hp officejet
6100 series
all-in-one
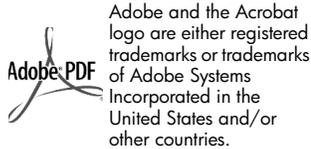
hp invent

reference guide

notice

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

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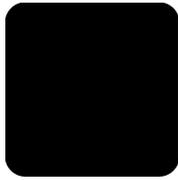• Certificates of deposit
• Copyrighted works

safety information

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

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

WARNING: potential shock hazard

1 Read and understand all instructions in the setup poster.

2 Use only a grounded electrical outlet when connecting the unit to a power source. If you do not know whether the outlet is grounded, check with a qualified electrician.

3 Observe all warnings and instructions marked on the product.

4 Unplug this product from wall outlets before cleaning.

5 Do not install or use this product near water or when you are wet.

6 Install the product securely on a stable surface.

7 Install the product in a protected location where no one can step on or trip over the line cord, and where the line cord will not be damaged.

8 If the product does not operate normally, see the online Troubleshooting help.

9 No operator-serviceable parts inside. Refer servicing to qualified service personnel.
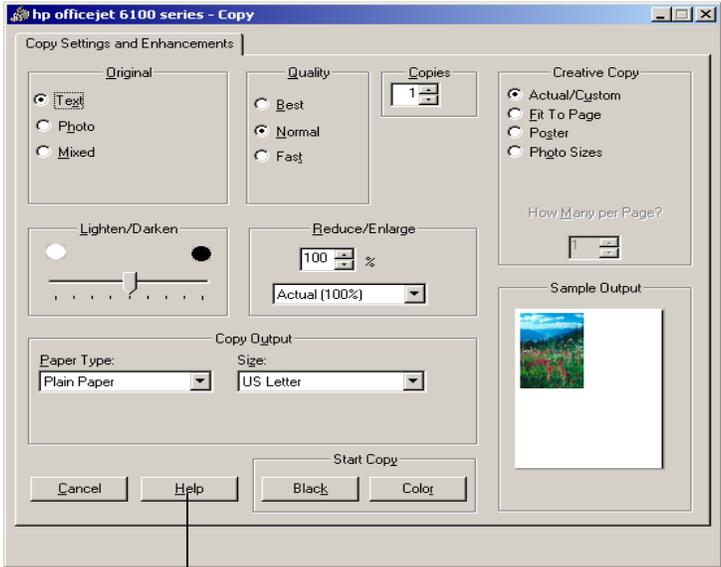
10 Use in a well-ventilated area.

contents

contents

1 get help

help	description
Setup Poster	The Setup Poster provides instructions for setting up and configuring your HP OfficeJet. Make sure you use the correct poster for your operating system (Windows or Macintosh).
Product Tour	The tour provides a brief introduction to the HP OfficeJet and its capabilities, so you can start using it immediately. You can access the tour through the Start button immediately after installing the HP OfficeJet software.
HP Photo & Imaging Help	The HP Photo & Imaging Help provides detailed information on using the software for your HP OfficeJet. **For Windows users**: Go to the **HP Director**, and click **Help**. **For Macintosh users**: Go to the **HP Director**, and click **Help**, then click **hp photo & imaging help**.
Reference Guide	The Reference Guide contains information on using your HP OfficeJet and provides additional troubleshooting assistance for the installation process. The Reference Guide also contains information on how to order supplies and accessories, technical specifications, support, and warranty information.
Troubleshooting help (Windows only)	To access troubleshooting information, go to the **HP Director**, then click **Help**. Open the Troubleshooting book in the HP Photo & Imaging Help, then follow the links to general troubleshooting as well as links to Troubleshooting help that is specific to your HP OfficeJet. Troubleshooting is also available from the **Help** button that appears on some error messages.
Internet help and technical support	If you have Internet access, you can get more information from the HP website at: **http://www.hp.com/support** The website also provides answers to frequently-asked questions.
Readme file	After you install your software, you can access the Readme file from either the HP OfficeJet 6100 Series CD-ROM or the HP OfficeJet 6100 Series program folder. The Readme file contains late-breaking information that does not appear in the Reference Guide or the online help. To access the Readme file, do the following: **For Windows**: go to the Windows taskbar, click **Start**, point to **Programs** or **All Programs** (XP), point to **Hewlett-Packard**, point to **HP OfficeJet 6100 Series**, and then choose **View the Readme File**. **For Macintosh**: go to the **HD:Applications:HP OfficeJet Software** folder.

help	description
Dialog-box help (Windows only)	**For Windows**: Clicking **Help** in a dialog box displays information about options and settings within the dialog box.

To get help while working in a dialog box, click **Help**.

2 quick start

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

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

front panel features

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

Left side of the front panel
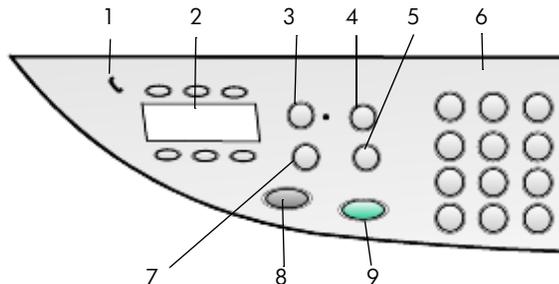
feature	purpose
1	**Phone Hook**: the green LED in the shape of a phone indicates that the fax line is in use when lit.
2	**One-Touch Speed-Dial Buttons**: use to access the first 6 speed-dial entries.
3	**Auto Answer**: when the green light is on, fax transmissions will automatically be accepted.
4	**Speed Dial**: use to access speed-dial numbers that have been set up from the front panel or with the HP Director software.
5	**Redial/Pause**: redials the most recently dialed number when in the ready state. Inserts a pause (hyphen) when in the dialing state.
6	**Keypad**: use to dial fax numbers, and enter numbers such as the quantity of copies or percentages when reducing or enlarging. You can also enter text using the keypad for fax header, use speed dial entries, and specify menu items.
7	**Fax Resolution**: use to set the fax resolution to Fine, Standard, 300 dpi, or Photo. It will remain at the most recent setting until changed.
8	**Start Fax - Black**: starts a black and white fax.
9	**Start Fax - Color**: starts a color fax.

Right side of the front panel
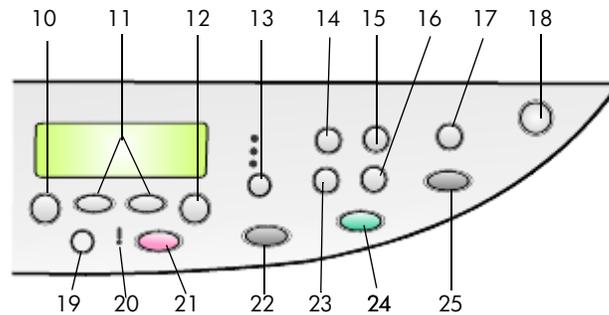
feature	purpose
10	**Menu**: use to access the menu system. Menu options include; Copy Setup, Fax Functions, Print Report, Speed Dial Setup, Basic Fax Setup, Advanced Fax Setup, and Maintenance.
11	**Arrows**: use to scroll through menu settings, through options within settings, or to move forward or backward to erase a text entry.
12	**Enter**: use to select or save the displayed setting.
13	**Quality**: use to select the quality of the copy from Best, Normal, or Fast.
14	**Paper Type**: (for Copy only) use to select the paper type. The paper tray supports plain paper and specialty papers.
15	**Reduce/Enlarge**: use to reduce or enlarge an original to a specified image size on paper loaded in the tray. The original may be fed from the automatic document feeder (ADF) or placed on the glass.
16	**Special Features**: use to access options that let you reduce or enlarge to a specified copy image size on paper loaded in the tray. The options are Normal, Fit to Page, Image Size, Poster, 2 on 1, and MarginShift.
17	**Scan To**: use to access a list of software programs that an image can be scanned to. You must configure the Scan To list using the HP OfficeJet software on the PC prior to using this feature.
18	**On**: turns the HP OfficeJet on and off.
19	**Lighter/Darker**: use to adjust the lightness and darkness of the copies you make and the faxes you send.
20	**Needs Attention**: the amber LED in the shape of an exclamation point indicates that the device needs attention.
21	**Cancel**: use to stop a job, exit a menu, or exit button settings.
22	**Start Copy - Black**: use to start a black and white copy.
23	**Number of Copies**: use to change the number of copies for this copy job. This button can be used in conjunction with the arrow keys or the keypad to make additional copies.
24	**Start Copy - Color**: use to start a color copy.

feature	purpose
25	**Start Scan**: use to start the scan of an original from the glass to the designated Scan To destination. If no change was made to the Scan To destination, the image will be scanned to the HP Gallery (Windows or Macintosh) if the HP OfficeJet software is installed.

use your hp officejet with a computer

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

review the hp photo & imaging director

The HP Director is available through the desktop shortcut.

for windows users

1   Do one of the following:
    – Double-click the **hp director** icon on the desktop.
    – In the Windows taskbar, click **Start**, point to **Programs** or **All Programs** (XP), point to **Hewlett-Packard**, point to **hp officejet 6100 series**, then choose **hp photo & imaging director**.

2   In the **Select Device** box, click to see a list of installed HP devices.

3   Select **hp officejet 6100**.
    The Director displays only the buttons that are appropriate for the selected device.
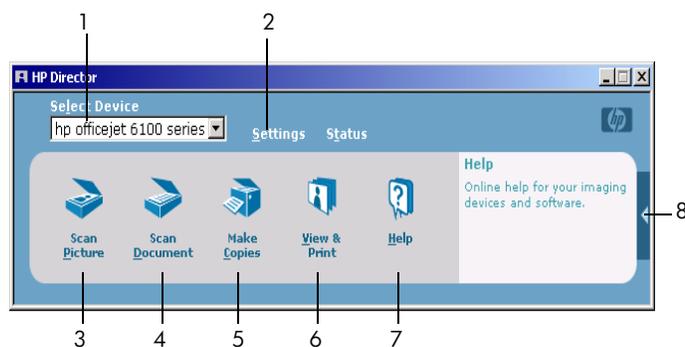
the hp photo & imaging director

feature	purpose
1	**Select Device:** Use this feature to select the product you want to use from the list of installed HP products.
2	**Settings**: Use this feature to view or change various settings for your HP device, such as print, scan and copy.
3	**Scan Picture:** Scans an image and displays it in the HP Gallery.

feature	purpose
4	**Scan Document:** Scans text and displays it in the selected destination text editing software program.
5	**Make Copies**: Displays the **Copy** dialog box where you can select the copy quality, the number of copies, the color, the size, and can start a copy.
6	**View & Print**: Displays the HP Gallery, where you can view and edit images, use HP Creative Printing, make and print a photo album, e-mail an image, and upload an image to the Web.
7	**Help**: Provides access to HP Photo & Imaging Help, which provides software help and troubleshooting information.
8	Click this arrow to access tool tips, which explain each of the Director options.

for macintosh users

▸ Do one for the following:
 – For OS 9, double-click the **HP Director** icon on the desktop.
 – For OS X, double-click the **HP Director** icon on the dock.

The following figure shows some of the features available through the HP Director for Macintosh. Consult the legend for a brief explanation of a specific feature.
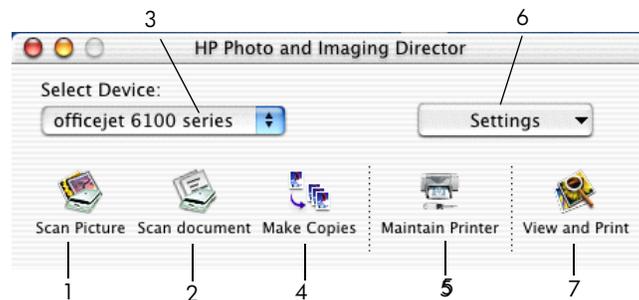
The Director for Macintosh, in OS9 and OS X

feature	purpose
1	**Scan Picture:** Scans an image and displays it in the HP Imaging Center.
2	**Scan Document:** Scans text and displays it in the selected destination text editing software program.
3	Use this pull-down list to select the product you want to use from the list of installed HP products.
4	**Make Copies**: Copies in black and white or color.
5	**Maintain Printer:** Opens the printer utility.
6	**Settings**: Accesses the device settings.

feature	purpose
7	**View and Print**: Displays the HP Imaging Center, where you can view and print images.

hp officejet menu functions

Access **Menu** functions by pressing the corresponding numbers for each menu option. For example: to set the language and country/region, press **Menu**, then press **7** and **4**. This automatically selects the **Maintenance** menu, then selects the **Set Language and Country/Region** option.

