A4, A4R (210 by 297 mm, 8.27 by 11.69 inches)
- Paper weight: 16 - 28 lb (20 lb paper is recommended)
- Staple capacity: 20/16 sheets maximum (20/28 lb paper)  
19/15 sheets maximum (20/28 lb paper with a thick paper cover)
- Output tray: Booklet tray

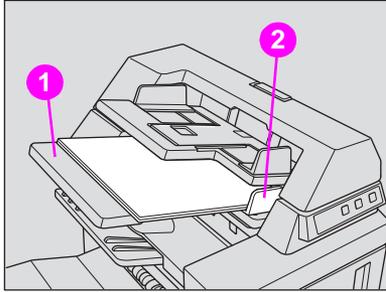
### Specifications for manual three-folding mode

- Paper size: 216 by 279 mm (8.5 by 11R inches), A4R, 210 by 297 mm (8.27 by 11.69 inches)
- Paper weight: 16 - 28 lb (20 lb paper is recommended)
- Folding capacity: three sheets maximum (28 lb paper)
- Output tray: Booklet tray



- 1 Stapling & Folding
- 2 One oblique staple
- 3 Two parallel staples
- 4 Three-folding
- 5 Punching
- 6 Start/Stop button

- 1 Load paper into the lower tray of the cover sheet feeder, as described below for each mode.



- 1 Lower tray
- 2 Guide plate

- One oblique staple/two parallel staples: *Face up*
- Punch: *Face up*
- Stapling & Folding: *Face up* for the outside of the finished set
- Three-Folding: *Face up* for the outside of the folded set

Align the guide plate. The indicator light of the **Start/Stop** button turns green.

See [Specifications for manual three-folding mode](#) for paper size and capacity in each mode.

- 2 Press the Staple mode selection button and/or Punch button to select the desired mode. Punch mode is compatible with one oblique staple, two parallel staples, or Stapling & Folding mode.
- 3 Press the **Start/Stop** button. Finished sheets are delivered to the appropriate tray according to the mode selected.

---

**Note**

---

If you want to stop the Off-Line Finishing operation, press the **Start/Stop** button again. The Finisher will stop operating. When using Stapling & Folding mode, the unfinished set will be left in the stacker unit inside the Finisher.

---

**CAUTION**

---

When the Booklet tray capacity is exceeded, the Finisher will stop. To avoid this, select the appropriate print quantity, see [Specifications for Folding/Stapling & Folding mode](#) and [Specifications for Three-folding mode](#).

---

**CAUTION**

---

When the Finisher output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.



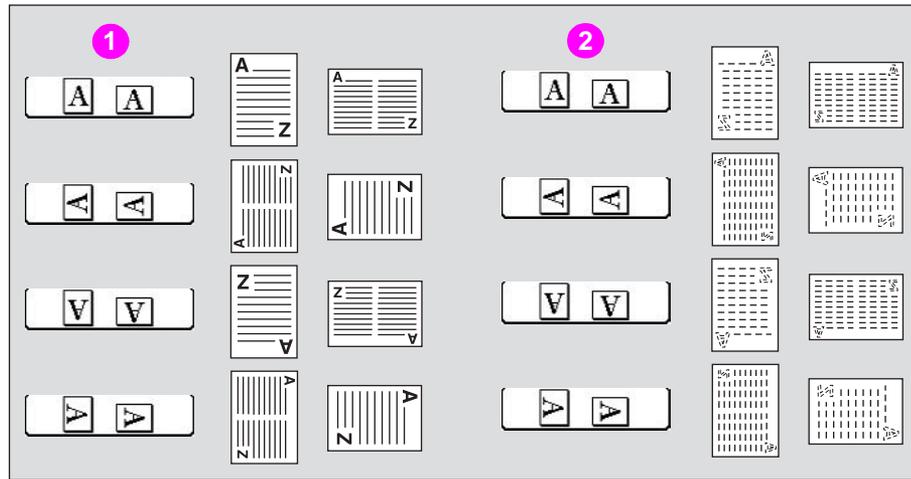
# 9 Special original

Specifying original direction .....	188
Copying non-standard size originals .....	190
Copying mixed size originals .....	192
Copying Z-folded originals .....	194
Scanning thin/thick originals in RADF (ADF) .....	196

## Specifying original direction

Specify the direction of the originals placed on the RADF (ADF) or scanner glass.

This setting is required to obtain copy results as expected, when making double-sided copies with binding position specified, or when staple position is specified.



1 Originals on RADF (ADF)

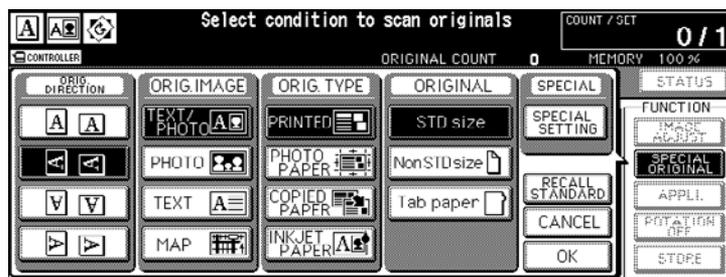
2 Originals on scanner glass

- 1 Touch **SPECIAL ORIGINAL** on the Main screen.  
The Special original popup menu is displayed.

### Note

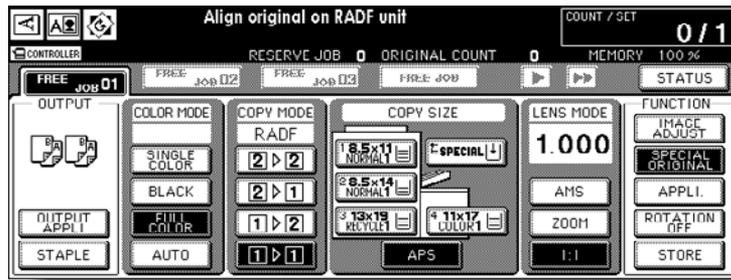
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch to highlight the desired original direction key.



- 3 Touch **OK** to complete the setting and return to the Main screen.

The **SPECIAL ORIGINAL** key on the Main screen is highlighted, and the icon in the message area indicates the selected original direction.



- 4 Make other compatible selections.
- 5 Type the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 6 Position originals *face up* in the document feeder or *face down* on the scanner glass according to the original direction specified in step 2.  
See the illustration on previous page, and see [Positioning originals](#) for more information.
- 7 Press **Start**.

#### **CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Copying non-standard size originals

The MFP usually detects the standard size of originals fed through the RADF (ADF) or positioned on the scanner glass (STD size mode).

Use Non STD size mode to specify the scanning area manually for copying or printing special size originals. Use Tab paper mode to copy a tabbed original, including the image of the tab part, on a tabbed copy paper.

### Specifications for original form

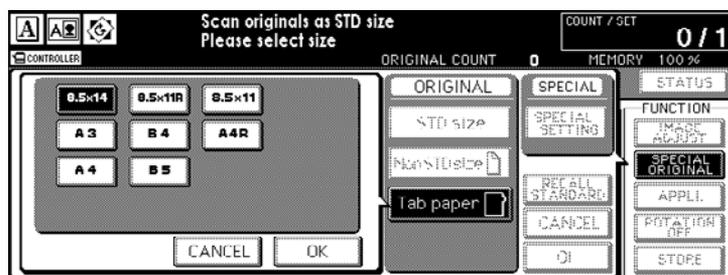
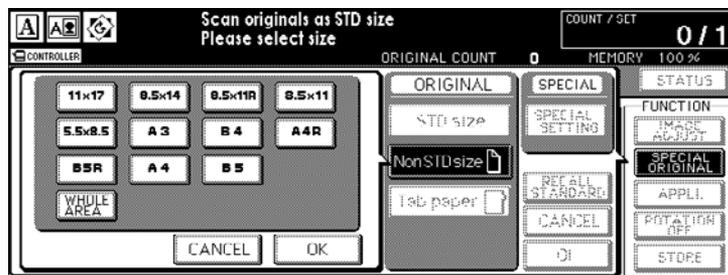
- Tab extension width: 12.5 mm or less
- Incompatible with Non STD Size: Mixed original, Z-folded original, Tab paper, and Storing image in overlay memory.
- Incompatible with Whole Area: APS, AMS, Rotation sort, Rotation group, Mixed original, Z-folded original, Tab paper, Combination, Booklet, Book copy, Non-image area erase, and Image shift.
- Incompatible with Tab Paper: 2 ▶ 2, 2 ▶ 1, APS, AMS, Mixed original, Z-folded original, Non STD size, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Multi-page enlargement, and Storing image in overlay memory.

- 1 Touch **SPECIAL ORIGINAL** on the Main screen.  
The Special original popup menu is displayed.

### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Non STD size** or **Tab paper**.  
The popup menu appears for Non STD size or Tab paper size setting.



- 3 Touch the desired size key.

---

**Note**

---

When selecting **WHOLE AREA** on the Non STD size mode menu, the MFP scans the whole area of the scanner glass and copies with the paper size or magnification ratio currently selected.

- 4 Touch **OK** on the popup menu to complete the setting.  
The popup menu disappears.
- 5 Touch **OK** to complete the setting and return to the Main screen.
- 6 Load copy paper.

---

**Note**

---

To load tabbed copy paper in the multi-sheet bypass tray, specify the paper type as Tab paper. See [Copying using special paper \(multi-sheet bypass tray\)](#) for more information.

To load tabbed copy paper in any other tray, specify the paper type as Tab paper in the Key Operator mode. See [\(1\) Paper type/special size set](#) for more information.

See sections [Loading paper in Trays 1, 2, and 3](#), [Loading paper in multi-sheet bypass tray](#), and [Loading paper in HP 2500-Sheet High Capacity Input \(HCI\)](#) for details on the procedure of tabbed copy paper supply.

- 7 Press the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position original(s) *face up* in the document feeder, or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.  
Use the RADF (ADF) store mode when the original count exceeds 100. For more information, see [To scan originals into memory](#).
- 9 Press **Start**.

---

**CAUTION**

---

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

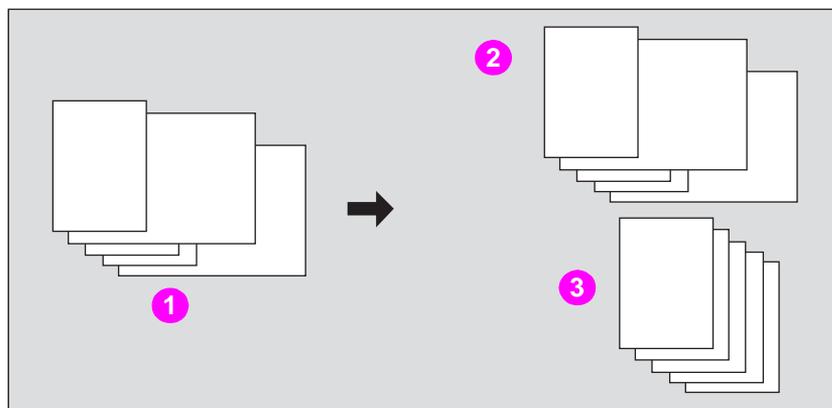
## Copying mixed size originals

Use the Mixed original mode with the document feeder or with Store mode to copy mixed size originals.

Each original in the mixed set is copied to paper of the same size (APS mode) or to paper of desired size with appropriate ratio automatically selected (AMS mode).

### Specifications for mixed original

- Use the RADF (ADF).
- The combination of original sizes to be mixed depends on the width of the RADF (ADF) original guides. See [Mixed original mode](#) for more information.
- Incompatible Conditions: Rotation sort, Rotation group, Folding, Stapling & Folding, Trimming, Three-folding, Punch (B6R mixed), Z-folded original, Non STD size, Tab paper, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Program job, Multi-page enlargement, Non-image area erase, Repeat, AUTO layout, Reduce & shift in image shift, Overlay, and Storing image in overlay memory.



1 Mixed size originals

2 APS mode automatically selects the paper of the same size as the original

3 AMS mode automatically selects the magnification ratio to copy onto the same paper size

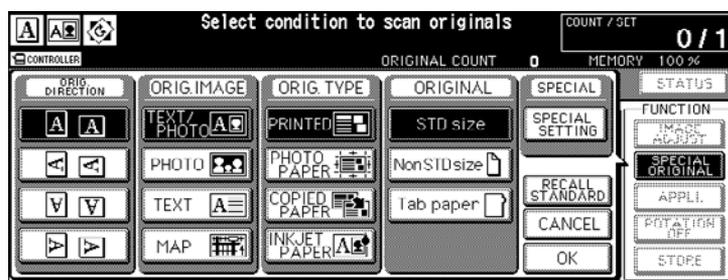
10 Touch **SPECIAL ORIGINAL** on the Main screen.

The Special original popup menu is displayed.

### Note

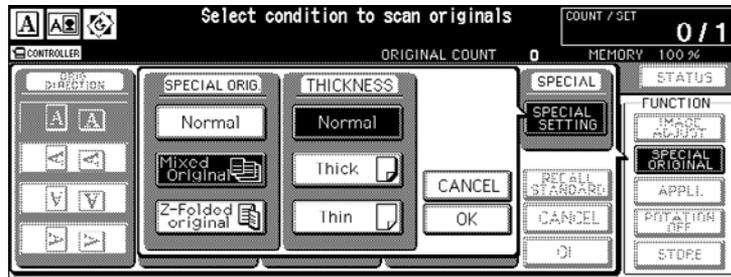
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

11 Touch **SPECIAL SETTING**.



The Special setting popup menu is displayed.

- 12 Touch **Mixed Original**, and then touch **OK**.



The Special Original popup menu is restored.

- 13 Touch **OK** to return to the Main screen.  
14 Select additional copying features, as desired.

---

**Note**

APS mode is automatically selected on the Main screen.  
To select AMS mode, touch the tray key on the Main screen to select the desired paper size.

- 15 Press the desired print quantity from the control panel keypad.

See [Setting print quantity](#) for more information.

- 16 Position mixed original(s) *face up* in the document feeder.

---

**Note**

See [Positioning originals in Mixed Original mode](#) for more information. Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- 17 Press **Start**.

---

**CAUTION**

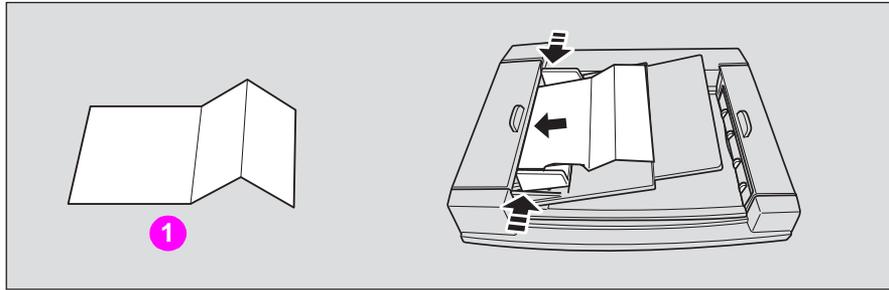
When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Copying Z-folded originals

Use the Z-folded original mode with the document feeder to copy Z-folded originals. Otherwise, the size detection sensor of the RADF (ADF) may function incorrectly. This mode requires more scanning time to detect the original size.

### Specifications for Z-folded original

- Use the RADF (ADF).
- Incompatible Conditions: Using scanner glass, Rotation sort, Rotation group, Mixed original, Non STD size, Tab paper, Multi-page enlargement, Non-image area erase, Repeat, AUTO layout, and Storing image in overlay memory.



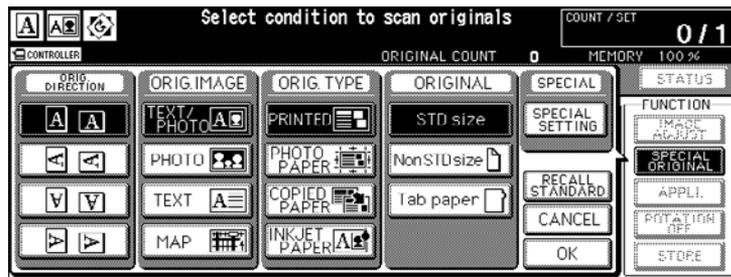
#### 1 Z-folded original

- 1 Touch **SPECIAL ORIGINAL** on the Main screen.  
The Special Original popup menu is displayed.

#### Note

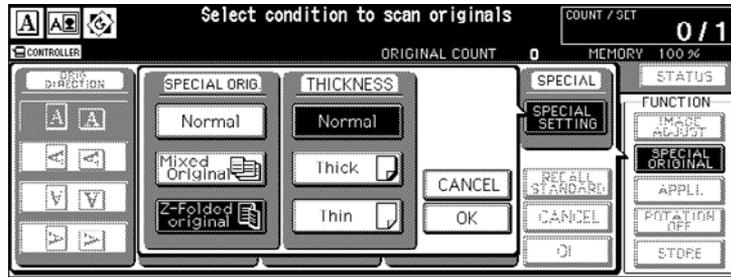
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **SPECIAL SETTING**.



The Special setting popup menu is displayed.

- 3 Touch **Z-Folded original**, and then touch **OK**.



The Special original popup menu is restored.

- 4 Touch **OK** to return to the Main screen.
- 5 Select additional copying features, as desired.
- 6 Enter the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 7 Position Z-folded original(s) *face up* in the document feeder.

---

**Note**

See [Positioning originals in Z-Folded Original mode](#) for more information.  
Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- 8 Press **Start**.

---

**CAUTION**

When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Scanning thin/thick originals in RADF (ADF)

Use the Thin or Thick Original mode to copy thin or thick originals. Otherwise, the originals may be misfed in the document feeder.

### Specifications for original thickness

- Use the RADF (ADF).
- Original weight: Thin mode 35 g/m<sup>2</sup> - 49 g/m<sup>2</sup>  
Thick mode 129 g/m<sup>2</sup> - 200 g/m<sup>2</sup> (29 lb bond -110 lb index)

#### Note

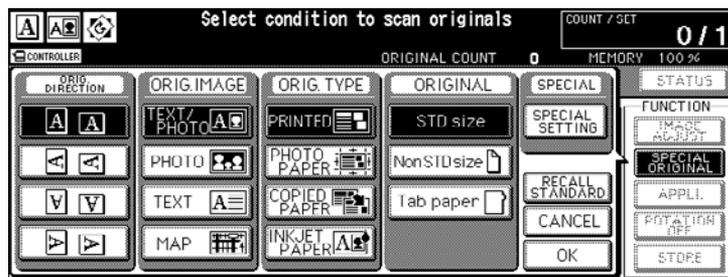
Avoid using Thin mode for double-sided originals, or they may be damaged.

- Incompatible Copying Conditions: None
- 1 Touch **SPECIAL ORIGINAL** on the Main screen.  
The Special Original popup menu is displayed.

#### Note

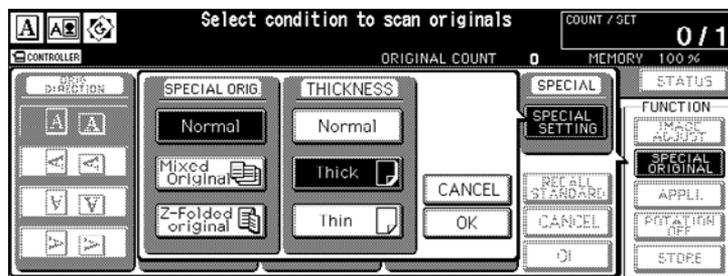
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **SPECIAL SETTING**.



The Special Setting popup menu is displayed.

- 3 Touch **Thick** or **Thin** as required, and then touch **OK**.



The Special Original popup menu is restored.

- 4 Touch **OK** to return to the Main screen.
- 5 Select additional copying features, as desired.
- 6 Press the desired print quantity from the control panel keypad.  
See [Setting print quantity](#) for more information.
- 7 Position original(s) *face up* in the document feeder.

---

**Note**

---

See [Positioning originals in RADF \(ADF\)](#) for more information.  
Use RADF (ADF) Store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- 8 Press **Start**.

---

**CAUTION**

---

When the Finisher/Trimmer Unit /100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.



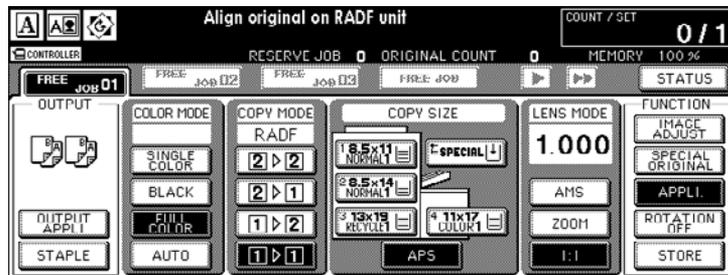
# 10 Applications

To display application selection screen . . . . .	200
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Locating title pages on the right side . . . . .	204
Laying out several pages onto one sheet . . . . .	206
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Copying image in the center of copy paper . . . . .	239
Adjusting position of copy image . . . . .	241
Reducing images to create binding margin . . . . .	244
Printing stamp, page, date/time onto copies . . . . .	248
Printing watermark onto copies . . . . .	254
Overlaying an image onto each page copied in the job . . . . .	258
Storing an overlay image in hard disk . . . . .	260

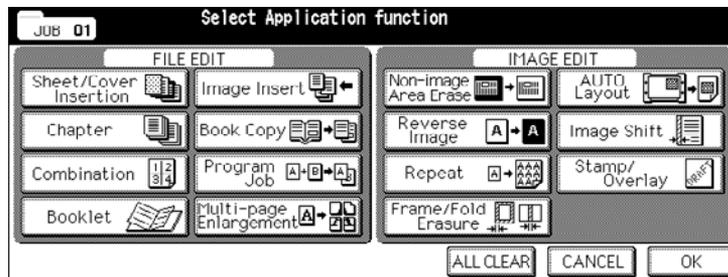
## To display application selection screen

To display the Application selection screen and select the desired copying features, follow the procedure given below:

- 1 Touch **OUTPUT APPLI** on the Main screen.



The Application selection screen is displayed on the touch panel.



- When you touch a function key, it becomes highlighted and one or more other screens are displayed. You can now type the appropriate settings.
  - If desired, check **BOOK MARK** in the message area of the subsequent screen, so that the screen can be directly accessed from the Check screen to change the settings you made.
  - If any function on the menu is incompatible with another, it will appear dimmed.
  - The **OUTPUT APPLI** key on the Main screen is highlighted when application selections have been made.
- 2 To restore the original copying conditions, touch **CANCEL**.
  - 3 To clear all Application settings, touch **ALL CLEAR**.
  - 4 Touch **OK** on the Application selection screen.  
Selections are completed and the Main screen is restored.

### Note

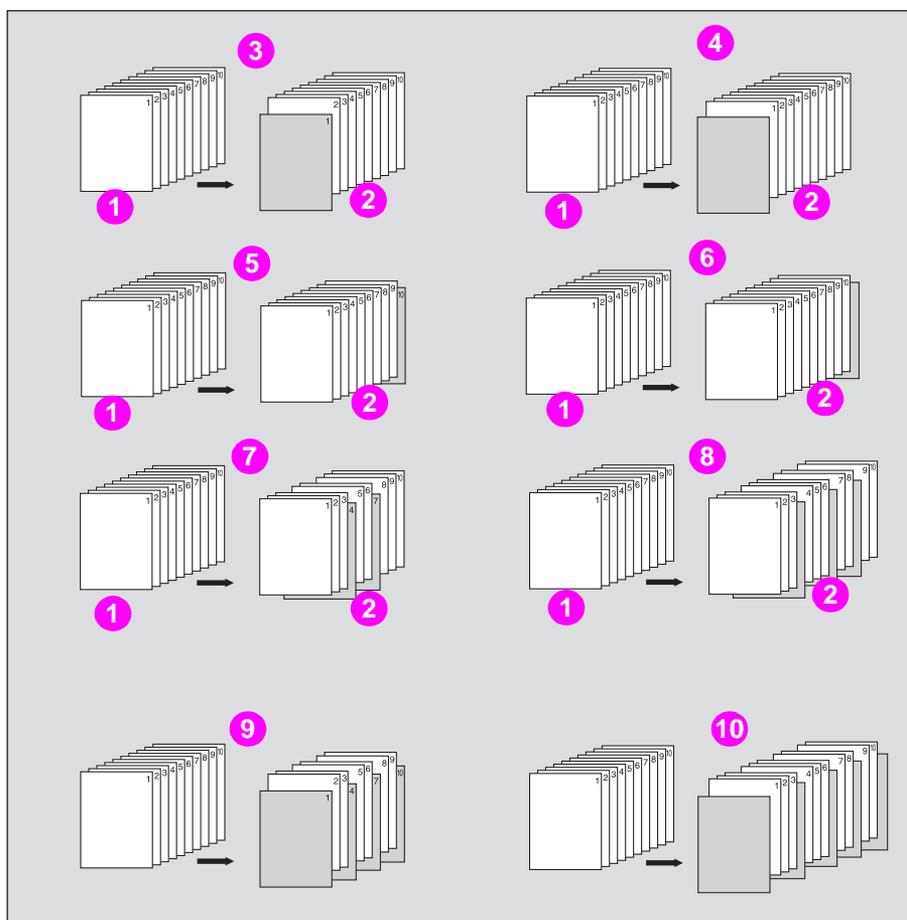
With the Main screen displayed, press **Start** to perform the operation.

## Inserting sheets and covers

Use Sheet/cover insertion in copy mode or blank mode, to insert chapter sheets or separator sheets into the finished set, as well as front and back covers.

### Specifications for sheet/cover insertion

- Use the RADF (ADF).
- Trays for copy paper, front/back covers, and insertions should have the same paper size loaded. AMS is automatically selected.
- Maximum insert sheets: 30 locations, from 1- 999, including front and back covers
- The Tray 4/HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: APS, Group, Rotation sort, Rotation group, Folding/Stapling & Folding/Trimming (with Booklet selected), Mixed original, Tab paper, Combination, Booklet, Image insert, Book copy, Program job, Multi-page enlargement, Non-image area erase, Repeat (except 2/4/8 Repeat), AUTO layout, Overlay, and Storing image in overlay memory.



- 1 Originals
- 2 Copies
- 3 Front cover copied
- 4 Front cover blank
- 5 Back cover copied
- 6 Back cover blank

- 7 Copy sheet insertion
- 8 Blank sheet insertion
- 9 Sample: Front and back covers copied, and copy sheet insertion
- 10 Sample: Front and back covers blank, and blank sheet insertion

1 Load regular sheets into any tray, and insertion sheets and covers into each tray source to be designated on the Sheet/cover insertion screen.

**Note**

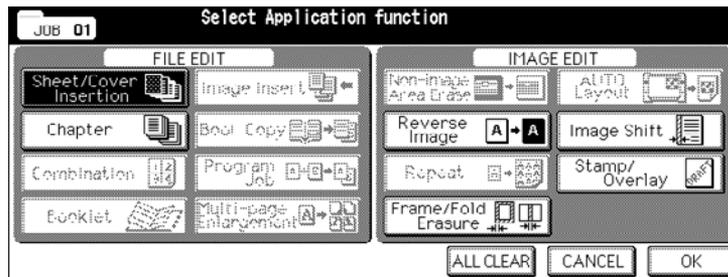
When using thick paper or tabbed paper for covers or insertions, load them in the multi-sheet bypass tray, unless previously specified and loaded in any other tray. Make sure that the trays for copy paper, front/back covers, and insertions have the same paper size loaded.

2 Touch **OUTPUT APPLI** on the Main screen.

**Note**

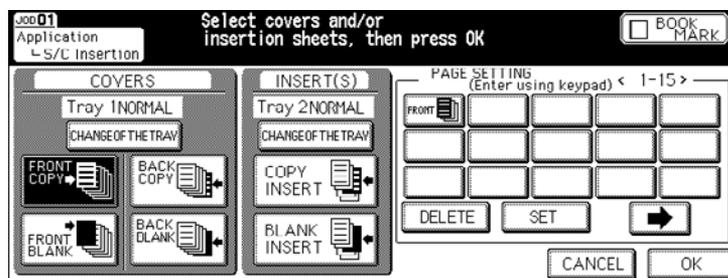
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

3 Touch **Sheet/Cover Insertion** on the Application selection screen.



The Sheet/cover insertion screen is displayed.

4 Select the desired cover mode.



For example: Touch **FRONT COPY** to insert a copied front cover.

5 Touch **CHANGE OF THE TRAY** to select the cover sheet tray source.

The tray source for covers currently selected is displayed on the Sheet/cover insertion screen.

Every touch of the key shifts the selection in the display, that includes paper type as specified in Key Operator mode.

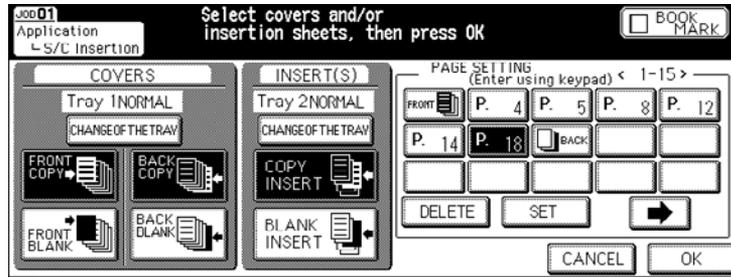
If no insertion is desired, proceed to step 8.

- When selecting Insertion mode, type the page number.

Touch to select the desired insertion mode, and then using the control panel keypad type the page number of the insertion location.

Touch **SET** after each entry to move to the next key.

To clear an incorrect entry, touch **DELETE**. The insertion location will be deleted.



---

**Note**

Fifteen keys are displayed on the screen to designate each insertion location. When setting more than 15 locations, touch the arrow key to move to the next page. The first (upper left) key displays the Front Cover icon if selected. The Back Cover icon, if selected, appears as the last (fixed) key, with one active blank key preceding it.

For example: If page 4 is typed in blank mode, a blank sheet is inserted between page 4 and page 5; in copy mode, a copied sheet is inserted at page 4.

The page numbers typed at random will be sorted automatically.

Typing "0" or the same page number twice will be ignored on the screen.

When a page number typed is larger than the total original page count, it will be ignored.

- Touch **CHANGE OF THE TRAY** to select the insertion tray source.

The tray source for covers currently selected is displayed on the Sheet/cover insertion screen.

Every touch of the key shifts the selection in the display that includes paper type as specified in the Key Operator mode.

- When all settings are completed, touch **OK** to return to the Application selection screen.

The Main screen is restored.

- Type the desired print quantity using the control panel keypad.

See [Setting print quantity](#) for details on setting the print quantity.

- Position originals *face up* in the document feeder.

---

**Note**

See [Positioning originals](#) for more information.

Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- Press **Start**.

---

**CAUTION**

When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

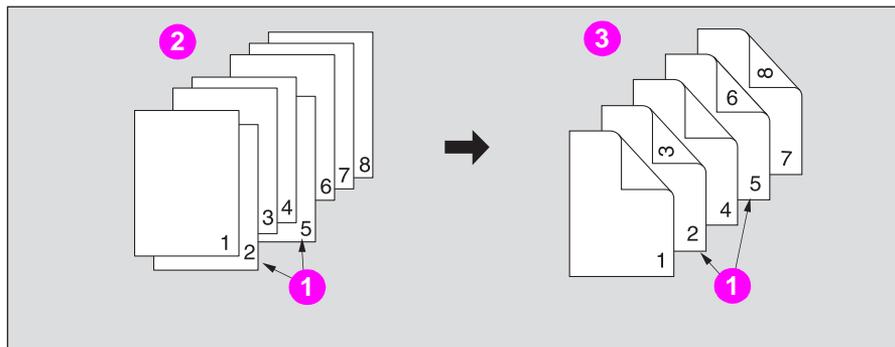
## Locating title pages on the right side

Chapter is used with the RADF (ADF) in 1 > 2 mode for the purpose of locating title pages on the right side, rather than the reverse side of a duplex copy, to improve the presentation of double-sided copies.

To effectively locate the title page on the right, a blank sheet will be automatically created on the reverse side of a sheet, if required.

### Specifications for chapter

- Use the RADF (ADF).
- Maximum title pages: 30 sheets, from 1 - 999
- The Tray4/HCI cannot be selected as tray source if specified as Thick 3.
- Use STAMP together with this function to print chapter number onto chapter page in addition to page number, numbering, or watermark numbering. See [Printing stamp, page, date/time onto copies](#) and [Printing watermark onto copies](#) for more information.
- Incompatible Conditions: 1 ▶ 1, 2 ▶ 1, Group, Rotation sort, Rotation group, Face up, Mixed original, Tab paper, Combination, Image insert, Program job, Multi-page enlargement, Non-image area erase, Repeat, and Storing image in overlay memory.



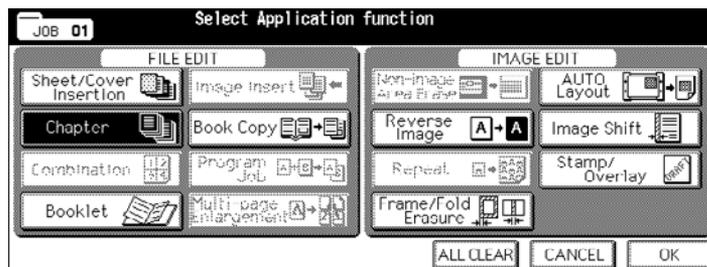
- 1 Title pages
- 2 One-sided originals
- 3 Copies in Chapter mode

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

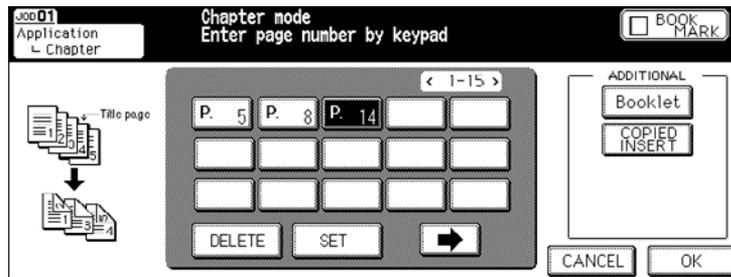
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Chapter** on the Application selection screen.



The Chapter insertion setting no. screen is displayed.

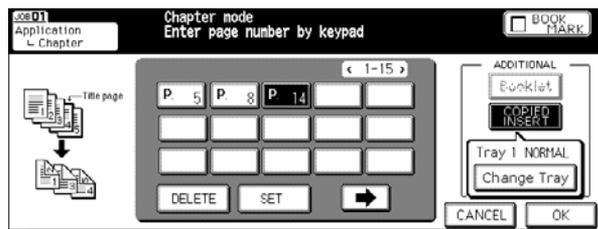
- Use the control panel keypad to type the page number of each title page.  
Touch **SET** after each entry to move to the next key.  
When setting more than 15 locations, touch the arrow key to move to the next page.  
To clear an incorrect entry, touch **DELETE**. The incorrect number is deleted.



### Note

Typing "0" or the same page number twice is ignored on the screen. Chapter insertions occur in sequence even if original page numbers are typed out of sequence. When a page number is larger than the total original page count, blank pages print at the end of the document.

Touch **Booklet** on the Chapter insertion setting no. screen to use this function. To change the selection of paper tray for copying title pages, touch **COPIED INSERT** on the screen. In this case, you can touch **Change Tray** to change the currently selected paper tray displayed on the screen.



- When all entries are complete, touch **OK**.  
The Application selection screen is restored.
- Touch **OK** on the Application selection screen.  
The Main screen is restored.
- Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for more information.
- Position originals *face up* in the document feeder.

### Note

See [Positioning originals](#) for more information. Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- Press **Start**.

### CAUTION

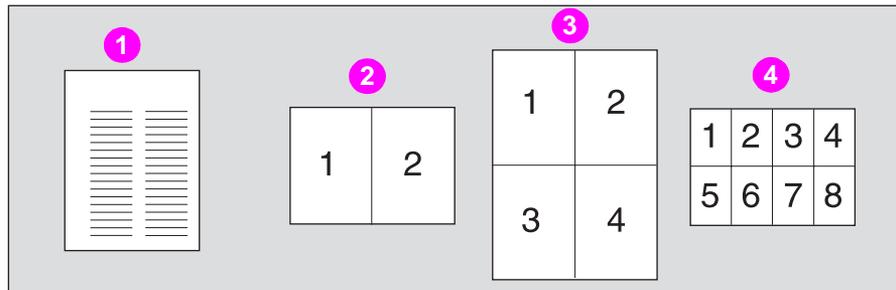
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Laying out several pages onto one sheet

Use Combination function to lay out and copy a fixed number (2, 4, or 8) of pages onto one sheet of copy paper (2 in 1, 4 in 1, or 8 in 1).

### Specifications for combination

- Use the RADF (ADF).
- AMS is automatically selected. (Normally the fixed size of Tray 1 is selected.)
- The Tray 4/HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: ACS, APS, Group, Rotation sort, Rotation group, Folding/Stapling & Folding/Trimming (with Booklet selected), Mixed original, Tab paper, Sheet/cover insertion, Chapter, Booklet, Image insert, Book copy, Program job, Multi-page enlargement, Non-image area erase, Repeat, Overlay, and Storing image in overlay memory.



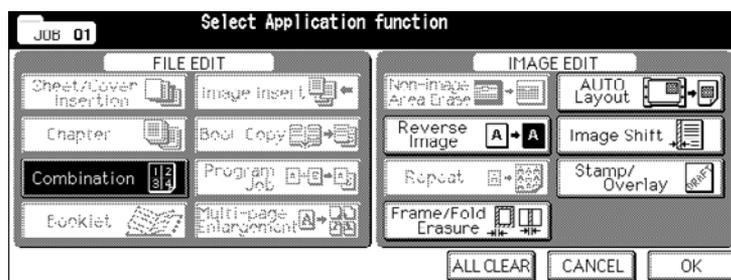
- 1 Original
- 2 2 in 1 copying
- 3 4 in 1 copying
- 4 8 in 1 copying

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

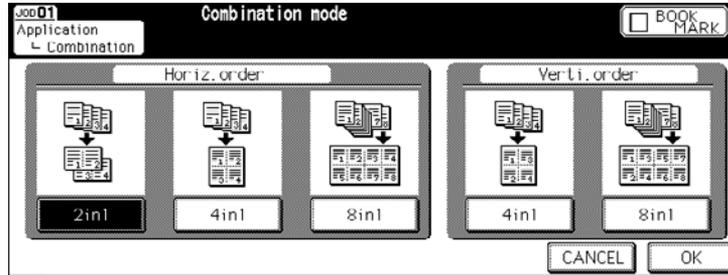
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Combination** on the Application selection screen.

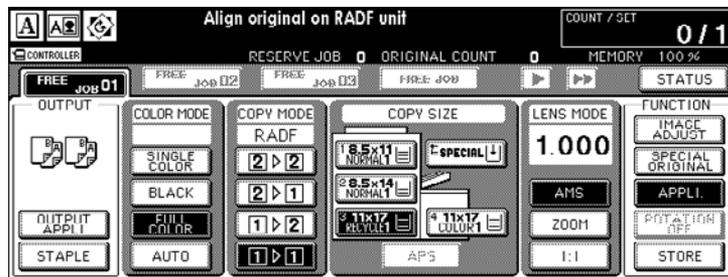


The Combination mode selection screen is displayed.

- 3 Select the desired Combination mode.  
Touch **2 in 1**, **4 in 1**, or **8 in 1** in the desired order area.

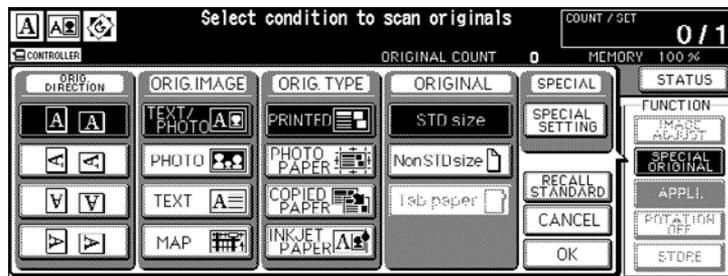


- 4 Touch **OK**.  
The Application selection screen is restored.
- 5 Touch **OK** on the Application selection screen.  
The Main screen is restored.



AMS is automatically selected. When selecting any tray other than the one that is set and displayed on the Main screen, touch the desired tray key.

- 6 Select the desired original direction.



Touch **SPECIAL ORIGINAL** on the Main screen to display the Special original popup menu. Touch to select the desired original direction, and then touch **OK** to return to the Main screen.

- 7 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position originals *face up* in the document feeder.

**Note**

See [Positioning originals](#) for more information.  
Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

- 9 Press **Start**.

**CAUTION**

When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

Original Type and Layout Order

See the table below to select the desired Combination mode.

