

Instructions for Retailers

You might need to set up the printer or print a demonstration page for your customer prior to purchase.

There are two important steps to complete: **hardware setup** and **safely repacking the printer**.



Setup


Complete hardware setup, including including printhead alignment.

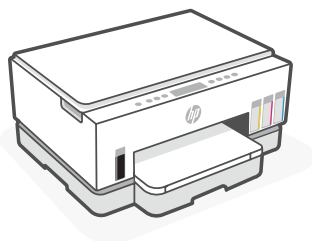
The customer will finish setup and connect to a network later.



Repack

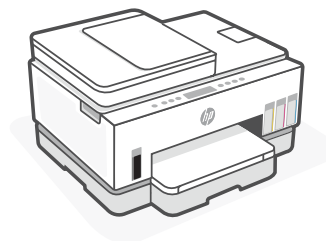
Properly repack the printer so it is safe for the customer to transport.

 **NOTE:** This retailer setup guide is accurate for the below HP Smart Tank printer models. The illustrations that follow may not show your exact printer model, but are accurate to perform the necessary tasks.



HP Smart Tank

660 - 670, 710 - 720 series




HP Smart Tank

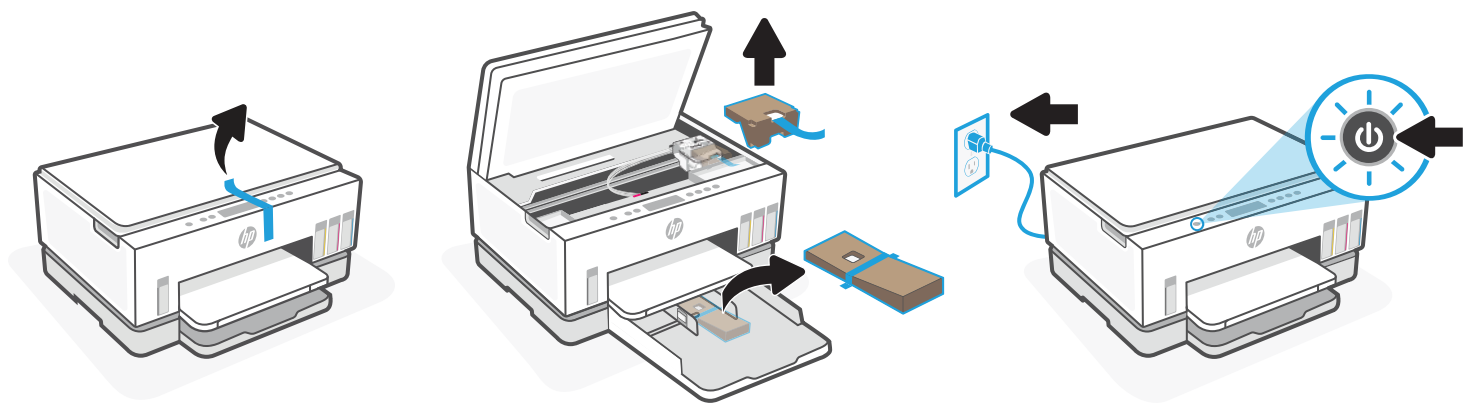
750 series, 790 series



Unpack the printer

Remove all the tape and packing materials and set them aside. Plug in and power on the printer.

 **NOTE:** When unpacking the printer, keep all packaging materials for repacking.

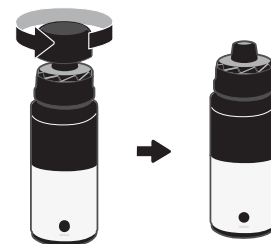


Open ink bottles

The ink bottles included with the printer or sold by retailers could have a screw-cap or a flip-cap. Follow the instructions to open your ink bottles.

For ink bottles with screw-cap:

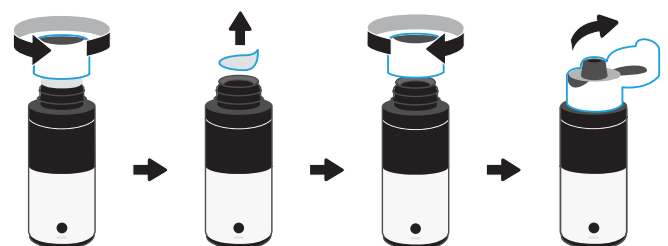
Twist open the cap.



