



# Printing Specifications

## Product: HP Designjet 4500 Printer Series Assembly Instructions

**Part number: Q1272-90061 EN**

### TEXT PAGES

Page Count	26 (13 front and 13 back)
Paper Type	HP standard 50# book (69 to 80g/m <sup>2</sup> ) recycled offset or equivalent
Ink	4-color process (CMYK)
Coverage	4/4


### COVER PAGES

Page Count	N/A
Paper Type	N/A
Ink	N/A
Coverage	N/A
Finish	N/A

### FINISH

Page Trim Size	A3
Bindery	Staple top left corner
Folding Instruction	<i>None: but poster is normally placed in a protective clear bag.</i>

### Special Instructions

- ✓ If the print location is different from the location stated, change the print location to the appropriate location.
- ✓ If recycled paper is used, add the recycled paper logo and text.  
 Printed on recycled paper
- ✓ Refer to the Pantone Matching System for accurate spot color reproduction.




**Do not print this page. This page is for reference only.**

# HP Designjet 4500 Printer series

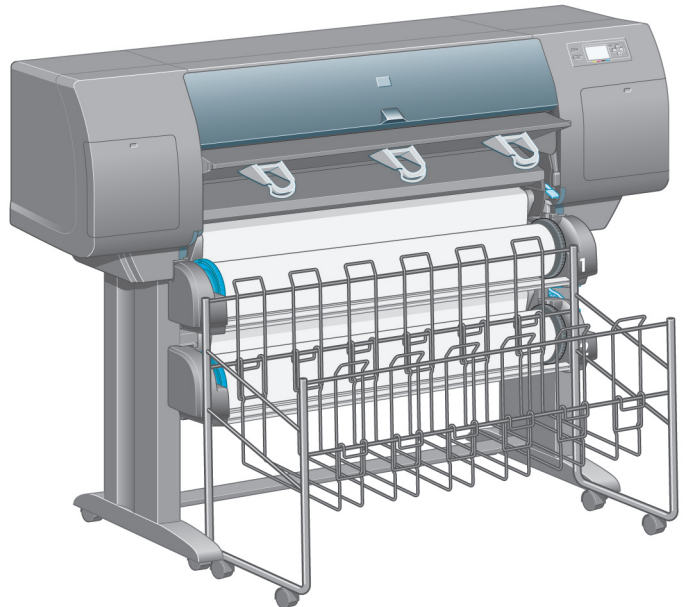
# Assembly Instructions

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 Sant Cugat del Vallès,  
 Barcelona  
 Spain



invent

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Scanner (mfp only)

## HP Designjet 4500 with Scanner.

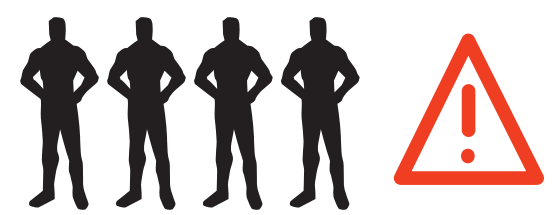
If you have bought the HP Designjet 4500 with a scanner, you can reduce the overall setup time by assembling the scanner first and then switching it on. The scanner will take one hour to warm up when started for the first time.

A

1

### Read these instructions carefully...

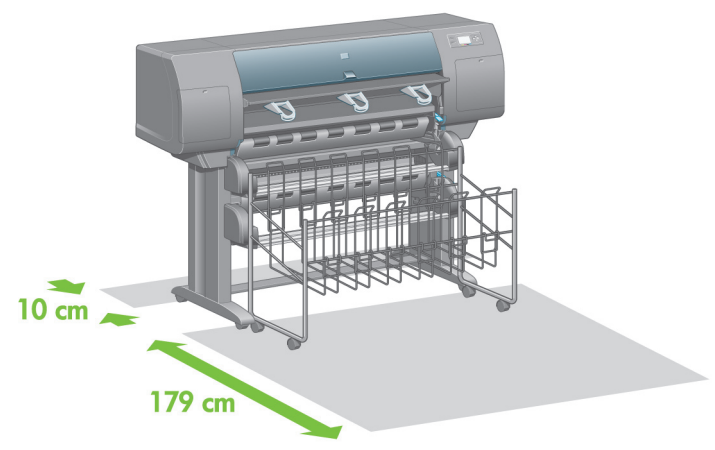
- What you will need for this procedure**
- Because some of the components of the printer are bulky, you will need up to four people to lift them. When this is necessary, this symbol is displayed:



- To assemble the printer you will need at least 3 x 5 m (10 x 16 ft) of empty floor space, and about four hours.

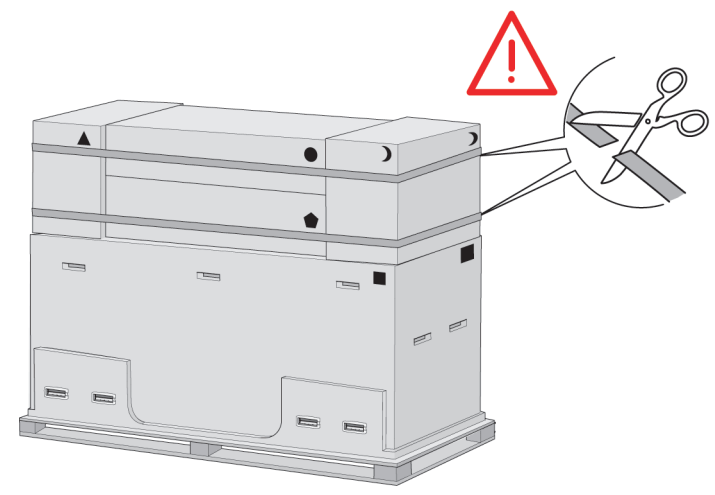
2

### Printer working area

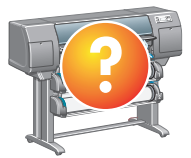


Before you start unpacking, consider where you are going to put the assembled printer. You should allow some clear space at the back and at the front of the printer. The recommended clearances are shown in the illustration above.

3

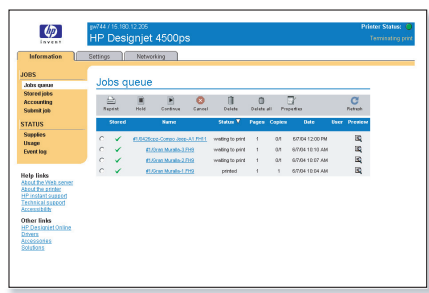


Cut the strap around the boxes carefully, as the boxes may fall as soon as the strap is cut.

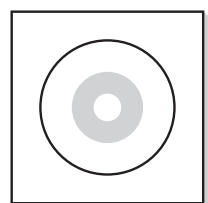


In case of difficulty, please consult:

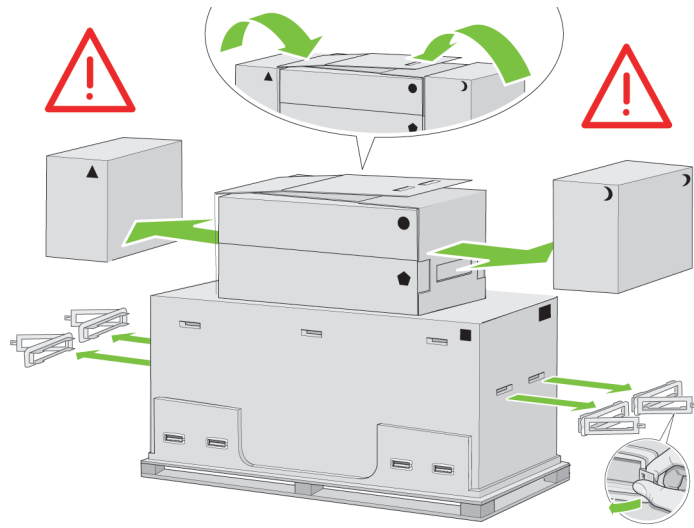
Your printer's Embedded Web Server



Driver and Documentation CD



4

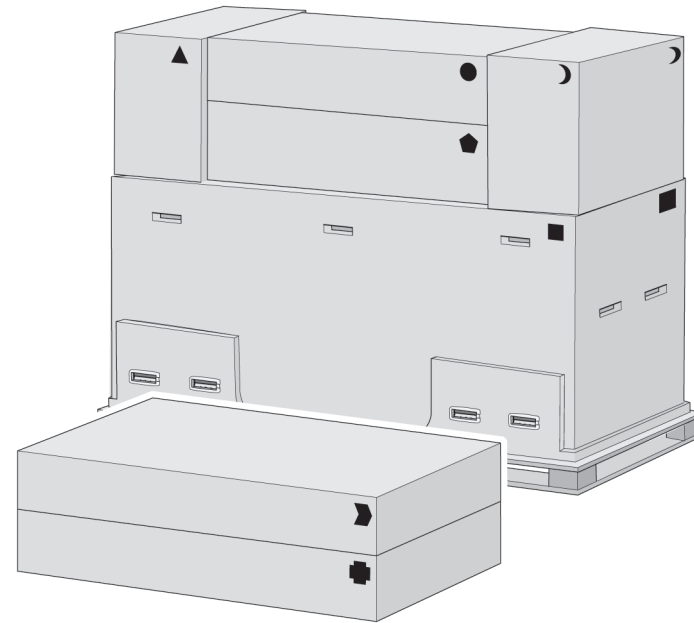


Remove all the upper four plastic handles from both sides of the box (two each side). Carefully fold the two side lids up onto the top of the box as shown, then remove the two boxes.

5

### Preliminary unpacking

Outside Europe



6

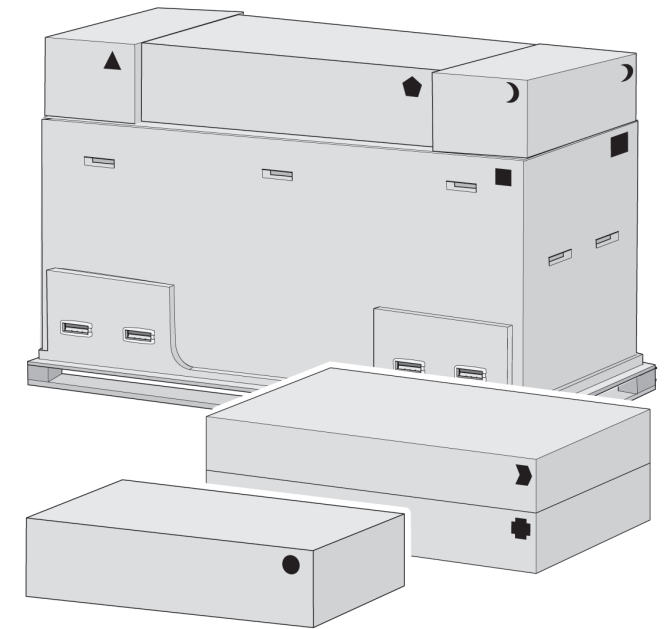
The shapes on the boxes identify the contents.

Mark on box	Contents of box
■	Printer body
●	Stand and bin assembly
☾	Consumables box, including...
★	Maintenance Kit (please keep this safe)
▲	Spare box (used on page I and J of these setup instructions)
⬠	Roll module
⊕	Scanner body (mfp only)
➔	Scanner stand (mfp only)

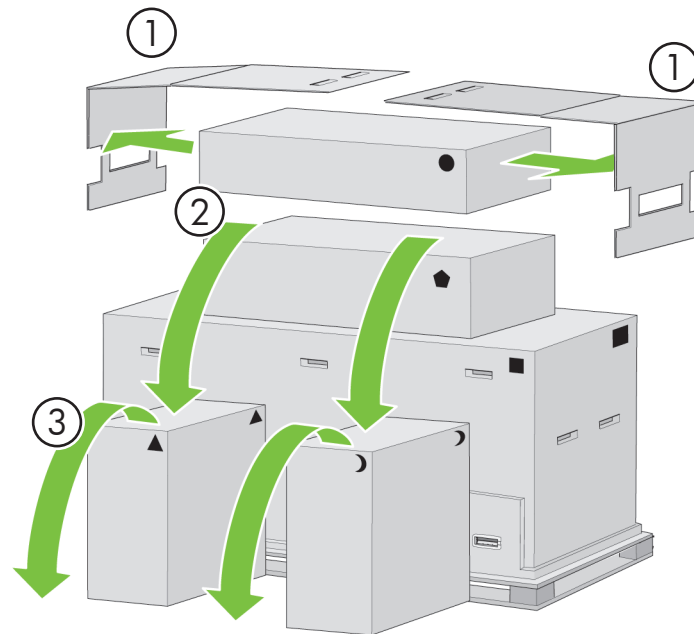
7

### Preliminary unpacking

Europe

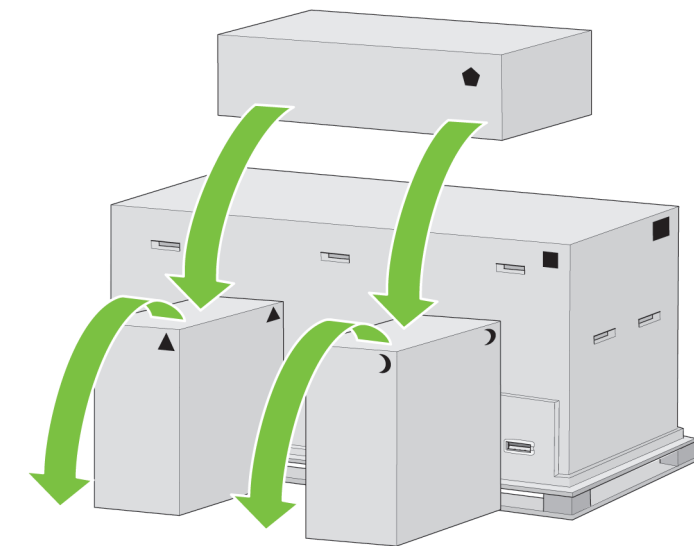


8



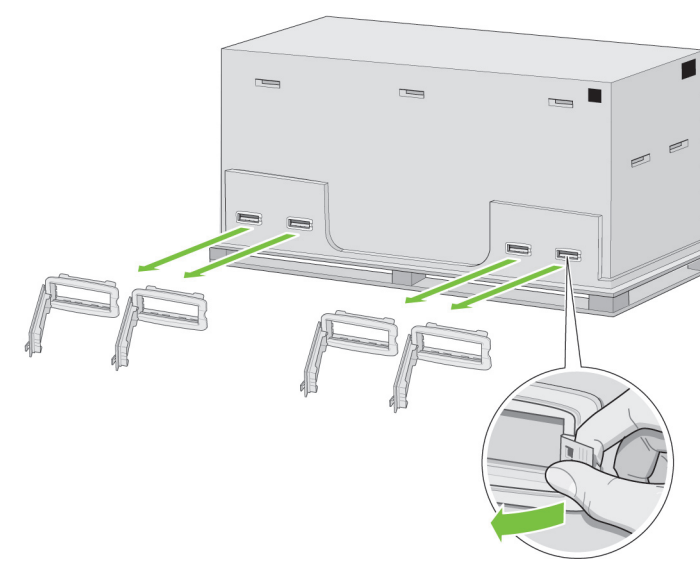
Remove the 2 lids. Place the consumables and spare boxes in front of the printer body. Then lower the stand and bin assembly onto the consumables and spare boxes.

9



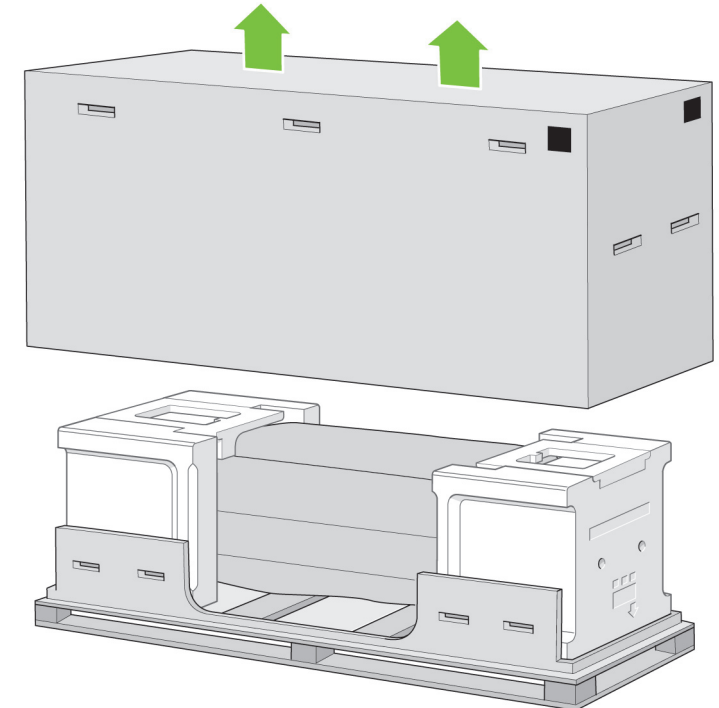
Lower the roll module box onto the consumables and spare boxes. Then remove the consumables and spare boxes.

10



Remove all eight plastic handles from both sides of the box.

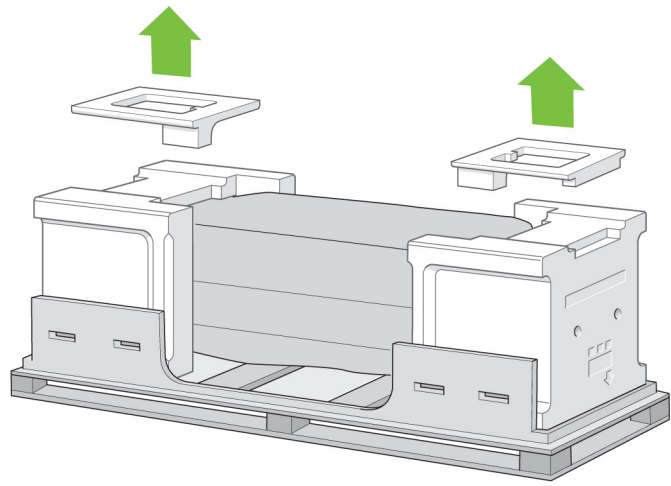
11



Remove the main printer box.

B

12



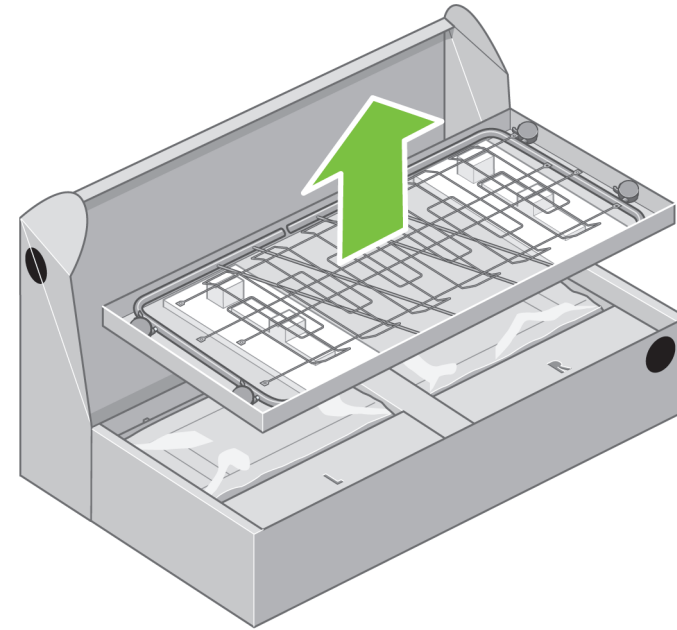
Remove the two packing pieces.

13



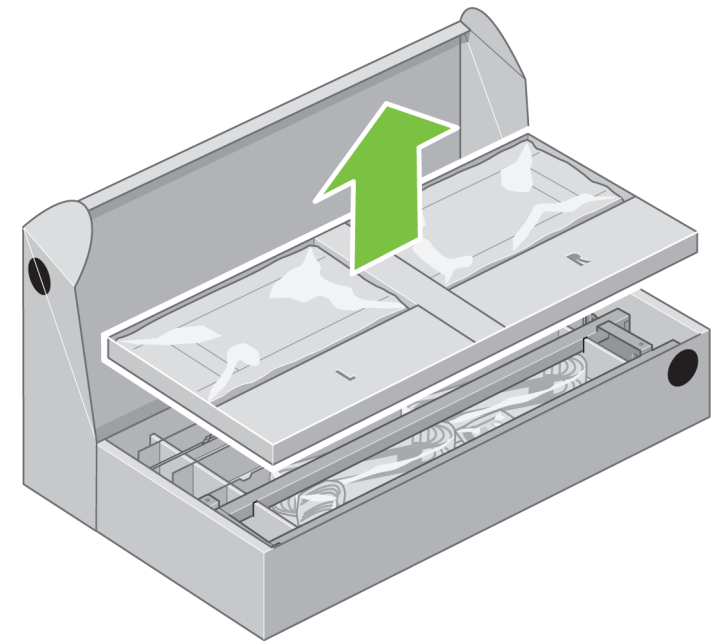
When you are unpacking the stand assembly, you will see that there is **anti-slip** material around two of the wheels on the feet. **DO NOT REMOVE** this material yet.

14



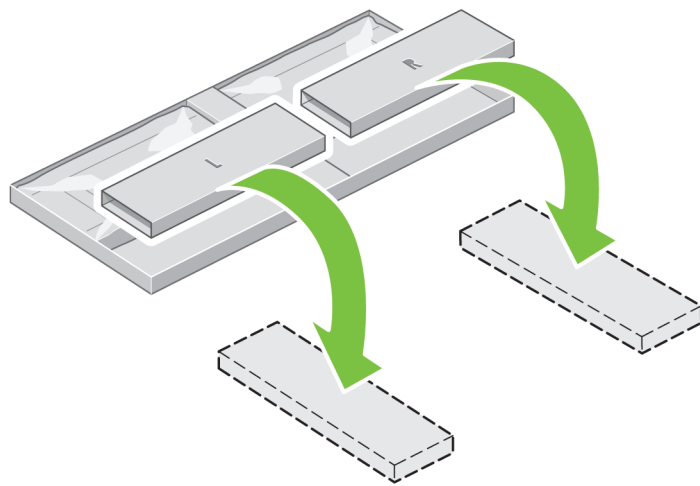
Remove the first tray containing the parts for the bin.

15



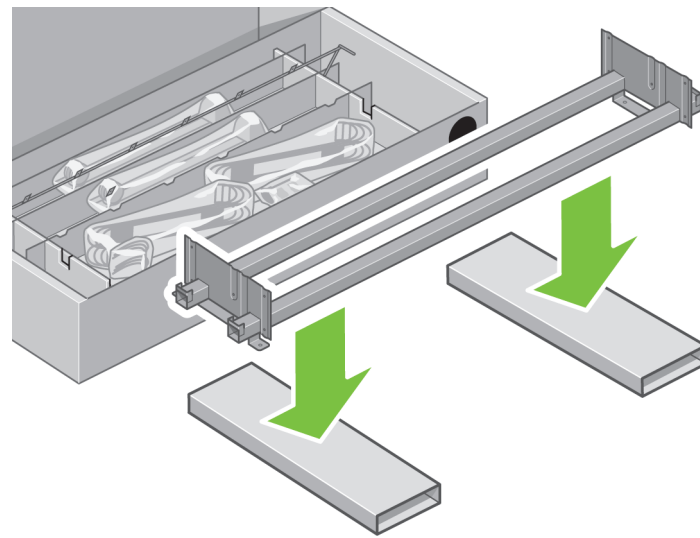
Remove the second tray from the stand and bin assembly box. This tray contains the stand legs.

16



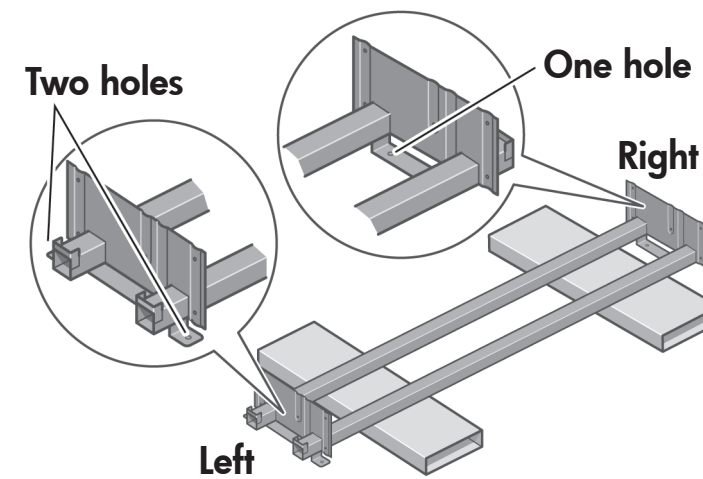
From the second tray, remove the two boxes marked with L and R. Place them on the floor as shown.

17



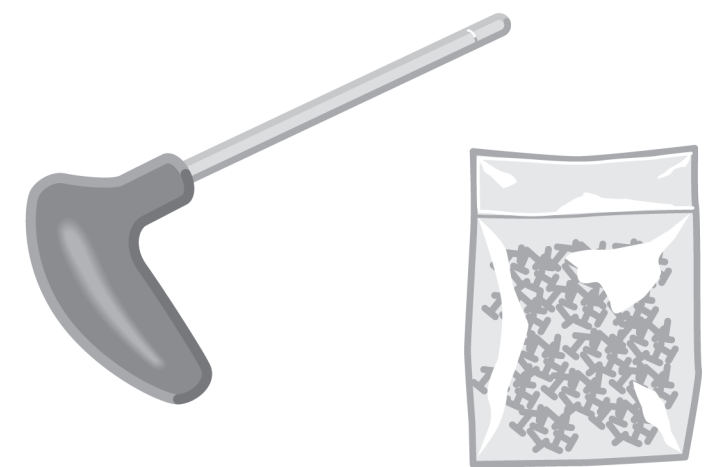
Lower the cross-brace on to the L and R boxes.

18



You now need to identify which is the left and the right side of the cross-brace.

19

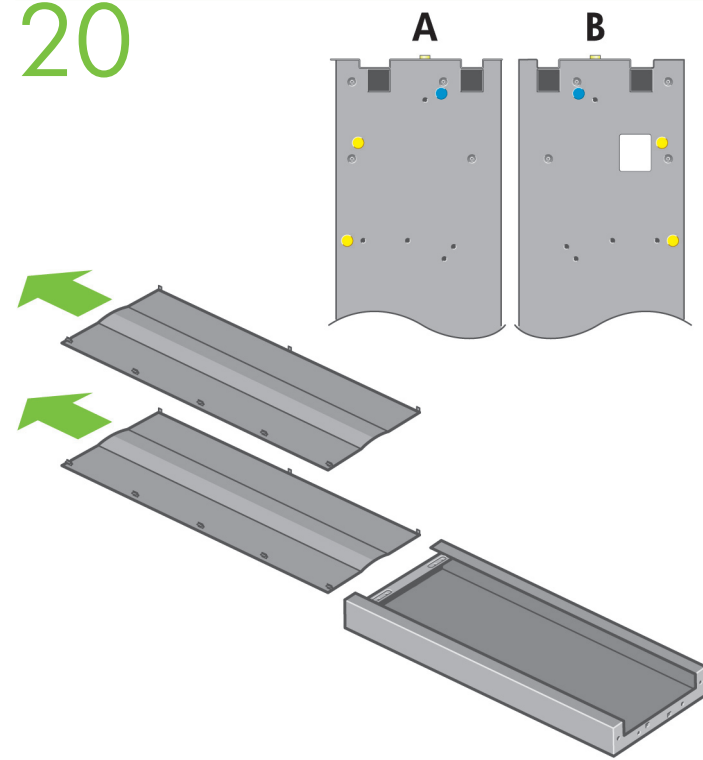


Now you will need the bag of screws and the screwdriver provided. You may notice that the screwdriver is slightly magnetic.

C

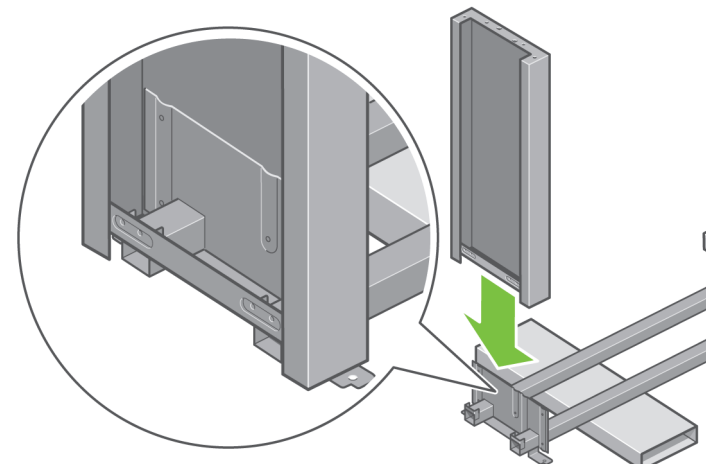


20



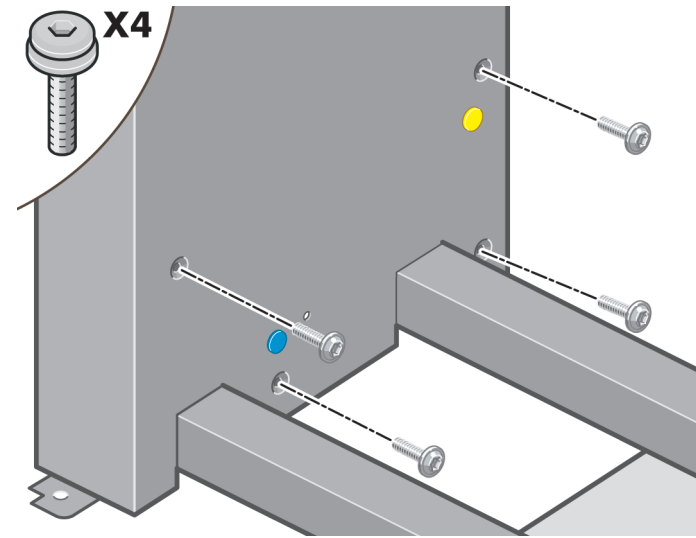
Identify the left leg (A) and the right leg (B) as shown above. Remove the two leg covers from the left leg.

