



Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for KODAK OFFICE HERO 6.1. You'll find the answers to all your questions on the KODAK OFFICE HERO 6.1 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual KODAK OFFICE HERO 6.1
User guide KODAK OFFICE HERO 6.1
Operating instructions KODAK OFFICE HERO 6.1
Instructions for use KODAK OFFICE HERO 6.1
Instruction manual KODAK OFFICE HERO 6.1

KODAK OFFICE HERO 6.1 **All-in-One Printer**



Extended User Guide



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<http://yourpdfguides.com/dref/4732956>

Manual abstract:

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.....
.....
.....
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.....

.... 13 Connecting to another KODAK All-in-One Printer

.....
.....
.....
.....
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.....
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.....
.....

.. 13 Connecting to an Ethernet network

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

.... 14 Adding a wireless network connection to a USB-connected computer.....

.....
.....
.....
.....
.....
.....

.. 15 Changing from USB to a wireless connection

.....
.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
15 Changing from USB to an Ethernet connection

.....
.....
.....
.....
.....

.....
.....
.....
.....

.....
16 3 Online Printer Management Tool Accessing the Online Printer Management Tool

.....
.....
.....
.....
.....
.....
.....
.....

.....
.....
.....

... 18 Using the Online Printer Management Tool.....

.....
.....
.....
.....
.....
.....
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.....
.....
.....
.....

.....
19 Configuring printer settings

.....
.....
.....
.....
.....
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19 Changing the printer name

.....
.....
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20 Adjusting fax settings.....

.....
.....
.....

.....
.....
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.....

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. 21 Setting up Scan To Email

.....
.....
.....

.....
.....
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.....
.....
.....
.....
.....

.....23 Setting up Scan To Network Folder

.....
.....
.....
.....
.....
.....
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.....
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.....
.....
.....
.....

. 29 Setting up Cloud Printing.....

.....
.....
.....
.....
.....
.....
.....
.....
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.....
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.....
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.33 Changing printer settings for copying and printing

.....
.....
.....
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....35 4 Handling Paper Paper types.

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..... 38 Paper sizes.

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39 Envelope sizes.....

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..... 39 Loading paper

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.....40 Loading plain paper.....

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.....40 Loading photo paper .

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42 Loading envelopes.....

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. 43 Loading originals

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. 45 Using the scanner glass

.....
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.....
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.....

.....
..... 45 Using the Automatic Document Feeder (ADF)...

.....
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.....

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.....
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.....

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.....
.....
.....

.....
. 46 www.kodak.com/go/aiosupport i Table of contents 5 Printing Printing documents ..

.....
.....

.....
.....
.....
.....

.....
.....
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.....
.....
.....

.....
... 47 Printing one-sided documents..

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.....

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.....
.....

.....
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.....

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.....
.....

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.. 47 Printing two-sided documents...

.....
.....
.....
.....

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.....
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.....
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.....

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.....
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. 47 Printing forms from the control panel.....

.....
.....
.....

.....
.....
.....

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.....
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.. 49 Printing pictures...

.....
.....
.....

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.....
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.....
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... 50 Viewing pictures on a memory card or USB-connected device..

.....

.....
.....
.....
.....

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.....
.....

... 50 Printing from a memory card or USB-connected device.....

.....
.....
.....
.....

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.....
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.....

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...51 Printing from a wireless device..

.....
.....

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.....
.....
.....

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.....

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..56 Transferring pictures to a computer...

.....

.....

.....

.....

.....

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.....

.....

.....

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...57 Transferring pictures to a computer with WINDOWS OS..

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.....

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.....

.....

.....

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.....

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...57 Transferring pictures to a computer with MAC OS

.....

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.....

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57 6 Mobile Printing Printing using Google Cloud Print

.....

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.....

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.....58 Printing using KODAK Email Print Service.....

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.....59 Printing emails, documents, and pictures

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59 Printing pictures from a mobile device

.....
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..... 60 Printing pictures from an iPhone, iPad, or iPod touch device

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.....
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.....
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.... 60 Printing pictures from a BLACKBERRY Device.

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.....

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.....
.....

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.....
.....

.....
.....

.... 60 Printing pictures from an ANDROID OS Device .

.....

.....
.....
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.....

.. 61 7 Copying Loading originals for copying.....

.....
.....
.....

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.....

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.....

.....62 Copying a document....

.....
.....
.....

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.....
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.....
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....62 Using the default settings to copy a document....

.....
.....
.....
.....
.....
.....
.....
.....

62 Adjusting the settings and copying a document....

.....
.....
.....
.....
.....
.....
.....
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...63 Changing the number of copies of a document ..

.....
.....
.....
.....
.....
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.....

. 64 Enlarging or reducing the size of a copy....

.....
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.....
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.....
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.....

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.....
.....

... 64 Darkening or lightening a copy

.....
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.....65 Two-sided copying...

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.....65 Automatic two-sided copying.

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.....

.....
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65 Manual two-sided copying

.....
.....
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.....
.....
.....

..... 66 Copying a photo.....

.....
.....
.....

.....
.....
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.....
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.....
.....
.....

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.....
.....

..67 Using the default settings to copy a photo

.....
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.....
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.....

.....
.....
.....
.....

.....
.....
67 Adjusting the settings and copying a photo.....
.....

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.....
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.....

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.....
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.....

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.....
.....

..... 68 Changing the number of copies of a photo.....

.....
.....
.....
.....

.....
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.....
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.....
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.....
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..... 69 Enlarging or reducing the size of a copy of a photo...

.....
.....
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.... 70 Darkening or lightening a copy of a photo.....

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.....
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.....
.....71 8 Scanning Before you begin scanning .
.....

.....
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.....
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.....
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.....
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.....72 Changing the scan settings for scanning from the printer control panel...
.....

.....
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.....

.....72 Loading originals for scanning...
.....

.....
.....
.....
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.....
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.....

.....75 ii www.

kodak.com/go/aiosupport Table of contents Scanning from the printer control panel

.....
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.....
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.....
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.... 75 Scanning to a computer

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.....
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76 Scanning to a memory card or USB flash drive.....

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..... 77 Scanning to email

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.....
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.....

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.....
.....

.. 78 Scanning to network folder

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.. 79 Scanning from the computer

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80 Scanning multiple pictures simultaneously

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. 101 10 Maintaining Your Printer General care and cleaning

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.....

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..... 102 Cleaning the scanner glass and document backing...

.....
.....
.....

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...103 Replacing ink cartridges

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.....
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.....

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... 105 Replacing the printhead ..

.....
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.....

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... 108 Updating the software and printer firmware.....

.....
.....
.....

.....
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.....

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.....
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.....
.....

...112 Updating if your printer is connected to a computer with WINDOWS OS..

.....
.....
.....
.....

..112 Updating if your printer is connected to a computer with MAC OS.....

.....
.....
.....

.....
.....

.....113 www.

kodak.com/go/aiosupport iii Table of contents Monitoring and adjusting printer performance

.....
.....
.....
.....

.....
.....

.....
.....
.....
.....

.....
.114 Checking ink levels...

.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....
.....

.....114 Checking paper levels

.....
.....
.....

.....
.....
.....

.....
.....
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.....
.....
.....

.....
.....
.....

.....114 Resetting factory defaults

.....
.....
.....
.....