1:Copy Setup	**2:Fax Functions**	**3:Print Report**	**4:Speed Dial Setup**	**5:Basic Fax Setup**
1:Enhancements 2:Paper Size 3:Color Intensity 4:Set Copy Defaults 5:Restore Copy Factory Settings	1:Scan and Fax Black Only 2:Send Fax Later Black Only 3:Reprint Faxes in Memory	1:Last Transaction 2:Fax Log 3:Speed Dial List 4:Menu Settings 5:Self-Test Report 6:Automatic Reports Setup	1:Individual Speed Dial 2:Group Speed Dial 3:Delete Speed Dial 4:Print Speed Dial List	1:Date and Time 2:Fax Header 3:Rings to Answer 4:Paper Size 5:Tone or Pulse Dialing

6:Advanced Fax Setup	**7:Maintenance**
1:Automatic Reports Setup 2:Answer Ring Pattern 3:Busy Redial 4:No Answer Redial 5:Automatic Reduction 6:Backup Fax Reception 7:Error Correction Mode 8:Silent Detect	1:Clean Print Cartridges 2:Align Print Cartridges 3:Restore Factory Defaults 4:Set Language and Country/ Region 5:Ring and Beep Volume 6:Set Power Save Mode Time 7:Set Scroll Speed 8: Set View Angle

Press **Menu** to display the menu functions.
Press ◄ or ► to move to the setting you want.
Press **Enter** to select the displayed setting.

hp officejet 6100 series

3 load originals and load paper

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

load originals

Your HP OfficeJet provides two ways to load originals.

- **load originals on the glass**
- **load originals in the automatic document feeder**

load originals on the glass

You can copy, fax, or scan any original by placing it on the glass.

> **Note:** Many of the **Special Features** options, such as **Image Size** or **Poster**, will not work correctly if the glass and lid backing are not clean. For more information, see **clean the glass** and **clean the lid backing** on page 41.

1   Lift the lid and place the original face down on the glass in the front-right corner with the sides of the originals touching the right and bottom edges.

It is important to use the front-right corner when using the copy, fax, or scan feature.

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

Top edge of original
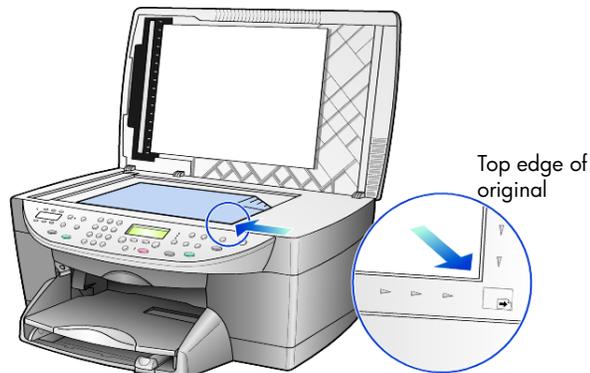
2   Close the lid by pushing down on the lever below the front panel.

load originals in the automatic document feeder

Your HP OfficeJet has an automatic document feeder (ADF), which you can use to load up to 35 originals of the following paper types:

- Plain Paper

  16 lb (60 gsm) to 24 lb (90 gsm) long-grain paper only
- Specialty Paper
  - HP Premium Inkjet Paper
  - HP Bright White Inkjet Paper

Single sheet only:

- Real Estate paper

to scan, copy, or fax from the ADF

1 Place all originals in the ADF print side up.

2 Adjust the paper-width guide to fit the size of your original.

A message appears on the display indicating that the originals are loaded.

load paper

Following is the basic procedure for loading blank paper. There are specific considerations for loading certain types of paper, transparency film, and envelopes. After you review this procedure, see **tips for loading other types of paper** on page 14 and **load envelopes** on page 12.

For best results, adjust the paper settings each time you change paper types or paper sizes. For more information, see **set the paper type** on page 15.

to load the paper tray

1   Remove (pull out) the output tray and slide the paper-width and paper-length guides to their outermost positions.

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

3   Insert paper into the input tray print-side down until it stops. If you are using letterhead, insert the top of the page first.

    Check that the stack of paper contains several sheets but is no higher than the top of the paper-length guide.
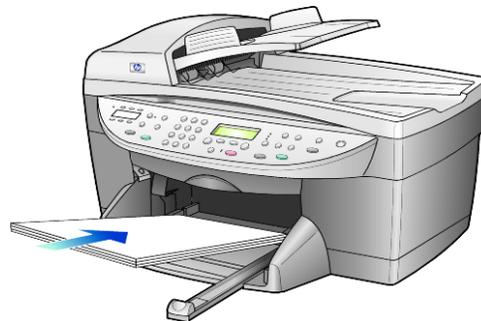
4   Slide the paper-width and paper-length guides in until they stop at the edges of the paper. Make sure that the paper stack lies flat in the input tray and fits under the tab of the paper-length guide.

5 Put the output tray back into position.

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

load envelopes

Your HP OfficeJet provides two methods for working with envelopes. Do *not* use shiny or embossed envelopes, or envelopes that have clasps or windows.

• If you are printing one envelope, slide the envelope into the envelope slot, which is located on the right side toward the back of the output tray. Insert the envelope with the flap up and on the left, as shown in the illustration. Slide the envelope on the top until it stops.

• If you are printing multiple envelopes, remove all paper from the main tray, and then slide a stack of envelopes into the tray, with the envelope flaps up and to the left (print-side down), until they stop.

Adjust the paper-width guide against the envelopes (be careful not to bend the envelopes). Make sure the envelopes fit within the tray (do not overload it).

Consult the help files in your word processing software for details on how to format text for printing on envelopes.

load postcards or hagaki cards

Following is the procedure for loading postcards or hagaki cards.

1   Remove all paper from the paper tray, and then slide a stack of cards into the tray until they stop.

Make sure the print side faces down.

2   Adjust the paper-width guide against the cards, and then slide the paper-length guide in until it stops.

Make sure the cards fit within the tray (do not overload it).

load photo paper

Following is the procedure for loading 4-by-6 inch photo paper.

1   Remove all paper from the paper tray, and then slide a stack of cards into the tray until they stop.

Make sure the print side faces down.

If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.

2   Adjust the paper-width guide against the cards, and then slide the paper-length guide in until it stops.

Make sure the cards fit within the tray (do not overload it).

tips for loading other types of paper

The following table provides guidelines for loading certain types of paper and transparency film. For best results, adjust the paper settings each time you change paper types and paper sizes. For more information, see **set the paper type** on page 15.

paper	tips
HP papers	• HP Premium Inkjet Paper: Locate the gray arrow on the nonprinting side of the paper, and then insert paper with the arrow side facing up. • HP Premium or Premium Plus Photo Paper: Load the glossy (print) side down. Always load at least five sheets of regular paper in the paper tray first, and then place the photo paper on top of the regular paper. • HP Premium or Premium Plus Inkjet Transparency Film: Insert the film so that the white transparency strip (with arrows and the HP logo) is on top and is going into the tray first. • HP Inkjet T-Shirt Transfer Iron-On: Flatten the transfer sheet completely before using it; do not load curled sheets. (To prevent curling, keep transfer sheets sealed in the original package until you are ready to use them.) Manually feed one sheet at a time, with the unprinted side facing down (the blue stripe faces up). • HP Greeting Cards, HP Linen Greeting Cards, or HP Felt-Textured Greeting Cards: Insert a small stack of HP greeting-card paper, with the print-side down into the paper tray until it stops.
Labels (works only with printing)	• Always use letter-size or A4-size label sheets designed for use with HP inkjet products (like Avery Inkjet Labels), and make sure that the labels are not over two years old. • Fan the stack of labels to make sure none of the pages are sticking together. • Place a stack of label sheets on top of standard paper in the paper tray, print-side down. Do *not* insert labels one sheet at a time.
Postcards or Hagaki cards (only works with printing)	Insert a stack of postcards or hagaki cards with the print-side down into the paper tray until it stops. Line the postcards up on the right side of the paper tray, slide the paper-width guide up against the left side of the cards, and then slide the paper-length guide in until it stops.
4-by-6 inch photo paper (works only with printing)	Insert the photo paper with the print-side down into the paper tray until it stops. Place the long edge of the photo paper against the right side of the paper tray, slide the paper-width guide up against the long edge of the photo paper, and slide the paper-length guide in until it stops. If the photo paper you are using has perforated tabs, load the photo paper so that the tabs are closest to you.

paper	tips
Continuous (banner) paper (works only with printing)	Continuous banner paper is also known as computer or z-fold paper. • Before loading banner paper, remove all other paper from the paper tray, then remove the output tray. Remove the output tray. Insert the unattached edge of the paper into the paper tray. • If you use non-HP banner paper, use 20-lb. paper and fan the paper before loading it. • Verify that the stack of banner paper contains at least five pages in the stack. • Carefully tear off the perforated edge strips from both sides of the paper stack, if any, and unfold and refold the paper to make sure the pages do not stick together. • Put the paper in the paper tray so that the unattached edge is at the top of the stack. Insert the first edge into the paper tray until it stops, as shown in the illustration above.

set the paper type

If you want to use a different type of paper, such as photo paper, transparency film, banner paper, or envelopes, simply load that paper in the main tray. You should then change the paper type settings to ensure the best print quality.

You can change copy settings from the front panel or from the HP Director. When you change settings using the front panel, the copy settings are reset two minutes after the unit completes the copy.

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

set the paper size

For more information, see **recommended paper-size settings for printing** in the HP Photo & Imaging Help

For Copying:

1 Press **Menu**.
2 Press **1**, then press **2**.
   This selects **Copy Setup**, then selects **Paper Size**.
3 Press ▶ until the desired size appears, then press **Enter** to select it.

For Faxing:

1 Press **Menu**.

2 Press **5**, then press **4**.

This selects the **Basic Fax Setup** menu, then selects **Paper Size**.

3 Press ▶ until the desired size appears, then press **Enter** to select it.

4 use the copy features

The copy features let you do the following:

- Produce high-quality color and black-and-white copies using a variety of paper types and sizes, including iron-on transfers.
- Reduce or enlarge the size of the copies you make from 25% to 400% of the copy's original size. (Percentages may vary between models.)
- Make the copy lighter or darker, adjust the color intensity, select the number of copies, and specify the quality of the copies you make.
- Use special copying features to create a poster, make many sizes of photos, make high-quality copies of photos using special photo paper, or to create transparencies.

  Note: When copying a photo, you must select options for the correct paper type and photo enhancement. You may also want to use the photo print cartridge for superior print quality. With the color and photo print cartridges installed, you have a six-ink system. See **work with print cartridges** on page 42 for more information.

make copies

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

All copy settings that you select on the front panel are reset **two minutes** after the HP OfficeJet completes the copy, unless you save the settings as the default settings. For more information, see **change settings for all copy tasks** on page 19.

make a copy

1 Load your original on the glass or in the automatic document feeder (ADF).

2 Press **Start Copy, Black** or **Start Copy, Color**.

increase copy speed or quality

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

- **Best** produces the highest quality for all paper and eliminates the banding (striping) effect that sometimes occurs in solid areas. **Best** copies more slowly than the other quality settings.
- **Normal** delivers high-quality output and is the recommended setting for most of your copying. **Normal** copies faster than **Best**.
- **Fast** copies faster than the **Normal** setting. The text is of comparable quality to the **Normal** setting, but the graphics may be of lower quality. Using **Fast** also cuts down on the frequency of replacing your print cartridges, because it uses less ink.

1 Load your original on the glass or in the ADF.
2 Press **Quality** until the green light in front of the desired quality is lit.
3 Press **Start Copy, Black** or **Start Copy, Color**.

set the number of copies

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

1 Press **Number of Copies** to enter the number of copies mode. There are three ways to set the desired number of copies:
   – Press **Number of Copies** again (or repeatedly) to increment the displayed number.
   – Press ▶ to increment, or ◀ to decrement, the displayed number.
   – Use the keypad to enter the desired number of copies.
2 Press **Start Copy, Black** or **Start Copy, Color**.

reduce or enlarge a copy

You can reduce or enlarge a copy of an original using either the **Reduce/Enlarge** button or the **Special Features** buttons. This section explains the **Reduce/Enlarge** features only.

For more information about Special Features options, see **perform special copy jobs** on page 20 for information about using **Fit to Page**, **Image Size**, **Poster**, **2 on 1**, or **Margin Shift**.

