



HP OfficeJet Series 700

*Setup Guide
for Hong Kong*

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This product is approved for use in Hong Kong only. Local country laws may prohibit the use of this product outside Hong Kong. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.



Safety Information

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

- 1. Read and understand all instructions in the *User's Guide*.

WARNING: Potential Shock Hazard

- 2. Use only a grounded electrical outlet when connecting the HP OfficeJet to a power source. If you don't know whether the outlet is grounded, check with a qualified electrician.
- 3. Telephone lines can develop hazardous voltages. To avoid electrical shock, do not touch the contacts on the end of the cord, or any of the sockets on the HP OfficeJet. Replace damaged cords immediately.
- 4. Never install telephone wiring during a lightning storm.
- 5. Observe all warnings and instructions marked on the product.

- 6. Unplug this product from wall outlets and telephone jacks before cleaning.
- 7. Do not install or use this product near water or when you are wet.
- 8. Install the product securely on a stable surface.
- 9. Install the product in a protected location where no one can step on or trip over line cord, and the line cord will not be damaged.
- 10. If the product does not operate normally, see Troubleshooting.
- 11. No operator-serviceable parts inside. Refer servicing to qualified service personnel.

This product may contain remanufactured parts that have been fully tested to meet 100% of original performance specifications.

Notice

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Hewlett-Packard shall not be liable for errors contained herein or for consequential damages in connection with the furnishing, performance, or use of this material.

Governmental regulations regarding communication can be found in the *More Information* guide.

Complete the following information. You'll need it if you contact your dealer or Hewlett-Packard Company:

Date of Purchase: - -

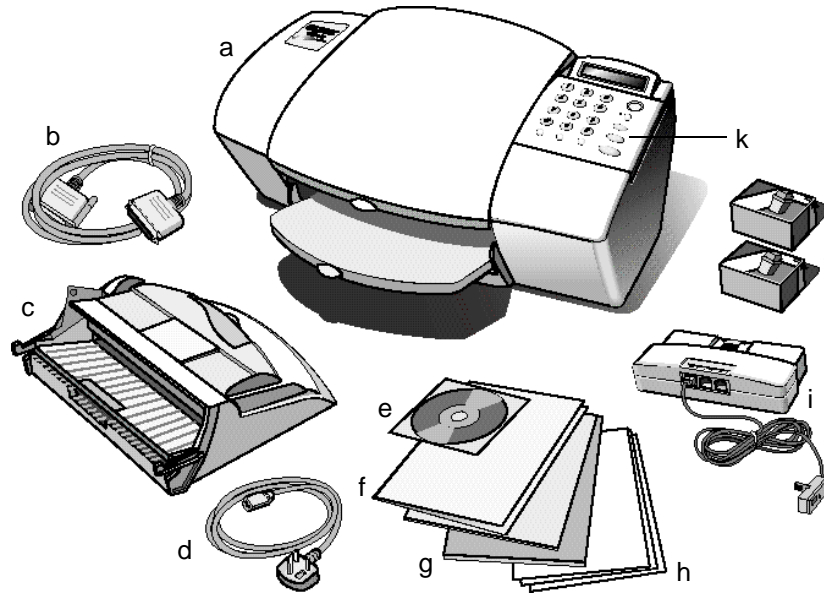
Serial Number:

(Located on the back of the machine.)

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What's in the Box?

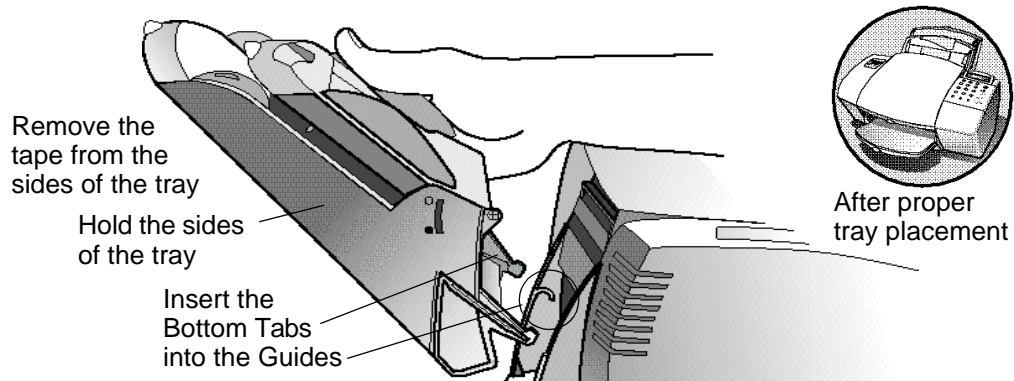


- a) HP OfficeJet Series 700
- b) Bidirectional printer cable
- c) Paper/Document tray
- d) Power cord
- e) HP OfficeJet Series 700 software on CD-ROM
- f) User documentation with warranty statement included
- g) OmniPage® LE Optical Character Recognition (OCR) documentation
- h) Scan/Copy sleeves
- i) Fax/Phone line connector with attached phone cord
- j) Black and color print cartridges
- k) Front panel overlay (already installed in diagram)

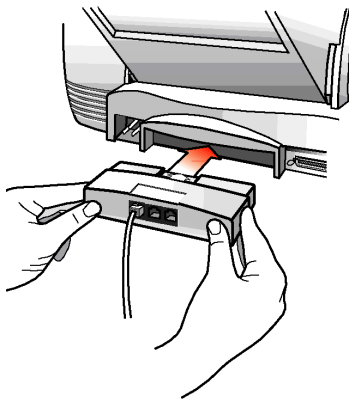
Note: First, check if the front panel overlay is installed (see diagram on page 2). If it is not, install it using the instructions included.

