

hp LaserJet 4100 mfp



i n v e n t

start  
開始

**prepare for setup**

you will need the following addresses  
to set up the product:

- 1) IP address (network)
- 2) SMTP gateway (e-mail server)
- 3) LDAP gateway (directory services) – optional

**準備設定資訊**

您需要以下位址以設定本產品：

- 1) IP 位址（網路）
- 2) SMTP 閘道（電子郵件伺服器）
- 3) LDAP 閘道（目錄服務）－選購

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First Edition, November 2001

## Warranty

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## FCC regulations

The HP LaserJet 4100 MFP series has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy. If this equipment is not installed and used in accordance with the instructions, it may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

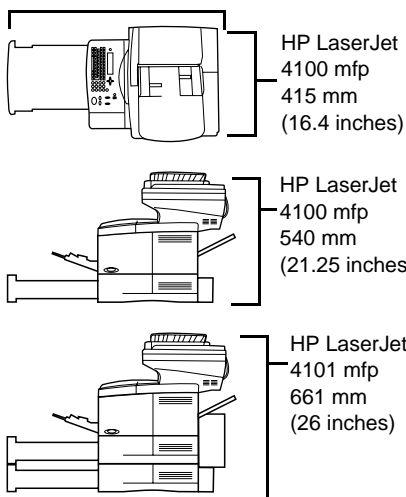
- Reorient or relocate the receiving antenna.
- Increase separation between equipment and receiver.
- Connect equipment to an outlet on a circuit different from that to which the receiver is located.
- Consult your dealer or an experienced radio/TV technician.

**Note: Any changes or modifications to the printer that are not expressly approved by HP could void the user's authority to operate this equipment. Use of a shielded interface cable is required to comply with the Class A limits of Part 15 of FCC rules.**

Refer to the online *Use* guide for other regulatory information regarding the HP LaserJet 4100 MFP series.

繁體中文：請參閱線上使用指南以獲得有關 HP LaserJet 4100 MFP series 的其他管制資訊。

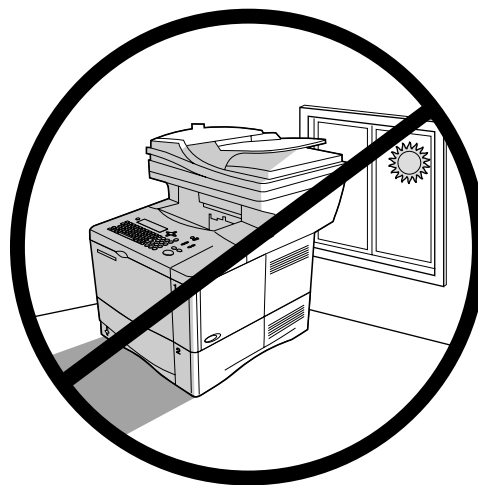
1

1040 mm  
(41 inches)HP LaserJet  
4100 mfp  
415 mm  
(16.4 inches)HP LaserJet  
4100 mfp  
540 mm  
(21.25 inches)HP LaserJet  
4101 mfp  
661 mm  
(26 inches)

**Prepare the location.** Place in a well-ventilated room on a sturdy, level surface. Allow space around the product. Ensure that the location has an adequate power supply (check the voltage rating on your product located under the top cover, and connect to the appropriate power supply, which will be either 110-127 or 220-240 line voltatge, 50/60 Hz).

**準備安裝位置。**請將本產品放置在室內通風情況良好的堅固平面上，並使其周圍有一定的空間。請確保該位置有充足的電源供應（查看產品頂蓋下方標示的額定電壓，將產品連接至適當的電源：110-127 或 220-240 的線路電壓，50/60 Hz）。

2



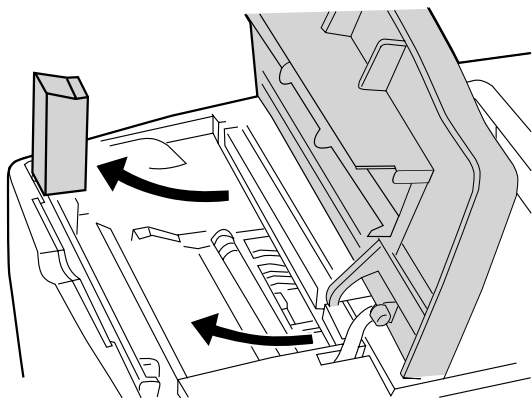
**Regulate the environment.** Do not place in direct sunlight or near chemicals. Make sure that the environment is free from abrupt temperature or humidity changes.