.....
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.....
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.....114 11 Troubleshooting Basic troubleshooting ...

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...115 Getting help on the Web

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.....
.....
.....
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.....

...117 Status lights.....

.....
.....
.....
.....
.....

.....
..119 12 Product and Safety Specifications Features and Specifications

.....
.....
.....

.....
.....
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.....

.....
.....
.....
.....

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.....
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.120 Print performance

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.120 Photo printing features

.....
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.....120 Copy document features ...

.....
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.....121 Copy photo features

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.....121 Scanning features

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121 Input paper tray

.....
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..... 122 Output paper tray ..

.....
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.....
.....

.....
.....
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.....

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.....
.....
.....

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.....
.....
.....

... 122 Automatic document feeder (ADF) for originals.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
... 122 Fax system

.....
.....
.....

.....
.....
.....

.....
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.....

.....
.....
.....

.....
.....
.....

. 122 Paper types supported

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....
.....

.....
.....

... 122 Paper sizes supported ..

.....

.....
.....
.....

.....
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.....

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.....
.....
.....
.....
.....
.....

..... *123 Ink cartridges*

.....
.....
.....
.....
.....
.....
.....
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.....
.....
.....
.....
.....
.....
.....

.....
124 Connectivity.....

.....
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.....
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.....
.....
.....
.....
.....

.....
.124 Software support

.....
.....
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.....

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.....

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.....

.....

...124 Physical specifications ..

.....

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.....

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.....

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125 Warranty

.....

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.....
. 125 System requirements

.....
.....

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.....
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.....

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.....
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126 Safety information

.....
.....
.....

.....
.....
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.....

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.....
.....

. 127 LCD screen safety

.....
.....
.....

.....
.....
.....

.....
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.....

.....
.....

.....
.....
.....
.....
.....
.....
.....128 Ink cartridge safety

.....
.....
.....
.....

.....
.....
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.....

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.....
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.....

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.....
.....
.....

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....128 Regulatory compliance.

.....
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.....
.....
.....
.....

.....
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.....
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..129 FCC statement ...

.....
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.....
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.....
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.....
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.....
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.....
.....
.....
.....

.....
.....
.....
.....

...129 Canadian statements ..

.....
.....

.....
.....
.....
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.....
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.....
.....
.....
.....

.....
.....
.....
.....

..130 European compliance statement.....

.....
.....
.....

.....
.....
.....
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.....
.....
.....
.....

.....
.....
.....
.....

.130 German compliance statement

.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
.....
.....
.....
.....

..130 REACH Article 33 declarations.....

.....
.....
.....
.....
.....
.....
.....
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.....
.....
.....
.....

.....131 Waste electrical and electronic equipment labeling.....

.....
.....
.....
.....
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.....

131 ENERGY STAR® Qualified.....

.....
.....
.....
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.....
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...131 Warranty Information ..

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.. 132 Declaration of Conformity...

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..... 133 iv www.

kodak.com/go/aiosupport 1 Printer Overview This printer lets you print, copy, scan, and fax pictures and documents. In addition, this printer supports networking, letting you access the printer over a wireless (Wi-Fi) or Ethernet network. Components 2 1 3 4 5 6 7 8 9 19 18 10 17 11 16 12 15 14 13 1 2 3 4 5 6 7 8 9 Control panel Automatic Document Feeder (ADF) ADF paper-edge guides Line in phone port Ext out phone port USB port (for connecting to computer) Power cord port Ethernet port Rear-access cleanout area 11 12 13 Access door Printhead with ink cartridges installed Front USB port 14 Memory card slot 15 Paper tray 16 Scanner glass 17 Scanner lid 18 Output tray extender with paper stop 19 Output tray 10 Duplexer (pulled out) www.kodak.com/go/aiosupport 1 Printer Overview Control panel 1 2 3 4 5 6 7 8 9 10 11 19 18 17 16 15 14 13 12 Feature 1 2 3 4 5 6 7 8 LCD Fax mode button Copy mode button Navigation buttons OK button Attention light Phonebook button Numeric keypad Description Displays pictures, messages, and menus Lets you enter a phone number for sending a fax, or choose the Fax Options menu Displays the Copy Options menu Used to navigate menus and scroll through pictures Selects a menu item, accepts a setting, and continues with the current operation Blinks when an error occurs Displays the phonebook of fax numbers entered on this printer; lets you enter or edit phone numbers 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; and to enter information for authenticating access to a network Stops the current operation and returns to the menu; clears certain errors to allow scanning or sending a fax Starts the selected operation in black and white Turns the printer on or off 9 Cancel button 10 Start Black button 11 Power button 2 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Feature 12 Wi-Fi status light Description When lit, signals 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 Starts the selected operation in color, if the source is in color Dials the last-dialed phone number Turns the fax auto answer feature on or off; when the LED is on, the fax answers all incoming calls Displays the main menu Displays the next higher screen in the menu structure Displays the Print Photo Options menu Displays the Scan Options menu 13 Start Color button 14 Redial button 15 Auto Answer button with LED 16 Home button 17 Back button 18 Photo mode button 19 Scan mode button www.

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kodak.

[kodak.com/go/aiosupport 3 Printer Overview Home Center Software](#) KODAK Home Center Software is installed with your KODAK All-in-One Printer Software, unless you choose otherwise. The Home Center icon will appear on your desktop. NOTE: You can choose to install the KODAK AiO Printer Software Essentials, which include the drivers and Printer Tools only. On a computer with WINDOWS Operating System (OS), you can use Home Center Software to:

- browse, crop, enhance, and edit pictures print and scan make 3D pictures (from picture pairs taken to create 3D pictures) print from video send images to or print images from KODAK Gallery send images to or print images from FACEBOOK Social Network, FLICKR, PHOTOBUCKET, PICASA, SMILEBOX Photo Management Systems, and Google Docs configure your printer install new network printers upgrade to the latest printer software and firmware order supplies access the KODAK Tips and Projects Center access the Online Printer Management Tool
- On a computer with MAC OS, you can use Home Center Software to: ••••• scan configure your printer upgrade to the latest printer software and firmware order supplies see the status of your printer access the KODAK Tips and Projects Center access the Online Printer Management Tool

4 [www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Ordering supplies](#) You can order ink cartridges, paper, and accessories online. An Internet connection is required. To order supplies directly from Home Center Software: 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. To order supplies directly from the Web: •For ink, go to [www.kodak.com/go/printingsupplies](#) •For paper, go to [www.kodak.com/go/inkjetpaper](#) [www.kodak.com](#)

[kodak.com/go/aiosupport 5 Printer Overview Configuring printer settings](#) NOTE: When you first power on the printer, the LCD prompts you to select the Language and Country/Region. To set or change basic printer settings: 1. Press Home. 2. Press to select Printer Settings, then press OK. 3. Press to select one of the following settings: •Date and Time – Press OK, then press to select Year, Month, Day, Hour, or Minute. – Press or to change the values; press OK when you are done. – Press Back to return to the Printer Settings menu. •Time to Low Power To conserve energy, your printer will enter a low power (sleep) mode after being idle for a default delay time of 1 hour.

You can increase the delay time to low power (in 0.5 hour increments) up to 4 hours. Increasing the delay time may result in reduced energy savings. – Press to change the time to energy-saving sleep mode (select from 1 to 4 hours in 0.5 hour increments).

