HP Ink Tank 310 series
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2 Get started

- Printer parts
- Get to know the ink tank system
- Control panel features
- Control panel lights and display icons status
- Load media
- Load an original on the scanner glass
- Paper basics
- Open the HP printer software (Windows)
- Sleep mode
- Quiet Mode
- Auto-Off
## Printer parts

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<td>2</td>
<td>Input tray</td>
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<td>3</td>
<td>Input tray shield</td>
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<tr>
<td>4</td>
<td>Scanner lid</td>
</tr>
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<td>5</td>
<td>Scanner glass</td>
</tr>
<tr>
<td>6</td>
<td>Output tray extender (also referred to as the tray extender)</td>
</tr>
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<td>7</td>
<td>Output tray</td>
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<td>Front door</td>
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<td>Ink tank</td>
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<td>Ink tank caps</td>
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<td>11</td>
<td>Ink tank lid</td>
</tr>
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<td>12</td>
<td>Control panel</td>
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<td>Component</td>
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<td>16</td>
<td>Power connection</td>
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<td>17</td>
<td>USB port</td>
</tr>
</tbody>
</table>
## Get to know the ink tank system

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printheads</td>
<td>The printheads are the components in the print mechanism that apply ink to the paper. There are two printheads: a black ink printhead and a tri-color ink printhead.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.</td>
</tr>
<tr>
<td>Printhead latch</td>
<td>The printhead latch on the carriage secures the printheads in the carriage. Make sure the printhead latch is properly closed to avoid problems such as carriage jams.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.</td>
</tr>
<tr>
<td>Ink tanks</td>
<td>Ink tanks are external ink reservoirs located at the right side of the printer. There are four ink tanks. Each ink tank corresponds to an individual color: black, cyan, magenta, and yellow.</td>
</tr>
<tr>
<td>Ink tank caps</td>
<td>Ink tank caps are rubber plugs that seal each ink tank.</td>
</tr>
<tr>
<td>Priming</td>
<td>Priming is the process of filling the ink supply tubes that run between the ink tanks and the printheads. This process occurs when you install new printheads and start the priming process from the control panel. For more information about priming, see <a href="#">Printhead priming and alignment icons on page 9</a>.</td>
</tr>
<tr>
<td>Alignment</td>
<td>Alignment is a process of aligning the printheads to improve print quality. For more information about alignment, see <a href="#">Printhead priming and alignment icons on page 9</a>.</td>
</tr>
</tbody>
</table>
## Control panel features

### Overview of buttons and lights

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Control Panel Display</strong>: Indicates number of copies, printhead priming status, media errors, and printhead problems.</td>
</tr>
<tr>
<td>2</td>
<td><strong>Cancel</strong> button: Stops the current operation.</td>
</tr>
<tr>
<td>3</td>
<td><strong>Resume</strong> button: Resumes a job after a disruption (for example, after loading paper or clearing a paper jam). <strong>Resume</strong> light: Indicates the printer is in a warning or error state.</td>
</tr>
<tr>
<td>4</td>
<td><strong>Color Copy</strong> button: Starts a color copy job. To increase the number of color copies, press the button multiple times. Copying will start two seconds after the last button press. <strong>NOTE</strong>: You can generate a print quality diagnostics report by pressing and holding the <strong>Color Copy</strong> button for three seconds.</td>
</tr>
<tr>
<td>5</td>
<td><strong>Black Copy</strong> button: Starts a black-and-white copy job. To increase the number of black-and-white copies, press the button multiple times. Copying will start two seconds after the last button press.</td>
</tr>
<tr>
<td>6</td>
<td><strong>Power</strong> button: Turns the printer on or off.</td>
</tr>
<tr>
<td>7</td>
<td><strong>Printhead Alert</strong> light: Indicates printhead problems.</td>
</tr>
</tbody>
</table>
## Control panel display icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Number of copies icon" /></td>
<td><strong>Number of copies</strong> icon: Shows the number of copies when you are copying documents, changes to the letter P when the printer needs priming, and alternates between the letter E and a number when the printer is in an error state.</td>
</tr>
<tr>
<td><img src="image" alt="Error icon" /></td>
<td><strong>Error</strong> icon: Indicates an error.</td>
</tr>
<tr>
<td><img src="image" alt="Paper Error icon" /></td>
<td><strong>Paper Error</strong> icon: Indicates a paper-related error.</td>
</tr>
<tr>
<td><img src="image" alt="Printhead icons" /></td>
<td><strong>Printhead</strong> icons: The left printhead icon flashing shows an error related to the tri-color printhead, and the right icon flashing shows an error related to the black printhead.</td>
</tr>
</tbody>
</table>
Control panel lights and display icons status

- **Power button light**
- **Printhead icons and Printhead Alert light**
- **Printhead priming and alignment icons**
- **Error icon, Paper Error icon, and Resume light**
- **Number of copies icon**
- **Ink system maintenance**

**Power button light**

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>On</td>
<td>The printer is on.</td>
</tr>
<tr>
<td>Off</td>
<td>The printer is powered off.</td>
</tr>
<tr>
<td>Dimmed</td>
<td>Indicates the printer is in Sleep mode. The printer automatically enters Sleep mode after 5 minutes of inactivity. After 2 hours of inactivity, the printer automatically turns off if not connected to a computer.</td>
</tr>
<tr>
<td>Blinking</td>
<td>The printer is processing a job. To cancel the job, press the Cancel button (X).</td>
</tr>
<tr>
<td>Fast blinking</td>
<td>If the printhead access door is open, close it. If the printhead access door is closed and the light is blinking fast, the printer is in an error state that you can resolve by following the on-screen messages from the computer. If you do not see any on-screen messages, try printing a document to generate an on-screen message.</td>
</tr>
</tbody>
</table>

**Printhead icons and Printhead Alert light**

- The Error icon, one of the Printhead icons, and the Printhead Alert light are blinking.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following might have occurred.</td>
<td>- If one of the prinheads is missing, insert the corresponding printhead.</td>
</tr>
<tr>
<td>- The corresponding printhead is missing.</td>
<td>- If both prinheads are installed in the printer, remove the corresponding printhead, make sure there is no plug or plastic tape on it, and then reinsert the printhead securely.</td>
</tr>
<tr>
<td>- The corresponding printhead is installed incorrectly.</td>
<td></td>
</tr>
<tr>
<td>- The corresponding printhead still has orange plastic tape or the plug on it.</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** After you have set up the printer, do not open the printhead latch unless installing new prinheads or moving the printer outside your home or office.

For more information, see Fix printhead problems on page 58.
• The Error icon, both Printhead icons, and the Printhead Alert light are blinking.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>One of the following might have occurred.</td>
<td>– If there are no printheads installed in the printer, install the printheads.</td>
</tr>
<tr>
<td>– Both printheads are missing.</td>
<td>– If both printheads are installed in the printer, remove the printheads, make sure there is no plug or plastic tape on them, and then reinsert the printheads securely.</td>
</tr>
<tr>
<td>– Both printheads are installed incorrectly.</td>
<td><strong>NOTE:</strong> After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.</td>
</tr>
<tr>
<td>– Both printheads still have orange plastic tapes or plugs on them.</td>
<td>– Make sure that you are using the correct HP printheads for your printer.</td>
</tr>
<tr>
<td>– Both printheads are incompatible or damaged.</td>
<td>– If the error persists, contact HP Support for help.</td>
</tr>
</tbody>
</table>

**Printhead priming and alignment icons**

**Printheads ready for priming**

• The Number of copies icon changes to a blinking P during initial printer setup. At the same time all other icons on the control panel display are turned off.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>During initial setup, the printer detects that the new printheads are installed and the ink system is ready for priming.</td>
<td>Make sure all ink tanks are filled above the minimum line, and the printhead latch is closed firmly. Press and hold the Resume button ( ) for three seconds to start ink priming.</td>
</tr>
</tbody>
</table>

**Alignment status icon**

• The Number of copies icon becomes a blinking A.
<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The alignment page is printing and waiting to scan.</td>
<td>Place the alignment page print side down on the scanner glass, and then press the <strong>Color Copy</strong> button ( succes) on the control panel to align.</td>
</tr>
<tr>
<td></td>
<td><strong>NOTE:</strong> When scan starts, blinking “A” changes to solid “A”. Alignment is complete after the scan.</td>
</tr>
<tr>
<td></td>
<td>– If alignment event occurs as part of the priming process during initial printer setup, the solid “A” changes to “0” once alignment is complete.</td>
</tr>
<tr>
<td></td>
<td>– If alignment event occurs after initial printer setup, the control panel display returns to normal state once alignment is complete.</td>
</tr>
</tbody>
</table>

### Priming in progress

- Printhead priming is in progress.

  ![Printhead priming in progress](image)

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printhead priming is in progress.</td>
<td>Priming can take place in the background when the printer is idle. Priming is complete when the display shows “0”.</td>
</tr>
<tr>
<td></td>
<td>When priming is in progress, you can still print, scan, or copy.</td>
</tr>
</tbody>
</table>

### Error icon, Paper Error icon, and Resume light

The **Error** icon, the **Paper Error** icon, and the **Resume** light are blinking.

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The printer receives a printing job, and detects that there is no paper in the input tray.</td>
<td>Load paper, and then press the <strong>Resume</strong> button ( succes) to continue printing.</td>
</tr>
<tr>
<td></td>
<td>For information about how to load paper, see Load media on page 13.</td>
</tr>
</tbody>
</table>
**Number of copies icon**

- The **Number of copies** icon is alternating between the letter E and the number 3. At the same time, the **Resume** light is blinking, and the **Power** button light is on.

![Icon: E3 + Resume + Power]

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The carriage inside the printer has stalled.</td>
<td>Open the printhead access door, make sure the printhead latch is properly closed and the print carriage is not obstructed. Move the carriage to the right, close the printhead access door, and then press the <strong>Resume</strong> button ( ) to continue printing. See <a href="#">Jams and paper-feed issues on page 51</a> for more information. <strong>NOTE:</strong> After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.</td>
</tr>
</tbody>
</table>

- The **Number of copies** icon is alternating between the letter E and the number 4. At the same time, the **Error** icon, the **Paper Error** icon, and the **Resume** light are blinking.

![Icon: E4 + Error + Paper Error]

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is a paper jam.</td>
<td>Clear the jam, and then press the <strong>Resume</strong> button ( ) to continue printing. For more information, see <a href="#">Jams and paper-feed issues on page 51</a>.</td>
</tr>
</tbody>
</table>

- The **Number of copies** icon is alternating between the letter E and the number 5. At the same time, all lights on the control panel are blinking.