1	2	3			4	
		5	6	7	8	9
10 		1   2	1   2 3   4	1 2 3 4 5 6 7 8	1   3 2   4	1 3 5 7 2 4 6 8
11 		1 2	1   2 3   4	1   2 3   4 5   6 7   8	1   3 2   4	1   5 2   6 3   7 4   8

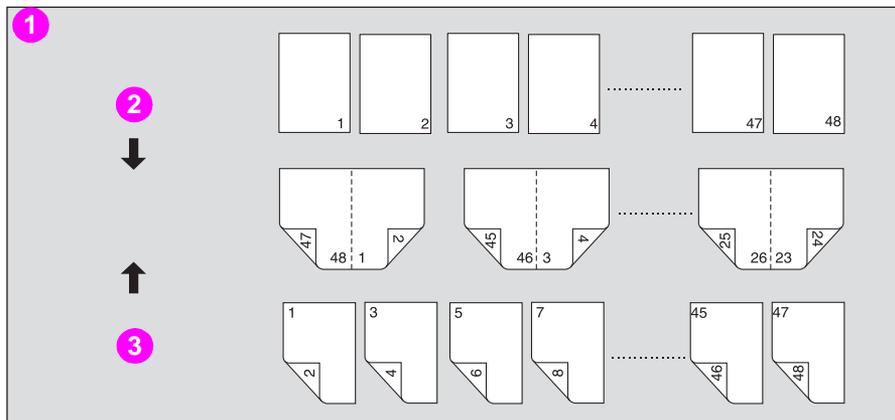
- 1 Original
- 2 Layout
- 3 Horizontal order
- 4 Vertical order
- 5 2 in 1
- 6 4 in 1
- 7 8 in 1
- 8 4 in 1
- 9 8 in 1
- 10 Portrait type
- 11 Landscape type

## Making a multiple page signature booklet

Use the Booklet mode to make a multiple page signature booklet on both sides of paper from any tray. Original images are scanned into memory and automatically arranged in booklet format in correct order. A booklet cannot be made if the paper type in the Key Operator mode is specified as Thick or Tab paper.

### Specifications for booklet

- Use the RADF (ADF).
- Original pages should be in multiples of four in 1 > 2 mode or a multiple of two in 2 > 2 mode. Otherwise, blank pages are automatically inserted to the last.
- AMS is automatically selected. Select the desired paper size.
- The Tray 4/HCI cannot be selected as tray source if specified as Thick 3.
- Incompatible Conditions: ACS, APS, 1 ▶ 1, 2 ▶ 1, Group, Rotation sort, Rotation group, Face up, Cover sheet feeder with Cover mode in Booklet, Mixed original, Tab paper, Sheet/cover insertion, Combination, Program job, Multi-page enlargement, Non-image area erase, Repeat, and Storing image in overlay memory.



- 1 Booklet copying
- 2 One-sided originals
- 3 Two-sided originals

#### 1 Load copy paper.

Load the desired copy paper size in a tray.

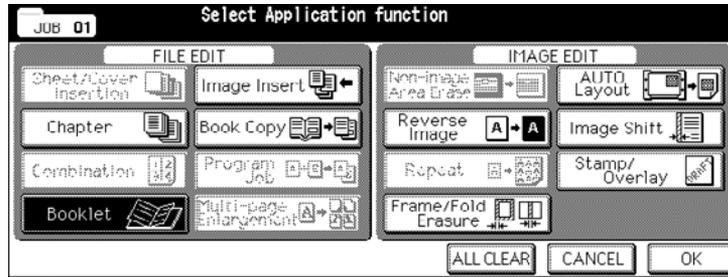
When selecting Cover Sheet mode (**Cover sheet (Copy sheet)** or **Cover sheet (Blank sheet)**), load the same size paper in any other tray unless it is specified as Thick or Tab paper in the Key Operator mode.

#### 2 Touch **OUTPUT APPLI** on the Main screen.

### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

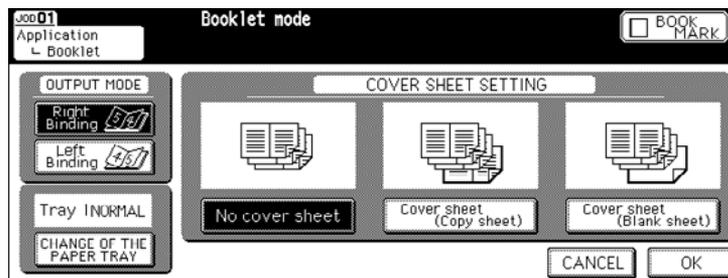
- 3 Touch **Booklet** on the Application selection screen.



- 4 Touch to highlight the desired Booklet mode key.

When a cover sheet is required, touch **CHANGE OF THE PAPER TRAY** to select the cover sheet tray source.

Touch the desired output order key if you want to change the output order.



- 5 Touch **OK**.

The Application selection screen is restored.

Select additional Applications, as desired.

---

**Note**

The key operator can set the engine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page Numbering in Stamp. See [\(13\) Memory switch setting](#) for more information.

- 6 Touch **OK** on the Application selection screen.  
The Main screen is restored.  
AMS is selected automatically.
- 7 Select the tray in which you loaded copy paper in step 1.  
To release AMS, select the desired magnification, and then select paper size.
- 8 Select the 1 ▶ 2 or 2 ▶ 2 copy mode.

---

**Note**

If the MFP is equipped with HP 3000-Sheet Multifunction Finisher, Folding or Stapling & Folding output mode is available. See [Selecting Folding/Stapling & Folding Mode](#).

- 9 Type the desired print quantity using the control panel keypad.

---

**Note**

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See [Setting print quantity](#) for more information.

- 10 Position originals *face up* in the document feeder.

---

**Note**

---

See [Positioning originals](#) for more information.

Use RADF (ADF) store mode (see [To scan originals into memory](#) for more information) when the original count exceeds 100.

Original pages should be a multiple of four in 1 > 2 mode or a multiple of two in 2 > 2 mode; otherwise blank pages are automatically inserted at the end of the document.

When loading originals, note the following limits on capacity:

Folding mode: 12 pages or less for simplex copying, six pages or less for duplex copying

Stapling & Folding mode: 80/64 pages or less for simplex copying (20/28 lb paper)

40/32 pages or less for duplex copying (20/28 lb paper)

Exceeding the above limits on capacity may cause the paper to misfeed.

- 11 Press **Start**.

---

**CAUTION**

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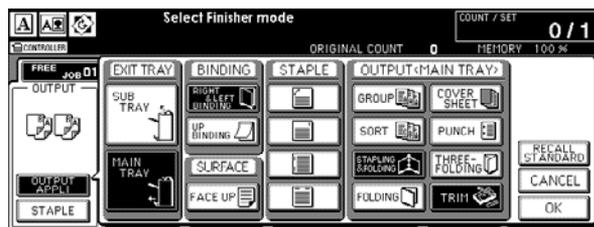
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

When the Booklet/Trimmer Unit tray capacity is exceeded, the Finisher/Trimmer Unit will stop operating. To avoid this, select an appropriate print quantity. See [Tray/output tray capacity](#).

The roller drive unit is located inside the Booklet tray of the Finisher. To avoid injury, *do not* put hands into the roller drive unit when removing folded or stapled and folded sheets.

### Selecting Folding/Stapling & Folding Mode

- 1 Touch **OUTPUT APPLI** on the Main screen to display the Output mode popup menu, and then touch **MAIN TRAY** to highlight it.
- 2 Touch **STAPLING & FOLDING** or **FOLDING**, as desired.



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**Note**

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Selecting FOLDING or STAPLING & FOLDING automatically switches the output tray to the Booklet tray. Notice that the arrow shown beside the Main tray shifts to the Booklet tray.

- 3 Touch **OK** on the Output mode popup menu. The Main screen is restored with the **OUTPUT APPLI** highlighted.

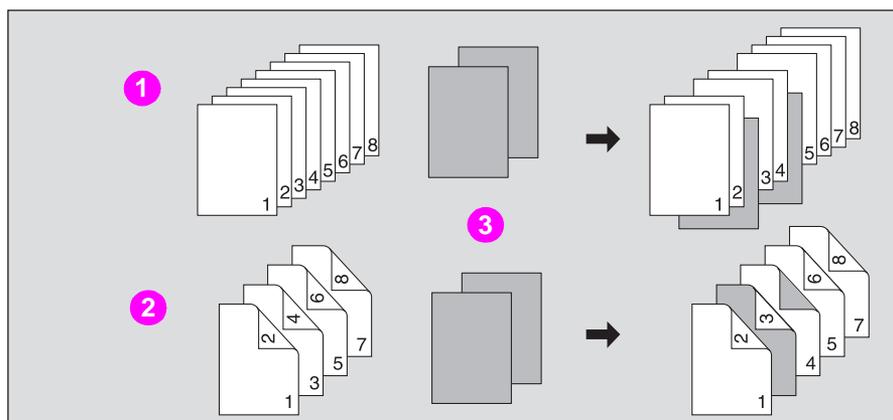
## Inserting images into printed sets

Use the Image insert mode to combine images scanned from the scanner glass, such as photos, paste-ups, newspaper articles, and graphs with images scanned from the document feeder. Then, generate the combined images as a finished set.

The selected copy paper size is determined by the size of originals loaded in the document feeder.

### Specifications for image insert

- Use the RADF (ADF) and scanner glass.
- Maximum image insert: 30 locations, from 1- 999.
- Incompatible Conditions: Group, Rotation sort, Rotation group, Mixed original, Tab paper, Sheet/cover insertion, Chapter, Combination, Book copy, Program job, Multi-page Enlargement, Non-image area erase, Repeat, AUTO layout, Overlay, and Storing image in Overlay memory.



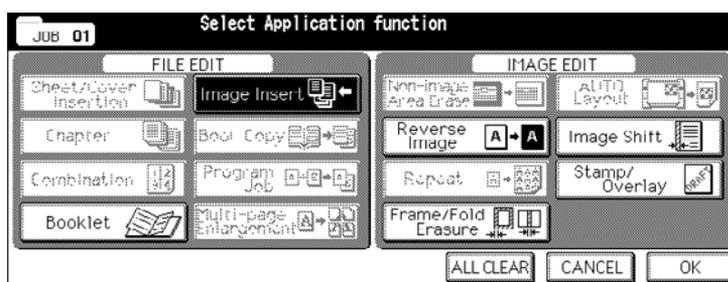
- 1 One-sided originals placed on the RADF (ADF)
- 2 Two-sided originals placed on the RADF (ADF)
- 3 Insertion originals placed on scanner glass

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

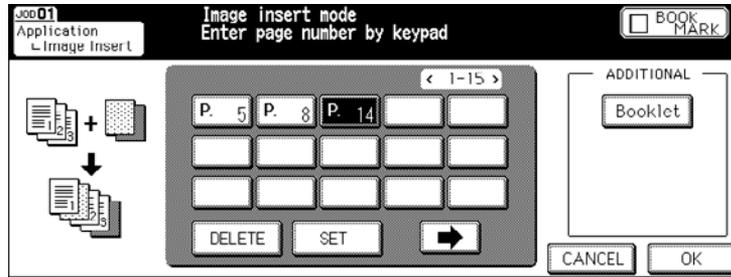
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Image Insert** on the Application selection screen.



The Image insertion no. setting screen is displayed.

- 3 Use the control panel keypad to type the page number.



Touch **SET** after each entry to move to the next key.  
When setting more than 15 locations, touch the arrow key to move to the next page.  
To clear an incorrect entry, touch **DELETE**. The incorrect page number is deleted.

---

**Note**

For example, if insertion locations are 2/2/6, scanned platen images will be inserted as follows:  
The first scanned platen image is inserted after page 2.  
The second scanned platen image is inserted directly after the first scanned Image insertion.  
The third scanned platen image is inserted after page 6.

When a page number is larger than the total original count, a sheet is inserted as the last page.  
Insertions occur in sequence, even if page numbers are typed out of sequence.  
Typing the same page number twice inserts two sheets at that location.

Touch **Booklet** on the Image insertion no. setting screen to use this function.

- 4 When all page number entries are completed, touch **OK**.  
The Application selection screen is restored.
- 5 Touch **OK** on the Application selection screen.  
The Main screen is restored.  
The **STORE** key on the Main screen appears highlighted to show that the Store mode is automatically selected.
- 6 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.

**7** Scan the document feeder images:

Position originals *face up* in the document feeder.

If the number of originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

**8** Press **Start**.

The originals positioned in the document feeder are scanned into memory. Scan the scanner glass images.

**9** Open the document feeder.

**10** Position an original *face down* on the scanner glass, and then close the document feeder.

---

**Note**

Place and scan the originals in order.

**11** Press **Start**.

**12** Repeat steps 9 and 10 for all originals.

---

**Note**

Memory overflow may occur during scanning. See [When the “Memory Full” message is displayed \(memory overflow\)](#) for more information.

Should memory overflow occur frequently, contact a service representative to increase the memory capacity in your engine.

---

**13** Touch **STORE** to exit the Store mode.

**14** Press **Start**.

The MFP starts printing when ready.

---

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Dividing an image into right and left pages

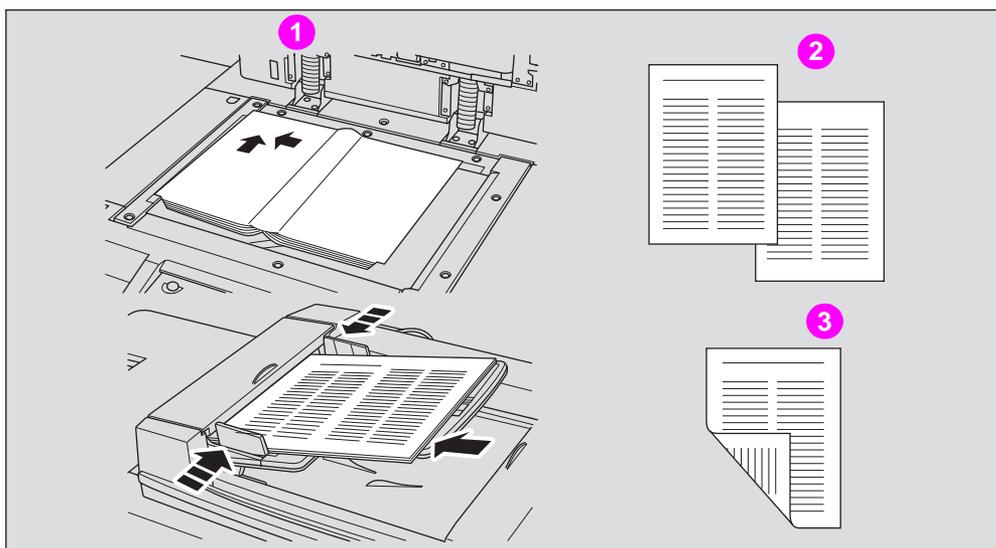
The Book Copy mode performs image division on the original image. Use this function to copy an open book or a ledger sheet onto two 8.5 by 11 inch sheets in 1 > 1 or 2 > 1 mode, or onto the front and back sides of one 8.5 by 11 inch sheet in 1 > 2 or 2 > 2 mode.

The following three modes can be selected from the Book copy screen.

- **Full Scan mode:** Image division starts from the first scan.
- **Front Cover+Full Scan mode:** Image division starts from the second scan, after the first scan copies normally.
- **Front/Back Cover+Full Scan mode:** Image division starts from the third scan, after the first and second scan copy normally.

### Specifications for book copy

- Store mode is automatically selected.
- Copy size: 216 by 279 mm (8.5 by 11 inches).
- Incompatible Conditions: APS, AMS, Rotation sort, Rotation group, Folding/Stapling & Folding/Trimming (available with Booklet selected), Mixed original, Tab paper, Sheet/cover insertion, Combination, Image insert, Program job, Multi-page enlargement, Repeat, Reduce & shift in image shift, Overlay, and Storing image in overlay memory.



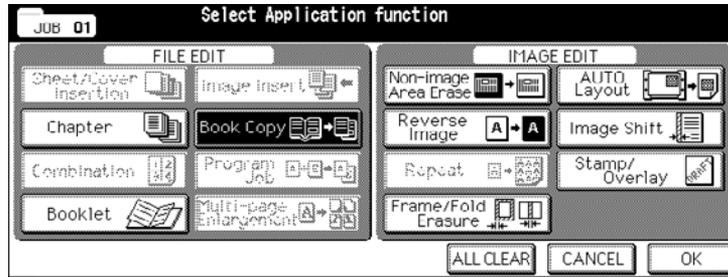
- 1 Set original
- 2 1 > 1/2 > 1 mode
- 3 1 > 2/2 > 2 mode

- 1 Touch **OUTPUT APPLI** on the Main screen.

**Note**

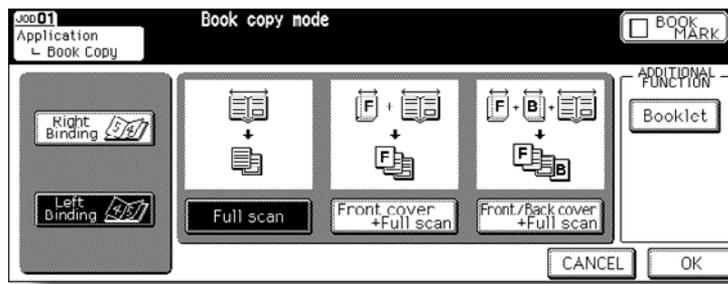
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Book Copy** on the Application selection screen.



The Book copy screen is displayed.

- 3 Select the desired Book copy mode and touch to highlight the desired mode key.



- 4 Touch **Right Binding** or **Left Binding** to select the output order according to the original pagination.

**Note**

Touch **Booklet** on the Book copy screen to use this function.

- 5 Touch **OK**.

The Application selection screen is restored.

- 6 Touch **OK** on the Application selection screen.

The Main screen is restored.

APS and AMS are automatically released, and the **STORE** key appears highlighted to show that the Store mode is automatically selected.

- 7 Select the desired copy mode and magnification.

---

**Note**

Available copy size is Letter.

When selecting Full scan mode and scanning from the scanner glass, select 1 > 1 or 1 > 2 copy mode.

APS and AMS are released and 1.000 magnification is selected automatically. Change the magnification manually, if desired.

- 8 Type the desired print quantity using the control panel keypad.

---

**Note**

See [Setting print quantity](#) for details on setting the print quantity.

- 9 Position original(s).

When using scanner glass to scan, position the first page *face down* with document feeder open.

When using document feeder, position original(s) *face up*.

For details on scanning originals in Front cover + Full scan and Front/Back Cover + Full scan mode, see the description on the following page.

- 10 Press **Start** to scan.

- 11 Repeat steps 9 and 10 for all originals.

---

**Note**

When using scanner glass, Non-Image Area Erase and AUTO Layout are automatically selected. *Do not close* the document feeder throughout the scanning job.

- 12 Touch **STORE** to exit the Store mode.

- 13 Press **Start**.

The MFP will start printing when ready for output.

---

**CAUTION**

When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

---

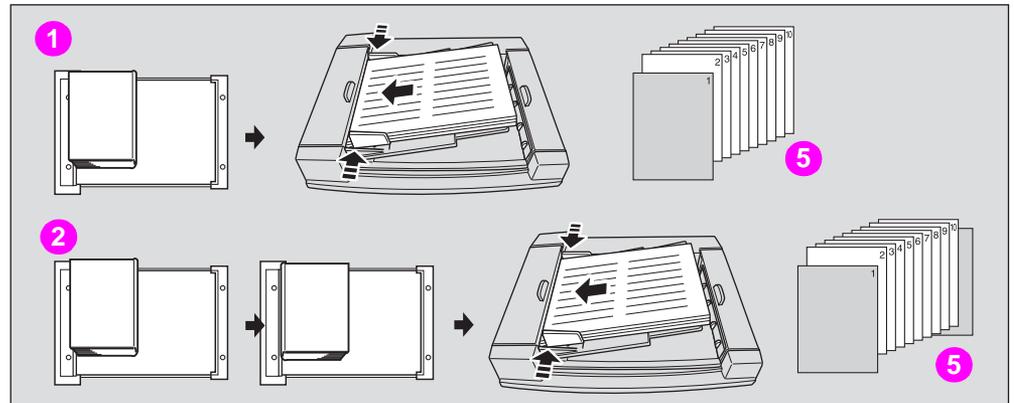
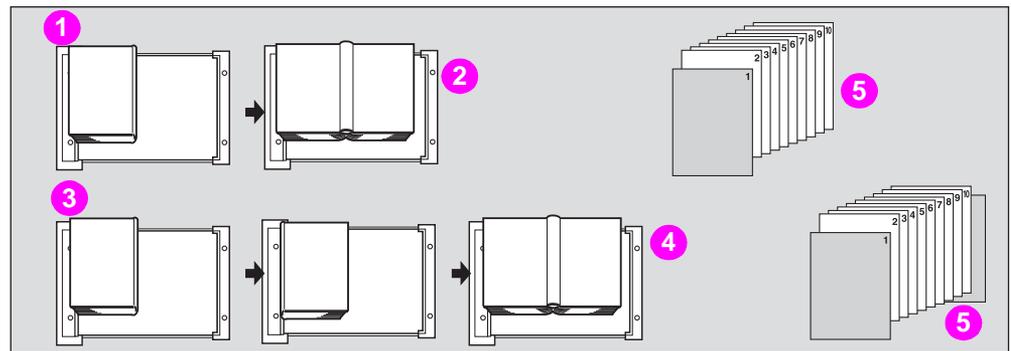
**Note**

---

**Scanning Original for Cover**

Use scanner glass for scanning original for cover.

- a Open the document feeder.
- b Position original for front cover *face down* on the scanner glass.
- c Press **Start** to start scanning.
- d When Front/Back Cover + Full scan is selected, scan original for back cover according to the above steps 2 and 3.
- e Use scanner glass or document feeder, as required, for scanning body text originals. To output the set in the same order as the originals, start scanning from the first page.
- f Press **Start** to start scanning.
- g Repeat steps 5 and 6 for subsequent originals.



- 1 Front cover + full scan
- 2 Scan from first page
- 3 Front/back cover + full scan
- 4 Scan from first page
- 5 Copies

---

**Note**

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Memory overflow may occur during scanning. See [When the “Memory Full” message is displayed \(memory overflow\)](#) for more information.

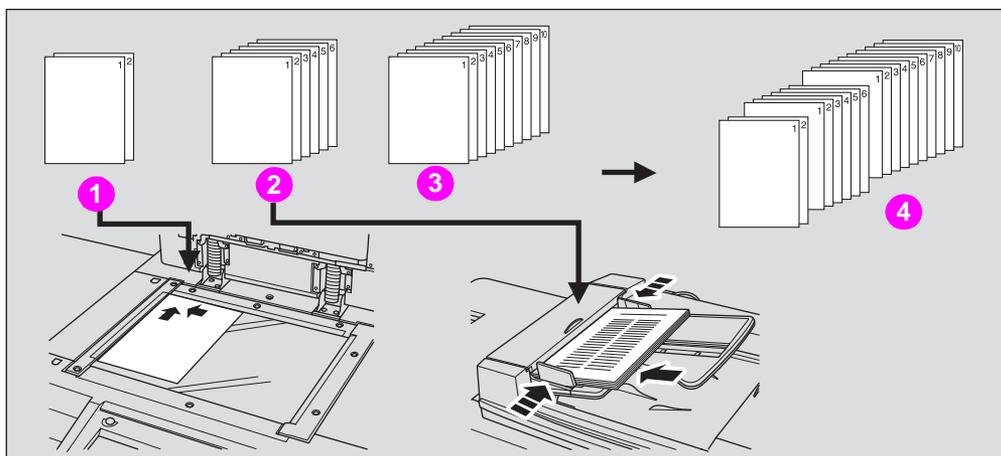
When using the scanner glass, Non-Image Area Erase and AUTO Layout are automatically selected. *Do not close* the document feeder throughout the scanning job.

## Programming different settings for an output job

In the Store mode, the combined features selected for the job are applied to all originals to be scanned. In the Program Job mode, you can scan multiple sets of originals and apply different settings on each set (referred to as job), and then output them all as a complete set.

### Specifications for program job

- Maximum 100 jobs can be programmed for an output job.
- Once specified, copy size and the paper type/size setting for the multi-sheet bypass tray cannot be changed for another job.
- Output mode and print quantity setting cannot be specified for each job. The last setting made will apply to all jobs.
- Program Job settings cannot be stored in the job memory.
- Incompatible Conditions: APS, Change copy size, Group, Rotation sort, Rotation group, Folding, Stapling & Folding, Trimming, Mixed original, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Multi-page enlargement, 2/4/8 Repeat in Repeat, Overlay, and Storing image in overlay memory.



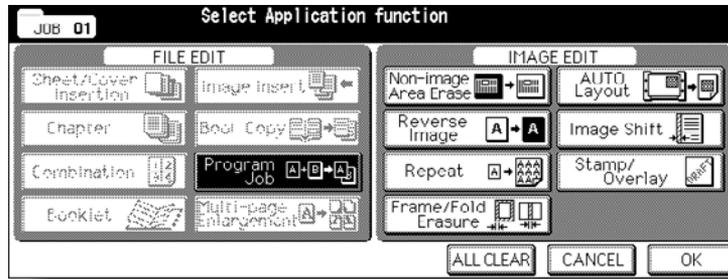
- 1 Original A
- 2 Original B
- 3 Original C
- 4 Copied set

1 Touch **OUTPUT APPLI** on the Main screen.

### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Program Job** on the Application selection screen.



The incompatible function keys are dimmed to show inactivity.

- 3 Touch **OK** on the Application selection screen.

The Main screen is restored.

The **STORE** key on the Main screen appears highlighted to show that the Store mode is automatically selected.

- 4 Select the desired copy conditions.
- 5 Position originals *face up* in the document feeder or *face down* on the scanner glass.

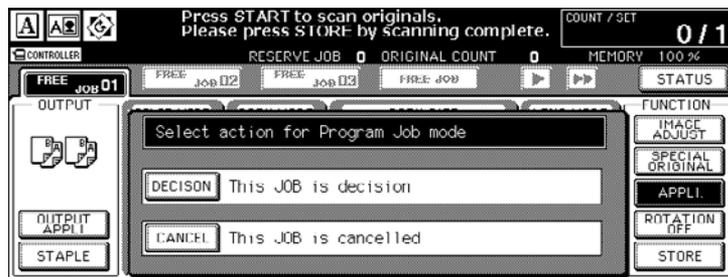
If the number of document feeder originals exceeds 100, divide them into blocks not exceeding 100 sheets and load them from the block with the first page.

- 6 Press **Start**.

The copy size determined at this time is applied to all subsequent jobs.

When scanning for the current job is completed, the popup menu is displayed in the Main screen.

- 7 Touch **DECISION**.



The current job images are stored.

To delete the images, touch **CANCEL**.

8 Repeat steps 4 to 7 until all job originals are scanned.

---

**Note**

Place and scan each original set in the correct order of pagination.

Memory overflow may occur during scanning. See [When the “Memory Full” message is displayed \(memory overflow\)](#) for more information.

Should memory overflow occur frequently, contact a service representative to increase the memory capacity of your HP Color 9850mfp.

---

9 Select the desired output mode and type the print quantity using the control panel keypad.

---

**Note**

See [Setting print quantity](#) for details on setting the print quantity.

10 Touch **STORE** to exit the Store mode.

11 Press **Start**.

---

**CAUTION**

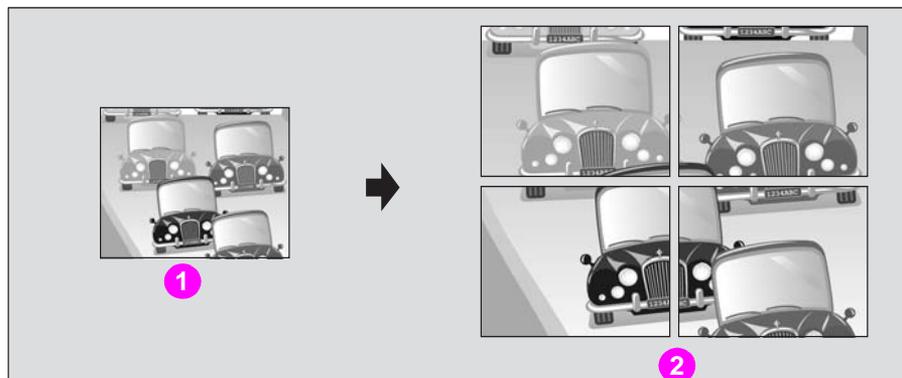
When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Dividing an image for enlarged copy

Use the multi-page enlargement function to make an enlarged copy, made up of several copied pages divided and enlarged from an original image.

### Specifications for multi-page enlargement

- Use the scanner glass only.
- Use APS, or select the desired copy size on the Main screen. If APS is used, the largest copy size will be selected automatically.
- The output size can be selected (standard size) or determined when a magnification ratio is typed on the screen.
- Incompatible Conditions: Using RADF (ADF), 1 ▶ 2, 2 ▶ 2, 2 ▶ 1, AMS, 1:1, Staple, Group, Rotation, Rotation sort, Rotation group, Folding, Stapling & Folding, Three-folding, Trimming, Cover sheet feeding, Mixed original, Z-folded original, Non STD Size (WHOLE AREA), Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Program job, Non-image area erase, Repeat, Frame/fold erasure, AUTO layout, Image shift, and Stamp/overlay.



1 Original

2 Multi-page enlargement

- 1 Position original *face down* on the scanner glass.  
The engine will detect the original size.

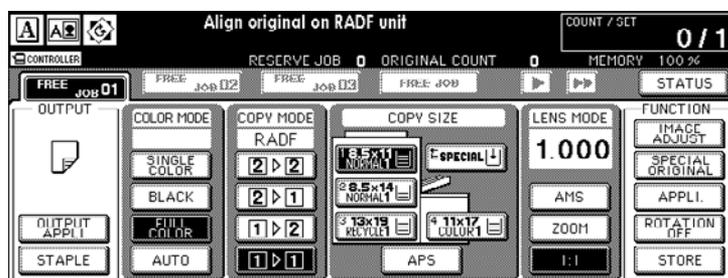
### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

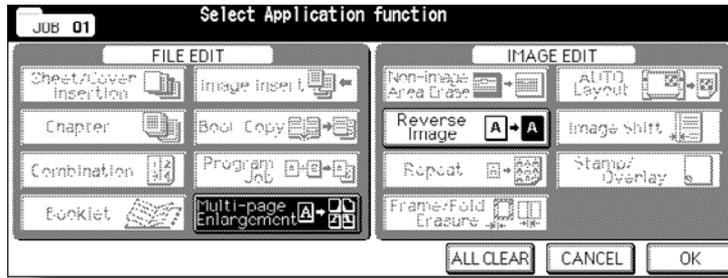
- 2 Select the desired copy size on the Main screen.

Touch the desired tray key to highlight it.

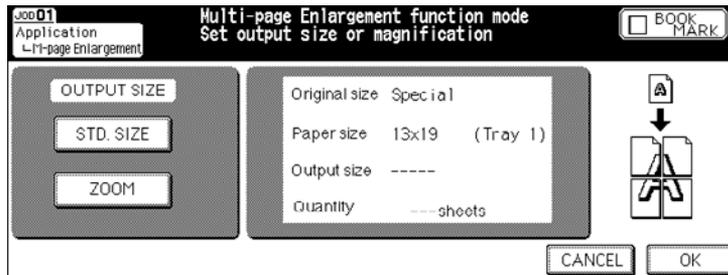
If APS is selected (initial setting), the largest copy size loaded in a tray is selected automatically.



- 3 Touch **OUTPUT APPLI** on the Main screen.
- 4 Touch **Multi-page Enlargement** on the Application selection screen.

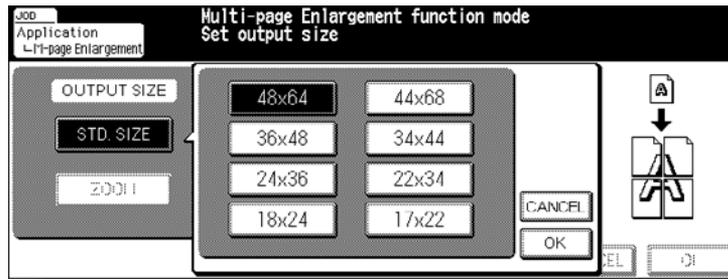


The Multi-page enlargement setting screen is displayed, with the original size and paper size (tray number) indicated.

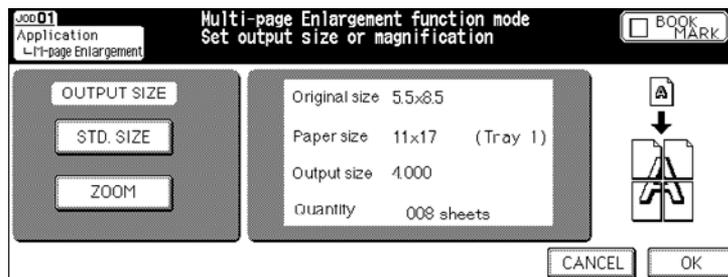
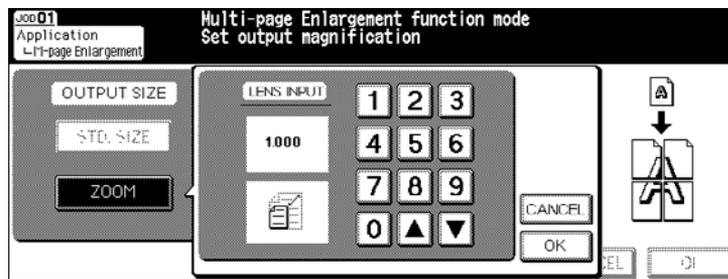


- 5 Select an output size or magnification, as desired.

To select an output size, touch **STD. SIZE** to display the popup menu, touch the desired size key to highlight it, and then touch **OK**.



To select a magnification ratio, touch **ZOOM**, type the desired magnification ratio using the screen keypad or up/down arrow key on the popup menu, and then touch **OK**.



The output size or magnification specified on the popup menu and the output quantity to make up a whole image will be displayed on the Multi-Sheet enlargement setting screen.

- 6 Touch **OK**.

The Application selection screen is restored.

- 7 Touch **OK** on the Application selection screen.

The Main screen is restored.

- 8 Type the desired print quantity using the control panel keypad.

The actual number of copies is the product of output quantity multiplied by print quantity.

#### Note

See [Setting print quantity](#) for details on setting the print quantity.

- 9 Press **Start**.

#### CAUTION

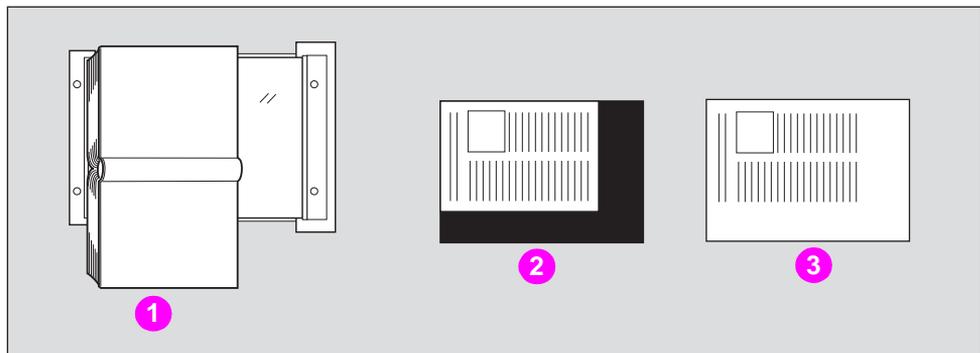
When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Erasing outside the original

The Non-image area erase mode is used to copy non-standard or special originals, such as books, magazines, paste-ups, graphs, and thick or thin materials from the scanner glass. The exposed glass area outside the borders of the original will not be copied.

### Specifications for Non-image area erase

- Use the scanner glass only. Keep the RADF (ADF) open throughout the procedure.
- Incompatible Conditions: Using RADF (ADF), 2 ▶ 2, 2 ▶ 1, APS, AMS, Rotation, Rotation sort, Rotation group, Folding/Stapling & Folding/Trimming (with Booklet selected), Mixed original, Z-folded original, Tab paper, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy in RADF (ADF) store mode, Multi-page enlargement, Reverse image, Reduce & shift in image shift, and Storing image in overlay memory.



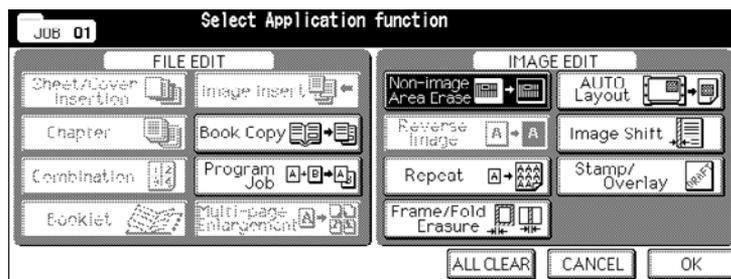
- 1 Set original
- 2 General copying
- 3 Non-image area erase

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Non-image Area Erase** on the Application selection screen.



The incompatible function keys are dimmed to show inactivity.

- 3 Touch **OK** on the Application selection screen.  
The Main screen is restored.

- 4 Select magnification and copy size, as desired.  
APS and AMS are automatically released.  
Copy mode is automatically set to 1 ▶ 1. If 1 ▶ 2 is selected, Scanner store mode will function automatically.
- 5 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 6 Position original *face down* on the scanner glass.

---

**Note**

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*Do not* close the document feeder.  
Original size should be larger than 10 mm by 10 mm.

- 7 Press **Start**.

---

**Note**

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This function may perform incorrectly if the lighting in the workplace is directly over the scanner glass. In this case, consult a service representative about an appropriate place for installation.

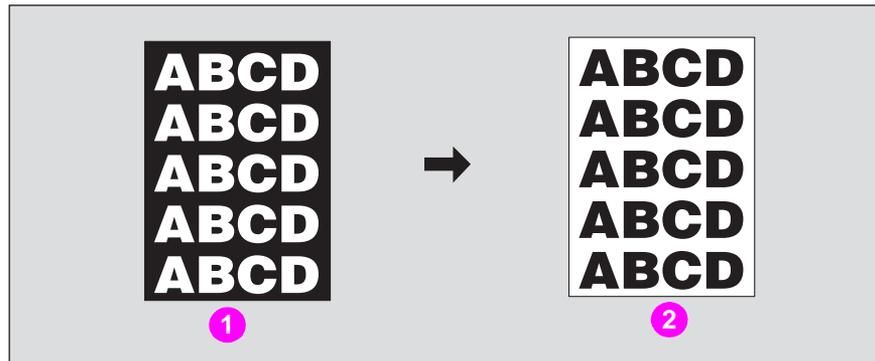
## Reversing color in image

Use Reverse image to reverse the positive image to the negative image and vice versa in the selected color mode.

- Single Color: makes a reversed image in the selected single color.
- Black: reverses the image from black-on-white to white-on-black, and vice versa.
- Full Color: copies in complementary colors of the four colors.
- Auto: makes a reversed image according to the original image (detected as Full Color or Black).

### Specifications for reverse image

- Incompatible Conditions: Folding, Stapling & Folding, Trimming, Non-image area erase, Repeat, Stamp, and Overlay.



1 Original

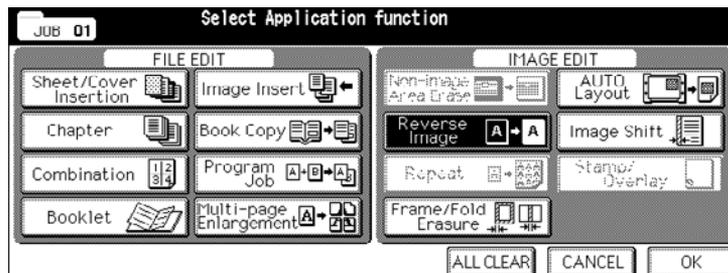
2 Reverse image copying

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

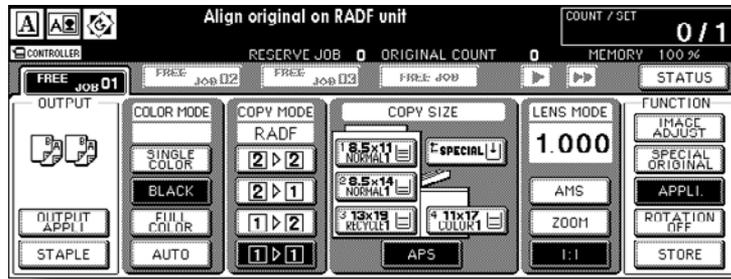
- 2 Touch **Reverse Image** on the Application selection screen.



