



LASERJET PRO 100 COLOR MFP M175

## Quick Reference Guide



## HP Smart Install installation

The product includes the HP Smart Install installation software for Windows operating systems. The software uses the USB cable to install USB, network, or wireless connections.

1. Connect the USB cable that came with the product to a computer and the product.
2. Follow the onscreen instructions. Disconnect the USB cable only if you are instructed to do so.

The HP Smart Install program might take a few minutes to start.




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**NOTE:** If the installation program does not start automatically, the AutoPlay feature might be disabled on the computer. In Windows Explorer, browse the computer, and then double-click the HP Smart Install drive to run the installation program.


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## HP Web Services

Enable or disable HP Web Services from the product control panel.

1. Press the Setup  button.
2. Use the arrow buttons to select the **HP Web Services** menu, and then press the **OK** button.
3. Use the arrow buttons to select the **Print Info Sheet** item, and then press the **OK** button.
4. Follow the instructions on the HP Web Services Info Sheet to enable or remove HP Web Services.

Use the product control panel to find the product e-mail address.

1. Press the Setup  button.
2. Use the arrow buttons to select the **HP Web Services** menu, and then press the **OK** button.
3. Use the arrow buttons to select the **Display Email Address** item, and then press the **OK** button.

Go to the HP ePrint Web site for more information and specific terms and conditions:

[www.hp.com/go/ePrint](http://www.hp.com/go/ePrint)

**Wireless models only:**

Go to the HP wireless Web site for more information and specific terms and conditions:

[www.hp.com/go/wirelessprinting](http://www.hp.com/go/wirelessprinting)


## Change copy quality

The following copy-quality settings are available:

- **Auto Select:** Use this setting when you are not concerned about the quality of the copy. This is the default setting.
- **Mixed:** Use this setting for documents that contain a mixture of text and graphics.
- **Text:** Use this setting for documents that contain mostly text.
- **Picture:** Use this setting for documents that contain mostly graphics.

1. Load the document onto the scanner glass or into the document feeder.



2. On the control panel, press the **Copy Menu**  button.
3. Use the arrow buttons to select the **Optimize** menu, and then press the **OK** button.
4. Use the arrow buttons to select the correct option, and then press the **OK** button.
5. Press the **Black** or **Color** button to start copying.

## Scan by using HP Scan software (Windows)

1. Double-click the **HP Scan** icon on the computer desktop.
2. Select a scanning shortcut, and adjust the settings if necessary.
3. Click **Scan**.



**NOTE:** Click **Advanced Settings** to gain access to more options.

Click **Create New Shortcut** to create a customized set of settings and save it in the list of shortcuts.

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## Replace the print cartridges

When a print cartridge approaches the estimated end of its useful life, you can continue printing with the current print cartridge until it no longer yields acceptable print quality.

Once an HP print cartridge has reached 'very low', the HP Premium Protection Warranty on that supply has ended. All print defects or print cartridge failures incurred when an HP supply is used in continue at very low mode will not be considered to be defects in materials or workmanship in the supply under the HP Print Cartridge Warranty Statement.

1. Some error messages or status messages cause the product to rotate the print cartridge carousel to the affected cartridge automatically. If the print cartridge that needs to be replaced is not in the correct position, press the Cartridge button to rotate the print cartridge carousel to the cartridge color that you want to replace.

**NOTE:** All doors must be closed when pressing the Cartridge button. Also, the imaging drum must be installed for the Cartridge button to work.

**NOTE:** Wait until the **Rotating** message and the rotation sounds stop before opening the print cartridge door.

2. Open the print cartridge door.

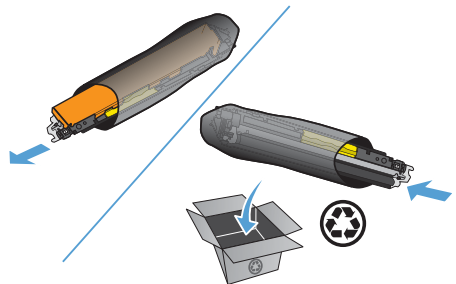


3. Grasp the old print cartridge by the center handle and remove it.



4. Remove the new print cartridge from the packaging. Place the used print cartridge in the bag and box for recycling.

**CAUTION:** To prevent damage to the print cartridge, hold the print cartridge at each end. Do not touch the roller on the print cartridge.

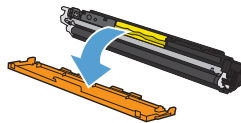


5. Grasp both sides of the print cartridge and gently rock the print cartridge to distribute the toner evenly inside the print cartridge.

