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> HP Officejet 6310 All-in-One Printer User Manual

HP Q8061A#ABA

HP Officejet 6310 All-in-One Printer User Manual

Model: Q8061A#ABA

Brand: HP

PRODUCT OVERVIEW

The HP Officejet 6310 All-in-One printer is designed to meet various home and small office needs, offering print, fax, scan, and copy functionalities. It provides high-quality text and vibrant color output, with efficient performance for daily tasks.



Figure 1: Front view of the HP Officejet 6310 All-in-One Printer, showing the paper input tray and control panel.

Key Features:

- Robust and affordable all-in-one printer, fax, scanner, and copier.
- Crisp and clear 1,200 dpi black and white print quality; 4,800x1,200 dpi full-color print quality.
- Prints or copies up to 30 pages per minute.
- Windows and Mac compatible.
- 1 Year limited manufacturer's warranty.
- Designed for use with Original HP Ink for optimal results.

WHAT'S IN THE BOX

Upon opening the package, verify that all the following components are included:

- HP Officejet 6310 All-in-One Printer
- HP 98 Black Inkjet Cartridge (11 mL)
- HP 95 Tri-Color Inkjet Cartridge (7 mL)
- Photosmart Essential software CD
- Setup & Reference guides
- Power supply
- Power cord
- Phone cord

INITIAL SETUP

1. Unpacking and Placement

Carefully remove the printer from its packaging. Place the printer on a stable, flat surface with adequate space for paper trays and cable connections. Ensure proper ventilation around the device.

2. Connecting Power

Connect the power supply to the printer and then plug the power cord into a grounded electrical outlet. Do not connect the USB cable to your computer until instructed by the software installation.

3. Installing Ink Cartridges

1. Open the printer's access door to the ink cartridge area.
2. Wait for the print carriage to move to the center.
3. Unpack the HP 98 Black and HP 95 Tri-Color ink cartridges.
4. Insert each cartridge into its corresponding slot, ensuring it clicks into place.
5. Close the access door. The printer will perform an alignment process.

4. Software Installation

Insert the Photosmart Essential software CD into your computer's CD-ROM drive. Follow the on-screen instructions to install the printer drivers and software. The installer will prompt you to connect the USB cable when necessary. For network setup, connect an Ethernet cable to the printer's Ethernet port and follow the software instructions for network configuration.

System Requirements:

- **PC:** Intel Pentium II, Celeron-compatible processor (or higher); 128MB RAM; 750MB HD space; CD-ROM drive; USB port; Windows 98SE, 2000, Me or XP; SVGA monitor; Adobe Acrobat Reader 5 (or higher); IE 5.01 SP2 (or higher).
- **Mac:** G4 processor or higher; 128MB RAM; 400MB HD space; Mac OS X 10.2.8 or higher; Web browser; QuickTime 5.0 or higher.

OPERATING INSTRUCTIONS

Printing Documents

The HP Officejet 6310 supports various media types and sizes for printing. Ensure the paper input tray is loaded correctly with the desired media.

- **Loading Paper:** Extend the input tray and load paper face down with the top edge towards the printer. Adjust the paper guides to fit the paper size. The input tray holds up to 100 sheets of US letter/legal paper.
- **Print Quality:** Achieve crisp black text at up to 1200 dpi and vibrant color prints at up to 4800x1200 optimized dpi.
- **Print Speed:** Up to 30 pages per minute (ppm) for black and white, and up to 24 ppm for color documents.
- **Supported Media:** Paper (banner, inkjet, photo, plain), envelopes, transparencies, labels, cards, HP Premium Media, iron-ons, borderless media, panoramics.

Scanning Documents and Photos

The integrated scanner allows you to convert physical documents and images into digital files.

- **Placement:** Place documents face down on the scanner glass or use the automatic document feeder (ADF) for multiple pages.
- **Resolution:** Obtain outstanding scans with up to 2400 x 4800 dpi optical resolution.
- **Software:** Use the HP Photosmart Essential software to initiate scans, select scan type (document, photo), and choose destination (file, email, application).

