Kodak

office hero

6.1

all-in-one printer • Imprimante tout-en-un

User Guide

Guide d'utilisation

KODAK OFFICE HERO 6.1 All-in-One Printer

Your KODAK All-in-One Printer combines ease-of-use and affordable inks to provide high-quality pictures and documents.

Now … Print from anywhere!

- Print from your Smartphone or computer using GOOGLE Cloud Print enabled appps.
- Send documents to your printer using any email service with KODAK Email Print.

For details, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

Resources

Support is available! Go to www.kodak.com/go/aiosupport for:

- Answers to questions
- Software or firmware upgrades
- Extended User Guide
- And more!

If you prefer, you can chat online, send us an e-mail, or call for technical support. Go to www.kodak.com/go/contact.

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1 Printer Overview

This printer lets you print, copy, scan, and fax pictures and documents.

Components
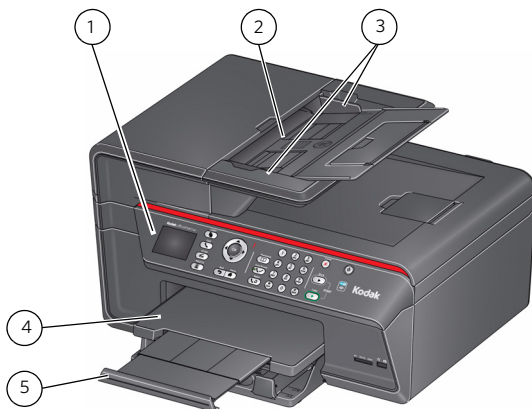
1 Control panel
2 Automatic document feeder (ADF)
3 ADF paper-edge guides

4 Output tray
5 Output tray extender with paper stop
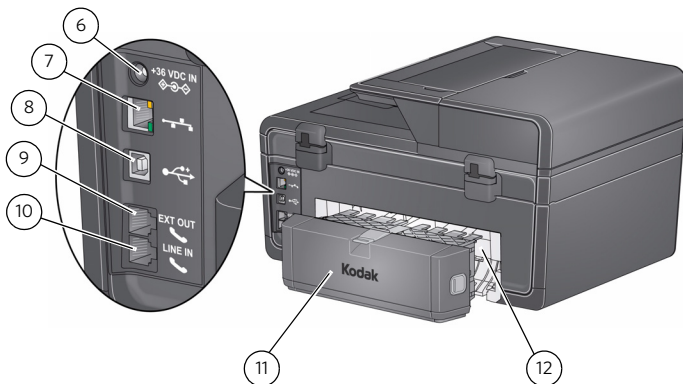
6	Power cord port	10	Line in phone port
7	Ethernet port	11	Duplexer (pulled out)
8	USB port	12	Rear-access cleanout area
9	Ext out phone port		

13   Access door

14   Printhead with ink cartridges installed

15   Scanner lid

16   Memory card slot

17   Front USB port

18   Scanner glass

19   Paper tray

Control panel
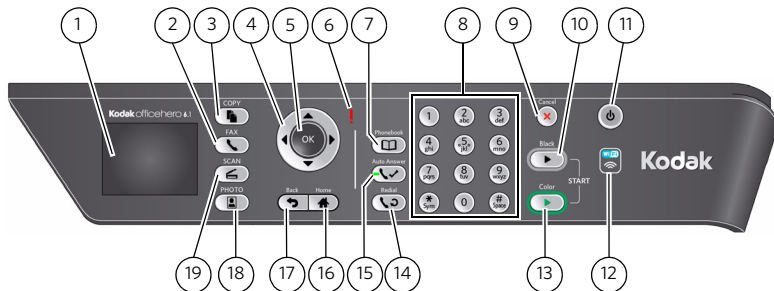
	Feature	Description
1	LCD	Displays pictures, messages, and menus
2	Fax button	Lets you enter a phone number for sending a fax, or choose the Fax Options menu
3	Copy button	Displays the Copy Options menu
4	Navigation buttons	Used to navigate menus and scroll through pictures
5	OK button	Selects a menu item, accepts a setting, and continues with the current operation
6	Attention light	Blinks when an error occurs

