



**hp officejet  
4100 series  
all-in-one**



**i n v e n t**



**reference guide**

© Copyright Hewlett-Packard Company 2003

All rights are reserved. No part of the document may be photocopied, reproduced, or translated to another language without the prior written consent of Hewlett-Packard Company.

This product incorporates Adobe's PDF technology, which contains an implementation of LZW licensed under U.S. Patent 4,558,302.



Adobe and the Acrobat logo are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries.

Portions Copyright © 1989-2003 Palomar Software Inc. The HP Officejet 4100 Series includes printer driver technology licensed from Palomar Software, Inc. www.palomar.com

Copyright © 1999-2003 Apple Computer, Inc.

Apple, the Apple logo, Mac, Mac logo, Macintosh, and Mac OS are trademarks of Apple Computer, Inc., registered in the U.S. and other countries.

Publication number: Q1608-90163

First edition: June 2003

Printed in U.S.A., Mexico, Germany, Singapore, or China

Windows<sup>®</sup>, Windows NT<sup>®</sup>, Windows ME<sup>®</sup>, Windows XP<sup>®</sup>, and Windows 2000<sup>®</sup> are U.S.-registered trademarks of Microsoft Corporation.

Intel<sup>®</sup> and Pentium<sup>®</sup> are registered trademarks of Intel Corporation.

## notice

The information contained in this document is subject to change without notice and should not be construed as a commitment by the Hewlett-Packard Company.

**Hewlett-Packard assumes no responsibility for any errors that may appear in this document, nor does it make expressed or implied warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.**

The Hewlett-Packard Company shall not be liable for incidental or consequential damages in connection with, or arising out of the furnishing, performance, or use of this document and the program material which it describes.

**Note:** Regulatory information can be found in the "Technical information" section of this guide.



It is not lawful in many places to make copies of the following items. When in doubt, check with a legal representative first.

- Governmental paper or documents:
  - Passports
  - Immigration papers
  - Selective service papers
  - Identification badges, cards, or insignias
- Governmental stamps:
  - Postage stamps
  - Food stamps
- Checks or drafts drawn on Governmental agencies
- Paper currency, traveler's checks, or money orders
- Certificates of deposit
- Copyrighted works

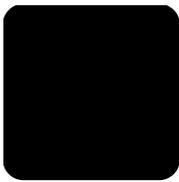
## safety information

**Warning!** To prevent fire or shock hazard, do not expose this product to rain or any type of moisture.

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

### Warning! Potential shock hazard

- 1 Read and understand all instructions in the setup poster.
- 2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.
- 3 Observe all warnings and instructions marked on the product.
- 4 Unplug this product from wall outlets before cleaning.
- 5 Do not install or use this product near water or when you are wet.
- 6 Install the product securely on a stable surface.
- 7 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.
- 8 If the product does not operate normally, see the online Troubleshooting help.
- 9 No operator-serviceable parts inside. Refer servicing to qualified service personnel.
- 10 Use in a well-ventilated area.



# contents

<b>1</b>	<b>get help</b> . . . . .	<b>1</b>
<b>2</b>	<b>quick start</b> . . . . .	<b>3</b>
	use your hp officejet with a computer . . . . .	4
<b>3</b>	<b>load originals and load paper</b> . . . . .	<b>7</b>
	load originals . . . . .	7
	load paper . . . . .	7
	load envelopes . . . . .	9
	load 4 x 6 inch photo paper . . . . .	10
	load postcards . . . . .	10
	tips for loading other types of paper in the paper tray . . . . .	11
	set the paper type . . . . .	12
	set the paper size . . . . .	12
<b>4</b>	<b>use the copy features</b> . . . . .	<b>13</b>
	make copies . . . . .	13
	perform special copy jobs . . . . .	15
	copy options . . . . .	16
<b>5</b>	<b>use the scan features</b> . . . . .	<b>17</b>
	scan an original . . . . .	17
	stop scanning . . . . .	18
<b>6</b>	<b>use the fax features</b> . . . . .	<b>19</b>
	send a fax . . . . .	19
	receive a fax . . . . .	21
	print reports . . . . .	22
	control resolution and contrast . . . . .	22
	change other fax settings . . . . .	23
	set up speed dialing . . . . .	26
	set basic fax settings using the front panel . . . . .	27
	fax job menu . . . . .	29
	setup menu for fax commands . . . . .	29
<b>7</b>	<b>maintain your hp officejet</b> . . . . .	<b>31</b>
	clean the glass . . . . .	31
	clean the white strip . . . . .	32
	clean the exterior . . . . .	32
	work with print cartridges . . . . .	32
	restore factory defaults . . . . .	35
	set scroll speed . . . . .	36
	set the prompt delay time . . . . .	36
	self-maintenance sounds . . . . .	36
	setup menu options . . . . .	37

<b>8</b>	<b>additional setup information</b> . . . . .	<b>39</b>
	possible installation problems . . . . .	39
	remove and reinstall your hp officejet software . . . . .	40
	connect your hp officejet to a phone, modem, or answering machine . . . . .	41
	additional troubleshooting help . . . . .	42
<b>9</b>	<b>technical information</b> . . . . .	<b>43</b>
	physical specifications . . . . .	43
	power specifications . . . . .	43
	regulatory information . . . . .	43
<b>10</b>	<b>hp support</b> . . . . .	<b>45</b>
	get support and other information from the internet . . . . .	45
	hp customer support . . . . .	45
	prepare your unit for shipment . . . . .	47
	hp distribution center . . . . .	49
<b>11</b>	<b>warranty information</b> . . . . .	<b>51</b>
	warranty service . . . . .	51
	warranty upgrades . . . . .	51
	returning your hp officejet for service . . . . .	51
	hewlett-packard limited global warranty statement . . . . .	51
	<b>index</b> . . . . .	<b>55</b>



# get help

This Reference Guide contains information on using your HP Officejet and provides additional troubleshooting assistance for the installation process. The Reference Guide also contains information on how to order supplies and accessories, technical specifications, support, and warranty information.

The table below lists additional sources of information for your HP Officejet.

help	description
Setup Poster	The Setup Poster provides instructions for setting up and configuring your HP Officejet. Make sure you use the correct poster for your operating system (Windows or Macintosh).
HP Photo & Imaging Help	The HP Photo & Imaging Help provides detailed information on using the software for your HP Officejet. <b>For Windows users:</b> Go to the <b>HP Director</b> , and click <b>Help</b> . <b>For Macintosh users:</b> Go to the <b>HP Director</b> , and click <b>Help</b> , then click <b>hp photo and imaging help</b> .
Troubleshooting help	To access troubleshooting information: <b>For Windows users:</b> In the <b>HP Director</b> , click <b>Help</b> . Open the Troubleshooting book in the HP Photo & Imaging Help, then follow the links to general troubleshooting as well as links to Troubleshooting help that is specific to your HP Officejet. Troubleshooting is also available from the <b>Help</b> button that appears on some error messages. <b>For Macintosh users:</b> Open the Apple Help Viewer, click <b>hp photo and imaging troubleshooting</b> , then click <b>hp officejet 4100 series</b> .
Internet help and technical support	If you have Internet access, you can get help from the HP website at: <b>www.hp.com/support</b> The website also provides answers to frequently-asked questions.
Readme file	After you install your software, you can access the Readme file from either the HP Officejet 4100 Series CD-ROM or the HP Officejet 4100 Series program folder. The Readme file contains late-breaking information that does not appear in the Reference Guide or the online help. To access the Readme file, do the following: <b>For Windows:</b> go to the Windows taskbar, click <b>Start</b> , point to <b>Programs</b> or <b>All Programs (XP)</b> , point to <b>Hewlett-Packard</b> , point to <b>HP Officejet 4100 Series</b> , and then choose <b>View the Readme File</b> . <b>For Macintosh:</b> go to the <b>HD:Applications:HP Officejet Software</b> folder.
Dialog-box help	<b>For Windows:</b> Clicking <b>Help</b> in a dialog box displays information about options and settings within the dialog box.



# 2

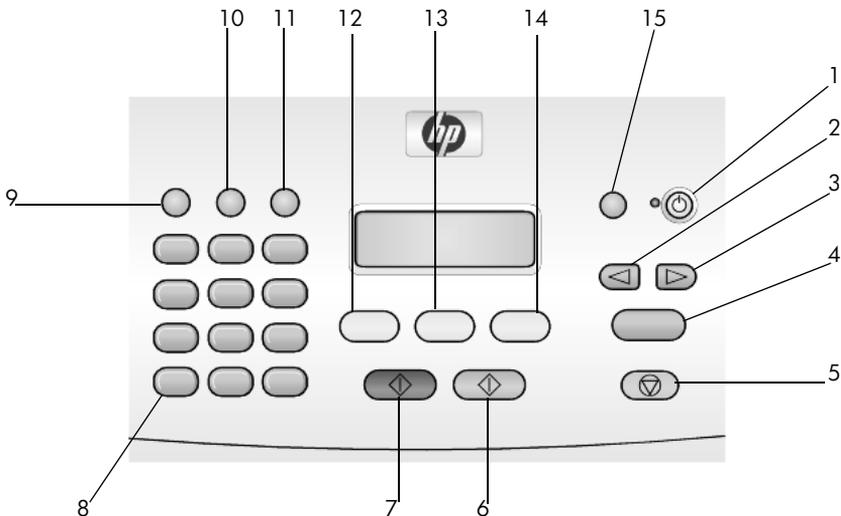
## quick start

You can perform many functions using either the front panel or the HP Officejet software.

Even if you do not connect your HP Officejet to a computer, you can use the front panel to copy documents or photos, and send a fax. You can change a wide variety of settings using the front-panel buttons and menu system.

### front panel features

Review the illustrations below and identify the location of the buttons on the front panel.



button	purpose
1	<b>On:</b> turn the HP Officejet on or off.
2	<b>Left Arrow:</b> scroll through settings, or to delete one character at a time from a text entry.
3	<b>Right Arrow:</b> scroll through settings.
4	<b>Enter:</b> select or save the displayed setting.
5	<b>Cancel:</b> stop a job, exit a menu, or exit settings.
6	<b>Start Color:</b> use to start a color copy, scan, or fax job.
7	<b>Start Black:</b> start a black and white copy, scan, or fax job.
8	<b>Keypad:</b> enter fax numbers, names, values, or text.
9	<b>Redial/Pause:</b> start a fax redial or insert a hyphen when entering a phone number.

button	purpose
10	<b>Speed Dial:</b> access programmed speed dial entries.
11	<b>Setup:</b> access the menu system for reports, fax settings, and maintenance.
12	<b>Fax:</b> select the fax function.
13	<b>Scan:</b> select the scan function.
14	<b>Copy:</b> select the copy function.
15	<b>Photo Fit to Page:</b> enlarge a photo to fit a full-size sheet of paper.

## use your hp officejet with a computer

If you installed the HP Officejet software on your computer according to the Setup Poster, you can access all the features of the HP Officejet using the HP Director.

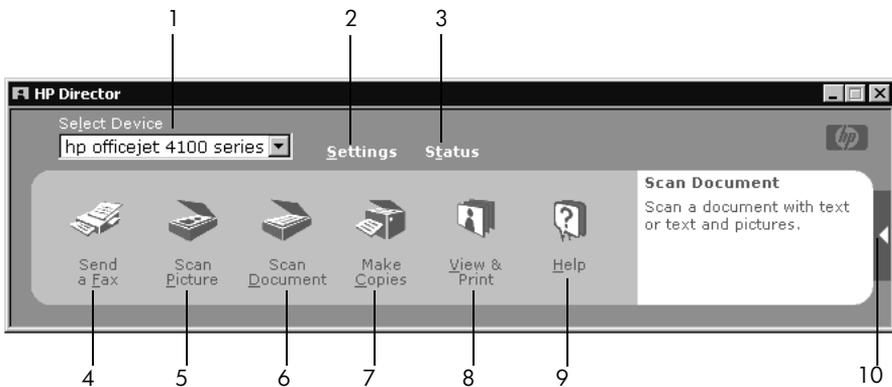
### review the hp photo & imaging director

The HP Director is available through the desktop shortcut.

#### for windows users

- Do one of the following:
  - Double-click the **hp director** icon on the desktop.
  - In the Windows taskbar, click **Start**, point to **Programs** or **All Programs** (XP), point to **Hewlett-Packard**, point to **hp officejet 4100 series**, then choose **hp photo & imaging director**.
- In the **Select Device** box, click to see a list of installed HP devices.
- Select **hp officejet 4100 series**.

The Director displays only the buttons that are appropriate for the selected device.



