HP OfficeJet G95 Quick Setup Poster

HEWLETT® PACKARD

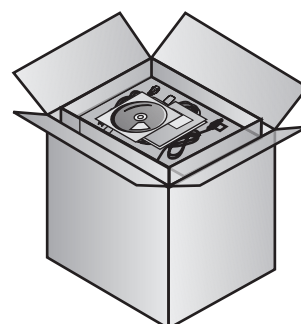## 1 Unpack your HP OfficeJet

This poster provides instructions for setting up an HP OfficeJet on a network. If you are not setting up your HP OfficeJet on a network, refer to *HP OfficeJet G Series: Your Basic Guide* for more information.
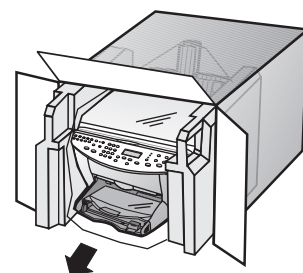
Network Requirements
Before you set up your HP OfficeJet, you must have the following:
• A working 10Base-T Ethernet network using TCP/IP or IPX/SPX protocols
• Network PCs that meet the system requirements for the HP OfficeJet including supported network operating systems
• An open port on a 10Base-T network hub or switch
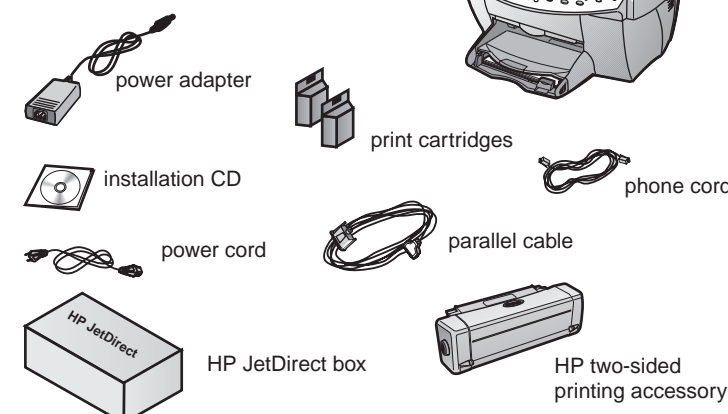• A CAT 5 network cable with RJ-45 connectors

a With the box upright, remove print cartridges, HP two-sided printing accessory and HP JetDirect Print Server.

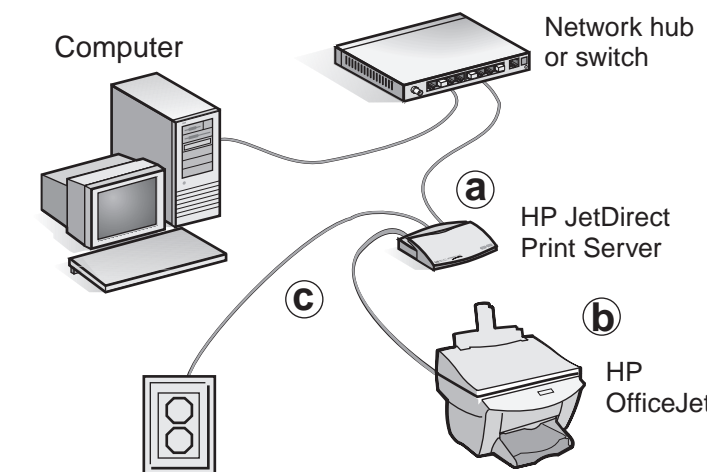**b** Rest the box on its side, and pull out your HP OfficeJet.

c Make sure you have the following key items:

power adapter
installation CD
power cord
HP JetDirect box
print cartridges
phone cord
parallel cable
HP two-sided printing accessory
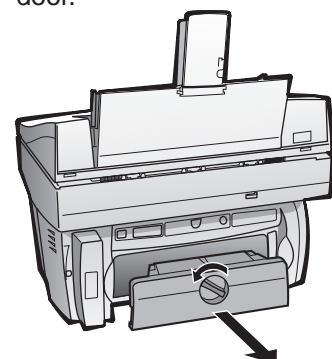
2 Connect the HP JetDirect Print Server