- Temperature: 50° to 91° F (10° to 32.5° C)
- Relative humidity: 20% to 80%

**環境規定。**請勿將本產品置於陽光直射或接近化學物品的地方，並確保環境的溫度或濕度不會突然改變。

- 溫度：50° 至 91°F (10° 至 32.5°C)
- 相對濕度：20% 至 80%

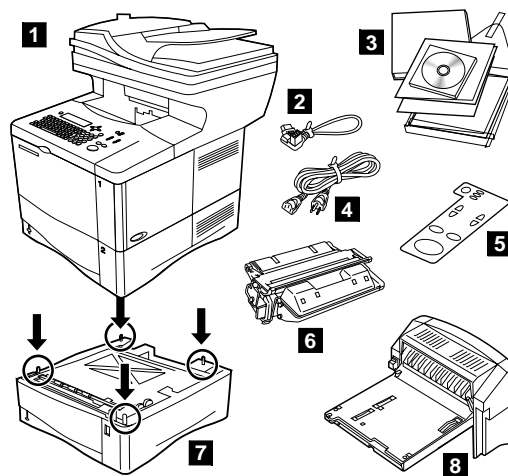
3



**Remove internal packaging.** 1) Remove the shipping bag and any tape from the product. 2) Remove the foam packing material from inside the toner cartridge cavity. 3) Remove the plastic film from the control panel display. 4) Remove all packaging materials and any spacers from the trays.

**去除內部包裝。**1) 去除本產品的包裝袋，並撕下所有膠帶。2) 取出碳粉匣槽內的泡沫包裝材料。3) 撕下控制面板顯示幕上的塑膠薄膜。4) 取出紙匣內的所有包裝材料與墊片。

4

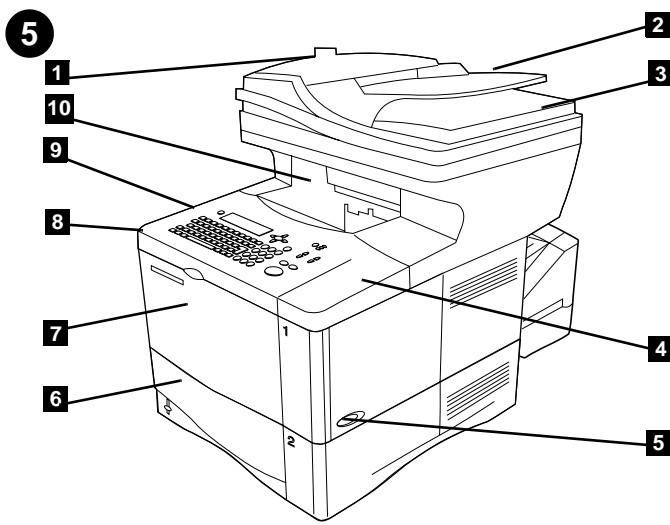


**Check package contents.** Make sure that all parts are included. 1) mfp 2) Jumper cord 3) Software and documentation 4) Power cord 5) Control panel overlay 6) Toner cartridge 7) Second 500-sheet paper tray\* 8) Duplexer\*

\*Included with the HP LaserJet 4101 mfp and available for the HP LaserJet 4100 mfp

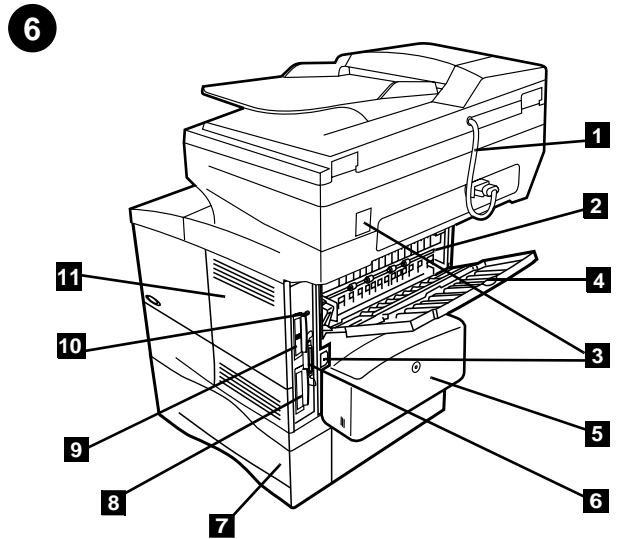
**檢查包裝箱中的物件。**請確定所有零件已配備齊全。1) mfp 2) 跳接線 3) 軟體與說明文件 4) 電源線 5) 控制面板覆蓋板 6) 碳粉匣 7) 第二個可容納 500 張紙的紙匣 \* 8) 雙面列印模組 \*

