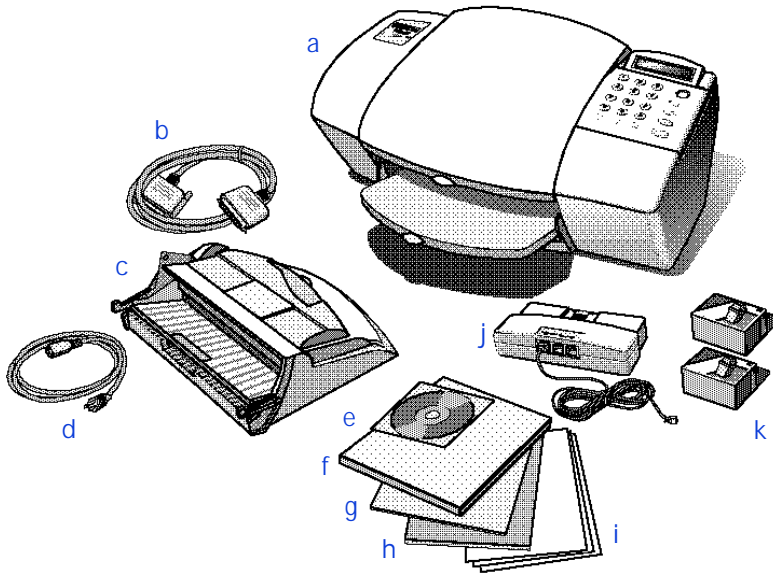

HP OfficeJet Series 600

Ready, Setup, Go!

Make Sure Everything Is in the Box



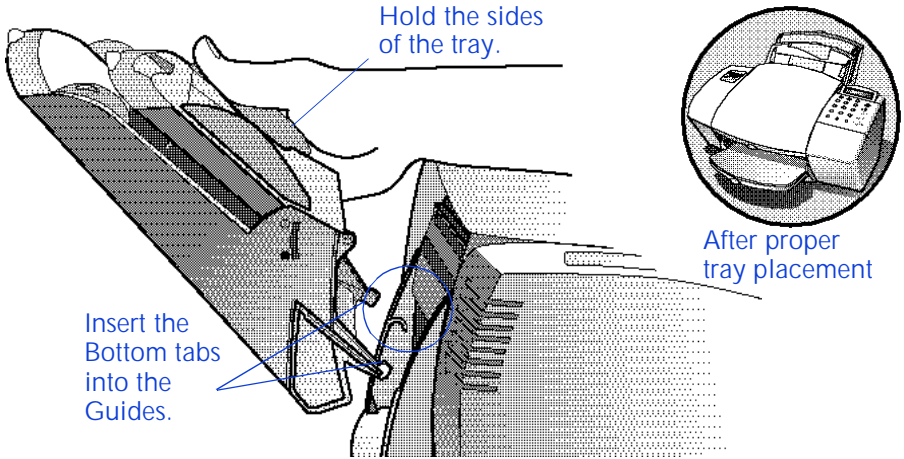
- a) HP OfficeJet
- b) Bi-directional parallel cable
- c) Paper/Document loading tray
- d) Power Cord
- e) HP OfficeJet software on compact disc (CD-ROM)
- f) *HP OfficeJet Series 600 User's Guide*
- g) Warranty statement
- h) OmniPage LE Optical Character Recognition (OCR) documentation
- i) Scan/copy sleeve (for faxing, copying, and scanning photos and small documents)
- j) Fax/Phone line connector with attached phone cord
- k) Black and color print cartridges

Important: If you don't have a CD-ROM drive, contact the HP Fulfillment Center at 1-888-HPDISKS (1-888-473-4757) to receive the software on 3.5-inch diskettes by overnight mail.

Perform each step in sequence - all are required!

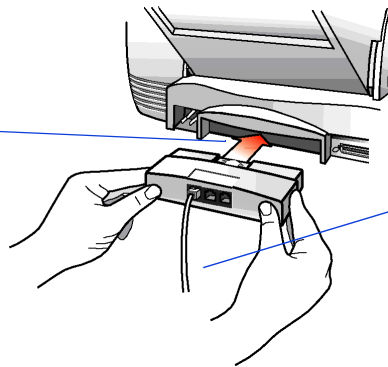
1 Install the Tray

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 the back of the HP OfficeJet. Press *firmly* until the line connector clicks into place. (Once in place, it's very difficult to remove.)