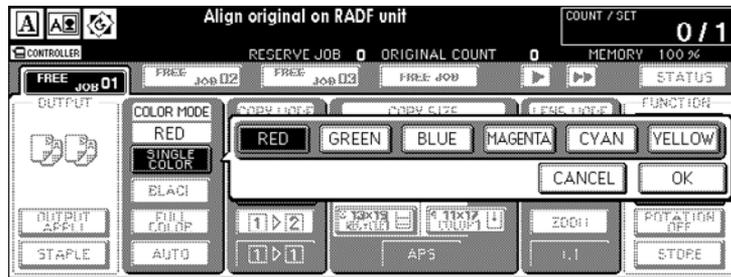
The incompatible function keys are dimmed to show inactivity.

- 3 Touch **OK** on the Application selection screen.  
The Main screen is restored.

- 4 Touch a mode key under **COLOR MODE** on the Main screen.



Selecting **SINGLE COLOR** will display the popup menu to specify a color.



Touch the desired color key, and then touch **OK**.

The selected color will be indicated under the **COLOR MODE** indication of the Main screen, with the **SINGLE COLOR** key highlighted.

- 5 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 6 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 7 Press **Start**.

### CAUTION

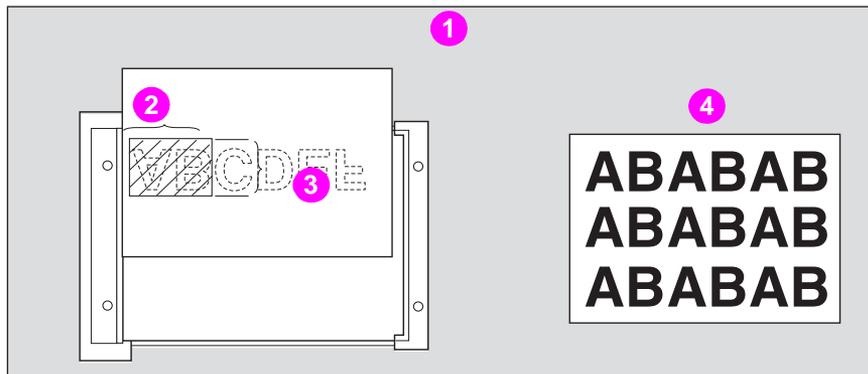
When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Repeating selected image area

Use the Repeat: Vertical/Horizontal mode to repeat the selected image area of 10 mm - 150 mm in both vertical and horizontal widths, measured from the rear left corner of the 279 by 432 mm (11 by 17 inches) original area indicated on the left edge of the scanner glass.

### Vertical/horizontal width setting mode specifications

- Use the scanner glass. (Document feeder cannot be used.)
- Incompatible Conditions: Using RADF (ADF), 2 ▶ 2, 2 ▶ 1, APS, AMS, Group, Rotation, Rotation sort, Rotation group, Mixed original, Z-folded original, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Multi-page enlargement, Non-image area erase, Reverse image, Frame/fold erasure, AUTO layout, Reduce & Shift in image shift, and Stamp/overlay.



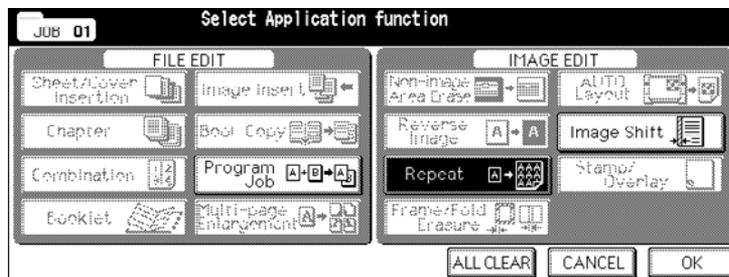
- 1 Vertical/horizontal width setting mode
- 2 Horizontal width
- 3 Vertical width
- 4 Repeat copy

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

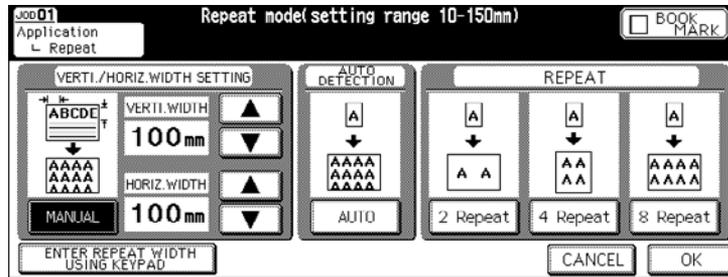
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Repeat** on the Application selection screen.



The Repeat mode selection screen is displayed.

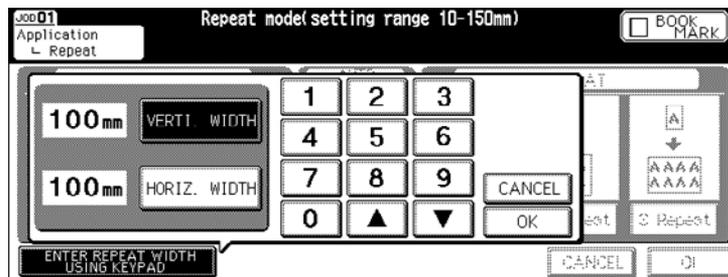
- 3 Touch **MANUAL**, and then specify the vertical and horizontal widths of the scanning area.



Use the up/down arrow key to type the width from 10 - 150 mm in 1 mm increments. Keep touching the key to increase/decrease the value continuously.

Or, touch **TYPE REPEAT WIDTH USING KEYPAD** to display the popup menu to type the value from the Touch display keypad.

Touch **VERTI. WIDTH** or **HORIZ. WIDTH**, type the value for each, and then touch **OK** to restore the Repeat mode selection screen.



- 4 Touch **OK**.

The Application selection screen is restored.

- 5 Touch **OK** on the Application selection screen.

The Main screen is restored.

- 6 Select the desired magnification and copy size.

APS and AMS are automatically released, and 1.000 (100 percent) is selected as a magnification ratio.

Copy mode is automatically set to 1 ▶ 1. If 1 ▶ 2 is selected, Scanner store mode will function automatically.

- 7 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position original *face down* on the scanner glass.  
See [Vertical/horizontal width setting mode specifications](#) for more information.
- 9 Press **Start**.

---

**CAUTION**

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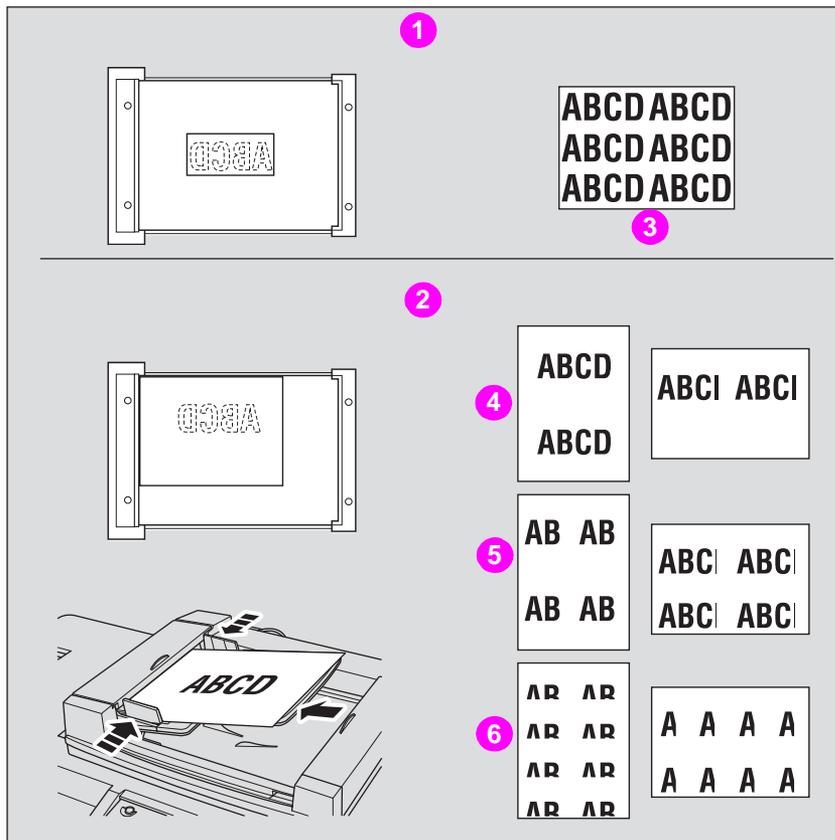
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Repeating automatically or selecting repeating times

Auto Detection mode will automatically set the equal repeat area to the size of the original placed onto the scanner glass, by activating Non-image area erase. Repeat mode will scan the image area specified by the selected copy size and mode (2 Repeat, 4 Repeat, or 8 Repeat), and then arrange the image by specified times in one copy sheet.

### Auto detection/repeat mode specifications

- Auto Detection Mode: Use the scanner glass. The RADF (ADF) cannot be used.
- Repeat Mode Magnification ratio: 1.000 (100 percent) fixed.
- Incompatible Conditions with Auto Detection Mode:  
Using RADF (ADF), 2 ▶ 2, 2 ▶ 1, APS, AMS, Rotation, Group, Rotation sort, Rotation group, Mixed original, Z-folded original, Tab paper, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Multi-page enlargement, Reverse image, Frame/fold erasure, AUTO layout, Reduce & Shift in image shift, and Stamp/overlay.
- Incompatible Conditions with Repeat Mode:  
APS, AMS, Rotation (if magnification is changed from 1.000), Group, Rotation sort, Rotation group, Mixed original, Z-folded original, Chapter, Combination, Booklet, Image insert, Book copy, Multi-page enlargement, Non-image area erase, Reverse image, Frame/fold erasure, AUTO layout, Reduce & Shift in image shift, Overlay, and Overlay memory.



- 1 Auto Detection mode
- 2 Repeat mode
- 3 Copy
- 4 Copy (2 repeat)
- 5 Copy (4 repeat)
- 6 Copy (8 repeat)

- 1 Touch **OUTPUT APPLI** on the Main screen

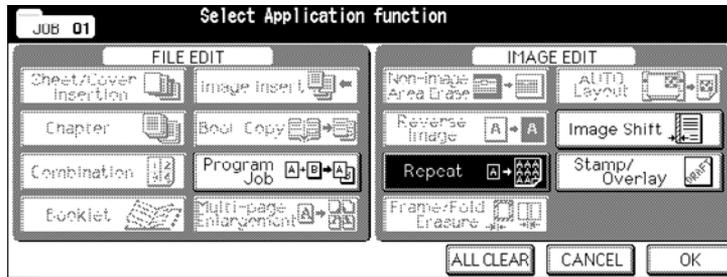
---

**Note**

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When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Repeat** on the Application selection screen.

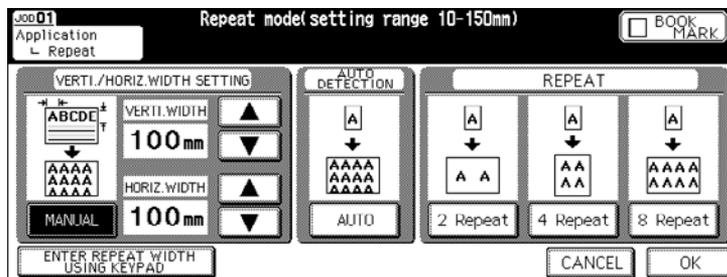


The Repeat mode selection screen is displayed.

- 3 Touch to highlight the desired mode key.

Touch **AUTO** to select the Auto detection mode.

Touch **2 Repeat**, **4 Repeat**, or **8 Repeat** to select the desired Repeat mode.



- 4 Touch **OK**.

The Application selection screen is restored.

---

**Note**

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Non-image area erase is automatically selected on the Application selection screen when Auto mode is selected.

When 2 Repeat mode is selected, the Page space function of Image Shift can be used to make the desired amount of blank space between the two images on a page. See [Adjusting position of copy image](#) for more information.

- 5 Touch **OK** on the Application selection screen.

The Main screen is restored.

- 6 Select the desired magnification and copy size.

APS and AMS are automatically released, and 1.000 (100 percent) is selected as a magnification ratio.

When 2 Repeat, 4 Repeat, or 8 Repeat is selected, the scanning area will be a portion of the selected paper size equally divided according to the selected mode.

In this case, magnification ratio will be fixed to 1.000 (100 percent).

Copy mode is automatically set to 1 ▶ 1. If 1 ▶ 2 is selected, Scanner store mode will function automatically.

- 7 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for more information.

- 8 Position original.

For Auto mode original, open the document feeder, and then position the original *face down* on the scanner glass.

For 2 Repeat, 4 Repeat or 8 Repeat mode original, RADF (ADF) is also available.

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**Note**

See [Auto detection/repeat mode specifications](#) for more information.

When Auto mode is selected, Non-Image Area Erase functions automatically.

*Do not* close the document feeder.

- 9 Press **Start**.

---

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

---

**Note**

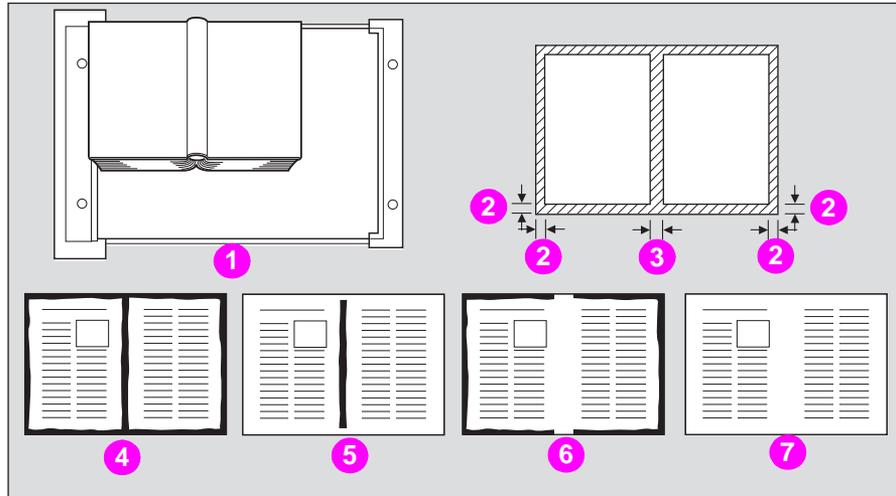
The Auto mode may not operate properly if the lighting in the work place is directly over the scanner glass. In this case, consult your service representative about an appropriate place for installation.

## Eliminating copy marks along borders

Use Frame/Fold Erasure to eliminate black copy marks along borders and thus clean up and improve the presentation of the copy.

### Specifications for frame/fold erasure

Incompatible Conditions: Multi-page enlargement, Repeat



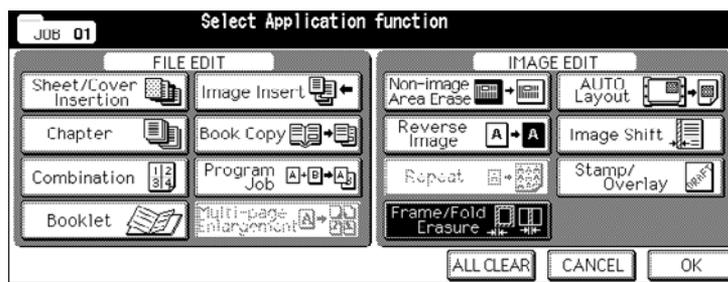
- 1 Set original
- 2 Frame erasure
- 3 Fold erasure
- 4 General copying
- 5 Frame erasure copying
- 6 Fold erasure copying
- 7 Frame/fold erasure copying

1 Touch **OUTPUT APPLI** on the Main screen.

### Note

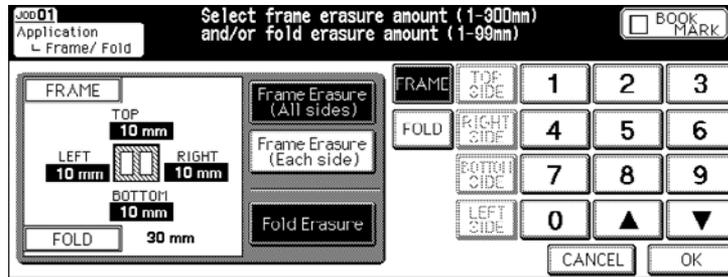
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

2 Touch **Frame/Fold Erasure** on the Application selection screen.



The Frame/Fold erasure selection screen is displayed.

- 3 Touch to highlight the desired mode key.

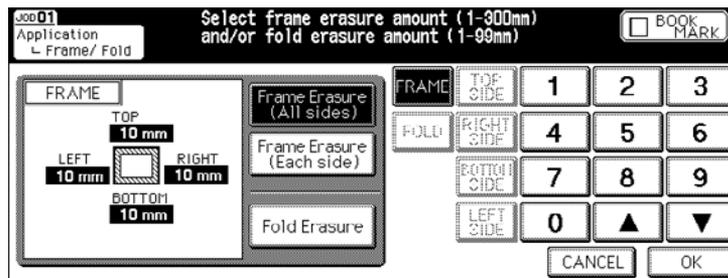


Touch **Frame Erasure (All sides)**, **Frame Erasure (Each side)**, or **Fold Erasure** to highlight it.

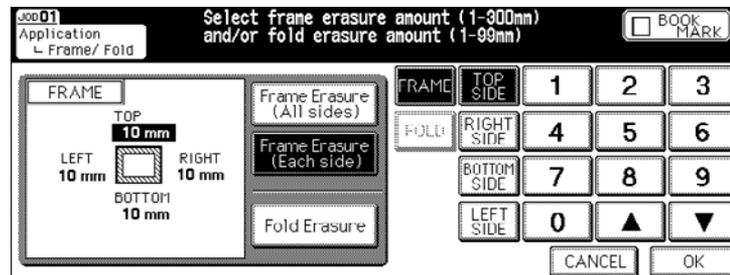
Either Frame Erasure mode or Fold Erasure mode can be selected in combination.

- 4 Specify the erasure amount in the selected mode.

To specify frame erasure (all sides) amount, touch to highlight **FRAME**, if not highlighted. With the touch display keypad or up/down arrow key type the desired erasure amount of the top, bottom, left, and right sides *collectively*, from 1 - 300 mm in 1 mm increments.

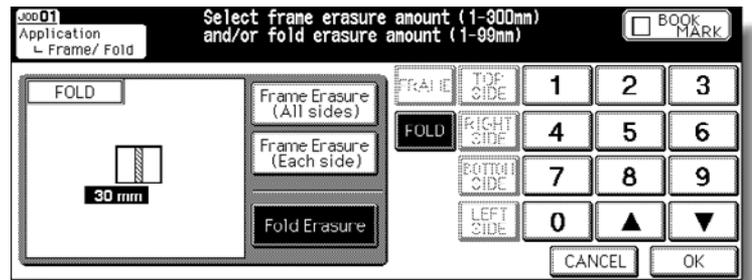


- a To specify frame erasure (each side) amount, touch to highlight **FRAME**, if not highlighted. Then touch top side, right side, bottom side or left side. The selected side amount is highlighted in the left illustration area of the screen.



- b Use the touch display keypad or up/down arrow key to type the desired erasure amount, from 1 - 300 mm in 1 mm increments.

- c To specify fold erasure amount, touch to highlight **FOLD**, if not highlighted. With the touch display keypad or up/down arrow key, type the desired erasure amount, from 1 - 99 mm in 1 mm increments.



- 5 Touch **OK**.  
The Application selection screen is restored.
- 6 Touch **OK** on the Application selection screen.  
The Main screen is restored.
- 7 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.

---

**Note**

When lowering the document feeder onto thick original (for example, open book), *do not* press it down too hard. Keep the document feeder open, if required.

- 9 Press **Start**.

---

**CAUTION**

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Copying image in the center of copy paper

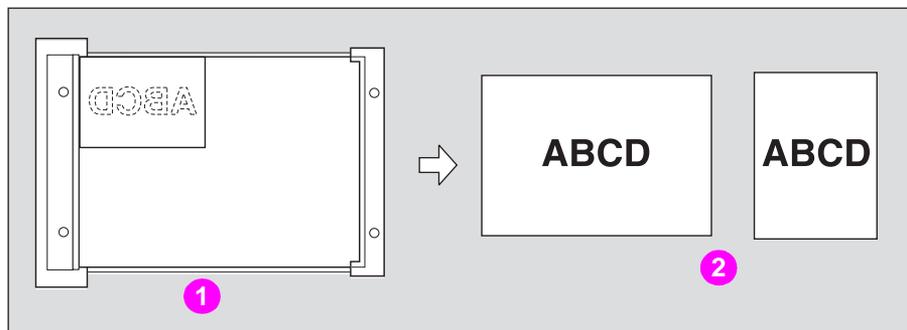
Use the Auto layout function to detect the image area of the original and center the whole image on the copy paper, making it easy to copy small pieces of paper.

### Specifications for Auto layout

- Non-Image Area Erase is automatically selected. Release it manually when using the RADF (ADF) to scan originals.
- Incompatible Conditions: 2 ▶ 2, 2 ▶ 1, APS, AMS, Rotation, Rotation sort, Rotation group, Mixed original, Z-folded original, Tab paper, Sheet/cover insertion, Chapter (available when Non-image area erase is released manually), Combination, Booklet, Image insert, Multi-page enlargement, Reverse image, Repeat, Image shift, Overlay, Storing image in Overlay memory.

#### Note

Combination, Booklet and Reverse image are available when Non-image area erase is released manually.



1 Set original

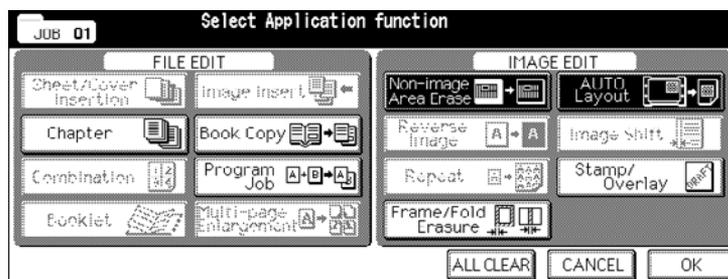
2 Auto layout copying

- 1 Touch **OUTPUT APPLI** on the Main screen.

#### Note

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **AUTO Layout** on the Application selection screen.



The incompatible function keys are dimmed to show inactivity.

#### Note

Non-Image Area Erase will be selected automatically. When using the RADF (ADF) to scan the original, touch to deselect this function.

If Book Copy is used with this function, image division will not be done. Originals, smaller than the selected copy size will be printed in the center of the copy paper.

- 3 Touch **OK** on the Application selection screen.  
The Main screen is restored.
- 4 Select the desired magnification and copy size on the Main screen.

---

**Note**

---

APS and AMS are automatically released, and 1.000 (100 percent) is selected as a magnification ratio.

Copy mode is automatically set to 1 ▶ 1. If 1 ▶ 2 is selected, Scanner store mode will function automatically.

- 5 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 6 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.

---

**Note**

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*Do not* close the RADF (ADF) when Non-Image Area Erase is selected.  
Placing original obliquely on the scanner glass may cause black copy marks.

- 7 Press **Start**.

---

**CAUTION**

---

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

---

**Note**

---

The AUTO layout function may not operate properly if the lighting in the work place is directly over the scanner glass. In this case, consult your service representative about an appropriate place for installation.

## Adjusting position of copy image

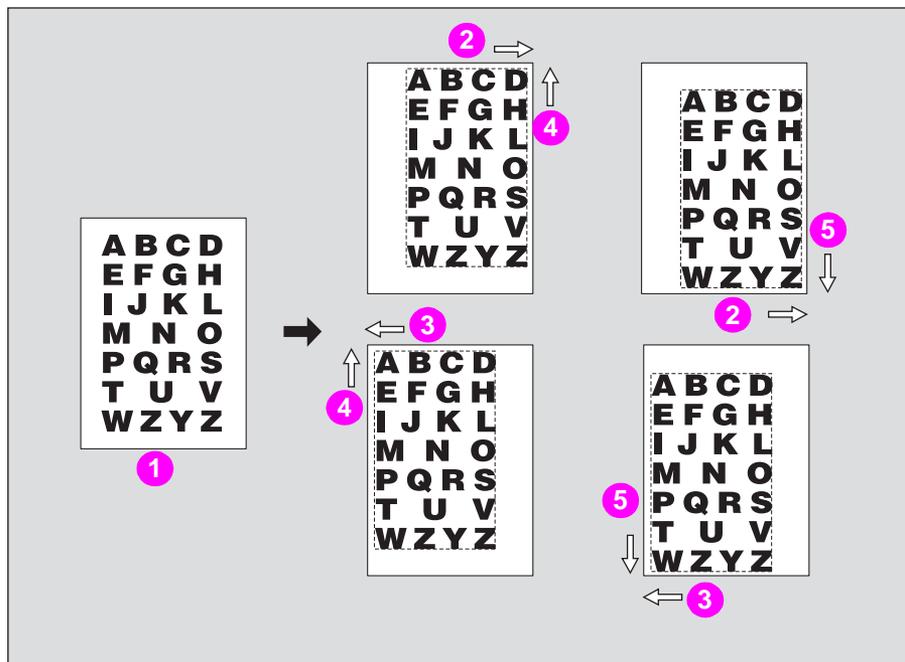
Use Image shift to adjust the position of copy images. For example, Image shift can be used to create new binding margins on originals, which makes filing easier.

Page space function is available only when Booklet or 2 Repeat mode has been already selected. Use this function to make the desired amount of blank space between the two images on a page. See [Page space function](#) for more information.

If image loss is likely, select the Reduce & Shift mode instead of regular Image shift. See [Specifications for Reduce & Shift](#) for more information.

### Specifications for image shift

- Shift amount: 0 - 250 mm in 1 mm increments.
- Setting in 0.1 mm increments using up/down arrow key is also available in Key Operator mode. See [\(13\) Memory switch setting](#) for more information.
- Incompatible Conditions: Multi-Page Enlargement, AUTO Layout, Storing images in Overlay Memory.



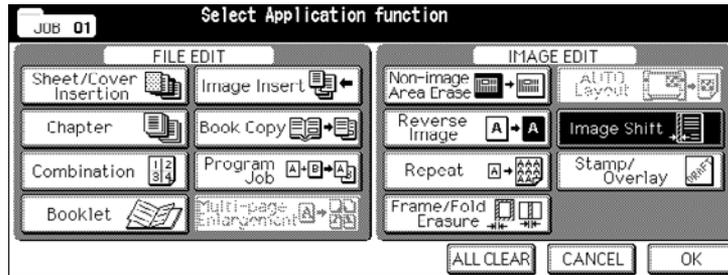
- 1 Original
- 2 Right
- 3 Left
- 4 Up
- 5 Down

- 8 Select the copy mode and paper size from the Main screen, as required.
- 9 Touch **OUTPUT APPLI** on the Main screen.

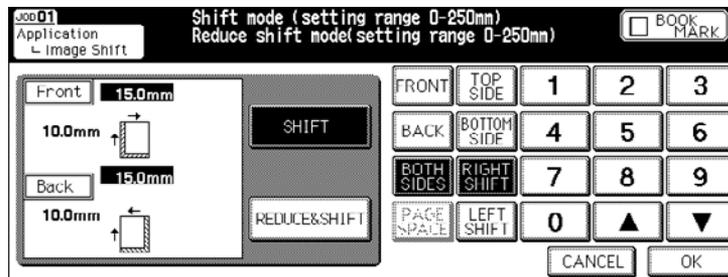
**Note**

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 10 Touch **Image Shift** on the Application selection screen.



- 11 Touch **SHIFT** on the Image shift setting screen, and then specify the shift direction and amount.

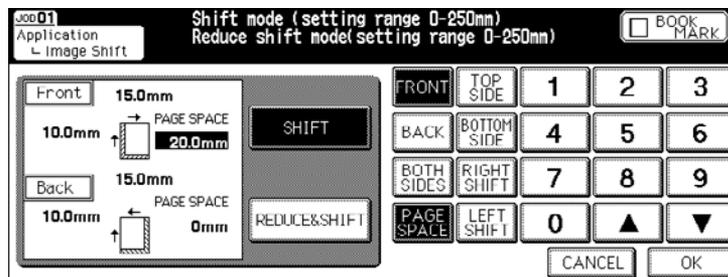


Touch **FRONT** or **BACK** to specify the shift direction and amount individually; or touch **BOTH SIDES** to specify them collectively. The **BACK** and **BOTH SIDES** keys function only for duplex copying.

Touch to highlight the desired shift direction key, and then use the touch display keypad or up/down arrow key to type the desired shift amount, from 0 - 250 mm in 1 mm increments.

The image display on the screen allows you to view the shift direction and amount to be created on the printed sheets.

When Booklet or 2 Repeat mode of Repeat has been already selected, the **PAGE SPACE** key appears clear on the screen, showing its availability.



Touch **PAGE SPACE** to highlight it, and then type the desired amount using the touch display keypad or up/down arrow key.

12 Touch **OK**.

The Application selection screen is restored.

13 Touch **OK** on the Application selection screen.

The Main screen is restored.

14 Type the desired print quantity from the control panel keypad.

See [Setting print quantity](#) for details on setting the print quantity.

15 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.

See [Positioning originals](#) for more information.

16 Press **Start**.

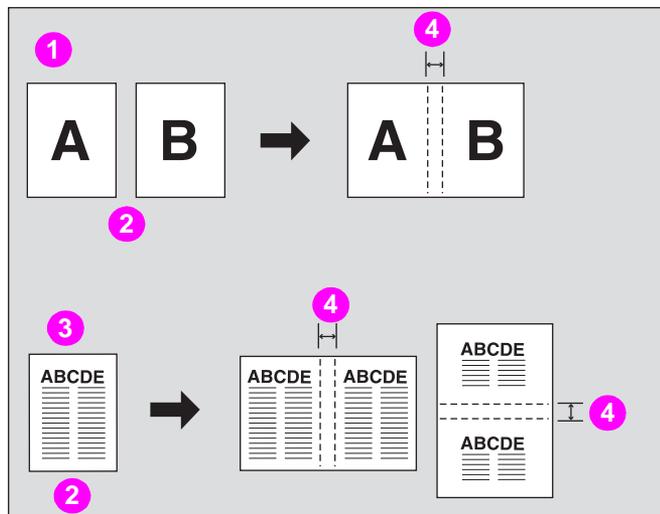
---

**CAUTION**

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When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

### Page space function



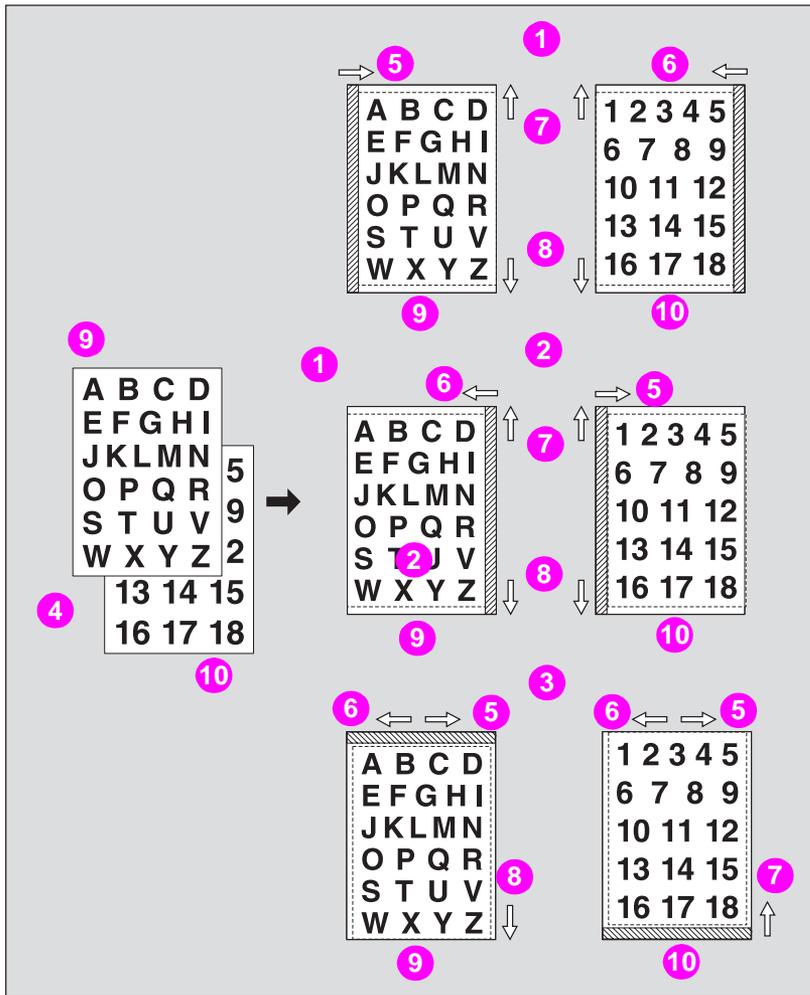
- 1 Booklet
- 2 Original
- 3 2 Repeat in Repeat
- 4 Page space

## Reducing images to create binding margin

Use Reduce & Shift instead of regular Image shift to prevent image loss when creating a binding margin.

### Specifications for Reduce & Shift

- AMS is automatically selected and cannot be released.
- Shift amount: 0 - 250 mm in 1 mm increments.
- Setting in 0.1 mm increments using up/down arrow key is also available in Key Operator mode. See [\(13\) Memory switch setting](#) for more information.
- Incompatible Conditions: Change magnification, Vertical/Horizontal Zoom, APS, Mixed original, Book copy, Multi-page enlargement, Non-image area erase, Repeat, AUTO layout, Overlay, and Storing image in overlay memory.



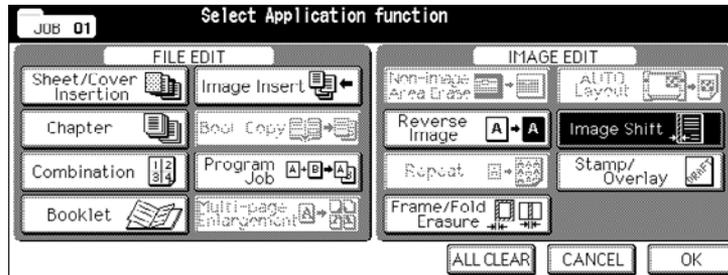
- 1 Left binding margin
- 2 Right binding margin
- 3 Top binding margin
- 4 Originals
- 5 Right
- 6 Left
- 7 Up
- 8 Down
- 9 Front
- 10 Back

- 1 Select the copy mode and copy size, as required.
- 2 Touch **OUTPUT APPLI** on the Main screen.

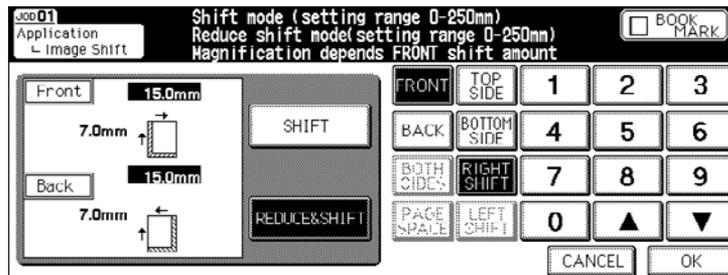
**Note**

When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 3 Touch **Image Shift** on the Application selection screen.



- 4 Touch **REDUCE&SHIFT** on the Image shift setting screen, and then specify the shift direction and amount.



Touch **FRONT** or **BACK**. In Reduce & Shift mode, the **BOTH SIDES** key appears dimmed to show inactivity.

Touch to highlight the desired shift direction key, and then use the touch display keypad or up/down arrow key to type the desired shift amount, from 0 - 250 mm in 1 mm increments.

The image display on the screen allows you to view the shift direction and amount to be printed on the printed sheets.

**Note**

The AMS automatically determines the magnification ratio according to the shift amount specified for the front page. The shift amount and magnification ratio determined for the front page will be automatically applied to the back page. If any positioning adjustment is required, touch **BACK** and make direction and amount change.

- 5 Touch **OK**.  
The Application selection screen is restored.
- 6 Touch **OK** on the Application selection screen.  
The Main screen is restored.
- 7 Type the desired print quantity on the control panel keypad.  
See [Setting print quantity](#) for details on setting the print quantity.
- 8 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 9 Press **Start**.

---

**CAUTION**

---

When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

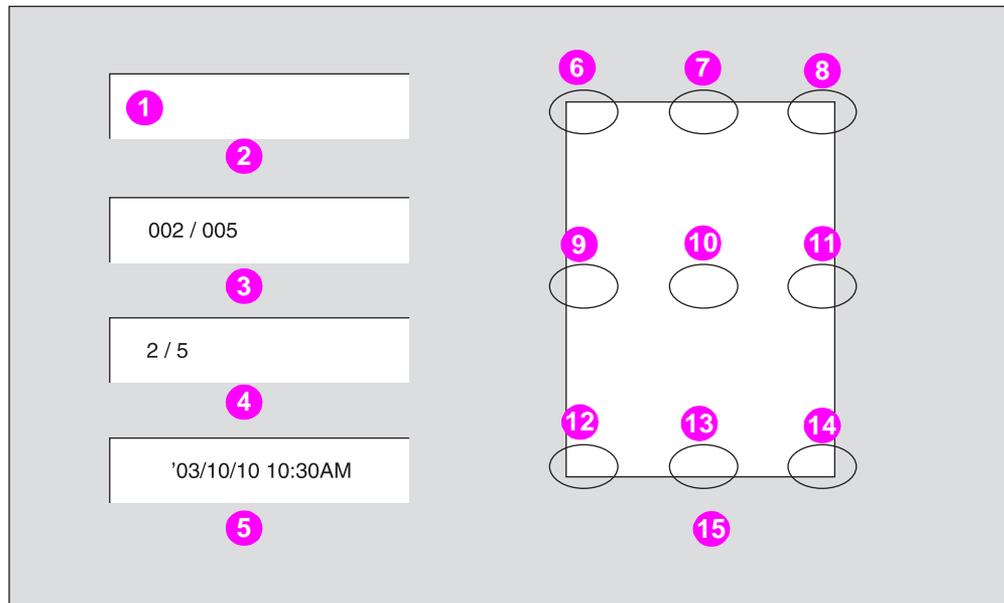
## Printing stamp, page, date/time onto copies

The Stamp function allows you to print the desired type of stamp, page number, numbering, and date/time onto output copies, at the location designated on the screen.

The four stamp types and watermark provided on the Stamp/overlay selection screen can be used individually or in multiple combinations.

### Specification for stamp, set numbering, page numbering, date/time

- To use the **STAMP** function, the optional HP Copy Controller Hard Drive must be installed.
- Incompatible Conditions: Multi-page enlargement, Reverse image, Repeat except 2/4/8 Repeat, Overlay (with Stamp and Set Numbering), and Overlay memory.



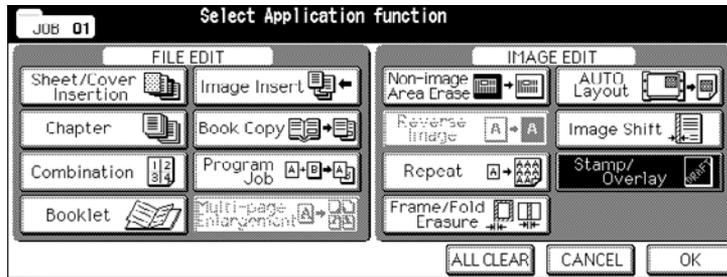
- 1 Stamp text
- 2 Stamp
- 3 Set numbering
- 4 Page numbering
- 5 Date/time
- 6 Top left
- 7 Top middle
- 8 Top right
- 9 Middle left
- 10 Middle
- 11 Middle right
- 12 Lower left
- 13 Lower middle
- 14 Lower right
- 15 Printing positions

- 1 Touch **OUTPUT APPLI** on the Main screen.

**Note**

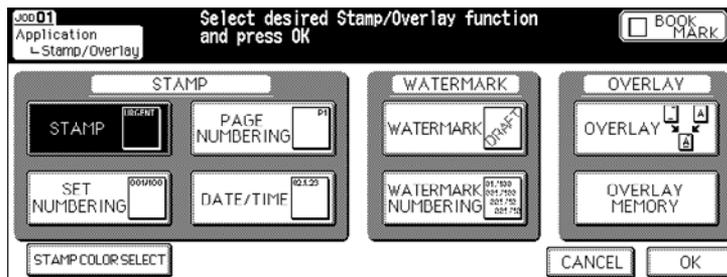
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Stamp/Overlay** on the Application selection screen.