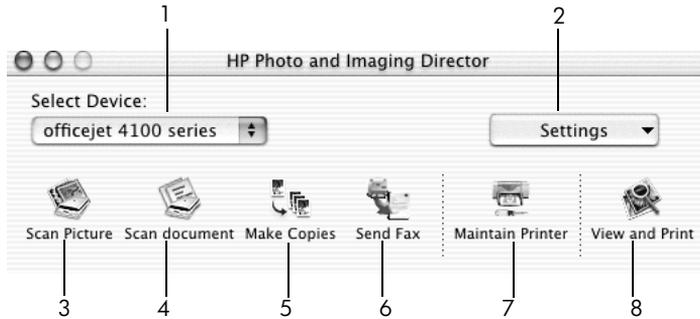
the hp photo & imaging director

feature	purpose
1	<b>Select Device:</b> Use this feature to select the product you want to use from the list of installed HP products.
2	<b>Settings:</b> Use this feature to view or change various settings for your HP device, such as print, scan, or copy.
3	<b>Status:</b> Displays the status window for all-in-one devices only.
4	<b>Send a Fax:</b> Use this feature to send a fax and access fax settings.
5	<b>Scan Picture:</b> Scans an image and displays it in the HP Photo & Imaging Gallery.
6	<b>Scan Document:</b> Scans text and displays it in the selected destination text editing software program.
7	<b>Make Copies:</b> Displays the <b>Copy</b> dialog box where you can select the copy quality, the number of copies, the color, the size, and can start a copy.
8	<b>View &amp; Print:</b> Displays the HP Photo & Imaging Gallery, where you can view and edit images, use HP Photo Prints, make and print a photo album, e-mail an image, unload an image to the Web, or copy an image to another application.
9	<b>Help:</b> Provides access to HP Photo & Imaging Help, which provides software help, a product tour, and troubleshooting information.
10	Click this arrow to access tool tips, which explain each of the Director options.

#### for macintosh users

- ▶ Do one for the following:
  - For OS 9, double-click the **HP Photo and Imaging Director** icon on the desktop.
  - For OS X, double-click the **HP Photo and Imaging Director** icon on the dock.

The following figure shows some of the features available through the HP Photo and Imaging Director for Macintosh. Consult the legend for a brief explanation of a specific feature.



the hp photo and imaging director for macintosh OS X

feature	purpose
1	<b>Select Device:</b> Use this feature to select the product you want to use from the list of installed HP products.
2	<b>Settings:</b> Use this feature to view or change various settings for your HP device, such as print, scan, or copy.
3	<b>Scan Picture:</b> Scans an image and displays it in the HP Photo and Imaging Gallery.
4	<b>Scan Document:</b> Scans text and displays it in a text editing software program.
5	<b>Make Copies:</b> Displays the Copy dialog box where you can select the copy quality, the number of copies, the color, the size, and can start a copy.
6	<b>Send Fax:</b> Use this feature to send a fax.
7	<b>Maintain Printer:</b> Accesses the HP Inkjet Utility where you can clean and align the print cartridges, check print cartridge ink levels, print a test or sample page, register your printer, or access information on product support.
8	<b>View and Print:</b> Displays the HP Photo and Imaging Gallery, where you can view and edit images.

# 3

## load originals and load paper

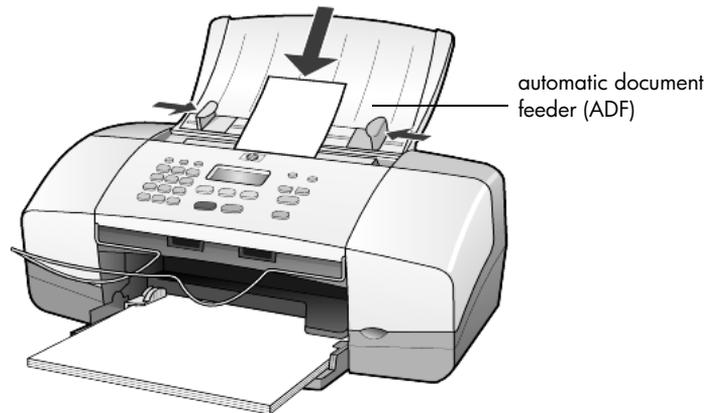
You can make copies from originals loaded on the automatic document feeder (ADF). You can also print and copy onto a variety of paper types, weights, sizes, and transparency films. It is important, however, that you choose the right paper and make sure that it is loaded correctly and not damaged.

### load originals

You can copy or scan any original by placing it in the automatic document feeder.

- 1 Load your original in the automatic document feeder.

**Note:** Do *not* feed photos smaller than 3.5-by-5 inches through the automatic document feeder.



- 2 Slide the right and left paper guides in until they stop at the edges of the paper.

### load paper

Following is the basic procedure for loading paper. There are specific considerations for loading certain types of paper, transparency film, postcards, and envelopes. After you review this procedure, see **tips for loading other types of paper in the paper tray** on page 11, **load 4 x 6 inch photo paper** on page 10, **load envelopes** on page 9, and **load postcards** on page 10.

For best results, adjust the paper settings each time you change paper types or paper sizes. For more information, see **set the paper type** on page 12.

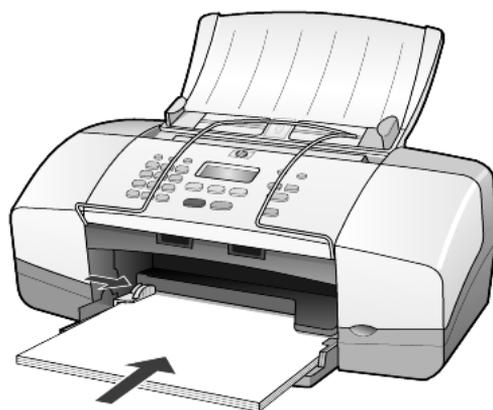
#### to load the paper tray

- 1 Lower the paper tray, and extend the paper-tray extender.
- 2 Slide the paper-width guide, on the left, to its outermost position.

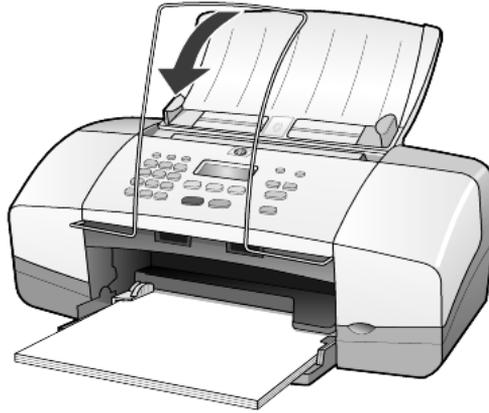
- 3 Tap the stack on a flat surface to align the edges of the paper, and then check the paper for the following:
  - Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
  - Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.
- 4 Insert paper into the paper tray print-side down until it stops. To avoid bending the paper, make sure you do not push the paper in too far, or push too hard. If you are using letterhead, insert the top of the page first. Be careful not to use too much or too little paper. Check that the stack of paper contains several sheets but is no higher than the top of the paper-width guide.



- 5 Slide the paper-width guide in until it stops at the edge of the paper. Make sure that the paper stack lies flat in the paper tray and fits under the tab of the paper-width guide.



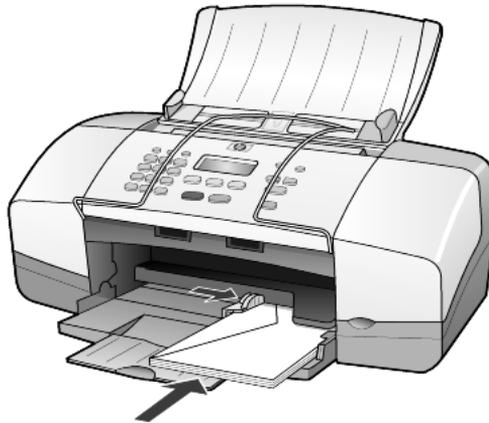
- 6 Extend the output-tray.



## load envelopes

Use the print feature of your software to print to envelopes with your HP Officejet. Do *not* use shiny or embossed envelopes, or envelopes that have clasps or windows. You can load the paper tray with one or multiple envelopes.

- 1 Remove all paper from the paper tray.
- 2 Slide an envelope into the tray, with the envelope flap up and to the left (print-side down), until it stops.



- 3 Adjust the paper-width guide against the envelope until it stops. Be careful not to bend the envelope.  
If you are loading multiple envelopes, make sure the envelopes fit within the tray (do not overload it).  
Consult the help files in your word processing software for details on how to format text for printing on envelopes.

## load 4 x 6 inch photo paper

Following is the procedure for loading 4-by-6 inch photo paper into your HP Officejet.

- 1 Remove all paper from the paper tray, and then slide a stack of photo paper into the tray until it stops.  
Make sure the print-side faces down.  
If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.



- 2 Adjust the paper-width guide against the stack of photo paper until it stops.  
Make sure the photo paper fits within the tray (do not overload it).  
**Note:** Make sure you set the paper type and paper size before printing. See **set the paper type** on page 12 and **set the paper size** on page 12.

## load postcards

Following is the procedure for loading postcards.

- 1 Remove all paper from the paper tray, and then slide a stack of cards into the tray until they stop.  
Make sure the print-side faces down.



- 2 Adjust the paper-width guide against the cards until it stops. Make sure the cards fit within the tray (do not overload it).

## tips for loading other types of paper in the paper tray

The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper settings each time you change paper types and paper sizes. For more information, see **set the paper type** on page 12.

**Note:** HP Photo Paper and HP Photo Paper, Glossy, 4-by-6, are not recommended for printing with your HP Officejet. To print photos, use HP Everyday Photo Paper. For your best photo printing needs, use HP Premium Plus Photo Paper.

paper	tips
HP papers	<ul style="list-style-type: none"> <li>• HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert paper with the arrow side facing up.</li> <li>• HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. (To prevent curling, keep photo paper sealed in the original package until you are ready to use it.) Always load at least five sheets of regular paper in the paper tray first, and then place the photo paper on top of the regular paper.</li> <li>• HP Premium Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and is going into the tray first.</li> <li>• HP Inkjet T-shirt Transfer Iron-On: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up).</li> <li>• HP Matte Greeting Cards, HP Glossy Greeting Cards, or HP Felt-Textured Greeting Cards: Insert a small stack of HP greeting-card paper, with the print-side down, into the paper tray until it stops.</li> </ul>

paper	tips
Labels (works only with printing)	<ul style="list-style-type: none"> <li>• Always use letter-size or A4-size label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old.</li> <li>• Fan the stack of labels to make sure none of the pages are sticking together.</li> <li>• Place a stack of label sheets on top of standard paper in the paper tray, print-side down. Do <i>not</i> insert labels one sheet at a time.</li> </ul>
Postcards (works only with printing)	Insert a stack of postcards or hagaki cards with the print-side down into the paper tray until it stops. Line the postcards up on the right side of the paper tray, slide the paper-width guide up against the left side of the cards until it stops.
4-by-6 inch photo paper (works only with printing)	Insert the photo paper with the print-side down into the paper tray until it stops. Place the long edge of the photo paper against the right side of the paper tray, and slide the paper-width guide up against the long edge of the photo paper until it stops. If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.

## set the paper type

If you want to use a different type of paper, such as photo paper, transparency film, Iron-On T-shirt transfers, or brochures, simply load that paper in the paper tray. You must then change the paper type settings to ensure the best print quality.

HP recommends paper type settings according to the type of paper you are using.

This setting refers to copy options only. If you want to set the paper type for printing from a computer, set the properties in the Print dialog box of the software.

- 1 Press the **Copy** button until **Paper Type** appears.
- 2 Press  until the appropriate paper type appears.
- 3 Press **Enter** to choose the displayed paper type.

## set the paper size

The HP Officejet can use Letter, Legal, or A4 paper. Use the following procedure to set the paper size for copy options.

- 1 Press the **Copy** button until **Copy Paper Size** appears.
- 2 Press  until the appropriate paper size appears.
- 3 Press **Enter** to choose the displayed paper size.

To avoid jams, remove papers from the output tray frequently. The output tray capacity is affected by the type of paper and the amount of ink you are using. For more information about output-tray capacity, see **technical information** in the HP Photo & Imaging Help.

# 4

## use the copy features

The copy features let you do the following:

- Produce high-quality color and black-and-white copies.
- Reduce or enlarge the size of the copies you make from 25% to 200% or 50% to 200% (depending on your model) of the copy's original size.
- Make the copy lighter or darker, select the number of copies, and specify the quality of the copies you make.
- Use special copying features to make high-quality copies of photos, using special photo paper, or to create transparencies.

