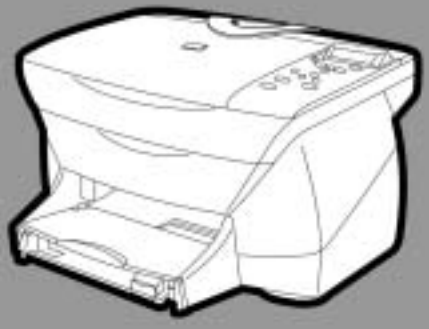

hp digital copier 310

Your Basic Guide

invent

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Note: Regulatory information can be found in the "**technical information**" section.

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.

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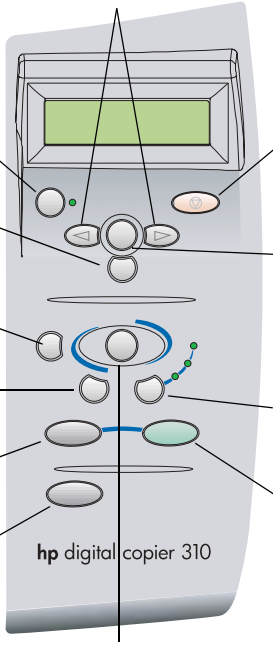
front panel and menus

1

You control your copier using the front panel and menus.

the front panel



Arrows:
Scroll through menu settings. Also used to scroll through number of copies, paper types and digital copy settings.

On:
Turn unit on/off.

Enter:
Select or save displayed setting.

Number of Copies:
Selects the number of copies for a copy job. Arrows can also be

Paper Type:
Selects paper type options.

Black:
Start a black-and-white copy.

Reduce/Enlarge:
Set a percentage for copy enlargement or reduction.

Cancel:
Stop job, exit menu, or exit button settings.

Menu:
Access to copy setup, self test report, and maintenance options.

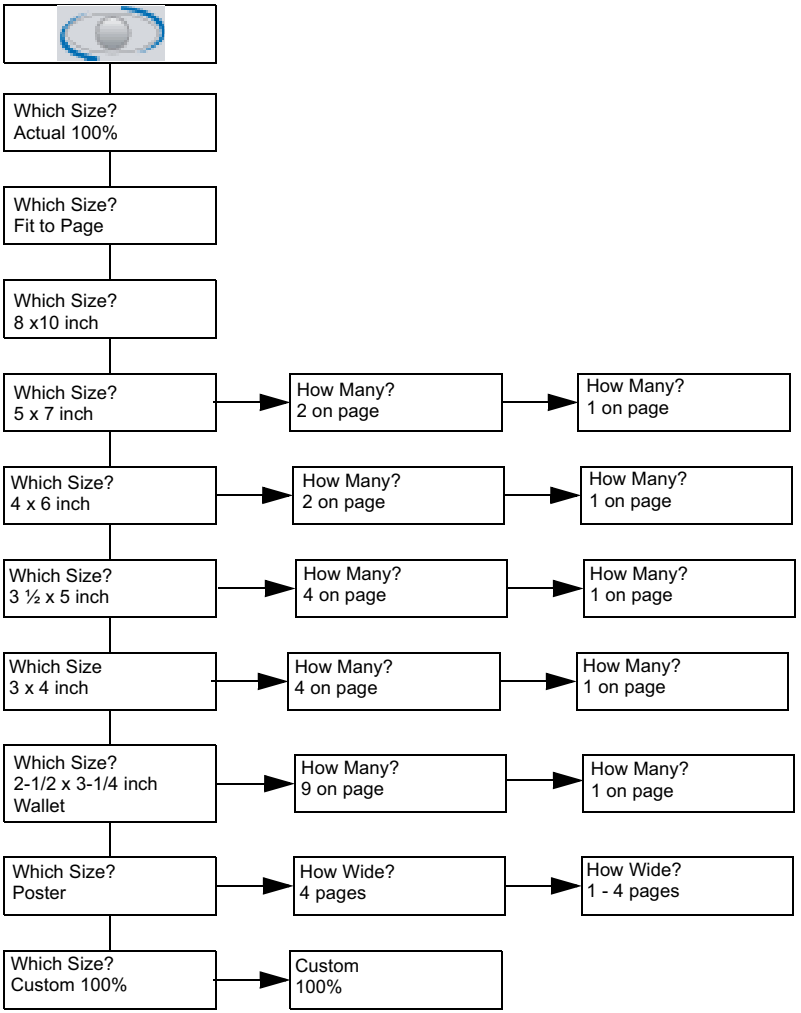
Quality:
Selects the speed and quality for a copy job.

Color:
Start a color copy.

Digital Copying: Selects reduction/enlargement options and number of items on a page

the digital copying button options

Access this menu from the **Digital Copying** button. The actual sizes (for example, 5 x 7 inches or 13 x 19 cm) depend on the country setting chosen during setup.



Press the **Digital Copying** button to display and scroll through the menu options.
Press **Enter** to select the displayed setting.
Use ◀ and ▶ to select the number of images per page, number of poster pages and the Custom Size percentage.
Press **Enter** to select the quantity displayed.

the paper type button options

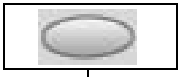
Access this menu from the **Paper Type** button.

Plain Paper
Premium Photo
Photo-Qual Glss
Photo-Qual Matt
Premium Inkjet
Brochure Glossy
Brochure Matte
Iron-On
Transparency

Press the **Paper Type** button to display and scroll through the menu options.
Press **Enter** to select the displayed setting.

the reduce/enlarge button options

Access this menu from the **Reduce/Enlarge** button.

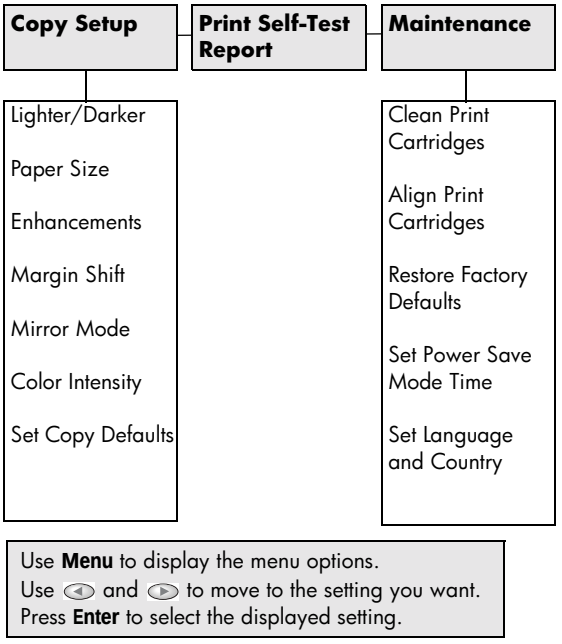


Set Custom Size
<-- 100 -->

Press the **Reduce/Enlarge** button to display the menu options.
Use ◁ and ▷ to select the Custom Size percentage.
Press **Enter** to select the displayed setting.