•Tagged Images Printing (see Printing tagged pictures, page 55) – Press to select Off or On. •Language – Press OK, press to select a language, then press OK. •Country/Region – Press OK, press to select a country or region, then press OK. •Reset All Settings (see Resetting factory defaults, page 114) NOTE: Resetting factory defaults does not change the date and time, language, country/region, or network settings. •Printer Info – Press OK to view the Firmware Version number; press OK when you are done.

4. Press Back to return to the Main Menu. 6 [www.kodak.com/go/aiosupport 2 Networking Your Printer](#) This section explains how to configure or change your wireless network settings. To connect your printer to an 802.11b/g/n wireless (Wi-Fi) network, refer to the following information. Connecting to a wireless network Before you connect You need: •a wireless router. •to determine whether your wireless router supports Wi-Fi Protected Setup (WPS). NOTE: If you have specific questions about your router, see your router manufacturer's documentation for more information.

Connecting to a wireless network using the Wi-Fi Setup Wizard You can use the Wi-Fi Setup Wizard on the printer to connect to your wireless network. Use the procedures that is appropriate for your network setup. Connecting to a non-WPS wireless router To connect your printer to your wireless network, you need to know the network name, also called the Service Set Identifier (SSID). You can obtain your network name from the wireless router. See the manufacturer's documentation for more information. If you have enabled security on your network, you also need to know the security string (passphrase or password), which may be a Wired Equivalent Privacy (WEP) or a Wi-Fi Protected Access (WPA/WPA2) passphrase. Record your network information using the correct uppercase and lowercase letters. Network Name (SSID): _____ Security String (case-sensitive): _____

1. Press Home. 2. Press to select Network Settings, then press OK. 3. With Wi-Fi Setup Wizard selected, press OK. NOTE: The Wi-Fi radio turns on when you select Wi-Fi Setup Wizard. [www.kodak.com/go/aiosupport 7 Networking Your Printer](#)

The Wi-Fi connectivity LED blinks as the printer searches for available wireless networks within range, then displays the list in order of signal strength. For example: If there are additional networks than can be shown on the LCD, press to view them. 4. Press to select your network name, then press OK.

If you don't see your network in the list, or if you want to change your network, select Rescan for Wireless Networks, then press OK. NOTE: If the name of your network is not listed, make sure your wireless router is turned on and within range. 5. If your network requires a password, use the LCD keyboard to enter your Security String. The Security String is case-sensitive. On the control panel, press , , or to select the letters and numbers. When you are finished, select DONE, then press OK. 6. When the confirmation message appears, press OK. 8 [www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer](#)

When the printer is successfully connected, the Wi-Fi connectivity LED will stop blinking and remains lit. The printer with a wireless connection is listed as the name of the printer plus a number (for example, KodakOFFICEHERO6.1+1002). 7. If you haven't yet installed the KODAK All-in-One Printer Software, insert the CD that came with the printer into the computer CD drive, and follow the on-screen instructions. When the software checks for updates, if a newer version exists, install the newer version. (On a computer with MAC OS, be sure to select the option to check for newer versions.) NOTE: If you do not have the CD: a.

Go to [www.kodak.com/go/aiodownloads](#). b. In the results list, click the link for KODAK All-in-One Printer Software for your computer's operating system. c. Follow the on-screen instructions. Connecting to a WPS wireless router If your router supports Wi-Fi Protected Setup (WPS), use WPS Connect.



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WPS lets you configure your printer for a wireless network by pressing buttons or entering a PIN. To connect to a network using WPS: 1. Press Home. 2. Press to select Network Settings, then press OK. 3. With Wi-Fi Setup Wizard selected, press OK. NOTE: The Wi-Fi radio turns on automatically when you select Wi-Fi Setup Wizard. 4. With WPS Connect selected, press OK. www.kodak.com/go/aiosupport

9 Networking Your Printer 5. Select one of two methods of connecting: **IMPORTANT:** Before you press OK on the printer, make sure you know where the router's push button is, or where to enter the generated PIN. If necessary, consult your Internet Service Provider or router device manufacturer's documentation for more information. Using Push Button Configuration NOTE: You will have two minutes to press or select the WPS button. It may be a button on the device or a virtual button in the device's software. Entering WPS PIN a. Press to select Generate WPS PIN, then press OK. b. In your wireless router's software, locate the PIN screen, then follow the router's instructions. c.

Enter the PIN you received on the LCD into the PIN screen. a. With Push Button Configuration selected, press OK. b. Press or select the WPS button for your wireless router.

6. When the confirmation message appears, press OK. When the printer is successfully connected, the Wi-Fi connectivity LED stops blinking and remains lit. The printer with a wireless connection is listed as the name of the printer plus a number (for example, KodakOFFICEHERO6.1+1002).

7. If you haven't yet installed the KODAK All-in-One Printer Software, insert the CD that came with the printer into the computer CD drive, and follow the on-screen instructions. When the software checks for updates, if a newer version exists, install the newer version. (On a computer with MAC OS, be sure to select the option to check for newer versions.) NOTE: If you do not have the CD: a. Go to www.kodak.com/go/aiodownloads. b. In the results list, click the link for KODAK All-in-One Printer Software for your computer's operating system.

c. Follow the on-screen instructions. 10 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Setting up an IP Address **IMPORTANT:** You should only need to set up an IP Address for your printer if you are having a problem connecting your printer to a wireless network. Typically, it is not necessary to set up an IP Address. This procedure is for advanced users. All IP Address entries have the following format: 000.000.000.000. If an address or Subnet Mask has only one or two characters between the periods, include one or two leading zeros in front of that number. For example: The address as it may appear in your documentation 149.89.

138.149 149.2.40.149 How to enter the address in the printer menu 149.

089.138.149 149.002.040.149 To set up your IP Address on the printer: 1. 2. 3. 4. 5.

Press Home. Press to select Network Settings, then press OK. Press to select Advanced IP Address Setup, then press OK. Press OK again to continue. Select one of the following, then press OK: • Dynamic (DHCP) • Manual (Static) 6. If you selected Manual (Static), you are prompted to enter an IP Address, a Subnet Mask, a Gateway Address, and a DNS Server address. Press OK after each entry. Use the navigation buttons to enter each digit of the numbers.

Consult your Internet Service Provider or network administrator for more information. www.kodak.com/go/aiosupport

11 Networking Your Printer Viewing the network configuration To view the network configuration and verify that you are connected to your wireless network: 1. Press Home. 2. Press to select Network Settings, then press OK.

3. Press to select View Network Configuration, then press OK. The wireless or Ethernet network settings appear on the LCD, including: • Printer Name • Printer Hostname • Connection • Speed • IP Address • IP Address Type • Network Subnet • Connected Network SSID • Security • Authentication • Channel • Region • Radio (on/off) • MAC Address If the printer is connected to your network, you will see the network name and the word CONNECTED. 4. To scroll through the information, press .

5. When you are done, press OK. Printing the network configuration To print the current network configuration: 1. 2. 3. 4. Load plain paper into the printer. (See Loading plain paper, page 40.) Press Home. Press to select Network Settings, then press OK.

