

# OHIO AUDITOR OF STATE KEITH FABER



**TO:** UAN Users  
**FROM:** UAN Support  
**DATE:** September 30, 2019  
**SUBJECT:** HP Printer Install Instructions

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The following instructions will instruct you on how to install the new HP printer. These install instructions are designed for use on the UAN issued Dell computers running Windows 10. If you choose to use this printer over your network and print from multiple computers to this printer using different operating systems, the install will vary slightly.

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## WARRANTS (CHECKS) AND FORMS PRINTING

There is **NO** change in the number order and loading of warrants/forms with the new HP printer.

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## HP PRINTER MANUAL

There is an HP printer manual for each of the new HP printers. Each manual details the features and functionality of the specified printer. UAN has a link to each of the manuals on the UANLink at:

<https://uanlink.ohioauditor.gov/hardware/printer/default.html>

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## EQUIPMENT SETUP

Before you install the software, remove the printer and second paper tray from their boxes and put them together. Each box contains an installation insert that details the exact method of assembling the two pieces of hardware. The second tray is color coded and shaped to fit perfectly below the main printer. Once the two pieces are assembled, follow the included HP instructions to install the toner and drum.

Again, these instructions will assume that you are using a UAN Dell PC running Windows 10. If you are using a different computer or operating system, these instructions may differ. All necessary software will be installed to run your new printer. This includes the scanning and faxing software for the multi-function printer. During the install, the software will ask you to connect the printer to the computer by one of the following means:

- USB to PC
- Ethernet to PC
- Ethernet to Router
- Wi-Fi to Router
- Wi-Fi Direct

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## WI-FI SETUP

This printer is a wireless printer, which means that it can connect to your wireless router remotely without a cable. If you have an existing wireless network configured, the HP printer can be added. There are multiple ways to facilitate the Wi-Fi connection. Please refer to your HP printer manual for further instructions on how to connect your printer to Wi-Fi. Each of the HP printer manuals is available on the UANLink as specified in each set of printer install instructions.

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## WARRANTY

This printer comes with a 4-year Next Business Day Exchange Warranty. This warranty covers both the printer and the second paper tray. For warranty support, call 1-800-334-5144 or go online to:

<https://support.hp.com/us-en/products/printers>

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## TONER CARTRIDGE

Your HP printer is supplied with a **starter toner cartridge**. This cartridge will last for approximately 3,000 pages. Please take this into consideration as you plan for your supplies. Additional toner is available through HP.com as well as at most retail stores that sell computer equipment. Refer to the toner section in the manual for exact part numbers. Only buy genuine HP toner products for this printer. A third party toner could potentially void the warranty.

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## DONATION/DISPOSAL OF DELL PRINTER

The Auditor of State has decided to donate the old UAN printer to your entity. Your government is authorized to accept donation of the older printer once the installation of the new printer has taken place. The printer is donated 'as is' with no implied warranty. Remove the labels associated with the Auditor of State from the printer once the new printer installation has been completed.

If your entity decides to sell your old printer, Sections 505.10 and 721.15 of the Ohio Revised Code (ORC) identify the processes to be followed for townships and villages respectively. There are no sections of the ORC that apply to libraries or special districts. However, all entities are subject to Ohio ethics laws, and we advise you to consult with your statutory legal counsel should you have any questions regarding the disposal or sale of your old printer.

Organizations such as the Salvation Army or Goodwill will accept your donated Printer if it is still in working order. If the printer is not in working order, you may recycle it through Dell or a local recycling company.

More information on Dell's recycling program is available at the following link:

<https://blog.dell.com/en-us/dell-reconnect-now-over-2600-locations-and-counting/>

Dell's searchable database for local drop off options is in the following link:

<https://www.dellreconnect.com/#sort=byDistance&address=43230&radius=50>

**Please Note: If installing the *Laser Jet Pro M404dw Single-Function Printer*, skip to Page 6 of these instructions.**

1. Install the HP Printer Driver.

Please wait to connect the printer to the computer until prompted by the install. There is a USB cable included in the box with the printer. This is the most common connection used for UAN clients. If you plug in the printer with the USB cable immediately, Windows may install a basic driver that will print, but it will not have all of the features that the HP software package contains. To ensure you have all the printer features (like the ability to scan), you need to install the specific HP printer driver which is labeled '*HP Laser Jet Pro MFP M428fdw (Multi-Function) Driver*' and is available on the UANLink at:

<https://uanlink.ohioauditor.gov/hardware/printer/default.html>

Click on '*HP Laser Jet Pro MFP M428fdw (Multi-Function) Driver*' to begin the process of installing the printer driver.