1. Install the Tray

The paper/document tray fits securely into the back of the HP OfficeJet near the top as shown.



2. Plug in the Line Connector



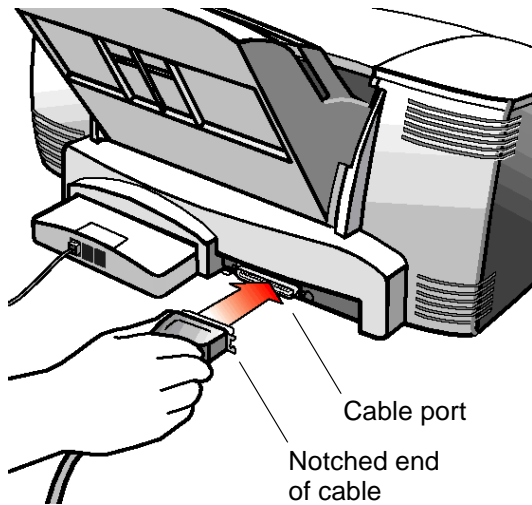
- Insert the fax/phone line connector into its housing area on the back of the HP OfficeJet. Snap it firmly into place.
- Plug the loose end of the phone cord into the telephone wall jack you will use for your fax line.

Note: The HP OfficeJet must be the first cord plugged into the wall jack.

3. Connect the Printer Cable

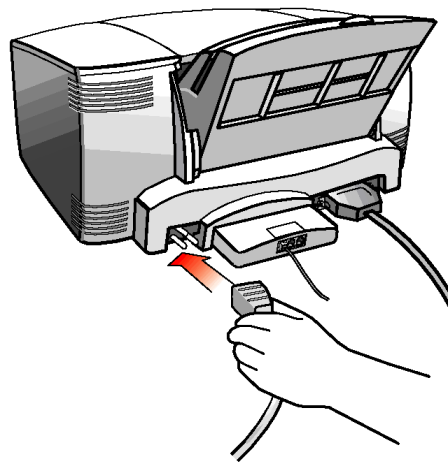
If using your HP OfficeJet as a stand-alone fax/copier, skip to step 4.

Important: If you connect your HP OfficeJet to a PC, use the enclosed bidirectional printer cable or it will not work.



- For safety, turn off your PC before connecting the printer cable.
- Connect the notched end of the printer cable *firmly* to the cable port on the back of the HP OfficeJet. Snap both metal clips into the notches on the connector.
- Plug the other end of the cable into the parallel (LPT1) port on the back of your PC. Tighten the connector screws.

4. Connect the Power Cord



- Plug the power cord *firmly* into the power socket on the back of the HP OfficeJet.
- Plug the other end of the power cord into a grounded electrical outlet.

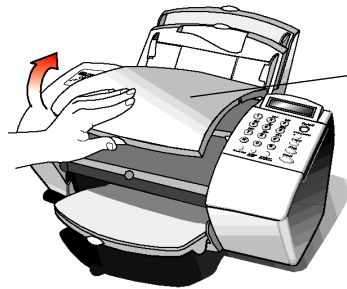
Warning: To avoid the possibility of electrical shock, plug the power cord into a grounded electrical outlet *only*.

Caution: To disconnect power to the HP OfficeJet, detach this cord. The On/Off button does not completely disconnect the power.

5. Insert the Print Cartridges

Important: Before inserting the print cartridges, you may be asked to specify your country. On the HP OfficeJet keypad, press the number corresponding to your country (shown on the display). (If you press the wrong number, refer to “Country and Language” in the *User’s Guide*.)

- After about 20 seconds the keypad display reads *Insert color cartridge*.

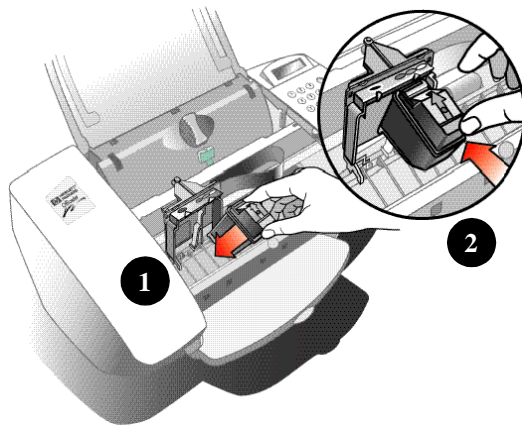
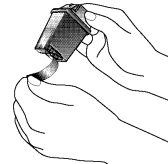


Open the cover. The empty print cartridge holder moves into view.

