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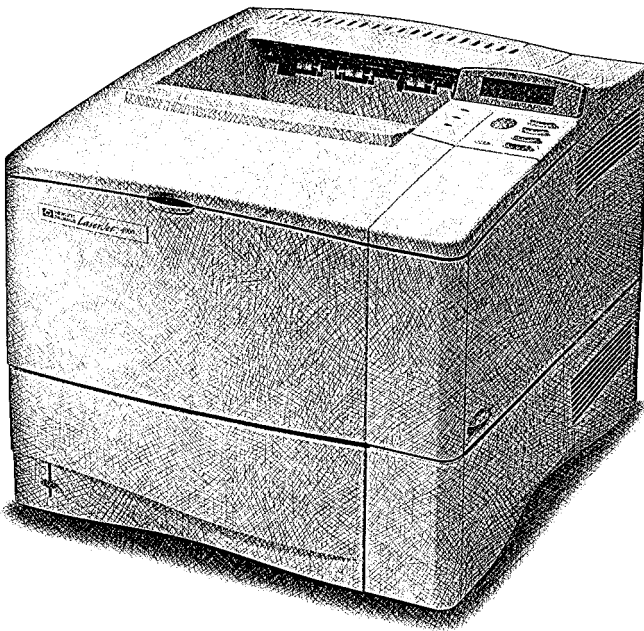
English

HP LaserJet 4000 and 4000 N Printers Getting Started Guide

HP LaserJet 4000 and 4000 N Printers

Getting Started Guide
Printer Setup

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Introduction

Congratulations on your purchase of the HP LaserJet printer! The printer was packaged with two getting started guides. Be sure to use the guide that matches your printer model.
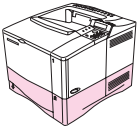
Configurations

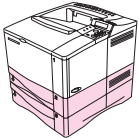This printer is available in four configurations, as described below.
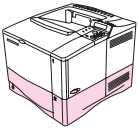
HP LaserJet 4000

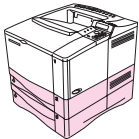The HP LaserJet 4000 comes standard with 4 MB RAM and one 500-sheet tray.

HP LaserJet 4000 N

The HP LaserJet 4000 N comes standard with 8 MB RAM, an HP JetDirect print server card for connecting to a network, and one 500-sheet tray.

HP LaserJet 4000 T

The HP LaserJet 4000 T comes standard with 4 MB RAM and two 250-sheet trays.

HP LaserJet 4000 TN

The HP LaserJet 4000 TN comes standard with 8 MB RAM, an HP JetDirect print server card for connecting to a network, and two 250-sheet trays.

Installation Checklist

This getting started guide will help you set up and install the new printer. For proper installation, please complete each section in order.

Unpack the Printer	steps 1-4
Install the Printer	steps 5-9
Connect the Printer Cables	step 10
Install Printer Software	step 11
Verify Printer Setup	step 12

WARNING! The printer is heavy. We recommend two people move it.

Note To learn about all the features and capabilities of the printer, see the printer user's guide and the help menus in the printer driver (available after you install the printing software).
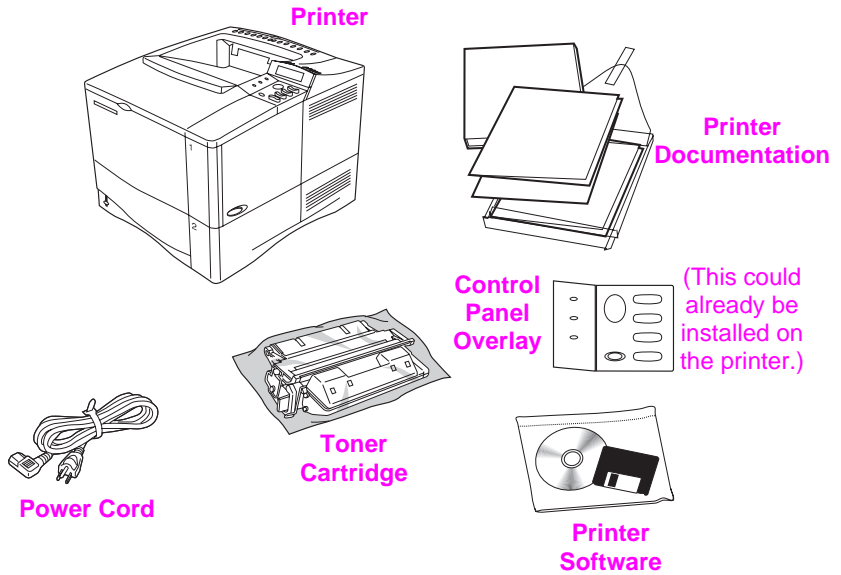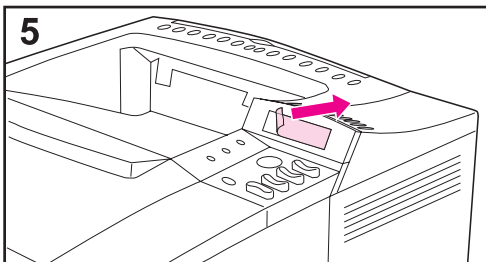
Step 1. Check Package Contents

Printer

Printer Documentation

Control Panel Overlay

(This could already be installed on the printer.)
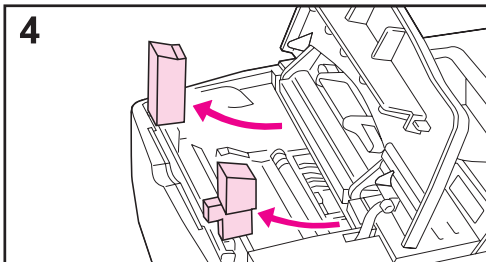
Toner Cartridge