The HP printer manual labeled '*HP Laser Jet Pro MFP M428fdw (Multi-Function) Manual*' is available from the link above as well.

Run the file named LJM428-M429\_Full\_WebPack\_48.3.4530.exe.

Depending on the web browser that you are using, you may see the download file appear at the bottom of the screen. If you do not see the download appear, hit 'Ctrl-J' on your keyboard and the download file should appear in a window. The file size is about 277MB. Depending on your internet connection, this download could take anywhere from a few seconds to an hour. When the file is accessible at the bottom of the web browser *or* in the Downloads window, select the file and 'Run' it.

2. Once started, the install *may* display an 'Extracting' progress bar that should last between 30-60 seconds. Once extracted, the install will require the UANInstaller Password, which is 'FiscalOfficer'.
3. The initial setup window will appear. Click 'Continue'.
4. A Software Selections window will appear. Click 'Next' without making any changes. Some web browsers will pop up an additional connection window. If you receive this pop up, click on the 'Connect to a new device' link.
5. On the Installation Agreements and Settings window, check the two boxes and click 'Next' to continue. The software will now begin to install. This portion should take 1-3 minutes.
6. A Connection Options window will appear. At this point, the install will want to see the printer connected to your computer. Choose 'Automatic Setup' and click 'Next'. (If your printer is not set up or you want to manually install the drivers, choose the 'Manual Setup')

option. If you are using a USB cord and “Ethernet Connection” is displayed, insure that the USB cable is plugged in and the printer’s power is on. Once those checks have been made, click the ‘Cancel’ button, then choose the USB option and click ‘Next’.

7. A Wi-Fi Direct Printing window will be displayed. This feature enables you to directly connect to your printer through a wireless connection without the use of a router. The blue links on this window will help you setup this option if you choose to do so. Please note that there is a defined range with Wi-Fi Direct that is somewhere around 25 feet. Because of this range, UAN recommends that you do not use this setup for your UAN computer unless absolutely necessary. A good use for Wi-Fi printing would be through your cell phone or tablet. See Page 59 of the *HP Laser Jet Pro MFP M428fdw (Multi-Function) Manual*.

Click ‘Next’ to continue with the printer setup.

8. The Fax Setup Wizard window will appear next. If you do not use a Fax Line, choose the ‘Skip’ option. If you enter information on this screen and choose ‘Next’, the printer will expect you to plug in a fax line and will pop messages until the fax setup is complete. You can always setup a fax line at a later date.
9. The final step in the install process is the Information screen. This screen is required by HP (not UAN) and you will need to provide an answer to the two questions. In some cases, only the Postal Code is required. When all required fields are completed, the ‘Next’ button will become accessible. Click ‘Next’ when finished.
10. You will then receive the ‘Setup Complete’ window. At this point, you may choose to click the ‘Go Online’ button to register your printer (Not required), or you may close the window by clicking on the ‘X’ on the top right corner of the window.
11. Set the new Printer as the Default Printer in Windows.

In Windows Search, type ‘Control Panel’ then select ‘Devices and Printers’. (If the green checkmark is already on the new printer, you may proceed to Step 13.) In the Printers area, right click on your printer, then left click on ‘Set as Default Printer’.

12. Assign the trays to the UAN preferred method. All steps will be performed on the printer’s LCD screen.
  1. Access the top menu by pressing the screen at the top of the LCD window.
  2. Select the gear icon under setup options.
  3. Scroll to and press Paper Setup.
  4. Select Tray 2.
  5. Under Paper Size, select ‘Letter (8.5x11)’, then select ‘Legal (8.5x14)’.
  6. Press the back button twice to return to the paper setup menu.
  7. Scroll to Tray 3 and ensure that ‘Letter (8.5x11)’ is the selection.
  8. Press the back button twice to return to the main menu.

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## SCANNING

When the install is complete, there will be a new 'HP LaserJet Pro M428f – M429f – HP Scan' icon on your desktop. This will be the scanning software that you should use going forward. The Nuance software previously used with the Dell printers is not designed to work with HPs. For more information on scanning, please refer to Page 67 of the *HP Laser Jet Pro MFP M428fdw (Multi-Function) Manual*.