\* 隨附於 HP LaserJet 4101 mfp，並可用於 HP LaserJet 4100 mfp。



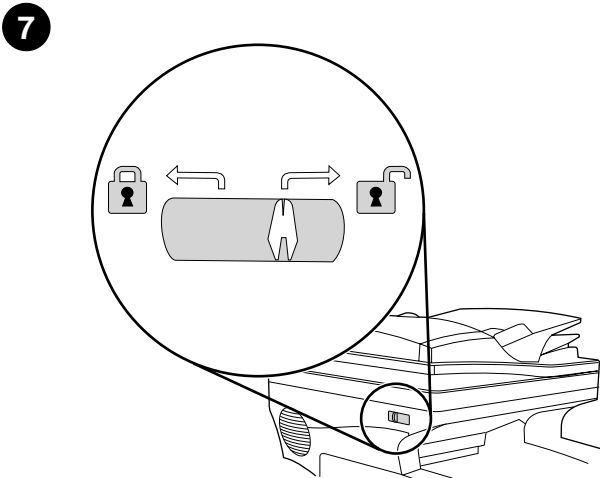
**Identify parts (front view).** 1) Automatic document feeder (ADF) cover 2) ADF 3) Flatbed cover 4) Top cover (access to serial and model numbers) 5) Power switch 6) Tray 2 7) Tray 1 8) Toner cartridge access (under top cover) 9) Control panel 10) Front output bin

**識別零件 (前視圖)。** 1) 自動送紙器 (ADF) 護蓋 2) ADF 3) 平台護蓋 4) 頂蓋 (可查看序號與型號) 5) 電源開關 6) 2 號紙匣 7) 1 號紙匣 8) 碳粉匣裝卸處 (位於頂蓋下方) 9) 控制面板 10) 前出紙槽



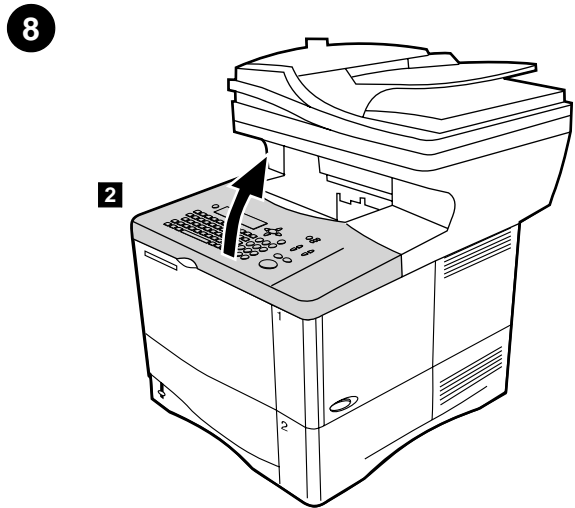
**Identify parts (back view).** 1) ADF connector cable 2) Fuser 3) Power/Jumper cable connectors 4) Rear output slot 5) Duplexer or dust cover 6) Parallel interface port 7) Tray 3 8) Hard disk 9) HP Jetdirect print server card 10) Fast InfraRed Connect (FIR port) 11) Memory access door

**識別零件 (後視圖)。** 1) ADF 連接器電纜 2) 熱凝器 3) 電源 / 跳接電纜連接器 4) 後出紙槽 5) 雙面列印模組或防塵罩 6) 並列介面埠 7) 3 號紙匣 8) 硬碟 9) HP Jetdirect 列印伺服器卡 10) Fast InfraRed 連接 (FIR 連接埠) 11) 記憶體裝卸擋門



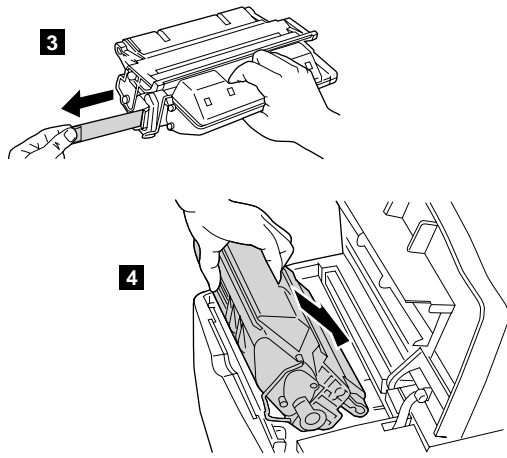
**Unlock the scanner head.** The scanner head is locked during shipping. Before using the product, unlock the scanner head on the left side of the product as you are facing it. (Note: When moving the mfp, lock the scanner head.)

