

Check Printer Setup

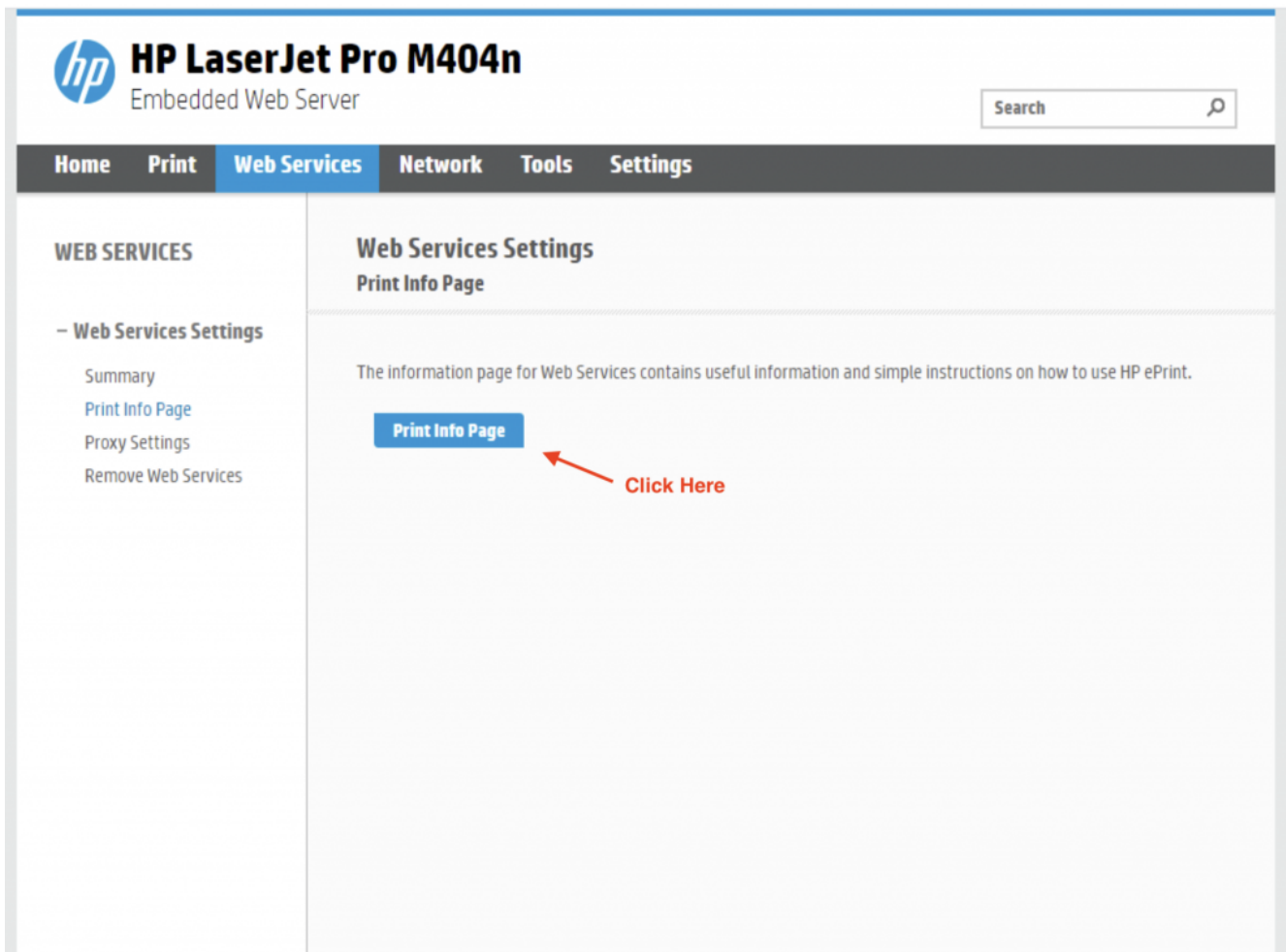
Designated Check Printer Setup Instructions

The Printer that you have received is for the sole purpose of printing checks from the Fairwater System. You are being supplied with a special Toner Cartridge for this purpose. The printer is not intended, and should not be used, for any other Printing needs.

You should keep Blank Check stock in the Printer. It does not require you to secure the check stock like you did in the past.