![Icon: E5 + Error + Paper Error + Scanner + Power]

<table>
<thead>
<tr>
<th>Cause</th>
<th>Solution</th>
</tr>
</thead>
<tbody>
<tr>
<td>The scanner is not working.</td>
<td>Turn off and turn on the printer. If the problem persists, contact HP. The printer still prints even if the scanner is not working.</td>
</tr>
</tbody>
</table>

- The **Number of copies** icon is alternating between the letter E and the number 6.
The printer is in an error state.

Reset the printer.

1. Turn off the printer.
2. Unplug the power cord.
3. Wait a minute, and then plug the power cord back in.
4. Turn on the printer.

If the problem persists, contact HP.

The **Number of copies** icon is alternating between the letter E and the number 7.

The printer has reached the maximum number of primes allowed.

Contact HP support for help.

---

**Ink system maintenance**

The **Number of copies** icon is alternating between the letter E and the number 9. At the same time, the **Error** icon and the **Resume** light are blinking.

Ink system maintenance is required.

Do the following to clear the error:

- Check the ink tanks and add more ink if needed. For more information, see [Refill ink tanks on page 41](#).
- Open the printhead access door completely, and then close it to remove ink buildup in the printer.

**NOTE:** Do not open the printhead latch.
Load media

Select a paper size to continue.

To load full-size paper

1. Raise the input tray.

2. Slide the paper-width guide to the left.

3. Insert a stack of paper into the input tray with the short edge down and the print side up, and slide the stack of paper down until it stops.
4. Slide the paper-width guide to the right until it stops at the edge of the paper.

5. Pull out the output tray and the tray extender.

**To load small-size paper**

1. Raise the input tray.

2. Slide the paper-width guide to the left.
3. Insert a stack of small-size paper (like photo paper) into the far-right side of the input tray with the short edge down and the print side up, and slide the stack of paper down until it stops.

4. Slide the paper-width guide to the right until it stops at the edge of the paper.

5. Pull out the output tray and the tray extender.

To load envelopes

1. Raise the input tray.
2. Slide the paper-width guide to the left.

3. Insert one or more envelopes into the far-right side of the input tray and slide the stack of envelopes down until it stops.

   The side to be printed on should face up. For envelope with flap on the long edge, insert the envelope vertically with the flap on the left side and facing down. For envelope with the flap on the short edge, insert the envelope vertically with the flap on the top and facing down.

4. Slide the paper-width guide to the right against the stack of envelopes until it stops.

5. Pull out the output tray and the tray extender.
Load an original on the scanner glass

To load an original on the scanner glass

1. Lift the scanner lid.

2. Load the original print-side down on the right corner of the scanner glass.

3. Close the scanner lid.
Paper basics

The printer is designed to work well with most types of office paper. It is best to test a variety of print paper types before buying large quantities. Use HP paper for optimum print quality. Visit the HP website at www.hp.com for more information about HP paper.

HP recommends plain papers with the ColorLok logo for printing everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks, and that dry faster than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.

This section contains the following topics:

- Recommended papers for printing
- Order HP paper supplies

Recommended papers for printing

If you want the best print quality, HP recommends using HP papers that are specifically designed for the type of project you are printing. Depending on your country/region, some of these papers might not be available.

Photo printing

- **HP Premium Plus Photo Paper**

  HP Premium Plus Photo Paper is HP’s highest-quality photo paper for your best photos. With HP Premium Plus Photo Paper, you can print beautiful photos that are instant-dry so you can share them right off the printer. It is available in several sizes, including A4, 8.5 x 11 inches, 4 x 6 inches (10 x 15 cm), 5 x 7 inches (13 x 18 cm), and in two finishes - glossy or soft gloss (semi-gloss). Ideal for framing, displaying, or gifting your best photos and special photo projects. HP Premium Plus Photo Paper delivers exceptional results with professional quality and durability.

- **HP Advanced Photo Paper**

  This glossy photo paper features an instant-dry finish for easy handling without smudging. It resists water, smears, fingerprints, and humidity. Your prints have a look and feel comparable to a store-processed photo. It is available in several sizes, including A4, 8.5 x 11 inches, 10 x 15 cm (4 x 6 inches), 13 x 18 cm (5 x 7 inches). It is acid-free for longer lasting documents.

- **HP Everyday Photo Paper**

  Print colorful, everyday snapshots at a low cost, using paper designed for casual photo printing. This affordable photo paper dries quickly for easy handling. Get sharp, crisp images when you use this paper with any inkjet printer. It is available in glossy finish in several sizes, including A4, 8.5 x 11 inches, 5 x 7 inches, and 4 x 6 inches (10 x 15 cm). It is acid-free for longer lasting documents.

- **HP Photo Value Packs**

  HP Photo Value Packs conveniently package original HP ink cartridges and HP Advanced Photo Paper to save you time and take the guesswork out of printing affordable, lab-quality photos with your HP
printer. Original HP inks and HP Advanced Photo Paper have been designed to work together so your photos are long lasting and vivid, print after print. Great for printing out an entire vacation’s worth of photos or multiple prints to share.

**Business documents**

- **HP Premium Presentation Paper 120g Matte** or **HP Professional Paper 120 Matt**
  This paper is a heavy two-sided matte paper perfect for presentation, proposals, reports, and newsletters. It is heavyweight for an impressive look and feel.

- **HP Brochure Paper 180g Glossy** or **HP Professional Paper 180 Glossy**
  These papers are glossy-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.

- **HP Brochure Paper 180g Matte** or **HP Professional Paper 180 Matte**
  These papers are matte-coated on both sides for two-sided use. They are the perfect choice for near-photographic reproductions and business graphics for report covers, special presentations, brochures, mailers, and calendars.

**Everyday printing**

All the papers listed for everyday printing feature ColorLok Technology for less smearing, bolder blacks, and vivid colors.

- **HP Bright White Inkjet Paper**
  HP Bright White Inkjet Paper delivers high-contrast colors and sharp text. It is opaque enough for two-sided color usage with no show-through, which makes it ideal for newsletters, reports, and flyers.

- **HP Printing Paper**
  HP Printing Paper is a high-quality multifunction paper. It produces documents that look and feel more substantial than documents printed on standard multipurpose or copy paper. It is acid-free for longer lasting documents.

- **HP Office Paper**
  HP Office Paper is a high-quality multifunction paper. It is suitable for copies, drafts, memos, and other everyday documents. It is acid-free for longer lasting documents.

- **HP Office Recycled Paper**
  HP Office Recycled Paper is a high-quality multifunction paper made with 30% recycled fiber.

**Order HP paper supplies**

The printer is designed to work well with most types of office paper. Use HP paper for optimum print quality.

To order HP papers and other supplies, go to [www.hp.com](http://www.hp.com). At this time, some portions of the HP website are available in English only.

HP recommends plain papers with the ColorLok logo for printing and copying of everyday documents. All papers with the ColorLok logo are independently tested to meet high standards of reliability and print quality, and produce documents with crisp, vivid color, bolder blacks and shorter dry-time than ordinary plain papers. Look for papers with the ColorLok logo in a variety of weights and sizes from major paper manufacturers.
Open the HP printer software (Windows)

After installing the HP printer software, double-click the printer icon on the desktop or do one of the following to open the printer software:

- **Windows 10**: From the computer desktop, click **Start**, select **HP** from the app list, and then select the icon with the printer name.

- **Windows 8.1**: Click the down arrow in lower left corner of the Start screen, and then select the printer name.

- **Windows 8**: Right-click an empty area on the Start screen, click **All Apps** on the app bar, and then select the printer name.

- **Windows 7, Windows Vista**, and **Windows XP**: From the computer desktop, click **Start**, select **All Programs**, click **HP**, click the folder for the printer, and then select the icon with the printer name.

**NOTE:** If you have not installed the HP printer software, enter [123.hp.com](http://123.hp.com) in a web browser on your computer to download and install the HP printer software.
Sleep mode

- Power usage is reduced while in Sleep mode.
- After initial setup of printer, the printer will enter Sleep mode after 5 minutes of inactivity.
- The **Power** button light is dimmed and the printer control panel display is off in Sleep mode.
- Pressing any button on the control panel, or sending a print or scan job can wake up the printer from sleep mode.
Quiet Mode

Quiet Mode slows down printing to reduce overall noise without affecting print quality. Quiet Mode only works for printing with Normal print quality on plain paper. To reduce printing noise, turn on Quiet Mode. To print at normal speed, turn Quiet Mode off. Quiet Mode is off by default.

**NOTE:** In Quiet Mode, if you print on plain paper with the Draft or Best print quality, or if you print photos or envelopes, the printer works in the same way as when Quiet Mode is off.

To turn Quiet Mode on or off from the printer software (Windows)

1. Open the HP printer software. For more information, see [Open the HP printer software (Windows)](on page 20).
2. Click the Quiet Mode tab.
3. Click On or Off.
4. Click Save Setting.

To turn Quiet Mode on or off from the printer software (OS X and macOS)

1. Open HP Utility.
   
   **NOTE:** HP Utility is located in the HP folder in the Applications folder.
2. Select the printer.
3. Click Quiet Mode.
4. Select On or Off.
5. Click Apply Now.
**Auto-Off**

This feature turns the printer off after 2 hours of inactivity to help reduce energy use. **Auto-Off turns the printer off completely, so you must use the Power button to turn the printer back on.** If your printer supports this energy saving feature, Auto-Off is automatically enabled or disabled depending on printer capabilities and connection options. Even when Auto-Off is disabled, the printer enters Sleep mode after 5 minutes of inactivity to help reduce energy use.

- Auto-Off is enabled when the printer is turned on, if the printer does not have network or fax capability, or is not using these capabilities.
- Auto-Off is disabled when a printer’s wireless or Wi-Fi Direct capability is turned on or when a printer with fax, USB, or Ethernet network capability establishes a fax, USB, or Ethernet network connection.
3 Print

- Print from your computer
- Tips for print success
Print from your computer

- Print documents
- Print photos
- Print envelopes
- Print using the maximum dpi

Print documents

Before printing documents, make sure you have paper loaded in the input tray and the output tray is open. For more information about loading paper, see Load media on page 13.

To print a document (Windows)

1. From your software, select Print.
2. Make sure your printer is selected.
3. Click the button that opens the Properties dialog box.
   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.
4. Select the appropriate options on the Printing Shortcuts or Printing Shortcut tab.
   To change other print settings, click the other tabs.
   For more printing tips, see Printer settings tips on page 31.
   
