Designed for
Microsoft®
Windows®XP
™

⬛ **Make sure you are using the correct side of the poster.**

Windows users: Follow the steps in order. Do not connect the USB cable until instructed to do so.

See your box for exact contents and system requirements.
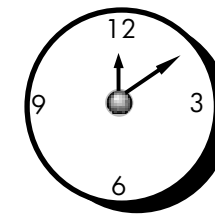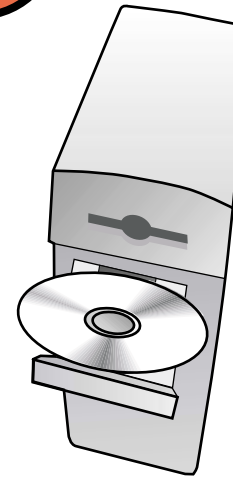
1 START HERE

a Turn your PC on and wait for the Windows desktop to appear.

b Close any open programs, including virus-checking programs.

Windows desktop

2 Install the software first

a Insert the HP OfficeJet software CD.

b Follow the onscreen instructions.

c When prompted to set up your device, go to step 3.

Notes:
● If nothing appears on your computer screen after inserting the CD, go to the Windows task bar, click Start, and then choose Run. In the Run dialog box type d:\setup.exe (d= your PC's CD ROM drive letter).

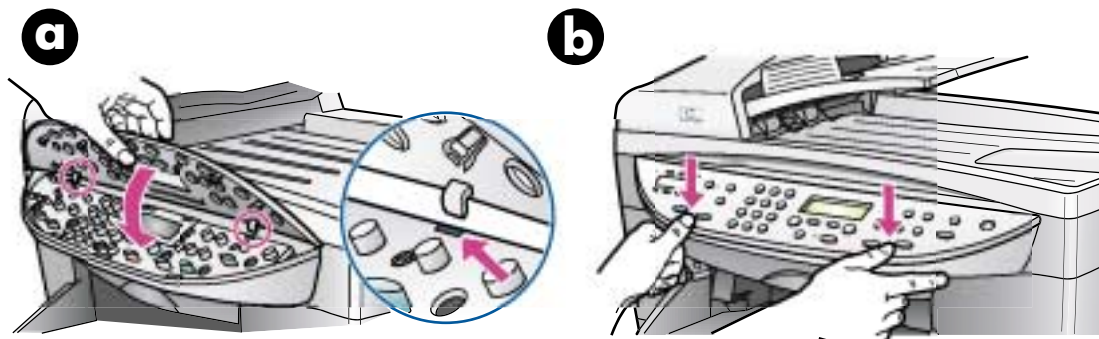● You may see the minimum requirements screen first.

3 Attach the ADF tray extension

Slide the automatic document feeder (ADF) tray extension into the top of the unit. Match the gray tabs with the black slots.
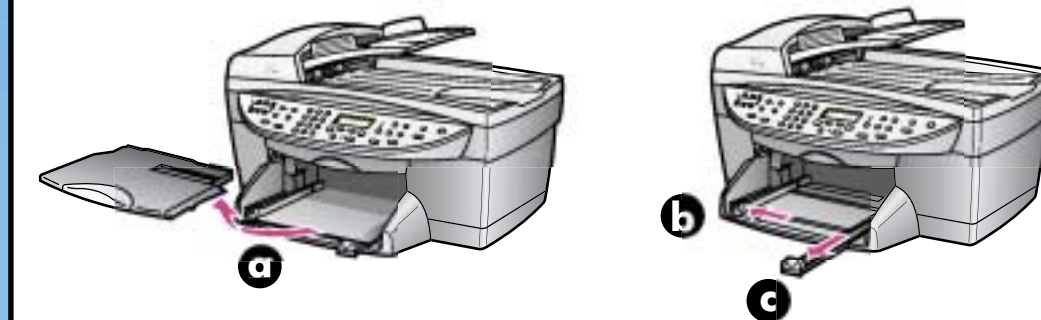
4 Attach the cover

a b

a Insert the two tabs of the cover into the top slots on the unit.

b Tilt the cover down and press firmly. Make sure the tabs lock into place and the cover is even with the unit.

