
How to use the HP Multi-Function Device

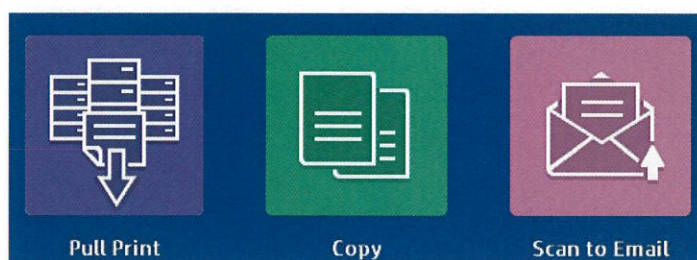
Scan your Staff Card at the Blue Card Reader on the Printer



If your card isn't recognised at first use, you'll be asked to enter your Windows Username and Password. A message *Card Opened please login again* will appear.

Press the Home Icon on the Center left hand side of the screen and scan your Staff Card again.

Select **Pull Print**, **Copy** or **Scan to Email** on the Touchscreen



- **Pull Print** will display print jobs you have sent from a computer
- **Copy** is the photocopy function
- **Scan to E-mail** allows you to scan the document to your email address



When Printing

- When you print your jobs will print in mono and double sided



When Copying

- If you are copying one sided place the page face down on the scanner glass with the top edge of the page to the top left of the glass or face up if copying from the document feeder.
Choose Options for more copying features.

Good to know:

HP Futuresmart 4 Printers are the most secure printers in the world.

We are significantly reducing our carbon footprint by renewing the printer fleet.

The new Print Queue names are SecurePrint_Mono (black and white printing) and SecurePrint_Colour, if you don't see these printers, please reboot your PC