HP LaserJet Enterprise MFP M630

On-site Support Installation and Setup Guide
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1 Introduction

This document provides the information required to perform an on-site installation and setup of the HP LaserJet Enterprise MFP M630.
2 Customer responsibilities

The customer is responsible for the following tasks:

- Place the product in the location where it will be installed.
- Provide additional people to help move and unpack the product.
- Dispose of the packaging materials.
- Provide a network connection for each product.
- Provide the appropriate electrical power source at the installation location.
- Ensure that the people who are responsible for managing the network environment are available when the product is being installed.
3 Pre-installation steps

1. Before going to the customer site, download the current firmware for the product to a USB flash drive.

   **NOTE:** Check SAW and CSN for any mandatory firmware upgrades for the HP LaserJet Enterprise MFP M630.

3. Select the country/region.
4. Click the **Drivers & Software** icon.

5. Enter the product name, and then click the **Search** button.

6. On the **Download drivers and software** page for the product, select the software/driver language from the list, and then click the link for the operating system. A list of the appropriate drivers and software for the product appears.

7. Locate the **Firmware** section. Make a note of the firmware version and date. This information is used for the steps in [Determine if a more current version of the firmware is available on page 22](#).
8. Click the **Download** button, and then save the firmware upgrade file to a USB flash drive.

⚠️ **CAUTION:** Respond appropriately to any Service Advisories for the selected firmware download.

9. Open the downloaded firmware upgrade file, and then extract the firmware bundle file to the USB flash drive.
4 Installation steps

- Verify the location
- Unpack the product
- Remove the protective packaging
- Install the output tray (M630dn, M630h, M630f)
- Install the stapling mailbox accessory (M630z)
- Load the paper
- Connect the product to the network
- Connect the fax
- Connect the power cable
- Connect the USB cable
- Complete the initial setup from the control panel
- Determine the firmware version on the product
- Determine if a more current version of the firmware is available
- Upgrade the firmware
Verify the location

Select a sturdy, level surface in a **well-ventilated**, dust-free area that is away from direct sunlight to position the product.

![Temperature and humidity symbols]

15° - 30°C
(59° - 86°F)

10% - 80%

M630dn, M630h dimensions
M630f dimensions

M630z dimensions
Unpack the product

The illustrations show the contents of each bundle as-delivered.

M630dn, M630h

M630f

M630z
Remove the protective packaging

1

2

3

4

ENWW Remove the protective packaging 9
Install the output tray (M630dn, M630h, M630f)
Install the stapling mailbox accessory (M630z)

1

2

3

4
Load the paper

1

2

3

4

5
Connect the product to the network

When connecting to a network, connect the network cable now.

**NOTE:** To find the location of the network port on the product, see Interface ports on page 32.

**CAUTION:** Do not connect the USB cable now.
Connect the fax

Connect the phone cord for fax. A country/region specific adapter for the RJ11 telephone cord may be required to connect to the telephone jack.

To find the location of the fax port on the product, see Interface ports on page 32.
Connect the power cable between the product and a grounded AC outlet. Turn on the product.

**NOTE:** For advanced setup for network-connected products, enter the product IP address in the address bar of a Web browser after software installation is complete. To find the IP address, touch the Network button on the product control panel.

**CAUTION:** Make sure the power source is adequate for the product voltage rating. The voltage rating is on the product label. The product uses either 100-127 Vac or 220-240 Vac and 50/60 Hz. To prevent damage to the product, use only the power cable that is provided with the product.
Connect the USB cable

Windows: Do not connect the USB cable until prompted during the software installation in Product hardware setup and software installation on page 28.

Mac: Connect the USB cable now.

To find the location of the USB port on the product, see Interface ports on page 32.
Complete the initial setup from the control panel

When the Home screen appears on the control panel, touch the Initial Setup button to configure the following basic functions:

- Language Settings
- Date/Time Format
- Date/Time
- Select the Show "Initial Setup" on Home Screen checkbox to display the Initial Setup icon on the Home screen of the control panel. Touch the OK button.

⚠️ **CAUTION:** Make sure that the Show "Initial Setup" on Home Screen checkbox is selected to retain the Initial Setup icon on the Home screen of the control panel. The customer can clear the checkbox after the initial setup is complete.
Determine the firmware version on the product

View the Configuration Page to determine which firmware version is installed on the product.

1. Scroll to and touch the Administration button.

2. Touch the Reports menu item.
3. Touch the **Configuration/Status Pages** menu item.

4. Touch the **Configuration Page** menu item. A checkmark appears in the checkbox.
5. Touch the View button. The Configuration Page report appears on the touchscreen.

6. Scroll to the Device Information section, and look for the Firmware Datecode and Firmware Revision items. These items resemble the following:
   - Firmware Datecode: 20130315 (yyyymmdd)
   - Firmware Revision: 22xxxxx_xxxxxx
Determine if a more current version of the firmware is available

Compare the date and version of the firmware listed on the Configuration Page to the date and version of the firmware downloaded to the USB flash drive during the steps in Pre-installation steps on page 3.

