

HP E40040 Printer Setup Instructions

| | |
|--|----|
| Acronym List | ii |
| Review History..... | ii |
| Version History..... | ii |
| | |
| Printer Setup | 1 |
| 1. Setup Instruction Guide..... | 1 |
| 2. Enabling USB within Printer Console Screen..... | 2 |
| 3. Adding Printers and Scanners..... | 5 |

Acronym List

| | |
|-----|-------------------------------|
| eHS | eHealth Saskatchewan |
| HP | Hewlett-Packard |
| SHA | Saskatchewan Health Authority |
| USB | Universal Serial Bus |

Review History

| Reviewed by | Review Date | Reason |
|-------------------------|-----------------------|-------------------------------|
| <i>KM TL - Jewsbury</i> | <i>March 15, 2021</i> | <i>Vaccine Clinic Support</i> |
| | | |

Version History

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

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:

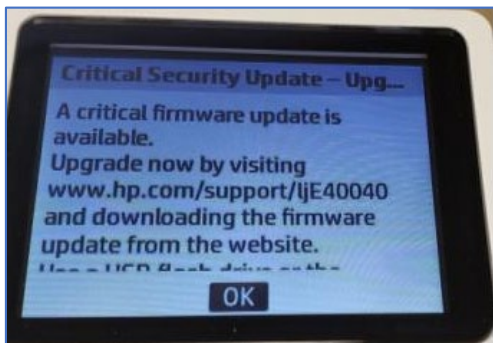


- d. If your HP printer has not been previously setup, USB will be disabled.
 - **Enable USB** through the menu on the printer.

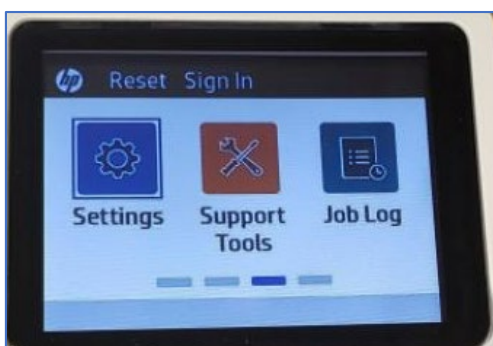
[Return to first page](#)

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.

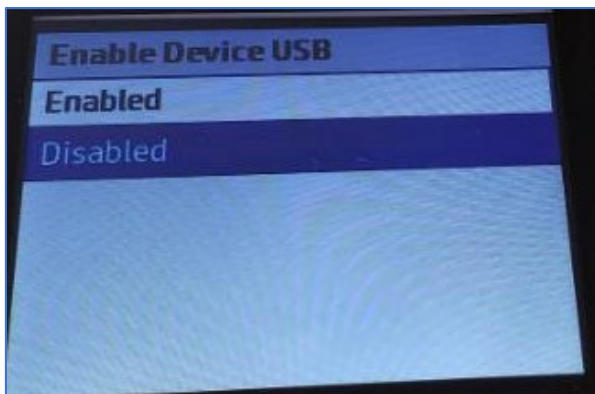


- c. Highlight **Settings** and push **OK**.
- d. Choose **General** by pushing **OK** while it is selected and you will screen below.

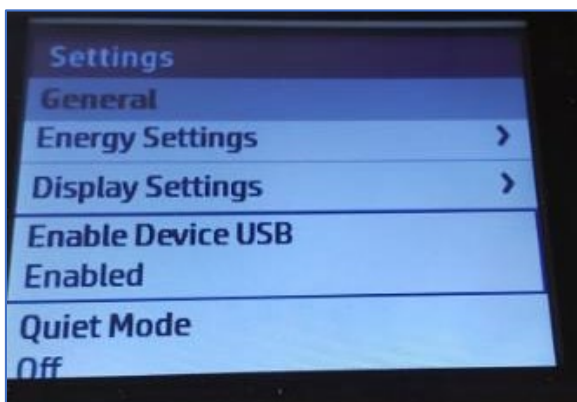


- e. Navigate down to **Enable Device USB Disabled** and click **OK**.

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



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



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

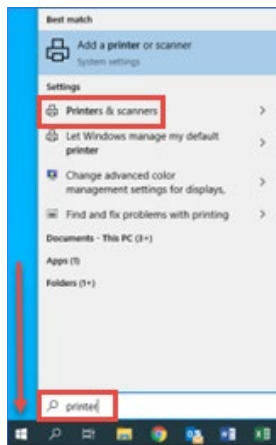


- i. Make sure your laptop is powered on AND connected to the internet.