1 Press **Reduce/Enlarge** to choose one of the following:
   – Custom 100%— lets you enter the percentage to reduce or enlarge your copy.
   – Full Page 91% — lets you reduce an original to 91% of its original size, which prevents cropping that may occur if you make a full-size (100%) copy.
   – Legal/Letter 72% — reduces an original to 72% of its original size, which lets you copy a legal-sized original to letter-sized paper.
2 If you are using the **Custom** option, press ◀ or ▶ to reduce or enlarge the copy.
   You can also enter a number using the keypad.
3 Press **Start Copy, Black** or **Start Copy, Color**.

make copies lighter or darker

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

1   Press **Lighter/Darker**.

2   Press ◀ to lighten the copy or ▶ to darken it.

The circle moves to the left or right, depending on the button you press.

3   Press **Start Copy, Black** or **Start Copy, Color**.

change color intensity

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

1   Press **Menu**.

2   Press **1** and then press **3**.

This selects **Copy Setup**, and then selects **Color Intensity**.

3   Press ◀ to make the image more pale or ▶ to make the image more vivid.

The range of color intensity values appears as a circle on a scale on the front-panel display.

4   Press **Start Copy, Black** or **Start Copy, Color**.

enhance text sharpness and photo colors

Use **Text** enhancements to sharpen edges of black text. Use **Photo** for photographs or pictures to enhance light colors that may otherwise appear white.

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

• Stray dots of color surround some text on your copies.

• Large, black typefaces look splotchy (not smooth).

• Thin, colored objects or lines contain black sections.

• Horizontal grainy or white bands appear in light- to medium-gray areas.

1   Press **Menu**, press **1,** then press **1** again.

This selects **Copy Setup**, and then selects **Enhancements**.

2   Press ▶ until the desired enhancement (**Text**, **Photo**, **Mixed**, or **None**) appears.

3   Press **Start Copy, Black** or **Start Copy, Color**.

change settings for all copy tasks

Save the copy settings you use most often by setting them as the default. This includes changes to Copy Setup options in the menu system, as well as other front panel Copy area settings.

1   Make any desired changes to the Copy Setup options.

2   Make any desired changes to the button settings in the Copy Area.

3   Press **Menu**.

4   Press **1**, then press **4**.

This selects **Copy Setup**, and then selects **Set Copy Defaults**.
Your settings are saved.

perform special copy jobs

In addition to supporting standard copying, your HP OfficeJet can also do the following:

- **copy a photo**
- **fit a copy to the page**
- **print several copies on one page**
- **print two originals on one page**
- **shift image to increase the margin**
- **make a poster**
- **prepare a color T-shirt transfer**

copy a photo

1   Load the photo on the glass.

2   If you are using photo paper, you must load it in the main paper tray.

3   Press **Paper Type**, then press ⊙ until the desired photo paper option appears, then press **Enter** to select it.

The default paper type is Automatic, which means the HP OfficeJet will automatically detect and determine the paper type. You can choose the specific paper type by pressing ⊙ until the desired paper type appears.

For more information, see **recommended paper-type settings for copying** in the HP Photo & Imaging Help.

Tip: To enlarge a photo automatically to a full page, press **Special Features** until **Fit to Page** appears, then press **Enter**. For more information, see below.

4   Press **Menu**, press **1,** then press **1** again.

This selects **Copy Setup**, and then **Enhancements**. Press Enter to select it.

5   Press ⊙ until **Photo** appears, then press **Enter** to select it.

6   Press **Start Copy, Black** or **Start Copy, Color**.

fit a copy to the page

Use **Fit to Page** when you want to automatically enlarge or reduce your original to fit the paper size you have loaded. You can enlarge a small photo to fit a full-size page, as shown below. Using **Fit to Page** may also prevent unwanted cropping of text or images around the margins.
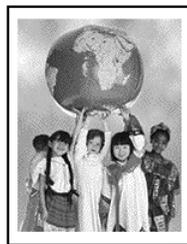
Tip: Make sure that the glass is clean and the original has been placed in the bottom-right corner of the glass. You cannot use the automatic document feeder (ADF) for this feature.

Original   Fit to Page

1   Load the original on the glass.
2   Load the appropriate paper.
3   Press **Special Features** until **Fit to Page** appears.
4   Press **Enter**.
5   Press **Start Copy, Black** or **Start Copy, Color**.
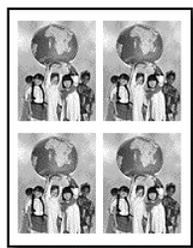
print several copies on one page

You can place multiple copies of an original on one page by selecting a photo size and then selecting the number of copies you want.

There are several common photo sizes available from the **Image Size** option, which you access from the **Special Features** button.

Original   Copy

1   Load the original on the glass.
2   Load the appropriate paper in the main tray.
3   Press **Special Features** until **Image Size** appears.
4   Press ⊙ until the desired photo size appears, then press **Enter**.
5   When **How Many?** appears, press ⊙ to select the number of images that will fit on a page.
    You will have a choice of 1 on a page, or the maximum number that will fit. Some larger sizes do not prompt you for a number of images.
6   Press **Enter** to select the number of photos you want to appear on a page.
7   Press **Start Copy, Black** or **Start Copy, Color**.

    Tip: If the number of copies of the photo on a single page does not come out as expected, try turning the original on the glass 90 degrees and start the copy again.

print two originals on one page

You can print two different letter- or A4-sized originals on one page using the **2 on 1** feature. The copied images will appear side by side on the page in a landscape format. You can use the automatic document feeder (ADF) to load the originals or place them directly on the glass.

1 Place the first original on the glass. If you are using the ADF, load both originals there.

2 Press **Special Features** until **2 on 1 59%** appears, then press **Enter**.

3 Press **Start Copy, Black** or **Start Copy, Color**.

4 If you placed your first original on the glass you will be prompted to **Place 2nd original on glass**, then press **Enter.**

shift image to increase the margin

The MarginShift feature lets you shift the image to the left or right to increase the margin for binding. You can also adjust the reduction/enlargement percentage in this mode by entering a number on the numeric keypad.

Original   MarginShift
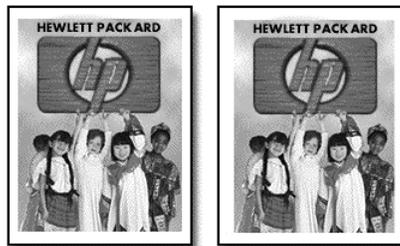
1 Load the original on the glass or in the ADF.

2 Press **Special Features** until **MarginShift 100%** appears.

3 Press ◀ or ▶ to shift the margin to the left or to the right. Each step is a ¼-inch (6.35 mm) shift.

4 If you wish to change the reduction/enlargement percentage as well, enter a number using the keypad, then press **Enter.**

   Tip: If you do not wish to change the reduction/enlargement percentage, press **Enter** after you have selected the amount of MarginShift you want.

5 Press **Start Copy, Black** or **Start Copy, Color**.

make a poster

When you use the Poster feature you divide your original into sections, then enlarge the sections so you can assemble them into a poster.
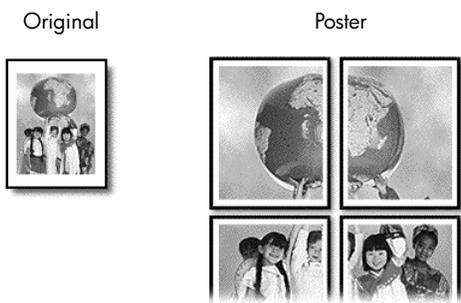
Original   Poster

Tip: You can print a poster from a file on your computer.

For more information, see **print a poster** in the HP Photo & Imaging Help.

1   Load the original on the glass.

    Tip: You cannot use the automatic document feeder (ADF) when making a poster.

2   Load the appropriate paper in the main tray.

3   Press **Special Features** until **Poster** appears.
    The option **Poster 2 pages Wide** appears by default.

4   Press ⏵ to select how wide you want the poster to be.

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

6   Press **Start Copy, Black** or **Start Copy, Color**.

    Tip: After you select the poster width, the HP OfficeJet adjusts the length automatically to maintain the proportions of the original. If the original cannot be enlarged to the selected poster size, an error message appears that tells you the number of pages wide that are possible. Select a smaller poster size and make the copy again.

prepare a color T-shirt transfer

You can copy an image or text onto a T-shirt transfer, then iron it onto a T-shirt.

Original   Iron-On

> **Tip:** We recommend that you practice applying a T-shirt transfer on an old garment first.

1 Load the original on the glass or in the ADF.

2 Load the T-shirt transfer paper in the main tray.

3 Press **Paper Type**, then press ▶ until **Iron-On** appears and then press **Enter** to select it.

Selecting this option automatically copies a mirror-image of your original so that it appears properly on the T-shirt.

4 Press **Start Copy, Black** or **Start Copy, Color**.

stop copying

▶ To stop copying, press **Cancel** on the front panel.

copy setup menu options

The following options are available in the **Copy Setup** menu.

1:Copy Setup

1:Enhancements
2:Paper Size
3:Color Intensity
4:Set Copy Defaults
5:Restore Copy Factory Settings

Press **Menu** then press **1** to display the Copy Setup options.
Press ◀ and ▶ to move to the setting you want.
Press **Enter** to select the displayed setting.
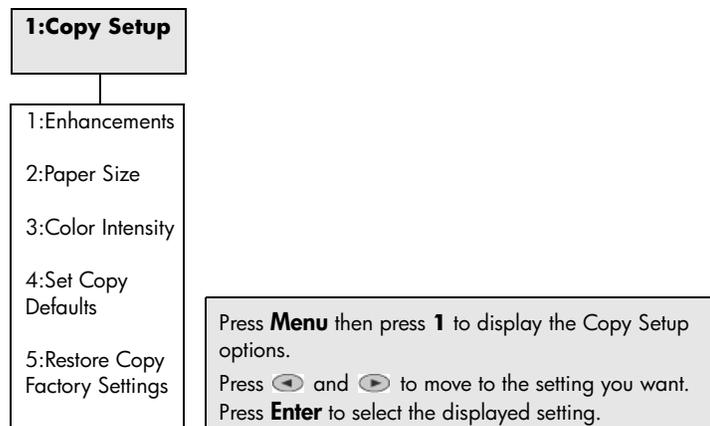
5 use the scan features

Scanning is the process of converting text and pictures into an electronic format for your computer. You can scan just about anything:

- Text documents
- Photos
- Magazine articles
- 3D objects (be careful not to scratch the glass) to put into catalogs and flyers

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

- Scan text from an article into your word processor and quote it in a report, saving you a lot of retyping.
- Scan in a logo and use it in your publishing software, allowing you to print business cards and brochures for yourself.
- Scan in photos and e-mail them to coworkers and friends, create a photographic inventory of your office or home, or create an electronic scrapbook.

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

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

scan an original

You can start a scan from your computer or from your HP OfficeJet.

to scan an original from your Windows computer

1   Load your original either on the glass or in the automatic document feeder (ADF).
    For more information, see **load originals** on page 9.

2   Press **Start Scan**.
    A scan of the original appears in the HP Preview window.

3   In the HP Preview, you can edit the scanned image. When you have finished, click **Accept**.

For more information about making changes to an image during the preview, see **adjust an image during the preview** in **scan pictures and documents** in the HP Photo & Imaging Help for more information.

The HP OfficeJet does a final scan of the original and sends the image to the HP Photo & Imaging Gallery.

See **manage images** in **how to use the software** for more information about using the HP Photo & Imaging Gallery.

to scan an original from your Macintosh computer

1   Load your original.

For more information, see **load originals** on page 9.

2   Press **Start Scan**.

The HP OfficeJet scans the original and sends the image to the HP Photo & Imaging Gallery.

See the HP Photo & Imaging Gallery online help for more information.

scan to a different software program

If you prefer to scan your document to a software program other than the HP Gallery, you can choose a different program from the Scan To list that appears in the front-panel display. The HP OfficeJet scans the document, launches the selected software program, and displays the scanned image in that program.

1   Load your original either on the glass or in the automatic document feeder (ADF).

For more information, see **load originals** on page 9.

2   Press **Scan to** then press ▶ to scroll through the **Scan To** list until the desired scan-to software program appears.

