HP Multi-Function Printer Guide

APOGEE — An HP Inc. Company
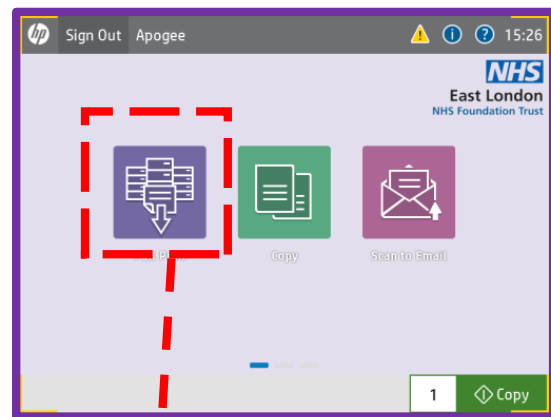
NHS East London — NHS Foundation Trust

To log in, tap your card on the card reader or enter your network username and password using the pull-out keyboard
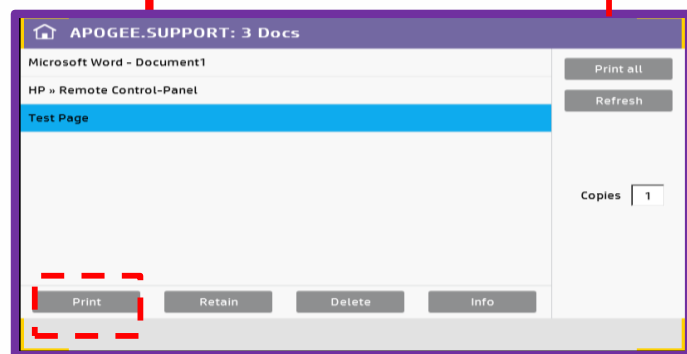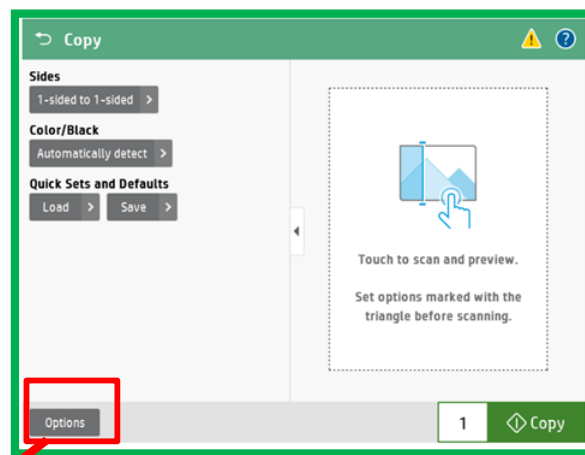
Pull Print

Tap the icons to select individual print jobs and choose to **Print** or **Cancel** as required
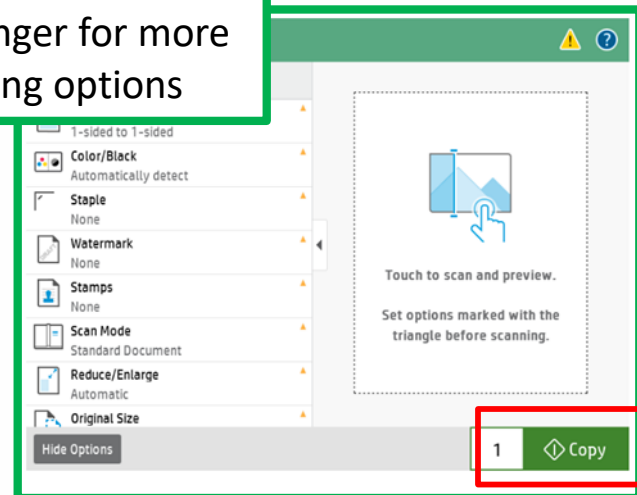
TIP:
Print All quickly releases all the print jobs you have waiting

Copy

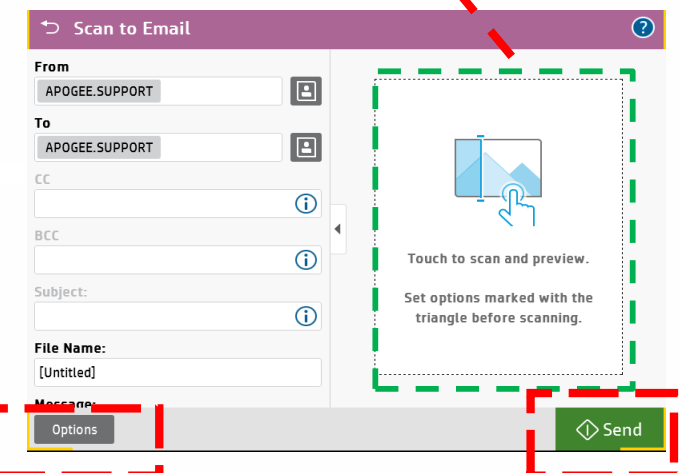Tap options and scroll up and down with your finger for more setting options

Tap copy to start

Scan to Email

Tap the screen here to review your documents

Tap options to make changes to scan output if required

Tap send to email as an attachment to your email account

Please remember to SIGN OUT at the top of the screen Sign Out