

HP LaserJet Pro 3001-3008 - Setting up the printer

How to set up the printer and install the software, and information about the printer features.

NOTE:

Complete the hardware setup before installing the printer software.

Refer to the table below to learn which setup options are available for your printer model.

To verify your printer model, refer to the nameplate on the front panel of the printer.

SETUP OPTIONS BY PRINTER MODEL

Printer model	Setup options
dw	Wireless, Ethernet, or USB

NOTE:

HP recommends using Ethernet or Wireless to set up the printer to allow access to cloud-based features and services and additional printing solutions.

NOTE:

Do NOT use a USB cable to set up the printer if you intend to connect the printer to the cloud. After initial setup, you can connect a USB cable, if needed, but if the printer is connected to the cloud, it must remain connected to the internet.

Set up the printer

Unpack and set up the printer.

1. Unpack the printer:
 - a. Select a site to place the printer that meets the following specifications:
 - A sturdy work surface in a well-ventilated and dust-free area, and away from direct sunlight
 - Temperature range: 15° - 32.5° C/59° to 90.5° F
 - Humidity range: 30% - 70%
 - b. Allow sufficient space around the printer to open all doors and trays.

NOTE:

The printer weighs 7.3 kg16.1 lb.

SPACE REQUIREMENTS



DIMENSIONS (PRINTER FULLY OPENED)

Measurement	Dimensions (Printer fully opened)
Height	56.1 mm 14.41 in
Depth	58.8 mm 29.87 in
Width	67 mm 14.45 in

- c. Take the printer out of the box and remove all tape and packing material.

NOTE:

HP recommends recycling the packaging materials.

2. Load paper in Tray:

Load paper into the input tray.

NOTE:

This tray holds up to 250 sheets of 75 grams per square meter20 lb paper.

- a. Open the input tray.

OPEN THE INPUT TRAY



- b. Press and hold the button on one of the paper-width guides and slide the guides to the edges of the input tray. Do the same for the paper-length guide.

SLIDE GUIDES



- c. Load paper into the tray.

NOTE:

To prevent jams, do not overfill the tray. Make sure the top of the stack is below the tray-full indicator.

LOAD PAPER



- d. Verify the paper guides lightly touch the stack or paper, but do not bend it.

PAPER GUIDES LIGHTLY TOUCH THE PAPER



- e. Close the input tray.

CLOSE TRAY



- f. Open the output tray extender.

OPEN OUTPUT TRAY EXTENDER



- 3. Connect the power cable and turn on the printer:
 - a. Connect the power cable between the printer and a grounded AC outlet.

NOTE:

To prevent damage to the printer, use only the power cable provided with the printer.

CONNECT THE POWER CABLE

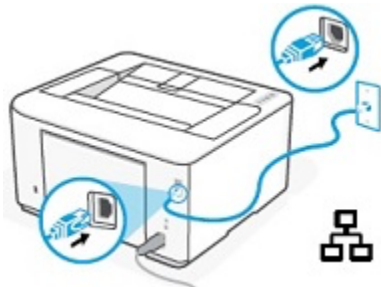
- b. Press the Power button to turn on the printer.
4. Choose a connection method (Ethernet or wireless):

Choose one of the following options to connect your printer:

- For an Ethernet setup, connect an Ethernet cable now. Connect the Ethernet cable to your network port and the other end to the Ethernet port on the rear of the printer.

After connecting the Ethernet cable, continue to the next step (Step 5) to install the software.

CONNECT AN ETHERNET CABLE



- For a wireless setup, do NOT connect any cables. Continue to the next step (Step 5) to install the software. The software installation guides you through the steps to connect the printer to your wireless network.

NOTE:


Make sure your computer is connected to the same Wi-Fi network wirelessly and NOT connected via LAN if you choose to set up the printer to connect to the Wi-Fi network using HP Easy Start.

WIRELESS SETUP, NO CABLE



5. Install the printer software:

When the printer is turned on, the Power LED starts blinking. Wait for

the Power LED to stop blinking and turn solid and Wi-Fi  LED to start blinking.

Follow these steps to install the software:

- a. On your computer, open a Web browser and go to hpsmart.com/setup.
- b. On the "Set up a new printer" page, click Begin Setup, and then click Install HP Easy Start to download the software.
- c. After the software has downloaded, click the .exe file to open HP Easy Start.

Easy Start detects wireless printers not yet associated to the network (printers with a wireless light flashing), or Ethernet-connected and wireless printers that are already connected to the network. The printers that are detected display on the screen.

- If multiple printers are detected, click the printer you want to set up.
- If the printer is not found, or not listed, follow the on-screen instructions to troubleshoot and resolve the issue.

NOTE:



Make sure your computer and the printer are on the same network.


- d. Follow the on-screen instructions in the HP Easy Start software to connect the printer to a network.


NOTE:


When connecting the printer to Wi-Fi, your computer must be near the printer during setup.

When connecting wirelessly, if you do not connect to the wireless network within two hours, you must power cycle the printer. Alternatively, press and

hold the Information button  and Cancel/Resume button  to reset the printer to the default network settings and try to connect it to the wireless network again with HP Easy Start.

To confirm your proximity to the printer, a message displays in the HP Easy Start software with instructions to press the Information button  on the

printer control panel. At the same time, the Information button  starts blinking.

- e. On the printer control panel, press the Information button  .

HP Easy Start configures the printer and adds it to the network. The Network Settings screen displays in the software.

NOTE:

If proxy settings are required for your network, click Edit Proxy Settings in the software, enter the settings, and then click Apply.

6. Connect your printer:

Find your connection method in the table below and follow the instructions provided.

