meet your printer:
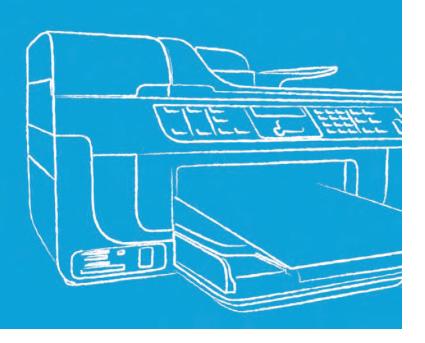
HP Officejet J6400 All-in-One series

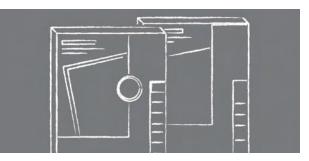Use this guide to sample everything your HP All-in-One has to offer you—and your business.
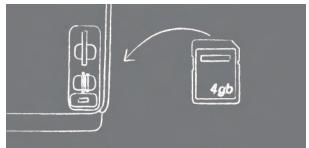
Contents

Top 10 tips for printer productivity

Your new HP All-in-One is a multi-talented machine, but you might not know how take advantage of all of its printing, scanning, copying, and faxing features just yet. Relax and use these pointers, along with your printer's manual, to get a jump on your productivity.

01 In order to best manage and print your documents and photos, be sure that you have the most <u>updated printer driver</u> and HP's free photo software, <u>Photosmart Essential</u>, installed on your computer.

02 Set up <u>wireless connectivity</u>.

03 Set up the automatic document feeder.

04 Learn about the self-test diagnostic page.

05 Fill out the "all you need to know about your printer" form (page 10 of this booklet).

06 Sign up to receive HP's printing and productivity <u>newsletters and alerts</u>.

07 Learn about <u>printer settings</u> to help manage print quality and ink usage.

08 Stock up on printing supplies such as <u>Original HP ink cartridges</u> and <u>HP Brochure and Flyer paper</u>.

09 Set up <u>HP SureSupply</u> to remind you when your ink is running low.

10 Set up your fax headers and speed dial for frequently faxed numbers. Then, test fax setup to see what your faxes look like on the receiving end.

Three useful printer features to explore

01 Print an index sheet

Decide which photos you want to print with a single-sheet of thumbnail images.

- Insert your memory card into the appropriate memory card slot on your HP All-in-One.
- Press the **Photo Menu** button.
- Press the ▸ button to highlight **Index Sheet**.
- Press **OK**.

02 Print double-sided

Make professional-looking marketing materials, and personalize cards and crafts.

- Make sure your duplexer is properly installed.
- Click **Print** from the **File** menu and then click **Setup**, **Properties**, or **Preferences** (depending on the software you're using).
- Click the **Features** tab.
- Select the **Two-sided printing** drop-down list.
- To set up automatic double-sided printing, make sure **Automatic** is selected.
- Review other settings and change them if you wish.
- Click **OK**.
- **Print** your document.

03 Resize originals for copying to letter paper

Fit any document perfectly into a presentation, file folder, or notebook.

- Place your original face down on the scanner glass.
- In the **Copy** area, press the **Menu** button until **Reduce/Englarge** appears.
- Press the ▸ button until **Full page 91%** appears.
- Press **Start Copy Black** or **Start Copy Color**.

Printer sample pack contents and simple instructions

We've created an assortment of printing projects to showcase what your new printer can do. Explore more marketing materials in a wide variety of styles tailored to many industries.

Important first step: Simply type your information in the spaces provided on the Stylish invoice and it will automatically appear in the subsequent projects.

01   Stylish invoice
Customizing these elegant invoices is a cinch.

02   Stylish letterhead
This letterhead adds sophistication to any message. See what else you can create in this Stylish family of marketing materials.

03   Weathered book flyer
Add your own text and images to this flexible flyer to create a newsletter or announcement for your business.

04   Weathered book year-at-a-glance calendar
There's no need to sacrifice style for function with these chic calendars. See more marketing materials you can create in Weathered style.

05   Health simple shipping labels
Print these labels on sticker paper, then cut out on solid black lines. Visit more business identity materials in Health simple style.

