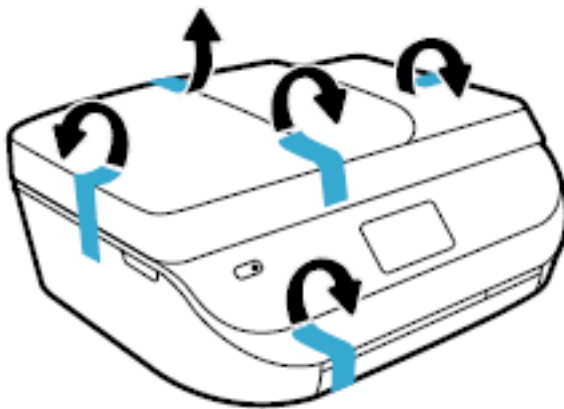# Printer Setup Guide

Step 1: Remove the printer from the box

Remove the printer from the box and all tape, stickers, and packing materials from the printer.
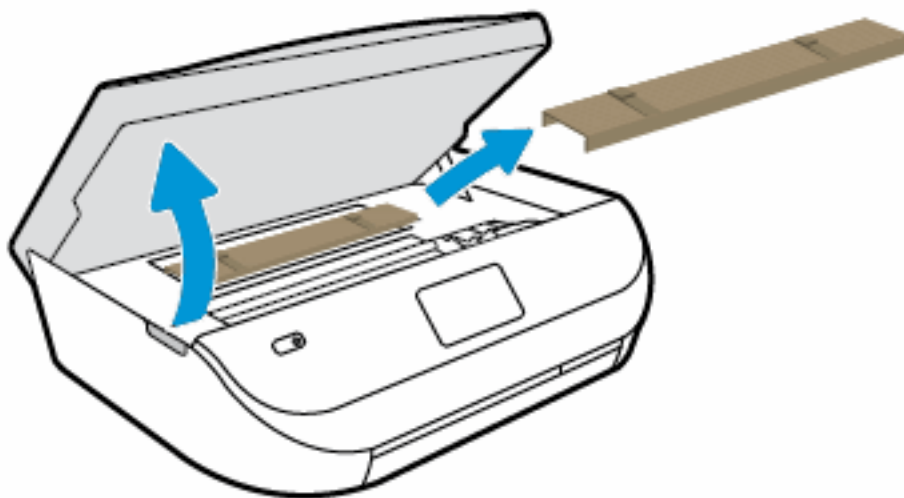
1. Remove the printer from the box.

2. Remove all tape and packing materials from the outside of the printer, and then remove the film from the printer control panel.
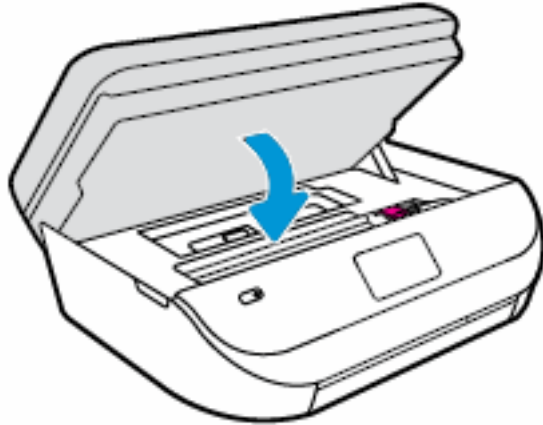
   Figure : Removing tape from the printer

3. Gently grasp the handles on either side of the printer, raise the ink cartridge access door until it locks into place, and then remove all tape and packing material from inside the printer.

