



Memjet SFP



Windows User Guide

23-9-1-5-4-4_Win v4.2

28 July 2011

Read this before you go any further

The following symbols are used in this document to highlight warnings, potential hazards, or best practice procedures, and have the following meanings:



Danger – potential risk of personal injury, including electrical shock, burns etc.



Warning – potential risk of damage to printer and/or surroundings.



Important – what you need to know to get the best from your printer.

• Safety



Risk to personal safety

Do not disassemble any part of your printer. Electrical shock hazard.

There are no user-repairable parts inside your printer. Disassembly of any part of your printer will void all warranties.

Keep your printer well away from all heat sources and flammable substances. Fire hazard.

Switch your printer off immediately and unplug the power cord from the wall socket if:

- you see smoke rising from your printer
- you notice an acrid smell coming from your printer
- you see any sparks being emitted from your printer.

Contact your supplier as soon as possible.



Risk of damage to printer or surroundings

Install your printer on a flat, level surface

Your printer must remain level at all times. Tilting the printer may cause undue leakage of ink and may damage your printer.

Use the Power button on your printer to power it down

Removal of power to your printer in any other manner may damage your printer.

Switching off your printer

Do not switch off your printer if any of your ink tanks have been removed. Always ensure all the ink tanks are installed before doing so. Failure to do so may compromise ink delivery in your printer.

Ensure adequate ventilation to your printer

Blocking ventilation openings around the printer may cause your printer to overheat and become damaged.

Keep liquids and heavy objects away from your printer

The outer shell is plastic. Heavy objects may warp it, damaging your printer. Liquids may discolor or damage the skin and, if they penetrate it, may damage your printer beyond repair.

Use only the supplied power supply and cord

Use of any other power supplies or cords may damage your printer and void your warranty.

Use only authorised consumables

Use of any printhead other than those authorised Memjet technology printheads will damage your printer and void your warranty.

Use of unauthorised inks or ink tanks may damage your printer and will void your warranty.

Use only appropriate paper

Inappropriate paper may cause damage to your printer. In particular, you should not use:

- transparencies
- kinked, curled or cockled paper
- paper which is too thick

- paper with any staples or pins in it.

Clear paper jams promptly

To avoid further problems, attend to all paper jams and any other cause of printer failure promptly.

Avoid large temperature variations

Install your printer in a protected location away from direct sunlight, open windows or any other places subject to temperature extremes. If you are moving the printer, allow sufficient time after installation for the temperature and humidity of the internals of your printer to arrive at equilibrium with the surroundings.

Avoid shaking or bumping the printer

Your printer is a complex piece of equipment. Heavy shaking or bumping may damage it.



Getting the best out of your printer

Turning off power to your printer

Your printer is best left powered on when you are not using it. However, if the printer will not be used over an extended period of time (e.g. a couple of weeks), it should be turned off using the Power On/Off button. All ink tanks and printhead must be installed before you turn off your printer.

Do not remove consumables unless replacing them

Printheads and ink tanks should remain in the printer once installed. Their removal and re-insertion is not recommended unless replacement is necessary.

Your printer works best on a firm, vibration-free surface

Undue vibration may cause print problems on your documents.

Use paper appropriate to the task

Use plain paper for all documents where possible. Use presentation paper for higher print quality demands.

Store paper appropriately

Paper quality is vital to ensure printout quality. When not in use, store your paper flat, in a clean, dry and shady place. If the paper came in resealable packaging it is recommended that you store it in that package.

Keep the paper tray clean for optimum printer performance

Paper always sheds particles, and these accumulate in the print tray over time. These particles may get carried under the printhead and cause print quality problems. Regular cleaning of the paper tray and removal of obvious loose particles from paper before loading the paper tray will minimise these problems.

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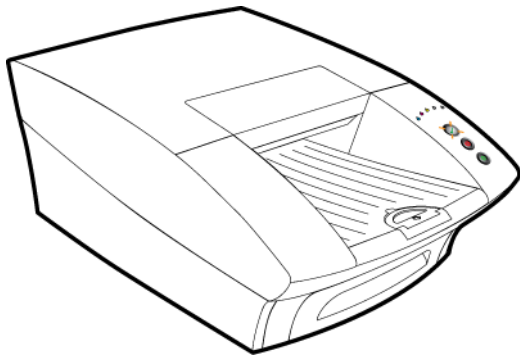
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• Getting to know your Memjet printer

• What is in the Box

When you open the box containing your new Memjet printer, you will find the following:

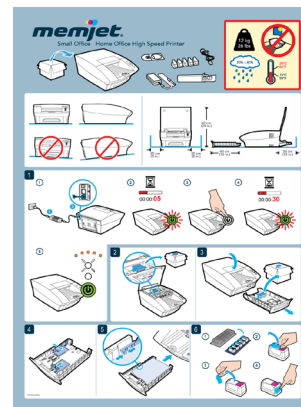
The Memjet printer



A software and documentation CD



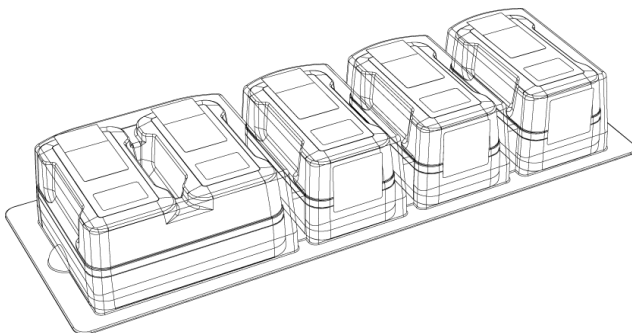
A Quick Start guide



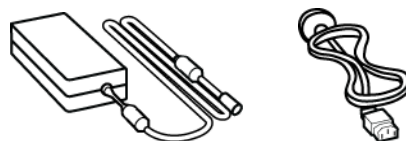
A Memjet printhead cartridge



Ink Tanks in their Blister Pack.



A power supply and power cord

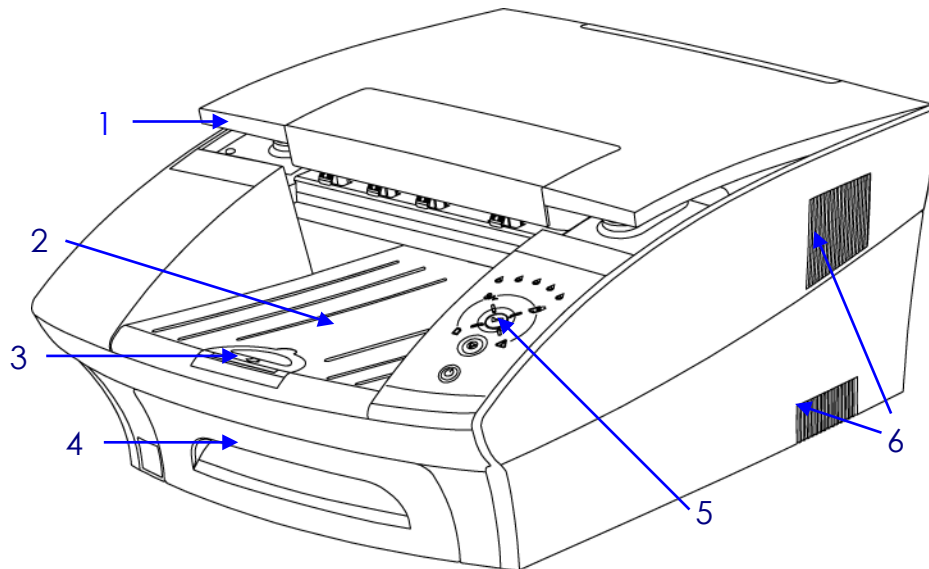


• Main components

Use this section as a reference when reading this document. It identifies and locates the components that will be mentioned throughout the rest of this document.

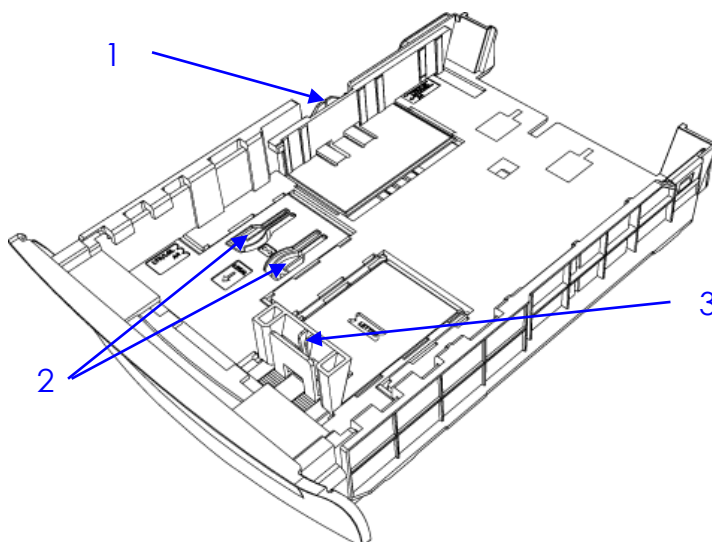
• Printer

Front view



- | | | | |
|---|---------------|---|---------------|
| 1 | Printer cover | 4 | Paper tray |
| 2 | Output tray | 5 | Control panel |
| 3 | Paper stop | 6 | Cooling vents |

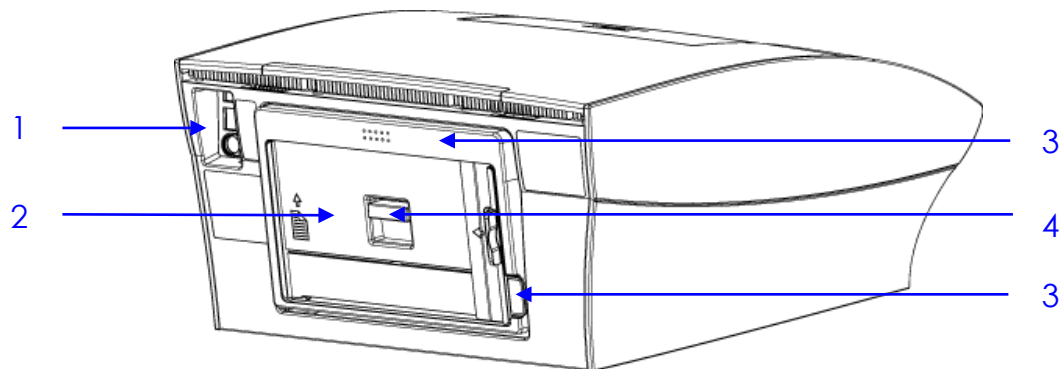
Paper tray



- | | |
|---|------------------------------|
| 1 | Paper width guide |
| 2 | Tray extension release clips |
| 3 | Paper length guide |

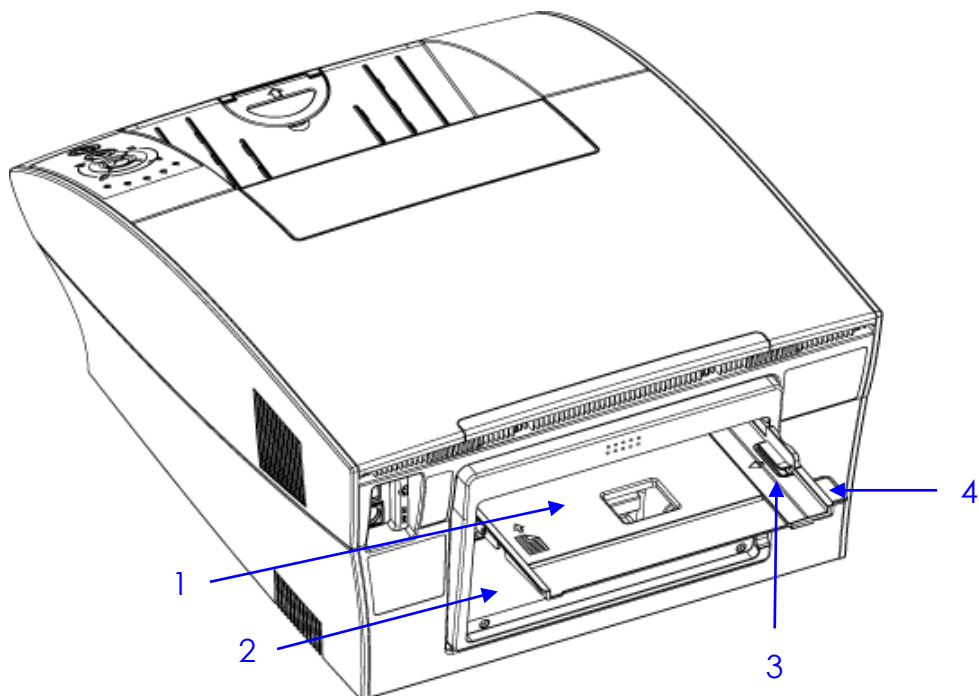
Rear views

Manual feed tray closed



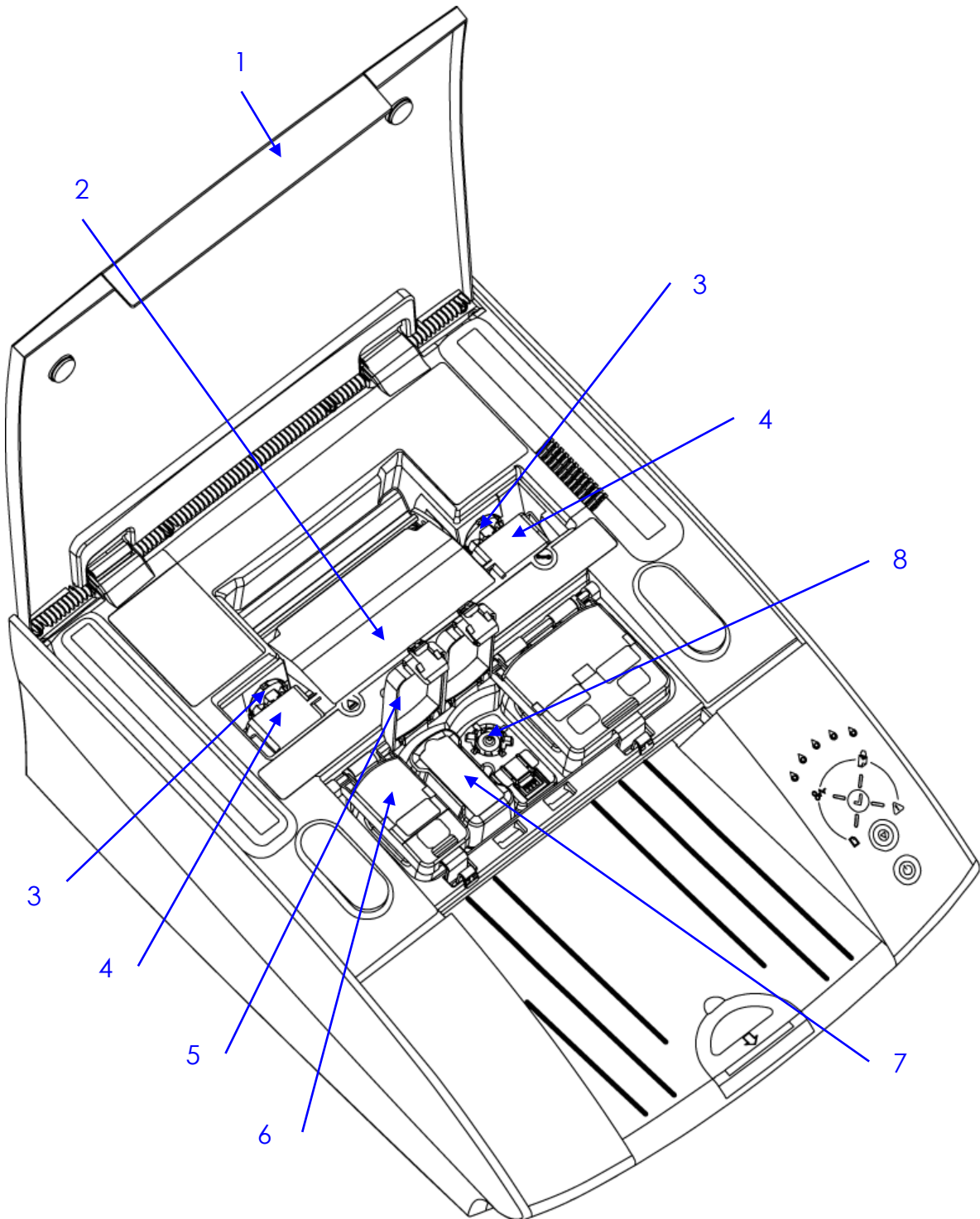
- | | | | |
|---|------------------------|---|------------------------|
| 1 | Recessed connector bay | 4 | Rear access door latch |
| 2 | Manual paper feed tray | 5 | Rear access door |
| 3 | Paper feed Open tab | | |

Manual feed tray open



- | | | | |
|---|------------------------|---|---------------------|
| 1 | Manual paper feed tray | 3 | Paper guide |
| 2 | Rear access door | 4 | Paper feed Open tab |

Internal view

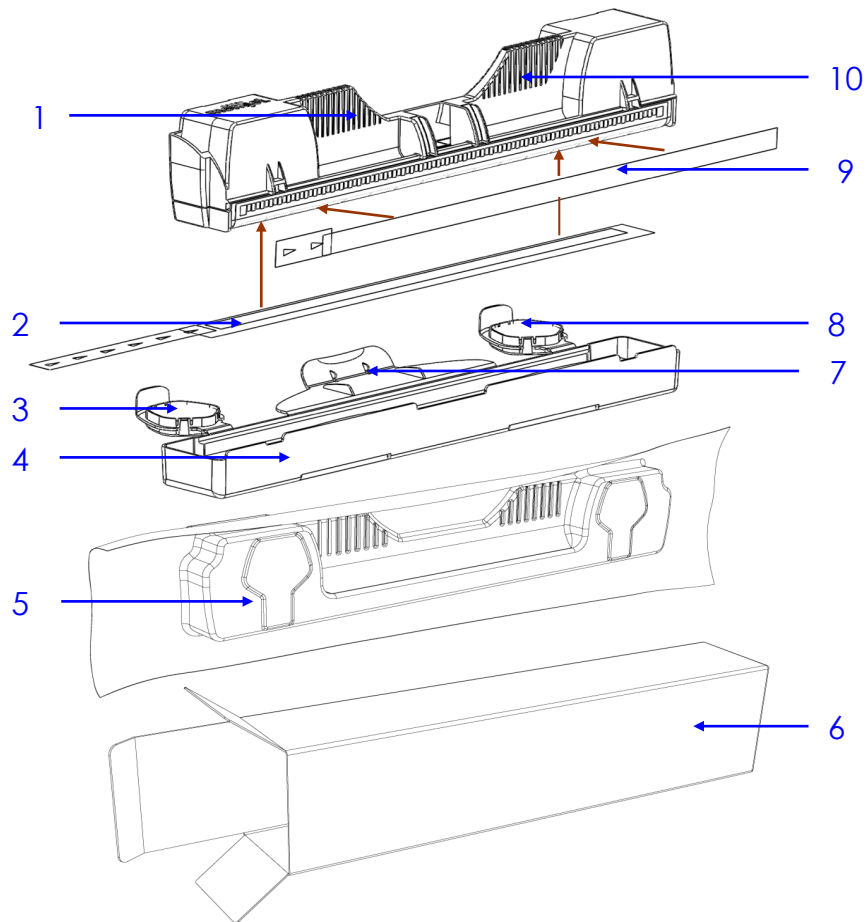


- 1 Printer cover
- 2 Printhead latch
- 3 Fluidic couplings

- 4 Printhead
- 5 Ink tank slot lid (open)
- 6 Ink tank slot lid (closed)

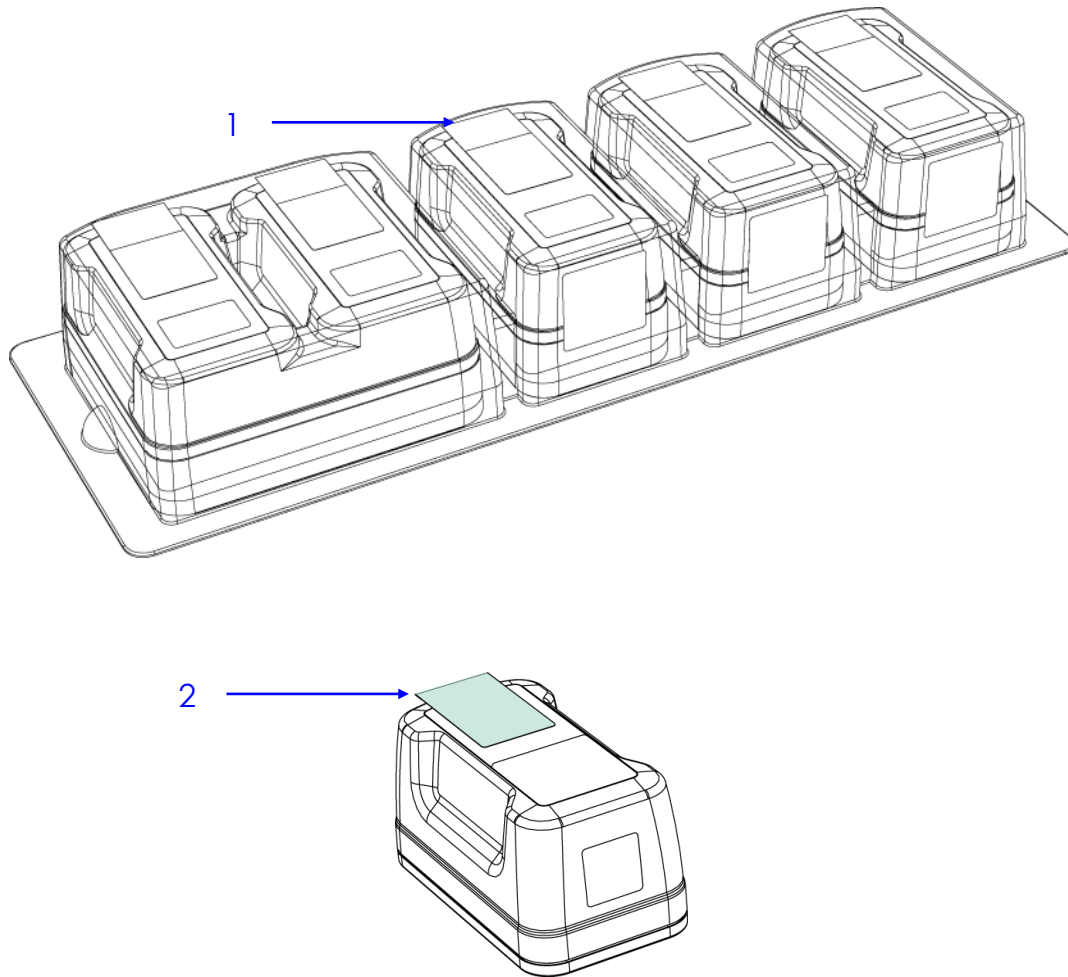
- 7 Ink tank (in slot)
- 8 Ink tank slot (showing coupling)

• Printhead cartridge



- | | | | |
|--------|-------------------------|---|--------------------------|
| 1 & 10 | Handles | 5 | Foil vacuum bag |
| 2 | Nozzles protective tape | 6 | Cardboard packing box |
| 3 & 8 | Protective cover Flaps | 7 | Cover retaining clip |
| 4 | Protective cover | 9 | Electrical contacts tape |

- Ink tanks



- 1 Ink tank blister pack
- 2 Pull tab

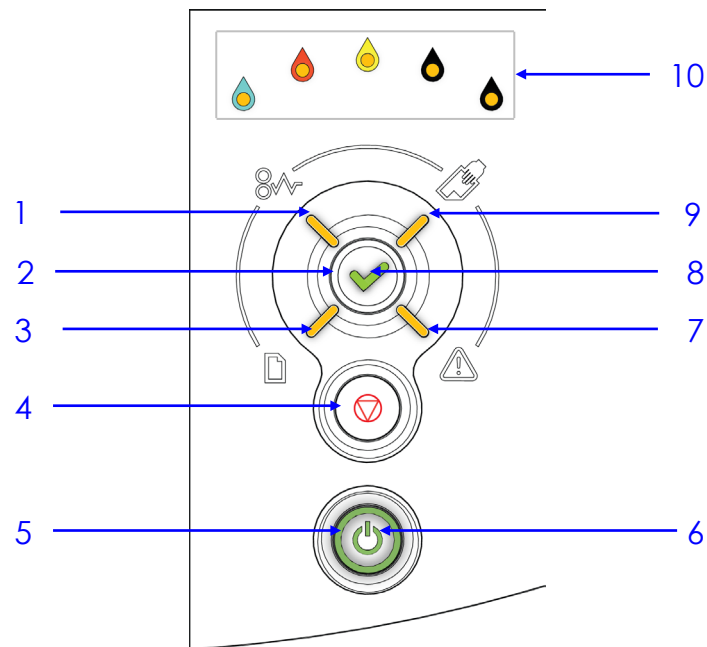
• Features

The features of the printer that you will use most frequently are highlighted in this section.

