

Chromebook Print/Scan

HP Envy 4520

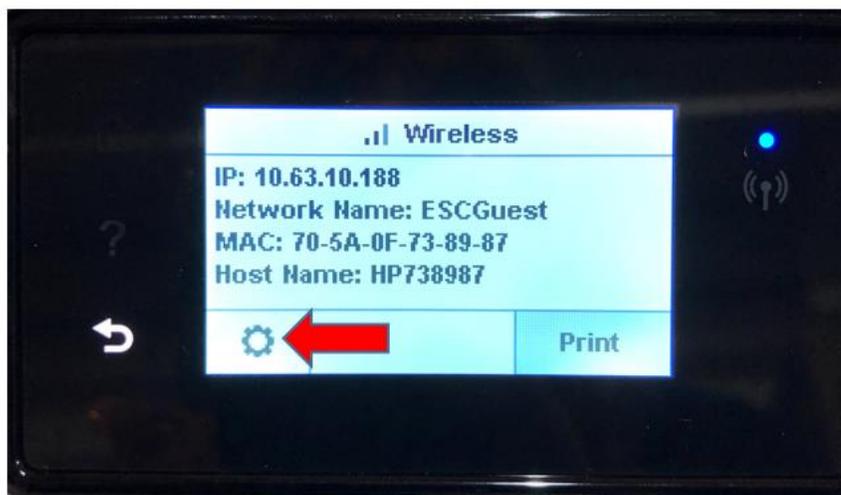
User Manual: <http://h10032.www1.hp.com/ctg/Manual/c04778353>

Wireless Printing

1. Ensure the wireless is turned on. There will be a blue light above the  (wireless) icon on the top right of the printer control panel. From the printer control panel screen, touch the **wireless icon**.



2. Next, touch the **gear icon** to open Settings.



3. Select **Wireless Setup Wizard** to connect to your home's Wi-Fi.



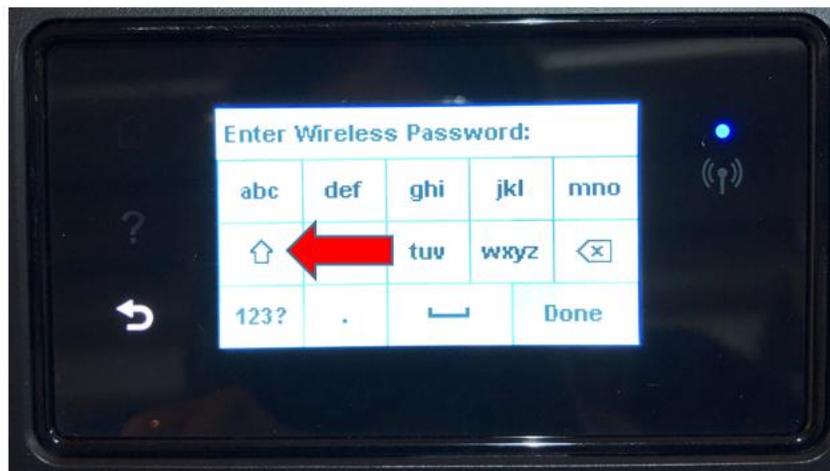
4. The system will begin to search for wireless routers available.



5. You will see a list of available wireless routers to connect to. The printer control panel is touch screen so if you do not see your network name listed, use your finger to scroll down until you find your network. Then, touch the **Wi-Fi network name**.



6. Next, you will have to type in your **Wi-Fi password**. The letters are in groups of three. If you quickly press the button for the letters then the key will advance to the next letter shown. For example, on the abc key, pressing the abc key once gives you the 'a' character. Pressing the button twice gives you the 'b' character. Press Done when finished.