**解除掃描頭鎖定。** 在裝運過程中，掃描頭處於鎖定狀態。在使用本產品之前，請解除鎖定本產品左側的掃描頭 (在您面向掃描頭時)。(註：在移動 mfp 時，請鎖定掃描頭。)



**Install the toner cartridge.** 1) Remove the toner cartridge from its packaging. 2) Lift the top cover.

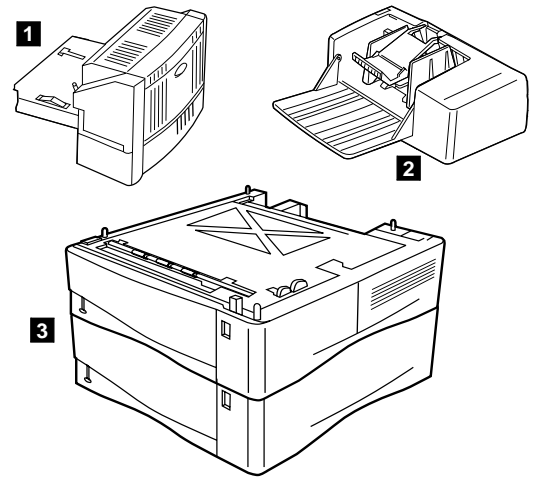
**安裝碳粉匣。** 1) 從其包裝中取出碳粉匣。 2) 提起頂蓋。



3) Pull the sealing tab tape from the end of the toner cartridge to remove the entire length of tape. Avoid touching any black toner on the tape. 4) Slide the cartridge into the product as far as it can go.

3) 從碳粉匣末端撕下密封膠帶，以去除整條膠帶。避免接觸膠帶上的任何黑色碳粉。4) 將碳粉匣滑入本產品直至其到位。

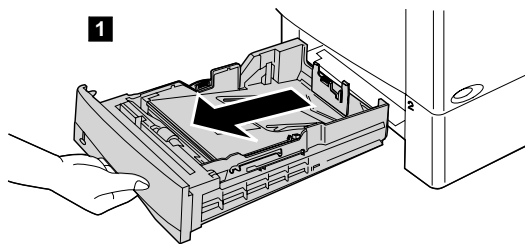
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**Install accessories.** Use the separate installation instructions to install any accessories that you have purchased with the product. 1) Duplexer for 2-sided output 2) Power envelope feeder 3) Stackable 500-sheet trays (maximum of two)

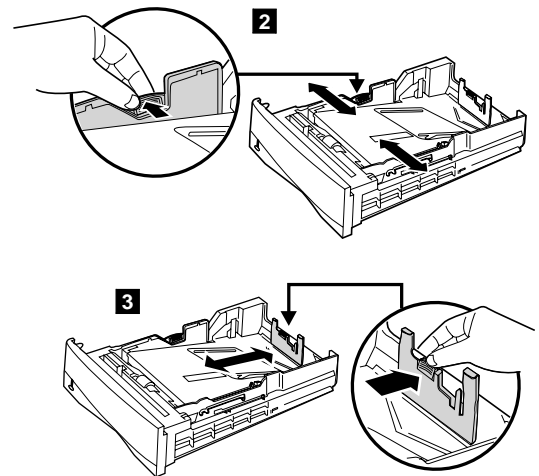
**安裝附件。**請使用個別的安裝指示，以安裝隨本產品一起購買的任何附件。1) 用於雙面輸出的雙面列印模組 2) 功能強大的信封送紙器 3) 可容納 500 張紙的可堆疊式紙匣（最多兩個）。