	Feature	**Description**
7	Phonebook button	Displays the phonebook of fax numbers entered on this printer; lets you enter or edit phone numbers
8	Numeric keypad	Used to dial a phone number or a Quick Dial number for faxing; to enter information and Quick Dial settings into the fax phonebook; to specify a quantity for making copies; to enter information for authenticating access to a network
9	Cancel button	Stops the current action and returns to the menu
10	Start Black button	Starts the selected action in black and white
11	Power button	Turns the printer on or off
12	Wi-Fi connectivity LED	When lit, indicates that the printer is connected to a wireless (Wi-Fi) network; blinks when searching for an available Wi-Fi network or when the existing signal is too weak to transmit or receive wireless signals
13	Start Color button	Starts the selected action in color
14	Redial button	Dials the last-dialed phone number
15	Auto Answer button with LED	Turns the fax auto answer feature on or off; when LED is on, the fax answers all incoming calls
16	Home button	Displays the main menu; toggles between screens
17	Back button	Displays the next higher screen in the menu structure
18	Photo button	Displays the Printing Photo Options menu
19	Scan button	Displays the Scan Options menu

Home Center Software

KODAK Home Center Software is installed with your KODAK All-in-One Printer Software unless you chose otherwise. The Home Center icon will appear on your desktop.

On a computer with WINDOWS Operating System (OS), you can use Home Center Software to browse and edit pictures, print, copy, scan, order supplies, access the Extended User Guide, and configure your all-in-one printer from your computer.

On a computer with MAC OS, you can use Home Center Software to order supplies, access the Extended User Guide, and configure your printer from your computer.

Paper

For the best photo printing results, use KODAK Photo Papers, which are optimized to work with KODAK All-in-One Printers.

For the best document printing results, use KODAK Document Papers or a paper with the COLORLOK Technology logo on the package. Use only paper that is designed for inkjet printers.

Paper types

You can use:

- Plain paper — 20 to 24 lb / 75 to 90 gsm
- Photo paper — 6.5 to 12 mils (up to 290 gsm)
- Card stock — 110 lb / 200 gsm, max
- Envelopes — 20 to 24 lb / 75 to 90 gsm
- Transparencies — inkjet variety with white stripe on short edge
- Labels — all commercially available inkjet varieties on 8.5 x 11-in. or A4 sheets

Paper sizes

	Minimum size	**Maximum size**
English units	4 x 6 in.	8.5 x 14 in.
Metric units	10 x 15 cm	22 x 36 cm

For more information about paper types and sizes, see the Extended User Guide at
www.kodak.com/go/hero6_1manuals.

Loading plain paper

The paper tray capacity is 200 sheets of plain paper.

To load plain paper:

1 Raise the output tray, and pull out the paper tray.

output tray
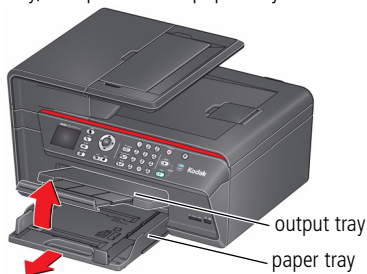
paper tray

2 Make sure the left paper-edge guide is to the far left.

3 Move the front paper-edge guide forward.

left paper-edge guide

front paper-edge guide

www.kodak.com/go/aiosupport
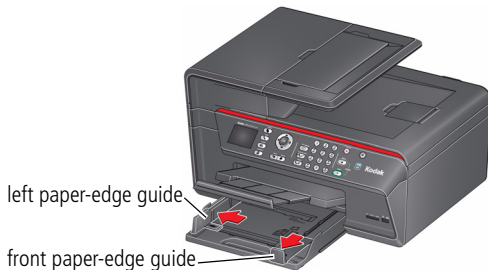
4 Fan and stack the paper, then insert it into the tray.