   **NOTE:** If you change the paper size, be sure to load the correct paper in the input tray and set the paper size on the printer control panel.

5. Click OK to close the Properties dialog box.
6. Click Print or OK to begin printing.

To print documents (OS X and macOS)

1. From the File menu in your software, choose Print.
2. Make sure your printer is selected.
3. Set the print options.
   If you do not see options on the Print dialog, click Show Details.
   - Choose the appropriate paper size in the Paper Size pop-up menu.
   **NOTE:** If you change the paper size, ensure that you have loaded the correct paper.
   - Select the orientation.
   - Enter the scaling percentage.
4. Click Print.
To print on both sides of the page (Windows)

1. From your software, select Print.
2. Make sure your printer is selected.
3. Click the button that opens the Properties dialog box.
   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.
4. On the Printing Shortcuts or Printing Shortcut tab, select the Two-sided (Duplex) Printing shortcut, and then select an option from the Print On Both Sides Manually drop-down list.
   To change other print settings, click the other tabs.
   For more printing tips, see Printer settings tips on page 31.

   **NOTE:** If you change the paper size, be sure to load the correct paper in the input tray and set the paper size on the printer control panel.
5. Click OK to close the Properties dialog box.
6. Click Print or OK to begin printing.

To print on both sides of the page (OS X and macOS)

1. From the File menu in your software, choose Print.
2. In the Print dialog, choose Paper Handling from the pop-up menu and set Page Order to Normal.
3. Set Pages to Print to Odd Only.
4. Click Print.
5. After all of the odd numbered pages have printed, remove the document from the output tray.
6. Reload the document so that the end that came out of the printer is now going into the printer and the blank side of the document is facing toward the front of the printer.
7. In the Print dialog, return to the Paper Handling pop-up menu and set the page order to Normal and the pages to print to Even Only.
8. Click Print.

Print photos

Before printing photos, make sure you have photo paper loaded in the input tray and the output tray is open. For more information about loading paper, see Load media on page 13.

To print a photo on photo paper (Windows)

1. From your software, select Print.
2. Make sure your printer is selected.
3. Click the button that opens the Properties dialog box.
   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.
4. Select the appropriate options on the Printing Shortcuts or Printing Shortcut tab.

   To change other print settings, click the other tabs.

   For more printing tips, see Printer settings tips on page 31.

   **NOTE:** If you change the paper size, be sure to load the correct paper in the input tray and set the paper size on the printer control panel.

5. Click OK to close the Properties dialog box.

6. Click Print or OK to begin printing.

   **NOTE:** After the printing is finished, remove unused photo paper from the input tray. Store the photo paper so it does not start to curl, which could reduce the quality of your printout.

To print a photo from the computer (OS X and macOS)

1. From the File menu in your software, choose Print.

2. Make sure your printer is selected.

3. Set the print options.

   If you do not see options on the Print dialog, click Show Details.

   - Choose the appropriate paper size in the Paper Size pop-up menu.

   **NOTE:** If you change the paper size ensure that you have loaded the correct paper.

   - Select the orientation.

4. From the pop-up menu, choose Paper Type/Quality, and then choose the following settings:

   - **Paper Type:** The appropriate photo paper type
   - **Quality:** Select the option that provides the best quality or maximum dpi.
   - Click the Color Options disclosure triangle, and then choose the appropriate Photo Fix option.
     - **Off:** applies no changes to the image.
     - **On:** automatically focuses the image; moderately adjusts image sharpness.

5. Select any other print settings you want, and then click Print.

Print envelopes

Before printing envelopes, make sure you have envelopes loaded in the input tray and the output tray is open. You can load one or more envelopes into the input tray. Do not use shiny or embossed envelopes or envelopes that have clasps or windows. For more information about loading envelopes, see Load media on page 13.

**NOTE:** For details on how to format text for printing on envelopes, refer to the documentation of the application that you are using.
To print an envelope (Windows)

1. On the File menu in your software, click Print.

2. Make sure your printer is selected.

3. Click the button that opens the Properties dialog box.

   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.

4. Select the appropriate options on the Printing Shortcuts or Printing Shortcut tab.

   To change other print settings, click the other tabs.

   For more printing tips, see Printer settings tips on page 31.

**NOTE:** If you change the paper size, be sure to load the correct paper in the input tray and set the paper size on the printer control panel.

5. Click OK to close the Properties dialog box.

6. Click Print or OK to begin printing.

To print envelopes (OS X and macOS)

1. From the File menu in your software, choose Print.

2. Make sure your printer is selected.

3. Select the appropriate envelope size from the Paper Size pop-up menu.

   If you do not see options on the Print dialog, click Show Details.

**NOTE:** If you change the paper size, ensure that you have loaded the correct paper.

4. From the pop-up menu, choose Paper Type/Quality, and verify the paper type setting is set to Plain Paper.

5. Click Print.

Print using the maximum dpi

Use maximum dots per inch (dpi) to print high-quality, sharp images on photo paper.

Printing in maximum dpi takes longer than printing with other settings and requires a large amount of disk space.

For supported print resolutions, visit the printer support website at www.support.hp.com.

To print in maximum dpi mode (Windows)

1. From your software, select Print.

2. Make sure your printer is selected.

3. Click the button that opens the Properties dialog box.

   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.
4. Select the appropriate options.

**Windows 10, Windows 8.1, and Windows 8**
- Click the Paper/Quality tab. From the Paper Size drop-down list, select the appropriate paper size. From the Paper Type drop-down list, select the appropriate paper type.
- Click the Advanced tab, and then select Print in Max DPI.

**Windows 7, Windows Vista, and Windows XP**
- Click the Paper/Quality tab. From the Media drop-down list, select the appropriate paper type.
- Click the Advanced button. Select the appropriate paper size from the Paper Size drop-down list. In the Printer Features area, select Yes from the Print in Max DPI drop-down list. Then click OK to close the Advanced Options dialog.

For more printing tips, see Printer settings tips on page 31.

5. Confirm the orientation on the Layout tab, and then click OK to print.

**To print using maximum dpi (OS X and macOS)**
1. From the File menu in your software, choose Print.
2. Make sure your printer is selected.
3. Set the print options.
   - If you do not see options on the Print dialog, click Show Details.
   - Choose the appropriate paper size in the Paper Size pop-up menu.
   - Select the orientation.
4. From the pop-up menu, choose Paper Type/Quality, and then choose the following settings:
   - **Paper Type**: The appropriate paper type
   - **Quality**: Maximum dpi
5. Select any other print settings that you want, and then click Print.
Tips for print success

- **Printhead and ink tips**
- **Paper loading tips**
- **Printer settings tips**

To print successfully, the HP printheads should be functioning properly, the ink tanks should be filled with sufficient ink, the paper should be loaded correctly, and the printer should have the appropriate settings.

Print settings do not apply to copying or scanning.

**Printhead and ink tips**

- Use original HP printheads.
- Install both the black and tri-color printheads correctly.
  
  For more information, see [Fix printhead problems on page 58](#).
- Check the ink levels on the ink tanks to make sure there is sufficient ink.
  
  For more information, see [Ink levels on page 40](#).
- If the print quality is not acceptable, see [Printing issues on page 62](#) for more information.

**NOTE:** Original HP printheads and ink are designed and tested with HP printers and papers to help you easily produce great results, time after time.

HP cannot guarantee the quality or reliability of non-HP supplies. Product service or repairs required as a result of using a non-HP supply will not be covered under warranty.

**Paper loading tips**

- Load a stack of paper (not just one page). All of the paper in the stack should be in the same size and type to avoid a paper jam.
- Load the paper with side to be printed on facing up.
- Ensure that paper loaded in the input tray lays flat, and the edges are not bent or torn.
- Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray.
  
  For more information, see [Load media on page 13](#).
Printer settings tips

Printer settings tips (Windows)

- To change default print settings, open the HP printer software, click Print & Scan, and then click Set Preferences. For information how to open the printer software, see Open the HP printer software (Windows) on page 20.

- You can use printing shortcuts to save time setting desired printing preferences. A printing shortcut stores the settings that are appropriate for a particular type of job, so that you can set all the options with a single click. To use a shortcut, go to the Printing Shortcuts or Printing Shortcut tab, select the desired shortcut, and then click OK.

To add a new printing shortcut, set the desired printing preferences on the Paper/Quality, Layout, or Advanced tab, select the Printing Shortcuts or Printing Shortcut tab, click Save As and enter a name, and then click OK.

To delete a printing shortcut, select it, and then click Delete.

NOTE: You cannot delete the default printing shortcuts.

- To understand paper and paper tray settings:
  - Paper Size: Select the paper size you loaded in the input tray.
  - Paper Source: Select the paper tray you loaded the paper into.
  - Paper Type or Media: Select the paper type you are using.

- To understand color or black and white settings:
  - Color: Uses ink from all cartridges for full color prints.
  - Black & White or Black Ink Only: Uses the black ink only for normal or lower quality black and white prints.
  - High Quality Grayscale: Uses ink from both the color and black cartridges to produce a wider range of black and grey tones for high quality black and white prints.

- To understand print quality settings:

The print quality is measured in print resolution dots per inch (dpi). Higher dpi produces clearer and more detailed prints, but slows print speed and might use more ink.

  - Draft: Lowest dpi typically used when ink levels are low or when high quality prints are not needed.
  - Normal: Suitable for most print jobs.
  - Best: Better dpi than Normal.
  - Print in Max DPI: Highest dpi setting available for print quality.
  - HP Real Life Technologies: This feature smooths and sharpens images and graphics for improved print quality.

- To understand page and layout settings:
– **Orientation**: Select **Portrait** for vertical prints or **Landscape** for horizontal prints.

– **Print on Both Sides Manually**: Manually flip the pages after one side of the paper prints out so that you can print on both sides of the paper.
  - **Flip on Long Edge**: Select it if you want to flip pages by the long edge of the paper when printing on both sides of the paper.
  - **Flip on Short Edge**: Select it if you want to flip pages by the short edge of the paper when printing on both sides of the paper.

– **Booklet Layout or Booklet**: Allows you to print a multiple-page document as a booklet. It places two pages on each side of a sheet that can then be folded into a booklet in half size of the paper.
  - **Left binding or Booklet-LeftBinding**: The binding side after folded into a booklet appears at the left side. Select this option if your reading habit is from left to right.
  - **Right binding or Booklet-RightBinding**: The binding side after folded into a booklet appears at the right side. Select this option if your reading habit is from right to left.

– **Borderless or Page Borders**: Allows you to add or remove borders to the pages if you print the document with two or more pages per sheet.

