


HP LaserJet Pro MFP 4112, 4113, 4114 - Setting up the printer (Hardware)

This document explains how to set up the printer and install the software, and it includes information about the printer features.

Click a section below to expand it and view the content.

Set up the printer

Follow these steps to set up the printer.

 **NOTE:** Complete the hardware setup *before* installing the printer software.

If the printer hardware is already set up, skip to [Step three: Connect and power on on page 4](#).

In addition to the instructions provided in this document, you can view the following video of how to unpack and set up the printer.

 [View a video of how to unpack and set up the printer](#)

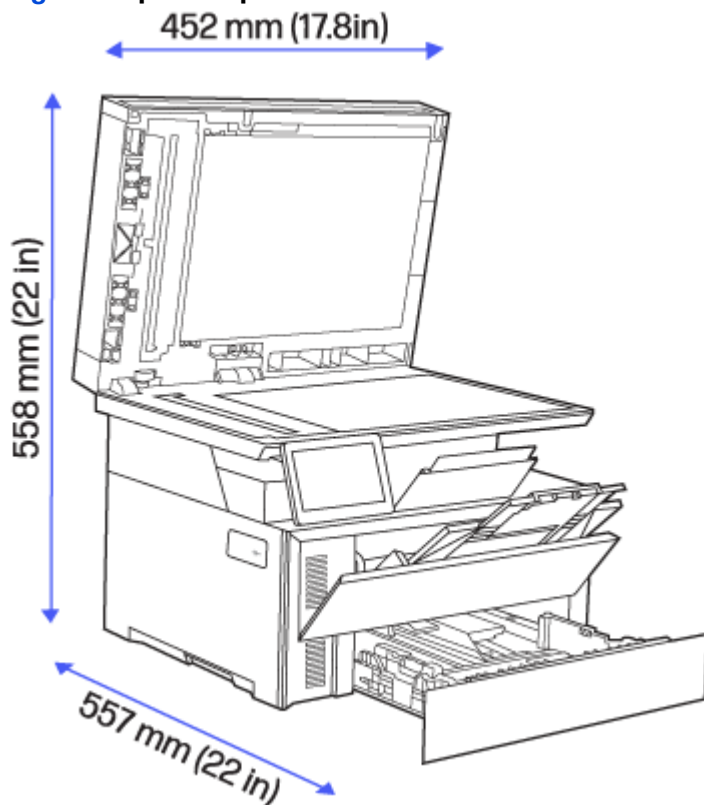
Step one: Unpack the printer

Follow these steps when unpacking the printer.

1. 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° - 27° C (59° to 80.6° F)
 - Humidity range: 30% - 70%
2. Allow sufficient space around the printer to open all doors and trays.

 **NOTE:** The printer weighs 12.5kg (27lb)

Figure 1 Space requirements




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

 **NOTE:** HP recommends recycling the packaging materials.

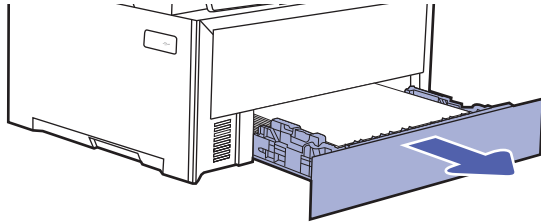
Step two: Load paper in Tray 2

The following information describes how to load paper into Tray 2.

 **NOTE:** This tray holds up to 250 sheets of 75 grams per square meter (20 lb) paper.

1. Open Tray 2.

Figure 2 Open Tray 2



2. Adjust the paper-length and paper-width guides by squeezing the adjustment latches and sliding the guides to the size of paper being used.