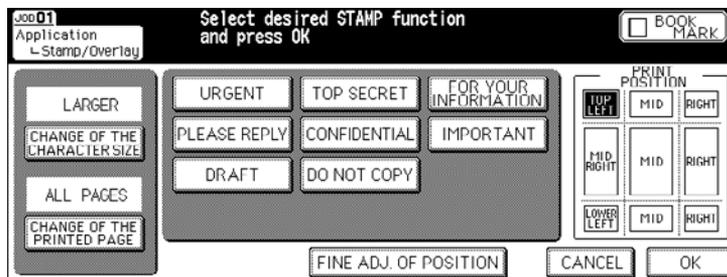
The Stamp/overlay selection screen is displayed.

- 3 Touch the desired key in the **STAMP** area.



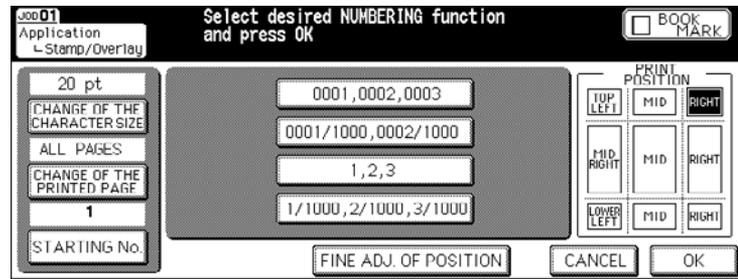
The subsequent screen is displayed to allow you to specify the selected stamp type.

- 4 When selecting **STAMP**: Specify the stamp type, printing position, character size, and printed page.

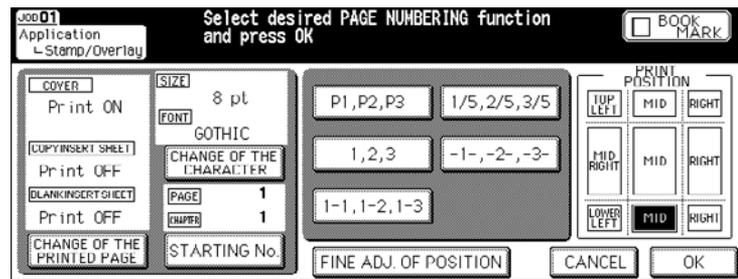


- a Touch to highlight the desired stamp key and the printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine adjustment setting screen. See [Fine adjustment setting screen](#) for more information.
- b Touch **CHANGE OF THE CHARACTER SIZE** to select **LARGER** or **SMALLER**.
- c Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp only on the cover or on all pages.

- d When selecting **SET NUMBERING**: Specify the numbering type, printing position, character size, printed page, and starting number.

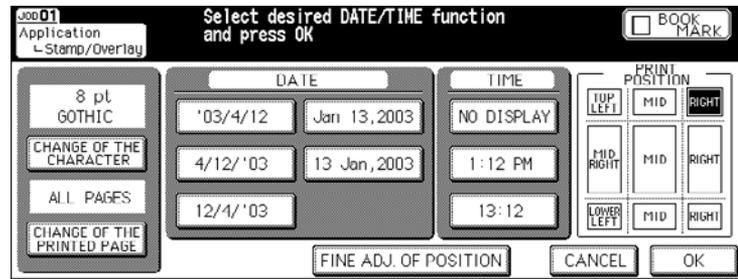


- e Touch to highlight the desired numbering type key and the printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine adjustment setting screen. See [Fine adjustment setting screen](#) for more information.
- f Touch **CHANGE OF THE CHARACTER SIZE** to select 20 pt or 36 pt. Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.
- g Touch **STARTING No.** to designate the starting number, if required. See [Fine adjustment setting screen](#) for more information.
- h When selecting **PAGE NUMBERING**: Specify the page numbering type, printing position, character size, printed page, and starting number.



- i Touch to highlight the desired page numbering type key and printing position key on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine adjustment setting screen. See [Fine adjustment setting screen](#) for more information.
- j Touch **CHANGE OF THE CHARACTER** to select the character size (8 pt, 10 pt, 12 pt or 14 pt) and type (GOTHIC or MING).
- k Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the front/back cover or insertions.
- l Touch **STARTING No.** to designate the starting number, if required.

- m When selecting **DATE/TIME**: Specify the date/time type, printing position, character size, and printed page.

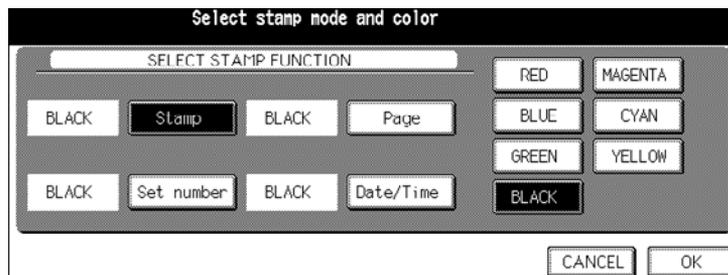


- n Touch to highlight the desired date, time, and printing position keys on the screen. If fine adjustment is required, touch **FINE ADJ. OF POSITION** to display the Fine adjustment setting screen. See [Fine adjustment setting screen](#) for more information.
  - o Touch **CHANGE OF THE CHARACTER** to select the character size (8 pt, 10 pt, 12 pt or 14 pt) and type (GOTHIC or MING).
  - p Touch **CHANGE OF THE PRINTED PAGE** to designate whether to print the selected stamp on the cover only or on all pages.
- 5 Touch **OK**.

The Stamp/overlay selection screen is restored.

Touch to select another stamp function key to use in combination, if desired.

- 6 Select the stamp color.



Touch **STAMP COLOR SELECT** to display the Stamp color selection screen.

Touch the desired stamp type key to highlight it, and then select the stamp color from the right side of the screen.

Touch **OK** to return to the Stamp/overlay selection screen.

- 7 Touch **OK** on the Stamp/overlay selection screen.

The Application selection screen is restored.

- 8 Touch **OK** on the Application selection screen.

The Main screen is restored.

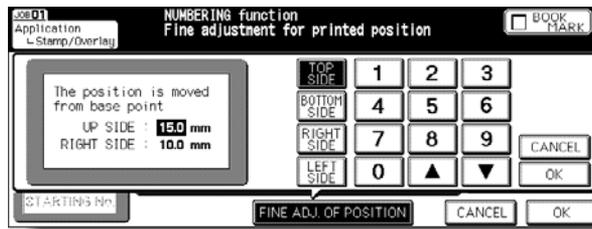
- 9 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 10 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 11 Press **Start**.

**CAUTION**

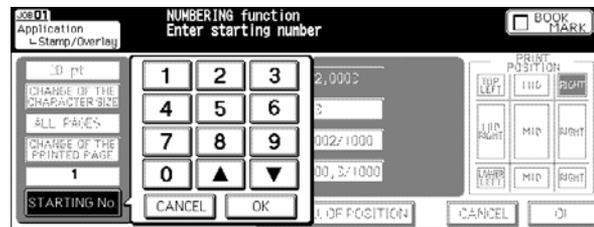
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

**Fine adjustment setting screen**

When **FINE ADJ. OF POSITION** is touched, the Fine adjustment setting screen is displayed.



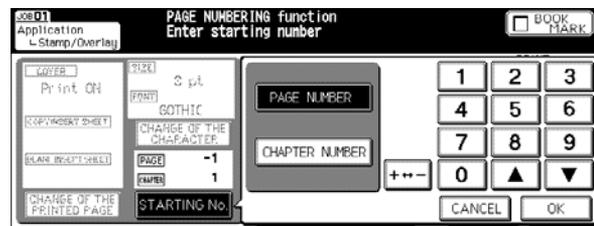
- a Touch **TOP SIDE**, **BOTTOM SIDE**, **RIGHT SIDE**, or **LEFT SIDE** to specify the direction, and then use the touch display keypad or up/down arrow key to type the desired amount, from 0 - 50 mm. Touch **OK** to return to the previous screen.
- b Starting No. setting screen: Available from **SET NUMBERING** or **WATERMARK NUMBERING**.



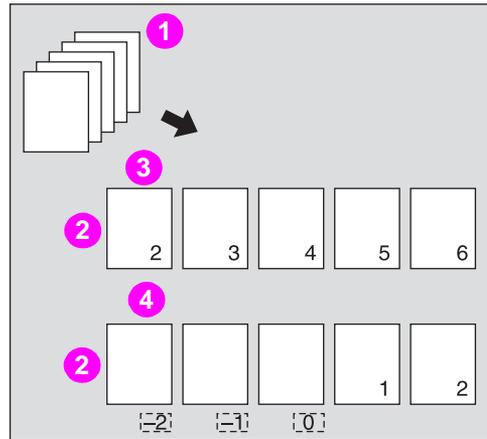
- c Use the touch display keypad or up/down arrow key to type the desired starting number, and then touch **OK** to return to the previous screen.

Starting no. setting screen: Available from **PAGE NUMBERING**.

When Chapter is already selected, the chapter starting number can also be specified on the Starting No. setting screen.

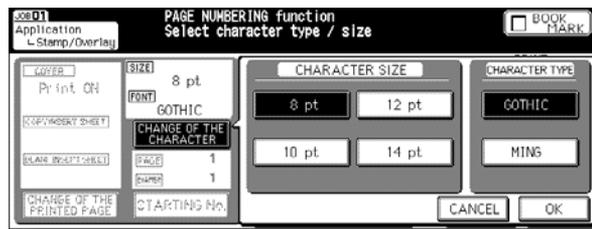


- d Touch **PAGE NUMBER** or **CHAPTER NUMBER** to highlight it, and then use the touch display keypad or up/down arrow key to type the desired starting number for each.
- Use **+<->** to type a minus number to print from halfway through, for example, -2 to print "1" from page 4.



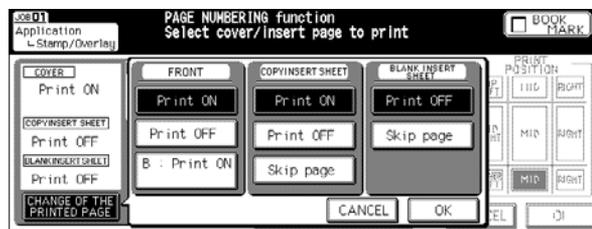
- 1 Originals
- 2 Copies
- 3 When +2 is entered
- 4 When -2 is entered

- e Touch **OK** to return to the previous screen.
- f Character size/type selection screen: from **PAGE NUMBERING** or **DATE/TIME**.
- Touch **CHANGE OF THE CHARACTER** to display the Character size/type selection screen.



- g Touch the desired key, and then touch **OK** to return to the previous screen.
- h Cover/Insert print setting selection screen: from **PAGE NUMBERING**.

When copied/blank insertion mode of Sheet/Cover Insertion has been already selected, this screen allows you to specify whether to print the page number on insertions, or skip them from the page count.



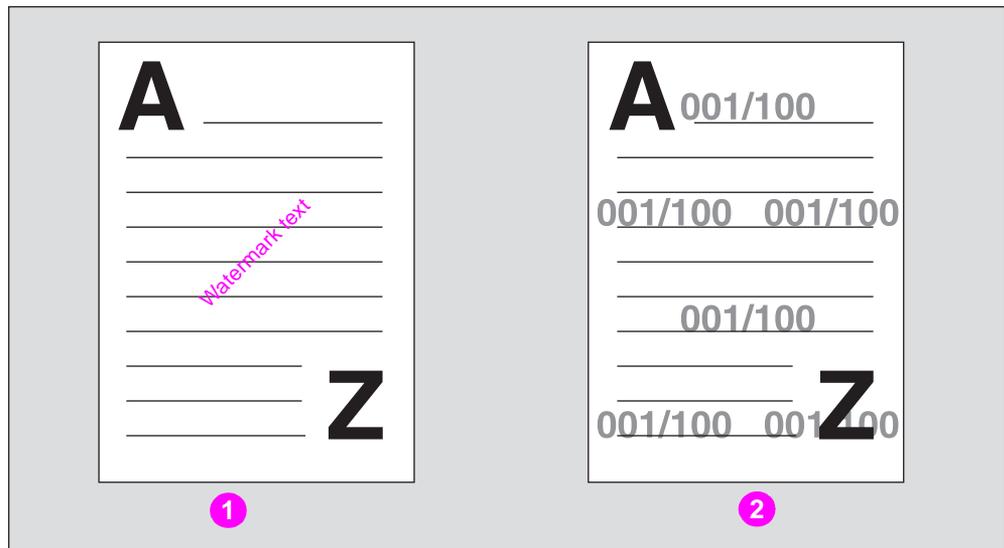
- i Touch to select the desired key, and then touch **OK** to return to the Page numbering type selection screen.

## Printing watermark onto copies

Use this function to print the desired letter type obliquely in the center of the page (**WATERMARK**), or the numbers in the specified form repeatedly over the scanned image (**WATERMARK NUMBERING**).

### Specification for watermark and watermark numbering

- To use **WATERMARK**, the optional HP Copy Controller Hard Drive must be installed.
- Incompatible Conditions: Rotation group, Rotation sort, Multi-page enlargement, Reverse image, Repeat except 2/4/8 Repeat, Overlay, and Overlay memory.



1 Watermark

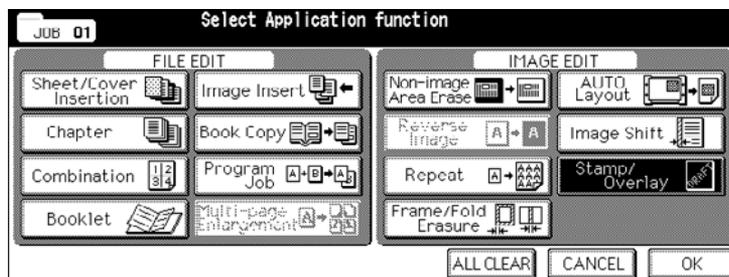
2 Watermark numbering

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

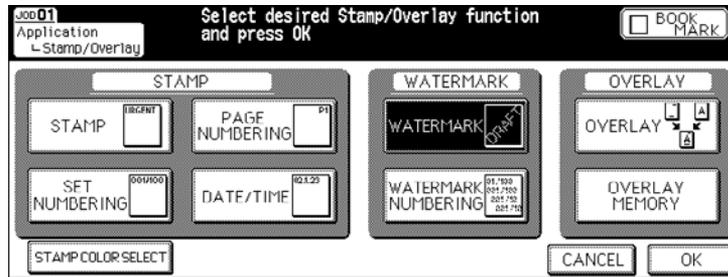
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Stamp/Overlay** on the Application selection screen.



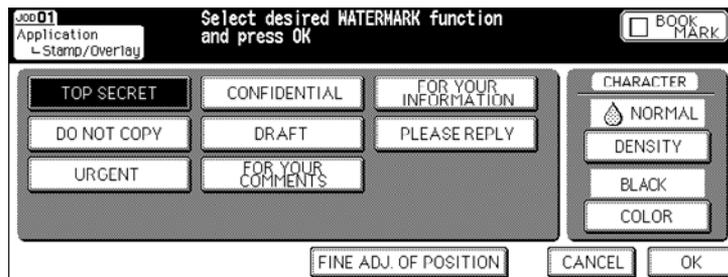
The Stamp/overlay selection screen is displayed.

- 3 Touch **WATERMARK** or **WATERMARK NUMBERING**, as desired.



Specify the selected watermark type on the subsequent screen.

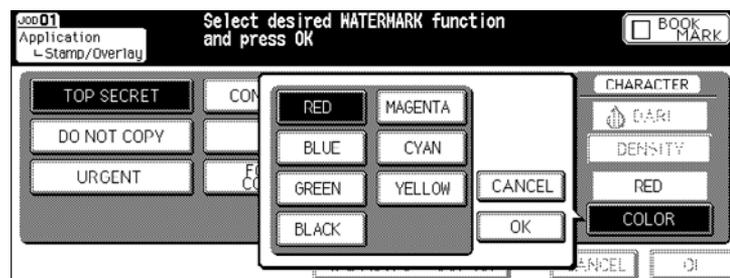
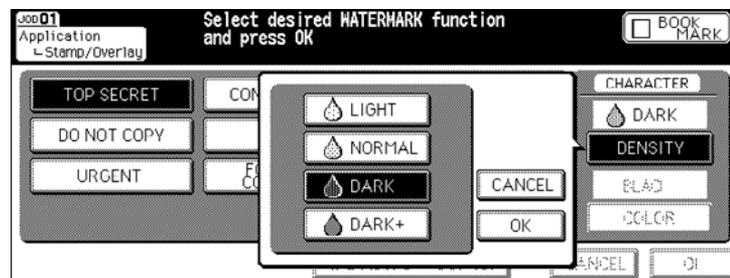
- 4 When selecting **WATERMARK**: Specify the desired watermark type, density, and color.



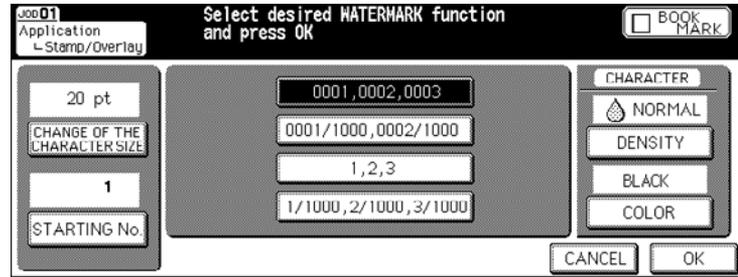
- a Touch to highlight the desired watermark key.

If fine adjustment of the centered watermark position is required, touch **FINE ADJ. OF POSITION** to display the Fine adjustment setting screen. See [Fine adjustment setting screen](#) for more information.

- b To select the density and color of the watermark, touch **DENSITY** or **COLOR** to display the popup menu, touch the desired density/color key to highlight it, and then touch **OK**.

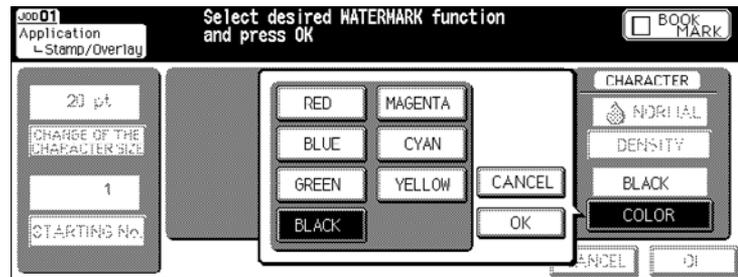
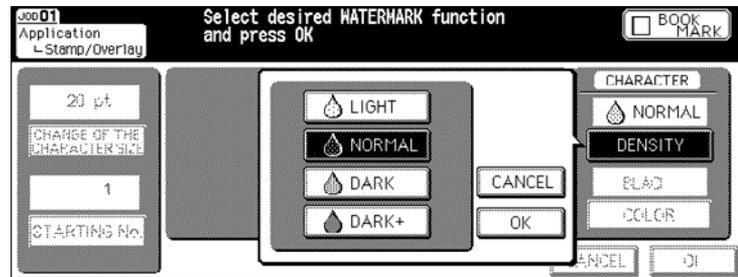


- c When selecting **WATERMARK NUMBERING**: Specify the desired watermark numbering type, density, color, character size, and starting number.



Touch to highlight the desired watermark key.

- d Touch **CHANGE OF THE CHARACTER SIZE** to select 20 pt or 36 pt.
- e Touch **STARTING No.** to designate the starting number, if required. See [Fine adjustment setting screen](#) for more information.
- f To select the density and color of the watermark numbering, touch **DENSITY** or **COLOR** to display the popup menu, touch the desired density/color key to highlight it, and then touch **OK**.



- 5 Touch **OK**.  
The Stamp/overlay selection screen is restored.  
Touch another stamp function key to use in combination, if desired.
- 6 Touch **OK** on the Stamp/overlay selection screen.  
The Application selection screen is restored.
- 7 Touch **OK** on the Application selection screen  
The Main screen is restored.
- 8 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for more information.

- 9 Position original(s) *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 10 Press **Start**.

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**CAUTION**

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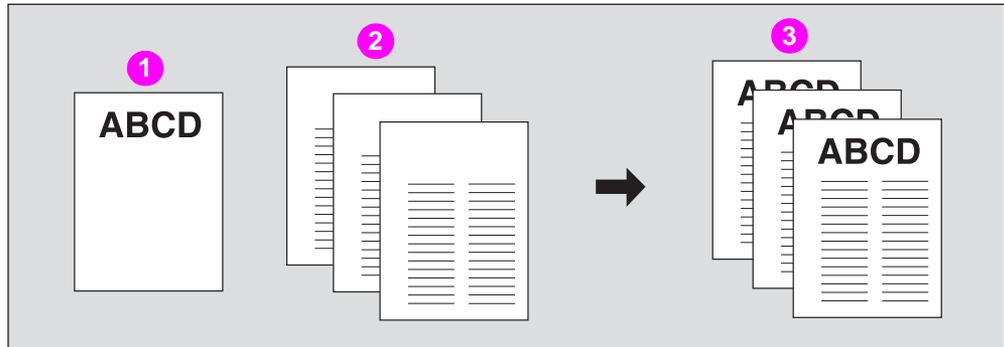
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Overlaying an image onto each page copied in the job

Use the Overlay function to scan an image, and then overlay the image onto each page copied in the job.

### Specification for overlay

- Store mode is automatically selected.
- Incompatible Conditions: ACS, Rotation, Rotation sort, Rotation group, Mixed original, Sheet/cover insertion, Combination, Image insert, Book copy, Program job, Multi-page enlargement, Reverse image, Repeat, AUTO layout, Reduce & shift in image shift, STAMP, SET NUMBERING, WATERMARK, and WATERMARK NUMBERING.



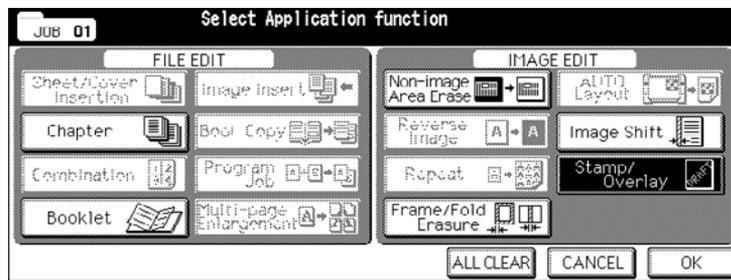
- 1** First scanned original
- 2** Originals scanned, second and later
- 3** Copies in Overlay mode

- 1 Touch **OUTPUT APPLI** on the Main screen.

### Note

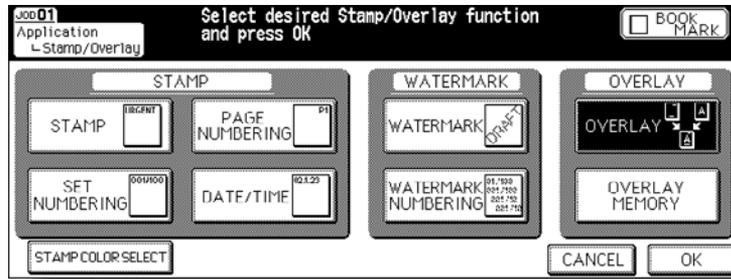
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Stamp/Overlay** on the Application selection screen.



The Stamp/overlay selection screen is displayed.

3 Touch **OVERLAY**.



- 4 Touch **OK** on the Stamp/overlay selection screen.  
The Application selection screen is restored.
- 5 Touch **OK** on the Application selection screen.  
The Main screen is restored.  
The Store mode is automatically selected.
- 6 Select the desired paper size and magnification on the Main screen.  
APS and AMS are automatically released, and 1.000 (100 percent) is selected as a magnification ratio.
- 7 Type the desired print quantity using the control panel keypad.  
See [Setting print quantity](#) for more information.
- 8 Position the overlaying original.  
Position the original *face up* in the document feeder or *face down* on the scanner glass.  
See [Positioning originals](#) for more information.
- 9 Press **Start** to scan.  
The original image is scanned into memory.
- 10 Position the original(s) to be overlaid.  
Position the original *face up* in the document feeder or *face down* on the scanner glass.
- 11 Press **Start** to scan.
- 12 Repeat steps 10 and 11 for all originals.
- 13 Touch **STORE** to exit the Store mode, and then press **Start** to print.

**CAUTION**

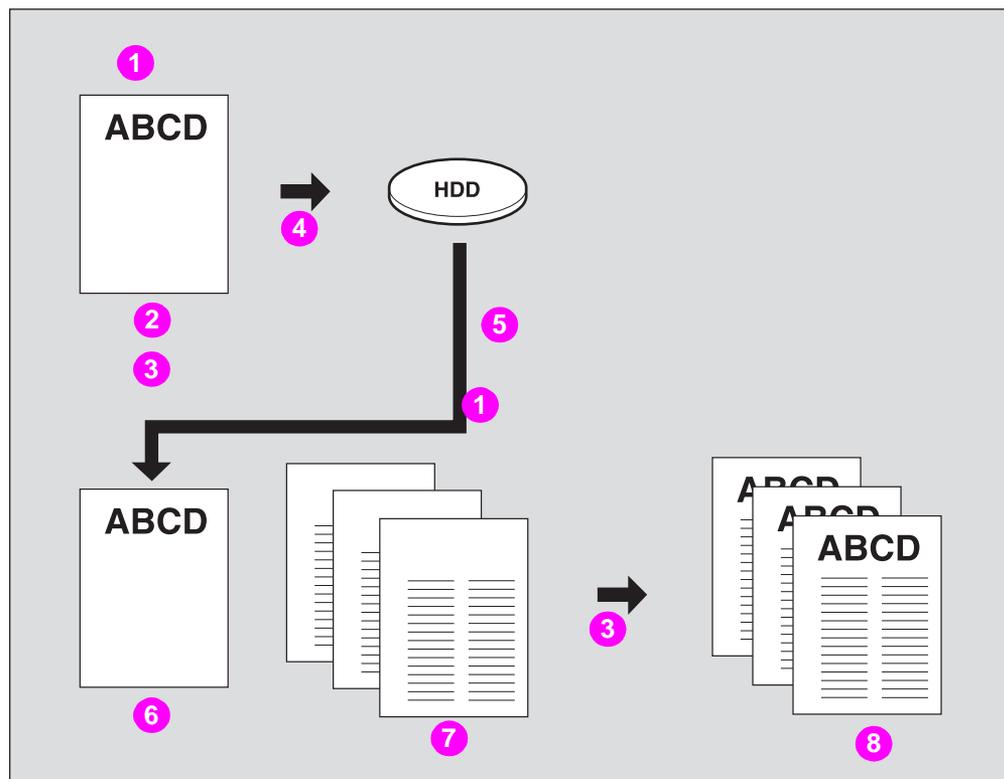
When the Finisher/Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

## Storing an overlay image in hard disk

Use Overlay memory to scan and store several images in Hard Disk. You can then recall the desired image from the Hard Disk to overlay onto each page copied in the job.

### Specification for overlay memory

- To use this function, the optional HP Copy Controller Hard Drive must be installed.
- Incompatible Conditions with Image Store: Using RADF (ADF), ACS, 1 ▶ 2, 2 ▶ 2, 2 ▶ 1, AMS, Reserve mode, Interrupt mode, Selecting output mode, Mixed original, Z-folded original, Tab paper, Sheet/cover insertion, Chapter, Combination, Booklet, Image insert, Book copy, Program job, Multi-page enlargement, Non-image area erase, Reverse image, Repeat, AUTO layout, Image shift, Stamp, and Overlay.
- Incompatible Conditions with Output: Rotation group, Rotation sort, Face up, Multi-page enlargement, Reverse image, Repeat (except 2/4/8 Repeat), STAMP, SET NUMBERING, WATERMARK, WATERMARK NUMBERING in Stamp, and Overlay.



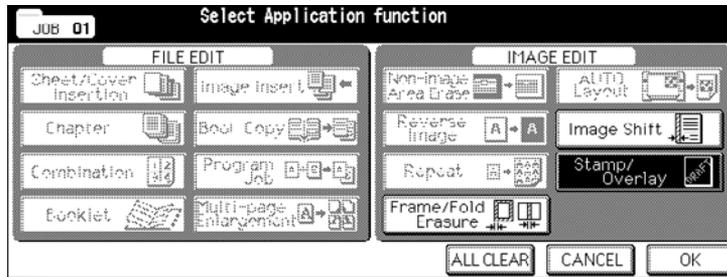
- 1** Image store
- 2** Overlaying image
- 3** Output
- 4** Store in HP Copy Controller Hard Drive
- 5** Recall overlaying image
- 6** Recalled image
- 7** Overlay originals
- 8** Copies in Overlay Memory mode

- 1 Touch **OUTPUT APPLI** on the Main screen.

**Note**

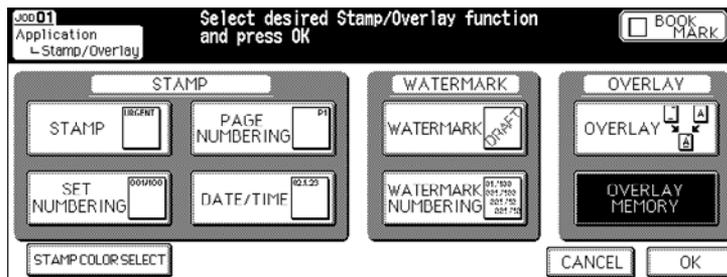
When starting a new copying job, make sure to close the RADF (ADF) securely, and then press **Reset**.

- 2 Touch **Stamp/Overlay** on the Application selection screen.



The Stamp/overlay selection screen is displayed.

- 3 Touch **OVERLAY MEMORY**.



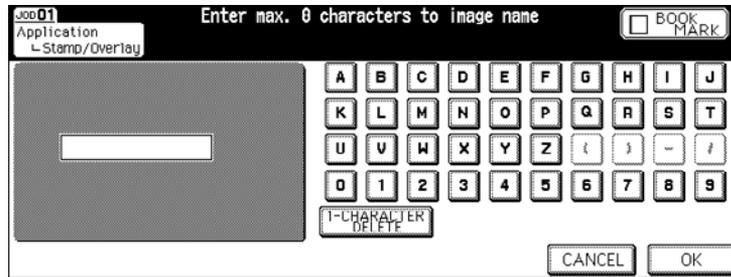
The Overlaying image selection screen is displayed.

Proceed to step 9, when recalling only the stored image.

- 4 Touch **IMAGE STORE** to display the Image name entry screen.



- 5 Type the desired image name.



Use the touch display keypad to type the desired name (up to eight characters). The date when you made the entry is stored automatically.

To correct an entry, touch **1-CHARACTER DELETE** repeatedly to delete each character, and then type the correct name.

- 6 If the image name is correct, touch **OK**.

The Main screen to store the overlaying image is displayed.

Select the desired copy conditions.

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**Note**

If the typed image name has been already used, the popup menu is displayed to prompt you.

- 7 Position the overlaying original on the scanner glass.

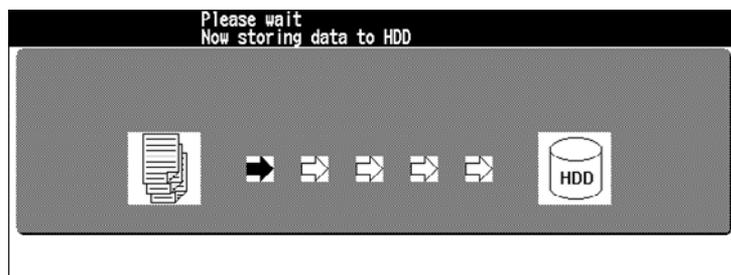
---

**Note**

The document feeder cannot be used for storing the overlaying image.

- 8 Press **Start** to scan.

The Overlaying image data storing screen is displayed.



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**Note**

To stop scanning, press **Stop**.

The engine automatically starts to store the overlaying image data in the Hard Disk. The Overlaying image selection screen will resume when the storing function is completed.

To continue storing the overlaying image data, return to step 4.

- 9 Touch to select the desired overlaying image data, and then touch **OK**.



The Stamp/overlay selection screen will be restored.

**Note**

If the **IMAGE DELETE** key is displayed on the Overlay image selection screen, you can delete the stored image and name. Select the image name using up/down arrow key, and then touch **IMAGE DELETE**.

- 10 Touch **OK** to return to the Application selection screen.

- 11 Touch **OK** to return to the Main screen.

The Store mode is automatically selected, and APS and AMS are released.

Set the desired conditions on the Main screen.

- 12 Type the desired print quantity from the control panel keypad.

**Note**

See [Setting print quantity](#) for more information.

- 13 Position the original(s) to be overlaid.

Position the original *face up* in the document feeder or *face down* on the scanner glass.

- 14 Press **Start** to scan.

- 15 Repeat steps 13 and 14 for all originals.

- 16 Touch **STORE** to exit the Store mode, and then press **Start** to print.

**CAUTION**

When the Finisher /Trimmer Unit/100-sheet output tray capacity is exceeded due to the print quantity selected, remove the copied sets as they exit to avoid misfed paper.

**Note**

If the popup menu with **YES** and **NO** keys is displayed instead of the Main screen, the typed name is duplicated. Touch **YES** to type a new name, or **NO** to create a duplicate name.



If the popup menu with **OK** key is displayed, the typed name is duplicated. Touch **OK** and then type a new name.



You can change the popup menu for duplicate name and display the **IMAGE DELETE** key with the Memory switch No. 38 in the Key Operator mode. See [\(13\) Memory switch setting](#) for more information.

# 11 Paper and original information

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## Paper information

This HP Color 9850mfp is equipped with the following trays for loading copy paper:

- Trays 1, 2, and 3 (engine trays)
- HP High Capacity Input (Tray 4/HCI)
- Multi-sheet bypass tray

The following equipment is also provided for conveying/delivering copies:

- Automatic Duplex Unit (ADU)
- HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher (Finishers)
- HP Post Insertion Kit (Cover Sheet Feeder)
- HP 2 Hole Punch Kit, HP 3 Hole Punch Kit, and HP 4 Hole Punch Kit (Punch Kits)
- HP Trimmer Unit (Trimmer Unit)
- HP 100-Sheet Output Tray (for engines without a Finisher)

See the following information on paper capacity for each.

### Paper weight

#### Paper trays

Trays 1, 2, and 3  
(Engine tray)

#### Weight

64 g/m<sup>2</sup> to 209 g/m<sup>2</sup> (17 lb to 115 lb)

The tray number for paper weight is specified in the Key Operator mode.

- 1: 64 g/m<sup>2</sup> to 74 g/m<sup>2</sup> (17 lb to 18 lb bond)
- 2: 75 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (19 lb to 20 lb bond)
- 3: 81 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (21 lb to 28 lb bond)
- 4: 106 g/m<sup>2</sup> to 162 g/m<sup>2</sup> (29 lb to 42 lb bond)
- 5: 163 g/m<sup>2</sup> to 209 g/m<sup>2</sup> (43 lb bond to 115 lb index)

Tray 4/HCI

64 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (17 lb to 143 lb)

The tray number for paper weight is specified in the Key Operator mode.

- 1: 64 g/m<sup>2</sup> to 74 g/m<sup>2</sup> (17 lb to 18 lb bond)
- 2: 75 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (19 lb to 20 lb bond)
- 3: 81 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (21 lb to 28 lb bond)
- 4: 106 g/m<sup>2</sup> to 162 g/m<sup>2</sup> (29 lb to 42 lb bond)
- 5: 163 g/m<sup>2</sup> to 209 g/m<sup>2</sup> (43 lb bond to 115 lb index)
- 6: 210 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (116 lb bond to 143 lb index)

Multi-sheet bypass tray

64 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (17 lb to 143 lb)

The tray number for paper weight can be selected on the Type/Size popup menu of the Main screen, and the popup menu is specified in the Key Operator mode.

- 1: 64 g/m<sup>2</sup> to 74 g/m<sup>2</sup> (17 lb to 18 lb bond)
- 2: 75 g/m<sup>2</sup> to 80 g/m<sup>2</sup> (19 lb to 20 lb bond)
- 3: 81 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (21 lb to 28 lb bond)
- 4: 106 g/m<sup>2</sup> to 162 g/m<sup>2</sup> (29 lb to 42 lb bond)
- 5: 163 g/m<sup>2</sup> to 209 g/m<sup>2</sup> (43 lb bond to 115 lb index)
- 6: 210 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (116 lb bond to 143 lb index)

<b>Paper trays</b>	<b>Weight</b>
ADU	64 g/m <sup>2</sup> to 209 g/m <sup>2</sup> (17 lb bond to 115 lb index)
Finisher	50 g/m <sup>2</sup> to 256 g/m <sup>2</sup> (13 lb bond to 143 lb index) 60 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (17 lb to 28 lb) for Staple-sort/ Stapling & Folding/Three-folding mode
Cover sheet feeder	50 g/m <sup>2</sup> to 200 g/m <sup>2</sup> (17 lb bond to 110 lb index) 50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (17 lb to 34 lb) for manual punching 60 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (17 lb to 28 lb) for manual three-folding
Punching Kit	50 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (13 lb to 34 lb bond)
Trimmer Unit	64 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (17 lb to 28 lb)
HP 100-Sheet Output Tray	50 g/m <sup>2</sup> to 256 g/m <sup>2</sup> (13 lb bond to 143 lb index)

---

**Note**

Some paper types may not be punched easily.

See [\(6\) Paper type/special size set](#) for more information.

See [Copying using special paper \(multi-sheet bypass tray\)](#) for more information.

---

## Tray/output tray capacity

<b>Paper trays</b>	<b>Capacity</b>
Trays 1, 2, and 3 (Engine trays)	400 sheets (28 lb paper)
Tray 4/HCI	2,200 sheets (28 lb paper)
Multi-sheet bypass tray	200 sheets (28 lb paper) One sheet each for offset master or label. Transparency film or ink-jet paper is unavailable.
<b>Equipment</b>	<b>Capacity</b>
ADU	Unlimited

Finisher (HP 3000- Sheet Stapler/ Stacker and HP 3000- Sheet Multifunction Finisher)	Sub tray  Main tray
--	---------------------------

Approximately 100 sheets (More than 100 sheets available dependent on paper type or weight.)

20 lb paper:

**Non-sort mode**

500 sheets: 139 by 216 mm (5.5 by 8.5), A5R  
3,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Stapler/Stacker)

2,500 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Multifunction Finisher)

1,500 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3, B4

**Sort/Group mode**

3,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Stapler/Stacker)

2,500 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Multifunction Finisher)

1,500 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3, B4

**Staple-sort mode**

1,000 sheets:

(Variable according to the number of pages to be stapled. See [Paper capacity for staple-sort mode of the Finishers](#) for more information.)

28 lb paper:

**Non-sort mode**

400 sheets: 139 by 216 mm (5.5 by 8.5 inches), A5R

2,400 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Stapler/Stacker)

2,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Multifunction Finisher)

1,200 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3, B4

**Sort/Group mode**

2,400 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Stapler/Stacker)

2,000 sheets: Letter, 216 by 279 mm (8.5 by 11R inches), A4, A4R, B5R (HP 3000-Sheet Multifunction Finisher)

1,200 sheets: 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, A3, B4

**Staple-sort mode**

800 sheets:

(Variable according to the number of pages to be stapled. See [Paper capacity for staple-sort mode of the Finishers](#) for more information.)

## Equipment

Finisher (HP 3000-Sheet Multifunction Finisher) Booklet tray

## Capacity

20 lb paper:  
100 sheets (12 by 18, 11 by 17, Legal)  
Folding: 33 sets for three-sheet-folded booklet (33 x 3 = 99 sheets, 396 pages)  
Stapling & Folding: 20 sets for five-sheet-folded booklet (20 x 5 = 100 sheets, 400 pages)  
Five sets for 20-sheet-folded booklet (5 x 20 = 100 sheets, 400 pages)  
75 sheets: 216 by 279 mm (8.5 by 11R inches), A4R  
Folding: 25 sets for three-sheet-folded booklet (25 x 3 = 75 sheets, 300 pages)  
Stapling & Folding: 15 sets for five-sheet-folded booklet (15 x 5 = 75 sheets, 300 pages)  
Three sets for 20-sheet-folded booklet (3 x 25 = 75 sheets, 300 pages)  
\*Maximum number of folded sheets is three for Folding mode and 20 for Stapling & Folding mode.

28 lb paper:  
80 sheets: 305 by 457 mm (12 by 18 inches, 279 by 432 mm (11 by 17 inches), Legal)  
Folding: 26 sets for three-sheet-folded booklet (26 x 3 = 78 sheets, 312 pages)  
Stapling & Folding: 16 sets for five-sheet-folded booklet (16 x 5 = 80 sheets, 320 pages)  
Four sets for 216-sheet-folded booklet (4 x 20 = 80 sheets, 320 pages)  
60 sheets: 216 by 279 mm (8.5 by 11R inches), A4R  
Folding: 20 sets for three-sheet-folded booklet (20 x 3 = 60 sheets, 240 pages)  
Stapling & Folding: 12 sets for five-sheet-folded booklet (12 x 5 = 60 sheets, 240 pages)  
Three sets for 20-sheet-folded booklet (3 x 20 = 60 sheets, 240 pages)

---

**Note** Maximum number of folded sheets is three for Folding mode and 20 for Stapling & Folding mode.

---

HP Post Insertion Kit

200 sheets (17 lb to 110 lb) or 30 mm thick for Upper/lower tray

Punching Kit

Unlimited

Trimmer Unit (HP Trimmer Unit)

410 sheets (28 lb paper) (See [Making trimmed booklets](#) for more information.)