21



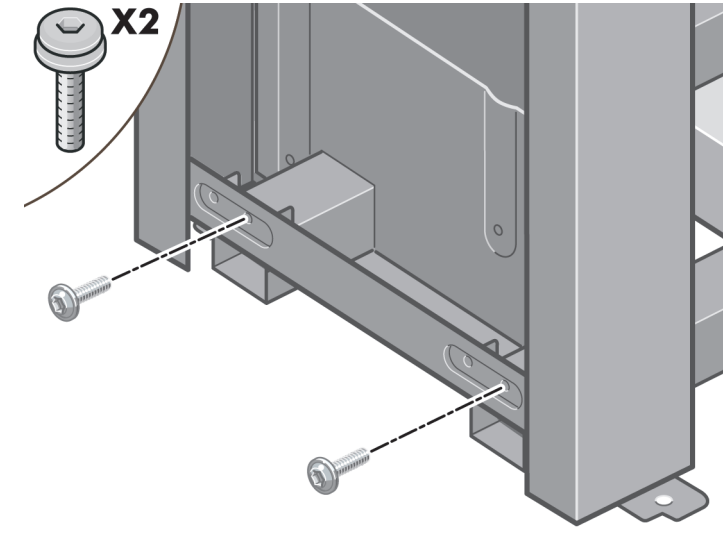
Lower the left leg onto the left side of the cross-brace. The left leg will fit only on the left side of the cross-brace.

22



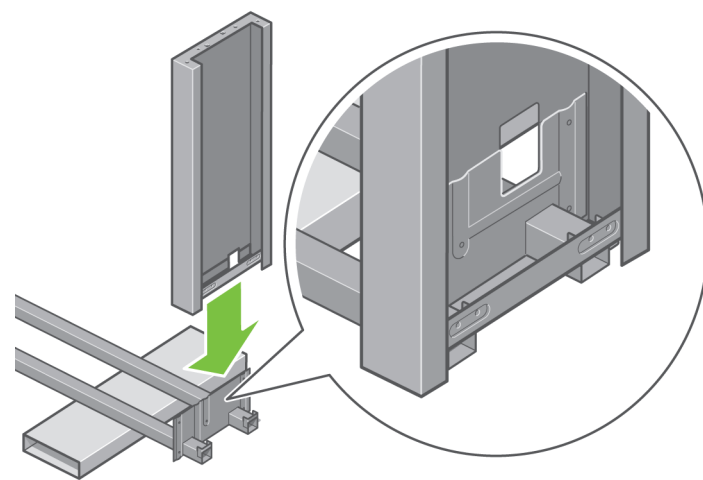
Fix the left leg to the cross-brace using four screws on the inner side of the leg.

23



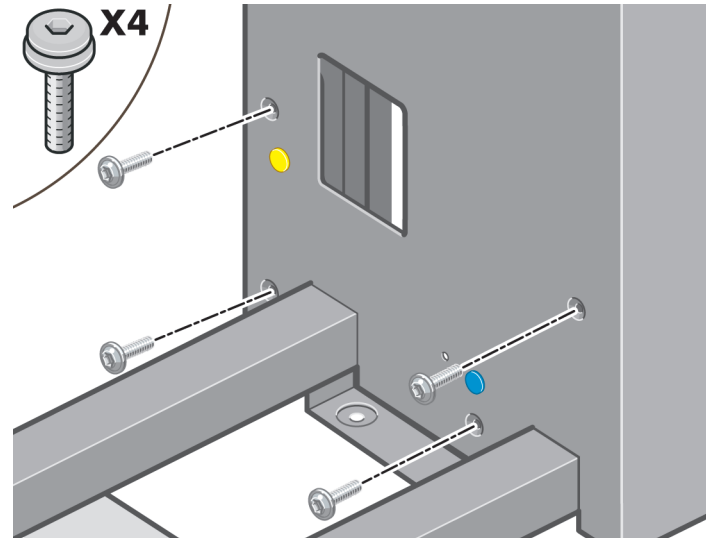
Fix the left leg to the cross-brace using two screws on the outer side of the leg.

24



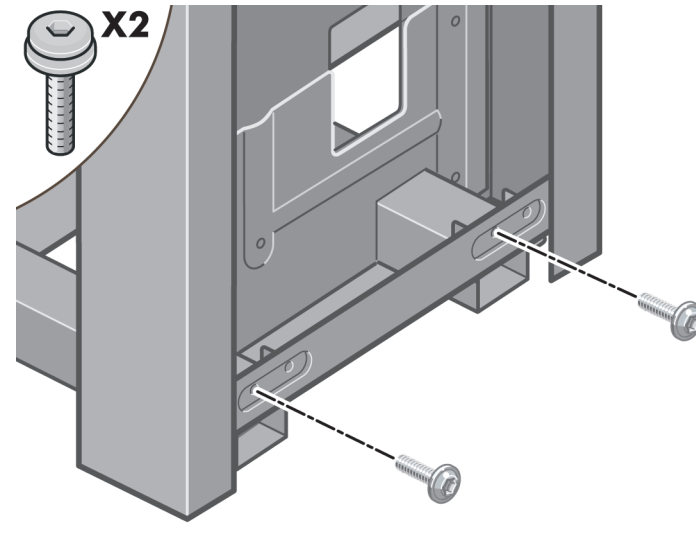
Lower the right leg onto the right side of the cross-brace. The right leg will fit only on the right side of the cross-brace.

25



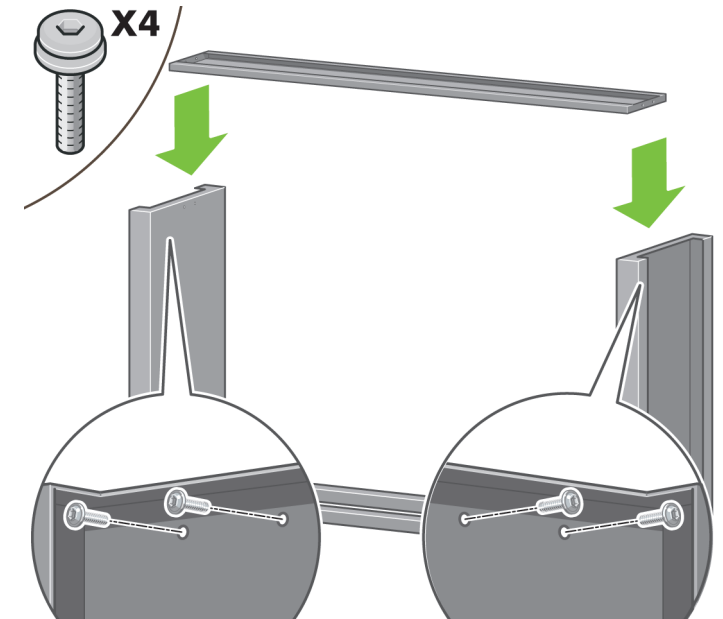
Fix the right leg to the cross-brace using four screws on the inner side of the leg.

26



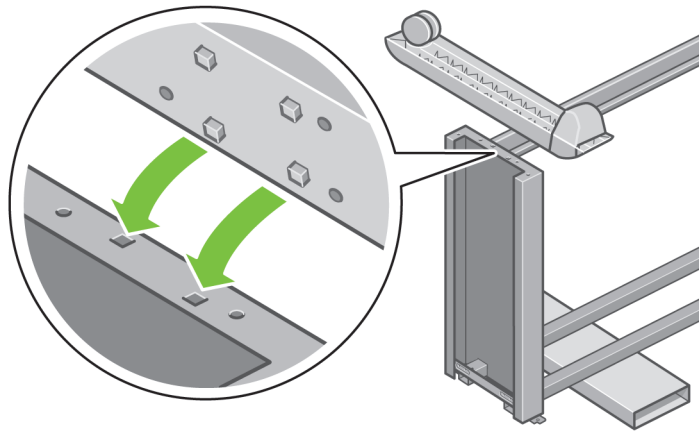
Fix the right leg to the cross-brace using two screws on the outer side of the leg.

27



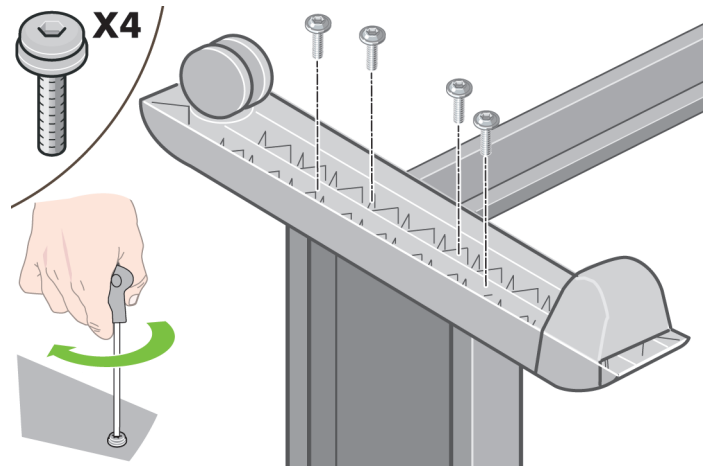
Fix the stand cross-bar using four screws.

28



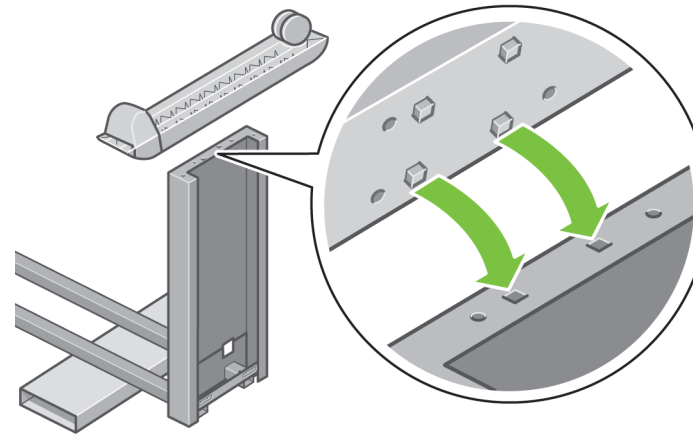
Position a foot on the left leg. There are pins to help you to position the foot correctly. Do not remove the anti-slip material from the wheel.

29



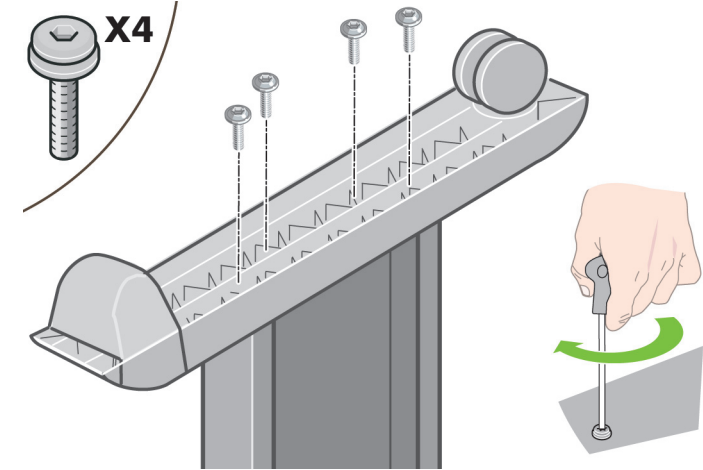
Fix the left foot using four screws.

30



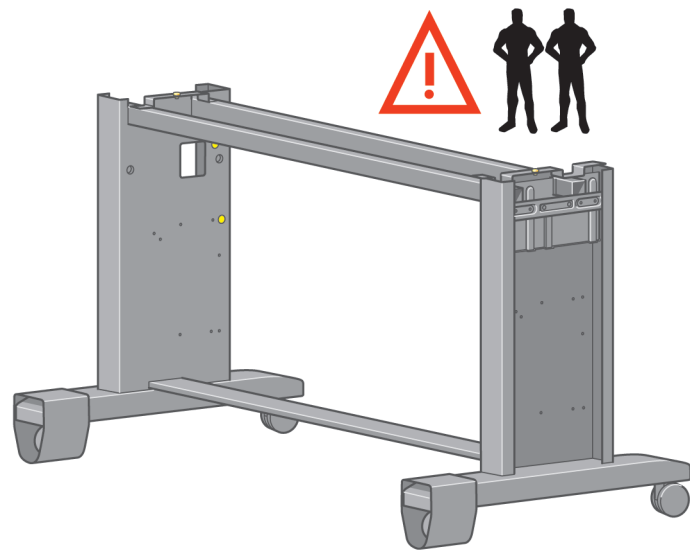
Position a foot on the right leg. There are pins to help you to position the foot correctly. Do not remove the anti-slip material from the wheel.

31



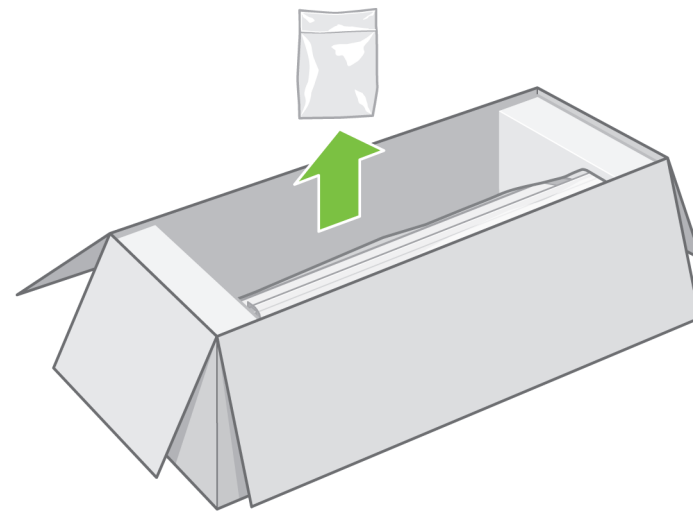
Fix the right foot using four screws.

32



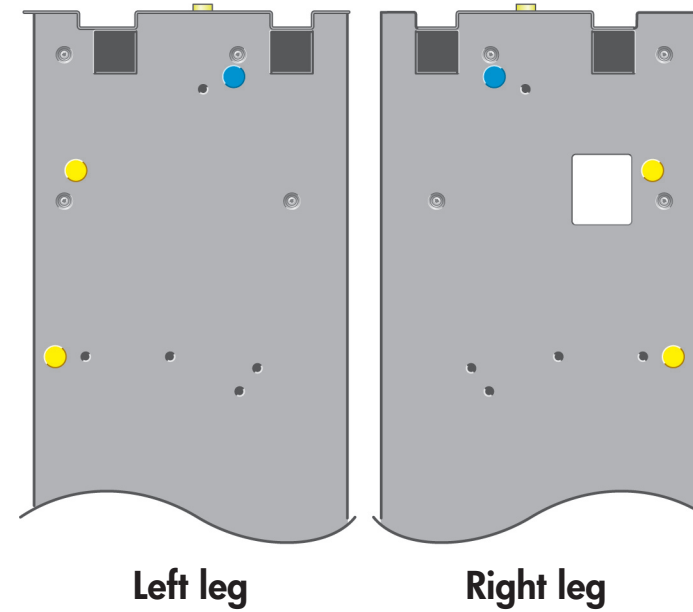
Turn the stand assembly into an upright position as shown above.

33



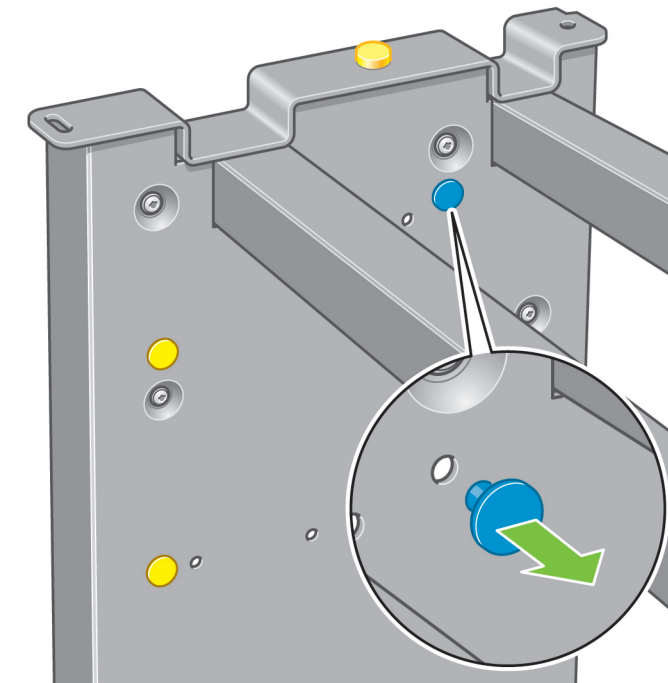
Open the box containing the roll module. Remove the plastic bag containing the screws.

34



Please take note of the colored plugs located on the legs.

35

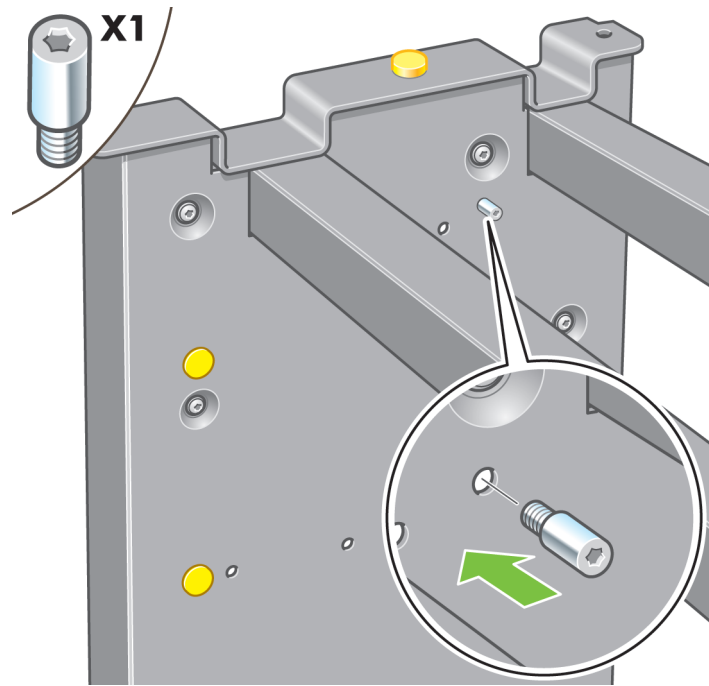


Remove the blue plug on the left leg.

E

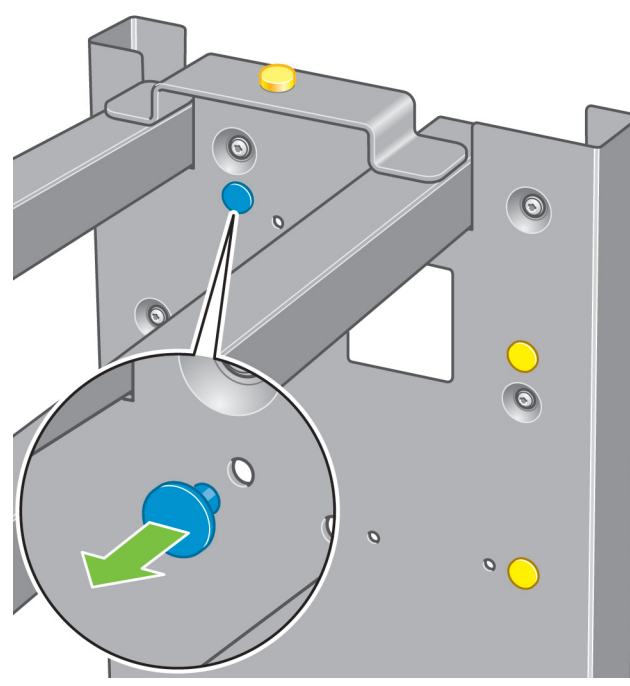


36



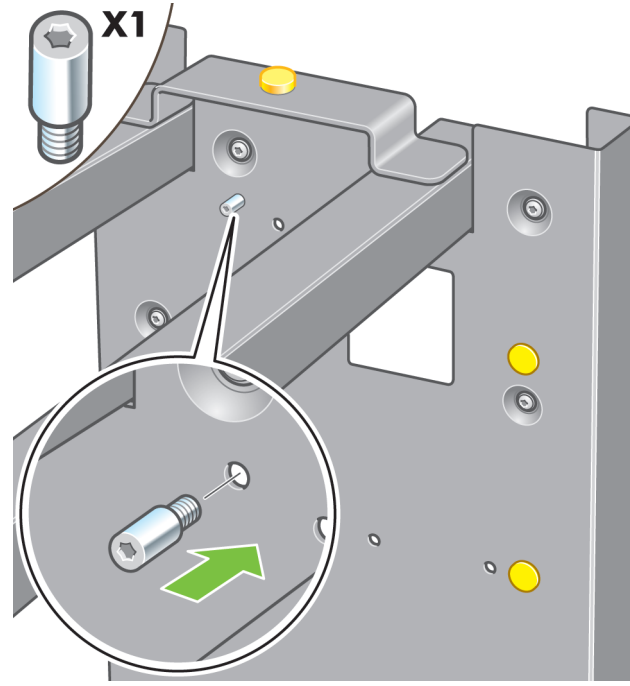
Locate the pin into the left leg.

37



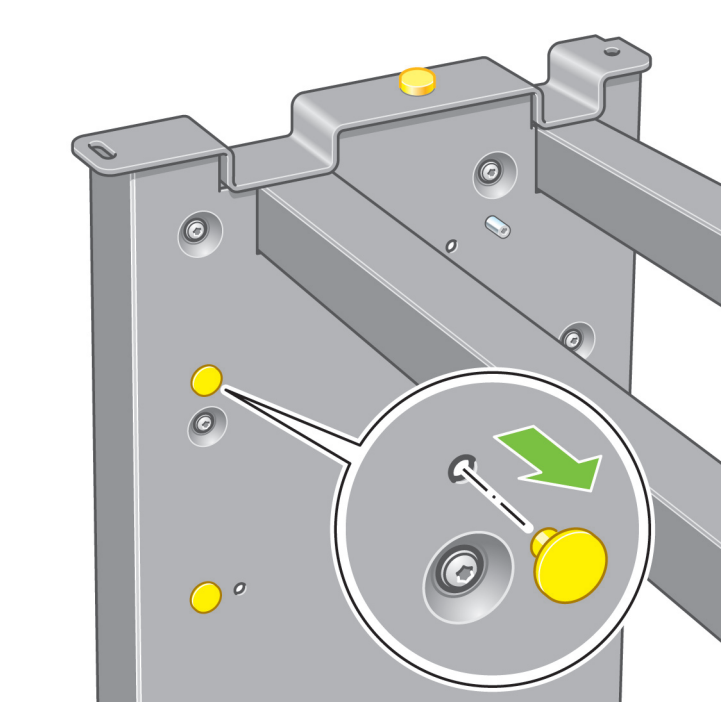
Remove the blue plug on the right leg.

38



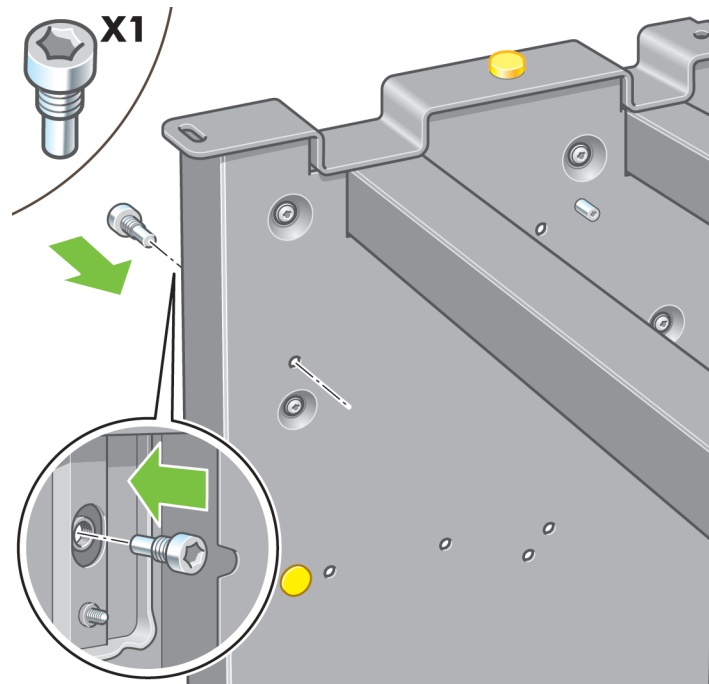
Locate the pin into the right leg.

39



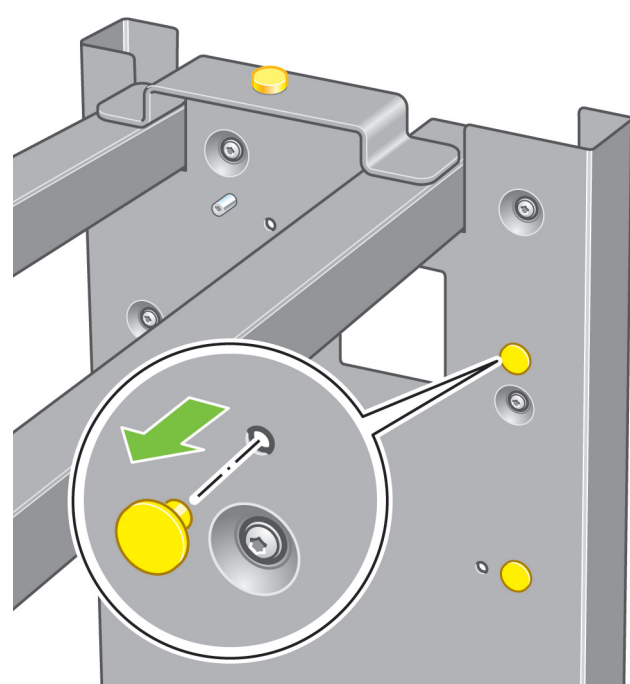
Remove the top yellow plug on the left leg.

40



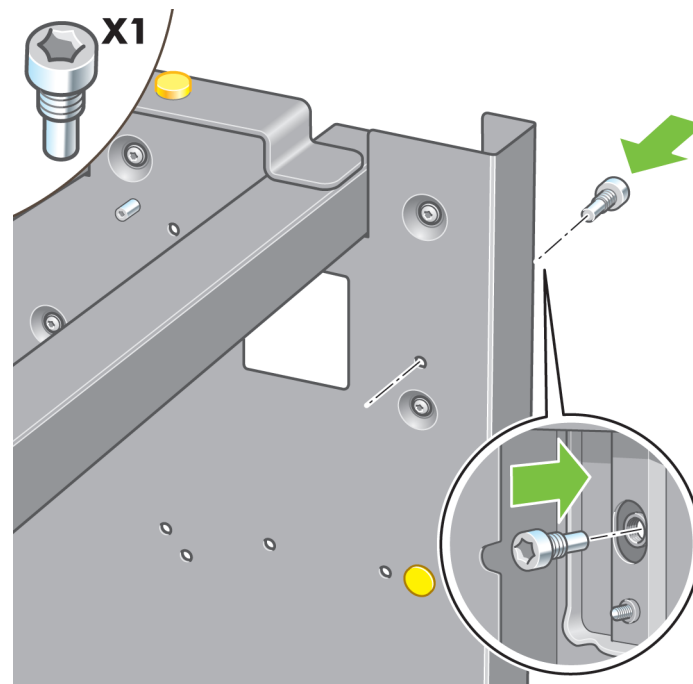
Locate the pin into the interior of the left leg.

41



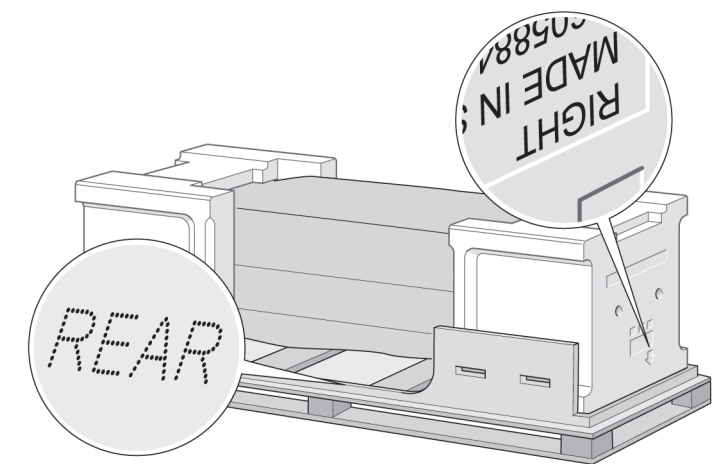
Remove the top yellow plug on the right leg.