Power Cord
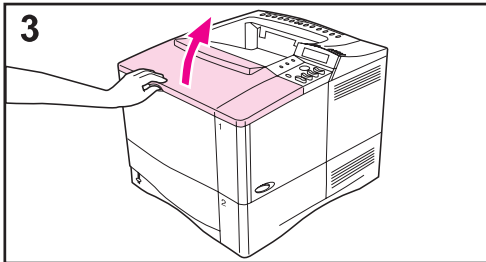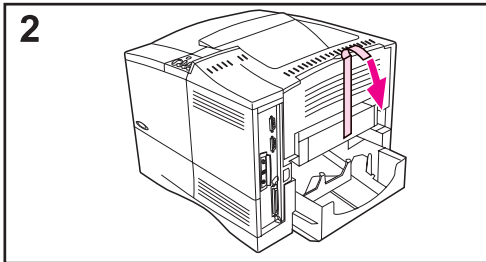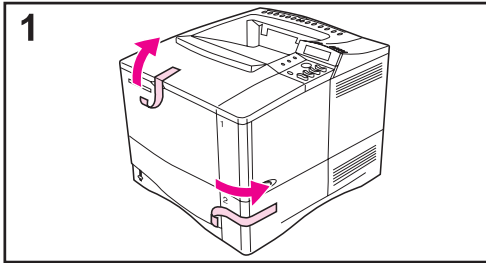
Printer Software

Figure 1   Package Contents

Note   A printer cable is not included in the package contents. See the printer user's guide for ordering information.

Step 2. Remove Internal Packaging

1

2

3

4

5

Note

Save all packing material. You may need to repack the printer at a later date.

1 Remove the shipping bag and tape from the trays.

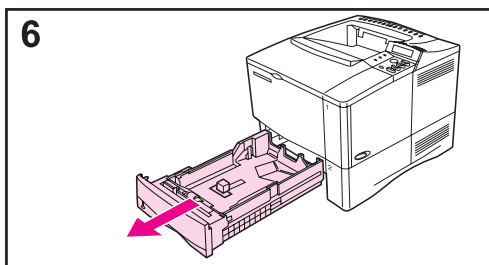**2** Remove the tape from the back of the printer.

3 Open the top cover.

4 Remove the two pieces of packing material from inside the toner cartridge cavity.
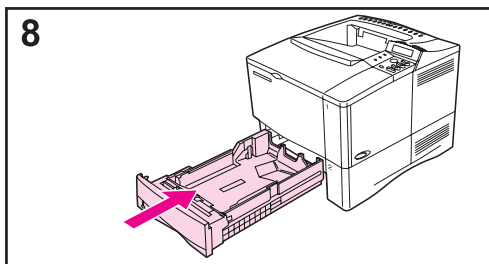
5 Remove the plastic film on the control panel display.

Continued on the next page.

6 Slide Tray 2 out of the printer.

7 Remove all packaging material and tape from the tray.
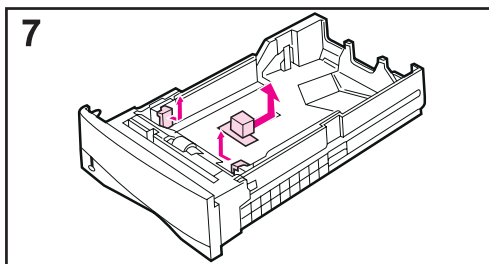
8 Slide Tray 2 back into the printer.

Step 3. Prepare Printer Location

39.67 inches (100.76 cm)
full length, trays and rear output bin open

16.77 inches (42.6 cm)
printer only, rear output bin closed

15.4 inches
(39.0 cm)

Printer Weight: 39.27 lb (17.85 kg)
(without toner cartridge)

**HP LaserJet
4000/4000 N**
18.5 inches
(46.99 cm)
with cover open

13.3 inches
(34.3 cm)
with cover closed

Printer Weight: 45.66 lb (20.71 kg)
(without toner cartridge)

**HP LaserJet
4000 T/4000 TN**
20.1 inches
(51.19 cm)
with cover open

15.5 inches
(38.5 cm)
with cover closed

Figure 2   Printer Dimensions

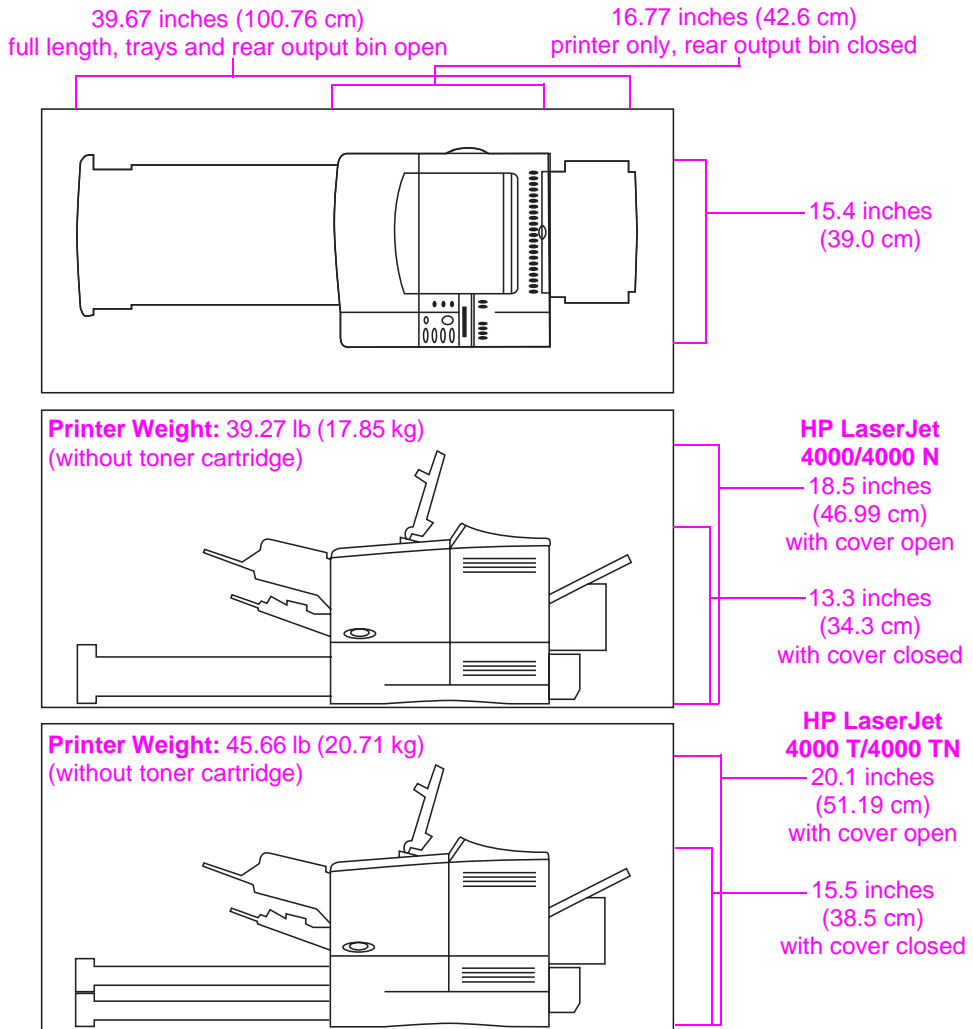**Location requirements for the printer**