Exit tray

120 sheets (28 lb paper)

## Paper capacity for staple-sort mode of the Finishers

<b>Paper size/</b>	<b>305 by 457/279 by 432 mm</b>	<b>216 by 356 mm (8.5 by 14 inches), 216 by</b>
<b>Number of</b>	<b>(12 by 18 /11 by 17 inches),</b>	<b>279 mm (8.5 by 11 inches), 216 by</b>
<b>copies</b>	<b>279 by 432 mm</b>	<b>279 mm (8.5 by 11W inches), 216 by</b>
	<b>(11 by 17W inches) (A3/A4W)</b>	<b>279/216 by 279 mm</b>
		<b>(8.5 by 11R /8.5 by 11WR inches)</b>
		<b>(B4/B4R, A4/A4R, A4R/A4WR, B5/B5W,</b>
		<b>A5/A5W)</b>
2 - 9	50 Sets	100 Sets
10 - 20	50	50
21 - 30	30	30
31 - 40	25	25
41 - 50	20	20

## Paper size

Paper trays	Available sizes
Trays 1, 2, and 3 (Engine trays)	<p><b>STD size:</b> 330 by 483 mm (13 by 19 inches), 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5R), A3, B4, A4, B5, B5R</p> <p><b>STD (special):</b> Detects A4R instead of 216 by 279 mm (8.5 by 11R inches), A5R instead of 139 by 216 mm (5.5 by 8.5R inches).</p> <p><b>Non STD size:</b> Maximum: 330 mm by 487 mm (13 by 19.2 inches) - Minimum: 210 mm by 140 mm (8.27 by 5.51 inches)</p> <p><b>Wide size:</b> 279 by 432 mm (11 by 17 W inches), 216 by 279 mm (8.5 by 11W inches), 216 by 279 mm (8.5 by 11RW inches), 139 by 216 mm (5.5 by 8.5RW inches), A3W, B4W, A4W, A4RW, B5W, B5RW</p>
Tray 4/HCI	<p><b>STD size:</b> 330 by 483 mm (13 by 19 inches), (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), A3, B4, A4, B5</p> <p><b>Non STD size:</b> Maximum: 330 mm by 487 mm (13 by 19.2 inches) - Minimum: 257 mm by 210 mm (10.12 by 8.27 inches)</p> <p><b>Wide size:</b> 279 by 432 mm (11 by 17W inches), 216 by 356 mm (8.5 by 14W inches), 216 by 279 mm (8.5 by 11W inches), 216 by 279 mm (8.5 by 11RW inches), A3W, B4W, A4W, A4RW</p>

**Note**

A3; 297 mm by 420 mm (11.69 by 16.54 inches)  
 B4; 257 mm by 364 mm (10.12 by 14.33 inches)  
 A4; 210 mm by 297 mm (8.27 by 11.69 inches)  
 B5; 182 mm by 257 mm (7.17 by 10.12 inches)  
 A5; 148 mm by 210 mm (5.83 by 8.27 inches)  
 See [\(1\) Paper type/special size set](#) for details on special size setting of engine trays (Tray 1, 2, and 3).

Paper trays	Available sizes
Multi-sheet bypass tray	<p><b>STD size:</b> 330 by 483 mm (13 by 19 inches), 305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5R inches), A3, B4, A4, B5, B5R</p> <p><b>STD (special):</b>            Detects A5R or B6R instead of 139 by 216 mm (5.5 by 8.5R inches), or A4R instead of Legal.</p> <p><b>Non STD size:</b>            Maximum 330 mm by 487 mm (13 by 19.2 inches)            Minimum 100 mm x 148 mm (3.94 by 5.83 inches)            Wide size: 11 by 17 W, 8.5 by 14 W, 8.5 by 11W, 8.5 by 11WR, 5.5 by 8.5WR, A3W, B4W, A4W, B5W, B5WR</p>
Equipment	Available sizes
ADU	<p><b>STD size/STD (special):</b>            330 by 483 mm (13 by 19 inches) - 139 by 216 mm (5.5 by 8.5R inches)</p> <p><b>Non STD size:</b>            330 mm by 487 mm (13 by 19.2 inches) - 140 mm by 182 mm (5.5 by 7.2 inches)</p> <p><b>Wide size:</b> 279 by 432 mm (11 by 17W inches - 139 by 216 mm (5.5 by 8.5RW inches)</p>
Finisher (HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher)	<p>Main tray            314 mm by 458 mm (12.4 by 18 inches) - 100 mm by 148 mm (3.9 by 5.8 inches)            305 by 457 mm (12 by 18 inches) - 216 by 279 mm (8.5 by 11R inches) in Sort/Group/Staple-sort mode</p> <p>Sub tray            330 mm by 487 mm (13 by 19.2 inches) - 100 mm by 148 mm (3.9 by 5.8 inches)</p> <p>Booklet tray            305 by 457 mm (12 by 18 inches) - 216 by 279 mm (8.5 by 11R inches), A4R in Folding/Stapling &amp; Folding mode            216 by 279 mm (8.5 by 11R inches) /A4R only in Three-folding mode</p>
Cover Sheet Feeder (HP Post Insertion Kit)	<p>Upper tray: Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), A4, A4R            Lower tray: 314 mm by 459 mm (12.36 by 18.1 inches) - 139 by 216 mm (5.5 by 8.5 inches)</p>

Punching Kit (HP Hole Punch Kit)	305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Letter, A3, and A4
Trimmer Unit (HP Trimmer Unit)	305 by 457 mm (12 by 18 inches), 279 by 432 mm (11 by 17 inches), Legal, 216 by 279 mm (8.5 by 11R inches), A4R and those wide sizes
Exit Tray	Maximum 330 mm by 487 mm (13 by 19.2 inches) Minimum 100 mm by 148 mm (3.9 by 5.8 inches)

---

**Note**

See [Copying using special paper \(multi-sheet bypass tray\)](#) for more information.

## Special paper in multi-sheet bypass tray

Multi-sheet bypass tray accepts the following special paper type that cannot be loaded in the engine trays.

---

**Note**

Labels: When using other special paper type, select "User" as the paper type in Paper type/size setting for the multi-sheet bypass tray.

## To store copy paper

- Store paper in a cool, dry area. Using damp copy paper may cause a paper misfeed.  
Keep partially used packages tightly wrapped during storage.
- *Do not* place paper packages vertically to store.  
Paper curl due to the vertical storage may cause a paper misfeed.

## Original information

Use the scanner glass or document feeder to position originals to copy.

### Scanner glass originals

Use the scanner glass when originals are not suitable for use with the document feeder. For example, when size is incompatible, or when originals are folded, stapled, torn, or in generally poor condition.

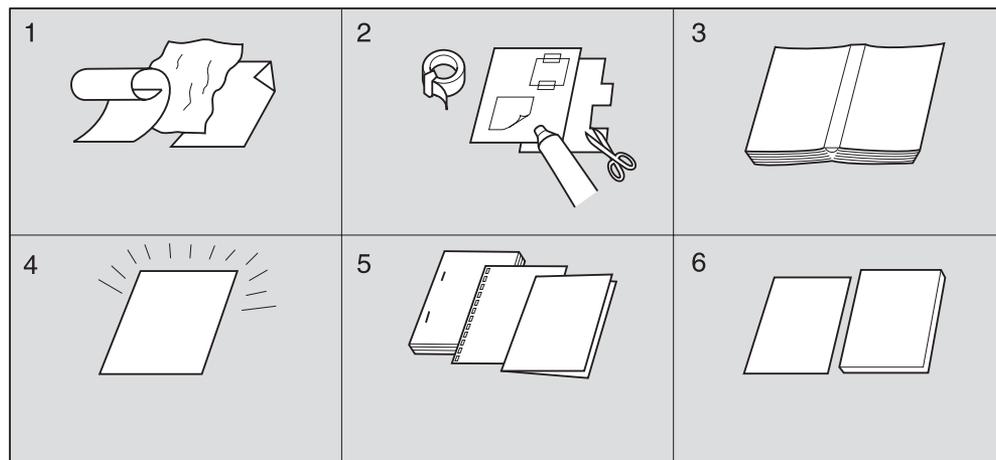
---

**Note**

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See each description in this manual for copy conditions that cannot use the document feeder to scan.

### Unsuitable RADF (ADF) originals



- 1 **Curled, creased, or folded originals**
- 2 **Paste-ups or cut-outs**
- 3 **Books**
- 4 **Glossy or transparent originals, overhead projector (OHP) film, art paper, cellophane**
- 5 **Doubled, punched, or stapled originals**
- 6 **Thin or thick originals**

#### Scanner glass original specifications

- Maximum original size: 303 mm by 438 mm (11.9 by 17.2 inches), sheet or book
- Maximum book weight/thickness: 6.8 kg (15 lb)/30 mm (1.2 inches)
- Original placement: Face down on the left side of the glass

---

**Note**

---

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See [\(13\) Memory switch setting](#) for more information.

---

**CAUTION**

---

*Do not* place heavy originals on the glass or *do not* press strongly when a thick original is placed and is under pressure on the RADF (ADF). Otherwise, the glass may break and cause injury.

## RADF (ADF) originals

The following three modes are provided when using the HP Automatic Document Feeder (RADF (ADF)) to scan originals.

- Normal mode
- Mixed original mode
- Z-folded original mode

Specifications for each mode are described as follows.

---

### Note

---

Detectable paper size can be changed from only A series to Inch series, AB series, or AB series and Inch series mixed by Key Operator. See [\(13\) Memory switch setting](#) for more information.

### Normal mode

- Detectable original size: 11 by 17, Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), 139 by 216 mm (5.5 by 8.5R inches), A3, B4, A4, B5, B5R
- Original weight:  
Simplex: 35 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (10 lb to 110 lb)  
Duplex: 50 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (13 lb to 110 lb)

---

### Note

---

Use Thin mode for 35 g/m<sup>2</sup> to 49 g/m<sup>2</sup> (10 lb to 12 lb) paper, or Thick mode for 129 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (29 lb to 110 lb) paper.

- Maximum feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up

### Mixed original mode

Use Mixed original mode to copy mixed size originals. See [Copying mixed size originals](#) for more information.

- Original size: Three types of size combination are determined by the RADF (ADF) guide width  
11 by 17, Legal, Letter, and 5.5 by 8.5\* mixed  
Legal, 216 by 279 mm (8.5 by 11R inches), Letter, and 139 by 216 mm (5.5 by 8.5\* mixed)

---

### Note

---

5.5 by 8.5 original is available in portrait type feeding only.

- Original weight:  
Simplex: 35 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (10 lb to 110 lb)  
Duplex: 50 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (13 lb to 110 lb)

---

### Note

---

Use Thin mode for 35 g/m<sup>2</sup> to 49 g/m<sup>2</sup> (10 lb to 12 lb) paper, or Thick mode for 129 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (29 lb to 110 lb) paper.

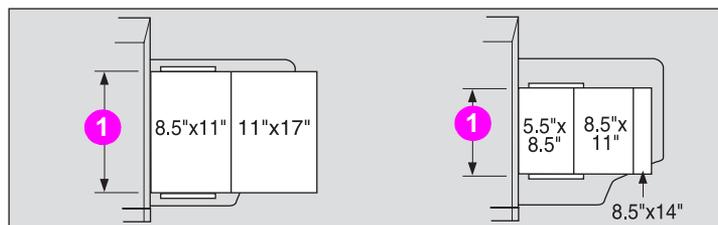
- Maximum feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up (See [Positioning originals in Mixed Original mode](#) for more information.)

---

**Note**

---

See below for the guide width of each combination.



**1 Guide width**

### Z-folded original mode

Use Z-folded original mode to scan folded originals without using the size detection sensor of the RADF (ADF). See [Copying Z-folded originals](#) for more information.

- Detectable original size: 279 by 432 mm (11 by 17 inches), Legal, Letter, 216 by 279 mm (8.5 by 11R inches), 139 by 216 mm (5.5 by 8.5 inches), 139 by 216 mm (5.5 by 8.5R inches), A3, B4, A4, B5, B5R
- Original weight:  
Simplex: 35 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (10 lb to 110 lb)  
Duplex: 50 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (13 lb to 110 lb)

---

**Note**

---

Use Thin mode for 35 g/m<sup>2</sup> to 49 g/m<sup>2</sup> (10 lb to 12 lb) paper, or Thick mode for 129 g/m<sup>2</sup> to 200 g/m<sup>2</sup> (29 lb to 110 lb) paper.

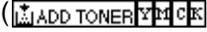
- Maximum feeder capacity: 100 sheets (20 lb paper)
- Curling tolerance: 10 mm or less
- Original placement: Face up (See [Positioning originals in Z-Folded Original mode](#) for more information.)

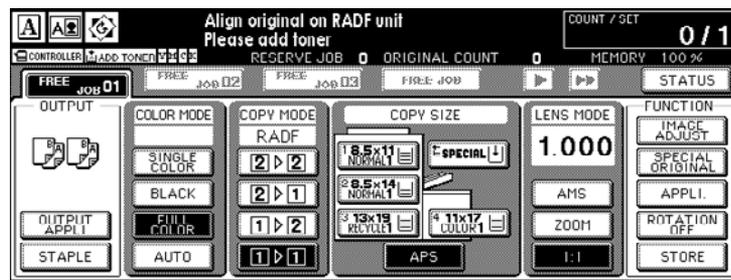


# 12 Maintenance and supplies

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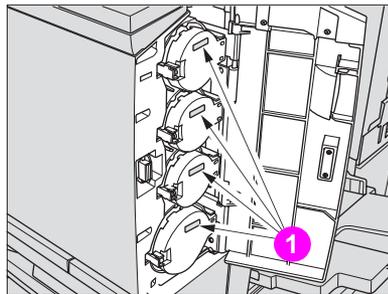
## Adding toner

When toner supply is low, the message Please add toner, and the ADD TONER icon (  ) display on the touch display. The toner color to be supplied is indicated by a letter of the alphabet: C (cyan), M (magenta), Y (yellow), or K (black).



### Note

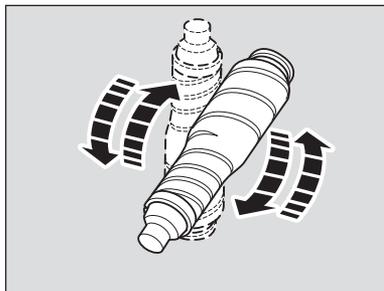
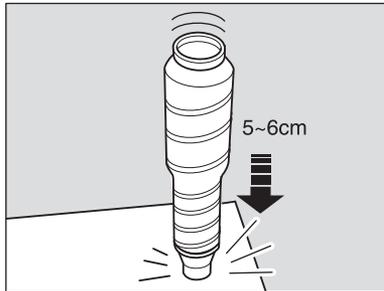
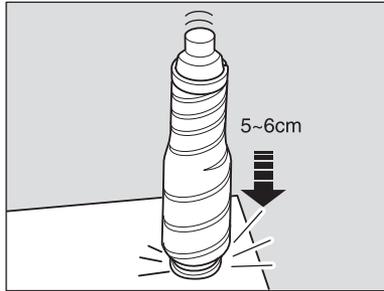
Use the same number toner bottle as described on the label on the toner bottle cover. Otherwise, it may cause engine trouble.



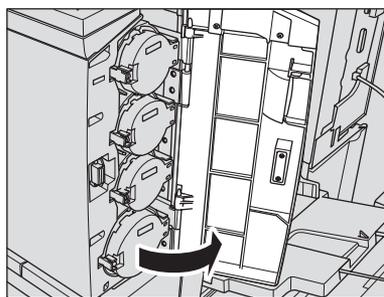
### 1 Toner number labels

Add toner using the following procedure:

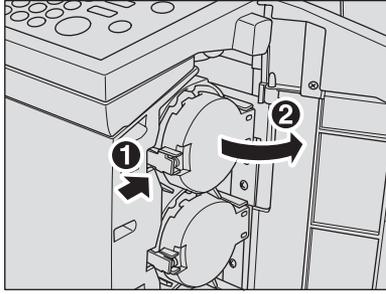
- 1 Loosen toner by tapping both the top and bottom of the new toner bottle on a solid surface, and then shake the bottle at least five times.



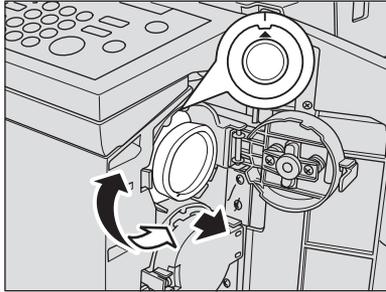
- 2 Open the toner access door.



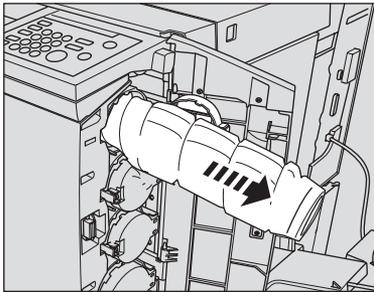
- 3** Unlock and open the toner bottle cover of the empty toner bottle.



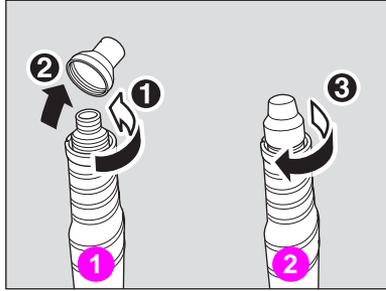
- 4** Partially withdraw the toner bottle, and then turn it to set the “Up arrow” mark at the top.



- 5** Remove the bottle.

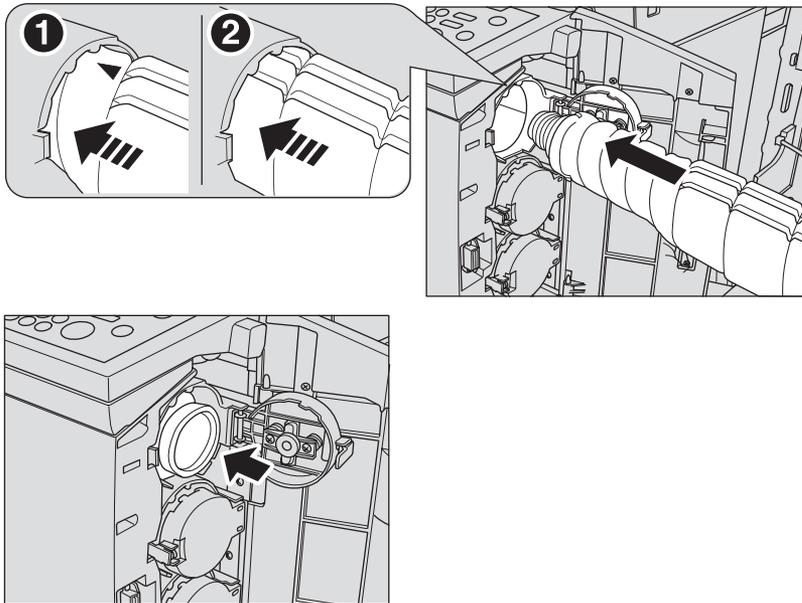


- 6 Remove the cap of the new toner bottle, and then place the same cap on the removed bottle.

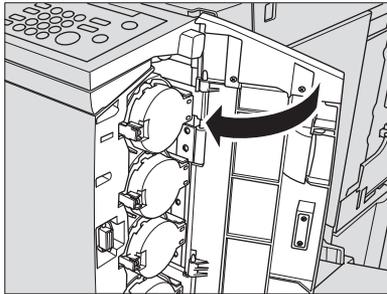
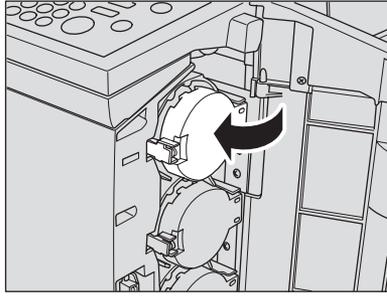


- 1 New toner bottle  
2 Empty toner bottle

- 7 Position the “Up arrow” mark at the top and align the grooves of the toner bottle with the ridges at the bottle opening. Next, push the toner bottle until it locks in place.



- 8 Close and lock the toner bottle cover, and then close the toner access door.



**Note**

The toner bottle cover cannot be locked if the toner bottle is not set in place.

**WARNING!**

*Do not* throw the empty toner bottle into fire. This is dangerous because the toner may catch fire.

**CAUTION**

Keep the toner bottle away from children. The toner is non-toxic; however, if you inhale the toner, seek medical advice. If the toner comes in contact with your eyes, wash with water immediately and seek medical advice.

## Inserting a new staple cartridge into the Finishers

When the staple cartridge of the Finisher is empty, the Main screen displays the following message in the message area.

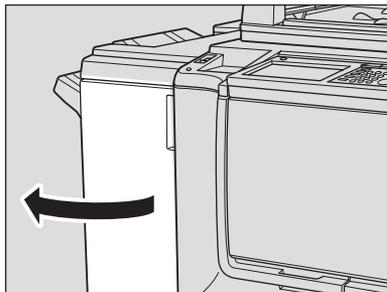


Follow the procedure below to replace the staple cartridge.

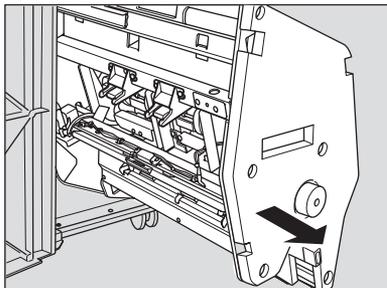
### Note

Use only the staples supplied by HP. Contact a service representative to purchase staples.

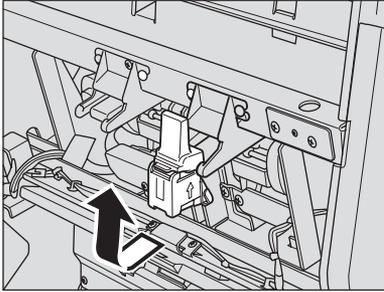
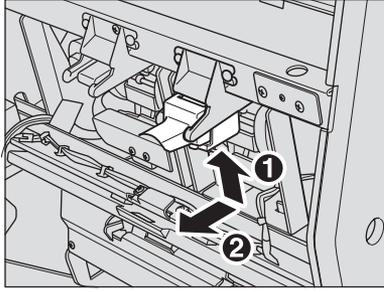
- 1 Open the Finisher door.



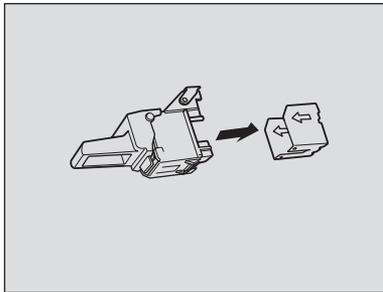
- 2 Pull out the stacker unit by holding the stacker unit handle.



- 3 Pull up the cartridge housing, and then remove it while sliding it along the stapler rail.

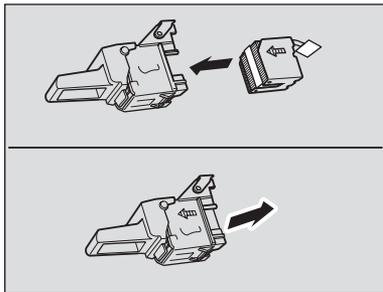


- 4 Remove the empty cartridge from the cartridge housing.



- 5 Insert the new cartridge into the housing.

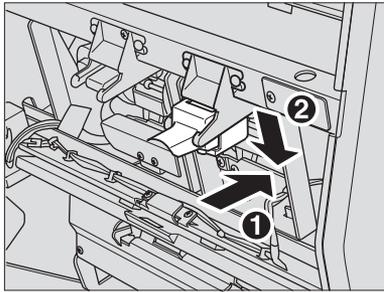
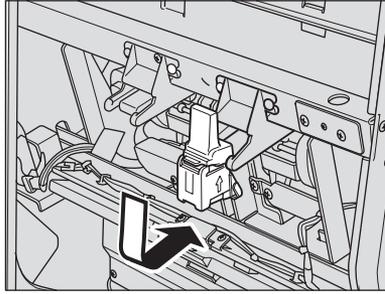
Firmly insert the cartridge into the housing while aligning the arrow sides of both case and housing, and then remove the lock tape from the cartridge.



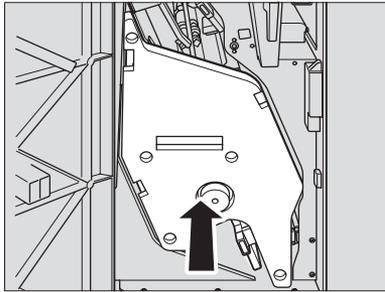
**Note**

*Do not* remove the staples remaining inside the housing. Otherwise, the first sheet generated after the new cartridge is inserted will not be stapled.

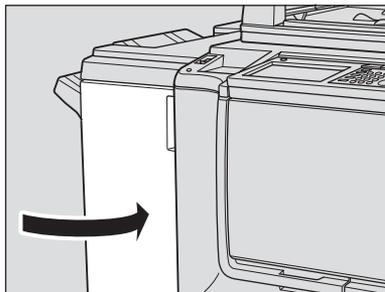
- 6** Insert the cartridge housing while sliding it along the stapler rail, and then push down inward to secure it in place.



- 7** Place the stacker unit in its original position.



- 8** Close the Finisher door.



## Empty trash basket of the HP 3 Hole Punch Kit

### Note

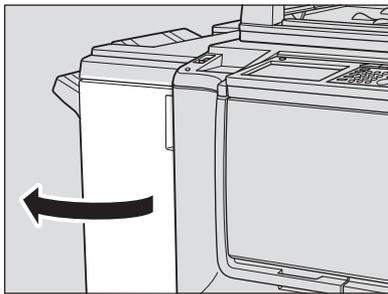
The “Trash basket of Punching Kit is full/Please empty trash basket” message applies to all HP Hole Punch Kits installed on the Finisher.

When the trash basket becomes full, the “Trash basket of Punching Kit is full/Please empty trash basket” message is displayed on the touch screen, and the finished set is generated without being punched even if Punch mode is selected.

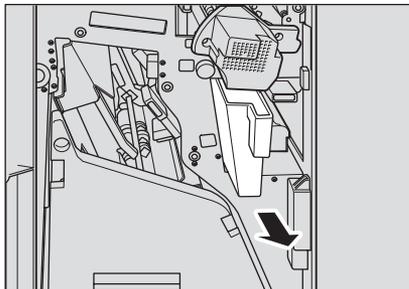


Follow the procedure below to empty the trash basket.

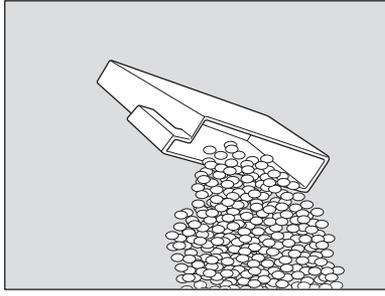
- 1 Open the Finisher door.



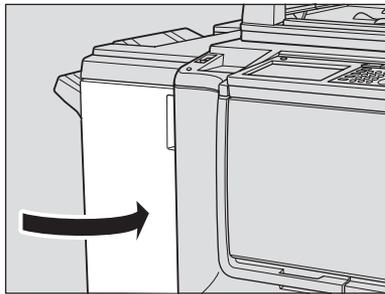
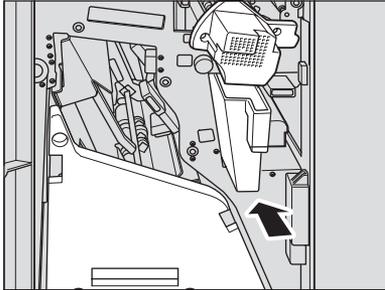
- 2 Withdraw the trash basket.



**3** Empty the trash basket.

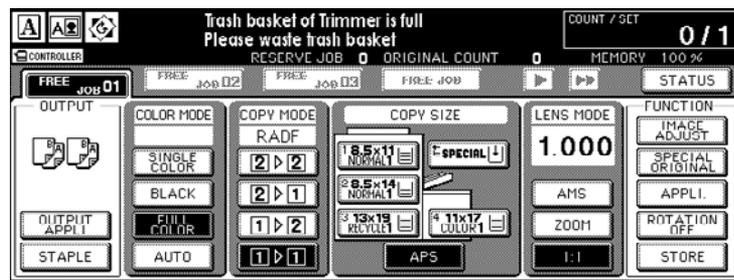


**4** Place the trash basket in its original position, and then close the Finisher door securely.



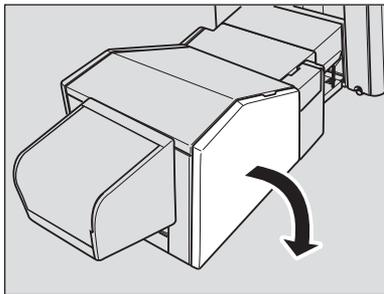
## Empty trash basket of the HP Trimmer Unit

When the trash basket becomes full, the “Trash basket of Trimmer is full/Please empty trash basket” message is displayed on the touch screen, and the finished set is generated without being trimmed even if the Trimming mode is selected.

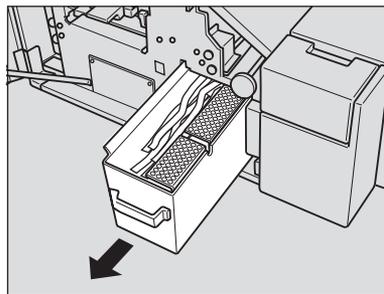


Follow the procedure below to empty the trash basket:

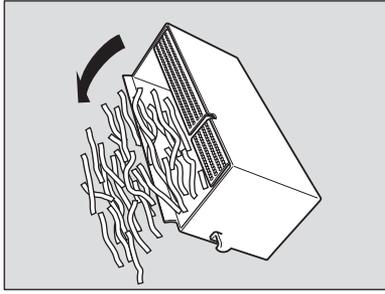
- 1 Open the Trimmer Unit front door.



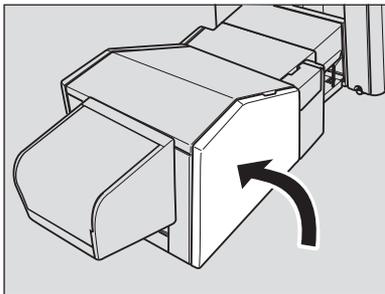
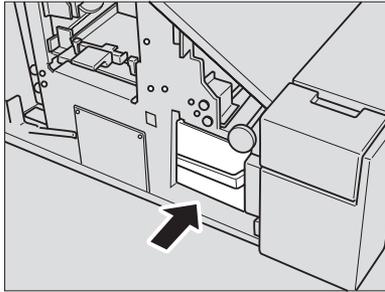
- 2 Withdraw the trash basket.



- 3** Empty the trash basket.

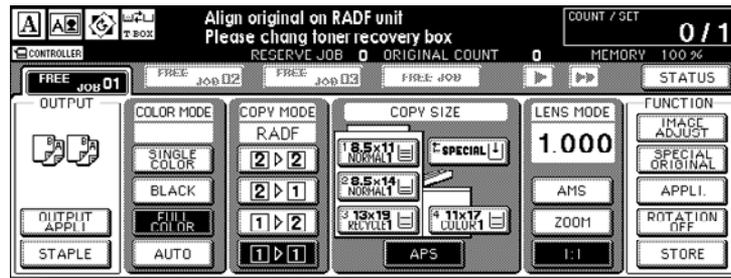


- 4** Place the trash basket in its original position, and then close the Trimmer Unit front door securely.



## Changing toner recovery box

When the toner recovery box becomes full with the used toner, the “Please change toner recovery box” message and an icon (  ) is displayed on the touch screen.

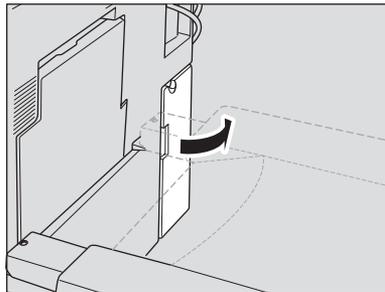


Follow the procedure below to replace the toner recovery box.

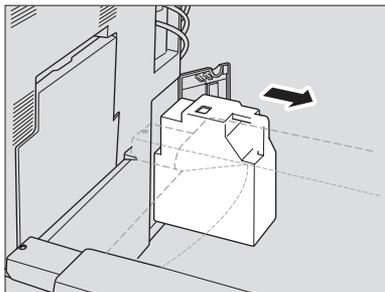
### **WARNING!**

*Do not* throw the toner recovery box into fire. This is dangerous because the toner may catch fire.

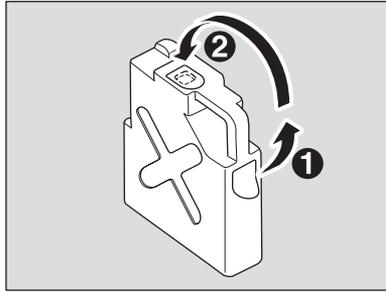
- 1 Open the toner recovery box door on the rear-right side of the MFP.



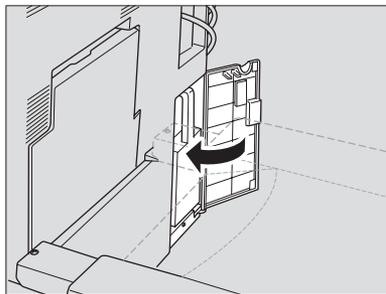
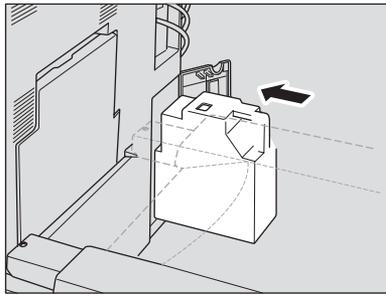
- 2 Withdraw the toner recovery box.



- 3 Remove the sticker on the new toner recovery box, and then put it on the inlet of the used toner.



- 4 Set the new toner recovery box, and then close the toner recovery box door.



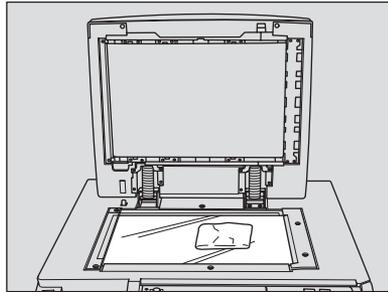
## Cleaning image scanning section

To maintain optimum copy quality, always keep the following areas clean.

### Cleaning the scanner glass

Clean the glass with a clean soft cloth.

If it is difficult to clean, use a soft cloth dampened slightly with water.



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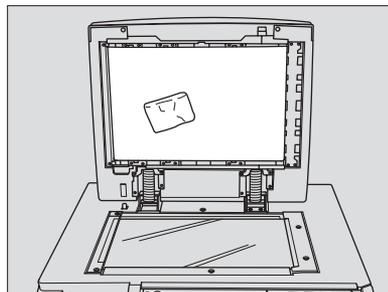
#### Note

Never use paint solvents, such as benzene or thinners, to clean the scanner glass.

### Cleaning the RADF (ADF) white board

The RADF (ADF) white board should always be kept clean. Otherwise, dirt marks can be copied or the original size may not be detected correctly.

Raise the document cover and clean the RADF (ADF) white board with a clean soft cloth.



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#### Note

Never use paint solvents, such as benzene or thinners, to clean the RADF (ADF) white board.

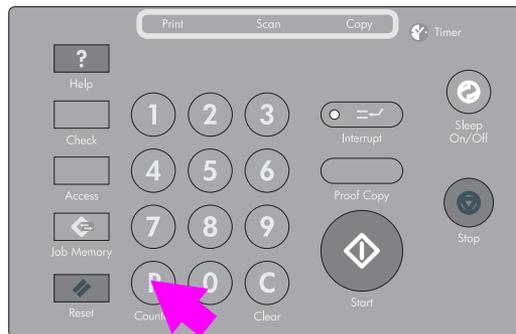
## Checking copy count

This function allows you to view the current indication of the following items as a list on the touch panel: Total counter, Full color counter, Mono color counter, Monochrome counter, MFP counter, Printer counter, and Counter start date.

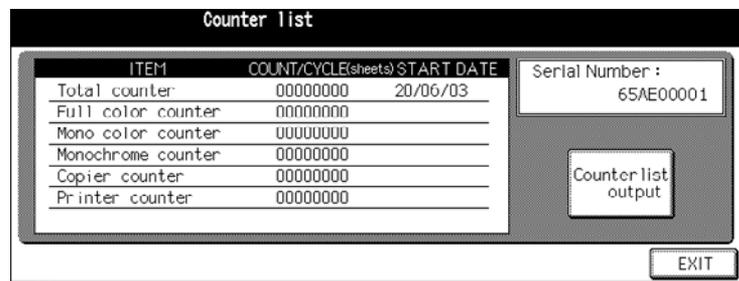
Check the list, and then print it from the Counter list screen, if desired.

### To display the counter list screen

- 1 Press **P (Counter)** on the control panel.



The Counter list screen is displayed.



### Note

The Counter list screen can be displayed even when the copying job is in progress.

- 2 Touch **EXIT** to return to the Main screen.

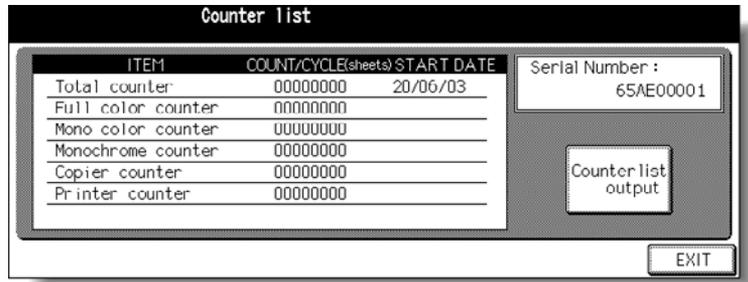
### To print the counter list

- 1 Press **P (Counter)** on the control panel.



The Counter list screen is displayed.

2 Touch **Counter list output**.

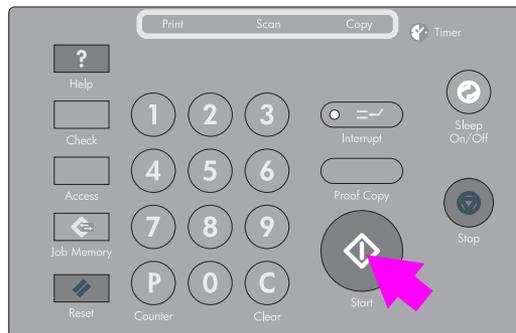


The Main screen is displayed.

3 Touch the desired tray key to select the copy size.

4 Press **Start**.

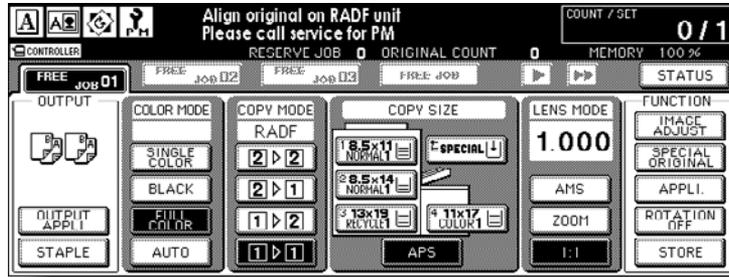
The counter list is printed out, and the Management list mode is released automatically.



## Periodic maintenance

After a set number of copies have been made on your MFP, Periodic Maintenance (PM) is required for maintaining optimal performance.

When periodic maintenance is due, a message and the icon (  ) will prompt you to contact your service representative for maintenance.



### To check the PM counter

Follow the procedure below to check the PM counter to estimate the time when periodic maintenance is due.

- 1 Press **P (Counter)** on the control panel.



The Counter list screen is displayed.

**2 Press Check.**



The PM counter appears under the printer counter on the screen.

**Note**

See [To print the counter list](#) for details on printing the counter list including the PM counter.

**3 Touch EXIT.**

The Main screen is restored.

