

HP F0V69A#B1H

HP Envy 4520 All-in-One Printer User Manual

Model: F0V69A#B1H

1. INTRODUCTION

The HP Envy 4520 is a versatile all-in-one color photo printer designed for home use, offering print, scan, and copy functionalities. It supports mobile printing and features automatic two-sided printing, making it efficient for various document and photo tasks. This manual provides essential information for setting up, operating, maintaining, and troubleshooting your printer.

2. PRODUCT OVERVIEW

The HP Envy 4520 features a sleek, compact design in black, suitable for various home environments. Key components include a 2.2-inch (5.5 cm) touchscreen display for easy navigation and control, a power button, and an integrated paper output tray.



Figure 2.1: Front view of the HP Envy 4520 All-in-One Printer, showing the touchscreen display and a photo being printed from the output tray.

Key Features:

- **All-in-One Functionality:** Print, scan, and copy capabilities.
- **Wireless Connectivity:** Supports wireless printing from various devices, including mobile phones and tablets, and Wireless Direct printing without a network.
- **Mobile Printing:** Compatible with HP ePrint app and Apple AirPrint for convenient printing from smartphones and tablets.
- **Automatic Duplex Printing:** Reduces paper consumption by printing on both both sides of the page automatically.
- **Borderless Printing:** Produces lab-quality photos and documents without white margins.
- **Touchscreen Display:** A 2.2-inch (5.5 cm) mono touchscreen for intuitive control.
- **HP Instant Ink Ready:** Option for automatic ink replenishment service.

3. SETUP

Setting up your HP Envy 4520 printer is designed to be straightforward, allowing for quick connection and operation from various devices.

3.1 Initial Power-On and Connection

1. **Unpack the Printer:** Remove all packaging materials and protective tapes from the printer.
2. **Connect Power:** Plug the power cord into the printer and then into a wall outlet.
3. **Power On:** Press the power button located on the top left of the printer. The touchscreen will illuminate.
4. **Install Ink Cartridges:** Follow the on-screen instructions to open the ink cartridge access door and install the HP 63 ink cartridges.
5. **Load Paper:** Open the paper input tray and load plain paper or photo paper according to the on-screen prompts.

3.2 Wireless Setup

The HP Envy 4520 can be connected to your home network wirelessly, enabling printing from multiple devices.

1. **Access Wireless Setup:** On the printer's touchscreen, navigate to the Wireless Setup Wizard.
2. **Select Network:** Choose your Wi-Fi network from the list of available networks.
3. **Enter Password:** Enter your Wi-Fi network password (WPA key or WEP key) when prompted.
4. **Confirm Connection:** Once connected, the wireless icon on the printer's display will show a steady blue light.
5. **Install Software:** On your computer or mobile device, download and install the latest printer software or app from the official HP support website. Follow the on-screen instructions to complete the setup and add the printer to your devices.

4. OPERATING INSTRUCTIONS

The HP Envy 4520 offers intuitive controls via its touchscreen for various functions.

4.1 Printing Documents and Photos

- **From a Computer:** Ensure the printer software is installed. Open the document or photo you wish to print, select "Print" from the application's menu, choose your HP Envy 4520, and adjust settings as needed (e.g., paper type, quality, duplex).
- **From a Mobile Device (HP ePrint / AirPrint):**
 - For HP ePrint, ensure your device has the HP ePrint app installed and is connected to the same network as the printer.

- For Apple AirPrint, ensure your iOS device is on the same Wi-Fi network. Open the app, tap the share icon, then "Print," and select your printer.
- **Wireless Direct Printing:** This feature allows you to print directly from your mobile device to the printer without a router. Enable Wireless Direct on the printer's touchscreen, then connect your mobile device to the printer's direct Wi-Fi network.
- **Duplex Printing:** To save paper, select the two-sided printing option in your printer settings before sending the print job.
- **Borderless Printing:** For photos and documents up to 8.5 x 11 inches, select the borderless printing option in your print settings to print right to the edge of the paper.

4.2 Scanning Documents and Photos

You can scan items directly from the printer's flatbed scanner to your computer or a network destination.

1. **Place Document:** Lift the scanner lid and place the document or photo face down on the scanner glass, aligning it with the guide.
2. **Select Scan:** On the printer's touchscreen, select the "Scan" option.
3. **Choose Destination/Settings:** Follow the prompts to select where to send the scan (e.g., computer, email) and adjust scan settings (e.g., resolution, color/grayscale, file type).
4. **Start Scan:** Press the "Start Scan" button on the touchscreen.

4.3 Copying Documents

The printer allows for quick and easy copying of documents.