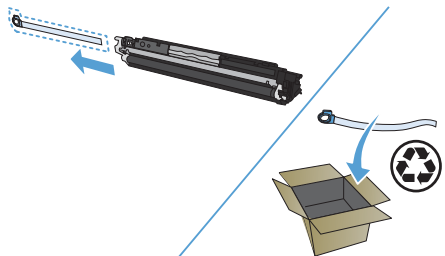


6. Grasp the print cartridge by the center handle and remove the protective plastic shield.

**NOTE:** Do not touch the print cartridge roller. Fingerprints on the roller can cause print-quality problems.



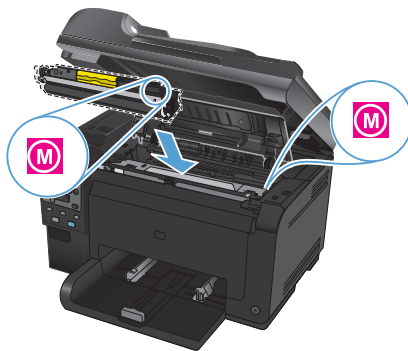
7. Remove the sealing tape from the print cartridge. Place the tape in the print-cartridge box to return for recycling.



- Grasp the print cartridge by the center handle and insert into the product.

**NOTE:** Compare the color label on the print cartridge to the color label in the carousel slot to make sure the print cartridge color matches the carousel position.

**CAUTION:** If toner gets on your clothing, wipe it off with a dry cloth and wash the clothing in cold water. *Hot water sets toner into the fabric.*



- Close the print cartridge door.

**NOTE:** After closing the print cartridge door, the control panel shows the **Calibrating...** message. Allow a few minutes for the product to calibrate.

**NOTE:** If replacing another print cartridge, you must close the print cartridge door before pressing the Cartridge 🖨️ button of the next print cartridge.

You do not need to wait for the product to calibrate when replacing the second print cartridge. Instead, press the Cartridge 🖨️ button to rotate the carousel into position. After you have replaced the print cartridges, the product calibrates.



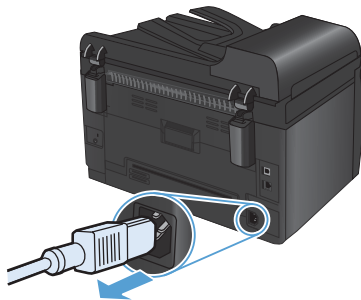
**NOTE:** When printing, if you receive the status alert message **Wrong Cartridge in <Color> Slot**, remove the print cartridge from the specified slot and compare the color label on the print cartridge to the color label in the slot to determine the correct print cartridge for the slot.



## Check the scanner glass for dirt and smudges

Over time, specks of debris might collect on the scanner glass and white plastic backing, which can affect performance. Use the following procedure to clean the scanner glass and white plastic backing.

1. Use the power switch to turn off the product, and then unplug the power cord from the electrical socket.



2. Open the scanner lid.
3. Clean the scanner glass, the document feeder scanning strip, and the white plastic backing with a soft cloth or sponge that has been moistened with nonabrasive glass cleaner.

**CAUTION:** Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass or platen. They might seep and damage the product.



4. Dry the glass and white plastic with a chamois or a cellulose sponge to prevent spotting.
5. Plug in the product, and then use the power switch to turn on the product.

## Understand paper use

This product supports a variety of paper and other print media in accordance with the guidelines in this user guide. Paper or print media that does not meet these guidelines might cause poor print quality, increased jams, and premature wear on the product.

For best results, use only HP-brand paper and print media designed for laser printers or multiuse. Do not use paper or print media made for inkjet printers. Hewlett-Packard Company cannot recommend the use of other brands of media because HP cannot control their quality.

It is possible for paper to meet all of the guidelines in this user guide and still not produce satisfactory results. This might be the result of improper handling, unacceptable temperature and/or humidity levels, or other variables over which Hewlett-Packard has no control.

- △ **CAUTION:** Using paper or print media that does not meet Hewlett-Packard's specifications might cause problems for the product, requiring repair. This repair is not covered by the Hewlett-Packard warranty or service agreements.

## Special paper guidelines

This product supports printing on special media. Use the following guidelines to obtain satisfactory results. When using special paper or print media, be sure to set the type and size in the printer driver to obtain the best results.

- △ **CAUTION:** HP LaserJet products use fusers to bond dry toner particles to the paper in very precise dots. HP laser paper is designed to withstand this extreme heat. Using inkjet paper could damage the product.