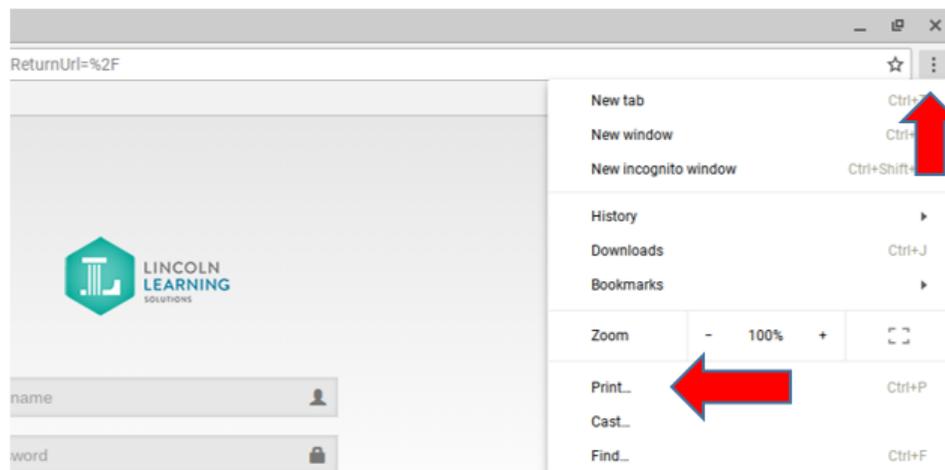


- To create an uppercase letter, press the up-arrow and then the letter key

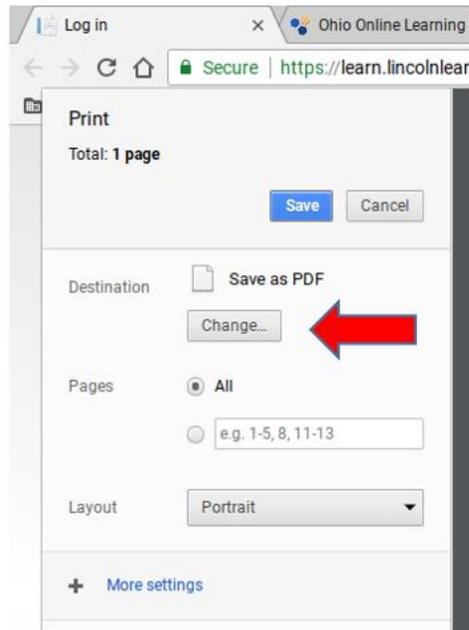
7. You will then be brought to the Wireless screen that shows your **IP address** and Network Name. Please make note of the IP address as you will need it to set up the Wireless Scanning function



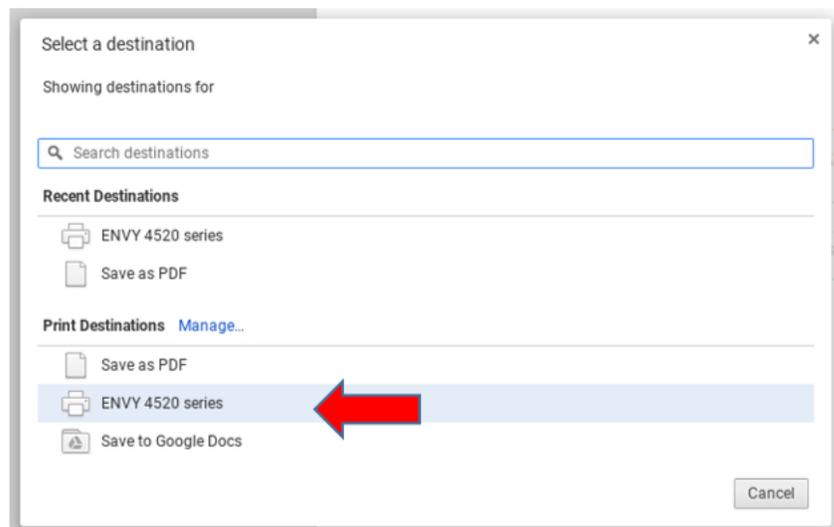
8. Your Chromebook is now set up to print wirelessly. When you are ready to print, from the Google Chrome web browser, click the three small dots in the top right corner of the screen and select **Print**