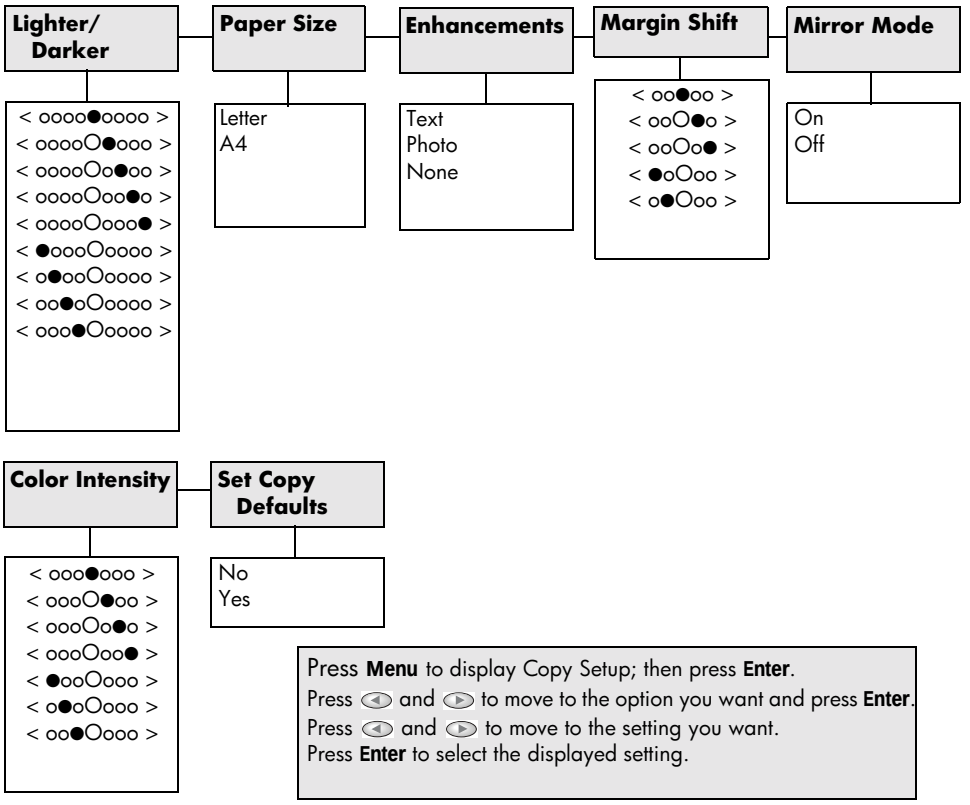
the menu button options

These are the menus and options accessed using the **Menu** button.



the copy setup options

These are the options that are available under the Copy Setup menu item.



load originals and load paper

2

You can copy onto a variety of transparency films and paper types, weights, and sizes. It is important, however, that you choose the right paper and make sure that the paper is not damaged.

load originals on the glass

You can copy any original by placing it on the glass.

1 Lift the lid, and make sure that the glass is clean.

Many of the **Which Size?** copy features under **Digital Copying** will not work correctly if the glass is not clean. For more information, see **clean the glass on page 21**.

2 Place the original face down on the glass in the bottom right corner with the sides of the originals touching the right and bottom edges

It is important that the bottom right corner is used when using the Digital Copying feature.

If you are copying from a transparency (that is, your original is printed on transparency film), place a blank piece of paper on top of the transparency.

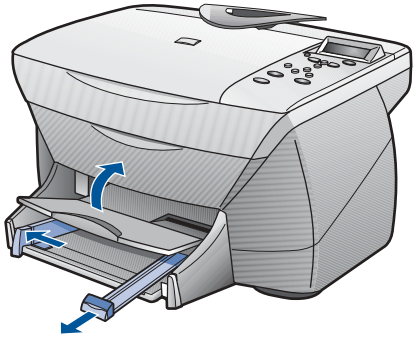
Top edge of original

3 Close the lid.

load the input tray with letter- or A4-size paper

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 10**.

1 Slide the paper-width and -length adjusters to their outermost positions.

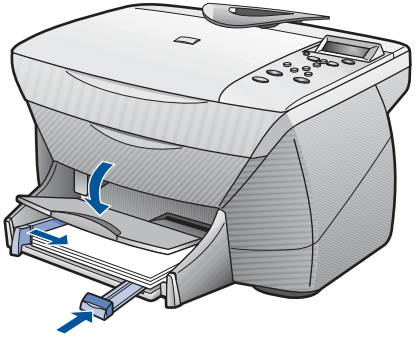


2 Tap the stack on a flat surface to even the edges of the paper, and then check the paper for the following:
   - Make sure it is free of rips, dust, wrinkles, and curled or bent edges.
   - Make sure all the paper in the stack is the same size and type, unless you are working with photo paper.

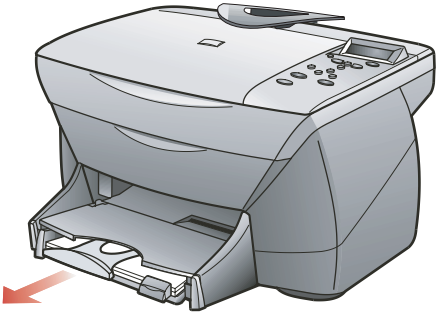
3 With the output tray raised, insert paper into the input tray until it stops. The print side should be facing down, and letterhead or top of page should be facing forward.

   Tip! The output tray is removable. If you are having trouble inserting the paper, simply pull the output tray out then reinsert it after the paper it loaded.

4 Slide the paper-width and -length adjusters in until they stop at the edges of the paper, and be sure that the paper stack lies flat in the input tray and fits under the tab of the paper-length adjuster.
Do not overfill the input tray as this may cause paper jams.



5 To prevent printed paper from possibly falling off the tray, fully extend the output-tray extender.



tips for loading specific types of paper

The following table provides guidelines for loading certain types of paper and 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 10**.

Paper	Tips
HP papers	• HP Premium Inkjet paper: Locate the gray arrow on the nonprinting side of the paper, and insert paper with the arrow side facing up. • HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the input tray first, and place the photo paper on top of the regular paper. • 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. • HP Iron-On T-shirt Transfers: 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 just before using.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up). • HP Greeting Cards, Glossy Greeting Cards, or Textured Greeting Cards: Insert a small stack of HP greeting-card paper with the print-side down into the input tray until it stops. • HP Restickable Inkjet Stickers: Place the sheets in the input tray, print-side (sticker-side) down.
Labels	• Always use letter- 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. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the input tray, print-side down. Do ***not*** insert labels one sheet at a time.

set the paper type

After you have loaded paper or film in the unit, select the paper type. Change this setting whenever you change the type of paper or film.

recommended paper type settings

Use these paper type settings for these types of paper.

For	Use
Copier paper or letterhead	Plain Paper
HP Bright White Inkjet Paper	Plain Paper
HP Photo Quality Inkjet Paper, Glossy	Photo-Qual Glss
HP Photo Quality Inkjet Paper, Matte	Photo-Qual Matt
HP Photo Plus Photo Paper, Glossy	Premium Photo
HP Photo Plus Photo Paper, Matte	Premium Photo
HP Premium Photo Paper	Premium Photo
HP Photo Paper	Premium Photo
HP Iron-On T-Shirt Transfers	Iron-On
HP Premium Inkjet Paper	Premium Inkjet
HP Premium Inkjet Heavyweight Paper	Premium Inkjet
Other Inkjet Paper	Premium Inkjet
HP Premium Inkjet Brochure Paper (Glossy)	Brochure Glossy
HP Premium Inkjet Brochure Paper (Matte)	Brochure Matte
HP Premium Inkjet Transparency Film	Transparency
Other Transparency Film	Transparency

to set the paper type

1. On the front panel, press the **Paper Type** button repeatedly.until the appropriate type appears.
2. Press **Enter** to choose the displayed paper size.
3. To save the paper type permanently, press **Menu** until **Copy Setup** appears, then press **Enter**.
4. Press ▷ until **Set Copy Defaults** appears, then press **Enter**.
   A message displays stating the settings are saved as default.

avoid paper jams

To avoid paper jams, remove papers from the output tray frequently. 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 **paper tray capacities on page 44**.

