

# hp officejet v series setup poster

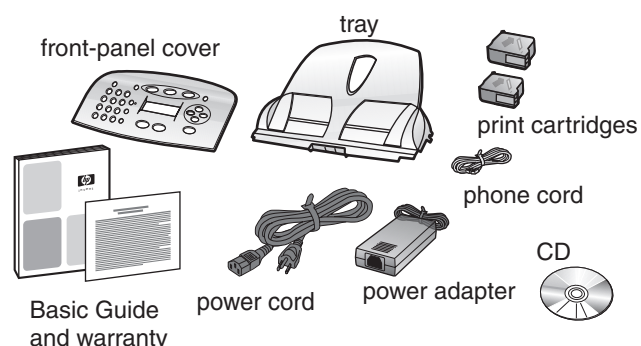
Side 1 of 2



Follow the steps in order.

## 1 Insert the HP OfficeJet Installation CD first

**a** Verify that you have these key components.

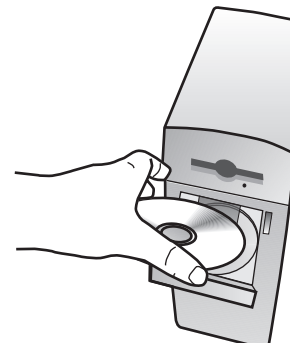


Remove all tape and packaging from the unit.

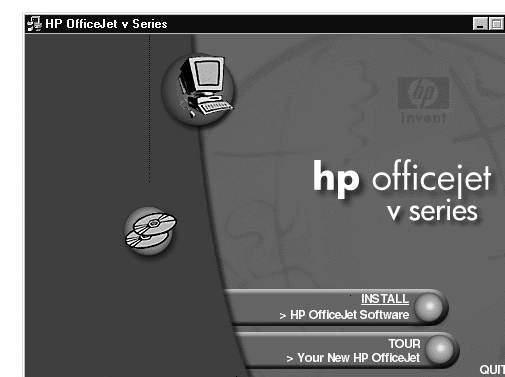
**You must install software first!**

**Important:** You need to purchase a high-speed USB cable to use with your HP OfficeJet. Do not connect the USB cable until step 8.

**b** Turn your PC on. Wait for the Windows desktop to appear, and then insert the HP OfficeJet CD.



**c** Click **Install** to begin.

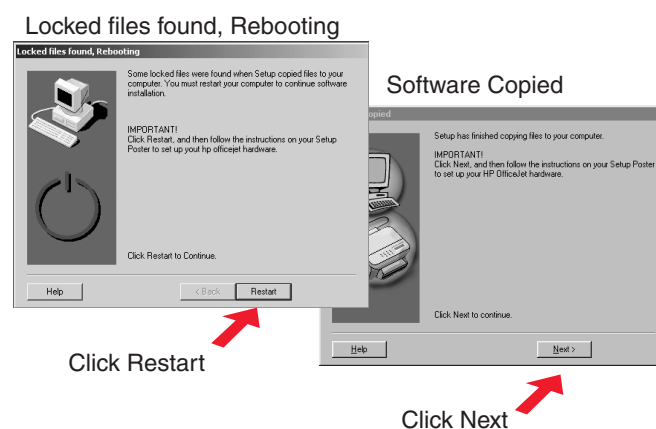


If the screen to the left does not appear, go to the Windows taskbar, click **Start**, and then choose **Run**. In the Run dialog box, type **d:\setup.exe** (substitute your CD-ROM drive letter for the "d"), and then click **OK**.

## 2 Finish copying files

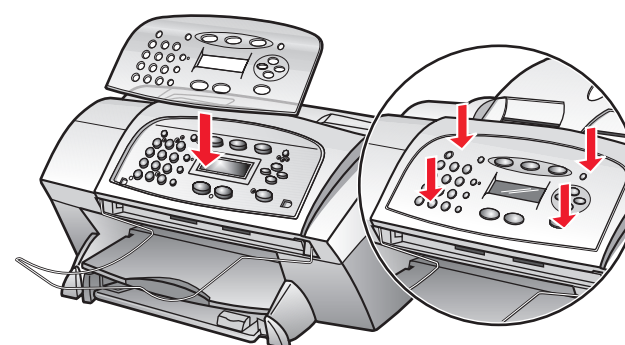
Follow the onscreen instructions. For more information during installation, click the Help button, if available.

When you see one of these two screens, click **Next** or **Restart** before continuing to step 3.