Figure 3 Adjust the paper guides

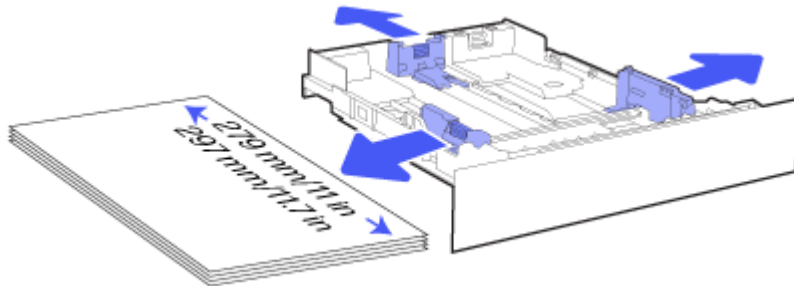
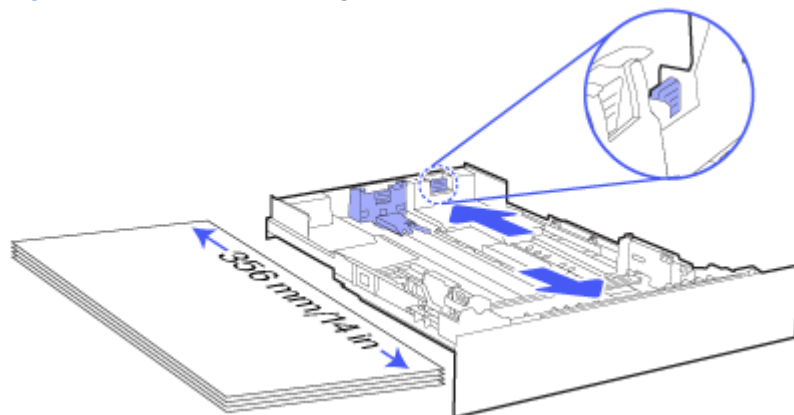



Figure 4 Adjust rear paper guides



 **NOTE:** If loading legal paper, squeeze the latch in the rear of the tray and pull back. Tray 2 will extend from the rear of the printer an additional 110 mm (4.3 inches).

3. Load the paper into the tray.


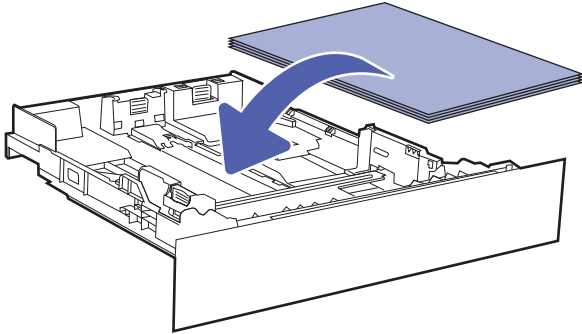
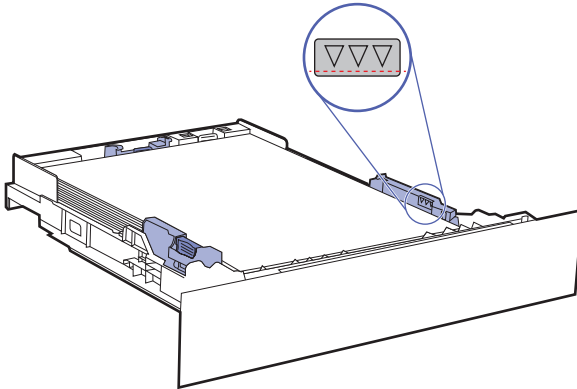
 **NOTE:** To prevent jams, do not overfill the tray. Make sure the top of the stack is below the tray-full indicator.

Figure 5 Load paper



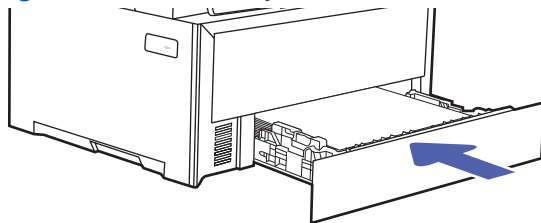
4. Verify that the paper guides lightly touch the stack or paper, but do not bend it.

