



HP Deskjet 3520 eAll-
in-One series

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1 How Do I?

Learn how to use your HP All-in-One

- [Printer parts](#)
- [Load media](#)
- [Replace the cartridges](#)
- [Clear a paper jam](#)

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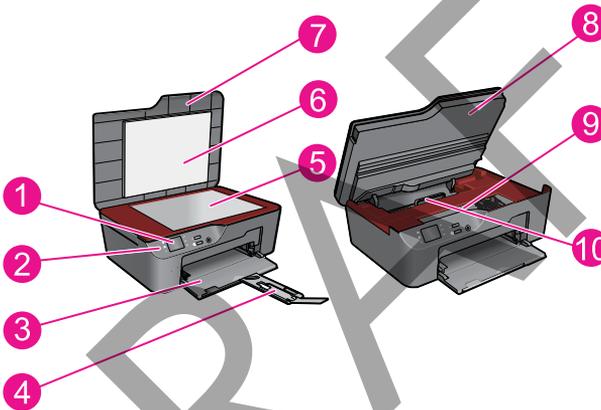
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2 Get to know the HP All-in-One

- [Printer parts](#)
- [Control panel features](#)
- [Wireless Settings](#)
- [Status Lights](#)
- [Auto Power-Off](#)

Printer parts

- Front and top views of the HP All-in-One



1	Display
2	Control panel
3	Paper tray
4	Paper tray extender (also referred to as the tray extender)
5	Glass
6	Lid backing
7	Lid
8	Cartridge door
9	Cartridge access area
10	Cleanout door

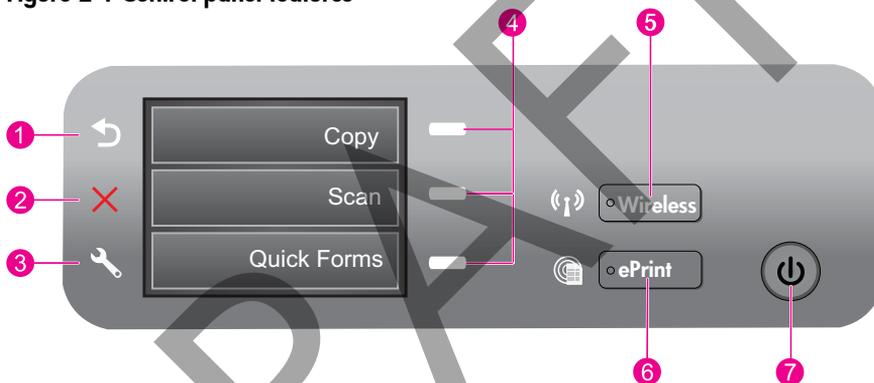
- Rear view of the HP All-in-One



11	Rear USB port
12	Power connection

Control panel features

Figure 2-1 Control panel features



1	Back: Returns to the previous screen.
2	Cancel: Stops the current operation, restores default settings.
3	Setup: Opens the Setup menu where you can check ink levels, change Auto Power-Off setting, perform maintenance tasks, and set language and region settings.
4	Selection buttons: Use buttons to select menu items on the printer display.
5	Wireless status light and button: Blue light indicates wireless connection. Pressing button opens wireless menu. Press and hold until light blinks to start WPS push button mode.
6	ePrint light and button: White light indicates ePrint is connected. Pressing button displays printer's email address and ePrint menu options.
7	On button

Wireless Settings

Press the **Wireless** button to view wireless status and menu options.

- If the printer has an active connection to a wireless network, the printer display will show **Connected** and the printer's IP.
- If wireless is disabled (wireless radio off) and the wireless network is not available, the display screen shows **Wireless Off**.
- If wireless is enabled (wireless radio on) and you do not have a wireless connection, the display screen shows that it is either in the process of **Connecting** or **Not Connected**.

You can use the printer display to retrieve information about your wireless network, establish a wireless connection, and more.