# 13 Key operator mode

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## An outline of the key operator mode

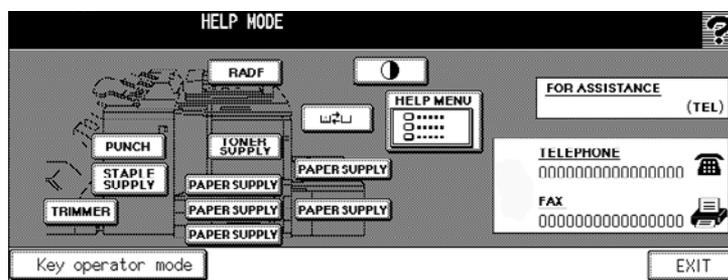
A key operator is trained to handle all special key operator functions that are not accessible to a general user, such as monitoring overall MFP activity, engine performance, service information, modifying engine settings, and controlling user activity for billing purposes.

A unique four-digit Key operator password is normally set by your service representative at installation. If the unique code is not set by your service representative, the MFP will not display the Key operator password entry screen when the Key operator mode is being accessed because there is no Key operator password.

To ensure the security of Key operator mode, it is recommended that you establish a unique Key operator password and keep it in a confidential file.

### How to access the key operator mode

- 1 Press **Help** on the control panel to display the Help screen.
- 2 Touch **Key operator mode** on the Help screen.



- 3 Type the Key Operator password, and then touch **OK**.

Use the keypad on the touch display to type your four-digit Key Operator password. To display the Key operator mode screen, touch **OK**.



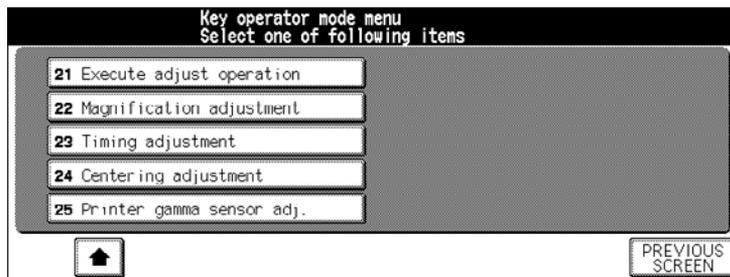
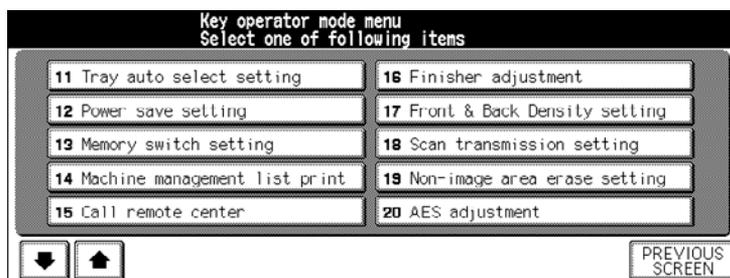
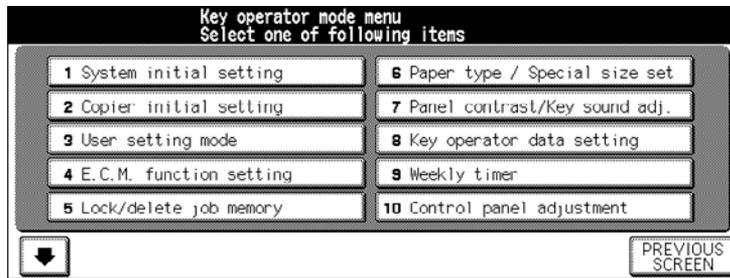
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**Note**

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The entered Key Operator password will not be displayed on the screen. If an invalid password is entered, continue by entering the valid four-digit password. If the Key Operator password is not valid, check with your service representative.

- 4 Make setting changes from the Key operator mode screen, as described on the following pages.



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**Note**

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To display menus (11) to (20) of the Key operator mode screen, touch the lower arrow key to scroll.

To return the previous menu, touch the upper arrow key.

The menus (21) to (25) are displayed.

Contact your service representative, if desired.

- 5 Touch **PREVIOUS SCREEN** to exit the Key operator mode.  
The Main screen is restored.

## (1) System initial setting

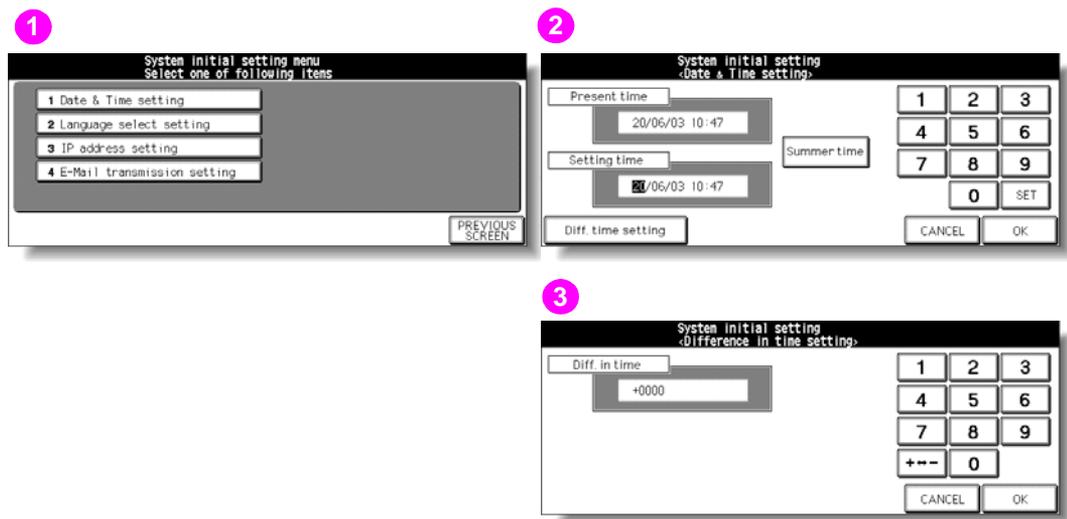
Set the following initial conditions of the MFP.

- Date & Time setting: Current date and time, Summer time, Time difference
- Language select setting: Language used in LCD
- IP address setting: IP address to be accessed from the computer, Line speed setting
- E-mail transmission setting: E-mail address to be informed of engine trouble or request for supplies

### (1) Date & time setting

Set the current date and time, the summer time, and also the time difference.

The default setting is Summer time off.



1 System initial setting menu screen

2 Date & Time setting screen

3 Difference in time setting screen

### Procedure

- 1 Touch **(1) System initial setting** to display the System initial setting menu screen.
- 2 Touch **(1) Date & Time setting** to display the Date & Time setting screen.
- 3 Adjust the time.

The time indicated by the MFP is displayed in the upper line and ordered by date, month, year, and time (in the 24-hour format).

**a** In the lower line, the highlighted section can be changed by using the keypad on the screen.

**b** Touch **SET** to move the highlighted section to the number to be changed.

- 4 Set the Summer time.

The Summer time is initially deactivated.

To activate the summer time (Daylight Savings Time) function, touch **Summer time** to highlight it. The Present time will gain an hour.

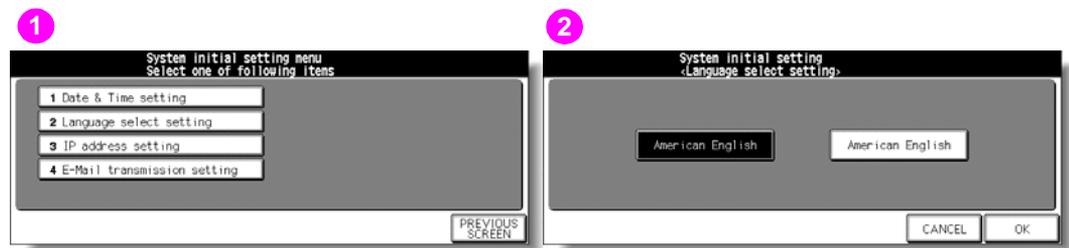
- 5 The Difference in time setting is provided in order to give the time difference information at the same time when e-mail is received.  
To set this function, follow the procedure below.
  - a Touch **Diff. time setting** to display the Difference in time setting screen.
  - b Touch **+<->-** to display “+” when the local time is earlier than the Universal time or “-” when the local time is later.
  - c Use the keypad on the screen to type the time difference between the Universal time and the local time in the engine setting area. (For example, type “-0600” for six hours later than the Universal time.)
  - d Touch **OK** to return to the Date & Time setting screen.
- 6 Touch **OK** to update the Present time by the Setting time and return to the System initial setting menu screen. To restore the previous setting, touch **CANCEL**.
- 7 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (2) Language select setting

Select the language used in the LCD. The default setting is American English.

### Note

This setting is not necessary because American English is the only option provided on the screen. Additional languages are available by updating the firmware.



- 1 System initial setting menu screen
- 2 Language selection screen

### Procedure

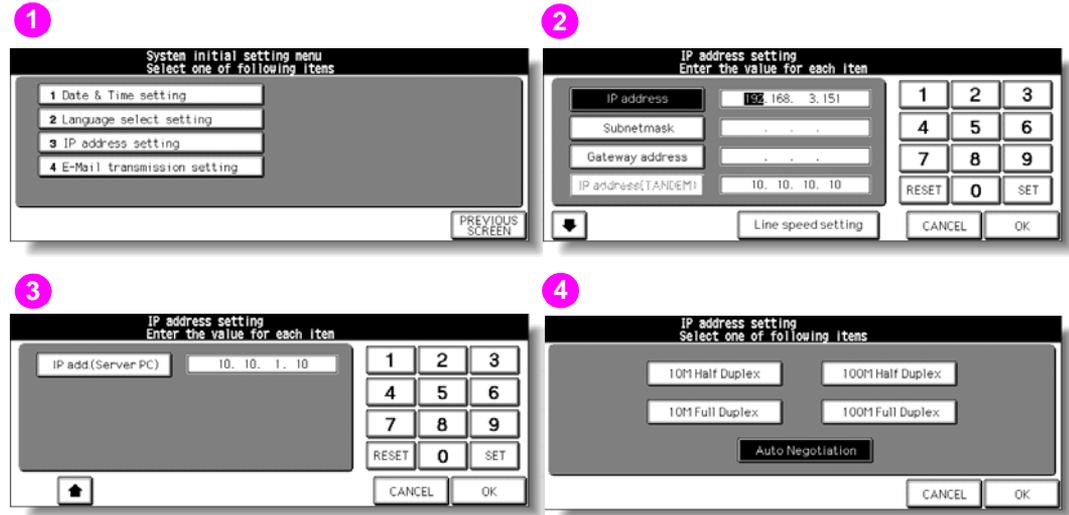
- 1 Touch **(1) System initial setting** to display the System initial setting menu screen.
- 2 Touch **(2) Language select setting** to display the Language selection screen.
- 3 Select the desired English mode.
- 4 Touch **OK** to complete the setting and return to the System initial setting menu screen, or touch **CANCEL** to restore the previous setting.
- 5 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (3) IP address setting

When using the server function, this setting is required to enable a computer to gain access to this engine. Set the line speed, if required.

## Note

Consult your network manager to perform this setting. Incorrect setting may cause problems with other network systems.



- 1 System initial setting menu screen
- 2 IP address setting screen
- 3 IP address setting screen (next page)
- 4 Line speed setting screen

## Procedure

- 1 Touch **(1) System initial setting** to display the System initial setting menu screen.
- 2 Touch **(3) IP address setting** to display the IP address setting screen.
- 3 Make the required setting.
  - a Touch to highlight the address key on the left. To scroll to the next page, touch the arrow key at the lower-left corner on the screen.
  - b Type the address numbers by using the screen keypad.
  - c Touch **SET** to fix the numbers, or touch **RESET** to clear. Touching **SET** shifts the cursor to the right.
- 4 Customize the line speed.
  - a Touch **Line speed setting** to display the Line speed setting screen.
  - b Touch the desired key to highlight it
  - c Touch **OK** to restore the IP address setting screen.
- 5 Touch **OK** to complete the setting and return to the System initial setting menu screen, or touch **CANCEL** to restore the previous setting.
- 6 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (4) E-mail transmission setting

When the engine requires troubleshooting or maintenance such as paper or toner supply, this setting allows several network computers to be informed of the current engine status by e-mail. The IP address of the mail server of the local network, and e-mail address of the machine manager and of others to be informed can be set.

The following information items are provided.

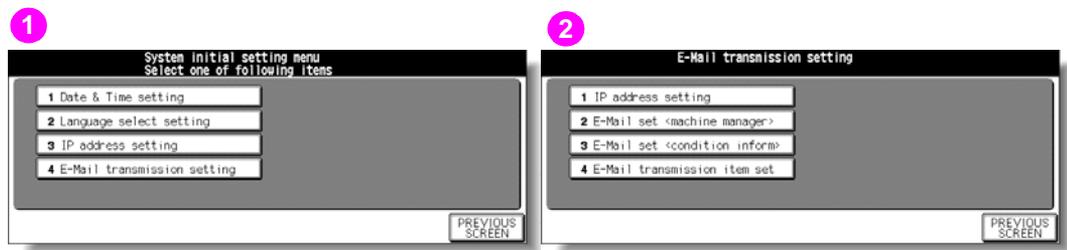
- Service call
- JAM
- Paper supply
- Toner supply
- PM call
- Complete job
- Non complete job
- Staple cartridge supply
- Finisher tray full
- Dispose of waste basket

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### Note

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Consult your network manager to perform this setting. Incorrect settings may cause problems with other network systems.

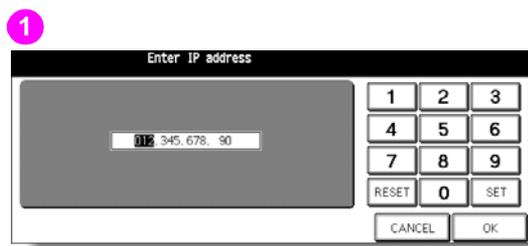


1 System initial setting menu screen

2 E-Mail transmission setting screen

### Procedure

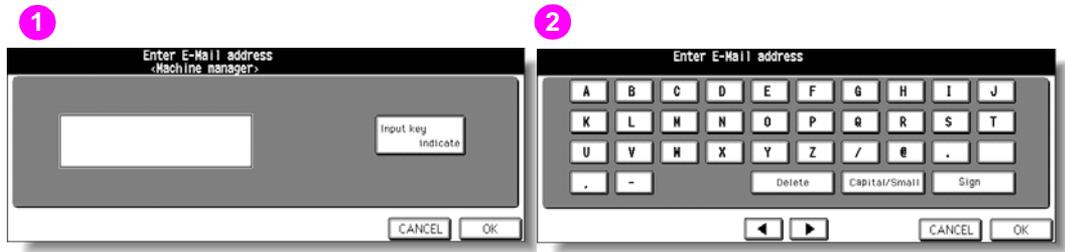
- 1 Touch **(1) System initial setting** to display the System initial setting menu screen.
- 2 Touch **(4) E-Mail transmission setting** to display the E-Mail transmission setting screen.
- 3 Specify the IP address of the mail server.



1 IP address setting screen

- a Touch **(1) IP address setting** to display the IP Address Setting screen.
- b Type the IP address of the e-mail address in your network by using the screen keypad.
- c Touch **SET** to fix the numbers, or touch **RESET** to clear. Touching **SET** shifts the cursor to the right.
- d Touch **OK** to restore the E-Mail transmission setting screen.

4 Specify the e-mail address of the network manager.



1 E-Mail set (Machine manager) screen

2 E-Mail address input screen

- a Touch (2) E-Mail set <Machine manager>.
  - b Touch **Input key indicate**, and then type the e-mail address of the network manager by using the screen keypad.
  - c Touch **OK** to restore the E-Mail set (Machine manager) screen.
  - d Touch **OK** to restore the E-Mail transmission setting screen.
- 5 Specify the e-mail address of the network computer(s).

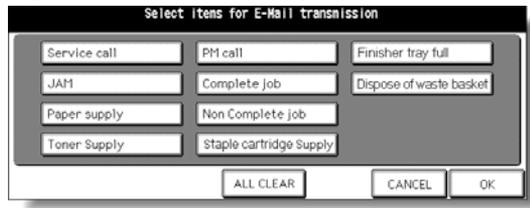


1 E-Mail set (Condition inform) screen

- a Touch (3) E-Mail set <condition inform>.
- b Touch **Input key indicate**, and then type the e-mail address of the network computer by using the screen keypad.
- c Touch **OK** to restore the E-Mail Set (Condition Inform) screen.
- d Touch **OK** to restore the E-Mail Transmission Setting screen.

6 Select the information items.

1



1 Transmission item setting screen

- a Touch **(4) E-Mail transmission item set** to display the Information Setting screen.
  - b Touch the desired item key to highlight it. More than one item can be selected. Touching **ALL CLEAR** will release all the selections.
  - c Touch **OK** to restore the E-Mail transmission setting screen.
- 7 Touch **PREVIOUS SCREEN** to complete the setting and return to the System initial setting menu screen.
- 8 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (2) MFP initial setting

Initial settings are the settings that automatically displayed as follows:

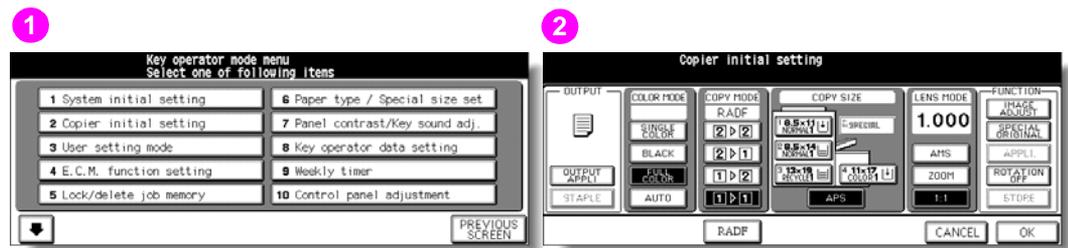
- When the MFP is turned on
- When the reset timer or sleep key is operated
- When the Copy monitor password is entered
- When you press the Reset key

Initially, at installation, the Main screen displays the following conditions to meet Energy Star requirements:

- Color Mode: Full color
- Copy Mode: 1 > 1
- Paper Size: APS
- Lens Mode: 1.000
- Output Mode: Offset sort

### Note

The most commonly used settings are established at installation. Before changing any of the MFP settings, make sure that you understand the overall and long-range effect of the change.



- 1 Key operator mode screen
- 2 MFP initial setting screen

### Procedure

- 1 Touch **(2) MFP initial setting** to display the MFP initial setting screen.
- 2 Make a selection for each mode as initial settings.  
Touch **RADF (ADF)** to select or deselect it.

### Note

The engine will restore the initial settings specified as above unless the Memory switch number 4 “Job memory (30) auto recall” is turned on when the Job memory number 30 is registered.

- 3 Touch **OK** to complete the setting and return to the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

### (3) User setting mode

Set the user-set magnification ratio.

#### (1) User lens mode ratio setting

The preset and userset ratios available on the Main screen are used to reduce and enlarge the original image to accommodate copy paper size.

Normally, users are allowed to change the three Custom keys in the bottom line on the User lens mode ratio setting screen. The preset keys in the top and middle lines can be programmed in 2-5 DIP SW mode for special purposes. However, it is usually recommended that they remain unchanged.

Default setting:

- Custom 1: 4.000
- Custom 2: 2.000
- Custom 3: 0.500



- 1 User setting mode menu screen
- 2 User lens mode ratio setting screen

#### Procedure

- 1 Touch **(3) User setting mode** to display the User setting mode menu screen.
- 2 Touch **(1) User lens mode ratio setting** to display the User lens mode ratio setting screen.
- 3 Touch the **Custom** key you want to change, and then type a ratio from 0.250 - 4.000 by using the keypad.  
If you type a ratio under 0.250, 0.250 is displayed.  
If you type a ratio over 4.000, 4.000 is displayed.
- 4 Touch **OK** to complete the setting and return to the User setting mode menu screen, or touch **CANCEL** to restore the previous setting.
- 5 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (4) Copy monitor function setting

The Copy monitor allows you to monitor all copying activity by controlling Copy monitor password accounts. When the Copy monitor is activated, copying can be performed only after a valid Copy monitor password is entered.

This feature can track MFP usage for individual users, accounts, or both, as well as limit MFP access to only authorized users. Copy quantity limits for specific accounts can also be set.

Copy quantity and copy limits for each account can be visually confirmed on the screen.

If the Copy monitor needs to be activated on your engine, contact your service representative.

The following Copy monitor settings can be made by the key operator:

### (1) Copy monitor data edit

Assign an account number to an individual user or a group and specify a Copy monitor password, name, and copy limit for each. The registered Copy monitor data is listed on the screen allowing you to change the data, reset the copy count, or even delete the individual account.

### (2) Copy monitor all count reset

Clear the copy count for all accounts.

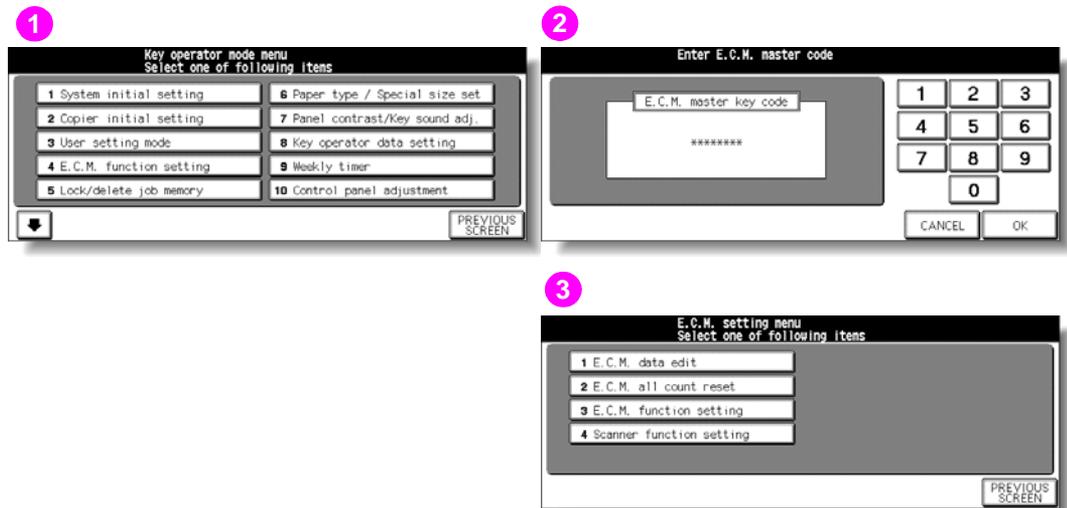
### (3) Copy monitor function setting

Turn the Copy monitor function on or off and set conditions to stop immediately, stop after job is completed, or display a warning message when copy limit is reached.

### (4) Scanner function setting

Turn the Copy monitor function on or off while the engine is in the Scanner mode. This setting is available even if the Print controller is not installed in the engine.

## How to access the copy monitor setting mode



- 1 Key operator mode screen
- 2 Copy monitor master key code screen
- 3 Copy monitor setting menu screen

## Procedure

- 1 Touch **(4) Copy monitor function setting**. The Copy monitor master key code screen displays if a code is required.
- 2 Use the keypad on the touch display to type your eight-digit Copy monitor master key code. Touch **OK** to display the Copy monitor setting menu screen.

---

### Note

The Copy monitor master key code is specified by a service representative and should be kept secret by the key operator.

If an invalid Copy monitor master key code is entered, continue by entering the valid eight-digit code.

Touch **CANCEL** on the Copy monitor master key code screen to return to the Key operator mode screen.

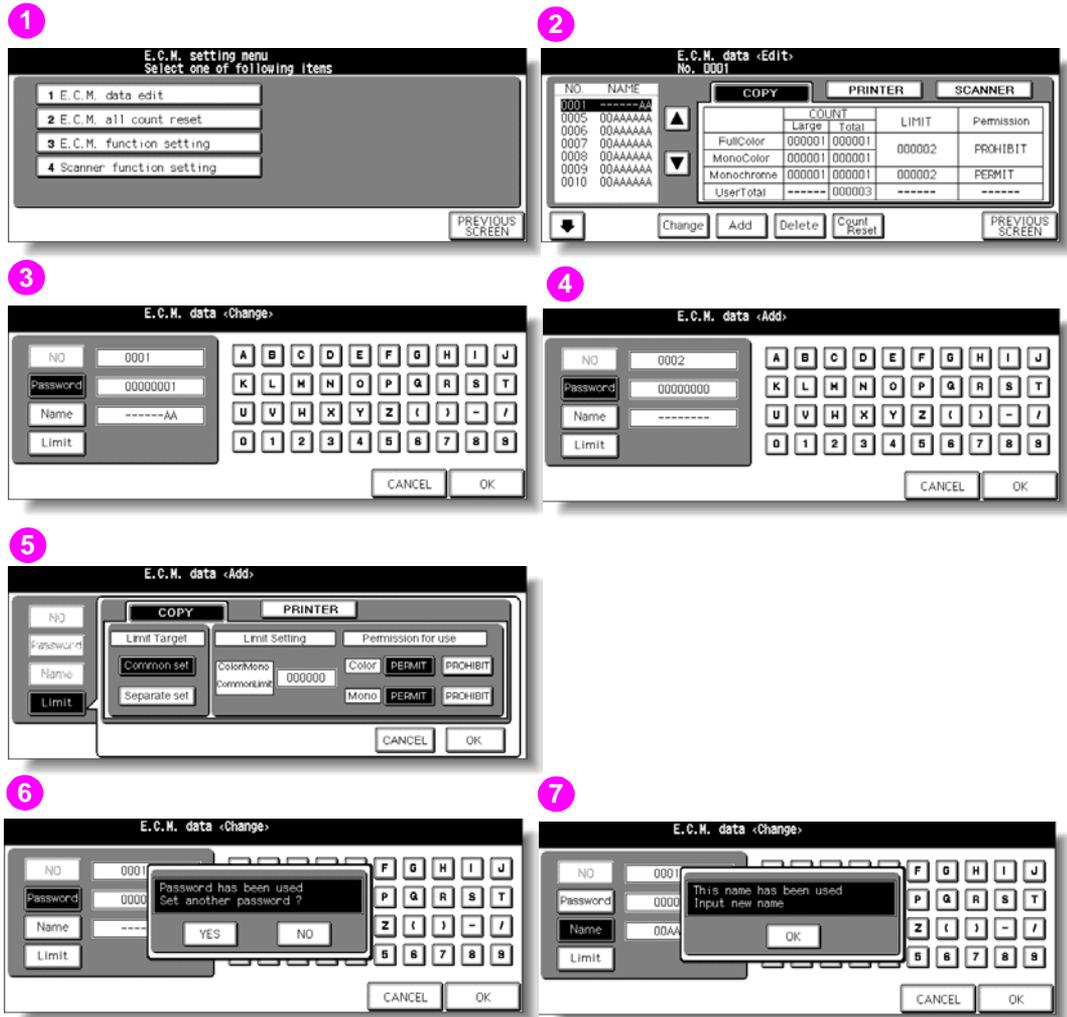
- 3 Select the desired Copy monitor function and set the necessary values.
- 4 To exit the Copy monitor mode, touch **PREVIOUS SCREEN** on the Copy monitor setting menu screen.

The Key operator mode screen is restored.

## (1) Copy monitor data edit

Use this setting to display the list of copy, printer, or scanner count and limit for each account. You can also use this setting to change, add, or delete the Copy monitor data and to reset the copy count of the individual account.

- Copy monitor number: Designated by Key operator
- Copy monitor password: Unique eight-digit numeric code programmed by the key operator for the user
- User name: Maximum eight characters
- Limit: Limit target, Count 0 - 999,999, Permission for use



- 1 Copy monitor setting menu screen
- 2 Copy monitor data edit screen
- 3 Copy monitor data change screen
- 4 Copy monitor data add screen
- 5 Copy monitor limit setting popup menu
- 6 Password duplication screen
- 7 Name duplication screen

## Procedure

- 1 Display the Copy monitor setting menu screen, see [\(3\) Copy monitor function setting](#) for more details.
- 2 Touch **(1) Copy monitor data edit**. The Copy monitor data edit screen is displayed.

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### Note

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The Copy monitor data edit screen provides three sorts of Copy monitor data: MFP, printer, and scanner.

Touch **COPY**, **PRINTER**, or **SCANNER** to display the desired screen.

To change, add, or delete the Copy monitor data and to reset the copy count of an individual account, follow the procedure for each as described below.

### To add Copy monitor data

- 1 Select the desired engine mode, and then touch **Add** on the Copy monitor data edit screen. The Copy monitor data add screen is displayed.
- 2 Note that the Password key is highlighted on the screen. Type the password by using the touch display keypad. A maximum of eight digits can be specified.
- 3 Touch **Name** to highlight it, and then type the desired name by using the touch display keypad. A maximum of eight characters can be specified.
- 4 Touch **Limit** to display the Copy monitor limit setting popup menu. Select **COPY** or **PRINTER**, and then select **Common set** or **Separate set**, as desired.
- 5 Select Common set to specify a common limit for all copying jobs.
- 6 Select Separate set to specify a limit separately for color copies and monochrome copies.
- 7 Specify the desired limit using the control panel keypad. Maximum six digits (999,999 copies) can be specified.
- 8 Select **PERMIT** or **PROHIBIT** to enable or disable copying jobs in each mode.
- 9 If **PROHIBIT** is selected, a copying job cannot be made in that mode.
- 10 Touch **OK** to return to the Copy monitor data add screen.

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### Note

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HP recommends that you make a list of all Copy monitor passwords and account numbers. If an invalid user name or numeric value is entered, continue by entering the valid one.

- 11 Touch **OK** to complete the setting and to verify whether the same password or name has been used for another account number.

When a password is duplicated, the Password duplication screen is displayed. Touch **YES** to retype a new password or **NO** to create duplicate password.

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### Note

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If a duplicate password is created, the number of copies is counted only for the Copy monitor password with the smallest number. HP recommends you *do not* use duplicate Copy monitor passwords.

When a name is duplicated, the Name Duplication screen is displayed. Touch **OK** to re-enter a new name.

- 12 If any duplication has not occurred, the Copy monitor data edit screen is restored.

## To change copy monitor data

- 1 Touch ▲ or ▼ key on the right side of the list to highlight the Copy monitor data to be changed, and then touch **Change**. The Copy monitor data change screen is displayed.
- 2 Touch the desired item key to highlight it, and then type new data by referring to the procedure above.

**Password:** eight digits maximum

**Name:** eight characters maximum

**Limit:** 999,999 copies maximum/Limit Target/Permission for use

### Note

HP recommends that you make a list of all Copy monitor passwords and account numbers. If an invalid user name or numeric value is entered, continue by entering the valid one.

- 3 Touch **OK** to complete the setting and to verify whether the same password or name has been already used for another account number.

When a password is duplicated, the Password Duplication screen is displayed. Touch **YES** to retype a new password or **NO** to create a duplicate password.

### Note

If a duplicate password is created, the number of copies is counted only for the Copy monitor password with the smallest number. HP recommends you do not use duplicate Copy monitor passwords.

When a name is duplicated, the Name Duplication screen is displayed. Touch **OK** to re-enter new name.

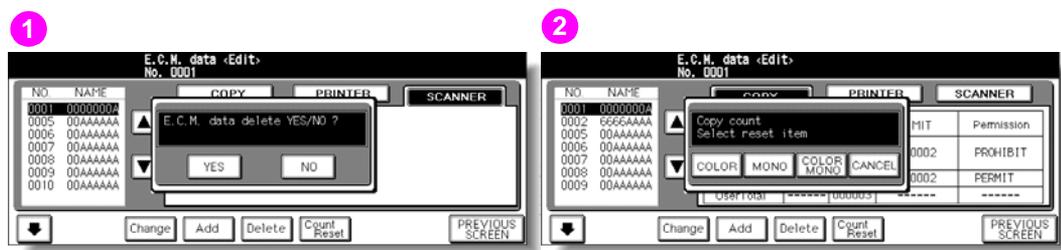
- 4 If any duplication has not occurred, the Copy monitor data edit screen is restored.

## To delete Copy monitor data

- 1 Touch ▲ or ▼ key on the right side of the list to highlight the Copy monitor data to be deleted, and then touch **Delete**. The Delete confirmation screen is displayed.
- 2 Touch **YES** to delete or **NO** to cancel.

## To clear Copy monitor count

- 1 Touch ▲ or ▼ key on the right side of the list to highlight the desired Copy monitor data, and then touch **Count Reset**. The Reset confirmation screen is displayed.
- 2 Touch the desired color mode key to clear the copy count of the selected mode.



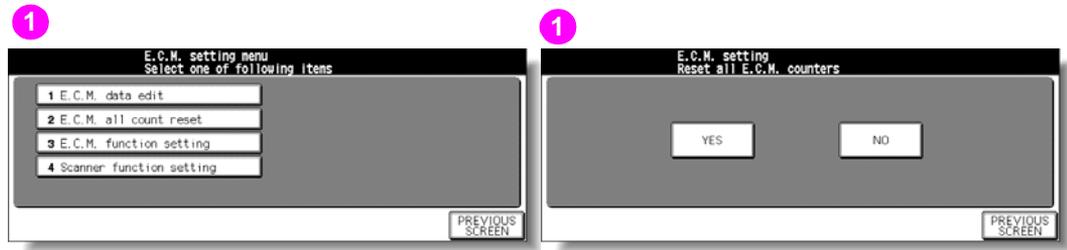
1 Delete confirmation screen

2 Reset confirmation screen

- 3 Touch **PREVIOUS SCREEN** on the Copy monitor data edit screen to return to the Copy monitor setting menu screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (2) Copy monitor all count reset

Reset the count for all Copy monitor accounts.



- 1 Copy monitor setting menu screen
- 2 Copy monitor all count reset screen

### Procedure

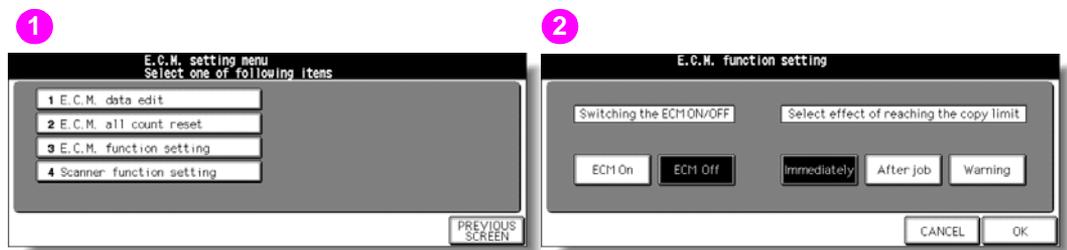
- 1 Display the Copy monitor setting menu screen. See [\(3\) Copy monitor function setting](#) for more details.
- 2 Touch **(2) Copy monitor all count reset**. The Copy monitor all count reset screen is displayed.
- 3 Touch **YES** to reset all counters to zero and to return to the Copy monitor setting menu screen or touch **NO** to cancel.  
Touching **PREVIOUS SCREEN** also cancels this function and returns to the Copy monitor setting menu screen.
- 4 Touch **PREVIOUS SCREEN** on the Copy monitor setting menu screen to restore the Key operator mode screen.

## (3) Copy monitor function setting

Use this function to turn Copy monitor on or off and to select whether the MFP stops at the time the count limit is reached or after the current copy job is completed.

### Note

If Copy monitor off is selected on the engine with this function previously activated, copying operation becomes available without entering a Copy monitor password, while the counting function is suspended.



- 1 Copy monitor setting menu screen
- 2 Copy monitor function setting screen

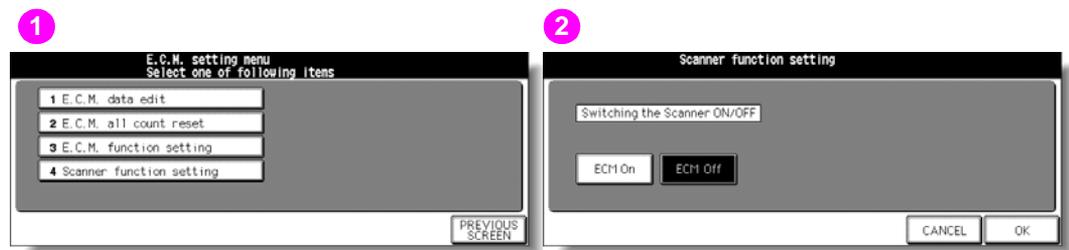
### Procedure

- 1 Display the Copy monitor setting menu screen. See [\(3\) Copy monitor function setting](#) for more details.

- 2 Touch **(3) Copy monitor function setting**. The Copy monitor function setting screen is displayed.
- 3 Touch **Copy Monitor On** to activate Copy monitor or touch **Copy Monitor Off** to deactivate Copy monitor.  
The selected key is highlighted.
- 4 Select the desired engine condition when the count limit is reached. The selected key is highlighted.  
Touch **Immediately** to stop the engine at once when the copy limit is reached. In this case, copy conditions selected for the current job are cleared. To continue the job using the same user password, change the copy limit of the password or clear the copy count.  
Touch **After job** to stop the engine after the current job is completed, when copy limit is reached. Copying job is unavailable with the message "Copy limit reached" displayed on the screen.  
Touch **Warning** only to display a warning message when copy limit is reached. The message "Copy limit reached" is displayed on the screen, while copying job can be continued.
- 5 Touch **OK** to complete the setting and return to the Copy monitor setting menu screen, or touch **CANCEL** to cancel.
- 6 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

#### (4) Scanner function setting

Use this function to turn Copy monitor on or off while the engine is in Scanner mode. This setting is available even if the engine is *not* equipped with the optional Print controller.



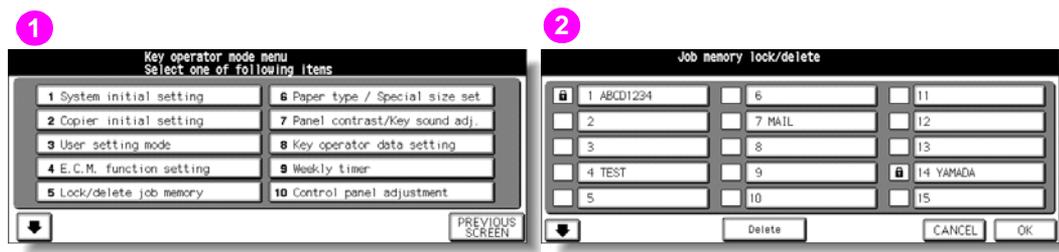
- 1 Copy monitor setting menu screen
- 2 Scanner function setting screen

#### Procedure

- 1 Display the Copy monitor setting menu screen. See [\(3\) Copy monitor function setting](#) for more details.
- 2 Touch **(4) Scanner function setting**. The Scanner function setting screen is displayed.
- 3 Touch **Copy monitor on** to activate Copy monitor or touch **Copy monitor off** to deactivate Copy monitor.  
The selected key is highlighted.
- 4 Touch **OK** to complete the setting and return to the Copy monitor setting menu screen, or touch **CANCEL** to cancel.
- 5 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (5) Lock/delete job memory

Use this function to lock/unlock or delete a job that was programmed using the Job memory function.



- 1 Key operator mode screen
- 2 Lock/delete job memory screen

### Procedure

- 1 Touch **(5) Lock/delete job memory** to display the Lock/delete job memory screen.
- 2 To lock/unlock a job memory:
  - a Touch the key on the left side of the desired job number. Use arrow keys to scroll to the desired job number, if required.
  - b The lock icon appears on the touched key to show that the selected job is locked. The previously locked job is unlocked when selected, and the lock icon on the touched key will disappear.

### Note

The settings of a locked job cannot be changed.

- 3 To delete a job memory
  - a Touch the job number key you want to delete. The selected key is highlighted.
  - b Touch **Delete**. Selected programs and the name are deleted from the job memory.