Printer Setup for designated Check Printer.

1. After unboxing the Printer remove the Toner Cartridge and insert the new MICR Toner Cartridge.
 - Store the Toner Cartridge that came with the Printer, it will only be needed in emergencies
2. Plug in the Printer Power Cord and Network Cable.
3. Go to Printer Setup – Network Setup – General Settings – Show IP address (check YES). Use arrow button to scroll to Network Setup (OK) – Ethernet Settings (OK) – IP Settings (OK) – DHCP (check YES)
4. On the Printer screen note the IP Address displayed (###.###.###.###)
 - If the IP Address does not display contact the Help Desk at 251-661-2118
5. Go to your computer and open a Web Browser (Chrome or Firefox).
6. Type the IP Address that you got in Step 3 into the Address bar and press enter.
7. Select the Web Service tab – will show as no enabled – click CONTINUE to enable.
8. From the same screen, HP Web Services Tab, click “Print Info Page”. This will send to your new printer.
9. Clearly write your Office Name on the Information Sheet that printed. Scan and Email this to wregan@nextlevelstudio.com.
10. Load the Blank Check stock into Tray 2 of the Printer. See the picture below to properly face the paper in the Tray.
11. Next Level Studio will notify you when they complete the setup and you can Print Checks from Fairwater.



Below is a sample Information Sheet that needs to be sent to wregan@nextlevelstudio.com.

Mobile, AL



Get the Most out of Your Printer

Your printer is now web-enabled and has its own email address.

Printer Email Address:

This will show an email address

With this printer email address, you can print by sending email messages to the printer from virtually anywhere. Share this email address with friends and family so they can print, as well.

Add the Printer to HP Connected

- If you are setting up your printer for the first time, visit 123.hp.com to continue the setup process on your computer or mobile device and to automatically add your printer to HP Connected (www.hpconnected.com).
- If you are NOT setting up your printer for the first time, make sure it has been added on your HP Connected account. If not, enter the following printer code if prompted.

Printer Code

This will show a Printer Code

Print from Your Mobile Device

Use this printer to print documents and photos directly from your mobile devices. For more information, visit the HP Mobile Printing website (www.hp.com/go/mobileprinting).

(At this time, this website might not be available in all languages.)

Below for reference only:

[HP-Laserjet-Pro-M404n-ManualDownload](#)

HP LaserJet Pro M404n - Setup Menu Map

Preferences

- Language
- Country/Region
- Store Anonymous Usage Information
- Automatically Send Anonymous Data

Quiet Mode

- Quiet Mode

Network Setup

- Ethernet Settings
 - IP Settings
 - DHCP
 - BOOTP
 - Auto-IP
 - Manual (Static)
 - Link Speed
- General Settings
 - Show IP Address
 - IPv6
- Security
 - Disable Access Control List
- Print network configuration
- Restore Network Settings

Web Services Setup

- Display Email Address
- Print Info Page

Tray Management

- Paper Out Action
 - Auto Continue Timeout
 - Auto Continue Action
- Image Adjust
 - Tray 1
 - Tray 2
- Paper Size/Type Prompt
 - Display
 - Do Not Display
- Alternative Letterhead Mode
- Default Paper Size
- Default Paper Type

Paper Setup

- Tray 1
 - Paper Size
 - Paper Type
- Tray 2
 - Paper Size
 - Paper Type

Supply Settings

- Black Cartridge
 - Very Low Setting
 - Low Threshold
- Store Usage Data
- Cartridge Policy
- Cartridge Protection

Printer Maintenance

- Print Quality Tools
 - Print a Demo Page
 - Print Quality
 - Cleaning Page
- Jam Recovery
- Less Paper Curl
- Override Size Errors
- Troubleshooting

- Event Logs
- Update the Printer
- Restore
 - Restore Network Settings
 - Restore Factory Defaults
 - Cold Reset
 - Printer Supply Region Reset

Power Management

- Sleep Delay (Min.)
- Shutdown after Sleep (Hr.)
- Disable Shutdown

Reports

- Menu Structure
- Printer Configuration Page
- Printer Status Report
- Supplies Status Page
- Web Access Test Report
- Usage Page
- Network Configuration Page
- Web Service Summary
- PCL Font List

Security

- Device Announcement Agent