HP 3301cdw

HP Color LaserJet Pro MFP 3301cdw Wireless All-in-One Printer User Manual

Model: 3301cdw | Brand: HP

1. INTRODUCTION

This manual provides detailed instructions for setting up, operating, and maintaining your HP Color LaserJet Pro MFP 3301cdw Wireless All-in-One Printer. This device is designed for business work teams, offering high-speed, high-quality two-sided printing, scanning, copying, and faxing capabilities. It features dual-band Wi-Fi with auto-reconnect for seamless connectivity and proactive embedded security.

2. SAFETY INFORMATION

- Always connect the printer to a grounded power outlet.
- Do not block or cover the ventilation openings on the printer.
- Keep toner cartridges out of reach of children. If toner comes into contact with skin or clothing, wash immediately with cold water.
- Avoid touching internal components, especially when the printer has been recently used, as some parts may be hot.
- Use only the power cord supplied with the printer.

3. WHAT'S IN THE BOX

Verify that all components are present in the packaging:

- HP Color LaserJet Pro MFP 3301cdw Printer
- Power Cord
- Setup Toner Cartridges (Black, Cyan, Magenta, Yellow)
- User Guide (this document)

Image 3.1: Front view of the HP Color LaserJet Pro MFP 3301cdw printer, showing the control panel and paper input tray.

4. SETUP

4.1 Unpacking and Placement

1. Remove the printer from its packaging.

2. Remove all tape and packing materials from the exterior of the printer.

3. Place the printer on a stable, level surface with adequate ventilation.

4.2 Power Connection

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.

Image 4.1: Rear view of the printer, highlighting the power input and network connectivity ports.

4.3 Toner Cartridge Installation

1. Open the front access door to the toner cartridges.

2. Remove each toner cartridge from its packaging.

3. Gently shake each cartridge to distribute the toner.

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.

4.4 Paper Loading

1. Pull out the main input tray (Tray 2).

2. Adjust the paper guides to the correct paper size.

3. Load a stack of paper into the tray, ensuring it is flat and below the maximum fill line.

4. Push the tray back into the printer until it locks.

4.5 Software and Network Connection

1. On the printer's control panel, follow the on-screen prompts to complete the initial setup.

2. Select your preferred language and region.

3. To connect to a wireless network, select the Wi-Fi setup option from the control panel. Follow the instructions to select your network and enter the password.

4. For driver installation and additional features, download the HP Smart app from hp.com/go/hpsmart or install drivers from the HP support website.

5. OPERATING INSTRUCTIONS

5.1 Control Panel Overview

Image 5.1: The printer's touchscreen control panel, displaying options for Menu, Copy, Scan, and Print.

The touchscreen control panel provides access to all printer functions. Navigate through menus by swiping and tapping.

5.2 Printing

1. **From a Computer:** Open the document you wish to print. Select **File > Print**. Choose your HP Color LaserJet Pro MFP 3301cdw printer. Adjust settings as needed (e.g., number of copies, paper size, color/monochrome, duplex printing). Click **Print**.

2. **Duplex Printing:** This printer supports automatic two-sided printing. Ensure the duplex option is selected in your print driver settings.

3. **Mobile Printing:** Use the HP Smart app on your mobile device or enable Wi-Fi Direct printing if supported.

5.3 Copying

1. Place the original document face-down on the scanner glass or face-up in the Automatic Document Feeder

(ADF).

2. On the control panel, tap the **Copy** icon.

3. Select the number of copies and adjust settings such as color, size, or darkness.

4. Tap **Start Copy**.

Image 5.2: Top view of the printer, illustrating the Automatic Document Feeder (ADF) for multi-page scanning and copying.

5.4 Scanning

1. Place the original document on the scanner glass or in the ADF.

2. On the control panel, tap the **Scan** icon.

3. Choose your scan destination (e.g., computer, network folder, email).

4. Adjust scan settings (e.g., resolution, file type, color mode).

5. Tap **Start Scan**.

Image 5.3: Top view of the printer with the scanner lid open, revealing the flatbed scanner glass.

5.5 Faxing

1. Connect a phone line to the printer's FAX port (if not already connected during setup).

2. Place the document on the scanner glass or in the ADF.

3. On the control panel, tap the **Fax** icon.

4. Enter the recipient's fax number.

5. Adjust any necessary fax settings.

6. Tap **Send Fax**.

6. MAINTENANCE

6.1 Cleaning the Printer

- **Exterior:** Wipe the exterior surfaces with a soft, damp, lint-free cloth. Do not use abrasive cleaners.

- **Scanner Glass:** Use a soft cloth dampened with glass cleaner (non-abrasive) to clean the scanner glass. Ensure it is dry before closing the lid.
- **ADF Rollers:** Refer to the printer's internal menu for instructions on cleaning ADF rollers if paper feed issues occur.

6.2 Replacing Toner Cartridges

1. When a toner cartridge is low or empty, a message will appear on the control panel.
2. Open the front access door.
3. Remove the old cartridge by pulling it straight out.
4. Unpack the new HP toner cartridge and gently shake it.
5. Insert the new cartridge into the correct slot until it clicks.
6. Close the front access door.

6.3 Firmware Updates

Periodically check for firmware updates to ensure optimal performance and security. This can typically be done through the printer's control panel under the **Setup** or **Tools** menu, or via the HP Smart app/HP support website.

7. TROUBLESHOOTING

- **Printer Not Responding:** Ensure the printer is powered on and connected to the network. Check all cable connections. Restart the printer and your computer.
- **Paper Jams:** Follow the on-screen instructions on the printer's control panel to clear paper jams. Open all access doors and remove any jammed paper carefully.
- **Poor Print Quality:** Check toner levels. Perform a print quality diagnostic from the printer's control panel. Clean the print heads if necessary (refer to the printer's internal menu). Ensure you are using appropriate paper for your print job.
- **Connectivity Issues:** Verify your Wi-Fi network is active and the printer is connected. Restart your router and the printer. Ensure the printer's firmware is up to date.
- **Error Codes:** If an error code appears on the control panel, consult the HP support website or the HP Smart app for specific solutions related to that code.

8. SPECIFICATIONS

Feature	Specification
Printing Technology	Laser
Functions	Print, Copy, Scan, Fax
Print Speed (Black & Color)	Up to 26 ppm (pages per minute)
Print Resolution (Max)	600 x 600 dpi
Duplex Printing	Automatic
Scanner Type	Flatbed, ADF (Automatic Document Feeder)
Max Input Sheet Capacity	250 sheets

Feature	Specification
Maximum Media Size	8.5 x 14 inches
Connectivity	Wi-Fi, USB 2.0
Product Dimensions (W x D x H)	16.5 x 16.46 x 13.44 inches
Item Weight	37.7 pounds

9. WARRANTY AND SUPPORT

This HP Color LaserJet Pro MFP 3301cdw printer comes with a **90-day limited warranty**. For warranty claims or technical assistance, please visit the official HP support website or contact HP customer service. You can find additional resources, drivers, and troubleshooting guides online.

For further support, visit: support.hp.com