- A sturdy, level surface for placement

- Space allowance around the printer

- A well ventilated room

- No exposure to direct sunlight or chemicals, including ammonia-based cleaning solutions

- Adequate power supply

- A stable environment—no abrupt temperature or humidity changes

- Relative humidity 20% to 80%

- Room temperature 50° to 91° F (10° to 32° C)

Step 4. Locate Printer Parts

The following illustrations give the location and names of the important printer parts.

Top output bin

Control panel
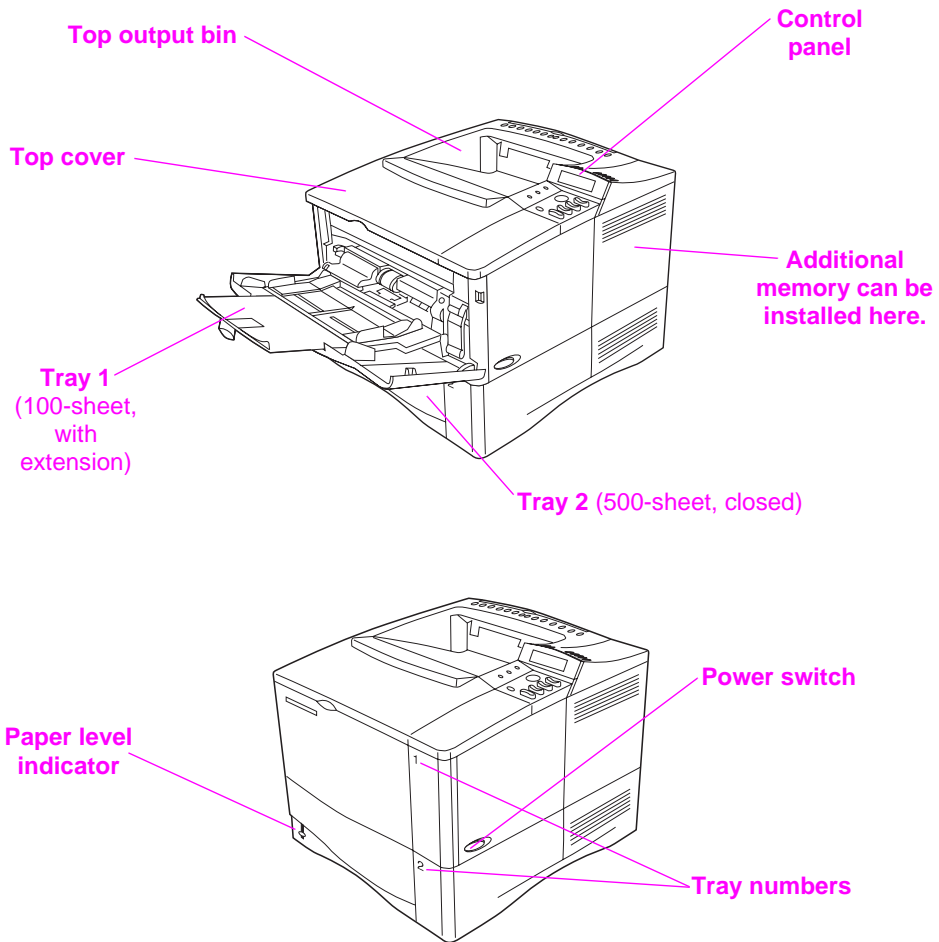
Top cover

Additional memory can be installed here.

Tray 1 (100-sheet, with extension)

Tray 2 (500-sheet, closed)

Power switch

Paper level indicator

Tray numbers

Figure 3   Printer Parts (front view)

Serial and model numbers (inside cover)

Rear output bin
(straight-through paper path)

Serial and accessory interface connectors

Power connector

Memory, network, or I/O
(More than one can be installed.)

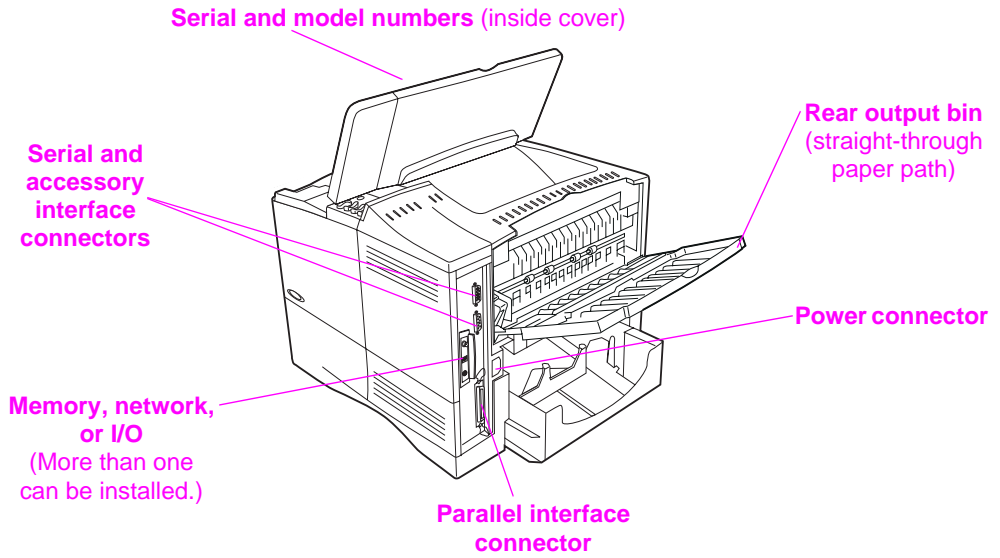**Parallel interface connector**

Figure 4   Printer Parts (rear view)

