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HP OJP 9016

HP OfficeJet Pro 9016 All-in-One Wireless Printer - Instruction Manual

Model: OJP 9016 | Brand: HP

PRODUCT OVERVIEW

The HP OfficeJet Pro 9016 is a versatile all-in-one wireless printer designed for home office productivity. It offers printing, scanning, copying, and fax capabilities, along with smart features to streamline tasks. This manual provides essential information for setting up, operating, maintaining, and troubleshooting your device.



Figure 1: Front view of the HP OfficeJet Pro 9016 All-in-One Wireless Printer. This image displays the printer's compact design, control panel, and paper output tray.

SETUP GUIDE

Follow these steps to set up your HP OfficeJet Pro 9016 printer for the first time.

1. **Unpack the Printer:** Carefully remove the printer from its packaging. Ensure all packing materials, tapes, and protective films are removed from the exterior and interior of the printer.
2. **Connect Power:** Connect the provided power cord (1.5m) to the printer and then to a wall outlet. Do not connect to a surge protector or extension cord initially.
3. **Install Ink Cartridges:** Open the ink cartridge access door and install the HP 962 Setup Black and Tri-color Instant Ink Ready OfficeJet Ink Cartridges as indicated by the printer's display or setup poster. Refer to the included Ink Caution Flyer for proper handling.
4. **Load Paper:** Load plain paper into the input tray. The printer supports various print media including card stock, envelopes, glossy photo paper, and labels.
5. **Download HP Smart App:** For the easiest setup, download the HP Smart app on your mobile device (smartphone or tablet) or computer. The app will guide you through the remaining setup steps, including connecting to your network.
6. **Network Connection:**
 - **Wi-Fi:** Use the HP Smart app to connect your printer to your wireless network. The printer features self-healing Wi-Fi to maintain a stable connection.
 - **Ethernet:** Connect an Ethernet cable from your router to the Ethernet port on the back of the printer.
 - **USB:** For a direct connection, use a USB cable to connect the printer to your computer.
7. **Complete Setup:** Follow the on-screen instructions on the printer's control panel and within the HP Smart app to complete the setup process, including printer registration and software installation.



Figure 2: Rear view of the HP OfficeJet Pro 9016, highlighting the Ethernet and USB ports for wired connectivity.

OPERATING INSTRUCTIONS

The HP OfficeJet Pro 9016 offers a range of functions accessible via its control panel and the HP Smart app.

Printing

This printer delivers fast printing speeds of up to 22 pages per minute (ppm) for black and white, and 18 ppm for color. It supports automatic 2-sided (duplex) printing.

- **From Computer:** Select your HP OfficeJet Pro 9016 from your computer's print dialog. Adjust settings such as paper type, print quality, and duplex options as needed.
- **From Mobile Device:** Use the HP Smart app to print documents and photos directly from your smartphone or tablet.
- **Supported Media:** The printer handles various media types including plain paper, glossy photo paper, card stock, envelopes, and labels. Ensure the correct paper type is selected in your print settings for optimal results.



Figure 3: The HP OfficeJet Pro 9016 in operation, showing a document being printed from the output tray.

Scanning

The printer features a sheetfed scanner and supports automatic 2-sided scanning via its 35-page automatic document feeder (ADF).

- **Using the ADF:** Place multiple pages into the automatic document feeder for quick scanning of multi-page documents.
- **Using the Flatbed:** For single pages, delicate items, or items that cannot go through the ADF, use the flatbed scanner. The scanner's easy slide-off glass facilitates placement.

- **HP Smart App for Scanning:** Utilize the HP Smart app to scan documents directly to cloud software like iCloud or Box. The app allows you to create editable and searchable documents, and digitize and organize receipts and business documents.

Copying

The HP OfficeJet Pro 9016 can copy documents at a maximum speed of 22 ppm for black and white. It supports automatic 2-sided copying.

- **Control Panel:** Use the printer's control panel to select copy options, including number of copies, color/black and white, and 2-sided copying.
- **ADF or Flatbed:** Place your original document in the ADF for multi-page copies or on the flatbed for single-page copies.