1. **Place Document:** Place the document face down on the scanner glass.
2. **Select Copy:** On the printer's touchscreen, select the "Copy" option.
3. **Adjust Settings:** Choose the number of copies, color or black & white, and other settings as desired.
4. **Start Copy:** Press the "Start Copy" button on the touchscreen.

5. MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your HP Envy 4520 printer.

5.1 Ink Cartridge Replacement

The printer uses HP 63 ink cartridges. You can monitor ink levels via the touchscreen or the HP printer software.

- **HP Instant Ink:** Enroll in the HP Instant Ink program for automatic delivery of ink cartridges before you run out.
- **Amazon Dash Replenishment:** Set up Amazon Dash Replenishment to automatically reorder Original HP 63 ink cartridges when needed.
- **Manual Replacement:** When ink levels are low, open the ink cartridge access door, remove the old cartridge, and insert a new one until it clicks into place.

5.2 Cleaning the Printer

Periodically clean the exterior of the printer and the scanner glass to maintain print quality and appearance.

- **Exterior:** Use a soft, lint-free cloth dampened with water to wipe the exterior surfaces.
- **Scanner Glass:** Use a glass cleaner (non-abrasive) applied to a soft cloth, then wipe the scanner glass. Do not spray cleaner directly onto the glass.

6. TROUBLESHOOTING

This section addresses common issues you might encounter with your HP Envy 4520 printer.

6.1 Printer Not Responding / Offline

- **Check Power:** Ensure the printer is powered on and the power cord is securely connected.
- **Check Network Connection:** Verify that the printer's wireless light is solid blue. If not, re-run the Wireless Setup Wizard. Ensure your computer/device is connected to the correct network.
- **Restart Devices:** Power cycle the printer, your router, and your computer/mobile device.
- **Printer Software:** Ensure your printer drivers and software are up to date.

6.2 Print Quality Issues

- **Check Ink Levels:** Replace any low or empty ink cartridges.
- **Run Print Head Cleaning:** From the printer's touchscreen or software, perform a print head cleaning cycle.
- **Check Paper Type:** Ensure you are using the correct paper type and quality for your print job.
- **Align Print Heads:** Perform a print head alignment from the printer's maintenance menu.

6.3 Paper Jams

- **Clear Path:** Carefully remove any jammed paper from the input tray, output tray, and inside the printer. Refer to the printer's internal diagrams for access points.
- **Load Paper Correctly:** Ensure paper is loaded correctly and not overfilled in the input tray.

7. SPECIFICATIONS

Feature	Detail
Model Name	HP Envy 4520
Model Number	F0V69A#B1H
Functions	Print, Scan, Copy
Connectivity Technology	Wi-Fi, USB
Printing Technology	Inkjet
Printer Output	Color
Max Print Speed (Color)	20 ppm
Max Print Speed (Monochrome)	20 ppm
Max Color Print Resolution	4800 x 1200 dpi (optimized)
Max Black & White Print Resolution	1200 dpi
Scanner Type	Photo (Flatbed)
Max Copy Speed (Black & White)	20 ppm
Max Copies per Run	50

Feature	Detail
Display Type	LCD (2.2-inch / 5.5 cm)
Dual-sided Printing (Duplex)	Yes (Automatic)
Maximum Media Size	8.5 x 14 inch
Max Input Sheet Capacity	250
Item Weight	11.93 pounds
Product Dimensions (DxWxH)	14.45"D x 17.52"W x 5.04"H
Power Consumption	15 Watts (On-mode)
Memory Storage Capacity	64 MB
Printer Ink Type	Dye-based (color); Pigment-based (black)
Compatible Devices	Smartphones, Tablets

8. WARRANTY AND SUPPORT

The HP Envy 4520 All-in-One Printer comes with a **one-year limited hardware warranty**. For technical assistance and support, HP provides **24-hour, 7 days a week Web support**. Please visit the official HP support website for detailed support resources, drivers, and contact information. Additional user guides and installation manuals are available in PDF format:

- [Installation Manual \(PDF\)](#)
- [User Guide \(PDF\)](#)
- [User Manual \(PDF\)](#)

ASK A QUESTION ABOUT THIS MANUAL

Ask about setup, troubleshooting, compatibility, parts, safety, or missing instructions. Manuals+ will review the question and use this page’s manual context to help answer it.

Name

Anonymous

Email

you@example.com

After a successful submission, we securely hash the supplied account or form email before sending it to Microsoft Advertising for conversion attribution. [Privacy details](#).

Question

Example: How do I reset this device or fix this error?

Details

Model number, symptoms, what you tried, or the section of the manual you are using.

Submit question