- If a firmware upgrade is available, go to Upgrade the firmware on page 23, and continue.
- If a firmware upgrade is not needed, go to Product hardware setup and software installation on page 28, and continue.
Upgrade the firmware

⚠️ CAUTION: If a firmware upgrade is available, obtain the customer's permission before beginning the upgrade. Some customers require that new firmware be tested and qualified before it is installed on products.

This section provides instructions for upgrading the firmware by using the easy-access USB flash drive method. This method is preferred because of speed and performance issues.

NOTICE: The following alternate firmware upgrade methods are also available:

- HP Embedded Web Server on the product
- Preboot menu and a USB flash drive
- HP Web Jetadmin

For more information about these methods, see the readme provided with the firmware download.

1. Scroll to and touch the Device Maintenance button.
2. Touch the **USB Firmware Upgrade** menu item.

3. When prompted, insert the USB flash drive that contains the firmware bundle file into the easy-access USB port on the product.

⚠️ **CAUTION:** Do not remove the USB flash drive from the USB port until all of the upgrades are installed, the product restarts, and the Home screen appears on the touchscreen.
4. The product searches the USB flash drive for the firmware upgrade bundle.

5. Touch the firmware upgrade bundle.

**NOTE:** If there is more than one firmware upgrade bundle on the USB flash drive, be sure to select the correct bundle file for this product.
6. Touch the Details button to display information about the installed firmware and the selected firmware upgrade bundle.

![Image of Device Maintenance screen showing firmware information]

7. Confirm that the correct firmware upgrade bundle is selected, and then touch the OK button.

8. Touch the Upgrade button.

9. When the product prompts for confirmation of the upgrade, touch the Upgrade button.
10. The firmware upgrade begins. The upgrade process might take 10 minutes or longer.

⚠️ **CAUTION:** Do not remove the USB flash drive, unplug the power cable, or turn off the product during the firmware upgrade.

11. When the installation is complete, a confirmation screen appears and the product restarts automatically.

12. When the product returns to the Ready screen, confirm that the firmware version is installed by viewing the Configuration Page again. For instructions on viewing the Configuration Page, see [Determine the firmware version on the product on page 19](#).
For basic setup instructions, see the Hardware Installation Guide that came with the product. For additional instructions, go to HP support on the Web.

In the US, go to [www.hp.com/support/ljMFP630](http://www.hp.com/support/ljMFP630).

Outside the US, follow these steps:

2. Select the country/region.
3. Click Product Support & Troubleshooting.
4. Enter the product name, and then click Search.
5. Click the product.

HP's all-inclusive help for the product includes the following:

- Install and configure
- Learn and use
- Solve problems
- Download software updates
- Join support forums
- Find warranty and regulatory information
Review the following features with the customer:

- Product front view
- Product back view
- Interface ports
- Serial number and product number location
- Control-panel view
### Product front view

<table>
<thead>
<tr>
<th>Number</th>
<th>Feature Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hardware integration pocket (for connecting accessory and third-party devices)</td>
</tr>
<tr>
<td>2</td>
<td>Control panel with color touchscreen display (tilts up for easier viewing)</td>
</tr>
<tr>
<td>3</td>
<td>Document-feeder cover (access for clearing jams)</td>
</tr>
<tr>
<td>4</td>
<td>Document-feeder input tray</td>
</tr>
<tr>
<td>5</td>
<td>Document-feeder output bin</td>
</tr>
<tr>
<td>6</td>
<td>Latch to release the top cover (access to the toner cartridge)</td>
</tr>
<tr>
<td>7</td>
<td>Tray 1</td>
</tr>
<tr>
<td>8</td>
<td>On/off button</td>
</tr>
<tr>
<td>9</td>
<td>Right door (access for clearing jams)</td>
</tr>
<tr>
<td>10</td>
<td>Model name</td>
</tr>
<tr>
<td>11</td>
<td>Tray 2</td>
</tr>
<tr>
<td>12</td>
<td>Standard output bin</td>
</tr>
<tr>
<td>13</td>
<td>1x500 tray with cabinet (included with the M630f, optional for the M630dn)</td>
</tr>
<tr>
<td>14</td>
<td>Lower-right door (M630f and M630z only. Access for clearing jams for the M630z.)</td>
</tr>
<tr>
<td>15</td>
<td>Stapling mailbox accessory (included with the M630z, optional for the other models.)</td>
</tr>
<tr>
<td>16</td>
<td>Keyboard (M630z only. Pull the keyboard straight out to use it.)</td>
</tr>
<tr>
<td>17</td>
<td>2x500-sheet trays and 1,500-sheet high-capacity input tray (included with the M630z, optional for the M630dn)</td>
</tr>
</tbody>
</table>
Product back view