Figure 6 Paper guides lightly touch the paper



5. Close the tray.

Figure 7 Close the tray



Step three: Connect and power on

Follow these steps to turn on the printer.

1. Connect the power cable between the printer and a grounded AC outlet, and then press the Power button to turn on the printer.


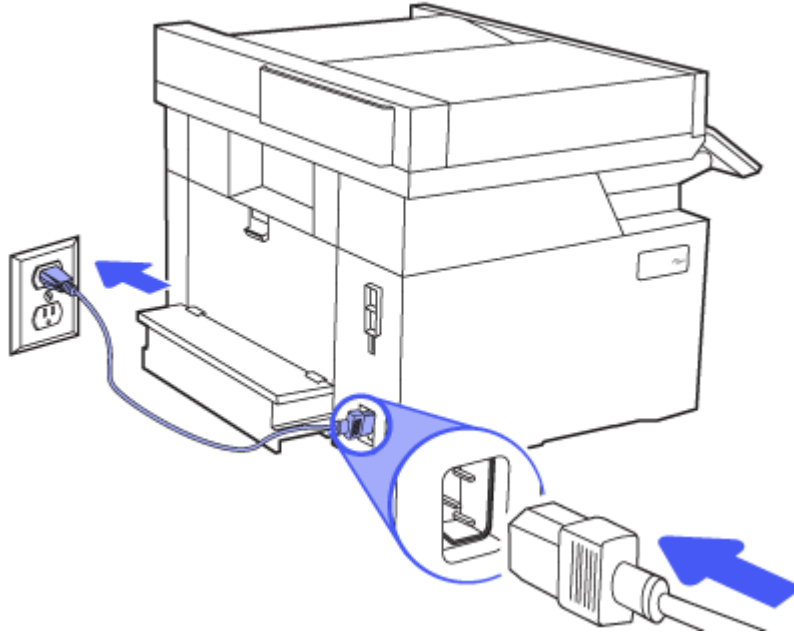
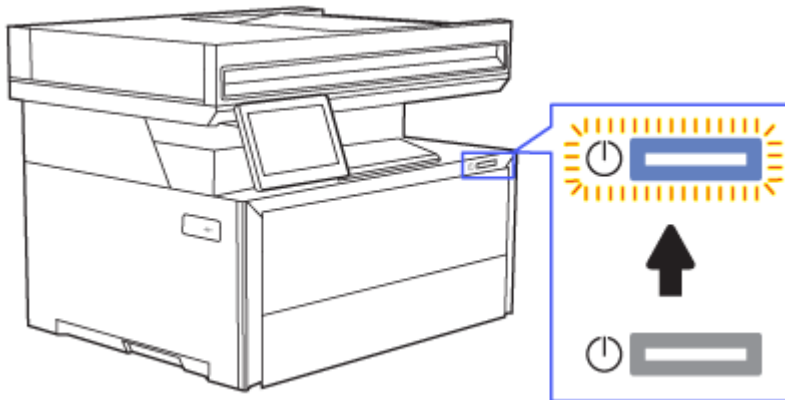
 **NOTE:** To prevent damage to the printer, use only the power cable that is provided with the printer.

Figure 8 Connect the power cable



2. Power on the printer.


Figure 9 Power on the printer



3. Wait for the printer to power on.
4. On the printer control panel, select your language and location.

Step four: Connect your printer to the network

When the Connection Method menu displays on the printer control panel, follow these steps to choose the desired method to connect your printer.

 **IMPORTANT:** Do not connect with Ethernet or USB if you plan to use Wi-Fi.

Click the sections below for the connection method that you choose, and then follow the instructions to connect your printer to the network.

