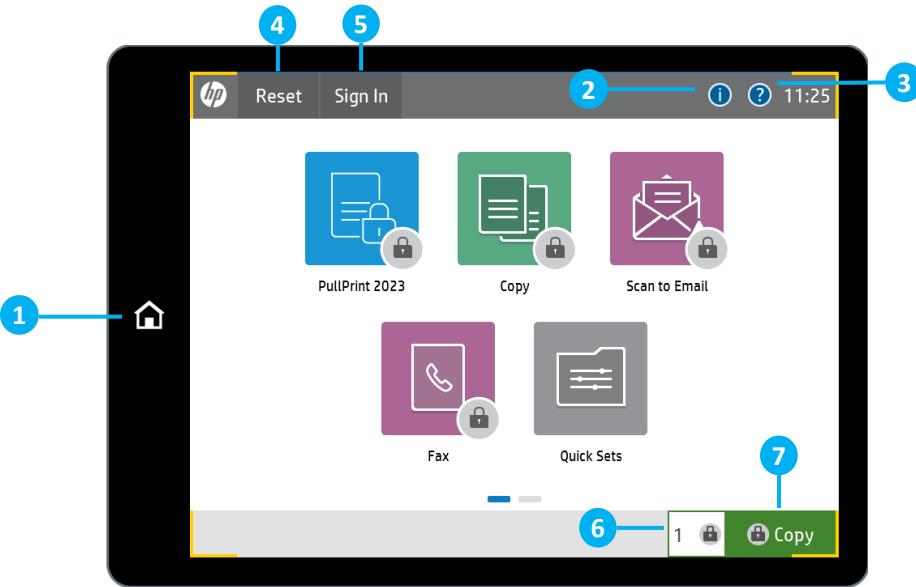
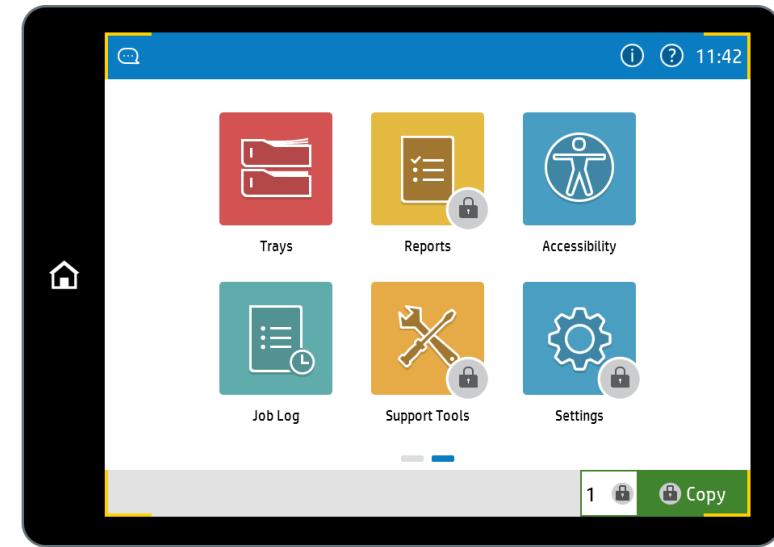


HP Multifunction Device Display Overview



- 1 Home button returns the display to home screen.
- 2 Info button - Tap this icon to change the control-panel language, get the network address or put device into sleep mode.
- 3 Tap this icon to access help on any screen.
- 4 Tap this icon to reset the home screen.
- 5 Tap this icon to sign in for access to secured features.
- 6 Tap this field to change the number of copies.
- 7 Tap the Copy icon to start a copy job.



Retrieve your Print Jobs.

1. Present your Merck badge to the card reader
 2. Tap **Pull Print 2023** button.
 3. Select document to print or print all documents
- To return to the Home screen, tap the Home icon on the left



Make copies from an original document.

- Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
1. Present your Merck badge to the card reader
 2. To customize settings, tap the **Copy icon** and then the individual options. Tap **More Options** to set other options.
 3. Tap **Copy** .
- To return to the Home screen, tap the Home icon on the left



Send a document as an attachment to an e-mail.

1. Present your Merck badge to the card reader
 2. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
 3. Tap the **Scan to Email** icon
 4. **From** text box and **To** text box are prefilled with your own e-mail address.
 5. Tap the **Subject:** text box to open the keyboard. Type the text.
 6. Tap **More Options** to set other options.
 7. Tap **Start** .
- To return to the Home screen, tap the Home icon on the left



Send a document to one or more fax numbers.

1. Present your Merck badge to the card reader
 2. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
 3. Tap the **Fax** icon
 4. Use any of the following methods to select a fax number:
 - Tap the **Fax Number** field to open the keypad and manually enter a fax number. Set default product behavior for most features.
 - Tap the address book button to select a fax number.
 - Select a speed dial number.
 5. Tap **More Options** to set other options.
 6. Tap **Start** .
- To return to the Home screen, Tap the Home on the left



Access preset Scan targets for commonly used jobs

1. Place the original document face-up in the document feeder, or face-down on the upper left corner of the glass.
 2. Tap **Quick Sets**
 3. Select one of the available options
 4. **Save to Home Folder** stores your document in your Home folder.
- To authenticate enter your windows credentials. Tap **OK**. Tap **Start** .
- To return to the Home screen, Tap the Home icon on the left



Trays

Check status of the trays, change paper-type and size.



Reports

Access to device configuration/Status, requires Sign In with user rights.



Support Tools

Used by service personnel only



Accessibility

Access to High Contrast-, Invert Color- Mode and Screen Zoom options



Settings

Used by admin personnel only



Job Log

Access to Job Log