Step 5. Install Accessories

Install any accessories that you have purchased with the printer.
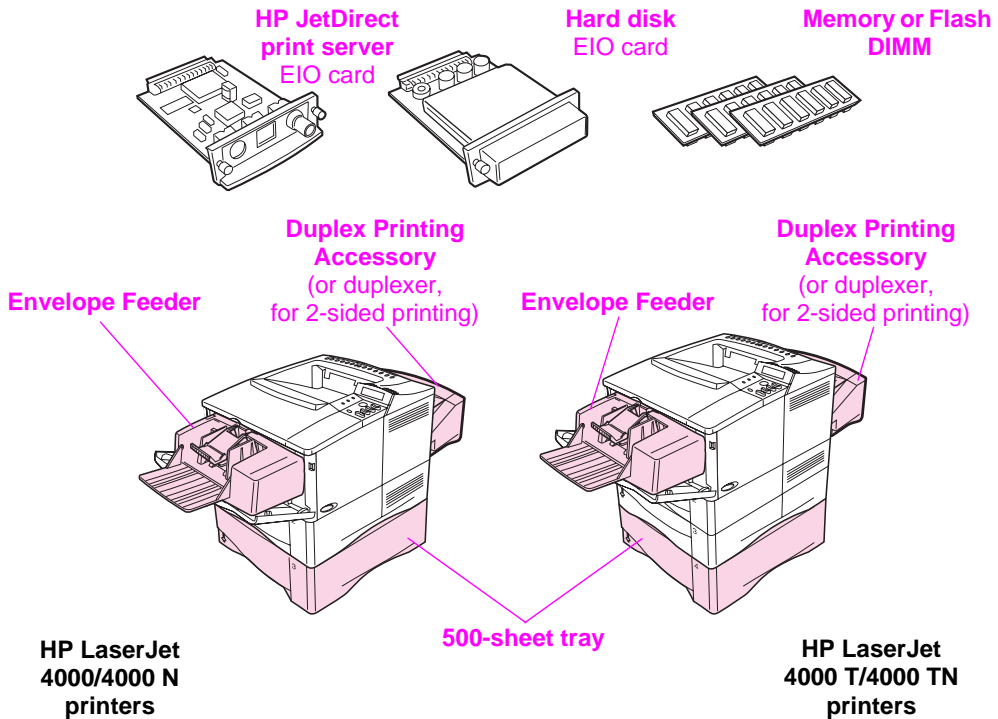Use the installation instructions that are packaged with the
accessories.

HP JetDirect
print server
EIO card

Hard disk
EIO card

Memory or Flash
DIMM

Envelope Feeder

Duplex Printing
Accessory
(or duplexer,
for 2-sided printing)

Envelope Feeder

Duplex Printing
Accessory
(or duplexer,
for 2-sided printing)

500-sheet tray

HP LaserJet
4000/4000 N
printers

HP LaserJet
4000 T/4000 TN
printers

Figure 5   Optional Accessories

Note   See the printer user's guide for information on ordering accessories.

Step 6. Install Toner Cartridge

1

2

3

4

5
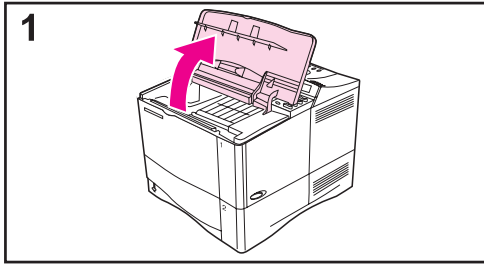
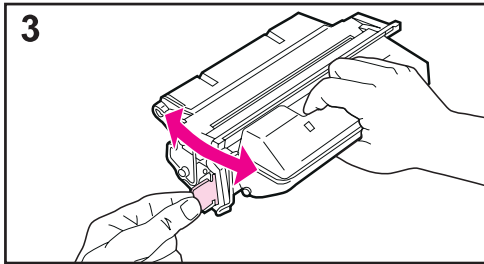**1** Remove the toner cartridge from its packaging (save packaging for possible cartridge storage). Open the printer by lifting the top cover.
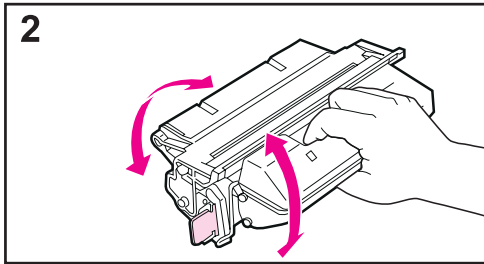
2 Rotate the cartridge and gently shake it from side to side to distribute the toner evenly inside the cartridge.
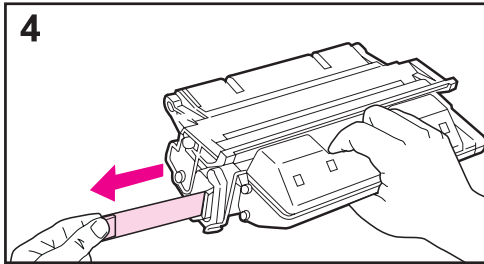
3 Locate the sealing tape tab on the end of the cartridge. Carefully bend the tab back and forth until it separates from the cartridge.

4 Firmly pull the tab straight out from the cartridge to remove the entire length of tape (22 in, or 56 cm). Avoid touching any black toner on the tape.
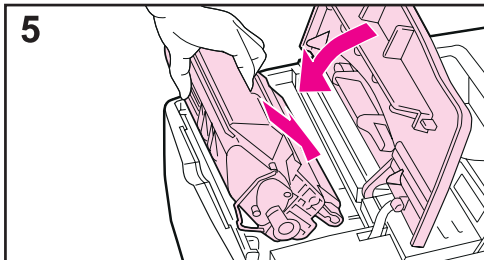
Note
If the tab separates from the tape, grasp the tape and pull it out of the cartridge.