### make copies

You can make copies using the front panel of your HP Officejet or by using the HP Officejet software on your computer. Many copy features are available using either method. However, you may find that the software offers easier access to special copy features.

All copy settings that you select on the front panel are reset **two minutes** after the HP Officejet completes the copy, unless you save the settings as the default settings, as described in **change settings for all copy tasks** on page 15.

#### make a copy

- 1 Load the paper tray with the appropriate paper.
- 2 Load your original.
- 3 Press the **Copy** button.
- 4 Use the keypad or press the  or  to enter the number of copies.
- 5 Press **Start Black** or **Start Color**.

**Tip:** To make a single copy, press the **Copy** button and then press **Start Black** or **Start Color**.

**Note:** Make sure that the color print cartridge is installed in your HP Officejet. Both print cartridges must be installed when making a copy.

#### increase copy speed or quality

The HP Officejet provides three options that affect copy speed and quality.

- **Best** produces the highest quality for all paper types. **Best** copies more slowly than the other quality settings.
- **Normal** delivers high-quality output and is the recommended setting for most of your copying. **Normal** copies faster than **Best**.
- **Fast** copies faster than the **Normal** setting. The text is of comparable quality to the **Normal** setting, but the graphics may be of lower quality. Using **Fast** also reduces the frequency of replacing your print cartridges, because it uses less ink.

- 1 Load your original.
- 2 Press **Copy** until **Copy Quality** appears.
- 3 Press  until the desired quality setting appears, and then press **Enter** to select it.
- 4 Press **Start Black** or **Start Color**.

### set the number of copies

You can set the number of copies using the front panel.

- 1 Press the **Copy** button.
- 2 Use the keypad or press the  or  to enter the number of copies.
- 3 Press **Enter**.
- 4 Press **Start Black** or **Start Color**.

**Tip:** If you hold down the right arrow button, then after reaching 10 the number of copies changes by increments of five to make it easier to set a large number of copies.

### reduce or enlarge a copy

You can reduce or enlarge a copy of an original using **Reduce/Enlarge**.

For more information about additional copy options such as **Fit to Page**, see **perform special copy jobs** on page 15.

- 1 Press **Copy** until **Reduce/Enlarge** appears.
- 2 Press  until the appropriate Reduce/Enlarge option appears, and then press **Enter** to select it.
- 3 If you select **Custom 100%**, **Set Custom Size** appears. Use the arrow keys or type a percentage on the keypad.
- 4 Press **Enter** when the desired percentage is displayed.
- 5 Press **Start Black** or **Start Color**.

### make copies lighter or darker

Use **Lighter/Darker** to adjust the lightness and darkness of the copies you make.

- 1 Press **Copy** until **Lighter/Darker** appears.  
The range of **Lighter/Darker** values are represented as circles on a scale on the front-panel display.
- 2 Press  to lighten the copy or  to darken it.  
The circle moves to the left or right, depending on the arrow button you press.
- 3 Press **Enter** to select the setting.
- 4 Press **Start Black** or **Start Color**.

### enhance text sharpness and photo colors

You can use **Text** to sharpen edges of black text, **Photo** to enhance light colors in your photographs, or **Mixed** if your original contains a photograph and text. You can also select **None** to turn off all enhancements.

**Text** enhancement is the default option. You can turn off **Text** enhancement by selecting **Photo**, **Mixed**, or **None** if the following occur:

- Stray dots of color surround some text on your copies.
- Large, black typefaces look splotchy (not smooth).
- Thin, colored objects or lines contain black sections.
- Horizontal grainy or white bands appear in light- to medium-gray areas.

- 1 Press **Copy** until **Enhancements** appears.
- 2 Press  until the desired enhancement (**Text**, **Photo**, **Mixed** or **None**) appears.
- 3 Press **Enter** to select the setting.
- 4 Press **Start Black** or **Start Color**.

### change settings for all copy tasks

Save the copy settings you use most often by setting them as the default. This includes changes to Copy options such as **Paper Type** and **Paper Size**, as well as other Copy settings on the front panel, such as **Number of Copies** and **Copy Quality**.

- 1 Make any desired changes to the copy options.
- 2 Press **Copy** until **Set New Defaults** appears.
- 3 Press  until **Yes** appears.
- 4 Press **Enter** to set the options as a default.  
Your settings are saved.

## perform special copy jobs

In addition to supporting standard copying, your HP Officejet can also copy a photo or fit a copy to the page.

### copy a photo

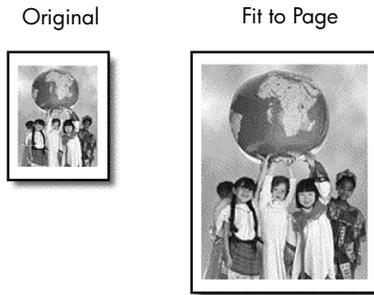
When copying a photo, you should select options for the correct paper type and photo enhancement.

- 1 Load the photo in the automatic document feeder (ADF).  
For more information, see load originals.
- 2 If you are using photo paper, load it in the paper tray.
- 3 Press **Copy** until **Paper Type** appears.
- 4 Press  until **Premium Photo** appears, and then press **Enter** to select it.
- 5 Press **Copy** until **Enhancements** appears.
- 6 Press  until **Photo** appears, and then press **Enter** to select it.
- 7 Press **Start Black** or **Start Color**.

**Tip:** To enlarge a photo automatically to a full page, use the **Photo Fit to Page** button.

## fit a copy to the page

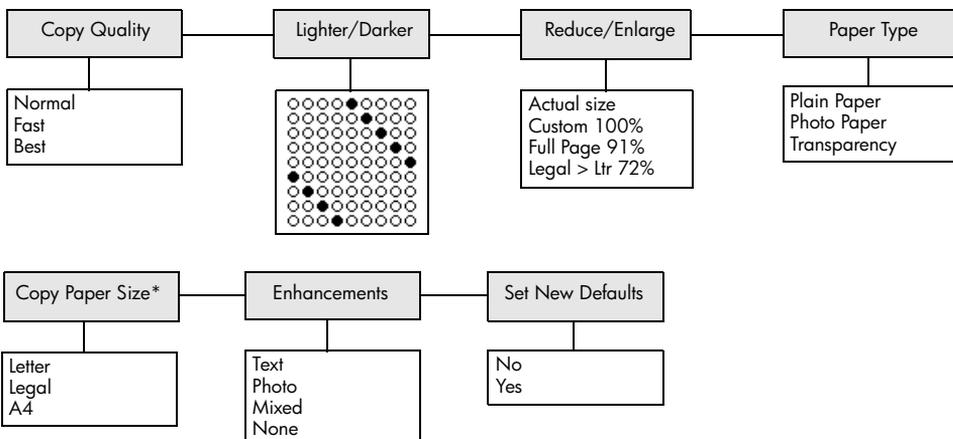
Use the **Photo Fit to Page** button when you want to automatically enlarge or reduce your original to fit Letter or A4 size paper. You can enlarge a small photo to fit a full-size page, as shown below. Using **Photo Fit to Page** may prevent unwanted cropping of text or images around the margins.



- 1 Load the original in the ADF.  
For more information, see **load originals** on page 7.
- 2 Press the **Photo Fit to Page** button.  
**Note:** Do not press the **Fax**, **Copy**, or **Scan** buttons on the front panel once you have pressed the **Photo Fit to Page** button.
- 3 Press  until the appropriate paper type appears, and then press **Enter** to select it.
- 4 Press **Start Black** or **Start Color**.

## copy options

The following diagram shows the options that are available when you press **Copy**.



\*The sizes vary by country/region.

To cycle through the copy options, press **Copy** repeatedly.  
Press  and  to move to the setting you want within one of the copy options.  
Press **Enter** to select the displayed setting.

# 5

## use the scan features

Scanning is the process of converting pictures and text into an electronic format for your computer. You can scan photos and text documents.

Because the scanned image or text is in an electronic format, you can bring it into your word processor or graphics program and modify it to suit your needs. You can do the following:

- Scan photos of your kids and e-mail them to relatives, create a photographic inventory of your house or office, or create an electronic scrapbook.
- Scan text from an article into your word processor and quote it in a report, saving you a lot of retyping.

**Tip:** To use the scan features, your HP Officejet and computer must be connected and turned on. The HP Officejet software must also be installed and running on your computer prior to scanning. To verify that the HP Officejet software is running on Windows, look for a status icon in the system tray. On a Macintosh, the HP Officejet software is always running.

**Note:** High resolution scanning (600 dpi or higher) requires a large amount hard disk space. If there is not enough hard disk space available, your system may stall.

### scan an original

You can start a scan from your HP Officejet or from the HP Officejet software on your computer.

For more information about scanning your pictures or documents from the HP Officejet software, see **scan pictures and documents** in the HP Photo & Imaging Help.

#### to scan an original from your hp officejet

- 1 Load your original in the automatic document feeder (ADF).  
For more information, see **load originals** on page 7.
- 2 Press **Scan**.
- 3 Select the **Scan to** destination by pressing  or , or by pressing the **Scan** button repeatedly.  
The default destination is the HP Photo & Imaging Gallery. Any applications on your computer that are supported by the HP Officejet also appear in the **Scan to** list.
- 4 Press **Start Black** or **Start Color**.  
The original is scanned and the image is sent to selected destination. For more information about using the HP Photo & Imaging Gallery, see **manage images** in **how to use the software**.

## stop scanning

You can stop a scan by pressing the **Cancel** button located on the front panel.

# 6

## use the fax features

Using your HP Officejet, you can:

- Send and receive paper faxes.
- Send computer faxes (reference the HP Photo & Imaging Help).
- Send and receive color faxes.

**Fax features are available only on some HP Officejets.**

### send a fax

You can send a fax in a variety of configurations. These include the following:

- send a paper fax (using the front panel or computer).
- send a paper fax with a PC-generated cover page (using the computer).
- send a file with or without a cover page (using the computer).
- send a PC-generated cover page as a single-page fax (using the computer).

**Note:** For information on sending a fax using the computer, reference the HP Photo & Imaging Help.

**Note:** By default, your HP Officejet prints a report only if there is a problem with sending or receiving a fax. A confirmation message indicating whether an item was successfully sent appears briefly on the front-panel display after each transaction. If you need printed confirmation that your faxes are successfully sent, see **print reports** on page 22 for information about report options.

**Note:** If you have not done so, set the date and time. See **set the date and time** on page 27.

#### send a fax from your hp officejet

- 1 Load your originals in the ADF.  
For more information, see **load originals** on page 7.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.  
For more information on speed dialing, see **set up speed dialing** in the HP Photo & Imaging Help.
- 3 Press **Start Black** or **Start Color**.

#### change settings and use speed dials before sending a fax

- 1 Load your originals in the ADF.  
For more information, see **load originals** on page 7.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.

For more information on speed dialing, see **set up speed dialing** in the HP Photo & Imaging Help.

- 3 Press **Enter**.
- 4 Press **Fax** to scroll through the fax options.
- 5 When you reach the option whose setting you wish to change, press  to scroll through the setting options.
- 6 When you reach the setting you want to change, press **Enter** to accept the setting.
- 7 Press **Start Black** or **Start Color**.

## send a color fax

You can send and receive color faxes to and from other color fax machines. If you are faxing from the front panel and your HP Officejet determines that the recipient has a black-and-white fax unit, it sends the fax in black and white. If you are faxing from the software and your HP Officejet determines that the recipient has a black-and-white fax unit, the HP Officejet prompts you to try sending the fax in black and white.

We recommend that you use only color originals for color faxing. The color originals must be loaded in the ADF, you cannot send a color fax from memory using the scan and fax features. To fax in color to multiple recipients, send the fax from the Director or your software program.

### to send a color fax from the front panel

- 1 Load your originals in the ADF.  
For more information, see **load originals** on page 7.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.  
For more information on creating speed-dial entries, see **set up speed dialing** in the HP Photo & Imaging Help.
- 3 Press **Start Color**.

## schedule a fax

You can schedule a black and white fax to be sent later during the same day (for example, when telephone lines are not as busy). If you use the front panel, you can select a single recipient.

When the specified time is reached, your fax is automatically sent as soon as a connection can be made.

- 1 Load your originals in the ADF.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.
- 3 Press **Enter**.
- 4 Press **Fax** to scroll through the fax options.
- 5 Stop scrolling when you reach the **How to Fax** menu.
- 6 Press  to scroll through the setting options.
- 7 Stop scrolling when you reach the **Send Fax Later** option.