To install the HP JetDirect Print Server, follow these steps:
a. Connect the HP JetDirect Print Server to the network using an RJ-45 network cable.
b. Connect the HP OfficeJet to the HP JetDirect Print Server using the supplied parallel cable.
c. Plug the power supply into the HP JetDirect Print Server, and then into a power outlet.
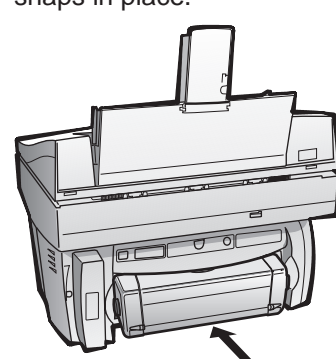
Computer
Network hub or switch
HP JetDirect Print Server
HP OfficeJet

Back View of HP JetDirect

Test
RJ-45 Network Cable   Parallel Cable   Power

Advanced Users Only:
For advanced information, such as setting up on a Novell network or NT server, see the documentation that is packaged with your HP JetDirect Print Server.

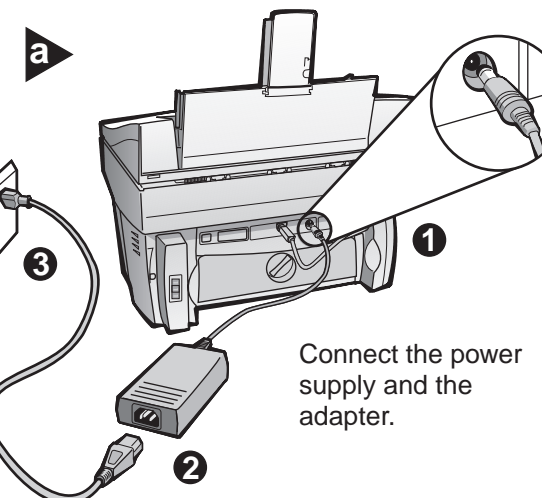## 3 Attach HP two-sided printing accessory

a Turn the knob on the unit's rear access door counter-clockwise and remove the door.

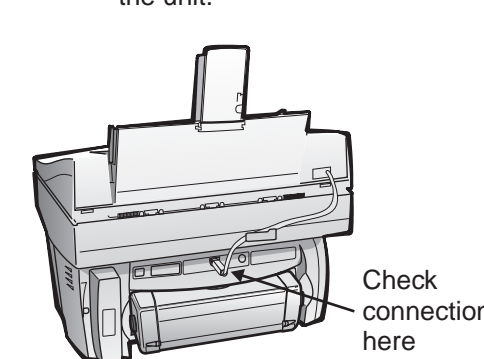**b** Insert the HP two-sided printing accessory into the back of the HP OfficeJet. Make sure it snaps in place.
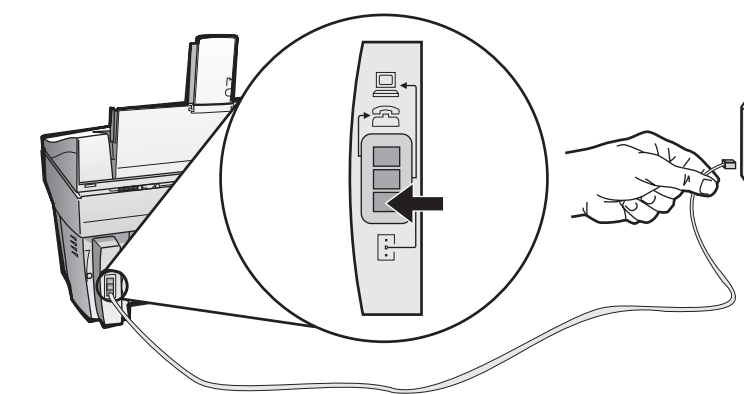
4 Connect the power cord

a Connect the power supply and the adapter.

b Make sure the Automatic Document Feeder cord is securely connected to the unit.

