I'm not robot	
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Next

Replace ink cartridges To replace the ink cartridge, then remove it from the slot. 4. Insert one new ink cartridge. a. Remove the ink cartridge access door and wait for the printer. b. Press down to release the ink cartridge, then remove it from the slot. 4. Insert one new ink cartridge. a. Remove the ink cartridge from the packaging. ENWW Replace ink cartridges 41 Page 2 b. Remove the plastic tape using the pink pull tab. c. Slide the ink cartridge swhen you print a document after installing the new ink cartridge. 42 Chapter 6 Work with ink cartridge s ENWW Page 3 Use single-cartridge mode use the single-cartridge mode is initiated when an ink cartridge is removed from the ink cartridge carriage. During single-cartridge mode, the printer can copy documents, copy photos, and print jobs from the computer. NOTE: When the HP Deskjet 2540 series operates in single-cartridge mode, a message is displayed and two ink cartridges are installed in the printer, verify that the protective piece of plastic tape has been removed from each ink cartridge. When the plastic tape covers the ink cartridge contacts, the printer cannot detect that the ink cartridge mode . ENWW Use single-cartridge mode 43 Page 4 Cartridge warranty information The HP cartridge warranty is applicable when the cartridge is used in its designated HP printing device. This warranty does not cover HP ink cartridges that have been refilled, remanufactured, refurbished, misused, or tampered with. During the warranty period, the cartridge is covered as long as the HP ink is not depleted and the end of warranty date has not been reached. The end of warranty date, in YYYY/MM/DD format, may be found on the cartridges as indicated: For a copy of the HP Limited Warranty Statement, see the printer. 44 Chapter 6 Work with ink cartridges ENWW Page 5 Tips for working with cartridges Use the following tips to work with cartridges: • To protect the cartridges from drying out, always turn the printer off using the On button, and wait until the On button, and wait until the Cartridges into the cartridges into the cartridges into the cartridges until you are ready to install them. Leaving tape on the cartridges out.

Do not open or untape cartridges into the cartridges until you are ready to install them. Leaving tape on the cartridges into the cartridges into the cartridges until you are ready to install them. and icon for each slot. Make sure the cartridges snap into place. • Align the printer for best print quality. See Improve print quality on page 58 for more information. • When the Estimated Ink Levels screen shows one or both cartridges in a low state, consider getting replacement cartridges to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable. See Replace ink cartridges on page 41 for more information. • If you remove a cartridge from the printer, if unprotected, cartridges begin to dry out. ENWW Tips for working with cartridges 45 Page 6 46 Chapter 6 Work with ink cartridges ENWW Page 7 Page 8 Wi-Fi Protected Setup (WPS - requires WPS router) These instructions are for customers who have already set up and installed the printer. To connect the HP Deskjet 2540 series to a wireless network using WPS, you will need the following: A wireless 802.11b/g/n network that includes a WPS-enabled wireless router or access point. NOTE: The HP Deskjet 2540 series only supports connections using 2.4GHz. A desktop computer or laptop is with either wireless networking support, or a network interface card (NIC). The computer must be connected to the wireless network that you intend to install the HP Deskjet 2540 series on. NOTE: If you have a WPS router with a WPS push button, follow the Wireless Settings Menu method. Push Button Configuration (PBC) method 1. Press and hold the Wireless button on the printer for more than 3 seconds to start WPS push mode. The Wireless status light starts blinking. 2. Press the WPS button on your router. NOTE: The product begins a timer for approximately two minutes while a wireless status light starts blinking. 2. Press the WPS button on your router. NOTE: The product begins a timer for approximately two minutes while a wireless status light starts blinking. 2. Press the WPS button on your router. same time to print the network configuration page, and then locate a WPS PIN. The WPS PIN is printed at the top of the printed information page. 2. Press and hold the Wireless status light starts blinking. 3. Open the configuration utility or software for the wireless router or wireless access point, and then enter the WPS PIN. NOTE: For more information about using the configuration utility, see the documentation provided with the router or wireless light stops blinking but remains lit. 48 Chapter 7 Connectivity ENWW Page 9 Traditional wireless connection (requires router) To connect the HP Deskjet 2540 series to an integrated wireless WLAN 802.11 network, you will need the following: A wireless router or access point. NOTE: The HP Deskjet 2540 series only supports connections using 2.4GHz. A desktop computer or access point. laptop with either wireless networking support, or a network interface card (NIC). The computer must be connected to the wireless network that you intend to install the HP Deskjet 2540 series on. • Network name (SSID). • WEP key or WPA Passphrase (if needed). To connect the printer 1. Insert the printer software CD in the computer CD-ROM drive. NOTE: Do not connect the USB cable to the printer until you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. connect to the network. If the connection fails, follow the prompts to correct the problem, and then try again. 