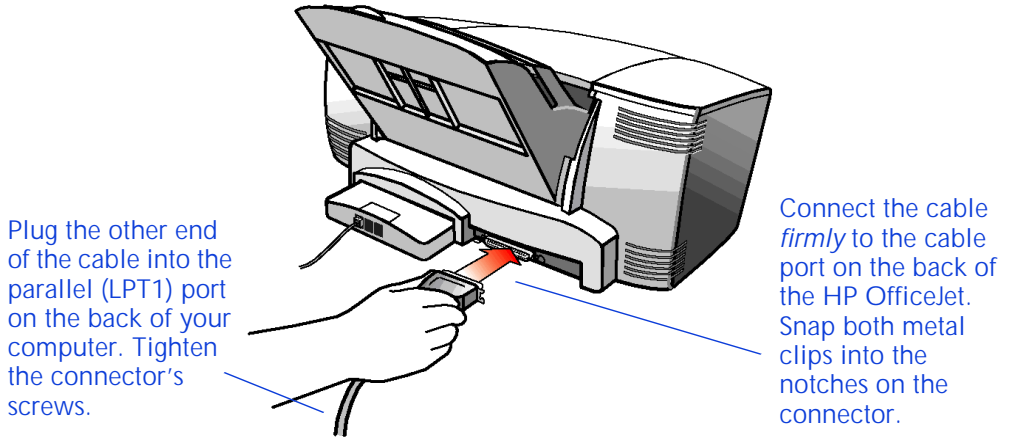
Plug the loose end of the phone cord into the telephone wall jack for your fax line.

3

Connect the HP OfficeJet to Your Computer

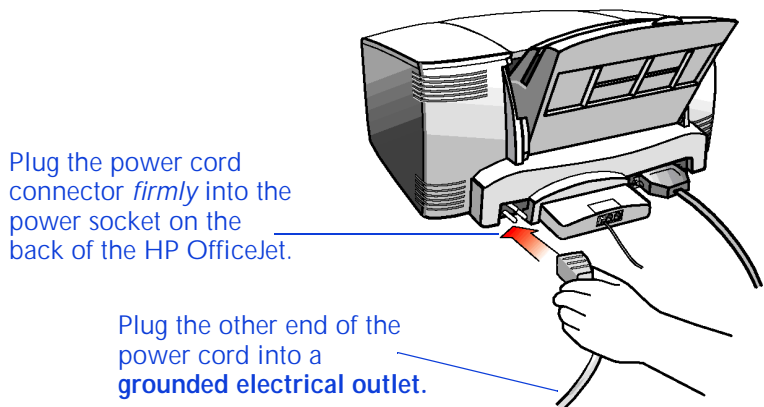
Use the enclosed bi-directional parallel cable to connect the HP OfficeJet to your computer. If you do not use a bi-directional cable, the HP OfficeJet won't work.

Important: For safety, turn off your computer before connecting the cables.



4

Connect the Power Cord

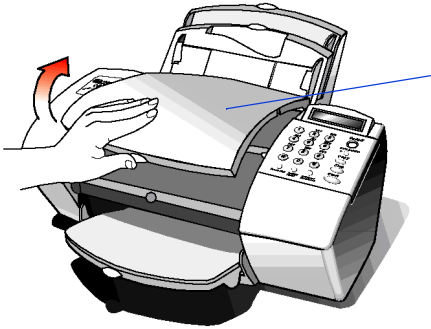


Warning: To avoid the possibility of electrical shock, make sure the outlet is grounded.