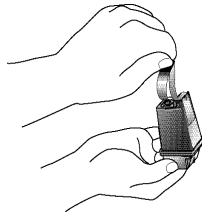
Note: If the print cartridge holder moves out of sight before you finish inserting both print cartridges, close the cover all the way, then open it again; the holder comes back into view.

- Unwrap the color print cartridge. Holding the blue top, gently peel off the tape over the ink nozzles.

Note: Do not touch the ink nozzles or the copper contacts; fingerprints may damage them.



- Place the color print cartridge into the right side of the cartridge holder as shown:
 - Slide the bottom in first until it clicks into place.
 - Then push the top forward until the cartridge snaps into place.

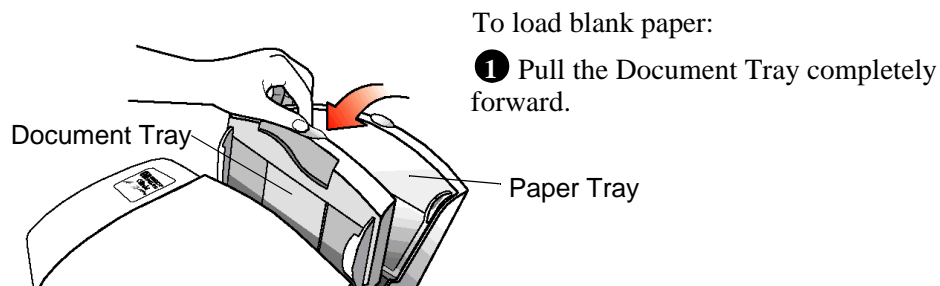
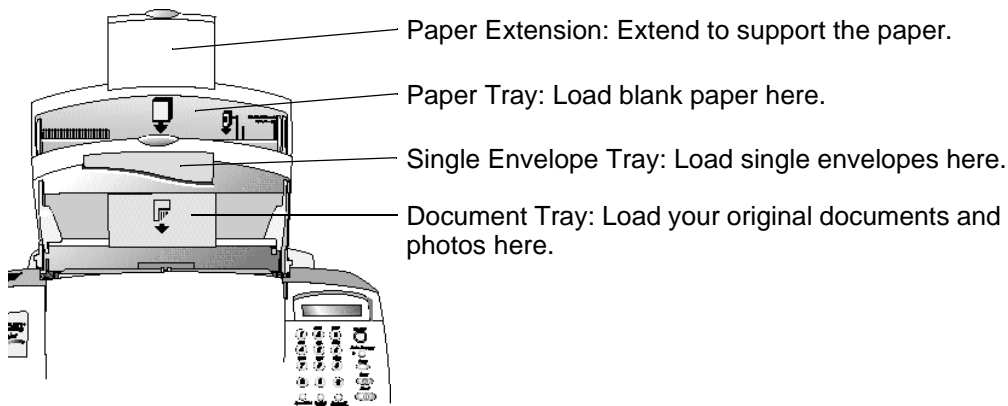


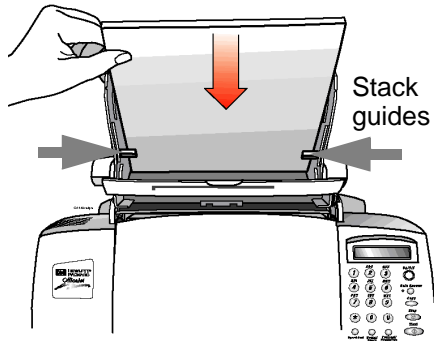
- Unwrap the black print cartridge. Remove *both* pieces of tape covering the ink nozzles. Then place the black print cartridge into the cartridge holder on the left and push it forward until it snaps into place.
- Close the cover. The front panel display asks if the black print cartridge is new or used. From the keypad, enter **1** for new or **2** for used.

Note: An optional HP OfficeJet photo cartridge produces very high quality color prints. If you purchase the photo cartridge, refer to “Using the photo cartridge” in the *User’s Guide* for instructions.

6. Load the Paper Supply

Now it’s time to load blank paper into the Paper Tray. First, a quick description of the parts:





2 With the Document Tray forward, fit the paper behind the Stack Guides on the sides of the tray.

Notes:

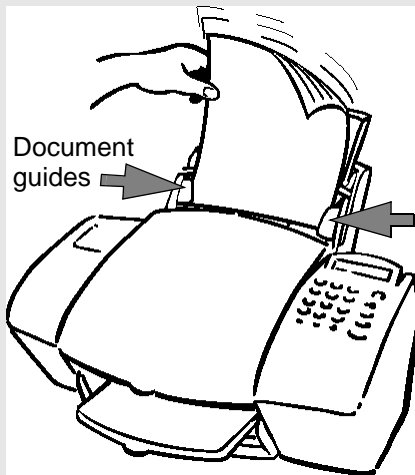
- Load about a 1/2-inch stack of paper into the Paper Tray with the print side forward.
- If necessary, pinch and slide the left paper guide to fit the paper.

3 Push the Document Tray back until it rests against the Paper Tray.

4 Extend the Output Tray (at the front of the HP OfficeJet) gently until it stops.

Note: See “Paper Types” in the HP OfficeJet *User’s Guide* for instructions on loading envelopes and other types of paper.