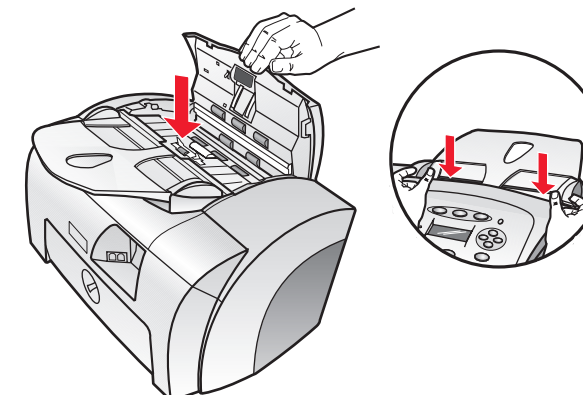
## 3 Attach the cover

Attach the front-panel cover. Make sure the cover is even with the unit. Make sure all buttons are accessible and can move freely.

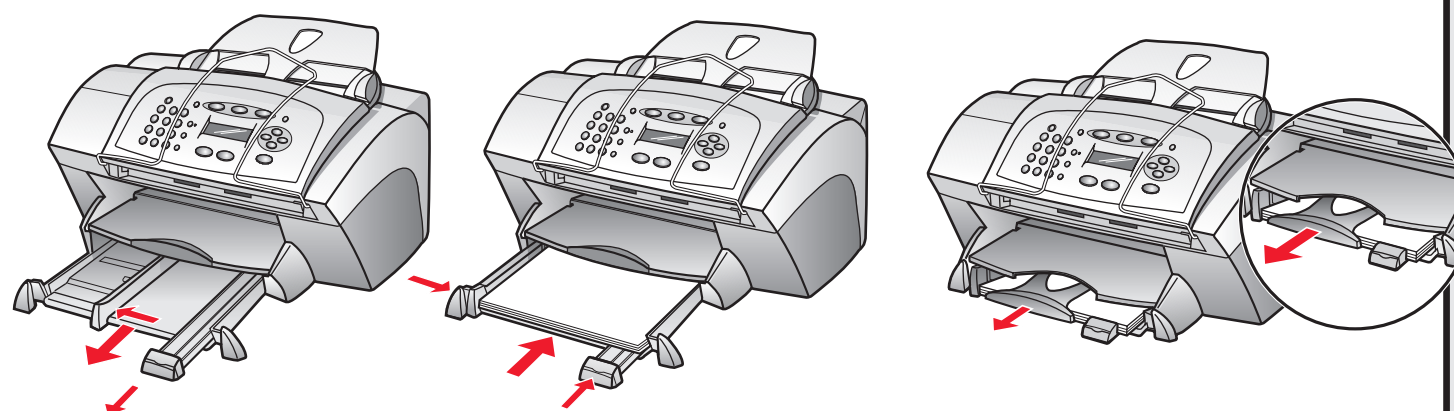


## 4 Attach the ADF tray

Attach the automatic document feeder (ADF) tray. Press the front edge of the tray down to ensure it clicks into place.

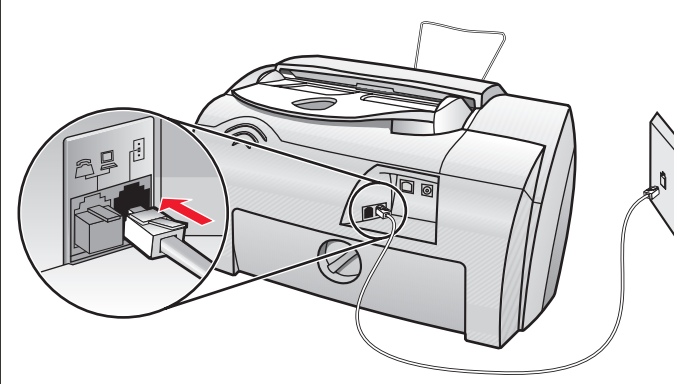


## 5 Load paper



## 6 Connect the phone cord

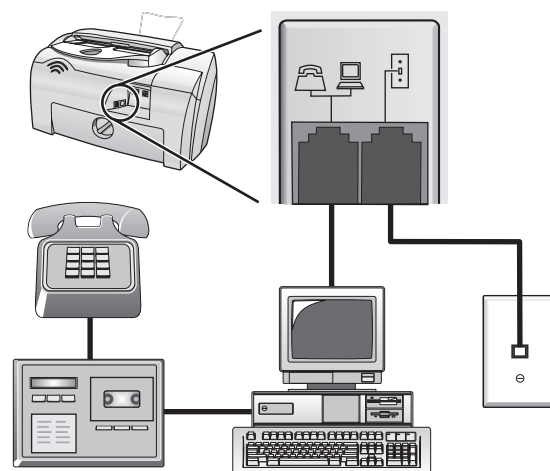
Connect the phone/fax cord to the HP OfficeJet, and then to a wall jack.