• Control Panel

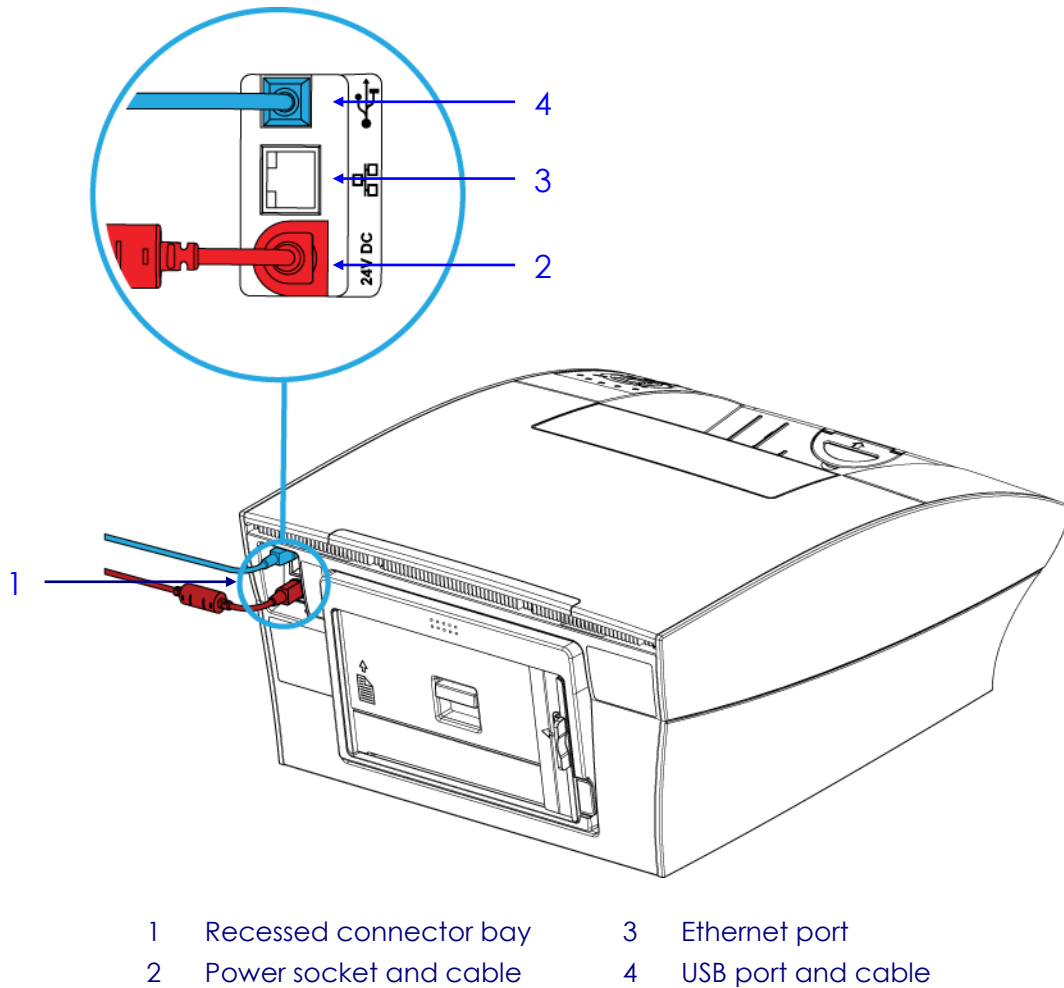
The Control Panel has three control buttons along with nine indicator lamps to communicate printer status information.

The Power On/Off and OK/Resume buttons are also backlit, as shown below.



- | | | | |
|---|---------------------|----|------------------------|
| 1 | Paper Jam lamp | 6 | Power lamp |
| 2 | OK/Resume button | 7 | Attention lamp |
| 3 | Paper Out lamp | 8 | OK/Resume lamp |
| 4 | Stop/Cancel button | 9 | Manual Feed lamp |
| 5 | Power On/Off button | 10 | Color Ink Supply lamps |

• Connector bay



• Setting up your printer


Printer installation consists of :

- [Removing your printer from its packaging.](#)
- [Installing it on a desktop](#) (see page 20).
- [Powering up your printer](#) (see page 20).
- [Installing the ink tanks](#) (see page 20).
- [Installing the printhead](#) (see page 23).
- [Loading paper in the front paper tray](#) (see page 28).
- [Installing the printer driver](#) (see page 32).

The included Quick Start Guide provides a quick reference to the process described here. Refer to that document for a pictorial overview.


• Unpacking your new printer

Take care when unpacking your new printer and try not to destroy the packaging materials.

 The packaging materials should be retained in case you ever need to transport your printer to a remote location. See [Remote relocation](#) on page 106.

To unpack your new printer:

1. Ensure the printer box is upright and on a level surface.
2. Open the box and identify the Shipping Checklist (see page 10).
3. Carefully extract all the contents of the box and check the contents against those shown in the Shipping Checklist. See [Unpacking your printer](#) in the Appendices on page 108.

 If there is any variation between what has been delivered and what is described in the Shipping Checklist contact your supplier before proceeding.

4. Check for any physical damage to the packaging or any of its contents prior to installation.

 DO NOT use any damaged components – bring them to the attention of your supplier.

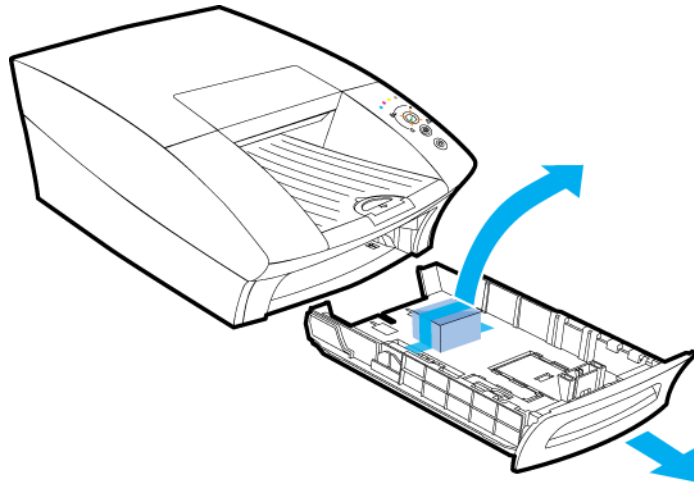
5. Remove any obvious packing material in or around the printer and any external transport stays or tapes on the components.

Removing the paper picker stay

Before loading any paper into the paper tray for the first time, remove the packing material used to lock the paper picker during transport.

⚠ DO NOT dispose of this packing material. Should you need to repackage the printer for transportation to a remote site you will need to re-use this to avoid damage to the paper picker.

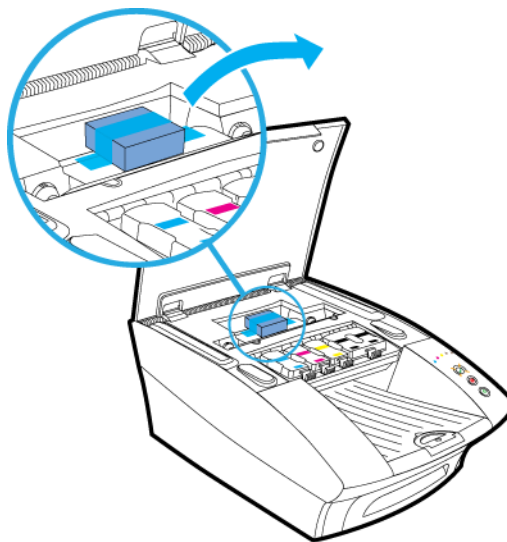
Figure 1 Paper tray and packaging material



Removing the printhead latch stay

Before you can open the printhead latch you will need to remove the printhead latch stay, used to ensure the printhead latch remains closed during transport.

⚠ DO NOT dispose of this packing material. Should you need to repackage the printer for transportation to a remote site you will need to re-use this to ensure the printhead latch remains closed during transport.

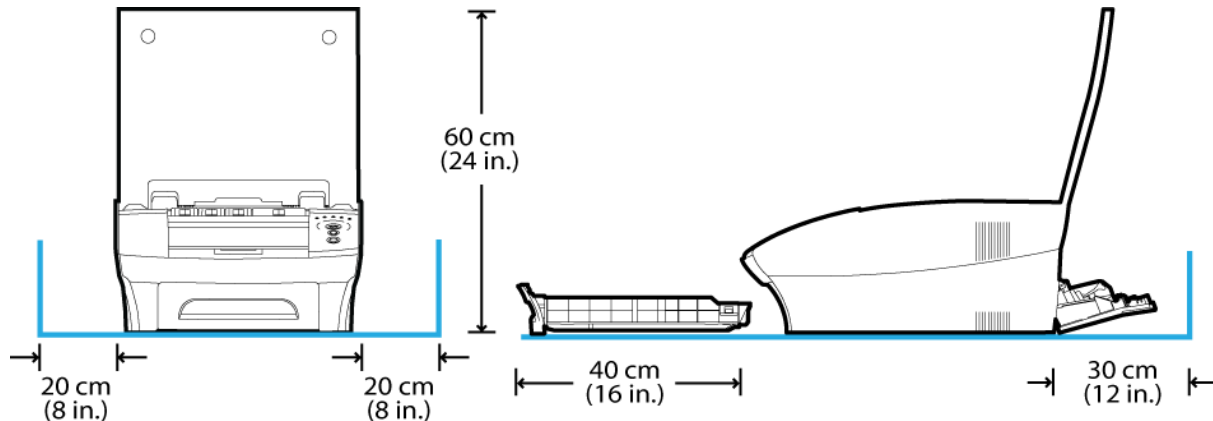


• Locating your printer

⚠ Your printer must be located on a firm, flat level surface. Failure to do so may cause leaking of ink in the printer and onto surroundings, possibly resulting in a damaged and unusable printer.

Space requirements

To ensure proper access to the printer and adequate ventilation during use, refer to the figure below for the various clearances required on each side of the printer.



• Powering up your printer

To power up your printer:

1. Connect your printer to the power supply. See [Connector bay](#) on page 17 for the location.
2. Connect the power supply to the mains power.
Your Memjet printer power supply is auto-sensing, there is nothing to adjust. For specifications see page 105.
3. Press your printer Power On/Off button. When first installing your new printer, all the color ink supply lamps will be blinking, as well as the On/Off button.

⚠ DO NOT connect the USB cable provided with the printer now. You will be asked to do so when you install the printer drivers. See [Installing a USB driver](#) point 1 on page 33.

• Installing the ink tanks

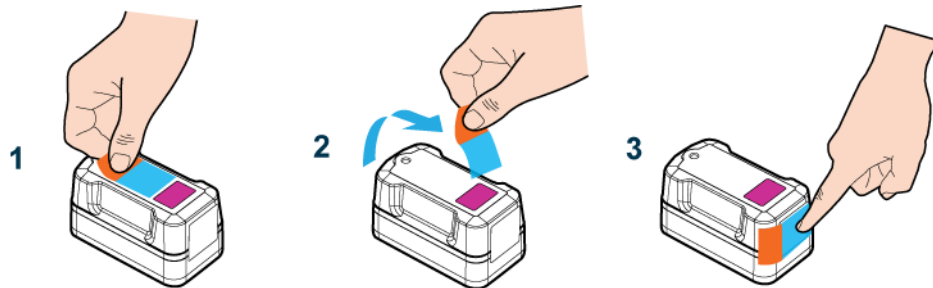
Original ink tanks are supplied in a blister pack as shown in the [Ink tanks](#) section on page 15.

⚠ When installing a new Memjet printer, use ONLY the ink tanks provided in the packaging. Specifically, DO NOT install a USED ink tank.

To install the ink tanks in your printer:

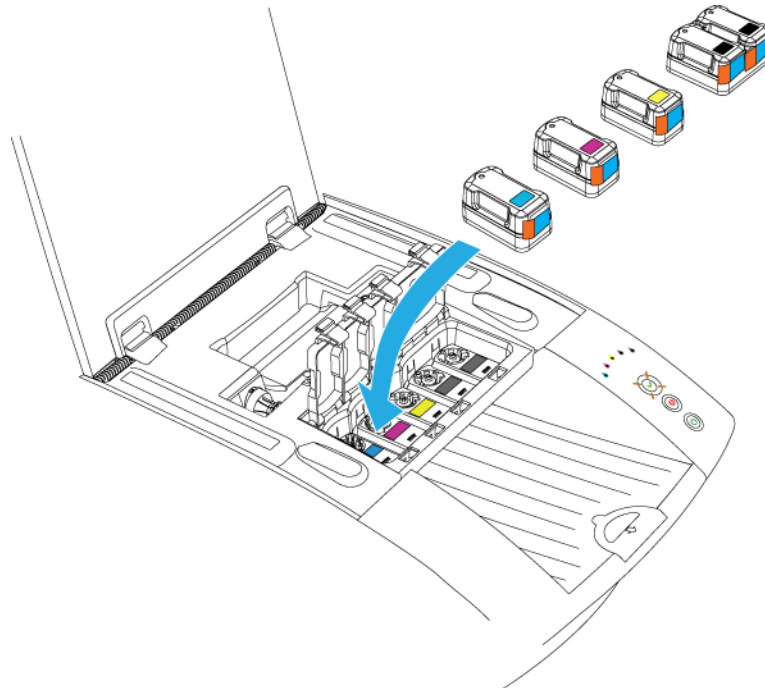
1. Lift the printer cover and the four ink tank slot covers to reveal the ink tank slots (see the printer [Internal view](#) on page 13).

2. Carefully remove the ink tanks from the blister pack, ensuring you do not drop or otherwise damage them.
3. Remove the upper and lower pull tabs attached to each ink tank (see the [Ink tanks](#) section on page 15) before inserting it into its slot on the printer. Save the upper pull tab by sticking it on the front of the corresponding ink tank as shown.



This will be used to re-seal the ink tank ventilation hole on the top of the ink tank when you remove the ink tank for transportation (see [Remote relocation](#) on page 106).

4. There is a specific ink tank slot for each color. Check the color coding on the ink tank and the slot and insert each ink tank into its respective ink tank slot, as shown.



Note the double black ink tank fits into the rightmost slot.

⚠ DO NOT apply excessive force when inserting each ink tank in its slot. There is a mechanical key on each ink tank that prevents it being inserted into the wrong slot in the printer. Each slot is color-coded. If you have any difficulty inserting any ink tank, check its color and try another slot.

5. Close the ink tank slot lids, ensuring they snap down firmly.

6. Close the printer cover and allow at least two minutes for the ink to fill the ink channels in the printer.



The color ink supply lamps on the control panel will continue to blink throughout this process. This is normal.

You can now proceed with the installation of the printhead cartridge.

• Installing the printhead cartridge

Your Memjet printer cartridge is a delicate micro-electrical-mechanical device and should be treated with due care to avoid degradation of print quality.

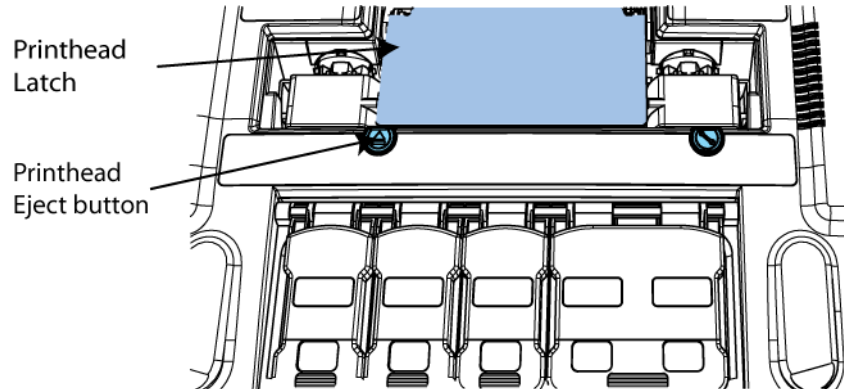
⚠ DO NOT touch the printhead cartridge ink couplings, nozzle surface or the electrical contacts when installing the printhead cartridge. Hold the printhead cartridge **ONLY** by the handles. See [Printhead cartridge](#) on page 14 for the location of these features.

Do not place the unprotected printhead cartridge on any surface prior to installation in the printer. Protect the printhead cartridge at all times from contamination by air-borne contaminants such as dust or fibres.

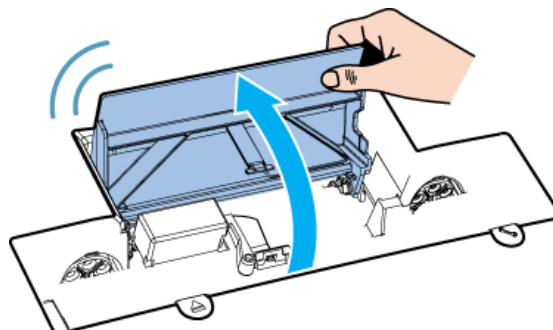
⚠ DO NOT unpack the printhead cartridge until the printer has been prepared for installation. Delay in installation of the printhead after unpacking can compromise print quality due to dehydration.

1. Ensure your printer is switched on and the Power button is lit and steady.
2. Open the cover of your printer to reveal the printhead latch (see [Internal view](#) on page 13).
3. If the printhead latch is not raised, press the **Printhead Eject** button for at least three seconds. This will automatically initiate printhead latch opening. The Attention lamp will blink when latch opening is under way. This process may take several seconds.

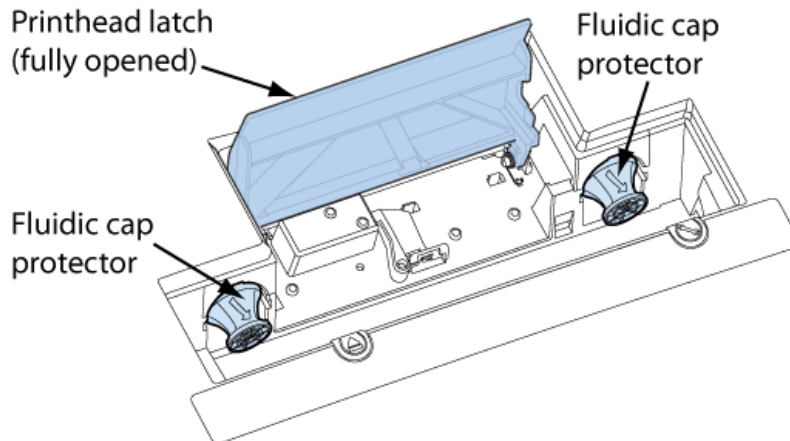
⚠ If the **Printhead Eject** button fails to release the printhead latch as described, contact support personnel. DO NOT attempt to release the printhead latch in any other manner by yourself.



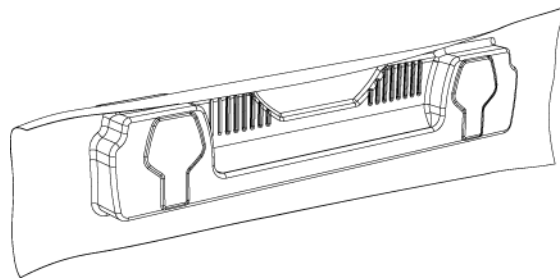
⚠ Always lift the printhead latch as far as possible. It should be vertical when fully opened.



4. Remove the fluidic cap protectors from the two fluidic couplings.



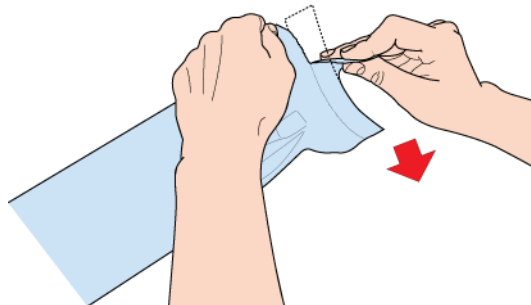
5. Open the end of the printhead package outer box and slide out the foil bag.



6. Inspect the integrity of the foil vacuum sealing. The foil bag should be formed tightly to the contours of the printhead cartridge as shown above. If the foil is loose to any degree then the seal has been compromised.

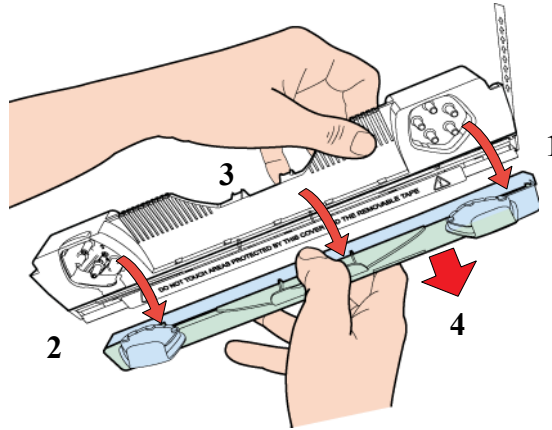
⚠ If a poor seal is suspected, DO NOT USE the printhead cartridge. Report the issue to your supplier.

7. Carefully rip the foil packaging open at the notch. Use scissors if your foil bag does not have a notch or if you are finding it difficult to tear the bag.



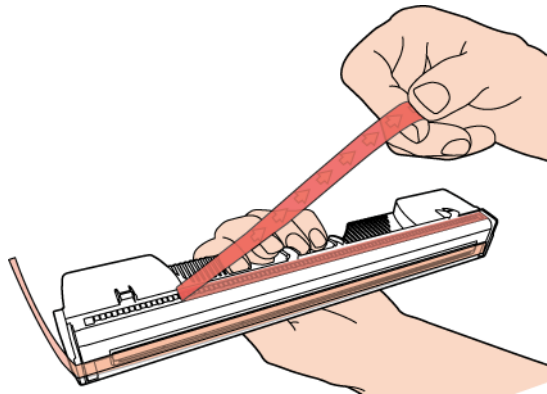
8. Remove the printhead cartridge from the foil bag.
9. Remove the orange protective plastic cover from the printhead cartridge. Holding the printhead cartridge by the handle:
 - Release the flaps covering the ink ports (1 and 2).

- Release the clip retaining the cover near the centre of the printhead cartridge (3).
- Carefully remove the protective cover (4).



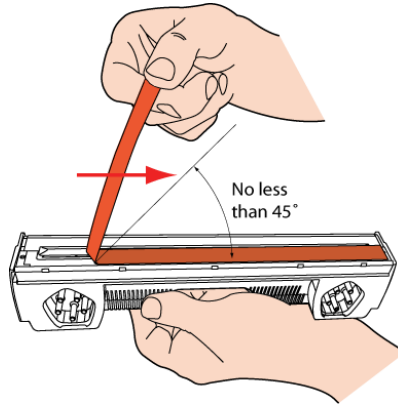
10. Remove the protective strip from the electrical contacts.

While holding the printhead cartridge by the handle with one hand, grasp the pull tab with the other hand and, slowly and carefully, peel back the plastic strip covering the electrical contacts.



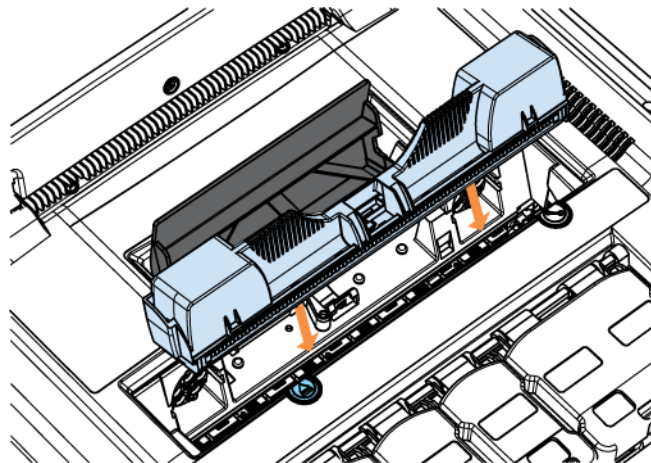
Dispose of the removed strip immediately and do not allow the removed strip to contact the electrical contacts.

11. Remove the protective strip from the printhead nozzles.
While holding the printhead cartridge by the handle with one hand, grasp the pull tab with the other hand and slowly and carefully peel back the plastic strip covering the printhead nozzles. Maintain an angle of no less than 45° with the printhead surface when pulling on the strip.

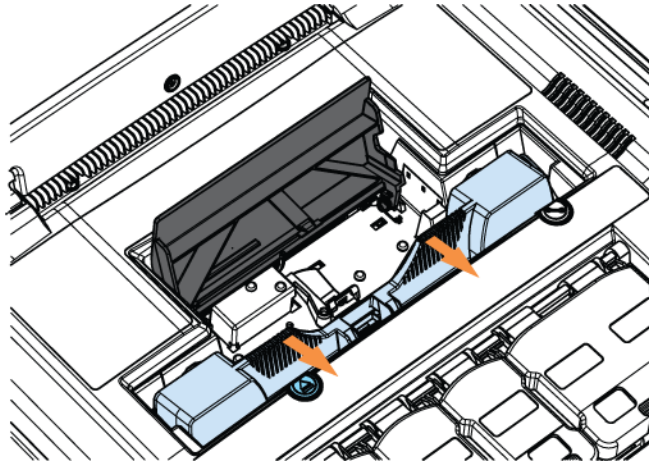


⚠ Dispose of the removed strip immediately and do not allow the removed strip to contact the electrical contacts or the printhead nozzles.

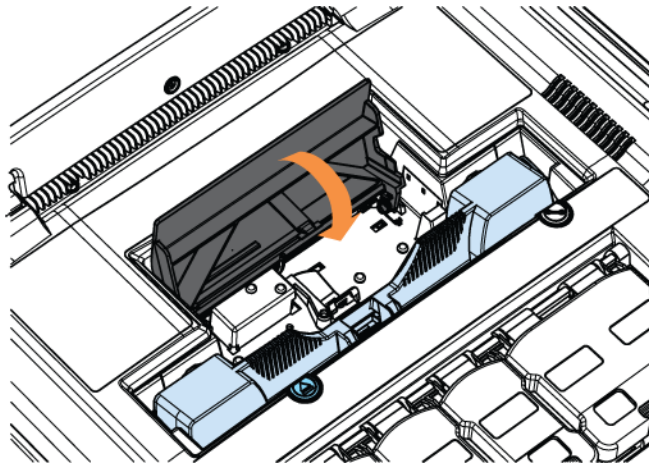
12. Raise the printhead latch fully until it is upright so you can insert the printhead into the printer at an angle.




13. When the printhead cartridge is fully inserted into the printer rotate it to a vertical position as shown.





14. Slowly close the printhead latch. The fluidic couplings should advance and seal to the printhead cartridge.



15. Close the printhead latch.
When the printhead latch is closed, the printer will prime, clean and cap the printhead automatically. This operation will generally take a minute or two, and will be obvious from sounds emanating from the printer.
The Power On/Off button will be blinking during this process. When the button stops blinking your printhead cartridge has been installed.

 If the printer does not seem to be priming after closing the printhead latch contact support personnel as there may be a hardware problem.

 All the blinking color ink supply lamps should cease to blink during printhead priming.

 There may be a continuing low-level sound issued by the printer after printhead installation, even with the Power On/Off button lit and steady. You can ignore this.
This is due to printer maintenance operation which will not interfere with your printing.

• Loading paper


Your Memjet printer has one paper tray, which may be removed from the main body of the printer as shown in [Paper tray](#) on page 11 Figure 1.

The paper tray is designed to hold only the following paper sizes:

- ISO A4 (210mm × 297mm)
- US Letter (8½" × 11")
- US Legal (8½" × 14").

Do not feed any other paper sizes from the paper tray.

Intermediate size paper, such as Executive (7¼" × 10½") and Statement (5½" × 8½") should be fed into the printer from the manual feed tray at the rear of your printer.

 Some paper may be single-sided. This means the manufacturer applies special processing to one side of such paper, to achieve best results. When loading such paper into the paper tray, remember to always **load it with the recommended print side facing down**.

 For information on use of the manual feed tray to print intermediate size paper, see [Using the manual feed tray](#) on page 68.