– **Pages per Sheet Layout**: Helps you specify the order of the pages if you print the document with more than two pages per sheet.

– **Pages to Print**: Allows you to print the odd pages only, print the even pages only, or print all pages.

– **Reverse page order or Page Order**: Allows you to print pages from front to back or in reverse order.

**Printer settings tips (OS X and macOS)**

- On the Print dialog, use the **Paper Size** pop-up menu to select the size of paper loaded in the printer.
- On the Print dialog, choose the **Paper Type/Quality** pop-up menu and select the appropriate paper type and quality.
- To print a black and white document using only black ink, choose the **Paper Type/Quality** from the pop-up menu and choose **Grayscale** from the Color pop-up menu.
4 Copy and scan

- Copy documents
- Scan using the HP printer software
- Tips for copy and scan success
Copy documents

**NOTE:** All documents are copied in normal quality print mode. You cannot change the print mode quality when copying.

**To copy documents**

1. Load paper in the input tray.
   For information about how to load paper, see [Load media on page 13](#).

2. Load the original print side down near the icon at the corner of the scanner glass.
   For more information, see [Load an original on the scanner glass on page 17](#).

3. Press either the **Black Copy** button ( ) or the **Color Copy** button ( ) to make a copy.

**NOTE:** Change the paper settings to match what is loaded in the printer, or load paper that matches the paper settings. For details, see [To change the paper settings when copying on page 34](#).

Copying will start two seconds after the last button press.

**TIP:** You can increase the number of copies by pressing the button multiple times.

**To change the paper settings when copying**

<table>
<thead>
<tr>
<th>Current paper type</th>
<th>Do this</th>
<th>To change to this paper type</th>
<th>Printer display shows this icon</th>
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<tbody>
<tr>
<td>Plain paper</td>
<td>Press and hold both copy buttons ( ) at the same time for three seconds.</td>
<td>Photo paper</td>
<td>![Photo paper icon]</td>
</tr>
<tr>
<td>Photo paper</td>
<td>Press and hold both copy buttons ( ) at the same time for three seconds.</td>
<td>Plain paper</td>
<td>![Plain paper icon]</td>
</tr>
</tbody>
</table>
Scan using the HP printer software

- Scan from a computer
- Change scan settings (Windows)
- Create a new scan shortcut (Windows)

Scan from a computer

Before scanning from a computer, make sure you have already installed the HP recommended printer software. The printer and computer must be connected and turned on.

To scan a document or photo to a file (Windows)

1. Load the original print side down near the icon at the corner of the scanner glass.
2. Double-click the printer icon on the desktop or do one of the following to open the printer software:
   - **Windows 10**: From the computer desktop, click **Start**, select **All apps**, click **HP**, and then select the icon with the printer name.
   - **Windows 8.1**: Click the down arrow in lower left corner of the Start screen, and then select the printer name.
   - **Windows 8**: Right-click an empty area on the Start screen, click **All Apps** on the app bar, and then select the printer name.
   - **Windows 7, Windows Vista, and Windows XP**: From the computer desktop, click **Start**, select **All Programs**, click **HP**, click the folder for the printer, and then select the icon with the printer name.
3. In the printer software, click **Scan**, and then click **Scan a Document or Photo**.
4. Select the type of scan you want and then click **Scan**.
   - Choose **Save as PDF** to save the document (or photo) as a PDF file.
   - Choose **Save as JPEG** to save the photo (or document) as an image file.

**NOTE:** Click the **More** link at the top right corner of the Scan dialog to review and modify settings for any scan.

For more information, see **Change scan settings (Windows)** on page 36.

If **Show Viewer After Scan** is selected, you can make adjustments to the scanned image in the preview screen.

To scan an original from HP printer software (OS X and macOS)

1. Open HP Easy Scan.
   
   HP Easy Scan is located in the **Applications** folder.
2. Choose the type of scan profile you want.
3. Click **Scan**.
Go online to learn more about using the HP Scan software to learn how to:

- customize scan settings, such as image file type, scan resolution, and contrast levels.
- preview and adjust images before scanning.

**Change scan settings (Windows)**

You can modify any of the scan settings either for a singular use or save the changes to use permanently. These settings include options such as page size and orientation, scan resolution, contrast, and the folder location for saved scans.

1. Load the original print side down near the icon at the corner of the scanner glass.

2. Double-click the printer icon on the desktop or do one of the following to open the printer software:
   - **Windows 10**: From the computer desktop, click Start, select All apps, click HP, and then select the icon with the printer name.
   - **Windows 8.1**: Click the down arrow in lower left corner of the Start screen, and then select the printer name.
   - **Windows 8**: Right-click an empty area on the Start screen, click All Apps on the app bar, and then select the printer name.
   - **Windows 7, Windows Vista, and Windows XP**: From the computer desktop, click Start, select All Programs, click HP, click the folder for the printer, and then select the icon with the printer name.

3. In the printer software, click Scan, and then click Scan a Document or Photo.

4. Click the More link in the top right corner of the HP Scan dialog.

   The detailed settings pane appears on the right. The left column summarizes the current settings for each section. The right column allows you to change the settings in the highlighted section.

5. Click each section at the left of the detailed settings pane to review the settings in that section.

   You can review and change most settings using drop-down menus.

   Some settings allow greater flexibility by displaying a new pane. These are indicated by a + (plus sign) at the right of the setting. You must either click OK to accept or click Cancel to cancel any changes on this pane to return to the detailed settings pane.

6. When you have finished changing settings, do one of the following.
   - Click Scan. You are prompted to save or reject the changes to the shortcut after the scan is finished.
   - Click the save icon to the right of the shortcut, and then click Scan.

Learn more about using the HP Scan software. Click here to go online for more information. At this time, this website might not be available in all languages.

- customize scan settings, such as image file type, scan resolution, and contrast levels.
- preview and adjust images before scanning.
Create a new scan shortcut (Windows)

You can create your own scan shortcut to make scanning easier. For example, you might want to regularly scan and save photos in PNG format, rather than JPEG.

1. Load the original print side down near the icon at the corner of the scanner glass.

2. Double-click the printer icon on the desktop or do one of the following to open the printer software:
   - **Windows 10**: From the computer desktop, click **Start**, select **All apps**, click **HP**, and then select the icon with the printer name.
   - **Windows 8.1**: Click the down arrow in lower left corner of the Start screen, and then select the printer name.
   - **Windows 8**: Right-click an empty area on the Start screen, click **All Apps** on the app bar, and then select the printer name.
   - **Windows 7, Windows Vista**, and **Windows XP**: From the computer desktop, click **Start**, select **All Programs**, click **HP**, click the folder for the printer, and then select the icon with the printer name.

3. In the printer software, click **Scan**, and then click **Scan a Document or Photo**.

4. Click **Create New Scan Shortcut**.

5. Enter a descriptive name, choose an existing shortcut on which to base your new shortcut, and then click **Create**.

   For example, if you are creating a new shortcut for photos, choose either **Save as JPEG** or **Email as JPEG**. This makes available the options for working with graphics when scanning.

6. Change the settings for your new shortcut to meet your needs, and then click the save icon to the right of the shortcut.

   **NOTE:** Click the **More** link at the top right corner of the Scan dialog to review and modify settings for any scan.

   For more information, see [Change scan settings (Windows)](page36) on page 36.

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Scan using the HP printer software  37
Tips for copy and scan success

Use the following tips to copy and scan successfully:

- Keep the glass and the back of the lid clean. The scanner interprets anything it detects on the glass as part of the image.
- Load your original, print side down, on the right front corner of the glass.
- To make a large copy of a small original, scan the original into the computer, resize the image in the scanning software, and then print a copy of the enlarged image.
- To avoid incorrect or missing scanned text, make sure the brightness is set appropriately in the software.
5 Manage ink and printhead

This section contains the following topics:

- Ink levels
- Refill ink tanks
- Order ink supplies
- Print with black ink only
- Tips for working with ink and printhead
- Move printer
**Ink levels**

Use the ink level lines on the ink tanks to determine when to fill the tanks and how much ink should be added.

1. **Maximum line:** The actual ink level should not be higher than the maximum line.
2. **Minimum line:** The actual ink level should not be lower than the minimum line.

Match the color of the ink bottle to the color on the tank when you fill the tanks, and seal the rubber ink tank caps properly after that.

The ink level in each tank will be a little bit below the maximum fill line when you first fill the tanks.

If you notice any ink level reaches the minimum line during daily printing, refill that tank with correct ink. Printing with ink level below the minimum line may cause damage to your printer.

When you refill the ink tanks, fill the ink to the maximum lines only. Any ink level above the maximum line may cause ink leakage.

**NOTE:** Product service or repairs required as a result of filling the ink tanks improperly and/or using non-HP ink will not be covered under warranty.
**Refill ink tanks**

To refill the ink tanks

1. Lift the ink tank lid.

2. Remove the cap of the ink tank you plan to refill.

3. Twist to remove the cap of the ink bottle, remove the seal from the bottle, install the cap back onto the bottle, and then pull open the top part of the cap.
4. Hold the ink bottle on tank nozzle and refill the ink tank to the maximum line only. If ink doesn’t drain immediately, remove and reinsert bottle on tank.

⚠️ **CAUTION:** You should not squeeze the ink bottle during this process.

![Image of ink tank](image1.png)

**NOTE:** If there is leftover ink in the bottle, store the bottle in an upright position in a cool and dry location.

![Image of ink bottle](image2.png)

5. Close the ink tank cap securely.

![Image of ink tank cap](image3.png)

6. Repeat steps 2 to 5 to refill other ink tanks.

7. Close the ink tank lid.

![Image of ink tank lid](image4.png)

**Precautions for working with ink bottles**

Use the following tips to work with ink bottles:

- Keep the ink bottles beyond the reach of children.
- Open the ink bottle only when you plan to fill the ink tanks.
- Do not tilt, shake, or squeeze the ink bottle when it is open to prevent ink leaks.
- Store the ink bottles in a cool, dark place.
Order ink supplies

Before ordering ink bottles, visually check the labels on the ink bottles to locate the ink bottle numbers.

To order original HP supplies for the printer, go to www.hp.com/buy/supplies. If prompted, choose your country/region, and then follow the prompts to find the right ink bottles for your printer.

**NOTE:** Ordering ink bottles online is not supported in all countries/regions. If it is not available in your country/region, you may still view supplies information and print a list for reference when shopping at a local HP reseller.
Print with black ink only

Before printing with black ink only, make sure the actual ink levels in all tanks are no lower than the minimum ink lines. Printing with any ink level lower than the minimum line may cause damage to your printer.