06   Health modern shipping labels
Print these labels on sticker paper, then cut out on solid black lines. Check out the remainder of the Health modern family of marketing identity kits.

INVOICE

TO: **SHIP TO:**

Sales Rep.	P.O. Number	Ship Date	Ship Via	FOB	Terms
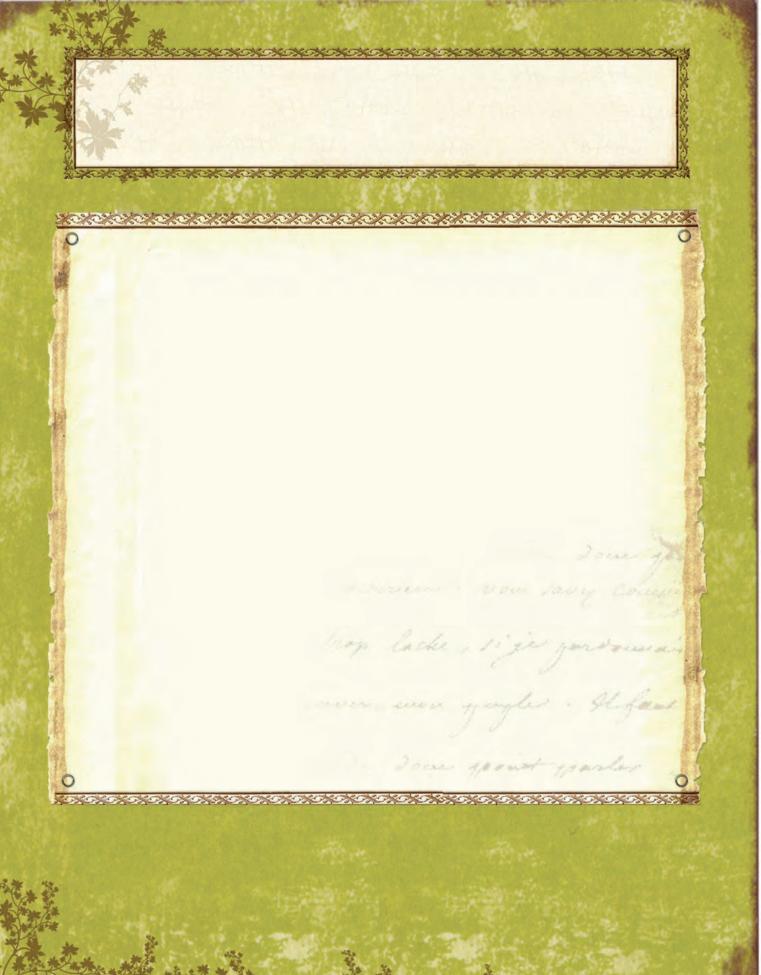
Quantity	Description	Unit Price	Total

Make all checks payable to

THANK YOU FOR YOUR BUSINESS!

2008

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

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March

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23	24	25	26	27	28	29
30	31					

April

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27	28	29	30			

May

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25	26	27	28	29	30	31

June

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29	30					

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27	28	29	30	31		

August

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24	25	26	27	28	29	30
31						

September

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28	29	30				

October

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November

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23	24	25	26	27	28	29
30						

December

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

All you need to know about your printer

User support information

For online support

Within the US:
http://welcome.hp.com/country/us/en/contact_us.html

Outside the US:
http://www.hp.com

Other HP online resources

Quick, easy solutions—we all need them. Here's a collection of resources to help you get more done every day: from printing business templates and purchasing the right technology to connecting with small business people like yourself.

- HP Small & Medium Business Community:
  http://expressioncentersmb.wetpaint.com

- HP Small Business Solution Center:
  http://www.hp.com/sbso/solutions/index.html

- HP Total Care:
  http://www.hp.com/sbso/services/

- HP Activity Center:
  http://www.hp.com/go/activitycenter

- HP Print Studio:
  http://www.hp.com/printstudio

Ink cartridges

HP99
Photo Cartridges

HP74XL
Black/Color
Cartridges

Record product information here
(and have it available, along with a self-test diagnostic page, when you contact HP):

_____
Product name

_____
Serial #
OJP 64
_____
Model #

_____
Date of purchase

_____
Customer service number (consult your manual)

_____
Location of printer manual and proof-of-purchase