Press to select Print Network Configuration, then press OK. 12 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Installing your printer on additional computers on the network To add your printer to another computer(s) on your network, install the KODAK All-in-One Printer Software on each computer. • Insert the CD that came with the printer into the computer CD drive, and follow the on-screen instructions. When the software checks for updates, if a newer version exists, install the newer version. (On a computer with MAC OS, be sure to select the option to check for newer versions.) NOTE: If you do not have the CD: a. Go to www.kodak.com/go/aiodownloads. b. In the results list, click the link for KODAK All-in-One Printer Software for your computer's operating system. c.

Follow the on-screen instructions. Connecting to another KODAK All-in-One Printer If you are connecting to a newer model printer (for example, you have an ESP OFFICE 6150 Printer and now you are adding an OFFICE HERO 6.1 Printer), you must install the KODAK All-in-One Printer Software for the newer model. NOTE: When you install the new software, the printer driver for the ESP OFFICE 6150 Printer will be uninstalled, and updates for the ESP OFFICE 6150 Printer will be installed in addition to the driver for the OFFICE HERO 6.1 Printer.

On a computer with WINDOWS OS: 1. Select Start > All Programs > Kodak > KODAK Printer Setup Utility. • If your wireless printer (example: KodakOFFICEHERO6.1+1002) is not listed: a. Select No, my printer is not listed, then click Next. b. From the drop-down list, select your printer. c. Select Network - Wireless/Wi-Fi, then click Next. When your printer is detected, driver installation begins.

• If your wireless all-in-one printer (example: KodakOFFICEHERO6.1+1002) is listed: a. Select the all-in-one printer that is connected to your network. b. Select Yes, my printer is listed, then click Next. When your printer is detected, driver installation begins. 2. When driver installation is complete, click Done.

On a computer with MAC OS: 1. 2.

3. 4. 5. Select Apple > System Preferences. Under Hardware, select Print & Fax or Print & Scan.

Click + in the dialog box. Select your printer from the list. Click Add, if required. www.kodak.com/go/aiosupport

13 Networking Your Printer Connecting to an Ethernet network Before you connect, you need: • an Ethernet network that includes a router, switch, or hub with an Ethernet port. • a Category 5 (or higher) Ethernet cable. • to temporarily disable your firewall until the printer is successfully installed and communicating.



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To connect to an Ethernet network: 1. Connect the Ethernet cable to the Ethernet port on the back of the printer. 2. Connect the other end of the Ethernet cable to an available Ethernet port on your router, switch, or hub. 3. If you haven't yet installed the KODAK All-in-One Printer Software, insert the CD that came with the printer into the computer CD drive, and follow the on-screen instructions. When the software checks for updates, if a newer version exists, install the newer version.

(On a computer with MAC OS, be sure to select the option to check for newer versions.) NOTE: If you do not have the CD: a. Go to www.kodak.com/go/aiodownloads. b. In the results list, click the link for KODAK All-in-One Printer Software for your computer's operating system. c. Follow the on-screen instructions. 14 www.

kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Adding a wireless network connection to a USB-connected computer You can change the way you connect to your printer at any time. Changing from USB to a wireless connection To change the printer connection type from USB to a wireless (Wi-Fi) network: If your printer is connected to a computer with WINDOWS OS: 1. Disconnect the USB cable from your printer and computer. 2. On your computer, disable any firewall you have installed until you have successfully completed the installation. 3. If you have not already done so, connect your printer to your wireless network. See Connecting to a wireless network, page 7. 4. Select Start > All Programs > Kodak > KODAK Printer Setup Utility. • If your wireless all-in-one printer (example: KodakOFFICEHERO6.1+1002) is not listed: a. Select No, my printer is not listed, then click Next. b. Select your printer from the list. c. Select Network - Wireless/Wi-Fi, then click Next. When your printer is detected, driver installation begins.

• If your wireless all-in-one printer (example: KodakOFFICEHERO6.1+1002) is listed: a. Select the all-in-one printer that is connected to your network. b. Select Yes, my printer is listed, then click Next. When your printer is detected, driver installation is complete, click Done. The printer with a wireless connection is listed as the name of the printer plus a number (for example, KodakOFFICEHERO6.1+1002).

If your printer is connected to a computer with MAC OS: 1. Disconnect the USB cable from your printer and computer. 2. If you have not already done so, connect your printer to your wireless network. See Connecting to a wireless network, page 7. 3. Select Apple > System Preferences. 4. Under Hardware, select Print & Fax or Print & Scan. 5.

Click + in the dialog box. 6. Select your printer from the list. 7. Click Add, if required. The printer with a wireless connection is listed as the name of the printer plus a number (for example, KodakOFFICEHERO6.1+1002). www.kodak.com/go/aiosupport 15 Networking Your Printer Changing from USB to an Ethernet connection Before you connect, you need: • an Ethernet network that includes a router, switch, or hub with an Ethernet port.

• a Category 5 (or higher) Ethernet cable. • to temporarily disable your firewall until the printer is successfully installed and communicating. To change from a USB connection to an Ethernet network connection: 1. Disconnect the USB cable from your printer and computer. 2. Connect the Ethernet cable to the Ethernet port on the back of the printer. 3. Connect the other end of the Ethernet cable to an available Ethernet port on your router, switch, or hub. If your printer is connected to a computer with WINDOWS OS: 1. 2.

3. 4. Select Start > All Programs > Kodak > KODAK Printer Setup Utility. Select No, my printer is not listed, then click Next. Select KODAK OFFICE HERO 6.1 AiO from the printer list. Select Network - Ethernet cable, then click Next. The Printer Setup Utility searches for your printer and connects automatically. 5. Click Done.

If your printer is connected to a computer with MAC OS: 1. 2. 3. 4. 5. Select Apple > System Preferences. Under Hardware, select Print & Fax or Print & Scan. Click + in the dialog box. Select your printer from the list. Click Add, if required.

16 www.kodak.com/go/aiosupport 3 Online Printer Management Tool The KODAK Online Printer Management Tool lets you access your printer through an Internet browser (such as INTERNET EXPLORER, FIREFOX, SAFARI, CHROME) on any computer that is on the same network as your printer.

IMPORTANT: Your computer and your printer must be on the same wireless or Ethernet network. The Online Printer Management Tool is not available if your printer is connected to a computer with only a USB cable. With the Online Printer Management Tool, you can: ••••view printer status configure (or change) printer settings change fax settings and add entries to the Fax phone book create Scan to Email and Scan to Network Folder profiles (that you can access from the printer control panel) • add entries to the Email Address book • set up accounts for GOOGLE Cloud Print and KODAK Email Print Service www.kodak.com/go/aiosupport 17 Online Printer Management Tool Accessing the Online Printer Management Tool in one of the ways described below. Directly from Home Center Software v7.x or higher: 1.

Open Home Center Software. 2. Select Printer Tools on a computer with WINDOWS OS, or Tools on a computer with MAC OS. 3. Make sure that the name of your wirelessly connected printer appears in the bottom left of the window.

NOTE: A wirelessly connected printer is listed as the name of the printer plus a number (for example, KodakOFFICEHERO6.1+1002). If a different printer name appears, click Select, then choose your wirelessly connected printer. 4. Under Tools, select Online Printer Management.