To print with black ink only (Windows)

1. From your software, select Print.
2. Make sure your printer is selected.
3. Click the button that opens the Properties dialog box.
   Depending on your software application, this button might be called Properties, Options, Printer Setup, Printer Properties, Printer, or Preferences.
4. Select the appropriate options.
   **Windows 10, Windows 8.1, and Windows 8**
   - Click Paper/Quality tab.
   - Under Print in Grayscale, select Black Ink Only from the list, and then click OK.
   **Windows 7, Windows Vista, and Windows XP**
   - On the Layout or Paper/Quality tab, click the Advanced button to open the Advanced Options dialog box.
   - From the Print in Grayscale drop-down list, select Black Ink Only, and then click OK.

To print with black ink only (OS X and macOS)

1. From the File menu in your software, choose Print.
2. Make sure your printer is selected.
3. Set the print options.
   If you do not see options on the Print dialog, click Show Details.
   **NOTE:** Locations for the options can vary from one application to another.
4. From the pop-up menu, choose Paper Type/Quality.
5. From the Color pop-up menu, choose Grayscale, and then click Print.

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Print with black ink only 45
Tips for working with ink and printhead

**Printhead tips**

Use the following tips to work with printheads:

- To protect the printheads from drying out, always turn the printer off using the **Power** button, and wait until the **Power** button light goes out.
- Do not open or untape printheads until you are ready to install them. Leaving tape on the printheads reduces ink evaporation.
- Insert the new printheads into the correct slots. Match the color and icon of each printhead to the color and icon for each slot. Make sure the printheads snap into place, and then close the printhead latch. After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.
- Align the printer for best print quality. See *Printing issues on page 62* for more information.

**Ink tips**

Use the following tips to work with ink:

- Make sure the ink tanks are filled with ink and the ink levels are above the minimum line before printing.
- Refill the ink tanks when the ink level reaches the minimum line. Printing with the ink level below the minimum line may cause damage to your printer.
- Do not make the ink level be above the maximum line by overfilling the ink tanks or tilting the printer. The ink level higher than the maximum line can cause ink leaks and ink mixing.
Move printer

To prevent damage to the printer or ink leakage, follow these instructions.

If you are moving the printer within your home or office, keep the printhead latch closed, and keep the printer level.

If you are moving the printer outside your home or office, visit www.support.hp.com or contact HP support.
6 Connect your printer

- Connect your printer to your computer with a USB cable (non-network connection)
**Connect your printer to your computer with a USB cable (non-network connection)**

The printer supports a rear USB 2.0 High Speed port for connection to a computer.

**To connect the printer with the USB cable**

1. Visit [123.hp.com](http://123.hp.com) to download and install the printer software.

   **NOTE:** Do not connect the USB cable to the printer until you are prompted to do so.

2. Follow the on-screen instructions. When you are prompted, connect the printer to the computer by selecting **USB** on the **Connection Options** screen.

3. Follow the onscreen instructions.

   If the printer software has been installed, the printer will operate as a plug-and-play device.
This section contains the following topics:

- Jams and paper-feed issues
- Printhead issues
- Printing issues
- Copy issues
- Scan issues
- Printer hardware issues
- Control panel error codes
- HP support
Jams and paper-feed issues

What do you want to do?

Clear a paper jam

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<th>Solve paper jam issues</th>
<th>Use an HP online troubleshooting wizard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Get step-by-step instructions for clearing paper jams and resolving issues with paper or the paper feed.</td>
</tr>
</tbody>
</table>

**NOTE:** The HP online troubleshooting wizards may not be available in all languages.

**Read general instructions in the Help for clearing paper jams**

Paper jams can occur in several locations.

**To clear a paper jam from the input tray**

1. Press the **Cancel** button (❌) to try to clear the jam automatically. If this does not work, complete the following steps to clear the jam manually.

2. Pull the paper gently out of the input tray.

3. Make sure there is no foreign object in the paper path, and then reload paper.

   **NOTE:** The input tray shield can prevent foreign debris from falling into the paper path and causing serious paper jams. Do not take down the input tray shield.

4. Press the **Resume** button (◉) on the control panel to continue the current job.

**To clear a paper jam from the output tray**

1. Press the **Cancel** button (❌) to try to clear the jam automatically. If this does not work, complete the following steps to clear the jam manually.
2. Pull the paper gently out of the output tray.

3. Press the Resume button (⏣) on the control panel to continue the current job.

To clear a paper jam from the printhead access area

1. Press the Cancel button (❌) to try to clear the jam automatically. If this does not work, complete the following steps to clear the jam manually.

2. Remove the jammed paper.
   a. Press the Power button (🔌) to turn off the printer.
   b. Close the output tray extender, and then rotate the output tray clockwise to stow it in the printer.
   c. Open the front door of the printer.
   d. Open the printhead access door.
e. Make sure the printhead latch is properly closed and the print carriage is not obstructed. If the print carriage is in the center of the printer, slide it to the right.

**NOTE:** After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.

f. Remove the jammed paper.

g. Close the printhead access door, and then close the front door.

h. Pull out the output tray and the tray extender.

3. Press the **Power** button (_battery) to turn on the printer.
To clear a paper jam inside of the printer

**NOTE:** To prevent ink from leaking, make sure the ink tank caps are firmly closed.

1. Press the **Cancel** button (✔️) to try to clear the jam automatically. If this does not work, complete the following steps to clear the jam manually.

2. Press the **Power** button (🔴) to turn off the printer.

3. Gently turn the printer to the side, locate the cleanout door on the bottom of the printer, and then pull both tabs on the cleanout door to open it.

4. Remove the jammed paper.

5. Close the cleanout door. Gently push the door towards the printer until both latches snap into place.

6. Turn the printer upright, and then press the **Power** button (🔴) to turn on the printer.

**Clear a print carriage jam**

Resolve a print carriage jam. Use an HP online troubleshooting wizard

If something is blocking the print carriage or it does not move easily, get step-by-step instructions.

**NOTE:** The HP online troubleshooting wizards may not be available in all languages.
Read general instructions in the Help for clearing a print carriage jam

Remove any objects, such as paper, that are blocking the print carriage. For more information, see “To clear a paper jam from the printhead access area” from "Clear a paper jam on page 51".

NOTE: Do not use any tools or other devices to remove jammed paper. Always use caution when removing jammed paper from inside the printer.

Learn how to avoid paper jams

To help avoid paper jams, follow these guidelines.

- Do not overfill the input tray, but make sure that you have at least 5 pages loaded, for best results.
- Keep your printer free of dust and debris by removing paper and closing the input tray when not in use.
- Remove printed papers from the output tray frequently.
- Ensure that paper loaded in the input tray lays flat, and the edges are not bent or torn.
- Do not combine different paper types and paper sizes in the input tray; the entire stack of paper in the input tray must be the same size and type.

Use HP paper for optimum performance. See Paper basics on page 18 for more information about HP paper.

- Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray.
- Do not force paper too far down in the input tray.
- Do not add paper while the printer is printing. If the printer is about to run out of paper, wait until the out of paper message appears before adding paper.

Solve paper-feed problems

What kind of problem are you having?

- Paper is not picked up from the input tray
  - Make sure paper is loaded in the input tray. For more information, see Load media on page 13.
  - Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray.
  - Make sure paper in the input tray is not curled. Uncurl paper by bending it in the opposite direction of the curl.
  - Clean the paper rollers.

- Pages are skewing
  - Make sure the paper is loaded in the far-right side of the input tray and the paper-width guide is fit against the left side of the paper.
  - Load paper into the printer only when it is not printing.

- Multiple pages are being picked up
– Adjust the paper-width guide in the input tray to fit snugly against all paper. Make sure the paper-width guide does not bend the paper in the input tray.

– Make sure the input tray is not overloaded with paper.

– Make sure the pieces of the loaded paper are not sticking together.

– Use HP paper for optimum performance and efficiency.

– Clean the paper rollers.

To clean the paper rollers using an automated tool

1. Press the Power button ( ) to turn on the printer.

2. Remove paper from the input tray.

3. Press and hold the Power button ( ), press the Cancel button ( ) three times, press the Color Copy button ( ) seven times, and then release the Power button ( ).

   The printer makes some noise for approximately one minute. Wait until the printer stops making noises before you proceed.

4. Try to print. If the problem persists, proceed to clean the paper rollers manually.

To clean the paper rollers manually

1. Gather the following materials:
   
   ● A long, lint-free cotton swab
   
   ● Distilled, filtered, or bottled water (tap water might damage the printer)

2. Press the Power button ( ) to turn off the printer.

3. Disconnect the power cord from the rear of the printer.

4. Disconnect the USB cable, if it is not already disconnected.

5. Raise the input tray.

6. Lift and hold the input tray shield.

   **NOTE:** Do not remove the input tray shield. The input tray shield prevents foreign debris from falling into the paper path and causing paper jams.

7. Look down through the open input tray and find the gray paper pick rollers. You might need a flashlight to illuminate the area.

8. Dampen a long cotton swab with bottled or distilled water, and then squeeze any excess water from the cloth.

9. Press the swab against the rollers, and then rotate them upward with your fingers. Apply a moderate amount of pressure to remove dust or dirt buildup.

10. Lower the input tray shield.
11. Allow the rollers to dry for 10 or 15 minutes.

12. Reconnect the power cord to the rear of the printer.

13. Reconnect the USB cable to the printer if necessary.

14. Press the Power button to turn on the printer.
**Printhead issues**

**Identify whether a printhead has a problem**

To identify whether a printhead has a problem, check the status of the **Printhead Alert** light and the corresponding **Printhead** icon. For more information, see *Control panel lights and display icons status on page 8*.

![Printhead Alert light and Printhead icon]

**Fix printhead problems**

**NOTE:** After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.

If an error occurs after a printhead is installed, or if a message indicates a printhead problem, try removing the printhead, verifying the protective piece of plastic tape and plug have been removed from each printhead and then reinserting the printhead. If the problem is still not resolved, contact HP support for help. For more information, see *HP support on page 75*.

**To verify the printhead installed properly**

1. Make sure the printer is turned on.
2. Close the output tray extender, and then rotate the output tray clockwise to stow it in the printer.
3. Remove and reinsert the printhead.
   a. Open the front door of the printer.
b. Open the printhead access door. Press and hold the **Black Copy** button for about three seconds, until the print carriage starts moving.