42



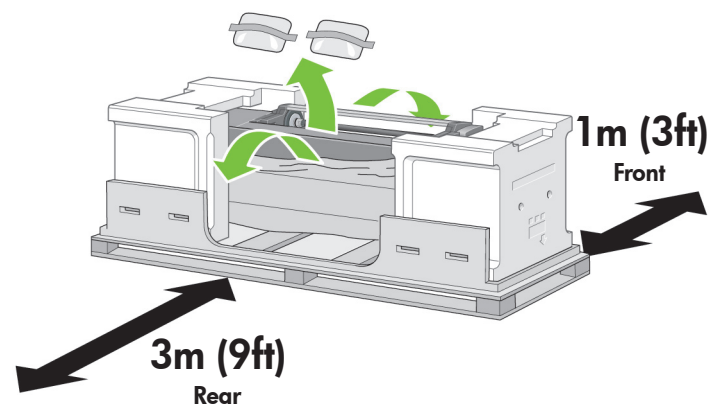
Locate the pin into the interior of the right leg.

43



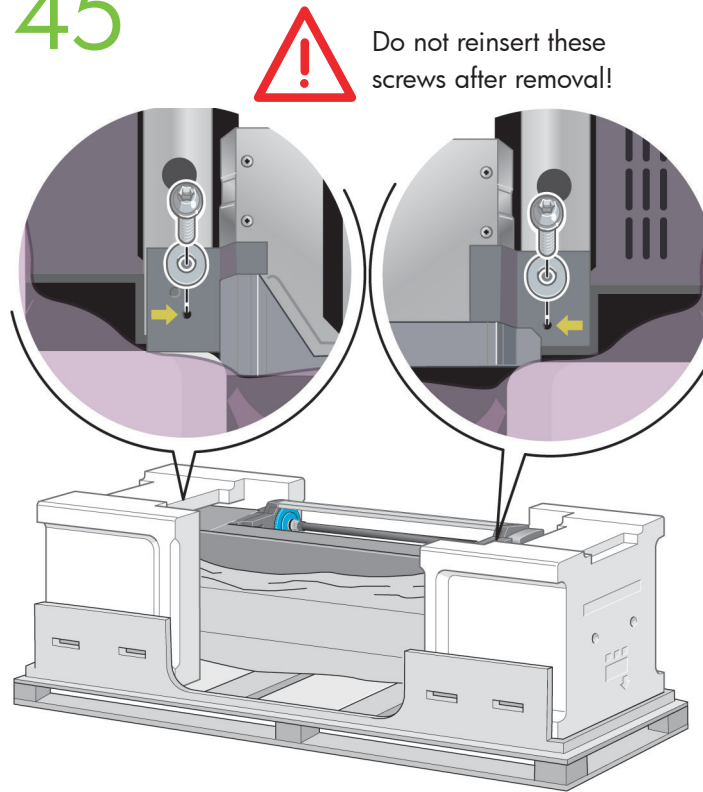
You now need to identify the left and right of the printer. This information is shown on the foam end packs. Also identify the rear of the printer.

44



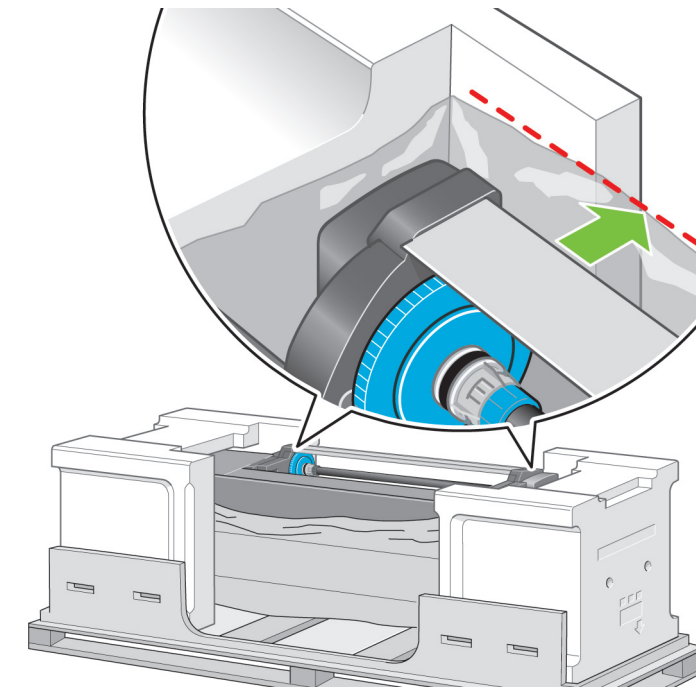
Pull open the protective plastic from the base of the printer. Please ensure that there is a three-meter space clear of obstructions to the rear of the printer and one meter at the front of the printer. Remove the two desiccant bags from the printer.

45



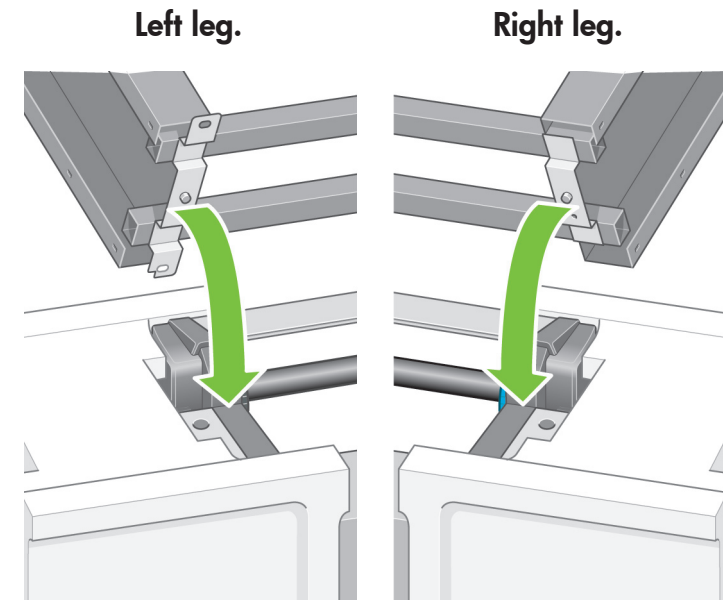
Using the screwdriver supplied, remove the two screws that hold Drawer 1 in place. Note: the screws are only for transit, they are not to be replaced.

46



Slide Drawer 1 out until it touches the foam packaging.

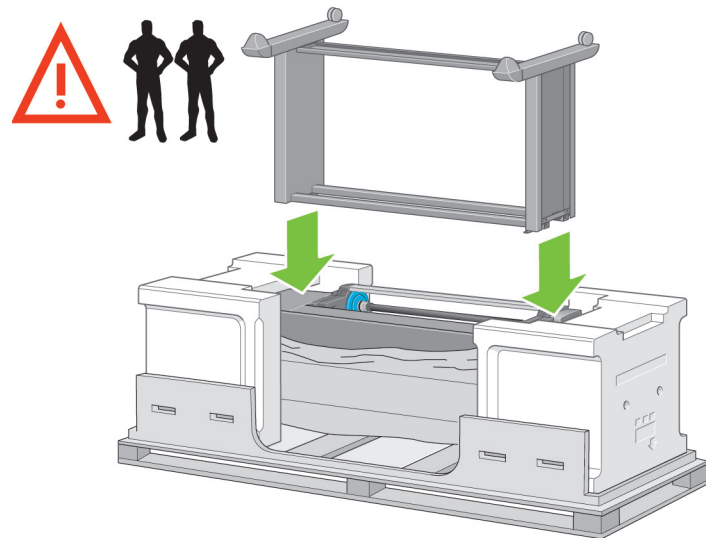
47



Advance warning: in the next step, make sure you position the stand pins in the holes in the center of the printer body brackets.

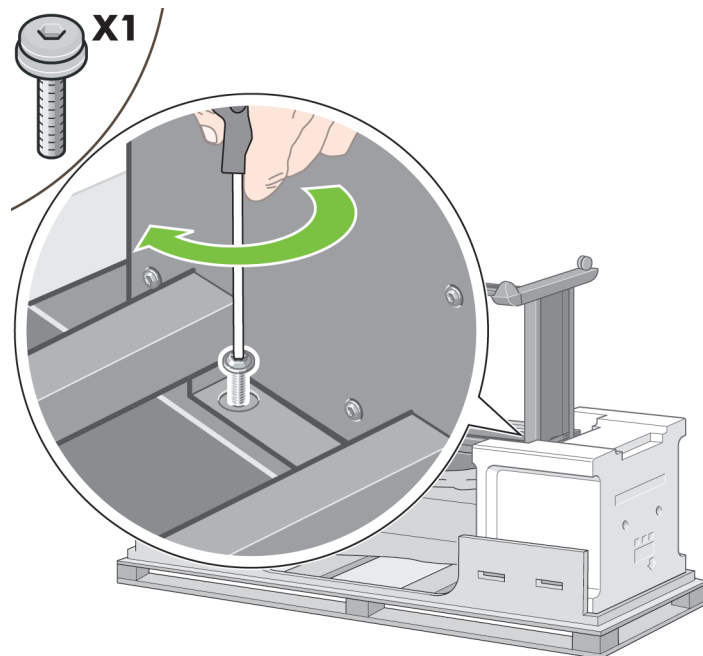
G

48



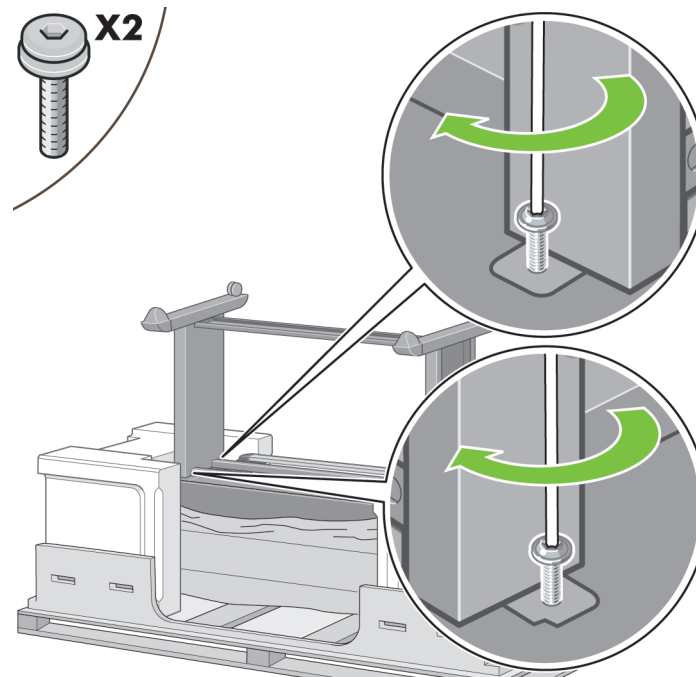
Lift the stand assembly onto the printer body. The anti-slip material should face to the rear of the printer.

49



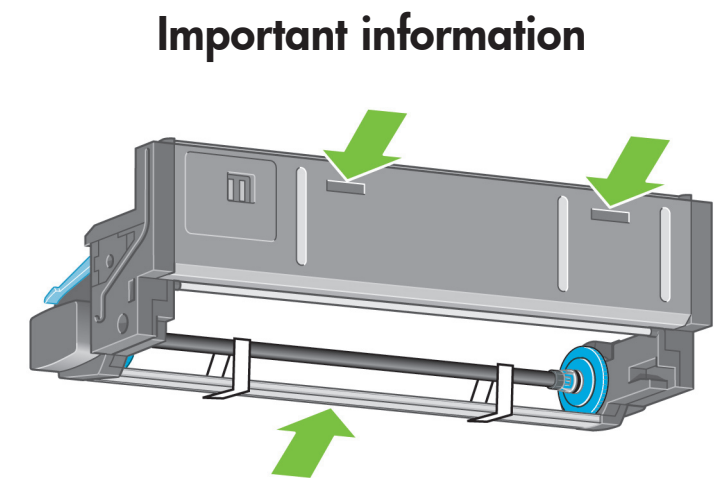
Fix the right side of the stand to the printer using one screw. Make sure that the screw is fully tightened.

50



Slide Drawer 1 forwards to gain better access for the front screw. Fix the left side of the stand to the printer using two screws. Make sure that the screws are fully tightened.

51

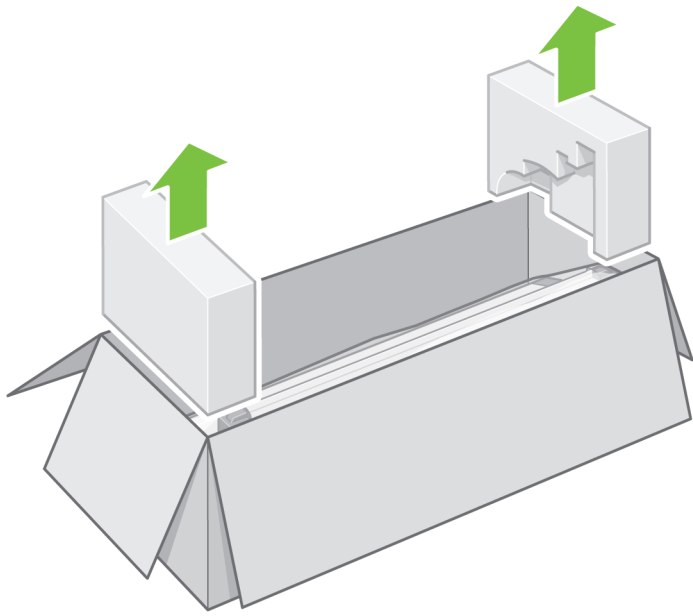


Before unpacking the roll module, note that you should only handle this piece of equipment using the points indicated by the green arrows shown above.



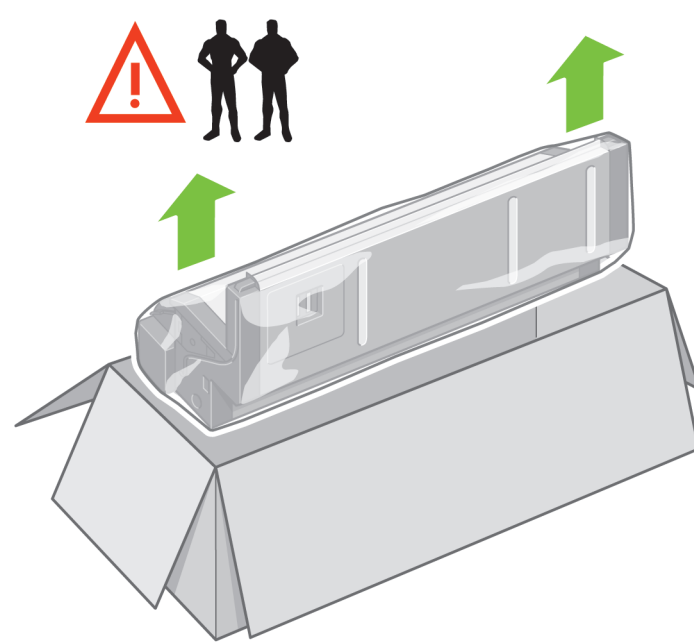


52



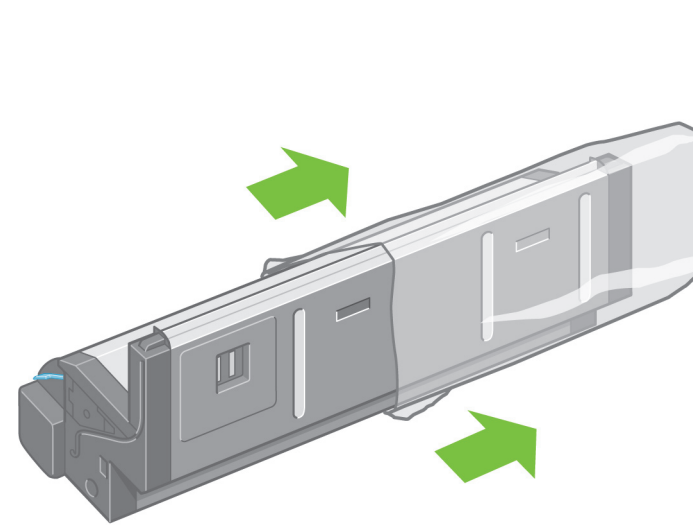
Open the box containing the roll module, then remove the two foam supports.

53



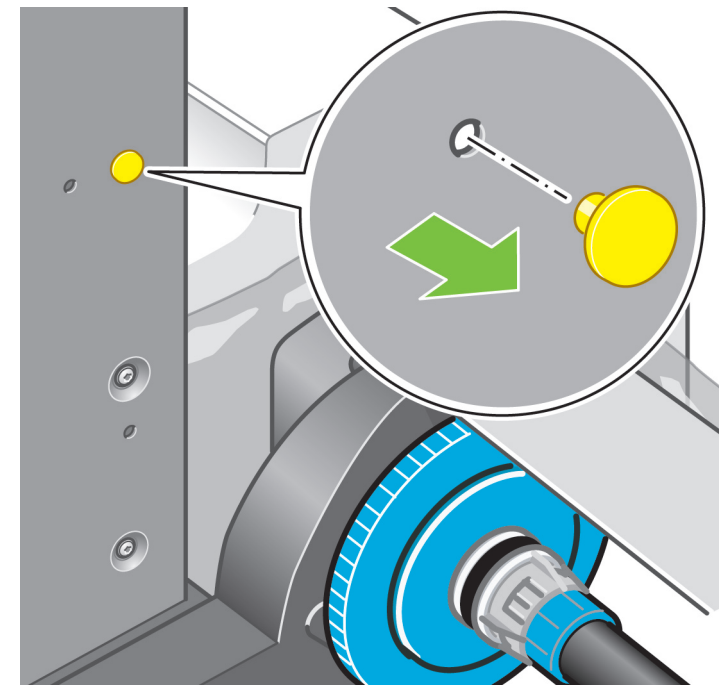
Remove the roll module from the packaging box.

54



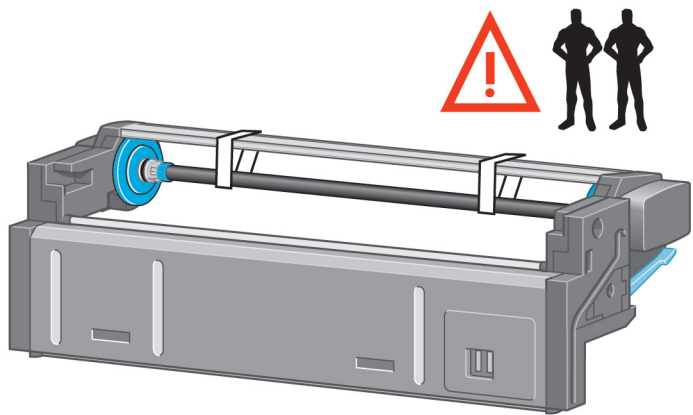
Remove the roll module from the plastic bag.

55



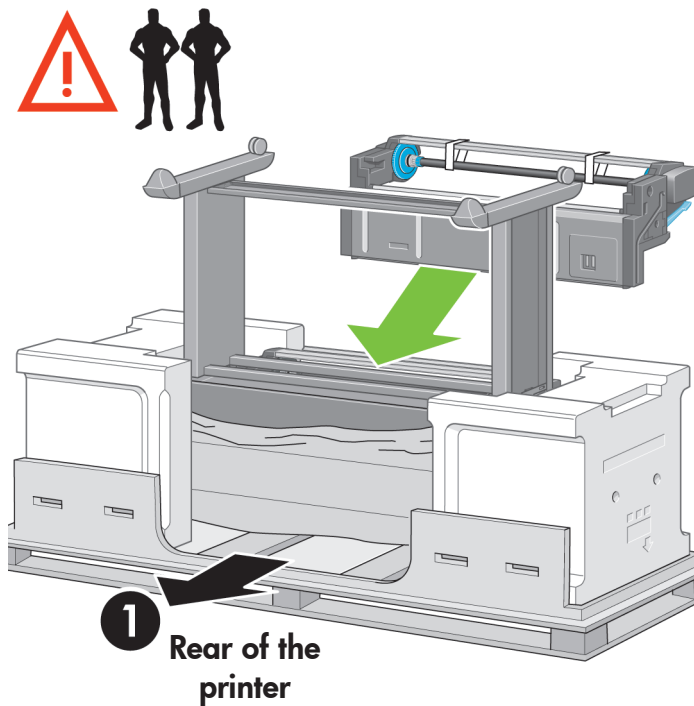
Remove the remaining two yellow plugs from the left and right legs. It is important to remember the positions of these holes.

56



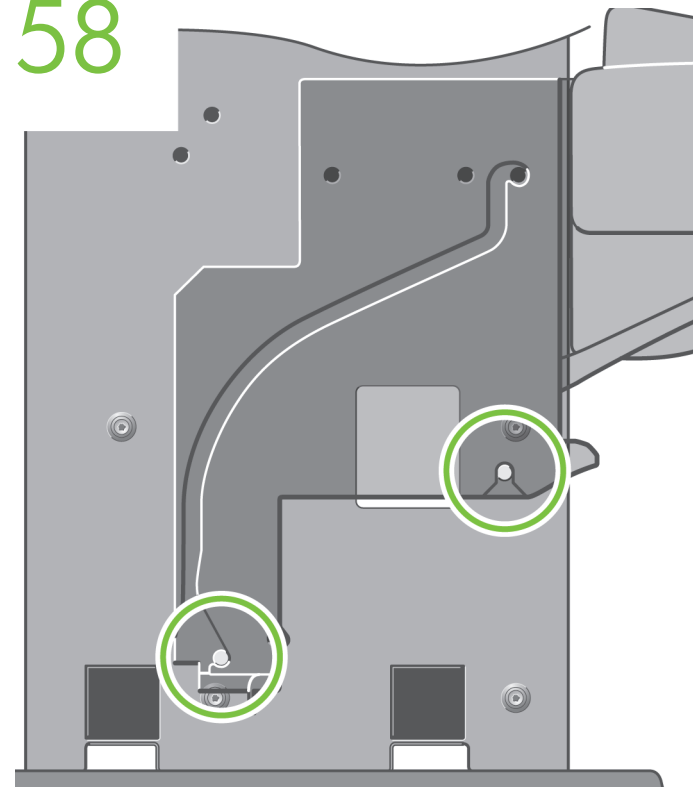
Turn the roll module over into an inverted position as shown above. Then carry it to the front of the inverted printer.

57



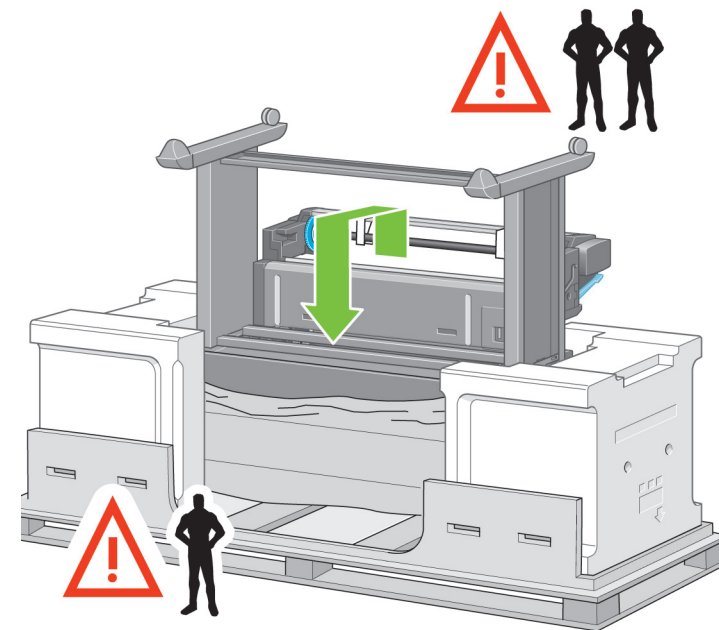
Rest the roll module next to the first printer crossbar.

58



Before the roll module is moved into its final position, please note that the roll module should sit on the pins that were located on the stand legs earlier.

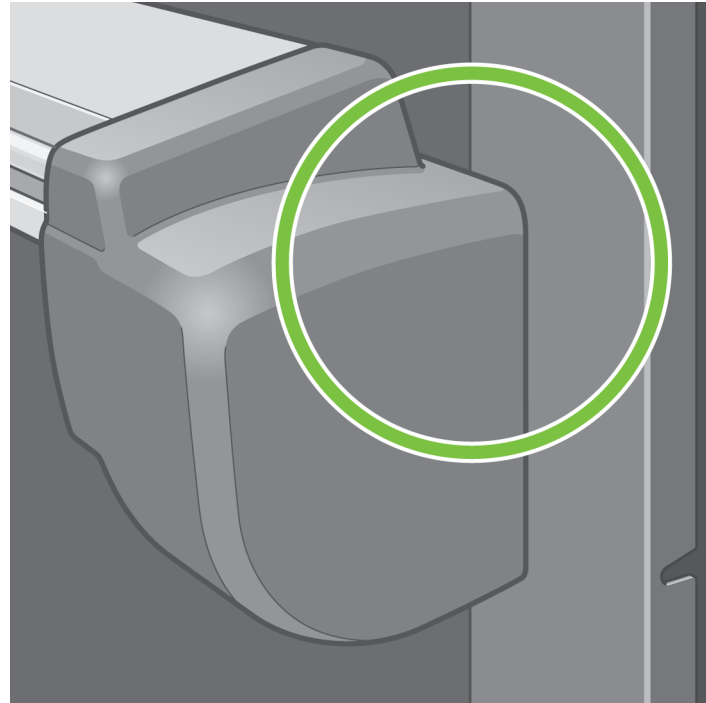
59



Three people are needed, two at the front and one at the rear of the printer. The two at the front should lift the roll module and then, with the help of the third person at the rear, lower it vertically onto the pins located earlier on the stand."

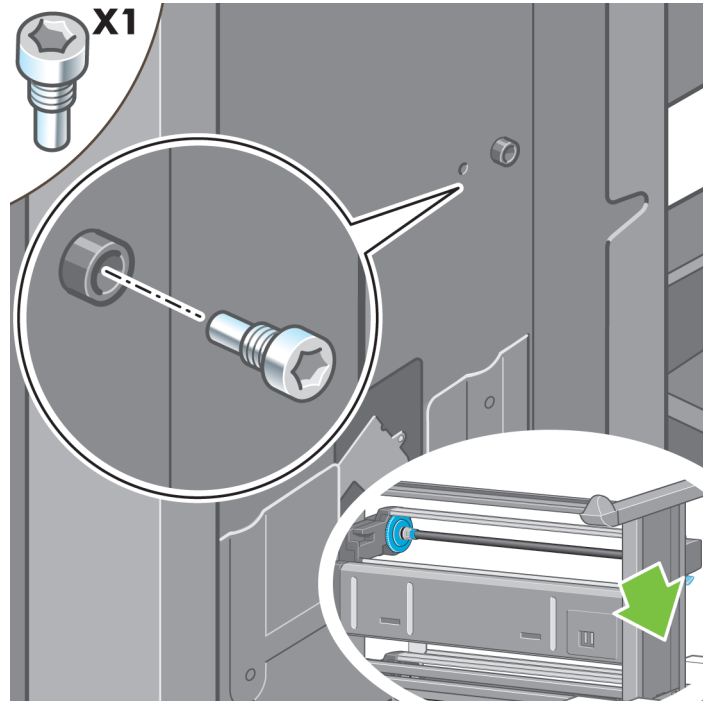
H

60



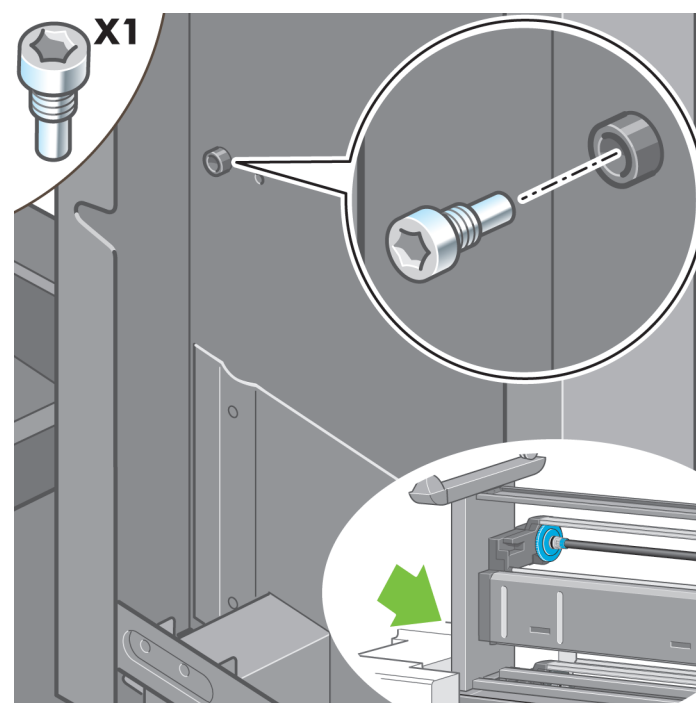
Look at the front of the roll module and check that it comes close to the legs of the stand

61



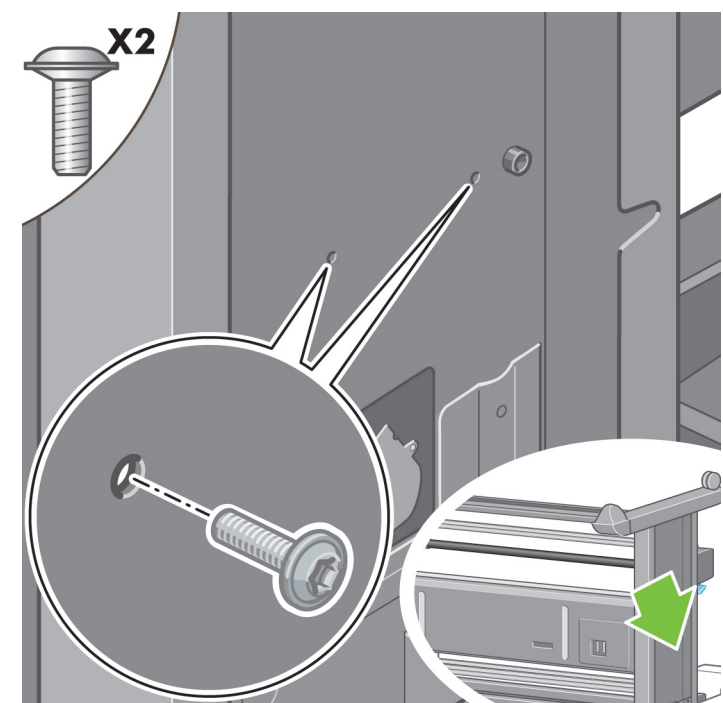
Fix the roll module to the right leg of the stand.