For ink bottles with flip-cap:

Twist open the cap and remove the seal. Replace the cap.

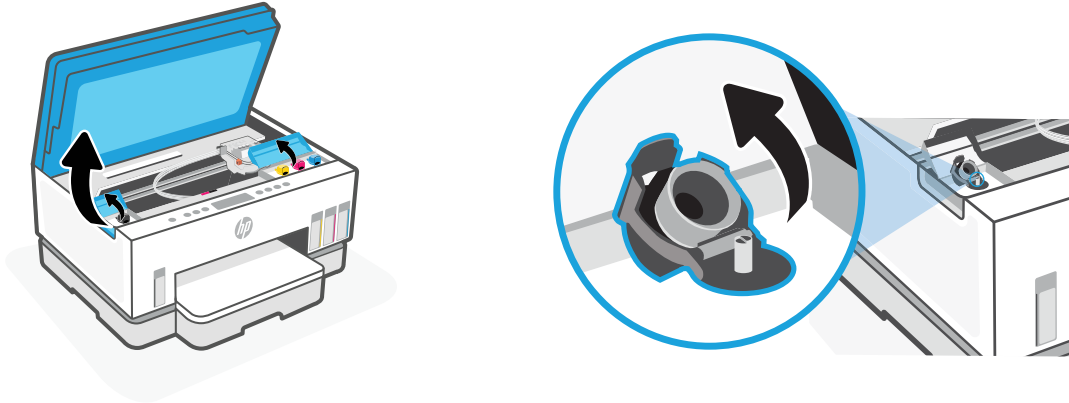
Flip open the top of the cap.