Wi-Fi

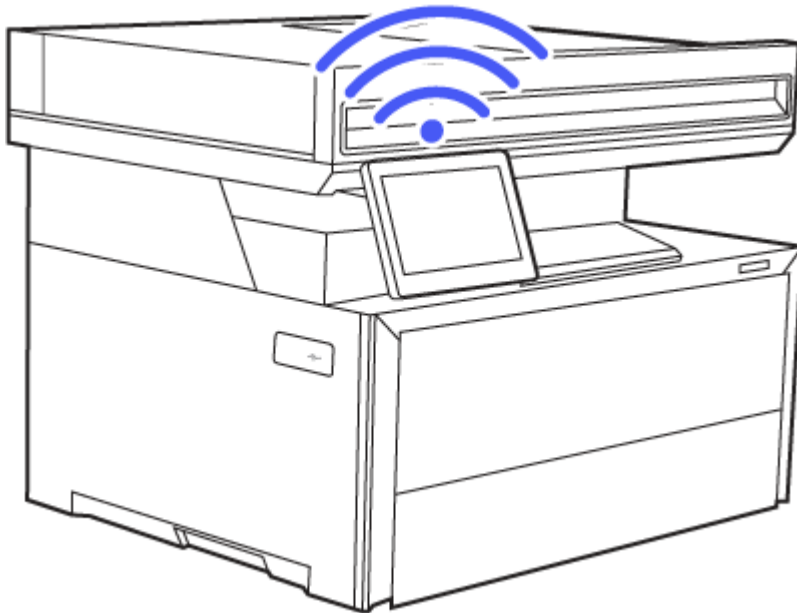
Follow these steps to connect the printer to the wireless network using the printer control panel.

 **IMPORTANT:** For a Wi-Fi setup, do NOT connect any cables.

If connecting to Wi-Fi, select the same network as your computer.

 **NOTE:** Make sure that the computer Wi-Fi is turned on and in range of the printer.

Figure 10 Wireless setup, no cable




1. After selecting **Wi-Fi** as the connection method, the printer control panel displays a list of available networks.
2. Touch your network name from the list of available networks.
3. Use the printer control panel to enter your Wi-Fi password and then touch **Done**.
4. Touch **OK** to confirm the settings.

When the printer has successfully connected to the network, a "Connection Successful" screen will display on the control panel and show the IP address for the printer.

Ethernet or USB cable

Follow these steps to connect your printer to the network using an Ethernet or USB cable.

 **IMPORTANT:** Do not connect with Ethernet or USB if you plan to use Wi-Fi.

1. After selecting **Ethernet** or **USB** as the connection method, connect an Ethernet or USB cable.
 - **Ethernet cable connection:** Connect one end of the Ethernet cable to the network port and the other end to the printer's rear Ethernet port.
 - **USB cable connection:** Connect the square USB end to the rear of the printer and the flat end to the computer.


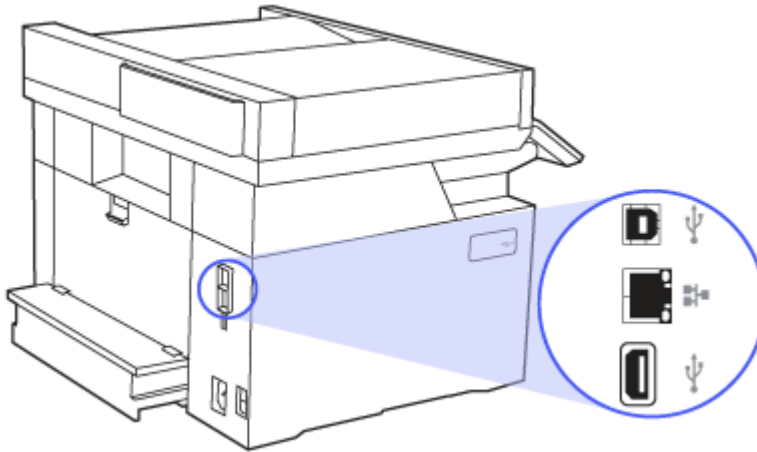

 **NOTE:** Make sure you connect the Ethernet cable or USB cable to the same network as the computer.

Figure 11 Connect an Ethernet or USB cable



2. When the Ethernet or USB Summary screen displays on the printer control panel, select **Continue**.
3. Follow the instructions that display on the printer control panel until you reach the Home screen.