How do I?	Instructions
<p>Print network configuration page.</p> <p>The network configuration page will display the network status, hostname, network name, and more.</p>	<ol style="list-style-type: none"> 1. Press the Wireless button to display the Wireless Menu. 2. From the Wireless Menu, select Print Reports. 3. From the Print Reports menu select Configuration.
<p>Print wireless network test report.</p> <p>The wireless network test report will display the diagnostics results for the status of the wireless network, wireless signal strength, detected networks, and more.</p>	<ol style="list-style-type: none"> 1. Press the Wireless button to display the Wireless Menu. 2. From the Wireless Menu, select Print Reports. 3. From the Print Reports menu select Wireless Test.
<p>View signal strength of wireless connection.</p>	<ol style="list-style-type: none"> 1. Press the Wireless button to display the Wireless Menu. 2. From the Wireless Menu, select Connected IP XXX.XXX.XX.XX. 3. Printer display will show wireless signal strength.
<p>Restore network settings to default settings.</p>	<ol style="list-style-type: none"> 1. Press the Wireless button to display the Wireless Menu. 2. From the Wireless Menu, select Settings. 3. From the Settings menu, select Restore Defaults. 4. Confirm selection to restore defaults.
<p>Turn wireless on or off.</p>	<ol style="list-style-type: none"> 1. Press the Wireless button to display the Wireless Menu. 2. From the Wireless Menu, select Wireless Settings. 3. From the Settings menu, select Wireless On/Off. 4. From the Wireless On/Off menu select On or Off.

(continued)

How do I?	Instructions
Establish a Wi-Fi Protected Setup (WPS) connection.	WiFi Protected Setup (WPS – requires WPS router)

Status Lights

- [Wireless Status Light](#)
- [ePrint Status Light](#)
- [On Button Light](#)

Wireless Status Light



Light behavior	Solution
Off	Wireless is off. Press Wireless button to access wireless menu on the printer display. Use wireless menu to enable wireless printing.
Slow blinking	Wireless is on but not connected to a network. If connection cannot be established, make sure printer is within range of wireless signal.
Fast blinking	Wireless error has occurred. Refer to messages on printer display.
On	Wireless connection has been established and you can print.

ePrint Status Light



Light behavior	Solution
Off	ePrint is disabled. Press ePrint button to access ePrint menu on the printer display.
On	ePrint is on and connected.

On Button Light

Light behavior	Solution
Off	The device is powered off.
Pulsing	Indicates the device is in sleep mode. The device automatically enters sleep mode after 5 minutes of inactivity.
Fast blinking	Error has occurred. Refer to messages on printer display.
On	Printer is on and ready to print.

Auto Power-Off

Auto Power-Off is automatically enabled by default when you turn on the printer. When Auto Power-Off is enabled, the printer automatically turns off after 2 hours of inactivity to help reduce energy use. Auto Power-Off is automatically disabled when the printer establishes a wireless or Ethernet (if supported) network connection. You can change the Auto Power-Off setting from the control panel. Once you change the setting, the printer maintains the setting. **Auto Power-Off turns the printer off completely, so you must use the power button to turn the printer back on.**

To change Auto Power-Off setting

1. From the Control Panel home screen, which displays **Copy**, **Scan**, and **Quick Forms**, press the **Setup** button.

 **NOTE:** If you do not see the home screen, press the **Back** button until you can see it.

2. From the **Setup** menu on the printer display, select **Auto Power-Off**.
3. From the **Auto Power-Off** menu select **Enabled** or **Disabled**, and then confirm the setting.

 **TIP:** If you are printing over a wireless or Ethernet connected network, Auto Power-Off should be disabled to ensure that print jobs do not get lost. Even when Auto Power-Off is disabled, the printer enters Sleep mode after 5 minutes of inactivity to help reduce energy use.

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3 Print

Choose a print job to continue.



[Print photos](#)



[Print documents](#)



[Print envelopes](#)



[Print Quick Forms](#)

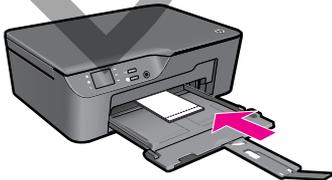
See [Tips for print success](#) for more information.

Print photos

To print a photo on photo paper

1. Pull out the paper tray.
2. Remove all paper from the paper tray, and then load the photo paper with side to be printed on facing down.

 **NOTE:** If the photo paper you are using has perforated tabs, load photo paper so that tabs face outward.



See [Load media](#) for more information.