### Note

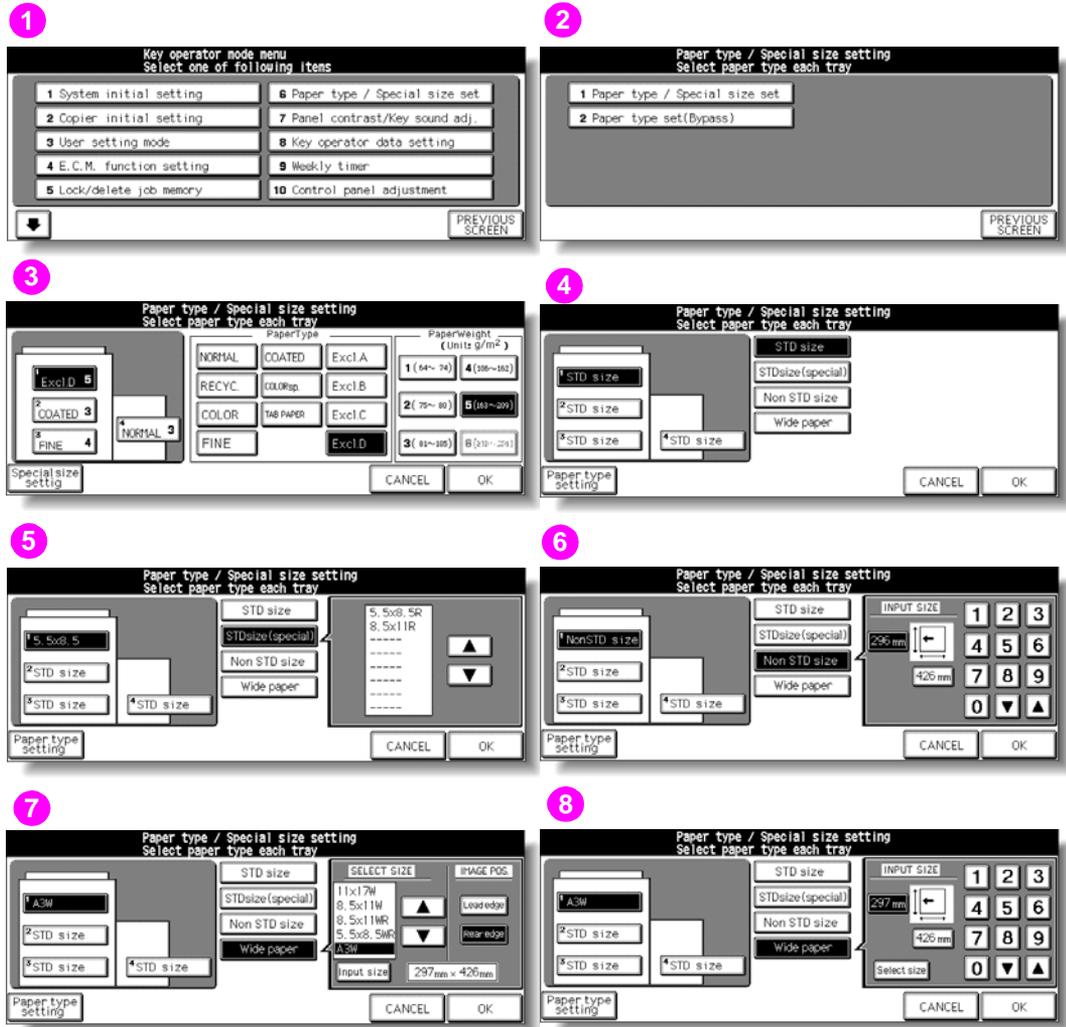
A locked job can also be deleted, with the lock on it released at the same time. Once deleted, the jobs cannot be restored.

- 4 Touch **OK** to complete the setting and return to the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (6) Paper type/special size set

### (1) Paper type/special size set

Use this function to indicate a specific paper type and weight, or to specify a special paper size for engine tray and Tray 4/HCI keys on the Main screen. This is especially useful when special paper is used on a regular basis and is always placed in a specific paper tray.



- 1 Key operator mode screen
- 2 Paper type/special size setting menu screen
- 3 Paper type setting screen (Engine trays)
- 4 Special size setting screen (STD size)
- 5 Special size setting screen (STD size [special])
- 6 Special size setting screen (non STD size)
- 7 Special size setting screen (wide size [select])
- 8 Special size setting screen (wide size [input])

## Procedure

- 1 Touch **(6) Paper type/special size set** to display the Paper type/special size setting menu screen.
- 2 Touch **(1) Paper type/special size set**. The Paper type setting screen is displayed.
- 3 Specify a paper type and weight.
  - a Touch the desired tray key to highlight it.
  - b Touch the desired paper type and weight keys to highlight them. The selected paper type and number indicating the paper weight appears on the tray key.
- 4 Specify a special size.
  - a Touch **Special size setting** on the Paper type setting screen to display the Special size setting screen.
  - b Touch the desired tray key to highlight it.
  - c Touch a paper size key to specify a paper size for the selected tray.
    - Select **STD size** to allow the engine to automatically detect the size of paper loaded in the tray and indicate it on the tray key.  
If tray 4 is selected in step (2), selecting **STD size** displays the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
    - Select **STD size (special)** to display the popup menu to show available paper sizes to be specified. Use arrow keys on the popup menu to select the desired size.
    - Select **Non STD size** to display the popup menu to enter the paper size by using arrow keys or touch display keypad. The selected tray key indicates "SPECIAL" instead of the entered numeric value.
    - Select **Wide paper** to display the popup menu to show available wide paper sizes to be specified. Use arrow keys on the popup menu to select the desired wide size. Touch **Lead edge** or **Rear edge** to select the image starting position. Then, touch **Input size** to display the popup menu to enter the actual paper size using the arrow keys or touch display keypad. The entered number should fall within the range from the standard size of the selected wide size, to a maximum of 314 mm by 459 mm (12.5 by 18 inches).

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### Note

When selecting **Wide paper**, make sure to input the actual paper size to be used.

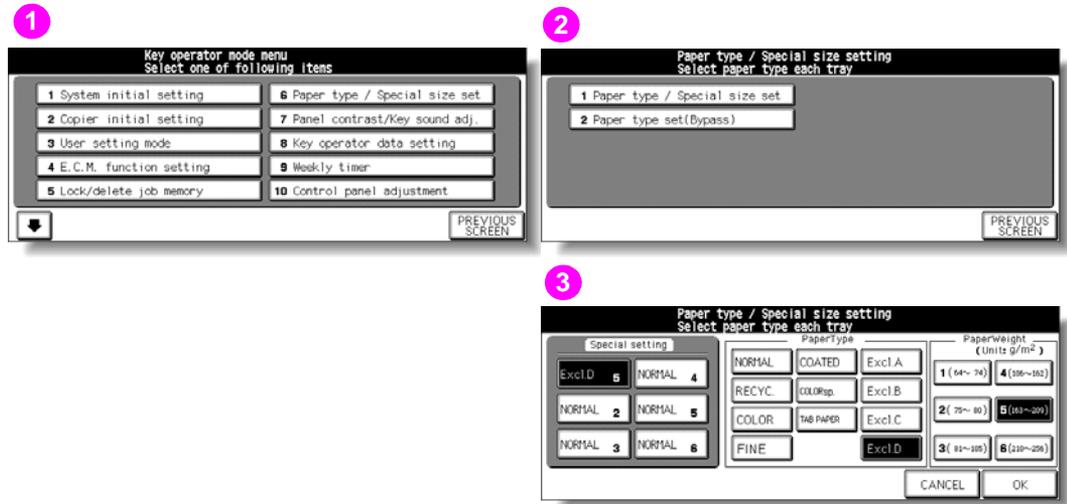
- 5 Touch **OK** on the Special size setting screen to complete the setting and return to the Paper type/special size setting menu screen, or touch **CANCEL** to restore the previous setting.
- 6 Touch **PREVIOUS SCREEN** to return to the Key operator mode screen.

## (2) Paper type set (Bypass)

Use this function to specify six combinations of paper type and weight for the multi-sheet bypass tray. Specified combinations are used when selecting Bypass on the Main screen.

### Note

Service setting is required to use the paper types excluding A to D. Contact a service representative, if desired.



- 1 Key operator mode screen
- 2 Paper type/special size setting menu screen
- 3 Paper type setting screen (multi-sheet bypass tray)

### Procedure

- 1 Touch **(6) Paper type/special size set** to display the Paper type/special size setting menu screen.
  - 2 Touch **(2) Paper type set (Bypass)**. The Paper type setting screen is displayed.
  - 3 Select the paper type and weight in combination to be loaded in the multi-sheet bypass tray.
    - a Touch the desired key in the Special setting section to highlight it.
    - b Touch the desired paper type and weight keys to highlight them.

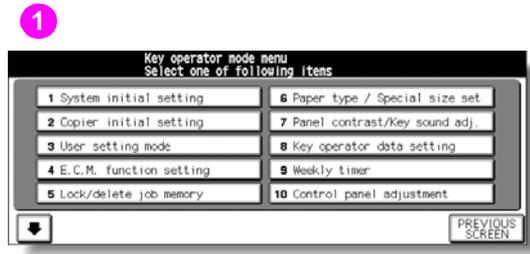
The selected paper type and number indicating the paper weight appears on the tray key.
- Repeat steps (1) and (2) for all the six keys.
- 4 Touch **OK** on the Paper type setting screen to complete the setting and return to the Paper type/special size setting menu screen, or touch **CANCEL** to restore the previous setting.
  - 5 Touch **PREVIOUS SCREEN** to return to the Key operator mode screen.

## (7) Panel contrast/key sound adjustment

Use this feature to adjust the level of brightness of the touch display portion of the control panel, and also the volume of the tones of the touch keys.

### Note

The control panel contrast feature can be adjusted from the Help screen.



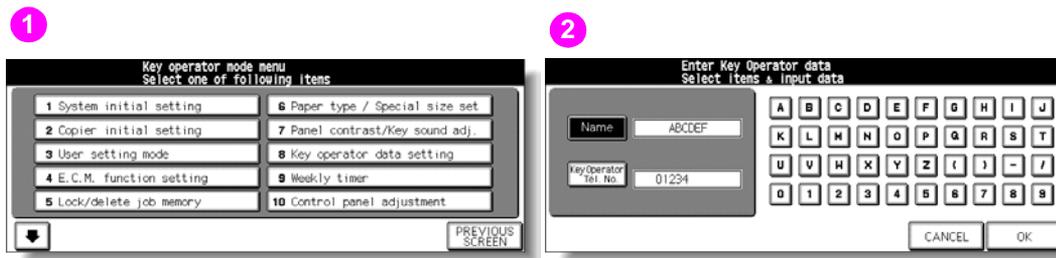
### 1 Key operator mode screen

#### Procedure

- 1 Touch **(7) Panel contrast/key sound adj.** to display the Panel contrast/key sound adjustment screen.
- 2 Adjust the Backlight contrast or Buzzer volume, as desired.  
Touch the Dimmer arrow key to make the backlight contrast dimmer than currently displayed, or touch the Brighter arrow key to make the panel or backlight contrast brighter than currently displayed.  
Touch the Small or Big arrow key to regulate the buzzer volume of the touch keys.
- 3 Touch **OK** to complete the setting and return to the Key operator mode screen.

## (8) Key operator data setting

Use this screen to enter the name and extension number of the key operator indicated on the Help screen that develops from the Main screen.



- 1 Key operator mode screen
- 2 Key operator data setting screen

### Procedure

- 1 Touch **(8) Key operator data setting** to display the Key operator data setting screen.
- 2 Touch **Name** to highlight it, and then type the key operator name (up to eight characters) using the touch display keypad.
- 3 Touch **Key operator Tel. No.** to highlight it, and then type a five-digit extension number using the touch display keypad. If the extension number is less than five digits, use a hyphen [-] to make it five. The hyphen added in the beginning is indicated as a space on the Help screen.
- 4 Touch **OK** to complete the setting and return to the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (9) Weekly timer

Weekly timer is a MFP management function that shuts down power to the engine on a daily or hourly basis. The weekly timer function can be programmed specifically for lunch breaks, weekends and holidays, or any time the MFP is not required.

In addition, the Timer interrupt can be enabled (with or without a password requirement) to allow temporary use of the engine during periods when power is shut down by the weekly timer function.

This function can be accessed only by the key operator after a unique four-digit weekly timer password is provided.

To ensure the security of this management function, HP recommends that you establish a unique password, and keep it in a confidential file.

The weekly timer function is not initially activated. If this function needs to be activated on your engine, contact a service representative.

### Conditions required to use the weekly timer

- The power plug is inserted into the socket. Weekly timer will *not* function if the engine is unplugged, although the setting data will remain.
- The power switch is turned on.
- The current date and time are correctly set.

The following weekly timer settings can be made.

#### (1) Weekly timer on/off setting

Enable and disable the timer function.

#### (2) Timer setting

Specify the times that the MFP turns on and off for each day of the week or the entire week.

#### (3) Timer action on/off setting

Specify the working days of the engine by the timer, for all Mondays through Sundays, or individually for each day of the specified month, or both.

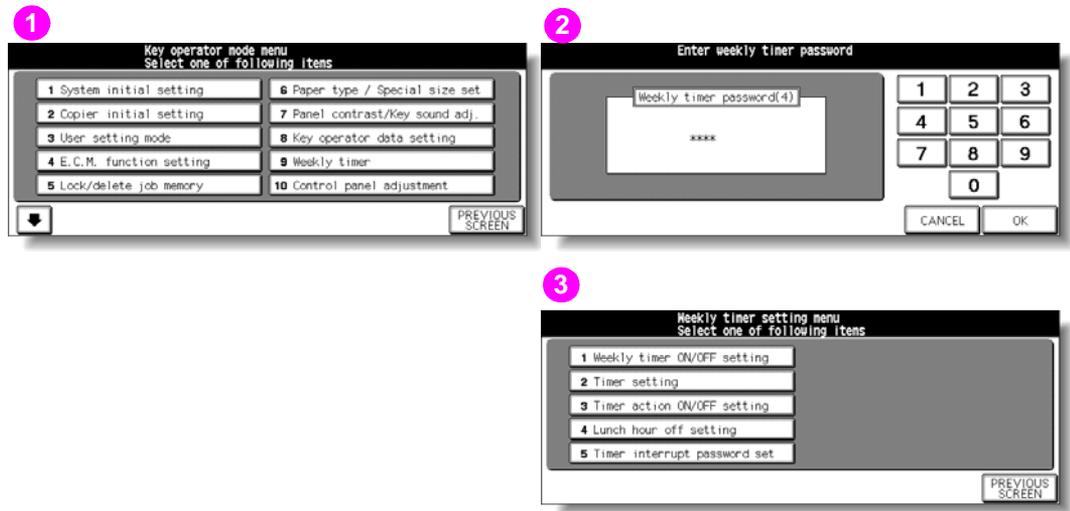
#### (4) Lunch hour off setting

Specify the lunch time interval during which the MFP turns off and on.

#### (5) Timer interrupt password set

Require password entry for the timer off function and establish the amount of usage time.

## How to access the weekly timer setting mode



- 1 Key operator mode screen
- 2 Weekly timer master key code screen
- 3 Weekly timer setting menu screen

### Procedure

- 1 Touch **(9) Weekly timer** on the Key operator mode screen.  
The Weekly timer password setting screen displays, if a password is required. Otherwise, the Weekly timer setting menu screen displays without the password requirement.

#### Note

Weekly timer does not initially require the password setting. To ensure the security of this management function, HP recommends that you establish a unique password

- 2 If the Weekly timer password setting screen is displayed, use the keypad on the touch display to type your four-digit weekly timer password, and then touch **OK** to display the Weekly timer setting menu screen.

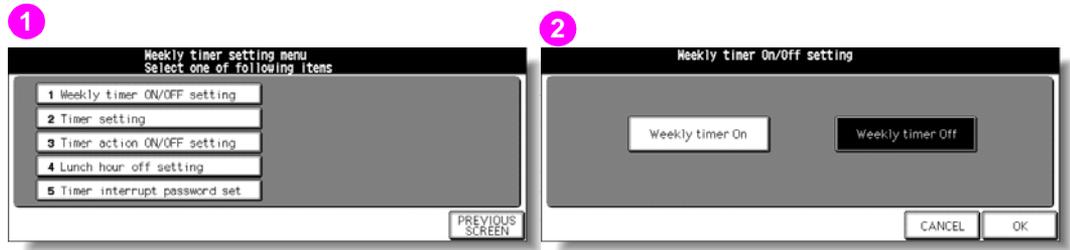
#### Note

If an invalid weekly timer password is typed, continue by typing the valid four-digit password.

- 3 Select the desired weekly timer function, and set the required values.
- 4 To exit the Weekly Timer mode, touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to return to the Key operator mode screen.

## (1) Weekly timer on/off setting

Select to activate or deactivate the weekly timer function.



1 Weekly timer setting menu screen

2 Weekly timer on/off setting screen

### Procedure

- 1 Touch **(1) Weekly timer On/Off setting** on the Weekly timer setting menu screen to display the Weekly timer on/off setting screen.
- 2 Touch **Weekly timer On** to activate Weekly Timer, or touch **Weekly timer Off** to deactivate weekly timer. The selected key is highlighted.

The default setting is Weekly timer Off.

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### Note

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If you select **Weekly timer On** to activate this function, make sure to keep the power switch turned on.

- 3 Touch **OK** to complete the setting and return to the Weekly timer setting menu screen, or touch **CANCEL** to restore the previous setting.
- 4 Touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to restore the Key operator mode screen.

## (2) Timer setting

Use this function to set the on or off times in hours and minutes for each day of the week or set the collective time for the entire week; that is, the same on or off time for each day.



- 1 Weekly timer setting menu screen
- 2 Weekly timer on/off time setting screen
- 3 Weekly timer on/off time collective setting screen

### Procedure

- 1 Touch **(2) Timer setting** on the Weekly timer setting menu screen to display the Weekly timer on/off time setting screen.
- 2 When the screen is displayed, the on-time of Monday is always highlighted.  
Enter a two-digit ON-hour and a two-digit ON-minute using the touch display keypad, and then touch **SET**. The off-time for Monday is highlighted.  
Repeat this procedure to set all the on and off times from Monday through Sunday.

### Note

The time is set in terms of the 24-hour clock, where hour 01 is the first hour after midnight; and hour 24 is midnight. For example, 6:00 a.m. is 06:00 hours; 6:00 p.m. is 18:00 hours. If a wrong number is typed, continue by typing the correct time. Touching **SET** repeatedly shifts the input section from Monday ON, Monday OFF, Tuesday ON, Tuesday OFF. After setting the off time for Sunday, the on time for Monday is highlighted again. If on-time and off-time are the same, power is *not* be turned on. If the setting is 00:00 - 0:00, you cannot set the MFP off or on condition for specific days. Make sure to enter the on or off time for a day off also, so that you can specify the days when the engine is available by using the Weekly timer working day individual/collective setting screen.

- 3 To set the on or off time collectively for more than one day of the week, touch **Collectively timer setting** to display the Weekly timer on/off time collective setting screen. When you open this screen, the on and off times are always set at 00:00 - 00:00.

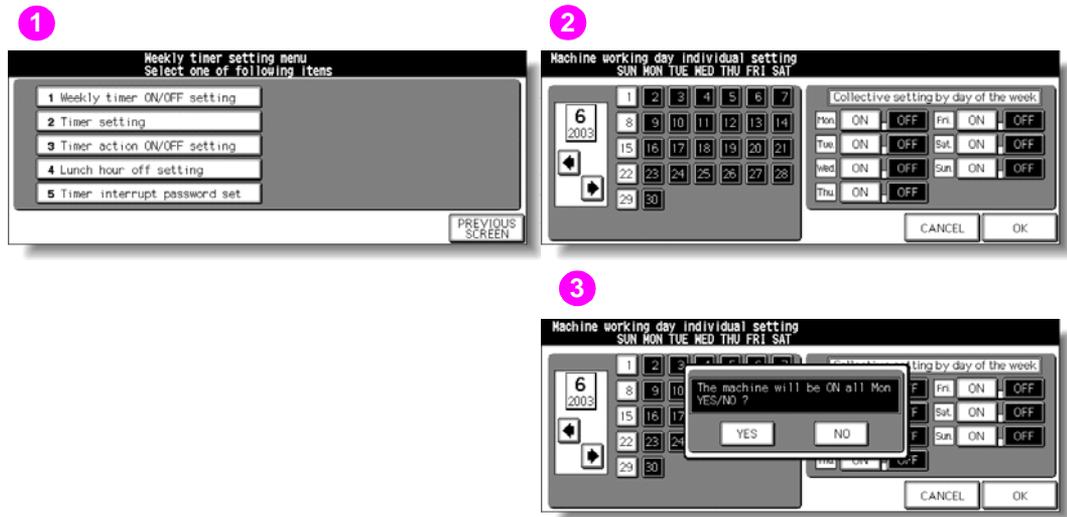
Touch to highlight the day(s) of the week to be set. More than one can be selected at a time.

Enter the on-time and off-time using the touch display keypad, and then touch **SET** after each entry. See step 2 for details in entering the time.

- 4 Touch **OK** on the Weekly timer on/off time setting screen or on the Weekly timer on/off time collective setting screen to complete the setting, and return to the Weekly timer setting menu screen.  
Touching **CANCEL** restores the previous setting, and return to the Weekly timer setting menu screen.
- 5 Touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to restore the Key operator mode screen.

### (3) Timer action on/off setting

Use this function to set the on or off condition of the MFP for a given month. Set the on or off condition for specific days or collectively, for all Mondays through Sundays of the given month. The default setting is collective: On for Mondays through Saturdays, and Off for Sundays.



- 1 Weekly timer setting menu screen
- 2 Timer action on/off setting screen
- 3 Timer action change confirmation screen

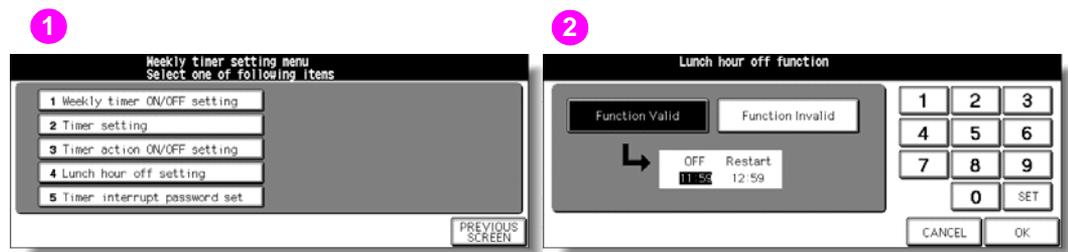
## Procedure

- 1 Touch **(3) Timer action ON/OFF setting** on the Weekly timer setting menu screen to display the Timer action on/off setting screen.
- 2 The days of the current month are displayed on the left half of the screen, with timer-active days highlighted.  
To activate or deactivate the timer for any individual day, touch the key for that day to change its indication.  
To change the month, use arrows to scroll to the desired month.
- 3 To collectively set the on/off data for the entire month by the day of the week, touch the **ON** or **OFF** key for the desired day on the right half of the screen to highlight it.
- 4 If any change is made in the collective setting area, the Timer action change confirmation screen is displayed.  
Touch **YES** to change the timer action, or touch **NO** to cancel.
- 5 Touch **OK** on the Timer action on/off setting screen to complete the setting and return to the Weekly timer setting menu screen, or touch **CANCEL** to restore the previous setting.
- 6 Touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to restore the Key operator mode screen.

## (4) Lunch hour off setting

The weekly timer function turns the MFP on and off once a day.

Use the Lunch hour off function to shut down power during the lunch break and then turn it on again according to the weekly timer function setting. Only one off-time interval can be programmed.



1 Weekly timer setting menu screen

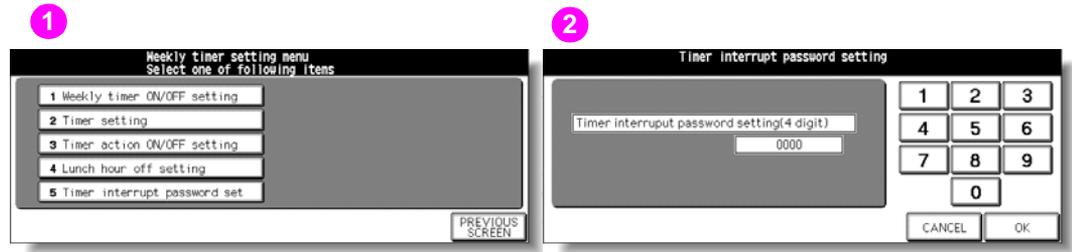
2 Lunch hour off setting screen

## Procedure

- 1 Touch **(4) Lunch hour off setting** on the Weekly timer setting menu screen to display the Lunch hour off setting screen.
- 2 Touch **Function Valid** to activate the Lunch hour off function. Set off time and restart time using the touch display keypad, and then touch **SET** after each entry.
- 3 Touch **Function Invalid** to deactivate the Lunch hour off function. The time setting area appears grayed-out and cannot be selected.  
The Function Invalid setting is the factory default setting.
- 4 Touch **OK** to complete the setting and return to the Weekly timer setting menu screen. If other weekly timer settings have to be changed, select the desired menu item, from (1) - (5).
- 5 Touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to restore the Key operator mode screen.

## (5) Timer interrupt password setting

Use this password setting mode to establish a four-digit password requirement for using the timer interrupt function. The default password of 0000 allows the timer function to be interrupted without the requirement for password entry.



- 1 Weekly timer setting menu screen
- 2 Timer interrupt password setting screen

### Procedure

- 1 Touch **(5) Timer interrupt password set** on the Weekly timer setting menu screen to display the Timer interrupt password setting screen.
- 2 Use the touch display keypad to enter a four-digit password, and then touch **OK** to complete the setting and return to the Weekly timer setting menu screen.

---

### Note

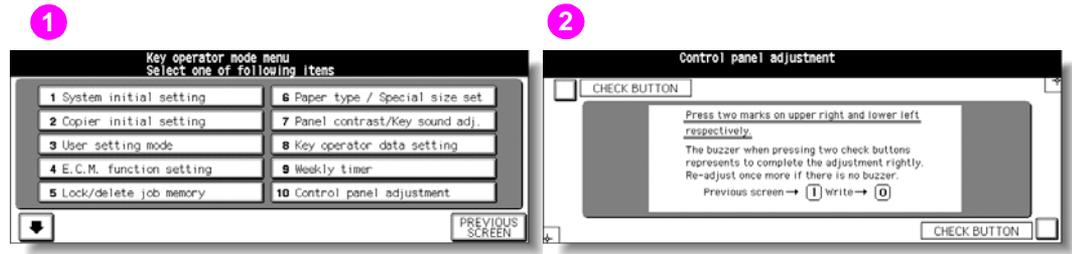
---

When the password setting is 0000, the timer interrupt can be used simply by turning the MFP off and then on again. In this case, you will be asked to enter the duration of use (a period of time to turn the MFP power on).

- 3 If other weekly timer setting changes are required, select the desired menu item, from 1 - 5.
- 4 Touch **PREVIOUS SCREEN** on the Weekly timer setting menu screen to restore the Key operator mode screen.

## (10) Control panel adjustment

Use this feature to check the LCD touch display and realign the position of the touch sensor that may have shifted.



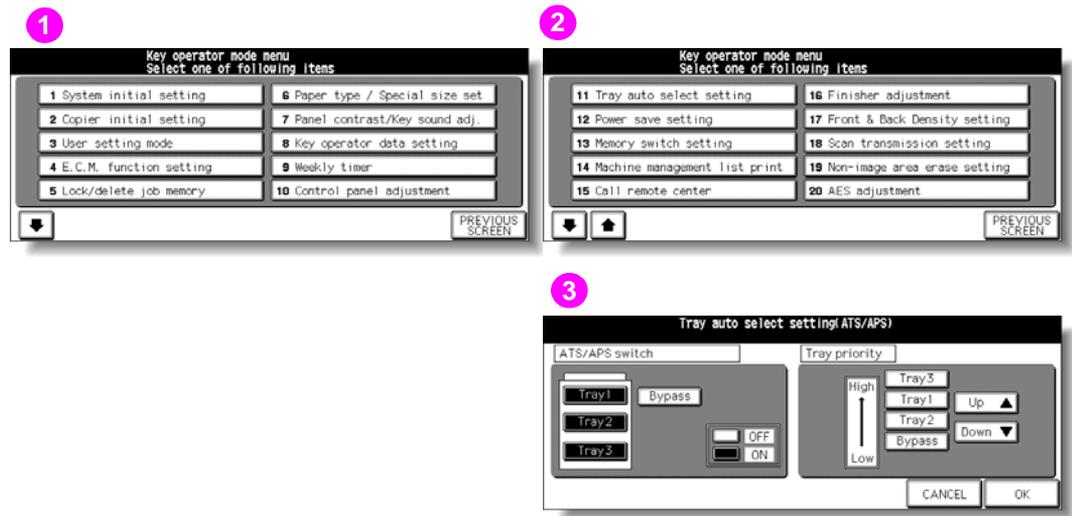
- 1 Key operator mode screen
- 2 Control panel adjustment screen

### Procedure

- 1 Touch **(10) Control panel adjustment** on the Key operator mode screen to display the Control panel adjustment screen.
- 2 Touch the **+** symbol at the upper-right corner, and then the lower-left corner on the screen. The present coordinates are displayed in the message area of the screen.
- 3 Check that the X and Y coordinates displayed in the first line of the message area fall within the standard value displayed in the second line.
- 4 Touch the **CHECK BUTTON** at the upper-left and lower-right corners on the screen to check if the buzzer tone functions normally.
- 5 If the coordinates fall out of the range of the standard value in step 3, or the buzzer tone does *not* sound in step 4, repeat the adjustment procedure from 2 to 4 or contact a service representative.
- 6 Press **1** on the control panel keypad to restore the Key operator mode screen.

## (11) Tray auto select setting

Select whether or not the tray size setting is detected when ATS/APS functions. If you set it to be detected, you may also select the priority of the detection for each tray.



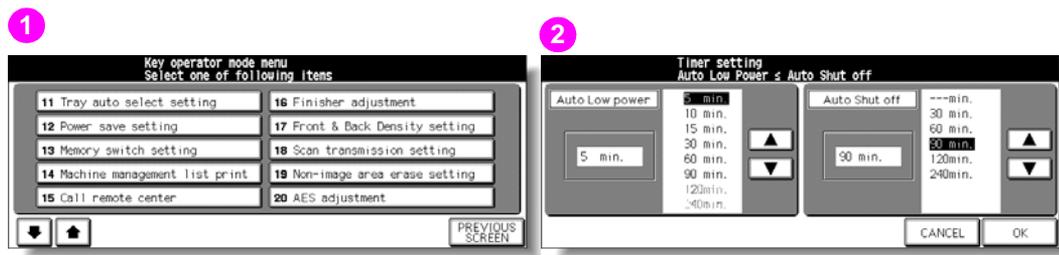
- 1 Key operator mode screen 1
- 2 Key operator mode screen 2
- 3 Tray auto select setting screen

### Procedure

- 1 Touch **(11) Tray auto select setting** to display the Tray auto select setting screen.
- 2 On the left half of the screen, touch to highlight each tray key, and then select **OFF** or **ON** to specify whether the selected tray is to be automatically detected or not when ATS/APS functions.  
Tray keys specified as ATS/APS on appears on the right half of the screen.
- 3 Specify the priority of the trays. Touch to highlight the desired tray key, and then change its priority by using the Up ▲ and Down ▼ arrow keys.
- 4 Touch **OK** to complete the setting and restore the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (12) Power save setting

Select the interval of time that must elapse before Auto Low power and Auto Shut off become activated.



1 Key operator mode screen

2 Power save setting screen

### Procedure

- 1 Touch **(12) Power save setting** on the Key operator mode screen to display the Timer setting screen.
- 2 The periods of time currently selected for each power save function are located on the Timer setting screen below the Auto low power and Auto shut off indicators.

Touch the arrow keys (▲) and (▼) in each area to select a specific waiting period before activating the Auto Low power or Auto Shut off.

### Note

The period of time selected for Auto low power cannot exceed the Auto shut off setting. If the same period of time as Auto shut off is selected for Auto low power, the Auto shut off functions instead of Auto low power.

- 3 Touch **OK** on the Timer setting screen to complete the setting and restore the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

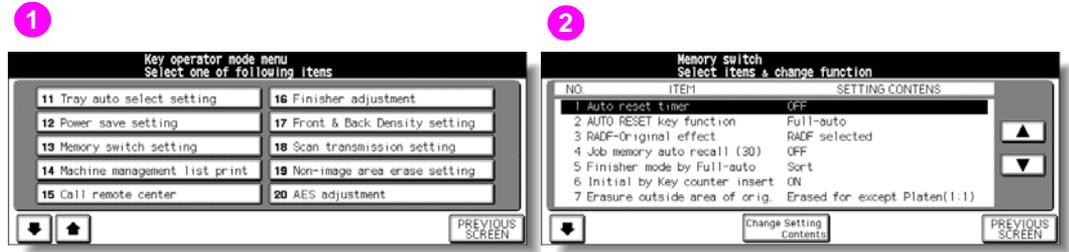
## (13) Memory switch setting

This function allows you to change the memory settings listed below. See [\(13\) Memory switch setting](#) for more details.

<b>SW No.</b>	<b>Item</b>	<b>Setting</b>
No. 01:	Auto reset timer	OFF, 30 seconds, 60 seconds, 90 seconds, 120 seconds, 150 seconds, 80 seconds, 210 seconds, 240 seconds, 270 seconds, 300 seconds
No. 02:	RESET key function	Full-Auto, Initial Setting
No. 03:	RADF (ADF)-Original effect	RADF (ADF) + RESET key selected, RADF (ADF) selected
No. 04:	Job memory auto recall (30)	OFF, ON
No. 05:	Finisher mode by Full-auto	Face down (Sub tray), Non-sort, Sort, Staple sort, Stapling & Folding, Folding, Face up (Sub tray)
No. 06:	Initial by Key counter insert	OFF, ON
No. 07:	Erasure outside area of orig.	Erased for except scanner (1:1), Area outside of orig. erased, Erased for APS/AMS only
No. 08:	RADF (ADF) frame erasure selection	None, 1 mm frame, 2 mm frame, 3 mm frame, 4 mm frame, 5 mm frame
No. 09:	Automatic tray switching	OFF, ON
No. 10:	Scanner APS	OFF, ON
No. 11:	RADF (ADF) APS	OFF, ON
No. 12:	Scanner AMS	OFF, ON
No. 13:	RADF (ADF) AMS	OFF, ON
No. 14:	Select tray when APS cancel	APS preferential tray, Tray 1, Tray 2, Tray 3, Tray 4, bypass tray, or Tray 1
No. 15:	Scanner original size detect	Only A series, Full size, AB series, Inch series
No. 16:	RADF (ADF) original size detect	Only A series, Full size, AB series, Inch series
No. 17:	Scanner orig. size detect (SMALL)	A5R, B6R, 5.5 by 8.5R, B5, A4, 8.5 by 11, A6R
No. 18:	Rotation	ON-APS/AMS only, ON-APS/AMS/Reduce only, ON-Always
No. 19:	Staple mode reset-function	OFF, ON
No. 20:	Job offset operating	OFF, ON
No. 21:	Continuation print	Copier: OFF/Printer: OFF, MFP: ON/Printer: ON, Copier: ON/Printer: OFF, MFP: OFF/Printer: ON
No. 22:	Key click sound	OFF, ON
No. 23:	1 SHOT indication time	3 seconds, 5 seconds
No. 24:	Power save screen	Shut off mode, Low power mode
No. 25:	Start key latch function	OFF, ON
No. 26:	Stop key function	JOB momentary stop, JOB cancel
No. 27:	Auto select of Booklet copy	Automatic selection, Non Automatic selection

<b>SW No.</b>	<b>Item</b>	<b>Setting</b>
No. 28:	Copy monitor password	Under eight digits, eight digits
No. 29:	Arrow key change (Image Shift)	Decimal point off (1 STEP 1 mm), Decimal point on (1 STEP 0.1 mm)
No. 30:	An interruption suspended way	Division of a number of copies, During of a number of copies
No. 31:	Copy monitor password input timing	Auto reset timer, complete job
No. 32:	Sound (No paper, toner/JAM)	OFF, 3 seconds, 5 seconds, 10 seconds
No. 33:	Reserve copy function	Reserve copy by folder select, Reserve copy by original set
No. 34:	Change page no. pos. (booklet)	OFF, ON (outside page numbering)
No. 35:	Trimmer (STD/Non STD size)	STD size, Non STD size
No. 36:	Timer which prohibits Print	OFF, 15 seconds, 30 seconds, 60 seconds, 90 seconds
No. 37:	Bookmark function	ON (It is canceled every JOB), ON (It is not canceled every JOB), OFF
No. 38:	Delete of overlay image	Permission (Delete/Overwrite), Prohibition (Delete/Overwrite)
No. 39:	Orig. direction/Binding mode	It is cancel every JOB, It is not canceled
No. 40:	SCREEN (Line screen)	OFF, HighReso: Use SmoothTone: Use, HighReso: Use SmoothTone/NoUse HighReso: NoUse SmoothTone: Use
No. 41:	SCREEN (Dot screen)	OFF, HighReso: Use SmoothTone: Use HighReso: Use SmoothTone/NoUse HighReso: NoUse SmoothTone: Use
No. 42:	Side 2 drum clock adjust mode	OFF, ON
No. 43:	Screen (FullColor - Text/Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-High Resolution, DotScreen-SmoothTone
No. 44:	Screen (FullColor - Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-High Resolution, DotScreen-SmoothTone
No. 45:	Screen (Monochrome - Text/Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-HighResolution, DotScreen-SmoothTone
No. 46:	Screen (Monochrome - Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-High Resolution, DotScreen-SmoothTone
No. 47:	Screen (MonoColor - Text/Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-High Resolution, DotScreen-SmoothTone

SW No.	Item	Setting
No. 48:	Screen (MonoColor - Photo)	HighCompression, LineScreen-HighResolution, LineScreen-SmoothTone, DotScreen-High Resolution, DotScreen-SmoothTone
No. 49:	Color gamut	Normal, Wide



- 1 Key operator mode screen
- 2 Memory switch setting screen

### Procedure

- 1 Touch **(13) Memory switch setting** to display the Memory switch setting screen.
- 2 To select the desired item, touch the arrow keys (▲) and (▼) at the right of the Memory switch setting screen to highlight it.  
To scroll, touch the arrow keys at the lower left corner of the screen.
- 3 To change the setting of the highlighted item, touch **Change setting contents** repeatedly until the desired setting is displayed.  
Repeat above steps 2 to 3 to make several changes in succession.
- 4 Touch **PREVIOUS SCREEN** on the Memory switch setting screen to restore the Key operator mode screen.

The following functions can be provided by the memory switch settings.

#### (1) Auto reset timer

Set the reset interval starting from the completion of a copying job until the engine returns to the initial condition.

#### (2) Reset key function

Set the condition of the following modes when **Reset** is pressed: Copy mode, Copy density, Magnification, Tray selection.

#### (3) RADF (ADF)-Original effect

Set the engine condition when original is set on RADF (ADF) in non-RADF (ADF) mode with RADF (ADF) unit closed.

#### (4) Job memory auto recall (30)

Job memory number 30 is automatically recalled when power is turned on or when Auto-reset is restored. This job recall function works only when Job number 30 is registered.

#### (5) Finisher mode by Full-auto

Set the Output mode to be recalled when **Reset** is pressed.

**(6) Initial by Key counter insert**

Set the engine to return to the initial state when Key counter is inserted.

**(7) Erasure outside area of original**

Set the engine to delete the outside area of originals.

**(8) RADF (ADF) frame erasure selection**

Set Frame erasure to function anytime in RADF (ADF) mode.

**(9) Automatic tray switching**

When paper is depleted during a copying job, the MFP continues copying by switching to another tray that contains the same size paper.

**(10) Scanner APS**

The MFP automatically selects the same size copy paper as the original placed on the scanner glass. (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

**(11) RADF (ADF) APS**

The MFP automatically selects the same size copy paper as the original placed on the RADF (ADF). (In reduction or enlargement mode, an appropriate paper size is selected according to the ratio selected.)

**(12) Scanner AMS**

The MFP detects the size of the scanner original and selects the appropriate magnification ratio to correspond to the selected paper size.

**(13) RADF (ADF) AMS**

After detecting the original size placed on the RADF (ADF), the MFP automatically selects an appropriate ratio for the copy when copy size is selected manually.

**(14) Select tray when APS cancel**

Select the tray to be automatically selected when APS is released.

**(15) Scanner original size detect**

Select the series of the original paper size detected from the scanner glass.

**(16) RADF (ADF) original size detect**

Select the series of the original paper size detected from the RADF (ADF).

**(17) Scanner orig. size detect (SMALL)**

Select the minimum original size detected from the scanner glass.

**(18) Rotation**

Select to activate the rotation function, activate rotation only when APS/AMS functions, or activate rotation only when APS/AMS/reduce functions.

**(19) Staple mode reset-function**

Staple mode is automatically canceled after a job is completed with staple sort mode on. (Sort mode is selected.)

**(20) Job offset operating**

Set the Copier/printer to offset the copies/printouts of different jobs.

**(21) Continuation print**

Set the Copier/printer to output multiple reserve jobs in succession.

**(22) Key click sound**

Activate or deactivate the sound each time a key is pressed on the touch panel.

**(23) 1 SHOT indication time**

Select the SHOT indication time function.

**(24) Power save screen**

Select the screen to display when pressing the **Sleep On/Off** key.

**(25) Start key latch function**

Activate or deactivate the latch function.

**(26) Stop key function**

Select to display or not to display the confirmation message when **Stop** key is pressed.