5

Insert the Print Cartridges

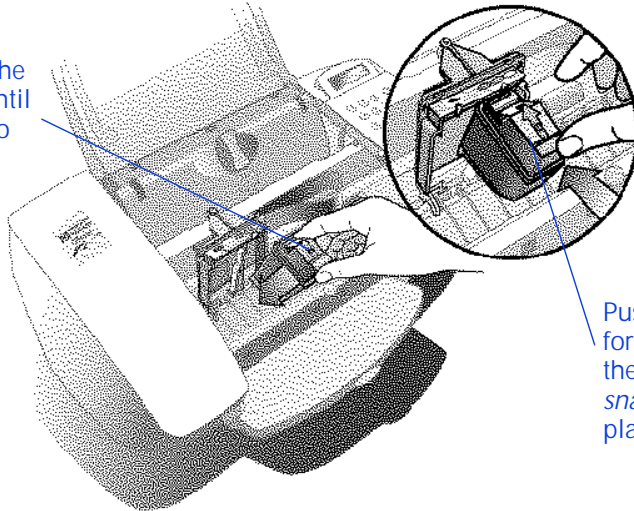
After you plug in the power, the HP OfficeJet powers up automatically. The display reads: “*Insert Color Cartridge.*”



After the HP OfficeJet finishes start-up (about 10 seconds), open the cover. The empty print cartridge holder moves into view.

1. Remove the color print cartridge from its packaging. Hold the blue top of the cartridge and gently remove both pieces of tape – clear blue and solid white – covering the ink nozzles and vent hole. Don't touch the ink nozzles on the bottom of the cartridge or the copper contacts.
2. Place the color print cartridge into the cartridge holder on the right as shown.

Slide in the bottom of the cartridge until it *snaps* into place.



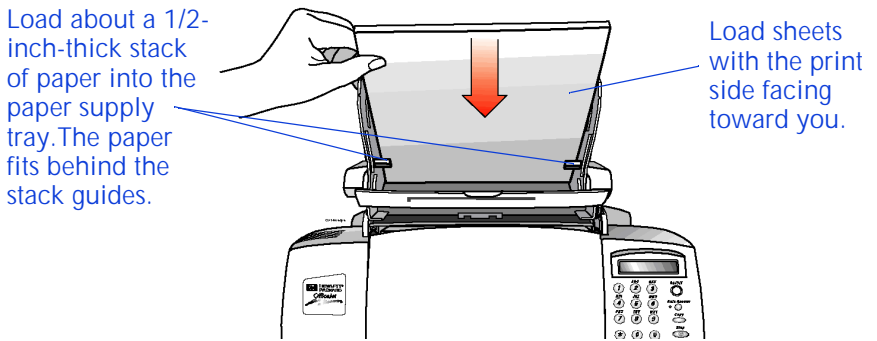
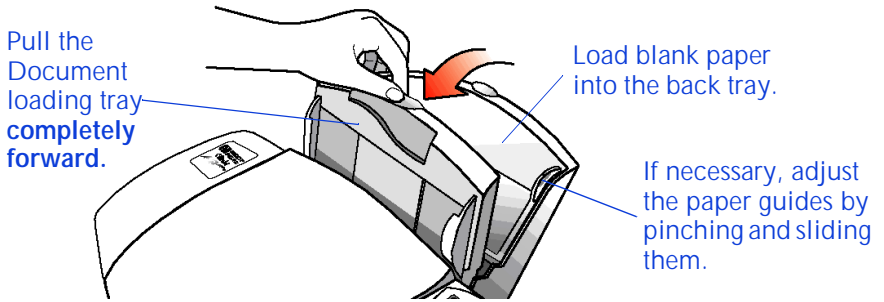
Push the top forward until the cartridge *snaps* into place.

3. Remove the black print cartridge from its packaging. Peel off the clear blue tape covering the ink nozzles, then place the black print cartridge into the cartridge holder on the left. Push the cartridge forward until it *snaps* into place.
4. Close the HP OfficeJet's cover.

Turn over →

6

Load the Paper Supply



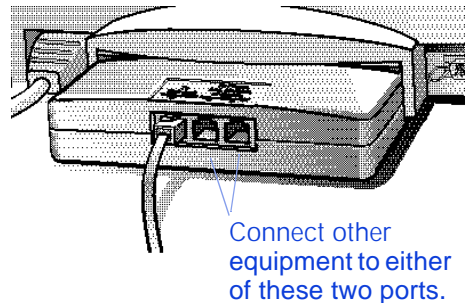
Note: After loading the paper, pull up the paper extension on the top of the paper tray to keep the paper from bending. Then push the front document loading tray backward until it rests against the paper tray.

Refer to Chapter 6 of the *HP OfficeJet Series 600 User's Guide* for detailed instructions on loading envelopes and other special paper/media types.

