

## Manuals+

[Q & A](#) | [Deep Search](#) | [Upload](#)

manuals.plus /

- › [HP](#) /
- › [HP Laser MFP 138fnw Printer User Manual](#)

## HP MFP 138fnw

# HP Laser MFP 138fnw Multifunction Printer User Manual

Model: MFP 138fnw

[Overview](#)

[Setup](#)

[Operation](#)

[Maintenance](#)

[Troubleshooting](#)

[Specifications](#)

[Warranty & Support](#)

## 1. PRODUCT OVERVIEW

The HP Laser MFP 138fnw is a versatile multifunction laser printer designed for efficient home and office use. It combines printing, copying, scanning, and faxing capabilities in a single, compact device. This printer offers seamless connectivity options including built-in Ethernet, Hi-Speed USB 2.0, and Wi-Fi, ensuring trouble-free connections and uninterrupted workflow. It delivers sharp, precise monochrome documents with speeds up to 21 pages per minute (ppm) and features a 40-sheet Automatic Document Feeder (ADF) for processing multiple documents in a single batch.



Figure 1: Front view of the HP Laser MFP 138fnw printer.

Claim 2,000+ free\* learning worksheets for your child with an HP printer

 A collage of educational worksheets and a close-up of the printer's control panel. The worksheets include:
 

- Fill and color:** A worksheet with various cartoon characters and a house for coloring.
- BOARD GAME - Make Your Game:** A board game grid with instructions for creating a custom game.
- FAMOUS WORLD SPORTS PERSONALITIES - WORD SEARCH:** A word search puzzle with a table for recording names and dates.
- ACTIVITY GAME - MATHS GRID:** A grid for mathematical activities, including a section for numbers 1-10.

 To the right of the worksheets is a close-up view of the printer's control panel, showing the buttons and the small LCD screen.


\*T&C apply. Visit our website to know more.

Figure 2: Dimensions of the HP Laser MFP 138fnw printer, highlighting its compact design.

## 2. SETUP GUIDE

## 2.1 Unpacking the Printer

Carefully remove the printer from its packaging. Ensure all packing materials, tapes, and protective films are removed from the exterior and interior of the device.

## 2.2 What's in the Box

- HP Laser MFP 138fnw Printer
- Preinstalled introductory HP LaserJet Black print cartridge (~1.5K pages)
- Setup Guide
- Reference Guide
- Regulatory Statements Flyer
- Power cord
- USB cable
- Telecom cable (for 4-in-1 models only)

## 2.3 Connecting the Printer

1. **Power Connection:** Connect the power cord to the printer and then to a grounded electrical outlet.
2. **USB Connection:** For direct connection, plug the USB cable into the printer's USB port and then into your computer.
3. **Ethernet Connection:** For network printing, connect an Ethernet cable from the printer to your network router or switch.
4. **Wireless Setup:** Follow the on-screen instructions on the printer's 2-line LCD panel to connect to your Wi-Fi network. Alternatively, use the HP Smart App for guided wireless setup.
5. **Fax Connection:** Connect the telecom cable to the printer's LINE port and to your telephone wall jack.

## 2.4 Software Installation

Install the necessary drivers and software from the HP website or the included installation media. The HP Smart App is recommended for mobile device integration and enhanced features.

# 3. OPERATING INSTRUCTIONS

---

## 3.1 Loading Paper

The printer supports various media sizes including A4, A5, B5, C5, and JIS B5 envelopes. The input tray has a capacity of up to 150 sheets, and the output tray holds up to 100 sheets.

1. Open the input tray and adjust the paper guides to fit the paper size.
2. Load the paper stack into the input tray.
3. Adjust the paper guides to lightly touch the edges of the paper stack.