## 7 Connect additional equipment

To connect additional equipment to the same phone line, remove the plastic plug. The diagram on the right shows a possible configuration.

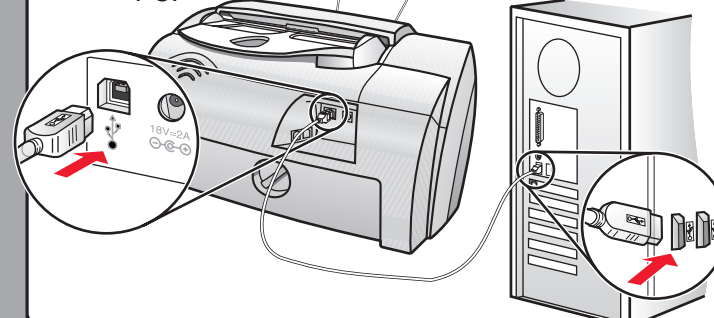
If you connect a PC modem, turn off its fax-receive feature. See your Onscreen Guide for information on tone versus pulse dialing and phone services.



## 8 Connect USB cable

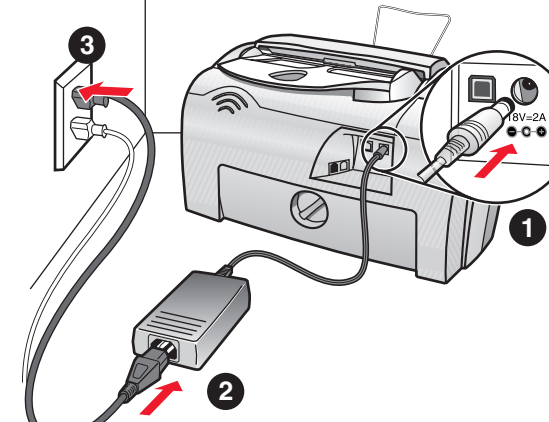
**Make sure that you have completed steps 1 and 2 before continuing.**

Connect a high-speed USB cable from your HP OfficeJet to a USB port on your PC.



## 9 Connect power

Connect the power adapter to the power cord, and then plug into a power outlet.



**Turn over to continue.**



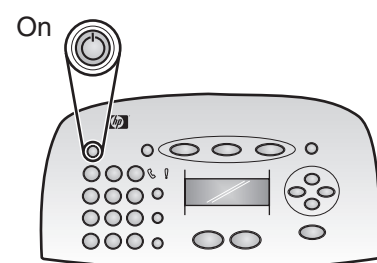


# hp officejet v series setup poster

Side 2 of 2



## 10 Turn on your HP OfficeJet



**Note:** Ignore the language prompt on your HP OfficeJet. During step 11, your PC will update your HP OfficeJet with the correct language.

## 11 Check your PC and the HP OfficeJet display

- a** Make sure your PC is on.
- A series of Microsoft "New Hardware Found" messages appear. The configuration may take a few moments.

**Important:** If the Fax Setup Wizard does not appear, refer to "Additional Setup Information" in the Basic Guide.

The Fax Setup Wizard appears next. Follow the steps to insert and align the print cartridges in steps 12 through 14 before beginning the Fax Setup Wizard.

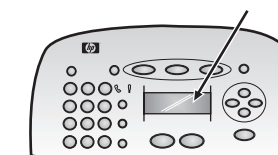


**Windows 2000 Users: Before the Fax Setup Wizard, the Digital Signature Not Found screen may appear. Click Yes to continue.**



- b** The display should show the following:

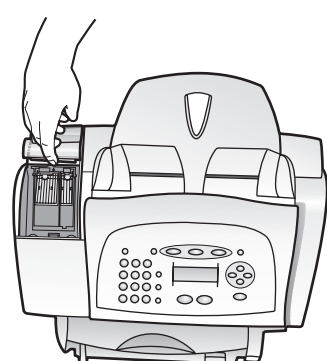
INSERT BLACK CARTRIDGE



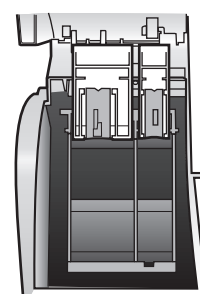
If you do not see this message, refer to "Additional Setup Information" in the Basic Guide.

## 12 Insert the black print cartridge

- a** Open the door. The print-cartridge carriage moves to the access area.