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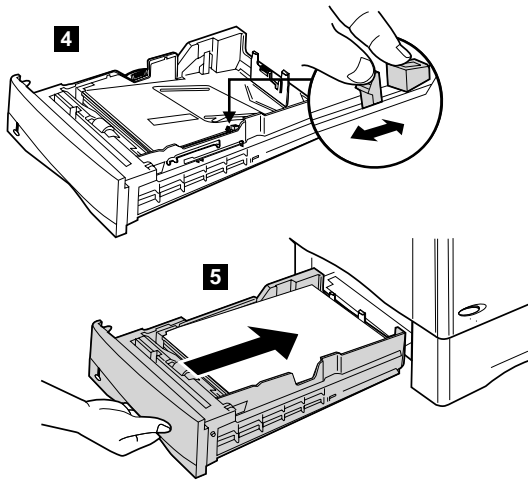
**Load paper Tray 2 and optional Trays 3 and 4.** 1) Pull the tray completely out of the product.

為 2 號及選購的 3 號與 4 號紙匣裝入紙張。1) 將紙匣從本產品中完全拉出。



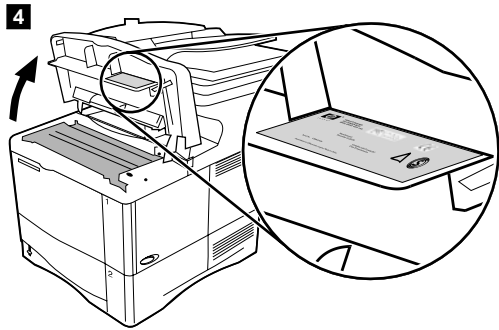
2) To adjust the width, squeeze the lever on the left guide and slide the guides into place to match the media width. 3) To adjust the length, squeeze the lever on the back media guide and slide it to the desired media size until it clicks into place.

2) 要調整寬度，請按壓左側導板上的手柄，然後將導板滑至與紙張寬度相符的位置。3) 要調整長度，請按壓後側紙張導板上的手柄，然後將導板滑至所需的紙張尺寸，直至其卡入定位。



4) Squeeze the blue tab on the right side of the tray and move it to the correct position based on the media size. 5) Slide the tray back into the product. (Repeat these steps for optional trays.)

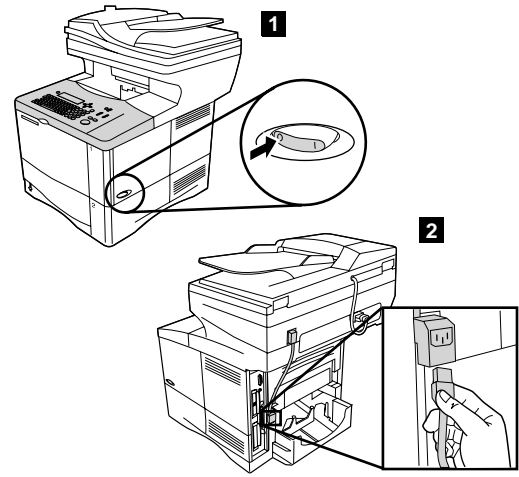
4) 按壓紙匣右側的藍色彈片，然後根據紙張尺寸將其移至正確的位置。  
5) 將紙匣滑回本產品中（為選購的紙匣重複這些步驟）。



4) Verify that the voltage supply you are using is within the range listed on the electrical rating label located under the top cover of the product.

4) 驗證您所使用的電壓供應符合電源電壓標籤所列的範圍（標籤位於本產品的頂蓋下方）。

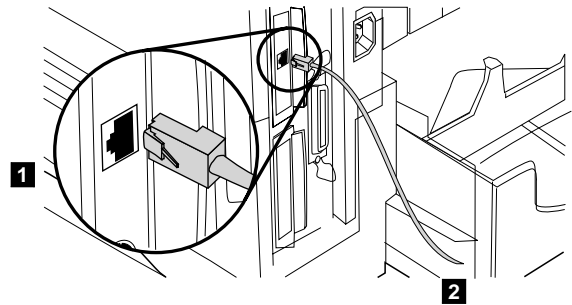
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**Connect the power cord.** 1) Locate the power switch on the right side of the product. Make sure that the power is turned off. 2) Connect the jumper cord to the product, and then connect the power cord to the jumper cord. 3) Connect the power cord to a grounded power strip or an AC outlet. (CAUTION: to prevent damage to the product, use only the jumper cord and AC power cord provided.)