- 8 Press **Enter**.
- 9 Enter the **Send Time** using the numeric keypad.
- 10 At the prompt, press **1** for **AM** or **2** for **PM**.
- 11 When **Store Fax Now?** appears, press **1** for **Yes** or **2** for **No**.  
If **1** is selected, the document is scanned to memory and is sent at the selected time. If **2** is selected and you haven't loaded your originals, a message appears reminding you to load the original before the send time.
- 12 Press **Start Black**.

### cancel a scheduled fax

You can cancel a fax stored in memory or one that is currently in progress.

- Press **Cancel** to cancel the scheduled fax.

## receive a fax

Your HP Officejet is set to print received faxes automatically. If you receive a legal-size fax and your HP Officejet is not currently configured to use legal-sized paper, the unit automatically reduces the fax so that it fits on the paper that is loaded. For more information, see **set automatic reduction** on page 25.

If you have an answering machine connected to the same line as your HP Officejet, you may need to set the number of rings required before the HP Officejet begins receiving the fax. The default number of rings before the HP Officejet receives a fax is 5.

### set the number of rings before answering

You can specify how many rings should occur before your HP Officejet automatically answers the phone. When you run the Fax Setup Wizard this is set automatically.

If you do not want your HP Officejet to answer the phone, **Rings to Answer** should be set to **No Answer**.

- 1 Press **Setup**.
- 2 Press **3**, then press **3** again.  
This selects the **Basic Fax Setup** menu, then the **Rings to Answer** option.
- 3 Use the arrow keys to choose the number of rings, and then press **Enter**.

### receive a fax manually

Before manually receiving a fax, we recommend that you remove any originals from your HP Officejet so that they are not accidentally processed.

Verify that **Rings to Answer** is set to **No Answer**.

- 1 When your HP Officejet rings, pick up the handset of a telephone that is on the same telephone line as your HP Officejet.
- 2 If you hear fax tones, press **Start Black** or **Start Color** or, if you are receiving from an extension phone (on the same telephone line as your HP Officejet, but not connected directly to it), press **1 2 3** on your phone.
- 3 After you are finished, hang up the telephone.

## print reports

You can set up your HP Officejet to print error reports and confirmation reports for each fax you send and receive. You can also manually print reports as you need them.

### generate reports automatically

This setting lets you configure your HP Officejet so that it automatically prints error and confirmation reports.

- 1 Press **Setup**.
- 2 Press **1**, then press **5**.  
This selects **Print Report**, then selects **Automatic Reports Setup**.
- 3 Press  to scroll through the following report types:
  - **Every Error**, which prints whenever there is any kind of fax error (default).
  - **Send Error**, which prints whenever there is a transmission error.
  - **Receive Error**, which prints whenever there is a receiving error.
  - **Every Fax**, which confirms every time a fax is sent or received.
  - **Send Only**, which prints every time a fax is sent.
  - **Off**, which does not print fax reports.
- 4 When you reach the report that you want, press **Enter**.

### generate reports manually

This setting lets you print reports manually. From the computer, you can only print the Speed-Dial List and the Fax Log.

#### to print reports from the front panel

- 1 Press **Setup**, then press **1**.  
This selects the **Print Report** menu.
- 2 Press  to scroll through the following report types:
  - **Last Transaction**, which prints details of the last fax transaction.
  - **Fax Log**, which prints a log of the last 30 fax transactions.
  - **Speed Dial List**, which prints a list of programmed speed dials.
  - **Self-Test Report**, which prints a report to assist you in diagnosing print and alignment problems. For more information, see **print a self-test report** on page 32.
  - **Automatic Reports Setup**, which is the automatic reports setting described in **generate reports automatically** on page 22.
- 3 When you reach the report that you want, press **Enter**.

## control resolution and contrast

Your HP Officejet lets you change the resolution and contrast of documents that you are sending.

### change resolution

Resolution affects the transmission speed and quality of faxed documents.

**to change the resolution from the front panel**

- 1 Load your originals in the ADF.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.
- 3 Press **Enter**.
- 4 Press **Fax** to scroll through the fax options.
- 5 Stop scrolling when you reach the **Resolution** menu.
- 6 Press  until the desired resolution quality appears (**Standard, Photo, Fine, Very Fine**).
- 7 Press **Enter**.  
Your HP Officejet only faxes at the highest resolution supported by the receiving fax.  
If you choose **Photo**, be aware that the faxing process takes longer to complete. When faxing photographs, we recommend that you choose **Photo**.

**change contrast**

Change this setting if you want a black-and-white fax to be darker or lighter than the original.

**to change the fax contrast from the front panel**

- 1 Load your originals in the ADF.
- 2 Enter the fax number using the keypad, or press **Speed Dial** until the desired speed-dial entry appears.
- 3 Press **Enter**.
- 4 Press **Fax** to scroll through the fax options.
- 5 Stop scrolling when you reach the **Lighter/Darker** menu.  
The range of values appears as a circle on a scale on the display.
- 6 Press  to lighten the fax or  to darken it.  
The circle moves left or right as you press a button.
- 7 Press **Enter** to accept the setting you selected.

**change other fax settings****redial a number automatically**

You can set your HP Officejet to redial a busy and an unanswered number automatically. If you initiated a fax from the computer, the computer must be left on for the redialing process to work correctly.

- 1 Press **Setup**.
- 2 Press **4**.  
This selects the **Advanced Fax Setup** menu.
- 3 Choose one of the following options:
  - Press **3**.

This selects the **Busy Redial** option. The default setting for **Busy Redial** is **Redial**.

- Press **4**.

This selects the **No Answer Redial** option. The default setting for **No Answer Redial** is **No Redial**.

- 4 Press **Enter**.
- 5 Press  to select **Redial** or **No Redial**, as desired.
- 6 Press **Enter**.

## forward faxes to another number

With fax forwarding, you can send a fax that you receive to another fax number during the next 24-hour period.

### to forward faxes from the front panel

- 1 Press **Setup**.
- 2 Press **3**, then press **7**.  
This selects the **Basic Fax Setup** menu, then selects the **Fax Forwarding Black Only** option.
- 3 At the prompt, enter the **Fax Number** to which you wish to send the fax.
- 4 Press **Enter**.
- 5 Enter the **Start Date** using the numeric keypad.
- 6 Enter the **Start Time** using the numeric keypad.
- 7 At the prompt, press **1** for **AM** or **2** for **PM**.
- 8 Enter the **Stop Date** using the numeric keypad.  
**Fax Forwarding On** appears on the display.

## edit or cancel fax forwarding

Once fax forwarding is enabled, you may find that you need to change the number you are faxing to or the start and stop times you entered. You may wish to cancel your fax forwarding setup altogether. Follow the steps below to edit or turn off fax forwarding.

### to edit fax forwarding from the front panel

- 1 Press **Setup**.
- 2 Press **3**, then press **7**.  
This selects the **Basic Fax Setup** menu, then selects the **Fax Forwarding Black Only** option.
- 3 **Forwarding is ON 1=Edit 2=Cancel** appears on the display after a moment. Press **1** to edit the number you wish to fax to or to change the start and stop times. Follow the messages on the display.

### to cancel fax forwarding from the front panel

- Press **Cancel**
- OR

Follow the steps in **edit or cancel fax forwarding** on page 24. When **Forwarding is ON 1=Edit 2=Cancel** appears on the display, press **2** to cancel fax forwarding.

### use error correction mode

Error Correction Mode (ECM) eliminates data lost due to poor phone lines by detecting errors that occur during transmission and automatically requesting retransmission of the erroneous portion. Phone charges are unaffected, or may even be reduced, on good phone lines. On poor phone lines, ECM increases sending time and phone charges, but sends the data much more reliably. Turn ECM off (the default setting is on) only if it increases phone charges substantially, and you can accept poorer quality in exchange for reduced charges.

#### to change the ECM setting from the front panel

- 1 Press **Setup**.
- 2 Press **4**, then press **7**.  
This selects the **Advanced Fax Setup** menu, then selects the **Error Correction Mode** option.
- 3 Press  to switch between **On** and **Off**.
- 4 Press **Enter** to accept the setting you selected.

### set automatic reduction

This setting determines what your HP Officejet does if it receives a fax that is too large for the default paper size. With this setting on (the default), the image is reduced so that it fits on one page. With this feature off, information that doesn't fit on the first page is printed on a second page.

- 1 Press **Setup**.
- 2 Press **4**, then press **5**.  
This selects the **Advanced Fax Setup** menu, then selects the **Automatic Reduction** option.
- 3 Press  to switch between **On** and **Off**.
- 4 Press **Enter** to accept the setting you selected.

### adjust the volume

Your HP Officejet provides three levels for adjusting the ring and speaker volume. The ring volume is the volume of the phone ringer. The speaker volume is the volume of everything else, such as the dial and fax tones. The default setting is Soft.

- 1 Press **Setup**.
- 2 Press **3**, then press **6**.  
This selects the **Basic Fax Setup** menu, then selects the **Ring and Beep Volume** option.
- 3 Press  to select one of the options: **Soft**, **Loud**, or **Off**.
- 4 Press **Enter** to accept the setting you selected.

## change the answer ring pattern (distinctive ringing)

Distinctive ringing is a feature offered by phone companies that allows several phone numbers to share the same line. Each number has a specific ring pattern. If you do not have this service, use the default ring pattern, which is **All Rings**.

If you connect your HP Officejet to a line with distinctive ringing, have your telephone company assign one ring pattern to voice calls and another to fax calls (double or triple rings are best for a fax number).

- 1 Press **Setup**.
- 2 Press **4**, then press **2**.  
This selects the **Advanced Fax Setup** menu, then selects the **Answer Ring Pattern** option.
- 3 Press  to scroll through these options: **All Rings**, **Single Rings**, **Double Rings**, **Triple Rings**, and **Double & Triple**.
- 4 When the ring pattern that the phone company established for this number appears, press **Enter**.  
**Tip:** We recommend that you use **Double Rings** or **Triple Rings** for fax.

## set up speed dialing

Through your HP Officejet or your computer, you can assign entries to fax numbers you use often. This lets you dial those numbers quickly using the front panel's Speed Dial button and a one- or two-digit entry. You can create up to 100 individual speed-dial entries (the maximum for some models is 70).

We recommend that you use the software to set up speed-dial settings.

**Note:** A speed-dial entry can only be associated with one phone number; speed-dial groups are not supported.

For more information, see **set up speed dialing** in the hp photo & imaging help.

### create individual speed-dial settings

You can enter fax numbers that you will reuse frequently.

- 1 Press **Setup**.
- 2 Press **2**, then press **1**.  
This selects the **Speed Dial Setup** menu, then selects the **Individual Speed Dial** option.
- 3 Press **Enter**.  
The first unassigned speed-dial entry appears on the display.
- 4 Press **Enter** to select the displayed speed-dial entry.
- 5 Enter the **Fax Number** to assign to that entry, then press **Enter**.  
The fax number can be up to 50 digits in length.  
**Tip!** To enter a three-second pause within a number sequence, press **Symbols** to display a dash.
- 6 Enter the person's or company's name, then press **Enter**.

The name is limited to 13 characters in length.

For more information, see **enter text** on page 28.

- 7 After **Enter Another?** appears, press **1 (Yes)**, if you want to set up another number, or press **2 (No)** to exit.

### delete speed-dial settings

Follow these steps to delete an individual speed-dial entry.

- 1 Press **Setup**.
- 2 Press **2**, then press **2** again.  
This selects **Speed Dial Setup**, then selects **Delete Speed Dial**.
- 3 Press  until the individual entry that you want to delete appears, then press **Enter**.

## set basic fax settings using the front panel

We recommend that you use the Fax Setup Wizard in the HP Officejet software to configure all your basic fax settings; however, you can also access these settings from the front panel.

**Note:** In the U.S., regulations require that your name and phone number appear on every fax. The minimum settings that we recommend are described in the following topics.

### set the date and time

Follow these steps to set the date and time manually.

- 1 Press **Setup**.
- 2 Press **3**, then press **1**.  
This selects the **Basic Fax Setup** menu, then selects the **Date and Time** option.
- 3 Follow the prompts on the display to enter the date and time using the keypad.

**Tip:** Use only the last two digits for the year.

**Tip:** When you enter a single-digit date or time, type a leading zero before the single digit: for example, 03:45, or 08-03-02.

After you are done, the date and time appear on the display.

**Warning!** Cutting off power to the HP Officejet causes the selected date and time to be lost. However, name and fax number information is not lost.

### set the fax header

Follow these steps to enter your name and fax number in the header.

**Note:** In Hungary, the subscriber identification code (fax header) can be set or changed only by authorized personnel. For more information, contact your authorized HP dealer.