After setting up your HP OfficeJet, here’s how to load your originals to fax, copy, and scan.

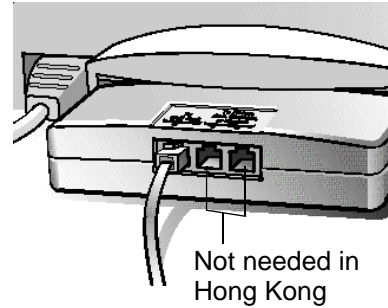


1 Adjust the Document Guides on the Document Tray for the width of the paper.

2 Load your original document or photo in the Document Tray, top down with the printed side away from you.

7. Connect Your Office Equipment

Phone plugs in Hong Kong do not fit the two extra ports on the back of the fax/phone line connector which you connected in step 2. Refer to the following instructions to connect your other office equipment at the wall jack.



What should you connect?

Based on your specific equipment and the number of telephone lines you have, there is only ONE optimum way to connect. Please read the questions in the table on the next page, circle your answers, then look up the appropriate setup scenario in the section titled "How should you connect?"

How to tell if you have a modem

You will be asked whether you have a modem. If you answer *Yes* to any of the following questions, then you have a modem. Do you:



- Send/receive faxes directly to/from your PC programs?
- Use electronic mail (email) on your PC?
- Access the Internet or the World Wide Web from your PC?
- Transfer data to or from other PCs?

How to tell if your modem is internal or external

If your modem is internal, you'll have a phone cord from the back of your PC to a telephone wall jack.

If your modem external, you'll have a cable from the back of your PC to the modem, and a phone cord from the modem to a telephone wall jack.

Read these questions:	Circle your answers:
<p>1 Do you subscribe to a distinctive ring service through your telephone company on the same phone line to which you connected your HP OfficeJet (in step 2)? (This telephone service, unavailable in many areas, enables two or three phone numbers on the same line. Each number has a different ring pattern so you can tell the difference between incoming calls.)</p>	<p>A. No, I do not have a distinctive ring service. <i>Continue with question 2.</i></p> <p>B. Yes, I have a distinctive ring service. <i>Refer to “Connect a phone with a distinctive ring” on page 17 for instructions.</i></p>
<p>2 Is the HP OfficeJet connected to a separate phone line that’s dedicated to sending and receiving your fax calls (no voice calls received)?</p>	<p>C. Yes, the HP OfficeJet is connected to a dedicated line. <i>Refer to “Connect no additional equipment” on page 11 for instructions.</i></p> <p>D. No, the HP OfficeJet is connected to a shared phone line that receives both fax and voice calls. <i>Continue with question 3.</i></p>
<p>3 Do you use an answering machine or a voice mail feature in your PC to answer voice calls on your shared phone line?</p>	<p>E. I use an answering machine.</p> <p>F. I use a voice mail feature in my PC. <i>(Your answer to question 4 will be H or I).</i></p> <p>G. I neither use an answering machine nor a voice mail feature in my PC.</p>
<p>4 Do you have a modem—either inside or outside your PC—on the same phone line you will use for the HP OfficeJet? (If you’re not sure if you have a modem, refer to the previous two sections.)</p>	<p>H. I have a modem inside my PC.</p> <p>I. I have a modem external to my PC.</p> <p>J. I don’t have a modem.</p>

Now refer to “How should you connect?” to match your responses in this table to the right setup scenario.

How should you connect?

List all your responses to the questions in “What should you connect?” then refer to the appropriate setup case below. For example, if you answered *A* to question 1, *D* to question 2, *E* to question 3, and *H* to question 4, look up *ADEH*.

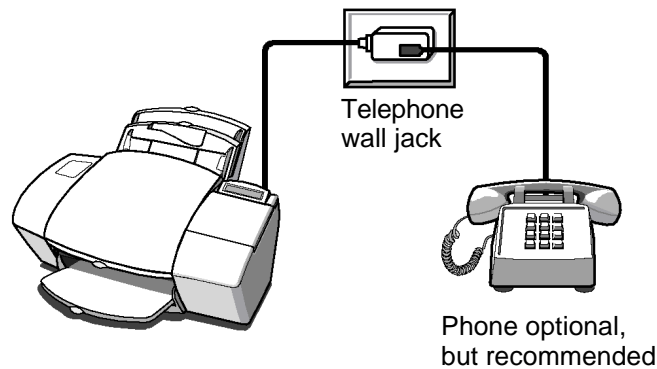
Response:	Refer to this section for connection instructions:
AC	“Connect no additional equipment” on page 11
ADEH	“Connect an answering machine and a PC with an internal modem” on page 16
ADEI	“Connect an answering machine and a PC with an external modem” on page 15
ADEJ	“Connect an answering machine” on page 14
ADFH	“Connect a PC with an internal modem” on page 13
ADFI	“Connect a PC with an external modem” on page 12
ADGH	“Connect a PC with an internal modem” on page 13
ADGI	“Connect a PC with an external modem” on page 12
ADGJ	“Connect no additional equipment” on page 11
B	“Connect a phone with a distinctive ring” on page 17

Note: For all connection scenarios, it’s best to connect a (single-line) phone to your HP OfficeJet. Connecting a phone has several benefits:

- To have a phone close to the HP OfficeJet so you can reach the **Start** button when you receive faxes manually.
- To call someone who receives faxes manually. Here’s how: Call and tell the person that you are sending a fax, then press **Start**. You can hang up or stay on the line to talk after the fax finishes.
- To make outgoing phone calls.

