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> [HP Color LaserJet Pro MFP 4303dw Printer Instruction Manual](#)

HP 4303DW

HP Color LaserJet Pro MFP 4303dw Printer Instruction Manual

Model: 4303DW

INTRODUCTION

The HP Color LaserJet Pro MFP 4303dw is a versatile multifunction printer designed for efficient office use. It offers fast printing, copying, and scanning capabilities, along with easy management tools. This manual provides detailed instructions for setting up, operating, maintaining, and troubleshooting your printer to ensure optimal performance.

Key features include:

- Functions: Print, copy, scan
- Automatic duplex printing
- Mobile printing capability: HP Smart App, Apple AirPrint, Mopria Certified, Wi-Fi Direct Printing
- Network capabilities: Wired and Wireless



Figure 1: Front view of the HP Color LaserJet Pro MFP 4303dw Printer. This image shows the main body of the printer with its blue and white design, and the touchscreen control panel on the top right.

SETUP

1. Unpacking the Printer

1. Carefully remove the printer from its packaging.
2. Remove all packing materials, tapes, and protective films from the exterior and interior of the printer. Refer to the quick setup guide included in the box for specific locations of packing materials.
3. Place the printer on a stable, flat surface with adequate ventilation.

2. Connecting Power

1. Connect the power cord to the printer's power port located at the rear.
2. Plug the other end of the power cord into a grounded electrical outlet.
3. Press the power button to turn on the printer. The power button is typically located near the control panel.



Figure 2: Rear view of the printer. This image highlights the power input, USB ports, and Ethernet port for connectivity.

3. Installing Toner Cartridges

The printer comes with toner cartridges included. Follow these steps to install them:

1. Open the front access door of the printer.
2. Remove the new toner cartridges from their packaging.
3. Gently shake each cartridge to distribute the toner evenly.
4. Insert each cartridge into its corresponding slot until it clicks into place. Ensure the colors match the labels.
5. Close the front access door.

4. Loading Paper

1. Pull out the paper tray (Tray 2, typically the main tray).
2. Adjust the paper guides to the size of the paper you are loading.
3. Load a stack of paper into the tray, ensuring it is flat and not exceeding the maximum fill line.
4. Push the paper tray back into the printer until it locks.

5. If prompted on the control panel, confirm the paper size and type.

5. Network Connection and Software Installation

The HP Color LaserJet Pro MFP 4303dw supports both wired (Ethernet) and wireless (Wi-Fi) network connections.

Wireless Setup (Wi-Fi)

1. On the printer's control panel, navigate to the **Setup** or **Network** menu.
2. Select **Wireless Setup Wizard**.
3. Choose your Wi-Fi network from the list and enter the network password (WPA key) if prompted.
4. Confirm the connection.

Wired Setup (Ethernet)

1. Connect an Ethernet cable from your router or network switch to the Ethernet port on the back of the printer.
2. The printer will automatically attempt to obtain an IP address.

Software Installation (HP Smart App)

For full functionality and easy management, download and install the HP Smart App on your computer or mobile device.

- Visit hpsmart.com or your device's app store (Apple App Store, Google Play Store).
- Download and install the HP Smart App.
- Follow the on-screen instructions in the app to add your printer and complete the setup.

OPERATING INSTRUCTIONS

The HP Color LaserJet Pro MFP 4303dw features an intuitive touchscreen control panel for easy operation.



Figure 3: Close-up of the printer's touchscreen control panel. This image shows the various icons for Scan, Print, Copy, and Jobs.

1. Printing Documents

From a Computer:

1. Open the document you wish to print.
2. Select **Print** from the application's menu (e.g., File > Print).
3. Choose the HP Color LaserJet Pro MFP 4303dw from the list of available printers.
4. Adjust print settings as needed (e.g., number of copies, color/grayscale, paper size, duplex printing).
5. Click **Print**.

Mobile Printing:

Use the HP Smart App, Apple AirPrint, or Mopria Certified services to print directly from your smartphone or tablet.

- Ensure your mobile device is connected to the same network as the printer.
- Open the document or photo in your mobile app.
- Select the **Print** option (often represented by a share icon or three dots).
- Choose your printer and adjust settings, then print.

2. Copying Documents

1. Place the original document face-down on the scanner glass or face-up in the Automatic Document Feeder (ADF).
2. On the printer's control panel, touch the **Copy** icon.
3. Adjust copy settings such as number of copies, color/black & white, lighten/darken, or ID copy.
4. Touch **Start Copy**.



Figure 4: Top view of the printer, illustrating the Automatic Document Feeder (ADF) for multi-page scanning and copying.

3. Scanning Documents

You can scan documents to a computer, network folder, or email.

1. Place the original document on the scanner glass or in the ADF.
2. On the printer's control panel, touch the **Scan** icon.
3. Select your desired scan destination (e.g., Scan to Computer, Scan to Network Folder, Scan to Email).
4. Adjust scan settings such as resolution, file type, and color mode.
5. Touch **Start Scan**.

