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HP HP Laser 103a

HP Laser 103a Monochrome Printer User Manual

Model: HP Laser 103a

INTRODUCTION

This manual provides essential instructions for setting up, operating, and maintaining your HP Laser 103a Single-Function Monochrome Laser Printer. Please read this manual thoroughly before using the printer to ensure proper functionality and to prevent damage.



Image: Front view of the HP Laser 103a Monochrome Printer, showing its compact design and paper output tray.

SAFETY INFORMATION

- Ensure the printer is placed on a stable, level surface.
- Do not block ventilation openings.
- Use only the power cord supplied with the printer.
- Keep the printer away from water or excessive moisture.
- Unplug the printer from the power outlet before cleaning or servicing.
- Do not attempt to service the printer yourself. Refer all servicing to qualified service personnel.

PACKAGE CONTENTS

Verify that all items are included in the package:

- HP Laser 103a Printer
- Power Cord (CBF POWER CORD)
- USB Cable (USD CABLE)
- Setup Guide / Manual (MANUAL -STALL & INFORMATION)
- HP 112A Black Original Laser Toner Cartridge (pre-installed or included)

PRODUCT OVERVIEW

Familiarize yourself with the main components of your HP Laser 103a printer.



Image: Diagram showing key components of the HP Laser 103a printer, including the Toner LED Indicator, Power Button, 100-sheet Output Bin, and 150-sheet Input Tray.

- **Power Button:** Turns the printer on or off.
- **Toner LED Indicator:** Provides status updates regarding the toner cartridge.
- **150-sheet Input Tray:** Holds paper for printing.

- **100-sheet Output Bin:** Collects printed documents.
- **USB 2.0 Port:** Connects the printer to your computer.
- **LED Control Panel:** Displays printer status and alerts.

SETUP

1. Unpacking

1. Remove the printer from its packaging.
2. Remove all protective tapes and packing materials from the printer.
3. Place the printer on a flat, stable surface.

2. Connecting Power

1. Connect the power cord to the printer's power port.
2. Plug the other end of the power cord into a grounded electrical outlet.
3. Press the Power Button to turn on the printer.

3. Connecting to Computer (USB)

1. Connect one end of the supplied USB cable to the USB port on the printer.
2. Connect the other end of the USB cable to an available USB port on your computer.

4. Driver Installation

For optimal performance, install the latest printer drivers.

- **Windows 10:** Drivers may install automatically upon connecting the printer.
- **Windows 7 / macOS:** Download the latest drivers from the official HP support website. Search for "HP Laser 103a drivers" to find the correct download page. Follow the on-screen instructions for installation.

5. Loading Paper

1. Open the input tray.
2. Adjust the paper guides to the width of your paper.
3. Load up to 150 sheets of paper into the input tray. Ensure the paper is flat and not bent.
4. Close the input tray.

OPERATING INSTRUCTIONS

Printing a Document

1. Ensure the printer is powered on and connected to your computer.
2. Open the document you wish to print on your computer.
3. Select "Print" from the application's menu (e.g., File > Print).
4. Choose "HP Laser 103a" from the list of available printers.
5. Adjust print settings (e.g., number of copies, paper size) as needed.
6. Click "Print". The printer will begin printing.

LED Control Panel Indicators

The LED control panel provides visual cues about the printer's status. Refer to the printer's detailed user guide for a

complete list of indicator meanings.

- **Solid Green:** Printer is ready.
- **Flashing Green:** Printer is processing data or printing.
- **Solid Amber:** Error or warning (e.g., low toner, paper jam).
- **Flashing Amber:** Critical error requiring attention.

MAINTENANCE

Replacing the Toner Cartridge

When the toner LED indicator signals low toner or print quality degrades, it's time to replace the toner cartridge.

1. Ensure the printer is powered on.
2. Open the toner cartridge access door.
3. Carefully remove the old toner cartridge.
4. Unpack the new HP 112A Black Original Laser Toner Cartridge. Gently shake it to distribute the toner.
5. Insert the new cartridge into the printer until it clicks into place.
6. Close the toner cartridge access door.

Cleaning the Printer

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

- **Exterior:** Wipe the exterior of the printer with a soft, lint-free cloth dampened with water. Do not use abrasive cleaners.
- **Interior:** Consult the HP support website for specific instructions on cleaning internal components, if necessary. Avoid touching the transfer roller or other sensitive parts.

TROUBLESHOOTING

This section addresses common issues you might encounter.

Problem	Possible Cause	Solution
Printer not turning on	Power cord not connected, power outlet issue.	Ensure power cord is securely connected to both printer and outlet. Test outlet with another device.
Printer not printing	Printer offline, paper jam, low toner, incorrect drivers.	Check printer status on computer. Clear any paper jams. Replace toner if low. Reinstall drivers if necessary.
Poor print quality	Low toner, dirty printer components, incorrect paper type.	Replace toner cartridge. Clean the printer. Use recommended paper types.
Drivers not installing on macOS	Specific driver compatibility issue.	As a workaround, try installing Samsung ML2160 printer drivers and selecting them when adding the printer.

SPECIFICATIONS

Key technical specifications for the HP Laser 103a printer.

Feature	Detail
Model Name	HP Laser 103a Printer
Printer Type	Single-Function Monochrome Laser
Connectivity	Hi-Speed USB 2.0
Print Speed (Black)	Up to 20 ppm (pages per minute)
Print Resolution (Black)	Up to 1200 x 1200 dpi
Input Tray Capacity	150 sheets
Output Bin Capacity	100 sheets
Media Sizes Supported	A4, A5, A6, B5, C5, C6, DL
Compatible Cartridge	HP 112A Black Original Laser Toner Cartridge
Dimensions (W x D x H)	33.1 cm x 21.5 cm x 17.8 cm (approximate)
Weight	5.1 kg
Power Source	Corded Electric
Special Features	HP Auto On/Off Technology, LED control panel



Image: The HP Laser 103a printer with indicated dimensions: 13.03" W, 8.46" D, 7.01" H.

WARRANTY AND SUPPORT

Your HP Laser 103a printer comes with a **1 Year Brand Warranty**. For technical assistance, warranty claims, or further support, please contact HP customer service.

Buyers Laboratory Reliability Award



Most Reliable Business Printer & MFP Brand

Image: Information regarding the one-year brand warranty and contact numbers for support.

You can also visit the official [HP Store](#) for additional product information and resources.

