

# HP OfficeJet T Series Quick Setup Sheet for U.S. and Canada

**1** Unpack your HP OfficeJet.

**2** Install paper trays.

Push the tray in fully.

**3** Load blank paper.

Remove packing tape first.

**4** Insert print cartridges.

Remove the cardboard insert.

Insert both the black and color cartridges.

**5** Plug in the phone/fax connector.

Make sure power is not connected.

Arrow goes on top.

Snap firmly into place.

Connect your HP OfficeJet to a telephone wall jack.

**6** Connect your office equipment.

If you will not connect other office equipment to the same line as your HP OfficeJet, skip this step.

- Use this diagram if you connect other office equipment to the same phone line as your HP OfficeJet. Cross off any equipment you won't connect.
- Remove one or both plastic tabs from the phone/fax connector.
- If you connect a PC modem, turn off its fax-receive feature.
- Refer to your User's Guide for information on touch-tone versus rotary pulse dialing and on special features such as distinctive ring or voice mail service through your phone company.

**7** Connect printer cable.

If you will not connect to a PC, skip this step.

Shut down Windows and turn off your PC.

Connect a bidirectional parallel cable (IEEE-1284 compliant) directly to your PC. Do not use any intermediary devices such as a switchbox.

Lock the clips.

Tighten the screws.

Turn PC on and let it boot up fully.

**8** Turn on your HP OfficeJet.

Turn your HP OfficeJet on.

**9** Select your country and language.

United States users please skip this step.

**a** Select your country from the list.

Press 3 for Canada	3
Canada 1=Yes, 2=No	1

**b** Select your language.

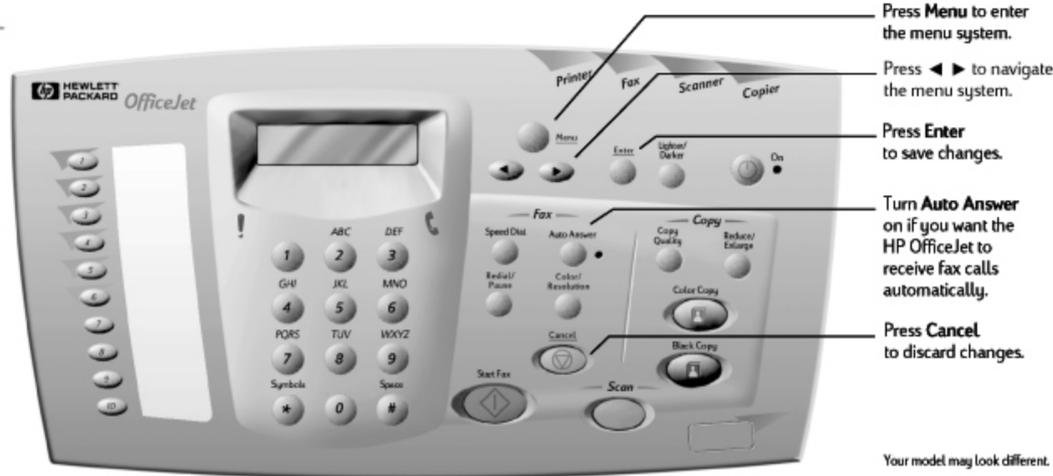
Press 1 for English	1
English 1=Yes, 2=No	1

**10** Align print cartridges.

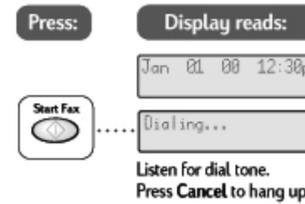
Press Enter to Align Print Cartridges.

Your HP OfficeJet prints an alignment test page. Follow the instructions on the page.

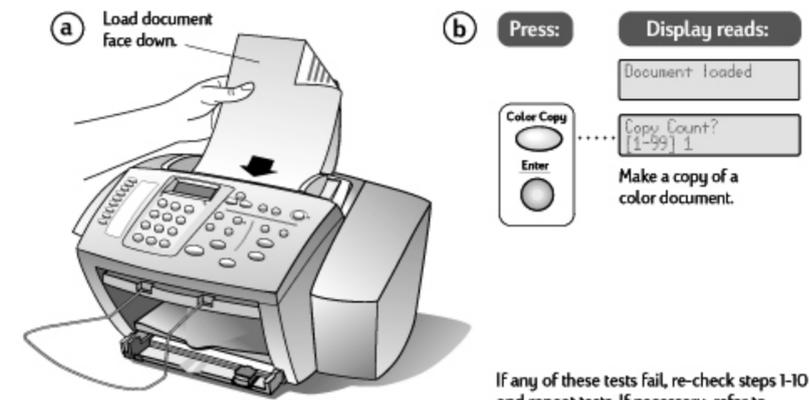
# 11 Get to know the front panel.