Faxing

The printer includes built-in fax capabilities. Refer to the on-screen prompts on the control panel for sending and receiving faxes.

Smart Tasks

Smart Tasks help eliminate steps in repetitive tasks and can sync with services like QuickBooks and Google Drive. Access and configure Smart Tasks through the HP Smart app or the printer's control panel.



Figure 4: Close-up of the HP OfficeJet Pro 9016's control panel, showing the "Smart Tasks" and "Copy" options.

MAINTENANCE

Regular maintenance ensures optimal performance and longevity of your printer.

- **Ink Cartridge Management:** The HP OfficeJet Pro 9016 is compatible with HP 962 series ink cartridges. For convenience, the printer is eligible for HP Instant Ink, which can deliver ink to your door based on your printing usage. The initial purchase may include a code for a period of Instant Ink service.
- **Firmware Updates:** The printer uses dynamic security, which may be updated periodically via firmware updates. Ensure your printer is connected to the internet to receive these updates, which can improve functionality and security.
- **Cleaning:** Periodically clean the exterior of the printer with a soft, damp cloth. For print quality issues, refer to the printer's

control panel or HP Smart app for options to clean printheads or align cartridges.

TROUBLESHOOTING

This section addresses common issues you might encounter with your HP OfficeJet Pro 9016 printer.

- **Connectivity Issues:**
 - **Wi-Fi Disconnection:** The printer features self-healing Wi-Fi, which attempts to detect and resolve connection issues automatically. If problems persist, restart your printer and router. Ensure the printer is within range of your Wi-Fi network.
 - **Wired Connection:** Verify that Ethernet or USB cables are securely connected to both the printer and your computer/router.
- **Print Quality Problems:** If prints are faded, streaky, or have incorrect colors, perform a printhead cleaning or alignment from the printer's maintenance menu or the HP Smart app. Ensure you are using genuine HP ink cartridges; cartridges using a non-HP chip may not function or may cease to function.
- **Paper Jams:** Follow the on-screen instructions on the printer's control panel to clear paper jams. Always remove jammed paper carefully to avoid tearing.
- **Printer Not Responding:** Try restarting the printer by unplugging it from the power source for 30 seconds and then plugging it back in. Ensure all cables are properly connected.
- **Error Messages:** Refer to the printer's display for specific error codes or messages. Consult the HP support website or the HP Smart app for detailed explanations and solutions for these errors.

SPECIFICATIONS

Feature	Detail
Model Number	OJP 9016 (1KR47A)
Brand	HP
Product Dimensions	17.3 x 13.48 x 10.94 inches
Item Weight	24.2 pounds (11.02 Kilograms)
Connectivity Technology	Ethernet, USB, Wi-Fi
Printing Technology	Inkjet
Printer Output	Color
Max Print Speed (Monochrome)	22 ppm
Max Print Speed (Color)	18 ppm
Scanner Type	Sheetfed
Max Copy Speed (Black & White)	22 ppm
Duplex Printing	Automatic
Max Input Sheet Capacity	250
Maximum Media Size	8.5 x 14 inch
Print Media Supported	Card stock, Envelopes, Glossy photo paper, Labels, Paper (plain)
Additional Printer Functions	Copy, Fax, Scan
Controller Type	Amazon Alexa, Vera
Control Method	Voice
Total USB Ports	1
UPC	194850422607
Date First Available	April 26, 2020

WARRANTY AND SUPPORT

Your HP OfficeJet Pro 9016 printer comes with a one-year limited hardware warranty.

- **HP Web Support:** For assistance, HP provides 24-hour, 7 days a week FREE web support. Visit the official HP support website for troubleshooting guides, drivers, software downloads, and contact options.
- **HP Smart App:** The HP Smart app is a valuable resource for managing your printer. It allows you to monitor ink levels, print, copy, and scan remotely, and provides tools for setup and troubleshooting.
- **Legal Disclaimer:** This 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. Cartridges using a non-HP chip may not function or may cease to function. More information can be found at www.hp.com/learn/ds.