The Online Printer Management Tool opens. On any printer-supported computer: 1. Get the IP Address of your wirelessly connected printer: a. On your printer control panel, press Home. b. Press to select Network Settings, then press OK. c. Press to select View Network Configuration, then press OK. NOTE: If you prefer a printout, press to select Print Network Configuration, then press OK. A Test Page prints, including the IP Address in the format xxx.

xxx.xxx.xxx. d. Press to see the IP Address in the format xxx.xxx.xxx.xxx. (See Viewing the network configuration, page 12.) 2.

On your computer, open your preferred Internet browser (such as INTERNET EXPLORER, FIREFOX, SAFARI, CHROME). 3. Type the printer IP Address in the browser address (URL) bar, then press Enter. The Online Printer Management Tool opens in the browser window. 18 www.

kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Using the Online Printer Management Tool Configuring printer settings To change the standby time, volume of the button sound, date and time, or reset the setting to the factory defaults: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab.



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3. Select Device in the left pane. 4. Select General, Date & Time, or Reset, and make any necessary changes. 5. Click Save. If you have reset any settings or profiles, click Reset. NOTE: Select Reset to restore default settings, if necessary. www.kodak.com/go/aiosupport

19 Online Printer Management Tool Changing the printer name 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Network tab. 3. Select General > Friendly Name. 4. Highlight the text in the Friendly name field and type the name you want, then click Save. 5.

Click Save. 20 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Adjusting fax settings Edit your phone book, or change the fax settings.

Editing the fax phone book To edit the fax phone book: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3.

Select Fax > Phone Book. To add a phone book entry: 1. Type the name and fax number, and, optionally, select a quick dial number for your fax entry. 2. Click Add. www.kodak.com/go/aiosupport 21 Online Printer Management Tool To edit a phone book entry: 1. 2. 3.

4. Select the check box for an existing entry in the Phone Book. Click Edit. Make the changes. Click Save, then click OK. To delete a phone book entry: 1. Select the check box for an existing entry in the Phone Book. 2. Click Delete, then click Yes. Changing fax settings To change fax settings: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Fax > Settings. 22 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 4. Enter the sender information.

This information appears in the header of faxes you send from your printer. (For more information about sender information, see Entering fax sender information, page 87.) 5. Adjust fax any settings, as necessary. (For more information about settings, see Selecting fax settings, page 88.) 6. Click Save. Setting up Scan To Email When you scan with your printer, you can send the scans directly from the printer to an email recipient. To do so, you must first set up a profile for yourself, and define the email address(es) to which you want to send scans. Creating the outgoing email profile 1.

Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Scan To Email > Email Profile. 4. Click Add New Outgoing Email Profile. www.kodak.com/go/aiosupport 23 Online Printer Management Tool 5.

In the Profile Name field, type a name that has meaning to you; for example, your initials and your email provider, such as LR Hotmail or LR Gmail. This name will appear on the printer control panel when you start a scan to be sent through email. 6. In the From Email Address field, type your email address.

Although the email will be sent from the printer, any replies will go to this email address.

24 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 7. Under Email Server Settings, enter your email service provider. • If your email service provider is Gmail, Yahoo, AOL, or Hotmail, select your services from the drop-down menu. The Email Service and Port Number fields fill in automatically. • If your email service provider is not in the drop-down menu: a. Type the email server name or the IP address of your email service provider in the Email Server field. b. Type the port number of your email server in the Port Number field. NOTE: Locate this information in the email account properties fields in your email application, or contact your Internet Service Provider. c. If your mail server supports secure connection mode, select the Always use secure connection check box. 8.

If your email server requires authentication for sending emails: a. Select the The email server requires authentication for outgoing email check box. b. Type the User ID and Password for your email account. www.kodak.com/go/aiosupport 25 Online Printer Management Tool 9. If you want to limit who uses your profile (which appears on the printer LCD) to send scans: a. Select the Enable Access PIN check box. b.

Type a 4-digit numeric PIN (your choice). You will need to enter this PIN each time you access your profile when scanning to an email address. 10. If you want a copies of all messages, select the Copy sender for all email messages sent from the printer checkbox. 11.

Click Test Profile to confirm that the printer can access your account. • If the printer can access your account, "Test profile: Successful" appears. Click OK, then click Save. • If the printer cannot access your account, "Test Profile: Failed" appears. Click OK, then make changes to the profile.

Setting up the email address book To enter email addresses of people to whom to want to send scans by email: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Scan To Email > Address Book. 26 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 4.

For each person: a. Type the person's Name. b. Type the person's Email Address. c. Click Add. 5. When you are finished adding email addresses, click OK. Setting options for scan to email When you send a scan to an email address, the printer uses defaults — subject line, body, and scan settings — that you set up under email options. 1.

Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Scan To Email > Email Option.

4. Select and replace the default subject line and body text, if necessary. This subject line and body text will be included with every scan you send to an email address. www.kodak.com.

www.kodak.com/go/aiosupport 27 Online Printer Management Tool 5. Select the scan settings that will be used for all scans sent to email. NOTE: You can enter a Filename Prefix of your choice. 6. Click Save, then click OK. You can now send a scan to an email address from the printer control panel. See Scanning from the printer control panel, page 75. 28 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.

1 All-in-One Printer Setting up Scan To Network Folder You can scan documents or photos directly to a file in a shared folder on your network. Before you create a network folder profile You must identify or create a network shared folder on a computer connected to the same network as your printer before you create a network folder profile. Note the network name of the folder, including the path information, and the name of the computer where it is located. To learn more about sharing folders, see the information in the links below. • For computers with WINDOWS XP OS, see

www.microsoft.com/windowsxp/using/networking/maintain/share.msp • For computers with WINDOWS VISTA OS, see technet.microsoft.com/en-us/library/bb727037.aspx

• For computers with WINDOWS 7 OS, see windows.com.



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microsoft.com/en-US/windows7/File-sharing-essentials • For computers with MAC OS 10.5 or later, see support.apple.com/kb/ht1549 www.kodak.com/go/aiosupport 29 Online Printer Management Tool Adding a network folder profile To add a network folder profile that you can access from your printer control panel: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Scan To Network Folder > Network Folder Profile. 4. Click Add New Network Folder Profile. 30 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 5. Type: • Profile Name • Folder Path 6.

If the computer where the folder is located requires authentication to access its shared folders, type the network login User Name and Password. 7. If you want to limit who uses your profile to scan documents to your network folder: a. Select the Enable Access PIN check box. b. Type a 4-digit numeric PIN (your choice). You will need to enter this PIN each time you access your profile when scanning to a network folder. 8. Click Test Profile to confirm that the printer can access the network folder. • If the printer can access the network folder, "Test profile: Successful" appears. Click OK, then click Save. • If the printer cannot access the network folder, "Test Profile: Failed" appears. Click OK, then make changes to the network folder profile. You are now ready to scan a document or photo to your network folder from the printer control panel. See Scanning from the printer control panel, page 75.

www.kodak.com/go/aiosupport 31 Online Printer Management Tool Setting scan settings for scan to network folder When you send a scan to network folder, the printer uses defaults that you set up under scan settings. 1. Select Scan To Network Folder > Scan Settings.

2. Select the scan settings that will be used for all scans sent to a network folder: NOTE: You can enter a Filename Prefix of your choice. 3. Click Save, then click OK. You can now send a scan to a network folder from the printer control panel. See Scanning from the printer control panel, page 75. 32

www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Setting up Cloud Printing Registering your printer with Google Cloud Print Your printer lets you print from anywhere in the world using your smartphone, tablet, or computer that uses GOOGLE Cloud Print enabled apps.

