# HP PRODUCT QUICK QUIDE

ENTERPRISE USER GUIDE

To make a copy:
Place originals face-up in the document feeder or face-down on the scanner glass.
 • Enter the number of copies you wish to make using the number pad that comes up
 when pressing the white box on the right corner of the page next to the copy button.
 • Use the green Copy button on the bottom right corner when you are ready to begin
 the job. This button will be available to you on every page of the User Control Panel.
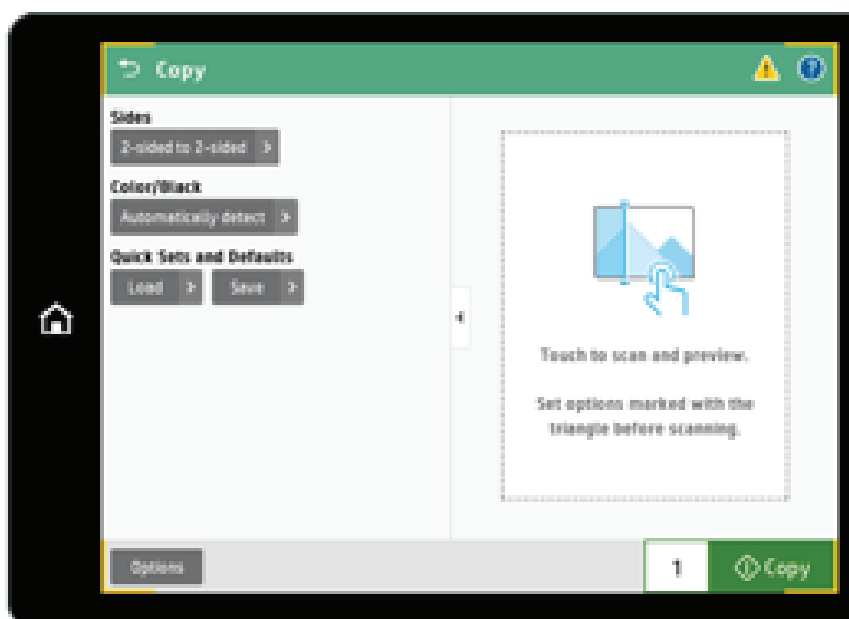
Sides- Indicate whether the original document is printed on one or both sides, and whether the copies should be printed on one or both sides.
The options will be: Original Side: 1 sided/2 sided Output Sides: 1 sided/2 sided

Color/Black- Specify whether to print copies in color or in black only.
Your choices are: Automatically Detect, Color, or Black/Gray

Quick Sets and Defaults–
Load> Brings you to Quick Sets that you already have saved

Save> Gives you the ability to save a task or function that you find yourself repeatedly doing.

The Quick Set will automatically save those options for you.
    • Save as a quick set– Will allow this to be saved in your "loaded" quick sets
    • Right below those two options you can write a name and description for your quick set

For all other Features in the Copy Mode choose the grey Options button on the bottom left corner.
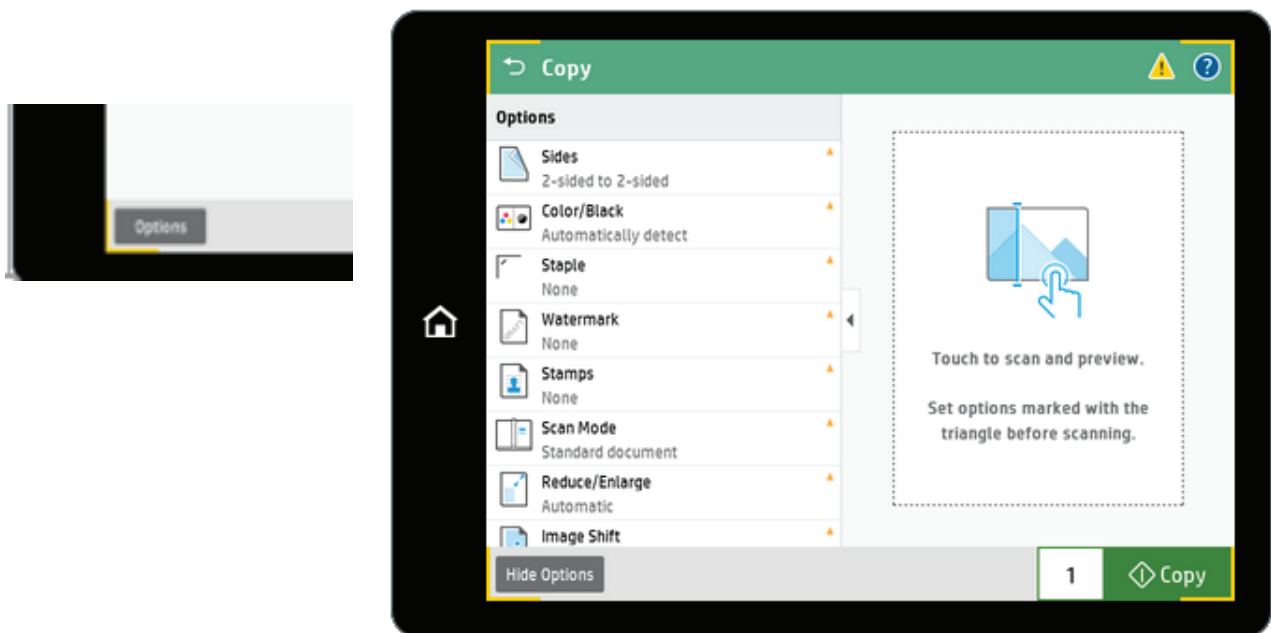
Staple– Will give you the image driven ability to choose where you would like your staple to be placed.