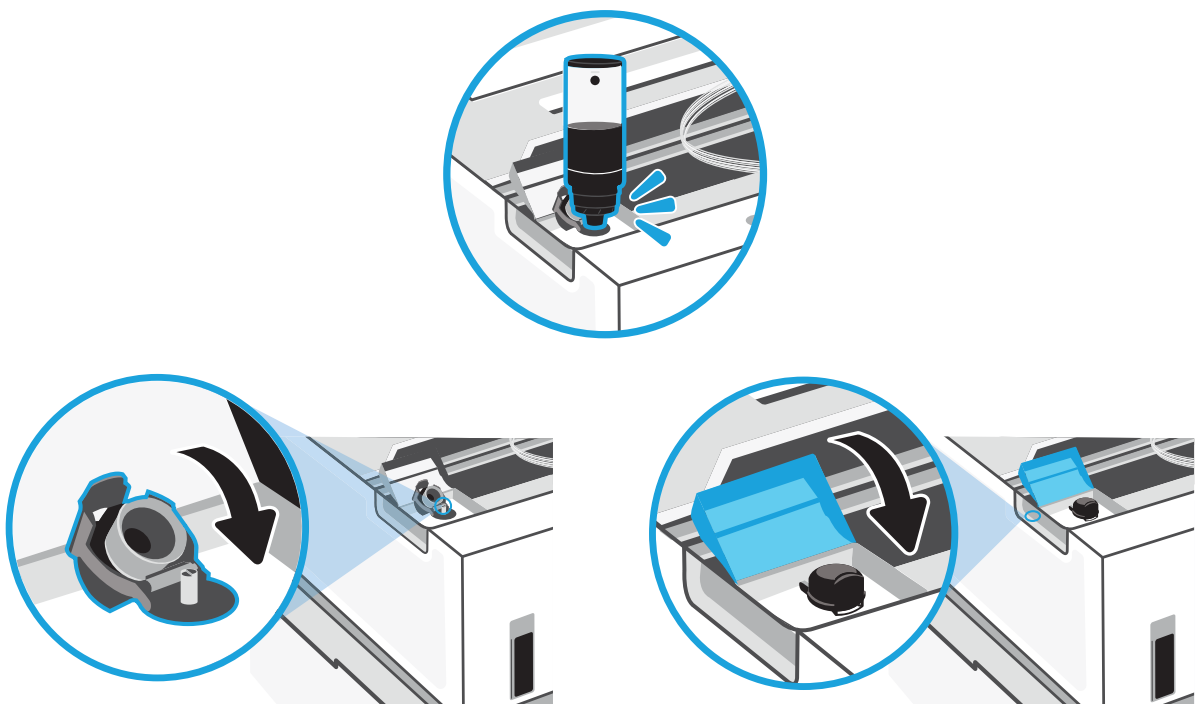
Fill ink tanks

- 1 Open the ink access door and tank covers. Open the cap of the ink tank to be filled.



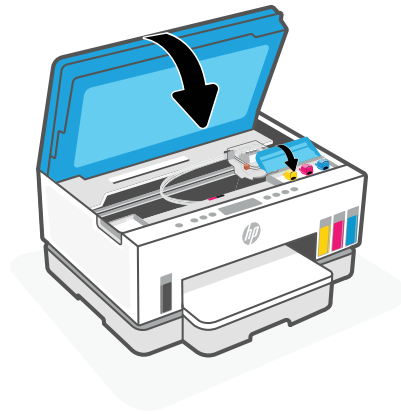
- 2 Place the opened bottle upside down on the tank. The screw-cap bottle will click into place. Let the ink drain into the tank. Close the tank cap and tank cover. Repeat the previous steps to fill other tanks, matching the ink color to the appropriate tank.

 **NOTE:** If there is leftover ink, give the bottle to the customer. Instruct them to keep the bottle upright in a cool and dry place.



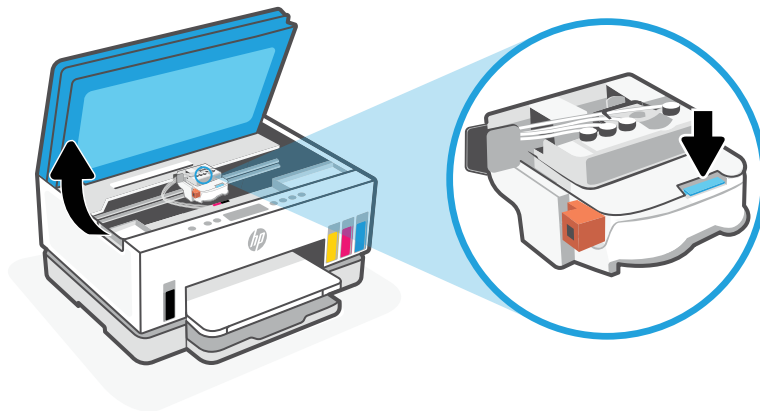


- 3 Close the ink access door securely. Wait for 10 seconds so the printer can detect ink before installing the printheads.

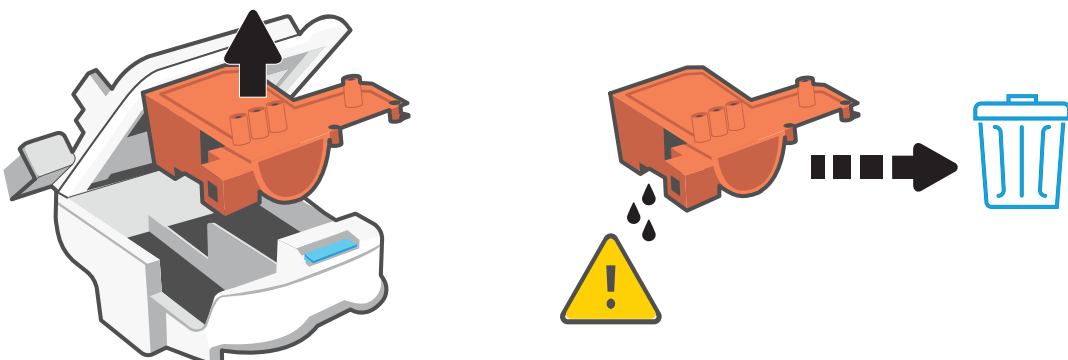


Install the printheads

- 1 Lift the ink access door and wait for the carriage to move to the centre and stop. Press the blue button to open the printhead cover.