Media type	Do	Do not
Envelopes	<ul style="list-style-type: none"><li>• Store envelopes flat.</li><li>• Use envelopes where the seam extends all the way to the corner of the envelope.</li><li>• Use peel-off adhesive strips that are approved for use in laser printers.</li></ul>	<ul style="list-style-type: none"><li>• Do not use envelopes that are wrinkled, nicked, stuck together, or otherwise damaged.</li><li>• Do not use envelopes that have clasps, snaps, windows, or coated linings.</li><li>• Do not use self-stick adhesives or other synthetic materials.</li></ul>
Labels	<ul style="list-style-type: none"><li>• Use only labels that have no exposed backing between them.</li><li>• Use labels that lie flat.</li><li>• Use only full sheets of labels.</li></ul>	<ul style="list-style-type: none"><li>• Do not use labels that have wrinkles or bubbles, or are damaged.</li><li>• Do not print partial sheets of labels.</li></ul>

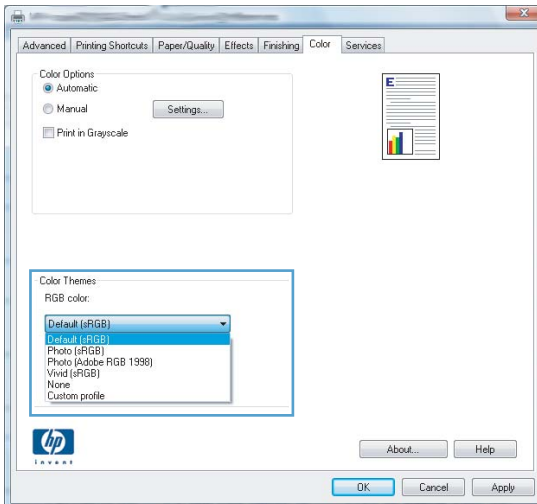
Media type	Do	Do not
Transparencies	<ul style="list-style-type: none"> <li>• Use only transparencies that are approved for use in color laser printers.</li> <li>• Place transparencies on a flat surface after removing them from the product.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use transparent print media not approved for laser printers.</li> </ul>
Letterhead or preprinted forms	<ul style="list-style-type: none"> <li>• Use only letterhead or forms approved for use in laser printers.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use raised or metallic letterhead.</li> </ul>
Heavy paper	<ul style="list-style-type: none"> <li>• Use only heavy paper that is approved for use in laser printers and meets the weight specifications for this product.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use paper that is heavier than the recommended media specification for this product unless it is HP paper that has been approved for use in this product.</li> </ul>
Glossy or coated paper	<ul style="list-style-type: none"> <li>• Use only glossy or coated paper that is approved for use in laser printers.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use glossy or coated paper designed for use in inkjet products.</li> </ul>

# Adjust color

Manage color by changing the settings on the **Color** tab in the printer driver.

## Change the color theme for a print job

1. On the **File** menu in the software program, click **Print**.
2. Click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. Select a color theme from the **Color Themes** drop-down list.



- **Default (sRGB):** This theme sets the product to print RGB data in raw device mode. When using this theme, manage color in the software program or in the operating system for correct rendering.
- **Vivid:** The product increases the color saturation in the midtones. Use this theme when printing business graphics.
- **Photo:** The product interprets RGB color as if it were printed as a photograph using a digital mini lab. The product renders deeper, more saturated colors differently than with the Default (sRGB) theme. Use this theme when printing photos.
- **Photo (Adobe RGB 1998):** Use this theme with printing digital photos that use the AdobeRGB color space rather than sRGB. Turn off color management in the software program when using this theme.
- **None:** No color theme is used.

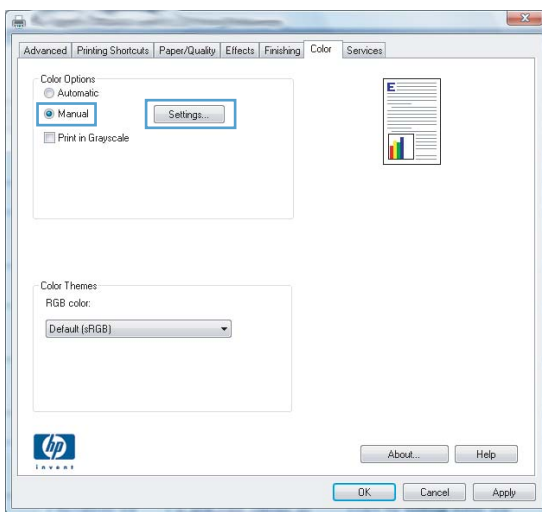
## Change the color options

Change the color options settings for the current print job from the color tab of the printer driver.

1. On the **File** menu in the software program, click **Print**.
2. Click **Properties** or **Preferences**.
3. Click the **Color** tab.
4. Click the **Automatic** or **Manual** setting.
  - **Automatic** setting: Select this setting for most color print jobs
  - **Manual** setting: Select this setting to adjust the color settings independent from other settings.



**NOTE:** Changing color settings manually can impact output. HP recommends that only color graphics experts change these settings.



