

HP Accessibility Guide

“At HP, we’re committed to improving our customers’ experience with products, information and services that are easier to access and simpler to use. We consider the needs of all our customers, including people with disabilities and age-related limitations.”

Martin Fink

Executive Vice President & Chief Technology Officer





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HP Accessibility Guide

This document provides information about the accessibility features of HP LaserJet Pro, HP LaserJet Enterprise, and HP Officejet Enterprise printers and how to set up and configure them.

Click one of the following links to skip to the section for your printer model:

- [Configure HP LaserJet Pro printers on page 4](#)
- [Configure HP LaserJet Enterprise and HP Officejet Enterprise printers on page 2](#)

Accessibility Features

In order to optimize printer accessibility, HP has implemented a number of features:

- Front positioning of power button
- Front input and output tray for easy access
- Front load toner cartridge door on most models
- Low profile design for easy access to the top of the device
- Full virtual keyboard for Touch Screen models
- Full size physical keyboard (HP Enterprise Flow models only)
- Backlit LCD control panel for optimal visibility
- Color-coded levers and labels
- Easy paper jam clearance
- Embedded Web Server (EWS) to enable remote management of device features
- Animation for common troubleshooting
- Optional private printing using an access ID card
- Automatic Print Quality calibration on most models
- Easy paper removal from the MFP scanner flat bed or ADF
- Multiple-languages available for the control panel
- Offset print job stacking (select HP Enterprise models only)

Set up the printer for optimal accessibility

For optimal accessibility of your HP printer, use the following tips as a guide:



NOTE: For some printers, you might need to use a table or a stand to meet the height requirements.

- Position the printer at a height that places the control panel between 40 and 47 inches (101.6 and 119.4 cm) from the ground. This is considered the ideal position for all users including those confined to a wheel chair.
- If the printer is positioned on a table or stand, make sure that the printer is no more than 12 inches (30.5 cm) from the surface edge on which it is placed to ensure easy access to the control panel.
- Position adjustable touch screen control panels at an angle between 52 and 75 degrees by tilting the display. This is considered the ideal position for all users to easily view or access the display.
- Adjust or disable sound settings (keypress, fax, and warning) that are enabled by default. These settings are found in the Administration or Setup menus.

For more information, go to www.hp.com and search for the user guide for your printer.

To customize accessibility features, follow the steps below to configure either **HP LaserJet Enterprise and HP Officejet Enterprise printers** or **HP LaserJet Pro printers**.

Configure HP LaserJet Enterprise and HP Officejet Enterprise printers

You can adjust accessibility settings for HP LaserJet Enterprise and HP Officejet Enterprise printers using either the control panel or the printer's Embedded Web Server. Some settings will require an access code set by the administrator.



NOTE: To open the printer's Embedded Web Server (EWS), open a browser such as Internet Explorer, type the printer IP address in the address field, and then press [Enter](#). If you receive a security certificate message, click **Continue to this website...**, and then login using the EWS administrator credentials.

Enable load-confirmation for ADF printing

There is no setting required to enable this feature. HP LaserJet Enterprise and HP Officejet Enterprise printers will either light an LED near the ADF input tray, or emit a sound, when a document is loaded correctly into the Automatic Document Feeder (ADF).

Adjust the Fax speaker settings

EWS method

1. Click the **Fax** tab.
2. From the left pane, click **Fax Send Setup**.
3. Click the **Internal Modem** tab, and under **Fax Dialing Settings**, adjust the **Fax Dial Volume** and then click **Apply**.
4. From the left pane, click **Fax Receive Setup**.
5. Under **Fax Receive Settings**, adjust the **Ringer Volume** and then click **Apply**.

Control panel method

1. From the Home screen, scroll to and open the [Administration](#) menu.
2. Scroll to and open [Fax Settings](#).
3. Open [Fax Send Settings](#), select [Fax Send Setup](#), select [Fax Dialing Settings](#), adjust the [Fax Dial Volume](#) setting, and then select [Save](#).
4. Open [Fax Receive Settings](#), select [Fax Receive Setup](#), adjust the [Ringer volume](#) setting, and then select [Save](#).