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



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

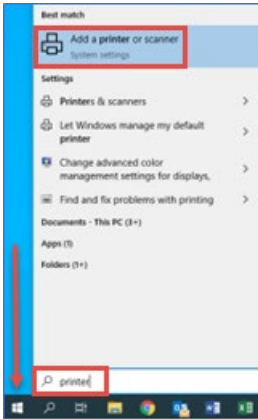


- o Click on **Printers & scanners**.
- o The **HP E40040 Printer** should appear in the list of printers. Try printing a test page using this printer.
- o If printer name does not appear or the test print does not work, proceed to the next page.

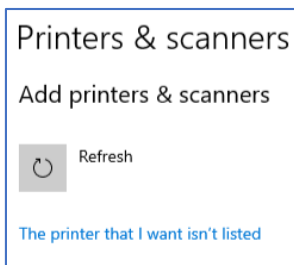
[Return to first page](#)

3. Adding Printers and Scanners

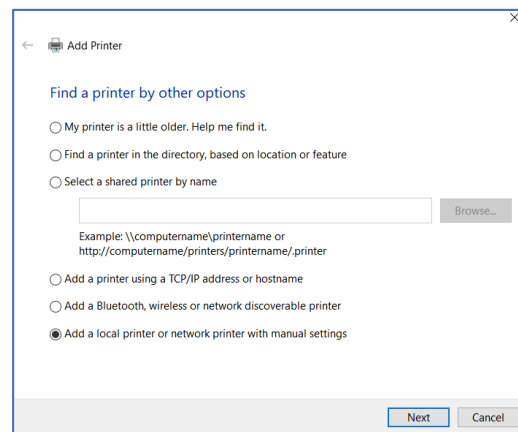
- a. Click again on the **Windows** icon on the bottom left corner of your screen and manually type **printer**. Click **Add a printer or scanner**.



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

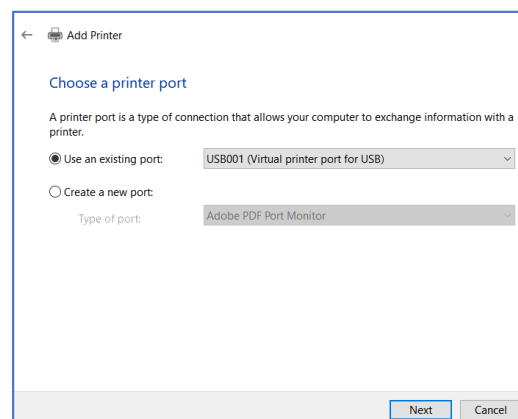


- c. In the **Add Printer** screen, choose **Add a local printer or network printer with manual settings** and click **Next**.



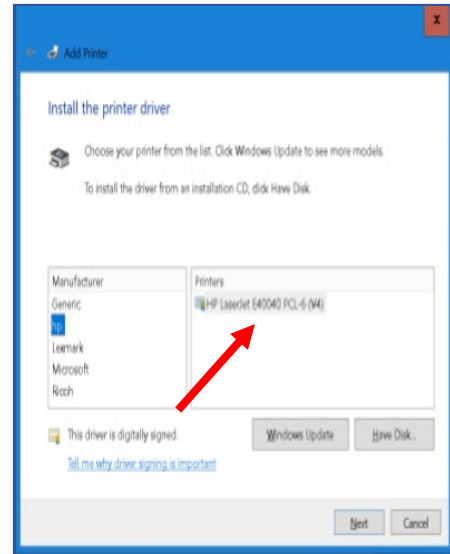
- d. Choose a Printer Port.

- o Click **Existing Port** and from the dropdown list choose **USB001 (Virtual Printer Port for USB)**



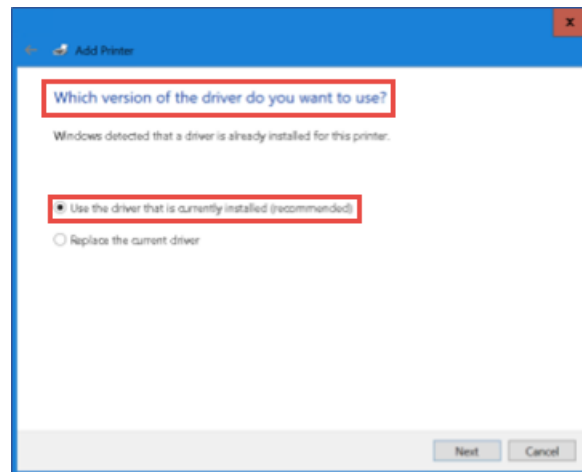
e. Install the Printer Driver.

