

InnovationStudio



HP DesignJet T520

Quick Start Guide



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Turning the printer on and off

If you wish to turn the printer on or off, the normal and recommended method is to use the power key on the front panel.



General paper-loading advice

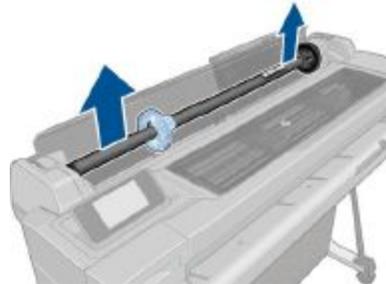
You can load paper into the printer in three different ways: from a roll, as a single sheet, or as a stack of single sheets from the multi-sheet tray. Only one of these methods can be used at a time, and switching from one to another is manual: it is not done automatically.

Loading a roll onto the spindle



Remove the spindle from the printer

WARNING! Do not insert your fingers into the spindle supports during the removal process.

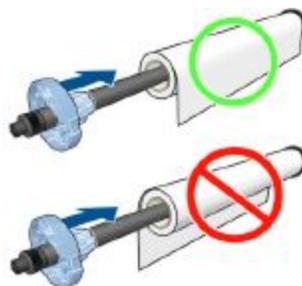


The spindle has a stop at each end to keep the roll in position. The blue stop can be removed to mount a new roll; it slides along the spindle to hold rolls of different widths. Remove the blue paper stop from the end of the spindle.



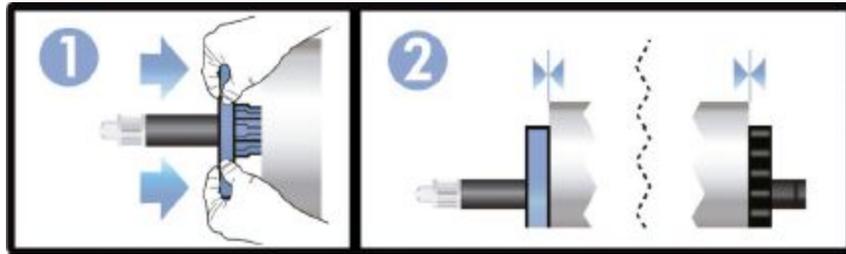
If the roll is long, rest the spindle horizontally on a table and load the roll on the table.

Slide the new roll onto the spindle. Make sure the paper type is oriented as shown. If it is not, remove the roll, turn it 180 degrees and slide it back on to the spindle. There are labels on the spindle showing the correct orientation.



Ensure both ends of the roll are as close to the spindle stops as possible.

Put the blue paper stop on to the open end of the spindle, and push it towards the end of the roll.



Ensure the blue paper stop is pushed in as far as it goes. Check that there is no space between the roll and the stops at both ends.

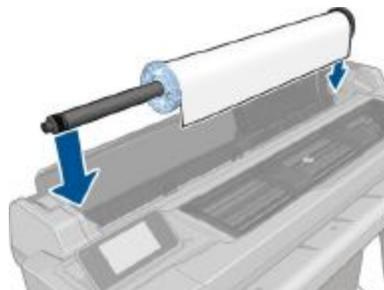
Load a roll onto the printer

From the front panel, tap , then Load roll.

Open the roll cover.



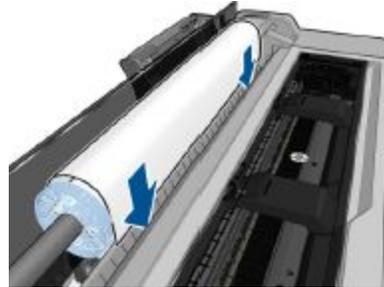
Insert the spindle into the printer, holding it by both ends. The blue hub should be on the left, as viewed from the front of the printer.