 **NOTE:** Additional steps such as setting the proxy, critical firmware update, and Auto firmware recommendation might be required.

Find the printer PIN to access the Embedded Web Server (EWS)

Learn how to find the printer PIN to access the Embedded Web Server (EWS).

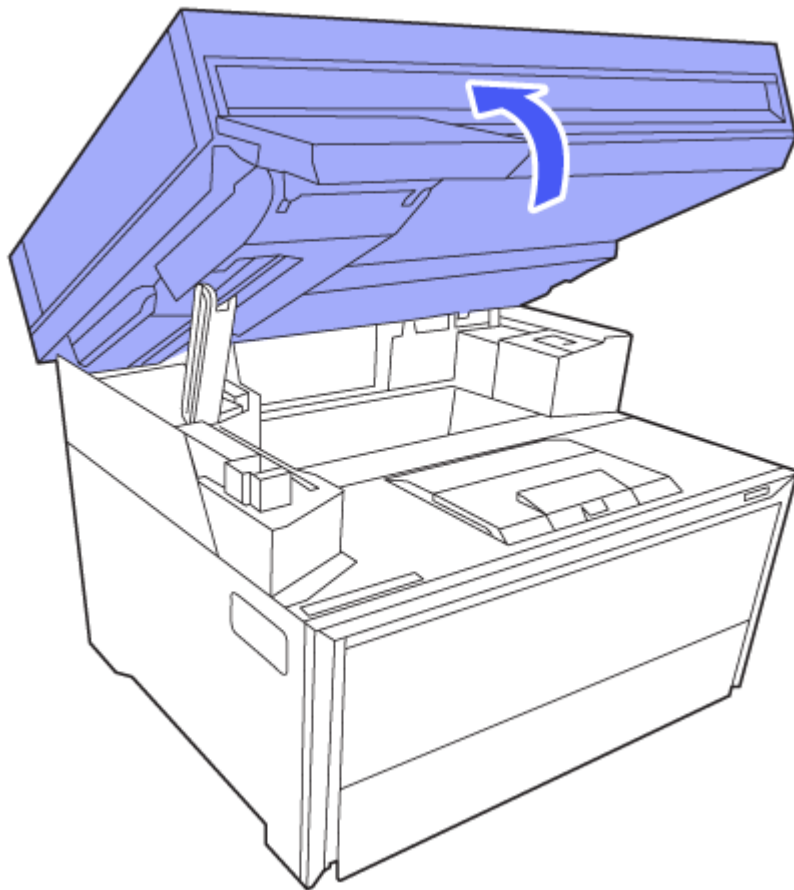
In addition to the instructions provided in this document, you can view the following video of how to find the printer PIN to access the Embedded Web Server.

 [View a video of how to find the printer PIN to access EWS](#)