**連接電源線。** 1) 找出位於本產品右側的電源開關。請確定已關閉電源。  
2) 將跳接線連接至本產品，然後將電源線連接至跳接線。3) 將電源線連接至接地電線或交流電源插座。（**注意：**為防止損壞本產品，請僅使用隨附的跳接線與交流電電源線。）

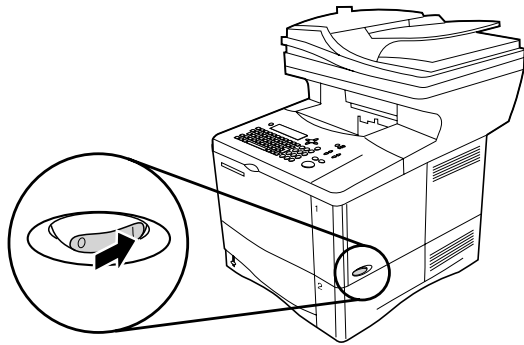
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**Connect the cables.** Use the RJ-45 port on the HP Jetdirect 610N print server card to connect the printer to an Ethernet 10/100Base-T network. 1) Connect a network cable to the network card. 2) Connect the other end of the cable to the network.

**連接電纜。** 請使用 HP Jetdirect 610N 列印伺服器卡上的 RJ-45 連接埠，將印表機連接至 Ethernet（乙太網路）10/100Base-T 網路。  
1) 將網路電纜的一端連接至網路卡。2) 將該電纜的另一端連接至網路。

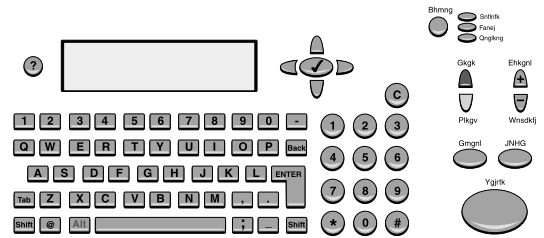
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**Turn the product on.** Turn the power on and wait for the product to warm up. After the product warms up, the product prompts you to set the control panel language.

**開啓本產品的電源。**開啓電源，然後等待本產品預熱。在本產品預熱之後，它將會提示您設定控制面板語言。

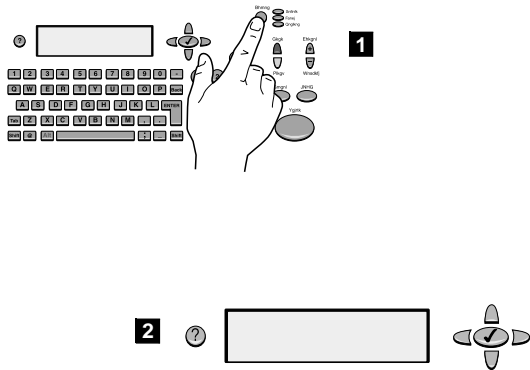
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**Set the control panel language.** Choose the language from the available options. After the language is set, READY reappears on the display.

**設定控制面板語言。**在可用的選項中選擇語言。在設定語言之後，顯示幕上將會重新出現 READY (就緒)。

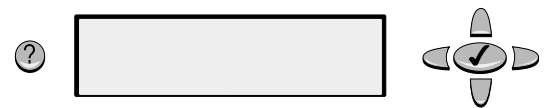
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**Set the IP Address.** To configure the mfp, first set the IP/network address. 1) Press the MENU button. 2) Select CONFIGURE DEVICE. 3) Select I/O. 4) Select JETDIRECT MENU. 5) Configure TCP/IP attributes (the desired IP address can be entered manually). (Note: If the network protocol is not IP, remote configuration is preferred or more assistance is required, refer to support at [www.hp.com](http://www.hp.com).)

**設定 IP 位址。**要組態 mfp，請先設定 IP/ 網路位址。1) 按下 Menu (選單) 按鈕。2) 選擇 CONFIGURE DEVICE (組態裝置)。3) 選擇 I/O。4) 選擇 JETDIRECT MENU (JETDIRECT 選單)。5) 組態 TCP/IP 屬性 (您可手動輸入所需的 IP 位址)。(註：如果該網路協定不是 IP，遠端組態為偏好值或需要更多的協助，請參閱 [www.hp.com](http://www.hp.com) 中的支援。)

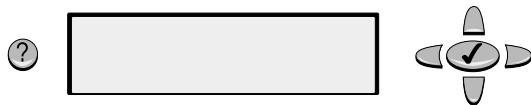
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**Find e-mail gateways.** The mfp can find and configure your SMTP and LDAP gateways. Select FIND SEND GATEWAYS, in the I/O menu. If the search is successful, the addresses are set automatically. If it does not find either gateway, or another gateway address is preferred, enter them manually. (Note: Remote configuration can be performed, refer to support at [www.hp.com](http://www.hp.com).)