To clear a paper jam, see **clear paper jams on page 25**.

use the copy features

3

Using your HP Digital Copier, you can:

- Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers.
  - Reduce or enlarge the size of the copies you make from 25% to 400% of the copy's original size.
  - Make the copy lighter or darker, adjust the color intensity, select the number of copies, and specify the quality of the copies you make.
  - Use digital copying features to enlarge a vacation photo (or anything else) for display on a wall as a poster, make wallet-size photos to give to family members, make high-quality copies of photos using special photo paper, or copy a report onto transparency film for use in a presentation to a client.

make copies

All copy settings are reset ***two minutes*** after the unit completes the copy job unless you save the settings as the default settings. For more information, see **save settings as defaults on page 14**

start copying

1. Load the input tray with the appropriate paper. Follow these steps to start a copy job from your unit. If you are using anything other than plain paper, press **Paper Type** until the appropriate type appears.
   For more information, see **load the input tray with letter- or A4-size paper on page 8**.
2. Load your original.
   For more information, see **load originals on the glass on page 7**.
3. Set the number of copies you want to make. See **set the number of copies on page 14** for more information.
4. Change any other applicable settings, such as Digital Copying.
5. Press **Black** or **Color**.

set the number of copies

You can set the number of copies using either of these methods.

- Press **Number of Copies** until the number of desired copies appears.
- If number of copies is displayed, press ◄ or ► until the number of desired copies appears.

stop copying

You can stop a copy job.

- On the front panel, press **Cancel.**

save settings as defaults

The following pages show you how to change many settings for your copies. To make any of those settings the default settings, follow these steps.

1. Press **Menu** until **Copy Setup** appears, then press **Enter**.
2. Press ► until **Set Copy Defaults** appears, then press **Enter**.
   A message displays stating the settings are saved as default.

change copy size

You can reduce or enlarge a copy of an original using predefined settings, or by specific percentages.

reduce or enlarge a copy to a specific percent

You can reduce or enlarge a copy of an original by setting a specific reduction/enlargement percentage. This setting is available through the **Reduce/Enlarge** button or by selecting Custom 100% after pressing the **Digital Copying** button.

1. Press **Reduce/Enlarge**, then press ◄ or ► to scroll through the percentages until the setting you want appears.
2. Press **Enter** to select the desired size.
3. Press **Black** or **Color**.

make copies automatically fit

Use **Fit to Page** to ensure that all the content of your original is captured in the copy output. Also use it to enlarge a small original to a full-size page.

> **Tip!** Make sure that the glass is clean and the original has been placed in the bottom-right corner of the glass.

1. Press **Digital Copying** until **Fit to Page** appears.
2. Press **Enter**.
3. Make any other desired changes, then press **Black** or **Color**.

adjust copies

You can use several settings to adjust the quality and speed, lightness or darkness, and color intensity of your copies. You can also set enhancements for black text or photographs with light colors.

change copy speed or quality

Your unit provides three Quality options that affect copy speed and quality.

- **Best** – produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. 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 is the recommended setting for all paper types and is 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 cuts down on the frequency of replacing your print cartridges because it uses less ink.

▸ Press the Quality button until the light next to the setting you want to use is lit.

lighten or darken a copy

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

1. Press **Menu** until **Copy Setup** appears.
2. Press **Enter** to select it.
3. Press ▶ until **Lighter/Darker** appears.
4. Press **Enter** to select it.
5. Press ◀ to lighten the copy or ▶ to darken it.
   The circle moves to the left or right, depending on the button you press.
6. Press **Enter** to confirm.

use enhancements

Use Enhancements to sharpen the edges of black text. Three types of enhancements are provided when copying:

- **Text** – sharpens edges of black text.
- **Photo** – enhances light colors that otherwise may appear white.
- **None** – used when no enhancements are desired.

Text enhancement is provided as the default. You can turn off text enhancement by selecting photo or none if:

- 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 **Menu** until **Copy Setup** appears.
2 Press **Enter** to select it.
3 Press ▷ until **Enhancements** appears.
4 Press **Enter** to select it.
5 Press ▷ until the setting you want displays: Text, Photo, or None.
6 Press **Enter** to select your choice.
A filled circle indicates the selected state.

change color intensity

You can adjust color intensity to make colors on your copy more vivid or more subtle.

1 Press **Menu** until **Copy Setup** appears.
2 Press **Enter** to select it.
3 Press ▷ until **Color Intensity** appears.
4 Press **Enter** to select it.
5 Press ◁ to make the image paler or ▷ to make it more vivid.
The range of color intensity values appears as a circle on a scale on the front-panel display.
6 Press **Enter** to use the setting you selected.

create specialty copies

In addition to making standard copies, your unit supports special jobs such as copying photos, creating iron-on transfers, making copies fit a page automatically, printing several copies on a single page, adjusting the margins for hole-punching or binding, and creating a poster. This section describes the settings that you should select prior to pressing one of the Start Copy buttons.

fit to page

Use **Fit to Page** to ensure that all the content of your original is captured in the copy output. Also use it to enlarge a small original to a full-size page.

> **Tip!** Make sure that the glass is clean and the original has been placed in the bottom-right corner of the glass.

Original Copy

1 Press **Digital Copying** until **Fit to Page** appears.
2 Press **Enter**.
3 Make any other desired changes, then press **Black** or **Color**.

copy a photo

Use Enhancements to increase the quality of your photo copies.

1 Press **Menu** until **Copy Setup** appears, then press **Enter**.
2 Press ▷ until **Enhancements** appears, then press **Enter**.
3 Press ▷ until **Photo** appears, then press **Enter**.
4 If you are using photo paper, press **Paper Type**.
5 Press ▷ until the desired photo paper type appears, then press **Enter** to select it.
For more information, see **tips for loading specific types of paper on page 10**.
6 To enlarge the photo automatically, press **Digital Copying**.
7 Press ▷ until **Fit to Page** appears, then press **Enter** to select it.
For more information, see **fit to page on page 16**.
8 Press **Black** or **Color**.

print several copies on one page

Use Digital Copying to create multiple copies of your original on the same sheet.

Several common photo sizes are available under the Digital Copying menu. After selecting one of the available sizes you will be prompted to select the number of copies that can be placed on a page.

Original Copy

1 Press **Digital Copying** repeatedly until the desired photo size appears.
2 Press **Enter**.
3 You will be prompted to select the number of images to be printed on one page. Press ▶ until the desired option appears.
4 Press **Enter** to confirm your selection.
5 Press **Black** or **Color**.