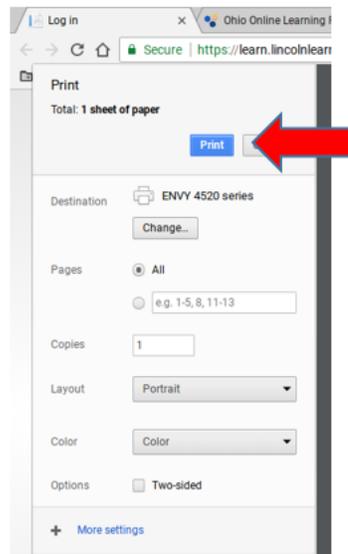
9. By default, Google Chrome will try to Save as a PDF. Click the **Change** button to locate the printer



10. You should see **ENVY 4520 series** listed under Print Destinations. Click on this and it should then default as the destination.



11. Lastly, click the **Print** button and your document will be sent to the printer.

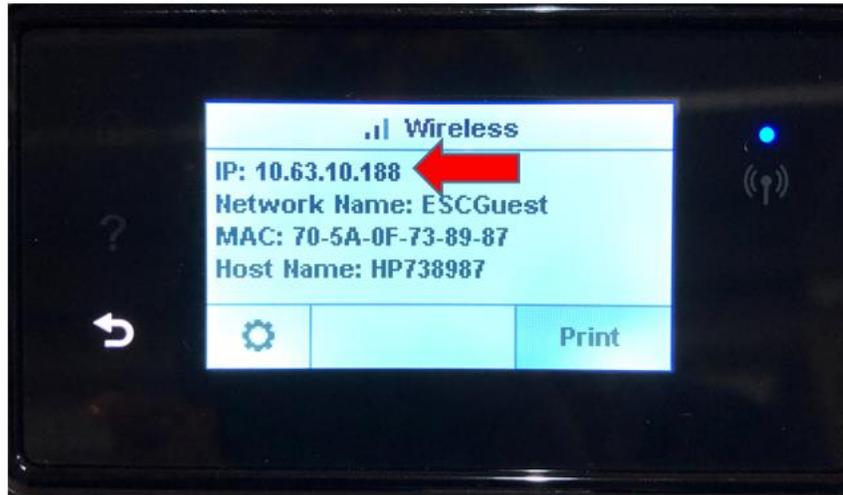


Wireless Scanning

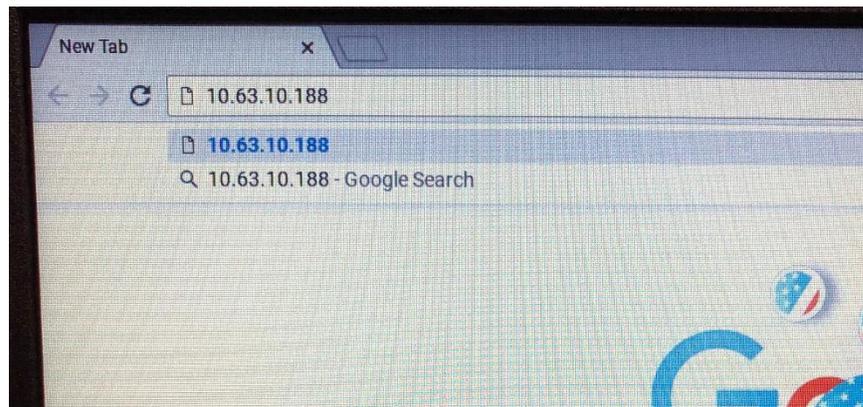
1. From the printer control panel screen, touch the **wireless icon**.



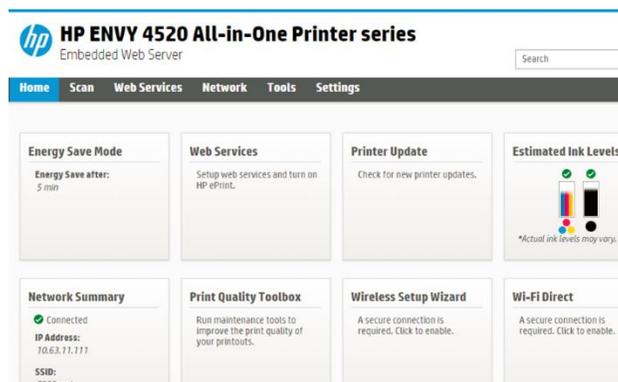
- You will then be brought to the Wireless screen that shows your **IP address**. You will need this IP address for the next step.