CONNECTION METHOD INFORMATION

Connection method	Details
Wireless	<p>a. On the "Printer found" screen, click Continue.</p> <p>NOTE:</p> <p>When connecting the printer to Wi-Fi, your computer must be near the printer during setup.</p> <p>When connecting wirelessly, if you do not connect to the wireless network within two hours, you are required to power cycle the printer.</p> <p>b. When the "HP Auto Wireless Connect" screen displays, click OK.</p> <p>The software begins the process to connect the printer to the Wi-Fi network.</p> <p>To confirm your proximity to the printer, a message displays in the software with instructions to select "OK" on the printer control panel.</p>

CONNECTION METHOD INFORMATION

Connection method	Details
	<p>c. On the printer control panel, press the OK button.</p> <p>HP Easy Start configures the printer and adds it to the network. The Network Settings screen displays in the software.</p> <p>NOTE:</p> <p>If proxy settings are required for your network, click Edit Proxy Settings in the software, enter the settings, and then click Apply.</p> <p>d. When the "Connect printer to internet" screen displays, click Continue.</p> <p>e. When the "Print your pairing code" screen displays, click Print Pairing Code.</p> <p>The printer prints a page with the pairing code listed. You need the pairing code to connect your printer to HP Smart Admin (in Step 7).</p> <p>The pairing code is valid for two hours.</p> <p>IMPORTANT:</p> <p>If you do not wish to pair the printer, click Skip Pairing. If you skip pairing, you will NOT have access to cloud-based features and services.</p> <p>f. In the software, click Open HP Smart Admin, and then continue to the next step (Step 7) for instructions to connect to HP Smart Admin and enter the pairing code.</p> <p>NOTE:</p> <p>The step to connect to HP Smart Admin (Step 7) is optional. If you do NOT wish to connect the printer to HP Smart Admin, you can stop here.</p>
Internet	<p>g. On the "Printer found" screen, click Continue.</p>

CONNECTION METHOD INFORMATION

Connection method	Details
	<p>A message displays in the software asking you to confirm your proximity to the printer by selecting "OK" on the printer control panel.</p> <p>h. On the printer control panel, press the OK button.</p> <p>HP Easy Start configures the printer and adds it to the network. The Network Settings screen displays in the software.</p> <p>NOTE:</p> <p>If proxy settings are required for your network, click Edit Proxy Settings in the software, enter the settings, and then click Apply.</p> <p>i. On the Network Settings screen, click Continue.</p> <p>j. When the "Connect printer to internet" screen displays, click Continue.</p> <p>The printer checks for firmware updates. If prompted to continue with a Firmware Update, click Yes.</p> <p>k. When the "Print your pairing code" screen displays, click Print Pairing Code.</p> <p>The printer prints a page with the pairing code listed. You need the pairing code to connect your printer to HP Smart Admin (in Step 7).</p> <p>The pairing code is valid for two hours.</p> <p>IMPORTANT:</p> <p>If you do not wish to pair the printer, click Skip Pairing. If you skip pairing, you will NOT have access to cloud-based features and services.</p> <p>l. In the software, click Open HP Smart Admin, and then continue to the next step (Step 7) for instructions to connect to HP Smart Admin and enter the pairing code.</p> <p>NOTE:</p>

CONNECTION METHOD INFORMATION

Connection method	Details
	The step to connect to HP Smart Admin (Step 7) is optional. If you do NOT wish to connect the printer to HP Smart Admin, you can stop here.

7. Connect to HP Smart Admin (optional):

Connecting your printer to HP Smart Admin gives you access to cloud-based features and services and additional printing solutions.

NOTE:

Connecting to HP Smart Admin is optional. If you are not interested in accessing the cloud-based features and services, skip these steps.

NOTE:

These steps apply only to printer models that are connected to a wireless or Ethernet network.

If your printer is connected via USB cable, disregard these steps.

- a. On the HP Smart Setup page, click one of the following options:
 - Sign In: If you already created an HP account in the past, choose this option and then enter the email address and password you used when you created the account.
 - Create Account: If you do not have an HP account, choose this option and then enter the required information (first and last name, email address, country/region), create a password for the account, and then click Create Account again.

A verification code is sent to the email address you entered to create the HP account.

Enter the verification code (you received via email) in the field that displays on the setup page, and then click Verify. Once your account is verified, click Continue.

- b. When prompted, select an account type (company-managed or personal) for the printer, and then click Continue.

NOTE:

If you choose the company-managed account type, you are prompted to assign a printer owner, and then select an option for how HP will collect data from the printer to help improve future products and services.

- c. When prompted for the pairing code, enter the pairing code you retrieved in the previous step (Step 6), and then click Continue.

A message displays when the pairing code has been accepted.

- d. When prompted, give your printer a name and location and then click Continue, or if you do not want to add these details, click Skip.

A message displays when your printer is successfully connected to HP Smart Admin.

- e. Click Continue to view additional setup options.
- f. On the "Finish printer setup" page, click Set Up next to the "Set up print and send a test page" option.
- g. When the "Set up print and send a test page" web page displays, click Install next to the "To enable printing, install a print driver" option to download the print driver.

After the driver has downloaded, click the .exe file to start the printer driver installation.

- h. Once the driver installation is complete, click Print next to "Print a test page" to ensure the printer is set up and ready to print. Then click Done to close the "Set up print and send a test page" webpage.
- i. At the bottom of the "Finish printer setup" page, click Go to HP Smart Admin to open the HP Smart Admin web portal.

In the HP Smart Admin Dashboard, you can manage the printer, monitor print usage, invite additional users to enable printing from their devices, join the free trial for HP Instant Ink, and enroll in other printing solutions to make printing more efficient.