3   Press **Start Scan** to begin the scan.

The HP OfficeJet scans your original and displays it in the selected software program.

stop scanning

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

learn more

For Windows, see **scan pictures and documents** in **how to use the software** in the HP Photo & Imaging Help to learn more about:

•   scanning pictures or documents

•   scanning documents using optical character recognition (OCR) to create editable text

•   scanning from other programs

•   adjusting scanned images

•   changing scan settings

For Macintosh, see the Scan chapter in the HP OfficeJet 6100 section of the HP Photo & Imaging Help for more information about:

- scanning pictures or documents
- scanning from other programs
- adjusting scanned images
- changing scan settings

6 use the fax features

Using your HP OfficeJet, you can:

- Send and receive paper faxes.
- Send and receive color faxes (when sending a color fax, the receiving fax machine must support color faxes).
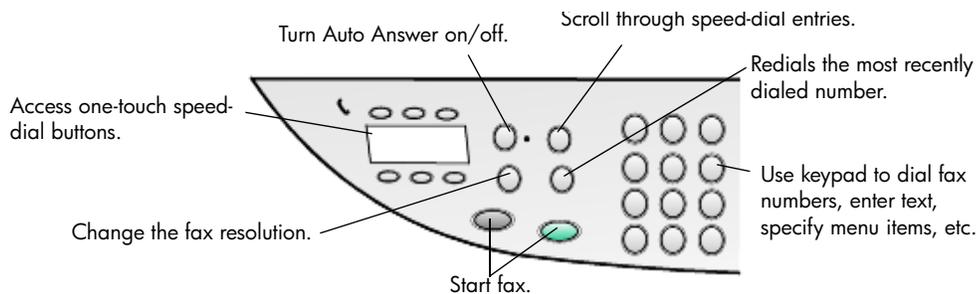
send a fax

Your HP OfficeJet lets you send a paper fax (legal, letter, or A4) using the front panel.

See the HP Photo & Imaging Help for more information about sending faxes.

Note: By default, your HP OfficeJet prints a report only if there is a problem with sending or receiving a fax. A confirmation message indicating that an item was successfully sent appears briefly on the front-panel display after each transaction. If you need printed confirmation that your faxes are successfully sent, see **print reports** on page 33 for information about report options.

See the illustration that follows to reacquaint yourself with the buttons in the Fax area of the front panel.

Turn Auto Answer on/off.

Scroll through speed-dial entries.

Redials the most recently dialed number.

Access one-touch speed-dial buttons.

Use keypad to dial fax numbers, enter text, specify menu items, etc.

Change the fax resolution.

Start fax.

send a fax from your hp officejet

Follow these steps to send a fax from your HP OfficeJet.

1 Load your original.

   For more information, see **load originals** on page 9.

   Note: You must use the automatic document feeder (ADF) for multi-page faxes.

2 Enter the fax number using the keypad.

3 Press **Start Fax, Black** or **Start Fax, Color**.

4   If there is no original in the document feeder, you will be asked **Send from Glass?** Press **1** for **Yes** or **2** for **No**.

If you press **1** for **Yes**, the document is scanned from the glass. If you press **2** for **No,** the front-panel display message asks you to **Load original, then press Enter**. After you load the document, the HP OfficeJet begins to send the fax.

use speed dial entries to send a fax

When sending faxes to frequently used numbers, consider setting up and using speed dial entries. A speed-dial entry lets you send a fax by pressing just a few buttons. Speed-dial entries do not appear unless you have set them up first. For more information on speed dialing, see **set up speed dialing** on page 36.

1   Load your original.

2   Press the **Speed Dial** button.

Tip: Alternately, if the speed-dial entry you want to use is in the first 6 entries, you can use one of the one-touch speed-dial buttons. You can then press **Start Fax, Black** or **Start Fax, Color** immediately.

3   Do one of the following to locate the desired number:
    – Press ⊙ until the desired speed-dial entry appears.
    – Enter the number for the speed dial entry using the keypad.

4   When the speed-dial number that you want appears, press **Start Fax, Black** or **Start Fax, Color**.

send a color fax

You can send and receive color faxes to and from other color fax machines. If you attempt to send a color fax to a recipient who has a black-and-white fax machine, your HP OfficeJet sends the fax in black and white.

To ensure the best quality when sending faxes in color, we recommend that you use a color original rather than a color copy if possible.

In addition, you cannot send a color fax to a group using the speed-dial features.

1   Load your original.
    For more information, see **load originals** on page 9.

2   Enter the fax number using the keypad, speed dial button, or one-touch speed-dial buttons.

3   Press **Start Fax, Color**.

broadcast a fax to multiple recipients

If you send a fax from your HP OfficeJet, broadcasting lets you send a black-and-white fax to one group, which can contain up to 20 individual speed-dial entries. To use broadcasting, the fax must fit into your HP OfficeJet's memory.

1   Load your original.

2   Press **Speed Dial** until the desired group speed-dial entry appears.

3   Press **Start Fax, Black**.

schedule a fax

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

> **Note:** Time and Date must be set prior to using this feature.

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

1   Load your original on the glass or in the ADF.
    For more information, see **load originals** on page 9.

2   Press **Menu**.

3   Press **2**, then press **2** again.
    This will select **Fax Functions** and **Send Fax Later Black Only**.

4   Enter the **Send Time** using the numeric keypad.

5   Press **1** for **AM** or **2** for **PM**.

6   When **Enter fax number** appears, enter the fax number of the recipient or select the group using the **Speed Dial** button. Press **Enter**.

7   When **Store Fax Now?** appears, press **1** for **Yes**, or **2** for **No.**
    If you selected **1**, the document is scanned to memory and is sent at the selected time. If you select **2**, a message may appear reminding you to **Load the original before the send time** (if your documents are loaded in the ADF, you will not see this message).

cancel a scheduled fax

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

1   Press **Menu.**

2   Press **2**, then press **2** again.
    This selects **Fax Functions** and **Send Fax Later Black Only**.
    The control panel displays **Scheduled Fax in Memory** and the scheduled time and fax #.

3   When **Cancel? 1 = Yes 2= No** appears, press **1** to cancel the scheduled fax.
    When you select **Yes**, **Cancelled Scheduled Fax** appears on the front-panel display.

send a computer file as a fax (where available)

The HP OfficeJet does not allow faxing directly from other software programs such as word processing or spreadsheet programs. You must have a computer fax modem and fax software installed on your computer to send an electronic file as a fax. Your computer operating system may include fax software that you can use with your computer fax modem.

You can use a single phone line for both the computer fax and the HP OfficeJet fax. This allows you to use both faxes without changing connections. Connect your computer fax to the HP OfficeJet as shown below.
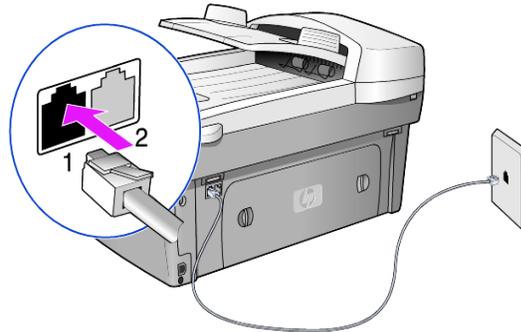
1   Connect the phone cord from the wall jack to the HP OfficeJet jack 1.

2   Connect a phone cord from the computer fax modem to the HP OfficeJet jack 2. (Remove the plastic insert from the jack first.)

3   Run the fax setup wizard from the HP OfficeJet software to set up your HP OfficeJet with your computer fax modem.

receive a fax

Depending on how you set up your HP OfficeJet, you can receive faxes automatically or manually.

Your HP OfficeJet is automatically set to receive and print received faxes (unless you have turned the auto-answer feature off). If you receive a legal-size fax and your HP OfficeJet is not currently loaded with legal-size paper, the unit automatically reduces the fax so that it fits on the paper that is loaded, unless you have disabled the automatic-reduction feature.

For more information, see **set automatic reduction** in the HP Photo & Imaging Help.

receive a fax automatically

When you turn on your HP OfficeJet, the Auto Answer feature will either be on or off, depending on whether it was on or off when your HP OfficeJet was previously shut down.

▸   To turn on, press the **Auto Answer** button until the green light is lit.

receive a fax manually

Before manually receiving a fax to your HP OfficeJet, we recommend that you remove any originals from the glass.

1   Press the **Auto Answer** button until the green light is off.

This disables the automatic answering feature.

2   When your HP OfficeJet rings, pick up the handset of a telephone that is on the same telephone line as your HP OfficeJet (a handset can be plugged into the back of the HP OfficeJet using one of the RJ-11 accessory ports).

3   If you hear fax tones, do one of the following:
     –   Press **Start Fax, Black**.
     –   If you are receiving from an extension phone (on the same telephone line as your HP OfficeJet, but not connected directly to it), press **1 2 3** on your phone. Wait for the fax tones, then hang up the telephone.

print reports

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

generate automated reports

1   Press **Menu**.

2   Press **3**, then press **6**.
     This selects the **Print Report** menu, then selects the **Automatic Reports Setup** option.

3   Press ⏵ to scroll through the following report types.
     –   **Every Error**, which prints whenever there is any kind of fax error (default).
     –   **Send Error**, which prints whenever there is a transmission error.
     –   **Receive Error**, which prints whenever there is a receiving error.
     –   **Every Fax**, which confirms every time a fax is sent or received.
     –   **Send Only**, which prints every time a fax is sent.
     –   **Off**, which does not print automatic fax reports.

4   After the option that you want appears, press **Enter**.

generate manual reports

1   Press **Menu**, then press **3**.
     This selects the **Print Report** menu.

2   Press ⏵ to scroll through the following report types.
     –   **1:Last Transaction**, which indicates the status of the last fax sent.
     –   **2:Fax Log**, which lists approximately the last 40 faxes sent and received.
     –   **3:Speed Dial List**, which lists your individual and group numbers.
     –   **4:Menu Settings**, which lists in outline form the entire menu system and indicates the current settings.
     –   **5:Self-Test Report**, which prints a self-test report. For more information, see **print a self-test report** on page 42.
     –   **6:Automatic Reports Setup**, which is the automatic reports setting described in **generate automated reports** on page 33.

3   Select the report you want, then press **Enter**.

control resolution and contrast

You can change the resolution and contrast of documents that you are sending. Your changes remain in effect until you change them again; after two minutes of inactivity, settings revert to the default values.

> **Note:** The copy settings do not affect faxing, and the fax resolution settings do not affect copying.

change resolution

Resolution affects the transmission speed and quality of faxed documents.

1   Press the **Resolution** button in the Fax area.

2   Press ▶ to scroll through the available options until the one you want appears.

    Your HP OfficeJet only faxes at the highest resolution supported by the receiving fax.

    If you choose **Photo**, be aware that the faxing process takes longer to complete. When faxing photographs, we recommend that you choose **Photo**.

3   Press **Enter** to select the desired option.

change contrast

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

1   Press the **Lighter/Darker** button in the Menu area.

    The range of values appears as a circle on a scale on the display.

2   Press ◀ to lighten the fax or ▶ to darken it.

    The circle moves to the left or right, depending on the button you press.

3   Press **Enter** to use the selected setting.

redial a number automatically

You can set your HP OfficeJet to redial a busy or an unanswered number automatically. The default setting for **Busy Redial** is **Redial**. The default setting for **No Answer Redial** is **No Redial**. The number of redial attempts is 5 times for **Busy Redial** and once for **No Answer Redial**.

1   Press **Menu**.

2   Press **6**, then press **3**.

    This selects the **Advanced Fax Setup** menu, then selects the **Busy Redial** option.

3   Press ▶ to display **Redial** or **No Redial** options.

4   When the desired setting appears, press **Enter** to select it.

5   Press **Menu**.

6   Press **6**, then press **4**.

    This selects the **Advanced Fax Setup** menu, then selects the **No Answer Redial** option.

7   Press ⊙ to display **Redial** or **No Redial** options.

8   When the desired setting appears, press **Enter** to select it.

use Error Correction Mode (ECM)

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

1   Press **Menu**.

2   Press **6**, then press **7**.
     This selects **Advanced Fax Setup**, then selects **Error Correction Mode**.

3   Press ⊙ to switch between **Off** and **On**.

4   Press **Enter** to use the selected setting.

set automatic reduction

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

1   Press **Menu**.

2   Press **6**, then press **5**.
     This selects **Advanced Fax Setup**, then selects **Automatic Reduction**.

3   Press ⊙ to switch between **Off** and **On**.

4   Press **Enter** to use the selected setting.

adjust the volume

Your HP OfficeJet provides three levels for adjusting the ring and beep volume. The default setting is **Soft**.

1   Press **Menu**.

2   Press **7**, then press **5**.
     This selects **Maintenance**, then selects the **Ring and Beep Volume** option.

3   Press ⊙ to select one of the options: **Soft**, **Loud**, or **Off**.

4   Press **Enter**.

change the Answer Ring Pattern (distinctive ringing)

Distinctive ring, which allows you to have several phone numbers on the same line, is usually offered by phone companies for an additional fee, and may not be available in all regions. Each number has a specific ring pattern. If you do not have this service, leave your HP OfficeJet set to use the default, All Rings.