Tip! If the copy does not have the number of images you were expecting, try turning the photo on the glass.

create a mirror image

Use Mirror Mode to create a copy that is a mirror image of the original. This feature is automatically selected with the Iron-On paper type.

Original Mirror

1 Press **Menu** until **Copy Setup** appears.
2 Press **Enter** to select it.
3 Press ▶ until **Mirror Mode** appears.
4 Press **Enter** to select it.
5 Press ◀ and ▶ to select On or Off.
6 Press **Enter** to confirm your choice.

create an iron-on transfer

Use the **Iron-On** paper type to create an iron-on transfer that can be applied to T-shirts, tote bags, and other articles. The image and text is reversed so that it appears properly when ironed onto the article.

Original Iron-On

Tip! We recommend that you practice applying transfers to an old garment first.

1 Press **Paper Type** until **Iron-On** appears.

2 Press **Enter** to select it.

Selecting the Iron-On paper type, automatically activates the Mirror option.

3 Press **Black** or **Color**.

shift the side margins

Use Margin Shift to move the information on the copy to the left or right for easier binding.

1 Press **Menu** until **Copy Setup** appears.

2 Press **Enter** to select it.

3 Press ▶ until **Margin Shift** appears.

4 Press **Enter** to select it.

5 Choose one of the following to adjust the direction and level of shift.
- To move the copied image to the left, press ◀.
- To move the copied image to the right, press ▶.

A filled circle indicates the selected state.

The 100% reduction/enlargement is used automatically for Margin Shift unless a Reduce/Enlarge percentage is specified prior to selecting Margin Shift.

6 Press **Enter** to use the setting you selected.

Margin Shift will not work with several of the Digital Copying features; such as, Fit to Page, photo sizes, and Poster.

make a poster

Use Poster to divide your original into sections, and then enlarge the sections so that they can be assembled to create a poster.

Original Poster

1 Press **Digital Copying** repeatedly until **Poster** appears.

2 Press ▶ until the desired width appears.

3 Press **Enter** to confirm your selection.

4 Press **Black** or **Color**.

Tip! After selecting how wide the poster will be, the length is adjusted automatically such that it maintains the same proportion as the original. If the original cannot be enlarged to the selected poster size, an error message will appear. Try selecting a smaller poster size and copy again.

maintain your hp digital copier

4

Use these procedures to keep your copier in its best operating condition.

print self-test report

The self-test report provides information about the copier and includes a set of patterns that will allow you to judge if your print cartridges need replacing.

1 Press **Menu** until **Print Self-Test Report** appears.

2 Press **Enter**.

The Self-Test Report will print. If gaps and streaks appear in the black and color print patterns, see **clean the cartridges on page 24**.

clean the glass

Dirty glass (fingerprints, smudges, a hair, and so on) slows down performance and affects the accuracy of special features such as Fit to Page and Copy.

1 Turn off the unit, unplug the power cord, and raise the 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 lid backing

Minor debris can accumulate on the white document-backing located underneath the unit's lid.

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

2 Clean the white document-backing with a soft cloth or sponge slightly moistened with a mild soap and warm water.

3 Wash the backing gently to loosen debris; do not scrub the backing.

4 Dry the backing with a chamois or soft cloth.

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

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

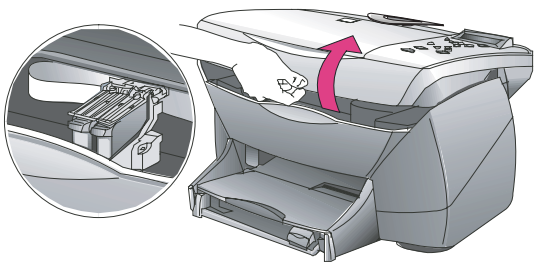
clean the exterior

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.

replace the print cartridges

1 Turn on the unit, then open the print-cartridge access door (lift up the handle located just above the output tray).

The carriage moves to the center of the unit.



2 After the carriage stops moving, flip up the print-cartridge latch, grasp the top of the old print cartridge (the thinner one is black ink), then pull it up and out of its slot.

3 Remove the new print cartridge from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and blue tape covering the nozzles.

Caution! Do not touch the gold-colored contacts.

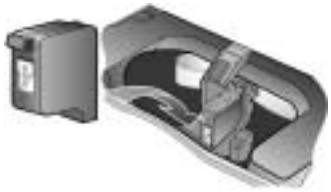
Removing tape from black ink cartridge.

Removing tape from color ink cartridge.

4 Push the new cartridge firmly down into the appropriate slot.

The print-cartridge label should be facing you after the cartridge is inserted.

Place the black ink cartridge into the slot on the right.

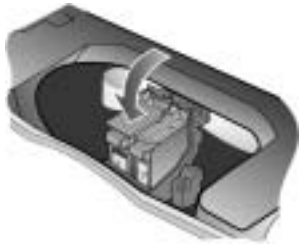


Place the color ink cartridge into the slot on the left.

5 Lower the print-cartridge latch down onto the top of the cartridge, and push down until the latch locks firmly into place.

After you are done, all cartridges should be in place and the latches should be closed.

Push the latch down over the black ink cartridge



Push the latch down over the color ink cartridge

6 Close the print-cartridge access door.

7 After the message appears in the front-panel display, press **Enter** to align the cartridges.

See **align the cartridges on page 24**.

align the cartridges

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

To align the cartridges after the message appears on the display:

1 Press **Enter** on the front panel.

Two pages will print:

- a page with patterned bars
- a page with these instructions

2 Place the page with patterned bars face down on the bottom right corner of the glass and press **Enter** when prompted.

Alignment Complete will display when the copier is finished.

You can either discard or recycle the pages.

To align the cartridges at any other time:

1 Press **Menu**.

2 Press ▷ until **Maintenance** appears, and then press **Enter**.

3 Press ▷ until **Align Print Cartridges** appears, and then press **Enter**.

Two pages will print:

- a page with patterned bars
- a page with these instructions

4 Place the page with patterned bars face down on the bottom right corner of the glass and press **Enter** when prompted.

Alignment Complete will display when the copier is finished.

You can either discard or recycle the pages.

clean the cartridges

Use this feature when the Self-Test Report shows streaking or white lines through any of the colored bars. Do not clean cartridges unnecessarily. This wastes ink and shortens the life of your print cartridges. To print the Self-Test Report, see **print self-test report on page 21**.

1 Press **Menu**.

2 Press ▷ until **Maintenance** appears, and then press **Enter**.

3 Press ▷ until **Clean Print Cartridges** appears, and then press **Enter**.

If copy quality still seems poor after you clean the cartridges, replace the cartridge that is affected.

A page prints to confirm cleaning. You can either discard or recycle this page.

clean the print cartridge contacts

Clean the print cartridge contacts when you get repeated front panel messages prompting you to check a cartridge after you already have.

Make sure you have the following materials available:

- Cotton swabs or any soft material that will not come apart or leave fibers (for example, a scrap piece of clean cotton cloth).
- Distilled, filtered, or bottled water (do not use tap water, as it may contain contaminants that can damage the print cartridges).

Caution! Be careful not to get ink on your hands or clothing.