- 1 Press **Setup**.
- 2 Press **3**, then press **2**.

This selects the **Basic Fax Setup** menu, then selects the **Fax Header** option.

- 3 Enter your personal or company name at the prompt. Use the guidelines provided in the next section under **enter text**.
- 4 Press **Enter**.
- 5 Enter your fax number using the numeric keypad.
- 6 Press **Enter**.

### enter text

The following list provides tips for entering text using the front-panel keypad.

- Press the keypad numbers that correspond to the letters of a name.

ABC These letters correspond to this number, and so on.

2

- Press a button multiple times to see a letter first in uppercase and then in lowercase.

JKL To get this character: J j K k L l 5

5 Press 5 this many times 1 2 3 4 5 6 7

- After the correct letter appears, press , and then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.
- To insert a space, press **Space (#)**.
- To enter a symbol, such as @, press **Symbols (\*)** to scroll through the list of available symbols.
- If you make a mistake, press  to clear it, and then make the correct entry.
- After you are done entering text, press **Enter** to store your entries.

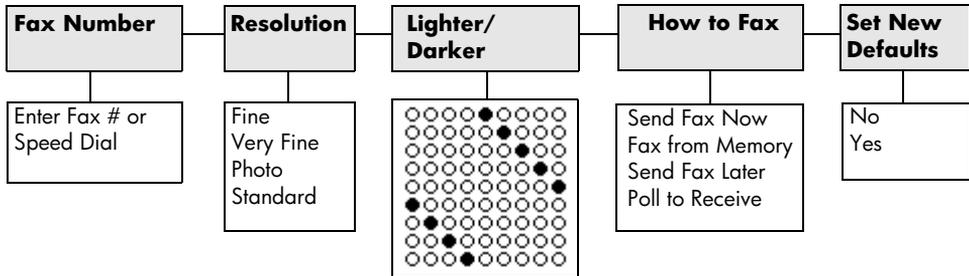
### check for dial tone

Before using the fax features, verify that the connections are correctly established.

- 1 Press **Fax**.
- 2 Listen for a dial tone.
- 3 If you do not hear a dial tone, check the connections.
- 4 Press **Cancel** to hang up.

## fax job menu

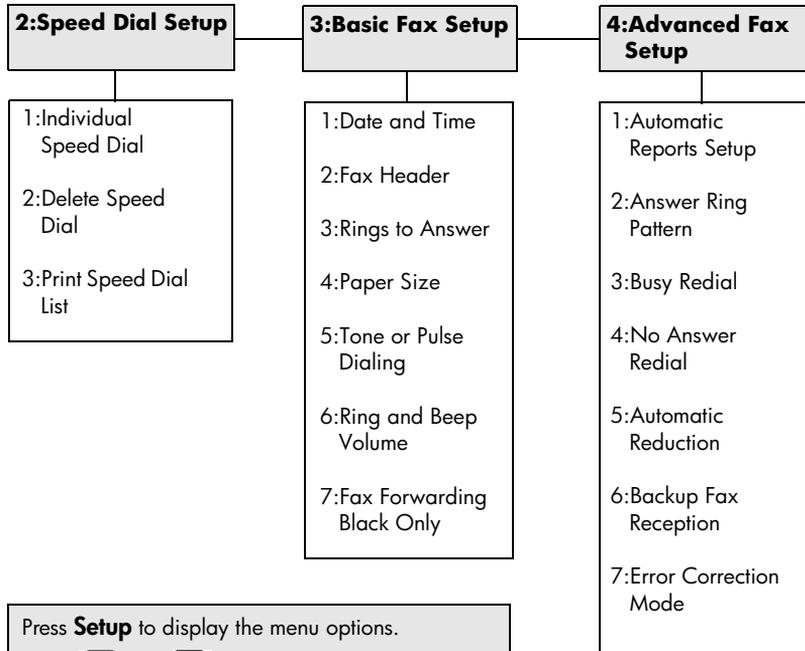
The following options become available when the **Fax** button is pressed.



Enter a fax number or speed dial.  
When the **Fax** button is pressed:  
Press and to move to the option you want.  
Press **Enter** to select the displayed setting.

## setup menu for fax commands

The following fax settings are available in the **Setup** menu.



Press **Setup** to display the menu options.  
Press and to move to the setting you want.  
Press **Enter** to select the displayed setting.



# 7

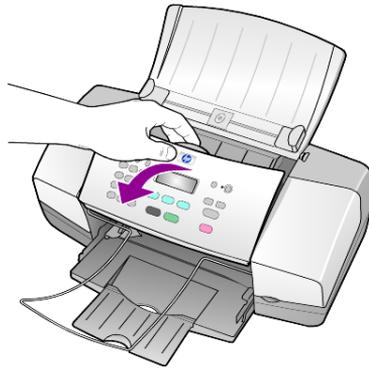
## maintain your hp officejet

This section provides instructions for keeping your HP Officejet in top working condition. Perform these maintenance procedures as necessary.

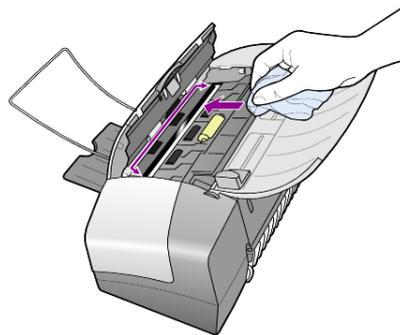
### clean the glass

Dirty glass, from dust, smudges, hair, and so on, slows down performance and affects the accuracy of features such as Fit to Page and Copy.

- 1 Turn off the unit, unplug the power cord, and raise the scanner lid.



- 2 Clean the glass with a soft cloth or sponge slightly moistened with a nonabrasive glass cleaner.



**Caution!** Do not use abrasives, acetone, benzene, or carbon tetrachloride on the glass; these can damage it. Do not place liquids directly on the glass. They may seep under it and damage the unit.

- 3 Dry the glass with a chamois or cellulose sponge to prevent spotting.

## clean the white strip

Minor debris can accumulate on the white strip located underneath the scanner's lid.

- 1 Turn off the unit, unplug the power cord, and raise the scanner lid.
- 2 Clean the white strip with a soft cloth or sponge slightly moistened with a mild soap and warm water.
- 3 Wash the strip gently to loosen debris; do not scrub the strip.
- 4 Dry the strip with a chamois or soft cloth.

**Caution!** Do not use paper-based wipes as these may scratch the strip.

- 5 If this does not clean the strip well enough, repeat the previous steps using isopropyl (rubbing) alcohol, and wipe the strip thoroughly with a damp cloth to remove any residual alcohol.

## clean the exterior

Use a soft, damp, lint-free cloth to wipe dust, smudges, and stains off the case. The interior of the unit does not require cleaning. Keep fluids away from the interior of the unit as well as the front panel.

## work with print cartridges

To ensure the best print quality from your HP Officejet, you will need to perform some simple maintenance procedures, and when prompted by a front-panel message, replace the print cartridges.

### print a self-test report

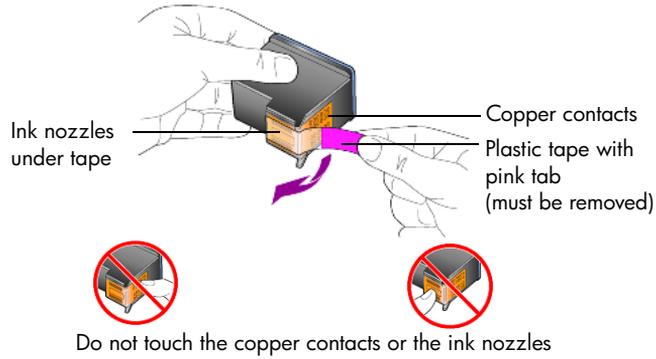
If you are experiencing problems with printing, before cleaning or replacing the print cartridges, you should print a Self-Test Report. This report provides useful information about your print cartridges, including status information.

- 1 Press **Setup**.
- 2 Press **1**, then press **4**.  
This selects **Print Report**, and then selects **Self-Test Report**.

- 3 Press **Start Black** or **Start Color**.  
A Self-Test Report is printed for your HP Officejet.

### handle print cartridges

Before you replace or clean a print cartridge, you should know the part names and how to handle the print cartridge.

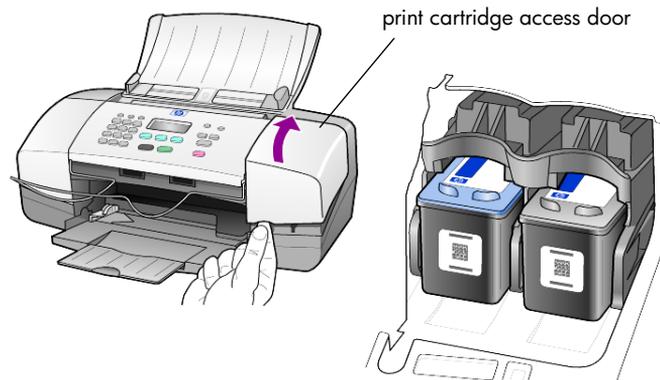


## replace the print cartridges

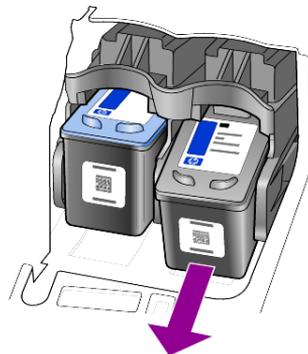
Front-panel messages appear to let you know that you should replace your print cartridges.

See **order print cartridges** on the back cover for information on ordering replacement print cartridges.

- 1 Turn on the unit, then lift open the print cartridge access door. The print carriage moves into view.

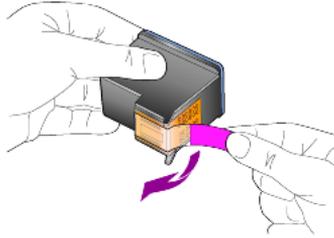


- 2 After the carriage stops moving, push down on the print cartridge down to release it, and then pull it toward you out of its slot.



**Note:** It is normal to see ink build-up in the print cartridge slots.

- 3 Remove the new print cartridge from its packaging and, being careful to touch only the bright pink plastic tab, gently remove the plastic tape to uncover the ink nozzles.

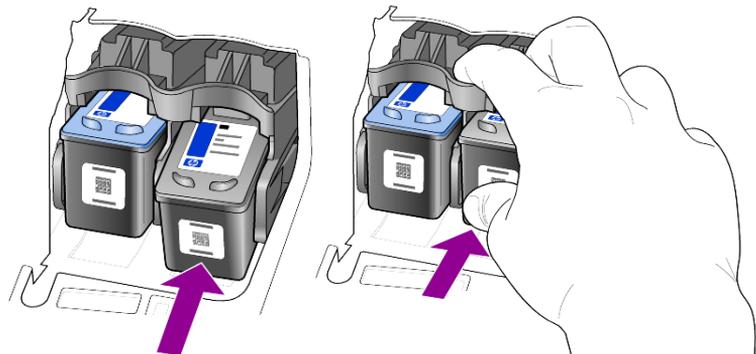


**Caution!** Do not touch the copper contacts or ink nozzles.

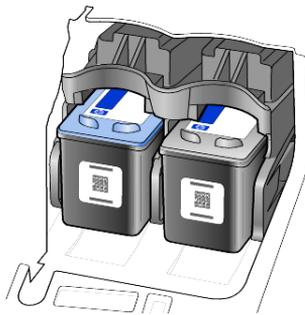
Once you have removed the plastic tape, install the print cartridge immediately to prevent the ink from drying in the nozzles.

- 4 Push the new print cartridge into the appropriate slot at a slight angle until it clicks into place.

**Caution!** Do not attempt to push the cartridge straight into the slot. It must slide in at a slight angle.



The tri-color print cartridge goes on the left and the black cartridge goes on the right.



- 5 Close the print cartridge access door.

## align the print cartridges

The HP Officejet prompts you to align cartridges every time you install or replace a print cartridge. Aligning the cartridges ensures high-quality output.

To align the print cartridges when prompted:

- 1 Press **Enter** on the front panel.  
An align cartridges (test pattern) page prints.
- 2 Load the align cartridges page face down in the ADF between the paper-width guides and press the **Enter** button again.
- 3 Recycle or discard the page.

To align the cartridges at any other time:

- 1 Press **Setup**.
- 2 Press **5**, then press **2**.  
This selects the **Maintenance** menu, and then selects the **Align Print Cartridge** option.
- 3 Press **Enter**.  
An align cartridges (test pattern) page prints.
- 4 Load the align cartridges page face down in the ADF between the paper-width guides and press the **Enter** button again.
- 5 Recycle or discard the page.