Check connection here

c Connect the phone/fax cord to the HP OfficeJet and then to the wall jack.
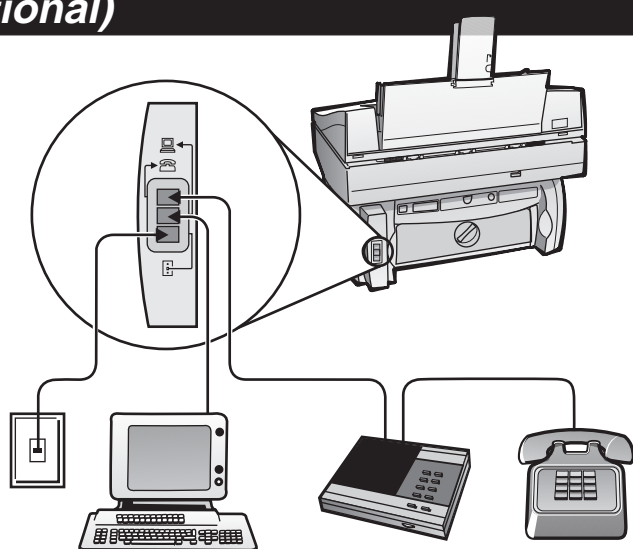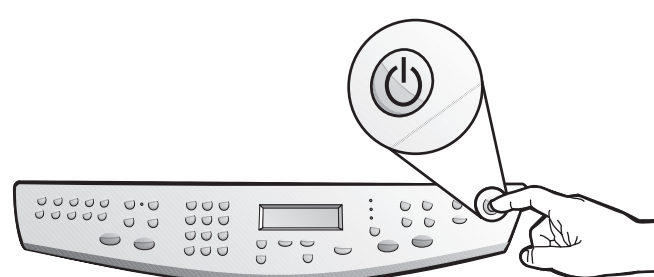
5 Connect office equipment *(optional)*

This diagram shows a possible configuration for connecting additional office equipment.

For each piece of office equipment you are connecting to the HP OfficeJet, remove a plastic tab from the phone/fax connector.
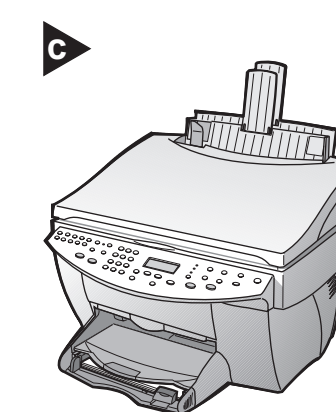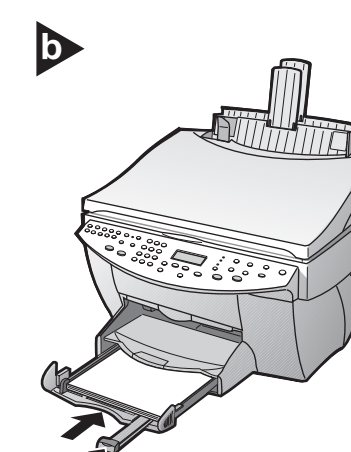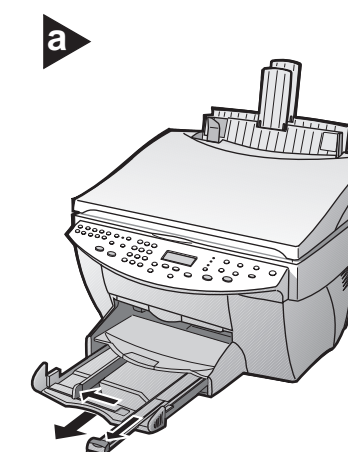
If you connect a PC modem, turn off its fax-receive feature. See your Onscreen Guide for information on tone versus pulse dialing and features such as distinctive ring or voice mail.
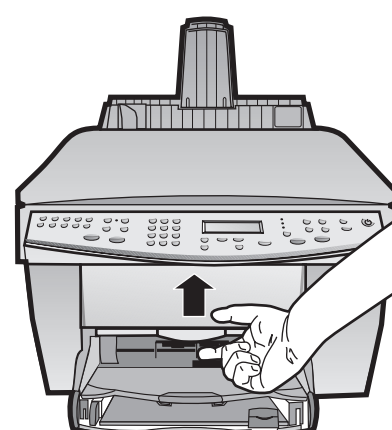
6 Turn on your HP OfficeJet