Connect no additional equipment

If you connected the HP OfficeJet to either a dedicated phone line (no voice calls received) or a shared phone line (receives both voice and fax calls) with no other office equipment connected, use this connection diagram.



Case AC

With a dedicated line, here's how the HP OfficeJet will automatically receive faxes: **Your fax line will ring once, then the HP OfficeJet will answer and begin emitting fax tones to the sending machine.**

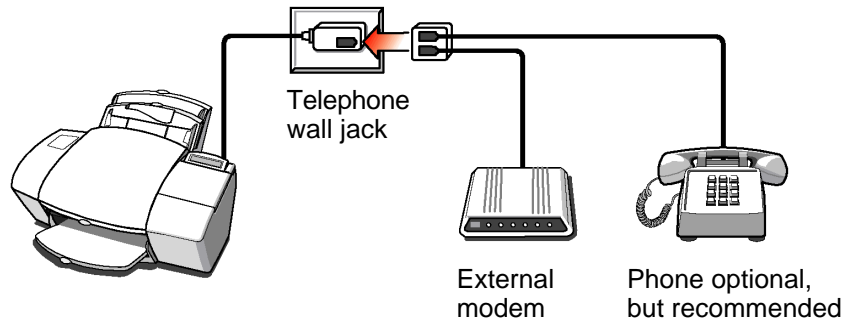
Case ADGJ

With a shared line, you'll need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.**

Continue with step "8. Install the Software."

Connect a PC with an external modem

If you connected the HP OfficeJet to a shared line (receives both voice and fax calls) that also has an external modem connected to it, use this connection diagram.



Important: For both cases, if your external modem's software is set to automatically receive faxes to your PC, turn off that setting; if you don't, your HP OfficeJet will not receive faxes properly.

Case ADGI

You will need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.**

Case ADFI

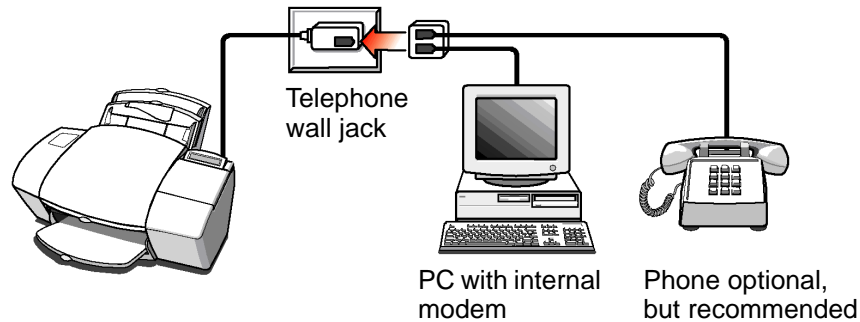
Important: For Case ADFI, set your voice mail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting is no longer than 30 seconds. If you don't, you may not receive faxes properly.

After you answer the Setup Wizard questions (in step 8) for Case ADFI, here's how the HP OfficeJet will automatically receive faxes: **Your PC voice mail will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" while voice mail plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the voice mail and receive the fax. If you don't connect your PC voice mail phone cord directly to the HP OfficeJet as described here, you may not receive faxes properly.**

Continue with step "8. Install the Software."

Connect a PC with an internal modem

If you connected the HP OfficeJet to a shared line (receives both voice and fax calls) that also has a PC with an internal modem connected to it, use this connection diagram.



Important: For both cases, if your internal modem's software is set to automatically receive faxes to your PC, turn off that setting; if you don't, your HP OfficeJet will not receive faxes properly.

Case ADGH

You will need to **receive faxes manually**; the HP OfficeJet will NOT answer incoming calls automatically. **To receive a fax manually: When the phone rings, pick it up and listen for fax tones; if you hear fax tones, press the START button on the HP OfficeJet, then hang up the phone.**

Case ADFH

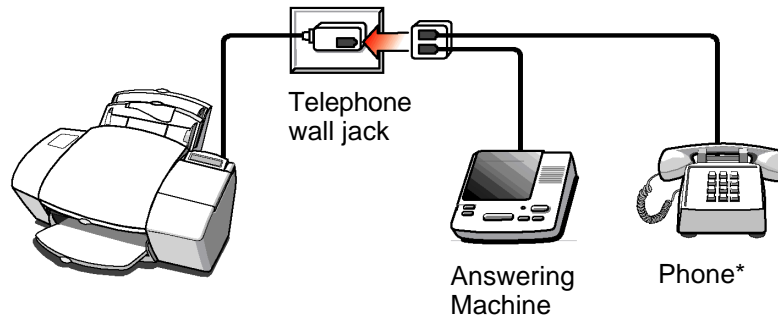
Important: For Case ADFH, set your voice mail software to answer calls after 4 or fewer rings, and make sure your outgoing greeting is no longer than 30 seconds. If you don't, you may not receive faxes properly.

