

# 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.





- IP: 10.63.10.188 Wireless On Wireless Setup Wizard Wi-Fi Protected Setup
- 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**.

	Select Netwo	rk Name	. •
_	ESCGuest		
?	ESCAVinf		
5		Refresh	
b		Refresh	

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



 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** 

			_ @ ×
ReturnUrl=%2F			☆ :
		New tab	Ctrl+7
		New window	Ctrl+
		New incognito window	Ctrl+Shift+
		History	•
		Downloads	Ctrl+J
	OLN NING	Bookmarks	•
		Zoom - 100%	+ 53
ame		Print_	Ctrl+P
	_	Cast_	
vord	<b>A</b>	Find	Ctrl+F



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

1	Log in	× 😵 Ohio Online Learning
÷	⇒ C ∆	Secure   https://learn.lincolnlear
	Print Total: 1 page	Save Cancel
	Destination	Save as PDF
	Pages	All     e.g. 1-5, 8, 11-13
	Layout	Portrait 👻
	+ More set	ttings

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

Select a destination	×	1
Showing destinations for		ľ
	_	ŀ
Q Search destinations		ng
Recent Destinations		-
ENVY 4520 series		gair
Save as PDF		
Print Destinations Manage		l
Save as PDF		l
ENVY 4520 series		l
💩 Save to Google Docs		l
Cancel		



**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**.





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



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



**4.** 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 <u>http://</u> and then your IP address (no spaces).

Lindedded web S			Search	
ome Scan Web Ser	vices Network Tools Set	tings		
Energy Save Mode	Web Services	Printer Update	Estimated Ink Levels	
Energy Save after: 5 min	Setup web services and turn on HP ePrint.	Check for new printer updates.	*Actual ink levels may vary.	
Network Summary	Print Quality Toolbox	Wireless Setup Wizard	Wi-Fi Direct	
Connected IP Address: 10.63.11.111	Run maintenance tools to improve the print quality of your printouts.	A secure connection is required. Click to enable.	A secure connection is required. Click to enable.	
SSID: ESCGuest				



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

m HP ENVY 45	HP ENVY 4520 All-in-One Printer series				
Embedded Web Se	Search				
Home Scan Web Serv	ices Network Tools <mark>Se</mark>	ttings			
SETTINGS	Power Management Auto Off				
- Power Management	Auto-Off Settings				
Energy Save Mode	The printer will automatically turn off disabled when the printer is connected	after a period of inactivity to help redu I to a computer or mobile device, a net	ce energy use. This feature is aut work, or a fax line (if supported).		
+ Preferences	Auto-Off turns the printer off complete	ely, so you must use the power button	to turn the printer back on.		
- Security	Auto-Off	After 2 hours *			
Password Settings Administrator Settings	Note: 1. After the printer has been turned of ePrint) or process any other jobs (s jobs can only be printed after the p	ff, it will not be able to print any docum uch as faxes or scheduled deliveries, if rinter has been turned on again.	ients (including documents sent your printer supports these opti		
+ Restore Defaults	2. The Auto-Off setting is preset and o	cannot be configured.			

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



**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** 





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

Your connection is not private	
Attackers might be trying to steal your information from passwords, messages, or credit cards). NET-ERR_CERT_COMMON	(for example,
Hide advanced	Back to safety
This server could not prove that it is tis security *. This may be caused by a misconfiguration or a intercepting your connection.	certificate is from an attacker
Proceed to IP address unsafe)	

**9.** 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.** 

ome Scan Web Ser	vices Net	work Tools	Settings		
ETTINGS	Securit Administ	y trator Settings			
Power Management	Fnable	/Nisable Features			
Preferences	You can cu	istomize your printer by e	enabling or disabling the fe	atures available from the list below.	
Security		Printer Features			
Security Password Settings		Printer Features			
Security Password Settings Administrator Settings	8	Printer Features Enable All Google Cloud Pri	int		
Security Password Settings Administrator Settings Restore Defaults	8 8 8	Printer Features Enable All Google Cloud Print with Goo	int ogle Cloud Print over Wirel	ess Network	
Security Password Settings Administrator Settings Restore Defaults	8	Printer Features Enable All Google Cloud Pri Print with Goo Printer Settings	int ogle Cloud Print over Wirel	ess Network	



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

Home Scan	vices Network	Tools	Settings
			*
CAN	Scan to Comp	uter	
	Webscan		
Scan to Computer			
Webscan	With Webscan, you is available even if y	can scan pho rou did not in	otos and documents from your printer to your computer using a web browser. This fea istall the printer software on your computer.
	Document Type		PDF •
	Color Preference		Cotor •
	Paper Size		Letter (8.5x11) •
	Quality Settings-		
	Resolution	n	Text - 300 dpi 🔻
	Quality		75 Medium 🔻
			Small file Large file
	Lighter/Darker		•••••••••••••••••••••••••••••••••••••••
	Status		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.