

HP 3101sdw

HP LaserJet Pro MFP 3101sdw User Manual

Wireless Black and White All-in-One Laser Printer

[Introduction](#)

[Setup](#)

[Operation](#)

[Maintenance](#)

[Troubleshooting](#)

[Specifications](#)

[Warranty & Support](#)

1. INTRODUCTION

This manual provides essential information for setting up, operating, and maintaining your HP LaserJet Pro MFP 3101sdw Wireless Black and White All-in-One Laser Printer. This device is designed for small teams, offering high-speed printing, scanning, and copying capabilities with robust connectivity options.

HP LaserJet Pro MFP 3101sdw

Perfect for office



The HP LaserJet Pro MFP 3101sdw is designed for efficient office printing.

Key features include:

- **High-Speed Performance:** Print speeds up to 35 pages per minute (ppm) for black and white documents.
- **Multifunctionality:** Print, scan, and copy capabilities in one device.
- **Automatic Duplex Printing:** Save paper with automatic two-sided printing.
- **Advanced Connectivity:** Dual-band Wi-Fi, Ethernet, and USB options, with support for Apple AirPrint and Mopria.
- **Large Capacity:** Features a 250-sheet input tray and a 50-sheet automatic document feeder.

Your browser does not support the video tag.

This video provides a product overview of the HP LaserJet Pro MFP 3101sdw printer, showcasing its design and key features.

2. SETUP

Follow these steps to set up your HP LaserJet Pro MFP 3101sdw printer:

1. **Unpack the Printer:** Remove all packaging materials, tapes, and protective films from the printer. Ensure all components listed in the 'What's Included' section are present.
2. **Connect Power:** Plug the power cord into the printer and then into a grounded electrical outlet.
3. **Install Toner Cartridge:** Open the toner access door and insert the HP Black LaserJet Toner Introductory Cartridge. Close the door securely.
4. **Load Paper:** Extend the input tray, load plain paper, and adjust the paper guides to fit the paper size.
5. **Initial Power On:** Press the power button to turn on the printer. Follow the on-screen prompts on the 2.7-inch color touchscreen to select your language and region.
6. **Connect to a Network or Computer:**
 - **Wireless (Wi-Fi):** Follow the on-screen instructions to connect to your Wi-Fi network. The printer features self-healing dual-band Wi-Fi for reliable connection.
 - **Ethernet:** Connect an Ethernet cable from the printer's Ethernet port to your network router or switch.
 - **USB:** Connect a Hi-Speed USB 2.0 cable from the printer to your computer.
7. **Install Drivers and Software:** Download and install the latest drivers and the HP Smart app from the official HP website or your device's app store. The HP Smart app facilitates easy setup and mobile printing.

The printer package includes the printer, power cord, user guide, and an introductory toner cartridge. A USB cable is not included.

Connection options include dual-band Wi-Fi, Ethernet, and Hi-Speed USB 2.0. Mobile devices can connect via the HP app, Wi-Fi Direct, AirPrint, or Mopria.

3. OPERATION

The HP LaserJet Pro MFP 3101sdw offers versatile functions for your daily tasks.

3.1 Printing

This printer delivers fast, professional-quality black and white prints.

- **Print Speed:** Up to 35 pages per minute (ppm) for black and white documents.
- **Automatic Two-Sided Printing:** The printer supports automatic duplex printing, allowing you to print on both sides of the paper without manual intervention.
- **Mobile Printing:** Print directly from your smartphone or tablet using the HP Smart app, Apple AirPrint, or Mopria.

Benefit from fast, automatic two-sided printing to save time and paper.

Achieve exceptional black-and-white print quality for all your documents.

3.2 Scanning

The printer features both an Automatic Document Feeder (ADF) and a flatbed scanner.

- **Automatic Document Feeder (ADF):** Load multiple pages into the ADF for quick, unattended scanning of documents.
- **Flatbed Scanner:** Use the flatbed for scanning delicate items, books, or single pages.
- **Scan Destinations:** Scan documents directly to email, a USB drive, your computer, a network folder, or cloud services.