## clean the print cartridges

Use this feature when the Self-Test Report shows streaking or white lines through any of the colored bars. Do not clean print cartridges unnecessarily. This wastes ink and shortens the life of the ink nozzles.

- 1 Press **Setup**.
- 2 Press **5**, then press **1**.  
This selects the **Maintenance** menu, and then selects the **Clean Print Cartridge** option.  
A page of patterns is printed. The cartridges are cleaned. Recycle or discard the page.  
If copy or print quality still seem poor after you clean the print cartridges, replace the print cartridge that is affected.

## restore factory defaults

You can restore the original factory settings to what they were when you purchased your HP Officejet. Choosing to restore your factory defaults restores all settings, except date information and any scan settings you may have set.

You can perform this process from the front panel only.

- 1 Press **Setup**.
- 2 Press **5**, then press **3**.  
This selects **Maintenance**, and then selects **Restore Factory Defaults**.  
The factory default settings are restored.

## set scroll speed

The **Scroll Speed** option lets you control the rate that text messages appear in the front-panel display. You can choose **Normal**, **Fast**, or **Slow**. The default is **Normal**.

- 1 Press **Setup**.
- 2 Press **5**, then press **6**.  
This selects **Maintenance**, and then selects **Set Scroll Speed**.
- 3 Press  until the desired speed appears, then press **Enter**.

## set the prompt delay time

The **Prompt Delay** option lets you control the amount of time before a message is displayed in the front-panel display. You can choose **Normal**, **Fast**, or **Slow**. The default is **Normal**.

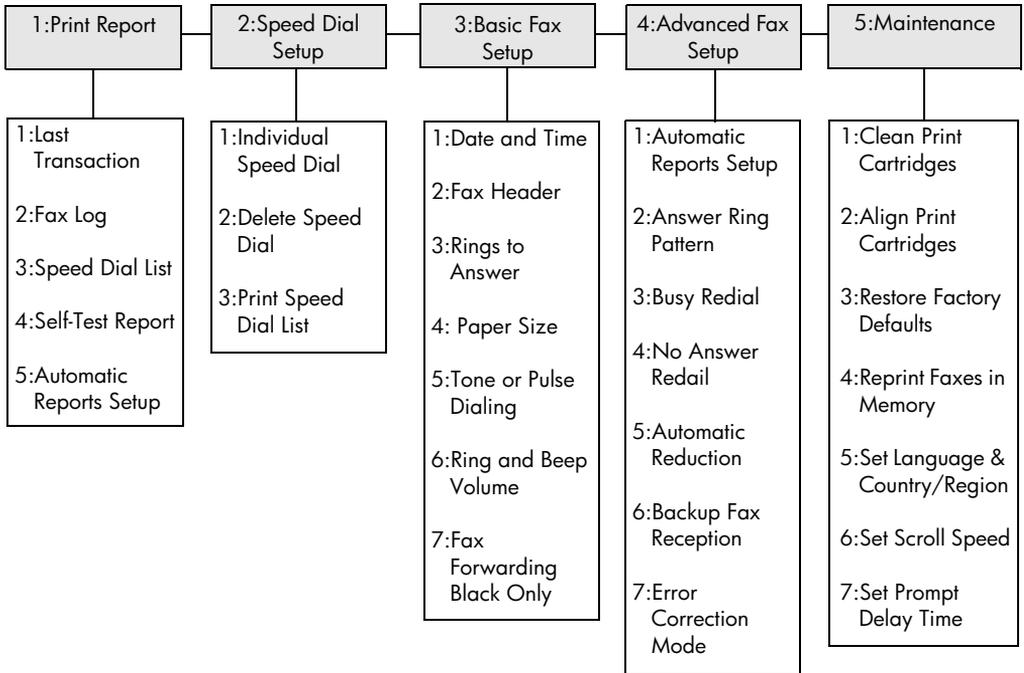
- 1 Press **Setup**.
- 2 Press **5**, then press **7**.  
This selects **Maintenance**, and then selects **Set Prompt Delay Time**.
- 3 Press  until the delay time appears, then press **Enter**.

## self-maintenance sounds

During the life of your product you may hear various mechanical sounds. This is a normal part of your unit's self-maintenance.

## setup menu options

The following options are available from the **Setup** button.



Use **Setup** to display the **Print Report, Speed Dial Setup, Basic Fax Setup, Advanced Fax Setup, and Maintenance** options.

Press  and  to move to the setting you want. Press **Enter** to select the displayed setting.



# 8

## additional setup information

During the installation of the HP Officejet software, a number of windows are displayed. You should see the following:

- Installing
- Copying files
- A request to plug in the HP Officejet
- Green OK and check mark
- Request to restart your computer (may not occur in all cases)
- Registration

If you did not see all of these windows, there may be a problem with the installation. Verify the following:

- The HP Director contains six icons (double-click the HP Director icon on the desktop)
- The HP Officejet is listed in the Printers dialog box
- There is an icon for the HP Officejet in the System Tray that indicates the HP Officejet is ready.

If the HP Director does not show six icons, you may need to wait a few minutes for the HP Officejet to connect to your computer.

### possible installation problems

If nothing appears on your computer screen after you insert the HP Officejet 4100 Series CD-ROM into your computer's CD-ROM drive:

- 1 From the **Start** menu, choose **Run**.
- 2 In the Run dialog box, enter **d:\setup.exe** (if your CD-ROM drive is not assigned to drive letter d, use the appropriate drive letter), then click **OK**.

If the HP Director does not contain six icons, do the following:

- Verify that the front-panel cover is attached, then unplug the HP Officejet and plug it in again.
- Verify that the USB and power cables are plugged in.
  - Unplug the USB cable and plug it in again.
  - Do not attach the USB cable to a keyboard or nonpowered hub.
  - Verify that the USB cable is 3 meters or less in length
  - If you have several USB devices attached to your computer, you may want to unplug the others during the installation.

**Note:** AppleTalk is not supported.

- Unplug the HP Officejet from the wall and plug it in again.
- Restart your computer.

On Windows, check the System Tray for applications that are running in the background and close them before restarting your computer.

## remove and reinstall your hp officejet software

If six icons do not appear in the Director, you may need to uninstall and re-install the software. Do *not* simply delete the HP Officejet program files from your hard drive. Be sure to remove them properly using the uninstall utility provided in the HP Officejet program group.

### to uninstall from a Windows computer

- 1 Disconnect your HP Officejet from your computer.
- 2 On the Windows taskbar, click **Start**, choose **Programs** or **All Programs** (XP), choose **Hewlett-Packard**, choose **hp officejet 4100 series**, then choose **uninstall software**.
- 3 Follow the directions on the screen.  
Be sure to disconnect your HP Officejet.
- 4 If you are asked whether you would like to remove shared files, click **No**. Other programs that use these files may not work properly if the files are deleted.
- 5 After the program finishes removing the software, disconnect your HP Officejet, and restart your computer.

**Note:** It is important that you disconnect your HP Officejet before restarting your computer.

- 6 To reinstall the software, insert the HP Officejet 4100 Series CD-ROM into your computer's CD-ROM drive, and follow the instructions that appear.
- 7 After the software is installed, connect and turn on your HP Officejet, following the onscreen instructions and the instructions in your Setup Poster. After connecting and turning on your HP Officejet, you may have to wait several minutes for all of the Plug and Play events to complete. When the software installation is complete, you will see a Status Monitor icon in the System Tray.
- 8 To verify that the software is properly installed, double-click on the HP Director icon on the desktop. If the HP Director shows six icons, the software has been properly installed.



### to uninstall from a Macintosh computer

- 1 Disconnect your HP Officejet from your computer.
- 2 Double-click on **Applications:HP All-in-One Software** folder.

- 3 Double-click on **HP Uninstaller**.
- 4 Follow the directions that appear on the screen.
- 5 After the program finishes removing the software, disconnect your HP Officejet, and restart your computer.
- 6 To reinstall the software, insert the HP Officejet 4100 Series CD-ROM into your computer's CD-ROM drive.  
**Note:** When re-installing the software, follow the instructions on the Setup Poster. Do not connect the HP Officejet to your computer until after you have completed the software installation.
- 7 On the desktop, open the CD-ROM, double-click on **hp all-in-one installer**, and follow the instructions that appear.

## connect your hp officejet to a phone, modem, or answering machine

The HP Officejet can share a phone line with a phone, a modem, or an answering machine. When sharing a phone line with an answering machine, the HP Officejet will answer fax calls and direct voice calls to the answering machine.

**Note:** For information on connecting your HP Officejet to your computer and phone line, refer to the Setup Poster that came with your unit.

### to connect your hp officejet to a phone, modem, or answering machine

- 1 Remove the white plastic stopper from connector 2 on the back of the HP Officejet.



connector 2 on the HP Officejet

To connect more than one device to connector 2 on the HP Officejet, you must purchase a Y-splitter and plug it into connector 2.

- 2 Connect the phone cord from the phone, modem, or answering machine to connector 2 (or Y-splitter).

**Caution!** Do not use the phone cord that came with the HP Officejet for this purpose. That phone cord must connect connector 1 on the HP Officejet to the wall jack for your phone system. See the Setup Poster for details.



connector 1 on the HP Officejet

- 3 If you are connecting an answering machine, see **set the number of rings before answering** on page 21 for instructions on setting the number of rings correctly, or **change the answer ring pattern (distinctive ringing)** on page 26 for information on incoming ring patterns.
- 4 If you are connecting a modem, turn off its fax-receive feature.

## additional troubleshooting help

You may want to refer to the readme file for more information on possible installation problems. On Windows, you can access the readme file from the Start button on the taskbar; select **Programs, Hewlett-Packard, hp officejet 4100 series, View the Readme File**. On Macintosh, you can access the readme file by double-clicking on the icon located in the top-level folder of the HP Officejet software CD-ROM.

The readme file provides more information, including

- Using the Re-install utility after a failed installation to return your PC to a state that will allow the HP Officejet to be re-installed.
- Using the Re-install utility on Windows 98 to recover from a Composite USB System Driver missing error.

This error may occur if the hardware is installed prior to installing the software. After running the Re-install utility, reboot your PC, and install the HP Officejet software before connecting the HP Officejet to your computer.

You can also find more information on this website:

**[www.hp.com/support](http://www.hp.com/support)**



# technical information

Additional specifications information can be found in the HP Photo & Imaging Help, in the **hp officejet 4100 series** section.

## physical specifications

height	width	depth	weight (without print cartridges)
<b>with paper trays and ADF closed</b>			
7.18 in. (18.24 cm)	16.76 in. (42.58 cm)	8.25 in. (20.96 cm)	7.5 lbs (3.4 kg)
<b>with ADF and paper tray extended</b>			
10.30 in. (26.15 cm)	16.76 in. (42.58 cm)	18.54 in. (47.09 cm)	7.5 lbs (3.4 kg)

## power specifications

- Power consumption: 75W maximum
- Source (Input Voltage): 100 to 240 VAC, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1A maximum

## regulatory information

Additional regulatory information can be found in the HP Photo & Imaging Help. The information in this section supercedes information in the HP Photo & Imaging Help.

### doc statement / déclaration de conformité (Canada)

Le présent appareil numérique n'émet pas de bruit radioélectrique dépassant les limites applicables aux appareils numériques de la classe B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

### notice to users of the Canadian telephone network

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation IC before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

**Note:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The REN for this product is 0.3B, based on FCC Part 68 test results.

**notice to all users of the European Economic Area (EEA)**

This product is designed to interwork with the analogue telephone networks in the following countries/regions:

Germany	UK	Netherlands
France	Spain	Italy
Belgium	Luxembourg	Sweden
Austria	Denmark	Ireland
Norway	Finland	Switzerland
Greece	Portugal	

Network compatibility depends on customer selected settings, which must be reset to use the equipment on a telephone network in a country/region other than where the product was purchased. Contact the vendor or Hewlett-Packard Company if addition product support is necessary.

This equipment has been certified by the manufacturer in accordance with Directive 1999/5/EC (annex II) for Pan-European single-terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries/regions, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. In the event of problems, you should contact your equipment supplier in the first instance.

**geräuschemission**

LpA < 70 dB  
am Arbeitsplatz  
im Normalbetrieb  
nach DIN 45635 T. 19

**notice to Korean customers****사용자 안내문 (B급 기기)**

이 기기는 비업무용으로 전자파장해검정을 받은 기기로서, 주거지역에서는 물론 모든 지역에서 사용할 수 있습니다.