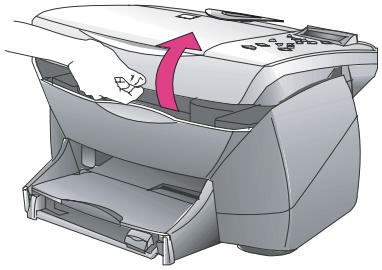
1. Turn the unit on and open the print-cartridge access door.
   The print cartridges move to the center.
2. After the print cartridges have moved to the center, unplug the power cord from the back of the unit.
3. Follow these steps to clean each print cartridge.
   a. Remove the cartridge from the holder.
   b. Dip a clean cotton swab into distilled water and squeeze any excess water from the swab.
   c. Grasp the cartridge by its sides or top.
   d. Clean the contacts.

   e. Place the cartridge back into the holder.
4. Close the door and plug in the unit.
   Because you removed a print cartridge from its holder, the unit will need to realign the cartridges.
5. After the message appears in the front-panel display, press **Enter** to align the cartridge.
   See **align the cartridges on page 24**.

clear paper jams

Follow these steps to clear a paper jam:

- If the paper has jammed where it enters the HP Digital Copier, open the top and take the edge of the paper and gently pull the paper out of the unit.



- If the paper has crumpled and jammed in the back of the HP Digital Copier, unlock and remove the back door. Gently pull the paper out of the rollers. Replace and lock the back door.

- If the paper has jammed where it exits the HP Digital Copier, grasp the leading edge of the paper and pull the paper out through the output tray.

Tip! If you turned the HP Digital Copier off before clearing the paper jam, turn it back on, and then restart your copying job.

tips to avoid paper jams

- Make sure the input tray is not overfilled. The input tray capacity varies depending on the type of paper you are using.
- Check that the input tray is in place.
- Do not add paper to the input tray while the HP Digital Copier is copying.
- Use recommend paper types.

For information on paper types, see **recommended paper type settings on page 11**.

- Do not let paper stack up in the output tray. The paper type and the amount of ink used affect the output tray's capacity.

restore factory defaults

You can restore the original factory settings to what they were when you purchased your HP Digital Copier. Choosing to restore your factory defaults restores all settings.

1. Press **Menu**.
2. Press ▷ until **Maintenance** appears, and then press **Enter**.
3. Press ▷ until **Restore Factory Defaults** appears, and then press **Enter**.

   The factory default settings are restored.

change the front-panel country or language

The following steps help you change the language for your unit.

1. Press **Menu**.
2. Press ▷ until **Maintenance** appears, and then press **Enter**.
3. Press ▷ until **Set Language and Country** appears, and then press **Enter**.
4. Press ▷ until the desired language appears, and then press **Black** or **Color**.
5. Press **Black** or **Color** to confirm.

   A prompt displays asking to select the country where your HP Digital Copier will be used. Specifying the country sets the paper and photo sizes applicable for your region.
6. Press ▷ until desired country displays, and then press **Black** or **Color**.
7. Press **Black** or **Color** to confirm.

set the power save mode time

The bulb in your unit remains on for a specified period so that the unit is immediately ready to respond to your request. When the unit has not been used within that specified period of time, it turns the bulb off to preserve power and displays **Power Save On** in the front-panel display. (You can exit this mode by pressing any button on the front panel.)

Your unit is automatically set to enter power-save mode after 12 hours. Follow these steps if you want the unit to enter this mode earlier.

1 Press **Menu**.

2 Press ◁ until **Maintenance** appears, and then press **Enter**.

3 Press ◁ until **Set Power Save Mode Time** appears, and then press **Enter**.

4 Press ▷ until the desired time appears, then press **Enter**.

troubleshooting

5

Check these troubleshooting ideas and messages before calling for support on your unit. You will find answers to many of your issues here.

print cartridge low or out of ink

The black or color print cartridge is low or out of ink. Remove the used cartridge and replace it with a new one. Look inside the unit for the correct part number.

For instructions on how to replace a print cartridge, see **replace the print cartridges on page 22**.

print cartridge error

The HP Digital Copier does not support this type of cartridge and cannot print with it. The print cartridges for your unit are marked on the inside the HP Digital Copier. For information on how to purchase them, go to: www.hp.com\go\copiers.

For instructions on how to replace a print cartridge, see **replace the print cartridges on page 22**.

If you continue to receive this error, your print cartridge is probably defective. If this is a new print cartridge, return it in the original packaging to the store where it was purchased.

Replace the print cartridge. Do *not* use the defective cartridge

print cartridge is missing or incorrect cartridge is installed

is the print cartridge installed correctly?

One or both of the print cartridges is not installed or is installed incorrectly. Remove and reinsert the cartridges, making sure to snap them into their holders.

For instructions on how to replace a print cartridge, see **replace the print cartridges on page 22**.

did you remove the protective tape from the print cartridge?

Carefully remove the green tape from the print cartridge. Do NOT remove the gold contacts.

need print cartridge alignment

If you have installed new print cartridges, you must align the print cartridges to ensure excellent print quality. After you insert a new cartridge, press **Enter** on the front panel. Two pages will print: one page with patterned bars and one page with instructions. Place the page with patterned bars face down on the bottom right corner of the glass and press **Enter** when prompted. Alignment Complete will display when the copier is finished. You can either discard or recycle the pages.

cannot load paper from the input tray

If the HP Digital Copier has run out of paper, or there are only few sheets remaining, load more paper in the input tray. If you have paper in the input tray, remove it, tap the stack against an even surface, and then reload it. To continue your job, press the **Enter** on the HP Digital Copier front panel.

To load paper, see **load the input tray with letter- or A4-size paper on page 8**.

paper size error

The paper size you are using is not compatible with the HP Digital Copier. The HP Digital Copier only uses Letter and A4 sized paper.

the print carriage is stalled

is the hp digital copier on?

Look on the HP Digital Copier display (or check for a green light on the front panel). If the display is blank, the HP Digital Copier is turned off. Check the connections.

are you using the hp digital copier for the first time?	Make sure that you have removed all packing materials from the HP Digital Copier.
are you using the print cartridge for the first time?	Make sure that you have removed the protective tape from the nozzles on both print cartridges. Do not touch the gold contacts.
do you have a paper jam?	To learn how to clear a paper jam, see **clear paper jams on page 25**.
do the print cartridges need to be cleaned?	To learn how to clean the print cartridges, see **clean the cartridges on page 24**.
did you try to add paper to the input tray while printing?	Remove the paper, turn off the HP Digital Copier and unplug the power cable from the back of the HP Digital Copier. Wait a few seconds, plug in the power cable and turn the HP Digital Copier on.

ink is drying

If you are copying transparencies or other media requiring a longer than normal drying time, leave the media in the output tray until the message disappears.

If necessary, carefully remove the media. Hold them from the underside or the edges, and then place them on a flat surface to dry.

out of paper

do you have paper in the input tray?	Load paper for your job. Make sure there is only one type of paper in the input tray For instructions on loading paper, see **load the input tray with letter- or A4-size paper on page 8**.
is the back door off?	If you have removed the back door to clear a paper jam, replace it.

paper jam or misfeed in the scan path

The document that you want to copy is jammed in the HP Digital Copier.

To clear a paper jam, see **clear paper jams on page 25**.

hp digital copier is in factory mode

The settings on your HP Digital Copier are not correct. Call HP for instructions.