5 Move the paper forward until it stops.

6 Move both the left and front paper-edge guides until they touch the paper.
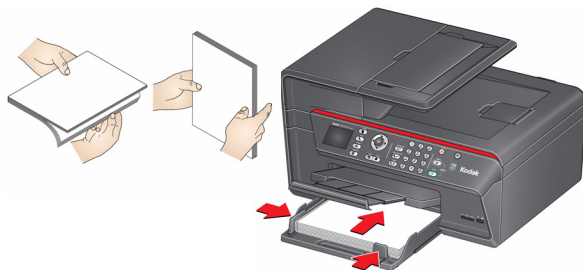
7 Push in the paper tray until it clicks into place, and lower the output tray.

8 Pull out the output tray extender until it is fully extended.

9 Lift the paper stop.

paper stop

output tray extender

Loading photo paper

The paper tray capacity is 70 sheets of photo paper.

To load photo paper:

1 Raise the output tray, and pull out the paper tray.
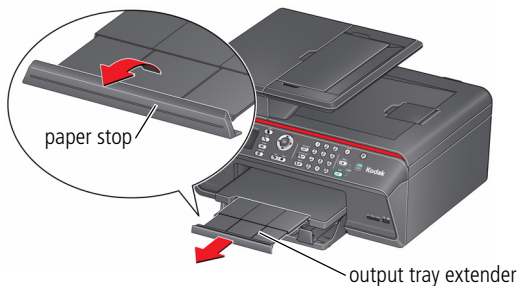
2 Remove any paper from the tray.

3 Insert the paper (short side first) into the tray with the **logo side facing up** and the glossy side down.

> IMPORTANT: *If the photo paper is loaded the wrong way, the ink on your pictures will be wet and the image quality will be affected.*

4 Move the paper forward until it stops.

5 Move both the left and front paper-edge guides until they touch the paper.

6 Push in the paper tray until it clicks into place, and lower the output tray.

2 Basic Functions

Loading originals

You can place originals for copying, scanning, or faxing on the scanner glass or in the ADF (automatic document feeder). Originals placed in the ADF are fed into the printer automatically.

Using the scanner glass

To place an original on the scanner glass:

1 If applicable, remove any originals from the automatic document feeder (ADF).

2 Lift the scanner lid, and place the original face down in the right-front corner.

3 Close the scanner lid.

Using the ADF

You can load up to 35 originals (20 to 24 lb / 75 to 90 gsm plain paper) in the automatic document feeder (ADF).

The ADF accepts originals from B5 (6.9 x 9.8 in. / 176 x 250 mm) to legal size (8.5 x 14 in. / 216 x 356 mm).

IMPORTANT: *Do not load photographs, cards, or any paper stock heavier than 24 lb / 90 gsm or lighter than 16 lb / 60 gsm in the ADF.*

1 Open the ADF paper tray and move the ADF paper-edge guides outward.

ADF paper-edge guides

ADF paper tray
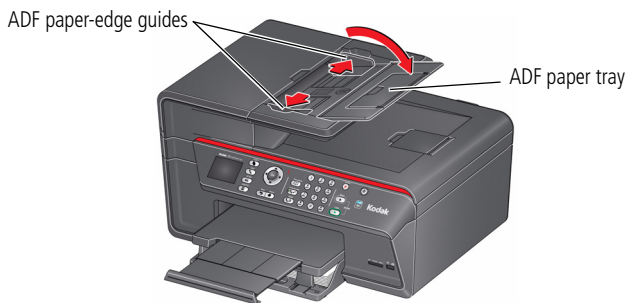
2 Fan and stack the originals, then insert them face up in the ADF.