This section explains the support services information provided by Hewlett-Packard. If you are unable to find the answer you need in the printed or onscreen documentation supplied with your product, you can contact one of the HP support services listed in the following pages. Some support services are available only in the U.S. and Canada, while others are available in many countries/regions worldwide. If a support service number is not listed for your country/region, contact your nearest authorized HP dealer for help.

## get support and other information from the internet

If you have Internet access, you can get help from the following HP website:

**[www.hp.com/support](http://www.hp.com/support)**

The Web site offers technical support, drivers, supplies, and ordering information.

## hp customer support

Software programs from other companies may be included with your HP Officejet. If you experience problems with any of those programs, you will receive the best technical assistance by calling the experts at that company.

If you need to contact HP Customer Support, do the following before you call.

- 1 Make sure that:
  - a. Your unit is plugged in and turned on.
  - b. The specified print cartridges are installed correctly.
  - c. The recommended paper is properly loaded in the input tray.
- 2 Reset your unit:
  - a. Turn off the unit using the **On** button located on the unit's front panel.
  - b. Unplug the power cord from the back of the unit.
  - c. Plug the power cord back into the unit.
  - d. Turn on the unit using the **On** button.
- 3 For more information, check the HP website at:  
**[www.hp.com/support](http://www.hp.com/support)**
- 4 If you are still experiencing problems and need to speak with an HP Customer Support Representative:
  - Have your service ID and serial number ready. To display your service ID and serial number on the front panel, do the following. Press **Enter** and **Start Color** at the same time, until the service ID appears in the front-panel display. From this display, press the right arrow until the serial number displays.
  - Print a Self-Test Report. See **print a self-test report** on page 32 for information on printing this report.
  - Make a color copy.
  - Be prepared to describe your problem in detail.
- 5 Call HP Customer Support. Be near your unit when you call.

### call in the U.S. during warranty

Call (208) 323-2551. This service is free during the warranty period; however, your standard long-distance phone charges still apply. A fee may apply outside the warranty period.

U.S. phone support is available in both English and Spanish languages 24 hours a day, 7 days a week (days and hours of support may change without notice).

### call elsewhere in the world

The numbers listed below are current as of the printing date of this guide. For a list of current international HP Support Service numbers, visit this address and choose your own country/region or language:

**[www.hp.com/support](http://www.hp.com/support)**

For Korea, you can also visit this address:

**<http://www.hp.co.kr/>**

You can call the HP support center in the following countries/regions. If your country/region is not listed, contact your local dealer or nearest HP Sales and Support Office to find out how to obtain services.

Support service is free during the warranty period; however, your standard long-distance phone charges will apply. In some cases, a flat fee per single incident will also apply.

For phone support in Europe, please check for the details and conditions of phone support in your country/region by consulting the following Web site:

**[www.hp.com/support](http://www.hp.com/support)**

Alternatively, you can ask your dealer or call HP at the phone number indicated in this booklet.

As part of our constant efforts to improve our phone support service, we advise you to check our website on a regular basis for new information regarding service features and delivery.

country/region	hp technical support	country/region	hp technical support
Algeria <sup>1</sup>	+213 (0) 61564 543	Malaysia	1-800-805405
Argentina	0810-555-5520	Mexico	01-800-472-6684
Australia	+61 3 8877 8000 1902 910 910	Mexico (Mexico City)	5258-9922
Austria	+43 (0) 810 00 6080	Morocco <sup>1</sup>	+212 22404 747
Bahrain (Dubai)	800 728	Netherlands	+31 (0) 20 606 8751
Belgium (Dutch)	+32 (0) 2 626 8806	New Zealand	0800 441 147
Belgium (French)	+32 (0) 2 626 8807	Norway	+47 22 11 6299
Brazil (Grande Sao Paulo)	(11) 3747 7799	Oman	+971 4 883 8454
Brazil (Demais Localidades)	0800 157751	Palestine	+971 4 883 8454
Canada during warranty	(905) 206 4663	Panama	001-800-7112884
Canada post-warranty (per-call charge)	1-877-621-4722	Peru	0-800-10111
Caribbean & Central America	1-800-711-2884	Philippines	632-867-3551
Chile	800-360-999	Poland	+48 22 865 98 00
China	86 10 6868 7980	Portugal	+351 21 3176333
Colombia	9-800-114-726	Puerto Rico	1-877-2320-589
Costa Rica	0-800-011-0524	Qatar	+971 4 883 8454
Czech Republic	+420 (0) 261307310	Romania	+40 1 315 44 42 or local 01 3154442

country/region	hp technical support	country/region	hp technical support
Denmark	+45 39 29 4099	Russian Federation, Moscow	+7 095 797 3520
Ecuador	1800-711-2884	Russian Federation, St. Petersburg	+7 812 346 7997
Europe (English)	+44 (0) 207 512 5202	Saudi Arabia	+800 897 14440
Egypt	02 532 5222	Singapore	65 6272 5300
Finland	+358 (0) 203 47 288	Slovakia	+421 (0) 2 682 08080
France (0.34 Euro/min.)	+0892 69 60 22	South Africa (inside RSA)	086 000 1030
Germany (0.12 Euro/min.)	+49 (0) 180 52 58 143	South Africa, (inside RSA)	+27-11 258 9301
Greece	+30 1060 73 603	Spain	+34 902 321 123
Hong Kong (SAR)	+85 (2) 3002 8555	Sweden	+46 (0)8 619 2170
Guatemala	1800-995-5105	Switzerland <sup>2</sup>	+41 (0) 84 880 1111
Hungary	+36 (0) 1 382 1111	Taiwan	+886-22717-0055 0800 010 055
India	1-600-112267 91 11 682 6035	Thailand	+66 (2) 661 4000
Indonesia	62-21-350-3408	Tunisia <sup>1</sup>	+216 1891 222
Ireland	+353 (0) 1 662 5525	Turkey	+90 216 579 7171
Israel	+972 (0) 9 8304848	Ukraine	+7 (380-44) 490-3520
Italy	+39 (0) 226410350	United Arab Emirates	+971 4 883 8454
Japan	0570 000 511 +81 3 3335 9800	United Kingdom	+44 (0) 207 512 52 02
Jordan	+971 4 883 8454	Venezuela	0800-47468368 or 800-477-7777
Korea (Seoul)	+82 (2) 3270 0700	Venezuela (Caracas)	(502) 207-8488
Korea (outside Seoul)	080 999 0700	Vietnam	84 (0) 8 823 4530
Kuwait	+971 4 883 8454	Yemen	+971 4 883 8454
Lebanon	+971 4 883 8454		

1 This Call Center supports French speaking customers from the following countries/regions: Morocco, Tunisia, and Algeria.

2 This Call Center supports German, French and Italian speaking customers in Switzerland.

### call in Australia post-warranty

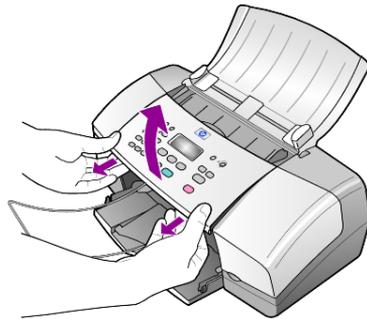
If your product is not under warranty, you can call 03 8877 8000. A per-incident, out-of-warranty support fee of \$27.50 (inc GST) will be charged to your credit card. You can also call 1902 910 910 (\$27.50 charged to your phone account) from 9:00 A.M. to 5:00 P.M. Monday through Friday. (Charges and support hours are subject to change without notice.)

### prepare your unit for shipment

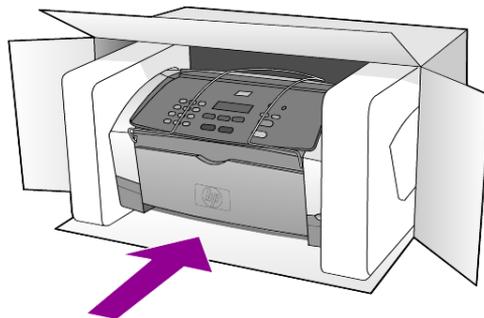
If after contacting HP Customer Support or returning to the point of purchase, you are requested to send your unit in for service, please follow the power off and rebox steps below to avoid further damage to the HP product.

**Note:** When transporting your HP Officejet, make sure that the pens have been removed, the HP Officejet has been properly shut down by pressing the power button, and you have allowed time for the carriage to return to the service station and for the scanner to return to its parked position.

- 1 Turn on the unit.  
Disregard steps 1 through 6, if your unit will not turn on and the print carriage is in the home position. You will not be able to remove the print cartridges. Proceed to step 7.
- 2 Open the print cartridge access door.  
The print carriage moves into view.
- 3 See **replace the print cartridges** on page 33 for information on removing the print cartridges.  
**Caution!** Remove both print cartridges. Failure to do so may damage your unit.
- 4 Place the print cartridges in an airtight bag so they will not dry out, and put them aside (do not send them with the unit, unless instructed to by the HP customer support call agent).
- 5 Turn off the unit.
- 6 Close the print cartridge access door.
- 7 Remove the front panel cover as follows:
  - a. Grasp the front of the front panel cover with two hands, as shown.
  - b. Firmly lift the front panel cover to unsnap it from the unit.



- 8 Retain the front panel cover. Do not return the front panel cover with the unit.
- 9 If available, pack the unit for shipment using the original packing materials or the packaging materials that come with your exchange unit.



If you do not have the original packaging materials, please use other adequate packaging materials. Shipping damage caused by improper packaging and/or improper transportation is not covered under the warranty.

- 10 Place the return shipping label on the outside of the box.
- 11 Include the following items in the box:
  - A complete description of symptoms for service personnel (samples of print quality problems are helpful).
  - A copy of the sales slip or other proof of purchase to establish the warranty coverage period.
  - Your name, address, and a phone number where you can be reached during the day.

## hp distribution center

To order HP Officejet software, a copy of the printed Reference Guide, a setup poster, or other customer-replaceable parts, do one of the following:

- In the U.S. or Canada, call (208) 323 2551.
- Visit this website:

**<http://www.hp.com/cposupport/software.html>**



HP Officejet 4100 series

Duration of Limited Warranty (hardware and labor): 1 Year

Duration of Limited Warranty (CD media): 90 Days

Duration of Limited Warranty (print cartridges): Until the HP ink is depleted or the "end of warranty" date printed on the cartridge has been reached, whichever occurs first.

## warranty service

### express service

To obtain HP express repair service, the customer must contact an HP service office or an HP Customer Support Center for basic troubleshooting first. See **hp customer support** on page 45 for steps to take before calling Customer Support.

If a customer unit needs a minor part replacement and these parts can normally be replaced by the customer, the customer-replaceable components may be serviced through expedited part shipment. In this event, HP will prepay shipping charges, duty and taxes; provide telephone assistance on replacement of the component; and pay shipping charges, duty, and taxes for any part that HP asks to be returned.

The HP Customer Support Center may direct customers to designated authorized service providers who are certified by HP to service the HP product.

## warranty upgrades

Upgrade your standard factory warranty to a total of three years with the HP SUPPORTPACK. Service coverage begins on product purchase date and the pack must be purchased within the first 180 days of product purchase. This program offers phone support from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) Monday through Friday and 9:00 A.M. to 4:00 P.M. (MST) on Saturdays. If during your technical support call it is determined that you need a replacement product, then HP will ship you this product next business day free of charge. Available in U.S. only.

For more information, please call 1-888-999-4747 or visit the following HP Web site:

**<http://www.hp.com/go/hpsupportpack>**

Outside the U.S., please call your local HP Customer Support office. See **call elsewhere in the world** on page 46 for a list of international Customer Support numbers.

## returning your hp officejet for service

Before returning your HP Officejet for service, you must call HP Customer Support. See **hp customer support** on page 45 for steps to take before calling Customer Support.

## hewlett-packard limited global warranty statement

### extent of limited warranty

Hewlett-Packard ("HP") warrants to the end-user customer ("Customer") that each HP Officejet 4100 Series product ("Product"), including related software, accessories, media, and supplies, shall be free from defects in material and workmanship for the duration, which begins on the date of purchase by the Customer.

For each software Product, HP's limited warranty applies only to a failure to execute programming instructions. HP does not warrant that the operation of any Product shall be uninterrupted or error free.

HP's limited warranty covers only those defects which arise as a result of normal use of a Product, and does not cover any other problems, including those which arise as a result of (a) improper maintenance or modification, (b) software, accessories, media, or supplies not provided or supported by HP, or (c) operation outside the Product's specifications.

