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## HP 499Q3F#BGJ

# HP Color LaserJet Pro MFP 3301sdw User Manual

Model: 499Q3F#BGJ

## INTRODUCTION

The HP Color LaserJet Pro MFP 3301sdw is a versatile all-in-one color laser printer designed for office environments. It offers printing, scanning, and copying functionalities with vibrant laser-quality color and high productivity. This manual provides essential information for setting up, operating, and maintaining your printer, ensuring optimal performance and security.

## WHAT'S IN THE BOX

Upon unboxing your HP Color LaserJet Pro MFP 3301sdw, verify that all components are present:

- HP Color LaserJet Pro MFP 3301sdw printer
- Power cord
- Toner cartridges (starter set)
- User Guide
- Flyers



Image: The printer, power cord, and starter toner cartridges as found in the box.

## SETUP

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Follow these steps to set up your HP Color LaserJet Pro MFP 3301sdw printer:

1. **Unpack the Printer:** Remove all packaging materials, tapes, and protective films from the printer.



Image: Front view of the HP Color LaserJet Pro MFP 3301sdw, showing its compact design.

2. **Connect Power:** Connect the power cord to the printer and then to a grounded electrical outlet. Press the power button to turn on the printer.



## Starter TerraJet Toner Cartridges designed to reduce plastic and energy use



Image: Rear view of the printer, highlighting the Ethernet and USB ports for connectivity.

3. **Install Toner Cartridges:** Open the toner access door and insert the provided HP 218A starter TerraJet toner cartridges (Black, Cyan, Magenta, Yellow) into their respective slots until they click into place. Close the door.
4. **Load Paper:** Pull out the input tray located at the bottom front of the printer. Adjust the paper guides to fit your paper size (up to 8.5 x 14 inch) and load up to 250 sheets of plain paper. Push the tray back in.
5. **Initial Setup on Touchscreen:** The 4.3-inch color touchscreen will guide you through the initial setup process. Follow the on-screen prompts to select your language, country/region, and date/time settings.



Image: Detailed view of the printer's 4.3-inch color touchscreen control panel.

## 6. Connect to Network:

- **Wireless Connection:** On the touchscreen, navigate to the network settings and select your Wi-Fi network. Enter the password if prompted. The printer supports dual-band Wi-Fi with self-reset.
- **Ethernet Connection:** Connect an Ethernet cable from your router or network switch to the Ethernet port on the back of the printer.

7. **Install HP Smart App:** For full functionality, including remote printing and scanning, download and install the HP Smart app on your smartphone or computer. The app will assist with driver installation and advanced features.



Image: Key features of the printer, including the touchscreen, auto document feeder, and HP Smart app integration.

## OPERATING THE PRINTER

The HP Color LaserJet Pro MFP 3301sdw offers multiple functions accessible via the touchscreen or the HP Smart app.

### Printing

- **From Computer:** Ensure the printer drivers are installed. Select 'Print' from your application, choose the HP 3301sdw, and adjust settings as needed. The printer supports auto 2-sided printing.
- **From Mobile Device:** Use the HP Smart app to print documents or photos directly from your smartphone or tablet.
- **Print Speed:** Up to 26 pages per minute (ppm) for both black and color documents.

### Scanning

- **Using Flatbed Scanner:** Lift the scanner lid and place your document or photo face down on the glass. Close the lid.

- **Using Automatic Document Feeder (ADF):** For multiple pages, load them into the ADF tray. The ADF has a 50-sheet capacity.



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



Image: Top view of the printer with the scanner lid open, revealing the flatbed scanning surface.

Initiate the scan from the printer's touchscreen or through the HP Smart app on your device. You can choose to save the scan to a computer, email, or cloud service.

## Copying

Place your document on the scanner glass or in the ADF. On the touchscreen, select 'Copy', choose the number of copies, and adjust settings like color/black & white, and two-sided copying. Press 'Start' to begin copying.

## Faxing

The printer supports fax functionality. Configure fax settings via the touchscreen or HP Smart app. You can send faxes directly from the printer or from your connected device.

## MAINTENANCE

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Regular maintenance ensures the longevity and optimal performance of your printer.

### Replacing Toner Cartridges

When toner levels are low, the printer will alert you. Use only Original HP 218A standard or 218X high yield LaserJet toner cartridges. Refer to the HP Smart app or the printer's display for instructions on replacing cartridges.

### Paper Refills

Ensure the paper input tray is adequately stocked with the correct paper type and size for your printing needs. Always fan the paper before loading to prevent jams.

## Cleaning

Periodically clean the exterior of the printer with a soft, lint-free cloth. For the scanner glass, use a glass cleaner applied to a cloth (not directly to the glass) to remove smudges and dust.

## TROUBLESHOOTING

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If you encounter issues with your printer, consider the following common solutions:

- **No Power:** Ensure the power cord is securely connected to both the printer and a working electrical outlet.
- **Connectivity Issues:** Verify your Wi-Fi or Ethernet connection. Restart your router and the printer. For Wi-Fi, ensure the printer is within range of your network.
- **Paper Jams:** Follow the on-screen instructions or consult the HP support website for clearing paper jams from various access points.
- **Print Quality Problems:** Check toner levels. Perform a print quality diagnostic from the printer's menu or HP Smart app. Clean the printhead if necessary.
- **Firmware Updates:** Ensure your printer's firmware is up to date. This can resolve many operational issues and enhance security. Updates can typically be performed via the HP Smart app or the printer's web interface.
- **Non-HP Cartridges:** This printer is designed to work only with cartridges containing HP chips or circuitry. Using non-HP chips or circuitry may result in blocked cartridges or reduced functionality.

For more detailed troubleshooting or persistent issues, visit the official HP support website or contact HP customer service.

## SPECIFICATIONS

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Feature	Detail
Product Dimensions (D x W x H)	16.46"D x 13.44"W x 16.5"H
Item Weight	37.7 pounds
Maximum Media Size	8.5 x 14 inch
Print Media	Paper (plain)
Scanner Type	Flatbed
Max Input Sheet Capacity	250 sheets
Compatible Devices	Smartphones
Maximum Color Print Resolution	600x600 Dots Per Inch
Maximum Black and White Print Resolution	600x600 Dots Per Inch
Dual-sided printing	Yes (Automatic)
Hardware Interface	Ethernet, USB
Ink Color	Color Laser Toner
Control Method	App, Touchscreen
Output Sheet Capacity	250 sheets
Total Ethernet Ports	1
Total USB Ports	2
Maximum Print Speed (Color)	30 ppm
Max Printspeed Monochrome	30 ppm

## WARRANTY AND SUPPORT

The HP Color LaserJet Pro MFP 3301sdw comes with a limited warranty. For specific terms and conditions, please refer to the warranty documentation included with your product or visit the official HP support website. For technical assistance, driver downloads, and additional support resources, please visit the HP Support website or contact HP customer service directly. Keep your product model number (499Q3F#BGJ) and serial number ready when seeking support.