5 Position the cartridge as shown with the arrow pointing into the printer. Slide the cartridge into the printer as far as it will go.
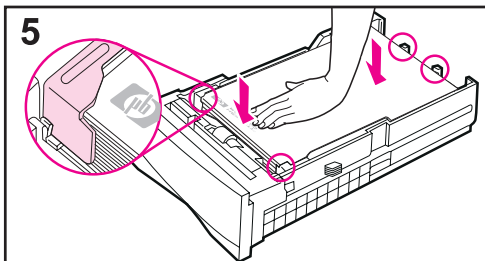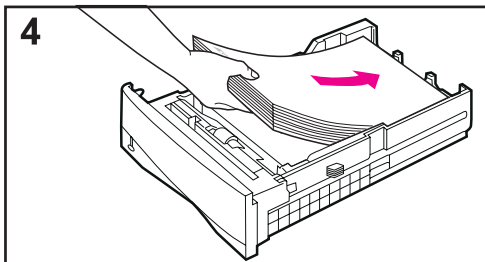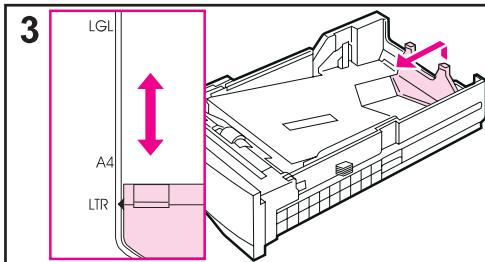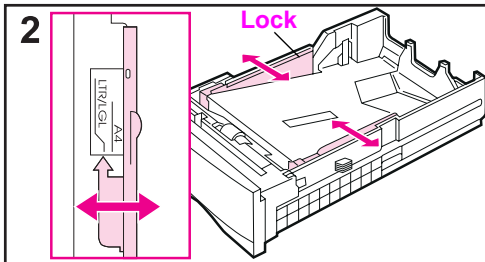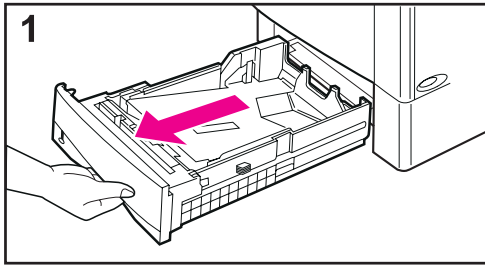
If the cartridge is installed correctly, the cover will close easily.

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

Step 7. Load Trays

Tray 2

Tray 2 is a 500-sheet tray. It adjusts for letter, A4, and legal sizes.

1 Pull the tray completely out of the printer.

2 If the tray is not already set to the desired paper size, snap the left and right guides into place to match the width of the paper. For A4 size paper, slide the lock down to secure the guide.

3 Lift the back of the rear paper guide and slide it to the desired paper size until it clicks into place. If the tray is not properly adjusted, the printer might display an error message or paper might jam.

4 Load paper into the tray.

5 Make sure the paper is flat in the tray at all four corners and below the tabs on the guides. Gently slide the tray back into the printer.

The printer automatically senses the size of paper if the tray is adjusted correctly.

Tray 1

Tray 1 is a multi-purpose tray that holds up to 100 sheets of paper, 10 envelopes, or 20 index cards.

Tray 1 provides a convenient way to print envelopes, transparencies, custom-sized paper, or other type of media without having to unload the other trays.

Note   The printer may pull paper from Tray 1 first. To change this, see the printer user's guide.

Tray 1 Orientation

Generally, load paper with the side to be printed facing up, and the top, short edge toward the printer. See the sections on letterhead, envelope, and duplexing in the printer user's guide for proper orientation for specific jobs.
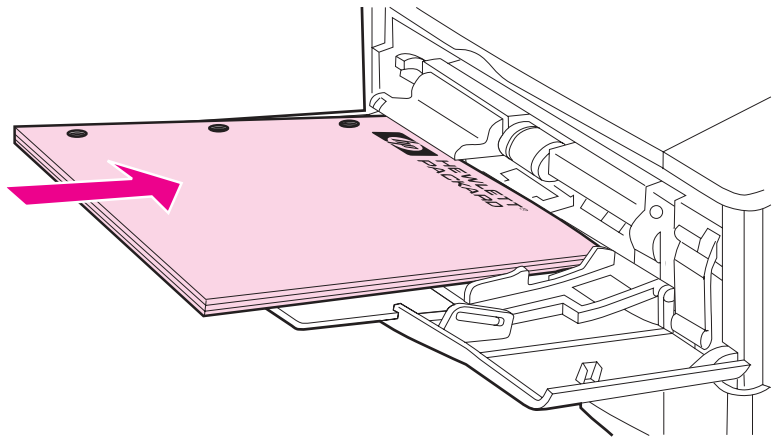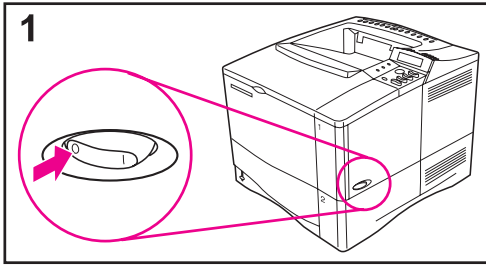
Figure 6   Paper Orientation for Tray 1

Step 8. Attach Power Cord

1 Locate the power switch on the right side of the printer. Make sure the printer is switched off.
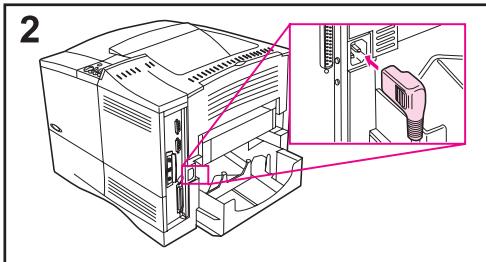
2 Connect the power cord to the printer and a grounded power strip or an AC outlet.