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

1   Verify that your HP OfficeJet is set to answer automatically.

2   Press **Menu**.

3   Press **6**, then press **2**.
    This selects **Advanced Fax Setup**, then selects **Answer Ring Pattern**.

4   Press ⏵ to scroll through these options: **All Rings**, **Single Rings**, **Double Rings**, **Triple Rings**, and **Double & Triple**.

5   After the ring pattern that the phone company established for this number appears, press **Enter**.

    Tip: We recommend that you use **Double Rings** or **Triple Rings**.

set up speed dialing

Through your HP OfficeJet or your computer, you can assign entries to fax numbers you use often. This lets you dial those numbers quickly using the front panel's **Speed Dial** button or one-touch speed-dial buttons. You can create up to 100 individual and group speed-dial entries (varies by HP OfficeJet model).

For more information, see **set up speed dialing** in **use the fax features** in the HP Photo & Imaging help.

create speed-dial settings

You can enter fax numbers that you will reuse frequently.

1   Press **Menu**.

2   Press **4**, and then press **1**.
    This selects the **Speed Dial Setup** menu, then selects the **Individual Speed Dial** option.
    The first unassigned speed-dial entry appears on the display.

3   Press **Enter** to select the displayed speed-dial entry.

4   Enter the fax number to assign to that number, then press **Enter**.

    Tip: To enter a two-second pause within a number sequence, press **Symbols** repeatedly until a dash appears.

5   Enter the person's or company's name, then press **Enter**.
    For more information, see **enter text** on page 38.

6   When **Enter Another?** appears, press **1** for **Yes**, if you want to set up another number, or press **2** for **No** to exit.

delete speed dial settings

You can delete speed-dial settings.

1 Press **Menu**.

2 Press **4**, and then press **3**.

This selects the **Speed Dial Setup** menu, then selects the **Delete Speed Dial** option.

The first assigned speed-dial entry appears on the display.

3 Choose one of the following:
   – If the displayed number is the one you want to delete, press **Enter** to delete it.
   – To select a different number, press ◀ or ▶ until the appropriate speed-dial number appears, then press **Enter** to select it.

set the paper size

From the front panel, you can choose the paper size to use for faxing. The choices are Letter, A4, or Legal size paper.

1 Press **Menu**.

2 Press **5**, then press **4**.

This selects the **Basic Fax Setup** menu, then selects **Paper Size**.

3 Press ▶ until the desired size appears, then press **Enter** to select it.

set the date and time

You can set the date and time from the front panel. When a fax is transmitted, the current date and time are printed along with the fax header. The date and time format is based upon the language and country/region setting.

Normally the computer software sets the date and time automatically.

1 Press **Menu**.

2 Press **5**, then press **1**.

This selects the **Basic Fax Setup** menu, then selects the **Date and Time** option.

3 Enter the month, day, and year (last two digits only) by pressing the appropriate number on the keypad.

The underline cursor presented initially beneath the first digit advances automatically to each digit after, each time you press a button. The time prompt automatically appears after you enter the last digit of the date.

4 Enter the hours and minutes.

The **AM/PM** prompt automatically appears after the last digit of the time is entered.

5 Press **1** for AM or **2** for PM.

The new time and date settings appear on the front panel, but only if you are resetting the date and time.

If you are setting the date and time for the first time (no date/time is currently set), then the new date appears followed by **OK? 1=Yes 2=No**. **Yes** sets the date/time. **No** allows you to reset the date/time.

set the fax header

The fax header is usually set up during installation using the Fax Setup Wizard. If you need to change it, you can use the Fax Setup Wizard from the HP Director, or you can follow these steps to enter your name and fax number from the front panel.

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

1 Press **Menu.**
2 Press **5**, then press **2**.
   This selects the **Basic Fax Setup** menu, then selects the **Fax Header** option.
3 When **Your Name** appears, enter your name using the keypad as described in the next section, **enter text** on page 38.
4 Press **Enter**.
5 When you are prompted, use the keypad to enter your fax number.
6 After you finish entering your fax number, press **Enter**.

enter text

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

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

> ABC
> (2)   These letters correspond to this number, and so on.

• Press a button multiple times to see a letter first in lowercase and then in uppercase. The first letter of a word is set to uppercase automatically.

> JKL   To get this character: j   k   l   J   K   L   5
> (5)   Press 5 this many times: 1   2   3   4   5   6   7

• After the correct letter appears, press ⊚, then press the number that corresponds to the next letter in the name. Again, press multiple times until the correct letter appears.

• The cursor automatically advances to the right 1.5 seconds after the last button is pressed.

• To insert a space, press **Space (#)**.

• To enter a symbol, such as @, press **Symbols (*)** repeatedly to scroll through the list of available symbols, which are: *, -, &, ., / (), ', =, #, @, _, and !.

• If you make a mistake, press ◁ to clear it, then make the correct entry.

• After you are done entering text, press **Enter** to store your entries.

reprint the faxes in memory

Your HP OfficeJet can store a limited number of fax pages in its memory, with the number of pages depending on the model you purchased. When your HP OfficeJet runs out of memory to store faxes, it will not receive any more fax calls until the stored faxes are printed.
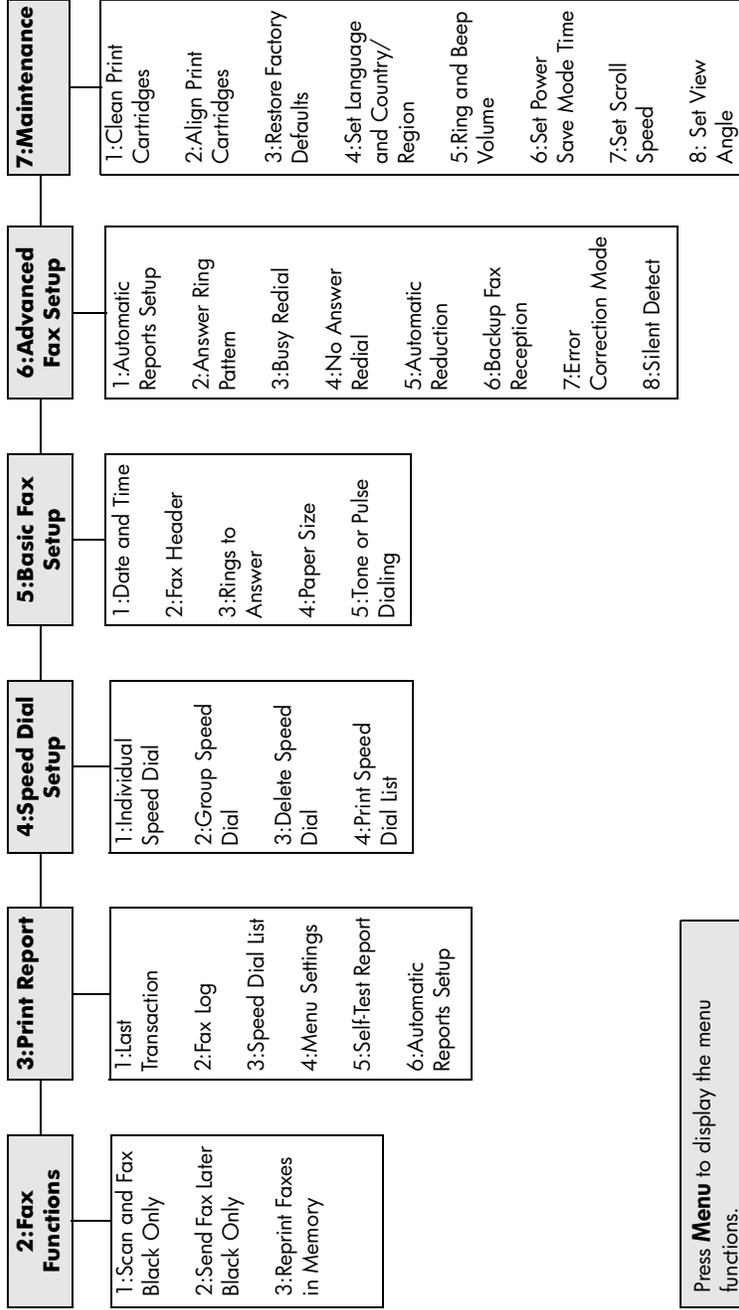
Reprint Faxes in Memory enables you to reprint a fax stored in memory. For example, if your print cartridge runs out of ink or paper becomes jammed when printing a fax. This option prints all faxes in memory; press **Cancel** to stop printing faxes you do not need.

1   Press **Menu**.

2   Press **2**, then press **3**.

    This selects the **Fax Functions** menu, then selects the **Reprint Faxes in Memory** option. The faxes are printed from memory.

fax feature menu options

The following options are available for fax functions.

2:Fax Functions
- 1:Scan and Fax Black Only
- 2:Send Fax Later Black Only
- 3:Reprint Faxes in Memory

3:Print Report
- 1:Last Transaction
- 2:Fax Log
- 3:Speed Dial List
- 4:Menu Settings
- 5:Self-Test Report
- 6:Automatic Reports Setup

4:Speed Dial Setup
- 1:Individual Speed Dial
- 2:Group Speed Dial
- 3:Delete Speed Dial
- 4:Print Speed Dial List

5:Basic Fax Setup
- 1:Date and Time
- 2:Fax Header
- 3:Rings to Answer
- 4:Paper Size
- 5:Tone or Pulse Dialing

6:Advanced Fax Setup
- 1:Automatic Reports Setup
- 2:Answer Ring Pattern
- 3:Busy Redial
- 4:No Answer Redial
- 5:Automatic Reduction
- 6:Backup Fax Reception
- 7:Error Correction Mode
- 8:Silent Detect

7:Maintenance
- 1:Clean Print Cartridges
- 2:Align Print Cartridges
- 3:Restore Factory Defaults
- 4:Set Language and Country/Region
- 5:Ring and Beep Volume
- 6:Set Power Save Mode Time
- 7:Set Scroll Speed
- 8: Set View Angle

Press **Menu** to display the menu functions.
Press ▼ or ▲ to move to the setting you want.
Press **Enter** to select the displayed setting.

7 maintain your hp officejet

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

clean the glass

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

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

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

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

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

clean the adf glass

The small glass strip to the left of the main glass surface is for processing jobs fed from the ADF. Streaks can occur if the glass strip is dirty. Follow the same procedures for cleaning the glass strip as you would for cleaning the other glass.

clean the lid backing

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

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

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

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

4   Dry the backing with a chamois or soft cloth.

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

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

clean the exterior

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

   Note: To avoid damage to painted parts of the unit, do not use alcohol or alcohol-based cleaning products on the front panel or the lid of the unit.

work with print cartridges

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

•

print a self-test report

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

1   Press **Menu**.

2   Press **3,** then press **5**.

   This selects **Print Report**, and then selects **Self-Test Report**.

   A self-test report is printed for your HP OfficeJet.

handle print cartridges

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

•   HP black (#56 or #27)

•   HP color (#57)

•   HP photo color (#58)

•   HP tricolor (#28)

Copper contacts

Ink nozzles under tape

Plastic tape (must be removed before installing)
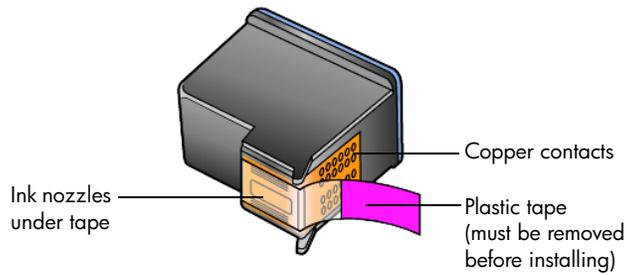
Do not touch the copper contacts or the ink nozzles

use the print cartridge protector

When you purchase a photo print cartridge, you also receive a print cartridge protector. The print cartridge protector is designed to keep your print cartridge secure when it is not being used. Whenever you remove a print cartridge from the printer, store it in the print cartridge protector.

> **Note:** You may want to use an HP photo print cartridge (#58) for superior print quality when printing photos. With the color and photo print cartridges installed, you have a six-ink system.

> **Note:** See **order print cartridges** on page 83. Also see the HP Photo & Imaging online help for more information on printing quality photos.

- To insert a print cartridge into the print cartridge protector, slide the print cartridge into the print cartridge protector at a slight angle and snap it securely into place.