MAINTENANCE

Regular maintenance ensures the longevity and optimal performance of your HP Color LaserJet Pro MFP 4303dw printer.

1. Replacing Toner Cartridges

When a toner cartridge is low or empty, the printer's control panel will display a message. Replace cartridges as follows:

1. Open the front access door.
2. Grasp the handle of the empty cartridge and pull it straight out.
3. Unpack the new HP toner cartridge.
4. Gently shake the new cartridge to distribute the toner.
5. Insert the new cartridge into the correct slot until it clicks into place.
6. Close the front access door.
7. Recycle the used toner cartridge according to local regulations.

2. Cleaning the Printer

Exterior Cleaning:

- Turn off the printer and unplug the power cord.
- Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners or solvents.

Scanner Glass Cleaning:

- Open the scanner lid.
- Wipe the glass surface with a soft, lint-free cloth lightly dampened with glass cleaner (non-abrasive).
- Wipe dry with a clean, dry cloth.

3. Firmware Updates

HP periodically releases firmware updates to improve printer performance, add features, and fix bugs. It is recommended to keep your printer's firmware up to date.

- You can check for and install updates via the HP Smart App or directly from the printer's control panel (look for a "Web Services" or "Printer Updates" option in the Setup menu).
- Ensure the printer is connected to the internet during the update process.

TROUBLESHOOTING

This section addresses common issues you might encounter with your HP Color LaserJet Pro MFP 4303dw printer.

1. Printer Not Responding / Offline

- **Check Power:** Ensure the printer is powered on and the power cord is securely connected.
- **Check Network Connection:**
 - For Wi-Fi: Verify the printer is connected to the correct network and the Wi-Fi signal is strong. Restart your router if necessary.
 - For Ethernet: Ensure the Ethernet cable is securely connected to both the printer and the router/switch.
- **Restart Devices:** Turn off the printer, computer, and router. Wait 30 seconds, then turn them back on in the following order: router, printer, computer.
- **Printer Driver:** Ensure the correct and latest printer drivers are installed on your computer. Reinstall the HP Smart App if issues persist.

2. Paper Jams

- **Locate Jam:** The control panel will usually indicate the location of the paper jam.
- **Clear Path:** Open all accessible covers (front door, rear door, paper trays) and carefully remove any jammed paper.

Pull paper in the direction of the paper path to avoid tearing.

- **Check Trays:** Ensure paper is loaded correctly and not overloaded in the trays.
- **Restart:** Close all covers. The printer should attempt to clear the jam and resume printing.

3. Print Quality Issues

- **Low Toner:** Check toner levels on the control panel or via the HP Smart App. Replace low cartridges.
- **Toner Cartridge Issues:** Remove and reinsert toner cartridges to ensure they are seated correctly.
- **Paper Type:** Ensure you are using appropriate paper for your print job.
- **Cleaning:** Perform a cleaning cycle from the printer's maintenance menu if streaks or smudges appear.

4. Error Codes

If an error code appears on the control panel, note the code and refer to the HP support website or the HP Smart App for specific troubleshooting steps related to that code. Many common issues like paper jams or open doors will display specific error messages.

SPECIFICATIONS

Below are the technical specifications for the HP Color LaserJet Pro MFP 4303dw Printer:

Feature	Specification
Product Dimensions	17"D x 25"W x 16"H
Functions	Print, Copy, Scan
Printing Technology	Laser
Printer Output	Color
Max Print Speed (Color)	35 ppm
Max Print Speed (Monochrome)	35 ppm
Maximum Color Print Resolution	600 dpi
Maximum Black and White Print Resolution	600 x 600 dpi
Duplex Printing	Automatic
Connectivity Technology	Wi-Fi, USB, Ethernet
Mobile Printing Capability	HP Smart App, Apple AirPrint, Mopria Certified, Wi-Fi Direct Printing
Scanner Type	Flatbed
Max Input Sheet Capacity	50 (ADF)
Item Weight	44 pounds
UPC	196068496487
Model Number	4303DW

WARRANTY AND SUPPORT

Warranty Information

HP products typically come with a standard limited warranty. The exact terms and duration of the warranty for your HP Color LaserJet Pro MFP 4303dw printer may vary by region and purchase date. Please refer to the warranty card included with your product or visit the official HP support website for detailed warranty information specific to your region.

Customer Support

For technical assistance, troubleshooting, or to inquire about service, please contact HP Customer Support:

- **Online Support:** Visit the official HP Support website at support.hp.com. Here you can find drivers, software, troubleshooting guides, and contact options.
- **HP Smart App:** The HP Smart App also provides access to support resources and troubleshooting tools directly from your device.
- **Phone Support:** Refer to the HP support website for regional phone numbers and operating hours.

When contacting support, please have your printer's model number (4303DW) and serial number ready. The serial number is usually located on a label on the back or bottom of the printer.