After you answer the Setup Wizard questions (in step 8) for Case ADFH, here's how the HP OfficeJet will automatically receive faxes: **Your PC voice mail will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" while the voice mail plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the voice mail and receive the fax. If you don't connect your PC voice mail directly to the HP OfficeJet as described here, you may not receive faxes properly.**

Continue with step "8. Install the Software."

Connect an answering machine

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an answering machine connected to it, use this connection diagram.



* Phone optional, but recommended if your answering machine has no phone handset.

Case ADEJ

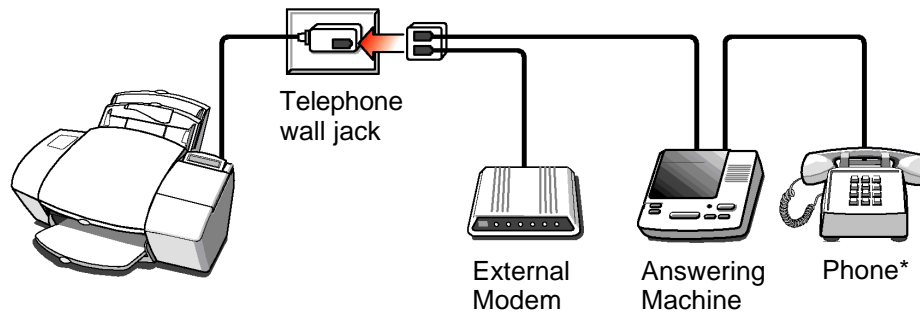
Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting is no longer than 30 seconds. If you don't, you may not receive faxes properly.

Here's how the HP OfficeJet will automatically receive faxes: **Your answering machine will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the HP OfficeJet as described here, you may not receive faxes properly.**

Continue with step "8. Install the Software."

Connect an answering machine and a PC with an external modem

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an external modem and an answering machine connected to it, use this connection diagram.



* Phone optional, but recommended if your answering machine has no phone handset.

Case ADEI

Important: If your external modem's software is set to automatically receive faxes to your PC, turn off that setting; if you don't, your HP OfficeJet will not receive faxes properly.

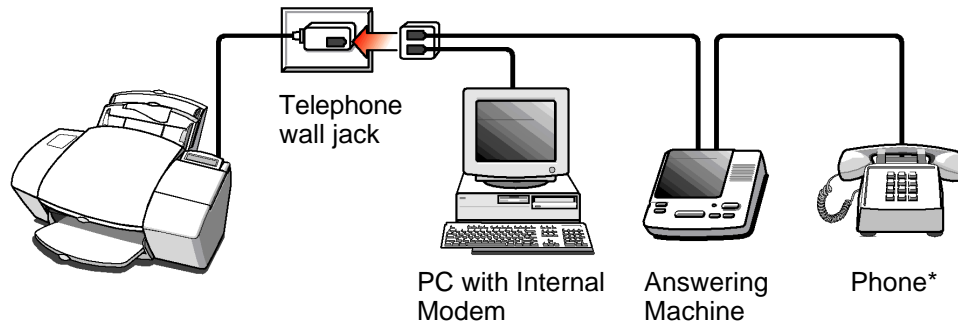
Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting is no longer than 30 seconds. If you don't, you may not receive faxes.

After you answer the Setup Wizard questions (in step 8) for Case ADEI, here's how the HP OfficeJet will automatically receive faxes: **Your answering machine will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" during the answering machine's greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the HP OfficeJet as described here, you may not receive faxes properly.**

Continue with step "8. Install the Software."

Connect an answering machine and a PC with an internal modem

If you connected the HP OfficeJet to a shared phone line (receives both voice and fax calls) that also has an internal modem and an answering machine connected to it, use this connection diagram.



* Phone optional, but recommended if your answering machine has no phone handset.

Case ADEH

Important: If your internal modem's software is set to automatically receive faxes to your PC, turn off that setting; if you don't, your HP OfficeJet will not receive faxes properly.

Important: Set your answering machine to answer calls after 4 or fewer rings, and make sure your outgoing greeting is no longer than 30 seconds. If you don't, you may not receive faxes.

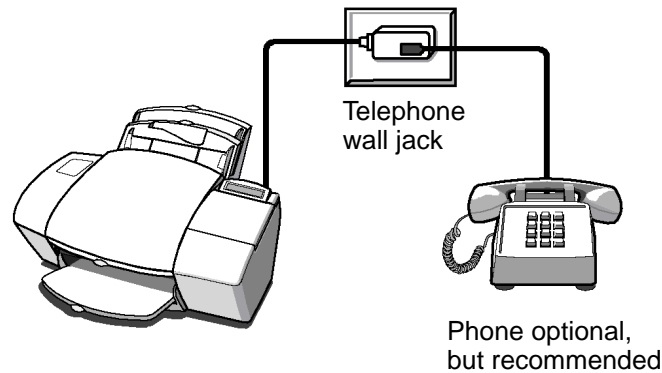
After you answer the Setup Wizard questions (in step 8) for Case ADEH, here's how the HP OfficeJet will automatically receive faxes: **Your answering machine will pick up the call after the number of rings you've set, then the HP OfficeJet will "listen" during the answering machine's greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax. If you don't connect your answering machine directly to the HP OfficeJet as described here, you may not receive faxes properly.**

Continue with step "8. Install the Software."

