Start Here

1 Important: Do not connect the USB cable until Step 16 or software may not install properly. Follow the steps in order.

If you have problems during setup, see Troubleshooting in the last section.

2 Remove all tape and inside lock

Lift the access door and remove the orange shipping lock.

3 Locate components

- Windows CD
- Macintosh CD
- User Guide
- print cartridges
- power cord and adapter
- control-panel overlay (may be attached)
- bottom paper tray
- top (output) tray
- phone cord
- USB cable*

* Purchased separately. The contents of your box may differ.

HP Officejet 6200 series all-in-one Setup Guide
4 Attach the control-panel overlay (if not attached)

- **a** Insert the control-panel overlay.
- **b** Align the tabs of the control panel overlay with the device, and then lower.
- **c** Press down firmly on all edges and in the center of the overlay until it snaps into place.

The control-panel overlay must be attached for the HP all-in-one to work!

5 Load plain white paper

- **a** Insert the bottom paper tray.
- **b** Slide the paper adjuster over.
- **c** Insert paper.
- **d** Insert the top (output) tray.
- **e** Pull, and then flip the tray extender out.

6 Connect the power cord and adapter

**Important:** Do NOT connect the USB cable until Step 16 or software may not install properly.
7 Connect the supplied phone cord

- Connect one end of the supplied phone cord to the phone port on the left (1-LINE) and the other to a wall jack.
- To connect an answering machine or use a different phone cord, see the User Guide.

Make sure to remove the orange shipping lock from inside the device before you press the On button.

8 Press the On button

- After you press the On button, the green light flashes, and then becomes solid. This may take up to a minute.
- Wait for the print cartridge prompt before continuing.

9 Open access door

- Lift the access door until it stops. Make sure the print carriage moves to the right side.

10 Remove tape from both cartridges

- Pull the pink tab to remove the tape from both print cartridges.
- Do not touch the copper-colored contacts or retape the cartridges.
11 Insert the tri-color print cartridge

The device must be **On** before you can insert the print cartridges.

- **a** Hold the **tri-color** print cartridge with the HP label facing up.
- **b** Place the **tri-color** print cartridge in front of the **left** slot.
- **c** Push the cartridge firmly into the slot until it snaps into place.

12 Insert the black print cartridge

- **a** Hold the **black** print cartridge with the HP label facing up.
- **b** Place the **black** print cartridge in front of the **right** slot.
- **c** Push the cartridge firmly into the slot until it snaps into place.
- **d** Close the access door.
13 **Align the print cartridges**

- Press **OK** at each of the prompts on the control panel to start print cartridge alignment.

  The alignment may take a few minutes.

- After the page prints, alignment is complete. Check the display for the status, and then press **OK**. If it fails, see **Troubleshooting** in the last section.

  Recycle or discard the alignment page.

If you are not connecting the device to a computer, continue to the **Fax Setup** chapter in the User Guide for information on how to finish fax setup.

14 **Turn on your computer**

- Turn on your computer, login if necessary, and then wait for the desktop to appear.

- Close any open programs.

15 **Insert the correct CD**

**Windows Users:**

- Insert the HP all-in-one **Windows** CD.

- Follow the onscreen instructions.

**Macintosh Users:**

Insert the HP all-in-one **Macintosh** CD. Go to the next step before installing software.

If the startup screen does not appear, double-click **My Computer**, double-click the **CD-ROM** icon, and then double-click **setup.exe**.
Connect the USB cable

Windows Users:
You may have to wait several minutes before you see the onscreen prompt to connect the USB cable. Once the prompt appears, connect the USB cable to the port on the back of the HP all-in-one, and then to any USB port on your computer.

Macintosh Users:
Connect the USB cable to the port on the back of the HP all-in-one, and then to any USB port on your computer.

If you do not see these screens, see Troubleshooting in the last section.
Windows Users:
Follow the onscreen instructions. Complete the Fax Setup Wizard and the Sign up now screen.

Macintosh Users:
- Double-click the HP All-in-One Installer icon.
- Make sure you complete all screens, including the Setup Assistant.

Congratulations!
When you see the Congratulations! screen, you are ready to use your HP all-in-one.
See the User Guide or onscreen help to get started.
Troubleshooting

**Problem:** A Carriage Jam message appears after you press the On button.

**Action:** Open the access door. Remove the orange shipping lock from inside. Press the OK button.

**Problem:** The Remove and check print cartridges message appears after you insert print cartridges or the print cartridge alignment fails.

**Action:** Remove print cartridges. Make sure you remove all tape from copper contacts. Re-insert the cartridges, and then close the access door.

**Problem:** (Windows only) You did not see the screen telling you when to connect the USB cable.

**Action:** Remove, and then re-insert the HP all-in-one Windows CD. Refer to Step 15.

**Problem:** (Windows only) The Microsoft Add Hardware screen appears.

**Action:** Click Cancel. Unplug the USB cable, and then insert the HP all-in-one Windows CD. Refer to Steps 15 and 16.

**Problem:** (Windows only) The Device Setup Has Failed To Complete screen appears.

**Action:** Verify that the control-panel overlay is firmly attached. Unplug the device and plug it in again. Check all connections. Make sure the USB cable is plugged into the computer. Do not plug the USB cable into a keyboard or non-powered hub. Refer to Steps 4 and 16.

**Problem:** (Macintosh only) The Macintosh software does not install.

**Action:** Make sure the USB cable is plugged into the computer before installing the software. Do not plug the USB cable into a keyboard or non-powered hub. Refer to Step 16.