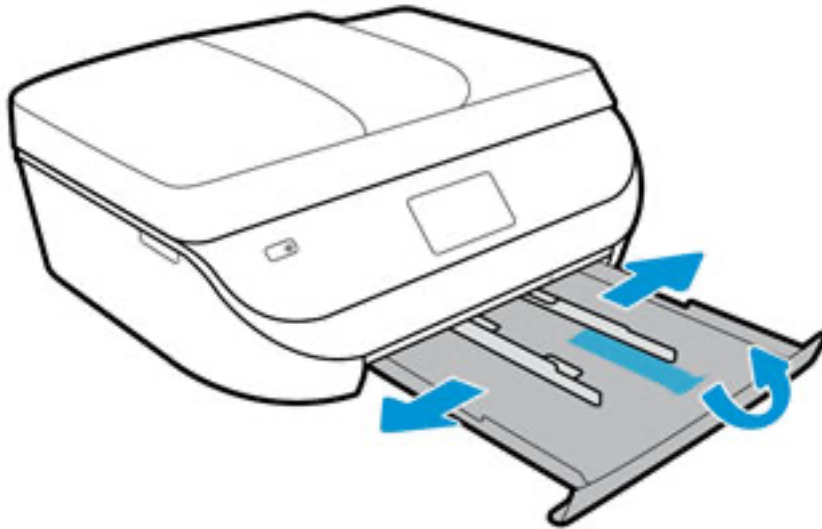   **Figure : Removing packing materials from inside the printer**

4. Close the ink cartridge access door.

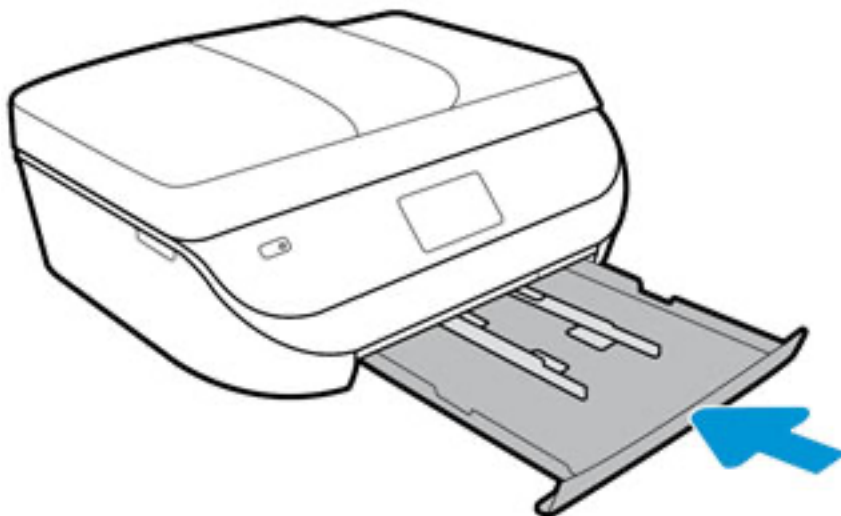   **Figure : Closing the ink cartridge access door**

5. Open the input tray door, pull it toward you to extend the input tray, and then remove the packing tape.

Figure : Opening the input tray and removing the tape

6. Push the input tray forward until it clicks into place to close the input tray door.

Figure : Closing the input tray

7. Recycle the packing materials.

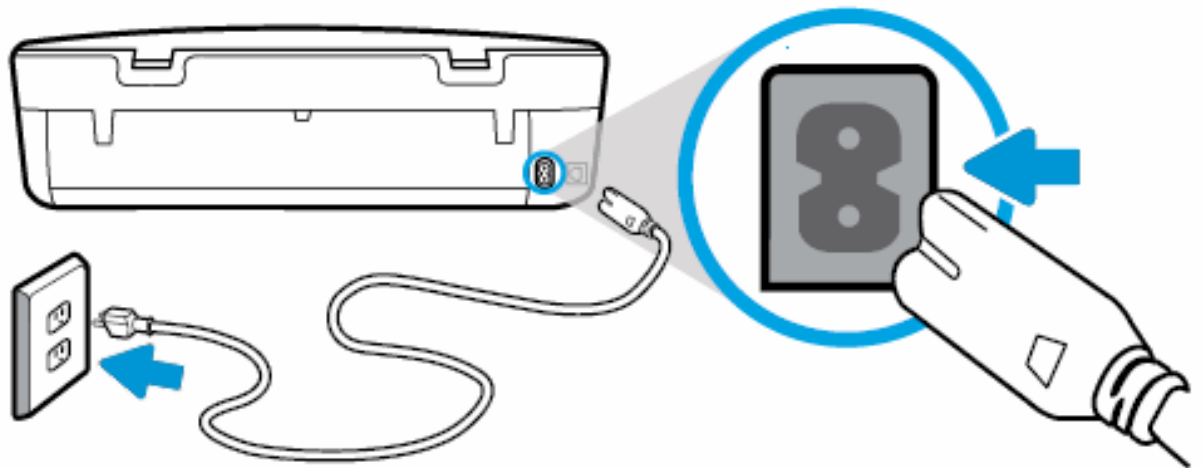# Step 2: Connect the power cord and set your preferences

Plug the printer into a wall outlet, turn on the printer, and then set your preferences.