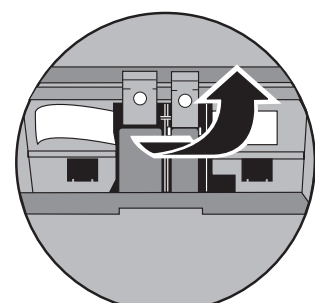## 7 Load paper

a   **b**   **c**

8 Insert black print cartridge

a Open the door and raise it up until it clicks into place. The print-cartridge carriage moves to the middle of the access area.
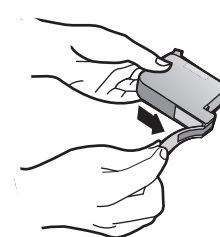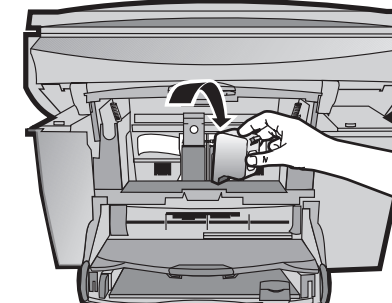
b Raise both latches on the print carriage.

c Remove the black print cartridge (thinner one) from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and the blue tape covering the nozzles.

CAUTION:
Do not touch or remove the gold-colored contacts.

d Push the black print cartridge firmly down into the slot on the right. As you insert the cartridge, make sure the label is facing you.

e Lower the right print-cartridge latch down onto the top of the cartridge, and push down until the latch locks firmly into place.

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http://www.hp.com/go/all-in-one

Turn page over for additional setup.

9 Insert color print cartridge

a Remove the color print cartridge (wider one) from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and the blue tape covering the nozzles.
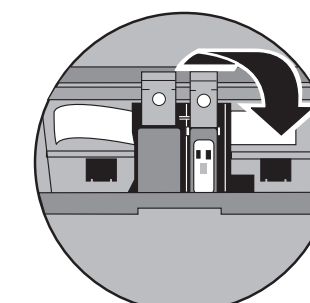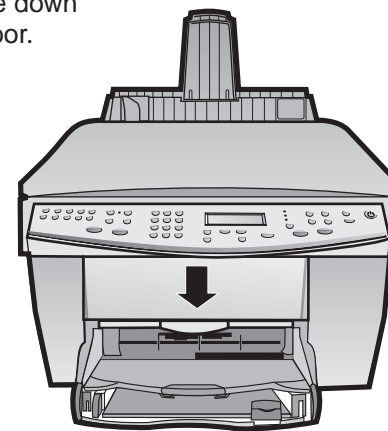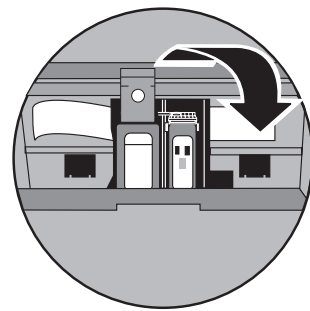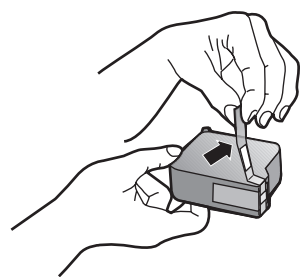
**CAUTION:
Do not touch or remove the gold-colored contacts.**

b Push the color print cartridge firmly down into the slot on the left. Lower the left print-cartridge latch down onto the top of the cartridge, and push down until the latch locks firmly into place.
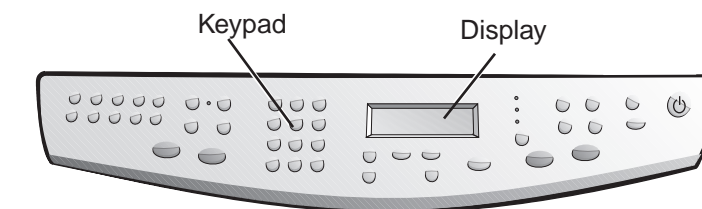
c Pull the handle down to close the door.