62



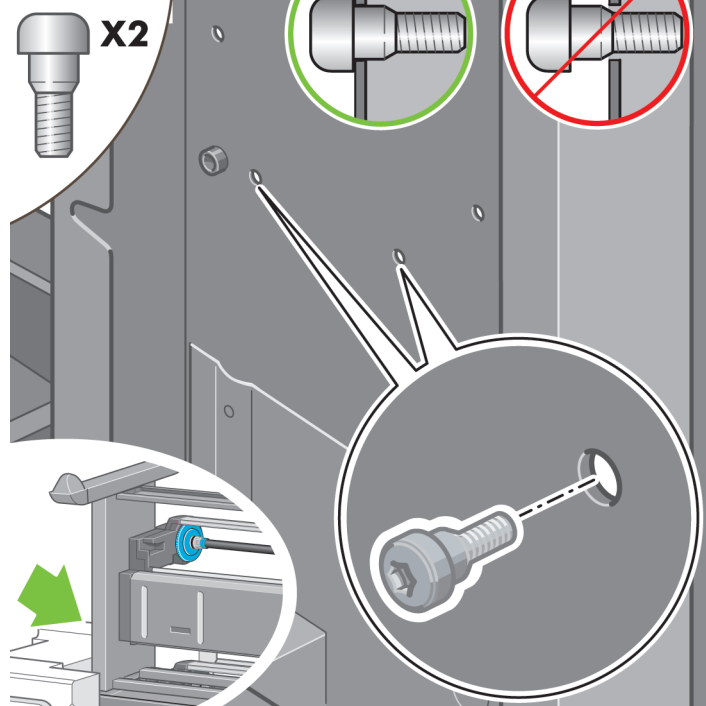
Fix the roll module to the left leg of the stand.

63



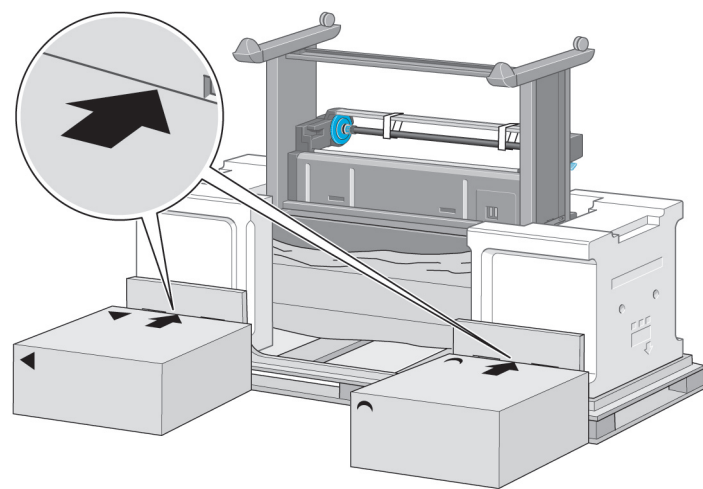
Fix the roll module to the right leg of the stand using two additional screws.

64



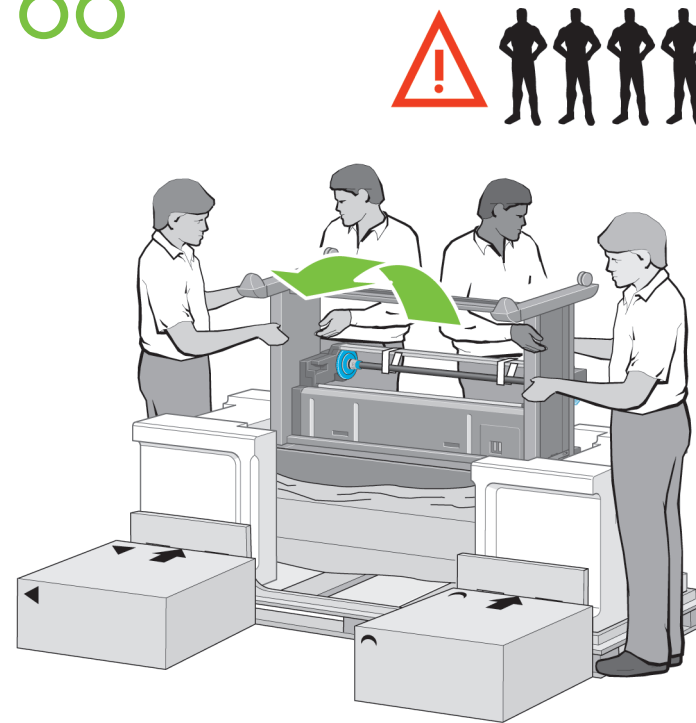
Fix the roll module to the left leg of the stand using two collar-headed screws.

65



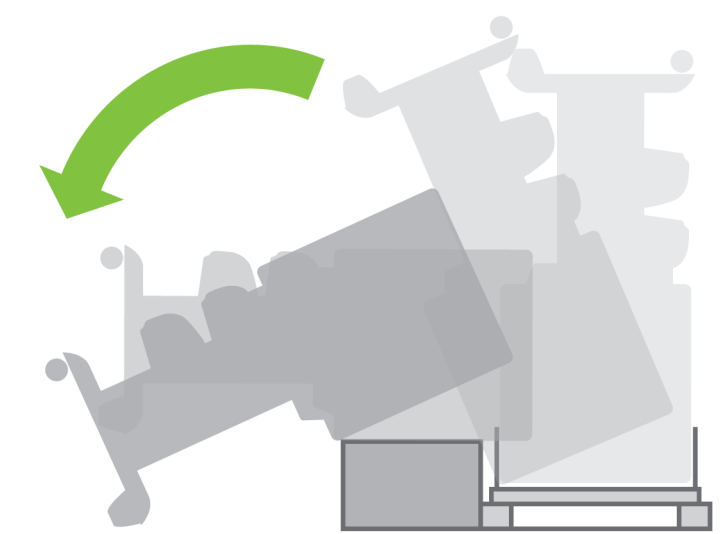
Place the spare and consumables boxes against the rear of the printer box. The arrows on the boxes must point towards the printer box. Check that the anti-slip material is still fixed to the two rear wheels.

66



Using four people, rotate the printer on to the spare and consumables boxes.

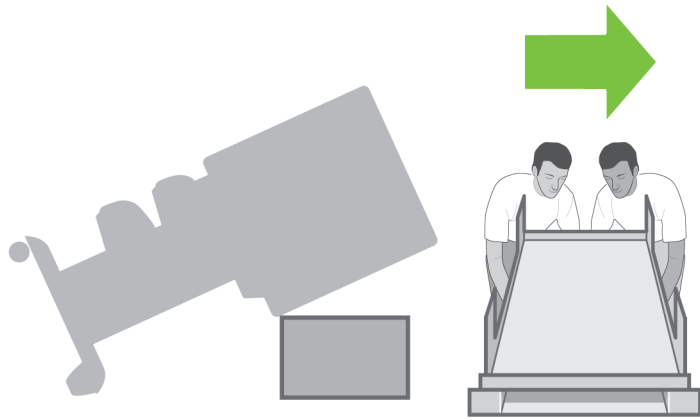
67



Rotate the printer until its rear rests on the spare and consumables boxes and the wheels with the anti-slip material touch the floor.

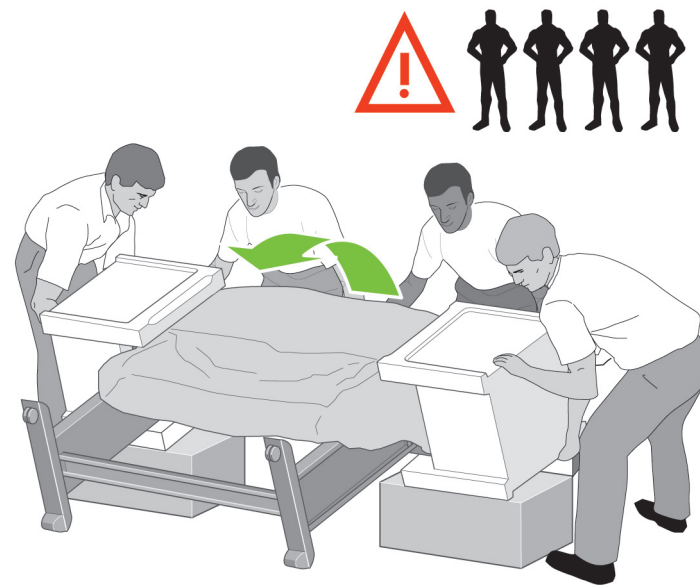


68



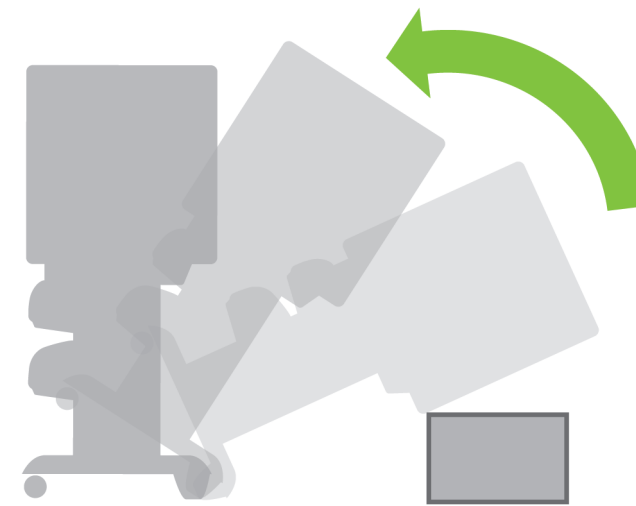
Remove the pallet before trying to lift the printer into an upright position.

69



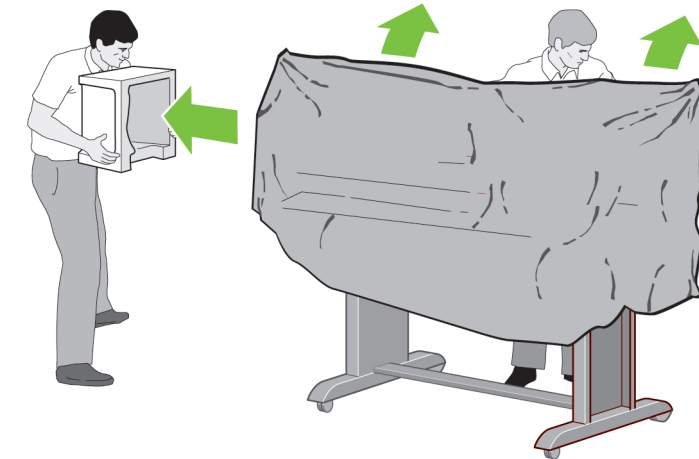
Using four people and the hand holds on the rear of the printer body, carefully lift the printer into an upright position.

70



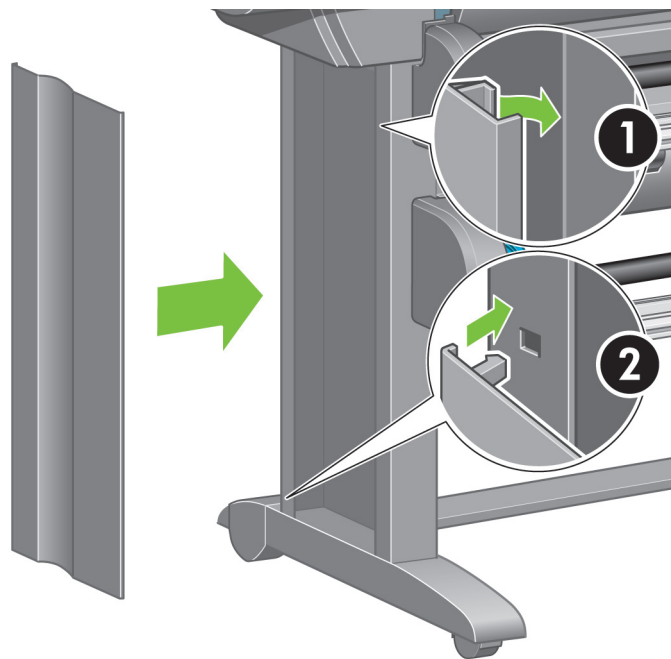
Rotate the printer into an upright position. The anti-slip material should stop the printer from sliding forwards.

71



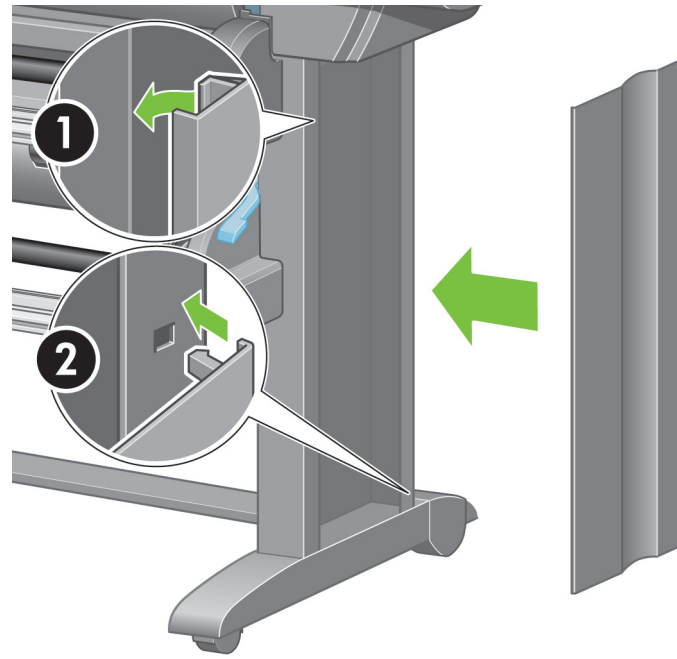
Remove the two foam end packs and the plastic covering the printer.

72



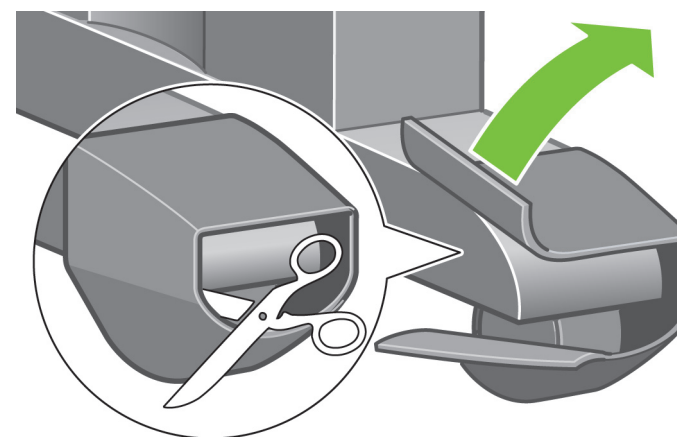
Position the left leg cover on the front of the left leg (1), then clip the rear edge (2) into place.

73



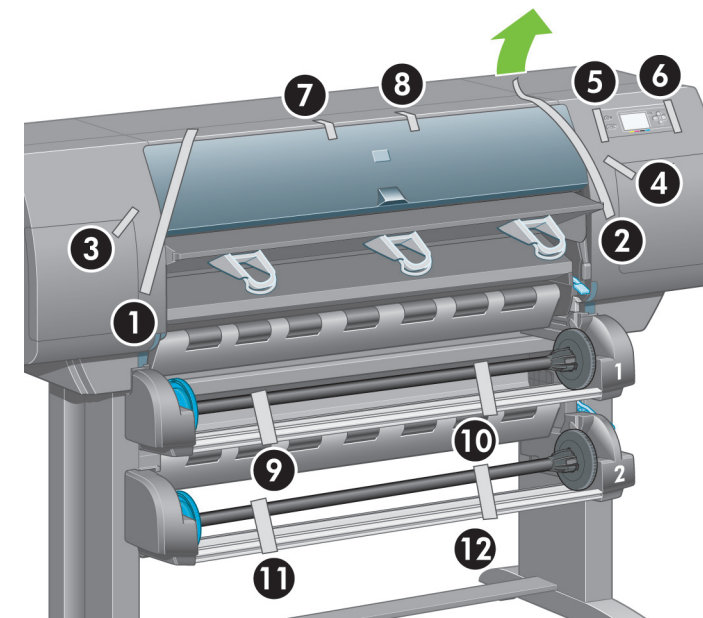
Position the right leg cover on the front of the right leg (1), then clip the rear edge (2) into place.

74



Remove the anti-slip material from the two rear wheels on the stand assembly.

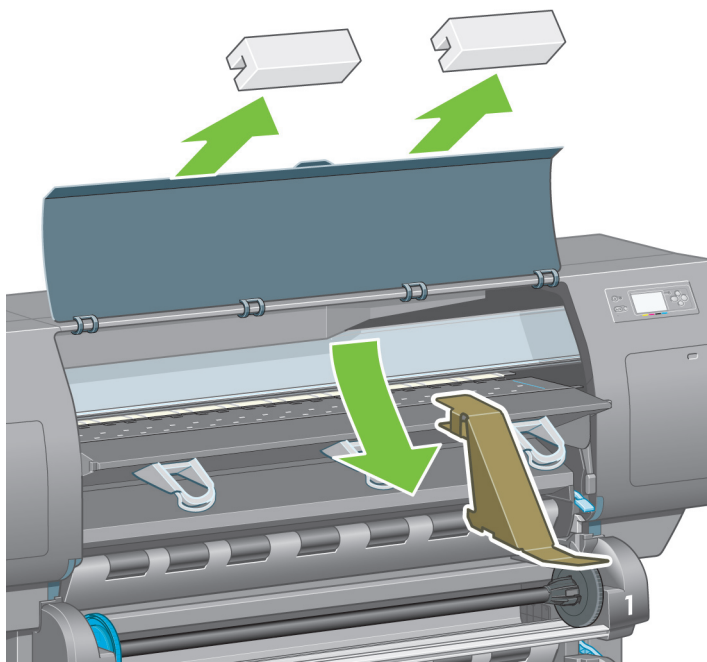
75



Remove the packing tapes 1 to 12.

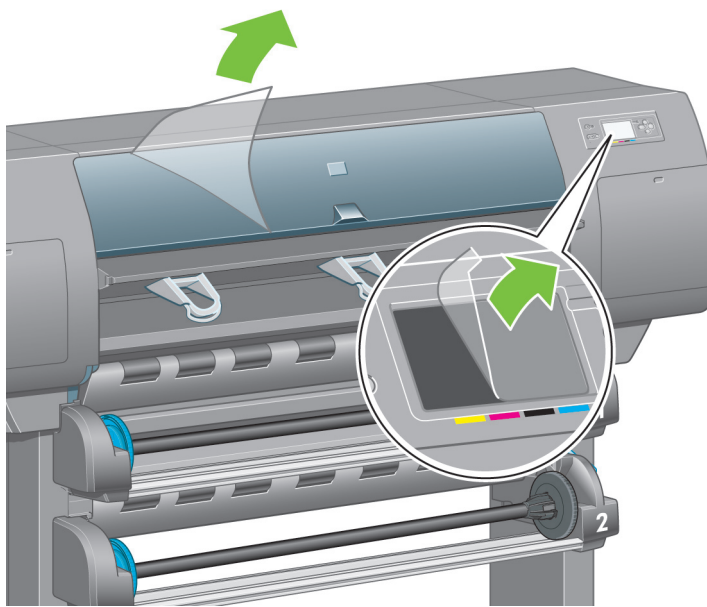
J

76



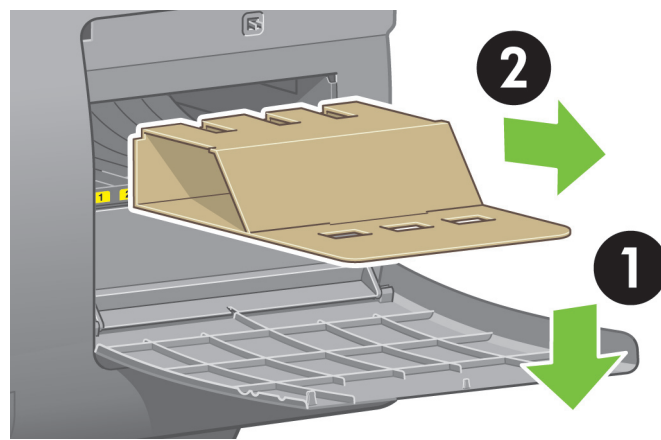
Open the printer window. Then remove the two window inserts and the ink tube packing material.

77



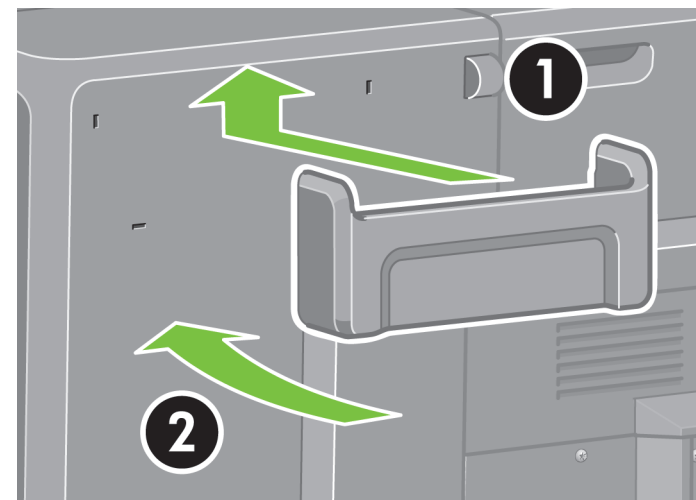
Remove the protective covering from the printer window and the front panel screen.

78



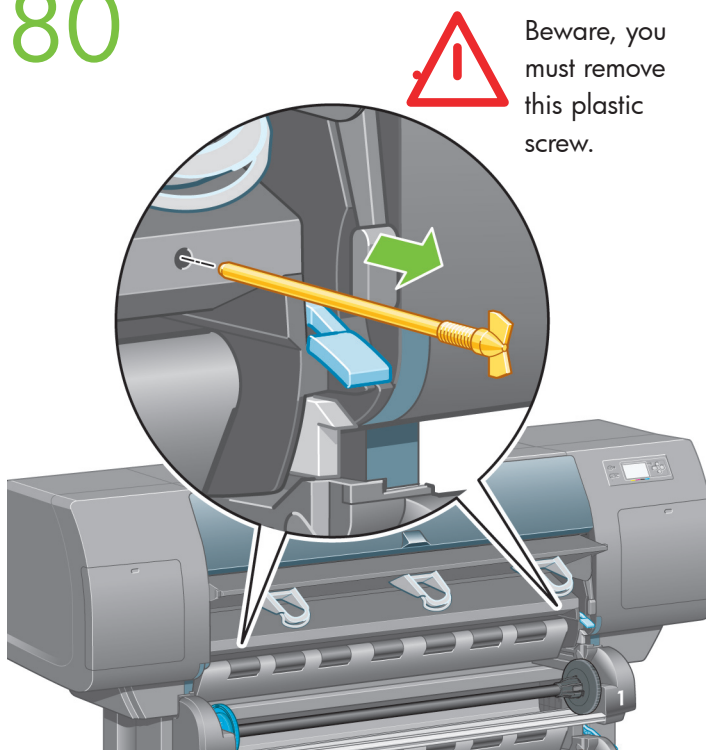
Open the printhead cleaner door and remove the carriage packing material. Then close the cleaner door.

79



Install the Quick Reference Guide holder. Angle the holder at the top (1), then position the two hooks and clip the lower part (2) to the rear of the printer.

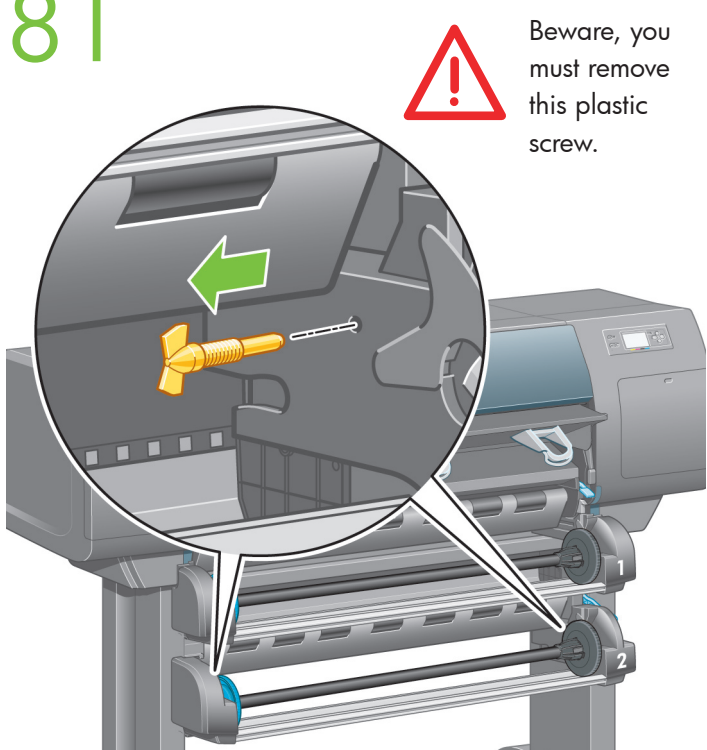
80



 Beware, you must remove this plastic screw.

Remove the two yellow plastic screws from the right and left side of the paper feed.

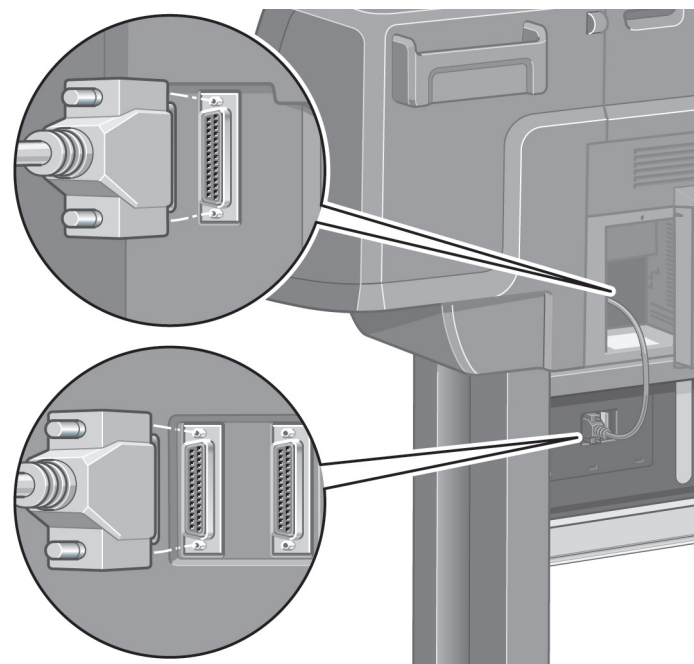
81



 Beware, you must remove this plastic screw.

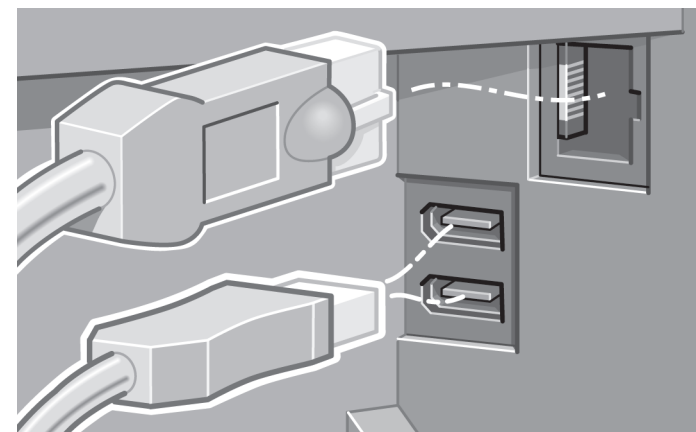
Remove the two yellow plastic screws from the left and right side of Drawer 2.

82



Using the cable supplied, connect the roll module to the printer.