Connect a phone with a distinctive ring

If you connected the HP OfficeJet to a phone line that uses a distinctive ring service through your telephone company, use this connection diagram.

The distinctive ring telephone service, which is unavailable in many areas, allows you to have 2 or 3 phone numbers on the same phone line. Each number has a ring with a different pattern so you can tell the difference between incoming calls.



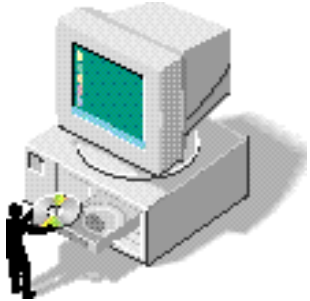
Case B

Important: If you have an answering machine for receiving voice calls on this phone line (different phone number), set it to answer after 3 or more rings. If you don't, your HP OfficeJet will not receive your fax calls.

Important: If you have an internal or external modem on this phone line (different phone number), turn off the setting in the modem's software that automatically receives faxes to your PC; if you don't, your HP OfficeJet will not receive faxes properly.

Continue with step "8. Install the Software."

8. Install the Software



If using your HP OfficeJet as a stand-alone fax/copier, skip to step 9.

To use the PC-assisted features of your new HP OfficeJet, you must now install the software.

Note: If you are upgrading, you *must* remove the previous version of HP OfficeJet software before installing the new version. Refer to “Uninstalling the software” in the HP OfficeJet *User’s Guide*.

- 1 Turn on your PC. If the *New Hardware Found* screen appears, close it by clicking **Cancel** or the **X** in the upper right corner.
- 2 Insert the HP OfficeJet CD into the CD-ROM drive; the HP OfficeJet Welcome Screen appears after a few seconds. (If the Welcome Screen does not appear, remove the CD and reinsert it.)
If you have floppy disks, insert Disk #1 into the floppy drive. Select **Run** from the Windows **Start** menu, and type **a:\setup.exe** where *a:* represents the letter of the floppy drive. Click **OK**.

Notes for Windows NT® users:

- **If you don’t have administrative capability on Windows NT, ask your system administrator to install the HP OfficeJet software on your PC.**
- If you are running with minimum system memory requirements (64 MB RAM), you may need to increase the paging file for virtual memory. On the control panel, double-click on the System Icon and select the **Performance** tab.

Click on **Change** under the Virtual Memory section. Then select the drive(s) that currently has paging files.

In the boxes under Paging File Size for Selected Drive, set the initial size to at least 75 MB and the maximum size to at least 125 MB.

- Refer to the HP website (<http://www.officejet-support.com>) for information about compatibility with future operating systems.



- 3 At the HP OfficeJet Welcome screen, click one of the first two boxes depending on if you have a PC or a notebook PC. Follow all the instructions on the screen.

After the files are copied to your PC, you can install the OmniPage LE software to scan text for editing, or click **Cancel** to continue with the software setup.

After software installation, you will be prompted to restart your PC. Then use the HP OfficeJet Setup Wizard to customize your HP OfficeJet for your particular office setup. Just follow its prompts.

Install bonus software

In the box, you will find bonus CD software you may want to use with your HP OfficeJet. To install, insert the CD-ROM and follow the setup instructions on the screen. Refer to the software manufacturer for technical support.

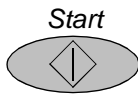
9. Set the Basic Fax Settings

If using your HP OfficeJet with a PC, skip to step 10.

If you plan to use your HP OfficeJet as a stand-alone fax/copier, you first need to enter some basic information using the front panel keypad.

You can press the **Stop** button any time during basic fax setup to exit the menu or start over.

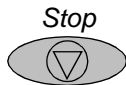
Set the time and date



Start

The first time you set up the HP OfficeJet, the front panel display will prompt you to set the time and date. Press the **Start** button on the front panel to begin.

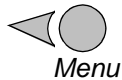
A series of prompts will ask for the month, day, year, hour, minute, and AM/PM. Make each entry from the keypad. Use a leading zero for single digit entries; use only the last two digits for the year (for example, for May 7, 2000, you would enter **05 07 00**). When finished, the time and date will appear on the display.



Stop

Note: If you make an incorrect entry, press **Stop**, and start over again.

Set the fax header



Menu

To set your fax header, press the **Menu** button, then press **5** for Basic Fax Setup, then press **2** for Fax Header.

Enter your name by pressing the keypad numbers corresponding to the letters of your name.

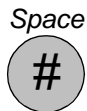
ABC ← These letters
correspond to
2 ← this number.

DEF ← These letters
correspond to
3 ← this number, etc.