• Loading A4/Letter size paper

The paper tray has been designed to hold up to 250 sheets of A4/US Letter paper (at 80 gsm/ 22 lbs). If you use heavier paper you may need to reduce the number of sheets.

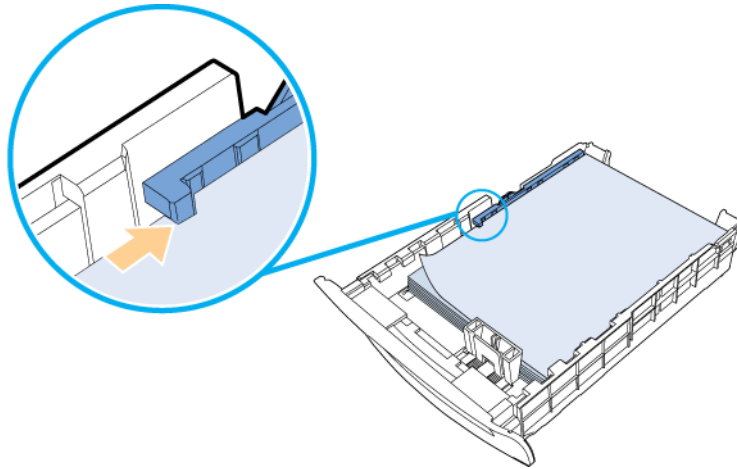
The paper tray has two adjustable guides, one for length and one for width, as shown in the [Paper tray](#) picture on page 11.

To load the paper:

1. Select your paper from one of the recommended paper types (See [Recommended paper](#) on page 90 for recommended paper types).
2. Remove the paper tray from the printer ensuring that any packing material has been removed (see Figure 1).
3. Move the Paper Width and Paper Length guides to make space for the paper size you have chosen.
4. Prepare a stack of up to 250 sheets of paper (all of the same size) for insertion into the paper tray as follows:
 - Flex the sheets back and forth to loosen them, then fan them a few times (do not crease the paper).
 - Remove any obvious loose paper dust from the surface or edges of the paper.
 - Align the edges of the sheets on a level surface.
5. Load the paper stack into the paper tray, **with the recommended print side facing down**.

6. Ensure the maximum number of sheets in the paper tray does not reach any higher than the protruding lip on the Paper Width guide as shown here.

Figure 2 Paper tray loaded to its maximum capacity

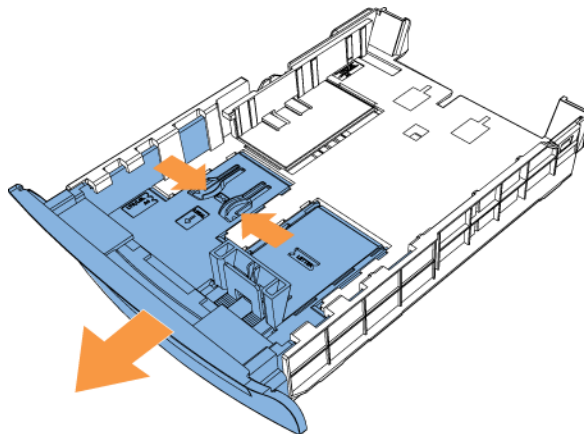


7. Grip the top of the Paper Length guide with thumb and forefinger and squeeze the two tabs together to unlock it.
8. Slide the guide until it rests gently against the edge of the paper stack, ensuring that it is aligned with the A4 or Letter mark on the label on the bottom of the paper tray (depending on the length of the paper you are loading).
9. Gently push the Paper Width guide in until it pushes the paper stack against the opposite side of the paper tray.
10. Re-insert the paper tray into the printer until the face is flush with the body of the printer.

• Loading US Legal size paper

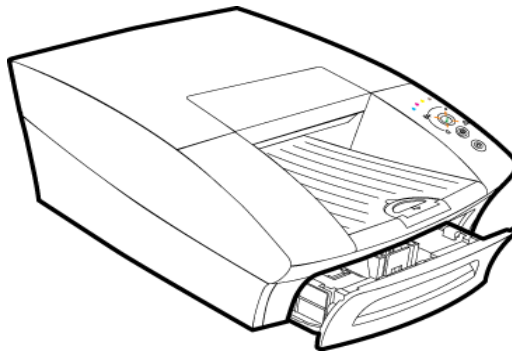
US Legal paper, at 8½" × 14" is considerably longer than US Letter or ISO A4 and to accommodate it your paper tray incorporates a sliding section which can be extended to increase its total length.

Figure 3 Paper tray showing extendable section and release clips



To load US Legal-sized paper:

1. Select your paper from one of the recommended paper types (See [Recommended paper](#) on page 90).
2. Remove the paper tray from the printer ensuring that any packing material has been removed (see Figure 1).
3. Extend the length of the paper tray by pinching the release clips (see Figure 3) and pulling out the paper tray extender section.
4. Move the width and length guides to make space for the paper size you have chosen.
5. Prepare a stack of up to 250 sheets of paper (all of the same size) for insertion into the paper tray as follows:
 - Flex the sheets back and forth to loosen them, then fan them a few times (do not crease the paper).
 - Remove any obvious loose paper dust from the surface or edges of the paper.
 - Align the edges of the sheets on a level surface.
6. Load the paper stack into the paper tray, **with the recommended print side facing down**.
7. Ensure the maximum number of sheets in the paper tray does not reach any higher than the protruding lip on the Paper Width guide (see Figure 2).
8. Grip the top of the Paper Length guide with thumb and forefinger and squeeze the two tabs together to unlock it.
9. Slide the guide until it rests gently against the edge of the paper stack, ensuring that it is aligned with the Legal mark on the label on the bottom of the paper tray.
10. Gently push the Paper Width guide in until it pushes the stack against the opposite side of the paper tray.
11. Re-insert the paper tray into the printer and push it gently until it comes to a firm stop. The extended paper tray will protrude from the body of the printer, as shown. This is a design feature, not a fault.



DO NOT try to force the paper tray further into the printer.
When using the printer in this manner take care not to injure yourself on the protruding section.

• Using intermediate paper sizes


The paper tray should be loaded only with ISO A4, US Letter or US Legal paper sizes and is designed to take paper from 70 gsm (18 lb Bond) to 120 gsm (32 lb Bond) weight. However paper properties can vary widely between manufacturers, so if the heavier weight paper you

have chosen does not feed well from the paper tray use the manual feed tray, at the rear of the printer.

Intermediate size paper up to US Legal size that cannot be loaded in the paper tray should be printed via the manual feed at the rear of the printer. See [Using the manual feed tray](#) on page 68 for instructions.

• Installing printer drivers

This section describes the installation of the latest Memjet printer drivers on your PC.


 The installation steps described below assume you are running the **Windows 7**, 32-bit operating system on your PC. Where another version of Windows differs significantly from the behaviour described, specific reference will be made to such differences.

To install the latest printer drivers for your Memjet printer use the latest Memjet printer drivers CD and ensure you have an active connection to the Internet.

- For a locally connected printer, see: [Installing a USB driver](#) on page 33.
- For a networked printer see: [Installing a network driver](#) on page 40.

You will normally not need to uninstall an older Memjet printer driver, as the installation sequence recognises the existence of an older driver and offers to update it.

If, however, you need to uninstall a Memjet printer driver, see [Uninstalling older printer drivers](#) on page 53.

 Using previous versions of software on current printers is not recommended. Unless otherwise directed, always ensure you are using the latest available version.

• Installing a USB driver

This section covers installation of the latest Memjet printer driver for a locally-connected printer.

Before you install a Memjet printer driver, ensure you have [powered up your printer](#) (see page 20) and that you have obtained a CD containing the latest printer driver for your Memjet printer.

If you have an older USB printer driver installed, you will not need to uninstall it as this installation utility will give you the option of upgrading its software.

If you wish uninstall your older Memjet printer drivers see [Uninstalling older printer drivers](#) on page 53.

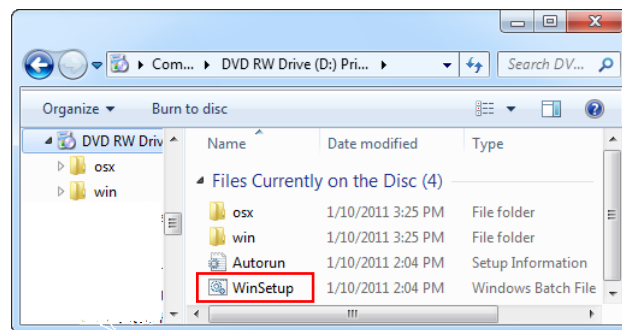
⚠ DO NOT use the Windows 'Add Printer' Wizard to install your Memjet printer driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features use ONLY the procedure set out here.

To install a Memjet printer driver for a locally-connected printer:

1. If the USB cable is already connected, unplug the printer USB cable from your PC.
2. Insert the installation CD in your PC CDROM/DVD drive. You should see the Welcome window.



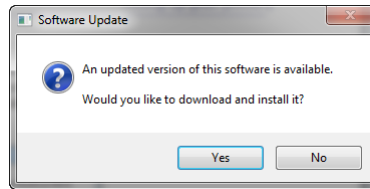
IF the above window is not displayed, start a copy of Windows Explorer and navigate to the CDROM/DVD drive where you inserted the installation CD.



Double click on **WinSetup** to bring up the Welcome window.

3. Click **Install Printer Software**.

If your PC is connected to the Internet, a check will now be made that the Memjet SFP printer drivers on your CD are the latest available. If a later version of driver is available on your supplier Web site, you will see the following dialog box.

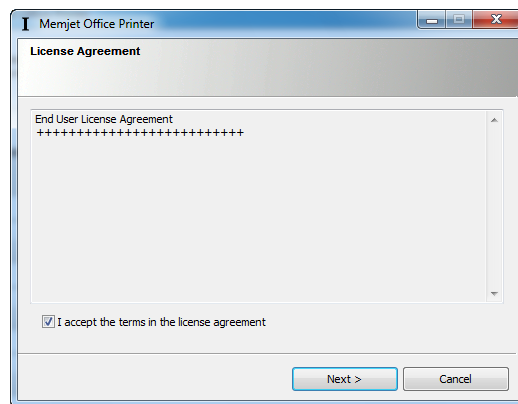


4. Click **Yes** to download the latest drivers.

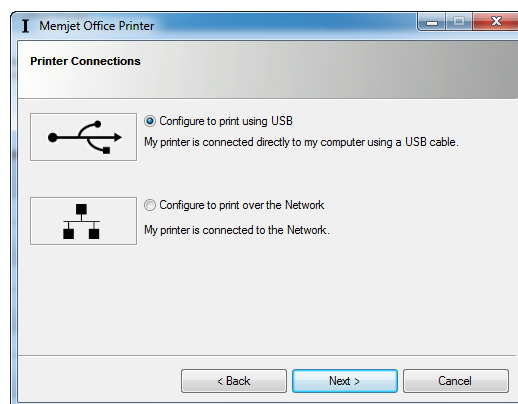
You will not see the above dialog box if:

- the CD contains the latest version of Memjet SFP drivers
- your PC is not connected to the Internet
- your supplier has not implemented this check.

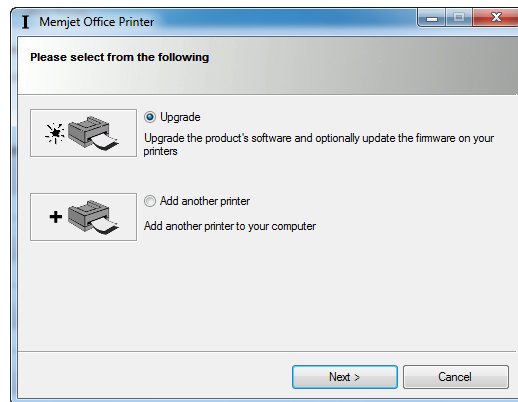
5. If you have not installed any other Memjet printer driver the License Agreement dialog box should be displayed. Select **I accept...** and click **Next**.



6. **IF** this is the first time you are installing a Memjet printer **OR** you have uninstalled all Memjet printer drivers the Printer Connections dialog box will appear. Select **Configure to print using USB**, then click **Next**.

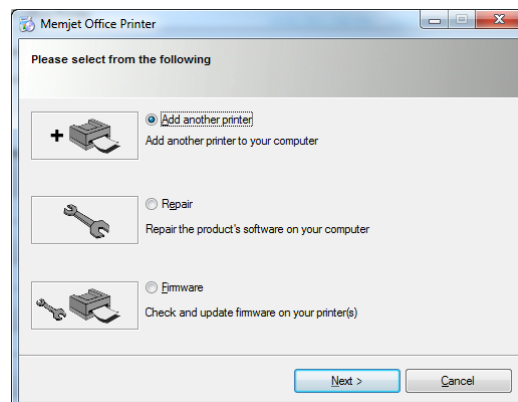


IF you have previous versions of Memjet printer drivers installed, the following selection dialog box will appear.




- To upgrade your existing Memjet printer drivers to the current version select **Upgrade**. For further information see [Updating your printer drivers](#) on page 48.
- To add another printer select **Add another printer**. For further information see [Installing additional printers](#) on page 47.

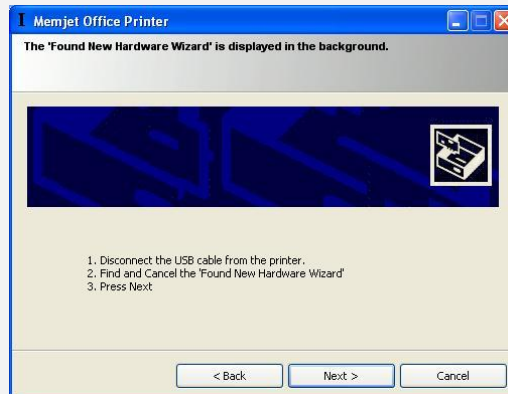
IF you have a current versions of Memjet printer drivers already installed, the following selection dialog box will appear.



For further information on:

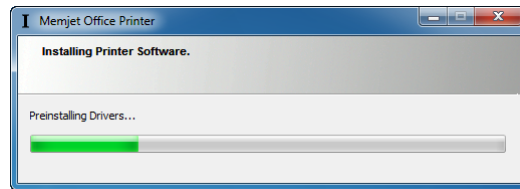
- Adding a printer: see [Installing additional printers](#) on page 47.
- Repairing a printer driver: see [Repairing printer drivers](#) on page 51.
- Updating firmware: see [Updating printer firmware](#) on page 49.

 In Windows XP another window may pop up at this point:

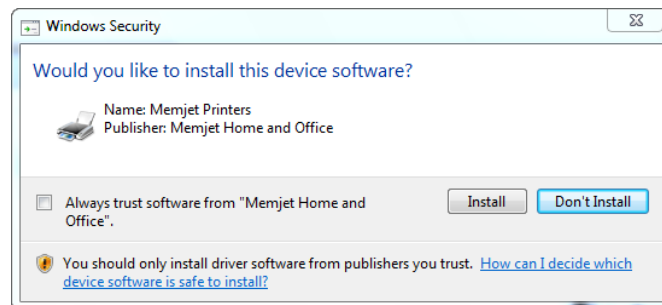


If the above windows is displayed follow the instructions and click **Next** to continue.

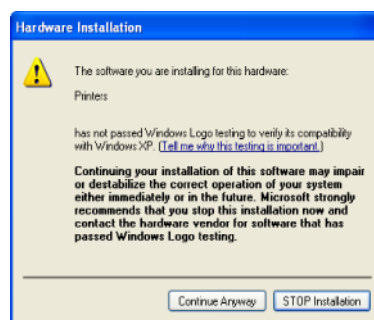
7. The Pre-installing Drivers window opens:



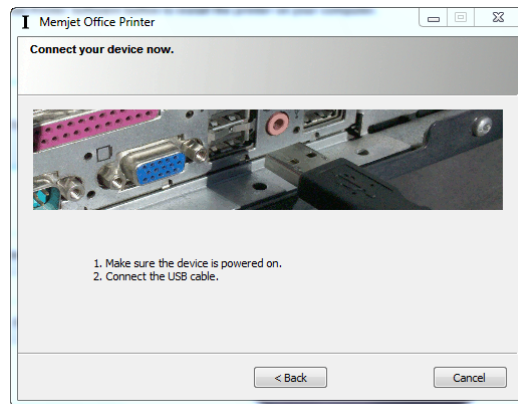
Depending on the exact version of software you are installing, you may see a number of warning windows as shown here. In Windows 7 the following warning is displayed. Click **Install** to continue.



In Windows XP the following window is displayed instead. Click **Continue Anyway**.

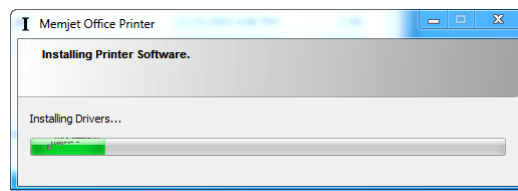


8. A dialog box also opens asking you to power on the device and connect the USB cable. Follow the directions and the window will close automatically.



IF you are upgrading a local printer driver and the printer is attached, this window will not be displayed.

9. The Installing Drivers window is then displayed and the installation of the printer drivers proceeds in the background.




In Windows XP the following window will be displayed instead.



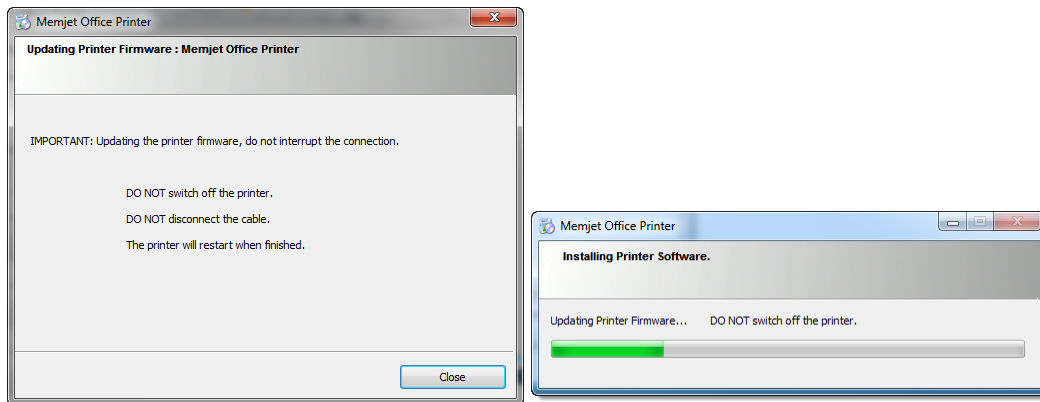
Ensure **Install the software automatically** is selected and click **Next**.

More warning windows similar to those displayed in point 5 above may appear. Follow the directions in point 6, disregard the warnings and continue the installation.

 A small message window may appear informing you that the driver has been installed. Ignore this. **DO NOT** attempt to print until you see the final window, shown in the next step.

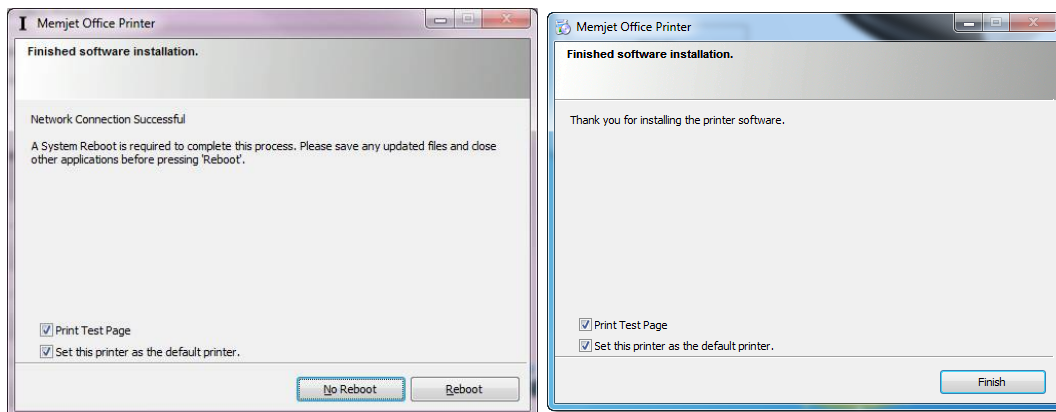
Click **Finish**. If more warning windows are displayed, simply ignore and continue as set out in point 5 above.

10. If required, your printer firmware will now be updated.
Firmware updating is indicated by a progress bar and a warning window being displayed, as shown here.



⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason contact support personnel.

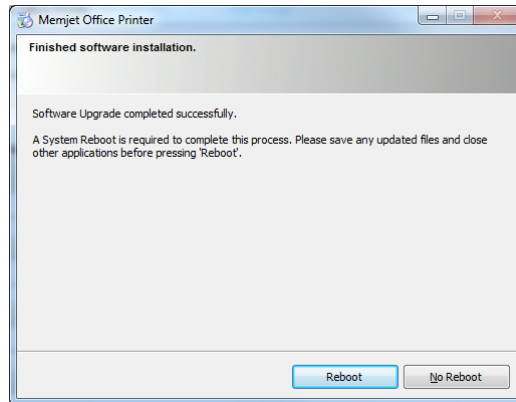
11. A final dialog box is displayed informing you that software installation has finished.
This dialog box may take two forms as shown below. Which one is displayed will depend on whether you are required to reboot or otherwise.



As you can see, both contain two check boxes. It is suggested you leave the Print Test Page check box as is. If the Test page is printed, you have successfully installed a USB driver for your Memjet printer.

⚠ If you have chosen to print a Test page and one is not printed, inform support personnel.

IF you have upgraded your drivers, the following window will be displayed instead.



12. If you are asked to reboot, save all work, close all applications and reboot.

• Installing a network driver

This section covers installation of the latest Memjet printer driver on a networked printer.

Before starting, ensure your printer is [powered on](#) (see page 20) and connected to your network, and that you have obtained a CD containing the latest printer drivers for your Memjet printer.

If you are updating the printer driver of a networked printer, you will need to [uninstall](#) the older driver first (see page 53).

⚠ DO NOT use the Windows 'Add Printer' Wizard to install your Memjet printer driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features use ONLY the procedure set out here.

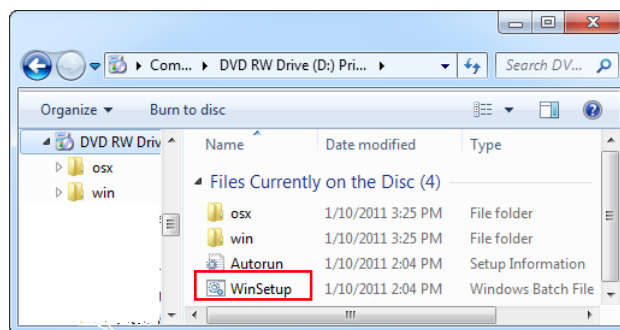
To install a Memjet printer driver for a networked printer:

1. Insert the installation CD in your PC CDROM/DVD drive. You should see the Welcome window.:



If the above window is not displayed:

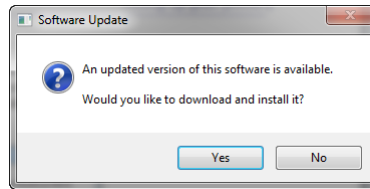
1. Start a copy of Windows Explorer and navigate to the CDROM/DVD drive where you inserted the installation CD.
You should see something similar to the following in your Windows Explorer window:



2. Double click on **WinSetup** to bring up the required window.

2. Click **Install Printer Software**.

If your PC is connected to the Internet, a check will now be made that the Memjet SFP printer drivers on your CD are the latest available. If a later version of driver is available on your supplier Web site, you will see the following dialog box.

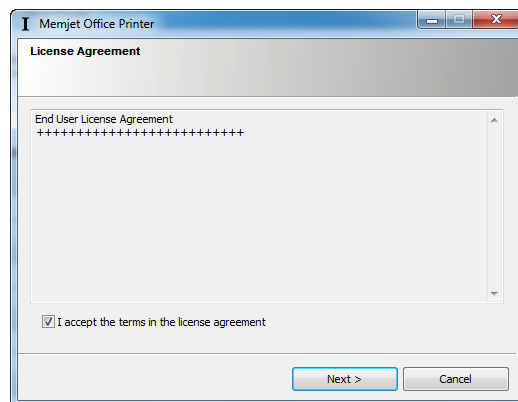


Click **Yes** to download the latest drivers.

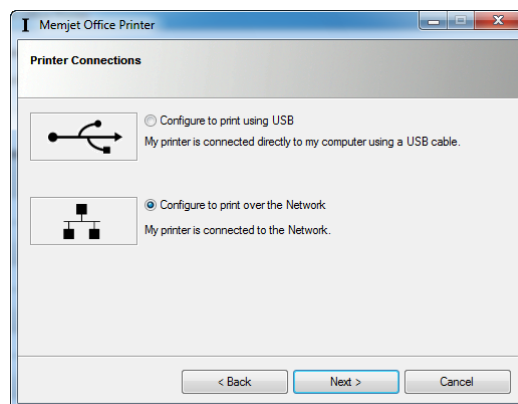
You will not see the above dialog box if:

- the CD contains the latest version of Memjet SFP drivers
- your PC is not connected to the Internet
- your supplier has not implemented this check.

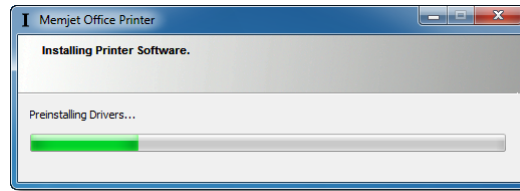
3. If you have not installed any other Memjet printer driver the License Agreement dialog box should be displayed. Select **I accept...** and click **Next**.



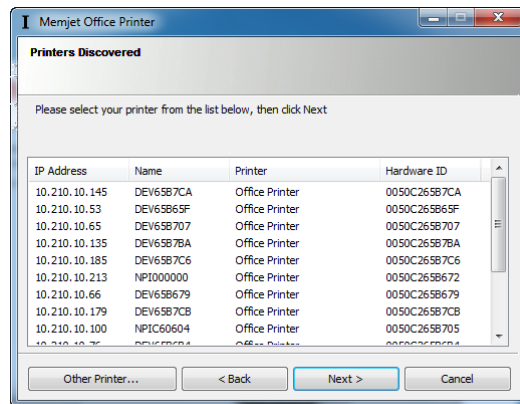
4. In the Printer Connections dialog box select **Configure to print over the Network**, then click **Next**.