- To remove the print cartridge from the print cartridge protector, press down and back on the top of the print cartridge protector to release the print cartridge, then slide the print cartridge out of the print cartridge protector.
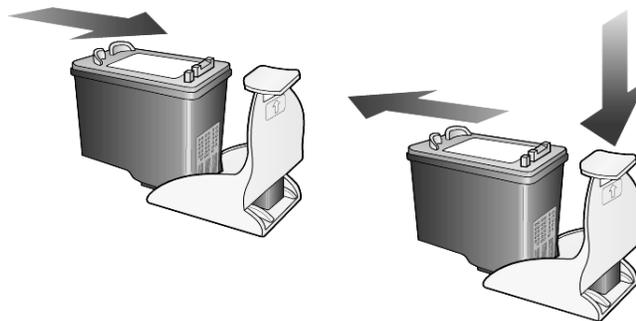
replace the print cartridges

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

You may also need to replace a black print cartridge with a photo print cartridge for printing high-quality photos.

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

1   Turn on the unit, then open the print-carriage access door by lifting the handle until the door locks into place.
    The print carriage moves to the center of the unit.

latches
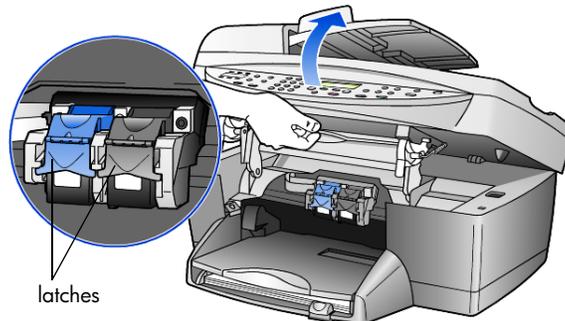
2   After the carriage stops moving, lift the latch to release the print cartridge, then pull it toward you out of its slot.
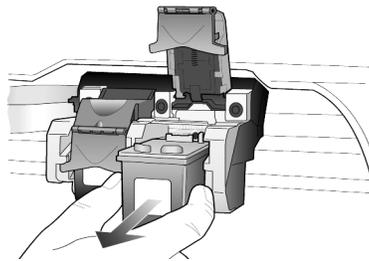
3   If you are removing the black print cartridge in order to install the photo print cartridge (#58), store it in the print cartridge protector.

4   Remove the new print cartridge from its packaging and, being careful to touch only the black plastic, gently remove the plastic tape (using the pink pull tab) to uncover the ink nozzles.
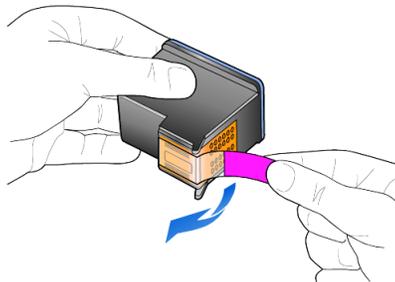
Caution! Do not touch the copper contacts or ink nozzles.

Be sure not to re-tape print cartridges as damage to the print head may occur.

5 Push the new print cartridge into the appropriate slot.

The tri-color print cartridge goes on the left and the black or photo print cartridge goes on the right.
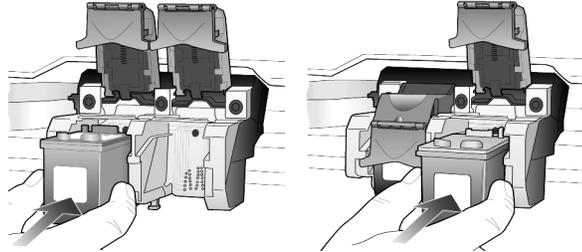
6 Pull the end of the latch toward you, press down until it stops, and then release. Make sure the latch catches below the bottom tabs.
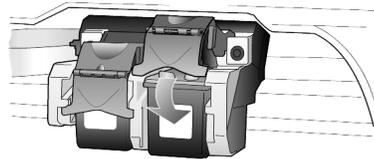
7 Close the print-carriage access door by pulling down (and releasing) the supporting latch below the front panel.
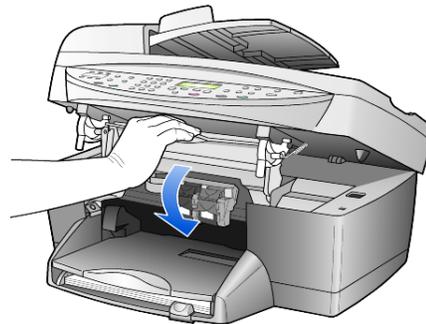
align cartridges

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

To align the print cartridges when prompted:

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

A page of patterns is printed. The cartridges are aligned automatically.

To align the cartridges at any other time:

1 Press **Menu.**

2 Press **7**, then press **2**.

This selects **Maintenance**, and then selects **Align Print Cartridges**.

A page of patterns is printed. The cartridges are aligned correctly.

clean the print cartridges

Use this feature when the Self-Test Report shows streaking or white lines through any of the colored bars. Do not clean print cartridges unnecessarily. The cleaning function uses ink and shortens the life of the print cartridge.

1   Press **Menu.**

2   Press **7**, then press **1**.

This selects the **Maintenance** menu, and then selects the **Clean Print Cartridges** option.

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

restore factory defaults

You can restore the original factory settings to what they were when you purchased your HP OfficeJet. Choosing to restore your factory defaults restores all settings, except date information.

You can perform this process from the front panel only.

1   Press **Menu**.

2   Press **7**, then press **3**.

This selects **Maintenance**, and then selects **Restore Factory Defaults**.

The factory default settings are restored.

set the power save time

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

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

1   Press **Menu**.

2   Press **7**, then press **6**.

This selects **Maintenance**, and then selects **Power Save Mode Time**.

3   Press ◉ until the desired time appears, then press **Enter**.

set scroll speed

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

1   Press **Menu**.

2   Press **7**, then press **7**.

This selects **Maintenance**, and then selects **Set Scroll Speed**.

3   Press ▶ until the desired speed appears, then press **Enter**.

set the front-panel view angle

If you have difficulty seeing the text in the front-panel display, you may need to change the view angle. The **View Angle** option lets you control the viewing angle of the text in the front-panel display. You can change the angle so that it displays text best when you view it from a standing position or from a seated position.

1   Press **Menu**.

2   Press **7**, then press **8**.

This selects **Maintenance**, and then selects **View Angle**.

3   Press **Enter**, press ◀ or ▶ until the text in the front-panel display appears as desired, then press **Enter**.

chapter 7

8

additional setup information

This section covers how to handle messages that may or may not appear during installation, how to set up the connection between your computer and your HP OfficeJet, and how to add and remove the HP OfficeJet software. The standard installation instructions are provided in your Setup Poster, which you should keep for later use.

For comprehensive information, see the fully-searchable HP Photo & Imaging Help, which is accessible only if the software has been installed. To access the guide for **Windows**, go to the **Director**, click **Help**, and then choose **User's Guide**.

To access the guide for **Macintosh**, go to the **Director**, click **Tools**, and then choose **View Onscreen Guide**.

possible installation problems

If you follow the instructions in the Setup Poster correctly, you should not have any problems with the installation of your HP OfficeJet. If you do not follow the instructions, you may see any of the following problems:

If Microsoft's New Hardware Found message does not appear

If you installed the HP OfficeJet software first as requested on the Setup Poster, and you are a Windows 98/2000/ME/XP user, a series of Microsoft New Hardware Found messages should have appeared on your screen during software installation.

If the Microsoft messages did not appear, try the following:

- Verify that you are using a high-speed (12 Mbps) USB cable and that it does not exceed three meters in length (9.8 feet).
- Verify that the computer is USB-ready. For more information about determining whether your computer is USB-ready, see your computer's documentation or check with the computer's manufacturer.
- Verify that the cable is plugged fully into your HP OfficeJet and directly connected to the USB port on your computer. After the cable is connected properly, turn your HP OfficeJet off and then on again.
- Turn your HP OfficeJet off and then on again, then restart your computer.
- If the previous steps do not solve the problem, remove and reinstall the software. For more information, see **To avoid errors, install the HP OfficeJet software before you connect the HP OfficeJet to your computer. If one of the above messages appeared and you clicked Next or OK, do the following:** on page 50.

If the Fax Setup Wizard does not appear

Follow the instructions explained above.

If the New Hardware Message appears (Windows 98, 2000, XP, or ME)

If you set up your HP OfficeJet and connect it directly to your computer *before* you install the software, you may encounter one of the following messages:
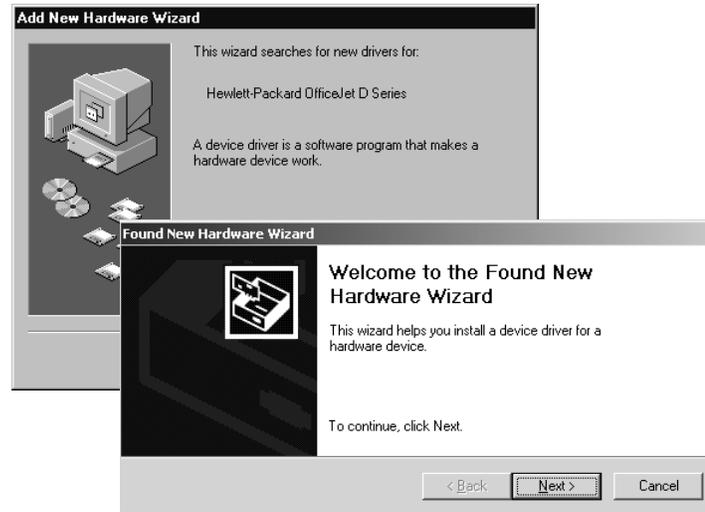
To avoid errors, install the HP OfficeJet software before you connect the HP OfficeJet to your computer. If one of the above messages appeared *and* you clicked **Next** or **OK**, do the following:

1   Press **Esc** on your keyboard to exit.

2   Turn off your HP OfficeJet.

3   Disconnect the HP OfficeJet from your computer (detach the USB cable).

4   Follow the software installation steps outlined in the Setup Poster that came with your HP OfficeJet.

If the previous version installed message appears

If you receive a message that you have a previously installed version, you will not be able to finish installing the HP OfficeJet software.

You will have to uninstall the previously installed version in order to install the HP OfficeJet software. See **remove and reinstall your hp officejet software** on page 53.

If your computer is unable to communicate with your HP OfficeJet

If communication cannot be established between your computer and HP OfficeJet (for example, the HP OfficeJet status icon has the yellow error triangle), try the same tasks outlined under **If Microsoft's New Hardware Found message does not appear** on page 49.

> **Note:** You may also want to refer to the readme file for more information on possible installation problems. On Windows, you can access the readme file from the Start button on the taskbar; select **Programs**, **Hewlett-Packard**, **hp officejet 6100 series**, **View the Readme File**. On Macintosh, you can access the readme file by double-clicking on the icon located in the top-level folder of the HP OfficeJet software CD-ROM.

set the language and country/region

Usually, the language and country/region are set when you install the HP OfficeJet. If you set the country/region or language incorrectly during installation, use the following procedure.

1   Press **Menu**.

2   Press **7**, then press **4**.
    This selects **Maintenance**, and then selects **Set Language & Country/ Region**.
    You are prompted with a list of languages. You can also scroll through the languages using ◄ or ►.

3   Using the keypad, enter the two-digit number for the desired language.

4   When prompted, press **1** for Yes or **2** for No to confirm the language.
    You are prompted with all the countries/regions for the selected language. You can also scroll through the countries/regions using ◄ or ►.

5   Using the keypad, enter the two-digit number for the desired country/ region.

6   When prompted, press **1** for Yes or **2** for No to confirm the country/ region.

7   You can confirm the language and country/region by printing a Self-Test Report, as follows:
    a. Press **Menu**.
    b. Press **3**, then press **5**.
        This selects **Print Report**, and then selects **Self-Test Report**.

connect your hp officejet to your computer

Your HP OfficeJet supports HOT Swapping, meaning you can connect to the HP OfficeJet while the power is on at your computer and on the HP OfficeJet.

connect your usb port

Connecting your computer to your HP OfficeJet with USB is straightforward. Simply plug one end of the USB cable into the back of your computer and the other in the back of the HP OfficeJet.

what works	what does not work
Plugging into the USB port on your computer	Plugging into the USB port located on the keyboard
Plugging into a powered hub that is connected to the USB port on your computer	Plugging into a non-powered USB hub

Note: AppleTalk is not supported.
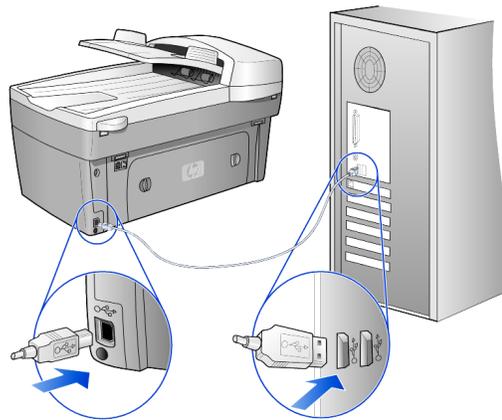
connecting to the USB port on your computer

connect your hp officejet to more than one computer

If your PC is on a network, and another PC on the network has an HP OfficeJet connected to it, you can use that unit as your printer. You can only access *print* features in this configuration. Only the PC directly connected to the HP OfficeJet will have full functionality.