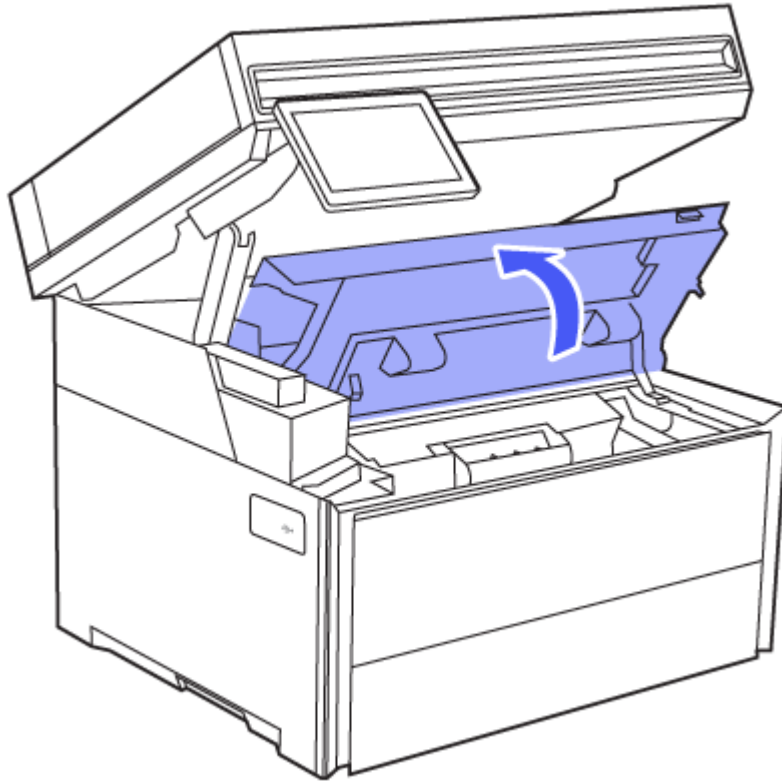
Locate the PIN on the printer

Follow these steps to access the cartridge door of the printer to view the default PIN.

1. Lift the scanner to open it.

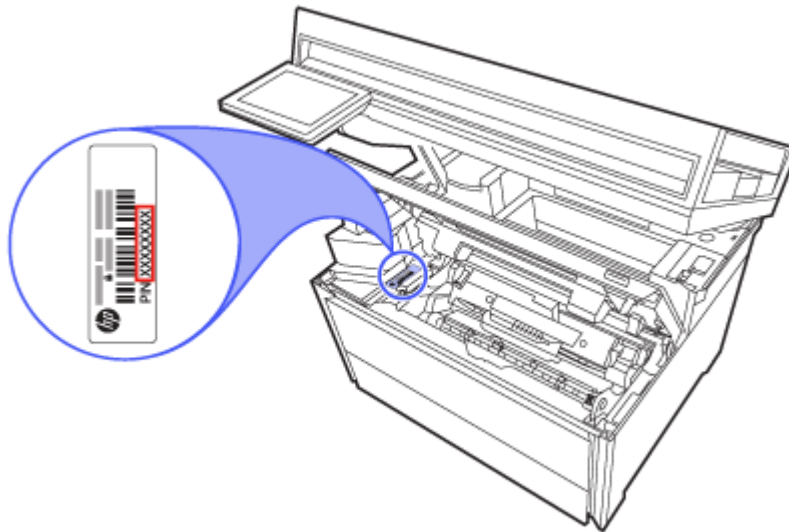



2. Lift the cartridge access door.



3. Locate the label inside the cartridge access area to view the default PIN.

Figure 12 Default PIN location



 **IMPORTANT:** If a custom PIN number for the printer has been set, contact the printer administrator to get the custom PIN number.

4. Close the scanner.

Download software and drivers

Get software and drivers to enable printing from the computer.

1. On your computer, open a web browser and go to:

<http://hp.com/start/LJP4112>

<http://hp.com/start/LJP4113>

<http://hp.com/start/LJP4114>

2. Follow the on-screen instructions to download and install the printer software.
3. Setup is complete after driver installation.

Get help with cloud onboarding and using the HP Smart Admin Dashboard

For additional setup information and videos, visit the link below.

HP LaserJet Pro - Use the HP Smart Admin Dashboard.



NOTE: HP Smart Admin Dashboard is an online platform that helps printer admins and owners manage printers, users, supplies, and more.

Printers added to HP Smart Admin Dashboard have access to additional cloud-based features and solutions. Users must be invited by an admin in order to use these features when printing from their devices.

