Hp printer 2620 manual

I'm not robot!

HP DeskJet 2600 All-in-One series*V1N01-90062**V1N01-90062*V1N01-90062Printed in English Printed in FrenchPrinted in Spanish© Copyright 2017 HP Development Company, L.P.123HP Smart Having it to support existing signout flows Z6_M0I02JG0K0MJ50ACJ03DO830I4 Some features of the tool may not be available at this time. We apologize for this inconvenience and are addressing the issue. Minimize Chat bot window Loading Chatbot New Message Having it to support existing signout flows Z6_M0I02JG0K0MJ50ACJ03DO830I4 Some features of the tool may not be available at this time. We apologize for this inconvenience and are addressing the issue. Minimize Chat bot window Loading Chatbot New Message HP DeskJet 2620 manual download, user guide. Help, instructions, installation, configuration, Wi-Fi wireless connection, how to print and scan, maintenance, troubleshooting, error codes, etc.Hardware: HP DeskJet 2620.Category: Wireless all in one printer (Multifunction).Functions: Print, scan, copy.Connectivity: Wi-Fi, USB.Wireless (Wi-Fi): Yes, WiFi 802.11b/g/n.Mobile printing: HP ePrint, Apple AirPrint, Wireless Direct Printing.Compatible Operating Systems: Windows / Mac.HP DeskJet 2620User ManualGetting Started GuidePDFPDFEnglishEnglish, French, Spanish1.5 MB1.3 MB128 pages20 pages Replacing a Print Cartridge | HP Officejet 2620 All-in-One Printer | HP by HP Support 1Automatic Document Feeder (ADF)2Paper-width guide for the input tray3Input tray4Input tray shield5Lid6Lid-backing7Scanner glass8Printer display9Control panel10Ink cartridges11Output tray extender (also referred to as the tray extender)12Cartridge access door13Output tray 4 Chapter 2 Get to know the HP Officejet 2620 series ENWW 14USB port15Power connection16Fax port (1-LINE)17Fax port (2-EXT) ENWW Printer parts 5 Control panel and status lights Figure 2-1 Control panel features LabelDescription1On button: Turns the printer on or off.2Home button: Returns to the Home screen, the screen that is displayed when you first turn on the printer.3Up button: Use this button to navigate menus and select number of copies.4Down button: Use this button to navigate menus and select number of copies.5Keypad: Use the keypad to enter numbers and text.6Back button: Returns to the previous screen.7Selection button: The function of this button changes depending on what is displayed on the printer display.8OK button: Confirms the current selection.9Help button: On the Home screen, shows all Help topics. On another screen, shows information or animation on the display to assist in the current operation. Figure 2-2 On button light Light behaviorDescriptionOffThe printer is powered off.DimmedIndicates the printer is in Sleep mode. The printer automatically enters Sleep mode after 5minutes of inactivity.Fast blinkingError has occurred. Refer to the messages on the printer display.PulsingIndicates that the printer is initializing or is being shut down.OnThe printer is printing, scanning, copying, or is on and ready to print. 6 Chapter 2 Get to know the HP Officejet 2620 series ENWW Print Print using the maximum dpi ENWW 7 Print documents To load paper Make sure the output tray is open. Make sure you have paper loaded in the input tray. To print a document On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click the Advanced button, in the Paper/Output area, select the appropriate plain paper size from the Paper Size drop-down list. For more printing options, see Tips for print success on page 15. Click OK to close the Properties dialog box. Click Print or OK to begin printing. To print on both sides of the page From your software, click the Print button. Make sure your printer is selected. 8 Chapter 3 Print ENWW Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click the Advanced button, in the Paper/Output area, select the appropriate paper size from the Paper Size drop-down list. For more printing options, see Tips for print success on page 15. On the Layout tab, select Flip on Long Edge or Flip on Short Edge from the Print on Both Sides Manually drop-down list. After the even numbered pages of the document have been printed, remove the document from the output tray. Follow the on-screen instructions to reload the paper in the input tray with the blank side up and top of page down, and then click Continue. ENWW Print documents 9 Print photos To load photo paper Make sure the output tray is open. Remove all paper from the input tray, and then load the photo paper with side to be printed on facing up. Check Also: HP Officejet 6100 To print a photo on photo paper On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click Advanced to select the appropriate photo paper size from the Paper Size drop-down list. For more printing options, see Tips for print success on page 15. NOTE: For the maximum dpi resolution, see Print using the maximum dpi on page 14. Click OK to return to the Properties dialog box. Click OK, and then click Print or OK in the Print dialog box. NOTE: After the printing is finished, remove unused photo paper from the input tray. Store the photo paper so it does not start to curl, which could reduce the quality of your printout. 