**(27) Auto select of Booklet copy**

Set the MFP with HP 3000-Sheet Multifunction Finisher mounted to automatically select the Booklet mode when Stapling & Folding or Folding output mode is selected.

**(28) Copy monitor password**

Select the acceptable number of digits for the Copy monitor master key code.

**(29) Arrow key change (image shift)**

Select the one step unit of the touch key to specify the shift amount in Image shift.

**(30) An interruption suspend way**

Select the timing to stop the job in progress when INTERRUPT is pressed.

**(31) Copy monitor password input timing**

Set the input timing for the Copy monitor password.

**(32) Key click sound (no paper, toner/JAM)**

Select the duration of the buzzer that alerts when the MFP is out of paper or when paper has misfed.

**(33) Reserve copy function**

Set the timing for the reserve job setting.

**(34) Change page no. pos. (booklet)**

Set the engine to position the page numbers automatically on the outside edges of the copy when using Booklet with Page numbering in stamp.

**(35) Trimmer (STD/Non STD size)**

Set the engine to allow trimming the folded or stapled and folded sheets in non-standard size (or wide size).

**(36) Timer which prohibits print**

Set the timer to allow the printing job after operating the copying job.

**(37) Bookmark function**

Select to set the bookmark function only for the current job, set for all the following jobs, or deactivate the function.

**(38) Delete of overlay image**

When selecting (or storing) overlaying image data in the hard disk using Overlay memory, select to permit or prohibit deleting the selected data (or overwriting the data of the same name previously stored in the hard disk).

**(39) Orig. direction/binding mode**

Select to reset or save the original direction and bind position settings made on the Special original popup menu and Output mode popup menu after completion of each copying job.

**(40) SCREEN (line screen)**

Specify the initial state of the Line screen setting in SCREEN setting of IMAGE ADJUST.

**(41) SCREEN (dot screen)**

Specify the initial state of the Dot screen setting in SCREEN setting of IMAGE ADJUST.

**(42) Side 2 drum clock adjust mode**

Set the same magnification ratio for the reverse side as that of the front side in double-sided copying.

**(43) Screen (full color - text/photo)**

Specify the initial state of the SCREEN setting in the full color mode with text/photo specified in special original setting.

**(44) Screen (full color - photo)**

Specify the initial state of the SCREEN setting in the full color mode with photo specified in special original setting.

**(45) Screen (monochrome - text/photo)**

Specify the initial state of the SCREEN setting in the black mode with text/photo specified in special original setting.

**(46) Screen (monochrome - photo)**

Specify the initial state of the SCREEN setting in the black mode with photo specified in special original setting.

**(47) Screen (monocolor - text/photo)**

Specify the initial state of the SCREEN setting in the single color mode with text/photo specified in special original setting.

#### **(48) Screen (monocolor - photo)**

Specify the initial state of the SCREEN setting in the single color mode with photo specified in special original setting.

#### **(49) Color gamut**

Specify the latitude of the color in printing images.

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**Note**

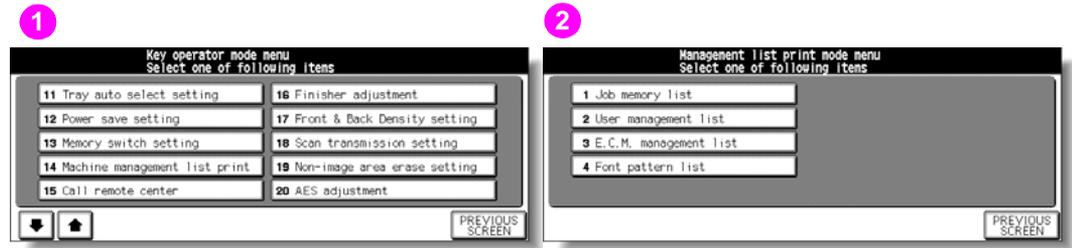
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If Wide is selected, a blur may appear in high density area of the printed image.  
Make sure to select Wide before making calibration on the printer controller.  
When the calibration is completed, make sure to resume the previous setting.

## (14) Engine management list print

Use this function to print out the list selected from the following items.

- Job memory list: programmed contents of job memory
- User management list: home position settings selected by user
- Copy monitor management list: engine information managed by the Copy monitor
- Font pattern list: font patterns used in the engine



- 1 Key operator mode screen
- 2 Management list print menu screen

### Procedure

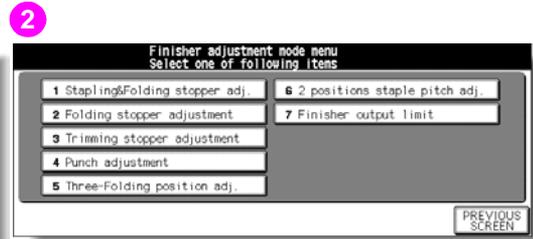
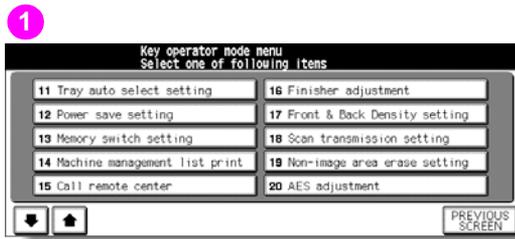
- 1 Touch **(14) Engine management list print** on the Key operator mode screen to display the Management list print menu screen.
- 2 Touch the desired item on the screen. The Main screen resumes automatically.
- 3 Press **Start** to start printing the selected list.  
To suspend printing, press **Stop**.  
Press **P** and **C** in order to return to the Management list print menu screen.
- 4 Touch **PREVIOUS SCREEN** on the Management list print menu screen to restore the Key operator mode screen.

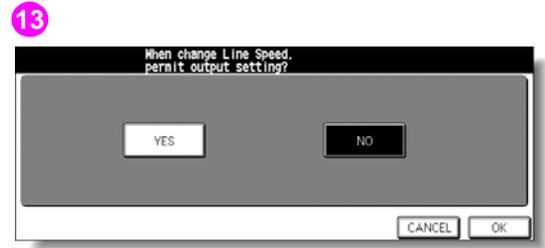
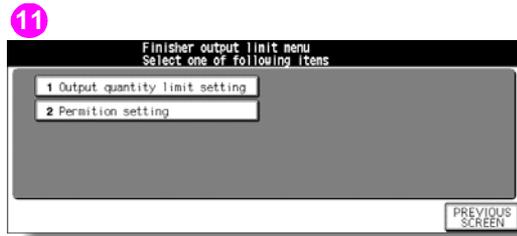
## **(15) Call remote center**

This option is not available.

## (16) Finisher adjustment

Use this mode to make fine adjustments to each function of the Finisher.





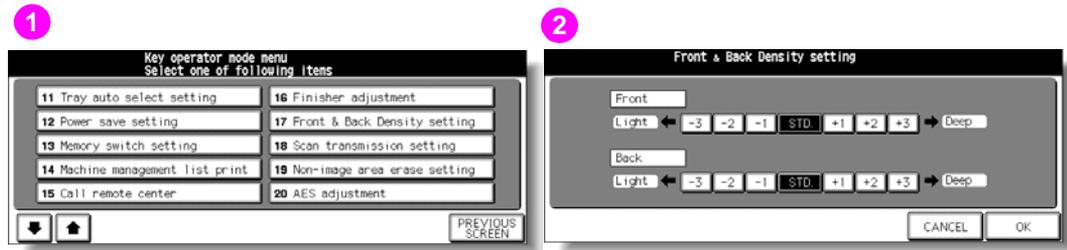
- 1 Key operator mode screen
- 2 Finisher adjustment menu screen
- 3 Stapling & Folding stopper position adjustment screen
- 4 Folding stopper position adjustment screen
- 5 Trimming stopper position adjustment screen
- 6 Punch adjustment menu screen
- 7 Punch Kit vertical position adjustment screen
- 8 Punch Kit horizontal position adjustment screen
- 9 Three-folding position adjustment screen
- 10 Two positions staple pitch adjustment screen
- 11 Finisher output limit menu screen
- 12 Output quantity limit setting screen
- 13 Permission setting screen

## Procedure

- 1 Touch **(16) Finisher adjustment** on the Key operator mode screen to display the Finisher adjustment menu screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.  
 Touch **+<->-** to select “+” or “-” as desired, enter the value, and then touch **SET**.  
 Check the entered value on the left side of the second line in the message area.  
 If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.  
 Touch **PREVIOUS SCREEN** to restore the Finisher adjustment menu screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (17) Front & back density setting

Use this function to make fine adjustments to the copy density of the front and back sides individually.



- 1 Key operator mode screen
- 2 Front & back density setting screen

### Procedure

- 1 Touch **(17) Front & Back Density setting** to display the Front & Back density setting screen.
- 2 Touch the desired adjustment key to make an adjustment for each side.
- 3 Touch **OK** to complete the setting and restore the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (18) Scan transmission setting

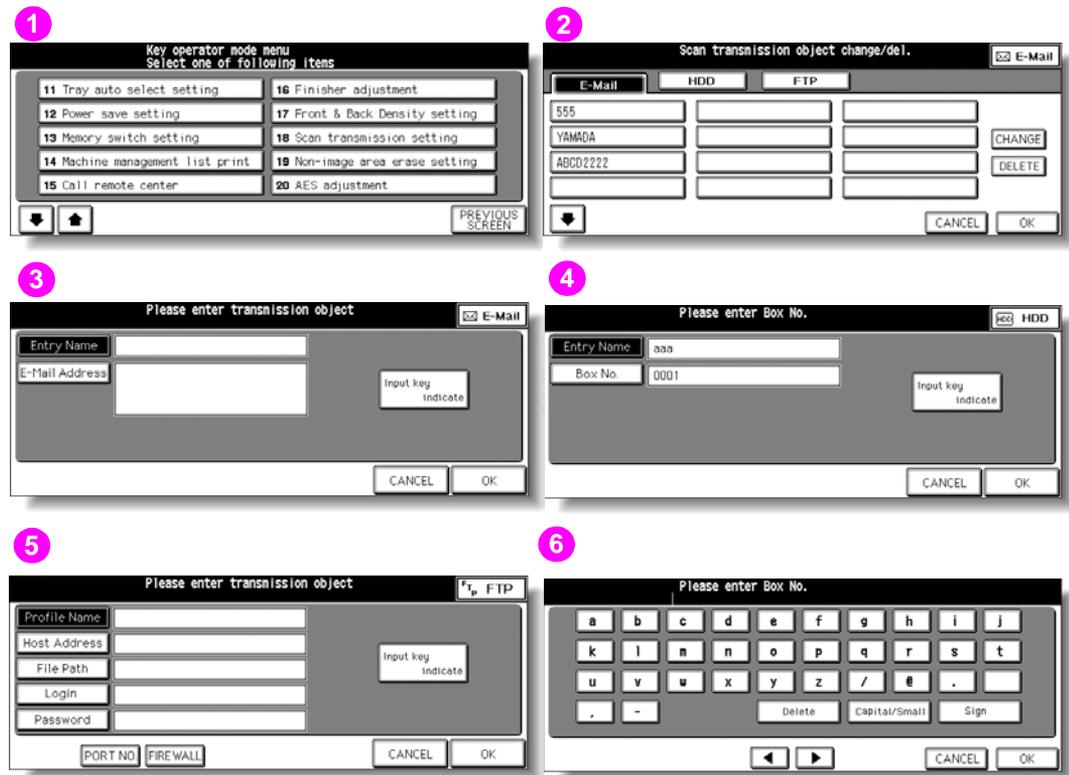
Use this function to change or delete the address registered for transmitting the image data scanned on the engine.

The following three address types can be registered.

- E-mail (entry name, e-mail address)
- Hard disk (entry name, box no.)
- FTP (profile name, host address, file path, login, password)

### Note

The (18) Scan transmission setting key will function only when the Print controller is installed in the engine.



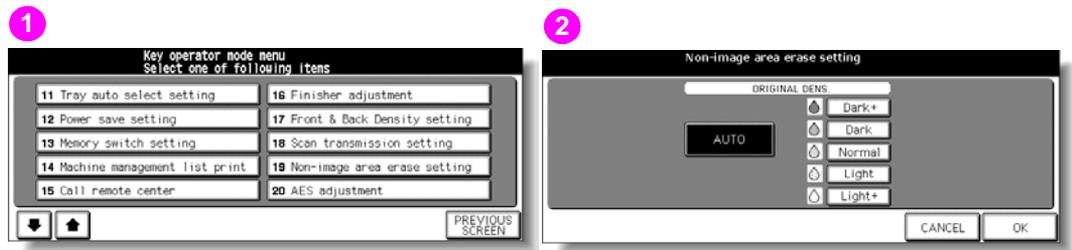
- 1 Key operator mode screen
- 2 Scan transmission setting screen
- 3 Change e-mail address screen
- 4 Change box no. screen
- 5 Change FTP address screen
- 6 Input key screen

## Procedure

- 1 Touch **(18) Scan transmission setting** on the Key operator mode screen to display the Scan transmission setting screen.
- 2 Select the desired address type.  
Touch **E-Mail, Hard disk, or FTP** to display the registered name keys on each page.
- 3 Select the name key to be changed or deleted.  
Touch the Lower arrow key to scroll, or Upper arrow key to return.  
To delete the address:  
Touch to highlight the desired name key, and then touch **DELETE**.  
The selected key is deleted from the screen.  
To change the address:
  - a Touch to highlight the desired name key, and then touch **CHANGE**.  
The subsequent screen according to the address type is displayed.
  - b Touch to highlight the registered item key on the left, touch **Input key indicate** to display the Input key screen, and then change the information under the registered item key using the alphabet keys on the screen. Touch **OK** to return to the previous screen.
  - c Touch **OK** on each screen to complete the setting and restore the Scan transmission setting screen.
- 4 Touch **OK** on the Scan transmission setting screen to restore the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (19) Non-image area erase setting

Select the original density level of Non-Image Area Erase function to be in effect when this feature is selected on the Application selection screen after power is turned on or after RESET occurs.



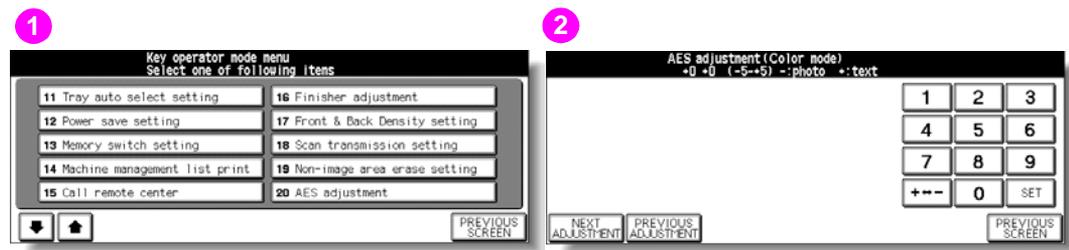
- 1 Key operator mode screen
- 2 Non-image area erase setting screen

### Procedure

- 1 Touch **(19) Non-image area erase setting** on the Key operator mode screen to display the Non-image area erase setting screen.
- 2 Touch **AUTO** to let the engine select the density level automatically, or manually select the density level from the five exposure levels provided on the screen.
- 3 Touch **OK** to complete the setting and restore the Key operator mode screen, or touch **CANCEL** to restore the previous setting.

## (20) AES adjustment

Use this function to set the adjustment level of the automatic exposure selection (AES) suitable for text or photo originals. Different settings are available for each of the color and monochrome modes.



1 Key operator mode screen

2 AES adjustment screen

### Procedure

- 1 Touch **(20) AES adjustment** on the Key operator mode screen to display the AES adjustment screen.
- 2 Touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to select the mode to be adjusted.  
The selected mode is displayed in the message area.
- 3 Specify the adjustment level.  
Touch **+<->-** to select “+” or “-” as desired, enter the value, and then touch **SET**.  
Check the entered value on the left side of the second line in the message area.  
The AES will function suitable for text originals if specified value is positive, or for photo originals if a negative value is entered.
- 4 Touch **PREVIOUS SCREEN** to complete the setting and return to the Key operator mode screen.

## (21) Execute adjustment operation

Select the desired item to execute an adjustment operation.

Auto gamma adjustment should be performed if reproducibility of the whole image is not satisfactory.

Color Regist auto adjustment should be performed if CMY color layers show any gap compared with the original during successive copying.

Toner refresh mode should be performed if you find the following conditions:

- Printed image shows a rough texture
- White lines appear along with the paper feeding direction
- Small dots appear randomly on the print paper
- Small white spot appears in the printed image

### Note

The Toner refresh mode is effective only when the above conditions appear in the cyan or magenta color layer. If you find them in the yellow or black layer, please contact your service representative to change the setting of this function.



- 1 Key operator mode screen
- 2 Execute adjustment operation screen

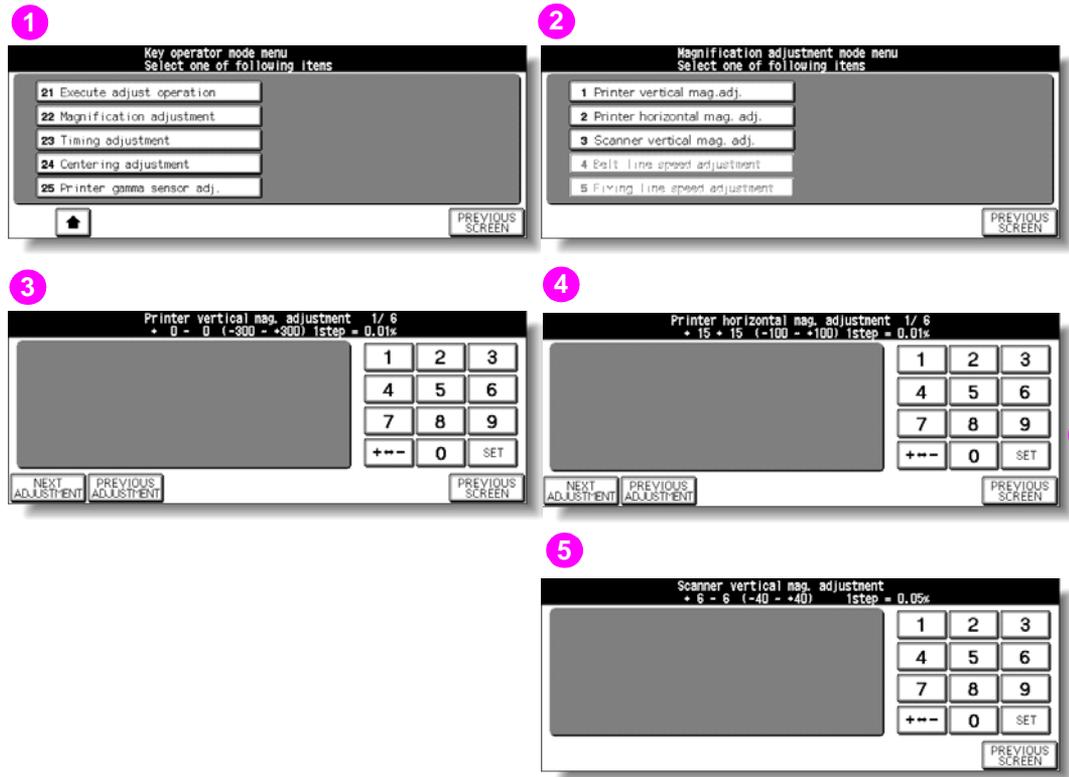
### Procedure

- 1 Touch **(21) Execute adjust operation** on the Key operator mode screen to display the Execute adjustment operation screen.
- 2 Touch the desired item key to highlight it.
- 3 Touch **OK** to complete the setting and restore the Key operator mode screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Main screen. The engine executes the adjustment operation of the selected item automatically, with the executing adjustment message displayed in the message area (approximately 2' 30").
- 5 When the adjustment is completed, The "Align original on RADF (ADF) unit" message is displayed on the Main screen.

## (22) Magnification adjustment

Use this mode to make various adjustments concerning the magnification function.

- Printer drum clock adjustment: adjusts the vertical magnification of the printer system
- Printer horizontal mag. adjustment: adjusts the horizontal magnification of the printer system
- Scanner vertical mag. adjustment: adjusts the vertical magnification of the scanner system



- 1 Key operator mode screen
- 2 Magnification adjustment menu screen
- 3 Printer drum clock adjustment screen
- 4 Printer horizontal magnification adjustment screen
- 5 Scanner vertical magnification adjustment screen

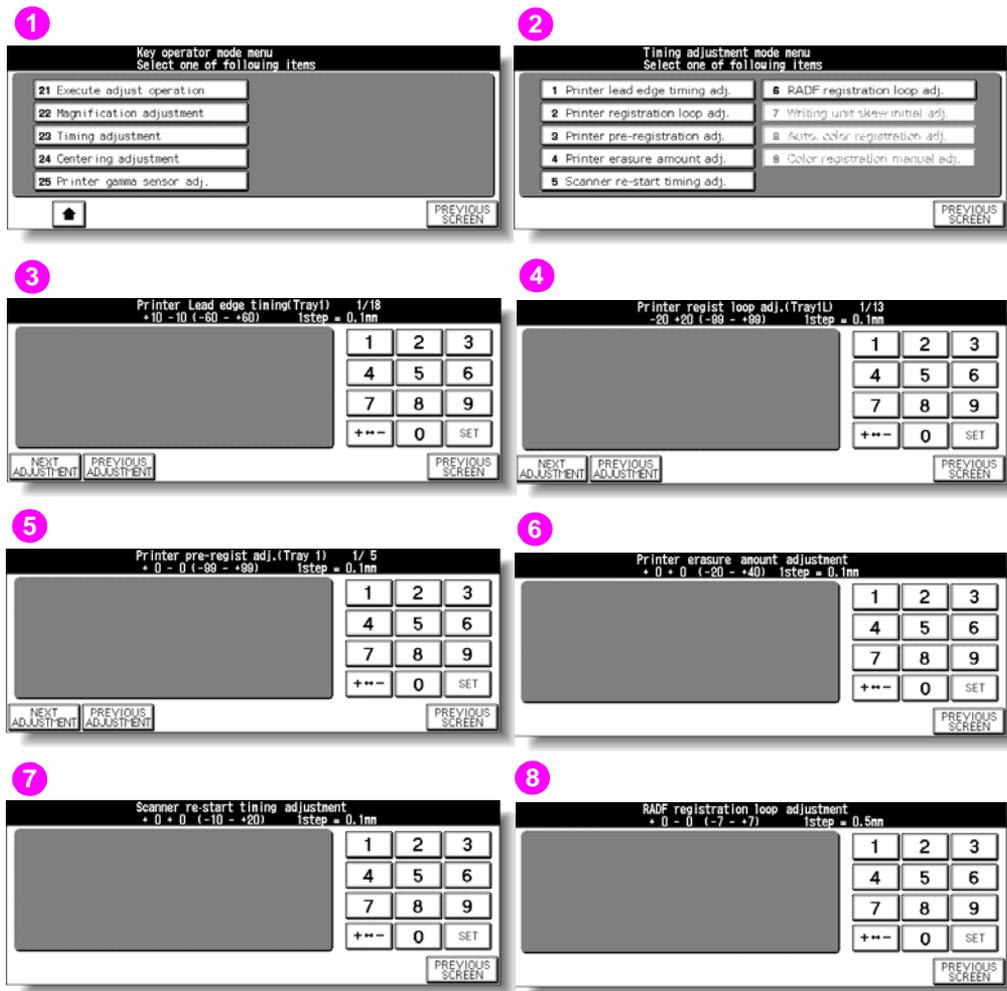
### Procedure

- 1 Touch **(22) Magnification adjustment** on the Key operator mode screen to display the Magnification adjustment menu screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.  
Touch **+<->** to select “+” or “-” as desired, enter the value, and then touch **SET**.  
Check the entered value on the left side of the second line in the message area.  
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.  
Touch **PREVIOUS SCREEN** to restore the Magnification adjustment menu screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (23) Timing adjustment

Use this mode to make fine adjustments of the timing for printing or scanning function.

- Printer lead edge timing adjustment: adjusts the lead edge timing
- Printer registration loop adjustment: adjusts the paper loop amount in the registration roller section
- Printer pre-registration adjustment: adjusts the paper loop amount in each tray and ADU pre-registration roller section
- Printer erasure amount adjustment: conducts a leading edge erasure amount adjustment
- Scanner re-start timing adjustment: adjusts re-start timing for original scanning
- RADF (ADF) registration loop adjustment: adjusts the original loop amount in the RADF (ADF) registration roller section



- 1 Key operator mode screen
- 2 Timing adjustment menu screen
- 3 Printer lead edge timing adjustment screen
- 4 Printer registration loop adjustment screen
- 5 Printer pre-registration adjustment screen
- 6 Printer erasure amount adjustment screen
- 7 Scanner re-start timing adjustment screen
- 8 RADF (ADF) registration loop adjustment screen

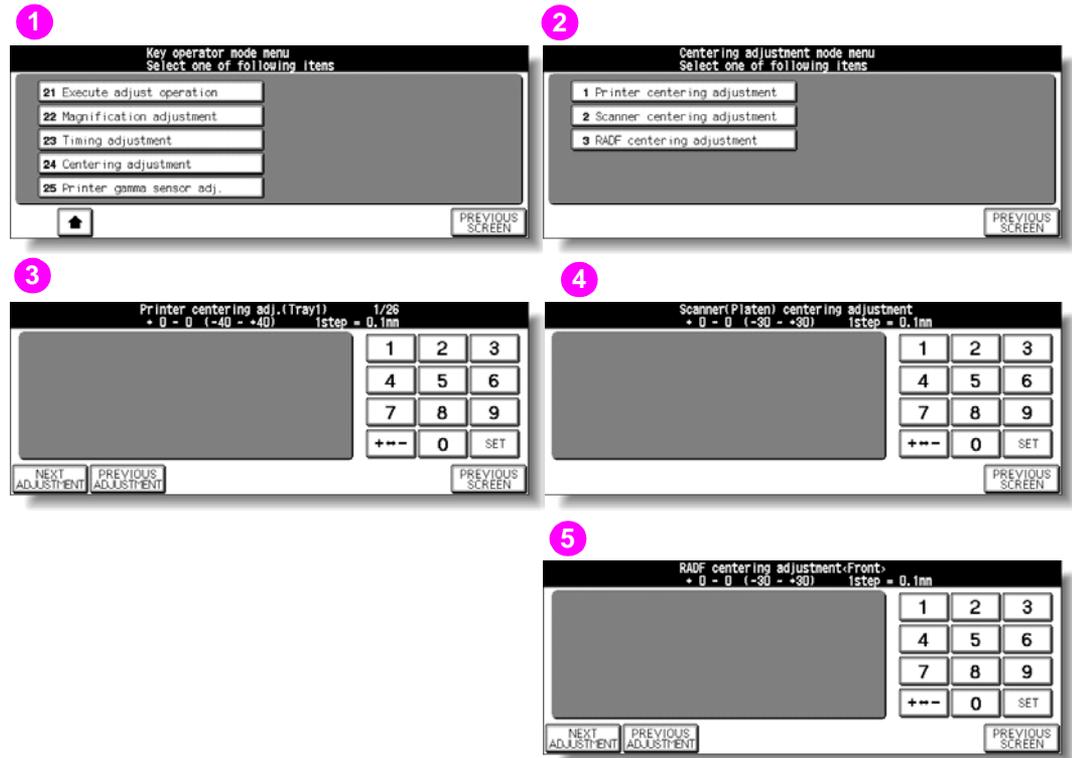
## Procedure

- 1 Touch **(23) Timing adjustment** on the Key operator mode screen to display the Timing adjustment menu screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.  
Touch **+<->-** to select “+” or “-” as desired, enter the value, and then touch **SET**.  
Check the entered value on the left side of the second line in the message area.  
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.  
Touch **PREVIOUS SCREEN** to restore the Timing adjustment menu screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (24) Centering adjustment

Use this mode to make various adjustments concerning the image centering function.

- Printer centering adjustment: adjusts the mis-centering of images vertically to the paper feed direction.
- Scanner centering adjustment: adjusts the centering when scanning the scanner original.
- RADF (ADF) centering adjustment: adjusts the centering when scanning the RADF (ADF) original.



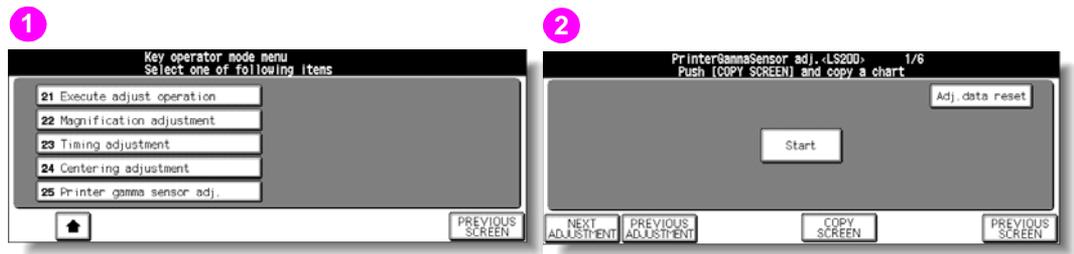
- 1 Key operator mode screen
- 2 Centering adjustment menu screen
- 3 Printer centering adjustment screen
- 4 Scanner centering adjustment screen
- 5 RADF (ADF) centering adjustment screen

### Procedure

- 1 Touch **(24) Centering adjustment** on the Key operator mode screen to display the Centering adjustment menu screen.
- 2 Touch the desired menu key to display the adjustment screen for each function.
- 3 Make fine adjustment on the screen.  
Touch **+<->-** to select "+" or "-" as desired, enter the value, and then touch **SET**.  
Check the entered value on the left side of the second line in the message area.  
If provided, touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.  
Touch **PREVIOUS SCREEN** to restore the Centering adjustment menu screen.
- 4 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.

## (25) Printer gamma sensor adjustment

Use this function to make various adjustments concerning the gamma sensor.



- 1 Key operator mode screen
- 2 Printer gamma sensor adjustment screen

### Procedure

- 1 Touch **(25) Printer Gamma Sensor adjustment** on the Key operator mode screen to display the Printer gamma sensor adjustment screen.
- 2 Select the desired adjustment item on the screen. Six items are provided: LS200, LS150, DS200, DS150, CONTONE, and ED.  
Touch **NEXT ADJUSTMENT** or **PREVIOUS ADJUSTMENT** to move to the next or previous adjustment item.

### Note

Some adjustment items cannot be displayed if the screen is specified as off state in the memory switch setting.

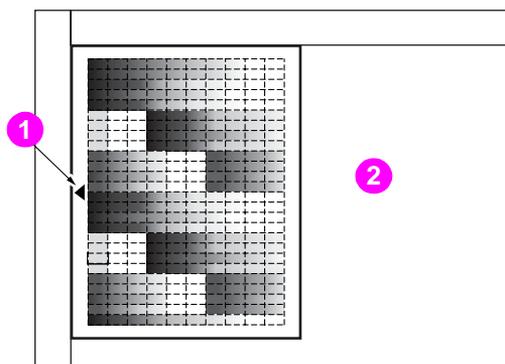
Touching **Adj.data reset** displays the Reset confirmation screen. Touch **YES** to reset the adjustment value to the initial state, or touch **NO** to cancel.

- 3 Touch **COPY SCREEN** to move to the Main screen to print a chart.

Load several sheets of Letter paper on the multi-sheet bypass tray, and then press **Start** to output the test chart.

When output is completed, the Printer gamma sensor adjustment screen is restored and the message "Please load output paper in scanner and push the Start button" is displayed.

- 4 Place the test chart face down on the scanner glass with green arrow "◀" pointing at the left side as shown below, and put about 10 sheets of blank copy paper on top of the chart.



- 1 Green arrow
- 2 Place the chart face down

- 5 Touch the **Start** key on the screen. The engine starts the adjustment automatically.

---

**Note**

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If no paper is left in multi-sheet bypass tray, the adjustment will not start even if the **Start** key is touched.

The message "Completed" is displayed when the adjustment is completed normally.

---

**Note**

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If an error code (Error 1, 2, or 10) is displayed, check that the test chart is placed properly. If any other error code is displayed, please contact your service representative.

- 6 Repeat the steps 2 to 5 as desired.
- 7 Touch **PREVIOUS SCREEN** to restore the Key operator mode screen.



# A Features

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## Features of the HP Color 9850mfp

### **AES - automatic exposure selection**

Automatically adjusts exposure to compensate for quality of the original.

### **ATS - automatic tray switching**

Automatically switches tray to allow copying to continue without interruption if the selected tray empties while copying is in progress.

### **Auto layout**

The original image on the scanner glass or in the document feeder is copied and centered on a sheet.

### **Auto low power**

Automatically lowers the power after a specified period of inactivity of the MFP.

### **AMS (Automatic Magnification Selection)**

Automatically selects an appropriate magnification ratio when copy size is selected manually. Automatically selected when the AMS key is touched.

### **APS (Automatic Paper Selection)**

Automatically selects copy paper size to match the original documents.

### **Auto shut-off**

Automatically shuts off the main power after a specified period of inactivity.

### **Book copy**

Copies both pages of an open book or book-size sheet separately onto two letter sheets in 1 ▶ 1 mode or separately onto each side of one letter sheet in 1 ▶ 2 mode. You can use the Book copy mode with the Front or Front/back cover mode. The cover page(s) are scanned and copied normally before image division is performed on the other pages.

### **Booklet**

Creates a multiple-page signature booklet copied on both sides of paper in 1 ▶ 2 or 2 ▶ 2 copy mode.

### **Chapter**

Starts chapter pages on the right side (front pages) of the finished document. Duplex mode (1 ▶ 2 and 2 ▶ 2) is compatible with this feature.

### **Color mode**

Copies full-colored originals or makes single-colored copies, and also adjusts image quality of the copies.

### **Combination**

Copies a fixed number (2, 4, or 8) of pages onto one sheet of copy paper to create a draft copy of a multi-page report.

### **Copy density**

Manually selects up to nine density levels.

## **Copy mode**

Selects the desired simplex mode (1 ▶ 1 or 2 ▶ 1), or duplex mode (1 ▶ 2 or 2 ▶ 2).

## **Counter list**

Displays on the screen and prints the following data: total counter of the engine, MFP counter, print counter, and the date when the counter started.

## **Density shift**

Shifts each of nine density levels in four density modes (Auto, Text, Photo, Map) to three levels lighter or three levels darker.

## **Frame/folding erasure**

Erases border or folding image area, or both, using Frame (1 - 300 mm), Folding (1 - 99 mm), or Frame & Folding.

## **Image insert**

Stores pages in memory from the scanner glass and inserts the pages into a document copied from the document feeder.

## **Image shift**

Creates or removes a binding margin at the top, bottom, right, and left edges (shift amount from 0 - 250 mm, in 1 mm increments), reduces image to prevent image loss (reduce & shift amount from 0 - 250 mm, in 1 mm increments).

## **Interrupt copying**

Interrupts copying-in-progress to perform an urgent copy.

## **Job memory**

Programs up to 30 jobs and recalls each job by job number, as needed. All compatible scanner glass functions can be programmed into the job memory directly after they are selected.

## **Job status**

Displays the Job status screen to view the current engine status, changes the operation order of reserve jobs, deletes the unused reserve job, or displays the previous job list.

## **Lens mode (fixed, zoom)**

Selects fixed ratios, four reduction ratios, four enlargement ratios, and three user-set ratios.

Zoom ratios can be selected from 25.0 percent to 400.0 percent in 0.1 percent increments.

## **Engine status confirmation**

Displays the current engine status on the LCD for confirmation.

## **Mixed original**

Copies mixed-size originals from the document feeder in APS or AMS mode. APS automatically selects the copy size of each original. The AMS mode allows you to select one copy size for all originals.

## **Multi-page enlargement**

Makes an enlarged copy made up of several copied pages divided and enlarged from an original image.

### **Network function by Web browser**

When the engine is connected to a computer over a network, uses a Web browser on the computer to check the engine or job information, and to perform the key operator settings concerning the network environment.

### **Non-image area erase**

When copying from the scanner glass when the document cover is open, copies only the image area and not the exposed area of glass, which would otherwise copy as black.

### **Non STD size for multi-sheet bypass tray**

Enters the special paper size to be loaded on the multi-sheet bypass tray using the touch display keypad to avoid paper misfeed.

### **Non STD size for original**

Identifies the special original size that the HP Color 9850mfp cannot detect, in order to select the optimal copy size for copying or printing.

### **Original image**

Enhances photo image in Photo mode, regular image in Text/Photo mode, text image in Text mode, and colored image with small text in Map mode.

### **Original type**

Improves the image quality by specifying the printed original type.

### **Output mode for engine with HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher installed**

Non-sort, Sort, Staple-sort, and Group modes using the Main output tray.

Non-sort face down exit, Non-sort face up exit, Group face down exit, and Group face up exit modes using the Sub output tray.

Folding and Stapling & Folding modes using the Booklet tray (HP 3000-Sheet Multifunction Finisher only).

Selects an output tray and output mode on the output mode popup menu.

### **Output for engine with no Finisher installed**

Non-sort, Rotation sort, Group, and Rotation group modes are available in combination with Face down or Face up exit.

Selects an output mode on the output mode popup menu.

## **Output for HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher with HP Post Insertion Kit installed**

Cover sheet mode.

Off-line finishing mode.

For details, see (page 163).

### **Overlay**

Scans an original image and overlays it on the pages of another document. For example, you may want to incorporate a page heading, graphic, or logo into the pages of your document.

### **Overlay memory**

Same as for overlay except the overlay image is stored in memory.

### **Paper capacity**

Total of 1,750 sheets, including three 500-sheet trays and a 250-sheet multi-sheet bypass tray.

Total of 4,250 sheets, including 2,500-sheet optional Tray4/HCI.

### **Power saver**

Automatically turns off all but nominal power after a specified period of inactivity of the MFP. Power is returned after a brief warm up period by pressing **Sleep On/Off** on the control panel.

### **Program job**

Scans documents into memory while designating different copy conditions for each original, and then prints all the documents collectively.

### **Proof copy**

To ensure correct output before running multiple copies, run a proof copy by pressing **Proof Copy** on the control panel or touching **PROOF COPY** on the Check screen.

## **Punch mode for HP 3000-Sheet Stapler/Stacker and HP 3000-Sheet Multifunction Finisher with HP 3 Hole Punch Kit installed**

Punches three holes in output copies.

### **Repeat**

Selects the horizontal image area across the page, and repeats it down the page as many times as the repeat width setting (10 - 150 mm) permits in manual or auto.

### **Reserve**

Scans in subsequent copy jobs while the HP Color 9850mfp is busy printing or copying.

### **Reset**

Automatically resets to auto mode defaults after a specified period of inactivity.

### **Reverse image**

Reverses the positive image to a negative image, and vice versa, in the selected color mode.

### **Rotation**

Rotates the image before copying when the portrait or landscape orientation of the original is different from the orientation of the copy paper.

### **Rotation exit (rotation sort/rotation group)**

When no Finisher is installed, Rotation exit alternately switches the horizontal and vertical orientation of each sorted set as it outputs to the exit tray. Make sure to load both Letter and 8.5 by 11R in separate trays (including the multi-sheet bypass tray) before selecting this feature.

### **Scanner memory**

Scans documents into memory from the scanner glass or the document feeder, or both, and inserts the pages into another document copied from the document feeder. If an incompatible function is selected in this mode, the latter function is not selected, and an error message is displayed.

### **Sheet/cover insertion**

Inserts up to 30 blank or copied sheets from any tray including the multi-sheet bypass tray, or inserts blank or copied front and back covers from any tray including the multi-sheet bypass tray to enhance the presentation of multi-page documents.

### **Stamp**

Prints watermark, regular stamp, date/time, page number, and numbering onto the output copies to enhance the presentation and usefulness of the copies.

### **Staple**

Selects the stapling position and number of staples.

### **STD size (special)**

Detects the standard paper sizes which cannot normally be detected when loaded in an engine tray or multi-sheet bypass tray.

### **Tab paper**

Copies onto tabbed sheets from tabbed originals, allowing the image on the tab part of the original to be printed on the same part of the tabbed copy paper.

### **Three-fold mode for engine with HP 3000-Sheet Multifunction Finisher installed**

Folds 8.5 by 11R or AR4 output copies in three.

### **Trimming mode for HP 3000-Sheet Multifunction Finisher with HP Trimmer Unit installed**

Trims the end of folded or stapled & folded booklets.

### **Weekly timer**

Can be set according to the needs of each work environment. Turns engine power off and on daily or weekly, during lunch time, and on holidays. The weekly timer also enables the Timer interrupt mode, which allows temporary use of the engine even when the engine is in the daily, weekly, or holiday off mode.

### **Wide paper**

Copies onto paper slightly larger than the specified regular size.

### **Z-folded original**

This feature sets the RADF (ADF) to accept Z-folded originals.

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