3 Move the ADF paper-edge guides until they touch the paper.
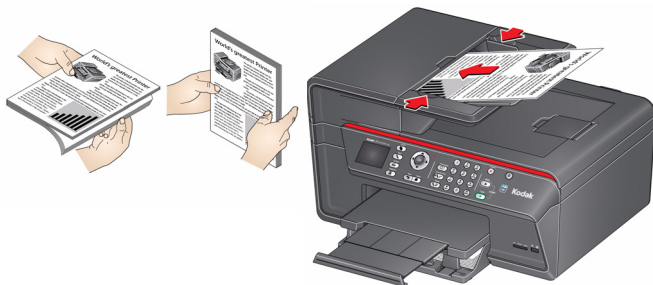
When you begin copying, scanning, or faxing, the ADF feeds the originals automatically. You can use the ADF to copy, scan, or fax single-sided or double-sided originals.

For more information about using the ADF and duplexing, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

Printing

Print from anywhere!

■ Print from your Smartphone or computer using GOOGLE Cloud Print enabled apps.

■ Send documents to your printer using any e-mail service with KODAK Email Print.

For more information about setting up these features, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

Printing documents

Before printing, check that the printer is connected to your computer with a USB 2.0 cable, wireless network, or Ethernet network/cable.

To print a document from your computer:

1 Open the document.

2 Select **File** > **Print**.

3 In the Print window, select your KODAK Printer.

4 Choose:

■ pages to print

■ number of copies

5 Click:

■ **OK** (on a computer with WINDOWS OS)

■ **Print** (on a computer with MAC OS)

Printing pictures

You can print pictures with your all-in-one printer from:

- A memory card inserted into a memory card slot

- A storage device (such as a flash drive) or camera connected to the front USB port with a USB cable

- An iPhone / iPod Touch / iPad (may not be available with all models). For information, go to www.kodak.com/go/picflick.

- BLACKBERRY Smartphones; for information, go to www.kodak.com/go/blackberry.

- ANDROID Smartphones; for information, go to www.kodak.com/go/android.

You can also print pictures using Home Center Software from your computer with WINDOWS OS. Home Center Software lets you edit and enhance your pictures quickly.

On a computer with either MAC OS or WINDOWS OS, you can print pictures from KODAK EASYSHARE Software or any picture-editing or photo-management software.

Printing from a memory card or USB-connected device

You can print pictures from the following cards or USB-connected devices:

Memory card slot	Front USB port
• MULTIMEDIA Card (MMC) • SECURE DIGITAL (SD) Card • SECURE DIGITAL High Capacity (SDHC) Card • Variations of the memory cards above that require an adapter (for example, MEMORY STICK Duo, miniSD, microSD, and T-Flash)	• PICTBRIDGE Technology enabled camera • Flash drive

To print a picture from a memory card or USB-connected device:

1 Do **one** of the following:

■ Insert the memory card into the memory card slot.

■ Connect the digital camera or portable drive to the front USB port.

front USB port

memory card slot
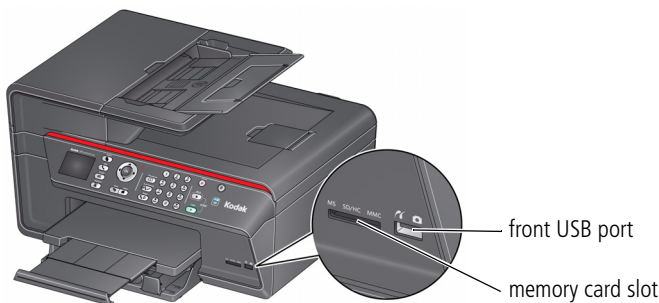
2 Press ◀ or ▶ to browse to the picture you want to print.

3 Press **OK** to select your picture.

4 Repeat steps 2 and 3 for each same-size picture you want to print.

5 Select a print size.

   a Press **Back**.

   b Press ▼ to select **Print Size**.

   c Press ▶ to navigate to the size picture you want to print.