Adjust sound volume for button presses

EWS method

1. Click the **General** tab.
2. From the left pane, click **Control Panel Administration Menu**.
3. Expand the **Administration** option and then click **Display Settings**.
4. Turn the **Key Press Sound** setting **On** or **Off**, and then click **OK**.



NOTE: If the **Key Press Sound** setting is not listed, then this option is not available for that model.

Control panel method

1. From the Home screen, scroll to and open the [Administration](#) menu.
2. Scroll to and open [Display Settings](#), and then select [Key Press Sound](#).
3. Turn the sound setting [On](#) or [Off](#).
4. Select [OK](#) or [Save](#).

Adjust printer display brightness (select MFP models only)

EWS method



NOTE: Some Enterprise printers do not have the capability to adjust the printer display brightness. Newer printers will automatically adjust brightness and cannot be customized. Single function printers have a contrast setting that can be adjusted.

1. Click the **General** tab.
2. From the left pane, click **Control Panel Administration Menu**.
3. Expand the **Administration** option and then click **Display Settings**.
4. Adjust the **Display Brightness** and then click **OK**.



NOTE: If the **Display Brightness** setting is not listed, then this option is not available for that model.

Control panel method

1. From the Home screen, scroll to and open the [Administration](#) menu.
2. Scroll to and open [Display Settings](#), and then select [Display Brightness](#).



NOTE: If this option is not listed, then this option is not available for that model.

3. Select the [Manual](#) radio button.
4. Adjust the setting and select [OK](#) or [Save](#).

Adjust printer inactivity time-out

This feature controls how long it takes before an operation screen that is inactive will automatically return to the Home screen.



NOTE: Some Enterprise printers do not have the capability to adjust the printer display brightness. Newer printers will automatically adjust brightness and cannot be customized.

EWS method

1. Click the **General** tab.
2. From the left pane, click **Control Panel Administration Menu**.
3. Expand the **Administration** option and then click **Display Settings**.
4. Adjust the **Inactivity Time-out** setting and then click **OK**.



NOTE: If the **Inactivity Time-out** setting is not listed, then this option is not available for that model.

Control panel method

1. From the Home screen, scroll to and open the [Administration](#) menu.
2. Scroll to and open [Display Settings](#), and then select [Inactivity Time-out](#).
3. Adjust the setting and select [OK](#) or [Save](#).



Configure HP LaserJet Pro printers

You can adjust accessibility settings for HP LaserJet Pro printers by using the control panel. Some settings will require an access code set by the administrator.

Enable load-confirmation for ADF printing

There is no setting required to enable this feature. HP LaserJet Pro printers will display a confirmation message on the control panel when a document is loaded correctly into the Automatic Document Feeder (ADF).



Adjust the Fax speaker setting

1. From the Home screen, open the **Setup Menu**  or .
2. Scroll to and select **System Setup**, and then select **Volume Settings**.
3. Select **Phone Line Volume**, and then select **Off**, **Soft**, **Medium**, or **Loud**.

Adjust sound volume for buttons and button presses





NOTE: The sound feature is only available in printers that include fax functionality.

1. From the Home screen, open the **Setup Menu**  or .
2. Scroll to and select **System Setup**, select **Volume settings**, and then select **Key Press Volume**.
3. Adjust the volume and then click **OK**.

Adjust printer display brightness

There is not an option to adjust printer display brightness on HP LaserJet Pro printers.

Adjust printer inactivity time-out

1. From the Home screen, open the **Setup Menu**  or .
2. Scroll to select **System Setup** and select **Inactivity Timer**.
3. Adjust the time and then select **OK**.

Find the accessible HTML version of the User Guide

The accessible version of the User Guide can be found on the documentation CD that came with your printer model.



NOTE: Some PDF versions of the User Guide have accessibility features enabled. To check, go to www.hp.com/go/support, select your country/language, click **Troubleshooting**, search for your printer, select the model from the list of search results, and then click the **Manuals** tab.