# Get a learning worksheet set, worth ₹899, free\* with your HP printer

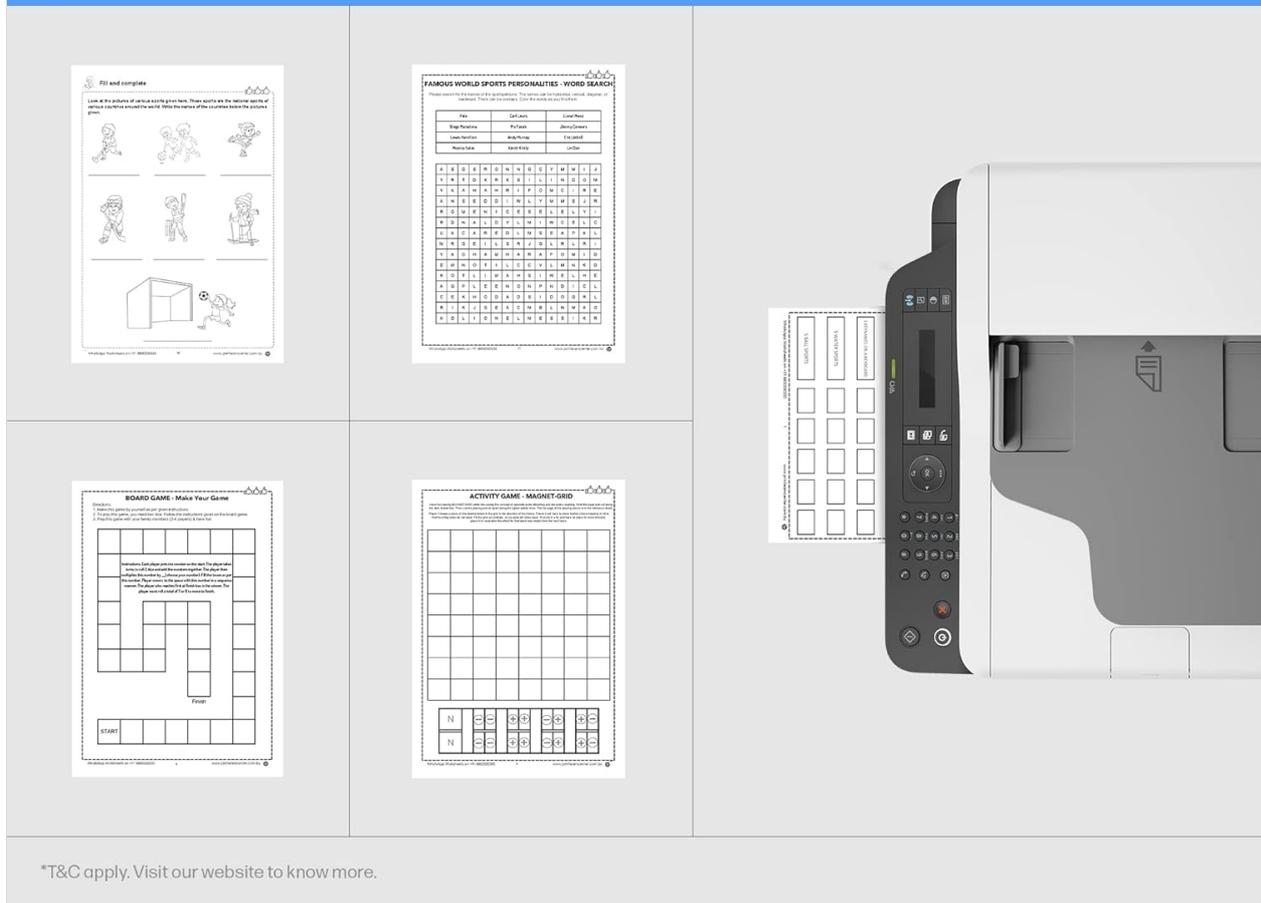


Figure 3: Paper loaded in the input and output trays of the printer.

## 3.2 Printing Documents

You can print from a computer via USB, Ethernet, or Wi-Fi, or directly from a mobile device using the HP Smart App.

- **From Computer:** Select the HP Laser MFP 138fnw from your printer list in any application, adjust print settings as needed, and click print.
- **From Mobile Device:** Use the HP Smart App to select documents or photos from your device and send them to the printer.

## 3.3 Copying Documents

The printer features a flatbed scanner and a 40-sheet Automatic Document Feeder (ADF) for copying.

- **Using ADF:** Place multiple pages face-up into the ADF. Select 'Copy' from the control panel, adjust settings (e.g., number of copies, darkness), and press the Start button.
- **Using Flatbed:** Place a single document face-down on the scanner glass. Select 'Copy' from the control panel, adjust settings, and press the Start button.

## 3.4 Scanning Documents

Documents can be scanned to your computer or mobile device.

- **Using ADF:** Load documents into the ADF. Initiate scan from your computer's scanning software or the HP Smart App.
- **Using Flatbed:** Place the document on the scanner glass. Initiate scan from your computer's scanning software or the HP Smart App.



Figure 4: Key features of the HP Laser MFP 138fnw, including remote printing and scanning via the HP Smart App.

### 3.5 Faxing Documents

The printer includes fax functionality for sending and receiving documents.

1. Load the document into the ADF or place it on the flatbed scanner.
2. Enter the recipient's fax number using the control panel.
3. Press the Fax Start button.

Your browser does not support the video tag.

Video 1: A technical demonstration of the HP Laser MFP 138fnw, showcasing its fast printing, scanning, copying, and faxing capabilities using the 40-page ADF, and its compact design. It also highlights easy pairing with smart devices via the HP Smart App for printing and scanning from smartphones.

## 4. MAINTENANCE

### 4.1 Replacing the Toner Cartridge

The HP Laser MFP 138fnw uses HP 110A Black Original Laser Toner Cartridges. Replace the cartridge when print quality degrades or the printer indicates low toner.

1. Open the toner access door.
2. Remove the old toner cartridge.
3. Unpack the new cartridge and gently shake it to distribute the toner.
4. Insert the new cartridge into the printer until it clicks into place.
5. Close the toner access door.

### 4.2 Cleaning the Printer

Regular cleaning helps maintain print quality and extends the printer's lifespan.

- **Exterior:** Wipe the exterior with a soft, lint-free cloth.