5. The installation utility pre-installs some software and searches for compatible printers on your network.



6. A dialog box appears displaying a list of networked printers. Select the printer you wish to use and click **Next**.



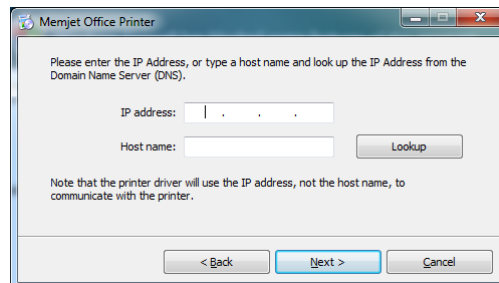
IF your printer is not listed:

1. Click Back
2. Check that:
 - your printer is connected to the network
 - it is turned on
 - the Power On/Off light is lit and steady.
1. Continue from step 4 above.

 If you still can't see your printer listed, contact support personnel.

IF your Network Administrator has given you an IP address, Click **Other Printer**.


When you do so another dialog box will appear, asking you to enter the IP address of the printer you wish to install.



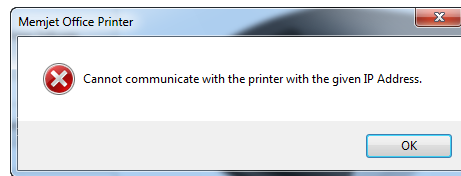
Enter the IP address in the appropriate field and click **Next**.

If you don't know the IP address but know the printer name, type that in the Host name: field and click **Lookup**.


If the printer is found its IP address will appear in the IP address field. Click **Next** to continue. If the printer is not found contact support personnel.

 To get a printout of the IP address of your printer, keep the OK/Resume button depressed for over five seconds. The first page that is printed will contain the IP address in the following format: nnn.nnn.nnn.nnn.

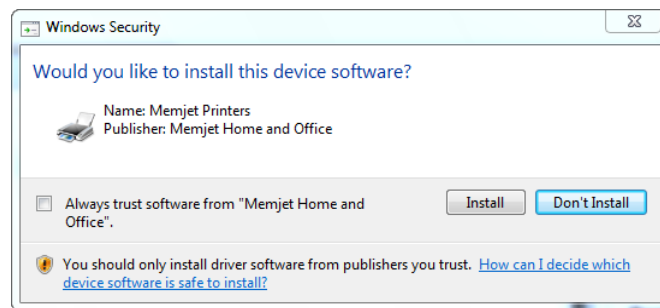
If the following window is displayed:




1. Click OK. The **Enter IP address** dialog box will be displayed again.
2. Check that:
 - your printer is connected to the network
 - it is turned on
 - the Power On/Off light is lit and steady.
3. Enter the IP address again and click Next.

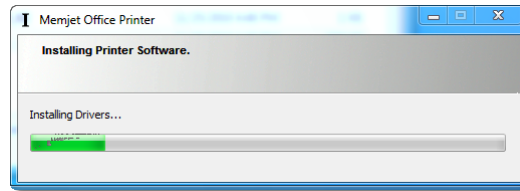
 If you still can't communicate with your printer, contact support personnel.

7. Any time the Windows Security warning window is displayed, click **Install**. This window may appear a number of times.

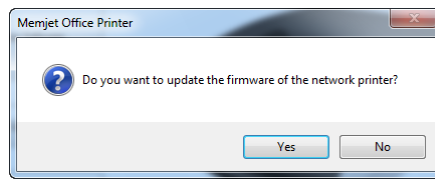


 In Windows XP this warning is replaced by one saying: “the software has not passed Windows Logo testing”. You should accept the software by clicking **Continue Anyway**.

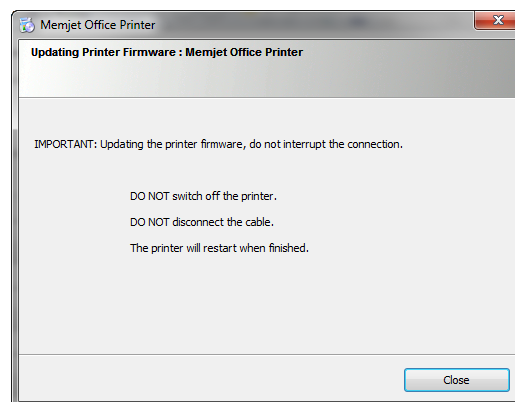
8. The installer will then load the drivers into your PC, then check and update the printer firmware if necessary.



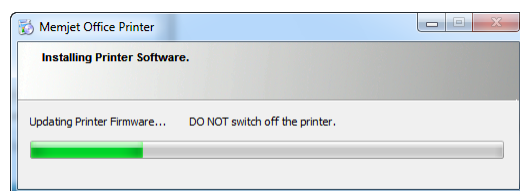
9. The firmware in the selected printer is now checked. If the firmware is older than the one that came with your driver software, you will be given the option to update it. Check with Support personnel before doing so.



10. If you decided to update the printer firmware the following window will be displayed:

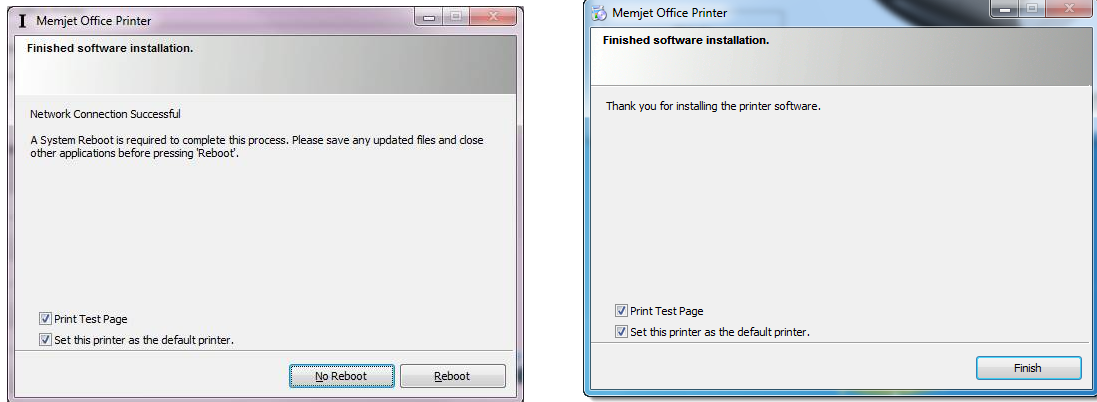


Follow the directions. This process may take a few minutes. A progress bar is displayed to keep you informed, as shown here.



⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason contact support personnel.

11. A final dialog box is displayed informing you that software installation has finished. This dialog box may take two forms as shown below. Which one is displayed will depend on whether you are required to reboot or otherwise.



As you can see, both contain two check boxes. It is suggested you leave the Print Test Page check box selected. If the Test page is printed, you have successfully installed a USB driver for your Memjet printer.

⚠ If you have chosen to print a Test page and one is not printed, inform support personnel.

12. If you are asked to reboot, save all work, close all applications and reboot at your earliest convenience before printing on your Memjet printer.

Installing a network driver on a Server

Networked Memjet printers may be connected from a service running on a networked server that has been set up by your support personnel, or directly by installing the networking driver on your current PC.

For information on setting up your printer driver as a service on a server PC, see your network support personnel.

⚠ Not all Memjet printer driver options may be available to you when using a networked printer connected to a Server. See [Print options greyed out](#) on page 100.

Assigning a static IP address

In some networks you may need to set a static IP address on your printer.

⚠ Before making any of the changes discussed in this section ensure you have all the information required to correctly connect your Memjet printer to your network. Incorrect settings may cause a printer connection failure.

To assign a static address to your printer:

1. Connect your printer to a PC via a USB cable.
2. Follow the directions for [Installing a USB driver](#) on page 33.
3. Access the Toolbox on your printer (see [Accessing the Toolbox application](#) on page 79).
4. Navigate to the [IP Configuration settings](#) screen (see page 83).

Printer Toolbox

Printer: SFP0001022

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

[Event Log](#)

[Maintenance](#)

Memjet Office Printer

Network status and configuration

View and change network settings.

Select a network configuration page below:

IP Configuration

IP Configuration	
Network status:	connected
Mac address:	00-50-c2-65-b7-cb
Host name:	DEV000000
Domain name:	
Enable DHCP:	<input type="checkbox"/>
Enable BOOTP:	<input type="checkbox"/>
Enable AutoIP:	<input type="checkbox"/>
DHCP lease time (seconds):	0
IP address:	10.210.10.179
Subnet mask:	255.255.255.0
Default gateway:	10.210.10.254
WINS server:	0.0.0.0

[Refresh](#) [Show Defaults](#) [Save](#)

5. Clear the Enable DHCP, Enable AutoIP and Enable BOOTP check boxes, as shown. All available fields in that Toolbox page may now be altered.
6. Make the required changes in the appropriate fields. You will need to assign at least the IP address and the Subnet mask fields and, most likely, the Default gateway field as well. If you are unsure speak to your Network Supervisor before making any changes.
7. Click **Save** to store the changes on your printer.

• Installing additional printers

Before installing any additional Memjet printers, ensure your additional printer is [powered on](#) (see page 20) and (in the case of a networked printer) connected to your network, and that you have obtained a CD containing the latest printer drivers for your Memjet printer.

⚠ DO NOT use the Windows 'Add Printer' Wizard to install your Memjet printer driver. Doing so will result in an incomplete software installation and limited printer functionality. To experience all the documented features use **ONLY** the procedure set out here.

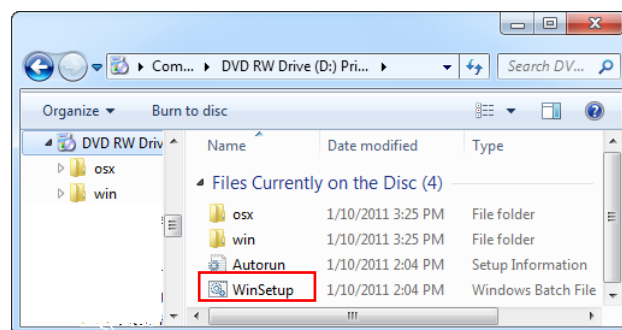
To install additional Memjet printer drivers:

8. Insert the installation CD in your PC CDROM/DVD drive. You should see the Welcome window.:

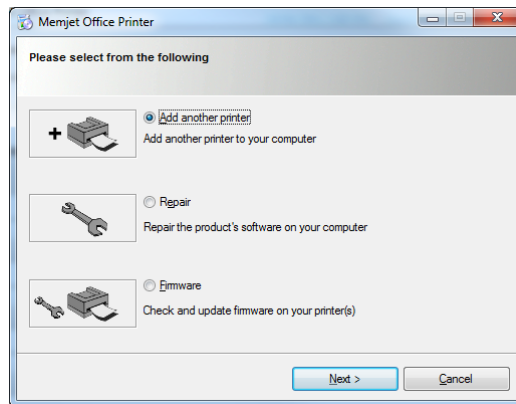


If the above window is not displayed:

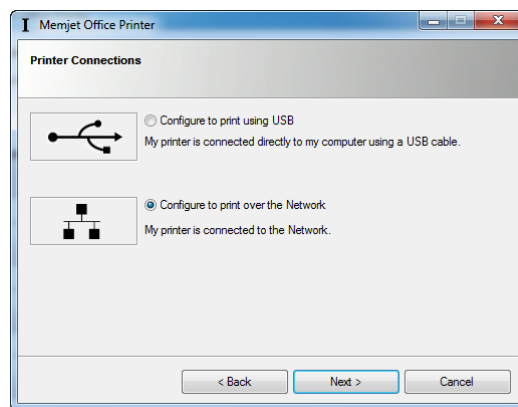
1. Launch a copy of Windows Explorer and navigate to the CDROM/DVD drive where you inserted the installation CD.
You should see something similar to the following in your Windows Explorer window:



2. Double click on **WinSetup** to bring up the required window.
9. If a current driver is found on your PC, the following dialog box will be displayed:



10. Select **Add another printer** and click **Next**.
You will then be asked to choose the type of printer connection.



For a networked printer, select **Configure to print over the Network** and click **Next**, then continue at the section titled [Installing a network driver](#) point [5](#) on page 42.

For a USB-connected printer, select **Configure to print using USB** and click **Next**, then continue at the section titled [Installing a USB driver](#) point [0](#) on page 35.

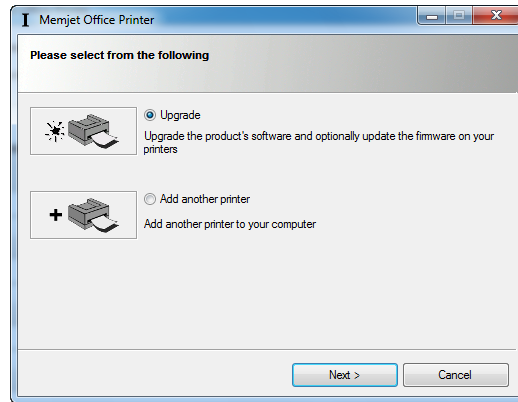
• Updating your printer drivers

Where an older version of Memjet drivers is found on your PC, the installer sequence will offer an option to update such a driver.

Updating your Memjet printer driver follows similar sequences as found in: [Installing a USB driver](#) on page 33, or in [Installing a network driver](#) on page 40.

The difference will be found after you click **Install Printer Software** (and after any updated software has been downloaded).

1. If the window shown here is displayed, select **Upgrade** if you wish to upgrade the Memjet printer driver previously installed on your PC. Then click **Next**.



2. Follow the sequence of steps for installing your local or networked Memjet printer as found in: [Installing a USB driver](#) on page 33, or in [Installing a network driver](#) on page 40. You may not be asked to confirm the License agreement, but this may vary between brands. All other steps will remain the same.

• Updating printer firmware

Memjet printer firmware resides in each printer and not all networked printers may need to have their firmware updated each time you load a new printer driver on your PC. In such cases you may need to update the firmware of a particular printer at a later date.

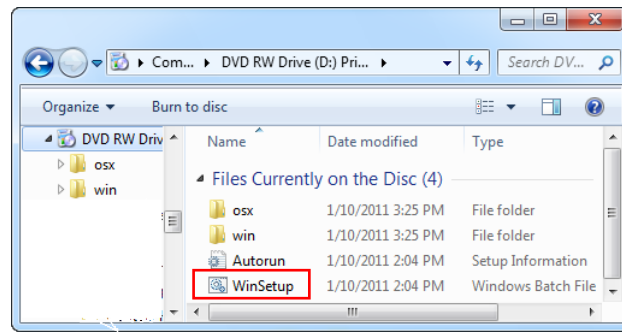
To do so:

1. Insert the installation CD in your PC CDROM/DVD drive. You should see the Welcome window.:

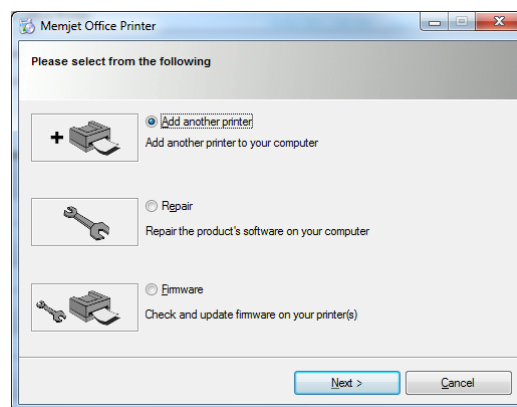


If the above window is not displayed:

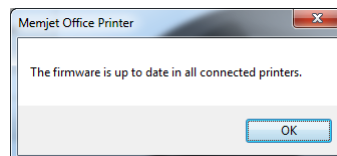
1. Launch a copy of Windows Explorer and navigate to the CDROM/DVD drive where you inserted the installation CD. You should see something similar to the following in your Windows Explorer window:



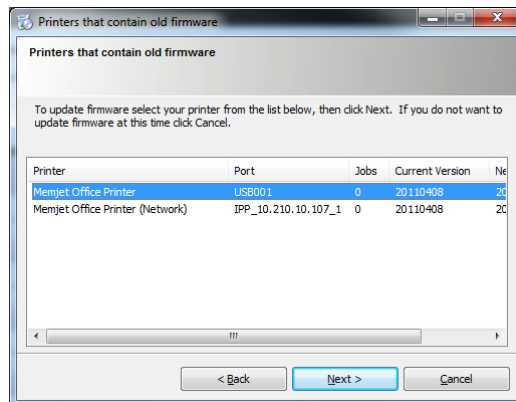
2. Double click on **WinSetup** to bring up the required window.
2. If a current driver is found on your PC, the following dialog box will be displayed:



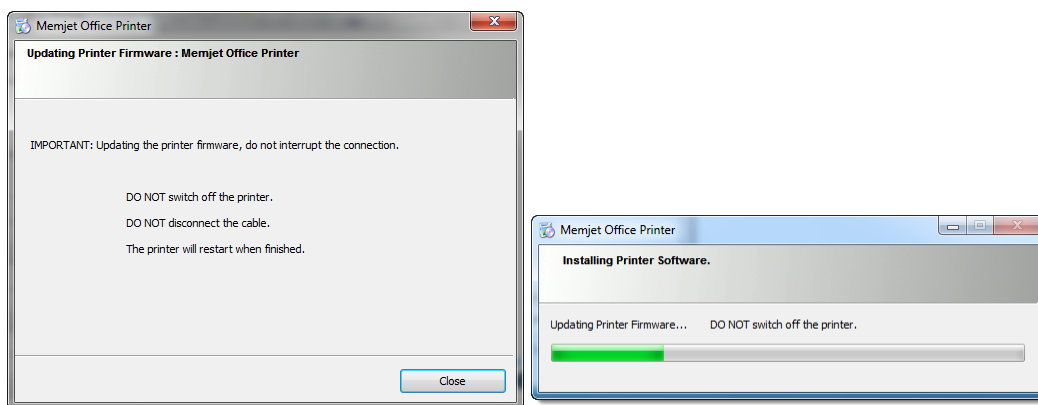
3. Select **Firmware** and click **Next**. The installation software will search for printers that have older firmware.
4. IF no printers with older firmware are found, you will be informed.



5. If some printers are found to have older firmware you will be asked to select which one(s) to update. Select the printer and click **Next**.



6. Your printer firmware will now be updated.
Firmware updating is indicated by a progress bar and a warning window being displayed, as shown here.



⚠ DO NOT interrupt the firmware update under any circumstances. Doing so may damage your printer. Should the firmware update be interrupted for any reason contact support personnel.

7. A final dialog box is displayed informing you that firmware update has completed. The dialog box shown in Step 2 above will be re-displayed.

• Repairing printer drivers

Where your support personnel directs you to do so or when you feel there may be something wrong with your printer driver, you may repair the printer drivers you have installed on your PC.

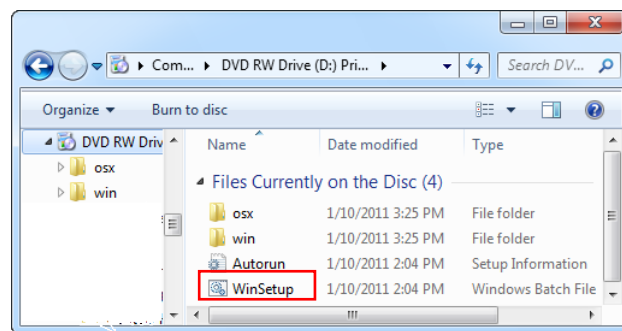
To to so:

1. Insert the installation CD in your PC CDROM/DVD drive. You should see the Welcome window.:

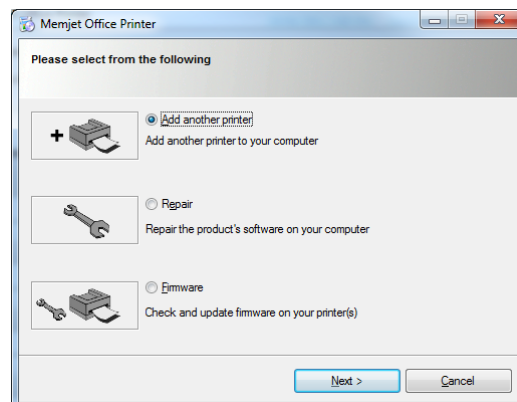


If the above window is not displayed:

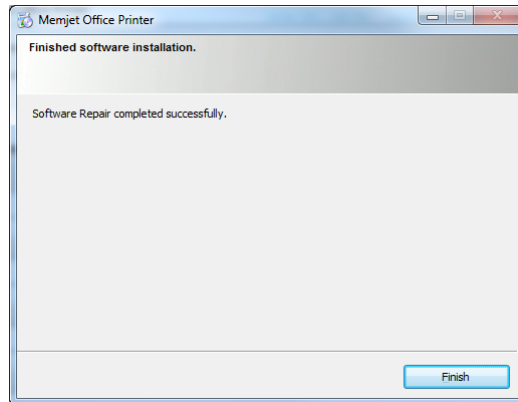
1. Launch a copy of Windows Explorer and navigate to the CDROM/DVD drive where you inserted the installation CD.
You should see something similar to the following in your Windows Explorer window:



2. Double click on **WinSetup** to bring up the required window.
2. If a current driver is found on your PC, the following dialog box will be displayed:



3. Select **Repair**. The installed software will be refreshed and on successful conclusion you will see the following window:



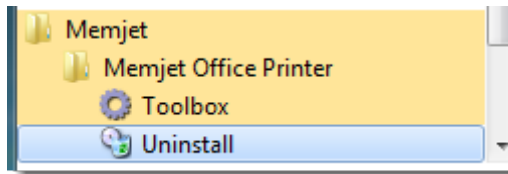
If you are asked to reboot your printer close off all applications and reboot at your earliest convenience. You must reboot before printing on your Memjet printer again.

• Uninstalling older printer drivers

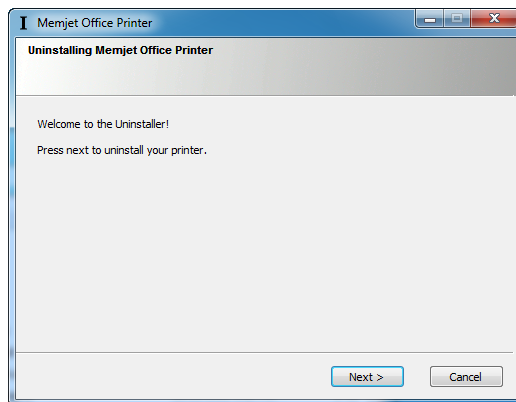
You will generally not need to uninstall older Memjet printer drivers on your PC, as you are given the option to update them (see [Updating your printer drivers](#) on page 48).

If however, you are asked to remove older Memjet printer drivers from you PC:

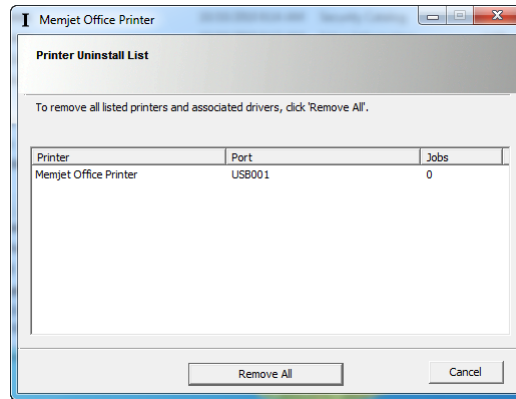
1. Ensure your printer is switched on and the Power button is lit and steady.
2. Click Windows **Start**, then **All Programs**.
3. Select **Memjet** and navigate to **Uninstall** as shown here:



4. Click **Uninstall**.
5. A welcome page will be displayed. Click **Next**.

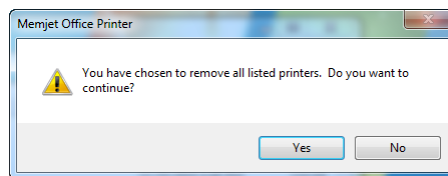


6. Previously installed drivers will be displayed in the dialog box, as shown here:

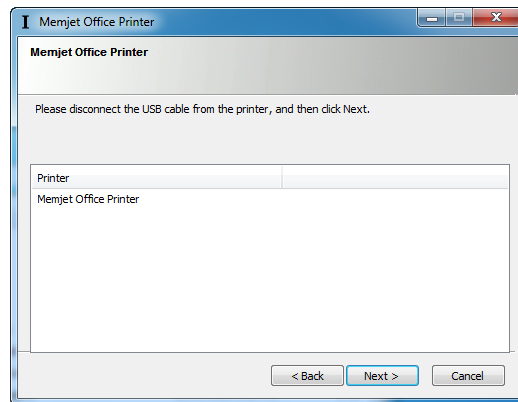



Select the appropriate one and click **Remove One** or, if more than one printer driver is listed you may use the **Remove All** button.

7. If you select **Remove All** a confirmation window will be displayed. Click **Yes** to continue.

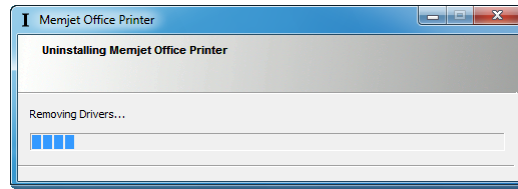


8. If your USB cable is still connected you will be asked to disconnect the printer USB cable. When you have done so click **Next**.

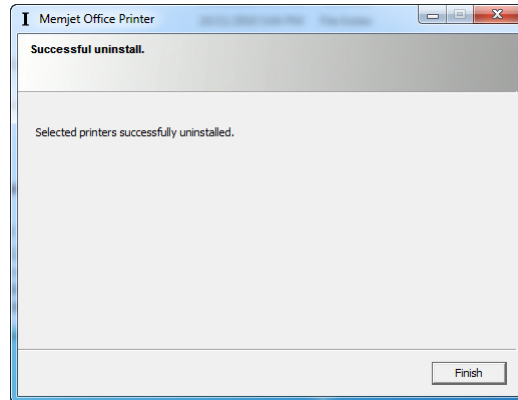


 Always disconnect the USB cable. DO NOT continue without disconnecting.

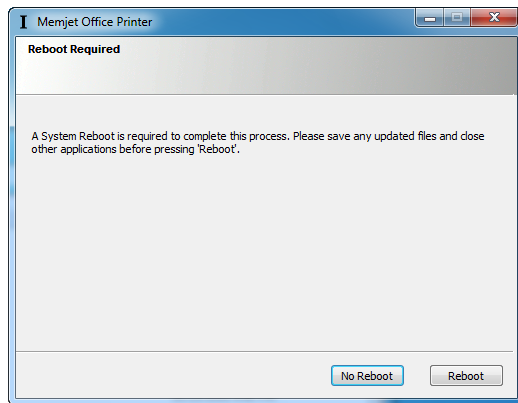
9. A progress bar may be displayed as shown below in a separate dialog box. Wait for the removal operation to finish.