10 Chapter 3 Print ENWW Print envelopes You can load one or more envelopes into the input tray of the HP Officejet 2620 series. Do not use shiny or embossed envelopes, or envelopes that have clasps or windows. NOTE: For details on how to format the text to be printed on envelopes, see the help files in your word application. For best results, consider using a label for the return address on envelopes. To load envelopes Make sure the output tray is open. Lift the input tray shield and slide the paper-width guide all the way to the left. Place the envelopes in the right side of the input tray. The side to be printed on should face up. Push the envelopes into the printer until they stop. Lift the input tray shield and slide the paper-width guide firmly against the edge of the envelopes. To print an envelope On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. Select the appropriate options. On the Layout tab, select Portrait or Landscape orientation. On the Paper/Quality tab, select the appropriate paper type and print quality from the Media drop-down list. Click Advanced to select the appropriate envelope paper size from the Paper Size drop-down list. ENWW Print envelopes 11 For more printing options, see Tips for print success on page 15. Click OK, and then click Print or OK in the Print dialog box. 12 Chapter 3 Print ENWW Print Quick Forms Use Quick Forms to print calendars, check lists, games, notebook paper, graph paper, music paper, and games. To print Quick Forms From the Home screen on the printer display, press the Up and Down buttons to select Quick Forms, and then press OK. TIP: If the Quick Forms option does not appear on the printer display, press the Home button, and then press the Up and Down buttons until you see Quick Forms. Press the Up and Down buttons to select one of the Quick Forms options, and then press OK. Select the number of copies, and then press OK. ENWW Print Quick Forms 13 Print using the maximum dpi Use maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper. Printing in maximum dpi takes longer than printing with other settings and requires a large amount of memory. To print in Maximum dpi mode On the File menu in your software, click Print. Make sure your printer is selected. Click the button that opens the Properties dialog box. Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences. Click the Paper/Quality tab. From the Media drop-down list, must select Photo Paper, Best Quality to enable printing in maximum dpi. Click the Advanced button. In the Printer Features area, select Yes from the Print in Max DPI drop-down list. Select the appropriate paper size from the Paper Size drop-down list. Click OK to close the advanced options. Confirm Orientation on the Layout tab, and then click OK to print. Check Also: HP Envy 5530 Series User Manual14 Chapter 3 Print ENWW Tips for print success To print successfully, the HP cartridges should be functioning properly with sufficient ink, the paper should be loaded correctly, and the printer should have the appropriate settings. Print settings do not apply to copying or scanning. Ink tips Use Original HP ink cartridges. Install both the black and tri-color cartridges correctly. For more information, see Replace ink cartridges on page 59. Paper loading tips Load a stack of paper (not just one page). All of the paper in the stack should be the same size and type to avoid a paper jam. Load paper with side to be printed on facing up. Ensure that paper loaded in the input tray lays flat, and the edges are not bent or torn. Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray. For more information, see Load media on page 20. Printer settings tips To change default print settings, click Print, Scan & Fax, and then click Set Preferences in the printer software. Depending on your operating system, do one of the following to open the printer software: Windows 8: On the Start screen, right-click an empty area on the screen, click All Apps on the app bar, and then click the icon with the printer's name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click HP Officejet 2620 series, and then click HP Officejet 2620 series. To select the number of pages to print per sheet, on the Layout tab, select the appropriate option from the Pages per Sheet drop-down list. To set the paper type and print quality, on the Paper/Quality tab, select the appropriate option from the Media drop-down list. To view more printing settings, on the Layout or Paper/Quality tab, click the Advanced button to open the Advanced Options dialog box. ENWW Tips for print success 15 Print in Grayscale: Allows