Note

Only use the power cord that came with the printer.
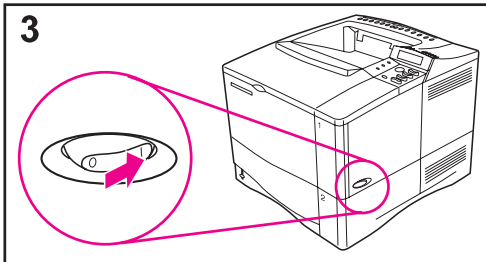
3 Switch the printer on.

4 After the printer warms up, the READY message should be visible on the control panel display and the Ready light will remain on. If the READY message does not appear, go to the problem solving chapter in the printer user's guide.

READY

Ready

Data

Go

Menu

Item

Step 9. Test the Printer

1

```
READY
```

Ready ○   Go   Menu
Data ○   Item
Attention ○ – Value +
         Cancel Job   Select

2

```
INFORMATION
MENU
```

Ready ○   Go   Menu
Data ○   Item
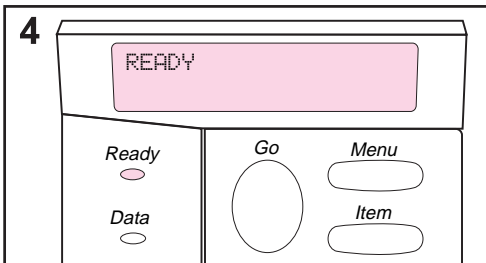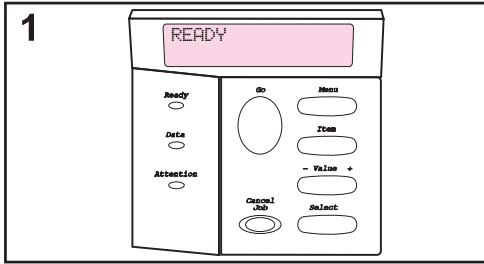Attention ○ – Value +
         Cancel Job

3

```
PRINT
CONFIGURATION
```

Ready ○   Go   Menu
Data ○   Item
Attention ○ – Value +
         Cancel Job   Select

4

```
PRINT
CONFIGURATION
```

Ready ○   Go   Menu
Data ○   Item
Attention ○ – Value +
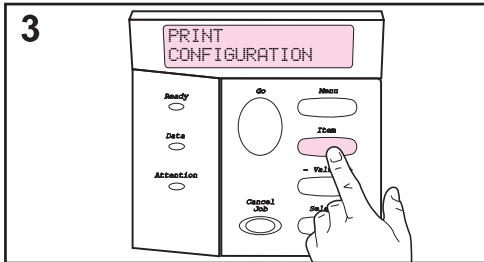   Cancel Job   Select

5

Before connecting the printer to a network or computer, print a configuration page to make sure the printer is operating correctly.

1 Make sure the printer is on and the READY message is displayed.
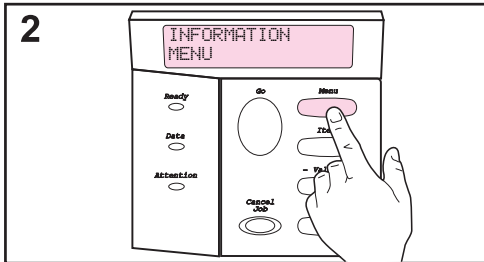
2 Press **[Menu]** until the display reads INFORMATION MENU.

3 Press **[Item]** until the display reads PRINT CONFIGURATION.
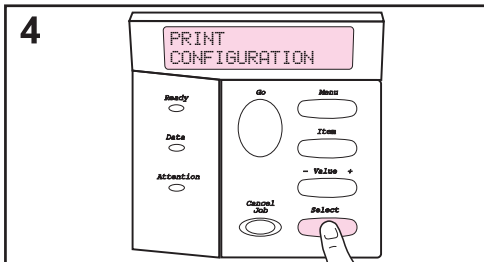
4 Press **[Select]** to print.

If the control panel display prompts to load letter or A4 paper size, press **[Go]** to bypass the message for now. (See the printer user's guide to change the default paper size from the control panel.)

5 The configuration page(s) show how the printer is configured.

Step 10. Connect Printer Cables

The HP LaserJet 4000 printer includes two interface ports: an IEEE-1284 parallel and a RS-232C serial, and an accessory connector.

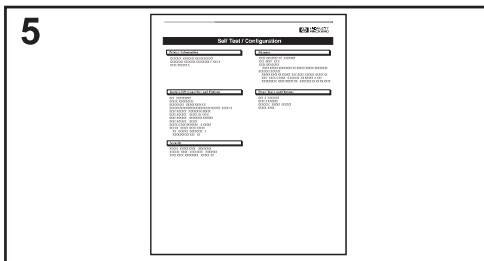The HP LaserJet 4000 N printer also includes an HP JetDirect 600N print server card with an additional three ports: LocalTalk, Ethernet 10Base-T (RJ-45), and 10Base2 (BNC).
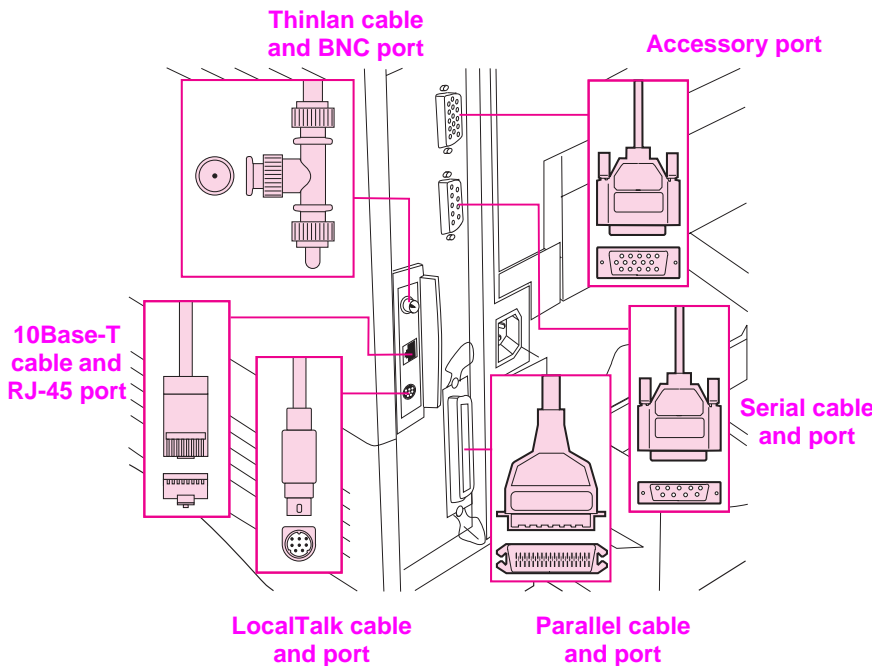
Thinlan cable and BNC port