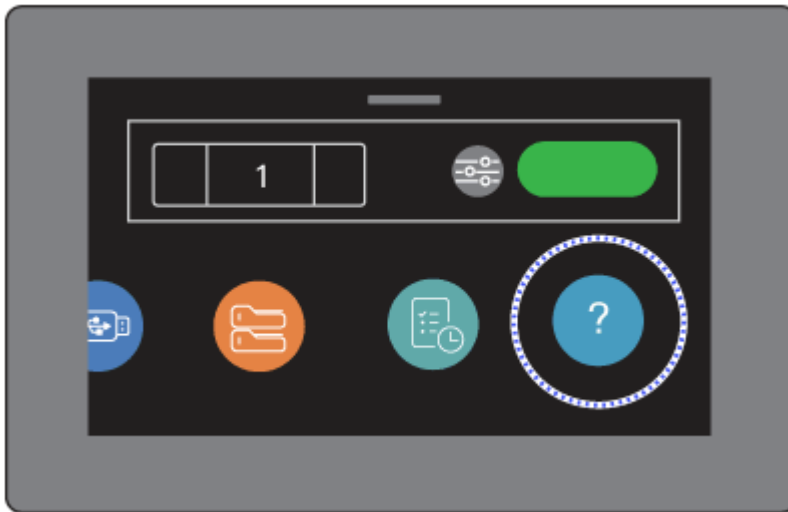
Get more information

Review the information below to get more information about the printer.

For more information on firmware updates and advanced configuration using the Embedded Web Server, see the User Guide or go to <http://hp.com/support/ljpro4110mfp>

To access Help topics, touch the Help button on the printer control panel.

Touch the Help button



Get help with setup

Review this section for additional setup information.

HP LaserJet Pro - Use the HP Smart Admin Dashboard

During setup: Help and tips for Wi-Fi and connectivity

If the printer is unable to find your router during Wi-Fi setup, check the following conditions to resolve the issue.

Table 1 Tips for resolving Wi-Fi connectivity issues

Potential issue	Solution
Printer Wi-Fi setup mode timed out	Check the control panel and restart wireless setup mode, if prompted.
Printer too far from router	Move your printer closer to the router. Your printer might be out of range of the router's Wi-Fi signal.
Computer connected to a Virtual Private Network (VPN) or remote work network	Disconnect from a VPN before installing HP printer software. Connect to the VPN again after finishing printer setup. NOTE: Consider your location and the security of the Wi-Fi network before disconnecting from a VPN.
Wi-Fi turned off on computer (computer connected by Ethernet)	If your computer is connected by Ethernet, turn on the computer's Wi-Fi while setting up the printer. NOTE: You do not need to disconnect the Ethernet cable from the printer.

Post-Setup: Help and tips for Wi-Fi and connectivity

If you completed setup, but have issues with maintaining a Wi-Fi connection, check the wireless status and restart setup mode to try connecting again.

Table 2 Tips for maintaining a Wi-Fi connection

Potential issue	Solution
Printer will not reconnect or maintain a connection to the network (post-setup)	<ol style="list-style-type: none">1. On the printer control panel, select Menu > Information > Connectivity > Wi-Fi. If the printer is listed as "Not Connected," proceed to Step 2.2. Go back to the Home screen. Select Menu > Settings > Network > Restore Network Settings.3. Wait for one minute. Open the printer software and try connecting again.

Printer features

Review the components on the front and rear of the printer, and learn about the Home screen icons on the touchscreen control panel.

Front and rear features on the printer

Figure 13 Front features

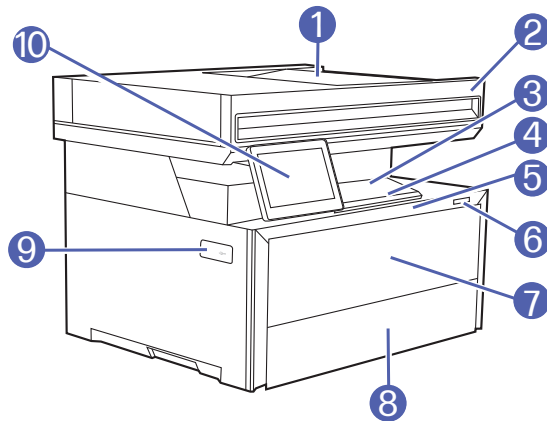


Table 3 Front features

Number	Description
1	Document feeder
2	Scanner
3	Output tray
4	Output tray extender
5	Toner access door
6	Power button
7	Paper Tray 1
8	Paper Tray 2
9	Walk up USB port
10	Control panel