NOTE:
Do not connect a USB cable at this time. The connection to the computer is established during software installation.

1. Connect the power cord to the rear of the printer, and then plug the other end of the power cord into an electrical outlet.

   Figure : Connecting the power cord and power supply
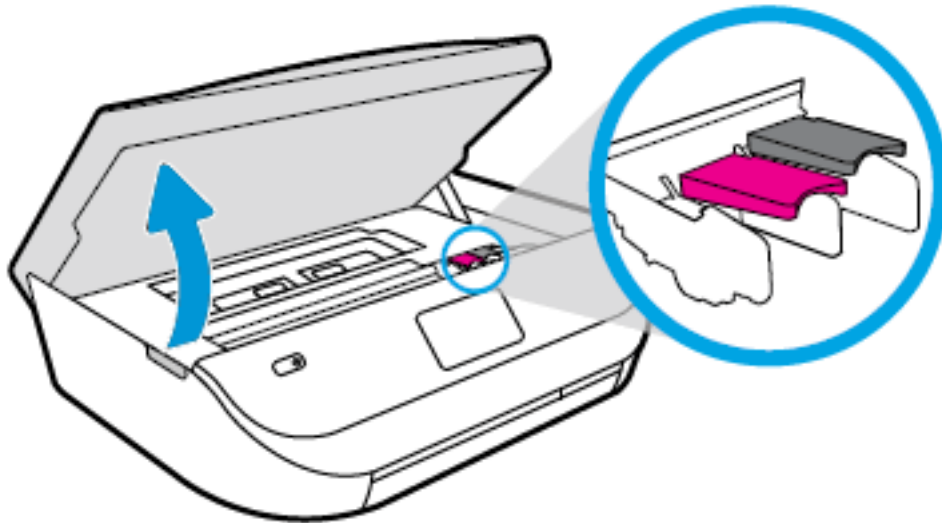

2. Turn on the printer.

3. To set your preferences on the printer control panel, touch your preferred language and country/region, and then touch **Yes** to confirm your choice.

4. If prompted, select the date and time, and then touch **Yes** to confirm your choice.
   A welcome screen displays on the printer control panel.

5. Continue to the next step to install the ink cartridges.

Step 3: Install the ink cartridges

Install the ink cartridges that came in the box with your printer.

1. Raise the ink cartridge access door until it locks into place.

   The carriage moves slightly to the left.

Figure : Opening the ink cartridge access door

2. Wait until the carriage is idle and silent before you continue.

3. Remove one of the ink cartridges from its package. Be careful to only touch the black plastic on the ink cartridge.

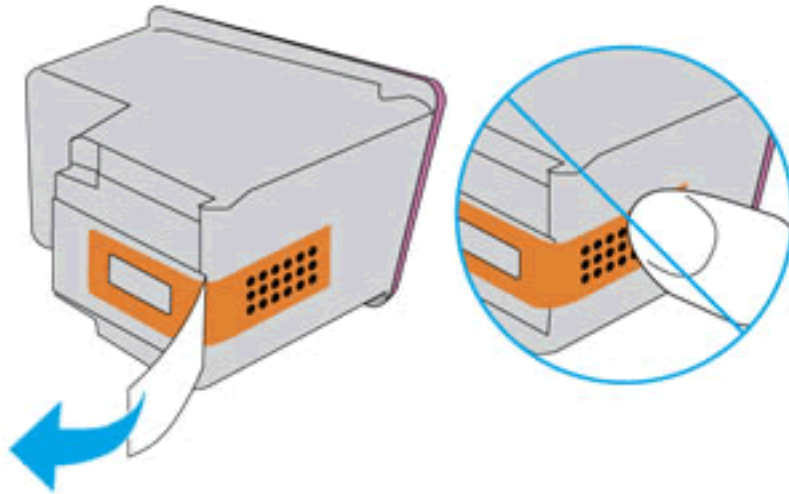   **Figure : Holding the ink cartridge by its sides**