3. When the setup is finished, you will be prompted to disconnect the USB cable and test the wireless network connection. Once the printer connects successfully to the network, you will not need USB cable when installing the printer on the subsequent computers. Instead, the printer name will appear in the network list and you can select it directly. Connect a new printer function to set up the connection. NOTE Use this method if you have already installed the printer software. 1. Depending on your operating system, do one of the following: Windows 7, Windows 8: On the Start screen, click All Apps on the app bar. HP, click HP Deskjet 2540 series. 2. Click Printer Setup & Software. 3. Select Connect a new printer. Follow the on-screen instructions. ENWW Traditional wireless connection (requires router) 49 Page 10 Change network settings This method is available if you have already installed the printer software. NOTE: This method requires a USB cable. Do not connect the USB cable until prompted to do so. 1. Depending on your operating system, do one of the following: • Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click HP Deskjet 2540 series. 2. Click Printer Setup & Software. 3. Select Reconfigure Wireless Settings. Follow the on-screen instructions. 50 Chapter 7 Connection to a computer. To connect the printer with the USB cable 1. Insert the printer software CD in the computer CD-ROM drive. NOTE: Do not connect the USB cable to the printer until you are prompted to do so. 2. Follow the on-screen instructions. When you are prompted to do so. 2. Follow the on-screen instructions. If the printer software has been installed, the printer will operate as a plug-and-play device. If the software has not been installed, insert the CD that came with the printer and follow the on-screen instructions. ENWW USB connection (non-network connection) 51 Page 12 Change from a USB connection to a wireless network If you first set up your printer and installed the software with a USB cable, directly connections using 2.4GHz. Before changing from a USB connection to a wireless network, make sure that: The printer is connected to your computer with the USB cable until you are prompted to disconnect the cable. The printer on. Change from a USB connection to a wireless network 1. Depending on your operating system, do one of the following: Windows 8: On the Start screen, right-click an empty area on the screen, click All Apps on the app bar. Windows XP: From the computer desktop, click Start, select All Programs, click HP, click HP Deskjet 2540 series. 2. Click Printer Setup & Software. 3. Select Convert a USB connected printer to wireless. Follow the on-screen instructions. 52 Chapter 7 Connect wireless devices such as computers, smart phones, tablet, and other wireless, to connect to your printer directly through the wireless network, using the process you currently use to connect your wireless device to new wireless networks and hotspots. With HP wireless direct, you can print directly to the printer without a router, press the Wireless Direct button from the printer control panel. If this is the first time you turn on HP wireless direct, a How to Connect information page will be printed out. Follow the instructures on the printed by default when you turn it on. The HP wireless direct password can be found by printing the information page. NOTE: The information page may not be available in all languages. It only can be printed automatically when you first enable HP wireless direct is turned on, the Wireless Direct status light is solid on. ENWW Connect wirelessly to the printer without a router 53 Page 14 Tips for setting up and using a networked printer Use the following tips to set up and use a networked printer: • When setting up the wireless router or access point is powered on. The printer searches for wireless routers, then lists the detected network names on the computer. • If your computer is connected to a Virtual Private Network (VPN), you need to disconnect from the VPN before you can access any other device on your network, including the printer. • Learn how to find your network security settings. Click here to go online for more information. • Learn about the HP Print and Scan Doctor. Click here to go online for more information. • Learn how to work with your firewall and antivirus programs during printer setup. Click here to go online for more information. 54 Chapter 7 Connectivity ENWW Page 15 Advanced printer management tools (for networked printers) When the printer is connected to a network, you can use the EWS to view status information, change settings, and manage the printer from your computer. NOTE: To view or change some settings, you might need a password. You can open and use the EWS without being connected to the Internet. However, some features are not available. To open the embedded web server through network NOTE: The printer must be on a network and must have an IP address. The IP address for the printer can be found by printing a network configuration page. • In a supported Web browser on your computer, type the IP address is 192.168.0.12, type the following address into a Web browser: . Open the embedded web server from printer software 1. Depending on your operating system, do one of the following to open the printer software: • Windows 7, Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP Deskjet 2540 series, and then click Printer Home Page (EWS). Open the embedded web server through HP wireless direct 1. From the printer control panel, press the Wireless Direct button to turn on HP wireless direct. For more information, see Connect wireless direct security on, enter the HP wireless direct password when prompted. 