- 2 Remove and discard the orange guard. Handle carefully to avoid ink stains.

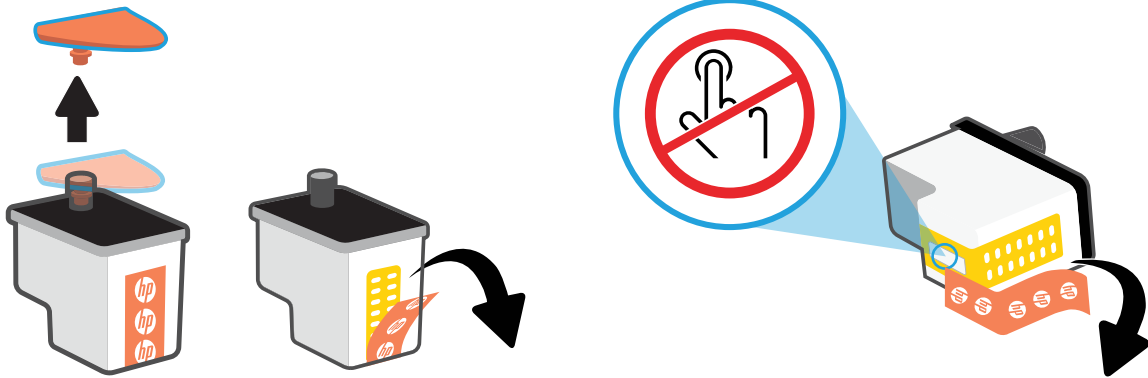




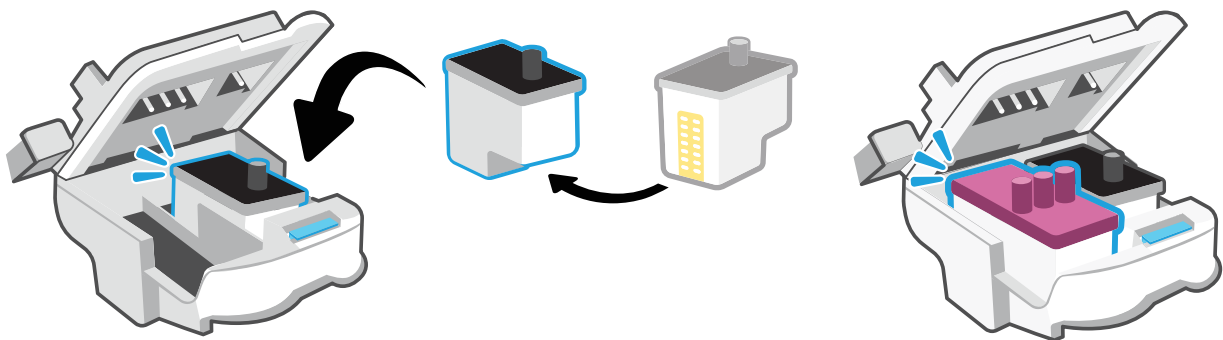
3 Remove the orange cap and protective tape on both printheads.



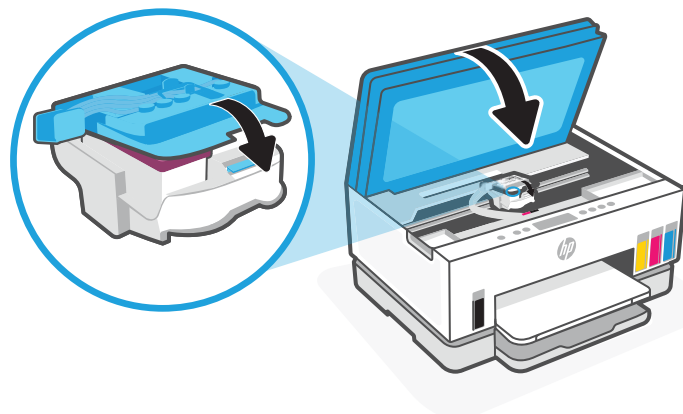
Caution: Do not touch the electric contacts or print nozzles under the tape.