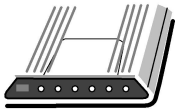
7

Connect Your Office Equipment to the OfficeJet – **IMPORTANT!**

For a more detailed explanation on how and why to connect your office equipment, refer to Step 7 in Chapter 1 of the *User's Guide*.



Step 7a. Connect your modem



Internal or external
modem

If you're using a modem on the same phone line as the HP OfficeJet, connect the modem directly to the HP OfficeJet.

If you're not sure you have a modem, see "How to tell if you have a modem" in Step 7 of Chapter 1 in the User's Guide.

- To connect your modem to the HP OfficeJet: disconnect the modem's phone line from your wall jack, then connect it to either of the ports labelled, "To Phone, Answering Machine, or Modem" on the back of the HP OfficeJet.

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

Step 7b. Connect your answering machine

If you will be receiving fax and voice calls at the same phone number, connect your answering machine directly to the HP OfficeJet.

If you have a shared line and you don't plan to connect an answering machine, see "Manually receiving faxes" in Chapter 3 of the User's Guide.

If you have a shared line and subscribe to a distinctive ringing service through your telephone company, see "Shared line with distinctive ring" in Step 7 of Chapter 1 in the User's Guide.

- To connect your answering machine: plug the phone line from your answering machine to either of the ports labelled, "To Phone, Answering Machine, or Modem" on the back of the HP OfficeJet.

When a fax call is received, the HP OfficeJet will "listen" while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will stop the answering machine and receive the fax.

Important: Set your answering machine to answer calls after 4 or fewer rings. If you don't, you may not receive fax calls properly.



Telephone
answering machine

Step 7c. Connect your phone



Whether you have a dedicated *or* a shared line, you should connect a phone to the HP OfficeJet, *unless* you connected an answering machine with a built-in phone handset in Step 7b.

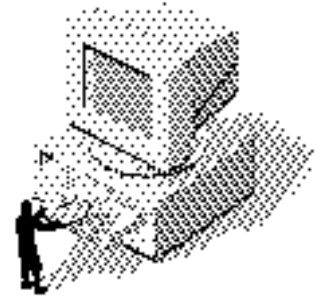
- To connect a phone: plug it into either of the ports labelled, "To Phone, Answering Machine, or Modem" on the back of the HP OfficeJet. If the answering machine is already plugged into the HP OfficeJet, you can plug the phone directly into the answering machine instead.

8

Install the Software: **REQUIRED!**

You must install the software before using your HP OfficeJet – if you don't, the HP OfficeJet won't work.

Important: If you don't have a CD-ROM drive, contact the HP Fulfillment Center at 1-888-HPDISKS (1-888-473-4757) to receive the software on 3.5-inch diskettes by overnight mail.



1. Turn on your computer.
2. This step has two sets of instructions: one for Windows 95, and one for Windows 3.1.

Windows 95:

If the “New Hardware Found” screen displays, close it by clicking the **X** in the upper right corner or the **Cancel** button. Insert the HP OfficeJet CD into the CD-ROM drive, or if you have floppy disks, insert Disk #1 into the floppy drive. If you're installing from the CD, the HP OfficeJet Welcome screen will be displayed after a few seconds. If you're installing from a floppy disk, choose **Run** from the Windows 95 **Start** menu, then type **a:\setup.exe** where “a:” represents the letter of the floppy drive. Click **OK**. Continue at step 3.

Windows 3.1:

Insert the HP OfficeJet CD into the CD-ROM drive, or if you have floppy disks, insert Disk #1 into the floppy drive. Choose **Run** from the **File** menu in the Program Manager, then type **d:\setup.exe** where “d:” represents the letter of the CD-ROM drive or floppy drive. Click **OK**.

3. At the Welcome screen, click **Install the HP OfficeJet Series 600 software on your PC**. Follow the instructions on the screen.

After the files are copied to your computer, the Setup Wizard helps you customize the HP OfficeJet for your office setup.

What's Next?

For a really quick start, try this:

- Follow the simple verification steps in the “Step 9: Make Sure Everything Works Properly” section of Chapter 1 in the *User's Guide*.
- Read through the executive summary-style Chapter 2: Quick Tour. This tour gets you up-and-running quickly, and explains where to find more information.
- While using the software, click **Help** to get the information you need, *when* you need it.