For any hardware Product, the use of a non-HP print cartridge or a refilled print cartridge does not affect either the warranty to the Customer or any HP support contract with the Customer. However, if Product failure or damage is attributable to the use of a non-HP or refilled print cartridge, HP shall charge its standard labor and materials charges to service the Product for the failure or damage.

If HP receives, during the applicable warranty period, notice of a defect in any Product, HP shall either repair or replace the defective Product, at HP's option. Where labor charges are not covered by HP's limited warranty, repairs shall be at HP's standard charges for labor.

If HP is unable to repair or replace, as applicable, a defective Product which is covered by HP's warranty, HP shall, within a reasonable time after being notified of the defect, refund the purchase price for the Product.

HP shall have no obligation to repair, replace, or refund until the Customer returns the defective Product to HP.

Any replacement product may be either new or like-new, provided that it has functionality at least equal to that of the Product being replaced.

HP products, including each Product, may contain remanufactured parts, components, or materials equivalent to new in performance.

HP's limited warranty for each Product is valid in any country/region or locality where HP has a support presence for the Product and where HP has marketed the Product. The level of warranty service may vary according to local standards. HP shall have no obligation to alter the form, fit, or function of the Product in order to make it operate in a country/region or locality for which the Product was never intended to operate.

### **limitations of warranty**

TO THE EXTENT ALLOWED BY LOCAL LAW, NEITHER HP NOR ITS THIRD PARTY SUPPLIERS MAKE ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE COVERED HP PRODUCTS, AND SPECIFICALLY DISCLAIM THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, SATISFACTORY QUALITY, AND FITNESS FOR A PARTICULAR PURPOSE.

### **limitations of liability**

To the extent allowed by local law, the remedies provided in this Limited Warranty Statement are the Customer's sole and exclusive remedies.

TO THE EXTENT ALLOWED BY LOCAL LAW, EXCEPT FOR THE OBLIGATIONS SPECIFICALLY SET FORTH IN THIS LIMITED WARRANTY STATEMENT, IN NO EVENT SHALL HP OR ITS THIRD PARTY SUPPLIERS BE LIABLE FOR DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY AND WHETHER ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

### **local law**

This Limited Warranty Statement gives the Customer specific legal rights. The Customer may also have other rights which vary from state to state in the United States, from province to province in Canada, and from country/region to country/region elsewhere in the world.

To the extent this Limited Warranty Statement is inconsistent with local law, this Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Statement may not apply to the Customer. For example, some states in the United States, as well as some governments outside the United States (including provinces in Canada), may:

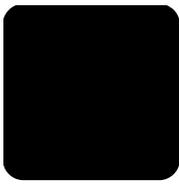
Preclude the disclaimers and limitations in this Statement from limiting the statutory rights of a consumer (e.g. the United Kingdom);

Otherwise restrict the ability of a manufacturer to enforce such disclaimers or limitations; or

Grant the Customer additional warranty rights, specify the duration of implied warranties which the manufacturer cannot disclaim, or not allow limitations on the duration of implied warranties.

FOR CONSUMER TRANSACTIONS IN AUSTRALIA AND NEW ZEALAND, THE TERMS IN THIS LIMITED WARRANTY STATEMENT, EXCEPT TO THE EXTENT LAWFULLY PERMITTED, DO NOT EXCLUDE, RESTRICT, OR MODIFY, AND ARE IN ADDITION TO, THE MANDATORY STATUTORY RIGHTS APPLICABLE TO THE SALE OF THE COVERED HP PRODUCTS TO SUCH CUSTOMERS.





## Numerics

4-by-6 inch photo paper  
load, 10, 12

## A

ADF, 7  
adjust  
    volume for fax, 25  
align print cartridges, 35  
Answer Ring Pattern, 26  
automatic document feeder, 7  
automatic reduction  
    fax, 25

## B

best copy quality, 13  
busy number  
    redial automatically, 23

## C

cancel  
    scan, 18  
    scheduled fax, 21  
cartridges  
    align, 35  
    replace, 33  
clean  
    print cartridges, 35  
    the exterior, 32  
    the glass, 31  
    white strip, 32  
color  
    enhance, 14  
    fax, 20  
    fax from front panel, 20  
contrast  
    change for fax, 23  
    photo color, 14  
copy, 13, 16  
    change default settings, 15  
    enhance, 14  
    fit to page, 16  
    lighten or darken, 14  
    menu options, 16  
    number of copies, 14  
    photo, 15  
    quality, 13  
    reduce or enlarge, 14  
    settings, 13, 15

speed, 13  
tutorial, 4  
Customer Support, 45  
web site, 45

## D

darken a copy, 14  
date  
    setting, 27  
default settings  
    restore, 35  
director review, 4  
distinctive ringing, 26

## E

enhance copies, 14  
enlarge copy, 14, 16  
envelopes  
    load, 9  
Error Correction Mode  
    (ECM), 25

## F

factory defaults  
    restore, 35  
fast copy quality, 13  
fax, 28  
    adjust volume, 25  
    automated reports, 22  
    cancel fax forward, 24  
    cancel scheduled, 21  
    change Answer Ring  
        Pattern, 26  
    change contrast, 23  
    change resolution, 22  
    change settings, 19  
    control appearance, 22  
    create individual speed-dial  
        settings, 26  
    delete speed-dial  
        settings, 27  
    distinctive ringing, 26  
    Error Correction Mode  
        (ECM), 25  
    forward faxes, 24  
    header, 27  
    in color, 20  
    in color from front panel, 20  
    manual reports, 22

menu, 29  
print reports, 22  
receive, 21  
    receive manually, 21  
    redial busy or unanswered  
        number, 23  
    schedule, 20  
    send from front panel, 19  
    set automatic reduction, 25  
    set date and time, 27  
    set the number of rings, 21  
    settings, 27, 28  
    setup menu options, 29  
    speed dials, 19  
    test, 28  
fit to page, 16  
forward faxes, 24  
    cancel, 24  
front panel  
    display scroll speed, 36  
    enter text, 28  
    send a fax, 19  
    setting prompt delay, 36  
    tutorial, 3

## G

glass  
    cleaning, 31  
greeting cards  
    load, 11

## H

help, 1  
HP Customer Support, 45  
    calling, 45  
HP Director, 4  
HP distribution center, 49  
HP Officejet  
    preparing to ship, 47  
HP papers  
    tips on loading, 11

## I

individual speed-dial settings  
    create, 26  
ink cartridges, *see* print  
    cartridges  
inkjet paper  
    load, 11

**K**

- keypad
  - enter text, 28

**L**

- labels
  - load, 12
- lighten copies, 14
- load
  - change the paper type, 12
  - envelopes, 9
  - original in ADF, 7
  - paper, 7
  - photo paper, 10, 12
  - postcards, 10, 12
  - print cartridges, 33
  - set the paper size, 12
  - tips, 11

**M**

- maintenance
  - align print cartridges, 35
  - clean print cartridges, 35
  - clean the exterior, 32
  - clean the glass, 31
  - clean the white strip, 32
  - normal sounds, 36
  - replace print cartridges, 33
  - restore factory defaults, 35
  - self-maintenance
    - sounds, 36
  - self-test report, 32
- menus
  - copy options, 16
  - fax, 29
  - fax setup, 29
  - maintenance, 37
  - print reports, 37

**N**

- normal copy quality, 13
- number of copies
  - set, 14
- number of rings
  - set, 21

**O**

- order print cartridges, 60
- originals
  - load in ADF, 7
- output tray, 8

**P**

- paper
  - change default size for
    - copy, 12

- change the type, 12
  - load, 7
  - recommended, 7
  - set the size, 12
  - tips on loading, 11
- paper size, change for
  - copy, 12
- paper tray
  - load, 7
- phone numbers, support
  - services, 45
- photo paper
  - load, 10, 12
- photos
  - copy, 15
  - enhance copy, 14
- physical specifications, 43
- postcards
  - load, 10, 12
- power
  - specifications, 43
- print
  - envelopes, 9
  - fax reports, 22
  - self-test report, 32
- print cartridges
  - align, 35
  - clean, 35
  - handling, 32
  - replace, 33
- prompt delay
  - setting, 36

**Q**

- quick start
  - review the director, 4
  - use with a computer, 4

**R**

- receive
  - fax, 21
- redial
  - busy or unanswered
    - number, 23
- reduce copy, 14, 16
- regulatory information, 43
- reinstall software, 40
- reports
  - generate automatically for
    - fax, 22
  - generate manually for
    - fax, 22
  - print, 22
  - self-test, 32
- resolution

- change for fax, 22
- restore factory settings, 35
- returning your HP Officejet for
  - service, 51

**S**

- scan
  - from front panel, 17
  - stop, 18
- schedule a fax, 20
- scroll speed
  - setting, 36
- self-test report, 32
- send
  - cancel forward faxes, 24
  - color fax, 20
  - color fax from front
    - panel, 20
  - forward faxes, 24
- settings
  - copy, 13, 15
  - fax, 27, 28
  - prompt delay, 36
  - scroll speed, 36
- setup
  - additional information, 39
  - menu, 29
- shipping
  - your HP Officejet, 47
- software
  - remove and reinstall, 40
- sounds
  - self-maintenance, 36
- specifications
  - physical, 43
  - power, 43
- speed dials, 19
  - create individual
    - settings, 26
  - delete settings, 27
- stop
  - scan, 18
  - scheduled fax, 21
- subscriber identification
  - code, 27
- support services, 45

**T**

- telephone line
  - multiple numbers, 26
- telephone numbers, 45
- text
  - enhance, 14
  - enter from front panel, 28
- time

- setting, 27
- transparency film
  - recommended, 7
  - tips on loading, 11
- troubleshooting
  - remove and reinstall software, 40
- T-shirt Transfer Iron-On
  - load, 11
- tutorial

- front panel, 3
- make a copy, 4

**U**

- unanswered number
  - redial automatically, 23

**V**

- volume
  - adjust, 25

**W**

- warranty, 45
  - service, 51
  - statement, 51
  - upgrades, 51
- white strip
  - cleaning, 32



# declaration of conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name and Address:

Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA

declares that the  
product

Product Name: hp officejet 4100 series (Q1608A)

Model Number(s): officejet 4110 (Q1609A), officejet 4110xi (Q1610A), officejet 4110v (Q1611A), officejet 4105 (Q1612A), officejet 4105z (Q1613A), officejet 4115 (Q1614A)

Product Options: All

conforms to the following Product Specifications:

Safety: EN60950:1992 +A1, A2, A3, A4 & A11

IEC60950:1991 +A1, A2, A3 & A4

UL1950/CSA 22.2 No. 950, 3rd Edn: 1995

NOM-019-SCFI-1993

EMC: CISPR22:1993 +A1 & A2 / EN55022:1994, +A1 & A2 -Class B

CISPR24:1997/EN55024:1998

IEC 61000-3-2:1995 / EN61000-3-2:1995

IEC 61000-3-3:1994 / EN61000-3-3:1995

AS/NZS 3548: 1992

CNS13438: 1997

FCC Part 15-Class B / ICES-003, Issue 2 / VCCI-2

GB 9254-1998

Telecom: TBR21: 1998

## Supplementary Information

The Product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC, the EMC Directive 89/336/EEC and the R&TTE Directive 1999/5/EC (ANNEX II) carries the CE marking accordingly.

European Contact for regulatory topics only: Your local Hewlett-Packard Sales and Service Office or

Hewlett-Packard GmbH.

Department HQ-TRE, Herrenberger Strasse 140, D-71034 Böblingen, Germany (FAX + 49-7031-14-3143)

## order media

To order media such as HP Premium Inkjet Paper, HP Premium Inkjet Transparency Film, HP Iron-On T-shirt Transfer paper, or HP Greeting Cards, go to

[www.hpshopping.com](http://www.hpshopping.com)

For orders in countries other than the U.S. and Canada, select **other countries**, then click **Yes** to leave hpshopping.com. From this website, you can access hpshopping.com for your specific language or country/region.

## order print cartridges

print cartridges	hp reorder number
HP black print cartridge	#56, 19 ml black print cartridge
HP color print cartridge	#57, 17 ml color print cartridge
HP tri-color print cartridge	#28, 8 ml color print cartridge

If you have Internet access, you can get more information from the HP website at:

[www.hp.com/support](http://www.hp.com/support)

## Visit the hp officejet information center

It has everything you need to get the most value from your HP Officejet.

- Technical Support
- Supplies and Ordering Information
- Project Tips
- Ways to Enhance Your Product

[www.hp.com/support](http://www.hp.com/support)

© 2003 Hewlett-Packard Company

Printed in the U.S.A., Mexico, Germany, Singapore, or China.



Q1608-90163