

How to Set up Your HP1020 Printer at Home

Every faculty and staff member receives a HP1020 printer for their home use. Please useⁱ the steps below to set up your printer.

1. Inside the printer box there should be a **How To** foldout; a toner cartridge wrapped in black plastic; an electrical cord; an HP LaserJet 1020 CD; and a USB cord. Lay these aside (see Figure 1 below).



Figure 1

2. Open the front panel of the printer and remove the orange strip. This front panel is your paper tray. There are two other orange strips located on the outside of the printer. Remove these also (see Figure 2 below).

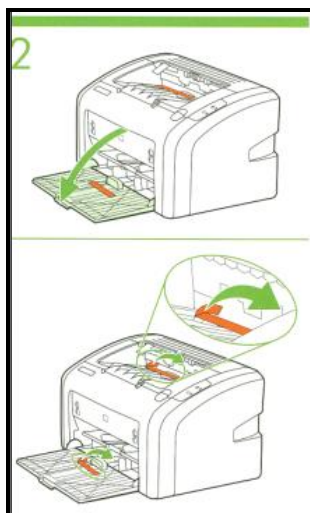


Figure 2

3. On the top of the printer is a grey plastic flap. Lift the flap back. On the top right hand side of the printer is a raised indentation. Lift up on this indentation to open the top part of the printer (see Figure 3 below).

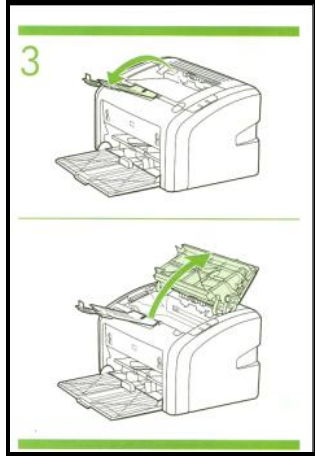


Figure 3

4. Remove the ink cartridge from the black plastic wrapping (see Figure 4a below).



Figure 4a

Holding the cartridge on each side, shake the ink cartridge five (5) times (see Figure 4b below).

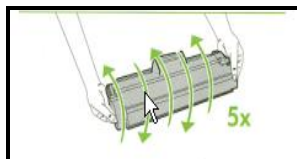


Figure 4b

Pull the red plastic strip from the cartridge (see Figure 4c below).

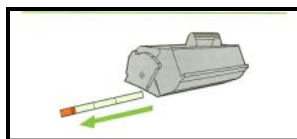


Figure 4c

5. Hold the cartridge upright so that the name of the cartridge is on top (Example: 12A HP Laser Jet). Locate the plastic slot inside the printer on the left hand side and slide the cartridge in. Close the lid (see Figure 5 below).

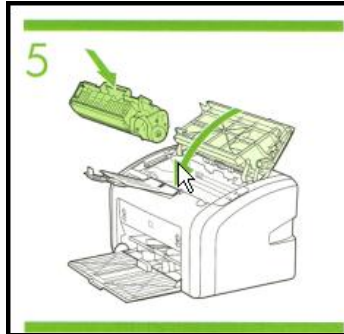


Figure 5

6. Adjust the paper tray to the size of paper you want to use. The blue/gray tabs slide outward and inward to adjust to the correct paper size. (Notice the arrows in Figure 6 below.)



Figure 6

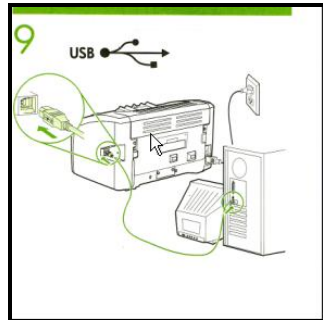
7. Insert the CD into your computer (see Figure 7 below).



Figure 7

- a. The Welcome screen will come up. Click on **NEXT** to continue.

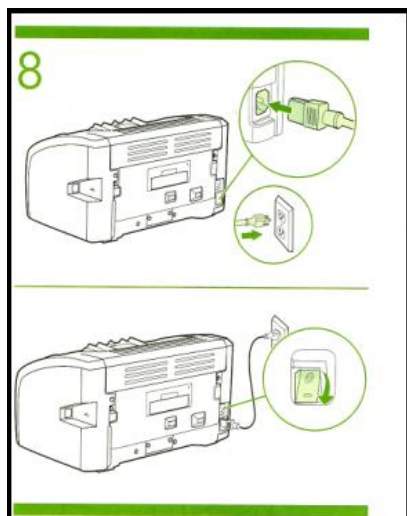
- b. When the End User License Agreement screen comes up, read the license agreement and click on **YES** if you agree.
- c. HP LaserJet 1020 will automatically be highlighted on the Model screen. Click on **NEXT** to continue.
- d. The next screen is the Start Copying Files. Just click on **NEXT**.
- e. After all the system files have been copied, the LaserJet 1020 series Printing System Setup screen will appear asking you to **plug in the USB cable and power on your printer**. (See Step 7a below.) This will allow the Hardware Wizard to complete the installation of your printer.



Step 7a

CAUTION: Before you connect the cable to the printer, always power off the printer. Otherwise, the printer might be damaged.

- 8. Take the electrical cord and insert the 3-prong end into the back of the printer. Plug the other end into the proper electrical outlet in your home. Now turn the printer on. (See Step 8 below.)



Step 8

Testing the Printer

After the printer is set up, run a test print to be sure it is working. Following are the steps for running a test print:

1. Click on the **START** button located on your desktop.
2. Select **Printers and Faxes**
3. Right click on the new printer that will be listed on the Printers and Faxes screen.
4. Scroll down and click on **PROPERTIES**.
5. In the bottom right hand side of the Properties screen, click on **Print Test Page**.

ⁱ HP LaserJet 1020 Instructions. 2005 Hewlett-Packard Development Company, L.P.