4 Insert the printheads and click into place.



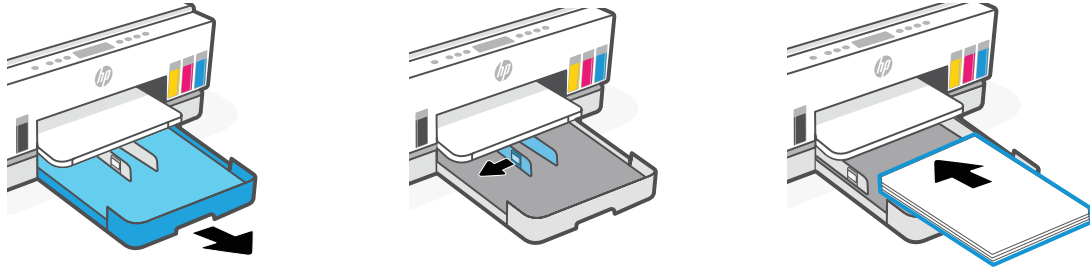
5 Close the printhead cover and the ink access door.





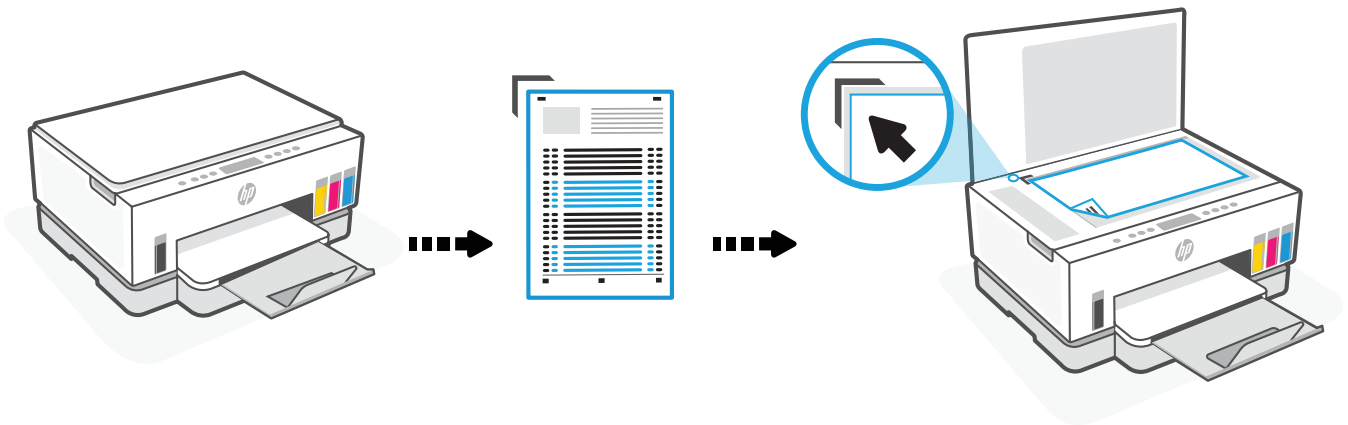
Load paper

Open the paper tray and slide out the guides. Load Letter or A4 paper and adjust the guides. Close the tray.

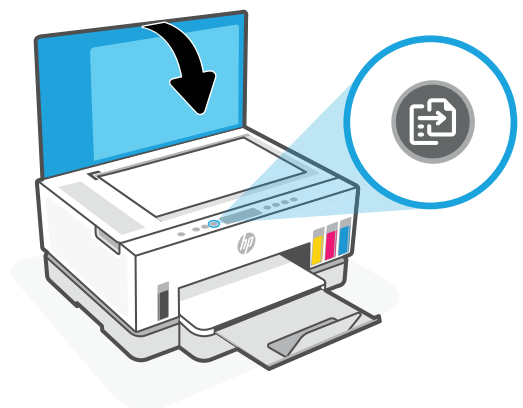


Print alignment page

- 1 Wait for the printhead alignment page to print. Place the printed page face-down on the scanner glass, aligned to the indicated corner.