- **Scanner Glass:** Clean the scanner glass with a soft cloth dampened with glass cleaner.
- **ADF Rollers:** Refer to the detailed cleaning instructions in the full reference guide for cleaning ADF rollers to prevent paper jams.

## 5. TROUBLESHOOTING

### 5.1 Common Issues and Solutions

- **Printer Not Responding:** Check power connections, USB/Ethernet cables, and Wi-Fi connection. Restart the printer and computer.
- **Paper Jams:** Follow the printer's on-screen or manual instructions to clear jammed paper from all access points. Ensure paper is loaded correctly.
- **Poor Print Quality:** Check toner levels and replace if low. Ensure correct paper type is selected in print settings. Clean the print path if necessary.
- **Connectivity Problems:** For Wi-Fi, ensure the printer is within range of the router. For Ethernet, check cable connections. For USB, try a different port or cable.

Your browser does not support the video tag.

Video 2: A brief overview of the HP Laser MFP 138fnw, highlighting seamless connectivity, quality prints with HP 110A toner, 1-year warranty and support, and fast printing speeds up to 21 ppm with a 40-sheet automatic document feeder.

## 6. TECHNICAL SPECIFICATIONS

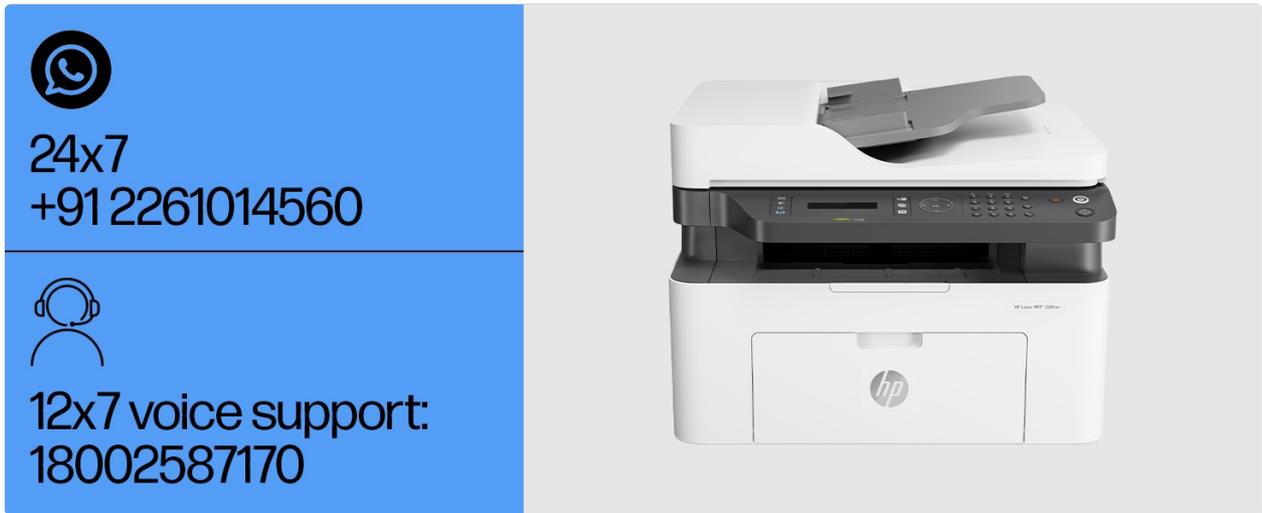
Feature	Detail
Product Dimensions	19D x 17.6W x 16.6H Centimeters
Functions	Print, Copy, Scan, Fax
Printing Technology	Laser
Printer Output	Monochrome
Max Print Speed (Monochrome)	21 ppm
Max Print Resolution	600 x 600 dpi
Automatic Document Feeder (ADF)	40-sheet capacity
Input Tray Capacity	150 sheets
Output Tray Capacity	100 sheets
Connectivity	Wi-Fi, Ethernet, Hi-Speed USB 2.0
Supported Media Sizes	A4, A5, A5 (LEF), B5 (JIS), Oficio, DL, C5 envelopes
Compatible Operating Systems	Windows 7/8/8.1/10, macOS v10.14/ v10.13/ v10.12, OS X v10.11
Duty Cycle (Monthly)	Up to 10,000 pages
Control Panel	2-line LCD, 4 LED indicator lights, 30 buttons
Power Consumption	300 Watts

## 7. WARRANTY AND SUPPORT

The HP Laser MFP 138fnw comes with a 1-year limited hardware warranty, providing peace of mind for your investment.

### 7.1 Support Options

- **Voice Support:** Available 12x7 for immediate assistance.
- **Chat Support:** Available 24x7 for quick queries and troubleshooting.
- **Online Resources:** Visit the official HP support website for drivers, manuals, and troubleshooting guides.



The image shows a blue banner with contact information on the left and a photograph of the HP Laser MFP 138fnw printer on the right. The banner is divided into two sections. The top section features a WhatsApp icon, the text '24x7', and the phone number '+91 2261014560'. The bottom section features a headset icon, the text '12x7 voice support:', and the phone number '18002587170'. The printer is a white and black multifunction device with a control panel on top and a paper tray on the front.

Figure 5: HP support contact information for the printer.