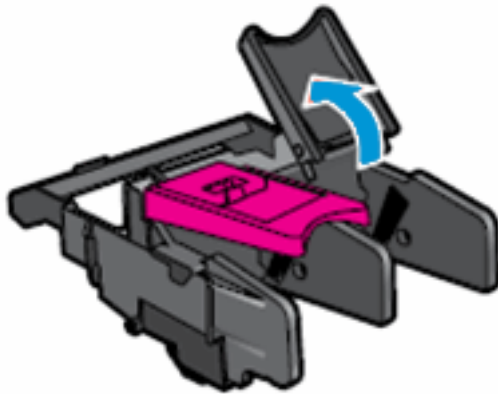4. Remove the plastic tape from the ink cartridge.

   CAUTION:
   Do not touch the copper-colored contacts or the ink nozzles. Do not replace the protective tape on the contacts. Handling these parts can result in clogs, ink failure, and bad electrical connections.
   Figure : Removing the plastic tape

5. Lift up the lid on the ink cartridge slot.

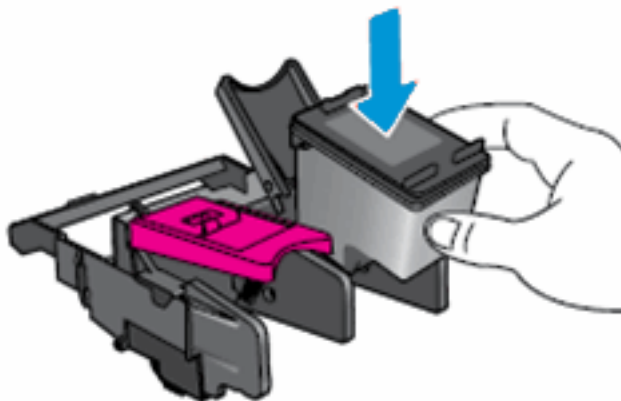**Figure : Lifting up the lid on the ink cartridge slot**

6. With the nozzles toward the printer, insert the ink cartridge into its slot until it snaps into place.

NOTE:

Install the color ink cartridge on the left and the black ink cartridge on the right.