**尋找電子郵件閘道。**mfp 可以尋找並組態 SMTP 與 LDAP 閘道。在 I/O 選單中選擇 FIND SEND GATEWAYS (尋找傳送閘道)。如果搜尋成功，系統將會自動設定位址。如果未找到任何閘道，或另一個閘道位址為偏好值，請手動將其輸入。(註：您可執行遠端組態，請參閱 [www.hp.com](http://www.hp.com) 中的支援。)

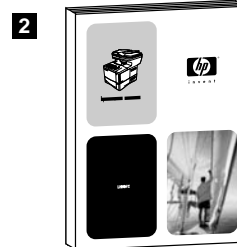
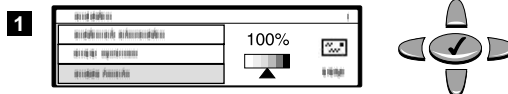
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**Set the e-mail gateway addresses manually.** 1) Select SMTP GATEWAY, in the I/O menu and enter the gateway address. 2) Select LDAP GATEWAY, in the I/O menu and enter the gateway address. (Note: The SMTP gateway address is required, but the LDAP gateway address is optional.) Select TEST SEND GATEWAYS to check the addresses have been configured correctly.

**手動設定電子郵件閘道位址。** 1) 在 I/O 選單中選擇 SMTP GATEWAY (SMTP 閘道)，然後輸入該閘道位址。2) 在 I/O 選單中選擇 LDAP GATEWAY (LDAP 閘道)，然後輸入該閘道位址。(註：SMTP 閘道位址是必填欄位，但您可選擇性填寫 LDAP 閘道位址。) 選擇 TEST SEND GATEWAYS (測試傳送閘道) 以檢查位址是否已正確組態。

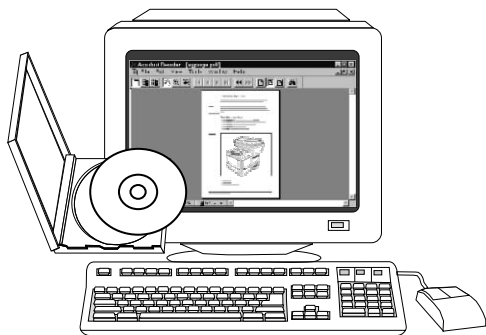
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**Test the digital sending function.** 1) To verify that the product is connected to the network server, you can test the digital sending function by sending an e-mail message. 2) Refer to the *Use guide*, and follow the procedure that matches your system and environment.

**測試數位傳送功能。** 1) 要驗證本產品是否已連接至網路伺服器，您可透過傳送電子郵件訊息來測試數位傳送功能。2) 請參閱使用指南，並依照符合您系統與環境的程序進行操作。

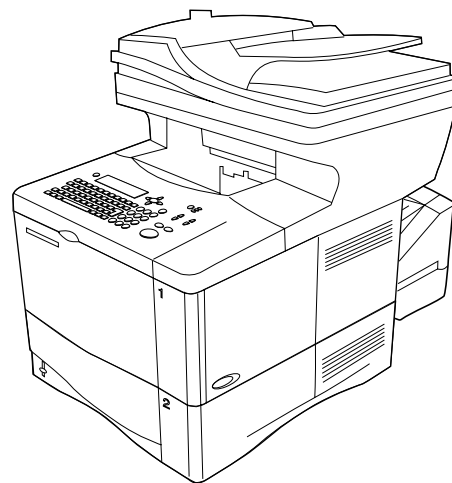
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**Install the printing software (optional).** Procedures for installing the software vary according to operating system and network environment. Refer to the *Use guide*, and follow the procedure that matches your system and environment.

**安裝列印軟體 (可選)。** 安裝該軟體的程序會因不同的作業系統與網路環境而異。請參閱使用指南，並依照符合您系統與環境的程序進行操作。

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**Congratulations.** You can now use the HP LaserJet 4100 mfp series for printing, copying, color scanning, and digital sending.

**恭喜您！** 您現在即可使用 HP LaserJet 4100 mfp series 進行列印、影印、彩色掃描與數位傳送。











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