You must register your printer with a GOOGLE Account to enable this feature. 1. Make sure your printer and computer are connected to the same network (see Networking Your Printer, page 7). 2. Make sure you have the latest version of Home Center Software and printer firmware (see Updating the software and printer firmware, page 112). 3. Do one of the following: NOTE: After you select Cloud Printing Setup, the Online Printer Management Tool opens in your Web browser. • Open Home Center Software, then click Cloud Printing Setup. • Depending on your Operating System, use the path below to select Cloud Printing Setup. – WINDOWS XP OS: Select Start > Programs > Kodak > KODAK AiO Printer Tools, then click Cloud Printing Setup.

– WINDOWS VISTA and 7 OS: Select WINDOWS icon > All Programs > Kodak > KODAK AiO Home Center > Printer Tools, then click Cloud Printing Setup. – MAC OS: Select KODAK AiO Home Center > Tools, then click Cloud Printing Setup. Follow the on-screen instructions. Sign into your Google Account. In the Google window, click Finish printer registration.

Return to the Online Printer Management Tool. Wait until you see Registration Successful for Google Cloud Print. This may take a few minutes. To register your printer with KODAK Email Print Service and get an email address for your printer, go to step 3 of Registering your printer with KODAK Email Print Service, page 34 Sign out of your Google Account. 4.

5. 6. 7. 8. 9. For information about printing, see Printing using Google Cloud Print, page 58. www.kodak.com/go/aiosupport 33 Online Printer Management Tool Editing a Google Cloud Print account Once you have successfully created an account with Google, you can make edits to various fields. 1.

Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Cloud Printing > Google Cloud Print. 4. Click Edit Settings. 5. Make the changes you want in the appropriate fields, then click Save. Registering your printer with KODAK Email Print Service KODAK Email Print lets you send emails and attachments to your printer using any email account.

Your printer must be registered to Google Cloud Print before you can register to KODAK Email Print (see Registering your printer with Google Cloud Print, page 33). If you do not want to set up KODAK Email Print, you can access the set up at any time at www.kodakeprint.com. 1.

Go to www.kodakeprint.com. 2. Sign in with the account you used to set up Google Cloud Print (see Registering your printer with Google Cloud Print, page 33).

3. Click Get Email Address for KODAK Printer. 4. Click Allow Access. You will be redirected to the KODAK Email Print Service Web site. 5. Click Enable next to your printer. 6. To limit who can send emails to your KODAK Printer email address: a. Next to Access Control, click Edit.

b. Select Control who can send email (by email or domain). c. To add a specific email address or domain, click Add new Email/Domain. d. Type the correct information for the email or domain, then click Save. NOTE: To delete an email or domain, click Delete. 34 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.

1 All-in-One Printer Changing printer settings for copying and printing You can change the default printer settings for copying documents and photos, and for printing photos. Changing Copy Document and Copy Photo settings To change the default printer settings for copying documents or photos: 1. Open the Online Printer Management Tool, (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab.

3. Select Copy & Print > Copy Documents or Copy Photo. 4. Make the changes you want in the appropriate fields, then click Save. www.kodak.com/go/aiosupport 35 Online Printer Management Tool 36 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Changing Print Photo settings To change the default printer settings for printing photos: 1. Open the Online Printer Management Tool (see Accessing the Online Printer Management Tool, page 18). 2. Select the Settings tab. 3. Select Copy & Print > Print Photo.

4. Make the changes you want in the appropriate fields, then click Save. www.kodak.com/go/aiosupport 37 4 Handling Paper 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. For the best photo printing results, use KODAK Photo Papers, which are optimized to work with KODAK All-in-One Printers, or photo papers designed for use on pigment-based inkjet printers.



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When handling photo paper: •Hold the paper by the edges; avoid placing your fingerprints on it. •Do not touch the glossy side of photo paper. •Store paper flat, away from direct sunlight and heat.

Paper types You can use: ••••• Plain paper — 16 to 24 lb / 60 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 — inkjet variety on 8.5 x 11-in. or A4 sheets Iron-on transfers — inkjet variety on 8.5 x 11-in.

or A4 sheets 38 www.kodak.com/go/aioosupport KODAK OFFICE HERO 6.1 All-in-One Printer Paper sizes The paper tray accepts the following paper sizes: Minimum size English units Metric units 4 x 6 in. 10 x 15 cm Maximum size 8.

5 x 14 in. 22 x 36 cm The paper tray accepts the following standard paper sizes: •••••••••••••••••••• 4 x 6 in. / 10 x 15 cm 4 x 7 in. / 10 x 18 cm 4 x 8 in. / 10 x 20 cm 4 x 12 in. / 10 x 31 cm 5 x 7 in. / 13 x 18 cm 7.3 x 8.5 in. / 19 x 22 cm 7 x 10 in.

/ 18 x 25 cm US Executive (7.3 x 10.5 in. / 19 x 27 cm) 8 x 10 in. / 20 x 25 cm US Letter (8.5 x 11 in. / 22 x 28 cm) US Legal (8.5 x 14 in. / 22 x 36 cm) A4 (8.3 x 11.

7 in. / 21 x 30 cm) A5 (5.8 x 8.3 in. / 15 x 21 cm) A6 (4.1 x 5.8 in. / 11 x 15 cm) B5 (6.9 x 9.8 in.

/ 18 x 25 cm) NOTE: Do not load paper smaller than 4 x 6 in. / 10 x 15 cm. Envelope sizes The printer accepts the following envelope sizes: •••••••••• C5 (6.7 x 9 in. / 16 x 23 cm) C6 (4.5 x 6.4 in. / 11 x 16 cm) DL (4.3 x 8.7 in.

/ 11 x 22 cm) US #7¼ (3.9 x 7.5 in. / 10 x 19 cm) US #9 (3.9 x 8.9 in. / 10 x 23 cm) US #10 (4.1 x 9.5 in. / 10 x 24 cm) IMPORTANT: Do not load envelopes with cutout or clear windows.

www.kodak.com/go/aioosupport 39 Handling Paper Loading paper Loading plain paper The capacity of the paper tray is 200 sheets of 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 NOTE: When loading legal-size (8.

5 x 14 in. / 22 x 36 cm) paper, move the front paper-edge guide forward until it is fully extended. front paper-edge guide 40 www.kodak.com/go/aioosupport KODAK OFFICE HERO 6.1 All-in-One Printer 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 NOTE: When loading legal-size (8.5 x 14 in. / 22 x 36 cm) paper, move, do not lift the paper stop.

www.kodak.com/go/aioosupport 41 Handling Paper Loading photo paper The capacity of the paper input tray is 70 sheets of photo paper. 1. Raise the output tray, and pull out the paper tray.

output tray paper tray 2. Remove any paper from the tray. 3. Insert the photo paper (short side first) into the tray with the logo side facing up and the glossy side down. IMPORTANT: Always load the paper short side first.

The printer automatically detects the orientation of the picture, whether it's portrait or landscape, and prints accordingly. If the photo paper is loaded in the wrong direction, the image will be cut off and the paper may jam. If the paper is loaded with the wrong side up, 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. 42 www.kodak.com/go/aioosupport

www.kodak.com/go/aioosupport KODAK OFFICE HERO 6.1 All-in-One Printer Loading envelopes It is best to load envelopes one at a time. IMPORTANT: Do not load envelopes with cutout or clear windows. To load envelopes: 1. Raise the output tray, and pull out the paper tray. output tray paper tray 2. Remove any paper from the tray. 3. Move the left paper-edge guide to the far left.