The Automatic Document Feeder allows for easy scanning of multiple pages.

3.3 Copying

The printer's copying function is integrated with its scanning and printing capabilities.

- **Copy Speed:** Up to 35 copies per minute (cpm) for black and white documents.
- **Maximum Copies:** You can make up to 999 copies in a single run.

Overview of the printer's print, copy, and scan functions.

3.4 Control Panel

The printer features a 2.7-inch color touchscreen for easy navigation and control of all functions.



Perfect for

Small to Mid-Sized Businesses

The intuitive 2.7-inch color touchscreen allows for easy control of printer functions.

4. MAINTENANCE

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

4.1 Toner Cartridge Replacement

When the toner level is low, the printer will notify you. Replace the toner cartridge with an authentic HP LaserJet toner cartridge. Note that the printer is designed to work with cartridges containing HP chips or circuitry and may block non-HP cartridges.



Self-healing dual-band Wi-Fi® detects and resolves connectivity issues.



Replace the toner cartridge when indicated by the printer.

4.2 Cleaning the Printer

Regularly clean the exterior of the printer with a soft, lint-free cloth. For internal cleaning, refer to the detailed instructions in the included User Guide.

4.3 Energy Saving Features

The printer is equipped with HP Auto-On/Auto-Off technology to help conserve energy by automatically turning the printer on when needed and off when not in use.

The HP Auto-On/Auto-Off feature helps reduce energy consumption.

5. TROUBLESHOOTING

If you encounter issues with your printer, consult the included User Guide for comprehensive troubleshooting steps. Below are common issues and general advice:

- **Connectivity Problems:** If the printer loses Wi-Fi connection, the self-healing dual-band Wi-Fi feature

attempts to resolve it. If issues persist, try restarting your router and the printer. Ensure the printer is within range of your Wi-Fi network.

- **Paper Jams:** Follow the on-screen instructions or refer to the User Guide for clearing paper jams from the input tray, output bin, or Automatic Document Feeder.
- **Print Quality Issues:** Check toner levels and ensure you are using genuine HP toner cartridges. Clean the print path if necessary.
- **Firmware Updates:** HP periodically releases firmware updates. It is generally recommended to keep your printer's firmware updated for optimal performance and security. Be aware that some updates may affect compatibility with non-HP toner cartridges.

Refer to the included User Guide for detailed setup and troubleshooting guidance.

6. SPECIFICATIONS

Here are the detailed specifications for the HP LaserJet Pro MFP 3101sdw printer:

A visual guide to the components of the HP LaserJet Pro MFP 3101sdw.

Feature	Description
Model Name	HP LaserJet Pro MFP 3101sdw Printer
Printer Type	Laser All-in-One
Functions	Print, Copy, Scan
Connectivity Technology	Apple AirPrint, Ethernet, Mopria, USB, Wireless (Wi-Fi)
Print Speed (Black)	Up to 35 ppm (letter/A4)
First Page Out (Black)	As fast as 7 seconds
Print Resolution (Black)	Up to 1200 x 1200 dpi
Duplex Printing	Automatic
Scanner Type	ADF, Flatbed
Max Copy Speed (Black)	35 cpm
Maximum Copies	Up to 999 copies
Input Tray Capacity	250 sheets
Automatic Document Feeder (ADF)	50 sheets
Output Bin Capacity	150 sheets
Display Type	LED, 2.7-inch color touchscreen
Product Dimensions (D x W x H)	15.7" x 16.5" x 12.3"
Item Weight	23.1 Pounds

Feature	Description
Power Consumption	436 Watts (printing)

Physical dimensions of the printer for placement and space planning.

Comparison of HP LaserJet Pro MFP models, highlighting features of the 3101sdw.

7. WARRANTY & SUPPORT

Your HP LaserJet Pro MFP 3101sdw printer comes with a **One-year limited warranty**. This warranty covers defects in materials and workmanship under normal use.

For warranty claims, technical assistance, or additional support, please visit the official HP support website or contact HP customer service. Ensure you have your printer's model number (3101sdw) and serial number ready when seeking support.