3. On the **File** menu in your software application, click **Print**.
4. Make sure the product is the selected printer.
5. Click the button that opens the **Properties** dialog box. Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.

6. Select the appropriate options.
 - On **Layout** tab select **Portrait** or **Landscape** orientation.
 - On **Paper/Quality** tab select the appropriate paper type and print quality from the **Media** drop-down list.

 **NOTE:** For maximum dpi resolution, go to the **Paper/Quality** tab and select **Photo Paper, Best Quality** from the **Media** drop-down list. Then go to the **Advanced** tab and select **Yes** from the **Print in Max DPI** drop-down list. If you want to print Max DPI in grayscale, select **High Quality Grayscale** from **Print in Grayscale** on the drop-down list, and then select **Max DPI**, after selecting **Photo Paper, Best Quality**.

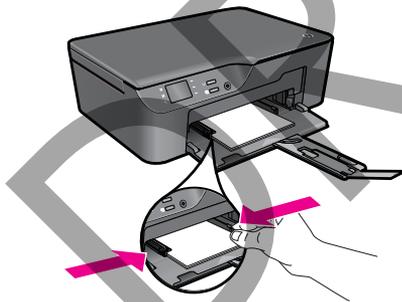
7. Click **OK** to return to the **Properties** dialog box.
8. Click **OK**, and then click **Print** or **OK** in the **Print** dialog box.

 **NOTE:** Do not leave unused photo paper in the input tray. The paper might start to curl, which could reduce the quality of your printout. Photo paper should be flat before printing.

Print documents

To print from a software application

1. Make sure the paper tray is open.
2. Make sure you have paper loaded in the paper tray.



See [Load media](#) for more information.

3. From your software application, click the **Print** button.
4. Make sure the product is the selected printer.
5. Click the button that opens the **Properties** dialog box. Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
6. Select the appropriate options.
 - On **Layout** tab select **Portrait** or **Landscape** orientation.
 - On **Paper/Quality** tab select the appropriate paper type and print quality from the **Media** drop-down list.

7. Click **OK** to close the **Properties** dialog box.
8. Click **Print** or **OK** to begin printing.

 **NOTE:** You can print your document on both sides of the paper, instead of just one side. Click on the **Advanced** button on the **Paper/Quality** or **Layout** tab. From the **Pages to Print** drop-down menu select **Print Odd Pages Only**. Click **OK** to print. After the odd numbered pages of the document have been printed, remove the document from the output tray. Reload the paper in the input tray with the blank side facing up. Return to the **Pages to Print** drop-down menu and then select **Print Even Pages Only**. Click **OK** to print.

NOTE: If your printed documents are not aligned within the margins of the paper, make sure that you have selected the correct language and region. On the printer display, select **Setup**, then select **Language/Region**. Select your language, and then region from the options provided. The correct **Language/Region** settings ensure that the printer will have the appropriate default paper size settings.

Print Quick Forms

Use **Quick Forms** to print Office Forms, Paper Types, and Games.

Print Quick Forms

1. Select Quick Forms from the printer display menu.

 **TIP:** If the Quick Forms option does not appear on the printer display menu, press the **Back** button until the Quick Forms option appears.

2. Press the selection buttons to select **Office Forms**, **Paper Type**, or **Games**. Then select **OK**.
3. After you have selected the type of Selection that you want to print, select the number of copies, then press **OK**.

Print envelopes

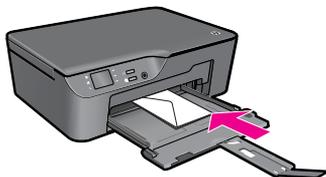
You can load one or more envelopes into the input tray of the HP All-in-One. Do not use shiny or embossed envelopes or envelopes that have clasps or windows.

 **NOTE:** For specific details on how to format text for printing on envelopes, consult the help files in your word processing software. For best results, consider using a label for the return address on envelopes.

To print envelopes

1. Make sure the paper tray is open.
2. Slide the paper guides outward.
3. Place the envelopes in the center of the tray. The side to be printed on should face down. The flap should be on the left side.
See [Load media](#) for more information.
4. Push the envelopes into the printer until they stop.

- Slide the paper guides firmly against the edges of the envelopes.



