



Quick Start Guide

HP Roam for Business

This guide provides the basic steps for deploying HP Roam for Business. Detailed setup, usage, and deployment information can be found in the [HP Roam for Business Deployment Guide](#) and [HP Roam for Business Setup and Use Guide](#).

1. License and Account Activation

- Visit <http://roamlicensing.smartcloudprint.com/>, sign in with your HP ID Account, enter email and license key.
- If you do not have an HP ID account, select the “Don’t have an account?” Sign up link at the bottom of the page.
- Click the Accept invitation and Sign-up link in the email.
- Follow the remaining prompts to activate your HP Roam account.



HP Roam

Accept Invitation and Sign up

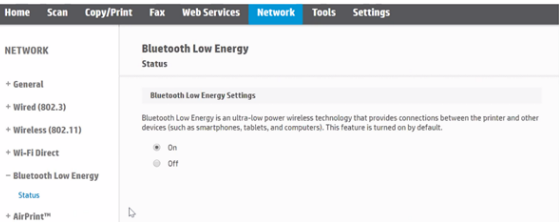
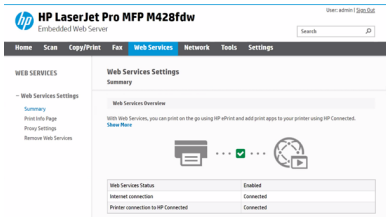
Your HP Roam user name is:

“Accept Invitation and Sign up” not working?
Just copy and paste this link in your browser:
<http://www.roamprint.com/roam/Setup?cid=243#65243461750-af4bdf5a4b5>

2. Device Enablement [EWS Location]

- Access the Embedded Web Server (EWS) by entering the printer’s IP address into a browser window and hit ENTER
- Set EWS admin password (recommended) [Settings tab, Security, Password Settings]
- Enable Bluetooth Low Energy (BLE) [Network tab, Bluetooth Low Energy (BLE)]
- Set Proxy server info (if applicable) [Web Services tab, Proxy Settings, Manual]
- Enable HP Web Services [Web Services tab, Setup]

NOTE: The product E-mail address will be used later to add printers to the Admin Console.

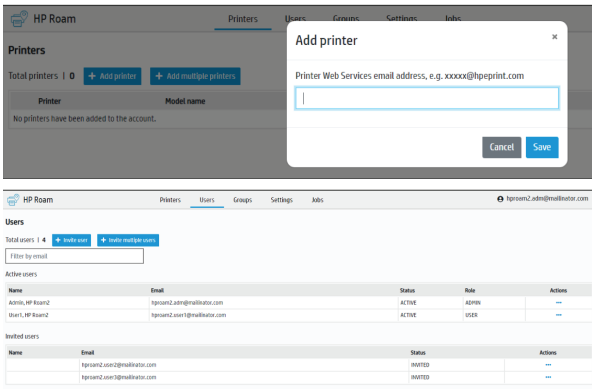


3. HP Roam Admin Console

- <https://www.roamprint.com>
- Add printers via **Printers** tab.
 - Option to enable Guest printing for printers

Optional:

- Add users via **Users** tab.
 - Users will receive account activation emails.
 - Assign to **Groups** and promote additional admins.
- Create groups and policy via **Groups** tab.
- Add new and view existing jobs via **Jobs** tab.
- Add AirPrint credentials, and download Windows/Mac installers via user profile (click email address and select User profile)



4. HP Roam Desktop & Mobile App Installation and Usage

How to install and **use HP Roam** for desktop and mobile devices:
www.hp.com/go/RoamHelp

HP Roam Tips:
www.hp.com/go/RoamTips

HP Roam support page:
<https://support.hp.com/us-en/product/hp-roam/21910409>

Firewall requirements:
Port 631 -IPP/IPPS
Port 443 -HTTP