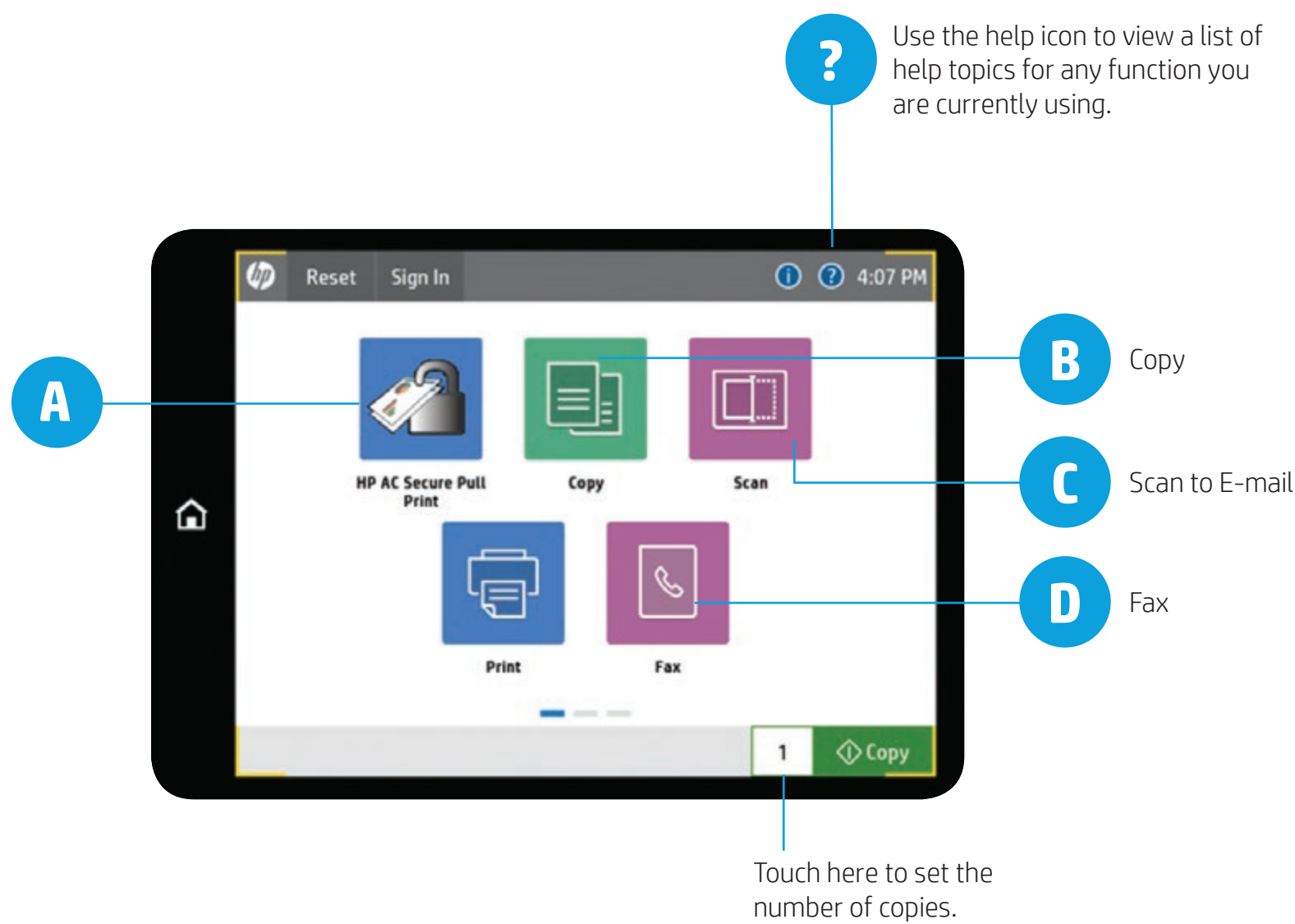
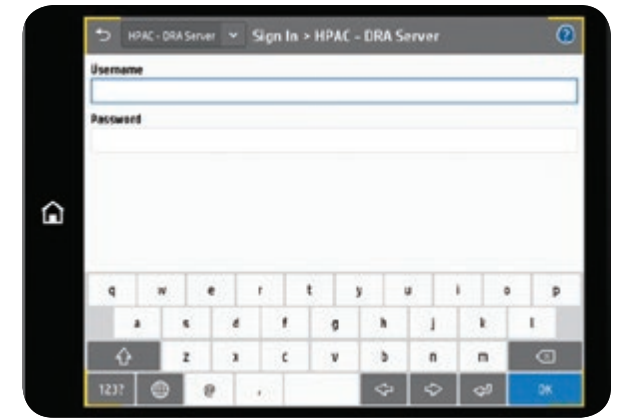


HP LaserJet Multifunction Products Button Layout



HP Access Control Secure Pull Print Badge Enrollment and Authentication

- Hold your badge over the HP Access Control Card reader. The card reader will beep twice upon success.
- Enter your Windows credentials and press the OK button.
- You are now enrolled.



To login:

- Hold your badge over the HP Access Control Card reader. The card reader will beep twice upon success.
- You are now logged in and have 60 seconds to tap the icon for the function you want (Copy, Scan, Fax, HP AC Secure Pull Print, etc.). After that, the login will timeout and you'll need to log in again.

