APOGEE
An HP Company

HP MULTI-FUNCTION PRINTER
QUICKSTART POSTER GUIDE

Northumbria University NEWCASTLE
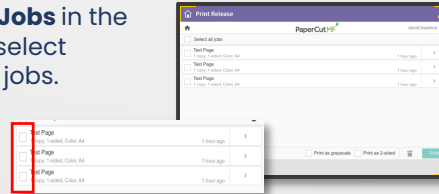
IMPORTANT: Before you can use any device function, please **Sign In** using your **ID Card**.
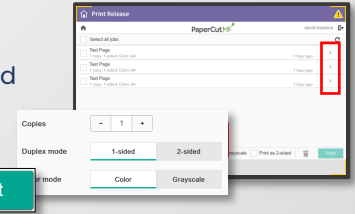
PRINT

1. Select **Print Release** from the home screen options.
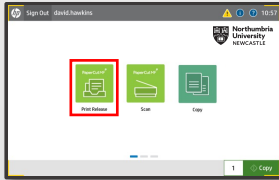
2. **Select All Jobs** in the job list or select individual jobs.

3. Use the arrow on the right of each job to change **Quantity** and **Colour** options.
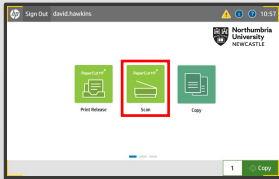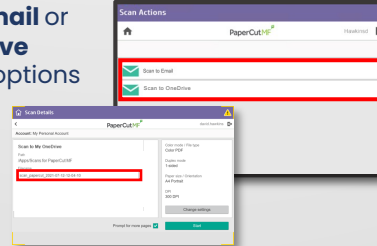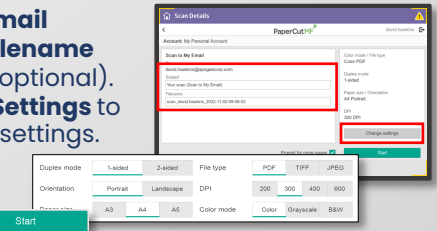
4. Tap **Print**.

SCAN

1. Select **Scan** from the home screen options.

2. Tap **Scan To Email** or **Scan to OneDrive** from the scan options

3. For **Scan to OneDrive** change the **Filename** (optional).

4. For **Scan To Email** change the **Filename** and **Subject** (optional). Tap **Change Settings** to change scan settings.
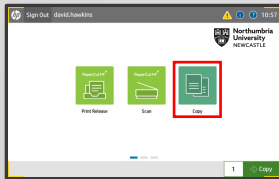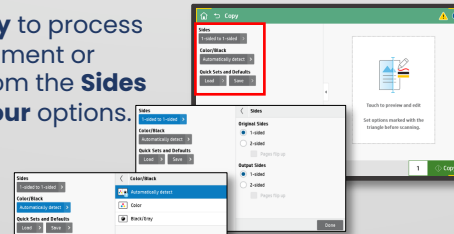
5. Tap **Start**.

COPY

1. Select **Copy** from the home screen options.

2. Tap **Copy** to process the document or select from the **Sides** and **Colour** options.

3. Use the **Preview Screen** to check documents before copying.

4. Tap **Copy**