10. When the Successful uninstall dialog is displayed, click **Finish**.




11. You may be asked to reboot your computer to complete the uninstall procedure. You need not reboot at this point, but you must do so before installing a new version of Memjet printer driver.



• Printing with Memjet

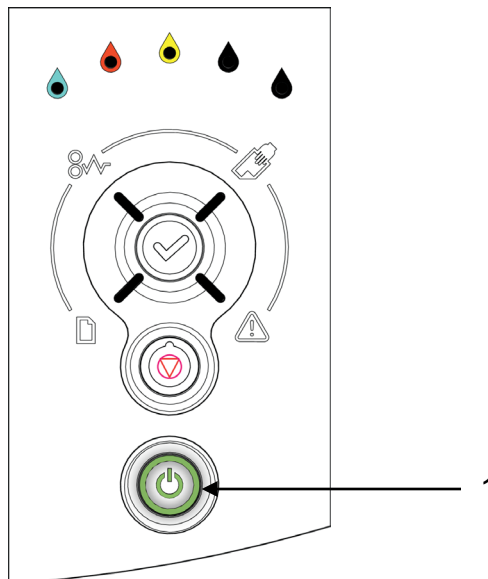
This section contains all the information you need to obtain an optimum printout, including detailed information on the printing process.

Once you have set up your Memjet printer (see [Setting up your printer](#) on page 18), you may print from any Windows application that uses the standard Windows printing system.

 All examples in this section have been obtained using **Windows 7** operating system. In other Windows operating systems screens may look different and options documented here may not be available or may be labelled differently to what is described here.

• Getting ready to print

Before you start to print with your Memjet printer check that only the Power (On/Off) button is lit on the Control Panel, shown here ([1] below).



If any other lamps are lit, refer to the [Common printer messages and alerts](#) section on page 72 to ensure the printer is ready to print.

If you can not fix the problem, follow the instructions in the [Troubleshooting](#) section on page 96 until those lights are off.

Once you are ready to print:

- choose your paper
- launch the Print command from your application
- select your print options.

Before launching a Print command you may find it useful to know how to:

- [print a test page](#) (see page 57)
- [cancel a print job](#) (see page 59)

Choosing your paper

Check that you have the appropriate paper for the task.

The Memjet printer has been designed to print on plain paper but more demanding documents may require higher grade paper.

Always test your paper first to see if it meets your expectations.

To find out more about paper selection, see the [Paper](#) section on page 90.

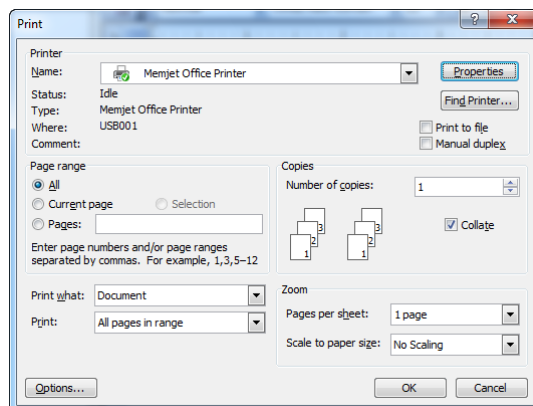
To find out more about how to feed your selected paper into the printer see [Loading paper](#) on page 28.

Print options dialog box

You may issue a Print command from any Windows application. Most Print commands will bring up a Print options dialog box, which will allow you to choose the printer and customise the printout.

Figure 4 shows the Print options dialog box associated with Word for Windows 2003, and is typical of Print dialog boxes for Microsoft applications.

Figure 4 Typical Windows Print options dialog box



From this dialog box you may select your Memjet printer and bring up the Properties dialog box as shown in [Using print properties](#) below.

! Some applications will not bring up a Print dialog box as shown in Figure 4. See your application Help Guide for more information.

• Printing a test page

To test your printer is working, you may print a test page at any time. There are three ways in which you can print a test page:

- using the buttons on your printer Control Panel
- using the built-in Print Test Page button on the printer driver on your PC
- using the Print Demonstration button from the Toolbox.

On the printer

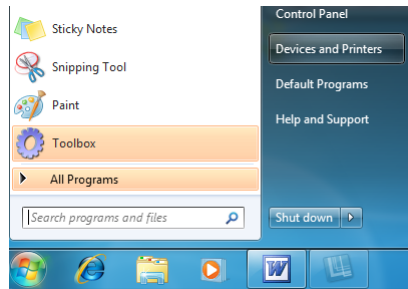
You can print a test page without installing a printer driver by using the buttons on your printer Control Panel. This is useful in case you suspect your connection to the PC is not working.

To print a test page, simply press both Stop/Cancel and OK/Resume buttons together for more than two seconds (see [Control Panel](#) on page 16).

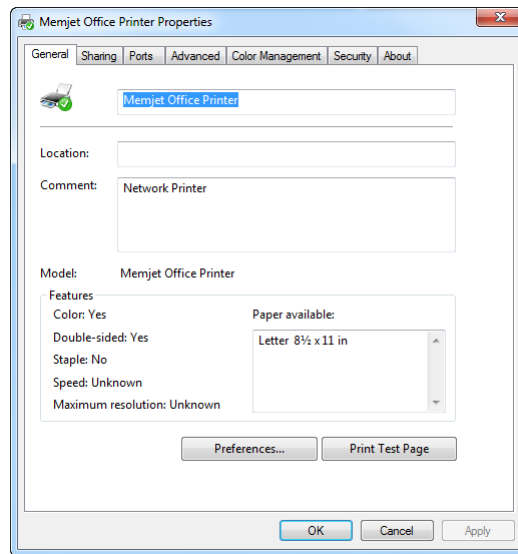
On your PC

From your PC, you can access the Print Test Page button as follows:

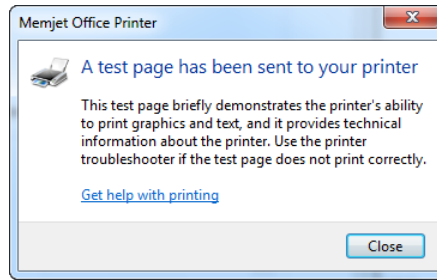
1. Click the **Windows icon** and then click **Devices and Printers**.



2. In the window that is displayed, right-click the icon for your printer, and then click **Printer Properties**.



3. In the **General** tab, click the **Print Test Page** button. A message window should be displayed, as shown below.



A test page should be printed on your Memjet printer. Check that the test page prints. If not see the [Troubleshooting](#) section on page 96 for help.

Using the Toolbox

You may also print a test page from the Toolbox application as follows:

1. Open the Toolbox Home Page (see [Accessing the Toolbox application](#) on page 79).
2. Navigate to the Maintenance page (see the [Maintenance](#) section on page 85).
3. Click the Print Demonstration button.

• Cancelling a print job

You can cancel one or more print jobs that you have sent to your Memjet printer by any of the following methods:

On the printer

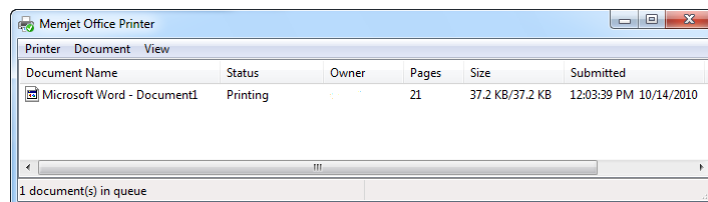
Press the Stop/Cancel button on the printer Control Panel. This will cancel only the job currently being processed. It will not cancel any other jobs that may have been sent to the printer.

On your PC

In Windows: double click the printer icon in the Taskbar Notification Area (usually on the bottom right of corner of your PC screen).



In the Memjet Office Printer dialog box select the print job and press **Delete** on your keyboard.



 Note that cancelling a Duplex or a Booklet print job in this way after the first side has been printed may not prevent the second side from being printed.

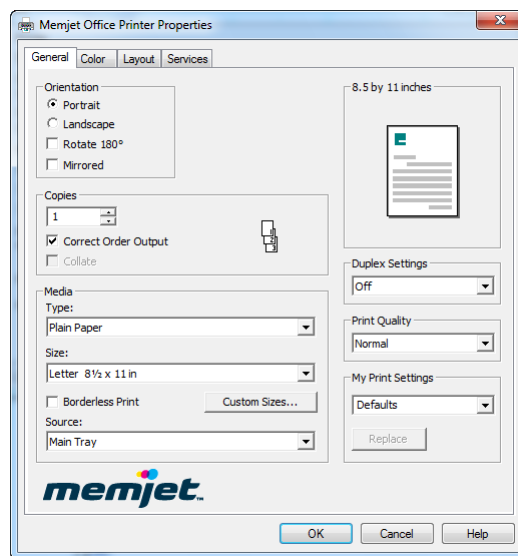
• Using print properties

To select a Memjet printer, click the **Name** arrow in the Printer pane of your print options in Figure 4 and select the Memjet printer you wish to print on.

Current Memjet printer drivers default to the name **Memjet Office Printer** or some variation of those words.

Once you have selected your Memjet printer, click **Options** to bring up your Memjet printer driver Properties dialog box, as shown in Figure 5.

Figure 5 Memjet printer driver Preferences dialog box




From here you can configure a wide variety of layouts for the finished, printed product.

Once you have set up the options you will need for your printout:

1. Click **OK** to exit Printer Properties.
2. In Print options (see Figure 4) select the page range, number of copies and document content you wish to print and click OK.

The following sections describe a selection of the most common print Properties and their effects on the output.

 Note that Printer Properties dialog box settings are retained and used for all following prints of your current document(s). These settings will not revert to the default settings until you close the document(s) or restore the default settings manually.

Printer properties Help

Help is available for most configurable properties in your Memjet printer driver.

To bring up this help you have two options.

In any tab of the Properties dialog box (see Figure 5):

1. Click the option for which you require help and press the **F1** key on your PC.
OR

2. Right click a control and click **What's This?**

A text box should appear with specific information on the option you clicked. This is known as context-sensitive help.

If you click the **Help** button in any tab a window will be displayed containing information on how to access context-sensitive Help.

The following information is additional to any that may be contained in the above mentioned Help files and, where appropriate, may direct you to access such help.

Print settings profiles

When you first bring up the Printer Properties dialog box, a default configuration is displayed where common printer settings have been chosen for you.

If these do not meet your requirements, you can change any or all configurable print settings in the Memjet printer driver and save them to a profile which you can name.

You can then quickly restore any saved profile, to avoid needless repetition in printer driver setup.

To set up, save and restore print settings profiles, follow the instructions shown in the context-sensitive Help.

To see the context-sensitive instructions for creating, saving and restoring print settings, in the General tab of the Properties dialog box (see Figure 5):

1. Perform one of the following:
 - Click **My Print Settings** and press the key **F1** on your PC
OR
 - Right click **My Print Settings** and click **What's This?**
2. Follow the instructions for creating, saving and restoring print settings shown in the popup window.
3. Once you have finished configuring and saving your printer settings click **OK** to save your work and exit the Properties dialog box.



Some applications will not bring up a Print dialog box at all. In those cases any print command you launch will use the default printer settings you have selected. See your application Help Guide for more information.


• Borderless prints

Your Memjet printer uses a page wide printhead that allows you to print borderless prints.

To accomplish borderless printing:

1. In the General tab of the Properties dialog box (see Figure 5 on page 60) select **Borderless Print**.
2. Click **OK** to save your selection and exit the Properties dialog box.

All printouts that are large enough will print to the edge of your paper. This is also known as “full bleed” printing.


 Borderless printing is subject to limits imposed by the application you use to launch the print command. You may not be able to achieve borderless printouts in some cases.

• Page orientation

Page orientation in your Memjet printer can be set up in a variety of ways.

In the General tab of the Properties dialog box (see Figure 5 on page 60):


1. Select either **Portrait** or **Landscape** orientation in the Orientation pane.
2. You may combine that with either or both of the **Rotate 180** or **Mirrored** check boxes to obtain the orientation you require for your printout.
3. As you select the various combinations of options, the graphic on the right pane of the Properties dialog box will display the orientation you have chosen.
4. Once you have finished click **OK** to save your selection and exit the Properties dialog box.

 Some applications may override page orientation set up in this manner.

• Custom paper sizes

If you are printing from the paper tray you can select only from US Letter, ISO A4 and US Legal sizes.

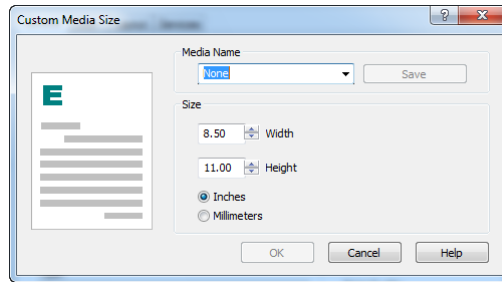
Paper sizes other than those listed above can be printed only from the manual feed (rear) paper tray and can only be fed manually, one sheet at a time.

 The largest paper size you can print on is US Legal.

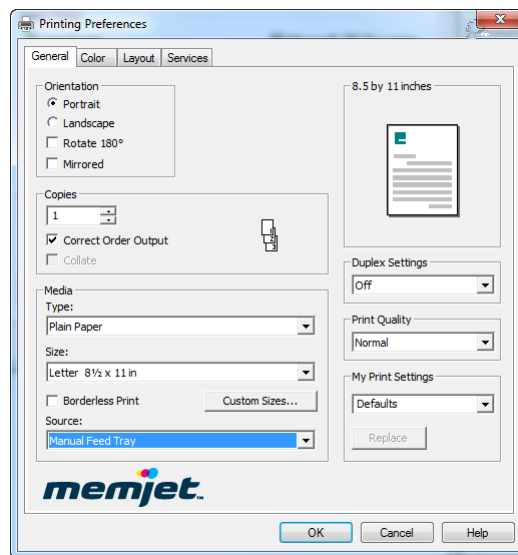
See [Using the manual feed tray](#) on page 68 for instructions on setting up and feeding paper into the manual feed tray.

To print on custom sized paper:

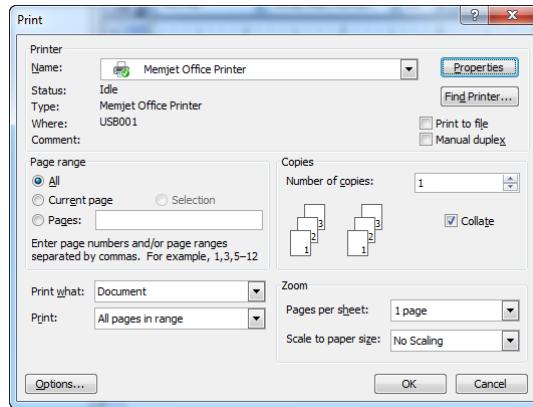
1. Click the **Custom Sizes** button in the General tab of the Properties dialog box (see Figure 5 on page 60). The Custom Paper Size dialog box will appear.



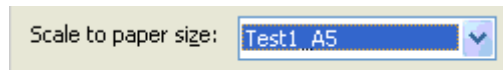
2. Fill in the **Media Name** with a new media size name that identifies the size uniquely.
3. Set the values of the **Width** and **Height** fields to match the dimensions of the paper size you wish to use, remembering to select the appropriate measurement type (Inches or millimetres). The graphic in the left pane will change as you vary the size.
4. Click **Save**. This will ensure that this new size will be available in your application Print Options scaling field.
5. Click **OK** to save this size and exit the Custom Media Size dialog box.
6. In the Media pane of the General tab in the Memjet Printer Properties dialog box, ensure that you have selected **Manual Feed Tray**.



7. Click **OK** again to save your selection and exit the Properties dialog box.
8. Select this new size in the scaling option in your application Print Options screen. For example, in Windows Word, in its Print Options screen:



Ensure that you have selected the appropriate paper size option in the **Scale to paper size** field:

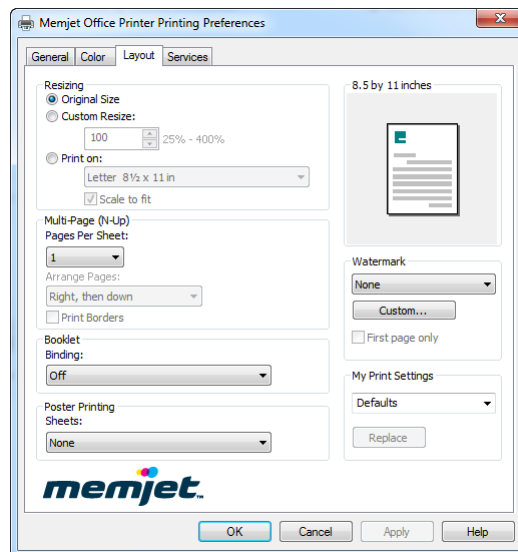


Once you have issued the Print command, the printer will light the manual feed lamp, and wait on you to manually feed the appropriate size paper into the manual feed tray at the rear of the printer. See [Using the manual feed tray](#) on page 68 for details.

• Multi-page (N-up)

You can print up to 16 pages of your document on one sheet on your Memjet printer. This option is sometimes called N-up printing and can be accessed as follows:

1. In the Properties dialog box (see Figure 5), click **Layout** to display the Layout tab, as shown here.



2. Click the **Multi-page (N-up)** arrow and select the number of pages of your document you wish to print on one sheet.

3. Save your selection by clicking **OK** until you are back at the print options dialog box (see Figure 4 on page 57).

• Manual duplex

Duplex or two-sided printing produces a more compact document, allowing you to cut down the amount of paper you use.

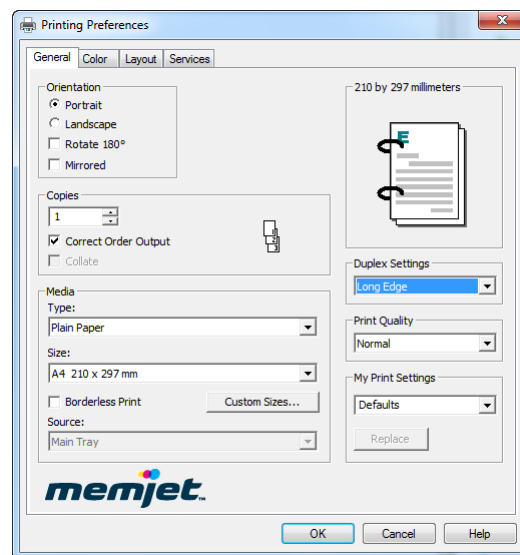
Although your Memjet printer is not equipped with an automatic duplexing mechanism, you can still print on both sides of each sheet by manually re-inserting a batch of single-sided printed sheets into the paper tray. This is called Manual duplexing and your Memjet printer driver provides an option to allow for manual duplexing.

Manual duplexing is best used with text and light color applications.

! Not all paper can be used for double-sided printing. Specifically, paper that has a preferred or specially prepared side will generally be unsuitable. Also check that the paper is within the specifications of supported paper in [Recommended paper](#) on page 90.

For example, try this:

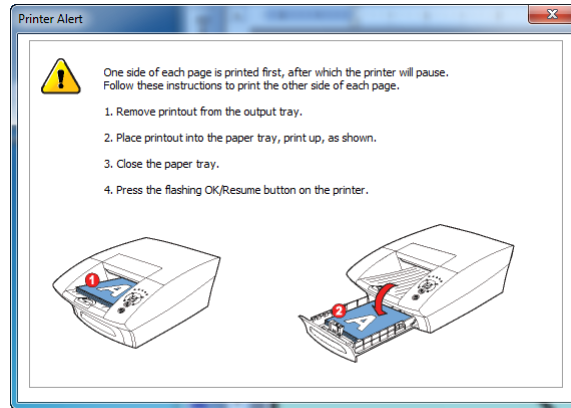
1. Open a Word document of at least four pages.
2. Select **File > Print** from the Word menu (or press **[Ctrl] [P]**).
3. Select your Memjet printer and click **Properties** to open up the Memjet printer Properties dialog box.
4. Click the **Duplex Settings** arrow and select either **Long Edge** or **Short Edge**. Notice where the binding rings appear in the Page Preview image (top right in the following figure) as you change from one to the other.




5. When you have selected the orientation that suits you click **OK** to save your settings and exit.
6. Print exactly four document pages.
You will see that:
 - A message window such as Figure 6 will be displayed with instructions.

- Two sheets will be printed.
- The OK/Resume button will flash.
- The Manual Duplex lamp will be lit.

Figure 6 Double-sided printing instructions



7. Follow the instructions in the message window (Figure 6).
- Remove the printed sheets from the output tray
 - open the paper tray
 - insert the printed pages back on top of any other paper in the paper tray. **DO NOT** change the orientation of the paper as you do so.

 For best results ensure the printed pages are dry and very flat before re-inserting them into the paper tray.

8. Close the paper tray and press the OK/Resume button.
The same two sheets will be printed, on the reverse side.


Examine your printout to ensure it matches your needs, otherwise repeat this operation using the other **Duplex Settings** selection in step 4 above.

You may combine duplex printing with other allowable options to achieve just the sort of printout you require.

• Booklets

Booklets are generated by folding in half sheets which have been printed on both sides, so when you choose to print a Booklet, the number of pages per sheet will be fixed to 2 and the Duplex option will be selected for you automatically.

As a result, the **Multi-Page (N-Up)** option will automatically be set to the value **2** and both it and the **Duplex** option will be greyed out, so you cannot change them.

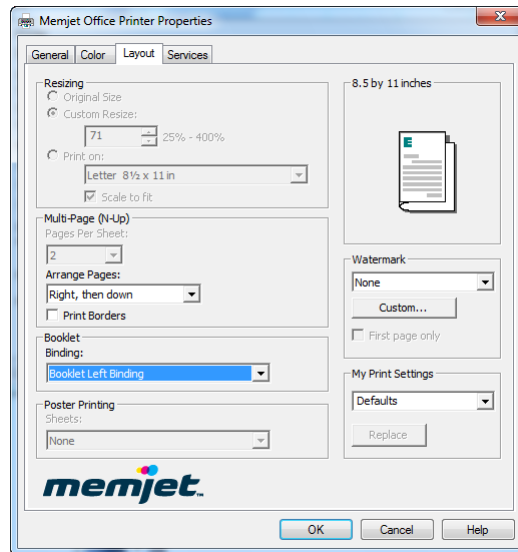
 You cannot print booklets from the manual feed tray. If you attempt this the printer driver will pop up an error message.

Booklet printing is best used for text and light color applications.

For best results when printing booklets, ensure the first side of the printed sheets are dry and the sheets very flat before re-loading into the paper tray.

For example, try this:


1. Open a Word document of at least eight pages.
2. Select **File > Print** from the Word menu (or press **[Ctrl] [P]**).
3. Select your Memjet printer and click **Properties** to open up the Memjet printer Properties dialog box.
4. In the Layout tab, as shown below, click the **Booklet** arrow and select **Booklet Left Binding** or **Booklet Right Binding**. See how your binding selection changes the booklet layout picture in the top right of the dialog box.



5. When you have selected the binding orientation that suits you click **OK** to save your settings and exit.
6. Print exactly eight document pages you will see that:
 - Two sheets will be printed.
 - The OK/Resume button will flash.
 - A message window such as Figure 6 will be displayed with instructions.
7. Follow the instructions in the message window. Remove the printed sheets from the output tray, open the paper tray and insert the printed pages back on top of any other paper in the tray. **DO NOT** change the orientation of the paper as you do so.
8. Close the paper tray and press the OK/Resume button
The same two sheets will be printed, on the reverse side.

Fold the two sheets according to the binding orientation you selected in point 5 and examine your booklet. If it does not match your needs repeat this procedure changing the booklet binding orientation.

You may combine duplex printing with other allowable options to achieve just the sort of printout you require.

 Remember never to change orientation of the pages when re-inserting them into the paper tray.

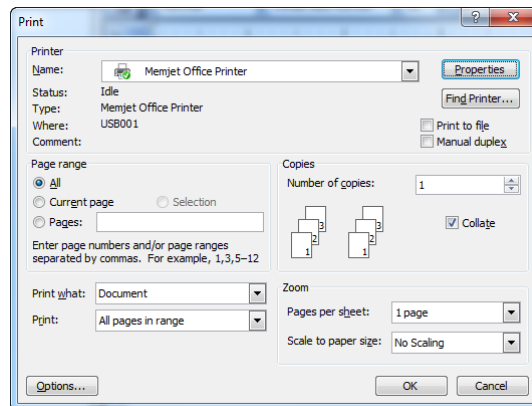
• About resizing

When the paper size in your printer does not match the size of your document page, you may need to use the resizing option.

When resizing, the document page size and the target paper size need to be communicated to the Memjet printer driver.

To do so you will need to set the appropriate document scaling option in your application print options dialog box.

For example in Word for Windows (2003) print options dialog box:



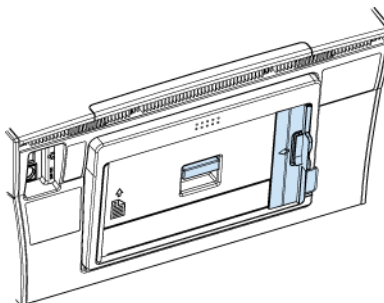
Set the **Scale to paper size** option to the size of the paper in your Memjet printer.

Each application will have a different way of setting this option. Refer to your application Help documentation for further information.

To print your document on custom size paper see [Custom](#) paper sizes on page 62.

• Using the manual feed tray

The manual feed tray, found at the rear of the printer as shown here, is intended to handle paper which cannot be fed from the main input tray.

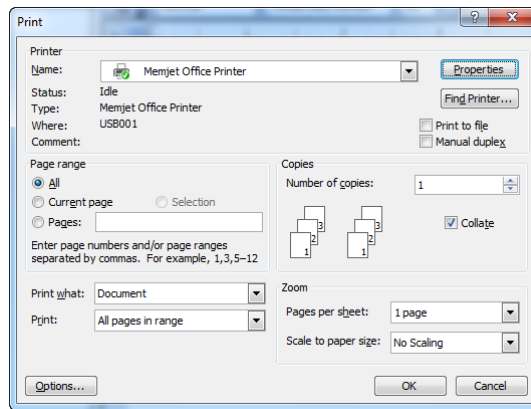


This generally includes all paper of weight up to 280 gsm (47 lbs coated) and all intermediate sizes smaller than US Legal.