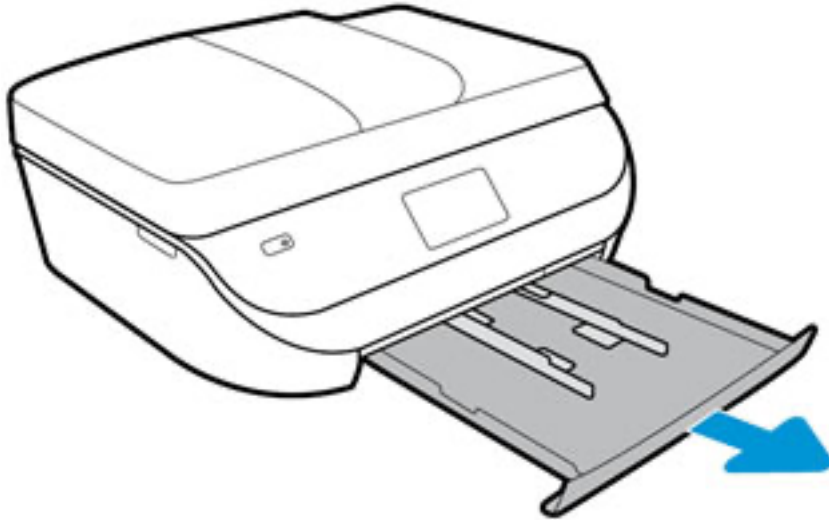**Figure : Inserting the ink cartridge**

7. Close the lid on the ink cartridge slot to secure the ink cartridge into place.

8. Repeat these steps for the other ink cartridge.

9. After you install the ink cartridges, touch **OK** on the printer control panel.

10. Close the ink cartridge access door.

Step 4: Load paper into the input tray

Load plain U.S. letter or A4 paper in the input tray.
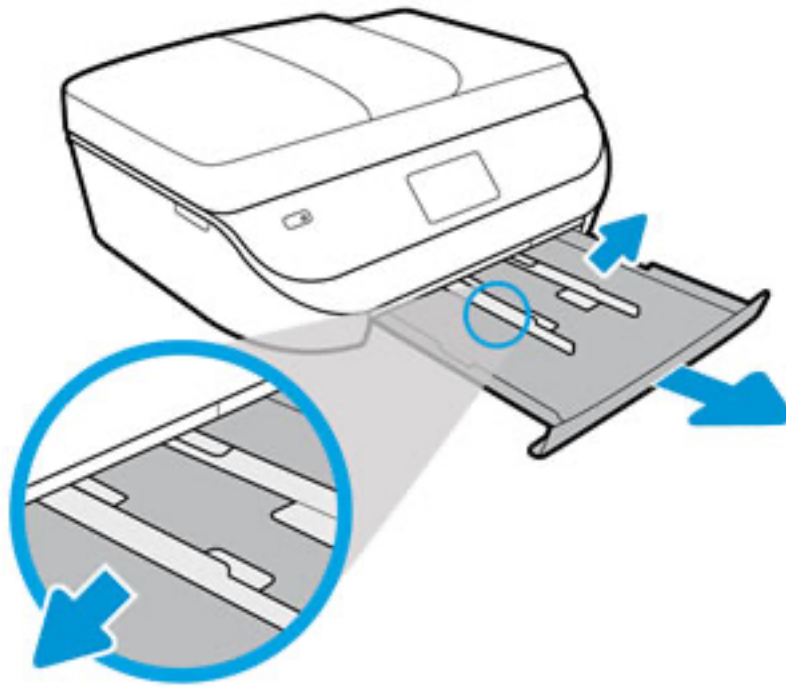
1. Open the input tray door, then pull it toward you to extend the input tray.
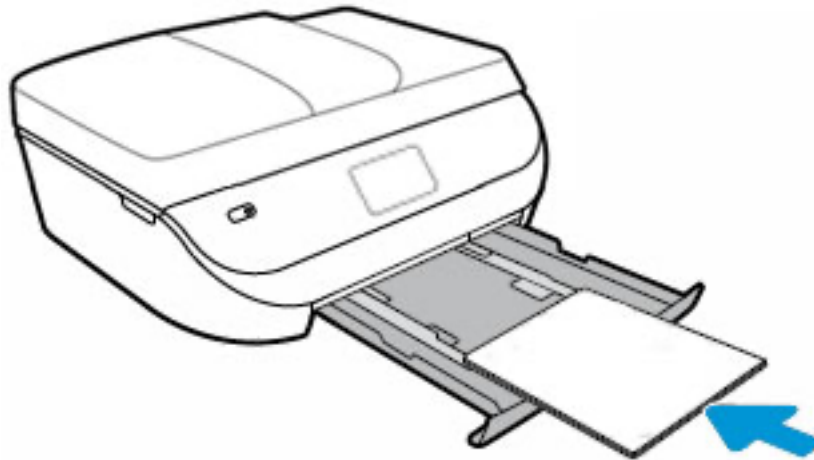
   Figure : Opening the input tray