**NOTE:** After you have set up the printer, do not open the printhead latch unless installing new printheads or moving the printer outside your home or office.

c. Push down to open the printhead latch.

d. Remove the printhead from the carriage.

e. Check if there is a plug on top of the printhead or plastic tape on the printhead contacts. If there is, remove the plug from top of the printhead and the plastic tape from contacts.

**NOTE:** Do not touch the electrical contacts on the printhead.
f. Slide the printhead into the slot until it clicks into place.

![Printhead image]

g. Firmly close the printhead latch. Make sure the printhead latch is properly closed to avoid problems such as carriage jams.

![Printhead latch image]

h. Close the printhead access door.

![Door closed image]

i. Close the front door of the printer.

![Door closed image]
4. Pull out the output tray and the tray extender.
Printing issues

What do you want to do?

Fix problems with page not printing (unable to print)

<table>
<thead>
<tr>
<th>HP Print and Scan Doctor</th>
<th>The HP Print and Scan Doctor is a utility that will try to diagnose and fix the issue automatically.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NOTE:</strong></td>
<td>This utility is only available for Windows operation system.</td>
</tr>
<tr>
<td>Troubleshoot problems with print jobs not printing</td>
<td>Use an HP online troubleshooting wizard</td>
</tr>
<tr>
<td></td>
<td>Get step-by-step instructions if the printer is not responding or printing.</td>
</tr>
</tbody>
</table>

**NOTE:** The HP Print and Scan Doctor and the HP online troubleshooting wizards may not be available in all languages.

Read general instructions in the Help for unable to print issues

To resolve print issues (Windows)

Make sure that the printer is turned on and that there is paper in the input tray. If you are still unable to print, try the following in order:

1. Check for error messages from the printer software and resolve them by following the on-screen instructions.
2. Disconnect the USB cable between your computer and the printer, and then reconnect the USB cable.
3. Verify that the printer is not paused or offline.

To verify that the printer is not paused or offline

a. Depending upon your operating system, do one of the following:
   - **Windows 10**: From the Windows **Start** menu, click **All apps**, select **Windows System**, **Control Panel**, and then click **View devices and printers** under **Hardware and Sound** menu.
   - **Windows 8.1** and **Windows 8**: Point to or tap the upper-right corner of the screen to open the Charms bar, click the **Settings** icon, or click **Control Panel**, and then click or tap **View devices and printers**.
   - **Windows 7**: From the Windows **Start** menu, click **Devices and Printers**.
   - **Windows Vista**: From the Windows **Start** menu, click **Control Panel**, and then click **Printers**.
   - **Windows XP**: From the Windows **Start** menu, click **Control Panel**, and then click **Printers and Faxes**.

b. Either double-click or right-click the icon for your printer and select **See what's printing** to open the print queue.

c. On the **Printer** menu, make sure there are no check marks next to **Pause Printing** or **Use Printer Offline**.

d. If you made any changes, try to print again.
4. Verify that the printer is set as the default printer.

**To verify that the printer is set as the default printer**

a. Depending upon your operating system, do one of the following:

- **Windows 10**: From the Windows Start menu, click All apps, select Windows System, Control Panel, and then click View devices and printers under Hardware and Sound menu.
- **Windows 8.1 and Windows 8**: Point to or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap Control Panel, and then click or tap View devices and printers.
- **Windows 7**: From the Windows Start menu, click Devices and Printers.
- **Windows Vista**: From the Windows Start menu, click Control Panel, and then click Printers.
- **Windows XP**: From the Windows Start menu, click Control Panel, and then click Printers and Faxes.

b. Make sure the correct printer is set as the default printer.

   The default printer has a check mark in a black or green circle next to it.

c. If the wrong printer is set as the default printer, right-click the correct printer and select Set as Default Printer.

d. Try using your printer again.

5. Restart the print spooler.

**To restart the print spooler**

a. Depending upon your operating system, do one of the following:

   **Windows 10**
   
i. From the Windows Start menu, click All apps, and then click Windows System.
   
   ii. Click Control Panel, System and Security, and then click Administrative Tools.
   
   iii. Double-click Services.
   
   iv. Right-click the Print Spooler, and then click Properties.
   
   v. On the General tab, next to Startup type, make sure that Automatic is selected.
   
   vi. If the service is not already running, under Service status, click Start, and then click OK.

   **Windows 8.1 and Windows 8**
   
i. Point to or tap the upper-right corner of the screen to open the Charms bar, and then click the Settings icon.
   
   ii. Click or tap Control Panel, and then click or tap System and Security.
   
   iii. Click or tap Administrative Tools, and then double-click or double-tap Services.
   
   iv. Right-click or touch and hold Print Spooler, and then click Properties.
v. On the General tab, next to Startup type, make sure that Automatic is selected.

vi. If the service is not already running, under Service status, click or tap Start, and then click or tap OK.

**Windows 7**

i. From the Windows Start menu, click Control Panel, System and Security, and then Administrative Tools.

ii. Double-click Services.

iii. Right-click the Print Spooler, and then click Properties.

iv. On the General tab, next to Startup type, make sure that Automatic is selected.

v. If the service is not already running, under Service status, click Start, and then click OK.

**Windows Vista**

i. From the Windows Start menu, click Control Panel, System and Maintenance, Administrative Tools.

ii. Double-click Services.

iii. Right-click the Print Spooler service, and then click Properties.

iv. On the General tab, next to Startup type, make sure that Automatic is selected.

v. If the service is not already running, under Service status, click Start, and then click OK.

**Windows XP**

i. From the Windows Start menu, right click My Computer.

ii. Click Manage, and then click Services and Applications.

iii. Double-click Services, and then select Print Spooler.

iv. Right-click Print Spooler, and click Restart to restart the service.

b. Make sure the correct printer is set as the default printer.

The default printer has a check mark in a black or green circle next to it.

c. If the wrong printer is set as the default printer, right-click the correct printer and select Set as Default Printer.

d. Try using your printer again.

6. Restart the computer.

7. Clear the print queue.

**To clear the print queue**

a. Depending upon your operating system, do one of the following:
● **Windows 10**: From the Windows Start menu, click All apps, select Windows System, Control Panel, and then click View devices and printers under Hardware and Sound menu.

● **Windows 8.1 and Windows 8**: Point to or tap the upper-right corner of the screen to open the Charms bar, click the Settings icon, click or tap Control Panel, and then click or tap View devices and printers.

● **Windows 7**: From the Windows Start menu, click Devices and Printers.

● **Windows Vista**: From the Windows Start menu, click Control Panel, and then click Printers.

● **Windows XP**: From the Windows Start menu, click Control Panel, and then click Printers and Faxes.

b. Double-click the icon for your printer to open the print queue.

c. On the Printer menu, click Cancel all documents or Purge Print Document, and then click Yes to confirm.

d. If there are still documents in the queue, restart the computer and try printing again after the computer has restarted.

e. Check the print queue again to make sure it is clear, and then try to print again.

To resolve print issues (OS X and macOS)

1. Check for error messages and resolve.

2. Disconnect and reconnect the USB cable.

3. Verify that the product is not paused or offline.

   **To verify that the product is not paused or offline**

   a. In System Preferences, click Printers & Scanners.

   b. Click the Open Print Queue button.

   c. Click a print job to select it.

   Use the following buttons to manage the print job:

   - **Delete**: Cancel the selected print job.

   - **Hold**: Pause the selected print job.

   - **Resume**: Continue a paused print job.

   - **Pause Printer**: Pause all print jobs in the print queue.

   d. If you made any changes, try to print again.

4. Restart the computer.

**Fix print quality issues**

| Step-by-step instructions for resolving most print quality issues. | Troubleshoot print quality issues online |
Read general instructions in the Help for resolving print quality issues

**NOTE:** To protect the printheads from drying out, always turn the printer off using the **Power** button, and wait until the **Power** button light goes out.

To improve print quality

1. Make sure you are using original HP printheads and ink.
   - Make sure all ink tanks are filled above the minimum line.
   - Consider refilling the ink tanks if the ink is reaching the minimum line.

2. Check the paper type.
   - For best print quality, use high quality HP paper, or papers that adhere to the ColorLok® standard. For more information, see [Paper basics on page 18](#).
   - Always make sure the paper you are printing on is flat. For best results when printing images, use HP Advanced Photo Paper.
   - Store specialty paper in its original packaging inside a resealable plastic bag on a flat surface in a cool, dry place. When you are ready to print, remove only the paper you plan to use immediately. When you have finished printing, return any unused photo paper to the plastic bag. This prevents the photo paper from curling.

3. Check the printer software to see that the print settings are appropriate for the paper type you are using. For more information about print settings, see [Printer settings tips on page 31](#).

4. Press and hold the **Color Copy** button on the control panel for three seconds to print a diagnostics page.
5. Review the Cyan, Magenta, Yellow, and Black Boxes along with other content on the diagnostics page.

6. Clean the printheads (cartridges), if the diagnostic page shows steaks or missing portions of the color and black boxes.

7. Align the printheads (cartridges) if straight lines appear jagged on printouts, or if the diagnostic page indicates aligning printheads might help.

8. If print quality problems persist after cleaning and aligning printheads (cartridges), contact HP support.

To clean the printheads (cartridges) (Windows)

⚠️ CAUTION: Clean the printheads (cartridges) only when necessary. Unnecessary cleaning wastes ink and shortens the life of the printheads (cartridges).

1. Load letter or A4 unused plain white paper into the input tray.

2. Open the printer software. For more information, see Open the HP printer software (Windows) on page 20.
3. In the printer software, click **Print & Scan** and then click **Maintain Your Printer** to access the **Printer Toolbox**.

4. Click **Clean Cartridges** on the **Device Services** tab. Follow the onscreen instructions.

**To align the printheads (cartridges) (Windows)**

1. Load letter or A4 unused plain white paper into the input tray.

2. Open the printer software. For more information, see **Open the HP printer software (Windows)** on page 20.

3. In the printer software, click **Print & Scan** and then click **Maintain Your Printer** to access the printer toolbox.

   The printer toolbox appears.
4. Click **Align Cartridges** on the **Device Services** tab.

The printer prints an alignment page.

5. Follow the onscreen instructions to load the printhead alignment page print side down on the scanner glass, and then click **Scan** to scan the alignment page.

The printer aligns the printheads. Recycle or discard the printhead alignment sheet.

**To clean the printheads (cartridges) (OS X and macOS)**

⚠️ **CAUTION:** Clean the printheads only when necessary. Unnecessary cleaning wastes ink and shortens the life of the printheads.