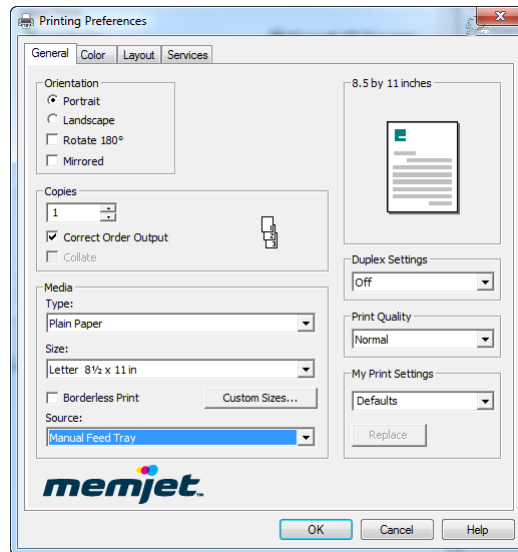
These must be introduced into the printer one sheet at a time through the manual feed (rear) tray.

To print from the manual feed tray:

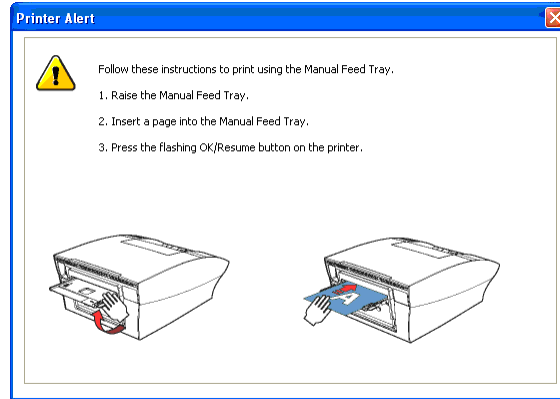
1. Issue a print command from your application.
When the Print dialog box appears, fill out the Page range and other information required to print your selection and click **Properties**.



2. Click the **Source** arrow and select **Manual Feed** in the Media pane.

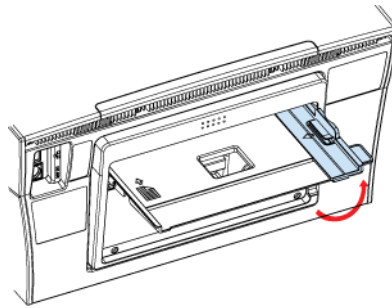


3. If you are using custom paper sizes, refer to [Custom](#) paper sizes on page 62.
4. The Manual Feed lamp on the Control Panel will flash, waiting for you to insert the appropriate paper. (See [Control Panel](#) on page 16) and a message with instructions on how to perform a manual feed will be displayed on your screen, as shown here.

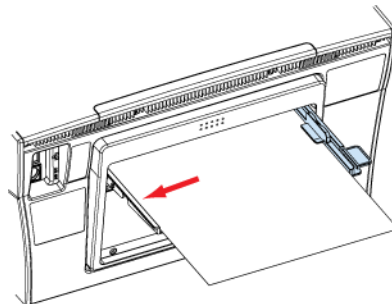


⚠ The printer will accept paper from the manual feed tray for a limited period of time. If the Manual Feed lamp stops flashing you will need to re-send the document to the printer.

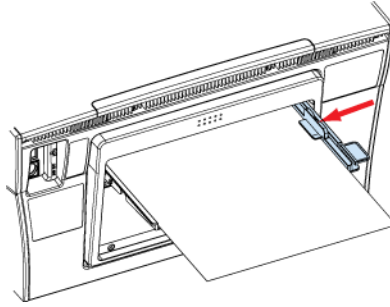
5. Follow the instructions outlined in that message. Raise the manual feed tray into position as shown, using the paper feed Open tab (see [Rear Views – Manual feed tray closed view](#) on page 12). The tray should lock into place.



6. Place a single sheet onto the manual feed tray holding it against the left side.




7. Slide the the Width Adjustment guide until it rests against the right side of the sheet.



8. Feed the sheet all the way into the printer and press the OK/Resume button. Release the sheet when the paper feed picks the sheet and drags it forward.

If your printout requires more sheets, the manual feed lamp will light on the Control Panel again and the OK/Resume button will blink. Keep feeding sheets until you have finished printing.

 You may lower the manual feed tray flush with the rear of the printer by pushing down on it. The supporting arms are designed to give way to pressure.

• Common printer messages and alerts

This section covers some of the most common messages and alerts you will encounter in the course of printing and indicates normal user responses required.


There are two ways in which common printer messages and alerts are communicated:

- Through the Control Panel.
- Through an Alert window on your PC screen.

The Control Panel features a number of lamps which will light when you need to take some action. You will find the full set of Control Panel lamp configurations in [Control Panel status messages](#) on page 102.

Alert windows will appear on your PC screen:

- In the lower right corner.
- Always on-top (visible over any other window).

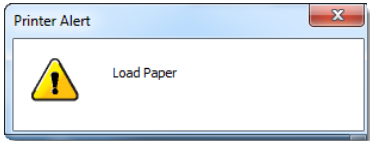
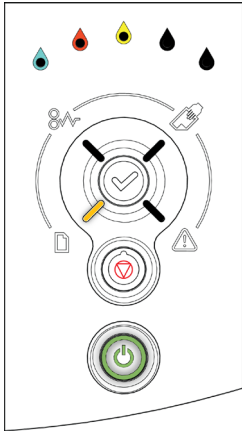
 Alert windows carrying critical alerts will not close until you choose to close them and, if closed, may re-appear at the next print action if the error has not been fixed.

You will find the full set of Alert window messages in [Alert windows status messages](#) on page 103.


Paper Out

Perhaps the most common of the set of conditions you will be encountering, the Paper Out alert usually indicates your paper tray is empty.

If you attempt to print when there is no paper in the paper tray an Alert window informing you of that fact will appear, asking you to load paper.

Alert window	Control Panel
	

On the Control Panel the Paper Out lamp will flash.

 Your Memjet printer will not signal an empty paper tray until it is asked to print.

Action Required:

To remove these alerts, simply refill the paper tray following the instructions in [Loading paper](#) on page 28.

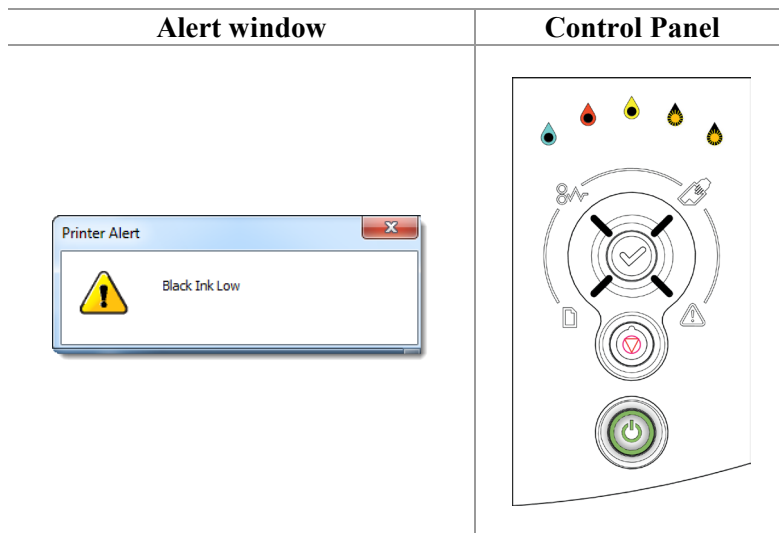
When you re-insert a paper tray containing some paper back into the printer:

- The Paper Out lamp will automatically extinguish.
- The Alert window will disappear.
- the printer will resume printing any print jobs in its print queue.

Ink low

Your Memjet printer uses separate ink tanks for each color.

Whenever you are running low on ink, an alert message will show indicating which color is running low.




On the Control Panel the appropriate ink supply lamp will light (two for Black ink, as shown here).

If your printer is networked and not within view, you can see the same information from the Supplies screens in your [Toolbox](#) application. See page 80.

Action Required:

On a Memjet printer this message is only issued when an ink tank is completely empty. Whenever you see an Ink Low message you should replace ink tanks as needed (see [Installing the ink tanks](#) on page 20).

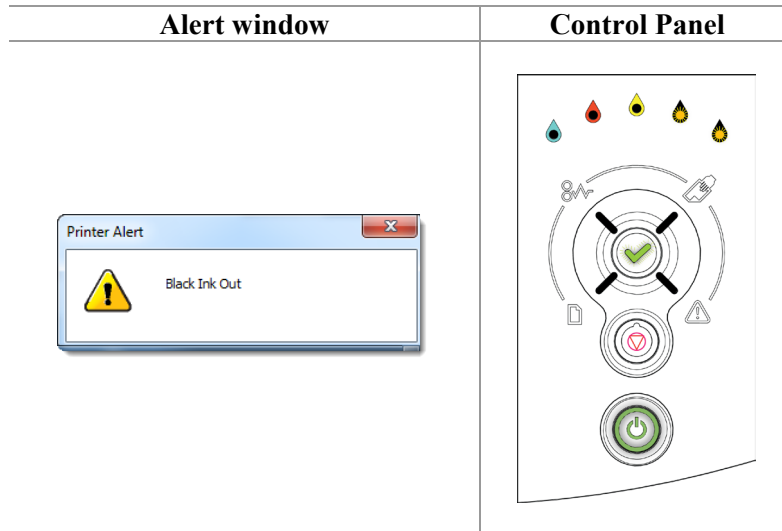
You can continue to print for the moment utilising ink still in the printer¹, but if the ink runs out altogether your printer will halt and you will not be able to print until you have replaced the empty ink tank(s).

 When you replace the ink tank, the ink supply lamp on the Control Panel may not be extinguished for up to 30 seconds.

¹ Up to 4% of an ink tank's volume may be available for emergency printing, held in the ink delivery system.


Out of ink

If you continue to print after an [Ink low](#) message, you will eventually run out of ink altogether, whereupon an Alert message similar to the following will be displayed, and your printer will stop printing.



On the Control Panel:

- one or more color ink supply lamp(s) will be lit and blinking (flashing)
- the OK/Resume button will be *flashing*.

 Once you run out of ink, the printer will not print any longer.


Action Required:

1. Remove the empty ink tanks.
2. Install new ink tanks. See [Installing the ink tanks](#) on page 20.
3. Press the flashing OK/Resume button on your printer.

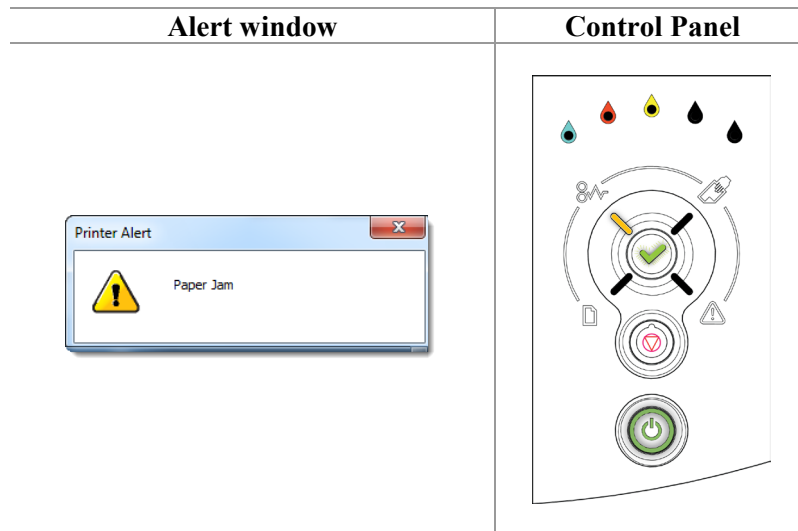
After a while the ink supply color lamp(s) stop blinking and are extinguished. The printer then executes a quick flush and any pending print jobs are automatically resumed.

 It may take up to one minute for the color lamp(s) and the OK/Resume lamp to stop flashing, as ink is distributed through the ink delivery structures in your printer.

Paper jam

 It is imperative that paper jams and any other cause of printer failure be attended to promptly. This is to ensure the printhead does not remain uncapped when not printing. An uncapped printhead may become dehydrated, and even unusable if left in that state for too long.

When the feed mechanism determines that a sheet has not completed its travel through the printer and exited correctly, you will be notified and the printer will stop printing until the error is cleared.

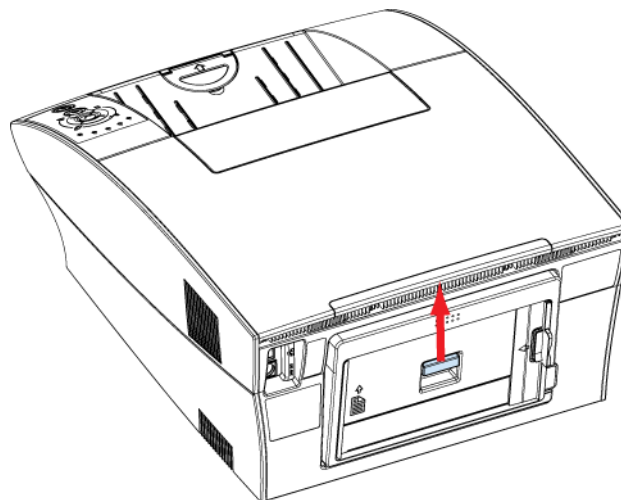



On the Control Panel:

- the Paper Jam lamp will be lit
- the OK/Resume button will be blinking.

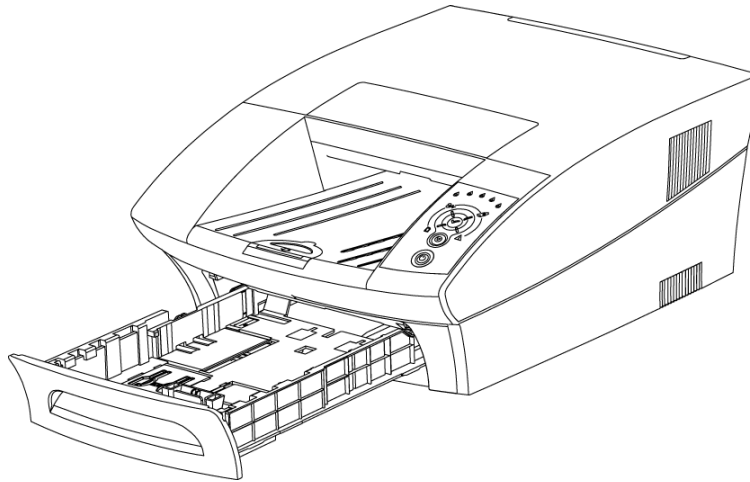
Action Required:

1. Look in the output tray, for a jammed sheet of paper.
2. Remove the jammed sheet carefully if found.
3. If the above does not yield results, open the rear access door by pushing up on the door latch as shown.



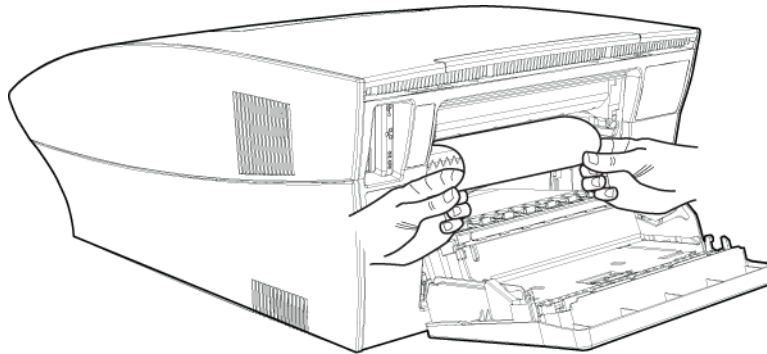
 You DO NOT need to switch off the printer before opening the rear door. It is quite safe to access the rear of the printer as there are NO HOT OR ELECTRICALLY CHARGED AREAS EXPOSED when the rear door is open.

4. Open the paper tray.



⚠ DO NOT re-insert the paper tray until you have finished. Re-inserting the paper tray beforehand may cause the jammed paper to rip and leave paper scraps in the printer.

5. From the rear opening, grab the paper with both hands and slowly remove it from the printer, taking care not to tear it.



6. If you cannot see or grab the paper from the rear opening, look for a jammed sheet of paper in the paper tray area.
7. Remove the jammed sheet carefully from the paper tray if found, taking care not to tear it.
8. Slide the paper tray back into position.
9. Close the Rear Access Door and then press the OK/Resume button to continue printing.

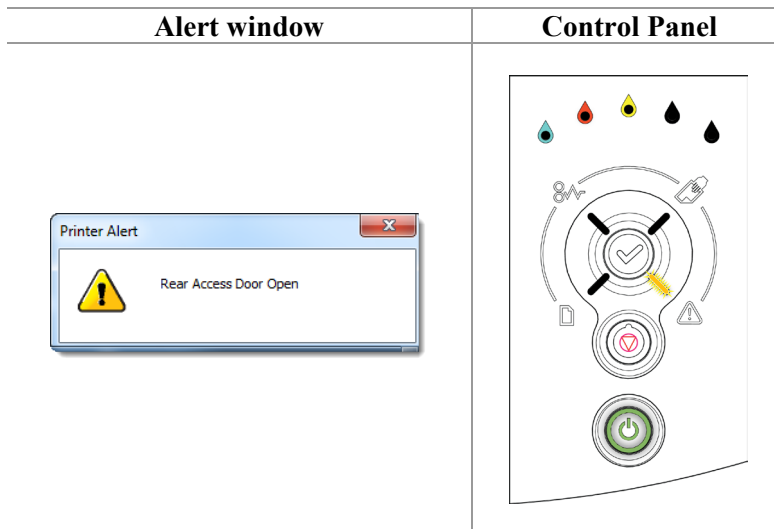
At this point the printer may go through a cycle of printhead cleaning. When ready, all lamps on the Control Panel, except the Power button, should be extinguished.

⚠ If the Alert lamp on the [Control Panel](#) comes on, check that you have closed the rear access door properly. See page 16.

The printer will resume printing your document from the last page printed before the paper jam..

Rear door open

After removing a paper jam you may notice the Attention lamp may be lit. This is generally an indication that your rear access door has not closed properly.



Action Required:

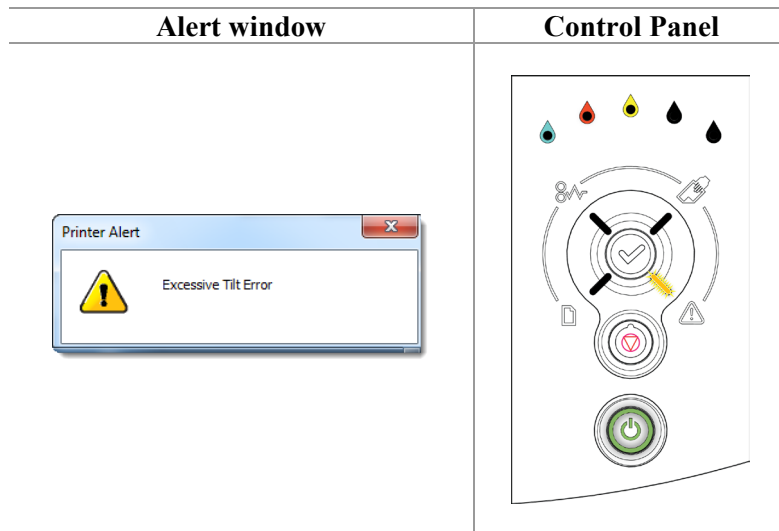
Close the rear door, ensuring both upper corners of the door are properly shut. This should clear the Control panel error. Any printouts queued to the printer will resume printing and the Alert window will be cleared.

Excessive Tilt warning



Do not ignore an Excessive Tilt warning!
Prolonged excessive tilt can cause the printhead to deprime, giving rise to print quality problems.

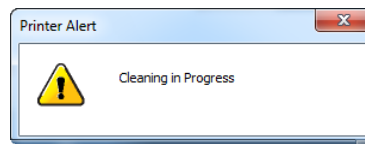
Your Memjet printer must be located on a level surface. Should this not be the case you will be notified and the printer will stop printing until the error is cleared. The Attention lamp will flash and the next time you issue a print command an Alert window will be displayed as shown below.



On the Control Panel the Attention lamp will blink.

Action Required:

Your printout will not proceed until the printer is sitting level. Once you have corrected the tilt of your printer, it will undergo a quick printhead flush and clean, displaying another alert window as shown here:



Any print command sent when the printer was not level will be ignored. You will need to re-issue those print commands after the printer is level.

• Managing your Memjet printer

Your Memjet printer comes with an embedded Web Server application, which will allow you to use your Web browser to query the printer for information and to change some printer settings.

The application which furnishes these facilities is called the Toolbox application. Toolbox information pages allow you to:

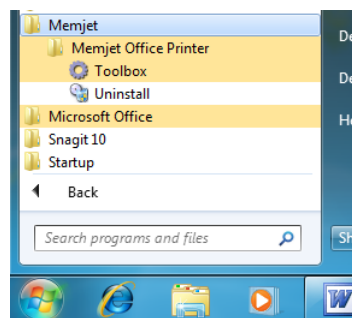
- view information on printer supplies and usage
- view and change current printer settings
- perform some simple troubleshooting.

• Accessing the Toolbox application

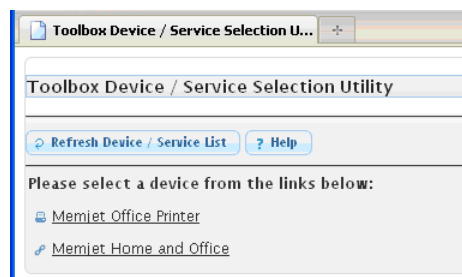
You may use the Toolbox application on both local printers (connected via a USB cable) and network-connected Memjet printers.

To access the Toolbox application from your PC:

1. Click the Windows Icon on your toolbar.
2. Starting from **All Programs** if necessary, navigate to the Toolbox application as shown here:

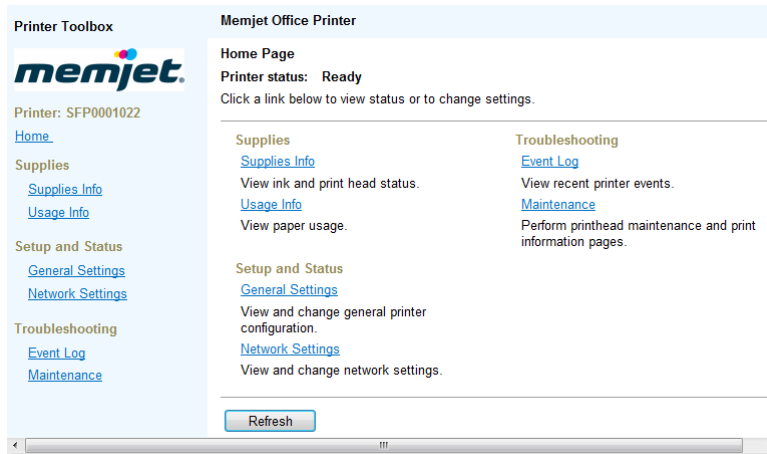


3. The Toolbox Device/Service Selection Utility Page is displayed in your default Web browser.



If the Web page displays the following message: "Internet Explorer cannot display the webpage" see [Troubleshooting](#) on page 96.

4. Select your printer from the set of attached devices listed on that page and click it. In the above screen the Memjet printer is listed as **Memjet Office Printer** as shown above.
5. The Home Page will be displayed, similar to that shown below.



There may be minor variations in layout depending on your supplier and the browser you are using.

• Toolbox information screens

Toolbox information screens are accessed through hyperlinks found in the Home page. For these hyperlinks to work, ensure you have Javascript enabled.

Specifically, if you cannot access information screens in Internet Explorer (IE) under Windows 2003/2008 you will need to lower the Security setting in IE to allow Javascript to run. See the Help documentation for details on how to do so in your version of IE.

The following information is currently available through the Toolbox information screens. Navigation instructions all commence from the Toolbox Home Page.

Supplies information

The Supplies Information page shows a summary of your current ink and printhead pages.

To access the Supplies page from the Home Page click **Supplies Info**.

Printer Toolbox

memjet

Printer: SFP0001022

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

[Event Log](#)

[Maintenance](#)

Memjet Office Printer

Supplies Information

View ink and print head status.

Select a supplies page below:

Supplies Information

[Print head \(pages printed\):](#) 1262

[Cyan ink level:](#) 45%

[Magenta ink level:](#) 50%

[Yellow ink level:](#) 45%

[Black ink level:](#) 65%

Buy supplies at: <http://www.memjet.com/>

[Refresh](#)

The percentages displayed on this page are accurate to the nearest five percent.

Printhead details

The Printhead Details information page shows usage and identification details as well as a link to your printhead supplier's Web page, as shown below.

To access the Printhead Details page from the Home Page navigate to the Supplies page then either click **Print head (pages printed)** or select **Print Head Details** from the **Select a Supplies Page** arrow.

Printer Toolbox

memjet

Printer: SFP0001022

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

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[Maintenance](#)

Memjet Office Printer

Supplies Information

View ink and print head status.

Select a supplies page below:

Print Head Details

Print Head Details

Total pages printed: 1262

Model number: PRINthead

Serial number: A02GYX


Buy supplies at: <http://www.memjet.com/>

[Refresh](#)

Ink details


An information page for each ink color is provided. Each page shows the amount of ink remaining (accurate to about 5%), ink tank information and your ink tank supplier's Web page.

To access an Ink detail information page from the Home Page, navigate to the Supplies page, then click one of the **Ink Level** links or select one of the **Ink Details** color from the **Select a Supplies Page** arrow. The Black Ink Information page is shown below.

Printer Toolbox

Printer: SFP0001022
[Home](#)
Supplies
[Supplies Info](#)
[Usage Info](#)
Setup and Status
[General Settings](#)
[Network Settings](#)
Troubleshooting
[Event Log](#)
[Maintenance](#)


Memjet Office Printer
Supplies Information
View ink and print head status.
Select a supplies page below:
Black Ink Details

Black Ink Details
Percent remaining: 65 %
Model number: 0
Part number: PN106101
Serial number: 16-20 1973/03/24 18:50:40 369
Buy supplies at: <http://www.memjet.com/>
Refresh

 Information displayed on this page may vary depending on your supplier.

Usage information

Information on the number and type of pages printed is displayed in the Usage Information page. To access the Usage Information page from the Home Page select **Usage Info**.

Printer Toolbox

Printer: SFP0001022
[Home](#)
Supplies
[Supplies Info](#)
[Usage Info](#)
Setup and Status
[General Settings](#)
[Network Settings](#)
Troubleshooting
[Event Log](#)
[Maintenance](#)

Memjet Office Printer
Usage Information
View paper usage.
Monochrome and Color Pages Summary

	Prints
Mono best quality:	15
Mono normal quality:	18
Color best quality:	670
Color normal quality:	528
All mono and color:	1231


Pages Output by Paper Size

	Letter/A4	Legal	Other
All mono and color:	1223	0	8

Pages Output by Paper Type

	Plain	Other
All mono and color:	1151	80

Refresh

 Information displayed on this page may vary depending on your supplier.