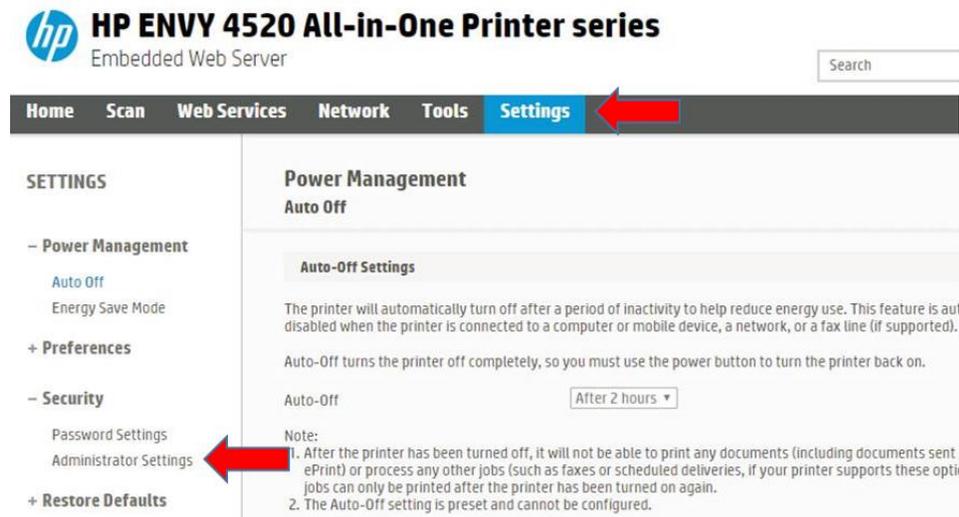
- On your Chromebook, open a new webpage and type in the IP address in the address bar and press enter.



- You will be brought to the HP ENVY 4520 All-in-One Printer Series Embedded Web Server. If for some reason you are not, try typing <http://> and then your IP address (no spaces).



5. Next, click on **Settings**. On the left side of the page click on **Security** and **Administrator Settings**.



The screenshot shows the HP ENVY 4520 All-in-One Printer series Embedded Web Server interface. The top navigation bar includes Home, Scan, Web Services, Network, Tools, and Settings. A red arrow points to the Settings tab. On the left sidebar, under the SETTINGS section, there are options for Power Management, Preferences, Security, and Restore Defaults. A red arrow points to the Security section, which includes Password Settings and Administrator Settings. The main content area displays the Power Management settings, specifically the Auto Off feature. The Auto-Off Settings section explains that the printer will automatically turn off after a period of inactivity to help reduce energy use. The Auto-Off is currently set to 'After 2 hours'. A note below states that after the printer has been turned off, it will not be able to print any documents (including documents sent via ePrint) or process any other jobs (such as faxes or scheduled deliveries, if your printer supports these options) until the printer has been turned on again. A second red arrow points to the Administrator Settings link in the left sidebar.

6. A box will appear that says “Redirecting to Secure Page”. Click **OK**

Redirecting to Secure Page

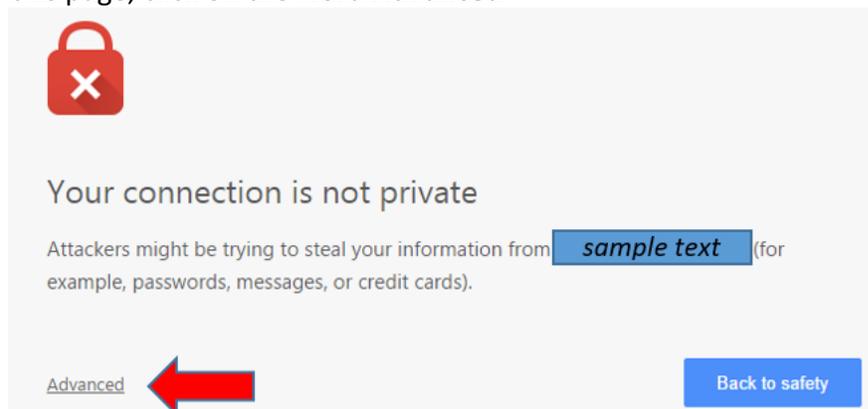
You are being redirected to a secure HTTPS-enabled version of this page.