1. Load Letter or A4 plain, white paper in the input tray.

2. Open HP Utility.

clud NOTE: **HP Utility** is located in the **HP** folder in the **Applications** folder.

3. Select your printer from the list of devices at the left of the window.
4. Click **Clean Printheads**.

5. Click **Clean**, and follow the onscreen instructions.

⚠️ **CAUTION:** Clean the printhead only when necessary. Unnecessary cleaning wastes ink and shortens the life of the print head.

⚠️ **NOTE:** If print quality still seems poor after you complete cleaning, try aligning the printhead. If print quality problems persist after cleaning and aligning, contact HP support.

6. Click **All Settings** to return to the **Information and Support** pane.

To align the printheads (cartridges) (OS X and macOS)

1. Load Letter or A4 plain, white paper in the input tray.

2. Open HP Utility.

   ⚠️ **NOTE:** HP Utility is located in the HP folder in the Applications folder.

3. Select your printer from the list of devices at the left of the window.

4. Click **Align**.

5. Click **Align** and follow the onscreen instructions.

6. Click **All Settings** to return to the **Information and Support** pane.
Copy issues

<table>
<thead>
<tr>
<th>Troubleshoot copy problems</th>
<th>Use an HP online troubleshooting wizard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Get step-by-step instructions if the printer does not create a copy, or if your printouts are low quality.</td>
</tr>
</tbody>
</table>

**NOTE:** The HP online troubleshooting wizards may not be available in all languages.

Tips for copy and scan success on page 38
## Scan issues

| HP Print and Scan Doctor | The HP Print and Scan Doctor is a utility that will try to diagnose and fix the issue automatically.  
| **NOTE:** This utility is only available for Windows operation system. |
| Solve scan problems | Use an HP online troubleshooting wizard  
Get step-by-step instructions if you cannot scan or if your scans are low quality. |

**NOTE:** The HP Print and Scan Doctor and the HP online troubleshooting wizards may not be available in all languages.

**Tips for copy and scan success on page 38**
Printer hardware issues

Close printhead access door

- Printhead door must be closed to begin printing.

The printer shuts down unexpectedly

- Check the power and power connections.
- Make sure the printer’s power cord is connected firmly to a functioning power outlet.

**NOTE:** When Auto-Off is enabled, the printer will automatically turn off after 2 hours of inactivity to help reduce energy use. For more information, see Auto-Off on page 23.

Resolve printer failure

- Turn the printer off, then on. If that does not resolve the problem, contact HP.
Control panel error codes

If the Number of copies icon on the printer display is alternating between the letter E and a number, it indicates the printer is in an error state. The letter E and the number work as error codes. For example, if the Number of copies icon is alternating between the letter E and the number 4, it indicates that a paper jam has occurred.

To identify the error code and its corresponding solutions, see the information about the Number of copies icons in Control panel lights and display icons status on page 8.
HP support

For the latest product updates and support information, visit the printer support website at www.support.hp.com. HP online support provides a variety of options for help with your printer:

- **Drivers & downloads:** Download software drivers and updates, as well as product manuals and documentation that came in the box with your printer.

- **HP support forums:** Visit HP Support Forums for answers to common questions and issues. You can view questions posted by other HP customers, or sign in and post your own questions and comments.

- **Troubleshooting:** Use HP online tools to detect your printer and find recommended solutions.

Contact HP

If you need help from an HP technical support representative to solve a problem, visit the Contact Support website. The following contact options are available at no cost for in-warranty customers (HP agent-assisted support for out-of-warranty customers may require a fee):

- Chat with an HP support agent online.

- Call an HP support agent.

When contacting HP support, be prepared to provide the following information:

- Product name (Located on the printer, such as HP Ink Tank 310)
- Product number (located inside the front door)
- Serial number (located on the back or bottom of the printer)

Register printer

By taking just a few quick minutes to register, you can enjoy quicker service, more efficient support, and product support alerts. If you did not register your printer while installing the software, you can register now at http://www.register.hp.com.
Additional warranty options

Extended service plans are available for the printer at additional costs. Go to www.support.hp.com, select your country/region and language, then explore the extended warranty options available for your printer.
This section provides technical specifications and regulatory information for the printer. The information here is subject to change without notice.

This section contains the following topics:

- HP Company notices
- Specifications
- Regulatory notices
- Environmental product stewardship program
The information contained herein is subject to change without notice.

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Specifications

For more product specifications, see the Product Data Sheet at www.support.hp.com.

System requirements

- For information about software and system requirements or future operating system releases and support, visit the HP online support website at www.support.hp.com.

Environmental specifications

- Recommended operating temperature range: 15°C to 30°C (59°F to 86°F)
- Allowable operating temperature range: 5°C to 40°C (41°F to 104°F)
- Humidity: 15% to 80% RH non-condensing; 28°C maximum dewpoint
- Nonoperating (Storage) temperature range: -40°C to 60°C (-40°F to 140°F)
- In the presence of high electromagnetic fields, it is possible the output from the printer may be slightly distorted
- HP recommends using a USB cable less than or equal to 3 m (10 feet) in length to minimize injected noise due to potential high electromagnetic fields

Input tray capacity

- Plain paper sheets (80 g/m² [20lb]): Up to 60
- Envelopes: Up to 5
- Index cards: Up to 20
- Photo paper sheets: Up to 20

Output tray capacity

- Plain paper sheets (80 g/m² [20lb]): Up to 25
- Envelopes: Up to 5
- Index cards: Up to 10
- Photo paper sheets: Up to 10

Paper size

- For a complete list of supported media sizes, see the printer software.

Paper weights

- Plain Paper: 64 to 90 g/m² (16 to 24 lb)
- Envelopes: 75 to 90 g/m² (20 to 24 lb)
- Cards: Up to 200 g/m² (110-lb index maximum)
- Photo Paper: Up to 280 g/m² (75 lb)
Print specifications
- Print speeds vary according to the complexity of the document
- Method: drop-on-demand thermal inkjet
- Language: PCL3 GUI

Copy specifications
- Resolution: up to 600 x 300 dpi optical
- Digital image processing
- Copy speeds vary according to the complexity of the document and model

Scan specifications
- Resolution: up to 1200 x 1200 ppi optical
  For more information about ppi resolution, see the scanner software.
- Color: 24-bit color, 8-bit grayscale (256 levels of gray)
- Maximum scan size from glass: 21.6 x 29.7 cm (8.5 x 11.7 inches)

Print resolution
- For supported print resolutions, visit the printer support website at www.support.hp.com.

Acoustic information
- If you have Internet access, you can access acoustic information from the HP website.
Regulatory notices

The printer meets product requirements from regulatory agencies in your country/region.

This section contains the following topics:

- Regulatory model identification number
- FCC statement
- VCCI (Class B) compliance statement for users in Japan
- Notice to users in Japan about the power cord
- Notice to users in Korea
- Noise emission statement for Germany
- European Union Regulatory Notice
- Declaration of conformity

Regulatory model identification number

For regulatory identification purposes, your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is SNPRH-1506. This regulatory number should not be confused with the marketing name (HP Ink Tank 310 series, etc.) or product numbers (Z4B04A, Z4B05A, etc.).

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.

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. These 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 no 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 or relocate 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.

For further information, contact: Manager of Corporate Product Regulations, HP Inc. 1501 Page Mill Road, Palo Alto, CA 94304, U.S.A.

Modifications (part 15.21)

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by HP may void the user’s authority to operate the equipment.
This device complies with 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.

**VCCI (Class B) compliance statement for users in Japan**

この装置は、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。取扱説明書に従って正しい取り扱いをして下さい。

**Notice to users in Japan about the power cord**

製品には、同梱された電源コードをお使い下さい。

同梱された電源コードは、他の製品では使用出来ません。

**Notice to users in Korea**

| B급 기기 | 이 기기는 가정용(B급) 전자파적합기기로서 주로 가정에서 사용하는 것을 목적으로 하며, 모든 지역에서 사용할 수 있습니다。(가정용 방송통신기자재) |

**Noise emission statement for Germany**

Geräuschemission

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

**European Union Regulatory Notice**

Products bearing the CE marking comply to applicable EU Directives and related European Harmonised Standards. The full Declaration of Conformity can be found at the following website:

[www.hp.eu/certificates](http://www.hp.eu/certificates) (Search with the product model name or its Regulatory Model Number (RMN), which may be found on the regulatory label.)

The point of contact for regulatory matters is HP Deutschland GmbH, HQ-TRE, 71025, Boeblingen, Germany.
Declaration of conformity

DECLARATION OF CONFORMITY
according to ISO/IEC 17050-1 and EN 17050-1

DoC #: SNPRH-1506- R5 Original/en

Manufacturer’s Name: HP Inc.
Manufacturer’s Address: HP Singapore (Private) Limited, 1 Depot Close, Singapore 109541

declare, under its sole responsibility that the product

Product Name and Model: HP DeskJet GT 5810 All-in-One Printer Series
HP Ink Tank 310 Series
HP Smart Tank 350 Series

Regulatory Model Number: SNPRH-1506
Product Options: Please See ANNEX I

conforms to the following Product Specifications and Regulations:

Safety
EN 62479:2010
EN 62311:2008

EMC
CISPR 32:2012 / EN 55032:2012 Class B
CISPR 24:2010 / EN 55024:2010
EN 61000-3-2:2014
EN 61000-3-3:2013

Ecodesign
Regulation (EC) No. 1275/2008
ENERGY STAR® Qualified Imaging Equipment Operational Mode (OM) Test Procedure
EN 50564:2011
IEC 62301:2011

RoHS
EN 50581:2012


This device complies with 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.

Additional Information:
1) This product is assigned a Regulatory Model Number which stays with the regulatory aspects of the design. The Regulatory Model Number is the main product identifier in the regulatory documentation and test reports, this number should not be confused with the marketing name or the product numbers.
2) This product was tested in a typical HP environment, in conjunction with an HP host system.