• Toolbox settings screens

Using these screens, various printer and network settings may be viewed, and some settings changed.

General Settings

The printer configuration settings information provided on this screen may be required when you are seeking support.

Using this screen you may also change the language used in all Toolbox screens. To do this click the **Language** arrow and select your language, then click **Save**. Your printer driver language will not be affected by this change.

To access the General Settings page from the Home Page select **General Settings**.


The screenshot shows the 'Printer Toolbox' interface for a 'Memjet Office Printer'. On the left is a sidebar with links: Printer: SFP0001022, Home, Supplies (Supplies Info, Usage Info), Setup and Status (General Settings, Network Settings), and Troubleshooting (Event Log, Maintenance). The main area is titled 'General Settings' with the subtitle 'View and change general printer configuration.' It displays the following information: Firmware version: 20110321, Firmware build info: TIME=Mon Mar 21 13:41:43 2011 PROD=k2;RELEASE=MJ12.12.0, Device serial number: SFP0001022, Language: English (US) (with a dropdown arrow), and Internal memory (MB): 64. At the bottom are three buttons: Refresh, Show Defaults, and Save.

Network Settings

This screen allows you to view and change basic network status and configuration settings of your printer.


To access the Network Settings page from the Home Page select **Network Settings**.

The screenshot shows the 'Printer Toolbox' interface for a 'Memjet Office Printer'. The sidebar is identical to the previous screenshot. The main area is titled 'Network status and configuration' with the subtitle 'View and change network settings.' It prompts the user to 'Select a network configuration page below:' with a dropdown menu currently set to 'Network Settings'. Below this, the 'Network Settings' section displays: Network status: connected, Mac address: 00-50-c2-65-b7-cb, Printer name: DEV65B7CB (in a text box), Link speed: auto (with a dropdown arrow), and Connection timeout (seconds): 120 (in a text box). At the bottom are three buttons: Refresh, Show Defaults, and Save.

 Do not change these settings.

IP Configuration settings

This screen allows you to view and change IP configuration settings on your printer.

 Changing printer settings through this screen **may cause your printer to become unusable**.

To access the IP Configuration settings page from the Home Page select **Network Settings**, then click the **Select a Network Configuration Page** arrow and select **IP Configuration**.

Printer Toolbox

memjet.

Printer: SFP0001022

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

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[Maintenance](#)

Memjet Office Printer

Network status and configuration

View and change network settings.

Select a network configuration page below:

IP Configuration

IP Configuration

Network status: connected

Mac address: 00-50-c2-65-b7-cb

Printer name: DEV65B7CB

Domain name:

Enable DHCP: ☒

Enable BOOTP: ☐

Enable AutoIP: ☒

DHCP lease time (seconds): 0

IP address:

Subnet mask:

Default gateway:

WINS server:

[Refresh](#) [Show Defaults](#) [Save](#)

• Toolbox Troubleshooting screens

The following screens may help in troubleshooting problems with your Memjet printer.

Event Log

Your Memjet printer logs errors into a special buffer in printer memory. The Event Log screen displays any errors that have been logged by the printer as it responds to your commands, or performs maintenance functions.

Printer Toolbox

memjet.

Printer: SFP0001022

[Home](#)

Supplies

[Supplies Info](#)

[Usage Info](#)

Setup and Status

[General Settings](#)

[Network Settings](#)

Troubleshooting

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Memjet Office Printer

Event Log

View recent printer events.

Pages	Event	Description
1230	Printer state change	Online
1230	Printer state change	Offline
1230	Door closed	Rear
1230	Printer tilt cleared	
1230	Insufficient VI cleared	Magenta
1230	Low on ink cleared	Magenta
1230	Insufficient VI cleared	Cyan
1230	Low on ink cleared	Cyan
1230	Insufficient VI cleared	Black
1230	Low on ink cleared	Black
1230	Insufficient VI cleared	Yellow
1230	Low on ink cleared	Yellow
1230	Ink tank insertion	Magenta
1230	Ink tank insertion	Cyan
1189	Ink tank insertion	Black
1189	Ink tank insertion	Yellow
1189	Power on	20110311

[Refresh](#)

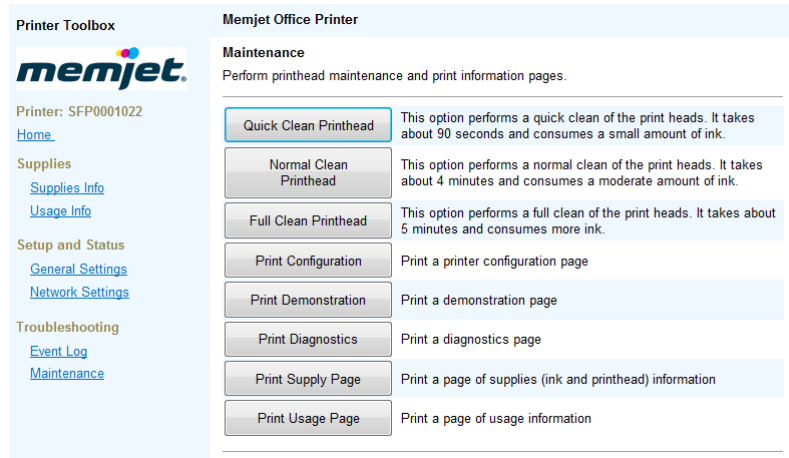
This window will list the last 100 events that have occurred. If you need to contact support personnel, you may be asked to open this windows on your PC.

To access the Event Log page from the Home Page, select **Event Log**.

Maintenance

The Maintenance page allows you to clean the printhead and print various diagnostic pages that can be useful in determining printer problems and helping to solve them.

To access the Maintenance page from the Home Page select **Maintenance**.



For information on how and when to use the various Clean Printhead buttons refer to [Printhead cleaning using the Toolbox](#) on page 88.

The remaining buttons shown above allow you to print much of the information contained in the previous screens.

• Memjet maintenance

Your Memjet printer does not require any user intervention for routine maintenance. Maintenance is generally carried out in the background and is interrupted when printing. There is only one exception to this, when the printer enters an extended cleaning function. See [Extended maintenance activity](#) below.

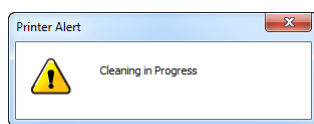
If you find your printouts no longer match your expectations or do not look as good as they did when the printer was new, the section labelled [Restoring print quality](#) may be of help.

If necessary, you can set the printer back to its [original configuration settings](#).

• Extended maintenance activity

Not all automatic maintenance operations can be interrupted.

If your printer seemingly refuses to print and the On/Off button is blinking, it may have entered an extended maintenance activity. Check your PC screen for further information. When undergoing extended maintenance the following Alert window will be displayed:



While this window is displayed your printer will not acknowledge any print commands. This may take a few minutes.

Printing will resume when maintenance is complete.

• Restoring print quality

If your printouts start to display streaks or similar problems, your printhead may have accumulated paper dust, fibres or other contaminants from the paper during printing.

In this case you may need to carry out one or more printhead cleaning steps. There are three ways you can perform printhead cleaning:

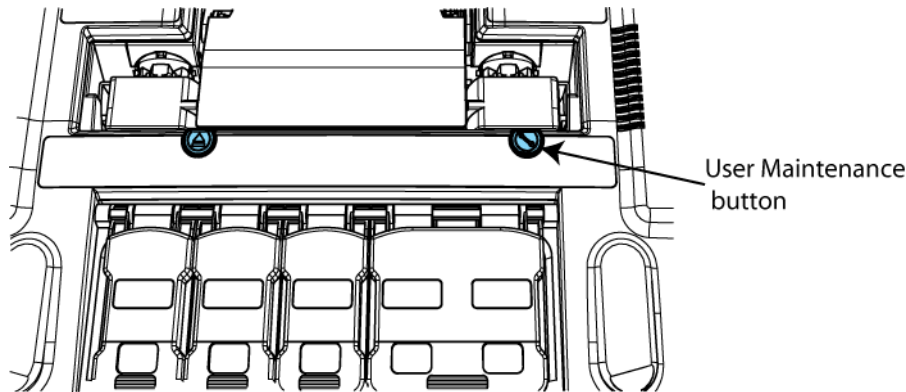
- Using the User Maintenance button on the printer.
- Using the printer driver Printer Properties Services tab.
- Using the Toolbox application.

Printhead cleaning via the User Maintenance button


If you are next to the printer you can clean the printhead using the User Maintenance button.

To perform a manual printhead clean:

1. Lift the printer cover.
2. Press the **User Maintenance** button as shown, and hold it down until you hear maintenance operation start.



3. The printer will execute an initial printhead wipe sequence which should remove the cause of any streaking. Wait until the Power On/Off button stops blinking.

 All cleaning operations consume ink. The more thorough the cleaning operation, the more ink is consumed. It is recommended you always print one or more test pages at this point.²

4. If the problem persists, repeat step 1 within 10 minutes to initiate a more thorough printhead cleaning sequence. Again, wait until the Power On/Off button stops blinking.
5. Print a test page to determine whether the problem has been resolved.
6. If the second press of the User Maintenance button has not removed the problem, you may repeat step 1 a final time (within 10 minutes) to initiate the most thorough cleaning operation available. Before issuing a test print, again wait until the Power On/Off button stops blinking.

 If the problem persists, contact support personnel.

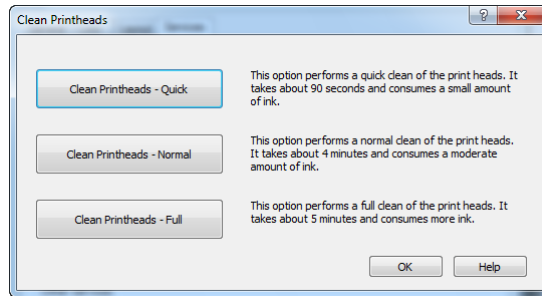
Printhead cleaning using Printer Properties Services tab

The printer driver Services tab is furnished with a **Clean Printheads** button which, when clicked brings up the Clean Printheads dialog box with three buttons:

- Quick Clean Printhead.
- Normal Clean Printhead.
- Full Clean Printhead.

Each of these buttons performs a printhead cleaning operation as explained in the accompanying text in the Dialog box (see above).

² A quick way of obtaining a printout if you are near the printer is to keep the Stop/Cancel and OK/Resume buttons depressed until the printer starts to print a demo page (for more than 2 seconds).



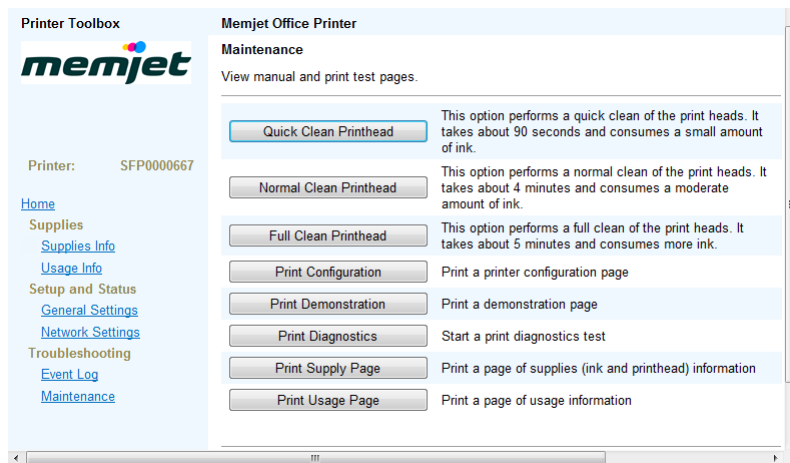
These cleaning operations are analogous to those carried out by pressing the User Maintenance button on the printer, as explained in [Printhead cleaning via the User Maintenance button](#) on page 86.

The Clean Printhead – Quick button corresponds to a single depression of the User Maintenance button on the printer, The Clean Printhead – Full button corresponds to three depressions of the User Maintenance button.

- ⚠** All cleaning operations consume ink. The more thorough the cleaning operation, the more ink is consumed. When you need to clean the printhead it is recommended that you:
- * Always start with a Quick clean and progress from there
 - * Always print one or more test pages after each cleaning operation.

Printhead cleaning using the Toolbox

The [Toolbox Maintenance](#) page also provides three Clean Printhead buttons which are analogous in their operation to those appearing in the printer driver Services tab.



• Resetting original configuration settings

• Factory default printer settings

If, for any reason, you need to reset the printer settings back to their factory defaults, press the **Cancel** button on your printer's Control Console until the Attention lamp flashes once.

This should take 30 seconds. Keep the **Cancel** button pressed for the whole time.

A number of setup parameters in your printer will change, including:

- Language
- IP Configuration.

• Factory default printer driver settings

If the layout of your printouts do not match your expectations, resetting the print options on your printer driver back to their original, default settings may solve the problem.

To reset your printer driver to the original, factory default setting installed when you first set up your printer:


1. Click Windows **Start** on your toolbar.
2. Select Devices and Printers.
3. Right click the Memjet Office Printer in the Printers and Faxes pane and select Printer Properties.
4. Click Preferences.
5. In the General tab, click the arrow in the My Print Settings pane and select **Defaults**.
6. Click Apply then click OK until you have exited all dialog boxes.

The next time you issue a print command to your Memjet printer the original setting configured during initial setup will be used.

• Supplies and accessories

This section contains information about:

- paper, inks and other consumables that are suitable for your Memjet printer
- how to replace consumables
- how to care for them to get the best out of your printer.

 For information on sourcing new ink tanks or printheads contact your supplier.

• Paper

Your Memjet printer is a plain-paper printer. The paper that you print on directly affects the quality of the output. Choosing paper that is compatible with your Memjet printer and using the right paper for each job, are key to achieving the best quality results.

For good results paper should always be in good condition when used in your printer. Do not use the paper if the sheets are in poor condition. Do not use the paper if it is:

- moist
- dusty (has surface or edge dust)
- folded, curled or wrinkled to any extent
- out of shape
- perforated, torn or hole-punched
- has staples in it.

 Some types of paper *must not be used* on your Memjet printer, as their use may damage the printhead and render your printer unusable. See [Choosing the right paper](#) on page 91.

• Recommended paper

Placeholder.

This section to be added by Brand Partner(s).

• Choosing the right paper

Use one of the recommended paper types listed above. If you need to use different paper contact the supplier of your Memjet printer.

Paper types not recommended

Treated paper is not recommended for use in your printer. Do not use paper that is:

- carbon backed
- textured
- used for iron-on or cold-water transfer
- pressure or heat sensitive
- covered with adhesive.

Specific types of paper that ***must not be used*** are:

- envelopes
- non-microporous photo papers
- coated laser paper
- transparencies.

If in doubt, contact the supplier of your Memjet printer.

Paper for two-sided printing and Booklets

Manual duplexing or Booklet printing is best used with text and light color applications.

Not all paper can be used for double-sided printing. Specifically, paper that has a preferred or specially prepared side will generally be unsuitable.

For successful duplex printing the first side of the printed sheet should be dry, and the sheet must be very flat when re-loaded into the paper tray to ensure the second side is printed correctly. Curled or cockled paper will cause misfeeds.

Try printing a small sample. If the result is not up to expectations, try printing on heavier grade or higher quality paper.

• Paper storage and handling

Storage and handling are very important in maintaining your paper in top condition to produce the best quality output. Common recommendations are listed below, but your particular location may require further considerations.

- Store all paper flat. Curled or bent paper can cause misfeeds.
- Store paper in a cool, dark location with low humidity. Light and UV radiation can damage paper.
- Keep paper wrapped prior to installing in printer to prevent dust from contaminating the surface. If paper came in a re-sealable container reinsert unused paper in the container when you have finished, and seal it, for protection.

• Ink

You must use only Memjet-compatible ink in your Memjet printer. Memjet ink cartridges carry information about the ink they hold. This information is used by the printer to optimise printing on various paper types.

• Sourcing new ink

Contact your supplier to source new ink tanks.


• Ink storage and handling

Memjet inks do not require special storage and handling. Common recommendations are listed below, but your particular location may require further considerations.

- Do not expose ink to freezing 0 °C (32 °F) temperatures.
- Do not expose ink to temperatures higher than 60 °C (140 °F).
- Do not drop ink tanks.
- Allow ink to acclimatise to ambient temperature before using in your printer.


• Replacing ink tanks

New ink tanks may be supplied in a blister pack as shown in the [Ink tanks](#) section on page 15 or in individual ink tank packaging.

 You do not need to switch off your printer to replace ink cartridges.

To replace the ink tanks in your printer:

1. Ensure all print commands have terminated and the printer is idle.
2. Lift the printer cover and the four ink tank slot covers to reveal the ink tanks in their slots (see the printer [Internal view](#) on page 13).
3. Carefully remove the ink tanks from their slots.

 DO NOT switch off your printer if any of your ink tanks have been removed. Doing so may compromise ink delivery in your printer.

4. Follow the instructions in [Installing the ink tanks](#) on page 20 from step 2.

 Always consider the environment when disposing of ink tanks. Follow your supplier instructions to ensure you are conforming to local regulations.

• Printhead cartridge

Your Memjet printhead cartridge is a delicate micro-electrical-mechanical device and should be treated with due care to avoid degradation of print quality.

• Sourcing new printhead cartridges

Contact your supplier to source new printhead cartridges.

• Printhead cartridge storage and handling

Once installed, your printhead cartridge should remain in the printer. Removing the printhead cartridge is not recommended, even while transporting the printer.


If you need to remove the printhead cartridge and store it for any specific reason, protect the printhead cartridge at all times from contamination by air-borne or surface contaminants such as dust or fibres.

When handling a printhead cartridge, hold the printhead cartridge only by the handles and do not touch the ink couplings, the printhead nozzle surface or the electrical contacts.

- Always store printhead cartridges horizontally, never on end.
- Do not expose printhead cartridges to freezing (0 °C – 32 °F) temperatures.
- Do not expose printhead cartridges to temperatures higher than 60 °C (140 °F).
- Allow printhead cartridges to acclimatise to ambient temperature before using in your printer.


• Replacing the printhead cartridge

Your new printhead cartridge will be delivered packaged as shown in the [Printhead cartridge](#) section on page 14.

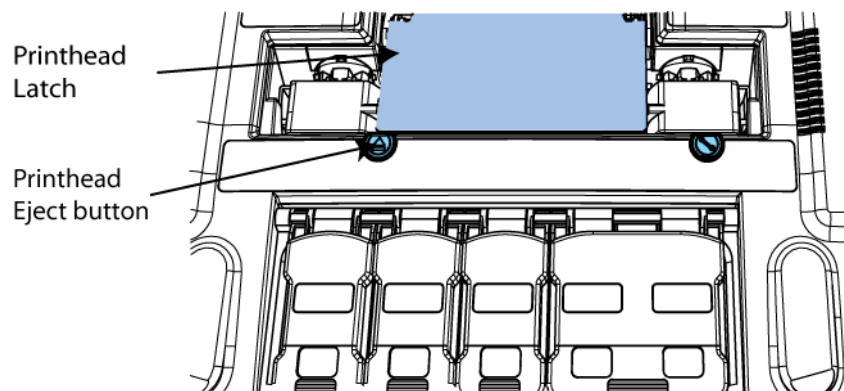
 You do not need to switch off your printer to replace the printhead cartridge.


To replace the printhead cartridge in your printer:

1. Ensure all print commands have terminated and the printer is switched on and idle and your ink tanks are installed properly.

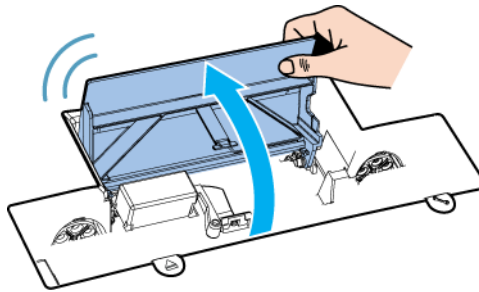
 DO NOT Replace the printhead cartridge when any of the ink tanks have been removed. Always ensure all the ink tanks are installed before doing so. Failure to do so may compromise ink delivery in your printer.


2. Press the **Printhead eject** button shown below, until the Attention lamp blinks. This should take about 5 seconds. This will open the printhead latch automatically.



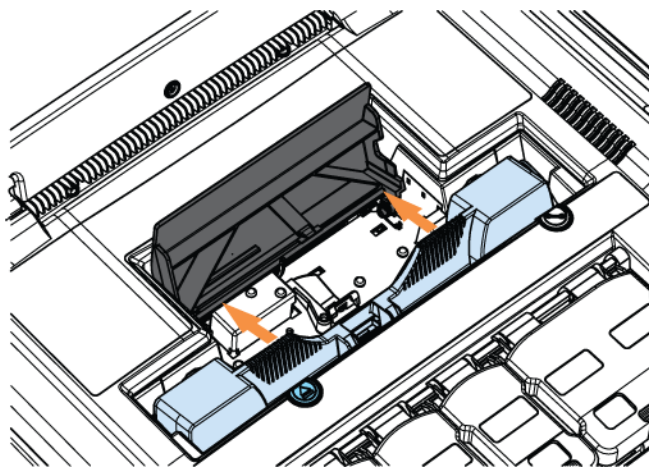
 If the **Printhead Eject** button fails to release the printhead latch as described, contact support personnel. DO NOT attempt to release the printhead latch in any other manner on your own.

3. Rotate and lift the printhead latch as shown to reveal the printhead cartridge.

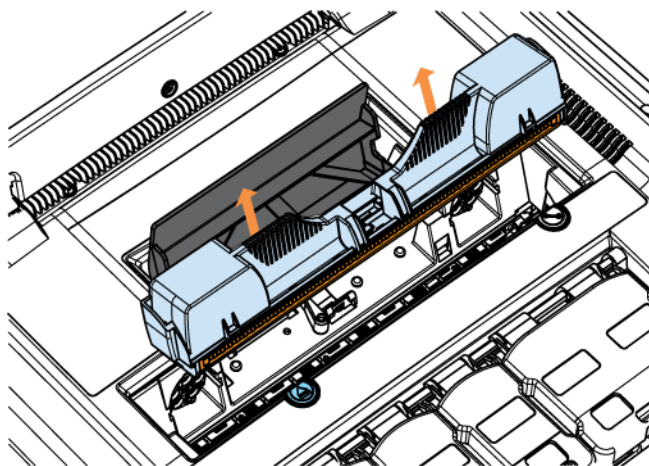


 Always lift the printhead latch as far as possible. It should be vertical when fully opened.

4. Grasp the printhead cartridge by the handles and rotate the printhead cartridge towards the latch to disengage it, as shown.



5. Gently lift the printhead cartridge away from the printer as shown. Lift until the old printhead cartridge is clear of the printer. If you have kept the protective cover (see the [Printhead cartridge](#) section on page 14) use it to cover the old printhead cartridge, as there is always a chance some ink will remain in the printhead cartridge.



6. Insert the new printhead cartridge following the instructions contained in the [Installing the printhead cartridge](#) section on page 23.



Always consider the environment when disposing of printhead cartridges. Follow your supplier instructions to ensure you are conforming to local regulations.

• Accessories

There are currently no accessories for the Memjet printer.

• Troubleshooting

This section contains a set of error conditions you may experience in various situations, and suggestions for how to deal with such errors.

Should the suggestions found in this section not fix the problems you may be encountering, contact support personnel.

• Initial checks

You should always attempt to fix any problems that may arise. This section lays out a suggested checklist you should perform before contacting support personnel. Check that:

- The power cord is connected to the power supply, the power supply is properly connected to the printer and the printer is switched on.
 - There should be a blue lamp lit on the power supply to indicate it is receiving power.
 - The printer Power On/Off button should be lit and steady.
- The interface cable (USB or Ethernet) is inserted properly in the printer.
 - For a USB cable, also check that it is connected securely to your PC.
 - For an Ethernet cable, check that the two lamps next to the cable are lit. The orange lamp should be steady and the green lamp is likely to be flashing.
- There are no lamps lit on the Control Panel other than the On/Off button, and the On/Off button is lit and steady.
 - If the On/Off button is blinking the printer may be busy. Check your PC screen for a message explaining what it is doing.
 - One or more ink supply lamps lit but steady indicate low ink levels. You may continue to print but you should replace relevant ink tanks, as they are empty.
 - One or more ink supply lamps lit and flashing indicate out-of-ink conditions or missing ink tanks. The printer will not function until you replace those ink tanks.
 - The Attention lamp generally indicates the rear door is open see [Attention lamp is lit](#) on page 99.
 - Paper Jam lamp indicates a paper jam. See [Paper jam](#) on page 74.
- There is paper in the paper tray; it is clean and inserted with the print side facing down.

If the above checks did not solve your problem see below.

• Printer installation problems

Installation of your Memjet printer should be trouble-free and simple if you follow the directions given in section [Setting up your printer](#) on page 18.

The few issues listed below comprise some simple errors that may arise which you can fix on your own.

For all other errors, contact support personnel.

Cannot install USB printer

If you cannot get past Step 8 of [Installing a USB driver](#) on page 37, try backing out of that installation (Click **Cancel** then **Yes**) and uninstall the current driver as explained in [Uninstalling older printer drivers](#) on page 53.

Excessive tilting of printer

Your printer is meant to be installed on a flat, level surface. Should the surface on which the printer is sitting not be level, the Attention lamp on the Control Console will be flashing (see [Control Panel](#) on page 16) and the following window will appear on your screen when you attempt to print:



You must clear this error before you can do any more printing.

To clear this error re-locate your printer onto a firm, level surface and wait for the recovery operations to take place automatically. Once the printer has recovered, the above window will disappear, the Attention lamp will be extinguished and your print job will be carried out.

Rear door open

If the Attention lamp is lit, it may indicate the rear door is not closed properly.

Looking at the printer from a rear view, press the rear door at the top left corner to ensure the door closes properly. See the *Manual feed tray closed* view in the [Rear views](#) section on page 12.

Test page does not print


This applies specifically to networked printers.

If you have set up your Memjet printer using a specific IP address (see [Installing a network driver](#) on page 40), and your Test page does not print, the most likely cause is an incorrect IP address during installation.