Note: The web browser might display a message about the security certificate or connection being invalid. If so, follow the instructions to accept the certificate or connection.

Do not show this message again

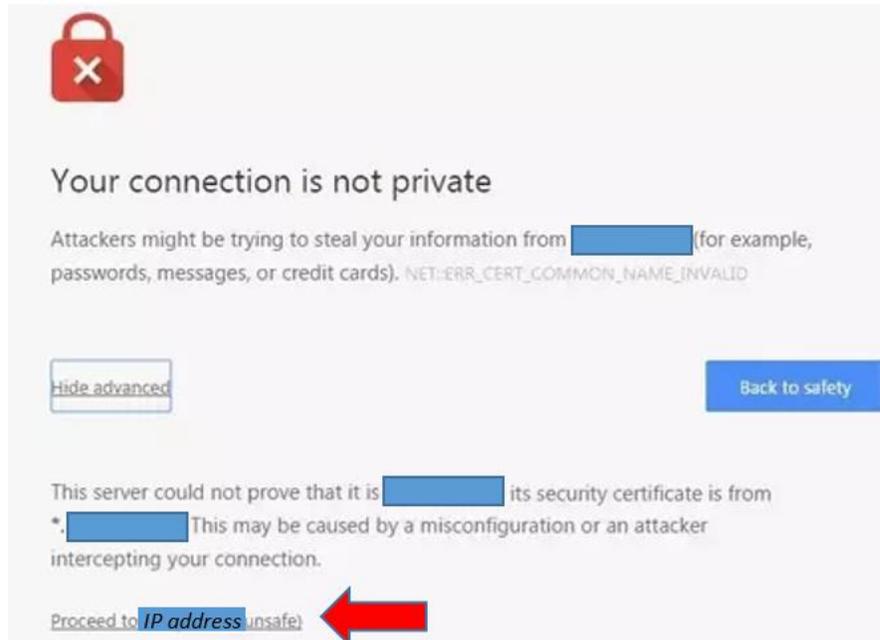
OK

7. You will then be brought to a page that states your connection is not private. At the bottom of this page, click on the word **Advanced**