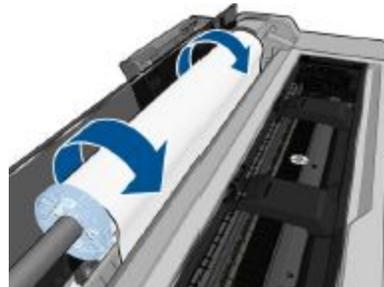
If the edge of the roll is not straight or torn (sometimes due to tape used to hold end of the roll), pull the paper slightly and cut a straight edge.

Insert the edge of the paper into the printer.

WARNING! Do not push your fingers inside the printer's paper path.



Roll the paper into the printer until you feel resistance and the paper flexes slightly. When the printer detects the paper, it beeps, and feeds in the paper automatically.



The front panel prompts you to select the paper category and type.



If you do not see your paper type in the front panel, tap "More paper types."

The printer checks the alignment and measures the width. If the roll is not correctly aligned, follow the instructions on the front-panel display.

Close the roll cover

Unloading a roll

If there is paper on the roll, you can unload it from the front panel: tap  then “**Unload roll**”. Afterwards, the multi-sheet tray will become the default active paper source.

If the end of the paper is no longer attached to the core, the front panel asks you to unload the roll manually. After unloading, the multi-sheet tray is the default active paper source

Loading a single sheet

NOTE: Roll paper and single sheets use the same input slot in the printer.

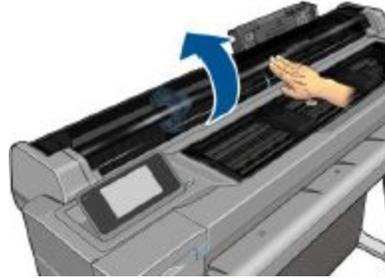
NOTE: Sheets of width 329 mm (12.95 in) or less should be loaded from the multi-sheet tray.

At the front panel, tap  then “Load single sheet.”

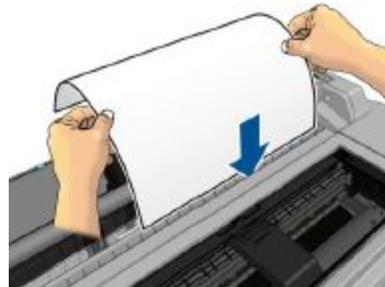
If a roll is already loaded, you have to wait while it is automatically unloaded.

Select your paper category and type. If you do not see your paper type in the front panel, tap “**More paper types**”.

Open the roll cover

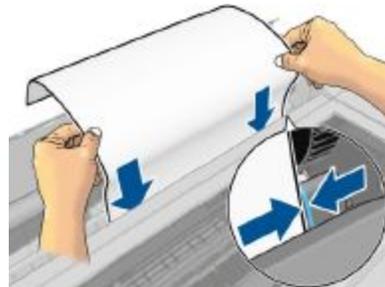


When prompted by the front panel, insert the sheet into the right-hand side of the input slot.



WARNING! Do not push your fingers inside the printer's paper path.

Align the sheet with the blue line.



Tap **OK on the front panel to feed the paper into the printer. Guide the sheet into the printer; this is especially important with thicker papers.**

The printer checks the alignment and measures the sheet.

NOTE: Depending on the width of the sheet, it feeds out the front of the printer.

If the sheet is not correctly aligned, you may be asked to reload it.

Unloading a single sheet

To unload a sheet, go to the front panel and tap  then “**Unload single sheet**”.

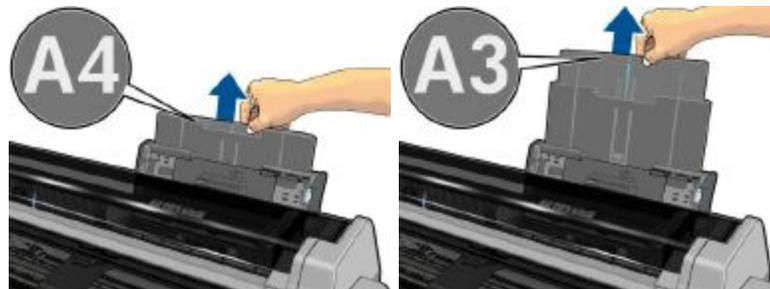
The sheet unloads out of the front of the printer; either catch it manually or allow it to fall into the bin. After unloading, the multi-sheet tray is the default active paper source.