- 2 Close the scanner lid. Depending on your printer model, press the blinking copy button on the printer control panel or follow the onscreen instructions to scan the page.



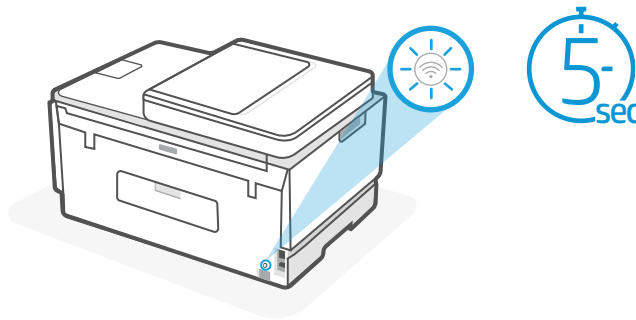


Repack the printer for transport




1 Put the printer into wireless setup mode for the customer.

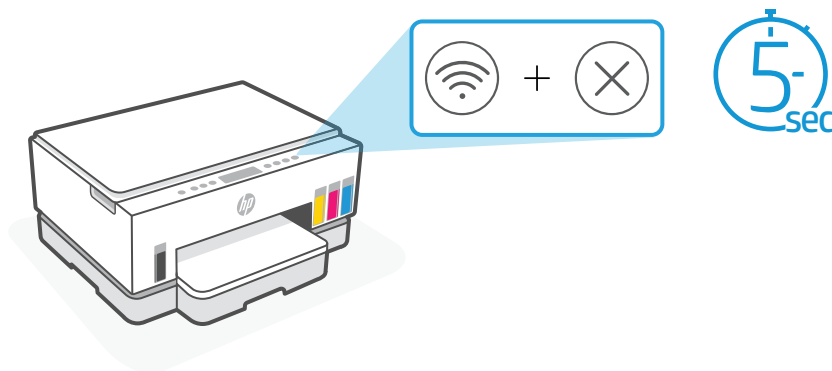
If the printer has a colored status light above the paper tray:

On the back of the printer, press and hold the Wi-Fi button for 5 seconds or until the printer display shows a prompt. Touch OK. The status light will pulse purple to indicate success.

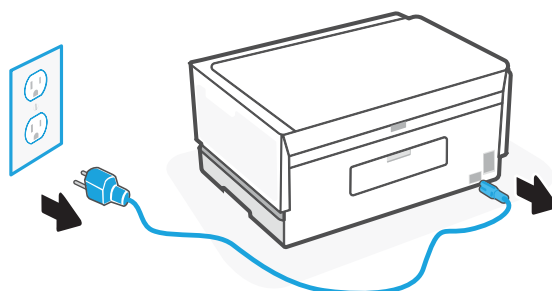


If the printer does not have a status light above the paper tray:

On the control panel, press and hold  for 5 seconds until the control panel buttons light up. Press and hold  and  buttons for 5 seconds. The Wi-Fi light will blink to indicate success.