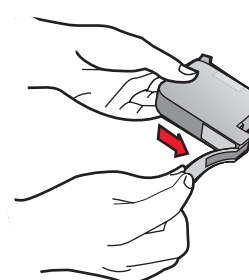


- b** Wait at least 10 seconds for the print carriage to stop moving. Raise both latches on the print carriage.

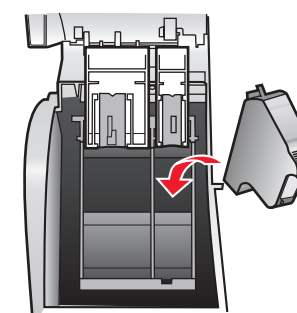


- c** Remove the black print cartridge (thinner one) from its packaging and, being careful to touch only the black plastic, gently remove both the green pull tab and the blue tape covering the nozzles.

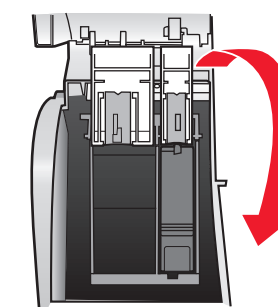
**CAUTION:** Do not touch or remove the gold-colored contacts.



- 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.



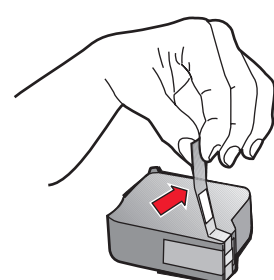
- e** Lower the right print-cartridge latch down onto the top of the cartridge, and push down firmly until the latch locks into place.



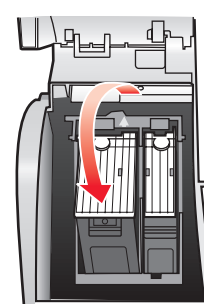
## 13 Insert the color print cartridge

- 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.

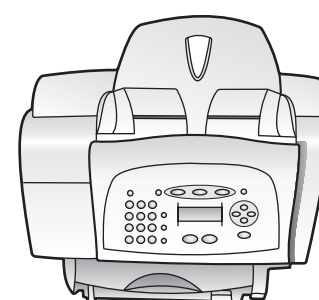
**CAUTION:** Do not touch or remove the gold-colored contacts.



- 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 firmly until the latch locks into place.



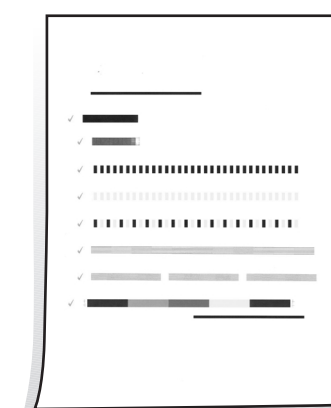
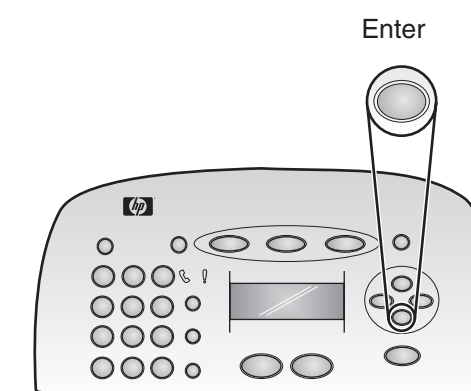
- c** Close the door.



## 14 Align the print cartridges

Make sure paper is loaded in your HP OfficeJet.

The message "Press Enter to align cartridges" appears in the display. Press the Enter button (on your HP OfficeJet) to begin alignment. After a page prints, the alignment is complete.



## 15 Set up faxing

Return to your PC to 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.

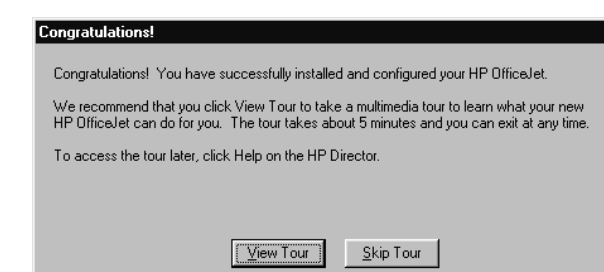
**Note:** We strongly recommend that you use the Fax Setup Wizard. If you wish, you can use the front panel to set up your fax. Follow the instructions in the Basic Guide.



## 16 Try your new HP OfficeJet

- a** The Electronic registration screen appears. Follow the onscreen instructions to complete registration.

- b** The Congratulations screen appears. Click "View Tour" to see all the features of your new HP OfficeJet.



You can now print, scan, copy, and fax with your new HP OfficeJet.