**Please Note: The installation of the *HP Laser Jet Pro MFP428fdw Multi-Function Printer* is COMPLETE. (The steps that follow on Pages 6-7 pertain to the *HP Laser Jet M404dw Single-Function Printer*.)**

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## HP LASERJET PRO M404DW SINGLE-FUNCTION INSTALL INSTRUCTIONS

### 1. Install the HP Printer Driver.

Please wait to connect the printer to the computer until prompted by the install. There is a USB cable included in the box with the printer. This is the most common connection used for UAN clients. If you plug in the printer with the USB cable immediately, Windows may install a basic driver that will print, but it will not have all of the features that the HP software package contains. To ensure you have all the printer features, you need to install the specific HP printer driver which is labeled '*HP Laser Jet Pro M404dw (Single-Function) Driver*' and is available on the UANLink at:

<https://uanlink.ohioauditor.gov/hardware/printer/default.html>

Click on '*HP Laser Jet Pro M404dw (Single-Function) Driver*' to begin the process of installing the printer driver.

The HP printer manual labeled '*HP Laser Jet Pro M404dw (Single-Function) Manual*' is available from the link above as well.

Run the file named LJM404-M405\_UWWL\_Full\_WebPack\_48.3.4530.exe.

Depending on the web browser that you are using, you may see the download appear at the bottom of the screen. If you do not see the download appear, hit 'Ctrl-J' on your keyboard and the download file should appear in a window. The file size is about 111MB. Depending on your internet connection, this download could take anywhere from a few seconds to an hour. When the file is accessible at the bottom of the web browser or in the Downloads window, select the file and 'Run' it.

2. Once started, the install *may* display an 'Extracting' progress bar that should last between 30-60 seconds. Once extracted, the install will require the UANInstaller Password, which is 'FiscalOfficer'.
3. The initial setup window will appear. Click 'Continue'.
4. A Software Selections Windows will appear. Click 'Next' without making any changes.
5. On the Installation Agreements and Settings window, check the two boxes and click 'Next' to continue. The software will now begin to install. This portion should take 1-3 minutes.
6. A Connection Options window will appear. At this point, the install will want to see the printer connected to your computer. Choose 'Automatic Setup' and click 'Next'. (If your printer is not set up or you want to manually install the drivers, choose the 'Manual Setup' option. If you are using a USB cord and "Ethernet Connection" is displayed, insure that the USB cable is plugged in and the printer's power is on. Once those checks have been made, click the 'Cancel' button, then choose the USB option and click 'Next'.

7. A Wi-Fi Direct Printing window will be displayed. This feature enables you to directly connect to your printer through a wireless connection without the use of a router. The blue links on this window will help you setup this option if you choose to do so. Please note that there is a defined range with Wi-Fi Direct that is somewhere around 25 feet. Because of this range, UAN recommends that you do not use this setup for your UAN computer unless absolutely necessary. A good use for Wi-Fi printing would be through your cell phone or tablet. See Page 59 in the *HP Laser Jet Pro M404dw (Single-Function) Manual*.

Click 'Next' to continue with the printer setup.

8. The final step in the install process is the Information screen. This screen is required by HP (not UAN) and you will need to provide an answer to the two questions. In some cases, only the Postal Code is required. When all required fields are completed, the 'Next' button will become accessible. Click 'Next' when finished.
9. You will then receive the 'Setup Complete' window. At this point, you may choose to click the 'Go Online' button to register your printer (Not required), or you may close the window by clicking on the 'X' on the top right corner of the window.
10. Set the new Printer as the Default Printer in Windows.

In Windows Search, type 'Control Panel' then select 'Devices and Printers'. (If the green checkmark is already on the new printer, you may proceed to Step 12.) In the Printers area, right click on your printer, then left click on 'Set as Default Printer'.

11. Assign the trays to the UAN preferred method. All steps will be performed on the printer's LCD screen.
  1. Press OK to enter Main Menu Setup.
  2. Under Main Menu Setup, press OK.
  3. Navigate (with right arrow) to Paper Setup and press OK.
  4. Navigate to Tray 2 and press OK.
  5. On Paper Size, press OK.
  6. Navigate to Legal (8.5 x 14) and press OK.
  7. Press the Back button.
  8. Navigate to Tray 3 and press OK.
  9. On Paper Size, press OK.
  10. Navigate to Letter (8.5 x 11) and press OK.