5 Remove output tray and load paper

a b c

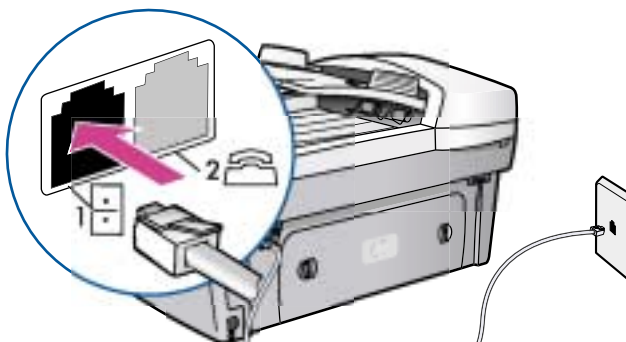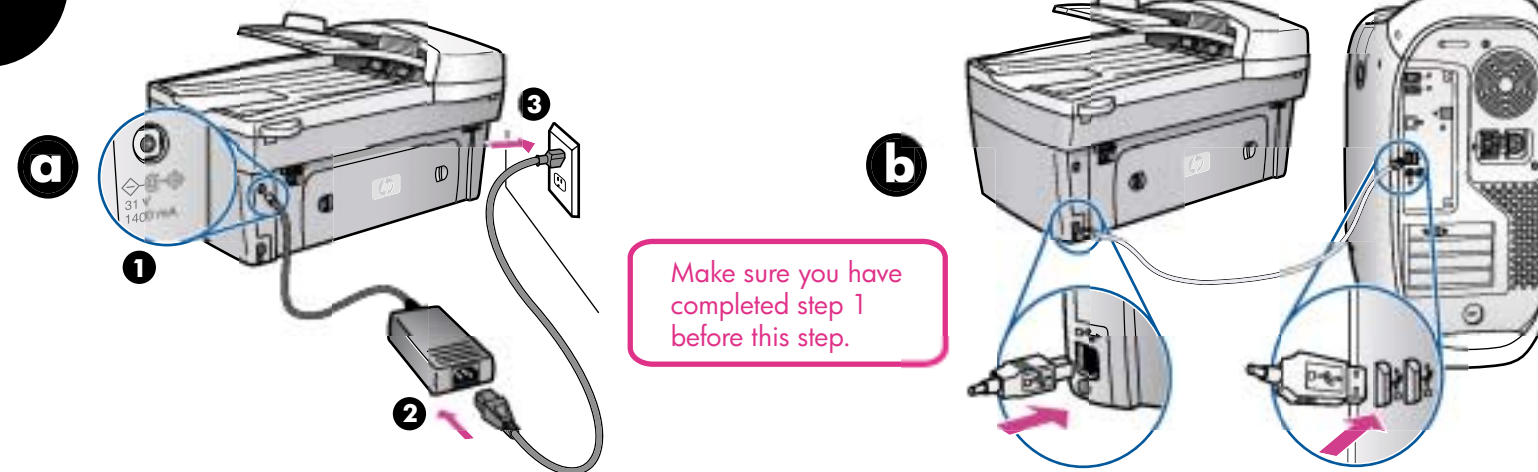## 5 Step 5 continued

Use blank white paper to prepare for print alignment.

d e f g
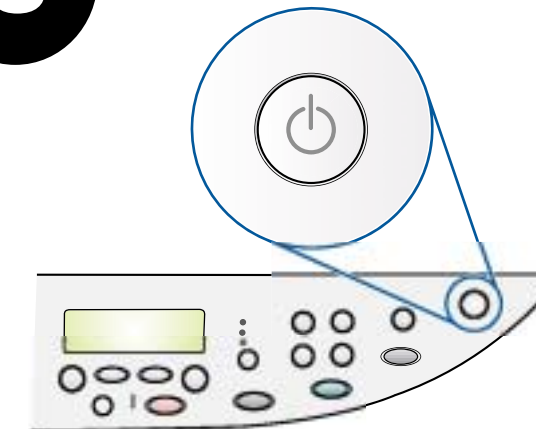
6 Connect the phone cord

1 To wall jack
2 To phone

7 Connect the power cord and the USB cable

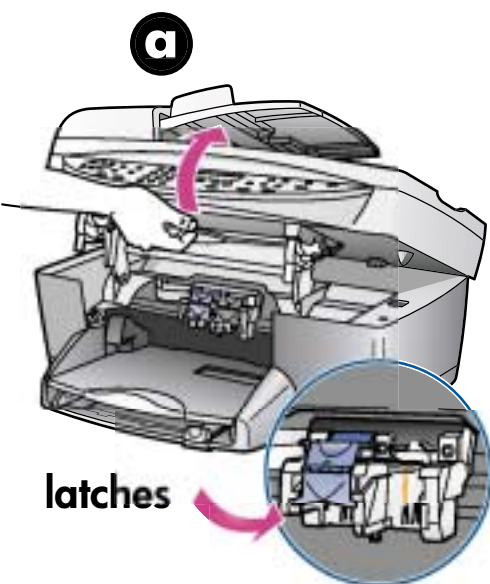a 1 3
2 b

Make sure you have completed step 1 before this step.