For information on getting help from HP, see **get help or use hp's support services on page 37**.

hp digital copier is initializing

Please wait while the HP Digital Copier starts up.

scanner system failure

The HP Digital Copier is busy or an unknown cause has interrupted your copy. Turn off and turn on the HP Digital Copier and then try to copy again.

improper power off

The last time HP Digital Copier was used, it was not turned off properly.

Use the **On** button located on the front panel of the HP Digital Copier. If the HP Digital Copier is turned off from a power-strip switch, the print carriage does not return to the correct position, which dries out the print cartridges.

mechanism error

did you remove the protective tape from the print cartridges?	Check each cartridge, and remove the tape if it is still covering the ink nozzle. Do not touch the gold contacts.
did you leave the latches open?	Open the print-cartridge access door. Lower the latches over the cartridges, and then turn the power off and on.
do you have a paper jam?	Clear the paper jam. Turn HP Digital Copier off and then on again. To clear a paper jam, see **clear paper jams on page 25**.
is the print carriage blocked?	Remove any objects that are blocking the print carriage, and then turn the HP Digital Copier off and on.

the hp digital copier is busy

If the HP Digital Copier is in the process of making a copy, you need to wait until the process is complete.

nothing happens when I try to copy

is the hp digital copier on?

Look on the HP Digital Copier display. If the display is blank, the HP Digital Copier is turned off. Make sure the HP Digital Copier is connected to a power outlet.

is your original placed correctly on the glass?

did you load the correct paper type in the input tray?

- The HP Digital Copier can use Letter and A4 paper in a variety of paper types. For a list of the paper types, see **set the paper type on page 10**.
- Do not use the HP Digital Copier to copy onto envelopes.

is there a paper jam?

To clear a paper jam, see **clear paper jams on page 25**.

parts of original do not appear or are cut off

is your original positioned correctly?

Check the location of your original.

does your original fill the margins?

If the image or text on your original fills the entire page without leaving a margin, use the Fit to Page feature.

For information on Fit to Page, see **fit to page on page 16**.

are the paper guides positioned correctly?

The paper guides should be close to the edges of the paper in the input tray, but must not bend the paper. Remove the paper, and then move the left paper guide all the way to the left. Insert the paper, and then move the front paper guide even with the paper. Move the left paper guide to the edge of the paper.

Tip! Remove the output tray if necessary to reach the guides.

problems copying a gray or pastel original

You need to use the lighter/darker feature to achieve better a copy.

To learn how to lighten or darken a copy, see **lighten or darken a copy on page 15**.

ink is not filling the text or graphics completely

is the paper type set correctly?

When using transparencies or other special papers, make sure you select the corresponding paper type settings. Press the Paper Type button and select the paper type. For more information about paper types, see **set the paper type on page 10**.

do the print cartridges need to be cleaned or replaced?

Print a Self-Test Report to check the status of the print cartridges. If you notice missing lines or gaps in the patterns, clean the print cartridges. If the problem persists, you may need to replace your print cartridges.

To print a Self-Test Report, see **print self-test report on page 21**.

To clean the print cartridges, see **clean the cartridges on page 24**.

To replace a print cartridge, see **replace the print cartridges on page 22**.

copies are faded, or colors are dull, or there are patterns in the copy

do you have the lighter/darker feature set correctly?

To lighten or darken a copy, see **lighten or darken a copy on page 15**.

do you need to clean the unit?

Debris may be stuck on the glass or document lid backing, which causes poor copy quality and slows down processing.

To clean the unit, see **clean the glass on page 21** and **clean the lid backing on page 22**.

do you need to clean or replace the print cartridges?

Print a Self-Test Report to check the status of the print cartridges. If you notice missing lines or gaps in the patterns, clean the print cartridges. If the problem persists, you may need to replace your print cartridge.

To print a Self-Test Report, see **print self-test report on page 21**.

To clean the print cartridges, see **clean the cartridges on page 24**.

To replace a print cartridge, see **replace the print cartridges on page 22**.

are you using the highest possible copy quality?

Check the copy Quality setting. Use a high copy quality (Normal or Best) for your project.

are you using the right type of paper for your project?

If the paper you are using is too fibrous, the ink may not cover the print surface. Make sure you are using a paper that is appropriate for your HP Digital Copier.

For information on paper type settings, see **recommended paper type settings on page 11**.

are you trying to copy newspaper or an original on thin paper?

Copying a poor-quality picture, such as a newspaper photo, causes moiré patterns, such as bands, checks, or stripes, to appear.

To reduce moiré patterns, try placing one or more clear plastic sheet protectors directly on the glass, and then place the original face down on top of the plastic sheet.

copies are too dark or too light

do you have the lighter/darker feature adjusted correctly?

To lighten or darken a copy, see **lighten or darken a copy on page 15**.

are you copying a photo?

To copy a photo, see **copy a photo on page 17**.

digital copying features do not work

is your original positioned correctly?

You must place your original in the correct position for the Digital Copying features to work. Check the location of your original.

cannot connect the hp digital copier to a computer

Your HP Digital Copier is a copier only. It cannot be used as a printer or scanner or be connected to a computer.

get help or use hp's support services

6

where can I find help?

For hardware and setup information:

- See the ***HP Digital Copier 310 Setup Poster***. The printed Setup Poster comes in the box with your unit.
- This basic guide
- See the HP Copier support website at www.hp.com/go/copiers.

This section explains the service information provided by Hewlett-Packard.

If you are unable to find the answer you need in the printed 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 worldwide. If a support service number is not listed for your country or 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 web site:

http://www.hp.com/go/copiers

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

hp customer support

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

1. Make sure that:
   - Your unit is plugged in and turned on.
   - The specified print cartridges are installed correctly.
   - The recommended paper is properly loaded in the input tray.
2. Reset your unit:
   - Turn off the unit using the **On** button located on the unit's front panel.
   - Unplug the power adapter connector from the back of the unit.
   - Plug the power adapter connector back into the unit.
   - Turn on the unit using the **On** button.
3. For more information, check the HP Web site at:

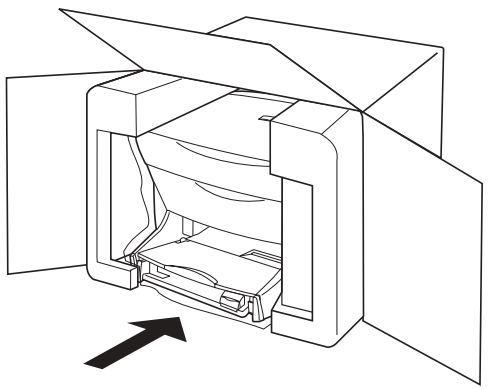
   http://www.hp.com/go/copiers.

4 If you are still experiencing problems and need to speak with an HP Customer Support Representative:
   – Have your serial number and service ID ready. To display your serial number, on the front panel, hold down the **Enter** button while pressing **Black** until the serial number appears in the front-panel display. To display your service ID, on the front panel, hold down the **Enter** button while pressing **Color** until **Service ID** and the number appear in the front-panel display.
   – Print a Self-Test 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.

prepare your unit for shipment

If after contacting HP Customer Support 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.

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.
3 Remove the print cartridges from their holders, and lower the latches.
   Caution! Remove both print cartridges and lower both latches. 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 If available, pack the unit for shipment using the original packing materials.