Accessory port

10Base-T cable and RJ-45 port

Serial cable and port

LocalTalk cable and port

Parallel cable and port

Figure 7   Interface Ports

Connecting Parallel Cable
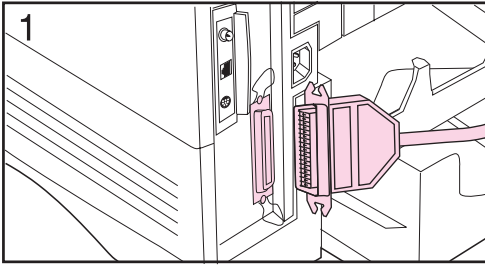
Use the parallel port when directly connecting the printer to a personal computer.

Caution
Make sure the printer is turned off before connecting the parallel cable.
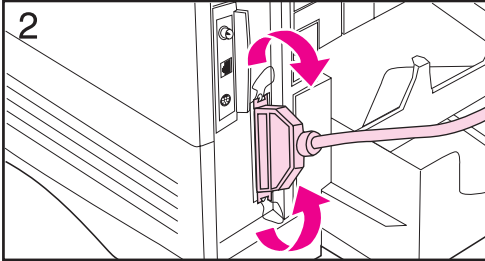
Note
To ensure reliability, use an IEEE-1284 compliant parallel cable (these cables are clearly marked with "IEEE-1284"). Only IEEE-1284 cables support all of the printer's advanced features.

1 Connect the parallel cable to the parallel port.

2 Snap the wire clips in place to secure the cable to the printer.

The cable should install easily. If installation is difficult, check the cable orientation.

Connect the other end of the cable to the proper connector on the computer.

Connecting Serial Cable
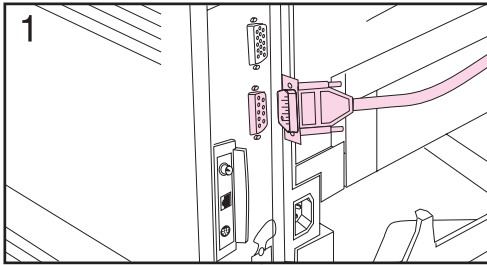
If you are connecting the printer with the serial port, follow these instructions.

Caution
Make sure the printer is turned off before connecting the serial cable.
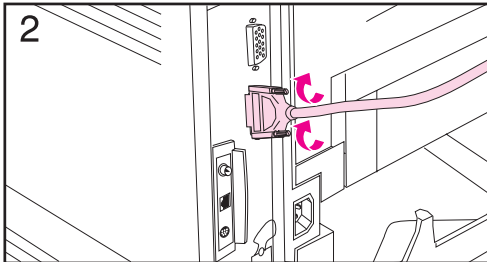
Caution
Do not connect a serial cable to the accessory port.

1 Connect the serial cable to the serial port.

The cable should install easily. If installation is difficult, check the cable orientation.

2 Lock the serial cable into place with the two cable screws.

Connect the other end of the cable to the proper connector on the computer.

Connecting to Apple LocalTalk Network
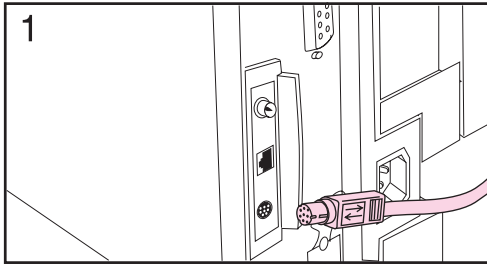
Use the LocalTalk port to connect to a Apple LocalTalk network.

Caution
Make sure the printer is turned off before connecting to the LocalTalk port.
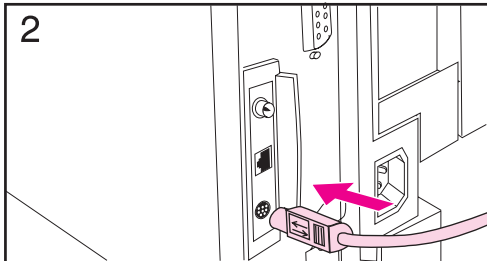
1 Carefully check the orientation of the pins on the LocalTalk cable with the LocalTalk port.

2 Connect the cable to the port.

Connect the other end of the cable to the proper connector on the computer.

Note
The HP JetDirect 600N print server card supports a LocalTalk and one Ethernet cabling connection at the same time.

Note
See the printer user's guide for information on ordering a Macintosh Computer serial cable.

Connecting to Ethernet 10Base-T Network

Use the RJ-45 port to connect the printer to an Ethernet 10-Base-T network.

Caution   Make sure the printer is turned off before connecting to the RJ-45 port.
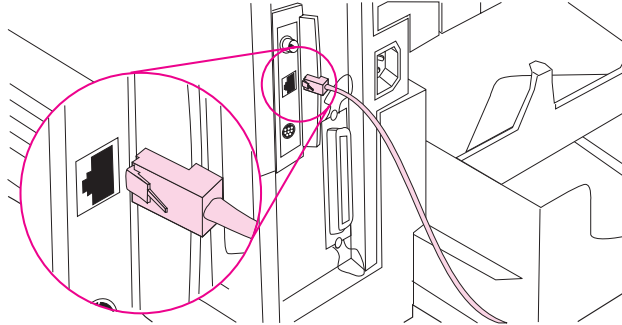
- Connect a twisted-pair network cable to the RJ-45 port on the HP JetDirect 600N print server card.