Press a button multiple times to see its letters *first in lowercase, then in uppercase*. For example, with the **2** button:

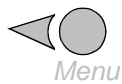
ABC
2 To get this character: a b c A B C 2
Press 2 this many times: 1 2 3 4 5 6 7

When the correct letter appears, press the right arrow button once, then press the number corresponding to the next letter in your name. Again, press multiple times until the correct letter appears.



Space

When you finish entering your first name, press the **Space (#)** button once to leave a space between names.



Menu

If you make an incorrect entry, simply press the left arrow button to clear the entry, then make the correct entry. To backspace, press the left arrow button multiple times.

Symbols



When you finish entering your name, press the **Start** button, and the Your Fax Number: prompt will appear. Using the keypad, enter your fax number. To enter a symbol, such as a hyphen or parenthesis, press the **Symbols** button multiple times to scroll through a list of symbols.

When you've entered your fax number, press the **Start** button.

Set the dial mode

From the time and date screen, press the **Menu** button, then press **5** for Basic Fax Setup, then press **3** to display Dial Mode choices.

Press either arrow button to toggle between tone and pulse mode. With the correct dial mode displayed, press the **Start** button.

Note: The asterisk indicates the current setting.

Set the rings to answer setting

From the time and date screen, press the **Menu** button, then press **5** for Basic Fax Setup, then press **4** for the Rings to Answer setting.

Enter the number of the ring on which you would like the HP OfficeJet to answer the phone (see note below). Then press the **Start** button.

Note:

- If you connect an answering machine, set it to answer before the HP OfficeJet or you won't receive voice messages. Refer to your setup scenario in step 7 for information on how the HP OfficeJet interacts with the answering machine.
- Refer to "Choosing automatic versus manual fax receiving" in the *User's Guide* to set the Auto Answer feature.

Set the paper size

From the time and date screen, press the **Menu** button, then press **5** for Basic Fax Setup, then press **5** again for the Paper Size setting.

Press either arrow button multiple times to view paper size choices. With your choice displayed, press the **Start** button.

This completes basic fax setup. Refer to Chapter 2 of the *User's Guide* for more information on using your stand-alone fax/copier.

10. Try It Out

To make sure everything is working well—or for a quick start on learning the basics—use the following instructions to print, fax, copy, and scan, or if you are not connected to a PC, to fax and copy.

Print a report

Print the Self Test Report to test the printing feature. Here's how:

- 1 On your Windows desktop, double-click **HP OfficeJet Manager**. The HP OfficeJet Manager appears. (If you don't see it, minimize open applications.)
- 2 Click on **Settings**, and select **Settings and Maintenance**. The HP OfficeJet Series 700 Settings dialog box appears.
- 3 Click the **Maintenance** tab, then click **Self Test** to print the Self Test Report.

This report shows the current and factory settings in your HP OfficeJet, and can help diagnose print cartridge problems.



Note (for stand-alone fax/copier users): To print the Self Test Report, press the **Menu** button, then press **4**, then press **4** again.

Receive a fax

To verify that you can receive faxes properly, ask a friend to send you a fax. If you have trouble receiving the fax, review step “7. Connect Your Office Equipment.” If you still have problems, first refer to “Using the Help System” then to “Sources of Information and Help” in the HP OfficeJet *User's Guide*.

Make a copy

Make a color copy of the Self Test Report if your HP OfficeJet is connected to a PC, or a black and white copy if you are a stand-alone user. Here's how:



- 1 Place the report in the document tray with the printed side away from you.



- 2 Press the **Copy** button once, then enter the number of copies you want.



- 3 Press the **Copy** button again to begin copying.

Note: To stop copying at any time, press the **Stop** button.

Scan a page to your PC

This feature does not apply to stand-alone fax/copier users.

Scan the Self Test Report to test the scanning feature. Here's how:



- 1 Place the report in the document tray with the printed side away from you. The HP OfficeJet Manager appears on the screen. (If you don't see it, minimize open applications.)
- 2 On the HP OfficeJet Manager, Click **Scan**. The Scan dialog box appears.
- 3 Click **Text Only**, then click **Start Scan** to begin scanning. The scanned document appears on your PC screen.

If You Change Your Office Equipment

When you installed the software, the Setup Wizard asked you a series of questions about your phone lines and equipment.

If you *don't* change your office equipment setup after installing the software (step 8), don't change your answering settings. If you *do* add or remove office equipment, you must update your fax receive settings, or you may not receive faxes properly.

To update your fax receive settings:

- ❶ Double-click **HP OfficeJet Manager** on your Windows desktop.
- ❷ Click **Settings** and select **Fax Setup**. Then select **Fax Setup Wizard**.
- ❸ Follow the instructions in all the Fax Setup Wizard screens, updating where appropriate.

Refer to “Receiving faxes” in the *User's Guide* for information on answering settings.

What's Next?

Chapter 1 of the HP OfficeJet *User's Guide* describes in greater detail how to load paper, and how to copy, fax, print, and scan with your HP OfficeJet.

Chapter 2 provides instructions for using your HP OfficeJet as a stand-alone fax/copier.

Chapter 3 covers maintenance and troubleshooting.

A separate guide, *More Information*, lists additional sources of help. It also contains technical information, ordering information, and a warranty.



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