4. Move the front paper-edge guide forward. left paper-edge guide front paper-edge guide www.kodak.com/go/aioosupport 43 Handling Paper 5. Insert the envelope(s) into the tray with the flap up and the top of the envelope against the right side of the tray. 6. Move both the left and front paper-edge guides until they touch the envelope(s). 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 44 www.kodak.com/go/aioosupport KODAK OFFICE HERO 6.1 All-in-One Printer Loading originals You can place originals for copying, scanning, or faxing on the scanner glass or in the ADF (Automatic Document Feeder). The ADF automatically feeds the originals into the printer when you begin copying, scanning, or faxing. NOTE: Keep the scanner glass clean. Any dirt or smudges on the glass will appear as marks on the copy.

See *Cleaning the scanner glass and document backing*, page 103. Using the scanner glass To place an original on the scanner glass: 1. Remove any originals from the Automatic Document Feeder (ADF). 2. Lift the scanner lid, and place the document or picture face down in the right-front corner. 3. Close the scanner lid. www.kodak.com/go/aioosupport 45 Handling Paper Using the Automatic Document Feeder (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 in the following sizes: Minimum size English units Metric units 6.9 x 9.8 in. 176 x 250 mm Maximum 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. Remove any originals from the scanner glass. 2. Open the ADF paper tray, and move the ADF paper-edge guides outward.

ADF paper-edge guides ADF paper tray 3. Fan and stack the originals, then insert them face up in the ADF, with the top of the pages in first. IMPORTANT: Remove all paper clips and staples from the originals. 4. Move the ADF paper-edge guides until they touch the paper. The ADF automatically feeds the originals into the printer when you begin copying, scanning, or faxing. 46 www.kodak.com/go/aioosupport 5 Printing Print documents and lab-quality pictures on your printer. Printing documents Printing one-sided documents The default is for documents to print on one side of the paper.

To print a document from your computer: 1. 2. 3. 4. Open the document. Select File > Print. In the Print dialog box, select your KODAK Printer. Choose the pages to print, number of copies, etc, then click OK (on a computer with WINDOWS OS) or Print (on a computer with MAC OS). Printing two-sided documents You can print documents on both sides of the page automatically with the built-in duplexer or by manually by rotating and reloading the paper after the first side is printed.

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IMPORTANT: Two-sided printing can only be done on media that can absorb ink on both sides, such as plain paper or two-sided photo paper. Two-sided printing will not work on bar-coded photo paper (the bar code is on the back side). Printing two-sided documents automatically with the duplexer Print documents on both sides of the page automatically with the built-in duplexer. **IMPORTANT:** Automatic two-sided printing can only be done with letter/A4-sized plain paper. Printing from a computer with WINDOWS OS To print two-sided documents automatically from a computer with WINDOWS OS:

1. Load plain paper into the paper tray.
2. Open the document you want to print, then select File > Print. 3. In the Print dialog box, make sure that KODAK OFFICE HERO 6.1 AiO (or for a wireless connection, KODAK OFFICE HERO 6.1 +XXXX, where XXXX is a number) is selected, then click Properties or Preferences. 4. Select the Layout tab. 5. In the Two-sided printing field, select Automatically with Duplexer, then click OK. **NOTE:** You can also select automatic two-sided printing from the General tab under the Job settings field. 6. Under Flip on, select either Long edge or Short edge. 7. Click OK or Print to start printing.

www.kodak.com/go/aiosupport 47 Printing Printing from a computer with MAC OS To print two-sided documents automatically from a computer with MAC OS: 1. Load plain paper into the paper input tray. 2. Open the document you want to print, then select File > Print. 3. In the Print dialog box, make sure that Eastman Kodak Company KODAK OFFICE HERO 6.1 AiO printer (or for a wireless connection, KODAK OFFICE HERO 6.1 +XXXX, where XXXX is a number) is selected.

4. In the Copies & Pages drop-down list, select Layout. 5. In the Two-Sided drop-down list, select either Long-Edge binding or Short-Edge binding. 6. Click Print. Printing two-sided documents manually You can print two-sided documents on any size paper that the printer accepts from a minimum of 4 x 6 in. / 10 x 15 cm to a maximum of 8.5 x 14 in / 22 x 36 cm (see Paper sizes, page 39) when you rotate the paper manually when prompted by the printer.

IMPORTANT: Two-sided printing can only be done on media that can absorb ink on both sides, such as plain paper or two-sided photo paper.

Two-sided printing will not work on bar-coded photo paper (the bar code is on the back side). Printing from a computer with WINDOWS OS To print two-sided documents manually from a computer with WINDOWS OS: 1. Load paper into the paper tray. 2. Open the document you want to print, then select File > Print. 3. In the Print dialog box, make sure that KODAK OFFICE HERO 6.1 AiO (or for a wireless connection, KODAK OFFICE HERO 6.1 +XXXX, where XXXX is a number) is selected, then click Properties or Preferences. 4.

Select the Layout tab. 5. In the Two-sided printing field, select Manual (Instructions provided), then click OK. **NOTE:** You can also select manual two-sided printing from the General tab under the Job settings field. 6. Under Flip on, select either Long edge or Short edge. 7. Click OK or Print. 8. When a message appears on your computer or printer LCD, remove the printed pages from the output tray.

9. Rotate the printed pages 180 degrees, and place them into the paper tray (printed side up). 48 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 10. Press Start Black or Start Color on the printer. **NOTE:** It does not matter which Start button you press; the print job will continue printing in either color or black, depending on the document. Printing from a computer with MAC OS To print two-sided documents manually from a computer with MAC OS: 1. Load paper into the paper tray.

2. Open the document you want to print, then select File > Print. 3. In the Print dialog box, make sure that Eastman Kodak Company KODAK OFFICE HERO 6.1 AiO printer (or for a wireless connection, KODAK OFFICE HERO 6.1 +XXXX, where XXXX is a number) is selected. 4. In the Print dialog box, select the two-sided check box. 5. Click Print.

6. When the even-numbered pages have finished printing, follow the instructions on the printer LCD to reload the printed pages in the paper tray. 7. Press Start Black or Start Color on the printer control panel to print the odd-numbered pages. **NOTE:** It does not matter which Start button you press; the print job will continue printing in either color or black-and-white, depending on the document. Printing forms from the control panel You can print the following forms from the control panel: •••••••• Graph Paper Wide Ruled Narrow Ruled Grocery List Reminder List Tic-tac-toe Sheet Music (Portrait) Sheet Music (Landscape) To print a preprogrammed form: 1. Press Home. 2. Press to select Printable Forms, then press OK. 3.

Press to select a form. 4. Press or to select a quantity (up to 99), then press OK. 5. Press Start Black or Start Color on the printer.