Using the multi-sheet tray

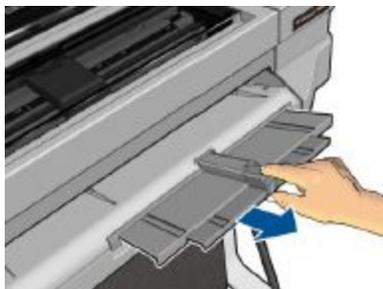
If no roll is loaded or the roll has run out of paper, the multi-sheet tray is active by default.

Alternatively, at the front panel, tap  then “**Use multi-sheet tray**”. If a roll or single sheet is already loaded, you have to wait while it is automatically unloaded.

Adjust the input tray extensions depending on the length of the paper: the first extension for A4 and the second extension for A3 paper.



Adjust the output tray extensions depending on the length of the paper.



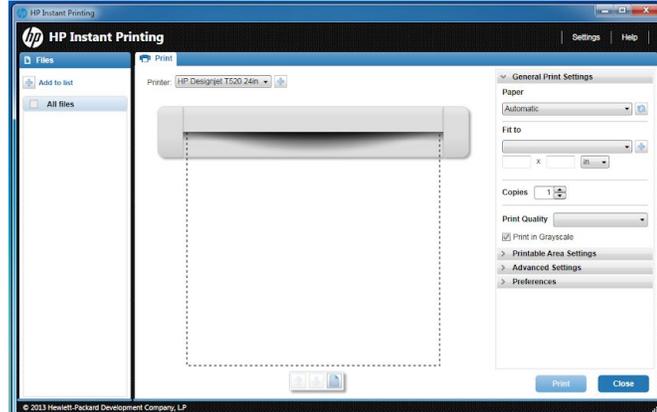
**Load sheets of paper into the tray with the printed side facing outwards.
Ensure that the sheets are all of the same size.**



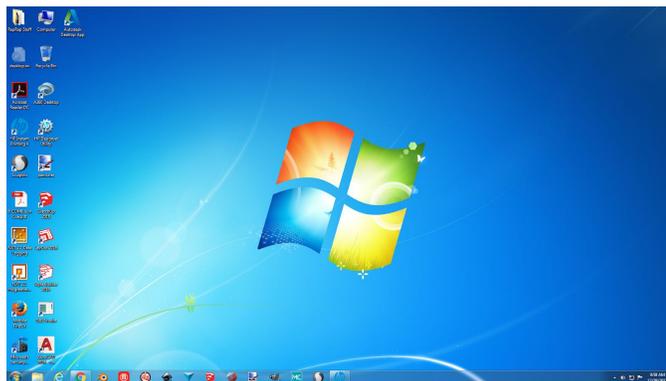
Adjust the tray to fit the width of the paper.



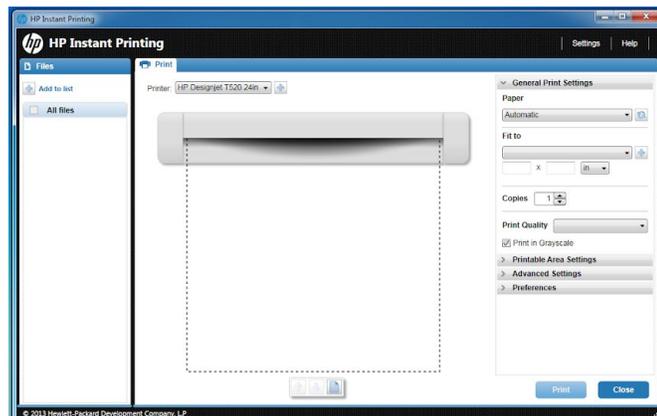
Using the HP Instant Printing 4 software



Find the **HP Instant Printing 4** icon on the **desktop**.