2. Slide out the paper guides as far as possible.

   Figure : Adjusting the paper width guides
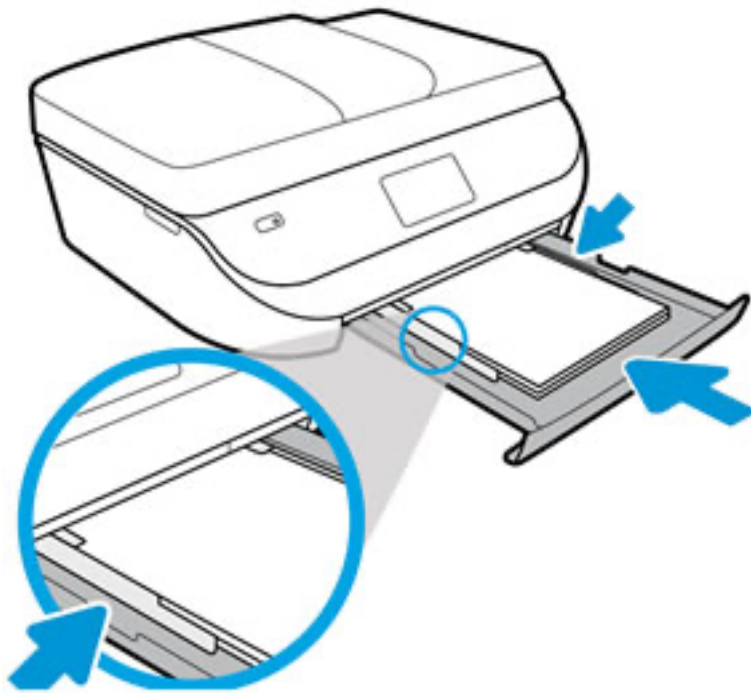
3. Load paper in portrait orientation with the print side facing down. Do not load more than 250 sheets.

Figure : Loading paper in the input tray

4. Push the stack into the tray until it stops.
5. Slide the paper guides until they touch the edge of the stack of paper. Do not push the guides in so tightly that they bind against the paper.

Figure : Sliding in the paper width guides

6. Push the input tray into the printer, and then touch **Done** on the printer control panel.

7. Pull out the output tray, and then lift the output tray extender.

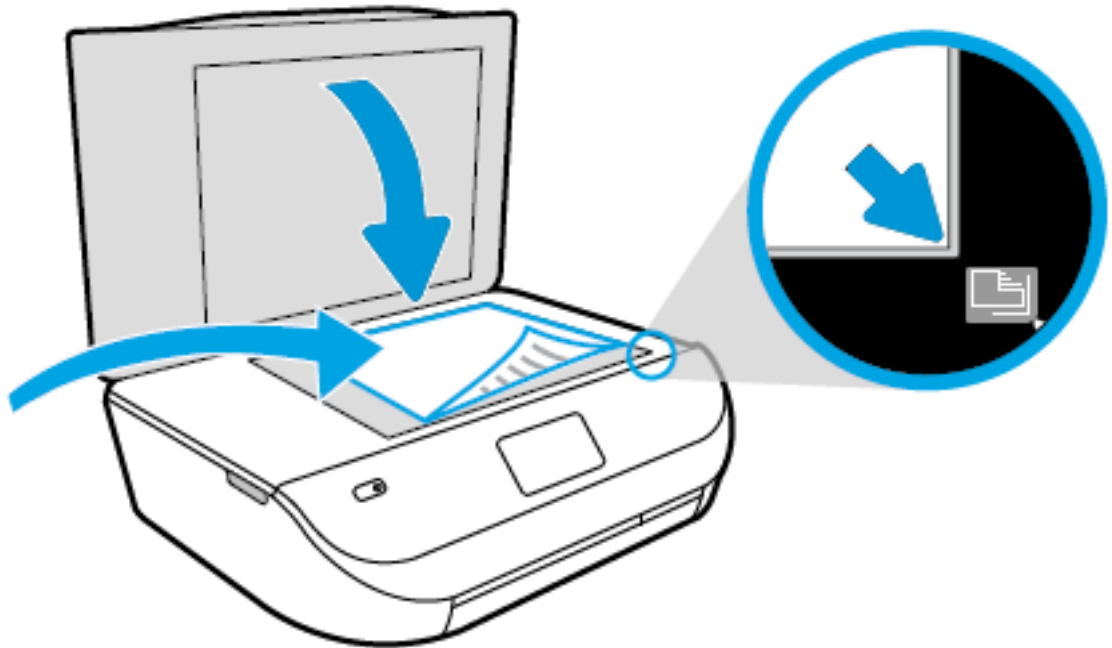**Figure : Pulling out the output tray and lifting the output tray extender**

Step 5: Align the ink cartridges

Aligning the ink cartridges is necessary to achieve the best print quality. Use the alignment page from the previous step to align the ink cartridges.