3. In a supported Web browser on your computer, type the following address: . About cookies The embedded Web server (EWS) places very small text files (cookies) on your hard drive when you are browsing. These files let the EWS recognize your computer the next time you visit. For example, if you have configured the EWS language, a cookie helps remember which language you have ENWW Advanced printer management tools (for networked printers) 55 Page 16 selected so that the end of each session (such as the cookie that stores the selected language), others (such as the end of each session (such as the end of each session (such as the end of each session). cookie that stores customer-specific preferences) are stored on the computer until you clear them manually. You can configure it to alert you every time a cookie is offered, which allows you to decide which cookies to accept or refuse. You can also use your browser to remove unwanted cookies. NOTE: Depending on your printer, if you disable cookies, you also disable one or more of the following features: • Starting where you left the application (especially useful when using setup wizards) • Remembering the EWS browser language setting • Personalizing the EWS Home page For information about how to change your privacy and cookies settings and how to view or delete cookies, see the documentation available with your Web browser. 56 Chapter 7 Connectivity ENWW Page 17 Page 18 Improve print quality NOTE: To protect the cartridges from drying out, always turn the printer off using the On button, and wait until the On button light goes out. To improve print quality 1. Make sure you are using original HP ink cartridges. 2. Check the printer software to make sure you have selected the appropriate paper type and print quality from the Media drop-down list. In the printer software, click Print & Scan and then click Set Preferences to access the print properties. 3. Check the estimated ink levels to determine if the ink cartridges are low on ink. For more information, see Check estimated ink levels on page 38. If the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink consider replacing them. 4. Align the ink cartridges are low on ink cartridges are low on ink cartridges. printer software: Windows 8: On the Start screen, right-click an empty area on the screen, click All Apps on the app bar, and then click HP Deskjet 2540 series, and then clic series. c. In the printer software, click Print & Scan and then click Maintain Your Printer to access the printer toolbox. The printer toolbox appears. d. Click Align Ink Cartridges on the Device Services tab. The printer toolbox appears and then click Maintain Your Printer toolbox. The printer toolbox appears and then click Maintain Your Printer toolbox. The printer toolbox appears and then click Maintain Your Printer toolbox. The printer toolbox appears and then click Maintain Your Printer toolbox appears. d. Click Align Ink Cartridges on the Device Services tab. right front corner of the scanner glass. f. Press the Start Copy Black button. The printer aligns the ink cartridges are not low on ink. To print a diagnostics page a. Load letter or A4 unused plain white paper into the input tray. b. Depending on your operating system, do one of the following to open the printer software: Windows 8: On the Start screen, click All Apps on the app bar, and then click the icon with the printer's name. Windows 7, Windows Vista, and Windows XP: From the computer desktop, click Start, select All Programs, click HP, click HP Deskjet 2540 series, and then click HP Deskjet 2540 series. c. In the printer to access the printer to acce black boxes on the diagnostics page. 6. Clean the ink cartridges automatically, if the diagnostic page shows steaks or missing portions of the color and black boxes. To clean the ink cartridges automatically a. Load letter or A4 unused plain white paper into the input tray. b. Depending on your operating system, do one of the following to open the printer software: • Windows 8: On the Start screen, right-click an empty area on the screen, click All Apps on the app bar, and then click HP Deskjet 2540 series, and then click HP Deskjet 2540 series, and then click HP Deskjet 2540 series, and then click HP Deskjet 2540 series. series. c. In the printer software, click Print & Scan and then click Maintain Your Printer to access the Printer Toolbox. d. Click Clean Ink Cartridges on the Device Services tab. Follow the on-screen instructions. 60 Chapter 8 Solve a problem ENWW Page 21 If the above solutions do not resolve the problem, click here for more online troubleshooting ENWW Improve print quality 61 Page 22 Clear paper jam Use the following steps to clear a paper jam use the following steps to clear a paper jam use the jam automatically. If this does not work, the paper jam use the jam automatically. If this does not work, the paper jam use the jam automatically. If this does not work, the paper jam use the jam automatically. If this does not work, the paper jam use the jam automatically. If this does not work, the paper jam use the jam automatically. If this does not work, the jam automatically use the jam automatically. If this does not work, the jam automatically use the or Start Copy Color button on the control panel to continue the current job. Clear a paper jam from the output tray 1. Press the Cancel button to try to clear the jam automatically. If this does not work, the paper jam will need to be cleared manually. 