83

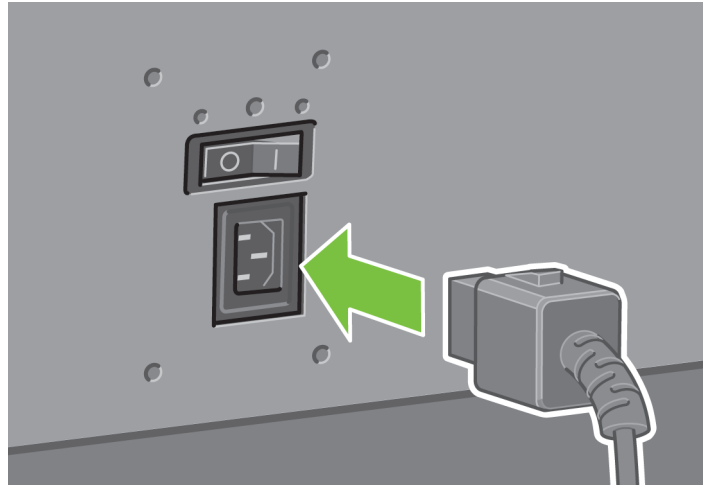


A Fast Ethernet socket is provided for connection to a network.  
Two FireWire sockets are provided for direct connection to computers.

K

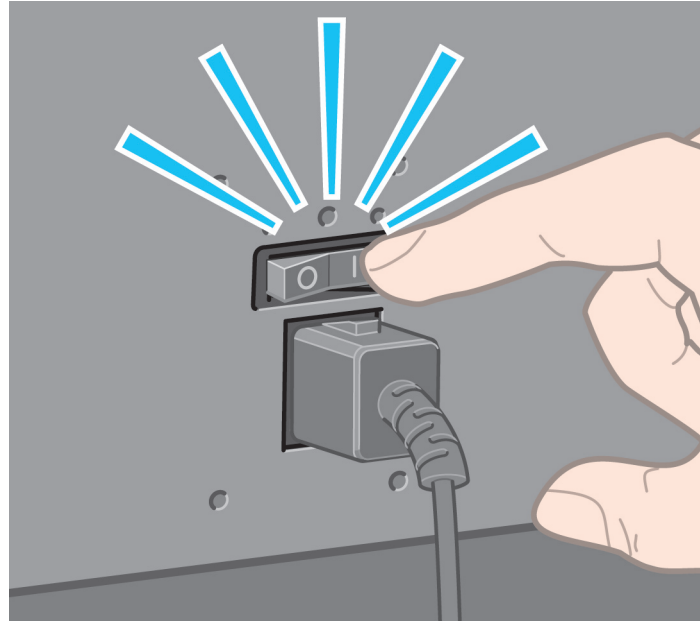


84



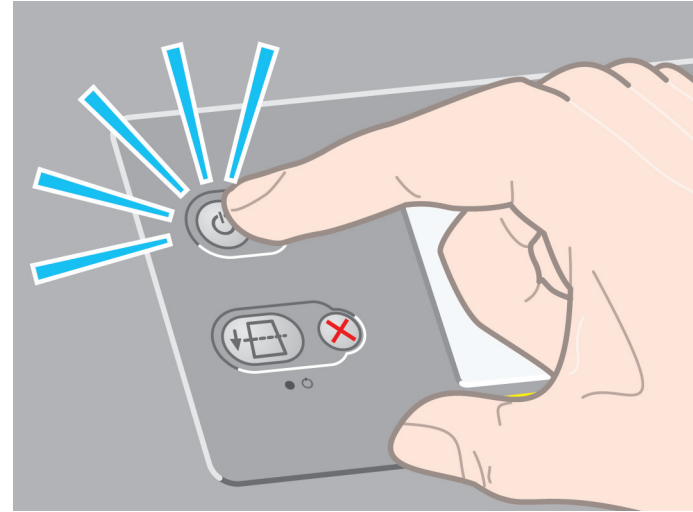
Plug the power cable into the rear of the printer, then plug the other end into the AC power outlet.

85



Turn the power switch at the rear of the printer to the on position.

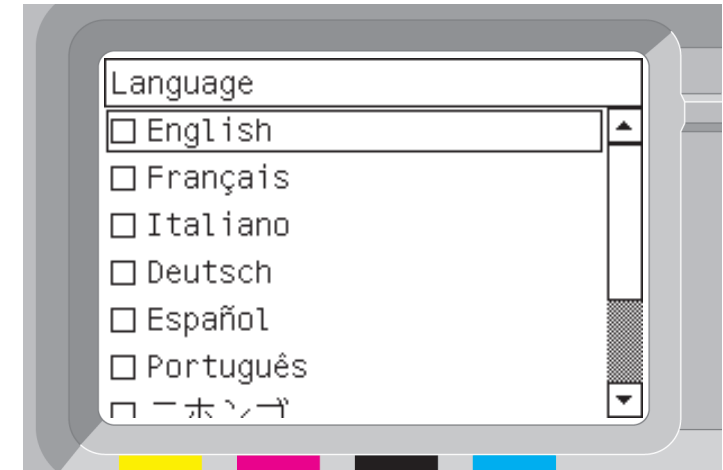
86



If the power light on the front panel remains off, press the Power key to switch on the printer.

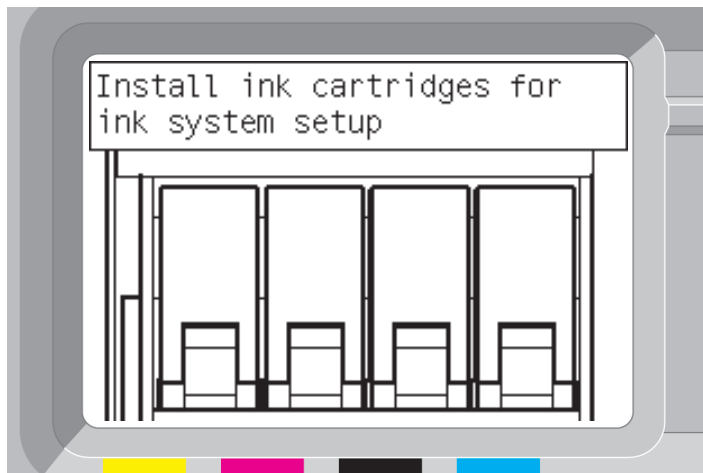
**Note:** This printer is Energy Star compliant and can be left switched on without wasting energy. Leaving it on improves response time and overall system reliability.

87



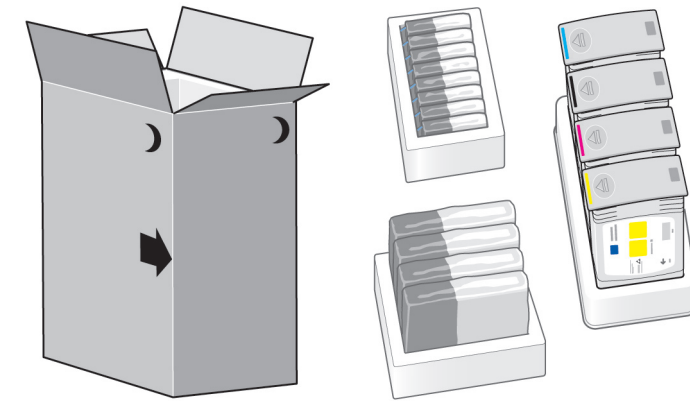
Wait until you see this message (~10 minutes). Highlight your language using the Up and Down keys. Press the Select (,) key.

88



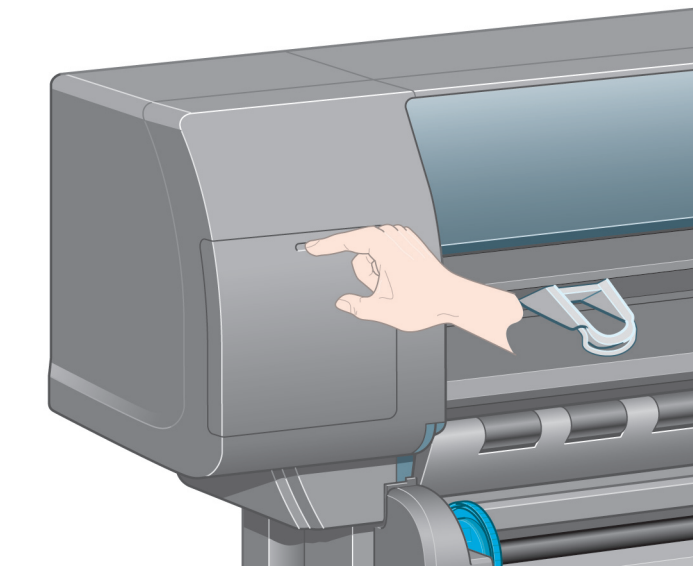
The front panel will now display how to install the ink supplies.

89



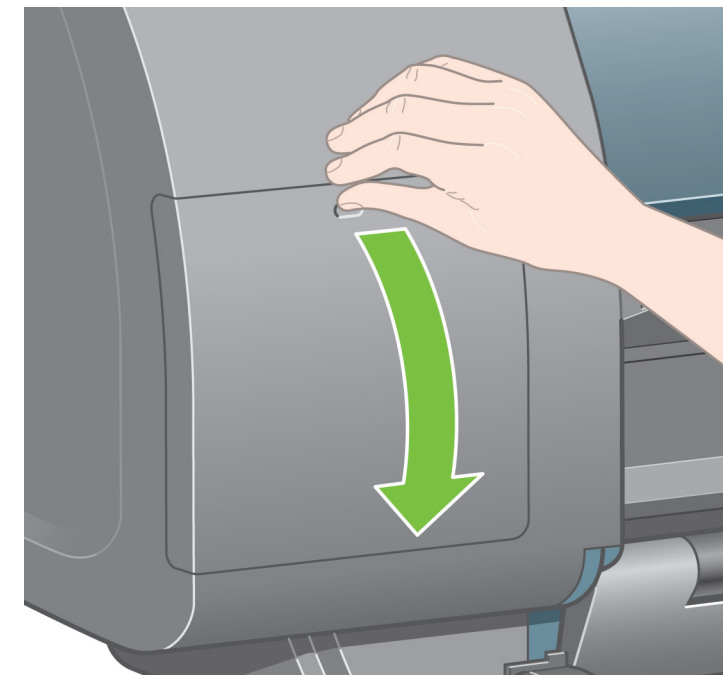
Remove the printheads, printhead cleaners, and ink cartridges from the consumables box.

90



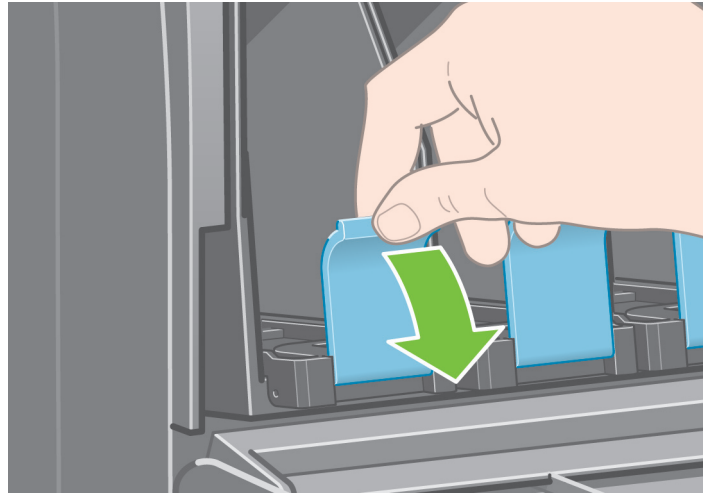
Find the ink cartridge door, which is on the left side of the printer.

91



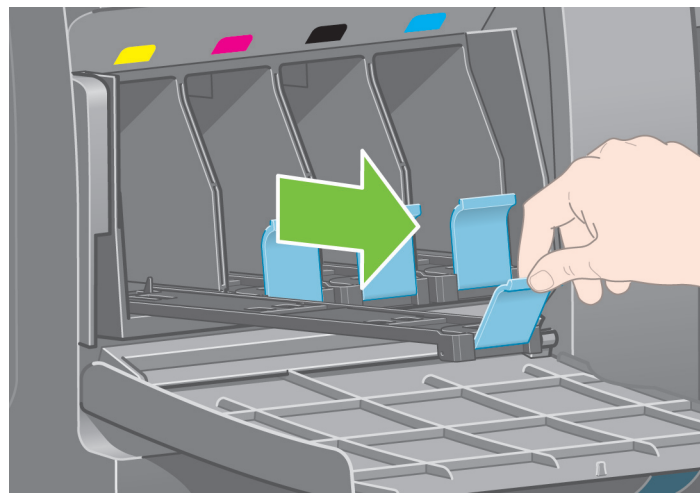
Open the ink cartridge door.

92



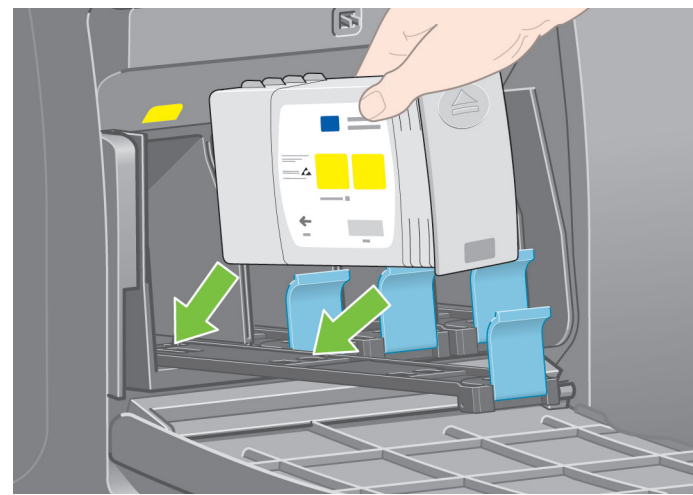
To release the ink cartridge drawer, gently pull the blue handle down.

93



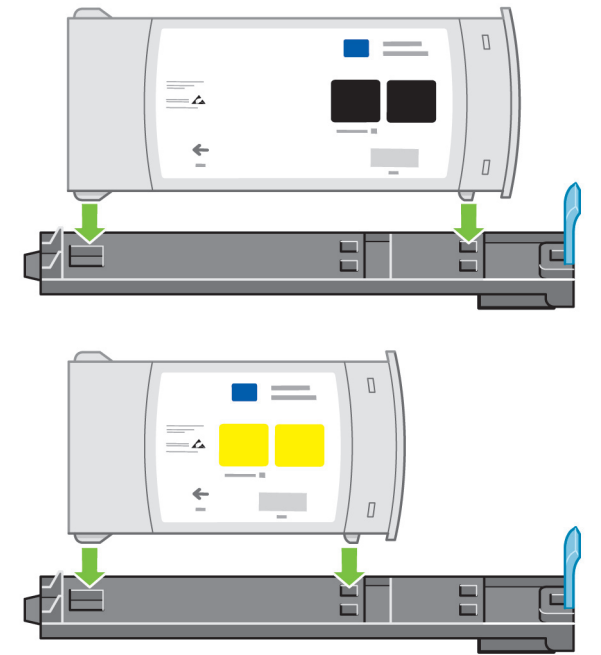
Slide the ink cartridge drawer out.

94



Place the ink cartridge onto the ink cartridge drawer. Note that there are marks on the drawer showing the correct location.

95



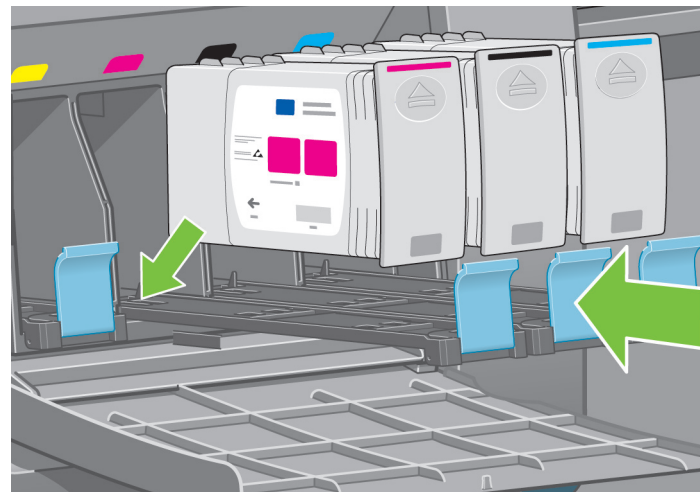
Position the ink cartridge at the rear of the drawer as indicated.

96



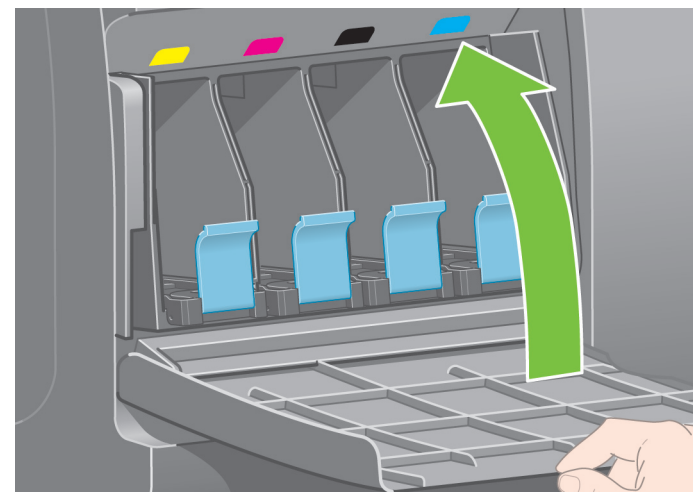
Push the ink cartridge drawer back into the printer until it locks into position.

97



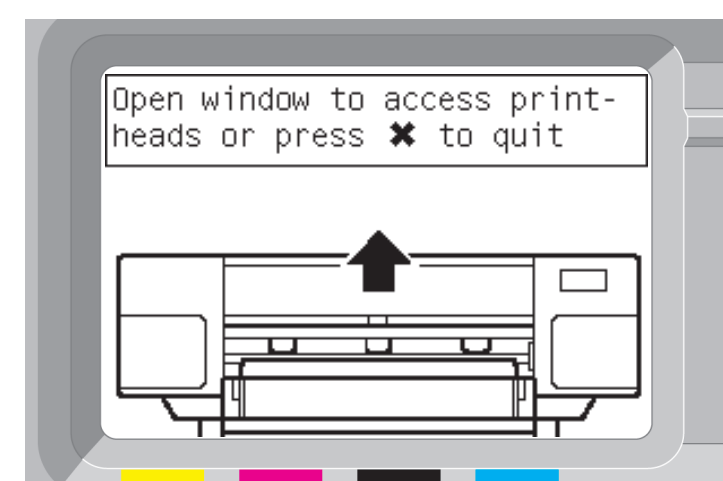
Following the same instructions, install the other three ink cartridges.

98



Close the ink cartridge door.

99

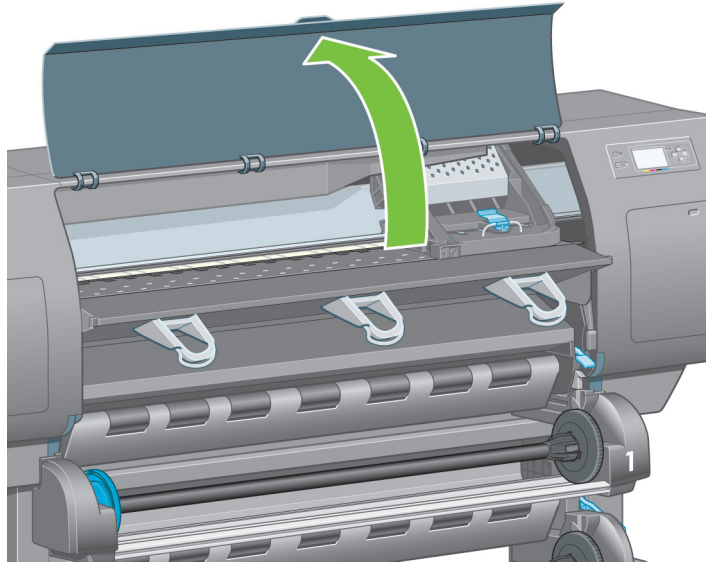


Wait (about a minute) until you see this front panel message.

M

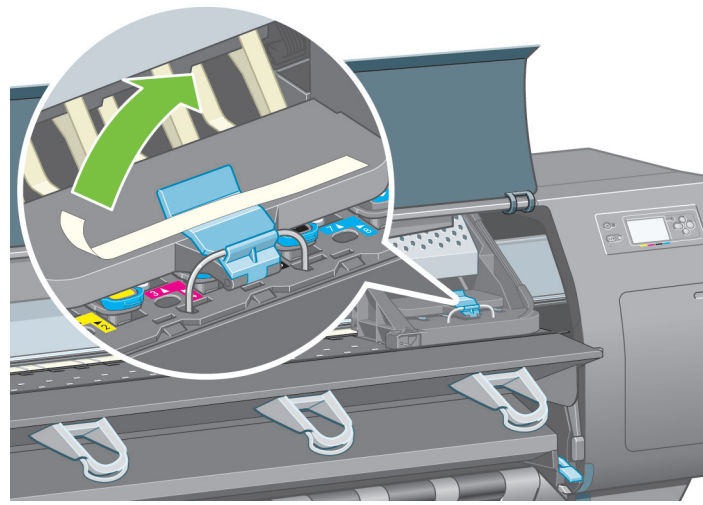


100



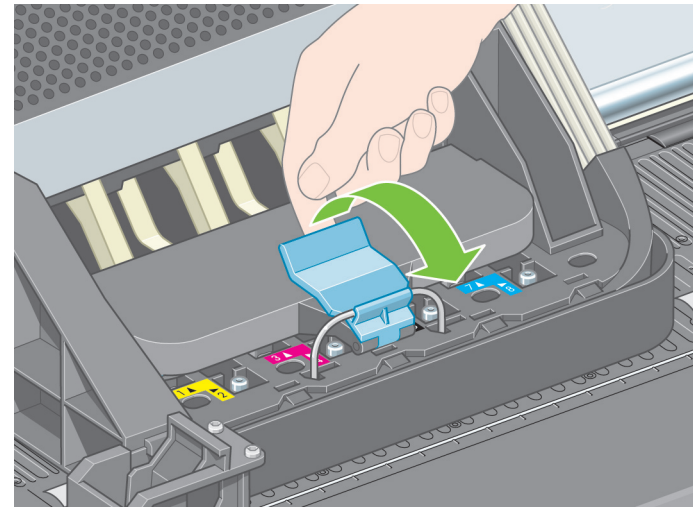
Open the printer window.

101



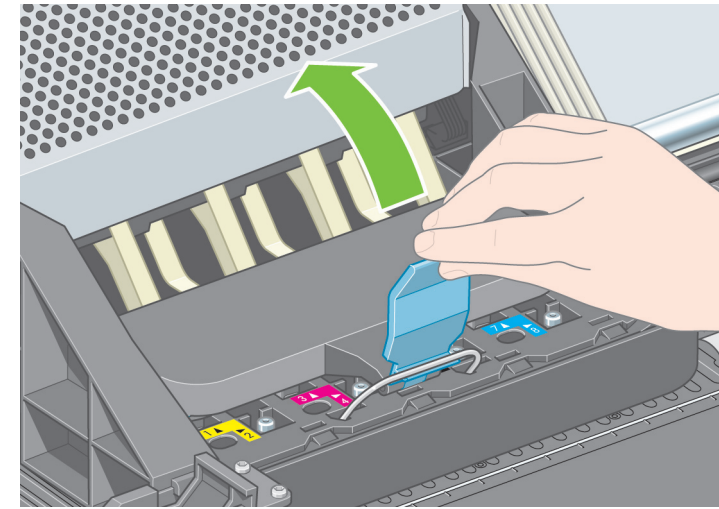
Remove the packing tape that is holding down the printhead carriage latch.

102



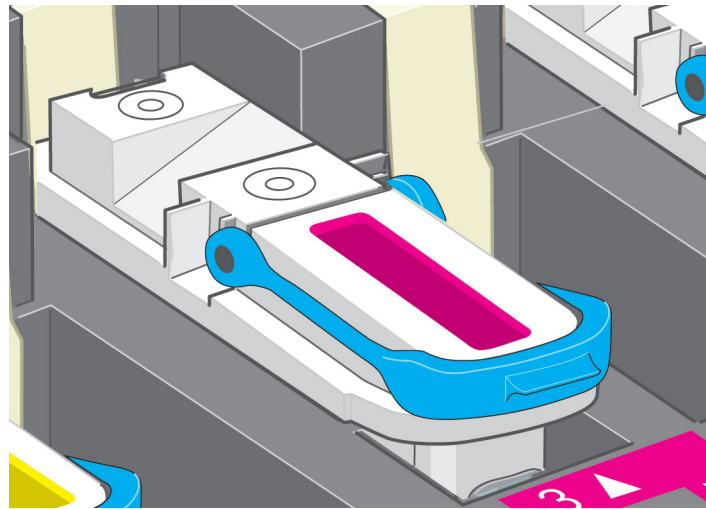
Pull up and release the latch on top of the carriage assembly.

103



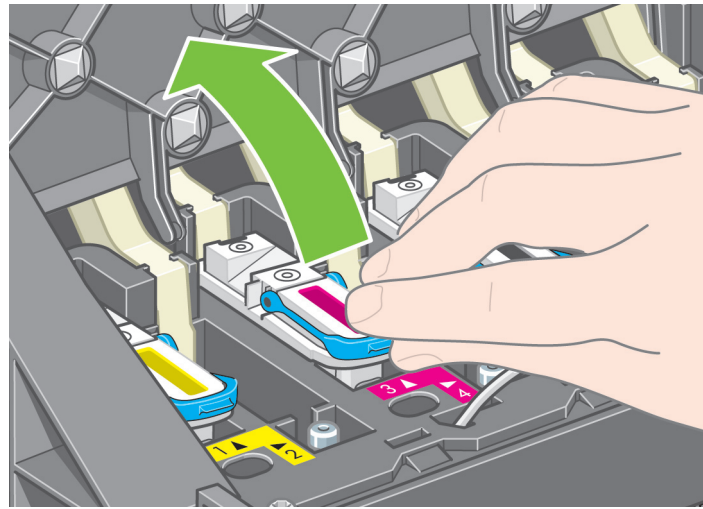
Lift up the cover. This will give you access to the setup printheads.

104



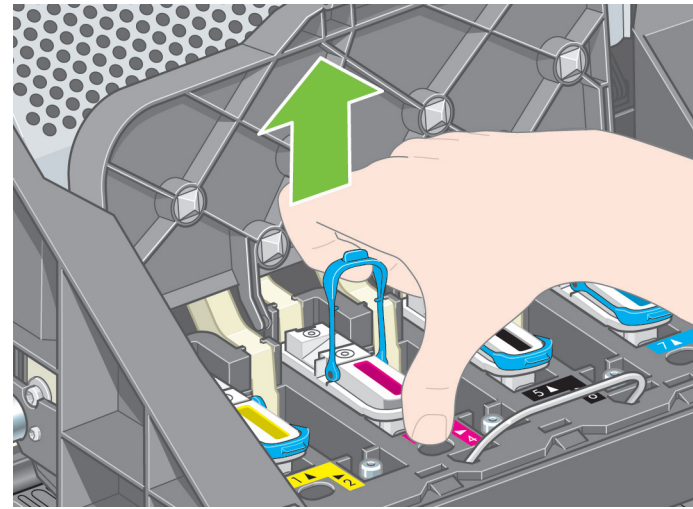
Before removing the setup printheads, look at the window on top of each one and check that the printhead contains ink.

105



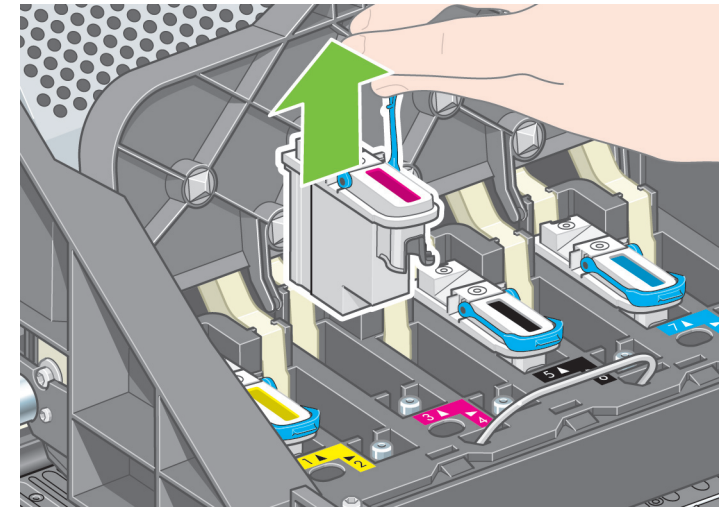
To remove a setup printhead, lift up the blue handle.

106



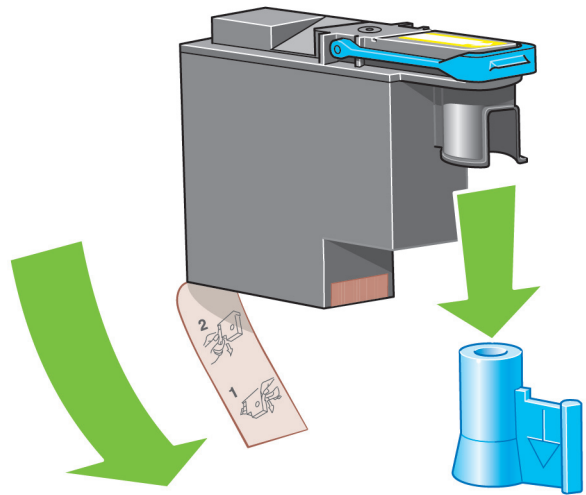
Using the blue handle, gently disengage the setup printhead from the carriage..