- Choose **HP** from **Manufacturer** and choose **HP LaserJet (E40040 PCL-6(V4))**.
- Click **Next**.

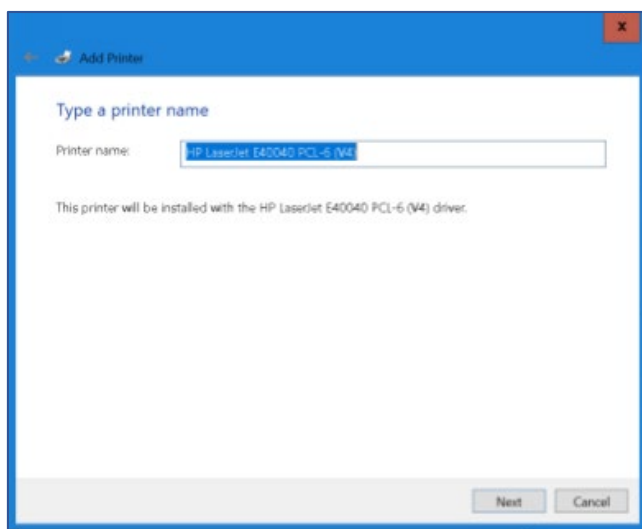


f. Select **Which version of the driver to you want to use?**

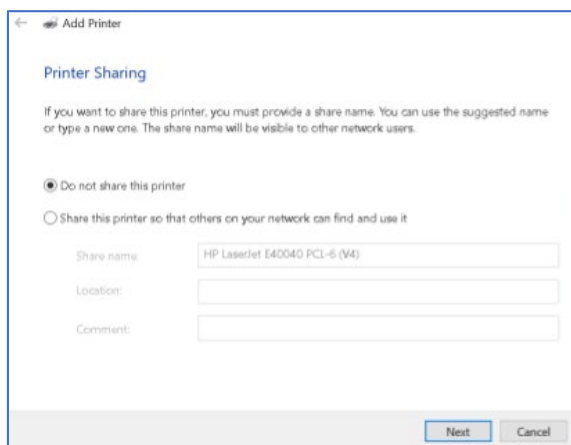
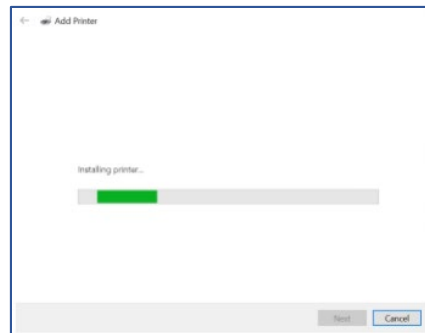
- Select **Use the driver that is currently installed (recommended)**.
- Click **Next**.



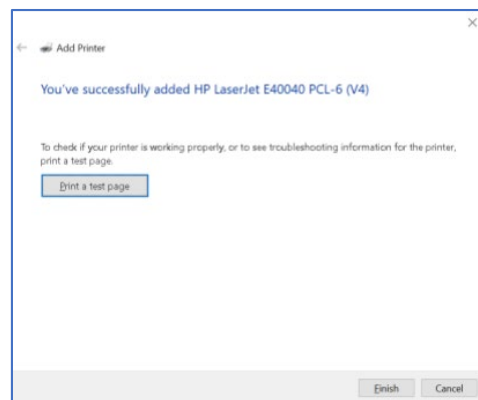
g. **Printer Name** – Leave this as default and click **Next**.



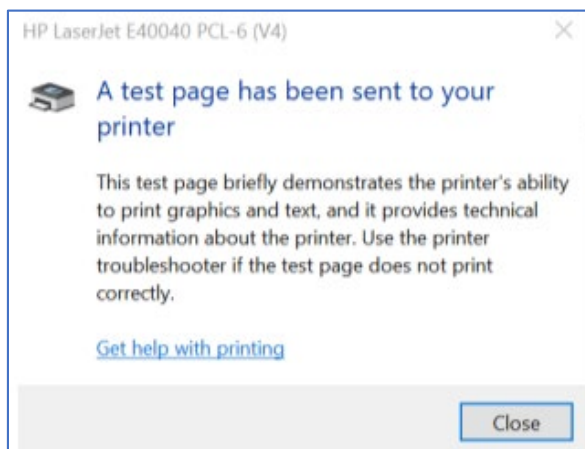
- h. The printer driver will install. Once complete click **Next**.
- i. From **Printer Sharing** select **Do not share this printer** and then click **Next**.



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



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



[Return to first page](#)