8 Turn on your HP OfficeJet

9 Insert and align the print cartridges

Make sure to remove any packing material from inside the unit.

c Black label (56)

e g

a

b

latches

d Color label (57)

f

a Lift the print carriage door up until it catches. Wait for the print carriage to move to the center. Lift the blue and gray latches.
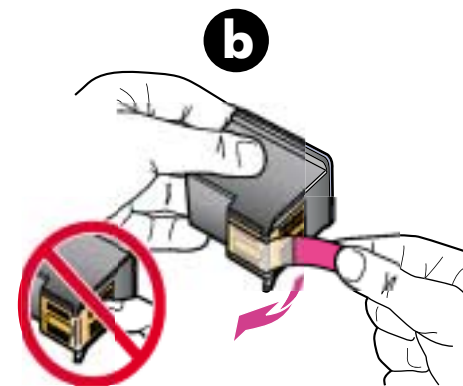
b Remove the bright pink tape from the print cartridges. Do not touch the gold-colored contacts or re-tape the cartridges.
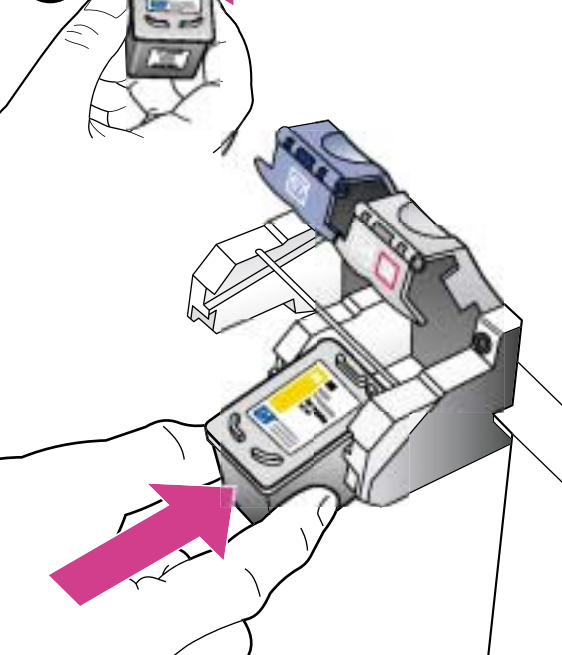
c Hold the black print cartridge with the label on top. Slide the cartridge into the right(gray latch) side of the print carriage.