NOTE: It does not matter which Start button you press; the form will print in either color or black, depending on the form. www.kodak.com/go/aiosupport 49 Printing 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, BLACKBERRY Device, or ANDROID OS Device (may not be available with all models). For more information, go to www.

kodak.com/go/mobile. 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. Open Home Center Software, select Edit and Print Pictures, then follow the on-screen instructions. On a computer with MAC OS or WINDOWS OS, you can print pictures from KODAK EASYSHARE Software or any picture-editing or photo-management software. Viewing pictures on a memory card or USB-connected device When you insert a memory card into the memory card slot on your printer or connect a USB device to the front USB port, the pictures appear on the LCD. Press or to scroll through the pictures. If the printer is idle for more than two minutes, the LCD will revert to the status display. To view the pictures again, press any button, then press or .

Finding pictures on a memory card or USB-connected device Your printer can help you locate pictures on a memory card or USB-connected device by the date the picture was taken or last saved. To locate pictures: 1. Insert the memory card into the memory card slot or connect the USB device to the front USB port. 2. Press Home. 3. Press to select View and Print Photos, then press OK. 4. Press to select Find Photos, then press OK. 5.

In the View by Date menu, press to select Year, Month, and/or Day; press or to select the specific year, month, and/or day. The number of photos found for the date you specified appears under the menu name. 6. To view these pictures, press OK. 50 www.

kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Printing from a memory card or USB-connected device You can print pictures from the following cards or USB-connected devices: MS/XD/SD Card slot •••• MULTIMEDIA Card (MMC) XD Picture Card 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) Front USB port • PICTBRIDGE Technology enabled camera • Flash drive • MSC Cameras (cameras as USB storage device) **IMPORTANT:** If you use a memory card with an adapter, make sure you insert and remove the adapter and the memory card as a unit; do not remove the memory card while leaving the adapter in the printer.



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www.kodak.

com/go/aiosupport 51 Printing Using default settings to print a picture Unless you change the default settings, the default for printing pictures is one 4 x 6 in. / 10 x 15 cm picture. (To change the default settings, see Save as Defaults at the bottom of the table under Changing the settings and printing pictures, page 53.) To print a picture from a memory card or USB-connected device using the default settings: 1. Load photo paper (see Loading photo paper, page 42). 2. Insert the memory card into the appropriate slot, or connect the digital camera or portable drive to the front USB port. IMPORTANT: Do not use the memory card slot and the USB port at the same time. front USB port memory card slot 3. Press or to select the picture you want to print.

4. Press Start Black to print a black-and-white picture, or Start Color to print a color picture. The printer prints a single 4 x 6 in. / 10 x 15 cm picture.

IMPORTANT: To prevent loss of data from your memory card, camera, or portable drive, do not remove it from the printer while printing. 52 www.kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Changing the settings and printing pictures You can change the print photos options for an individual picture or group of pictures, or you can change the settings and save them as the default. To print a picture or pictures using settings other than the default settings: 1.

Insert the memory card into the memory card slot, or connect the digital camera or portable drive to the front USB port. A picture appears on the LCD.

IMPORTANT: Do not use the memory card slot and the USB port at the same time. front USB port memory card slot 2. 3.

4. 5. Press or to find the picture you want to print, then press OK. Repeat step 3 for each picture you want to print. Press Back for Remote Printing Settings.

Press to select an option (see table below), then press or to change the setting. Settings -Description Scroll through the pictures on the memory card; press OK to select the picture for printing; press Back to display the Print Photos Options menu. Press OK, then select a year, month, and/or day to view photos by the date that they were taken; press OK to view the photo(s); press Back to display the Print Photos Options menu. Print Photos Option View Photos Find Photos -- www.kodak.com/go/aiosupport 53 Printing Print Photos Option Transfer All to PC -- Settings Description Your printer and computer must be

connected with a USB cable. To transfer all the pictures on the memory card to your computer, press OK then press Start Black or Start Color. (It does not matter which Start button you press.) Press OK to rotate the selected photo, then press or for the direction in which to rotate. Rotate This Photo Quantity Print Size 1 (default) to 99 2x3 3.

5 x 5 4 x 6 (default) 4x7 4x8 5x7 4 x 12 7 x 10 8 x 10 8.5 x 11 or A4 Normal (default) Best Draft The number of copies that print. If the selected print size is smaller than the paper in the paper tray, the printer automatically arranges the pictures to best fit the paper size. Plain Paper Quality Good quality output; prints faster than Best. The highest quality, but the slowest print speed. The fastest print speed, but the lowest quality. The printer detects when you load photo paper and sets Best quality automatically. Adjusts the image brightness to correct for underexposure and reduces the variation in contrast in different areas of the picture. Prints the date the picture was taken or last edited in a corner of the print. To save the settings as the new default, press OK.

With Yes selected, press OK. Photo Paper Quality Scene Balance Auto. (default) On (default) Off No (default) Yes No / Yes Add Date to Prints Save as

Defaults NOTE: You can also adjust the print photo settings using the Online Printer Management Tool. When viewing the tool in your browser (see

Accessing the Online Printer Management Tool, page 18), select the Settings tab, then select Copy & Print > Print Photo. 54 www.

kodak.com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer 6. When you have finished changing settings, press Start Black to print a black-and-white picture, or Start Color to print a color picture. IMPORTANT: To prevent loss of data from your memory card, camera, or portable drive, do not remove it from the printer while printing.

Printing tagged pictures Some digital cameras let you tag (or "mark") pictures on the memory card for printing. This creates a tag that is recognized by the printer. If you choose to print tagged pictures, they will print according to the default settings on your printer (unless otherwise specified by the tag from the camera). NOTE: Refer to your camera user guide to determine whether your camera supports tagged pictures (may also be called "marked" or "DPOF") functionality. To print tagged pictures: NOTE: Make sure Tagged Images Printing is On (see Configuring printer settings, page 6). 1. Insert the memory card into the memory card slot or connect a camera to the front USB port. front USB port memory card slot 2. When the "Print tagged images?" message appears, press Start Black to print a black-and-white picture, or Start Color to print a color picture. www.

kodak.com/go/aiosupport 55 Printing Printing panoramic pictures To print a panoramic picture, load 4 x 12 in. / 10 x 31 cm paper, or US letter or A4 paper in the paper tray. 1. Insert the memory card into the memory card slot, or connect a camera or storage device (such as a flash drive) to the front USB port. front USB port memory card slot Press or to find the panoramic picture you want to print, then press OK. Press Back for Remote Printing Settings. Press to select Print Size, then press to select 4 x 12. Press Start Black to print a black-and-white picture, or Start Color to print a color picture. IMPORTANT: To prevent loss of data from your memory card, camera, or portable drive, do not remove it from the printer while printing.

2. 3. 4. 5. Printing from a wireless device You can print pictures wirelessly at the touch of a button from: ••••• iPhone (iOS 3.

0 or later) iPod touch (2nd generation) iPad BLACKBERRY Device (software v4.5 or later) a device running ANDROID OS v2.0 or later For more information, see Mobile Printing, page 58. 56 www.kodak.

com/go/aiosupport KODAK OFFICE HERO 6.1 All-in-One Printer Transferring pictures to a computer You can transfer your pictures from a memory card in the printer or from a USB-connected device to your computer. To transfer these files, the printer must be connected to your computer with a USB cable. NOTE: If you have large video files or a large number of pictures (400 or more), we recommend that you transfer them using a memory card reader attached directly to your computer. Transferring pictures to a computer with WINDOWS OS 1. Insert the memory card into the memory card slot on the printer, or connect a digital camera or USB flash drive to the front USB port.



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