1 Unpack your HP Fax.

The box contains:
- HP Fax
- Front panel overlay
- Fax connector & attached phone cord
- Paper tray
- Power cord
- Economy print cartridge*
- Documentation

*Large print cartridge also available

2 Install the front panel overlay.

Slide top tabs in first.

3 Plug in the fax connector.

Remove plastic film from message screen.

4 Install the paper tray.

Remove tape from paper tray. Insert the bottom tabs into the guides.

5 Load blank paper.

The HP Fax has two paper trays. The front tray holds documents to be faxed or copied. The rear tray holds blank paper.

1. Pull the front tray all the way forward (5a).
2. Place a 1/2-inch stack of paper behind the stack guides on the rear tray (5b). If necessary, pinch and slide the left paper guide to fit the paper.
3. Push the front tray back until it rests against the rear tray.
4. Extend the output tray at the front of the HP Fax (5c).

6 Plug in the power cord.

Connect the power cord to a grounded socket.

7 Insert the print cartridge.

Make sure your HP Fax is plugged in. After about 20 seconds, the display reads Insert

1. Unwrap the print cartridge.
2. Peel off tape.
3. Open cover.
4. Place the print cartridge into the left side of the cartridge holder (a); slide the bottom in firmly, then snap the top into place (b). Close cover and press 1 to indicate a new cartridge.

8 Connect additional equipment.

If you have a dedicated fax line you do not need to install extra equipment.

To connect a phone and/or answering machine remove the plastic plugs and connect your equipment as shown. For more information see your user’s guide.

Turn page over for additional setup.