10 *(Outside U.S. only)* Select your country and language

a Look at the display on your HP OfficeJet for a country list.
(U.S. users go to **step 11**.)

Enter the code for your country on the keypad, and then confirm your selection.

b If prompted on the display, enter the code for your language on the keypad, and then confirm your selection.
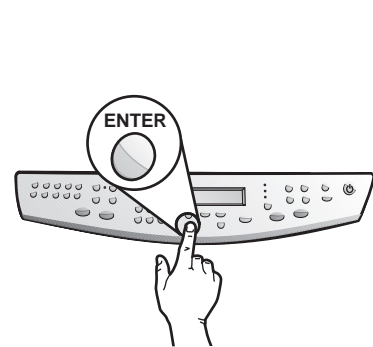
Keypad   Display

11 Print an alignment page

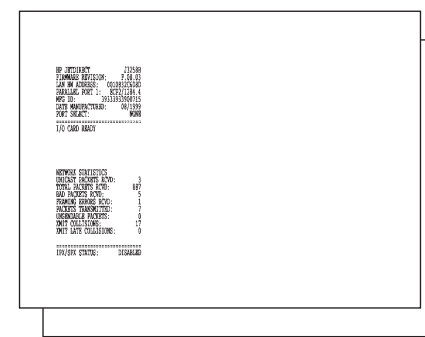Make sure paper is loaded in your HP OfficeJet.

The message "Press **ENTER** to Align Cartridges" appears in the display. Press the **ENTER** key to enable the HP OfficeJet to perform the alignment. After a page prints, the alignment is complete.

Look at the alignment page for green check marks, and then recycle or discard the page.
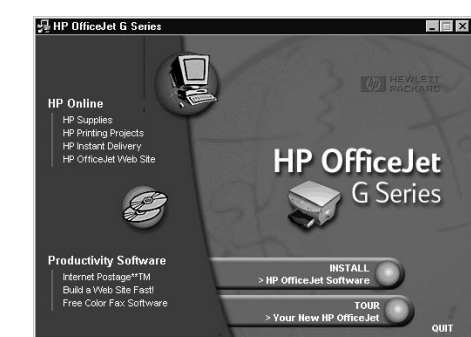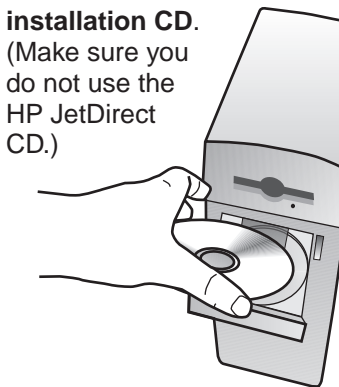
ENTER

12 Print a test page

Press the test button on back of the HP JetDirect Print Server to generate two configuration pages. If the configuration pages do not print, check your connections. For additional help, see the HP JetDirect Print Server documentation.
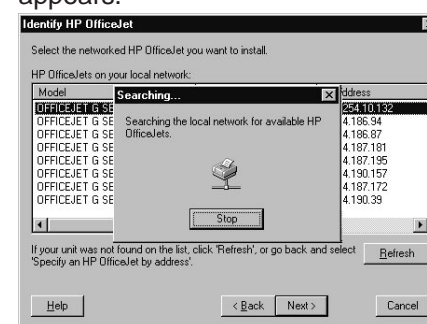
13 Install the software

a Turn your computer on, and insert the **HP OfficeJet installation CD**. (Make sure you do not use the HP JetDirect CD.)

b Install the software.

If the screen to the right does not appear, go to the Windows taskbar, click **Start**, and then choose **Run**. In the Run dialog box, type **d:\setup.exe** (substitute your CD-ROM drive letter for the "d"), and then click OK.

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G Series

c Choose the setup type.

During installation, you are prompted to select your setup type. On the Setup Type screen, click **Networked**.