If you do not have the original packaging materials, you can request a replacement package set from HP Customer Support. Shipping damage caused by improper packaging is not covered under the warranty.

8 Place the return shipping label on the outside of the box.

9 Include the following items in the box:
- A brief 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.

call in the U.S. during warranty

Call (208) 323-2551 Monday through Friday from 6:00 A.M. to 10:00 P.M. Mountain Standard Time (MST) and Saturdays from 9:00 A.M. to 4:00 P.M. MST. 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.

call in the U.S. post-warranty

If your product is not under warranty, you can call (800) 999-1148. A per-call, out-of-warranty support fee will be charged to your credit card. You can also call (700) 555-1500 ($2.50 per minute) from 6:00 A.M. to 10:00 P.M. MST and Saturdays from 9:00 A.M. to 4:00 P.M. MST. Charges begin only when you are connected with a support technician. (Prices and hours are subject to change without notice.)

call elsewhere in the world

The numbers listed in the table 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:

http://www.hp.com/go/copiers

For Korea, you can also visit this address:

http://www.hp.co.kr/

You can call the HP support center in the following countries or regions. If your country or 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 or region by consulting the following web site:

http://www.hp.com

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 web site on a regular basis for new information regarding service and features and delivery.

country / region	HP technical support	country / region	HP technical support
Argentina	0-810-555-5520	Jamaica	0-800-711-2884
Argentina (Buenos Aires)	(5411) 4778-8380	Jordan	+971 4 883 8454
Australia	+61 3 8877 8000 1902 910 910	Korea	+82 (2) 3270 0700
Austria	+43 (0) 810 00 6080	Kuwait	+971 4 883 8454
Bahamas	1-800-711-2884	Lebanon	+971 4 883 8454
Bahrain (Dubai)	+971 4 883 8454	Malaysia	03-2952566

country / region	HP technical support	country / region	HP technical support
Barbados	001-800-8722881+ 1800-711-2884	Mexico	01-800-472-6684
Belgium (Dutch)	+32 (0)2 6268806	Mexico (Mexico City)	5258-9922
Belgium (French)	+32 (0)2 6268807	Netherlands	+31 (0) 20 606 8751
Belize (811+)	1-800-711-2884	New Zealand	(09) 356 6640
Bermuda	1-800-711-2884	Nicaragua (Ingles 174+)	1-800-711-2884
Bolivia (0800-1110+)	1-800-711-2884	Nicaragua (Español 164+)	1-800-711-2884
Brazil	800-157751	Norway	+47 22 11 6299
Brazil (Sao Paulo)	55 (11) 3747-7799	Oman	+971 4 883 8454
British Virgin Islands	001-800-8722881+ 1800-711-2884	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	0800-10111
Cayman Islands	1-800-711-2884	Philippines	632-867-3551
Chile	800-360-999	Poland	+48 22 519 06 00
Columbia	9-800-114-726	Portugal	+351 (0)21 3176333
Costa Rlca	0-800-011-0524	Puerto Rico	1-877-232-0589
Curazao, Netherland Antillas	001-800-8722881+ 1800-711-2884	Republica Dominicana	1-800-711-2884
Czech Republic	+42 (0) 2 6130 7310	Qatar	+971 4 883 8454
Denmark	+45 39 29 4099		
Ecuador (Pacifitel)	1-800-225528	Romania	+40 1 315 44 42 01 3154442
Ecuador (Andinatel 999119+)	1-800-711-2884	Russia, Moscow	+7 095 797 3520
Egypt	+971 4 883 8454	Russia, St. Petersburg	+7 812 346 7997
El Salvador (800-1785+)	1-800-711-2884	Saudi Arabia	+971 4 883 8454
Europe (English)	+44 (0) 207 512 5202	Singapore	(65) 272-5300
Finland	+358 (0) 203 47 288	South Africa (RSA)	086 000 1030
France	+33 (0) 143623434	South Africa, Outside Republic	+27 (0) 11 258 9301
Germany (0.24 DM/min)	+49 (0) 180 52 58 143	Spain	+34 902 321 123
Greece	+30 (0) 1 619 64 11	Suriname (156+)	1-800-711-2884
Guatemala	1800-995-5105	Sweden	+46 (0)8 619 2170
Guyana (165+)	1-800-711-2884	Switzerland (French)	+41 (0) 84 880 1111
Haiti (183+)	1-800-711-2884	Switzerland (German)	+41 (0) 84 880 1112
Honduras (800-0-123+)	1-800-711-2884	Taiwan	886-2-2717-0055
Hong Kong	(852) 300-28-555	Thailand	(662) 661-4000
Guatemala	1800-995-5105	Turkey	+90 212 221 69 69
Hungary	+36 (0) 1 382 1111	Ukraine	+7 (380-44) 490-3520
India	91-11-682-6035	United Arab Emirates	+971 4 883 8454

country / region	HP technical support	country / region	HP technical support
Indonesia	62-21-350-3408	United Kingdom	+44 (0) 207 512 52 02
Ireland	+353 (0) 1 662 5525	Venezuela	0800-HP-INVENT (0800-47468368)
Israel	+972 (0) 9 9524848	Vietnam	84-8-823-4530
Italy	+39 0226410350	Yemen	+971 4 883 8454

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.)

hp distribution center

To order a copy of the printed Basic Guide, a setup poster, or other customer-replaceable parts, call one of the following two numbers:

- In the U.S. or Canada, dial (661) 257-5565.
- In Europe, dial +49 180 5 290220 (Germany) or +44 870 606 9081 (U.K.).

region	number for ordering
U.S.	(661) 257-5565
Argentina	541 14 778-8380
Asia Pacific	65 272 5300
Australia/New Zealand	61 3 8877 8000
Brazil	55-11-829-6612
Chile	123-800-360-999
Europe	+49 180 5 290220
Europe	+44 870 606 9081
South Africa	+27 (0)11 8061030
Mexico	01-800-472-6684
Venezuela	800-47-777
Venezuela (Caracas)	(502) 207-8488

technical information

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The HP Digital Copier 310 is a copier only. It cannot be used as a printer or scanner or be connected to a computer.The specifications provided in this chapter are subject to change without notice.

copy specifications

- 600-by-600 dpi black with resolution enhancement technology (REt)
- 1200-by-1200 dpi color with hp photoREt III (on photo paper)
- Method: Drop-on-demand thermal inkjet
- Digital image processing
- Up to 99 copies from original (varies by model)
- Digital zoom from 25 to 400% (varies by model)
- Fit to page, Poster, and Margin Shift
- Up to 12 cpm black, 9 cpm color
- Copy speeds vary according to the complexity of the document
- Duty cycle: 1000 printed pages per month (average)
- Duty cycle: 3000 printed pages per month (maximum)

		Speed (ppm)	Print Resolution (dpi)	Scan Resolution (dpi)*
Best	Black	2.1	600-by-600	600-by-1200
	Color	1	1200-by -1200†	600-by-1200
Normal	Black	7.3	600-by-600	300-by-600
	Color	2.3	600-by-600	300-by-600
Fast	Black	11.9	300-by-600	300-by-600
	Color	9	600-by-600	300-by-600