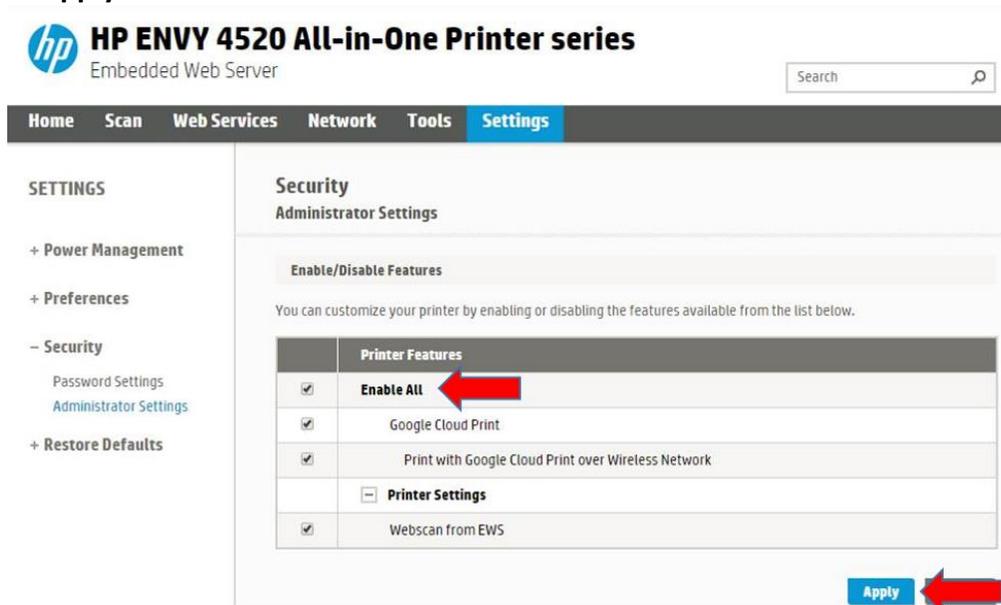


The screenshot shows a warning message with a red padlock icon containing a white 'X'. The text reads: "Your connection is not private". Below this, it says: "Attackers might be trying to steal your information from **sample text** (for example, passwords, messages, or credit cards)." At the bottom left, there is a link labeled "Advanced" with a red arrow pointing to it. At the bottom right, there is a blue button labeled "Back to safety".

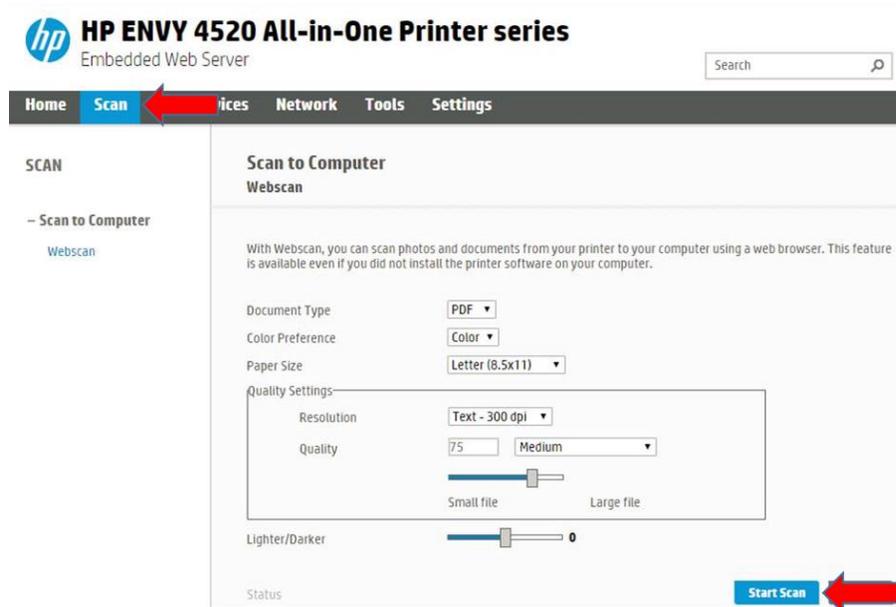
- At the very bottom, click on **Proceed to (your IP address)**. This connection is secure as you are using your home Wi-Fi.



- Next, the scanner will begin to update with your wireless information. Once complete, it will take you can to the Settings page. Make sure that **Enable All** is selected and then click on **Apply**.



10. Now, go back to the Scan tab and click **Start Scan**.



11. A box will appear that says **Starting Webscan...** Place your document on the scanner screen, close the lid, then click **OK**

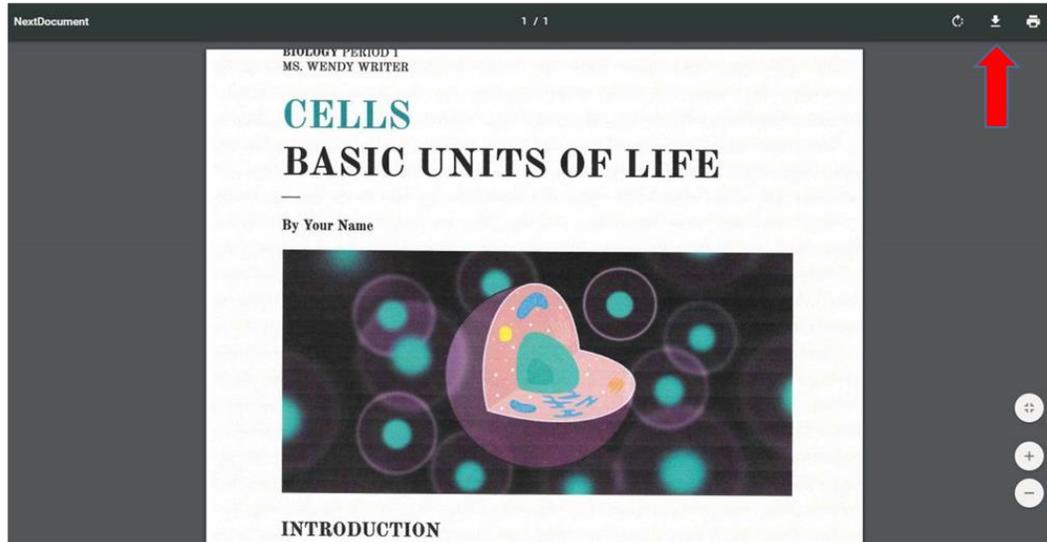
Starting Webscan...