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formatter (contains the interface ports)</td>
</tr>
<tr>
<td>2</td>
<td>Bezel for the standard output bin</td>
</tr>
<tr>
<td>3</td>
<td>Power connection</td>
</tr>
</tbody>
</table>
# Interface ports

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Slot for a cable-type security lock</td>
</tr>
<tr>
<td>2</td>
<td>USB port for connecting external USB devices (this port might be covered)</td>
</tr>
<tr>
<td>3</td>
<td>Hi-Speed USB 2.0 printing port</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> For easy-access USB printing, use the USB port near the control panel.</td>
</tr>
<tr>
<td>4</td>
<td>Local area network (LAN) Ethernet (RJ-45) network port</td>
</tr>
<tr>
<td>5</td>
<td>Foreign interface harness (for connecting third-party devices)</td>
</tr>
<tr>
<td>6</td>
<td>Fax port (M630f and M630z only. The port is covered for the M630dn model.)</td>
</tr>
</tbody>
</table>
Serial number and product number location

A label containing the serial number and product number is inside the product, under the top cover. The product number is a six-character code that identifies a particular model of a product and is used for ordering parts for the product. The serial number is a unique number for each individual unit.
Control-panel view

The Home screen provides access to the product features and indicates the current status of the product.

Return to the Home screen at any time by touching the Home button on the left side of the product control panel, or touch the Home button in the upper-left corner of most screens.

**NOTE:** The features that appear on the Home screen can vary, depending on the product configuration.

![Control-panel view diagram](image)

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Button Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Home button</td>
<td>Touch to return to the product Home screen at any time.</td>
</tr>
<tr>
<td>2</td>
<td>Refresh button</td>
<td>Touch the Refresh button to clear changes and restore the default settings.</td>
</tr>
<tr>
<td>3</td>
<td>Sign In or Sign Out button</td>
<td>Touch the Sign In button to access secured features. Touch the Sign Out button to sign out of the product. The product restores all options to the default settings.</td>
</tr>
<tr>
<td>4</td>
<td>HP logo or Home button</td>
<td>On any screen other than the Home screen, the HP logo changes to a Home button. Touch the Home button to return to the Home screen.</td>
</tr>
<tr>
<td>5</td>
<td>Stop button</td>
<td>Touch the Stop button to pause the current job. The Job Status screen opens and provides options to cancel or continue the job.</td>
</tr>
<tr>
<td>6</td>
<td>Start button</td>
<td>Touch the Start button to start a copy job.</td>
</tr>
<tr>
<td>7</td>
<td>Product status</td>
<td>The status line provides information about the overall product status.</td>
</tr>
<tr>
<td>8</td>
<td>Language Selection button</td>
<td>Touch the Language Selection button to select the language for the control-panel display.</td>
</tr>
<tr>
<td>9</td>
<td>Sleep button</td>
<td>Touch the Sleep button to put the product into Sleep mode.</td>
</tr>
<tr>
<td>10</td>
<td>Network button</td>
<td>Touch the Network button to find information about the network connection.</td>
</tr>
<tr>
<td></td>
<td>Help button</td>
<td>Touch the Help button to open the embedded help system.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td></td>
<td>Copies field</td>
<td>The Copies field indicates the number of copies that the product is set to make.</td>
</tr>
<tr>
<td></td>
<td>Scroll bar</td>
<td>Use the scroll bar to see the complete list of available features.</td>
</tr>
<tr>
<td></td>
<td>Features</td>
<td>Depending on the product configuration, the features that appear in this area can include any of the following items:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Quick Sets</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● E-mail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Fax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Save to USB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Save to Network Folder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Save to Device Memory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Retrieve from USB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Retrieve from Device Memory</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Save to SharePoint® (M630z only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Job Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Supplies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Trays</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Administration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>● Device Maintenance</td>
</tr>
<tr>
<td></td>
<td>Keyboard (M630z only)</td>
<td>This product includes a physical keyboard. The keys are mapped to a language in the same way the virtual keyboard on the product control panel is mapped. Whenever the keyboard layout for the virtual keyboard changes, the keys on the physical keyboard are remapped to match the new settings.</td>
</tr>
<tr>
<td></td>
<td>Easy-access USB port</td>
<td>Insert a USB flash drive for printing and scanning without a computer or to update the product firmware.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>NOTE:</strong> An administrator must enable this port before use.</td>
</tr>
</tbody>
</table>
For more information:

- In the US, go to www.hp.com/support/lijMFPM630.
- Outside the US, follow these steps:
  
a. Go to www.hp.com/support.
b. Select the country/region.
c. Click Product Support & Troubleshooting.
d. Enter the product name, and then click Search.
e. Click the product.

HP’s all-inclusive help for the product includes the following information:

- Install and configure
- Learn and use
- Solve problems
- Download software updates
- Join support forums
- Find warranty and regulatory information

To find videos and animations of procedures and tasks that demonstrate how to set up, configure, use, and maintain the product, go to www.hp.com/go/sml (HP Customer Self Repair Services Media Library).