6 Press **Start Black** to print a black-and-white picture, or press **Start Color** to print a color picture.

For more information about printing, see the Extended User Guide at
www.kodak.com/go/hero6_1manuals.

Copying

To make a copy:

1 Place the original(s) in the automatic document feeder or on the scanner glass.

2 Press **Home**.

3 Press ▼ or ▲ to select **Copy Document** or **Copy Photo**.

4 Press **Start Black** to make a black-and-white copy, or press **Start Color** to make a color copy.

Using the ADF, you can copy single-sided or double-sided originals to produce double-sided copies.

For more information about copying and duplexing, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

Scanning

Before scanning, make sure that the printer is connected to your computer with a USB 2.0 cable. wireless network, or Ethernet network/cable.

To scan a document or picture:

1 Place the original(s) in the automatic document feeder or on the scanner glass.

IMPORTANT: *Do not load photographs, cards, or any paper stock heavier than 24 lb / 90 gsm or lighter than 16 lb / 60 gsm in the ADF.*

2 Select **Scan**.

3 Select one of the following destinations for your scan:

- **Computer**
- **Memory Card**
- **USB Flash Drive**
- **Email***
- **Network Folder***

4 Press **Start Black** to make a grayscale scan, or press **Start Color** to make a color scan.

For more detailed information about scanning, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

*Use the KODAK Online Printer Management Tool to set up these destinations; see the Extended User Guide.

Faxing

Before sending or receiving faxes, make sure that a wall phone line is plugged into the **Line in** port on the back of the printer.

Sending faxes

To send a fax:

1 Press **Fax**.

2 Enter a fax number using the numeric keypad.

3 Place the original(s) in the automatic document feeder or on the scanner glass.

IMPORTANT: *Do not load photographs, cards, or any paper stock heavier than 24 lb / 90 gsm or lighter than 16 lb / 60 gsm in the ADF.*

4 Press **Start Black** to send a black-and-white fax, or press **Start Color** to send a color fax.

Receiving faxes

To receive a fax:

1 Load plain paper into the printer.

2 Make sure the Auto Answer LED is on. (If not, press **Auto Answer** to turn it on.) The printer will receive all incoming faxes automatically.

NOTE: You can receive an incoming fax manually, even if the Auto Answer is turned on. When you hear the phone ring, press **Start Black** or **Start Color**.

For more information about faxing, see the Extended User Guide at www.kodak.com/go/hero6_1manuals.

Ordering supplies

You can order ink cartridges, paper, and accessories online.

To order supplies, make sure that your computer is connected to the Internet, then:

1 Open Home Center Software.

2 Select **Order Supplies** (on a computer with WINDOWS OS) or select the **Tools** tab, then click **Order Supplies** (on a computer with MAC OS).

3 Select the item(s) you want to buy, then follow the on-screen instructions.

3 Troubleshooting

Basic troubleshooting

Some problems can be resolved quickly by turning off your printer, waiting five seconds, then turning on the printer.

Use the following information to help troubleshoot problems with your printer.

Problem	Possible Solutions
Printer does not power on	■ Make sure you are using the power cord that came with your printer. ■ Make sure the power cord is connected to the AC adapter and is plugged into an outlet or power strip. ■ If the USB 2.0 cable was disconnected from the printer, then reconnected, or if power to the printer was interrupted, restart the computer.
Wireless connectivity	For wireless connectivity issues, go to www.kodak.com/go/inkjetnetworking.

Problem	Possible Solutions
Printer not detected	■ Make sure your printer is plugged in and turned on. ■ If you are using a USB cable, make sure: – you have a USB 2.0 cable. – that the USB cable is connected to both your printer and your computer. ■ If you are using a wireless connection, make sure: – the printer is connected to your wireless network (check the Wi-Fi connectivity LED and the SSID). – your router is transmitting data. – the firewall (excluding WINDOWS Firewall) is allowing the services needed for your printer. For more information, go to www.kodak.com/go/inkjetnetworking.
Carriage jam	■ Open the access door and clear any obstructions. ■ Check that the printhead and ink cartridges are installed correctly. (The printhead and ink cartridges are installed correctly when you hear them click into place.)
Print quality	■ For best results, use KODAK Paper or a paper with the COLORLOK Technology logo on the package. ■ Make sure the paper is loaded correctly (see page 8). For more information, go to www.kodak.com/go/aiosupport.