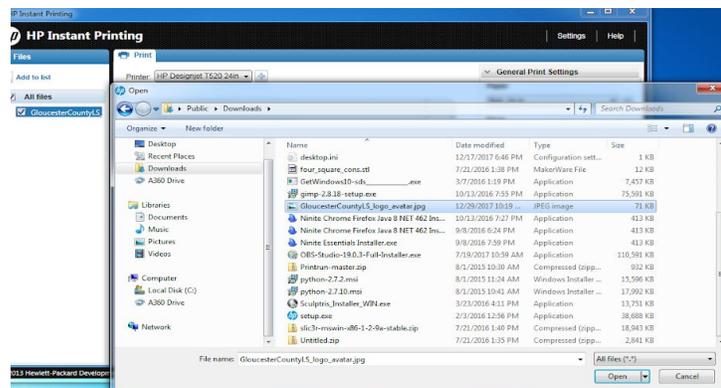


Double click HP Instant Printing 4 icon to open software



To add file click **“Add to list”** on the top left corner of the screen.

Select your saved image from the folder

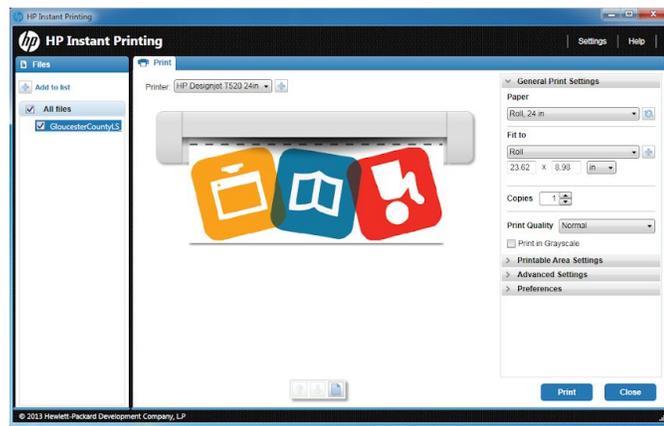


NOTE - Your image must be a JPG, PDF, or TIFF file. If your file is not supported, you must go back and export your image as one of the accepted file types.

In “General Print Settings” at the top right corner, click the drop down menu under “Paper” and select “Roll, 24 in”.

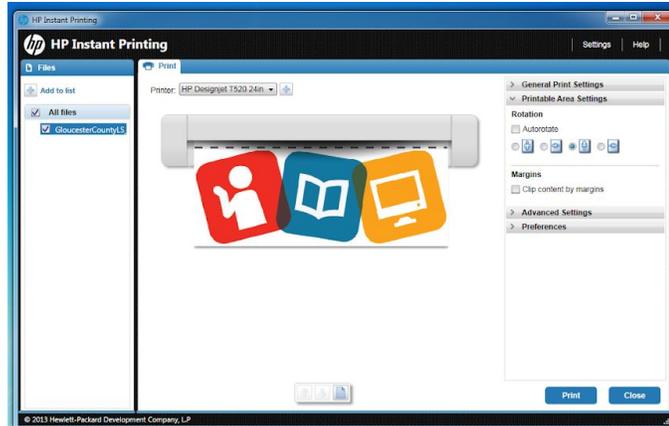
In the “Fit to” drop down menu, select “Roll”

In the “Print Quality” setting, select “Normal”. Selecting “Draft” or “Best” will adjust your print time and quality.



NOTE - You must have a high resolution image to reduce the possibility of pixelation

In the “Printable Area Settings” menu you may change the orientation of your image by selecting any one of the four options in the menu



When you are satisfied with your image, you may click “**Print**” in the bottom right corner to begin printing.