Watermark– To create a water mark choose text. Choose the grey box to the right with 3 white bars for the pre generated selections or type your own.

Stamp– First choose where you would like your stamp to be place.
    • Top Left, Top Right, Top Center, Bottom Left, Bottom Right or Bottom Center.
    • After choosing the stamp position you can click the text box and type in your own stamp or choose the grey box to the right for the pre generated options. (The most common being date stamps and page numbers)

Scan Mode- Will be automatically set to standard document
You have the option to change to a book or 2-sided ID
2-sided ID- When selecting this you will be prompted to scan both sides of an ID.
> • Place the ID front side down in the top left corner and slightly away from the edges of the scanner glass. The image on the control panel shows the correct orientation.
> • Then select scan. Turn the ID over and select Scan again. Once complete select done.

Prompt for Additional Pages – This feature is also under the Scan Mode Option. It is to create a single job from multiple scans without having to preview.
Reduce/Enlarge- This option will be set to Automatic. Once you choose this option you then go to an additional option- paper selection, paper size, then you choose the size you would like to go up to or down to.
Image Shift- Click the text boxes to the right with a 0 to shift the image horizontal or vertical. This feature is normally used to remove the hole punches or staples on the left side of the page.
**Paper Selection**- Choose your paper size, paper type and paper tray.

Scan to Email

Choose Scan and then scan to email. The green Send button in the bottom right hand corner will be there on all pages of your scanning options to be able to quickly send your jobs.
Click on the grey person icon to the right under "To" to get to your contacts.
To enter an email that is not on your contact list, click the text box under "To" and the keyboard will come up to enter the new address.
Enter a file name using the text box directly under named {Untitled}
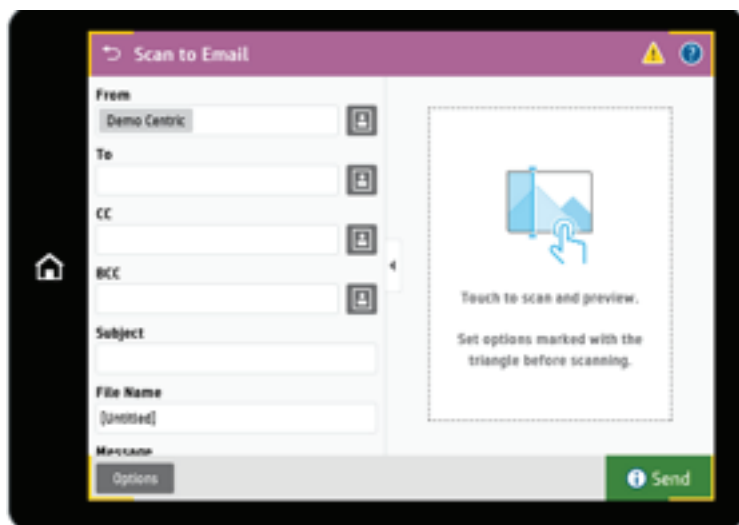
**All the options listed in Copy Are also available to you in Scan

Scan-Specific Options

File Type and Resolution- File Type will default to PDF but, the options to change are listed. The DPI (Dots Per Inch) will default to 200 but, you can go down to 75 or up to 600 dpi.
PDF Encryption- checking this box will allow you to create a pin code that must be entered before retrieving your scan whether you are sending it to yourself or someone else.
Blank Page Suppression- Turn on to omit blank pages on a double and single sided job