- Connect the other end of the cable to the network.

Note   The 10Base-T port is the default port on the HP JetDirect 600N print server card.

Note   The HP JetDirect 600N print server card supports one Ethernet cabling connection at a time.

Connecting to Ethernet 10Base2 Network

Use the BNC port to connect the printer to an Ethernet 10Base2 network.

Caution   Make sure the printer is turned off before connecting to the BNC port.

- Attach one section of your ThinLAN cable to the BNC "T" connector.

- Attach another ThinLAN cable section or a 50-ohm terminator to the other side of the BNC "T" connector. If you are attaching the printer to the end of your network you must connect a 50-ohm terminator.

- Connect the BNC "T" to the BNC port.

Note   The 10Base-T port is the default port on the HP JetDirect 600N print server card.

Note   The HP JetDirect 600N print server card supports one Ethernet cabling connection at a time.

Accessory Connector

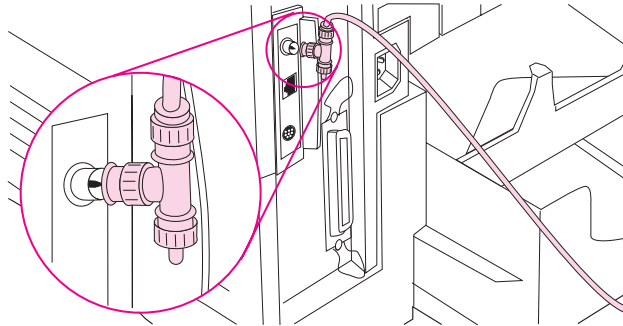The accessory connector is used for adding optional paper handling (external input, output, and paper finishing) devices provided by HP-authorized hardware developers. For specific installation instructions, see the documentation provided with these products.
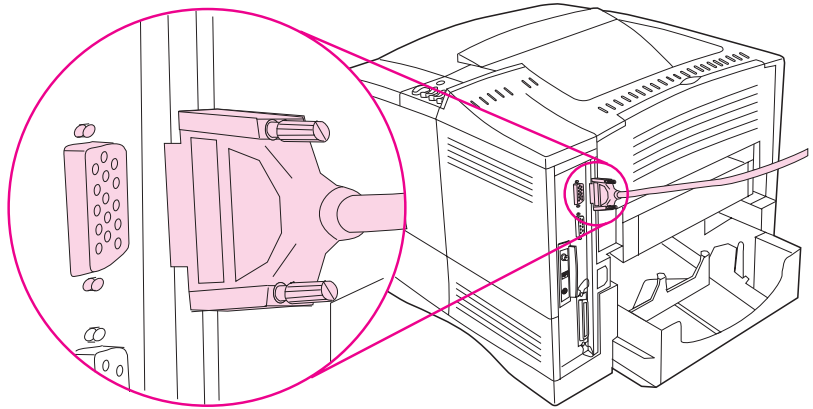
Caution   Make sure printer is turned off before connecting a device to the accessory connector.

Caution   Do not connect the accessory cable to the serial port.

Step 11. Install Printing Software

The printer comes with printing software on a compact disc. The printer drivers on this compact disc must be installed to take full advantage of the printer features. If your computer does not have a CD-ROM drive but you have access to one, you can copy the compact disc onto diskettes for installation into your computer.

If you do not have access to a CD-ROM drive, a diskette is provided with the basic printer drivers. (The diskette does not have all of the software available on the compact disc.) The most recent drivers are available on the Internet. Depending on the configuration of Windows-driven computers, the installation program for the printer software automatically checks the computer for Internet access to obtain the latest software.

See the HP Support pages at the front of the printer user's guide and the Readme file on the diskette for additional information or to order diskettes if you do not have Internet access.

Installing Network Software

If the printer is to be used on a Novell or Windows NT Network, the networking software should be installed and configured on the network before individual users install the printing software.

1 Load the HP JetAdmin software from the compact disc, and run it.

Note   At this time load *only* the HP Jet Admin software. Once you have configured the printer on the network, load the additional HP printing software.

2 See the HP JetDirect Print Server software installation guide and the HP JetAdmin software to configure the printer for your network.

Installing Windows Printing Software

For Windows 95/NT 4.0

1 Close all running applications.

2 Insert the compact disc into the CD-ROM drive. (Depending on the computer configuration, the installation program may automatically start.)

3 Click **Start**.

4 Click **Run**.

5 Type **D:\SETUP** (or the appropriate drive directory letter) in the command line box and click **OK**.

6 Follow the instructions on the computer screen.

For Windows 3.1, Windows 3.11, and NT 3.5x[1]

1 Close all running applications.

2 Insert the compact disc into the CD-ROM drive.

3 In the **Windows Program Manager** screen, click the **File** menu.

4 Click **Run**.

5 Type **D:\SETUP** (or the appropriate drive directory letter) in the command line box and click **OK**.

6 Follow the instructions on the computer screen.

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1. Includes only PostScript Level 2 Emulation (or Level 1 Emulation for Windows 3.1 x) and FontSmart

Installing Macintosh Printing Software

1 Quit all open applications.

2 Insert the compact disc into the CD-ROM drive.

3 Double-click the **Installer** icon and follow the instructions on the screen.

4 Open the **Chooser** from the **Apple** menu.

5 Click the **Apple LaserWriter** icon. If the icon is not there, contact your Macintosh dealer.

6 If you are on a network with multiple zones, select the zone in the **AppleTalk Zones** box where the printer is located. If this is unknown, ask your network administrator.

7 Double-click the desired printer. An icon should appear.

8 Choose a Background Printing option. Select **On** if you want to work on the computer at the same time a job is being printed.

9 Close the **Chooser** by clicking the go-away (close) box in the upper left corner.

Step 12. Verify Printer Setup

The easiest way to verify that the installation has been completed successfully is to print a document from a software application.

1 Load a software application of your choice and open or create a simple document.

2 Make sure the correct printer driver is selected.

3 Print the document.

If the document prints, installation is complete. If nothing printed, see the problem solving chapter in the printer user's guide.

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