- Click the button that opens the **Properties** dialog box. Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
- Select the appropriate options. On **Paper/Quality** tab select the appropriate paper type and print quality from the **Media** drop-down list.
- Click **OK**, and then click **Print** or **OK** in the **Print** dialog box.

Tips for print success

To successfully print, the HP cartridges should be functioning properly with sufficient ink, the paper should be loaded correctly, and the product should have the appropriate settings.

Ink tips

- Use genuine HP ink cartridges.
- Install the yellow, magenta, cyan, and black cartridges correctly. For more information, see [Replace the cartridges](#).
- Check the estimated ink levels in the cartridges to make sure there is sufficient ink. For more information, see [Check the estimated ink levels](#).
- For more information, see [Improve print quality](#).
- If you are seeing ink smears on the back of the pages that you printed, use the Tools menu to clean.
 - From the home screen, which displays **Copy**, **Scan**, and **Quick Forms**, press the **Setup** button.

 **NOTE:** If you do not see the home screen, press the **Back** button until you can see it.

- Scroll through the **Tools** menu until you see **Clean Ink Smear**, then select **OK**.
- Follow the onscreen instructions.

Paper loading tips

- Load a stack of paper (not just one page). All of the paper in the stack should be the same size and type to avoid a paper jam.
- Load paper with side to be printed on facing down.
- Ensure that paper loaded in the paper tray lays flat and the edges are not bent or torn.

- Adjust the paper-width guides in the paper tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the paper tray.
- For more information, see [Load media](#).

Printer settings tips

- On the **Paper/Quality** tab of the print driver, select the appropriate paper type and print quality from the **Media** drop-down list.
- Select the appropriate size from the **Paper Size** drop-down list on the **Paper/Quality** tab.
- Click the HP All-in-One desktop icon to open the Printer Software. In the Printer Software, click **Printer Actions** and then click **Set Preferences** to access the print driver.

 **NOTE:** You can also access the Printer Software by clicking **Start > Programs > HP > HP Deskjet 3520 series > HP Deskjet 3520 series**

Notes

- Genuine HP ink cartridges are designed and tested with HP printers and papers to help you easily produce great results, time after time.

 **NOTE:** HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty.

If you believe you purchased genuine HP ink cartridges, go to:

www.hp.com/go/anticounterfeit

- Ink level warnings and indicators provide estimates for planning purposes only.

 **NOTE:** When you receive a low-ink warning message, consider having a replacement cartridge available to avoid possible printing delays. You do not need to replace the cartridges until print quality becomes unacceptable.

- Software settings selected in the print driver only apply to printing, they do not apply to copying or scanning.
- You can print your document on both sides of the paper, instead of just one side.

 **NOTE:** Click the **Advanced** button on the **Paper/Quality** or **Layout** tab. From the **Pages to Print** drop-down list select **Print Odd Pages Only**. Click **OK** to print. After the odd numbered pages of the document have been printed, remove the document from the output tray. Reload the paper in the input tray with the blank side facing up. Return to the **Pages to Print** drop-down list and then select **Print Even Pages Only**. Click **OK** to print.

- Print using black ink only

 **NOTE:** If you want to print a black and white document using black ink only, click the **Advanced** button. From the **Print in Grayscale** drop-down menu select **Black Ink Only**, then click the **OK** button.

Print using the maximum dpi

Use maximum dots per inch (dpi) mode to print high-quality, sharp images on photo paper.

See technical specifications for the print resolution of the maximum dpi mode.

Printing in maximum dpi takes longer than printing with other settings and requires a large amount of disk space.

To print in Maximum dpi mode

1. Make sure you have photo paper loaded in the input tray.
2. On the **File** menu in your software application, click **Print**.
3. Make sure the product is the selected printer.
4. Click the button that opens the **Properties** dialog box.
Depending on your software application, this button might be called **Properties**, **Options**, **Printer Setup**, **Printer**, or **Preferences**.
5. Click the **Paper/Quality** tab.
6. In the **Media** drop-down list, click **Photo Paper, Best Quality**.

 **NOTE:** **Photo Paper, Best Quality** must be selected from the **Media** drop-down list on the **Paper/Quality** tab to enable printing in maximum DPI.