107



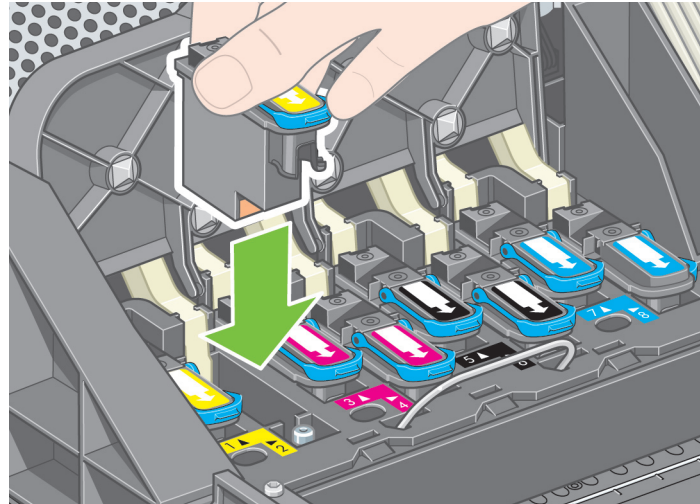
Lift the setup printhead until it is released from the carriage assembly. Then remove the other setup printheads.

# 108



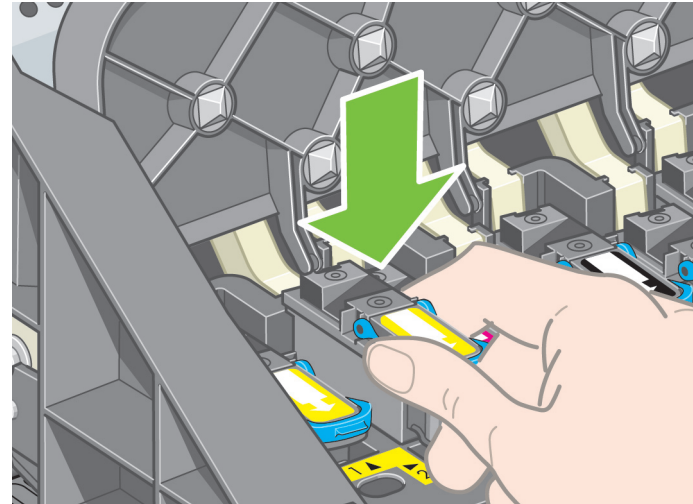
Remove the blue protective cap and the clear protective tape from the printhead.

# 109



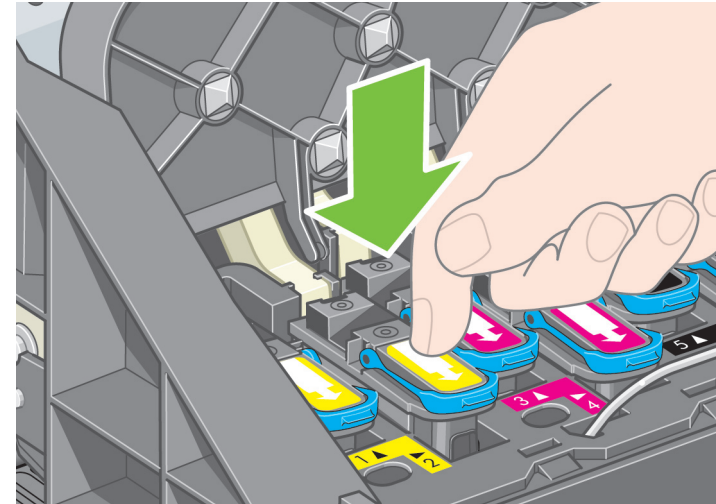
Lower all the printheads vertically into their correct positions.

# 110



Seat the printheads slowly and carefully.

# 111

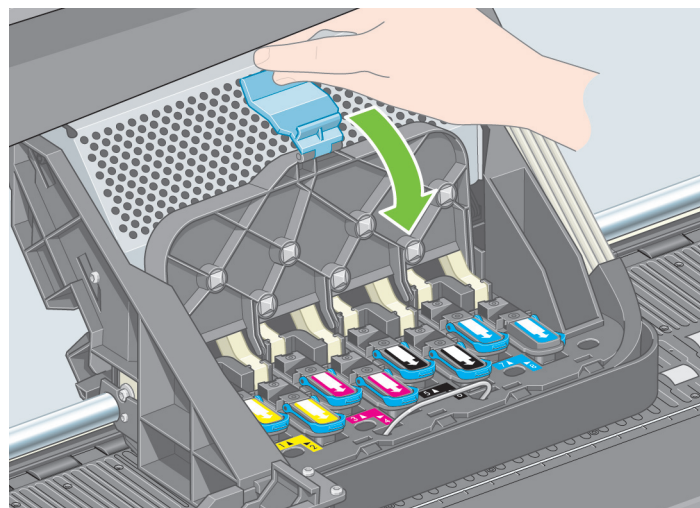


Make sure the printheads are correctly seated. When all the printheads are installed, the front panel prompts, "Close printhead cover and window".

# 112

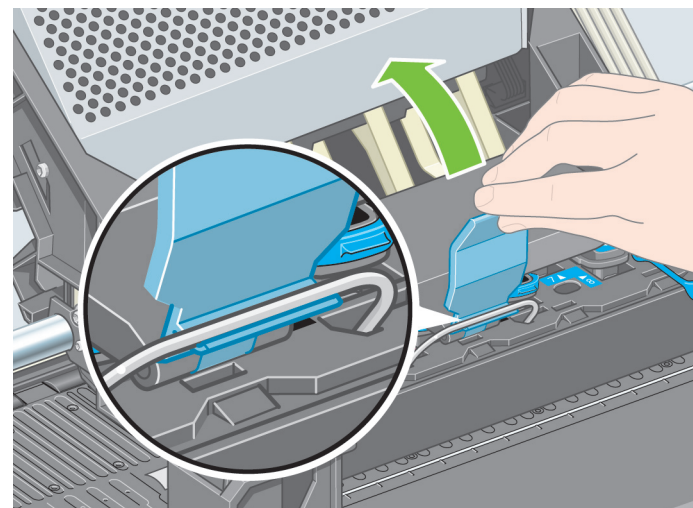
If "Reset" is displayed on the front panel, check that the protective tape has been removed. Then try reseating the printhead more firmly. If the problem persists, refer to the *Driver and Documentation CD*.

# 113



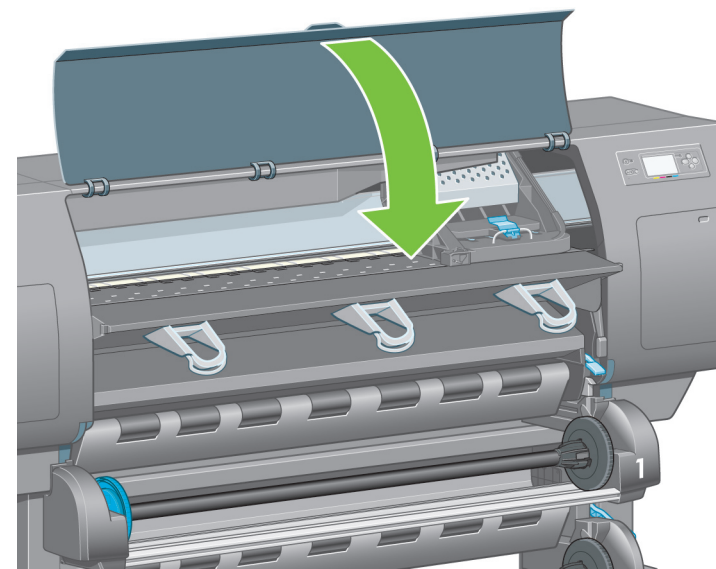
Close the carriage assembly cover.

# 114



Make sure the latch engages correctly.

# 115



Close the printer window.

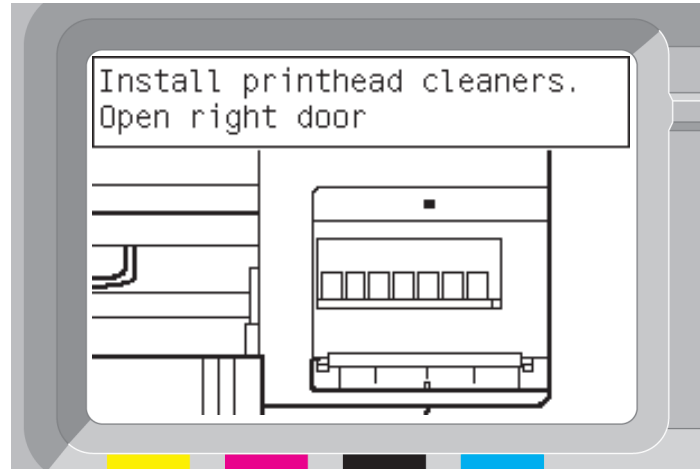




116

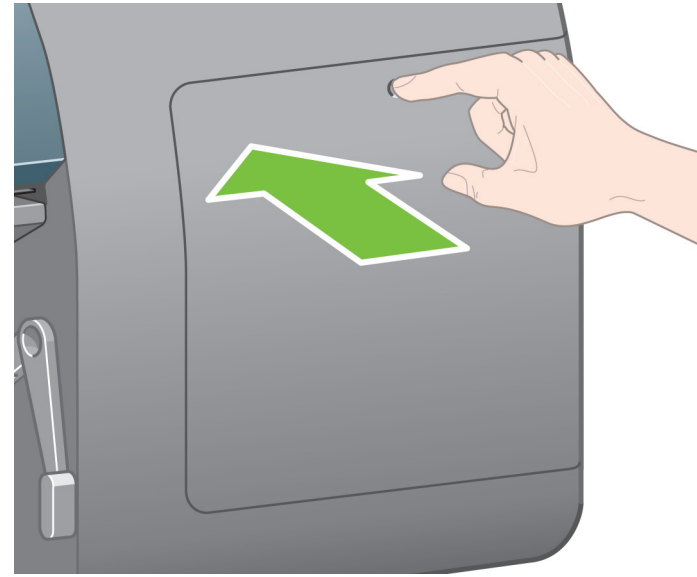
Please wait while the printer checks the printheads (~1 minute).

117



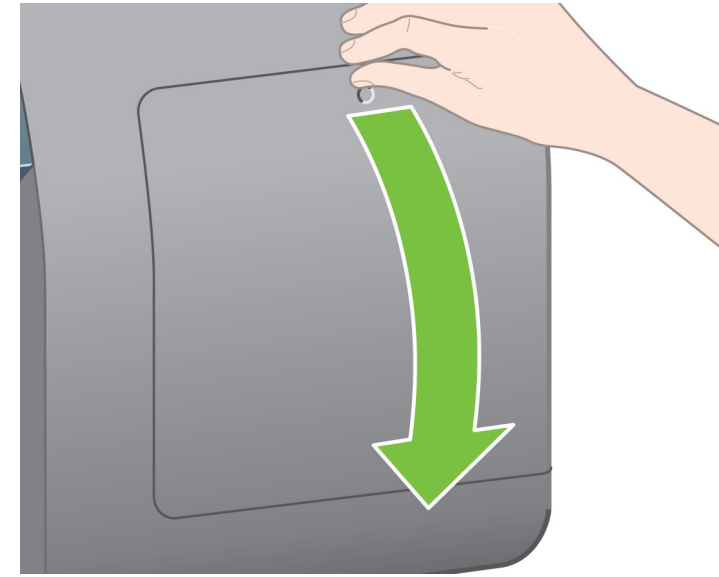
Wait until you see this front panel message.

118



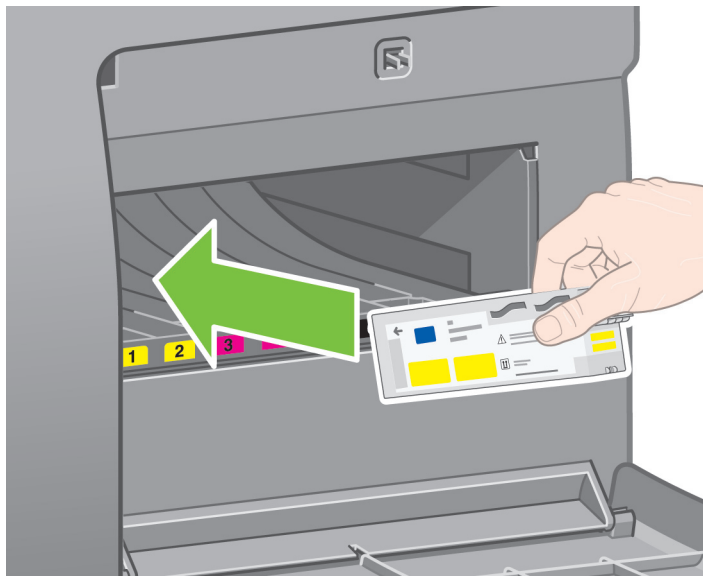
Press the printhead cleaner door, which is on the right side of the printer.

119



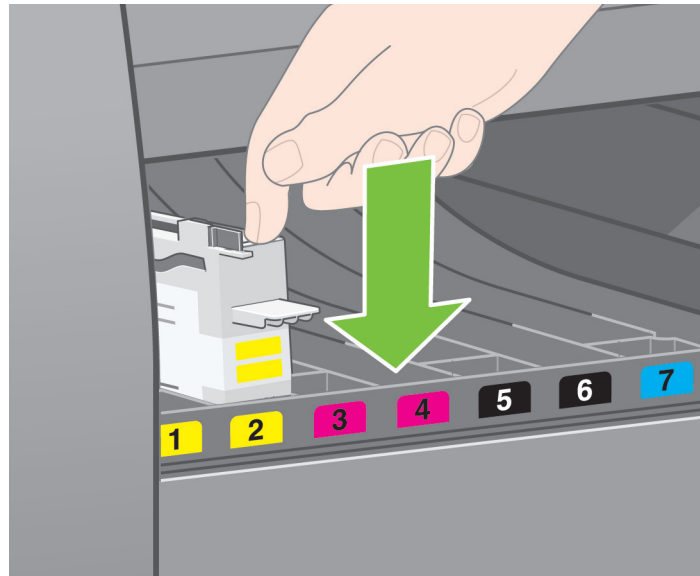
Open the printhead cleaner door.

120



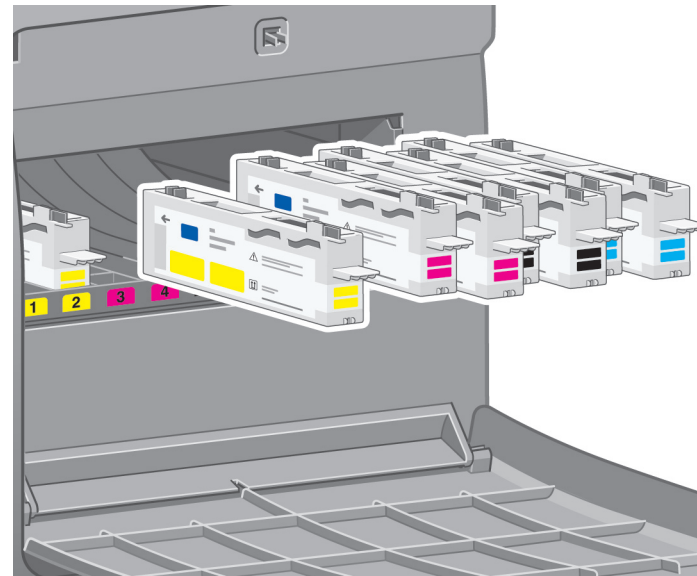
Insert the printhead cleaner into the slot of the correct color.

121



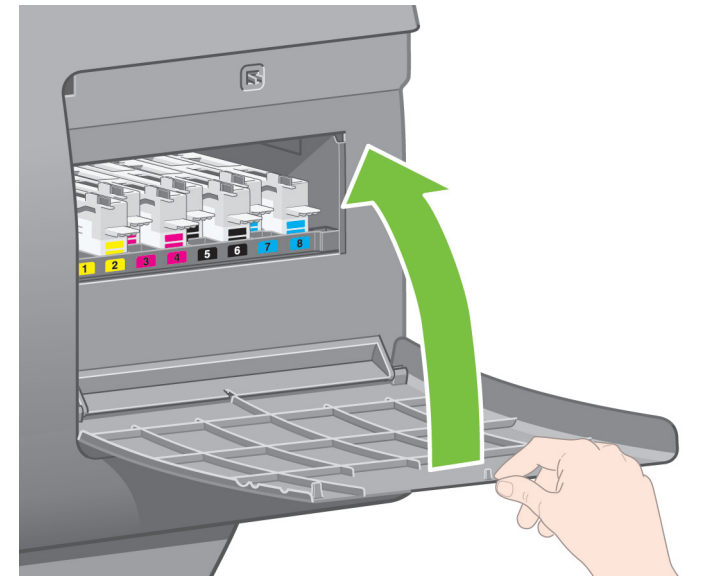
Push the printhead cleaner in and down until it clicks into place.

122



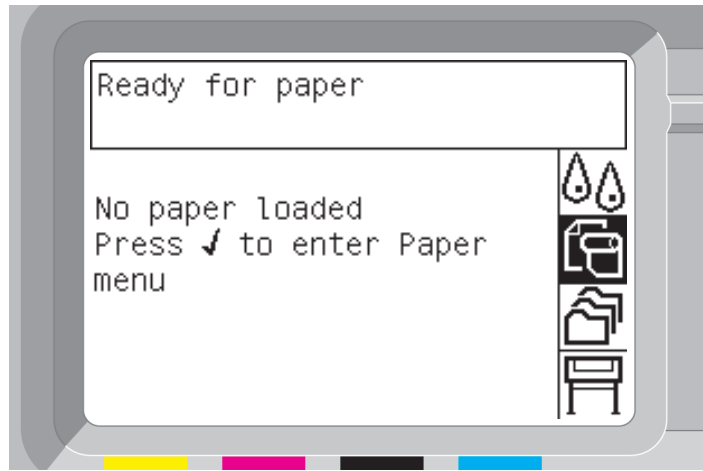
Insert the other seven printhead cleaners into the correct slots.

123



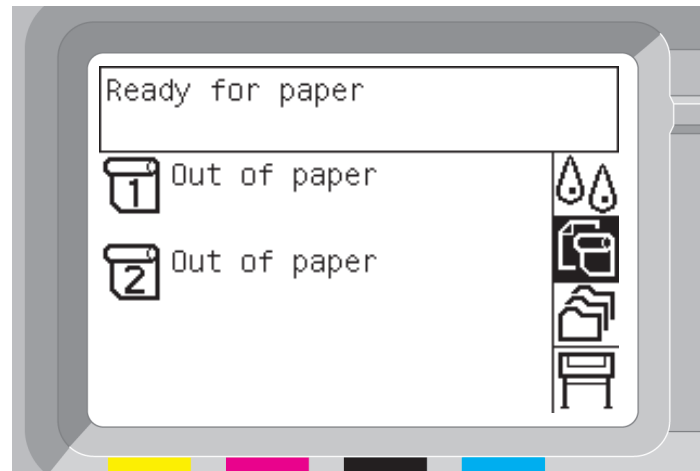
Close the printhead cleaner door.

# 124



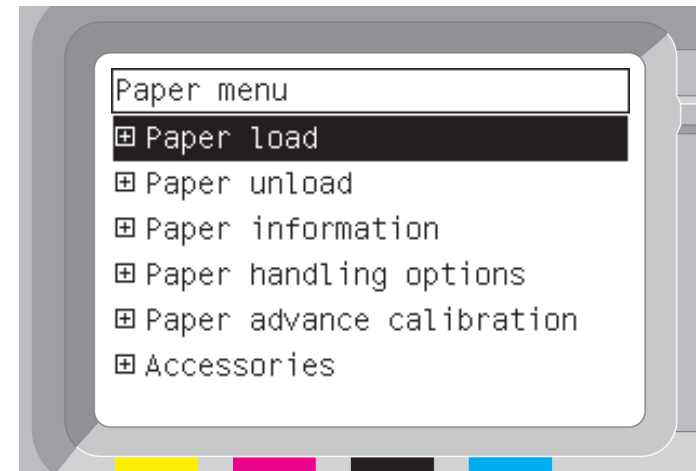
Wait until you see this front panel message. Press the Select (,) key

# 125



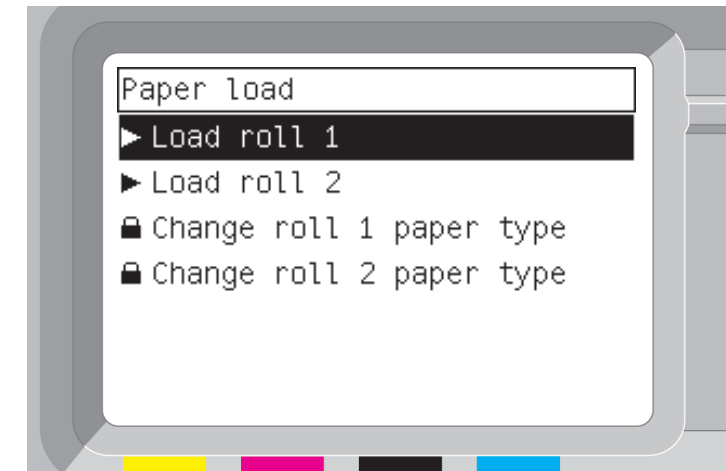
To load the paper roll from Drawer 1 into the printer. From the front panel, highlight the Paper icon and press the Select (,) key.

# 126



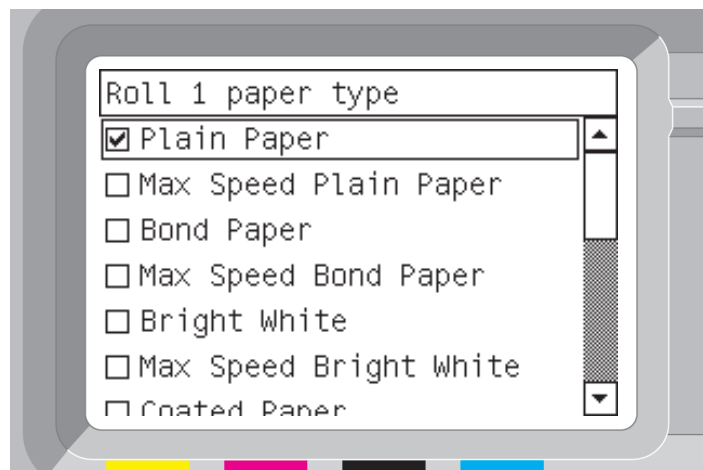
From the front panel, highlight 'Paper load' and press the Select (,) key.

# 127



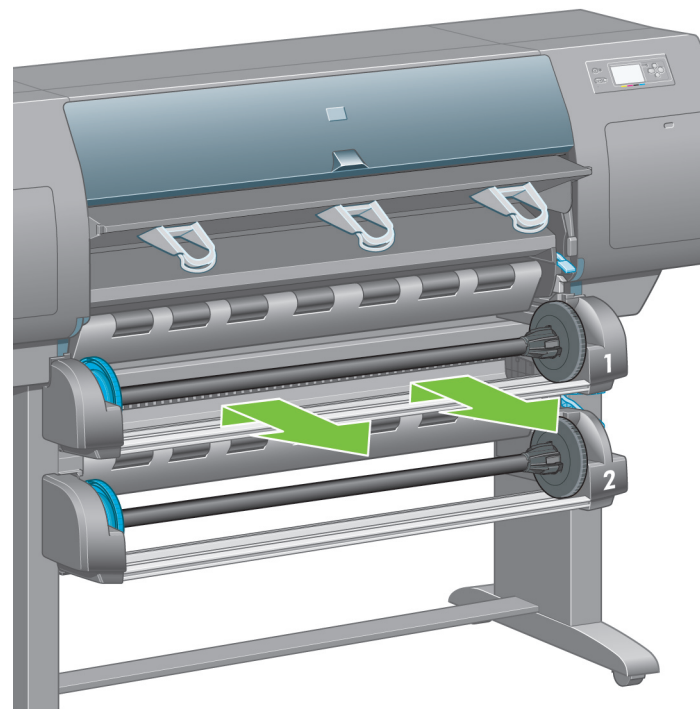
The front panel displays the above. Highlight 'Load roll 1' and press the Select (,) key.

# 128



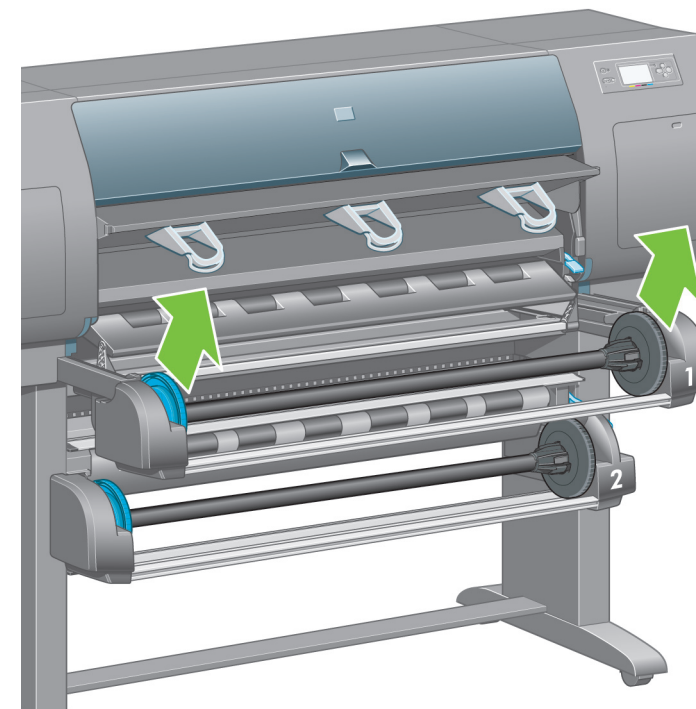
The front panel displays the above. Highlight the paper type you have loaded and press the Select (,) key.

# 129



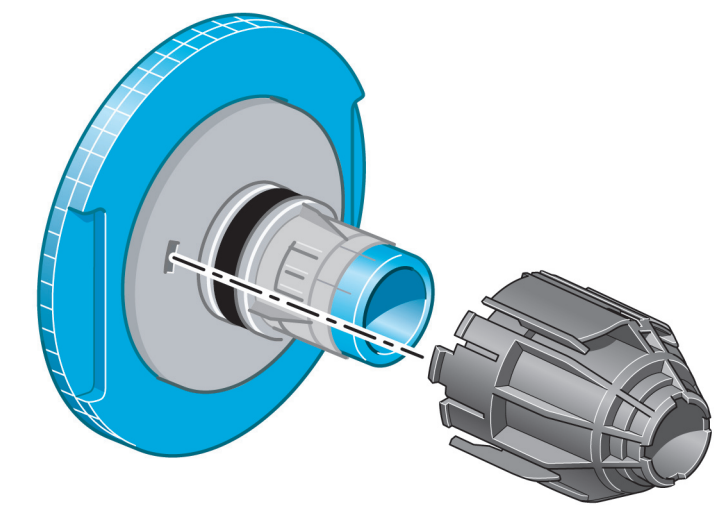
Using two hands, pull out Drawer 1.

# 130



Remove spindle from Drawer 1.

# 131

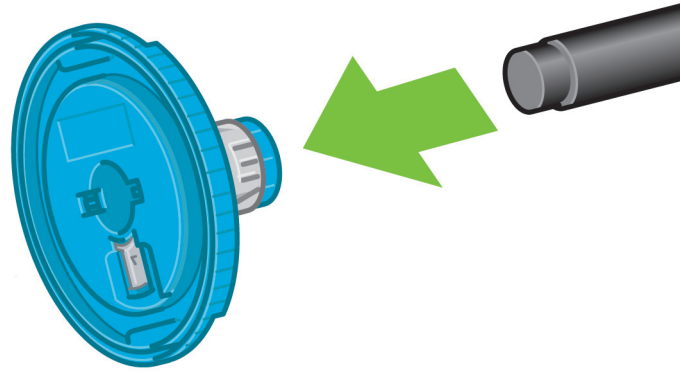


Shown above is one of the core adaptors supplied. Use these when the roll core is of a larger diameter.