Problem	Possible Solutions
Ink cartridge errors	■ Check that KODAK Ink Cartridge(s) are installed. Do not use non-Kodak brand or refilled ink cartridges. ■ Remove, then install the cartridges again. Make sure the cartridges click into place.
Paper jam	■ Open the printer access door and gently remove any paper from inside the printer. ■ Remove the duplexer and check for paper in the rear-access cleanout area; gently remove any paper from inside the printer. ■ Remove originals from the ADF; gently pull out any that are jammed. ■ Make sure the paper in the tray is free of tears or creases. ■ Make sure you do not overload the paper tray. For more information, go to www.kodak.com/go/aiosupport.

Problem	Possible Solutions
Cannot send or receive a fax	■ Make sure that the wall phone line is plugged into the **Line in** port. ■ Verify that the wall jack works by plugging in a phone and checking for a dial tone. ■ Verify that Regions is set to the correct country code. – Press **Home**. – Press ▼ or ▲ to select **Printer Settings**, then press **OK**. – Press ▼ to select **Country/Region**, then press **OK**. – Press ▼ or ▲ to select your country, then press **OK**. ■ If you are connected to a DSL phone line, make sure you have a DSL filter connected to the phone jack. For more information, go to www.kodak.com/go/aiosupport.
Error codes/messages	■ Go to www.kodak.com/go/aiosupport, then type your error code or message.

Getting help on the Web

For more troubleshooting information:

Get help with wireless networking.	www.kodak.com/go/inkjetnetworking
Search our knowledge base of Questions and Answers.	www.kodak.com/go/hero6_1support
Download the latest firmware and software for optimal printer performance.	www.kodak.com/go/hero6_1downloads
Check the Extended User Guide for detailed instructions and the recommended system requirements.	www.kodak.com/go/hero6_1manuals
Get help with problems you cannot resolve.	Contact Kodak at www.kodak.com/go/contact and have the following information available: – Kodak Service Number (located inside the printer when you open the printer access door) – Printer model number (located on the control panel above the LCD) – Computer model, operating system, and version of Home Center Software

4 Safety and Warranty Information

Safety Information

KODAK OFFICE HERO 6.1 All-in-One Printer is a Class 1 LED Product.

■ Always follow all warnings and instructions marked on the product.

■ Use only the power source indicated on the product regulatory label.

■ Use only the power cord that comes with the product (or an approved power cord greater than or equal to H05W-F, 2G, 0.75 mm2). Using another power cord may cause fire and/or shock. Do not use the included power cord with any other equipment.

■ If you do not use this product for a long period of time, unplug it from the electrical outlet.

■ Always turn this product off by using the On/Off button. Wait until the On/Off button stops flashing before removing the power plug from the outlet.

■ Do not allow the power cord to become damaged or frayed.

■ If you need to use an extension cord with this product, make sure that the ampere rating of the product does not exceed the ampere rating of the extension cord.

■ Place the product on a flat, stable surface that extends beyond the product's base in all directions. This product will not operate properly if tilted or at an angle.

■ When storing or transporting this product, do not tilt or stand it on its side. Never turn this product upside down (ink can leak out of the product).

■ Avoid placing this product in an environment that is subject to rapid changes in temperature or humidity, mechanical shocks, vibration, or dust. Do not place near radiators, heating vents, or in direct sunlight.