7. Click the **Advanced** button.
8. In the **Printer Features** area, select **Yes** from the **Print in Max DPI** drop-down list.
9. Select **Paper Size** from **Paper/Output** drop-down list.
10. Click **OK** to close the advanced options.
- .
11. Confirm **Orientation** on **Layout** tab, then click **OK** to print.
- .

4 ePrint from anywhere

The **ePrint** feature on your product provides convenience printing that allows you to print from anywhere. Once enabled, **ePrint** assigns an email address to your product. To print, simply send an email containing your document to that address. You can print images, Word, PowerPoint, and PDF documents. It's easy!

- [ePrint from anywhere](#)

ePrint from anywhere

To ePrint a document from anywhere

1. Find your **ePrint** email address.
 - a. Press the **ePrint** button on the control panel. You will see the web services **Settings** menu on the printer display.
 - b. Select **Display Email Address** from the printer display to view the printer's email address.

 **NOTE:** To use ePrint, web services must first be enabled. If web services have not been enabled, you will see a message directing you to the Printer Software. Open the Printer Software, select **ePrint**, then follow the onscreen instruction to enable.

 **TIP:** To print the email address or registration url, select **Print Info Sheet** from the Settings menu on the printer display.

2. Compose and send email.
 - a. Create a new email and type the product email address in the **To** box.
 - b. Type text in the body of the email and attach the documents or images that you want to print.
 - c. Send the email.
The product prints your email.

 **NOTE:** To receive email, your product must be connected to the Internet. Your email will print as soon as it is received. As with any email, there is no guarantee when or if it will be received. When you register online with **ePrint**, you can check the status of your jobs.

 **TIP:** If you have enabled **Auto Power-Off**, you should disable it before using ePrint. For more information, see [Auto Power-Off](#)

 **NOTE:** Device must be connected wirelessly and on an active network.

NOTE: Documents printed with **ePrint** may appear different from the original. Style, formatting, and text flow may differ from the original document. For documents that need to be printed with a higher quality (such as legal documents), we recommend that you print from the software application on your computer, where you will have more control over what your printout looks like.



[Click here to go online for more information.](#)

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5 Paper basics

- [Recommended papers for printing](#)
- [Load media](#)

Recommended papers for printing

If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing.

Depending on your country/region, some of these papers might not be available.

ColorLok

HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.



HP Advanced Photo Paper

This thick photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store-processed photo. It is available in several sizes, including A4, 8.5 x 11 inch, 10 x 15 cm (4 x 6 inch) (with or without tabs), 13 x 18 cm (5 x 7 inch), and two finishes - glossy or soft gloss (satin matte). It is acid-free for longer lasting documents.

HP Everyday Photo Paper

Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable, photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. It is available in semi-gloss finish in several sizes, including A4, 8.5 x 11 inch, and 10 x 15 cm (4 x 6 inch) (with or without tabs). For longer-lasting photos, it is acid-free.

HP Brochure Paper or HP Superior Inkjet Paper

These papers are glossy-coated or matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.

HP Premium Presentation Paper or HP Professional Paper

These papers are heavy two-sided matte papers perfect for presentation, proposals, reports, and newsletters. They are heavyweight for an impressive look and feel.

HP Bright White Inkjet Paper

HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors.

HP Printing Paper

HP Printing Paper is a high-quality multifunction paper. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. It is acid-free for longer lasting documents.

HP Office Paper

HP Office Paper is a high-quality multifunction paper. It is suitable for copies, drafts, memos, and other everyday documents. It features ColorLok Technology for less smearing, bolder blacks, and vivid colors. It is acid-free for longer lasting documents.

HP Iron-On Transfers

HP Iron-on Transfers (for color fabrics or for light or white fabrics) are the ideal solution for creating custom T-shirts from your digital photos.

HP Premium Inkjet Transparency Film

HP Premium Inkjet Transparency Film make your color presentations vivid and even more impressive. This film is easy to use and handle and dries quickly without smudging.

HP Photo Value Pack

HP Photo Value Packs conveniently package original HP cartridges and HP Advanced Photo Paper to save you time and take the guesswork out of printing affordable professional photos with your HP All-in-One. Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation's worth of photos or multiple prints to share.