Q

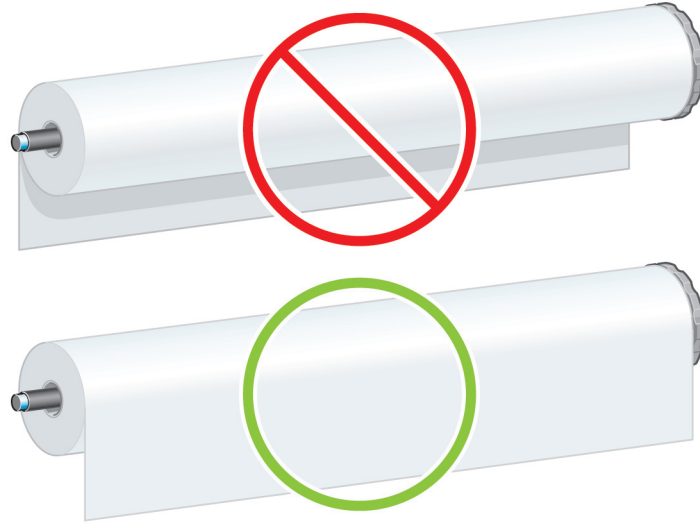


132



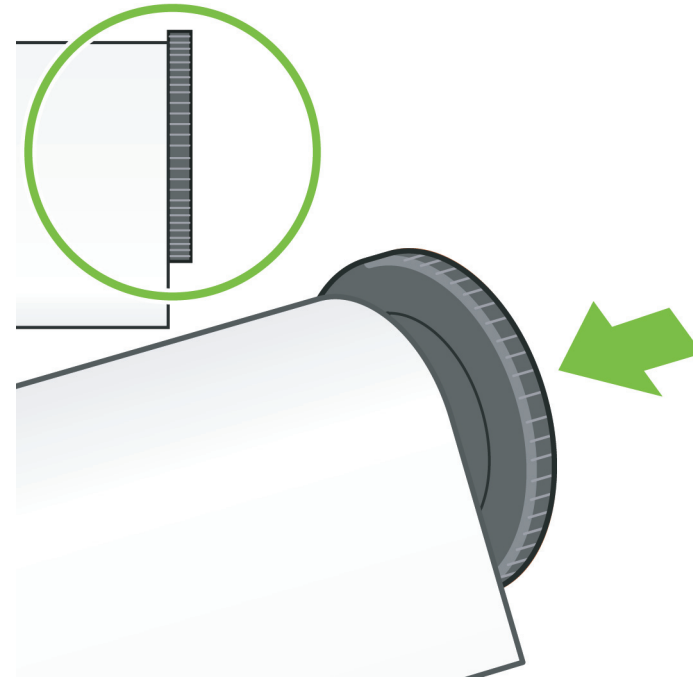
Remove the blue-colored stop from the left end of the spindle. Keep the spindle horizontal.

133



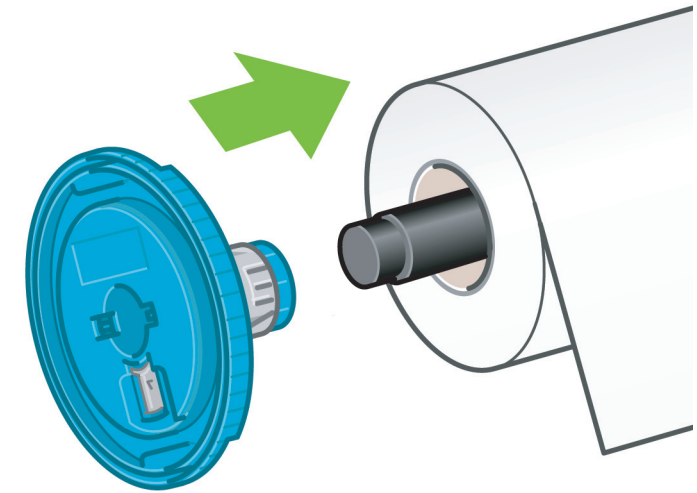
Slide the roll of paper that came with your printer onto the spindle. Make sure the paper is oriented exactly as shown.

134



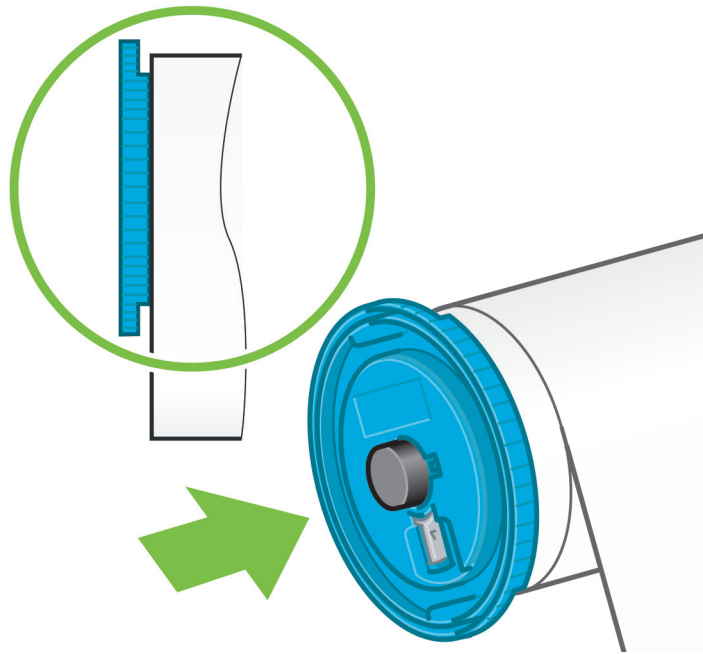
Push the black right-hand stop onto the roll. Make sure it is correctly seated.

135



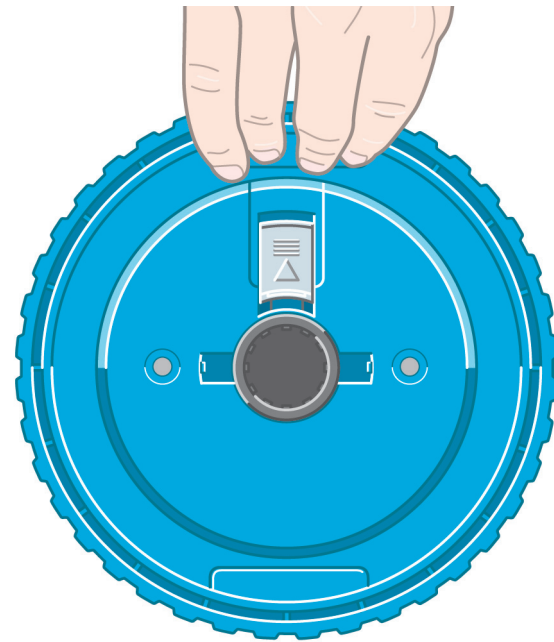
Put the blue-colored stop onto the spindle.

136



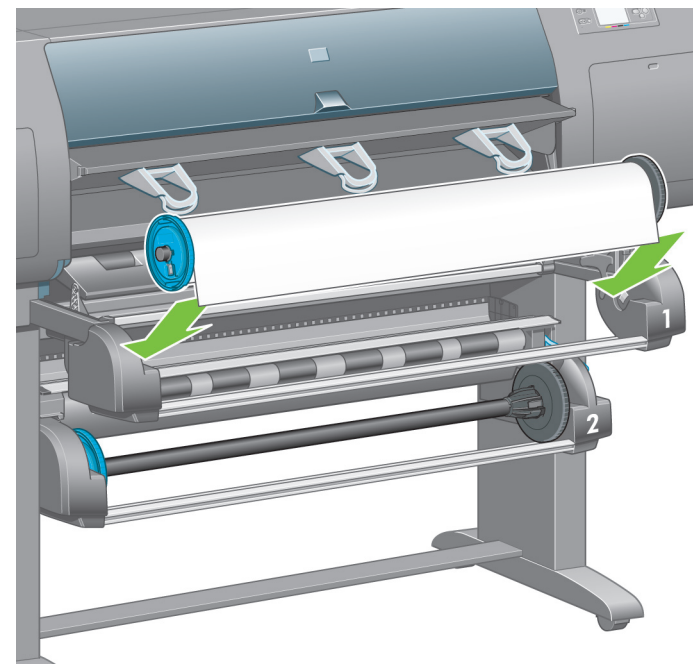
Push the blue left-hand stop onto the roll. Make sure it is correctly seated.

137



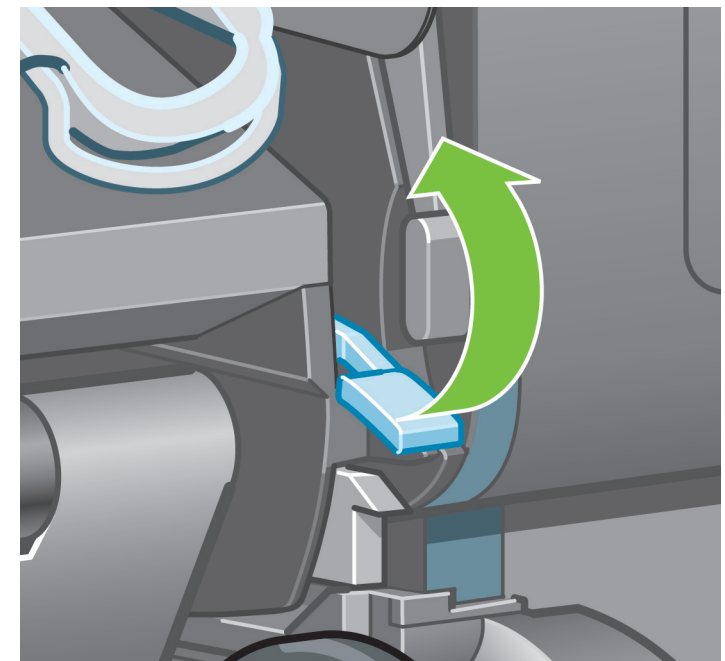
As shown above, hold the spindle assembly using the blue and black stops.

138



With the blue stop on the left, lower the spindle into Drawer 1.

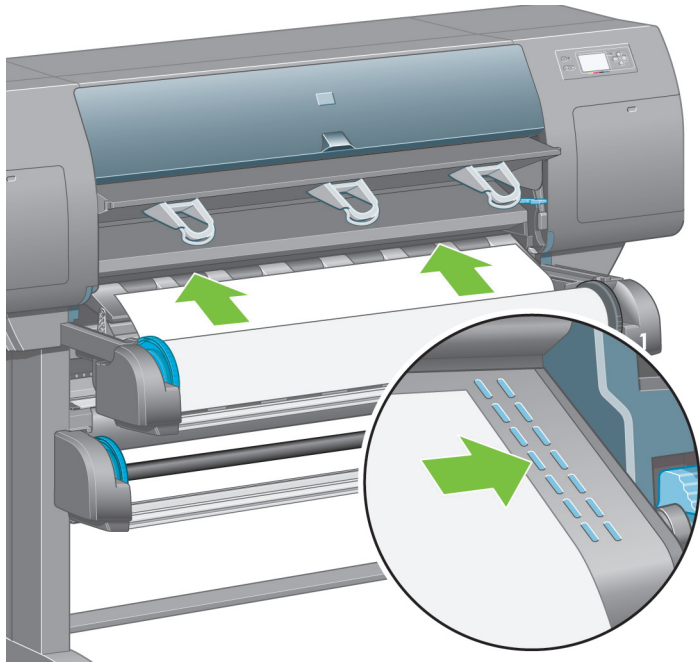
139



Lift the blue lever on Drawer 1. This is located on the right-hand side of the printer and above Drawer 1.

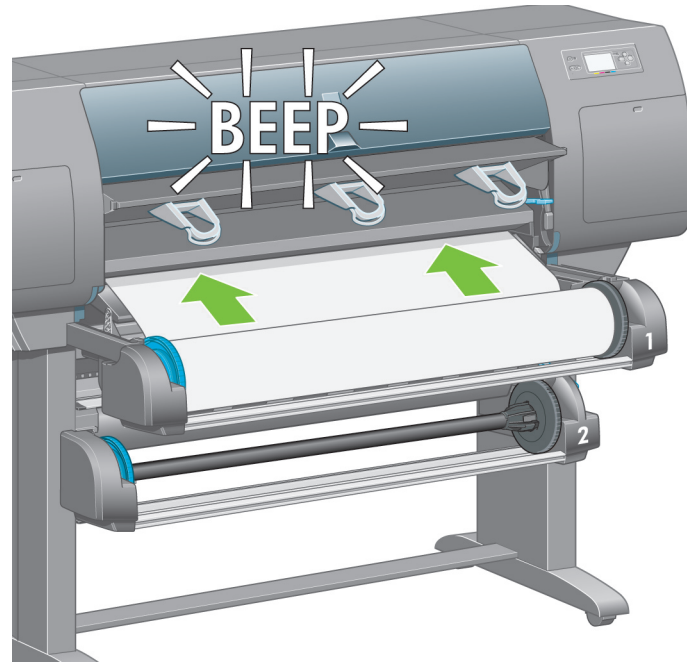
R

140



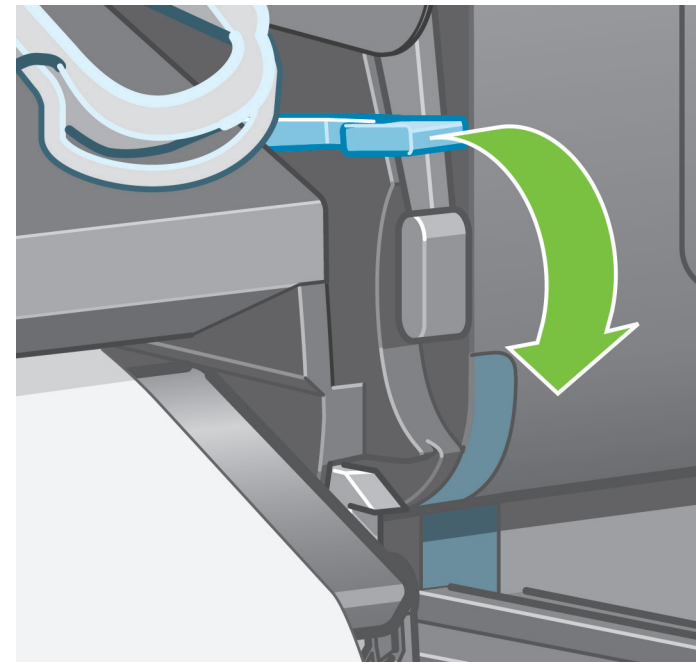
Feed the paper onto the platen of Drawer 1. Align the paper with the middle blue line on the right side of the platen.

141



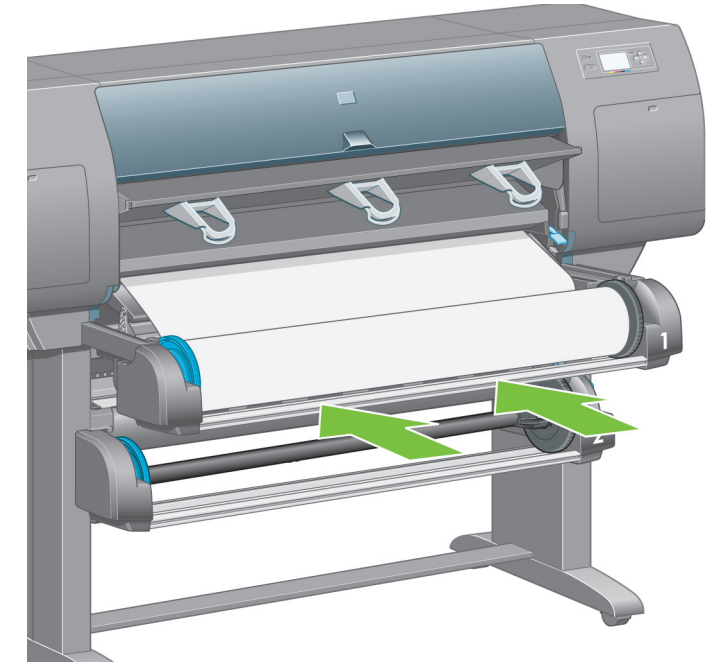
Stop feeding the paper when the printer beeps.

142



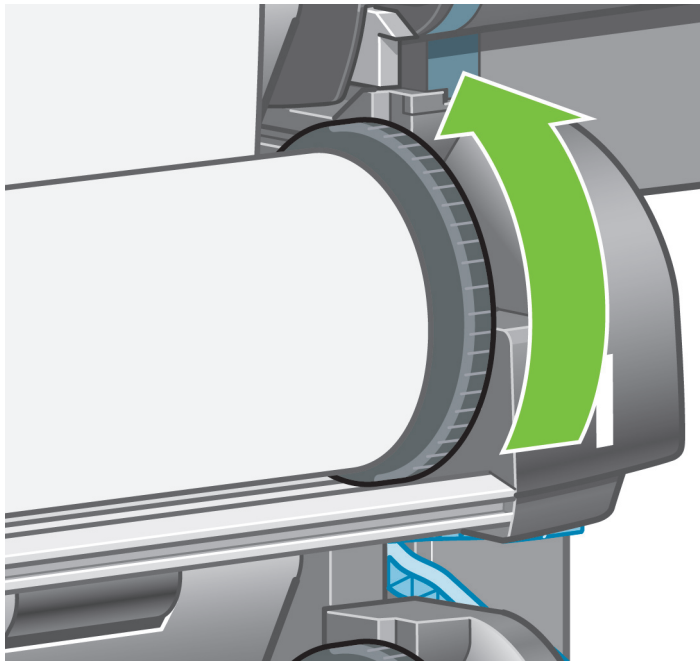
Lower the blue lever for Drawer 1.

143



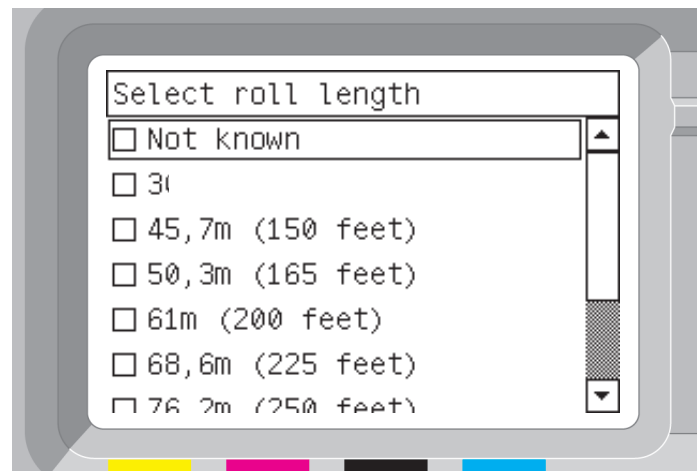
Push in Drawer 1.

144



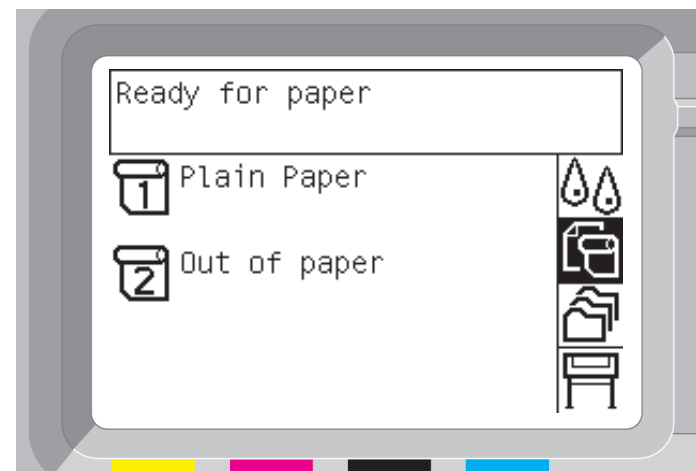
Using the stops, carefully wind the excess paper back on to the spindle.

145



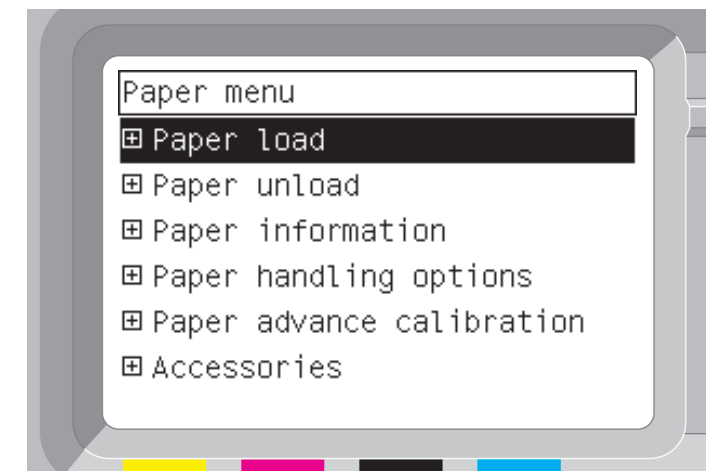
Select the roll length if known.

146



To load the roll paper from Drawer 2: from the front panel, highlight the Paper icon and press the Select (,) key.

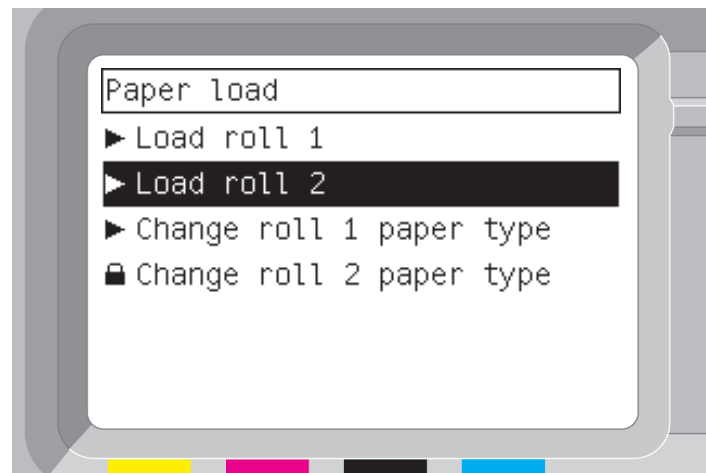
147



From the front panel, highlight 'Paper load' and press the Select (,) key.

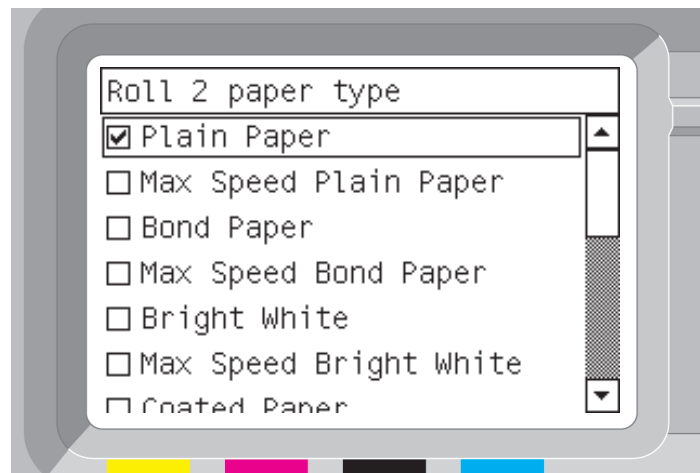


148



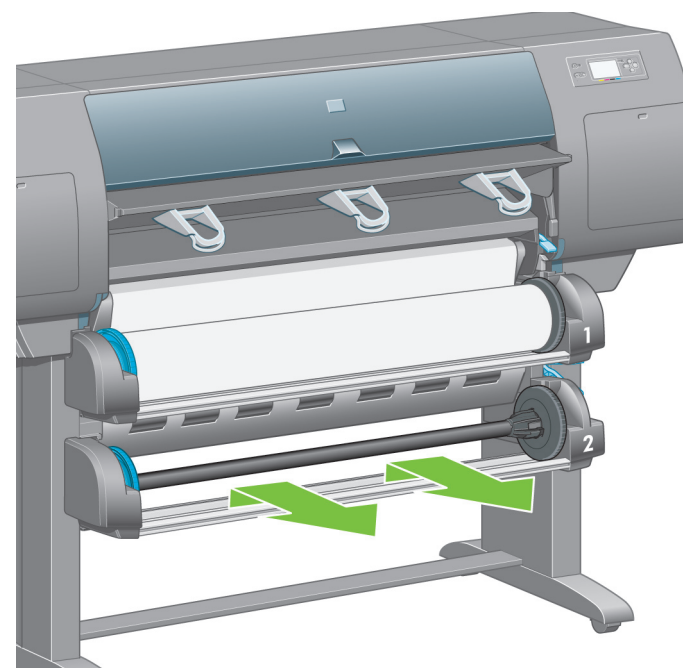
The front panel displays the above. Highlight 'Load roll 2' and press the Select (,) key.

149



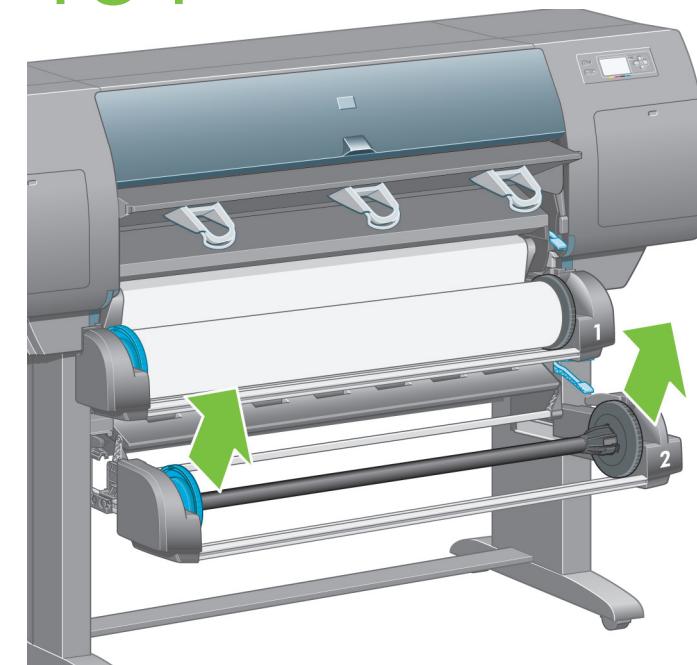
The front panel displays the above. Highlight the paper type you have loaded and press the Select (,) key.

150



Using two hands, pull out Drawer 2.

151

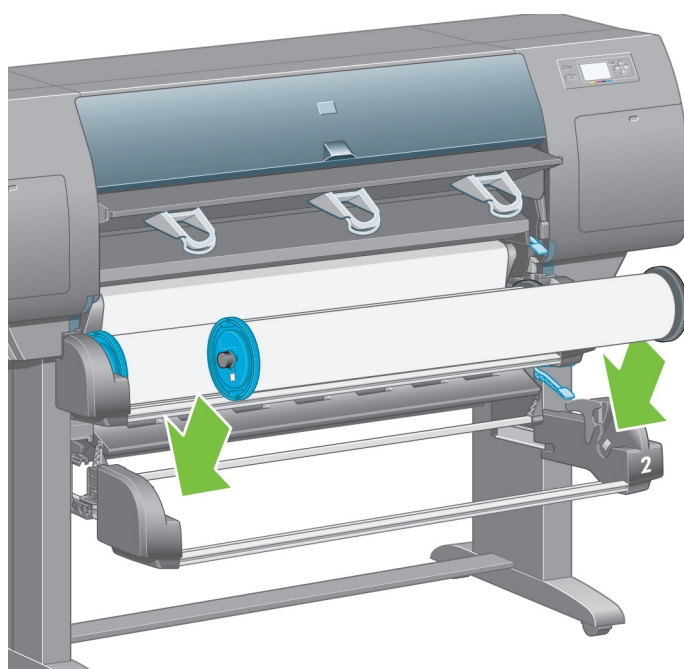


Remove the spindle from Drawer 2.

152

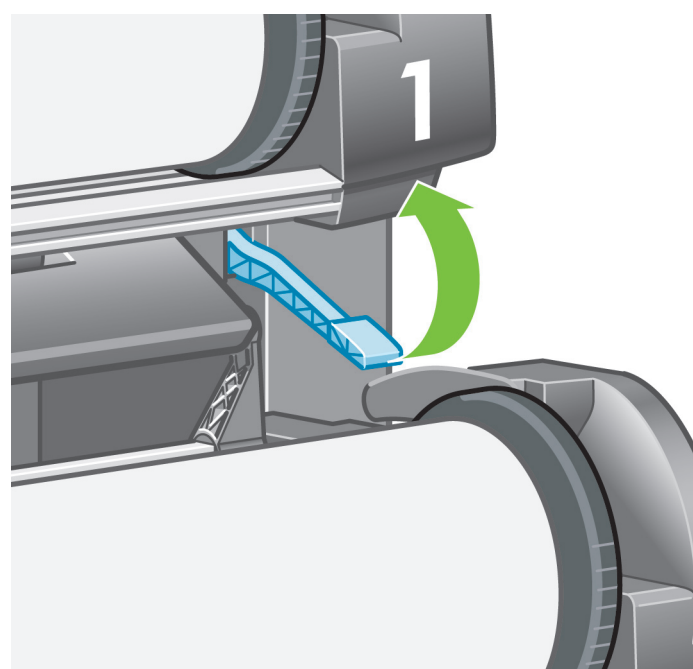
Load the spindle using the same procedure as described by points 131 to 137.

153



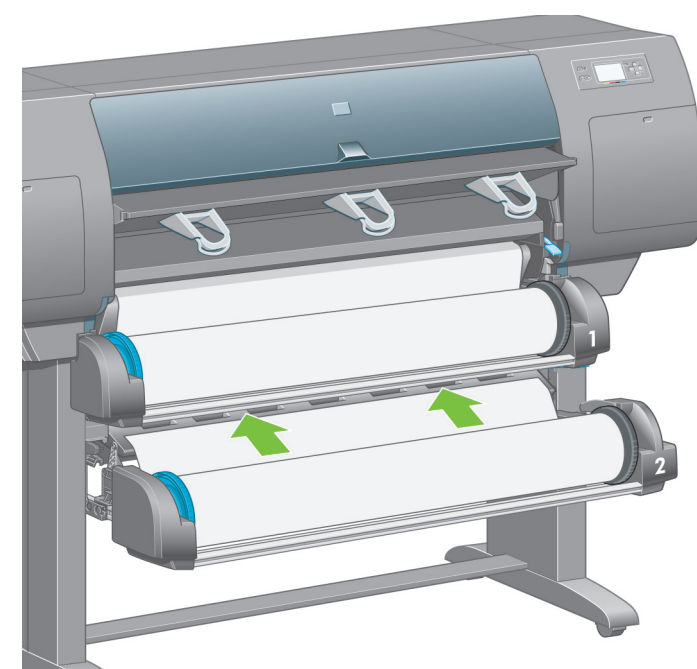
With the blue stop on the left, lower the spindle into Drawer 2.