1. On the printer control panel, touch **OK** to start the alignment.
   An alignment page prints.

2. Lift the scanner lid.

3. Place the alignment page with the print side down on the scanner glass. Position it according to the engraved guides around the glass.

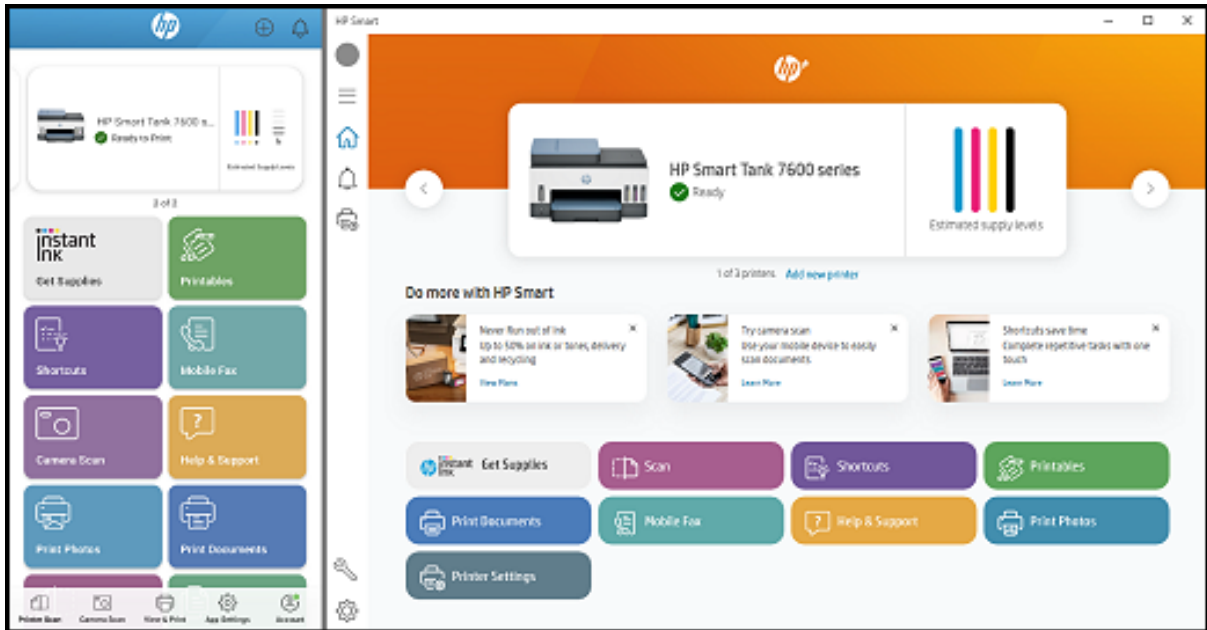**Figure : Placing the alignment page on the scanner glass**

4. Close the scanner lid, and then touch **Scan** on the printer control panel.
   The printer aligns the ink cartridges.
5. After the printer aligns the ink cartridges, touch **OK** on the printer control panel.

Your HP printer hardware is now set up and you can install the printing software.

Step 6: Install the printer software

Install the HP Smart app

Use the HP Smart app to set up the printer on the Wi-Fi network and with your computer or mobile device.

1. Open the HP Smart app, and then create an account or sign in. If you do not have the app, download it from 123.hp.com or your app store.

2. Within two hours of restoring Wi-Fi setup mode, follow the guided steps in the HP Smart app to add the printer and set up the wireless connection.

For more information, go to HP printer setup (HP Smart app).

Additional Wi-Fi connection options

Use these methods to connect a printer if you changed your router or ISP, or a local network is unavailable.

Connect the printer with the Wireless Setup Wizard (printers with a touchscreen)

Use the Wireless Setup Wizard from the printer control panel to connect your printer to your Wi-Fi network.

1. Place the printer near the Wi-Fi router.

2. Open the Setup, Network, or Wireless settings menu, and then select Wireless Setup Wizard.

3. Select the name of your network, and then enter the password to complete the connection.