Load media

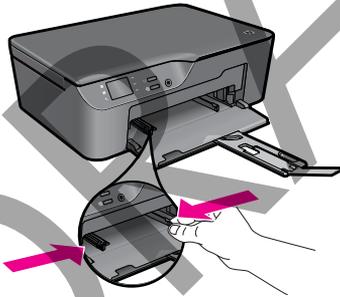
- ▲ Select a paper size to continue.

Load full-size paper

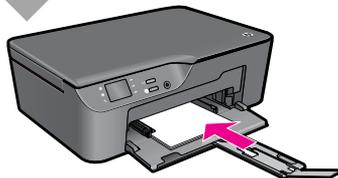
- a. Lower the paper tray.
 - ❑ Lower the paper tray and pull out the tray extender.



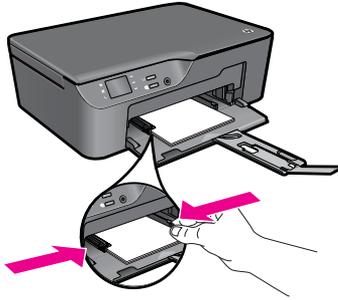
- b. Slide paper-width guides outward.
 - ❑ Slide paper-width guides outward.



- c. Load paper.
 - ❑ Insert stack of paper into paper tray with short edge forward and print side down.



- Slide stack of paper until it stops.
- Adjust paper-width guides so they fit against both sides of the stack of paper.

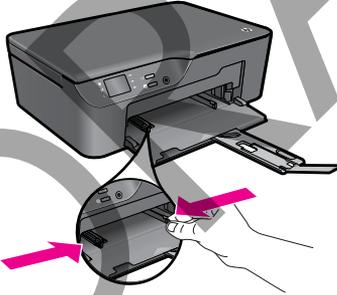


Load small-size paper

- a. Slide the paper tray out.
 - Slide the paper tray and pull out the tray extender.



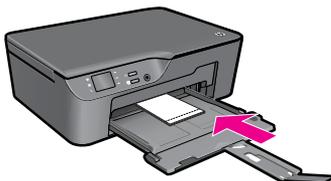
- b. Slide paper-width guides outward.
 - Slide paper-width guides outward.



- c. Load paper.
 - Insert stack of photo paper with short edge down and print side down.
 - Slide stack of paper forward until it stops.

 **NOTE:** If the photo paper you are using has perforated tabs, load photo paper so that tabs face outward.

- Adjust paper-width guides so they fit against both sides of the stack of paper.



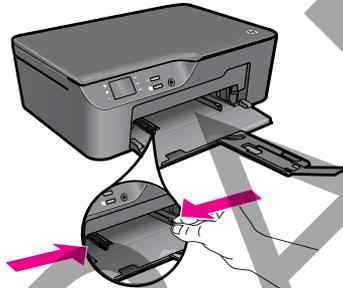
- ❑ Slide paper tray in.

Load envelopes

- Lower the paper tray
 - ❑ Lower the output tray and pull out the tray extender.



- Slide paper-width guides outward.
 - ❑ Slide paper-width guide outward.



- ❑ Remove all paper from the main input tray.
- Load envelopes.
 - ❑ Insert one or more envelopes in center of the input tray. The side to be printed on should face up. The flap should be on the left side and facing down.
 - ❑ Slide stack of envelopes down until it stops.
 - ❑ Slide paper-width guide to the right against stack of envelopes until it stops.



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6 Copy and scan

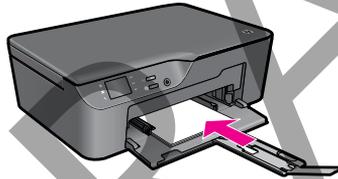
- [Copy](#)
- [Scan to a computer](#)
- [Tips for copy success](#)
- [Tips for scan success](#)

Copy

- ▲ The copy menu on the printer display allows you to easily select number of copies and color or black and white for copying on plain paper. For more advanced settings, such as changing the paper type and size, adjusting the darkness of the copy, and resizing the copy, select **Settings** from the **Copy Menu**. Click a copy type to continue.

Easy Copy

- Load paper.
 - Load full-size paper in the paper tray.



- Load original.
 - Lift lid on product.