154



Lift the blue lever on Drawer 2. This is located on the right-hand side of the printer and under Drawer 1.

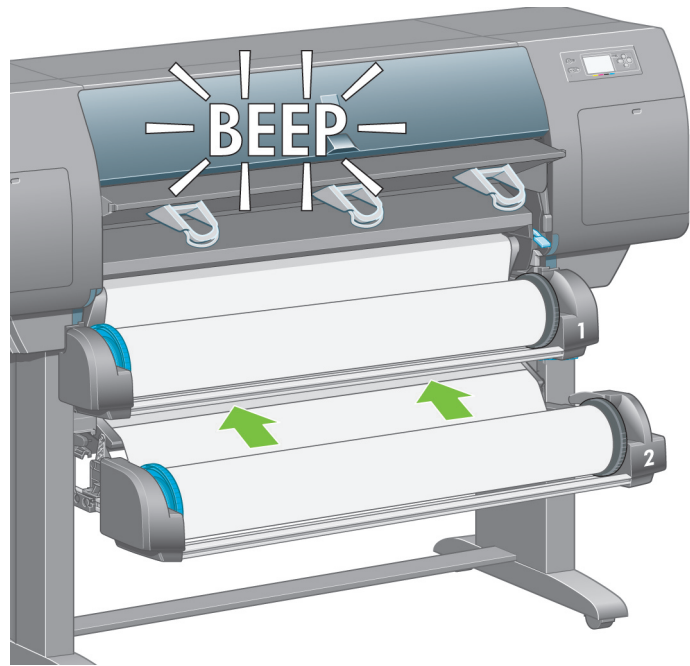
155



Feed the paper onto the platen of Drawer 2. Align the paper with the blue line on the right side of the platen.

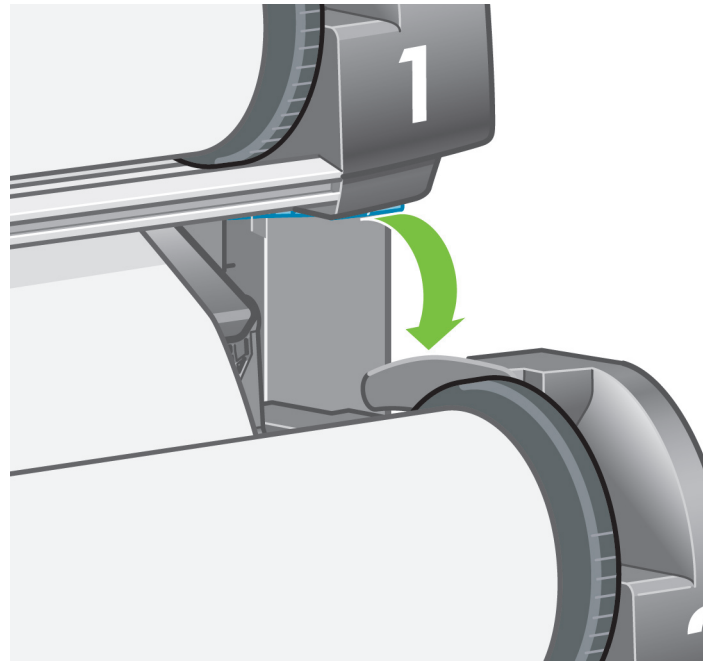
T

156



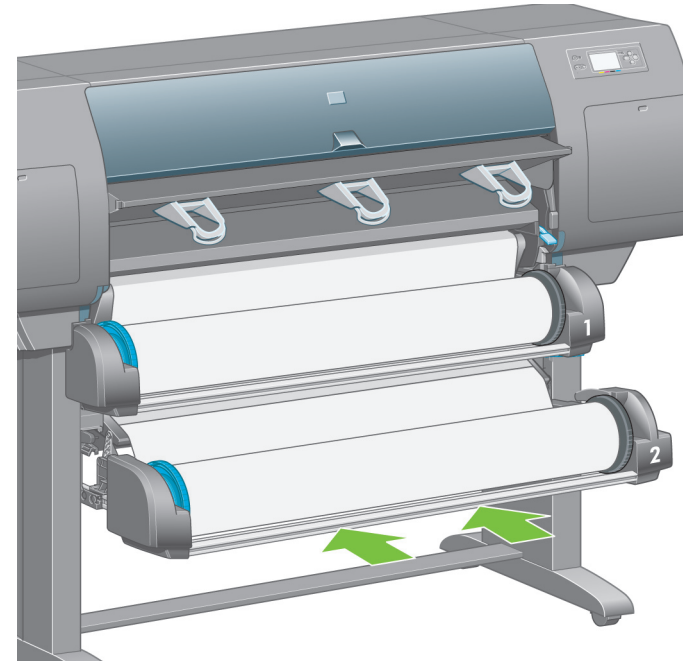
Stop feeding the paper when the printer beeps.

157



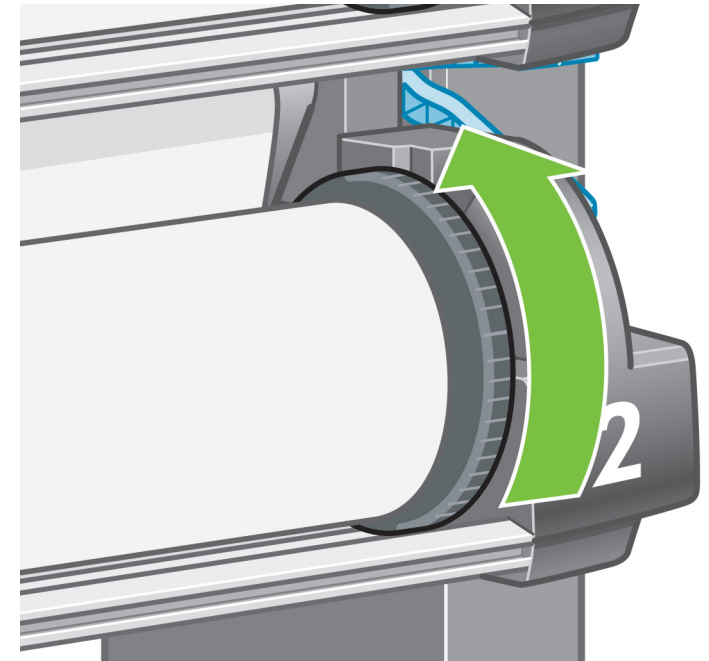
Lower the blue lever for Drawer 2.

158



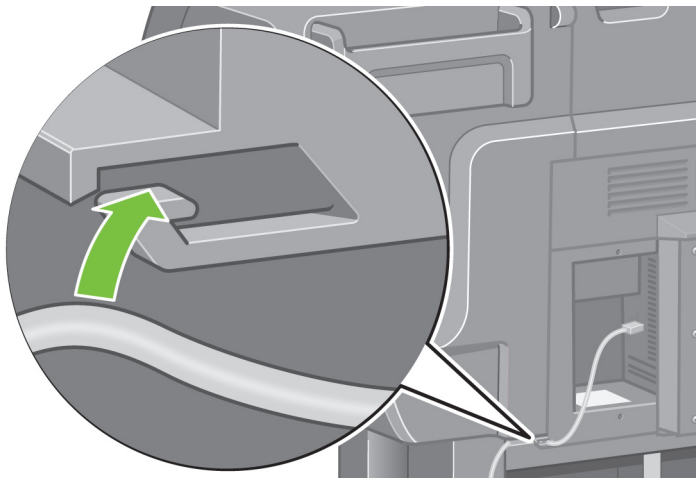
Using two hands, push in Drawer 2.

159



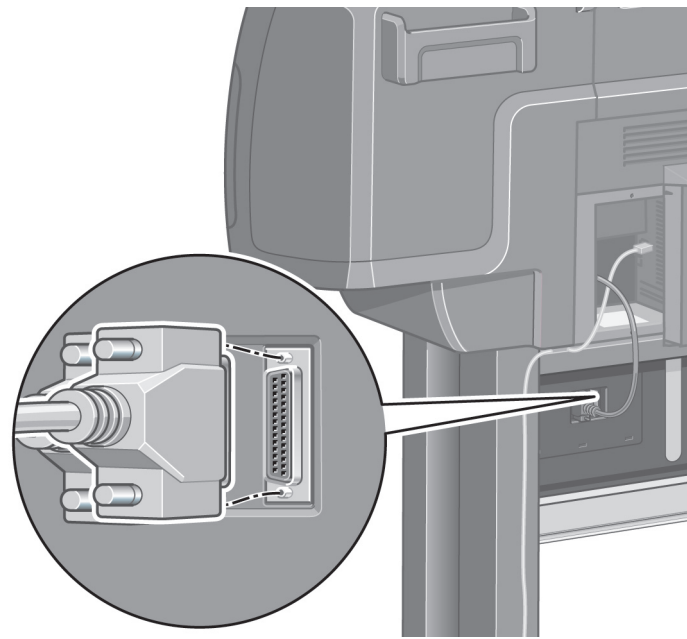
Using the stops, carefully wind the excess paper back on to the spindle.

160



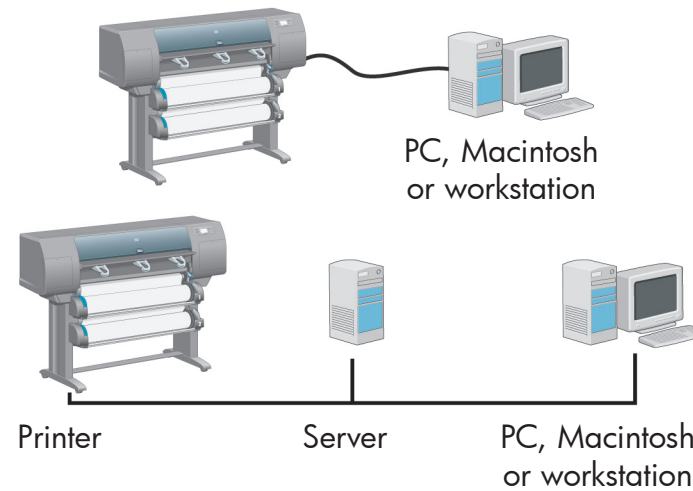
Pass the LAN cable through the hook at the rear of the printer.

161



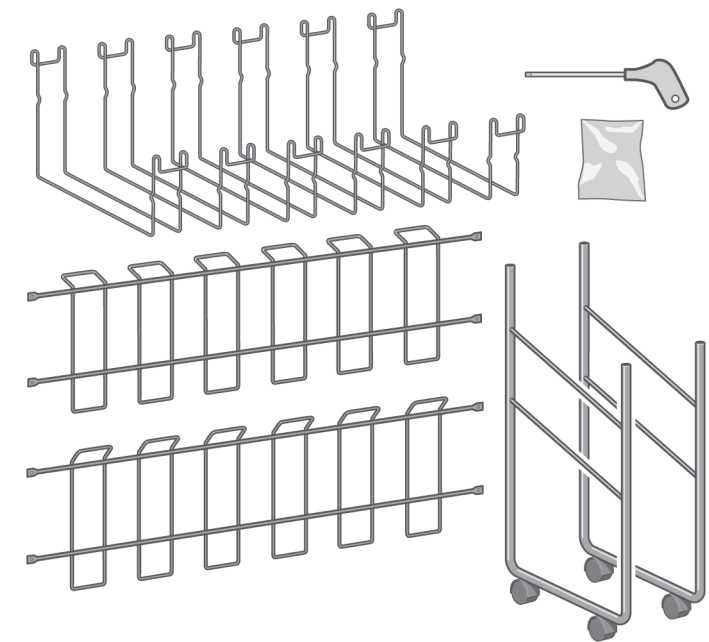
The roll module provides an extra socket to connect an optional accessory.  
**Caution: do not attempt to use this socket for any other purpose.**

162



Your printer can be connected to a computer directly or to one or more computers via a network.

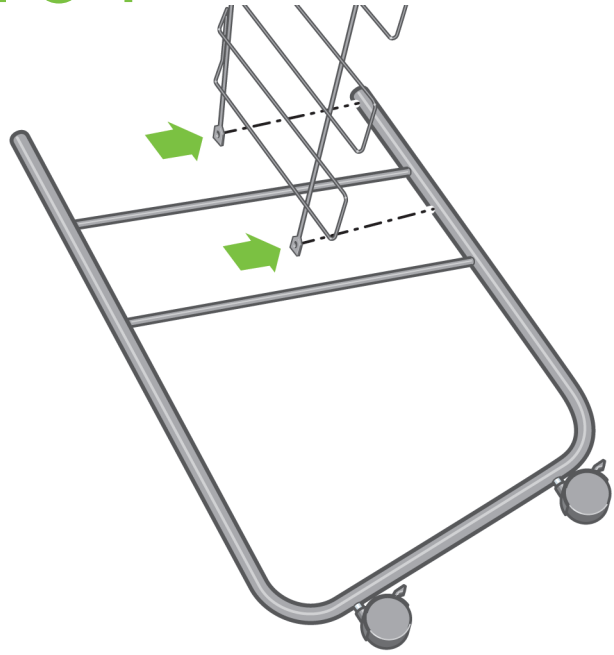
163



Locate all the parts for the bin assembly. The screwdriver is the same one used to fix the roll module to the printer stand.

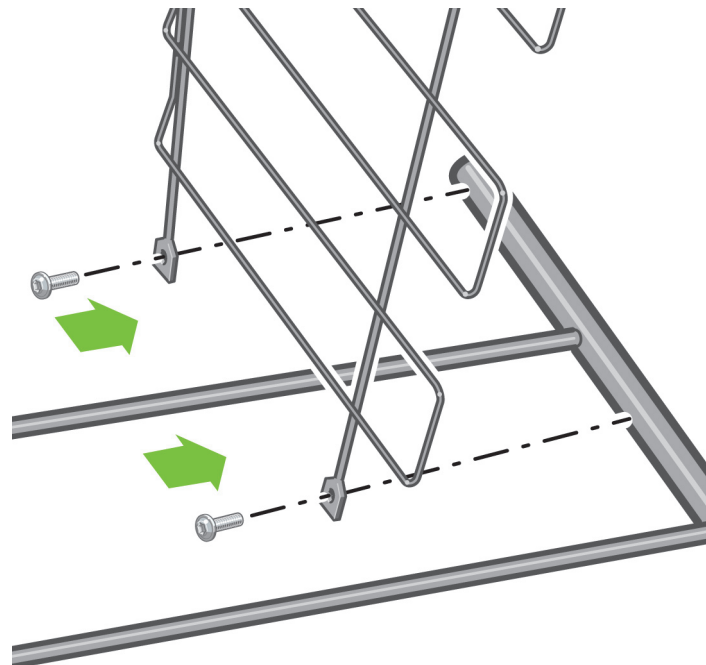


164



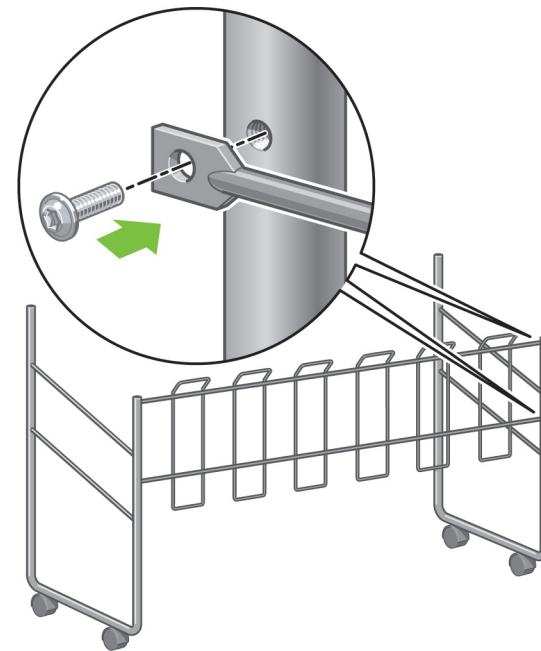
Lay one end frame on the floor. Hold one cross frame vertically with the angled part located at the top of the end frame. The cross frame must be fixed on to the inside of the shortest leg of the end frame.

165



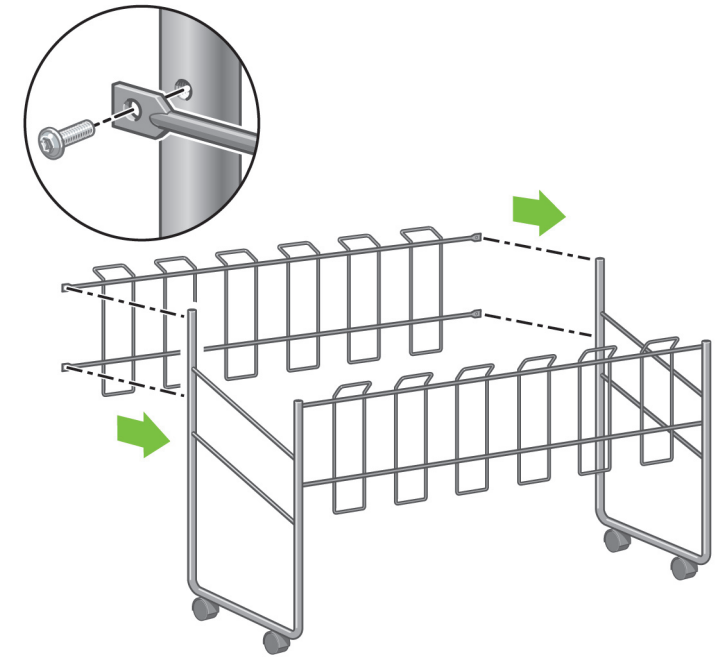
Fix the cross frame to the end frame using two screws.

166



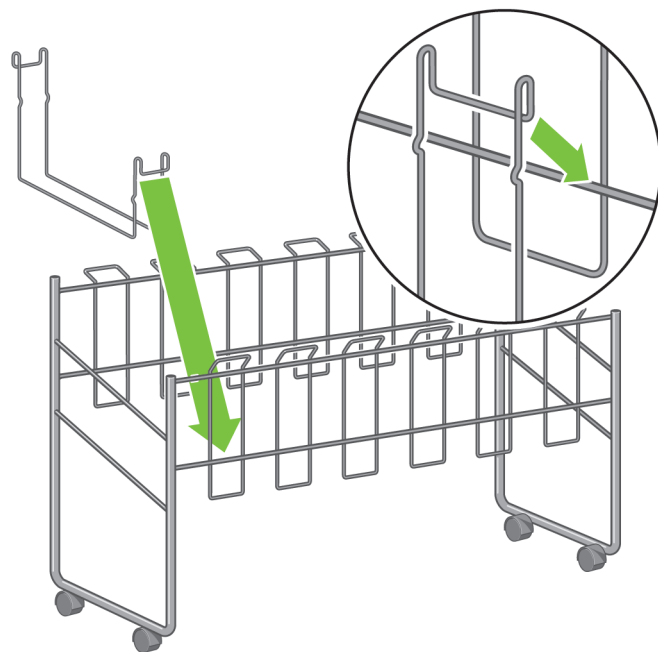
Turn the bin assembly into a horizontal position. Attach the short leg of the second end frame to the cross frame using two screws.

167



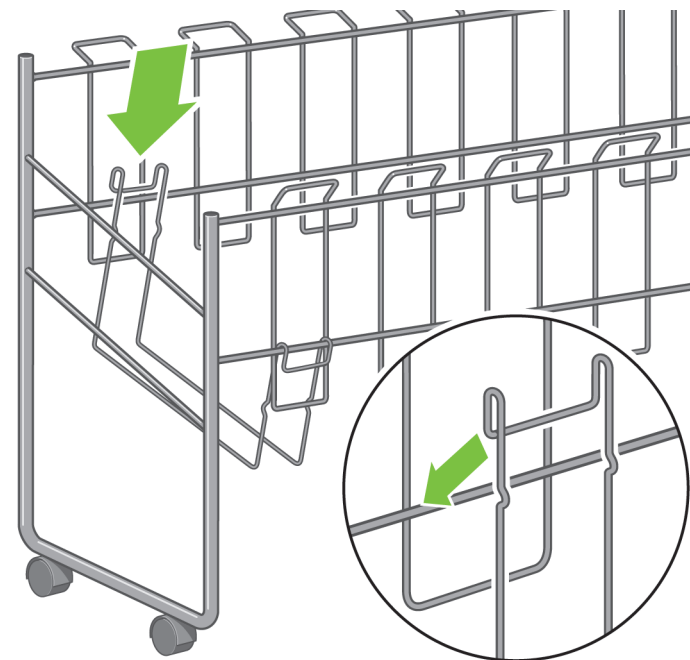
Attach the second cross frame to the bin assembly using four screws. Please note that this cross frame is mounted on the outside of the end frames.

168



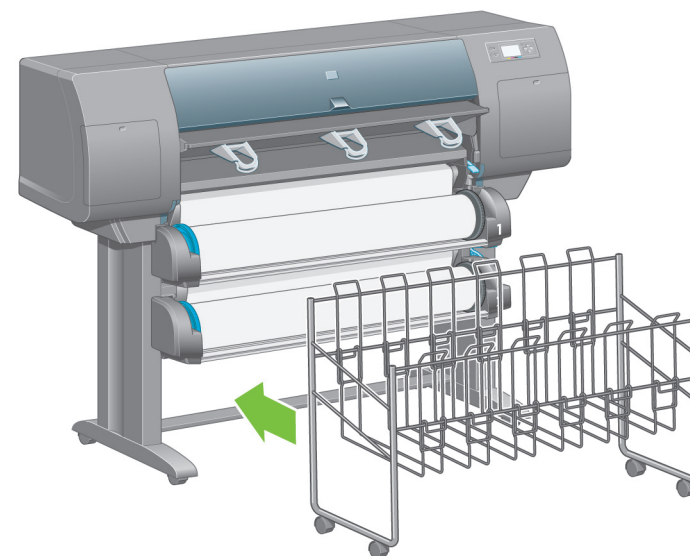
Attach one end of the loop on to the cross frame.

169

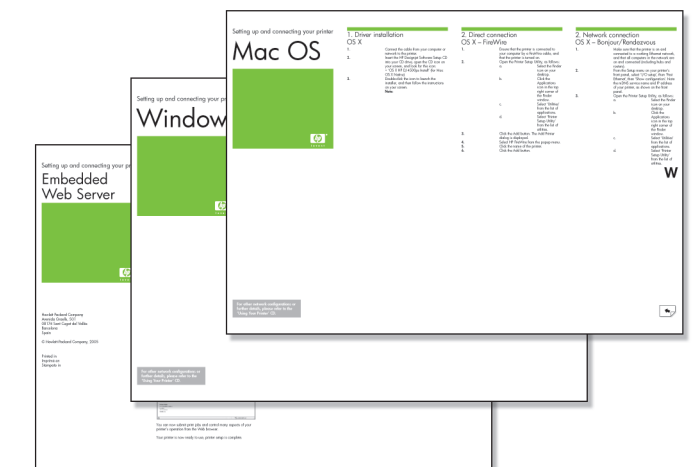


Attach the other end of the loop on to the cross frame. Using the same method, attach the other 5 loops.

170



Locate the bin against the printer.



Now you have completed the assembly of your printer. The following pages describe how to configure your computer for successful printing.

Setting up and connecting your printer

# Mac OS



## 1. Driver installation

### OS X

1. Connect the cable from your computer or network to the printer.
2. Insert the *Drivers and Documentation* CD into your CD drive, open the CD icon on your screen, and look for this icon:
  - 'OS X HP DJ 4500ps Install'
3. Double-click the icon to launch the installer, and then follow the instructions on your screen.
4. When the printer driver has been installed, the HP Printer Setup Assistant will start automatically, to set up a network or direct connection to your printer. Again, follow the instructions on your screen.
5. When the HP Printer Setup Assistant has finished, remove the CD from the CD-ROM drive.

For other network configurations or further details, please refer to the 'Drivers and Documentation' CD.

W





# Windows



## Network connection Windows

A network connection is the best way to share your printer with your team.

1. Make sure that the printer and the computer are both connected to the network.
2. Go to the printer's front panel and highlight the Setup icon.
3. The front panel will display some information, including the printer's IP address. Make a note of the IP address.
4. Insert the *Drivers and Documentation* CD into your CD drive. If the CD does not autorun, run the START.EXE program in the root folder of the CD.
5. Click the Install button.
6. Follow the instructions on your screen to set up the printer. The following notes will help you to understand the screens and make appropriate choices:
  - When asked how the printer is connected, choose 'Connected via the network'.
  - Select your printer from the list. If you have more than one HP Designjet printer, use the IP address that you noted earlier to confirm that you have selected the correct printer.
  - When the network settings of the selected printer are displayed, check that they are correct.
7. Now turn the page and go to the Embedded Web Server information.

## Direct connection Windows

A direct connection using FireWire (IEEE 1394) or USB may be faster than a network connection, but the cable is limited in length and it is more difficult to share the printer.

Please note that a USB connection requires an optional accessory card.

1. **Do not connect the computer to the printer yet.** You must first install the printer driver software on the computer, as follows.
2. Insert the *Drivers and Documentation* CD into your CD drive. If the CD does not autorun, run the START.EXE program in the root folder of the CD.
3. Click the Install button.
4. Follow the instructions on your screen to set up the printer. The following notes will help you to understand the screens and make appropriate choices:
  - When asked how the printer is connected, choose 'Connected directly to this computer'.
  - When prompted to do so, connect your computer to the printer, using a FireWire or USB cable. Ensure that the printer is switched on.
5. Your printer is now ready to use, printer setup is complete.

Setting up and connecting your printer

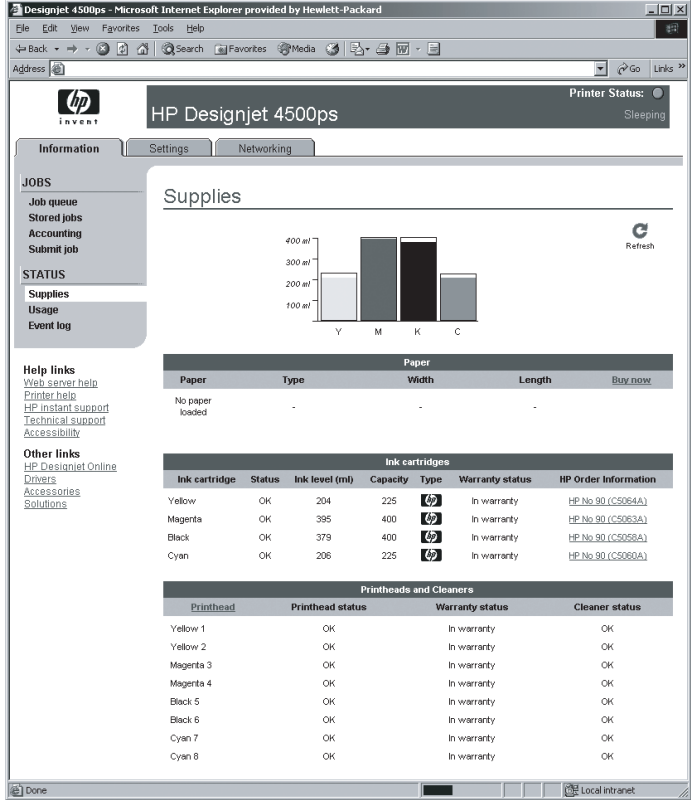
# Embedded Web Server



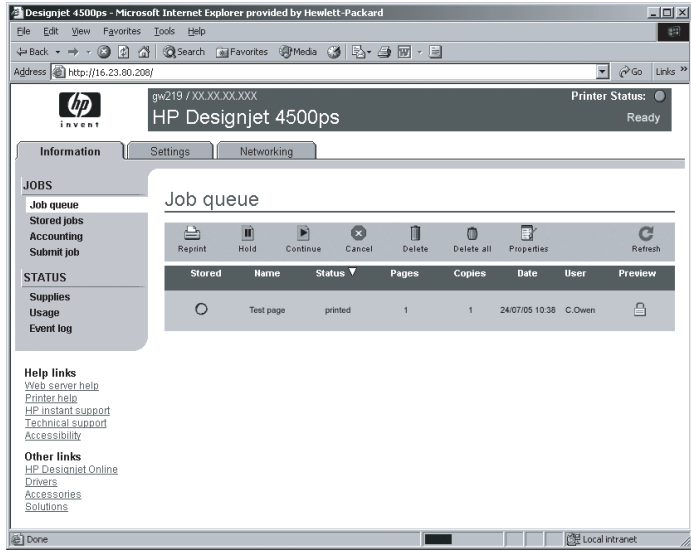
## Embedded Web Server Windows and Mac OS

1. Open a Web browser on any computer with an Internet connection, and enter the IP address of your printer (available only if you have a network connection to the printer).
2. Check that the Embedded Web Server opens and you can see information about your printer similar to that shown below.

Supplies window



Jobs queue window



You can now submit print jobs and control many aspects of your printer's operation from the Web browser.

Your printer is now ready to use, printer setup is complete.

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Barcelona  
Spain

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