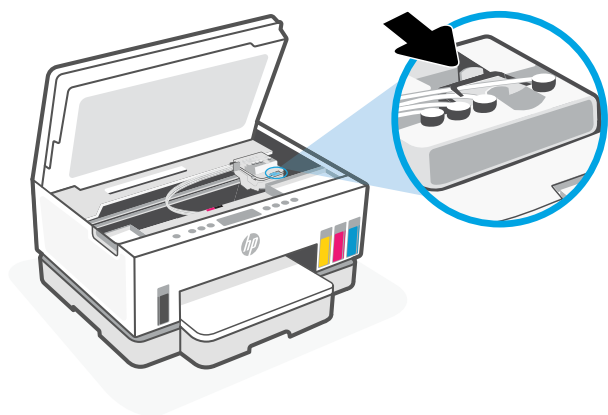


2 Turn off the printer and unplug the power cord.

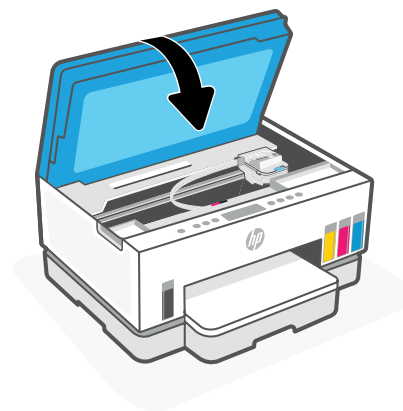





3 Open the ink access door. Press the grey button on the printhead cover to disconnect the ink tubes.

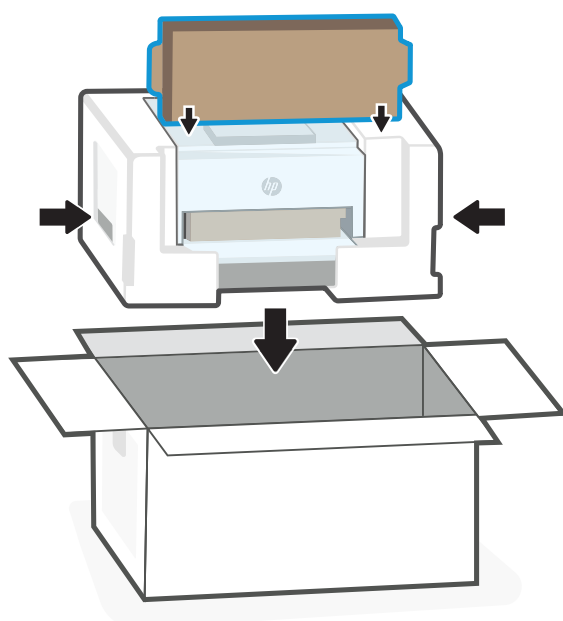


4 Close the ink access door.



5 Repack the printer how it was originally packaged and reseal the box. Instruct the customer to keep the box horizontal and level so the printer stays upright during transport. This will help prevent ink leaks.

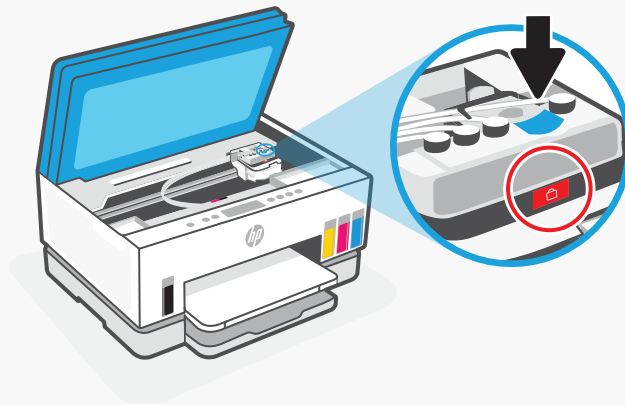
 **NOTE:** The printer box might vary by region. Repack the printer and box as it was originally packaged.



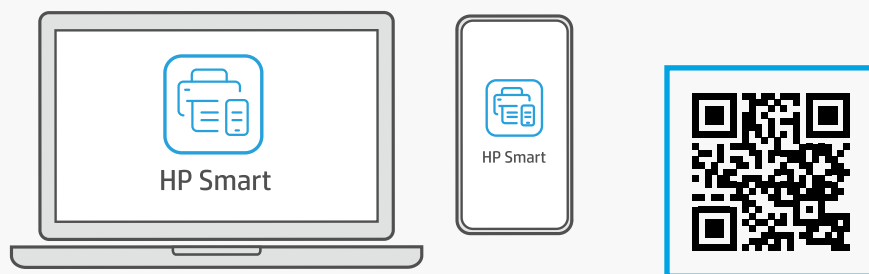


Inform customer to finish setup at home

- 1 The customer will need to push down on the printhead cover to reconnect the Ink tubes. They can consult the printed Reference Guide for an illustration.



- 2 The customer should use the printed Setup Guide to complete setup using the required printer software. The software will help them put the printer on their network.



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