2. pull the paper gently out of the output tray. 3. Press the Start Copy Black or Start Copy Color button on the control panel to continue the current job. Clear a paper jam from the cartridge access area 1. Press the Cancel button to try to clear the jam automatically. If this does not work, the paper jam will need to be cleared manually. 62 Chapter 8 Solve a problem ENWW Page 23 2. Open the cartridge access door and slide the print carriage to the right to access the paper jam. 3. Press the Start Copy Black or Start Copy Black O the bottom of the printer. Press tabs on both sides of the cleanout door. 3. Remove the jammed paper. ENWW Clear paper jam 63 Page 24 4. Close the cleanout door. 5. Press the Start Copy Black or Start Copy Black or Start Copy Color button on the control panel to continue the current job. If the above solutions do not resolve the problem, click here for more online troubleshooting. Prevent paper jams • Do not overfill the input tray frequently. • Remove printed papers from the output tray frequently. • Remove printed papers from the output tray frequently. the input tray; the entire stack of paper in the input tray must be the same size and type. Adjust the paper-width guide does not bend the paper width guide does not bend the paper in the input tray. Do not force paper too far forward in the input tray. Do not add paper while the printer is printing. If the printer is about to run out of paper, wait until the out of paper message appears before adding paper. If the above solutions do not resolve the problem, click here for more online troubleshooting, you can download the HP Print and Scan Doctor, which can troubleshoot this issue for you automatically. To get the tool, click the appropriate link: NOTE: The HP Print and Scan Doctor download page. Resolve print issues Make sure that the printer is turned on and that there is paper in the input tray. If you are still unable to print, try the following in order: 1. Check for error messages from the printer with a USB cable, disconnect and reconnect the USB cable. If your computer is connected to the printer with a wireless connection, confirm that the connection is working. 3. Verify that the printer is not paused or offline a. Depending upon your operating system, do one of the following: • Windows 8: Point to or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap the upper-right corner of the screen to open the Charms bar, click or tap the upper-right corner of the screen to open the Charms bar, click or tap the upper-right corner of the screen to open the upper-right corner of the upper-right corner View devices and printers. Windows Start menu, click Printers and Faxes. Either double-click the icon for your printer or right-click the icon for your printer and select See what's printing or Use Printer menu, make sure there are no check marks next to Pause Printer is set as the default printer is set as a. Depending upon your operating system, do one of the following: Windows 8: Point to or tap the upper-right corner of the screen to open the Charms bar, click or tap View devices and Printers. Windows 7: From the Windows 7: From the Windows 7: From the Windows 7: From the Windows 8: Point to or tap the upper-right corner of the screen to open the Charms bar, click or tap View devices and Printers. print 65 Page 26 Windows Vista: From the Windows Start menu, click Control Panel, and then click Printers and Faxes. b. Make sure the correct printer is set as the default printer. The default printer has a check mark in a black or green circle next to it. c. If the wrong printer is set as the default printer, right-click the correct printer and select Set as Default Printer and select Set as Default Printer again. 5. Restart the print spooler. To restart the print spooler a. Depending upon your printer again. 5. Restart the print spooler as Default Printer again. 5. Restart the print spooler. To restart the print spooler as Default Printer again. 5. Restart the printer again. 5. Restart the print spooler as Default Printer again. 5. Restart the print spooler as Default Printer again. 5. Restart the print spooler as Default Printer again. 5. Restart the print spooler as Default Printer again. 5. Restart the Charms bar, and then click the Settings icon. ii. Click or tap Control Panel, and then double-click or tap Administrative Tools, and then click Properties. v. On the General tab, next to Startup type, make sure that Automatic is selected. vi. If the service is not already running, under Service status, click or tap OK. Windows 7 i. From the Windows 7 ii. From the Windows 7 ii. From the Windows 7 iii. Right-click the Print Spooler, and then click Properties. iv. On the General tab, next to Startup type, make sure that Automatic is selected. v. If the service is not already running, under Service, and then click OK. Windows Vista i. From the Windows Start menu, click Control Panel, System and Maintenance, Administrative Tools. ii. Double-click Services. iii. Right-click the Print Spooler service, and then click OK. Properties. 66 Chapter 8 Solve a problem ENWW

