

# HP E40040 Printer Setup Instructions

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### Acronym List

eHealth Saskatchewan
Hewlett-Packard
Saskatchewan Health Authority
Universal Serial Bus

## **Review History**

Reviewed by	Review Date	Reason
KM TL - Jewsbury	March 15, 2021	Vaccine Clinic Support

## Version History

Version	Implemented by	<b>Revision Date</b>	Approval	Reason
1.0	Petersen	March 12, 2021	KM TL	Created for Vaccination Clinic Staff
2.0	KM TL - Jewsbury	March 15, 2021		Vaccine Clinic Support



### **Printer Setup**

#### 1. Setup Instruction Guide

- a. For a brand new printer remove any packaging material following the instructions included with printer.
  - Remove orange tape and material in the paper tray.
  - Paper will also need to be added.
- b. **Connect** the power cable between the printer and an outlet:



c. **Turn on the printer** from the power button on the front:



- d. If your HP printer has not been previously setup, USB will be disabled.
  - **Enable USB** through the menu on the printer.

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- 2. Enabling USB within Printer Console Screen
  - a. When you see the Critical Security Update on printer console screen you would click on **OK** on the keypad.



b. Push the right arrow on printer console keypad until you see this screen.



- c. Highlight Settings and push OK.
- d. Choose **General** by pushing **OK** while it is selected and you will screen below.



e. Navigate down to Enable Device USB Disabled and click OK.



f. Use the arrow keys to select **Enabled** and push **OK**.



g. The screen should look as per the image below.

Settings		
General		
Energy Settings	>	
Display Settings	>	
Enable Device USB Enabled		
Quiet Mode		

h. Plug the square end of the USB cable into the back of the printer.



i. Make sure your laptop is powered on AND connected to the internet.



j. Plug the flat end of the USB cable into your workstation.



- k. Within five minutes, the printer should install automatically.
  - Click on the **Windows** lcon on the bottom left corner of your screen and manually type **printer**.



- Click on **Printers & scanners**.
- The **HP E40040 Printer** should appear in the list of printers. Try printing a test page using this printer.
- If printer name does not appear or the test print does not work, proceed to the next page.

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#### 3. Adding Printers and Scanners

a. Click again on the **Windows** Icon on the bottom left corner of your screen and manually type **printer**. Click **Add a printer or scanner**.



b. Windows will start searching for a printer. Click The printer that I want isn't listed.



- c. In the Add Printer screen, choose Add a local printer or network printer with manual settings and click Next.
- d. Choose a Printer Port.
  - Click Existing Port and from the dropdown list choose USB001
     (Virtual Printer Port for USB)

~	🖶 Add Printer			
	Find a printer by other	r options		
	O My printer is a little older.	Help me find it.		
	<ul> <li>Find a printer in the director</li> </ul>	tory, based on location or feature		
	O Select a shared printer by	name		
				Browse
	Example: \\computerna http://computername/p	ame\printername or printers/printername/.printer		
	○ Add a printer using a TCP/	/IP address or hostname		
	O Add a Bluetooth, wireless	or network discoverable printer		
	Add a local printer or network	work printer with manual settings		
			Next	Cance
			Next	Cance
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←	🖶 Add Printer		Next	Cance
~	H Add Printer		Next	Cance
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- e. Install the Printer Driver.
  - Choose HP from Manufacturer and choose HP LaserJet (E40040 PCL-6(V4)).
  - o Click Next.

Choose your printer fro	m the list. Click Windo	ws Update to see more	models
To install the driver from	an installation CD, di	de Have Disk.	
Manufacturar	Printers		
Generic	HP Lasedet E4	10040 PCL-6 (N4)	
hp	-		
Learnark			
Microsoft			
Ricoh			
Ricch	-		
Ricch		Windows Update	Have Disk

- f. Select Which version of the drive to you want to use?
  - Select Use the driver that is currently installed (recommended).
  - o Click Next.



g. **Printer Name** – Leave this as default and click **Next**.





- h. The printer driver will install. Once complete click **Next**.
- i. From **Printer** Sharing select **Do not share this printer** and then click **Next**.

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j. You've successfully added HP LaserJet E40040 PCL-6 (v4) will appear. Click on Print a Test Page

or just click **Finish**.



£	and Add Printer	
	You've successfully added HP LaserJet E40040 PCL-6 (V4)	
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
	<u>Brint a test page</u>	

k. Test Page Printer – Click close to this window if you printed a test page and then click **Finish**, to complete setup.



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