During installation, if you need assistance, click the Help button.

d Take the Product Tour.

After installation is complete, view the Product Tour to see all the features of your new HP OfficeJet. After the tour, proceed to **step e** to finish setting up your unit.

e Complete HP OfficeJet software installation.

f Complete network installation. Follow the onscreen instructions for the Network Installation Wizard. After network installation is complete, a congratulations message appears.
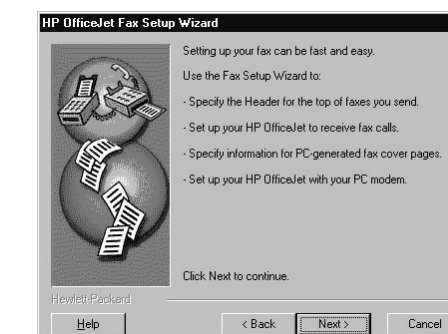
14 Set up faxing

The Fax Setup Wizard is the easiest way to enter the required header information for your fax. Follow the onscreen instructions to enter your name, phone number and other important settings.

If the Fax Setup Wizard does not appear on your screen, double-click the HP OfficeJet G Series Director icon on your desktop, point to Settings, and then choose Fax Setup Wizard.
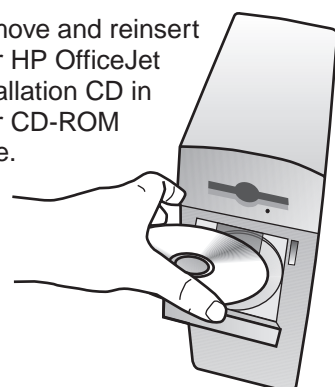
Note: We strongly recommend that you use the Fax Setup Wizard. If you wish, you can use the front panel to set up your fax. Follow the instructions in the Basic Guide.
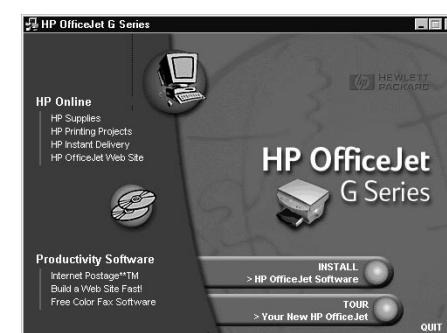
15 You can now print, copy, scan, and fax with your new HP OfficeJet.

Additional software programs may be available with your HP OfficeJet.

a To install the programs, do the following:

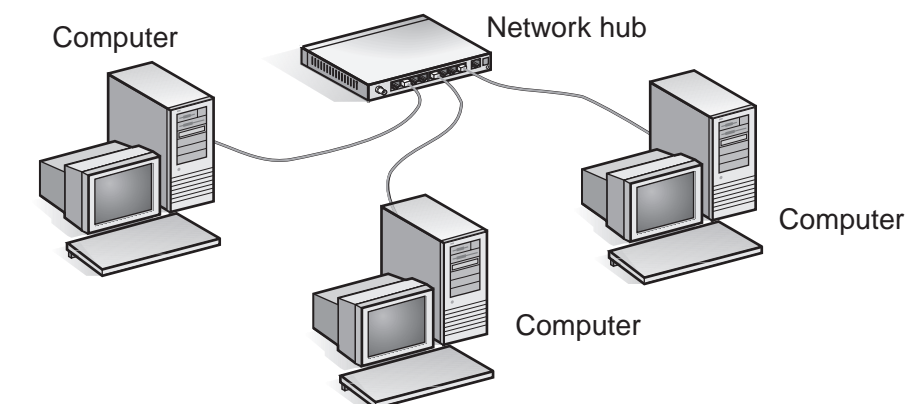Remove and reinsert your HP OfficeJet installation CD in your CD-ROM drive.

b The HP OfficeJet software installation menu appears. The Productivity Section lists additional programs you can install. Click the program name and follow the onscreen installation instructions.

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16 Add networked computers using the same HP OfficeJet

For each additional networked computer you want to set up, follow the instructions in **steps 13 through 15.**

Computer   Network hub

Computer

Computer