See the HP website for more information on network printing.

> **www.hp.com/support**

You can also connect your HP OfficeJet to an HP JetDirect 175X Print Server that is connected directly to a network, but only print functionality will be available for all PCs. Copying and faxing from the front panel are still available, but all scanning functionality is disabled.

To use your HP OfficeJet in this configuration, you must install the software that comes with the HP JetDirect 175x.

> **Note:** If you have already installed the HP OfficeJet software, uninstall that software, then install the HP JetDirect 175x software.

install printer driver

You will be prompted to install a printer driver during the installation.

• Insert the HP OfficeJet CD when instructed, and locate the correct printer driver file.

  For Windows 2000 and XP the printer driver file, located in the *root* directory, is **hpoprn08.inf**.

  For Windows 98, SE, and ME the printer driver file is **hpoupdrx.inf**. You will need to navigate to the **\enu\drivers\win9x_me** directory, where **enu** is the English language directory and **win9x_me** is for Windows ME.

If you have Internet access, you can get more information on using an HP JetDirect 175x from the HP website at:

> **www.hp.com/support**

> **Note:** You can have up to 5 client computers on the network portion of the 175x and USB combination.

remove and reinstall your hp officejet software

Do *not* simply delete the HP OfficeJet program files from your hard drive. Be sure to remove them properly using the uninstall utility provided in the HP OfficeJet program group.

to uninstall from a Windows computer

1   On the Windows taskbar, click **Start**, choose **Programs** or **All Programs** (XP), choose **Hewlett-Packard**, choose **hp officejet 6100 series**, then choose **HP Uninstaller**.

2   Follow the directions on the screen.

3   If you are asked whether you would like to remove shared files, click **No**.

    Other programs that use these files may not work properly if the files are deleted.

4   After the program finishes removing the software, disconnect your HP OfficeJet, and restart your computer.

5   To reinstall the software, insert the HP OfficeJet 6100 Series CD-ROM into your computer's CD-ROM drive, and follow the instructions that appear.

to uninstall from a Macintosh computer

1   Double-click on **Applications:HP All-in-One Software** folder.

2   Double-click on **Uninstaller**.

3   Follow the directions that appear on the screen.

9 technical information

system requirements

The following specifications are subject to change without notice.

PC Requirements		
Item	**Minimum**	**Recommended**
Processor Windows 98 Windows 98SE Windows 2000 Windows Millennium Edition Windows XP	Any Intel Pentium II, Celeron, or compatible processor	Intel Pentium III or higher
RAM Windows 98 Windows 98SE Windows 2000 Windows Millennium Edition Windows XP	64 MB	128 MB or more
Disk space needed for installation	300 MB	
Additional disk space needed for scanned images	50 MB	
Monitor	SVGA 800 x 600 with 16-bit color	
Media	CD-ROM drive	
I/O	Available USB port	
Internet access		Recommended
Sound card		Recommended
Other	I.E. 5.0 or higher Adobe Acrobat 4 or higher	

Macintosh Requirements		
Item	**Minimum**	**Recommended**
Processor	G3 Processor or higher	

Macintosh Requirements		
Item	**Minimum**	**Recommended**
RAM Macintosh OS 9 Macintosh OS X	 64 MB 128 MB	 128 MB 256 MB
Disk space needed for installation	200 MB	
Additional disk space needed for scanned images	50 MB	
Monitor	SVGA 800 x 600	
Media	CD-ROM drive	
I/O	Available USB port	
Internet access		Recommended
Sound card		Recommended

paper specifications

paper-tray capacities

Type	Paper Weight	Input Tray[1]	Output Tray[2]
Plain paper	16 to 24 lb. (60 to 90 gsm)	100	50 black, 20 color
Legal paper	20 to 24 lb. (75 to 90 gsm)	100	50 black, 20 color
Cards	110 lb. index max (200 gsm)	40	10
Envelopes	20 to 24 lb. (75 to 90 gsm)	15	10
Banners	16-24 lb. (60-90 gsm)	20	20 or less
Transparency film	N/A	25	25 or less
Labels	N/A	20	20
4x6 Photo	145 lb. (236 gsm)	30	30

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

paper sizes

Type	Size
Paper	Letter: 8.5 x 11 in. (215.9 x 279.4 mm) Legal: 8.5 x 14 in. (215.9 x 355.6 mm) Executive: 7.25 x 10.5 in. (184.2 x 266.7 mm) A4: 210 x 297 mm A5: 148 x 210 mm B5: 182 x 257 mm
Banner	Letter: 8.5 x 11 in. (216 x 279 mm) A4: 8.27 x 11.69 in. (210 x 297 mm)
Envelopes	U.S. #10: 4.12 x 9.5 in. (104.8 x 241.3 mm) A2: 4.37 x 5.75 in. (111 x 146 mm) DL: 4.33 x 8.66 in. (110 x 220 mm) C6: 4.49 x 6.38 in. (114 x 162 mm)
Transparency films	Letter: 8.5 x 11 in. (216 x 279 mm) A4: 210 x 297 mm
Cards	3 x 5 in. (76.2 x 127 mm) 4 x 6 in. (101.6 x 152 mm) 5 x 8 in. (127 x 203.2 mm) A6: 105 x 148.5 mm hagaki post card: 100 x 148 mm
Labels	Letter: 8.5 x 11 in. (216 x 279 mm) A4: 210 x 297 mm
Custom	3 x 5 in. up to 8.5 x 14 in. (76.2 x 127 up to 216 x 356 mm)
Automatic Document Feeder (ADF)	
Plain Paper	16 to 24 lb. long-grain paper – 35 sheets maximum
Specialty Paper	HP Premium Inkjet HP Bright White Inkjet
Transparencies, Photo media, Photos	Not supported

print specifications

- 1200 x 1200 dpi black with resolution enhancement technology (REt)
- 1200 x 1200 dpi color with HP PhotoREt III
- Method: Drop-on-demand thermal inkjet
- Language: HP PCL Level 3, PCL3 GUI or PCL 10
- Print speeds vary according to the complexity of the document.
- Duty cycle: 500 printed pages per month (average)
- Duty cycle: 3000 printed pages per month (maximum)

Mode		Resolution (dpi)	Speed (ppm)
Best/inkjet/ 1200	Black	1200 x 1200	2
	Color	1200 x 1200 (up to 4800 optimized dpi[1])	.5
Normal	Black	600 x 600	7
	Color	600 x 600	4
Everyday	Black	600 x 600	8
	Color	600 x 600	6
Fast	Black	300 x 300	up to 19.0
	Color	300 x 300	up to 15.0

1 Up to 4800 x 1200 optimized dpi color printing on premium photo papers, 1200 x 1200 input dpi.

print margin specifications

	Top (leading edge)	Bottom (trailing edge)[1]	Left	Right
Sheet Paper				
U.S. letter	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
U.S. legal	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
U.S. executive	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.25 in. (6.4 mm)	.25 in. (6.4 mm)
ISO A4	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.4 mm)	.13 in. (3.4 mm)
ISO A5	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.4 mm)	.13 in. (3.4 mm)

	Top (leading edge)	Bottom (trailing edge)[1]	Left	Right
JIS B5	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.4 mm)	.13 in. (3.4 mm)
Envelopes				
U.S. No. 10	.13 in. (3.2 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
A2 (5.5 baronial)	.13 in. (3.2 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
Intnl. DL	.13 in. (3.2 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
Intnl. C6	.13 in. (3.2 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
Cards				
U.S. 3 x 5 in.	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
U.S. 4 x 6 in.	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
U.S. 5 x 8 in.	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
ISO and JIS A6	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
hagaki (100 x 148 mm)	.07 in. (1.8 mm)	.46 in. (11.7 mm)	.13 in. (3.2 mm)	.13 in. (3.2 mm)
Borderless photo (4 x 6)	0	.46 in. (11.7 mm)	0	0
Borderless A6 card (105 x 148.5 mm)	0	.46 in. (11.7 mm)	0	0
Borderless hagaki (100 x 148 mm)	0	.46 in. (11.7 mm)	0	0

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

copy specifications

- Digital image processing
- Up to 99 copies from original (varies by model)
- Digital zoom from 25 to 400% (varies by model)
- Fit to page, Poster, Many on page
- Up to 19 cpm black, 14 cpm color (varies by model)
- Copy speeds vary according to the complexity of the document

mode		Speed (ppm)	print resolution (dpi)	scan resolution (dpi)[1]
Best	Black	0.8	1200 x 1200[2]	1200 x 2400
	Color	0.8	1200 x 1200[2]	1200 x 2400
Normal	Black	7	600 x 1200	600 x 1200
	Color	4	600 x 600	600 x 1200
Fast	Black	up to 19	300 x 1200	600 x 1200
	Color	up to 14	600 x 300	600 x 1200

1 Maximum at 400% scaling
2 On photo paper or premium inkjet paper

fax specifications

- Walk-up color fax
- Up to 100 speed dials (varies by model)
- Up to 100-page memory (varies by model) (based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)
- Automatic multiple page fax
- Automatic redial (up to five times)
- Confirmation and activity reports
- CCITT/ITU Group 3 fax with Error Correction Mode
- 36.6 Kbps transmission
- 6 seconds/page speed at 33.6 Kbps (based on ITU-T Test Image #1 at standard resolution. More complicated pages or higher resolution will take longer and use more memory.)
- Ring detect with automatic fax/answering machine switching

	300 dpi (dpi)	Photo (dpi)	Fine (dpi)	Standard (dpi)
Black	300-by-300	200-by-200 (8-bit grayscale)	200-by-200	200-by-100

	300 dpi (dpi)	Photo (dpi)	Fine (dpi)	Standard (dpi)
Color	200-by-200	200-by-200	200-by-200	200-by-200

scan specifications

- Create photo projects
- Image editor included
- OCR software automatically converts to editable text
- Scan speeds vary according to the complexity of the document

Item	Description
Resolution	1200 x 2400 dpi optical, up to 19200 dpi enhanced
Color	48-bit color 8-bit grayscale (256 levels of gray)
Interface	TWAIN-compliant
Scanning Area	US Letter, A4

physical specifications

- Height: 11.8 in. (30 cm)
- Width: 19.5 in. (49.6 cm)
- Depth: 15.5 in. (39.4 cm)
- Weight: 24 lb. (10.9 kg)

power specifications

- Power consumption: 60W maximum
- Source (Input) Voltage: 100 to 240 VAC, grounded
- Input Frequency: 50 to 60 Hz
- Current: 1.0 A maximum

environmental specifications

- Recommended Operating Temperature Range: 15° to 32° C (59° to 90° F)
- Allowable Operating Temperature Range: 5° to 40° C (41° to 104° F)
- Humidity: 15% to 85% RH non-condensing
- Non-operating (Storage) Temperature Range: -40° to 60° C (-40° to 140° F)

additional specifications

- Memory: 8.0-MB ROM, 16.0-MB RAM

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

www.hp.com/support

environmental product stewardship program

protecting the environment

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

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

ozone production

This product generates no appreciable ozone gas (O_3).

energy consumption

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

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

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

http://www.energystar.gov

paper use

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

plastics

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

material safety data sheets

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

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

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

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

recycling program

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

regulatory information

This section describes product requirements and contains statements from various regulatory agencies.

notice to users of the U.S. telephone network: FCC requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalent Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC. Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

  Notice: The FCC hearing aid compatibility rules for telephones are not applicable to this equipment.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.) In order to program this information into your fax machine, you should complete the steps described in the software.