Copying Documents

The printer functions as a standalone copier, allowing you to make copies without a computer.

- **Copy Speed:** Copy at up to 30 ppm in black and 24 ppm in color.
- **Multiple Copies:** Make up to 99 copies from a single original.
- **Scaling:** Adjust copy size between 25-400% of the original.
- **Direct Copy:** You can make crisp copies directly from a memory card without turning on your computer.

Sending and Receiving Faxes

The HP Officejet 6310 includes a built-in fax modem for sending and receiving faxes.

- **Connection:** Connect the provided phone cord to the printer's fax port and a telephone wall jack.
- **Sending Faxes:** Use the control panel to dial numbers and send documents placed on the scanner glass or in the ADF.
- **Receiving Faxes:** Faxes can be printed directly or stored to memory for later printing.

MAINTENANCE AND CARE

Replacing Ink Cartridges

When an ink cartridge runs low or is empty, the printer's display will indicate which cartridge needs replacement. Always use genuine HP ink cartridges for optimal performance and print quality.

1. Ensure the printer is powered on.
2. Open the ink cartridge access door.
3. Wait for the print carriage to stop moving.
4. Press down on the old cartridge to release it, then pull it out.
5. Remove the new cartridge from its packaging and carefully remove the protective tape.
6. Insert the new cartridge into the correct slot until it clicks into place.
7. Close the ink cartridge access door.

Cleaning the Printer

- **Exterior:** Wipe the exterior surfaces of the printer with a soft, damp, lint-free cloth.
- **Scanner Glass:** Use a soft cloth dampened with glass cleaner (non-abrasive) to clean the scanner glass. Do not spray cleaner directly onto the glass.
- **Printhead Cleaning:** If print quality issues like streaks or faded colors occur, use the printer software's utility to perform a printhead cleaning cycle.

TROUBLESHOOTING COMMON ISSUES

Problem	Solution
Printer Not Responding	Ensure the printer is powered on and connected securely to the computer or network. Check for any error messages on the printer's LCD display. Restart both the printer and the computer. Verify that the correct printer driver is installed and selected.
Poor Print Quality (Streaks, Faded Colors)	Check ink cartridge levels and replace any low or empty cartridges. Perform a printhead cleaning cycle through the printer software. Ensure you are using genuine HP ink cartridges. Verify that the paper type setting in your print driver matches the paper loaded.
Paper Jams	Turn off the printer and carefully remove any jammed paper from the input tray, output tray, or internal areas. Ensure paper is loaded correctly and not overloaded. Use paper that is not wrinkled, torn, or damp.
Scanner Not Working	Ensure the printer is connected and powered on. Restart the scanning software and the printer. Check for updated scanner drivers from the HP support website.

TECHNICAL SPECIFICATIONS

Feature	Detail
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Feature	Detail
Model Number	Q8061A#ABA
Functions	Print, Copy, Scan, Fax
Print Technology	Inkjet
Max Print Speed (Black)	Up to 30 ppm
Max Print Speed (Color)	Up to 24 ppm
Print Resolution (Black)	Up to 1200 dpi
Print Resolution (Color)	Up to 4800x1200 optimized dpi
Scan Resolution (Optical)	Up to 2400 x 4800 dpi
Max Copy Speed (Black)	Up to 30 ppm
Max Copy Speed (Color)	Up to 24 ppm
Max Copies	99
Connectivity	1 USB, 1 Ethernet, 1 PictBridge
Display	2-line LCD text display
Input Tray Capacity	100 sheets
Power Consumption	60 watts (max)
Dimensions (HxWxD)	17.9 x 15.3 x 9.3 inches (456 x 388 x 235 mm)
Weight	17 lbs (7.7 Kg)

WARRANTY INFORMATION AND SUPPORT

The HP Officejet 6310 All-in-One Printer comes with a **1-Year Limited Manufacturer's Warranty**. This warranty covers defects in materials and workmanship under normal use.

For technical support, driver downloads, and additional information, please visit the official HP support website. You can also find FAQs and troubleshooting guides online.