- Leave enough room around this product for sufficient ventilation.
- Do not block this product's covers or openings, or insert any objects through slots.
- Do not use aerosol products inside or around this product.
- Do not spill any liquid on this product.
- Do not attempt to repair or service this product.
- If the power cord or plug is damaged, if any liquid has been spilled onto the product, if the product has been dropped or the case damaged, if the product does not operate normally or exhibits a major change in performance level, unplug this product and contact Kodak at www.kodak.com/go/contact.

For Service Personnel:

⚠️ **CAUTION:**

Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to local instructions.

LCD Screen Safety

- Use only a dry, soft cloth to clean the LCD screen. Do not use any liquid or chemical cleaners.
- If the LCD screen is damaged, contact Kodak immediately. If any of the solution from the display gets on your hands, wash them thoroughly with soap and water.

Ink Cartridge Safety

- Keep all ink cartridges out of the reach of children.
- If ink gets on your skin, wash with soap and water. If ink gets into your eyes, flush immediately with water. If any discomfort or change in vision persists after washing, seek medical attention immediately.
- For MSDS information on inks, go to www.kodak.com/go/MSDS.

Warranty Information

Limited Warranty

Kodak warrants Kodak consumer electronic products and accessories ("Products"), excluding batteries, to be free from malfunctions and defects in both materials and workmanship for one year from the date of purchase. Retain the original dated sales receipt. Proof of the date of purchase will be required with any request for warranty repair.

Limited Warranty Coverage

Warranty service is only available from within the country where the Products were originally purchased. You may be required to send Products, at your expense, to the authorized service facility for the country where the Products were purchased. Kodak will repair or replace Products if they fail to function properly during the warranty period, subject to any conditions and/or limitations stated herein. Warranty service will include all labor as well as any necessary adjustments and/or replacement parts. If Kodak is unable to repair or replace a Product, Kodak will, at its option, refund the purchase price paid for the Product provided the Product has been returned to Kodak together with proof of the purchase price paid. Repair, replacement, or refund of the purchase price are the sole remedies under this warranty. If replacement parts are used in making repairs, those parts

may be remanufactured or may contain remanufactured materials. If it is necessary to replace the entire Product, it may be replaced with a remanufactured Product. Remanufactured Products, parts and materials are warranted for the remaining warranty term of the original Product, or 90 days after the date of repair or replacement, whichever is longer.

Limitations

This warranty does not cover circumstances beyond Kodak's control. This warranty does not apply when failure is due to shipping damage, accident, alteration, modification, unauthorized service, misuse, abuse, use with incompatible accessories or attachments (such as third party ink or ink tanks), failure to follow Kodak's operation, maintenance or repacking instructions, failure to use items supplied by Kodak (such as adapters and cables), or claims made after the duration of this warranty. KODAK MAKES NO OTHER EXPRESS OR IMPLIED WARRANTY FOR THIS PRODUCT, AND DISCLAIMS THE IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. In the event that the exclusion of any implied warranty is ineffective under the law, the duration of the implied warranty will be one year from the purchase date or such longer period as required by law. The option of repair, replacement, or refund is Kodak's only obligation. Kodak will not be responsible for any special, consequential or incidental damages resulting from the sale, purchase, or use of this product regardless of the cause. Liability for any special consequential or incidental damages (including but not limited to loss of revenue or profit, downtime costs, loss of the use of the equipment, cost of substitute equipment, facilities or services or claims of your customers for such damages resulting from the purchase, use or failure of the Product), regardless of cause, or for breach of any written or implied warranty is expressly disclaimed.

Your Rights

Some states or jurisdictions do not allow exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you. Some states or jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. This warranty gives you specific rights, and you may have other rights which vary from state to state or by jurisdiction. Your statutory rights are not affected.

Outside the United States and Canada

In countries other than the United States and Canada, the terms and conditions of this warranty may be different. Unless a specific Kodak warranty is communicated to the purchaser in writing by a Kodak company, no warranty or liability exists beyond any minimum requirements imposed by law, even though defect, damage, or loss may be by negligence or other act.

Declaration of Conformity

See www.kodak.com/go/declarationofconformity.

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