* Maximum at 200% scaling
† On photo paper

margin specifications

	Top (leading edge)	Bottom (trailing edge)*	Left	Right
Sheet Paper				
U.S. letter	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
ISO A4	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.4 mm)	.13 in. (3.4 mm)

* This margin is not LaserJet-compatible, however, the total writing area is compatible. The writing area is offset from center by .21 inches (5.4 mm), which causes asymmetric top and bottom margins.

paper specifications

paper tray capacities

Type	Paper Weight	Input Tray*	Output Tray†
Plain paper	16 to 24 lb. (60 to 90 gsm)	150	50 black, 20 color
Transparency film	N/A	30	25 or less
Labels	N/A	20	

* Maximum capacity
† Output tray capacity is affected by the type of paper and the amount of ink you are using. HP recommends emptying the tray frequently.

paper sizes

Type	Size
Paper	Letter: 8.5-by-11 in. (216-by-279 mm) A4: 210-by-297 mm
Transparency films	Letter: 8.5-by-11 in. (216-by-279 mm) A4: 210-by-297 mm
Labels	Letter: 8.5-by-11 in. (216-by-279 mm) A4: 210-by-297 mm

physical specifications

- Height: 10.7 in. (27.2 cm)
- Width: 17.8 in. (45.2 cm)
- Depth: 14.1 in. (35.8 cm)
- Weight: 19.0 lb. (8.5 kg)

power specifications

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

* Figures are based on using the AC adapter that came with your unit (HP part number 0950-3807).

environmental specifications

- Recommended Operating Temperature Range: 15° to 35° C (59° to 95° F)
- Allowable Operating Temperature Range: 5° to 40° C (41° to 104° F)
- Humidity: 20% to 80% RH non-condensing
- Non-operating (Storage) Temperature Range: -40° to 65° C (-40° to 149° F)

additional specifications

- Memory: 4.0-MB ROM, 8.0-MB RAM
- Noise levels per ISO 9296:

Sound Level	Idling	Copy Color	Copy B&W
Sound Power, LwAd (1B=10dB)	3.4 B(A)	5.3 B(A)	5.9 B(A)
Sound Pressure, LpAm (operator position: standing)	20.4 dB(A)	44.3 dB(A)	50.5 dB(A)

order print cartridges

Print Cartridges	HP Reorder Number
HP black print cartridges	#15, 25-mil black print cartridge (C6615A)
HP color print cartridges	#78, 19-mil color print cartridge (C6578A) #78, 38-mil color print cartridge (C6578D)

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

http://www.hp.com/go/copiers

environmental product stewardship program

protecting the environment

Hewlett-Packard is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment.

For more information, visit HP's Commitment to the Environment website at:

http://www.hp.com/abouthp/environment

ozone production

This product generates no appreciable ozone gas (O_3).

energy consumption

Energy usage drops significantly while in Power Save mode, which saves natural resources, and saves money without affecting the high performance of this product. This product qualifies for ENERGY STAR®, which is a voluntary program established to encourage the development of energy-efficient office products.

ENERGY STAR is a U.S. registered service mark of the U.S. EPA. As an ENERGY STAR partner, HP has determined that this product meets ENERGY STAR guidelines for energy efficiency.

For more information on ENERGY STAR guidelines, visit the following web site:

http://www.energystar.gov

paper use

This product is suited for the use of recycled paper according to DIN 19309.

plastics

Plastic parts over 25 grams are marked according to international standards that enhance the ability to identify plastics for recycling purposes at the end of the product's life.

material safety data sheets

Material safety data sheets (MSDS) can be obtained from the HP web site at:

http://www.hp.com/go/msds

If you are in the United States or Canada and do not have access to the Internet, call the U.S. HP FIRST fax-on-demand service at (800) 231-9300. Use Index number 7 for a listing of the material safety data sheets.

International customers without Internet access should call (404) 329-2009 for further information.

recycling Program

HP offers an increasing number of product return and recycling programs in many countries, as well as partnering with some of the largest electronic recycling centers throughout the world. HP also conserves resources by refurbishing and reselling some of its most popular products.

regulatory notices

The following sections are statements from various regulatory agencies.

FCC statement

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

Declaration of Conformity: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions,

may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Increase the separation between the equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Product Regulations Manager, Hewlett-Packard Company, San Diego, (858) 655-4100.

The user may find the following booklet prepared by the Federal Communications Commission helpful: ***How to Identify and Resolve Radio-TV Interference Problems***. This booklet is available from the U.S. Government Printing Office, Washington DC, 20402. Stock No. 004-000-00345-4.

> **Caution!** Pursuant to Part 15.21 of the FCC Rules, any changes or modifications to this equipment not expressly approved by the Hewlett-Packard Company, may cause harmful interference and void the FCC authorization to operate this equipment.

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.

Geräuschemission

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

VCCI-2 (Japan)

この装置は、情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＢ情報技術装置です。この装置は、家庭環境で使用することを目的としていますが、この装置がラジオやテレビジョン受信機に近接して使用されると受信障害を引き起こすことがあります。
取り扱い説明書に従って正しい取り扱いをして下さい。

Declaration of Conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name:	Hewlett-Packard Company
Manufacturer's Address:	16399 West Bernardo Drive San Diego, CA 92127-1899, USA
declares that the product	
	hp psc 700 series (C8424A), (C8432A)
Product Name:	psc 720, psc 750, psc 750xi, psc 760
Model Number(s):	C8425A, C8426A, C8427A, C8428A
Product Options:	C8432A – Japan Only **C8431A – Copier Only (HP Digital Copier 310)**
conforms to the following Product Specifications:	
Safety:	IEC60950:1991 +A1 +A2 +A3 +A4 / EN60950:1992 +A1 +A2 +A3 +A4 +A11 IEC 60825-1:1993 +A1/EN 60825-1:1994 +A11 Class 1 (Laser/LED UL1950/CSA22.2 No. 950, 3rd Edition: 1995
EMC:	CISPR22:1997 / EN 55022:1998 Class B CISPR24:1997/EN55024:1998 IEC 61000-3-2:1995 / EN61000-3-2:1995 IEC 61000-3-3:1994 / EN61000-3-3:1995

Supplementary Information

The Product herewith complies with the requirements of the Low Voltage Directive 73/23/EC, the EMC Directive 89/336/EEC, and carries the CE marking accordingly.

European Contact for regulatory topics only:	Hewlett-Packard GmbH, Department HQ-TRE, Herrenberger Straße 130, D-71034 Böblingen, Germany (FAX + 49-7031-14-3143)

warranty information

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hewlett-packard limited global warranty statement for hp digital copier 310

extent of limited warranty

Hewlett-Packard ("HP") warrants to the end-user customer ("Customer") that each HP Digital Copier 310 product ("Product"), including related software, accessories, media, and supplies, shall be free from defects in material and workmanship for the duration as stated below, which duration begins on the date of purchase by the Customer.

For each hardware Product, the duration of HP's limited warranty is one year for parts and one year for labor. For all other Products, the duration of HP's limited warranty for both parts and labor is ninety days.

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 ink cartridge or a refilled ink 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 ink 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 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 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 to country 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.

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Visit the hp copier information center.

It's everything you need to get the most value from your hp digital copier.

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

www.hp.com/go/copiers

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