Figure 14 Rear features

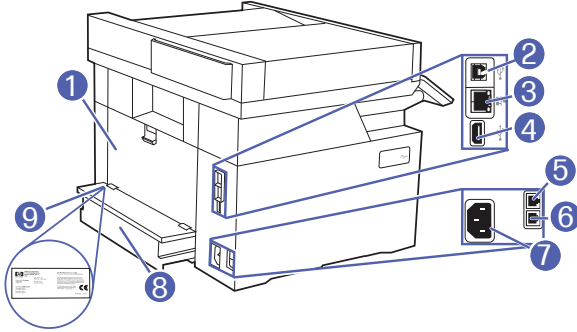


Table 4 Rear features

Number	Description
1	Rear door
2	USB port for computer connection (USB-B)
3	Ethernet port
4	USB port for job storage (USB-A)
5	Fax "line in" port (Fax models only)
6	Telephone "line out" port
7	Power connection
8	Tray 2 extends out the rear of printer NOTE: Tray 2 and Tray 3 extend past the rear of the printer. When legal paper is loaded, Tray 2 will extend from the rear of the printer an additional 110 mm (4.3 inches).
9	Serial number and product number label

Control panel

Open the Dashboard by touching or swiping at the top of the display to access printer tasks and status.


 **NOTE:** The icons on the Home screen can vary, depending on the printer configuration.

Figure 15 Control panel view

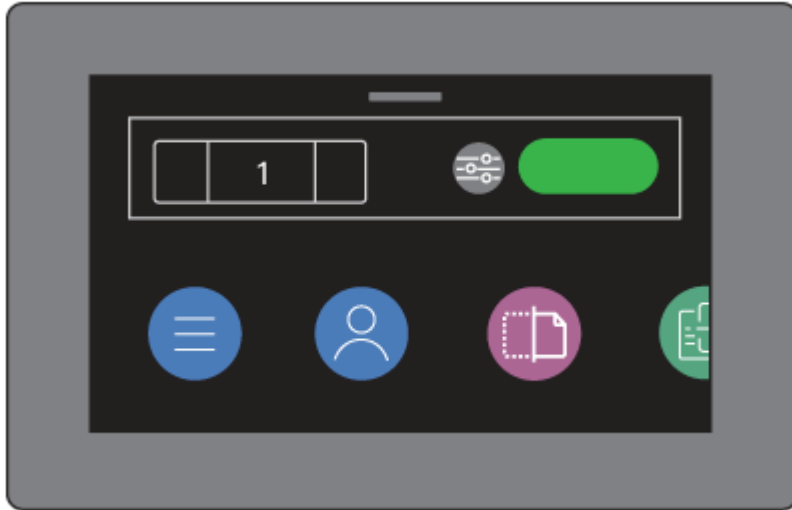





Table 5 Home screen icons

Icon	Description
	Menu: View all printer applications, settings, and information available on the printer.
	Trays: Check loaded paper size and type, and change paper settings if needed.
	Supplies: Check the estimated toner levels and cartridge information.
	Help: Provides access to the control panel help system.
	Sign In/Sign Out: Authorized users can sign in and out of the printer to manage printer settings and view usage data.
	Jobs: View active jobs and job history.
	Print: Print documents from the available print sources.
	Scan: Scan and send documents to various scan destinations.

Table 5 Home screen icons (continued)

Icon	Description
	Copy: Copy a document (using the document feeder or scanner glass) and print one or more copies of it.
	Fax: Scan a document and send it as a fax.
	USB Drive: Print a document file that is saved on a USB flash drive, or scan a document and save it to a USB flash drive.

Printer updates

View the HP Privacy Policy and information on data collection at hp.com/privacy.