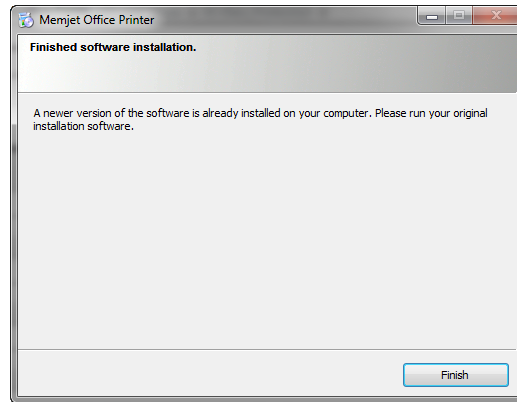
Uninstall the printer (see [Uninstalling older printer drivers](#) on page 53) then re-install it using the correct IP address.

Check that your Test Page prints correctly.

Installing older software

 Installing an earlier version of the Memjet printer driver on your PC is not recommended. If you need to install an old version of the Memjet printer driver contact support personnel.

You will be prevented from installing an earlier version of the Memjet printer driver software. If you attempt to do so, the following dialog box will be displayed.



Clicking on **Finish** will return you to the initial installation dialog box.

• Printing problems

The most common printer problems are covered in the [Common printer messages and alerts](#) section on page 72. This section covers other issues that may arise in the course of operating your Memjet printer.

Paper picking problems

The most common causes of paper picking problems are:

- Paper sheets sticking together
- Paper dust
- Single-sided paper loaded into the printer tray the wrong way up.

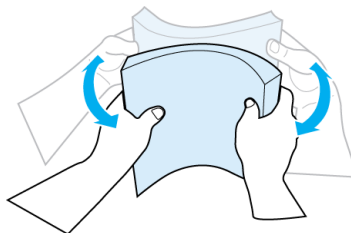
In all cases you will need to re-load your paper tray.

Re-loading paper

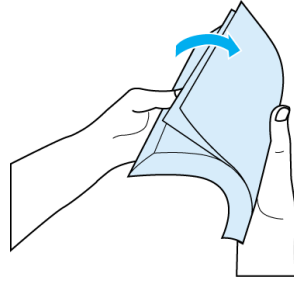
Paper reams can sometimes have adjacent sheets sticking together at the edges. Similarly, paper dust may be present and noticeable on sheet edges or surfaces. These issues may give rise to mis-picking.

To minimise mis-picking re-load the paper tray, following these directions:

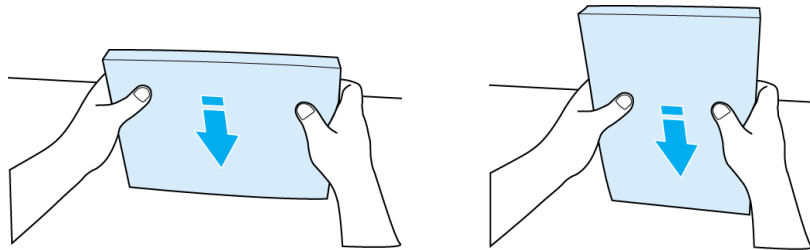
- Flex the sheets back and forth to loosen them and break any sheet bonding




- Fan them a few times to ensure sheets are free (do not crease the paper)



- Remove any obvious loose paper dust from surfaces or edges of the sheets
- Align the edges of the sheets on a level surface before insertion into the paper tray.



 The paper tray should be kept clean for optimum printer performance.

Loading single-sided paper

Single-sided paper has a specially treated side, to improve print quality. These specially prepared single-sided papers must be inserted into the paper tray with the treated (or print-ready) side facing down. If you are using this type of paper, check that the paper tray is loaded correctly. Incorrect loading is a common cause of mis-picking.

Paper jams due to paper curl

When printing heavy graphics, the speed of your Memjet printer may cause the paper to curl in the output tray of your printer. This curl may cause a paper jam in the output tray. To minimise the chance of this occurring:

- Use recommended paper types to minimise curl. Heavy graphics usually requires higher quality paper.
- Remove the sheets from the output tray more often if curl is still a problem.

Attention lamp is lit

The Attention lamp is lit when the printer is unable to continue because of some condition.

If the OK/Resume button is not flashing then the most probable cause is the rear door remaining open. Looking at the printer from the rear, press the rear door at the top left corner to ensure the door closes properly. See the *Manual feed tray closed* view in the [Rear views](#) section on page 12.

If the OK/Resume button is flashing, then press it to resume printing. If this fails:

1. Press the Power button to turn the printer off.
 1. Turn it back on again.

If the problem remains contact support personnel.

Can no longer print to a networked printer

If you can no longer print to a networked printer the most probable cause is that the IP address of the printer cannot be reached by the printer driver.

See your Network Administrator to resolve the issue in accordance with your network's access and security policies.

Print options greyed out

If your networked printer has been installed to run as a Service from a print Server in your organization, all the following features will be greyed out:

- My print Settings.
- Custom Sizes.
- Custom Watermark.

These features require the user to have write access to the host system's Windows Registry, and this is generally not available to clients on Servers.

Cannot access Toolbox Home Page

If you have tried to access the Toolbox Home page and failed, the most common reason is that the printer is switched off.

To fix this problem switch the printer back on and try again.

If you are still having problems, and you are using a networked printer, contact support personnel and inform them of the problem.

Toolbox links are not working

The Toolbox pages contain several hyperlinks, all of which require Javascript to be enabled on your default browser. Generally most Web browsers are set up with Javascript enabled.

If you have linked to a Memjet printer as a service from a Windows 2003 or 2008 Server, and you find you cannot jump to other Toolbox pages other than the Home page, a likely cause is that the Server has restricted access to Javascript.

Contact support personnel and inform them of the problem.

Printer slows down between pages

Your Memjet printer will always print a page at its rated speed, from start of page to end of page. If you see your printer slowing down between pages the most likely cause is slow delivery of data to your printer.

For some documents your computer may not be able to generate the data stream quickly enough to drive your Memjet printer at its rated speed. Some applications render documents in such a way that even simple-looking documents may generate a large amount of data. Low-end PCs may be particularly subject to this issue.

Similarly, delivering that data stream to your Memjet printer can require considerable bandwidth, and a slow or overloaded network connection may give rise to similar symptoms.



If you are printing to a local Memjet printer, make sure it is connected via a USB 2.0 (Hi-speed) connection.

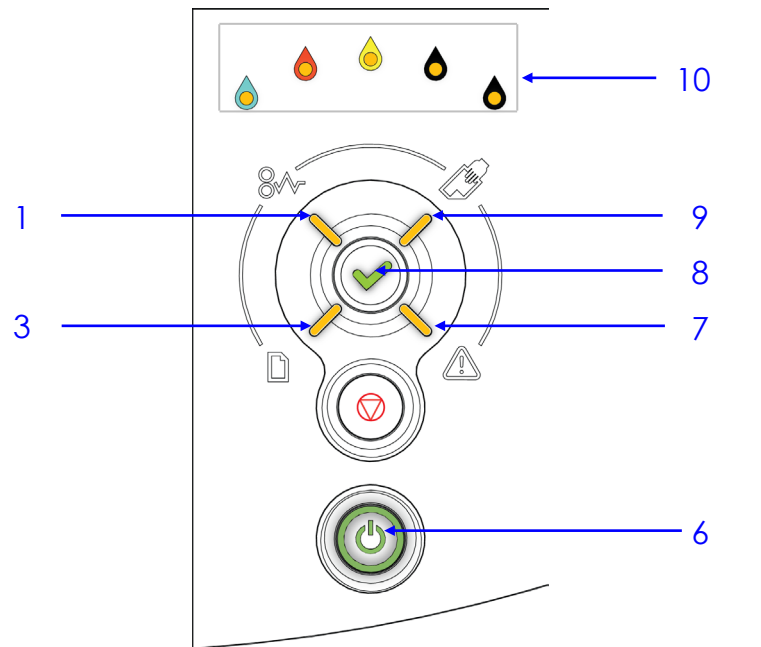
• Error/operational status messages

This section lists all the status messages that you can encounter when using your Memjet printer.

Status messages can be conveyed both on your Memjet printer Control Panel and in Alert windows on your computer screen. In some situations both avenues are used together. See [Common printer messages and alerts](#) on page 72 for some examples.

• Control Panel status messages

The following status messages are displayed on the Memjet printer Control Panel using lamps. For your convenience the Control Panel is reproduced here and the lamps identified:



- | | | | |
|---|----------------|----|------------------------|
| 1 | Paper Jam lamp | 8 | OK/Resume lamp |
| 3 | Paper Out lamp | 9 | Manual Feed lamp |
| 6 | Power lamp | 10 | Color Ink Supply lamps |
| 7 | Attention lamp | | |

As mentioned elsewhere, the Power lamp is:

- ON and steady when the printer is ready to operate
- BLINKING when the printer is busy
- OFF only when the printer is off.

Information conveyed by all other lamps is covered in the following table, and classified into one of three types of message:

- User Intervention required – operational status reached requiring your intervention.
- Warning – recoverable error state requiring your intervention.

- Fatal error – if you encounter these errors contact support personnel.

Message Type	Message Description	Control Panel lamp configuration
User Intervention Required (User action required to resume printing)	Paper Jam	Paper Jam lamp blinking + OK/Resume lamp blinking
	Paper out	Paper Out lamp blinking
	Ink Low	Related Color Ink Supply lamp(s) ³ ON
	Out of Ink / Missing Ink Tank (s)	Related Color Ink Supply lamp(s) Blinking + OK/Resume lamp Blinking
	Manual Feed activated	Manual Feed lamp Blinking
	Duplex or Booklet printing	Manual Feed lamp ON + OK/Resume lamp Blinking
Warning (User intervention can recover from these errors)	Rear door open	Attention lamp Blinking
	Excessive tilt	Attention lamp Blinking
	Printhead latch open	Attention lamp Blinking
	Invalid or missing printhead	Attention lamp Blinking
	Incompatible printhead	Attention lamp Blinking
Fatal Error	Non-recoverable error	All lamps are ON
	Invalid Firmware	All lamps are ON
	Sump full	All lamps are ON



If you encounter any Control Panel lamp configurations not covered in the following table, contact support personnel.

• Alert windows status messages

Messages listed in the following table are displayed by the Memjet printer driver on your PC screen as a small popup window, called an Alert window.

Such messages are intended to help you understand the nature of the problem. This table lists all Alert window messages and suggests what action you can or should take. Should the suggested course of action not have the desired effect, contact support personnel.



Alert windows carrying critical alerts will not close until you choose to close them and, if closed, may re-appear at the next print action if the error has not been fixed.

Message text	Suggested action
Cleaning in Progress	Wait until the message disappears. The printer will not respond until cleaning has completed.
Black Ink Low	Replace with full ink tank.
Cyan Ink Low	Replace with full ink tank.
Magenta Ink Low	Replace with full ink tank.
Yellow Ink Low	Replace with full ink tank.
Multiple Inks Low	Replace with full ink tank.
Black Ink Out	Replace with full ink tank.
Cyan Ink Out	Replace with full ink tank.
Magenta Ink Out	Replace with full ink tank.

³ In the case of Black ink, the two rightmost lamps will be ON.

Message text	Suggested action
Yellow Ink Out	Replace with full ink tank.
Multiple Ink Tanks Out	Replace with full ink tanks.
Incorrect Cyan Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Yellow Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Magenta Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Incorrect Black Ink Tank	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Cyan Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Yellow Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Magenta Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Unauthorized Black Ink Tank Installed	Remove ink tank, clean electrical contacts and re-seat it.
Multiple Unauthorized Ink Tanks Installed	Remove ink tank, clean electrical contacts and re-seat it.
The Black Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Cyan Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Magenta Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
The Yellow Ink Tank is missing.	Insert or re-seat the ink tank. Ensure electrical contacts are clean.
Multiple Ink Tanks are missing.	Insert or re-seat the ink tanks. Ensure electrical contacts are clean.
Printhead Latch Open	Close printhead latch – ensure printhead has been inserted properly.
Rear Access Door Open	Close rear Access Door
Excessive Tilt Error	Your printer will not function until it is placed on a flat, level surface.
Ink Sump Almost Full	Your printer is nearing its end-of-life. Contact support personnel.
Ink Sump Full	Your printer may have reached its end-of-life. Contact support personnel.
Load Paper	Load paper into the paper tray.
Incompatible Printhead	Your printer driver software may require updating.
Missing Printhead	Remove and re-insert your printhead – contact support personnel for directions.
Unauthorized Printhead	Remove and re-insert your printhead – contact support personnel for directions.
Paper Jam	Remove cause of paper jam.
Mechanical Jam	Power down your printer by pressing the Power On/Off button. If error persists on power-up, contact support personnel.

• Specifications

Printing

Speed	Normal - 60 ppm (1600 dpi x 800 dpi) ¹ Best - 30 ppm (1600 dpi x 1600 dpi)
Printhead Cartridge	Single Memjet printhead (user replaceable)
Print pipeline hardware	Single OmniPEC
Max dot rate	900 million dots/sec
Single / double sided printing	Single sided (simplex) Manual (SW duplex)

Software

Supported Windows Operating Systems ²	Windows: XP, Vista 32/64 bit Windows 7 32/64 bit, Server 2003, Server 2008.
Fonts	Page rendering using host computer fonts

Hardware

CPU	Two 32-bit ARM processors
RAM	64 MB SDRAM

Printer Connectivity

USB	Supports USB 2.0 High speed
USB (Device)	1 × Device port for host connection
LAN (wired)	Ethernet 100 802.3

User Interface

Input	Control Panel Keypad
Output	Control Panel lamp
Toolbox	PC application

Ink and Paper

Ink tanks	5 ink tanks - CMYKK 50 mL per tank
Ink dry time	Less than 1 second paper dry to the touch before leaving printer
Ink replenishment	Individual ink tank replacement

Ink tracking

Secure ink management ensures correct ink used

Bi-directional ink status monitoring in printer and driver

Paper sizes

Paper tray - A4, US Letter and US Legal
Manual feed tray - 6" x 4" to US Legal

Paper types

Plain paper and microporous matte coated inkjet paper

Paper weight

Paper tray – 70 gsm to 120 gsm (18 lb to 32 lb bond)
Manual feed – 70 gsm to 280 gsm (18 lb bond to 47 lb coated)

Paper tray

Single tray - 250 sheets 75 gsm (20 lb bond)

Output paper tray

125 sheets
Face-up, correct order

Environmental

Operational


Temperature	15 °C to 35 °C (59 °F to 104 °F)
Humidity	20 % to 80 % RH non-condensing
Atmospheric pressure	70 kPa to 106 kPa


Storage and Shipping

Temperature	-25 °C to 50 °C (-13 °F to 104 °F)
Humidity	5 % to 95 % RH non-condensing
Atmospheric pressure	70 kPa to 106 kPa

Other

Power Consumption	110 VAC/60 Hz	220 VAC/50 Hz
	OFF: <1 W Idle: 6.1 W Printing: 30.2 W	OFF: <1 W Idle 6.1 W Printing 32.4 W
Power Supply	External power adaptor 110-240 VAC 50/60 Hz 150 Watts	
Weight	~12 kg	
Dimensions	420 w x 225 h x 550 d (mm)	

¹  Document content, specific application printing techniques, lower end PCs and network bandwidth limitations may all prevent maximum print speed from being achieved.

²  All Host Operating Systems should be updated to the latest Service Pack unless otherwise specified. Javascript must be enabled in your browser.

• Appendices

• Relocating your Memjet printer

Once your printer is set up and working to your satisfaction you should not move it but leave it connected and switched on for best performance.

If you need to move it to another location in the house or in your office, read the section labelled [Local relocation](#), below.


If you need to relocate it to a different building or office, read the section titled [Remote relocation](#) on page 106.

Local relocation


Transporting the printer from one room to another in the house or to another office at work is considered a local relocation. Local relocation does not normally require that the printer be re-packaged before transportation.

To minimise the chance of ink leakage due to incorrect handling, your printer must be placed in 'transport mode' before relocation. This requires you to switch off the printer as set out below:

1. To place your printer in 'transport mode':
 1. Press the Power On/Off and Stop/Cancel buttons simultaneously for at least five seconds or until all the Control Console lamps begin to flash.
 2. Wait until all the Control Console lamps are extinguished. Your printer is now in 'transport mode'.
2. Disconnect the power cable from the wall socket.

 DO NOT switch off the power at the power outlet or remove the power cable before the Power On/Off button has ceased flashing. Failure to do so may damage your printer.

3. Disconnect the USB or Ethernet cable from your printer.
4. Lift the printer keeping it as level as possible whilst doing so. It is recommended that two people are used to lift and move the printer, as this makes it easier to keep the printer level.

 The printer should remain level at all times during relocation or storage. Failure to do so may cause the printer to leak ink.


5. Take care to avoid bumping the printer during the move.
6. When re-installing it in the new location, select the location as set out in the [Locating your printer](#) section on page 20.

Remote relocation


When transporting your Memjet printer to a remote location, your printer will need to be re-packaged.

To minimise the chance of ink leakage due to incorrect handling, your printer must be placed in 'transport mode' before repackaging. This requires you to switch off the printer as set out below:


1. To place your printer in 'transport mode':
 1. Press the Power On/Off and Stop/Cancel buttons simultaneously for at least five seconds or until all the Control Console lamps begin to flash.
 2. Wait until all the Control Console lamps are extinguished. Your printer is now in 'transport mode' and ready to be packaged.
2. To repack your printer:
 1. Disconnect the power cable from the wall socket.

 DO NOT switch off the power at the power outlet or remove the power cable before the Power On/Off button has ceased flashing. Failure to do so may damage your printer.


2. Disconnect the USB or Ethernet cable from your printer.
3. Prepare the original packing material (in which the printer was packaged when new).
4. Remove the ink tanks from the printer, watching out for spills or stains.
5. Remove the upper pull tabs from the front of the ink tanks and replace them on top of each tank. This operation is the reverse of that carried out in step 3 during [installation](#) see page 21.
6. Wrap each ink tank in clean, lint-free absorbent material and place them in a sealed plastic bag as a precaution against any spillages during transport.

 DO NOT remove the printhead before re-packaging the printer. The printhead is best left in the printer during transport.

7. Empty the paper tray and re-insert the paper picker stay (see [Removing the paper picker stay](#) on page 19) to secure the paper picking mechanism for transport.
8. Re-package the printer in the original packaging material, keeping the printer level at all times. See [Repackaging your printer](#) in the Appendices on page 109.
9. Ensure transport labels on the exterior box clearly indicate that the box is to be kept level at all times.

 The printer should remain level at all times during transportation and storage. Failure to do so may cause the printer to leak ink.

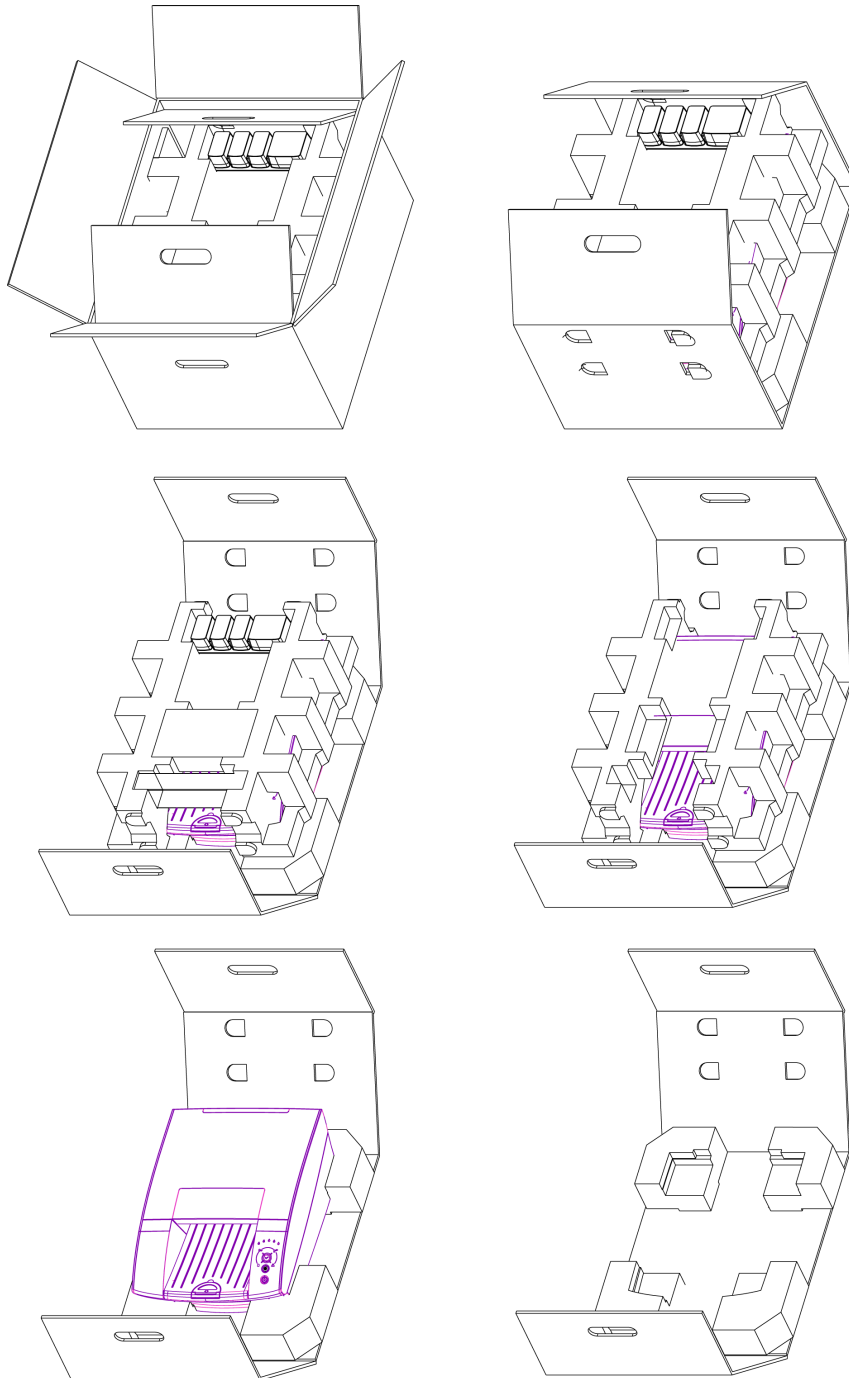
When re-installing at the new location, ensure there is sufficient free space around the printer and that it is placed on a flat, level surface, as set out in the [Locating your printer](#) section on page 20.

 For environmental requirements during storage and shipping, refer to [Specifications](#) on page 105.

• Unpacking your printer

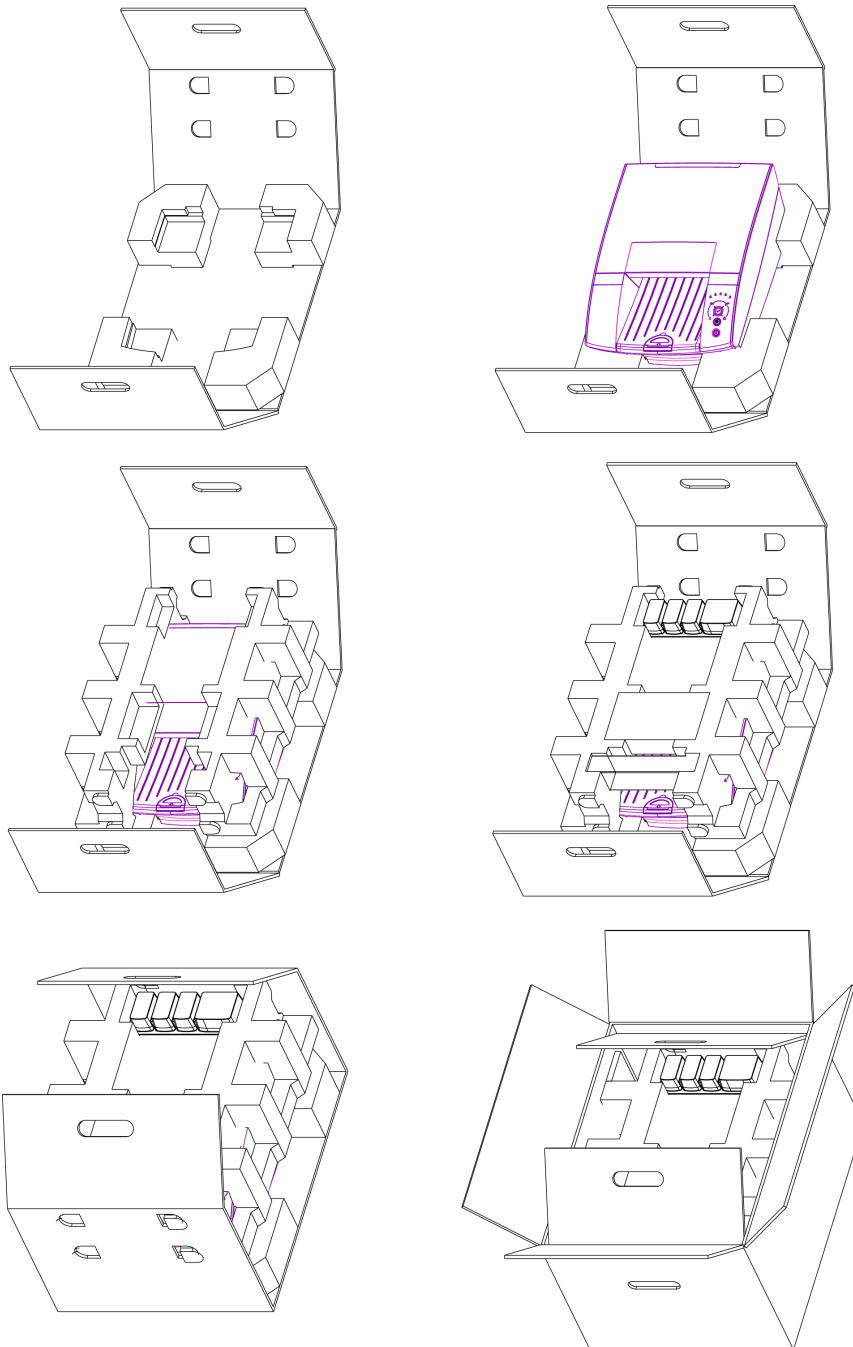
This section provides a simple visual guide to unpacking your new Memjet printer.

See [Setting up your printer](#) on page 18 for detailed information on how to proceed after unpacking.



• Repackaging your printer

This section provides a simple visual guide to repackaging your printer for transport, as discussed in [Remote relocation](#) on page 106.



- **Notices and Regulatory statements**

This is a place-holder for Certificates and Statements to be inserted (as appropriate) by Brand Partner(s).

- **Edition Notice**

- **FCC Compliance**

- **European Community**

- **WEEE directive**

- **Industry Canada**

- **Environmental Protection**