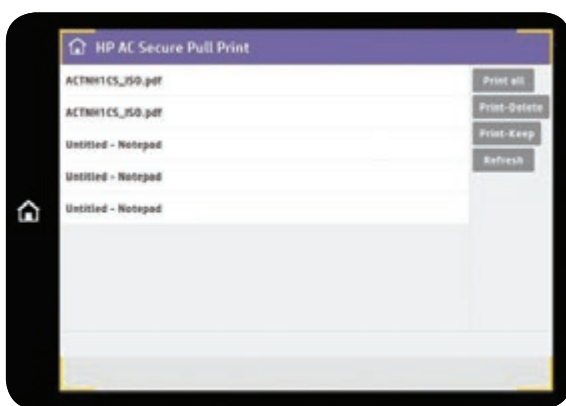
Alternate authentication:

- Tap the icon for the function you want (Copy, Scan, Fax, HP AC Secure Pull Print, etc.).
- Authenticate entering your Windows credentials.

To logout, use any of the options below:

- Tap SIGN OUT.
- Hold your badge over the HP AC Card Reader.

A HP Access Control Secure Pull Print



- Print your job to the Pull Print queue.
- Once the print job has been sent from your PC, authenticate as described in section "HP Access Control Secure Pull Print Badge Enrollment and Authentication".
- Touch the HP AC Secure Pull Print icon on the control panel. After a few seconds, the system will display a list of your available print jobs.
- Tap PRINT-KEEP if you want the selected documents to remain on the list after they are printed.
- Tap PRINT-DELETE if you want to remove the selected documents from the list after they are printed.
- Tap documents from the list, and then tap DELETE if you want to remove the selected documents from your queue without printing.

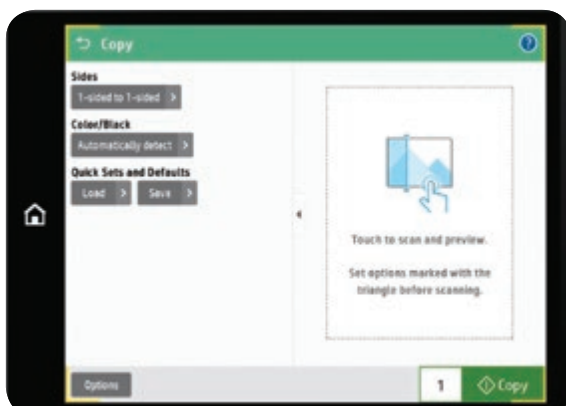
NOTE: Unprinted jobs will be automatically deleted after a designated period determined by your IT department.

NOTE: The device will ignore functions it is not capable of producing such as color, finishing, etc. if not available in the hardware.

Lost, Stolen or Forgotten Cards*

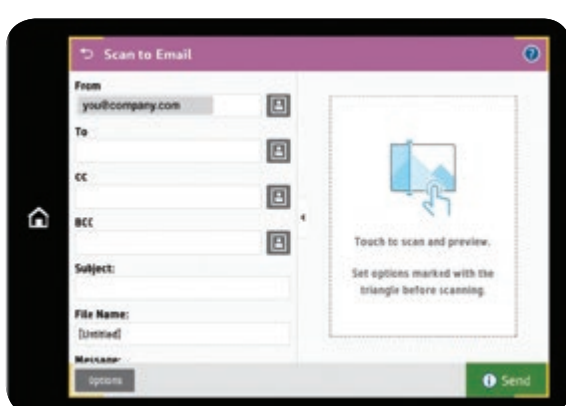
You can still access functions which require authentication, without your badge, by authenticating with your Windows credentials as described in Alternate authentication in section "HP Access Control Secure Pull Print Badge Enrollment and Authentication".

B Copy



- If authentication is required, authenticate with your card as described in section "HP Access Control Secure Pull Print Badge Enrollment and Authentication".
- Place the original on the flatbed or Automatic Document Feeder.
- Touch COPY.
- Change settings as necessary, touch the down arrow below MORE to change other advanced settings such as two-sided, orientation, finishing, job build, etc.
- Press START or touch START COPY.

C Scan to E-mail



- If authentication is required, authenticate with your card as described in section "HP Access Control Secure Pull Print Badge Enrollment and Authentication".
- From the Home screen on the printer control panel, select Scan, and then select Scan to Email. The FROM address will identify you as the sender of the e-mail.
- Select the To field to open a keyboard. Either type the email address of the recipient or select that person from Contacts.
- To configure settings, such as File Type and Resolution, Original Sides, and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done for each setting if prompted. [if {supportLists}] [endif]Optional preview: Touch the right pane of the screen to preview the document. You can touch the document to expand the view. In the preview screen, use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.
- When the document is ready, select Send to email it

NOTE: You can specify users by their e-mail address if they cannot be found in the corporate address book.

NOTE: By default the device sends PDF in 150 dpi resolution. Scan as a JPEG under MORE OPTIONS if embedding the scan as picture.

D Fax



- If authentication is required, authenticate with your card as described in section "HP Access Control Secure Pull Print Badge Enrollment and Authentication".
- Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.
- From the Home screen on the printer control panel, select the Fax button.
- Specify the recipients by either selecting the Fax Number field to open the keypad, enter a fax number, and then select the OK button, or select the Contacts button that is next to the Fax Number field to open the Contacts screen.
- To configure settings for the document, select the More Options button.
- Optionally, select the Preview button to preview the document.
- When the document is ready, touch the Start button to send the fax.

NOTE: Devices are configured to send faxes in FINE mode (200 x 200 dpi); this can be temporarily changed under MORE OPTIONS.

NOTE: By default, faxes will print a notification page for all sent faxes only on success/failure with a thumbnail of the first page. If you wish to redirect the notification to your e-mail in-box, authenticate with your badge prior to touching FAX and select EMAIL as the option under MORE OPTIONS > NOTIFICATIONS.

* Unreported lost or stolen cards represent a security risk to any organization. Report this immediately in order for the organization to take action to protect itself.