

Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

manuals.plus /

- > [HP](#) /
- > [HP OfficeJet Pro 6968 All-in-One Wireless Printer User Manual](#)

HP OJP 6968

HP OfficeJet Pro 6968 All-in-One Wireless Printer User Manual

Model: OJP 6968 | Brand: HP

1. INTRODUCTION AND OVERVIEW

The HP OfficeJet Pro 6968 is a versatile all-in-one wireless printer designed for home offices and small workgroups. It offers professional-quality color printing, scanning, copying, and faxing capabilities. Key features include automatic two-sided printing, a color touchscreen for easy navigation, and compatibility with HP Instant Ink for convenient ink replenishment.



Figure 1: Front view of the HP OfficeJet Pro 6968 printer.

Key Features:

- **All-in-One Functionality:** Print, copy, scan, and fax.
- **Wireless Connectivity:** Easily print from smartphones, tablets, and PCs via Wi-Fi or Ethernet.
- **Automatic Two-Sided Printing:** Save paper with automatic duplex printing.
- **Color Touchscreen:** Intuitive interface for managing printer functions.
- **Automatic Document Feeder (ADF):** For multi-page scanning and copying.
- **HP Instant Ink Ready:** Optional service for automatic ink delivery.

2. SETUP

2.1 Unboxing and Initial Placement

Carefully remove the printer from its packaging. Place the printer on a stable, flat surface with adequate space around it for ventilation and paper handling. Ensure all packing materials and tapes are removed from the printer's exterior and interior.

2.2 Power Connection

Connect the power cord to the printer and then to a grounded electrical outlet. Press the power button to turn on the printer. Follow the on-screen instructions on the color touchscreen for initial setup, including language selection and date/time settings.

2.3 Ink Cartridge Installation

Open the ink cartridge access door. Install the HP 902 Setup Black, Cyan, Magenta, and Yellow Instant Ink Ready OfficeJet Ink Cartridges into their corresponding slots. Ensure they click into place. Close the access door.

2.4 Paper Loading

Pull out the main input tray. Adjust the paper guides to fit the paper size. Load a stack of plain paper (e.g., A4, Letter) into the tray, ensuring it is not overfilled. Push the tray back into the printer. Confirm the paper type and size on the touchscreen.



Figure 2: Front view of the printer showing the paper output tray.

2.5 Network Connection (Wireless/Ethernet)

On the printer's touchscreen, navigate to the Wireless Setup Wizard. Select your Wi-Fi network from the list and enter the password. Alternatively, connect an Ethernet cable from your router to the printer's Ethernet port. Follow any additional prompts to complete the network setup.

3. OPERATING INSTRUCTIONS

The HP OfficeJet Pro 6968 offers various functions accessible via its color touchscreen and connected devices.

3.1 Printing

- **From a Computer:** Install the HP printer software on your computer. Select 'Print' from your application, choose the HP OfficeJet Pro 6968, and adjust settings as needed (e.g., two-sided printing).
- **From Mobile Devices:** Download the HP Smart app on your smartphone or tablet. Connect your device to

the same Wi-Fi network as the printer. Use the app to select documents or photos and send them to print.

- **Email Print:** The printer has its own email address. Send documents to this address from any device to print remotely.

3.2 Scanning

Documents can be scanned using either the Automatic Document Feeder (ADF) or the flatbed scanner.

- **Using the ADF:** Place documents face-up in the ADF tray. On the printer touchscreen, select 'Scan' and choose your destination (e.g., computer, email, cloud service).
- **Using the Flatbed:** Lift the scanner lid and place the document face-down on the glass. Close the lid. On the touchscreen, select 'Scan' and choose your destination.



Figure 3: Top view of the printer highlighting the Automatic Document Feeder.

3.3 Copying

Place the original document on the flatbed scanner or in the ADF. On the printer touchscreen, select 'Copy'. Adjust settings such as number of copies, color/black & white, and two-sided copying. Press 'Start Copy'.

3.4 Faxing

Load the document into the ADF or onto the flatbed. On the touchscreen, select 'Fax'. Enter the recipient's fax number and press 'Start Fax'.

4. MAINTENANCE

4.1 Ink Cartridge Replacement

When an ink cartridge is low or empty, the printer's touchscreen will display a notification. Open the ink cartridge access door. Press the tab on the old cartridge to release it and pull it out. Unpack the new HP 902 series cartridge, insert it into the correct slot until it clicks, and close the access door. The printer uses dynamic security, which may be updated periodically by firmware updates. The printer is intended to be used solely with cartridges using an original HP chip.

Your browser does not support the video tag.

Video 1: Learn how HP Instant Ink can save you money and ensure you never run out of ink.

4.2 Cleaning the Printer

Regularly clean the exterior of the printer with a soft, lint-free cloth. For the scanner glass, use a soft cloth lightly dampened with glass cleaner (non-abrasive). Avoid spraying cleaner directly onto the glass.

5. TROUBLESHOOTING

5.1 Connectivity Issues

- Ensure the printer is connected to the correct Wi-Fi network. Check the Wi-Fi status icon on the touchscreen.
- Restart your router, printer, and the device you are printing from.
- Verify that the printer's firmware is up to date.

5.2 Paper Jams

- If a paper jam occurs, the touchscreen will display instructions.
- Carefully open all access doors and trays to locate the jammed paper. Gently pull the paper in the direction of the paper path.
- Ensure no small pieces of paper remain inside the printer.

5.3 Print Quality Issues

- Check ink levels on the touchscreen. Replace any low or empty cartridges.
- Perform a printhead cleaning or alignment from the printer's maintenance menu.
- Ensure you are using appropriate paper for your print job.

6. SPECIFICATIONS

Feature	Specification
Product Dimensions	15.35"D x 18.26"W x 9"H
Controller Type	Amazon Alexa, Vera
Maximum Media Size	5 x 14 in
Print Media	Back print film, Glossy photo paper, Labels, Paper (plain)
Scanner Type	Photo, Sheetfed
Max Input Sheet Capacity	35
Max Copy Speed (Black & White)	30 ppm

Maximum Color Print Resolution	1200 x 1200 dpi
Maximum Black and White Print Resolution	600 dpi
Dual-sided printing	Yes (Automatic)
Connectivity Technology	1 USB 2.0; 1 Ethernet; 1 Wireless 802.11b/g/n; 1 RJ-11 fax
Printer Output	Color
Item Weight	17.7 pounds

7. WARRANTY AND SUPPORT

The HP OfficeJet Pro 6968 comes with a one-year limited hardware warranty. For technical assistance and support, HP offers 24-hour, 7 days a week Web support. Please refer to the official HP website for detailed warranty terms and support contact information.