5. Click the **Print in Grayscale** option to print a color document in black and shades of gray. Use this option to print color documents for photocopying or faxing. You can also use this option to print draft copies or to save color toner.
6. Click the **OK** button.


## Manual color options

Use manual color options to adjust the **Neutral Grays**, **Halftone**, and **Edge Control** options for text, graphics, and photographs.

**Table 1 Manual color options**

Setting description	Setting options
<p><b>Edge Control</b></p> <p>The <b>Edge Control</b> setting determines the rendering of edges. Edge control has two components: adaptive halftoning and trapping. Adaptive halftoning increases edge sharpness. Trapping reduces the effect of color-plane misregistration by overlapping the edges of adjacent objects slightly.</p>	<ul style="list-style-type: none"><li>• <b>Off</b> turns off both trapping and adaptive halftoning.</li><li>• <b>Light</b> sets trapping at a minimal level. Adaptive halftoning is on.</li><li>• <b>Normal</b> sets trapping at a medium level. Adaptive halftoning is on.</li><li>• <b>Maximum</b> is the most aggressive trapping setting. Adaptive halftoning is on.</li></ul>
<p><b>Halftone</b></p> <p><b>Halftone</b> options affect color output clarity and resolution.</p>	<ul style="list-style-type: none"><li>• <b>Smooth</b> provides better results for large, solid-filled print areas and enhances photographs by smoothing color gradations. Select this option when uniform and smooth area fills are important.</li><li>• <b>Detail</b> is useful for text and graphics that require sharp distinctions among lines or colors, or images that contain a pattern or a high level of detail. Select this option when sharp edges and small details are important.</li></ul>
<p><b>Neutral Grays</b></p> <p>The <b>Neutral Grays</b> setting determines the method for creating gray colors used in text, graphics, and photographs.</p>	<ul style="list-style-type: none"><li>• <b>Black Only</b> generates neutral colors (grays and black) by using only black toner. This guarantees neutral colors without a color cast. This setting is best for documents and grayscale viewgraphs.</li><li>• <b>4-Color</b> generates neutral colors (grays and black) by combining all four toner colors. This method produces smoother gradients and transitions to other colors, and it produces the darkest black.</li></ul>

## Clean the paper path from the product control panel

1. Press the Setup  button.
2. Use the arrow buttons to select the **Service** menu, and then press the **OK** button.
3. Use the arrow buttons to select the **Cleaning Page** item, and then press the **OK** button.
4. Load plain letter or A4 paper when you are prompted.
5. Press the **OK** button again to confirm and begin the cleaning process.

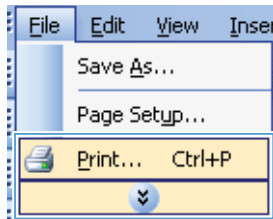
A page feeds through the product slowly.  
Discard the page when the process is completed.

## Manually print on both sides (duplex) with Windows

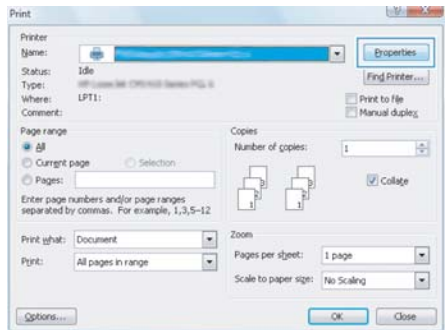
1. Load paper face-up in the input tray.



2. On the **File** menu in the software program, click **Print**.

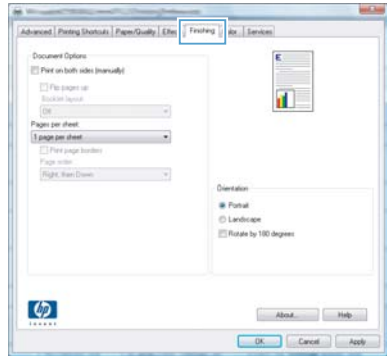


3. Select the product, and then click the **Properties** or **Preferences** button.

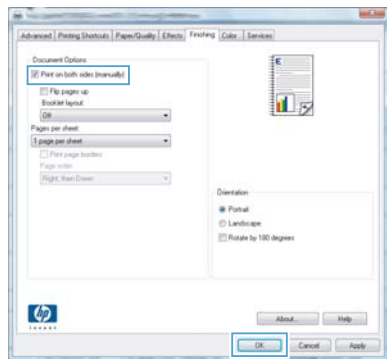




4. Click the **Finishing** tab.



5. Select the **Print on Both Sides (Manually)** check box. Click the **OK** button to print the first side of the job.



6. Retrieve the printed stack from the output bin, and, maintaining the paper orientation, place it with the printed-side facing down in the input tray.



7. At the computer, click the **Continue** button to print the second side of the job. If at the product, press the **OK** button.

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