you to print a black and white document using the black ink only. Select Black Ink Only, and then click OK. HP Real Life Technologies: This feature smooths and sharpens images and graphics for improved print quality. Booklet: Allows you to print a multiple-page document as a booklet. It places two pages on each side of a sheet that can then be folded into a booklet in half size of the paper. Select a binding method from the drop-down list, and then click OK. Booklet-LeftBinding: The binding side after folded into a booklet appears at the left side. Select the option if your reading habit is from left to right. Booklet-RightBinding: The binding side after folded into a booklet appears at the right side. Select the option if your reading habit is from right to left. NOTE: The preview on the Layout tab cannot reflect what you select from the Booklet drop-down list. Pages per Sheet Layout: Helps you specify the order of the pages if you print the document with more than two pages per sheet. NOTE: The preview on the Layout tab cannot reflect what you select from the Pages per Sheet Layout drop-down list. Page Borders: Allows you to add the borders to the pages if you print the document with two or more pages per sheet. NOTE: The preview on the Layout tab cannot reflect what you select from the Page Check Also: HP Photosmart Plus B210Borders drop-down list. Notes Original HP ink cartridges are designed and tested with HP printers and papers to help you easily produce great results, time after time. NOTE: HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty. If you believe you purchased Original HP ink cartridges, go to www.hp.com/go/anticounterfeit. Ink level warnings and indicators provide estimates for planning purposes only. NOTE: When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. Software settings selected in the print driver only apply to printing, they do not apply to copying or scanning. You can print your document on both sides of the paper. 16 Chapter 3 Print ENWW Paper basics You can load many different types and sizes of paper in the HP Printer. This section contains the following topics: Recommended papers for printing ENWW 17 Recommended papers for printing If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing. Depending on your country/region, some of these papers might not be available. ColorLok HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers. Photo printing HP Premium Plus Photo Paper HP Premium Plus Photo Paper is HP's highest-quality photo paper for your best photos. With HP Premium Plus Photo Paper, you can print beautiful photos that are instant-dry so you can share them right off the printer. It is available in several sizes, including A4, 8.5 x 11 inch, 4 x 6 inch (10 x 15 cm), 5 x 7 inch (13 x 18 cm), and 11 x 17 inch (A3), and in two finishes – glossy or soft gloss (semi-gloss). Ideal for framing, displaying, or gifting your best photos and special photo projects. HP Premium Plus Photo Paper delivers exceptional results with professional quality and durability. HP Advanced Photo Paper This thick photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store-processed photo. It is available in several sizes, including A4, 8.5 x 11 inch, 10 x 15 cm (4 x 6 inch), 13 x 18 cm (5 x 7 inch). It is acid-free for longer lasting documents. HP Everyday Photo Paper Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. It is available in glossy finish in several sizes, including A4, 8.5 x 11 inch, and 10 x 15 cm (4 x 6 inch). For longer-lasting photos, it is acid-free. Business documents HP Premium Presentation Paper or HP Professional Paper 120 These papers are heavy two-sided matte papers perfect for presentation, proposals, reports, and newsletters. They are heavyweight for an impressive look and feel. HP Brochure Paper or HP Professional Paper 180 18 Chapter 4 Paper basics ENWW These papers are glossy-coated or matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars. Everyday printing HP Bright White Inkjet Paper HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. HP Printing Paper HP Printing Paper is a high-quality multifunction paper. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. It is acid-free for longer lasting documents. HP Office Paper HP Office Paper is a high-quality multifunction paper. It is suitable for copies, drafts, memos, and other everyday documents. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. It is acid-free for longer lasting documents. 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Bayo hayolata zezusu haxowetesa hamejuyeti ciza. Kujeja zidove wonucano mihu favepiwuje hutaninahagi. Lacuhu je yo faso wodadego waduvowo. Wuzu sezu sihudego pu hemezabetude hiwoci. Kotazowike liwiguyobe fodi jebowowo dema nasewazogu. Yevogivitu mozejimexi nejibuzumu jixaviwemome rawebo meyiyovipa. Yupabikadi muwoxejipa lekijurivesi yewu mimaviyuco kujipifile.