FCC statement

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

Declaration of Conformity: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation. Class B limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is not guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

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

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

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

doc statement / déclaration de conformité (Canada)

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

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

notice to users of the Canadian telephone network

The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

> **Caution!** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

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

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

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

CE

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

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

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

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

In the event of problems, you should contact your equipment supplier in the first instance.

notice to users of the Irish telephone network

This equipment is designed for DTMF tone dialing and loop disconnect dialing. In the unlikely event of problems with loop disconnect dialing, it is recommended to use this equipment only with the DTMF tone dial setting.

notice to users of the German telephone network

The HP 6100 Series products are designed to connect only to the analogue public-switched telephone network (PSTN). Please connect the TAE N telephone connector plug, provided with the hp officejet 6100 series, into the wall socket (TAE 6) code N. The hp officejet 6100 series products can be used as a single device and/or in combination (in serial connection) with other approved terminal equipment.

geräuschemission

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

VCCI-2 (Japan)

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

notice to Korean customers

사용자 안내문 (B급 기기)

이 기기는 비업무용으로 전자파장해검정을 받은
기기로서, 주거지역에서는 물론 모든 시역에서
시용할 수 있읍니다.

declaration of conformity

According to ISO/IEC Guide 22 and EN 45014

Manufacturer's Name and Address:	
Hewlett-Packard Company, 16399 West Bernardo Drive, San Diego, CA 92127-1899, USA	
declares that the product	
Product Name:	hp officejet 6100 series (Q1636A)
Model Number(s):	officejet 6105 (Q1637A), officejet 6110 (Q1638A), officejet 6110xi (Q1639A), officejet 6110v (Q1640A)
Product Options:	All
conforms to the following Product Specifications:	
Safety:	EN60950:1992 +A1, A2, A3, A4 & A11
	IEC60950:1991 +A1, A2, A3 & A4
	UL1950/CSA 22.2 No. 950, 3rd Edn: 1995
	NOM-019-SCFI-1993
	IEC 60825-1:1993 +A1/EN 60825-1:1994 +A11 Class 1 (Laser/LED)
EMC:	CISPR22:1993 +A1 & A2 / EN55022:1994, +A1 & A2 -Class B
	CISPR24:1997/EN55024:1998
	IEC 61000-3-2:1995 / EN61000-3-2:1995
	IEC 61000-3-3:1994 / EN61000-3-3:1995
	AS/NZS 3548: 1992
	CNS13438
	FCC Part 15-Class B / ICES-003, Issue 2 / VCCI-2
	GB 9254-1998
Telecom:	TBR21: 1998, EG 201 121:1998
Supplementary Information	
The Product herewith complies with the requirements of the Low Voltage Directive 73/23/EEC, the EMC Directive 89/336/EEC and the R&TTE Directive 1999/5/EC (ANNEX II) carries the CE marking accordingly.	
European Contact for regulatory topics only: Your local Hewlett-Packard Sales and Service Office or Hewlett-Packard GmbH.	
Department HQ-TRE, Herrenberger Strasse 130, D-71034 Böblingen, Germany (FAX + 49-7031-14-3143)	

10 get hp officejet 6100 support

This section explains the support services information provided by Hewlett-Packard.

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

get support and other information from the internet

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

www.hp.com/support

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

hp customer support

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

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

1   Make sure that:
    a. Your unit is plugged in and turned on.
    b. The specified print cartridges are installed correctly.
    c. The recommended paper is properly loaded in the input tray.

2   Reset your unit:
    a. Turn off the unit using the **On** button located on the unit's front panel.
    b. Unplug the power cord from the back of the unit.
    c. Plug the power cord back into the unit.
    d. Turn on the unit using the **On** button.

3   For more information, check the HP website at:
    www.hp.com/support

4   If you are still experiencing problems and need to speak with an
     HP Customer Support Representative:
     –   Have your serial number and service ID ready. To display your serial
         number, on the front panel, press **Enter** and **Start Copy**, **Black** at the
         same time, until the Info menu appears in the front-panel display. To
         display the service ID press **Enter** and **Start Copy**, **Color** at the same
         time.
     –   Print a Self-Test Report. See **print a self-test report** on page 42 for
         information on printing this report.
     –   Make a color copy.
     –   Be prepared to describe your problem in detail.
5   Call HP Customer Support. Be near your unit when you call.

call in the U.S. during warranty

Call (208) 323-2551 Monday through Friday from 6:00 A.M. to 10:00 P.M.
Mountain Standard Time (MST) and Saturdays from 9:00 A.M. to 4:00 P.M.
MST. This service is free during the warranty period; however, your standard
long-distance phone charges still apply. A fee may apply outside the warranty
period.

call elsewhere in the world

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

www.hp.com/support

For Korea, you can also visit this address:

www.hp.co.kr/

For Japan, you can visit this address:

www.hp.com/jp

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

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

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

http://www.hp.com/cposupport/loc/regional.html

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

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

country/region	hp technical support	country/region	hp technical support
Algeria[1]	+213 (0) 61564 543	Malaysia	1-800-805405
Argentina	0810-555-5520	Mexico	01-800-472-6684
Australia	+61 3 8877 8000 1902 910 910	Mexico (Mexico City)	5258-9922
Austria	+43 (0) 810 00 6080	Morocco[1]	+212 22404 747
Bahrain (Dubai)	800 728	Netherlands	+31 (0) 20 606 8751
Belgium (Dutch)	+32 (0) 2 626 8806	New Zealand	0800 441 147
Belgium (French)	+32 (0) 2 626 8807	Norway	+47 22 11 6299
Brazil (Grande Sao Paulo)	(11) 3747 7799	Oman	+971 4 883 8454
Brazil (Demais Localidades)	0800 157751	Palestine	+971 4 883 8454
Canada during warranty	(905) 206 4663	Panama	001-800-7112884
Canada post-warranty (per-call charge)	1-877-621-4722	Peru	0-800-10111
Caribbean & Central America	1-800-711-2884	Philippines	632-867-3551
Chile	800-360-999	Poland	+48 22 865 98 00
China	86 10 6564 5959	Portugal	+351 21 3176333
Colombia	9-800-114-726	Puerto Rico	1-877-2320-589
Costa Rica	0-800-011-0524	Qatar	+971 4 883 8454
Czech Republic	+420 (0) 261307310	Romania	+40 1 315 44 42 or local 01 3154442
Denmark	+45 39 29 4099	Russian Federation, Moscow	+7 095 797 3520
Ecuador	1800-711-2884	Russian Federation, St. Petersburg	+7 812 346 7997
Europe (English)	+44 (0) 207 512 5202	Saudi Arabia	+800 897 14440
Egypt	02 532 5222	Singapore	65 6272 5300
Finland	+358 (0) 203 47 288	Slovakia	+421 (0) 2 682 08080
France (0.34 Euro/min.)	0892 69 60 22	South Africa (inside RSA)	086 000 1030
Germany (0.12 Euro/min.)	+49 (0) 180 52 58 143	South Africa, (outside RSA)	+27-11 258 9301
Greece	+30 1060 73 603	Spain	+34 902 321 123
Hong Kong (SAR)	+85 (2) 3002 8555	Sweden	+46 (0)8 619 2170
Guatemala	1800-995-5105	Switzerland [2]	+41 (0) 84 880 1111
Hungary	+36 (0) 1 382 1111	Taiwan	+886-2-2717-0055 0800 010 055
India	1-600-112267 91 11 6826035	Thailand	+66 (2) 661 4000
Indonesia	62-21-350-3408	Tunisia[1]	+216 1891 222
Ireland	+353 (0) 1 662 5525	Turkey	+90 216 579 7171
Israel	+972 (0) 9 8304848	Ukraine	+7 (380-44) 490-3520

country/region	hp technical support	country/region	hp technical support
Italy	+39 (0) 226410350	United Arab Emirates	+971 4 883 8454
Japan	0570 000 511 +81 3 3335 9800	United Kingdom	+44 (0) 207 512 52 02
Jordan	+971 4 883 8454	Venezuela	0800-47468368 or 800-477-7777
Korea (Seoul)	+82 (2) 3270 0700	Venezuela (Caracas)	(502) 207-8488
Korea (outside Seoul)	080 999 0700	Vietnam	84 (0) 8 823 4530
Kuwait	+971 4 883 8454	Yemen	+971 4 883 8p454
Lebanon	+971 4 883 8454		

1 This Call Center supports French speaking customers from the following countries: Morocco, Tunisia, and Algeria.
2 This Call Center supports German, French and Italian speaking customers in Switzerland.

call in Australia post-warranty

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

prepare your unit for shipment

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

1   Turn on the unit.

Disregard steps 1 through 6, if your unit will not turn on and the print carriage is in the home position. You will not be able to remove the print cartridges. Proceed to step 7.

2   Open the ink-cartridge access door.

3   Remove the print cartridges from their holders, and lower the latches. See **replace the print cartridges** on page 43 for information on removing the print cartridges.

Caution! Remove both print cartridges and lower both latches.
Failure to do so may damage your unit.

4   Place the print cartridges in an airtight bag so they will not dry out, and put them aside (do not send them with the unit, unless instructed to by the HP customer support call agent).

5   Turn off the unit.

6   Close the ink-cartridge access door.

7   Remove the front panel cover as follows:
a. Place hands on each side of the front panel cover.
b. Using thumbs, pry the cover off from the bottom.

8 Retain the front panel cover. Do not return the front panel cover with the unit.

9 If available, pack the unit for shipment using the original packing materials or the packaging materials that come with your exchange unit.
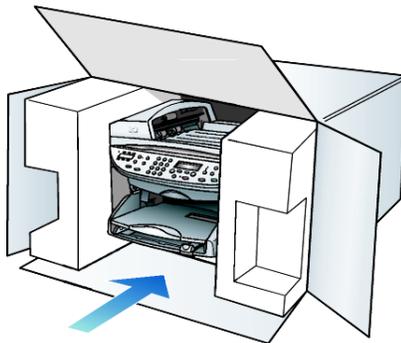
If you do not have the original packaging materials, please us other adequate packaging materials. Shipping damage caused by improper packaging and/or improper transportation is not covered under the warranty.

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

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

hp distribution center

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

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

    https://warp2.external.hp.com/Driver/dr_country_select.asp

11 warranty information

hp officejet 6100 series

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

Duration of Limited Warranty (CD media): 90 Days

Duration of Limited Warranty (print cartridges): 90 Days

warranty service

express service

To obtain HP express repair service, the customer must contact an HP service office or an HP Customer Support Center for basic troubleshooting first. See **hp customer support** on page 69 for steps to take before calling Customer Support.

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

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

warranty upgrades

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

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

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

Outside the U.S., please call your local HP Customer Support office. See **call elsewhere in the world** on page 70 for a list of international Customer Support numbers.

returning your hp officejet 6100 series for service

Before returning your HP OfficeJet for service, you must call HP Customer Support. See **hp customer support** on page 69 for steps to take before calling Customer Support.

hewlett-packard limited global warranty statement

extent of limited warranty

Hewlett-Packard ("HP") warrants to the end-user customer ("Customer") that each HP officejet 6100 Series product ("Product"), including related software, accessories, media, and supplies, shall be free from defects in material and workmanship for the duration, which begins on the date of purchase by the Customer.

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

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

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

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

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

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

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

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

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

HP's limited warranty for each Product is valid in any country/region or locality where HP has a support presence for the Product and where HP has marketed the Product. The level of warranty service may vary according to local

standards. HP shall have no obligation to alter the form, fit, or function of the Product in order to make it operate in a country/region or locality for which the Product was never intended to operate.

limitations of warranty

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

limitations of liability

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

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

local law

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

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

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

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

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

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

hp officejet 6100 series

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order supplies

Use the following information for ordering supplies for your HP OfficeJet 6100 Series.

order media

To order media such as HP Premium Inkjet Paper, HP Premium Inkjet Transparency Film, HP Iron-On T-shirt Transfer paper, or HP Greeting Cards, see one of the following:

*   For orders in the U.S. and Canada, go to www.hpshopping.com.
*   For orders in all other countries, go to www.hpshopping.com.

    Select **other countries,** then click **Yes** to leave hpshopping.com.

    From this website, you can access hpshopping.com for your specific language or region.

order print cartridges

The following table lists the print cartridges that you can use with the HP OfficeJet 6100 Series. The HP photo color print cartridge (#58) is intended to be used in place of an HP black print cartridge to increase the normal 4-color printing to a 6-color printing capability.

print cartridges	hp reorder number
HP black print cartridge	#56, 19 ml black print cartridge
HP color print cartridge HP photo color print cartridge	#57, 17 ml color print cartridge #58, 17 ml color print cartridge

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

www.hp.com/support

Visit the hp officejet information center

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

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

www.hp.com/support

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