d Hold the tri-color print cartridge with the label on top. Slide the cartridge into the left(blue latch) side of the print carriage.
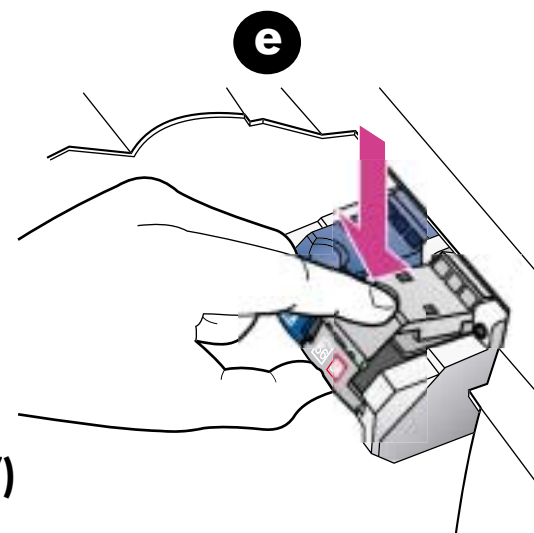
e Pull the end of the gray latch toward you, press down until it stops, and then release. Make sure the latch catches below the bottom tabs. Repeat with the blue latch.
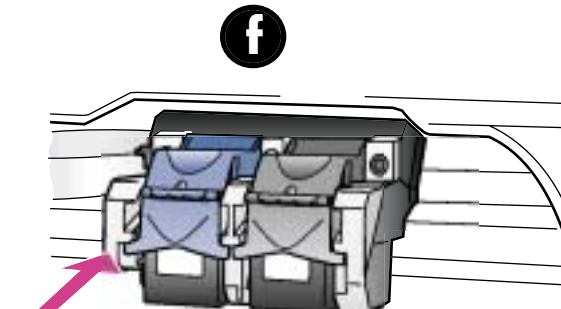
f Make sure both latches are locked into position. Close the print carriage door.
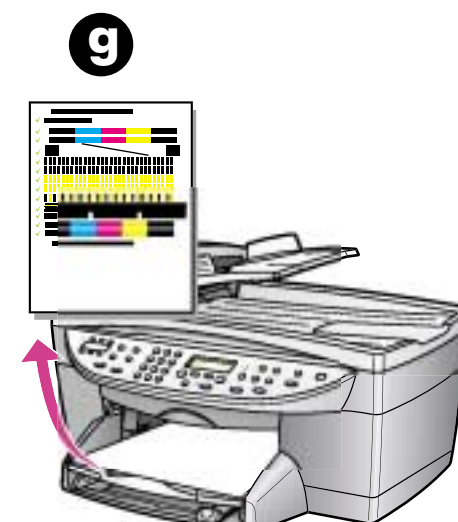
g Press Enter to begin alignment. After a page prints, alignment is complete. Discard or recycle this page.

10 Finish software setup

Look for the screen with the green checkmark, and then continue. If you see the screen with the red checkmark, follow the instructions in the Readme.

11 Set up faxing and take Product Tour

Make sure your PC is on. Follow the onscreen instructions to enter your name, phone number, and other important settings. See the reference guide for more details. Take the Product Tour to learn about your new HP OfficeJet.

Designed for
Microsoft®
Windows®XP

Macintosh setup poster
hp officejet 6100 series all-in-one

Q1636-90181

Make sure you are using the correct side of the poster.

See your box for exact contents and system requirements. Windows users: See other side.

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1 ATTACH THE ADF TRAY EXTENSION

Slide the automatic document feeder (ADF) tray extension into the top of the unit. Match the gray tabs with the black slots.

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2 Attach the cover

a Insert the two tabs of the cover into the top slots on the unit.

b Tilt the cover down and press firmly. Make sure the tabs lock into place and the cover is even with the unit.

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3 Remove output tray and load paper

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3 Step 3 continued

Use blank white paper to prepare for print alignment.

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4 Connect the USB cable

If you have an iMac, your USB port is on the side. Do not connect the HP OfficeJet to a USB port on a keyboard or non-powered USB hub. See reference guide for more details.

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5 Connect the power cord and phone cord

1 To wall jack   2 To phone

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6 Turn on your HP OfficeJet

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7 Insert the print cartridges

Make sure to remove any packing material from inside the unit.

latches

Black label (56)

Color label (57)

a Lift the print carriage door up until it catches. Wait for the print carriage to move to the center. Lift the blue and gray latches.

b Remove the bright pink tape from the print cartridge. Do not touch the gold-colored contacts or retape the cartridges.

c Hold the black print cartridge with the label on top as shown. Slide the cartridge into the right (gray latch) side of the print carriage.

d Hold the color print cartridge with the label on top as shown. Slide the cartridge into the left (blue latch) side of the print carriage.

e Pull the end of the gray latch toward you, press down until it stops, and then release. Make sure the latch catches below the bottom tabs. Repeat with blue latch.

f Make sure both latches are locked into position. Close the door.

g Press Enter to begin alignment. After a page prints, alignment is complete. Discard or recycle this page.

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8 Install the software

a Turn your Macintosh on and wait for your Macintosh to finish starting up. Insert the HP OfficeJet software CD.

b Double-click the HP All-In-One Installer icon on your desktop.

1 item, 2.05 GB available
HP All-In-One Installer

c Follow the onscreen instructions. You may have to restart your Macintosh during setup. Be sure to complete the setup assistant.

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9 Try your new HP OfficeJet

Note: See the reference guide for adjusting the display viewing angle.

Whats next?
● Take the product tour
● Use the Director
● Click the reference guide for other ways to get started with your HP OfficeJet.