Vancouver, WA
13-05-2017
Uwe Volgt, Manager
Customer Assurance, Inkjet Business and Platform

Local contact for regulatory topics only:
EU: HP Deutschland GmbH, HP HQ-TRE, 71025 Boeblingen, Germany
http://www.hp.eu/certificates

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DECLARATION OF CONFORMITY
according to ISO/IEC 17050-1 and EN 17050-1

ANNEX I

Regulatory Model Number: SNPRH-1506

OPTIONS

<table>
<thead>
<tr>
<th>DESCRIPTION:*</th>
<th>OPTION RMN:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Supply (World Wide, except China and India)</td>
<td>F5S43-60001</td>
</tr>
</tbody>
</table>

For non-EU countries only:

<table>
<thead>
<tr>
<th>DESCRIPTION:*</th>
<th>OPTION RMN:*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Supply (World Wide, except China and India)</td>
<td>F5S43-60001</td>
</tr>
<tr>
<td>Power Supply (China and India only)</td>
<td>F5S43-64002</td>
</tr>
</tbody>
</table>

* Where X represents any alpha numeric character.
Environmental product stewardship program

HP is committed to providing quality products in an environmentally sound manner. Design for recycling has been incorporated into this product. The number of materials has been kept to a minimum while ensuring proper functionality and reliability. Dissimilar materials have been designed to separate easily. Fasteners and other connections are easy to locate, access, and remove using common tools. High priority parts have been designed to access quickly for efficient disassembly and repair.

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

www.hp.com/hpinfo/globalcitizenship/environment

- Eco-Tips
- European Union Commission Regulation 1275/2008
- Paper
- Plastics
- Safety data sheets
- Recycling program
- HP inkjet supplies recycling program
- Power consumption
- Disposal of waste equipment by users
- Waste disposal for Brazil
- Chemical substances
- Declaration of the Presence Condition of the Restricted Substances Marking (Taiwan)
- The Table of Hazardous Substances/Elements and their Content (China)
- Restriction of hazardous substance (India)
- Restriction of hazardous substance (Ukraine)
- Restriction on hazardous substances statement (Turkey)
- EPEAT
- SEPA Ecolabel User Information (China)
- China Energy Label for Printer, Fax and Copier

Eco-Tips

HP is committed to helping customers reduce their environmental footprint. Please visit the HP Environmental Programs and Initiatives website for more information on HP’s environmental initiatives.

www.hp.com/hpinfo/globalcitizenship/environment/
European Union Commission Regulation 1275/2008

For product power data, including the power consumption of the product in networked standby if all wired network ports are connected and all wireless network ports are activated, please refer to section P14 ‘Additional Information’ of the product IT ECO Declaration at www.hp.com/hpinfo/globalcitizenship/environment/productdata/itecodesktop-pc.html.

Paper

This product is suited for the use of recycled paper according to DIN 19309 and EN 12281:2002.

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 product life.

Safety data sheets

Safety Data Sheets, product safety and environmental information are available at www.hp.com/go/ecodata or on request.

Recycling program

HP offers an increasing number of product return and recycling programs in many countries/regions, and partners with some of the largest electronic recycling centers throughout the world. HP conserves resources by reselling some of its most popular products. For more information regarding recycling of HP products, please visit:

www.hp.com/hpinfo/globalcitizenship/environment/recycle/

HP inkjet supplies recycling program

HP is committed to protecting the environment. The HP Inkjet Supplies Recycling Program is available in many countries/regions, and lets you recycle used print cartridges and ink cartridges free of charge. For more information, go to the following website:

www.hp.com/hpinfo/globalcitizenship/environment/recycle/

Power consumption

HP printing and imaging equipment marked with the ENERGY STAR® logo is certified by the U.S. Environmental Protection Agency. The following mark will appear on ENERGY STAR certified imaging products:

![Energy Star Logo]

Additional ENERGY STAR certified imaging product model information is listed at: www.hp.com/go/energystar
Disposal of waste equipment by users

This symbol means do not dispose of your product with your other household waste. Instead, you should protect human health and the environment by handing over your waste equipment to a designated collection point for the recycling of waste electrical and electronic equipment. For more information, please contact your household waste disposal service, or go to http://www.hp.com/recycle.

Waste disposal for Brazil

Este produto eletrônico e seus componentes não devem ser descartados no lixo comum, pois embora estejam em conformidade com padrões mundiais de restrição a substâncias nocivas, podem conter, ainda que em quantidades mínimas, substâncias impactantes ao meio ambiente. Ao final da vida útil deste produto, o usuário deverá entregá-lo à HP. A não observância dessa orientação sujeitará o infrator às sanções previstas em lei.

Após o uso, as pilhas e/ou baterias dos produtos HP deverão ser entregues ao estabelecimento comercial ou rede de assistência técnica autorizada pela HP.

Para maiores informações, inclusive sobre os pontos de recebimento, acesse: www.hp.com.br/reciclar

Chemical substances

HP is committed to providing our customers with information about the chemical substances in our products as needed to comply with legal requirements such as REACH (Regulation EC No 1907/2006 of the European Parliament and the Council). A chemical information report for this product can be found at: www.hp.com/go/reach.
### Declaration of the Presence Condition of the Restricted Substances Marking (Taiwan)

**Taiwan Declaration of the Presence Condition of the Restricted Substances Marking**

<table>
<thead>
<tr>
<th>Unit</th>
<th>Restricted substances and its chemical symbols</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>鉛 (Pb)</td>
</tr>
<tr>
<td>Print engine</td>
<td>—</td>
</tr>
<tr>
<td>External casing and trays</td>
<td>◯</td>
</tr>
<tr>
<td>Power supply</td>
<td>—</td>
</tr>
<tr>
<td>Cables</td>
<td>◯</td>
</tr>
<tr>
<td>Print printed circuit board</td>
<td>—</td>
</tr>
<tr>
<td>Control panel</td>
<td>—</td>
</tr>
<tr>
<td>Cartridge</td>
<td>◯</td>
</tr>
<tr>
<td>Scanner assembly</td>
<td>—</td>
</tr>
</tbody>
</table>

備考 1. “超出 0.1 wt %” 及 “超出 0.01 wt %” 係指限用物質之百分比含量超出百分比含量基準值。

Note 1: “Exceeding 0.1 wt %” and “exceeding 0.01 wt %” indicate that the percentage content of the restricted substance exceeds the reference percentage value of presence condition.

備考 2. ◯ 係指該項限用物質之百分比含量未超出百分比含量基準值。

Note 2: “◯” indicates that the percentage content of the restricted substance does not exceed the percentage of reference value of presence.

備考 3. “—” 係指該項限用物質為排除項目。

Note 3: The “—” indicates that the restricted substance corresponds to the exemption.

若要存取产品的最新使用指南或手册，请前往 [www.support.hp.com](http://www.support.hp.com)，选择搜尋您的產品，然后依照畫面上的指示继续执行。
To access the latest user guides or manuals for your product, go to www.support.hp.com. Select Find your product, and then follow the onscreen instructions.

The Table of Hazardous Substances/Elements and their Content (China)

根据中国《电器电子产品有害物质限制使用管理办法》

<table>
<thead>
<tr>
<th>部件名称</th>
<th>铅 (Pb)</th>
<th>汞 (Hg)</th>
<th>镉 (Cd)</th>
<th>六价铬 (Cr(VI))</th>
<th>多溴联苯 (PBB)</th>
<th>多溴二苯醚 (PBDE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>外壳和托盘</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>电线</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>印刷电路板</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>打印系统</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>显示器</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>喷墨打印机墨盒</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>驱动光盘</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>扫描仪</td>
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<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>网络配件</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>电池板</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>自动双面打印系统</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
<tr>
<td>外部电源</td>
<td>X</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
<td>◯</td>
</tr>
</tbody>
</table>

本表格依据 SJ/T 11364 的规定编制。

◯：表示该有害物质在该部件所有均质材料中的含量均在 GB/T 26572 规定的限量要求以下。

X：表示该有害物质至少在该部件的某一均质材料中的含量超出 GB/T 26572 规定的限量要求。

此表中所有名称中含“X”的部件均符合欧盟 RoHS 立法。

注：环保使用期限的参考标识取决于产品正常工作的温度和湿度等条件。

Restriction of hazardous substance (India)

This product, as well as its related consumables and spares, complies with the reduction in hazardous substances provisions of the "India E-waste Rule 2016." It does not contain lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 weight % and 0.01 weight % for cadmium, except where allowed pursuant to the exemptions set in Schedule 2 of the Rule.

Restriction of hazardous substance (Ukraine)

Технічний регламент щодо обмеження використання небезпечних речовин (Україна)
Restriction on hazardous substances statement (Turkey)

Türkiye Cumhuriyeti: EEE Yönetmeliğine Uygundur

EPEAT

Most HP products are designed to meet EPEAT. EPEAT is a comprehensive environmental rating that helps identify greener electronics equipment. For more information on EPEAT go to www.epeat.net. For information on HP's EPEAT registered products go to www.hp.com/hpinfo/globalcitizenship/environment/pdf/epeat_printers.pdf.

SEPA Ecolabel User Information (China)

中国环境标识认证产品用户说明

噪声大于63.0 dB(A)的办公设备不宜放置于办公室内，请在独立的隔离区域使用。

如需长时间使用本产品或打印大量文件，请确保在通风良好的房间内使用。

如您需要确认本产品处于零能耗状态，请按下电源关闭按钮，并将插头从电源插座断开。

您可使用再生纸，以减少资源耗费。

China Energy Label for Printer, Fax and Copier

复印机、打印机和传真机能源效率标识实施规则

依据“复印机、打印机和传真机能源效率标识实施规则”，该打印机具有中国能效标识。标识上显示的能效等级和操作模式值根据“复印机、打印机和传真机能源效率限定值及能效等级”标准（“GB 21521”）来确定和计算。

1. 能效等级

产品能效等级分3级，其中1级能效最高。能效限定值根据产品类型和打印速度由标准确定。能效等级则根据基本功率水平以及网络接口和内存等附加组件和功能的功率因子之和来计算。

2. 能效信息

喷墨打印机

- 操作模式功率

睡眠状态的能耗按照GB 21521的标准来衡量和计算。该数据以瓦特(W)表示。

- 待机功率

待机状态是产品连接到电网电源上功率最低的状态。该状态可以延续无限长时间，且使用者无法改变此状态下产品的功率。对于“成像设备”产品，“待机”状态通常相当于“关闭”状态，但也可可能相当于“准备”状态或者“睡眠”状态。该数据以瓦特(W)表示。

- 睡眠状态预设延迟时间

Appendix A   Technical information
出厂前由制造商设置的时间决定了该产品在完成主功能后进入低耗模式（例如睡眠、自动关机）的时间。该数据以分钟表示。

- 附加功能功率因子之和

网络接口和内存等附加功能的功率因子之和。该数据以瓦特 (W) 表示。

标识上显示的能耗数据是根据典型配置测量得出的数据，此类配置包含登记备案的打印机依据复印机、打印机和传真机能源效率标识实施规则所选的所有配置。因此，该特定产品型号的实际能耗可能与标识上显示的数据有所不同。

要了解规范的更多详情，请参考最新版的 GB 21521 标准。
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