Webscan will open a new browser window and display the scanned document.

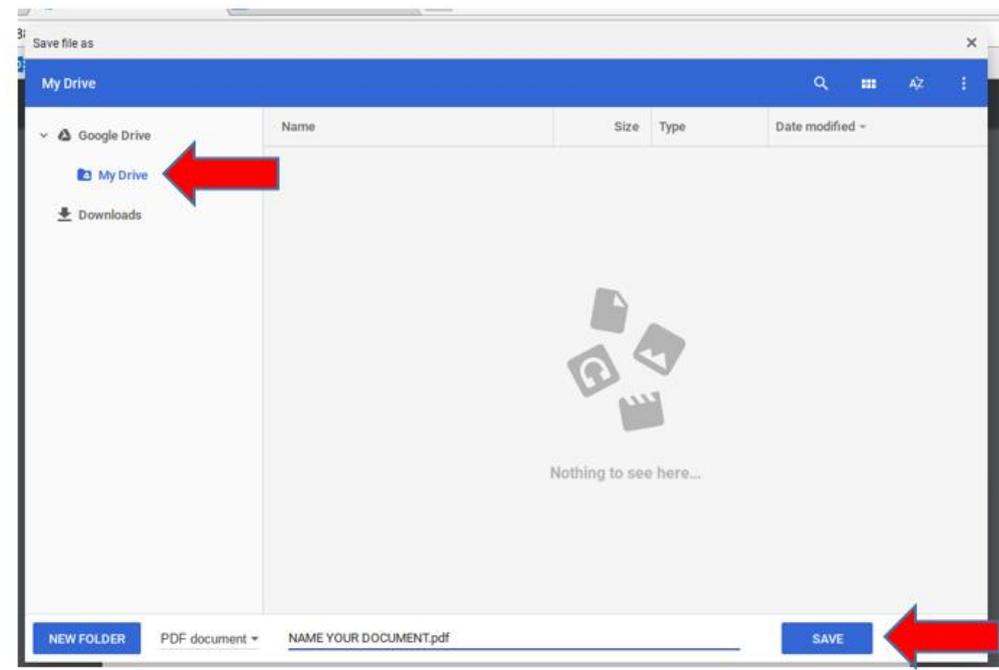
- If you are scanning a **JPEG**, right-click or Control-click the scanned image and save it.
- If you are scanning a **PDF**, use the PDF viewer controls to save or print the document.



12. Your document will scan and appear on your Chromebook screen. Hover your mouse near the top of the page and you will see a menu bar with three icons. Click on the middle **Download** icon to save the scanned file to your Chromebook.



13. A screen will appear for you to save the file. Select **My Drive**, or any folder where you want to save the file, name your file, then click **Save**.





14. The file will now be saved to your Google Drive.

Tips for scan success

Use the following tips to scan successfully:

- Keep the glass and the back of the lid clean. The scanner interprets anything it detects on the glass as part of the image.
- Load your original, print side down, on the right front corner of the glass.
- If you want to adjust scan size, output type, scan resolution, or file type, and so on, start scan from the printer software.
- To avoid incorrect or missing scanned text, make sure the brightness is set appropriately in the software.
- If you want to scan a document with several pages into one file instead of multiple files, start the scan with the printer software instead of selecting Scan from the printer display.