# 12 Verify dial tone.



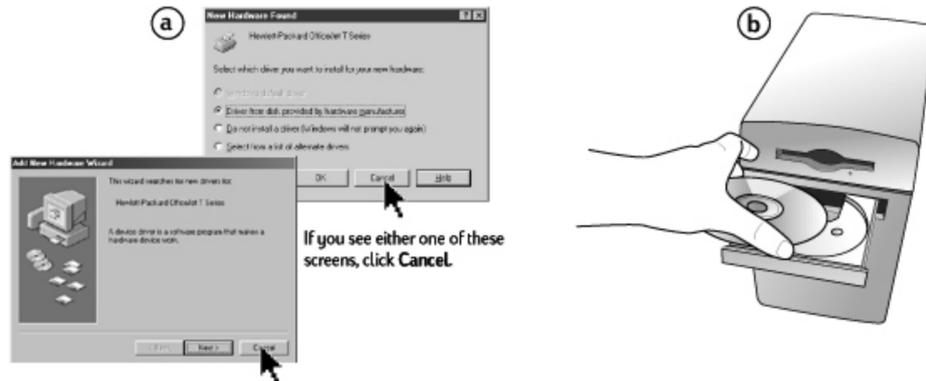
# Verify copy.



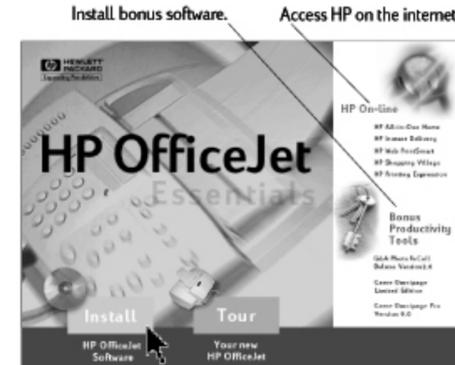
If any of these tests fail, re-check steps 1-10 and repeat tests. If necessary, refer to Troubleshooting in your User's Guide.

# 13 Install software.

If you will not connect to a PC, skip this step.



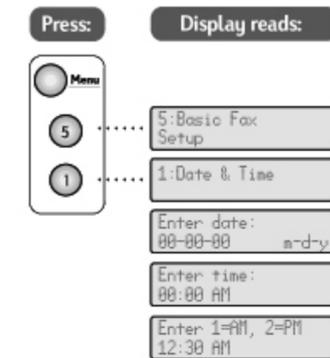
**c** Follow instructions on screen to install software and to set up your HP OfficeJet. If you do not see this screen, click **Start**, then **Run**. Type "z:\setup.exe" and click **OK**. Replace "z" with the letter of your CD-ROM drive.



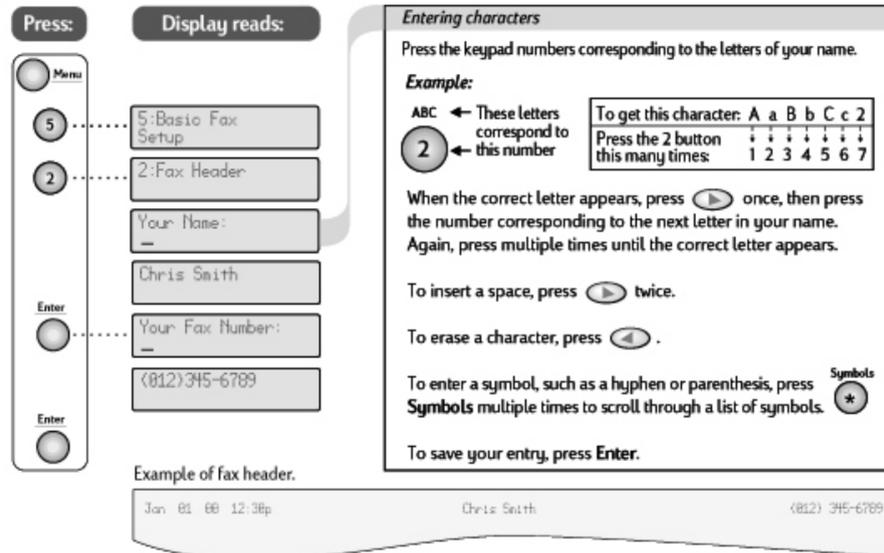
When the installation is complete, you will be asked to restart your computer. After restarting, the Fax Setup Wizard will help you customize your HP OfficeJet.

# 14 Set date and time.

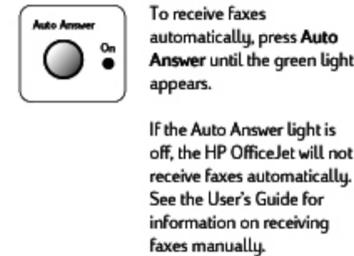
If you installed software, you do not need to complete steps 14-17.



# 15 Set fax header.



# 16 Set answer mode.



# 17 Set rings to answer.

Do this if you connect an answering machine to your HP OfficeJet (refer to step 6).

